

# U.S. MILITARY EXPLORERS



## Military Explorer Post Establishment: 4 - Phase Checklist

**Military Explorer Unit Establishment** *Thank you for your interest in establishing a Military Explorers Unit to Motivate, Train and Mentor our young adults into a possible career in the U.S. Military. After over 20 years of success, we have put together a 4-part checklist to make it easier the sometimes seemingly overwhelming tasks of putting a volunteer organization. Overall, we highly recommend you follow the phases to be most successful in your start up. Let us know how we can be of further assistance The steps are as follows:*

**Phase I: *Initial Interest & Support Organizations***

**Phase II: *MX Branch, Programs, Training & Curriculum***

**Phase III: *Initial Adult Advisors, Cadets Recruitment & Training***

**Phase IV: *Logistics, Equipment & Uniforms, Unit Charter-Standup***

### **Point of Contact**

UNITED STATES MILITARY EXPLORERS  
Attn: Unit Establishment  
P.O. Box 57872  
Phoenix, AZ 85082  
c/o Lt Col. Tom Block  
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**Note:** The following Military Explorers documents (checklists) is a guide to setting up or managing an U.S. Military Explorer Unit. It should be looked at in phases and these checklists are there to help guide you through this process. Each phase should be done in these sequential phases, though you and your advisors may have some of these items on the checklist already accomplished or thought through. Expect a 3–6-month timeframe for research and gathering everything you need to start-up.

### **Phase I: *Initial Interest & Support Organizations***

- A. Identify your Council and Exploring Rep.
- B. Decide on your Military Exploring Branch
- C. Identify your Chartering Organization
- D. Identify/choose a local military organization for training.
- E. Receive/download MX Information re Post Establishment
- F. Identify five (5) Adult Advisors/Volunteers to assist you in establishing/operating your Post.
- G. Identify five (5) potential Explorer Cadets in your initial Cadre.

### **Phase II: *MX Branch, Programs, Training & Curriculum***

- A. Final decision on your Military Explorer Branch & Post
- B. Decide on your type of Program (Officer or Enlisted Preparatory)
- C. Decide on whether you & your advisors can run a Part-time or Full-time program.
- D. (Converse with) MX or Military Branch Explorers (MXB), as to type of training or any specific type of military training/curriculum you would like to teach after Cadet OTF/BMT.
- E. Have an idea what each of your adult advisors (instructors) will be teaching.
- F. Choose your Unit or Post Meeting Schedule. If during the week after-school, you will find that a Tues-Weds-Thurs are the best days during the week for families/schedules, besides a Saturday/Sunday.
- G. Choose what Military Career Training Fields (CTFs) your Post will specialize in based on your advisors military or job experiences.
- H. Plan / Setup the Unit Duty Billets for cadets after Cadet/OCS Commissioning or BMT Graduation.

### **Phase III: *Initial Adult Advisors, Cadets Recruitment & Training***

- A. Start or continue a Commander's checklist to keep you on track.
- B. As all managers do, select from your Adult Advisors (staff) and assign the five primary areas of responsibility: Unit Commander, Exec Support Officer, Operations (Training) Officer, Operations Support Officer, and Logistics/Administrative (IT).
- C. Plan and organize your Daily/Monthly Unit Functions.
- D. Assign initial positions, start your initial UTAs with your Initial Cadre staff.
- E. Coordinate w/Hqs MX or MXB Staff.
- F. Setup/produce your initial regulations/directives.
- G. Startup your initial cadet cadre training.
- H. Put together your MX Post Recruiting plans and start to recruit for you first OTF / BMT Class

### **Phase IV: *Logistics, Equipment & Uniforms, Unit Charter-Standup***

- A. Research and confirm your training locations & assistance.
- B. Complete a plan and confirm facilities/locations for all your training throughout the year.
- C. Coordinate your phases of Establishment with MX or MXB.
- D. Organize all logistics plan for equipment/uniforms, etc & purchase your staff/cadets uniforms.
- E. Coordinate / receive approval of Programs/Curriculums/Unit Designators/Names/Logos.
- F. Receive approval of advisor staffing/receive your Charters/Mou, etc.
- G. Receive your MX/MXB verification / orders to stand-up Unit.



# U.S. MILITARY EXPLORERS

## Unit Establishment – Phase I (Initial Interest & Support Organizations)

PHASE 1	PHASE 2	PHASE 3	PHASE 4
<b>1-Initial Interest &amp; Support Org's</b>	2–MX Branch, Prog, Trng. & Curriculum	3 – Recruit & Train Initial Cadre / Staff	4 – Logistics / Unit Charter

Dear prospective Military Explorer Professional:

On behalf of all the current Commanders and Leaders in Military Exploring, thank you for your patriotic decision to establish a Military Explorer (MX) Unit in your area. You are joining a group of proud organizations in continuing this 100-plus year tradition of mentoring Young Adults, motivating them, and preparing them for a potential career in the one of the U.S. Military branches of Service. We are here as your supporting arm to help get you and your team organized, and to assist and guide you through this endeavor. The following guidelines should make this easier for you. From the initial states to bringing a Unit online, it is a multi-process along with just filling out paperwork for your Charter. This Unit Establishment form(s) are in phases to ease the sometimes burden-some process. You need to know you have several offices, and staff to help you through various parts of establishment. Some of the more successful ARX Units have been around going on some 30-35 years, and our AFX Unit in Phoenix is coming up on its "25<sup>th</sup> Year" in operation. Please do not hesitate to call on us as you go through this process. We are here to help guide you along the way. Our contact info. is below.

