Army Regulation 145–2

Junior Reserve Officers' Training Corps Program

Organization, Administration, Operation, and Support

Headquarters
Department of the Army
Washington, DC
24 February 2000

UNCLASSIFIED

SUMMARY of CHANGE

AR 145–2
Organization, Administration, Operation, and Support

This revision--

- Implements title 10, United States Code, section 2031, regarding the establishment of Junior ROTC units.

- Reemphasizes that the mission of the Junior ROTC program is ’To motivate young people to be better citizens.’ (para 1-5).

- Defines the selection of institutions that may participate (para 2-3).

- Establishes staffing requirements (para 2-8).

- Contains policies and procedures concerning donation of surplus property to schools designated as participants in the Service Education Activity (SEA) Donation Program (paras 3-5, 3-6, 3-7, 3-8).

- Updates instructor qualifications, application, and certification procedures (paras 4-8 and 4-9).

- Defines functions and responsibilities of the Director of Army Instruction (DAI) and the Senior Army Instructor (SAI) (para 4-10).

- Incorporates the new enrollment requirement (para 5-5).

- Identifies the new unit awards (para 7-14).

Headquarters
Department of the Army
Washington, DC
24 February 2000

*Army Regulation 145–2

Effective 24 March 2000

Junior Reserve Officers' Training Corps Program

Organization, Administration, Operation, and Support

Louis Caldera
Secretary of the Army

History. This printing publishes a revision of AR 145–2. Changes made to this publication since the last revision are not highlighted.

Summary. This regulation provides command policy and guidance for the standardization and execution of the Junior Reserve Officers' Training Corps (JROTC)/ National Defense Cadet Corps (NDCC) Program in high schools. All references to JROTC include NDCC unless otherwise specified.

Applicability. This regulation applies to U.S. Army Cadet Command (USACC), USACC Region headquarters, and major overseas commands that have Department of Defense Dependent Schools (DoDDS) Junior ROTC battalions within their jurisdictions. It also applies to active duty and retired personnel certified to conduct the Junior ROTC program at Junior ROTC battalions (public and private high schools, high school level military academies, and at the high school level element of military junior colleges).

Proponent and exception authority. The proponent of this publication is the Deputy Chief of Staff for Personnel. The proponent has the authority to approve exceptions to this publication that are consistent with controlling law and regulation. Proponents may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of Colonel or the civilian equivalent, or CG, USACC.

Army management control process. This regulation is subject to the requirements of AR 11–2. It contains internal control provisions and the checklist for conducting internal control review.

Supplementation. Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval from HQDA (DAPE–MPO), WASH DC 20310–0300.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to HQDA (TAPC–OPD–C), ALEX VA 22332–0413. Regions will submit comments and suggested improvements through Commander, U.S. Army Cadet Command, Fort Monroe, VA 23651–5000, to HQDA (TAPC–OPD–C).

Distribution. This publication is available in electronic media only and is intended for command levels B, C, D, and E for the Active Army, the Army National Guard of the U.S., and U.S. Army Reserve.

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*This regulation supersedes AR 145–2, dated 1 April 1977.

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Chapter 1
Introduction

1–1. Purpose

This regulation—

a. Prescribes policies for the organization, administration, operation, and support of the Junior Reserve Officers' Training Corps (Junior ROTC) and the National Defense Cadet Corps (NDCC). Unless otherwise noted, all references to the Junior ROTC Program in this regulation will mean the Army Junior ROTC Program and the National Defense Cadet Corps.

b. Applies to the Department of the Army, institutions, and personnel associated with or applying for these programs.

c. Implements title 10, United States Code, sections 2031 and 4651. These laws provide for the leadership, instruction, equipment, and training of Junior ROTC and NDCC students at educational institutions meeting prescribed conditions.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities

a. The Secretary of the Army (SA) is charged by law to-

(1) Formulate and prepare plans, policies, regulations, and instructions implementing statutory provisions pertaining to the Junior ROTC Program.

(2) Supervise the execution of pertinent laws relating to Junior ROTC.

b. The Chief of Staff, U.S. Army (CSA) exercises supervision and control over Junior ROTC.

c. The Deputy Chief of Staff for Personnel (DCSPER) has general staff responsibility for plans, policies, and programs of the Junior ROTC.

d. The Commanding General, U.S. Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332, is responsible for administering the Army Junior ROTC/NDCC programs and announcing policy changes.

e. The Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC), through CG, U.S. Army Cadet Command (CG, USACC), has managerial and operational responsibilities, except those retained by Headquarters, Department of the Army (HQDA), for the Junior ROTC Program. He or she will supervise the development and publication of textbooks for Junior ROTC instruction.

f. The Commanding General, USACC, will administer and evaluate the Junior ROTC programs.

g. The Commanding General, U.S. Army, Europe and Seventh Army (CG, CINUSAREUR); Commanding General, Eighth Army (CG, EUSA); and U.S. Army Japan/Ninth Theater Army Area Command are responsible for the Junior ROTC activities in the schools located within their respective areas, as prescribed in this regulation.

h. Participating schools within the United States and its territories and the Department of Defense Dependent School (DoDDS) authorities will conduct Junior ROTC programs as prescribed by this regulation. Instructors' responsibilities are in chapter 4.

1–5. Mission philosophy

Junior ROTC is a national program authorized by laws enacted by Congress and conducted by the Department of the Army in cooperation with educational institutions in response to needs expressed by the people of the United States.

a. Mission. The mission of the Junior ROTC is 'To motivate young people to be better citizens.'

b. Purpose. The program works to instill in students in United States secondary educational institutions the values of citizenship, service to the community and the United States, personal responsibility, and a sense of accomplishment.

c. Objectives. The Army Junior ROTC objectives are to develop in each cadet-

(1) Appreciation of the ethical values and principles that underlie good citizenship which include integrity, acceptance of responsibility, and respect for constituted authority.

(2) Leadership potential with the ability to live and work cooperatively with others.

(3) Ability to think logically and to communicate effectively both orally and in writing.

(4) Appreciation of the importance of physical fitness in maintaining good health.

(5) Knowledge of the effects and dangers of substance abuse, ways to resist negative peer pressure, and how to support others in drug use avoidance.

(6) Mental management abilities such as goal setting, visualization, and positive self esteem.

(7) Familiarity with the history, purpose, and structure of the military services with emphasis on the accomplishments of the United States Army.

(8) Knowledge of educational and vocational opportunities and the development of the basic skills necessary to work effectively as a member of a military or civilian team.

(9) Understanding the importance of high school graduation to a successful future.

d. Role of the institutions.

(1) The success of the program depends upon schools that understand their responsibilities to the student, the community, and the nation. It is only this understanding on the part of the educational administrators that can provide a sound basis for the necessary cooperative effort between the school and the Army.

(2) Programs are established at institutions that agree to support the Junior ROTC Program of Instruction (POI) and meet the standards to host the program. From those that apply, CG, USACC, recommends the selection of institutions where the program is to be established and maintained. On this basis, schools participate in national programs, as provided by Federal law.

(3) Because of the essential contribution that they make to the Junior ROTC program, participating institutions are considered by the Department of the Army to be educational activities of special interest to the Armed Forces. Schools that continue to meet all statutory, regulatory, and contractual requirements will maintain this designation subject to the needs of the Army and fiscal constraints.

e. Character of programs.

(1) The Junior ROTC program is designed for physically fit citizens and nationals of the United States attending participating educational institutions. It provides meaningful leadership instruction of benefit to the student and of value to the nation. The program can provide unique educational opportunities for the young citizens through their participation in a federally sponsored course while pursuing a normal civilian education.

(2) Participants in the program are provided an opportunity to acquire relevant knowledge and to develop personally. Schools conducting a program will offer their students the challenge of intellectual inquiry under the direction of instructors who are experienced leaders. The program provides an atmosphere designed to develop the qualities of leadership. Through classroom and other instructional activities, the participants acquire the knowledge, self-discipline, patriotism, sense of responsibility, and respect for constituted authority that will better prepare them for the future. The program will enable cadets to better serve their country as leaders, citizens, and in the military service should they choose to enter it.

(3) Junior ROTC creates favorable attitudes and impressions toward the Services and toward careers in the Armed Forces. Junior ROTC cadets may qualify for an advanced placement in the Senior ROTC Program or in the Active or Reserve Components of the Armed Forces.

(4) Participation in Junior ROTC does not obligate the student to perform military or any other Federal service.

(5) The NDCC program differs from Junior ROTC in that -

(a) The school must provide NDCC instructors. Although these instructors are subject to Army approval, there is no cost-sharing arrangement as exists for Junior ROTC.

(b) Institutions or students in the NDCC program must provide uniforms at no cost to the Government.

1–6. Definitions

The following definitions apply to this regulation and related directives:

a. Army Instructor (AI). A retired noncomissioned officer employed to conduct Junior ROTC at a school.

b. Cadet. A student who is enrolled in Junior ROTC or NDCC.

c. Cadet officer/noncommissioned officer. A Junior ROTC cadet appointed to a designated cadet rank or grade.

d. Director of Army Instruction (DAI). The officer recognized by the Army as the supervisor of others employed to conduct Junior ROTC within a multiple school system.

e. Honor graduate. A cadet who is designated by the school authorities and the SAI as the most outstanding graduate of an Honor Unit or Honor Unit with Distinction and Merit Unit.

f. Honor Unit. A unit that has maintained a high standard of instruction and performance during the school year, as determined by the CG, USACC, and designated in permanent orders.

g. Honor Unit with Distinction. A unit that has demonstrated exceptional performance in all areas of program operation, as determined by the CG, USACC, and designated in permanent orders.

h. Merit Unit. A unit that has demonstrated significant performance in all areas of the JROTC Program, as determined by the CG, USACC, and designated in permanent orders.

i. Junior ROTC student. A participating student ineligible to enroll as a member, but authorized to receive Junior ROTC instruction.

j. Junior Reserve Officers' Training Corps (Junior ROTC). The organization of units established by the Department of the Army under Title 10, United States Code, Sections 2031 and 4651, at public and private secondary educational institutions to conduct a program of leadership education and instruction for students.

k. Leadership Education and Training (LET). The Junior ROTC curriculum, which consists of a 4- or 3-year Program of Instruction (POI).

l. Military Junior College (MJC). A military school that provides high school (Junior ROTC) and college level (Senior ROTC) instruction but does not confer a baccalaureate degree.

m. Military Property Specialist (MPS). The agent of a school who is authorized to requisition, receive, store, issue, account for, and perform administrative functions connected with the use of Government property.

n. Military Science (MS). The Senior ROTC curriculum, which consists of two courses - Basic Course (MS–I and –II) and Advanced Course (MS–III and–IV).

o. Multiple unit. The organization of five or more Junior ROTC units.

p. National Defense Cadet Corps (NDCC). All students participating in leadership studies at any educational institution under Title 10, United States Code, Section 4651 and conditions prescribed by the Secretary of the Army. This term is used in a broad sense to refer to the program and related matters.

q. The commanders of major overseas commands.

(1) Commander, HQ USAREUR and 7th Army, AEAGA–GY, Unit 29351, APO AE 09014

(2) Commander, USFK/EUSA, ATTN: ACSJ–1, APO AP 96301–0005

(3) Commander, U.S. Army Japan/9th Theater Army Area (TAA) ATTN: APAJ–GA–CT, APO AP 96343–0054.

r. Senior Army Instructor (SAI). Term designating a retired officer recognized by the Army as the supervisor of others employed to conduct Junior ROTC at a school.

s. Unit. The organization comprising Junior ROTC cadets and military instructors at one school.

1–7. Channels of communication

a. USAREUR, EUSA, and USAJ Junior ROTC units may correspond directly with designated subordinate commanders on routine questions about program guidance, technical support, operational information, periodic reports, and policy application. All other matters or issues that require decisions will be directed to the CG, USACC (Attn: Junior ROTC Directorate). Information copies of all correspondence will be sent to CG, USAREUR; CG, EUSA; and CG, USAJ.

b. Schools. While senior school officials are not restricted to military command channels, it is usually desirable for school problems to be presented first to designated subordinate commanders. Courtesy copies of correspondence directed to CG, USACC, should be sent to the designated subordinate commanders concerned. (See fig 1–1.)

1. Address for sending correspondence to Cadet Command -

Commander
U.S. Army Cadet Command
ATTN: ATCC-HS
Fort Monroe, VA 23651

2. Address for sending correspondence to TRADOC -

Commander
U.S. Army Training and Doctrine Command
Fort Monroe, VA 23651

3. Address for sending correspondence to PERSCOM -

HQDA (TAPC-OPD-C)
200 Stovall Street
Alexandria, VA 22332

4. Address for sending correspondence to DCSPER -

HQDA (DAPE-MPO-D)
Washington, DC 20310

Figure 1-1. Addresses for correspondence

1–8. Mobilization (MOB)

a. Upon partial mobilization, the Junior ROTC programs will be continued only at those schools that support the programs through available retired personnel resources, all others will be discontinued. The CG, USACC, will determine whether to continue the Junior ROTC Program after full mobilization.

b. Selected Junior ROTC instructors may be recalled to active duty.

c. Mobilized retiree instructors may be withdrawn as soon as full mobilization is declared and administrative tasks are complete.

d. HQ, USACC, will assist schools in recruiting qualified personnel to fill temporary vacancies created by reassignment of active duty personnel or retires ordered to active duty.

e. USACC will assist in closing down and transferring equipment and records from those schools unable to continue the Junior ROTC Program.

Chapter 2
Unit Organization

2–1. General

Junior ROTC organization, drill, and administration will conform as nearly as practicable to that prescribed by organizations of the Army.

2–2. Organization

The Junior ROTC is organized into units at public and private secondary educational institutions, as follows:

a. Unit. The organized group of Junior ROTC cadets and authorized faculty at one secondary school constitutes a unit. Each unit must maintain an enrollment of at least 100 eligible cadets or 10 percent of the eligible students enrolled in the school. The cadets must meet requirements of chapter 5.

b. Multiple unit. A group of five or more units of one Service in which the Junior ROTC Program is conducted concurrently. Each unit must satisfy the enrollment requirements in subparagraph *a* above. This form of organization and management may be established to improve program administration.

c. Classification. Units are classified according to the type of school where each unit is located, as indicated below.

(1) *Class HS (High School).* Units located at public and private secondary educational institutions that—

(a) Meet prescribed standards and criteria.

(b) Provide a course of military instruction of not less than 3 academic years.

(c) Limit membership in the unit to students, who, in the judgment of the instructional staff, maintain acceptable standards of academic achievement and conduct.

(d) Make available for the Junior ROTC unit's use adequate classrooms, administrative offices, office equipment, storage space, drill field, transportation, telecommunications, and required facilities in a fair and equitable manner in comparison with other departments of the institution (or other elements of the institution, if the institution does not have departments), and pay the costs of utilities and maintenance for these facilities.

(2) *Class MI (Military Institute).* Units located at military secondary educational institutions, including the secondary level of military junior colleges, which in addition to the requirements for HS units—

(a) Require all enrolled students, who are otherwise eligible, to participate in the Junior ROTC program.

(b) Organize their military students as a Corps of Cadets under constantly maintained military discipline.

(c) Require all members of the Corps, including those members enrolled in the military training, to be habitually in uniform when on campus.

d. Departmental status. All Junior ROTC activities and functions at most schools are grouped together as an integral academic and administrative subdivision of the school or school system.

2–3. Selection of schools to host Junior ROTC units

a. Statutory requirements and higher headquarters policies limit the total number of Junior ROTC units and dictate that new units be established in such a manner as to adhere to Public Law. Selection of institutions that may participate will be based upon applicable statutes and criteria as determined by the CG, USACC, which must include, but is not limited by, the following selection criteria:

(1) Receipt of signed applications and agreements.

(2) Enrollment potential (ability to provide 100 cadets or 10 percent of student body enrollment).

(3) Capability of the institution to conduct and support the program.

(4) Accreditation status.

(5) Ability to comply with statutory and contractual requirements and requirements of this regulation.

(6) Fair and equitable distribution of units throughout the nation.

(7) Willingness and ability to support requirements of a. above.

b. The various administrative and budgetary aspects of the secondary school systems dictate that the selection process be conducted continuously. Accordingly, applications and reports of site surveys will be forwarded to HQ, USACC (ATCC–HS), as directed by the CG, USACC. The CG, USACC, will forward those applications recommended for selection to HQDA (ATTN: DAPE–MPO–D). DA Form 7410 (Evaluation Worksheet, Potential Army Junior ROTC Program) provides a guide for using selection criteria.

2–4. Establishment procedures

a. A school that desires to establish a Junior ROTC unit must apply for participation in the program by completing DA Form 3126 (Application and Contract for Establishment of a Junior Reserve Officers' Training Corps Unit) or DA Form 3126–1 (Application and Agreement for Establishment of a National Defense Cadet Corps Unit). School administrators must also agree to the conditions of the contract and those prescribed by this regulation. Forms may be obtained from the USACC Commanders. See appendixes B and C for sample application, contract, and agreement text.

b. As part of the application process, a USACC representative will conduct a site survey.

c. The original and four copies of the application and the accompanying site survey will be submitted through the designated representative of the area in which the school is located, to HQ, USACC. An application must be submitted for each institution in which school authorities desire to conduct Junior ROTC instruction.

d. Applications will contain information concerning the date the school desires to commence course instruction and any former participation in Junior ROTC programs, and if an application with another Service is pending.

e. Authority for establishment of a Junior ROTC program rests with HQDA, (ATTN: DAPE–MPO–D), WASH DC 20310–5000. Once a unit has been recommended for establishment, the HQ USACC staff will initiate action to assign a Unit Identification Code (UIC). This information will be provided, upon receipt, to the approved support installation Army DOD Activity Address File (DODAAF) network station, requesting that action be taken to process the assignment of a DOD Activity Address Code (DODAAC) per AR 725–50, chapter 9. The approved support installation Army DODAAF network station will inform the proper ROTC Region of the assigned DODAAC.

f. Establishment of Junior ROTC units will be announced by HQDA General Order. Applications of schools selected will be countersigned by the Secretary of the Army or his or her representative. The original copy will be retained by the CG, USACC. Copies will be furnished to the designated subordinate commander, the senior school official of the institution, the DAI, and the SAI.

g. Department of Defense Dependent Schools (DoDDS).

(1) The requesting high school principal shall forward applications to establish individual Junior ROTC units through established school channels in each geographic area to USACC headquarters for approval by HQDA.

(2) The nomination of retired officer and noncommissioned officer instructors shall be in accordance with this and other applicable regulations. USACC shall submit the names of nominees to the Director, DoDDS, ATTN: Teacher Recruitment, for final selection and appointment to positions in the DODDS high schools. Junior ROTC instructors shall be employed in accordance with DOD Directive 1342.6.

(3) In addition to meeting USACC qualifications, each applicant for a Junior ROTC instructor position must meet the criteria required by the North Central Accreditation Association of Colleges and Secondary Schools (NCA). NCA criteria may be obtained from the Director, DoDDS, Office of the Assistant Secretary of Defense (Personnel and Reserve Affairs).

2–5. Amendment of DA Forms 3126 or 3126–1

Requests for changes to DA Form 3126 (fig 2–1) or DA Form 3126–1 (fig 2–2) may be made by submitting the original and four copies of DA Form 918b (Amendment to Application for Establishment of Army Reserve Officers' Training Corps Unit) (fig 2–3) through the designated representative, who will forward the request to HQ, USACC, ATTN: (ATCC–HS). Major changes will be forwarded to HQDA (DAPE–MPO) by USACC.

APPLICATION AND CONTRACT
FOR ESTABLISHMENT OF A JUNIOR RESERVE OFFICERS' TRAINING CORPS UNIT

For use of this form, see AR 145-2; the proponent agency is DCSPER

Form Approved
OMB Number 3126
Expires 08/31/2002

The public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send your form to the appropriate ROTC Region.

SUBJECT: Contract for Establishment of a Junior Reserve Officers' Training Corps Unit

THRU: (1) Commander, United States Army Fourth Region, Ft. Lewis, WA
(2) Commander, U.S. Army Cadet Command (ATCC-HS), Ft. Monroe, VA 23651-5000

TO: HQDA (DAPE-MPO-D), Washington, DC 20310-0300

APPLICATION

By direction of the governing official of Green Tree Unified School District
(Name of School System)

Blythe, California, an application is hereby submitted for
(Location)

the establishment of a unit of the Junior Army Reserve Officers' Training Corps under the provisions of section 2031, Title 10, United States Code at Green Tree High School, 556 S. Luskin Blvd., Blythe, CA 92225
(Name of School and Address)

CONTRACT

1. Contingent upon the acceptance of the above application and conditioned upon the fulfillment of all promises enumerated in paragraph 2 following, the Secretary of the Army agrees as follows:

a. To establish a Junior unit of the Army Reserve Officers' Training Corps (JROTC) at the school named above.

b. To assign such military personnel as the Army may deem necessary for the proper administration and conduct of the Junior ROTC program at this school and to pay the statutory compensation of such personnel from Department of the Army appropriations.

c. To provide for use in the Junior ROTC program such available Government property as may be authorized by law and applicable tables of allowances;

2. Contingent upon the acceptance of this application by the Secretary of the Army, and conditioned upon the fulfillment of the promises enumerated in paragraph 1 above, the governing authorities of this school agree as follows:

a. To provide a course of military instruction prescribed by the Secretary of the Army, which will be ☐ required, or ☒ elective.

b. To conduct the following type of JROTC training:
☐ (1) Academic track; ☐ (2) Technical track; and ☐ (3) To establish the unit as a ☒ single unit, or — a part of a multiple unit system.

c. To make available for use by the JROTC unit necessary and adequate classrooms, administrative offices, office equipment, storage space, drill field, and other required facilities in a fair and equitable manner in comparison with other departments of the institution *(or other elements of the institution if the institution does not have departments)*, and to pay the costs of utilities and maintenance thereof. To make available in the JROTC administrative office a telecommunications line suitable for Internet connectivity and data transfer and to pay the cost of installation and maintenance thereof.

d. To employ qualified instructors authorized and approved by the Army to administer the military courses, *(a minimum of one offer and one noncommissioned officer per unit)*. Contract periods will be negotiated to permit year round management of the program and control of Government property. School authorities agree to pay retired Army JROTC instructors in accordance with applicable federal law and regulations. Schools are encouraged to reimburse the JROTC instructors on a comparable scale as other teachers employed at the school. Ensure that instructors are under contract and therefore provided liability insurance (and proof there of) through the school or school sponsored activities or duties (including extra curricular activities, i.e., summer camp, adventure training, drill competition, marksmanship competitions, etc).

e. To request from CG, U.S. Army Cadet Command permission to hire, by name and position, the individuals to be employed as the Senior Army Instructor and Army Instructor.

f. To appoint a military property specialist (MPS) who is not on active duty with the Army and who will be empowered to requisition, stock, and account for Government property issued to the school and otherwise to transact matters pertaining thereto, for and in behalf of the school. If this duty is assigned to a retired Army individual who is also employed as a Junior ROTC instructor, that person will be provided a minimum of one class period daily to complete MPS requirements.

g. To notify the CG, U.S. Army Cadet Command of the name and position of the individual designated as military property custodian.

h. To conform to the regulations of the Secretary of the Army relating to issue, care, use, safekeeping, turn-in, and accounting for such Government property as may be issued to the school.

i. To comply with the provisions of law, and the regulations of the Secretary of the Army, pertaining to the furnishing of a bond and/or insurance to cover the value of all Government property issued to the school, except expended articles, and supplies properly expended in operations, maintenance, and instruction.

j. To maintain an enrollment in the institution of not less than 100 physically fit students *(or 10% of the student population, whichever is less)* who are in a grade above the 8th grade.

k. To adhere to a policy of nondiscrimination on the basis of race, sex, color, or national origin with respect to admission or subsequent treatment of students and instructors.

l. To require instructors to wear Army uniforms to accomplish Junior ROTC duties. Any additional duties given to instructors for accomplishment while in uniform will be appropriate and in no way demean the individual, the uniform, or the U.S. Army.

m. To encourage and support the professional development of JROTC instructors and permit attendance at orientation/refresher training workshops/conferences.

DA FORM 3126, MARCH 2000 EDITION OF FEB 1992 IS OBSOLETE USAPA V1.00

Figure 2-1 (PAGE 1). Sample DA Form 3126

n. To assist the Army in ensuring quality instruction by providing written annual performance appraisals to CG, U.S. Army Cadet Command using appraisal forms provided by the Army.

o. To conform to the regulations of the Secretary of the Army relating to the conduct of the Junior Reserve Officers' Training Corps.

3. It is mutually understood and agreed as follows:

a. That this contract shall become effective when the authorities of this school have been notified officially that the Army has approved the establishment of a Junior ROTC unit on the date specified.

b. That the Army shall have the right at any time to withdraw approval and authorization of any personnel employed by the school pursuant to paragraph 2d above. Such withdrawal of authorization of any personnel employed by the school pursuant to paragraph 2d above will require the disassociation of the individual from the JROTC program.

c. That this contract may be terminated in the following manner:

(1) At any time, by mutual consent and agreement of both parties.

(2) Upon the giving of one year's notice of such intent to terminate by either party.

(3) If the JROTC unit is placed on probation pursuant to regulations prescribed by the Army.

(a) Except for enrollment, this contract will terminate at the end of one year from the date the unit was placed on probation, unless the reason for such probationary status has been removed to satisfaction of the Army prior to such expiration.

(b) For enrollment, if the JROTC unit is in at least its third year of operation and does not satisfy the enrollment requirements in 2j above, the unit will be immediately placed on probation. If enrollment requirements are not met within 30 days of the beginning of the next school year, the contract will be terminated at the end of that school year.

4. This contract supersedes all existing contracts between the Department of the Army and the school pertaining to this matter.

FOR THE SCHOOL

TYPE NAME AND TITLE	SIGNATURE	DATE
M. E. Johnson, Ed.D. District Superintendent		

FOR THE SECRETARY OF THE ARMY

TYPE NAME AND TITLE	SIGNATURE	DATE

THE FOLLOWING AGREEMENT AND INFORMATION IS TO BE CONSIDERED AS PART OF THIS CONTRACT

AGREEMENT REGARDING FACILITIES TO BE PROVIDED FOR THE USE OF THE ARMY RESERVE OFFICERS' TRAINING CORPS PROGRAM, WITHOUT EXPENSE TO THE DEPARTMENT OF THE ARMY

The authorities of the above-named institution agree that the facilities specified below shall be furnished for the use of the Army ROTC program, without expense to the Department of the Army *(phrases such as "as needed", "as required", etc., will not be used in describing the following):*

1. OFFICES				2. STORAGE ROOMS	
NO. OF ROOMS	SIZE	BUILDING IN WHICH LOCATED	EXCLUSIVE OR JOINT USE	NO. OF ROOMS	EXCLUSIVE OR JOINT USE

NOTE: Storage rooms, particularly for clothing and small articles of equipment, must be adequately lighted and ventilated and be provided with shelving, cabinets, and locked arms racks. Windows must be securely barred and doors reinforced and fitted with cylinder locks.

