

## **Cadet Command Regulation 145-2**

**Junior Reserve Officers' Training Corps Program  
(A Citizenship and Leadership Development Program)**

### **Organization, Administration, Operations, Training and Support**

**Headquarters  
U.S Army Cadet Command  
Fort Knox, Kentucky  
1 February 2012**

# SUMMARY OF CHANGES

CCR 145-2

Junior Reserve Officers' Training Corps Program, Organization, Administration, Operations, Training and Support

This revision:

- Separates Cadet Training from Chapter 8 and added it as Chapter 9
- Changes DCoS, JROTC to Director, JROTC throughout the regulation
- Updates USACC addresses, phone numbers and websites throughout the regulation
- Updates Cadet Portfolios.
- Revises submissions of SIRs.
- Addresses establishment, consolidation, transfer, and disestablishment of JROTC units.
- Adds language for the Association of Military Colleges and Schools of the United States (AMCSUS) member schools.
- Updates Instructor/ Cadet or Student Fraternization.
- Updates Instructor Certification requirements.
- Clarifies the duration of Cross-Enrolled Cadets.
- Updates JLAB participation: Instructors must “Reply by Endorsement” to the Director, JROTC.
- Authorizes cadets the wear of the gray berets with a distinctive flash the Dress Uniform.
- Authorizes cadets the wear of religious head gear to include the turban, hijab and yarmulke.
- Authorizes exceptions to Cadet uniform policies on a case by case basis with Commander, USACC the approval authority.
- Permits uniform wear for participating students in 4 X 4 block schedules.
- Addresses the educational requirements of NDAA.
- Updates hazing rules

- Updates Weight Tables for male and female Instructors.
- Deletes requirements for Cadet Challenge Awards.
- Updates requirements for Academic Award.
- Adds examples of Minimum Instructor Pay.
- Updates Illustrations for Class A, Class B and the Army Combat Uniform.
- Adds George C. Marshall and MacArthur Awards.
- Adds The National Society, United States Daughters of 1812 (USD 1812) Award
- Updates Cadet Records and Training Certificates.
- Adds information on Cadet Portfolios.
- Increases minimum number of cadets and added information to Instructions for establishing a new JROTC Unit.
- Delegates authority to the Director, JROTC for approving qualifications of Instructors and Administrators under Authorized Instructors and Statutory Authority
- Removes Paragraph 4-38 Advancement on retired list
- Updates Methods of Instruction.
- Expands on Instructional techniques.
- Adds English Language Learners (ELLs).
- Adds Budget Guidance.
- Updates JROTC Organizational Inspection Program HUD Criteria.
- Updates the wearing period of Marksmanship Qualification Badges.
- Replaced the CC Form 145-142R with the Contract of Release and Waiver of Liability Form.

**Department of the Army  
Headquarters, United States Army  
Junior Reserve Officers' Training Corps  
Fort Knox, Kentucky 40121-5123**

Junior Reserve Officers' Training Corps Program  
(JROTC, A Citizenship and Leadership Development Program)

**Organization, Administration, Operations, Training and Support**

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**Summary.** This regulation provides command policy and guidance for the standardization and execution of the Junior Reserve Officers' Training Corps (JROTC) Program/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 Brigade Headquarters, and major overseas commands that have Department of Defense Dependent Schools (DoDDS) JROTC units within their jurisdictions, the Active Army, the Army National Guard (ARNG) and, the U.S. Army Reserve (USAR), Department of the Army Civilian Personnel, and contracted employees. It also applies to active duty and retired personnel certified to conduct the JROTC program at JROTC units and to administrators that host JROTC units in public and private high schools, high school level military academies, and at the high school level element of military junior colleges.

**Supplementation.** Proponent for this regulation is U.S. Army Cadet Command, ATTN: ATCC-JR. Supplementation of this regulation is prohibited.

**Forms.** "R" forms throughout this regulation are for local reproduction. Access Army Publishing Directorate, JROTC Web Portal, and brigade web sites for blank forms (DD, DA, CC, SF, etc.).

**Suggested improvements.** Send comments and suggested improvements on DA form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Cadet Command, ATTN: ATCC-JR, Fort Knox, KY 40121-5123.

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## **Chapter 1**

### **Introduction**

#### **1-1. Scope**

This regulation:

- a. Prescribes policies, assigns responsibilities, and provides guidance for planning and executing the Junior Reserve Officers' Training Corps (JROTC) Program and the National Defense Cadet Corps (NDCC) Program. Unless otherwise noted, all references to JROTC in this regulation also apply to NDCC.
- 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, Section 2031 and 4651. These laws provide for the leadership, instruction, equipment, and training of JROTC and NDCC students at educational institutions meeting prescribed conditions.

#### **1-2. References**

Required publications and prescribed 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. Commander, U.S. Army Cadet Command (USACC), responsibilities are stated in Army Regulation (AR 145-2).
- b. Brigades will administer policies and procedures specified in AR 145-2 and this regulation for the JROTC activities in their respective areas.
- c. JROTC schools in the United States, its territories and Department of the Defense Dependent Schools (DODDS) will conduct JROTC as specified in AR 145-2 and this regulation.

#### **1-5. Mission Philosophy**

The mission of JROTC is "To motivate young people to be better citizens."

- a. JROTC is a service to our nation, in that it provides Cadets the motivation and skills to improve physical fitness; remain drug free; think critically and creatively; communicate effectively; work as a team member; graduate from high school; pursue meaningful careers especially in the areas of science, technology, engineering, and mathematics (STEM); and become successful citizens.
- b. JROTC works to instill in students in secondary educational institutions, the values of citizenship, service to the community and the United States, personal responsibility, and a sense of accomplishment. It incorporates 21<sup>st</sup> Century learning, supportive of school-wide expectations for learning results promotes healthy lifestyles, develops leadership, strengthens

positive self-motivation and enhances global awareness to include providing a historical perspective of military service.

c. With successful completion of 3 or 4 years of Army JROTC, Cadets may qualify for advanced placement in SROTC, active DOD services, or Reserve Components of the Armed Forces.

#### **1-6. Army Regulation 145-2**

The following regulatory guidance for JROTC units is addressed in AR145-2, dated 24 February 2000:

- a. Authority to establish JROTC programs.
- b. Publication of general orders announcing the establishment of JROTC units.
- c. Major changes to JROTC contract.
- d. Disestablishment of JROTC units.
- e. Designation of eligible Service Educational Activities (SEA) JROTC schools to receive surplus governmental property and to terminate donation agreements with those schools not qualified.

#### **1-7. Organizational Roles and Functions**

a. The Director, JROTC. The Director, JROTC serves as the functional proponent and has overall responsibility for day-to-day operations of the JROTC Program. The Director, JROTC has an open-line of communication to brigade JROTC staff, concerning the daily operations of JROTC. All taskings will go through the normal chain of command. The Director, JROTC develops operational policies/plans, curriculum, and formulates the operational budget for JROTC. Any recommended changes to JROTC policies or programs will be coordinated through the Director, JROTC, and approved by the Commanding General, USACC.

b. USACC Brigade Commanders will provide oversight and supervision of JROTC units within their area. Brigade Commanders will:

(1) Exercise command and control of JROTC units, and ensure all policies and directives established by higher headquarters are adhered to by high school units.

(2) Direct, supervise, and coordinate matters pertaining to the organization, administration, operation, training, and support of JROTC in accordance with AR 145-2, this regulation, CCR 145-8-3, and other command guidance as directed.

(3) Provide guidance and assistance to Directors of Army Instruction (DAIs)/Senior Army Instructors (SAIs) and Army Instructors (AIs) concerning cadet marketing, retention, curriculum, instructor training, administration, and logistics. Obtain staff assistance and support for JROTC instructor requirements in these areas.

(4) Evaluate the performance of the brigade JROTC Chief and staff.

(5) Inform the Director, JROTC when problems surface as a result of contractual support agreements between support installations and JROTC units.

(6) Monitor the Assist Visit/Formal Inspection policy to ensure JROTC units and DAI offices are supported by brigade JROTC staff, in accordance with this regulation.

(7) Develop and maintain liaison with Centers of Influence (COIs), USAR, ARNG, U.S. Army Recruiting Command (USAREC), and other local officials/supporting organizations.

(8) Exercise command responsibility in managing the brigade operational budget.

(9) Assign SROTC cadre to serve as JROTC liaison officers (LNO), who act as the POC for JROTC instructors seeking assistance or support from SROTC programs.

c. Brigade JROTC Chief will:

(1) Function under the guidance of the brigade commander and have direct communications with the Director, JROTC as well as other USACC staff, as needed (i.e., G-staff and special staff etc.).

(2) Manage the JROTC personnel/units in the brigade area.

(3) Organize the staff to ensure a timely response to issues.

(4) Coordinate with support installations to ensure compliance with AR 5-9, Area Support Responsibilities.

(5) Update vacancy announcements monthly and post information on the JROTC web portal for instructors seeking employment in JROTC.

## **Chapter 2 Administration**

### **2-1. Scope**

Data collection and administrative reports provide a baseline for the administration of the JROTC program, i.e. recurring reports and publications, information pertaining to both Cadets and Cadre, and reporting procedures for serious incidents that happen within the Command and impact our personnel. This chapter outlines the uses and completion of these documents, as well as how and where to send them.

### **2-2. Recurring Reports**

Recurring reports are a listing of reports and suspense timelines that are applicable to JROTC. All reports are due to USACC, The Director, JROTC no later than the dates indicated:

a. JROTC Cadet Leadership Challenge (JCLC) Opening and Closing Report. JCLC Commanders must submit these reports as follows: (1) Opening Report – within 24 hours of occupying the JCLC site. (2) Closing Report – Within 48 hours of arriving back at their High School.



b. Cadet Enrollment/Ethnic Data Report/School-Unit Information Report (including Academic Credit by School). Reports will be submitted no later than 15 Oct.

(1) These reports provide pertinent data to agencies responsible for management, procurement of supplies and equipment, and preparation of the budget for the Army JROTC Program.

(2) Each unit will submit these reports from the JROTC Unit Management System (JUMS) to the JROTC Command and Information Management System (JCIMS).

(3) The DAI of multiple JROTC units will verify all JCIMS data required by these reports to brigade.

(4) Brigade JROTC staff will verify data in JCIMS submitted by their units.

c. Intentions of Graduates Report: 15 Oct. Reports must be completed in JUMS and submitted through JCIMS NLT 15 Oct.

d. Consolidated JCLC Closing/After Action Review, submitted by brigade: 31 Oct.

e. Consolidated List of scheduled JCLCs, submitted by brigade: 15 Feb.

f. Program Assessment Rating Tool (PART) Rollup: (formerly known as America's Promise) Reports must be completed in JUMS and submitted through JCIMS NLT 15 Jun.

### **2-3. Cadet Records**

a. Cadet records will be maintained in JUMS on each Cadet enrolled in JROTC excluding PII, and for a period of four years after leaving JROTC. (Paper copies are not required; back-up disks will ensure the information is protected.)

b. Training certificate.

(1) SAI/AI will recommend advanced placement on the JUMS automated "Cadet Record" in the "Cadet Notes" from the "History Tab", and issue CC Form 134-R, Certificate of Training to each Cadet who successfully completes at least one year of JROTC.

(2) SAI/AI will provide each participating student, not enrolled as a Cadet, a certificate of participation and make an entry on the certificate and in the JUMS automated "Cadet Record" that the student is not eligible for advanced placement.

### **2-4. Publications and Curricular Items**

a. JROTC units and DAI offices will submit requests for publication accounts to their brigade publication officers for processing.

b. The DAI/SAI will maintain an official "publications library," as required by USACC (See JROTC web portal).

c. Instructors will requisition JROTC curriculum materials from the Army Publishing Directorate web site <https://dol.hqda.pentagon.mil/ptclick/> . For detailed instructions for ordering curriculum materials access the JROTC web portal at [www.usarmyjrotc.com](http://www.usarmyjrotc.com).

d. Curriculum Manager. Instructors must utilize the Curriculum Manager to teach the JROTC curriculum – to include planning, preparing, modifying instruction, and reporting student performance. Previous versions of the JROTC Curriculum are obsolete. Instructors must maintain up-to-date CM content, operating system software, and required plug-ins as well as required classroom technology (e.g. computers, MOBIS) used to support and advance learning. Classroom technology that is not provided by HQ, JROTC must be compatible with the CM. At a minimum, instructors will update the CM once a month. Instructors will back-up the customized lessons folder located within the CM to prevent lost data in the case of a damaged or inoperable external hard drive device. See <http://www.usarmyjrotc.com> > Curriculum > Curriculum Manager for more information.

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## **2-5. Cadet Incentives**

a. Cadet merit/demerit system:

(1) Units will develop a merit/demerit system or a similar system to reinforce Cadet Standards and give authority to Cadet Leaders.

(2) The system will allow Cadets the opportunity to correct deficiencies and will recognize Cadets who excel. The system must be included in the unit SOP and made available for all Cadets.

b. Cadet promotion system:

(1) Units will establish a fair and equitable promotion system, which includes as much Cadet involvement as possible (e.g., Cadet boards).

(2) The system must be included in the unit SOP and made available for all Cadets.

(3) Promotions and demotions will be announced on unit orders, made available for all Cadets, and annotated in Cadet records.

## **2-6. Cadet Portfolios**

JROTC Cadets will create a portfolio that contains an organized collection of work based on accomplishments, personality, goals and aspirations. The portfolio should provide insight and information on the Cadet’s personal achievements and growth over time. Instructors will ensure that all Cadets and participating students have a portfolio and will periodically discuss evidence of growth and improvement demonstrated in the portfolio. Instructors can require additional assignments that will tailor portfolios to address areas of concern to their school and the individual needs of the Cadet. The portfolio will begin with LET 1 Cadets upon entry to the

JROTC program. Portfolios will be maintained on all Cadets enrolled in the JROTC program for the duration of their JROTC career.

a. LET 1 JROTC portfolios will include the following:

- (1) A personal cover page.
- (2) Mission statement of goals.
- (3) Electronic copy of Personal Skills Map results (personal profile). (Unit 3, Chapter 1, Lesson 3)
- (4) Winning Colors Communication Discovery Form (personal profile). (Unit 3, Chapter 1, Lesson 1)
- (5) Learning style inventory (personal profile). (Unit 3, Chapter 2, Lesson 3)
- (6) At least two samples reflecting academic work from JROTC or other classes.
- (7) Electronic copy of Cadet Challenge results. (Unit 4, Chapter 1, Lesson 2)
- (8) Completed Learning Plans and Assessments from each core lesson.

b. Portfolios for LET 2, LET 3 and LET 4 Cadets will contain the items listed above and include the additional comments below:

- (1) Personal financial planning portfolio. (Unit 3, Chapter 11 and NEFE materials)
- (2) Computer printouts of Personal Skills Map profile and updates of Winning Colors Discover forms –minimum of one annually.
- (3) Results of Fitness Summary (JUMS Cadet Record). (Unit 4, Chapter 1, Lesson 2)
- (4) The appreciating diversity reflection assessment tool. (Unit 3, Chapter 1, Lesson 2)
- (5) An entry for JROTC Essay Contest.
- (6) A resume with references.
- (7) Samples of awards, certificates of accomplishment and other achievements.
- (8) Samples representing academic units of study from any subject area within or outside of the JROTC Program, etc.
- (9) Electronic copy of Cadet Challenge results. (Unit 4, Chapter 1, Lesson 2 and fitness summary; Unit 4 Chapter 1, Lesson 2)
- (10) Service Learning project reflection. (Unit 3, Chapter 8, Lesson 3)
- (11) Completed Learning Plans and Assessments from each core lesson.

c. Cadet portfolios will be reviewed during the inspection process. Inspectors should evaluate portfolios based on the following criteria:

- (1) The portfolio contains all the baseline requirements.
- (2) The portfolio is legible and well organized.
- (3) The portfolio is created and put together by the Cadet.
- (4) The portfolio tracks changes on Cadet self-assessment and goal setting (especially growth from LET year to LET year).
- (5) The portfolio shows evidence of Cadet reflection on learning and growth.

d. Portfolios can be arranged by topic, chapter, or LET level, depending on the Cadet's needs. JROTC units that have not chosen a specific portfolio format should refer to the Cadet Portfolio Assessment Task, found in LET 3, Unit 3, Chapter 9, Lesson 2.

## **2-7. Serious Incident Reports (SIR): As required.**

a. A JROTC unit is responsible for reporting all serious incidents required by the current Cadet Command policy, through the brigade, to USACC **within 12** hours after notification of the initial incident. Follow-up reports and final reports will be submitted as needed or as directed. To preserve the privacy of all individuals, no names will be used in any SIR except for the point of contact. All individuals will be referred to as Cadet X, Cadre X, DA Civilian (DAC) X, etc.

b. Commanders should report any incident that might concern HQDA as a serious incident, regardless of whether it is specifically listed in the Cadet Command SIR Matrix. In determining whether an incident is of concern to HQDA, the following factors should be considered: severity of the incident, potential for adverse publicity, potential consequences of the incident, whether or not the incident is reportable under other reporting systems, and the effect of the incident. In cases of doubt, report the incident. Ensure that a DD Form 200, Financial Liability Investigation of Property Loss (FLIPL) is initiated and processed within five workdays (IAW AR 735-5, Policies and Procedures for Property Accountability) when the incident involves the loss of air and drill rifles or when theft of any property is evident or suspected.

c. A SIR may require an initial report, follow-up report(s), and a final report. Indicate on each report whether it is an initial, follow-up, or final report. Submit a **FINAL** report on all SIRs to ensure actions are closed with the command group. Follow-up SIRs will be reported until action is completed and a **FINAL** report is submitted. Examples of final reports are disenrollment, funeral, conviction, proceedings or investigation complete, property book actions. Complete what steps the institution took if liability was admitted, and estimated dollar value of government property involved.

d. Submission: Brigades will assign each report a tracking number and submit all reports via email to [ROTCSIR@usacc.army.mil](mailto:ROTCSIR@usacc.army.mil). The only numbering system used is:

- (1) All SIRs will be submitted using the most current format in Cadet Command Policy.
- (2) Follow-up reports:

(a) New information will be annotated in line 11 of the original SIR in all capital letters.

(b) Any previously sent updates in CAPS must be reformatted into sentence case to **ensure only the newest information is in CAPS**.

(3) Final Reports: Final information will be annotated in line 12 of original SIR.

(4) Classification: Mark all reports, worksheets, and email subject lines as "**For Official Use Only**" (FOUO). Email subject line will state **FOUO (e.g. FOU 2 BDE-09-001 INITIAL)**. **All reports will be digitally signed by each sender.**

e. Incidents that qualify as serious incidents are listed in USACC Policy Memorandum #9 – Serious Incident Reports. Commanders will immediately contact the Commander USACC, followed by submission of the SIR via e-mail message through the chain of command **within 12 hours** using the format indicated in USACC Policy Memorandum #9.

## **Chapter 3 Operations**

### **3-1. Scope.**

This chapter provides an overview of the criteria, procedures, publications, and administration necessary to establish Army JROTC programs. It provides the guidelines to establish and maintain the requisite number of JROTC programs IAW congressional mandates and guidelines. Additionally, it addresses the enrollment and disenrollment procedures for Cadets, the relationship of the JROTC program with the school, school officials, and colleges and other schools within the area, and responsibilities with regards to insurance, bonds, and other administrative procedures and support.

### **3-2. Establishment Criteria for JROTC Units**

Title 10, United States Code, Section 2031 and AR 145-2, Chapter 2, prescribes that no unit may be established or maintained at an institution unless-

a. The number of physically fit students in such unit who are in a grade above the 8<sup>th</sup> grade and are citizens or nationals of the United States, or aliens lawfully admitted to the United States for permanent residence, is not less than

(1) 10 percent of the number of students enrolled in the institution who are in a grade above the 8<sup>th</sup> grade, or

(2) 100, whichever is less;

b. The institution has adequate facilities for classroom instruction, storage of arms and other equipment which may be furnished in support of the unit, and adequate drill areas at or in the immediate vicinity of the institution, as determined by the Secretary of Army;

c. The institution provides a course of military JROTC instruction of not less than three academic years' duration, as prescribed by the Secretary of Army;

d. The institution agrees to limit membership in the unit to students who maintain acceptable standards of academic achievement and conduct, as prescribed by the Secretary of the Army; and

e. The unit meets other requirements as may be established by the Secretary of the Army.

### **3-3. Coordination and Consideration of JROTC Units**

a. JROTC units will be established, maintained, transferred and disestablished in a coordinated manner that is designed to maximize enrollment and to enhance efficiency in the overall program management of JROTC.

b. In consideration of new school openings and consolidations, the JROTC Director will consider:

(1) openings of new schools

(2) consolidation of schools

(3) the desirability of continuing participation in JROTC by participants whose continued participation would otherwise be adversely affected by new school openings and consolidations of schools.

### **3-4. DA Forms 3126 and 3126-1**

A school desiring to establish a JROTC unit must complete 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), and submit the original and four copies of the application through the respective brigade to the JROTC Directorate.

a. As part of the application process, a USACC representative will conduct a site survey (DA Form 7410, Evaluation Worksheet, Potential Army JROTC Unit) after the school has been approved for a JROTC unit.

b. Applications will contain the date the school desires to begin course instruction, any former participation in JROTC and special statement if an application with another service is pending.

c. Commander, USACC or designee is the approving authority for establishing a JROTC unit. After a unit has been recommended for establishment, USACC staff will initiate action to assign a unit identification code (UIC). This information will be provided immediately upon receipt to the approved support installation 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 network station will inform the appropriate ROTC brigade of the assigned DODAAC.

d. Establishment of a JROTC unit will be announced in a DA general order. The Secretary of the Army or designee will countersign applications of selected schools and furnish copies to the designated subordinate commander, the senior school official of the institution, Director of Army Instruction (DAI), and Senior Army Instructor (SAI).

e. DODDS school application:

(1) The high school principal forwards the application through school channels, in the geographic area, to HQ, USACC, for approval by HQDA.

(2) The nomination of JROTC instructors will be in accordance with this and other applicable regulations. USACC submits names of nominees to Director, DODDS, ATTN: Teacher Recruitment, for final selection and appointment to positions in DODDS high schools. JROTC instructors are employed in accordance with DOD Directive 1342.6.

(3) In addition to meeting USACC qualifications and other applicable regulations, each applicant for a JROTC instructor position must meet the criteria required by the North Central Association Commission on Accreditation and School Improvement (NCA CASI). NCA CASI criteria may be obtained from the Director, DODDS, Office of the Assistant Secretary of Defense (Personnel and Reserve Affairs).

### **3-5. Instructions for Establishing a New JROTC Unit**

a. When an educational institution or school board determines that sufficient interest exists to establish a JROTC unit, institution officials will complete DA Form 3126 for a cost-shared JROTC program, DA Form 3126-1 for a NDCC program, or both and submit them through appropriate channels. The institution's legal authorities should review the application and contract before submission. (Note: 10 USC, Subtitle A, Part III, Chapter 102, Sub-section 2031 (Junior Reserve Officers' training Corps) requires a minimum of 100 Cadets to establish/maintain a JROTC unit. However, it is up to the individual Services to determine the minimum Cadet enrollment for schools that have populations below 1000.

b. Once an application is received and reviewed for completeness by the Director, JROTC, USACC, it will be placed on the waiting list for new units. Upon selection to host an Army JROTC unit, the Brigade JROTC Chief will appoint a survey officer to visit the school, perform a facilities inspection, and brief school officials on the responsibilities outlined in the application and contract document. The survey officer will determine whether a school can meet the contractual requirements to host a JROTC/NDCC unit, and provide a recommendation to the Director, JROTC.

c. Bonding /Insuring government property. The Director, JROTC, will review the site survey and attach the application and other documents to the file. The Director, JROTC will determine if the new host school will be included under a DAI or considered a single entity for bonding and insurance purposes.

(1) Safeguarding and caring for government property (by bond or insurance) is listed as a school responsibility in the DA Form 3126. If the school is selected to host a new unit, a bond/insurance certificate must be in place before the issuance of government property.

(2) The superintendent, principal, or a designated representative must sign the DA Form 3126 or 3126-1 and represent the school in all matters pertaining to the JROTC Program; this includes obtaining and maintaining bond or insurance coverage. The superintendent, principal or designated representative will select and appoint, by letter, the MPS.

d. The bond or insurance document, along with the application/contract, will be forwarded (through brigade) to The Director, JROTC Attn: ATCC-JRT. The Director, JROTC will compile the complete packet, and forward the application with attachments to Command Judge Advocate (CJA) for legal review. After approval by the CJA, the Director, JROTC will forward the application and site survey thru Commander, USACC, to the Department of the Army (DA) for signature and issuance of a general order (GO) establishing units. GOs normally take 90 days to process.

e. The Director, JROTC, USACC, will notify the superintendent or principal and the appropriate brigade when the new unit is authorized to begin operation. The school's superintendent or principal must finalize the hiring of at least one of the JROTC personnel, (normally the SAI), and ensure that the required bond/insurance, as well as the appointed MPS, is in place before government funding and equipment may be provided. The UIC and DODAAC will be furnished by USACC to allow the newly appointed MPS to requisition government property. The brigade representative assisting the new unit will ensure the appointed MPS has submitted supply requisitions to outfit the unit and, if applicable, contacted the assigned supply support activity (SSA).

f. All government property, including automation equipment and POI materials must be accounted for upon receipt at the JROTC unit. Every unit issued a hand receipt from a support installation must initiate and maintain a signature card (DA Form 1687). This card authorizes trusted individuals to receive government property deliveries when the appointed MPS is not present at the school or supply room facility. All property paid for with appropriated funds must be included on the annual property inventory and annotated in the unit's property records within 30 working days, the JUMS program will be utilized as the accepted method to maintain property accountability.

g. Schools that host a JROTC unit must make available necessary and adequate classrooms, administrative offices, office equipment, storage space, drill space, and other required facilities, and must pay the costs of utilities and maintenance. The school will provide a private telecommunications line suitable for voice transfer, internet connectivity, and data transfer and pay the costs of installation and maintenance, including phone calls (local and official long distance).

### **3-6. Establishment Responsibilities**

a. Instructor Management Division (IMD) has overall responsibility for all matters concerning instructors. IMD will:

- (1) Advertise position vacancies until filled.
- (2) Provide a list of eligible applicants.
- (3) Approve the hiring of the instructor and provide an estimated minimum salary.

b. Logistics has overall responsibility for all logistical matters for establishing a JROTC unit. This division will:

- (1) Assist the unit in establishing an institutional surety bond or insurance affidavit.



(2) Coordinate obtaining a Unit Identification Code (UIC). When necessary, coordinate for the establishment of a Department of Defense activity address code (DODAAC).

(3) Ensure that the required bond or insurance, as well as the appointed military property specialist (MPS), first usage was above, are in place before government funding and equipment may be provided.

(4) Establish an equipment table of distribution and allowance (TDA).

(5) Inform the support installation of the new unit and establish a liaison for activation, after coordination with the respective Brigade.

c. Training and Operations budget analyst has overall responsibility for all matters pertaining to the budget in support of JROTC. The budget analyst will coordinate with Brigades for start-up Operations and Maintenance Army (OMA) and Military Personnel Army (MPA) funds for JROTC units based on the average of 150 Cadets per unit and assist with any questions regarding the budget for a unit. Instructor pay is responsible for initiating retired pay actions and has overall responsibility for instructor pay. The Director, JROTC G-8 publishes the Cadet Command Annual Budget Guidance to provide the most up to date information on the budget. All JROTC units will follow this guidance as applicable.

d. The Director, G-6, Information Support Activity (ISA) has overall responsibility for all automation support to JROTC units.

e. Brigade JROTC Chief will:

(1) Provide an Action Officer (AO) to oversee and coordinate the activation of units.

(2) Validate prospective school list.

(3) Update the Director, JROTC on the progress of the activation.

(4) Establish publication accounts.

(5) Ensure publication account is established IAW USACC JROTC procedures located on the web portal [www.usarmyjrotc.com](http://www.usarmyjrotc.com).

(6) Arrange for a sponsoring SAI/AI from an established unit to visit the new unit and to assist in the activation. Additionally, arrange for instructors from the new unit to visit and observe an existing unit.

(7) Coordinate with the support installation DOL or DRC for logistical support.

(8) Arrange for Government Purchase Card (GPC) training, per support installation requirement.

(9) Ensure instructors attend instructor training.

(10) Provide personnel to assist JROTC instructors in initiating a property book or hand receipt from support installation and assist in supply matters to include starting the JUMS process.

(11) Provide other assistance as required.

f. Director of Army Instruction/Senior Army Instructor will:

(1) Establish necessary supply, budget and administrative accounts for JROTC units with the support installation (TASC, etc.).

(2) Establish property book using the JUMS software/hand receipt and filing system.

(3) Coordinate with The Director, G-4 and assist school officials in establishing an institutional surety bond or insurance affidavit.

(4) Review Curriculum Manager and POI material and prepare for instructional duties.

(5) Monitor and inform the Director, JROTC (through brigade) of publicity resulting from establishment actions.

(6) Requisition authorized equipment and supplies from the school and support installation as applicable.

(7) Requisition Cadet uniforms and uniform items. Uniforms can be requisitioned upon receipt of the UIC, DODAAC, bond/insurance and funding.

g. School responsibilities are in AR 145-2 and DA Form 3126, Application and Contract for Establishment of a JROTC Unit and on DA Form 3126-1, Application for Establishment of a National Defense Cadet Corps Unit.

### **3-7. Amendment of DA Forms 3126 and 3126-1**

Requests for changes to DA Form 3126 or DA Form 3126-1 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) through the designated representative, who will forward the request to HQ, USACC, ATTN: ATCC-J. Major changes will be forwarded to HQDA (DAPE-MPO) by USACC.

### **3-8. Probation**

a. Schools with JROTC units are bound by a mutually executed contract to comply with all provisions of the agreement. In the event that a school fails to fulfill its obligations enumerated in the contract, Brigade Commanders will act in accordance with this regulation. Brigade Commanders may recommend to the Director, JROTC that schools be placed on probation until it is in compliance or recommend that the unit be disestablished if school is unable or unwilling to fulfill their responsibilities as outlined in the contract.

b. Brigade will identify annually those schools in noncompliance.

c. Brigade and USACC personnel are to work proactively to ensure schools are providing the facilities and conditions necessary to support each JROTC unit.

### **3-9. Procedures for Disestablishing a Unit**

If a school fails to uphold its contractual obligations, the JROTC unit will be placed on probation and notified of the intent to disestablish if the requirements are not met within the probationary period as determined by the Brigade Commander. The Brigade Commander will notify the Director, JROTC that a JROTC program is being recommended for disestablishment. School officials may submit a written rebuttal to the appropriate brigade within 30 days of receipt of the intent to disestablish. However, if it is determined, that disestablishment is the proper course of action; USACC will follow the prescribed procedures:

a. Brigades will:

- (1) Request disestablishment actions be initiated by the Director, JROTC.
- (2) Notify the school official, DAI/SAI of disestablishment proceedings and actions required to terminate the unit.
- (3) Inform the appropriate support installation of the pending disestablishment(s).
- (4) Oversee the lateral transfer or turn-in of government property to other JROTC units within the brigade or turn-in property. Account for curriculum materials for new or existing units requiring additional materials.
- (5) Account for missing property IAW AR 710-2.
- (6) Invoke the institutional surety bond, if necessary.
- (7) Ensure that all government records and accounts are closed.
- (8) Advise the Director, JROTC of the progress of disestablishment actions with 30 days.

b. DAI/SAIs will:

- (1) Monitor final inventory of government property, in coordination with the MPS and the brigade representative.
- (2) Prepare lateral transfer of government property, as outlined in AR 710-2, paragraph 2-13a.
- (3) Monitor and inform the brigade and USACC of adverse publicity resulting from disestablishment actions.
- (4) Transfer Cadet records and all other files that have an expiration date of more than one year to the brigade JROTC office for records holding.
- (5) Close all unit accounts to include Government Purchase Card.
- (6) Inform the brigade when all actions are completed.

(7) Disenroll Cadets who have not or will not graduate.

(8) Issue CC Form 134-R, Certificate of Training, as appropriate.

c. The Director, JROTC will:

(1) Send a letter to the School and the Brigade notifying them of the intent to disestablish their JROTC program.

(2) Notify G-4/8 of the decision to disestablish JROTC units.

(3) Provide a statement indicating that brigade has completed lateral transfers, turn-ins or documentation of government property (DD Form 200, Financial Liability Investigation of Property Loss), etc.

(4) Submit a DA Form 4610-R, Equipment Changes in MTOE/TDA to request deletion of equipment authorizations.

(5) Request for deletion of DODAAC and UIC (after equipment has been disposed of, IAW disposition directed, i.e., lateral transfer or turn-in).

(6) Submit completed JROTC Unit Disestablishment-Logistics Actions Checklists.

d. Final Action. The brigade will notify USACC, ATTN: Director, JROTC of the unit's closure after all property has been properly turned-in.

### **3-10. Maintaining Insurance**

Insurance exists for the purpose of safeguarding government property, and must be maintained by the institutions in a current "premium paid" status at all times. Scheduled inspection visits will ensure that all bonds and insurance are current and comply with AR 735-5. Inspectors will review the unit's bond and insurance documents to ensure that:

a. A valid insurance document is available and in a "premium paid" status for every JROTC unit and DAI office.

b. The value of the insurance certificate will be equal to or exceed the replacement value of all on-hand government property issued for use in the JROTC unit (verify by reviewing the current 100% annual inventory, CC Form 194-R or JUMS Property Inventory Report).

c. When the school has an existing commercial liability policy, the document must list the U.S. Army as the "Additional Endorsed Insured" beneficiary. Also, review the affidavit of insurance to ascertain that it affirms the details of coverage for the on-hand government property.

### **3-11. Claims Against the Insurance Policy**

a. DD Form 200, Financial Liability Investigation of Property Loss (FLIPL) is required to obtain reimbursement for the loss, damage, or destruction of government property. Refer to AR 735-5 for instructions.

b. The approving authority will forward a letter to the superintendent or principal requesting the school invoke the bond or initiate claims action against the insurance maker. The school/district must replace all lost, stolen or damaged government property. Replaced items must meet the standards as prescribed by the Army.

c. In cases involving self-insurance, a DA Form 1622 must be completed affirming the institution or school accepts financial responsibility for full replacement value of all government property issued to the self-insured party.

d. IAW CCR 700-1, schools must actively support JROTC instructors in recovering uniforms, books, and other government property from students no longer enrolled in JROTC.

e. As a safeguard, each unit SOP will provide a detailed guideline for the security, accountability, and management of government property and the daily unit supply operations.

### **3-12. 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, gender, sex, marital status, political affiliation, physical ability, national origin, sexual orientation or status as a parent with respect to admission or subsequent treatment of Cadets/students and instructors. They also agree to abide by Department of the Army (DA) and USACC contractual and regulatory guidance.

b. An allegation violating this policy 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, DAI/SAI, or any member of the unit having knowledge of these charges, not a party to the violation, to make this report.

d. Any form of hazing, harassment or bullying by JROTC instructors and Cadets is strictly prohibited. This could result in probation/decertification for JROTC personnel. Cadets who violate this policy will be disenrolled from the program. Cadets are not authorized to require other Cadets to execute pushups as a form of punishment or discipline. Cadre will not administer pushups as a form of discipline when it conflicts with school policy.

### **3-13. Instructor/Cadet or Student Fraternization**

a. Instructors must not engage in and must prohibit fraternization or unprofessional relationships with Cadets in any form. Examples include, but are not limited to: physical contact with a student; socializing in an overly familiar manner; having Cadets perform personal services (i.e., babysitting, house sitting, pet sitting, yard work, etc); and counseling or talking to Cadets alone behind closed doors.

b. JROTC units that have and maintain an on-line presence such as Face book, school web sites, and other electronic media are reminded that these are open to scrutiny by any person or group. The burden to ensure no unauthorized, non-professional, too personal, or other material that would violate good morale and discipline, rests with the SAI and AI of that program. Units

must adhere to their district policies and procedures when establishing an on-line community in support of their unit.

### **3-14. Participation in JROTC**

a. JROTC units will reflect a cross-section (within 10%) of the school's population. Administrators and counselors must work closely with JROTC instructors to ensure the students enrolled represent the diversity of the school enrollment to maintain the balance required for an effective program (e.g. under normal circumstances there should not be more special needs students or students with disciplinary problems in JROTC than exist in the overall school population). Likewise, there should be ample opportunity for college bound students to participate in JROTC. Though ethnicity, gender and race should also be balanced, these are not required to stay within 10% of the school's population. However, if the unit has an obviously high imbalance in one of these areas, a conscious effort must be made to determine the reason for the imbalance and to correct it.

b. Instructors will confer with school authorities prior to instituting major changes that will have an impact on the goals and objectives of the district/school.

### **3-15. Enrollment Requirements**

To be eligible for enrollment and continuance as a member of the JROTC unit, each Cadet/student must meet the following requirements:

a. Education. The Cadet/student must be enrolled in and attending a full-time regular course at an institution offering JROTC instruction or at a full-time accredited educational activity that has an agreement with the school (including a home-school student) to allow participation in JROTC.

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 standing as required by JROTC and the school.

d. Conduct and character. Cadets must maintain an acceptable standard of conduct. Those in leadership positions are expected to demonstrate high personal standards to set the example. All Cadets should be honest and self-reliant; they should have a sense of personal and social responsibility in performing unit and other academic assignments. They 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 their general demeanor. Cadets who fail to meet standards will be removed from leadership positions. All Cadets will be screened at the end of each school year and will only be readmitted to JROTC with the approval of the SAI.

e. Physical ability. The student must be able to participate in the physical education program in the school. Students enrolled in an adaptive physical education program may participate. However, the school will provide any special equipment or additional instructors that may be needed to instruct these students at no cost to the government. The school must also work with the instructor to ensure these students do not disrupt the presentation of the JROTC curriculum.

f. Screening tests. The student will successfully complete surveys and screening tests as may be prescribed by the school or USACC.

g. JROTC Uniform. The student must agree to wear the Army JROTC uniform one school day per week.

### **3-16. Cadet/Student Administration**

a. Cadet/student administration in JROTC must be consistent with the principles contained in AR 145-2, paragraph 5-5. The Cadet/student is the focal point of JROTC, and his/her benefit is the basis for Army and institutional cooperation. Cadets will be treated with respect.

b. Cadets will contribute to the operations of the unit. They will have the opportunity to express their ideas concerning conduct of classes, grades, and discipline of Cadets. A Cadet chain of command will be established and be functional to the greatest extent possible.

c. The Corps of Cadets will be made up of two or more companies, to include a battalion headquarters that is commanded by the highest ranking Cadet in the Battalion. The battalion organization will have a clearly defined chain of command and pyramid of authority that includes officers and enlisted Cadets. At no time will the Corps of Cadets be solely comprised of officers or enlisted Cadets. It must include the basic command and staff functions of a battalion organization and follow American military traditions, customs, and courtesies.

### **3-17. Association of Military Colleges and Schools of the United States (AMCSUS) Member Schools**

a. Military Junior Colleges/Secondary Schools and Military Institutes (Preparatory Schools) that maintain JROTC units are members of the Association of Military Colleges and Schools of the United States (AMCSUS). These types of JROTC units are in boarding schools that operate year-round as most students reside on campus for the entire school year (August-June). Many of these institutions are more than 100 years old and provide a unique educational experience for Cadets by reinforcing the JROTC Leadership and Education Training program on a 24 hour, 7 day a week basis.

b. Given the fact that the preponderance of their students are in residence, they are able to augment the Cadet Command JROTC provided Program of Instruction (POI) for LET levels 1-4, by teaching a significant number of hours/subjects above and beyond those required. The expanded POI enables these schools to offer a unique time tested educational product to their students that have produced a significant number of highly qualified candidates for both the nation's service academies and ROTC programs. Because of the unique features of these programs, member units are authorized the following exceptions to policy in running their programs as described elsewhere in this regulation:

(1) Relief from the requirement of sending 10% of Cadets to JCLC. A minimum of 10 Cadets will attend; however, more may participate with the concurrence of the responsible Brigade Commander. Cadets may attend Academy sponsored summer JROTC courses without the presence of their SAI or AI.

(2) A higher manning authorization than that contained in paragraph 4-20(5). Member schools may elect to use the below listed table of authorizations.

**Authorizations:**

1 to 150 students:	1 SAI and 2 AI
151 to 250 students:	1 SAI and 3 AI
251 to 350 students:	1 SAI and 4 AI
351 to 450 students	1 SAI and 5 AI

The additional authorized instructor will be funded outside of JROTC.

(3) Authorization to approve equivalency credit for the JROTC curriculum for any course in the institution's college prep curriculum for which the student receives credit toward graduation. Schools will follow the Program of Instruction (POI) guidelines in determining whether or not equivalency credit can be authorized by the school administration. To the extent that equivalency credit is authorized, schools will, with concurrence in writing from their Brigade Headquarters, select replacement subjects from the Table of Electives found in the referenced document.

(4) The Senior Army Instructor and/or Army Instructors may support the School's Residential Life Program. The scope of that support is determined by direct negotiation between the Commandant of Cadets and Army Instructors, and is approved by the President and designated Brigade representative. The scope of that support will not detract from the accomplishment of the Detachment's JROTC mission.

(5) For schools that use "Cadet-style" uniforms ACUs will be resourced, depending on the availability of funds and only to the extent the price does not exceed what it would cost to provide uniforms to Cadets to conduct certain program-related training for which their own "Cadet-style" uniforms are not appropriate.

(6) Authorization for any AMCSUS member school founded prior to the establishment of Cadet Command (September 1986) to continue to wear "Cadet Style" uniforms ILO the standard U.S. Army Class "B" uniform prescribed in paragraph 11-3. Any school founded after that date must comply with the provisions of paragraph 11-3b (2) with respect to obtaining authorization from Cadet Command for the wear of such uniforms.

### **3-18. Magnet Schools**

a. The intent of magnet schools is to permit students from other accredited educational activities to attend JROTC at a host school.

b. A student from another school may enroll in JROTC as a Cadet at an institution with a JROTC unit if:

(1) The student is enrolled in and attending full-time an accredited educational activity, to including home schooling, which does not have a JROTC unit.

(2) The student meets the other prescribed enrollment requirements of paragraph 3-14.



(3) The officials of the school district or parents agree to transport Cadets at no cost to the government. Instructors are not authorized to travel to magnet schools to provide instruction or to transport Cadets to the host school.

(4) Cadets will participate in formal inspections and receive a minimum of three hours of JROTC instruction per week to be included in the Opening Enrollment Report.

### **3-19. Satellite Schools**

Sections 2031 and 2032 of Title 10, U.S.C., continue to tie a JROTC unit to a single educational institution. Therefore, there are only a few limited opportunities to authorize JROTC instructors from one educational institution to travel to other educational institutions that do not offer JROTC, to teach JROTC to students at non-host institutions. Instructors may travel to non-host institutions if students are displaced from the educational institution offering JROTC during the school year due to school closings or consolidations for a limited period of time. All requests of this nature must be approved by the Director, JROTC.

### **3-20. Feeder Schools**

Instruction is permitted at feeder schools (Middle/Junior High Schools) for students in the 9<sup>th</sup> grade; however, instructor transportation will not be provided at the expense of the government.

### **3-21. Cross-Enrollment**

a. Other than feeder schools, the only acceptable limited cross-enrollment situations are in schools which are splitting into two or more schools. The student enrollment will be limited to the number of students who participated in JROTC before the reorganization, and terminated when all participating students graduate. In exceptional circumstances, cross-enrollment may be approved by CG, USACC. Requests will be submitted through brigade to The Director, JROTC.

b. The Army will cost-share only instructors based on the number of students receiving instruction at the host institution.

### **3-22. Adopt-a-School Program**

a. Many elementary and middle school administrators have recognized the effectiveness of JROTC. With the permission and support of the school administration, instructors are encouraged to adopt an elementary or middle school within their district. This may qualify as an annual service-learning project, using Winning Colors, Junior Achievement, or other methods suitable for elementary school students. Instructors may:

(1) Serve as a consultant and/or adviser.

(2) Train and educate JROTC Cadets to act as mentors, tutors, drill instructors, etc.

(3) Use resource curriculum materials provided by the Army.

b. Members of JROTC will not provide resources such as uniforms or uniform items to elementary or middle schools. Instructor time devoted to elementary and middle schools support must never be so extensive as to interfere with primary JROTC duties and quality.

- c. See [www.usarmyjrotc.com](http://www.usarmyjrotc.com) for further assistance in the Adopt-a-School Program.
- d. While Title 10 allows JROTC Cadets to wear official military uniforms, this exception does not extend to Middle and Junior students below ninth grade.

### **3-23. Participating Students**

a. A student who is ineligible for enrollment as a Cadet may be authorized to be in a JROTC class as a participating student if the SAI and principal determine the student does not adequately meet the standards to qualify as a Cadet. The number of participating students will not exceed 2% of the unit without a waiver. Only ninth graders and above will receive LET 1 instruction. Principals and SAIs must work together to schedule participating students so they do not disrupt instruction. If their behavior distracts from the program, school officials must support disenrollment. The SAI will **not** allow participating students (except for participating students enrolled in 4 by 4 block scheduling) to:

(1) Draw or wear uniforms and equipment. These students may participate in drill (but not in uniform) when it is part of class or leadership lab.

(2) Participate in integrated-curricular activities.

b. Students who were denied enrollment or disenrolled (former JROTC Cadets) from JROTC and have since corrected the problems or deficiencies causing their non-acceptance or disenrollment, and who are otherwise qualified, may be enrolled in the JROTC unit.

c. Participating students will be annotated on the opening enrollment report under that category. Participating students will not be used when calculating staffing requirements or funding.

### **3-24. Disenrollment**

a. At the discretion of the SAI, and with the approval of the school's administration, a Cadet will be disenrolled. In all cases, a Cadet will be considered for disenrollment when they:

(1) Withdraw from school.

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

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

(4) Exhibit 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) Fail to maintain the requirement for enrollment IAW paragraph 3-14.

(6) Exhibit an indifference to and a lack of interest in citizenship and leadership training as demonstrated by:

(a) Frequent absences or persistent tardiness from class or drill.

(b) Accumulation of a large number of demerits or other documented measurements.

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

(7) Cadets are expected to recite the Pledge of Allegiance. However, if they choose not to participate they must not be disruptive in any way; to include turning their backs, sitting on the floor, etc. Continued disruptive behavior will result in disenrollment from JROTC.

b. The above-mentioned offenses must be substantiated through written counseling by the SAI or AI. Written documentation is essential to disenrolling a Cadet from the JROTC Program.

### **3-25. School Support**

a. The school is expected to promote the success of JROTC and to support JROTC community activities. Examples of this include but are not restricted to promoting partnerships with support organizations (such as the Veterans of Foreign Wars (VFW), American Legion, Military Order of World Wars (MOWW), etc.), scholarship and grant requests for JROTC, curricular and integrated-curricular activities, advocating for credit other than elective, substituting JROTC for PE, etc.; supporting Junior Achievement partnerships and allowing college credit for JROTC instruction.

b. To ensure a dynamic integrated program, the school must provide transportation to JROTC activities equitably with other academic and integrated-curricular activities. It must also provide insurance for JROTC, as it does for other students in the school, while the Cadets are participating in integrated-curricular activities. Some examples are JCLC, adventure training, drill and marksmanship competitions, and similar activities, all of which must be school-sponsored activities.

## **Chapter 4 Instructor Management**

### **Section I General**

#### **4-1. Scope**

a. This chapter prescribes policies the Army will follow in determining qualifications, instructor responsibilities, staffing procedures, adverse actions, personnel administration, the Brigade Weight Control Program (BWCP) and medical standards for JROTC instructors. The Army expects school authorities to use their own hiring procedures to employ instructors. USACC reserves the right to conduct a personal interview by the Director, JROTC (or designated representative) as part of the approval/disapproval process to fill DAI positions.

b. The success of JROTC depends upon quality instructors. The process of selecting qualified instructors includes two steps. They must meet all qualifications to be considered for an instructor position and once qualified must then complete a certification program to be credentialed as a JROTC Instructor by Cadet Command. They are subject to the provisions of this regulation and will be extended the rights and privileges of an instructor.

c. Continued association with JROTC is contingent upon the individual's meeting conditions as set forth in this regulation.

#### **4-2. Statutory Authority**

IAW Section 2031 of Title 10, U.S.C, The Secretary of the Army may authorize schools to hire properly qualified/certified retired officers, warrant officers, and noncommissioned officers as JROTC instructors and administrators. The authority to approve the qualifications of instructors and administrators has been delegated to CG, USACC; and the CG has further delegated this responsibility to the Director, JROTC.

#### **4-3. Relationship Between Instructors and Schools**

a. USACC and school authorities will ensure that personnel assigned or employed as JROTC instructors are used only for that purpose and assigned duties will be directly related to the JROTC unit. School authorities will ensure instructors are provided liability insurance while performing JROTC duties, including integrated-curricular activities. These include JROTC Cadet Leadership Challenge (JCLC), adventure training, drill and marksmanship competitions, and similar activities, all of which must be school sponsored.

b. The school or school board is the employing agency of all JROTC personnel. DAI/SAIs, as departmental heads (or equivalent), are responsible to school officials for conducting JROTC. They must ensure that the unit meets school standards and Army requirements. Individuals employed by school systems have responsibilities to the schools as well as to the government. Schools are expected to support JROTC instructors equally with other department heads and teachers in the school. For example, JROTC instructors must be involved in budget and other school decisions, included in professional/staff development, offered the same opportunities for teacher of the year, receive equitable supplemental pay/stipends for integrated-curricular activities, etc.

c. The school authorities or DAI/SAI/AIs will, within five days, advise the appropriate Brigade and the Director, JROTC (ATTN: IMD) of any change in the employment status, e.g., suspension of personnel employed as JROTC instructors IAW paragraph 2-6 of this regulation.

(1) Individual, school, and Army. The school and the JROTC instructor will negotiate contractual matters. Although the Army is not a party to the employment contract, it will reimburse the school in accordance with AR 145-2. A copy of the contract will be furnished to USACC by school authorities. Though the Army is restricted by the amount that can be

reimbursed to the school, the school is not restricted. In negotiating the employment contract, schools are encouraged to pay instructors for their experience, education credentials, and other after school activities. Also, when negotiating the length of the employment contract with a school, it is the instructor's responsibility to ensure the school official is aware of the requirement for year-round coverage of government equipment. Army instructors who do not have year-round visibility of government property will conduct a 100% inventory and get the designated school representative to sign for property accountability. Regardless of the length of their contract, JROTC instructors are required to attend JCLC with their Cadets. If required, contract extensions for JCLC will be restricted to a specific amount of time and will be considered on a case-by-case basis allowing the Army to cost-share for this period of time. Schools are also encouraged to consider that instructors work many evenings and weekends. They should be authorized 30 days leave in addition to holidays, when on a 12 month contract, and similar compensation when on a shorter contract. The minimum contract length for JROTC instructors is 10 months.

(2) Individual and school. JROTC instructors will not be expected to perform unpaid additional duties beyond those performed by other teachers. If any additional sum is paid for the services, the Army will not reimburse the school for these services. Title 10 clearly prohibits inclusion of eighth graders in JROTC classes. Only students in a grade above the eighth grade may receive JROTC instruction and enroll as Cadets. However, the Army has no objection to JROTC instructors supporting eighth grade exploratory efforts that allow middle school students to participate in various high school electives on a rotating basis to help them better choose those courses they want to take when they enter the ninth grade. Instructors may also participate in and support other efforts that do not interfere with JROTC. Any such activity must include a detailed plan, be willingly supported by the instructor and approved in writing by the Brigade Commander. Personnel employed to serve as an MPS are required to issue, account for, and maintain all government property. Instructors appointed to these positions act as agents of the school, and will be provided a minimum of one 45-50 minute class period in addition to their normal planning period for associated duties.

(3) Temporary absences. Schools must follow their teacher substitution procedures for JROTC instructors. If the absence is more than 30 days, the DAI/SAI will notify brigade/USACC. In some cases, USACC may provide cost-share for certified long-term substitutes.

(4) To reduce liability to the JROTC program, instructors are prohibited to be quartered, housed, or sleep in the same room with Cadets during JCLC and other off-campus authorized events. JROTC instructors must have separate sleeping arrangements.

## **Section II**

### **Instructor Qualification**

#### **4-4. Instructor Eligibility**

Each JROTC instructor applicant must:

a. Be retired from the Army in the grades of E-6 thru E-9, W-1 thru W-5, and O-3 thru O-6 . Personnel retired under Title 10, United States Code (USC), section 1223 (Reserve Service), are eligible for employment in JROTC.

(1) Active Duty.

- (2) Active Guard Reserve (AGR).
  - (3) National Guard (NG).
  - (4) Army Reserve (AR).
  - (5) Wounded Warrior (Soldiers who have sustained injuries from combat and are registered by the Department of Defense in the Wounded Warrior Program).
- b. Not be retired for more than three years (for initial employment) and must receive retirement pay.
  - c. Have been discharged under honorable conditions from all previous enlistments and prior service, if any, before employment. Active Army personnel with retirement orders are eligible but cannot be cost-shared with the school until officially retired from military service.
  - d. Have a military and civil record reflecting, through evaluation reports and public records, a high degree of efficiency and effectiveness, and conduct above reproach. Records must reflect an overall manner of performance that compares favorably with contemporaries on active duty.
  - e. Have no record of conviction by court-martial, or given the option to retire in lieu of a 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 CG, USACC, using AR 601-210 as a guide.
  - f. 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.
  - g. Meet retention medical fitness standards as prescribed in Appendix P. Personnel not meeting these standards, such as those retired for medical reasons (Title 10, USC, Section 1201) are not eligible.
  - h. 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.
  - i. Have no speech impediment that would detract substantially from the ability of the JROTC instructor to present instruction.
  - j. Be of good moral character and have the mental ability, positive attitude, physical appearance and condition, and neatness required for favorable representation of JROTC and the Army in the school and civilian community.
  - k. Have general knowledge of course subject matter and demonstrated instructional ability. Award of an instructor MOS designator is not sufficient to automatically qualify.

l. 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.

m. 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.

n. Have writing and verbal skills appropriate for the academic environment.

o. Possess sufficient medical, physical, and mental fitness; be willing to perform, participate in, and supervise activities of JROTC. Activities include, but are not limited to:

(1) Platform and student-centered instruction.

(2) JROTC Cadet Safety and Civilian Marksmanship Program.

(3) Conduct of drill and ceremonies.

(4) Leadership training.

(5) Water activities.

(6) Climbing (stairs and ladder).

(7) Ability to lift and move materials weighing up to 50 pounds.

(8) Physical training.

(9) JCLC up to two weeks.

(10) Training and events after normal classroom hours and over weekends.

p. Directors of Army Instruction (DAI) must:

(1) Be interviewed and approved by USACC. The Director, JROTC reserves the rights to waiver any or all requirement in part or whole.

(2) Have at least two years experience as an SAI.

(3) Be in the grade of O-5 or O-6.

(4) Meet the eligibility, qualification and certification standards.

q. JROTC Initial Qualification Training. Prior to certification, initial qualification training is required. The initial qualification training is a two-hour multi-media course which provides interested applicants an overview of JROTC and teaching techniques for a student-centered classroom environment. After completion of the course, the interested applicant completes an examination which is designed to measure an understanding of instructor skills. The applicant must provide a copy of the certificate of completion to a certified interviewer prior to the

interview. The initial qualification training can be accessed from the public side of the JROTC web portal under the “Instructor Management” link. Additionally, the applicant must provide all relevant transcripts to assess qualification for the position as instructor.