*Col E. Calvin Lowrie, Commander  
U.S. Military Explorers*

**Organizational & Local Support** Key elements of your success are your main Supporting Organizations. This includes your local Exploring representative at your local BSA Council Office and your Liaison Officer at the HQs - Military Explorers, your logistic & support team. For starters, contact your U.S. Military Explorers for your initial assistance. Zoom calls are available on a regular basis.

**Your Exploring Representative:**

\_\_\_\_\_ Council

Addr: \_\_\_\_\_

C/S/Z: \_\_\_\_\_

Main Ph: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Expl Rep: \_\_\_\_\_

Dir Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: www. \_\_\_\_\_ bsa.org

**U.S. Military Explorers Organization:**

**Headquarters U.S. Military Explorers**  
**P.O. Box 57872**  
**Phoenix, AZ 85084**  
**Main Ph: (480) 970-8485**

[www.usmilitaryexplorers.org](http://www.usmilitaryexplorers.org)

*Col. E. Calvin Lowrie Jr., Commander*  
**E-Mail: [usmilitaryexplorers@gmail.com](mailto:usmilitaryexplorers@gmail.com)** OR  
*Lt Col. Thomas Block*  
**Dir Phone: (414) 687-4749**  
**E-Mail: [TomBlock141@outlook.com](mailto:TomBlock141@outlook.com)**

**Military Exploring Branch / Core Training Curriculum Selection** Based on you and your Team's military experience and qualifications, time availability, number of Adult Staff, local Military Supporting Organization's (MSO) in your area for training support, meeting space availability, your Chartering Organization (ChOr), and local BSA Exploring Rep. assistance.

**Military Exploring Branch & Basic Individual Unit Options:**

\_\_\_\_\_ Air Force Explorer Unit (Squadron)      \_\_\_\_\_ Navy Explorer Ship (Company)

\_\_\_\_\_ Army Exploring Unit (Company)      \_\_\_\_\_ Space Force Explorer Unit (Delta)

\_\_\_\_\_ Marine Exploring Unit (Company)

**Core Curriculum**

**Officer Preparatory Prog. (OPP):** \_\_\_\_\_ **Enlisted Preparatory Prog (ENP):** \_\_\_\_\_ **Military Club (MC):** \_\_\_\_\_

**Organizational & Local Support** Key elements of your success are your Supporting Organizations' partners. This includes your local Exploring representative in your local BSA Council Office, your Chartering Organization, e.g., an American Legion or VFW Post, other local chapters of Military Associations. The other key element of support is a willing local military organization, e.g., a Military or local Guard (ANG/NG) Base, a Military Reserve organization, Army, Navy/Coast Guard Facility. Remember, it is always a 'Feather' in a Military Unit Commander's Hat for him or her to support a Military Youth Group. Your local Military Organization would be your support arm, to possibly provide classroom space if (off-hours), Instructor personnel, and other opportunities on-base for Military Training for the Cadets. Your main support arm is us here at Military Explorers. With some 20-30 years behind us, we have been in your shoes, and our Mission is to assist you and other Military Exploring Units who are starting up.

**Your Chartering Organization:**

(For your Chartering paperwork, it is recommended you choose for your Chartering organization an American Legion or VFW Post, other local chapters of a Military or Veteran Associations).

\_\_\_\_\_  
 Addr: \_\_\_\_\_  
 \_\_\_\_\_  
 C/S/Z: \_\_\_\_\_  
 Main Ph: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
 Expl Rep: \_\_\_\_\_  
 Dir Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**Your Main Military Training Facility / Org:**

(For your main support for Military Explorer Training, a main Military Training Support organization, maybe a NG Army, local military base organization where support for training can be held on their off-Unit's days/hours).

