

Cadet Command Regulation 145-2

Junior Reserve Officers' Training Corps Program

Organization, Administration, Operation, Training and Support

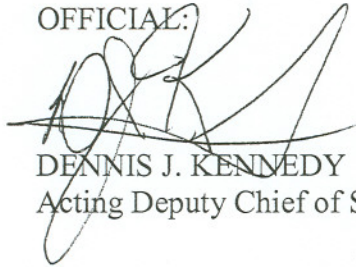
**Headquarters
U.S Army Cadet Command
Fort Monroe, VA**

1 May 2006

The proponent of this regulation is the Deputy Chief of Staff, Junior ROTC. Users are invited to send comments and suggested improvements to the Commander, U.S. Army Cadet Command, ATTN: ATCC-JR, Fort Monroe, VA 23651-5000.

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Major General, U.S. Army
Commanding

OFFICIAL:

A handwritten signature in black ink, appearing to read "Dennis J. Kennedy", is written over the printed name and title.

DENNIS J. KENNEDY
Acting Deputy Chief of Staff

SUMMARY OF CHANGES

CCR 145-2

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

This revision —

- Changes Report of Survey to Financial Liability Investigation of Property Loss
- Changes Military Property Custodian (MPC) to Military Property Specialist (MPS)
- Changes Co-curricular activities to Integrated curricular activities
- Changes JROTC Director to DCS, JROTC
- Eliminates references to AR 40-501 and AR 600-9
- Deletes all references to .22 cal pistol/rifle
- Changes Web site: www.usapa.army.mil to www.apd.army.mil
- Changes Reserve Personnel Army (RPA) to Military Personnel Army (MPA)
- Changes the date of submission for the America's Promise and Intentions of Grad Report
- Requires appointment of MPS before receipt of government property
- Addresses contractual obligations and gives notice of disestablishment to non-complying schools
- Provides guidance for Height/Weight; Body Fat Standards; and outlines procedures for preparing body fat worksheets
- Identifies mandatory lessons for each LET level
- Addresses automated assessment using the CPS
- Allows Bde/ACs to grant waivers for subjects taught outside approved electives
- Requires instructors to check web portal a minimum of three times a week
- Clarifies the use of MPA and OMA funding
- Changes the date of reporting/closing out CARE expenditures
- Requires the use of CCF 194-R, Inventory Control Listing, to conduct 100% inventories
- Updates inspection of DAI offices (every 3 years)
- Deletes the term "Off-Year Inspections" and defines/requires Assist Visits for programs
- Requires proof of completion of DL before attending JSOCC; renames DL courses to Basic and Advanced

- Addresses attendance at USACC Logistical Course (space availability)
- Authorizes flexibility in uniform wear by JCLC Commander (i.e., inclement weather)
- Defines the requirements for Alternative JCLCs
- Makes math/science training optional
- Requires inspection of Hazard Training Sites (i.e., ropes, towers, confidence courses)
- Authorizes the wear of ACUs for Instructors
- Includes authorization to purchase optional items (i.e., shoulder sleeve insignias, cords, etc)
- Clarifies the wear of special pins/insignia
- Updates format of citation for JROTC Instructor/Civilian Awards
- Clarifies Instructor of Year Awards (DAI, SAI and AI)
- Includes criteria for Gold, Bronze, and Silver certificates
- Includes Reserve Officer's Association (ROA), American Veterans (AMVETS), The Retired Enlisted Association (TREA) awards for JROTC cadets
- Revises JROTC Application for Certification
- Adds JROTC Medical Fitness and Standards

**Department of the Army
Headquarters, United States Army
Junior Reserve Officers' Training Corps
Fort Monroe, Virginia 23651-5000**

Junior Reserve Officers' Training Corps Program

Organization, Administration, Operation, Training and Support

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

Applicability. This regulation applies to U.S. Army Cadet Command (USACC), USACC Region, Brigade and Area Coordinator (AC) Headquarters, and major overseas commands that have Department of Defense Dependent Schools (DoDDS) JROTC units within their jurisdictions, the Active Army, the Army National Guard and , the U.S. Army Reserve, Department of the Army Civilian Personnel, and contracted employees. It also applies to active duty and retired personnel certified to conduct the JROTC program at JROTC units and to administrators that host JROTC units in public and private high schools, high school level military academies, and at the high school level element of military junior colleges.

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

Forms. "R" forms throughout this regulation are for local reproduction. Have them printed through your local forms management officer.

Suggested improvements. Send comments and suggested improvements on DA form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Cadet Command, ATTN: ATCC-JR, Fort Monroe, VA 23651-5000.

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Chapter 1

Introduction

1-1. Purpose

This regulation sets policies, assigns responsibilities, and provides guidance for planning and executing the Junior Reserve Officers' Training Corps (JROTC) and the National Defense Cadet Corps (NDCC). Unless otherwise noted, all references to the JROTC Program in this regulation will mean the Army JROTC Program and the National Defense Cadet Corps.

1-2. References

Required publications and prescribed forms are listed in Appendix A.

1-3. Explanation of abbreviations and terms

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

1-4. Responsibilities

- a. Commander, U.S. Army Cadet Command (USACC), responsibilities are stated in Army Regulation (AR) 145-2.
- b. Region Commanders/Area Coordinators (AC), and Brigade Commanders will administer policies and procedures specified in AR 145-2 and this regulation for the JROTC activities in the schools located within their respective areas.
- c. Participating schools within the United States and its territories and Department of the Defense Dependent Schools (DODDS) school authorities will conduct JROTC as specified in AR 145-2 and this regulation.

1-5. Mission philosophy

JROTC Program mission philosophy is "To Motivate Young People to be Better Citizens."

- a. The JROTC Program is a service to our nation that provides cadets the motivation and skills to remain drug free, graduate from high school, and become successful citizens.
- b. The Program works to instill in students in secondary educational institutions the values of citizenship, service to the community and the United States, personal responsibility, and a sense of accomplishment.
- c. Junior ROTC cadets may qualify for an advanced placement in the Senior ROTC Program or in the Active or Reserve Components of the Armed Forces. Cadets may be authorized enlistment grade of PFC (E-3) if they have completed three or more years of JROTC with a recommendation from the Senior Army Instructor concerned.

1-6. Army Regulation 145-2

The following regulatory guidance for JROTC programs are addressed in Army Regulation 145-2:

- a. Authority to establish JROTC programs.
- b. Publication of General Orders announcing the establishment of JROTC units.
- c. Major changes to JROTC application.
- d. Disestablishment of JROTC units.
- e. Designation of eligible Service Education Activity (SEA) JROTC schools to receive surplus governmental property and to terminate donation agreements with those schools not qualified (DOD authority).

Chapter 2 Administration

2-1. Recurring reports

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

- a. Consolidated List of JROTC Cadet Leadership Challenge (JCLC): 15 Feb.
- b. Cadet Enrollment/Ethnic Data Report/School-Unit Information Report (including Academic Credit by School). Reports will be submitted no later than 15 Oct.
 - (1) These reports provide pertinent data to agencies responsible for management, procurement of supplies and equipment, and preparation of the budget for the Army JROTC Program.
 - (2) Each unit will submit these reports from the JROTC Unit Management System (JUMS) program to the JROTC Command and Information Management System (JCIMS).
 - (3) The Director of Army Instruction (DAI) of a multiple JROTC unit will verify from JCIMS all data required by these reports to Brigade (Bde)/AC headquarters.
 - (4) Brigade (Bde), Area Coordinators (AC), and Region (Rgn) High School Divisions will verify data in JCIMS submitted by their units.
- c. America's Promise (Program Assessment Rating Tool (PART)) Rollup/Intentions of Graduates Report: Due at end of each school year but NLT 30 Jun. Reports must be completed in JUMS and submit through JCIMS.
- d. JCLC Opening and Closing Report: As required.

- e. Consolidated JCLC Closing/After Action Review: 31 Oct.
- f. After Action Reports for Regional Drill and Air Rifle events: 15 Apr.

2-2. Cadet records

a. Cadet records will be maintained in the JUMS application program on each cadet enrolled in JROTC, and for a period of 4 years after leaving the program or 1 year after graduation whichever occurs first. (Paper copies are not required; back up disks will ensure the information is protected.) USACC provides the cadet records program (JUMS) that contains the format and description of the content that is required. Records completed before the implementation of JUMS can be paper copies.

b. Training Certificates.

(1) Issue [CC Form 134-R](#) (Certificate of Training) to each cadet who successfully completes at least 2 years of the program. Senior Army Instructors (SAIs) or Army Instructors (AIs) will make a recommendation for advanced placement on the JUMS automated Cadet Record in the Cadet Notes from the History Tab in JUMS upon issuing [CC Form 134-R](#).

(2) Provide students completing JROTC training, but not enrolled as cadets, a Certificate of Participation; make an entry on the JUMS automated Cadet Record that student is not eligible for advanced placement recommendation.

2-3. Publications/curricular items

a. JROTC units and DAI offices will submit requests for publication accounts to their Region/AC Publication officer for processing.

b. The DAI/SAI will maintain an official Publications Library, which will consist of publications required by USACC. This Library can be electronic – all instructors will know how to access it and how to find required publications.

c. Instructors will requisition JROTC curriculum materials from the Army Publishing Directorate (APD) <http://www.apd.army.mil>. For detailed instructions, review “How to Order Curriculum Materials” under the Curriculum section of the JROTC web portal <http://www.usarmyjrotc.com>. These items will be inventoried at all inspections and Assist Visits and will be signed for by the school administration upon the departure of the SAI or AI. Incoming instructors will sign for the materials from the school administration or, in the case of a new unit, from Bde/AC representatives. Any shortages will be reported to Bde Cdrs or ACs who will hold schools responsible for replacing materials not present. They will assist schools in locating departing instructors when curriculum items are missing.

d. Programs of Instruction (POI) cannot be requisitioned from APD, however, instructors may download these items from the JROTC web portal.

2-4. Cadet incentives

a. Cadet Merit/Demerit System—

(1) Units will develop a merit/demerit system or a similar system to provide reinforcement for cadet accomplishment and authority to cadet leaders. Examples of these systems are located in the Instructor Handbook (<http://www.usarmyjrotc.com>).

(2) The system will allow cadets the opportunity to correct deficiencies and to recognize cadets who excel. The system must be included in the unit SOP and posted on the unit bulletin board.

b. Cadet Promotion System—

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

(2) The system must be included in the unit SOP and posted on the unit bulletin board.

(3) Promotions and demotions will be announced on unit orders, posted on unit bulletin boards, and annotated in cadet records.

2-5. Cadet Portfolios

JROTC Cadets will create a portfolio that contains an organized collection of work based on accomplishments, personality, goals and aspirations. The portfolio should provide insight and information on the cadet's personal achievements and growth over time. Instructors will ensure that all cadets and participating students have a portfolio. The portfolio will begin with LET 1 cadets upon entry to the JROTC program. Portfolios will be maintained on all cadets enrolled in the JROTC program for the duration of their JROTC career.

a. LET 1 JROTC Cadet Portfolios will include the following:

(1) A personal cover page.

(2) Mission statement of goals.

(3) Personal Skills Map (personal profile). (See Unit 3, Chapter 1, Lesson 3)

(4) Winning Colors Communication Discovery Form (personal profile). (See Unit 3, Chapter 1, Lesson 1)

(5) Learning style inventory (personal profile). (See Unit 3, Chapter 2, Lesson 3)

- (6) At least two samples reflecting academic work from JROTC or other classes.
- b. Portfolios for LET 2, LET 3 and LET 4 cadets shall contain the items listed above and include the additional documents below:
- (1) Personal financial planning portfolio. (See Unit 3, Chapter 11 and NEFE materials)
 - (2) The personal growth plan assessment task. (See Unit 3, Chapter 1, Lesson 3).
 - (3) Results of Fitness Summary (JUMS Cadet Record). (See Unit 4, Chapter 1, Lesson 2)
 - (4) The appreciating diversity reflection assessment tool. (See Unit 3, Chapter 1, Lesson 2)
 - (5) An entry for the JROTC Essay Contest.
 - (6) A resume with references.
 - (7) Samples of awards, certificates of accomplishment and other achievements.
 - (8) Samples representing academic units of study from any subject area within or outside of the JROTC program, etc.
- c. Cadet portfolios will be reviewed during the inspection process. Inspectors should evaluate portfolios based on the following criteria:
- (1) The portfolio contains all the baseline requirements.
 - (2) The portfolio is legible and well organized.
 - (3) The portfolio is created and put together by the cadet.
 - (4) The portfolio tracks changes on cadet self-assessment and goal setting (especially growth from LET year to LET year).
 - (5) The portfolio shows evidence of cadet reflection on learning and growth.
- d. Portfolios can be arranged by topic, chapter, or LET level depending on the cadet's needs. JROTC units that have not chosen a specific portfolio format should refer to the Cadet Portfolio Assessment Task found in LET 3, Unit 3, Chapter 9, Lesson 2.

2-6. Serious Incident Reports (SIR): As required.

- a. Army JROTC units are responsible for reporting all serious incidents required by [AR 190-40](#), Serious Incident Reports and [TRADOC Regulation 1-8](#), Training and Doctrine Command (TRADOC) Supplement, through their chain of command, to USACC **within 12** hours after notification of the initial incident, and similarly for subsequent or final reports.

b. Commanders should report any incident that might concern HQDA as a serious incident, regardless of whether it is specifically listed in [AR 190-40](#). In determining whether an incident is of concern to HQDA, the following factors should be considered: severity of the incident, potential for adverse publicity, potential consequences of the incident, whether or not the incident is reportable under other reporting systems, and the effect of the incident. In cases of doubt, report the incident. Ensure that a Financial Liability Investigation of Property Loss (DD Form 200) is initiated and processed within 5 workdays (IAW AR 735-5, Policies and Procedures for Property Accountability) when the incident involves the loss of weapons and when theft of any property is evident or suspected.

c. An SIR may require an initial report, follow-up report(s), and a final report. Indicate on each report whether it is an initial, follow-up or final report. Submit a **FINAL** report on all SIRs to ensure actions are closed with the Command Group. Follow-up SIRs are reported until action is completed and a **FINAL** report is submitted. Example of final reports are disenrollment, funeral, conviction, proceedings or investigation complete, property book, what steps did the institution take if liability was admitted, and estimated dollar value of government property involved. Headquarters, USACC will send open reports to Regions/ACs **NLT the 5th of the month** on a quarterly basis. Regions/ACs will report status to USACC, **NLT the 11th of the month**. P&A will provide a quarterly report to the Command Group **NLT the 14th of the month**.

d. The correct numbering system for each SIR will be:

(1) **Region-Calendar Year-Number of SIR (the first SIR from Western Region in 2005 will be numbered WR-05-1).**

(2) Follow-up reports will be numbered **WR-05-1A, WR-05-1B, ACB-05-01**, etc.

(3) When the SIR issue is resolved, the final report number will be **WR-05-1FINAL**.

(4) Mark all SIR worksheets and email subject lines as "**For Official Use Only**" (**FOUO**). Email subject line will state **FOUO-Report#-Type of Incident-Personnel Category-Name of School**.

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

Chapter 3 Operations

3-1. Establishment of a JROTC Unit

AR 145-2, Chapter 2, prescribes the application process for establishing a JROTC Unit.

3-2. Establishment responsibilities

a. DCS, JROTC, Instructor Management Division (IMD) has overall responsibility for all matters concerning instructors. Instructor Management Division will—

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

b. DCS, G-4/8, Resource Management (RM), has two divisions that provide support to the JROTC Program. They are Management/Logistics and Program/Budget.

(1) The Management and Logistics Division has overall responsibility for all logistical matters in support of the establishment of a Program. This division will—

(a) Assist the JROTC unit in the establishment of an Institutional Surety Bond or Insurance Affidavit.

(b) Coordinate for the establishment of a Unit Identification Code (UIC). When necessary, coordinate for the establishment of a Department of Defense Activity Address Code (DODAAC).

(c) Ensure that the required bond or insurance, as well as the appointed Military Property Specialist (MPS), are in place before government funding and equipment may be provided.

(d) Assist JROTC instructors in establishing equipment Table of Distribution and Allowance (TDA).

(e) Inform the support installation of the unit to be established and establish a liaison concerning activation, after coordination with the respective Bde/AC.

(2) The Program and Budget Division has overall responsibility for all matters pertaining to the budget in support of JROTC. The Program and Budget Division will coordinate with the Support Installation Directorate of Logistics (DOL) and/or Directorate of Reserve Components (DRC) for start-up Operations and Maintenance Army (OMA) and Military Personnel Army (MPA) funds for JROTC units based on the average of 150 cadets per unit and assist with any questions regarding the budget for a unit. The Pay Operations Branch within the division is responsible for initiating retired pay actions and has overall responsibility for instructor pay.

c. DCS, G-6, Information Support Activity (ISA) has overall responsibility for all automation support to the JROTC units.

d. DCS, G-2, Recruiting, Retention, Operations Directorate will coordinate the establishment of Recruiting Publicity Items (RPI) accounts.

e. Brigades /Area Coordinators will—

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

(2) Validate prospective school list.

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

(4) Establish publication accounts.

(5) Provide other assistance as required.

(6) Requisition sufficient POI materials and necessary publications/forms following the procedures, which can be found on the web portal: <http://www.usarmyjrotc.com>.

(7) The AO will coordinate all actions with the Region AO or AC. The AO will visit the school and assist school officials as required.

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

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

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

(11) Ensure instructors attend instructor training.

(12) Provide personnel to assist JROTC instructors in initiating a property book or hand receipt from support installation and assist in supply matters.

(13) Assist with activation as required.

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

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

(2) Establish property book/hand receipt and filing system.

(3) Coordinate with DCS, G-4/8 and assist school officials in establishing an Institutional Surety Bond or Insurance Affidavit.

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

(5) Monitor and inform USACC, DCS, JROTC through Bde/AC and Rgn of publicity resulting from establishment actions.

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

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

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

3-3. Instructions for establishing a new JROTC Unit

a. When an educational institution or school board determines that sufficient interest exists to establish a JROTC unit, institution officials will complete DA Form 3126 (Application and Contract for Establishment of a JROTC Unit), or a DA Form 3126-1 (Application and Agreement for Establishment of a National Defense Cadet Corps Unit (NDCC), or both and submit them through appropriate channels. The institution's legal authorities should review the application and contract.

b. Safeguarding and caring for government property (by bond or insurance) is listed as a school responsibility in the DA Form 3126. The official signing the application agrees to the bond or insurance requirement for the host institution.

c. Once an application is received in the DCS, JROTC, USACC, it will be placed on the waiting list for new units. When it appears that a unit might be funded for opening in the near future, the application and contract are reviewed for completeness. The Bde Cdr / Area Coordinator will appoint a survey officer to visit the school, perform a facilities inspection, and brief school officials on the responsibilities outlined in the application and contract document. The survey officer will determine whether a school can meet the contractual requirements to host a JROTC / NDCC unit, and will provide DCS, JROTC their recommendation.

d. The DCS, JROTC, USACC, shall review the site survey and attach the application and other documents to the file. The DCS, JROTC determines if the new host school will be included under the Director of Army Instruction (DAI). Each school is considered a single entity for bonding and insurance purposes.

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

f. The bond or insurance document, along with the application/contract, will be forwarded through the Bde/AC and Rgn to USACC, DCS, JROTC. DCS, JROTC will compile the complete packet, provide copies to G-4/8, and forward the application with attachments to the Command Judge Advocate (CJA). Upon approval by the CJA, the DCS, JROTC will forward the application and site survey to the Department of the Army (DA) for signature, and issuance of a General Order (GO) establishing units. General Orders normally take 90 days to process.

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

h. All government property, including automation equipment and POI materials must be accounted for upon receipt at the JROTC unit. Each unit must initiate and maintain a signature card (DA Form 1687). This card authorizes trusted individuals to receive government property deliveries when the appointed MPS is not present at the school or supply room facility. All property paid for with appropriated funds must be included on the annual property inventory and annotated in the unit's property records within three working days.

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

3-4. Probation/Disestablishment

a. Schools with JROTC units are bound by a mutually executed contract to comply with all provisions of the agreement. In the event that a school fails to fulfill its obligations enumerated in the contract, USACC, Commanders are to act in accordance with the provisions of AR 145-2, by recommending such schools be placed on probation until they are in compliance or recommended for program disestablishment if the school officials do not respond after personal contact.

b. Brigade and AC personnel will identify those schools in noncompliance annually.

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

d. Brigades and ACs will submit a written recommendation to USACC to place a school on probation. Written recommendation will contain justification for action requested.

3-5. Specific procedures for disestablishing a unit

If a school fails to uphold its contractual obligations, the JROTC unit will be placed on probation and notified of the intent to disestablish if the requirements are not met within the probationary period. School officials may submit a written rebuttal to the appropriate Bde/AC within 30 days of acknowledging receipt of the intent to disestablish. However, if it is determined, that disestablishment is the proper course of action; USACC will follow the prescribed procedures.

a. Brigades/Area Coordinators will—

(1) Advise USACC, ATTN: DCS, JROTC through Rgn (if applicable) of the progress of disestablishment actions.

(2) Appoint, in writing, an AO as a point of contact to monitor the disestablishment process and the inventory of government property.

(3) Notify the senior school official and Director of Army Instruction (DAI)/Senior Army Instructor (SAI) of the disestablishment proceedings.

(4) Inform the senior school officials and DAI/SAI of the actions required to terminate the unit.

(5) Inform the appropriate support installation of the pending disestablishment(s) and establish liaison concerning property turn-in.

(6) Oversee the lateral transfer of government property to other Junior/Senior ROTC units within the region or turn-in property. Account for curriculum materials for new units or units requiring additional materials.

(7) Account for missing property IAW [AR 710-2](#).

(8) Invoke the institutional surety bond, if necessary.

(9) Ensure that all U.S. Army property records and accounts are closed.

b. DAI/SAIs will—

(1) Establish contact with the Bde/AC Action Officer.

(2) Monitor final inventory of U.S. Government property in coordination with the MPS and the Bde/AC representative.

(3) Prepare lateral transfer of U.S. Government property as outlined in [AR 710-2](#), paragraph 2-13a.

(4) Monitor and inform the Rgn Cdr/AC and USACC of adverse publicity resulting from disestablishment actions.

(5) Transfer cadet records and all other files that have an expiration date of more than one year to the Bde/AC JROTC office for records holding.

(6) Close all unit accounts.

(7) Inform the Bde/AC when all actions are completed.

(8) Disenroll cadets who have not or will not graduate and issue Certificates of Training (CC Form 134-R).

c. Final Action. The Bde/AC shall notify USACC, ATTN: DCS, JROTC of the unit's closure after all property has been properly turned-in. USACC shall request from HQDA (DAPE-MPO) Washington, D.C., 20310, the GO indicating the effective date of termination and remove the school record from the JUMS database.

d. DCS, JROTC will—

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

(2) Provide a statement indicating the Bde has completed lateral transfers, turn-ins or documentation of mission property (Financial Liability Investigations of Property Loss), etc.

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

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

(5) Ensure action officers submit completed JROTC Unit Inactivation-Logistics Actions Checklists to RM division.

3-6. Maintaining insurance

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

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

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

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

3-7. Claims against the insurance policy

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

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

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

d. In instances of loss of JROTC property, schools must actively support JROTC instructors in recovering uniforms, books, and other Army property from students no longer enrolled in the program IAW CCR 700-1.

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

3-8. Cadet/student administration

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

b. Cadets will contribute to the operations of the JROTC unit. 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.

3-9. Participation in JROTC

a. JROTC units will reflect a cross-section (within 10%) of the school’s population. Administrators and counselors must work closely with JROTC instructors to ensure the students

enrolled represent the diversity of the school enrollment in order to maintain the balance required for an effective program (e.g. under no circumstances will there be more special needs students or students with disciplinary problems in the JROTC program than exists in the overall school population. Likewise, there should be ample opportunity for college bound students to participate in JROTC). Though ethnicity, gender and race should also be balanced, they will not be required to stay within 10% of the school population. However, if the program has an obviously high imbalance in one of these areas, a conscious effort must be made to determine the reason for the imbalance and to correct it.

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

3-10. Policy of nondiscrimination

a. School authorities must agree, as a condition for participation in the program, to adhere to a policy of nondiscrimination on the basis of race, religion, color, gender, sex, marital status, political affiliation, physical disability, national origin, sexual orientation or status as a parent with respect to admission or subsequent treatment of cadets/students and instructors. They also agree to abide by Headquarters Department of the Army (HQDA) and USACC contractual and regulatory guidance. JROTC units will adhere to HQDA and USACC contracts and regulations as well as policy guidance implemented by schools and/or school districts.

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

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

d. Any form of hazing, harassment or bullying by JROTC instructors and cadets is strictly prohibited, and could result in probation/decertification for JROTC personnel. Cadets who violate this policy will be disenrolled from the program.

3-11. Enrollment requirements

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

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

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

c. Academic standing. The student must maintain an acceptable standard of academic achievement and standing as required by the JROTC program and host institution.

d. Conduct and character. Cadets must maintain an acceptable standard of conduct. Those in leadership positions are expected to demonstrate high personal standards in order to set the example. All cadets should be honest, self-reliant, and have a sense of personal and social responsibility in performing unit and other academic assignments. They must exhibit self-discipline and respect for constituted authority through observance of laws, rules, and regulations; by prompt and regular attendance at instruction; and in their general demeanor. Cadets who fail to meet standards will be removed from leadership positions. All cadets will be screened at the end of each school year and will only be readmitted to the program with the approval of the SAI.

e. Physical ability. The student must be able to participate in the physical education program in the school. This requirement, under the secondary school's open enrollment policy and when desired by the principal and SAI of the school, may be waived. However, the school will provide any special equipment or additional instructors that may be needed to instruct these students at no cost to the government. The school must also work with the instructor to ensure these students do not cause disruption to the presentation of the JROTC curriculum.

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

3-12. Magnet programs

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

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

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

(2) The student meets the other prescribed enrollment requirements of paragraph 3-11.

(3) The officials of the school district or parents agree to transport cadets at no cost to the Government. Instructors are not authorized to travel to magnet programs to provide instruction, or take part in transporting cadets participating in the magnet program to host institutions.

(4) Magnet cadets will participate in formal inspections and will be included in the opening enrollment report.

3-13. Feeder schools

Instruction provided at feeder schools (ninth and/or tenth grade) is permitted; however, instructor transportation will not be provided at the expense of the Government.

3-14. Cross-enrollment

a. Other than feeder schools, the only acceptable limited cross-enrollment situations are in schools that are splitting into two or more schools. The student enrollment shall be limited to the number of students who participated before the reorganization. In exceptional circumstances, cross-enrollment may be approved by CG, USACC. Requests will be submitted through Bde/AC and Rgn.

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

3-15. Adopt-a-School program

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

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

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

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

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

c. See unit report guidelines in [CCR 145-8-3](#) and <http://www.usarmyjrotc.com> for further assistance in the Adopt-a-School Program.

3-16. Participating Students

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

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

(2) Participate in integrated-curricular activities.

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

c. Participating students will be annotated on the Opening Enrollment Report under the category of others. Participating students will not be used when calculating staffing requirements or funding.

3-17. Disenrollment

a. At the discretion of the SAI, and with the approval of the school's administration, a cadet will be disenrolled or excluded from attendance, as appropriate. In all cases, a cadet will be considered for disenrollment when he or she—

(1) Withdraws from school.

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

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

(4) Exhibits undesirable character traits, such as—

(a) Lying, cheating, or stealing.

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

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

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

(5) Fails to maintain the requirement for enrollment IAW paragraph 3-11.

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

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

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

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

(7) Cadets are expected to recite the Pledge of Allegiance, however, if due to religious reasons or other circumstances that prevent them from reciting it, they must not be disruptive in any way to include turning their backs, sitting on the floor, etc. Continued disruptive behavior will result in disenrollment from the program.

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

3-18. School Support

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

b. Transportation must be provided to JROTC activities equitably with other academic and integrated-curricular activities to ensure a dynamic integrated program. Provide insurance for cadets in like manner as the other students in the school, while they are participating in JROTC activities including integrated-curricular activities such as JCLC, adventure training, drill and marksmanship competitions, and similar activities, all of which must be school-sponsored activities.

c. Likewise, the school must also provide substitutes for instructors on the same basis as other teachers in the school to ensure a dynamic academic program.

Chapter 4 Instructor Management

Section I General

4-1. Purpose and scope

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

4-2. Authorized instructors

a. Only instructors authorized and approved by CG, USACC, will participate in the JROTC Program. They are subject to the provisions of this regulation and will be extended the rights and privileges of an instructor as prescribed herein. The DCS, JROTC exercises the Commander's responsibility for certifying JROTC instructors.

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

4-3. Statutory Authority

The Secretary of the Army may authorize schools to hire properly qualified retired officers and noncommissioned officers as JROTC instructors and administrators. The authority to approve the qualifications of instructors and administrators has been delegated to the CG, USACC.

4-4. Relationship between instructors and schools

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

b. The school or school board is the employing agency of all JROTC personnel. The DAI or SAI, as departmental heads (or equivalent), are responsible to school officials for the conduct of the program as well as ensuring the unit meets school standards and Army requirements. Individuals employed by the school have individual responsibilities to the school as stipulated in their respective contracts as well as responsibility to the U.S. Government. Schools are expected to treat instructors equally with other Department Heads and teachers in the school, e.g. ensure they are involved in budget and other school decisions, included in professional/staff development, offered the same opportunities for teacher of the year, receive equitable supplemental pay/stipends for integrated-curricular activities, etc.

c. The school authorities, DAIs, SAIs, or AIs will immediately advise the DCS, JROTC (ATTN: IMD) of any change in the employment status/suspension of personnel employed as JROTC instructors within 5 working days, and in accordance with paragraph 2-6 of this regulation.

(1) Individual, school, and Army. The school and the JROTC instructor will negotiate contractual matters. Although the Army is not a party to the employment contract, it will reimburse the school in accordance with AR 145-2. A copy of the contract will be furnished to USACC by school authorities. Though the Army is restricted by the amount that can be reimbursed to the school, the school is not restricted. In negotiating the employment contract, schools are encouraged to pay instructors for their experience, education credentials, etc. Also when negotiating the length of the employment contract with a school, it is the instructor's

responsibility to ensure the school official is aware of the requirement for year-round coverage of government equipment. Army instructors that do not have year-round visibility of government property will conduct a 100% inventory and sign all government property to the designated school representative for property accountability. Not all instructors are given a 12-month employment contract; however, they are required to attend JCLC with their cadets. In these situations, contract extensions for JCLC will be restricted to a specific amount of time and will be considered on a case-by-case basis allowing the Army to cost-share for this timeframe. Schools are also encouraged to consider that instructors work many evenings and weekends and should be authorized 30 days leave in addition to holidays when on a 12 month contract and similar compensation when on a shorter contract.

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

Section II

Instructor Certification

4-5. Instructor eligibility

Each JROTC instructor applicant must:

- a. Be retired from active duty in the retired grades of E-6 thru E-9, WO-1 thru CWO-5, and O-3 thru O-6 with a minimum of 15 years of active federal service. Personnel retired under Title 10, USC, Chapter 1223 (Reserve Service), are not eligible for employment in the Junior ROTC Program.
- b. Not be retired from active duty more than 3 years (for initial employment) and must receive retirement pay.
- c. Have been discharged under honorable conditions from all previous enlistments and prior service, if any, before employment. Active duty personnel with retirement orders are eligible but cannot be cost-shared with the school until officially retired from military service.
- d. Must have at least an Associates degree by 2009 from a regionally accredited institution.

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

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

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

h. Meet retention medical fitness standards as prescribed in Appendix P. Personnel not meeting these standards, such as those retired for medical reasons (Title 10, USC, section 1201) are not eligible.

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

j. Have no speech impediment that would detract substantially from the ability of the JROTC instructor to present easily understood instruction.

k. 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.

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

m. 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.

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

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

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

(1) Platform and student-centered instruction.

- (2) Cadet Safety and Civilian Marksmanship Program.
 - (3) Conduct of drill and ceremonies.
 - (4) Leadership training.
 - (5) Water activities.
 - (6) Climbing (stairs and ladder).
 - (7) Ability to lift and move materials up to 50 pounds in weight.
 - (8) Physical training.
 - (9) JCLC up to 2 weeks.
 - (10) Training and events outside of normal classroom hours and over weekends.
- q. Instructors who serve as Director of Army Instruction (DAIs) must:
- (1) Be interviewed and approved by USACC.
 - (2) Have at a minimum of 2 years experience as a SAI.
 - (3) Be in the grade of O-5 or O-6.
 - (4) Meet the eligibility and qualification standards.
 - (5) Complete the JROTC 5-step instructor-training plan as prescribed in paragraph 8-4.

4-6. Certification

The Commander, USACC, exercises authority on behalf of the Army to evaluate the eligibility and suitability of personnel to serve as JROTC instructors. The DCS, JROTC, IMD exercises the Commander's responsibility for certification of all JROTC instructors to include U.S. Forces Army Europe and Seventh Army; U.S. Forces Japan; and U.S. Forces Korea, for personnel who intend to retire or have retired overseas and seek employment by the Department of Defense Dependent School System. Personnel serving abroad, or who are retired abroad and seek employment as a JROTC instructor, must apply to USACC, DCS, JROTC (ATTN: IMD) to complete the certification process.

4-7. Documentation required for certification process

All applicants must submit a written application, together with supporting documents, to USACC for consideration and evaluation. They must meet the administrative and certification requirements specified in this regulation and complete a satisfactory interview. The application and detailed administrative information concerning interim certification, employment, and the

JROTC Program may be obtained by contacting the DCS, JROTC (ATTN: IMD) (DSN 680-4001/(757) 788-4001/1-800-347-6641, or E-mail, jrotcim@usacc.army.mil or by accessing the web portal at <http://www.usarmyjrotc.com>.

a. All personnel must provide:

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

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

(3) Copy of Officer Record Brief (ORB), Enlisted Records Brief (ERB), or Personnel Qualification Record (PQR) for retiring or retired AGR personnel.

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

(5) For persons exceeding the allowed maximum height and weight requirements as prescribed in Appendix H, a copy of their Body Fat Content Worksheet, [DA Form 5500-R](#) (tape test), reflecting the individual meets the requirements as prescribed in this regulation.

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

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

(2) Copy of most recent physical examination taken within the last five years.

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

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

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

d. Interview. As part of the qualification process, every applicant must be interviewed by a USACC authorized interviewer. Applicants must complete the initial qualification training (as outlined in paragraph 8-4a prior to scheduling an interview). A list of qualified interviewers is located on the web portal at www.usarmyjrotc.com A satisfactory interview is a prerequisite for qualification.

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

4-8. Certification procedures

a. Headquarters, USACC (DCS, JROTC) will—

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

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

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

(4) The certification is valid for a period of three years from the date of certification or retirement, whichever comes first.

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

(1) Interview applicants certified to teach JROTC by USACC.

(2) Employ only applicants who are certified to teach JROTC by USACC.

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

4-9. Continuing qualifications

a. Instructors must—

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

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

(3) Attend annual JROTC training as directed by USACC or the school.

(4) Possess a minimum of an associate's degree by 2009 for enlisted and Warrant Officers. All instructors are encouraged to pursue a bachelor's degree and state licensure.

(5) Have a bachelor's degree to hold an SAI position. All SAIs are encouraged to pursue state licensure.

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

(7) Undergo a five-year background investigation, and submit to subsequent investigations every five years to retain position of trust.

b. For retention in a certified status, instructors must continue to meet the medical and fitness standards as prescribed in Appendix P. All JROTC instructors will complete a standard Army physical to include laboratory assessments, and a current Body Fat Worksheet if needed for overweight. Provide the results to IMD every 3 years, for determination of fitness and continued certification. Instructor Management may require additional physical examinations on a command-directed basis (such as for extended illnesses). If a civilian physician is conducting the examination, the Abbreviated Medical Examination Form ([CC Form 211-R](#)) may be used (See Appendix C).

Section III

Instructor Positions, Descriptions, Responsibilities and Duties

4-10. Certified Interviewers

a. The objective of the interview process is to assist USACC in accurately assessing potential JROTC instructors. Regions, Brigades and Area Coordinators are responsible for nominating and selecting potential interviewers based on their assessment of the candidate's competency and coverage of their assigned geographical area.

b. The DCS, JROTC is responsible for conducting records check on candidates and coordinating the interview-training workshop.

c. Potential interviewers must:

(1) Be willing to accept the responsibilities as a certified interviewer.

(2) Have a minimum of 2 years experience as a JROTC Instructor.

(3) Attend and complete the Interviewer Training Course.

(4) Have no adverse or derogatory actions pending to include no adverse written counseling statements.

(5) Have favorable school evaluations.

(6) Interviewers will meet the medical and fitness standards as prescribed in Appendix P.

(7) Have completed required instructor training plan IAW this regulation.

(8) Meet the height/weight standards.

d. Personnel at the Rgn/Bde/AC headquarters must have 2 years experience working in JROTC to be nominated as an interviewer and have attended the JSOCC Certification Course and the Interviewer Training Course.

4-11. Director of Army Instruction (DAI) Functions and responsibilities

The DAI is responsible for overseeing the operations of five or more Army units in the same school district. School systems that desire a DAI for less than five units will employ them at their own expense. The DAI is the chief administrator and instructional leader of the multiple unit. DAIs will not serve in the capacity of a DAI and SAI simultaneously. All JROTC instructors and personnel employed by the school system to support the JROTC program will be directly under his or her supervision in all matters pertaining to program administrative duties and responsibilities as well as quality of classroom instruction and integrated-curricular activities. A major part of the DAI's position is that of instructional leader and as such, they will subscribe to at least two professional publications or free on-line newsletters to stay abreast of current educational trends and initiatives. Examples of free on-line publications are:

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

- Ed Net Briefs: <http://www.edbriefs.com/sub.html>.

- Eisenhower National Clearinghouse: <http://www.enc.org/register/>.

- The latest in grant proposals: listproc@inet.ed.gov
<http://www.grants.gov/ReceiveGrantOpportunityNotification>.

a. DAIs will maintain personnel records of assigned instructors within their school district. DAIs will submit actions regarding these documents as required by USACC. Records will include actions such as contracts, school evaluations; hire letters, probationary letters, body fat worksheets, SIRs, invitational travel orders and other personnel actions related to the JROTC program. His or her primary responsibility is to serve as an instructional leader and to ensure, on behalf of the school district and the Army, through proper instruction and supervision, that the JROTC program is administered according to law, regulation, policy, and principles. DAIs will ensure instructors are recommended to be placed on probation, manage the weight control program, etc., when conditions require. They will also ensure instructors are recognized for their talents and accomplishments.

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

- (1) Function as Department Chair/Director for multiple units.
- (2) Organize, develop, and administer the JROTC Programs within the school district.
- (3) Represent the school district in matters pertaining to the Department of the Army and the JROTC Program as required. Serve as a strong advocate for the JROTC Program at the State and National level.
- (4) Ensure, on behalf of the district and the Army that the JROTC program is administered in accordance with law, regulation and polices.
- (5) Serve as a certified interviewer. Recruit, recommend and coordinate hiring of instructors required to administer and teach the JROTC program with USACC and the school district. Develop an order of merit list for nominees attending professional development courses. Ensure instructors attend required USACC training and district professional development seminars.
- (6) Maintain instructor status used for the Department of the Army salary reimbursement and employment status. Notify IMD to terminate cost share for personnel no longer employed in the district.
- (7) Ensure instructors receive an initial and semi-annual performance counseling, receive a school evaluation, and mentor all instructors within their district. Assess the instructional performance of at least one instructor per school year using the coaching rubric.
- (8) Maintain liaison with USACC to ensure current regulations, policies and procedures are available.
- (9) Coordinate with SAIs to prepare district response to all correspondence received from USACC.
- (10) Interpret and implement new regulations received from government agencies.
- (11) Prepare and maintain administration and support reference materials required to be available in the district by law and regulations. Submit Distinguished Unit Insignia and School Patches for JROTC units to higher headquarters in a timely fashion.
- (12) Interpret data obtained through the Department of the Army and other agencies in order to assist in:

- (a) Developing favorable public relations.
 - (b) Improving instruction.
 - (c) Adapting Army policies to the classroom.
 - (d) Coordinating and integrating the JROTC Program with other school departments and cooperating agencies in the community.
 - (e) Working with school, district, state, and community officials to enhance classrooms, obtain core academic credit for courses taught within JROTC, provide avenues to increase instructors' credentials, assist with field trips, service learning projects, etc.
 - (f) Active membership and participation in the State Education Association, Career and Technical Education, or similar state organization that influences JROTC instructor requirements and credit issues is required of every DAI.
 - (g) Setting up regular programs for cadets to brief school and district officials on program activities and accomplishments.
- (13) Coordinate with USACC Public Affairs Officer the release of JROTC public news items.
- (14) Organize, coordinate, and direct JROTC activities in the district (drill, rifle, and academic competitions, service learning projects, awards ceremonies, military balls, JCLCs, and other activities). Service learning projects will be evaluated using the service-learning rubric located in Unit 3 of the JROTC curriculum.
- (15) Confer with principals on the effectiveness of the program.
- (16) Develop and maintain a consolidated supply operation for Army JROTC units in the district, accounting for all government property issued to the units.
- (17) Maintain files and provide recommendations on all schools placed on probation; monitor disestablishment procedures, and requisition curriculum materials for existing and newly established programs.
- (18) Conduct school visits to evaluate instruction, integrated-curricular activities, and provide regulatory compliance (MPSs visit schools to assist with logistical operations).
- (19) Prepare a district budget. Ensure SAIs have visibility of the budget and receive their share of funds distributed for units.
- (20) Serve as JCLC Commander as required by Bde Cdr/AC.

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

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

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

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

(25) Assure preparation of the Master Training Schedule, consolidate and forward to higher headquarters. Ensure SAIs develop their own input.

(26) Submit required reports, as necessary, and in accordance with the required reports listing. Review essays, awards, America's Promise Report testimonials, etc., and submit recommendations/good news stories to higher headquarters.

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

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

(29) Control budget and logistical aspects of the District JROTC program. Request transportation support as required, within budget allocations. Monitor pay reimbursement for school districts. Provide input to higher headquarters for program operation budgets. Spend money in a timely manner. Inform units the visibility of the district budget, what their share of the funding available is and ensure they receive it or items centrally purchased with it.

(30) Establish, instill and ensure enforcement of program standards and set the example for program development (e.g. ensure units are using classroom automation equipment to teach the current curriculum, cadet challenge events are carried out in each school and district wide if possible, adopt-a-school activities are taking place, units are using the current version of JUMS for records management, cadets are involved in managing the data for JUMS, etc.). Serve as an

substitute instructor to keep abreast of the changing trends in the curriculum and academic environment.

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

(32) Observe both the military and school chain of command.

(33) Interview potential applicants that are seeking certification as an Instructor or MPS by USACC.

(34) Employ only applicants who have been certified as an Instructor or a MPS.

(35) Will not be assigned as the SAI for a unit while fulfilling the DAI position.

4-12. Senior Army Instructors (SAI) and Army Instructors (AI) Functions and Responsibilities

The SAI is the department chairperson and chief instructor of the JROTC unit. He or she performs the functions of a DAI in a single unit and is therefore responsible for the overall management of the JROTC unit at the school. In multiple units, DAIs may be responsible for the requirements in this section. SAIs in single units and in multiple units will be responsible for the requirements below except for those explicitly covered by the DAI. In many cases both DAIs and SAIs will be responsible (e.g. maintaining good relations with school authorities).

a. The SAI, in coordination with the senior school official, will establish procedures relating to the administration, control, and training of JROTC cadets. These procedures will cover the appointment, promotion, and demotion of cadet officers and noncommissioned officers. The SOP must be approved by the senior school official. The SAI will—

(1) Manage and conduct the JROTC unit according to school rules, regulations, and customs. The SAI will advise school authorities of laws and regulations affecting the unit.

(2) Maintain good relations with school authorities, faculty, and the 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 JROTC unit, the school, and the Army.