3. CLASSROOMS		
NO. OF ROOMS AND BUILDING	SEATING CAPACITY	EXCLUSIVE OR JOINT USE

NOTE: Classrooms must be adequately lighted and ventilated and provided with standard equipment. If joint use is specified, rooms must be available for Army ROTC classes when scheduled.

PAGE 2, DA FORM 3126, MARCH 2000 USAPA V1.00

Figure 2-1 (PAGE 2). Sample DA Form 3126—Continued

4. ASSEMBLY HALL		
SEATING CAPACITY	PROJECTION EQUIPMENT IF PROVIDED FOR	WILL BE AVAILABLE FOR ARMY ROTC CLASSES AS FOLLOWS
900	Yes	Upon Request

5. GYMNASIUM	
SIZE OF GYM OR OTHER INDOOR DRILL AREA	WILL BE AVAILABLE FOR ARMY ROTC CLASSES AS FOLLOWS
11,000 Sq Ft 8,300 Sq Ft	Upon Request

6. OUTDOOR DRILL AREA	
SIZE	WILL BE AVAILABLE FOR ARMY ROTC AS FOLLOWS
100,000 Sq Ft Open 10,000 Sq Ft covered	When JROTC classess are scheduled for outside drill Upon request during inclement weather.

7. TARGET RANGE	☐ INDOOR ☐ OUTDOOR
NO. OF FIRING POINTS	WILL BE UNDER JURISDICTION OF
7	Senior Army Instructor

8. REMARKS

We are committed to having JROTC. We are willing to provide necessary facilities to maintain this program.

AN ORIGINAL AND FIVE COPIES OF THIS FORM WILL BE MADE. ONE COPY WILL BE KEPT BY THE INSTITUTION AND THE ORIGINAL AND FOUR COPIES WILL BE FORWARDED AS FOLLOWS:

1. To Commander, U.S. Army First ROTC Region, Ft. Bragg, NC 28307, from those in -

Connecticut	Maryland	North Carolina	South Carolina
Delaware	Massachusetts	Panama	Vermont
District of Columbia	New Hampshire	Pennsylvania	
Georgia	New Jersey	Puerto Rico	
Maine	New York	Rhode Island	

2. To Commander, U.S. Army Second ROTC Region, Ft. Knox, KY 40121, from those in -

Alabama	Kentucky	Missouri	West Virginia
Florida	Louisiana	Ohio	Wisconsin
Illinois	Michigan	Tennessee	
Indiana	Mississippi	Virginia	

3. To Commander, U.S. Army Fourth ROTC Region, Ft. Lewis, WA 98433, from those in -

Alaska	Guam	Montana	Oregon
American Samoa	Hawaii	Nebraska	South Dakota
Arizona	Idaho	Nevada	Texas
Arkansas	Iowa	New Mexico	Utah
California	Kansas	North Dakota	Washington
Colorado	Minnesota	Oklahoma	Wyoming

PAGE 3, DA FORM 3126, MARCH 2000 USAPA V1.00

Figure 2-1 (PAGE 3). Sample DA Form 3126—Continued

DATA PERTAINING TO SCHOOL

1. NAME OF SCHOOL	2. COMPLETE MAILING ADDRESS *(Include ZIP code)*
Green Tree High School	556 S. Luskin Blvd Blythe, CA 92225

3. TYPE OF SCHOOL *(Check appropriate box)*

[X] MUNICIPAL [ ] STATE

[ ] DENOMINATIONAL *(Specify)*

4. LIST ACCREDITING AGENCY

a. REGIONAL

WASC (Western Association of Schools and Colleges)

b. STATE

c. OTHER

5. TOTAL ENROLLMENT	6. ESTIMATED NO. OF QUALIFIED STUDENTS WHO WILL ENROLL IN THE JUNIOR ROTC PROGRAM
450	100

7. LIST TECHNICAL COURSES OFFERED AT THE SCHOOL

Multiple levels of drafting
Automotive
Building trades
Welding

8. WILL STUDENTS BE GIVEN A MEDICAL EXAMINATION

[ ] YES [X] NO

9. BAND [X] WILL [ ] WILL NOT BE AVAILABLE FOR JUNIOR ROTC CEREMONIES. THE BAND WILL BE A

[X] SCHOOL BAND [ ] JUNIOR ROTC BAND

PAGE 4, DA FORM 3126, MARCH 2000 USAPA V1.00

Figure 2-1 (PAGE 4). Sample DA Form 3126—Continued

APPLICATION AND AGREEMENT FOR ESTABLISHMENT OF A NATIONAL DEFENSE CADET CORPS UNIT

For use of this form, see AR 145-2; the proponent agency is DCSPER.

Form Approved
OMB Number 0702-0110
Expires 02/28/2003

The public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send your form to the appropriate ROTC Region.

SUBJECT: Application and Agreement for Establishment of a National Defense Cadet Corps Unit.

THRU: (1) Commander, United States Army Fourth Region, Ft. Lewis, WA 98431

(2) Commander, US Army Cadet Command (ATCC-HS), Ft Monroe, VA 23651

TO: HQDA(DAPE-MPO), WASH, DC 20310

APPLICATION

By direction of the governing officials of A.J. Moore Academy Waco Independent School District
Name of School and/or School System

325 S. Parks Drive Waco, Texas 76702, an application is hereby submitted for the
Location

establishment of a unit of the National Defense Cadet Corps at this school under the provisions of Section 4651, Title 10, United States Code.

CONTRACT

1. Contingent upon the acceptance of the above application and conditioned upon the fulfillment of all promises enumerated in paragraph 2 following, the Secretary of the Army agrees as follows:

a. To establish a unit of the National Defense Cadet Corps (NDCC) at the school named above.

b. To provide for use in the NDCC program such available Government property as may be authorized by law and applicable tables of allowances.

2. Contingent upon the acceptance of this application by the Secretary of the Army, and conditioned upon the fulfillment of the promises enumerated in paragraph 1 above, the governing authorities of this school agree as follows:

a. To Provide appropriate academic credit applicable toward graduation for a course of instruction as prescribed by the Secretary of the Army, which will be ☐ required, or ☒ elective.

b. To conduct the following type of NDCC training:
☐ (1) Academic track; ☐ (2) Technical track; and ☐ (3) To establish the unit as a X single unit, or ___ a part of a multiple unit system.

c. To make available for use by the NDCC unit necessary and adequate classrooms, administrative offices, office equipment, instructional supplies, storage space, drill field, utilities, to pay the cost and maintenance thereof, and other required facilities in a fair and equitable manner in comparison with other departments of the institution *(or other elements of the institution if the institution does not have departments)*, and to pay the costs of utilities and maintenance thereof. To make available in the NDCC office a telecommunications line suitable for Internet connectivity and data transfer and to pay the cost of Installation and maintenance thereof.

d. To employ qualified instructors authorized and approved by the Army to administer the military courses, at no expense to the Government *(a minimum of one offer and one noncommissioned officer per unit)*. Contract periods will be negotiated to permit year round management of the program and control of Government property. School authorities agree to pay retired Army NDCC instructors in accordance with applicable federal law and regulations. NDCC instructors should be payed in the same manner as JROTC instructors as depicted in AR 145-2. Ensure that instructors are under contract and therefore provided liability insurance *(and proof thereof)* through the school or schools sponsored activities or duties *(including extra curricular activities, i.e., summer camp, adventure training, drill competition, marksmanship competitions, etc.)*.

e. To request from CG, U.S. Army Cadet Command permission to hire, by name and position, the individuals to be employed as the Senior Army Instructor and Army Instructor.

f. To appoint a military property specialist (MPS) who is not on active duty with the Army and who will be empowered to requisition, stock, and account for Government property issued to the school and otherwise to transact matters pertaining thereto, for and in behalf of the school. If this duty is assigned to a retired Army individual who is also employed as an NDCC instructor, that person will be provided a minimum of one class period daily to complete MPS requirements.

g. To notify the CG, U.S. Army Cadet Command of the name and position of the individual designated as military property custodian.

h. To conform to the regulations of the Secretary of the Army relating to issue, care, use, safekeeping, turn-in, and accounting for such Government property as may be issued to the school.

i. To comply with provisions of law, and the regulations of the Secretary of the Army, pertaining to the furnishing of a bond and/or insurance to cover the value of all Government property issued to the school, except expended articles, and supplies properly expended in operations, maintenance, and instruction.

j. To maintain an enrollment in the institution of not less than 100 physically fit students *(or 10% of the student population, whichever is less)* who are in a grade above the 8th grade.

k. To adhere to a policy of nondiscrimination on the basis of race, sex, color, or national origin with respect to admission or subsequent treatment of students and instructors.

l. To require instructors to wear Army uniforms to accomplish NDCC duties. Any additional duties given to instructors for accomplishment while in uniform will be appropriate and in no way demean the individual, the uniform, or the U.S. Army.

m. To encourage and support the professional development of NDCC instructors and permit attendance at orientation/refresher training workshops/conferences.

n. To assist the Army in ensuring quality instruction by providing written annual performance appraisals to CG, U.S. Army Cadet Command using appraisal forms provided by the Army.

o. To conform to the regulations of the Secretary of the Army relating to the conduct of the National Defense Cadet Corps program.

3. It is mutually understood and agreed as follows:

a. That this contract shall become effective when the authorities of this school have been notified officially that the Army has approved the establishment of a National Defense Cadet Corps unit on the date specified.

b. That the Army shall have the right at any time to withdraw approval and authorization of any personnel employed by the school pursuant to paragraph 2d above. Such withdrawal of authorization of any personnel employed by the school pursuant to paragraph 2d above will require the disassociation of the individual from the JROTC program.

c. That this contract may be terminated in the following manner:

(1) At any time, by mutual consent and agreement of both parties.

(2) Upon the giving of one year's notice of such intent to terminate by either party.

(3) If the NDCC unit is placed on probation pursuant to regulations prescribed by the Army.

(a) Except for enrollment, this contract will terminate at the end of one year from the date the unit was placed on probation, unless the reason for such probationary status has been removed to satisfaction of the Army prior to such expiration.

(b) For enrollment, if the NDCC unit is in at least its third year of operation and does not satisfy the enrollment requirements in 2j above, the unit will be immediately placed on probation. If enrollment requirements are not met within 30 days of the beginning of the next school year, the contract will be terminated at the end of that school year.

4. This contract supersedes all existing contracts between the Department of the Army and the school pertaining to this matter.

FOR THE INSTITUTION

TYPED NAME AND TITLE	SIGNATURE	DATE
Superindent Dr. Dorothy M. Smith, Ed. D	Dorothy M. Smith M.D.	6 June 00

FOR THE SECRETARY OF THE ARMY

TYPED NAME AND TITLE	SIGNATURE	DATE

DA FORM 3126-1, MARCH 2000 EDITION OF 1 MAR 79 IS OBSOLETE. USAPA V1.00

Figure 2-2 (PAGE 1). Sample DA Form 3126–1

THE FOLLOWING AGREEMENT AND INFORMATION IS TO BE CONSIDERED AS PART OF THIS CONTRACT

AGREEMENT REGARDING FACILITIES TO BE PROVIDED FOR THE USE OF THE NATIONAL DEFENSE CADET CORPS PROGRAM, WITHOUT EXPENSE TO THE DEPARTMENT OF THE ARMY

The authorities of the above-named institution agree that the facilities specified below shall be furnished for the use of the NDCC program, without expense to the Department of the Army *(phases such as "as needed," "as required," etc., will not be used in describing the following):*

1. OFFICES				2. STORAGE ROOMS	
NO. OF ROOMS	SIZE	BUILDING IN WHICH LOCATED	EXCLUSIVE OR JOINT USE	NO. OF ROOMS	EXCLUSIVE OR JOINT USE
3	52&51	Field House	Exclusive	2	Exclusive

NOTE: Storage rooms, particularly for clothing and small articles of equipment, must be adequately lighted and ventilated and be provided with shelving, cabinets, and locked arms racks. Windows must be securely barred and doors reinforced and fitted with cylinder locks.

3. CLASSROOMS		
NO. OF ROOM AND BUILDING	SEATING CAPACITY	EXCLUSIVE OR JOINT USE
Instructional Room 1	30	Exclusive
Instructional Room 2	15	Exclusive

NOTE: Classroom must be adequately lighted and ventilated and provided with standard equipment. If joint use is specified, rooms must be available for Army ROTC classes when scheduled.

4. ASSEMBLY HALL		
SEATING CAPACITY	PROJECTION EQUIPMENT IS PROVIDED FOR	WILL BE AVAILABLE FOR NDCC CLASSES AS FOLLOWS
300	Large Screen TV Projection Computer/Video	As Needed

5. GYMNASIUM	
SIZE OF GYM OR OTHER INDOOR DRILL AREA	WILL BE AVAILABLE FOR NDCC CLASSES AS FOLLOWS
75' x 100'	Schedulted in conjunction with classes

6. OUTDOOR DRILL AREA	
SIZE	WILL BE AVAILABLE FOR NDCC CLASSES AS FOLLOWS
75' x 100'	As scheduled by SAI

7. TARGET RANGE ☐ INDOOR ☐ OUTDOOR	
NO.OF FIRING POINTS	WILL BE UNDER JURISDICTION OF
	See Remarks

8. REMARKS

Waco ISD will make arrangements with local entities to provide a firing range until such time as budget providions allow for construction of a firing range at the school site.

AN ORIGINAL AND FIVE COPIES OF THIS FORM WILL BE MADE. ONE COPY WILL BE KEPT BY THE INSTITUTION AND THE ORIGINAL AND FOUR COPIES WILL BE FORWARDED AS FOLLOWS:

1. To Commander, US Army First ROTC Region, Ft Bragg, NC 28307, from those in --

Connecticut	Maryland	North Carolina	Virginia
Delaware	Massachusetts	Pennsylvania	West Virginia
District of Columbia	New Hampshire	Rhode Island	Europe
Georgia	New Jersey	South Carolina	Panama
Maine	New York	Vermont	Puerto Rico

2. To Commander, US Army Second ROTC Region, Ft Knox, KY 40121, from those in --

Alabama	Kentucky	Missouri	Wisconsin
Florida	Louisiana	Ohio	Virginia
Illinois	Michigan	Tennessee	
Indiana	Mississippi	West Virginia	

3. To Commander, US Army Fourth ROTC Region, Ft Lewis, WA 98433, from those in --

American Samoa	Guam	Montana	Oregon
Alaska	Hawaii	Nebraska	South Dakota
Arizona	Idaho	Nevada	Texas
Arkansas	Iowa	New Mexico	Utah
California	Kansas	North Dakota	Washington
Colorado	Minnesota	Oklahoma	Wyoming

DA FORM 3126-1, MARCH 2000 2 USAPA V1.00

Figure 2-2 (PAGE 2). Sample DA Form 3126–1—Continued

DATA PERTAINING TO SCHOOL

NAME OF SCHOOL	COMPLETE MAILING ADDRESS *(Include ZIP code)*
A. J. Moore Academy	325 S. Parks Drive Waco, Texas 76702

1. TYPE OF SCHOOL *(Check appropriate box)*
   - [ ] MUNICIPAL
   - [X] STATE
   - [ ] DENOMINATIONAL *(Specify)*

2. LIST ACCREDITING AGENCY

a. REGIONAL

b. STATE
Texas Education Agency

c. OTHER

3. TOTAL ENROLLMENT	4. ESTIMATED NO. OF QUALIFIED STUDENTS WHO WILL ENROLL IN THE NDCC PROGRAM
200	100

5. LIST TECHNICAL COURSES OFFERED AT THE SCHOOL

1. Technology Systems
2. Business Computer Information Systems I and II
3. Intro to Business
4. Marketing Yourself
5. Accounting
6. Entrepreneurship
7. Engineering Principles
8. Computer Aided Drafting
9. Electronics
10. Marketing Management
11. Graphic Arts

6. WILL STUDENTS BE GIVEN A MEDICAL EXAMINATION?
   - [ ] YES
   - [ ] NO

7. A SCHOOL BAND [ ] WILL [ ] WILL NOT BE AVAILABLE FOR NDCC CEREMONIES.

DA FORM 3126-1, MARCH 2000 3 USAPA V1.00

Figure 2-2 (PAGE 3). Sample DA Form 3126–1—Continued

AMENDMENT TO APPLICATION AND AGREEMENT FOR ESTABLISHMENT OF ARMY RESERVE OFFICERS' TRAINING CORPS UNIT

For use of this form, see AR 145-1 and 145-2; the proponent agency is DCSPER

SUBJECT: Amendment to Agreement to establishment of Army Reserve Officers' Training Corps Unit

THROUGH: 1. Commander, United States Army Fourth ROTC Region Ft Lewis, WA

2. Commander, U. S. Army ROTC Cadet Command *(ATCC-RR)*, Ft. Monroe, VA 23651-5244

TO: HQDA (DAPE-MPO-D), Washington, D.C. 20310-0300

1. In the event of mobilization, the Secretary of the Army or designated representative may withdraw the ROTC unit without prior notification to the institution.
2. In consideration of the establishment and maintenance of the Reserve Officers' Training Corps unit at

Green Tree Unified School District
(Name of School and/or School System)

pursuant to the application and agreement *(DA Form 918) (DA Form 918A (DA Form 3126)* accepted and approved by

Green Tree Unified School District
(Name of School and/or School System)

on 6 Jun 2000 *(Date)*, and by the Secretary of the Army on _____ *(Date)*, it is hereby agreed between the parties to the within agreement that paragraph 1c of the mentioned application and agreement is amended as follows:

Paragraph 1c. is amended to read "To make available for us by the JROTC unit necessary and adequate classrooms, administrative offices, office equipment, storage space drill field, other required facilities in a fair and equitable manner in comparison with other departments of the institution.

3. It is further agreed that upon accomplishment, this amendment of paragraph _____ becomes part of the original agreement.

FOR THE SCHOOL AND/OR SCHOOL SYSTEM		
TYPED NAME AND TITLE M.E. JOHNSON, Ed. D District Superintendent	SIGNATURE	DATE
NAME OF INSTITUTION Green Tree Unified School District	LOCATION 556 S. Luskin Blvd Blythe, CA 92225	
FOR THE SECRETARY OF THE ARMY		
TYPED NAME AND TITLE	SIGNATURE	DATE

DA FORM 918B, FEB 92 EDITION OF SEP 88 IS OBSOLETE ☆ U.S. GOVERNMENT PRINTING OFFICE: 1992 -- 311-830 / 50147

Figure 2-3. Sample DA Form 918b

2–6. Enrollment Report - Requirements Control Symbol MILPC–44

HQ, USACC, will prepare, publish, and distribute a Junior ROTC Enrollment Report, RCS MILPC–44, annually. Five copies will be forwarded to HQDA, ATTN: DAPE–MPO–D. Regions will submit their input for the Opening Enrollment Report to HQ Cadet Command, to arrive not later than 15 November. The official Opening Enrollment Report will be based on the number of cadets enrolled in the Junior ROTC program as of the final date the school permits students to add or drop classes without penalty, but not later than 15 October, whichever comes first. If students will be enrolling midyear, opening enrollment should include a projection of the total number expected during the year. Block scheduling information as well as cross-enrollment information will be included in the report. Closing enrollment information should be forwarded by 15 June. (See app D.)

2–7. Accreditation requirements

A school that desires to participate in a Junior ROTC program must meet one of the following accreditation standards:

a. Be accredited by a nationally recognized accrediting agency.*

b. Be accredited by a State or State educational agency.

c. Have attained a preaccreditation status of reasonable assurance subject to attainment and maintenance of one of the other two listed statuses within 5 years of initial academic enrollment of students.

Note. *As listed by Secretary of Education, Department of Education:

E—New England Association of Colleges and Secondary Schools.

M—Middle States Association of Colleges and Secondary Schools.

NW—Northwest Association of Secondary and Higher Schools.

S—Southern Association of Colleges and Schools.

W—Western Association of Schools and Colleges.

N—North Central Association of Schools and Colleges.

DoDDS—Department of Defense Dependent Schools.

2–8. Staffing requirements

a. To support the Junior ROTC Program, the Army may—

(1) Assign active duty, and/or authorize schools to employ retired, commissioned and noncommissioned officers to Junior ROTC schools as administrators and instructors. Their qualifications must be approved by the CG, USACC, and the schools concerned.

(2) Limit employment of retired Armed Forces personnel as Junior ROTC instructors and administrators to those retired from the United States Army.

b. The school will employ the number of officer (Senior Army Instructors (SAIs)) and noncommissioned officer (Army Instructor (AIs)) instructors required to conduct a successful Junior ROTC program. A minimum of one officer and one noncommissioned officer per school must be hired in all cases. Failure to do so, may cause termination of the program.

c. Class HS units will be staffed as follows:

(1) Any school qualifying for a Junior ROTC unit will employ at least one retired officer or retired warrant officer (with a Baccalaureate degree) and one retired noncommissioned officer or retired warrant officer. When necessary, the Commander, USACC, may authorize substitution of any officer by an enlisted instructor and vice versa.

(2) Single units or subunits of multiple units staffing levels will be determined by the CG, USACC, using figure 2–4 as a guide.

(a) For staffing purposes in block scheduling situations, the number of instructors will be based on the average of the actual enrollment for first semester and projected enrollment for the second semester. For example, if the average enrollment is less than 151, an additional instructor is not authorized.

(b) For staffing purposes in cross-enrolled situations, the number of students at the cross-enrolled school will not count towards the authorization of an additional instructor or for cost-sharing purposes.

(c) Cadets may not take classes at different LET levels simultaneously (that is, LET 1 first period and LET 2 third period). They can be enrolled in LET 1 and earn an additional Junior ROTC credit for participation in an activity such as a drill team should the school permit it. However, they may be counted only one time for enrollment purposes.

(d) The multiple unit management structure will be limited to the minimum essential personnel needed to plan and control a coordinated multiple school program (see fig 2–5).

(e) Multiple unit management structures are required to establish a central supply system. Staffing will include a Military Property Specialist (MPS) hired by the school system at no cost to the Government.

(f) Unit staff authorization levels will be determined by CG, USACC, based upon figures reflected in the unit annual Opening Enrollment Report. As a general operating principle, to avoid instability in the instructor force, neither staff increases nor decreases will be based upon the enrollment figures of a single year. Instead, consecutive years of enrollment at a level sufficient to warrant a change in staffing are required for staff increases or deceases.

d. Employment of additional retired members as instructors at no expense to the Government is authorized subject to Army certification. This is not to be construed as authority to conduct instruction offsite at locations other than at the host institution. Schools instituting the enrollment of cadets from outside their district must be aware that, based on budgetary constraints, additional instructors above their host institution's staffing requirements may not be cost shared.

e. If employed Junior ROTC instructors experience temporary absences, such as for illness or injury, schools may provide substitute teachers not approved for hire by the Army for up to 30 days at no expense to the Government. Using substitutes for a greater period of time must be approved by CG, USACC, or his or her representative.

f. A retired member employed to conduct the Junior ROTC Program, who is senior in rank to an active duty member assigned to that unit, may be designated as the supervisor of that active duty member.

g. Active duty performance evaluation and rating schemes will be done according to applicable Army regulations.

h. Each active duty instructor will be given the opportunity to have at least 30 days leave per year.

i. With the approval of the CG, USACC, the Professor of Military Science at Military Junior College (MJC) schools may be assigned to conduct both the High School and College ROTC programs at the school and be designated as supervisor of the SAI. Personnel assigned as JROTC instructors, however, will be used only for that purpose and assigned duties will be directly related to the Junior ROTC Program.

Cadet Strength	Retired Officers	Retired NCO
100 -- 150	1	1
151 -- 250	1	2
251 -- 350	1	3
351 -- 499	1	4

Additional retired officers and NCOs may be authorized in cadet ratio of 500:1 for officers and 100:1 for NCOs.

Figure 2-4. Single Unit Staffing

Units	Positions
5	1 - DAI
6 to 9	2 - DAI, OPSNCO
10 to 14	3 - DAI, ADAI, OPSNCO
15 to 25	4 - DAI, ADAI, OPSNCO, SGM
26 and above	5 - DAI, ADAI, OPSNCO, SGM, Admin Asst

Figure 2-5. Multiple Unit Staffing

2–9. Other establishment criteria

a. Secondary educational institutions desiring to establish Junior ROTC units or to continue established units will—

(1) Provide positive safeguards to prevent discrimination against students or instructors on the grounds of sex, race, religion, or national origin.

(2) Provide credit for the required courses of instruction and maintain the standards prescribed by the USACC.

(3) Provide adequate facilities for classroom instruction and administrative office space; storage space for office equipment; a drill field; transportation; and telecommunications, as determined by USACC.

(4) Provide suitable safeguards for Government property as prescribed in AR 190–11 and AR 710–2. Such safeguards shall include, but not be limited to—

(a) Employment of a Military Property Specialist to issue, account for, and maintain the Government property.

(b) Bond or insurance (or both) to cover loss and damage of Government property.

(c) Secure storage of U.S. military weapons and ammunition in the inventory of Junior ROTC units. Junior ROTC units that have received U.S. weapons or NDCC units that have purchased U.S. weapons (air rifles, demilitarized M1903s, M1s, and .22 caliber rifles) will secure them in accordance with AR 190–11 (standard racks and metal containers, that is, wall lockers). The .22 caliber rifle bolts and bolts from other operable weapons will be stored in secure separate containers. The establishment of security standards for arms and supply rooms will be emphasized.

2–10. Conditions for retention of programs

Each school must, on a continuing basis —

a. Meet and maintain statutory requirements.

b. Maintain the enrollment requirements (no less than 100 cadets or 10 percent of student body enrollment). The host units must maintain enrollment requirements in their own right irrespective of students at cross-enrolled schools.

c. Maintain the standards and criteria for establishment.

d. Comply with provisions of this and other pertinent Army regulations.

e. Support the program to a degree that will merit a rating of satisfactory on the Unit Evaluation Program.

2–11. Probation

Programs that do not meet prescribed standards will be considered for probation and/or disestablishment.

a. If minimum enrollment is not obtained and maintained during the school year, Headquarters, USACC, may place the unit on probation. After a unit has been on probation for one year, the Commander may continue the probation for another year or direct disestablishment of the unit. New units, however, will not be placed on probation at the end of their first year for enrollment deficiency.

b. In the case of a new unit that is unable to maintain the minimum requirements in its third year of operation, USACC will—

(1) Provide information and guidance to aid the unit in maintaining the minimum enrollment.

(2) Recommend the unit for probation and formally notify the senior official of the institution that failure to maintain the minimum required enrollment by the end of the probationary period may result in disestablishment of the unit.

c. A program which receives an unsatisfactory on the Unit Evaluation Program will be considered for probation.

d. Units receiving a second consecutive unsatisfactory evaluation will be placed on probation.

e. If a unit is placed on probation, USACC will—

(1) Promptly notify the senior school official of the probationary status. A copy of the letter will be provided to the DAI and SAI.

