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Change No. 4

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC *1 July 1984*

RESERVE OFFICERS' TRAINING

JUNIOR PROGRAM AND NATIONAL DEFENSE CADET CORPS ORGANIZATION, OPERATION, AND SUPPORT

Effective 1 August 1984

This change establishes mobilization procedures, makes provisions for the establishment of JRTOC/NDCC units in the oversea command, deletes the requirements for high schools and military institutions to host Army Bands, and allows NDCC cadets to wear the cadet uniform. In addition, it authorizes the use of the Army Recruiting Command award and allows the commercial transportation of cadets going to and from camp to be financially supported by other institutions.

Revised Item
24 Feb 08

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

AR 145-2, 1 April 1977, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert revised pages as indicated below:

Remove pages	
i through iii	i through iii
1-1 through 1-4	1-1 through 1-4
2-1 through 2-8	2-1 through 2-7
3-1 and 3-2	3-1 and 3-2
4-1 through 4-6	4-1 through 4-5
4-9 and 4-10	4-9 and 4-10
4-13 and 4-14	4-13 and 4-14
4-17 and 4-18	4-17 and 4-18
5-3 through 5-6	5-3 through 5-6
6-3 through 6-6	6-3 through 6-6
6-9 and 6-10	6-9 and 6-10
6-15 and 6-1	6-15 and 6-16
6-21	6-21 through 6-24

3. File this transmittal sheet in front of the publication.

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Army Regulation
No. 145-2

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, *1 April 1977*

RESERVE OFFICERS' TRAINING CORPS

JUNIOR PROGRAM AND NATIONAL DEFENSE CADET CORPS ORGANIZATION, ADMINISTRATION, OPERATION, AND SUPPORT

Effective 1 July 1977

This is a complete revision of AR 145-2. Changes have been made throughout, reflecting establishment of a new chain of command for administration of the JROTC and NDCC Program, internal reorganization with HQDA – to include transfer of some functions from TAGCEN to MILPERCEN and others to TRADOC and the ROTC Regions. Enrollment of female cadets is provided for. The male pronoun forms have been retained as a convenience in writing. Policies apply to both sexes unless specifically stated otherwise. New items of uniform, insignia and awards have been added. Local supplementation of this regulation is permitted but is not required. If supplements are issued, Army Staff agencies and major commands will furnish one copy to HQDA (DAPC-OPP-P); other commands will furnish one of each to the next higher headquarters.

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***This regulation supersedes AR 145-2, 31 July 1970, including all changes; replaces RCS CSGPA-1113 with MILPC-44.**

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CHAPTER 1
GENERAL

1-1. Purpose, scope, and authority. This regulation—

a. Prescribes policies and procedures for the organization, administration, operation, and support of the Junior Reserve Officers' Training Corps (JROTC) and the National Defense Cadet Corps (NDCC).

b. Applies to the Department of the Army (including the corps and their units), institutions, and personnel associated with applying for these programs.

c. Implements title 10, United States Code, sections 2031 (JROTC) and 4651 (NDCC). These laws provide for leadership instruction and training of physically fit male and female students at educational institutions meeting prescribed conditions.

d. This regulation is not applicable to the Army National Guard and Army Reserve.

1-2. Principles and concepts. *National programs.* The JROTC and NDCC are national programs authorized by laws enacted by Congress and conducted by the Department of the Army in cooperation with educational institutions, in response to needs expressed by the people of the United States.

b. Objectives. The Army JROTC/NDCC objectives are to develop in each cadet—

(1) Good citizenship and patriotism.

(2) Self-reliance, leadership, and responsiveness to constituted authority.

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

(4) Appreciation of the importance of physical fitness.

(5) Appreciation of the role of the US Army in support of national objectives.

(6) Knowledge of basic military skills.

c. Role of institutions.

(1) An element essential to success of the programs is the participation of schools whose educational philosophy incorporates a belief that their responsibilities to the student, the community, and the Nation make these programs a desirable instructional activity. It is only such a philosophy and belief on the part of the educational administrators which can provide a sound basis for the necessary cooperative effort between the school and the Army.

(2) Programs are established at institutions that agree to provide the prescribed course and met the requisite standards and criteria. From those that apply, the Army selects the institutions at which the programs are to be established and maintained. On this basis, schools participate in national programs, provided for by Federal law.

(3) Because of the essential contribution which they make to the JROTC/NDCC programs, participating institutions are considered by the Department of the Army to be educational activities of special interest to the Armed Forces. Schools must continue to meet all statutory, regulatory, and contractual requirements to maintain this designation.

d. Character of programs.

(1) JROTC and NDCC programs are designed for physically fit citizens attending participating educational institutions. They provide meaningful leadership instruction of benefit to the student and of value to the Armed Forces. The programs can provide unique educational opportunities for the young citizens through their participation in a Federally-sponsored course while pursuing a normal civilian education. Students should acquire an understanding of the fundamental concepts of leadership, military art and science, an introduction to associated professional knowledge, and an appreciation of requirements for national security. The dual roles of citizen/soldier and soldier/citizen are studied.

(2) Participants in either of the programs are provided an opportunity to acquire relevant knowledge and to develop personally. Schools conducting these programs will offer their students the challenge of intellectual inquiry under direction of instructors who are experienced leaders. (JROTC instructors are active duty or retired members of the US Army. NDCC schools may employ retired or Reserve members.) The corps provides an atmosphere designed to develop the qualities of leadership. Through classroom and other instructional activities, the participant may acquire the knowledge, self-discipline, patriotism, sense of responsibility, and responsiveness to constituted authority which will better prepare them for the future. The course will enable cadets to better serve their country as leaders, as citizens and in military service should they enter it.

(3) The programs originated as part of the National Defense Act of 1916. The principle of maintaining national programs of training for the young

citizens attending school was validated during Congressional hearings preceding passage of the ROTC Vitalization Act of 1964. The JROTC and NDCC are not, of themselves, officer-producing programs but should create favorable attitudes and impressions toward the Services and toward careers in the Armed Forces. JROTC/NDCC cadets may qualify for an advantageous position in the Senior ROTC or upon enlistement in service.

(4) Participation in JROTC/NDCC does not obligate the student to perform military or any other Federal service. Although all qualified members of student bodies of JROTC/NDCC host institutions are encouraged to participate in these programs, students are not required by Federal law to do so. States, communities, or school authorities determine whether participation is voluntary or required.

(5) The NDCC program differs from JROTC is that—

(*a*) NDCC instructors must be provided by the school. Although these instructors are subject to Army approval, there is no cost-sharing arrangement as exists for JROTC.

(*b*) Institutions or students must provide uniforms, if desired, in the NDCC program.

★**1-3. Explanation of terms.** The following definitions apply to this regulation and related directives:

a. Cadet. A student who is enrolled in JROTC or NDCC.

b. Cadet officer/noncommissioned officer. JROTC/NDCC cadet or student appointed to a designated cadet rank or grade.

c. Director of Army Instruction (DAI). Term designating the officer recognized by the Army as the supervisor of others employed to conduct JROTC/NDCC within a multiple unit.

d. Honor graduate. A cadet who is designated by the school authorities and the SAI as the most outstanding graduate of an honor unit or honor unit with distinction.

e. Honor unit. A unit that has kept a high standard of instruction and performance during the school year, as determined by the region commander and designated in orders issued by the region commander.

f. Honor unit with distinction. A unit that has demonstrated exceptional performance in all areas of program operation that sets it above other units, and has been designated in ROTC Region permanent orders. Approximately 20 percent of the JROTC units will receive this designation.

g. JROTC/NDCC student. A student ineligible to enroll as a member but authorized to receive JROTC/NDCC instruction (chap 3).

h. Junior Reserve Officers' Training Corps (JROTC). The organization of units established by the Department of the Army under 10 USC 2031 at public and private secondary educational institutions to conduct a program of leadership instruction for students. Also, a general term used to describe all JROTC conducted at the secondary level of education, to denote the members, instruction, and other related matters.

i. Leadership Development (LD). The JROTC curriculum, which consists of a 4- or 3-year program of instruction (LD-1, -2, -3, and -4).

j. Member. Student meeting all standards and criteria for and enrolled as a cadet in the JROTC or NDCC; authorized faculty of the JROTC who are active duty or retired members of the Armed Forces.

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

l. Military property custodian. The agent of a school who is authorized to requisition, receive, store, issue, account for, and perform administrative functions connected with the use of Government property sent to the school by the DA for ROTC/NDCC training.

m. 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).

n. Multiple unit. The organization of two or more ROTC/NDCC units within a school system or district.

o. National Defense Cadet Corps (NDCC). Terminology encompassing students participating in leadership studies at any educational institution under 10 USC 4651 and conditions prescribed by the Secretary of the Army. Used in a broad sense to refer to the program and related matters.

p. Region commanders. In this regulation the term applies to—

(1) The commanding generals of the ROTC regions.

(*a*) Commander, US Army First ROTC region, Fort Bragg, NC 28307

(*b*) Commander, US Army Second ROTC Region, Fort Knox, KY 40121

(*c*) Commander, US Army Third ROTC Region, Fort Riley, KS 66442

(*d*) Commander, US Army Fourth ROTC Region, Fort Lewis, WA 98433

(2) The commanders of major oversea commands.

(*a*) Commander-in-Chief, US Army Europe and Seventh Army, APO New York 09102

(*b*) Commander-in-Chief, Eighth US Army CINCUNC/COMUSFK, APO San Francisco 96301

q. Senior Army Instructor (SAI). Term designating the military instructor recognized by the Army as the supervisor of others employed to conduct JROTC/NDCC at a school.

r. Unit. The organization comprising ROTC/NDCC cadets and ROTC/NDCC military instructors at one school.

★1-4. Channels of communication.

a. Region commands. JROTC/NDCC correspondence will normally be sent through the military chain of command except where direct communication is authorized by AR 10-41.

b. Oversea commands.

(1) CG, USAREUR, and CG, EUSA, will correspond directly with HQDA(DAPE-MPA-OA) on budget matters, and with Director, Department of Defense Dependent Schools (DODDS), for staffing of units.

(2) CG, USAREUR, and CG, EUSA, will correspond directly with CG, TRADOC, on all other matters.

(3) USAREUR and EUSA JROTC/NDCC units may correspond directly with CG, US Army First ROTC Region, and CG, US Army Fourth ROTC Region, respectively, on routine matters such as program guidance, technical support, operational information, periodic reports, employment of retired JROTC instructors, and policy application. Information copies of all correspondence will be sent to CG, USAREUR, and CG, EUSA.

c. Schools. While heads of schools are not restricted to military command channels, it is usually desirable for school problems to be presented first to the region commander. Courtesy copies of correspondence directed to HQ TRADOC or HQDA should be sent to the region commanders concerned.

1-5. Responsibilities.

a. The Secretary of the Army is charged by law to—

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

(2) Supervise the execution of pertinent laws relating to the JROTC/NDCC.

b. The Chief of Staff, US Army exercises supervision and control over the JROTC/NDCC.

c. The DCSPER has General Staff responsibility for plans, policies, and programs of the JRTOC/NDCC.

d. CG, MILPERCEN in the administrative agency of DA for the JROTC/NDCC.

e. HQDA will announce policy changes as appropriate.

f. CG, TRADOC has managerial and operational responsibility for the JRTOC/NDCC except for those functions and responsibilities retained by HQDA.

★*g.* Region commanders will administer and evaluate the JRTOC/NDCC programs within their areas.

Region jurisdictions are as follows:

(1) *US Army First ROTC Region, Fort Bragg, NC 28307.*

Connecticut
Delaware
District of Columbia
Florida
Georgia
Maine
Maryland
Massachusetts
New Hampshire
New Jersey
New York
North Carolina
Pennsylvania
Rhode Island
South Carolina
Vermont
Virginia
West Virginia
Canal Zone
Germany
Puerto Rico
Virgin Islands

(2) *US Army Second ROTC Region, Fort Knox, KY 40121.*

Illinois
Indiana
Kentucky
Michigan
Missouri
Ohio
Tennessee
West Virginia
Wisconsin

(3) *US Army Third ROTC Region, Fort Riley, KS 66442.*

Alabama
Arkansas
Kansas
Louisiana
Mississippi

New Mexico
Oklahoma
Texas

(4) *US Army Fourth ROTC Region, Fort Lewis, WA 98433.*

Alaska
American Samoa
Arizona
California
Colorado
Guam
Hawaii
Idaho
Iowa
Korea
Minnesota
Montana
Nebraska
Nevada
North Dakota
Oregon
South Dakota
Utah
Washington
Wyoming

★*h.* The Commander-in-Chief, US Army, Europe and Seventh Army, and the Commander-in-Chief, Eighth US Army, CINCUNC/COMUSFK, are responsible for the JROTC activities in the schools located within their areas, as prescribed in this regulation.

i. School authorities will conduct JROTC/NDCC programs as prescribed in this regulation.

j. The instructors' responsibilities are outlined in chapter 6.

★**1-6. Mobilization.** Upon mobilization JROTC/NDCC programs may be suspended or modified depending on the existing conditions and available support. The Secretary of the Army or a designated representative may withdraw the JROTC/NDCC detachment without prior notice to the school. Instructor personnel with military commitments will be reassigned according to their specific mobilization assignment or as appropriate.

CHAPTER 2
UNIT ORGANIZATION AND ADMINISTRATION

Section I. ORGANIZATION

★**2-1. Junior Reserve Officers' Training Corps (JROTC) and National Defense Cadet Corps (NDCC).** The JROTC/NDCC is organized into units at public and private secondary educational institutions, as follows:

a. Unit. The organized group of JROTC/NDCC cadets and authorized faculty at one secondary school constitutes a unit. Each unit must maintain an enrollment of no less than 100 physically fit cadets or 10 percent of the number of students enrolled in the school who are at least 14 years old. The cadets must be citizens or nationals of the United States.

b. Multiple unit. The organization of two or more units sponsored under one school system or district constitutes a multiple unit. Each unit must satisfy the enrollment requirements in *a* above. This form of organization and management may be established to improve program administration.

c. Classification. Units are classified according to the type of school where each unit is located, as indicated below. See paragraph 5-11 for classification according to the type of program offered.

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

(*a*) Meet prescribed standards and criteria.

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

(*c*) Limit membership in the unit to individuals who maintain acceptable standards of academic achievement and conduct.

(*d*) Make available for use by the Junior ROTC/NDCC unit necessary and adequate classrooms, administrative offices, office equipment, storage space, drill field, and other required facilities in a fair and equitable manner in comparison with other departments of the institution (or other elements of the institution, if the institution does not have departments) and to pay the costs of utilities and maintenance thereof.

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

★(*a*) Require all enrolled students who are otherwise eligible to participate in the JROTC program.

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

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

(*d*) Have as their objectives the development of character by means of military training and the regulation of conduct in accordance with the principle of military discipline.

d. Status. All JROTC/NDCC activities and functions at most schools are grouped together as an integral academic and administrative subdivision of the school or school system.

2-2. General. JROTC and NDCC organization, drill, and administration will conform as nearly as practicable to that prescribed for similar organizations of the Regular Army.

Section II. ESTABLISHMENT OF UNITS

2-3. General. *a.* Institutions desiring to conduct a JROTC or NDCC program must apply for participation in the specific program desired.

b. Selection of the institutions that may participate in these programs will be accomplished at Headquarters, Department of the Army, based upon the applicable statute.

c. Factors considered in this selection include—

(1) Receipt of signed applications and agreements.

(2) Enrollment potential.

(3) Capacity of the institution to conduct the program.

(4) Accreditation status.

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

(6) Fair and equitable distribution of units throughout the Nation (statutory requirement for JROTC).

★(7) Concurrence of the Department of Health and Human Services.

2-4. Accreditation. A school that desires to participate in the JROTC or NDCC program must meet one of the following accreditation standards:

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

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

c. Have attained a preaccreditable status of reasonable assurance subject to attainment and maintenance of a status listed above within 5 years of initial academic enrollment of students.

2-5. Establishment of JROTC units. *a.* A school that desires to establish a JROTC unit must agree to the terms of the contract in appendix A (DA Form 3126, Application and Agreement for Establishment of a Junior Reserve Officers' Training Corps Unit) and conditions prescribed by this regulation. Forms may be obtained from the region commander (para 1-3*r*).

b. The Department of the Army will not consider establishing JROTC units at schools that have—

(1) A JROTC unit of another service.

(2) Contractual obligations resulting from establishment of a JROTC unit of another service.

(3) An application for a unit under active consideration by another service, provided such application predates that submitted to the Army.

c. Schools previously considered by another service at which a unit has not been established may apply for an Army JROTC unit. Schools in this category should provide the date of the former application, and pertinent information that they believe should be considered. Appropriate action will be taken by the Department of the Army upon notification by the service concerned by the disposition made in these cases.

d. The Department of the Army does not object to the establishment of JROTC units of another service in the same school system (district) in which Army JROTC or NDCC programs are conducted (para 2-6*b*).

2-6. Establishment of NDCC. *a.* Any educational institution at which no ROTC unit is maintained and which has 100 physically fit students over 14 years ofage may apply to participate in the NDCC program. The school must agree to the terms prescribed in DA Form 3126-1 (Application and agreement for Establishment of a National Defense Cadet Corps Unit) (app B) and conditions prescribed by this regulation (chap. 5). Forms may be obtained from a region commander (para 1-3*r*).

b. The NDCC program may be conducted in the same school system (district) in which JROTC units are established. Secondary schools that can qualify under statutory provisions for JROTC units, and are located in school systems operating both programs, are encouraged to apply for a JROTC unit.

2-7. JROTC/NDCC establishment procedures. *a.* The original and four copies of the application will be submitted to the region commander of the area in which the school is located. An application must be submitted for each institution in which school authorities desire to conduct JROTC or NDCC instruction.

b. Applications will contain information concerning the date the school desires to commence course instruction and any former participation in JROTC/NDCC programs, and that no application with another Service is pending.

★*c.* On receipt of the application, the region commander will inspect the school to evaluate its capacity to conduct the program and to meet the requirements of this regulation. ROTC regions will submit the name of the recommended support installation to HQ, TRADOC, where action will be taken to approve the designation or obtain an approval from another MACOM, if required, and inform the appropriate ROTC region of the results. ROTC regions will initiate action for assignment of a unit identification code (UIC). This information will be provided, upon receipt, to the approved support installation Army DOD Activity Address File (DODAAF) network station, requesting that action be taken to process the assignment of a DOD Activity Address Code (DODAAC) per AR 725-50, chapter 9. The approved support installation Army DODAAF network station will inform the proper ROTC region of an assigned DODAAC. The ROTC region will enter the approved support installation, assigned UIC, and DODAAC on the application for establishment.

d. All applications, together with reports of inspections and recommendations of the region commander will be forwarded through TRADOC for recommendations, and will be submitted to HQDA

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*As listed in current Secretary of Education, Department of Education:

E—New England Association of Colleges and Secondary Schools.

M—Middle States Association of Colleges and Secondary Schools.

N—North Central Association of Colleges and Secondary Schools.

NW—Northwest Association of Secondary and Higher Schools.

S—Southern Association of Colleges and Schools.

W—Western Association of Schools and Colleges.

(DAPE-MPO), WASH DC 20310.

e. Establishment of JROTC units and selection of schools at which NDCC courses will be conducted will be announced by Headquarters, Department of the Army general orders. Applications of schools selected will be countersigned in MILPERCEN. The original copy will be retained at Headquarters, Department of the Army. Copies will be furnished TRADOC, the region commander concerned, the head of the institution, and the DAI or SAI.

2-8. Amendment of DA Forms 3126 and 3126-1.

a. Minor changes in DA Forms 3126 and 3126-1 may be requested by the institution by submission of DA Form 918b (Amendment to Application for Establishment of Army reserve Officers' Training Corps Unit), in quintuplicate, to the region commander, who will forward the request through TRADOC to MILPERCEN.

b. Upon approval and countersignature of a representative of the Secretary of the Army, distribution of signed copies will be made as indicated in paragraph 2-7*e*.

Section III. RETENTION

2-9. Conditions for retention in programs. Each school must, on a continuing basis—

a. Meet statutory requirements.

b. Maintain the standards and criteria for establishment.

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

d. Support the JROTC/NDCC program to a degree that will merit a rating of satisfactory on the annual formal inspection (AFI).

★2-10. Failure to meet required standards. Schools that do not meet prescribed conditions

a. Will be considered for probational and/or disestablishment action.

b. If it is determined that a school is not meeting prescribed conditions, school authorities will be contacted by the region commander or an experienced officer designated by the region commander. Following discussion of the issues involved, the region commander may—

(1) Grant temporary waiver not to exceed 1 year of the nonstatutory requirement for retention of a unit.

(2) Place the unit on probation.

(3) Recommend disestablishment of the unit.

c. The region commander will take final action on (1) and (2) above. A recommendation for discontinuance may be returned to the region commander with the proper comment, if disapproved. If approved, the waiver will be sent to HQDA (DAPE-MPA-O) with the proper recommendation and a copy of the annual formal inspection report and correspondence.

d. On determination that a unit or school will be placed on probation, the region commander will—

(1) Promptly notify the head of the school of the probationary status. A copy of the letter will be given to the DAI or SAI.

(2) Review the status of the unit during the next formal annual inspection, and recommend the proper action to DCSROTC, TRADOC.

e. A unit may not become an honor unit or honor unit with distinction while on probation.

★2-11. New units. *a.* New units are required to attain the enrollment prescribed by law.

b. In the case of a new unit that is unable to maintain the minimum requirement in its first year of operation, as an exception to paragraph 2-10, the region commander may waive probation action until 30 days after the start of the second year of operation. In that event the region commander will—

(1) Provide information and guidance to aid the unit to attain the minimum enrollment. Command public-community relations, information programs, cross-enrollment, personnel selection, and training are among the management techniques and activities that may be utilized.

(2) Formally notify the head of the institution that failure to maintain the minimum required enrollment by the end of the probationary period may result in disestablishment of the unit.

(3) Provide TRADOC a list of the units so notified, including actual enrollment figures and summary of actions to be taken to assist unit to attain the desired enrollment.

(4) Forward to TRADOC at the start of each school year a status report on each unit concerned, including the results of any assistance provided.

c. Units not attaining enrollment requirements at the beginning of the second year of operation will be considered for action under the provisions of paragraph 2-10, as applicable.

2-12. Termination. *a. Basis.*

(1) *School request.* School authorities desiring to terminate participation by the institution in a pro-

gram should notify the region commander in writing.

(2) *For cause.* Disestablishment of a unit for reasons other than a request by the school officials will be made only for cause, such as—

★(*a*) When it is determined that a unit does not meet the standards specified in this or other appropriate directives (other than for enrollment), school authorities concerned will be notified that the unit has been placed in a 1-year probationary status. If the reason for the probationary status has not been resolved at the end of the probationary period, the region commander may recommend a waiver of the disestablishment if reasonable cause exists.

★(*b*) JROTC units that are in at least their second year of operation and do not satisfy the enrollment requirements in 1*a* above will be placed on probation immediately. No later than the end of the academic year, the region commander will evaluate the unit's potential to attain the minimum enrollment at the beginning of the fall school term. If it is likely that the enrollment minimum will not be met, the region commander will encourage the school authorities to concur in the disestablishment of the unit at the end of the current school year. When the region commander's evaluation indicates that the minimum enrollment will probably be met at the beginning of the fall school term, the unit may be continued. However, no later than 30 days after the beginning of the next school year, the region commander will determine if the enrollment minimum has been met. If it has not, the school will be officially notified of disestablishment and physical termination will be scheduled for no later than the end of that academic year.

(*c*) When disestablishment serves the best interests of the service.

b. Method. When notified by HQDA that a recommendation to terminate a JROTC/NDCC unit has been approved, the region commander will inform appropriate school authorities that the unit will be disestablished at the close of the current school year or at an earlier date if requested by school officials. (See chap 4, AR 710-2, for funds and property accountability clearance.) All cadets will be disenrolled (or graduated if appropriate) at that time and furnished military training certificates.

★*c. Final action.* The ROTC region commander will inform HQDA (DAPE-MPA), WASH DC 20310, through TRADOC (ATRO-OP), of the effective date ROTC/NDCC instruction was terminated and property returned to the Army. When this information is received, HQDA will announce the disestablishment of the unit in a DA general order. Action will be taken by the support installation DODAAC network station to delete the DODAAC of the disestablished unit.

Section IV. INSPECTIONS AND OTHER VISITS

2-13. Purpose: *a.* Annual formal inspections (AFI) and other visits will be made at each school participating in JROTC/NDCC programs to—

(1) Foster constructive dialog with students, instructors, and school authorities.

(2) Evaluate the efficiency of the unit, performance of instructors, and quality of JROTC/NDCC instruction.

(3) Determine the degree of adherence to the principles of the JROTC/NDCC programs.

(4) Determine whether the unit or school qualifies for designation as honor unit/school or honor unit/school with distinction.

(5) Provide a report on conditions covered in paragraph 2-9.

(6) Ensure proper support of the program by the Army and the school.

b. General officer and senior staff visits will be made in addition to those cited above and will be conducted according to procedures established by TRADOC.

c. Other visits and inspections will be conducted as required and if possible within fiscal constraints.

2-14. Responsibilities for the annual formal inspection (AFI). *a. General.* The following actions will be taken before schools are inspected:

(1) The region commander must inform the head of the school of the intended inspection giving the date, purpose, and names of persons making the inspection. Notification will also include a statement that inspecting personnel will be available to discuss ROTC matters.

(2) The president of the inspection board will visit the head of the school or his representative and offer proper observations related to the inspection.

b. CG, TRADOC. The CG will give general policy guidance on conducting the AFI not covered in this regulation.

c. Region commander. The region commander will—

(1) Supervise the AFI.

(2) Provide guidance to conduct the AFI not covered in this regulation.

(3) Develop standards for determining qualification for honor unit/school and honor unit/school with distinction designation (para 2-21*b*(2)).

(4) Conduct the AFI of each unit in his area and other inspections and visits that are required.

(5) Appoint members to inspection boards.

(6) Conduct conferences to orient board members.

★(7) Provide the report to HQ TRADOC, which includes the following:

(*a*) Summary of probationary status of units at opening enrollment.

(*b*) Copies of permanent orders designating honor units and honor units with distinction.

(*c*) Summary of exceptions to policy regarding extensions of probationary period with justification.

(*d*) List of units qualified for retention based on the 10-percent rule.

(8) Notify schools of their annual rating.

d. Schools. The SAI (DAI) will—

(1) Inform school authorities about AFI procedures and requirements.

(2) Make arrangements for the representative of the region commander to visit with the head of the school (the school district in the case of a multiple unit) or his or her representative during or immediately after the AFI.

(3) Assist the inspection board in conducting the inspection and provide necessary information including training schedules, lesson plans, and school policy relating to the programs. He or she will inform the board of the percentage of members who have submitted course evaluations (chap 3).

2-15. AFI boards. *a.* AFI will be made at each school by an inspection board. The best qualified personnel will serve as board members. Board members will be thoroughly familiar with the program being inspected. Their composite expertise must be sufficient to give detailed coverage of all aspects of the program.

b. The president of the inspection board will be an active duty officer and, if possible, of the same or higher grade than the ranking officer employed or assigned to conduct the program in the school or school system being inspected.

2-16. Inspection factors. As a minimum, the following factors will be considered by the board conducting the AFI:

a. Administration and efficiency of the unit.

b. Quality of program instruction.

c. Status of school accreditation.

d. Adherence to program directives.

e. Staffing and qualifications of administrators and instructors to conduct the program.

f. Condition, safeguarding, and status of Government property.

g. Adequacy of facilities and field instructional activities.

h. Enrollment in the program.

i. Participation of members in the operation of the cadet corps.

j. Membership standards.

k. Conditions for keeping schools in the program.

l. Program support provided by the Army.

m. Use of Government band equipment, if applicable.

2-17. Conduct of annual formal inspections. *a.* AFIs are conducted under authority delegated by the Secretary of the Army. All aspects of the program related to the school or school system concerned will be inspected. Members conducting the inspection will ensure that a proper relationship is maintained with school authorities in accomplishing this objective.

b. The following general guidance is furnished to ensure uniform procedures and standards in conducting the AFI:

(1) The inspection will be conducted to ensure appropriate recognition of school preparation.

(2) Inspection officers will be thoroughly familiar with the JROTC program and appropriate references. Each inspection board should inspect as many junior schools as practicable to enable them to obtain comparative viewpoints.

(3) Inspection officers will bear in mind that they represent the United States Army. Cadets, school officials, SAI, and interested civilians present for the inspection observe the actions, attitudes, and dress of the inspectors. The inspectors must show enthusiasm for the program and real concern for the individual cadet and his progress.

(4) Suggestions should be offered for improvement and correction of irregularities and deficiencies.

(5) The inspections should include, but not be limited to, inspection of cadets in ranks, inspection of facilities and maintenance of equipment, assesment of support by school officials, and plans and programs by the DAI/SAI to recruit students for the Junior and Senior programs.

(6) TRADOC will provide a guide for conducting the AFI of JROTC/NDCC units.
This guide will serve as the means of reporting results.

c. Army policy matters that cannot be clarified by the board will be referred to the region commander.

d. The inspection board will not make statements that may be inconsistent with later action by appropriate authorities.

2-18. Dates of inspections. *a.* The AFI will be conducted during the school year when classes are in normal session. Dates of formal inspections will be announced after coordination with school officials.

b. Junior and senior units at class MJC schools will be inspected at the same time. This inspection will be conducted no earlier than 15 March each year.

★2-19. Inspector General inspection. *a.* The AFI of ROTC/NDCC units may be considered the general inspection of these units and activities, provided:

(1) One of the inspection officers is a detailed inspector general or is designated an acting inspector general to perform inspector general inspections under the supervision of a detailed inspector general.

(2) The inspection includes the military personnel on duty, if any.

(3) Personnel are given an opportunity to present complaints to the inspector general, and notice of this event is visibly posted before inspection, designating time, place, and purpose of complaint period.

b. The inspection of schools participating in the Surplus Property Program will be conducted under the supervision of a detailed inspector general. This will be done at the same time as the AFI.

2-20. Reports of inspection. (Exempt report under paragraph 7-2*s*, AR 335-15.)

a. Reports will be made of all inspections as directed by CG, TRADOC.

b. All reports will be signed. The AFI report will be signed by each member conducting the inspection. All entries will be typed.

★2-21. Honor unit with distinction and honor unit designations. *a. Eligibility.*

(1) Units that meet all requirements for their classification must meet all other requirements of this regulation independent of classification.

(2) The selection of an honor unit will be based on the exceptionally high standard of training and discipline throughout the school year and the results of the AFI. Units on probation or lacking proper accreditation will not be awarded the honor unit designation. Units placed on probation for failing to maintain the required AFI standards the previous school year, and later correcting the deficiencies the following year, may be considered for removal from probation immediately following the AFI. Subject to the rating obtained on the AFI, units removed from probation will be eligible for consideration for honor unit and honor unit with distinction designations. Final action on recommendations for waiver, probation, or discontinuance or withdrawal must be completed before consideration will be given to designating the unit as honor unit with distinction. Normally, a recommendation for adverse action will preclude designation honor unit or honor unit with distinction.