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

(5) Prepare weekly training schedules.

(6) Ensure continuous evaluation of the unit.

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

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

(9) Ensure instructors equally share teaching responsibilities. No instructor is exempt from teaching their share of LET levels. Instructors should teach by expertise and preference in subject areas as opposed to LET levels

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

(11) Maintain accountability of all equipment IAW [AR 710-2](#) to include items that require formal accountability (i.e., air rifles), informal accountability (i.e., clothing) and durable items that cost \$5,000 or less (i.e., automation, computers, audiovisual), but still require property accountability. Failure to properly account for government property could result in pecuniary liability or adverse action; if found negligent, a Financial Liability Investigation of Property Loss (DD Form 200) will be initiated. Refer to AR 735-5 for instructions.

b. The SAI, at Military Institutes (MI), will establish the rules and orders relating to JROTC instruction and training in coordination with the senior school official. The authority for direction, coordination, and control of the school's Corps of Cadets may be vested in the Commandant of Cadets who will be designated by the head of the school. Instructors will not be required to perform additional duties beyond those required by the JROTC curriculum. Additionally, SAI/AIs will not be required to perform duties as the Commandant of Cadets or Tactical Officer, who are responsible to the head of the school for the health, welfare, morale, and discipline of members of the Corps. The organization of the school's Corps of Cadets and its administration and control are joint responsibilities of the SAI, TAC Officer and the Commandant, each having a special interest in those areas. The SAI and the Commandant will jointly draft the orders relating to the administration and control of the Corps including appointment, promotion, and demotion of cadet officers and noncommissioned officers. The head of the school must approve these orders according to this regulation.

c. JROTC instructors may not be required to serve as the JROTC Academy Director/Coordinator or any other title that requires them to be administratively in charge of a "school within a school." If however, the SAI agrees to do the job and it does not negatively impact SAI duties then it is permissible if the SAI is provided additional adequate compensation by the school for that job. No additional cost-share is authorized.

d. The AI is to assist as directed by the SAI, to properly instruct cadets and manage the JROTC unit IAW Army Regulations. All instructors (SAI/AIs) are responsible for teaching the JROTC curriculum.

4-13. Military Property Specialist (MPS) Functions and Responsibilities

a. Individuals applying for the position of MPS must meet the requirements prescribed in Section II, Instructor Certification. Additionally, they must be eligible to serve as the Government Purchase Card (GPC) cardholder.

b. The School District MPS reports directly to the Director of Army Instruction (DAI), and is responsible for providing direction and guidance to elements of the JROTC Program in supply management, involving equipment authorization, acquisition, disposal, and accountability of all United States Government property issued to JROTC. Duties include, but are not limited to the following:

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

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

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

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

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

(6) Ensure a 10% monthly and a 100% physical inventory of all property is conducted annually and the results are furnished to the Installation Property Book Office (PBO) in a timely manner.

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

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

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

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

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

(12) Initiate [DD Form 250](#) Material Inspections and Receiving Report to acknowledge and report purchases of non-expendable items to the PBO within 3 working days.

(13) Ensure that required documentation is maintained as a GPC Card Holder (CH) and the Billing Official (BO) is provided a copy for their records. Ensure that the BO is provided copies of all transactions for review, approval, and certification of items purchased with the GPC.

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

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

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

(17) Participate in meetings and other professional activities.

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

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

(20) Maintain and open line of communication with all instructors.

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

c. Personnel in non-cost-shared positions must be fully funded by the school district as a supply person; and therefore, can be appointed as the MPS under supervision of the DAI. This person cannot sign for the equipment or be the GPC cardholder.

d. The Battle Dress Uniform (BDU/ACU) is worn to perform daily supply functions. The Class "A" or "B" uniform will be worn for any classroom functions, or other non-supply related functions within the realm of the DAI area of responsibility.

e. The DCS, JROTC will approve on a case-by-case basis those individuals who are currently in an MPS position and do not meet all the requirements as defined paragraph 4-12 (a). Waivers will only be granted for those who are cost shared (prior to 1 May 2005) and are retired Army.

(1) Waivers may include:

(a) Wear of the uniform.

- (b) Height/Weight, Appearance and Medical Standards.
- (2) Required Training:
 - (a) Attend USACC logistics training.
 - (b) Complete DL JSOCC and JSOCC Certification and Recertification.

Section IV

Instructor Administration

4-14. JROTC Instructors

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

4-15. Vacancies and hiring procedures

Instructor Management Division will:

- a. Monitor vacancy announcements and post information on the JROTC web portal for instructors seeking employment in JROTC.
- b. Assist hiring actions by—
 - (1) Identifying, upon request, qualified personnel who have indicated a desire for employment in the state in which the school is located.
 - (2) Ascertain if the authorized and funded position is available, and if the instructor salary is to be cost shared prior to approval. Confirm the individual selected for hire is a certified instructor.
 - (3) Input of certified instructors into the JCIMS database.

4-16. Transfers of Personnel within same district

- a. Transfer of personnel is only authorized where the schools are within the same district.
- b. The school must request authorization to transfer from IMD. No transfers will be executed until approval is granted. Instructor pay dollars are aligned with each school and not the school district or the DAI's office. Schools will receive in writing from IMD authorization to transfer the instructor.

4-17. Reimbursement procedures

- a. The school is responsible for submitting a Request for Hire Letter before the effective date of employment. (See Appendix D for format of hire letter). Only personnel certified by USACC

are eligible for employment as an instructor. **Failure to notify IMD in a timely manner could result in the school district not receiving the entire reimbursement for cost-sharing. Instructor Pay will deny reimbursement of funds beyond 90 days.**

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

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

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

e. Individuals are responsible for completing [DD Form 2754](#) (Pay Certification Worksheet for Entitlement Computation) and [DD Form 2767](#) (Annual Certification of Pay and Data Form), and submitting them to the Instructor Pay office in a timely manner.

f. Schools may advertise future vacancies by notifying IMD telephonically, facsimile, mail or by email.

g. Schools may request a listing of eligible instructors seeking employment by contacting their Bde/AC for a JCIMS listing of available instructors.

4-18. Termination and Resignations

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 JROTC position remains eligible for reemployment in JROTC for two years from date of resignation or termination.

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

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

e. The receipt of resignation or termination by IMD will automatically place a vacant position on the web portal for advertisement of the position(s).

4-19. Suspension of the Army Cost Share

- a. Any instructor suspended without pay by the school, the Army will terminate cost-sharing with an effective date of the suspension.
- b. Any instructor suspended with pay by the school, the amount cost-shared by the Army will be terminated 30 working days from the date of suspension.
- c. The amount cost shared by the Army will be terminated after 30 consecutive days of absenteeism (i.e., sick leave, annual leave, strike, workman compensation, etc.). In extreme circumstances, exceptions may be granted by the Deputy Chief of Staff, JROTC.

Section V Staffing and Operations

4-20. Rank and precedence

Individuals, especially retired members employed to conduct JROTC programs, are recognized as a group having a unique status; however, representatives of the CG, USACC, will ensure that the Army's position on rank and precedence is explained to appropriate school authorities and retired members. A JROTC unit will be staffed, unless waived by USACC, according to rank and precedence situations normally found in the active Army. The Senior Army Instructor is in charge of the JROTC Program. All authorized instructors will be accorded the courtesy commensurate with their rank and with the customs and traditions of the service between members of different rank. This does not by any means indicate that instructor duties should not be distributed equally. Conversely, all JROTC Instructor responsibilities must be equally distributed (e.g. classroom responsibilities, number of cadets taught, integrated-curricular activities, etc.).

- a. JROTC units.

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

- (2) Unit staffing authorization levels will be determined by DCS, JROTC, IMD, based upon figures reflected in the unit annual Opening Enrollment Report. To avoid instability in the instructor force, staff increases will be based upon the enrollment figures for two years. For programs with three or more instructors, if the enrollment level is below the authorized staffing for two consecutive years of enrollment, a change in staffing is required for staff reduction.

Units that lose substantial enrollment and have no reasonable plan or means to increase the enrollment may lose staffing immediately. No JROTC unit will be reduced below the minimum requirement of one SAI and one AI. It becomes less and less cost-effective to operate JROTC programs as enrollment drops below 100 cadets. Programs with less than 50 cadets are not cost-effective and will be considered for disestablishment.

(3) Authorization increases based upon a single year of enrollment may be made, dependent upon the availability of funds, to include newly established units whose first year enrollment figures will clearly require increased staffing in the second year of operation.

(4) Schools on an accelerated (1 semester = 1 full LET level credit) block-scheduling situation, will use the actual enrollment for 1st and projected 2nd semesters and divide it by two to determine staffing level. For example, if the average enrollment is less than 151, an additional instructor is not authorized. A minimum of 50 cadets should be enrolled at all times. Failure to maintain 50 cadets could result in the disestablishment of the program. Cadets in an inactive status, per paragraph 5-3g, may not be counted toward enrollment.

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

Authorizations:

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

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

(6) All requests for additional JROTC Instructor staffing must be submitted through the appropriate Bde/AC for endorsement.

(7) Schools must cap enrollment to comply with the staffing ratios until the required number of instructors can be hired.

b. Directors of Army Instruction (DAI) and staff:

(1) DAI offices will be limited to the minimum essential personnel required to plan, coordinate and administer the multi-school program.

Authorizations:

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

(2) Requests for establishment of DAI offices or changes in staffing level will be forwarded through the chain of command to DCS, JROTC, ATTN: IMD.

(3) Continued staffing and funding will be authorized if it falls within the boundaries of the total funding allocated to the JROTC program.

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

(5) All DAI offices are authorized to have a cost shared MPS and consolidated supply operation. Cost shared MPSs are required to wear their military uniform for duty and can be an Officer/NCO or Warrant Officer.

(6) All requests for additional JROTC Instructor staffing must be submitted through the appropriate Bde/AC for endorsement.

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

Section VI

Performance Counseling and Performance Improvement Plan (PIP)

4-21. Performance Counseling/School Evaluations

a. Mandatory performance counseling will be documented on a [DA Form 4856](#) or a memorandum during the initial counseling, and on subsequent counseling conducted on a semi-annual basis. The performance counseling should address satisfactory and/or unsatisfactory performance. The counselor and the counselee must sign all counseling statements and/or

memorandums. This form can be accessed from <http://www.apd.army.mil/>. Failure to maintain written counseling can result in probationary actions for the counselor. Initial and semi-annual counseling will be inspected on Formal Inspections and Assist Visits.

b. The performance of instructors will be reviewed using the school's evaluation report (if applicable) during classroom evaluations, and inspections. The instructors' height and weight will be recorded on the School-Program Report during Assist Visits and Formal Inspections. Reviews will determine whether the instructors, individually and collectively, are effective and efficient in conducting instruction, unit operations, and JROTC activities in accordance with this regulation and other directives.

4-22. Performance Improvement Plan (PIP)

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

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

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

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

d. At any time during an instructor's performance on any objective/responsibility is unacceptable (the "fails" level), the supervisor must inform the instructor of the objectives/responsibilities in which performance is unacceptable, in what way it is unacceptable, and exactly what is required to bring it up to the "Success" level. The instructor must be provided a reasonable opportunity period to demonstrate acceptable performance. That opportunity process, for instructors who are not in a probationary or trial period, takes the form

of a PIP. The time needed to demonstrate acceptable performance is a judgment made by the supervisor during a trial period of 90-120 days, based on such considerations as:

- (1) The instructor's position,
 - (2) The extent of the performance problem, and;
 - (3) The nature of the problem.
- e. The following supervisor actions during may be necessary during the opportunity period:
- (1) Closer supervision and counseling.
 - (2) Personal task accomplishment demonstration or on-the-job training.
 - (3) Supervisory or peer coaching.
 - (4) Frequent feedback.
 - (5) Special assignments.
 - (6) Formal training.
 - (7) Referral for fitness-for-duty medical examination.
- f. Supervisors should inform Regions, Brigades, and ACs on the progress of instructors in probationary or trial status, and recommend decertification, if the instructor's performance remains unacceptable after the trial period.

Section VII Adverse Actions

4-23. Probation and Decertification

a. New instructors will serve in a probationary status for the first two academic years of employment. Unsatisfactory performance during the probationary status will result in termination of certification. Instructors are required to attend the JSOCC Recertification Course five years from the date of completing the Certification Course. Failure to comply may result in termination of certification.

b. Instructor Management Division will determine if the lack of qualifications or the circumstances that led to the termination warrants withdrawal of certification. Instructors shall be given the opportunity to provide written documentation to IMD prior to a decision by the DCS, JROTC.

c. Administrative requirements to complete probationary status.

(1) Successfully complete the Distance Learning Course and the JSOCC Residence Certification Course.

(2) Receive satisfactory counseling and school evaluations.

(3) Attend JCLC.

(4) Attend annual certification training sponsored by higher headquarters, if applicable.

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

(1) Instructors not in compliance with the weight standards.

(2) Unsatisfactory performance on a formal inspection.

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

(4) Receive an adverse initial counseling and failure to improve in accordance with the PIP.

(5) Failure to complete mandatory Certification, Recertification and Distance Learning instructor training.

(6) Failure to attend JCLC.

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

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

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

(3) If an instructor is out for medical reasons provide the number of days the individual has been out of work along with any supporting documentation.

f. Instructors may be decertified for failing to meet the requirements of paragraph 4-5 or for conduct that discredits the JROTC program and the U.S. Army. If decertification is required, the

instructor will be notified of the intent to decertify and provided a copy of the decertification packet. The instructor will have 30 days from the date of notification to submit a rebuttal to the DCS, JROTC. The DCS, JROTC will make a determination based upon the evidence and the individual's response. If decertification is warranted, the individual will be notified of the decision and given the opportunity to appeal to the CG, U.S. Army Cadet Command within 30 days of the decertification. The CG is the final authority. Examples of cause for probation include the following (not all inclusive):

- (1) Failure to meet the weight standard within the prescribed time or re-entering the program within 12 months.
- (2) Failing two (2) consecutive Formal Inspections.
- (3) Violating public trust, displaying disrespect, misconduct, substance abuse.
- (4) Non-favorable National Agency Check (NAC).
- (5) Adverse counseling and failure to meet the requirements associated with the PIP.
- (6) Failure to complete mandatory JROTC instructor training IAW with this regulation.
- (7) Failure to attend JCLC without approval of Bde Cdr/AC.
- (8) Unauthorized wear of rank, awards and decorations.
- (9) Conduct that does not meet the standards expected of an Army Officer or NCO, regardless of the instructor's retired status.
- (10) Knowingly entering fraudulent information on the instructor application for certification.

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

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

4-24. Conduct of JROTC Instructors during school district strikes

Instructors will not participate in strikes or other demonstrations or activities involving strikes or other protests while in uniform. Instructors who participate in a strike will not be cost-shared.

4-25. Instructor records

Instructor Management Division will maintain, update, store and destroy records pertaining to instructors. Instructor records will be maintained as follows:

- a. Records of certified applicants, never employed with JROTC, will be destroyed in three years.
- b. Certified instructors who are not teaching JROTC and who want to keep their certification active must contact IMD to update their records annually. Records not updated after two consecutive years will be placed in an inactive status, and destroyed the following year.
- c. Retired instructor records and files will be stored for a period of one year from the effective date of their retirement. At the end of the period, all records and files will be destroyed.
- d. Decertified instructor records and files will be stored for a period of one-year from the effective date of the decertification and destroyed at the end of the one-year period. At the end of the one-year period, all inactive records and files will be destroyed
- e. In cases where an instructor decertification is subject to a congressional inquiry or an appeal, all records and files will be safe guarded and stored for a period one year after the final adjudication. All records and files will be destroyed at the end of the one-year period.

Section VIII

Weight Control Program

4-26. Scope

DAIs, SAIs and AIs are responsible for maintaining appropriate standards of weight, appearance and fitness regardless of age for retention in the JROTC Program. If an instructor fails to meet the height/weight and Body Fat Percentage (BFP) IAW Appendix H, he/she will be placed on an overweight program.

4-27. Standards and Procedures

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

4-28. Responsibilities

- a. USACC, Instructor Management will—

(1) Prepare memoranda that place instructor(s) in a probationary status for failing to meet height/weight and body fat standards, or one that removes instructor(s) from the overweight program.

(2) Furnish copies of the probationary letter to Rgn and Bde/AC.

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

b. Region personnel will monitor the program as appropriate.

c. Bde/AC personnel will—

(1) Measure and record the height/weight of all instructors or DAI personnel during formal and informal inspections in accordance with Appendix H in this regulation.

(2) Review annual School-Program Report and identify instructors not in compliance with height/weight standards not later than 15 October annually.

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

(4) Place instructors not in compliance with height/weight standards on the Bde/ACs' weight control program for a minimum of 6 months, but no more than 12 months. Brigades and Area Coordinators may task/utilize DAIs and SAIs to weigh-in, tape, and counsel instructors enrolled in the program. The collected data shall be forwarded to the respective Bdes/ACs for processing.

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

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

(7) Administer probationary letter from the DCS, JROTC to the instructor(s). It is the Bde Cdrs/ACs responsibility to issue the letter to the instructor. The effective date of the letter will be the date of receipt by the individual.

(8) Request removal from the overweight program for instructors that meet their BFP within the six-month time period.

(9) Ensure all JROTC Instructors and DAI personnel comply with height and weight standards prior to attending instructor training. Brigades/ACs will notify IMD of personnel attending JSOCC who are not in compliance with height and weight standards prior to their attendance.

d. DAIs, SAIs and AIs will—

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

(2) Request removal from the weight control program for instructors who meet their BFP IAW this regulation.

e. School officials should be made aware that the Army requires instructors to maintain prescribed body fat standards and present an acceptable military appearance. Instructors certified to teach Army JROTC that fail to maintain acceptable weight standards in accordance with this regulation may result in decertification procedures.

f. If enrolled in the weight control program, instructors are expected to conscientiously pursue a reasonable and satisfactory body fat loss program. They should seek medical assistance in establishing a safe and effective body fat reduction program and exercise self-discipline and self-motivation in reaching their body fat standard. Failure to reach and maintain their determined body fat standard or a professional military appearance in a specified period of time will result in decertification.

g. Satisfactory progress in the Weight Control Program is defined as a monthly loss of 3-8 pounds, unless it is determined by a qualified physician that the monthly weight loss progress or period should be adjusted because of underlying medical conditions. Loss of less than three pounds per month is unsatisfactory unless otherwise directed by a physician.

4-29. Height and Weight Procedures

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

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

4-30. Body Fat Standards

Instructors who are overweight and do not meet the prescribed body fat percentage must understand that failure to reach their body fat standard in a specified amount of time will result in recommendation for decertification.

a. **Body Fat Standards.** If instructors exceed their prescribed weight, they will then be measured for body fat percentage. The circumferential measurement technique at Appendix H is the only acceptable body fat measurement technique. Another indicator of excessive body fat is an individual's professional military appearance. Instructors who present a poor professional military appearance will be measured for body fat percentage, regardless of weight. Body fat standards are 30 percent for men and 36 percent for women. Instructors who are identified as exceeding body fat standards will be enrolled in the weight control program in an effort to help them lose body fat, achieve a professional military appearance, and comply with Army standards.

b. **Body Fat Standard Adjustment for Unusual Circumstances.** Unusual cases may arise in which an instructor's body fat percentage is determined to exceed the standard prescribed by this regulation, but in the opinion of the Bde/AC, the instructor does not appear over weight. In such cases, a body fat standard adjustment may be warranted. The following procedures will normally apply:

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

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

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

(4) When a request for a body fat standard adjustment is disapproved, the instructor will be placed in or continued in the Bde/AC's overweight program.

4-31. Preparation of the body fat content worksheets

Bdes and ACs (or their designees) are responsible for completing body fat content worksheets for Instructors who exceed the screening table weight (table 1) or when the instructor's appearance suggests that body fat is, excessive as prescribed in (table 2) Appendix H to this regulation. The worksheet is used to determine the instructor's percent body fat using the circumference technique described in this regulation.

Chapter 5 Education

5-1. JROTC cadet training philosophy

a. JROTC training must be challenging, dynamic, interesting, and inherently educational. Over the course of the cadet's career, education and training must be properly sequenced and progressive in nature.

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

c. JROTC units will comply with applicable federal, state, and local gender training laws and regulations. When such laws permit single gender teams, organizations or training events will be conducted so as not to exclude a student based on gender from meaningfully participating. At a minimum, selections for any team must be based upon competitive skill as opposed to gender status.

5-2. Quality training

Training quality hinges on the knowledge and preparedness of the trainer. Senior Army Instructors have an individual responsibility to ensure that they and their AI(s), as well as cadet assistant instructors are well prepared to present instruction and serve as trainers for other cadets. **Our goal is to educate and train every cadet to the standards.**

a. The SAI will ask the school administration to assess his or her performance using the Coaching Rubric at Appendix E in addition to whatever form the school uses to evaluate performance. The SAI will also assess the AI(s), in accordance with the steps below. The SAI and AI will assess cadet assistant instructors in a similar manner:

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

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

(3) Implement an improvement action plan to remedy any such deficiencies in a timely manner.

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

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

5-3. Program of Instruction (POI)

USACC is responsible for instruction and training for the JROTC Program. The POI provides the minimum requirements for successful conduct of the Program and identifies mandatory lessons for each LET level. It contains the “Desired Learning Outcomes” of the JROTC Program that supports the mission, “To Motivate Young People to be Better Citizens.” The POI is based upon a systematic progression of learning. The scope, focus, and content of instruction are both sequential, and independent. It builds on previous capabilities, and allows a great deal of flexibility to the instructors. The POI cannot be requisitioned through APD; however, instructors may download copies from the JROTC web portal.

a. The JROTC curriculum consists of seven units of instruction:

- (1) Unit 1, Citizenship in Action (Introduction to JROTC);
- (2) Unit 2, Leadership Theory and Application;
- (3) Unit 3, Foundations for Success;
- (4) Unit 4, Wellness, Fitness, and First Aid;
- (5) Unit 5, Geography, Map Skills and Environmental Awareness;
- (6) Unit 6, Citizenship in American History and Government, and
- (7) Unit 7, Cadet Safety and Civilian Marksmanship Program (optional).

b. Approved electives are listed in Categories 1, 2, 3, of Table C in the POI include advanced portions of the Success Profiler; Computer Training; and expansion of the mandatory subjects. Brigade Commanders/ACs must approve instruction outside of mandatory subjects and approved electives. If any subjects are taught outside the approved electives, written waivers must be on-hand and updated annually. Brigade Commanders/ACs have waiver authority.

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

d. Preferably the JROTC curriculum can be taught in separate classrooms for each LET level but if not, classes should be scheduled so that cadets can work together by combining them, (e.g. scheduling a company at the same time). If logistics do not allow this, or if classes are too small, the best way to combine them is to schedule LET 1 and 4 in the same classroom. LET 4 students can assist with LET 1 classes and lead first year students in projects. LET 2 and 3 students can be taught together on a two year cycle. LET 2 subjects can be taught to both LET 2 and 3

students the first year of the cycle. LET 3 subjects can be taught to both groups the second year of the cycle. These subjects will be taught over a period of two years to the same students. LET 1 students can enter either LET 2 or 3 depending on where in the cycle they enter their 2nd year. Regardless of which scheduling options instructors elect, by the 4th year all required lessons must be taught. Instructors should work collaboratively to identify specific subject areas to teach. They must specialize in subject areas as opposed to teaching all subjects in one LET level.

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

f. The JROTC functions like a regular course and is conducted within normal school hours just as any other course. It is not a program that should be conducted before, after school hours, or during lunch break. Zero hour classes may be taught to expand instruction beyond the mandatory core lessons but only to cadets who are taking JROTC during the school day or who are between LET levels on accelerated block schedules. Otherwise, only integrated curricular (formerly called co-curricular) aspects of the Program can be conducted outside of regular school hours.

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

h. There are specific lessons required in LET 1-4. These lessons total 66 mandatory hours and must be scheduled on the annual Master Training Schedules. Of the remaining hours realignment can occur up to 25%, however, the total of mandatory and approved elective hours must equal those required for any other core school subject. Cadets will be expected to answer questions relating to the required lessons at the time of the formal inspection and off year visits. However, instructors are not allowed to teach the answers just for the sake of the inspection.

i. The school must, at a minimum, grant elective credit, and support credit for embedded subjects such as physical education, performing arts, practical arts, civics, health, government, etc., that are taught in the JROTC curriculum. Third and Fourth year cadets should be able to earn honors credit based on their leadership and teaching responsibilities. Schools with low cadet enrollments need to seek as much substitute credit as possible. Likewise, schools whose cadets do not reflect a cross section of the school population or who must leave the program to meet other requirements (especially in the subjects above) must permit sufficient equivalency credit to provide a balanced program. Host schools will consider JROTC as a viable alternative for students required to take remedial courses. DAIs and/or instructors need to develop documentation as to how students will be assisted in mastering academic performance.

j. The curriculum allows for a self-paced option. Instructors must obtain approval from the Bde Cdr/AC prior to allowing a cadet to participate in JROTC using the self-paced option. Requests will be considered on a case-by-case basis, and will not exceed one LET level. Cadets that participate in the self-paced option must be closely monitored by the Bde Cdr/AC. The requests must be for exceptional circumstances such as medical reasons, home schooled students, or under block scheduling where a student may be able to complete LET 1 the first semester but would not be able to take LET 2 until the beginning of the next school year. In that case, if a zero hour option is not available, the student could stay enrolled in LET 1 taking self-paced options of LET 1 courses outside of mandatory core courses and not covered in the first semester.

k. A minimum of 50 cadets must be enrolled at all times. Instructors should work closely with school administrators to ensure continuity of teams and cadet leadership positions where scheduling conflicts dictate skipped semesters. Cadets may only remain on teams and in leadership positions if they are in an official inactive status. This status involves continuing the present LET level of instruction using the self-paced option (they may not use them to move on to the next LET level and must complete at least 10 hours of approved lessons. In order to receive additional credit for JROTC they must complete 66 mandatory hours. Table B can be located in the JROTC POI at www.usarmyjrotc.com under curriculum. This status is contingent on the cadet continuing on to the next LET level in a traditional classroom environment the following year. JROTC is a voluntary citizenship program. Cadets who do not desire to participate in citizenship activities may choose an alternate elective course.

5-4. Leadership application

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

5-5. Reference Library

DAIs, SAIs or AIs will maintain a library of instructor reference material. Suggestions for the content of this library are located on the web portal.

5-6. Master Training Schedules (MTS)

Schools are required to submit MTS to Bdes/ACs for approval before the start of each school year. The blank MTS format that must be used is posted on the web portal. It must show each subject and number of hours required, and the number of hours scheduled for instruction in each subject. The training schedule will validate the number of hours and schedule of electives. However, specific electives do not need to be indicated on the training schedule, those taught must be in one of the categories of approved electives indicated in the POI. Since LET 4 cadets may be enrolled in a variety of approved options, an “X” identifying those options will be indicated rather than the number of hours. The MTS and weekly training schedules will be used

as a general guideline in presenting the curriculum. Changes to the schedule will be documented locally and available for review during assist visits/inspections.

5-7. Lesson plans

The curriculum will be taught using the 4-phase lesson plan. The complete 4-phase lesson plan with supporting materials is provided in the Instructor Manuals. A modifiable lesson plan and electronic copy of the Instructor Manual is also provided on LET DVDs and on Unit DVD-ROMs. The lessons have been created to allow student centered instruction and support McRel national standards. Modifications are permitted in the presentation phases as long as the lesson format remains the same and the modified materials support the existing lesson objectives. Under no circumstances will lesson hours be truncated by eliminating phases (e.g. teaching a 90-minute lesson in 45 minutes by eliminating student activities). In traditional schedules, a 90-minute lesson will be taught over a minimum of two class periods.

5-8. Methods of Instruction

a. Instructional methods are contained in:

- (1) The Instructor Desk Reference.
- (2) JROTC Instructor Manuals.
- (3) Accompanying unit DVD-ROMs and LET DVDs, such as Quantum Learning, Brain Compatible Learning for the block, Emotional Intelligence, etc.
- (4) Instructional techniques on each unit DVD-ROM and LET DVDs.
- (5) Distance Learning Courses.
- (6) Appropriate school publications and directives.
- (7) The JROTC web portal.

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

c. USACC updates the training material as needed including the latest technology, multi-media, research, and content. Instructor input and participation is a crucial part of the curriculum updates and reviews. Instructors should check the web portal a minimum of three times each week for new or updated materials.

d. Use the Guest Speaker Program to enhance instruction and provide an interesting variation to classroom instruction. Ensure the guest speakers are aware of the objectives of the lessons and focus toward meeting the objectives. The SAI or AI may need to cover material not presented by the guest speaker.

5-9. Grading system

Instructors must maintain a meaningful evaluation system. Assessment and evaluation tools are provided in the Instructor Manual with each lesson and are available electronically on the unit DVD-ROMs and LET DVDs. These materials have been designed to assess the objectives of the lessons. Each JROTC unit will establish an SOP explaining the grading system and how it conforms to JROTC and school policy. The SOP will, at a minimum, address a balanced proportion of academics and integrated-curricular credit, and grade reduction based upon excessive absence. The classroom performance system has an automated assessment feature to track student's answers and provide sophisticated reporting data of grades.

Chapter 6 Resource Management

6-1. General

DCS, G-4/8, formulates annual guidance for control and use of funds, manpower, supplies and services.

6-2. Financial management and funding types

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

b. Each JROTC Program is assigned a support installation. The installation is allocated JROTC funds (OMA and MPA). Installations manage these funds by providing DAIs and SAIs with operational ceilings. DAIs and SAIs manage their programs within their allocated funds. Support installations may conduct an annual Command Supply Inspection of each account. JROTC programs will forward a copy of the installation inspection results to brigade or AC if provided. DAIs and SAIs request additional funds through Bde/AC.

6-3. Government Purchase Card (GPC)

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

officials must receive initial and refresher training from their support installation that issued the cards.

a. The single maximum purchase limit (may be comprised of multiple items) for each cardholder will not exceed \$2,500.00. The 30-day cardholder limit is a budgetary limit established by the supporting budget office.

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

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

(1) Purchase must be for an official, authorized government purpose.

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

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

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

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

e. Cardholders and billing officials who make or approve unauthorized purchases or carelessly use the card may be liable for the total dollar amount of the unauthorized purchases, as well as, possible disciplinary action.

f. Cardholders are to cease all expenditures by the 20th of each month. They are to use this time to review logs and complete required steps to certify their account in the Customer Automated and Reporting Environment (CARE). Billing officials will then review purchases and prepare to certify their account in CARE. Accounts must be certified within three working days starting on the 24th of the month. Once accounts are certified and Rgn Cdr/ACs acknowledge, expenditures can commence in the next billing cycle.

g. All GPC accounts not certified before they become 30 days delinquent will be reviewed. DCS, G-4/8 will provide each region/AC a list of their accounts by the fifth working day from

the 24th day of the month. Billing officials will have 48 hours to ensure that accounts are certified in CARE and notify USACC HQ.

h. USACC HQ may choose to take action to suspend any account not certified within the noted 48-hour period. Repeat delinquent accounts (2 or more times) will be suspended on a case-by-case basis, depending on whether the fault lies with the cardholder/billing official or was beyond their control (Installation Agency Program Coordinator (APC), DFAS, etc.). Only the Rgn Cdr/AC (or his or her designated representative) has permission to endorse reinstatement of the card.

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

6-4. Authorized JROTC expenditures

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

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

- (1) Attending JSOCC Certification and Recertification courses.
- (2) Attending an annual Rgn or Bde/AC/DAI/SAI/AI continued certification training.
- (3) Attending a GPC training class at their support installation.
- (4) Participating in an installation coordination meeting prior to the execution of JCLC.
- (5) Visiting the support installation a maximum of two (2) times per year to receive or turn in property, reconcile property books (hand receipts), etc.
- (6) Instructor travel in support of Unit Report is based upon availability of funds.
- (7) Other travel as directed by CG, USACC.

b. Although the following are authorized expenditures in support of JROTC, due to funding constraints, they may not be fully funded by the Army: DAI travel to subordinate schools; team participation in local integrated-curricular activities; judges for competitions; or other JCLC functions not prescribed in this regulation. Schools/districts should provide funding support at least equivalent to what is provided other departments.

c. Printing/reproduction. The unit-funding template provides funding for copying/copy machine maintenance. Units should enlist the aid of their schools to ensure that adequate curriculum is reproduced for each cadet. Reproduction of training material is a shared responsibility between the school and USACC.

d. Postage. Postage requirements at the unit level should be minimal. The instructor who is authorized to use the GPC may use the U.S. Post Office to sparingly charge stamps. Units that do not have a credit card should request stamp funds in writing through Bde Cdr/AC to DCS, G-6.

e. Curriculum purchases. Units are authorized to use the GPC to purchase authorized curriculum items with appropriated funds for the units. Adequate funds must be available to purchase items against this credit card and established procedures must be followed. A current list of approved items is posted on the web portal at <http://www.usarmyjrotc.army.com>.

f. Automation. When purchasing computers, JROTC units must follow Common Table of Allowances (CTA) authorizations and the Bde Cdr/AC must approve the purchase. Units must abide by USACC provided minimum standards and recommendations for all computer purchases. It is mandatory that JROTC units comply with reporting procedures on the status of their automation equipment to ensure adequate life-cycle replacements.

g. Common Table of Allowances (CTA). This document provides a listing of authorized items for Army JROTC units. It also depicts which funding allocation is used for each item. Units/DAIs desiring changes/additions concerning Common Table of Allowances and TDA equipment must submit them to Bde/AC(s). Operations and Maintenance Army funds budgeted for JROTC units may not be used to support DAI operations without Bde Cdr/AC approval. A current copy of the CTA can be accessed through [Basis of Issue for JROTC Clothing and Equipment](#).

h. JROTC Cadet Leadership Challenge (JCLC).

(1) Command guidance for JCLC is to provide an opportunity for a minimum of ten (10) percent of the enrolled cadets to attend, within resource constraints, as long as the cadet has completed LET 1 and has not graduated prior to the JCLC dates.

(2) Bde Cdr/ACs must exercise judgment to determine safe, but economically feasible cadet to instructor/chaperone ratio. The recommended ratio should be one (1) instructor/chaperone to ten (10) cadets.

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

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

(5) All Bdes/ACs will be assigned Leadership Course budgets annually. These budgets will be based upon funding availability, and managed by their respective USACC Budget Team in conjunction with Rgns, Bdes and ACs. All JCLCs must be conducted within their assigned funding targets.

i. Units are not authorized to spend appropriated funds for trophies or awards. Regions and Bdes/ACs can purchase, as appropriate, for activities/events such as Drill Competitions, Marksmanship Competitions, and JCLCs.

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

k. Cadet Transportation and Subsistence.

(1) Provided adequate OMA funding is available, Bdes/ACs may approve travel and billeting for JROTC units to accomplish training requirements. Instructors need to contact their Bde/AC for guidance on what is required to obtain approval of cadet transportation and billeting.

(2) Contracted meals are authorized for JROTC cadets who must travel distances greater than 3 hours away from their home station, during their attendance at JCLCs, and in support of activities as outlined in the Unit Report. All requests must be approved by the Bde Cdr/AC and submitted to USACC 30 days prior to requirement.

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

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

l. Cadet uniforms. Annual funding is provided for cadet uniforms based on the previous years' enrollment numbers reported by the unit. Funding is provided to respective support installations. If a school should have a large unpredicted increase or decrease, instructors may work through their Bdes/ACs to obtain an adjustment.

m. Unfinanced Requirements (UFR). Units must justify the need for UFRs through their Bde/AC and Rgn to USACC, DCS, JROTC. Brigades and ACs are responsible for verifying the legitimacy of the requests and forwarding appropriate justification with the UFRs. DCS, JROTC will review and forward recognized/authorized requests to RM for incorporation into the Command's requirements.

n. Submission of unit requisitions should be submitted to the support installation no later than 15 Jul to alleviate the constraints of the Fiscal Year closeout.

6-5. Fund Raising Activities

Fund raising in JROTC shall serve to provide goods and services, which supplement the educational, curricular, and integrated-curricular activities of the program. All fund raising activities are governed by the schools and must be conducted in accordance with their rules and requirements. The following are guidelines per this regulation:

- a. Cadet Participation is voluntary and grades will not be affected by participation or lack thereof.
- b. Wearing of the Army uniform is strictly prohibited.
- c. Salaries, staff development, and in-service activities are not allowable expenditures.
- d. U.S. government equipment or funds cannot be used in fundraising.
- e. Fund raising suggestions can be found at <http://www.usarmyjrotc.com>.

6-6. Management control program

The checks-and-balances of USACC's programs are monitored through management control checklists (a series of questions for conducting a systematic, detailed examination of a function to determine if adequate control measures have been implemented). It also highlights potential problem areas and provides feedback to management. JROTC units will complete checklist(s) annually and forward them to their Bde/AC for consolidation. The checklist(s) for JROTC are located on the web portal under Operations. Guidance for this program is found in [CCR 11-2](#), on the USACC website under the right site.

6-7. Accountability of Property

Supplies and equipment are detailed in [DA Pam 710-2-1](#).

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

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

(2) Request supply assist visits through brigade/AC or support installations.

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

(1) Provide instructions for proper wear of the uniform, and authorized alterations to the laundry/tailoring vendor. Instructors will supervise fittings to ensure high standards of appearance. Instructors should contact the support installation to amend contracts that do not specifically require the tailoring of uniforms by qualified tailors/seamstresses.

(2) Turn-in and replace unserviceable uniforms.

c. Conduct property turn-in IAW [AR 710-2](#), [DA Pam 710-2-1](#), and [CCR 700-1](#).

6-8. Inventories

a. A 100 percent inventory of all government property including curriculum materials must be completed yearly and/or when there is instructor turnover. This is a mandatory requirement since it drives the amount of bond or insurance coverage required, and provides school officials and government officials with a record of property replacement values. Do not include items of former government property purchased or acquired through donation programs other than government channels (surplus property donations, etc.) acquired by the school.

b. Use Cadet Command Form 194-R, Inventory Control Listing, to conduct the annual 100 percent inventory. Refer to AR 710-2, DA Pam 710-2, and CCR 700-1 for guidance.

6-9. Support installations

See [AR 5-9](#) and DCS, G-4/8 web portal <http://www.usarmyjrotc.com> for units that provide support to ROTC activities.

6-10. Physical security

In accordance with DOD 5100 76M Chapter 2, [AR 190-11](#), [CCR 700-1](#).

Chapter 7

Inspections and Other Visits

7-1. Purpose

USACC HQ, Rgn and Bde/AC staff or designated representatives will inspect and visit JROTC units to:

a. Foster constructive dialogue with students, instructors, and school authorities.

b. Evaluate unit efficiency, instructor performance, and JROTC instruction quality.

c. Determine program compliance with USACC guidance and regulations.

d. Identify units qualified as Merit Unit (MU), Honor unit (HU), Honor Unit with Distinction (HUD), and recognize educational institutions that provide Distinguished School Support (DSS) and Outstanding School Support (OSS) to their JROTC Program.

- e. Report on conditions covered in paragraph 2-1.
- f. Evaluate contractual compliance by the Army and the school.

7-2. JROTC Unit Inspection Program

a. Inspection teams will annually evaluate JROTC units to determine if the schools, cadet corps and instructors meet and maintain standards, and to identify and appropriately reward those that exceed program standards. Team members must be familiar with the inspection program, and must identify how the cadets were prepared for the Formal Inspection questions. Their composite expertise must be sufficient to give detailed coverage of all aspects of the program. **Uniformed personnel or retirees and reservists/NG personnel authorized to wear the Army uniform and who meet height-weight standards as prescribed in this regulation as applicable will conduct the in-ranks inspection portion of the evaluation.**

b. The cadet evaluation system is composed of two components as described below on an annual school year basis. The Annual Unit Evaluation ([CC Form 187-D-R](#)) will be calculated using the applicable components of the Unit Report and the Formal Inspection.

(1) The Unit Report ([CC Form 187-D-R](#)) is completed annually by the unit through JUMS, and forwarded to higher headquarters. The Unit Report represents data for the applicable school year only. Brigades/ACs may grant exception to specific requirements upon justification by the unit. The Unit Report is worth 400 points.

(2) The Formal Inspection (FI) ([CC Form 187-C-R](#)) is conducted every 3 years on an announced schedule developed by the Bde/AC and conducted by teams designated by the Bde Cdr/AC. Team members must be trained in requirements of JROTC units and may be composed of Active or Reserve personnel. Units will receive an out brief immediately following the inspection.

(a) The Formal Inspection is worth 600 points of the evaluation. In years during which no Formal Inspection is conducted, the last previous score will be used for the annual evaluation.

(b) Units where cadets or schools fail the Formal Inspection will be re-inspected the following year with a formal inspection. Brigades will re-inspect unsatisfactory areas in units that score an overall rating of “Satisfactory”, between 450 and 479 points.

(3) An Assist Visit is **not** a Formal Inspection. The visit is designed to provide assistance in any specific area deemed necessary by the DAI/SAI/AI. The visiting Bde/ACs will coordinate in advance via phone or email on what the JROTC unit will need in advance. They will be prepared to fix the issue, arrange for subject matter experts or provide equipment. Visiting Bde/AC personnel providing an Assist Visits will ask the SAI if they desire to conduct 100% or portions of the Formal Inspection. Bde/AC personnel will organize themselves using the Formal Inspection Checklist and be prepared. The Assist Visit will not serve as a social call. Brigades/ACs may direct a DAI or SAI from another school district to conduct an Assist Visit. In accordance with the CGs guidance, the SROTC personnel may participate in Assist Visits and Formal Inspections.

c. Awards for Excellence. USACC HQ or Rgn Cdrs may provide other awards or designations for units using the results of this evaluation program.

d. Inspection Calendar. Bde/AC JROTC Divisions must ensure units are notified at least 30 days prior to a Formal Inspection.

e. Implementation. Units will maintain their HUD, HU or MU status until they receive their next Formal Inspection as long as they maintain the required standard of 96 percent, 90 percent, or 80 percent on the Unit Report. New units will not receive a Formal Inspection until in operation for at least one year. Assist Visits may be conducted by USACC personnel at any time.

f. JROTC units will receive a Formal Evaluation every three years and an Assist Visit during each of the other years. An unsatisfactory score may result in probation. Assist Visits may be conducted by USACC personnel at any time.

7-3. Conduct and Responsibilities for the inspection

a. CG, USACC, DCS, JROTC will provide—

(1) Specific requirements to USACC, IG for incorporation in [CCR 145-8-3](#), Organizational Inspection Program, Checklist: Inspection of JROTC Battalions.

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

b. Regions/Area Coordinators will take the following actions related to inspections:

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

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

c. The Bde Cdr/AC will—

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

(2) The Inspection Team Chief will visit the senior school official or designated representative and discuss the inspection.

(3) Appoint inspection team members.

(4) Train team members on inspection standards.

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

(6) Report IAW [CCR 145-8](#) .

(7) Perform or arrange for Assist Visits as possible within mission requirements.

7-4. Dates of inspections and reports

a. JROTC units will receive either a Formal Inspection or an Assist Visit , and complete a Unit Report during each school year, using [CCR 145-8-3](#). DAI HQ and consolidated supply operations will receive a Formal Inspection every three years. The inspections will be performed by Bdes/ACs. The following lists the frequency for each type of inspection:

(1) Cadet Formal Inspection – Formal every 3 years; Assist Visit during other years.

(2) School-Program Inspection – Formal every 3 years; Assist Visit during other years.

(3) Unit Report – annually.

(4) School-Program Report – annually.

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

b. Conduct inspections no later than 1 May. Inspections will be conducted during the school year when classes are in session IAW schedule established in [CCR 145-8](#). Announce dates of formal inspections after coordination with school officials.

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

d. The inspection team leader will sign the report.