#### **4-5. Qualification**

CG, USACC exercises authority, on behalf of the Army, to evaluate the eligibility and suitability of personnel to serve as JROTC instructors. The Director, JROTC exercises the responsibility on behalf of the CG, USACC, for qualification of all JROTC instructors, including U.S. Forces Army Europe and Seventh Army, U.S. Forces Japan, and U.S. Forces Korea, for personnel who intend to retire or have retired overseas and seek employment by the Department of Defense Dependent School System (DODDS). Personnel serving abroad, or who are retired abroad and are seeking employment as JROTC instructors, must apply to the Director, JROTC (ATTN: IMD) to complete the qualification process and meet the requirements of the North Central Association Commission on Accreditation and School Improvement (NCA CASI).

#### **4-6. Documentation Required for Qualification Process**

All applicants must submit a written application, together with supporting documents, to USACC for consideration and evaluation. They must meet the administrative and qualification requirements specified in this regulation and complete a satisfactory interview. The application and detailed administrative information concerning initial qualification, employment, and JROTC may be obtained by contacting the Director, JROTC (ATTN: IMD) (DSN 464-1587/(502)624-1587, (800) 347-6641, E-mail, [jrotcim@usaac.army.mil](mailto:jrotcim@usaac.army.mil) or by accessing the JROTC portal at <http://www.usarmyjrotc.com>.

a. All personnel must provide:

(1) Copy of JROTC Initial Qualification Training (JIQT) Certificate. The JIQT is located on the JROTC public portal at <http://www.usarmyjrotc.com>.

(2) Copy of last three consecutive evaluation reports or DD Form 1059, (Service School Academic Evaluation Reports).

(3) Copy of Officer Record Brief (ORB), Enlisted Records Brief (ERB), or Personnel Qualification Record (PQR) for retiring or retired Active Guard Reserve/Reserve Components (AGR/RC) personnel.

(4) A copy of retirement orders, and a copy of Certificate of Release or Discharge from Active Duty, DD Form 214, Copy 4 (Member Copy).

(5) Anyone exceeding the allowed maximum height and weight requirements, as prescribed in Appendix H, must submit a copy of the Body Fat Content Worksheet, DA Form 5500/5501(tape test), reflecting that the individual meets the requirements, as prescribed in this regulation.

(6) Copies of all college transcripts to be considered in qualifying individuals' educational requirements. Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>.



b. In addition to the requirements of paragraph *a.*, Active Army personnel must provide:

(1) A 4x6 photograph, in a Class A or ASU, taken within the last three years, with the correct rank, as stated on the retirement orders.

(2) Copy of most recent physical examination taken within the last 12 months.

c. In addition to the requirements of paragraph *a.* above, retired personnel must provide:

(1) A 4x6 photograph in Class A uniform or the Army Service Uniform (ASU), taken within the last 12 months (does not have to be produced by a post photo facility). All pertinent personal information (name, rank, last 4 - SSN) and date must be posted on the backside of the photo. Digital photos are acceptable; however, at no time will a Polaroid be accepted.

(2) Copy of physical examination, taken within the last 12 months. If a civilian physician is conducting the examination, an updated abbreviated medical examination form (CC Form 211-R) may be used. (See Appendix C.)

d. Interview. As part of the qualification process, every applicant must be interviewed by a USACC-authorized interviewer. Applicants must complete the initial qualification training (as outlined in paragraph 8-3a, prior to scheduling an interview). A list of qualified interviewers is located on the portal at [www.usarmyjrotc.com](http://www.usarmyjrotc.com). A satisfactory interview is a prerequisite for qualification.

e. Evaluation of applicants. The completed application, together with supporting documents and the individual's interview results, will be considered in determining an individual's eligibility and suitability to serve as a JROTC instructor. All applicants will be informed in writing of the results within 30 days of receiving a complete application packet.

#### **4-7. Qualification Procedures**

a. Headquarters, USACC (Director, JROTC) will:

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

(2) Inform applicants when they have met the qualification requirements for employment in JROTC.

(3) Inform applicants whose qualifications do not warrant approval that they do not meet the certification requirements of Title 10, USC, Section 2031 and this regulation. JROTC initial qualification process 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 JROTC are the overriding consideration. Applicants not selected may submit additional information for review and reconsideration within 30 days from the date of the notification.

(4) The instructor's qualification status is valid for three years from the date of approval letter.

b. School administrators/DAIs appointed as hiring officials will:

(1) Interview only those applicants qualified by USACC.

(2) Employ only applicants who are qualified by USACC.

(3) Inform USACC of the name, grade, and social security number (last 4 - SSN) of those applicants whose qualifications are approved by the school before starting employment.

#### **4-8. Continuing Qualifications**

a. Instructors must:

(1) Meet the eligibility and qualification standards of paragraph 4-5.

(2) Demonstrate a thorough knowledge of JROTC subjects, effective performance as an instructor, and the ability to function well as an instructor in JROTC and within the school system. The attainment of the requirements may be reflected in the instructor's school evaluation, semi-annual counseling, or other records.

(3) Complete annual training, as directed by USACC or the school.

(4) Have a bachelor's degree to hold an SAI position. AIs must have an associate's degree, within five years after their initial hiring. Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet education requirements. For additional information, go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>.

(5) Provide IMD with an updated 4x6 photograph every five years. The photo will portray the instructor in class A uniform or ASU with all authorized awards and insignia. The name, rank, SSN, school name, location, and date of photo must be printed on the back of the photo. Digital photos are acceptable.

(6) Undergo background investigation, and submit to subsequent investigations every five years to retain position of trust. Dependent upon the investigating agency, subsequent fingerprints may not be required.

b. Instructor Management may require a physical examination on a command-directed basis for extended illnesses. Instructors will provide the results to IMD prior to returning to duty for determination of fitness and continued certification. If a civilian physician is conducting the examination, the Abbreviated Medical Examination Form (CC Form 211-R) may be used (See Appendix C) with modifications of duties to perform.

### **Section III**

#### **Instructor Positions, Descriptions, Responsibilities, and Duties**

#### **4-9. Certified Interviewers**

a. The objective of the interview process is to assist USACC in accurately assessing potential JROTC instructors. Brigades are responsible for nominating and selecting potential interviewers who will assess candidates' competence to execute JROTC's mission.

b. The Director, JROTC is responsible for conducting records check on candidates and coordinating the Interviewer Course.

c. Potential interviewers must:

- (1) Be willing to accept the responsibilities as a certified interviewer.
- (2) Have a minimum of two years experience as a JROTC instructor.
- (3) Be recommended by the brigade and approved by HQs, JROTC IMD.
- (4) Have no adverse or derogatory actions pending to include no adverse written counseling statements.
- (5) Have favorable counseling and school evaluations.
- (6) Interviewers will meet the medical and fitness standards as prescribed in Appendix P.
- (7) Have completed required instructor training plan, outlined in this regulation.
- (8) Meet the weight/height standards.

d. Personnel at the brigade must have two years experience working in JROTC to be nominated as an interviewer and must have attended the JSOCC ITC.

e. Once selected, the instructor must complete the Interviewer Distance Learning Course and follow-on Resident Course.

#### **4-10. Director of Army Instruction (DAI) Functions and Responsibilities**

The DAI, Officer in the rank of Lieutenant Colonel or Colonel, is responsible for overseeing the operations of five or more Army units in the same school district. A school system with fewer than five units can request to employ a DAI with an exception from USACC. The DAI is the chief administrator and instructional leader of multiple units. A DAI will not serve in the capacity of DAI and SAI simultaneously. All Army JROTC personnel employed by the school system will be directly under the DAI's supervision. The DAI is the overall JROTC leader in all matters pertaining to JROTC administrative duties and responsibilities, as well as quality of classroom instruction and integrated-curricular activities. A key DAI role is instructional leader; as such, the DAI will subscribe to at least two professional publications or free on-line newsletters to stay abreast of current educational trends and initiatives. Examples of free on-line publications are:

- ASCD newsletter: <http://www.smartbrief.com/ascd/>

- The latest in grant proposals: [listproc@inet.ed.gov](mailto:listproc@inet.ed.gov)  
<http://www.grants.gov/ReceiveGrantOpportunityNotification>
- Education Week <http://www.edweek.org>
- Federal Grant Opportunities – <http://www07.grants.gov/>  
Register with state and local education agency social media tools (e.g. Facebook, Twitter) to receive time-sensitive updates and opportunities.

a. DAIs will maintain personnel records of assigned instructors within their school district. DAIs will submit actions regarding these documents as required by USACC. Records will include actions such as contracts, school evaluations; hire letters, probationary letters, Body Fat Worksheets (BFWs), SIRs, invitational travel orders and other personnel actions related to JROTC. The DAI's primary responsibility is to serve as an instructional leader and to ensure, on behalf of the school district and the Army, through proper instruction and supervision, that JROTC is administered according to law, regulation, policy, and principles. DAIs will ensure instructors are recommended to be placed on probation and manage the Brigade Weight Control Program (BWCP), etc., when required. They will also ensure instructors are recognized for their talents and accomplishments.

b. DAIs are also responsible to ensure SAI/AIs receive district training in the administration of the curriculum. They will assess classroom instruction using the JROTC Coaching Rubric at Appendix E and assist instructors in developing the skills they need to become master instructors. The DAI relieves the SAI/AI of as many logistical and administrative duties as practical. Duties of a DAI are as follows:

- (1) Function as department chair/director for multiple units.
- (2) Organize, develop, and administer JROTC in the school district.
- (3) Represent the school district in matters pertaining to the Department of the Army and JROTC, as required. Serve as a strong advocate for JROTC at the state and national levels.
- (4) Ensure, on behalf of the district and the Army that JROTC is administered in accordance with law, regulation, and policies.
- (5) Serve as a certified interviewer for potential applicants who are seeking qualification as an Instructor or MPS. Recruit, recommend, and coordinate hiring instructors for JROTC.
- (6) Develop an order-of-merit list for attending professional development courses. Ensure instructors attend required USACC training and district professional development seminars.
- (7) Maintain instructor status used for the Army salary reimbursement and employment status. Notify IMD to terminate cost-share for personnel no longer employed in the district.
- (8) Ensure instructors receive initial and semi-annual performance counseling and a school evaluation. Mentor all instructors in the district. Assess the instructional performance of at least one instructor per school each year using the JROTC Coaching Rubric.

(9) Maintain liaison with USACC to ensure current regulations, policies, and procedures are available.

(10) Coordinate with SAIs to prepare district response to all correspondence received from USACC.

(11) Interpret and implement new regulations received from military agencies.

(12) Prepare and maintain administration and support reference materials required to be available in the district by law and regulations. Submit requests to brigade for distinctive unit insignia and school patches.

(13) Interpret data from the Army and other agencies to assist in:

(a) Developing favorable public relations.

(b) Improving instruction.

(c) Implementing Army policies in the classroom.

(d) Coordinating and integrating JROTC with other school departments and community agencies.

(e) Working with school, district, state, and community officials to enhance classrooms, obtaining core academic credit for JROTC, providing avenues to increase instructors' credentials, assisting with field trips and identifying service learning projects, etc.

(f) Maintaining membership and participation in the state education association, career and technical education, or similar state organization influencing JROTC.

(g) Setting up opportunities for Cadets to brief school and district officials on JROTC activities and accomplishments.

(14) Coordinate with USACC Public Affairs Office to release JROTC news items.

(15) Organize, coordinate, and direct JROTC activities in the district: adventure/drill/rifle/academic competitions, service learning projects, awards ceremonies, military balls, JCLCs, and other activities. Service learning projects will be evaluated using the service-learning rubric located in Unit 3 of the JROTC curriculum.

(16) Confer with principals on the effectiveness of JROTC.

(17) Develop and maintain a consolidated supply operation for Army JROTC units in the district, accounting for all government property issued to the units.

(18) Maintain files and recommend schools for probation; monitor disestablishment procedures, and, if applicable, requisition curriculum materials for existing and newly established units.

(19) Conduct school visits to evaluate instruction, integrated-curricular activities and provide regulatory compliance. (MPSs visit schools to assist with logistical operations.)

(20) Serve as JCLC commandant, as required by brigade.

(21) Conduct research, evaluation and follow-up studies to emphasize areas of success and to determine areas in need of special attention. For example, analyze and present information on Cadet Progression, using data such as skills map results. Use information collected on drop-out rates, etc., to brief at the district level and above.

(22) Enforce contractual agreement between the school district and the Army. Ensure schools support college credit available to Cadets, honors credit, credit other than elective, etc., to the extent possible.

(23) Ensure instructor vacancies are advertised within the school district and coordinate the announcements of vacancies on the JROTC web portal. Continually review/monitor program staffing to support enrollment and achieve optimum manpower and funding. Report any contract changes to USACC.

(24) Recommend changes and provide suggested solutions to the LET Program of Instruction (POI). Request curriculum materials and distribute equitably among units.

(25) Assure preparation of the master training schedule; consolidate and forward to higher headquarters. Ensure SAIs' input.

(26) Submit required reports, as necessary, and in accordance with the required reports listing. Review essays, awards, Program Assessment Rating Tool (PART) testimonials, etc. Submit recommendations/good news stories to higher headquarters.

(27) Provide school officials and units guidance before and after inspections. Ensure instructors include Cadets in preparing for inspections and are involved in the after-action evaluation of their results.

(28) Conduct department meetings and present professional or in-service training. Monitor instructors' professional development ensuring they receive training, feedback and reinforcement to continually improve their teaching skills and credentials. Plan and conduct professional development workshops specifically related to the JROTC curriculum. Establish a plan to train instructors who could not attend annual brigade instructor training.

(29) Control budget and logistical aspects of JROTC. Request transportation support as required, within budget allocations. Monitor pay reimbursement for the school district. Provide input to higher headquarters for budgets. Spend money in a timely manner. Prepare a district budget and inform each unit of the district budget, e.g., its share of the funding. Ensure SAIs have visibility of the budget and receive their share of funds.

(30) Establish, instill and enforce JROTC standards. Set the example for on-going development. Examples include ensuring units are using Curriculum Manager to teach the current curriculum, verifying Cadet challenge events and Adopt-a-School Program activities are conducted in each school, that units are using the current version of JUMS for records

management and that Cadets are involved in managing the data for JUMS. Serve as a substitute instructor to keep abreast of the changing trends in the curriculum and academic environment.

(31) Maintain involvement in the school community by attending social events, athletic contests, PTA and faculty meetings. Visit schools in the district on a monthly basis and provide guidance as needed.

(32) Observe and support the military and school chains of command.

(33) Verify all instructors attending JSOCC meet the height and weight standards. Administer tape test to instructors not in compliance and submit a copy of the body fat worksheet to their respective brigade and Training and Operations, JROTC prior to the instructor attending their schedule JSOCC. Instructors not in compliance will still attend their mandatory training.

(34) Employ only applicants who have been qualified as an instructor or MPS.

(35) Ensure that qualified instructors complete all certification requirements as specified in this regulation.

(36) Mentor, monitor and counsel all instructors concerning their educational requirements.

#### **4-11. Senior Army Instructor (SAI) and Army Instructor (AI) Functions and Responsibilities.**

The SAI is the department chairperson and chief instructor of the JROTC unit. The SAI performs the functions of a DAI in a single unit and is therefore responsible for the overall management of the JROTC unit at the school. An SAI in a single unit or one under a DAI will be responsible for the requirements below, except for those explicitly covered by the DAI. In many cases, both DAI and SAI will be responsible (e.g., maintaining good relations with school authorities). Warrant Officers and non-commissioned officers may also serve as SAIs if he/she possesses a four year degree (the degree is a non-waiverable requirement).

a. The SAI, in coordination with the senior school official, will establish standard operating procedures relating to the administration, control, and training of JROTC Cadets. These procedures will cover the appointment, promotion, and demotion of Cadet Officers and noncommissioned officers. The SOP must be approved by the senior school official. The SAI will:

(1) Manage and conduct the JROTC unit according to school rules, regulations, and policies.

(2) The SAI will advise school authorities on policy and regulation changes within CCR 145-2.

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

(4) Conduct a public affairs effort in the local area middle and elementary schools, among school and community officials, civic groups, parent-teacher groups and other individuals or groups, designed to further the understanding of JROTC, the school and the Army.

(5) Enroll students in JROTC and support school officials while executing the curriculum and the integrated extra-curricular activities.

(6) Prepare weekly training schedules.

(7) Maintain contact with parents of all Cadets experiencing academic or behavioral problems.

(8) Ensure JROTC unit areas are neat and orderly; current chain of command photos, Cadet creed, core abilities and mission statement are present; and all sensitive items are secured.

(9) Ensure instructors share teaching responsibilities. No instructor is exempt from teaching a fair-share of the LET POI. Instructors should teach by expertise and preference in subject areas, rather than strictly by LET levels. All instructors (SAI/AIs) are responsible for teaching the JROTC curriculum.

(10) Maintain a current copy of DA Form 3126 and/or DA Form 3126-1, a completed service-learning checklist/rubric, a current copy of a bond/insurance certificate, and required JUMS reports.

(11) Maintain accountability of all equipment, IAW AR 710-2, including items requiring formal accountability (i.e., air rifles), informal accountability (i.e., clothing) and durable items costing \$5,000 or less (i.e., automation, computers, audiovisual), but still requiring property accountability. Failure to properly account for government property could result in pecuniary liability or adverse action. If negligence is probable, the instructor must initiate a DD Form 200, Financial Liability Investigation of Property Loss (FLIPL). Refer to AR 735-5 for instructions.

b. At a military institute (MI), the SAI will establish the rules and orders relating to JROTC 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, as designated by the head of the school. Instructors will not be required to perform additional duties beyond those required by the JROTC curriculum. Additionally, SAI/AIs will not be required to perform duties as the Commandant of Cadets or tactical officer, who are responsible to the head of the school for the health, welfare, morale and discipline of members of the Corps. The organization of the school's Corps of Cadets and its administration and control are joint responsibilities of the SAI, tactical officer, and commandant, each having a special interest in those areas. The SAI and 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 in accordance with this regulation.

c. JROTC instructors may not be required to serve as the JROTC academy director/coordinator or any other title requiring them to be administratively in charge of a "school within a school."

d. Warrant Officers may also serve as AIs in programs that are chaired by Commissioned Officers. However, they are prohibited as AIs in programs that are chaired by NCOs serving as SAIs.

e. In no instance will an AI be higher in rank than the SAI for that JROTC unit.



f. In independent JROTC programs (without a DAI or School District MPS coverage), the SAI will serve as the Government Purchase Card Holder or Approving Official to properly execute the JROTC program's MPA and OMA budgets.

#### **4-12. Military Property Specialist (MPS) Functions and Responsibilities**

a. The MPS responsibilities will vary based on specific situations, including but not limited to:

(1) Manual Property Book for JROTC property vice a hand receipt from a support installation.

(2) Part of a DAI office or an SAI or AI performing as the MPS in an independent JROTC program.

(3) Cost-shared MPS vice a non-cost shared school district employee.

b. Individuals applying for the position of MPS must meet the requirements prescribed in Section II, Instructor Qualification. Additionally, the MPS must be eligible to serve as the cardholder of the GPC and perform duties as a substitute teacher when required.

c. The school district MPS reports directly to the Director of Army Instruction (DAI). The MPS is responsible for providing direction and guidance to JROTC units in supply management, equipment authorization, acquisition, disposal and accountability of all government property issued to JROTC. Duties include, but are not limited to, the following:

(1) Establish and maintain a consolidated supply operation for Army JROTC units in the school district.

(2) Requisition, receive, store, issue, inventory and account for supplies requisitioned through the Army Supply System, IAW AR 710-2 and CCR 700-1. Similarly, the MPS is responsible for commercial items, acquired and/or paid for in accordance with current regulatory guidance and command policy, using the GPC.

(3) Secure and maintain adequate space to receive, store, and issue clothing, supplies, and equipment for applicable schools.

(4) Establish a sub-hand receipt account at each Army JROTC unit in the school district and update hand receipts every six months.

(5) Ensure accounts are cleared and a new hand receipt holder is assigned prior to a change of duty or transfer.

(6) DAI Offices will conduct a 10% monthly inventory and 100% annual physical inventory of all government property. Provide results to the installation property book officer (PBO) within 30 days of completion.

(7) Ensure sensitive items are inventoried monthly and the report is submitted to the support installation IAW local procedures.

(8) Maintain current record of all serial numbered items.

(9) Ensure all requests, turn-ins and hand receipt transfers are prepared in accordance with CCR 700-1.

(10) Comply with AR 710-2, paragraphs 2-13 and 2-28c; and DA Pamphlet 710-2-1, Chapter 3, for lost, stolen or damaged equipment. This may require DD Form 200, Financial Liability Investigation of Property Loss, or DD Form 362, Statement of Charges/Cash Collection.

(11) Ensure TDA equipment is documented or on request (providing funds are available and the excess equipment is turned in or a request for a change to the TDA has been submitted).

(12) If applicable, initiate DD Form 250, Material Inspections and Receiving Report, to acknowledge and report purchases of non-expendable items to the PBO within three workdays.

(13) Ensure that required documentation is maintained on the card holder of a GPC and the billing official (BO); provide them copies for their records. Ensure that the BO is provided copies of all transactions for review, approval and certification of items purchased with the GPC.

(14) Secure and maintain appropriate furniture and equipment to execute the mission IAW CTA.

(15) Ensure Army JROTC units are issued only authorized property, which is based on Cadet enrollment at that unit.

(16) Arrange for pick-up and delivery of laundry, dry cleaning and alterations from Army JROTC units in the school district.

(17) Participate in meetings and other professional activities.

(18) Adhere to all school district and Army standards.

(19) Prepare and maintain administrative and support reference materials, as required.

(20) Perform related duties as assigned to accomplish the mission.

d. Anyone in a non-cost-shared position must be fully funded by the school district as a supply person. He/she can be appointed as the MPS, under supervision of the DAI. This person can neither sign for the equipment nor be the card holder.

e. The Army Combat Uniform (ACU) may be worn to perform supply functions. The current Army Service Uniform will be worn for any classroom functions or other non-supply-related functions.

(1) Waivers may include:

(a) Wear of the uniform.

(b) Weight/height, appearance, and medical standards (non-cost shared).

(2) Required training:

(a) Attend USACC logistics training.

(b) Complete the Basic JROTC DL and the JROTC Resident Certification Course, JSOCC.

## **Section IV**

### **Instructor Administration**

#### **4-13. JROTC Instructors**

USACC is responsible for ensuring only the best-qualified and certified instructors are referred to schools and that potential instructors are aware of educational requirements to obtain degrees and licensure.

#### **4-14. Vacancies and Hiring Procedures**

Instructor Management Division (IMD) will:

a. Assist hiring actions by:

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

(2) Ascertaining that the authorized and funded position is available, and that the instructor salary is to be cost-shared prior to approval. Confirm that the individual selected for hire meets qualification requirements.

(3) Enter names of qualified instructors into the JCIMS database.

b. The Director, JROTC may classify JROTC instructor positions as “hard-to-fill,” based on historical information which may include position vacancy rate, measures taken to fill the vacancy, geography, economics and other unique factors. This will allow exceptions to various requirements.

#### **4-15. Transferring within the Same District**

a. Transferring an instructor is authorized only when the schools are in the same district.

b. The school must request in writing authorization and approval from IMD to transfer an instructor to another school before the effective date of transfer. No transfers will be executed or processed until approval from IMD is granted.

c. Instructor pay is aligned with each school, not with the school district or the DAI office.

#### **4-16. Reimbursement Procedures**

a. The school is responsible for submitting a Request to Hire Letter before the effective date of employment. (See Appendix D for format of a hire letter.) Only personnel qualified by USACC are eligible for employment as instructors. **Failure to notify IMD in a timely manner**

**could result in the school district's not receiving the entire reimbursement for cost-sharing. Instructor Pay will deny reimbursement of funds beyond ninety 90 days.**

b. Schools will receive reimbursement for the new instructor's salary, based on approval date in writing, regardless of the date the school's hiring date or the date on the signed and completed DD Form 2767.

c. Overlapping of instructors for on-the-job training is not authorized. If this is desired by the school, the school system will bear all costs.

d. Individuals are not eligible for cost-sharing while on terminal leave from the Army. All costs associated with hiring an individual on terminal leave will be paid by the school system.

e. Instructors are responsible for completing DD Form 2754, Pay Certification Worksheet for Entitlement Computation and DD Form 2767, Annual Certification of Pay and Data Form. Submit them to Instructor Management Division (Pay) within 30 days from the date of the approval for hire letter.

f. Schools may advertise future vacancies by notifying their brigade via email.

g. A school may request a listing of eligible instructors seeking employment by contacting their brigade for a JCIMS listing of available instructors.

#### **4-17. Termination and Resignation**

a. An instructor will give a 30-day (30 calendar days) written notice prior to termination, unless specified in the contract. Failure to properly terminate a position may result in adverse action. The effective date of an instructor's employment, whether voluntary or involuntary, stops any Army cost -sharing of an instructor's salary, as of the effective date of termination. Instructors who repetitiously change schools may be subject to adverse actions.

b. Nothing precludes an instructor from terminating employment voluntarily at any time. An instructor who properly terminates a JROTC position remains eligible for reemployment in JROTC for two (2) years from date of resignation or termination.

c. Any instructor who voluntarily resigns for any reasons (medical, retirement, etc.,) must notify IMD, through their brigade, in writing of their intent.

d. Written resignations/terminations must be submitted through the brigade to IMD. If notification of resignation/termination is not received, authorization to fill a vacant position will not be authorized.

e. Any instructor who voluntarily resigns, or has their employment terminated by the high school while under investigation for adverse action will have their certification to teach JROTC suspended until the case/charges have been adjudicated.

#### **4-18. Suspension of the Army Cost-Share**

- a. For any instructor suspended without pay by the school, the Army will terminate cost-sharing with an effective date of the suspension.
- b. For any instructor suspended with pay by the school, the amount cost-shared by the Army will be suspended/terminated 30 calendar days from the date of suspension.
- c. The amount cost-shared by the Army will be terminated after 30 calendar days of absence (i.e., sick leave, annual leave, strike, workman compensation, etc). Excessive absence within a 60 calendar day period may result in adverse action. Instructors who attempt to circumvent the policy by being absent for 29 days, return to work, then be absent again within 72 hours, etc., will be subjected to adverse action. In extreme circumstances, exceptions may be granted by the Director, JROTC.

#### **4-19. Furloughs**

Schools hosting Army JROTC units must notify the Director, JROTC, IMD and the respective Brigade of furloughs for Army JROTC Instructors. The notification must include the exact date(s) and names of instructors being furloughed. The notice must be submitted electronically via e-mail, facsimile or mail by a school representative or the JROTC Instructor within 30 days of the furlough. Collection of cost-share for the actual days of the furlough will be deducted from reimbursement pay.

### **Section V**

#### **Staffing and Operations**

#### **4-20. Rank and Precedence**

Individuals, as retired members employed in JROTC, are recognized as a group having a unique status. USACC will ensure that the Army's position on rank and precedence is explained to appropriate school authorities and retired members. A JROTC unit will be staffed according to rank and precedence normally found in the Active Army. The SAI is in charge of the JROTC unit. Each authorized instructor will be accorded the courtesy commensurate with that rank and with the Army's customs and traditions. However, all JROTC instructor duties and responsibilities should be distributed equally. The workload should be distributed fairly, based on factors including, but not limited to: supply functions, Cadet class load, school administration, and time spent with integrated curricular activities.

- a. JROTC units.

(1) Basic staffing levels are as prescribed in paragraph b(1): a minimum of one SAI and AI for any unit with an enrollment of 150 or fewer Cadets, an additional AI at 151 to 250, and an additional AI required for each increment of 100 Cadets.

## Authorizations:

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<u>Cadet Strength</u>	<u>Retired Officers</u>	<u>Retired NCO</u>
100-150	1	1
151-250	1	2
251-350	1	3
351-450	1	4

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

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(2) Unit staffing authorization levels will be determined by IMD, based on figures reflected in the opening enrollment report. To avoid instability in the instructor force, staff increases will be based on the enrollment figures for two years. For units with three or more instructors, if the enrollment level is below the authorized staffing for two consecutive years of enrollment, a change in staffing is required for staff reduction. **A unit which loses substantial enrollment and has no reasonable plan or means to increase the enrollment may lose staffing immediately.** No JROTC unit will be reduced below the minimum requirement of one SAI and one AI. It becomes less and less cost-effective to operate a JROTC unit as enrollment drops below 75 Cadets. A unit with fewer than 50 Cadets is not cost-effective and will be considered for disestablishment.

(3) An additional instructor may be authorized based on the availability of funds.

(4) A school on an accelerated (one semester = one full LET level credit) block-schedule, will add the actual enrollment for first semester to the projected enrollment of the second semester; divide the total by two to determine staffing level. For example, if the average enrollment is fewer than 151, an additional instructor is not authorized. However, Instructor Management will not authorize staff increases on projection. Cadet enrollment must be confirmed. A minimum of 75 Cadets should be enrolled at all times. Failure to maintain 75 Cadets could result in the disestablishment of the unit. Cadets in an inactive status, per paragraph 5-3k, may not be counted toward enrollment.

(5) Schools not qualifying for an increase in staffing may employ an instructor at no expense to the military. All personnel must be certified by USACC to serve as instructors.

(6) All requests for additional JROTC instructors must be submitted through brigade for endorsement.

(7) Schools must cap enrollment to comply with the staffing ratios until the required number of instructors can be hired. Any school failing to hire an additional instructor, based on increased enrollment, will cap the Cadet to instructor ratio at 15% above the level required by USACC for an additional instructor (i.e., a unit with 151-250 Cadets is authorized a third instructor to maintain Cadet/instructor ratio. If a school does not hire or cannot afford a third instructor, the enrollment will be capped at the level of 173 Cadets ( $151 + 15\% = 173$  Cadets). The cap will remain in effect until the required number of instructors can be hired. Any deviation from the required capping will require an exception from the SAI and approval from brigade.

b. Director of Army instruction (DAI) and staff:

(1) DAI offices will be limited to the minimum essential personnel required to plan, coordinate and administer JROTC for multiple units.

**Requirements:**

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<u>Units</u>	<u>Officers</u>	<u>NCOs</u>	<u>Position</u>
5		1 1	DAI, MPS
6 – 9	1	2	DAI, OPS NCO, MPS
10 – 14	2	2	DAI, ADAI, OPS NCO, MPS
15 – 25	2	3	DAI, ADAI, OPS NCO, SGM, MPS
26 – 34	2	4	DAI, ADAI, OPS NCO, SGM, MPS, Admin NCO
35 & above		2 5	DAI, ADAI, OPS NCO, SGM, MPS, Admin NCO,

Additional NCO positions as determined by DAI

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(2) Any request to establish a DAI office or to change the staffing level will be forwarded through brigade to the Director, JROTC, ATTN: IMD.

(3) Continued staffing and funding will be authorized if it falls within the boundaries of the total funding allocated to JROTC. Provisions of AR 145-2, par 4-4a(2) and 4-20, apply to DAI personnel, as well as SAI/AIs in the schools. As such, DAIs receive school district support equitable to civilian director counterparts: office space, furnishings, vehicle support, budget, etc.

(4) Under no circumstances will an SAI be removed from a school and placed on a DAI staff without a replacement at the school level.

(5) Each DAI office is authorized to have a cost-shared MPS, with a consolidated supply operation. A cost-shared MPS is required to wear the military uniform for duty and can be an Officer/NCO/WO.

## **Section VI**

### **Performance Counseling and Performance Improvement Plan (PIP)**

#### **4-21. Performance Counseling/School Evaluations**

a. Mandatory performance counseling will be documented on a DA Form 4856 or in a memorandum during the initial counseling and on subsequent counseling conducted on a semi-annual basis. SAIs will conduct initial performance counseling for AIs within the first 30 days of employment and then semi-annually. DAIs will conduct initial counseling for SAIs within their district within the first 30 days and then on a semi-annual basis. For schools under brigade control (no DAI), the Brigade JROTC Chief, or designated staff member, will perform the counseling for SAIs. Brigade JROTC Chiefs will conduct performance counseling for DAIs. The performance counseling should address satisfactory and/or unsatisfactory performance and specify annual program objectives. The counselor and the counselee must sign all counseling statements and/or memorandums. This form can be accessed from <http://www.apd.army.mil/>.

Failure to maintain written counseling can result in probationary actions . Initial and semi-annual counseling will be inspected on FI and Assist Visits (AV).

b. The evaluation of classroom performance of instructors will be conducted using the school's evaluation report (if applicable) during classroom evaluations and inspections. The instructor's weight and height will be recorded on the School-Program Checklist (SPC) (CC Form 187-B) during AVs and FIs. Reviews will determine whether the instructors, individually and collectively, are effective and efficient in conducting instruction, unit operations, and JROTC activities, in accordance with this regulation and other directives.

#### **4-22. Performance Improvement Plan (PIP)**

The supervisor initiates a Performance Improvement Plan (PIP) for those instructors whose performance adversely affects his/her work and accomplishment of the JROTC mission. The PIP is a formal document that is developed with the instructor to improve deficiencies. The supervisor has the option to use the school PIP or JROTC PIP. Initial steps could include performance counseling, training and/or closer supervision. If performance continues to be unacceptable, recommendation for decertification may be recommended. If the problem is failure to meet one or more of the objectives/responsibilities he/she has established on the counseling form, then appropriate corrective actions would be specified under the PIP.

a. The supervisor will decide whether the incident involves the instructor's poor job performance or an act of misconduct. Normally it is one or the other but in some cases it may be both. The Supervisor will decide what type of action will best address the incident. There are many possible causes for an instructor's performance and/or conduct problem - for example, illness, disability, substance abuse, personality conflict, family problems, lack of training, low job morale. The nature of the problem will determine the course of action to be taken. A fitness-for-duty medical examination may be needed to determine physical or mental capability to do the job.

b. If it is misconduct or delinquency, such as tardiness, failure to report to duty, sexual misconduct, failure to properly request leave, fighting, violation of public trust, insubordination, theft. One option is to take disciplinary action. For guidance on administering discipline, refer to Chapter 4, Section 7, Probation and Decertification.

c. There may be instances where the problems are both performance and conduct. In these cases the supervisor can take action under disciplinary action and recommend an instructor for immediate decertification.

d. At any time an instructor's performance is determined to be unacceptable, the supervisor must inform the instructor of the objectives/responsibilities in which performance is unacceptable, in what way it is unacceptable and exactly what is required to bring it up to the "success" level. The instructor must be provided a reasonable period of time to take corrective action and demonstrate acceptable performance. That period, for instructors who are not in a probationary or trial period, takes the form of a PIP. The time needed to demonstrate acceptable performance is a judgment made by the supervisor during a trial period of 90-120 days, based on such considerations as:

(1) The instructor's position and level of experience as a JROTC instructor.

(2) The extent of the performance problem.



(3) The severity of the problem.

e. The following supervisor actions may be necessary during the performance period:

(1) Closer supervision and counseling.

(2) Personal task accomplishment demonstration or on-the-job training.

(3) Supervisory or peer coaching.

(4) Frequent feedback.

(5) Special assignments.

(6) Formal training.

(7) Referral for fitness-for-duty medical examination.

f. The supervisor will inform brigade of any instructor in probationary or trial status. The supervisor will recommend decertification if the instructor's performance remains unacceptable after the trial period. The final decision on decertification rests with the Brigade Commander.

g. A PIP, probation action or recommendation to decertify may result from the final outcome of an investigation into instructor misconduct. An investigation resulting in "no finding for further adverse action" will result in reinstatement of instructor's certification and return to duty.

h. An instructor who resigns to avoid an investigation by school officials or police into allegations of misconduct will be decertified and not eligible for rehire at any JROTC unit.

## **Section VII**

### **Adverse Actions**

#### **4-23. Probation and Decertification**

a. Newly certified instructors will serve in a probationary status for the first academic year of employment. Unsatisfactory performance during the probationary status may result in termination of certification. Instructors are required to attend the JROTC Instructor Certification Course – Basic within the first 18 months as a JROTC instructor, and the JROTC Instructor Training Course – Advanced Course every five years thereafter. Failure to comply may result in termination of certification. The certification of an instructor who is suspended by the school with/without pay, pending the outcome of an investigation, will be flagged and his/her certification suspended until the investigation is completed. The Director, JROTC may consider probation each time an instructor transfers to a new JROTC instructor position.

b. IMD will determine if the substandard performance or the circumstances of the termination of employment warrants withdrawal of certification. The instructor will be given the opportunity to provide written documentation to IMD prior to a final decision to decertify by the Director, JROTC.

c. Administrative requirements to complete probationary status.

(1) Take the JROTC Basic Distance Learning Course (BDL), within 60 days of employment and the Advanced Distance Learning Courses (ADL) within two years of employment.

(2) Receive satisfactory counseling and school evaluations.

(3) Attend JCLC.

(4) Attend annual instructor training sponsored by Brigade headquarters, if applicable.

d. Brigades and school administrators may recommend probation for instructors who demonstrate unsatisfactory performance. Unsatisfactory performance will be documented in writing, including a PIP to correct the deficiency. Probation is appropriate when counseling, professional development, and other corrective measures within one year or less does not improve or correct the unsatisfactory behavior. IMD will determine if the probationary status should be removed or if decertification is warranted, based on recommendations from brigade, school administrator, and immediate supervisor. Instructors may be placed on probation for the following (not all inclusive):

(1) Not in compliance with the weight standards.

(2) Unsatisfactory performance on a formal inspection.

(3) Violating public trust, displaying disrespect, misconduct or performance.

(4) Adverse initial counseling and failure to improve in accordance with the PIP.

(5) Failure to complete the mandatory training requirements.

(6) Failure to attend JCLC.

(7) Violation(s) of local school policies as they relate to teacher conduct, behavior, and performance.

(8) Failure to properly execute their annual JROTC budget and/or failing to complete required Government Purchase Card actions in a timely manner.

(9) Failure to ensure Cadet Participation in JLAB Level I. Instructors must “Reply by Endorsement” to Director, JROTC in the event their program fails to participate in JLAB Level I.

e. The following documentation must accompany a probation/decertification recommendation:

(1) Counseling statements and supporting documents to reflect the performance or behavior.

(2) Copy of the PIP. (See Appendix F.)

(3) If an instructor is absent for medical reasons, without supporting documentation to verify appointments and treatments, provide the number of days the individual has been out.

f. Instructors may be decertified for failing to meet the requirements of paragraph 4-5 or for conduct discrediting JROTC and the U.S. Army. If decertification is recommended, the instructor will be notified of the intent to decertify and will be provided a copy of the decertification packet. The instructor will have 30 calendar days from the date of notification to submit a rebuttal packet that includes supporting documentation to the Director, JROTC. The Director, JROTC will make a determination based on the evidence and the individual's response. If decertification is warranted, the individual will be notified of the decision and given the opportunity to appeal to CG, USACC within 30 calendar days after the decertification. An instructor, who resigns any time after notification of investigation, will be eliminated from the instructor applicant pool. The CG is the final authority. Examples of cause for decertification include the following (not all inclusive):

(1) Failure to meet the weight standard in the prescribed time or re-entering the BWCP within 12 months after meeting the standards.

(2) Failing two consecutive FIs.

(3) Violating public trust, displaying disrespect, misconduct, substance abuse.

(4) Non-favorable National Agency Check (NAC).

(5) Adverse counseling and failure to meet the requirements associated with the PIP.

(6) Failure to complete mandatory JROTC instructor training, IAW this regulation.

(7) Failure to attend JCLC without being excused by brigade.

(8) Unauthorized wear of rank, awards, and decorations.

(9) Conduct that does not meet the standards expected of an Army officer/WO/NCO, regardless of the instructor's retired status.

(10) Knowingly entering fraudulent information on the instructor application for qualification.

(11) Not maintaining a military appearance or standards in accordance with AR 670-1 (hair, mustache, uniform, obesity, etc.).

(12) Inappropriate contact and/or relationship with Cadets and or students as defined by public law and school policies/directives.

(13) Conduct causing discredit or embarrassment to the Army or the JROTC program.

g. 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.

h. DAIs and MPSs may also be put on probation and decertified for noncompliance with regulations or for failure to provide required support to instructors and units in their districts.

i. Recommendations from brigade, school administrators, and immediate supervisors will accompany all adverse actions. If the adverse action does not include recommendations from the instructor's chain of command (including school officials) the action may be disapproved. When the Director, JROTC makes a decision, the information will flow through the same chain of command as did the recommendation to ensure everyone concerned is informed of the action taken.

#### **4-24. Conduct of JROTC Instructors During School District Strikes**

a. If instructors are members of teachers unions, and are expected to participate in a strike, demonstrations, protests or activities involving strikes, they may do so. However, they will not be in uniform, and the Army will not cost share the instructor's salary for the time they are not working. Use of Cadets in uniform in support of strikes or demonstrations is also prohibited.

b. If instructors are not members of the teachers union and are not obligated to strike, they will report to their place of duty designated by school officials. They will not cross picket lines and will avoid contact with those people participating in the strike, particularly if they are in uniform.

#### **4-25. Instructor Records**

IMD will update, maintain and destroy records pertaining to instructors IAW provisions in this regulation. Instructor records will be maintained as follows:

a. Records of certified applicants who were never employed with JROTC will be destroyed in three years from the date of certification.

b. Certified instructors who have never used their JROTC certification and who want to keep their certification active must contact IMD to update their records accordingly (address, telephone, education, preferences, etc). Instructors who fail to update their contact information will not be referred for employment and their record will be removed from the eligible instructor referral list. Inactive records will be deleted from the database after three years in an inactive status.

c. Records of instructors who retire from JROTC will be maintained for a period of one year from the effective date of retirement. At the end of the period, all records and files will be deleted from the database.

d. Decertified instructor certification information will be maintained for a period of one year from the effective date of the decertification and deleted from the database at the end of the one-year period.

e. If an instructor decertification is subject to a congressional inquiry or an appeal, all records and files will be safeguarded and stored for one year after the final adjudication.

f. If an instructor's certification is suspended because he/she failed to obtain the required degree within the regulatory time lines, IMD will keep the record on file for two years. At the end of the period, all records and files will be deleted from the database.

## **Section VIII**

### **Brigade Weight Control Program (BWCP)**

#### **4-26. Scope**

DAI/SAI/AIs are responsible for maintaining appropriate standards of weight, appearance, and fitness, regardless of age, for retention in JROTC. If an instructor fails to meet the height/weight and BFP, IAW Appendix H, he/she will be enrolled in the BWCP.

#### **4-27. Standards and Procedures**

All instructors must maintain and present an acceptable military appearance and stay within body fat standards. The BWCP establishes procedures to prevent hiring applicants for JROTC instructor duty who exceed weight and body fat standards or do not present an acceptable appearance in uniform; to monitor the body fat status and appearance of DAI/SAI/AIs; and to eliminate instructors who do not conform to body fat standards. Standards for measuring weight/height, and procedures for taping and recording body fat are outlined in Appendix H.

#### **4-28. Responsibilities**

a. Brigade will:

(1) Measure and record the weight/height of all instructors or DAI personnel during FIs and AVs, IAW Appendix H of this regulation.

(2) Review annual School/Program Checklists to identify instructors not in compliance with weight/height standards not later than 15 October annually, and record results in JCIMS.

(3) Monitor JROTC instructors to ensure compliance of weight/height standards.

(4) Place instructors not in compliance with weight/height standards in the BWCP for a minimum of six months, but no more than 12 months. Brigade may task DAI/SAIs to weigh-in, tape, and counsel instructors enrolled in the BWCP. The collected data will be forwarded to brigade for processing.

(5) Recommend instructors seek medical attention within an adequate amount of time prior to placing the instructor on the BWCP.

(6) Submit a memorandum to IMD requesting probation. The memorandum must contain the name, weight/height, and BFP of the instructor.

(7) Administer probationary letter from the Director, JROTC to the instructor. It is brigade's responsibility to issue the letter to the instructor. The effective date of the letter will be the date of receipt by the individual.

(8) Request removal from the BWCP for an instructor who meets the BFP within six months.

(9) Ensure all JROTC instructors and DAI personnel comply with weight/height standards prior to attending instructor training. Brigades will, in advance, notify IMD of personnel attending training who are not in compliance with weight/height standards.

b. IMD will:

(1) Prepare a memorandum which places the instructor in a probationary status for failing to meet weight/height and body fat standards, or one that removes an instructor from the BWCP.

(2) Furnish copies of the probationary letter to brigade.

(3) Initiate the decertification process, in accordance with procedures prescribed in this regulation, if the instructor is re-enrolled within 12 months of a previous enrollment. This action is appropriate if there are no underlying or associated disease found as the cause of the condition.

c. DAI/SAI/AIs will:

(1) Ensure instructors reply by endorsement, through brigade to USACC, upon receipt of the probationary letter.

(2) Request removal from the BWCP for instructors who meet their BFP, IAW this regulation.

d. School officials should be informed that the Army requires instructors to maintain prescribed body fat standards and present an acceptable military appearance. Instructors certified to teach Army JROTC who fail to maintain acceptable weight standards, IAW this regulation, may result in decertification procedures.

e. If enrolled in the BWCP, an instructor is expected to conscientiously pursue a reasonable and satisfactory body fat loss regimen. Instructors should seek medical assistance in establishing a safe and effective body fat reduction regimen. They should exercise self-discipline and self-motivation in reaching the standard. Failure to reach and maintain the standard or a professional military appearance in a specified period of time will result in decertification.

f. Satisfactory progress in the BWCP is defined as a monthly loss of three to eight pounds, unless it is determined by a qualified physician that the monthly weight loss progress or period should be adjusted because of underlying medical conditions. Loss of fewer than three pounds per month is unsatisfactory, unless otherwise directed by a physician.

#### **4-29. Weight/Height Procedures**

a. Applicants for instructor duty must meet Army weight standards before participating in the JROTC. IMD will ensure the applicant's information packet includes weight standards and make it clear that such standards must be met before an application is accepted. If the application reflects an unacceptable weight, a body fat measurement must accompany the request. If the body fat standard is not met, the application will be returned without action.

b. Weight tables at Appendix H reflect the point at which obesity normally begins, based on height measurements. These weight tables will be used as an initial indicator that body fat standards may be exceeded. Instructors are required to report their weight/height on the SPC.

#### **4-30. Body Fat Standards**

a. Body fat standards. If an instructor exceeds the prescribed weight, he/she will then be measured for body fat percentage. The circumferential measurement technique at Appendix H is the only acceptable body fat measurement technique. Another indicator of excessive body fat is an individual's professional military appearance. Instructors who present a poor professional military appearance will be measured for body fat percentage, regardless of weight. Body fat standards are 30% for men and 36% for women. An instructor who is identified as exceeding body fat standards will be enrolled in the BWCP in an effort to help him/her lose body fat, achieve a professional military appearance, and comply with Army standards.

b. The body fat standard may be adjusted for unusual circumstances. Unusual cases may arise in which an instructor's body fat percentage is determined to exceed the standard prescribed by this regulation. Yet, in the opinion of the brigade, the instructor does not appear overweight. In such a case, a body fat standard adjustment may be warranted. The following procedures will normally apply:

(1) An instructor requesting a body fat adjustment will obtain a body fat measurement conducted by a medical practitioner IAW Appendix H; a written statement describing the instructor's overall physical condition; and whether the practitioner considers the instructor to be over- weight.

(2) The instructor will provide a written request for body fat adjustment with the practitioner results and a current full-length photo (profile and straight-on pose) to brigade. Brigade may disapprove the request if the proposed body fat standard adjustment will detract from the instructor's military appearance or concur with the proposed body fat standard adjustment if it is determined that the adjustment does not detract from the instructor's military appearance. Brigades will forward the request to IMD, USACC, the final approval authority, who acts on each case according to information provided.

(3) Brigade may recommend that the Director, JROTC revoke an adjustment at any time, if the instructor ceases to present a professional military appearance. An approved body fat adjustment is valid for up to one year from date of approval. A request for renewal is the responsibility of the instructor and will be evaluated annually, as prescribed above.

(4) When a request for a body fat standard adjustment is disapproved, the instructor will be placed in or continued in the brigade's BWCP.

#### **4-31. Preparation of Body Fat Content Worksheet (BFCW)**

Brigade is responsible for completing the BFCW for an instructor who exceeds the acceptable weight (Appendix H, Table 1: Weight/Height) or when the instructor's appearance suggests that body fat is excessive. BFCW is used to determine the instructor's body fat percentage (BFP), using the circumference technique described in this regulation.

## **Section IX**

### **Instructor Pay**

#### **4–32. Authority and Administrative Regulations**

- a. Statutory authority for payment of JROTC 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.

#### **4–33. Verification of Participating Schools**

To verify that schools requesting payment are active participants in the JROTC 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.

#### **4–34. Instructor's 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 calculations for JROTC instructor's compensation pay is calculated. Active duty pay and allowances to be used in computing the pay of JROTC instructors include:

- (1) Basic pay (longevity increases).
  - (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. Minimum Instructor Pay (MIP) is the difference between official retired pay, reported by DFAS, and the active duty pay and allowances (excluding hazardous duty and special pays). Active duty Pay and Allowances are based on the DFAS current year Military Pay Tables.
- (1) Basic pay (calculated on rank and years of service).
  - (2) Basic allowance for housing (based on zip code of employing school).



- (3) Cost of living allowance (if applicable).
- (4) Overseas housing allowance (if applicable).
- (5) Clothing allowance for uniforms (enlisted only).
- (6) Basic allowance for subsistence.
- (7) Schools employing JROTC instructors **must pay** the minimum instructor salary.

c. JROTC 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 JROTC 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 military 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 not related to JROTC.**

d. The Army will determine the minimum instructor pay (MIP) 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 4-38 below. USACC will furnish those figures to schools upon request. USACC obtains information pertaining to retired pay from the DFAS center.

e. 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, flight, and other specialty pay) the instructor would receive if ordered to active duty. For periods of service as a JROTC 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 JROTC 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.

f. Schools will provide an employment contract (approved by the Army) for a JROTC 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 JROTC Program. Administrative and instructional duties directly related to the JROTC Program that would entitle a JROTC instructor to compensation include, but are not limited to:

(1) Administrative and instructional duties performed in an interim term JROTC 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.

#### **4-35. 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.

#### **4-36. 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. Base pay increase pay rate is maxed out at - LTC (22 Years), COL (30 Years), W2 (24 Years), W3 (26 Years), W4 (30 Years), W5 (38 Years), E7 (26 Years), E8 (30 Years), and E9 (38 Years).

#### **4-37. Payments to Schools or Other Educational Departments**

To obtain monetary allowances from the Army for payment of authorized instructors, the school must submit the JROTC Instructor Annual Certification and Pay Data (IACP&D) Form. The IACP&D Form must be submitted annually no later than May 1 for returning authorized instructors to USACC, Instructor Management Division (Pay).

#### **4-38. DD Form 2767 JROTC Instructor Annual Certification of Pay and Data Form**

a. The IACP&D Form is available on line at [www.usarmyjrotc.com](http://www.usarmyjrotc.com); Employment Opportunities (Instructor Pay). The IACP&D Form must be submitted for new hires within 30 days after hiring. Change in duties (no longer performing JROTC 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 Instructor Management Division (Pay), USACC [jrotcpay@usaac.army.mil](mailto:jrotcpay@usaac.army.mil).

c. Many schools elect to pay more than the minimum, and are encouraged to adjust instructor pay based upon the individual's qualifications and experience. The Army will reimburse the school only for the period of employment specified in the contract and will not reimburse the school for any of the instructor's pay if they are employed while on terminal leave. Reimbursement will start on the effective date of retirement. The length of the contract and amount paid above the minimum are a matter of negotiation between the applicant and the school.

d. JROTC HQ must have current DD form 2754 and DD form 2767 on working instructors. To view and download form instructions access [www.usarmyjrotc.com](http://www.usarmyjrotc.com) Employment Opportunities/Instructor Pay. Any change in the dependent's status (birth, divorce, etc) must be reported within 30 days. **Failure to do so could result in not receiving entitlement or collection of entitlements.**

**EXAMPLE: MIP Calculation (per month) for retired Active Duty**

<b><u>05 w/ 25 Years of Service</u></b>		<b><u>E9 w/25 Years of Service</u></b>	
Basic Pay	\$7,631.10	Basic Pay	\$5,391.60
BAS	\$ 202.76	BAS	\$ 294.43
BAH	\$1,479.00	BAH	\$1,265.00
<u>Clothing</u>	<u>\$ 0.00</u>	<u>Clothing</u>	<u>\$ 51.60 (female)</u>
Adjusted Pay	\$9,312.86	Adjusted Pay	\$7,002.63
<u>Less Gross RP</u>	<u>\$4,769.44</u>	<u>Less Gross RP</u>	<u>\$3,369.75</u>
MIP	\$4,543.42	MIP	\$3,632.88

Years of service is defined as total active duty and inactive duty military service as reflected on the member's DD Form 214 or MGB Form 22.

**EXAMPLE MIP calculation (per month) for Gray Area Retirees:**

Gray Area Retiree: The 2007 National Defense Authorization Act (NDAA) authorizes employment of Retired Guard and Reserve Members who are not yet receiving retirement benefits (i.e., Gray Area Retirees) as JROTC Instructors.

A CW4, who retired in 2007 with a total of 28 years of service (9 years active duty and 19 years reserve), has a computed equivalence of 25 years active service (annotated on the retiree Statement of Service document).

Do not use the total number of years spent in the military.

Step 1: Confirm the retiree pay grade and years of service (Statement of Service)

Step 2: Using the Active Duty Basic Pay Chart for the year 2007, cross reference what a CW4 Basic Pay with 25 years of service.

Step 3: At 25 years, he/she is authorized 62.5% of his basic pay. This would have been the amount of retirement pay if he/she began receiving retirement pay in 2007. (*see chart below*)

➤ 16 = 40%	17 = 42.5%
➤ 18 = 45%	19 = 47.5%
➤ 20 = 50%	21 = 52.5%
➤ 22 = 55%	23 = 57.5%
➤ 24 = 60%	25 = 62.5%
➤ 26 = 65%	27 = 67.5%
➤ 28 = 70%	29 = 72.5%
➤ 30 = 75%	

**(75% is the maximum allowable percentage)**

2007 CW4 with 25 years    \$5,967.60 (*retirement year basic pay rate*)     $\$5,967.60 \times 62.5\% = \$3,729.75$

Step 4: Using the current Active Duty Basic Pay Chart for the year 2008, cross reference what a CW4 Basic Pay is with 28 years of service.

2008 CW4 with 28 years      \$6,431.10 (*current year basic pay rate*)

**With Dependents**

Base Pay	\$6,431.10
BAQ	.30
BAS	202.76
VHA	\$1,563.00
Adj Pay	\$8,197.16
RP rate	\$3,729.75
MIP	\$4,467.41

**Without Dependents**

Base Pay	\$6,431.10
BAQ	.30
BAS	\$ 202.76
VHA	\$1,329.90
Adj Pay	\$7,963.07
RP rate	\$3,729.75
MIP	\$4,233.32

Subtract the value of Step 3 from the current authorized allowances. This is the MIP.

e. The only change to the computed retirement pay is in December when all retired pay receive an increase/decrease. Otherwise, the computed retirement pay is permanent and will not be changed.

**f. When the retiree reaches age 60 and starts receiving retirement pay, it will not be used for re-computation for the purpose of establishing a new MIP.**

g. In establishing the MIP for Wounded Warriors, the procedures prescribed in Title 10 United States Code, section 2031 and Department of Defense Instruction #1205.13, will be used for Soldiers who are classified as retired and are receiving a retirement salary in conjunction with disability pay.

## **Chapter 5**

### **Education**

#### **5-1. Scope**

Chapter 5 provides an overview of the JROTC educational program and philosophy. Much of the Army JROTC program is based on a strong academic curriculum and our Instructors' ability to execute the curriculum and other extra-curricular activities via the Master Training Schedule, methods of instruction, and leadership application. This chapter addresses lessons plans, school grading systems, and other valuable information for a successful Army JROTC program.