(3) The unit must attain an overall satisfactory rating on the AFI and meet other criteria as prescribed by the region commander to receive the honor designation. Being designated as an honor unit does not in itself constitute qualification but is a prerequisite for qualifying as an honor unit with distinction.

(4) Normally, not more than 20 percent of all schools conducting JROTC/NDCC programs in each region will be designated as honor units with distinction.

b. Action required.

(1) The region commander will—

(a) Develop criteria for the designation of honor units and honor units with distinction.

(b) Award the appropriate designation to all units that meet standards established by region commanders for honor units and honor units with distinction.

(c) Publish permanent orders designating by classification JROTC/NDCC honor units and honor units with distinction as soon as possible after the annual inspection of all units. All units will be notified at least 2 weeks before the release of their students for the summer recess.

(d) Notify the head of the school and the DAI/SAI of the unit receiving the designation concurrent with the publication of the permanent order.

(e) Send a certificate and unit award to the unit receiving the designation.

(f) As soon as possible after publication of the ROTC region permanent order, the region commander will arrange for presentation of the honor

unit with distinction certificate and unit award on a proper occasion at each of the schools.

(*g*) Send names and information copies of permanent orders designating all units as honor units and honor units with distinction to CG, TRADOC.

(2) Orders designating honor units with distinction will be sent to TRADOC, the service academies, the JROTC units designated, and others as appropriate.

CHAPTER 3
CADET/STUDENT ADMINISTRATION

Section I. GENERAL

3-1. Scope. This chapter prescribes policies and procedures for admission, enrolllment, treatment, and participation of cadets/students in the JROTC/NDCC programs.

3-2. Citizen/student benefit. Cadet/student administration in the programs must be consistent with the principles contained in chapter 1. The citizen/student is the focal point of the programs, and his or her benefit is the basis for Army and institution cooperation. Cadets merit treatment as individuals and will be accorded the personal dignity and respect to which they are entitled.

3-3. Participation in JROTC/NDCC matters.

a. Cadets should be given the opportunity to participate in JROTC/NDCC matters. They should have the opportunity to express their ideas concerning conduct of classes, grades, and discipline of cadets in Corps matters.

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

c. Graduating members will be given the opportunity to submit a written evaluation of the entire prescribed course.

(1) The procedures used in service schools, to include commenting on the effectiveness of instructors, are suggested. Cadets may, if they prefer, produce seminar-type evaluations rather than individual comments.

(2) Completion of evaluations will be on a voluntary basis.

3-4. Communication. *a.* As part of the development of leadership, procedures must be established to insure effective communication with each participant. Procedures similar to those used in the Active Army are suggested—

(1) Use of cadet/student chain of command.

(2) Bulletins and periodicals with contributions by cadets/students.

(3) Informal contact.

(4) Individual counseling using the commander's hour concept.

(5) Officer and noncommissioned officer councils.

(6) Individual correspondence.

(7) Cadet/student command information program.

b. Procedures should apply to JROTC/NDCC matters and be integrated with school policy. Institutional prerogatives must be observed.

c. Institutional officials are encouraged to communicate directly with those schools having effective established procedures.

3-5. Army assistance. Upon request, region commanders will furnish to participating institutions summaries of procedures used by schools in aspects of student administration addressed in paragraphs 3-3 and 3-4.

3-6. Contractual agreement. *a.* School authorities must agree, as a condition for participation in the programs, to adhere to a policy of nondiscrimination on the basis of race, color, sex, or national origin with respect to admission or subsequent treatment of cadets/students and instructors.

b. An allegation to the effect that this policy is being violated, if made, is a matter within the purview of school authorities.

c. Substantiated charges of violation of this policy will be reported promptly to the region commander, if not satisfactorily resolved by school authorities within a reasonable period of time. It is the responsibility of the school official, program instructor, or member of the program having knowledge of these charges, not a party to the violation, to make this report. Only one report arising from the same general matter will be made.

d. The region commander will forward the report with his recommendations to CG, TRADOC ATTN: ATRO, within 30 days, in cases that cannot be satisfactorily resolved with school authorities (sec III, chap 2).

Secion II. ENROLLMENT AND ATTENDANCE

★**3-7. Cadet enrollment.** To be eligible for enrollment and continuance as a member of the JROTC NDCC program, each participant must meet the following requirements:

a. Educational. The student must be enrolled in and attending full-time a regular course of instruction at a JROTC/NDCC institution.

b. Citizenship. The student must be a US citizen or national.

c. Age. The student must be at least 14 years old.

d. Academic. The student must maintain an acceptable standard of academic achievement and an academic standing that warrants at least normal progression and will merit his or her graduation on completion of all requirements.

e. Conduct/character. The student must maintain an acceptable standard of conduct and be of good moral character. He or she must have integrity. The student must be honest and self-reliant and have a sense of responsibility in the performance of course and other academic assignments. He or she must show self-discipline and responsiveness to constituted authority through observance of laws, rules, and regulations; by prompt and regular attendance at instruction; and in his or her general demeanor.

(1) An individual who has been convicted by a civil court or received an adjudication as a juvenile offender by a civil court for other than a minor traffic offense or minor nontraffic offense (minor misdemeanor) must be granted a waiver by the region commander as a prerequisite for enrollment of continuance as a member.

(2) Requests for waivers must list all convictions and include circumstances and court action concerning each. Region commanders will be guided by AR 601-210 as pertains to nonprior service personnel. Waivers may be granted when—

(*a*) Recommended by the SAI and head of the school.

(*b*) The offense is not recurring.

(*c*) The individual's conduct since the offense has demonstrated his ability to meet the requirement of good citizenship.

(*d*) The individual's current personal conduct and character are above reproach.

f. Physical. Meet physical fitness requirements for cadets established in section III, chapter 3.

g. Screening tests. Successfully complete such survey and screening tests as may be prescribed.

h. SAI selection. Be selected by the SAI with the approval of the head of the school or his representative.

3-8. Cross-enrollment. *a.* As an exception to paragraph 3-7*a*, an individual from another school may enroll in the program as a cadet at an institution conducting a JROTC/NDCC course, provided that—

(1) The cadet is enrolled in and attending, full time, a regular course of instruction at an educational institution that does not have a JROTC/NDCC course.

(2) The cadet meets the other prescribed enrollment requirements (para 3-7).

(3) The head of the school in which the individual is regularly enrolled consents.

(4) The total number of cadets accepted through cross-enrollment at a single unit may

not surpass 100 individuals without approval of the region commander.

b. Authorization for cross-enrollment will not be construed to authorize additional periods of instruction at some other facility without the prior written approval of the region commander.

★*c.* There is no relationship between cross-enrollment and authorization for future establishment of a JROTC/NDCC unit. The above policy will not be construed as implied approval to establish a JROTC/NDCC unit at any school.

3–9. Attendance by JROTC/NDCC students (para 1–3*h*). *a.* Students who are or become ineligible for enrollment as a JROTC/NDCC cadet may be authorized to attend JROTC/NDCC instruction under the following conditions:

(1) The student is in good standing and attending school full-time at a school conducting a JROTC/NDCC course.

(2) There is no loss in effectiveness of leadership training or instruction, nor discredit of cadets or the program.

(3) The student load is within the capability of the JROTC/NDCC instructors. The school must pay the entire salaries of any additional instructors required. These instructors are subject to the same approval requirements as others employed to conduct the program.

(4) The student meets the requirements of paragraph 3–12.

(5) Attendance is approved by the SAI and the head of the school and by the region commander if the student is a nonimmigrant alien (para 3–10).

b. Students will be presented with a certificate of course completion, according to paragraph 5–6.

c. This paragraph does not preclude occasional visits to JROTC/NDCC class. Visits by students, school faculty, and others not associated with the programs are subject to approval by the SAI and head of the school. When appropriate, visits may be encouraged to increase appreciation for the programs.

d. JROTC/NDCC students who overcome the obstructions or difficulties that prevented their enrollment or caused their disenrollment, and who are otherwise qualified may be enrolled in the JROTC/NDCC.

3–10. Aliens eligible to attend JROTC/NDCC class. *a.* Immigrants, regardless of their country of origin, who have been lawfully admitted for permanent residence in the United States are authorized to participate as JROTC/NDCC students (para 1–3*h*) if they—

(1) Have in their possession Form I–151 (Alien Registration Receipt Card); or

(2) Present to the SAI documentary evidence issued by the US Immigration and Naturalization Service attesting that the individual has been admitted to the United States for permanent residence; and

(3) Meet the requirements of paragraph 3–9.

b. Nonimmigrant aliens are authorized to participate as JROTC/NDCC students (para 1–3*h*) if they meet the requirements of paragraph 3–9.

c. Refugees still in "parole," "conditional entry," or "voluntary departure status," regardless of their country or origin, must—

(1) Have in their possession Department of Justice Form I–94 (Arrival-Departure Record) bearing an Immigration and Naturalization Service Stamp reading: "Refugee-Conditional Entry;" or

(2) Have in their possession Department of Justice Form I–94 indorsed by the Immigration and Naturalization Service to reflect either they have been paroled into the United States for an indefinite period or have been granted "voluntary departure" for an indefinite period; or

(3) Have confirmation in writing from the Immigration and Naturalization Service that they are refugees.

(4) Meet the requirements of paragraph 3–9.

d. The SAI will, together with school authorities, ensure that active solicitation of nonimmigrant alien students to attend JROTC/NDCC courses is avoided.

e. Enrollment of aliens in the school is a school matter and may not preclude class MI status (para 2–1). Nonimmigrant alien students will not be required to—

(1) Participate in JROTC/NDCC programs.

(2) Wear uniforms issued by DA for JROTC.

f. Alien students will be excluded from attending JROTC/NDCC class for the same reasons other students are excluded (para 3–11).

g. Aliens meeting all requirements for enrollment except citizenship and who attend JROTC/NDCC class may qualify for advanced placement in Senior ROTC or for grade advancement upon enlistment in service (para 5–8 and 5–9).

h. Although nonimmigrant alien students may qualify for standing in Senior ROTC by attending JROTC/NDCC class they will not be encouraged to participate in the Senior ROTC program. Nonimmigrant aliens keeping their alien status are not eligible for enlistment in the grade authorized others who have received JROTC/NDCC instruction. They will be notified of this before starting the course.

3–11. Disenrollment. Normally, cadets/students will be disenrolled or excluded from attendance, as appropriate, as determined by the SAI and the head of the school.

a. In all cases, a cadet will be disenrolled when he—

(1) Withdraws from school.

(2) Becomes physically unfit.

(3) Shows inaptitude for leadership training indicated by lack of general adaptability, want of readiness, or skill, unhandiness, or inability to learn.

(4) Fails to keep acceptable standard of academic achievement, conduct, or attendance.

(5) Shows undesirable character traits, such as—

(*a*) Cheating on exams;

(*b*) Stealing;

(*c*) Unauthorized possession or use of habit-forming drugs, LSD, or marijuana;

(*d*) Lying;

(*e*) Conviction or adjudication as a juvenile offender for committing an offense that could lead to imprisonment for 1 year or more under the United States Code or the District of Columbia Code;

(*f*) Frequent incidents of a discreditable nature with civil or school authorities; or similar acts.

(6) Fails to maintain a requirement for enrollment.

(7) Shows indifference to and lack of interest in leadership training as shown by—

(*a*) Frequent absences from class or drill;

(*b*) Large accumulations of demerits;

(*c*) An established pattern of shirking; or similar acts.

b. A JROTC/NDCC student will be excluded from attendance if he—

(1) Withdraws from school.

(2) Fails to meet one or more conditions prescribed by paragraph 3–9.

Section III. PHYSICAL FITNESS

3–12. General. Each cadet must participate in the physical fitness program that may be a part of the prescribed JROTC/NDCC curriculum or an extension of it.

★**3–13. Responsibilities.** *a.* Applicants for enrollment in JROTC/NDCC must give the DAI/SAI a certificate or statement of health signed by a physician, a parent, or a guardian.

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

Section IV. JROTC/NDCC ENROLLMENT REPORT—REQUIREMENT CONTROL SYMBOL MILPC-44

3-14. Responsibility. CG TRADOC will prepare, publish, and distribute a JROTC/NDCC Enrollment Report, RCS MILPC-44, twice yearly.

3-15. Period covered. The first report will cover the opening fall enrollment (opening report) and the second (closing report) will provide data for the end of the year to be reported after the close of the academic year.

3-16. Consolidation. Advance copies of reports will be furnished HQDA (DAPE-MPO) Washington, DC 20310 by 15 December and 25 August of each year. Consolidated reports will be presented in three parts.

a. Part 1, Summary, will contain enrollment data by region command.

b. Part 2, JROTC Enrollment and Part 3, NDCC Enrollment, will contain data requested in appendix F. Units of each multiple unit will be individually listed under appropriate school system, district, or multiple unit designation.

3-17. Distribution. *a.* Five copies will be submitted to HQDA (DAPE-MPO) Washington, DC 20310.

b. Five copies will be furnished HQDA (DAPC-OPP-P) 200 Stovall Street, Alexandria, VA 22332.

c. A minimum of one copy will be furnished each region commander and each JROTC/NDCC unit.

Section V. ELIGIBILITY OF JROTC CADETS FOR SENIOR ROTC SCHOLARSHIPS AND APPOINTMENT TO SERVICE ACADEMIES

3-18. General *a.* This section prescribes special policies and procedures governing selection of JROTC cadets for Army ROTC scholarships and appointment to service academies. General policies governing Army ROTC scholarships are contained in AR 145-1. Those governing appointment to the United States Military Academy (USMA) are contained in the USMA catalog.

b. All qualified individuals are encouraged to apply for enrollment in the Senior ROTC of the US Army, US Navy, and US Air Force, and/or appointment in the service academies. The provisions made in this section for JROTC cadets do not preclude application for these commissioning programs by other qualified persons, or through other channels by these cadets.

c. Information concerning the service commission programs, including the ROTC scholarship programs, may be obtained from sources shown in figure 3-1.

3-19. ROTC scholarships. *a.* The Army annually awards 2-year, 3-year and 4-year scholarships to highly qualified, highly motivated young students who desire to pursue careers as commissioned officers in the Active Army after graduation from college. Under this program a scholarship winner is provided tuition, books, laboratory fees, and subsistence allowance.

b. ROTC scholarships are awarded to the best qualified individuals on the basis of merit. There is no restriction on the number of qualified persons who may apply from an institution. Consideration will be given to indorsement made by the head of the institution and the SAI.

3-20. Scholarship appointment criteria. General criteria for selection in the scholarship program are as follows:

a. Citizenship. Be a citizen of the United States.

b. Age. Be at least 17 years of age at enrollment and under 25 years of age on 30 June of the calendar year in which eligible for appointment as a second lieutenant in the US Army.

c. Academic. Take the Scholastic Aptitude Test administered by the Educational Testing Service or the American College Test administered by the American College Testing Program.

d. Character. Be of good moral character.

e. Motivation. Exhibit a strong desire to pursue a military career.

f. Officer potential. Possess qualifications for becoming an effective Army officer. Leadership potential, participation in school or community activities, and personal qualities are important considerations.

g. Medical. Be medically qualified, except for height and weight, under the standards of chapter 5, AR 40–501. For height and weight, applicants must meet the standards of chapter 2, AR 40–501.

h. Miscellaneous. Meet all other requirements of law and regulation (see AR 145–1).

3–21. USMA entrance requirements. To be considered for admission, cadets must qualify academically, medically and in physical aptitude. Additionally, they must meet certain basic requirements specified by public law.

a. Academic. The cadet's high school scholastic and extracurricular record, the results of the American College Testing Program test (ACT) and/or College Entrance Examination Board Scholastic Aptitude Test (SAT) and the recommendations of the high school faculty members are used to determine a cadet's academic qualifications.

b. Medical. The evaluation of a complete medical examination by the Department of Defense Medical Review Board determines medical qualification.

c. Physical aptitude. A Physical Aptitude Examination measuring strength, coordination, endurance, and agility determines physical aptitude qualification.

d. Other requirements. Cadets must be citizens of the United States, at least seventeen and not yet twenty-two years of age on 1 July of the year of admission and must not be married.

e. Nomination. Cadets must receive a nomination from an authorized source as outlined in the USMA catalog. Under normal circumstances, cadets will not be required to undergo a medical or physical aptitude test until after they have received a nomination.

3–22. Special criteria. In addition to meeting the general admissions requirements contained in paragraph 3–21, each nominee for appointment to the United States Military Academy under the provisions of this regulation must—

a. Have been a member (cadet) of the JROTC for at least 2 years.

b. Rank academically in the upper two-thirds of high school class.

c. Have demonstrated by academic, extracurricular, athletic, and JROTC activities that cadet possesses outstanding qualities of leadership, character, and aptitude for military service.

d. Be designated by the head of the school and the SAI.

3–23. JROTC cadet application to USMA. *a.* In addition to those nominated under paragraph 3–21, and as an exception to paragraph 3–22, any member (cadet) who obtains a statement by the SAI attesting that the cadet is a currently enrolled member of the JROTC may also apply for nomination as a candidate for appointment to the United States Military Academy. This application should be made through his SAI, who, if he is satisfied that the cadet meets the criteria prescribed in paragraph 3–21 will complete a Recommendation For ROTC Nomination To USMA (USMA Form 5–497). A supply of these forms will normally be mailed to each ROTC unit every fall, however, additional forms may be requested from USMA at any time. The USMA Form 5–497 must be submitted to USMA between 1 September and 15 December prior to the year of admission.

b. When USMA Form 5–497 is received at USMA, the cadet, if he meets the criteria prescribed in this regulation, will be given instructions to complete the remaining admissions requirements.

★**3–24. Nomination of honor graduates of honor units/schools with distinction.** *a.* Each JROTC honor unit/school may nominate as candidates for appointment to USMA up to three honor graduates for each academic year the school is designated as an honor unit/school with distinction. In September of each year, USMA will invite the honor units/schools with distinction designated in permanent orders of that year to submit nominations.

b. Nominees must—

(1) Meet the criteria listed in paragraphs 3–21 and 3–22.

(2) Be a graduate of an academic year in which the school is designated as a JROTC honor unit/school with distinction or of the academic year following that one in which the school's honor status was earned. An undergraduate may be designated as an honor graduate if he is a senior, and his record of academic, extracurricular, and JROTC activities justifies assuming that all requirements will be met upon graduation.

c. Cadets are recommended for nomination in this category using the procedures listed in paragraph 3–23.

3–25. Honor unit nomination to other Service academies. Honor graduates of JROTC schools that have been designated as honor units/schools with distinction by DA (para 2–21) may be nominated as candidates for admission to the other Service academies under 10 USC 4342, 6954 or 9342. (See fig. 3–1 for addresses.)

3–26. Appointment criteria. Once a candidate has been found fully qualified (academic, medical, physical aptitude), he is considered for appointment on a best-qualified basis.

Army Senior ROTC	Region commander in whose area individual resides
US Military Academy	Director of Admissions and Registrar US Military Academy West Point, NY 10996
Navy Senior NROTC	Commander Navy Recruiting Command (Code 314) 4015 Wilson Boulevard Arlington, VA 22203
US Naval Academy	Superintendent US Naval Academy Annapolis, MD 21402
Air Force Senior ROTC	Commandant Air University Maxwell AFB, AL 36112
US Air Force Academy	Registrar US Air Force Academy, CO 80840

Figure 3–1. Addresses for information on service commissioning programs.

CHAPTER 4
UNIFORMS, INSIGNIA, AND AWARDS

Section I. GENERAL

4-1. Documents. *a. Regulations.* AR 670-1 prescribes policies concerning US Army uniforms. AR 672-5-1 prescribes decorations and awards policies. All personnel associated with the Army JROTC/NDCC programs and subject to this regulation will conform to the requirements of these regulations, except as otherwise provided herein. Personnel subject to similar regulations of other military departments will, while associated with Army JROTC/NDCC programs, conform to those regulations. The foregoing regulations should be consulted for policies concerning uniforms, insignia, decorations and awards not specifically covered in this regulation.

b. Wearing of the uniform. The wearing of the uniform is prohibited under the following conditions (chap 6):

(1) At any meeting or demonstration that is a function of, or sponsored by, an organization, association, movement, group, or combination of persons that the Attorney General of the United States has designated as totalitarian, fascist, communist, or subversive; as having adopted a policy of advocating or approving the commission of acts of force or violence to deny others their rights under the Constitution of the United States; or as seeking to alter the form of Government of the United States by unconstitutional means.

(2) During or in connection with the furtherance of political activities, private employment or commercial interests, when an inference of official sponsorship for the activity or interest could be drawn.

(3) Except when authorized by competent Service authority, when participating in activities such as public speeches, interviews, picket lines, marches, rallies, or any public demonstration (including those pertaining to civil rights), which may imply Service sanction of the cause for which the demonstration or activity is conducted.

(4) When wearing of the uniform would tend to bring discredit upon the Armed Forces or JROTC/NDCC programs.

(5) When specifically prohibited by regulations of the military department concerned.

4-2. Statutory provisions of United States Code. *a.* 10 USC 773 pertaining to the requirement for distinctive insignia is quoted as follows:

"(*a*) A person for whom one of the following uniforms is prescribed may wear it, if it includes distinctive insignia prescribed by the Secretary of the military department concerned to distinguish it from the uniform of the Army, Navy, Air Force, or Marine Corps, as the case may be:

(1) The uniform prescribed by the university, college, or school for an instructor or member of the organized cadet corps of—

"(A) a State university or college, or a public high school, having a regular coure of military instruction; or

"(B) an educational institution having a regular course of military instruction, and having a member of the Army, Navy, Air Force, or Marine Corps as instructor in military science and tactics.

"(2) The uniform prescribed by a military society composed of persons discharged honorably or under honorable conditions from the Army, Navy, Air Force, or Marine Corps to be worn by a member of that society when authorized by regulations prescribed by the President.

"(*b*) A uniform perscribed under subsection (*a*) may not include insignia of grade the same as, or similar to, those prescribed for officers of the Army, Navy, Air Force, or Marine Corps."

b. 18 USC 703 pertaining to the uniform of a friendly nation is quoted as follows:

"Whoever, within the jurisdiction of the United States, with intent to deceive or mislead, wears any naval, military, police or other official uniform, decoration, or regalia of any foreign state, nation, or government with which the United States is at peace, or anything so nearly resembling the same as to be calculated to deceive, shall be fined not more than $250 or imprisoned not more than six months, or both."

c. 18 USC 704 pertaining to military medals or decorations is quoted as follows:

"Whoever knowingly wears, manufactures, or sells any decoration or medal authorized by Congress for the armed forces of the United States, or any of the service medals or badges awarded to the members of such forces, or the ribbon, button or rosette of any such badge, decoration, or medal, or any colorable imitation thereof, except when authorized under regulations made pursuant to law, shall be fined not more than $250 or imprisoned not more than six months, or both."

4-3. Information and assistance. *a.* Region commanders will give information to schools and personnel concerning provisions of statutes and regulations. The Institute of Heraldry, US Army, Cameron Station, Alexandria, VA 22314, will furnish guidance about designs and procurement of heraldic items when requested by the school. Requests to the Institute should be sent through command channels. Final approval about uniforms, insignia, decorations, and awards associated with ROTC/NDCC

programs will be given by ODCSPER.

b. Generally, all necessary uniforms and associated items will be provided for JROTC cadets. Similar items for NDCC cadets and JROTC/NDCC students will normally be procured at no expense to the Government. When workload permits, The Institute of Heraldry (TIOH), USA, will help design items not furnished by the Government. All costs of design, manufacture of tools and dies, and manufacture and procurement of these items must be borne by the school, requesting organization, or manufacturer. The Government may purchase tools and dies to make distinctive unit (shoulder loop) insignia or purchase the insignia if command appropriated funds are available and units meet the requirements of AR 230-1 and AR 670-1. Tools and dies used to make the insignia and purchased with appropriated command funds will become Government property when made and will remain so as long as the item needs to be controlled. The design must be approved by TIOH, USA.

Section II. UNIFORMS

4-4. Scope. This section covers basic policies on uniforms for JROTC/NDCC cadets and students. See paragraphs 4-1, 4-2, 4-3, 4-10, and 6-40 concerning instructors.

4-5. Explanation of terms. In addition to the explanations of terms in paragraph 1-3, the following will apply in this chapter:

a. Cadet-type uniform. A uniform so distinctive in design and/or fabric that it cannot be confused with an issue-type uniform.

b. Issue-type uniform (issue-in-kind or issue-uniform). A uniform identical with that issued to enlisted members of the Regular Army, or so similar in design and fabric that normally one cannot be distinguished from the other.

4-6. JROTC uniform. *a.* The issue-in-kind uniform is authorized for wear by and will be furnished to each JROTC male cadet (para 1-*f*). It will be appropriate for the climatic region. The issue-in-kind uniform is prescribed by CTA 50-900. Except as indicated below, uniform items not included in CTA 50-900 will not be worn.

★(1) Participating private schools may prescribe a cadet-type uniform for wear by all JROTC/NDCC cadets and students at their school (para 4-2*a*).

★(2) Replacement instead of issue-in-kind uniforms is not authorized.

★(3) JROTC/NDCC students will not be given issue uniforms but may purchase them (para 4-8). The student's conduct while wearing the uniform must be the same as that required of a JROTC cadet. Failure to observe this requirement will be cause for dismissal from the JROTC/NDCC course.

★(4) The service cap may be worn in place of the garrison cap at the option of the school.

★*b.* The Army green uniform and the field uniform are authorized for wear by male JROTC/NDCC cadets.

★*c.* Issue-type uniforms must include distinctive insignia. No braid or stripes of any color will be worn on the coat or trousers of the Army green uniform when worn as a JROTC uniform.

★(1) **Rescinded.**

★(2) **Rescinded.**

★(3) **Rescinded.**

d. Clothing items authorized for and issued to each female JROTC cadet will be according to CTA 50-900. The following items are authorized for wear:

(1) *Black beret.* No distinctive insignia or other device may be worn on the black baret except items described in paragraphs 4-11*a* and *c*.

(2) *Vest.* Polyester and rayon plaid vest, tartan, chartreuse-green-purple and red plaid, with frost buttons and chain-link closure, worn loose, front not overlapping, closed only by chain are always worn.

(3) *Skirt.* Polyester and rayon plaid skirt, tartan, chartreuse-green-purple-and-red plaid, with four box pleats; skirt length will be in good taste, in keeping with prevailing styles, and school dress code.

(4) *Necktie.* Polyester and rayon plaid necktie, bow, untied, nap fastener attached, tartan, chartreuse-green-purple-and-red plaid.

★(5) *Shirt.* White polyester and cotton broadcloth shirt, front button closure, short or full length sleeves, convertible collar.

(6) *Raincoat.* Army green shade 396.

(7) *Shoes.* Black oxford.

(8) *Uniform.*

(*a*) The field uniform is authorized for wear by female cadets.

(*b*) A female JROTC cadet vest is shown at figure 4-14①.

★**4-7. Wearing of the JROTC/NDCC uniform.** *a.* The Army JROTC issue uniforms will not be worn outside of the United States or its possessions except by specific authority.

b. The issue uniform may be worn within the

United States and its possessions on occasions of military ceremony as follows:

(1) When assembled for the purpose of leadership instructional activities.

(2) While engaged in the leadership instruction of a cadet corps or similar organization.

(3) While traveling to and from the school in which enrolled or authorized instructional activities.

(4) When visiting a military station to participate in military drills or exercises.

(5) When prescribed by the SAI or DAI for:

(*a*) Attending the school on days when leadership instruction is conducted.

(*b*) Social functions of a military nature.

(*c*) Informal gatherings of a military nature.

(*d*) Parades and similar ceremonies

★**4-8. Purchase of uniforms.** *a.* Students (para 1-3*h*) may, while attending the JROTC course of instruction, wear the uniform prescribed for cadets. The uniform must be purchased by the student at no expense to the Government. In addition, issue-in-kind uniforms may be provided at no expense to the Government, to students attending a school conducting a required JROTC course who are ineligible to enroll in the course, but whose participation is required by the governing body. The host institution must act as the agent of the student in the above purchase transaction.

b. Aliens authorized to pursue JROTC courses under paragraph 3-10 may wear the JROTC uniform (*a* above and para 3-10*e*). The uniforms worn by these students must be purchased by and remain the property of the school when the alien completes or stops pursuing the JROTC course. The alien must agree to this procedure before the original purchase of the uniform.

c. Uniforms worn by NDCC cadets and students will be procured and maintained at no expense to the Government. Schools or students must provide uniforms, if desired, in the NDCC program.

4-9. NDCC uniform design. Rescinded.

Section III. INSIGNIA

4-10. General. *a. Authorized wear (para 4-2).*

(1) Only the insignia and ornamentation prescribed in this regulation will be worn on the issue-type uniform and at institutions that adopt an issue-type uniform.

(2) Insignia other than prescribed for wear with the issue-type uniform may be worn with the cadet-type uniform at the discretion of the institution, except that the distinctive JROTC shoulder sleeve insignia is mandatory.

b. Unauthorized wear. The following are not authorized for wear with JROTC/NDCC uniforms or by persons associated with the JROTC/NDCC programs, except as may otherwise be provided by law or regulation (para 4-1):

(1) Designs of medals, badges, ribbons, and shoulder cords which conflict with those authorized for wear by the Federal or any foreign government.

(2) Insignia consisting of the letters "U.S."

(3) Badges or insignia that simulate badges of other Services.

(4) Oak leaf clusters, palms, stars, etc., that simulate Federal designs.

(5) Cap insignia that resemble any of the cap insignia of any of the Armed Forces, including trimmings or ornamentation in gold.

c. Female JROTC cadets.

(1) The only insignia authorized for wear on the shirt of the female JROTC cadet uniform are shoulder sleeve insignia.

(2) Items of insignia and awards worn on or above the breast pockets of male uniforms will be similarly positioned on the vest of the female uniform. An imaginary horizontal line connecting the female axillae corresponds to a line along the tope of the breast pockets on male uniforms.

4-11. Cap insignia. *a. JROTC.* Insignia of adopted design will be furnished at Government expense to JROTC cadets (figs 4-2①, 4-2②, 4-3①, and 4-3②).

(1) *Description.* A wreath 1 3/16 inches in height containing the letters "ROTC" on a panel inside the wreath, all in gold-color metal (prescribed for wear on both the Service cadet-type and the garrison cap).

(2) *How worn.* On issue Service or cadet-type cap.

★(*a*) On service cadet-type cap as shown in figure 4-2②.

(*b*) On garrison cap as shown in figure 4-3, except by cadet officers, who wear insignia of grade positioned correspondingly.

★(*c*) On black beret as shown in figure 4-3① except by female cadet officers who wear insignia of grade positioned correspondingly.

b. NDCC. Insignia of adopted design, procured without expense to the Government, is authorized for

optional wear by NDCC cadets students.

(1) *Description.* A wreath 1 3/16 inches in height and 1 25/32 inches in width, containing the letters "NDCC" on a panel, all in gold-color metal.