\_\_\_\_\_  
 Addr: \_\_\_\_\_  
 \_\_\_\_\_  
 C/S/Z: \_\_\_\_\_  
 Main Ph: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
 Liaison Officer: \_\_\_\_\_  
 Dir Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**5 MX Adult Advisor Volunteers (Initial Cadre):**

1. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
e-Mail: \_\_\_\_\_
2. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
e-Mail: \_\_\_\_\_
3. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
e-Mail: \_\_\_\_\_
4. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
e-Mail: \_\_\_\_\_
5. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
e-Mail: \_\_\_\_\_

**Five (5) Military Explorer Cadets (Ages 14-17)**

(Select seven (7) potential Military Explorer Cadets, who would like to be part of a Military Explorer Unit Initial Cadre at startup):

1. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
e-Mail: \_\_\_\_\_
2. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
e-Mail: \_\_\_\_\_
3. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
e-Mail: \_\_\_\_\_
4. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
e-Mail: \_\_\_\_\_
5. \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
e-Mail: \_\_\_\_\_
- \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
e-Mail: \_\_\_\_\_
- \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
e-Mail: \_\_\_\_\_

**MX Information available (Library)**

1. MX Mission-Vision (WHITE PAPER) (Send via E-Mail)
2. USMX Unit Establishment – Phased Checklist (E-Mail)
3. USMX – Main Fact Sheet – (Send via E-Mail)
4. USMX – Vision Sheet (WEBSITE PAGE)
5. USMX – Training Programs (WEBSITE PAGE)
6. USMX – Unit Start-up Considerations(WEBSITE PAGE)
7. USMX – History (Timeline) (WEBSITE PAGE)

**www.usmilitaryexplorers.org**



# U.S. MILITARY EXPLORERS

## Unit Establishment – Phase 2 (MX Branch, Programs, Training, & Curriculums)

PHASE 1	PHASE 2	PHASE 3	PHASE 4
1-Initial Interest & Spprt Org's.	<b>2–MX Branch, Prog, Trng. &amp; Curriculum</b>	3 – Recruit & Train Initial Cadre / Staff	4 – Logistics / Unit Charter

The next phase of establishing a Military Explorer's Unit is to consider what staffing resources you will have, a location to meet at, what local military organizations will support you with training, or possible instructors, equipment needs, etc.

**Branch / MX Program / Curriculum & Training Selection** Based on you and your Team's military experience and qualifications, time availability, number of Adult Staff, local Military Supporting Organization(s) in your area for Training support, meeting space availability, your Chartering Organization, and local BSA Exploring Rep. assistance.

**MX Branch/Basic Individual Unit Options:**  
*(Based on DOD U.S. Military Branch organization. Select your Branch Choice. This is based on your primary Adult Advisors Military Experience).*

\_\_\_\_\_ **Air Force Explorer Unit** (Squadron)

\_\_\_\_\_ **Army Explorer Unit** (Company)

\_\_\_\_\_ **Marine Explorer Unit** (Company)

\_\_\_\_\_ **Navy Explorer Unit** (Company)

\_\_\_\_\_ **Space Force Explorer Unit** (Delta)

\_\_\_\_\_ **Military Club** (Non-Branch specific)

Middle School \_\_\_\_\_

Public \_\_\_\_\_ Private \_\_\_\_\_ Charter \_\_\_\_\_ Home \_\_\_\_\_

**MX Explorers Training Program options:**  
***(Full-time year-round, after school program)***

\_\_\_\_\_ Officer Preparatory Program (OFF) (Cadets = Officer Rank)

\_\_\_\_\_ Enlisted Preparatory Program (ENP) (Cadets =Enlisted Rank)

**Full or Part Time Training Hours options:**  
*(Full time means meeting 1 night/wk @3.0 hours & 1-2 Saturdays. Part time means meeting 1 night/wk @3.0 hours OR 1 Weekend day per month. Recommend weekday night = Tues, Weds, or Thurs)*

\_\_\_\_\_ One Night/Week + 2 Sat's (FT) Typical-OFP

\_\_\_\_\_ One Night/Week - 12 Hrs Trng/Mo. (PT)

\_\_\_\_\_ One Weekend/Mo – Sat/Sun hours (PT)

\_\_\_\_\_ 10 Meetings - Aft Sch-2.0 Hrs/Cl Typical-MC

**Military Club Program (Part-time after school):**  
 \_\_\_\_\_ M.S. (Middle School) Grades 7-8 / Ages 10-13

**Military Training / Curriculums** Military Exploring is Career-based, full-time after-school program. Our concept is to train and operate in a realistic military organization and training environment for Cadets. Everyone starts out with an interview, initiates, and completes a 'Basic-Training' course whether Cadet/Officer or Cadet/Enlisted, or Commissioned Officer Training for (former Military personnel or civilian Adult Advisors). After Graduation or Commissioning, the Cadet continues training while in the Unit over the years as well as be assigned a Unit Duty Billet (which can be used on future Resumes).

**Specialty Military Training Fields** As part of their continued training in various courses, they also choose a Specialty Career Training Field (CTF) that they are interested in, based on Instructor & resources available. Consider Branch Service Career Training Field (CTF)\* to align with Core Curriculum.

