

Unit Firing Report

Instructions. This Firing Report is to be completed by the Marksmanship Coach after all cadets in your unit finish firing the 2025 – 2026 JROTC Air Rifle Postal Competition. For those mailing targets, be sure to complete and enclose this form with your unit's fired targets. All official targets for your unit should be forwarded to the CMP in one package. We recommend getting a tracking number for your package. If you are sending your targets via Orion or using EST, please scan the unit firing report and email it to postals@thecmp.org or use the online submission form found on the CMP JROTC page at <https://thecmp.org/youth/jrotc/>.

JROTC Service ☐ Army ☐ USMC ☐ Navy ☐ Air Force ☐ Coast Guard ☐ Space Force	
Name of School/ JROTC Unit	Name—Senior Instructor/Marksmanship Coach (Please Print)
Changes to registration were made (such as replacing cadets or changes in rifle class) ☐ NO ☐ YES	
Include change of shooter form. Visit http://thecmp.org/wp-content/uploads/CadetChanges.pdf for additional copies of the change of shooter form.	
Certification by Instructor: <i>I certify that I witnessed the match being fired. All requirements in the Official Program for the 2025-2026 JROTC Air Rifle Postal Competition and Postal Match Firing Instructions were followed.</i>	
Instructor Signature: _____	
Date Targets Fired: _____ Telephone (day): _____	
Match Verification: • <i>Recommended</i> for Paper Submission • <i>Recommended</i> for Orion Submissions (Electronic Targets or Paper) • <i>Required</i> for Electronic Target Submission (without Orion integration) The safe and fair conduct of the JROTC Postal Competition is of the highest priority. A secondary witness should initial the bullet points and sign below. • Targets were fired at 10 meters at the correct target heights for each position. _____ • Targets were fired in Kneeling, Prone, Standing order _____ <i>I certify that I witnessed the match being fired. All requirements in the Official Program for the 2025-2026 JROTC Postal Competition and Firing Instructions were followed.</i> Name: _____ Position: _____ Signature: _____ Date: _____ Phone Number: _____ Email: _____	

Firing Instructions

To: JROTC Unit Instructors



Please review this document before allowing cadets to fire on the postal targets.

BE SURE TO REVIEW THESE INSTRUCTIONS WITH YOUR CADETS BEFORE THEY FIRE THEIR POSTAL COMPETITION TARGETS.

Before Firing the Postal Competition:

- o **Check Targets.** Issue targets to each cadet. The targets will have their names and position printed on each target. There is no need to write additional information on the targets unless you are making a score notation (i.e. first sighting shot outside of scoring ring, or double loads).
- o **Fire Postal Record Targets.** After making sure each Cadet has the proper targets, they may fire their postal targets by following these instructions. If you have any questions or require additional information, please contact CMP Competitions at 419-635-2141 or email, postals@thecmp.org.

Match Conduct:

- o **Firing Distance.** All firing must be done on a range with targets at 10 meters (33 feet) from the firing line.
- o **Replacing Cadets.** If a cadet is unable to fire, and another will replace him/her, please fill out the change of shooter form found at: <http://thecmp.org/wp-content/uploads/CadetChanges.pdf>. Also draw a vertical line through the barcode on the right side of the target, cross out the cadet name and print the cadet's name who did fire above. Do this on all three targets.
- o **Sighting Shots.** Competitors may fire as many sighting or practice shots as they wish during sighting stages. All sighting shots must be fired at the two bullseyes in the center of the target that are printed inside the oval guard ring and marked with an "SS." Any shot that strikes outside of the guard ring during sighters must be marked (instructor/coach may circle and write "SS" next to shot to indicate this.)
- o **Record Shots.** One record shot must be fired at each of the 10 numbered, record bullseyes on each target (10 records shots total). Any shot outside of the guard ring around the two sighting bullseyes must be counted as a record shot even if it does not hit the scoring rings on one of the record bullseyes. Fire 10 record shots on each of the three competition targets (30 record shots total). Do not fire more than 10 record shots on any of the three targets. If a shooter makes a mistake and fires two record shots at one record bullseye, leave another bullseye on that target blank so that there will still be no more than 10 total record shots on that target (there is no penalty for this for the first two times it is done in the 30-shot event).

