



UNITED STATES MARINE CORPS
TRAINING AND EDUCATION COMMAND
1019 ELLIOT ROAD
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:
1533
C 46JR
27 Jul 15

MCJROTC POLICY LETTER 7-15

From: Director, Marine Corps Junior Reserve Officers' Training
Corps (MCJROTC)

To: Distribution

Subj: LEADERSHIP AND CHARACTER CORE INSTRUCTION AND TESTING

Ref: (a) MCO P1533.6E

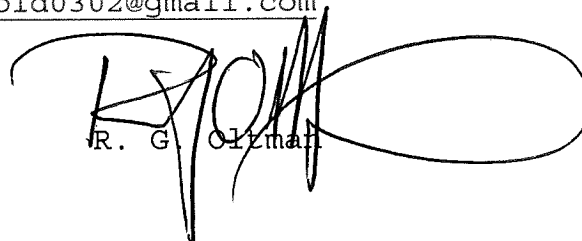
Encl: (1) LE Core Curriculum Requirements
(2) Standardized Academic Testing Procedure

1. Per the reference, and beginning at the start of School Year (SY) 15-16, the subjects displayed in enclosure (1) are required to be taught in the LE levels shown. A degree of latitude for the sequence of instruction is authorized, but the classes listed in enclosure (1) are to be completed prior to the end of the school year.

2. Each Region Director will select 20% of the region units to participate in the trial testing of two sample tests during SY 15-16. See enclosure (2) for the testing procedures and processes.

3. Two tests will be administered during the school year. The first will be the Start of Course test (SOC), and the second is the End of Course test (EOC).

4. This policy, once codified, will be incorporated into the rewrite of reference (a). The point of contact for this Policy Letter is Mark Newbold, Academic and Compliance Manager, at 202-725-0641, or mark.newbold0302@gmail.com


R. G. Oldman

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Region Directors
MCJROTC Instructors

CORE CURRICULUM REQUIREMENTS - LE I

SUBJECT	CATEGORY	SKILL	TASK	LESSON	TIME
Introduction to MCJROTC	5	1	1	1	45
Leadership Defined	1	1	1	1	45
Objectives of Leadership	1	1	3	1	90
Ethics, Morals, and Values	1	2	1	1	90
Marine Corps Core Values	1	2	2	1	90
Purpose of the Chain of Command	5	6	1	1	45
The Leader Within	1	1	2	1	45
Using Introspection	1	3	1	1	45
Military Leadership Traits	1	3	2	1	90
Patriotism Defined	2	1	1	1	90
Rights, Responsibilities, and Privileges	2	1	2	1	90
Attaining Citizenship	2	1	3	1	90
Volunteerism	2	2	1	1	90
Getting Involved	2	2	2	1	45
Becoming a Better Speaker	3	4	4	1	90
Preparing and Giving Speeches	3	4	5	1	360
Total Time					1440 24 Hours

CORE CURRICULUM REQUIREMENTS - LE II

SUBJECT	CATEGORY	SKILL	TASK	LESSON	TIME
Authority, Accountability, Responsibility	1	5	1	1	90
Role of the NCO	1	5	2	1	90
Role of the Officer	1	5	3	1	90
Individual and Team Training	1	7	1	1	90
Maintaining High Morale	1	6	2	1	90
Motivational Principles and Techniques	1	6	1	1	90
Leadership Principles	1	4	1	1	90
Marine Discipline	1	6	3	1	90
Proficiency Defined	1	7	2	1	45
Citizenship - Freedom Documents	2	1	4	1	180
U.S. Citizenship	2	1	5	1	90
Civic Responsibilities - Current Events					
Systems of Government - Political	2	3	1	1	90
Systems of Government - Economical	2	3	1	2	90
Three Branches of Government	2	3	2	1	90
History of U.S. Flag	2	3	3	1	90
Great American Seal	2	3	4	1	90
Preparing and Giving Speeches	3	4	5	1	360
Total					1845 30.75 Hour

