



ALLEN MARINE CORPS JROTC

ALLEN HIGH SCHOOL
300 RIVERCREST BLVD.
ALLEN, TEXAS 75002

IN REPLY REFER TO,
ECK
16 JUL 26

LETTER OF INSTRUCTION

From: Senior Marine Instructor
To: Distribution List

Subj: **LETTER OF INSTRUCTION FOR 2ND ANNUAL PFC SHANE FOLMAR
FITNESS CHALLENGE, 19 SEPTEMBER 2026**

Ref: (1) MCJROTC SOP (Draft 22 July 2024)
(2) MCJROTC Policy Letter 7-15

Encl: (1) Entry Form
(2) Event Overlay/Route
(3) Detailed Event Descriptions (Fire Team Challenge,
Shamrock, Ruck Run, Tug-of-War)
(4) Scoring System
(5) W-9
(6) Contract of Release and Waiver of Liability

1. **Situation.** This Letter of Instruction publishes information and instructions concerning the 19 September 2026 Allen High School MCJROTC PFC Shane Folmar Fitness Challenge. The competition will host 4-person teams from JROTC programs who will participate in a series of events designed to test endurance, teamwork, strength, and esprit de corps.

2. **Mission.** On Saturday, 19 September 2026, 4-person teams from participating JROTC programs will compete in the PFC Shane Folmar Fitness Challenge at Allen High School. Teams will be challenged in four events—Fire Team Challenge, Shamrock drill, Ruck Run, and Tug-of-War—that measure physical ability, mental toughness, and unit cohesion.

a. **Allen MCJROTC Intent.** The purpose of this competition is to honor the sacrifice of PFC Timothy Shane Folmar by conducting a challenging physical fitness competition that reinforces teamwork, leadership, and perseverance under stress.

b. **Concept of Operations.** The operation will be executed in four phases:

(1) Phase I consists of planning and coordination to ensure all personnel and equipment are allocated for the event.

Complete upon execution of the LOI.

(2) Phase II will begin on 19 Sept 26 and will consist of equipment pickup, station set-up, cadre briefs, and safety preparations. Complete upon establishment of stations and final communications checks.

(3) Phase III will begin on 19 Sept 26 at 0630 and will consist of competition execution across four events. Complete upon scoring and announcement of results.

(4) Phase IV begins upon event conclusion and will consist of consolidation, gear accountability, and reporting. Completely, personnel and equipment are accounted for.

c. **Timeline.**

<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Location</u>	<u>Comments</u>
20 July 26	0001	Publish LOI	MCJROTC Distro	
20 July 26	0700	Initial Planning Planning	Confrence room	Assign Tasks
17 Aug 26	0930	Mid-Planning Confrence	Confrence room	Equipment manpower check
04 Sept 26	0930	Unit Entry Deadline	Confrence room	Rosters & fees Due
11 Sept 26	0930	Final-Planning Confrence	Confrence room	Final Coordination
11 Sept 26	0930	Final Equipment Preps	Various	All gear staged
16 Sept 26	1600	Support Staff And Cadre Briefed	Classroom	OPS O Brief Roles and responsibilities
19 Sept 26	0600	Equipment Setup 0645	Competition Site	Stations Established
19 Sept 26	0700 0730	Comms Checks Safety Briefs	Competition Site	All hands present
19 Sept 26	0730 1200	Competition Execution	Competition Site	All Events Conducted
19 Sept 26	1300	score Calculation	Competition Site	SMI w/ scoring team

d. Tasks

(1) **S-1 (Administration).**

- Publish warning order and LOI IAW timeline.
- Collect team rosters, entry forms, waivers, and entry fees NLT 4 Sept 26.
- Maintain accountability of all personnel during the event.
- Provide admin support for scoring team and post-event reporting.

(2) **S-3 (Operations).**

- Develop and refine the scheme of maneuver for event flow.
- Assign cadre to each event station and brief them on responsibilities.
- Ensure safety briefs are conducted prior to execution.
- Oversee execution of all four events and control event sequencing.

(3) **S-4 (Supply/Logistics).**

- Coordinate acquisition, transport, and setup of required equipment IAW Encl (2) and (5).
- Provide water jugs and coolers at each station.
- Stage tents, tables, chairs, and signage at start/finish line.
- Coordinate with EMS and ensure medical stations are established.
- Conduct final gear accountability after event completion.

(4) **Event Cadre.**

- Man, each station with sufficient observers to ensure safety and fairness.
- Report results to the scoring team immediately upon completion of each heat.
- Maintain order and discipline at event sites.

(5) **Participating Units.**

- Submit rosters, entry forms, and waivers NLT 4 Sept 26.
- Provide no more than 4 4-person teams.
- Ensure cadets report in the prescribed uniform (Boots and Utes).
- Ensure cadets are physically prepared and carry individual hydration sources.
- Be present at 0700 for comm checks and safety briefs on 19 Sept 26.

e. Coordinating Instructions.

- (1) The scoring system is outlined in Encl (4).
- (2) Female participation bonus points are awarded IAW Ref (2) and Encl (4).
- (3) Tie-breakers will be applied as specified in Encl (4).