#### **5-2. JROTC Cadet Education Philosophy**

a. The Army JROTC program is challenging, dynamic, interesting, and educational. During the Cadet's enrollment, education must be properly sequenced and progressive in nature.

b. The education and training must provide Cadets the necessary foundation of leadership and develop their ability to operate, and make decisions in a demanding yet fun environment.

c. JROTC units will comply with applicable federal, state, and local gender education laws and regulations. When such laws permit single gender teams, organizations or training events

will be conducted so as not to exclude a student based on gender from meaningfully participating. At a minimum, selections for any team must be based upon competitive skill as opposed to gender status.

### **5-3. Quality Education**

Successful use of the JROTC curriculum in the classroom hinges on the knowledge and preparedness of the educator. SAIs have an individual responsibility to ensure that they and their AIs, as well as Cadet assistant instructors are well prepared to present instruction and serve as educators for other Cadets. **Our goal is to educate every Cadet to the standards.**

a. SAIs will ask a school administrator to assess his/her performance, using the JROTC Coaching Rubric at Appendix E, in addition to whatever form the school uses to evaluate performance. The SAI will also assess the AI, in accordance with the steps below. The SAI and AI will assess Cadet assistant instructors in a similar manner:

(1) Observe and assess the instructor(s) in the conduct of training and instruction using the JROTC Coaching Rubric noted above.

(2) Identify and record areas in which the instructor's competence or communication skills need improvement.

(3) Within 30 days, implement an improvement action plan to remedy any such deficiencies in a timely manner.

b. The SAI will act to ensure instruction in the unit is sustained at a level that motivates Cadets to continue in JROTC. At a minimum, the SAI must conduct and observe classes. Instructors will minimize the use of lecture. SAI/AIs will use performance-oriented training such as student-centered interactive techniques, debates, small-group discussions, role-playing, simulations, self-paced modules and other teaching strategies.

c. Parents are encouraged to participate in and support JROTC classes and activities. However, instructors must prevent parents from participating who detract from or do not provide tangible value to these events from participating.

### **5-4. Program of Instruction (POI)**

The Director, JROTC is responsible for JROTC curriculum. The POI provides the minimum program requirements and identifies mandatory lessons for each LET level. It contains the desired learning outcomes to support the mission, "To motivate young people to be better citizens". The POI is based upon a systematic progression of learning. The scope, focus, and content of instruction are both sequential and independent. It builds upon previous capabilities but also allows instructors great deal of flexibility to meet school requirements. The POI cannot be requisitioned through APD. However, instructors may access a copy from either the JROTC web portal or the Curriculum Manager (CM).

a. A list of courses and implementation guidance is located in the Program of Instruction.

b. To teach the lessons successfully, a reasonable class size is imperative. The optimum class size is 20 students; the maximum number of students is not to exceed 30, unless in accordance with other academic courses.

c. Preferably the JROTC curriculum should be taught in separate classrooms for each LET level. If not, classes should be scheduled so that Cadets can work together by combining them, (e.g. scheduling a company or a platoon in one class period). If logistics do not allow this, or if classes are too small, the recommended way to combine them is to schedule LET 1 and LET 4 in the same classroom. LET 4 students can assist with LET 1 classes and lead first-year students in projects. LET 2 and LET 3 students can be taught together on a two year cycle. LET 2 subjects can be taught to both LET 2 and LET 3 students the first year of the cycle. LET 3 subjects can be taught to both groups the second year of the cycle. These subjects will be taught over a period of two years to the same students. LET 1 students can enter either LET 2 or LET 3, depending on where they are in the cycle of the second year. Regardless of which scheduling options instructors elect, by the fourth year all required lessons must be taught. Instructors should work collaboratively to identify specific subject areas to teach. They must specialize in subject areas as opposed to teaching all subjects in one LET level.

d. The course length is the same as any subject for which a unit of credit is granted. Optional hours beyond the required core curriculum should be used to support legitimate academic objectives such as college credit, extended service learning, success profiler developmental activities and academic credit requirements.

e. JROTC is like other academic courses, in that it is conducted within normal school hours. It is to not be conducted before/after school hours or during lunch break. “Zero hour” classes may be taught to increase JROTC enrollment by giving students additional opportunities to take the class; however, JROTC should only be offered in this way if other classes in the high school are offered in the same manner.

f. The term “hour” is defined for JROTC courses as it would apply to any school system. A unit hour translates as a 45/50-minute period of instruction/class period. An accelerated block schedule provides 90/100 minutes of instruction which can be taught as two 45- and 50-minute classroom sessions (two unit hours). In block scheduling situations, unit viability will be determined by total Cadets enrolled throughout the year. However, staffing will be determined by the average number of students taught at one time during the year.

g. There are specific lessons required in LET 1, LET 2, LET 3, and LET-4. These lessons total 66 mandatory hours and must be scheduled on the annual master training schedules. Of the remaining hours, realignment can occur up to 25%. However, the total of mandatory and approved elective hours must equal those required for any core subject. Cadets will be expected to answer questions relating to the required lessons during FIs and AVs. However, instructors are not allowed to teach the answers just for the sake of the inspection. (Inspectors will ask Cadets how they prepared for the inspection/visit).

h. The school must, at a minimum, grant elective credit, and support credit for embedded subjects, such as physical education, performing arts, practical arts, civics, health, government, freshman focus or orientation, etc, that are taught in the JROTC curriculum (note: the JROTC curriculum will be used to meet the requirements of these courses. Elective hours may be used for requirements outside the core, but only if four phase lesson plans are not available. Third- and fourth-year Cadets should be able to earn honors credit based on their leadership and teaching responsibilities. Schools with low Cadet enrollment need to seek as much substitute credit as possible. Likewise, schools who’s Cadets do not reflect a cross section of the school population or who must leave JROTC to meet other requirements (especially in the subjects above) must permit sufficient equivalency credit. Host schools will consider JROTC as a

viable alternative for students required to take remedial courses. DAI/SAI/AIs need to develop documentation as to how students will be assisted in mastering academic performance.

i. The curriculum allows for a self-paced option. Instructors must obtain approval from the brigade prior to allowing a Cadet to participate in JROTC using the self-paced option. Requests will be considered on a case-by-case basis, and will not exceed one LET level. Cadets that participate in the self-paced option must be closely monitored by the brigade. The requests must be for exceptional circumstances such as medical reasons, home-schooled students, or under block scheduling in which a student may be able to complete LET 1 the first semester but would not be able to take LET 2 until the beginning of the next school year. In that case, if a zero hour option is not available, the student could stay enrolled in LET 1, taking self-paced options of LET 1 beyond mandatory core units and not covered in the first semester. Distance Learning courses will gradually be developed to replace self-paced courses and will be subject to the same restrictions as above.

j. In 4x4 block scheduling, instructors should work closely with school administrators to ensure continuity of teams and Cadet leadership positions when scheduling conflicts dictate skipped semesters. Cadets may remain on teams and in leadership positions only if they are in an official inactive status. This status involves continuing the present LET level of instruction using the self-paced option. Cadets may not use this option to move on to the next LET level. Self-paced option requires completion of at least 10 hours of approved lessons. To receive additional credit for JROTC, they must complete 66 mandatory hours. Table B can be located in the LET POI at [www.usarmyjrotc.com](http://www.usarmyjrotc.com) under “curriculum”. This status is contingent on the Cadet’s continuing on to the next LET level in a traditional classroom environment the following year. JROTC is a voluntary citizenship course. Cadets who do not desire to participate in citizenship activities may choose an alternative elective course.

### **5-5. Leadership Application**

Unit 2, Leadership Theory and Application provides training opportunities available for Cadets to exercise the chain of command. LET 4 Cadets act on guidance from the SAI/AI to plan, prepare, execute training and prepare for assigned tasks to conduct training for younger Cadets. LET 3 Cadets learn instructional techniques and more advanced styles of leadership. LET 1 and LET 2 Cadets receive education and training. Training must be designed to enhance skills, knowledge and abilities of Cadets and reinforce instruction in leadership theory. Schools must allow JROTC instructors to determine which Cadets can return to JROTC. Cadets who participate in upper LET levels must provide leadership and set the example for LET 1 and LET 2 Cadets.

### **5-6. Reference Library**

DAI/SAI/AIs will maintain a library of instructor reference material. Suggestions for the content of this library are located on the web portal. Instructors should take advantage of available memory on the AJROTC Curriculum Manager to maintain a digital reference library that is readily available for use during classroom instruction.

### **5-7. Master Training Schedules (MTS)**

Each unit is required to submit a MTS to brigade for approval before the start of each school year. The blank MTS format that must be used is posted on the web portal. It must show each subject, the number of hours required, and the number of hours scheduled for instruction in each subject. The training schedule will validate the number of hours and schedule of electives. However, specific electives do not need to be indicated on the training schedule. Those taught

must be in one of the categories of approved electives indicated in the POI. Since LET 4 Cadets may be enrolled in a variety of approved options, an “X” identifying those options will be indicated rather than the number of hours. The MTS and weekly training schedules will be used as a general guideline in presenting the curriculum. Changes to the schedule will be documented locally and available for review during Assist Visits/Formal Inspections.

### **5-8. Lesson Plans**

The curriculum will be taught using the 4-phase lesson plan. The complete 4-phase lesson plan with supporting materials is provided on the Curriculum Manager. A modifiable lesson plan and electronic copy of the Instructor Manual is also provided on the Curriculum Manager. The lessons have been created to allow student centered instruction and support McREL national standards. McREL is a nationally recognized, private, nonprofit organization dedicated to improving education for all through applied research, product development, and service. The purpose of McREL standards is “to address the major issues surrounding content standards, provide a model for their identification and apply this model to identify standards and benchmarks in the subject areas. Modifications are permitted in the presentation phases as long as the lesson format remains the same and the modified materials support the existing lesson objectives. Under no circumstances will lesson hours be truncated by eliminating phases (e.g. teaching a 90-minute lesson in 45 minutes by eliminating student activities). In traditional schedules, a 90-minute lesson will be taught over a minimum of two class periods.

### **5-9. Methods of Instruction**

a. The Methods of Instruction incorporated in the JROTC program are intended to engage cadets in active learning. Learning-centered activities dominate the cadet learning experience and allow cadets to continuously engage in all stages (inquire, gather, process, and apply) of the learning process. In contrast to listening to PowerPoint Lectures the following methods should be used:

- (1) Peer Collaboration and Teaching
- (2) Group Discussion and interaction
- (3) Hands-on activities and other activities

These methods support active learning. Following the instructions provided in the curriculum managed lessons will enable instructors to facilitate the learning process for the cadets. These methods include a variety of research-based instructional techniques extended or adapted to promote learning for students with a range of background knowledge and skills. Also available are multimedia, instructional and personal development tools such as WILL interactive simulations, “CERT Alert” (First Aid Game) and “Success Profiler.”

b. Instructional methods are contained on the Curriculum Manager as well as:

- (1) The instructor desk reference.
- (2) JROTC instructor manuals.
- (3) The Cadet Reference.



c. The JROTC web portal contains the following software as well as updates required to run the curriculum manager and its contents;

- (1) Anti-Virus software McAfee
- (2) JAVA
- (3) Adobe
- (4) Token
- (5) Distance learning courses
- (6) Appropriate school publications and directives

d. Lesson plans have been designed to include instructional techniques that encourage maximum participation by Cadets. Instructors and/or assistant instructors (Cadets) facilitate the instruction to meet the objectives of the lesson. SAIs will be assessed or evaluated at least one time a year using the classroom rubric at Appendix E by the school administration and the DAI (if applicable). The school administration and DAI (if applicable) will personally evaluate AIs or ensure AIs are evaluated by SAI.

e. The Director, JROTC updates the curriculum and training material as needed including the latest technology, multi-media, research and content. Instructor input and participation is a crucial part of the curriculum updates and reviews. Instructors will check the web portal monthly for new or updated materials. To update the curriculum manager you must be signed in the portal, logged into the computer as an administrator, (all government issued systems have admin passwords), and the curriculum manager must be plugged into the computer's USB port. Follow the instructions to update the curriculum manager and associated forms and programs. By the 5<sup>th</sup> day of the month each instructor must update the CM to ensure CM content is current. On a quarterly basis, the Brigade Chiefs must run reports to verify instructor updates. The Education Division will check CM update reports on a monthly basis.

f. Use the Guest Speaker Program to enhance instruction and provide an interesting variation to classroom instruction. Ensure speakers are aware of the objectives of the lessons and will focus on meeting the objectives. The SAI/AI may need to provide supplemental material not presented by the guest to ensure learning objectives are met.

### **5-10. Grading System**

Instructors must maintain a meaningful evaluation system. Assessment and evaluation tools are provided on the Curriculum Manager. These materials have been designed to assess the objectives of the lessons. Each JROTC unit will establish an SOP explaining the grading system and how it conforms to JROTC and school policy. The SOP will, at a minimum, address a balanced proportion of academics and integrated-curricular credit and grade reduction based upon excessive absence. The Classroom Performance System (CPS) has an automated assessment feature to track students' answers and to provide sophisticated reporting data of grades.

## **5-11. English Language Learners (ELLs).**

Many students are attending high school that do not speak English as their first language and would like to be in JROTC. We recommend that instructors work with the school and other teachers as necessary to make accommodations for ELLs to learn the curriculum while improving their English skills and not impede the instruction for the other Cadets in the class. Instructors that work in a school with a high percentage of ELLs should read books and articles for teaching ELLs and add them to their reference library.

## **Chapter 6 Resource Management**

### **6-1. Scope**

JROTC, G-4 and G8 formulates annual guidance to control/use for control and use of funds, manpower, supplies and services.

### **6-2. Government Purchase Card (GPC)**

JROTC certified, cost-shared instructors and MPSs are authorized to be cardholders and billing officials. The cardholder is the individual within the unit to whom a card is issued and procurement authority is delegated. The GPC bears the cardholder's name and may be used by this individual alone to only pay for authorized purchases. **This card is not transferable.** A cardholder cannot be a billing official for their card. The billing official is the individual in the unit who will serve as liaison with the Dispute Office, Finance and Agency Program Coordinator contacts. The billing official should be the cardholder's supervisor or someone in the chain of command. All card holders and billing officials must receive initial and refresher training from their support installation which issued the cards.

a. The single maximum purchase limit (supply items) for each cardholder will not exceed \$3,000; however, single purchase limits for services (i.e., rentals and repairs) will not exceed \$2,500. The 30-day cardholder limit is a budgetary limit established by the supporting budget office. Brigade will ensure schools do not exceed their annual budget.

b. Mandatory items. All office supplies will be ordered from the Army Blanket Purchase Agreement online at: [www.dod-email.dla.mil](http://www.dod-email.dla.mil). (Exception: Units located in an overseas location or who have access to an installation supply store). Other mandatory supply sources include Javits-Wagner-O'Day, Government Service Agreement or any of the companies have a contract with GSA and are clearly marked as mandatory items in the catalog from: National Industries for the Blind (NIB) or National Industries for the Severely Handicapped (NISH) or Federal Prison Industries (UNICOR).

c. Use of the card must meet the following conditions:

(1) Any non-expendable item to be purchased must be authorized by the CTA/BOI, TDA or an Exception to Policy Letter. A request for an Exception to Policy Letter must be obtained from Cadet Command through BDE prior to purchase. Payment for items purchased without authorization will become the responsibility of the purchaser, school, or brigade.

(2) Purchase must be in compliance with all applicable acquisition regulations USACC policies and procedures.

(3) All items purchased will normally be available or delivered within the 30-day billing cycle.

(4) It is the cardholder's responsibility to ensure that the card is not charged until service/supply is performed.

d. The cardholder is responsible for safeguarding the credit card and account number at all times. The cardholder must not allow anyone to use his/her card or account numbers. Failure to safeguard the credit card and account number may result in the card being withdrawn and decertification could result.

e. Cardholders and billing officials who make or approve unauthorized purchases or carelessly use the card may be liable for the total dollar amount of the unauthorized purchases, as well as disciplinary action. In each case, cardholders and/or billing officials will lose GPC privileges until they receive GPC training.

f. Cardholders are to cease all expenditures by the 19<sup>th</sup> of each month. They are to use this time to review logs and complete required steps to certify their account in the Access Online. Billing officials will then review purchases and prepare to certify their account in Access Online. Accounts must be certified within three working days starting on the 20<sup>th</sup> of the month. After accounts are certified and brigade acknowledges, expenditures can commence in the next billing cycle.

g. All GPC accounts not certified before they become 30 days delinquent will be reviewed. JROTC, G-4/8 will provide each brigade a list of accounts by the fifth working day from the 20<sup>th</sup> day of the month. Billing officials will have 48 hours to ensure accounts are certified in Access and to notify USACC.

h. USACC may choose to take action to suspend any account not certified within the noted 48-hour period. Repeat delinquent accounts (two or more times) will be suspended on a case-by-case basis, depending on whether the fault lies with the cardholder/billing official or was beyond their control (Agency Program Coordinator (APC), DFAS, etc.). Only brigade can endorse reinstatement of the card.

i. Give prompt notification to the APC when a card is improperly used, lost, or stolen. Cardholders and billing officials must notify the APC if they are no longer employed as a JROTC instructor or MPS.

### **6-3. Authorized JROTC Expenditures**

This paragraph provides general funding guidance for JROTC. Specific guidance will be provided annually. Requirements will be funded within the current fiscal year budget as funding allows.

a. The following activities are considered authorized/reimbursable travel for JROTC instructors. If brigade has endorsed these types of travel requests, they will be processed at USACC as expeditiously as possible, provided funding is available. All requests should be provided via e-mail or by facsimile 30 days before a planned function.

(1) Attending JROTC resident courses.

- (2) Attending an annual brigade instructor training.
  - (3) Completing GPC training.
  - (4) Participating in installation coordination prior to executing JCLC.
  - (5) Visiting the support installation a maximum of two (2) times per year to receive or turn in property, reconcile property books (hand receipts), etc.
  - (6) Instructor travel in support of the Unit Report is based upon availability of funds.
  - (7) Other travel as directed by USACC.
  - (8) DAI/MPS: total of two visits per school per year.
- b. Although the following are authorized expenditures in support of JROTC, due to funding constraints, they may not be fully funded by the Army: DAI travel to subordinate schools; team participation in local integrated-curricular activities; judges for competitions; or other JCLC functions not prescribed in this regulation. Schools/districts should provide funding support at least equivalent to what is provided other departments.
- c. Printing/reproduction. The unit-funding template provides funding for copying/copy machine maintenance. Units should enlist the aid of their schools to ensure that adequate curriculum is reproduced for each Cadet. Reproduction of training material is a shared responsibility between the school and USACC.
- d. Postage. Postage requirements at the unit level should be minimal. The instructor who is authorized to use the GPC may use the U.S. Postal Service to sparingly charge stamps. Units that do not have a credit card should request stamp funds in writing through brigade to The Director, G-6.
- e. Automation. When purchasing computers, JROTC units must follow common table of allowances (CTA) authorizations and the brigade must approve the purchase. Units must abide by USACC minimum standards and recommendations for all computer purchases. It is mandatory that JROTC units comply with reporting procedures on the status of their automation equipment to ensure adequate life-cycle replacements.
- f. Common table of allowances (CTA). This document provides a listing of authorized items for JROTC units. It also depicts which funding allocation is used for each item. Units/DAIs desiring changes/additions to the CTA and TDA equipment must submit them to brigade. Operations and Maintenance Army (OMA) funds budgeted for JROTC units may not be used to support DAI operations without brigade Commander approval.
- g. JROTC Cadet Leadership Challenge (JCLC).
- (1) Command guidance for JCLC is to provide an opportunity for a minimum of 10% of rising LET 3 and LET 4 to attend, within resource constraints, as long as the Cadet has completed a minimum of 50% of the LET 1 curriculum and has not graduated prior to the JCLC dates.

(2) Brigade Commander must exercise judgment to determine a safe but economical Cadet to adult ratio. In most cases, it will be between five-to-one and ten-to-one.

(3) Transportation requests need to be carefully monitored at the Brigade level. When possible, consolidate transportation requirements from different schools in the same locality. All Brigades must ensure the maximum number of instructors/chaperones attending use the consolidated transportation assets.

(4) Brigades must ensure that instructors/chaperones maximize the use of government billeting.

(5) Brigades will be assigned annual JCLC budgets. These budgets will be based on funding availability. They will be managed by respective USACC budget teams, in conjunction with brigades. All JCLCs must be conducted within their assigned funding targets.

h. Units are not authorized to spend appropriated funds for trophies or awards. Brigades may purchase, as appropriate, trophies and awards for drill meets, marksmanship matches, JCLCs, etc.

i. Additional OMA support is provided for office supplies, Internet connectivity, and applicable CTA Table 4 items.

j. Cadet transportation and subsistence.

(1) Provided adequate OMA funding is available, brigade may approve travel and billeting for JROTC units to accomplish Unit Report events. Instructors need to contact brigade for guidance on what is required to obtain approval of Cadet transportation and billeting.

(2) Contracted meals are authorized for JROTC Cadets who must travel distances greater than three hours away from their home station, during their attendance at JCLCs, and in support of activities as outlined in the Unit Report. All requests must be approved by the brigade and submitted to USACC 30 days prior to requirement.

(3) JROTC instructors are authorized to drive GSA vehicles for official business. JROTC instructors are not covered under the Federal Tort Claims Act. They are personally liable for their actions. They must provide proof of (school/self provided) vehicle liability insurance before they are provided a short-term use (fewer than 60 days) vehicle to support JROTC.

(4) If JROTC instructors transport students (in support of a JROTC sponsored activity) in any vehicle designed for more than 10 passengers, it must meet the Federal Motor Vehicle Safety Standards (FMVSS) for school buses. **GSA (General Services Administration) van carryalls, 11-15 passenger vans, and SUVs do not meet the requirements of the FMVSS.**

k. Cadet uniforms. Annual funding is provided for Cadet uniforms based on the previous year's enrollment numbers reported by the unit. Funding is maintained at Fort Knox. If a school should have a large unpredicted increase or decrease, instructors may work through brigade to obtain an adjustment. A unit on a 4x4 schedule is authorized a uniform for each Cadet in fall and spring semesters.

1. Unfinanced requirements (UFRs). Units must justify the need for UFRs through their brigade to the Director, JROTC. Brigade is responsible for verifying the legitimacy of the requests and forwarding appropriate justification with the UFRs. The Director, JROTC will review and forward recognized/authorized requests to RM for incorporation into USACC requirements.

m. If applicable, unit requisitions should be submitted to the support installation no later than 15 Jul to alleviate the constraints of the fiscal year closeout.

#### **6-4. Management Control Program**

JROTC is monitored through checklists (a series of questions for conducting a systematic, detailed examination of a function to determine if adequate control measures have been implemented). It also highlights potential problem areas and provides feedback to management. JROTC units will complete checklists annually and forward them to brigade for consolidation. The checklists for JROTC are located on the web portal under “Operations”. Guidance for this program is found in CCR 11-2. Refer to AR 710-2, AQR 735-5, and CCR 700-1 for information on the Command Supply Discipline Program (CSDP).

#### **6-5. Accountability of Government Property**

Supplies and equipment are detailed in DA Pam 710-2-1.

a. School administrators will designate and appoint a MPS to requisition, store, issue and account for all government property furnished to the institution for JROTC activities. Usually the institution will provide funding for the position; however, the position may be cost-shared if approved by USACC. Supply and accounting policies and procedures are based on simplified property book accounting. Supply transactions occur between the school and the respective supporting installation. Brigade will assist and coordinate as needed. The MPS will:

(1) Process property adjustment documents for any overages/shortages. Justify excesses or turn-in quantities above authorized limits.

(2) Request supply assistance visits through brigade or support installations.

b. Instructors will ensure Cadet uniforms are tailored to present a neat and professional appearance.

(1) Instructors are responsible for the proper wear and fit of Cadet uniforms. Instructors will supervise fittings to ensure high standards of appearance and will identify authorized alterations to the laundry/tailoring vendor. If applicable instructors should contact the support installation to amend contracts that do not specifically require tailoring uniforms by qualified tailors/seamstresses.

(2) Turn in and replace unserviceable uniforms.

c. Conduct property turn-in IAW AR 710-2, DA Pam 710-2-1, and CCR 700-1.

#### **6-6. Inventories**

a. A 100% inventory of all government property including curriculum materials must be completed yearly and/or when there is instructor turnover. This requirement is a mandatory

requirement since it drives the amount of bond or insurance coverage required and provides school officials and government officials with a record of property replacement values. Do not include items of former government property purchased or acquired through donation programs other than government channels (surplus property donations, etc.) acquired by the school.

b. Use Cadet Command Form 194-R and/or JUMS to conduct the annual 100% inventory. Refer to AR 710-2, DA Pam 710-2, and CCR 700-1 for guidance.

### **6-7. Financial Management and Funding Types**

Operations and Maintenance, Army (OMA) appropriations fund retired instructor pay, operational requirements, training materials, instructor training, and instructor travel pay. Military Personnel, Army (MPA) appropriations fund Cadet uniforms, accouterments, laundry uniform alterations, and meals. Funding of both OMA and MPA is IAW AR 145-2, para. 3-2.

### **6-8. Fund-Raising Activities**

Fund raising in JROTC will serve to provide goods and services which supplement the educational, curricular, and integrated-curricular activities of the unit. All fund-raising activities are controlled by the respective schools and must be conducted in accordance with their rules and requirements. The purchasing of automation equipment from fund raising activities is prohibited. The following are guidelines per this regulation:

- a. Cadet participation is voluntary and grades will not be affected by participation or lack thereof.
- b. Wearing the Army uniform is strictly prohibited.
- c. Salaries, staff development, and in-service activities are not allowable expenditures.
- d. Government equipment or funds cannot be used in fundraising.
- e. Fund-raising suggestions can be found at [www.usarmyjrotc.com](http://www.usarmyjrotc.com).
- f. JROTC Brigades are allocated JROTC funds for OMA and MPA. They are responsible for managing these funds by providing DAI/SAIs and schools with operational ceilings. DAIs/SAIs may request additional funds through Brigade.

### **6-9. Budget Guidance**

Procurement lead time. Activities will comply with the following procurement lead time for submission of requirements to the USACC Acquisition Office. In determining lead time, activities will add the cost for the base contract period and any option periods to determine the total amount of contract. The acquisition package should be submitted to the USACC G4 Acquisitions office no later than:

- \$2501-\$25,000 a minimum of 70 calendar days prior +5 days for G4=75 days prior
- \$25,000-\$100,000 a minimum of 100 calendar days prior +5 days for G4=105 days prior
- \$100,001-\$500,000 a minimum of 120 calendar days prior +5 days for G4=125 days prior
- \$500,000-3,500,00 a minimum of 210 calendar days prior +5 days for G4=215 days prior
- \$3,500,00-\$11,500,00 a minimum of 240 calendar days prior +5 days for G4=245 days prior
- Over \$11,500,000 contact the USACC G4 Acquisition office A USACC form 112 will accompany all of these requests. A USACC form 115 will accompany requests over \$150,000

An example on how to send a request would be:

You have a JCLC starting June 1st for \$24,000. It would need to be sent to G4 no later than March 22nd for it to go through the process to be awarded a contract. The form 112 must be filled out and the Performance Work Statement must be on a word document to expedite any necessary editing by G4. Late requests to G4 are not guaranteed a contract award.

Brigades will refer to Fiscal Year Budget Guidance under G8 on the Web Portal Hyperlink for the most updated information on funding.

#### **6-10. Support Installations**

See AR 5-9 and JROTC, G-4/8 web portal [www.usarmyjrotc.com](http://www.usarmyjrotc.com) for units providing support to ROTC activities.

#### **6-11. Physical Security**

Physical security requirements must be met In accordance with DOD 5100 76-M; Chapter 2, AR 190-11, and CCR 700-1.

### **Chapter 7**

#### **Inspections and Other Visits**

##### **7-1. Scope**

USACC, brigade, or designated representatives will inspect and visit JROTC units in accordance with CCR 145-8-3 and this regulation. The JROTC Organizational Inspection Program is designed to:

- a. Foster constructive dialogue with students, instructors and school authorities.
- b. Evaluate unit efficiency, instructor performance and JROTC instruction quality.
- c. Determine program compliance with USACC guidance and regulations.
- d. Identify units qualified as Merit Unit (MU), Honor Unit (HU) or Honor Unit with Distinction (HUD), and recognize educational institutions that provide Distinguished School Support (DSS) and Outstanding School Support (OSS) to their JROTC Program.
- e. Report on conditions covered in paragraph 3-5.
- f. Evaluate contractual compliance by the Army and the school.

##### **7-2. JROTC Organizational Inspection Program**

Based on the current Unit Report and Cadet Formal Inspections (CFI) scores on file at brigade HQs individual programs may qualify for HUD, HU and MU. Programs that are on probation do not qualify for a Unit Award.

- a. The annual inspection process consists of three distinct actions.



(1) The UR is submitted annually by every JROTC unit. The events listed and the final score for the UR are determined by the JROTC section at each brigade. The UR score counts every year to determine what level of Unit Award individual programs may qualify for based on their last CFI.

(2) An FI is conducted by brigade personnel or their designee (i.e., DAI or SAI) once every three years. The FI involves:

(a) The CFI checklist (CL) score. This score is used to determine what level of Unit Award individual programs may qualify for based on the current UR score on file.

(b) The School/Program CL is completed to determine if the High School qualifies for a JROTC support award and if the instructors are meeting minimum requirements.

(c) The JROTC Supply CL is completed to determine if the JROTC instructors meet the minimum standards for logistics operations.

(3) In the two years between FI's, each program will receive an annual assistance visit.

b. HUD, HU, and MU selection criteria.

(1) HUD – Score at least 96% on each element of the evaluation (minimum of 576 points on the CFI and 384 points on the UR).

(2) HU – Score at least 90% on each element of the evaluation (minimum of 540 points on the CFI and 360 points on the UR).

(3) MU – Score at least 80% on each element of the evaluation (minimum of 480 points on the CFI and 320 points on the UR).

c. Brigades will-

(1) Publish permanent orders designating JROTC HUD, HU and MU each year, based on evaluation results provided by inspectors and UR scores.

(2) Send names and information copies of permanent orders designating units as HUDs, HUs and MUs to USACC.

(3) Send copies of orders designating HUD to the service academies.

d. Units where Cadets or schools fail the FI will be re-inspected the following year with a FI. Brigades will re-inspect unsatisfactory areas in units that score an overall rating of “Satisfactory” a score between 450 and 479 points.

### **7-3. Conduct of and Responsibilities for the Inspection**

a. CG, USACC, Director, JROTC will provide:

(1) Specific requirements to IG, USACC for incorporation in CCR 145-8-3, JROTC Organizational Inspection Program and Checklists.

(2) General policy guidance on inspections not covered in this regulation.

b. Brigade will take the following actions related to inspections:

(1) Provide implementing instructions, as required on the evaluation process.

(2) Prepare honor certificates and orders based on evaluation results.

c. The Brigade Commander will –

(1) Inform the DAI/SAI at the school to be inspected at least 30 days in advance of the inspection. Provide the senior school official of the inspection dates, purpose and names of persons making the inspection. Notification also includes a statement that inspection personnel will be available to discuss JROTC matters.

(2) Require the inspection Team Chief to visit the senior school official or designated representative and discuss the inspection.

(3) Appoint inspection team members. Team members composite expertise must be sufficient to give detailed coverage of all aspects of the program.

(4) Train team members on inspection standards. In-ranks inspections will be conducted by a uniformed military member of the Army (Active Duty, USAR, ARNG), brigade personnel retired from the Army (in uniform) or Instructors from a neighboring JROTC unit.

(5) Conduct and supervise inspection and visits IAW CCR 145-8 and CCR 145-8-3.

(6) Report IAW CCR 145-8.

(7) Perform or arrange for Assist Visits in accordance with this regulation and the Brigade's SOP.

d. Assistance Visits (AV). Instructors will develop an agenda and coordinate with uniformed personnel to conduct in-ranks inspections, if requested.

(1) An AV is not a FI, and is not a social call. The visit is designed to provide assistance in any specific area deemed necessary by the DAI/SAI or AI.

(2) The visiting Brigade will coordinate in advance via phone or e-mail on what the JROTC unit will need in advance. They will be prepared to fix the issue, arrange for subject matter experts or provide equipment or elevate the issue to a higher level.

(3) Brigades may direct a DAI or SAI from another school district to conduct an AV. In accordance with the CGs guidance, the SROTC personnel may participate in AV and FIs.

(4) Brigades may direct minimum requirements to be covered during AVs on a cyclical basis.

#### **7-4. Dates of Inspections and Reports**

a. JROTC units will receive either a FI or an AV and complete a Unit Report during each school year.

(1) Cadet Formal Inspection – Formal every three years; Assist Visit during other years.

(2) School-Program Inspection – Formal every three years; Assist Visit during other years.

(3) Unit Report – annually.

(4) School-Program Checklist – annually.

(5) Supply Checklist – annually.

(6) DAI Inspection – Formal every three years; Assist Visit during other years.

b. Conduct inspections no later than 1 May. Inspections will be conducted during the school year when classes are in session IAW schedule established in CCR 145-8. Announce dates of FIs after coordinating with school officials.

c. Report inspection results, as directed by CG, USACC.

d. The inspection team leader will sign the report.

#### **7-5. Distinguished School Support/Outstanding School Support Designations**

Distinguished School Support (DSS)/Outstanding School Support (OSS) Designations

a. Satisfactory (1800-1849 points). Schools must receive a combined score of 1800 points or above during the School-Program Inspection.

b. OSS (1850 – 1949 points). A school must receive a combined score of 1850 points or above during the School-Program Inspection.

c. DSS (1950 – 2000 points). A school must receive a combined score of 1950 points or above during the School-Program Inspection.

#### **7-6. Unit Visitation Philosophy and Objectives**

The purpose of visits is to obtain a comprehensive understanding of each unit's progress toward accomplishing its mission and to offer assistance. Additionally these objectives will be achieved.

a. To meet with school officials.

b. To observe Cadet training effectiveness.

c. To gain a comprehensive understanding of the JROTC unit.

d. To check school support/facilities (e.g., offices, arms rooms, classrooms, supply rooms, outdoor facilities and training areas).

e. To observe classroom instruction.

### **7-7. State-of-the-Unit Briefing**

Cadet briefings will consist of an overview of unit operations, logistics, marketing, administrative, training, academic, classroom instruction, integrated-curricular activities and coverage of the POI to include, community activities, and confidence/obstacle course/team building activities, whether conducted at JCLC or in the classroom.

a. Overview of unit operations. The Cadet briefing consists of the unit overview, current operations, classroom activities, service-learning projects and marketing activities. Cadets will provide personal testimonies of how JROTC has assisted them in their personal growth. Cadets can relate examples of specific classroom supplemental activities, such as Unlocking Your Potential, Winning Colors, the Success Profiler, You the People, Chief Justice, the Challenge I and Challenge II, service projects and other resources found on the Curriculum Manager.

b. The unit overview will be briefed by the Cadet unit commander and other designated members of the staff. The briefing will include the following:

(1) The Principal's Vision or Mission; and the JROTC mission.

(2) Lineage and traditions (include unit name, distinctive insignia, élan and esprit activities, etc.).

(3) Status of the unit (e.g., comparison of current enrollment with Opening Enrollment Reports; probationary units must discuss specific actions taken to correct their deficiencies).

(4) Cadet unit activities (e.g., current year integrated-curricular activities, social activities, Cadet organizations, classroom activities, Academic Bowl, Cadet Challenge, and service learning projects).

(5) Parental support.

c. The unit S-3 will brief Cadet unit current operations, specifically, an overview of the year's scheduled Cadet activities.

d. The unit S-5 will brief high school and nearby middle schools about marketing activities.

e. See the CFI CL in CCR 145-8-3 for the Cadet Briefing scoring criteria.

## **Chapter 8**

### **Instructor Certification and Professional Development**

#### **8-1. Scope**

The following sections assign responsibilities and provide guidance to plan and execute JROTC instructor certification training and professional development. Instructor training encompasses three phases: initial qualification, certification and re-certification. In addition to these requirements, professional development is an important part of instructor development.

## **8-2. Authority to Execute**

a. USACC will conduct certification training for JROTC instructors to meet the base certification and re-certification standards established by the National Defense Authorization Act (NDAA) 2007; United States Code, Title 10, ch. 102; and Department of Defense Directive and Instruction (DoDDI), 1215.13; and the Southern Association of Colleges and Schools Commission on Accreditation and School Improvement (SACS CASI).

b. Expenses related to travel and temporary lodgings will be paid by the Army, excluding Active Army personnel on travel orders (Joint Federal Travel Regulations, Appendix I, Part 3).

c. DAIs, SAIs and AIs will attend JROTC training, as directed, to meet the certification requirements.

## **8-3. Certification Authority.**

All JROTC certified instructors must have an associate's degree within five years of employment in accordance with Section 539 of NDAA 2007. Instructors who fail to meet the education requirements within five years of employment will have their certification suspended; however, once educational requirements are met they may reapply to serve as an instructor. Cadet Command encourages all JROTC Instructors to be recognized as certified teachers and future training and educational experiences should be tailored to reflect that commitment.

## **8-4. JROTC Certification**

This section provides guidance and outlines responsibilities for the planning and implementation of JROTC Instructor Certification. The plan is not meant to supersede or usurp the state/district licensing or school requirements for local continuing certification. The JROTC School of Cadet Command (JSOCC) is responsible to support, deliver, and execute the certification and re-certification training. After the instructor completes certification requirements, the Director, JROTC will grant certification. The Director, JROTC will not grant exemptions for completing certification requirements.

a. Certification Courses. Certification includes completion of two courses, a distance learning course and a resident course. To be certified, new instructors must complete the distance learning course within six months of hire and the resident course within twelve months of hire. As required, instructors will complete all state and district-specific certification requirements including enrolling in a teacher state certification/licensure program. The state may also require demonstration of competency in specific subjects.

(1) Distance Learning Basic Course (DLBC) is a distance learning course and pre-requisite to attend resident training courses. This course orients new instructors to the JROTC program and the roles and responsibilities of working within a secondary learning institution. The goal is to develop foundational skills for computer literacy and a working knowledge of secondary education concepts, trends, and issues. The instructor will be able to answer the question, "how does the JROTC program achieve its mission?"

(2) JSOCC Instructor Training Course – Basic (ITC-B) The ITC-B is a five-day course conducted by the JROTC School of Cadet Command (JSOCC). The purpose is to provide new instructors with a hands-on environment to develop the skills and techniques required to execute the JROTC program in support of both JROTC and school goals. The RCC provides

opportunities for instructors to train with the latest classroom technology, curriculum materials, innovative classroom teaching strategies and other educational tools currently available in the training and education environment. JSOCC trainers and select staff will model research-based instructional practices, strategies, and techniques to accomplish the mission: *“To motivate young people to be better citizens.”* Select brigade personnel may also attend this course.

b. Re-Certification. To maintain certification, the instructor must complete the Advanced DL Course within two years of hire and a resident JSOCC Instructor Training Course – Advanced (ITC-A) after five years. Each instructor must attend ITC-A every five years thereafter. The instructor must also attend an annual brigade workshop once every five years to maintain certification.

(1) Distance Learning Advanced Course (DLAC). These four online courses are designed to allow instructors to apply classroom experiences to emerging theories, strategies, and techniques in the areas of classroom management, educational psychology, learning and the brain and secondary education issues and trends.

(2) JSOCC Instructor Training Course – Advance (ITC-A). This resident course is designed to provide instructors with updated learning strategies, teaching techniques and advanced instructional strategies to support their continued certification requirements.

c. Professional Development. Instructors should take advantage of every opportunity to stay abreast of the latest instructional strategies, teaching techniques and learning strategies. These opportunities include participation at professional organizational conferences and workshops, teacher in-service training, brigade workshops, distance learning courses and participation in professional education organizations.

(1) Instructors are required to review JSOCC distance learning courses annually to remain professionally current with new material, new courses and new requirements.

(2) Annual brigade instructor training: Annual training will be conducted, as funding permits, to enhance the skills of instructors in unit inspection procedures, instructional techniques and innovative teaching strategies. The training will be executed through seminars, educational workshops and TNET/VTC. The SAI/AI will attend the training on a rotating basis. The DAI's attendance will not satisfy the requirement for subordinates' annual brigade instructor training. The agenda for the training will be developed by Brigade under the direction of the USACC JROTC staff. All JROTC instructors are required to attend annual brigade training a minimum of once every five years to retain their JROTC certification.

(3) School/district professional development training: Instructors are expected to adhere to requirements imposed on other faculty members by principals or superintendents and should participate in in-service activities, as required.

(4) Professional development opportunities. Instructors are encouraged to participate in a wide variety of educational professional development opportunities. Instructors who have a special interest and skill in curriculum development may be asked to teach in JSOCC. Instructors may also serve as members of curriculum workgroups and become train-the-trainers. School officials are requested to allow these instructors to participate in these efforts to improve

JROTC. School officials are requested to award continuing education credit or professional development units for such activities, as appropriate.

(5) Other Service Courses. Instructors may attend other services' course (USAF, USMC and USN) at no cost to the Army on a space available basis. Attendance at these courses must be authorized by brigade.

d. Other Certification. USACC Logistics Course: This unit-focused logistics training course is primarily for personnel who work in the JROTC unit's supply area and GPC card holder and billing officials. The course will certify individuals in the procurement, inventory and accountability of government property.

## **Chapter 9**

### **JROTC Cadet Training**

#### **Section I**

##### **General**

#### **9-1 Scope**

This Chapter prescribes policies and provides definitive guidance for the planning, execution, assessment and standardization of JROTC Cadet Training and Training Management procedures. Additionally, it addresses who may participate in JROTC training activities, and provides guidance and assigns responsibilities for the various types of Cadet Training, associated training activities, composite risk assessments and safety as they pertain to the planning, conduct and assessment of Cadet Training.

#### **9-2. JROTC Cadets Who May Participate in Training**

a. As stated in Chapter 3, Army JROTC Cadets who are enrolled or participating in a full-time regular course at an institution offering JROTC instruction or at a full-time accredited educational activity that has an agreement with the school (including home-school students) are eligible to participate in JROTC training events and activities. The following policies define students who can participate in JROTC training. The terms and constraints are derived from [AR 145-2](#).

(1) JROTC Cadet. To be considered an enrolled Cadet, the student must meet the requirements in paragraph 3-11 of this regulation.

(2) A participating student is a "non-Cadet" taking the curriculum portion of JROTC. Such students do not meet the criteria of paragraph 3-14 to be considered "Cadets". These students may participate in JROTC training on a case-by-case basis as approved by the SAI/AI (not to exceed 2% of the Cadet population). Participating students will not wear a uniform (except for participating students enrolled in 4 by 4 block scheduling), and will not be counted in the unit's opening enrollment report. The status of a Cadet who does not meet standards during the school year may be changed to participating student; however, this change must be made well in advance of Formal Inspections or Assistance Visits.

(3) JROTC teams (Raider Challenge, Cadet Challenge, Color Guard, Marksmanship, Drill, etc.) are created, sponsored and led by Army JROTC instructors and by Cadets under the

supervision of SAI/AIs. Participating students may not participate in such activities (except for participating students enrolled in 4 by 4 block scheduling) . A student who is a Cadet in another service's JROTC may attend Army JROTC training only with approval from that service's JROTC instructor.

(4) Organizing for Training: The battalion organization is the best structure for Cadet training. This structure allows the Cadets to take on increasing responsibilities as they progress in different leadership positions. All JROTC units will be organized into this structure. Units with more than 300 Cadets may be organized into a brigade or task force structure.

b. Chapter 5 outlines the initial educational and training requirements for JROTC Cadets. It provides the theoretical basis for the training and addresses the development, planning, and practical classroom teaching of the JROTC POI through a myriad of best practices for teaching supported by the latest advances in educational technology. While the Master Training Schedule (MTS) and weekly training schedules are used as a general guideline in presenting the curriculum, a number of training events and activities exist for Cadets to participate in that are key to making the JROTC Program more interesting, adventuresome and different than any other program in the school.

c. In this Chapter, we will provide guidance for the following training events and activities:

- The Cadet Safety and Civilian Marksmanship Program
- Drill and Ceremonies
- Raider Challenge
- Physical Fitness
- Cadet Challenge Activities
- Rappel Training
- Confidence and Team Building Events
- Cadet Rides and Field Trips
- JROTC Cadet Leadership Challenge (JCLC)
- Integrated Curricular Activities
- Off-Campus/Installation Training
- Safety and Risk Management
- JROTC Leadership and Academic Bowl (JLAB)
- Prohibited Training

### **9-3. The Civilian Marksmanship and Safety Program**

The Civilian Marksmanship Program (CMP) is a national organization dedicated to training and educating U. S. citizens in responsible uses of firearms and air guns through gun safety training, marksmanship training and competitions. It places its highest priority on serving youth through gun safety and marksmanship activities that encourage personal growth and building life skills. It supports the following objectives:

- *To instruct citizens of the United States in marksmanship*
- *To promote practice and safety in the use of firearm*
- *To strengthen confidence and competence in the use of firearms through participation in competitions and the award of trophies, prizes, badges, and other insignia to competitors.*



a. The only authorized marksmanship training in JROTC is with the use of the air rifle and under the supervision of the JROTC Instructors.

b. The requirements to establish a JROTC Cadet Safety and Civilian Marksmanship Program are divided into four requirement categories: unit, Instructor, Cadet and range requirements. As a minimum, each unit with a program will follow the guidance as listed below:

(1) Unit requirements. The following documents must be maintained by the unit and must be present during formal or informal inspections.

(a) Units will adopt and implement the mandatory Standing Operating Procedures (SOP) for Cadet Safety and Civilian Marksmanship Program (CMP). The adoption of the SOP can be referenced in the Memorandum of Understanding (MOU) with the school or the SAI can affirm that the SOP has been adopted and will be followed in all air rifle range firing activities. A copy of the SOP should be available at the unit office or range at all times (Appendix O).

(b) Each unit will have a written MOU with the school regarding the conduct of air rifle marksmanship training for the use, access control and maintenance of an air rifle range. The MOU will outline the range requirements, the types of air rifles allowed and safety rules (Appendix O).

(c) The initial air rifle range inspection must be conducted by a representative of the CMP (Master JROTC Marksmanship Instructor Course (MJMIC) graduates fit this category). Before a JROTC unit may conduct air rifle marksmanship training, this inspection is the only acceptable way to establish initial range and air rifle marksmanship program requirements. Brigade will notify CMP when a unit is ready for its initial inspection. Units will not contact CMP to conduct an inspection without prior approval from their brigades. Subsequent annual range inspections will be conducted by a local MJMIC or as part of the Formal Inspection and Assist Visits conducted by brigade personnel, utilizing the Range Inspection Checklist in CCR 145-8-3. If a unit substantially changes a previously CMP- inspected and approved range, the changed range will require re-inspection by a trained CMP inspector before marksmanship training can continue. The annual range inspection will be valid until the next scheduled Assistance Visit or Formal Inspection, but will not exceed 24 months between inspections.

(2) Instructor requirements. All instructors assigned to a unit with an air rifle marksmanship program must complete the following training prior to certification as an air rifle coach or instructor:

(a) Each instructor who will supervise air rifle range firing must have completed the distance learning JROTC Cadet Safety and Civilian Marksmanship Course. A certificate confirming course completion will be available and kept on file for inspectors. Review of this course is an annual requirement.

(b) Additionally, instructors who will supervise air rifle range firing will complete one of the following courses: the one-day JROTC Marksmanship Instructor Course, the two day CMP/NRA/USAS Coach Certification Course, or the 2 ½-day CMP Rifle Instructors Course. A course certificate of completion or coaching card must be available and kept on file for five years. After five years, each instructor must attend the recertification course to remain active as an air rifle coach.

(3) Cadet requirements. All JROTC Cadets who participate in air rifle marksmanship will complete Lesson 2 / Unit 7 of the curriculum and pass the Cadet examination with a score of 100%. A roster with the names of all Cadets who are “marksmanship qualified” will be maintained at the unit. The Cadet marksmanship roster should record that these Cadets received training in air rifle safety and range procedures, passed their marksmanship safety exam and signed Individual safety pledges. The safety pledge is an agreement between the Cadet and USACC to ensure that each Cadet understands the importance of marksmanship and the responsibilities as a participant.

(4) Range requirements. The unit’s air rifle range must be capable of being secured from the inside of the range, so that unauthorized persons cannot enter the range area from the outside of the range during firing (Appendix O). “Range area” means the sides and downrange area of the range. A range should be configured so that individuals may enter or exit only at the rear of the range (area behind the firing line).

(a) The air rifle range must be located in an area where a pellet that does not strike the target backstop will not exit the range and impact in an area where other people may be present. Walls and a ceiling that can contain any pellet that misses the backstop must be present or the area around the range must not be accessible to other persons.

(b) The range will have a clearly delineated firing line 10 meters (33 feet) from the target backstops, with designated firing points, which allows the instructor to control the locations and actions of Cadets on the range.

c. Units meeting all the requirements except the range clearance can participate at other ranges which meet the required specifications. Under no circumstance will a unit fire at a range which does not meet the specifications as outlined above.

d. JROTC instructors, as an employee of the school, may enter into an agreement with the school to serve as the small-bore marksmanship coach. However, the duties will in no way interfere with the execution of duties as a JROTC instructor. **No small-bore training will be associated with JROTC.** Instructors and students participating in small-bore training will not be in Army uniforms. The training is an agreement between the school and the individual.

e. The SAI/AI maintains full responsibility for all air rifle instruction presented to Cadets. A civilian assistant coach, approved by the school, may support the Army JROTC civilian marksmanship program. To supervise Cadets on a range, the assistant air rifle coach must meet USACC air rifle certification requirements and be certified by a NRA/USA Shooting/CMP two/three day certification program, as specified in paragraph 8-18b(2)(b).

f. Competitive air rifle events with other organizations are authorized. Most organizations other than JROTC will not meet the established requirements. It is incumbent upon the range safety officer to determine if an outside organization can meet the minimum safety requirements prior to allowing the organizations on the firing range. The Range Safety Officer will conduct an in-depth safety briefing prior to firing and each participant will sign the Cadet pledge to ensure a basic understanding of range safety procedures.

g. The JROTC instructors always maintain proper supervisory controls for Cadets on the air rifle range. The SAI/AI performing coach duties will not depart the range while air rifle training is being conducted.

#### **9-4. Drill and Ceremonies**

Drill and Ceremonies is one of the key ingredients of the Army JROTC Program. Drill will be conducted IAW Army Field Manual No. 3-21.5, Drill and Ceremonies dated August 2010 (formerly FM 22-5) which is the Army standard for executing the Manual of Arms.

#### **9-5. Raider Challenge**

Raider Challenge is a JROTC competition that tests skill, strength, stamina, and teamwork across a set of outdoor adventure tasks.

a. The Cadets perform as members of a team in five events which normally consists of

- (1) a physical fitness test comprised of push-ups and curl-ups in a given timeframe
- (2) a five-kilometer team run;
- (3) a cross-country hill run called the gauntlet
- (4) a cross-country rescue in which teams carry a dummy-laden litter over and under obstacles
- (5) the building and crossing of a one-rope bridge across a water obstacle or similar structure.

b. Alternate events may be implemented based on environmental conditions and the sponsoring command's authorization. Are we moving to greater standardization here? Comments from this summer on regional events vice local ones. Teams may participate in brigade-sponsored Raider Challenge competitions and in the National Raider Challenge Championship competition. How do they get to the national competition? USACC is the sponsoring command for the National Raider Challenge Championship competition.

#### **9-6. JROTC Leadership and Academic Bowl (JLAB)**

The JROTC Leadership and Academic Bowl (JLAB) is a premier event and is the largest national high school academic competition. JROTC units may participate with two teams, an academic team and a leadership team. It is configured as a collegial event focused on improving SAT/ACT scores, increasing interest in college admissions, demonstrating academic and leadership strengths of JROTC programs, and boosting team and unit spirit. All Army JROTC units will participate in Level 1 of the competition with either an Academic or one Leadership team. Participation is recommended for first year units. Brigades will ensure maximum participation by units within their areas of operation.

#### **9-7. Physical Fitness**

The overall goal of the fitness program is to improve Cadets' strength, cardio-vascular endurance and promote a healthy lifestyle. Units must conduct a physical fitness regimen which adequately prepares Cadets to meet the physical rigors of JCLC and other activities. JROTC instructors are expected to set the example by their own health and fitness. Instructors will participate in physical training with their Cadets; however, fitness training should be Cadet led, under the supervision of the instructor.

## **9-8. Cadet Challenge**

- a. Cadet Challenge provides a means to:
  - (1) Develop a separate identifiable physical fitness component in the POI.
  - (2) Build team spirit and unit esprit.
  - (3) Publicize JROTC in the school and community.
  - (4) Demonstrate individual fitness as an important element of personal growth and development.
- b. Scoring will be done on a percentile basis according to age and sex.
- c. Cadet Challenge uses the Physical Fitness Test from the President's Challenge Program [http://www.presidentschallenge.org/educators/program\\_details/physical\\_fitness/qualifying\\_standards.aspx](http://www.presidentschallenge.org/educators/program_details/physical_fitness/qualifying_standards.aspx). The complete information packet on the President's Challenge or President's Physical Fitness Program may be accessed at <http://www.presidentschallenge.org>.
- d. Events. Cadet Challenge consists of the following events:
  - (1) Curl-ups or partial curl-ups.
  - (2) Pull-ups or right angle push-ups (or flexed-army hang, but only for National Physical Fitness Award).
  - (3) V-sit reach or sit and reach.
  - (4) One-mile run/walk.
  - (5) Shuttle run.
- e. No alternate events are authorized.
- f. Competitions among units are encouraged, but not required.

## **9-9. Rappel Training**

- a. Rappel training is a school activity approved by school officials. JROTC units are allowed to conduct rappel training for JROTC Cadets and participating students only upon the approval of the school district sponsoring the event. The approval authority for rappelling events is the school district operating through their duly appointed representatives, such as the sponsoring school's principal or the school district's superintendent.
- b. As a moderate-risk training event, units must submit risk assessments to their higher headquarters for approval (Brigade?), prior to JROTC instructors' conducting training.
- c. JROTC Cadets may participate in rappel training conducted by rappel masters/trainers during Junior Cadet Leadership Challenges (JCLC), which are approved by USACC and brigade.

If rappelling is conducted on a military installation, rappel masters/trainers recognized must be approved by Range Control before being approved by USACC. USACC approves rappelling conducted at a Boy Scout Camp facility by a Boy Scout Rappel Master/Trainer. In all other situations, only JROTC personnel who have been certified by brigades will conduct rappel training.

d. Requirements. The following requirements will be adhered to when conducting rappel training with Cadets.

(1) Rappel training will be limited to basic, individual, hip-seat rappels only. No Australian or extreme high risk rappelling is authorized. Cadets will rappel with manufactured harnesses only, not cadet-tied Swiss Seats.

(2) Rappel training will be conducted on buildings, established towers, or field sites which have been approved as a result of a safety inspection conducted by the school district's safety office, utilizing the USACC Rappelling Checklist 385A (Appendix J). Rappel site inspection is an annual requirement.

(3) Units must submit a composite risk assessment to brigade for approval prior to conducting rappel training with Cadets or authorized students.

(4) Rappel training will be conducted by only properly trained personnel certified to conduct such training. Properly trained personnel are defined as individuals who meet one the following criteria: **(Note: Must be recertified every five years).**

(a) Certification as a Rappel Master at an Army school in accordance with paragraph 8-15e(2)(b).