**\* CTF is authorized Training once Basic Military Training or Officer Candidate School is completed by Cadet.**

- CTF:** Aircrew \_\_\_\_\_ Combat Medic \_\_\_\_\_ Infantry \_\_\_\_\_ Intelligence \_\_\_\_\_ Military Police \_\_\_\_\_
- Special Operations \_\_\_\_\_ (CCT; CRO/PJ; Raider; Ranger; SEAL; SF)

**Unit Meeting Schedule:** Time commitment will determine Unit ability to complete specific Benchmark Requirements per Branch Service to complete curriculum areas such as Core Curriculum (BMT, OTS), Career Training Field(s), etc... Unit needs to consider all relevant training to complete Benchmarks and other training per CY with potential for Summer Military Training (where available per Region) \* *Best days to schedule training: Tues, Wed or Thurs (1 to 4 times/month and include or not include 1 or 2 Saturdays/month)*

**Optional Training Hours Scenarios:**

WEEKDAY OPTIONS	WEEKEND OPTIONS	HOURS per WEEKDAY	WEEKEND HRS (Sat)	TTL HRS AVAIL.	TOTAL PRGM HRS	PROJECTED COMPL. TIME
TUE	NONE	3	0	3	65 HRS	22 MONTHS
TUE	SAT (1)	3	3	6	65 HRS	11 MONTHS
TUE x (2)	NONE	6	0	6	65 HRS	11 MONTHS
TUE x (2)	SAT (1)	6	3	9	65 HRS	7.3 MONTHS
TUE x (3)	NONE	9	0	9	65 HRS	7.3 MONTHS
TUE x (3)	SAT (1)	9	3	12	65 HRS	5.5 MONTHS
TUE x (3)	SAT x (2)	9	6	15	65 HRS	4.4 MONTHS
TUE x (4)	NONE	12	0	12	65 HRS	5.5 MONTHS
TUE x (4)	SAT x (2)	12	6	16	65 HRS	4.1 MONTHS

**Military Explorers Program** Military Explorers Program for Young Adults in High School (ages 14-17) are offered in two distinct types of Training Programs, based on Adult Advisor (time frames) available in their personal schedule.

**Officer Preparatory Program (OFFP)** generally meets 1 night per week (3.0 hours) and 1-2 Saturday (8.0 hours) for a total of 28.0 training hours/month.

**Enlisted Preparatory Program (ENP)** generally meets 1 night per week (3.0 hours) OR 1 Saturday or Sunday for a total of 8.0 -12.0 training hours/month.

**OFFICER PREPARATORY PROGRAM (OFFP):**

1. OCS (14 Weeks) F/T Prog. – Grad to C/2Lt
  - a. Msn/Vsn/Values
  - b. Phys Trng (PT)
  - c. Drill & Cerem (DC)
  - d. Cust & Court (CC)
  - e. Unif/Ranks (UN)
  - f. Gen. Intelligence
  - g. Pers Development
  - h. Mil (Br) History
  - i. Military Comm Skill
  - j. Briefing Program

**ENLISTED PREPARATORY PROGRAM (ENP):**

1. BASIC CADET TRNG (3.5 Days) Th-Su Grad to C/E-1
  - a. Mission / Vision / Values
  - b. Physical Training (PT)
  - c. Drill & Ceremonies (DC)
  - d. Customs & Courtesies (CC)
  - e. Uniforms (Rank & Structure) (UN)

**Year-round Multi-phase Training Program** Military Explorers unique training continues not just with advanced courses over the next 3-4 years but includes certain specific Career Training Fields. A Cadet will also be given a Unit Duty Billet responsibility to help one grow in a job to enhance a more realistic approach in Training.

**Career Training Fields (CTFs):**

*Depends on availability of local Instructors*

1. Airmanship
2. Special Tactics
3. Intelligence
4. Maintenance
5. Combat Medic
6. Cyber Warfare
7. Law Enforcement
8. Infantry
9. Space Warfare
10. Surface Warfare
11. Armor

**Unit Duty Billets assigned after Graduation:**

1. Supply / Logistics NCO or Officer
2. Recruiting / PA NCO or Officer
3. Logistics/Transp. NCO or Officer
4. Intelligence NCO or Officer
5. Honor Guard/Color Guard
6. Administrative / IT NCO or Officer
7. Special Services NCO or Officer



# U.S. MILITARY EXPLORERS

## Unit Establishment – Phase 3 (*Initial Staff & Cadet Cadre Recruitment & Training*)

<b>PHASE 1</b>	<b>PHASE 2</b>	<b>PHASE 3</b>	<b>PHASE 4</b>
<b>1-Initial Interest &amp; Support Org's.</b>	<b>2-MX Branch, Prog, Trng. &amp; Curriculum</b>	<b>3 –Initial Staff-Cadet Training &amp; Recruit.</b>	<b>4 – Logistics / Unit Charter</b>

*Phase three of establishing a Military Explorer's Unit is to complete your final recruitment of your initial "Adult-staff", receive a final commitment from your prospective Cadets (and parents), determine a training location for the staff and cadets (It can be in a home initially, prior to your establishment of a unit at your normal location), start your Cadre Staff training, initiate the Cadet-Cadre Training, & initiate Recruitment Plan.*