4. Administration and Logistics

- a. **Entry Fee.** \$250 per school, regardless of the number of teams entered.
- b. **Team Limit.** Maximum of 4 teams per school.
- c. **Uniform.** Boots and Utes. Cammie blouses may be worn at staff discretion depending on weather.
- d. **Medical.** Units must bring medical release forms for each participant. First aid will be on site; EMS response time is 4-10 minutes.
- e. **Sustainment.** Schools are responsible for providing their own chow and water. Hydration stations will be provided at event sites.
- f. **Waivers.** No cadet will compete without a signed waiver of liability (Encl 6).

5. Command and Signal

- a. **Authority.** The Competition Director is the Senior Marine Instructor, Allen High School MCJROTC. Final authority for disputes rests with the Competition Director.
- b. **POC.** GySgt Chris Flores, USMC (Ret), Marine Instructor,
Allen High School MCJROTC.
 - Phone: 817.729.1758
 - Email: christopher.flores@allenisd.org



E. C. KRETSCHMER

ENCL (1) ENTRY FORM



NAME OF UNIT: _____

MAILING ADDRESS: _____

POINT OF CONTACT _____ PHONE: _____

E-MAIL: _____

NUMBER OF TEAMS: _____

Team Members:

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	

Submit completed entry forms to GySgt Flores @ Christopher.flores@allenisd.org

Make Entry form Checks of \$250 out to: **Allen MCJROTC Boosters**

Bring to event or Mail to:

Marine Corps JROTC 300

Rivercrest Blvd.

Allen, TX 75002

Special
Requests _____

Encl (2) Event Overlay/Route



ENCL (3) DETAILED EVENT DESCRIPTION

Event I: Fire Team Challenge

Purpose. Test endurance, teamwork, and determination under repeated physical stress.

Execution.

1. On the command "Go," the fire team will conduct five exercises in sequence: push-ups, air squats, lunges, V-ups, and burpees.
2. Upon completion, the team will sprint 30 yards to the far line and repeat all five exercises as a team.
3. The team will then sprint back to the starting line to complete one iteration.
4. Teams will complete a total of five iterations.

Standards.

- Time starts with the first exercise and ends when the final team member completes the fifth exercise of the last iteration.
- All exercises will be performed together as a team; no member may begin the next movement until all members complete the current exercise.

Event II: Shamrock

Purpose. Test agility, anaerobic endurance, and mental toughness under escalating conditions.

Execution.

1. On the command "Go," the fire team begins at the start line with 10 push-ups.
2. The team sprints to Cone 1, completes 10 burpees, and returns to the start line for 10 push-ups.
3. The team then repeats the sequence, advancing each time:
 - Cone 1: 10 burpees
 - Cone 2: 10 lunges
 - Cone 3: 10 dive bombers
4. After completing each cone's exercise, the team always returns to the start line for 10 push-ups before advancing to the next cone.

Standards.

- Time stops when the last cadet completes dive bombers at Cone 3 and the team returns to the start line for the final 10 push-ups.

- All repetitions must be executed together; the team may not advance until all cadets have completed the exercise.

Event III: Ruck Run

Purpose. Test endurance and unit cohesion under load.

Execution.

1. Each cadet will carry a rucksack weighing 50 pounds.
2. On the command "Go," teams will run together to the designated turnaround point and return to the start line.

Standards.

- Cadets must remain within arm's reach of one another throughout the event.
- Time stops when the last cadet of the team crosses the finish line with their rucksack.
- Dropping or discarding weight will result in team disqualification.

Event IV: Tug-of-War

Purpose. Test strength, teamwork, and willpower in direct competition.

Execution.

1. A single-elimination bracket will be used.
2. A pull is won when one team drags the opposing team across the centerline marker.

Standards.

- Bracket will be structured so that teams from the same school (if more than one team enters) are placed in opposite sides of the bracket when possible.
- If the number of teams does not fit a perfect bracket (e.g., 10 teams), random byes will be assigned in the first round.
- Gloves are permitted; cleats or spiked footwear are prohibited.

Encl (4): SCORING SYSTEM

1. Event Scoring

- a. Each event will be scored by placement.

1st Place - 10 points
2nd Place - 7 points
3rd Place - 5 points
Participation - 2 points

- b. All four events count toward the overall total.

- c. Event 1st-3rd place winners will be recognized.

2. Overall Scoring

- a. Each team's cumulative points from all events will determine overall standings.

- b. Overall 1st-3rd place teams will be recognized.

3. Female Participation Bonus

- a. To encourage female participation, teams will receive bonus points based on roster composition:

- 1 Female - +1 point
- 2 Females - +3 points • 3 Females - +5 points
- 4 Females - +7 points

- b. Bonus points are applied once to the team's final cumulative score.

4. Tie-Breakers

- a. In the event of a tie after scoring and bonuses:

1. Higher placement in the **Ruck Run** determines winner.
2. If still tied, higher placement in the **Fire Team Challenge**.
3. If still tied, Competition Director will determine outcome by coin toss.