7-5. Honor Unit with Distinction and Honor/Merit Unit Designations

Honor Units. Units that are on probation due to inadequate enrollment as determined by the current school year opening enrollment report or other disqualifying situations are not eligible for these designations. Inspectors will NOT round scores (up or down). Subordinate headquarters are prohibited from disqualifying units for conditions not prescribed in applicable USACC or Army Regulations. Regions will notify units of their evaluation status NLT 15 September of each SY. Schools that do not maintain or have at least the minimum acceptable number of cadets on hand at the time of the inspection or Assist Visit will not qualify for any rating above a Satisfactory rating.

a. Honor Unit with distinction (HUD), Honor Unit (HU), and Merit Unit (MU) selection criteria:

(1) HUD – Score at least 96% on each element of the evaluation (minimum of 576 points on the Cadet Formal Inspection and 384 points on the Unit Report).

(2) HU – Score at least 90% on each element of the evaluation (minimum of 540 points on the Cadet Formal inspection and 360 points on the Unit Report).

(3) MU – Score at least 80% on each element of the evaluation (minimum of 480 points on the Cadet Formal inspection and 320 points on the Unit Report).

b. Regions/Area Coordinators will—

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

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

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

7-6. Distinguished School Support/Outstanding School Support Designations

Distinguished School Support (DSS), Outstanding School Support (OSS) selection criteria:

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

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

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

7-7. Unit Visitation philosophy and objectives

The purpose of visits is to obtain a comprehensive understanding of each unit's progress toward accomplishing its mission and to offer assistance.

a. To meet with school officials.

b. To observe cadet training effectiveness.

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

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

e. To observe classroom instruction.

7-8. State of the Unit Briefings

Cadet briefings will consist of an overview of unit operations, logistics, recruiting, administrative, training, academic, classroom instruction, integrated-curricular activities and

coverage of the POI to include math and science modules, and confidence/obstacle course/team building activities, whether conducted at JCLC or in the classroom.

a. Overview of Unit Operations. The cadet brief consists of the unit overview, current operations, classroom activities, service-learning projects, and recruiting activities. Cadets will provide personal testimonies of how the program has assisted them in their personal growth specifying examples of specific classroom activities and supplemental programs such as Unlocking Your Potential, Winning Colors, the Success Profiler, Citizenship programs such as the You the People process and Chief Justice, the Leadership Education Aptitude Drill (LEAD), Interactive CDs/DVDs, service projects, etc.

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

(1) The mission of JROTC.

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

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

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

(5) Parental support.

c. The unit S3 will brief cadet unit current operations, specifically, an overview of the year scheduled cadet activities.

d. The unit S5 will brief high school and nearby middle schools recruiting activities.

Chapter 8

Instructor and Cadet Training

Section I

General

8-1. Scope

The following sections prescribe policies, assign responsibilities, and provide guidance for planning and executing training for the JROTC Program. It standardizes the implementation of training within JROTC. Active duty personnel and DA civilians and contractors associated with the JROTC program are required to attend and participate in the 5-step training plan.

Section II

Instructor Training and Development

8-2. Instructor training

- a. CG, USACC representative will conduct training programs for JROTC instructors.
- b. Expenses related to travel and temporary lodgings may be paid by the Army, excluding active duty personnel on travel orders (Joint Federal Travel Regulations, Chapter 3, Volume 2).
- c. DAIs, SAIs and AIs will attend JROTC training, as directed, within funding constraints.

8-3. Instructor Training Programs

This section provides guidance and outlines responsibilities for the planning and implementation of the JROTC Instructor Training Plan. The plan is not meant to supersede or usurp the state/district licensing or school guidance for local continuing certification.

8-4. Training and Professional Development

The JROTC School of Cadet Command (JSOCC) will execute the 5-step instructor-training plan and professional development opportunities for JROTC instructors. Completion of the 5-step instructor-training plan is a requirement for initial certification and continued certification. The 5-step instructor-training plan is as follows:

- a. JROTC Initial Qualification: Initial Qualification Training is a two-hour multi-media course to provide potential instructors with an overview of JROTC and teaching techniques for a student-centered classroom environment. At the end of the course, an examination is given to measure the comprehension of instructor knowledge. The potential instructors must provide a copy of the certificate of completion to a certified USACC interviewer prior to the interview process. The Initial Qualification Training can be accessed from the public side of the JROTC web portal under the Instructor Management link. (Note: This step is required for ALL JROTC personnel, not just newly hired individuals.)

- b. JROTC Distance Learning Courses (DLC):

- (1) The Basic JROTC DLC is a prerequisite for continued certification and attendance at the JROTC resident courses. All newly hired instructors or staff employees at Brigade/AC and Region must complete the Basic DLC within six months of hire.

- (2) The Advanced JROTC DLC consists of four courses designed to enhance classroom instruction, management, and environment. Instructors must complete these courses within two years of hire.

- (3) Instructors are required to review the DLC on an annual basis to keep abreast of new material, new courses, and new requirements.

c. Resident Certification Course (CC): The resident Certification Course is a five-day course that provides hands-on training in the subject areas of curriculum material, lesson plans, thinking maps, cadet portfolios, Classroom Performance System (CPS), and JROTC Unit Management System (JUMS). Failure to attend the Certification Course within 12 months of hire may result in probation or decertification action. Instructors and staff personnel that attend the resident course who have not completed DLC will not be issued a certificate of completion, but placed on probation until all requirements are met. Once all requirements are met, the instructor must notify the DCS, JROTC Training and Operations Division, who will issue a certificate completion. Upon the issuance of such certificate, the probation will be terminated. Graduates of the Orientation Course from 1983-1997 will attend the restructured Certification Course.

d. Resident Recertification Course (RC): The resident Recertification Course is an integrated, interactive and participatory course that simulates experiences within a classroom setting. It provides in-depth knowledge of the JROTC curriculum and the strategies and tools embedded within it. Attendees must be thoroughly familiar with the use, instruction, and technology associated with the JROTC curriculum. Attendance for the Recertification Course is based on the following guidance: be within the 5-year mark of recertification training; completion of the JROTC DLC, and resident Certification Course. Once all requirements are met, the instructor will notify the DCS, JROTC Training and Operations Division who will issue a certificate of completion.

e. Annual Instructor Certification Training: Annual training will be conducted as funding permits to enhance the skills of instructors in unit inspection procedures, instructional techniques, and innovative teaching strategies. The training will be executed through seminars, educational workshops, and TNET/VTC. The SAI/AI will attend the training on a rotating basis. The attendance of a DAI will not meet the requirement of Annual Instructor Certification Training for instructors within their district. The agenda for the training will be developed by the USACC JROTC staff and coordinated with Regions and Area Coordinators.

f. USACC Logistic Course: The Logistic Course is SROTC oriented, however it is open to JROTC personnel on a space available basis. Eligible attendees include MPSs or personnel identified by Region/Brigade/AC who perform the duties of a MPS. The course will certify individuals in the procurement, inventory, and accountability of government equipment.

g. The goal for all instructors is to pursue an academic teacher licensure. All instructors should work towards a bachelor's degree in Education to meet their States' requirement for licensure.

h. All instructors will have a Professional Development Plan. At a minimum, instructors will:

(1) Have an Associates degree by 2009 from a regionally accredited institution. However, if state standards are more stringent, instructors must comply with the requirements of the state. Instructors are encouraged to have their credits and military experience evaluated and applied toward an Associates degree program.

(2) Complete JSOCC, the JROTC DLC, and any follow-on requirements in the classroom. If evaluated by a college or university for college credit, have transcripts available; if not evaluated, have portfolios and their contents available for review during assist visits/inspections. (Complete within 12 months of employment).

(3) If required by the state, enroll in and complete a teacher state certification/licensure program or if designated by the state, show competency in subjects taught

i. Professional Development Programs. Individuals may request or be requested to participate in professional development workshops. Instructors who have a special interest and skill in curriculum development may be asked to teach in the JSOCC and/or serve as members of curriculum workgroups and panels such as the annual Advisory Panel. School officials are requested to allow these instructors to travel to instruct classes and participate in meetings and workshops to assist the overall program. School officials are requested to award continuing education credit or professional development units for such activities where appropriate.

j. Instructors may attend other Service School Courses (Air Force, Marine Corps, and Navy) at no expense to the U.S. Army provided they are authorized by the Bde Cdr/AC and space is available at the course.

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

8-5. Cadet supervision

Training safety is a command responsibility and all supervisory personnel are responsible for assisting USACC by requiring strict adherence to established training safety guidance. **With no exceptions, cadets will have constant instructor supervision at all JROTC training activities.** Units will teach cadets how to recognize safety hazards using the risk management assessment program and how to properly implement risk management. Instructors will encourage cadets to participate in optional integrated-curricular activities such as drill teams, raider teams, orienteering teams, and marksmanship teams. These programs have important recruiting and retention benefits, as well as training advantages for those cadets who participate.

8-6. Prohibited training

- a. Crew served weapons training.
- b. Tactical training including, but not limited to patrolling, ambushes, and aggressor training.
- c. Mission-oriented Nuclear, Biological and Chemical (NBC) training.
- d. Firing or training with M16 rifles and .22 cal pistol/rifle.
- e. Participation in weapons demonstrations or firing of powder and projectile weapons of any type.

- f. Training with simulators/pyrotechnics or blanks.
- g. Participation in live fire exercises.
- h. Participation in paintball activities or other similar events.
- i. Use of cross or compressed bows for archery training.

Section III

Cadet Training

8-7. Cadet Training

The best vehicle for cadet training is the military structure of the program that organizes cadets into a battalion (in some cases a Brigade structure) and allows them to take on increasing responsibilities as they progress in different leadership positions. All JROTC units will be organized into this structure.

8-8. Physical fitness

Units must conduct a physical fitness program that adequately prepares cadets to meet the physical rigors of JCLC and other activities. JROTC instructors are expected to set the example by their own health and fitness. Instructors will participate in physical training with their cadets; however, fitness training should be cadet led, under the supervision of the instructor.

8-9. Cadet Challenge

- a. Cadet Challenge provides a means to:
 - (1) Develop a separate identifiable physical fitness component in the POI.
 - (2) Build team spirit and unit esprit.
 - (3) Publicize the JROTC program in the school and community.
 - (4) Demonstrate individual fitness as an important element of personal growth and development.
- b. Scoring will be done on a percentile basis according to age and sex.
- c. Cadet Challenge uses the Physical Fitness Test from the President's Challenge Program http://www.presidentschallenge.org/educators/program_details/physical_fitness/qualifying_standards.aspx. The complete information packet on the President's Challenge or President's Physical Fitness Program may be accessed at <http://www.presidentschallenge.org>.
- d. Events. The Cadet Challenge will consist of the following events:

- (1) Curl-ups or Partial Curl-ups.
 - (2) Pull-ups or Right Angle Push-ups (or Flexed-Army Hang, but only for National Physical Fitness Award).
 - (3) V-sit Reach or Sit and Reach.
 - (4) One mile run/walk.
 - (5) Shuttle run.
- e. There are no authorized alternate events.
- f. Competitions. Competitions between units are encouraged, but not required.

8-10. Cadet Challenge awards

- a. Cadets that successfully complete all events will receive a participation certificate signed by the Bde Cdr/AC or designated representative.
- b. The President's Physical Fitness Award recognizes students who achieve an outstanding level of physical fitness. Students who score at or above the 85th percentile on all five events are eligible for this award. Awards may be requested by accessing the President's Challenge web site at http://www.presidentschallenge.org/educators/program_details.aspx.
- c. The JROTC Physical Fitness Ribbon (N-2-2) will be presented to cadets who receive the 85th percentile rating or better in each of the five events of the Cadet Challenge program.
- d. The National Physical Fitness Award recognizes students who demonstrate a basic, yet challenging level of physical fitness. Students who score above the 50th percentile on all five events are eligible for this award.
- e. The JROTC Athletics Ribbon (N-2-3) will be presented to cadets who receive the 50th percentile rating or better in each of the five events of the Cadet Challenge program.
- f. The top five male and five female cadets in each unit will receive individual medals.
- g. Cadet Challenge results will be submitted through Bde/AC and Rgn a minimum of two weeks before any scheduled award ceremony for processing. The request shall be in memorandum format, and it must include the number of eligible cadets, the number of cadets completing Cadet Challenge, the number of cadets achieving the 50th percentile in each category, and the number of cadets achieving the 85th percentile standard in each category. The memorandum must include a school address, point of contact, and phone number.

8-11. Cadet Challenge responsibilities:

a. The Rgn/Bde/AC will—

- (1) Develop and distribute administrative instructions.
- (2) Procure and distribute appropriate individual awards.
- (3) Ensure compliance with directives and instructions by participating units.
- (4) Ensure proper implementation of the program. If possible, arrange for competitions among schools.
- (5) Ensure compliance with this regulation and accurate reporting by JROTC/NDCC units.

b. DAIs/SAIs will—

- (1) Administer and conduct the Cadet Challenge. If possible, arrange for competitions among schools.
- (2) Arrange for necessary facilities and training sites.
- (3) Coordinate with school officials for scheduling and administering the Cadet Challenge program.
- (4) Develop and conduct a viable physical fitness program as an integral part of the POI at each JROTC and NDCC unit.
- (5) Ensure individuals have all necessary equipment/materials for training.
- (6) Coordinate with local news media and other influential community elements to ensure sufficient advertising for attendance, involvement, and support by school officials and community members.
- (7) Collect, consolidate, and maintain individual scores.
- (8) Forward actual Cadet Challenge results through command channels.

8-12. Integrated-curricular activities

While participation is not required of every cadet, instructors should encourage every cadet to participate in at least one JROTC or high school integrated-curricular activity. Because integrated-curricular activities are so important to the success of a JROTC program, each unit will have at least two integrated teams plus a color guard. Cadets participating in integrated-curricular activities must have and maintain a minimum of a 2.0 grade point average.

8-13. Cadet ride and field trips

- a. The intent of a Cadet Ride is to involve cadets in a formal analysis of a historical battle. Travel to a nearby battlefield site is ideal, but not required. Cadets are required to do some preliminary study and may be required to play some role or brief some segment in the exercise.
- b. Units may actually travel to a battlefield, but must minimize costs. Generally, it should be possible to go and return from the site in one day by ground transportation. Military or commercial air travel for this purpose is prohibited. OMA funds may be used to contract or pay for curriculum related tours and/or overnight lodging if funds are available and approved by the Bde/AC. School funds or other funds raised by cadets can be used for tours, meals and lodging, subject to school district policy.
- c. Units are encouraged to conduct this event at the school by using sand table exercises, board games of famous battles, or other simulations that meet the intent when suitable battlefields are not available.
- d. Field Trips. DAIs, SAIs and AIs are encouraged to conduct field trips in support of educational objectives. Upon completion of field trips with a USAR/NG unit and/or on a military installation, DAIs/SAIs must submit an after-action report to higher headquarters.
- e. If instructors plan to use a Cadet Ride as a service learning activity there must be an associated service conducted – an educational field trip is not a replacement for service, however, it can be a part of the academic component of the service-learning project.

8-14. Confidence and team building

Units will conduct mentally and physically challenging events to develop cadet's self-confidence, teamwork and ability to overcome fear. When conducted with appropriate risk assessment and management, events such as leaders' reaction course, obstacle or confidence courses, rope bridging, rappelling, and water safety are authorized training events.

8-15. Rappel training

JROTC units are allowed to conduct rappel-training events for JROTC cadets only upon approval of the local school district sponsoring the event. Rappel training is a school activity, approved by school officials. JROTC units are allowed to conduct rappel-training events for JROTC cadets and non-JROTC member participating students only upon the approval of the local school district sponsoring the event. The approval authority for rappelling events is the school district operating through their duly appointed representatives, such as the sponsoring school's principal or the school district's superintendent. However, rappel training is considered high-risk training requiring units to submit their risk assessment to their higher headquarters for approval, prior to JROTC instructors conducting training. Rappel Masters/Trainers from Senior ROTC programs may conduct rappel training for JROTC cadets only during Junior Cadet Leadership Challenges (JCLC) that are approved by USACC. Only JROTC personnel who have been certified by their Rgn/Bde/ACs will conduct rappel training at school-sponsored events.

- a. Requirements. The following requirements will be adhered to when conducting

rappel training with cadets.

(1) Rappel training will be limited to basic, individual, hip-seat rappels only. No Australian or extreme high risk rappelling is authorized.

(2) Rappel training will be conducted on buildings, established towers, or field sites which have been approved as a result of a safety inspection conducted by the school district's safety office utilizing the USACC Rappelling Checklist 385A (Appendix J). Rappel site inspections are an annual requirement.

(3) Units must submit a risk assessment to their higher headquarters for approval prior to conducting rappel training with cadets or students.

(4) Rappel training will only be conducted by properly trained personnel certified to conduct such training. Properly trained personnel are defined as individuals who meet one the following criteria:

(a) Certification as a Rappel Master at an Army school in accordance with paragraph 8-15e(2)(b).

(b) Instructors who have completed Ranger School or Air Assault School and completed a recertification course taught by a Rappel Master or Rappel Trainer.

(c) An instructor approved in writing by their Rgn/Bde/ACs as a certified rappel trainer.

b. Region/Bde/ACs will ensure that Rappel Masters/Trainers are recertified on rappel tower operations on an annual basis.

c. Cadre will no longer conduct rappelling for visiting educators during their visits to JCLC or any non JROTC cadet except by approval of the Bde or AC representative.

d. Only cadre who are **certified rappel masters or rappel trainers** may be responsible for setting up the rappelling site, inspecting equipment, "hooking up" rappellers, and supervising their descent.

e. Procedures. To ensure compliance with the above requirements, units conducting rappel training will adhere to the following procedures:

(1) Brigade Commander/Area Coordinators will—

(a) Schedule instructors to attend approved Army School for rappel certification.

(b) Will identify all qualified Rappel Masters within their area.

(c) Maintain at least twenty five percent of instructors who are certified as Rappel Masters from an Army School or special unit training.

(d) Develop a one day training course, taught by Rappel Masters, to certify instructors as rappel trainers. This training will certify instructors for tower operations only.

(e) Schedule annual rappel trainer certification training.

(f) Approve risk assessment for units desiring to conduct rappel training.

(g) Maintain file copy of rappel tower safety inspection, rappel master or rappel trainer certification, rappel training certification, and high-risk assessment.

(h) Approve rappel master training certificate.

(2) Senior Army Instructor/Army Instructor will—

(a) As a minimum, approved sites will be inspected annually by competent safety or structural engineering professionals to ensure that structures or sites have not degraded making them unsafe for use. A written record of the inspection will remain on file with the unit having operational control of the site. Additionally, a certified rappel master/trainer will inspect the site immediately prior to each use. Cadre must carefully monitor the site, equipment, and training procedures throughout each rappel training exercise. Skid or "helicopter-style" rappels are authorized only from a fixed tower (not from airborne helicopters). **Australian or other advanced rappels are not authorized.** Submit annually, with the Master Training Schedule, the annual safety inspection of the site or tower.

(b) Submit a copy of the instructor's Rappel Master Certification Training Certificate or Rappel Trainer Certification Certificate (Good for 5 years) to higher headquarters. Individuals who are not rappel master certified may request training by submitting a memorandum to higher headquarters requesting rappel trainer certification training. Rappel training certification will be conducted annually.

(c) Complete a risk assessment and forward to your Brigade/AC for approval. (See Appendix K).

(d) Maintain a file copy of both the annual safety inspection, the instructors rappel certification certificate, and risk assessment checklist.

(e) While rappelling, cadre, and cadets will wear a Kevlar or other approved protective helmets and use leather gloves. Cadets will not wear load-carrying equipment or carry weapons while rappelling.

(f) Prior to making their first rappel from a height of more than ten feet, cadets will be required to rappel from a height of less than ten feet and/or on an incline. The purpose of this preliminary rappel is to introduce new rappellers to proper position and braking techniques and

build their confidence accordingly in those techniques before rappelling from a significant height.

(g) Only rappel trained cadre will act as belay safety while conducting rappel training. No cadets or any other non-cadre personnel will function as a safety belay person.

(h) To successfully operate each rappel lane from an approved tower, it will require two (2) certified master/rappel trainers. One rappel trainer will be responsible for hooking up cadets on the tower, the other rappel trainer will be located at the base of the tower for belaying cadets.

8-16. Off-installation training

When units use off-installation facilities (such as confidence courses, high-ropes or low-ropes courses, rope bridging sites, etc.), instructors will abide by this regulation, and regulations and policies that would apply if the training were being done on a typical installation.

8-17. Cadet versus student status

The following policies define students that can participate in JROTC training. The terms and constraints are derived from AR 145-2.

a. JROTC Cadet. To be considered an enrolled cadet, the student must meet the requirements listed in paragraph 3-11 of this regulation.

b. Participating students are those placed in JROTC, but do not meet the criteria of paragraph 3-11 of this regulation to be considered “cadets”. These students may participate in JROTC training on a case-by-case basis as approved by the SAI/AI (not to exceed 2% of the cadet population). Participating students will not wear a uniform and will not be counted in the unit’s opening enrollment report. The status of cadets who do not meet standards during the school year may be changed to participating student, however, this change must be made well in advance of Formal Inspections or Assist Visits.

c. JROTC Organizations (Raider Challenge, Cadet Challenge, Color Guard, Marksmanship, Drill, etc.) are created, sponsored and led by Army JROTC instructors and cadets under the supervision of SAI/AIs. Participating students may not participate in such activities. A student who is a cadet in another service’s Program may attend Army JROTC training only with approval from that service’s JROTC instructor.

Section IV

Cadet Safety and Civilian Marksmanship Program

8-18. Cadet Safety and Civilian Marksmanship Program

The following section prescribes policies, assign responsibilities, and provide definitive guidance for the planning, execution, and standardization of the Cadet Safety and Civilian Marksmanship Program.

a. **The firing of .22 caliber rifle is prohibited in JROTC.** Under no circumstance will a JROTC unit participate in .22 cal rifle firing or any live firing of rifles under the auspices of JROTC. **The only authorized marksmanship training in JROTC is with the use of the air rifle.**

b. The requirements to establish a JROTC Cadet Safety and Civilian Marksmanship Program are divided into four requirement categories: unit, instructor, cadet, and range requirements. As a minimum, each unit with a program will follow the guidance as listed below:

(1) Unit Requirements. The following documents must be maintained by the unit and must be present during formal or informal inspections.

(a) Units will adopt and implement the mandatory Standard Operating Procedures (SOP) for Cadet Safety and Civilian Marksmanship Program. The adoption of the SOP can be referenced in the Memorandum of Understanding (MOU) with the school or the SAI can affirm that the SOP has been adopted and will be followed in all air rifle range firing activities. A copy of the SOP should be available at the unit office or range at all times (Appendix O).

(b) Each unit will have a written MOU with the school regarding the conduct of air rifle marksmanship training for the use, access control, and maintenance of an air rifle range. The MOU will outline the range requirements, the types of air rifles allowed and safety rules (Appendix O).

(c) Only USACC sanctioned organizations or certified individuals appointed by Region or Brigade/ACs will inspect units and ranges for strict compliance with established guidelines. The following organizations are sanctioned by USACC to inspect a unit for strict compliance with established guidelines: The Civilian Marksmanship Program (CMP), National Rifle Association (NRA), and the United States Association for Shooting are the only organizations to inspect units. The CMP will be notified by Region/Brigade/ACs for a unit inspection. Units will not contact CMP without prior approval from higher headquarters to conduct an inspection.

(d) The initial Air Rifle range inspection must be conducted by a representative of the CMP. This is the only acceptable inspection to establish initial range and air rifle marksmanship program requirements before a JROTC program may conduct air rifle marksmanship. Subsequent annual range inspections will be conducted as part of the Formal inspection and Assistance visits conducted by brigade/AC personnel utilizing the Range Inspection checklist in the current Organization Inspection Program (OIP). If a unit substantially changes a previously CMP inspected and approved range, the changed range will require re-inspection by a trained CMP inspector before marksmanship training can continue. The annual range inspection will be valid until the next scheduled Assist Visit or Formal Inspection, but will not exceed 24 months between inspections.

(2) Requirements. All instructors assigned to a unit with an air rifle program must complete the following training prior to certification as an air rifle coach or instructor:

(a) Each instructor who will supervise air rifle range firing must complete the U. S. Army JROTC Distance Learning Cadet Safety and Civilian Marksmanship Course within the past year. A certificate confirming course completion will be available and kept on file for the inspection.

(b) Instructors who will supervise air rifle range firing will complete one of the following courses: a one-day CMP-JROTC Marksmanship Instructor Course, the two day CMP/NRA/USAS Coach Certification Course, or the 2 ½ day CMP Riflery Instructors Course. A course certificate of completion or coaching card must be available and kept on file for five years. After five years, each instructor must attend a recertification course to remain active as an air rifle coach.

(3) Cadet Requirements. All JROTC cadets that participate in air rifle marksmanship will complete Lesson 2 / Unit 7 of the curriculum and pass the cadet examination with a score of 100%. A roster with the names of all cadets who are “marksmanship qualified” will be maintained at the unit. The Cadet Marksmanship Roster should record that these cadets received training in air rifle safety and range procedures, passed their marksmanship safety exams and signed Individual Safety Pledges. The Safety Pledge is an agreement between the cadet and USACC to ensure all cadets understand the importance of marksmanship and their responsibilities as a participant.

(4) Requirements. The unit’s air rifle range must be capable of being secured from the inside of the range so that unauthorized persons cannot enter the range area from the outside of the range during firing. “Range area” means the sides and downrange area of the range. A range may be configured so that individuals may enter or exit the rear of the range (area behind the firing line).

(a) The air rifle range must be located in an area where a pellet that does not strike the target backstop will not exit the range and impact in an area where there are other people. Either there should be walls and a ceiling that can contain any pellet that misses the backstop or the area around the range must not be accessible to other persons.

(b) The range will have a clearly delineated firing line 10 meters (33 feet) from the target backstops, with designated firing points, which allows the instructor to control the locations and actions of cadets on the range. The target holders and backstops must be capable of capturing and holding all air rifle pellets that are fired at targets on the range.

c. Units that have met all the requirements except the range clearance can participate at other range location that meet the required range specifications. Under no circumstance will a unit fire at a range that does not meet the specifications as outlined above.

d. JROTC instructors may enter into an agreement with the school to serve as the small-bore marksmanship coach; however, the duties in no way will interfere with the execution of his/her duties as a JROTC instructor. **No small-bore training will be associated with JROTC.** Instructors or students participating in small-bore training will not be in an Army uniform and the training is an agreement between the school and the individual.

e. Civilian personnel will not serve as a coach for JROTC air rifle marksmanship. They can assist the JROTC instructors in the execution of their duties but at no time will cadets be supervised or coached without a coach certified JROTC instructor being present.

f. Competitive air rifle events with other organizations are authorized. Granted, most organizations other than JROTC will not meet the established requirements. It is incumbent upon the Range Safety Officer to determine if an outside organization can meet the minimum safety requirements prior to allowing the organizations on the firing range. The Range Safety Officer will conduct an in-depth safety briefing prior to firing and each participant will sign the cadet pledge to ensure a basic understanding of range safety procedures.

Chapter 9

JROTC Cadet Leadership Challenge (JCLC)

9-1. Purpose

This section provides methods and courses of action that are essential to the administration and operation of an effective JCLC. Brigade Commanders/Area Coordinators are responsible for providing opportunities for JROTC cadets to attend JCLC. The procedures herein are applicable to all JCLCs.

9-2. Objectives

The objectives of JCLC are to—

- a. Provide cadets an opportunity to practice leadership skills in an unfamiliar environment.
- b. Allow cadets a chance to participate in citizenship building exercises.
- c. Give cadets the opportunity to experience living and interacting with their peers from other units in a military setting.
- d. Instruct leadership-type skills to JROTC cadets in a “hands on” military type environment.
- e. Provide an opportunity to participate in adventure training not normally available to cadets.
- f. Take advantage of recreational facilities available at military installations and to have fun.

9-3. Responsibilities

- a. Commander, USACC will—
 - (1) Provide guidance to Regions and ACs to ensure general standardization.
 - (2) Develop and approve guidelines for the program of instruction.
 - (3) Evaluate JCLC as time and funding permit.

(4) Approve/disapprove JCLC cancellations.

b. Brigade Commanders/Area Coordinators will—

(1) Conduct JCLC on military reservations and other designated locations where JROTC cadets may be introduced to life in a military setting.

(2) The Brigade Commanders/Area Coordinators will send a consolidated list of approved JCLCs to U.S. Army Cadet Command, ATTN: DCS, JROTC by 15 Feb of each year. The list should only include the JCLC name, location, inclusive dates, number of cadets to attend, the name of commandant and phone numbers.

(3) Prepare a consolidated JCLC closing and after action review and forward to USACC, ATTC-J, no later than 15 October.

(4) Be responsible for the conduct of all JCLC(s) under their jurisdiction.

(5) Appoint in writing a commandant for JCLC(s) within their respective Bdes. The appointment will charge the JCLC commander with the responsibility to plan, organize, coordinate and execute their JCLC(s) so as to accomplish the mission and objectives as dictated in this regulation. JCLC will last a minimum of five days and include overnight stays (Minimum standard is at least one overnight stay). See Appendix I for example of appointment orders.

(6) Conduct planning annual certification training and develop a training plan for JCLC(s) within their Bde.

(7) Approve/disapprove JROTC units assigned to their Bde to participate in JCLC outside Bde boundaries.

(8) Approve JCLC(s) organizational structure and instructor assignments.

(9) Make every effort to consolidate JCLC training at supporting installations, and ensure that all JROTC units have the opportunity to participate in JCLC.

(10) Implement a media campaign to cover JCLC training.

(11) Coordinate for support of JCLC at U.S. Army Reserve (USAR) and Army National Guard (ARNG) installations and identify training requirements 12 months in advance. These requirements should include facilities, instructors, equipment, etc.

(12) Ensure annual JCLC support is coordinated with host installation.

(13) Represent the Rgn Cdr/AC in the negotiation process for training, logistical and administrative support from organizations outside of USACC.

(14) Ensure mandatory POI events are incorporated as an integral part of the JCLC training schedule. Approve and disapprove training to be conducted at JCLC.

(15) Develop and coordinate a Memorandum of Agreement (MOA) with each installation that supports JCLC. All MOAs should be coordinated with the USACC Resource Management Division (RM).

(16) Approve/disapprove alternative JCLC.

(17) Submit an opening enrollment report at the start of JCLC and a closing enrollment report at the end of JCLC by either fax or email to USACC (See Appendix I). Reports should be submitted the day following the opening or closing ceremonies.

(18) Prepare a consolidated JCLC executive summary and after action review and forward to higher headquarters upon JCLC closure (See Appendix I).

c. Senior Army Instructor's will—

(1) Plan and execute a campaign plan to meet the assigned mission for attendance to JCLC.

(2) Provide an orientation to all cadets selected to attend JCLC.

(3) Consult with licensed physicians that grant JCLC clearance for medical conditions described in paragraph 9-12e. The SAI will communicate to the physician the rigorous training associated with a JCLC.

(4) JCLC attendance is a privilege not a right; therefore, it is the SAI's responsibility to carefully screen and not select cadets for JCLC attendance who are—

(a) Obese/overweight and would not be able to negotiate/meet most of the physical obstacles and demands of JCLC.

(b) Emotionally immature.

(c) Medically impaired to the degree that the condition/medication precludes meeting the training requirements or may result in the rigorous training having an adverse effect on the health of the cadet.

(d) Not enrolled as a cadet in an established JROTC/NDCC program above the 8th grade.

(e) Discipline problems.

(f) Lacking completion of LET1.

9-4. Training activities

The Program of Instruction (POI) is divided into three activities: mandatory, integrated, and optional training activities. Below is the approved POI for activities from which a training schedule can be developed for JCLC:

a. Mandatory Training Activities.

- (1) Rappelling.
- (2) Leadership Reaction Course.
- (3) Map Reading/Land Navigation.
- (4) Confidence/Obstacle Course/Team Building.
- (5) Aquatic Activity/Drown proofing.
- (6) Awards/Graduation Ceremonies.

b. Integrated-curricular Training Activities. Training executed throughout JCLC.

- (1) Physical training may include Cadet Challenge events.
- (2) Field sanitation/personal hygiene.
- (3) Leadership training.
- (4) Drill and ceremonies.
- (5) Prevention of Heat Injuries.

c. Optional Training Activities.

- (1) Cadet Safety and Civilian Marksmanship training.
- (2) Survival Skills.
- (3) Water Rafting.
- (4) Jump Tower.
- (5) Static Displays.
- (6) Alcohol/Drug Abuse Class.
- (7) Orienteering.

(8) Army Values

(9) Rope Bridges

(10) Any Organized Activities. Such as movies, swimming pool, post exchange, amusement parks, organized athletic competition etc.

(11) Math and Science modules.

d. Mandatory training activities must be conducted at JCLC unless the Bde Cdr/AC grants a written exception.

e. Alternative JCLCs must be approved by the Brigade/AC. An alternative JCLC is defined as an organized activity that does not meet the requirements of a traditional JCLC and appropriated funds (either/ and/or OMA and MPA) are used in support of the activity. The following are training activities that may be conducted during Alternate JCLCs:

(1) Map Reading/Land Navigation.

(2) Leadership Reaction Course.

(3) Confidence Course/Obstacle Course/Team Building.

(4) Physical training may include Cadet Challenge events.

(5) Field sanitation/personal hygiene.

(6) Leadership training.

(7) Drill and ceremonies.

(8) Prevention of Heat Injuries.

(9) Cadet Safety and Civilian Marksmanship training.

(10) Survival Skills.

(11) Alcohol/Drug Abuse Class.

(12) Orienteering.

(13) Army Values.

(14) Rope Bridges.

(15) Awards/Graduation Ceremonies.

9-5. Discipline problems

Each JCLC commander will publish and distribute written procedures to handle instructor and cadet discipline problems.

9-6. Training schedule

a. The JCLC training schedule will be published no later than 60 days prior to JCLC start date and a copy will be provided to Bde for approval. This will assist both the instructor as well as the cadet in knowing what type of training to expect before JCLC actually begins.

b. The training for JROTC cadets should not begin before 0600, and every possible effort should be made to provide cadets with at least 8 hours of sleep.

9-7. Security

a. Due to the nature of the JCLC, it is mandatory that alert monitoring of JCLC conditions occur at all times. Accordingly, the JCLC orderly room will be staffed around the clock with a Staff Duty Officer/NCO along with continuous instructor supervision.

b. The JCLC commander will publish detailed instructions on JCLC security.

c. Secured storage areas are limited, therefore, no radios, stereos, etc., or other valuable items will be permitted in JCLC. Such items will be turned in, tagged with the owners name and placed in the company supply room upon in processing. Cadets will be advised in writing not to bring these items. Contraband items are prohibited e.g., knives, brass knuckles, etc.

9-8. Awards

a. Each cadet who satisfactorily completes JCLC will receive the JCLC participation ribbon (N-3-11).

b. Other awards may be presented, e.g., JCLC certificate of completion, best cadet in each platoon/company, best cadet at JCLC, PT award, etc.

9-9. Medical Support/Sick-call

Medical support and sick call procedures will be developed by the JCLC Commander and briefed to each cadet in attendance. A qualified medical specialist will be present during JCLC (e.g. School Nurse, Combat Life Saver, etc).

9-10. Cadet evaluation

One of the most important objectives of JCLC is to evaluate cadets, especially those cadets who have been tentatively selected for possible key staff leadership positions during the coming school year. This type of environment provides an excellent opportunity for evaluating their strengths and weaknesses. To the maximum extent possible, each cadet will serve and be

evaluated in a leadership position while attending JCLC. The JCLC Commander will review the reports and ensure distribution is made to the respective school instructor. The “remarks” area of the sheet/card should be used to explain the cadets’ outstanding rating and/or below average rating. Outstanding and below average ratings requires comments from the evaluator.

9-11. Uniform and equipment

a. The instructor’s appearance will be IAW [AR 670-1](#).

b. Cadets will wear the BDU with camouflage cap and black combat boots. Cadets will not wear a beret of any color. Cadet rank will not be worn except when the cadet is serving in a leadership position. The BDU blouse will be worn with the JROTC subdued patch on the left sleeve, JROTC tag above left pocket, and either the black plastic nametag or cloth nametag over the right pocket.

c. Cadets will have the following during attendance at annual JCLC:

(1) BDUs (minimum of 3 sets) to include cap, belt, buckle, brown T-shirts, socks, and cloth or black plastic nametag.

(2) Boots (broken-in for at least 30 days by cadet), athletic shoes, athletic shorts.

(3) A sufficient amount of underclothing (bras are mandatory for females).

(4) Shower shoes (flip-flops).

(5) Shaving articles (male) to include soap.

(6) Towels and washcloths.

(7) One padlock for security of wall locker.

(8) Other appropriate toiletries for both males and females.

(9) Appropriate civilian attire for wear after training, if authorized. Clothing which may present a negative image such as short shorts, cutoffs, and halter-tops are not allowed.

(10) Swim suits, full body (no bikinis/thongs male or females).

(11) Shoe shine materials (polish, rags, brush, etc.).

9-12. Attendance and waivers

a. Each high school JROTC unit is required to participate in an annual JCLC. At a minimum, each school is required to take 10% of their rising LET 3 and LET 4 cadets to JCLC. The management of slots for attendance to JCLC is the responsibility of the JCLC Commander. The

JCLC Commander will authorize slots based upon availability of resources. Cadets attending JCLC must be in good academic standing with a minimum grade point average of at least 2.0, and have successfully taken the Cadet Challenge. The JCLC Commander will notify the Bde Cdr/AC of the number of cadets each JCLC can accommodate.

b. The Bde/ACs may require all JROTC instructors to attend JCLC, and should ensure that SAIs and AIs rotate JCLC attendance from year to year. Where applicable, school districts may be required to extend instructor contracts to cover the duration of JCLC.

c. Brigade Commander/ACs have the authority to waive the JCLC attendance requirement under exceptional circumstances, which precludes units' participation. Waivers should only be granted if schools offer an equivalent JCLC experience, which meets the JCLC objectives and Program of Instruction (POI) requirements outlined in this regulation. As a minimum, these experiences should include the following:

(1) Living with and interacting with cadets from other schools, which offer diversity in cultural and environmental experiences.

(2) Opportunities for leadership, physical fitness, academic enrichment, and citizenship exercised in an unfamiliar environment.

(3) Adventure training, recreation and other activities not normally available to cadets.

d. Cadets projected to attend JCLC will complete the Cadet Challenge physical fitness program.

e. Requests for medical waivers will be reviewed and granted on a case by-case basis. Cadets with asthma, severe allergies, diabetes, or other medical conditions must have written parental or legal guardian consent and medical clearance from a licensed physician prior to attending JCLC. The SAI will communicate with the physician and explain the training activities that occur at a JCLC. Waivers requiring medical review will be forwarded to Bde/AC Headquarters for approval or disapproval.

9-13. JCLC organizational structure and responsibilities

a. The JCLC Commander will ensure—

(1) The efficient, safe operation of JCLC and compliance with current Army directives and local installation policies. Conduct a survey of each training site and perform a risk assessment for each training site before allowing cadets onto the site.

(2) Direct coordination with support installation before JCLC.

(3) Training and logistical support is confirmed.

(4) JCLC supervision and training for establishing, implementing, and enforcing policies and procedures deemed necessary for the safe and orderly conduct of the JCLC.

(5) An initial JCLC opening and closing report is forwarded via telephone or e-mail to jrotctraining@usacc.army.mil, and the appropriate Bde or Area Coordinator. The report must include the name of JCLC, opening and closing dates, number of cadets (male/female), and the number of cadets who successfully complete the training. (See format at Appendix I).

(6) Complete and forward a JCLC after action review to the Bde /AC.

b. JCLC Executive Officer (XO). The JCLC XO will assist the JCLC Commander in all duties and assumes commander's responsibilities in their absence. The JCLC XO also oversees the assignment of duties for the instructors and monitors them closely.

c. The JCLC Command Sergeant Major (CSM) will assist the JCLC Commander with—

(1) Matters pertaining to the health and welfare of cadets.

(2) Cadet disciplinary problems by coordinating with the Company Commanders and the institutional representatives.

(3) Enforce personal appearance and conduct of cadets and instructors IAW [AR 670-1](#), and this regulation.

(4) Manning the JCLC headquarters to include maintaining and publishing a Staff Duty Officer/NCO roster.

d. The JCLC S-1 will—

(1) Plan, coordinate, and supervise the in/out processing of cadets and instructors.

(2) Ensure each cadet possess the proper documents, paid required fees, and is assigned to a company. (JROTC cadets will be assigned to companies/platoons/squads at random, not by the school). This will allow the cadet to interact with unfamiliar peers.

(3) Maintain personnel rosters, daily strength reports, and process awards. Coordinate sick call procedures with the support installations medical personnel. Ensure daily personnel status report is provided thru command channels.

e. The JCLC S-3 will—

(1) Coordinate the training schedule with the support installation, while staying within the guidelines set by the Bde/AC and the JCLC commander, for all training activities, to include transportation, training aids or health and welfare items.

(2) Ensure training schedule times are met and that transportation to and from training areas are coordinated and implemented properly.

(3) Appoint a JCLC Safety Officer responsible for the safety management of JCLC. They will provide safety slogans to company commanders on a daily basis.

f. The JCLC S-4 will—

(1) Coordinate with the host institution for support to include, but not limited to rations, billets and equipment.

(2) Accept responsibility for all buildings and equipment provided by the host installation.

g. The JCLC S-5 will—

(1) Coordinate awards.

(2) Plan and coordinate media coverage to include TV production personnel where possible and feasible.

(3) Provide VIP visitors a guided tour of the JCLC and selected training sites.

h. The Company Commander (CO) will—

(1) Maintain or monitor the health and welfare of the members in the company.

(2) Monitor and supervise the evaluation of the cadets in leadership positions IAW JCLC Commander's guidance.

(3) Control, counsel, and discipline members of their company as required.

(4) Supervise all instructors and chaperones assigned to ensure compliance with JCLC policies and mission accomplishment.

(5) Select new cadet leaders each day and ensure that each cadet leader is out-briefed on their performance as a leader at the end of the day.

(6) Provide the JCLC commandant an informal written evaluation of each leadership position to forward to the appropriate SAIs.

(7) Coordinate transportation, rations, and water (when the situation warrants) daily with the JCLC S-3 and coordinate personnel status reports with the JCLC S-1.

(8) Ensure the cadet chain of command is out-briefed on their job performance at the end of the day and provide written evaluations of each leadership position to the Company

Commander. Ensure the incoming cadet chain of command is thoroughly briefed on their duties and responsibilities. The following is a suggested cadet chain of command:

- (a) Company Commander (Cadet CPT)
- (b) First Sergeant (Cadet 1SG)
- (c) Platoon Leader (Cadet 2LT)
- (d) Platoon Sergeant (Cadet SFC)
- (e) Squad Leader (Cadet SSG)

i. Chaperones will control and supervise the activities of cadets during off duty periods; provide guidance and counseling to cadets as appropriate.

(1) Chaperones must be at least 21 years of age.

(2) Chaperones are authorized to wear the BDU/ACU uniform. When worn, uniforms must meet standards set forth in this regulation for instructors and [AR 670-1](#). JCLC Commanders are encouraged to provide chaperones with a nametag.

(3) Provide female escorts as the situation dictates.

(4) Make recommendations concerning female cadets to the JCLC Commander.

j. Military Courtesy. Cadets will render military courtesy to cadet leaders as their rank and position dictates.

9-14. Arrival and in processing

The JCLC S-1 will record cadets and instructor arrival, and prepare a unit assignment card for each cadet. The assignment card will contain the cadet's last name, first name, middle initial, LET level, company/platoon, and squad assignment. JCLC staff will be on hand to determine if the cadet's appearance meets the standards of [AR 670-1](#) and this regulation. The unit assignment card will be annotated and the cadet identified will be required to meet the standards before attending any training. Those not meeting standards will be afforded the opportunity to correct deficiencies or coordination will be made for the cadet to be returned to his/her home.

