

**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 DCS, G-1.

Form Approved  
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**SUBJECT:** Contract for Establishment of a Junior Reserve Officers' Training Corps Unit.

**THRU:** (1) Commander, United States Army \_\_\_\_\_ Region, \_\_\_\_\_  
(2) Commander, US Army Cadet Command (ATCC-HS), Ft. Monroe, VA 23651-5000

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

**APPLICATION**

By direction of the governing official of \_\_\_\_\_  
*Name of School System*

\_\_\_\_\_, an application is hereby submitted for the

*Location*

establishment of a unit of the Junior Army Reserve Officers' Training Corps under the provisions of Section 2031, Title 10, United States Code at \_\_\_\_\_.

*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 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. 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 thereof*) 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 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 proper 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.



<b>4. ASSEMBLY HALL</b>			
SEATING CAPACITY	PROJECTION EQUIPMENT IF PROVIDED FOR	WILL BE AVAILABLE FOR ARMY ROTC CLASSES AS FOLLOWS	
<b>5. GYMNASIUM</b>			
SIZE OF GYM OR OTHER INDOOR DRILL AREA	WILL BE AVAILABLE FOR ARMY ROTC CLASSES AS FOLLOWS		
<b>6. OUTDOOR DRILL AREA</b>			
SIZE	WILL BE AVAILABLE FOR ARMY ROTC AS FOLLOWS		
<b>7. TARGET RANGE</b> <input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR			
NO. OF FIRING POINTS	WILL BE UNDER JURISDICTION OF		
8. REMARKS			
<b>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:</b>			
1. To Commander, U.S. Army First ROTC Region, Ft. Brag, 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

DATA PERTAINING TO SCHOOL

1. NAME OF SCHOOL

2. COMPLETE MAILING ADDRESS (Include ZIP Code)

3. TYPE OF SCHOOL (Check appropriate box)

MUNICIPAL  STATE

DENOMINATIONAL (Specify)

4. LIST ACCREDITING AGENCY

a. REGIONAL

b. STATE

c. OTHER

5. TOTAL ENROLLMENT

6. ESTIMATED NO. OF QUALIFIED STUDENTS WHO WILL ENROLL IN THE JUNIOR ROTC PROGRAM

7. LIST TECHNICAL COURSES OFFERED AT THE SCHOOL

8. WILL STUDENTS BE GIVEN A MEDICAL EXAMINATION

YES  NO

9. BAND

WILL  WILL NOT BE AVAILABLE FOR JUNIOR ROTC CEREMONIES. THE BAND WILL BE A

SCHOOL BAND  JUNIOR ROTC BAND