(2) Review the status of the unit during the next inspection.

f. A unit may not become an Honor Unit, Merit Unit, or Honor Unit with Distinction while on probation.

g. Any unit placed on probation for any reason twice during a 5-year period will be considered for disestablishment.

h. Units placed on probation may request removal after 2 years of compliance with the requirements for retention.

2–12. Disestablishment

a. Basis.

(1) *School request.* Senior school officials desiring to terminate participation by the institution in the Junior ROTC Program should notify the CG, USACC, in writing.

(2) *For cause.* Disestablishment of a unit for reasons other than a request by the school officials will be made only after careful and studied consideration. The CG, USACC, may recommend disestablishment of a unit based on the school's failure to meet applicable standards in this regulation, Federal law, directives, or other regulations. When a unit does not meet the standards specified in this or other appropriate directives (other than for enrollment), school authorities concerned will be notified that the unit has been placed in a one-year probationary status. If the reason for probationary status has not been resolved at the end of the probationary period, CG, USACC, may grant a waiver of disestablishment if reasonable cause exists or he or she may recommend disestablishment.

(3) *For failure to satisfy enrollment requirements.* USACC will place on probation Junior ROTC units that are at the end of their third year of operation or beyond it but do not meet enrollment requirements. USACC will evaluate the unit's potential to attain the minimum enrollment at the beginning of the next school year. If it is likely that the enrollment minimum will not be met or maintained, USACC will encourage school authorities to concur in immediate disestablishment of the unit. However, after any year of probation, USACC will determine if the enrollment minimum has been met and will recommend disestablishment for any unit that fails to meet enrollment by the end of the year of probation. In each case where disestablishment is authorized for not attaining minimum enrollment, USACC will notify the school not later than December to permit an orderly phasing out and to permit the student body to become aware of the action before the end of that school year. If it has not, the school will be notified of disestablishment and physical termination will be scheduled for no later than the end of that academic year.

(4) *When disestablishment serves the best interests of the Service.*

b. Methods. When notified by HQDA that a recommendation to terminate a Junior ROTC unit has been approved, the CG, USACC, will inform appropriate school authorities that the unit will be disestablished at the close of the current school year or at an earlier date if requested by school officials. (See AR 735-5 for funds and property accountability clearance.) All cadets will be disenrolled (or graduated, if appropriate) at that time and furnished military training certificates if they qualify.

c. Final action. The CG, USACC, will inform HQDA (DAPE–MPO–D), WASH DC 20310–5000, of the effective date Junior ROTC instruction was terminated and property returned to the Army. When this information is received, HQDA will announce the disestablishment of the unit in a DA General Order. The support installation Department of Defense Activity Address Code (DODACC) network station will delete the DODACC of the disestablished unit.

Chapter 3
Program Supervision, Costs, Support, and Results

Section I
Logistical Support

3–1. General

The logistical support necessary to maintain Junior ROTC programs will be provided as authorized by this regulation, AR 710–2, and other appropriate regulations.

3–2. Financial assistance

a. Each Junior ROTC program is supported by an installation and is allocated Operations and Maintenance Army (OMA) and Reserve Personnel Army (RPA) funds to provide for supplies and contractual services. Each installation will manage these funds by providing DAIs/SAIs with an operational ceiling. Subordinate commanders are to work with the DAI/SAIs to manage their programs within the funding available. Each support installation is required to conduct an Annual Command Supply Inspection of each account.

b. OMA funding supports, but is not limited to, retired instructor pay, procurement of training materials, and instructor travel. RPA appropriations pay for cadet uniforms and transportation, but or not limited to these expenses.

3–3. Equipment

a. Equipment will be provided to Junior ROTC units in accordance with AR 71–32 and appropriate implementing instructions. The Table of Distribution and Allowances (TDA) authorizes equipment. Equipment issued to units will be included in the TDA or other proper authorization document. Examples of such equipment may include, but are not limited to, the following:

(1) Spare parts, tools, cleaning materials, technical publications, and other materials necessary for maintenance of the equipment.

(2) Instructional materials, equipment, supplies, uniforms, and other items, as deemed necessary by USACC, to support and conduct the Junior ROTC Program.

(3) Payment for equipment transportation charges, including packaging and handling, for shipment to and from the institution is incurred by the Government. The institution shall pay all other costs incident to maintenance, local storage, and safeguarding of the property.

b. USACC Commanders may direct the turn-in of clothing and equipment to the supporting installation when it is not needed permanently by the unit. TDA or other authorization document changes should be submitted to the HQ, USACC.

c. Schools may obtain equipment in addition to that authorized by TDA and other documents, including this regulation, through the Surplus Property Program which provides additional support for optional curriculum activities. Major items acquired through this program will not be maintained with appropriated funds authorized to support the Junior ROTC programs. Equipment authorized Junior ROTC units by a TDA, Common Table of Allowances (CTA), Army regulations, and other documents do not affect the allocation and procurement of Government surplus property by educational institutions. Refer to Defense Reutilization and Marketing Manual, DOD 4160–21M for additional guidance.

d. In accordance with Title 10, United States Code, Section 4651, the Secretary of the Army may provide arms, tentage, and equipment to NDCC units as budgetary considerations permit. However, equipment for NDCC units normally will be procured and maintained at no expense to the Government.

3–4. Transportation, subsistence, and billeting

Junior ROTC cadets are authorized transportation, subsistence, and billeting while attending summer camp and command sponsored marksmanship and drill competitions to the extent that the command budget permits (See chap 6, paras 6–12 and 6–13.) The CG, USACC, and appropriate overseas commanders are delegated authority under this regulation to approve or disapprove Government transportation (except military air), subsistence, and billeting.

a. Requests for military air will be processed at the Office of the Chief of Staff, Army Management Directorate, for referral to the Secretary of the Army. The following procedures must be followed:

(1) Submit each request to USACC. USACC will in turn submit an endorsement through TRADOC and the Office of the Chief of Staff, Army Management Directorate, to the Office of the Secretary of the Army. These requests could easily take up to 6 months for approval or disapproval.

(2) Provide documentation detailing what training will be supported and the reason military aircraft support is required.

(3) Prior to submission, coordinate with the Operational Support Airlift Command to obtain a cost estimate. Submit the cost estimate with the request.

(4) Follow reimbursement guidelines as appropriate. Any JROTC airlift support provided by Transportation Working Capital Fund (TWCF) aircraft will require reimbursement. If reimbursement is required to support the request, provide funds from the school to cover the cost. The reimbursement rate for military aircraft will be the DOD reimbursement rate per flying hour by the type aircraft supporting the request.

(5) Requests that require the transfer of appropriated funds from USACC, to cover the cost of the military air transportation, are not likely to be approved.

b. Junior ROTC cadets or students in uniform may with the school's approval—

(1) Be provided a local flight (orientation flight) as members of an organized Junior ROTC activity. Prior parental consent will be obtained for each cadet.

(2) Travel point-to-point within CONUS on DOD aircraft if approved by the Secretary of the Army under the provisions of DOD 4515.13–R.

c. Junior ROTC instructors may accompany Junior ROTC cadets or students on Government transportation and be billeted in Government quarters, as appropriate. Instructors will identify themselves by presenting DD Form 2 (Retired Identification Card).

d. Civilian officials of schools that offer Junior ROTC may be authorized Government transportation or billeting—

(1) If such transportation or billeting supports normal Junior ROTC training, or

(2) To permit dignitaries to visit military installations for orientation in connection with Junior ROTC activities.

Section II
Donations

3–5. Donations of surplus property

This section contains policies and procedures concerning the donation of surplus property to schools designated as participants in the Service Education Activity (SEA) Donation Program conducted by individual States.

3–6. Designation

Because of the essential contribution they make to the Junior ROTC Program, participating schools that meet all criteria are considered by DA to be educational activities of special interest to the Armed Services and designated as a Service education activity (SEA). When so designated by DOD, and following execution of a donation agreement, a SEA may receive surplus property that is usable and necessary.

a. The CG, USACC, will initiate requests through DCSPER to DOD to designate eligible Junior ROTC schools and to end donation agreements with those not qualified. Schools must meet all Junior ROTC statutory, regulatory, and contractual requirements to receive and keep the designation as education activities of special interest.

b. Only individual schools will be designated. Donation agreements may be made with the school system or district. They will limit donation and use of surplus property only to those schools within the system or district that have been designated. A list of schools so designated will be appended to and become a part of the donation agreement. One individual may act as the donee representative for all eligible schools within a Junior ROTC multiple unit (system or district). The representatives may, however, request and receive donations for use only by those schools in the system (unit) designated by DOD as educational activities of special interest.

c. The list of Junior ROTC schools will be reviewed annually by USACC to determine eligibility for designation as a SEA of special interest.

3–7. Donation agreement

a. USACC will send a new donation agreement to each school when designated by DOD. To receive donations, the head of the school must countersign the agreement and return it to USACC. To help compile the list of activities eligible to receive donations, schools will be requested to return the agreements by a specified date. Pending publication of this list in DOD 4160.21–M, Defense Logistics Agency (DLA) will send the list of schools that have executed agreements to the military services and the General Services Administration (GSA).

b. Activities submitting executed agreements after the specified date may not receive donations of surplus property until listed. If still eligible, these activities will be included in the next change to the list. Schools will be removed from the list and will be notified of the end of the agreement by DLA when DOD withdraws designation as a SEA. Schools may end the donation agreement at any time by notifying USACC.

3–8. Screening

a. Property may be donated only after it has been determined to be surplus following proper screening for use. The donation of surplus property to an authorized donee is subordinate to any need for the property by a Federal agency, but takes precedence over its sale, destruction, or abandonment.

b. Surplus property will be made available for donation screening for 21 days after the date it is released for surplus disposal. SEA will have priority during the sixth through the tenth days. For the remainder of the days, requests will be processed on a first-come, first-serve basis. No priority will be given for requests for nonreportable property.

3–9. Donation procedures

a. DOD Defense Reutilization and Marketing Manual 4160.21–M lists the type of property that may be obtained under the new agreement. (App E lists items to be donated to Army and Marine Corps MI and MJC schools.) The amount of surplus personal property available for donation will be based on the size of the school's enrollment in military training programs. This enrollment must be certified on each Standard Form (SF) 123 (Transfer Order—Surplus Personal Property) which is available through normal Army publications supply channels. (See DOD 4160.21–M for guidance on completing SF 123.) The form must be sent to the correct regional office of GSA to request property in all other listed groups.

b. Surplus property earmarked for donation to a SEA will be held pending necessary approvals for a maximum of 42 calendar days from the automatic release date. If the application for donation indicates that the property will be picked up, the applicant or the applicant's agent will be notified in writing when the property is ready for release. Property held and not approved or removed within the specified time will be made available to other eligible applicants or processed for sale.

c. Care and handling costs, disposal of donated property, submission of reports, and other procedures will be governed by the terms of the donation agreement.

Chapter 4
Instructional Personnel

Section I
General

4–1. Purpose and scope

The success of the Junior ROTC Program depends upon qualified instructors. This chapter prescribes the policies that the Army will follow in determining the qualifications of instructors and in providing information to the school and to the instructors. The Army expects school authorities to use their own hiring procedures to employ instructors.

4–2. Authorized instructors

a. Only instructors authorized by this regulation and approved by CG, USACC, will conduct the Junior ROTC programs. They are subject to the provisions of this regulation and will be extended the rights and privileges of an instructor as prescribed herein.

b. Application by the individual or by the school for this approval will constitute a de facto agreement to the conditions prescribed in this regulation.

c. Continued association with the Junior ROTC Program is contingent upon the individual's meeting conditions as set forth in this regulation and appropriate USACC guidance.

4–3. Equitable procedures

Military retirees employed as Junior ROTC instructors are members of the Armed Forces not on active duty. Title 10, United States Code, Section 2031 provides identical authority to the school and the Secretary of the Army, with delegated authority to the CG, USACC, to approve the qualifications of administrators and instructors in the program. This dual approval is required for initial and continued employment. The same essential qualifications will be used in approving retired instructors.

4–4. Relationship between instructors and schools

a. School.

(1) Authorities will ensure that personnel assigned or employed as Junior ROTC instructors are used only for that purpose and assigned duties will be directly related to the Junior ROTC program. Upon request of the JROTC instructor, the school authorities will also ensure that instructors are provided evidence that the school is providing liability insurance through the school or school district while they are performing Junior ROTC activities or duties (including extra curricular activities such as summer camp, adventure training, drill competitions, marksmanship competitions, and similar activities, all of which must be school sponsored activities.

(2) The school or school board is the employing agency of all Junior ROTC personnel. The DAI or SAI, as departmental heads (or equivalent), are responsible to school officials for the conduct of the program, and ensure that it meets school standards and Army requirements. Individuals employed by the school have individual responsibilities to the school as stipulated in their respective contracts.

(3) The school authorities will advise the CG, USACC, of any change in the employment status of personnel employed as Junior ROTC instructors.

b. Individual, school, and Army. The school and the individual Junior ROTC instructor negotiate contractual matters between them. Although the Army is not a party to the employment contract, it will reimburse the school in accordance with paragraph 4–19. A copy of the contract will be furnished to USACC by the school authorities.

c. Individual and school. When an individual, employed as an instructor, performs services for a school that are not part of Junior ROTC instruction, they must be performed outside the scope of his or her Junior ROTC duties. If any additional sum is paid for the services, the Army will not reimburse the school for these services. Junior ROTC instructors will not be expected to perform unpaid additional duties beyond those performed by other teachers. Employment of personnel serving as Military Property Specialists required to issue, account for, and maintain Government property is a responsibility of the school. Instructors appointed to these positions act as agents of the school, and will be provided a minimum of one class period in addition to their normal planning period for associated duties.

Section II
Instructor Administration

4–5. Active duty instructors

Active duty soldiers assigned Junior ROTC duty remain subject to the Uniformed Code of Military Justice and all other applicable Army Regulations. They may be authorized to conduct academic courses at the school only with permission of USACC and at the specific request of the school. Non-Junior ROTC instructional duties normally will not be permitted during the instructor's first year at the school. An individual may accomplish such academic instruction only at other-than-regular duty hours and when such instruction would not interfere with the full and effective performance of his or her Junior ROTC duties. The duty hours of a member of a Junior ROTC unit may not be adjusted solely to permit him or her to conduct non-Junior ROTC instruction.

4–6. Position vacancies and hiring

HQ, USACC, will:

a. Maintain position vacancy information and provide it upon request to personnel certified for employment in Junior ROTC.

b. Assist hiring actions by—

(1) Identifying, upon school request, certified personnel who have indicated a desire for employment in the state in which the school is located.

(2) Within capabilities, screen certified personnel and recommend those best qualified for a position.

c. Verify, before approving employment,that an authorized and funded position is available if instructor salary costs are to be shared by the Army. Otherwise, verification will be limited to confirming that the individual selected for hire is certified for employment in Junior ROTC.

d. Inform hiring officials that Army approval to hire is contingent upon receipt of a favorable background investigation on the individual. Such a check is not required for individuals who have had a favorable check within 5 years of the date of employment. Individuals with an unfavorable background check will be so advised, and certification and authorization for employment terminated, but derogatory information will not be cited.

4–7. Rank and precedence

Individuals, especially retired members employed to conduct Junior ROTC programs, are recognized as a group having a unique status; however, representatives of the CG, USACC, will ensure that the Army's position on rank and precedence is explained to appropriate school authorities and retired members. A Junior ROTC multiple unit or single unit should be staffed according to rank and precedence situations normally found in active service. All authorized instructors will be accorded the courtesy commensurate with their rank and with the customs and traditions of the Service between members of different rank.

4–8. Instructor qualifications

Each Junior ROTC instructor applicant must—

a. Possess the following attributes:

(1) Be of good moral character and have the mental ability, positive attitude, physical appearance and condition, and neatness required for favorable representation of the program and the Army in the school and civilian community.

(2) Have general knowledge of course subject matter and demonstrated instructional ability. Award of an instructor MOS designator is not sufficient to qualify automatically.

(3) Demonstrate the professional ability to lead, motivate, and influence young men and women to learn and develop leadership, self-reliance and discipline, responsiveness to constituted authority, and attributes of good citizenship and patriotism.

(4) Be a citizen of the United States of America without ties that would reasonably influence the instructor to act in favor of a foreign country or a person bound to a country having basic or critical interests opposed to those of the United States.

(5) Have a military and civil record that reflects, through evaluation reports and public records, a high degree of efficiency and effectiveness, and conduct that is above reproach. Records must reflect an overall manner of performance that would compare favorably with contemporaries if on active duty.

(6) Have no personal habits or character traits that are questionable from a security, stability, or social standpoint such as, but not limited to, financial irresponsibility, excessive drinking or gambling, drug use, or emotional instability.

(7) Have no record of conviction by court martial, no record of time lost-to-be-made-good under Title 10, USC, Section 972 and no record of civil convictions except for minor traffic offenses. Exceptions may be granted by the CG, USACC, using AR 601–210 as a guide.

(8) Have been discharged under honorable conditions from all previous enlistments and prior service, if any, prior to employment. This does not preclude applications from active duty personnel who are eligible for retirement or are within one year of retirement.

(9) If enlisted, have a high school diploma or general equivalency degree equivalent.

(10) If an officer, have a baccalaureate degree. If a warrant officer, have a baccalaureate degree to be eligible to serve as a Senior Army Instructor.

(11) Be retired from active duty in the retired grade of E7 through O6. As a matter of policy, personnel retired under title 10, USC, chapter 1223 (Reserve Service), are not eligible for employment in Junior ROTC programs. The certification authority may grant an exception to the minimum grade.

(12) Have a broad and varied record of active service assignments that will facilitate teaching the overall role of the military.

(13) For personnel tested in aptitude area GT, have obtained a score of 100 or greater. HQ, USACC, may waive this requirement upon evidence of successful completion of college level academic course work.

(14) Not have been retired from active duty more than 5 years at the time of initial employment. Eligibility may be extended to 6 years for individuals meeting the provisions of paragraph 4–9*b*.

(15) Meet retention medical fitness standards of AR 40–501 and the initial Army procurement table of weight standards of AR 40–501. Personnel not meeting these standards, such as those retired for medical reasons (title 10, USC, section 1201), may be considered for approval should exceptional circumstances so warrant.

(16) Possess a minimum of '1' in the 'S' factor of the physical profile and have no record of or demonstrate emotional instability as determined by observation, official report, or screening of health records.

(17) Have no speech impediment that would detract substantially from the ability of the Junior ROTC instructor to conduct articulate easily understood instruction.

(18) Have writing and verbal skills appropriate to satisfactory performance in an academic environment. A command of English is important to teaching young Americans life success skills.

(19) Possess sufficient medical, physical, and mental fitness, and be willing to perform, participate in, and supervise activities consistent with the conduct of the Junior ROTC program. Activities include, but are not limited to—

(a) Platform and student-centered instruction

(b) Marksmanship training

(c) Conduct of drill and ceremonies

(d) Leadership training

(e) Water activities

(f) Climbing (stairs and ladder)

(g) Ability to lift and move materials up to 50 pounds in weight

(h) Physical training

(i) Summer camp up to 2 weeks

(j) Training and events outside of normal classroom hours and over weekends

b. Meet the requirements of paragraph 4–8*a*(1) through (19), have a minimum of 15 years of active service, and have attained the rank of Sergeant First Class.

4–9. Application and certification procedures

a. Each applicant will—

(1) Request certification information from HQ, USACC.

(2) Take any tests, physical examinations, and attend interviews required by the school or the Army at the individual's expense.

(3) Negotiate any required contract with the school.

b. HQ USACC (Junior ROTC Directorate) will—

(1) Determine the applicant's eligibility, suitability, and qualifications through satisfactory interview, physical examination, service record, review of certification packet, and other application materials specified by HQ, USACC.

(2) Inform applicants when they have been granted certification for employment in Junior ROTC.

(3) Inform applicants whose qualifications do not warrant approval that they do not meet the qualification requirements of Title 10, USC, Section 2031 and this regulation. Because Junior ROTC instructor certification is an action similar to a competitive selection board proceeding, reasons for failure to qualify may not be provided to the applicant. The needs of the Army are the overriding consideration. Applicants not selected may request reconsideration or submit additional information for review.

(4) Under certain conditions, grant interim certification to a person upon favorable review of an application that is administratively incomplete, if the person has been selected for hire by a school. Such certification will be for a limited period of time. Schools will be notified of the conditional nature of the certification and that it will be withdrawn if administrative requirements are not met in the time specified or if review of the completed application is unfavorable.

(5) Determine that the certification is valid from the date granted to the fifth anniversary of retirement while seeking an instructor position. Persons not employed in Junior ROTC by the second anniversary of their retirement lose eligibility for employment unless they provide a new DA-style photograph, proof of a current physical examination,

and other data as requested. For persons whose certification date would provide less than one year to secure initial employment before loss of eligibility, eligibility may be extended to the sixth anniversary of retirement.

(6) Former instructors, not employed in Junior ROTC for a period of 2 years or more, must submit a current photograph, proof of a current physical examination, and other data as requested. They must also attend an interview and present a letter of recommendation from their most recent employer.

c. School authorities will—

(1) Employ only applicants who have been certified to teach Junior ROTC by the Army.

(2) Inform HQ, USACC, of the name, grade, and social security number (SSN) of those applicants whose qualifications are approved by the school before starting employment.

4–10. Functions and responsibilities of Director of Army Instruction (DAI) and Senior Army Instructor (SAI)

In addition to other provisions of this regulation—

a. The DAI is the chief administrator of the Junior ROTC multiple unit. All Junior ROTC instructors and personnel employed by the school to support the Junior ROTC program will be directly under his or her supervision in all matters pertaining to program administrative duties and responsibilities. His or her primary responsibility is to ensure, on behalf of the school district and the Army, through proper instruction and supervision, that the Junior ROTC program is administered according to law, regulation, policy, and principles. The DAI relieves the SAI of as many administrative duties as practical.

b. The SAI is the chief instructor of the Junior ROTC unit. He or she performs the functions of a DAI in a single unit and is therefore responsible for the overall management of the Junior ROTC Program at the school.

c. The DAI and/or SAI will—

(1) Manage and conduct the Junior ROTC program according to school rules, regulations, and customs. He or she will advise school authorities of laws and regulations affecting the program.

(2) Maintain good relations with the school authorities, faculty, and student body.

(3) Conduct a public affairs program in the local area; among school and community officials, civic groups, parent-teacher groups, and other individuals or groups, designed to further the understanding of the Junior ROTC program, the school, and the Army.

(4) Enroll students in the JROTC program and support school officials conducting these programs.

(5) Ensure continuous evaluation of the program.

d. At Class HS schools, the DAI and/or SAI, in coordination with the senior school official, will establish procedures relating to the administration, control, and training of Junior ROTC cadets. These procedures will cover the appointment, promotion, and demotion of cadet officers and noncommissioned officers, and must be approved by the senior school official or school system according to this regulation.

e. Multiple unit DAI duties. The following are the specific responsibilities of the DAI. School systems having DAIs should provide the appropriate support to ensure these are accomplished:

(1) Manage and coordinate programs.

(2) Consolidate lesson plans and training schedules.

(3) Consolidate all logistical and supply procedures and functions.

(4) Consolidate and manage ammunition accounts.

(5) Draft plans, policies, and Standard Operating Procedures (SOPs) for all units (administrative function).

(6) Evaluate instructors in accordance with CG, USACC, guidance annually (performance).

(7) Conduct periodic evaluations of all training and instruction presented by SAIs/AIs.

(8) Conduct instruction as practicable.

(9) Initiate and conduct a public relations program with local civic groups in the community.

(10) Serve as the public affairs Officer for the multiple unit.

(11) Set up a training program for instructors to keep them abreast of new initiatives and educational innovations.

f. At Class MI, the SAI will establish the rules and orders relating to Junior ROTC instruction and training in coordination with the senior school official. The authority for direction, coordination, and control of the school's Corps of Cadets may be vested in the Commandant of Cadets who will be designated by the head of the school. The Commandant may or may not be the SAI. The commandant is responsible to the head of the school for the health, welfare, morale, and discipline of all members of the corps. The organization of the school's Corps of Cadets and its administration and control are joint responsibilities of the SAI and the Commandant, each having a special interest in those areas. The SAI and the Commandant will jointly draft the orders relating to the administration and control of the Corps including appointment, promotion, and demotion of cadet officers and noncommissioned officers. The head of the school must approve these orders according to this regulation.

4–11. Probationary status

a. Instructors will serve in a probationary status for the first academic year of employment. Notification to HQ,

USACC, by the school or supervising military authorities that the instructor is unsatisfactory will result in withdrawal of approval for employment at the school in Junior ROTC.

b. HQ, USACC, will determine whether the lack of qualifications or the circumstances that led to the termination of an unsatisfactory instructor in probationary status warrants withdrawal of JROTC instructor certification. Personnel will be given the opportunity to provide written information prior to such determination.

4–12. Instructor training

a. CG, USACC, will conduct training programs for Junior ROTC instructors.

b. Expenses related to travel and temporary lodgings may be paid by the Army.

c. Excluding active duty personnel on travel orders (Joint Federal Travel Regulations, chapter 3, volume 2) may be used for this purpose.

d. New instructors will be required to attend an initial orientation conducted by HQ, USACC, within 18 months of employment.

4–13. Professional development programs

a. Individuals may request, or be requested, to participate in developmental programs. As a minimum, the following program opportunities may be pursued:

(1) Army extension courses.

(2) Attendance at resident Service school courses.

(3) Professional refresher course.

(4) Instructors' seminars.

(5) State, district, or school in-service and/or professional development courses.

b. Participation in school or other educational development programs on an individual basis is encouraged. Instructors are expected to adhere to those requirements imposed on other institutional faculty members by principals or superintendents and should participate in in-service activities.

c. DAIs/SAIs/AIs will attend annual Junior ROTC conferences.

4–14. Continuing qualifications

a. Instructors must—

(1) Meet the eligibility and qualification standards of paragraph 4–8.

(2) Demonstrate a thorough knowledge of Junior ROTC subject matter, effective performance as an instructor, and the ability to function well as a member of the Junior ROTC cadre and the school staff. Attainment of these requirements may be reflected in the instructor's annual performance appraisal or other records and reports.

(3) Meet medical and fitness standards.

b. For retention in a certified status, instructors must continue to meet the medical and fitness standards of AR 40–501, chapter 3. All Junior ROTC instructors will complete a standard Army physical and provide the results to the Junior ROTC Directorate, HQ, USACC (The examination may be conducted by civilian medical personnel.) every 5 years, for determination of fitness for continued employment. An examination, due at a 5-year point, need not be conducted if an examination has been conducted during the 5-year period preceding. Commanders may require additional physical examinations on a command-directed basis (such as for extended illnesses).

c. Instructors will meet and maintain the following minimum standards of fitness for retention in the Junior ROTC program:

(1) If an instructor exceeds the weight tables in AR 40–501, percent of body fat will be measured as prescribed in AR 600–9.