★(2) *How worn.* On service, cadet-type, and cadet-type cap as shown in figures 4-4①, 4-4②, and 4-5.

c. School. Cap insignia prescribed by schools for other than the issue-type uniform must be approved by DA and procured without expense to the Government. Cap insignia of adopted design will be worn as prescribed in *a* above when worn on cadet-type uniform caps. School cap insignia will be worn as prescribed by the school on the cadet-type uniform.

4-12. Corps and collar insignia. *a. JROTC.* ROTC Corps insignia of adopted design will be furnished at Government expense to male JROTC participants.

(1) As worn by male JROTC participants, except cadet officers.

(*a*) *Description of Corps insignia.* The Torch of Knowledge (from the Statute of Liberty), radiant with a raised rim on a disc, 1 inch diameter, of gold-color metal (fig. 4-6).

(*b*) *How worn.* On coat collar as shown in figure 4-7 (fig. 4-8 or 4-9 for cadet-type uniform) Corps insignia will be placed on both ends of the collar of the cadet-type uniform shirt when worn as an outer garment as shown in figure 4-10 (not authorized for wear on shirt worn with Army green uniform); placed on both ends of collar of khaki shirt as shown in figure 4-11.

(2) As worn by male JROTC cadet officers only.

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

(*b*) *How worn.* As shown in figure 4-12 on issue-type coat. ROTC insignia will be placed on the left collar of outer garment shirts (khaki, field uniform, cadet-type). When insignia of grade is worn on collar of outer garment shirts it will not be worn on shoulder loops (fig. 4-13 and 4-14).

b. NDCC. Insignia of adopted design, procured without expense to the Government, is authorized for optional wear by NDCC cadets and students.

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

(*a*) *Description.* A lamp of knowledge lighted, in relief on a flat disc 1 inch in diameter, all gold-color metal (fig. 4-15).

(*b*) *How worn.* On coat collar as shown in figure 4-16 and on both ends of collar of shirt worn as an outer garment as shown in figure 4-17 or 4-18.

(2) As worn by cadet officers only.

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

(*b*) *How worn.* As shown in figure 4-19. Corps insignia (Lamp) will be placed on left collar of outer garment shirts when insignia of grade is worn on right collar. When insignia of grade is worn on collar of outer garment shirts, it will not be worn on shoulder loops (figs. 4-20 and 4-21).

4-13. Insignia of grade for cadet officers. Only the metal insignia described below will be furnished at Government expense for wear by JROTC cadet officers on issue or cadet-type uniform. This insignia may be procured at no expense to the Government for use by NDCC cadets.

a. Description. The insignia for cadet field grade officers consists of flat lozenges, ¾ inch wide by 1¼ inches long. Insignia for cadet company grade officers consists of flat discs, ¾ inch in diameter. All cadet officer's insignia will be of silver metal but the silver cloth insignia may be worn in lieu of the metal insignia at class MI JROTC schools where distinctive cadet-type uniforms are worn.

b. Officer rank. Officer ranks will be limited to those listed below (see fig 4-22):

(1) *Cadet colonel.* Three lozenges (item 1).

(2) *Cadet lieutenant colonel.* Two lozenges (item 2).

(3) *Cadet major.* One lozenge (item 3).

(4) *Cadet captain.* Three discs (item 4).

(5) *Cadet first lieutenant.* Two discs (item 5).

(6) *Cadet second lieutenant.* One disc (item 6).

★*c. How worn.* On both shoulder loops of the vest, raincoat, coat and overcoat (fig. 4-22) and by male cadets, the right collar of the shirt (fig. 4-13, 4-14, 4-20, and 4-21) when worn as an outer garment, and on the garrison cap. Female cadet officers are authorized to wear an insignia of grade on the beret. Cadet officer insignia will be worn on the epaulet of the Army Shade 415 grey-green shirt.

4-14. Insignia of grade for cadet noncommissioned officers. The insignia described below will be furnished at Government expense for wear by JROTC participants on issue or cadet-type uniforms. This insignia may be procured at no expense to the Government for use by NDCC participants.

a. Description. Insignia is of gold color on black background, cloth shoulder loop sleeve with chevrons, bars, and triangle, star, or star within wreath, indicating noncommissioned officer grades (fig. 4–23). The sleeve is 4 inches in length.

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

(1) *Cadet command sergeant major.* Three chevrons above three bars with star within wreath between the chevrons and bars (item 1).

(2) *Cadet sergeant major.* Three chevrons above three bars with star between the chevrons and bars (item 2).

(3) *Cadet first sergeant.* Three chevrons above three bars with triangle between the chevrons and bars (item 3).

(4) *Cadet master sergeant.* Three chevrons above three bars (item 4).

(5) *Cadet sergeant first class.* Three chevrons above two bars (item 5).

(6) *Cadet staff sergeant.* Three chevrons above one bar (item 6).

(7) *Cadet sergeant.* Three chevrons (item 7).

(8) *Cadet corporal.* Two chevrons (item 8).

(9) *Cadet private first class.* One chevron above one bar (item 9).

(10) *Cadet private.* One chevron (item 10).

(11) *Cadet basic.* No insignia of grade worn.

c. How worn. Shoulder loop sleeve slipped over shoulder loops of uniform so that the insignia will be centered on the outer half of both shoulder loops of the coat, overcoat, and shirt when worn as outer garment. The sleeve will not be attached to the Army green uniform.

4–15. JROTC distinctive shoulder sleeve insignia. *a.* JROTC distinctive shoulder sleeve insignia will be furnished at Government expense.

(1) *Description.* A rectangular device 3 5/8 inches in height and 2½ inches in width overall consisting of a gray center edged with a 1/8 inch scarlet border at top and bottom. On this device is a yellow olive wreath surmounted in the vertical center by a yellow torch enflamed. 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 (fig 4–24).

(2) *How worn.* On the upper part of the

outer half of the left sleeve of the coat, overcoat, and shirt (including short-sleeve shirt) when worn as outer garment (fig. 4–25). The top of the insignia will be worn ½ inch below the top of the shoulder seam.

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

b. NDCC distinctive shoulder sleeve insignia (fig. 4–26). Insignia will be procured without expense to the Government and is authorized for wear by NDCC cadets/students.

(1) *Description.* On a blue triangle with a ⅛-inch white border, 3⅜ inches on a side overall, a white sword, point up, in front of a lamp of knowledge counterchanged.

(2) *How worn.* Same as prescribed in *a*(2) above (fig. 4–27).

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

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

(2) *How worn.* On the right sleeve in the corresponding position to the shoulder sleeve insignia prescribed in figure 4–25.

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

4–16. Academic achievement insignia. Distinctive insignia is authorized for wear by those in the top 10 percent of each JROTC/NDCC class based on grades earned in JROTC/NDCC courses, as determined by the SAI. The insignia will be worn on issue or cadet-type uniform during the academic term following that in which the grades were earned. The insignia will be furnished at Government expense for JROTC. It may be procured at no expense to the Government for NDCC.

a. Description. A gold-colored metal wreath ⅞ inch in height (fig. 4–28).

b. How worn. Centered immediately above the right breast pocket on the coat and male shirt when worn as an outer garment and correspondingly positioned on the vest. If the honor unit insignia is worn, the wreath will be pinned so that the star will be worn with the wreath (fig. 4–32).

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

(1) For second award—a red (scarlet) pad.

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

(3) For fourth award—a pad, old gold in color.

4–17. Honor unit and honor unit with distinctive insignia. Distinctive insignia will be furnished at Government expense for wear by JROTC cadets during the school year following designation of their unit as an honor unit or honor unit with distinction. It may be procured at no expense to the Government for wear by NDCC cadets under similar circumstances.

a. Description.

(1) *Honor unit insignia.* A 5-pointed star of blue enamel on gold-colored metal, 9/16 inch in diameter (fig. 4–29).

(2) *Honor unit with distinction insignia.* A 5-pointed star of yellow enamel on gold-colored metal, 9/16 inch in diameter (fig. 4–30).

b. How worn. Centered ¼ inch above the right breast pocket, with one point of the star up, on the coat or shirt when worn as an outer garment (fig. 4–31), and correspondingly positioned on the vest.

4–18. Nameplate. One nameplate per JROTC cadet/student may be furnished at Government expense. Nameplates may be procured at no expense to the Government by NDCC cadets/students. Nameplates must conform to the description below and will be worn on issue uniforms.

a. Description. Nameplates will indicate last name only and will be 1 by 3 inches (may be longer in case of lengthy names) with white block-type lettering ¼- to ⅜-inch high on jet-black background. (It may have a white edge or border not exceeding 1/32 inch in width.)

b. How worn. On flap of the right breast pocket, centered between the top of the buttonhole and the top of the pocket flap, and correspondingly positioned on the vest.

4–19. ROTC lapel button. A lapel button may be procured at no expense to the Government for wear as an identification device, if desired by the individual.

a. Description. A torch ⅜ inch in height in front of a panel, 3/32 inch in height by ½ inch in length with irregular ends, bearing the letters "ROTC" all in gold metal (fig. 4–33).

b. How worn. On the lapel or collar of a civilian garment.

4–20. Optional items. Shoulder loop insignia, shoulder cords, and color trimmings described in this paragraph are optional items.

a. These items will be procured at no expense to the Government by schools electing to prescribe their wear or by individuals who are voluntary members of authorized JROTC/NDCC military organizations. (See para 4–3*b*.) Shoulder loop insignia, shoulder cords, and color trimmings will be worn only after specific design, materials, and quality associated with their manufacture have been approved by the Army (para 4–3).

b. Schools may prescribe the wear of approved distinctive shoulder loop insignia. Procurement will be as stated in *a* above. They will be worn—

(1) As shown in figures 4–34 through 4–38 except for cadet commissioned officers in which case they will be worn as follows:

(*a*) As shown in figure 4–9.

(*b*) One insignia as shown in figure 4–39②, centered on the left breast coat pocket of an outer garment shirt, except on field uniform.

(2) Insignia of national or local military honor societies, at the option of the SAI, may—

(*a*) Be substituted for school insignia and worn as above, or

(*b*) One insignia worn on right pocket as shown in figure 4–39①, with region command or school insignia worn on left pocket as shown in figure 4–39②.

c. Shoulder loop insignia worn on the left loop representing a group must also be worn on the right loop. If insignia representing another group is to be worn, it will be as prescribed in *b*(1)(*b*) or (2)(*b*) above. School or organization shoulder loop insignia will not be worn on insignia of grade shoulder loop sleeves. School or organization shoulder loop insignia will not be worn on the field uniform.

d. Shoulder cords, passing under the axillae, will not exceed two in number for any one person (one on each shoulder) (fig. 4–40). Shoulder cords may have a ferrule attached. Cords with a ferrule will be worn with the ferrule to the front. Solid, single-color standardized shoulder cords may be awarded for participation in extracurricular activities including but not limited to—

(1) Color guard—white (cable #65005).

(2) Drill activity—(red cable #65006).

(3) Musical activity—blue (cable #70147).

(4) Marksmanship activity—tan (cable #65015).

(5) Honor organizations, such as national or local honor societies—gold (cable #70157).

(6) Orienteering activity—green (cable #70063).

(7) Adventure type activity such as, ranger or recondo type units—black (cable #65018).

★(8) Honor guard—orange (cable #65004).

(9) Color shoulder cords, except those listed above, may still be awarded at local unit option for other activities with approval by TIOH. USA.

e. 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 1¼ inches.

Section IV. AWARDS

4–21. General. *a.* Awards may be given to recognize the distinguished, heroic, meritorious, and other commendable acts of the individual and his status and achievements. It is particularly important that they be given—

(1) To deserving individuals.

(2) Promptly.

(3) During an appropriate ceremony.

b. Army medals may be engraved at Government expense, in a reasonable period of time, by the US Army Support Center, Philadelphia, PA 19101. The expense of maintaining decorations, medals, badges, ribbons, etc., 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 com-

plete name and last-known address of the intended recipient will be sent to Cdr, MILPERCEN, 200 Stovall Street, Alexandria, VA. 22332, if undeliverable.

★*d.* Only the awards, decorations, and badges prescribed in this regulation, AR 672-5-1, or approved by The Institute of Heraldry will be worn by JROTC cadets and JROTC/NDCC students on the uniform prescribed for wear in the JROTC/NDCC program at their institution. Other awards and decorations, subject to law and regulation, may be accepted by cadets and students, but will not be worn on the prescribed uniform. Medals for which a ribbon device is provided may not be worn on a JROTC uniform when other ribbons are worn.

4-22. 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.

4-23. US and foreign awards. Awards, including decorations, medals, badges, ribbons, and appurtenances of the United States and foreign nations as prescribed in AR 672-5-1, 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/NDCC programs. They will be worn as prescribed in AR 672-5-1. The SAI will obtain a certified record of the award and authority concerned for each individual wearing such awards in the program at his or her institution.

4-24. Recommendation for awards. It is the responsibility of any individual having personal knowledge of an act, achievement, or service believed to warrant the award of a decoration to submit a recommendation for consideration.

4-25. Medal for Heroism (ROTC and NDCC).

★*a. Criteria.* The Medal of Heroism (fig. 4-41) is a US military decoration awarded by the Department of the Army to any JROTC/NDCC cadet or JROTC/NDCC student who by an act of heroism. The achievement must be resulted in an accomplishment so exceptional and outstanding as to clearly set the individual apart from fellow students or from other persons in similar circumstances. The performance must have involved the acceptance of danger of extraordinary responsibilities exemplifying praiseworthy fortitude and courage.

b. Nominations.

(1) Nominations for the award will be initiated by the SAI on the basis of achievements described in *a* above that the SAI believes warrant the award of this medal. Such acts may have been accomplished while on or off the institution property.

(2) Nominations will be submitted by the SAI to the region commander concerned for approval or disapproval. DA Form 638 (Recommendation for Award) or letter form 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.

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

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

4-26. Superior cadet decoration. *a.* These medals (ROTC (fig. 4-42) and NDCC (fig. 4-43)) are US military decorations awarded by the Department of the Army and limited to one outstanding cadet in each leadership development class in each JROTC and NDCC institution.

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

(1) A JROTC or NDCC cadet.

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

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

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

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

(2) Provide military and civilian representation.

(3) Ensure representation competent to evaluate the individual, using criteria and procedures prescrib-

*In the case of multiple units, selection boards may be convened by the DAI with the concurrence of the head of the school system concerned. Composition of the board will be as prescribed in this regulation except that the DAI will be president of the board and the SAI of each school concerned or the individual whom the SAI designates will be a member of the multiple unit selection board.

ed by this regulation.

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

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

(6) In the case of JROTC and when possible, NDCC, include one or more selected civilian school officials or faculty not to exceed one third of the board members.

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

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 civilian courses. To include all demonstrated qualities of leadership in student organizations, constructive activities, participation in sports, etc.)	50
Demonstrated qualities of discipline, courtesy, and character, and other consistently demonstrated potential qualities as an officer (to be an overall estimate for all pertinent elements of the cadet's performance)	100
Total point weight against which leading students are selected	300

e. Nominations will be forwarded annually to the region commander to be received by him or her not later than 45 days prior to the end of the academic year. Nominations will be typed on a single sheet of bond paper, size 8½ by 11 inches, showing the name of the institution, the full name of each nominee and the class-year, and the signature of the SAI. If a multiple-unit selection board is convened, the DAI may indorse the nominations, but will not delay them. The nominations must be submitted by each school to the region commander and will not be placed on a consolidated list for forwarding purposes. The nominations will be retained on file by the region commander for a period of 2 years following receipt.

★*f.* The region commander will approve the nomination by signing the proper certificate (DA Form 1733-1 (JROTC Citation) or DA Form 1733-3 (NDCC Citation). The forms are available through normal publication supply channels and will be presented with the award.

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

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

4-27. 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 LD–2 (3-year program) and LD–3 (4-year program) cadets. The number of awards authorized per ROTC region or oversea command is based upon the following criteria: one award is authorized for each 4,000 LD–2/LD–3 cadets enrolled within an Army ROTC region or oversea command, plus one additional 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 region or oversea command. (Examples: 12,448 LD–2/LD–3 cadets, authorized four awards; 3,980 LD–2/LD–3 cadets, authorized one award.)

b. Criteria. The criteria for selecting students for the Legion of Valor Bronze Cross for Achievement will be the same as that for Superior Cadet decoration (para 4–26*b*).

c. Selection. The selection board convened for the Superior Cadet Decoration Award will recommend one LD–2/LD–3 cadet for the Legion of Valor Cross for Achievement. The SAI will submit the nomination, in quadruplicate, together with justification indorsed by the principal or head of the school, to the ROTC region or oversea command not later than 1 month before the end of the academic year. The ROTC region or oversea command will forward, in duplicate, the nominations of those determined best qualified in the numbers indicated in *a* above to the National Adjutant, Legion of Valor, 621 S. Taylor Street, Arlington, VA 22204 not later than one month after the end of the academic year. The Legion of Valor will send Bronze Crosses and certificates to the appropriate ROTC region commanders concerned.

d. Presentation. These awards should be presented in early fall during the cadet's last year in school by members of the Legion of Valor when possible. The Legion of Valor will send along with the awards names of members residing in the vicinity of the school having winners. The DAI/SAI will invite one or more Legion of Valor members to participate in the presentation. If member is not available, the award will be made by active military personnel who are recipients of the Medal of Honor, Distinguished Service Cross, Navy Cross or Air Force Cross, or who occupy positions of appropriate prestige. JROTC/NDCC parades or similar traditional school events, if held early in the school year, are considered suitable occasions for presentation.

4–28. Sons of the American Revolution (SAR) Award. *a. General.* The Sons of the American Revolution gives the award to a meritorious cadet enrolled in Army ROTC at each school (or one medal for each 500 cadets enrolled at time of the award). This award consists of a bronze medal pendant and ribbon bar.

b. Criteria. Recipient must—

(1) Be in good standing militarily and scholastically at the time of selection and presentation of the award.

(2) Show a high degree of merit with respect to leadership qualities, soldierly bearing, and excellence. Since there are many awards for scholarship alone that should not be duplicated, excellence is defined as all around excellence in the Army ROTC program studies and activities.

c. Selection. The DAI/SAI or his authorized representative will select the recipient. The award may be presented at the end of a cadet's second year of a three-or four-year secondary school program.

★*d. Source* The National Headquarters, Sons of the American Revolution, 1000 South 4th Street, Louisville, KY 40203 will furnish the Secretary of each applicable SAR state organization a list of the Army ROTC units in his state. The secretaries of SAR organizations will coordinate with each ROTC unit within their area. DAI/SAI may make inquiry about the SAR award to state organizations or the National Headquarters.

e. Presentation. Arrangements for the presentation will be made by the applicable state society and the DAI/SAI. Award should be presented at an appropriate military ceremony.

A recipient of the award will not be eligible for a second award.

4–29. 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. High school students and juniors at military schools will receive the Bronze medal; sophomores will receive the Silver medal.

b. Criteria. Cadet must—

(1) Be in good standing in all military aspects and scholastic grades at the time of selection and presentation of the award.

(2) Have shown marked improvement in both military and scholastic grades at the time of selection and presentation of the award.

(3) Have indicated by military and scholastic grades, extracurricular activities, or individual endeavor a desire to serve his country.

(4) Not have previously received this award.

c. Selection. Selection will be made by the DAI/SAI with concurrence of the ranking school official present. Award may be made to a deserving cadet in each class or to a single cadet at a school. Approval must be obtained from the MOWW before awarding more than 1 medal at the school.

d. Source. Requests for medals may be made by the DAI/SAI to nearest local chapter of The Military Order of World Wars. If no local chapter is available, information may be obtained from the National Headquarters, The Military Order of the World Wars, 1100 Seventeenth Street, NW, Washington, DC 20036.

e. Presentation. Arrangements will be made by the DAI/SAI for MOWW member to present the award to the recipient at an appropriate military ceremony. If a member is not available, any male 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.

4–30. Daughters of the American Revolution Award. *a. General.* This award, which consists of a Bronze medal and ribbon bar, is presented annually by the Daughters of the American Revolution to a cadet at each school for outstanding ability and achievement.

b. Criteria. The cadet must—

(1) Be a member of the graduating class.

(2) Be in the top 25 percent of the cadets in ROTC and academic subjects.

(3) Have demonstrated qualities of dependability and good character, adherence to military discipline, leadership ability, and a fundamental and patriotic understanding of the importance of ROTC training.

c. Selection. Selection will be made by the DAI/SAI and head of the school.

d. Source. Requests for sponsorship of the DAR award may be made by the DAI/SAI to the local DAR Chapter Regent. If local contacts are unavailable, information may be obtained from the National Defense Committee. National Society, Daughters of the American Revolution, 1776 D Street, NW, Washington, DC 20006.

e. Presentation. The award should be presented at an appropriate ceremony by a DAR Chapter Regent, a National Defense Chairman, or a DAR Representative appointed by them, if possible.

4–31. Association of Military Colleges and Schools (AMCS) of the United States Award. *a. General.* This award, which consists of a gold medal pendant, is called "The AMCS President's Medal" and may be awarded annually at those schools holding membership in the association. One award per year per school is authorized.

b. Criteria. This award may be presented at the discretion of the member school according to criteria that best suits the individual school's standards and programs. The individual selected should be a full-time student/cadet who has completed at least two full years before being considered for the award.

c. Selection. Selection will be made by a board composed equally of academic and military fac-

ulty members. They will nominate a recipient to the principal or head of the school, who will make the final selection.

d. Source. Requests for information about this award should be addressed to: Association of Military Colleges and Schools of the United States, 515 Wythe Street, Suite 201, Alexandria, VA 22314.

e. Presentation. Presentation will be made by the principal, the head of the school, or his or her representative at an appropriate ceremony during the commencement period at the end of the normal academic year.

4-32. American Legion Awards. *a. General.* These awards are given annually to outstanding cadets at each school for general military excellence and scholastic excellence. Not more than one student at a school may be nominated per year per school for these awards. Students participating in Junior ROTC programs conducted at high schools will receive the Bronze Medal; students participating at military schools during their junior year will receive the Silver Medal. A miniature reproduction of the official ROTC crest is attached to the medal awarded for general military excellence. A miniature scholastic scroll is attached to the medal awarded for scholastic excellence. Recipients of either award will also receive a ribbon bar to which the crest or scroll is attached.

b. Criteria. A cadet may receive an award for general military excellence and an award for scholastic excellence for the same school year or for more than one year.

(1) *General Military Excellence Award.* The cadet must—

(*a*) Be in the top 25 percent of his or her class in academic subjects and ROTC subjects.

(*b*) Have demonstrated outstanding qualities in military leadership, discipline, character, and citizenship.

(2) *Scholastic Excellence Award.* The cadet must—

(*a*) Be in the top 10 percent of his or her class in academic subjects.

(*b*) Be in the top 25 percent of his or her class in ROTC subjects.

(*c*) Have demonstrated qualities of leadership.

(*d*) Have actively participated in related student activities, such as, student organizations, constructive activities, or sports.

c. Selection. Selection will be made by the DAI/SAI or head of the school or both.

d. Source. Requests for awards may be made to the local posts of the American Legion. If no local post exist, information may be obtained from the National Security Division, the American Legion, K Street NW Washington DC 20006.

e. Presentation. Arrangements will be made by the DAI/SAI for an American Legion representative to present the awards at an appropriate military ceremony.

f. Reporting. Send a follow-on report to the National Security/Foreign Relations Division, The American Legion that includes—

(1) Name of recipient and type of award.

(2) American Legion Post Number and date award was presented.

(3) Name and title of American Legion representative presenting the award.

4-33. The National Sojourners Award. *a. General.* This award, which consists of a ribbon with medal pendant, is made annually to an outstanding cadet at each school who contributed the most to encourage and demonstrate Americanism within the Corps of Cadets and on the campus.

b. Criteria. The cadet must—

(1) Be in the second or third year of JROTC.

(2) Be in the top 25 percent of his or her academic class.

(3) Have encouraged and demonstrated the ideals of Americanism by deed or conduct or both.

(4) Have demonstrated a potential for outstanding leadership.

(5) Not have previously received the award.

c. Selection. The DAI/SAI or head of the school or both may make the selection. Final approval rests with the sponsoring chapter of National Sojourners.

d. Source. Request for National Sojourners Award sponsorship may be made by the DAI/SAI to the nearest local chapter. Requests are normally made in January for presentation in April or May. If no local chapter exists, information may be obtained from the National Sojourners, Inc., 8301 E. Boulevard Drive, Alexandria, VA 22308.

e. Presentation. DAI/SAI will make appropriate arrangements for presenting the award.

★4-33.1. US Army Recruiting Command Award for JROTC.

a. General. This award is presented annually by the US Army Recruiting Command to a cadet at each school in recognition of outstanding achievement and contributions to the JROTC program. The award consists of a bronze medal and ribbon bar.

b. Criteria. The cadet must—

(1) Be in the second year of a 3-year program or in the third year of a 4-year program.

(2) Be in the top 25 percent of his or her academic class.

(3) Have demonstrated outstanding leadership traits and posses the potential for assuming positions of increased responsibility.

(4) Participate in extracurricular activities that foster both scholastic and military excellence.

(5) Demonstrate qualities of dependability and good character, respect military discipline and standards, and possess a fundamental and patriotic understanding of the importance of JROTC training.

(6) Not have previously received the award.

c. Selection. Selection will be made by the school officials. The DAI/SAI will assist in the selection.

d. Source. The bronze medal and ribbon bar will be provided by the US Army Recruiting Command.

e. Presentation. The award should be presented at the end of the school year along with the annual awards program. Presentation will be made by a representative of the US Army Recruiting Command.

4-34. Qualification badge. The basic qualification badges for marksmanship will be centered on the flap of the left breast pocket of the issue- or cadet-type coat or shirt when worn as an outer garment (chap 5). Only the latest award will be worn.

4-35. School awards. *a.* To ensure ribbon awards are uniformly designed, DA has approved 35 designs (app C) that will be purchased at Government expense for award by JROTC/NDCC host schools. The selection will be made based on criteria specified in appendix D and by region commanders. These designs are divided into four series—

(1) Academic awards—10 designs.

(2) Athletic awards—5 designs.

(3) Military awards—15 designs.

(4) Miscellaneous awards—5 designs.

The order of merit of these awards, by series, is academic, military, athletic, and miscellaneous. The order of merit within series is determined by the last digit of the numerical designations (app D). Metal devices indicating additional awards are authorized as depicted in appendix C.

b. 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 JROTC/NDCC uniform only when the design has been approved by TIOH, USA. (Design approvals previously granted remain in effect.)

4-36. Marksmanship medals and ribbons. *a.* Medals and ribbons awarded to members of winning teams in ROTC region interscholastic indoor smallbore rifle matches are authorized for general wear on issue-or cadet-type uniforms.

b. Medals and ribbons with medal pendants awarded by the National Board for the Promotion of Rifle Practice may be worn on the ROTC uniform only for special ceremonies and official functions as directed by the DAI/SAI. They cannot be authorized for general wear.

4-37. Unit awards. *a. Initial issue.* Streamers will be provided at Government expense to all units awarded the honor unit and the honor unit with distinction JROTC/NDCC rating. They will be issued in pairs: one showing the honor or honor unit with distinction designation and one showing the years in which the award was 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.

b. Replacement. Streamers embroidered to show designation or years of awards may be issued at Government expense to replace ones that become unserviceable because of fair wear and tear.

c. Description. Streamers are swallow-tailed and distinctive in color. The streamer will be displayed attached to the pike or lance of the school colors right below the spearhead. The streamer is an integral part of the JROTC/NDCC school colors. Date streamers will be the colors of the unit class.

(1) *Dimensions.* Two and three-quarter inches wide and 3 feet long for display with school colors.

(2) *Honor unit/school colors.* (fig. 4-44).

(*a*) Class MI will be grey 3/8 inch, bright yellow 2 inches, and grey 3/8 inch. The bright

yellow stripe is embroidered in grey with the inscription "Honor School" followed by a star, both 1¼ inches in height. Grey numerals, 1¼ inches in height will denote award years on the date streamer.

(b) Class HS will be bright yellow ⅜ inch, scarlet 2 inches, and bright yellow ⅜ inch with the inscription "Honor School" followed by a star both 1¼ inches in height. Bright yellow numerals, 1¼ inches in height will denote award years on the date streamer.

(c) NDCC will be white ⅜ inch, dark blue 2 inches, and white ⅜ inch. The dark blue stripe is embroidered in white with the inscription "Honor School" followed by a star, both 1¼ inches in height. White numerals, 1¼ inches in height will denote award years on the date streamer.

(3) *Honor unit/school with distinction colors* (fig. 4–45).

(a) Class MI will be dark yellow ⅜ inch, dark orange 2 inches, and dark yellow ⅜ inch. The orange stripe is embroidered in dark yellow with the inscription "Honor Unit with Distinction" followed by a star, both 1¼ inches in height. Dark yellow numerals, 1¼ inches in height will denote award years on the date streamer.

(b) Class HS will be dark yellow ⅜ inch, medium blue 2 inches, and dark yellow ⅜ inch. The blue stripe is embroidered in dark yellow, with the inscription "Honor Unit with Distinction" followed by a star, both 1¼ inches in height. Dark yellow numerals, 1¼ inches in height will denote award years on the date streamer.

(c) NDCC will be medium blue ⅜ inch, dark yellow 2 inches, and medium blue ⅜ inch. The yellow stripe is embroidered in medium blue with the inscription "Honor Unit with Distinction" followed by a star, both 1¼ inches in height. Medium blue numerals, 1¼ inches in height will denote award years on the date streamer.

4–38. Other awards. Institutions, agencies, and military honor societies with established records of support for JROTC/NDCC programs and services to the Nation may present awards to cadets in these programs provided they are procured without expenses to the government and that the design is approved by The Institute of Heraldry, US Army and the award and criteria used is approved by the Department of the Army. Filing of corporate papers, constitution and bylaws, letters of agreement, or other documents may be required.