Procedures for Firing the Postal Competition:

Stage	Activity	Time Limit
Stage 1	Prep and Sighting - Kneeling	8 minutes
Stage 2	Kneeling Position	10 minutes
Stage 3	Changeover Period	5 minutes
Stage 4	Prone Sighters	5 minutes
Stage 5	Prone Position	10 minutes
Stage 6	Changeover Period	5 minutes
Stage 7	Standing Sighters	5 minutes
Stage 8	Standing Position	15 minutes

After Firing the Postal Competition: There are two methods for returning your targets.

- o **Checking Fired Scores.** After your cadets finish firing, you may wish to estimate the scores of their targets before sending them to the CMP for official scoring. If you do this, **do not use a scoring gauge (plug) to check shot values.** The insertion of a scoring gauge may distort the shot holes and cause a false reading by the scoring system. You may use an **Eagle Eye™** or scoring template (overlay) to aid you in estimating target scores. When checking the fired targets, everyone should handle the targets by edges; do not touch the shot holes.
- o **Returning Targets.** When unit firing is complete, the SASI or ASI must complete the **Unit Firing Report**, place all fired postal record targets and **Unit Firing Report** in an envelope and forward the complete package to CMP (address on back of these instructions). Alternatively, JROTC Units that have access to the Orion Scoring System are encouraged to send their targets to CMP Electronically. This will eliminate the need to mail your targets. Orion has a cloud feature that will send targets and match files directly to CMP. **ALL TARGETS MUST BE RECEIVED (NOT POSTMARKED) AT CMP HEADQUARTERS BY 2 December 2025.**
- o **Scoring and Results.** The CMP will score all targets and post all scores in ranked results lists on the CMP website at ct.thecmp.org/2025JROTCPostalResults. Protests of shots will be handled in accordance to rule 8.5.5 of the *National Standard Three-Position Air Rifle Rules*. Instructors should call any protests to 419-635-2141 or e-mail postals@thecmp.org as soon as possible after scores are posted on the CMP website and before scores become final on **10Dec25**.

Score Reporting Options

MAILING

Please forward all fired official targets and the ***Unit Firing Report*** to:

Civilian Marksmanship Program
ATTN: JROTC Postal
P. O. Box 576
Port Clinton, Ohio 43452

OR

Civilian Marksmanship Program
Camp Perry Training Site, Bldg #3
1000 N. Lawrence Road
Port Clinton, Ohio 43452

To Submit Unit Firing Report:

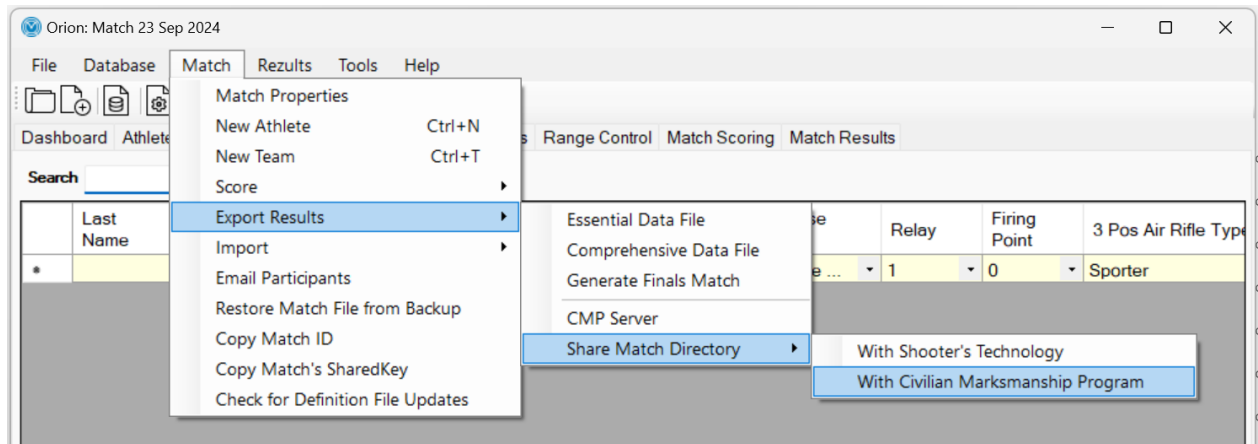
Visit: <https://thecmp.org/youth/jrotc/> follow link for Electronic Submission

Email: postals@thecmp.org

ORION USERS

JROTC Units that have access to the Orion Scoring System may send their targets to CMP electronically, and do not need to mail targets. To send targets to CMP, Orion users must do the following.