9-15. Required forms

a. Properly signed Form 145-142R (Covenant Not to Sue) from cadets in attendance (See Appendix I.

b. A roster attesting to the physical ability of each cadet to participate in all training activities of the JCLC.

c. A roster of cadets requiring prescription medication, type of medication, frequency of use, and required dosage.

d. Signed medical clearance from a licensed physician for those with unusual medical conditions as specified in paragraph 9-12e.

e. The JCLC S-1 may collect required monetary funds to defray the cost for certain activities related to JCLC. The S-1 will publish instructions as to how this money will be collected, to include the handling of checks versus cash.

f. Proof of medical insurance for the duration of JCLC.

9-16. Drugs and Medications

a. No drugs of any type (including alcohol) will be consumed or permitted at JCLC by either cadets or instructors, except those prescribed by a physician.

b. The school representatives must be aware of any prescribed medications that must be taken by their cadets during the course of JCLC and be knowledgeable of the correct dosage and method of ingestion. The name of any cadet requiring such medication, and the type of medication must be given to the JCLC S-1 during in processing.

9-17. Insurance

The JCLC Commander will ensure that cadets are covered by medical insurance for the duration of the JCLC; blanket JCLC insurance policy is the most preferred method.

9-18. Dental Policy

The SAI must ensure that sufficient updated data is available in the instructor and cadet's dental records to aid forensic identification prior to participating in military aircraft transportation.

9-19. Instructor Billeting

a. Instructors will be billeted in the areas, which will be predetermined, by the JCLC S-1 and S-4. Instructors will be billeted in the same living conditions as the cadets, for command and control, whenever possible.

b. Only female instructors or female chaperones will billet with female cadets.

c. The JCLC S-1 will provide the dining facility supervisor with a roster of all instructors, chaperones, and cadets assigned to the JCLC.

9-20. Instructor travel reimbursement procedures

a. When possible instructor personnel will be provided government billeting which will eliminate billeting reimbursement.

b. JCLCs' advanced party personnel will receive full per diem for a predetermined time (3 days before and 3 days after JCLC).

9-21. Out-processing

a. Out processing will be accomplished by school.

b. Individual cadets will be released to their school representatives after their billets have been cleaned and cleared.

c. After school representatives have accounted for all of their cadets' equipment, the equipment will be turned into the S-4.

d. School representatives may be required to pay for any items not turned in by their cadets before departing JCLC.

e. Schools will be released after billets have been cleaned, cadets have been accounted for, and equipment has been turned into the JCLC S-4.

9-22. Early dismissal from JCLC

a. A cadet may be required to leave JCLC early for a variety of reasons. If it becomes necessary for the cadet to be released early, it is the sole responsibility of the school representative to make whatever arrangements are necessary to effect prompt transportation of the cadet from JCLC to home.

b. The following is a list that does not include all offenses considered to be a major infraction of good order and discipline, but it outlines reasons for dismissing cadets from JCLC:

(1) Consumption of or possession of alcoholic beverages (beer included) and drugs not specifically prescribed for the cadet.

(2) Possession of ammunition of any type.

(3) Unauthorized absence, including bed check.

(4) Willful disobedience of authorized orders.

(5) Fighting (including disruptive verbal altercations).

(6) Possession of weapons of any type other than those specifically issued for training purposes.

(7) Shoplifting (including larceny or burglary of any type).

(8) Failure to adhere to uniform and hair standards.

c. Enforcement of the dismissal rule will be strictly adhered to for any of the above infractions. The SAI/AI from the school will be responsible for the cadet's return to his or her home.

d. No cadet will depart JCLC without the JCLC Commander's authorization. It is the responsibility of the Company Commander as well as the S-1 and the school representative to inform the commander of departing cadets.

9-23. Safety management

Safety, with respect to cadets, should be considered differently than for the Active Duty soldiers because—

a. The typical cadet is only 14-17 years of age, with most just having completed the 9th or 10th grade. They are in the physical and psychological development stage between childhood and adulthood. Many are overly sensitive to peer pressure and adult influence. Some cadets will fear failure and embarrassment while others, due to a lack of experience will be fearless.

b. Cadets are not required to pass a physical examination; consequently, their state of physical, mental and emotional health is unknown. Unlike soldiers, the medically unqualified, at this stage, have not been eliminated.

c. All are minors and for the most part subject to parental bonds, attitudes and values. As cadets, they participate in school sponsored extra-curricular activities. The instructor is responsible for the care, control, and constant supervision of cadets at all JROTC sponsored activities.

d. Being mindful of the above, all instructors must assure that, when cadets participate in the various activities, they do it freely without undue peer or adult pressure, not through fear of embarrassment or failure. Also, do not coerce a cadet into doing something if he/she is not mentally, emotionally or physically prepared.

e. Cadets should wear light colored clothing during PT or other training when the uniform is not worn. Risk assessment for all training will be conducted at a minimum of once daily and updated as conditions change. **USACC does not conduct extreme high-risk training.** Training events with moderate residual risk must be approved by the Brigade Command or Area Coordinator. "Special Hazard" training sites (rappel towers, confidence courses, high ropes courses, etc.) must be inspected and certified as structurally sound and safe for training.

f. Training safety is extremely important. In order to ensure that safety is always observed, each instructor is tasked with the responsibility of conducting risk assessment before, during, and after training. Each instructor will review and become familiar with the five steps of risk management. Instructors will complete and maintain risk assessment worksheets. See Appendix K for risk assessment forms and instructions; Chapter 4, CCR 385-10 also presents a more detailed explanation of the risk management process. The five-step process is as follows:

(1) Identify hazards. Identify hazards inherent in the training (such as a fall during rappelling) and hazards from other factors, such as the weather.

(2) Assess hazards. Determine the worst injury possible, and the likelihood it would occur. The instructor, designated trainer or event supervisor will conduct the assessment and maintain a record of the assessment.

(3) Develop controls and risk decisions.

(4) Implement controls. Implement all measures possible to reduce risks to the lowest level before training starts.

(5) Supervise. Ensure all control measures are in force during the entire training event.

g. Serious accidents and injuries must be reported as required by directives contained in paragraph 2-6. Instructors will conduct an immediate analysis of all training-related accidents and injuries to determine causes and identify trends. Instructors will either take immediate corrective action or suspend the training until appropriate corrective action can be determined and implemented.

Chapter 10

Uniforms and Insignia

10-1. General

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

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

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

10-2. Instructor uniforms

a. Army JROTC instructors will wear Army uniforms IAW [AR 670-1](#) and AR 145-2 .

b. The authorized rank during all instruction and training is the retired rank or the pay grade for which instructors are reimbursed.

c. Authority. Army JROTC instructors will wear the currently approved Army uniform with authorized insignia and rank at all times while performing JROTC duties and training and at other appropriate times as directed by a USACC Commander. **Instructors will not wear the cadet black jacket with a JROTC patch sewn on it or make any modifications that are not authorized by regulatory guidance.** The Class A or B green uniform is the standard for the classroom and campus and regardless of approved occasional deviations will be the uniform worn the majority of the school year. Instructors are authorized to wear the Army PT uniform on days that Cadet Challenge or other physical training takes place (this uniform will be purchased at no expense to the government). An appropriate collared shirt (e.g. with the JROTC or school emblem) or coat and tie with dress pants may be worn on designated (by the Principal) school spirit days no more than one time per week. Under no circumstances will jeans or similar clothes be worn during the school day. Likewise, the Battle Dress Uniform (BDU) and the All Combat Uniform (ACU) is to be worn **only** on an exceptional basis for adventure training and JCLC, but not on campus during the school day. An exception may be obtained for the wear of the BDU and ACU uniforms for exceptional circumstances. All JROTC instructors (DAIs and their staff, SAIs, AIs, and cost-shared MPSs) authorized to wear the Army uniform will wear the Class A or B uniform when accompanying cadets to command sponsored events (i.e., National and Regional Competitions, unless otherwise directed). The uniform wear for Brigade and/or unit level competitions will be based on the memorandum of instruction established by the organization hosting the event. The BDU and ACU uniforms will be worn during National and Regional marksmanship and safety training to include competitive events. (Instructors who violate the uniform policy will be placed on probation).

d. Prohibited wear of uniform. Wearing Army uniforms is prohibited in the following situations:

- (1) In connection with the furtherance of any political or commercial interests.
- (2) When engaged in off-duty civilian employment.
- (3) When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by the Commander, USACC.
- (4) When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.
- (5) When wearing the uniform would bring discredit upon the U.S. and/or the Army.
- (6) When specifically prohibited by Army regulations.
- (7) Services not a part of JROTC duties for which payments or benefits are received that would tend to demean the uniform, the wearer, or the Program.
- (8) Custodial duties.
- (9) Selling tickets at events in violation of this regulation.

(10) JROTC instructors are not authorized to wear Maroon or Tan berets, have bloused boots, or similar items as part of their uniforms while conducting JROTC duties. However, Instructors who upon retirement were branched as Special Forces (18 qualifier) are authorized to wear the Green Beret with bloused boots.

e. Distinctive unit insignia.

(1) JROTC instructors will wear the Cadet Command shoulder sleeve insignia on the left sleeve. Insignia of former wartime units may be worn on the right sleeve according to [AR 670-1](#).

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

f. Instructors are authorized to wear the Army PT uniform instead of Class A/Bs when actively engaged in conducting cadet challenge, and other activities not appropriate for the dress uniform.

g. JROTC instructors are authorized to wear on the BDU and ACU uniforms the Reverse Flag Replica. The reverse-side full-color U.S. Flag Cloth Replica will be worn ½ inch below the right shoulder seam of the uniforms.

10-3. Cadet uniforms

a. Authority. Each cadet authorized to participate in JROTC may be furnished, at Government expense, in-kind uniforms. The authority for issuing in-kind uniforms to cadets is CTA 50-900. Schools that provide a cadet-type uniform or desire to purchase issue-type uniforms from the Army or commercial sources may be authorized to do so in place of receiving Army-issued uniforms at no cost to the Government. The operating policies and procedures concerning the supply of issue uniforms to schools are outlined in [AR 700-84](#).

b. Types of uniforms. This section outlines basic policies on uniforms for JROTC cadets and students. The Army green uniform and the BDU are authorized for wear by JROTC cadets. The Class A or B green uniform is the standard for the classroom and campus. The BDU is to be worn only on an exceptional basis for adventure training, JCLC, or special team activities, but not on campus during the school day. An exception may be obtained for the wear of the BDU uniform for exceptional circumstances. The request must be signed by either the principal or superintendent and be sent through their Bde/AC and region to USACC.

(1) Army issue uniform. This uniform is identical to that issued to enlisted members of the Army, Reserves, or National Guard. JROTC programs electing to wear the Army issue uniform must comply with the following guidelines.

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

(b) Army issued uniforms must include insignia that distinguishes them from standard active duty Army uniforms.

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

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

c. The mix of civilian attire with the Army uniform, such as school jacket, sweater, etc, is not authorized.

d. Institutions are encouraged to support drill teams, raider teams, rifle teams, drum and bugle corps, bands, color guards, and other appropriate integrated-curricular activity teams. Modification of the Army uniform for these activities is not authorized; however, special uniform accessories such as chrome helmets, colored webbing, and authorized colored berets are acceptable if obtained at no cost to the Government.

10-4. Wear of the Army uniform by Cadets

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

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

c. The DAI/SAI or AI publishes guidelines for wearing the uniform. However, a DAI, SAI, or AI may not publish guidelines that counter this regulation or that support any activity other than those specifically related to the JROTC Program. The following are considered appropriate occasions to wear the Army uniform.

(1) Leadership laboratory.

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

(3) Military social functions.

(4) Parades and similar ceremonies.

d. JROTC Cadets are prohibited from wearing the Army uniform in the following situations:

(1) In connection with the furtherance of any political or commercial interests, or when engaged in off-duty civilian employment.

(2) When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by the Commander, USACC.

(3) When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.

(4) When wearing the uniform would bring discredit upon the Army.

(5) When specifically prohibited by Army regulations.

e. Instructors who fail to inform cadets of this regulatory guidance or permit cadets to participate in such activities in uniform will be immediately probated and/or decertified. Cadets who knowingly violate this regulation will be disenrolled from the program.

f. School administrators may not authorize or ask instructors to authorize wear of the uniform that supports any activity other than those specifically related to the JROTC Program.

g. JROTC Cadets on special teams may at the discretion of the DAI/SAI wear Army authorized black boots with Class A/B uniforms. (This will not increase boot authorizations).

10-5. Appearance

a. Uniforms must present a neat and clean appearance. Loose strings will be cut from the uniform. No jewelry, watch chain, combs, checkbooks, pens, pencils or similar items will appear exposed on uniforms. The Army uniform will not be mixed with civilian clothing. Bulky items in pockets distract from the uniform. While in uniform, cadets will not place their hands in their pockets except momentarily to place or retrieve items.

b. The garrison cap is part of the uniform. Cadets are required to wear the garrison cap while outdoors or while under arms, when carrying a rifle or wearing a saber.

10-6. Personal appearance

The JROTC Program is a uniformed program where discipline is judged, in part, by the manner in which a cadet wears a prescribed uniform, as well as by the individual's personal appearance. Therefore, a neat and well-groomed appearance by all cadets is fundamental to the JROTC Program and contributes to building the pride and esprit essential to an effective Corps of Cadets.

a. Hair Styles. Many hairstyles are acceptable, as long as they are neat and conservative. Hair will be neatly groomed. The length and bulk of hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Lines or designs will not be cut into the hair or scalp. If dyes, tints, or bleaches are used, colors used must be natural to human hair and not present an extreme appearance. Applied hair colors that are prohibited include, but are not limited to, purple, blue, pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors. It is the responsibility of instructors to use good judgment in determining if applied colors are acceptable, based upon the overall effect on cadets' appearance.

(1) Males. Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. The face will be clean-shaven, except for permitted mustaches. Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform. Hair that is clipped closely or shaved to the scalp is authorized.

(2) Females. Hairstyles will not interfere with proper wearing of military headgear. Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to hair, and will be inconspicuously placed. Beads or similar ornamental items are not authorized. Females may wear braids and cornrows as long as the braided style is conservative and the braids and cornrows lie snugly on the head. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, so no free-hanging hair is visible.

b. Fingernails. Cadets will keep fingernails clean and neatly trimmed so as not to interfere with performance of duty. Females may wear polish that is not exaggerated, faddish, or of extreme coloring, such as purple, gold, blue or white while in uniform.

c. Hygiene and Tattoos. Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized except in areas of the body that would cause the tattoo to be exposed while in Class A uniform. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within the unit, the school, and the community.

d. Religious wear.

(1) Cadets may wear religious headgear while in uniform if the headgear meets the following criteria.

(a) It must be subdued in color (black, brown, green, dark or navy blue, or a combination of these colors).

(b) It must be of a style and size that can be completely covered by standard military headgear.

(c) The headgear cannot bear any writing, symbols, or pictures.

(d) Cadets will not wear religious headgear in place of military headgear when military headgear is required (outdoors, or indoors when required for duties or ceremonies).

(2) Exceptions to appearance standards based on religious practices.

(a) The term “religious apparel” is defined as articles of clothing worn as part of the observance of the religious faith practiced by the cadet. Religious articles include, but are not

limited to, medallions, small booklets, pictures, or copies of religious symbols or writing carried by the individual in wallets or pockets. Except as noted below, cadets may not wear religious items if they do not meet the standards of this regulation, and requests for accommodation will not be entertained.

(b) Cadets may wear religious apparel, articles, or jewelry with the uniform, if they are neat, conservative, and discreet. "Neat conservative, and discreet" is defined as meeting the uniform criteria of this regulation. In other words, when religious jewelry is worn, the uniform must meet the same standards of wear as if the religious jewelry were not worn. For example, a religious item worn on a chain may not be visible when worn with uniforms. The width of chains worn with religious items should be approximately the same size as the width of the ID tag chain.

10-7. Purchase of uniforms and insignia

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

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

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

10-8. Authorized wear of uniform insignia

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

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

10-9. Unauthorized wear of uniforms and insignia

The following are not authorized for wear with JROTC uniforms or by persons associated with the JROTC Program:

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

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

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

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

e. JROTC Cadets are not authorized to wear **similar colors of the following Active Duty units: Special Forces** (green); **Ranger** (tan); **Airborne** (maroon); and **Active duty** (black) berets. The wear of the above berets is reserved exclusively for units of the Active Army.

f. Cadets are not authorized to wear the reverse-sided full color U.S. flag cloth replica.

10-10. Cap insignia

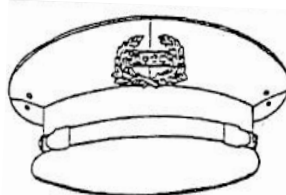
The JROTC cap insignia is a wreath 1 3/16 inches in height containing the letters 'ROTC' on a panel inside the wreath, with gold color metal (figure 10-1).



(Figure 10-1. ROTC cap insignia)

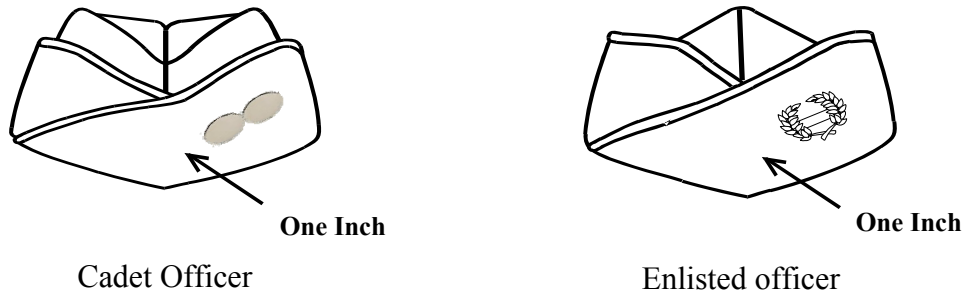
a. How worn.

(1) The cap insignia is worn on the service cap centered over the eyelet (Figure 10-2).



(Figure 10-2. ROTC insignia on cadet-type cap)

(2) The insignia is worn centered on the garrison cap left curtain, 1 inch from the front crease (Figure 10-3).



(Figure 10-3. ROTC insignia on garrison cap)

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

10-11. Corps and collar insignia

The JROTC Corps insignia is the Torch of Knowledge (from the Statue of Liberty), radiant with a raised rim on a disc, 5/8" inch diameter, of gold colored metal (Figure 10-4). The corps insignia will be worn by all participants on Class A and cadet-type uniforms, and by all participants except cadet officers on Class B uniforms.

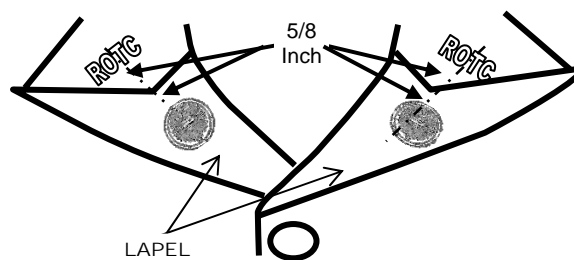


(Figure 10-4. Corps insignia (JROTC))

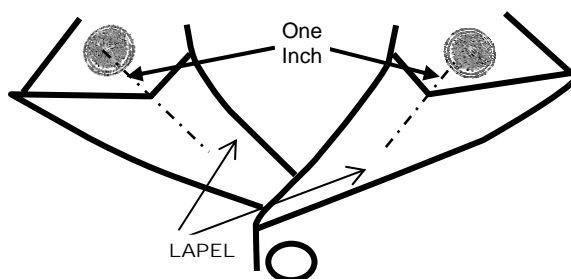
a. How worn on Class A uniforms.

(1) By cadet officers as show in figure 10-5. The collar insignia (letters) are worn centered on both lapels of the coat, parallel to the inside edge of each lapel, and placed so the bottom edge is 5/8 inch above the notch of the lapel. The corps insignia (discs) are worn centered on both lapels of the coat, parallel to the inside edge of each lapel, and placed so the top edge is 5/8 inch below the notch of the lapel.

(2) By all other cadets the corps insignia (discs) are worn centered on both lapels of the coat, parallel to the inside edge of each lapel, and placed so the bottom angle is one inch above the notch on the male lapel, and 5/8" on the female lapel.



(Figure 10-5. Corps and collar insignia (JROTC) on cadet officer coat)



(Figure 10-6. Corps insignia (JROTC) on male cadet enlisted coat)

b. How worn on Class B and BDU uniforms.

(1) By cadet officers, the collar insignia (letters) are worn on the left collar of the outer garment shirt when insignia of grade is worn on the right collar. Rank and collar insignia are centered between the inside and outside edge of the collar and one inch above the lower edge of the collar, with the centerline of the insignia parallel to the lower edge of the collar, bottom of the insignia to the outside. When insignia of rank (shoulder marks) are worn on shoulder epaulets, no insignia is worn on the shirt collar.

(2) By all other cadets, corps insignia (discs) are not worn on Class B or BDU uniforms when pin-on insignia of rank are worn on shirt collars or shoulder marks are worn on shoulder epaulets.

10-12. Insignia of grade for cadet officers

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

b. Officer rank. Officer ranks will be limited to those listed in figure 10-7.

- (1) Cadet Colonel. The cadet colonel is identified by three lozenges.
- (2) Cadet Lieutenant Colonel. The lieutenant colonel has two lozenges.
- (3) Cadet Major. The cadet major has one lozenge.
- (4) Cadet Captain. The cadet captain has three discs.
- (5) Cadet First Lieutenant. The cadet first lieutenant has two discs.
- (6) Cadet Second Lieutenant. The cadet second lieutenant has one disc.

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

10-13. Insignia of grade for cadet noncommissioned officers and enlisted members

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

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

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

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

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

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

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

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

(7) Cadet Sergeant. Three chevrons.

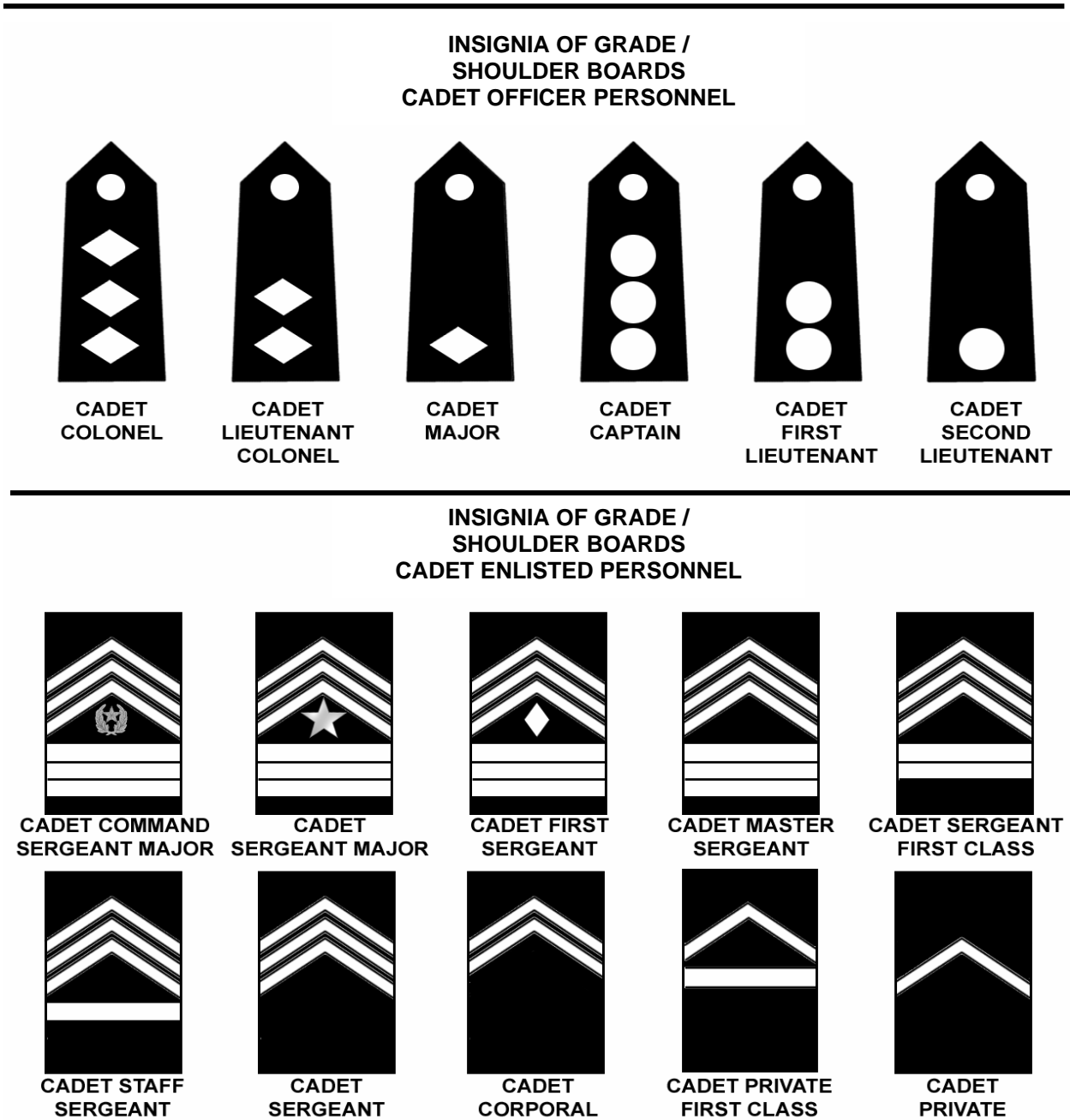
(8) Cadet Corporal. Two chevrons.

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

(10) Cadet Private. One chevron.

(11) Cadet Basic. No insignia of grade.

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



(Figure 10-7 . JROTC Insignia of Grade/Shoulder Boards)

10-14. JROTC and distinctive shoulder sleeve insignia

a. The JROTC distinctive shoulder sleeve insignia.

(1) Description. The shoulder sleeve insignia is a rectangular device 3 5/8 inches in height and 2 1/2 inches in width, consisting of a gray center edged with a 1/8 inch scarlet border at the top and bottom. On this device is a yellow olive wreath surmounted in the vertical center by a yellow torch inflamed. Above the center is a white horizontal scroll inscribed 'U.S. Army' and below the center is a white scroll inscribed 'JROTC' all in scarlet letters 5/16 inch in height. The entire device is within a 1/8 inch scarlet border (Figure 10-8).



(Figure 10-8. JROTC shoulder sleeve insignia)

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

(3) Uniform worn. Issue or cadet-type uniform.

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

b. School shoulder sleeve insignia may be procured at Government expense.

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

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

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

10–15. Academic achievement insignia

Cadets with at least a B average in all subjects and an A average in JROTC are authorized to wear the academic achievement insignia. The insignia will be worn on the issue or cadet-type uniform only during the academic term following the term in which the grades were earned.

- a. Description. This insignia is a gold colored metal wreath 7/8 inch in height (Figure 10–9).
-



(Figure 10-9. Academic achievement insignia)

- b. How worn. It is worn centered immediately above the right breast pocket on the coat or shirt when worn as an outer garment. If the Honor Unit insignia is worn, the wreath will be pinned so that the star will be worn with the wreath (Figure 10–12).
-



(Figure 10-10. Academic achievement insignia with honor insignia)

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

- (1) For second award - a red pad.
- (2) For third award - a silver gray pad.
- (3) For fourth award - a gold pad.

10-16. Honor Unit, Honor Unit with Distinction, and Merit Unit insignia

a. Description.

(1) Merit Unit insignia; a five-pointed star of white enamel on gold colored metal, 9/16 inches in diameter.

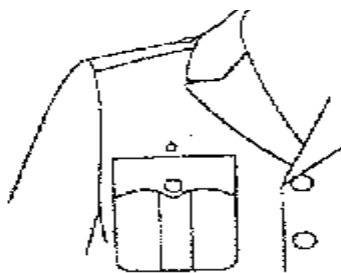
(2) Honor Unit insignia; a five-pointed star of blue enamel on gold colored metal, 9/16 inches in diameter.

(3) Honor Unit with Distinction insignia; a five-pointed star of yellow enamel on gold colored metal, 9/16 inch in diameter).



(Figure 10-11. Honor unit insignia)

b. How worn. These insignia are worn centered ¼ inch above the right breast pocket on the male uniform and ¼ of an inch above the nameplate on the female uniform, with one point of the star up, on the coat or shirt when worn as an outer garment (Figure 10-12).



(Figure 10-12. Wearing of Honor Unit/ Merit Unit/Honor Unit with Distinction insignia)

10-17. Nameplate

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

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

- b. How worn. Nameplates are worn in accordance with [AR 670-1](#).

10-18. Nametape

The JROTC nametape will be—

- a. Woven tape of olive green cloth, 1 inch wide, with the inscription 'JROTC' in black block letters 3/4 inch high.
- b. Worn on the BDU in accordance with [AR 670-1](#).

10-19. Optional items

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

- a. These items may be procured (subject to funding availability) at Government expense for schools electing to prescribe their wear or by individuals who are voluntary members of authorized JROTC military organizations. DUI, shoulder cords, shoulder sleeve insignia, and color trimmings will be worn only after specific design, materials, and quality associated with their manufacture have been approved by TIOH.
- b. School officials may prescribe the wear of approved DUI. Procurement will be as stated in *an* above. The DUI will be worn as shown in figures 10-14.
- c. Insignia of national or local military honor societies, at the option of the SAI, may—
 - (1) Be substituted for school insignia and worn in accordance with *b* above.
 - (2) Approved DUIs will be worn 1/4 of an inch above the right coat pocket on the male uniform and 1/4 of an inch above the nameplate on the female uniform. All command, region and school insignias will be worn on the right coat pocket in similar fashion.

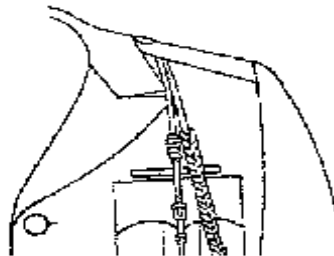


(Figure 10-14. DUI)

- d. School organization DUI will not be worn on insignia of grade shoulder epaulet sleeves. School or organization DUI will not be worn on the BDU uniform.

e. If worn on the class B uniform, the DUI will be worn ¼” above the right chest pocket or 1/8 ” above the unit rating insignia or academic wreath above the right chest pocket on the male and worn above the nameplate on the female uniform in the same fashion.

f. Shoulder cords. Shoulder cords may be procured at Government expense (subject to funding availability). Solid, single color, or multi-colored shoulder cords may be designed and authorized to designate a host institution, unit, activity or cadet position. Shoulder cords must be approved by USACC. No more than one cord may be worn on each shoulder as shown in figure 10-15.



(Figure 10-15. DUI shoulder cords)

(1) Shoulder cords will be used to designate participation in extra-curricular activities including but not limited to -

- (a) Color Guard - white (Cable #65005).
- (b) Drill activity - red (Cable #65006).
- (c) Musical activity - blue (Cable #70147).
- (d) Marksmanship activity - tan (Cable #65015).
- (e) Honor organizations, such as national and local honor societies - gold (Cable #70157).
- (f) Orienteering activity - green (Cable #70063).
- (g) Adventure type activity - black (Cable #65018).
- (h) Honor Guard - orange (Cable #65004).

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

(3) The above cords may be designated for other purposes at the discretion of the DAI/SAI if a cord is not needed for the designated activity.

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

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

Chapter 11

Awards

11-1. General

a. Awards may be given to recognize distinguished, heroic, meritorious, and other commendable acts of an individual and his or her status and achievements. The same medal is available for both JROTC and NDCC units. It is particularly important that awards be given—

- (1) To deserving individuals.
- (2) Promptly.
- (3) During an appropriate ceremony.

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

c. Decorations and awards issued by DA for presentation to individuals may not be retained by schools without written permission of the individual concerned. These items, together with the complete name and last-known address of the intended recipient, will be sent to Commander, PERSCOM, 200 Stovall Street, Alexandria, VA 22332, if undeliverable.

d. Only the awards, decorations, and badges prescribed in this regulation, or approved by TIOH, will be worn by JROTC cadets on the uniform prescribed for wear in the JROTC program at their institution. Other awards and decorations, subject to law and regulation, may be accepted by cadets and students, but will not be worn on the prescribed uniform. Medals for which a ribbon device is provided may not be worn on a JROTC uniform when other ribbons are worn.

11-2. Recommendation for awards

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

11-3. Civilians

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

11-4. Awards for JROTC Instructors/Civilians

a. Decoration for Distinguished Civilian Service. This award is the highest honorary award that the Secretary of the Army may grant to a private citizen.

(1) Eligibility. Any individual is eligible for this award, except for those Army civilian employees who are eligible for Department of the Army civilian honorary award, military personnel, or civilians who work for Army contractors.

(2) Criteria. Nominees for this award must demonstrate distinguished service that makes a substantial contribution to the accomplishments of the Army's mission.

(3) Submit a current DA Form 1256 (Incentive Award Nomination and Approval). Must complete Part II, Equal Employment Office (EEO)/Civilian Personnel Office (CPO) review, for awards requiring DA and/or TRADOC approval. Forward all paperwork through the chain of command to USACC.

(4) Supporting narrative: Single space on plain bond paper following the format in the DA Pam 672-20 at paragraphs 2-3a(3) through (8), and U.S. Army Training and Doctrine Command Civilian Honorary and Public Service Awards Processing Guide.

(5) Biographical Data: Include Name, address, education and degrees, and employment record.

(6) List significant history of awards with data. List the most current awards first.

(7) Proposed citation. Prepare a one paragraph (approximately 90-95 words) proposed citation. The citation should highlight the individual's contributions. Refrain from using acronyms.

(8) Army policy provides that honorary awards should follow a progressive sequence of recognition, except under circumstances where a contribution is so extraordinary that recognition with a lesser award would be insufficient. If nominee has not previously received the award, as prescribed below in sequence, provide a statement explaining why receipt of a lesser award would be insufficient under the subheading, "Previous Awards and Publications."

(9) Awards requiring Secretary of the Army approval should be submitted to Instructor Management, DCS, JROTC, USACC, 100 days before an anticipated presentation date.

b. Outstanding Civilian Service Award. This award is the second highest public service honorary award. The Secretary of the Army or a major commander (Major General or above) may grant this award to a private citizen.

(1) Eligibility. Any individual is eligible for this award except for those Army civilian employees who are eligible for Department of the Army civilian honorary award, military personnel, or civilians who work for Army contractors.

(2) Criteria. Nominees for this award must show outstanding service that makes a substantial contribution or is of significance to the Major Command (MACOM) concerned.

(3) Submit request following paragraphs (a), (3), (4), and (5) above. Forward all paperwork through the chain of command to Instructor Management Division, DCS, JROTC, USACC.

(4) Awards requiring Commander, USACC approval should be submitted 45 days before anticipated presentation date.

c. Commander's Award for Public Service. This award is the third highest public service honorary award that may be granted to a private citizen and may be granted by a Commander (06 and above).

(1) Eligibility. Any individual is eligible for this award, except for those Army civilian employees who are eligible for Department of the Army civilian honorary award, military personnel, or civilians who work for Army contractors.

(2) Criteria. This award is given to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency.

(3) This award will be approved by the DCS, JROTC or Region/Brigade Commanders.

(4) Forward a copy of all documentation to Instructor Management Division, DCS, JROTC, USACC, for inclusion into the recipient's permanent personnel file.

d. Certificate of Appreciation for Patriotic Civilian Service. This certificate recognizes patriotic civilian service, and may be granted by a commander (Lieutenant Colonel and above) or the Area Coordinator.

(1) Eligibility. Any individual is eligible for this award except Department of the Army civilian employees who are eligible for Department of the Army civilian honorary award, military personnel, or civilians who work for Army contractors. It also may be awarded to groups, including volunteers business firms, and fraternal organizations.

(2) Criteria. This award recognizes patriotic civilian service that contributes to the mission of an Army activity, command or staff agency, or to the welfare of Army personnel.

(3) This award is may be approved by Region/Brigade or Area Coordinator.

(4) Forward a copy of all documentation to Instructor Management Division, DCS, JROTC, USACC, for inclusion into the recipient's permanent personnel file.

e. USACC JROTC Director of Army Instruction (DAI) of the Year Award honors effective and dedicated JROTC DAIs. Each Brigade/AC will board their nomination packets and submit two DAI nominees annually, NLT 1 March by memorandum to Headquarters, USACC, ATTN: ATCC-PMD, Fort Monroe, VA 23651-5000.

(1) Eligibility Criteria:

(a) Service time as JROTC DAI must be at least nine (9) months.

(b) Certified as a JROTC DAI and have met all JROTC requirements with no adverse actions taken against him/her.

(c) Meet the eligibility criteria for the award of the JROTC DAI's Gold Award.

(2) Selection Criteria. Nominations for the award will be based on the assessment of the superintendent in the following areas:

(a) Effectiveness in the JROTC program, the community and the state.

(b) Examples of dedication to the District and JROTC instructors and program.

(c) Activities other than JROTC in which the nominee is an active participant (member of a school committee, community involvement or advisory panel).

(d) Discussion of enrollment or retention rate of the JROTC programs in the District.

(e) Significant events that would weigh in the selection process (unique training initiatives, efforts to promote JROTC at the state or national level).

(f) Verification that the DAI is mentoring and providing appropriate guidance/training to the instructors in the district related to using the current authorized curriculum and automation.

(g) Verification that the DAI is checking classroom performance and service learning projects using the appropriate Cadet Command approved rubric.

(3) Nomination Procedure: The Superintendent or designated representative will submit a memorandum of recommendation to appropriate command channels (Brigade or AC, then Region/AC). Each level will review and forward one qualified nomination from its area. The DCS, JROTC will convene a board to select the DAI of the year. Each nomination packet will

also include a full-length photograph taken in the Class A uniform within 30 days of the application (does not have to be of professional quality and can be a regular sized photograph). Nominations will also include the assessment of the immediate supervisor of the following areas:

- (a) Contributions made to the achievements of the mission of JROTC.
- (b) Results of the formal inspections and unit reports for the units in the district.
- (c) Enrollment and retention rates of the JROTC units in the district.
- (d) Completion of professional development courses/classes.
- (e) Competency in techniques and current instructional techniques/methodologies to instruct JROTC course material.

(4) Approval Authority: Commanding General, USACC.

(5) Frequency and Presentation: Annually. The award will be presented by the Commanding General, Cadet Command at an appropriate ceremony.

(6) Merit:

(a) The JROTC DAI of the Year will receive The Outstanding Civilian Service Medal and plaque.

(b) Nominees not selected at headquarters level will receive the Certificate of Appreciation for Patriotic Civilian Service.

f. Distinctive JROTC DAI Awards (Certificate). The award recognizes the diligent work and outstanding achievements of JROTC DAIs. The order of precedence is Gold, Silver and Bronze. A designated representative will present the Distinguished DAI Awards at an official ceremony. The award should be presented at an assembly.

(1) Distinctive Gold DAI Awards. Region Commander/Area Coordinators will submit Gold award nominees to the DCS, JROTC.

(a) Eligibility. The Distinctive Gold DAI Award recipients must also meet the Silver Award criteria. Nominees must demonstrate that they are encouraging excellence in the district classrooms, stimulating motivation among instructors through service projects, competitions, and overall program success.

(b) Criteria. The award will be presented to DAIs who show measured success in the academic progress and licensure of instructors in the district. Their schools will be receiving credit other than elective, college credit, etc., or the DAI will be actively working to gain approval of such credit within the district.

(c) Approval. The approval authority for the Gold DAI Award is the Director, JROTC, USACC, Fort Monroe, VA 23651-5000.

(2) Distinctive Silver DAI Awards. Brigade Commanders will submit the nominees' packets to their Region Commander. Area Coordinators will forward their packets to the DCS, JROTC.

(a) Eligibility. Distinctive Silver DAI Award recipients must meet the Bronze DAI Award criteria. Nominees must demonstrate that they are encouraging excellence in the classroom, stimulating motivation among instructors through service projects, competitions, and overall program success.

(b) Criteria. The award will be presented to DAIs who:

(1) Serve on advisory panels or other councils within Cadet Command, the school, or the community and/or have conducted professional development workshops in their districts related to the JROTC curriculum (e.g., Thinking Maps, Intellilearn strategies, 4 phase lesson plan presentation, etc.).

(2) Are active in organizing competitions and in encouraging schools to compete in a variety of competitions at the state and national levels. DAIs will ensure that preparation for these competitions are not done at the expense of completing the JROTC academic /core curriculum requirements.

(3) Have worked to earn grants or other funding to support activities or equipment.

(4) Are involved in planning, preparation, and execution of a brigade approved JROTC Cadet Leadership Challenge (JCLC).

(c) Approval. The approval authority for the Silver DAI Award is the Region Commander. (If the DAI is under an AC, approval authority is the DCS, JROTC.)

(3) Distinctive Bronze DAI Awards. The DAI's immediate supervisor will recommend and submit the nominee's packet to the Bde Cdr/AC.

(a) Eligibility. Distinctive Bronze DAI Award nominees must demonstrate that they are encouraging excellence in the classroom, stimulating motivation among instructors through service projects, competitions, and overall program success.

(b) Criteria. The nominees for this award must:

(1) Achieve certification as a JROTC instructor, complete the JROTC Distance Learning Course, and attend the Residence JSOCC Certification or Recertification course (within the past five years) and ensure their instructors do the same in a timely fashion.

(2) Meet the height and weight standards of this regulation and receive an exceptional performance on the school evaluation. DAIs subjected to adverse actions, or those who participated in the overweight program within the past year from the date of the nomination, or DAIs who have units currently under probation will not be eligible to receive this award.

(3) Be knowledgeable in how to measure the presentation of the student-centered four-phase lesson plan and enhancement programs.

(4) Actively participate in advertising JROTC activities (i.e., service projects, competitions, cadet challenge, and other activities within the community).

(5) Demonstrate a commitment to providing quality education (as indicated by their instructors' continuing professional development towards completing the follow-on requirements for JSOCC/JROTC DLC, associated graduate or undergraduate credit, a Baccalaureate Degree, or academic state teacher licensure/certification). DAIs should attend the same level of education conferences as their counterparts in the district.

(4) Approval. The approval authority for the Bronze DAI Award is the Bde Cdr/AC.

h. USACC JROTC Instructor of the Year. USACC JROTC Instructor of the Year Award honors effective and dedicated JROTC Senior Army Instructors (SAI) and Army Instructors (AI). Each region will board their nomination packets and submit two SAI nominees and two AI nominees, annually, NLT 1 March by memorandum to Headquarters, USACC, ATTN: ATCC-PMD, Fort Monroe, VA 23651-5000.

(1) Eligibility Criteria:

(a) Service time as JROTC Instructor must be at least nine (9) months.

(b) Certified as a JROTC instructor and have met all JROTC requirements with no adverse actions taken against him/her.

(c) Meet the eligibility criteria for the award of the JROTC Instructor's Gold Badge.

(2) Selection Criteria. Nominations for the award will be based on the assessment of the school principal in the following areas:

(a) Effectiveness in the classroom and community.

(b) Examples of dedication to the profession of teaching.

(c) How the nominee compares to the school's top classroom instructor.

(d) What activities other than JROTC, is the nominee an active participant (member of a school committee, community involvement or advisory panel).

(e) Increased enrollment or retention rate of the JROTC program.

(f) Significant events that would weigh in the selection process; (Teacher of the Week, Teacher of the Year and other unique training initiatives).

(g) Is the instructor using the current authorized curriculum.

(h) Is the instructor proficient with automation and applications.

(3) Nomination Procedure: The Head of Educational Institute or their representative will submit a memorandum of recommendation to appropriate command channels. The recommendations will be forwarded to Headquarters, USACC, (ATCC-JR). The DCS, JROTC will convene a board to select the SAI and AI of the year. Each nomination packet will also include a full-length photograph taken in the class B uniform within 30 days of the application (does not have to be of professional quality and can be a regular sized photograph). The nomination for the award must be from the instructor's principal with the recommendation of the immediate supervisor (if applicable). A principal may nominate only one instructor per school. Nominations will also include the assessment of the immediate supervisor of the following areas:

(a) Contributions made to the achievements of the mission of JROTC.