**Unit Adult Advisor's Roles Selection & Training.** *Based on the information, resumes, interviews, meetings you have had with your initial staff, you should have an idea of what key roles each of them will perform in the Unit. Keep in mind, you may not have all experiences in your staff totally covered initially. Be sure to reach out and utilize the advice and training from the U.S. Military Explorer Command or one of the Branch Command staff members as well. We are there to support you. In this next phase, start with getting administratively organized. Review and complete required paperwork on your Adult Advisors (5 recommended), and then your initial Cadet Cadre (5 minimum-generally required).*

**Commander's Checklist**

**Adult Application Forms:**

Application Form (MX-Cmd Form \_\_\_\_)

Explorer Adult Application Form

LFL Background Auth..Form (28-573)

Explorer Insurance Information Sheet

LFL Medical Forms 680-024

**Cadet Application Forms:**

Application Form (MX-Cmd Form \_\_\_\_)

Explorer Cadet Application Form

LFL Medical Forms 680-024

LFL Parents' Consent Form 680-673

**LFL/MX Unit Forms/Info:**

Charter Completion / MX Charter

ALL Youth Protection Training Compl.

Approval to use Supporting Org. Room or Facilities (Coordinated)

Unit Designator / Mascot

**Training Courses & Materials:**

PME (Professional Military Education)

Officership / NCO Training Education

Professional Development

Warfare Course Materials

Intelligence Course Materials

SERE Course Materials

**Training Equipment / Supplies:**

Purchase / Print Books / Booklets

Audio / Visual Equipment

Classroom availability / Instructor List

Training / UTA Schedules

**Adult Advisor's Roles:**

*Functionality Roles:*

**1. Unit Commander:**

A. Overall legal responsibility for Unit & its operations.

B. Liaison Officer for all supporting & charter Organizations, incl local LFL Explorer Rep.

C. Reports directly thru Chain of Command to next reporting Official up to Br Command.

D. Ultimate responsibility for communication with a Cadet's parent(s) or guardian(s).

E. Overall responsible for selecting all Adult & Senior Cadet staff.

**2. Executive Support Officer:**

A. Represents Unit when CC not available.

B. Hold staff meetings w/Advisors to accomplish. Mission objectives.

C. Responsible for unit recruiting / administration until Cadet Induction.

D. Primary Executive Cmd. Representative on all boards (investigations/inquiries).

E. Direct supervisor & implementation coordinator of Unit's Physical Conditioning Program.

**3. Operations Officer:**

A. Overall responsibility for Unit's Training Operations/Instruction (Unit's main function).

B. Ensures readiness, assignment & training of all Unit's Instructors of Cadet's Courses.

C. Maintains proper military discipline, bearing, training, decorum, & conduct of all Cadet personnel.

D. Insure completion of each Cadet's training in accordance with Unit's goals, training Missions and in accordance with all personnel safety regulations.

E. Serves as OIC for all Cadet Formations, Life Support Exercises, Intel Training, & Honor Guard / Color Guard.

**4. Operations Support Officer:**

A. Responsible for Unit Recruiting Operations, Marketing and Public Affairs (Communicatn)

B. Serves as IT Supervisor (Web DB) / DB mgt (if qualified).

C. Serves as Unit Security & Safety Officer.

D. Coordinates / Setups Training Facilities & Equipment for Cadets & Unit.

**5. Logistics & Admin Officer:**

A. Responsible for Unit's & Personnel Equipment, Supplies, & Uniforms.

B. Manages all inventory of equipment & Supplies, as well as requisition.

C. Handles all Financial / Accounting functions of Unit.

D. Responsible for all of Unit's Services & Special Services in running the Unit.

E. Coordinates all transportation and related issues with parents and/or cadets.

**NOTE:** All Adult Advisors are Course Instructors for appropriate courses of their comfort, training & military experience. CC should also implement the Cadet Mentoring Program IAW the Adult Advisor experience & education.

**Plan & Organize Daily/Monthly Unit Functions:** *Finish getting organized your monthly training meetings; start your Cadet Cadre training; assign initial positions; start your initial UTA's with Cadre staff; and coordinate with Hqs. Military Explorers or Branch staff.*

**Day-to-Day Operational Taskings:**

- 1. UTA's (Unit Training Assembly):** Accomplish Monthly Training
- 2. Officer Meeting(s):** Officer Training & Reports/Adult Advisor Trng
- 3. Initial Adult & Cadets Cadre Training:** 3-6 Months prior to 1<sup>st</sup> Recruits and first Officer Training Flight / BMT Class
- 4. Coordinate with:** Hqs USMX, Sprt Org. Liaison or Command
- 5. Explorer Post Regulations/Directives:** Set-up & produce.

**MX Cadet Cadre Training:** Exploring is a year-round after-school function. With your initial 5-Cadet Cadre on board, start your training for them. Plan out a 1- or 2-year Calendar Schedule. It should take a minimum of 3-6 mos. to setup the unit including Cadre (Staff & Cadet) training PRIOR TO recruiting your first Officer Training Flight or Enlisted Basic Military Training Course. Initiate initial cadre training on the same nights you will meet on once you start.