(2) If the instructor exceeds this body fat percentage he or she will be entered into a weight control program under the provisions established by CG, USACC. Failure to successfully complete a weight control program will result in decertification.

(3) All Junior ROTC instructors will obtain a 3/4 length photograph in Class A uniform every 5 years and forward it to the Junior ROTC Directorate, HQ, USACC.

d. USACC may place personnel who fail to meet continuing qualifications in a probationary status to resolve shortcomings, or they may have their certification withdrawn.

4–15. Performance review and decertification

a. The performance of instructors will be reviewed using instructor evaluation reports, unit visits, and inspections. Reviews will determine whether the instructors, individually and collectively, are effective and efficient in conducting instruction, unit operations, and Junior ROTC activities in accordance with this regulation and other directives.

b. Instructors will be evaluated annually. Retired members will be evaluated in accordance with instructions provided by USACC. Active duty soldiers will be evaluated in accordance with appropriate regulations using standard Army efficiency reports.

c. If an instructor's performance is unsatisfactory , he or she may be recommended by his or her school or military supervisory personnel for probationary status. This status is appropriate when the nature of the unsatisfactory performance is such that it is remediable through counseling, professional development, and other corrective measures within a year or less. Individuals placed on probation will be so notified by USACC and will be advised of the conditions required to resolve their probationary status. USACC will determine if the probationary status should be removed, based on subsequent recommendation by the individual's school and military supervisors, or whether the instructor, if retired, should be decertified. Active duty instructors failing probationary status will be transferred or otherwise removed from duty in accordance with appropriate regulations.

d. Individuals whose unsatisfactory performance is of such a nature that it is unlikely to be resolved within a year or less, or is such that prompt removal is in the best interests of Junior ROTC, will be considered immediately for decertification and need not be placed on probationary status prior to decertification or, for active duty instructors, transfer or other action. Retirees will be given the opportunity to submit information for consideration before such action becomes final. Certification, and therefore decertification, is the responsibility of CG, USACC, or his or her designated representative, and does not depend on any relationship between retired instructors and their employing school districts.

e. One or more instructors at a unit may be placed in a probationary status when continuing unit viability problems (for example, low enrollment), poor inspection results, or other indicators of marginal or unsatisfactory unit performance are, in the judgment of school officials or military supervisors, attributable to one or more instructors.

4–16. Termination of employment and recertification

a. Termination of instructor employment, whether voluntary or involuntary, stops any Army cost-sharing of an instructor's salary as of the effective date of termination. Instructors terminated by the school may submit to USACC reasons for disagreeing with the termination action.

b. Nothing precludes an instructor from terminating employment voluntarily at any time, other than restrictions that may be contained in the individual's contract with the school. An instructor who terminates a Junior ROTC position remains eligible for reemployment in Junior ROTC as outlined in paragraph 4–9.

Section III
Instructor Pay

4–17. Authority and administrative regulations

a. Statutory authority for payment of Junior ROTC instructors is contained in Title 10, United States Code, Section 2031.

b. Defense Finance and Accounting Service (DFAS) 37–1 (Finance and Accounting Policy Implementation, 18 September 1995) prescribes policies and procedures for finance and accounting officers.

c. Schools are required to employ and pay retired personnel according to the provisions of this regulation.

4–18. Verification of participating schools

To verify that schools requesting payment are active participants in the Junior ROTC Program, USACC will maintain an authenticated copy of the counter-signed DA Form 3126 (Application and Contract for a Junior Reserve Officers' Training Corps Unit). USACC will ensure pay reimbursement is discontinued when the school's participation in the program ends.

4–19. Instructors' pay

a. Pay is authorized for retired instructors employed by the school, whose qualifications are approved by the CG, USACC, in the amount that, when added to their retired pay will equal the amount of their active duty pay and allowances exclusive of hazardous duty pay. DOD Instruction 1205.13 and Enclosure 1 to 32 Code of Federal Regulations (CFR) Part 111.7, show examples of how the Junior ROTC instructor's compensation pay is calculated. Active duty pay and allowances to be used in computing the pay of Junior ROTC instructors include—

(1) Basic pay.

(2) Basic Allowance for Housing (BAH)(includes Alaska and Hawaii) and any housing allowance authorized for post of assignment in Volume 1, JFTR (unless Government quarters are occupied).

(3) Cost of living allowance authorized for post of assignment in Volume 1, JFTR.

(4) Clothing maintenance for enlisted personnel.

(5) Basic allowance for subsistence.

b. Junior ROTC instructors are entitled to pay from the school or educational department for a minimum contract period of 10 and up to 12 months as negotiated by the Junior ROTC instructor and school officials. (Schools may negotiate contracts of less than 12 months; however, they will ensure year round management of the program and control of Government property.) Headquarters, Department of the Army, ensures adequate and timely availability of funds to meet Army contractual requirements for instructor salaries. Reimbursement will be made for not more than 30

days of leave per year, if included in the contract. The Army will not reimburse the school for any portion of extracurricular services for the school.

c. The Army will determine the minimum instructor pay for each hired instructor, however, schools may pay instructors more than the amount in paragraph *a* above and will, as a minimum, offer instructors the same benefits package received by teachers in a comparable status. The amount paid to the school by the Army is limited to that prescribed in paragraph d. below. USACC will furnish those figures to the schools upon request. USACC obtains information pertaining to retired pay from the Defense Finance and Accounting Service Center, Cleveland Center, (CODE RO), Cleveland, OH 44199–1126.

d. For each retired instructor reimbursable by the Secretary of the Army, and employed by the school 12 months each year, DA will pay to the school an amount equal to one-half the difference between the instructor's retired pay and the amount of pay and allowances (excluding hazardous duty pay) the instructor would receive if ordered to active duty. For periods of service as a Junior ROTC instructor of less than 12 months, the instructor will be compensated the difference between the amount of the retired pay and active duty pay for the length of employment as a Junior ROTC instructor. This should be expressed as a fraction of 12 months. In districts that compensate instructors for less than 12 months or any period greater than the contract, the instructor's salary will be cost-shared based on the number of contract months rather than the pay periods. All of the retired pay must be considered even though the member may have waived all or a portion of it to receive Veteran's Administration disability compensation.

e. Schools will provide an employment contract (approved by the Army) for a Junior ROTC instructor for that part of the summer (or interim) months, between academic sessions, during which the instructor performs administrative or instructional duties that are directly related to the Junior ROTC Program. Administrative and instructional duties directly related to the Junior ROTC Program that would entitle a Junior ROTC instructor to compensation include, but are not limited to—

(1) Administrative and instructional duties performed in an interim term Junior ROTC program, such as summer school and camps.

(2) The preparation of new course materials during the period immediately before the beginning of a school year.

(3) The collection of uniforms, books, and supplies at the end of a school year.

f. Notwithstanding the limitations above in *d*, the Secretary of the Army may pay the institution more than one-half of the additional amount paid to the retired member by the institution if, as determined by the Secretary, the institution is in an educationally and economically deprived area, and the Secretary determines that such action is in the national interest. Payments by the Secretary concerned shall be made from funds appropriated for that purpose.

g. The provisions in e.above shall apply with respect to payments for periods of instructor service performed after September 20, 1993.

4–20. Salary deductions

The salary received by instructors is subject to the same deductions as all other wages in which an employer-employee relationship exists. Deductions for taxes, insurance, dues, fees, and similar items, are the responsibility of the school. Although an instructor may receive an amount 'equal' to the military pay and allowances he or she would receive if on active duty, the payments he or she receives are not, in fact, military pay and allowances paid by the Army.

4–21. Longevity increases

All time ensuing after the retirement date is creditable in determining the amount of active duty pay and allowances. Increases in longevity will accrue during the period of the contract thereby creating periodic pay increases.

4–22. Advancement on retired list

a. Retired personnel employed as Junior ROTC instructors may, when advanced to a higher grade or rank on the retired list, be employed in this higher grade or rank if—

(1) They have the required qualifications for the higher grade or rank, and

(2) The authorized staffing limitation determined by CG, USACC, is not exceeded.

b. The Army will not reimburse the school for any additional pay and allowances based on the member's advancement, unless the member's retired entitlement changes.

4–23. Payments to schools or other educational departments

a. To obtain monetary allowances from the Army for payment of authorized instructors, the school must submit the Junior Reserve Officers' Training Corps (Junior ROTC) Instructor Annual Certification and Pay Data (IACP&D) Form 45 days prior to the beginning of each school year for returning authorized instructors to USACC, Pay Operations Division. The IACP&D Form is available from the Pay Operations Division of Cadet Command. The IACP&D Form must be submitted for new hires within 35 days after hiring. Change in duties (no longer performing Junior ROTC duties), transfers, and resignations must be submitted immediately.

b. The IACP&D Form should be completed by the appropriate school finance or personnel representative and the instructor. All questions should be directed to the Pay Operations Division, USACC.

Chapter 5
Cadets/Students

Section I
General

5–1. Scope
The following sections prescribe policies and procedures for admission, enrollment, treatment, and participation of cadet/students in the Junior ROTC program.

5–2. Cadet/student administration
Cadet/student administration in the program must be consistent with the principles contained in chapter 1. The cadet/student is the focal point of the program, and his/her benefit is the basis for Army and institutional cooperation. Cadets will be treated with respect. Hazing and/or harassment of the cadets by instructor personnel or other cadets are prohibited.

5–3. Participation in Junior ROTC
a. Cadets will contribute to the operations of the Junior ROTC Program. They will have the opportunity to express their ideas concerning conduct of classes, grades, and discipline of cadets in corps matters. A cadet chain of command will be established and be made functional to the greatest extent possible.

b. Instructors will confer with school authorities prior to instituting major changes. The prerogatives of the institution and the Army will be respected.

5–4. Policy of nondiscrimination
a. School authorities must agree, as a condition for participation in the program, to adhere to a policy of nondiscrimination on the basis of race, religion, color, sex, or national origin with respect to admission or subsequent treatment of cadets/students and instructors.

b. An allegation that this policy is being violated is a matter initially within the purview of school authorities.

c. Substantiated charges of violation of this policy will be reported promptly to USACC. School authorities will be given a reasonable period of time to resolve violations. It is the responsibility of the school official, program instructor, or member of the program having knowledge of these charges, not a party to the violation, to make this report.

Section II
Enrollment and Attendance

5–5. Enrollment requirements
To be eligible for enrollment and continuance as a member of the Junior ROTC Program, each participant must meet the following requirements:

a. Education. The student must be enrolled in and attending full-time a regular course at an institution offering Junior ROTC instruction.

b. Grade. The student must be in a grade above the eighth grade during the school year of enrollment.

c. Academic standing. The student must maintain an acceptable standard of academic achievement and an academic standing that will merit his or her graduation on completion of all requirements.

d. Conduct and character. The student must maintain an acceptable standard of conduct and be of good moral character. The student must be honest and self-reliant and have a sense of personal and social responsibility in performing program and other academic assignments. The student must exhibit self-discipline and respect for constituted authority through observance of laws, rules, and regulations; by prompt and regular attendance at instruction; and in his or her general demeanor.

e. Physical condition. The student must be physically qualified to participate fully in the physical education program in the school. As an exception to this requirement, under the secondary school's open enrollment policy and when desired by the principal of the host school, students who are ineligible for membership as regular Junior ROTC students may enroll as special Junior ROTC students. However, the school will provide any special equipment or additional instructors that may be needed to instruct such students.

f. Automated record. An automated record will be maintained for each cadet while attending JROTC and for a period of 5 years after leaving the program. (Paper back up copies are not required although back up disks will ensure

that the information is protected.) HQ Cadet Command will provide a cadet records program that will contain the format and description of the content that will be required.

g. Screening tests. The student will successfully complete such survey and screening tests as may be prescribed by the school or USACC.

5–6. Magnet programs

a. A student from another school may enroll in the program as a cadet at an institution conducting a Junior ROTC course if—

(1) The student is enrolled in and attending, full-time, an accredited educational activity, to include home schooling, that does not have a Junior ROTC course.

(2) The student meets the other prescribed enrollment requirements of paragraph 5–5.

(3) The officials of the school district or parents consent and agree to transport cadets at no cost to the Government.

(4) Magnet cadets will participate in formal inspections.

b. The intent of magnet programs is to permit students from other accredited educational activities to attend Junior ROTC at a host school.

5–7. Feeder schools

Instruction provided at feeder schools (ninth grade) is permitted; however, instruction transportation will be provided at no expense to the Government.

5–8. Cross-enrollment

a. Prior to 1997 in an effort to extend the benefits of Junior ROTC to as many students as possible, some programs were established as cross-enrolled units. Cross-enrollment provisions permit a few students whose school does not offer Junior ROTC to be transported within a district to a site where the instruction is available.

b. A Junior ROTC program consists of an officer, an NCO, facilities, curriculum, equipment, and a cadet battalion of 100 students, or 10 percent of the high school enrollment, whichever is less. The intent of this regulation is to move away from any instances where instruction is regularly presented offsite at other than the host institution.

c. The number of instructors for whom the Army will share costs is intended to be based on the number of students receiving instruction onsite at the host institution. Instructors employed at previously established cross-enrolled institutions may continue to be cost-shared dependent on the availability of funds.

d. The intent of this regulation is to phase out traditional cross-enrolled programs. Other than feeder schools, the only acceptable limited cross-enrollment situations are in schools that are consolidating or separating and enrollment is limited to the students who participated prior to the reorganization..

e. Options include converting to a host Junior ROTC unit, establishing an NDCC program, or ceasing instruction at the cross-enrolled site with students attending the host school in a magnet status.

5–9. Attendance

a. A student who is ineligible for enrollment as a cadet may be authorized to attend Junior ROTC instruction as a participating student if attendance is approved by the SAI and senior school official; however, only ninth graders and above will receive LET 1 instruction.

b. Students who were either denied enrollment or disenrolled (former Junior ROTC cadets) from the Junior ROTC program and have since corrected the problems or deficiencies, causing their non-acceptance or disenrollment, and who are otherwise qualified, may be enrolled in the Junior ROTC Program.

5–10. Disenrollment

At the discretion of the SAI, a cadet will be disenrolled or excluded from attendance, as appropriate.

a. In all cases, a cadet will be considered for disenrollment when he or she—

(1) Withdraws from school.

(2) Demonstrates ineptitude for leadership training indicated by a lack of general adaptability.

(3) Fails to keep an acceptable standard of academic achievement, conduct, appearance, or attendance.

(4) Exhibits undesirable character traits, such as—

(a) Lying, cheating, or stealing.

(b) Unauthorized possession or use of illegal drugs or substances.

(c) Conviction or adjudication as a juvenile offender for committing an offense that could lead to imprisonment.

(d) Frequent incidents of a discreditable nature with civil or school authorities or other similar acts.

(5) Fails to maintain a requirement for enrollment.

(6) Exhibits an indifference to and a lack of interest in leadership training as demonstrated by—

(a) Frequent absences from class or drill.

(b) Accumulation of a large number of demerits.

(c) An established pattern of shirking responsibility or other similar acts.

b. The provisions of the preceding subparagraph can be waived by the USACC chain of command.

Section III
Physical Fitness

5–11. General

Each cadet, with the exception of those noted in paragraph 5–5*e* above, will participate in the physical fitness program that is a part of the prescribed JROTC curriculum.

5–12. Responsibilities

a. Applicants for enrollment in JROTC must give the DAI/SAI a certificate or statement of health signed by a physician, a parent, or a guardian.

b. Keeping physically fit is the individual's responsibility. The curriculum of JROTC is designed to give the cadets an appreciation of the value of physical and mental fitness. Extension of this curriculum to include standards of physical fitness and performance is a school matter with the standards to be prescribed by the host school.

Section IV
Senior ROTC Scholarships and Appointment to the Service Academies

5–13. Eligibility

This section pertains to the eligibility of Junior ROTC cadets for Army ROTC scholarships and appointments to the Service academies. General provisions governing Army ROTC scholarships are contained in AR 145–1 and other appropriate publications. Those provisions governing appointment to the Service academies are contained in the respective Service academy catalogs. See figure 5–1 for addresses for more information on Service commissioning programs.

Army College ROTC	Commander in whose area the individual resides
Navy College ROTC	Navy Recruiting Command (Code 314) 4015 Wilson Boulevard Arlington, VA 22203-5000
Air Force College ROTC	Commandant Air University Maxwell AFB, AL 36011-5000
U.S. Military Academy	Director of Admissions and Registrar U.S. Military Academy West Point, NY 10966-5000 http://www.usma.edu
U.S. Naval Academy	Superintendent U.S. Naval Academy Annapolis, MD 21402-5000 http://www.nadn.navy.mil
U.S. Air Force Academy	Registrar U.S. Air Force Academy Denver, CO 80840-5000 http://www.usafa.af.mil
U.S. Coast Guard Academy	Director of Admissions U. S. Coast Guard Academy New London, CT 060320-5000 http://www.dot.gov/dotinfo/uscg/hg/uscga/uscga.html

Figure 5-1. Addresses for Information on Service Commissioning Programs

5–14. Nominations to Service academies

a. Selected schools conducting Junior ROTC programs will be designated as an Honor Unit with Distinction under the provisions defined by CG, USACC. Schools achieving Honor Unit with Distinction (HUD) are authorized to nominate candidates for the designated ROTC appointments to the Service academies as outlined in the appropriate Service academy catalog.

b. The lack of this distinction does not preclude all other qualified cadets from being nominated for other Service academy appointments.

Chapter 6
Education and training

6–1. Objective

The primary objective of the Junior ROTC program is to develop tomorrow's leaders through a comprehensive education and training program. All courses of instruction and training for Junior ROTC programs will be prescribed by the CG, USACC. Distance learning is the delivery of standardized individual, collective, and self-development training to cadets, soldiers, and units at the right place and right time through the application of multiple means and technology. As the Army's architecture evolves, Junior ROTC training capabilities will reflect these advances. USACC will consider recommendations made by a Junior ROTC Advisory Panel and constructive comments properly presented with the objective of improving the program. All Junior ROTC activities, including camps, will support the mission and objectives of Junior ROTC and will be school sponsored activities. Once a cadet's activities no longer fall under the umbrella of the JROTC program (to include extra curricular activities) whatever that cadet becomes involved in does not reflect upon the mission or the program.

6–2. Description

The program consists of a minimum of 3 years of leadership, encompassing up to eight credits, education and training with a minimum of 180 hours per year, or whatever hours are required by the school to constitute a credit hour. Schools will comply with the requirements in the POI. Class MI units will conduct a 4-year required program.

6–3. Development of programs

a. CG, USACC, will—

(1) Develop a Junior ROTC POI.

(2) Ensure continuing course development.

b. A Junior ROTC Advisory Panel, which meets annually to review current issues and problem areas pertaining to the Junior ROTC program, also provides guidance in ensuring that curriculum materials are relevant and academically challenging. Members of this panel must have an educational background and an interest in curriculum enhancements. Their link to emerging educational techniques and strategies and on-the-ground experience ensures curriculum revisions are acceptable to the schools and Junior ROTC instructors.

c. Instructional activity must be relevant and adhere to the principles of paragraph 1–5. CG, USACC, may authorize schools to conduct limited experimentation. All classes will be open for inspection by authorized school officials and DA members associated with the Junior ROTC program. Parents and distinguished visitors may visit classes with the consent of school officials and the DAI/SAI.

d. Leadership development is important and units will be organized to provide an understanding of current Army structure and increase leadership opportunities and responsibilities. Participants will maintain a proper state of discipline during the instruction.

6–4. Structure of courses

a. Junior ROTC units will not be established or maintained at schools that do not administer the prescribed course of instruction. Schools must require that each participant in Junior ROTC courses devote the required number of hours to Junior ROTC instruction.

b. The Junior ROTC course will be structured to provide—

(1) A common core of instructional hours, required in all schools.

(2) Credit hours for orientation, enrichment, and extension

c. Elective instructional hours will provide sufficient latitude to adapt programs to local conditions, interests, and resources. The time spent on each aspect of the optional curriculum will be flexible. These hours may be used for those courses or extension of core courses as prescribed in the POI. Instructors should strive to gain core credit by enhancing aspects of the POI that lend themselves to meeting State and/or local requirements. This core credit is especially important in schools with six-period days or block scheduled programs where more than three or four credits are authorized.

6–5. Acceleration of courses

a. The required hours of instruction may be redistributed throughout the academic year. The term 'academic year' as used in this paragraph will be defined for Junior ROTC courses on the same basis as the academic departments of the institution concerned. The institution may operate on an accelerated basis with regard to all or part of its students, allowing more than two semesters or three quarters of academic work to be completed in a calendar year. If so, students completing their academic work on an accelerated basis will be permitted to progress in their military course at the same rate, subject to the following conditions:

(1) The arrangement is mutually acceptable to both the SAI and institutional authorities.

(2) No reduction in the scope or content of the Junior ROTC course will be permitted.

b. The Army has no objection to 'honors courses' which allow cadets who have completed LET 4, but have not yet graduated, to continue to participate in the program. Instructors will ensure that these cadets are productively engaged and are receiving accelerated leadership instruction.

6–6. Instructional material and equipment

a. HQ, USACC, supervises the development and publication of instructional material for use in Junior ROTC education. Educational material will be reviewed by the Junior ROTC Advisory Panel to ensure that the latest doctrine, techniques, and general subject matter are included and the material presented will still have current value when the course is completed.

b. Official reading materials, including textbooks, will be provided at no cost to participants authorized to receive Junior ROTC training. Curriculum material is generally provided via local school publication accounts established at the U.S. Army Publishing Agency-Distribution Operations Facility in St. Louis, MO.

c. CG, USACC, is authorized to make available unofficial publications to supplement Junior ROTC education.

d. Equipment, including that which is excess or surplus to the immediate needs of the Active Army, and is authorized in accordance with existing CTA guidance, may be issued for use in instructing Junior ROTC cadets.

(1) Equipment may be obtained under the Defense Industrial Reserve Act, title 10, United States Code, section 2535 (10 USC 2535), which authorizes the lending of machine tools and other industrial equipment from the Defense Industrial Reserve (DIR) to qualified nonprofit educational institutions and training schools. Loan agreements require the borrower to pay the costs of shipping, installation, insurance, and maintenance, and to maintain the equipment within suitable defense production standards. Details concerning this program may be obtained directly from the Commander, Defense Industrial Plant Equipment Center, ATTN: Defense Industrial Reserve Loan Branch, Memphis, TN 38144–5000.

(2) Loans and issues made under authority of this paragraph do not interfere with the SEA Donation Program in which educational activities of special interest to the Armed Forces may participate.

6–7. Presentation of instruction

a. The instructional activities and planned learning outcomes of the Junior ROTC programs will be in accordance with the principles contained in paragraph 1–5. The Program of Instruction (POI) outlines the curriculum and includes philosophies, concepts, and desired learning outcomes.

b. Presentation of instruction for participants will not be restricted to classrooms. Orientation visits to community and governmental facilities, including military installations, are encouraged.

c. DAIs/SAIs/AIs are representatives of the Army and members of the institutional staff. In this dual role, they are responsible to the institutional authorities and must adhere to the policies and procedures of the institution. Additionally, the DAI/SAI/AI must adhere to military regulations, directives, and policies, and represent the interests of the Army. Specific responsibilities of the DAI/SAI/AI are outlined in chapter 4. The DAI or SAI will consult with the senior school official and appropriate faculty members to ensure the conduct of a highly effective program.

d. The cadets should achieve an understanding of the broad areas of citizenship, communication, physical fitness (life skills and work skills) and leadership. In presenting the instruction, subjects will be integrated, when feasible, to show these relationships. Maximum use will be made of available educational aids and equipment. To the extent feasible, subjects will be presented by demonstration and application. Authentic assessments will be periodically performed. The lecture-type method of instruction will be kept to a minimum and student-centered instruction will be emphasized. The following guidelines will assist in the conduct of instruction:

(1) Use small group instruction and participatory learning as the primary method of instruction.

(2) Strive to teach every subject as a problem to analyze, not as material to memorize.

(3) In presenting doctrine contained in manuals and other publications, strive to point out the ’why’ as well as the ’what’ and ’how’ of the doctrine.

(4) Encourage discussion.

(5) Show the relationship and emphasize the importance of leadership as it relates to the subject.

e. Use those techniques and methods that will provide maximum use of class time. Take advantage of individual student differences to produce an appreciation of each individual. Keep abreast of developments in educational methods, concepts, and techniques in TRADOC schools, civilian secondary schools, and industries.

f. The SAI counsels Junior ROTC cadets on matters pertaining to the Junior ROTC program. For personal problems that do not fall within this category, proper referral should be made to the appropriate institutional counseling offices or individuals. The DAI/SAI/AI should maintain liaison with the director of guidance and/or counseling services within the host institution.

g. Prior to the start of each school year, the DAI/SAI/AI, after consultation with proper institutional authorities, will forward to the appropriate USACC Commander, for approval, a training schedule in duplicate for each level of instruction for the next school year.

h. The DAI/SAI/AI will keep in readily accessible form, a copy of all instructional schedules, programs, assessments, and lesson plans. These records are necessary for reference to promote stability in the program, and are required for unit evaluations.

i. In situations where schools have instituted other than traditional scheduling, the Junior ROTC program will adjust to fit within those parameters as long as—

(1) The course is not abbreviated from the requirements as outlined in the POI, including the number of elective or optional hours.

(2) The SAI and the principal devise a plan whereby each cadet can participate in activities, service learning, and leadership responsibilities throughout the entire school year.

j. Instructors will work within schools, school districts, and State departments of education to gain equivalency credit for courses required for graduation.

6–8. Presentation of instruction by guest lecturers

Guest lecturers are authorized and encouraged when the invited speaker brings needed expertise on a given subject.

6–9. Support of middle school

a. Many middle school administrators have recognized the effectiveness of the Junior ROTC program and would

like to be offered assistance. With the permission and support of the school administration from both schools, an instructor may—

(1) Serve as a consultant and adviser.

(2) Allow Junior ROTC cadets to act as mentors, tutors, drill instructors, and in similar roles.

(3) Lend curriculum materials provided by the Army.

b. Junior ROTC instructors may not divest resources such as uniforms and uniform items. Instructor time devoted to middle school support must never be so extensive as to interfere with primary Junior ROTC duties and program quality.

6–10. Physical fitness instruction and training

CG, USACC, will provide a program of physical fitness instructional activities. Cadet Command recognizes and supports adventure training teams and competitions. These teams or competitions must not be named after active duty organizations such as the Rangers.

6–11. Camps

a. USACC commanders are responsible for providing opportunities for Junior ROTC cadets, on a selective basis, to attend summer encampments. These camps are basically organized to provide Junior ROTC cadets a chance to experience living and interacting with their peers in a military setting while having fun.

b. USACC commanders will—

(1) Approve the camps before they start.

(2) Make every attempt to consolidate summer training for Junior ROTC cadets at supporting installations to prevent fragmentation and will ensure that adequate support is available to provide a meaningful experience.