(b) Results of the last formal inspection and unit report.

(c) Enrollment and retention rate of the JROTC unit.

(d) Completion of professional development courses/classes.

(e) Competency in techniques and current instructional techniques/methodologies to instruct JROTC course material.

(f) Examples of how the instructor has had impact on cadets.

(4) Approval Authority: Commanding General, USACC.

(5) Frequency and Presentation: Annually. The award will be presented by the Commanding General, USACC at an appropriate ceremony.

(6) Merit:

(a) The JROTC Instructor of the Year will receive The Outstanding Civilian Service Medal and plaque.

(b) Nominees not selected at headquarters level will receive the Certificate of Appreciation for Patriotic Civilian Service.

i. Distinctive JROTC Instructor Awards (Certificate). The award recognizes the diligent work and outstanding achievements of Army JROTC instructors. The order of precedence is Gold, Silver and Bronze. A designated representative will present the Distinguished Instructor Awards at an official ceremony. The award should be presented at the unit's school assembly and the awardees will be recognized at the instructor's annual conference.

(1) Distinctive Gold Instructor Awards. Region Commander/Area Coordinators will submit gold award nominees to the DCS, JROTC.

(a) Eligibility. Distinctive Gold Instructor Award recipients must meet the Silver Award criteria. Nominees must demonstrate that they are encouraging excellence in the classroom, stimulating motivation among instructors through service projects, competitions, and overall program success. The nominees must exhibit full instructor potential.

(b) Criteria. The award will be presented to Noncommissioned officers who possess a baccalaureate degree and officers who attain state academic teacher certification/licensure.

(c) Approval. The approval authority for the Gold Instructor Award is the DCS, JROTC, USACC, Fort Monroe, VA 23651-5000.

(2) Distinctive Silver Instructor Awards. Brigade Commanders submit the nominees' packets to their Rgn Cdr. Area Coordinators will forward their packets to the DCS, JROTC.

(a) Eligibility. Distinctive Silver Instructor Award recipients must meet the Bronze Instructor Award criteria. Nominees must demonstrate that they are encouraging excellence in the classroom, stimulating motivation among instructors through service projects, competitions, and overall program success. The nominees must exhibit full instructor potential.

(b) Criteria.

(1) The award will be presented to instructors who are recognized as Teacher of the Week or Year by their school district, or those who serve on advisory panels or other councils within USACC, the school or the community and/or have conducted professional development workshops for other teachers in the school.

(2) Noncommissioned officers who actively work towards a Baccalaureate Degree and officers who meet the requirements for or are working toward academic state teacher certification/licensure.

(3) Instructors who have received grants or other funding to support activities or equipment.

(4) Instructors who recently served as cadre members during JCLC.

(c) Approval. The approval authority for the Silver Instructor Award is the Rgn Cdr/AC.

(3) Distinctive Bronze Instructor Awards. The instructors' immediate supervisor will recommend and submit the nominee's packet to the Bde Cdr/AC.

(a) Eligibility. Distinctive Bronze Instructor Award nominees must demonstrate that they are encouraging excellence in the classroom, stimulating motivation among instructors through service projects, competitions, and overall program success. The nominees must exhibit full instructor potential.

(b) Criteria.

(1) Distinctive Bronze Instructor Award recipients must complete the instructor probationary period, achieve certification as a JROTC instructor, complete the JROTC Distance Learning Course and attend the Residence JSOCC Certification or Recertification course within the past five years.

(2) Nominees must meet the height and weight standards of this regulation and receive an exceptional performance on the school evaluation. Instructors subjected to adverse actions, or those who participated in the overweight program within the past year from the date of the nomination, or instructors whose unit is currently under probation will not be eligible to receive this award.

(3) Instructors must be proficient in presenting the student-centered four-phase lesson plan and enhancement programs.

(4) Actively participate in JROTC activities (i.e. service projects, competitions, cadet challenge, and other activities within the community).

(5) Recipients of the award must demonstrate a commitment to providing quality education by continuing professional development towards completing a Baccalaureate Degree and ultimately academic state teacher licensure/certification. For example, has completed the follow on requirements for the JSOCC and/or JROTC DLC and has earned associated graduate or undergraduate credit.

(c) Approval. The approval authority for the Bronze Instructor Award is the Bde Cdr/AC.

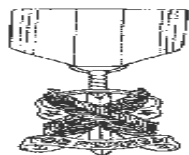
(4) Merit. Recipients of Distinctive JROTC awards will a Gold, Silver or Bronze certificate.

11-5. U.S. and foreign awards

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

11-6. Medal of Heroism (ROTC and NDCC)

a. Criteria. The Medal of Heroism (fig 11-1) is a U.S. military decoration awarded by the Department of the Army (DA) to a JROTC cadet who performs an act of heroism. The achievement must be an accomplishment so exceptional and outstanding that it clearly sets the individual apart from fellow students or from other persons in similar circumstances. The performance must have involved the acceptance of danger and extraordinary responsibilities, exemplifying praiseworthy fortitude and courage.



(Figure 11-1. Medal of Heroism)

b. Nominations will be—

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

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

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

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

11-7. Superior Cadet Decoration

a. The JROTC medal (fig 11-2) is an U.S. military decoration awarded by DA and limited to one outstanding cadet in each LET level in each JROTC or NDCC institution.

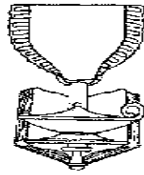


Figure 11-2. Superior Cadet Decoration (JROTC)

- b. To be considered eligible for this award, an individual must be—
- (1) A JROTC or NDCC cadet.
 - (2) In the top 10 percent of his or her class in JROTC or NDCC academically and in the top 50 percent of his or her class in overall academic standing.
 - (3) Recommended by the SAI and principal or head of the appropriate institution.
- c. Nominations for this award will be made by the SAI based on results of a selection board. The composition of the board will—
- (1) Be mutually agreed upon by the SAI and the head of the institution.
 - (2) Provide military and civilian representation.
 - (3) Be sufficiently competent to evaluate the individual, using criteria and procedures prescribed by this regulation.
 - (4) Have the SAI as president of the board.
 - (5) Include active duty members that may be assigned and at least one authorized JROTC or NDCC instructor who has regularly instructed the class in which the cadet being considered is a member.
 - (6) In the case of JROTC and when possible, NDCC, include one or more selected civilian school official or faculty member not to exceed one-third of the board members.
- d. The selection board (described in *c* above) will be constituted at the beginning of the school year and the members will observe the performance of the students in order to make sound selections. The president will convene the board at a date not later than 2 months before the scheduled end of the academic year, to review cadet records, and select the nominee of the award in each class. The criteria and the point weights for use in selection of recipients will be based on a maximum of 300 points, as follows (table 11-1):

Table 11–1
Selection criteria and point weights

Criteria Points

Military scholarship and grades (grades earned in JROTC or NDCC course) — 50

Academic scholarship and grades (grades earned in all courses other than JROTC or NDCC) — 50

Military leadership— 50

Academic leadership (separate from academic grades attained in JROTC, NDCC, and regular courses. Includes all demonstrated qualities of leadership in student organizations, constructive activities, participation in sports, etc.)— 50

Demonstrated qualities of discipline, courtesy, and character, and consistently demonstrated potential qualities as an officer (to be an overall estimate for all pertinent elements of the cadet's performance) — 100

Total point weight against which leading students are selected— 300

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

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

g. The award consists of the blue pendant ribbon, blue-ribbon bar and clip, lapel button, and case with the appropriate certificate. For subsequent awards see paragraph 11-23d. Requisitions for the awards will be submitted through the appropriate supporting installation to Defense Personnel Support Center, ATTN: DPSC-T, 2800 South 20th Street, Philadelphia, PA 19101.

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

11–8. Legion of Valor Bronze Cross for Achievement

a. General. The Legion of Valor of the United States of America, Inc., to stimulate development of leadership, gives an award annually for achievement of scholastic excellence in military and academic subjects. This award, a bronze cross and certificate, is awarded to outstanding LET–2 (3-year program) and LET–3 (4-year program) cadets. The number of awards authorized per ROTC region or overseas command is based upon the following criteria: one award is authorized for each 4,000 LET–2/LET–3 cadets enrolled within an Army JROTC region or overseas command, plus one additional award for each fraction of that. The total number of eligible JROTC cadets and NDCC cadets are combined to determine the authorized number of awards per region or overseas command. (For example, 12,448 LET–2/LET–3 cadets, authorized four awards; 3,980 LET–2/LET–3 cadets, authorized one award.)

b. Criteria. The criteria for selecting students for the Legion of Valor Bronze Cross for Achievement will be the same as that for Superior Cadet Decoration (para. 11–7).

c. Selection. The selection board convened for the Superior Cadet Decoration Award will recommend one LET–2/ LET–3 cadet for the Legion of Valor Cross for Achievement. The SAI will submit the nomination according to command guidance, endorsed by the principal or head of the school to the ROTC subordinate or overseas command not later than 1 June. The ROTC subordinate or overseas command will forward the nominations of those determined best qualified in the numbers indicated in *a* above, to the Director of Awards of The Legion of Valor of the USA, 4766 Larwin Avenue, Cypress, California 90630-3513, telephone (714) 761-5427. The Legion of Valor will send Bronze Crosses and certificates to the appropriate ROTC Rgn Cdr/AC concerned.

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

11–9. Sons of the American Revolution (SAR) Award

a. General. The Sons of the American Revolution gives the award to a meritorious cadet enrolled in Army JROTC at each school (or one medal for each 500 cadets enrolled at time of the award), and recognizes an outstanding second-year cadet in a 3-year program or a third-year cadet in a 4-year secondary school program. This award consists of a bronze medal pendant and ribbon bar.

b. Criteria. Recipient must—

(1) Exhibit a high degree of merit with respect to leadership qualities, military bearing, all-around excellence in JROTC activities, and community service.

(2) Be currently enrolled in the JROTC program.

(3) Be in the top 10% of their JROTC class.

(4) Be in the top 25% of their overall class.

c. Selection. The SAI or authorized representative will select the recipient. The award may be presented at the end of a cadet's second year in a 3-year program, or at the end of the cadet's third year if in a 4-year program. A recipient of the award will not be eligible for a second award.

d. Source. A representative of SAR will present the award, and the State or Local SAR organizations will correspond directly with each JROTC unit within their areas. The SAI may inquire about the award to the Local or State SAR organizations, or to National SAR headquarters.

11–10. The Military Order of the World Wars (MOWW) Award

a. General. This award, which consists of a medal pendant, ribbon bar, and certificate is authorized for award annually to high school cadets and cadets at Class MI schools. The award in each case will be given for overall improvement in military and scholastic studies during the school year.

b. Criteria. Cadet must—

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

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

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

(4) Not have previously received this award.

(5) Participate in the program the following semester.

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

d. Source. The DAI/SAI may request medals from the nearest local chapter of The Military Order of the World Wars. If no local chapter is available, information may be obtained from the National Headquarters, The Military Order of the World Wars, 435 North Lee Street, Alexandria, VA 22314.

e. Presentation. Arrangements will be made by the DAI/SAI for an MOWW member to present the award to the recipient at an appropriate military ceremony. If a member is not available, any active, reserve, or retired commissioned officer, or individual with prior commissioned service who served honorably by full time active duty in the armed forces during a period of hostilities may present the award.

11–11. Daughters of the American Revolution (DAR) Award

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

b. Criteria. The cadet must—

(1) Be a member of the graduating class.

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

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

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

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

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

11–12. Association of Military Colleges and Schools (AMCSUS) of the United States Award

a. General. This award, which consists of a gold medal pendant, is called 'The AMCS President's Medal' and may be awarded annually at those schools holding membership in the association. One award per year per school is authorized.

b. Criteria. This award may be presented at the discretion of the member school according to criteria that best suits the individual school's standards and programs. The individual selected

should be a full-time student/cadet who has completed at least 2 full years before being considered for the award.

c. Selection. A board composed equally of academic and military faculty members will make selection. They will nominate a recipient to the principal or head of the school, who will make the final selection.

d. Source. Address requests for information about this award to the Association of Military Colleges and Schools of the United States, 9429 Garden Court, Potomac, Maryland 20854-3964.

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

11–13. American Legion Awards

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

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

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

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

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

(2) Scholastic Excellence Award. The cadet must—

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

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

(c) Have demonstrated qualities of leadership.

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

c. Selection. The DAI/SAI or head of the school or both will make selection.

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

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

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

(1) Name of recipient and type of award.

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

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

11–14. The National Sojourners Award

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

b. Criteria. The cadet must—

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

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

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

(4) Have demonstrated a potential for outstanding leadership.

(5) Not have previously received the award.

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

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

e. Presentation. The DAI/SAI will make appropriate arrangements for presentation of the award.

11–15. Scottish Rite of Freemasonry JROTC Award

a. General. This award, which consists of a bronze metal pendent, a ribbon, and a certificate may be awarded annually to one outstanding cadet who demonstrates scholastic excellence and Americanism.

b. Criteria. The cadet must—

(1) Have contributed the most among cadets on campus to encourage and demonstrate Americanism, by deeds or conduct during participation in integrated-curricular activities or community projects.

(2) Have demonstrated academic excellence by being in the top 25 per cent of his or her academic class.

(3) Have demonstrated a potential for outstanding leadership by exhibiting qualities of dependability, good citizenship, and patriotism.

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

(5) Not have previously received this award.

c. Selection. Selection will be made by the DAI/SAI or other senior service official or the head of the school (or both).

d. Source. Requests for the award should be made to the nearest Scottish Rite Valley of the Southern Jurisdiction. Requests may be made at any time during the calendar year. If the location of the nearest Valley is unknown, that information is available from the National Headquarters. Call (202) 232–3579 or write to the Supreme Council, Thirty-third Degree, Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, 1733 Sixteenth Street, N.W., Washington, DC 20009–3199.

e. Presentation. With 30 days prior notice of the presentation ceremony, the local Scottish Rite Valley that provided the award will select and provide a presenter.

11–16. U.S. Army Recruiting Command (USAREC) Award for JROTC

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

b. Criteria. The cadet must—

- (1) Be in the second year of a 3-year program or in the third year of a 4-year program.
 - (2) Be in the top 25 percent of his or her academic class.
 - (3) Have demonstrated outstanding leadership traits and possess the potential for assuming positions of increased responsibility.
 - (4) Participate in integrated-curricular activities that foster both scholastic and military excellence.
 - (5) Demonstrate qualities of dependability and good character, respect military discipline and standards, and possess a fundamental and patriotic understanding of the importance of JROTC training.
 - (6) Not have previously received the award.
- c. Selection. School officials will make the selection with the assistance of the DAI/SAI.
 - d. Source. The bronze medal and ribbon bar will be provided by USAREC. Submit requests to Commander, U.S. Army Recruiting Command, ATTN: RCAPA-PA, Ft Knox, KY 40121-2726.
 - e. Presentation. The award will be presented at the end of the school year along with the annual awards program. A representative of USAREC will make the presentation.

11-17. Noncommissioned Officers Association (NCOA) Award for JROTC

- a. General. This award is presented annually by NCOA to each unit's most outstanding noncommissioned officer cadet during the past school year. The award consists of a medal, ribbon, and certificate. Larger units in excess of 150 cadets may coordinate with NCOA for approval to present additional awards. The NCOA requires fees for such awards. Instructors may purchase these awards for JROTC cadets at no cost to the government.
- b. Criteria. The cadet must have consistently exhibited the best military bearing, personal appearance, deportment, and leadership ability in his or her unit.
- c. Selection. Candidates for this award should appear before a board composed of JROTC instructors who will select the cadet in accordance with the above criteria. The board's recommendation including the cadet's name and rank, and date, time, and place of ceremony will be sent in writing to the nearest NCOA chapter, the nearest NCOA Service Center, or Roadrunner Chapter #153, NCOA, 16771 West Ton bridge Street, Surprise, AZ 85374-6821.
- d. Source. This program is administered by the Roadrunner Chapter #153, NCOA. For additional information, call or write NCOA JROTC Award Coordinator, 16771 West Ton bridge Street, Surprise, AZ 85374-6821, Telephone (623) 544-1851, FAX (623) 975-2163.

e. Presentation. The medal, ribbon, and certificate, provided by NCOA, will either be presented by an NCOA representative at an appropriate ceremony or will be mailed to the SAI for presentation.

11-18. Association of United States Army (AUSA)

The AUSA medal shall be presented to cadets (1 per high school) who are recognized for outstanding leadership and academic achievement. The SAI and the local AUSA chapter will establish the criteria selection for the award. The SAI should contact the local AUSA chapter or write to AUSA, 2425 Wilson Blvd, Arlington, VA 22201.

11-19. The Military Officers Association (MOA)

a. The MOA JROTC medal shall recognize an outstanding cadet who is in their next-to-last year in the Program and who has demonstrated exceptional potential for military leadership. To be eligible for an award the candidate must:

- (1) Be in the next-to-last year of the Program.
- (2) Be in good academic standing.
- (3) Demonstrate a high degree of loyalty to the unit, school, and the country.
- (4) Demonstrate exceptional potential for military leadership.

b. The recipient will be selected by the individual's unit commander who coordinates the selection and the presentation with the local chapter. However, when the local chapter is sponsoring the award, final approval rests with the chapter and a representative of the chapter should make the award.

c. In the event there are no chapters in the local community, the SAI may request the medal and/or certificate from MOA national directly by contacting the Council and Chapter Affairs Department at (800) 245-8762, ext. 118, or by addressing the request to MOA, Council and Chapter Affairs Department, 201 N. Washington St., Alexandria, VA 22314-2539.

11-20. Reserve Officers Association (ROA)

a. Reserve Officers Association Awards are presented to cadets in the program for recognition of outstanding achievement and exceptional leadership ability. To be eligible for this award the candidate must:

- (1) Be in the second year of a three-year program or the third year of a four-year program.
- (2) Be in good academic standing.
- (3) Demonstrate a high degree of loyalty to the units, school, community and the country.

(4) Demonstrate exceptional potential in leadership.

(5) Not have previously received this award.

b. The nominee will be selected by the SAI who will coordinate the selection and the presentation with the local chapter. However, when the local chapter is sponsoring the award, final approval rests with the chapter and a representative of the chapter should make the award presentation.

c. In the event there are no local chapters in the local community, the SAI/AI may request the medal and/or certificate from ROA directly by contacting the ROA, One Constitution Avenue, NE, Washington, DC 20002-9448, phone: 1-800-809-9448, or email www.roa.org.

11-21. Military Order of the Purple Heart

The Military Order of the Purple Heart (MOPH) Award recognizes an outstanding cadet who is enrolled in the Program and demonstrates leadership ability.

a. The recipient of the award must—

(1) Hold a positive attitude toward the Program and country.

(2) Hold a leadership position in the cadet corps.

(3) Be active in school and community affairs.

(4) Attain a grade of “B” or better in all subjects for the previous semester.

(5) Not have been a previous recipient of this award.

b. The DAI/SAI will select and present the award annually at an appropriate ceremony with a representative of the Military Order of the Purple Heart, if available.

c. Request the award from the nearest local MOPH unit before February for presentation in April or May. If no local MOPH unit is available, obtain the award by writing the MOPH, 5413 Backlick Road, Springfield, VA 22151.

11-22. Veterans of Foreign Wars (VFW)

Veterans of Foreign Wars awards are presented to cadets in the Program for recognition of outstanding achievement and exceptional leadership ability. The medal pendant with matching ribbon bar is 1 3/8 inches in width overall consisting of the 1/8 inch gold stripe, a 1/8 inch purple stripe, a 7/8 inch gold stripe, a 1/8 inch purple stripe and a 1/8 inch gold stripe. Students in 10th grade or above who are currently enrolled in the Program and actively engaged in Program activities are eligible for the award.

a. Criteria. Possession of individual characteristics contributing to leadership including:

- (1) Positive attitude toward the Program.
 - (2) Outstanding military bearing and conduct in and out of uniform.
 - (3) Personal attributes (self-confidence, initiative, flexibility, and judgment).
 - (4) Patriotism (commander or member of color guard, drill team with or without arms, flag protocol instruction team and actively promote Americanism).
 - (5) Courtesy (dependability, punctuality, human relations, respect, cooperation).
 - (6) Growth potential (capable of assuming high leadership responsibilities in the unit with additional training and experience).
- b. The recipient of the award will be selected by the unit. It is recommended that the award be presented annually at an appropriate ceremony. It is further recommended that a representative of the VFW be on hand to present the award if available.

11-23. American Veterans (AMVETS)

- a. The AMVETS medal shall be presented to cadets (1 per high school) who are recognized for outstanding leadership, community/school involvement and academic achievement.
- b. Criteria. To be eligible for an award the candidate must:
 - (1) Be in the second year of a third year program or the third year of a four-year program.
 - (2) Be in good academic standing.
 - (3) Demonstrate a high degree of military bearing both in and out of the military uniform.
 - (4) Not have previously received this award.
- c. The recipient will be selected by the SAI/AI who coordinates the selection and the presentation with local AMVET Chapter. However, when the local chapter is sponsoring the award, final approval rests with the chapter and a representative of the chapter should make the award presentation.
- d. In the event there are no chapters in the local community, the SAI/AI may request the medal and/or certificate from AMVETS directly by contacting amvets@amvets.org or telephone 1-877-7AMVETS.

11-24. The Retired Enlisted Association (TREA) Award

a. The Retired Enlisted Association JROTC award is presented to cadet(s) in the program who demonstrate exceptional potential military leadership. To be eligible for this award the candidate must:

b. Criteria. To be eligible for an award the candidate must:

- (1) Be in the second year of a third year program or the third year of a four-year program.
- (2) Be in good academic standing.
- (3) Present outstanding military bearing in and out of uniform.
- (4) Demonstrate a high degree of loyalty to the unit, school, community and the country.
- (5) Not have previously received this award.

c. The recipient will be selected by the SAI/AI who coordinates the selection and the presentation with the local chapter. However, when the local chapter is sponsoring the award, final approval rests with the chapter and a representative of the chapter should make the award(s) presentation.

d. In the event there are no TREA chapters in the local community, the SAI/AI may request the medal and/or certificate from TREA national directly by contacting TREA, 1111 S. Abilene Ct., Aurora, Colorado 80012, or by calling toll free (800) 338-9337, or (303) 752-0660, or through e-mail www.trea.org.

11-25. Daedalian JROTC Medal Set Award

a. The order of Daedalians is a Fraternity of commissioned military pilots from all military services. The award consists of a medal and a ribbon bar. The medal is fashioned after an ancient Grecian plaque that depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers.

b. Criteria. To be eligible for an award the candidate must:

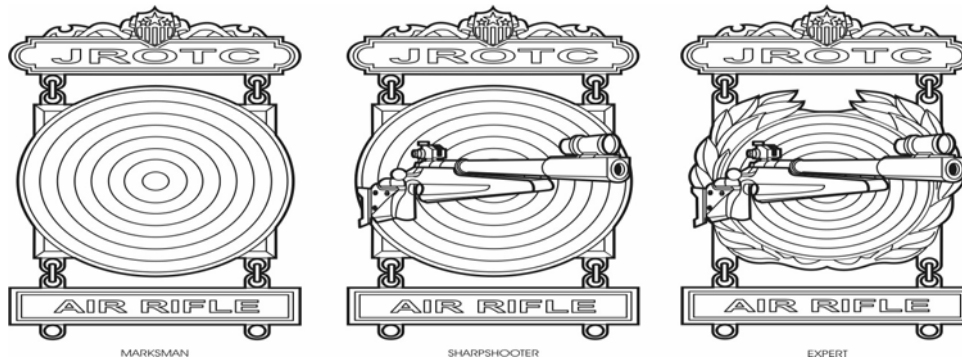
- (1) Demonstrate patriotism, love of country, and service to our nation.
- (2) Indicate the potential and desire to pursue a military career.
- (3) Rank in the upper 10% of the JROTC class.
- (4) Rank in the upper 20% of the high school class.

c. The recipient will be selected by the SAI/AI who coordinates the selection and the presentation with the Order of Daedalians. A member of the Order of Daedalians should present the medal if possible. However, the DAI, SAI or AI may present the award if a member of the organization cannot make the presentation.

d. To receive the award the JROTC instructor will contact the Order of Daedalians, P.O. Box 249, Randolph Air Force Base, Texas 78148-0249 or by calling (210) 945-2111.

11-26. Qualification Badge

JROTC marksmanship qualification badges (Fig 11-3) will be worn centered on the flap of the left breast pocket of the Class A uniform coat or Class B uniform shirt, or in a similar location on the distinctive cadet-type uniform blouse. Only the latest award will be worn. Qualification standards are at Appendix N.



(Figure 11-3. The three levels of JROTC Marksmanship Qualification Badges)

11-27. Schools awards

a. To ensure ribbon awards are uniformly designed, DA has approved 36 designs (Appendix L) that will be made based on criteria specified in Appendix M and by subordinate commanders. These designs are divided into four series:

- (1) Academic awards - 10 designs.
- (2) Military awards - 15 designs.
- (3) Athletic awards - 5 designs.
- (4) Miscellaneous awards - 6 designs.

b. The order of merit of these awards, by series, is academic, military, athletic, and miscellaneous. The order of merit within a series is determined by the last digit of the numerical designations (Appendix L).

c. Any other medals, badges, or ribbons awarded by host schools will be procured at no expense to the Government. They may be worn on the Army uniform only when the design has been approved by TIOH, USA. (Design approvals previously granted remain in effect.)

d. Multiple awards of any ribbon or medal will be designated with a lamp device as follows: 2nd award, bronze lamp; 3rd award, silver lamp; 4th award, gold lamp; 5th award, 1 gold lamp and 1 bronze lamp; 6th award, 1 gold lamp and 1 silver lamp; 7th award, 2 gold lamps; and so on. (In no case will more than one of the same ribbon, medal or medallion be worn).

11–28. Marksmanship medals and ribbons

a. Junior Excellence-in-Competition (EIC) badges and Junior Distinguished badges awarded by the Civilian Marksmanship Program are authorized for general wear on issue or cadet-type uniforms.

b. Other medals and ribbons with medal pendants awarded by the Civilian Marksmanship Program, National Rifle Association, American Legion, USA Shooting, or other organizations sponsoring marksmanship competitions may be worn on the JROTC only for special ceremonies and official functions as directed by the DAI/SAI. They cannot be authorized for general wear.

11–29. Other awards

Institutions, agencies, and military honor societies with established records of support for JROTC programs and services to the Nation may present awards to cadets in these programs. However, they must be without expense to the Government, the design must be approved by TIOH, and the award and criteria used must be approved by HQDA. Filing of corporate papers, constitution and bylaws, letters of agreement, or other documents may be required.

11–30. Unit awards

a. General. A Merit Unit (MU) is one that has demonstrated significant performance in all areas of the JROTC program, as determined by CG, USACC, and designated in permanent orders. An Honor Unit (HU) is one that has maintained a high standard of instruction and performance during the school year, as determined by the CG, USACC and designated in permanent orders. An Honor Unit with Distinction (HUD) is one that has demonstrated exceptional performance in all areas of program operation. To receive such ratings is a reflection on both the unit and the school.

b. Initial issue. Streamers will be provided at Government expense to all units awarded the HUD, the HU, and the MU JROTC rating. To order streamers for HUD, HU, OR MU, submit a DD Form 1348, along with a copy of the orders designating the unit as such, through the support installation to U.S. Army Support Activity, ATTN: SSCPM–ARSO, P.O. Box 13460, Philadelphia, PA 19145–3460. They will be issued in pairs, one showing the Honor Unit or Honor Unit with Distinction designation and one showing the years in which the awards were earned. Dates after the initial issue of the streamers will be added without expense to the Government. When the date streamer is filled, an additional date streamer will be provided at Government expense for future awards.

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

d. Description. Streamers are swallow-tailed and distinctive in color. The streamer will be displayed attached to the pike or lance of the school colors right below the spearhead. The streamer is an integral part of the JROTC school colors. Date streamers will be the colors of the unit class. Dimensions are 2-3/4 inches wide and 3 feet long for display with school colors.

(1) Honor unit with distinction colors:

(a) Class MI will be dark yellow 3/8 inch, dark orange 2 inches, and dark yellow 3/8 inch. The orange stripe is embroidered in dark yellow with the inscription 'Honor Unit with Distinction' followed by a star, both 1-1/4 inches in height. Dark yellow numerals, 1-1/4 inches in height, will denote award years on the date streamer.

(b) Class HS will be dark yellow 3/8 inch, medium blue 2 inches, and dark yellow 3/8 inch. The blue stripe is embroidered in dark yellow, with the inscription 'Honor Unit with Distinction' followed by a star, both 1-1/4 inches in height. Dark yellow numerals, 1-1/4 inches in height will denote award years on the date streamer.

(c) NDCC will be medium blue 3/8 inch, dark yellow 2 inches, and medium blue 3/8 inch. The yellow stripe is embroidered in medium blue with the inscription 'Honor Unit with Distinction' followed by a star, both 1-1/4 inches in height. Dark yellow numerals, 1-1/4 inches in height will denote award years on the date streamer.

(2) Honor unit/school colors:

(a) Class MI will be gray 3/8 inch; bright yellow 2 inches, and gray 3/8 inch. The bright yellow stripe is embroidered in gray with the inscription 'Honor Unit' followed by a star, both 1-1/4 inches in height. Gray numerals, 1-1/4 inches in height will denote award on the date streamer.

(b) Class HS will be bright yellow 3/8 inch, scarlet 2 inches, and bright yellow 3/8 inch with the inscription 'Honor Unit' followed by a star, both 1-1/4 inches in height. Bright yellow numerals, 1-1/4 inches in height, will denote award years on the date streamer.

(c) NDCC will be white 3/8 inch, dark blue 2 inches, and white 3/8 inch. The dark blue stripe is embroidered in white with the inscription 'Honor Unit' followed by a star, both 1-1/4 inches in height. Numerals, 1-1/4 inches in height, will denote award years on the date streamer.

(3) Merit Unit colors are as follows:

(a) Class MI will be a silver gray streamer with the inscription 'Merit Unit:' followed by a star, both embroidered in white. The inscription will be 1-1/4 inches in height and the star will be 1-7/16 inches in height. White numerals, 1-1/4 inches in height will denote award years on the date streamer.

(b) Class HS will be a yellow streamer with the inscription 'Merit Unit' followed by a star, both embroidered in white. The inscription will be 1-1/4 inches in height and the star will be 1-7/16 inches in height. White numerals, 1-1/4 inches in height will denote award years on the date streamer.

(c) Class NDCC will be an oriental blue streamer with the inscription 'Merit Unit' followed by a star, both embroidered in white. The inscription will be 1-1/4 inches in height and the star will be 1-7/16 inches in height. White numerals, 1-1/4 inches in height, will denote award years on the date streamer.

Appendix A – References

Section I Required Publications

AR 5-9

Area Support Responsibilities

AR 25-400-2

The Army Records Information Management Systems (ARIMS)

AR 37-1

Army Accounting and Fund Control

AR 40-3

Medical, Dental and Veterinary Care

AR 60-20

The Army and Air Force Exchange Service Operating Policies

AR 71-32

Force Development and Documentation-Consolidated Policies

AR 145-1

Senior Reserve Officer's Training Corps Program: Organization, Administration, and Training

AR 145-2

Junior Reserve Officer's Training Corps Program: Organization, Administration, and Support

AR 190-11

Physical Security of Arms, Ammunition, and Explosive

AR 190-13

The Army Physical Security Program

AR 190-40

Serious Incident Reports

AR 385-63

Policies and Procedures for Firing Ammunition for Training

AR 600-9

The Army Weight Control Program

AR 600-8-22

Military Awards

AR 600-20

Army Command Policy

AR 601-210

Regular Army and Army Reserve Enlistment Program

AR 670-1

Wear and Appearance of Army Uniforms and Insignia

AR 700-84

Issue and Sale of Personal Clothing

AR 710-2

Inventory Management Supply Policy Below the National Level

AR 725-50

Requisition, Receipt and Issue System

AR 735-5

Policies and Procedures for Property Accountability

AR 840-10

Flags, Guidons, Streamers, Tabards, Automobile and Aircraft Plates

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures)

CTA 50-900

Clothing and Individual Equipment

CTA 50-909

Field and Garrison Furnishing and Equipment

CT 50-970

Expendable/Durable Items (Except Medical, Class V, Repair Parts and Heraldic Items)

CCR 145-3

Senior Reserve Officer's Training Corps: Pre-commissioning Training and Leadership Development

CCR 145-8-3

Junior Reserve Officer's Training Corps: Organizational Inspection Program Checklist

CCR 145-20

ROTC Training Ammunition Policy and Procedures

CCR 385-10

Cadet Command Safety Program

CCR 700-1

Logistics: ROTC Standardized Logistics Policy and Procedures

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand the publication.

AR 11-12

Management Control

32 CFR 111

32 CFR 542.1

JFTR

Joint Federal Travel Regulations, Volumes 1 and 3

Title 10, United States Code, Section 773

Title 10, United States Code, Section 972

Title 10, United States Code, Section 1201

Title 10, United States Code, Section 1223

Title 10, United States Code, Section 2031

Title 18, United States Code, Section 703

Title 18, United States Code, Section 704

DOD 1205-12

DOD 1342.6

DOD 4513.R

DOD 4515.13.R

DOD 5500.7R

DOD Defense Reutilization and Marketing Manual 4160.21M

DOD Instruction 1205.13

Supply Bulletin 700-20

Section III

Prescribed Forms

Except where otherwise indicated below the following forms are available on the Army Electronic Library (AEL) CD ROM (EM0001) and the U.S. Army Publishing Agency Web-site (www.apdusapa.army.mil).

DA Form 918B

Amendment to Application and Agreement for Establishment of Army Reserve Officer's Training Corps Unit

DA Form 5500-R

Body Fat Content Worksheet

DA Form 1773-1

Citation for the Superior JROTC Cadet Decoration Award
(Controlled form – must be requested through Region/Area Coordinator)

DA Form 1773-3

Citation for the Superior National Defense Cadet Decoration Award
(Controlled form – must be requested through Region/Area Coordinator)

DA Form 2754

Pay Certification Worksheet for Entitlement Computation

DA Form 2767

Annual Certification of Pay and Data Form

DA Form 3126

Application and Contract for Establishment of a Junior Reserve Officers' Training Unit

DA Form 3126-1

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

DA Form 4610-R

Equipment Changes in MTOE/TDA

DA Form 4856

Developmental Counseling Form

DA Form 7410

Evaluation Worksheet, Potential Army JROTC Program

IACP&D Form 45

Instructor Annual Certification and Pay Data

Section IV
Reference Forms

DA Form 11-2-R
Management Control Evaluation Certification Statement

DA Form 145
Army Correspondence Course Enrollment Application

DA Form 638
Recommendation for Award

DA Form 2028
Recommended Changes to Publications and Blank Forms

DD Form 2
Armed Forces Identification Card (Retired)

SF 85P
Questionnaire for Public Trust Position

SF 123
Transfer Order – Surplus Personal Property

SF 1034
Publication Voucher for Purchases and Services Other Than Personal

CC Form 211-R
Abbreviated Report of Medical Examination for JROTC

CC Form 134-R
Military Training Certificate Reserve Officer's Training Corps

CC Form 194-R
Inventory Control Listing

CC Form 385-1-R-E
Risk Management Worksheet

Note: PDF writeable forms may be found on the JROTC web portal at www.usarmyjrotc.com.

Appendix B – Army Junior ROTC Instructor Certification Application

Army Junior ROTC Instructor Certification Application				
PART I – GENERAL INFORMATION				
Last Name:		First Name:		Middle Name:
SSN:		Branch/MOS		Current Grade: Years of Active Svc:
Date of Birth:	Place of Birth:	Marital Status: Married Single	Retirement Date:	Retirement Grade/ Rank:
Mailing Address (include zip code):			Telephone (home):	Telephone (work):
AKO E-mail address (mandatory):		Permanent address (include zip code):		
PART II – EDUCATION				
<small>(All applicants must have either a high school diploma or equivalency degree).</small>				
	Major	University/College	Diploma Received	Hrs Completed / No. of Credits
AS/AA:				
BA/BS:				
MA/MS:				
PHD:				
OTHER:				
PART III – PREVIOUS INSTRUCTOR ASSIGNMENTS/EXPERIENCE				
<small>(The ability to teach in a high school is a vital qualifying criterion. Indicate any experience you have in this area).</small>				
Previous instructor experience:				
Briefly explain Administrative and Logistical experience:				
Name and address of previous employer (include zip code)			Telephone	

I certify that the information provided in this application is correct to the best of my knowledge. I understand that knowingly providing untrue information on this application will disqualify me from certification by USACC, and if employed, will result in withdrawal of certification and termination as a JROTC instructor or MPS regardless of how long I might have been employed. I further agree to maintain prescribed standards of dress and personal appearance, including the height/weight standards of CCR 145-2, as conditions of certification and continued certification.

I authorize Cadet Command to release copies of this application and the documents in my application packet to school officials considering me for employment.

Date: _____

Signature of Applicant: _____

NOTES to the Applicant:

1. Upon receipt your packet Instructor Management will notify you via email of the status and if additional documentation is needed via your AKO account.
2. Applicants have 45 days from the date of the email to provide Instructor Management with the requested missing documents. Failure to provide requested document within the 45 days will result in your records being destroyed.
3. Certification packets received by Instructor Management is the property of the U.S. government and will not be returned to the sender.
4. The preferred and most expedient method for a quick turnaround time is to scan all documents and email through your AKO account to: jrotcim@usacc.army.mil.
5. Allow 3-4 weeks prior to inquiring the status of your application.
6. Do not send the original of the requested documents. Maintain a copy of the complete packet.
7. Using Federal Express or overnight mail does expedite the process. Recommend using regular mail.

Check the packet for the following enclosures prior to emailing or mailing:

DA Photograph (4x6 with current rank, awards and decorations)
Physical Exam (Include Veterans' Disability Rating, summary and explanation, if applicable)
Tape Test (if exceeded the height/weight standards)
Application (sign and dated)
Initial Qualification Certificate
ORB (Officers)
ERB (Enlisted)
DA Form 2-1, Retirement Orders, DD Form 214 or PQR for AGR (upon retirement for active duty personnel)
Last five consecutive evaluation reports or DD Form 1059

Mail to: Headquarters, US Army Cadet Command
ATTN: ATCC-JR-IM
Ft Monroe, VA 23651-5000

Questions? Call--JROTC
DSN: 680-4001
1-800-347-6641

Call the appropriate Human Resource Assistant for all relevant information if your last name begins with the corresponding letter.

(A – F) (757) 788-4529 (G – L) (757) 788-4657 (M – R) (757) 788-4546 (S – Z) (757) 788-4434

Appendix C – Abbreviated Report of Medical Examination for JROTC Instructors

Abbreviated Report of Medical Examination for JROTC Instructors					
PART I – GENERAL INFORMATION					
Last Name:	First Name:			Middle Name:	
SSN:	Date of Birth:	Age:	Date of Examination:		
Mailing Address (Include zip code):			Emergency Contact (Name, address, telephone):		
Reason for Military Discharge:		Height	Weight	BFP <i>(if applicable, include body fat worksheet):</i>	
Retired Medical					
Name of Examining Facility (Complete Address):			Name of Examiner:		
PART II – CLINICAL EVALUATION					
(Please mark the appropriate column)					
	Normal	Abnormal		Normal	Abnormal
a. BP 1. Sitting 2. Standing:			h. Rectal examination		
b. Pulse			i. Hearing		
c. Neurological			j. Psychiatry <i>(specify and personality deviation)</i>		
d. Auscultation of the heart			k. Eye <i>(acuity, refraction, intraocular, pressure)</i>		
e. Breast examination			l. Extremities <i>(Upper/Lower)</i>		
f. Inguinal hernia check			m. Spine <i>(Alignment)</i>		
g. Pap smear <i>(female)</i>					
Have you received a disability rating from the Veterans Affairs? <small>(Please submit the most recent completed VA evaluation)</small>			Yes	No	
Percentage of Disability (circle)	10%	20%			
	30%	40%			
	50%	60%			
	70%	80%			
	90%	100%			

PART III – MEDICAL HISTORY

(If you answer yes to any of the questions below explain in detail in the Remarks section)

	YES	NO
a. Do you take any medications regularly?		
b. Do you have frequent, severe, or migraine headaches?		
c. Do you experience fainting or dizzy spells?		
d. Do you have epilepsy, seizures or convulsions?		
e. Do you experience depression, anxiety, excessive worry or nervousness?		
f. Do any mental conditions or illnesses exist?		
g. Do you have frequent trouble sleeping?		
h. Are you asthmatic or do you have breathing irregularities?		
i. Have you ever had a heart attack, stroke or murmur?		
j. Do you have bone or joint problems/injuries that required surgery or continuing medical treatment?		
k. Do you have a history of high blood pressure?		
l. Do you have a history of diabetes?		
m. Have you experienced pain or pressure in the chest?		
n. Do you experience back pain or had trouble with your back in the past?		
o. Do you suffer from paralysis or weakness in any of your extremities?		
p. Do you have tuberculosis or ever had a positive TB time test?		
q. Do you have or ever had a tumor, growth, cyst or been diagnosed with cancer?		
u. Have you ever contemplated or attempted suicide?		
r. Have you received or applied for pension or compensation for an existing disability?		
s. Have you had any major illnesses or injuries other than those already noted?		

PART V – REMARKS

(Use this section to provide details or explain any illness or medical problems. Use a continuation sheet if necessary)

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Name of Examiner <i>(Last, First, Middle Initial)</i>	Signature	Duty Title	Date
-------------------------------------------------------	-----------	------------	------

Appendix D — Sample Request for Hire Letter

SAMPLE REQUEST FOR HIRE/TRANSFER LETTER

(Letterhead of School/District Hiring Authority or business format letter (include fax number))

Commander
Headquarters, U.S. Army Cadet Command
ATTN: ATCC-JR-IM
Fort Monroe, Virginia 23651-5000

Dear Sir:

Request approval to hire/transfer the following named individual as a Junior ROTC Instructor at (complete school name and address) (from school to school only if transferred within the same school district):

Retired Rank and full Name:

SSN:

Date of Certification:

Date of Employment on an Army cost-shared/non-cost shared basis: (May not be prior to first day of retirement)

Contract Months (10, 11, or 12)

School or Hiring Authority E-mail:

Reason: Initial hire

 Replacement hire

 Rank/Name of previous incumbent:

 Termination date:

 Army-approved increase in authorized staffing

 Headquarters that approved the increase:

 Date of approval memorandum:

Signature of Hiring Authority

Appendix E – JROTC Coaching Rubric

JROTC Coach Rubric			
PART I – GENERAL INFORMATION			
(Last, First, MI, Name of Evaluated Instructor)		School:	
Evaluator:		Length of Observation	Date
Classroom Climate			
M, A	Indicators	M, A	
	(1) Uses active listening		(5) Communicates expectations for acceptance of diversity
	(2) Shows concern for the social, emotional, and physical well-being of students		(6) Encourages positive student interaction with activities like affirmations (thank you)
	(3) Creates an encouraging and supportive classroom		(7) Manages student behavior and conflict in an appropriate manner and encourages cooperation
	(4) Provides students with an opportunity to succeed		
Comments			
Planning			
M, A	Indicators	M, A	
	(1) Shows evidence of planning		(4) Arranges room to provide for student interaction and group work
	(2) Identifies objectives clearly		(5) Manages lesson time effectively
	(3) Matches objectives to standards and district goals		(6) Displays evidence of student learning IE: student work, projects
Comments			

Lesson Delivery/Technology			
M, A	Indicators	M, A	
	(1) Displays appropriate knowledge of the lesson content		(6) Uses correct grammar
	(2) Follows the structure and organization of the four phase lesson format		(7) Includes the appropriate unit and lesson CD to support the lesson objectives
	(3) Uses energizers and a variety of activities to teach concepts and skills		(8) Posts charts around the room as reference points for learning
	(4) Shows enthusiasm through gestures, voice inflection, or movement about the room		(9) Creates colorful charts based on student input
	(5) Gives encouragement to students using smile, head nod, verbal praise, eye contact		
Comments			
Thinking Skills			
M, A	Indicators	M, A	
	(1) Processes learning activities by asking higher level questions e.g. metacognitive (What affected your thoughts), ELAG (describe experience, identify feelings, analyze reaction, generalize uses), PAC (Practical, Analytical, Creative)		(2) Includes graphic organizers in lesson
Comments			
Learning Styles			
M, A	Indicators	M, A	
	(1) Includes two or more multiple intelligences with every lesson		(2) Provides students a variety of learning activities e.g. observing and watching, experiencing and performing, discussing and explaining, processing and reflecting
Comments			

Feedback			
M, A	Indicators	M, A	
	(1) Provides students feedback on their progress through a variety of methods		(2) Requests feedback from students using a variety of methods
	(3) Encourage student Questioning for purposes of clarity and understanding.		(4) Provides feedback in a timely manner.
Comments			
Authentic Assessment			
M, A	Indicators	M, A	
	(1) Incorporates the lesson authentic assessment (AA) handouts		(3) Includes a variety of AA techniques such as Checklists, Rubrics, Learning Logs, Objective tests, Portfolios
	(2) Ensures students understand assignment requirements and scoring using AA handouts		
Comments			
Reflection			
M, A	Indicators	M, A	
	(1) Incorporates reflection into each phase of lesson.		(3) Reflects on effective use of strategies, methods and materials within the lesson.
	(2) Asks questions to elicit responses which demonstrate student learning of objective.		
Comments			

Appendix F – JROTC Instructor Performance Improvement Plan – Example 1

SCHOOL LETTER HEAD

DATE

MEMORANDUM FOR

SUBJECT: Notice of Unacceptable Performance - Performance Improvement Plan

1. The purpose of this correspondence is to (1) advise you that you have failed to meet critical performance objectives in your DD 4856, Counseling Checklist, (2) provide you with a performance improvement plan to assist you in bringing your performance up to a successful level, and (3) alert you to possible actions that will be required if your performance does not improve to a successful level.