*Figure 4-1*①. **Rescinded.**

*Figure 4-1*②. **Rescinded.**

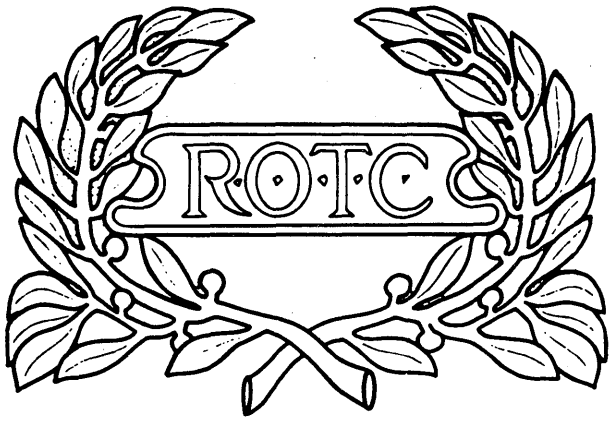


*Figure 4-2*①. *JROTC cap insignia.*

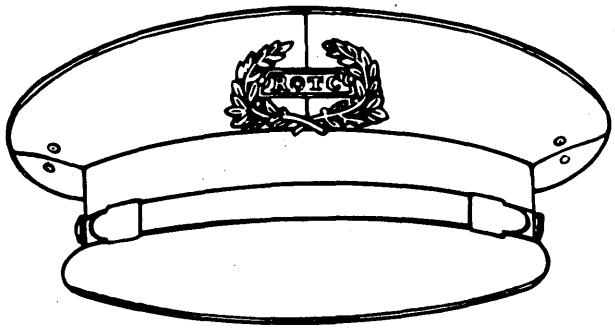


*Figure 4-2*②. *JROTC insignia on cadet-type cap.*

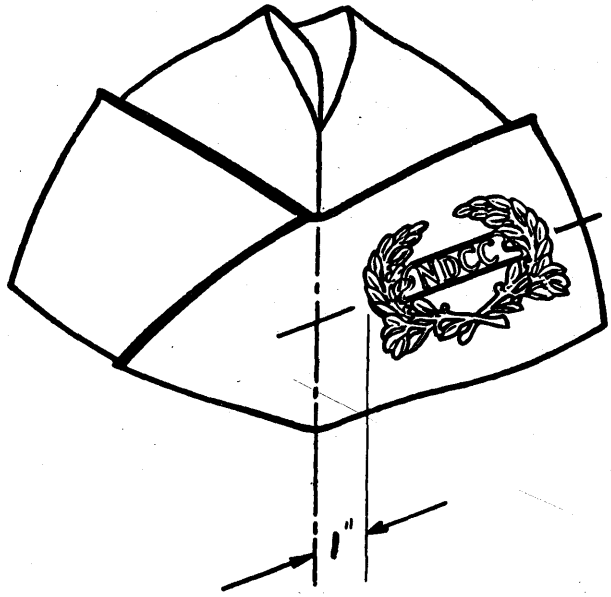


Figure 4-3. JROTC insignia on garrison cap.

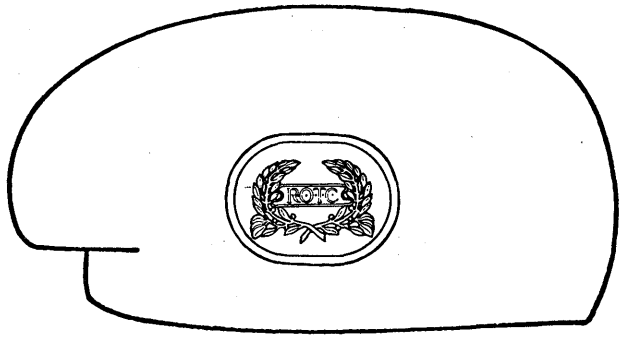


*Figure 4-3*①. *JROTC insignia, on beret.*

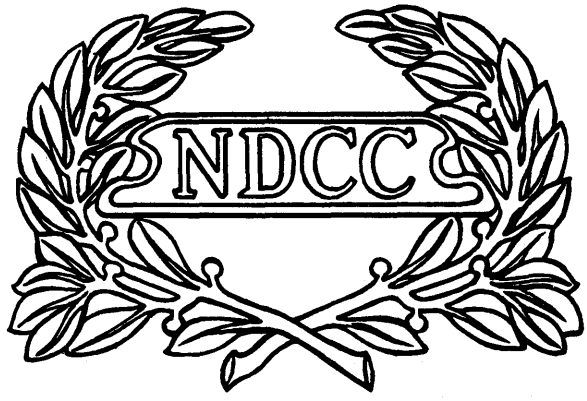


*Figure 4-4*①. *NDCC insignia.*

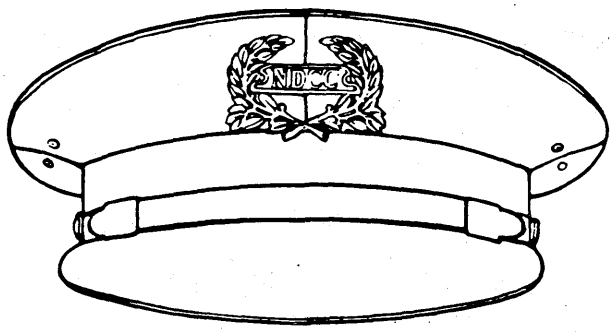
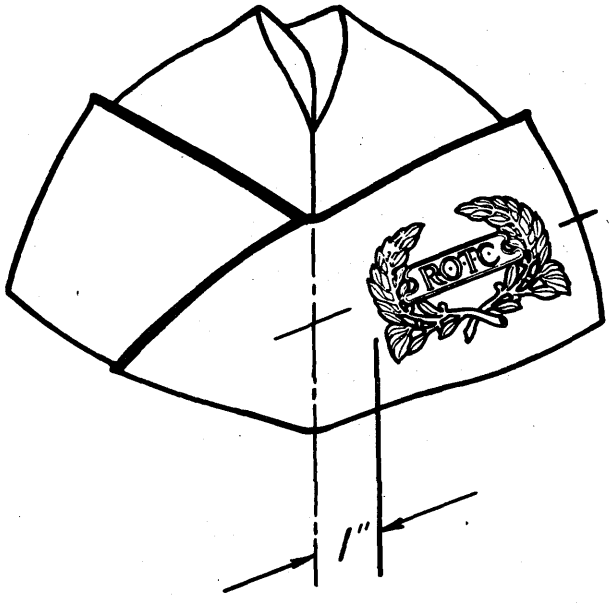


Figure 4-4②. NDCC insignia on cadet-type cap.



Figure 4-6. Corps insignia (JROTC).



GARRISON CAP

Figure 4-5. NDCC insignia on garrison cap.

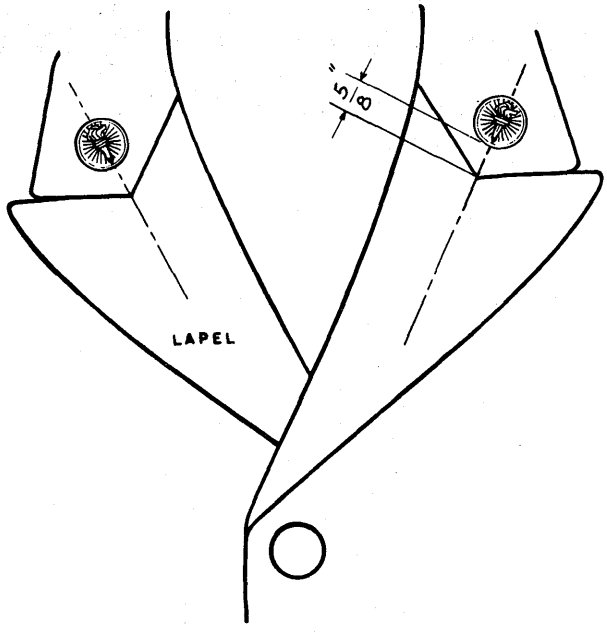


Figure 4-7. Corps insignia (JROTC) on coat collar.

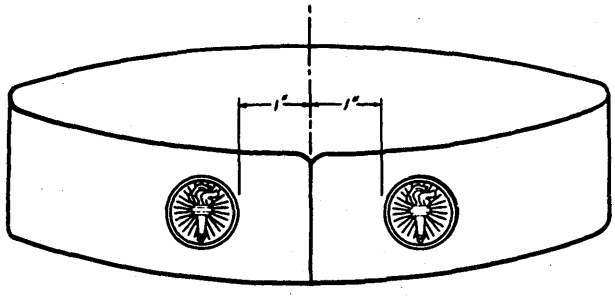


Figure 4-8. Corps insignia (JROTC) on collar of cadet-type uniform.

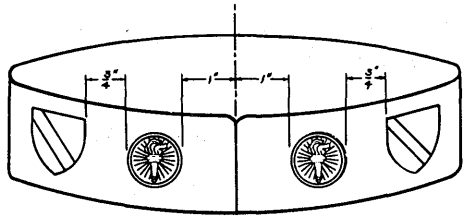


Figure 4–9. Corps (JROTC) and distinctive insignia on collar of cadet-type uniform

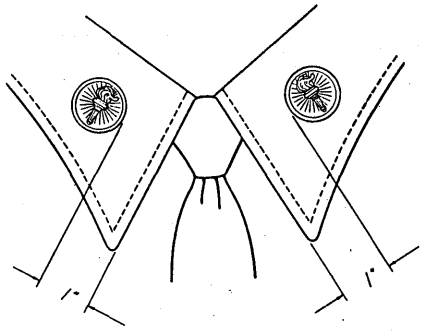


Figure 4–10. Corps insignia (JROTC) on cadet-type shirt.

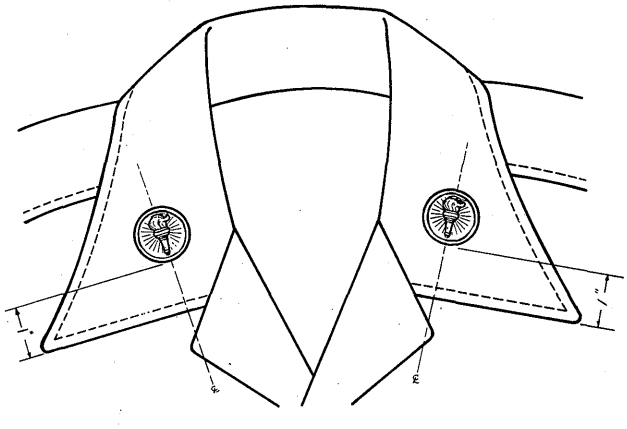


Figure 4–11. Corps insignia (JROTC) on outer-garmet shirt.

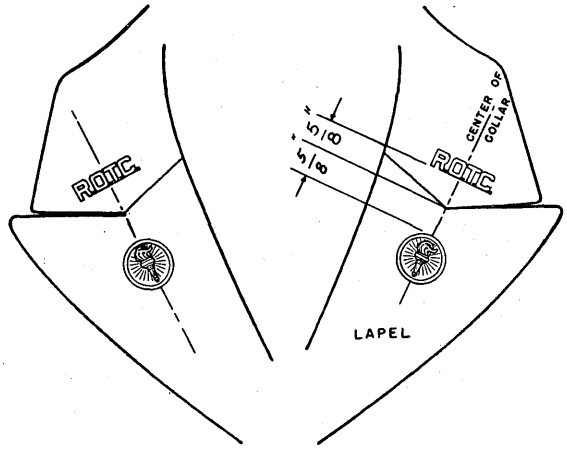
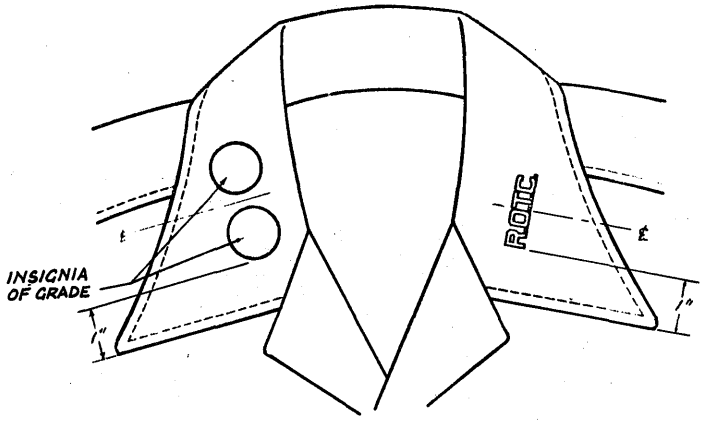
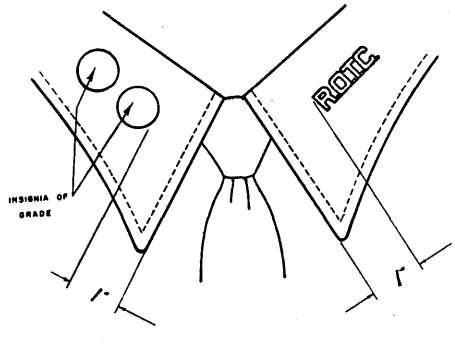


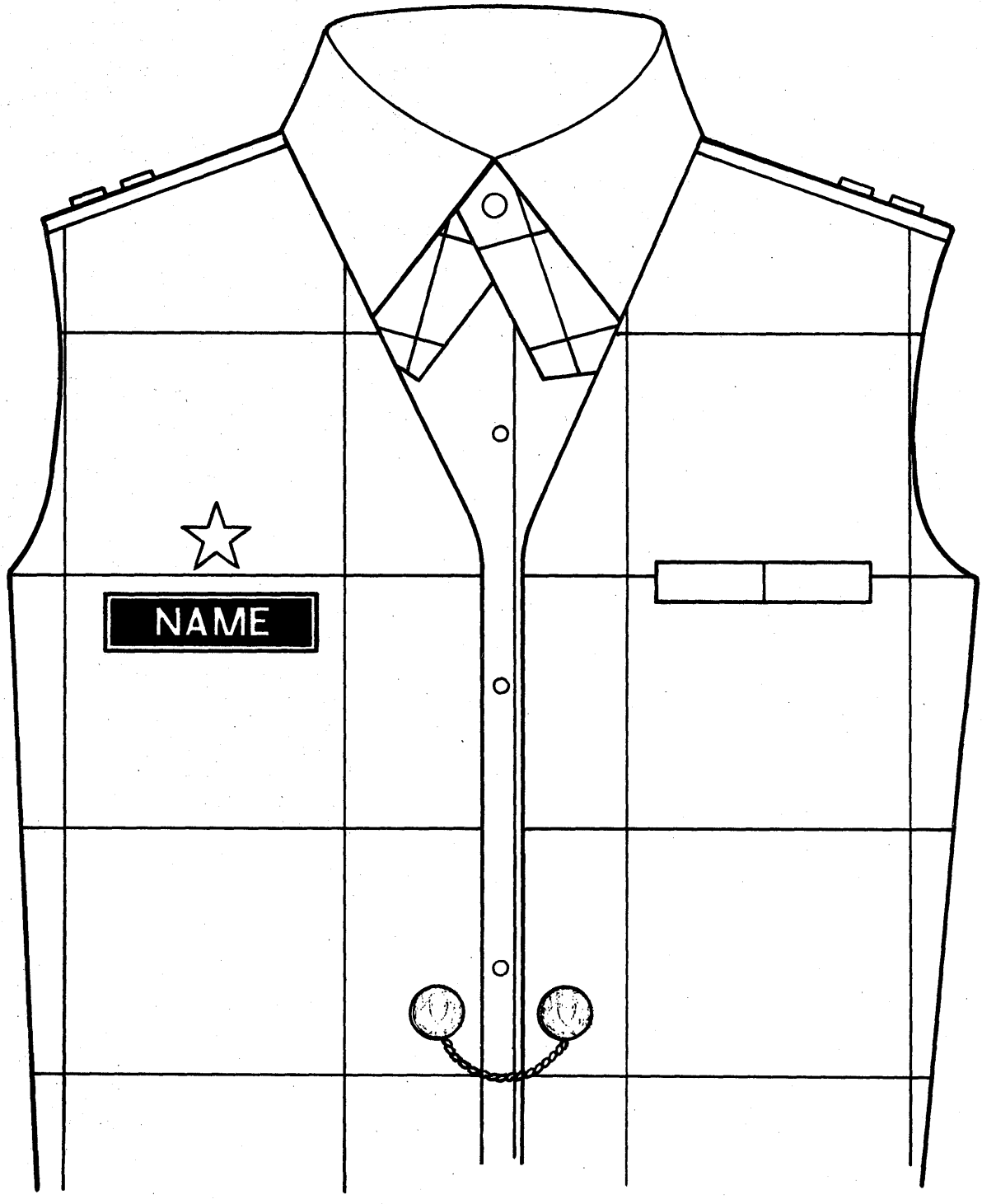
Figure 4–12. Corps and collar insignia (JROTC) on cadet officer coat.



★*Figure 4–13. Insignia on collar of JROTC cadet officer outer-garment shirt.*



★*Figure 4–14. Insignia on collar of JROTC cadet officer cadet-type shirt.*



★*Figure 4–14.*① *Female cadet vest.*



Figure 4–15. Corps insignia (NDCC).

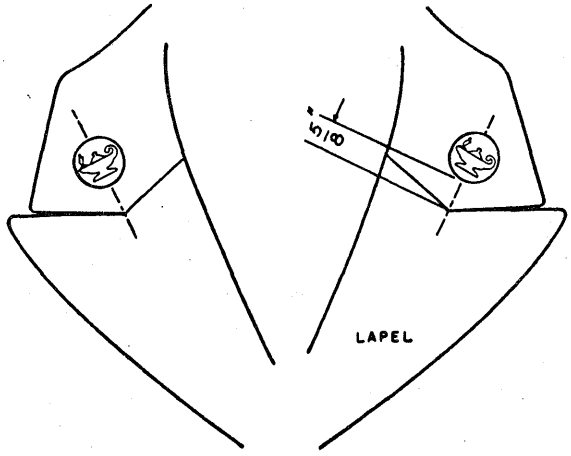


Figure 4–16. Corps insignia (NDCC) on coat collar.

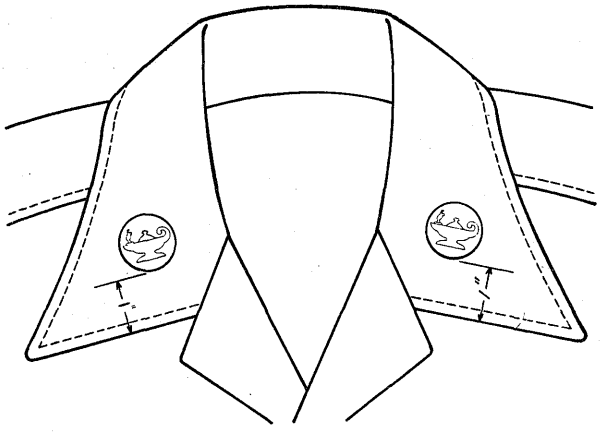


Figure 4–17. Corps insignia (NDCC) on outer-garment shirt.

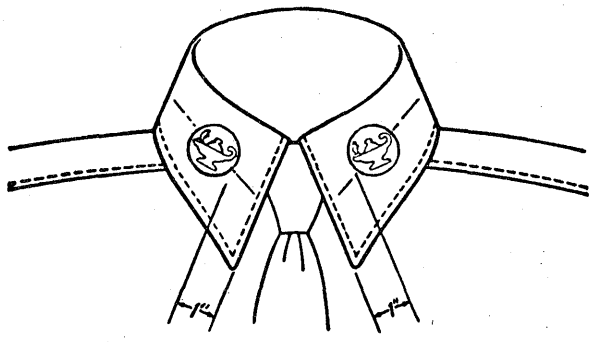


Figure 4–18. Corps insignia (NDCC) on cadet-type shirt.

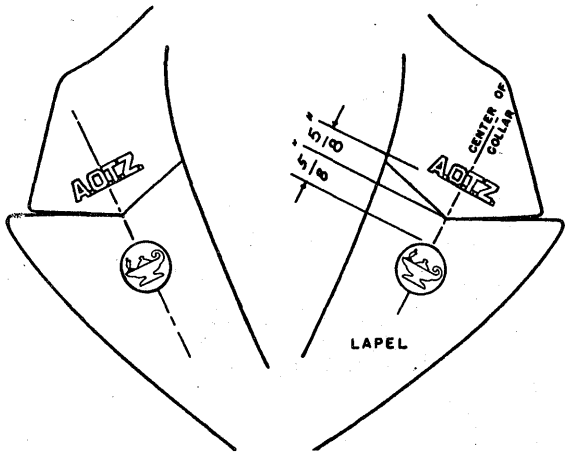


Figure 4–19. Corps and collar insignia (NDCC) on cadet officer coat.

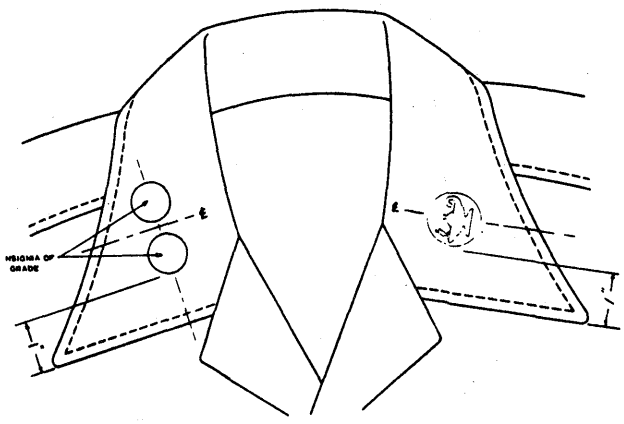


Figure 4–20. Insignia on collar of NDCC cadet officer outer-garment shirt.

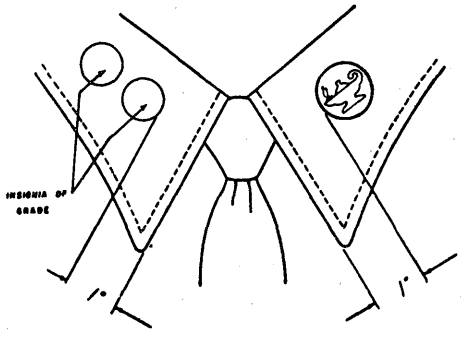


Figure 4–21. Insignia on collar of NDCC cadet officer cadet-type shirt.

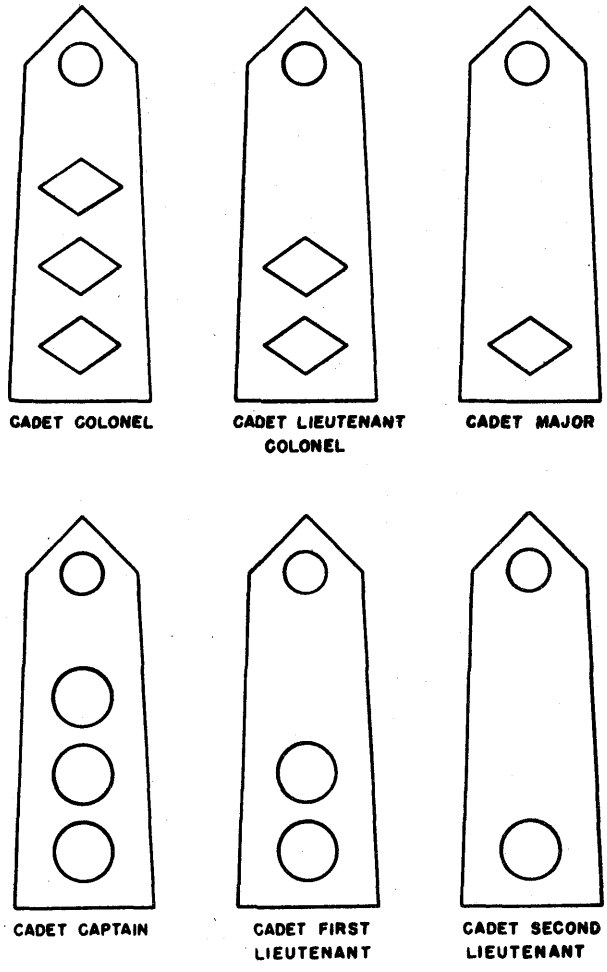


Figure 4–22. Cadet officers insignia of grade.

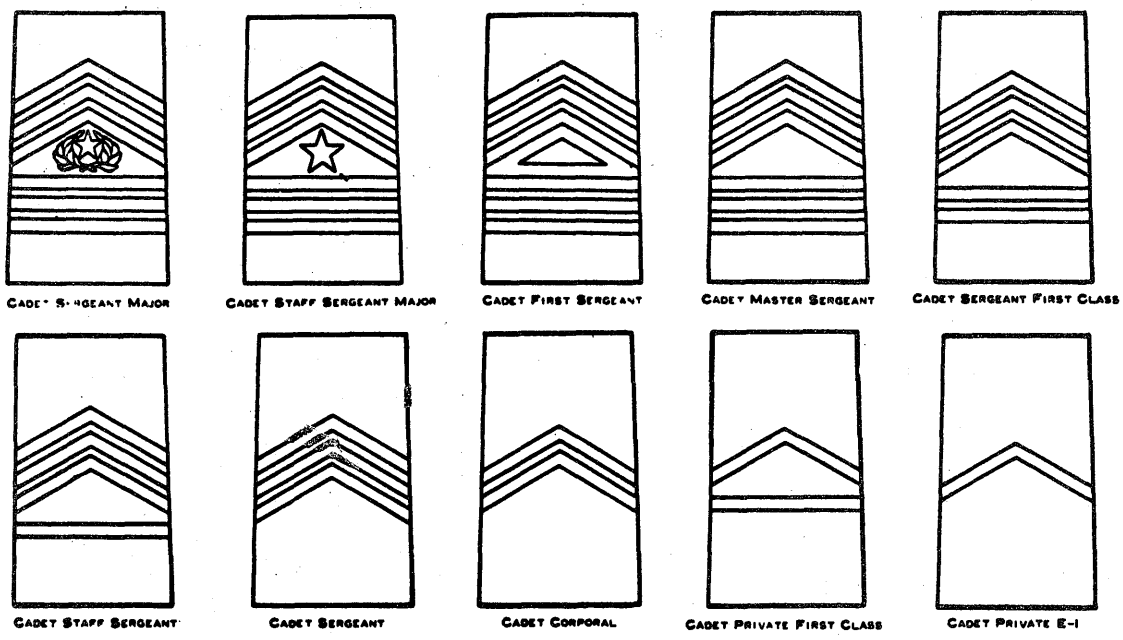


Figure 4-23. Cadet insignia of grade.



Figure 4-24. JROTC shoulder sleeve insignia.

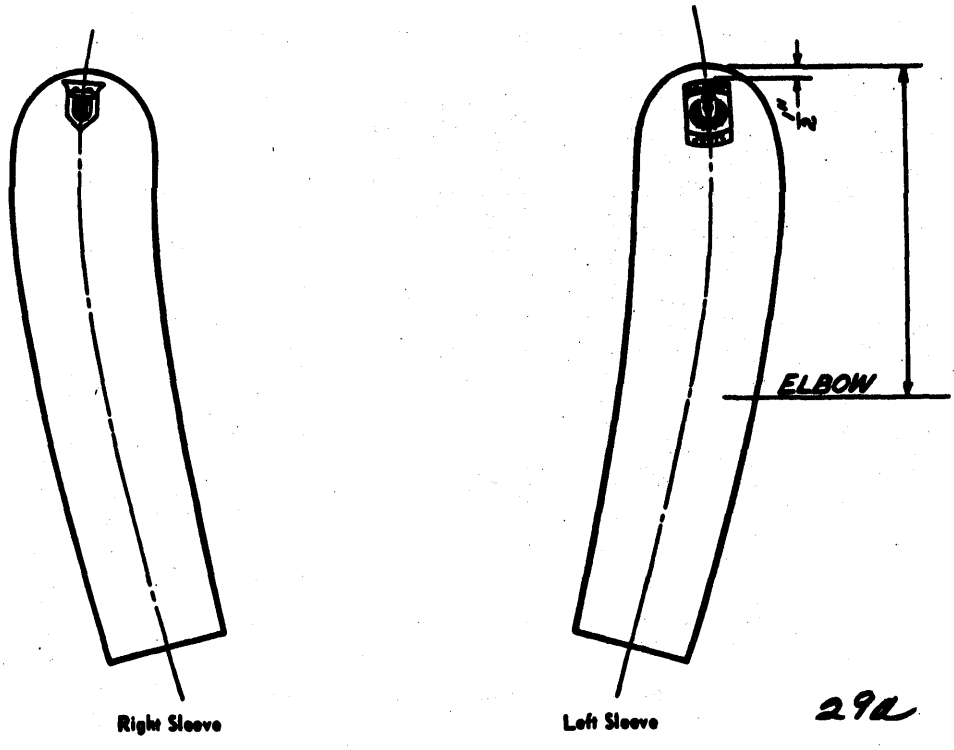


Figure 4-25. Wearing of shoulder sleeve insignia.

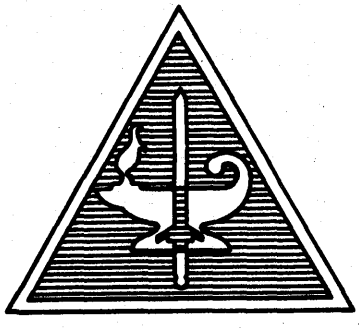


Figure 4-26. NDCC shoulder sleeve insignia.

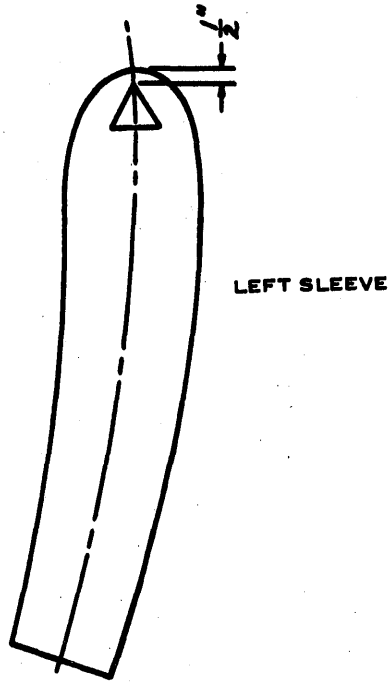


Figure 4-27. Wearing of NDCC shoulder sleeve insignia.



Figure 4-28. Academic achievement insignia.

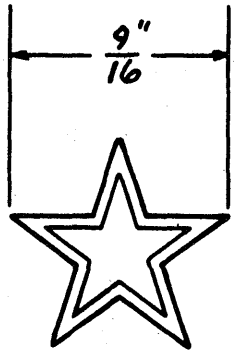
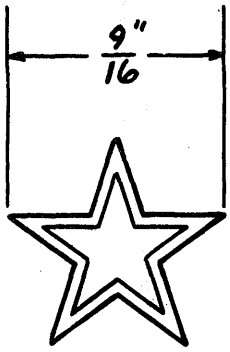


Figure 4-29. Honor unit insignia.



HONOR NDCC SCHOOL INSIGNIA

Figure 4-30. Honor unit with distinction insignia.

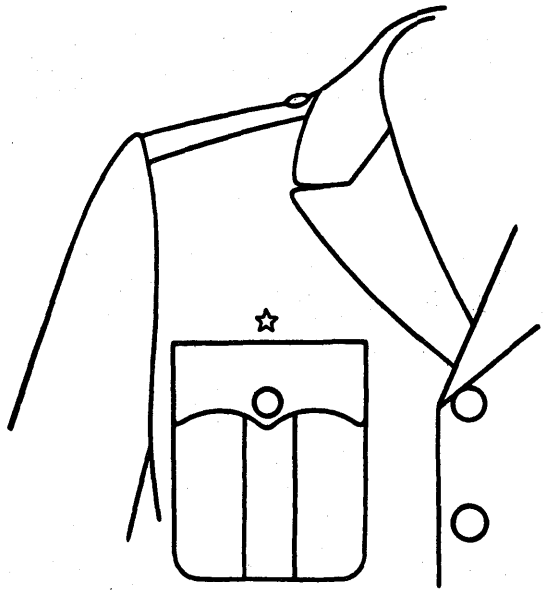


Figure 4-31. Wearing of honor unit/honor unit with distinction insignia.