CORE CURRICULUM REQUIREMENTS - LE III		CATEGORY	SKILL	TASK	LESSON	TIME
SUBJECT		1	7	3	1	90
Leadership - Proficiency - Individual & Team		1	7	4	1	45
Importance of Inspections & Evaluations		1	7	5	1	45
Eval & Record Performance of Subordinates		1	7	6	1	90
Leadership Styles		2	2	3	1	90
Citizenship - Plan & Conduct Special Events						
Keeping Current w/ Current Events		2	3	5	1	90
National Defense - Declaring War & Naval		2	3	6	1	90
National Defense - Congress & The President		3	4	5	1	360
Preparing and Giving Speeches						
Total						900 15 Hours

CORE CURRICULUM REQUIREMENTS - LE IV		CATEGORY	SKILL	TASK	LESSON	TIME
SUBJECT		1	6	4	1	90
Resolving Conflicts		2	1	6	1	180
Portraits of Patriots		2	1	7	1	90
Great Americans		1	7	4	1	45
Importance of Inspections & Evaluations		1	7	5	1	45
Eval & Record Performance of Subordinates		1	6	5	1	90
Sexual Harassment & Fraternalization						
Keeping Current w/ Current Events		3	4	8	1	180
Preparing & Teaching a Lesson						
Total						720 12 Hours

Standardized Academic Testing Procedure

During SY 15-16 selected units will participate in a testing study to determine procedures and sample questions for future use throughout the program. Two tests will be administered during the school year at each of the test sites: The Start of Course test (SOC) and the End of Course (EOC) test. The purpose of the SOC test is to establish the baseline knowledge of all cadets in the unit. The purpose of the EOC test will help determine what the tested cadets have learned during the year.

Regional Directors will identify 20% of the Region units to undergo standardized testing per this policy letter. The standardized testing process will be as follows:

1. Region Director notification of selection for testing will be in writing.
2. The Region Director will provide selected units with a copy of the revised Core Curriculum Requirements for each LE level prior to the start of SY 15-16.
3. The Senior Instructor will coordinate with the Regional Director for the most feasible date to administer the test. The SOC test is to be administered by the Senior Instructor prior to the beginning of formal academic instruction, but NLT the third week of school.
4. The day prior to the scheduled date, the Academics and Compliance Manager will provide the tests (LE I-LE IV) to be administered by email attachment. The instructors will duplicate the required number of tests to be administered.
5. On the day of the test, all cadets enrolled in the program will be administered the appropriate LE level test.
6. The instructors will grade the tests and report the grades to the Regional Director.
7. The test answer sheets, or Scantron answer cards, will be kept on file at the unit for a period of one year following the cadet exit from the unit.
8. End of Course (EOC) testing will begin no earlier than 1 April and NLT 1 May of the school year.

9. Again, the Academics and Compliance manager will forward the tests to the Senior Instructor prior to the test date.

10. The Senior Instructor will administer the EOC to all cadets who took the SOC and who are still enrolled.

11. The Senior Instructor will score the tests and report the results to the Region Director.

12. The test answer sheets, or Scantron answer cards, will be kept on file at the unit for a period of one year following the cadet exit from the unit.

Units selected for testing will be administered tests for each LE level for two consecutive years.

Integrity of the tests is of utmost importance. Units will receive a test booklet, an answer sheet on which the cadets will answer the questions, and an answer key to be used by the Senior Instructor for scoring the tests. Instructors are trusted to ensure that only the required number of tests to be administered is created, and that those answer sheets (or Scantron answer cards), are filed after the execution of the test. All copies of tests should be destroyed. Instructors are not to share the content of the test with instructors from other schools who may, or may not, have been administered the test at that point.

The purpose of the EOC test is to gauge the knowledge gained during the year for that course and not to evaluate the intelligence of the cadet. This testing will also assist the program in the program accreditation process. The grades achieved by cadets on the EOC test will not determine whether they pass or fail, or if they are allowed to proceed to the next LE level. It is imperative that cadets do their best on the test in order to assist in determining the validity of the test questions and the testing procedures.