

DEPARTMENT OF THE ARMY  
BENEDICTINE MILITARY SCHOOL  
SIXTH BRIGADE, US ARMY CADET COMMAND  
6502 SEAWRIGHT DRIVE  
SAVANNAH, GEORGIA 31406-2799

1 June 2011

TO: JROTC Cadets (LET IV-SR LET III-SR/JR LET II-JR/SOPH LET I-FR and NEW CADETS (DID NOT ATTEND BC AS A FR)

SUBJECT: JROTC Uniform Fitting and Issue Schedule

1. JROTC uniform issue schedule is shown below. The overall purpose of this program is to provide each JROTC cadet with a proper fitting and complete uniform prior to the beginning of the school year.

2. JROTC cadets are required to come to the JROTC Department on the scheduled uniform issue day as follows:

Tuesday 2 August 2011	Wednesday 3 August 2011	Thursday 4 August 2011
LET IV 8:30-9:30 A-D	LET III 8:30-9:30 A-F	LET I 8:30-9:30 A-F
LET IV 9:30-10:30 F-P	LET III 9:30-10:30 G-M	LET I 9:30-10:30 G-L
LET IV 10:30-11:30 R-Z	LET III 10:30-11:30 N-Z	LET I 10:30-11:30 M-Z
FOOTBALL PLAYERS ONLY		FOOTBALL PLAYERS ONLY
Seniors 12:30-1:30 A-Z	LET II 12:30-1:30 A-F	Freshmen 12:30-2:30 A-Z
Juniors 1:30-2:30 A-Z	LET II 1:30-2:30 G-P	
Sophomore 2:30-3:30 A-Z	LET II 2:30-3:30 R-Z	

3. Returning cadets will perform the following:

A. Prior to scheduled fitting:

(1) Inventory issued items: Belt, Buckle, Cap, Coat, Necktie, Shirt, Trousers, School Cord, and School Crest (1each)

(2) Ensure clothing fits: For those clothing items that are too small, bring in for exchange. (Note: COAT must be dry cleaned). Machine wash shirt, trousers do not have to be cleaned.

(3) Any unserviceable clothing will also be exchanged at this time.

B. Upon arrival at school:

(1) Bring only items that are to be exchanged. After exchange, clothing record will be updated and signed. Items requiring alteration will be at government expense.

(2) For cadets that have no exchanges, after reporting at scheduled time, clothing record will be updated and signed.

(3) Cadets reporting lost items will be charged for that item and item reissued.

4. New cadets will be issued a complete issue of military clothing. A BC haircut is required for proper fitting of military cap. Items requiring alterations will be at government expense.

5. It is the responsibility of each cadet to comply with the instructions provided in paragraphs 2 and 3 above. Failure to accomplish the scheduled fitting may result in disciplinary action. Cadets that cannot make the scheduled date/time will be rescheduled at registration. Issue takes place after school hours.

6. Those families with two or more cadets may bring all cadets on the day scheduled for the oldest cadet.

7. POC for this action is CW3(R) Carl, 912-644-6506.

JOHN M. OWENS III  
LTC, Retired  
Senior Army Instructor