(b) Instructors who have completed Ranger School or Air Assault School and completed a recertification course taught by a rappel master or rappel master instructor.

(c) An instructor approved in writing by their brigade (who?) as a certified rappel trainer.

(5) Only certified rappel masters/trainers can set up the rappelling site, inspect equipment, "hook up" rappellers, and supervise their descent.

(a) Brigades will ensure that instructors are recertified on an annual basis.

(b) Cadre will no longer conduct rappelling for visiting educators during their visits to JCLC or any non JROTC Cadet except by approval of brigade headquarters.

(c) Procedures. To ensure compliance with the above requirements, units conducting rappel training will adhere to the following procedures:

(6) Brigade will:

(a) Schedule instructors to attend approved Army school for rappel certification.

(b) Identify all qualified rappel masters in the brigade.

(c) Maintain at least 25% of instructors who are certified as rappel masters from an Army school or those with special unit training. What is special unit training?

(d) Develop a one-day training course, taught by rappel masters, to certify instructors as rappel trainers.

(e) Schedule annual rappel trainer certification training.

(f) Approve risk assessment for units desiring to conduct rappel training.

(g) Maintain file copy of rappel master or rappel trainer certification, rappel training certification and moderate-risk assessment.

(h) Approve rappel master training certificate.

(7) Senior Army instructor/Army instructor will—

(a) As a minimum, ensure that approved sites are inspected annually by competent safety or structural engineering professionals, to ensure that structures or sites have not degraded making them unsafe for use. A written record of the inspection will remain on file with the unit having operational control of the site. Additionally, a certified rappel master/trainer will inspect the site immediately prior to each use. Cadre must carefully monitor the site, equipment, and training procedures throughout each rappel training exercise. Skid or "helicopter-style" rappels are authorized only from a fixed tower (not from airborne helicopters). **Australian or other advanced rappels are not authorized.**

(b) Submit a copy of the instructor's Rappel Master Certification Training Certificate or Rappel Trainer Certification Certificate (valid for five years) to higher headquarters. Individuals who are not rappel master certified may request training by submitting a memorandum to higher headquarters requesting rappel trainer certification training.

(c) Complete a risk assessment and forward to brigade for approval. (See Appendix K).

(d) Maintain a file copy of both the annual safety inspection, the instructors rappel certification certificate, CC Form 385-1, and CRMW.

(e) While rappelling, cadre and Cadets will wear an approved helmet, harness, gloves, trousers and a long-sleeved shirt. Persons performing belay duties will wear eye protection, helmets and wear no gloves.

(f) Prior to making their first rappel from a height of more than ten feet, Cadets will be required to rappel from a height of less than ten feet and/or on an incline. The purpose of this preliminary rappel is to introduce new rappellers to proper position and braking techniques and build their confidence accordingly in those techniques before rappelling from a significant height.

(g) Only belay-trained cadre/adult (21 years or older) will perform belay duties. JROTC Cadets will not perform belay duties.

(h) To successfully operate each rappel lane from an approved tower, a certified rappel trainer for each lane is required. All adults performing belaying for cadets must be thoroughly briefed by JROTC cadre certified to conduct rappelling. Every effort will be made to have two certified rappel trainers to perform tower rappels.

### **9-10. Confidence and Team Building**

Units will conduct mentally and physically challenging events to develop Cadet's self-confidence, teamwork and ability to overcome fear. When conducted with appropriate risk assessment and management, events such as leaders' reaction course, obstacle or confidence courses, rope bridging, rappelling, and water safety are authorized training events.

### **9-11. Cadet Rides and Field Trips**

a. The intent of a Cadet ride is to involve Cadets in a formal analysis of a historical battle with emphasis on the leadership and decisions that determined the outcome, or the study of political symbols, events, or places of a historic nature. Traveling to a nearby battlefield or visiting a national site is preferred, but not required. Cadets are required to do some preliminary study and may be required to play some role or brief some segment in the exercise.

b. Units may actually travel to a battlefield, but must minimize costs. Generally, it should be possible to go and return from the site in one day by ground transportation. Military or commercial air travel for this purpose is prohibited. OMA funds may be used to contract or pay for curriculum-related tours and/or overnight lodging if funds are available and approved by brigade. School funds or other funds raised by Cadets can be used for tours, meals and lodging, subject to school district policy.

c. Units are encouraged to conduct this event at the school by using sand table exercises, board games of famous battles, or other simulations which meet the intent when suitable battlefields are not available.

d. Field trips. DAI/SAI/AIs are encouraged to conduct field trips in support of educational objectives. Upon completion of field trips with a USAR/NG unit and/or on a military installation, DAI/SAI/AIs must submit an after-action report to brigade.

### **9-12. JROTC Cadet Leadership Challenge (JCLC)**

JROTC Cadet Leadership Challenge (JCLC) is an outstanding program of instruction that provides JROTC Cadets an opportunity to practice leadership skills, team building, and adventure training in a "hands on" military environment. Training activities are normally categorized into Core, Integrated, and Optional events. Chapter 10 will address JCLC in detail.

### **9-13. Integrated-Curricular Activities**

While participation is not required of every Cadet, instructors should encourage every Cadet to participate in at least one JROTC or high school integrated-curricular activity. Because integrated-curricular activities are so important to the success of a JROTC program, each unit will have at least two integrated-curricular teams plus a color guard. Cadets participating in integrated-curricular activities must have and maintain a minimum of a 2.0 grade point average.

#### 9-14. Off-Campus/Installation Training

When units use off-campus/installation facilities (such as confidence courses, high-ropes or low-ropes courses, rope bridging sites, etc.), instructors will abide by this regulation, and regulations and policies that would apply if the training were being done on a military installation.

#### 9-15. Prohibited Training

- a. **The firing of .22 Caliber Rifles is Prohibited in JROTC.** Under no circumstance will a JROTC unit participate in .22 cal rifle firing or any live firing of rifles under the auspices of JROTC.
- b. Combative, hand-to-hand, Pugil-sticks, grappling and any other form of offensive or defense techniques involving physical contact with an opponent. Marshall Arts instruction must be non-contact.
- c. Tactical training including, but not limited to patrolling, ambushes, and aggressor training.
- d. Mission-oriented Chemical, Biological, Radiological & Nuclear (CBRN) training.
- e. Firing or training with any military weapon to include, but not limited to, crew served weapons, M4/M16 rifles and .22 cal pistol/rifle.
- f. Participation in weapons demonstrations or firing of powder and projectile weapons of any type.
- g. Training with simulators/pyrotechnics or blanks.
- h. Participation in live fire exercises.
- i. Participation in paintball activities or other similar events.
- j. Use of long bows, compound bows, and cross bows for archery training.

#### 9-16. Safety and Risk Management

Training safety is a command responsibility and all supervisory personnel are responsible for assisting USACC by requiring strict adherence to established training safety guidance. **With no exceptions, Cadets will have constant instructor supervision at all JROTC training activities.** Units will teach Cadets how to recognize safety hazards and how to properly implement risk management using DA Form 7566, Composite Risk Management Worksheet (CRMW). Instructors will encourage Cadets to participate in optional integrated-curricular activities, such as drill teams, raider teams, orienteering teams, and marksmanship teams. These activities have important marketing and retention benefits, as well as training advantages for those Cadets who participate.



## **Chapter 10**

### **JROTC Cadet Leadership Challenge (JCLC)**

#### **10-1. Scope**

This section provides methods and courses of action that are essential to the administration and operation of an effective JCLC. Brigade is responsible for providing opportunities for JROTC Cadets to attend JCLC. The procedures found in the JCLC SOP and within this regulation are applicable to all JCLCs.

#### **10-2. Objectives**

The objectives of JCLC are to:

- a. Provide Cadets an opportunity to practice leadership skills in an unfamiliar environment.
- b. Allow Cadets a chance to participate in citizenship building exercises.
- c. Give Cadets the opportunity to experience living and interacting with their peers from other units in a military setting.
- d. Instruct leadership-type skills to Cadets in a “hands on” military type environment.
- e. Provide an opportunity to participate in adventure training not normally available to Cadets.
- f. Take advantage of recreational facilities available and to have fun.

#### **10-3. Responsibilities**

- a. Commander, USACC will:
  - (1) Provide guidance to brigades to ensure general standardization.
  - (2) Develop and approve guidelines for the POI.
  - (3) Evaluate JCLC as time and funding permit.
  - (4) Approve/disapprove JCLC cancellations.
- b. Brigade will:
  - (1) Conduct JCLC on military reservations and other designated locations where JROTC Cadets may be introduced to life in a military setting.
  - (2) Brigade will send a consolidated list of approved JCLCs to the Director, JROTC by 15 February of each year. The list should include the JCLC name, location, inclusive dates, number of Cadets to attend, the name of commandant, and phone numbers.
  - (3) Prepare a consolidated JCLC closing and after action review and forward to USACC, ATTC-J, no later than 15 October.
  - (4) Be responsible for the conduct of all brigade JCLCs.

(5) Appoint, in writing, JCLC commandants. The appointment will charge the JCLC commandant with the responsibility to plan, organize, coordinate and execute JCLC, so as to accomplish the mission and objectives in this regulation. The commandant represents the brigade in negotiation process for training, logistics, safety, and administrative support from organizations outside USACC. JCLC will last a minimum of five days and include overnight stays (Minimum standard is at least one overnight stay). See Appendix I for an example of appointment orders.

(6) Conduct annual certification training and develop a training plan for brigade JCLCs.

(7) Approve/disapprove brigade units to participate in JCLC outside brigade boundaries.

(8) Approve JCLC organizational structure and instructor assignments.

(9) Make every effort to consolidate JCLC training at supporting installations, and ensure that all JROTC units have the opportunity to participate in JCLC.

(10) Implement a media campaign to cover JCLC training.

(11) Coordinate for support of JCLC at Active Army, U.S. Army Reserve (USAR) and Army National Guard (ARNG) installations and identify training requirements 12 months in advance. These support requests should identify facilities, training areas, instructors, equipment, etc, necessary to conduct the JCLC.

(12) Negotiate training, logistical and administrative support from organizations outside of USACC.

(13) Ensure mandatory POI events are incorporated as an integral part of the JCLC training schedule. Approve and disapprove training to be conducted at JCLC.

(14) Develop and coordinate a Memorandum of Agreement (MOA) with each installation that supports JCLC. All MOAs should be coordinated with USACC Resource Management Division (RM).

(15) Approve/disapprove alternative JCLCs.

(16) Submit an opening enrollment report at the start of JCLC and a closing enrollment report at the end of JCLC by either fax or email to USACC (See Appendix I). Reports should be submitted the day following the opening or closing ceremonies.

(17) Prepare a consolidated JCLC executive summary and after action review and forward to USACC upon JCLC closure (See Appendix I).

c. Senior Army instructor's will:

(1) Plan and execute a campaign plan to meet the assigned mission for attendance to JCLC.

(2) Provide an orientation to all Cadets selected to attend JCLC.

(3) Consult with licensed physicians who grant JCLC clearance for medical conditions described in paragraph 9-12e. The SAI will communicate to the physician the rigorous training associated with a JCLC.

(4) Note that JCLC attendance is a privilege not a right; therefore, it is the SAI's responsibility to carefully screen Cadets. Do not select Cadets for JCLC attendance who are:

(a) Obese/overweight and would not be able to negotiate most of the physical obstacles and/or meets demands of JCLC.

(b) Emotionally immature.

(c) Medically impaired to the degree that the condition/medication precludes meeting the training requirements or may result in the rigorous training having an adverse effect on the health of the Cadet.

(d) Not enrolled as a Cadet JROTC/NDCC.

(e) Discipline problems.

(f) Lacking completion of LET-1.

(g) Have graduated high school prior to the JCLC date.

#### **10-4. Training Activities**

The JCLC POI is divided into three categories: mandatory, integrated, and optional training activities. Below are the approved activities for developing a JCLC training schedule:

a. Mandatory training activities.

(1) Rappelling.

(2) Leaders' reaction course.

(3) Map reading/land navigation.

(4) Confidence/obstacle course/team building.

(5) Aquatic activity/drown proofing.

(6) Awards/graduation ceremonies.

b. Integrated-training activities. Training executed throughout JCLC.

(1) Physical training may include Cadet Challenge events.

(2) Field sanitation/personal hygiene.

(3) Leadership training.

(4) Drill and ceremonies.

(5) Prevention of heat injuries.

c. Optional training activities.

(1) Cadet Safety and Civilian Marksmanship Program.

(2) Survival skills.

(3) Water rafting.

(4) Jump tower (34' Tower utilized during Airborne Training).

(5) Static displays.

(6) Alcohol/drug abuse class.

(7) Orienteering.

(8) Army values

(9) Rope bridges

(10) Other organized activities: movies, swimming pool, Post Exchange, amusement parks, athletic competition, etc.

(11) Math and science modules.

d. Mandatory training activities must be conducted at JCLC, unless the brigade grants a written exception.

e. Alternative JCLCs must be approved by the brigade. An alternative JCLC is defined as an organized activity which does not meet the requirements of a traditional JCLC. Appropriated funds (OMA and/or MPA) are used in support of the activity. The following training activities may be conducted during alternative JCLCs:

(1) Map reading/land navigation.

(2) Leadership reaction course.

(3) Confidence/obstacle course (team building).

(4) Physical training may include Cadet Challenge events.

(5) Field sanitation/personal hygiene.

(6) Leadership training.

- (7) Drill and ceremonies.
- (8) Prevention of heat injuries.
- (9) JROTC Cadet Safety and Civilian Marksmanship Program.
- (10) Survival skills.
- (11) Alcohol/drug abuse class.
- (12) Orienteering.
- (13) Army values.
- (14) Rope bridges.
- (15) Awards/graduation ceremonies.
- (16) Archery.

#### **10-5. Discipline Problems**

Each JCLC commandant will publish and distribute written procedures to handle instructor and Cadet discipline problems.

#### **10-6. Training Schedule**

- a. The JCLC training schedule will be published no later than 60 days prior to JCLC start date and a copy will be provided to brigade for approval. This will assist both the instructor as well as the Cadet in knowing what type of training to expect before JCLC actually begins.
- b. The training for JROTC Cadets should not begin before 0600, and every possible effort should be made to provide Cadets with at least eight hours of sleep. This is a risk assessment emphasis area. Young people are at-risk when they are not sufficiently rested.

#### **10-7. Security**

- a. Due to the nature of JCLC, it is mandatory that alert monitoring of JCLC conditions occur at all times. Accordingly, the JCLC orderly room will be staffed around the clock with a staff duty officer/NCO; Cadets will be under continuous instructor and/or chaperone supervision.
- b. The JCLC commandant will publish detailed instructions on JCLC security.
- c. Secured storage areas are limited, therefore, no radios, stereos, etc., or other valuable items will be permitted at JCLC. During in-processing, such items will be turned in, tagged with the owners name and placed in the company supply room. Cadets will be advised, in writing, not to bring these items. Contraband items e.g., knives, brass knuckles, etc, are prohibited at JCLC.

## **10-8. Awards**

- a. Each Cadet who satisfactorily completes JCLC will receive the JCLC participation ribbon (N-3-11).
- b. Other awards may be presented, e.g., JCLC certificate of completion, best Cadet in each platoon/company, best Cadet at JCLC, PT award, etc.

## **10-9. Medical Support/Sick-Call**

- a. Medical support and sick call procedures will be developed by the JCLC commandant and briefed to all JCLC Cadets. A qualified medical specialist will be present during JCLC (e.g., school nurse, registered nurse, emergency medical specialist, military medic, and combat lifesaver, etc).
- b. JROTC students participating in integrated curricular activities who are injured or become ill while participating in such activities may be furnished inpatient and outpatient medical care without charge except for subsistence when hospitalized on a military installation. Otherwise, JCLC participants will have insurance to cover expenses.

## **10-10 Cadet Evaluation**

One of the most important objectives of JCLC is to evaluate Cadets, especially those Cadets who have been tentatively selected for possible key staff leadership positions during the coming school year. This type of environment provides an excellent opportunity for evaluating their strengths and weaknesses. To the maximum extent possible, each Cadet will serve and be evaluated in a leadership position while attending JCLC. The JCLC commandant will review the reports and ensure distribution is made to the respective school instructor. The “remarks” area of the sheet/card should be used to explain the Cadets’ outstanding rating and/or below-average rating. An outstanding or below-average rating requires comments from the evaluator.”

## **10-11. Uniforms and Equipment**

- a. The instructor’s appearance will be IAW AR 670-1.
- b. Cadets will wear the Army combat uniform (ACU) with camouflage cap and authorized boots. Cadets will not wear a beret of any color. Cadet rank will not be worn except when the Cadet is serving in a leadership position. The ACU coat will be worn with the JROTC subdued patch on the left sleeve and JROTC tag above left pocket.
- c. Cadets will have the following during attendance at annual JCLC:
  - (1) ACUs (minimum of three sets) to include cap, belt, buckle, brown T-shirts, socks, and cloth or black plastic nametag.
  - (2) Boots (broken-in for at least 30 days by Cadet), athletic shoes, athletic shorts.
  - (3) A sufficient amount of underclothing (bras are mandatory for females).
  - (4) Shower shoes (flip-flops).

- (5) Shaving articles (male) and soap.
- (6) Towels and washcloths.
- (7) One padlock for security of wall locker.
- (8) Other appropriate toiletries for both males and females.
- (9) Appropriate civilian attire for wear after training, if authorized. Clothing which may present a negative image such as short shorts, cutoffs, and halter-tops are not allowed.
- (10) Swim suits, full body (no bikinis or male/female thongs).
- (11) JCLC Commandant will provide appropriate brushes, soap, etc., for care and maintenance of the brown boot.

## **10-12. Attendance and Waivers**

a. Each high school JROTC unit is required to participate in an annual JCLC. At a minimum, each school is required to take 10% of their rising LET 1 - 3 Cadets to JCLC. The management of slots for attendance to JCLC is the responsibility of the JCLC Commandant. The JCLC Commandant will authorize slots based upon availability of resources. Cadets attending JCLC must be in good academic standing with a minimum grade point average of at least 2.0, and have successfully taken the Cadet Challenge. The JCLC Commandant will notify the Brigade Chief of the number of Cadets the JCLC can accommodate. Every effort should be made to take advantage of maximum capacity at JCLC locations; i.e., use all available barracks space to maximize attendance.

b. The brigade may require all JROTC instructors to attend JCLC. If fewer are required, brigade should ensure that SAIs and AIs rotate JCLC attendance from year to year. Where applicable, school districts may be required to extend instructor contracts to cover the duration of JCLC.

c. Brigade has the authority to waive the cadre attendance requirement under exceptional circumstances, which precludes a unit's participation. A waiver should be granted only if a school offers an equivalent JCLC experience, which meets the JCLC objectives and POI requirements outlined in this regulation. As a minimum, these experiences should include the following:

(1) Living with and interacting with Cadets from other schools. This offers diversity in cultural and environmental experiences.

(2) Opportunities for leadership, physical fitness, academic enrichment, and citizenship exercised in an unfamiliar environment.

(3) Adventure training, recreation and other activities not normally available to Cadets.

d. Requests for medical waivers will be reviewed and granted on a case by-case basis. Cadets with asthma, severe allergies, diabetes, or other medical conditions must have written parental or legal guardian consent and medical clearance from a licensed physician prior to attending JCLC.

The SAI will communicate with the physician and explain the training activities that occur at a JCLC. Waivers requiring medical review will be forwarded to Brigade Headquarters for approval or disapproval.

### **10-13. JCLC Organizational Structure and Responsibilities**

a. The JCLC commandant will ensure:

(1) The efficient, safe operation of JCLC and compliance with current Army directives and local installation policies. Conduct a survey of each training site and perform a risk assessment for each training site before allowing Cadets onto the site.

(2) Direct coordination with support installation before JCLC.

(3) Training and logistical support is confirmed.

(4) JCLC supervision and training for establishing, implementing, and enforcing policies and procedures deemed necessary for the safe and orderly conduct of the JCLC.

(5) An initial JCLC opening and closing report is forwarded via telephone or e-mail to the appropriate brigade. The report must include the name of JCLC, opening and closing dates, number of Cadets (male/female), and the number of Cadets who successfully complete the training. (See format at Appendix I).

(6) Complete and forward a JCLC after action review (AAR) to brigade within 30 days of camp completion.

b. JCLC executive officer (XO). The XO will assist the JCLC commandant in all duties and assumes commander's responsibilities in their absence. The XO also oversees the assignment of duties for the instructors and monitors them closely.

c. The JCLC Command Sergeant Major (CSM) will assist the JCLC commandant with:

(1) Matters pertaining to the health and welfare of Cadets.

(2) Cadet disciplinary problems by coordinating with the company commanders and the institutional representatives.

(3) Enforcing personal appearance and conduct of Cadets and instructors IAW AR 670-1, and this regulation.

(4) Manning the JCLC headquarters, including maintaining and publishing a staff duty officer/NCO roster.

d. JCLC S-1 will:

(1) Plan, coordinate, and supervise the in/out processing of Cadets and instructors.



(2) Ensure each Cadet possesses the proper documents, paid required fees, and is assigned to a company. (JROTC Cadets will be assigned to companies/platoons/squads at random, not by the school). This will allow the Cadet to interact with unfamiliar peers.

(3) Maintain personnel rosters, daily strength reports, and process awards. Coordinate sick call procedures with the support installation's medical personnel. Ensure daily personnel status report is provided thru command channels.

(4) The JCLC S-1 will provide the dining facility supervisor with a roster of all instructors, chaperones, and Cadets assigned to the JCLC.

e. JCLC S-3 will:

(1) Coordinate the training schedule with the support installation, while staying within the guidelines set by the brigade and the JCLC commandant, for all training activities, including transportation, training aids, and health and welfare items.

(2) Ensure training schedule times are met and that transportation to and from training areas are coordinated and implemented properly.

(3) Appoint a JCLC safety officer responsible for the safety management of JCLC. They will provide safety slogans to company commanders on a daily basis.

f. JCLC S-4 will:

(1) Coordinate with the host institution for support, including but not limited to rations, billets and equipment.

(2) Accept responsibility for all buildings and equipment provided by the host installation.

g. JCLC S-5 will:

(1) Coordinate awards.

(2) Plan and coordinate media coverage, to include TV production personnel when possible.

(3) Provide VIP visitors guided tours of selected training sites.

h. Company Commander (CO) will:

(1) Maintain or monitor the health and welfare of the members in the company.

(2) Monitor and supervise the evaluation of the Cadets in leadership positions, IAW JCLC commandant's guidance.

(3) Control, counsel, and discipline members of their company as required.

(4) Supervise all instructors and chaperones assigned to ensure compliance with JCLC policies and mission accomplishment.

(5) Select new Cadet leaders each day and ensure that each Cadet leader is out-briefed on their performance as a leader at the end of the day.

(6) Provide the JCLC commandant an informal written evaluation of each leadership position to forward to the appropriate SAIs.

(7) Coordinate transportation, rations, and water (when the situation warrants) daily with the JCLC S-3 and coordinate personnel status reports with the JCLC S-1.

(8) Brief the Cadet chain of command on job performance at the end of the day and provide written evaluations for the cadet in each leadership position. Ensure the incoming Cadet chain of command is thoroughly briefed on duties and responsibilities. The following is a suggested Cadet chain of command:

(a) Company commander (Cadet CPT)

(b) First sergeant (Cadet 1SG)

(c) Platoon leader (Cadet 2LT)

(d) Platoon sergeant (Cadet SFC)

(e) Squad leader (Cadet SSG)

i. Chaperones will control and supervise the activities of Cadets during off duty periods; provide guidance and counseling to Cadets as appropriate.

(1) Chaperones must be at least 21 years of age and meet requirements set by the host school.

(2) Chaperones are authorized to wear the ACU uniform. When worn, uniforms must meet standards set forth in this regulation for instructors and AR 670-1. JCLC commandants are encouraged to provide nametags to chaperones.

(3) Provide female escorts as the situation dictates.

(4) Make recommendations to the JCLC commandant concerning female Cadets.

j. Military Courtesy. Cadets will render military courtesy to Cadet leaders as their rank and positions dictate.

#### **10-14. Arrival and In-processing**

JCLC S-1 will record Cadets and instructor arrival, and prepare a unit assignment card for each Cadet. The assignment card will contain the Cadet's last name, first name, middle initial, LET level, and company/platoon/squad assignment. JCLC staff will be on hand to determine if the Cadet's appearance meets the standards of AR 670-1 and this regulation. The unit assignment card will be annotated and the Cadet identified will be required to meet the standards before

attending any training. Those not meeting standards will be afforded the opportunity to correct deficiencies or coordination will be made for the Cadet to be returned to his/her home.

#### **10-15. Required Forms**

- a. Properly signed Contract of Release and Waiver of Liability Form from Cadets in attendance. (See Appendix I.)
- b. A roster attesting to the physical ability of each Cadet to participate in all training activities of the JCLC.
- c. A roster of Cadets requiring prescription medication, type of medication, frequency of use, and required dosage.
- d. Signed medical clearance from a licensed physician for those with unusual medical conditions as specified in paragraph 9-12e.
- e. The JCLC S-1 may collect required monetary funds to defray the cost for certain activities related to JCLC. The S-1 will publish instructions as to how this money will be collected, to include handling of checks versus cash.
- f. Proof of medical insurance for the duration of JCLC.

#### **10-16. Drugs and Medications**

- a. No drugs of any type (including alcohol) will be consumed or permitted at JCLC by either Cadets or instructors, except those prescribed by a physician.
- b. The school representatives must be aware of any prescribed medications that must be taken by their Cadets during the course of JCLC and be knowledgeable of the correct dosage and method of ingestion. The name of any Cadet requiring such medication, and the type of medication must be given to the JCLC S-1 during in processing.

#### **10-17. Insurance**

The JCLC commandant will ensure that Cadets are covered by medical insurance for the duration of the JCLC; blanket JCLC insurance policy is the most preferred method. However, OMA funds cannot be used to purchase medical insurance for Cadets.

#### **10-18. Dental Policy**

The SAI must ensure that sufficient updated data is available in the instructor and Cadet's dental records to aid forensic identification prior to participating in military aircraft transportation.

#### **10-19. Instructor Billeting**

- a. Instructors will be billeted in the areas, which will be predetermined, by the JCLC S-1 and S-4. Instructors will be billeted in the same living conditions as the Cadets, for command and control, whenever possible.
- b. Only female instructors or female chaperones will billet with female Cadets.

#### **10-20. Instructor Travel and Billeting Reimbursement Procedures**

- a. When possible, instructors will be provided government billeting; this eliminates billeting reimbursement.
- b. JCLC advanced party personnel will receive full per diem for a predetermined time (3 days before and three days after JCLC).

#### **10-21. Out-processing**

- a. Out-processing will be accomplished by school.
- b. Individual Cadets will be released to their school representatives after their billets have been cleaned and cleared. Schools will be released after billets have been cleaned, Cadets have been accounted for, and equipment has been turned into the JCLC S-4.
- c. After school representatives have accounted for all of their Cadets' equipment, the equipment will be turned into the S-4.
- d. School representatives may be required to pay for any items not turned in by their Cadets before departing JCLC.

#### **10-22. Early Dismissal from JCLC**

- a. A Cadet may be required to leave JCLC early for a variety of reasons. If it becomes necessary for the Cadet to be released early, it is the sole responsibility of the school representative to make whatever arrangements are necessary to effect prompt transportation of the Cadet from JCLC to home.
- b. The following is a list that does not include all offenses considered to be a major infraction of good order and discipline, but it outlines reasons for dismissing Cadets from JCLC:
  - (1) Consumption of or possession of alcoholic beverages (including beer) or drugs not specifically prescribed for the Cadet.
  - (2) Possession of ammunition of any type.
  - (3) Unauthorized absence, including bed check.
  - (4) Willful disobedience of authorized orders.
  - (5) Fighting (including disruptive verbal altercations).
  - (6) Possession of weapons of any type other than those specifically issued for training purposes.
  - (7) Shoplifting (including larceny or burglary of any type).
  - (8) Failure to adhere to uniform and hair standards.

c. Enforcement of the dismissal rule will be strictly adhered to for any of the above infractions. The SAI/AI from the school will be responsible for the Cadet's return to his or her home.

d. No Cadet will depart JCLC without the JCLC commandant's authorization. It is the responsibility of the company commander as well as the S-1 and the school representative to inform the commander of departing Cadets.

### **10-23. Safety Management**

Safety, with respect to Cadets, should be considered differently from Active Army Soldiers because:

a. Typical Cadets are only 15-17 years of age, with most just having completed the 9th or 10th grade. They are in the physical and psychological development stage between childhood and adulthood. Many are overly sensitive to peer pressure and adult influence. Some Cadets will fear failure and embarrassment; while others, due to a lack of experience, will be fearless.

b. Cadets are not required to pass a physical examination; consequently, their state of physical/mental/emotional health is unknown. Unlike Soldiers, the medically unqualified, at this stage, have not been eliminated.

c. All are minors and for the most part, subject to parental bonds, attitudes and values. As Cadets, they participate in school-sponsored integrated-curricular activities. The instructor is responsible for the care, control, and constant supervision of Cadets at all JROTC-sponsored activities.

d. All instructors must assure that Cadets freely participate in the various activities, without undue peer/adult pressure and without fear of embarrassment or failure. Also, do not coerce a Cadet into doing something if he/she is not mentally, emotionally or physically prepared to do it.

e. Cadets should wear light colored clothing during PT or other training when the uniform is not worn. Risk assessment for all training will be conducted at a minimum of once a daily and updated as conditions change. **USACC does not conduct extremely high-risk training.** Training events with moderate residual risk must be approved by the brigade. "Special Hazard" training sites (rappel towers, confidence courses, high ropes courses, etc.) must be inspected and certified as structurally sound and safe for training.

f. Training safety is extremely important. In order to ensure that safety is always observed, each instructor is tasked with the responsibility of conducting risk assessment before, during, and after training. Each instructor will review and become familiar with the five steps of risk management. Instructors will complete and maintain DA Forms 7566, Composite Risk Management Worksheets. See Appendix K for forms and instructions. CCR 385-10, Chapter 4, presents a more detailed explanation of the risk management process. The five-step process is as follows:

(1) Identify hazards. Identify hazards inherent in the training (such as a fall during rappelling) and hazards from other factors, such as the weather.

(2) Assess hazards. Determine the worst injury possible, and the likelihood it would occur. The instructor, designated trainer or event supervisor will conduct the assessment and maintain a record of the assessment.

(3) Develop controls and risk decisions.

(4) Implement controls. Implement all measures possible to reduce risks to the lowest level before training starts.

(5) Supervise. Ensure all control measures are in force during the entire training event.

g. Serious incidents/accidents/injuries must be reported as required by directives contained in paragraph 2-6. Instructors will conduct an immediate analysis of all training-related SIRs, to accidents and injuries to determine causes and to identify trends. Instructors will either take immediate corrective action or suspend the training until appropriate corrective action can be determined and implemented.

## **Chapter 11**

### **Uniforms and Insignia**

#### **11-1. Scope**

a. 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 JROTC.

b. HQDA provides uniforms and associated items for JROTC Cadets. Uniforms and associated items for NDCC Cadets are procured at no expense to the government. TIOH 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.

#### **11-2. Instructor Uniforms**

a. Army JROTC instructors will wear Army uniforms IAW AR 670-1 and AR 145-2 .

b. The authorized rank during all instruction and training is the retired rank or the pay grade for which instructors are reimbursed.

c. Authority. Army JROTC instructors (including DAIs and their staffs, SAIs, AIs, and cost-shared MPSs) will wear the currently approved Army uniform with authorized insignia and rank at all times while performing JROTC duties and training and at other appropriate times as directed by CG, USACC. **Instructors will not wear the Cadet black jacket with a JROTC patch sewn on it or make any modifications that are not authorized by regulatory guidance.** The current Army Service Uniform is the standard for the classroom and campus and regardless of approved occasional deviations will be the uniform worn the majority of the school

year. Instructors are authorized to wear the Army PT uniform on days when Cadet Challenge or other physical training takes place (this uniform will be purchased at no expense to the government). An appropriate collared shirt (e.g. with the JROTC or school emblem) or coat and tie with dress pants may be worn on designated (by the principal) school spirit days no more than one time per week. Under no circumstances will jeans or similar clothes be worn during the school day. Likewise, the Army Combat Uniform (ACU) is to be worn **only** on an exceptional basis for adventure training and JCLC, but not on campus during the school day. An exception may be obtained for the wear of the ACU uniform for exceptional circumstances. All JROTC instructors (including DAIs and their staffs, SAIs, AIs, and cost-shared MPSs) authorized to wear the Army uniform will wear the class A or B uniform when accompanying Cadets to command sponsored events (i.e., national and regional competitions, unless otherwise directed). The hosting organization establishes the uniform for competitions IAW paragraph 10-2 for instructors and 10-4 for Cadets. The ACU will be worn during national and regional marksmanship safety training to including competitive events. Instructors who violate the uniform policy will be placed on probation.

d. Prohibited wear of uniform. Wearing Army uniforms is prohibited in the following situations:

- (1) In connection with the furtherance of any political or commercial interests.
- (2) When engaged in off-duty civilian employment.
- (3) When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by the CG, USACC.
- (4) When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.
- (5) When wearing the uniform would bring discredit upon the U.S. and/or the Army.
- (6) When specifically prohibited by Army regulations.
- (7) Services not a part of JROTC duties for which payments or benefits are received that would tend to demean the uniform, the wearer, or JROTC.
- (8) Custodial duties.
- (9) Selling tickets at events in violation of this regulation.
- (10) JROTC instructors are not authorized to wear maroon or tan berets or similar items as part of their uniforms while conducting JROTC duties. However, Instructors who upon retirement were branched as Special Forces (18 qualifier) are authorized to wear the green beret.

e. Distinctive unit insignia.

- (1) JROTC instructors will wear the Cadet Command shoulder sleeve insignia on the left sleeve. Insignia of former wartime units may be worn on the right sleeve, IAW 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.

f. Instructors are authorized to wear the Army PT uniform instead of class A/Bs when actively engaged in conducting Cadet challenge, and other activities not appropriate for the dress uniform.

g. JROTC instructors are authorized to wear on the ACU uniform the full color US flag insignia. It will be worn 1/2 inch below the right shoulder seam of the uniform.

### **11-3. Cadet Uniforms**

a. Authority. Each Cadet authorized to participate in JROTC may be furnished, at government expense, 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 at no cost to the Government. 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 JROTC Cadets and students. The Army uniform and the ACU are authorized for wear by JROTC Cadets. The Class A or B uniform is the standard for the classroom and campus. The ACU is to be worn only on an exceptional basis for adventure training, JCLC, or special team activities, but not on campus during the school day. Cadre may request to wear the ACU in exceptional circumstances. The request must be signed by either the principal or superintendent and be sent through brigade to USACC.

(1) Army issue uniform. This uniform is identical to that issued to enlisted members of the Army Active, Reserves, and National Guard. JROTC units electing to wear the Army issue uniform must comply with the following guidelines.

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

(b) Army issued uniforms must include insignia which distinguish them from standard active duty Active Army uniforms.

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

(2) Distinctive uniform. This uniform must be so distinctive in design and/or fabric that it cannot be confused with an Army uniform. Units electing to wear distinctive uniforms must request and receive approval, from USACC, for uniform design, style, and material.

c. The mix of civilian attire with the Army uniform, such as school jacket, sweater, etc, is not authorized.

d. Institutions are encouraged to support drill teams, raider teams, rifle teams, drum and bugle corps, bands, color guards, and other appropriate integrated-curricular activity teams. Modification of the Army uniform for these activities is not authorized. However, special



uniform accessories such as chrome helmets, and colored webbing are acceptable if obtained at no cost to the government.

#### **11-4. Wear of the JROTC Uniform by Cadets**

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

(1) Class A Uniform. The Class A uniform is generally worn for inspections in the winter. The Class A uniform is also worn during ceremonies, social functions, and formal inspections. The tie or neck tab must be worn with this uniform and all buttons must be buttoned. Underneath the jacket, the Cadet will wear the AG 344 or the AG 415 shirts.

(2) Class B Uniform. The Class B uniform is generally worn for inspections in the summer months and in the late spring. The Class B uniform is always worn under the Class A uniform. You do not have to wear a tie or a neck tab with this uniform unless it has long sleeves or with the Class A uniform coat. The placement of awards and ornamentation in the pocket areas is the same as on the Class A uniform.

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. However, a DAI/SAI may not publish guidelines which counter this regulation or that support any activity other than those specifically related to JROTC. The following are considered appropriate occasions to wear the Army 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. JROTC Cadets are prohibited from wearing the Army uniform in the following situations:

(1) In connection with the furtherance of any political or commercial interests, or when engaged in off-duty civilian employment.

(2) When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by the CG, USACC.

(3) When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.

(4) When wearing the uniform would bring discredit upon the Army.

(5) When specifically prohibited by Army regulations.

e. Instructors who fail to inform Cadets of this regulatory guidance or permit Cadets to participate in such activities in uniform will be immediately probated and/or decertified. Cadets who knowingly violate this regulation will be disenrolled from JROTC.

f. School administrators may not authorize or ask instructors to authorize wear of the uniform when supporting any activity other than those specifically related to the JROTC Program.

### **11-5. Uniform Appearance**

a. Uniforms must present a neat and clean appearance. Loose strings will be cut from the uniform. No jewelry, watch chain, combs, checkbooks, pens, pencils or similar items will appear exposed on uniforms. The Army uniform will not be mixed with civilian clothing. Bulky items in pockets distract from the uniform. While in uniform, Cadets will not place their hands in their pockets except momentarily to place or retrieve items.

b. Headgear is part of the uniform. Cadets are required to wear the garrison cap or authorized berets while outdoors or when carrying air/drill rifles or a saber. The gray berets with a distinctive flash is authorized to be worn with the dress uniform.

c. Cadets are approved to wear the following religious headgear with the JROTC uniform: turban, hijab and yarmulke. Headgear will be conservative and subdued in color (black, brown, green, dark or navy blue or a combination of these colors). The headgear cannot bear any writing, symbols or pictures. Cadets may wear approved religious headgear in place of military headgear (e.g., turban and hijab). Standard JROTC headgear will be worn when it can completely cover the religious headgear (e.g., yarmulke). Approved headgear are authorized for wear during all JROTC activities (i.e., drill team, color guard, parades, speaking engagements, etc) that do not pose a risk to the safety of the Cadet, Cadre or others. For example, a Cadet wearing religious headgear can be exempted from certain "Special Hazard" Training events that may result in injury to the Cadet or support personnel such as obstacle courses / repelling etc.

d. To ensure consistency across the JROTC program, exceptions to Cadet uniform policies will be forwarded to and approved by the Commander, USACC on a case-by-case basis. To ensure appropriate compliance with current laws and regulations, the Commander, USACC will forward recommendations for disapproval to the Army G-1 within 30 days of the initial request for final adjudication.

### **11-6. Personal Appearance**

JROTC is a uniformed organization which is judged, in part, by how a Cadet wears a prescribed uniform and maintains their personal appearance. Therefore, a neat and well-groomed appearance by all Cadets is fundamental to JROTC and contributes to building the pride and esprit essential to an effective Corps of Cadets.

a. Hair Styles. Many hairstyles are acceptable, as long as they are neat and conservative. Hair will be neatly groomed. The length and bulk of hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the

bottom edge of the collar. Lines or designs will not be cut into the hair or scalp. If dyes, tints, or bleaches are used, colors used must be natural to human hair and not present an extreme appearance. Applied hair colors which are prohibited include, but are not limited to, purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors. It is the responsibility of instructors to use good judgment in determining if applied colors are acceptable, based upon the overall effect on Cadets' appearance.

(1) Males. Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. The face will be clean-shaven, except for permitted mustaches. Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform. Hair that is clipped closely or shaved to the scalp is authorized.

(2) Females. Hairstyles will not interfere with proper wearing of military headgear. Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to hair, and will be inconspicuously placed. Beads or similar ornamental items are not authorized. Females may wear braids and cornrows as long as the braided style is conservative and the braids and cornrows lie snugly on the head. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, so that no free-hanging hair is visible.

b. Fingernails. Cadets will keep fingernails clean and neatly trimmed so as not to interfere with performance of duty. Females may wear polish that is not exaggerated, faddish, or of extreme coloring (such as purple, gold, blue or white) while in uniform.

c. Hygiene and Tattoos. Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized except in areas of the body which would cause the tattoo to be exposed while in Class A uniform. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within the unit, the school, and the community.

d. Religious wear.

(1) Cadets may wear religious headgear while in uniform as long as it meets the following criteria.

(a) It must be subdued in color (black, brown, green, dark or navy blue, or a combination of these colors).

(b) It must be of a style and size that can be completely covered by standard military headgear.

(c) The headgear cannot bear any writing, symbols, or pictures.

(2) Exceptions to appearance standards based on religious practices.

(a) The term "religious apparel" is defined as articles of clothing worn as part of the observance of the religious faith practiced by the Cadet. Religious articles include, but are not limited to, medallions, small booklets, pictures, or copies of religious symbols or writing carried

by the individual in wallets or pockets. Except as noted below, Cadets may not wear religious items if they do not meet the standards of this regulation. Requests for accommodation will not be entertained.

(b) Cadets may wear religious apparel, articles, or jewelry with the uniform, if they are neat, conservative, and discreet. “Neat conservative, and discreet” is defined as meeting the uniform criteria of this regulation. In other words, when religious jewelry is worn, the uniform must meet the same standards of wear as if the religious jewelry were not worn. For example, a religious item worn on a chain may not be visible when worn with uniforms. The width of chains worn with religious items should be approximately the same size as the width of the ID tag chain.

#### **11-7. Purchase of Uniforms and Insignia**

a. Eligible Cadets (not participating students) may wear the issue-type uniform while attending JROTC courses of instruction. These Cadets students may be issued a uniform at government expense.

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

c. The government purchases JROTC distinctive insignia and accouterments for issue to Cadets.

#### **11-8. Authorized Uniforms and 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 JROTC shoulder sleeve insignia is mandatory. TIOH approves school distinctive insignia and accouterments.

#### **11-9. Unauthorized Uniforms and Insignia**

The following are not authorized for wear with JROTC uniforms or by persons associated with JROTC:

a. Designs of medals, badges, ribbons, and shoulder cords which 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, other than JROTC Marksmanship qualification badges, which resemble badges of other services.

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

e. JROTC Cadets are not authorized to wear **similar colors of the following Total Army units: Special Forces** (green); **Ranger** (tan); **Airborne** (maroon); and **other Soldiers** (black) berets. The wear of the above berets is reserved exclusively for units of the Total Army.

f. Cadets are not authorized to wear the full color US flag insignia.

### **11-10. Cap Insignia**

The JROTC 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.

a. How worn.

(1) The cap insignia is worn on the service cap centered over the eyelet.

(2) The insignia is worn centered on the garrison cap left curtain, 1 inch from the front crease.

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

### **11-11. Corps and Collar Insignia**

The JROTC corps insignia is the Torch of Knowledge (from the Statue of Liberty), radiant with a raised rim on a disc, 5/8 inch diameter, of gold-colored metal. The corps insignia will be worn by all participants on class A and Cadet-type uniforms, and by all participants except Cadet officers on class B uniforms.

a. Placement of insignia on class A uniforms for Cadet officers.

(1) Male Cadet officer. The ROTC insignia (letters) will be worn 5/8 inch above the notch on both collars with the center line of the insignia bisecting the notch and parallel to the inside edge of the lapel. The Corps insignia should be positioned so that the center line of the insignia bisects the center line of the ROTC insignia and is parallel to the inside edge of the lapel.

(2) Female Cadet officer. The ROTC insignia will be worn centered on both collars 5/8 inch up from the collar and lapel seam with the centered line of the insignia parallel to the inside edge of the lapel. The Corps insignia will be worn on both lapels 1 1/4 inches below the ROTC insignia, with the insignia bisecting the ROTC insignia and parallel to the inside edge of the lapel.

b. Placement of insignia on class A uniforms for enlisted Cadets. The Corps insignia (discs) are worn centered on both lapels of the coat, parallel to the inside edge of each lapel, and placed so the bottom angle is 1 inch above the notch on the male and 5/8 inch above female lapel.

c. How worn on class B and ACU.

(1) Class B by Cadet officers. The collar insignia (letters) are worn on the left collar of the outer garment shirt when insignia of grade is worn on the right collar. Grade and collar insignia are centered between the inside and outside edge of the collar and one inch above the lower edge of the collar, with the centerline of the insignia parallel to the lower edge of the collar, bottom of

the insignia to the outside. When insignia of grade (shoulder marks) are worn on shoulder epaulets, no insignia is worn on the shirt collar.

(2) Class B by all other Cadets, Corps insignia (discs) are not worn on class B when pin-on insignia of grade are worn on shirt collars or shoulder marks are worn on shoulder epaulets.

(3) ACU by all Cadets. No Corps collar insignia on ACU.

## **11-12. 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. Cadets may wear disc insignia at the discretion of JROTC instructors.

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

(1) Cadet Colonel: three lozenges.

(2) Cadet Lieutenant Colonel: two lozenges.

(3) Cadet Major: one lozenge.

(4) Cadet Captain: three discs.

(5) Cadet First Lieutenant: two discs.

(6) Cadet Second Lieutenant: one disc.

c. How worn. These grade insignia are worn on both shoulder epaulets of the AG 344 and the Army Shade 415 gray-green shirt. When wearing grade disc insignia, the disc will be centered between the bottom of the button hole and the top of the shoulder seam of the garment. On ACU: Embroidered grade is centered on the hook and loop-face pad of the ACU coat. Multiple-disc grades are worn vertically on the ACU coat, but horizontally on the ACU cap.

## **11-13. Insignia of Grade for Cadet Noncommissioned Officers and Enlisted Members**

a. Description. Insignia is of silver (white) color on black background, cloth shoulder epaulet sleeve with chevrons, bars, and diamond, star or star within wreath, indicating noncommissioned officer grades. The shoulder epaulet sleeve is four inches long for males and three inches long for females. Cadets may wear pin-on insignia of grade at the discretion of JROTC instructors.

b. 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 diamond 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. When wearing grade disc insignia, the disc will be centered between the bottom of the button hole and the top of the shoulder seam of the garment. On ACU the embroidered grade is centered on the front hook and loop-face pad of the ACU coat, with chevrons pointed up.

#### **11–14. JROTC and School Shoulder Sleeve Insignia**

a. The JROTC shoulder sleeve insignia.

(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 scroll inscribed 'JROTC' all in scarlet letters 5/16 inch in height. The entire device is within a 1/8 inch scarlet border.

(2) How worn. It is worn on the upper part of the outer half of the left sleeve of the Army coat and ACU uniform. The top of the insignia will be worn 1/2 inch below the top of the shoulder seam.

(3) Uniform worn. Issue or Cadet-type uniform.

(4) JROTC subdued shoulder sleeve insignia. The subdued shoulder sleeve insignia will be worn when wearing the ACU.

b. School shoulder sleeve insignia may be procured at government expense.

(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 Army coat and ACU. 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.

### **11-15. Academic Achievement Wreath**

Cadets with at least a B average in all subjects and an A average in JROTC are authorized to wear the Academic Achievement Wreath and receive the Academic Achievement, (N-1-3) ribbon. It will be worn on the issue or Cadet-type uniform only during the academic term following the term when the Cadet earned it.

a. Description. This insignia is a gold colored metal wreath 7/8 inch high.

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 MU/HU/HUD insignia is worn, the wreath will be pinned so that the star will be worn with the wreath.

c. Subsequent awards. Receipts of subsequent awards are indicated by the appropriate color Lamp Accoutrement affixed to the Academic Achievement, (N-1-3)..

### **11-16. Merit Unit, Honor Unit, and Honor Unit with Distinction**

a. Description.

(1) Merit Unit insignia; a five-pointed star of white enamel on gold-colored metal, 9/16 inches wide.

(2) Honor Unit insignia; a five-pointed star of blue enamel on gold-colored metal, 9/16 inches wide.

(3) Honor Unit with Distinction insignia; a five-pointed star of yellow enamel on gold-colored metal, 9/16 inch wide.

b. How worn. These insignia are worn centered 1/4 inch above the right breast pocket on the male Army coat and 1/4 inch above the nameplate on the female Army coat. One point of the star is up on the coat or on the shirt when it is worn as an outer garment.

### **11-17. Placement of Nameplate and Distinguish Unit Insignia**

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 on male class A uniform.

(1) The pocket area on the class B uniform is the same as the pocket area on the class A uniform. The male name plate will be worn on the flap of the right breast pocket. The name



plate will be vertically centered between the top of the button and the top of the pocket. Center the name plate horizontally above the button.

(2) The MU/HU/HUD insignia is worn centered and 1/4 inch above the right pocket. It can be worn by itself or with the Academic Achievement Wreath, in which case the star is still positioned 1/4 inch above the seam. The distinguish unit insignia will be worn centered on the pocket and centered vertically from the bottom of the pocket flap to the bottom seam of the pocket.

(3) Ribbons are placed 1/8 inch from the top of the pocket. Medals of any kind are to be worn centered on the pocket flap 1/8 inch from the top of the pocket seam.

c. How worn on female class A uniform.

(a) The pocket area on the class B uniform is the same as the pocket area on the class A uniform. The nameplate should be placed 1 to 2 inches above the top button of the coat and centered horizontally on the wearer's right side. The nameplate will be worn in comparable position on the Class B uniform.

(b) The MU/HU/HUD insignia should be centered on the plate 1/4 inch above it. It can be worn by itself or joined by the Academic Achievement Wreath, in which case the star is still positioned 1/4 inch above the nameplate. A ruler or straight edge is a valuable tool when placing these items on the uniform.

(c) Ribbons are to be aligned to the top of the first button spaced 1/8 inch between each row. Badges and medals are placed 1/8 inch below the ribbons.

### **11-18. Nametape**

The JROTC nametape will be:

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

b. The insignia tape is worn immediately above, and parallel to the top edge of the left breast pocket of temperate, hot-weather, ACU coat; ACU field jackets; and on organizational clothing when required and prescribed by the commander issuing the organizational clothing.

### **11-19. Optional Items**

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

a. These items may be procured (subject to funding availability) at government expense for schools electing to prescribe their wear or by individuals who are voluntary members of authorized JROTC military organizations. DUI, shoulder cords, shoulder sleeve insignia, 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 paragraph (a) above.

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 paragraph (b) above.

(2) Approved DUIs will be worn 1/4 inch above the right coat pocket on the male uniform and 1/4 inch above the nameplate on the female uniform. When wearing the Academic Achievement Wreath in place of the DUI, the latter will be 1/8 inch higher. All JROTC and school insignias will be worn on the left coat pocket in similar fashion.

d. DUI will not be worn on insignia of grade shoulder epaulet sleeves or on the ACU.

e. If worn on the class B uniform, the DUI will be worn 1/4 inch above the right chest pocket or 1/8" above the unit rating insignia or academic wreath. The location is above the right chest pocket on the male and 1/8 inch above the nameplate on the female uniform in the same fashion.

f. 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, activity or Cadet position. Shoulder cords must be approved by USACC. No more than one cord may be worn on each shoulder.

(1) Shoulder cords will be used to designate participation in integrated-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) The above cords may be designated for other purposes at the discretion of the DAI/SAI if a cord is not needed for the designated activity.

g. 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.

h. Special JROTC team pins (arcs) designating various JROTC teams may be worn on the right chest pocket with DAI/SAI approval. If team pins are worn, place the DUI 1/8 inch above

the MU/HU/HUD insignia or Academic Achievement Wreath. 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, JCLC, orienteering, and physical training excellence.

## The Army JROTC Uniform



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Center rank insignia on the shoulder loop 5/8 inch from the outside shoulder seam (all cadet officers).

The unit crest will be worn centered 1/4 inch above the HU, HUD or MU or 1/4 inch above the nameplate (all cadets).

When worn, center Special JROTC team pins (arcs) between the bottom of the pocket flap and the bottom of the pocket. If more than one team pin is worn, space them 1/8 inch between each arch (male cadets).

Male black oxford shoes are authorized for wear (all males).

Place the ROTC insignia 5/8 inch above the notch on both collars, with the centerline of the insignia bisecting the notch and parallel to the inside edge of the lapel (male cadet officers).

Center Torch of Knowledge insignia on both lapels 1 1/4 inches below the ROTC insignia, with the centerline of the insignia bisecting the ROTC insignia and parallel to the inside edge of the lapel (all cadet officers).

Center ribbons 1/8 inch above the top of pocket flap. Third and subsequent rows may be aligned to the left to present a better appearance (all male cadets).



The rank insignia is worn centered on the garrison cap left curtain, 1 inch from the front crease (all cadet officers).

Center the nameplate horizontally on the right side between 1 and 2 inches above the top button. Adjust placement of the nameplate to conform to individual figure differences (all females).

Black oxford shoes or black service pumps may be worn. The pump will be plain, with closed toe and heel. The heel will be between 1/2 and 3 inches high (all female cadets).

Place the ROTC insignia 5/8 inch up from the collar and lapel seam with the center line of the insignia parallel to the inside edge of the lapel (female cadet officers).

Center JROTC shoulder-sleeve insignia on the left sleeve 1/2 below the top of the shoulder seam (all cadets). The school shoulder-sleeve insignia may be worn in the same fashion on the right.

When worn, place Special JROTC team pins (arcs) parallel to the waistline of the coat. Placement of the team pins may be adjusted to conform to the individual figure difference; space pins 1/8 inch between each arc (all female cadets).

# THE ARMY JROTC UNIFORM



Center rank insignia epaulets on the shoulder so that the insignia will be centered on the outer half of both shoulder loops of the coat. When wearing rank disc insignia, the disc will be centered between the bottom of the button hole and the top of the shoulder seam of the garment (all enlisted cadets).

Center the HU, HUD or MU insignia 1/4 inch above the right breast pocket on the male uniform and 1/4 inch above the nameplate on the female uniform. It can be worn by itself or joined by the Academic Achievement Wreath, in which case the star is still positioned 1/4 inch above the nameplate.

The JROTC cap insignia is a wreath 1 3/16 inches in height containing the letter "ROTC" on a gold color metal panel inside the wreath. Place the insignia 1 inch from the crease on the garrison cap left curtain (all enlisted cadets).

Place the JROTC Corps insignia centered on both lapels of the coat, parallel to the inside edge of each lapel: 5/8 inch above the notch (enlisted female cadets); 1 inch above the notch (enlisted male cadets).

Center ribbons on the left side with the bottom row parallel to the bottom edge of the nameplate. Third and subsequent rows may be aligned to the left to present a better appearance (all female cadets).



Army Green Garrison Cap

Shoulder Marks

Army Green Long or Short Sleeve shirt

Black Necktie/Neck Tab (mandatory with long sleeve shirt, optional with short sleeve shirt)

Black Belt with a gold plated buckle

Army Green Slacks

Black Socks

Black Low Quarter Shoes or Pumps

# The Army Combat Uniform



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## Wear of the ACU Coat / Trousers

- The coat is worn hook and looped and zipped.
- The coat has a hook and loop fasteners for wearing shoulder sleeve insignia, rank, JROTC patch, and school name tape.
- The mandarin collar will be normally worn in the down position.
- Cadets are authorized to wear the mandarin collar in the up position when weather conditions dictate the wear as prescribed by the SAIAI.
- The coat is normally worn outside the trousers, and the trousers are worn with a belt. The coat may also be worn inside the trousers when directed by the SAIAI. The coat will not extend below the top of the cargo pocket on the trousers and will not be higher than the bottom of the side pocket on the trousers.
- The elbow pouch with hook and loop closure for internal elbow pad inserts must be closed at all times.
- Sleeves will be worn down at all times, and not rolled or cuffed.
- The moisture wicking tan t-shirt or cotton t-shirt is worn underneath the coat and it is tucked inside the trousers at all times.
- Cadets will wear the trousers tucked into the top of the boots or bloused using the draw strings at the bottom of the trousers. When bloused, the trousers should not extend below the third eyelet from the top of the boot.
- The ACU is meant to fit loosely and comfortably. Alterations to hinder this is not authorized.
- Cadets will wear the ACU in accordance with CCR 145-2.
- Cadets will not wrap the trouser leg around the leg tightly enough to present a pegged appearance or insert any items inside the trouser leg to create a round appearance at the bottom of the trouser leg.