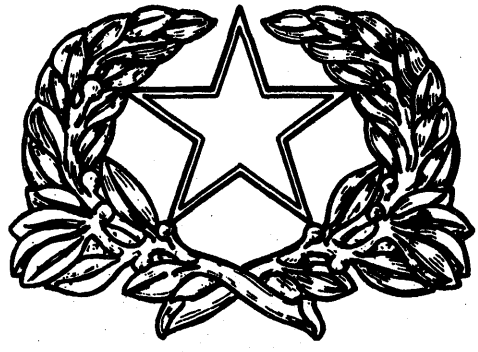


Figure 4-32. Wearing of academic achievement insignia with honor insignia.



Figure 4-33. ROTC lapel button.

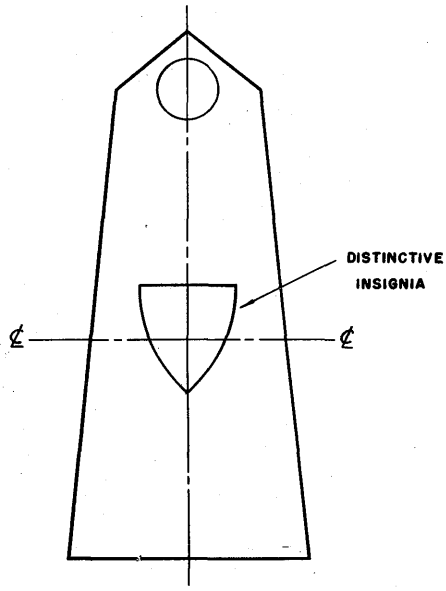


Figure 4–34

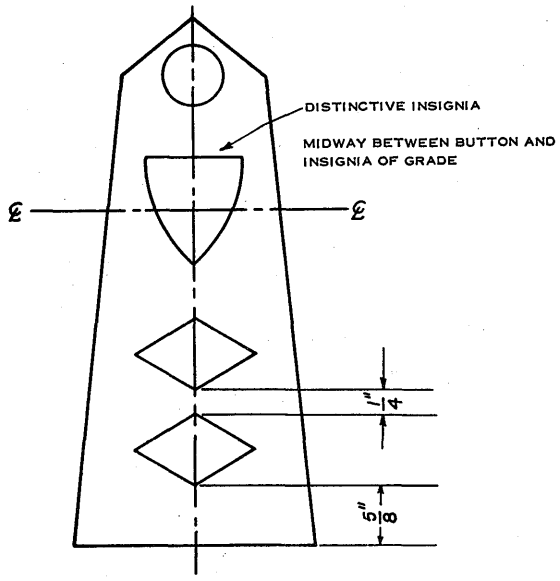


Figure 4–36

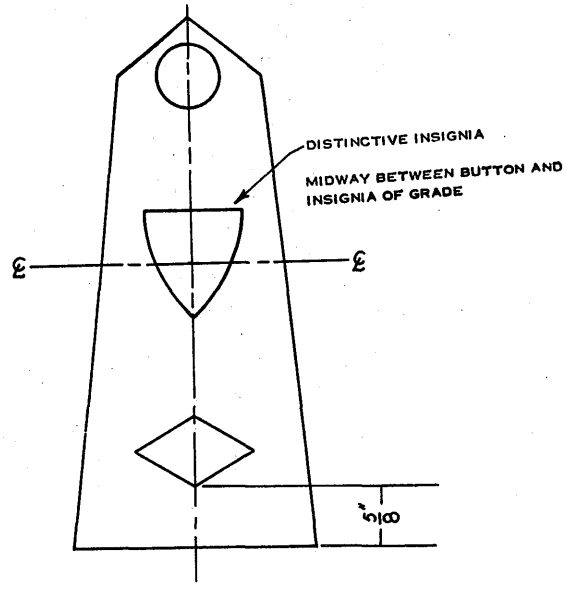


Figure 4–35

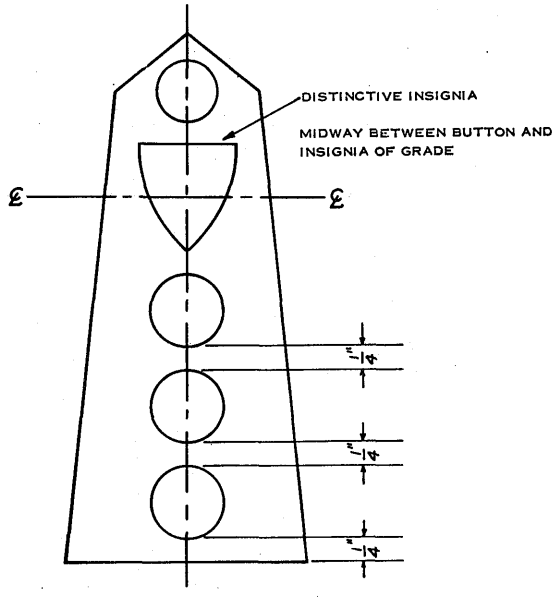


Figure 4–37

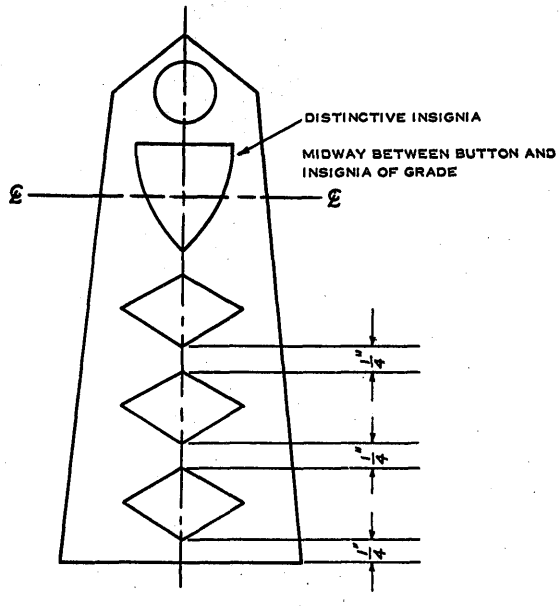


Figure 4–38

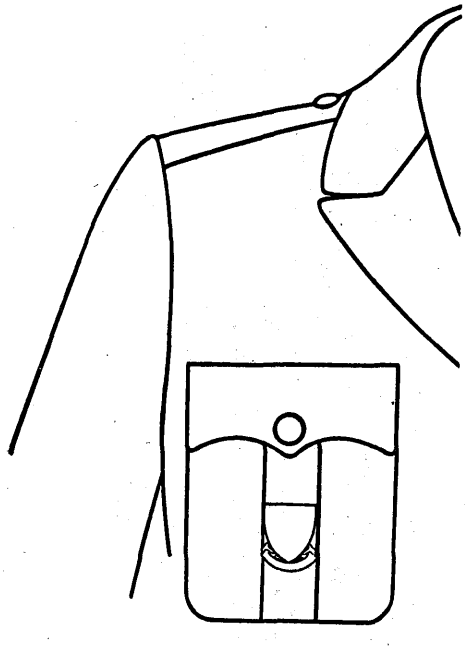


Figure 4–39①. Wearing of distinctive insignia on pocket.

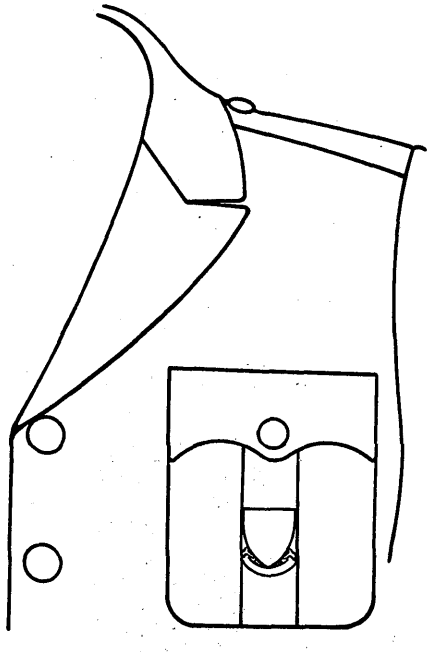


Figure 4–39②. Wearing of distinctive insignia on pocket of coat.

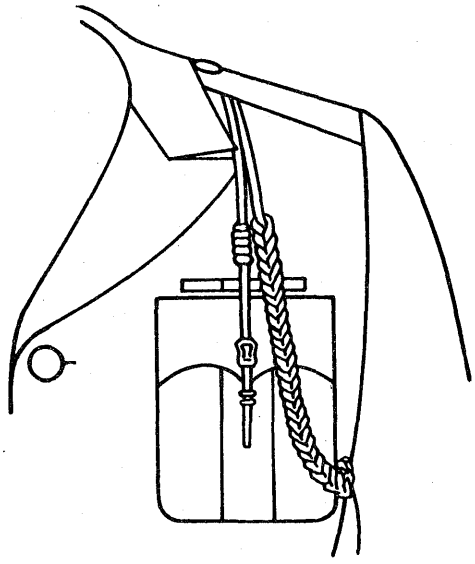


Figure 4-40. Wearing of shoulder cord.

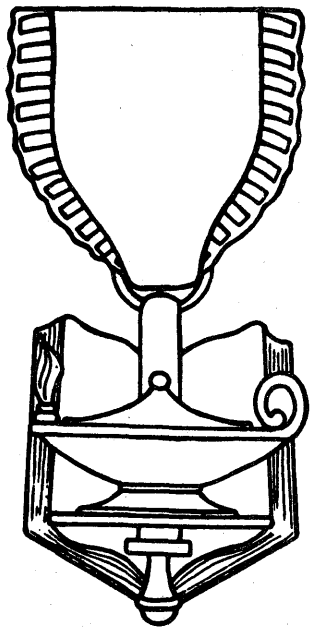


Figure 4-42. Superior cadet decoration (JROTC).

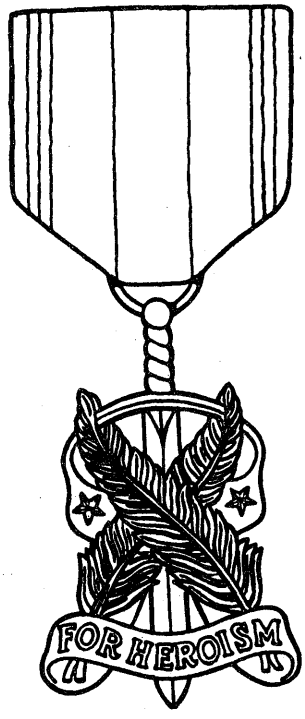


Figure 4-41. Medal of Heroism.

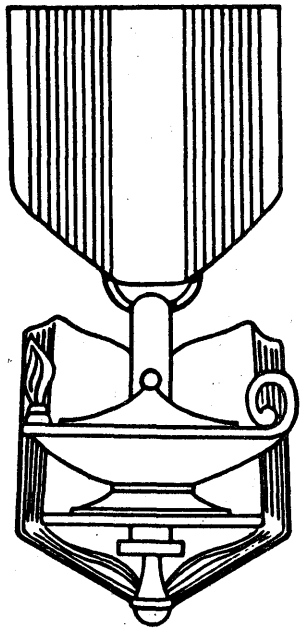


Figure 4-43. Superior cadet decoration (NDCC).

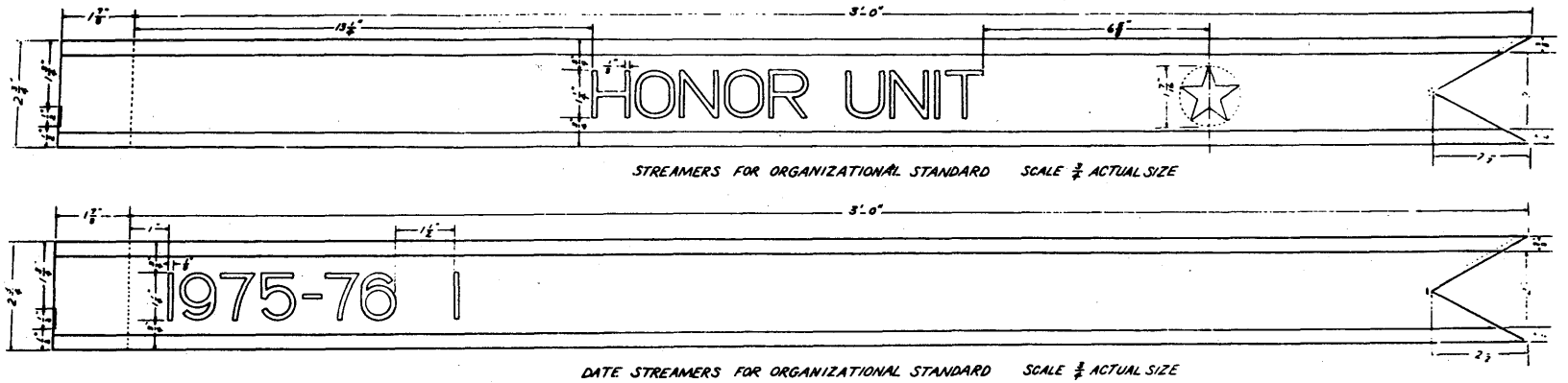


Figure 4-44. Honor unit streamer.

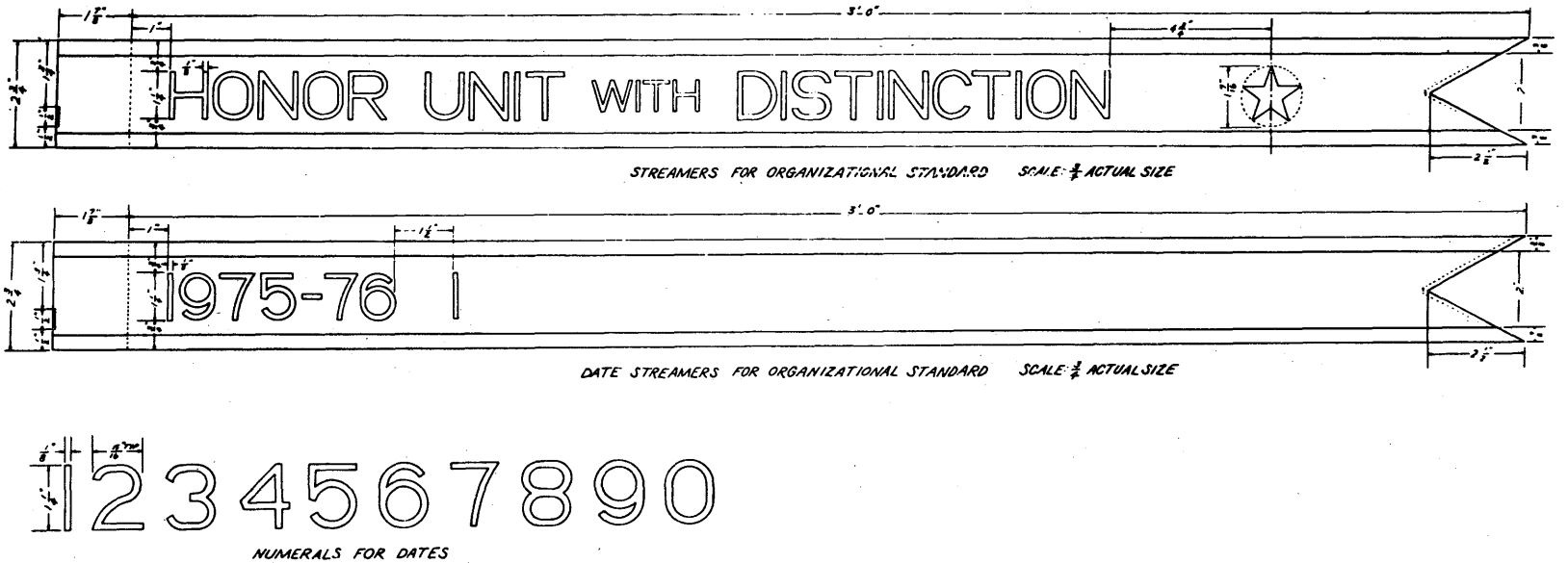


Figure 4-45. Honor unit with distinction streamer.

CHAPTER 5

EDUCATION

Section I. GENERAL

5-1. Principles. The instructional activities and planned educational outcomes of the JROTC/NDCC programs will be in accordance with the principles contained in paragraph 1-2.

a. The Junior Program of Instruction (POI) for the ROTC/NDCC program outlines the curriculum and includes philosophies, concepts and desired learning outcomes as objectives.

b. The "Desired Learning Outcome," listed in the POI, contain the goals of the JROTC/NDCC program and serve as a mission statement for the DAI/SAI.

5-2. Conduct of programs. *a.* Conduct of programs for participants will not be restricted to classrooms, except as limited by paragraph 3-13*b*. The programs may include instructional activities to be conducted off institutional premises. (JROTC institutions must meet statutory requirements for facilities and areas.) Attendance at course instruction away from the school will not be required. Alternative instruction at the school will be provided for those not participating in instructional activities conducted away from the school. Instructional visits to and orientation tours of community and governmental facilities, including military installations, are encouraged, and will be financed, subject to the availability of funds, as region commanders deem appropriate.

b. DAI/SAI are representatives of the Army and members of the institutional staff. In this dual role, they are responsible to the institutional authorities and must adhere to the policies and procedures of the institution. Additionally, the DAI/SAI must adhere to military instructions and represent the interests of the Army. Specific responsibilities of the DAI/SAI are outlined in chapter 6. The SAI will consult with the head of the institution (DAI with head of school system) and appropriate faculty members to insure the conduct of a highly effective program. Comments of cadets properly presented should be considered thoughtfully and objectively.

c. All courses of instruction and training for JROTC and NDCC programs will be prescribed by the Department of the Army. The Army will listen to and consider constructive comments properly presented with the objective of improving the programs and the resultant benefits which may be derived by the young citizens participating in them.

d. The cadet should achieve an understanding of the broad areas of military knowledge and skills and the relationship of the individual subjects to those areas. In presenting the instruction, subjects will be integrated, when feasible, to show this relationship. Maximum use will be made of available educational aids and equipment. Applicatory methods will be used for outdoor classes. To the extent feasible, subjects will be presented by demonstration, application by individual and group performance, and examination by performance tests and problems, followed by discussions and critiques with student participation (FM 21-6). The lecture-type method of instruction will be kept to a minimum and class participation will be emphasized. The following guidelines will assist in the conduct of instruction:

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

(2) In presenting doctrine contained in manuals and other publications, strive to point

out the "why" as well as the "what" and "how" of the doctrine.

(3) Encourage discussion by means of leading questions and other devices.

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

(5) Construct examinations of situation-requirement type or multiple-choice type; whenever possible, avoid true-false and matching type examinations. Insure that the tests are designed to measure as accurately as possible student understanding prescribed in the learning outcomes of the course.

e. Use those techniques and methods that will provide maximum utilization of class time, take advantage of individual student differences, and produce a highly knowledgeable individual. Keep abreast of developments in educational methods, concepts and techniques in TRADOC schools, civilian secondary schools and industries.

f. The SAI is responsible for establishing counseling services for JROTC/NDCC cadets. In most instances he will use JROTC/NDCC instructors to accomplish this intradepartmental counseling service. Care should be taken to confine such counseling to JROTC/NDCC cadets and to matters pertaining to the JROTC/NDCC program. For problems that do not fall within this category, proper referral should be made to the appropriate institutional counseling offices or individuals. The DAI/SAI should maintain liaison with the director of guidance and/or counseling services within the host institution. There are several approaches and techniques available to the counselor. In general, the counselor should select the approach and techniques estimated to be most suitable for each counselee, with due consideration to the personality and capabilities of the counselee. TRADOC will establish counseling procedures to be used by JROTC/NDCC instructors. As an absolute minimum, cadets who are academically deficient should be counseled each quarter or semester. On the other hand, cadets who are apparently without problems should not be neglected.

g. At the end of each school year, the DAI/SAI, after consultation with proper institutional authorities, will dispatch to the appropriate ROTC region, for approval, a training schedule in triplicate for each course of instruction (LD–1, 2, 3, and 4, as applicable) for the next school year. ROTC region commanders will dispatch for approval, prior to implementation, experimental or developmental programs of instruction to TRADOC (exempt report, para 7–2*j*, AR 335–15).

h. The DAI/SAI will keep in readily accessible form, a copy of all instructional schedules, programs, examinations, and lesson plans. Where applicable, bibliographies used by instructors in preparing lessons will be included. These records are necessary for the information and guidance of newly selected personnel and serve to promote stability in the program.

5–3. Acceleration of courses. The required hours of instruction may be redistributed throughout the academic year when approved by the region commander. The term "academic year" as used in this paragraph will be defined for JROTC/NDCC courses on the same basis as the academic departments of the institution concerned. When the institution operates on an accelerated basis with regard to all or part of its students, allowing more than 2 semesters or 3 quarters of academic work to be completed in 1 calendar year, a student completing his academic work on an accelerated basis will be permitted to progress in his military course at the same rate, subject to the following conditions:

a. The arrangement is mutually acceptable to both the SAI and institutional authorities.

b. No reduction in the scope or content of the JROTC course will be permitted.

5–4. Presentation of instruction by other than JROTC instructors. Guest lecturers are authorized when the invited speaker brings needed expertise on a given subject (school nurse, for example, may be invited to present first aid instruction).

5–5. Transfer of cadets. Transfer of members from Navy and Air Force JROTC units is authorized, and full credit will be given for training received.

★**5-6. Certificates.** *a.* Each cadet who satisfactorily completes at least 2 years of the JROTC/NDCC course will be given a certificate, DA Form 134 (Military Training Certificate—Reservice Officers' Training Corps) or DA Form 254 (Military Training Certificate—NDCC), when the cadet leaves the school. The form will be signed and annotated to indicate the type of course (e.g., technical) and total number of years successfully completed. This certificate, authenticated by the SAI, may be used as proof of completion of training for placement purposes.

b. The military status of the NDCC/SAI must be clearly shown on DA Form 254.

c. JROTC/NDCC students will be presented a certificate, in letter form, stating the type and amount of military instruction received.

d. The SAI will write his or her recommendation for enrollment in the Senior ROTC program or enlistment on the certificate.

e. The DAI/SAI will send a copy of the certificate and his or her recommendation to the PMS at the school the cadet will attend or to recruiters, if requested by the cadet. In addition to making this recommendation on the training certificate (DA Form 134), the SAI may record this recommendation on the cadet student record.

5-7. Credit for prior training. JROTC/NDCC students who become eligible for enrollment and are enrolled as cadets for 1 year will, after completing the program, receive full consideration accorded the other cadets with the same amount of training.

5-8. Placement in Senior ROTC. *a.* Former JROTC/NDCC cadets are entitled to placement credit for prior military training toward completion of Army Senior ROTC courses.

b. DA has established the following placement credit for satisfactory completion of ROTC and NDCC instruction (credit for NDCC instruction if the SAI is a Reserve or retired Army officer):

Satisfactory completion of	*Credit*
LD-1	None
LD-1 and -2	MS I, subject to PMS approval
LD-1, -2, -3	MS I, mandatory at the cadet's option MS II, subject to PMS approval
LD-1, -2, -3, and -4	MS I, mandatory at the cadet's option MS II, subject to PMS approval

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

d. Placement credit for MS II will be granted for substantially equivalent instruction. To deny credit for such instruction would result in repetitive instruction, wasting both the cadet's time and the Army's effort. Granting excessis credit, however, could have an adverse effect on the individual's successful completion of the program. Accordingly, placement authority will not be excercised indiscriminately. The PMS will counsel each cadet concerning the advantages and disadvantages of placement credit, and each cadet will be judged individually so that the best interests of both the cadet and the Service may be served.

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

5-9. Enlisted grade authorization. *a.* JROTC/NDCC cadets and students qualify for the following grade status on enlistment in a Regular or Reserve Component of the Army (including the Army National Guard):

(1) The grade of private (E2) if member has successfully completed the first 2 years of a prescribed JROTC/NDCC course.

(2) The grade of private first class (E3) if member has successfully completed the 3-year JROTC/NDCC course, is otherwise qualified and recommended by the SAI; if determined not entitled to grade private first class (E3), then to grade private (E2) as a minimum.

(3) The grade of corporal (E4) or specialist four (E4) if member has successfully completed the 3-year course of JROTC/NDCC instruction, can validate proficiency in MOS authorized that grade by successfully passing the written part of the appropriate SQT, is otherwise qualified, and is recommended by the SAI; if determined not entitled to grade corporal or specialist four, then to the grade of private first class (E3) or private (E2), as appropriate. It is the responsibility of the applicant to present evidence of validation of his or her MOS proficiency by test. MOS evaluation tests may be administered for this purpose by the District Recruiting Command (DRC).

b. JROTC cadets who have completed a 3-year JROTC course qualify for grade of private (E2), as a minimum, on enlistment in an active or Reserve Component of the Armed Forces other than Army.

★*c.* DA Forms 134 and 254 must be presented by the member to support a higher enlistment pay grade. If the forms are missing at the time of entry on active duty but are presented after that date, personnel records, pay, and the new date of rank will be adjusted when the forms are presented to the personnel officer.

Section II. CURRICULA AND SUPPORT

5-10. Development of programs. *a.* TRADOC will—

(1) Develop instruction and training connected with these programs on the basis of guidance from HQDA.

(2) Ensure continuing course development for these programs.

(3) Encourage input from and dialogue with region commanders, instructors, and school heads. A thorough review and consideration of cadet evaluations is essential. (See chap 3.)

b. Instructional activity must be relevant and adhere to the principles of paragraph 1-2. CG, TRADOC may authorize schools to conduct limited experimentation. All classes will be open for inspection by authorized school officials and DA members associated with the JROTC/NDCC program. Parents and distinguished visitors may visit classes with the consent of school officials and the DAI/SAI.

c. Leadership development is important. Unit organization will be designed to provide an understanding of current Army structure and to increase leadership opportunities and responsibilities. Participants will maintain a proper state of discipline during the instruction. Drill will be relevant to modern use and leadership development.

★5-11. Description of JROTC and NDCC program. *a. General.* The program consists of 3 or 4 years' leadership development instruction/training with a minimum of 108 hours per year. JROTC class MI units will conduct a 4-year required program. JROTC class HS and NDCC schools may conduct either a 3- or 4-year elective or required program. Class HS schools conducting a 3-year program will schedule the course during the last 3 academic years of high school. Freshman students who are at least 14 years of age and otherwise qualified may participate in the program.

b. Alternative courses. JROTC and NDCC schools may offer one or both of the following courses.

(1) *Academic (college preparatory).* A minimum of a 3-year course with 108 hours per year of leadership instruction offered jointly with academic courses leading to college entrance.

(2) *Technical course.* A minimum of a 3-year course consisting of 108 hours per year of leadership instruction and technical courses having a military application. The region commander is authorized to reduce the allotted hours for military subjects (not to exceed 25 percent) and substitute approved technical subjects included in the school curriculum. These subjects must relate to a technical military occupational specialty in fields such as automotives or communications-electronics. Upon request of school authorities, guidance and assistance will be provided to—

(*a*) Prepare the students to qualify for an MOS should they enter the military service.

(*b*) Obtain available excess or surplus military equipment for the particular technical training courses allied to military requirements.

5-12. Structure of courses. *a.* The complete course of JROTC/NDCC instruction at any school participating in these programs will be prescribed by DA (para 5-2*c*). JROTC/NDCC units will not be established or maintained at schools that do not administer the prescribed course of instruction. Each school must require that each participant in JROTC/NDCC courses devotes the required number of hours to JROTC/NDCC instruction.

b. The JROTC/NDCC course will be structured to provide—

(1) Common (core) instructional units, required in all JROTC/NDCC schools.

(2) Additional service-oriented materials.

(3) Optional curriculum activities for orientation, enrichment, and extension.

c. The service-oriented materials will focus on but will not be restricted to the Army. They will include each of the other services.

d. Optional curriculum activities will provide sufficient latitude to adapt programs to local conditions, interests, and resources. The time spent on each aspect of the optional curriculum will be flexible. Field trips to service installations, visits by and to local Reserve and National Guard units, school or community service projects (such as civil defense) drill and marksmanship competition, Cadet Corps activities, physical training, and camps will be included in this structure element. Provision will be made for planning by school authorities, the SAI and DAI, and students in this category.

5-13. Camps. *a.* Camps for JROTC/NDCC are encouraged and may be included as an optional curriculum activity as part of and within the prescribed course of instruction. The following conditions are prescribed:

(1) Cadets/students will be given the opportuni-

ty on an elective basis to participate in this activity or some other optional curriculum activity requiring attendance at instruction for the same number of days. Each day of camp will count as 1 hour of instruction in the curriculum. This time will not be deducted from the total number of hours required per year on an hour-for-hour basis. When Program of Instruction (POI) courses are presented at camp, however, hour-for-hour credit may be awarded. For example, 14 days of camp will equal 14 hours of instruction during the normal academic year, but 1 hour of marksmanship training at camp will equal 1 hour of marksmanship training during the normal academic year.

(2) The region commander is required to approve the camp before it starts.

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

(*b*) ROTC regions will send a consolidated list of approved JROTC camps to TRADOC, ATTN: ATRO-OP, to arrive by 10 June of each year (exempt report, para 7-2*b*, AR 335-15). The list should include name of school, number of cadets attending, inclusive dates, and name of installation.

(3) Schools must—

(*a*) Obtain parental or guardian approval and release for each cadet/student taking part using the format in figure 5-1 as a guide. Both parents or guardians and the participant will be informed of the rigorous nature of this activity.

★(*b*) Pay or arrange for payment of commercial transportation to and from camp.

★(*c*) Pay or arrange to reimburse the Army for meals provided.

(*d*) Ensure that the camp is conducted by authorized instructors who must accompany, supervise, and instruct the participants.

(*e*) Obtain insurance for each cadet/student taking part. A group plan may be obtained if it provides benefits for each individual concerned.

(4) Each camp will last a maximum of 2 weeks. This provision does *not* permit change of school responsibility or sponsorship or other procedure to extend this time limitation.

b. When a JROTC/NDCC camp is held at a military installation, the installation commander may authorize within his or her mission capability the following:

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

(2) Essential shelter and use of facilities.

(3) Minimum equipment, supplies, and ammunition required to conduct instruction, under strict safety supervision and conditions. Use of obligor stocks of field uniforms and individual purchase of boot turn-in stock is authorized.

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

(5) Purchase of comfort and maintenance items in exchange facilities. (Purchase of alcoholic beverages by or for consumption by JROTC/NDCC cadets/students while attending summer camps is prohibited.)

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

(7) A parent/guardian visitation program.

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

(1) Necessary ammunition, blank ammunition, and pyrotechnics will be included in supplies issued to camps held at a military installation.

(2) Blank ammunition may be issued to other camps under strict safety and accounting procedures.

d. Region commanders are authorized to procure and provide trophies and/or other appropriate awards to recognize and encourage excellence in performance at camps by JROTC/NDCC members.

e. Region commanders are authorized to—

(1) Issue TDY or invitational travel orders according to the Joint Travel Regulations.