- Include the name of the school, and “JROTC Postal” in the match name.
- Score targets.
- Go to Match -> Export Results ->Share Match Directory -> with Civilian Marksmanship Program



- Click “Yes” to send all match files and Target Images
- The process will take a few minutes. A green status bar will appear indicating the progress. Keep Orion open until you receive the confirmation message.
- Visit <https://thecmp.org/youth/jrotc/> (click on Electronic Submission Form) to submit the Unit Firing Report electronically or email a scanned copy to postals@thecmp.org.

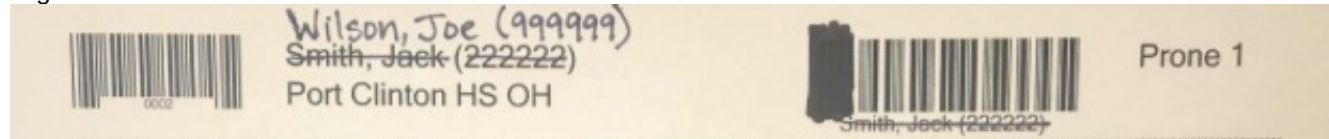
ALL TARGETS ARE DUE BACK TO CMP BY 2 December 2025

If there were any cadet substitutions or changes in the type of rifle fired, please complete the change report form below.

Team Name:	Instructor:
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CHANGES IN TEAM MEMBERS

The substituted Cadet should fire his/her score on the targets marked for the Cadet who did not fire. Put a vertical line through the barcode on the right side of target and a line through the name and competitor number on the targets. Print the new cadet's name.



1	CMP Competitor ID#	Name of Cadet: ☐ Sporter ☐ Precision		Did Not Fire
	<i>Enter the following information for the Cadet who was substituted for the Cadet who did not fire</i>			
	CMP Competitor ID #	Last/Family Name	First Name, M.I.	☐ Sporter ☐ Precision
	DOB: _____ (mm/dd/yyyy)			
Home Address:			Email Address:	

2	CMP Competitor ID#	Name of Cadet: ☐ Sporter ☐ Precision		Did Not Fire
	<i>Enter the following information for the Cadet who was substituted for the Cadet who did not fire</i>			
	CMP Competitor ID #	Last/Family Name	First Name, M.I.	☐ Sporter ☐ Precision
	DOB: _____ (mm/dd/yyyy)			
Home Address:			Email Address:	

3	CMP Competitor ID#	Name of Cadet: ☐ Sporter ☐ Precision		Did Not Fire
	<i>Enter the following information for the Cadet who was substituted for the Cadet who did not fire</i>			
	CMP Competitor ID #	Last/Family Name	First Name, M.I.	☐ Sporter ☐ Precision
	DOB: _____ (mm/dd/yyyy)			
Home Address:			Email Address:	

<u>RIFLE CLASS CHANGE</u>		
Please cross out and write (legibly) the correct rifle on the correct target set <i>and</i> fill out the form below.		
Rifle Class Change #1	Name of Cadet	CMP Competitor ID # <i>(As printed on targets)</i>
	Rifle Class Printed on Target: ☐ Sporter ☐ Precision	Class of Rifle Actually Fired: ☐ Sporter ☐ Precision
Rifle Class Change #2	Name of Cadet	CMP Competitor ID # <i>(As printed on targets)</i>
	Rifle Class Printed on Target: ☐ Sporter ☐ Precision	Class of Rifle Actually Fired: ☐ Sporter ☐ Precision
Rifle Class Change #3	Name of Cadet	CMP Competitor ID # <i>(As printed on targets)</i>
	Rifle Class Printed on Target: ☐ Sporter ☐ Precision	Class of Rifle Actually Fired: ☐ Sporter ☐ Precision

If additional cadet substitutions or rifle changes were made, please submit additional copies of this form. Additional copies of this found can be found at: <http://thecmp.org/wp-content/uploads/CadetChanges.pdf>