## Wear of the ACU Headgear

- The ACU Patrol Cap will be the only headgear worn with the uniform.
- Cadets will wear the ACU Patrol Cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground.
- The Patrol Cap will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. The cap is worn so that no hair is visible on the forehead beneath the cap. Seven or pin on rank is worn on the ACU Patrol Cap.
- The Velcro area on the rear of the cap will remain blank at all times.

## Wear of Desert / Optional Boots

- Black boots are NOT authorized for wear with the ACU.
- Army Combat Boots – (Hot Weather and temperate weather) made of tan rough side cut cattle hide leather with a plain toe and tan rubber outsoles.
- The boots are laced diagonally with tan laces, with excess lace tucked into the top of the boot under the bloused trousers, or wrapped around the top side of the boot.
- Only boots with tan rubber outsoles are authorized for wear.

## The ACU Care Policy

- Wash in cold water and mild detergent containing no optical brighteners or bleach. Tumble dry at low heat (not to exceed 130 degrees Fahrenheit).
- Remove immediately from the dryer and fold flat or place on a rustproof hanger to ensure heat from the dryer does not set wrinkles.
- To drip dry, remove from the washer/water and place on a rustproof hanger. Do not wring or twist.

...DO NOT STARCH THE ARMY COMBAT UNIFORM UNDER ANY CIRCUMSTANCES. THE USE OF STARCH, SIZING, AND ANY PROCESS THAT INVOLVES DRY-CLEANING OR A STEAM PRESS WILL ADVERSELY AFFECT THE TREATMENTS AND DURABILITY OF THE UNIFORM AND IS NOT AUTHORIZED.

ACU MILPER MESSAGE, AMENDMENT TO AR 670-1

## **Chapter 12**

### **Awards**

#### **12-1. Scope**

a. Awards may be given to recognize distinguished, heroic, meritorious, and other commendable acts of an individual and his or her status and achievements. The same medal is available for both JROTC and NDCC units. 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 military 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, HRCOM, 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 JROTC cadets on the uniform prescribed for wear 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 JROTC uniform when other ribbons are worn.

#### **12-2. Recommendations for Awards**

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

#### **12-3. 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.

#### **12-4. Awards for JROTC Instructors/Civilians**

a. Decoration for Distinguished Civilian Service. This award is the highest honorary award that the secretary of the Army may grant to a private citizen.

(1) Eligibility. Any individual is eligible for this award, except for those Army civilian employees who are eligible for Department of the Army civilian honorary award, military personnel, or civilians who work for Army contractors.

(2) Criteria. Nominees for this award must demonstrate distinguished service that makes a substantial contribution to the accomplishments of the Army's mission.

(3) Submit a current DA Form 1256 (Incentive Award Nomination and Approval). Must complete Part II, Equal Employment Office (EEO)/Civilian Personnel Office (CPO) review, for awards requiring DA and/or TRADOC approval. Forward all paperwork through the chain of command to USACC.

(4) Supporting narrative: Single space on plain bond paper following the format in the DA Pam 672-20 at paragraphs 2-3a(3) through (8), and U.S. Army Training and Doctrine Command Civilian Honorary and Public Service Awards Processing Guide.

(5) Biographical data: Include name, address, education and degrees, and employment record.

(6) List significant history of awards with data. List the most current awards first.

(7) Proposed citation. Prepare a one-paragraph (approximately 90-95 words) proposed citation. The citation should highlight the individual's contributions. Refrain from using acronyms.

(8) Army policy provides that honorary awards should follow a progressive sequence of recognition, except under circumstances where a contribution is so extraordinary that recognition with a lesser award would be insufficient. If nominee has not previously received the award, as prescribed below in sequence, provide a statement explaining why receipt of a lesser award would be insufficient under the subheading, "Previous Awards and Publications."

(9) Awards requiring secretary of the Army approval should be submitted to The Director, JROTC one hundred days before an anticipated presentation date.

b. Outstanding Civilian Service Award. This award is the second highest public service honorary award. The secretary of the Army or a commander (major general or above) may grant this award to a private citizen.

(1) Eligibility. Any individual is eligible for this award except for those Army civilian employees who are eligible for Department of the Army civilian honorary award, military personnel, or civilians who work for Army contractors.

(2) Criteria. Nominees for this award must show outstanding service that makes a substantial contribution or is of significance to the (major general or above) commander.

(3) Submit request following paragraphs (a) (3), (4), and (5) above. Forward all paperwork through brigade to the Director, JROTC.

(4) Awards requiring CG, USACC approval should be submitted forty-five days before anticipated presentation date.

c. Commander's Award for Public Service. This award is the third highest public service honorary award which may be granted to a private citizen and may be granted by a commander (colonel or above).



(1) Eligibility. Any individual is eligible for this award, except for those Army civilian employees who are eligible for Department of the Army civilian honorary award, military personnel, or civilians who work for Army contractors.

(2) Criteria. This award is given to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency.

(3) This award will be approved by the Director, JROTC or brigade.

(4) Forward a copy of all documentation to the Director, JROTC for inclusion into the recipient's permanent personnel file.

d. Certificate of Appreciation for Patriotic Civilian Service. This certificate recognizes patriotic civilian service, and may be granted by a commander (lieutenant colonel and above).

(1) Eligibility. Any individual is eligible for this award except Department of the Army civilian employees who are eligible for Department of the Army civilian honorary award, military personnel, or civilians who work for Army contractors. It also may be awarded to groups, including volunteers business firms, and fraternal organizations.

(2) Criteria. This award recognizes patriotic civilian service that contributes to the mission of an Army activity, command or staff agency, or to the welfare of Army personnel.

(3) This award may be approved by brigade.

(4) Forward a copy of all documentation to Instructor Management Division, for inclusion in the recipient's permanent personnel file.

e. Director of Army Instruction (DAI) of the Year Award honors effective and dedicated DAIs. Each brigade will board nomination packets and submit two DAI nominees annually, NLT 1 March by memorandum to USACC, ATTN: ATCC-PMD, Fort Knox, KY 40121-5123.

(1) Eligibility criteria:

(a) Service time as DAI must be at least nine months.

(b) Certified as a DAI and have met all requirements, with no adverse actions taken against him/her.

(c) Meet the eligibility criteria for the award of the DAI's Gold Award.

(2) Selection Criteria. Nominations for the award will be based on the assessment of the superintendent in the following areas:

(a) Effectiveness in JROTC, the community, and the state.

(b) Examples of dedication to the district and JROTC.



(c) Activities other than JROTC in which the nominee is an active participant (member of a school committee, community involvement or advisory panel).

(d) Discussion of enrollment or retention rate of the JROTC units in the district.

(e) Significant events that would weigh in the selection process (unique training initiatives, efforts to promote JROTC at the state or national level).

(f) Verification that the DAI is mentoring and providing appropriate guidance/training to the instructors in the district related to using the current authorized curriculum and automation.

(g) Verification that the DAI is checking classroom performance and service learning projects, using the JROTC Coaching Rubric.

(3) Nomination procedure: The superintendent or designated representative will submit a memorandum of recommendation to brigade. Each level will review and forward one qualified nomination from its area. The Director, JROTC will convene a board to select the DAI of the year. Each nomination packet will also include a full-length photograph taken in the class A uniform within thirty days of the application (does not have to be of professional quality and can be a regular-sized photograph). Nominations will also include the assessment of the immediate supervisor of the following areas:

(a) Contributions made to the achievements of the mission of JROTC.

(b) Results of the formal inspections and unit reports for the units in the district.

(c) Enrollment and retention rates of the JROTC units in the district.

(d) Completion of professional development courses/classes.

(e) Competency in techniques and current instructional techniques/methodologies to instruct JROTC course material.

(4) Approval Authority: CG, USACC.

(5) Frequency and presentation: The award will be presented annually by CG, USACC at an appropriate ceremony.

(6) Merit:

(a) The DAI of the Year will receive the Outstanding Civilian Service Medal and plaque.

(b) Nominees not selected at headquarters level will receive the Certificate of Appreciation for Patriotic Civilian Service.

f. Distinguished DAI Awards (certificates). These awards recognize the diligent work and outstanding achievements of DAIs. The order of precedence is: Gold, Silver, and Bronze. A

designated representative will present the Distinguished DAI Awards at official ceremonies. The awards should be presented at assemblies.

(1) Distinguished Gold DAI Awards.

(a) Eligibility. The Distinguished Gold DAI Award recipients must also meet the Distinguished Silver DAI Award criteria. Nominees must demonstrate that they are encouraging excellence in the district classrooms, stimulating motivation among instructors through service projects, competitions, and overall JROTC success.

(b) Criteria. The awards will be presented to DAIs who show measured success in the academic progress and licensure of instructors in the district. Their schools are receiving credit other than elective, college credit, etc., or the DAIs are actively working to gain approval of such credit in the district.

(c) Approval. The approval authority for the Distinguished Gold DAI Award is the Brigade Commander.

(2) Distinguished Silver DAI Awards. The DAI's immediate supervisor will recommend and submit the nominee's packet to brigade.

(a) Eligibility. Distinguished Silver DAI Award recipients must meet the Distinguished Bronze DAI Award criteria. Nominees must demonstrate that they are encouraging excellence in the classroom, stimulating motivation among instructors through service projects, competitions, and overall JROTC success.

(b) Criteria. The award will be presented to DAIs who:

(1) Serve on advisory panels or other councils in Cadet Command, the school, or the community and/or have conducted professional development workshops in their districts related to the JROTC curriculum (e.g., Thinking Maps, Intellilearn strategies, 4 phase lesson plan presentation, etc.).

(2) Are active in organizing competitions and in encouraging schools to compete in a variety of competitions at the state and national levels. DAIs will ensure that preparations for these competitions are not done at the expense of completing the JROTC academic/core curriculum requirements.

(3) Have worked to earn grants or other funding to support activities or equipment.

(4) Are involved in planning, preparation, and execution of a brigade approved JROTC Cadet Leadership Challenge (JCLC).

(c) Approval. The approval authority for the Distinguished Silver DAI Award is the Brigade Commander.

(3) Distinguished Bronze DAI Awards. The DAI's immediate supervisor will recommend and submit the nominee's packet to the brigade.

(a) Eligibility. Distinguished Bronze DAI Award nominees must demonstrate that they are encouraging excellence in the classroom and stimulating motivation among instructors through service projects, competitions, and overall JROTC success.

(b) Criteria. The nominees for this award must:

(1) Have achieved certification as a JROTC instructor, complete the JROTC Distance Learning Course, attend the JSOCC Residence Certification course (within the past five years) and ensure their instructors do the same in a timely fashion.

(2) Meet the weight/height standards of this regulation and receive an exceptional performance on the school evaluation. DAIs subjected to adverse actions, or those who participated in the weight control program within the past year from the date of the nomination, or DAIs who have units currently under probation will not be eligible to receive this award.

(3) Be knowledgeable in how to measure the presentation of the student-centered four-phase lesson plan and enhancement tools.

(4) Actively participate in advertising JROTC activities (i.e., service projects, competitions, Cadet challenge, and other activities in the community).

(5) Demonstrate a commitment to providing quality education (as indicated by their instructors' continuing professional development towards completing the follow-on requirements for Advanced JSOCC DLCs, an associate's degree, graduate or undergraduate credit, a bachelor's degree, or academic state teacher licensure/certification). DAIs should attend the same level of education conferences as their counterparts in the district.

(c) Approval. The approval authority for the Distinguished Bronze DAI Award is the Brigade Commander.

h. USACC JROTC Instructor of the Year. This award honors effective and dedicated JROTC Senior Army instructors (SAIs) and Army instructors (AIs). Each brigade will board their nomination packets and submit two SAI nominees and two AI nominees, annually, NLT 1 March by memorandum to USACC, ATTN: ATCC-PMD.

(1) Eligibility Criteria:

(a) Service time as JROTC instructor must be at least nine (9) months.

(b) Certified as a JROTC instructor who has met all JROTC requirements, with no adverse actions taken against him/her.

(c) Meets the eligibility criteria for the award of the JROTC Instructor's Gold Badge.

(2) Selection Criteria. Nominations for the award will be based on the assessment of the school principal in the following areas:

(a) Effectiveness in the classroom and community.

(b) Examples of dedication to the profession of teaching.

(c) How the nominee compares to the school's top classroom instructor.

(d) Activities other than JROTC, the nominee is an active participant in (member of a school committee, community involvement or advisory panel).

(e) Increased enrollment or retention rate in JROTC.

(f) Significant events that would weigh in the selection process; (teacher of the week, teacher of the year, and other unique training initiatives).

(g) Instructor's use of the current authorized curriculum.

(h) Instructor's proficient with automation and applications.

(3) Nomination procedure: The head of the educational institute (or representative) will submit a memorandum of recommendation through brigade to The Director, JROTC, who will convene a board to select the SAI and AI of the year. Each nomination packet will include a full-length photograph taken in the class B uniform within 30 days of the application (does not have to be of professional quality and can be a regular sized photograph). The nomination for the award must be from the instructor's principal with the recommendation of the immediate supervisor (if applicable). A principal may nominate only one instructor per school. Nominations will also include the assessment of the immediate supervisor of the following areas:

(a) Contributions made to the achievements of the mission of JROTC.

(b) Results of the last formal inspection and unit report.

(c) Enrollment and retention rate of the JROTC unit.

(d) Completion of professional development courses/classes.

(e) Competency in techniques and current instructional techniques/methodologies to instruct JROTC course material.

(f) Examples of how the instructor has had impact on Cadets.

(4) Approval authority: CG, USACC.

(5) Frequency and presentation: Annually. The award will be presented by the CG, USACC at an appropriate ceremony.

(6) Merit:

(a) The JROTC Instructor of the Year will receive the Outstanding Civilian Service Medal and a plaque.

(b) Nominees not selected at headquarters level will receive the Certificate of Appreciation for Patriotic Civilian Service.

i. Distinguished JROTC Instructor Awards (certificate). The award recognizes the diligent work and outstanding achievements of Army JROTC instructors. The order of precedence is Gold, Silver and Bronze. A designated representative will present the Distinguished Instructor Awards at an official ceremony. The award should be presented at the unit's school assembly and the awardees will be recognized at the instructor's annual conference.

(1) Distinguished Gold Instructor Award.

(a) Eligibility. Distinguished Gold Instructor Award recipients must meet the Silver Award criteria. Nominees must demonstrate that they are encouraging excellence in the classroom, stimulating motivation among instructors through service projects, competitions, and overall success. The nominees must exhibit full instructor potential.

(b) Criteria. The award will be presented to Noncommissioned officers who possess a bachelor's degree and officers who attain state academic teacher certification/licensure.

(c) Approval. The approval authority for the Distinguished Gold Instructor Award is the Brigade Commander.

(2) Distinguished Silver Instructor Awards.

(a) Eligibility. Distinguished Silver Instructor Award recipients must meet the Bronze Instructor Award criteria. Nominees must demonstrate that they are encouraging excellence in the classroom, stimulating motivation among instructors through service projects, competitions, and overall success. The nominees must exhibit full instructor potential.

(b) Criteria.

(1) The award will be presented to instructors who are recognized as teacher of the week or year by their school district, or those who serve on advisory panels or other councils in USACC, the school or the community and/or have conducted professional development workshops for other teachers in the school.

(2) Noncommissioned officers who actively work towards a bachelor's Degree and officers who meet the requirements for or are working toward academic state teacher certification/licensure.

(3) Instructors who have received grants or other funding to support activities or equipment.

(4) Instructors who recently served as cadre members during JCLC.

(c) Approval. The approval authority for the Distinguished Silver Instructor Award is the Brigade Commander.

(3) Distinguished Bronze Instructor Award. The instructors' immediate supervisor will recommend and submit the nominee's packet to brigade.

(a) Eligibility. Distinguished Bronze Instructor Award nominees must demonstrate that they are encouraging excellence in the classroom, stimulating motivation among instructors through service projects, competitions, and overall success. The nominees must exhibit full instructor potential.

(b) Criteria.

(1) Distinguished Bronze Instructor Award recipient must have completed the instructor probationary period, achieve certification as a JROTC instructor, complete the Basic JROTC Distance Learning Course, and attended the JSOCC Resident Certification course within the past five years.

(2) Nominees must meet the weight and height standards of this regulation and receive an exceptional performance on the school evaluation. Instructors subjected to adverse actions, or those who participated in the weight control program within the past year from the date of the nomination, or instructors whose unit is currently under probation will not be eligible to receive this award.

(3) Instructors must be proficient in presenting the student-centered four-phase lesson plan and enhancement programs.

(4) Actively participate in JROTC activities (i.e. service projects, competitions, Cadet Challenge, and other activities in the community.

(5) Recipients of the award must demonstrate a commitment to providing quality education by continuing professional development towards completing a bachelor's degree and ultimately academic state teacher licensure/certification. For example, has completed the follow on requirements for the JROTC Resident Certification Course, and/or the Advanced JROTC DLC and has earned associate's degree or undergraduate credit.

(c) Approval. The approval authority for the Distinguished Bronze Instructor Award is the Brigade Commander.

(4) Merit. Recipients of Distinguished Bronze/Silver Gold JROTC awards will receive certificate.

## **12-5. 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 JROTC. 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 at his/her institution.

## **12-6. Medal of Heroism (ROTC and NDCC)**

a. Criteria. The Medal of Heroism is a U.S. military decoration awarded by the Department of the Army (DA) to a JROTC 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.

b. Nominations will be:

(1) Initiated by the SAI based on achievements described in paragraph 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. A 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 Brigade Commander.

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

d. Presentation of this award will be made during an appropriate ceremony by a general officer or other senior officer of the Active Army. Exceptions to this may be approved by the Brigade Commander.

## **12-7. Superior Cadet Decoration (JROTC)**

a. The Superior Cadet Decoration (JROTC) is awarded by DA and is limited to one outstanding Cadet in each LET level in each JROTC or NDCC unit.

b. To be considered eligible for this award, an individual must be:

(1) A JROTC or NDCC Cadet.

(2) In the top 10% of his/her JROTC/NDCC class academically and in the top 50% of his/ her class in overall academic standing.

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

c. Nominations for this award will be made by the SAI based on 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 Army members who may be assigned and at least one authorized JROTC or NDCC instructor who has regularly instructed the class in which the Cadet being considered is a member.

(6) 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 paragraph (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 two 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 11–1):

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**Table 12–1**  
**Selection Criteria and Point Weights**

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Criteria Points

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Military scholarship and grades (grades earned in JROTC or NDCC course) — 50

Academic scholarship and grades (grades earned in all courses other than JROTC or NDCC) — 50

Military leadership— 50

Academic Leadership (separate from academic grades attained in JROTC, 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 points — 300

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e. Nominations will be forwarded annually to the brigade to be received not later than 45 days before 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 school, 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 SAI will retain nominations on file for 2 years following receipt.

f. Brigade will approve the nomination by signing the proper certificate (DA Form 1773-1 (JROTC) or DA Form 1773–3 (NDCC)). These forms are available through Brigade channels and will be presented with the award. Approval and signature authority may be delegated to the DAI/SAI via published guidance from the Brigade.



g. The award consists of the blue pendant ribbon, blue-ribbon bar and clip, lapel button, and case with the appropriate certificate. For subsequent awards see paragraph 11-23d. 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.

## **12-8. 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 brigade or overseas command is based upon the following criteria: one award is authorized for each 4,000 LET-2/LET-3 Cadets enrolled in brigade, and one award for each fraction of that. The total number of eligible JROTC Cadets and NDCC Cadets are combined to determine the authorized number of awards per brigade. (For example, 12,448 LET-2/LET-3 Cadets are authorized four awards; 3,980 LET-2/LET-3 Cadets are authorized one award.)

b. Criteria. The criteria for selecting students for the Legion of Valor Bronze Cross for Achievement are the same as those for the Superior Cadet Decoration (paragraph 11-7).

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 according to command guidance, endorsed by the principal or head of the school to brigade not later than 1 June. Brigade will forward the nominations of those determined best qualified in the numbers indicated in *a* above, to the The Director, JROTC. The The Director JROTC will submit qualified nominees to the Director of Awards of The Legion of Valor of the USA, 4766 Larwin Avenue, Cypress, California 90630-3513, telephone (714) 761-5427. The Legion of Valor will send Bronze Crosses and certificates brigade ([www.legionofvalor.com](http://www.legionofvalor.com)).

d. Presentation. When possible, a member of the Legion of Valor should present this award in early fall during the Cadet's last year in school. The Legion of Valor will send along with the awards, names of members residing in the vicinity of the school. 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 an active military personnel who is a recipient of the Medal of Honor, Distinguished Service Cross, Navy Cross, or Air Force Cross, or who occupies a position of appropriate prestige. JROTC parades or similar traditional school events, if held early in the school year, are considered suitable occasions for presentation.

## **12-9. The Army JROTC George C. Marshall Award**

a. General. The George C. Marshall Award is presented to cadets selected to attend the national level of the Army's JROTC Leadership Symposium and Academic Bowl (JLAB) event. The award recognizes superior academic achievement and leadership excellence as demonstrated

by their unit/team performance in the JLAB competition. The award consists of a bronze medal fashioned in the image of General George C. Marshall.

b. Criteria. To be eligible for the award the cadet must:

(1) Be selected to participate in the national level event for either the Academic Bowl or the Leadership Symposium.

(2) Meet the eligibility criteria established for participating in either the Academic Bowl or the Leadership Symposium

(3) Compete as a member of the team for Level I and Level II

(4) Be in good academic and program standing at the time of the JLAB national level event

c. Selection. The award will be presented by a member of the George C. Marshall Foundation at the JLAB awards ceremony. Cadets unable to attend the national level event but who met the above criteria are eligible to receive the award.

#### **12-10. The Army JROTC MacArthur Leadership Award**

a. General. The Army JROTC MacArthur Leadership Award is presented to cadets selected to participate in the Leadership Symposium at the national level of the Army's JROTC Leadership Symposium and Academic Bowl (JLAB). The award recognizes individual leadership excellence as demonstrated in the unit battalion as well as the JLAB leadership team and highlights the ideals for which General MacArthur stood – duty, honor, and country. The award consists of a bronze medal and ribbon bar.

b. Criteria. To be eligible for the award the cadet must:

(1) Be selected to participate in the national level event for the Leadership Symposium.

(2) Meet the eligibility criteria established for participating in the Leadership Symposium

(3) Compete as a member of the Leadership team for both Level I and Level II

(4) Be in good academic and program standing at the time of the JLAB national level event

c. Selection. The award will be presented by a member of The General Douglas MacArthur Foundation at the JLAB awards ceremony. Cadets unable to attend the national level event but who met the above criteria are eligible to receive the award.

#### **12-11. Sons of the American Revolution (SAR) Award**

a. General. The SAR gives the award to a meritorious Cadet enrolled in Army JROTC at each school (or one medal for each 500 Cadets enrolled at time of the award). The award recognizes an outstanding second-year Cadet in a three-year option or a third-year Cadet in a four-year option. This award consists of a bronze medal pendant and ribbon bar.

b. Criteria. Recipient must:

(1) Exhibit a high degree of merit with respect to leadership qualities, military bearing, all-around excellence in JROTC activities, and community service.

(2) Be currently enrolled in JROTC.

(3) Be in the top 10% of their JROTC class.

(4) Be in the top 25% of their overall class.

c. Selection. The SAI or authorized representative will select the recipient. The award may be presented at the end of a Cadet's second year in a three-year program, or at the end of the Cadet's third year if in a four-year program. A recipient of the award will not be eligible for a second award.

d. Source. A representative of SAR will present the award. The state or local SAR organization will correspond directly with each JROTC unit in the area. The SAI may inquire about the award to the local or state SAR organizations, or to the national SAR headquarters ([www.sar.org](http://www.sar.org)).

## **12–12. 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.

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, integrated-curricular activities, or individual endeavor a desire to serve his or her country.

(4) Not have previously received this award.

(5) Participate in the program the following semester.

c. Selection. Selection will be made by the DAI/SAI with concurrence of the ranking school official. Award may be presented 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 ([www.militaryorder.net](http://www.militaryorder.net)).

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.

### **12–13. 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 DAR 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% of the Cadets in JROTC 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 JROTC.

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

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.

### **12–14. Association of Military Colleges and Schools (AMCS) President's Medal**

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 two full years before being considered for the award.

c. Selection. A board, equally comprising academic and military faculty members, will make a nomination to the principal/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, 9429 Garden Court, Potomac, Maryland 20854-3964 ([www.amcsus.org](http://www.amcsus.org)).

e. Presentation. The principal/head of the school, or his/her representative at an appropriate ceremony, will make presentation during the commencement period at the end of the normal academic year.

## **12–15. 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. During the junior year, a Cadet in a class HS JROTC unit will receive the bronze medal; a Cadet at class MI JROTC unit will receive the silver medal. A miniature reproduction of the official JROTC 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% of his/ her class in JROTC and non-JROTC 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% of his/her class in non-JROTC subjects.

(b) Be in the top 25% of his/her class in JROTC.

(c) Have demonstrated qualities of leadership.

(d) Have actively participated in related student activities such as student organizations, constructive activities, or sports.

c. Selection. The DAI/SAI or head of the school or both will make selection.

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

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.

#### **12–16. 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 JROTC.
- (2) Be in the top 25% of his or her academic class.
- (3) Have encouraged and demonstrated the ideals of Americanism by deed and/or conduct.
- (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 ([www.nationalsojourners.org/natcom](http://www.nationalsojourners.org/natcom)).

e. Presentation. The DAI/SAI will make appropriate arrangements for presentation of the award.

#### **12–17. Scottish Rite of Freemasonry JROTC 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 integrated-curricular activities or community projects.

(2) Have demonstrated academic excellence by being in the top 25% 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 three-year option or in the third year of a four-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 ([www.socctishrite.org](http://www.socctishrite.org)).

e. Presentation. Thirty days prior notice of the presentation ceremony, the local Scottish Rite Valley providing the award will select a presenter.

#### **12-18. U.S. Army Recruiting Command (USAREC) Award for JROTC**

a. General. This award is presented annually by USAREC to a Cadet at each school in recognition of outstanding achievement and contributions to JROTC. The award consists of a bronze medal and ribbon bar.

b. Criteria. The Cadet must:

(1) Be in the second year of a three-year option or in the third year of a four-year option.

(2) Be in the top 25% 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 integrated-curricular 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 JROTC 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 at the annual awards ceremony. A representative of USAREC will make the presentation.

#### **12-19. Noncommissioned Officers Association (NCOA) Award for JROTC**

a. General. This award is presented annually by NCOA to each unit's most outstanding Cadet Noncommissioned Officer during the past school year. The award consists of a medal, ribbon, and certificate. Larger units in excess of 150, Cadets may coordinate with NCOA for approval to present of additional awards. **Note: The NCOA requires fees for such awards. Instructors may purchase these awards for JROTC Cadets, at no cost to the government.**

b. Criteria. The Cadet must have consistently exhibited the best military bearing, personal appearance, deportment, and leadership ability in his/her unit.

c. Selection. Candidates for this award should appear before a board composed of JROTC instructors who will select the Cadet, IAW 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, 16771 West Ton Bridge Street, Surprise, AZ 85374-6821.

d. Source. This program is administered by the Roadrunner Chapter #153, NCOA. For additional information, call or write NCOA JROTC Award Coordinator, 16771 West Ton Bridge Street, Surprise, AZ 85374-6821, Telephone (623) 544-1851, FAX (623) 975-2163 ([www.ncoausa.org](http://www.ncoausa.org)).

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 for presentation.

#### **12-20. Association of United States Army (AUSA) Medal**

The AUSA medal will be presented to Cadets (one per school) who are recognized for outstanding leadership and academic achievement. The SAI and the local AUSA chapter will establish the criteria selection for the award. The SAI should contact the local AUSA chapter or write to AUSA, 2425 Wilson Blvd, Arlington, VA 22201 ([www.ausa.org](http://www.ausa.org)).

#### **12-21. Military Officers Association of America (MOAA) JROTC Medal**

a. The MOAA JROTC medal will recognize an outstanding Cadet who is in their next-to-last year of JROTC and who has demonstrated exceptional potential for military leadership. To be eligible for an award the candidate must:

- (1) Be in the next-to-last year of JROTC.
- (2) Be in good academic standing.
- (3) Demonstrate a high degree of loyalty to the unit, school, and the country.



(4) Demonstrate exceptional potential for military leadership.

b. The recipient will be selected by the individual's unit commander who coordinates the selection and the presentation with the local chapter. However, when the local chapter is sponsoring the award, final approval rests with the chapter and a representative of the chapter should make the award.

c. If there is no chapter in the local community, the SAI may request the medal and/or certificate from MOAA, by national directly by contacting the Council and Chapter Affairs Department at (800) 245-8762, ext. 118, or by addressing the request to MOAA, Council and Chapter Affairs Department, 201 N. Washington St., Alexandria, VA 22314-2539 ([www.moaa.org](http://www.moaa.org)).

## **12-22. Reserve Officers Association (ROA)**

a. The ROA award is presented to a Cadet in recognition of outstanding achievement and exceptional leadership ability. To be eligible for this award the candidate must:

(1) Be in the second year of a three-year option or the third year of a four-year option.

(2) Be in good academic standing.

(3) Demonstrate a high degree of loyalty to the units, school, community, and country.

(4) Demonstrate exceptional potential in leadership.

(5) Not have previously received this award.

b. The nominee will be selected by the SAI who will coordinate the selection and the presentation with the local chapter. However, when the local chapter is sponsoring the award, final approval rests with the chapter and a representative of the chapter should make the award presentation.

c. In the event there are no local chapters in the local community, the SAI/AI may request the medal and/or certificate from ROA directly by contacting the ROA, One Constitution Avenue, NE, Washington, DC 20002-9448, phone: 1-800-809-9448, or [www.roa.org](http://www.roa.org).

## **12-23. Military Order of the Purple Heart (MOPH) Award**

The MOPH award recognizes an outstanding Cadet who is enrolled in the Program and demonstrates leadership ability.

a. The recipient of the award must:

(1) Hold a positive attitude toward the JROTC and country.

(2) Hold a leadership position in the Cadet Corps.

(3) Be active in school and community affairs.

(4) Attain a grade of “B” or better in all subjects for the previous semester.

(5) Not have been a previous recipient of this award.

b. The DAI/SAI will select and present the award annually at an appropriate ceremony with a representative of the MOPH, if available.

c. Request the award from the nearest local MOPH unit before February for presentation in April or May. If no local MOPH unit is available, obtain the award by writing the MOPH, 5413 Backlick Road, Springfield, VA 22151 ([www.purpleheart.org](http://www.purpleheart.org)).

#### **12-24. Veterans of Foreign Wars (VFW) Award**

The VFW awards are presented to Cadets in recognition of outstanding achievement and exceptional leadership ability. The medal pendant with matching ribbon bar is 1 3/8 inches in width overall consisting of the 1/8 inch gold stripe, a 1/8 inch purple stripe, a 7/8 inch gold stripe, a 1/8 inch purple stripe and a 1/8 inch gold stripe. Cadets in 10<sup>th</sup> grade or above who are actively engaged in JROTC activities are eligible for the award.

a. Criteria. Possession of individual characteristics contributing to leadership including:

(1) Positive attitude toward the JROTC.

(2) Outstanding military bearing and conduct in and out of uniform.

(3) Personal attributes (self-confidence, initiative, flexibility, and judgment).

(4) Patriotism (commander or member of color guard, drill team with or without arms, flag protocol instruction team and actively promote Americanism).

(5) Courtesy (dependability, punctuality, human relations, respect, cooperation).

(6) Growth potential (capable of assuming high leadership responsibilities in the unit with additional training and experience).

b. The recipient of the award will be selected by the unit. It is recommended that the award be presented annually at an appropriate ceremony. It is further recommended that a representative of the VFW be on hand to present the award if available ([www.vfw.org](http://www.vfw.org)).

#### **12-25. American Veterans (AMVETS) Medal**

a. The AMVETS medal will be presented to Cadets (1 per high school) for outstanding leadership, community/school involvement and academic achievement.

b. Criteria. To be eligible for an award the candidate must:

(1) Be in the second year of a three-year program or the third year of a four-year program.

(2) Be in good academic standing.

(3) Demonstrate a high degree of military bearing both in and out of the military uniform.

(4) Not have previously received this award.

c. The recipient will be selected by the SAI/AI who coordinates the selection and the presentation with local AMVET Chapter. However, when the local chapter is sponsoring the award, final approval rests with the chapter and a representative of the chapter should make the presentation.

d. In the event there are no chapters in the local community, the SAI/AI may request the medal and/or certificate from AMVETS directly by contacting [amvets@amvets.org](mailto:amvets@amvets.org) or telephone 1-877-7AMVETS.

#### **12-26. The Retired Enlisted Association (TREA) Award**

a. The TREA award is presented to Cadet(s) in the program who demonstrate exceptional potential military leadership. To be eligible for this award the candidate must:

b. Criteria. To be eligible for an award, the candidate must:

(1) Be in the second year of a three-year option or the third year of a four-year option.

(2) Be in good academic standing.

(3) Present outstanding military bearing in and out of uniform.

(4) Demonstrate a high degree of loyalty to the unit, school, community and the country.

(5) Not have previously received this award.

c. The recipient will be selected by the SAI/AI who coordinates the selection and the presentation with the local chapter. However, when the local chapter is sponsoring the award, final approval rests with the chapter and a representative of the chapter should make the award(s) presentation.

d. In the event there are no TREA chapters in the local community, the SAI/AI may request the medal and/or certificate from TREA national directly by contacting TREA, 1111 S. Abilene Ct., Aurora, Colorado 80012, or by calling toll free (800) 338-9337, or (303) 752-0660, or [www.trea.org](http://www.trea.org).

#### **12-27. Daedalian JROTC Achievement Award**

a. The Order of Daedalians is a fraternity of commissioned military pilots from all military services. The award consists of a medal and a ribbon bar. The medal is fashioned after an ancient Grecian plaque which depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers.

b. Criteria. To be eligible for an award the candidate must:

(1) Demonstrate patriotism, love of country, and service to our nation.

(2) Indicate the potential and desire to pursue a military career.

(3) Rank in the upper 10% of his/her JROTC class.

(4) Rank in the upper 20% of his/her high school class.

c. The recipient will be selected by the SAI/AI who coordinates the selection and the presentation with the Order of Daedalians. A member of the Order of Daedalians should present the medal if possible. However, the DAI/SAI/AI may present the award if a member of the organization is not available.

d. To receive the award the JROTC instructor will contact the Order of Daedalians, P.O. Box 249, Randolph Air Force Base, Texas 78148-0249 or by calling (210) 945-2111 ([www.Daedalians.org](http://www.Daedalians.org)).

### **12-28. Celebrate Freedom Foundation/Embry-Riddle Aeronautical University JROTC Award**

a. The Celebrate Freedom Foundation/Embry Riddle Aeronautical University-sponsored award consists of a certificate and ribbon and is presented annually to the outstanding first or second-year (in a 3-year program or 4-year program) Cadet. The award consists of a ribbon and a certificate.

b. The award recipient must possess/meet the following personal characteristics and eligibility criteria:

(1) Positive attitude (toward JROTC and school).

(2) Outstanding personal appearance (uniform and grooming).

(3) Display personal attributes such as initiative, judgment, and self-confidence.

(4) Courteous demeanor (promptness, obedience, and respect for customs).

(5) Growth potential (capacity for responsibility, high productivity, adaptability to change).

(6) Possession of the highest personal and ethical standards and strong positive convictions.

(7) Indicate the potential and desire to pursue a military career.

(8) Rank in the top 5% in their respective JROTC class with a grade average of "A" or numerical equivalent.

(9) Rank in the top 15% of their academic class.

(10) Be recommended by the SAI as an Outstanding Cadet.

c. The SAI/AI should select the recipient by 1 March. The certificate is available for download and printing via the applicable service web portal. To receive the ribbon/medal please contact the Celebrate Freedom Foundation, 1300 Pickens Street, suite 200, Columbia, SC 29210.

#### **12-29. The National Society, United States Daughters of 1812 (USD 1812) Award**

a. General: This award, which consists of a bronze medal pendant, ribbon bar, and certificate, is presented to a Junior or Senior in a JROTC Program in High School who has demonstrated the qualities of Academic Excellence, Leadership, Military discipline, Dependability, Patriotism and upright character in speech and habits, which exemplify the ideals upon which our Nation was founded.

b. Criteria:

(1) Be currently enrolled in JROTC.

(2) Be in good standing in all military aspects and scholastic grades at the time of selection and presentation of the award.

(3) Exhibit a high degree of merit with respect to leadership qualities, military bearing, all-around excellence in JROTC activities, and community service.

(4) Have indicated by military and scholastic grades, integrated-curricular activities, or individual endeavor a desire to serve his or her country.

(5) Not have previously received this award.

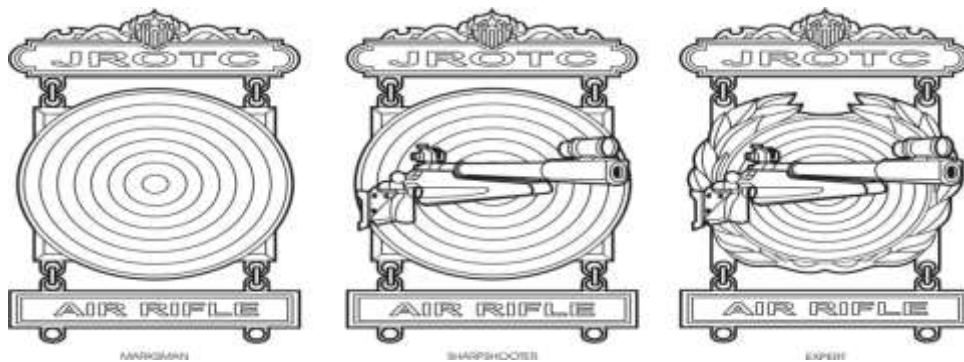
c. Selection. The SAI or authorized representative will select the recipient.

d. Source. Requests for sponsorship of the USD 1812 award may be made by the DAI/SAI to the local USD 1812 Chapter Regent. These Regents are listed on the National website (See [www.usdaughters1812.org/](http://www.usdaughters1812.org/)). If local contacts are unavailable, information may be obtained from the National Defense Committee, National Society, United States Daughters of 1812, 1461 Rhode Island Avenue, N.W., Washington, DC 20005-5402.

e. Presentation. The award should be presented at an appropriate ceremony by a USD 1812 Chapter Regent, a National Defense Chairman, or an appointed USD 1812 representative.

#### **12-30. Marksmanship Qualification Badges**

JROTC marksmanship qualification badges (Fig 11-3) will be worn centered on the flap of the left breast pocket of the class A uniform coat or class B uniform shirt, or in a similar location on the distinctive Cadet-type uniform blouse. Only the latest award will be worn until the cadet re-qualifies or exits the JROTC Program. Qualification standards are at Appendix N.



(Figure 11-3. The three levels of JROTC marksmanship qualification badges)

## 12-31. Schools Awards

a. To ensure ribbon awards are uniformly designed, DA has approved 36 designs (Appendix L) that will be made based on criteria specified in Appendix M 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.

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 (Appendix L).

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 Army uniform only when the design has been approved by TIOH. (Design approvals previously granted remain in effect.)

d. Multiple awards of any ribbon or medal will be designated with a lamp device as follows: 2<sup>nd</sup> award, bronze lamp; 3<sup>rd</sup> award, silver lamp; 4<sup>th</sup> award, gold lamp; 5<sup>th</sup> award, one gold lamp and one bronze lamp; 6<sup>th</sup> award, one gold lamp and one silver lamp; 7<sup>th</sup> award, two gold lamps; and so on. (In no case will more than one of the same ribbon, medal or medallion be worn).

## 12-32. Marksmanship Medals and Ribbons

a. Junior Excellence-in-Competition (EIC) badges and Junior Distinguished badges awarded by the Civilian Marksmanship Program are authorized for general wear on issue or Cadet-type uniforms.

b. Other medals and ribbons with medal pendants awarded by the Civilian Marksmanship Program, National Rifle Association, American Legion, USA Shooting, or other organizations

sponsoring marksmanship competitions may be worn on the JROTC uniform; but only for special ceremonies and official functions as directed by the DAI/SAI. They cannot be authorized for general wear.

### **12–33. Other Awards**

Institutions, agencies, and military honor societies with established records of support for JROTC units and military branches may present awards to Cadets. However, the awards must be without expense to the government, the design must be approved by TIOH, and the award and criteria used must be approved by Director, Army JROTC. Filing of corporate papers, constitution and bylaws, letters of agreement, or other documents may be required.

### **12–34. Unit Awards**

a. General. A Merit Unit (MU) has demonstrated significant performance in all areas of JROTC, as determined by USACC and as 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 USACC and as designated in permanent orders. An Honor Unit with Distinction (HUD) has demonstrated exceptional performance in all areas of JROTC. Receiving 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 HUD, the HU, and the MU JROTC rating. To order streamers for MU/HU/HUD, submit a DD Form 1348, along with a copy of the orders designating the unit as such, through the support installation to U.S. Army Support Activity, ATTN: SSCPM–ARSO, P.O. Box 13460, Philadelphia, PA 19145–3460. Streamers will be issued in pairs, one showing the MU/HU/HUD designation and one showing when 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 unserviceable streamers, due to 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 JROTC units. Each date on the streamer will be the colors of the senior class. Dimensions are 2-3/4 inches wide and three feet long for display with school colors.

(1) 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 high and the star will be 1 7/16 inches high. While numerals, 1 1/4 inches high 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 high and the star will be 1 7/16 inches high. White numerals, 1 1/4 inches high 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 high and the star will be 1 7/16 inches high. White numerals, 1 1/4 inches high, will denote award years on the date streamer.

(2) Honor unit/school colors:

(a) Class MI will be gray 3/8 inch; bright yellow two 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 high. 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 two 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 high, will denote award years on the date streamer.

(c) NDCC will be white 3/8 inch, dark blue two 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 high. Numerals, 1 1/4 inches in height, will denote award years on the date streamer.

(3) Honor unit with distinction colors:

(a) Class MI will be dark yellow 3/8 inch, dark orange two 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 high. Dark yellow numerals, 1 1/4 inches high, will denote award year on the date streamer.

(b) Class HS will be dark yellow 3/8 inch, medium blue two 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 high. Dark yellow numerals, 1 1/4 inches high will denote award year on the date streamer.

(c) NDCC will be medium blue 3/8 inch, dark yellow two 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 high. Dark yellow numerals, 1 1/4 inches high will denote award year on the date streamer.



### Section I

#### Required Publications

##### **AR 5-9**

Area Support Responsibilities

##### **AR 25-400-2**

The Army Records Information Management Systems (ARIMS)

##### **AR 37-1**

Army Accounting and Fund Control

##### **AR 40-3**

Medical, Dental and Veterinary Care

##### **AR 60-20**

The Army and Air Force Exchange Service Operating Policies

##### **AR 71-32**

Force Development and Documentation-Consolidated Policies

##### **AR 145-1**

Senior Reserve Officer's Training Corps Program: Organization, Administration, and Training

##### **AR 145-2**

Junior Reserve Officer's Training Corps Program: Organization, Administration, and Support

##### **AR 190-11**

Physical Security of Arms, Ammunition, and Explosive

##### **AR 190-13**

The Army Physical Security Program

##### **AR 190-40**

Serious Incident Reports

##### **AR 385-63**

Policies and Procedures for Firing Ammunition for Training

##### **AR 600-9**

The Army Weight Control Program

##### **AR 600-8-22**

Military Awards

##### **AR 600-20**

Army Command Policy

**AR 601-210**

Regular Army and Army Reserve Enlistment Program

**AR 670-1**

Wear and Appearance of Army Uniforms and Insignia

**AR 700-84**

Issue and Sale of Personal Clothing

**AR 710-2**

Inventory Management Supply Policy Below the National Level

**AR 725-50**

Requisition, Receipt and Issue System

**AR 735-5**

Policies and Procedures for Property Accountability

**AR 840-10**

Flags, Guidons, Streamers, Tabards, Automobile and Aircraft Plates

**DA Pam 710-2-1**

Using Unit Supply System (Manual Procedures)

**CTA 50-900**

Clothing and Individual Equipment

**CTA 50-909**

Field and Garrison Furnishing and Equipment

**CT 50-970**

Expendable/Durable Items (Except Medical, Class V, Repair Parts and Heraldic Items)

**CCR 145-3**

Senior Reserve Officer's Training Corps: Pre-commissioning Training and Leadership Development

**CCR 145-8-3**

Junior Reserve Officer's Training Corps: Organizational Inspection Program Checklist

**CCR 145-20**

ROTC Training Ammunition Policy and Procedures

**CCR 385-10**

Cadet Command Safety Program

**CCR 700-1**

Logistics: ROTC Standardized Logistics Policy and Procedures

**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 Regulations, Volumes 1 and 3

### **Title 10, United States Code, Section 773**

### **Title 10, United States Code, Section 972**

### **Title 10, United States Code, Section 1201**

### **Title 10, United States Code, Section 1223**

### **Title 10, United States Code, Section 2031**

### **Title 18, United States Code, Section 703**

### **Title 18, United States Code, Section 704**

### **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 Directorate Web-site ([www.apd.army.mil](http://www.apd.army.mil)).

#### **DA Form 918B**

Amendment to Application and Agreement for Establishment of Army Reserve Officer's Training Corps Unit

#### **DA Form 5500**

Body Fat Content Worksheet

#### **DA Form 1773-1**

Citation for the Superior JROTC Cadet Decoration Award  
(Controlled form – must be requested through Brigade)

#### **DA Form 1773-3**

Citation for the Superior National Defense Cadet Decoration Award  
(Controlled form – must be requested through Brigade)

#### **DA Form 2754**

Pay Certification Worksheet for Entitlement Computation

#### **DA Form 2767**

Annual Certification of Pay and Data Form

#### **DA Form 3126**

Application and Contract for Establishment of a Junior Reserve Officers' Training Unit

#### **DA Form 3126-1**

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

#### **DA Form 4610-R**

Equipment Changes in MTOE/TDA

#### **DA Form 4856**

Developmental Counseling Form

#### **DA Form 7410**

Evaluation Worksheet, Potential Army JROTC Program

#### **DA Form 7566**

Composite Risk Management Worksheet

#### **IACP&D Form 45**

Instructor Annual Certification and Pay Data

### **Section IV**

#### **Reference Forms**

**DA Form 11-2-R**

Management Control Evaluation Certification Statement

**DA Form 145**

Army Correspondence Course Enrollment Application

**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 85P**

Questionnaire for Public Trust Position

**SF 123**

Transfer Order – Surplus Personal Property

**SF 1034**

Publication Voucher for Purchases and Services Other Than Personal

**CC Form 211-R**

Abbreviated Report of Medical Examination for JROTC

**CC Form 134-R**

Military Training Certificate Reserve Officer's Training Corps

**CC Form 194-R**

Inventory Control Listing

**Note:** PDF writeable forms may be found on the JROTC web portal at [www.usarmyjrotc.com](http://www.usarmyjrotc.com).

## **Appendix B – Army Junior ROTC Instructor Certification Application**

<b>Army Junior ROTC Instructor Certification Application</b>				
<b>PART I – GENERAL INFORMATION</b>				
Last Name:	First Name:		Middle Name:	
SSN:	Branch/MOS	Current Grade:	Years of Active Svc:	
Date of Birth:	Place of Birth:	Marital Status: Married      Single	Retirement Date:	Retirement Grade/ Rank:
Mailing Address (include zip code):		Telephone (home):	Telephone (work):	
AKO E-mail address (mandatory):		Permanent address (include zip code):		
<b>PART II – EDUCATION</b>				
(All applicants must have either a high school diploma or equivalency degree).				
	Major	University/College	Diploma Received	Hrs Completed / No. of Credits
AS/AA:				
BA/BS:				
MA/MS:				
PHD:				
OTHER:				
<b>PART III – PREVIOUS INSTRUCTOR ASSIGNMENTS/EXPERIENCE</b>				
(The ability to teach in a high school is a vital qualifying criterion. Indicate any experience you have in this area).				
Previous instructor experience:				
Briefly explain Administrative and Logistical experience:				
Name and address of previous employer (include zip code)			Telephone	

PART IV – MEDICAL HISTORY		
(If you answer yes to any of the questions below provide details in Part 7: Remarks)	YES	NO
Do you receive payment for veterans' disability? If so, what percentages were you awarded? %		
Have you had any serious illnesses since retirement?		
Do you have any speech defects?		
Do you have any hearing defects?		
Do you have any uncorrected visual defects?		
Have you ever had any drinking/drug problems?		
PART V – MILITARY RECORD		
(If you answer yes to any of the questions below provide details in Part 7: Remarks)	YES	NO
Have you ever been tried by court martial or received an Article 15?		
Have you ever been detained, held, arrested, indicted or summoned into court as a defendant in a criminal proceeding?		
Have you ever been convicted, fined, imprisoned or placed on probation?		
Have you ever been ordered to deposit bail or collateral for the violation of any law, police regulation or ordinance (excluding minor traffic violations for which a fine or forfeiture of \$50 or less was imposed)?		
PART VI – PREFERRED LOCATION FOR EMPLOYMENT		
(You may list up to three states or countries. Do not list a state unless you are willing to pay to relocate yourself to the job. Overseas hires ordinarily include relocation costs.)		
<b>Location:</b>		
1.		
2.		
3.		
PART VII – REMARKS		
(Use this section for any details, explanation or completion of Parts 1 through 6. If necessary, attach a continuation sheet.)		
<p><b>Data required by the Privacy Act of 1974:</b>  <b>Title of Form:</b> JROTC Application for Certification. <b>Authority:</b> Title 10, United States Code 2031. <b>Prescribing Directives:</b> AR 145-2 and CCR 145-2. <b>Principal Purpose:</b> To check the professional qualifications of prospective Army JROTC Instructors or Military Property Specialist (MPS). <b>Mandatory or voluntary disclosure and effect on individual not providing information:</b> Disclosure of information is voluntary, but failure to do so will preclude the individual from further consideration as a certified JROTC Instructor. <b>Certification packets received by Instructor Management become property of the U.S. Government and will not be returned to the sender.</b></p>		

I certify that the information provided in this application is correct to the best of my knowledge. I understand that knowingly providing untrue information on this application will disqualify me from certification by USACC, and if employed, will result in withdrawal of certification and termination as a JROTC instructor or MPS regardless of how long I might have been employed. I further agree to maintain prescribed standards of dress and personal appearance, including the height/weight standards of CCR 145-2, as conditions of certification and continued certification.

I authorize Cadet Command to release copies of this application and the documents in my application packet to school officials considering me for employment.

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

#### NOTES to the Applicant:

1. Upon receipt your packet Instructor Management will notify you via email of the status and if additional documentation is needed via your AKO account.
2. Applicants have 45 days from the date of the email to provide Instructor Management with the requested missing documents. Failure to provide requested document within the 45 days will result in your records being destroyed.
3. Certification packets received by Instructor Management is the property of the U.S. government and will not be returned to the sender.
4. The preferred and most expedient method for a quick turnaround time is to scan all documents and email through your AKO account to: [jrotcim@usaac.army.mil](mailto:jrotcim@usaac.army.mil).
5. Allow 3-4 weeks prior to inquiring the status of your application.
6. Do not send the original of the requested documents. Maintain a copy of the complete packet.
7. Using Federal Express or overnight mail does expedite the process. Recommend using regular mail.

Check the packet for the following enclosures prior to emailing or mailing:

DA Photograph (4x6 with current rank, awards and decorations)

Physical Exam (Include Veterans' Disability Rating, summary and explanation, if applicable)

Tape Test (if exceeded the height/weight standards)

Application (sign and dated)

Initial Qualification Certificate

ORB (Officers)

ERB (Enlisted)

DA Form 2-1, Retirement Orders, DD Form 214 or PQR for AGR (upon retirement for active duty personnel)

Last five consecutive evaluation reports or DD Form 1059

Mail to: Headquarters, US Army Cadet Command  
ATTN: ATCC-JR-IM  
Fort Knox, KY 40121-5123

Questions? Call---JROTC  
DSN: 464-5365

Call the appropriate Human Resource Assistant for all relevant information if your last name begins with the corresponding letter.