2. Your performance has failed to meet standards for _____ as defined in your DD Form 4856. Your initials on the checklist indicate your receipt and acknowledgment of these objectives/standards on (Date).

3. You have been counseled repeatedly regarding deficiencies in your performance. On (Date), you received your mid-point counseling that outlined specific deficiencies and notified you that your performance must be improved by the end of the rating period to achieve a satisfactory rating.

4. A description of the objectives/standards and examples of your unsuccessful performance follow:

- a. Objective:
 - (1) Deficiencies:
 - (2) Rating:

- b. Objective:
 - (1) Deficiencies:
 - (2) Rating:

5. I am providing you with a 90-day opportunity period in which you must at least meet performance standards for the objectives contained in your DD Form 4856. During this period, I will take the following steps to assist you in improving your performance:

- a.
- b.
- c.

6. By the end of the PIP, I expect you to perform independently at a level of competence that does not require constant oversight. Unless your performance improves so that you at least meet the performance standards during the next 90 days, I will have no choice but to initiate action to recommend you for non contract renewal, probation or decertification. Additionally, you are advised that if your performance improves by the end of the PIP, but is not sustained for one year following the start of the PIP, you may be subject to probation or decertification without any further opportunity to demonstrate acceptable performance.

7. I expect you to comply with this memorandum and encourage you to make every effort to improve your performance. I am available to assist you at your request to bring your performance up to an acceptable level.

SIGNATURE BLOCK

Appendix F – JROTC Instructor Performance Improvement Plan – Example 2

SCHOOL LETTER HEAD

DATE

MEMORANDUM FOR

SUBJECT: Notice of Unacceptable Performance - Performance Improvement Plan

1. The purpose of this correspondence is to: (1) advise you, that you have failed to meet critical performance objectives in your counseling form (2) provide you with a performance improvement plan to assist you in bringing your performance up to a successful level, and (3) alert you to possible actions required if your performance does not improve to a successful level.
2. Your performance has failed to meet standards for (number) of your critical performance objectives as defined in counseling form. Your initials on the counseling form indicate your receipt and acknowledgment of these objectives/standards on (Date).
3. On (Date), you were provided with your mid-point counseling during which specific deficiencies were outlined and you were notified of your performance deficiencies. In addition, you were counseled either verbally or in writing on (list all dates of counseling). You were advised of the need to improve your performance in the identified areas and provided an opportunity to make suggestions to help improve your performance to an acceptable level. Despite these efforts of assistance, your performance continues to be unacceptable.
4. A description of the objectives/standards and examples of your unsuccessful performance follows:
 - a. Objective:
 - (1) Deficiencies:
 - (2) Rating:
 - b. Objective:
 - (1) Deficiencies:
 - (2) Rating:
5. I am providing you with a 90-day opportunity period in which you must at least meet performance standards for the objectives contained in your counseling form. During this period, I will provide you with added assistance and counseling as necessary. In order to improve your performance to an acceptable level, you must immediately begin to follow and adhere to the PIP provided below. The following outlines the necessary steps you must take to be rated "Success" in each objective and achieve an acceptable performance level.
 - a. To achieve a successful level of performance for the objective, (state objective), the following improvements are necessary:
 - (1)
 - (2)
 - (3)

b. To achieve a successful level of performance for the objective, (state objective), the following improvements are necessary:

- (1)
- (2)
- (3)

6. During the allotted opportunity period, you will be responsible for performing all performance objectives included in your counseling form. By the end of the opportunity period, I expect you to perform at a level of independence that does not require constant oversight. Unless your performance improves so that you at least meet performance objectives in the next 90 days, I will have no choice but to recommend probation or decertification. Additionally, you are advised that if your performance improves by the end of the opportunity to improve period, but is not sustained for the one-year period following the start of the opportunity to improve, you may be subject probation or decertification without any further opportunity to demonstrate acceptable performance in the critical objectives at issue.

7. I expect you to fully comply with this memorandum and encourage you to make every effort to improve your performance. I will assist you at your request to bring your performance to an acceptable level.

SIGNATURE BLOCK

Appendix G – JROTC Counseling Scheme

SINGLE UNITS

<u>Counselee</u>	<u>Counselor</u>
AI	SAI
SAI	School Official

MULTIPLE UNITS

<u>Counselee</u>	<u>Counselor</u>
AI	SAI
SAI	DAI
DAI	BDE/AC

Note: Bde/AC may designate a counseling representative for DAIs.

Appendix H – Instructor Weight Control Program

ATCC-JR-IM

DATE

MEMORANDUM FOR (JROTC Instructor)

SUBJECT: Weight Control Program

1. The School-Program Report indicates you are _____ lbs overweight. This does not comply with CCR 145-2, which requires you to maintain your weight IAW standards published in AS PRESCRIBED IN APPENDIX H. For you this standard is _____ lbs and _____% body fat. Therefore, you are hereby enrolled in the Weight Control Program until meet the body fat standards.

2. You may be placed on probation for six months or until you meet the body fat percentage as prescribe for your age category. You will be taped and weighed monthly in the presence of your supervisor who must report your weight and body fat percentage monthly to Bde/AC. You must lose between 3-8 pounds per month to make satisfactory progress in the weight control program. Two consecutive months without satisfactory weight loss or without reporting your weight to Bde/AC are grounds for withdrawal of certification to teach JROTC.

3. You will be removed from the weight control program when you attain your goal body fat percentage as stated in paragraph one above. Should you not attain your goal body fat percentage, I will do one of the following:

a. Continue to monitor your progress on the program with the advice of your physician as to the time required for achieving weight loss for underlying medical condition. I will set a new suspense for attaining your goal weight.

b. Initiate action to withdraw your certification.

4. You will complete the 1st Endorsement (Encl) and return to Bde/AC NLT five working days from receipt of this memorandum.

Encl
as

BDE COMMANDER/AREA COORDINATOR
SIGNATURE BLOCK

CF:
Region
School Principal

Office symbol
Individual's name/mmm/tele
SUBJECT: Weight Control Program

FOR Commander, _____ Bde/AC, High School Division, Address

SUBJECT: Acknowledgement of Weight Control Placement

I acknowledge that I am _____lbs overweight and my body fat is _____% as prescribed by AS PRESCRIBED IN APPENDIX H. I understand that I must weigh-in and be taped by my superior, medical personnel, or a Bde/AC representative, monthly and have the results filed with Bde/AC Headquarters. I further acknowledge that failure to comply with this requirement will result in the initiation of decertification actions.

CADRE MEMBER'S
SIGNATURE BLOCK

WEIGHT VERIFICATION

NAME (Last, First, MI)

SCHOOL (City and State)

EFFECTIVE DATE OF EMPLOYMENT

HEIGHT _____ INCHES WEIGHT _____ POUNDS

AGE _____

BODYFAT _____ % (ATTACH WORKSHEET)

I have personally verified the body fat percentage, height and weight of the individual listed above.

(TYPED NAME AND POSITION)

(SIGNATURE)

Table 1 – Weight for Height Table (Screening Table Weight)

Maximum weight by years of age

MALES				FEMALES			
Height	Min weight any age	28-39	40 & over	Height	Min weight any age	28-39	40 & over
60	100	143	146	58	90	119	122
61	102	148	151	59	92	123	126
62	103	153	156	60	94	127	130
63	104	158	161	61	96	131	135
64	104	163	166	62	98	137	139
65	105	168	171	63	100	141	144
66	107	173	177	64	102	145	148
67	111	179	182	65	104	149	153
68	115	184	187	66	106	154	158
69	119	189	193	67	109	159	162
70	123	195	199	68	112	164	167
71	127	201	204	69	115	168	172
72	131	206	210	70	118	173	177
73	135	212	216	71	122	177	182
74	139	218	222	72	125	183	188
75	143	224	228	73	128	188	193
76	147	230	234	74	130	194	198
77	151	236	240	75	133	200	204
78	153	242	247	76	136	206	209
79	159	248	253	77	139	211	215
80	166	255	259	78	141	216	220
				79	144	222	226
				80	147	227	232

Weight Checks:

- a. The member's weight will be measured with shoes off and may be weighed in any military uniform.
- b. The member may remove contents of pockets and any extraneous equipment (tools, keys, etc.) or outer clothing (coats, jackets, etc.).
- c. The member should stand still while on the scale.
- d. Measurement should be read with the measurer directly in front or behind the scale if possible. Reading the scale from either side rather than straight-on reduces accuracy.
- e. Subtract 3 pounds for clothing for men and women.
- f. Weight will be recorded to the nearest quarter-pound.
- h. Recommend the weight tables be prominently displayed near unit weighing scales.

Height Measurement:

- a. The method for height measurement is the back-to-hard surface method.
- b. Height will be measured without shoes.
- c. Members should stand facing the person measuring them, with heels together and back straight.
- d. The member's line of sight should be horizontal.
- e. Measuring bar should rest lightly on the crown of the head.
- f. Measurement should be read directly in front of the rod, not an angle from either side.
- g. Measurement should be rounded up to the nearest half-inch.
- h. Recommend measurement be administered before 1000 hours.

Standard Methods for Determining Body Fat Using Body Circumferences, Height and Weight

H-1. Introduction

a. The procedures for the measurements of height, weight, and specific body circumferences for the estimation of body fat are described in this appendix.

b. Although circumferences may be looked upon by untrained personnel as easy measures, they can give erroneous results if proper precautions are not followed. The individual taking the measurements must have a thorough understanding of the appropriate body landmarks and measurement techniques. The individual(s) should have hands-on training and read the instructions regarding technique and location, and practice before official determinations are made. Preferably, two people should be utilized in the taking of measurements, one to place the tape measure and determine measurements, the other to assure proper placement and tension of the tape, as well as to record the measurement on the worksheet. The individual taking the measurements should be of the same sex as the instructor being measured; the individual who assists the measurer and does the recording may be of either sex. The two should work with the instructor between them so the tape is clearly visible from all sides. Measurements will be made three times, in accordance with standard body measurement procedures. This is necessary for reliability purposes, since the greater number of measurements, the lesser the standard of deviation. Also, if only two measurements were taken, there would be no way to tell which measurement was the most accurate. If there is greater than 1/4-inch difference between the measurements, then continue measuring until you have three measurements within 1/4-inch of each other. An average of the scores that are within 1/4-inch of each other will be used.

c. When measuring circumferences, compression of the soft tissue is a problem that requires constant attention. The tape will be applied so that it makes contact with the skin and conforms to the body surface being measured. It should not compress the underlying soft tissues. All measurements are made in the horizontal plane, (i.e., parallel to the floor), unless indicated otherwise.

d. The tape measure should be made of a non-stretchable material, preferably fiberglass; cloth or steel tapes are unacceptable. Cloth measuring tapes will stretch with usage and most steel tapes do not conform to body surfaces. The tape measure should be calibrated, i.e., compared with a yardstick or a metal ruler to ensure validity. This is done by aligning the fiberglass tape measure with the quarter inch markings on the ruler. The markings should match those on the ruler; if not, do not use that tape measure. The tape should be 1/4- to 1/2-inch wide (not exceeding 1/2-inch) and a minimum of 5–6 feet in length. A retractable fiberglass tape is the best type for measuring all areas.

H-2. Height and weight measurements

a. The height will be measured with the instructor, in stocking feet (without shoes), standing on a flat surface with the head held horizontal, looking directly forward with the line of vision horizontal, and the chin parallel to the floor. The body should be straight but not rigid, similar to the position of attention. Unlike the screening table weight this measurement will be recorded to the nearest 1/4-inch in order to gather a more accurate description of the instructor's physical characteristics.

b. The weight will be measured with the instructor in Class B uniform. Shoes will not be worn. The measurement should be made on calibrated scales and recorded to the nearest pound with the following guidelines:

(1) If the weight fraction of the instructor is less than 1/2-pound, round down to the nearest pound.

(2) If the weight fraction of the instructor is 1/2-pound or greater, round up to the next whole pound.

H-3. Description of circumference sites, and their anatomical landmarks and technique

a. All circumference measurements will be taken three times and recorded to the nearest 1/4-inch (or 0.25). Each sequential measurement should be within 1/4-inch of the next or previous measurement. If the measurements are within 1/4-inch of each other, derive a mathematical average to the nearest quarter (1/4) of an inch. If the measurements differ by 1/4-inch or more continue measurements until you obtain three measures within 1/4-inch of each other. Then average the three closest measures.

b. Each set of measurements will be completed sequentially to discourage assumption of repeated measurement readings. For males, complete 1 set of abdomen and neck measurements, NOT three abdomen circumferences followed by three neck circumferences. Continue the process by measuring the abdomen and neck in series until you have three sets of measurements. For females, complete one set of hip, forearm, neck, and wrist measurements, NOT 3 hip followed by three forearm etc. continue the process by measuring hip, forearm, neck, and wrist series until you have 3 sets of measurements.

c. Worksheets for computing body fat are at figure H-1 (males) and figure H-3 (females). Local reproduction is authorized. A blank copy of DA Forms 5500-R and 5501-R is located at the back of this volume. These forms will be reproduced locally on 8 1/2 x 11-inch paper. Supporting factor tables are located at tables H-1 and H-2 (males) and tables H-3 through H-8 (females) and include specific steps for preparing body fat content worksheets.

d. Illustrations of each tape measurement are at figure H-2 (males) and figure H-4 (females).

H-4. Circumference sites and landmarks for males

a. Abdomen. The instructor being measured will stand with arms relaxed. The abdominal measurement is taken at a level coinciding with the midpoint of the navel (belly button) with the tape placed so that it is level all the way around the instructor being measured. Record the measurement at the end of a normal expiration. It is important that the instructor does not attempt to hold his abdomen in, thus resulting in a smaller measurement. Also the tape must be kept level across the abdomen and back.

b. Neck. The instructor being measured will stand, looking straight ahead, chin parallel to the floor. The measurement is taken by placing the tape around the neck at a level just below the larynx (Adam's apple). Do not place the tape measure over the Adam's apple. The tape will be as close to horizontal (the tape line in the front of the neck should be at the same height as the tape line in the back of the neck) as anatomically feasible. In many cases the tape will slant down toward the front of the neck. Therefore, care should be taken so as not to involve the shoulder/ neck muscles (trapezius) in the measurement. This is a possibility when an instructor has a short neck.

H-5. Circumference sites and landmarks for females

a. Neck. This procedure is the same as for males.

b. Forearm. The instructor being measured will stand with the arm extended away from the body so that the forearm is in plain view of the measurer, with the hand palm up. The instructor should be allowed to choose which arm he/she prefers to be measured. Place the tape around the largest forearm circumference. This will be just below the elbow. To ensure that this is truly the largest circumference, since it is being visually identified, slide the tape along the forearm to find the largest circumference.

c. Wrist. The instructor being measured will stand with the arm extended away from the body so that the wrist is in plain view of the measurer. The tape will be placed around the wrist at a point above the hand just below the lower end of the bones of the forearm.

d. Hip. The instructor taking the measurement will view the person being measured from the side. Place the tape around the hips so that it passes over the greatest protrusion of the gluteal muscles (buttocks) keeping the tape in a horizontal plane (i.e., parallel to the floor). Check front to back and side to side to be sure the tape is level to the floor on all sides before the measurements are recorded.

H-6. Preparation of the body fat content worksheets

a. The following paragraphs will provide information needed to prepare the Body Fat Content Worksheets for males and females, DA Form 5500-R and 5501-R, Dec 85. The worksheets are written in a stepwise fashion. The measurements and computation processes are different for males and females.

b. Before you start, you should have a thorough understanding of the measurements to be made as outlined in this appendix. You will also need a scale for measuring body weight, a height measuring device, and a measuring tape (see specifications in para H-1d) for the circumference measurements.

H-7. Steps for preparing the Male Body Fat Content Worksheet, DA Form 5500-R, Dec 85

Name Print the instructor's last name, first name, and middle initial in the NAME block. Also include his Rank, and Social Security Number.

Age Print his age in years in the AGE block.

Height Measure the instructor's height as described in this appendix, to the nearest quarter of an inch, and record the measurement in the HEIGHT block.

Weight Measure the instructor's weight as described in this appendix, to the nearest pound, and record in the WEIGHT block.

Note: Follow the rules for rounding of height and weight measurements as described earlier in this appendix.

Step 1. Abdominal Measurement

Measure the instructor's abdominal circumference to the nearest quarter of an inch, and record in the block labeled "FIRST".

Step 2. Neck Measurement

Measure the instructor's neck circumference to the nearest quarter of an inch, and record in the block labeled "FIRST". Note: REPEAT STEPS 1 and 2, in series until you have completed three sets of abdomen and neck circumferences.

Step 3. Average Abdominal Measurement

Find the mathematical average of the FIRST, SECOND, and THIRD abdominal circumferences by adding them together and dividing by three. Place this number to the nearest quarter of an inch, in the block marked AVERAGE, for STEPS 1 and 3.

Step 4. Average Neck Measurement

Find the mathematical average of your FIRST, SECOND, and THIRD neck circumferences by adding them together and dividing by three. Place this number to the nearest quarter of an inch in the block marked AVERAGE, for STEPS 2 and 4.

Step 5. Abdomen-Neck Difference

Subtract the number found in the AVERAGE block of STEP 4 from the number found in the AVERAGE block in STEP 3. Enter the result in STEP 5. This is the difference between the abdomen and neck circumferences.

Step 6. Abdomen-Neck Factor

Go to Table H-1, the Abdomen-Neck Factor Table, and locate the abdomen-neck difference in the left-most column. If the difference is a whole number, i.e., 15 inches, the Abdomen-Neck Factor is 89.93. If the difference is 15.25 inches, the factor would be 90.48, if the difference is 15.50, the factor is 91.02, and if the difference is 15.75, the factor is 91.55. Enter the appropriate factor in STEP 6.

Step 7. Height Factor

Go to Table H-2, the Height Factor Table, and locate the instructor's height in the left-most column. If the height is a whole number, i.e., 64 inches, the factor is 77.15. If the height is not a whole number, i.e., 64.25 inches, the factor is 77.27, if the height is 64.50 inches the factor is 77.39, and if the height is 64.75 inches, the factor is 77.50. Enter the appropriate factor in STEP 7. Note: Therefore, the general rule for the factor tables is if the measure or difference is a whole number, your factor will be located under the 0.00 column, directly across from the inches column. Columns .25, .50, .75 correspond to measurements that are not whole numbers, but rather are fractions of an inch.

Step 8. Percent Body Fat

Subtract the number found in the AVERAGE block of STEP 7 from the number found in the AVERAGE block of STEP 6 and enter the difference in STEP 8. This is the instructor's PERCENT BODY FAT.

Table H-1. Male Abdomen and Neck Factor

Difference in inches	0.00	.25 (¼)	.50 (½)	.75 (¾)
5	53.44	55.06	56.61	58.09
6	59.50	60.85	62.16	63.41
7	64.62	65.78	66.91	68.00
8	69.05	70.07	71.07	72.03
9	72.96	73.87	74.76	75.62
10	76.46	77.28	78.08	78.86
11	79.63	80.37	81.10	81.82
12	82.52	83.20	83.87	84.53
13	85.17	85.81	86.43	87.04
14	87.64	88.22	88.80	89.37
15	89.93	90.48	91.02	91.55
16	92.07	92.58	93.09	93.59
17	94.08	94.57	95.05	95.52
18	95.98	96.44	96.89	97.34
19	97.78	98.21	98.64	99.06
20	99.48	99.89	100.30	100.70
21	101.10	101.49	101.88	102.26
22	102.64	103.02	103.39	103.76
23	104.12	104.48	104.83	105.19
24	105.53	105.88	106.22	106.56
25	106.89	107.22	107.55	107.87
26	108.19	108.51	108.82	109.14
27	109.44	109.75	110.05	110.35
28	110.65	110.95	111.24	111.53
29	111.82	112.10	112.39	112.67
30	112.94	113.22	113.49	113.76
31	114.03	114.30	114.56	114.83
32	115.09	115.35	115.60	115.86
33	116.11	116.36	116.61	116.85
34	117.10	117.34	117.58	117.82
35	118.06	118.30	118.53	118.77
36	119.00	119.23	119.46	119.68
37	119.91	120.13	120.35	120.57
38	120.79	121.01	121.23	121.44
39	121.66	121.87	122.08	122.29
40	122.50	122.70	122.91	123.11

Table H-2. Male Height Factor

Inches	0.00	.25 (¼)	.50 (½)	.75 (¾)
60	75.23	75.35	75.48	75.60
61	75.72	75.84	75.96	76.09
62	76.21	76.33	76.45	76.56
63	76.68	76.80	76.92	77.04
64	77.15	77.27	77.39	77.50
65	77.62	77.73	77.84	77.96
66	78.07	78.18	78.30	78.41
67	78.52	78.63	78.74	78.85
68	78.96	79.07	79.18	79.29
69	79.40	79.50	79.61	79.72
70	79.83	79.93	80.04	80.14
71	80.25	80.35	80.46	80.56
72	80.67	80.77	80.87	80.98
73	81.08	81.18	81.28	81.38
74	81.48	81.58	81.68	81.78
75	81.88	81.98	82.08	82.18
76	82.28	82.38	82.47	82.57
77	82.67	82.77	82.86	82.96
78	83.05	83.15	83.24	83.34
79	83.43	83.53	83.62	83.72
80	83.81	83.90	83.99	84.09
81	84.18	84.27	84.36	84.45
82	84.54	84.64	84.73	84.82
83	84.91	85.00	85.08	85.17
84	85.26	85.35	85.44	85.53

H-8. Steps for preparing the Female Body Fat Content Worksheet, DA Form 5501-R, Dec 85

Name Print the instructor's last name, and middle initial in the NAME block. Also include her Rank, and Social Security Number.

Age Print her age in years in the AGE block.

Height Measure the instructor's height as described in this appendix, to the nearest quarter of an inch, and record the measurement in the HEIGHT block.

Weight Measure the instructor's weight as described in this appendix, to the nearest pound, and record in the WEIGHT block.

Note: Follow the rounding rules for rounding height and weight measurements as described earlier in this appendix.

Step 1. Weight Factor

Go to Table H-3, the Weight Factor Table, and locate the instructor's weight in the left-most column, which is in 10 pound increments. If the weight is exactly 120 pounds, the factor is found under the "0" column and is 147.24. If the weight is 121 pounds, the factor is found under the "1" column and is 147.62. If the weight is 126 the factor is found under the "6" column and is 149.47. Enter the appropriate weight factor in the CALCULATIONS section, STEP 11 A.

Step 2. Height Factor

Go to Table H-4, the Height Factor Table, and locate the instructor's height in the left-most column. If the height is a whole number, i.e., 64 inches, the factor is found under the 0.00 column and is 83.75. If the height is not a whole number, i.e., 64.25 inches, the factor is 84.07. If the height is 64.50 inches, the factor is 84.40, and if the height is 64.75 inches, the factor is 84.73. Enter the appropriate height factor in the CALCULATIONS section, STEP 11 D.

Step 3. Hip Measurement

Measure the instructor's hip circumference to the nearest quarter of an inch, and record in the block labeled "FIRST."

Step 4. Forearm Measurement

Measure the instructor's forearm to the nearest quarter of an inch, and record in the block labeled "FIRST."

Step 5. Neck Measurement

Measure the instructor's neck circumference to the nearest quarter of an inch, and record in the block labeled "FIRST."

Step 6. Wrist Measurement

Measure the instructor's wrist to the nearest quarter of an inch, and record in the block labeled "FIRST." Note: REPEAT STEPS 3, 4, 5, and 6, IN SERIES, until you have completed 3 sets of Hip, Forearm, Neck and Wrist circumferences. When you have completed this series, find the mathematical average for each of the 4 circumference measures and place each average in its respective AVERAGE block.

Step 7. Hip Factor

Go to Table H–5, the Hip Factor Table, and locate the instructor’s AVERAGE hip circumference in the left-most column. If the circumference is a whole number, i.e., 36 inches, the Hip Factor is found in the 0.00 column and is 15.83. If the circumference is not a whole number but is 36.25 inches, the factor is 15.94. If the circumference is 36.50 the factor is 16.05. Enter the appropriate factor in the CALCULATIONS section, 11 B.

Step 8. Forearm Factor

Go to Table H–6, the Forearm Factor Table, and locate the instructor’s AVERAGE forearm circumference in the left-most column. If the circumference is a whole number, i.e., 10 inches, the factor is found under 0.00 column and is 39.97. If the circumference is not a whole number but is 10.25 inches, the factor is 40.97. If the circumference is 10.75 inches, the factor is 40.97. Enter the appropriate factor in the CALCULATIONS, 11 E.

Step 9. Neck Factor

Go to Table H–7, the Neck Factor Table, and locate the instructor’s AVERAGE neck circumference in the left-most column. If the circumference is a whole number, i.e., 12 inches, the factor is found under the 0.00 column and is 16.25. If the circumference is not a whole number but is 12.25 inches, the factor is 16.59. If the circumference is 12.50 inches, the factor is 16.93. If the circumference is 12.75 inches, the factor is 17.26. Enter the appropriate factor in the CALCULATIONS section, 11 F.

Step 10. Wrist Factor

Go to Table H–8, the Wrist Factor Table, and locate the instructor’s AVERAGE wrist circumference in the left-most column. If the circumference is a whole number, i.e., 7 inches, the factor is found under the 0.00 column and is 3.56. If the circumference is not a whole number but is 7.25 inches, the factor is 3.69. If the circumference is 7.50 inches, the factor is 3.82. If the circumference is 7.75 inches, the factor is 3.94. Enter the appropriate factor in the CALCULATIONS section, 11 G.

Calculations**Line C. Addition of Weight and Hip Factors**

Add 11 A, Weight Factor, to 11 B, Hip Factor. Enter the result on line 11 C (Total).

Line H. Addition of Height, Forearm, Neck, and Wrist Factors

Add 11 D, Height Factor, 11 E, Forearm Factor, 11 F, Neck Factor, and 11 G, Wrist Factor together. Enter the result on line 11 H. (Total).

Line I. Percent Body Fat

Subtract Line 11–H from Line–C and enter on Line I. This is the instructor’s PERCENT BODY FAT.

Table H-3. Female Weight Factor

Pounds	0	1	2	3	4	5	6	7	8	9
90	134.08	134.58	135.08	135.58	136.07	136.55	137.03	137.50	137.97	138.44
100	138.90	139.35	139.80	140.25	140.69	141.13	141.56	141.99	142.42	142.84
110	143.26	143.67	144.08	144.49	144.89	145.29	145.69	146.08	146.47	146.85
120	147.24	147.62	147.99	148.37	148.74	149.10	149.47	149.83	150.19	150.54
130	150.90	151.25	151.60	151.94	152.28	152.62	152.96	153.30	153.63	153.96
140	154.29	154.61	154.94	155.26	155.58	155.89	156.21	156.52	156.83	157.14
150	157.44	157.75	158.05	158.35	158.65	158.94	159.24	159.53	159.82	160.11
160	160.40	160.68	160.96	161.25	161.53	161.80	162.08	162.35	162.63	162.90
170	163.17	163.44	163.70	163.97	164.23	164.49	164.76	165.01	165.27	165.53
180	165.78	166.04	166.29	166.54	166.79	167.04	167.28	167.53	167.77	168.02
190	168.26	168.50	168.74	168.97	169.21	169.44	169.68	169.91	170.14	170.37
200	170.60	170.83	171.06	171.28	171.51	171.73	171.96	172.18	172.40	172.62
210	172.83	173.05	173.27	173.48	173.70	173.91	174.12	174.33	174.54	174.75
220	174.99	175.20	175.41	175.61	175.82	176.02	176.22	176.42	176.62	176.82
230	177.03	177.22	177.42	177.62	177.81	178.00	178.20	178.40	178.59	178.82
240	178.97	179.16	179.35	179.54	179.73	179.92	180.10	180.29	180.47	180.66
250	180.84	181.02	181.20	181.39	181.57	181.75	181.92	182.10	182.28	182.46
260	182.63	182.81	182.98	183.16	183.33	183.51	183.68	183.85	184.02	184.19
270	184.36	184.53	184.70	184.87	185.03	185.20	185.37	185.53	185.70	185.86

Table H-4. Female Height Factor

Inches	0.00	.25 (¼)	.50 (½)	.75 (¾)
55	71.97	72.30	72.62	72.95
56	73.28	73.61	73.93	74.26
57	74.59	74.91	75.24	75.57
58	75.90	76.22	76.55	76.88
59	77.20	77.53	77.86	78.19
60	78.51	78.84	79.17	79.49
61	79.82	80.15	80.48	80.80
62	81.13	81.46	81.78	82.11
63	82.44	82.77	83.09	83.42
64	83.75	84.07	84.40	84.73
65	85.06	85.38	85.71	86.04
66	86.36	86.69	87.02	87.35
67	87.67	88.00	88.33	88.65
68	88.98	89.31	89.64	89.96
69	90.29	90.62	90.94	91.27

Table H-4 Female Height Factor – Continued				
70	91.60	91.93	92.25	92.58
71	92.91	93.23	93.56	93.89
72	94.22	94.54	94.87	95.20
73	95.52	95.85	96.18	96.51
74	96.83	97.16	97.49	97.81
75	98.14	98.47	98.80	99.12
76	99.45	99.78	100.10	100.43
77	100.76	101.09	101.41	101.74
78	102.07	102.39	102.72	103.05
79	103.38	103.70	104.03	104.36
80	104.68	105.01	105.34	105.67
81	105.99	106.32	106.65	106.97
82	107.30	107.63	107.96	108.28
83	108.61	108.94	109.26	109.59
84	109.92	110.24	110.57	110.90

Table H-5. Female Hip Factor				
Inches	0.00	.25 (¼)	.50 (½)	.75 (¾)
30	13.19	13.30	13.41	13.52
31	13.63	13.74	13.85	13.96
32	14.07	14.18	14.29	14.40
33	14.51	14.62	14.73	14.84
34	14.95	15.06	15.17	15.28
35	15.39	15.50	15.61	15.72
36	15.83	15.94	16.05	16.15
37	16.26	16.37	16.48	16.59
38	16.70	16.81	16.92	17.03
39	17.14	17.25	17.36	17.47
40	17.58	17.69	17.80	17.91
41	18.02	18.13	18.24	18.35
42	18.46	18.57	18.68	18.79
43	18.90	19.01	19.12	19.23
44	19.34	19.45	19.56	19.67
45	19.78	19.89	20.00	20.11
46	20.22	20.33	20.44	20.55
47	20.66	20.77	20.88	20.99
48	21.10	21.21	21.32	21.43
49	21.54	21.65	21.76	21.87
50	21.98	22.09	22.20	22.31
51	22.42	22.53	22.64	22.75
52	22.86	22.97	23.08	23.19
53	23.30	23.41	23.52	23.63

Table H-6. Female Forearm Factor

Inches	0.00	.25 (¼)	.50 (½)	.75 (¾)
5	19.98	20.98	21.98	22.98
6	23.98	24.98	25.98	26.98
7	27.98	28.98	29.98	30.97
8	31.97	32.97	33.97	34.97
9	35.97	36.97	37.97	38.97
10	39.97	40.97	41.97	42.97
11	43.96	44.96	45.96	46.96
12	47.96	48.96	49.96	50.96
13	51.96	52.96	53.96	54.96
14	55.95	56.95	57.95	58.95
15	59.95	60.95	61.95	62.95

Table H-7. Female Neck Factor

Inches	0.00	.25 (¼)	.50 (½)	.75 (¾)
5	6.77	7.11	7.45	7.79
6	8.12	8.46	8.80	9.14
7	9.48	9.82	10.16	10.49
8	10.83	11.17	11.51	11.85
9	12.19	12.53	12.86	13.20
10	13.54	13.88	14.22	14.56
11	14.90	15.23	15.57	15.91
12	16.25	16.59	16.93	17.26
13	17.60	17.94	18.28	18.62
14	18.96	19.30	19.63	19.97
15	20.31	20.65	20.99	21.33

Table H-8. Female Wrist Factor

Inches	0.00	.25 (¼)	.50 (½)	.75 (¾)
5	2.54	2.67	2.80	2.93
6	3.05	3.18	3.31	3.43
7	3.56	3.69	3.82	3.94
8	4.07	4.20	4.33	4.45
9	4.58	4.71	4.83	4.96
10	5.09	5.22	5.34	5.47
11	5.60	5.72	5.85	5.98
12	6.11	6.23	6.36	6.49
13	6.62	6.74	6.87	7.00
14	7.12	7.25	7.38	7.51
15	7.63	7.76	7.89	8.01

BODY FAT CONTENT WORKSHEET (Male)

For use of this form, see AF 600-9; the proponent agency is DCSPER

NAME (Last, First, Middle Initial) DOE JOHN		SSN 198-00-0000	RANK SGT	NOTE 1/2" = 25 1/4" = 50 1/8" = 75
HEIGHT (to nearest 0.25 inch) 72		WEIGHT (to nearest pound) 175	AGE 21	
STEP	FIRST	SECOND	THIRD	AVERAGE (to nearest 0.25 in.)
1. Measure abdomen at the level of the navel (belly button) to the nearest 0.25 inch. (Repeat 3 times.)	36.25	36.50	36.25	36.25
2. Measure neck just below level of larynx (Adam's apple) to the nearest 0.25 inch. (Repeat 3 times.)	16.25	16.25	16.50	16.25
3. Enter the average abdominal measurement to the nearest 0.25 inch.				36.25
4. Enter the average neck measurement to the nearest 0.25 inch.				16.25
5. Subtract Step 4 from Step 3 (Enter result) to the nearest 0.25 inch.				20.00
6. Find result from Line 5 (the difference between Neck and Abdomen) in Table B-1 (Abdomen-Neck Factor). Enter factor.				99.48
7. Find the height in Table B-2 (Height Factor). Enter factor.				80.67
8. Subtract Step 7 from Step 6 (Enter result). This is Soldier's Percent Body Fat.				18.81

REMARKS

CHECK ONE
 Individual is in compliance with Army Standards; ___ Is not in compliance with the standards.
 ___ Recommended monthly weight loss is 3-6 lbs.

PREPARED BY (Signature)	RANK	DATE	APPROVED BY SUPERVISOR (Printed Name and Signature)	RANK	DATE
-------------------------	------	------	-----------------------------------------------------	------	------

DA FORM 5500-R, DEC 85

Figure H-1. Sample of a completed DA Form 5500 (Male)

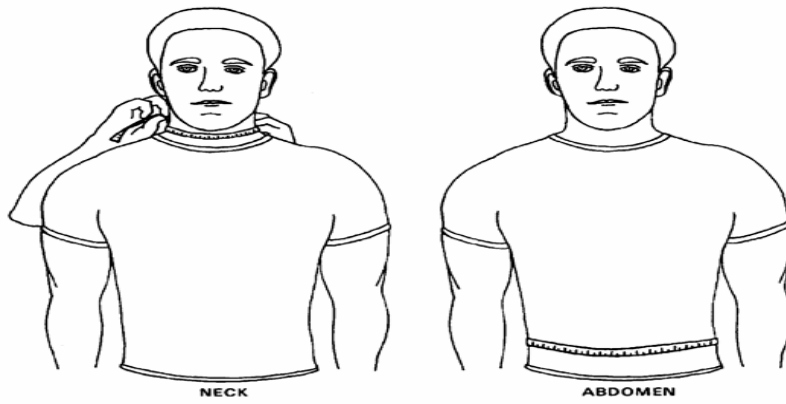
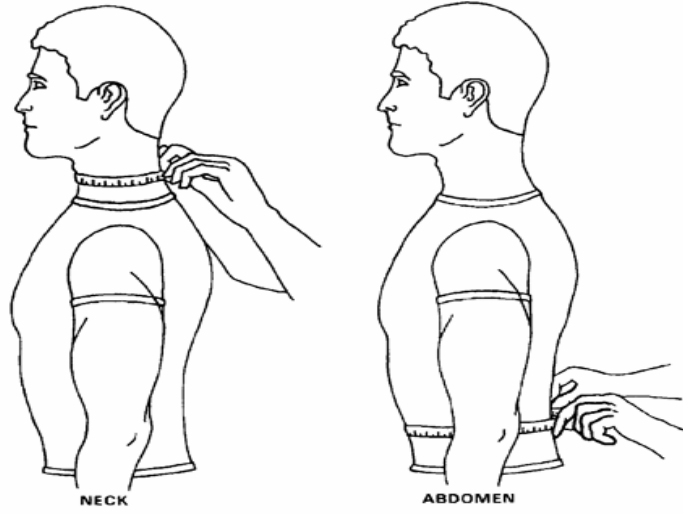


Figure H-2. Male Measurement



Figure H-4. Female Measurement

Appendix I – JROTC Cadet Leadership Challenge Checklist and Forms

ATCC-JR (145)

DATE

MEMORANDUM FOR Colonel (Ret) Joan Q. Public, Director of Army Instruction (DAI),
Flinthill Independent School District, 3700 Rifle Avenue, Imagine,
USA 12345-6789

SUBJECT: Junior Reserve Officers' Training Corps 2001 JCLC Commander Appointment

1. You are appointed as JCLC Commander of the Fort Dodge JCLC, 14-20 June 2001.
2. You are authorized to make direct coordination with Fort Dodge agencies and participating JROTC units.
3. You have the authority to establish, implement, and enforce policy and procedures deemed necessary for the safe and orderly conduct of JCLC 2001 at Fort Dodge, Utopia.
4. You are also the final authority on matters pertaining to personnel (cadre and cadets), training, administration and logistics.
5. Fort Dodge has been informed of your appointment.

FOR THE COMMANDER:

VICTOR M. TRADITION
Colonel, IN
Deputy Commander

CF:
RM, 1ROTC Region
Fort Dodge, UT

JROTC Cadet Leadership Challenge (JCLC) Visit Checklist

GENERAL INFORMATION

Visitation Date:	Representative:	Organization/Brigade:
Name of JCLC:	Location of JCLC:	Commander JCLC:
JCLC Phone:	JCLC Fax Number:	Cycle Dates <i>(start and end dates)</i> :
Number of High Schools attending JCLC:	Number of participating Brigades:	Actual Attendance:

ADMINISTRATION

	Yes	No
a. Has parental or guardian approval and release for each cadet/student participating been obtained using the appropriate USACC approved form? Properly signed form CCF 145-142R (Covenant not to Sue).		
b. Is there a roster attesting to the physical ability of each cadet to participate in all training activities of the JCLC?		
c. Is there a roster of cadets requiring prescription medication, type of medication, frequency of use, and required dosage?		
d. Are signed medical clearance forms on hand from a licensed physician for those with unusual medical conditions?		
e. Have medical waivers been reviewed and granted on a case by case basis?		
f. Have cadets with asthma, severe allergies, diabetes, or other medical conditions provided written parental or legal guardian consent, and medical clearance from a licensed physician?		
g. Has insurance for each cadet/student been obtained or validated? Proof of medical insurance for duration of JCLC.		

TRAINING

	Yes	No	
MANDATORY	Indicate whether or not if mandatory training is part of JCLC.		
	a. Rappelling		
	b. Leadership Reaction Course		
	c. Map Reading / Land Navigation		
	d. Confidence / Obstacle Course / Team Building		
	e. Aquatic Activity / Drown Proofing		
	f. Awards / Graduation Ceremonies		
	g. Math and Science Modules		
	1. Are the instructors for M/S modules trained and/or qualified?		
	2. How many cadets were trained in M/S while attending JCLC?		
h. If mandatory training events are NOT being conducted at JCLC has a written exception been approved by the Brigade Commander?			

INTEGRATED	Indicate whether or not if integrated training is part of JCLC.	Yes	No
	a. Physical Training		
	b. Field Sanitation / personal hygiene		
	c. Leadership training		
	d. Drill and ceremonies		
OPTIONAL	Indicate whether or not if optional training is part of JCLC.	Yes	No
	a. Marksmanship / Safety (air pellet rifle only)		
	b. Survival Skills		
	c. Water Rafting		
	d. Jump Tower		
	e. Static Displays		
	f. Alcohol / Drug abuse class		
	g. Orienteering		
	h. Army Values		
	i. Rope Bridges		
	j. Other organized activities (movies, swimming, PX visits, etc)		
	k. Is a JCLC training schedule published and available to cadets / instructors?		
	l. Does the JCLC have a viable plan to evaluate leadership performance?		
SAFETY		Yes	No
a. Is the JCLC training schedule published and available to cadets/instructors? (ID risks, assess risks, made a risk decision, implement controls, supervise)			
b. Are Serious Incident Reports being submitted as required?			
c. Are rappel cadre/instructors properly trained and certified IAW CCR 145-2?			
d. Is temperature/humidity (Wet Bulb) being monitored during training?			
e. Is adequate medical support available? (Support should include personnel (nurse and/or doctor), ambulance/transportation support, medical support plan, cadre knowledge of route and location to nearest medical facility/support)			

JCLC STAFF AND OPERATIONS		Yes	No
a. Are only authorized instructors conducting, supervising and instructing the participants?			
b. Is the JCLC HQ/Orderly room staffed round the clock (24 hr operations) with staff duty officer/NCO and with continuous instructor supervision?			
c. Does each school attending have an SAI or AI attending as well?			
d. Has an initial JCLC opening report been submitted via telephone, FAX or e-mail? (JROTCTraining@USAAC.army.mil) (Report will include opening and closing dates of JCLC, name of JCLC, number of cadets participating and the number of cadets who successfully completed the training)			
e. Are all chaperons over the age of 21?			
f. Are FAX and dedicated phone lines available for JCLC staff use?			
g. To whom (organization) was the opening report submitted?			
UNIFORMS		Yes	No
a. Are instructors wearing the BDU uniform, patrol cap or beret (as prescribed by JCLC commander) IAW AR 670-1?			
b. Are instructors wearing the correct T uniform (IPFU)?			
c. Are cadets wearing the BDU uniform with camouflage cap and black combat boots? (Note cadets will not wear a beret of any color, cadet rank will not be worn unless serving in a leadership position, BDU blouse will be worn with the JROTC subdued patch on the left sleeve, JROTC tag above the left pocket, and plastic or cloth nametag over the right pocket).			
ISSUES / COMMENTS (Site area and corresponding letter i.e., (Uniforms; a))			
Travel Notes (ex: take coins):			

**CONVENANT NOT TO SUE
OFF-CAMPUS TRAINING AND PRACTICAL FIELD/HIGH RISK TRAINING**

(1) AUTHORITY: Title 10, U.S. Code 23-1.