(3) Send a consolidated list of approved Junior ROTC camps to HQ, USACC, yearly.

c. Schools must decide which students participate in summer camps and—

(1) Obtain parental or guardian approval and release for each cadet/student participating, using the appropriate USACC–approved form. Parents or guardians and the participant will be informed of the rigorous nature of this activity.

(2) Ensure that authorized instructors conduct the camp and supervise and instruct the participants.

(3) Obtain insurance for each cadet/student in attendance. A group plan may be obtained if it provides benefits for each individual concerned.

d. Junior ROTC encampment activities—

(1) Are generally conducted at military installations, national forests, national parks, or other similar locations for a minimum period of 4 days. Maximum length of any camp is 2 weeks. Junior ROTC units are limited to one encampment per unit per fiscal year.

(2) Serve as an orientation visit to a military installation. AR 60–20 permits Junior ROTC cadets access to post exchanges under limited circumstances. Cadets visiting installations under competent orders as part of a service orientation program, if occupying Government quarters on a military installation, are authorized exchange privileges except for State tax-free items.

(3) May be conducted during any time of the year.

e. Requests for support of camps at U.S. Army Reserve (USAR) and Army National Guard (ARNG) installations must identify training requirements 18 months in advance. These requirements should include facilities, cadre, equipment, and so forth. This requirement for Junior ROTC camp support is submitted through HQ, USACC, to HQ, TRADOC.

f. Junior ROTC cadets attending summer camps are authorized transportation, subsistence, billeting, and awards as follows:

(1) Commercial transportation at Government expense for Junior ROTC encampments. The designated subordinate headquarters must approve the request for commercial transportation.

(2) Subsistence at Government expense for Junior ROTC encampments.

(3) Contract billeting for Junior ROTC cadets at Junior ROTC encampments on a case-by-case basis. Requests to pay for billeting must be approved by the designated subordinate headquarters.

(4) Trophies and/or other appropriate awards for competition results to recognize and encourage excellence in performance at camps by Junior ROTC members. CG, USACC, and subordinate commanders are authorized to procure and provide individual trophies and awards not exceeding $25 in value and team awards not exceeding $75 in value.

g. When a Junior ROTC camp is held at a military installation, the installation commander may authorize within his or her mission capability the following:

(1) Limited Active Army support (tentage that may be used will be erected by cadets under proper supervision; barracks, if used, will be ’broom clean’ only, bedding may be provided but not made, and so forth).

(2) Essential shelter and use of facilities.

(3) Minimum equipment and supplies required to conduct instruction, under strict safety supervision and conditions.

(4) Routine sick call, field medical support, and emergency medical treatment. Inpatient and outpatient care is authorized for Junior ROTC cadets who are injured or become ill while attending summer camp. Individuals may also be given medical examinations and immunized when deemed necessary by the commander of the medical facility concerned. Cadets will be hospitalized only on a temporary basis until proper care arrangements can be made (AR 40–3).

(5) Purchase of comfort and maintenance items in exchange facilities. (Purchase of alcoholic beverages by or for consumption by Junior ROTC cadets while attending camps is prohibited.)

(6) Other minimum essential support, including transportation on the installation, which will not materially detract from readiness and efficient performance of primary mission.

(7) A parent/guardian visitation program.

h. For camps held at military installations or other locations including schools, the host or support installation may issue to Junior ROTC schools supplies that are necessary to establish and maintain a camp for military instruction of Junior ROTC cadets.

6–12. Marksmanship instruction and competition

a. Training programs for marksmanship instruction and competitions are optional but, when adopted by the school, will be conducted as prescribed in the POI. Precision air rifles are authorized for use in marksmanship training in lieu of .22 caliber rifles. Air rifle pellets and targets will be provided at Government expense from support installations.

b. CG, USACC, is authorized to procure and provide trophies and/or other appropriate awards for competitive results to recognize and encourage excellence in higher level marksmanship competitions by Junior ROTC members sponsored by Cadet Command. Individual awards will not exceed $75 in value and group awards will not exceed $250 in value.

c. CG, USACC, has the authority to authorize transportation, subsistence, and billeting for Junior ROTC cadets who attend command-sponsored marksmanship and/or drill competitions.

6–13. Drill instruction and competition

a. Training programs for drill and ceremony instruction and competitions will be conducted as prescribed in the POI. The Government will furnish each Junior ROTC unit demilitarized M-1 Garands and/or the M-1903s for drill and ceremonial purposes.

b. CG, USACC, is authorized to procure and provide trophies and/or other appropriate awards to recognize and encourage excellence in brigade or higher level drill competitions by Junior ROTC members. Individual awards will not exceed $75 in value and group awards will not exceed $250 in value.

c. CG, USACC, has the authority to authorize transportation, subsistence, and billeting for Junior ROTC cadets who attend command-sponsored drill competitions.

6–14. Safety

In addition to any applicable safety assessments/planning required by schools, the CG, USACC, through subordinate commanders and Junior ROTC instructors, will institute and enforce the five-step risk management process in planning and executing all Junior ROTC training activities. The sequence is as follows:

a. Identify risks. This includes hazards inherent in training activities (such as water activities, drill and ceremonies, rappelling, and so forth) and hazards from other factors, such as weather, cadet fatigue, and so forth.

b. Assess risks. This has two sub-steps:

(1) Determine the worst injury possible and the likelihood it could occur, for each activity. (For instance, a fall from a 34-foot tower could result in death. If rappelling were not properly supervised, or equipment was not inspected or the tower was slick from ice, the likelihood of a fall would increase.)

(2) Minimize the hazard through control measures. (In rappelling, the solution is to ensure that proper supervision, safe equipment, and good conditions prevail. This reduces the chance of a fall, thus greatly reducing the overall risk.)

c. Make a risk decision. Is the training benefit worth the risk after control measures are implemented? In Junior ROTC, no activity should be undertaken if there is a greater than moderate risk. (For instance, whenever rappelling training is conducted, there is always some possibility of serious injury. However, proper training, facilities, and supervision reduce this possibility to near-zero.)

d. Implement controls. Put all control measures identified in the assessment step into effect.

e. Supervise. Ensure control measures are enforced. This step requires continuous vigilance and dedication. The most comprehensive control measures are meaningless if they are not executed.

6–15. Transfer of cadets

a. Transfer of cadets between Army Junior ROTC units and Navy, Air Force, and Marine Corps Junior ROTC units is authorized and full credit may be given for training satisfactorily completed. LET year placement and cadet rank are at the discretion of the SAI.

b. When cadets transfer to another Junior ROTC unit, a copy of their complete records, to include supporting documentation, will be forwarded to the gaining SAI.

6–16. Certificates

a. Each student who satisfactorily completes at least 1 year of a Junior ROTC course will be given a certificate, DA Form 134 (Military Training Certificate-Reserve Officers' Training Corps), when the student leaves the school. The form will be signed and annotated to indicate the type of course and total number of years successfully completed. This certificate, authenticated by the SAI, may be used as proof of completion of training. Cadet/student records will be annotated with the hours and type of instruction received and/or competencies demonstrated and date certificate was issued. Records will be maintained for a period of 5 years.

b. The SAI will provide his or her recommendation for enrollment in the Senior ROTC Program or enlistment, if warranted.

6–17. Placement in the Senior ROTC Program

a. Former Junior ROTC students are entitled to placement credit toward completion of Senior ROTC courses as may be determined by the institution Professor of Military Science (PMS). The DAI/SAI will send a copy of the certificate and his or her recommendation to the PMS at the school the student will attend if requested. The SAI will record this recommendation on the cadet/student record.

b. DA has established the following placement credit for satisfactory completion of Junior ROTC instruction (table 6–1).

Table 6–1
Placement credit

Satisfactory Completion of	Credit
1 Year	None
2 Years	As determined by PMS but not to exceed MS I
3 or 4 Years	MS I minimum; MS II maximum. Actual credit to be determined by PMS

c. Examinations for placement (oral, practical, or written) may be used at the discretion of the PMS.

d. Placement credit may be granted for substantially equivalent instruction. Placement authority will not be exercised indiscriminately. The PMS will counsel each cadet concerning the advantages and disadvantages of placement credit, and each cadet will be judged individually so that the best interests of both the cadet and the Service may be served.

e. If placement credit is not granted, the PMS will take the experience of the Junior ROTC cadet into consideration when assigning leadership positions.

f. Academic credit for prior military education and training is a school matter.

6–18. Enlisted grade authorization

a. A Junior ROTC cadet may qualify for the following grade status of enlistment in a Regular or Reserve Component of the Army and the Army National Guard.

(1) The grade of Private (E2) if member has successfully completed one year of a prescribed Junior ROTC course.

(2) The grade of Private First Class (E3) if member has successfully completed a minimum of 3 years, is otherwise qualified and recommended by the SAI; if determined not entitled to grade Private First Class (E3), then to grade Private (E2) minimum.

b. Junior ROTC cadets who have completed a 3 or 4 year Junior ROTC course qualify for grade of Private (E2), as a minimum, on enlistment in an Active or Reserve Component of the Armed Forces other than Army. (Refer to DOD Instruction 1205.13, AR 601–210, or 32 CFR Part 111.5 for certification of enlistment credit.)

c. DA Form 134 or 254 must be presented by the member to support a higher enlistment pay grade. If the forms are missing at the time of entry on active duty but are presented to the personnel officer some time after entry on active duty, administrative data will be adjusted accordingly.

Chapter 7
Uniforms and insignia

7–1. General

a. CG, USACC, will provide information concerning provisions of statutes and regulations. The Institute of Heraldry (TIOH), U.S. Army, 9325 Gunston Road, Ft. Belvoir, VA 22060–5579, provides guidance regarding designs and procurement of heraldic items. TIOH grants final approval regarding uniforms and insignia associated with Junior ROTC programs.

b. HQDA provides uniforms and associated items for Junior ROTC cadets. Uniforms and associated items for NDCC cadets are procured at no expense to the Government. TIOH, USA, will help design items not furnished by the Government. The school pays for the design, procurement, and manufacture of these items.

c. Statutory provisions of title 10, USC, section 773; Title 18, USC, Section 703; and Title 18, USC, Section 704 outline the policy on distinctive insignia, medals, and decorations.

7–2. Instructor uniforms

a. Authority. Army Junior ROTC instructors will wear the currently approved Army uniform with authorized insignia and rank at all times while performing Junior ROTC duties and training and at other appropriate times as directed by a USACC Commander. The Class A or B green uniform is the standard for the classroom and campus. The Battle Dress Uniform (BDU) is to be worn only on an exceptional basis for adventure training, camp, and so forth. JROTC instructors are not authorized to wear Green, Black, or Maroon Berets, have bloused boots, or similar items as part of their uniforms while conducting JROTC duties.

b. Prohibited wear of uniform. Junior ROTC uniforms will not be worn by Junior ROTC instructors engaged in —

(1) Services not a part of Junior ROTC duties for which payments or benefits are received that would tend to demean the uniform, the wearer, or the program,

(2) Custodial duties, or

(3) Selling tickets at public events.

c. Distinctive unit insignia.

(1) Junior ROTC instructors will wear the ROTC shoulder sleeve insignia on the left sleeve. Insignia of former wartime units may be worn on the right sleeve according to AR 670–1.

(2) School epaulet insignia may be worn if the design has been approved by TIOH. When worn, it will be as prescribed in AR 670–1. USACC insignia will be worn if the school does not have an approved insignia.

7–3. Cadet uniforms

a. Authority. Each cadet authorized to participate in the Junior ROTC may be furnished at Government expense issue-in-kind uniforms. The authority for issuing in-kind uniforms to cadets is CTA 50–900. Schools that provide a cadet-type uniform or desire to purchase issue-type uniforms from the Army or commercial sources may be authorized to do so in place of receiving Army-issued uniforms. The operating policies and procedures concerning the supply of issue uniforms to schools are outlined in AR 700–84.

b. Types of uniforms. This section outlines basic policies on uniforms for Junior ROTC cadets and students. The Army green uniform and the BDUs are authorized for wear by Junior ROTC cadets. The Class A or B green uniform is the standard for the classroom and campus. The BDU is to be worn only on an exceptional basis for adventure training, camp, or special team activities.

(1) Issue-type uniform. A uniform identical to that issued to enlisted members of the Army, Reserves, or National Guard, or one so similar in design and fabric that it normally cannot be distinguished from the other. Junior ROTC programs electing to wear the issue-type uniform must comply with the following guidelines.

(a) Uniform wear and display of ribbons and accouterments must comply with this regulation.

(b) Issue-type uniforms must include insignia that distinguishes them from standard Army uniforms.

(c) Braids and stripes are not an authorized part of the uniform.

(2) Cadet-type uniform. A uniform must be so distinctive in design and/or fabric that it cannot be confused with an issue-type uniform. Programs electing to wear cadet-type uniforms must request and receive approval for uniform design, style, and material from CG, USACC.

7–4. Wearing the Junior ROTC uniform

a. Cadets will wear Class A or B uniforms at least once a week.

b. Unless specifically authorized, uniforms will not be worn outside the United States and its territories. The local installation commander will establish guidelines for the wear of uniforms in the DoDDS schools.

c. The DAI/SAI publishes guidelines for wearing the uniform. The following are considered appropriate occasions to wear the uniform.

(1) Leadership Laboratory.

(2) When visiting a military installation to participate in military drill or exercises.

(3) Military social functions.

(4) Parades and similar ceremonies.

d. The uniform will not be worn in situations where it may bring discredit to the U.S. Army.

7–5. Purchase of uniforms and insignia

a. Eligible students may wear the uniform prescribed for cadets while attending Junior ROTC courses of instruction. These students may be issued a uniform at no expense to the Government.

b. Schools hosting NDCC units will procure and maintain uniforms at no expense to the Government.

c. The Government purchases Junior ROTC distinctive insignia and accouterments for issue to cadets.

d. In NDCC programs, the distinctive insignia and accouterments are procured at no expense to the Government.

7–6. Authorized wear of uniform insignia

a. The insignia and accouterments prescribed in this regulation will be worn on the issue-type uniform.

b. Insignia other than that prescribed for wear with the issue-type uniform may be worn with the cadet-type uniform at the discretion of the institutional officials. However, the distinctive Junior ROTC shoulder sleeve insignia is mandatory. TIOH approves distinctive insignia and accouterments.

7–7. Unauthorized wear of uniforms and insignia

The following are not authorized for wear with Junior ROTC uniforms or by persons associated with the Junior ROTC programs:

a. Designs of medals, badges, ribbons, and shoulder cords that conflict with those authorized for wear by the Federal or any foreign government.

b. Insignia consisting of the letters 'U.S.'

c. Badges or insignia that resemble badges of other Services, other than the Marksmanship Badge.

d. Oak leaf clusters, palms, stars, or similar items that, that resemble Federal designs.

e. The wear of green, maroon, and black berets by Junior ROTC cadets is not authorized. The wear of the above berets is reserved exclusively for special units assigned to the Active Army.

7–8. Cap insignia

a. Junior ROTC.

(1) *Description.* The cap insignia is a wreath 1 3/16 inches in height containing the letters 'ROTC' on a panel inside the wreath, with gold color metal (fig 7–1).

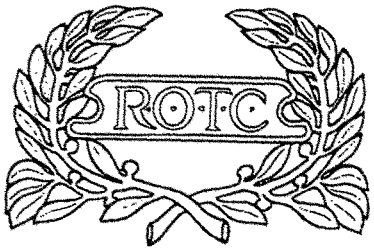

Figure 7-1. ROTC cap insignia

(2) *Placement.* It is worn on—

(a) The issue or cadet-type cap.

(b) The cadet-type cap as shown in figure 7–2.

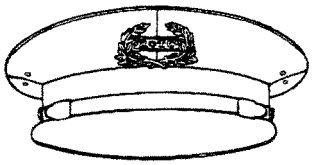

Figure 7-2. ROTC insignia on cadet-type cap

(c) The garrison cap as shown in figure 7–3.

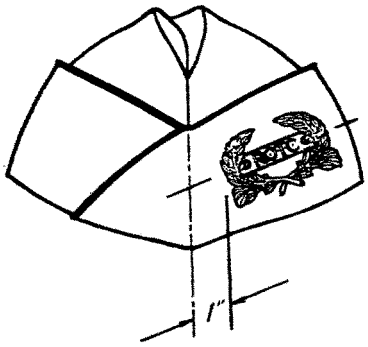

Figure 7-3. ROTC insignia on garrison cap

b. NDCC.

(1) *Description.* The cap insignia is a wreath 1 3/16 inches in height and 1 25/32 inches in width, containing the letters 'NDCC' on a panel, all in gold color metal (fig 7–4).

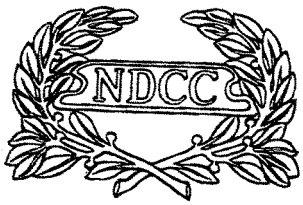

Figure 7-4. NDCC insignia

(2) *Placement.* It is worn on—

(a) The issue or cadet-type cap.

(b) The cadet-type cap as shown in figure 7–5.

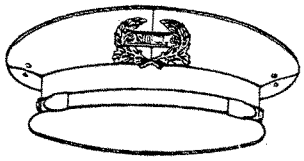

Figure 7-5. NDCC insignia on cadet-type cap

(c) The garrison cap as shown in figure 7–6.

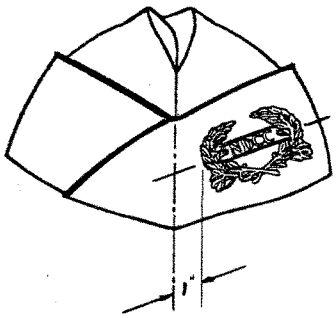

Figure 7-6. NDCC insignia on garrison cap

c. School design. Cap insignia of approved TIOH design will be worn as prescribed by the school official for other than issue-type uniforms.

7–9. Corps and collar insignia

a. Junior ROTC.

(1) As worn by Junior ROTC participants, except cadet officers:

(a) Description of Corps insignia. The Corps insignia is the Torch of Knowledge (from the Statue of Liberty), radiant with a raised rim on a disc, 1 inch diameter, of gold colored metal (fig 7–7).

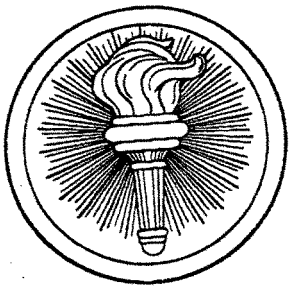

Figure 7-7. Corps insignia (JROTC)

(b) How worn. It is worn on the coat collar as shown in figure 7–8 (fig 7–9 or 7–10 for cadet-type uniform). Place Corps insignia on both ends of the collar of the cadet-type uniform shirt when worn as an outer garment in accordance with AR 670–1.

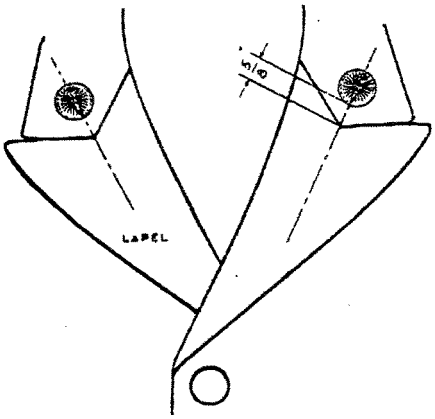

Figure 7-8. Corps insignia (JROTC) on coat collar

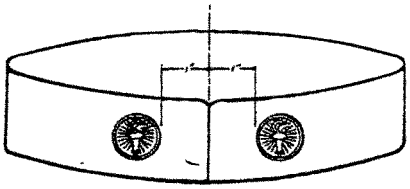

Figure 7-9. Corps insignia (JROTC) on collar of cadet-type uniform

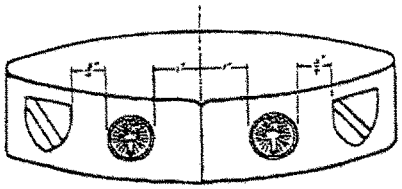

Figure 7-10. Corps (JROTC) and distinctive insignia on collar of cadet-type uniform

(2) As worn by Junior ROTC cadet officers only:

(a) Description. The ROTC insignia consists of the letters ROTC 3/8 inch in height in cutout form in gold color metal.

(b) How worn. It is worn as shown in figure 7–11 on issue-type coat. On Class B, BDU, or cadet-type uniform, place the ROTC insignia on the left collar of the outer garment. When insignia of grade is worn on collar of outer garment shirt, it will not be worn on the shoulder epaulets.

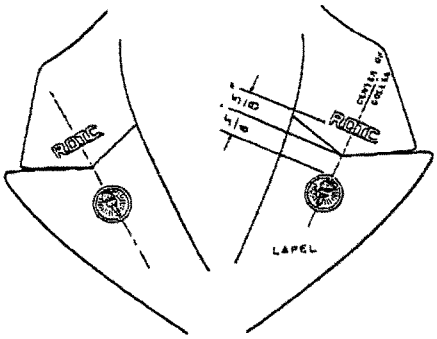

Figure 7-11. Corps and collar insignia (JROTC) on cadet officer coat

b. NDCC.

(1) As worn by NDCC cadets and students, except cadet officers:

(a) Description. The insignia is a Lamp of Knowledge lighted, in relief on a flat disc 1 inch in diameter, all gold color metal (fig 7–12).

Figure 7-12. Corps insignia (NDCC)

(b) How worn. It is worn on the coat collar as shown in figure 7–13 and on both ends of the collar of the shirt when worn as an outer garment as shown in figure 7–14.

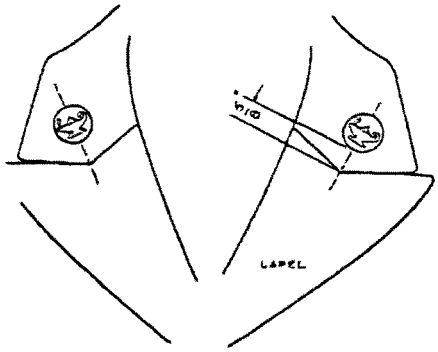

Figure 7-13. Corps insignia (NDCC) on coat collar

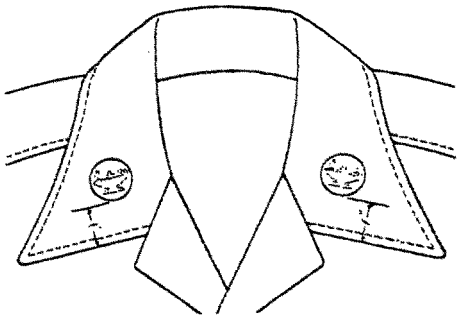

Figure 7-14. Corps insignia (NDCC) on outer-garment

(2) As worn by cadet officers:

(a) Description. It is the Corps insignia (Lamp) as described in *b*(1)(*a*) above. For NDCC school collar insignia, letters that are the initials of the school, 3/8 inch in height, in cutout form, or gold color metal are worn. TIOH must approve the insignia.

(b) How worn. It is worn as shown in figure 7–15. Corps insignia (Lamp) will be placed on the left collar of the outer garment shirt when insignia of grade is worn on the right collar. When grade is worn on the collar of outer garment shirts, it will not be worn on the shoulder epaulets.

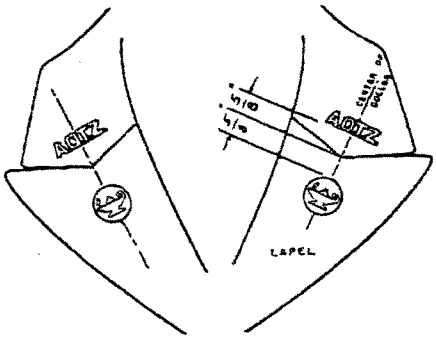

Figure 7-15. Corps and collar insignia (NDCC) on cadet officer coat

7–10. Insignia of grade for cadet officers

a. Description. The insignia for cadet officers consists of silver (white) color on black background, cloth epaulet sleeve with lozenges and discs. The sleeve is 4 inches in length for males and 3 inches in length for females.

b. Officer rank. Officer ranks will be limited to those listed below (see fig 7–16).

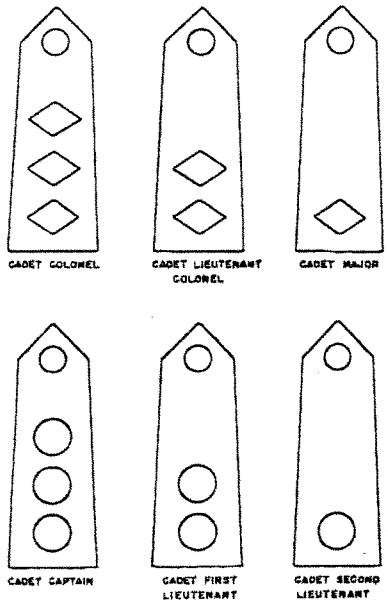

Figure 7-16. Cadet officer insignia of grade

(1) *Cadet Colonel.* The cadet colonel is identified by three lozenges.

(2) *Cadet Lieutenant Colonel.* The lieutenant colonel has two lozenges.

(3) *Cadet Major.* The cadet major has one lozenge.

(4) *Cadet Captain.* The cadet captain has three discs.

(5) *Cadet First Lieutenant.* The cadet first lieutenant has two discs.

(6) *Cadet Second Lieutenant.* The cadet second lieutenant has one disc.

c. How worn. These rank insignia are worn on both shoulder epaulets of the AG 344 and the Army Shade 415 gray-green shirt.

7–11. Insignia of grade for cadet noncommissioned officers and enlisted members

a. Description. Insignia is of gold color on black background, cloth shoulder epaulet sleeve with chevrons, bars, and triangle, star or star within wreath, indicating noncommissioned officer grades (fig 7–17). The shoulder epaulet sleeve is 4 inches in length for males and 3 inches in length for females.

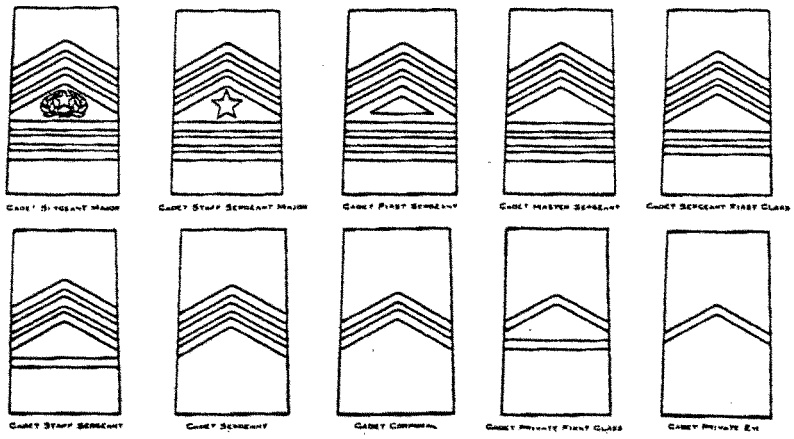

Figure 7-17. Cadet noncommissioned officer insignia of grade

b. Grades. Grades will be indicated on the shoulder epaulet sleeve as follows:

(1) *Cadet Sergeant Major.* Three chevrons above three bars with a star within a wreath between the chevrons and bars.