(2) Fund the attendant per diem and travel costs to JROTC/NDCC instructor and administrative personnel in support of JROTC/NDCC camps.

f. Direct coordination is authorized between region commanders and installation, Active and Reserve

Components, unit commanders regarding JROTC/NDCC camps.

5-14. Physical fitness instruction and training. TRADOC will develop a program of physical fitness instructional activities for schools wanting to incorporate them in the optional curriculum activities of the prescribed JROTC/NDCC curriculum.

a. The object of these activities must be the physical fitness development of the individual. Essential items, such as a pullup bar or stopwatch, will be provided by the Army if not available at the school.

"Run For Your Life" program. The scope of this program and participation guidelines are outlined in the "Run For Your Life" pamphlet published by the US Army Infantry School (see USAIS instructional material catalog published annually).

5-15. Instructional material and equipment. *a.* TRADOC will supervise the development and publication of instructional materials for use in JROTC/NDCC education. Educational mate-

rials will be kept updated and appropriate for the educational levels in which used. The latest doctrines, techniques, and general subject matter will be included to ensure the material presented will still have current value when the course is completed.

b. Reading materials, including textbooks, will be provided at no cost to participants authorized to receive JROTC/NDCC training. JROTC/NDCC manuals, field manuals, and other publications published or authorized by DA are the official publications prescribed for use in JROTC/NDCC instruction.

c. CG, TRADOC is authorized to make available unofficial publications to supplement JROTC–NDCC education.

d. Equipment, including that which is excess or surplus to the immediate needs of the Active Army, may be issued under this paragraph to use in instructing and training JROTC/NDCC cadets.

(1) TRADOC will determine from the appropriate DA general and special staff agencies, the military requirement for individuals trained in a technical skill to warrant the action described in paragraph 5–11*b*(2)(*b*).

★(2) Equipment may be obtained under the Defense Industrial Reserve Act (Public Law 93–155) (50 U.S.C. 451–455), which authorizes the lending of machine tools and other industrial equipment from the Defense Industrial Reserve (DIR) to qualified nonprofit educational institutions and training schools. Loan agreements require the borrower to pay the costs for shipping, installation, insurance, and maintenance, and to maintain the equipment within suitable defense production standards. Details concerning this program may be obtained directly from the Cdr, Defense Industrial Plant Equipment Center, ATTN: Defense Industrial Reserve Loan Branch, Memphis, TN 38114.

(3) Loans and issues made under authority of this paragraph do not interfere with the surplus property program in which educational activities of special interest to the Armed Forces may participate.

5–16. Marksmanship instruction and competitions. TRADOC will publish a training program for marksmanship instruction and competition in JROTC/NDCC units.

Instructions:

1. This suggested format must be signed by the ROTC cadet and both parents or all other guardians of his person.
2. The name of the person signing should be typed or printed beneath that signature.

* STATEMENT OF UNDERSTANDING and RELEASE FROM LIABILITY

The undersigned hereby acknowledge their understanding that the training to be conducted at _____ (location of camp) on _____ (inclusive dates) is to be conducted without the United States or _____ (name of school) assuming thereby any liability whatsoever for death, personal injury, and property damage occurring in conjunction with and during the period of training. Being aware of the above condition and in consideration of the instruction provided by the United States Army in this training, the undersigned hereby freely and voluntarily waive, relinquish, and release any and all rights, claims, and causes of action against the United States

* This is a suggested format.

Figure 5–1

and _____ (name of school)
of whatever nature and source which may accrue to or exist in themselves, their heirs, and their personal representatives as a result of death, personal injury, and property damage caused by the negligence or wrongful act or omission of officers, agents, and employees of the United States or

_____ (name of school) occurring in conjunction with and during the period of training.

ROTC Cadet _____ _____
DATE

Parents or Guardian _____

_____ _____
DATE

CHAPTER 6

PROGRAM SUPPORT

Section I. GENERAL

6–1. Purpose and scope. The success of the JROTC/NDCC programs depend on qualified instructors. This chapter provides for the support, in concert with school authorities, of these programs. This chapter implements Army responsibilities under the law and provides for uniform and equitable standards, policies, and procedures. Full consideration will be given to the rights of individuals and schools concerned. Positive ways to help instructors maintain their qualifications are included.

6–2. Providing instructors. *a.* To support the JROTC program, the Army may—

(1) Detail commissioned and noncommissioned officers to JROTC schools as administrators and instructors.

★(2) Instead of, or in addition to, detailing active duty members, authorize qualified schools to employ as administrators and instructors members of the US Army retired from active duty. Their qualifications must be approved by the region commander and the schools concerned.

b. NDCC schools will be authorized to employ, and must provide at no expense to the Government, instructors whose qualifications are approved by the region commander.

6–3. Authorized instructors. Only instructors authorized by this regulation will conduct JROTC/NDCC programs. They are subject to the provisions of this regulation and will be extended the rights and privileges of an instructor as prescribed in here. Only instructors whose qualifications and subsequent performance are approved by the region commander will be authorized. Application by the individual or by the school for this approval will be considered to constitute a de facto agreement to the conditions prescribed in this regulation. Continued association with the JROTC/NDCC program is contingent upon the individual meeting these conditions.

6–4. Adopting procedures. Individuals, especially retired members, employed to conduct JROTC or NDCC programs are recognized as a group having a unique status. This status will not, subject to the provisions of law, preclude adopting policies and procedures used for the Active Army in administration of these persons for the JROTC program.

6–5. Instructor orientation. Region commanders may conduct orientation programs for JROTC/NDCC instructors. Expenses incident to travel and housing will be paid by the Army. Excluding active duty personnel, invitational travel orders (chap 3, vol 2, Joint Travel Regulations) will be used to travel for this purpose.

★**6–6. Vehicle driver licensing.** Supportive installation commanders will license qualified retired personnel employed in JROTC to operate Government vehicles when necessary. Each person operating such a vehicle must possess a valid SF 46 (United States Government Motor Vehicle Operator's Identification Card).

6–7. Wearing of uniforms. (sec I, chap. 4). *a.* JROTC instructors who are members of the Active Army will wear the approved Army uniform with authorized insignia and rank. Retired members will wear the approved Army uniform with authorized insignia and rank of the retired grade for which reimbursed during

all instruction and training and at other appropriate times.

★*b.* Other members of an Army component (Reserve or National Guard) when authorized under this regulation as JROTC/NDCC instructors will wear the uniform and insignia (including insignia of grade) of their component when conducting JROTC/NDCC classes and as may be prescribed by other regulations.

6–8. Prohibited wear of uniform. *a.* Uniforms will not be worn by JROTC/NDCC instructors engaged in—

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

(2) Custodial duties.

(3) Selling tickets at public events when the receipts are not donated to charity.

b. Region commanders will answer queries and will give additional guidance if required (para 6–40).

6–9. Distinctive insignia. *a.* JROTC/NDCC instructors will wear the TRADOC shoulder sleeve insignia on the left sleeve. Insignia of former wartime units may be worn on the right sleeve according to AR 670–1.

b. School shoulder loop insignia may be worn if the design has been approved by TIOH, USA. When worn, it will be as prescribed in AR 670–1. Wear of the TRADOC shoulder loop insignia is authorized on an optional basis.

Section II. STAFFING

6–10. JROTC staffing. *a.* At each *Class MI* school two active duty noncommissioned officers may be assigned as instructors. In cases where cadet enrollment does not justify more than two instructors, and these positions are filled by active duty noncommissioned officers, a faculty member meeting the qualifications listed in paragraph 6–15, and who is approved by the region commander, may be designated as the SAI. Any additional instructors authorized class MI schools will be acquired by employing retired personnel the same as any school conducting the JROTC program (DA Pamphlet 570–554). Active duty personnel will be assigned to class MI schools by DA and will count against student-instructor ratio. (See fig. 6–1.) A retired officer must be hired to serve as SAI at those schools whose enrollment justifies three or more instructors.

b. At Class HS units retired officer and noncommissioned officer (including warrant officers and specialists) instructors whose qualifications and subsequent performance of duty meet the standards prescribed by the region commanders are authorized as follows:

(1) Single unit and a single unit of a multiple unit is authorized one retired officer instructor per 500 enrolled ROTC cadets or major fraction of that and one retired enlisted instructor per 100 enrolled ROTC cadets or major fraction of that.

(2) Any school qualifiying for a JROTC unit is authorized and will employ at least one officer and one NCO. When necessary, the region commander may authorize substitution in additional vacancies of officer for enlisted instructors and vice versa within the above authorizations. The region commander will determine the phase-in criteria and procedures for units that do not currently employ an officer SAI. A waiver will be granted those noncommissioned officers currently employed as SAI who are otherwise qualified.

(3) Supervisory personnel for multiple units will be obtained by organizing the multiple unit in such a way that these limitations are not exceeded.

(4) The multiple unit management structure will be limited to only the minimum essential personnel needed to effect a unified organization to plan and control a coordinated multischool program.

c. The above will be used to determine authorizations for the total program. See figure 6–1 for examples of unit staffing.

d. Within the total program authorization, TRADOC may allocate its authorized manpower, on the basis of needs that exist within the units (individual and multiple). Manpower surveys may be used. Substituting officers for noncommissioned officers, or vice versa, is subject to mutual agreement between the school and the region commander, equitable consideration of each participating school and total authorization allocations. Hiring additional retired members must be approved by the region commander, when justified. The total number of officers or total number of NCOs authorized by the Army, as shown in formula in figure 6-1, will not be exceeded, if approval is granted.

e. Employment of additional retired members as instructors at no expense to the Government is authorized subject to all conditions prescribed in this regulation. Waivers to permit continued employment (at no expense to the Government) of Reserves currently employed in JROTC may be considered (sec III, this chap).

f. Class MI schools electing to employ retired personnel instead of using Active Army JROTC instructors must follow this option for at least 2 years.

6-11. Program requirement. JROTC/NDCC school must employ the number of officer and noncommissioned officer instructors required to conduct a successful program. A minimum of two instructors per school must be hired in all cases. Failure to do so may result in the termination of their program. Region commanders will ensure that authorized positions for each JROTC school are sufficient to accomplish this objective. The total JROTC program authorization is considered to be adequate for this purpose.

Class MI School Staffing

Cadet Strength	*Retired Officers*	*Retired NCO*	*Active Duty NCO*
100 — 150	0	0	2
151 — 200	1	0	2
251 — 350	1	1	2
351 — 450	1	2	2

Class HS School Staffing

Cadet Strength	*Retired Officers*	*Retired NCOs*
100 — 150	1	1
151 — 250	1	2
251 — 350	1	3
351 — 450	1	4

Additional retired officers and NCOs are authorized in cadet ratios of 500:1 for officers and 100:1 for NCOs.

★*Figure 6-1. Single unit staffing*

Section III. STANDARDS AND QUALIFICATIONS

6-12. Equitable procedures. *a.* Retired members employed as JROTC instructors under 10 USC 2031 are members of the Armed Forces not on active duty. The law provides identical authority to the school and the Secretary of the Army to approve the qualifications of administrators and instructors in the program. This dual approval is required for initial and continued employment. The same essential qualifications (other than those related to retired status) and procedures used for assignment of active duty members will be used in approving JROTC/NDCC instructors.

b. This regulation prescribes the policies and procedures that will be followed by the Army in determining the qualifications of instructors and in providing information to the schools and to the instructors. The Army expects school authorities to use their own procedures to evaluate instructor qualifications. Schools have the prerogative to continue employment of former JROTC/NDCC instructors to teach subjects not associated with the JROTC/NDCC programs.

6-13. Army objective. The Army objective is to ensure that the citizen/student participating in the JROTC-NDCC program is provided the best qualified instructor that can be obtained. Selection will be on a continuing competitive basis, employing the "total man" concept in determining qualification. The continuing development of the individual's qualifications is desired. Maintaining qualification, including military

proficiency, is required to ensure continuation of approval. This is an individual responsibility.

6-14. Development programs. *a.* Individuals may request, if otherwise qualified, to participate in development programs offered by the Army. As a minimum, the following program opportunitites may be provided:

(1) Army extension courses.

(2) Recall to active duty to attend resident Service school courses (retired members only).

(3) Professional refresher course.

(4) Instructor seminars.[1]

(5) Professional sabbatical[2] (retired members only).

b. Participation in school or other educational development programs on an individual basis is encouraged.

6-15. Instructor standards and qualifications.

a. Each JROTC/NDCC instructor must—

(1) Possess the following qualifications:

(*a*) Be of good moral character and have the mentality, positive personality, physical appearance and condition, bearing, and neatness required for favorable representation of the program and the Army in daily contact with the civilian community.

(*b*) Have a thorough knowledge of course subject matter and demonstrate the instructional ability required to be a successful instructor. Award of instructor MOS designator is *not* sufficient evidence to qualify for the program.

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

(2) Be a citizen of the United States of America. The instructor must not have ties that would reasonably influence him or her to act in favor of a country or a person bound to a foreign country having basic or critical interests opposed to those of the United States.

(3) Possess personal qualities, characteristics, and job or duty performance listed in efficiency reports to a degree that—

(*a*) For active duty members, warrant unquestioned retention and promotion to appropriate grade with or before contemporaries.

(*b*) For retired members, reflect the professionalism dedication, efficiency, effectiveness, and performance[3] of members of the Active Army in an equivalent grade.

(*c*) For NDCC and other instructors, equal to the conditions required for active duty members in (*a*) above.

(4) Demonstrate conduct that is and has been above reproach. Must have no personal habits or character traits that are questionable from a security or social standpoint (financial irresponsibility, excessive drinking or gambling, drug addiction, emotional instability).

★(5) Have no record of conviction of court-martial, no record of time lost to be made good under 10 USC 972, and no record of civil convictions. (Exceptions may be made for minor offenses. AR 601-210 will be used as a guide for this purpose.)

★(6) Have been discharged under honorable conditions from all previous enlistments and prior service, if any, prior to employment (does not preclude those on active duty within 1 year of retirement from applying). Current service of active duty members, to whom discharge from present status is not applicable, must be honorable.

★(7) If enlisted, be a high school graduate or equivalent based on a State-issued certificate or GED test. Preference will be given to college graduates with other qualifications to the same degree as other applicants.

★(8) If an officer, possess a bachelor's degree or higher. This qualification may be waived for a period of 4 years from the time of initial hire, if school authorities agree, while the instructor works toward obtaining a bachelor's degree.

★(9) If the SAI/DAI, be a commissioned member retired from the Army with at least 20 years of active duty in the Army or for class MI schools, as outlined in paragraph 6-10*a*. (Applicable to JROTC only.

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[1]Planned and developed primarily by instructors with Army guidance and assistance.

[2]For purposes of this regulation the term sabbatical is defined as a leave of absence for a JROTC instructor for the purpose of travel or study, at his or her expense, designed to improve his or her abilities as an instructor. There is no authority for recall to active duty for this purpose. The individual would continue to draw his retired pay. The Army will not reimburse the school for any salary paid to individuals while on sabbatical leave. If the sabbatical leave involves a year or more, temporary hire of a replacement is authorized.

[3]Personnel retired under 10 USC 1201 (physical disability retirement) may be considered for approval if exceptional circumstances other than disability retirement warrant this action. Personnel retired under 10 USC 1331 (Reserve service) are not eligible for employment in JROTC/NDCC programs.

★(10) Have attained the following grade and status (applicable to JROTC only).

(*a*) *For retired members E6 to 06,* be retired with at least 20 years of active duty.

(*b*) *For active duty members SSG and PSG/SFC,* have a minimum of 5 years of active duty service.

★(11) Have not been retired from active duty more than 5 years at the time of initial employment.

★(12) For those personnel tested in Aptitude Area GT, have obtained a score of 100 or better. Must demonstrate during an interview the mentality described in (1) (*a*) above.

★(13) Before initial employment, meet retention medical fitness standards of chapter 3, AR 40-501 with a minimum of "1" in the "S" factor of the physical profile. See (1) (*a*) above. For continued employment, meet the physical requirements of the school where employed. The tables of weight described in AR 40-501 will apply for both initial and continued employment.

★(14) Have a favorable NAC report just before initial employment. Have favorable NAC reports every fifth year after that.

★(15) Have a favorable National Agency Check (NAC) prior to employment or reemployment if more than 1 year has lapsed since last military service or Federal civilian employment.

★(16) Meet all conditions prescribed in this regulation.

b. In addition to the requirements of *a* above, JROTC/NDCC instructors employed by the school must maintain standards and have qualifications that are established and approved by the school.

★*c.* Region commanders will request individuals wanting to apply for employment to include as part of the application, copies of the last five efficiency reports, latest DD Form 214 (Report of Separation from Active Duty), and report of medical examination that is no more than 24 months old. If applicant does not have the documents in his possession, the active duty officer may obtain copies from Custodian of MPRJ or Cdr MILPERCEN (DAPC-PSR-R), 200 Stovall Street, Alexandria, VA 22332. An enlisted man on active duty may obtain copies from the custodian of his MPRJ or Cdr, USAERC (PCRCRV), Fort Benjamin Harrison, IN 46249. Reserve component and retired personnel should correspond with US Army Reserve Component Personnel and Administration Center (AGUZPSD), 9700 Page Boulevard, St. Louis, MO 63132 SF 88 (Report of Medical Examination) should be obtained by the applicant from the medical facility that serves the member.

6-16. NDCC standards. To be eligible for a NDCC administrator or instructor position, applicants must, in addition to other requirements of this regulation—

a. Be members of the Armed Forces not on active duty, if credit towards completion of portions of the Senior ROTC is to be granted to cadet graduates of NDCC schools.

b. Meet the standards and criteria listed in paragraph 6-15, except for items identified as applicable to JROTC only.

6-17. Standards of conduct. All instructors detailed or employed to conduct JROTC/NDCC programs and school authorities granted authority under this regulation will adhere to the standards of conduct prescribed by laws applicable to all DOD personnel and by AR 600-50 for DA personnel. Employment by the school is authorized as otherwise stated in this regulation. Conduct prejudicial to the JROTC/NDCC programs will be cause for immediate disassociation of the individual concerned from the programs.

6-18. Qualifications of active duty members. In addition to the requirements of paragraph 6-15, to qualify for assignment to JROTC duty—

a. An officer must—

(1) Be a member of the Regular Army or a Reserve component on active duty with enough time left to complete a normal tour of duty with the JROTC unit (AR 614-5), before completing 18 years of active Federal service.

(2) Be able to complete the prescribed tour before being assigned overseas.

(3) Be acceptable to the region commander and school head concerned.

(4) Be a graduate of his branch career course or higher level school or equivalent.

(5) Be a college graduate.

b. Enlisted personnel must—

(1) Have enough service time left on current enlistment to complete the prescribed tour (AR 614-5).

(2) Not have been alerted for foreign service.

(3) Be financially able to maintain a standard of living equivalent to personnel of the same grade and family circumstances living on military installations (para 6-40*g*).

6-19. Employment of retired personnel. Because

of Army orientation of JROTC/NDCC training conducted under the authority of this regulation, commanders at all levels will make every effort to fill positions with personnel who have served at least 20 years.

Section IV. POSITION QUALIFICATION

6-20. Identifying position vacancies. *a.* Region commanders will determine potential and existing instructor vacancies at participating schools in their areas. The requirements of the school (grade, education, employment term, etc.) will be included.

b. Requisitions for active duty officers to fill position vacancies will be submitted by region commanders according to AR 614-185. Active duty enlisted personnel will be requisitioned according to AR 614-200.

c. NDCC schools will submit the name, qualifications, and detailed military experience and biographical sketch of individuals considered for administrator or instructor positions to the region commander concerned for approval. Applicants must be interviewed and have their qualifications approved by the region commander before NDCC training will begin. (Personnel employed as NDCC administrators and instructors who are Reservists willl receive retirement point credits and keep Reserve status under AR 140-1.)

6–21. Application by active duty members. ★*a.* Officers may apply by submitting DA Form 483 (Officers' Assignment Preference Statement) to HQDA (DAPC–OP–appropriate career branch) 200 Stovall Street, Alexandria, VA 22332. Applications or forwarding indorsements will include information required by AR 614–6 and the following:

(1) A description of all instructional experience.

(2) In order of preference, three geographical areas where duty is desired. Accepted applicants will be assigned according to their preferences, if possible. If no openings exist in areas of their choice, they will be assigned as close to the preferred areas as possible.

(3) A full-length, 3- by 5-inch photograph in uniform, taken within 6 months before date of application.

(4) A statement that the applicant's personnel records have been screened and that the records do not contain information that would prohibit assignment to JROTC duty.

(5) A statement that the applicant is qualified according to this regulation.

(6) A facsimile or true copy of the applicant's DA Forms 2 and 2–1 (Personnel Qualification Records).

(7) The estimated date the individual would be available for JROTC duty, considering the scheduled return date, travel time, leave desired by the individual, and the leave approved.

★*b.* Noncommissioned officers in the grade of E4 or above may apply by submitting DA Form 4187 (Personnel Action), according to section VIII, chapter 11, AR 614–200 and procedure 3–12, DA Pamphlet 600–8.

★*c.* CG, MILPERCEN will take final action on assignment to JROTC duty of noncommissioned officers. Copies of assignment instructions issued by MILPERCEN will be sent to TRADOC and the region commanders concerned.

d. Oversea returnees will be assigned to ROTC duty to the maximum extent possible. When this does not provide enough personnel, assignments from other sources will be considered.

6–22. Request for application packet. Retired members and those within 1 year of retirement may apply for approval of qualifications directly to the ROTC region they desire employment in (para 1–5). The individual may apply by letter or postcard. Full name, grade, SSN, and complete address including ZIP code must be shown. An application packet will be sent when the initial request is received.

6–23. Verifying qualifications. The individual's qualifications will be verified before initial employment. The region commander, however, may grant an interim approval when requested by the school to hire a specific person after his application has been submitted and favorably reviewed. This interim approval depends on completion of a NAC, physical exam, or getting personnel records. Schools will be informed that approval is conditional and that the individual's employment must be terminated if it is discovered that he does not meet the qualifications for employment. His complete official military personnel file, including medical records, and intelligence files will be reviewed for this purpose. A favorable NAC must be obtained. The applicant will be interviewed. When the above requirements are met, the individual's qualifications will become a matter of official record. Additional procedures to be followed are:

a. After a completed application is received by the region commander, he may, as his option, designate an officer to interview the applicant.

b. Applicants whose qualifications are not approved will be notified by the ROTC region commander involved. Notification to applicants whose qualifications do not warrant approval will contain the statement "not qualified (Title 10 USC 2031)." Derogatory information and reasons for failure to qualify will not be given. The qualifications that an applicant did not have must be apparent if his record is reviewed by competent authority.

★*c.* Applicants need only apply for deter-

mination of qualifications to one ROTC region. If desiring a position in another region, they will request their file be sent to the other region for consideration.

6–24. Application procedures for retired members. *a.* Applicant will—

(1) Submit application to the ROTC region where employment is desired.

(2) Negotiate any required contract with the school when contacted by the school.

(3) Take the test and physical examinations required by the school and the Army.

(4) Travel, if required, to the designated location for Army interview and preinstructor orientation. (Invitational travel orders may be furnished by the Army.)

b. School authorities will—

(1) Review the application.

(2) Determine the applicant's qualifications through interviews, tests, physical exams, and other requirements of the school.

(3) Inform the region commander of the name, grade, service, and SSN of those applicants whose qualifications are approved by the school, before starting employment.

(4) Subject to staffing authorizations, applicants whose qualifications have been approved by the Army may be employed by the school at a time mutually agreed on by the applicant, the school, and the region commander.

c. Region commanders will conduct orientations covered in paragraph 6–5.

6–25. Continuing qualifications. All JROTC/NDCC instructors must stay qualified to continue as instructors in the programs.

a. Liaison officers will—

(1) Include remarks about exceptional performance, outstanding or adverse, on all retired military instructors in after-action staff visit reports.

(2) Add appropriate remarks to evaluation reports received.

b. Region commanders will encourage DAI/SAI and instructors to participate in the developmental programs approved by DA and TRADOC.

c. When warranted, the region commander will send exceptional performance reports received to Cdr, US Army Reserve Components Personnel and Administration Center, ATTN: CMD–C, 9700 Page Boulevard, St. Louis, MO 63132 to be placed in the individual's permanent file.

6–26. Performance review. *a.* The performance of JROTC/NDCC instructors is under continual review. Units will be visited and inspected often enough by the region commander and his representatives to ensure the sustained effectiveness and adequacy of performance of instructors. If the region commander receives information that casts doubt on the performance of any instructor, action will be taken under paragraphs *b* or *c* below.

b. In the case of active duty instructors, the region commander may take any appropriate action in keeping with normal military judicial and/or administrative procedures. See paragraph 6–27.

c. In the case of nonactive duty instructors, the authorization of the region commander is required to employ an individual in any JROTC/NDCC teaching or administrative capacity. This authorization may be withdrawn as well as granted. Should it be determined that the performance, behavior, or qualifications of a nonactive duty instructor are less than satisfactory, the region commander may take one or more of the following actions—

(1) Counsel the individual directly or by letter.

(2) Recommend to the host school concerned that employment of the individual in JROTC/NDCC be terminated. See paragraph 6–27 below.

(3) Withdraw authorization for employment in JROTC/NDCC. On the effective date specified by the region commander, Army salary support will cease and the individual must be disassociated from the program. Before withdrawing the authorization, the individual should be notified of the proposed action, the basis for

the action, and allowed to submit comments or reply to the region commander for review.

6-27. Relief from JROTC duty. *a.* If the relief of an active duty officer is considered desirable for any reason other than expiration of normal tour of duty, the region commander will submit a letter report through command channels to HQDA (DAPE-MPO), WASH DC 20310. This report will state all cogent facts in the case, with specific reason why relief is desirable. The views of the school authorities will be included when required by *b* below.

b. The views of the school authorities will be obtained before issuing orders to relieve any officer before expiration of his or her normal tour of duty, unless the relief directed is required by law or by necessities of the Service. In the latter case, timely information about a projected relief will be given to the school authorities with a statement of the circumstances requiring it.

c. No active Army personnel will be continued on duty after the school authorities have requested relief for cause (para 6-40*f* and *g*).

6-28. Terminating employment of nonactive duty instructors. *a.* An instructor may—

(1) Subject to existing contract or applicable law, terminate his or her employment at his or her discretion. An information copy of written notice to that effect will be sent to the region commander.

(2) When notified by the school, accept employment termination without contesting or he or she may take whatever action is authorized under law to contest the termination of employment. The instructor can submit, for the record, through the region commander to HQDA (DAPE-MPO), WASH DC 20310 reasons for disagreeing with the termination of his or her employment.

b. School authorities will—

(1) Notify the instructor in writing that action is being taken to terminate his or her employment. The instructor will be informed of his or her rights of appeal, eligibility for severence pay, and any other legal rights that he or she may have.

(2) Inform the region commander of action being taken and the proposed date of such action.

(3) Terminate the employment of the instructor.

(4) Notify the region commander of the effective date of employment termination.

c. Region commander will—

(1) Review the termination of employment information submitted by the school.

(2) Notify the individual, the school, and the US Army Finance and Accounting Center, ATTN: FINCM, Indianapolis, IN 46249, of the termination of his employment.

Section V. PAYMENTS FOR JROTC INSTRUCTORS

6-29. This section establishes procedures for payments for instructors to schools participating in the Army JROTC program.

6-30. Authority and administrative regulations. *a.* Statutory authority for payment of JROTC instructors is title 10, United States Code, section 2031.

b. AR 37-107 prescribes policies and procedures for finance and accounting officers.

6-31. Instructors. It is the responsibility of the schools to employ and pay retired personnel to conduct JROTC training according to this regulation. Retired officer and noncommissioned officer instructors whose qualifications and performance are authorized within the limitations detailed in paragraph 6-10.

6-32. Verification of participating schools. To verify that schools requesting payment are active participants in the JROTC program, region commanders will furnish an authenticated copy of the counter-signed DA Form 3126 (Application and Agreement for Establishment of a Junior Reserve Officers' Training Corps Unit) to the finance and accounting officer designated to make payments to the school. The region commander will notify the responsible finance and accounting officer when the school's participation in the program ends.

6-33. Monetary allowances. *a.* Authorized retired instructors employed by the school, whose qualifications are approved by the region commander, will receive pay 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. Figure 6-3, which has been extracted from DOD Directive 1205.13, shows examples of how the JROTC instructor's compensation pay is calculated. The active duty pay and allowances to be used in computing the pay of JROTC instructors include—

(1) Basic pay.

(2) Basic allowance for subsistence.

(3) Basic allowance for quarters (BAQ) and any housing allowance authorized for post of assignment

in volume 1, Joint Travel Regulation (JTR) (except where Government quarters are occupied).

(4) Cost of living allowance authorization for post of assignment in volume 1, JTR.

JROTC instructors are not entitled to "an additional amount" during the summer recess period or at any time when in a leave without pay status.

b. Schools may pay retired members more than the amount in *a* above, but the amount paid to the school by the Army is limited to that prescribed in *c* below.

★*c.* For each retired instructor authorized by the Secretary of the Army and employed by the school, the Army will pay to the school, for up to 12 months each year, one-half the amount of the difference between the instructor's retired pay and the amount of pay and allowances (excluding hazardous duty pay) the instructor would receive if he or she was ordered to active duty. For periods of service as a JROTC instructor for less than 12 months, the instructor will be compensated the difference between the amount of the retired pay and active duty pay times the length of employment as a JROTC instructor. This should be expressed as a fraction of 12 months. All of the retired pay must be considered even though the member may have wiaved all or a portion of it to receive Veteran's Administration disability compensation.

d. The school will determine the amounts due to the retired officers and noncommissioned officers hired as instructors. The Army will determine the minimum instructor pay for each hired instructor and the Army's contribution to that pay. These figures will be furnished to the schools on request. Schools should make requests for pay figures to the finance and accounting offices designated by the region commanders as servicing the schools. The finance and accounting officer may obtain information pertaining to retired pay from the Cdr, US Army Finance and Accounting Center, ATTN: FINCM, Indianapolis, IN 46249. Requests should be made on an individual case basis.

e. Supporting installation finance and accounting officers provide updated pay figures to schools if legislation is passed changing retired pay scales.

6-34. Deductions from instructors' wages. The wages received by instructors are subject to the same deductions as all other wages in which an employer-employee relationship exists. Deductions or taxes, insurance, dues, fees, etc., 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, if fact, military pay and allowances paid by the Army.

6-35. 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. If a retired member performs duties as an administrator and/or instructor during 2 successive academic years, but not during the intervening summer months, the member would be entitled to an "additional amount" of not more than the difference between the retired pay and the active duty pay and allowances the member would have received if ordered to active duty at that school for the number of months in each of the 2 academic years. The member would not be entitled to receive an "additional amount" for the intervening summer months because no duties were performed. If the retired member was, however, required to perform duties as a Junior ROTC administrator and/or instructor in the intervening summer months, the member would be entitled to receive an "additional amount" for

that part of the summer months in which such duties were performed. Duties that would entitle a retired member to this pay during the summer include but are not limited to—

a. Administrating and instructing in a summer school Junior ROTC Program,

b. Grading papers and examinations during the period immediately following the end of a school year, and

c. Preparing new course materials during the period immediately preceding the beginning of a school year.