**Cadet Cadre Training & Schedule:**

1. Initiate your weekly meetings for training.
2. Train your initial Cadet Cadre -1<sup>st</sup> leaders.
3. Focus on: PME, D&C, C&C, Leadership / Supervisory skills
4. Choose your Cadet leaders.
5. Work your plan towards your first Unit recruiting and Induction Day.
6. Train your first OTF/BMT Commanders.

**Military Explorer Unit Recruiting:** Military Exploring recruiting is always a year-round on-going process and is why you will always need a Senior Cadet to be assigned as a Recruiting Officer as well as an Adult Advisor to oversee Recruiting Operations.

A good starting point is always your Hqs USMX or Hqs Military Explorers Branch. You also have resources through BSA/Council leadership, advertising handouts to Roundtable Meetings, and other Scouting activities to recruit from. Other sources include other Military Youth Groups, such as CAP, JROTC Drill meets, and local U.S. Military Academy Recruiting events.

We will also help with templates of official News Releases for your local media outlets. They need to be a permanent constant source anyway. A great source is creating and distributing an MX Flyer to High Schools to be distributed in each Freshman and Sophomore incoming Year Packets normally in July or August.

**Military Exploring Recruiting Options:**

With proper & professional marketing materials, you will always find young adults' interest in looking to join. BSA Officials would have you start tomorrow morning. BE SURE, you, your Adult Staff and Cadets are ready to go and are trained BEFORE you start.

**MX Recruiting sources / Marketing areas:**

1. Local BSA Council / BSA Troops / Clubs
2. Council Roundtable Meetings - Handouts
3. High Schools (Frosh/Sophomore Packets)
4. High School Career Days
5. JROTC Area Drill Meets
6. U.S. Military Academy Recruiting Events
7. Military Veterans – Local Org. Chapters
8. Local U.S. Mil. Org's – Public Affairs Office
9. All local Media Org's – (Newspapers, TV & Radio, and Websites)
10. **Social Media** Accounts/Postings (*Initiate*)

**Cadet Recruiting Process:** This process indicated below has been highly successful (see AFX Statistic-Fact Sheet)

1. **MX Recruiting / Marketing Resources:** See above. All units will be able to determine what resources is most successful.
2. **Invite to a Unit Orientation:** Always recruit to a Unit Orientation 3-7 days later. (If you recruit on a Sat, UO is on next Tues)
3. **Secure Invite RSVP's:** A MUST, Phone calls with Cadets **AND** Parent(s) or Guardian(s) (HIGHLY RECOMMENDED !!!)
4. **Conduct Unit Orientation (UO):** Put on a Unit Orientation (1 hr presentation by Senior Cadet), with Break out session by CC
5. **Invite to Schedule a Board Interview:** After UO, invite Cadet to immediately SCHEDULE a Board Interview (next 4-5 days).
6. **Conduct Board Interview(s):** Conduct 2 (if possible) Board Interview with Cadet & Senior Staff & 1 Adult. SELECT Candidates.
7. **Select and send Orders for Induction Day:** For those that were selected, get ready and produce an 'Official' set of Orders assigned to a specific OTF (Officer Training Flight) or EBMT (Enlisted Basic Military Training Course) and mail out orders, including a personal conversation with parents or guardian.
8. **Conduct Induction Day & Swearing In Ceremony:** Induction Day is a horrendous all day Saturday Event, Like the first day of Basic Training, it is never easy. Parents drop off and pickup ONLY. Allow Parents at end of Day (OCS) or (BCT) to see their Son or Daughter's 'Swearing In' Ceremony when they come and pick them up (1730).
9. **Your Cadet Training Class is Initiated & your up and Running:** This starts you Cadet Officer/Enlisted Training Class (Generally every 6 months, Sep-Jan and Feb-May, graduation week prior to Memorial Day weekend). Have 'Dining-In' post Grad.

Assuming talking to 234 "INTERESTED" Prospective Cadet Recruits every 6 months (25 Cadets/start = best optimum number):

<b>RECRUIT'd</b>	<b>RSVP UO</b>	<b>SHOW UO</b>	<b>SCH'D BD</b>	<b>BD INT's</b>	<b>ACCPD</b>	<b>OCS SHW</b>	<b>COMM.</b>
<b>234 (100%)</b>	<b>155 (67%)</b>	<b>131 (85%)</b>	<b>79 (70%)</b>	<b>53 (67%)</b>	<b>29 (55%)</b>	<b>25 (86%)</b>	<b>17 (68%)</b>





# U.S. MILITARY EXPLORERS

## Unit Establishment – Phase 4

*(Logistics – Equipment & Uniforms – Charter Approval -- Unit Designators)*

PHASE 1	PHASE 2	PHASE 3	PHASE 4
1-Initial Interest & Support Org's.	2–MX Branch, Prog, Trng. & Curriculum	3 –Initial Staff-Cadet Training & Recruit.	<b>4 – Logistics / Unit Charter</b>