(2) *Cadet Staff Sergeant Major.* Three chevrons above three bars with a star between the chevrons and bars.

(3) *Cadet First Sergeant.* Three chevrons above three bars with a triangle between the chevrons and bars.

(4) *Cadet Master Sergeant.* Three chevrons above three bars.

(5) *Cadet Sergeant First Class.* Three chevrons above two bars.

(6) *Cadet Staff Sergeant.* Three chevrons above one bar.

(7) *Cadet Sergeant.* Three chevrons.

(8) *Cadet Corporal.* Two chevrons.

(9) *Cadet Private First Class.* One chevron above one bar.

(10) *Cadet Private.* One chevron.

(11) *Cadet Basic.* No insignia of grade.

c. How worn. The shoulder epaulet sleeve is slipped over shoulder epaulet of uniform so that the insignia will be centered on the outer half of both shoulder loops of the coat, overcoat, or shirt when worn as an outer garment.

7–12. Junior ROTC and NDCC distinctive shoulder sleeve insignia

a. Junior ROTC.

(1) *Description.* The shoulder sleeve insignia is a rectangular device 3 5/8 inches in height and 2 1/2 inches in width, consisting of a gray center edged with a 1/8 inch scarlet border at the top and bottom. On this device is a yellow olive wreath surmounted in the vertical center by a yellow torch inflamed. Above the center is a white horizontal scroll inscribed 'U.S. Army' and below the center is a white school inscribed 'JROTC' all in scarlet letters 5/16 inch in height. The entire device is within a 1/8 inch scarlet border (fig 7–18).

Figure 7-18. JROTC shoulder sleeve insignia

(2) *How worn.* It is worn on the upper part of the outer half of the left sleeve of the coat and BDU uniform (fig 7–19). The top of the insignia will be worn 1/2 inch below the top of the shoulder seam.

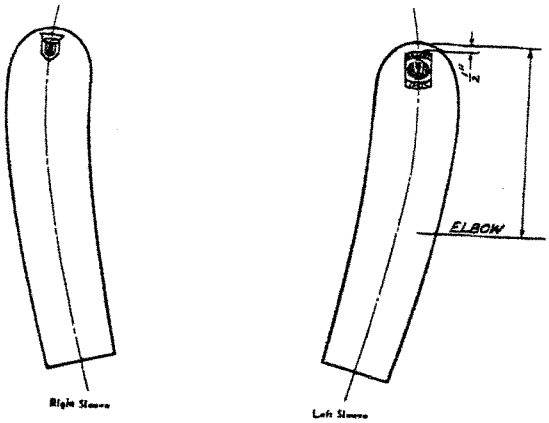

Figure 7-19. JROTC shoulder sleeve insignia

(3) *Uniform worn.* It appears on issue or cadet-type uniform.

(4) Junior ROTC subdued distinctive shoulder sleeve insignia. The subdued shoulder sleeve insignia may be worn when wearing the BDU.

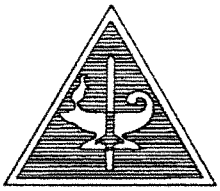

Figure 7-20. NDCC shoulder sleeve insignia

b. NDCC distinctive shoulder sleeve insignia (fig 7–20).

(1) *Description.* This insignia is a blue triangle with a 1/8 inch white border, 3 3/8 inches on a side, a white sword, point up, in front of a Lamp of Knowledge counterchanged.

(2) *How worn.* It is worn on the left sleeve in the corresponding position to the shoulder sleeve insignia prescribed in figure 7–21.

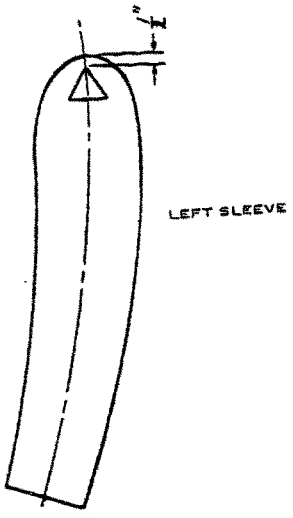

Figure 7-21. Wearing of NDCC shoulder sleeve insignia

(3) *Uniform worn.* It appears on issue or cadet-type uniform.

c. School shoulder sleeve insignia. Insignia will be procured at no expense to the Government.

(1) *Description.* Approved designs that have been submitted to and approved by TIOH, USA.

(2) *How worn.* On right sleeve in the corresponding position to the shoulder sleeve of the coat and BDU uniform. The top of the insignia will be worn 1/2 inch below the top of the shoulder seam.

(3) *Uniform worn.* On issue or cadet-type uniform.

7–13. Academic achievement insignia

Distinctive insignia is authorized for wear by those in the top 10 percent of each Junior ROTC class based on grades earned in Junior ROTC courses. The insignia will be worn on the issue or cadet-type uniform during the academic term following the term in which the grades were earned.

a. Description. This insignia is a gold colored metal wreath 7/8 inch in height (fig 7–22).

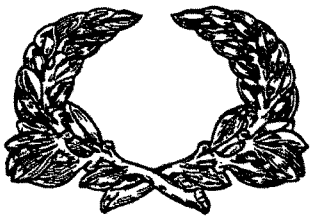

Figure 7-22. Academic achievement insignia

b. How worn. It is worn centered immediately above the right breast pocket on the coat or shirt when worn as an outer garment. If the Honor Unit insignia is worn, the wreath will be pinned so that the star will be worn with the wreath (fig 7–23).

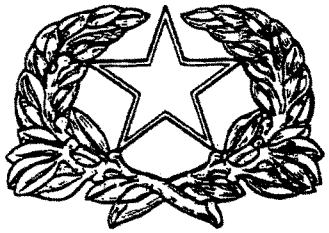

Figure 7-23. Wearing academic achievement insignia with honor insignia

c. Subsequent awards. Receipt of subsequent awards are indicated by a felt pad centered background worn beneath the wreath so as not to protrude beyond its edges.

(1) For second award - a red pad.

(2) For third award - a silver gray pad.

(3) For fourth award - a gold pad.

7–14. Honor Unit, Honor Unit with Distinction, and Merit Unit insignia

a. Description.

(1) *Honor Unit insignia.* This insignia is a five-pointed star of blue enamel on gold colored metal, 9/16 inch in diameter (fig 7–24).

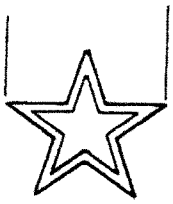

Figure 7-24. Honor unit insignia

(2) *Honor Unit with Distinction insignia.* This is a five-pointed star of yellow enamel on gold colored metal, 9/16 inch in diameter (fig 7–25).

Figure 7-25. Honor Unit with Distinction insignia

(3) *Merit Unit insignia.* A five-pointed star of white enamel on gold colored metal, 9/16 inch in diameter (fig 7–26)

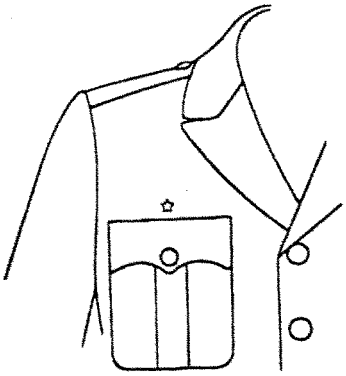

Figure 7-26. Wearing of Honor Unit/ Merit Unit/Honor Unit with Distinction insignia

b. How worn. These insignia are worn centered 1/4 inch above the right breast pocket, with one point of the star up, on the coat or shirt when worn as an outer garment (fig 7–26).

7–15. Nameplate

Nameplates must conform to the description below and will be worn on issue uniforms.

a. Description. Nameplates will indicate the last name only and will be 1 by 3 inches (may be longer in case of lengthy names) with white block type lettering 1/4 to 3/8 inch high on a jet black background. (It may have a white edge or border not exceeding 1/32 inch in width).

b. How worn. Nameplates are worn in accordance with AR 670–1.

7–16. Nametape

The Junior ROTC nametape will be—

a. Woven tape of olive green cloth, 1 inch wide, with the inscription 'JROTC' in black block letters 3/4 inch high.

b. Worn on the BDU in accordance with AR 670–1.

7–17. ROTC lapel button

Lapel buttons are available at Government expense for wear as an identification device.

a. Description. The lapel button depicts a torch 3/8 inch in height in front of a panel, 3/32 inch in height by 1/2 inch in length with irregular ends, bearing the letters 'ROTC' all on gold metal (fig 7–27).

Figure 7-27. ROTC lapel button

b. How worn. The pin is worn on the lapel or collar of a civilian garment.

7–18. Optional items

Distinctive Unit Insignia (DUI), shoulder cords, and color trimmings described in this paragraph are optional items.

a. These items may be procured (subject to funding availability) at the Government expense for schools electing to prescribe their wear or by individuals who are voluntary members of authorized Junior ROTC military organizations. DUI, shoulder cords, and color trimmings will be worn only after specific design, materials, and quality associated with their manufacture have been approved by TIOH.

b. School officials may prescribe the wear of approved DUI. Procurement will be as stated in *a* above. DUI will be worn as shown in figures 7–28.

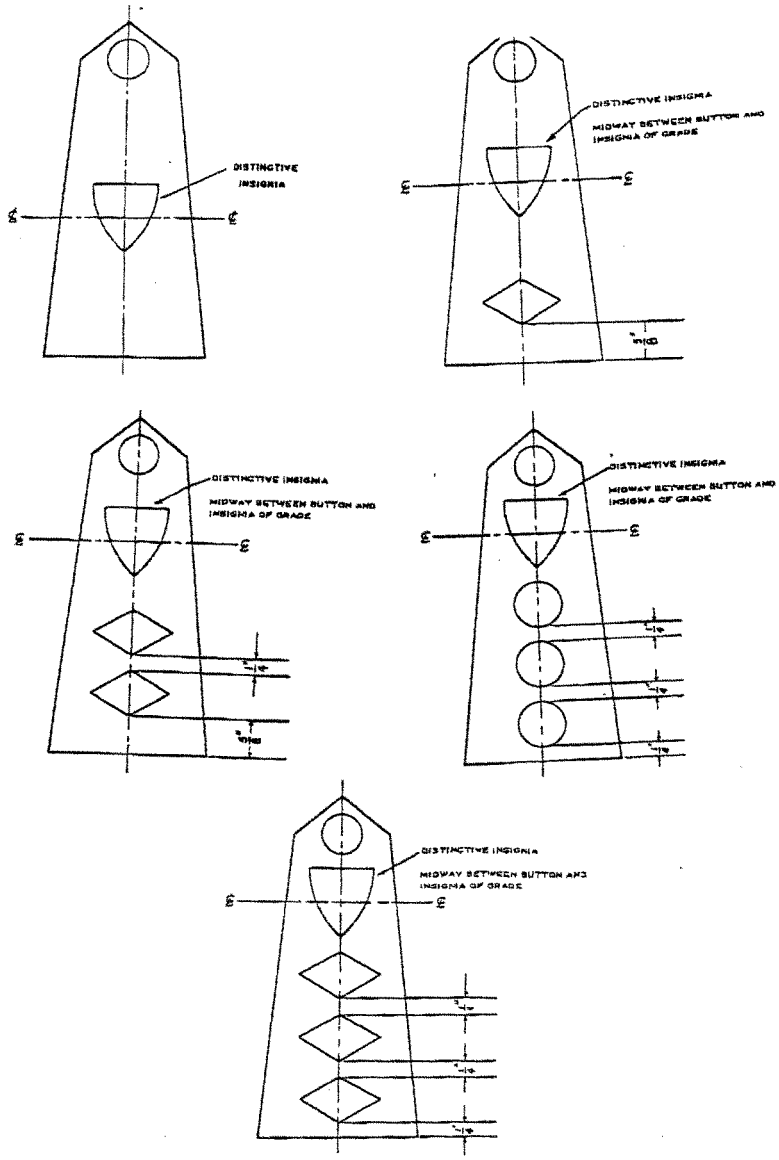

Figure 7-28. Examples of distinctive insignia

c. Insignia of national or local military honor societies, at the option of the SAI, may—

(1) Be substituted for school insignia and worn in accordance with *b* above.

(2) One insignia worn on the right pocket as shown in figure 7–29, with region, command, or school insignia worn on the left pocket as shown in figure 7–30.

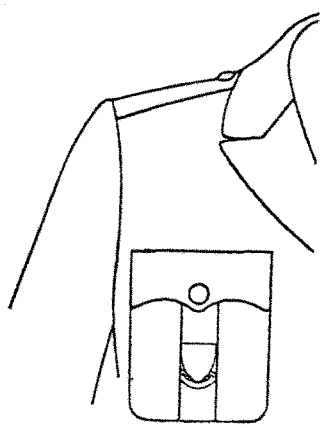

Figure 7-29. Wearing of distinctive insignia on right pocket of coat

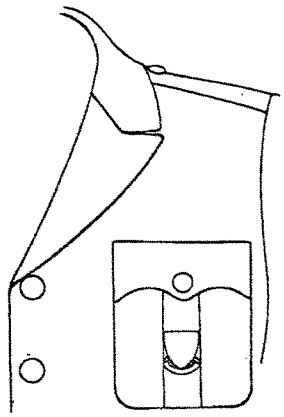

Figure 7-30. Wearing of distinctive insignia on left pocket of coat

d. DUI worn on the left loop representing a group must also be worn on the right loop. If insignia representing another group is to be worn, it will be as prescribed in *b*(2) or *c*(2) above. School organization DUI will not be worn on insignia of grade shoulder epaulet sleeves. School or organization DUI will not be worn on the BDU uniform.

e. Shoulder cords. Shoulder cords may be procured at Government expense (subject to funding availability). Solid, single color, or multi-colored shoulder cords may be designed and authorized to designate a host institution, unit, or cadet position. Shoulder cords must be approved by USACC. No more than one cord may be worn on each shoulder as shown in figure 7–31.

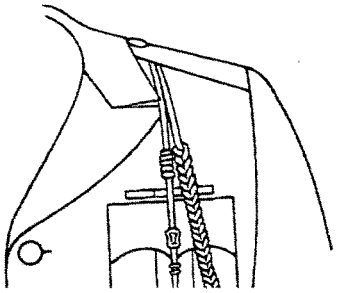

Figure 7-31. DUI shoulder cords

(1) Shoulder cords may be procured at Government expense for wear by cadets (subject to funding availability) to designate participation in extra-curricular activities including but not limited to -

(a) Color Guard - white (Cable #65005).

(b) Drill activity - red (Cable #65006).

(c) Musical activity - blue (Cable #70147).

(d) Marksmanship activity - tan (Cable #65015).

(e) Honor organizations, such as national and local honor societies - gold (Cable #70157).

(f) Orienteering activity - green (Cable #70063).

(g) Adventure type activity - black (Cable #65018).

(h) Honor Guard - orange (Cable #65004).

(2) Shoulder cords will be awarded only to bona fide team, squad, or other group members, not cadets participating in training.

(3) Shoulder cords, except those listed above, may be awarded at local unit option for other activities with approval by USACC and procured at no expense to the Government.

f. Color trimming made of discs of suitable material, when approved for wear, may be worn beneath corps insignia. The disc will not exceed a diameter of 1 1/4 inches.

g. Special JROTC team pins designating various JROTC teams may be worn on the right chest pocket with DAI/SAI approval. Team pins approved for wear are color guard, flag detail, drill team, JROTC bands, drum and bugle, academic, rifle team, honor guard, cadet challenge, raider team, summer camp, orienteering, and physical training excellence.

Chapter 8
Awards

8–1. General

a. Awards may be given to recognize distinguished, heroic, meritorious, and other commendable acts of an individual and his or her status and achievements. It is particularly important that awards be given—

(1) To deserving individuals.

(2) Promptly.

(3) During an appropriate ceremony.

b. Army medals may be engraved at Government expense, in a reasonable period of time, by the U.S. Army Support Office, SSCPM–ARSOS, PO Box 13460, Philadelphia, PA 19145–3460. The expense of maintaining decorations, medals, badges, ribbons, and similar items will be borne by the cadet or student. Replacement of Army decorations and awards is authorized if the request includes a statement that the item was lost, damaged, or destroyed through no fault or neglect of the individual.

c. Decorations and awards issued by DA for presentation to individuals may not be retained by schools without written permission of the individual concerned. These items, together with the complete name and last-known address

of the intended recipient, will be sent to Commander, PERSCOM, 200 Stovall Street, Alexandria, VA 22332, if undeliverable.

d. Only the awards, decorations, and badges prescribed in this regulation, or approved by TIOH, will be worn by Junior ROTC cadets on the uniform prescribed for wear in the Junior ROTC program at their institution. Other awards and decorations, subject to law and regulation, may be accepted by cadets and students, but will not be worn on the prescribed uniform. Medals for which a ribbon device is provided may not be worn on a Junior ROTC uniform when other ribbons are worn. In the case of multiple units, selection boards may be convened by the Director of Army Instruction (DAI) with the concurrence of the head of the school system concerned. Composition of the board will be as prescribed in this regulation except that the DAI will be president of the board and the Senior Army Instructor (SAI) of each school concerned or the individual whom the SAI designates will be a member of the multiple-unit selection board.

8–2. Recommendation for awards

Any individual with personal knowledge of an act, achievement, or service believed to warrant the award of a decoration should submit a recommendation for consideration.

8–3. Civilians

No part of this regulation, subject to law and other regulations, will be interpreted to preclude the privilege of civilians, who are entitled to awards, to wear them as may be prescribed by law and regulation.

8–4. U.S. and foreign awards

Awards, including decorations, medals, badges, ribbons, and appurtenances of the United States and foreign nations as prescribed in AR 600–8–22, are authorized for wear by those to whom they have been or are awarded. Such awards may be worn, under these circumstances, on issue or cadet-type uniforms prescribed for wear in Junior ROTC programs. They will be worn as prescribed in AR 600–8–22. The SAI will obtain a certified record of the award and authority concerned for each individual wearing such awards in the program at his or her institution.

8–5. Medal of Heroism (ROTC and NDCC)

a. Criteria. The Medal of Heroism (fig 8–1) is a U.S. military decoration awarded by the Department of the Army (DA) to any Junior ROTC cadet who performs an act of heroism. The achievement must be an accomplishment so exceptional and outstanding that it clearly sets the individual apart from fellow students or from other persons in similar circumstances. The performance must have involved the acceptance of danger and extraordinary responsibilities, exemplifying praiseworthy fortitude and courage.

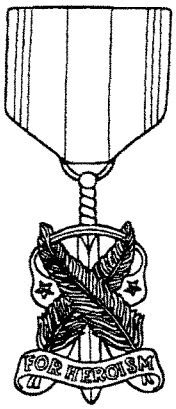

Figure 8-1. Medal of Heroism

b. Nominations will be—

(1) Initiated by the SAI on the basis of achievements described in *a* above. Such acts may have been accomplished while on or off the institution property.

(2) Submitted by the SAI to the appropriate subordinate commander concerned for approval or disapproval. DA Form 638 (Recommendation for Award) or a letter will be used. Statements of eyewitnesses (preferably in the form of certificates, affidavits, or sworn statements), extracts from official records, sketches, maps, diagrams, or photographs will be attached to support and amplify stated facts. The final approval authority is the Region Commander.

c. Requisitions for the medals may be submitted to Defense Personnel Support Center, ATTN: DPSC–T, 2800 South 20th Street, Philadelphia, PA 19101 through the supporting installation.

d. Presentation of this award will be made during an appropriate ceremony by a general officer or other senior officer of the Active Army.

8–6. Superior Cadet Decoration

a. The Junior ROTC medal (fig 8–2) and NDCC medal (fig 8–3) are U.S. military decorations awarded by DA and limited to one outstanding cadet in each leadership development class in each Junior ROTC and NDCC institution.

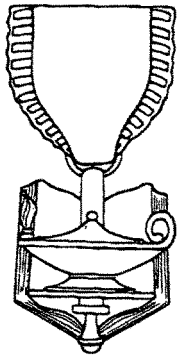

Figure 8-2. Superior Cadet Decoration (JROTC)

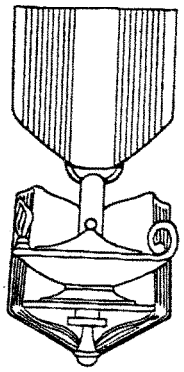

Figure 8-3. Superior Cadet Decoration (NDCC)

b. To be considered eligible for these awards, an individual must be—

(1) A Junior ROTC or NDCC cadet.

(2) In the top 10 percent of his or her class in Junior ROTC or NDCC academically and in the top 50 percent of his or her class in overall academic standing.

(3) Recommended by the SAI and principal or head of the appropriate institution.

c. Nominations for this award will be made by the SAI on the basis of results of a selection board. The composition of the board will—

(1) Be mutually agreed upon by the SAI and the head of the institution.

(2) Provide military and civilian representation.

(3) Be sufficiently competent to evaluate the individual, using criteria and procedures prescribed by this regulation.

(4) Have the SAI as president of the board.

(5) Include active duty members that may be assigned and at least one authorized Junior ROTC or NDCC instructor who has regularly instructed the class in which the cadet being considered is a member.

(6) In the case of Junior ROTC and when possible, NDCC, include one or more selected civilian school official or faculty member not to exceed one-third of the board members.

d. The selection board (described in *c* above) will be constituted at the beginning of the school year and the members will observe the performance of the students in order to make sound selections. The president will convene the board at a date not later than 2 months before the scheduled end of the academic year, to review cadet records, and select the nominee of the award in each class. The criteria and the point weights for use in selection of recipients will be based on a maximum of 300 points, as follows (table 8–1):

Table 8–1
Selection criteria and point weights

Criteria	Points
Military scholarship and grades (grades earned in Junior ROTC or NDCC course)	50
Academic scholarship and grades (grades earned in all courses other than Junior ROTC or NDCC)	50
Military leadership	50
Academic leadership (separate from academic grades attained in Junior ROTC, NDCC, and regular courses. Includes all demonstrated qualities of leadership in student organizations, constructive activities, participation in sports, etc.)	50
Demonstrated qualities of discipline, courtesy, and character, and consistently demonstrated potential qualities as an officer (to be an overall estimate for all pertinent elements of the cadet's performance)	100
Total point weight against which leading students are selected	300

e. Nominations will be forwarded annually to the Region Commander to be received not later than 45 days prior to the end of the academic year. Nominations will be typed on a single sheet of bond paper, size 8-1/2 by 11 inches, showing the name of the institution, the full name of each nominee, the class-year, and the signature of the SAI. If a multiple-unit selection board is convened, the DAI may endorse the nominations, but will not delay them. The nominations must be submitted by each school to the appropriate subordinate commanders and will not be placed on a consolidated list for forwarding purposes. The subordinate commander will retain nominations on file for 2 years following receipt.

f. The appropriate USACC Commander will approve the nomination by signing the proper certificate (DA Form 1773-1 (JROTC Citation) or DA Form 1773–3 (NDCC Citation)). These forms are available through normal publication supply channels and will be presented with the award.

g. The award consists of the blue pendant ribbon, blue-ribbon bar and clip, lapel button, and case with the appropriate certificate. A subsequent award (decoration, ribbon attachment, Superior Cadet Award) to the same cadet is indicated by a four-pointed star. Requisitions for the awards will be submitted through the appropriate supporting installation to Defense Personnel Support Center, ATTN: DPSC–T, 2800 South 20th Street, Philadelphia, PA 19101.

h. The names of the recipients will be announced annually by the SAI at a close-of-the-year ceremony. The SAI will notify appropriate news agencies in order that suitable news releases may be given to hometown and local press. It is not necessary to advise HQDA of the names of the recipients of the awards.

8–7. Legion of Valor Bronze Cross for Achievement

a. General. The Legion of Valor of the United States of America, Inc., to stimulate development of leadership, gives an award annually for achievement of scholastic excellence in military and academic subjects. This award, a bronze cross and certificate, is awarded to outstanding LET–2 (3-year program) and LET–3 (4-year program) cadets. The number of awards authorized per ROTC region or overseas command is based upon the following criteria: one award is authorized for each 4,000 LET–2/LET–3 cadets enrolled within an Army Junior ROTC region or overseas command, plus one additional award for each fraction of that. The total number of eligible Junior ROTC cadets and NDCC cadets

are combined to determine the authorized number of awards per region or overseas command. (For example, 12,448 LET–2/LET–3 cadets, authorized four awards; 3,980 LET–2/LET–3 cadets, authorized one award.)

b. Criteria. The criteria for selecting students for the Legion of Valor Bronze Cross for Achievement will be the same as that for Superior Cadet Decoration (para 8–6, above).

c. Selection. The selection board convened for the Superior Cadet Decoration Award will recommend one LET–2/LET–3 cadet for the Legion of Valor Cross for Achievement. The SAI will submit the nomination, in quadruplicate, according to command guidance, endorsed by the principal or head of the school to the ROTC subordinate or overseas command not later than 1 February. The ROTC subordinate or overseas command will forward, in duplicate, the nominations of those determined best qualified in the numbers indicated in *a* above, to the Director of Awards of The Legion of Valor of the USA, National Adjutant, 92 Oak Leaf Lane, Chapel Hill, NC 27516, telephone (919) 933–0989. The Legion of Valor will send Bronze Crosses and certificates to the appropriate ROTC region commanders concerned.

d. Presentation. These awards should be presented in early fall during the cadet's last year in school by members of the Legion of Valor, when possible. The Legion of Valor will send along with the awards, names of members residing in the vicinity of the school having winners. The DAI/SAI will invite one or more Legion of Valor members to participate in the presentation. If no member is available, the award will be made by active military personnel who are recipients of the Medal of Honor, Distinguished Service Cross, Navy Cross, or Air Force Cross, or who occupy positions of appropriate prestige. Junior ROTC parades or similar traditional school events, if held early in the school year, are considered suitable occasions for presentation.

8–8. Sons of the American Revolution (SAR) Award

a. General. The Sons of the American Revolution gives the award to a meritorious cadet enrolled in Army Junior ROTC at each school (or one medal for each 500 cadets enrolled at time of the award). This award consists of a bronze medal pendant and ribbon bar.

b. Criteria. Recipient must—

(1) Be in good standing militarily and scholastically at the time of selection and presentation of the award.

(2) Show a high degree of merit with respect to leadership qualities, soldierly bearing, and excellence. Since there are many awards for scholarship alone that should not be duplicated, excellence is defined as all around excellence in the Army Junior ROTC program studies and activities.

c. Selection. The DAI/SAI or authorized representative will select the recipient. The award may be presented at the end of a cadet's second year of a 3- or 4-year secondary school program.

d. Source. The National Headquarters, Sons of the American Revolution, 1000 South 4th Street, Louisville, KY 40203 will furnish the secretary of each applicable SAR State organization a list of the Army Junior ROTC units within their area. A DAI/SAI may inquire about the SAR award to State organizations or the National Headquarters.

e. Presentation. Arrangements for the presentation will be made by the applicable State society and the DAI/SAI. Award should be presented at an appropriate military ceremony. A recipient of the award will not be eligible for a second award.