6–36. Payments to schools. *a.* To obtain monetary allowances from the Army for payment of authorized instructors, the school will submit Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal), in duplicate, to the finance and accounting officer designated by the major commander as servicing the school. SF 1034 is available through normal AG publications supply channels. Standard Form 1034 may be submitted at selected regular intervals, not more frequently than once per month, and at no time in advance of services performed.

b. The Standard Form 1034 should be completed as follows:

(1) Under the heading "Articles or services," enter "Salaries of Junior ROTC instructors."

(2) Under the heading "quantity," enter "1." Enter each instructor separately.

(3) Under the heading "cost," enter monetary allowance per instructor as authorized by the Army.

(4) Under the heading "per," enter "Instructor."

(5) Under the heading "Amount," enter the total for each instructor separately.

(6) The completed Standard Form 1034 should include the signature and title of the school official submitting the request for payment.

6–37. Advancement on retired list. Retired personnel employed as JROTC instructors may, when advanced to a higher grade or rank on the retired list, be employed in this higher grade or rank if—

a. They have the required qualifications for the higher grade or rank, and

b. The authorized staffing limitation determined by CG, TRADOC is not exceeded.

6–38. Responsibilities. *a. School.*

(1) Except for active duty members, the school, when authorized and approved by the Army, is the employing agency of all other JROTC personnel. Instructors, whom the Army has certified and for whom the school is the employing agency, have a direct responsibility to the SAI/DAI for conducting the program. The SAI/DAI, as departmental heads (or equivalent status), are responsible to school officials for conducting the program, ensuring that it meets school standards and Army requirements according to Army policy and this regulation. All JROTC personnel must meet Army requirements. They have an individual responsibility to conduct the program according to Army policy and this regulation, and to maintain standards acceptable to the Army. Individuals employed by the school have individual responsibilities to the school as may be contractually agreed.

(2) The school is responsible for advising the region commander of any change in the employment status of personnel employed as JROTC/NDCC instructors.

b. Individual school and Army. The school and the individual negotiate contractual matters between them. The Army is not a party to the employment contract. The Army will reimburse the school each month, up to 12 months per year, provided that the contract is written for that period and the service is actually performed, including not more than 30 days leave per year, for that period. A copy of the contract wil be furnished to the region commander by the school authorities.

c. Individual and schools. When an individual employed as an instructor performs services for a school that are not part of JROTC instruction, these services must be performed outside the scope of and the hours prescribed for his JROTC duties. If any additional sum is paid for the services, the Army will not reimburse the school for these services.

Section VI. GUIDANCE FOR ACTIVE DUTY MEMBERS

6–39. Conduct of other than prescribed instruction. Active duty personnel assigned JROTC duty may be authorized to conduct academic courses at the school only with the permission of the region commander and the specific request of the school. Non-JROTC instructional duties normally will not be permitted during the first year of an individual's tour of duty with the school. An individual may accomplish such academic instruction only at other-than-regular duty hours and when such instruction would not interfere with the full and effective performance of his military duties. The duty hours of a member of a JROTC unit may not be adjusted for the sole purpose of permitting him to conduct non-JROTC instruction. See AR 600–50.

6–40. Legality of acceptance of stipends and fees. Section 209(a), title 18, USC, provides that whoever receives any salary, or any contribution to or supplementation of salary, as compensation for his services as an officer or employee of the executive branch of the US Government, of any independent agency of the United States, or of the District of Columbia, from any source other than the Government of the United States, except as may be contributed out of the treasury of any State, county, or municipality; or whoever, whether an individual, partnership, association, corporation, or other organization pays, or makes any contribution to, or in any way supplements the salary of, any such officer or employee under circumstances which would make its receipt a violation of this subsection shall be fined not more than $5,000 or imprisoned not more than 1 year, or both.

a. Some schools offer payment or other benefits to active Army personnel for the performance of services in addition to and not a part of official duties as military personel. No school, official or employee thereof, nor military superior of an active duty member, will require or coerce an active duty member assigned to JROTC duty to perform services which are not a part of his official duties. The full and free consent of the individual active duty members to perform such service is an essential condition. Acceptance of such payments or other benefits is permissible only if the payments are for services performed during other than the normal duty hours of the military personnel, the services do not interfere with the full and effective performances of their official military duties, and the entire transaction does not violate paragraph 3–1, AR 600–50. Further, the services for which payment or other benefit is accepted may not interfere with the customary or regular employment of local civilians in their art, trade, or profession. The duty hours of an individual may not be varied from normal duty hours simply to permit him to qualify for compensation for services for the school during the normal duty hours of a JROTC unit.

b. Housing provided by a school may be accepted by the Active Army SAI or active duty members of his military staff provided a reasonable rental is paid to the school. If housing is accepted on other than a reasonable rental basis, the housing will be considered as furnished on behalf of the United States and the member accepting such housing will not be entitled to a basic allowance for quarters.

c. Reimbursement by the school for expenses incurred by active duty personnel may be accepted when—

(1) The expenses were incurred in providing services at the request of the school, and

(2) The services were clearly beyond the scope of the regularly assigned duty of the individual but which he might have been expected to perform by virtue of his position. Itemized bills for such expenses must be presented to the school. Under no circumstances may a commuted or fixed allowance be accepted from the school for the purpose of meeting expenses.

d. Active duty personnel may accept payments or benefits, if offered by the school, for performance of administrative, custodial, instructional, or supervisory duties such as coaching or supervising school athletics or performing groups or teams; instructional or assistant instructional duties during nonduty hours and in non-JROTC subjects; clerical, administrative, or custodian school duties; and, charge-of-quarters, tactical officer, or supervisory duties pertaining to a corps of cadets during nonduty

hours. Active duty personnel may also accept the following benefits offered by schools to all staff members and their families as privileges: free or reduced-rate tuition; tickets to school or school-sponsored activities; parking privileges; books; and other supplies or materials from the school bookstore.

e. See paragraph 6–8 on wear of uniforms.

f. Region commanders will require annual fiscal year reports from instructor groups on Active Army personnel receiving stipends, fees, housing provided by a school (whether or not a reasonable rental is paid and the amount of payment, if any), or other benefits. Specific descriptions of compensations or other benefits and justification for their receipt will be included in the reports. Reports of noncompliance with this regulation and the corrective action taken will be submitted, on an individual basis, through command channels to HQDA (DAPC–OPP–P) 200 Stovall Street, Alexandria, VA 22332 (exempt report, para 7–2*t*, AR 335–15).

g. When an active duty member assigned to JROTC duty cannot maintain (without income or benefits in addition to those provided by the Army) the same standards of living as would be possible if that member lived on a military installation, a report will be made through command channels by the individual member concerned. The region commander will, without prejudice to the individual, get the facts and provide the assistance authorized. The individual will be reassigned when authorized assistance is not enough to obtain the established standard of living. Reassignment required by this provision will be reported to HQDA (DAPE–MPO) WASH DC 20310.

Section VII. PROGRAM SUPERVISION, COSTS, SUPPORT, AND RESULTS

6–41. Objective. The objective of this section is to ensure the proper supervision, support, and the efficient and effective conduct of the JROTC/NDCC programs.

6–42. Rank and precedence. Region commanders will inform school authorities and those employed and applying for employment as a JROTC instructor at the school concerned, of the possibility of an instructor being advanced on the retired list. At the time of advancement on the retired list, the Army will take cognizance of such advancement as it affects the relative status and reimbursement to schools of persons employed to conduct the JROTC program. (See paragraph 6–38.) Region commanders wil ensure that the Army's position on rank and precedence is explained to appropriate school authorities and retired members. A JROTC unit should be staffed according to rank and precedence situations normally found in active service.

All authorized instructors, including active duty members, will display the courtesy commensurate with the customs and traditions of the service between members of different rank (para 6–3).

6–43. Functions and responsibilities of SAI and DAI. In addition to other provisions of this regulation—

a. The DAI is the chief administrator of the JROTC/NDCC multiple unit. All JROTC/NDCC instructors and administrators employed by the school will be directly under his supervision in all matters pertaining to their instructor status and assigned military instructor and program administrative duties. His primary responsibility is to ensure, on behalf of the district and the Army, through proper instruction and supervision that the JROTC/NDCC program is administered according to law, regulation, policy, and principles.

b. The SAI is the chief instructor of the JROTC/NDCC unit. He performs the functions of a DAI in a single unit.

c. An active duty SAI when assigned will be the military commander of the military department.

d. The SAI (or DAI) will—

(1) Manage the JROTC/NDCC program according to school rules, regulations, and customs. He wil advise school authorities of laws and regulations affecting the program.

(2) Maintain good relations with the school authorities, faculty, and student body. He will represent DA locally in all matters relating to the JROTC/NDCC.

(3) Conduct a public affairs program in local areas; among school and community officials, civic groups, parent-teacher groups, and other individuals or groups, designed to further understanding of the JROTC/NDCC, the school, and the Army. He will also assist enrollment efforts for the ROTC program.

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

e. At NDCC and class HS the SAI (or DAI), in coordination with the head of the school, will draft procedures relating to the administration, control, and training of JROTC/NDCC cadets. These procedures will cover the appointment, promotion, and demotion of cadets and cadet officers and noncommissioned officers and must be approved by the head of the school or school system according to this regulation.

f. At class MI the SAI will establish the rules and orders relating to JROTC instruction and training in coordination with the head of the school. The authority for direction, coordination, and control of the school's Corps of Cadets may be vested in the Commandant of Cadets who will be designated by the head of the school. The Commandant may or may not be the SAI. No Active Army person may serve as Commandant of Cadets without specific approval of the region commander. The Commandant is responsible to the head of the school for the health, welfare, morale, and discipline of all members of the Corps. The organization of the school's Corps of Cadets and its administration and control are joint responsibilities of the SAI and the Commandant, each having a special interest in those areas. The SAI and the Commandant will draft the orders relating to the administration and control of the Corps, including appointment, promotion, and demotion of cadet officers and noncommissioned officers. These orders must be approved by the head of the school according to this regulation.

6–44. Command, supervision, and support. The privilege of command in a JROTC military department is reserved to active duty members of the Army. This does not change the supervisory authority otherwise granted by this regulation nor the requirements of paragraph 6–43.

a. A retired member employed to conduct the JROTC program, who is senior in rank to an active duty member assigned to his unit, may be designated as the supervisor of that active duty member.

★*b.* Performance evaluation and rating schemes will be done according to AR 600–200 and AR 623–105.

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

d. Each ROTC headquarters will be authorized one field grade liaison officer for every 15 JROTC/NDCC units. Qualifications of liaison officers wil be the same as for JROTC instructors. Each group will supervise, maintain, and support assigned units of the JROTC and of the NDCC.

★*e.* With the approval of the region commander, the PMS at MJC schools may be assigned to conduct both the Senior and Junior ROTC programs at the school and designated as supervisor of the SAI. Personnel assigned as JROTC instructors, however, will be used only for that purpose and assigned duties will be directly related to the JROTC program.

6–45. Program evaluation. *a.* Each SAI, DAI, and JROTC/NDCC instructor, as well as all Army elements concerned, should evaluate the program within their sphere of interest and influence. Questions should be posed and answered. Is the item, policy, or procedure being used effectively? Should it be made better, replaced, or eliminated? What does the citizen/student think? (The only way to be sure is to ask.) What is needed? What is not needed? Ideas are essential.

b. Ideas, particularly those of instructors and students, will be encouraged. Only a clear statement on plain paper or a post card will be required from these individuals.

6-46. Consideration of recommendations. When a recommendation is made that will improve program results at a savings to the Government, special consideration will be given to it and its handling whether the idea falls within discretionary authorization or not. Program improvement, not its elimination, is desired.

6-47. Essential support. *a.* The support that is necessary to properly maintain the JROTC program in each unit and the NDCC program at participating schools will be provided as authorized by this regulation, AR 710-2, and other appropriate publications. Region commanders will give JROTC/NDCC units a list of current TDA, AR, CTA, SB, and others as appropriate.

b. The level of support given to units staffed by retired members will be the same as that given to units staffed by active duty members performing only the authorized JROTC mission.

6-48. Government property. The requirements for safeguarding Government property are prescribed in AR 710-2 and AR 190-11. These requirements apply to JROTC units and to NDCC schools.

6-49. *a.* All equipment, including vehicles, required to properly support the JROTC/NDCC programs will be provided as required, and justified. AR 310-49 governs the use of TDA authorization documents.

b. Equipment issued to the unit or group will be included in the TDA or other proper authorization document.

c. ROTC region commanders may direct the turn-in of clothing and equipment to the supporting installation when it is not needed for the proper conduct of the program. Items not needed permanently by the unit or group will be considered for submission of TDA or other authorization document changes by the region commander.

d. Policy concerning transportation support of ROTC/NDCC units is in AR 58-1.

e. Only persons who possess a valid Government operator's license may operate vehicles provided for use in the JROTC program. Unauthorized use of a Government vehicle will be cause for the commander of a major Army command to issue a letter of reprimand and/or withdraw the Government vehicle operator's license. A serious incident or an accumulation of minor incidents of this nature could form a basis for considering removing the individual from the program under this chapter. The individual concerned will be authorized all the rights and privileges accorded active duty members in similar circumstances.

f. Schools may obtain equipment in addition to that authorized by TDA and other documents, including this regulation, through the surplus property program. Buses acquired through this procedure are a means of providing additional support for optional curriculum activities. Major items listed in SB 700-20 acquired through this procedure will not be maintained with appropriated funds authorized to support the JROTC/NDCC programs. See section X for information on the surplus property program.

Section VIII. BANDS

★6-50. Authorization. The establishment of type A, B, or C bands in class HS and MI schools hosting a JROTC/NDCC unit is authorized. Class HS and MI schools currently having ROTC bands may retain and maintain equipment on hand. Additional equipment is not to be obtained and items of equipment on hand are not to be replaced except by transfer of equipment from another like unit or by host school. Commanders of ROTC regions will monitor the status of band equipment to ensure that maximum use is made of such equipment as long as it is available by transfer between units and to schools that may be authorized such equipment.

a. Single units.

(1) Units with an enrollment of 500 or more cadets are authorized to retain and maintain a type A 28-person band. Additional instruments are authorized units with a total enrollment of 1,000 or more cadets, within the above provisions.

(2) Units with an enrollment of 300 to 500 cadets are authorized to retain and maintain a type C 18-person drum and bugle corps.

(3) **Rescinded.**

b. Multiple units.

(1) Multiple units with a total enrollment of 500 or more cadets are authorized to retain and maintain a type A 28-person band. Additional instruments for a type A 28-person band are authorized multiple units with a total enrollment of 1,000 or more cadets, when approved by TRADOC. Two type B 16-person bands or up to six type C 18-person drum and bugle corps may be authorized rather than one type A 28-person band, within the provisions outlined above.

(2) Multiple units with a total enrollment of 300 to 500 cadets are authorized to retain and maintain one type B 16-person band or up to three type C 18-person drum and bugle corps.

(3) Multiple units with a total enrollment of 100 to 300 cadets are authorized to retain and maintain not more than two type C 18-person drum and bugle corps.

★**6-51. Participation.** *a.* Participation in JROTC bands is limited to JROTC cadets. The DAI/SAI may waive this requirement to include in a band students of schools involved who are other than cadets. These band members will not exceed 50 percent of the authorized strength of the band; for example, a type C 18-person drum and bugle corps will not exceed nine nonenrolled students.

b. At class MJC schools the combined Junior/Senior ROTC enrollment may be counted in determining the size of the band. However, only one ROTC band may be organized at the school when the type of band authorized is based on combined enrollment.

6-52. Support. *a. Quality.* Army ROTC bands will be equipped with professional quality musical products. Only firsthand equipment and supplies will be requisitioned.

b. Quality control and classification of supplies.

(1) Military property custodians will provide appropriate quality guidance with initial requisitions.

(2) Supporting installation bandmasters will be informally contacted for assistance in developing appropriate quality guidance for submission with requisitions.

(3) Expendable musical supplies are listed in CTA 50-970.

(4) all band arrangements, sheet music, and music instruction and method books are classified in FSC 7660 and are authorized as required according to section II, CTA 50-970.

c. Composition of bands.

(1) Appendix E lists the maximum number and type of musical instruments that each school with an ROTC band organized under an ROTC area TDA may reflect within its authorization document. Items desired on TDA must be justified.

(2) The SAI responsible for each band may request a change to the TDA to decrease or omit the allowances of equipment prescribed in appendix E. Schools will be authorized only those items that they are able to receive, store, maintain, and use unless otherwise directed by TRADOC or DA. TDA must be updated to reflect changes in allowances.

d. Heraldic or distinctive musical equipment and accessories. Requests for authority to procure and issue heraldic items, such as fanfare trumpets, tabards for fanfare trumpets and bell lyras, emblazoned drums, or other commercial, nonstandard, or adopted musical equipment will be sent through command channels to HQ TRADOC.

e. Technical guidance. Technical guidance and assistance about ROTC band matters is available from the bandmaster assigned to each supporting installation. Band matters that cannot be resolved at installation level should be referred to TRADOC.

f. Load of band equipment. Band equipment loaned to US nonmilitary and nongovernmental agencies is not authorized except by AR 360-61 to support community relations activities. AR 735-5 governs the loan of property to other military and nonmilitary Government agencies.

6-53. Community relations. Army ROTC bands may support the community relations program when this support will enhance the prestige of the ROTC program and the Army. Participation in civic events other than school events will be governed by AR 360-61.

Section IX. AIR TRANSPORTATION

6–54. Purpose. This section sets forth policy for authorization of military air transportation for JROTC/NDCC cadets, instructors, and civilian dignitaries directly concerned with JROTC activities.

6–55. Explanation of terms. In addition to the explanations contained in paragraph 1–3, the following apply to this section:

a. "P" airfield. An airfield, so designated in an en route supplement of the DOD Flight Information Publication, that is a civil airport used by transient military aircraft by permit.

b. Local flights. Flights originating and terminating at an Army airfield, Air Force Base, or "P" airfield within the boundaries of the local flying area as designated by competent authority.

c. Extended flights. Flights originating at an Army airfield, Air Force Base, "P" airfield, or any other airfield that have been approved for use by competent authority.

6–56. Authority. CG, TRADOC and appropriate oversea commanders are delegated authority under this regulation to approve and disapprove extended flights.

a. JROTC cadets/students in uniform may be provided a local flight during the regular school year as members of an organized JROTC activity. Prior parental consent will be obtained for each student.

b. Those JROTC/NDCC cadets/students who are members of a Reserve Component are eligible for transportation on nonindustrially funded military aircraft on a space-available basis without reimbursement—

(1) Within CONUS, the States of Alaska and Hawaii, and the Commonwealth of Puerto Rico, and

(2) Between the latter areas and CONUS.

c. Active duty members and retired members who are authorized JROTC instructors may accompany JROTC cadets/students on local flights. Retired members will be identified by presentation of DD Form 2 (Ret) (Armed Forces Identification Card) (Retired).

d. Helicopters larger than the utility category will not be used to transport cadets.

6–57. Civilian officials. Civilian officials of schools that offer JROTC may be authorized air transportation—

a. On local flights when the flight is in connection with formal ROTC training, or

b. On extended flights to permit such dignitaries to visit military installations for orientation in connection with JROTC activities.

6–58. Other authority. Nothing in this section will be construed to restrict the authority granted by other regulations to commanders to—

a. Authorize flights for designated applicants for membership in the senior ROTC program (10 USC 2110), nor

b. Restrict the eligibility of other persons to take part in aerial flights or to be authorized air transportation according to law or other regulation.

★Section X. DONATIONS OF SURPLUS PROPERTY

6–59. General. This section contains policies and procedures on the donation of surplus property to schools designated as service educational activities (SEA).

6–60. Designation. Because of the essential contribution they make to the JROTC and the NDCC programs, participating schools that meet all criteria are considered by DA to be educational activities of special interest to the Armed Services. When so designated by DOD and following execution of a donation agreement, SEA may receive surplus property that is usable and necessary.

a. The Deputy Chief of Staff for Reserve Officers' Training Corps (DCSROTC) will ini-

tiate requests through DCSPER to DOD to designate eligible JROTC/NDCC schools and to end donation agreements with those not qualified. Schools must meet all JROTC/NDCC statutory, regulatory, and contractual requirements to receive and keep the designation as educational activities of special interest. Those units having less than 100 enrolled members in JROTC on probation, withdrawing from JROTC/NDCC, or where the program is being ended, do not qualify for designation. Those on probation for low enrollment the previous year that now have 100 enrolled program members may be designated.

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

c. The list of JROTC/NDCC schools will be reviewed annually by DCSROTC, HQ TRADOC, to determine if they are eligible to be designated as an SEA of special interest.

6–61. Donation agreement. *a.* The Defense Logistics Agency (DLA) will send a new donation agreement to each school when designated by DOD. To receive donations, the head of the school must countersign the agreement and return it to DLA. A reasonable period of time will be given to complete this action. To help compile the list of activities eligible to receive donations, schools will be requested to return the agreements by a specified date. Pending publication of this list in DOD 4160.21–M, DLA will send the list of schools that have executed agreements to the military services and the General Services Administration (GSA). When requested by SEA, HQ ROTC regions will forward to eligible schools GSA Form 2946 (Screener's Identification). HQ ROTC regions will request GSA Form 2946 through normal AG publications supply channels. GSA Form 2946 will be prepared according to figure 6–2 and sent to HQ ROTC regions to be signed by the delegated sponsoring agency official. After the completed GSA Form 2946 is submitted by HQ ROTC regions to GSA, eligible schools will then be authorized to acquire donations of surplus property.

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

6–62. Screening. *a.* Property may be donated only after it has been determined to be surplus following proper screening for use. The donation of surplus property to an authorized donee is subordinate to any need for the property by a Federal agency, but takes precedence over its sale, destruction, or abandonment.

b. Surplus property will be made available for donation screening for 21 days after the date it is released for surplus disposal. SEA will have priority during the 6th through the 10th days. For the remainder of the days, requests will be processed on a first come, first served basis. No priority will be given for requests for nonreportable property.

6–63. Donation procedures. *a.* Appendixes G, H, and I list the types of property that may be obtained under the new agreement. The amount of donable surplus personal property will be based on the size of the school's enrollment in military training programs. This must be certified on each Standard Form (SF) 123 (Transfer Order—Surplus Personal Property). See chapter X, DOD 4160.21–M for guidance on using SF 123. SF 123 is available through normal AG publications supply channels. The form must be sent to the correct

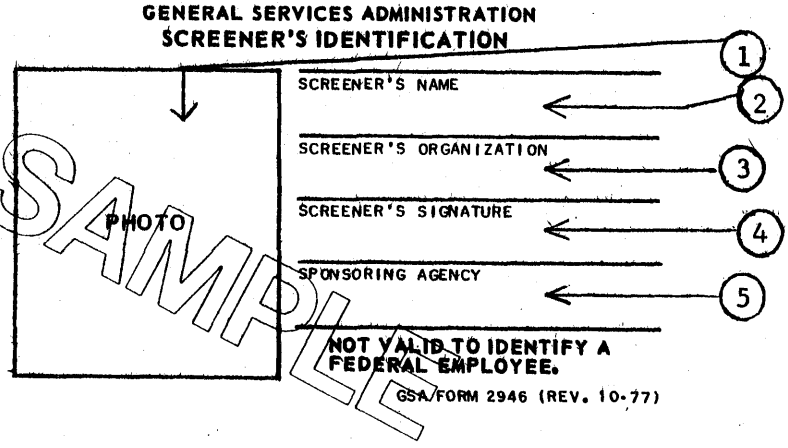
regional office of GSA to request property in all other listed groups.

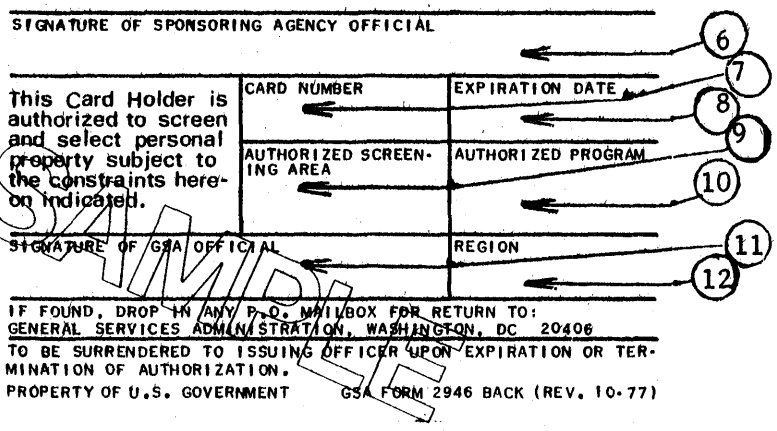
b. Surplus property earmarked to be donated to an SEA will be held pending necessary approvals for a maximum of 42 calendar days from the automatic release date. If the application for donation indicates that the property will be picked up, the donee or his agent will be notified in writing when his property is ready for release. Fifteen calendar days from the date of notification will be allowed for the donee or his agent to remove the property from the disposal activity. Property held and not approved or removed within the specified time will be made available to other eligible donees or processed for sale.

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

6–64. Donable property. *a.* A school designated as either MJC or MI is authorized categories and quantities of property needed to support it as listed in appendix G.

b. A school designated as Class HS is authorized only those categories and quantities of property needed solely by its JROTC or NDCC units as listed in appendix H and I.


GENERAL SERVICES ADMINISTRATION
SCREENER'S IDENTIFICATION
PHOTO
SCREENER'S NAME
SCREENER'S ORGANIZATION
SCREENER'S SIGNATURE
SPONSORING AGENCY
NOT VALID TO IDENTIFY A FEDERAL EMPLOYEE.
GSA FORM 2946 (REV. 10-77)
SAMPLE
1
2
3
4
5


SIGNATURE OF SPONSORING AGENCY OFFICIAL
This Card Holder is authorized to screen and select personal property subject to the constraints hereon indicated.
CARD NUMBER
EXPIRATION DATE
AUTHORIZED SCREENING AREA
AUTHORIZED PROGRAM
SIGNATURE OF GSA OFFICIAL
REGION
IF FOUND, DROP IN ANY P.O. MAILBOX FOR RETURN TO: GENERAL SERVICES ADMINISTRATION, WASHINGTON, DC 20406
TO BE SURRENDERED TO ISSUING OFFICER UPON EXPIRATION OR TERMINATION OF AUTHORIZATION.
PROPERTY OF U.S. GOVERNMENT
GSA FORM 2946 BACK (REV. 10-77)
SAMPLE
6
7
8
9
10
11
12

★*Figure 6–2*

Instructions for GSA Form 2946

1. With each card submitted, send a passport size/type photograph of the designated screener.

2. Type name and designated screener.

3. Always enter: SEA.

4. Self-explanatory. Card must be signed before submission to the GSA regional office for completion and encasement in plastic.

5. Always enter: DOD.

6. This will be signed by the individual(s) specified by the military service sponsoring the school. The sponsoring military service is designated for each approved SEA in attachment 1, chapter X, DOD 4160.21-M.

7. Leave blank.

8. On cards submitted for certification to GSA regional office during calendar year 1980, enter 1 July 1981; in calendar year 1981, enter 1 July 1982; etc.

9. GSA will complete based on information given in the cover letter (see para B1a (2), chap. X, DOD 4160.21-M).

10. Always enter: Surplus.

11. Leave blank.

12. Leave blank.

HQ, ROTC regions will mail to the correct GSA regional office the completed form with cover letter prepared according to paragraph B1a, chapter X, DOD 4160.21-M.

The computation of the amount due to the Junior ROTC instructor from the US Government and the institutions is illustrated in the examples provided below.

EXAMPLE A: A Junior ROTC instructor agrees to instruct, administer, and operate a Junior ROTC unit for 12 months at Murray High School. Murray High School remains open 12 months of the year without the usual summer recess.

DUE TO THE JUNIOR ROTC INSTRUCTOR:	
From the US Government	
— Annual military retirement pay	$20,000
From the school district	
— MINIMUM due the instructor from the institution is the difference between the annual retirement pay and what the instructor would earn annually if called to active duty.	
Active duty pay and allowances:	
(a) Basic pay	
(b) Basic allowance for quarters	
(c) Allowance for variable housing (VHA)	
(d) Allowance for uniforms (enlisted only)	
(e) Basic allowance for subsistence	
(f) All other pay and allowances are excluded unless permitted by specific revision to DOD Directive 1205.13	
TOTAL:	$28,000
DIFFERENCE: Retirement pay less active duty pay	$ 8,000
MINIMUM due the instructor from the institution	$8,000*
Junior ROTC instructors's total compensation	$28,000

*Reimbursable to the school district from the Federal Government (half of $8,000) ($4,000)

EXAMPLE B: If the school district in example A feels that the Junior ROTC instructor should be compensated more than the minimum, they may do so.

DUE TO THE JUNIOR ROTC INSTRUCTOR:	
From the US Government	
— Annual military retirement pay	$20,000
From the school district	
— MINIMUM annual compensation (see computation in example A)	$ 8,000*
— Any additional compensation for Junior ROTC-related responsibilities	$ 4,000
Junior ROTC instructor's total compensation	$32,000

*Reimbursable to the school district from the Federal Government (half of $8,000) ($4,000)

EXAMPLE C: Murray High School wanted the Junior ROTC instructor to coach the football team.

**Figure 6-3. Computation of the Junior ROTC instructor's compensation*

A separate contract between Murray High School and the Junior ROTC instructor was written to describe any additional duties desired by the institution beyond those connected with the instruction, administration, and operation of the Junior ROTC unit.

DUE TO THE JUNIOR ROTC INSTRUCTOR:	
From the US Government	
— Annual military retirement pay	20,000
From the school district	
— Minimum Junior ROTC compensation (see computation in example A)	8,000*
— Any additional compensation for Junior ROTC-related responsibilities	4,000
— Compensation for separately contracted responsibilities related to coaching the football team	2,000
Junior ROTC instructor's total compensation	$34,000

*Reimbursable to the school district from the Federal Government (half of $8,000) ($4,000)

EXAMPLE D. Central High School is open 9 months of the year for instruction and a total of an additional month for preregistration activities, such as preparing curricula and counseling students in August, and post-academic activities in June, such as recording permanent grades and taking inventory on teaching materials needed for the coming academic year. As an instructor at Central High School, the Junior ROTC instructor will participate in these required duties. The Junior ROTC instructor has accepted a 10-month contract with Central High School to provide instruction, administration, and operation of the Junior ROTC unit. Compensation is calculated as follows:

DUE TO THE JUNIOR ROTC INSTRUCTOR:	
From the US Government	
— Annual military retirement pay	$20,000
From the school district	
— Minimum Junior ROTC instructor's compensation prorated to a 10-month period	
Annual military retirement pay	$20,000
Annual pay and allowances if called to active duty	$28,000
Annual difference	$ 8,000
prorated difference: minimum amount due the Junior ROTC instructor from the school district = 10/12 of $8,000 =	$ 6,667*
Junior ROTC instructor's total compensation	$26,667

*Reimbursable to the school district from the Federal Government (half of $6,667) ($3,334)

EXAMPLE E: The Junior ROTC instructor in example D has elected to have compensation from the school district paid in 12 equal payments during the year. This does not change the annual minimum comp-

Figure 6-3. Computation of the Junior ROTC instructor's compensation—Continued

ensation due from the institution as the following computation indicates.