(2) PRINCIPAL PURPOSE(S): To release the U.S. Government, the host institution and the state in which said institution is located from liability for injury; death, or damages for JROTC cadets participating in voluntary off-campus training programs, practical field, and high risk training.

(3) ROUTINE USES: Normal personnel actions. Disclosures of information may be provided to proper authorities in actions regarding law enforcement, legal actions as a result of injury or death, and investigations of accidents resulting from such voluntary off-campus training, practical field, and high-risk training.

(4) MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary. Failure to complete form will disqualify JROTC cadet from participating in specific voluntary training exercises.

I _____, residing at _____,
(Type or print full name) (Address) (City)

do hereby agree that in consideration for being allowed to participate in JCLC,

conducted by _____ Army JROTC detachment, and Army
(Name of JROTC Instructor Group)

supervised activity, and whereas I am doing so entirely on my own initiative, risk, and responsibility; and being fully aware of the risk adhering to this type of training, I hereby RELEASE AND DISCHARGE FOREVER, the United States Army, the State of _____ and _____ and all of its officers, agents, and employees, acting officially or (Name of School)

from any and all claims demands, actions or causes of action, on account of myself OR on account of any injury to me which may occur from any cause during said activity or continuances thereof, and I do further covenant and agree to hold the said Government of the United States, State of _____,

_____ and all of its officers, agents, and employees, acting officially or otherwise, blameless for any and all damages which I may cause either intentionally or thru my negligence.

Typed/Printed Name of Parent or Guardian if
Participant is a Minor

Signature of Parent or Guardian if
Participant is a Minor

Relationship to Cadet

Date

WITNESSED BY:

Age/Period Covered

Signature of Cadet

CONSENT TO MEDICAL TREATMENT

STATEMENT REQUIRED BY PRIVACY ACT OF 1974

(1) AUTHORITY: TITLE 10, U.S. CODE 2102.

(2) PRINCIPAL PURPOSES: A statement authorizing medical care in civilian or government medical facilities while attending or traveling to or from JCLC.

(3) ROUTINE USES: Normal personnel actions: Disclosure of information may be provided to proper authorities in actions regarding medical treatment, legal actions as a result of injury or death, and investigation of accident resulting from JCLC.

(4) MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary. Failure to complete form will disqualify JROTC cadet from participating in specific voluntary training exercises.

I _____, consent to be treated in an Army Hospital, or any other government or civilian medical facility, near or enroute to _____,
(Installation, State)

while attending or traveling to or from JCLC from _____.
(MM/YY)

This consent encompasses all procedures and treatments as are found to be necessary or desirable, in the judgment of the professional staff of any of the above-named medical facilities. I understand that this consent is of a general nature and accordingly list the following exceptions to this consent (if no exceptions write "No Exceptions") _____.

I (am) (am not) on medication. (List type, if on medication)

I (am) (am not) allergic to medication. (List type, if allergic)

It is understood that this consent can be withdrawn in writing or orally at anytime.

Signature of Witness

Signature of Cadet

Print Name of Witness

Print Name of Cadet

SSN _____

PARENT OR GUARDIAN: (When cadet is a minor or unable to give consent), I _____, parent/guardian of _____ have read and understood the above consent to treatment and hereby expressly consent to the above-described treatment.

Signature of Witness

Signature of Parent

Print Name of Witness

Print Name of Parent

SSN _____

CADET INFORMATION

STATEMENT REQUIRED BY PRIVACY ACT OF 1974

1. **AUTHORITY:** Title 10, U.S. Code 2102
 2. **PRINCIPAL PURPOSE(S):** To gather information, emergency points of contact, and statement of the physical condition of JROTC cadets attending JCLC.
 3. **ROUTINE USES:** Normal Personnel Actions—Disclosures of information may be provided to proper authorities in actions regarding medical treatment, legal actions, investigation of accidents, and preparation of statistics and training records resulting from JCLC.
 4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Disclosure is voluntary. Failure of cadet to complete form will disqualify JROTC cadet from participating in JCLC.
-

1. **Cadet:** _____
(Rank, Last Name, First, MI)

2. _____
(SSN) (Name of School)

3. I will attend JCLC during () First Cycle or () Second cycle

4. **Parent or Guardian** _____
(Name and Address)

5. Telephone: _____ Other: _____

6. **Family Doctor:** _____
(Name and Address)

7. Telephone: _____ Other: _____

8. **Dentist:** _____
(Name and Address)

9. Telephone: _____ Other: _____

NOTE: IF PARENT OR GUARDIAN CANNOT BE CONTACTED, PLEASE LIST ONE OTHER PERSON TO CONTACT IN CASE OF AN EMERGENCY.

10. **Emergency Contact:** _____
(Name and Address)

11. Telephone: _____ Other: _____

STATE OF PHYSICAL CONDITION

(_____) _____
Initials

To the best of my knowledge, my son/daughter/ward is in good physical condition. Participation in JCLC, in my opinion, will not have an adverse effect on his/her health and well-being. I will inform the JCLC Commander of any changes.

(_____) _____
Initials

My son/daughter/ward has a history of (identify illnesses; Heart disease, Asthma, Overweight, Sinus, Rheumatic Fever, Ear Infection, Headaches, or any other ailments)
_____.

and is on _____ medication. He/she is allergic to the following medication: _____.

NOTE: Students that are found to have previous history of any type illness, past injury, and/or symptoms of suspected medical ailment, will be returned home if treatment is needed or desired.

DENTAL RECORDS

I acknowledge my dental records contain detail profiles and/or x-rays of sufficient detail for identification.

I (do) (do not) have a dentist or dental records.

(Signature of Cadet/Parent/Guardian)

(Signature of Cadet/Parent/Guardian)

JCLC IN/OUT PROCESSING

Last name, First, MI: _____ SSN: _____

Address: _____ City: _____

State: _____ Zip Code: _____

School: _____ Let Level: _____

DOB: _____

Unit of Assignment:

Company: _____ Platoon: _____ Squad: _____

Cadre Institutional Representative: _____

Person to be notified in case of emergency:

Name and relationship: _____

Address: _____ City: _____

State: _____ Zip Code: _____

School: _____ Let Level: _____

Date In-processed: _____

Date Out-processed: _____

Covenant Not to Sue for JCLC on File: _____

Special Power of Attorney on File (as needed): _____

ATOA-HS

MEMORANDUM THRU Commander, XXX Region (ROTC), U.S. Army Cadet
Command, XXXX, XXX 23561-5000

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

SUBJECT: Eastern Region (ROTC) 2006 JCLCs After-Action Report

1. References:

- a. AR 145-2
- b. CCR 145-2

2. Executive Summary: XXX Region conducted XX highly successful and safe JCLCs from June 2003 to August 2003. Attending were XXX cadets with XXX cadets graduating. Through an aggressive emphasis on safety no serious injuries occurred.

3. Listed below are issues raised from this years' JCLC AARs.

Issue:

Discussion:

Recommendation:

4. The following JCLCs are projected for SY 20XX-20XX.

<u>NAME OF JCLC</u>	<u>BDE/AC</u>	<u>CITY AND STATE</u>
---------------------	---------------	-----------------------

JROTC Cadet Leadership Challenge (JCLC) Opening/Closing Report
(Submit individual reports for multiple cycles)

GENERAL INFORMATION

Name of JCLC:		Location of JCLC:	Organization/Brigade:
Commander JCLC:		Type of Report:	Length of JCLC (min 4 days/max 2 wks):
Date of Report:	JCLC Phone:	JCLC Fax Number:	Total number participating (include instructors, cadets, chaperones)

PERSONNEL

TYPE OF PERSONNEL	MALE	FEMALE	TOTAL	REMARKS
Cadets				
JROTC Instructors				
SROTC Personnel				
Active Duty				
Army National Guard				
U.S. Army Reserve				
Individual Ready Reserve				
Recruiters				
Chaperones				

Notes:

1. IAW CCR 145-2 each camp commander is responsible for submitting an initial JCLC opening and closing report to USACC.
2. Opening reports are due on the first day following the start of the JCLC.
3. Closing reports are due on the last day of JCLC.
4. Daily reports do not have to be submitted to USACC. Email or FAX report to: London.dubois@usacc.army.mil
 FAX to (757)788-3805 Cadet Command or Voice (757)788-4314 Cadet Command

Appendix J – JROTC Rappel Inspection Checklist

USACC HEADQUARTERS
RAPPEL SITE
INSPECTION CHECKLIST

NAME AND LOCATION OF TOWER _____

DATE OF TOWER CONSTRUCTION _____

BUILT BY _____

OWNED BY _____

LAST DATE OF ANY MAJOR MODIFICATIONS _____

(If applicable, list modification, and by who performed, in addition to date; otherwise list Not Applicable.)

DATE OF PREVIOUS INSPECTION _____

NAME, TITLE, ORGANIZATION OF PREVIOUS INSPECTION _____

IS A COPY OF PREVIOUS INSPECTION AVAILABLE? _____

TOWER INSPECTION CRITERIA

ITEM YES NO N/A

1. Is the tower structurally sound? YES/NO
2. Do structural support members appear serviceable, free from deterioration, breaks, or damage? YES/NO
3. Are there any signs of insect infestation? [29CFR1910.141(a)(5)]: YES/NO
4. Are bolts that connect structural members or support cables serviceable and properly connected/tightened? YES/NO
4. Are stairs or ladders firmly attached to the tower? YES/NO

5. Do stairs/fixed ladders comply with OSHA standards?[29CFR1910.24 and 1910.27]: YES/NO
6. Are all areas marked in yellow that pose a potential trip hazard or head hazard? [29CFR1910.144(a)(3)] YES/NO
7. Are the tower platform and all rappel rope stations accessible without having to climb over any obstacles (guard rails, support cables, etc.)? YES/NO
8. Is the tower deck free of slip/trip hazards such as water, protruding nails/bolts/splinters, loose equipment, etc? [29CFR1910.141(a)(3)(ii) and (iii)]: YES/NO
9. Are the tower deck and any open areas (above 4') guarded with guardrails? [29CFR1910.23(c)(1)]
10. Are all guard rails a minimum of 42" high and capable of withstanding a side force of 200 lbs? [29CFR1910.23(e)(1) and (e)(3)(iv)]: YES/NO
11. Are toe boards or similar barriers installed in all areas where personnel could pass underneath? [29CFR1910.23(c)(1)]: YES/NO
12. Do all tower rope stations have primary and secondary anchor points? YES/NO
13. Are all anchor points in serviceable condition and free of corrosion, sharp edges, burrs, or grooves that could cut or damage ropes? YES/NO
14. Have all anchor points been load tested to insure that they will accommodate a dead load weight of at least 500 pounds each? [29CFR1910.66, Appendix C (I)(c)(10)] YES/NO
15. Is the rappel wall face area free of protruding nails, bolts, or splinters? YES/NO
16. Is the rappel wall face area free of broken, loose, decayed, or missing boards? YES/NO
17. Is padding material in place on all edges that ropes and/or personnel cross? YES/NO
18. Is the edge padding in good condition and securely fastened? YES/NO
19. Is the edge padding free from protruding nails, bolts, or other fasteners that could fray or cut ropes or injure rappellers? YES/NO

20. Are all structural areas of the tower properly padded that a rappeller might contact during rappel operations? YES/NO
21. Is the structural padding in serviceable condition, securely fastened, and free from protruding nails, bolts, or fasteners? YES/NO
22. Is the landing area free of obstructions and hazards? YES/NO
23. Does the landing area extend an uninterrupted distance of 15 feet from the tower base and at least 2 feet beyond the width of the base with cushioning material in the event of a fall? YES/NO
24. Is the landing area adequately cushioned in case of a fall (24 inches of non-compressed wood chips, mulch, or sawdust; 12 inches of commercially produced shredded rubber; or safety pads that offer similar fall protection)? YES/NO
25. Has the cushioning material in the landing area been loosened up prior to use and, if large numbers of students are rappelling, are procedures in place and equipment available to loosen it up again during training?

PHYSICAL SECURITY AND FIRE PROTECTION CRITERIA

ITEM YES NO N/A

26. Is there a positive locking device on the ladder/steps or a locked fence around the tower that denies unauthorized access to the tower? YES/NO/NA
27. Is there a prominently displayed warning sign that discourages unauthorized use of the tower (e.g.: WARNING: OFF LIMITS TO UNAUTHORIZED PERSONNEL)? YES/NO/NA
28. Are NO SMOKING signs posted at the tower to preclude potential ignition of cushioning materials? YES/NO/NA

RISK MANAGEMENT AND TRAINING CONSIDERATIONS

ITEM YES NO N/A

29. Is there a current Risk Management Worksheet on file and available on-site?
30. Has the Risk Management Worksheet been reviewed, approved, and signed at the appropriate level? YES/NO/NA
20. Are all structural areas of the tower properly padded that a rappeller might contact during rappel operations? YES/NO

31. Is the tower within one hour of an Advanced Trauma Life Support (ATLS) facility?
YES/NO/NA

RISK MANAGEMENT AND TRAINING CONSIDERATIONS

ITEM YES NO N/A

32. Are certified Combat Lifesaver (CLS) or medical personnel and a dedicated medical vehicle on site to render emergency medical aid and evacuation, if required? YES/NO/NA

33. Is training conducted in accordance with TC 21-24 and TSP No. 1? YES/NO/NA

34. Is there a current Standing Operating Procedure (SOP) available that delineates requirements for instructors, students, support personnel, and other requirements? YES/NO/NA

35. Are properly “certified” instructors available to conduct rappel training? YES/NO

(IF NO, DO NOT CONDUCT RAPPEL TRAINING!)

Name(s):

Location and date of certification:

ROPES AND EQUIPMENT

ITEM YES NO N/A

36. Are rappel ropes serviceable and properly inspected and stored? YES/NO

37. Are rope inspections and usage properly documented on [DA Form 5752-R](#), Rope Log (Usage and History)? YES/NO/NA

38. Are snap links serviceable (No excessive rust, sharp edges, improper gate opening and closing, excessive pin movement, missing pins, etc.)? YES/NO

39. Are properly sized, serviceable, heavy leather gloves and protective headgear available for rappellers? YES/NO

COMMENTS/OTHER

Inspector(s) Name _____

Title _____

Organization _____

Phone No. _____

Signature of Inspector: _____

Date of Inspection: _____

POC Name _____

Title _____

Organization _____

Phone No: _____

Appendix K – Risk Management Worksheet

RISK MANAGEMENT WORKSHEET					
(CDTCMD Reg 385-10; proponent agency is Cadet Command Safety)					
1. Organization and Unit Location:				2. Page	of
3. Mission/Task:				4. Begin Date:	5. End Date:
7. Operational Phases in which the Mission/Task will be conducted:				6. Date Prepared:	
8. Tasks	9. Identify Hazards	10. Initial Risk Level	11. Develop Controls	12. Residual Risk Level	13. Implement Controls ("How To")
					14. Who/How Supervised
15. Determine Overall Mission/Task Risk Level After Countermeasures Are Implemented: (Circle Highest Remaining Risk Level) LOW (L) MODERATE (M) HIGH (H) EXTREMELY HIGH (E)					
16. Medical Support: Advanced Trauma Life Support (ATLS) is required within 1 hour. On-site Medical Support provided (Circle one): Medic Combat Lifesaver ARCN/SC First-Aid Responder None					
17. Prepared by: (Rank, Last Name, Duty Position)				18. Reviewed by: Action Officer/Commander (Rank, Last Name, Duty Position and Signature):	
19. Risk Decision Authority (Signature Block and Signature):					
Extremely High Risk: Not Applicable for Cadet Command High Risk: CG or DCG Moderate Risk: Bigade Cdr (0-6), At Advanced/Basic Camp - Region Cdr or CoIs Low Risk: Battalion Cdr, At Advanced/Basic Camp - Committee Chief or Regimental Cdr/TAC Officer					

CDTCMD Form 385-1-R-E, Apr 01

Risk Assessment and Risk Management Countermeasure Worksheets in CC Reg 145-3 are OBSOLETE

Sample Risk Management Worksheet

RISK MANAGEMENT WORKSHEET
(FOR USE BY THE COMMANDER, SUPERVISOR, OR OTHER AUTHORITY)

1. Operation and/or mission: _____

2. Mission/Task: _____

3. Location: _____

4. Date: _____

5. Time: _____

6. Report: _____

7. Commander/Supervisor/Other Authority: _____

8. Risk Management Worksheet (RMT) (Include: Training provided to and from: 1. Crew) _____

9. Risk Management Worksheet (RMT) (Include: Training provided to and from: 1. Crew) _____

10. Risk Management Worksheet (RMT) (Include: Training provided to and from: 1. Crew) _____

11. Risk Management Worksheet (RMT) (Include: Training provided to and from: 1. Crew) _____

12. Risk Management Worksheet (RMT) (Include: Training provided to and from: 1. Crew) _____

13. Risk Management Worksheet (RMT) (Include: Training provided to and from: 1. Crew) _____

14. Risk Management Worksheet (RMT) (Include: Training provided to and from: 1. Crew) _____

15. Risk Management Worksheet (RMT) (Include: Training provided to and from: 1. Crew) _____

16. Risk Management Worksheet (RMT) (Include: Training provided to and from: 1. Crew) _____

17. Risk Management Worksheet (RMT) (Include: Training provided to and from: 1. Crew) _____

18. Risk Management Worksheet (RMT) (Include: Training provided to and from: 1. Crew) _____

19. Risk Management Worksheet (RMT) (Include: Training provided to and from: 1. Crew) _____

20. Risk Management Worksheet (RMT) (Include: Training provided to and from: 1. Crew) _____

Work Sheet Instructions

- 1 - 8. Self explanatory
9. **Identify Hazards** - Review METT-T factors for the mission or task. Additional factors include historical lessons learned, experience, judgment, equipment characteristics and warnings, and environmental considerations.
10. **Initial Risk Level** - Assess hazard and determine initial risk for each hazard by applying risk assessment matrix.
11. **Develop Controls** - Develop one or more controls for each hazard that will either eliminate the hazard or reduce the risk (probability and/or severity). Specify who, what, where, why, when, and how for each control.
12. **Residual Risk Level** - Determine the residual risk for each hazard by applying the risk assessment matrix, assuming the controls are implemented.
13. **Implement Controls** - Decide how each control will be put into effect or communicated to the personnel who will make it happen (written or verbal instruction; tactical, safety; garrison SOPs, rehearsal).
14. **Who/How Supervised** - Who and how will each control be monitored (continuous supervision, spot-checks). Evaluate frequency and pass on lessons learned.
15. **Determine Overall Mission/Task Risk** - Select the highest residual risk level and circle it. This becomes the overall mission or task risk level. The commander decides whether the controls are sufficient to accept the level of residual risk. If the risk is too great to continue the mission or task, the commander effects development of additional controls or modifies, changes, or rejects the COA.
16. **Medical Support** - Select type of on-site medical support provided and circle it.
- 17 & 18. Self explanatory
19. **Risk Decision Authority** - The decision to accept or not accept the risk(s) associated with an action is made by the appropriate commander or leader responsible for performing that action.

Need to Risk Manage a METT-T Hazard

Hazards not adequately controlled are likely to cause loss of combat power. Answer the following questions about each hazard to determine if it is adequately controlled. If not, hazards needs to be risk managed.

Are the Controls Adequate?

	Yes	No
Support - Is type/amount/capability/condition of support adequate to carry out the mission?		
<ul style="list-style-type: none"> Personnel Supplies Equipment/Material Services/Facilities 		
Standards - Is guidance / procedure adequately clear / practical / specific to control hazard?		
Training - Is training adequately thorough and recent to control hazard?		
Leader - Is leadership ready, willing, and able to enforce standards required to control hazard?		
Individual/Unit Self-Discipline - Is performance and conduct sufficiently self-disciplined to control hazard?		
If all "yes", no further action required (subject to commander's risk guidance); if one or more "no", risk manage this hazard		

Risk Assessment Matrix

SEVERITY	PROBABILITY				
	Frequent	Likely	Occasional	Seldom	Unlikely
Catastrophic	E	E	H	H	M
Critical	E	H	M	M	L
Marginal	H	M	M	L	L
Negligible	M	L	L	L	L

PROBABILITY - The likelihood that an event will occur.

FREQUENT - Occurs often, continuously experienced.

LIKELY - Occurs several times.

OCCASIONAL - Occurs sporadically.

SELDOM - Unlikely, but could occur at some time.

UNLIKELY - Can assume it will not occur.

SEVERITY - The expected consequences of an event in terms of degree of injury, property damage, or other mission-impairing factors.

CATASTROPHIC - Death or permanent total disability, system loss, major damage, significant property damage, mission failure.

CRITICAL - Permanent partial disability, temporary total disability in excess of 3 months, major system damage, significant property damage, significant mission degradation.

MARGINAL - Minor injury, lost workday accident, minor system damage, minor property damage, some mission degradation.

NEGLECTABLE - First aid or minor medical treatment, minor system impairment, little/no impact on mission accomplishment.

* FM 101-5, 31 May 1997

Appendix L – JROTC Awards

Award series, criteria, and identification of individual making the award follow (fig N-2).

(Series 1) ACADEMIC AWARDS

N-1-1 Distinguished Cadet Award for Scholastic Excellence

Criteria: Awarded annually to one cadet who exhibits the degree of excellence in scholastics.

Awarded by: Superintendent

N-1-2 Academic Excellence Ribbon

Criteria: Awarded annually to one cadet in each LET level or maintaining highest school academic grades.

Awarded by: Principal

N-1-3 Academic Achievement Ribbon

Criteria: Awarded annually to those cadets who maintain a grade of “A” in JROTC and a “B” in the remaining academic subjects.

Awarded by: The Director of Army Instruction or Senior Army Instructor in a single unit.

N-1-4 Perfect Attendance Ribbon

Criteria: Awarded to cadets with no unexcused absences during each quarter/semester.

Awarded by Senior Army Instructor

N-1-5 Student Government Ribbon

Criteria: Elected to a student government office.

Awarded by: Principal

N-1-6 Leadership Development Service Ribbon

Criteria: Awarded to cadets successfully completing first quarter/semester of training of each LET year.

Awarded by: Senior Army Instructor

N-1-7 through N-1-10 Optional

Criteria: Awarded based on criteria developed locally.

Awarded by: Senior Army Instructor

(Series 2) ATHLETIC AWARDS

N-2-1 Varsity Athletic Ribbon

Criteria: Awarded annually to cadets in varsity sports.

Awarded by: Principal

N-2-2 Physical Fitness Ribbon

Criteria: Awarded annually to cadets who maintain excellent physical fitness. The ribbon will be presented to cadets receiving an 85-percentile rating or better in all 5 Cadet Challenge events.

Awarded by: Senior Army Instructor

N-2-3 ROTC Athletic Ribbon

Criteria: Awarded annually to cadets who maintain a basic, yet challenging level of physical fitness. The ribbon will be presented to cadets receiving a 50-percentile rating or better in all 5 Cadet Challenge events.

Awarded by: Senior Army Instructor

N-2-4 and N-2-5 Optional

Criteria: Awarded based on criteria developed locally.

Awarded by: Senior Army Instructor

(Series 3) MILITARY AWARDS

N-3-1 Director of Army Instruction/Senior Army Instructor Leadership Ribbon

Criteria: Awarded annually to the one cadet in each LET level Who displays the highest degree of leadership.

Awarded by: Senior Army Instructor

N-3-2 Personal Appearance Ribbon

Criteria: Awarded annually to cadets who consistently present an outstanding appearance.

Awarded by: Senior Army Instructor

N-3-3 Proficiency Ribbon

Criteria: Awarded annually to those cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.

Awarded by: Director of Army Instruction/Senior Army Instructor

N-3-4 Drill Team Ribbon

Criteria: Awarded annually to drill team members.

Awarded by: Senior Army Instructor.

N-3-5 Orienteering Ribbon:

Criteria: Awarded annually to cadets who are members of the orienteering teams.

Awarded by: Senior Army Instructor

N-3-6 Color/Honor Guard Ribbon:

Criteria: Award annually to members of color/honor guard.

Awarded by: Senior Army Instructor

N-3-7 Marksmanship Team Ribbon

Criteria: Awarded annually to rifle team members.

Awarded by: Senior Army Instructor

N-3-8 Adventure Team Ribbon

Criteria: Awarded annually to cadets who are members of adventure training type units.

Awarded by: Senior Army Instructor

N-3-9 Commendation Ribbon

Criteria: Awarded to cadets whose performance of duty exceptionally exceeds that expected of cadets of their grade and experience.

Awarded by: Senior Army Instructor

N-3-10 Good Conduct Ribbon

Criteria: Awarded annually to cadets who have demonstrated outstanding conduct throughout the school.

Awarded by: Senior army Instructor

N-3-11 JCLC Participation Ribbon

Criteria: Awarded to cadets for JCLC participation.

Awarded by: Senior Army Instructor

N-3-12 through N-3-15 Optional

May be awarded based upon criteria developed locally.

Awarded by: Senior Army Instructor

(Series 4) MISCELLANEOUS AWARDS

N-4-1 Parade Ribbon

Criteria: Awarded to cadets who have participated in local community parades; for example, Veterans' Day, Memorial Day, etc.

Awarded by Senior Army Instructor

N-4-2 Recruiting Ribbon

Criteria: Awarded to cadets who recruit students into the JROTC program each quarters/semester.

Awarded by: Senior Army Instructor

N-4-3 through N-4-5 Optional

Criteria: Awarded based on criteria developed locally.

Awarded by: Senior Army Instructor

N-4-6 Service Learning Ribbon

Criteria: Awarded annually to cadets who participate in service learning projects.

Awarded by: Senior Army Instructors.

N-4-7 Excellent Staff Performance Ribbon

Criteria: Awarded annually to Cadet Staff Officers for excellent performance.

Awarded by: Senior Army Instructor

Appendix M – Precedence of Wear

Ribbons will be worn in the order displayed on the ribbon poster. For criteria refer to Appendix L.

Category – DA Awards

1. DA Cadet Command Medal for Heroism
2. DA Superior Cadet Award.

Category – Academic Awards

3. Academic Awards (10 designs).

Category – Military Awards

4. Military Awards (13 designs).

Category – Athletic Awards

5. Athletic Awards (7 designs).












































Category – DAI/SAI Awards

6. Miscellaneous Awards (5 designs).

Category – Association Awards

7. The awarding association will establish criteria. Precedence will be established by the DAI/SAI.

(JROTC Ribbon Poster)

 Medal for Heroism Awarded to any JROTC cadet who performs an act of heroism.	 Superior Cadet Awarded annually to one outstanding cadet in each LET level.	 Distinguished Cadet (N-1-1) Awarded annually to one cadet who exhibits the highest degree of experience in scholastics.	 Academic Excellence (N-1-2) Awarded annually to one cadet in each LET level for maintaining highest school academic grades.
 Academic Achievement (N-1-3) Awarded annually to those cadets who maintain a grade of "A" in JROTC and a "B" in the remaining academic subjects.	 Perfect Attendance (N-1-4) Awarded to cadets with no unexcused absence during each quarter/semester.	 Student Government (N-1-5) Elected to a student government office.	 LET Service (N-1-6) Awarded to cadets successfully completing first quarter/semester of training of each LET year.
 Optional by SAI (N-1-7)	 Optional by SAI (N-1-8)	 Optional by SAI (N-1-9)	 Optional by SAI (N-1-10)
 DAI/SAI Instructor Leadership (N-3-1) Awarded annually to one cadet per LET level who displays the highest degree of leadership.	 Personal Appearance (N-3-2) Awarded annually to cadets who consistently present an outstanding appearance.	 Proficiency (N-3-3) Awarded annually to cadets who have demonstrated an exceptionally high degree of leadership, academic achievement, and performance of duty.	 Drill Team (N-3-4) Awarded annually to drill team members.
 Orienteering (N-3-5) Awarded annually to cadets who are members of orienteering teams.	 Color Guard (N-3-6) Awarded annually to members of the color/honor guard.	 Rifle Team (N-3-7) Awarded annually to rifle team members.	 Adventure Training (N-3-8) Awarded annually to cadets who are members of adventure training type units.
 Commendation (N-3-9) Awarded to cadets whose performance of duty exceptionally exceeds that expected of a cadet of his grade and experience.	 Good Conduct (N-3-10) Awarded annually to cadets who have demonstrated outstanding conduct throughout the school year.	 JCLC (N-3-11) Awarded to cadets for JCLC participation.	 Optional by SAI (N-3-12)
 Optional by SAI (N-3-13)	 Optional by SAI (N-3-14)	 Optional by SAI (N-3-15)	 Varsity Athletics (N-2-1) Awarded annually to cadets that excel in varsity sports.
 JROTC Physical Fitness Award (N-2-2) Awarded to cadets who scores above the 85 th percentile on all five fitness tests.	 JROTC Athletics (N-2-3) Awarded to cadets who score at or above the 50 th percentile on all five standard exercises.	 Optional by SAI (N-2-4)	 Optional by SAI (N-2-5)
 Parade (N-4-1) Awarded to cadets who have participated in local community parades (Veterans' Day Parade, Memorial Day Parade, etc.).	 Recruiting (N-4-2) Awarded to cadets who recruit students into the JROTC program each quarter/semester.	 Optional by SAI (N-4-3)	 Optional by SAI (N-4-4)
 Optional by SAI (N-4-5)	 Service Learning (N-4-6) Awarded annually to cadets who participate in service learning projects	 Excellent Staff Performance (N-4-7) Awarded annually to cadet staff officers for excellent performance	
	Meritorious Unit Insignia. Each member of a unit designated as a Meritorious Unit is awarded the Meritorious Unit Insignia (white star).		
	Honor Unit Insignia. Each member of a unit designated as an Honor Unit is awarded the Honor Unit Insignia (blue star).		
	Honor Unit with Distinction Insignia. Each member of a unit designated as an Honor Unit with Distinction is awarded the Honor Unit with Distinction Insignia (yellow star).		
	Academic Achievement Insignia. A gold wreath authorized for wear by cadets in the top ten percent of each JROTC class – based on grades earned in JROTC courses, as determined by the SAI. A felt pad center background indicates subsequent awards. <ul style="list-style-type: none"> • Second award – red pad. • Third award – silver pad. • Fourth award – gold pad. 		

Appendix N — Air Rifle Marksmanship Qualification Awards

Marksmanship Qualification Awards. JROTC cadets who participate in rifle marksmanship instruction are eligible to earn qualification badges. The badges designate three qualification levels, Marksman, Sharpshooter and Expert. The Expert badge is the highest ranking and most difficult to earn. The badges signify that the cadets who earn them have demonstrated the knowledge and skill to handle rifles safely and have mastered basic rifle marksmanship skills to achieve required scores in qualification firing tests. JROTC cadets are authorized to wear marksmanship qualification badges on their Class A or Class B uniforms. Cadets may earn more than one badge, but may only wear the highest-ranking badge earned.

Qualification Course Standards. The following standards apply to the conduct of unit qualification firing:

- a. Rifles. Air rifle qualification firing must be done with sporter-class air rifles such as the Daisy M853/753/953 series rifles that were issued through the military supply system.
- b. Distance. Air rifle qualification firing must be done at a distance of 10 meters (33 feet).
- c. Targets. Air rifle qualification firing may be done on either the BMC (basic marksmanship course) or AR-1 competition targets.
- d. Clothing and Equipment. During qualification firing, a sling may be used in the prone and kneeling positions, a glove may be worn on the support hand in any position and a kneeling roll may be used in the kneeling position. Shooting jackets can not be worn when qualifying with the air rifle.

Integration with JROTC Marksmanship Curriculum. Cadets must receive marksmanship instruction before they do qualification firing. These marksmanship qualification standards and procedures are designed for qualification firing to be done in conjunction with the teaching of Unit 7 in the *Army JROTC Leadership Education & Training* curriculum. Qualification firing may be done in stages that are coordinated with completing these lessons in Unit 7:

- a. Lessons 1-6, which include instruction in gun safety, the operation of the rifle, the standing position, the technique of firing a shot, sight adjustments and scoring, must be completed before qualification firing is done in any firing position. After Lesson 6 is completed, qualification firing in the standing position may be done.
- b. After Lessons 1-7 are completed, qualification firing in the standing and prone positions may be done. To qualify for the Marksman and Sharpshooter badges, qualification firing must be done in those two positions, standing and prone.
- c. After Lessons 1-8 are completed, qualification firing in the standing, prone and kneeling positions may be done. To qualify for the Expert badge, qualification firing must be done in all three positions, prone, standing and kneeling.

Qualification Scores. To receive a qualification badge, cadets must attain the following scores in qualification firing that is supervised by a unit instructor.

Qualification Badge	Firing Positions	Air Rifle AR-1 Target	Air Rifle BMC Target
Marksman	10 shots standing, 10 shots prone	110-129	175-187
Sharpshooter	10 shots standing, 10 shots prone	130-200	188-200
Expert	10 shots prone, 10 shots standing, 10 shots kneeling	230-300	290-300

Qualification Firing Procedures. The unit instructor will designate the times when cadets may do qualification firing. Cadets may be given multiple opportunities to fire qualifying scores.

a. To earn the Marksman and/or Sharpshooter badge, a cadet will be credited with the total of the best 10-shot standing and the best 10-shot prone position scores fired during qualification firing periods designated by the instructor. The standing and prone scores the count for the Marksman or Sharpshooter badges do not have to be fired at the same time or on the same day.

b. To earn the Expert badge, a cadet must fire a 30-shot three-position score (10-shots prone, 10-shots standing and 10-shots kneeling, all fired at the same time) with the following sequence and time limits:

Stage	Time Limit
Preparation Period	10 minutes
Prone position	15 minutes
Changeover to standing	5 minutes
Standing position	20 minutes
Changeover to kneeling	5 minutes
Kneeling position	15 minutes
Practice or sighting shots may be fired in each position before record shots are fired, but any sighting shots and the 10 record shots must be fired within the time limit for that position.	

Appendix O – Air Rifle Safety and Rifle Range SOP

**JROTC Standard Operating Procedures (SOP)
For Air Rifle Safety and Air Rifle Range Management**

Item	Standard	Notes
1.0 Air Rifle Range Layout		
1.1 Range Walls, Safety Barriers or Perimeter	The sides and front walls (as you look downrange) of the room/space used as a range must be secure or capable of being secured from inside the range. Exposed windows must be covered or made of a type of glass that will not allow pellets to exit the range area. Openings that might allow a stray pellet to exit the range must be covered. Any doors forward of the firing line must be locked to prevent entry and a sign posted on the outside of the door stating “ Caution—Do Not Enter— Live Firing in Progress. ”	<i>No one should be able to enter the range area from outside the range during firing under any circumstances. Windows or glass surfaces in the safety walls or barriers are not a safety concern as long as they can prevent accidental stray shots from exiting the range area.</i>
1.2 Target Holders	A frame made of wood or other material should be utilized to hold targets at the required heights (20 in. for prone, 55 in. for standing, 32 in. for kneeling, as measured at the center of the target). The target frame must have a pellet catcher or backstop if the range itself does not have a backstop.	<i>A key feature of the target holder is that it be made of a material that does not cause pellets to bounce back if the frame is struck. Hard plywood, for example, will sometimes cause pellet bounce-back.</i>
1.3 Target Backstops	Target backstops must be capable of capturing and retaining 100% of the pellets fired at targets mounted on the target holders in front of the backstops. Any backstop material that effectively captures all fired pellets may be used.	<i>If steel is used as a backstop, it must be hard enough that frequent shots in the same location will not dent or crater it. 1/8 in. galvanized or 14-16 gauge steel is recommended. Commercial pellet traps are suitable. In an emergency, a cardboard box filled with old newspapers will suffice.</i>
1.4 Firing Line	The firing line must be visibly marked with a tape or paint stripe that is a contrasting color with the floor. Firing points or lanes corresponding with the target spacing should be marked with a tape or stripe of a different color. The recommended width of each firing point is 1.25 meters (49.2 in.) wide. Firing point width should not be less than 1 meter (40 in.) wide.	<i>The firing line designates an absolute limit to the forward movement any person may make while firing takes place. Wider firing points are particularly desirable to facilitate instruction and control safety.</i>
1.5 Range Officer Stand/Table/Location	A Range Officer stand, table or working space should be located immediately to the rear of the firing points, approximately 10 feet to the rear of the firing line. The Range Officer should have clear visibility of all firers from this point.	<i>There must be an area at the rear of the firing line where the Range Officer can move freely to control the firing activities on the range and assure safety.</i>

1.6 Ready Line and Ready Area	If sufficient space is available, an area behind the firing points and Range Officer stand or location should be designated for cadets to assemble prior to moving to the firing line. This area may also have chairs or seating for spectators. A ready line tape or stripe should be placed on the floor to designate this area.	<i>Ready areas are not required, but where space permits, the designation of a ready area is recommended. Spectators are to be encouraged during shooting sports activities when sufficient space is available. All spectators must remain behind the ready line.</i>
1.7 Outdoor Ranges	When an indoor location is not available, an outdoor range may be approved as a JROTC air range. Outdoor ranges that do not have a baffle and backstop or other system to contain all pellets fired within the range area must be able to control the downrange impact area (safety fan) for a distance of 300 yards either by using a physical barrier such as a fence or by using observers (2) who can warn the Range Officer if anyone is approaching the impact area.	<i>The 300-yard impact area or safety fan is determined by the maximum range of air rifles used in the JROTC program. The maximum range of an air rifle firing a pellet at 580-600 fps is 280 yards.</i>

2.0 Safety Instruction

2.1 Preliminary Safety Instruction	A prescribed basic, introductory lesson in air rifle safety and range firing procedures must be taught to all cadets before they are permitted to handle air rifles or do dry firing or live firing exercises on an air rifle range.	<i>Army JROTC cadet safety training must be based on LET Unit 7, Lessons 1 & 2. The JROTC Guide to Air Rifle Safety was prepared as a student guide for use in providing instruction to JROTC cadets. JMIC Session IV slides and support materials may also be used to teach the prescribed cadet safety training.</i>
2.2 Cadet Safety Exam	All cadets must successfully complete a prescribed safety exam prior to any marksmanship activity.	<i>JROTC units must maintain a file with the completed safety examinations.</i>
2.3 Cadet Safety Pledge	All cadets must sign the JROTC Cadet Individual Safety Pledge prior to any marksmanship activity.	<i>JROTC units must maintain a file with the signed safety pledges.</i>
2.4 Regular Safety Briefings	All firing exercises must be preceded by short safety briefings that remind cadets of the safe gun handling rules.	<i>If there have been any recent lapses in safety focus or discipline, it is important to use safety briefings to reinforce safety rules that were not properly observed.</i>

3.0 Range Supervision and Live Fire Conduct

3.1 Range Supervision	All dry firing or live firing exercises involving the handling of air rifles on a JROTC unit range must be supervised by an Army JROTC Instructor who has completed either the JROTC Marksmanship Instructor Course or the Rifle Coach Training Course and has achieved a grade of 100% on the ACC Distance Learning air rifle safety course. Cadets who fire on other ranges will fire under the control of the Range Officer appointed for that range.	<i>If volunteer coaches are utilized, they must also be certified by completing the required training. Volunteer Range Officers or Assistant Range Officers may be utilized, but an Army Instructor must be present on JROTC unit ranges to supervise the firing activity.</i>
3.2 Range Officers	The Range Officer is in charge of firing on the range and is responsible for giving instructions and commands to the shooters. Only one person is designated to give range commands and instructions. One Range Officer should be responsible for supervising no more than ten firing points with ten individual shooters. If there are more than ten firing points, additional Assistant Range Officers must be appointed.	The Air Rifle Range Officer Operating Procedures document is available for Range Officers to use as a script and guidelines in conducting range-firing exercises.
3.3 Assistant Range Officers	One Range Officer should supervise a maximum of ten firing points with ten individual shooters. For beginning shooters, additional Assistant Range Officers must be appointed who will each assist and control the activities of groups of one, two or more firers under the supervision of the Range Officer. Cadets who are experienced in rifle marksmanship may be appointed as Assistant Range Officers if a JROTC Instructor is in charge of firing and supervises the Cadet AROs.	<i>If there are not sufficient AROs available, the number of firers on a range should be limited to the number that the Range Officer can effectively and safely control. It is especially important to use additional AROs when working with beginning shooters.</i>
3.4 Range Commands	All range firing exercises must be controlled by proper range commands. The formal range commands are: LOAD, START, STOP, UNLOAD . In addition to these commands, other instructions are given to control the activities of the persons who are firing.	<i>The international range commands, LOAD, START, STOP, UNLOAD are used for air rifle range activities because they are universally understood by everyone, regardless of language skills.</i>
3.5 Open Actions	All rifles brought into or handled on any range must be unloaded, with open actions. Rifle actions may be closed only on a designated firing point.	<i>The only time rifle actions may be closed is when they are controlled by a firer on a designated firing point and the Range Officer has authorized the start of a preparation period or gives the commands LOAD, START.</i>
3.6 CBIs, Clear Barrel Indicators	CBIs (Clear Barrel Indicators) must be inserted in all air rifles that are brought to the range to verify that they are unloaded with actions open. CBIs may only be removed when rifles are on the firing line and the Range Officer gives instructions to begin preparation for firing. CBIs must be reinserted as soon as each cadet completes a prescribed firing activity.	<i>CBIs are made from heavy, brightly colored monofilament grass trimmer or similar cord (.065"-.095" dia.). CBIs should be cut so that when inserted in the air rifle, approximately 3-4" of cord protrudes from both the breech and muzzle ends of the air rifle barrel.</i>

3.7 Unloaded Rifle	An unloaded air rifle is an air rifle with 1) its bolt/action open and 2) with no pellet in the barrel. CBI's inserted in air rifle barrels verify that they are unloaded.	<i>No rifle may be moved from the storage area to the range or back to the storage area unless it is in an unloaded condition, with a CBI inserted.</i>
3.8 Completion of Firing	Upon the completion of a firing exercise, the shooter must 1) immediately open his/her rifle action, 2) place the rifle on the ground/floor/mat/bench and 3) insert a CBI in the barrel. The Range Officer must verify that air rifles are unloaded by checking for grounded rifles with CBI's properly inserted. Individual shooters are responsible for informing the Range Officer if an air rifle is still loaded after the command STOP, UNLOAD is given.	<i>No rifle may be removed from the firing line unless it is unloaded, with a CBI inserted. If a shooter reports a "LOADED RIFLE" after the completion of firing, the Range Officer must give that shooter instructions for discharging the loaded rifle into the backstop or into a Pellet Discharge Container (PDC).</i>
3.9 Grounded Rifle	A grounded air rifle must 1) be unloaded with the action open, 2) be placed on the floor, shooting mat or bench with the muzzle lying ahead of the firing line, 3) have a CBI inserted and 4) not be handled by anyone.	<i>Rifles must be grounded after firing is completed and must be checked by the Range Officer for proper CBI insertion. Rifles must be grounded before anyone can move forward of the firing line.</i>
3.10 Line is Hot	This statement by the Range Officer means the firing line is ready for the start of a firing exercise. All personnel must be behind the firing line.	<i>After declaring that a range is "hot," the Range Officer may give instructions to the shooters to handle their rifles, remove the CBI's and begin preparation for a firing exercise.</i>
3.11 Line is Clear	This statement by the Range Officer means that all rifles have been grounded with CBI's inserted and checked by the Range Officer and that it is safe for personnel to go forward of the firing line.	<i>After declaring that a range is "clear," the Range Officer may give instructions to the shooters or other personnel to go forward of the firing line to retrieve or hand targets.</i>
3.12 Target Placement or Retrieval	On most ranges, it is necessary for cadets to go downrange to hang, change or retrieve targets. Cadets may go downrange for this purpose. No one may go downrange until all air rifles are unloaded, grounded and checked. After all air rifles are grounded, the Range Officer declares the " Line is Clear " and instructs cadets to go downrange to hang, change or retrieve targets. After everyone returns from downrange and is behind the firing line, the Range Officer declares the " Line is Hot " and gives instructions to begin the next firing exercise.	<i>No one is permitted to handle an air rifle for any reason while someone is downrange.</i>
3.13 Giving Corrections or Instructions	Whenever it is necessary to give corrections or instructions to an individual shooter, those instructions or corrections should never be given while the firer is attempting to fire a shot unless a serious safety hazard is involved. Instead, wait until the shot is fired, then approach the shooter to give the instructions or corrections in such a way as to not disturb or distract other firers. If the corrections or instructions involve several shooters on the firing line, it is best to give the command STOP and to instruct all shooters to open the actions on their rifles before giving the corrections or instructions.	<i>By approaching close to an individual who is being given instructions or corrections that might involve changing a firing position, the Range Officer is also close enough to the firer to monitor and control how the firer handles his/ her rifle muzzle while making the change. When deciding whether to command STOP for all shooters before giving instructions, the Range Officer must exercise judgment as to what is the safest way to give those instructions.</i>