8–9. The Military Order of the World Wars (MOWW) Award

a. General. This award, which consists of a medal pendant, ribbon bar, and certificate is authorized for award annually to high school cadets and cadets at Class MI schools. The award in each case will be given for overall improvement in military and scholastic studies during the school year. Juniors in high schools and at military schools will receive the bronze medal; sophomores will receive the silver medal.

b. Criteria. Cadet must—

(1) Be in good standing in all military aspects and scholastic grades at the time of selection and presentation of the award.

(2) Have shown marked improvement in both military and scholastic grades at the time of selection and presentation of the award.

(3) Have indicated by military and scholastic grades, extracurricular activities, or individual endeavor a desire to serve his or her country.

(4) Not have previously received this award.

c. Selection. Selection will be made by the DAI/SAI with concurrence of the ranking school official present. Award may be made to a deserving cadet in each class or to a single cadet at a school. Approval must be obtained from the MOWW before awarding more than one medal at the school.

d. Source. The DAI/SAI may request medals from the nearest local chapter of The Military Order of the World Wars. If no local chapter is available, information may be obtained from the National Headquarters, The Military Order of the World Wars, 435 North Lee Street, Alexandria, VA 22314.

e. Presentation. Arrangements will be made by the DAI/SAI for an MOWW member to present the award to the

recipient at an appropriate military ceremony. If a member is not available, any active, reserve, or retired commissioned officer, or individual with prior commissioned service who served honorably by full time active duty in the armed forces during a period of hostilities may present the award.

8–10. Daughters of the American Revolution (DAR) Award

a. General. This award, which consists of a bronze medal and ribbon bar, is presented annually by the Daughters of the American Revolution to a cadet at each school for outstanding ability and achievement.

b. Criteria. The cadet must—

(1) Be a member of the graduating class.

(2) Be in the top 25 percent of the cadets in Junior ROTC and academic subjects.

(3) Have demonstrated qualities of dependability and good character, adherence to military discipline, leadership ability, and a fundamental and patriotic understanding of the importance of Junior ROTC training.

c. Selection. Selection will be made by the DAI/SAI and the head of the school.

d. Source. Requests for sponsorship of the DAR award may be made by the DAI/SAI to the local DAR Chapter Regent. If local contacts are unavailable, information may be obtained from the National Defense Committee, National Society, Daughters of the American Revolution, 1776 D Street, NW, Washington, DC 20006.

e. Presentation. The award should be presented at an appropriate ceremony by a DAR Chapter Regent, a National Defense Chairman, or an appointed DAR representative.

8–11. Association of Military Colleges and Schools (AMCSUS) of the United States Award

a. General. This award, which consists of a gold medal pendant, is called 'The AMCS President's Medal' and may be awarded annually at those schools holding membership in the association. One award per year per school is authorized.

b. Criteria. This award may be presented at the discretion of the member school according to criteria that best suits the individual school's standards and programs. The individual selected should be a full-time student/cadet who has completed at least 2 full years before being considered for the award.

c. Selection. Selection will be made by a board composed equally of academic and military faculty members. They will nominate a recipient to the principal or head of the school, who will make the final selection.

d. Source. Address requests for information about this award to the Association of Military Colleges and Schools of the United States, 515 Wythe Street, Suite 201, Alexandria, VA 22314.

e. Presentation. Presentation will be made by the principal, the head of the school, or his or her representative at an appropriate ceremony during the commencement period at the end of the normal academic year.

8–12. American Legion Awards

a. General. These awards are given annually to outstanding cadets at each school for general military and scholastic excellence. Not more than one student at a school may be nominated per year for these awards. Students participating in Junior ROTC programs conducted at high schools will receive the bronze medal; students participating at military schools during their junior year will receive the silver medal. A miniature reproduction of the official Junior ROTC crest is attached to the medal awarded for scholastic excellence. Recipients of either award will also receive a ribbon bar to which the crest or scroll is attached.

b. Criteria. A cadet may receive an award for general military excellence and an award for scholastic excellence for the same school year or for more than one year.

(1) General Military Excellence Award. The cadet must—

(a) Be in the top 25 percent of his or her class in academic subjects and Junior ROTC subjects.

(b) Have demonstrated outstanding qualities in military leadership, discipline, character, and citizenship.

(2) Scholastic Excellence Award. The cadet must—

(a) Be in the top 10 percent of his or her class in academic subjects.

(b) Be in the top 25 percent of his or her class in Junior ROTC subjects.

(c) Have demonstrated qualities of leadership.

(d) Have actively participated in related student activities such as student organizations, constructive activities, or sports.

c. Selection. Selection will be made by the DAI/SAI or head of the school or both.

d. Source. Requests for awards may be made to the local posts of the American Legion. If no local post exists, information may be obtained from the National Security Division, The American Legion, K Street NW, Washington, DC 20006.

e. Presentation. Arrangements will be made by the DAI/SAI for an American Legion representative to present the awards at an appropriate military ceremony.

f. Reporting. Send a follow-on report to the National Security/Foreign Relations Division, The American Legion, that includes—

(1) Name of recipient and type of award.

(2) American Legion Post Number and date award was presented.

(3) Name and title of American Legion representative presenting the award.

8–13. The National Sojourners Award

a. General. This award, which consists of a ribbon with medal pendant, is made annually to an outstanding cadet at each school who contributed the most to encourage and demonstrate Americanism within the Corps of Cadets and on the campus.

b. Criteria. The cadet must—

(1) Be in the second or third year of Junior ROTC.

(2) Be in the top 25 percent of his or her academic class.

(3) Have encouraged and demonstrated the ideals of Americanism by deed or conduct or both.

(4) Have demonstrated a potential for outstanding leadership.

(5) Not have previously received the award.

c. Selection. The DAI/SAI or head of the school or both may make the selection. Final approval rests with the sponsoring chapter of National Sojourners.

d. Source. Request for National Sojourners Award sponsorship may be made by the DAI/SAI to the nearest local chapter. Requests are normally made in January for presentation in April or May. If no local chapter exists, information may be obtained from the National Sojourners, Inc., 8301 E. Boulevard Drive, Alexandria, VA 22308.

e. Presentation. The DAI/SAI will make appropriate arrangements for presentation of the award.

8–14. Scottish Rite of Freemasonry Junior ROTC Award

a. General. This award, which consists of a bronze metal pendent, a ribbon, and a certificate may be awarded annually to one outstanding cadet who demonstrates scholastic excellence and Americanism.

b. Criteria. The cadet must—

(1) Have contributed the most among cadets on campus to encourage and demonstrate Americanism, by deeds or conduct during participation in extracurricular activities or community projects.

(2) Have demonstrated academic excellence by being in the top 25 per cent of his or her academic class.

(3) Have demonstrated a potential for outstanding leadership by exhibiting qualities of dependability, good citizenship, and patriotism.

(4) Be in the second year of a 3-year program or in the third year of a 4-year program.

(5) Not have previously received this award.

c. Selection. Selection will be made by the DAI/SAI or other senior service official or the head of the school (or both).

d. Source. Requests for the award should be made to the nearest Scottish Rite Valley of the Southern Jurisdiction. Requests may be made at any time during the calendar year. If the location of the nearest Valley is unknown, that information is available from the National Headquarters. Call (202) 232–3579 or write to the Supreme Council, Thirty-third Degree, Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, 1733 Sixteenth Street, N.W., Washington, DC 20009–3199.

e. Presentation. With 30 days prior notice of the presentation ceremony, the local Scottish Rite Valley that provided the award will select and provide a presenter.

8–15. U.S. Army Recruiting Command (USAREC) Award for Junior ROTC

a. General. This award is presented annually by USAREC to a cadet at each school in recognition of outstanding achievement and contributions to the Junior ROTC program. The award consists of a bronze medal and ribbon bar.

b. Criteria. The cadet must—

(1) Be in the second year of a 3-year program or in the third year of a 4-year program.

(2) Be in the top 25 percent of his or her academic class.

(3) Have demonstrated outstanding leadership traits and possess the potential for assuming positions of increased responsibility.

(4) Participate in extracurricular activities that foster both scholastic and military excellence.

(5) Demonstrate qualities of dependability and good character, respect military discipline and standards, and possess a fundamental and patriotic understanding of the importance of Junior ROTC training.

(6) Not have previously received the award.

c. Selection. School officials will make the selection with the assistance of the DAI/SAI.

d. Source. The bronze medal and ribbon bar will be provided by USAREC. Submit requests to Commander, U.S. Army Recruiting Command, ATTN: RCAPA–PA, Ft Knox, KY 40121–2726.

e. Presentation. The award will be presented at the end of the school year along with the annual awards program. A representative of USAREC will make the presentation.

8–16. Noncommissioned Officers Association (NCOA) Award for Junior ROTC

a. General. This award is presented annually by NCOA to each unit's most outstanding noncommissioned officer cadet during the past school year. The award consists of a medal, ribbon, and certificate.

b. Criteria. The cadet must have consistently exhibited the best military bearing, personal appearance, deportment, and leadership ability in his or her unit.

c. Selection. Candidates for this award should appear before a board composed of Junior ROTC instructors who will select the cadet in accordance with the above criteria. The board's recommendation including the cadet's name and rank, and date, time, and place of ceremony will be sent in writing to the nearest NCOA chapter, the nearest NCOA Service Center, or Roadrunner Chapter #153, NCOA, P.O. Box 2027, Glendale, AZ 85311–2027.

d. Source. This program is administered by the Roadrunner Chapter #153, NCOA. For additional information, call or write NCOA Junior ROTC Award Coordinator, P.O. Box 2027, Glendale, AZ 85311–2027, Telephone (602) 347–7657, FAX (602) 814–6771.

e. Presentation. The medal, ribbon, and certificate, provided by NCOA, will either be presented by an NCOA representative at an appropriate ceremony or will be mailed to the SAI.

8–17. Qualification badge

The basic qualification badges for marksmanship will be centered on the flap of the left breast pocket of the issue- or cadet-type coat or shirt. When displayed on shirt worn as an outer garment, only the latest award will be worn.

8–18. Schools awards

a. To ensure ribbon awards are uniformly designed, DA has approved 36 designs (fig 8–4) that will be made based on criteria specified in appendix F and by subordinate commanders. These designs are divided into four series:

(1) Academic awards - 10 designs.

(2) Military awards - 15 designs.

(3) Athletic awards - 5 designs.

(4) Miscellaneous awards - 6 designs.

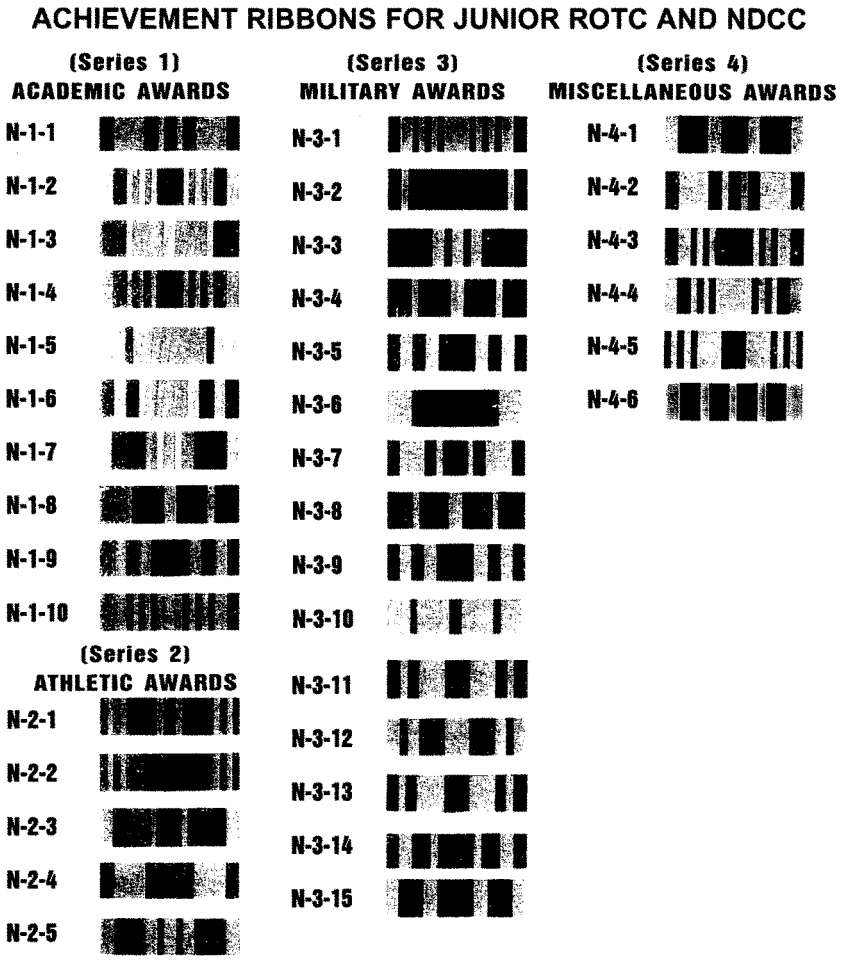

Figure 8-4. Sample ribbons

b. The order of merit of these awards, by series, is academic, military, athletic, and miscellaneous. The order of merit within a series is determined by the last digit of the numerical designations (app G).

c. Any other medals, badges, or ribbons awarded by host schools will be procured at no expense to the Government. They may be worn on the Junior ROTC uniform only when the design has been approved by TIOH, USA. (Design approvals previously granted remain in effect.)

8–19. Marksmanship medals and ribbons

a. Medals and ribbons awarded to members of winning teams in Junior ROTC interscholastic indoor/outdoor rifle matches are authorized for general wear on issue- or cadet-type uniforms.

b. Medals and ribbons with medal pendants awarded by the National Board for the Promotion of Rifle Practice may be worn on the Junior ROTC uniform only for special ceremonies and official functions as directed by the DAI/SAI. They cannot be authorized for general wear.

8–20. Other awards

Institutions, agencies, and military honor societies with established records of support for Junior ROTC programs and services to the Nation may present awards to cadets in these programs. However, they must be without expense to the

Government, the design must be approved by TIOH, and the award and criteria used must be approved by HQDA. Filing of corporate papers, constitution and bylaws, letters of agreement, or other documents may be required.

8–21. Unit awards

a. General. A Merit Unit (MU) is one that has demonstrated significant performance in all areas of the JROTC program, as determined by CG, USACC, and designated in permanent orders. An Honor Unit (HU) is one that has maintained a high standard of instruction and performance during the school year, as determined by the CG, USACC and designated in permanent orders. An Honor Unit with Distinction (HUD) is one that has demonstrated exceptional performance in all areas of program operation. To receive such ratings is a reflection on both the unit and the school.

b. Initial issue. Streamers will be provided at Government expense to all units awarded the HU, the HUD, and the MU Junior ROTC rating. To order streamers for HU and HUD, submit a DD Form 1348, along with a copy of the orders designating the unit as such, to U.S. Army Support Activity, ATTN: SSCPM–ARSO, P. O. Box 13460, Philadelphia, PA 19145–3460. They will be issued in pairs, one showing the Honor Unit or Honor Unit with Distinction designation and one showing the years in which the awards were earned. Dates after the initial issue of the streamers will be added without expense to the Government. When the date streamer is filled, an additional date streamer will be provided at Government expense for future awards.

c. Replacement. Streamers embroidered to show designation or years of awards may be issued at Government expense to replace ones that become unserviceable because of fair wear and tear.

d. Description. Streamers are swallow-tailed and distinctive in color. The streamer will be displayed attached to the pike or lance of the school colors right below the spearhead. The streamer is an integral part of the JROTC school colors. Date streamers will be the colors of the unit class.

(1) Dimensions are 2-3/4 inches wide and 3 feet long for display with school colors.

(2) Honor unit/school colors (fig 8–5)are as follows:

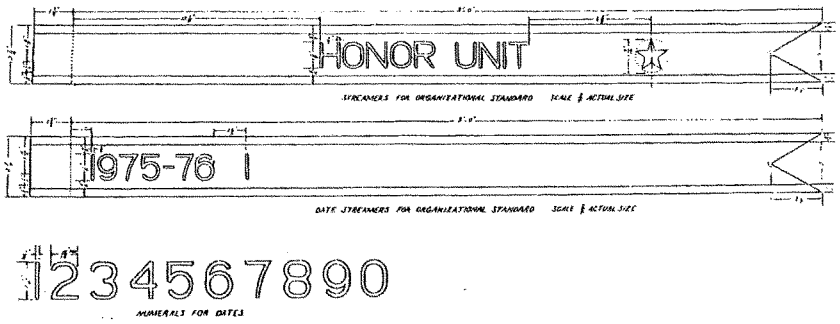

Figure 8-5. Streamers for Merit Units and Honor Units

(a) Class MI will be gray 3/8 inch; bright yellow 2 inches, and gray 3/8 inch. The bright yellow stripe is embroidered in gray with the inscription 'Honor Unit' followed by a star, both 1-1/4 inches in height. Gray numerals, 1-1/4 inches in height will denote award on the date streamer.

(b) Class HS will be bright yellow 3/8 inch, scarlet 2 inches, and bright yellow 3/8 inch with the inscription 'Honor Unit' followed by a star, both 1-1/4 inches in height. Bright yellow numerals, 1-1/4 inches in height, will denote award years on the date streamer.

(c) NDCC will be white 3/8 inch, dark blue 2 inches, and white 3/8 inch. The dark blue stripe is embroidered in white with the inscription 'Honor Unit' followed by a star, both 1-1/4 inches in height. Numerals, 1-1/4 inches in height, will denote award years on the date streamer.

(3) Honor unit with distinction colors (fig 8-6) are as follows:

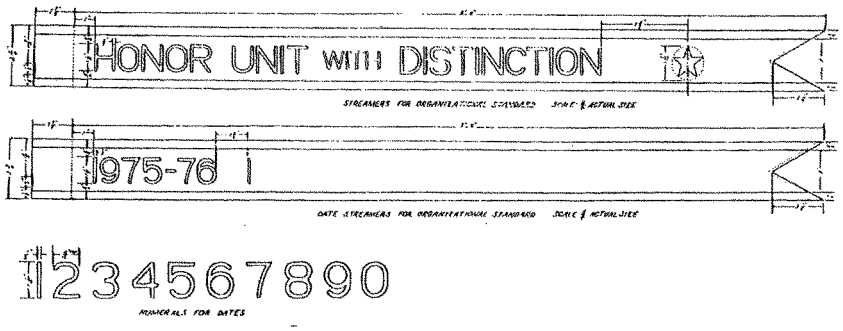

Figure 8-6. Honor Unit with Distinctive Streamers

(a) Class MI will be dark yellow 3/8 inch, dark orange 2 inches, and dark yellow 3/8 inch. The orange stripe is embroidered in dark yellow with the inscription 'Honor Unit with Distinction' followed by a star, both 1-1/4 inches in height. Dark yellow numerals, 1-1/4 inches in height, will denote award years on the date streamer.

(b) Class HS will be dark yellow 3/8 inch, medium blue 2 inches, and dark yellow 3/8 inch. The blue stripe is embroidered in dark yellow, with the inscription 'Honor Unit with Distinction' followed by a star, both 1-1/4 inches in height. Dark yellow numerals, 1-1/4 inches in height will denote award years on the date streamer.

(c) NDCC will be medium blue 3/8 inch, dark yellow 2 inches, and medium blue 3/8 inch. The yellow stripe is embroidered in medium blue with the inscription 'Honor Unit with Distinction' followed by a star, both 1-1/4 inches in height. Dark yellow numerals, 1-1/4 inches in height will denote award years on the date streamer.

(4) Merit Unit colors are as follows:

(a) Class MI will be a silver gray streamer with the inscription 'Merit Unit:' followed by a star, both embroidered in white. The inscription will be 1-1/4 inches in height and the star will be 1-7/16 inches in height. While numerals, 1-1/4 inches in height will denote award years on the date streamer.

(b) Class HS will be a yellow streamer with the inscription 'Merit Unit' followed by a star, both embroidered in white. The inscription will be 1-1/4 inches in height and the star will be 1-7/16 inches in height. White numerals, 1-1/4 inches in height will denote award years on the date streamer.

(c) Class NDCC will be an oriental blue streamer with the inscription 'Merit Unit' followed by a star, both embroidered in white. The inscription will be 1-1/4 inches in height and the star will be 1-7/16 inches in height. White numerals, 1-1/4 inches in height, will denote award years on the date streamer.

Chapter 9
Evaluations

9–1. General

a. All Junior ROTC battalions will be formally evaluated by the chain of command to—

(1) Provide assistance and assess the ability of the cadet battalion to perform its assigned mission.

(2) Ensure compliance with applicable directives and USACC policy and procedures.

b. Inspector General (IG) assistance visits will focus on issues rather than units. The scope and content are determined by the detailed IG's commander. See appendix H for a checklist to assist evaluation of key management controls.

9–2. Evaluation responsibilities

a. CG, USACC will establish evaluation programs that are complementary rather than duplicative.

b. USACC Commanders will—

(1) Implement command evaluation policy.

(2) Monitor and coordinate all evaluation activities to eliminate redundancy, minimize disruption of training, and ensure battalions have time for corrective action between evaluations.

Appendix A
References

Section I
Required Publications

AR 37–1
Army Accounting and Fund Control (Cited in para 4–17)

AR 40–3
Medical, Dental, and Veterinary Care (Cited in para 6–11)

AR 40–501
Standards of Medical Fitness (Cited in paras 4–8 and 4–14)

AR 60–20
The Army and Air Force Exchange Service Operating Policies (Cited in para 6–11d(2))

AR 71–32
Force Development and Documentation-Consolidated Policies (Cited in para 3–3)

AR 145–1
Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training (Cited in para 5–12)

AR 190–11
Physical Security of Arms, Ammunition, and Explosives (Cited in 2–9)

AR 600–9
The Army Weight Control Program (Cited in para 4–14)

AR 600–8–22
Military Awards (Cited in para 8–4)

AR 601–210
Regular Army and Army Reserve Enlistment Program (Cited in paras 4–8 and 6–19)

AR 670–1
Wear and Appearance of Army Uniforms and Insignia (Cited in paras 7–2, 7–9, 7–15, and 7–16)

AR 700–84
Issue and Sale of Personal Clothing (Cited in para 7–3)

AR 710–2
Inventory Management Supply Policy Below the Wholesale Level (Cited in paras 2–9 and 3–1)

AR 725–50
Requisition, Receipt, and Issue System (Cited in para 2–4)

AR 735–5
Policies and Procedures for Property Accountability (Cited in paras 2–12 and 3–12)

Section II
Related Publications

A related publication is a source of additional information. The user does not have to read it to understand the publication.

AR 11–12
Management Control

32 CFR 111

32 CFR 542.1

JFTR
Joint Federal Travel Regulation, Volumes 1 and 3

Title 10, United States Code, Section 1201

Title 10, United States Code, Section 2031

DOD 1205.12

DOD 1342.6

DOD 4513.R

DOD 4515.13.R

DOD 5500.7R

DOD Defense Reutilization and Marketing Manual 4160.21M

DOD Instruction 1205.13

Supply Bulletin 700–20

Section III
Prescribed Forms

Except where otherwise indicated below, the following forms are available on the Army Electronic Library (AEL) CD-ROM (EM0001) and the U.S. Army Publishing Agency Web-site (www.usapa.army.mil).

DA Form 134
Military Training Certificate Reserve Officers' Training Corps (Prescribed in para 6–16a and 6–18.)

DA Form 254
Military Training Certificate-National Defense Cadet Corps (Prescribed in para 6–18.) (This form is available through normal forms supply channels.)

DA Form 918B
Amendment to Application and Agreement for Establishment of an Army Reserve Officers' Training Corps Unit (Prescribed in para 2–5.) (This form is available through normal forms supply channels.)

DA Form 1773–1
Citation for the Superior Junior ROTC Cadet Decoration Award (Prescribed in para 8–6.)

DA Form 1773–3
Citation for the Superior National Defense Cadet Decoration Award (Prescribed in para 8–6.)

DA Form 3126
Application and Contract for Establishment of a Junior Reserve Officers' Training Unit (Prescribed in paras 2–4 and 2–5.)

DA Form 3126–1
Application and Agreement for Establishment of a National Defense Cadet Corps Unit (Prescribed in paras 2–4 and 2–5.)

DA Form 7410
Evaluation Worksheet, Potential Army Junior ROTC Program (Prescribed in para 2–3.)

Section IV
Referenced Forms

DA Form 11–2–R
Management Control Evaluation Certification Statement

DA Form 638
Recommendation for Award

DA Form 2028
Recommended Changes to Publications and Blank Forms

DD Form 2
Armed Forces Identification Card (Retired)

SF 123
Transfer Order - Surplus Personal Property

SF 1034
Public Voucher for Purchases and Services Other Than Personal

Appendix B
Application and Contract for Establishment of a Junior Reserve Officers' Training Corps Unit (DA Form 3126)

Sample contract text for establishment of a Junior Reserve Officers' Training Corps Unit follows (fig B–1).

1. Contingent upon the acceptance of the above application and conditioned upon the fulfillment of all promises enumerated in paragraph 2 following, the Secretary of the Army agrees as follows:

a. To establish a Junior unit of the Army Reserve Officers' Training Corps (JROTC) at the school named above.

b. To assign such military personnel as the Army may deem necessary for the proper administration and conduct of the Junior ROTC program at this school and to pay the statutory compensation to such personnel from Department of the Army appropriations.

c. To provide for use in the Junior ROTC program such available Government property as may be authorized by law and applicable tables of allowances;

2. Contingent upon the acceptance of this application by the Secretary of the Army, and conditioned upon the fulfillment of the promises enumerated in paragraph 1 above, the governing authorities of this school agree as follows:

a. To provide a course of military instruction prescribed by the Secretary of the Army, which will be required, or elective.

b. To conduct the following type of JROTC training:

(1) Academic track;

(2) Technical track; or

(3) To establish the unit as a _X_ single unit, or __ a part of a multiple unit system.

c. To make available for use by the JROTC unit necessary and adequate classrooms, administrative offices, office equipment, storage space, drill field, and other required facilities in a fair and equitable manner in comparison with other departments of the institution (or other elements of the institution if the institution does not departments). and to pay the costs of utilities and maintenance thereof. To make available in the JROTC administrative office a telecommunications line suitable for Internet connectivity and data transfer and to pay the costs of installation and maintenance thereof. Ensure that instructors are under contract and therefore provided liability insurance (and proof thereof) through the school or school district while they are performing Junior ROTC school sponsored activities or duties (including extra curricular activities, that is, summer camp, adventure training, drill competition, marksmanship, competitions, and so forth).

d. To employ qualified instructors authorized and approved by the Army to administer the military courses, (a minimum of one officer and one noncommissioned officer per unit). Contract periods will be negotiated to permit year round management of the program and control of Government property. School authorities agree to pay retired Army JROTC instructors in accordance with applicable Federal law and regulations.

e. To request from CG, U.S. Army Cadet Command, permission to hire, by name and position, the individuals to be employed as the Senior Army Instructor and Army Instructor.

f. To appoint a military property specialist (MPS) who is not on active duty with the Army and who will be empowered to requisition, stock, and account for Government property issued to the school and otherwise to transact matters pertaining thereto, for and in behalf of the school. If this duty is assigned to a retired Army service member who is also employed as a Junior ROTC instructor, that person will be provided a minimum of one class period daily to complete MPS requirements.