(A – F) (502) 624-2422 (G – L) (502) 624-2467 (M – R) (502) 624-2243 (S – Z) (502) 624-2448



## Appendix C — Abbreviated Report of Medical Examination for JROTC Instructors

<b>Abbreviated Report of Medical Examination for JROTC Instructors</b>					
<b>PART I – GENERAL INFORMATION</b>					
Last Name:	First Name:			Middle Name:	
SSN:	Date of Birth:	Age:	Date of Examination:		
Mailing Address (Include zip code):			Emergency Contact (Name, address, telephone):		
Reason for Military Discharge: <div style="text-align: center;">Retired                      Medical</div>			Height	Weight	BFP <i>(if applicable, include body fat worksheet):</i>
Name of Examining Facility (Complete Address):			Name of Examiner:		
<b>PART II – CLINICAL EVALUATION</b>					
(Please mark the appropriate column)					
	Normal	Abnormal		Normal	Abnormal
a. BP    1. Sitting        2. Standing:			h. Rectal examination		
b. Pulse			i. Hearing		
c. Neurological			j. Psychiatry <i>(specify and personality deviation)</i>		
d. Auscultation of the heart			k. Eye <i>(acuity, refraction, intraocular, pressure)</i>		
e. Breast examination			l. Extremities <i>(Upper/Lower)</i>		
f. Inguinal hernia check			m. Spine <i>(Alignment)</i>		
g. Pap smear <i>(female)</i>					
Have you received a disability rating from the Veterans Affairs?                      Yes                      No <small>(Please submit the most recent completed VA evaluation)</small>					
<b>Percentage of Disability (circle)</b>	10%	20%			
	30%	40%			
	50%	60%			
	70%	80%			
	90%	100%			

PART III – MEDICAL HISTORY				
(If you answer yes to any of the questions below explain in detail in the Remarks section)			YES	NO
a. Do you take any medications regularly?				
b. Do you have frequent, severe, or migraine headaches?				
c. Do you experience fainting or dizzy spells?				
d. Do you have epilepsy, seizures or convulsions?				
e. Do you experience depression, anxiety, excessive worry or nervousness?				
f. Do any mental conditions or illnesses exist?				
g. Do you have frequent trouble sleeping?				
h. Are you asthmatic or do you have breathing irregularities?				
i. Have you ever had a heart attack, stroke or murmur?				
j. Do you have bone or joint problems/injuries that required surgery or continuing medical treatment?				
k. Do you have a history of high blood pressure?				
l. Do you have a history of diabetes?				
m. Have you experienced pain or pressure in the chest?				
n. Do you experience back pain or had trouble with your back in the past?				
o. Do you suffer from paralysis or weakness in any of your extremities?				
p. Do you have tuberculosis or ever had a positive TB time test?				
q. Do you have or ever had a tumor, growth, cyst or been diagnosed with cancer?				
u. Have you ever contemplated or attempted suicide?				
r. Have you received or applied for pension or compensation for an existing disability?				
s. Have you had any major illnesses or injuries other than those already noted?				
<b>PART V – REMARKS</b> (Use this section to provide details or explain any illness or medical problems. Use a continuation sheet if necessary)				
Name of Examiner <i>(Last, First, Middle Initial)</i>		Signature	Duty Title	Date

## **Appendix D — Sample Request for Hire Letter**

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### SAMPLE REQUEST FOR HIRE/TRANSFER LETTER

(Letterhead of School/District Hiring Authority or business format letter (include fax number))

Commander  
Headquarters, U.S. Army Cadet Command  
ATTN: ATCC-JR-IM  
Fort Knox, Kentucky 40121-5123

Dear Sir:

Request approval to hire/transfer the following named individual as a Junior ROTC Instructor at (complete school name and address) (from school to school only if transferred within the same school district):

Retired Rank and full Name:

SSN:

Date of Certification:

Date of Employment on an Army cost-shared/non-cost shared basis: (May not be prior to first day of retirement)

**Contract Months (10, 11, or 12)**

School or Hiring Authority E-mail:

Reason:     ☐ Initial hire

☐ Replacement hire

☐ Rank/Name of previous incumbent:  
                    Termination date:

☐ Army-approved increase in authorized staffing

☐ Headquarters that approved the increase:  
                    Date of approval memorandum:

Signature of Hiring Authority

## Appendix E — JROTC Coaching Rubric

**Lesson Information:** \_\_\_\_\_.

JROTC Coaching Rubric		(SY	Evaluation)
<b>General Information</b>			
(Last, First, MI, Name of Evaluated Instructor)		School: HIGH SCHOOL	
Evaluator:		Length of Observation	Date
<b>Classroom Climate</b>		<b>M-Master, A- Apprentice</b>	
M, A	Indicators	M, A	
	(1) Uses active listening		(5) Communicates expectations for acceptance of diversity
	(2) Shows concern for the social, emotional, and physical well-being of students		(6) Encourages positive student interaction with activities like affirmations (thank you)
	(3) Creates an encouraging and supportive classroom		(7) Manages student behavior and conflict in an appropriate manner and encourages cooperation
	(4) Provides students with an opportunity to succeed		(8) Demonstrates ability to use JROTC Portal web site as a teaching resource
	(9) Demonstrated use of the Distance Learning web site & completion of courses. (ID courses not completed)	<b>Eval. Scale</b> 5      4      3      2      1      N/A <b>Master      Apprentice      Not Obs.</b>	
Comments			
<b>Planning</b>			
M, A	Indicators	M, A	
	(1) Shows evidence of planning		(4) Arranges room to provide for student interaction and group work
	(2) Identifies objectives clearly		(5) Manages lesson time effectively
	(3) Matches objectives to standards and district goals		(6) Displays evidence of student learning e.g.: student work, projects
Comments			

## **Appendix F – JROTC Instructor Performance Improvement Plan – Example 1**

SCHOOL LETTER HEAD

DATE

MEMORANDUM FOR

SUBJECT: Notice of Unacceptable Performance - Performance Improvement Plan

1. The purpose of this correspondence is to (1) advise you that you have failed to meet critical performance objectives in your DD 4856, Counseling Checklist, (2) provide you with a performance improvement plan to assist you in bringing your performance up to a successful level, and (3) alert you to possible actions that will be required if your performance does not improve to a successful level.
2. Your performance has failed to meet standards for \_\_\_\_\_ as defined in your DD Form 4856. Your initials on the checklist indicate your receipt and acknowledgment of these objectives/standards on (Date).
3. You have been counseled repeatedly regarding deficiencies in your performance. On (Date), you received your mid-point counseling that outlined specific deficiencies and notified you that your performance must be improved by the end of the rating period to achieve a satisfactory rating.
4. A description of the objectives/standards and examples of your unsuccessful performance follow:
  - a. Objective:
    - (1) Deficiencies:
    - (2) Rating:
  - b. Objective:
    - (1) Deficiencies:
    - (2) Rating:
5. I am providing you with a 90-day opportunity period in which you must at least meet performance standards for the objectives contained in your DD Form 4856. During this period, I will take the following steps to assist you in improving your performance:
  - a.
  - b.
  - c.
6. By the end of the PIP, I expect you to perform independently at a level of competence that does not require constant oversight. Unless your performance improves so that you at least meet the performance standards during the next 90 days, I will have no choice but to initiate action to recommend you for non contract renewal, probation or decertification. Additionally, you are advised that if your performance improves by the end of the PIP, but is not sustained for one year following the start of the PIP, you may be subject to probation or decertification without any further opportunity to demonstrate acceptable performance.
7. I expect you to comply with this memorandum and encourage you to make every effort to improve your performance. I am available to assist you at your request to bring your performance up to an acceptable level.

SIGNATURE BLOCK

## **Appendix F – JROTC Instructor Performance Improvement Plan – Example 2**

---

SCHOOL LETTER HEAD

DATE

MEMORANDUM FOR

SUBJECT: Notice of Unacceptable Performance - Performance Improvement Plan

1. The purpose of this correspondence is to: (1) advise you, that you have failed to meet critical performance objectives in your counseling form (2) provide you with a performance improvement plan to assist you in bringing your performance up to a successful level, and (3) alert you to possible actions required if your performance does not improve to a successful level.

2. Your performance has failed to meet standards for (number) of your critical performance objectives as defined in counseling form. Your initials on the counseling form indicate your receipt and acknowledgment of these objectives/standards on (Date).

3. On (Date), you were provided with your mid-point counseling during which specific deficiencies were outlined and you were notified of your performance deficiencies. In addition, you were counseled either verbally or in writing on (list all dates of counseling). You were advised of the need to improve your performance in the identified areas and provided an opportunity to make suggestions to help improve your performance to an acceptable level. Despite these efforts of assistance, your performance continues to be unacceptable.

4. A description of the objectives/standards and examples of your unsuccessful performance follows:

a. Objective:

- (1) Deficiencies:
- (2) Rating:

b. Objective:

- (1) Deficiencies:
- (2) Rating:

5. I am providing you with a 90-day opportunity period in which you must at least meet performance standards for the objectives contained in your counseling form. During this period, I will provide you with added assistance and counseling as necessary. In order to improve your performance to an acceptable level, you must immediately begin to follow and adhere to the PIP provided below. The following outlines the necessary steps you must take to be rated "Success" in each objective and achieve an acceptable performance level.

a. To achieve a successful level of performance for the objective, (state objective), the following improvements are necessary:

- (1)
- (2)
- (3)

b. To achieve a successful level of performance for the objective, (state objective), the following improvements are necessary:

- (1)
- (2)
- (3)

6. During the allotted opportunity period, you will be responsible for performing all performance objectives included in your counseling form. By the end of the opportunity period, I expect you to perform at a level of independence that does not require constant oversight. Unless your performance improves so that you at least meet performance objectives in the next 90 days, I will have no choice but to recommend probation or decertification. Additionally, you are advised that if your performance improves by the end of the opportunity to improve period, but is not sustained for the one-year period following the start of the opportunity to improve, you may be subject probation or decertification without any further opportunity to demonstrate acceptable performance in the critical objectives at issue.

7. I expect you to fully comply with this memorandum and encourage you to make every effort to improve your performance. I will assist you at your request to bring your performance to an acceptable level.

SIGNATURE BLOCK

**SINGLE UNITS**

<u>Counselee</u>	<u>Counselor</u>
AI	SAI
SAI	School Official

**MULTIPLE UNITS**

<u>Counselee</u>	<u>Counselor</u>
AI	SAI
SAI	DAI
DAI	BDE

Note: Brigade may designate a counseling representative for DAIs.



## Appendix H — Instructor Weight Control Program

---

ATCC-JR-IM

DATE

MEMORANDUM FOR (JROTC Instructor)

SUBJECT: Weight Control Program

1. The School-Program Report indicates you are \_\_\_\_\_lbs overweight. This does not comply with CCR 145-2, which requires you to maintain your weight IAW standards published in AS PRESCRIBED IN APPENDIX H. For you this standard is \_\_\_\_\_lbs and \_\_\_\_\_% body fat. Therefore, you are hereby enrolled in the Weight Control Program until meet the body fat standards.
2. You may be placed on probation for six months or until you meet the body fat percentage as prescribe for your age category. You will be taped and weighed monthly in the presence of your supervisor who must report your weight and body fat percentage monthly to brigade. You must lose between 3-8 pounds per month to make satisfactory progress in the weight control program. Two consecutive months without satisfactory weight loss or without reporting your weight to brigade are grounds for withdrawal of certification to teach JROTC.
3. You will be removed from the weight control program when you attain your goal body fat percentage as stated in paragraph one above. Should you not attain your goal body fat percentage, I will do one of the following:
  - a. Continue to monitor your progress on the program with the advice of your physician as to the time required for achieving weight loss for underlying medical condition. I will set a new suspense for attaining your goal weight.
  - b. Initiate action to withdraw your certification.
4. You will complete the 1st Endorsement (Encl) and return to brigade NLT five working days from receipt of this memorandum.

Encl  
as

BDE COMMANDER  
SIGNATURE BLOCK

CF:  
Brigade  
School Principal

Office symbol  
Individual's name/mm/tele  
SUBJECT: Weight Control Program

FOR Commander, \_\_\_\_\_ Brigade, High School Division, Address

SUBJECT: Acknowledgement of Weight Control Placement

I acknowledge that I am \_\_\_\_\_lbs overweight and my body fat is \_\_\_\_\_% as prescribed by AS PRESCRIBED IN APPENDIX H. I understand that I must weigh-in and be taped by my superior, medical personnel, or a brigade representative, monthly and have the results filed with Brigade Headquarters. I further acknowledge that failure to comply with this requirement will result in the initiation of decertification actions.

CADRE MEMBER'S  
SIGNATURE BLOCK

## WEIGHT VERIFICATION

NAME (Last, First, MI)

---

SCHOOL (City and State)

---

EFFECTIVE DATE OF EMPLOYMENT

---

HEIGHT \_\_\_\_\_ INCHES    WEIGHT \_\_\_\_\_ POUNDS

AGE \_\_\_\_\_

BODYFAT \_\_\_\_\_% (ATTACH WORKSHEET)

I have personally verified the body fat percentage, height and weight of the individual listed above.

---

(TYPED NAME AND POSITION)

---

(SIGNATURE)

**Table 1: Weight / Height Table (Screening Table Weight)****Acceptable weight (in pounds) as related to age and height for males:**

Height	Min weight any age		Maximum weight by years of age			40 and over
			17-20	21-27	28-39	
60	100	139	141	143	146	
61	102	144	146	148	151	
62	103	148	150	153	156	
63	104	153	155	158	161	
64	105	158	160	163	166	
65	106	163	165	168	171	
66	107	168	170	173	177	
67	111	174	176	179	182	
68	115	179	181	184	187	
69	119	184	186	189	193	
70	123	189	192	195	199	
71	127	194	197	201	204	
72	131	200	203	206	210	
73	135	205	208	212	216	
74	139	211	214	218	222	
75	143	217	220	224	228	
76	147	223	226	230	234	
77	151	229	232	236	240	
78	153	235	238	242	247	
79	159	241	244	248	253	
80	166	247	250	255	259	

**Acceptable weight (in pounds) as related to age and height for females:**

Acceptable weight (in pounds) as related to age and height for females		Maximum weight by years of age			
		17-20	21-27	28-39	40 and over
Height	Min weight any age				
58	90	112	115	119	122
59	92	116	119	123	126
60	94	120	123	127	130
61	96	124	127	131	135
62	98	129	132	137	139
63	100	133	137	141	144
64	102	137	141	145	148
65	104	141	145	149	153
66	106	146	150	154	158
67	109	149	154	159	162
68	112	154	159	164	167
69	115	158	163	168	172
70	118	163	168	173	177
71	122	167	172	177	182
72	125	172	177	183	188
73	128	177	182	188	193
74	130	183	189	194	198
75	133	188	194	200	204
76	136	194	200	206	209
77	139	199	205	211	215
78	141	204	210	216	220
79	144	209	215	222	226
80	147	214	220	227	232

**Maximum allowable percent body fat standards: Male 30% BFP****Female 36% BFP**

**Weight Checks:**

- a. The member's weight will be measured with shoes off and may be weighed in any military uniform.
- b. The member may remove contents of pockets and any extraneous equipment (tools, keys, etc.) or outer clothing (coats, jackets, etc.).
- c. The member should stand still while on the scale.
- d. Measurement should be read with the measurer directly in front or behind the scale if possible. Reading the scale from either side rather than straight-on reduces accuracy.
- e. Subtract 5 pounds for clothing for men and women.
- f. Weight will be recorded to the nearest  $\frac{1}{2}$  quarter pound.

**Height Measurement:**

- a. The method for height measurement is the back-to-hard surface method.
- b. Height will be measured without shoes.
- c. Members should stand facing the person measuring them, with heels together and back straight.
- d. The member's line of sight should be horizontal.
- e. Measuring bar should rest lightly on the crown of the head.
- f. Measurement should be read directly in front of the rod, not an angle from either side.
- g. Measurement should be rounded up to the nearest half inch.
- h. Recommend measurement be administered before 1000 hours.

# **Standard Methods for Determining Body Fat Using Body Circumferences, Height and Weight**

## **H-1. Introduction**

a. The procedures for the measurements of height, weight, and specific body circumferences for the estimation of body fat are described in this appendix.

b. Although circumferences may be looked upon by untrained personnel as easy measures, they can give erroneous results if proper precautions are not followed. The individual taking the measurements must have a thorough understanding of the appropriate body landmarks and measurement techniques. The individual(s) should have hands-on training and read the instructions regarding technique and location, and practice before official determinations are made. Preferably, two people should be utilized in the taking of measurements, one to place the tape measure and determine measurements, the other to assure proper placement and tension of the tape, as well as to record the measurement on the worksheet. The individual taking the measurements should be of the same sex as the instructor being measured; the individual who assists the measurer and does the recording may be of either sex. The two should work with the instructor between them so the tape is clearly visible from all sides. Measurements will be made three times, in accordance with standard body measurement procedures. This is necessary for reliability purposes, since the greater number of measurements, the lesser the standard of deviation. Also, if only two measurements were taken, there would be no way to tell which measurement was the most accurate. If there is greater than 1/2-inch difference between the measurements, then continue measuring until you have three measurements within 1/2-inch of each other. An average of the scores that are within 1/2-inch of each other will be used.

c. When measuring circumferences, compression of the soft tissue is a problem that requires constant attention. The tape will be applied so that it makes contact with the skin and conforms to the body surface being measured. It should not compress the underlying soft tissues. All measurements are made in the horizontal plane, (i.e., parallel to the floor), unless indicated otherwise.

d. The tape measure should be made of a non-stretchable material, preferably fiberglass; cloth or steel tapes are unacceptable. Cloth measuring tapes will stretch with usage and most steel tapes do not conform to body surfaces. The tape measure should be calibrated, i.e., compared with a yardstick or a metal ruler to ensure validity. This is done by aligning the fiberglass tape measure with the quarter inch markings on the ruler. The markings should match those on the ruler; if not, do not use that tape measure. The tape should be 1/2- to 1/2-inch wide (not exceeding 1/2-inch) and a minimum of 5–6 feet in length. A retractable fiberglass tape is the best type for measuring all areas.

## **H-2. Height and Weight Measurements**

a. The height will be measured with the instructor, in stocking feet (without shoes), standing on a flat surface with the head held horizontal, looking directly forward with the line of vision horizontal, and the chin parallel to the floor. The body should be straight but not rigid, similar to the position of attention. Unlike the screening table weight this measurement will be recorded to the nearest 1/2-inch in order to gather a more accurate description of the instructor's physical characteristics.

b. The weight will be measured with the instructor in class B uniform. Shoes will not be worn. The measurement should be made on calibrated scales and recorded to the nearest pound with the following guidelines:

(1) If the weight fraction of the instructor is less than 1/2-pound, round down to the nearest pound.

(2) If the weight fraction of the instructor is 1/2-pound or greater, round up to the next whole pound.

## **H-3. Description of Circumference Sites, and Their Anatomical Landmarks and Technique**

a. All circumference measurements will be taken three times and recorded to the nearest 1/2 inch (or 0.50). Each sequential measurement should be within 1/2-inch of the next or previous measurement. If the measurements are within 1/2-inch of each other, derive a mathematical average to the nearest half (1/2) of an inch. If the measurements differ by 1/2-inch or more continue measurements until you obtain three measures within 1/2-inch of each other. Then average the three closest measures.

b. Each set of measurements will be completed sequentially to discourage assumption of repeated measurement readings. For males, complete 1 set of abdomen and neck measurements, NOT three abdomen circumferences followed by three neck circumferences. Continue the process by measuring the abdomen and neck in series until you have three sets of measurements. For females, complete one set of neck, waist (abdomen), and hip measurements, **NOT** 3 neck followed by three waist (abdomen), and so on. Continue the process by measuring neck, waist (abdomen), and hip series until you have 3 sets of measurements.

c. Worksheets for computing body fat are at figure H-1 (males) and figure H-3 (females). Local reproduction is authorized. A blank copy of DA Forms 5500-R and 5501-R is located at the back of this volume. These forms will be reproduced locally on 8 1/2 x 11-inch paper. Supporting factor tables are located at tables H-1 and H-2 (males) and tables H-3 through H-8 (females) and include specific steps for preparing body fat content worksheets.

d. Illustrations of each tape measurement are at figure H-2 (males) and figure H-4 (females).

#### **H-4. Circumference Sites and Landmarks for Males**

a. Abdomen. The instructor being measured will stand with arms relaxed. The abdominal measurement is taken at a level coinciding with the midpoint of the navel (belly button) with the tape placed so that it is level all the way around the instructor being measured. Record the measurement at the end of a normal expiration. It is important that the instructor does not attempt to hold his abdomen in, thus resulting in a smaller measurement. Also the tape must be kept level across the abdomen and back. Measure the abdominal circumference to the nearest ½ inch and round down to the nearest ½ inch.

b. Neck. The instructor being measured will stand, looking straight ahead, chin parallel to the floor. The measurement is taken by placing the tape around the neck at a level just below the larynx (Adam's apple). Do not place the tape measure over the Adam's apple. The tape will be as close to horizontal (the tape line in the front of the neck should be at the same height as the tape line in the back of the neck) as anatomically feasible. In many cases the tape will slant down toward the front of the neck. Therefore, care should be taken so as not to involve the shoulder/ neck muscles (trapezius) in the measurement. This is a possibility when an instructor has a short neck. Measure the neck circumference to the nearest ½ inch and round up to the nearest ½ inch.

#### **H-5. Circumference Sites and Landmarks for Females**

a. Neck. This procedure is the same as for males.

b. Waist. Measure the natural waist circumference, against the skin at the point of minimal abdominal circumference, usually located about halfway between the navel and the lower end of the sternum (breast bone). When you cannot easily see this site, take several measurements at probable sites and use the smallest value. Be sure the tape is level and parallel to the floor. The arms must be at the sides. Take measurements at the end of the normal relaxed exhalation. Round the natural waist measurement down to the nearest ½ inch.

c. Hip. The instructor taking the measurement will view the person being measured from the side. Place the tape around the hips so that it passes over the greatest protrusion of the gluteal muscles (buttocks) keeping the tape in a horizontal plane (i.e., parallel to the floor). Check front to back and side to side to be sure the tape is level to the floor on all sides before the measurements are recorded. Round hip measurements down to the nearest ½ inch.

#### **H-6. Preparation of the Body Fat Content Worksheets**

a. The following paragraphs will provide information needed to prepare the Body Fat Content Worksheets for males and females, DA Form 5500 and 5501, Aug 06. The worksheets are written in a stepwise fashion. The measurements and computation processes are different for males and females.

b. Before you start, you should have a thorough understanding of the measurements to be made as outlined in this appendix. You will also need a scale for measuring body weight, a height measuring device, and a measuring tape (see specifications in para H-1d) for the circumference measurements.

#### **H-7. Steps for Preparing the Male Body Fat Content Worksheet, DA Form 5500, Aug 06**



**Name** Print the instructor's last name, first name, and middle initial in the NAME block. Also include his Rank, and Social Security Number.

**Age** Print his age in years in the AGE block.

**Height** Measure the instructor's height as described in this appendix, to the nearest ½ inch, and record the measurement in the HEIGHT block.

**Weight** Measure the instructor's weight as described in this appendix, to the nearest pound, and record in the WEIGHT block.

**Note:** Follow the rules for rounding of height and weight measurements as described earlier in this appendix.

### **Step 1. Abdominal Measurement**

Measure the instructor's abdominal circumference to the nearest ½ inch and round down to the nearest ½ inch, and record in the block labeled "FIRST".

### **Step 2. Neck Measurement**

Measure the instructor's neck circumference to the nearest ½ inch and round up to the nearest ½ inch, and record in the block labeled "FIRST". Note: REPEAT STEPS 1 and 2, in series until you have completed three sets of abdomen and neck circumferences.

### **Step 3. Average Abdominal Measurement**

Find the mathematical average of the FIRST, SECOND, and THIRD abdominal circumferences by adding them together and dividing by three. Place this number to the nearest ½ inch, in the block marked AVERAGE, for STEPS 1 and 3.

### **Step 4. Average Neck Measurement**

Find the mathematical average of your FIRST, SECOND, and THIRD neck circumferences by adding them together and dividing by three. Place this number to the nearest ½ inch in the block marked AVERAGE, for STEPS 2 and 4.

**Step 5.** Circumference value =abdomen circumference (STEP 3) minus neck circumference (STEP 4). Subtract STEP 4 from STEP 3 and enter result in STEP 5.

### **Step 6. Height Factor**

Go to Table H-2, the Height Factor Table, and locate the instructor's height in the left-most column.

### **Step 7. Percent Body Fat**

Determine the percent body fat by finding the instructor's circumference value (value listed in STEP 5) and height in inches (value listed in STEP 6). The percent body fat is the value that intercepts with circumference value and height in inches. This is the instructor's PERCENT BODY FAT.

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Circumference Value*	Height (in)									
	60.0	60.5	61.0	61.5	62.0	62.5	63.0	63.5	64.0	64.5
13.5	9	9								
14.0	11	11	10	10	10	10	9	9		
14.5	12	12	12	11	11	11	11	10	10	10
15.0	13	13	13	13	12	12	12	12	11	11
15.5	15	14	14	14	14	13	13	13	13	12
16.0	16	16	15	15	15	15	14	14	14	14
16.5	17	17	16	16	16	16	15	15	15	15
17.0	18	18	18	17	17	17	17	16	16	16
17.5	19	19	19	18	18	18	18	17	17	17
18.0	20	20	20	19	19	19	19	18	18	18
18.5	21	21	21	20	20	20	20	19	19	19
19.0	22	22	22	21	21	21	21	20	20	20
19.5	23	23	23	22	22	22	22	21	21	21
20.0	24	24	24	23	23	23	23	22	22	22
20.5	25	25	25	24	24	24	24	23	23	23
21.0	26	26	25	25	25	25	24	24	24	24
21.5	27	27	26	26	26	26	25	25	25	25
22.0	28	27	27	27	27	26	26	26	26	25
22.5	29	28	28	28	28	27	27	27	27	26
23.0	29	29	29	29	28	28	28	28	27	27
23.5	30	30	30	29	29	29	29	28	28	28
24.0	31	31	30	30	30	30	29	29	29	29
24.5	32	31	31	31	31	30	30	30	30	29
25.0	32	32	32	32	31	31	31	31	30	30
25.5	33	33	33	32	32	32	32	31	31	31
26.0	34	34	33	33	33	33	32	32	32	32
26.5	35	34	34	34	34	33	33	33	33	32
27.0	35	35	35	35	34	34	34	34	33	33
27.5	36	36	36	35	35	35	35	34	34	34

**Figure H-1. Percent fat estimates for males**

Circumference Value*	Height (in)									
	60.0	60.5	61.0	61.5	62.0	62.5	63.0	63.5	64.0	64.5
28.0	37	36	36	36	36	35	35	35	35	34
28.5			37	37	36	36	36	36	35	35
29.0					37	37	37	36	36	36
29.5								37	37	36
30.0										
30.5										
31.0										
31.5										
32.0										
32.5										
33.0										
33.5										
34.0										
34.5										
35.0										

**Figure H-1. Percent fat estimates for males—Continued**

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Circumference Value*	Height (in)									
	65.0	65.5	66.0	66.5	67.0	67.5	68.0	68.5	69.0	69.5
13.5										
14.0										
14.5	10	9	9							
15.0	11	11	10	10	10	10	10	9	9	
15.5	12	12	12	11	11	11	11	11	10	10
16.0	13	13	13	13	12	12	12	12	12	11
16.5	14	14	14	14	14	13	13	13	13	12
17.0	16	15	15	15	15	14	14	14	14	14
17.5	17	16	16	16	16	16	15	15	15	15
18.0	18	18	17	17	17	17	16	16	16	16
18.5	19	19	18	18	18	18	17	17	17	17
19.0	20	20	19	19	19	19	18	18	18	18
19.5	21	21	20	20	20	20	19	19	19	19
20.0	22	21	21	21	21	21	20	20	20	20
20.5	23	22	22	22	22	21	21	21	21	21
21.0	24	23	23	23	23	22	22	22	22	21
21.5	24	24	24	24	23	23	23	23	23	22
22.0	25	25	25	25	24	24	24	24	23	23
22.5	26	26	26	25	25	25	25	24	24	24
23.0	27	27	26	26	26	26	26	25	25	25
23.5	28	27	27	27	27	27	26	26	26	26
24.0	28	28	28	28	28	27	27	27	27	26
24.5	29	29	29	29	28	28	28	28	27	27
25.0	30	30	30	29	29	29	29	28	28	28
25.5	31	31	30	30	30	30	29	29	29	29
26.0	31	31	31	31	31	30	30	30	30	29
26.5	32	32	32	32	31	31	31	31	30	30
27.0	33	33	32	32	32	32	32	31	31	31
27.5	34	33	33	33	33	32	32	32	32	32

**Figure H-1. Percent fat estimates for males—Continued**

Circumference Value*	Height (in)									
	65.0	65.5	66.0	66.5	67.0	67.5	68.0	68.5	69.0	69.5
28.0	34	34	34	34	33	33	33	33	32	32
28.5	35	35	34	34	34	34	34	33	33	33
29.0	36	35	35	35	35	34	34	34	34	34
29.5	36	36	36	36	35	35	35	35	34	34
30.0	37	37	36	36	36	36	35	35	35	35
30.5			37	37	37	36	36	36	36	35
31.0						37	37	36	36	36
31.5									37	37
32.0										
32.5										
33.0										
33.5										
34.0										
34.5										
35.0										

**Figure H-1. Percent fat estimates for males—Continued**

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Circumference Value*	Height (in)									
	70.0	70.5	71.0	71.5	72.0	72.5	73.0	73.5	74.0	74.5
13.5										
14.0										
14.5										
15.0										
15.5	10	10	9	9	9					
16.0	11	11	11	10	10	10	10	10	9	9
16.5	12	12	12	12	11	11	11	11	11	10
17.0	13	13	13	13	13	12	12	12	12	11
17.5	14	14	14	14	14	13	13	13	13	13
18.0	15	15	15	15	15	14	14	14	14	14
18.5	17	16	16	16	16	15	15	15	15	15
19.0	18	17	17	17	17	16	16	16	16	16
19.5	18	18	18	18	18	17	17	17	17	17
20.0	19	19	19	19	19	18	18	18	18	18
20.5	20	20	20	20	19	19	19	19	19	18
21.0	21	21	21	21	20	20	20	20	20	19
21.5	22	22	22	21	21	21	21	21	20	20
22.0	23	23	23	22	22	22	22	22	21	21
22.5	24	24	23	23	23	23	23	22	22	22
23.0	25	24	24	24	24	24	23	23	23	23
23.5	25	25	25	25	25	24	24	24	24	24
24.0	26	26	26	26	25	25	25	25	25	24
24.5	27	27	27	26	26	26	26	26	25	25
25.0	28	28	27	27	27	27	26	26	26	26
25.5	29	28	28	28	28	27	27	27	27	27
26.0	29	29	29	29	28	28	28	28	28	27
26.5	30	30	30	29	29	29	29	28	28	28
27.0	31	30	30	30	30	30	29	29	29	29
27.5	31	31	31	31	30	30	30	30	30	29

**Figure H-1. Percent fat estimates for males—Continued**

Circumference Value*	Height (in)									
	70.0	70.5	71.0	71.5	72.0	72.5	73.0	73.5	74.0	74.5
28.0	32	32	32	31	31	31	31	31	30	30
28.5	33	32	32	32	32	32	31	31	31	31
29.0	33	33	33	33	32	32	32	32	32	31
29.5	34	34	34	33	33	33	33	32	32	32
30.0	35	34	34	34	34	34	33	33	33	33
30.5	35	35	35	35	34	34	34	34	34	33
31.0	36	36	35	35	35	35	35	34	34	34
31.5	36	36	36	36	36	35	35	35	35	35
32.0	37	37	37	36	36	36	36	36	35	35
32.5				37	37	36	36	36	36	36
33.0							37	37	36	36
33.5										37
34.0										
34.5										
35.0										

**Figure H-1. Percent fat estimates for males—Continued**

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Circumference Value*	Height (in)									
	75.0	75.5	76.0	76.5	77.0	77.5	78.0	78.5	79.0	79.5
13.5										
14.0										
14.5										
15.0										
15.5										
16.0										
16.5	10	10	10	10	9	9				
17.0	11	11	11	11	10	10	10	10	10	9
17.5	12	12	12	12	12	11	11	11	11	11
18.0	13	13	13	13	13	12	12	12	12	12
18.5	14	14	14	14	14	13	13	13	13	13
19.0	15	15	15	15	15	14	14	14	14	14
19.5	16	16	16	16	16	15	15	15	15	15
20.0	17	17	17	17	17	16	16	16	16	16
20.5	18	18	18	18	17	17	17	17	17	16
21.0	19	19	19	19	18	18	18	18	18	17
21.5	20	20	20	19	19	19	19	19	18	18
22.0	21	21	20	20	20	20	20	20	19	19
22.5	22	22	21	21	21	21	21	20	20	20
23.0	23	22	22	22	22	22	21	21	21	21
23.5	23	23	23	23	23	22	22	22	22	22
24.0	24	24	24	24	23	23	23	23	23	22
24.5	25	25	25	24	24	24	24	24	23	23
25.0	26	25	25	25	25	25	24	24	24	24
25.5	26	26	26	26	26	25	25	25	25	25
26.0	27	27	27	27	26	26	26	26	26	25
26.5	28	28	27	27	27	27	27	26	26	26
27.0	29	28	28	28	28	28	27	27	27	27
27.5	29	29	29	29	28	28	28	28	28	27

**Figure H-1. Percent fat estimates for males—Continued**



Circumference Value*	Height (in)									
	75.0	75.5	76.0	76.5	77.0	77.5	78.0	78.5	79.0	79.5
28.0	30	30	29	29	29	29	29	29	28	28
28.5	31	30	30	30	30	30	29	29	29	29
29.0	31	31	31	31	30	30	30	30	30	29
29.5	32	32	31	31	31	31	31	30	30	30
30.0	32	32	32	32	32	31	31	31	31	31
30.5	33	33	33	32	32	32	32	32	32	31
31.0	34	33	33	33	33	33	33	32	32	32
31.5	34	34	34	34	33	33	33	33	33	33
32.0	35	35	34	34	34	34	34	33	33	33
32.5	35	35	35	35	35	34	34	34	34	34
33.0	36	36	36	35	35	35	35	35	34	34
33.5	37	36	36	36	36	36	35	35	35	35
34.0		37	37	37	36	36	36	36	36	35
34.5					37	37	37	36	36	36
35.0								37	37	36

**Figure H-1. Percent fat estimates for males—Continued**

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Circumference Value*	Height (in)									
	58.0	58.5	59.0	59.5	60.0	60.5	61.0	61.5	62.0	62.5
45.0	19									
45.5	20	20	19							
46.0	21	20	20	20	19					
46.5	21	21	21	20	20	20	19	19		
47.0	22	22	22	21	21	20	20	20	19	19
47.5	23	23	22	22	22	21	21	21	20	20
48.0	24	23	23	23	22	22	22	21	21	21
48.5	24	24	24	23	23	23	22	22	22	21
49.0	25	25	24	24	24	23	23	23	22	22
49.5	26	26	25	25	24	24	24	23	23	23
50.0	27	26	26	26	25	25	24	24	24	23
50.5	27	27	27	26	26	26	25	25	25	24
51.0	28	28	27	27	27	26	26	26	25	25
51.5	29	28	28	28	27	27	27	26	26	26
52.0	29	29	29	28	28	28	27	27	27	26
52.5	30	30	29	29	29	28	28	28	27	27
53.0	31	30	30	30	29	29	29	28	28	28
53.5	31	31	31	30	30	30	29	29	29	28
54.0	32	32	31	31	31	30	30	30	29	29
54.5	33	32	32	32	31	31	31	30	30	30
55.0	33	33	33	32	32	32	31	31	31	30
55.5	34	34	33	33	33	32	32	32	31	31
56.0	35	34	34	34	33	33	33	32	32	31
56.5	35	35	35	34	34	34	33	33	32	32
57.0	36	36	35	35	34	34	34	33	33	33
57.5	37	36	36	35	35	35	34	34	34	33
58.0	37	37	36	36	36	35	35	35	34	34
58.5	38	37	37	37	36	36	36	35	35	35
59.0	38	38	38	37	37	37	36	36	36	35
59.5	39	39	38	38	38	37	37	36	36	36
60.0	40	39	39	38	38	38	37	37	37	36
60.5	40	40	39	39	39	38	38	38	37	37
61.0	41	40	40	40	39	39	39	38	38	38
61.5	41	41	41	40	40	40	39	39	38	38
62.0	42	42	41	41	40	40	40	39	39	39

**Figure H-2. Percent fat estimates for females**

Circumference Value*	Height (in)									
	58.0	58.5	59.0	59.5	60.0	60.5	61.0	61.5	62.0	62.5
62.5	42	42	42	41	41	41	40	40	40	39
63.0	43	43	42	42	42	41	41	41	40	40
63.5	44	43	43	42	42	42	41	41	41	40
64.0	44	44	43	43	43	42	42	42	41	41
64.5	45	44	44	44	43	43	43	42	42	42
65.0	45	45	45	44	44	43	43	43	42	42
65.5	46	45	45	45	44	44	44	43	43	43
66.0	46	46	46	45	45	45	44	44	43	43
66.5	47	46	46	46	45	45	45	44	44	44
67.0			47	46	46	46	45	45	45	44
67.5				47	46	46	46	45	45	45
68.0					47	47	46	46	46	45
68.5							47	46	46	46
69.0								47	47	46
69.5										47
70.0										
70.5										
71.0										
71.5										
72.0										
72.5										
73.0										
73.5										
74.0										
74.5										
75.0										
75.5										
76.0										
76.5										
77.0										
77.5										
78.0										
78.5										
79.0										
79.5										

Figure H-2. Percent fat estimates for females—Continued

Circumference Value*	Height (in)									
	63.0	63.5	64.0	64.5	65.0	65.5	66.0	66.5	67.0	67.5
45.0										
45.5										
46.0										
46.5										
47.0										
47.5	19	19								
48.0	20	20	20	19						
48.5	21	21	20	20	20	19				
49.0	22	21	21	21	20	20	20	19	19	
49.5	22	22	22	21	21	21	20	20	20	19
50.0	23	23	22	22	22	21	21	21	21	20
50.5	24	23	23	23	23	22	22	22	21	21
51.0	25	24	24	24	23	23	23	22	22	22
51.5	25	25	25	24	24	24	23	23	23	22
52.0	26	26	25	25	25	24	24	24	23	23
52.5	27	26	26	26	25	25	25	24	24	24
53.0	27	27	27	26	26	26	25	25	25	24
53.5	28	28	27	27	27	26	26	26	25	25
54.0	29	28	28	28	27	27	27	26	26	26
54.5	29	29	29	28	28	28	27	27	27	26
55.0	30	30	29	29	29	28	28	28	27	27
55.5	31	30	30	30	29	29	29	28	28	28
56.0	31	31	30	30	30	30	29	29	29	28
56.5	32	31	31	31	30	30	30	29	29	29
57.0	32	32	32	31	31	31	30	30	30	29
57.5	33	33	32	32	32	31	31	31	30	30
58.0	34	33	33	33	32	32	32	31	31	31
58.5	34	34	34	33	33	33	32	32	32	31
59.0	35	35	34	34	34	33	33	33	32	32
59.5	35	35	35	34	34	34	33	33	33	33
60.0	36	36	35	35	35	34	34	34	33	33
60.5	37	36	36	36	35	35	35	34	34	34
61.0	37	37	37	36	36	36	35	35	35	34
61.5	38	37	37	37	36	36	36	36	35	35
62.0	38	38	38	37	37	37	36	36	36	35

**Figure H-2 . Percent fat estimates for females—Continued**

Circumference Value*	Height (in)									
	63.0	63.5	64.0	64.5	65.0	65.5	66.0	66.5	67.0	67.5
62.5	39	39	38	38	38	37	37	37	36	36
63.0	40	39	39	39	38	38	38	37	37	37
63.5	40	40	39	39	39	38	38	38	37	37
64.0	41	40	40	40	39	39	39	38	38	38
64.5	41	41	41	40	40	40	39	39	39	38
65.0	42	41	41	41	40	40	40	39	39	39
65.5	42	42	42	41	41	41	40	40	40	39
66.0	43	42	42	42	41	41	41	41	40	40
66.5	43	43	43	42	42	42	41	41	41	40
67.0	44	44	43	43	43	42	42	42	41	41
67.5	44	44	44	43	43	43	42	42	42	41
68.0	45	45	44	44	44	43	43	43	42	42
68.5	45	45	45	44	44	44	43	43	43	43
69.0	46	46	45	45	45	44	44	44	43	43
69.5	46	46	46	45	45	45	44	44	44	44
70.0	47	47	46	46	46	45	45	45	44	44
70.5			47	46	46	46	46	45	45	45
71.0				47	47	46	46	46	45	45
71.5						47	47	46	46	46
72.0							47	47	46	46
72.5									47	47
73.0										
73.5										
74.0										
74.5										
75.0										
75.5										
76.0										
76.5										
77.0										
77.5										
78.0										
78.5										
79.0										
79.5										

Figure H-2. Percent fat estimates for females—Continued

Circumference Value*	Height (in)									
	68.0	68.5	69.0	69.5	70.0	70.5	71.0	71.5	72.0	72.5
45.0										
45.5										
46.0										
46.5										
47.0										
47.5										
48.0										
48.5										
49.0										
49.5	19									
50.0	20	20	19							
50.5	21	20	20	20	19	19				
51.0	21	21	21	20	20	20	19	19		
51.5	22	22	21	21	21	20	20	20	20	19
52.0	23	22	22	22	21	21	21	21	20	20
52.5	23	23	23	22	22	22	22	21	21	21
53.0	24	24	23	23	23	22	22	22	22	21
53.5	25	24	24	24	23	23	23	23	22	22
54.0	25	25	25	24	24	24	24	23	23	23
54.5	26	26	25	25	25	24	24	24	24	23
55.0	27	26	26	26	25	25	25	25	24	24
55.5	27	27	27	26	26	26	25	25	25	25
56.0	28	28	27	27	27	26	26	26	25	25
56.5	29	28	28	28	27	27	27	26	26	26
57.0	29	29	29	28	28	28	27	27	27	26
57.5	30	29	29	29	29	28	28	28	27	27
58.0	30	30	30	29	29	29	29	28	28	28
58.5	31	31	30	30	30	29	29	29	29	28
59.0	32	31	31	31	30	30	30	29	29	29
59.5	32	32	32	31	31	31	30	30	30	29
60.0	33	32	32	32	32	31	31	31	30	30
60.5	33	33	33	32	32	32	32	31	31	31
61.0	34	34	33	33	33	32	32	32	32	31
61.5	35	34	34	34	33	33	33	32	32	32
62.0	35	35	35	34	34	34	33	33	33	32

**Figure H-2. Percent fat estimates for females—Continued**



Circumference Value*	Height (in)									
	68.0	68.5	69.0	69.5	70.0	70.5	71.0	71.5	72.0	72.5
62.5	36	35	35	35	34	34	34	34	33	33
63.0	36	36	36	35	35	35	34	34	34	34
63.5	37	37	36	36	36	35	35	35	34	34
64.0	37	37	37	36	36	36	36	35	35	35
64.5	38	38	37	37	37	36	36	36	36	35
65.0	38	38	38	38	37	37	37	36	36	36
65.5	39	39	38	38	38	37	37	37	37	36
66.0	40	39	39	39	38	38	38	37	37	37
66.5	40	40	39	39	39	39	38	38	38	37
67.0	41	40	40	40	39	39	39	39	38	38
67.5	41	41	41	40	40	40	39	39	39	38
68.0	42	41	41	41	40	40	40	40	39	39
68.5	42	42	42	41	41	41	40	40	40	39
69.0	43	42	42	42	41	41	41	41	40	40
69.5	43	43	43	42	42	42	41	41	41	41
70.0	44	43	43	43	43	42	42	42	41	41
70.5	44	44	44	43	43	43	42	42	42	42
71.0	45	44	44	44	44	43	43	43	42	42
71.5	45	45	45	44	44	44	43	43	43	43
72.0	46	45	45	45	45	44	44	44	43	43
72.5	46	46	46	45	45	45	44	44	44	44
73.0	47	46	46	46	45	45	45	45	44	44
73.5		47	47	46	46	46	45	45	45	44
74.0				47	46	46	46	46	45	45
74.5					47	47	46	46	46	45
75.0							47	46	46	46
75.5								47	47	46
76.0										47
76.5										
77.0										
77.5										
78.0										
78.5										
79.0										
79.5										

Figure H-2. Percent fat estimates for females—Continued

Circumference Value*	Height (in)									
	73.0	73.5	74.0	74.5	75.0	75.5	76.0	76.5	77.0	77.5
45.0										
45.5										
46.0										
46.5										
47.0										
47.5										
48.0										
48.5										
49.0										
49.5										
50.0										
50.5										
51.0										
51.5										
52.0	20	19	19							
52.5	20	20	20	19	19					
53.0	21	21	20	20	20	20	19	19		
53.5	22	21	21	21	21	20	20	20	19	19
54.0	22	22	22	21	21	21	21	20	20	20
54.5	23	23	22	22	22	22	21	21	21	20
55.0	24	23	23	23	22	22	22	22	21	21
55.5	24	24	24	23	23	23	23	22	22	22
56.0	25	25	24	24	24	23	23	23	23	22
56.5	26	25	25	25	24	24	24	24	23	23
57.0	26	26	26	25	25	25	24	24	24	24
57.5	27	26	26	26	26	25	25	25	25	24
58.0	27	27	27	27	26	26	26	25	25	25
58.5	28	28	27	27	27	27	26	26	26	25
59.0	29	28	28	28	27	27	27	27	26	26
59.5	29	29	29	28	28	28	27	27	27	27
60.0	30	30	29	29	29	28	28	28	28	27
60.5	30	30	30	30	29	29	29	28	28	28
61.0	31	31	30	30	30	30	29	29	29	28
61.5	32	31	31	31	30	30	30	30	29	29
62.0	32	32	32	31	31	31	30	30	30	30

**Figure H-2. Percent fat estimates for females—Continued**



Circumference Value*	Height (in)									
	73.0	73.5	74.0	74.5	75.0	75.5	76.0	76.5	77.0	77.5
62.5	33	32	32	32	32	31	31	31	30	30
63.0	33	33	33	32	32	32	32	31	31	31
63.5	34	34	33	33	33	32	32	32	32	31
64.0	34	34	34	34	33	33	33	32	32	32
64.5	35	35	34	34	34	33	33	33	33	32
65.0	35	35	35	35	34	34	34	33	33	33
65.5	36	36	35	35	35	35	34	34	34	33
66.0	37	36	36	36	35	35	35	35	34	34
66.5	37	37	37	36	36	36	35	35	35	35
67.0	38	37	37	37	36	36	36	36	35	35
67.5	38	38	38	37	37	37	36	36	36	36
68.0	39	38	38	38	38	37	37	37	36	36
68.5	39	39	39	38	38	38	37	37	37	37
69.0	40	39	39	39	39	38	38	38	37	37
69.5	40	40	40	39	39	39	39	38	38	38
70.0	41	40	40	40	40	39	39	39	38	38
70.5	41	41	41	40	40	40	40	39	39	39
71.0	42	41	41	41	41	40	40	40	39	39
71.5	42	42	42	41	41	41	41	40	40	40
72.0	43	42	42	42	42	41	41	41	40	40
72.5	43	43	43	42	42	42	42	41	41	41
73.0	44	43	43	43	43	42	42	42	41	41
73.5	44	44	44	43	43	43	42	42	42	42
74.0	45	44	44	44	44	43	43	43	42	42
74.5	45	45	45	44	44	44	43	43	43	43

**Figure H-2. Percent fat estimates for females—Continued**

Circumference Value*	Height (in)									
	73.0	73.5	74.0	74.5	75.0	75.5	76.0	76.5	77.0	77.5
75.0	46	45	45	45	44	44	44	44	43	43
75.5	46	46	46	45	45	45	44	44	44	44
76.0	47	46	46	46	45	45	45	45	44	44
76.5		47	46	46	46	46	45	45	45	44
77.0			47	47	46	46	46	45	45	45
77.5					47	47	46	46	46	45
78.0						47	47	46	46	46
78.5								47	47	46
79.0										47
79.5										

**Figure H-2. Percent fat estimates for females—Continued**

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## **H-8. Steps for Preparing the Female Body Fat Content Worksheet, DA Form 5501-R, Aug 06**

**Name** Print the instructor's last name, and middle initial in the NAME block. Also include her Rank, and Social Security Number.

**Age** Print her age in years in the AGE block.

**Height** Measure the instructor's height as described in this appendix, to the nearest half of an inch, and record the measurement in the HEIGHT block.

**Weight** Measure the instructor's weight as described in this appendix, to the nearest pound, and record in the WEIGHT block.

Note: Follow the rounding rules for rounding height and weight measurements as described earlier in this appendix.

### **Step 1. Weight Factor**

Go to Table H-3, the Weight Factor Table, and locate the instructor's weight in the left-most column, which is in 10 pound increments. If the weight is exactly 120 pounds, the factor is found under the "0" column and is 147.24. If the weight is 121 pounds, the factor is found under the "1" column and is 147.62. If the weight is 126 the factor is found under the "6" column and is 149.47. Enter the appropriate weight factor in the CALCULATIONS section, STEP 11 A.

### **Step 2. Height Factor**

Go to Table H-4, the Height Factor Table, and locate the instructor's height in the left-most column. If the height is a whole number, i.e., 64 inches, the factor is found under the 0.00 column and is 83.75. If the height is not a whole number, i.e., 64.25 inches, the factor is 84.07. If the height is 64.50 inches, the factor is 84.40, and if the height is 64.75 inches, the factor is 84.73. Enter the appropriate height factor in the CALCULATIONS section, STEP 11 D.

### **Step 3. Hip Measurement**

Measure the instructor's hip circumference to the nearest half of an inch, and record in the block labeled "FIRST."

### **Step 4. Forearm Measurement**

Measure the instructor's forearm to the nearest half of an inch, and record in the block labeled "FIRST."

### **Step 5. Neck Measurement**

Measure the instructor's neck circumference to the nearest half of an inch, and record in the block labeled "FIRST."

### **Step 6. Wrist Measurement**

Measure the instructor's wrist to the nearest half of an inch, and record in the block labeled "FIRST." Note: REPEAT STEPS 3, 4, 5, and 6, IN SERIES, until you have completed 3 sets of Hip, Forearm, Neck and Wrist circumferences. When you have completed this series, find the mathematical average for each of the 4 circumference measures and place each average in its respective AVERAGE block.

**Step 7. Hip Factor**

Go to Table H–5, the Hip Factor Table, and locate the instructor’s AVERAGE hip circumference in the left-most column. If the circumference is a whole number, i.e., 36 inches, the Hip Factor is found in the 0.00 column and is 15.83. If the circumference is not a whole number but is 36.25 inches, the factor is 15.94. If the circumference is 36.50 the factor is 16.05. Enter the appropriate factor in the CALCULATIONS section, 11 B.

**Step 8. Forearm Factor**

Go to Table H–6, the Forearm Factor Table, and locate the instructor’s AVERAGE forearm circumference in the left-most column. If the circumference is a whole number, i.e., 10 inches, the factor is found under 0.00 column and is 39.97. If the circumference is not a whole number but is 10.25 inches, the factor is 40.97. If the circumference is 10.75 inches, the factor is 40.97. Enter the appropriate factor in the CALCULATIONS, 11 E.

**Step 9. Neck Factor**

Go to Table H–7, the Neck Factor Table, and locate the instructor’s AVERAGE neck circumference in the left-most column. If the circumference is a whole number, i.e., 12 inches, the factor is found under the 0.00 column and is 16.25. If the circumference is not a whole number but is 12.25 inches, the factor is 16.59. If the circumference is 12.50 inches, the factor is 16.93. If the circumference is 12.75 inches, the factor is 17.26. Enter the appropriate factor in the CALCULATIONS section, 11 F.

**Step 10. Wrist Factor**

Go to Table H–8, the Wrist Factor Table, and locate the instructor’s AVERAGE wrist circumference in the left-most column. If the circumference is a whole number, i.e., 7 inches, the factor is found under the 0.00 column and is 3.56. If the circumference is not a whole number but is 7.25 inches, the factor is 3.69. If the circumference is 7.50 inches, the factor is 3.82. If the circumference is 7.75 inches, the factor is 3.94. Enter the appropriate factor in the CALCULATIONS section, 11 G.

**Calculations****Line C. Addition of Weight and Hip Factors**

Add 11 A, Weight Factor, to 11 B, Hip Factor. Enter the result on line 11 C (Total).

**Line H. Addition of Height, Forearm, Neck, and Wrist Factors**

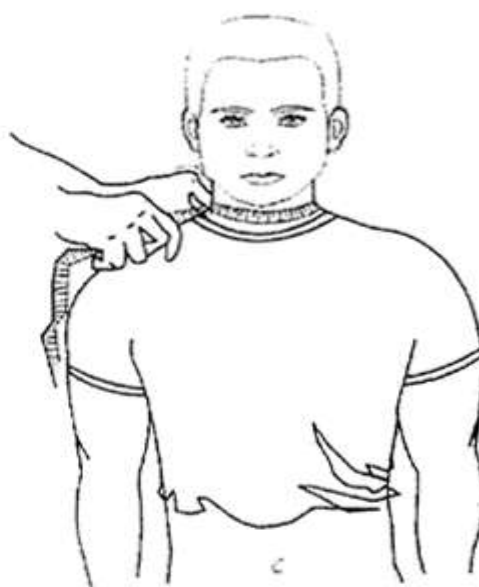
Add 11 D, Height Factor, 11 E, Forearm Factor, 11 F, Neck Factor, and 11 G, Wrist Factor together. Enter the result on line 11 H. (Total).

**Line I. Percent Body Fat**

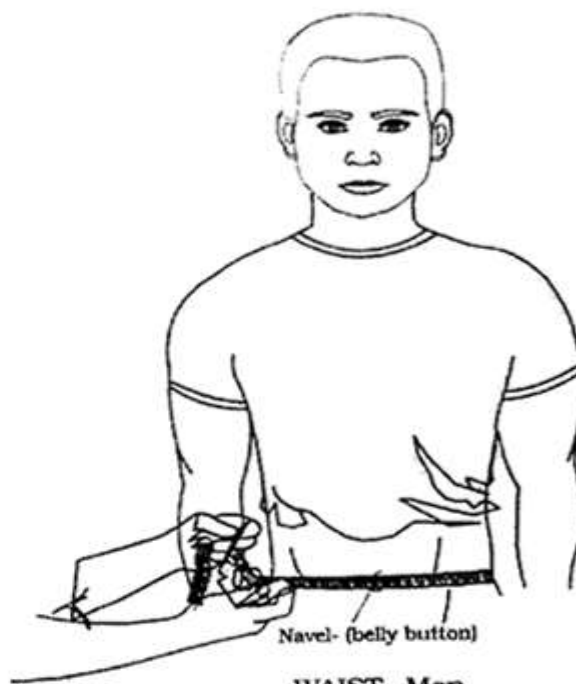
Subtract Line 11–H from Line–C and enter on Line I. This is the instructor’s PERCENT BODY FAT.



NECK- Men



NECK- Men



WAIST- Men

**Figure H-3. Male tape measurement illustration**

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NECK-Women



WAIST- Women



HIP-(women)  
side measurement



HIP-(women)  
side measurement

**Figure H-4. Female tape measurement illustration**

BODY FAT CONTENT WORKSHEET (Male)					
For use of this form, see AR 600-9; the proponent agency is DCS, G-1.					
NAME (Last, First, Middle Initial) DOE, JOHN		SSN 198-00-0000	RANK SGT		
HEIGHT (to nearest 0.50 inch) 72.00		WEIGHT (to nearest pound) 200	AGE 21		
STEP	FIRST	SECOND	THIRD	AVERAGE (to nearest 0.50 in.)	
1. Measure abdomen at the level of the navel (belly button.) Round down to the nearest 0.50 inch. (Repeat 3 times.)	36.00	36.50	36.50	36.00	
2. Measure neck just below level of larynx (Adam's apple.) Round up to the nearest 0.50 inch. (Repeat 3 times.)	16.50	16.00	16.50	16.50	
3. Enter the average abdominal circumference.				36.00	
4. Enter the average neck circumference.				16.50	
5. Enter circumference value (step 3 - step 4).				19.50	
6. Find the height in Table 3-1 (Height Factor). Enter height in inches.				72.00	
7. Find the Soldier's circumference value (step 5) and height (step 6) in figure B-5 (Percent Fat Estimation for Men). Enter the percent body fat value that intercepts with the circumference value and height. This is Soldier's Percent Body Fat.				18.00	
REMARKS					
CHECK ONE <input checked="" type="checkbox"/> Individual is in compliance with Army Standards; <input type="checkbox"/> is not in compliance with the standards. <input type="checkbox"/> Recommended monthly weight loss is 3-8 lbs.					
PREPARED BY (Signature)	RANK	DATE (YYYYMMDD)	APPROVED BY SUPERVISOR (Printed Name and Signature)	RANK	DATE (YYYYMMDD)
DA FORM 5500, AUG 2006			Previous Editions are Obsolete.		APD v1 00

**Figure H-5. Sample DA Form 5500**

M		TAB	TAB	TAB	TAB
<b>BODY FAT CONTENT WORKSHEET (Female)</b>					
For use of this form, see AR 600-9; the proponent agency is DCS, G-1.					
NAME (Last, First, Middle Initial) DOE, JANE		SSN 432-00-0000		RANK SGT	
HEIGHT (to nearest 0.50 inch) 63.00		WEIGHT (to nearest pound) 150		AGE 21	
NOTE: % = .25 ** = .50 * = .75					
STEP		FIRST	SECOND	THIRD	AVERAGE (to nearest 0.50 in.)
1. Measure neck just below level of larynx (Adam's apple) up to nearest 0.50 inch. Repeat three times, then average.		13.00	13.50	13.50	13.50
2. Measure waist (abdomen) at the point of minimal abdominal circumference. Round down to nearest 0.50 inch. Repeat three times, then average.		26.00	26.50	26.00	26.00
3. Measure hips at point where the gluteus muscles (buttocks) protrude backward the most. Round down to nearest 0.50 inch. Repeat three times, then average.		40.50	41.00	41.00	40.50
4. CALCULATIONS				REMARKS	
A. Enter average waist circumference	26.00				
B. Enter average hip circumference	40.50				
C. TOTAL (4A + 4B)		66.50			
D. Enter average neck circumference	13.50				
E. Enter circumference value (4C - 4D)		53.00			
F. Find the height in Table 3-1 (Height Factor). Enter height in inches.	63.00				
G. Find the Soldier's circumference value (line 4E) and height (line 4F) in Figure B-8 (Percent Fat Estimation for Women). Enter the body fat value that intercepts with the circumference value and height. This is the Soldier's Percent Body Fat.				27.00	
CHECK ONE <input checked="" type="checkbox"/> Individual is in compliance with Army standards; <input type="checkbox"/> is not in compliance with the standards. <input type="checkbox"/> Recommended monthly weight loss is 3-8 lbs.					
PREPARED BY (Signature)	RANK	DATE (YYYYMMDD)	APPROVED BY SUPERVISOR (Printed Name and Signature)	RANK	DATE (YYYYMMDD)

DA FORM 5501, AUG 2006

Previous Editions are Obsolete.