DUE TO THE JUNIOR ROTC INSTRUCTOR:	
From the US Government	
— Annual military retirement pay	$20,000
From the school district	
— Minimum Junior ROTC instructor's compensation prorated to a 10-month period (see computation in example D)	$ 6,667*
(Paid in 12 monthly checks in the amount of $555.58 each equals $6,667)	
Junior ROTC instructor's total compensation	$26,667

*Reimbursable to the school district from the Federal Government (half of $6,667) ($3,334)

**Figure 6-3. Computation of the Junior ROTC instructor's compensation—continued*

APPENDIX A

APPLICATION AND AGREEMENT FOR ESTABLISHMENT OF A JUNIOR RESERVE OFFICERS' TRAINING CORPS UNIT
For use of this form, see AR 145-2; the proponent agency is MILPERCEN.

Form Approved Budget Bureau No. 49-R0393

SUBJECT: Application and Agreement for Establishment of a Junior Reserve Officers Training Corps Unit

THRU: (1) Commander, United States Army _____ ROTC Region, _____
(2) Commander, US Army Training and Doctrine Command (ATRO), Ft. Monroe, VA 23651

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

APPLICATION

By direction of the governing officials of _____
(Name of School and/or School System)
_____, an application is hereby submitted for
(Location)
the establishment of a unit of the Junior Army Reserve Officers' Training Corps at this school under the provisions of section 2031, Title 10, United States Code.

AGREEMENT

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

a. To establish a junior division unit of the Army Reserve Officers' Training Corps at the school named in the foregoing application.

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

c. To provide for use in the Junior Army Reserve Officers' Training Corps program such available Government property as may be authorized by law and applicable tables of allowances, and to pay at the expense of the Government costs of transportation, drayage, packing, crating, handling and normal maintenance of such property in transit to the school, excluding costs of utilities and other costs involved in the storage of such property at the school.

d. To pay to the school for each retired instructor authorized by the Secretary of the Army and employed by the school pursuant to paragraph 2*d* below, an amount equal to one-half the difference between the instructor's retired pay and the active duty pay and allowances, excluding hazardous duty pay, which the instructor would receive if ordered to active duty for that period of time during which such personnel perform duties in direct support of Junior ROTC.

e. To issue, at the expense of the Government, uniform clothing for enrolled members of the Junior Army Reserve Officers' Training Corps.

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

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

b. To conduct the following type of Junior Army Reserve Officers' Training Corps Training: ☐ *(1)* Academic track: ☐ *(2)* Technical track; or ☐ *(3)* both of the above.

c. To make available for use by the Junior Army Officers' Training Corps unit, necessary and adequate classrooms, administrative offices, office equipment, storage space, drill field, and other required facilities in a fair and equitable manner in comparison with other departments of the institution *(or other elements of the institution, if the institution does not have departments)* and to pay the costs of utilities and maintenance thereof.

d. To employ qualified retired officers and retired enlisted persons *(minimum of 2 instructors per unit)* authorized and approved by the Secretary of the Army to administer the basic military orientation courses. Such personnel may be hired for periods of less than 12 months.

e. To pay retired personnel employed pursuant to 2*d* above, as a minimum, an amount equal to the difference between their retired pay and the active duty pay and allowances, excluding hazardous duty pay, which they would receive if ordered to active duty for that period of time during which such personnel perform duties in direct support of Junior ROTC.

f. To appoint a military property custodian, who is not on active duty with the US Army and who will be empowered to requisition, receive, stock and account for Government property issued to the school and otherwise to transact matters pertaining thereto, for and in behalf of the school.

g. To notify the appropriate ROTC Region Commander of the name and position of the individual designated as military property custodian.

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

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

j. To maintain an enrollment in the Junior Reserve Officers' Training Corps unit of no less than one hundred physically fit students who are at least 14 years of age and are citizens of the United States.

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

3. It is mutually understood and agreed as follows:

a. That this agreement shall become effective when the authorities of this school have been notified officially that the Secretary of the Army has approved the establishment of a Junior Reserve Officers' Training Corps unit on the date specified.

b. That the Secretary of the Army shall have the right at any time to relieve from duty at the school any officer, warrant officer, or enlisted member of the Army and to withdraw approval and authorization of any retired personnel employed by the school pursuant to 2*d* above.

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

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

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

(3) If the Junior Reserve Officer's Training Corps unit is placed on probation pursuant to regulations prescribed by the Secretary of the Army, this agreement will terminate at the expiration of one year from the date the unit was placed on probation, unless the reason for such probationary status has been removed to the satisfaction of the Secretary of the Army prior to such expiration.

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

SAMPLE

FOR THE INSTITUTION

TYPED NAME AND TITLE	SIGNATURE	DATE

FOR THE SECRETARY OF THE ARMY

TYPED NAME AND TITLE	SIGNATURE	DATE

DA FORM 1 DEC 78 3126 EDITION OF 1 MAR 78 IS OBSOLETE.

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

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

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

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

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

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

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

4. ASSEMBLY HALL		
SEATING CAPACITY	PROJECTION EQUIPMENT IS PROVIDED FOR	WILL BE AVAILABLE FOR ARMY ROTC CLASSES AS FOLLOWS

5. GYMNASIUM	
SIZE OF GYM OR OTHER INDOOR DRILL AREA	WILL BE AVAILABLE FOR ARMY ROTC CLASSES AS FOLLOWS

6. OUTDOOR DRILL AREA	
SIZE	WILL BE AVAILABLE FOR ARMY ROTC CLASSES AS FOLLOWS

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

8. REMARKS

SAMPLE

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

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

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

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

Illinois	Kentucky	Missouri	Tennessee
Indiana	Michigan	Ohio	Wisconsin

3. To Commander, US Army Third ROTC Region, Ft Riley, KS 66442, from those in --

Alabama	Kansas	Mississippi	Oklahoma
Arkansas	Louisiana	New Mexico	Texas

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

Alaska	Hawaii	Nebraska	Utah
Arizona	Idaho	Nevada	Washington
California	Iowa	North Dakota	Wyoming
Colorado	Minnesota	Oregon	
Guam	Montana	South Dakota	

DATA PERTAINING TO SCHOOL

NAME OF SCHOOL	COMPLETE MAILING ADDRESS *(Include ZIP code)*

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

☐ MUNICIPAL ☐ STATE
☐ DENOMINATIONAL *(Specify)*

2. LIST ACCREDITING AGENCY

a. REGIONAL

b. STATE

c. OTHER

3. TOTAL MALE ENROLLMENT OVER 14 YEARS OF AGE	4. ESTIMATED NO. OF QUALIFIED STUDENTS WHO WILL ENROLL IN THE JUNIOR ROTC PROGRAM

5. LIST TECHNICAL COURSES OFFERED AT THE SCHOOL

SAMPLE

6. WILL STUDENTS BE GIVEN A MEDICAL EXAMINATION?

☐ YES ☐ NO

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

3

★APPENDIX B

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

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

Form Approved Budget Bureau No. 49-R0403

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

THRU: (1) Commander, United States Army _____ ROTC Region, _____

(2) Commander, US Army Training and Doctrine Command (ATRO), Ft Monroe, VA 23651

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

APPLICATION

By direction of the governing officials of _____
Name of School and/or School System

_____ , an application is hereby submitted for the
Location

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

AGREEMENT

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

a. To establish a unit of the National Defense Cadet Corps at the school named in the foregoing application.

b. To provide for use in the National Defense Cadet Corps program such available Government property as may be authorized by law and applicable tables of allowances, and to pay at the expense of the Government costs of transportation, drayage, packing, crating, handling and normal maintenance of such property in transit to the school, excluding costs of utilities and other costs involved in the storage of such property at the school.

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

a. To provide a course of military instruction prescribed by the Secretary of the Army, consisting of ☐ four years, or ☐ three years; which will be ☐ required, or ☐ elective; or consisting of the duration of _____

b. To conduct the following type of National Defense Cadet Corps Training: ☐ (1) Academic track; ☐ (2) Technical track; or ☐ (3) both of the above; or as described on page 2 of this agreement.

c. To make available for use by the National Defense Cadet Corps unit necessary and adequate classrooms, administrative offices, office equipment, storage space, drill field, and other required facilities in a fair and equitable manner in comparison with other departments of the institution *(or other elements of the institution if the institution does not have departments)*, and to pay the costs of utilities and maintenance thereof.

d. To employ qualified instructors authorized and approved by the Secretary of the Army to administer the military courses, at no expense to the Government.

e. To appoint a military property custodian, who is not on active duty with the US Army and who will be empowered to requisition, receive, stock and account for Government property issued to the school and otherwise to transact matters pertaining thereto, for and in behalf of the school.

f. To notify the appropriate ROTC Region Commander of the name and position of the individual designated as military property custodian.

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

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

i. To maintain an enrollment in the institution of not less than one hundred physically fit students who are at least 14 years of age.

j. Assurance of compliance with the Department of Defense Directive under Title VI of the Civil Rights Act of 1964. In consideration of the establishment/maintenance of a unit of the National Defense Cadet Corps program at the above school or school system* HEREBY AGREES that the school(s) will be operated in compliance with the provisions of Title VI of the Civil Rights Act of 1964 *(Public Law 88-352)*, which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance; and in conformity with the requirements of Department of Defense Directive 5500.11. The governing official of the school(s) does HEREBY GIVE ASSURANCE that no distinction will be made on the basis of race, color, or national origin, in the admission of individuals to the school(s), or the subsequent treatment of individuals as students of the school(s). THIS ASSURANCE is binding upon the school(s) for such period as Federal financial assistance, provided in accordance with Army Regulation 145-2, is extended by the Department of the Army or the institution retains the possession of any property so provided. The governing official of the school(s) recognizes and agrees that any Federal financial assistance provided the school(s) is extended in reliance upon the representation contained herein, and the United States shall have the right to seek the judicial enforcement of such representations. *If a school system, list on page 2 the schools involved. Each school of the system is covered individually and separately by this agreement.

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

3. It is mutually understood and agreed as follows:

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

b. That the Secretary of the Army shall have the right at any time to withdraw approval and authorization of any personnel employed by the school pursuant to paragraph 2d above.

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

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

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

(3) If the National Defense Cadet Corps unit is placed on probation pursuant to regulations prescribed by the Secretary of the Army, this agreement will terminate at the expiration of one year from the date the unit was placed on probation, unless the reason for such probationary status has been removed to the satisfaction of the Secretary of the Army prior to such expiration.

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

FOR THE INSTITUTION

TYPED NAME AND TITLE	SIGNATURE	DATE

FOR THE SECRETARY OF THE ARMY

TYPED NAME AND TITLE	SIGNATURE	DATE

DA FORM 1 MAR 79 3126-1 EDITION OF 1 JAN 74 IS OBSOLETE.

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

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

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

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

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

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

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

4. ASSEMBLY HALL		
SEATING CAPACITY	PROJECTION EQUIPMENT IS PROVIDED FOR	WILL BE AVAILABLE FOR NDCC CLASSES AS FOLLOWS

5. GYMNASIUM	
SIZE OF GYM OR OTHER INDOOR DRILL AREA	WILL BE AVAILABLE FOR NDCC CLASSES AS FOLLOWS

6. OUTDOOR DRILL AREA	
SIZE	WILL BE AVAILABLE FOR NDCC CLASSES AS FOLLOWS

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

8. REMARKS

SAMPLE

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

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

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

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

Illinois	Kentucky	Missouri	Tennessee
Indiana	Michigan	Ohio	Wisconsin

3. To Commander, US Army Third ROTC Region, Ft Riley, KS 66442, from those in --

Alabama	Kansas	Mississippi	Oklahoma
Arkansas	Louisiana	New Mexico	Texas

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

Alaska	Hawaii	Nebraska	Utah
Arizona	Idaho	Nevada	Washington
California	Iowa	North Dakota	Wyoming
Colorado	Minnesota	Oregon	
Guam	Montana	South Dakota	

DATA PERTAINING TO SCHOOL

NAME OF SCHOOL	COMPLETE MAILING ADDRESS *(Include ZIP code)*

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

☐ MUNICIPAL ☐ STATE

☐ DENOMINATIONAL *(Specify)*

2. LIST ACCREDITING AGENCY

a. REGIONAL

b. STATE

c. OTHER

3. TOTAL MALE ENROLLMENT OVER 14 YEARS OF AGE	4. ESTIMATED NO. OF QUALIFIED STUDENTS WHO WILL ENROLL IN THE NDCC PROGRAM

5. LIST TECHNICAL COURSES OFFERED AT THE SCHOOL

6. WILL STUDENTS BE GIVEN A MEDICAL EXAMINATION?

☐ YES ☐ NO

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

3

APPENDIX C

ACHIEVEMENT RIBBONS FOR JUNIOR ROTC AND NDCC

RIBBONS FOR NDCC AND ROTC JUNIOR DIVISION



INSTITUTIONAL AWARDS CRITERIA

(SERIES 1)

ACADEMIC AWARDS

N-1-1 —Distinguished Cadet Award for Scholastic Excellence:
Awarded by: Superintendent
Criteria: Awarded annually to one cadet who exhibits the highest degree of excellence in scholastics.

N-1-2 —Academic Excellence Award:
Awarded by: Principal
Criteria: Awarded annually to one cadet in each LD level for maintaining highest school academic grades.

N-1-3 —Academic Achievement Ribbon:
Awarded by: Director of Army Instruction (in single unit, awarded by Senior Army Instructor)
Criteria: Awarded annually to those cadets that maintain a grade of "A" in all academic subjects.

N-1-4 —Perfect Attendance Ribbon:
Awarded by: Senior Army Instructor
Criteria: Awarded to cadets with no unexcused absence during each quarter/semester.

N-1-5 —Student Government Ribbon:
Awarded by: Principal
Criteria: Elected to a student government office

N-1-6 —LD Service Ribbon:
Awarded by: Senior Army Instructor
Criteria: Awarded to cadets successfully completing first quarter/semester of training of each LD year. Second, third and fourth year training awards will be bronze, silver, and gold lamps respectively.

N-1-7 thru N-1-10 —May be awarded based on criteria to be developed locally and approved by the region commander.

(SERIES 2)

ATHLETIC AWARDS

N-2-1 —Varsity Athletic Ribbon:
Awarded by: Principal
Criteria: Awarded annually to cadets that excel in varsity sports.

N-2-2 —Physical Fitness Ribbon:
Awarded by: Senior Army Instructor
Criteria: Awarded annually to cadets who maintain excellent physical fitness. Male cadets must run one mile in 8:30 minutes or less; females in 10:45 minutes or less.

N-2-3 —ROTC Athletic Ribbon:
Awarded by: Senior Army Instructor
Criteria: Awarded annually to cadets that excel in ROTC athletics.

N-2-4 and N-2-5 —May be awarded based on criteria to be developed locally and approved by the region commander.

(SERIES 3)

MILITARY AWARDS

N-3-1 —Director of Army Instruction/Senior Army Instructor Leadership Ribbon

Awarded by: Senior Army Instructor
Criteria: Awarded annually to one cadet per LD level who displays the highest degree of leadership.

N-3-2 —Personal Appearance Ribbon:
Awarded by: Senior Army Instructor
Criteria: Awarded annually to cadets who consistently present an outstanding appearance.

N-3-3 —Proficiency Ribbon:
Awarded by: Director of Army Instruction/Senior Army Instructor.
Criteria: Awarded annually to those cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.

N-3-4 —Drill Team Ribbon:
Awarded by: Senior Army Instructor
Criteria: Awarded annually to drill team members

N-3-5 —Orienteering Ribbon:
Awarded by: Senior Army Instructor
Criteria: Awarded annually to cadets who are members of orienteering teams.

N-3-6 —Color/Honor Guard Ribbon:
Awarded by: Senior Army Instructor
Criteria: Awarded annually to members of color/honor guard

N-3-7 —Rifle Team Ribbon:
Awarded by: Senior Army Instructor
Criteria: Awarded annually to rifle team members

N-3-8 —Adventure Training Ribbon:
Awarded by: Senior Army Instructor

Criteria: Awarded annually to cadets who are members of adventure training type units.

N-3-9 —Commendation Ribbon:
Awarded by: Senior Army Instructor
Criteria: Awarded to cadets whose performance of duty exceptionally exceeds that expected of a cadet of his grade and experience.

N-3-10 —Good Conduct Ribbon:
Awarded by: Senior Army Instructor
Criteria: Awarded annually to the cadets who have demonstrated outstanding conduct throughout the school.

N-3-11 —Summer Camp Participation Ribbon:
Awarded by: Senior Army Instructor
Criteria: Awarded to cadets for summer camp participation

N-3-12 thru N-3-15 —May be awarded based on criteria to be developed locally and approved by the region commander.

(SERIES 4)

MISCELLANEOUS AWARDS

N-4-1 —Parade Ribbon:
Awarded by: Senior Army Instructor
Criteria: Awarded to cadets who have participated in local community parades; i.e., Veterans' Day Parade, Memorial Day Parade, etc.

N-4-2 —Recruiting Ribbon:
Awarded by: Senior Army Instructor
Criteria: Awarded to the cadets who recruit students into the JROTC program each quarter/semester.

N-4-3 thru N-4-5 —May be awarded based on criteria to be developed locally and approved by the region commander.

APPENDIX E

MUSICAL INSTRUMENT BASIS OF ISSUE GUIDE FOR ROTC BANDS

LIN	Item	Unit	Maximum Prescribed Quantities		
			Type A Band	Type B Band	Type C Band
B58156	Bell Lyra: 2 octaves, 25 bars w/accessories, 2 pair mallets	ea	1	1	0
E28726	Clarinet: B-flat wood body w/mouthpiece lyre & case	ea	8	4	0
E28817	Clarinet: E-flat wood body w/mouthpiece lyre & case	ea	1	1	0
F70381	Cymbal: Concert band type w/accessories, w/case 15 in. diam	pr	1	1	1
F70396	Cymbal: Concert band type w/accessories, w/case 18 or 20 in. diam	pr	1	1	1
G68590	Drum Bass: Field band type w/accessories	ea	1	1	1
G69402	Drum Scotch: w/telescopic fiber case w/accessories	ea	0	0	2
G69587	Drum Snare: Field type w/accessories	ea	3	2	6
G69676	Drum Tenor: w/telescopic fiber case w/accessories	ea	0	0	3
H16693	Euphonium: B-flat 4 valves w/mouthpiece lyre & case	ea	2	1	0
H81532	Flute: Silver boehm system w/case & accessories	ea	1	0	0
H99270	French horn: Key of F w/rotary type main valves w/accessories	ea	3	3	0
N89749	Piccolo: C sterling silver w/case	ea	2	0	0
R74613	Repair kit musical instrument	ea	2	2	1
S40519	Saxophone: E-flat alto w/mouthpiece case & accessories	ea	2	1	0
S40521	Saxophone: Baritone, w/mouthpiece case & accessories	ea	1	1	0
S40527	Saxophone: Tenor, w/mouthpiece case & accessories	ea	2	1	0
T96991	Sousaphone: BB-flat metal w/mouthpiece, case & accessories	ea	2	1	0
X34129	Trombone: tenor, B-flat slide w/mouthpiece lyre & case	ea	4	2	0
X64551	Trumpet: B-flat w/mouthpiece lyre & case	ea	8	6	0
The following commercial, nontype classified items are necessary to support a Type-C ROTC Band (Drum and Bugle Corps):					
As dsg by HQ TRADOC IAW AR 310-49	Bugle bass pistol chrome or brass lacquer finish built in key of G w/ valve change to D and slide or valve change to F w/case	ea	0	0	2
As dsg by HQ TRADOC IAW AR 310-49	Bugle baritone piston chrome or brass lacquer finish built in key of G w/valve change to D slide or valve change to F w/case	ea	0	0	2
As dsg by HQ TRADOC IAW AR 310-49	Bugle French Horn piston chrome or brass lacquer finish built in key of G w/valve change to D and slide valve change to F w/case	ea	0	0	2
As dsg by HQ TRADOC IAW AR 310-49	Bugle soprano piston chrome or brass lacquer finish built in key of G w/valve change to D and slide or valve change to F w/case	ea	0	0	4
As dsg by HQ TRADOC IAW AR 310-49	Bugle tenor piston chrome or lacquer finish built in key of G w/ valve change to D and slide or valve change to F w/case	ea	0	0	2

LIN	Item	Unit	Maximum Prescribed Quantities		
			Type A Band	Type B Band	Type C Band
As dsg by HQ TRADOC IAW AR 310-49	Bugle contrabass piston chrome or brass lacquer finish built in key of G w/valve change to D and slide or valve change to F w/case	ea	0	0	1

APPENDIX F
DATA REQUIRED FOR PREPARATION OF RCS MILPC-44

1. Uniform data.

a. Army issue

b. School issue

2. Enrollment data.

a. School enrollment (number of full-time regular students, 14 years of age or older by year and total).

b. Cadet enrollment by year and total (JROTC/NDCC students).

c. Total participating JROTC/NDCC students ineligible for enrollment.

★APPENDIX G

GROUPS OF PROPERTY AVAILABLE UNDER DONATION OF SURPLUS PROPERTY AGREEMENT FOR CLASS MJC OR MI SCHOOLS

Federal Supply Classification Group (FSCG)	*Group Description*
*10	Weapons
12	Fire Control Equipment
*13	Ammunition and Explosives
*15	Aircraft, and Airframe Structural Components
16	Aircraft Components and Accessories
17	Aircraft Launching, Landing, and Ground Handling Equipment
18	Space Vehicles
*19	Ships, Small Craft, Pontoons, and Floating Docks
20	Ship and Marine Equipment
21	UNASSIGNED
22	Railway Equipment
23	Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles
25	Vehicular Equipment Components
26	Tires and Tubes
27	UNASSIGNED
28	Engines, Turbines, and Components
29	Engine Accessories
30	Mechanical Power Transmission Equipment
31	Bearings
32	Woodworking Machinery and Equipment
33	DELETED

* Subject to approval by sponsoring military service.

FSCG	*Group Description*
34	Metalworking Machinery
35	Service and Trade Equipment
37	Agricultural Machinery and Equipment
38	Construction, Mining, Excavating, and Highway Maintenance Equipment
39	Materials Handling Equipment
40	Rope, Cable, Chain, and Fittings
41	Refrigeration, Air-Conditioning, and Air Circulating Equipment
42	Firefighting, Rescue, and Safety Equipment
43	Pumps and Compressors
44	Furnace, Steam Plant, and Drying Equipment, and Nuclear Reactors
45	Plumbing, Heating, and Sanitation Equipment
46	Water Purification and Sewage Treatment Equipment
47	Pipe, Tubing, Hose, and Fittings
48	Valves
49	Maintenance and Repair Shop Equipment
50	UNASSIGNED
51	Hand Tools
52	Measuring Tools
53	Hardware and Abrasives
54	Prefabricated Structures and Scaffolding
55	Lumber, Millwork, Plywood, and Veneer
56	Construction and Building Materials
58	Communication Equipment
59	Electrical and Electronic Equipment Components
61	Electrical Wire, and Power and Distribution Equipment
62	Lighting Fixtures and Lamps
63	Alarm and Signal Systems
65	Medical, Dental, and Veterinary Equipment and Supplies
66	Instruments and Laboratory Equipment
67	Photographic Equipment
68	Chemicals and Chemical Products
69	Training Aids and Devices

FSCG	*Group Description*
70	UNASSIGNED
71	Furniture
72	Household and Commercial Furnishings and Appliances
73	Food Preparation and Serving Equipment
74	Office Machines, Visible Record Equipment, and Data Processing Equipment
75	Office Supplies and Devices
76	Books, Maps, and other Publications
77	Musical Instruments, Phonographs, and Home-Type Radios
78	Recreational and Athletic Equipment
79	Cleaning Equipment and Supplies
80	Brushes, Paints, Sealers, and Adhesives
81	Containers, Packaging and Packing Supplies
82	UNASSIGNED
83	Textiles, Leather, Furs, Apparel, and Shoe Findings, Tents, and Flags
84	Clothing, Individual Equipment, and Insignia
85	Toiletries
89	Subsistence
91	Fuels, Lubricants, Oils, and Waxes
93	Nonmetallic Fabricated Materials
94	Nonmetallic Crude Materials
95	Metal Bars, Sheets, and Shapes
96	Ores, Minerals, and their Primary Products
*99	Miscellaneous

★APPENDIX H

GROUPS OF PROPERTY AVAILABLE UNDER DONATION OF SURPLUS PROPERTY AGREEMENT TO ARMY JROTC

FSCG	*Group Description*
12	Fire Control Equipment
20	Ship and Marine Equipment
23	Ground Effect Vehicles, Motor Vehicles, Trailers, Cycles
25	Vehicular Equipment Components
26	Tires and Tubes
28	Engines, Turbines, and Components
29	Engine Accessories
30	Mechanical Power Transmission Equipment
32	Woodworking Machinery and Equipment
34	Metalworking Machinery
35	Service and Trade Equipment (Class 3510, 3540 only)
37	Agricultural Machinery and Equipment
39	Materials Handling Equipment
40	Rope, Cable, Chain, and Fittings
41	Refrigeration, Air Conditioning, and Air Circulating Equipment
42	Firefighting, Rescue, and Safety Equipment
45	Plumbing, Heating, and Sanitation Equipment
46	Water Purification and Sewage Treatment Equipment
47	Pipe, Tubing, Hose, and Fittings
49	Maintenance and Repair Shop Equipment
51	Hand Tools
52	Measuring Tools
53	Hardware and Abrasives
54	Prefabricated Structures and Scaffolding
55	Lumber, Millwork, Plywood, and Veneer

FSCG	*Group Description*
56	Construction and Building Materials
58	Communication, Detection, and Coherent Radiation Equipment (Class 5805, 5821, 5830 only)
59	Electrical and Electronic Equipment Components
61	Electrical Wire, and Power and Distribution Equipment
62	Lighting Fixtures and Lamps
63	Alarm and Signal Systems
65	Medical, Dental, and Veterinary Equipment and Supplies (Class 6505, 6525, 6540 excluded)
66	Instruments and Laboratory Equipment
67	Photographic Equipment
68	Chemicals and Chemical Products
69	Training Aids and Devices
71	Furniture
72	Household and Commercial Furnishings and Appliances
73	Food Preparation and Serving Equipment
74	Office Machines, Visible Record Equipment, and Data Processing Equipment
75	Office Supplies and Devices
76	Books, Maps, and Other Publications
77	Musical Instrument, Phonographs, and Home-Type Radios
78	Recreational and Athletic Equipment
79	Cleaning Equipment and Supplies
80	Brushes, Paint, Sealers, and Adhesives
81	Containers, Packaging and Packing Supplies
83	Textiles, Leather, Furs, Apparel, and Shoe Findings, Tents, and Flags
84	Clothing, Individual Equipment, and Insignia
85	Toiletries
89	Subsistence
91	Fuels, Lubricants, Oils, and Waxes
93	Nonmetallic Crude Materials
95	Metal Bars, Sheets, and Shapes

Requests for items not listed above will be sent to HQDA (DAPE–MPO).

★APPENDIX I

GROUPS OF PROPERTY AVAILABLE UNDER DONATION OF SURPLUS PROPERTY AGREEMENT FOR NDCC PROGRAM SCHOOLS

FSCG	*Group Description*
12	Fire Control Equipment
20	Ship and Marine Equipment
23	Ground Effect Vehicles, Motor Vehicles, Trailers, Cycles
25	Vehicular Equipment Components
26	Tires and Tubes
28	Engines, Turbines, and Components
29	Engine Accessories
30	Mechanical Power Transmission Equipment
32	Woodworking Machinery and Equipment
34	Metalworking Machinery
35	Service and Trade Equipment (Class 3510, 3540 only)
37	Agricultural Machinery and Equipment
39	Materials Handling Equipment
40	Rope, Cable, Chain, and Fittings
41	Refrigeration, Air Conditioning, and Air Circulating Equipment
42	Firefighting, Rescue, and Safety Equipment
45	Plumbing, Heating, and Sanitation Equipment
46	Water Purification and Sewage Treatment Equipment
47	Pipe, Tubing, Hose, and Fittings
49	Maintenance and Repair Shop Equipment
51	Hand Tools
52	Measuring Tools
53	Hardware and Abrasives
54	Prefabricated Structures and Scaffolding
55	Lumber, Millwork, Plywood, and Veneer
56	Construction and Building Materials
58	Communication, Detection, and Coherent Radiation Equipment (Class 5805, 5821, 5830 only)

FSCG	*Group Description*
59	Electrical and Electronic Equipment Components
61	Electrical Wire, and Power and Distribution Equipment
62	Lighting Fixtures and Lamps
63	Alarm and Signal Systems
65	Medical, Dental, and Veterinary Equipment and Supplies (Class 6505, 6525, 6540 excluded)
66	Instruments and Laboratory Equipment
67	Photographic Equipment
68	Chemicals and Chemical Products
69	Training Aids and Devices
71	Furniture
72	Household and Commercial Furnishings and Appliances
73	Food Preparation and Serving Equipment
74	Office Machines, Visible Record Equipment, and Data Processing Equipment
75	Office Supplies and Devices
76	Books, Maps, and Other Publications
77	Musical Instruments, Phonographs, and Home-Type Radios
78	Recreational and Athletic Equipment
79	Cleaning Equipment and Supplies
80	Brushes, Paint, Sealers, and Adhesives
81	Containers, Packaging and Packing Supplies
83	Textiles, Leather, Furs, Apparel, and Shoe Findings, Tents, and Flags
84	Clothing, Individual Equipment, and Insignia
85	Toiletries
89	Subsistence
91	Fuels, Lubricants, Oils, and Waxes
93	Nonmetallic Crude Materials
95	Metal Bars, Sheets, and Shapes

Requests for items not listed above will be sent to HQDA (DAPE–MPO).

★APPENDIX J

ADDRESSES FOR CORRESPONDENCE

1. Address for sending correspondence to TRADOC—
   Commander
   US Army Training and Doctrine Command
   ATTN: ATRO
   Fort Monroe, VA 23651
2. Address for sending correspondence to MILPERCEN—
   HQDA (DAPC–OPP–P)
   200 Stovall Street
   Alexandria, VA 22332
3. Address for sending correspondence to DCSPER—
   HQDA (DAPE–MPO)
   WASH DC 20310

The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-OPP-P) Alexandria, VA 22332.

By Order of the Secretary of the Army:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:

PAUL T. SMITH
Major General, United States Army
The Adjutant General

DISTRIBUTION:

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ARNG: NONE.

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