Figure B-1 (PAGE 1). Sample contract text for establishment of a Junior Reserve Officers' Corps Unit

g. To notify the CG, U.S. Army Cadet Command, of the name and position of the individual designated as military property custodian.

h. To conform to the regulations of the Secretary of the Army relating to issue, care, use, safekeeping, turn-in, and accounting for such Government property as may be issued to the school.

i. To comply with provisions of law, and the regulations of the Secretary of the Army, pertaining to the furnishing of a bond and/or insurance to cover the value of all Government property issued to the school, except expended articles, and supplies properly expended in operations, maintenance, and instruction.

j. To maintain an enrollment in the institution of not less than 100 physically fit students (or 10% of the student population, whichever is less) who are in a grade above the 8th grade.

k. To adhere to a policy of nondiscrimination on the basis of race, sex, color, or national origin with respect to admission or subsequent treatment of students and instructors.

l. To require instructors to wear Army uniforms to accomplish Junior ROTC duties. Any additional duties given to instructors for accomplishment while in uniform will be appropriate and in no way demean the individual, the uniform, or the U.S. Army.

m. To encourage and support the professional development of JROTC instructors and permit attendance at orientation/refresher training workshops/conferences.

n. To assist the Army in ensuring quality instruction by providing written annual performance appraisals to CG, U.S. Army Cadet Command using appraisal forms provided by the Army.

o. To conform to the regulations of the Secretary of the Army relating to conducting the Junior Reserve Officers' Training Corps.

3. It is mutually understood and agreed as follows:

a. That this contract shall become effective when the authorities of this school have been notified officially that the Army has approved the establishment of a Junior ROTC unit on the date specified.

b. That the Army shall have the right at any time to withdraw approval and authorization of any personnel employed by the school pursuant to paragraph 2d above. Such withdrawal of authorization of any personnel employed by the school pursuant to paragraph 2d above will require the disassociation of the individual from the JROTC program.

c. That this contract may be terminated in the following manner:

(1) At any time, by mutual consent and agreement of both parties.

(2) Upon the giving of one year's notice of such intent to terminate by either party.

(3) If the JROTC unit is placed on probation pursuant to regulations prescribed by the Army.

(a) Except for enrollment, this contract will terminate at the end of one year from the date the unit was placed on probation, unless the reason for such probationary status has been removed to satisfaction of the Army prior to such expiration.

(b) For enrollment, if the JROTC unit is in at least its third year of operation and does not satisfy the enrollment requirements in 2j above, the unit will be immediately placed on probation. If enrollment requirements are not met within 30 days of the beginning of the next school year, the contract will be terminated at the end of that school year.

4. This contract supersedes all existing contracts between the Department of the Army and the school pertaining to this matter.

Figure B-1 (PAGE 2). Sample contract text for establishment of a Junior Reserve Officers' Corps Unit—Continued

Appendix C
Application and Agreement for Establishment of a National Defense Cadet Corps Unit (DA Form 3126–1)

Sample contract text for establishment of a National Defense Cadet Corps Unit follows (fig C–1).

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1. Contingent upon the acceptance of the above application and conditioned upon the fulfillment of all promises enumerated in paragraph 2 following, the Secretary of the Army agrees as follows:

a. To establish a unit of the National Defense Cadet Corps (NDCC) at the school named above.

b. To provide for use in the NDCC program such available Government property as may be authorized by law and applicable tables of allowances.

2. Contingent upon the acceptance of this application by the Secretary of the Army, and conditioned upon the fulfillment of the promises enumerated in paragraph 1 above, the governing authorities of this school agree as follows:

a. To provide appropriate academic credit applicable toward graduation for a course of instruction as prescribed by the Secretary of the Army, which will be required, or elective.

b. To conduct the following type of NDCC training:

(1) Academic track;

(2) Technical track; or

(3) To establish the unit as a X single unit, or __ a part of a multiple unit system.

c. To make available for use by the NDCC unit necessary and adequate classrooms, administrative offices, office equipment, storage space, drill field, and other required facilities in a fair and equitable manner in comparison with other departments of the institution (or other elements of the institution if the institution does not have departments), and to pay the costs of utilities and maintenance thereof. To make available in the NDCC administrative office a telecommunications line suitable for Internet connectivity and data transfer and to pay the costs of installation and maintenance thereof. Ensure that instructors are under contract and therefore provided liability insurance (and proof thereof) through the school or school district while they are performing NDCC school sponsored activities or duties (including extra curricular activities, that is, summer camp, adventure training, drill competition, marksmanship competitions, and so forth).

d. To employ qualified instructors authorized and approved by the Army to administer the military courses, at no expense to the Government (a minimum of one officer and one noncommissioned officer per unit). Contract periods will be negotiated to permit year round management of the program and control of Government property.

e. To request from CG, U.S. Army Cadet Command, permission to hire, by name and position, the individuals to be employed as the Senior Army Instructor and Army Instructor.

f. To appoint a military property specialist (MPS) who is not on active duty with the Army and who will be empowered to requisition, stock, and account for Government property issued to the school and otherwise to transact matters pertaining thereto, for and in behalf of the school. If this duty is assigned to a retired Army service member who is also employed as an NDCC instructor, that person will be provided a minimum of one class period daily to complete MPS requirements.

Figure C-1 (PAGE 1). Sample contract text for establishment of a National Defense Cadet Corps Unit

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g. To notify the CG, U.S. Army Cadet Command, of the name and position of the individual designated as military property custodian.

h. To conform to the regulations of the Secretary of the Army relating to issue, care, use, safekeeping, turn-in, and accounting for such Government property as may be issued to the school.

i. To comply with provisions of law, and the regulations of the Secretary of the Army, pertaining to the furnishing of a bond and/or insurance to cover the value of all Government property issued to the school, except expended articles, and supplies properly expended in operations, maintenance, and instruction.

j. To maintain an enrollment in the institution of not less than 100 physically fit students (or 10 percent of the student population, whichever is less) who are in a grade above the eighth grade.

k. To adhere to a policy of nondiscrimination on the basis of race, sex, color, or national origin with respect to admission or subsequent treatment of students and instructors.

l. To require instructors to wear Army uniforms to accomplish NDCC duties. Any additional duties given to instructors for accomplishment while in uniform will be appropriate and in no way demean the individual, the uniform, or the U.S. Army.

m. To encourage and support the professional development of NDCC instructors and permit attendance at orientation/refresher training workshops/conferences.

n. To assist the Army in ensuring quality instruction by providing written annual performance appraisals to CG, U.S. Army Cadet Command, using appraisal forms provided by the Army.

o. To conform to the regulations of the Secretary of the Army relating to the conduct of the National Defense Cadet Corps program.

3. It is mutually understood and agreed as follows:

a. That this contract shall become effective when the authorities of this school have been notified officially that the Army has approved the establishment of a National Defense Cadet Corps unit on the date specified.

b. That the Army shall have the right at any time to withdraw approval and authorization of any personnel employed by the school pursuant to paragraph 2d above. Such withdrawal of authorization of any personnel employed by the school pursuant to paragraph 2d above will require the disassociation of the individual from the JROTC program.

c. That this contract may be terminated in the following manner:

(1) At any time, by mutual consent and agreement of both parties.

(2) Upon the giving of one year's notice of such intent to terminate by either party.

(3) If the NDCC unit is placed on probation pursuant to regulations prescribed by the Army.

(a) Except for enrollment, this contract will terminate at the end of one year from the date the unit was placed on probation, unless the reason for such probationary status has been removed to satisfaction of the Army prior to such expiration.

(b) For enrollment, if the NDCC unit is in at least its third year of operation and does not satisfy the enrollment requirements in 2j above, the unit will be immediately placed on probation. If enrollment requirements are not met within 30 days of the beginning of the next school year, the contract will be terminated at the end of that school year.

4. This contract supersedes all existing contracts between the Department of the Army and the school pertaining to this matter.

Figure C-1 (PAGE 2). Sample contract text for establishment of a National Defense Cadet Corps Unit—Continued

Appendix D
Data Required for Preparation of Requirements Control Symbol (RCS) MILPC - 44

Enrollment data

a. School enrollment (number of full-time regular students, in a grade above the eighth grade).

b. Cadet enrollment by year and total (Junior ROTC students).

c. Cross-enrolled student enrollment must be separately identified.

d. Total participating Junior ROTC students ineligible for enrollment. </paratext>

Appendix E
Items to be Donated to Army and Marine Corps MI and MJC Schools.

Table E–1 lists group numbers and descriptions of items.

Table E–1
Federal Supply Classification Group (FSG)

FSG	Description of group
12	Fire Control Equipment
20	Ship and Marine Equipment
23	Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
25	Vehicular Equipment Components
26	Tires and Tubes
28	Engines, Turbines, and Components
29	Engine Accessories
30	Mechanical Power Transmission Equipment
32	Woodworking Machinery and Equipment
34	Metalworking Machinery
35	Service and Trade Equipment
37	Agricultural Machinery and Equipment
39	Materials Handling Equipment
40	Rope, Cable, Chain, and Fittings
41	Refrigeration, Air-Conditioning, Air Circulating Equipment
42	Fire Fighting, Rescue, and Safety Equipment
45	Plumbing, Heating, and Sanitation Equipment
46	Water Purification and Sewage Treatment Equipment
47	Pipe, Tubing, Hose, and Fittings
49	Maintenance and Repair Shop Equipment
51	Hand Tools
52	Measuring Tools
53	Hardware and Abrasives
54	Prefabricated Structures and Scaffolding
55	Lumber, Millwork, Plywood, and Veneer
56	Construction and Building Materials
58	Communication, Detection, and Coherent Radiation Equipment
	(Classes 5805, 5821, 5830 only)
59	Electrical and Electronic Equipment Components
61	Electrical Wire and Power and Distribution Equipment
62	Lighting Fixtures and Lamps
63	Alarm, Signal, and Security Detection Systems
65	Medical, Dental, and Veterinary Equipment and Supplies
	(Classes 6505, 6525, 6540 excluded)
66	Instruments and Laboratory Equipment
67	Photographic Equipment
68	Chemicals and Chemical Products
69	Training Aids and Devices
70	General Purpose Automatic Data Processing Equipment (including Firmware), Software, Supplies, and Support Equipment
71	Furniture
72	Household and Commercial Furnishings and Appliances
73	Food Preparations and Serving Equipment
74	Office Machines, Text Processing Systems, and Visible Record Equipment
75	Office Supplies and Devices
76	Books, Maps, and Other Publications

Table E–1
Federal Supply Classification Group (FSG) —Continued

FSG	Description of group
77	Musical Instruments, Phonographs, and Home-Type Radios
78	Recreational and Athletic Equipment
79	Cleaning Equipment and Supplies
80	Brushes, Paints, Sealers, and Adhesives
81	Containers, Packaging, and Packing Supplies
83	Textiles, Leather, Furs, Apparel, and Shoe Bindings, Tents, and Flags
84	Clothing, Individual Equipment, and Insignia
85	Toiletries
89	Subsistence
91	Fuels, Lubricants, Oils, and Waxes
93	Nonmetallic Fabricated Materials
94	Nonmetallic Crude Materials
95	Metal Bars, Sheets, and Shapes

Appendix F
Junior ROTC Awards

Award series, criteria, and identification of individual making the award follow (fig F–1).

(SERIES 1) ACADEMIC AWARDS

N-1-1 Distinguished Cadet Award for Scholastic Excellence

Criteria: Awarded annually to one cadet who exhibits the degree of excellence in scholastics.

Awarded by: Superintendent

N-1-2 Academic Excellence Award

Criteria: Awarded annually to one cadet in each LET level for maintaining highest school academic grades.

Awarded by: Principal

N-1-3 Academic Achievement Ribbon

Criteria: Awarded annually to those cadets who maintain a grade of "A" in all academic subjects.

Awarded by: The Director of Army Instruction or Senior Army Instructor in a single unit.

N-1-4 Perfect Attendance Ribbon

Criteria: Awarded to cadets with no unexcused absences during each quarter/semester.

Awarded by: Senior Army Instructor

N-1-5 Student Government Ribbon

Criteria: Elected to a student government office.

Awarded by: Principal

N-1-6 Leadership Development Service Ribbon

Figure F-1 (PAGE 1). Junior ROTC awards

Criteria: Awarded to cadets successfully completing first quarter/semester of training of each LET year.

Awarded by: Senior Army Instructor

N-1-7 through N-1-10 Optional

Criteria: Awarded based on criteria developed locally.

Awarded by: Senior Army Instructors.

(SERIES 2) ATHLETIC AWARDS

N-2-1 Varsity Athletic Ribbon

Criteria: Awarded annually to cadets in varsity sports.

Awarded by: Principal

N-2-2 Physical Fitness Ribbon

Criteria: Awarded annually to cadets who maintain excellent physical fitness. Male cadets must run 1 mile in 8:30 minutes or less: females in 10:45 or less.

Awarded by: Senior Army Instructor

N-2-3 ROTC Athletic Ribbon

Criteria: Awarded annually to cadets who excel in ROTC athletics.

Awarded by: Senior Army Instructor

N-2-4 and N-2-5 Optional.

Criteria: Awarded based on criteria developed locally.

Awarded by: Senior Army Instructor

Figure F-1 (PAGE 2). Junior ROTC awards

(SERIES 3) MILITARY AWARDS

N-3-1 Director of Army Instruction/Senior Army Instructor Leadership Ribbon

Criteria: Awarded annually to the one cadet in each LET level who displays the highest degree of leadership.

Awarded by: Senior Army Instructor

N-3-2 Personal Appearance Ribbon

Criteria: Awarded annually to cadets who consistently present an outstanding appearance.

Awarded by: Senior Army Instructor

N-3-3 Proficiency Ribbon

Criteria: Awarded annually to those cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.

Awarded by: Director of Army Instruction/Senior Army Instructor

N-3-4 Drill Team Ribbon

Criteria: Awarded annually to drill team members.

Awarded by: Senior Army Instructor

N-3-5 Orienteering Ribbon:

Criteria: Awarded annually to cadets who are members of the orienteering teams.

Awarded by: Senior Army Instructor

N-3-6 Color/Honor Guard Ribbon

Criteria: Awarded annually to members of color/honor guard.

Awarded by: Senior Army Instructor

Figure F-1 (PAGE 3). Junior ROTC awards

N-3-7 Rifle Team Ribbon

Criteria: Awarded annually to rifle team members

Awarded by: Senior Army Instructor

N-3-8 Adventure Team Ribbon

Criteria: Awarded annually to cadets who are members of adventure training type units

Awarded by: Senior Army Instructor

N-3-9 Commendation Ribbon

Criteria: Awarded to cadets whose performance of duty exceptionally exceeds that expected of cadets of their grade and experience.

Awarded by: Senior Army Instructor

N-3-10 Good Conduct Ribbon

Criteria: Awarded annually to cadets who have demonstrated outstanding conduct throughout the school.

Awarded by: Senior Army Instructor

N-3-11 Summer Camp Participation Ribbon

Criteria: Awarded to cadets for summer camp participation.

Awarded by: Senior Army Instructor

N-3-12 through N-3-15 Optional

May be awarded based on criteria developed locally

Awarded by: Senior Military Instructor

Figure F-1 (PAGE 4). Junior ROTC awards

(SERIES 4) MISCELLANEOUS AWARDS

N-4-1 Parade Ribbon

Criteria: Awarded to cadets who have participated in local community parades; for example, Veterans' Day, Memorial Day, and so forth

Awarded by: Senior Army Instructor

N-4-2 Recruiting Ribbon

Criteria: Awarded to cadets who recruit students into the JROTC program each quarter/semester

Awarded by: Senior Army Instructor

N-4-3 through N-4-5 Optional

Criteria: Awarded based on criteria developed locally

Awarded by: Senior Army Instructor

N-4-6 Service Learning Ribbon

Criteria: Awarded annually to cadets who participate in service learning projects

Awarded by: Senior Army Instructor

Figure F-1 (PAGE 5). Junior ROTC awards

Appendix G
Precedence of Wear

Ribbons will be worn in the order listed (fig G–1).

Category - DA Awards

1. DA Cadet Command Medal for Heroism

2. DA Superior Cadet Award.

Category - Academic Awards

3. Academic Awards (10 designs). Criteria and precedence will be established in sequence (see fig 2-40).

Category - Military Awards

4. Military Awards (13 designs). Criteria and precedence will be established in sequence (see fig 2-40).

Category - Athletic Awards

5. Athletic Awards (7 designs). Criteria and precedence will be established in sequence (see fig 2-40).

Category - DAI/SAI Awards

6. Miscellaneous Awards (5 designs). Criteria and precedence will be established in sequence (see fig 2-40).

Category - Association Awards

7. The awarding association will establish criteria. Precedence will be established by the DAI/SAI.

Figure G-1. Precedence of wear

Appendix H
Management Control Evaluation Checklist

H–1. Function

The function covered by this checklist is the Junior Reserve Officers' Training Program.

H–2. Purpose

The purpose of this checklist is to assist HQ Cadet Command, USACC commanders, and Junior ROTC units in evaluating their key management controls. It is not intended to cover all controls.

H–3. Instructions

Answers must be based on the actual testing of key management controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2–R (Management Control

Evaluation Certification Statement). A DA Form 11–2–R is at the end of this publication for local reproduction on 8½- by 11-inch paper.

H–4. Test questions

a. Are procedures in place to ensure that the establishment and disestablishment of Junior ROTC units are followed in accordance with AR 145–2?

b. Are procedures in place to ensure that those cadets/ students enrolled in the Junior ROTC meet the requirements to participate in the program?

c. Are procedures in place to review Junior ROTC instructor qualifications and performance on a regular basis to ensure only capable administrators and instructors continue in the program?

d. Are procedures in place to review retired military instructor pay to ensure it is in compliance with published pay directives?

e. When schools are eligible for surplus property donations, are donation agreements established in accordance with AR 145–2?

H–5. Supersession

This checklist replaces the checklist for the Junior Reserve Officers' Training Corps Program previously published in DA Circular 11–887–6, dated 28 Dec 87.

H–6. Comments

VA 22332–0413. Help make this a better tool for evaluating management controls. Submit comments through HQ Cadet Command (ATCC–RR) to Commander, PERSCOM, ATTN: TAPC–OPD–C, 200 Stovall Street, Alexandria

Glossary

Section I
Abbreviations

AI
Army Instructor

AMCSUS
Association of Military Colleges and Schools of the United States

ARNG
Army National Guard

BAH
Basic Allowance for Housing

BDU
Battle Dress Uniform

CTA
Common Table of Allowances

CONUS
Continental United States

DAI
Director of Army Instruction

DCSPER
Deputy Chief of Staff Personnel

DIR
Defense Industrial Reserve

DODDS
Department of Defense Dependent Schools

DUI
Distinctive Unit Insignia

FSG
Federal Supply Classification

HU
Honor Unit

HUD
Honor Unit with Distinction

IG
Inspector General

JFTR
Joint Federal Travel Regulations

JROTC
Junior Reserve Officers' Training Corps

LET
Leadership Education and Training

MI
Military Institute

MJC
Military Junior College

MOWW
Military Order of the World Wars

MPS
Military Property Specialist

MU
Merit Unit

NCOA
Noncommissioned Officers Association

NDCC
National Defense Cadet Corps

OCONUS
Outside the Continental United States

OMA
Operations and Maintenance, Army

PMS
Professor of Military Science

POI
Program of Instruction

RPA
Reserve Personnel, Army

SAI
Senior Army Instructor

SEA
Service Education Activity

SROTC
Senior Reserve Officers' Training Corps

SSN
Social Security Number

TDA
Table of Distribution and Allowances

TIOH
The Institute of Heraldry

TRADOC
Training and Doctrine Command

TWCF
Transportation Working Capital Fund

UCMJ
Uniformed Code of Military Justice

USACC
United States Army Cadet Command

USAR
United States Army Reserve

VHA
Variable allowance for housing

Section II
Terms

Active Duty Pay and Allowances
For purposes of calculating Junior ROTC instructors' pay, that pay and allowances consisting of basic pay, basic allowance for quarters, allowance for variable housing (VHA), allowance for uniforms (enlisted only), and basic allowance for subsistence; which the individual would receive if called to active duty.

Affiliation Program
A program whereby Senior ROTC battalions are responsible for forming an active support relationship with Junior ROTC units assigned to their battalion.

Army Instructors (AI)
Members employed to conduct Junior ROTC. The abbreviation AI may be used in referring to instructors as a group or as individuals.

Cadet
An eligible student who is enrolled in Junior ROTC.

Cadet Challenge Program
A program for Junior ROTC cadets intended to improve physical conditioning and heighten esprit de corps. It culminates in the Cadet Challenge Competition which uses the President's Physical Fitness Program events.

Cadet Officer/Noncommissioned Officer
Junior ROTC cadet appointed to a designated cadet rank or grade.

Department of Defense Dependent Schools (DODDS)
A Department of Defense (DOD) activity that operates an American public school system for family members of DOD personnel.

Director of Army Instruction (DAI)
The officer recognized by the Army as the supervisor of others employed to conduct Junior ROTC within a multiple unit.

Disc
A round-shaped rank indicator worn on the cloth epaulet.

High Schools
Public and private secondary educational institutions that do not fall under the definition for military junior colleges and military institute schools.

Honor Unit
A unit that has maintained a high standard of instruction and performance since the last formal inspection, as determined by the CG, USACC, and designated in permanent orders.

Honor Unit with Distinction
A unit that has demonstrated exceptional performance in all areas of program operation, as determined by the CG, USACC, and designated in permanent orders.

Immigrant.
An alien who has been lawfully admitted into the United States for permanent residence.

Issue-type Uniform (issue in kind or issue uniform)
A uniform identical with that issued to enlisted members of the active Army or so similar in design that one cannot be readily distinguished from the other.

Junior Reserve Officers' Training Corps (JROTC)
Organization of units established by the Department of the Army under Title 10, U.S. Code 2031 at public and private secondary educational institutions to conduct a program of leadership instruction for students. It is a program designed to instill in students in United States secondary educational institutions the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.

Junior ROTC Unit
An organized group of Junior ROTC cadets and faculty at one secondary school.

Leadership Education and Training (LET)
The Junior ROTC curriculum, which consists of a 3- or 4- year Program of Instruction (LET–1, –2, –3, and –4).

Lozenges
A diamond-shaped rank indicator worn on the cloth epaulet.

Member
Student meeting all standards and criteria for and enrolled as a cadet in Junior ROTC. Authorized faculty members of Junior ROTC who are active duty or retired members of the Armed Forces.

Military Institute Schools
Schools at the secondary level of instruction which (a) require a 4-year course in military training; (b) organize their military students as a Corps of Cadets;(c) require all members of the Corps, including those members enrolled in military training, to be enrolled as Junior ROTC cadets and to be in appropriate uniform when on campus; and (d) have as their objective the development of the students' character through military training, and the regulation of the students' conduct in accordance with the principles of military standards similar to those maintained at military Service academies.

Military Junior College (MJC)
A military school that provides high school and college level instruction but does not confer baccalaureate degrees. Junior ROTC units established at these schools meet all other requirements of military college institutions, as defined in DOD Directive 1215.8 (reference(c)),and accept and maintain a specially designated program of instruction prescribed by the military department concerned.

Military Property Specialist (MPS)
A bonded agent of a school who is authorized to requisition, receive, store, issue and account for property, and perform administrative functions connected with the use of Government property provided to the school by the Department of the Army (DA) for Junior ROTC training.

Military Science (MS)
The Senior ROTC curriculum, which consists of two courses—Basic Course (MS–I and –II) and Advanced Course (MS–III and –IV).

Mobilization
Expansion of the active Armed Forces resulting from action by Congress and the President to mobilize all units in the approved force structure including Reserve Components, all individual reservists, and provide the material needed for their support.

Multiple Junior ROTC Unit
Any group of five or more Junior ROTC units of one Service organized and sponsored under one school system or district in which the Junior ROTC Program is conducted concurrently in more than one school.

National Defense Cadet Corps (NDCC)
Terminology encompassing students participating in leadership studies at any educational institution under Title 10,

USC 4651 and conditions prescribed by the Secretary of the Army. Used in a broad sense to refer to the program and related matters.

Professor of Military Science (PMS)
The academic title customarily conferred upon the senior commissioned Army officer assigned for duty with a college ROTC unit.

Refugee
An alien who has fled his or her home or country to establish residence elsewhere and who has been granted refugee status by the appropriate Federal official (normally the Immigration and Naturalization Service). Refugees will be treated as aliens for the purpose of this regulation.

Senior Army Instructor (SAI)
The military instructor recognized by the Army as the supervisor of others employed to conduct Junior ROTC at a school.

Senior Reserve Officers' Training Corps (SROTC)
The organization of units established by the Department of Defense under Title 10, USC 2031 at public and private college and university level institutions and the college level element of military junior colleges to conduct a program of military instruction to commission student cadets as officers in the Armed Forces.

Uniform Code of Military Justice (UCMJ)
A statutory code of punitive articles governing the conduct of active duty military personnel.

U.S. Army Cadet Command (USACC)
The Army command having statutory authority for the conduct, support, and maintenance of all U.S. Army Junior and Senior ROTC programs worldwide. Headquarters, USACC, is located at Fort Monroe, Virginia.

Section III
Special Abbreviations and Terms
This section contains no entries.

Index

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MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT

For use of this form, see AR 11-2; the proponent agency is ASA(FM).

1. REGULATION NUMBER

2. DATE OF REGULATION

3. ASSESSABLE UNIT

4. FUNCTION

5. METHOD OF EVALUATION *(Check one)*

	a. CHECKLIST		b. ALTERNATIVE METHOD *(Indicate method)*
APPENDIX *(Enter appropriate letter)*			

6. EVALUATION CONDUCTED BY

a. NAME *(Last, First, MI)*	b. DATE OF EVALUATION

7. REMARKS *(Continue on reverse or use additional sheets of plain paper)*

8. CERTIFICATION

I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions *(if any)* are described below or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.

a. ASSESSABLE UNIT MANAGER

(1) Typed Name and Title	b. DATE CERTIFIED
(2) Signature	

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DATA FILE:	R:\draftpubs\r145x2\r145x2.fil
DOCUMENT:	AR 145–2
DOC STATUS:	NEW PUBLICATION