APD v1.00

Figure H-6. Sample DA Form 5501



## Appendix I – JROTC Cadet Leadership Challenge Checklist and Forms

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ATCC-JR (145)

DATE

MEMORANDUM FOR Colonel (Ret) Joan Q. Public, Director of Army Instruction (DAI),  
Flinthill Independent School District, 3700 Rifle Avenue, Imagine,  
USA 12345-6789

SUBJECT: Junior Reserve Officers' Training Corps 2001 JCLC Commander Appointment

1. You are appointed as JCLC Commander of the Fort Dodge JCLC, 14-20 June 2001.
2. You are authorized to make direct coordination with Fort Dodge agencies and participating JROTC units.
3. You have the authority to establish, implement, and enforce policy and procedures deemed necessary for the safe and orderly conduct of JCLC 2001 at Fort Dodge, Utopia.
4. You are also the final authority on matters pertaining to personnel (cadre and Cadets), training, administration and logistics.
5. Fort Dodge has been informed of your appointment.

FOR THE COMMANDER:

VICTOR M. TRADITION  
Colonel, IN  
Deputy Commander

CF:  
RM, 1ROTC Brigade  
Fort Dodge, UT

JROTC Cadet Leadership Challenge (JCLC) Visit Checklist				
GENERAL INFORMATION				
Visitation Date:	Representative:		Organization/Brigade:	
Name of JCLC:		Location of JCLC:		Commander JCLC:
JCLC Phone:		JCLC Fax Number:		Cycle Dates <i>(start and end dates)</i> :
Number of High Schools attending JCLC:			Number of participating Brigades:	Actual Attendance:
ADMINISTRATION				
				Yes
				No
a. Has parental or guardian approval and release for each Cadet/student participating been obtained using the appropriate USACC approved form? Properly signed Contract of Release and Waiver of Liability Form.				
b. Is there a roster attesting to the physical ability of each Cadet to participate in all training activities of the JCLC?				
c. Is there a roster of Cadets requiring prescription medication, type of medication, frequency of use, and required dosage?				
d. Are signed medical clearance forms on hand from a licensed physician for those with unusual medical conditions?				
e. Have medical waivers been reviewed and granted on a case by case basis?				
f. Have Cadets with asthma, severe allergies, diabetes, or other medical conditions provided written parental or legal guardian consent, and medical clearance from a licensed physician?				
g. Has insurance for each Cadet/student been obtained or validated? Proof of medical insurance for duration of JCLC.				
TRAINING				
				Yes
				No
MANDATORY	Indicate whether or not if mandatory training is part of JCLC.			
	a. Rappelling			
	b. Leadership Reaction Course			
	c. Map Reading / Land Navigation			
	d. Confidence / Obstacle Course / Team Building			
	e. Aquatic Activity / Drown Proofing			
	f. Awards / Graduation Ceremonies			
	g. If mandatory training events are NOT being conducted at JCLC has a written exception been approved by the Brigade Commander?			

INTEGRATED	Indicate whether or not if integrated training is part of JCLC.	Yes	No
	a. Physical Training		

	b. Field Sanitation / personal hygiene		
	c. Leadership training		
	d. Drill and ceremonies		
<b>OPTIONAL</b>	<b>Indicate whether or not if optional training is part of JCLC.</b>	Yes	No
	a. Marksmanship / Safety (air pellet rifle only)		
	b. Survival Skills		
	c. Water Rafting		
	d. Jump Tower		
	e. Static Displays		
	f. Alcohol / Drug abuse class		
	g. Orienteering		
	h. Army Values		
	i. Rope Bridges		
	j. Other organized activities (movies, swimming, PX visits, etc)		
	k. Is a JCLC training schedule published and available to Cadets / instructors?		
	l. Does the JCLC have a viable plan to evaluate leadership performance?		
<b>SAFETY</b>		Yes	No
a. Is the JCLC training schedule published and available to Cadets/instructors? (ID risks, assess risks, made a risk decision, implement controls, supervise)			
b. Are Serious Incident Reports being submitted as required?			
c. Are rappel cadre/instructors properly trained and certified IAW CCR 145-2?			
d. Is temperature/humidity (Wet Bulb) being monitored during training?			
e. Is adequate medical support available? (Support should include personnel (nurse and/or doctor), ambulance/transportation support, medical support plan, cadre knowledge of route and location to nearest medical facility/support)			

JCLC STAFF AND OPERATIONS	Yes	No
a. Are only authorized instructors conducting, supervising and instructing the participants?		
b. Is the JCLC HQ/Orderly room staffed round the clock (24 hr operations) with staff duty officer/NCO and with continuous instructor supervision?		
c. Does each school attending have an SAI or AI attending as well?		
d. Has an initial JCLC opening report been submitted via telephone, FAX or e-mail? ( <a href="mailto:JROTCTraining@usaac.army.mil">JROTCTraining@usaac.army.mil</a> ) (Report will include opening and closing dates of JCLC, name of JCLC, number of Cadets participating and the number of Cadets who successfully completed the training)		
e. Are all chaperons over the age of 21?		
f. Are FAX and dedicated phone lines available for JCLC staff use?		
g. To whom (organization) was the opening report submitted?		
UNIFORMS	Yes	No
a. Are instructors wearing the BDU uniform, patrol cap or beret (as prescribed by JCLC commander) IAW AR 670-1?		
b. Are instructors wearing the correct T uniform (IPFU)?		
c. Are Cadets wearing the BDU uniform with camouflage cap and black combat boots? (Note Cadets will not wear a beret of any color, Cadet rank will not be worn unless serving in a leadership position, BDU blouse will be worn with the JROTC subdued patch on the left sleeve, JROTC tag above the left pocket, and plastic or cloth nametag over the right pocket).		
ISSUES / COMMENTS (Site area and corresponding letter i.e., (Uniforms; a))		
Travel Notes (ex: take coins):		



## CONTRACT OF RELEASE AND WAIVER OF LIABILITY

I, \_\_\_\_\_, ("Participant/Releasor"), acknowledge and agree that I have voluntarily applied to participate in ROTC/JROTC military-style training activities ("Training"), which may include any of the following (examples include, but are not limited to): rock climbing, rappelling, drill and ceremonies (marching and parades), field training, military maneuvers, water events (such as swimming, boating, rafting or any event involving water that is not specifically mentioned elsewhere), sports or athletic events (which may involve rigorous exercise), rope climbing (includes any event involving a rope that is not specifically mentioned elsewhere), and similar such activities:

**I AM AWARE AND ACKNOWLEDGE THAT THE ACTIVITIES IN WHICH I WILL PARTICIPATE ARE INHERENTLY DANGEROUS. THE INHERENT HAZARDS OF SUCH ACTIVITIES COULD CAUSE SERIOUS INJURY OR DEATH. I HEREBY AFFIRM THAT I AM VOLUNTARILY PARTICIPATING IN THESE ACTIVITIES WITH FULL KNOWLEDGE AND ACCEPTANCE OF ALL DANGERS INVOLVED, AND AGREE TO ASSUME ANY AND ALL RISKS OF BODILY INJURY, DEATH OR PROPERTY DAMAGE, WHETHER THOSE RISKS ARE KNOWN OR UNKNOWN. I AFFIRM THAT I AM IN GOOD HEALTH AND THAT I HAVE NO MEDICAL OR PHYSICAL CONDITIONS THAT CAN, WILL OR MIGHT PREVENT MY SUCCESSFUL PARTICIPATION IN ANY TRAINING ACTIVITIES, AND I FURTHER AFFIRM THAT I PRESENTLY AM COVERED BY AN ADEQUATE HEALTH AND LIFE INSURANCE POLICIES THAT WILL COVER ANY INJURIES OR DEATH THAT I MIGHT SUFFER WHILE PARTICIPATING IN ANY TRAINING ACTIVITIES.**

In consideration for being permitted by the U.S. Army and any agency or employee of the U.S. Government ("U.S.G."), and any lessor/owner of the premises ("Lessor"), or the owner of any of equipment or facilities ("Affiliated Individuals or Organizations") required to participate in any Training and use or be on or in the premises and facilities wherein or whereon the Training will take place, I, the Participant/Releasor do hereby forever release the U.S.G., the Lessor, or any Affiliated Organizations, and their respective directors, officers, employees, volunteers, agents, contractors, and representatives (collectively "Releasees") from any and all actions, claims, or demands that I, my assignees, heirs, distributees, guardians, next of kin, spouse and legal representatives now have, or may have in the future, for injury, death, or property damage, related to (i) my participation in these activities, (ii) the negligence or other acts, whether directly or indirectly connected to these activities, and however caused, by any Releasee, or (iii) the condition of the premises where these activities occur, whether or not I am then participating in the activities. I also agree that I, my assignees, heirs, legatees, distributees, guardians, next of kin, spouse and legal representatives waive any and all rights I might have to make a claim against, sue, or attach the property, personal or public, of any Releasee in connection with any of the matters covered by the foregoing release.

**I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE U.S.G., THE LESSOR, AND ANY AFFILIATED ORGANIZATIONS, AND RELEASEES AND SIGN IT KNOWINGLY, VOLUNTARILY AND OF MY OWN FREE WILL (OR ON BEHALF OF BOTH MYSELF AND MY MINOR CHILD), AND ASSUME ANY AND ALL RISKS OF AND LIABILITY FOR INJURY OR DEATH ASSOCIATED WITH OR ARISING FROM MY PARTICIPATION IN ANY TRAINING ACTIVITIES.**

*If Signed by Parent or Guardian: I verify, affirm and acknowledge that the dangers of the activities and the significance of this Release and Waiver were explained to both myself and the Participant/Releasee, to my satisfaction, and that both I and the Participant/Releasee understand and consent to risking them.*

Executed at \_\_\_\_\_, \_\_\_\_\_ on \_\_\_\_\_, 2\_\_\_\_.

City

State

Date

Year

### PARTICIPANT/RELEASOR AGREEMENT

### PARENT OR GUARDIAN AGREEMENT

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

**IF THE PARTICIPANT IS UNDER 18 YEARS OF AGE, PARTICIPANT'S PARENT OR GUARDIAN MUST SIGN THIS FORM WHERE INDICATED.**

Authorized agent of the U.S.G., the Lessor, any Affiliated Organizations, and the Releasees:

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## CONSENT TO MEDICAL TREATMENT

### STATEMENT REQUIRED BY PRIVACY ACT OF 1974

**(1) AUTHORITY: TITLE 10, U.S. CODE 2102.**

**(2) PRINCIPAL PURPOSES:** A statement authorizing medical care in civilian or government medical facilities while attending or traveling to or from JCLC.

**(3) ROUTINE USES:** Normal personnel actions: Disclosure of information may be provided to proper authorities in actions regarding medical treatment, legal actions as a result of injury or death, and investigation of accident resulting from JCLC.

**(4) MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Voluntary. Failure to complete form will disqualify JROTC Cadet from participating in specific voluntary training exercises.

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I \_\_\_\_\_, consent to be treated in an Army Hospital, or any other government  
or civilian medical facility, near or en-route to \_\_\_\_\_,  
(Installation, State)

while attending or traveling to or from JCLC from \_\_\_\_\_.  
(MM/YY)

This consent encompasses all procedures and treatments as are found to be necessary or desirable, in the judgment of the professional staff of any of the above-named medical facilities. I understand that this consent is of a general nature and accordingly list the following exceptions to this consent (if no exceptions write "No Exceptions")

\_\_\_\_\_, \_\_\_\_\_.

I (am) (am not) on medication. (List type, if on medication)

I (am) (am not) allergic to medication. (List type, if allergic)

It is understood that this consent can be withdrawn in writing or orally at anytime.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Cadet

\_\_\_\_\_  
Print Name of Witness

\_\_\_\_\_  
Print Name of Cadet

PARENT OR GUARDIAN: (When Cadet is a minor or unable to give consent), I \_\_\_\_\_  
\_\_\_\_\_, parent/guardian of \_\_\_\_\_ have read and understood the above consent to  
treatment and hereby expressly consent to the above-described treatment.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Print Name of Witness

\_\_\_\_\_  
Print Name of Parent



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## CADET INFORMATION

### STATEMENT REQUIRED BY PRIVACY ACT OF 1974

1. **AUTHORITY:** Title 10, U.S. Code 2102
  2. **PRINCIPAL PURPOSE(S):** To gather information, emergency points of contact, and statement of the physical condition of JROTC Cadets attending JCLC.
  3. **ROUTINE USES:** Normal Personnel Actions—Disclosures of information may be provided to proper authorities in actions regarding medical treatment, legal actions, investigation of accidents, and preparation of statistics and training records resulting from JCLC.
  4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Disclosure is voluntary. Failure of Cadet to complete form will disqualify JROTC Cadet from participating in JCLC.
- 

1. **Cadet:** \_\_\_\_\_  
(Rank, Last Name, First, MI)

2. \_\_\_\_\_  
(SSN) (Name of School)

3. I will attend JCLC during ( ) First Cycle or ( ) Second cycle

4. **Parent or Guardian** \_\_\_\_\_  
(Name and Address)

5. Telephone: \_\_\_\_\_ Other: \_\_\_\_\_

6. **Family Doctor:** \_\_\_\_\_  
(Name and Address)

7. Telephone: \_\_\_\_\_ Other: \_\_\_\_\_

8. **Dentist:** \_\_\_\_\_  
(Name and Address)

9. Telephone: \_\_\_\_\_ Other: \_\_\_\_\_

---

**NOTE: IF PARENT OR GUARDIAN CANNOT BE CONTACTED, PLEASE LIST ONE OTHER PERSON TO CONTACT IN CASE OF AN EMERGENCY.**

10. **Emergency Contact:** \_\_\_\_\_

(Name and Address)

11. Telephone: \_\_\_\_\_ Other: \_\_\_\_\_

---

### STATE OF PHYSICAL CONDITION

(\_\_\_\_\_)   
Initials

**To the best of my knowledge, my son/daughter/ward is in good physical condition. Participation in JCLC, in my opinion, will not have an adverse effect on his/her health and well-being. I will inform the JCLC Commander of any changes.**

(\_\_\_\_\_)   
Initials

My son/daughter/ward has a history of (identify illnesses; Heart disease, Asthma, Overweight, Sinus, Rheumatic Fever, Ear Infection, Headaches, or any other ailments) \_\_\_\_\_,

and is on \_\_\_\_\_ medication. He/she is allergic to the

following medication: \_\_\_\_\_.

**NOTE:** Students that are found to have previous history of any type illness, past injury, and/or symptoms of suspected medical ailment, will be returned home if treatment is needed or desired.

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### DENTAL RECORDS

I acknowledge my dental records contain detail profiles and/or x-rays of sufficient detail for identification.

I (do) (do not) have a dentist or dental records.

\_\_\_\_\_  
(Signature of Cadet/Parent/Guardian)

\_\_\_\_\_  
(Signature of Cadet/Parent/Guardian)

## JCLC IN/OUT PROCESSING

Last name, First, MI: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School: \_\_\_\_\_ Let Level: \_\_\_\_\_

DOB: \_\_\_\_\_

### Unit of Assignment:

Company: \_\_\_\_\_ Platoon: \_\_\_\_\_ Squad: \_\_\_\_\_

Cadre Institutional Representative: \_\_\_\_\_

### Person to be notified in case of emergency:

Name and relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School: \_\_\_\_\_ Let Level: \_\_\_\_\_

Date In-processed: \_\_\_\_\_

Date Out-processed: \_\_\_\_\_

Covenant Not to Sue for JCLC on File: \_\_\_\_\_

Special Power of Attorney on File (as needed): \_\_\_\_\_

ATOA-HS

MEMORANDUM THRU Commander, XXX Brigade (ROTC), U.S. Army Cadet  
Command, XXXX, XXX 23561-5000

FOR Commander, U.S. Army ROTC Cadet Command, ATTN: ATCC-JR,  
Fort Knox, KY 40121

SUBJECT: Brigade (ROTC) 20XX JCLCs After-Action Report

1. References:

- a. AR 145-2
- b. CCR 145-2

2. Executive Summary: XXX Brigade conducted XX highly successful and safe JCLCs from June 2003 to August 2003. Attending were XXX Cadets with XXX Cadets graduating. Through an aggressive emphasis on safety no serious injuries occurred.

3. Listed below are issues raised from this years' JCLC AARs.

Issue:

Discussion:

Recommendation:

4. The following JCLCs are projected for SY 20XX-20XX.

<u>NAME OF JCLC</u>	<u>BDE</u>	<u>CITY AND STATE</u>
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**JROTC Cadet Leadership Challenge (JCLC) Opening/Closing Report**  
(Submit individual reports for multiple cycles)

**GENERAL INFORMATION**

<b>Name of JCLC:</b>		<b>Location of JCLC:</b>	<b>Organization/Brigade:</b>
<b>Commander JCLC:</b>		<b>Type of Report:</b>	<b>Length of JCLC (<i>min 4 days/max 2 wks</i>):</b>
<b>Date of Report:</b>	<b>JCLC Phone:</b>	<b>JCLC Fax Number:</b>	<b>Total number participating (<i>include instructors, Cadets, chaperones</i>)</b>

**PERSONNEL**

TYPE OF PERSONNEL	MALE	FEMALE	TOTAL	REMARKS
Cadets				
JROTC Instructors				
SROTC Personnel				
Active Duty				
Army National Guard				
U.S. Army Reserve				
Individual Ready Reserve				
Recruiters				
Chaperones				
Serious Incident Reports (SIRs)				

Notes:

1. IAW CCR 145-2 each camp commander is responsible for submitting an initial JCLC opening and closing report to USACC.
2. Opening reports are due on the first day following the start of the JCLC.
3. Closing reports are due on the last day of JCLC.
4. Daily reports do not have to be submitted to the appropriate Brigade and USACC by email or FAX; [JROTCTraining@USAAC.army.mil](mailto:JROTCTraining@USAAC.army.mil) FAX to (502) 624-1768 Cadet Command or Voice (502) 624-4343 Cadet Command

## Appendix J — JROTC Rappel Inspection Checklist

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USACC HEADQUARTERS  
RAPPEL SITE  
INSPECTION CHECKLIST

NAME AND LOCATION OF TOWER \_\_\_\_\_

DATE OF TOWER CONSTRUCTION \_\_\_\_\_

BUILT BY \_\_\_\_\_

OWNED BY \_\_\_\_\_

LAST DATE OF ANY MAJOR MODIFICATIONS \_\_\_\_\_

\_\_\_\_\_  
(If applicable, list modification, and by who performed, in addition to date; otherwise list Not Applicable.)

DATE OF PREVIOUS INSPECTION \_\_\_\_\_

NAME, TITLE, ORGANIZATION OF PREVIOUS INSPECTION \_\_\_\_\_

IS A COPY OF PREVIOUS INSPECTION AVAILABLE? \_\_\_\_\_

### TOWER INSPECTION CRITERIA

ITEM YES NO N/A

1. Is the tower structurally sound? YES/NO
2. Do structural support members appear serviceable, free from deterioration, breaks, or damage? YES/NO
3. Are there any signs of insect infestation? [29CFR1910.141(a)(5)]: YES/NO
4. Are bolts that connect structural members or support cables serviceable and properly connected/tightened? YES/NO
4. Are stairs or ladders firmly attached to the tower? YES/NO
5. Do stairs/fixed ladders comply with OSHA standards?[29CFR1910.24 and 1910.27]: YES/NO

6. Are all areas marked in yellow that pose a potential trip hazard or head hazard?  
[29CFR1910.144(a)(3)] YES/NO
7. Are the tower platform and all rappel rope stations accessible without having to climb over any obstacles (guard rails, support cables, etc.)? YES/NO
8. Is the tower deck free of slip/trip hazards such as water, protruding nails/bolts/splinters, loose equipment, etc? [29CFR1910.141(a)(3)(ii) and (iii)]: YES/NO
9. Are the tower deck and any open areas (above 4') guarded with guardrails?  
[29CFR1910.23(c)(1)]
10. Are all guard rails a minimum of 42" high and capable of withstanding a side force of 200 lbs? [29CFR1910.23(e)(1) and (e)(3)(iv)]: YES/NO
11. Are toe boards or similar barriers installed in all areas where personnel could pass underneath? [29CFR1910.23(c)(1)]: YES/NO
12. Do all tower rope stations have primary and secondary anchor points? YES/NO
13. Are all anchor points in serviceable condition and free of corrosion, sharp edges, burrs, or grooves that could cut or damage ropes? YES/NO
14. Have all anchor points been load tested to insure that they will accommodate a dead load weight of at least 500 pounds each? [29CFR1910.66, Appendix C (I)(c)(10)] YES/NO
15. Is the rappel wall face area free of protruding nails, bolts, or splinters? YES/NO
16. Is the rappel wall face area free of broken, loose, decayed, or missing boards? YES/NO
17. Is padding material in place on all edges that ropes and/or personnel cross? YES/NO
18. Is the edge padding in good condition and securely fastened? YES/NO
19. Is the edge padding free from protruding nails, bolts, or other fasteners that could fray or cut ropes or injure rappellers? YES/NO

20. Are all structural areas of the tower properly padded that a rappeller might contact during rappel operations? YES/NO
21. Is the structural padding in serviceable condition, securely fastened, and free from protruding nails, bolts, or fasteners? YES/NO
22. Is the landing area free of obstructions and hazards? YES/NO
23. Does the landing area extend an uninterrupted distance of 15 feet from the tower base and at least 2 feet beyond the width of the base with cushioning material in the event of a fall? YES/NO
24. Is the landing area adequately cushioned in case of a fall (24 inches of non-compressed wood chips, mulch, or sawdust; 12 inches of commercially produced shredded rubber; or safety pads that offer similar fall protection)? YES/NO
25. Has the cushioning material in the landing area been loosened up prior to use and, if large numbers of students are rappelling, are procedures in place and equipment available to loosen it up again during training?

### **PHYSICAL SECURITY AND FIRE PROTECTION CRITERIA**

ITEM YES NO N/A

26. Is there a positive locking device on the ladder/steps or a locked fence around the tower that denies unauthorized access to the tower? YES/NO/NA
27. Is there a prominently displayed warning sign that discourages unauthorized use of the tower (e.g.: WARNING: OFF LIMITS TO UNAUTHORIZED PERSONNEL)? YES/NO/NA
28. Are NO SMOKING signs posted at the tower to preclude potential ignition of cushioning materials? YES/NO/NA

### **RISK MANAGEMENT AND TRAINING CONSIDERATIONS**

ITEM YES NO N/A

29. Is there a current DA Form 7566 Composite Risk Management Worksheet on file and available on-site?
30. Has the Risk Management Worksheet been reviewed, approved, and signed at the appropriate level? YES/NO/NA
20. Are all structural areas of the tower properly padded that a rappeller might contact during rappel operations? YES/NO
31. Is the tower within one hour of an Advanced Trauma Life Support (ATLS) facility? YES/NO/NA



ITEM YES NO N/A

32. Are certified Combat Lifesaver (CLS) or medical personnel and a dedicated medical vehicle on site to render emergency medical aid and evacuation, if required? YES/NO/NA

33. Is training conducted in accordance with TC 21-24 and TSP No. 1? YES/NO/NA

34. Is there a current Standing Operating Procedure (SOP) available that delineates requirements for instructors, students, support personnel, and other requirements? YES/NO/NA

35. Are properly “certified” instructors available to conduct rappel training? YES/NO

(IF NO, DO NOT CONDUCT RAPPEL TRAINING!)

Name(s):

Location and date of certification:

## **ROPES AND EQUIPMENT**

ITEM YES NO N/A

36. Are rappel ropes serviceable and properly inspected and stored? YES/NO

37. Are rope inspections and usage properly documented on [DA Form 5752-R](#) , Rope Log (Usage and History)? YES/NO/NA

38. Are snap links serviceable (No excessive rust, sharp edges, improper gate opening and closing, excessive pin movement, missing pins, etc.)? YES/NO

39. Are properly sized, serviceable, heavy leather gloves and protective headgear available for rappellers? YES/NO

## COMMENTS/OTHER

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**Inspector(s) Name**\_\_\_\_\_

**Title**\_\_\_\_\_

**Organization**\_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Signature of Inspector:**\_\_\_\_\_

**Date of Inspection:**\_\_\_\_\_

**POC Name**\_\_\_\_\_

**Title**\_\_\_\_\_

**Organization**\_\_\_\_\_

**Phone No:**\_\_\_\_\_

## 206

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## **Appendix L — JROTC Awards**

Award series, criteria, and identification of individual making the award follow (fig N-2).

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### **(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 Ribbon**

Criteria: Awarded annually to one Cadet in each LET level for achieving the highest academic grades.

Awarded by: Principal

#### **N-1-3 Academic Achievement Ribbon**

Criteria: Awarded annually to those Cadets who maintain a grade of “A” in JROTC and a “B” in the remaining 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

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 Instructor

### **(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. The ribbon will be presented to Cadets receiving an 85-percentile rating or better in all 5 Cadet Challenge events.

Awarded by: Senior Army Instructor

#### N-2-3 ROTC Athletic Ribbon

Criteria: Awarded annually to Cadets who maintain a basic, yet challenging level of physical fitness. The ribbon will be presented to Cadets receiving a 50-percentile rating or better in all 5 Cadet Challenge events.

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

### **(Series 3) MILITARY AWARDS**

#### **N-3-1 Directors 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: Directors 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: Award annually to members of color/honor guard.

Awarded by: Senior Army Instructor

N-3-7 Marksmanship 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 JCLC Participation Ribbon

Criteria: Awarded to Cadets for JCLC participation.

Awarded by: Senior Army Instructor

N-3-12 through N-3-15 Optional

May be awarded based upon criteria developed locally.

Awarded by: Senior Army Instructor

#### **(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, etc.

Awarded by Senior Army Instructor

##### **N-4-2 Recruiting Ribbon**

Criteria: Awarded to Cadets who recruit students into the JROTC program each quarters/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 Instructors.

##### **N-4-7 Excellent Staff Performance Ribbon**

Criteria: Awarded annually to Cadet Staff Officers for excellent performance.

Awarded by: Senior Army Instructor



## **Appendix M — Precedence of Wear**

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Ribbons will be worn in the order displayed on the ribbon poster. For criteria refer to Appendix L.

### **Category – DA Awards**

1. DA Cadet Command Medal for Heroism
2. DA Superior Cadet Award.

### **Category – Academic Awards**

3. Academic Awards (10 designs).

### **Category – Military Awards**

4. Military Awards (15 designs).

### **Category – Athletic Awards**

5. Athletic Awards (5 designs).

### **Category – DAI/SAI Awards**

6. Miscellaneous Awards (7 designs).

### **Category – Association Awards**

7. The awarding association will establish criteria. Precedence will be established by the DAI/SAI.

# (JROTC Ribbon Poster)

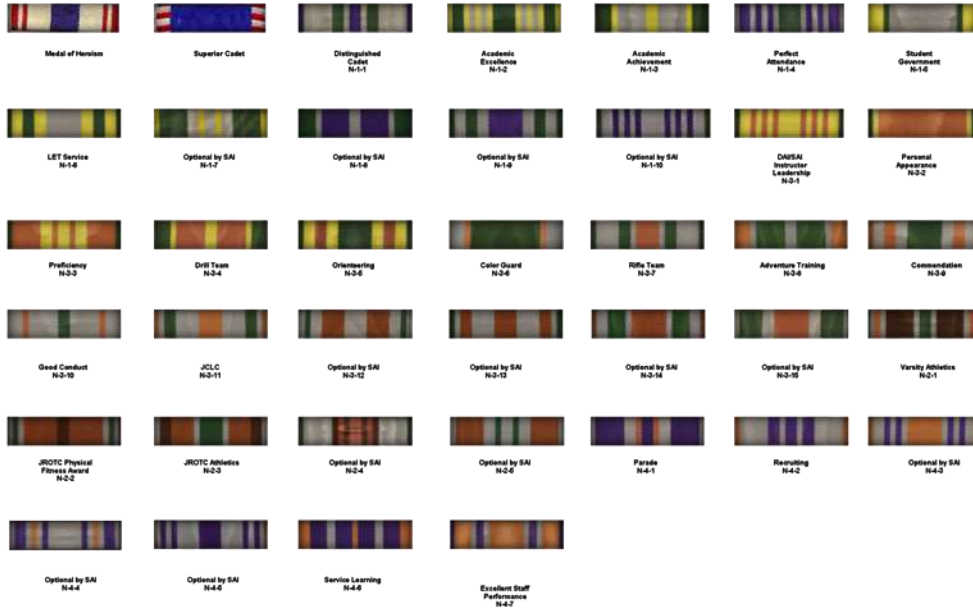


Motivating young people to be better citizens



## Ribbons and Awards

Order of Precedence



## Badges & Devices

### Shoulder Cords



### Uniform Insignias



### Unit Merit Devices



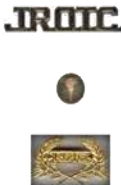
### Shoulder Sleeve Patches



### Cadet Challenge Awards



### Color Hat Insignias



### Marksmanship Badges



### Are Pins



## Appendix N — Air Rifle Marksmanship Qualification Awards

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**Marksmanship Qualification Awards.** JROTC Cadets who participate in rifle marksmanship instruction are eligible to earn qualification badges. The badges designate three qualification levels, Marksman, Sharpshooter and Expert. The Expert badge is the highest ranking and most difficult to earn. The badges signify that the Cadets who earn them have demonstrated the knowledge and skill to handle rifles safely and have mastered basic rifle marksmanship skills to achieve required scores in qualification firing tests. JROTC Cadets are authorized to wear marksmanship qualification badges on their class A or class B uniforms. Cadets may earn more than one badge, but may only wear the highest-ranking badge earned.

**Qualification Course Standards.** The following standards apply to the conduct of unit qualification firing:

- a. Rifles. Air rifle qualification firing must be done with sporter-class air rifles such as the Daisy M853/753/953 series rifles that were issued through the military supply system.
- b. Distance. Air rifle qualification firing must be done at a distance of 10 meters (33 feet).
- c. Targets. Air rifle qualification firing may be done on either the BMC (basic marksmanship course) or AR-1 competition targets.
- d. Clothing and Equipment. During qualification firing, a sling may be used in the prone and kneeling positions, a glove may be worn on the support hand in any position and a kneeling roll may be used in the kneeling position. Shooting jackets cannot be worn when qualifying with the air rifle.

**Integration with JROTC Marksmanship Curriculum.** Cadets must receive marksmanship instruction before they do qualification firing. These marksmanship qualification standards and procedures are designed for qualification firing to be done in conjunction with the teaching of Unit 7 in the *Army JROTC Leadership Education & Training* curriculum. Qualification firing may be done in stages that are coordinated with completing these lessons in Unit 7:

- a. Lessons 1-6, which include instruction in gun safety, the operation of the rifle, the standing position, the technique of firing a shot, sight adjustments and scoring, must be completed before qualification firing is done in any firing position. After Lesson 6 is completed, qualification firing in the standing position may be done.
- b. After Lessons 1-7 are completed, qualification firing in the standing and prone positions may be done. To qualify for the Marksman and Sharpshooter badges, qualification firing must be done in those two positions, standing and prone.
- c. After Lessons 1-8 are completed, qualification firing in the standing, prone and kneeling positions may be done. To qualify for the Expert badge, qualification firing must be done in all three positions, prone, standing and kneeling.

**Qualification Scores.** To receive a qualification badge, Cadets must attain the following scores in qualification firing that is supervised by a unit instructor.

Qualification Badge	Firing Positions	Air Rifle AR-1 Target	Air Rifle BMC Target
Marksman	10 shots standing, 10 shots prone	110-129	175-187
Sharpshooter	10 shots standing, 10 shots prone	130-200	188-230
Expert	10 shots prone, 10 shots standing, 10 shots kneeling	230-300	290-300

**Qualification Firing Procedures.** The unit instructor will designate the times when Cadets may do qualification firing. Cadets may be given multiple opportunities to fire qualifying scores.

a. To earn the Marksman and/or Sharpshooter badge, a Cadet will be credited with the total of the best 10-shot standing and the best 10-shot prone position scores fired during qualification firing periods designated by the instructor. The standing and prone scores the count for the Marksman or Sharpshooter badges do not have to be fired at the same time or on the same day.

b. To earn the Expert badge, a Cadet must fire a 30-shot three-position score (10-shots prone, 10-shots standing and 10-shots kneeling, all fired at the same time) with the following sequence and time limits:

Stage	Time Limit
Preparation Period	10 minutes
Prone position	15 minutes
Changeover to standing	5 minutes
Standing position	20 minutes
Changeover to kneeling	5 minutes
Kneeling position	15 minutes
Practice or sighting shots may be fired in each position before record shots are fired, but any sighting shots and the 10 record shots must be fired within the time limit for that position.	

## Appendix O — Air Rifle Safety and Rifle Range SOP

### JROTC Standard Operating Procedures (SOP) For Air Rifle Safety and Air Rifle Range Management

Item	Standard	Notes
<b>1.0 Air Rifle Range Layout</b>		
<b>1.1 Range Walls, Safety Barriers or Perimeter</b>	The sides and front walls (as you look downrange) of the room/space used as a range must be secure or capable of being secured from inside the range. Exposed windows must be covered or made of a type of glass that will not allow pellets to exit the range area. Openings that might allow a stray pellet to exit the range must be covered. Any doors forward of the firing line must be locked to prevent entry and a sign posted on the outside of the door stating “ <b>Caution—Do Not Enter— Live Firing in Progress.</b> ”	<i>No one should be able to enter the range area from outside the range during firing under any circumstances. Windows or glass surfaces in the safety walls or barriers are not a safety concern as long as they can prevent accidental stray shots from exiting the range area.</i>
<b>1.2 Target Holders</b>	A frame made of wood or other material should be utilized to hold targets at the required heights (20 in. for prone, 55 in. for standing, 32 in. for kneeling, as measured at the center of the target). The target frame must have a pellet catcher or backstop if the range itself does not have a backstop.	<i>A key feature of the target holder is that it be made of a material that does not cause pellets to bounce back if the frame is struck. Hard plywood, for example, will sometimes cause pellet bounce-back.</i>
<b>1.3 Target Backstops</b>	Target backstops must be capable of capturing and retaining 100% of the pellets fired at targets mounted on the target holders in front of the backstops. Any backstop material that effectively captures all fired pellets may be used.	<i>If steel is used as a backstop, it must be hard enough that frequent shots in the same location will not dent or crater it. 1/8 in. galvanized or 14-16 gauge steel is recommended. Commercial pellet traps are suitable. In an emergency, a cardboard box filled with old newspapers will suffice.</i>
<b>1.4 Firing Line</b>	The firing line must be visibly marked with a tape or paint stripe that is a contrasting color with the floor. Firing points or lanes corresponding with the target spacing should be marked with a tape or stripe of a different color. The recommended width of each firing point is 1.25 meters (49.2 in.) wide. Firing point width should not be less than 1 meter (40 in.) wide.	<i>The firing line designates an absolute limit to the forward movement any person may make while firing takes place. Wider firing points are particularly desirable to facilitate instruction and control safety.</i>
<b>1.5 Range Officer Stand/Table/Location</b>	A Range Officer stand, table or working space should be located immediately to the rear of the firing points, approximately 10 feet to the rear of the firing line. The Range Officer should have clear visibility of all firers from this point.	<i>There must be an area at the rear of the firing line where the Range Officer can move freely to control the firing activities on the range and assure safety.</i>

<b>1.6 Ready Line and Ready Area</b>	If sufficient space is available, an area behind the firing points and Range Officer stand or location should be designated for Cadets to assemble prior to moving to the firing line. This area may also have chairs or seating for spectators. A ready line tape or stripe should be placed on the floor to designate this area.	<i>Ready areas are not required, but where space permits, the designation of a ready area is recommended. Spectators are to be encouraged during shooting sports activities when sufficient space is available. All spectators must remain behind the ready line.</i>
<b>1.7 Outdoor Ranges</b>	When an indoor location is not available, an outdoor range may be approved as a JROTC air range. Outdoor ranges that do not have a baffle and backstop or other system to contain all pellets fired within the range area must be able to control the downrange impact area (safety fan) for a distance of 300 yards either by using a physical barrier such as a fence or by using observers (2) who can warn the Range Officer if anyone is approaching the impact area.	<i>The 300-yard impact area or safety fan is determined by the maximum range of air rifles used in the JROTC program. The maximum range of an air rifle firing a pellet at 580-600 fps is 280 yards.</i>

## 2.0 Safety Instruction

<b>2.1 Preliminary Safety Instruction</b>	A prescribed basic, introductory lesson in air rifle safety and range firing procedures must be taught to all Cadets before they are permitted to handle air rifles or do dry firing or live firing exercises on an air rifle range.	<i>Army JROTC Cadet safety training must be based on LET Unit 7, Lessons 1 &amp; 2. The <b>JROTC Guide to Air Rifle Safety</b> was prepared as a student guide for use in providing instruction to JROTC Cadets. JMIC Session IV slides and support materials may also be used to teach the prescribed Cadet safety training.</i>
<b>2.2 Cadet Safety Exam</b>	All Cadets must successfully complete the prescribed safety exam annually.	<i>JROTC units must maintain a file with the completed safety examinations.</i>
<b>2.3 Cadet Safety Pledge</b>	All Cadets must sign the <b>JROTC Cadet Individual Safety Pledge</b> annually or as often as deemed appropriate by the SAI .	<i>JROTC units must maintain a file with the signed safety pledges.</i>
<b>2.4 Regular Safety Briefings</b>	All firing exercises must be preceded by short safety briefings that remind Cadets of the safe gun handling rules.	<i>If there have been any recent lapses in safety focus or discipline, it is important to use safety briefings to reinforce safety rules that were not properly observed.</i>

### 3.0 Range Supervision and Live Fire Conduct

<b>3.1 Range Supervision</b>	All dry firing or live firing exercises involving the handling of air rifles on a JROTC unit range must be supervised by an Army JROTC Instructor who has completed either the JROTC Marksmanship Instructor Course or the Rifle Coach Training Course and has achieved a grade of 100% on the ACC Distance Learning air rifle safety course. Cadets who fire on other ranges will fire under the control of the Range Officer appointed for that range.	<i>If volunteer coaches are utilized, they must also be certified by completing the required training. The SAI is responsible for all supervision of activity on the air rifle range. At all times, an adult certified IAW NRA/USA Shooting/CMP two/three day certification program, as specified in para. 8-18b(2)(b) may supervise Cadets during training/competitions.</i>
<b>3.2 Range Officers</b>	The Range Officer is in charge of firing on the range and is responsible for giving instructions and commands to the shooters. Only one person is designated to give range commands and instructions. One Range Officer should be responsible for supervising no more than ten firing points with ten individual shooters. If there are more than ten firing points, additional Assistant Range Officers must be appointed.	<b>The Air Rifle Range Officer Operating Procedures</b> document is available for Range Officers to use as a script and guidelines in conducting range-firing exercises.
<b>3.3 Assistant Range Officers</b>	One Range Officer should supervise a maximum of ten firing points with ten individual shooters. For beginning shooters, additional Assistant Range Officers must be appointed who will each assist and control the activities of groups of one, two or more firers under the supervision of the Range Officer. Cadets who are experienced in rifle marksmanship may be appointed as Assistant Range Officers if a JROTC Instructor is in charge of firing and supervises the Cadet AROs.	<i>If there are not sufficient AROs available, the number of firers on a range should be limited to the number that the Range Officer can effectively and safely control. It is especially important to use additional AROs when working with beginning shooters.</i>
<b>3.4 Range Commands</b>	All range firing exercises must be controlled by proper range commands. The formal range commands are: <b>LOAD, START, STOP, UNLOAD</b> . In addition to these commands, other instructions are given to control the activities of the persons who are firing.	<i>The international range commands, LOAD, START, STOP, UNLOAD are used for air rifle range activities because they are universally understood by everyone, regardless of language skills.</i>
<b>3.5 Open Actions</b>	All rifles brought into or handled on any range must be unloaded, with open actions. Rifle actions may be closed only on a designated firing point.	<i>The only time rifle actions may be closed is when they are controlled by a firer on a designated firing point and the Range Officer has authorized the start of a preparation period or gives the commands LOAD, START.</i>
<b>3.6 CBIs, Clear Barrel Indicators</b>	CBIs (Clear Barrel Indicators) must be inserted in all air rifles that are brought to the range to verify that they are unloaded with actions open. CBIs may only be removed when rifles are on the firing line and the Range Officer gives instructions to begin preparation for firing. CBIs must be reinserted as soon as each Cadet completes a prescribed firing activity.	<i>CBIs are made from heavy, brightly colored monofilament grass trimmer or similar cord (.065"-.095" dia.). CBIs should be cut so that when inserted in the air rifle, approximately 3-4" of cord protrudes from both the breech and muzzle ends of the air rifle barrel.</i>

<b>3.7 Unloaded Rifle</b>	An unloaded air rifle is an air rifle with 1) its bolt/action open and 2) with no pellet in the barrel. CBIs inserted in air rifle barrels verify that they are unloaded.	<i>No rifle may be moved from the storage area to the range or back to the storage area unless it is in an unloaded condition, with a CBI inserted.</i>
<b>3.8 Completion of Firing</b>	Upon the completion of a firing exercise, the shooter must 1) immediately open his/her rifle action, 2) place the rifle on the ground/floor/mat/bench and 3) insert a CBI in the barrel. The Range Officer must verify that air rifles are unloaded by checking for grounded rifles with CBIs properly inserted. Individual shooters are responsible for informing the Range Officer if an air rifle is still loaded after the command <b>STOP, UNLOAD</b> is given.	<i>No rifle may be removed from the firing line unless it is unloaded, with a CBI inserted. If a shooter reports a "LOADED RIFLE" after the completion of firing, the Range Officer must give that shooter instructions for discharging the loaded rifle into the backstop or into a Pellet Discharge Container (PDC).</i>
<b>3.9 Grounded Rifle</b>	A grounded air rifle must 1) be unloaded with the action open, 2) be placed on the floor, shooting mat or bench with the muzzle lying ahead of the firing line, 3) have a CBI inserted and 4) not be handled by anyone.	<i>Rifles must be grounded after firing is completed and must be checked by the Range Officer for proper CBI insertion. Rifles must be grounded before anyone can move forward of the firing line.</i>
<b>3.10 Line is Hot</b>	This statement by the Range Officer means the firing line is ready for the start of a firing exercise. All personnel must be behind the firing line.	<i>After declaring that a range is "hot," the Range Officer may give instructions to the shooters to handle their rifles, remove the CBIs and begin preparation for a firing exercise.</i>
<b>3.11 Line is Clear</b>	This statement by the Range Officer means that all rifles have been grounded with CBIs inserted and checked by the Range Officer and that it is safe for personnel to go forward of the firing line.	<i>After declaring that a range is "clear," the Range Officer may give instructions to the shooters or other personnel to go forward of the firing line to retrieve or hand targets.</i>
<b>3.12 Target Placement or Retrieval</b>	On most ranges, it is necessary for Cadets to go downrange to hang, change or retrieve targets. Cadets may go downrange for this purpose. No one may go downrange until all air rifles are unloaded, grounded and checked. After all air rifles are grounded, the Range Officer declares the " <b>Line is Clear</b> " and instructs Cadets to go downrange to hang, change or retrieve targets. After everyone returns from downrange and is behind the firing line, the Range Officer declares the " <b>Line is Hot</b> " and gives instructions to begin the next firing exercise.	<i>No one is permitted to handle an air rifle for any reason while someone is downrange.</i>
<b>3.13 Giving Corrections or Instructions</b>	Whenever it is necessary to give corrections or instructions to an individual shooter, those instructions or corrections should never be given while the firer is attempting to fire a shot unless a serious safety hazard is involved. Instead, wait until the shot is fired, then approach the shooter to give the instructions or corrections in such a way as to not disturb or distract other firers. If the corrections or instructions involve several shooters on the firing line, it is best to give the command <b>STOP</b> and to instruct all shooters to open the actions on their rifles before giving the corrections or instructions.	<i>By approaching close to an individual who is being given instructions or corrections that might involve changing a firing position, the Range Officer is also close enough to the firer to monitor and control how the firer handles his/ her rifle muzzle while making the change. When deciding whether to command <b>STOP</b> for all shooters before giving instructions, the Range Officer must exercise judgment as to what is the safest way to give those instructions.</i>



<b>3.14 Emergency STOP</b>	A <b>STOP</b> command may be called for a safety emergency or another special situation (when a firing exercise is not complete). To do this, the Range Officer commands <b>STOP-STOP-STOP</b> (three times). Shooters must immediately stop attempting to fire a shot (remove finger from the trigger) and await instructions. The Range Officer must then instruct shooters to <b>OPEN YOUR ACTIONS</b> and give other instructions as appropriate. If a safety emergency is not observed by the Range Officer, anyone may command <b>STOP</b> .	<i>The repetition of the <b>STOP</b> command three times is done to be sure to get the attention of all shooters and to emphasize that the situation is an emergency. Appropriate Range Officer instructions could be to keep muzzles pointed downrange or to ground rifles without inserting CBIs. JROTC units should practice emergency <b>STOPs</b> so that Cadets will know how to respond to this command.</i>
<b>3.15 Malfunctions</b>	A malfunction occurs when an air rifle fails to fire or does not operate properly. Malfunctions must be cleared before the air rifle can be used for additional firing. If a malfunction cannot be cleared, the action must be opened and the pellet removed from the barrel before the air rifle can be safely removed from the firing line. A .177 cal. Cleaning rod or dowel rod should be used to clear the pellet from the barrel. The clearing of the malfunction or removal of the air rifle from the firing line must be done by the Range Officer or Instructor.	<i>With the action remaining open, a pellet may be safely removed by inserting a cleaning rod from the muzzle end of the barrel. Under no conditions should a loaded air rifle be removed from the firing line without rendering it impossible for the rifle to fire (open action, discharging gas, pellet removal).</i>
<b>3.16 Going Downrange</b>	No one may be authorized to move forward of the firing line until all air rifles are unloaded, grounded with CBIs inserted and checked by the Range Officer.	<i>No one remaining on the firing line may handle air rifles when personnel are downrange.</i>
<b>3.17 Removing Air Rifle From Range</b>	When all range firing exercises are completed and air rifles are to be removed from the range and placed in storage, the Range Officer must confirm that they are unloaded by checking to be sure each rifle has a CBI properly inserted. The Range Officer can then give instructions to remove the rifles from the range and place them in storage.	<i>CBIs must remain inserted in the air rifles until they reach the storage area or are placed in a gun case. Then the CBIs may be removed, the actions closed and triggers released so that the hammer springs will not remain under tension while stored for long periods of time.</i>
<b>3.18 Safety Equipment</b>	Range Officers should have a pellet discharge container for use in unloading loaded rifles and a .177 cal. Cleaning rod for use in clearing pellets from the barrels of malfunctioning air rifles.	<i>This equipment should be available on the range whenever live firing activities are taking place.</i>

<b>4.0 Air Rifle Storage</b>		
<b>4.1 Storage Container</b>	All JROTC unit air rifles must be securely stored in gun cases or gun racks when not in use. A room that can be locked must be designated as an air rifle storage area.	
<b>4.2 Security</b>	Stored air rifles should be secured by at least two locks. This may include a lock on the storage container. JROTC Instructors should retain control of all keys or lock combinations.	<i>JROTC Cadets and other students should not have access to air rifle storage.</i>
<b>4.3 Care &amp; Cleaning</b>	Air rifles should be free of moisture and lightly oiled before storage. Air rifle barrels should be cleaned after a maximum of 1000 shots.	<i>Air rifle barrel cleaning is done by using a cleaning rod or pull-through, a non-petroleum-based solvent, brass brush and cleaning patches.</i>
<b>4.4 Storage Condition</b>	Air rifles must be stored only in a discharged (no gas charge), unloaded condition. It is proper to remove CBIs, close air rifle actions and release triggers prior to storage.	<i>When actions are closed and triggers released for storage, it is very important to make sure all rifle actions are opened as soon as they come out of the storage area or gun case for transportation to the range.</i>
<b>4.5 Gun Cases</b>	Air rifles may be stored and brought to the range in gun cases. If gun cases are used, the gun case should be placed on the firing line with the air rifle muzzle pointed downrange before the gun case is opened. As soon as the gun case is opened, the air rifle action must be opened and a CBI inserted. Then the air rifle can be removed from the case and grounded on the firing line. When an air rifle is returned to its case, the case should be brought back to the firing point. After the air rifle is replaced in its case, the CBI may be removed, the action closed and the trigger released.	<i>Gun cases should be removed from the firing line during all firing activities. Gun cases should not be opened behind the firing line. It is a good idea to make gun cases to indicate which direction air rifle muzzles are pointing in the case.</i>

<b>5.0 Health and Hygiene</b>		
<b>5.1 Food</b>	No food items are permitted on an air rifle range.	<i>Eating food while handling lead pellets could cause lead ingestion.</i>
<b>5.2 Beverages</b>	Water or other beverage items may be brought to a range, but only if the beverage container is closed (screw-top bottle, etc.)	<i>Open beverage containers should not be left on the range.</i>
<b>5.3 After Firing</b>	All personnel who handle air rifle pellets must wash their hands immediately after firing and before doing any other activity.	<i>Hands should preferably be washed in cold water.</i>
<b>5.4 Pellet Trap Cleaning</b>	Only Instructors or other designated adults should handle spent air rifle pellets and remove them from the pellet traps or the range.	<i>Cadets should not be used to clean pellet traps.</i>

## 6.0 Air Rifle Gas/Air Cylinders

<b>6.1 Air Rifle Cylinders</b>	Some air rifles used in JROTC marksmanship activities utilize compressed air or CO <sub>2</sub> cylinders as a means of propulsion. Charged air cylinders can cause serious injury if handled improperly. Caution must be taken to prevent cylinders from striking the floor or any hard surface.	<i>The careless handling or tossing of cylinders is strictly prohibited. Air rifle cylinders, nevertheless, are safe if handled properly and periodically inspected.</i>
<b>6.2 Inserting Cylinders</b>	When screwing pre-compressed air cylinders into air rifles, care must be taken to only hand-tighten the cylinders. Removable replaceable CO <sub>2</sub> cylinders require wrench tightening, but care must be taken to not over-torque them. When inserting cylinders, always stand to the side of the air rifle, never directly in line with the end of the cylinder.	<i>Do not use wrenches or tools to tighten or over-tighten the cylinders.</i>
<b>6.3 Filling Cylinders</b>	Cylinders must be filled from a larger, master tank. When attaching cylinders to the master tank by using an adapter, always stand to the side of the cylinder; do not allow its end or base to point at you or another person. Tighten the cylinder only tight enough to prevent any gas leakage.	<i>It is recommended that instructors or range officers refill the air rifle cylinders.</i>
<b>6.4 Inspections</b>	Manufacturers have established standards for the periodic inspection of older compressed air or CO <sub>2</sub> cylinders. These inspection requirements must be followed.	<i>Check the air rifle owner's manuals for inspection requirements.</i>
<b>6.5 Refill Tanks</b>	Scuba tanks used as refill tanks for compressed air rifles and the CO <sub>2</sub> storage tanks used as refill tanks for CO <sub>2</sub> cylinders must be securely fastened to a wall or other solid feature to prevent them from accidentally being tipped over.	<i>Compressed air and gas cylinders hold gas under very high pressure and can explode with dangerous force if accidentally knocked over.</i>

## Range Officer Operating Procedures

### *for the Conduct of Air Rifle Live Fire Activities*

The Range Officer conducts range firing by giving commands, instructions and procedures. When conducting live fire activities, Range Officers use a script to assure that they give proper commands and instructions in the correct order. To conduct a live fire activity, follow the “Command/Action Steps” in the left column. The commands and instructions in ***Bold Italics*** should be given in those words. The “Procedures” in the right column explain and provide additional information concerning each action step.

Command/Action Step	Procedure
<b><i>Before firing begins:</i></b>	<b>Step 1--Range and Equipment Preparation:</b> Before firing, the Range Officer (RO) must prepare or supervise the preparation of the range for firing. Check to be sure target holders and backstops are in place and that the necessary supplies such as shooting mats, pellets and targets are available. Cadets may be assigned to bring these items from the storage area to the range. Cadets should not take positions on the firing line until they are called to their firing points by the RO.
<b><i>Before firing begins:</i></b>  <b><i>Give the day's Safety Briefing at this time.</i></b>	<b>Step 2--Assign Firing Points:</b> Divide Cadets who will fire into groups or relays with one Cadet assigned to each available firing point in each relay that is required. While you have the attention of all Cadets who will be firing, give the day's Safety Briefing before they move to the firing line.
<b><i>RELAY NUMBER 1, MOVE TO THE FIRING LINE or (MOVE YOUR RIFLES AND EQUIPMENT TO THE FIRING LINE)--GROUND YOUR RIFLES</i></b>	<b>Step 3—Call Relay to the Line:</b> Call the Cadets who will fire next to the firing line. Give the Cadets on that relay an opportunity to move their rifles and equipment to the firing line if the necessary equipment is not already there. All air rifles that are brought to or that are on the firing line must have CBIs inserted. Rifles brought to the line must be grounded.
<b><i>THE LINE IS CLEAR. GO FORWARD AND HANG YOUR TARGETS</i></b>	<b>Step 4—Hang Targets:</b> Check all rifles on the line to be sure they are grounded with CBIs inserted. Then issue targets to each Cadet, announce that the “line is clear” and instruct them to go downrange and hang their targets.
<b><i>THE LINE IS HOT--YOU MAY HANDLE YOUR RIFLES, GET INTO THE (PRONE, STANDING, KNEELING) POSITION AND BEGIN PREPARATION (YOUR PREPARATION PERIOD) FOR FIRING.</i></b>	<b>Step 5—Preparation for Firing:</b> When all Cadets on that relay return from downrange, the RO announces the beginning of a preparation period. During this period, Cadets may handle their rifles and assume their firing positions. Help any Cadets who need assistance in getting into a correct firing position. During the preparation period, Cadets may remove the CBIs from their rifles; close their rifle actions and dry fire unless you instruct them otherwise. Later, if the Cadets enter competitions, they will be given a formal “Preparation Period” of ten or five minutes when they may get into position, close their rifle actions and dry fire.
<b><i>IN THIS FIRING EXERCISE YOU WILL FIRE (Describe the firing exercise)--LOAD, START</i></b>	<b>Step 6—Start Firing:</b> At the end of the preparation period, after all Cadets on that relay are ready to begin firing, describe (repeat) the firing exercise ( <i>how many shots—whether shots may be fired at the practice/sighting targets, whether there is a time limit, etc.</i> ) and give commands to formally authorize Cadets to load and begin firing. Be sure no Cadet cocks or charges the rifle and/or places a pellet in the rifle until after the command <b>LOAD</b> is given. Be sure no Cadet fires a shot until after the command <b>START</b> is given. If the firing exercise is timed, the time begins when the command <b>START</b> is given.

