**ACADEMY OF RICHMOND COUNTY HIGH SCHOOL**

*A/B/C* COMPANY, MUSKETEER BATTALION

910 RUSSELL STREET

AUGUSTA, GA 30904

DD MMM YY

MEMORANDUM FOR INSTRUCTION TO THE MUSKETEER BATTLION

SUBJECT: *Create an appropriate description of your event*

1. PURPOSE: To successfully expose community partners to the various aspects of JROTC instruction, encourage recruitment into the JROTC program, and provide cadets an avenue to demonstrate mastery of JROTC concepts towards

2. OBJECTIVE

a. Task: *What the event is? (think commander’s intent)*

b. Conditions: *What are the main things need to accomplish your event?*

c. Standards: *What are you using as a way to measure your success at the event?*

3. Concept

a. General : *Describe how, when, where the event will take place (think location transportation, etc.)*

b. Specific: *Describe the who needs to be there what will take place*

4. Tasks to the staff *(By each staff section Identify what portion of the event they can assist in)*

a. S-1:

b. S-2:

c. S-3:

d. S-4:

e. S-5:

f. S-6:

5. Task to subordinate Units: *(by the CO’s and 1SG’s describe what is required for the company to do?)*

a. Company Commanders:

b. 1SG’s: