

Army Regulation 145–2

Reserve Officers' Training Corps

**Junior Reserve
Officers'
Training Corps
Program:
Organization,
Administration,
Operation, and
Support**

Headquarters
Department of the Army
Washington, DC
28 April 2023

UNCLASSIFIED

SUMMARY of CHANGE

AR 145–2

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

This administrative revision, dated 25 February 2025—

- o Removes and updates verbiage in accordance with executive order 14168 (throughout).
- o Updates references (app A).

This major revision, dated 28 April 2023—

- o Updates responsibilities (para 1–4).
- o Replaces Department of Defense Dependent School System with Department of Defense Education Activity (paras 1–4*g* and 2–6*g*).
- o Adds records management paragraph (para 1–5).
- o Updates mission philosophy (para 1–6*c*).
- o Adds additional types of prohibited discrimination (para 2–5*a*).
- o Changes the suspense dates for enrollment report (para 2–8).
- o Adds additional staffing requirement and instructor qualifications (paras 2–9*i* and 2–9*j*).
- o Updates staffing levels for single units and multiple units (tables 2–1 and 2–2).
- o Clarifies policy on probation and disestablishment (paras 2–11 and 2–12).
- o Adds termination notification policy (para 2–13).
- o Consolidates Junior Reserve Officers' Training Corps and National Defense Cadet Corps unit evaluation (para 2–14).
- o Replaces Reserve Personnel, Army with military personnel, Army and states additional items supported by military personnel, Army funding (paras 3–2*a* and 3–2*c*).
- o Updates equipment policies and references (para 3–3).
- o Adds General Services Administration vehicle requirements (para 3–4*e*).
- o Consolidates donation policy and adds a website reference for the list of state agencies for surplus property (para 3–5).
- o Adds logistical support policy for Junior Reserve Officers' Training Corps instructors and units (para 3–6).
- o Adds requirement for child care national agency check and inquires investigation (para 4–6).
- o Adds instructor qualification fitness and appearance standards (para 4–9*h*).

- o Adds additional instructor training requirements (paras 4–14*d* through 4–14*i*).
- o Updates Defense Finance and Accounting Service reference (para 4–19*b*).
- o Adds cost-sharing clause (para 4–21*g*).
- o Reduces the time DD Form 2767 (Junior Reserve Officer Training Corps (JROTC) Instructor Annual Certification of Pay and Data) must be submitted to 30 days prior to the beginning of each school year (para 4–25*a*).
- o Clarifies official start date for new hires and transferring instructors (para 4–25*c*).
- o Changes purge of cadet records from 5 years to 3 years (paras 5–5*f* and 6–17*a*).
- o Clarifies definition of participating student (para 5–9).
- o Removes policy on encampments (chap 6).
- o Removes Army Advisory Panel on Junior Reserve Officers' Training Corps affairs (paras 6–1, 6–3*b*, and 6–6*a*).
- o Adds information regarding the Junior Reserve Officers' Training Corps Cadet Leadership Challenge (para 6–12).
- o Consolidates guidance on requirements for nomination and designation of awards (para 6–17*c*).
- o Updates policies on instructor and cadet uniforms (paras 7–2 and 7–3).
- o Updates command names and addresses (app B).
- o Updates internal control provisions (app C).
- o Updates abbreviations and terms (glossary).
- o Replaces extracurricular with co-curricular (throughout).

Effective 28 May 2023

Reserve Officers' Training Corps

**Junior Reserve Officers' Training Corps Program: Organization, Administration,
Operation, and Support**

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Official: 

MARK F. AVERILL
Administrative Assistant to the
Secretary of the Army

Reserve. It also applies to personnel on active duty and retired personnel certified to conduct Junior Reserve Officers' Training Corps at public and private high schools, high school level military academies, and at the high school level element of military junior colleges.

Proponent and exception authority.

The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process.

This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see app B).

Supplementation. Supplementation of this regulation and establishment of agency, command, and installation forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–MPA), 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the U.S. Army Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402 or usarmy.knox.hrc.mbx.tagdopsa@army.mil.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

History. This publication is an administrative revision.

Summary. This regulation provides command policy and guidance for the standardization and execution of the Junior Reserve Officers' Training Corps and National Defense Cadet Corps Program in secondary educational institutions. All references to Junior Reserve Officers' Training Corps include National Defense Cadet Corps unless otherwise specified.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army

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Chapter 1

Introduction

1–1. Purpose

This regulation prescribes policies for the organization, administration, operation, and support of the Junior Reserve Officers' Training Corps (ROTC) and the National Defense Cadet Corps (NDCC). Unless otherwise noted, all references to the Junior ROTC program in this regulation will mean the Army Junior ROTC units and the NDCC units. It applies to the Department of the Army (DA) institutions, and personnel associated with or applying for these programs. It implements Section 2031, Title 10, United States Code (10 USC 2031). This law provides for the operation, administration, and support of Junior ROTC and NDCC students at educational institutions meeting prescribed conditions.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

- a. The Secretary of the Army (SECARMY) is charged by law to—
 - (1) Formulate and prepare plans, policies, regulations, and instructions implementing statutory provisions pertaining to the Army Junior ROTC program.
 - (2) Supervise the execution of pertinent laws relating to Army Junior ROTC.
- b. The Chief of Staff of the Army exercises supervision and control over Army Junior ROTC.
- c. The Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)) is responsible for—
 - (1) Providing oversight and guidance for Junior ROTC.
 - (2) Developing policy for Junior ROTC.
 - (3) Receive and review annual program evaluation reports as prescribed in paragraph 2–15.
- d. The Deputy Chief of Staff (DCS), G–1 has general staff responsibility for plans and programs of Army Junior ROTC. The DCS, G–1, through the Commanding General (CG), U.S. Army Human Resources Command (AHRC) is responsible for administering the Army Junior ROTC program and announcing policy changes.
- e. The CG, U.S. Army Training and Doctrine Command (TRADOC), through the CG, U.S. Army Cadet Command (USACC), has managerial and operational responsibilities, except those retained by Headquarters, Department of the Army (HQDA), for the Army Junior ROTC program. The CG, USACC will administer, operate, and evaluate the Army Junior ROTC program.
- f. The CG, U.S. Army Pacific (USARPAC); CG, U.S. Army Europe and Africa (USAREUR–AF); and CG, U.S. Army North are responsible for the Army Junior ROTC units in the schools located within their respective areas, as prescribed in this regulation and applicable regulations. All proposed or recommended changes pertaining to the operation of Army Junior ROTC units within these geographic areas will be coordinated with the CG, USACC.
- g. Participating schools within the United States and its territories and the Department of Defense Education Activity (DoDEA) authorities will conduct the Army Junior ROTC program as prescribed by this regulation and other applicable regulations.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS) RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Mission philosophy

Junior ROTC is a national program authorized by laws enacted by Congress and conducted by the DA in partnership with secondary educational institutions.

- a. *Mission.* The mission of Junior ROTC is to motivate young people to be better citizens.

b. Purpose. The purpose of Junior ROTC is to instill secondary educational institutions' students with the values of citizenship, service to the community, personal responsibility, and a sense of accomplishment.

c. Curriculum. The CG, USACC will develop and provide the Army Junior ROTC curriculum.

d. Program outcomes. The Army Junior ROTC outcomes for cadets are to—

- (1) Graduate prepared to succeed in postsecondary options and career pathways.
- (2) Make decisions that promote positive social, emotional, and physical health.
- (3) Value the role of the military and other service organizations.
- (4) Act with integrity and personal accountability as they lead others to succeed in a diverse and global workforce.
- (5) Engage in civic concerns that impact the community and society at large.

e. Role of the institutions.

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

(2) Units are established at institutions that agree to support the Army Junior ROTC curriculum and co-curricular events and meet the standards to host the program. From those that apply, the SECARMY approves the selection of institutions where the program is to be established and maintained.

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

f. Character of programs.

(1) The Junior ROTC program is designed for citizens and nationals of the United States attending participating educational institutions. The program can provide unique educational opportunities for young citizens through their participation in a federally-sponsored course while pursuing a high school diploma.

(2) Participants in the program are provided an opportunity to acquire relevant generative knowledge and to develop personally. Schools conducting a program will offer their students the challenge of intellectual inquiry facilitated by military instructors who are experienced leaders. The program provides an atmosphere designed to develop, enhance, and sustain the qualities of leadership. Through student-centered classroom activities and outside related experiences, the participants acquire the knowledge, skills, self-discipline, patriotism, sense of responsibility, and respect for constitutional authority that will better prepare them for future service to the Nation. The program will enable cadets to better serve their country as leaders and citizens.

(3) The Army Junior ROTC program offers a myriad of activities and events for students who participate. The program maintains a nationally accredited curriculum (accredited by a Department of Education recognized organization). The program provides students opportunities to participate in Junior ROTC Cadet Leadership Challenge (JCLC); drill competitions; Raider Challenge; air rifle marksmanship and safety competitions; leadership; academics; science, technology, engineering, and math (STEM) related events; CyberPatriot competition; and a host of other activities to motivate and inspire cadets. Cadet participation in service learning and community service activities further enhances unit esprit de corps.

(4) The Director, Army Junior ROTC implements an education assessment program to systemically ensure Army Junior ROTC units meet and adhere to academic guidelines as prescribed by accrediting agency.

(5) Junior ROTC cadets may qualify for an advanced placement in the Senior ROTC program or in the Regular or Reserve Components of the Armed Forces.

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

(7) The NDCC units differ from Junior ROTC units as follows:

(a) There is no cost-sharing for Junior ROTC instructors between the Army and NDCC schools. The school must hire and pay NDCC instructors that are certified by USACC.

(b) NDCC units must provide uniforms and accoutrements for eligible students at no cost to the Government.

(c) The Army will pay the cost of required instructor training.

(d) The Army will provide curriculum materials to NDCC units.

1–7. Channels of communication

a. USAREUR–AF and USARPAC Army Junior ROTC units may correspond directly with designated subordinate commanders on routine questions about program guidance, technical support, operational information, periodic reports, and policy application. All other matters or issues that require decisions will be directed to the CG, USACC (ATCC–ZA). Informational copies of all such correspondence will be sent to CG, USAREUR–AF and CG, USARPAC.

b. While senior school officials (principals, district superintendents, or their designated representatives) are not restricted to military command channels, it is desirable for issues with Junior ROTC personnel be presented first to designated subordinate commanders. Courtesy copies of correspondence directed to the CG, USACC will be sent to the designated subordinate commanders (see app B).

1–8. Mobilization

a. Upon partial mobilization, Army Junior ROTC units supported by active duty personnel will be discontinued. The CG, USACC will determine whether to continue the Army Junior ROTC program after full mobilization.

b. Army Junior ROTC instructors in a retired status may be recalled to active duty if eligible as determined in accordance with Department of Defense (DoD) guidelines.

c. Recalled Army Junior ROTC instructors may be deployed as soon as full mobilization is declared and administrative tasks are complete.

d. Headquarters, USACC will assist schools in recruiting qualified personnel to fill temporary vacancies created by reassignment of Army Junior ROTC instructors who are serving on active duty or in a retired status who are recalled to active duty.

e. Brigade will assist in closing down and transferring equipment and records from those schools unable to participate in the Army Junior ROTC program. USACC, through the Army Junior ROTC Directorate and in coordination with DCS, G–4, will provide oversight.

Chapter 2

Unit Organization and Administration

Section I

Organization

2–1. Army Junior Reserve Officers' Training Corps organization and administration

Army Junior ROTC units will be organized and administered as closely as possible and practicable in accordance with AR 71–32.

2–2. Educational institutions

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

a. *Unit.* An organized group of Junior ROTC cadets and authorized faculty at one high school constitutes a unit. Each unit must maintain an enrollment of at least 100 eligible cadets or 10 percent of the eligible students enrolled in the school, whichever is less.

b. *Multiple unit.* A group of five or more Army Junior ROTC units in which the Junior ROTC program is conducted concurrently. Each unit must satisfy the enrollment requirements in paragraph 2–2a. This form of organization and management may be established to improve program administration.

c. *Departmental status.* All Junior ROTC activities and functions in schools will be grouped together as an integral academic and administrative department (that is, English department or math department) of the school or school district.

d. *Classification.* Units are classified according to the type of school where each unit is located, as follows:

(1) *Class high school.* Units located at public and private secondary educational institutions that—

(a) Meet prescribed standards and criteria.

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

(c) Limit enrollment in the unit to students who, in the judgment of the Junior ROTC instructors, maintain acceptable standards of academic achievement and conduct.

(d) Make available for use to the Junior ROTC unit necessary and adequate classrooms, administrative offices, office equipment, storage space, drill space, and other required facilities and pay the costs of utilities and maintenance in accordance with the counter-signed contract DA Form 3126 (Application and Contract for Establishment of a Junior Reserve Officers' Training Corps Unit) or DA Form 3126–1 (Application and Agreement for Establishment of a National Defense Cadet Corps Unit).

(e) Make available in the Junior ROTC administrative office a telecommunications line suitable for voice transfer, internet connectivity, and data transfer and pay the costs of installation and maintenance thereof to include phone calls (local and official long distance).

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

- (a) Require all enrolled students, who are eligible, to participate in the Junior ROTC program.
- (b) Organize their military students as a corps of cadets under constantly maintained military discipline.
- (c) Require all members of the corps, including those members enrolled in the military training, to remain in uniform when on campus.

2–3. Selection of schools to host Junior Reserve Officers' Training Corps units

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

- (1) Receipt of a signed application and agreement.
- (2) Enrollment potential (ability to provide 100 cadets or 10 percent of the eligible student body enrollment, whichever is less).

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

(4) Accreditation status.

(5) Ability and willingness to comply with statutory and contractual requirements and requirements of this regulation, and other applicable regulations.

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

b. The various administrative and budgetary aspects of the high school systems dictate that the selection process be conducted continuously. All Junior ROTC activities and functions in schools will be grouped together as an integral academic and administrative department of the school or school system.

c. New or updated applications and site surveys will be forwarded to Headquarters, USACC (ATCC–JR), as directed by the CG, USACC. The CG, USACC will forward application packets recommended for selection to DCS, G–1 (DAPE–MPA).

Section II

Establishing Units

2–4. Accreditation requirements

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

- a. Be accredited by one of the nationally recognized accrediting agencies as listed by the Secretary of Education.
- b. Be accredited by a state or state educational agency.
- c. Have attained a pre-accreditation status of reasonable assurance subject to attainment and maintenance of one of the other two listed statuses within 5 years of initial academic enrollment of students.

2–5. Establishment criteria

Secondary educational institutions desiring to establish Junior ROTC units will—

a. Prevent discrimination against students or instructors on the grounds of race, sex, color, national origin, religion, sexual orientation or status as a parent.

b. Provide credit for the required Junior ROTC courses of instruction and maintain the standards prescribed by USACC.

c. Make available for use to the Junior ROTC unit necessary and adequate classrooms, administrative offices, office equipment, storage space, drill space, and other required facilities and pay the costs of utilities and maintenance.

d. Make available in the Junior ROTC administrative office a telecommunications line suitable for voice transfer, internet connectivity, and data transfer and pay the costs of installation and maintenance thereof to include phone calls (local and official long distance).

e. Provide suitable safeguards for Government property as prescribed in AR 190–11, AR 710–2, and AR 735–5. Such safeguards will include, but not be limited to—

(1) Ensuring all Government property is received, issued, accounted for, and controlled.

(2) Providing bond and insurance coverage for all Government-issued property in accordance with ROTC Vitalization Act of 1964 (see Public Law 88–647) and 10 USC 2031.

(3) Securing all Government-issued or purchased demilitarized drill and air rifles and accessories in accordance with AR 190–11 (standard racks and metal containers, that is, wall lockers).

2–6. Application process

a. A school that desires to establish a Junior ROTC unit must apply for participation in the program by completing DA Form 3126 or DA Form 3126–1. School administrators must also agree to the conditions of the contract and those prescribed by this regulation.

b. As part of the application process, a USACC representative will conduct a site survey (DA Form 7410 (Evaluation Worksheet Potential Army Junior ROTC Program)).

c. The original and four copies of the application will be submitted through the designated representative of the area in which the school is located, to Headquarters, USACC (ATCC–JR), Fort Knox, KY 40121–4112. A site survey will be conducted once a school is approved to participate in the Junior ROTC program. NDCC units may submit a site survey along with the application for participation in the Junior ROTC program. An application must be submitted for each institution in which school authorities desire to conduct Junior ROTC instruction.

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

e. HQDA is the approving authority for establishment of a Junior ROTC unit. Once a unit has been approved for establishment, Headquarters, USACC staff will initiate action to assign a unit identification code. This information will be provided immediately upon receipt to the approved support installation Army Department of Defense activity address file (DoDAAF) network station, requesting that action be taken to process the assignment of a Department of Defense activity address code (DoDAAC) per AR 725–50. The approved support installation Army DoDAAF network station will inform the proper ROTC brigade of the assigned DoDAAC.

f. Establishment of Junior ROTC units will be announced in a DA general order. The SECARMY or their designee will countersign applications of schools selected. The original copy will be retained by the CG, USACC. Copies will be furnished to the designated subordinate commander, the senior school official of the institution, the Director of Army Instruction (DAI), and the senior Army instructor (SAI).

g. For DoDEA school applications—

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

(2) Retired officers and noncommissioned officers interested in employment with DoDEA as instructors use the following link: <https://www.dodea.edu/offices/hr/employment/vacancies.cfm>. Junior ROTC instructors will be employed in accordance with DoDD 1342.20.

2–7. Amendment of DA Form 3126 or DA Form 3126–1

Requests for changes to DA Form 3126 or DA Form 3126–1 may be made by submitting the original and four copies of DA Form 918B (Amendment to Application and Agreement for Establishment of an Army Reserve Officers' Training Corps Unit) through the designated representative, who will forward the request to Headquarters, USACC (ATCC–JR). Major changes will be forwarded to HQDA (DAPE–MPA) by USACC.

2–8. Enrollment report

Headquarters, USACC will prepare, publish, and distribute a Junior ROTC enrollment report to HQDA annually. Junior ROTC units submit their opening enrollment report to their respective USACC brigade annually, not later than 15 October for the current school year. Reports will be submitted electronically in the format prescribed by Headquarters, USACC. The opening enrollment report will include the number of cadets enrolled in the Junior ROTC unit as of the final date the school permits students to add or drop classes without penalty, but not later than 15 October. Units within schools that operate on accelerated block schedules will also submit a mid-year report, to include the number of cadets enrolled in the Junior ROTC unit for the second semester, not later than 1 February. The following information is required for the enrollment report: school enrollment (number of full-time regular students in a grade above the eighth grade); cadet enrollment by year and total (Junior ROTC students); cross-enrolled student enrollment must be separately identified; and total participating Junior ROTC students ineligible for enrollment.

2–9. Staffing requirements

a. To support the Junior ROTC program, the Army may assign officers serving on active duty or authorize schools to employ retired commissioned and noncommissioned officers certified by the CG, USACC to Junior ROTC units as administrators and instructors. Their qualifications must be approved by the CG, USACC or their designee.

b. The school will employ the number of officer SAIs and noncommissioned officer Army instructors (AIs) required in accordance with table 2–1.

c. Units will be staffed as follows:

(1) Schools will employ at least one retired officer or retired warrant officer with a baccalaureate degree and one retired noncommissioned officer or retired warrant officer with a minimum of an associate's degree within 5 years from date of hire.

(2) When necessary, the CG, USACC or the designee may authorize substitution of an SAI position for an enlisted instructor based on established criteria for a hard-to-fill location.

d. Single units or subunits of multiple units staffing levels will be determined by the CG, USACC, using tables 2–1 and 2–2 as a guide.

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

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

(3) Employment of additional retired members as instructors is only authorized on a limited basis under certain conditions at no expense to the Government subject to Army certification.

(4) Schools may provide substitute teachers not approved for hire by the Army for up to 30 days at no expense to the Government. Using substitutes for a greater period must be approved by the CG, USACC or their designee.

(5) Additional retired officers and noncommissioned officers may be authorized in cadet ratio of 500:1 for officers and 100:1 for noncommissioned officers.

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

(1) The DAI must be an Army officer in a retired status in the grade of O6 or O5 (colonel or lieutenant colonel).

(2) Multiple unit management structures are required to establish a central supply system.

(3) Multiple unit staff authorization levels will be determined by the CG, USACC, based upon figures reflected in the unit annual opening enrollment report. As a general operating principle, to avoid instability in the instructor force, neither staff increases nor decreases will be based upon the enrollment figures of a single year. Consecutive years of enrollment at a level sufficient to warrant a change in staffing are required for staff increases or decreases.

(4) A retired member employed to conduct the Junior ROTC unit, who is senior in rank to a Soldier serving on active duty assigned to that unit, may be designated as the supervisor of that Soldier.

f. Performance evaluation and rating schemes for personnel serving on active duty will be done according to applicable ARs.

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

h. With the approval of the CG, USACC, the professor of military science (PMS) at military institutions may be assigned to conduct both the high school and college ROTC programs at the institute and be designated as supervisor of the SAI. Personnel assigned as Junior ROTC instructors, however, will be used only for that purpose and assigned duties will be directly related to the Junior ROTC unit.

i. To be authorized a third or fifth cost-shared instructor, the school must provide at least one additional dedicated classroom at both levels.

j. All Junior ROTC instructor applicants must meet fitness and appearance standards established by CG, USACC.

Table 2–1
Single unit staffing

Cadet strength	Retired officers	Retired noncommissioned officers
100–150	1	1
151–250	1	2
251–350	1	3
351–499	1	4
500–599	2	5

Table 2–2
Multiple unit staffing

Units	Retired officers	Retired noncommissioned officers
5–9	1	1
10–14	2	1
15–25	2	2
26–34	3	2
35–44	3	3
45 and above	4	3

2–10. Conditions for retention of units

On a continuing basis, each school must—

- a. Meet and maintain statutory requirements.
- b. Maintain the enrollment requirements (no less than 100 cadets or 10 percent of eligible student body enrollment if school enrollment is less than 1,000 students).
- c. Maintain the standards and criteria for establishment.
- d. Comply with provisions of this and other pertinent Army and USACC Junior ROTC regulations.
- e. Support the unit to a degree that will merit a rating of proficient on the unit evaluation program.

Section III

Unit Probation and Disestablishment

2–11. Probation

a. Probation is an official sanction against a school for failing to satisfy requirements set forth in the DA Form 3126 or DA Form 3126–1. While a school may be placed on probation for failing to meet any of the contractual obligations set forth in DA Form 3126 or DA Form 3126–1, a school must be placed on probation for any of the following:

- (1) Failure to maintain enrollment. The school's cadet enrollment falls below minimum standard set forth on either the DA Form 3126 or DA Form 3126–1 based on the opening enrollment report.
- (2) Failure to maintain minimum number of instructors. School fails to maintain minimum number of instructors in accordance with paragraph 2–9 of this regulation.
- (3) Failure to achieve satisfactory score on the Junior ROTC Program for Accreditation as outlined in paragraph 2–14c, applicable directives, and USACC policy and procedures.

b. The CG, USACC may delegate authority to place schools on probation to brigade commanders. When placing a school on probation, brigade commander will—

- (1) Issue a letter of probation that states reasons for probation, defines probationary period, and lists actions that must be taken to correct all the deficiencies.
- (2) Assess progress periodically during the probationary period.
- (3) Recommend disestablishment if school fails to complete all actions stated in the letter of probation.

c. An extension may be granted under certain circumstances and must be approved by the brigade commander and Director, Army Junior ROTC.

2–12. Disestablishment

Disestablishment is the closure of a Junior ROTC or NDCC unit. There are two types of disestablishment.

- a. Voluntary disestablishment is the closure of a Junior ROTC or NDCC unit initiated by request from school or district and approved by the CG, USACC.
- b. Involuntary disestablishment is the closure of a Junior ROTC or NDCC unit initiated by request from brigade commander and approved by the CG, USACC.

2–13. Informed of termination

The CG, USACC will inform HQDA of the effective date Junior ROTC instruction was terminated and property returned to the Army. When this information is received, HQDA will announce the disestablishment of the unit in a DA general order. The support installation DoDAAC network station will delete the DoDAAC of the disestablished

unit from the inventory (see AR 735–5 for funds and property accountability clearance). All cadets will be disenrolled or graduated, if appropriate, and furnished a military training certificate if they qualify.

2–14. Junior Reserve Officers' Training Corps and National Defense Cadet Corps unit evaluation

- a.* All Junior ROTC units will be formally evaluated to—
 - (1) Provide assistance and assess the ability of the cadet unit to perform its assigned mission.
 - (2) Ensure compliance with applicable directives and USACC policy and procedures.
- b.* The CG, USACC will assess and evaluate brigade Junior ROTC staff in accordance with USACC Command Inspection Program.
- c.* Brigade commanders will conduct Junior ROTC Program for Accreditation every 3 years for each Junior ROTC unit.

2–15. Annual reporting

The CG, USACC will provide an annual program evaluation report to the SECARMY to support decisions on Junior ROTC program funding, expansion, and enhancement. This report will be provided no later than 31 January of each year to the ASA (M&RA) and will include the following:

- a.* Number of programs, including the number of programs opened and closed in the previous calendar year.
- b.* Current program enrollment and instructor fill.
- c.* Location of schools.
- d.* Schools on probation (plus corrective action plan).
- e.* Projected budget and any cost saving measures identified for the upcoming academic year.
- f.* Anticipated closures for the upcoming academic year.
- g.* Expenditure report.

Chapter 3

Funding and Logistical Support

3–1. Resources for logistical support

The resources for the logistical support necessary to maintain Junior ROTC units will be provided as authorized by laws, regulations, and as outlined in this chapter.

3–2. Funding

- a.* Each Junior ROTC unit is supported by an installation and is allocated operation and maintenance, Army (OMA) and military personnel, Army (MPA) funds. Each installation will manage these funds by providing DAIs and SAIs with an operational ceiling. Brigade commanders are to coordinate with the DAIs and SAIs to manage their units within the funding available. Each brigade headquarters support installation is required to conduct a command supply inspection of each account at least triennially.
- b.* OMA funding supports, but is not limited to, retired instructor pay, procurement of training materials, equipment, instructor travel, transportation, billeting, curriculum, and co-curricular activities.
- c.* MPA funding supports, but is not limited to, cadet uniforms, meals, and accoutrements.

3–3. Equipment

a. AR 71–32 establishes the policy and guidelines for equipment and supply authorizations for Junior ROTC units. Equipment and supply allowances are set forth in the common tables of allowances (CTAs) and the tables of distribution and allowances (TDAs).

(1) CTA 50–900 contains authorization for uniforms and organizational clothing and equipment. CTA 50–909 authorizes general type equipment (computers, furniture, training aids, drill rifles, and so forth). CTA 50–970 authorizes expendable supplies. Information technology equipment will be provided to Junior ROTC units with the exception of those units who have information technology equipment provided through their schools or district.

(2) The TDA authorizes mission essential equipment, which includes such items as air rifles, telescopes, demilitarized drill rifles, and so forth.

(3) USACC authorizes instructional materials and other items, as deemed necessary to support and conduct the Junior ROTC unit.

b. Acquisition, accountability, and management of uniform, clothing, and equipment are set forth in AR 700–84, AR 710–2, AR 710–4, and AR 735–5.

c. Procurement of supplies and equipment, other than as provided in paragraphs 3–3a and 3–3b, may occur in accordance with paragraph 3–5 for Junior ROTC and to applicable NDCC units per paragraph 3–3h. Property acquired under this provision is not Government property; therefore, it must be identified and accounted for as school property.

d. USACC provides automation support and services to the Junior ROTC program in the same manner as other departments within the school. USACC works with Junior ROTC instructors to reasonably ensure the automation tools and capabilities are compliant with Army and DoD information systems.

e. The Government will pay for transportation charges, incident to shipping and receiving equipment and supplies from the educational institutions. The educational institution will pay all expenses incidental to maintenance, storage, and safeguarding of the property. In the event of natural disasters, the CG, USACC may grant funding in support of the storage and safeguarding of Government property.

f. Brigade commanders may direct turn-in, lateral transfer, and disposal of clothing and equipment within USACC when deemed necessary.

g. The Junior ROTC unit must process a TDA change request when authorizations are affected due to increased or decreased basis of issues.

h. The SECARMY may provide property such as arms, tents, and other equipment to NDCC units. However, equipment for NDCC units will not normally be procured and maintained at Government expense.

3–4. Transportation, subsistence, and billeting

Junior ROTC cadets are authorized transportation, subsistence, and billeting while attending JCLC, command-sponsored or approved competitions, and other co-curricular activities within command budget restraints. The CG, USACC and appropriate overseas commanders are delegated authority under this regulation to approve or disapprove Government transportation (except military air), subsistence, and billeting.

a. Requests for military air will be processed at the Office of the Chief of Staff, Army Management Directorate for referral to the SECARMY. These procedures must be followed—

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

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

(3) Submit each request with supporting documentation to USACC (ATCC–JR). USACC will submit an endorsement through TRADOC and the Office of the Chief of Staff, Army Management Directorate to the Office of the SECARMY. These requests could take 4 to 6 months for approval or disapproval.

(4) Junior ROTC airlift support provided by Transportation Working Capital Fund aircraft may require reimbursement. If reimbursement is required to support the request, funds from the school will be provided to cover the cost. Requests that require the transfer of appropriated funds from USACC to cover the cost of the military air transportation will not be viewed favorably.

b. With the school's approval, Junior ROTC cadets in uniform may—

(1) Be provided a local flight (orientation flight) as members of an organized Junior ROTC activity. Prior parental or guardian consent will be obtained for each cadet under the age of 18.

(2) Travel point-to-point within the continental United States on DoD aircraft if approved by the SECARMY under the provisions of DoDI 4515.13.

c. Junior ROTC instructors will accompany Junior ROTC cadets or students on Government transportation and be billeted in Government quarters, as appropriate, or other commercial quarters as authorized by the CG, USACC. When traveling via military aircraft, instructors will identify themselves by presenting DD Form 2S (RET) (United States Uniformed Services Identification Card (Retired)).

d. Officials of schools that offer Junior ROTC may be authorized Government transportation or billeting if such transportation or billeting supports normal Junior ROTC training or to permit dignitaries to visit military installations for orientation in connection with Junior ROTC activities.

e. Junior ROTC instructors are authorized the use of General Services Administration vehicles to support Junior ROTC mission requirements.

3–5. Donations

Junior ROTC units seeking to acquire DoD surplus property must do so by contacting their state agency. The list of state agencies for surplus property and Defense Logistics Agency Disposition Services are available at <https://www.gsa.gov/buying-selling/government-property-for-sale-or-disposal/personal-property-for-reuse-sale/for-state-agencies-and-public-orgs/state-agencies-for-surplus-property-sasp-contacts>.

3–6. Logistical support for Junior Reserve Officers' Training Corps instructors and units

a. Junior ROTC units are authorized appropriate logistical support to assist in their administration and operational support. Logistical support includes Government purchase card as outlined in the Army Federal Acquisition Regulation Supplement (AFARS) Appendix EE. Logistical support includes the use of military standard requisitioning and issue procedures funded DoD FedMall to purchase items with a Government purchase card as outlined in AFARS.

b. Junior ROTC instructors are authorized access to DoD, DA, and other governmental computer systems to assist in the administration, operation, and management of their units.

c. Junior ROTC instructors are authorized issuance of common access cards in accordance with DoDI 5200.46.

Chapter 4 Instructional Personnel

Section I

Instructor Overview

4–1. Junior Reserve Officers' Training Corps instructors

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

4–2. Authorized instructors

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

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

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

4–3. Equitable procedures

Military retirees employed as Junior ROTC instructors are members of the Armed Forces. In accordance with 10 USC 2031, identical authority is provided to the school and the SECARMY, with delegated authority to the CG, USACC, to approve the qualifications of administrators and instructors in the program. This dual approval is required for initial and continued employment. The same essential qualifications will be used in approving retired instructors.

4–4. Relationship between instructors and schools

a. School.

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

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

(3) In coordination with the brigade staff, school authorities will advise the USACC Junior ROTC Directorate of any changes in the employment status of personnel employed as Junior ROTC instructors.

b. Individual, school, and Army. The school and the individual Junior ROTC instructor negotiate contractual matters between them. Although the Army is not a party to the employment contract, it will reimburse the school in accordance with paragraph 4–21. A copy of the contract will be furnished to USACC by the school authorities.

c. Individual and school. When an individual employed as an instructor performs services for a school that are not part of Junior ROTC instruction, the services must be performed outside the scope of their Junior ROTC duties. If any additional sum is paid for the services, the Army will not reimburse the school for these services. Junior ROTC

instructors will not be expected to perform unpaid additional duties beyond those performed by other teachers. Employment of personnel serving as military property specialists who are required to issue, account for, and maintain Government property is a responsibility of the school. Instructors appointed to these positions act as agents of the school and will be provided a minimum of one class period, in addition to their normal planning period, for associated duties.

Section II

Instructor Administration

4-5. Army personnel serving on active duty as instructors

Soldiers assigned to Junior ROTC duty remain subject to the Uniform Code of Military Justice and all other applicable laws and regulations. They may be authorized to conduct academic courses at the school only with permission of USACC and at the specific request of the school.

4-6. Child care national agency check and inquiries investigation

DoDI 1402.05 and Army Directive (AD) 2014-23 issue policy for screening and background check requirements for individuals who have regular contact with children under the age of 18 years in the execution and support of Army programs and activities. Everyone who regularly interacts with children must be of good character, law-abiding, and fit to have responsibility for children. The Army must ensure the health, safety, and well-being of children and reduce the risk for child abuse and neglect in all Army programs and activities. Junior ROTC instructors will undergo an initial child care national agency check and inquiries (CNACI) investigation and reverification every 5 years.

4-7. Position vacancies and hiring

Headquarters, USACC will—

- a. Maintain position vacancy information and provide, upon request, a list of personnel qualified or certified for employment as Junior ROTC instructors.
- b. Assist hiring actions by—
 - (1) Identifying, upon school request, qualified or certified personnel who have indicated a desire for employment in the state in which the school is located.
 - (2) Within capabilities, screening qualified or certified personnel and recommending those best qualified for a position.
- c. Verify, before approving employment, an authorized and funded position is available if instructor salary costs are to be shared by the Army. Otherwise, verification will be limited to confirming the individual selected for hire is qualified for employment in Junior ROTC.
- d. Inform hiring officials that the Army's approval to hire is contingent upon receipt of a favorable CNACI investigation of the individual. Such a check is required for individuals who have regular contact with children under the age of 18. Individuals with an unfavorable background check will be advised and their certification and authorization for employment terminated, but specific derogatory information will not be cited.

4-8. Rank and precedence

The CG, USACC will ensure that the Army's position on rank and precedence is explained to appropriate school authorities and retired members. A Junior ROTC multiple unit or single unit should be staffed according to rank and precedence in accordance with military customs and courtesies and AR 600-25. All authorized instructors will be assigned duties and afforded the courtesies commensurate with their rank in accordance with the customs and traditions of the Service between members of different rank.

4-9. Instructor qualifications

Each Junior ROTC instructor applicant must—

- a. Be a citizen of the United States without ties that would reasonably influence the instructor to act in favor of a foreign country or a person bound to a country having basic or critical interests opposed to those of the United States.
- b. Have no record of conviction by court-martial, no record of time lost-to-be-made-good under 10 USC 972, and no record of civilian convictions except for minor traffic offenses.
- c. Have been discharged under honorable conditions from all previous enlistments and prior service, if any, prior to employment. This does not preclude applications from personnel serving on active duty who are eligible for retirement or are within 6 months of retirement.

d. If enlisted (personnel serving on active duty or retired personnel), have a high school diploma. Preferably a minimum of an associate's degree from an accredited institution (see para 4–13).

e. If an officer, have a baccalaureate degree. If a warrant officer, have a baccalaureate degree to be eligible to serve as an SAI.

f. Be a retired Soldier in the grade of E6 through O6.

g. Not have been retired from the Army for more than 5 years at the time of initial employment.

h. Meet USACC instructor qualification fitness and appearance standards as outlined in CCR 145–2. Personnel not meeting these standards may be considered for approval on a case-by-case basis by the CG, USACC or their designee.

i. Possess the following attributes to successfully perform the duties of the position, consistent with Federal law including the Americans with Disabilities Act (see Public Law 101–336). This is a non-exclusive list. The CG, USACC has the authority to add or delete qualifications as needed.

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

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

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

(4) Have a military and civilian record that reflects, through evaluation reports and public records, a high degree of efficiency and effectiveness and conduct that is above reproach.

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

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

(7) Demonstrate appropriate writing and verbal skills to satisfactorily perform in an academic environment.

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

(a) Classroom and student-centered instruction.

(b) Air rifle marksmanship training.

(c) Conduct of drill and ceremonies.

(d) Leadership training.

(e) Water activities.

(f) Climbing (stairs and ladder).

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

(h) Physical training.

(i) JCLC up to 2 weeks.

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

4–10. Application and certification procedures

a. Each applicant will—

(1) Request certification information from Headquarters, USACC.

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

(3) Negotiate any required contract with the school.

(4) Obtain and maintain a favorable CNACI background investigation.

b. Headquarters, USACC (Junior ROTC Directorate) will—

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

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

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

(4) Under certain conditions, grant temporary qualification to a person upon favorable review of a completed application that is awaiting CNACI investigation results, if the person has been selected for hire by a school. Such

qualification will be for a limited period of time. School administration will be notified of the conditional nature of the qualification and it will be withdrawn if administrative requirements are not met in the time specified or if review of the completed application is unfavorable.

(5) Determine if the qualification is valid from the date granted to the third anniversary of qualification date while seeking an instructor position. Persons not employed in Junior ROTC by the third anniversary of their qualification date lose eligibility for employment. Eligibility may be extended to the fourth anniversary of qualification date based on extraordinary circumstances as determined by USACC. Former instructors, not employed in Junior ROTC for a period of 2 years lose eligibility for employment. Eligibility may be extended to the third anniversary based on extraordinary circumstances as determined by USACC.

c. School authorities will—

- (1) Employ only applicants who have been qualified or certified to teach Junior ROTC by the Army.
- (2) Inform Headquarters, USACC of the name and grade of those applicants whose qualifications are approved by the school before starting employment.

4-11. Functions and responsibilities of Director of Army Instruction and Senior Army Instructor

In addition to other provisions of this regulation—

a. The DAI is an officer in the rank of colonel or lieutenant colonel and is the chief administrator of the Junior ROTC multiple unit. Prior to becoming the DAI, they must have been a SAI for a minimum of 2 years. All Junior ROTC instructors and personnel employed by the school to support the Junior ROTC program will be directly under their supervision in all matters pertaining to program administrative duties and responsibilities. Their primary responsibility is to ensure, on behalf of the school district and the Army, through proper instruction and supervision, the Junior ROTC program is administered according to law, regulation, policy, and principles. The DAI relieves the SAI and AI of as many administrative and logistical duties as practical. Individuals recommended to serve as a DAI must be interviewed by USACC and, if approved, will serve in a probationary status for 2 academic years.

b. The SAI must have a baccalaureate degree from an accredited institution of higher learning. The SAI will perform the functions of a DAI in a single unit and is responsible for the overall management of the Junior ROTC program at the school.

c. The DAI or SAI will—

- (1) Manage and conduct the Junior ROTC program according to school policies, regulations, and customs. They will advise school authorities of laws and regulations affecting the program.
- (2) Maintain good relations with the school authorities, faculty, and student body.
- (3) Conduct a public affairs program in the local area; among school and community officials, civic groups, parent teacher groups, and other individuals or groups, designed to further the understanding of the Junior ROTC program, the school, and the Army.
- (4) Enroll students in the Junior ROTC program and support school officials conducting the programs.
- (5) Ensure continuous evaluation and improvement of the program.

4-12. Probationary status

a. Instructors will serve in a probationary status for 2 academic years of employment. Notification to Headquarters, USACC by the school or supervising military authorities that the instructor is unsatisfactory may result in withdrawal of approval by the Army for employment in Junior ROTC.

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

4-13. Instructor education

All Junior ROTC noncommissioned officers must have an associate's degree from an accredited institution of higher learning within 5 years of employment in accordance with Section 539 of the John Warner National Defense Authorization Act for Fiscal Year 2007 (see Public Law 109-364). Instructors who fail to meet the education requirements within 5 years of employment will have their certification suspended; however, once educational requirements are met, they may reapply to serve as an instructor within 2 years or less of suspension. Headquarters, USACC encourages all Junior ROTC instructors to be recognized as certified teachers and future training and educational experiences should be tailored to reflect that commitment. All officers applying for a SAI or DAI position must have a baccalaureate degree from an accredited institution of higher learning prior to the submission of the application.

4-14. Instructor training

- a. Headquarters, USACC will conduct training programs for Junior ROTC instructors.
- b. Expenses related to travel and temporary lodgings are paid by the Army.
- c. Excluding personnel serving on active duty who are on travel orders, the Joint Travel Regulations (JTR) may be used for this purpose.
- d. Prospective Junior ROTC instructors must complete online learning certification courses as required by the CG, USACC in coordination with the Junior ROTC Directorate.
- e. New instructors will attend an initial training course conducted by Headquarters, USACC within 6 months of employment.
- f. New instructors will complete the required online learning certification courses as directed by USACC.
- g. Instructors who have been previously certified as an instructor by the CG, USACC will be recertified every 5 years.
- h. Instructors may be required to attend specialized training as deemed appropriate by the CG, USACC.
- i. DAIs, SAIs, and AIs will attend required Junior ROTC training workshops.

4-15. Professional development programs

- a. Junior ROTC personnel may request to participate in developmental programs. As a minimum, the following program opportunities may be pursued:
 - (1) Army extension courses.
 - (2) Attendance at resident Service school courses.
 - (3) Professional refresher courses.
 - (4) Instructors' seminars.
 - (5) State, district, or school in-service or professional development courses.
 - (6) Classroom technology courses.
 - (7) Annual performance evaluations.
- b. Participation in school or other educational development programs on an individual basis is encouraged. Instructors are expected to adhere to those requirements imposed on other institutional faculty members by principals or superintendents and should additionally participate in in-Service activities.

4-16. Continuing qualifications

- a. To maintain certification, instructors must—
 - (1) Meet the eligibility and qualification standards of paragraph 4-9, including USACC instructor qualification fitness and appearance standards as outlined in CCR 145-2.
 - (2) Demonstrate a thorough knowledge of Junior ROTC subject matter, effective performance as an instructor, and the ability to function well as a member of the Junior ROTC cadre and the school staff. Attainment of these requirements may be reflected in the instructor's annual performance appraisal, reports, and evaluations.
 - (3) All Junior ROTC instructors will obtain a 3/4-length photograph in Army service uniform every 5 years and forward it to the Junior ROTC Directorate, Headquarters, USACC. Photo must be current within the last 90 days.
- b. USACC may place personnel who fail to meet continuing qualifications in a probationary status to resolve shortcomings, or they may have their certification withdrawn.

4-17. Performance review and decertification

- a. The performance of instructors will be reviewed using instructor evaluation reports, unit visits, and inspections. Reviews will determine whether the instructors, individually and collectively, are effective and efficient in conducting instruction, unit operations, and Junior ROTC activities in accordance with this regulation and other directives.
- b. Instructors will be evaluated annually by the designated school administrator. Soldiers serving on active duty will be evaluated in accordance with appropriate regulations using standard Army evaluation reports.
- c. If an instructor's performance is unsatisfactory, they may be recommended by the brigade representative, school, or military supervisory personnel to be placed on a performance improvement plan on a probationary status. This status is appropriate when the nature of the unsatisfactory performance is such that it is remediable through counseling, professional development, and other corrective measures within a year or less. Individuals placed on probation will be so notified by USACC and will be advised of the conditions required to resolve their probationary status. USACC will determine if the probationary status should be removed based on subsequent recommendation by the school and military supervisors or whether the instructor should be decertified. Instructors serving on active duty who fail probationary status will be transferred or otherwise removed from duty in accordance with appropriate regulations.

d. Individuals whose unsatisfactory performance is of a nature that is unlikely to be resolved within a year or less will be considered for immediate decertification and removal. Instructors will be given the opportunity to submit information for consideration before such action becomes final. Certification and decertification are the responsibility of the CG, USACC or their designated representative and does not depend on any relationship between retired instructors and their employing school districts.

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

4–18. Termination of employment

a. Termination of instructor employment, whether voluntary or involuntary, stops any Army cost-sharing of an instructor's salary as of the effective date of termination.

b. Nothing precludes an instructor from terminating employment voluntarily at any time, other than restrictions that may be contained in the individual's contract with the school. An instructor who terminates a Junior ROTC position remains eligible for a period of 2 years for reemployment in Junior ROTC as outlined in paragraph 4–10b(5). Instructors resigning in the middle of an academic year for another position may not be cost-shared by the Army.

Section III

Instructor Pay

4–19. Authority and administrative regulations

- a. Statutory authority for payment of Junior ROTC instructors is contained in 10 USC 2031.
- b. Defense Finance and Accounting Service-Indianapolis (DFAS–IN) Manual 37–100 prescribes policies and procedures for finance and accounting officers.
- c. Schools are required to employ and pay retired personnel according to the provisions of this regulation.

4–20. Verification of participating schools

To verify schools requesting payment are active participants in the Junior ROTC program, USACC will maintain an authenticated copy of the counter-signed DA Form 3126. USACC will ensure pay reimbursement is discontinued when the school's participation in the program ends.

4–21. Instructor pay

a. Pay is authorized for retired instructors employed by the school whose qualifications are approved by the CG, USACC in the amount that, when added to their retired pay, would equal the amount of their active duty pay and allowances if they were ordered to active duty, exclusive of hazardous duty pay. DoDI 1205.13 provides examples of how the Junior ROTC instructor's compensation pay is calculated. Active duty pay and allowances to be used in computing the pay of Junior ROTC instructors include—

- (1) Basic pay.
- (2) Basic allowance for housing (includes Alaska and Hawaii) and any housing allowance authorized for post of assignment in the JTR (unless Government quarters are occupied).
- (3) Cost of living allowance authorized for post of assignment in the JTR.
- (4) Clothing maintenance for enlisted personnel.
- (5) Basic allowance for subsistence.

b. Junior ROTC instructors are entitled to pay from the school or educational department for a minimum contract period of 10 and up to 12 months as negotiated by the Junior ROTC instructor and school officials. Schools may negotiate contracts of less than 12 months; however, they will ensure year-round management of the program and control of Government property, support of annual JCLC, and attendance at brigade training workshops as directed by higher headquarters. HQDA will ensure adequate and timely availability of funds to meet Army contractual requirements for instructor salaries. Reimbursement will be made for not more than 30 days of leave per year, if included in the contract. The Army will not reimburse the school for any portion of co-curricular services conducted solely for the school. Cost-share reimbursement is based on the actual work performed by an instructor as it relates to Junior ROTC duties and responsibilities.

c. The Army will determine the minimum instructor pay for each hired instructor, however, schools may pay instructors more than the amount in paragraph 4–21a and will, as a minimum, offer instructors the same benefits package

received by teachers in a comparable status. The amount paid to the school by the Army is limited to that prescribed in paragraph 4-21d. USACC will furnish those figures to the schools upon request. USACC obtains information pertaining to retired pay from DFAS-IN Center, Indianapolis, IN 46249-3300.

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

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

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

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

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

f. Notwithstanding the limitations in paragraph 4-21d, the SECARMY may pay the institution more than one-half of the additional amount paid to the retired member by the institution if, as determined by the SECARMY, the institution is in an educationally and economically deprived area, and the SECARMY determines such action is in the national interest. Payments by the SECARMY concerned will be made from funds appropriated for that purpose.

g. Cost-sharing between the USACC and the school will cease once the instructor ceases to perform their Junior ROTC duties for a period of 30 consecutive calendar days or more. Cost-sharing resumes upon the return of the instructor to their Junior ROTC duties.

4-22. Salary deductions

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

4-23. Longevity increases

All time after the instructor's retirement date is creditable in determining the amount of active duty pay and allowances they would receive if ordered to active duty. Creditable time will accrue during the period of the contract thereby creating periodic pay increases.

4-24. Advancement on retired list

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

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

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

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

4-25. Payments to schools or other educational departments

a. To obtain monetary allowances from the Army for payment of authorized instructors, the school must submit DD Form 2767 (Junior Reserve Officer Training Corps (JROTC) Instructor Annual Certification of Pay and Data) 30 days prior to the beginning of each school year for returning authorized instructors to USACC, Instructor Management Division. DD Form 2767 is available from the USACC, Instructor Management Division. Change in duties (such as no longer performing Junior ROTC duties), transfers, and resignations must be submitted immediately.

- b. DD Form 2767 should be completed by the appropriate school finance or personnel representative and the instructor. All questions should be directed to USACC, Instructor Management Division.
- c. For new hires and transferring instructors, the start date on DD Form 2767 should reflect the first official work day.

Chapter 5

Cadets and Students

Section I

Cadets Overview

5–1. Junior Reserve Officers' Training Corps cadets

The following sections prescribe policies for admission, enrollment, treatment, and participation of cadets and students in the Junior ROTC program.

5–2. Cadet and student administration

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

5–3. Participation in Junior Reserve Officers' Training Corps

- a. Cadets will contribute to the operations of the Junior ROTC program. They will have the opportunity to express their ideas concerning conduct of classes, grades, and discipline of cadets in corps matters. A cadet chain of command will be established and be made functional to the greatest extent possible.
- b. Instructors will confer with school authorities prior to instituting major changes. The prerogatives of the institution and the Army will be respected.

5–4. Policy of nondiscrimination

- a. School authorities must agree, as a condition for participation in the program, to adhere to a policy of nondiscrimination on the basis of race, sex, color, national origin, religion, sexual orientation, or status as a parent with respect to admission and subsequent treatment of cadets and students and instructors.
- b. An allegation that this policy within the school program is being violated is a matter initially within the purview of school authorities.
- c. Substantiated charges of violation of this policy will be reported promptly to USACC. School authorities will be given a reasonable period of time to resolve violations. It is the responsibility of the school official, program instructor, or member of the program having knowledge of these charges, not a party to the violation, to make this report.

Section II

Enrollment and Attendance

5–5. Enrollment requirements

To be eligible for enrollment and continuation as a member of the Junior ROTC program, each participant must meet the following requirements:

- a. *Education.* The student must be enrolled in and attending a regular course of study as a full-time student at an institution offering Junior ROTC instruction. Students enrolled as a home-school student may also enroll in a Junior ROTC program with the approval of the school and the Junior ROTC program instructors.
- b. *Grade.* The student must be in a grade above the seventh grade during the school year of enrollment.
- c. *Academic standing.* The student must maintain an acceptable standard of academic achievement and an academic standing that will merit their graduation on completion of all requirements.
- d. *Conduct and character.* The student must maintain an acceptable standard of conduct and be of good moral character. The student must be honest and self-reliant and have a sense of personal and social responsibility in performing program and other academic assignments. The student must exhibit self-discipline and respect for constituted authority in their general demeanor and through observance of laws, rules, and regulations by prompt and regular attendance at instruction.

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

f. Automated record. An automated record will be maintained for each cadet while attending Junior ROTC and for a period of 3 years after leaving the program in accordance with 10 USC 503. Headquarters, USACC will provide a cadet records program that will contain the format and description of the content that will be required.

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

5-6. Magnet programs

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

5-7. Feeder schools

Junior ROTC instruction may be provided to students from feeder schools who are in grade eighth and above. However, transportation to the host school will be provided to the students from the feeder schools at no expense to the Government.

5-8. Cross-enrollment

Instructors employed at previously established cross-enrolled institutions may continue to be cost-shared dependent on the availability of funds. The intent of this regulation is to phase out traditional cross-enrolled programs. Other than feeder schools, the only acceptable limited cross-enrollment situations are in schools that are consolidating or separating and enrollment is limited to the students who participated prior to the reorganization. Options include converting to a host Junior ROTC unit, establishing an NDCC program, or ceasing instruction at the cross-enrolled site with students attending the host school in a magnet status.

5-9. Participating students

Students who are currently enrolled or have completed LET I who are unable to meet requirements may be listed as a participating student at the discretion of the SAI.

5-10. Disenrollment

a. With the discretion and with the approval of the school's administration, a SAI may disenroll a cadet. A cadet must be considered for disenrollment when they—

- (1) Withdraw from school.
- (2) Demonstrate ineptitude for leadership training indicated by a lack of general adaptability.
- (3) Fail to maintain a passing grade in all classes.
- (4) Fail to keep an acceptable standard of conduct, appearance, or attendance.
- (5) Exhibit undesirable character traits, such as—
 - (a) Lying, cheating, or stealing.
 - (b) Unauthorized possession or use of illegal drugs or substances.
 - (c) Conviction or adjudication as a juvenile offender for committing an offense that could lead to imprisonment.
 - (d) Frequent incidents of a discreditable nature with civilian or school authorities or other similar acts.
- (6) Fail to maintain a requirement for enrollment.
- (7) Exhibit an indifference to and a lack of interest in leadership training as demonstrated by—
 - (a) Frequent absences from class or drill.
 - (b) Accumulation of a large number of demerits.
 - (c) An established pattern of shirking responsibility or other similar acts.

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

Section III

Physical Fitness

5–11. Cadet physical fitness

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

5–12. Cadet fitness responsibilities

a. Applicants for enrollment in Junior ROTC must give the DAI or SAI a certificate or statement of health as outlined and directed by the school district policy.

b. Keeping physically fit is the individual's responsibility. The curriculum of Junior ROTC is designed to give the cadets an appreciation of the value of physical and mental fitness. Implementation 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's administration and the Junior ROTC instructor's staff.

Section IV

Senior Reserve Officers' Training Corps Scholarships and Appointment to the Service Academies

5–13. Eligibility

This section pertains to the eligibility of Junior ROTC cadets for Army ROTC scholarships and appointments to the Service academies. General provisions governing Army ROTC scholarships are contained in AR 145–1 and other appropriate publications. Those provisions governing appointment to the Service academies are contained in the respective Service academy regulations.

5–14. Nominations to Service academies

a. Cadets currently enrolled in an Army Junior ROTC program that has been designated as an Honor Unit with Distinction are eligible for a nomination for appointment to any Service academy in accordance with the respective Service academy nomination process.

b. Any cadet may be nominated for Service academy appointments in all other categories in accordance with the respective Service academy nomination process.

Chapter 6

Education and Training

6–1. Objective

The primary objective of the Junior ROTC program is to develop tomorrow's leaders through a comprehensive education and training program. All courses of instruction and training for Junior ROTC programs will be prescribed by the CG, USACC. Distance learning is the delivery of standardized individual, collective, and self-development training to cadets, Soldiers, and units at the right place and right time through the application of multiple means and technology. As the Army's architecture evolves, Junior ROTC training capabilities will reflect these advances. All Junior ROTC activities, including JLCs, will support the mission and objectives of Junior ROTC and will be school-sponsored activities.

6–2. Description

The program consists of a minimum of 3 years of leadership instruction, encompassing up to 4 credit hours of education and training with a minimum hours required by the school to constitute a credit hour. Schools will comply with the requirements in the curriculum guide. Military institution units will conduct a 4-year program.

6–3. Development of programs

a. The CG, USACC will—

- (1) Develop a Junior ROTC curriculum guide.
- (2) Ensure continuing course development.

b. Instructional activity must be relevant and adhere to the principles of paragraph 1–6. The CG, USACC may authorize Junior ROTC programs to conduct pilot programs within educational parameters to enhance curriculum and related co-curricular activities.

c. Junior ROTC classes and co-curricular activities are open for review by authorized school officials and DA members associated with the Junior ROTC program. Parents and distinguished visitors may visit classes with the consent of school officials and the DAI or SAI.

6–4. Structure of courses

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

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

- (1) A common core of instructional hours required in all schools.
- (2) Credit hours for orientation, enrichment, and extension.

c. Elective instructional hours will provide sufficient latitude to adapt programs to local conditions, interests, and resources. The time spent on each aspect of the optional curriculum will be flexible. These hours may be used for those courses or extension of core courses as prescribed in the curriculum guide. Instructors should strive to gain core credit by enhancing aspects of the curriculum guide that lend themselves to meeting state or local requirements.

6–5. Acceleration of courses

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

- (1) The arrangement is mutually acceptable to both the SAI and institutional authorities.
- (2) No reduction in the scope or content of the Junior ROTC course will be permitted.

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

6–6. Instructional material and equipment

a. Headquarters, USACC supervises the development and publication of instructional material for use in Junior ROTC education.

b. Official reading materials, including textbooks, will be provided at no cost to participants authorized to receive Junior ROTC training.

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

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

(1) Equipment may be obtained under the Defense Industrial Reserve Act (10 USC 4881), which authorizes the lending of machine tools and other industrial equipment from the Defense Industrial Reserve to qualified nonprofit educational institutions and training schools. Loan agreements require the borrower to pay the costs of shipping, installation, insurance, and maintenance and to maintain the equipment within suitable defense production standards. Details concerning this program may be obtained directly from the Commander, Defense Industrial Plant Equipment Center, Defense Industrial Reserve Loan Branch, Memphis, TN 38144–5000.

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

6–7. Presentation of instruction

a. The instructional activities and planned learning outcomes of the Junior ROTC programs will be in accordance with the principles contained in paragraph 1–6. The curriculum guide outlines the curriculum and includes philosophies, concepts, and desired learning outcomes.

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

c. DAIs, SAIs, and AIs are representatives of the Army and members of the institutional staff. In this dual role, they are responsible to the institutional authorities and must adhere to the policies and procedures of the institution. Additionally, the DAI, SAI, and AI must adhere to military regulations, directives, and policies and represent the interests of the Army. Specific responsibilities of the DAI, SAI, and AI are outlined in chapter 4. The DAI or SAI will

consult with the senior school official and appropriate faculty members to ensure the conduct of a highly effective program.

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

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

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

g. The DAI, SAI, or AI will keep, in readily accessible form, a copy of all instructional schedules, programs, assessments, and lesson plans. These records are necessary for reference to promote stability in the program and are required for unit evaluations. In situations where schools have instituted other than traditional scheduling, the Junior ROTC program will adjust to fit within those parameters as long as—

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

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

h. Instructors will work within schools, school districts, and state departments of education to gain core credit for Junior ROTC curriculum.

6–8. Presentation of instruction by guest lecturers

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

6–9. Support of middle school

a. Many middle school (grades below ninth grade) administrators have recognized the effectiveness of the Junior ROTC program and would like to be offered assistance. With the permission and support of the school administration from both schools, an instructor may—

(1) Serve as a consultant and advisor.

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

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

6–10. Junior Reserve Officers' Training Corps instruction and competition

The role of Army Junior ROTC is to offer and expand the opportunities for high school students and cadets to increase their knowledge, awareness, fitness, and ability to overcome challenges. With that, the Army Junior ROTC programs will continue to improve opportunities for cadets. These opportunities may include increased physical and mental challenges as development and implementation such as—

a. Academic challenges.

(1) Junior ROTC leadership and academic competition.

(2) STEM-related activities.

(3) CyberPatriot and cyber security activities.

(4) Robotics.

(5) JCLC.

b. Physical challenges.

(1) Raider challenge activities.

(2) Orienteering and land navigation events.

(3) Physical fitness events.

c. Skill challenges.

(1) Air rifle marksmanship training and events.

- (2) Archery.
- (3) Drill and ceremonies.
- (4) Color Guards.

6–11. Physical fitness instruction and training

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

6–12. Junior Reserve Officers' Training Corps Cadet Leadership Challenge

- a. The objectives of JCLC are to—
 - (1) Provide cadets an opportunity to practice leadership skills in an unfamiliar environment.
 - (2) Allow cadets a chance to participate in citizenship building exercises.
 - (3) Give cadets the opportunity to experience living and interacting with their peers from other units in a military setting.
 - (4) Instruct leadership-type skills to cadets in a hands-on military type environment.
 - (5) Provide an opportunity to participate in adventure training not normally available to cadets.
 - (6) Take advantage of recreational facilities available and have fun.
 - (7) Conduct STEM-related opportunities.
- b. The CG, USACC, through the Junior ROTC Directorate, will publish additional guidance and policies on JCLC.

6–13. Marksmanship instruction and competition

- a. Training programs for marksmanship instruction and competitions are optional but, when adopted by the school, will be conducted as prescribed in the curriculum guide. Sporter air rifles are authorized for use in marksmanship training in lieu of .22 caliber rifles. Precision air rifles are authorized; however they must be acquired at no expense to the Government. Air rifle pellets and targets will be provided at Government expense.
- b. The CG, USACC is authorized to procure and provide trophies or other appropriate awards for competitive results to recognize and encourage excellence in higher level marksmanship competitions by Junior ROTC members sponsored by USACC. Individual awards will not exceed \$75 in value and group awards will not exceed \$250 in value.
- c. The CG, USACC has the authority to authorize transportation, subsistence, and billeting for Junior ROTC cadets who attend command-sponsored marksmanship competitions.

6–14. Drill instruction and competition

- a. Training programs for drill and ceremony instruction and competitions will be conducted as prescribed in the curriculum guide. The Government will provide each Junior ROTC unit demilitarized M-1903s for drill and ceremonial purposes.
- b. The CG, USACC is authorized to procure and provide trophies or other appropriate awards to recognize and encourage excellence in brigade or higher level drill competitions by Junior ROTC members. Individual awards will not exceed \$75 in value and group awards will not exceed \$250 in value.
- c. The CG, USACC has the authority to authorize transportation, subsistence, and billeting for Junior ROTC cadets who attend command-sponsored drill competitions.

6–15. Safety

In addition to any applicable safety assessments and planning required by schools, the CG, USACC, through brigade commanders and Junior ROTC instructors, will institute and enforce the 5-step risk management process in planning and executing all Junior ROTC training activities. The sequence is as follows:

- a. *Identify risks.* This includes hazards inherent in training activities (such as water activities, drill and ceremonies, rappelling, and so forth) and hazards from other factors, such as weather, cadet fatigue, and so forth.
- b. *Assess risks.* This has two sub-steps.
 - (1) Determine the worst injury possible and the likelihood it could occur for each activity. For instance, a fall from a 34-foot tower could result in death. If rappelling were not properly supervised or equipment was not inspected or the tower was slick from ice, the likelihood of a fall would increase.
 - (2) Minimize the hazard through control measures. In rappelling, the solution is to ensure that proper supervision, safe equipment, and good conditions prevail. This reduces the chance of a fall, thus greatly reducing the overall risk.

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

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

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

6–16. Transfer of cadets

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

b. When a cadet transfers to another Junior ROTC unit, their complete cadet record will be electronically transferred to the gaining Junior ROTC unit.

6–17. Certificates and awards

a. Each student who satisfactorily completes at least 1 year of a Junior ROTC course will be given a certificate (DA Form 136 (Military Training Certificate – Reserve Officers’ Training Corps)) when the student leaves the school. The form will be signed and annotated to indicate the type of course and total number of years successfully completed. This certificate, authenticated by the SAI, may be used as proof of completion of training. Cadet and student records will be annotated with the hours and type of instruction received or competencies demonstrated and date certificate was issued. Records will be maintained for a period of 3 years in accordance with 10 USC 503 (see DA Pam 145–2 for additional instructions on DA Form 136).

b. The SAI will provide their recommendation for enrollment in the Senior ROTC program or enlistment, if warranted.

c. The CG, USACC will publish guidance on the requirements for nomination and designation of awards.

6–18. Placement in the Senior Reserve Officers’ Training Corps Program

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

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

Table 6–1

Placement credit

Satisfactory completion of	Credit
1 year	None
2 years	As determined by PMS but not to exceed military science (MS) I
3 or 4 years	MS I minimum; MS II maximum. Actual credit to be determined by PMS

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

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

e. If placement credit is not granted, the PMS will take the experience of the Junior ROTC cadet into consideration when assigning leadership positions. Academic credit for prior military education and training is a school matter.

6–19. Enlisted grade authorization

A Junior ROTC cadet may qualify for enlistment in a Regular or Reserve Component of the Army or the Army National Guard in a higher grade subject to regulatory guidance. The grade of private first class is authorized if the member has successfully completed 3 or more years of Junior ROTC or NDCC Program in accordance with AR

601–210. DA Form 136 or DA Form 254 (Military Training Certificate – National Defense Cadet Corps) must be presented by the member to support a higher enlistment pay grade. If the forms are missing at the time of entry on active duty, but are presented to the personnel officer sometime after entry on active duty, administrative data will be adjusted accordingly.

Chapter 7

Uniforms and Insignia

7–1. Uniforms and insignia policies

- a.* This chapter provides guidelines and parameters for the wearing of uniforms for Army Junior ROTC instructors and cadets. The guidelines and parameters are in accordance with policies outlined 10 USC, 18 USC, and AR 670–1.
- b.* The CG, USACC will provide information concerning provisions of statutes and regulations. The Institute of Heraldry (TIOH) provides guidance regarding designs and procurement of heraldic items. TIOH grants final approval regarding uniforms and insignia associated with Junior ROTC programs.
- c.* HQDA provides uniforms and associated items for Junior ROTC cadets. Uniforms and associated items for NDCC cadets are procured at no expense to the Government. TIOH may help design heraldic items not furnished by the Government. The schools that host NDCC units pay for the design, procurement, and manufacture of these items.
- d.* Statutory provisions of 10 USC 773, 18 USC 703, and 18 USC 704 outline the policies on distinctive insignia, medals, and decorations.

7–2. Instructor uniforms

- a.* Army Junior ROTC instructors (including DAIs and their staff, SAIs, AIs, and cost-shared military property specialists) will wear the currently approved Army uniform with authorized insignia and rank at all times while performing Junior ROTC duties and training and at other appropriate times as directed by the CG, USACC.
- b.* Army Junior ROTC instructors will wear Army uniforms in accordance with AR 670–1 and this regulation.

7–3. Cadet uniforms

- a.* Each cadet authorized to participate in the Junior ROTC may be furnished at Government expense, in-kind uniforms. The authority for issuing in-kind uniforms to cadets is CTA 50–900. Schools that provide a cadet-type uniform or desire to purchase issue-type uniforms from the Army or commercial sources may be authorized to do so in place of receiving Army issued uniforms at no cost to the Government. The operating policies and procedures concerning the supply of issue uniforms to schools are outlined in AR 700–84.
- b.* Junior ROTC cadets are authorized to wear the currently approved Army uniforms in accordance with AR 670–1.
- c.* The CG, USACC will publish guidance on specifics of wear and appearance of cadet uniforms (see CCR 145–2 for wear and appearance of Junior ROTC cadet uniforms).

Appendix A

References

Section I

Required Publications

AFARS Appendix EE

Department of the Army Government Purchase Card Operating Procedures (Available at <https://www.acquisition.gov/>.) (Cited in para 3–6a.)

AR 71–32

Force Development and Documentation Consolidated Policies (Cited in para 2–1.)

AR 190–11

Physical Security of Arms, Ammunition, and Explosives (Cited in para 2–5e.)

AR 670–1

Wear and Appearance of Army Uniforms and Insignia (Cited in para 7–1a.)

AR 700–84

Issue and Sale of Personal Clothing (Cited in para 3–3b.)

AR 710–2

Secondary Item Policy and Retail Level Management (Cited in para 2–5e.)

AR 725–50

Requisition, Receipt, and Issue System (Cited in para 2–6e.)

AR 735–5

Relief of Responsibility and Accountability (Cited in para 2–5e.)

CTA 50–900

Clothing and Individual Equipment (Cited in para 3–3a(1).)

CTA 50–909

Field and Garrison Furnishings and Equipment (Cited in para 3–3a(1).)

CTA 50–970

Expendable/Durable Items (Except Medical, Class V, Repair Parts, and Heraldic Items) (Cited in para 3–3a(1).)

DA Pam 145–2

Guide to Certificates and Awards (Cited in para 6–17a.)

DFAS-IN Manual 37–100

The Army Management Structure (Available at <https://www.asafm.army.mil/>.) (Cited in para 4–19b.)

DoDI 1205.13

Junior Reserve Officers' Training Corps Program (Available at <https://www.esd.whs.mil/dd/>.) (Cited in para 4–21a.)

10 USC 2031

Junior Reserve Officers' Training Corps (Available at <https://uscode.house.gov/>.) (Cited in para 1–1.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand the publication. DoD material is available at <https://www.esd.whs.mil/dd/>. Public Laws and USC material are available at <https://uscode.house.gov/>.

AD 2014–23

Conduct of Screening and Background Checks for Individuals Who Have Regular Contact with Children in Army Programs

AR 11–2

Risk Management and Internal Control Program

AR 25–30

Army Publishing Program

AR 145–1

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

AR 600–25

Salutes, Honors, and Courtesy

AR 601–210

Regular Army and Reserve Components Enlistment Program

AR 710–4

Property Accountability

CCR 145–2

Organization, Administration, Operations, Training, and Support (Available at <https://www.usarmyjrotc.com/>.)

DA Pam 25–403

Army Guide to Recordkeeping

DoDD 1342.20

Department of Defense Education Activity (DoDEA)

DoDI 1215.08

Senior Reserve Officers' Training Corps (ROTC) Programs

DoDI 1402.05

Background Checks on Individuals in DoD Child Care Services Programs

DoDI 4515.13

Air Transportation Eligibility

DoDI 5200.46

DoD Investigative and Adjudicative Guidance for Issuing the Common Access Card (CAC)

JTR

Joint Travel Regulations (Available at <https://www.travel.dod.mil/>.)

Public Law 88–647

Reserve Officers' Training Corps Vitalization Act of 1964

Public Law 101–336

Americans with Disabilities Act of 1990

Public Law 109–364

John Warner National Defense Authorization Act for Fiscal Year 2007

10 USC

Armed Forces

10 USC Chapter 1223

Retired Pay for Non-Regular Service

10 USC 503

Enlistments: recruiting campaigns; compilation of directory information

10 USC 773

When distinctive insignia required

10 USC 972

Members: effect of time lost

10 USC 1201

Regulars and members on active duty for more than 30 days: retirement

10 USC 4881

Defense Industrial Reserve

18 USC

Crimes and Criminal Procedure

18 USC 703

Uniform of friendly nation

18 USC 704

Military medals or decorations

Section III**Prescribed Forms**

Unless otherwise indicated, DA forms are available on the APD website (<https://armypubs.army.mil/>).

DA Form 3126

Application and Contract for Establishment of a Junior Reserve Officers' Training Corps Unit (Prescribed in para 2–2d(1)(d).)

DA Form 3126–1

Application and Agreement for Establishment of a National Defense Cadet Corps Unit (Prescribed in para 2–2d(1)(d).)

DA Form 7410

Evaluation Worksheet Potential Army Junior ROTC Program (Prescribed in para 2–6b.)

Section IV**Referenced Forms**

Unless otherwise indicated, DA forms are available on the APD website (<https://armypubs.army.mil/>) and DD forms are available on the Office of the Secretary of Defense website (<https://www.esd.whs.mil/dd/>).

DA Form 11–2

Internal Control Evaluation Certification

DA Form 136

Military Training Certificate – Reserve Officers' Training Corps

DA Form 254

Military Training Certificate – National Defense Cadet Corps

DA Form 918B

Amendment to Application and Agreement for Establishment of an Army Reserve Officers' Training Corps Unit (Available through normal forms supply channels.)

DA Form 2028

Recommended Changes to Publications and Blank Forms

DD Form 2S (RET)

United States Uniformed Services Identification Card (Retired)

DD Form 2767

Junior Reserve Officer Training Corps (JROTC) Instructor Annual Certification of Pay and Data

Appendix B

Correspondence

B-1. Correspondence

Correspondence information is provided to aid in answering questions pertaining to this regulation.

B-2. Contact Information

Addresses for sending correspondence are as follows:

- a.* USACC: CG, U.S. Army Cadet Command (ATCC-JR), Fort Knox, KY 40121-4112.
 - (1) Training and Operations Division (ATCC-JRT): usarmy.knox.usacc.list.hq-jrotc-training-and-ops@army.mil.
 - (2) Instructor Management Division (ATCC-JRI): usarmy.knox.usacc.list.hq-jrotc-im@army.mil.
 - (3) Education Curriculum Division (ATCC-JRE): usarmy.knox.usacc.list.hq-jrotc-education@army.mil.
- b.* TRADOC: CG, U.S. Army Training and Doctrine Command (ATCG), Fort Eustis, VA 23604-5700.
- c.* AHRC: CG (AHRC-ZA), Fort Knox, KY 40122-5402.
- d.* DCS, G-1: Deputy Chief of Staff, G-1 (DAPE-MPA), Washington, DC 20310-0300.
- e.* USACC 2nd Brigade: (609) 556-4602.
- f.* USACC 3rd Brigade: (847) 688-3328, extension 127.
- g.* USACC 4th Brigade: (910) 396-4066.
- h.* USACC 5th Brigade: (210) 295-2009.
- i.* USACC 6th Brigade: (912) 315-4513.
- j.* USACC 7th Brigade: (502) 624-3275.
- k.* USACC 8th Brigade: (253) 966-7184.

Appendix C

Internal Control Evaluation

C–1. Function

The function covered by this evaluation is the Junior Reserve Officers' Training Program.

C–2. Purpose

The purpose of this evaluation is to assist USACC commander and Junior ROTC units in evaluating the key internal controls. It is intended as a guide and does not cover all controls.

C–3. Instructions

Answers must be based on the actual testing of key internal controls, such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. The internal controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on a DA Form 11–2 (Internal Control Evaluation Certification).

C– 4. Key control questions

- a.* Are procedures in place to ensure that the establishment and disestablishment of Junior ROTC units are in accordance with this regulation?
- b.* Are procedures in place to ensure that those cadets and students enrolled in the Junior ROTC meet the requirements to participate in the program?
- c.* Are procedures in place to review Junior ROTC instructor qualifications and performance on a regular basis to ensure only capable administrators and instructors continue in the program?
- d.* Are procedures in place to review retired military instructor pay to ensure it is in compliance with published pay directives?
- e.* When schools are eligible for surplus property donations, are donation agreements established in accordance with this regulation?

C–5. Supersession

This evaluation replaces the evaluation for the Junior ROTC program previously published in AR 145–2, dated 24 February 2000.

C–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments through Headquarters, U.S. Army Cadet Command (ATCC–JR) to Commander General, U.S. Army Human Resources Command, Requirements Branch (AHRC–PDZ–O), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5400 or usarmy.knox.hrc.mbx.tagdopsa@army.mil.

Glossary

Section I

Abbreviations

AD

Army directive

AFARS

Army Federal Acquisition Regulation Supplement

AHRC

U.S. Army Human Resources Command

AI

Army instructor

AR

Army regulation

ARIMS

Army Records Information Management System

ASA (M&RA)

Assistant Secretary of the Army for Manpower and Reserve Affairs

CCR

Cadet Command Regulation

CG

commanding general

CNACI

child care national agency check and inquiries

CTA

common table of allowances

DA

Department of the Army

DA Pam

Department of the Army pamphlet

DAI

Director of Army Instruction

DCS

deputy chief of staff

DD

Department of Defense (forms)

DFAS-IN

Defense Finance and Accounting Service-Indianapolis

DoD

Department of Defense

DoDAAC

Department of Defense activity address code

DoDAAF

Department of Defense activity address file

DoDD

Department of Defense directive

DoDEA

Department of Defense Education Activity

DoDI

Department of Defense instruction

HQDA

Headquarters, Department of the Army

JCLC

Junior ROTC Cadet Leadership Challenge

JTR

Joint Travel Regulations

LET

Leadership Education and Training

MPA

military personnel, Army

MS

military science

NDCC

National Defense Cadet Corps

OMA

operation and maintenance, Army

PMS

professor of military science

ROTC

Reserve Officers' Training Corps

RRS–A

Records Retention Schedule-Army

SAI

senior Army instructor

SECARMY

Secretary of the Army

STEM

science, technology, engineering, and math

TDA

table of distribution and allowances

TIOH

The Institute of Heraldry

TRADOC

U.S. Army Training and Doctrine Command

USACC

U.S. Army Cadet Command

USAREUR–AF

U.S. Army Europe and Africa

USARPAC

U.S. Army Pacific

USC

United States Code

Section II

Terms

Accelerated block schedule

Instruction that is 90–100 minutes.

Active duty

Full-time duty in the active military service of the United States. Define as it is in 10 USC 2031; distinguish from component

Army instructor

Service members- of what? employed to conduct Army Junior ROTC. The abbreviation AI may be used in referring to instructors as a group or as individuals.

Bond

A promise to pay. A bond is not insurance.

Cadet

A student who is enrolled in Junior ROTC. If they are enrolled, aren't they already found eligible? Just "A student who is enrolled in Junior ROTC" is more concise.

Cadet officer and noncommissioned officer

Junior ROTC cadet appointed to a designated cadet rank or grade.

DA Form 3126

Form used to establish a Junior ROTC unit. School administrators must agree to the conditions of the contract. Forms may be obtained from USACC (ATCC–JR).

Department of Defense activity address code

A code used to provide the logistics community with an encoded address for use in automated systems.

Department of Defense Education Activity

A DoD activity that operates an American public school system for Family members of DoD personnel.

Department of the Army general order

A written directive containing material of general interest (permanent or semipermanent in duration) that fall within the following categories:

- a. Organizational (relating to Army commands, installations, agencies, and activities) regarding assignment or reassignment; establishment or disestablishment; redesignation, inactivation, or discontinuance; and closure.
- b. General Court Martial Convening Authority.
- c. Awards (for Army personnel, units, and so forth, signed by the SECARMY or the President of the United States; and for foreign national personnel).
- d. Regimental.

Director of Army Instruction

The officer recognized by the Army as the supervisor of other multiple Junior ROTC host schools grouped in the same school district for consolidation of operations, supply, and logistics purposes.

Government property

Authorized property acquired by the Government that is issued to a Junior ROTC unit specifically for use in the Junior ROTC program to support cadets and conduct training. Kinds of property that may be found in a typical Junior ROTC unit (but not limited to these listed) are uniforms, drill rifles, air rifles, telescopes, visual and training aids, field training equipment, information management processing equipment, and so forth. Government property is acquired with MPA or OMA funds.

High schools

Public and private secondary educational institutions that do not fall under the definition for military junior colleges and military institute schools. High schools typically contain students in grades 9–12.

Host institution

College or university hosting a Senior ROTC unit and accepting responsibility for issued Government property.

Host secondary school

High school or military schools at the secondary level and hosting a Junior ROTC unit or NDCC unit. Sometimes used interchangeably with the term “institution.” These schools typically contain students in grades 9–12.

Insurance

A commercial property liability insurance of a value sufficient to pay for replacement of all Government property maintained by the host institution or school as indicated on the last 100 percent annual inventory. Same comment as general order above – you are not giving a special definition of insurance just for this regulation, so this needs to be reworked.

Junior Reserve Officers’ Training Corps

Organization of units established by the DA under 10 USC 2031 at public and private secondary educational institutions to conduct a program of leadership instruction for students. Designed to instill in students in United States secondary educational institutions the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.

Junior Reserve Officers’ Training Corps student

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

Junior Reserve Officers’ Training Corps unit

An organized group of Junior ROTC cadets and faculty at one high school.

Leadership, education, and training

The Junior ROTC curriculum, which consists of a 3- or 4-year program of instruction (LET 1, 2, 3, and 4).

Member

Student meeting all standards and criteria for and enrolled as a cadet in Junior ROTC. Authorized faculty members of Junior ROTC who are active duty or retired members of the Armed Forces.

Military institute schools

Schools at the secondary level of instruction which require a 4-year course in military training and those members enrolled in military training to be enrolled as Junior ROTC cadets; to be in appropriate uniform when on campus; and to have as their objective the development of the students’ character through military training and the regulation of the students’ conduct in accordance with the principles of military standards similar to those maintained at military Service academies.

Military junior college

A military school that provides high school (secondary level) and college level instruction, but does not confer baccalaureate degrees. Junior ROTC units established at these schools meet all other requirements of military college institutions, as defined in DoDI 1215.08, and accept and maintain a specially designated program of instruction prescribed by the military department concerned.

Military property specialist

A person selected and appointed by the head of the educational institution to manage the Government property to be issued to the host. May or may not be the Army instructor employed by the school.

Military science

The Senior ROTC curriculum, which consists of two courses—Basic Course (MS I and MS II) and Advanced Course (MS III and MS IV).

Mobilization

Expansion of the Armed Forces resulting from action by Congress and the President to mobilize all units in the approved force structure including Reserve Components, all individual reservists, and provide the materiel needed for their support.

Multiple Junior Reserve Officers’ Training Corps unit

Any group of five or more Junior ROTC units of one Service organized and sponsored under one school system or district in which the Junior ROTC program is conducted concurrently in more than one school.

National Defense Cadet Corps

Terminology encompassing students participating in leadership studies at any educational institution under conditions prescribed by the SECARMY.

Nationals

A cadet or student who owes allegiance to or is under the protection of a nation without regard to the more formal status of citizens or subjects.

Professor of military science

The academic title customarily conferred upon the senior commissioned Army officer assigned for duty with a college ROTC unit.

Public Law 88–647

Refers to the ROTC Vitalization Act of 1964. This law provides all Government property, free of charge, to institutions and secondary schools hosting units of the Junior ROTC program. Under this law, all Government property issued must be safeguarded and cared for by requiring each Junior ROTC host institution to provide a bond or insurance.

Senior Army instructor

The military instructor recognized by the Army as the supervisor of others employed to conduct Junior ROTC at a school.

The 100 percent annual inventory

Keystone of the bonding and insurance program. Provides the actual item name, quantity, and replacement value of each item of Government property issued to host institutions or schools.

U.S. Army Cadet Command

The Army command having statutory authority for the conduct, support, and maintenance of all U.S. Army Junior and Senior ROTC programs worldwide. Headquarters, USACC is located at Fort Knox, KY.

Unit identification code

A 6-character, alphanumeric code that uniquely identifies the particular Junior ROTC unit. This code is used together with the DoDAAC to requisition Government property.

UNCLASSIFIED

PIN 002189-000