*Phase four of establishing a Military Explorer's Unit is to complete your list of Logistics support, training locations and availability of facilities and times. What BSA facilities, campsites, office conference rooms may be available. Check into what hotels, dining facilities you can use for conferences, graduation celebrations, military dining-in's, etc. On a nearby military facility, do they have 1 – 2 or more classroom spaces you can use during their off-duty hours, etc.*

*It also includes researching and organizing your equipment / uniform sources of supply, ordering/pricing information. Check with you HQ Military Explorers or Exploring Branch for a list of sources. Organize your Uniform choices, types, sizes needed and pricing information.*

*Finally, Phase 4 includes your Military Exploring designator and Unit name selection along with final approval of your military unit logo are subject to approval by HQ U.S. Military Explorers. Your organization may have been in the past had your own unique name, logo, icon, or even an incorporated name. It must be folded into the U.S. Military Explorers Brand, an a "Branch Explorers Co-Brand," i.e., 'Army Explorers', Air Force Explorers, Marine Explorers, Space Explorers, or Navy Explorers.*

**Logistics & Training Locations.** Based on your area and the drive time around the geographical area you are going to recruit from, make your list of all potential organizations and their potential training sites/classroom availability you may need. Also look at BSA campsites to use for survival training, pools, water areas for water survival. Where can you hold Unit Orientations (w potential Audio-Visual sources), Hotels/restaurants for Dining-In's, cook-outs, etc. The best sources could be area Military org's, Guard bases, Armories, VFW's, American Legion Posts, etc.

**Logistics / Training Locations**

**Sources / Confirmation of Training Locations:**

1. Local Military Organizations
2. BSA Council Assistance (Check w/Explorer Rep For possible training location assistance)
3. Chartering Org Assistance (VFW, Am Leg, etc)
4. BSA Camp Sites (Exercises). Research your local BSA office for potential use of their sites.
5. National Guard Armories
6. Local place / Restaurant / Hotel, etc. to hold Ceremonies / Dining In's
7. U.S. Military Bases (Geographic Region) for ½ day drive (Summer Trips)- for U.S. Military Training.

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**Note:** Your Ideal sites that have available 1-2 Rms (Admin / Auditorium / Hall, 2-3 classrooms for separated training classes). Remember, this is an 'After-school' program, and you would normally use facilities after – hours. Recommend you contact local Army NG, Air Guard, Navy or Marine Corps Reserve Centers for potential use on their non-UTA weekends or evenings.

**Hqs – U.S. Military Explorers / Military Explorer Branch Assistance**

**Assistance from USMX to help you set-up your Unit:**

1. Main source to help you through the processes.
2. Initial Paperwork Application / Issue of Charter.
3. News Releases to local Media.
4. Adding your Unit to the MX Website locator.
5. Issuing Regs, Ol's, Training Materials.
6. Marketing Materials or Files for printing.
7. Administration / IT tools.
8. Training Courses / Materials purchasing sources.
9. Paying of Dues / Fees
10. Approval – Unit Name, Designator, & Logo
11. Receiving of MX Orders.
12. Official Unit Stand-up Ceremony
13. Annual Military Exploring Conferences / Seminars

**Organize / Order your Uniforms & Equipment:** After coordination with HQS USMX or Branch Explorers finish your organized list of your Uniform, rank insignia, and equipment needed, types, and list of vendors per items.

**Uniform / Equipment Sources:**

1. **PT Gear:** \_\_\_\_\_ Store  
 Ph: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 www. \_\_\_\_\_

2. **Utilities:** \_\_\_\_\_ Store  
 (ACU/OPF's) Ph: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 www. \_\_\_\_\_

3. **Summer:** \_\_\_\_\_ Store  
 Short-Sleeve Ph: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 "Class A" www. \_\_\_\_\_

4. **Full Class A:** \_\_\_\_\_ Store  
 Coat/Slacks Ph: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 www. \_\_\_\_\_

**Uniform / Equipment Sources:**

5. **Rank/Insignia:** \_\_\_\_\_ Store  
 Ph: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 www. \_\_\_\_\_

6. **Embroidered:** \_\_\_\_\_ Store  
 Polo Shirt Ph: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 www. \_\_\_\_\_

7. **Custom:** \_\_\_\_\_ Store  
 Tee-Shirts Ph: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 www. \_\_\_\_\_

8. **Military Flag** \_\_\_\_\_ Store  
**/Misc. Items** Ph: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 www. \_\_\_\_\_

**Unit Designator / Unit Military Name / Logo Military.** Exploring designator and Unit name selection along with final approval of your military unit logo are subject to approval by HQ U.S. Military Explorers. This is to assure we all stay in the realm of a professional military image to the public, as well as to ascertain we do not violate U.S. Trademark laws of the Department of Defense and the U.S. Military Branches. We can help with research, logo design, etc. We ask you to write something up you and your staff are interested in, present heritage information if you like and logo samples.