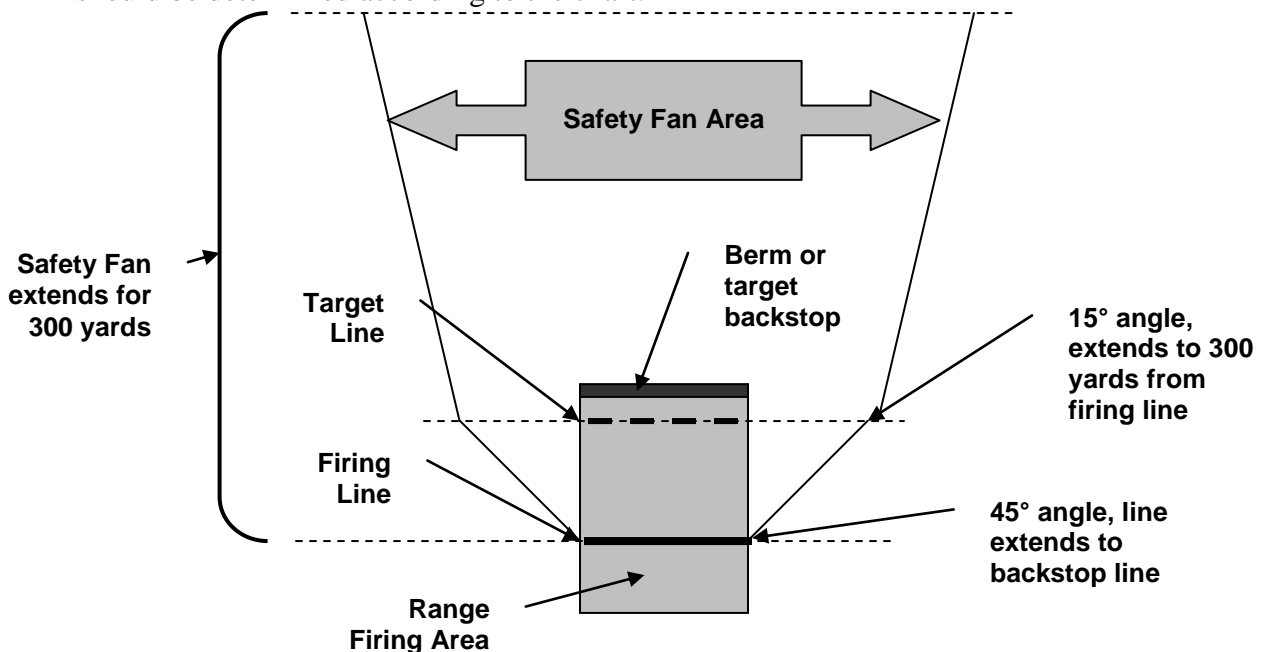
<b><i>During the shooting time:</i></b>	<b>Step 7—Monitor Firing:</b> While Cadets are firing, the Range Officer must constantly observe them to be sure muzzles remain pointed in a safe direction (up or downrange), especially during loading, and to assist, answer questions, deal with malfunctions and resolve any problems.
<b><i>During the shooting time (if required by a malfunction):</i></b>	<b>Step 8—Malfunctions:</b> If at any time during firing, a rifle fails to fire or malfunctions, the Cadet must inform the Range Officer immediately by raising his/her hand. Go to the shooter and take control of the air rifle if necessary. Examine the rifle to determine the cause of the malfunction ( <i>Was the safety engaged? Was the bolt/action fully closed? Was the air chamber charged? Has a part in the mechanism broken?</i> ). You may direct the Cadet to attempt to fire another shot. Or, if the rifle cannot be used, it must be unloaded before it can be removed from the firing line. If the rifle can be fired, discharge the rifle into a pellet discharge container. If it cannot be fired, open the bolt/action and use a cleaning rod or dowel to remove the pellet from the barrel. Be sure to retain control of the malfunctioning air rifle until it can be taken to the storage area and repaired.
<b><i>Check to see if all firers have finished or ask: DOES ANYONE NEED ADDITIONAL TIME?</i></b>	<b>Step 9—Confirm Completion of Firing:</b> When Cadets finish firing, they must open their rifle actions, ground their rifles (place them on the floor or mat with the action open) and insert a CBI. Cadets who finish firing should normally be instructed to step back from the firing line without disturbing other Cadets after they have grounded their rifles and inserted CBIs in them. They should not remove their rifles or equipment from the line until instructed to do so by the Range Officer.
<b><i>STOP, UNLOAD</i></b>	<b>Step 10—Stop Firing:</b> When all Cadets complete firing that exercise or if firing must be stopped for an emergency, give the commands to stop firing and unload rifles. Any Cadet who is still firing must stop immediately, open the bolt or action on his/her air rifle and hold the rifle so it is clearly visible to the Range Officer (see Step 11 for clearing a loaded rifle). If all Cadets finished firing before the STOP command, check the grounded rifles to be sure there is a CBI inserted in each.
<b><i>If there is still a loaded air rifle:</i></b>	<b>Step 11—Clear Loaded Rifles:</b> If a Cadet has a loaded air rifle with a pellet in the barrel when the command <b>STOP</b> is given, the Cadet must inform the Range Officer immediately by raising his/her hand and declaring: <b>“Loaded Rifle.”</b> Go to the Cadet and direct him/her to discharge the rifle into a PDC or to fire the rifle at a safe area of the backstop. The rifle can then be grounded and a CBI inserted.
<b><i>THE LINE IS CLEAR--GO FORWARD AND REPLACE (or REMOVE) YOUR TARGETS</i></b>	<b>Step 12—Retrieve and Hang Targets:</b> Confirm that all air rifles are grounded with CBIs inserted. After declaring that the “line is clear,” instruct Cadets to change/retrieve targets. If the last relay/group of Cadets has completed firing, go directly to Step 14.
<b><i>RELAY 1, MOVE BACK TO THE READY AREA, RELAY 2, YOU MAY MOVE TO THE FIRING LINE</i></b>	<b>Step 13—Change to Next Relay:</b> When targets for the next position are hung and all Cadets are behind the firing line and that all air rifles remain grounded, call the next relay (group) to the firing line. Repeat Steps 5-12 until that relay completes the same firing exercise.
<b><i>CADETS, REMOVE YOUR EQUIPMENT FROM THE FIRING LINE</i></b>	<b>Step 14—Close Range:</b> When all firing is complete, confirm that all rifles are grounded with CBIs inserted. You may direct the Cadets to remove the rifles and equipment from the firing line. Cadets may then be instructed to take air rifles and other equipment from the range to the storage area.

## JROTC Air Rifle Ranges Requirements for Outdoor Ranges

Prepared by Gary Anderson, Director, CMP, 29Mar05. Requirements in this document are included in the JROTC Marksmanship Instructor Course (JMIC)

**Outdoor Ranges Authorized.** When an indoor location is not available for a JROTC unit air rifle range, an outdoor location may be approved as a JROTC air range. Outdoor ranges must meet the following requirements to be approved for use in JROTC marksmanship programs.

1. **Firing Range Area.** The firing range area must be laid out in accordance with JROTC Air Rifle SOP 1.0, with a line of target holders/backstops, a firing line and firing points, an area for the range officer behind the firing line and, if space is available, a ready line and ready area. Distances and range layout dimensions prescribed in JROTC Air Rifle SOP 1.0 should be used for outdoor ranges.
2. **Backstop.** Outdoor ranges may utilize backstops that are suitable for indoor ranges to capture fired pellets (JROTC Air Rifle SOP 1.3) or they may have an earthen berm or other permanent backstop behind the target holders that is capable of capturing fired pellets.
3. **Range Impact Area.** Outdoor ranges without a baffle and backstop system capable of containing all pellets fired within the range area must control the downrange impact area (safety fan) by one of the methods specified in #4 below. The air rifle range impact area that must be secured extends for a distance of 300 yards (*This is the maximum firing distance for an air rifle with a muzzle velocity of 600 fps or less.*) from the firing line. The impact area should be determined according to the chart.



4. **Impact Area Control.** Since it is possible for stray shots to exit the range firing area if it is not completely baffled, outdoor ranges must have some means of controlling the impact area during firing so that no one could be hit by an accidental shot. This may be done by using one of the following alternatives or by using a similar control system, which assures no one can enter the impact area or be struck by a stray shot during firing.
- a. **Observers.** Two or more Cadets or other observers may be stationed so that they can observe if anyone is attempting to enter the impact area. Observers must be able to communicate with the Range Officer so that an emergency STOP can be commanded on the firing line.
  - b. **Restricted Impact Area.** The impact area can be secured with a combination of fencing and/or signage in such a way that entrance into the impact area during live firing activities is precluded.
  - c. **Baffles or Other Means.** A combination of baffling or overhead barriers and side barriers may be erected at the firing line or in the range firing area. Baffles or barriers must be configured so that they effectively prevent the exit of stray shots from the range. Baffling for air rifle ranges only needs to be of sufficient strength to contain an occasional air rifle pellet that might be fired into it.

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
U.S. ARMY JROTC PROGRAM  
AND  
\_\_\_\_\_

SUBJECT: Memorandum of Understanding between U.S. Army Junior ROTC program and  
\_\_\_\_\_ High School

1. The purpose of this memorandum is to document an understanding between the parties involved. Parties include U.S. Army Junior ROTC program and \_\_\_\_\_ High School.
2. A partnership between the parties mutually supports the mission and goals of each organization and will provide additional resources to accomplish training events without additional liability concerns. USACC and \_\_\_\_\_ High School have reached this understanding.
3. \_\_\_\_\_ High School will create opportunities for Cadets to participate in marksmanship activities in conjunction with the Army Junior ROTC curriculum.
4. USACC JROTC Instructors will support marksmanship activities to include classroom instruction and participation in marksmanship training involving firing on ranges.
5. The following controls will be established with regards to the rifle range:
  - a. Indoor:
    - (1) Use: JROTC program will be the only group to use the 100 commons area during the Marksmanship practice.
    - (2) Access Control: Only JROTC Cadets will be allowed in the area during the practice and doors will remain locked.
    - (3) Maintenance of the Range: This is a common used area and will be maintain by school custodian. JROTC Program will set the area back to its original setup after practice.
    - (4) Hours the range may be used: Every Tuesday form 2:30 PM to 5:30 PM. Additional time must be requested 5 days in advance of the event.
    - (5) Caliber of ammunition: .177 pellet
    - (6) Types of rifles to be used: Daisy Model 753, 853, 887, and 888.



(7) Maintenance responsibilities: JROTC instructor will insure that backdrops are in place and target traps are repaired / replaced as needed.

b. Outdoor:

(1) Use: JROTC program will be the only group to use the GC field area during the Marksmanship classes.

(2) Access Control: Only JROTC Cadets will be allowed on the field area during the Air Rifle Safety and Marksmanship Classes.

(3) Maintenance of the Range: This is a common used area and will be maintain by school grounds keepers. JROTC Program will be responsible for setup and brake down of the area to meet safety requirements.

(4) Hours the range may be used: Air Rifle Safety and Marksmanship Classes will be conducted the last two weeks of school, during school hours.

(5) Caliber of ammunition: .177 pellet

(6) Types of rifles to be used: Daisy Model 753, 853, 887, and 888.

(7) Maintenance responsibilities: JROTC instructors will insure that backdrops are in place and target traps are repaired / replaced as needed.

6. The following safety rules will be in effect:

a. All Junior ROTC Instructors will comply with the regulatory guidelines outlined in Cadet Command Regulation 145-2, Organization, Administration, Operation, Training and Support with respect to marksmanship training.

b. Air rifle marksmanship will only be conducted by certified instructors/coaches as specified in paragraph 8-18b (2)(b).

c. Instructors will not conduct JROTC air rifle marksmanship training with students other than JROTC Cadets. Cadets must have completed LET Unit 7, Lesson 2 and successfully passed the test as well as understand and possess the Cadet Safety Pledge.

d. Prior to conducting marksmanship training the Senior Army Instructor will ensure compliance with all Army regulatory requirements as well as state and municipal laws and school system policies.

e. Security of equipment – Air rifles and pellets must be stored under double lock security with access to only authorized personnel.

7. The school and USACC continue to recognize that marksmanship training remains a wholly voluntary program for JROTC Cadets.

8. Effective date of this Memorandum of Understanding is \_\_\_\_\_.

\_\_\_\_\_  
Senior Army Instructor

\_\_\_\_\_  
School Official

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

## **Appendix P — JROTC Medical Fitness and Standards**

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P-1. Junior ROTC instructors and potential instructors must take a complete medical examination as described in this regulation. Instructors are required to take medical examinations every 3 years, regardless of age. Physical examinations are a condition of certification and continued certification. The cost is not reimbursable to the instructor under any circumstances.

P-2. Record screening and medical status is determined by the U.S. Army, Cadet Command, Command Surgeon. Documentation from a private physician, or other forms of medical documents, must be sent to Instructor Management with all VA disability compensation paperwork.

P-3. Veterans Administration (VA) Disability packet

a. For applicants or those serving as an instructors, who are currently receiving or expecting to receive VA disability compensation, those records may be requested prior to a decision regarding their medical fitness as a Junior ROTC Instructor.

b. The summary sheet of the breakdown and the explanation of the percentage must be submitted with medical examination, before a decision can be rendered for medical fitness. A medical fitness decision will not be rendered from the Command Surgeon prior to all required forms/documents are received and evaluated.

c. Medical disqualification based off the VA disability compensation packet is non-waiverable; however a waiver may be granted on a case by case basis depending on the severity of the medical condition.

P-4. Medical Examinations can be performed at a Military Treatment Facility (MTF) or by a personal physician.

P-5. Instructors hospitalized for a medical condition may be required to submit documentation from the physician to determine their medical fitness. The instructor has 30 days from the date of request to submit the requested documents.

P-6. Required Medical Examinations Forms:

- a. **DD Forms 2801**, Report of Medical Examination.
- b. DD Forms 2807-1, Report of Medical History.
- c. CC FM 211-R, Jan 2005, Abbreviated report of medical examination.
- d. Civilian forms are acceptable but must be signed and dated by the physician.

P-7. Medical Classification

Instructors evaluated under the medical fitness standards will be reported by the USACC Surgeon as indicated below.

- a. Medically qualified. Individuals that meet the medical fitness standards.
- b. Not medically qualified. Individuals who possess any one or more of the medical conditions listed in this regulation.

P-8. Instructors can submit evidence to rebut a medical disqualification to Instructor Management Division.

P-9. Review authorities and waivers

- a. Medical retention standards cannot be waived by the Command Surgeon or by the examinee.
- b. Examinees reported as not medically qualified may request a waiver of the medical fitness standards in accordance with the basic administrative directive governing the personnel action. Upon such request, the Deputy Chief of Staff, JROTC or a designated representative may grant a waiver for not medically qualified examinations, when the medical condition is controlled by medication.
- c. If a waiver is granted a waiver form must be completed by the instructor with the waived medical condition.
- d. All applicants will sign a statement during the certification process, acknowledging they will maintain HT & WT standards in accordance with this regulation. Failure to maintain standards may result in terminating certification.

P-10. The Command Surgeon will use the following guidelines to determine the medical condition for an instructor and rate the individual as medically unqualified.

- a. Abdominal and gastrointestinal defects and diseases: Achalasia (cardiospasm) with dysphagia not controlled by dilatation or surgery, continuous discomfort, or inability to maintain weight.
- b. Amoebic abscess with persistent abnormal liver function tests and failure to maintain weight and vigor after appropriate treatment.
- c. Biliary dyskinesia with frequent abdominal pain not relieved by simple medication, or with periodic jaundice.
- d. Cirrhosis of the liver with recurrent jaundice, ascites, or demonstrable esophageal varices or history of bleeding there from.

e. Gastritis, if severe, chronic hypertrophic gastritis with repeated symptomatology and hospitalization, confirmed by gastroscopic examination.

f. Hepatitis, chronic, when, after a reasonable time (1 or 2 years) following the acute stage, symptoms persist, and there is objective evidence of impairment of liver function.

g. Hernia, including inguinal, and other abdominal, except for small asymptomatic umbilical, with severe symptoms not relieved by dietary or medical therapy, or recurrent bleeding in spite of prescribed treatment or other hernias if symptomatic and if operative repair is contraindicated for medical reasons or when not amenable to surgical repair.

h. Crohn's Disease/Ileitis, regional, except when responding well to treatment.

i. Pancreatitis, chronic, with frequent abdominal pain of a severe nature; steatorrhea or disturbance of glucose metabolism requiring hypoglycemic agents.

j. Peritoneal adhesions with recurring episodes of intestinal obstruction characterized by abdominal colicky pain, vomiting, and intractable constipation requiring frequent admissions to the hospital.

k. Proctitis, chronic, with moderate to severe symptoms of bleeding, painful defecation, tenesmus, and diarrhea, and repeated admissions to the hospital.

l. Ulcer, duodenal, or gastric with repeated hospitalization, or "sick in quarters" because of frequent recurrence of symptoms (pain, vomiting, or bleeding) in spite of good medical management and supported by endoscopic evidence of activity.

m. Ulcerative colitis, except when responding well to treatment.

n. Rectum, stricture of with severe symptoms of obstruction characterized by intractable constipation, pain on defecation, or difficult bowel movements, requiring the regular use of laxatives or enemas, or requiring repeated hospitalization.

#### P-11. Gastrointestinal and abdominal surgery

a. Colectomy, partial, when more than mild symptoms of diarrhea remain or if complicated by colostomy.

b. Colostomy, when permanent.

c. Enterostomy, when permanent.

d. Gastrectomy, total.

e. Gastrectomy, subtotal, with or without vagotomy, or gastrojejunostomy, with or without vagotomy, when, in spite of good medical management, the individual develops "dumping syndrome" which persists for 6 months postoperatively; or develops frequent episodes of epigastric distress with characteristic circulatory symptoms or diarrhea persisting 6 months postoperatively; or continues to demonstrate appreciable weight loss 6 months postoperatively.

f. Gastrostomy, when permanent.

g. Ileostomy, when permanent.

h. Pancreatectomy.

i. Pancreaticoduodenostomy, pancreaticogastrostomy, or pancreaticojejunostomy, followed by more than mild symptoms of digestive disturbance, or requiring insulin.

j. Proctectomy.

k. Proctopexy, proctoplasty, proctorrhaphy, or proctotomy, if fecal incontinence remains after an appropriate treatment period.

#### P-12. Blood and blood-forming tissue diseases

a. Anemia, hereditary, acquired, aplastic, or unspecified, when response to therapy is unsatisfactory, or when therapy is such as to require prolonged, intensive medical supervision.

b. Hemolytic crisis, chronic and symptomatic.

c. Leukopenia, chronic, when response to therapy is unsatisfactory, or when therapy is such as to require prolonged, intensive medical supervision.

d. Hypogammaglobulinemia with objective evidence of function deficiency and severe symptoms not controlled with treatment.

e. Purpura and other bleeding diseases, when response to therapy is unsatisfactory, or when therapy is such as to require prolonged, intensive medical supervision.

f. Thromboembolic disease when response to therapy is unsatisfactory, or when therapy is such as to require prolonged, intensive medical supervision.

g. Splenomegaly, chronic.

h. HIV confirmed antibody positivity, with the presence of progressive clinical illness or immunological deficiency.

i. Meniere's syndrome or any peripheral imbalance, syndrome or labyrinthine disorder with recurrent attacks of sufficient frequency and severity as to interfere with the satisfactory performance of duty or requiring frequent or prolonged medical care or hospitalization.

j. Otitis media, moderate, chronic, suppurative, resistant to treatment, and necessitating frequent and prolonged medical care or hospitalization.

#### P-13. Endocrine and metabolic disorders

a. Acromegaly with severe function impairment.

b. Adrenal dysfunction that does not respond to therapy satisfactorily or where replacement therapy presents serious problems in management.

c. Diabetes insipidus unless mild and the patient shows good response to treatment.

d. Diabetes mellitus when proven to require insulin or oral medications for control.

e. Goiter causing breathing obstruction.

f. Gout in advanced cases with frequent acute exacerbations and severe bone, joint, or kidney damage.

g. Hyperinsulinism when caused by a tumor or when the condition is not readily controlled.

h. Hyperparathyroidism when residuals or complications of surgical correction such as renal disease or bony deformities.

i. Hypofunction, adrenal cortex requiring medication for control.

j. Osteomalacia with residuals after therapy of such nature or degree as to preclude the satisfactory performance of duty.

#### P-14. Upper extremities

a. Amputation of part or parts of an upper extremity equal to or greater than:

(1) A thumb proximal to the interphalangeal joint.

(2) Two fingers of one hand, other than the little finger, at the proximal interphalangeal joints.

(3) One finger, other than the little finger, at the metacarpophalangeal joint and the thumb of the same hand at the interphalangeal joint.

b. Joint ranges of motion which do not equal or exceed the measurements listed below. Measurements must be made with a goniometer.

(1) Shoulder — forward elevation to 90 degrees, or abduction to 90 degrees.

(2) Elbow — flexion to 100 degrees, or extension to 60 degrees.

(3) Wrist — a total range extension plus flexion of 15 degrees.

(4) Hand— an active flexor value of combined joint motions of 135 degrees in each of two or more fingers of the same hand, or an active extensor value of combined joint motions of 75 degrees in each of the same two or more fingers, or limitation of motion of the thumb that precludes opposition to at least two finger tips.

c. Recurrent dislocations of the shoulder, when not repairable or surgery is contraindicated.

#### P-15. Lower extremities

a. Amputations.

(1) Loss of toes that precludes the abilities to run or walk without a perceptible limp and to engage in fairly strenuous jobs.

(2) Any loss greater than that specified above to include foot, ankle, below the knee, above the knee, femur, hip.

b. Feet.

(1) Hallux valgus when moderately severe, with exostosis or rigidity and pronounced symptoms; or severe with arthritic changes.

(2) Pes planus, when symptomatic, more than moderate, with pronation on weight bearing which prevents the wearing of military footwear, or when associated with vascular changes.

(3) Pes cavus when moderately severe, with moderate discomfort on prolonged standing and walking, metatarsalgia, and which prevents the wearing of military footwear.

(4) Neuroma that is refractory to medical treatment, refractory to surgical treatment, and interferes with the satisfactory performance of their duties.

(5) Plantar fascitis or heel spur syndrome that is refractory to medical or surgical treatment, interferes with the satisfactory performance of their duties, or prevents the wearing of military footwear.

(6) Hammertoes, severe, that precludes the wearing of appropriate military footwear, refractory to surgery, or interferes with satisfactory performance of duty.



- (7) Hallux limitus, hallux rigidus.
- c. Internal derangement of the knee.
  - (1) Residual instability following remedial measures, if more than moderate in degree.
  - (2) If complicated by arthritis.
- d. Joint ranges of motion. Motion that does not equal or exceed the measurements listed below. Measurements must be made with a goniometer.
  - (1) Hip — flexion to 90 degrees or extension to 0 degree.
  - (2) Knee — flexion to 90 degrees or extension to 15 degrees.
  - (3) Ankle — dorsiflexion to 10 degrees or planter flexion to 10 degrees.
- e. Shortening of an extremity that exceeds 2 inches.
- f. Recurrent dislocations of the patella.

P-16. Miscellaneous conditions of the extremities

- a. Arthritis due to infection, associated with persistent pain and marked loss of function with objective x-ray evidence and documented history of recurrent incapacity for prolonged periods.
- b. Arthritis due to trauma, when surgical treatment fails or is contraindicated and there is functional impairment of the involved joints so as to preclude the satisfactory performance of duty.
- c. Osteoarthritis, with severe symptoms associated with impairment of function, supported by x-ray evidence and documented history of recurrent incapacity for prolonged periods.
- d. Avascular necrosis of bone when severe enough to prevent successful performance of duty.
- e. Chondromalacia or osteochondritis dissecans, severe, manifested by frequent joint effusion, more than moderate interference with function, or with severe residuals from surgery.
- f. Fractures.
  - (1) Malunion of fractures, when, after appropriate treatment, there is more than moderate malunion with marked deformity and more than moderate loss of function.

(2) Nonunion of fractures, when, after an appropriate healing period, the nonunion precludes satisfactory performance of duty.

(3) Bone fusion defect, when manifested by more than moderate pain and loss of function.

(4) Callus, excessive, following fracture, when functional impairment precludes satisfactory performance of duty and the callus does not respond to adequate treatment.

g. Joints.

(1) Arthroplasty with severe pain, limitation of motion, and of function.

(2) Bony or fibrous ankylosis, with severe pain involving major joints or spinal segments in an unfavorable position, and with marked loss of function.

(3) Contracture of joint, with marked loss of function and the condition is not remediable by surgery.

(4) Loose bodies within a joint, with marked functional impairment and complicated by arthritis to such a degree as to preclude favorable results of treatment or not remediable by surgery.

(5) Prosthetic replacement of major joints if there is resultant loss of function or pain that precludes satisfactory performance of duty.

h. Muscles.

(1) Flaccid paralysis of one or more muscles with loss of function that precludes satisfactory performance of duty following surgical correction or if not remediable by surgery.

(2) Spastic paralysis of one or more muscles with loss of function that precludes the satisfactory performance of their duty.

P-17. Genitourinary system

a. Cystitis, when complications or residuals of treatment themselves preclude satisfactory performance of duty.

b. Dysmenorrhea, when symptomatic, irregular cycle, not amenable to treatment, and of such severity as to necessitate recurrent.

c. Endometriosis, symptomatic and incapacitating to a degree that necessitates recurrent absences.

d. Hypospadias, when accompanied by evidence of chronic infection of the genitourinary tract or instances where the urine is voided in such a manner as to soil clothes or surroundings and the condition is not amenable to treatment.

e. Incontinence of urine, due to disease or defect not amenable to treatment and of such severity as to necessitate recurrent absence from duty.

f. Kidney.

(1) Calculus in kidney, when bilateral, resulting in frequent or recurring infections, or when there is evidence of obstructive uropathy not responding to medical or surgical treatment.

(2) Congenital anomaly, when bilateral, resulting in frequent or recurring infections, or when there is evidence of obstructive uropathy not responding to medical or surgical treatment.

(3) Cystic kidney (polycystic kidney), when symptomatic and renal function is impaired or is the focus of frequent infection.

(4) Glomerulonephritis, when chronic.

(5) Hydronephrosis, when more than mild, bilateral, and causing continuous or frequent symptoms.

(6) Hypoplasia of the kidney, when symptomatic and associated with elevated blood pressure or frequent infections and not controlled by surgery.

(7) Nephritis, when chronic.

(8) Nephrosis.

(9) Perirenal abscess, with residuals of a degree that precludes the satisfactory performance of duty.

(10) Pyelonephritis or pyelitis, when chronic, that has not responded to medical or surgical treatment, with evidence of hypertension, eye-ground changes, cardiac abnormalities.

(11) Pyonephrosis, when not responding to treatment.

g. Menopausal syndrome, physiologic or artificial, when symptoms are not amenable to treatment and preclude successful performance of duty.

h. Chronic pelvic pain with or without demonstrative pathology that has not responded to medical or surgical treatment and of such severity to necessitate recurrent absence from duty.

i. Strictures of the urethra or ureter, when severe and not amenable to treatment.

j. Urethritis, chronic, when not responsive to treatment and necessitating frequent absences from duty.

P-18. Genitourinary and gynecological surgery

a. Cystectomy.

b. Cystoplasty, if reconstruction is unsatisfactory or if residual urine persists in excess of 50 cubic centimeters or if refractory symptomatic infection persists.

c. Hysterectomy, when residual symptoms or complications preclude the satisfactory performance of duty.

d. Nephrectomy, when after treatment, there is infection or pathology in the remaining kidney.

e. Nephrostomy, if drainage persists.

f. Oophorectomy, when complications or residual symptoms are not amenable to treatment and preclude successful performance of duty.

g. Pyelostomy, if drainage persists.

h. Ureterocolostomy.

i. Ureterocystostomy, when both ureters are markedly dilated with irreversible changes.

j. Ureteroileostomy cutaneous.

k. Ureteroplasty.

(1) When unilateral procedure is unsuccessful and nephrectomy is necessary, consider it on the basis of the standard for a nephrectomy; or

(2) When bilateral, evaluate residual obstruction or hydronephrosis and consider it on the basis of the residuals involved.

l. Ureterosigmoidostomy.

m. Ureterostomy, external or cutaneous.

n. Urethroostomy, if there is complete amputation of the penis or when a satisfactory urethra cannot be restored.

o. Kidney transplant recipient.

P-19. Heart

a. Coronary heart disease associated with:

(1) Myocardial infarction, angina pectoris, or congestive heart failure due to fixed obstructive coronary artery disease or coronary artery spasm.

(2) Myocardial infarction with normal coronary artery anatomy.

(3) Angina pectoris in association with objective evidence of myocardial ischemia in the presence of normal coronary artery anatomy.

(4) Fixed obstructive coronary artery disease, asymptomatic but with objective evidence of myocardial ischemia.

b. Supraventricular tachyarrhythmias, when life threatening or symptomatic enough to interfere with performance of duty and when not adequately controlled. This includes atrial fibrillation, atrial flutter, paroxysmal supraventricular tachycardia, and others.

c. Endocarditis with any residual abnormality or if associated with valvular, congenital, or hypertrophic myocardial disease.

d. Heart block (second degree or third degree AV block) and symptomatic bradyarrhythmias, even in the absence of organic heart disease or syncope.

e. Myocardial disease, New York Heart Association or Canadian Cardiovascular Society Functional Class II or worse. (See **table 3-1**.)

f. Ventricular flutter and fibrillation, ventricular tachycardia when potentially life threatening (for example, when associated with forms of heart disease that are recognized to predispose to increased risk of death and when there is no definitive therapy available to reduce this risk) or when symptomatic enough to interfere with the performance of duty.

g. Sudden cardiac death, when an individual survives sudden cardiac death that is not associated with a temporary or treatable cause, and when there is no definitive therapy available to reduce the risk of recurrent sudden cardiac death.

h. Hypertrophic cardiomyopathy when of sufficient degree to restrict activity.

i. Pericarditis as follows:

(1) Chronic constrictive pericarditis unless successful remedial surgery has been performed.

(2) Chronic serous pericarditis.

j. Valvular heart disease with cardiac insufficiency at functional capacity of Class II or worse as defined by the New York Heart Association. (See table 3-1.)

k. Ventricular premature contractions with frequent or continuous attacks, whether or not associated with organic heart disease, accompanied by discomfort or fear of such a degree as to interfere with the satisfactory performance of duty.

l. Recurrent syncope or near syncope of cardiovascular etiology that is not controlled or when it interferes with the performance of duty, even if the etiology is unknown.

m. Any cardiovascular disorder requiring chronic drug therapy in order to prevent the occurrence of potentially fatal or severely symptomatic events that would interfere with duty performance.

#### P-20. Vascular system

a. Arteriosclerosis obliterans when any of the following pertain:

(1) Intermittent claudication of sufficient severity to produce discomfort and inability to complete a walk of 200 yards or less on level ground at 112 steps per minute without a rest.

(2) Objective evidence of arterial disease with symptoms of claudication, ischemic rest pain, or with gangrenous or ulcerative skin changes of a permanent degree in the distal extremity.

(3) Involvement of more than one organ, system, or anatomic region (the lower extremities comprise one region for this purpose) with symptoms of arterial insufficiency.

b. Major cardiovascular anomalies including coarctation of the aorta, unless satisfactorily treated by surgical correction or other newly developed techniques, and without any residual abnormalities or complications.

c. Aneurysm of any vessel not correctable by surgery.

d. Periarteritis nodosa with definite evidence of functional impairment.

e. Chronic venous insufficiency (postphlebitic syndrome) when more than mild and symptomatic despite elastic support.

f. Raynaud's phenomenon manifested by trophic changes of the involved parts characterized by scarring of the skin or ulceration.

g. Thromboangiitis obliterans with intermittent claudication of sufficient severity to produce discomfort and inability to complete a walk of 200 yards or less on level ground at 112 steps per minute without rest, or other complications.

h. Thrombophlebitis when repeated attacks requiring treatment are of such frequency as to interfere with the satisfactory performance of duty.

i. Varicose veins that are severe and symptomatic despite therapy.

#### P-21. Miscellaneous cardiovascular conditions

a. Hypertensive cardiovascular disease and hypertensive vascular disease. Diastolic pressure consistently more than 110 mmHg following an adequate period of therapy in an ambulatory status.

b. Rheumatic fever, active, with heart damage. Recurrent attacks.

#### P-22. Surgery and other invasive procedures involving the heart, pericardium, or vascular system.

a. Permanent prosthetic valve implantation.

b. Implantation of permanent pacemakers, antitachycardia and defibrillator devices, and similar newly developed devices.

c. Reconstructive cardiovascular surgery employing exogenous grafting material.

d. Vascular reconstruction that results in the individual's inability to perform satisfactory duty.

e. Coronary artery revascularization any individual undergoing median sternotomy for surgery will be restricted from lifting 25 pounds or more, performing pullups and pushups, or as otherwise prescribed by a physician for a period of 90 days from the date of surgery.

f. Heart or heart-lung transplantation.

g. Coronary or valvular angioplasty procedures, based upon physician recommendation when the individual is asymptomatic, without objective evidence of myocardial ischemia, and when other functional assessment (such as cardiac catheterization, exercise testing, and newly developed techniques) indicates that it is medically advisable.

h. Cardiac arrhythmia ablation procedures based upon physician recommendation when asymptomatic, and no evidence of any unfitting arrhythmia.

#### P-23. Miscellaneous respiratory disorders

a. Asthma is a clinical syndrome characterized by cough, wheeze, or dyspnea and physiologic evidence of reversible airflow obstruction or airway hyperactivity that persists over a prolonged period of time (generally more than 6 to 12 months).

b. Reversible airflow obstruction is defined as more than 15 percent increase in FEV1 following the administration of an inhaled bronchodilator or prolonged corticosteroid therapy.

c. Increased bronchial responsiveness is the presence of an exaggerated decrease in airflow induced by a standard bronchoprovocation challenge such as methacholine inhalation (PD20 FEV1 less than or equal to 4mg/ml). Demonstration of exercise induced bronchospasm (15 percent decline in FEV1) is also diagnostic of increased bronchial responsiveness; however, failure to induce bronchospasm with exercise does not rule out the diagnosis of asthma. Bronchoprovocation or exercise testing should be performed by a credentialed provider privileged to perform the procedures.

d. Acute, self limited, reversible airflow obstruction and airway hyperactivity can be caused by upper respiratory infections and inhalation of irritant gases or pollutants. This should not be permanently diagnosed as asthma unless significant symptoms or airflow abnormalities persist for more than 12 months.

P-24. Mouth, esophagus, nose, pharynx, larynx, and trachea

a. Esophagus.

(1) Achalasia, unless controlled by medical therapy.

(2) Esophagitis, persistent and severe.

(3) Diverticulum of the esophagus of such a degree as to cause frequent regurgitation, obstruction, and weight loss that does not respond to treatment.

(4) Stricture of the esophagus of such a degree as to almost restrict diet to liquids, require frequent dilatation and hospitalization, and cause difficulty in maintaining weight and nutrition.

b. Larynx.

(1) Paralysis of the larynx characterized by bilateral vocal cord paralysis seriously interfering with speech and adequate airway.

(2) Stenosis of the larynx of a degree causing respiratory embarrassment upon more than minimal exertion.

c. Obstructive edema of glottis. If chronic, not amenable to treatment, and requires a tracheotomy.



d. Rhinitis. Atrophic rhinitis characterized by bilateral atrophy of nasal mucous membrane with severe crusting, concomitant severe headaches, and foul, fetid odor.

e. Sinusitis. Severe, chronic sinusitis that is suppurative, complicated by chronic or recurrent polyps, and that does not respond to treatment.

f. Trachea. Stenosis of trachea.

#### P-25. Neurological disorders

a. Amyotrophic lateral sclerosis and all other forms of progressive neurogenic muscular atrophy.

b. All primary muscle disorders including facioscapulohumeral dystrophy, limb girdle atrophy, and myotonia dystrophy characterized by progressive weakness and atrophy.

c. Myasthenia gravis unless clinically restricted to the extraocular muscles.

d. Progressive degenerative disorders of the basal ganglia and cerebellum including Parkinson's disease, Huntington's chorea, hepatolenticular degeneration, and variants of Friedreich's ataxia.

e. Multiple sclerosis, optic neuritis, transverse myelitis, and similar demyelinating disorders.

f. Stroke, including both the effects of ischemia and hemorrhage, when residuals affect performance.

g. Migraine, tension, or cluster headaches, when manifested by frequent incapacitating attacks.

h. Narcolepsy, sleep apnea syndrome, or similar disorders.

i. Seizure disorders and epilepsy. Seizures by themselves are not disqualifying unless they are manifestations of epilepsy. However, they may be considered along with other disabilities in judging fitness. In general, epilepsy is disqualifying unless the soldier can be maintained free of clinical seizures of all types by nontoxic doses of medications.

(1) Epilepsy must be evaluated by a neurologist who will determine whether epilepsy exists and whether the instructor should be given therapy. In making the determination, the neurologist may consider the underlying cause, EEG findings, type of seizure, duration of epilepsy, family history, instructor's likelihood of compliance with therapeutic program, absence of substance abuse, or any other clinical factor influencing the probability of control or the instructor ability to perform duty.

(2) Recurrent pseudoseizures are disqualifying under the same rules as epilepsy.

j. Any other neurologic conditions, regardless of etiology, when after adequate treatment there remains residual symptoms and impairments such as persistent severe headaches, uncontrolled seizures, weakness, paralysis, or atrophy of important muscle groups, deformity, uncoordination, tremor, pain, or sensory disturbance, alteration of consciousness, speech, personality, or mental function of such a degree as to significantly interfere with performance of duty.

P-26. Disorders with psychotic features

Mental disorders not secondary to intoxication, infectious, toxic, or other organic causes, with gross impairment in reality testing, resulting in interference with duty or social adjustment.

P-27. Mood disorders

a. Persistence or recurrence of symptoms sufficient to require extended or recurrent hospitalization.

b. Persistence or recurrence of symptoms necessitating limitations of duty or duty in a protected environment.

c. Persistence or recurrence of symptoms resulting in interference with effective instructor performance.

P-28. Anxiety, somatoform, or dissociative disorders

a. Persistence or recurrence of symptoms sufficient to require extended or recurrent hospitalization.

b. Persistence or recurrence of symptoms necessitating limitations of duty or duty in a protected environment.

c. Persistence or recurrence of symptoms resulting in interference with effective instructor performance.

P-29. Dementia and other cognitive disorders due to general medical condition

Persistence of symptoms or associated personality change sufficient to interfere with the performance of duty or social adjustment.

P-30. Personality, sexual and gender identity, or factitious disorders; disorders of impulse control not elsewhere classified; substance-related disorders.

The conditions may render an individual administratively unfit rather than unfit because of physical disability. Interference with performance of effective duty in association with these conditions will be dealt with through administrative channels.

P-31. Adjustment disorders

Situational maladjustments due to acute or chronic situational stress do not render an individual unfit because of physical disability, but may be the basis for administrative separation if recurrent and causing interference with instructor duty.

P-32. Eating disorders

Eating disorders that are unresponsive to treatment or that interfere with the satisfactory performance of duty.

P-33. Skin and cellular tissues

a. Acne. Severe, unresponsive to treatment, and interfering with the satisfactory performance of duty or wearing of the uniform.

b. Atopic dermatitis. More than moderate and after hospitalization interfering with performance of duty.

c. Amyloidosis. Generalized.

d. Cysts and tumors.

e. Dermatitis herpetiformis. Not responsive to therapy.

f. Dermatomyositis.

g. Dermographism. Interfering with the performance of duty.

h. Eczema, chronic. Regardless of type, when there is more than minimal involvement and the condition is unresponsive to treatment and interferes with the satisfactory performance of duty.

i. Elephantiasis or chronic lymphedema. Not responsive to treatment.

j. Epidermolysis bullosa.

k. Erythema multiforme. More than moderate and recurrent or chronic.

l. Exfoliative dermatitis. Chronic.

m. Fungus infections, superficial or systemic types. If not responsive to therapy and interfering with the satisfactory performance of duty.

n. Hidradenitis suppurative and/or folliculitis decalvans (dissecting cellulitis of the scalp).

o. Hyperhidrosis. On the hands or feet, when severe or complicated by a dermatitis or infection, either fungal or bacterial and not amenable to treatment.

- p. Leukemia cutis or mycosis fungoides or cutaneous T-Cell lymphoma.
- q. Lichen planus. Generalized and not responsive to treatment.
- r. Lupus erythematosus. Cutaneous or mucous membranes involvement that is unresponsive to therapy and interferes with the satisfactory performance of duty.
- s. Neurofibromatosis. When interfering with the satisfactory performance of duty.
- t. Panniculitis. Relapsing, febrile, nodular.
- u. Parapsoriasis. Extensive and not controlled by treatment.
- v. Pemphigus. Not responsive to treatment and with moderate constitutional or systemic symptoms, or interfering with the satisfactory performance of duty.
- w. Psoriasis. Extensive and not controllable by treatment.
- x. Radiodermatitis. If resulting in malignant degeneration at a site not amenable to treatment.
- y. Scars and keloids. So extensive or adherent that they seriously interfere with the function of an extremity or interfere with the performance of duty.
- z. Scleroderma. Generalized or of the linear type that seriously interferes with the function of an extremity.
  - aa. Tuberculosis of the skin.
  - ab. Ulcers of the skin. Not responsive to treatment after an appropriate period of time if interfering with the satisfactory performance of duty.
  - ac. Urticaria/Angioedema. Chronic, severe, and not responsive to treatment.
  - ad. Xanthoma. Regardless of type, but only when interfering with the satisfactory performance of duty.
  - ae. Intractable plantar keratosis, chronic. Requires frequent medical/surgical care or that interferes with the satisfactory performance of duty.
  - af. Other skin disorders. If chronic or of a nature that requires frequent medical care, or interferes with the satisfactory performance of duty.

P-34. Spine, scapulae, ribs, and sacroiliac joints

- a. Dislocation. Congenital, of hip.

- b. Spina bifida. Demonstrable signs and moderate symptoms of root or cord involvement.
- c. Spondylolysis or spondylolisthesis. More than mild symptoms resulting in repeated outpatient visits, or repeated hospitalization or limitations effecting performance of duty.
- d. Coxa vara. More than moderate with pain, deformity, and arthritic changes.
- e. Herniation of nucleus pulposus. More than mild symptoms following appropriate treatment or remedial measures, with sufficient objective findings to demonstrate interference with the satisfactory performance of duty.
- f. Kyphosis. More than moderate, interfering with instructor duties.
- g. Scoliosis. Severe deformity with over 2 inches deviation of tips of spinous process from the midline, or of lesser degree if recurrently symptomatic and interfering with instructor duties.
- h. Nonradicular pain involving the cervical, thoracic, lumbosacral, or coccygeal spine, whether idiopathic or secondary to degenerative disc or joint disease, that fails to respond to adequate conservative treatment and necessitates significant limitation of physical activity.

P-35. Systemic diseases

- a. Amyloidosis.
- b. Blastomycosis. If not responding to therapy or if resulting in residuals which interfere with military duties.
- c. Brucellosis. Chronic with substantiated, recurring febrile episodes, severe fatigue, lassitude, depression, or general malaise.
- d. Leprosy. Any type that seriously interferes with performance of duty or is not completely responsive to appropriate treatment.
- e. Myasthenia gravis.
- f. Mycosis. Active, not responsive to therapy or requiring prolonged treatment, or when complicated by residuals that themselves are unfitting.
- g. Panniculitis. Relapsing, febrile, nodular.
- h. Porphyria, cutanea tarda.
- i. Sarcoidosis. Progressive with severe or multiple organ involvement and not responsive to therapy.

j. Tuberculosis.

- (1) Meningitis, tuberculous.
- (2) Pulmonary tuberculosis tuberculous empyema, and tuberculous pleurisy.
- (3) Tuberculosis of the male genitalia. Involvement of the prostate or seminal vesicles and other instances not corrected by surgical excision, or when residuals are more than minimal, or are symptomatic.
- (4) Tuberculosis of the female genitalia.
- (5) Tuberculosis of the kidney.
- (6) Tuberculosis of the larynx.
- (7) Tuberculosis of the lymph nodes, skin, bone, joints, eyes, intestines, and peritoneum or mesentery. These will be evaluated on an individual basis, considering the associated involvement, residuals, and complications.

k. Rheumatoid arthritis that interferes with successful performance of duty or requires geographic assignment limitations or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

l. Spondyloarthropathies. Chronic or recurring episodes of arthritis causing functional impairment interfering with successful performance of duty supported by objective, subjective, and radiographic findings, or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

- (1) Ankylosingpondylitis.
- (2) Reiter's syndrome.
- (3) Psoriatic arthritis.
- (4) Arthritis associated with inflammatory bowel disease.
- (5) Whipple's disease.

m. Systemic lupus erythematosus that interferes with successful performance of duty or requires geographic assignment limitations or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

n. Sjogren's syndrome. When chronic, more than mildly symptomatic and resistant to treatment after a reasonable period of time.

o. Progressive systemic sclerosis, diffuse and limited disease that interferes with successful performance of duty or requires geographic assignment limitations or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

p. Myopathy, to include inflammatory, metabolic or inherited, that interferes with successful performance of duty or requires geographic assignment limitations or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

q. Systemic vasculitis involving major organ systems, chronic, that interferes with successful performance of duty or requires geographic assignment limitations or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

r. Hypersensitivity angiitis when chronic or having recurring episodes that are more than mildly symptomatic or show definite evidence of functional impairment which is resistant to treatment after a reasonable period of time.

s. Behcet's syndrome that interferes with successful performance of duty or requires geographic assignment limitations or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

t. Adult onset Still's disease that interferes with successful performance of duty or requires geographic assignment limitations or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

u. Mixed connective tissue disease and other overlap syndromes that interfere with successful performance of duty or require medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

v. Any chronic or recurrent systemic inflammatory disease or arthritis not listed above that interferes with successful performance of duty or requires geographic assignment limitations, or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

#### P-36. General and miscellaneous conditions and defects

##### a. Allergic manifestations.

(1) Allergic rhinitis, chronic, severe, and not responsive to treatment.

(2) Asthma.

(3) Allergic dermatoses.

b. Sleep apnea. Obstructive sleep apnea or sleep-disordered breathing that causes daytime hypersomnolence or snoring that interferes with the sleep of others and that cannot be corrected with medical therapy, surgery, or oral prosthesis. The diagnosis must be based upon a nocturnal polysomnogram and the evaluation of a pulmonologist, neurologist, or a provider with expertise in sleep medicine. A 12-month trial of therapy with nasal continuous positive air pressure may be attempted to assist in weight reduction or other interventions, during which time the individual will be profiled as T3. Long-term therapy with nasal continuous positive air pressure.

c. Fibromyalgia, when severe enough to prevent successful performance of duty. Diagnosis will include evaluation by a rheumatologist.

d. Miscellaneous conditions and defects. Conditions and defects not mentioned elsewhere in this chapter are causes referral to Command Surgeon, if:

(1) The conditions (individually or in combination) result in interference with satisfactory performance of duty as substantiated by the individual's commander or supervisor.

(2) The individual's health or well-being would be compromised if he or she were to remain an instructor.

(3) In view of the instructor's condition, their retention as an instructor would prejudice the best interests of the Government (for example, a carrier of communicable disease who poses a health threat to others).

#### P-37. Malignant neoplasms

a. Malignant neoplasms that are unresponsive to therapy, or when the residuals of treatment are in themselves unfitting under other provisions of this regulation.

b. Neoplastic conditions of the lymphoid and blood-forming tissues that are unresponsive to therapy, or when the residuals of treatment are in themselves unfitting under other provisions of this regulation.

c. Malignant neoplasms, when on evaluation for administrative separation or retirement, the observation period subsequent to treatment is deemed inadequate in accordance with accepted medical principles.

d. The above definitions of malignancy or malignant disease exclude basal cell carcinoma of the skin.



P-38. Benign neoplasms

- a. Benign tumors if their condition precludes the satisfactory performance of duty.
- b. Ganglioneuroma.
- c. Meningeal fibroblastoma, when the brain is involved.
- d. Pigmented villonodular synovitis when severe enough to prevent successful performance of duty.

P-39. Sexually transmitted diseases

- a. Symptomatic neurosyphilis in any form.
- b. Complications or residuals of a sexually transmitted disease of such chronicity or degree that the individual is incapable of performing useful duty.

## **Glossary**

### **Section I Abbreviations**

**AI**  
Army Instructor

**AAP**  
Army Advisory Panel

**CTA**  
Common Table of Allowances

**CONUS**  
Continental United States

**DAI**  
Directors of Army Instruction

**DCOSPER**  
Deputy Chief of Staff Personnel

**DOD**  
Department of Defense

**DODAAC**  
Department of Defense Activity Address Code

**DODAAF**  
Department of Defense Activity Address File

**DODDS**  
Department of Defense Dependent Schools

**GPC**  
Government Purchase Card

**HQDA**  
Headquarters, Department of the Army

**JCLC**

JROTC Cadet Leadership Challenge

**JCIMS**

JROTC Command and Information Management System

**JUMS**

JROTC Unit Management System

**JROTC**

Junior Reserve Officers' Training Corps

**LET**

Leadership Education and Training

**MI**

Military Institute

**MJC**

Military Junior College

**MPS**

Military Property Specialist

**NCA CASI**

North Central Association Commission on Accreditation and School Improvement

**NDCC**

National Defense Cadet Corps

**OMA**

Operations and Maintenance, Army

**POI**

Program of Instruction

**SAI**

Senior Army Instructor

**SACS CASI**

Southern Association of Colleges and Schools Commission on Accreditation and School Improvement

**SEA**

Service Education Activity

**TDA**

Table of Distribution and Allowances

**TIOH**

The Institute of Heraldry

**TRADOC**

Training and Doctrine Command

**TWCF**

Transportation Working Capital Fund

**UIC**

Unit Identification Code

**USACC**

United States Army Cadet Command

**Section II**

**Terms**

**Army Instructors (AI)**

Members employed to conduct JROTC. The abbreviation AI may be used in referring to instructors as a group or as individuals. Non-senior military instructors referred to as (AIs) must have an associate degree.

**Beneficiary (payee)**

Will always be stated as U.S. Army on the bond/insurance policy in accordance with regulations concerning government property.

**Body Composition**

The human body is composed of two major elements: lean body mass (which includes, muscle, bone, and essential organ tissue) and body fat. Body fat is expressed as a percentage of total body weight that is fat. For example, an individual who weighs 200 pounds and 18 percent body fat has 36 pounds of fat. Women generally have a higher percentage of body fat than men because of genetic and hormonal differences; thus, body fat standards differ among men and women by age groups.

**Bond**

A promise to pay (a bond is not insurance)

**Cadet**

An eligible student who is enrolled in JROTC and actively participating in a LET level.

**Cadet Officer/Noncommissioned Officer**

JROTC Cadet appointed to a designated Cadet rank or grade.

**Department of Army (DA) Form 3126/3126-1 Application and Contract for Establishment of a Junior Reserve Officers' Training Corps Unit or the National Defense Cadet Corps**

Form used to establish a JROTC unit. School administrators must agree to the conditions of the contract. Forms may be obtained from the U.S. Army Cadet Command.

**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.

**Directors of Army Instruction (DAI)**

The officer recognized by the Army as the supervisor of others multiple JROTC host schools grouped under a Senior DAI in the same school district for consolidation of operations, supply, and logistics purposes.

**DODAAC - Department of Defense Activity Address Code**

A code used to provide the logistics community with an encoded address for use in automated systems.

**General Order (GO)**

Document signed by the Secretary of the Army's (SOA) office authorizing operation of a JROTC unit at a specific school. GO is issued upon signing of the application and contract ([DA Form 3126](#)) by SOA representative.

**Government Property**

Authorized property acquired by the government, which is issued to a JROTC unit, specifically for use in the JROTC program to support Cadets and conduct training. Kinds of property which may be found in a typical JROTC unit (but not limited to these listed) are uniforms, drill rifles, air rifles, telescopes, visual/training aids, field training equipment, IMPE, etc. Government property is acquired with Military Personnel Army (MPA) or Operations and Maintenance Army (OMA) funds.

**High Schools**

Public and private secondary educational institutions that do not fall under the definition for military junior colleges and military institute schools.

**Host Institution**

College or university hosting a Senior ROTC unit and accepting responsibility for issued government property.

**Host Secondary School**

High school or military schools at the secondary level and hosting a JROTC unit, or National Defense Cadet Corps Unit (NDCC). (Sometimes used interchangeably with the term "institution.")

**Insurance**

A commercial property liability insurance of a value sufficient to pay for replacement of all government property maintained by the host institution or school as indicated on the last 100% annual inventory.

**JROTC Command and Information Management System (JCIMS)**

A web-based application that consolidates data related to school management, instructor management, and instructor pay. JCIMS allows careful tracking of required forms and supporting documentation improving the accuracy and validity of school and instructor records.

**JROTC Unit Management System (JUMS)**

An automated unit, Cadet records, and reports management program.

**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.

**JROTC Unit**

An organized group of JROTC Cadets and faculty at one secondary school.

**JROTC Student**

A participating student ineligible to enroll as a member, but authorized to receive JROTC instruction.

**Leadership Education and Training (LET)**

The JROTC curriculum, which consists of a 3- or 4- year Program of Instruction (LET 1, 2, 3, and 4).

**Member**

Student meeting all standards and criteria for and enrolled as a Cadet in JROTC. Authorized faculty members of JROTC 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 Cadets under a military organizational structure; (c) all students that meet the requirements for enrollment in JROTC must be enrolled in JROTC; (d) require all

Cadets to be in uniform when on campus; (e) have as their objective development of student character through military training and; (f) meet the 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. JROTC 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 pre-scribed by the military department concerned.

**Military Property Specialist (MPS)**

A person selected, and appointed by the superintendent or principal to manage the government property to be issued to the host. May or may not be the Army Instructor employed by the school.

**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 JROTC Unit**

Any group of five or more JROTC units of one Service organized and sponsored under one school system or district in which the JROTC 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.

**Nationals**

A Cadet or student that owes allegiance to or is under the protection of a nation without regard to the more formal status of citizens or subjects.

**Overweight**

An instructor is considered overweight when he or her percent body fat exceeds the standard specified in table 1 of this regulation.

**Professor of Military Science (PMS)**

The academic title customarily conferred upon the senior commissioned Army officer assigned for duty with a college ROTC unit.

**Public Law 88-647**

Refers to the ROTC Vitalization Act of 1964. This law provides all government property, free of charge, to institutions and secondary schools hosting units of the JROTC program. Under this law, all government property issued must be safeguarded and cared for by requiring each JROTC host institution to provide a bond or insurance.

**Senior Army Instructor (SAI)**

The military instructor recognized by the Army as the supervisor of others employed to conduct JROTC at a school. Instructors who serve as a SAI must hold a bachelor's degree and complete all required training courses (i.e., JSOCC, DL, etc).

**The 100 Percent Annual Inventory**

Keystone of the bonding and insurance program. It provides the actual item name, quantity, and replacement value of each item of government property issued to host institutions or schools.

**Unit**

The organization comprising JROTC Cadets and military instructors at one school.

**Unit Identification Code (UIC)**

A six character, alphanumeric code that uniquely identifies the particular JROTC unit. This code is used together with the DODAAC to requisition government property.

**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 Knox, Kentucky.

**Weight Control**

An individual program by which each soldier attains and maintains an acceptable weight and body composition through self-motivation or involvement in an official weight control program.



The proponent of this regulation is U.S. Army Cadet Command. Users are invited to send comments and suggested improvements to the Commander, U.S. Army Cadet Command (ATCC-J).

//Original Signed//  
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