

SHELBY COUNTY SCHOOLS
Junior Reserve Officers' Training Corps Department
220 North Montgomery Street, Memphis, TN 38104
(901) 416-7465; Fax (901) 416-9948

HQ JROTC TASKING Request

DTG: DD MMM YYYY

SUBJECT: Who is requesting JROTC support?

1. Situation. What type of event?

2. Mission. When is the event taking place? Who is the target audience? What type of JROTC team(s) is/are needed for the event?

3. Execution. Where is the event? Is there a rehearsal time? What time is/are the team(s) needed for the event?

4. Sustainment. Is transportation provided? Will meal(s) be provided for the team(s)? Will parking be available for the instructor's vehicle? (These are not required or necessary in order to request support).

5. Command and Control. Who is/are your Point Of Contact(s) (POCs)? (Please provide name(s), duty position(s), phone number(s), and email(s)).