<b>UNIT DESIGNATORS:</b>	Assigned (actual) LFL-Explorer Post #: _____	<u>APPROVAL DATE (S)</u>
<b>MX Post Name:</b> _____,	<b>"Branch" Military Explorers</b>	___ / ___ / 20___
<b>MX Unit Motto:</b> " _____ "		
<b>MX Patch/Logo Symbol:</b> _____	<b>Info. sent to: Hq USMX:</b> ___ / ___ / 20___	___ / ___ / 20___
<b>Commander/Adult Advisors/Cadets Applic. forms sent to BSA/ Hq USMX:</b>	___ / ___ / 20___	___ / ___ / 20___
<b>Charter Organization:</b> _____	<b>Approval Received:</b>	___ / ___ / 20___
<b>Military Organization Training Facilities (MOU)</b>	<b>Request sent:</b> ___ / ___ / 20___	___ / ___ / 20___
<b>HQS U.S. Military Explorers:</b>	<b>Application forms sent:</b> ___ / ___ / 20___	___ / ___ / 20___
<b>Explorer Committee procedures:</b>	<b>Drafted &amp; produced:</b>	___ / ___ / 20___
<b>MX Chain of Command Verification:</b>	<b>Date verified:</b>	___ / ___ / 20___

**Point of Contact**

UNITED STATES MILITARY EXPLORERS  
 Attn: Unit Establishment  
 P.O. Box 57872  
 Phoenix, AZ 85082  
 c/o Lt Col. Tom Block  
 Tel: 414-687-4749  
 Email: info@usmilitaryexplorers.org  
 May 16, 2023



**UNIT STAND-UP INFORMATION:**

**MX Orders Received:** \_\_\_ / \_\_\_ / 20\_\_\_

**Primary Stand-up Date:** \_\_\_ / \_\_\_ / 20\_\_\_

**Alternate Stand-up Date:** \_\_\_ / \_\_\_ / 20\_\_\_

**Unit Stand-up Ceremony Date:** \_\_\_ / \_\_\_ / 20\_\_\_

**Initial Cadre:**


**#/ADULTS:** \_\_\_\_\_ **#/CADETS:** \_\_\_\_\_



# U.S. MILITARY EXPLORERS

## Military Exploring Unit Support Structure Diagram

Military Explorers Unit Support Structure Diagram portrays the various organizations, personnel, their structure, and relationships that are involved in Military Exploring Units.



**HQ BSA**

LFL/Exploring


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**Local BSA Area Council**

**Exploring Dir. or Chair**

Post Charter Administration  
Youth Protection Training  
Local Unit Support



**U.S. Military Explorers Command (USMX)**

Responsible for oversight, management of Units Training Standards, Curriculums, Instructor Certifications, BSA-Operating regulations, Chartering & Unit startup issues, Adult Advisor Recruitment, National Events, Activities and Training Encampments

**U.S. Military Explorers Advisory Board**

Advise, oversight & approval of USMX Executive MX Command

**LOCAL VETERAN or MILITARY SPRT ORGANIZATON**

(Explorer Post Chartering / Sponsor Organization)



**MILITARY EXPLORING UNITS**

**MX Branch Options**

1. Army Explorers (ARX)
2. Air Force Explorers (AFX)
3. Marine Explorers (MRX)
4. Navy Explorers (NVX)\*
5. Space Explorers (SPX)\*

*\* Command & Branch startup/information avail.*

**MISSION:**  
*Train, develop, and inspire tomorrow's Warriors for our Nation's Armed Forces.*

**LOCAL U.S. MILITARY BASE & ORGANIZATION**


(Explorer Unit Training Support Organization)

Provides USMX Unit Support: Facility support; operations; military personnel interested in teaching or mentoring young adults; make available parts of facility or equipment for Cadet's military career education.

**Recommended sources of Instructors / Adult Advisors:**

U.S. Military Retirees or Veterans (Officers/SNCO's/NCO's)

USMX Unit Instructors, Young Adult Cadet Advisors, Mentors of Senior Staff, Augmentee, or Member of Unit.



**MILITARY EXPLORING UNIT**

Sets up, recruits Adult Advisors, recruits Young Adults, and oversees daily operation of the Explorer Unit Mission.

**MX EXPLORER UNIT COMMANDER**

**U.S. MILITARY SUPPORT INSTALLATION COMMANDER**

**U.S. MILITARY SUPPORT INSTALLATION LIAISON OFFICER**

**ADULT ADVISOR COMMAND STAFF**

- Advisors & Assoc Advisors of Unit
- Assist Commanders
- Mentors of Cadets (Young Adults)
- Training Staff & Instructors
- Instructors

**CADET / STAFF**

- Continues Leadership / Advance in Military or Specialty Career Training
- Executes USMX mission within unit
- Supervises Cadets in Training
- Trains Commanders
- Instructors

**CADETS / OCS or BMT**

- Operate two (2) Basic or Officer Training Classes per year
- Cadets in Basic Training (Enlisted Prog) or OCS (Officer Preparatory Program)
- Training Unit Commander / Assistant
- Instructors