5. Scoring Example

Team A (all male):

- Event Placements: 1st, 1st, 2nd, 3rd
- Event Points: $10 + 10 + 7 + 5 = 32$
- Bonus: 0
- **Total: 32**

Team B (2 females):

- Event Placements: 2nd, 2nd, 2nd, 2nd
- Event Points: $7 + 7 + 7 + 7 = 28$
- Bonus: +3
- **Total: 31**

Team A still wins, but Team B remains competitive, illustrating that bonus points reward participation without overshadowing event performance.

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Allen MCJROTC Boosters		
2 Business name/disregarded entity name, if different from above Allen MCJROTC Boosters		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☒ Other (see instructions) ▶		
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)		
5 Address (number, street, and apt. or suite no.) See instructions. 1100 Salado Dr.		Requester's name and address (optional)
6 City, state, and ZIP code Allen, TX 75013		
7 List account number(s) here (optional)		
Part I Taxpayer Identification Number (TIN)		
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.		
Social security number 81-1949918		OF Employer identification number 81-1949918
Part II Certification Under penalties of perjury, I certify that: - The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and - I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and - I am a U.S. citizen or other U.S. person (defined below); and - The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.		
Sign Here	Signature of U.S. person ▶	Date ▶ 12-1-2023
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: - Form 1099-INT (interest earned or paid) - Form 1099-DIV (dividends, including those from stocks or mutual funds) - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) - Form 1099-S (proceeds from real estate transactions) - Form 1099-K (merchant card and third party network transactions) - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) - Form 1099-C (canceled debt) - Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.		

Cat. No. 10231X

Form W-9 (Rev. 10-2018)

Encl (6) : CONTRACT OF RELEASE AND WAIVER OF LIABILITY

I, _____, ("Participant/Releaser")
acknowledge and agree that I have voluntarily applied to participate in JROTC military-style activities
("Competition"), hosted by Allen High School Marine Corps JROTC, Allen Independent School District, and the
United States Marine Corps.

1. Assumption of Risk

I am aware that the activities involved in this competition include, but are not limited to: running, carrying weighted loads, calisthenics, competitive events, and other strenuous physical exercise. I acknowledge that these activities involve inherent risks of injury, including serious bodily injury or death. **2. Release of Liability**

In consideration for being permitted to participate in this competition, I, on behalf of myself, my heirs, executors, administrators, and assigns, do hereby release, discharge, and hold harmless:

- The United States Marine Corps,
- Allen Independent School District,
- Allen High School,
- All Marine Corps JROTC instructors, staff, and volunteers, from any and all liability, claims, demands, actions, or causes of action arising out of or related to any loss, damage, or injury, including transportation by ambulance or treatment in an emergency room or hospital, sustained by me while participating in or traveling to/from this competition.

3. Medical Responsibility

I understand that I am solely responsible for obtaining adequate medical insurance coverage for myself/my child. I further understand and agree that any costs incurred for medical treatment, including but not limited to ambulance transport and emergency room visits, are the sole responsibility of me/my parent/guardian and not the responsibility of the instructors, the Marine Corps, or the school district.

4. Certification of Health

I certify that I/my child am physically fit and able to safely participate in the activities of this competition. I acknowledge that it is my responsibility to consult a physician prior to participation if I have any doubts about my physical condition.

5. Voluntary Participation

I acknowledge that participation in this competition is strictly voluntary and that I/my child may withdraw at any time prior to or during the competition.

Executed this _____ day of _____ 2026 at _____ (City, State).

Participant Name (Print): _____

Participant Signature: _____

Parent/Guardian Name (if participant under 18): _____

Parent/Guardian Signature: _____

Address: _____

Phone: _____ Email: _____

For Official Use Only

Approved by: _____

Allen MCJROTC, Competition Director

ANNEX A - BIOGRAPHY OF PFC TIMOTHY "SHANE" FOLMAR



1. Personal Information

- **Name:** Private First-Class Timothy Shane Folmar
- **Birthplace:** Sonora, Texas
- **Service:** United States Marine Corps, Company F, 2nd Battalion, 5th Marines, 1st Marine Division
- **Age at Death:** 21
- **Date of Death:** 24 September 2005
- **Location of Death:** Ar Ramadi, Iraq

2. Service and Sacrifice

PFC Timothy "Shane" Folmar enlisted in the Marine Corps with a deep sense of duty and commitment to service. He deployed to Iraq with Company F, 2/5 Marines during Operation Iraqi Freedom. On 24 September 2005, while conducting combat operations in Ar Ramadi, he was killed in action.

3. Character and Legacy

- Known for his strong work ethic, unwavering humor, and refusal to complain regardless of conditions.
- Respected by his leaders for carrying out every assigned task with precision and professionalism.
- Remembered as a Marine whose dedication uplifted those around him and who lived the values of honor, courage, and commitment.

4. Dedication

The PFC Shane Folmar Memorial Fitness Competition is conducted in his honor. This event serves as a living reminder of his service, sacrifice, and the Marine Corps values he embodied.

"Greater love hath no man than this, that a man lay down his life for his friends." - John 15:13