<p>3.14 Emergency STOP</p>	<p>A STOP command may be called for a safety emergency or another special situation (when a firing exercise is not complete). To do this, the Range Officer commands STOP-STOP-STOP (three times). Shooters must immediately stop attempting to fire a shot (remove finger from the trigger) and await instructions. The Range Officer must then instruct shooters to OPEN YOUR ACTIONS and give other instructions as appropriate. If a safety emergency is not observed by the Range Officer, anyone may command STOP.</p>	<p><i>The repetition of the STOP command three times is done to be sure to get the attention of all shooters and to emphasize that the situation is an emergency. Appropriate Range Officer instructions could be to keep muzzles pointed downrange or to ground rifles without inserting CBIs. JROTC units should practice emergency STOPs so that cadets will know how to respond to this command.</i></p>
<p>3.15 Malfunctions</p>	<p>A malfunction occurs when an air rifle fails to fire or does not operate properly. Malfunctions must be cleared before the air rifle can be used for additional firing. If a malfunction cannot be cleared, the action must be opened and the pellet removed from the barrel before the air rifle can be safely removed from the firing line. A .177 cal. Cleaning rod or dowel rod should be used to clear the pellet from the barrel. The clearing of the malfunction or removal of the air rifle from the firing line must be done by the Range Officer or Instructor.</p>	<p><i>With the action remaining open, a pellet may be safely removed by inserting a cleaning rod from the muzzle end of the barrel. Under no conditions should a loaded air rifle be removed from the firing line without rendering it impossible for the rifle to fire (open action, discharging gas, pellet removal).</i></p>
<p>3.16 Going Downrange</p>	<p>No one may be authorized to move forward of the firing line until all air rifles are unloaded, grounded with CBIs inserted and checked by the Range Officer.</p>	<p><i>No one remaining on the firing line may handle air rifles when personnel are downrange.</i></p>
<p>3.17 Removing Air Rifle From Range</p>	<p>When all range firing exercises are completed and air rifles are to be removed from the range and placed in storage, the Range Officer must confirm that they are unloaded by checking to be sure each rifle has a CBI properly inserted. The Range Officer can then give instructions to remove the rifles from the range and place them in storage.</p>	<p><i>CBIs must remain inserted in the air rifles until they reach the storage area or are placed in a gun case. Then the CBIs may be removed, the actions closed and triggers released so that the hammer springs will not remain under tension while stored for long periods of time.</i></p>
<p>3.18 Safety Equipment</p>	<p>Range Officers should have a pellet discharge container for use in unloading loaded rifles and a .177 cal. Cleaning rod for use in clearing pellets from the barrels of malfunctioning air rifles.</p>	<p><i>This equipment should be available on the range whenever live firing activities are taking place.</i></p>

4.0 Air Rifle Storage

4.1 Storage Container	All JROTC unit air rifles must be securely stored in gun cases or gun racks when not in use. A room that can be locked must be designated as an air rifle storage area.	
4.2 Security	Stored air rifles should be secured by at least two locks. This may include a lock on the storage container. JROTC Instructors should retain control of all keys or lock combinations.	<i>JROTC cadets and other students should not have access to air rifle storage.</i>
4.3 Care & Cleaning	Air rifles should be free of moisture and lightly oiled before storage. Air rifle barrels should be cleaned after a maximum of 1000 shots.	<i>Air rifle barrel cleaning is done by using a cleaning rod or pull-through, a non-petroleum-based solvent, brass brush and cleaning patches.</i>
4.4 Storage Condition	Air rifles must be stored only in a discharged (no gas charge), unloaded condition. It is proper to remove CBIs, close air rifle actions and release triggers prior to storage.	<i>When actions are closed and triggers released for storage, it is very important to make sure all rifle actions are opened as soon as they come out of the storage area or gun case for transportation to the range.</i>
4.5 Gun Cases	Air rifles may be stored and brought to the range in gun cases. If gun cases are used, the gun case should be placed on the firing line with the air rifle muzzle pointed downrange before the gun case is opened. As soon as the gun case is opened, the air rifle action must be opened and a CBI inserted. Then the air rifle can be removed from the case and grounded on the firing line. When an air rifle is returned to its case, the case should be brought back to the firing point. After the air rifle is replaced in its case, the CBI may be removed, the action closed and the trigger released.	<i>Gun cases should be removed from the firing line during all firing activities. Gun cases should not be opened behind the firing line. It is a good idea to make gun cases to indicate which direction air rifle muzzles are pointing in the case.</i>

5.0 Health and Hygiene

5.1 Food	No food items are permitted on an air rifle range.	<i>Eating food while handling lead pellets could cause lead ingestion.</i>
5.2 Beverages	Water or other beverage items may be brought to a range, but only if the beverage container is closed (screw-top bottle, etc.)	<i>Open beverage containers should not be left on the range.</i>
5.3 After Firing	All personnel who handle air rifle pellets must wash their hands immediately after firing and before doing any other activity.	<i>Hands should preferably be washed in cold water.</i>
5.4 Pellet Trap Cleaning	Only Instructors or other designated adults should handle spent air rifle pellets and remove them from the pellet traps or the range.	<i>Cadets should not be used to clean pellet traps.</i>

6.0 Air Rifle Gas/Air Cylinders

6.1 Air Rifle Cylinders	Some air rifles used in JROTC marksmanship activities utilize compressed air or CO ₂ cylinders as a means of propulsion. Charged air cylinders can cause serious injury if handled improperly. Caution must be taken to prevent cylinders from striking the floor or any hard surface.	<i>The careless handling or tossing of cylinders is strictly prohibited. Air rifle cylinders, nevertheless, are safe if handled properly and periodically inspected.</i>
6.2 Inserting Cylinders	When screwing pre-compressed air cylinders into air rifles, care must be taken to only hand-tighten the cylinders. Removable replaceable CO ₂ cylinders require wrench tightening, but care must be taken to not over-torque them. When inserting cylinders, always stand to the side of the air rifle, never directly in line with the end of the cylinder.	<i>Do not use wrenches or tools to tighten or over-tighten the cylinders.</i>
6.3 Filling Cylinders	Cylinders must be filled from a larger, master tank. When attaching cylinders to the master tank by using an adapter, always stand to the side of the cylinder; do not allow its end or base to point at you or another person. Tighten the cylinder only tight enough to prevent any gas leakage.	<i>It is recommended that instructors or range officers refill the air rifle cylinders.</i>
6.4 Inspections	Manufacturers have established standards for the periodic inspection of older compressed air or CO ₂ cylinders. These inspection requirements must be followed.	<i>Check the air rifle owner's manuals for inspection requirements.</i>
6.5 Refill Tanks	Scuba tanks used as refill tanks for compressed air rifles and the CO ₂ storage tanks used as refill tanks for CO ₂ cylinders must be securely fastened to a wall or other solid feature to prevent them from accidentally being tipped over.	<i>Compressed air and gas cylinders hold gas under very high pressure and can explode with dangerous force if accidentally knocked over.</i>

Range Officer Operating Procedures

For the Conduct of Air Rifle Live Fire Activities

The Range Officer conducts range firing by giving commands, instructions and procedures. When conducting live fire activities, Range Officers use a script to assure that they give proper commands and instructions in the correct order. To conduct a live fire activity, follow the “Command/Action Steps” in the left column. The commands and instructions in ***Bold Italics*** should be given in those words. The “Procedures” in the right column explain and provide additional information concerning each action step.

Command/Action Step	Procedure
<i>Before firing begins:</i>	Step 1--Range and Equipment Preparation: Before firing, the Range Officer (RO) must prepare or supervise the preparation of the range for firing. Check to be sure target holders and backstops are in place and that the necessary supplies such as shooting mats, pellets and targets are available. Cadets may be assigned to bring these items from the storage area to the range. Cadets should not take positions on the firing line until they are called to their firing points by the RO.
<i>Before firing begins:</i> <i>Give the day’s Safety Briefing at this time.</i>	Step 2--Assign Firing Points: Divide cadets who will fire into groups or relays with one cadet assigned to each available firing point in each relay that is required. While you have the attention of all cadets who will be firing, give the day’s Safety Briefing before they move to the firing line.
<i>RELAY NUMBER 1, MOVE TO THE FIRING LINE or (MOVE YOUR RIFLES AND EQUIPMENT TO THE FIRING LINE)--GROUND YOUR RIFLES</i>	Step 3—Call Relay to the Line: Call the cadets who will fire next to the firing line. Give the cadets on that relay an opportunity to move their rifles and equipment to the firing line if the necessary equipment is not already there. All air rifles that are brought to or that are on the firing line must have CBIs inserted. Rifles brought to the line must be grounded.
<i>THE LINE IS CLEAR. GO FORWARD AND HANG YOUR TARGETS</i>	Step 4—Hang Targets: Check all rifles on the line to be sure they are grounded with CBIs inserted. Then issue targets to each cadet, announce that the “line is clear” and instruct them to go downrange and hang their targets.
<i>THE LINE IS HOT--YOU MAY HANDLE YOUR RIFLES, GET INTO THE (PRONE, STANDING, KNEELING) POSITION AND BEGIN PREPARATION (YOUR PREPARATION PERIOD) FOR FIRING.</i>	Step 5—Preparation for Firing: When all cadets on that relay return from downrange, the RO announces the beginning of a preparation period. During this period, cadets may handle their rifles and assume their firing positions. Help any cadets who need assistance in getting into a correct firing position. During the preparation period, cadets may remove the CBIs from their rifles; close their rifle actions and dry fire unless you instruct them otherwise. Later, if the cadets enter competitions, they will be given a formal “Preparation Period” of ten or five minutes when they may get into position, close their rifle actions and dry fire.
<i>IN THIS FIRING EXERCISE YOU WILL FIRE (Describe the firing exercise)--LOAD, START</i>	Step 6—Start Firing: At the end of the preparation period, after all cadets on that relay are ready to begin firing, describe (repeat) the firing exercise (<i>how many shots—whether shots may be fired at the practice/sighting targets, whether there is a time limit, etc.</i>) and give commands to formally authorize cadets to load and begin firing. Be sure no cadet cocks or charges the rifle and/or places a pellet in the rifle until after the command LOAD is given. Be sure no cadet fires a shot until after the command START is given. If the firing exercise is timed, the time begins when the command START is given.

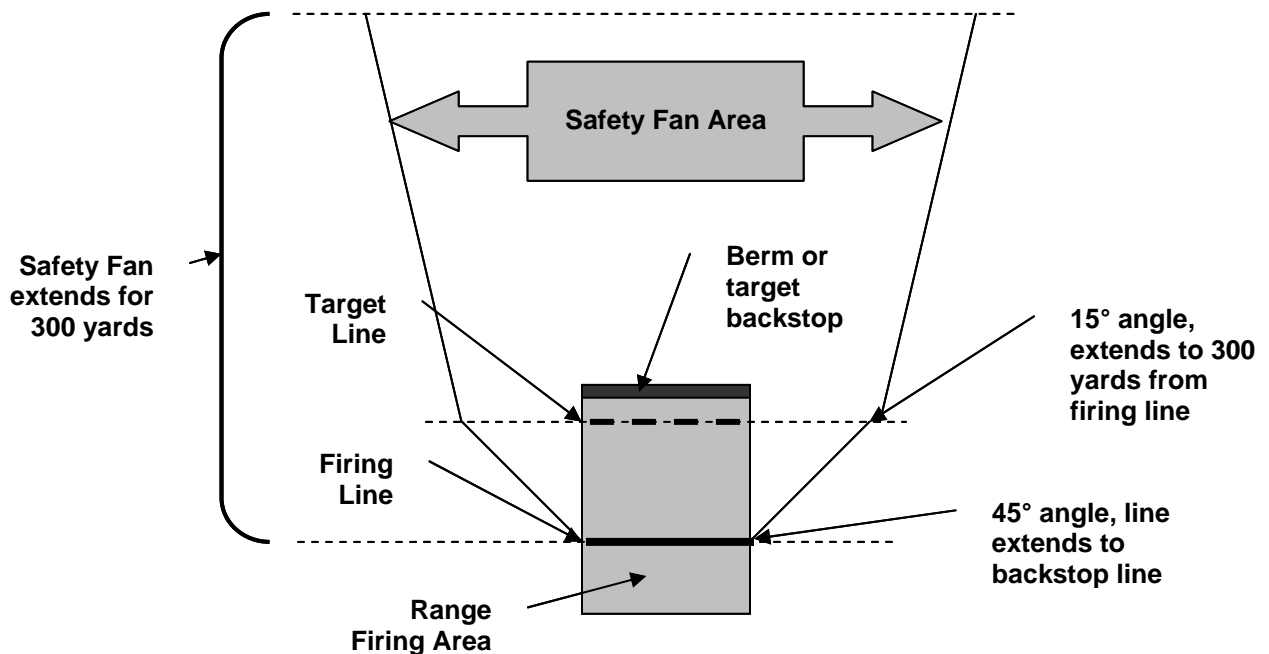
During the shooting time:	Step 7—Monitor Firing: While cadets are firing, the Range Officer must constantly observe them to be sure muzzles remain pointed in a safe direction (up or downrange), especially during loading, and to assist, answer questions, deal with malfunctions and resolve any problems.
During the shooting time (if required by a malfunction):	Step 8—Malfunctions: If at any time during firing, a rifle fails to fire or malfunctions, the cadet must inform the Range Officer immediately by raising his/her hand. Go to the shooter and take control of the air rifle if necessary. Examine the rifle to determine the cause of the malfunction (<i>Was the safety engaged? Was the bolt/action fully closed? Was the air chamber charged? Has a part in the mechanism broken?</i>). You may direct the cadet to attempt to fire another shot. Or, if the rifle cannot be used, it must be unloaded before it can be removed from the firing line. If the rifle can be fired, discharge the rifle into a pellet discharge container. If it cannot be fired, open the bolt/action and use a cleaning rod or dowel to remove the pellet from the barrel. Be sure to retain control of the malfunctioning air rifle until it can be taken to the storage area and repaired.
Check to see if all firers have finished or ask: DOES ANYONE NEED ADDITIONAL TIME?	Step 9—Confirm Completion of Firing: When cadets finish firing, they must open their rifle actions, ground their rifles (place them on the floor or mat with the action open) and insert a CBI. Cadets who finish firing should normally be instructed to step back from the firing line without disturbing other cadets after they have grounded their rifles and inserted CBIs in them. They should not remove their rifles or equipment from the line until instructed to do so by the Range Officer.
STOP, UNLOAD	Step 10—Stop Firing: When all cadets complete firing that exercise or if firing must be stopped for an emergency, give the commands to stop firing and unload rifles. Any cadet who is still firing must stop immediately, open the bolt or action on his/her air rifle and hold the rifle so it is clearly visible to the Range Officer (see Step 11 for clearing a loaded rifle). If all cadets finished firing before the STOP command, check the grounded rifles to be sure there is a CBI inserted in each.
If there is still a loaded air rifle:	Step 11—Clear Loaded Rifles: If a cadet has a loaded air rifle with a pellet in the barrel when the command STOP is given, the cadet must inform the Range Officer immediately by raising his/her hand and declaring: “Loaded Rifle.” Go to the cadet and direct him/her to discharge the rifle into a PDC or to fire the rifle at a safe area of the backstop. The rifle can then be grounded and a CBI inserted.
THE LINE IS CLEAR--GO FORWARD AND REPLACE (or REMOVE) YOUR TARGETS	Step 12—Retrieve and Hang Targets: Confirm that all air rifles are grounded with CBIs inserted. After declaring that the “line is clear,” instruct cadets to change/retrieve targets. If the last relay/group of cadets has completed firing, go directly to Step 14.
RELAY 1, MOVE BACK TO THE READY AREA, RELAY 2, YOU MAY MOVE TO THE FIRING LINE	Step 13—Change to Next Relay: When targets for the next position are hung and all cadets are behind the firing line and that all air rifles remain grounded, call the next relay (group) to the firing line. Repeat Steps 5-12 until that relay completes the same firing exercise.
CADETS, REMOVE YOUR EQUIPMENT FROM THE FIRING LINE	Step 14—Close Range: When all firing is complete, confirm that all rifles are grounded with CBIs inserted. You may direct the cadets to remove the rifles and equipment from the firing line. Cadets may then be instructed to take air rifles and other equipment from the range to the storage area.

JROTC Air Rifle Ranges Requirements for Outdoor Ranges

Prepared by Gary Anderson, Director, CMP, 29Mar05. Requirements in this document are included in the JROTC Marksmanship Instructor Course (JMIC)

Outdoor Ranges Authorized. When an indoor location is not available for a JROTC unit air rifle range, an outdoor location may be approved as a JROTC air range. Outdoor ranges must meet the following requirements to be approved for use in JROTC marksmanship programs.

1. **Firing Range Area.** The firing range area must be laid out in accordance with JROTC Air Rifle SOP 1.0, with a line of target holders/backstops, a firing line and firing points, an area for the range officer behind the firing line and, if space is available, a ready line and ready area. Distances and range layout dimensions prescribed in JROTC Air Rifle SOP 1.0 should be used for outdoor ranges.
2. **Backstop.** Outdoor ranges may utilize backstops that are suitable for indoor ranges to capture fired pellets (JROTC Air Rifle SOP 1.3) or they may have an earthen berm or other permanent backstop behind the target holders that is capable of capturing fired pellets.
3. **Range Impact Area.** Outdoor ranges without a baffle and backstop system capable of containing all pellets fired within the range area must control the downrange impact area (safety fan) by one of the methods specified in #4 below. The air rifle range impact area that must be secured extends for a distance of 300 yards (*This is the maximum firing distance for an air rifle with a muzzle velocity of 600 fps or less.*) from the firing line. The impact area should be determined according to the chart.



4. **Impact Area Control.** Since it is possible for stray shots to exit the range firing area if it is not completely baffled, outdoor ranges must have some means of controlling the impact area during firing so that no one could be hit by an accidental shot. This may be done by using one of the following alternatives or by using a similar control system, which assures no one can enter the impact area or be struck by a stray shot during firing.
 - a. **Observers.** Two or more cadets or other observers may be stationed so that they can observe if anyone is attempting to enter the impact area. Observers must be able to communicate with the Range Officer so that an emergency STOP can be commanded on the firing line.
 - b. **Restricted Impact Area.** The impact area can be secured with a combination of fencing and/or signage in such a way that entrance into the impact area during live firing activities is precluded.
 - c. **Baffles or Other Means.** A combination of baffling or overhead barriers and side barriers may be erected at the firing line or in the range firing area. Baffles or barriers must be configured so that they effectively prevent the exit of stray shots from the range. Baffling for air rifle ranges only needs to be of sufficient strength to contain an occasional air rifle pellet that might be fired into it.

Appendix P – JROTC Medical Fitness and Standards

P-1. Junior ROTC instructors and potential instructors must take a complete medical examination as described in this regulation. Instructors are required to take medical examinations every 3 years, regardless of age. Physical examinations are a condition of certification and continued certification. The cost is not reimbursable to the instructor under any circumstances.

P-2. Record screening and medical status is determined by the U.S. Army, Cadet Command, Command Surgeon. Documentation from a private physician, or other forms of medical documents, must be sent to Instructor Management with all VA disability compensation paperwork.

P-3. Veterans Administration (VA) Disability packet

a. For applicants or those serving as an instructors, who are currently receiving or expecting to receive VA disability compensation, those records may be requested prior to a decision regarding their medical fitness as a Junior ROTC Instructor. \

b. The summary sheet of the breakdown and the explanation of the percentage must be submitted with medical examination, before a decision can be rendered for medical fitness. A medical fitness decision will not be rendered from the Command Surgeon prior to all required forms/documents are received and evaluated.

c. Medical disqualification based off the VA disability compensation packet is nonwaiverable; however a waiver may be granted on a case by case basis depending on the severity of the medical condition.

P-4. Medical Examinations can be performed at a Military Treatment Facility (MTF) or by a personal physician.

P-5. Instructors hospitalized for a medical condition maybe required to submit documentation from the physician to determine their medical fitness. The instructor has 30 days from the date of request to submit the requested documents.

P-6. Required Medical Examinations Forms:

- a. **DD Forms 2801**, Report of Medical Examination.
- b. DD Forms 2807-1, Report of Medical History.
- c. CC FM 211-R, Jan 2005, Abbreviated report of medical examination.
- d. Civilian forms are acceptable but must be signed and dated by the physician.

P-7. Medical Classification

Instructors evaluated under the medical fitness standards will be reported by the USACC Surgeon as indicated below.

- a. Medically qualified. Individuals that meet the medical fitness standards.
- b. Not medically qualified. Individuals who possess any one or more of the medical conditions listed in this regulation.

P-8. Instructors can submit evidence to rebut a medical disqualification to Instructor Management Division.

P-9. Review authorities and waivers

- a. Medical retention standards cannot be waived by the Command Surgeon or by the examinee.
- b. Examinees reported as not medically qualified may request a waiver of the medical fitness standards in accordance with the basic administrative directive governing the personnel action. Upon such request, the Deputy Chief of Staff, JROTC or a designated representative may grant a waiver for not medically qualified examinations, when the medical condition is controlled by medication.
- c. If a waiver is granted a waiver form must be completed by the instructor with the waived medical condition.
- d. All applicants will sign a statement during the certification process, acknowledging they will maintain HT & WT standards in accordance with this regulation. Failure to maintain standards may result in terminating certification.

P-10. The Command Surgeon will use the following guidelines to determine the medical condition for an instructor and rate the individual as medically unqualified.

- a. Abdominal and gastrointestinal defects and diseases: Achalasia (cardiospasm) with dysphagia not controlled by dilatation or surgery, continuous discomfort, or inability to maintain weight.
- b. Amoebic abscess with persistent abnormal liver function tests and failure to maintain weight and vigor after appropriate treatment.
- c. Biliary dyskinesia with frequent abdominal pain not relieved by simple medication, or with periodic jaundice.

d. Cirrhosis of the liver with recurrent jaundice, ascites, or demonstrable esophageal varices or history of bleeding there from.

e. Gastritis, if severe, chronic hypertrophic gastritis with repeated symptomatology and hospitalization, confirmed by gastroscopic examination.

f. Hepatitis, chronic, when, after a reasonable time (1 or 2 years) following the acute stage, symptoms persist, and there is objective evidence of impairment of liver function.

g. Hernia, including inguinal, and other abdominal, except for small asymptomatic umbilical, with severe symptoms not relieved by dietary or medical therapy, or recurrent bleeding in spite of prescribed treatment or other hernias if symptomatic and if operative repair is contraindicated for medical reasons or when not amenable to surgical repair.

h. Crohn's Disease/Ileitis, regional, except when responding well to treatment.

i. Pancreatitis, chronic, with frequent abdominal pain of a severe nature; steatorrhea or disturbance of glucose metabolism requiring hypoglycemic agents.

j. Peritoneal adhesions with recurring episodes of intestinal obstruction characterized by abdominal colicky pain, vomiting, and intractable constipation requiring frequent admissions to the hospital.

k. Proctitis, chronic, with moderate to severe symptoms of bleeding, painful defecation, tenesmus, and diarrhea, and repeated admissions to the hospital.

l. Ulcer, duodenal, or gastric with repeated hospitalization, or "sick in quarters" because of frequent recurrence of symptoms (pain, vomiting, or bleeding) in spite of good medical management and supported by endoscopic evidence of activity.

m. Ulcerative colitis, except when responding well to treatment.

n. Rectum, stricture of with severe symptoms of obstruction characterized by intractable constipation, pain on defecation, or difficult bowel movements, requiring the regular use of laxatives or enemas, or requiring repeated hospitalization.

P-11. Gastrointestinal and abdominal surgery

a. Colectomy, partial, when more than mild symptoms of diarrhea remain or if complicated by colostomy.

b. Colostomy, when permanent.

c. Enterostomy, when permanent.

d. Gastrectomy, total.

e. Gastrectomy, subtotal, with or without vagotomy, or gastrojejunostomy, with or without vagotomy, when, in spite of good medical management, the individual develops "dumping syndrome" which persists for 6 months postoperatively; or develops frequent episodes of epigastric distress with characteristic circulatory symptoms or diarrhea persisting 6 months postoperatively; or continues to demonstrate appreciable weight loss 6 months postoperatively.

f. Gastrostomy, when permanent.

g. Ileostomy, when permanent.

h. Pancreatectomy.

i. Pancreaticoduodenostomy, pancreaticogastrostomy, or pancreaticojejunostomy, followed by more than mild symptoms of digestive disturbance, or requiring insulin.

j. Proctectomy.

k. Proctopexy, proctoplasty, proctorrhaphy, or proctotomy, if fecal incontinence remains after an appropriate treatment period.

P-12. Blood and blood-forming tissue diseases

a. Anemia, hereditary, acquired, aplastic, or unspecified, when response to therapy is unsatisfactory, or when therapy is such as to require prolonged, intensive medical supervision.

b. Hemolytic crisis, chronic and symptomatic.

c. Leukopenia, chronic, when response to therapy is unsatisfactory, or when therapy is such as to require prolonged, intensive medical supervision.

d. Hypogammaglobulinemia with objective evidence of function deficiency and severe symptoms not controlled with treatment.

e. Purpura and other bleeding diseases, when response to therapy is unsatisfactory, or when therapy is such as to require prolonged, intensive medical supervision.

f. Thromboembolic disease when response to therapy is unsatisfactory, or when therapy is such as to require prolonged, intensive medical supervision.

g. Splenomegaly, chronic.

h. HIV confirmed antibody positivity, with the presence of progressive clinical illness or immunological deficiency.

i. Meniere's syndrome or any peripheral imbalance, syndrome or labyrinthine disorder with recurrent attacks of sufficient frequency and severity as to interfere with the satisfactory performance of duty or requiring frequent or prolonged medical care or hospitalization.

j. Otitis media, moderate, chronic, suppurative, resistant to treatment, and necessitating frequent and prolonged medical care or hospitalization.

P-13. Endocrine and metabolic disorders

a. Acromegaly with severe function impairment.

b. Adrenal dysfunction that does not respond to therapy satisfactorily or where replacement therapy presents serious problems in management.

c. Diabetes insipidus unless mild and the patient shows good response to treatment.

d. Diabetes mellitus when proven to require insulin or oral medications for control.

e. Goiter causing breathing obstruction.

f. Gout in advanced cases with frequent acute exacerbations and severe bone, joint, or kidney damage.

g. Hyperinsulinism when caused by a tumor or when the condition is not readily controlled.

h. Hyperparathyroidism when residuals or complications of surgical correction such as renal disease or bony deformities.

i. Hypofunction, adrenal cortex requiring medication for control.

j. Osteomalacia with residuals after therapy of such nature or degree as to preclude the satisfactory performance of duty.

P-14. Upper extremities

a. Amputation of part or parts of an upper extremity equal to or greater than —

(1) A thumb proximal to the interphalangeal joint.

(2) Two fingers of one hand, other than the little finger, at the proximal interphalangeal joints.

(3) One finger, other than the little finger, at the metacarpophalangeal joint and the thumb of the same hand at the interphalangeal joint.

b. Joint ranges of motion which do not equal or exceed the measurements listed below. Measurements must be made with a goniometer.

(1) Shoulder — forward elevation to 90 degrees, or abduction to 90 degrees.

(2) Elbow — flexion to 100 degrees, or extension to 60 degrees.

(3) Wrist — a total range extension plus flexion of 15 degrees.

(4) Hand— an active flexor value of combined joint motions of 135 degrees in each of two or more fingers of the same hand, or an active extensor value of combined joint motions of 75 degrees in each of the same two or more fingers, or limitation of motion of the thumb that precludes opposition to at least two finger tips.

c. Recurrent dislocations of the shoulder, when not repairable or surgery is contraindicated.

P-15. Lower extremities

a. Amputations.

(1) Loss of toes that precludes the abilities to run or walk without a perceptible limp and to engage in fairly strenuous jobs.

(2) Any loss greater than that specified above to include foot, ankle, below the knee, above the knee, femur, hip.

b. Feet.

(1) Hallux valgus when moderately severe, with exostosis or rigidity and pronounced symptoms; or severe with arthritic changes.

(2) Pes planus, when symptomatic, more than moderate, with pronation on weight bearing which prevents the wearing of military footwear, or when associated with vascular changes.

(3) Pes cavus when moderately severe, with moderate discomfort on prolonged standing and walking, metatarsalgia, and which prevents the wearing of military footwear.

(4) Neuroma that is refractory to medical treatment, refractory to surgical treatment, and interferes with the satisfactory performance of their duties.

(5) Plantar fasciitis or heel spur syndrome that is refractory to medical or surgical treatment, interferes with the satisfactory performance of their duties, or prevents the wearing of military footwear.

(6) Hammertoes, severe, that precludes the wearing of appropriate military footwear, refractory to surgery, or interferes with satisfactory performance of duty.

(7) Hallux limitus, hallux rigidus.

c. Internal derangement of the knee.

(1) Residual instability following remedial measures, if more than moderate in degree.

(2) If complicated by arthritis.

d. Joint ranges of motion. Motion that does not equal or exceed the measurements listed below. Measurements must be made with a goniometer.

(1) Hip — flexion to 90 degrees or extension to 0 degree.

(2) Knee — flexion to 90 degrees or extension to 15 degrees.

(3) Ankle — dorsiflexion to 10 degrees or planter flexion to 10 degrees.

e. Shortening of an extremity that exceeds 2 inches.

f. Recurrent dislocations of the patella.

P-16. Miscellaneous conditions of the extremities

a. Arthritis due to infection, associated with persistent pain and marked loss of function with objective x-ray evidence and documented history of recurrent incapacity for prolonged periods.

b. Arthritis due to trauma, when surgical treatment fails or is contraindicated and there is functional impairment of the involved joints so as to preclude the satisfactory performance of duty.

c. Osteoarthritis, with severe symptoms associated with impairment of function, supported by x-ray evidence and documented history of recurrent incapacity for prolonged periods.

d. Avascular necrosis of bone when severe enough to prevent successful performance of duty.

e. Chondromalacia or osteochondritis dissecans, severe, manifested by frequent joint effusion, more than moderate interference with function, or with severe residuals from surgery.

f. Fractures.

(1) Malunion of fractures, when, after appropriate treatment, there is more than moderate malunion with marked deformity and more than moderate loss of function.

(2) Nonunion of fractures, when, after an appropriate healing period, the nonunion precludes satisfactory performance of duty.

(3) Bone fusion defect, when manifested by more than moderate pain and loss of function.

(4) Callus, excessive, following fracture, when functional impairment precludes satisfactory performance of duty and the callus does not respond to adequate treatment.

g. Joints.

(1) Arthroplasty with severe pain, limitation of motion, and of function.

(2) Bony or fibrous ankylosis, with severe pain involving major joints or spinal segments in an unfavorable position, and with marked loss of function.

(3) Contracture of joint, with marked loss of function and the condition is not remediable by surgery.

(4) Loose bodies within a joint, with marked functional impairment and complicated by arthritis to such a degree as to preclude favorable results of treatment or not remediable by surgery.

(5) Prosthetic replacement of major joints if there is resultant loss of function or pain that precludes satisfactory performance of duty.

h. Muscles.

(1) Flaccid paralysis of one or more muscles with loss of function that precludes satisfactory performance of duty following surgical correction or if not remediable by surgery.

(2) Spastic paralysis of one or more muscles with loss of function that precludes the satisfactory performance of their duty.

P-17. Genitourinary system

a. Cystitis, when complications or residuals of treatment themselves preclude satisfactory performance of duty.

b. Dysmenorrhea, when symptomatic, irregular cycle, not amenable to treatment, and of such severity as to necessitate recurrent.

c. Endometriosis, symptomatic and incapacitating to a degree that necessitates recurrent absences.

d. Hypospadias, when accompanied by evidence of chronic infection of the genitourinary tract or instances where the urine is voided in such a manner as to soil clothes or surroundings and the condition is not amenable to treatment.

e. Incontinence of urine, due to disease or defect not amenable to treatment and of such severity as to necessitate recurrent absence from duty.

f. Kidney.

(1) Calculus in kidney, when bilateral, resulting in frequent or recurring infections, or when there is evidence of obstructive uropathy not responding to medical or surgical treatment.

(2) Congenital anomaly, when bilateral, resulting in frequent or recurring infections, or when there is evidence of obstructive uropathy not responding to medical or surgical treatment.

(3) Cystic kidney (polycystic kidney), when symptomatic and renal function is impaired or is the focus of frequent infection.

(4) Glomerulonephritis, when chronic.

(5) Hydronephrosis, when more than mild, bilateral, and causing continuous or frequent symptoms.

(6) Hypoplasia of the kidney, when symptomatic and associated with elevated blood pressure or frequent infections and not controlled by surgery.

(7) Nephritis, when chronic.

(8) Nephrosis.

(9) Perirenal abscess, with residuals of a degree that precludes the satisfactory performance of duty.

(10) Pyelonephritis or pyelitis, when chronic, that has not responded to medical or surgical treatment, with evidence of hypertension, eye-ground changes, cardiac abnormalities.

(11) Pyonephrosis, when not responding to treatment.

g. Menopausal syndrome, physiologic or artificial, when symptoms are not amenable to treatment and preclude successful performance of duty.

h. Chronic pelvic pain with or without demonstrative pathology that has not responded to medical or surgical treatment and of such severity to necessitate recurrent absence from duty.

i. Strictures of the urethra or ureter, when severe and not amenable to treatment.

j. Urethritis, chronic, when not responsive to treatment and necessitating frequent absences from duty.

P-18. Genitourinary and gynecological surgery

a. Cystectomy.

b. Cystoplasty, if reconstruction is unsatisfactory or if residual urine persists in excess of 50 cubic centimeters or if refractory symptomatic infection persists.

c. Hysterectomy, when residual symptoms or complications preclude the satisfactory performance of duty.

d. Nephrectomy, when after treatment, there is infection or pathology in the remaining kidney.

e. Nephrostomy, if drainage persists.

f. Oophorectomy, when complications or residual symptoms are not amenable to treatment and preclude successful performance of duty.

g. Pyelostomy, if drainage persists.

h. Ureterocolostomy.

i. Ureterocystostomy, when both ureters are markedly dilated with irreversible changes.

j. Ureteroileostomy cutaneous.

k. Ureteroplasty.

(1) When unilateral procedure is unsuccessful and nephrectomy is necessary, consider it on the basis of the standard for a nephrectomy; or

(2) When bilateral, evaluate residual obstruction or hydronephrosis and consider it on the basis of the residuals involved.

l. Ureterosigmoidostomy.

m. Ureterostomy, external or cutaneous.

n. Urethroostomy, if there is complete amputation of the penis or when a satisfactory urethra cannot be restored.

o. Kidney transplant recipient.

P-19. Heart

a. Coronary heart disease associated with —

(1) Myocardial infarction, angina pectoris, or congestive heart failure due to fixed obstructive coronary artery disease or coronary artery spasm.

(2) Myocardial infarction with normal coronary artery anatomy.

(3) Angina pectoris in association with objective evidence of myocardial ischemia in the presence of normal coronary artery anatomy.

(4) Fixed obstructive coronary artery disease, asymptomatic but with objective evidence of myocardial ischemia.

b. Supraventricular tachyarrhythmias, when life threatening or symptomatic enough to interfere with performance of duty and when not adequately controlled. This includes atrial fibrillation, atrial flutter, paroxysmal supraventricular tachycardia, and others.

c. Endocarditis with any residual abnormality or if associated with valvular, congenital, or hypertrophic myocardial disease.

d. Heart block (second degree or third degree AV block) and symptomatic bradyarrhythmias, even in the absence of organic heart disease or syncope.

e. Myocardial disease, New York Heart Association or Canadian Cardiovascular Society Functional Class II or worse. (See **table 3-1**.)

f. Ventricular flutter and fibrillation, ventricular tachycardia when potentially life threatening (for example, when associated with forms of heart disease that are recognized to predispose to increased risk of death and when there is no definitive therapy available to reduce this risk) or when symptomatic enough to interfere with the performance of duty.

g. Sudden cardiac death, when an individual survives sudden cardiac death that is not associated with a temporary or treatable cause, and when there is no definitive therapy available to reduce the risk of recurrent sudden cardiac death.

h. Hypertrophic cardiomyopathy when of sufficient degree to restrict activity.

i. Pericarditis as follows:

(1) Chronic constrictive pericarditis unless successful remedial surgery has been performed.

(2) Chronic serous pericarditis.

j. Valvular heart disease with cardiac insufficiency at functional capacity of Class II or worse as defined by the New York Heart Association. (See table 3-1.)

k. Ventricular premature contractions with frequent or continuous attacks, whether or not associated with organic heart disease, accompanied by discomfort or fear of such a degree as to interfere with the satisfactory performance of duty.

l. Recurrent syncope or near syncope of cardiovascular etiology that is not controlled or when it interferes with the performance of duty, even if the etiology is unknown.

m. Any cardiovascular disorder requiring chronic drug therapy in order to prevent the occurrence of potentially fatal or severely symptomatic events that would interfere with duty performance.

P-20. Vascular system

a. Arteriosclerosis obliterans when any of the following pertain:

(1) Intermittent claudication of sufficient severity to produce discomfort and inability to complete a walk of 200 yards or less on level ground at 112 steps per minute without a rest.

(2) Objective evidence of arterial disease with symptoms of claudication, ischemic rest pain, or with gangrenous or ulcerative skin changes of a permanent degree in the distal extremity.

(3) Involvement of more than one organ, system, or anatomic region (the lower extremities comprise one region for this purpose) with symptoms of arterial insufficiency.

b. Major cardiovascular anomalies including coarctation of the aorta, unless satisfactorily treated by surgical correction or other newly developed techniques, and without any residual abnormalities or complications.

c. Aneurysm of any vessel not correctable by surgery.

d. Periarteritis nodosa with definite evidence of functional impairment.

e. Chronic venous insufficiency (postphlebotic syndrome) when more than mild and symptomatic despite elastic support.

f. Raynaud's phenomenon manifested by trophic changes of the involved parts characterized by scarring of the skin or ulceration.

g. Thromboangiitis obliterans with intermittent claudication of sufficient severity to produce discomfort and inability to complete a walk of 200 yards or less on level ground at 112 steps per minute without rest, or other complications.

h. Thrombophlebitis when repeated attacks requiring treatment are of such frequency as to interfere with the satisfactory performance of duty.

i. Varicose veins that are severe and symptomatic despite therapy.

P-21. Miscellaneous cardiovascular conditions

a. Hypertensive cardiovascular disease and hypertensive vascular disease. Diastolic pressure consistently more than 110 mmHg following an adequate period of therapy in an ambulatory status.

b. Rheumatic fever, active, with heart damage. Recurrent attacks.

P-22. Surgery and other invasive procedures involving the heart, pericardium, or vascular system.

a. Permanent prosthetic valve implantation.

b. Implantation of permanent pacemakers, antitachycardia and defibrillator devices, and similar newly developed devices.

c. Reconstructive cardiovascular surgery employing exogenous grafting material.

d. Vascular reconstruction that results in the individual's inability to perform satisfactory duty.

e. Coronary artery revascularization any individual undergoing median sternotomy for surgery will be restricted from lifting 25 pounds or more, performing pullups and pushups, or as otherwise prescribed by a physician for a period of 90 days from the date of surgery.

f. Heart or heart-lung transplantation.

g. Coronary or valvular angioplasty procedures, based upon physician recommendation when the individual is asymptomatic, without objective evidence of myocardial ischemia, and when other functional assessment (such as cardiac catheterization, exercise testing, and newly developed techniques) indicates that it is medically advisable.

h. Cardiac arrhythmia ablation procedures based upon physician recommendation when asymptomatic, and no evidence of any unfitting arrhythmia.

P-23. Miscellaneous respiratory disorders

a. Asthma is a clinical syndrome characterized by cough, wheeze, or dyspnea and physiologic evidence of reversible airflow obstruction or airway hyperactivity that persists over a prolonged period of time (generally more than 6 to 12 months).

b. Reversible airflow obstruction is defined as more than 15 percent increase in FEV1 following the administration of an inhaled bronchodilator or prolonged corticosteroid therapy.

c. Increased bronchial responsiveness is the presence of an exaggerated decrease in airflow induced by a standard bronchoprovocation challenge such as methacholine inhalation (PD20 FEV1 less than or equal to 4mg/ml). Demonstration of exercise induced bronchospasm (15 percent decline in FEV1) is also diagnostic of increased bronchial responsiveness; however, failure to induce bronchospasm with exercise does not rule out the diagnosis of asthma. Bronchoprovocation or exercise testing should be performed by a credentialed provider privileged to perform the procedures.

d. Acute, self limited, reversible airflow obstruction and airway hyperactivity can be caused by upper respiratory infections and inhalation of irritant gases or pollutants. This should not be permanently diagnosed as asthma unless significant symptoms or airflow abnormalities persist for more than 12 months.

P-24. Mouth, esophagus, nose, pharynx, larynx, and trachea

a. Esophagus.

(1) Achalasia, unless controlled by medical therapy.

(2) Esophagitis, persistent and severe.

(3) Diverticulum of the esophagus of such a degree as to cause frequent regurgitation, obstruction, and weight loss that does not respond to treatment.

(4) Stricture of the esophagus of such a degree as to almost restrict diet to liquids, require frequent dilatation and hospitalization, and cause difficulty in maintaining weight and nutrition.

b. Larynx.

(1) Paralysis of the larynx characterized by bilateral vocal cord paralysis seriously interfering with speech and adequate airway.

(2) Stenosis of the larynx of a degree causing respiratory embarrassment upon more than minimal exertion.

c. Obstructive edema of glottis. If chronic, not amenable to treatment, and requires a tracheotomy.

d. Rhinitis. Atrophic rhinitis characterized by bilateral atrophy of nasal mucous membrane with severe crusting, concomitant severe headaches, and foul, fetid odor.

e. Sinusitis. Severe, chronic sinusitis that is suppurative, complicated by chronic or recurrent polyps, and that does not respond to treatment.

f. Trachea. Stenosis of trachea.

P-25. Neurological disorders

a. Amyotrophic lateral sclerosis and all other forms of progressive neurogenic muscular atrophy.

b. All primary muscle disorders including facioscapulohumeral dystrophy, limb girdle atrophy, and myotonia dystrophy characterized by progressive weakness and atrophy.

c. Myasthenia gravis unless clinically restricted to the extraocular muscles.

d. Progressive degenerative disorders of the basal ganglia and cerebellum including Parkinson's disease, Huntington's chorea, hepatolenticular degeneration, and variants of Friedreich's ataxia.

e. Multiple sclerosis, optic neuritis, transverse myelitis, and similar demyelinating disorders.

f. Stroke, including both the effects of ischemia and hemorrhage, when residuals affect performance.

g. Migraine, tension, or cluster headaches, when manifested by frequent incapacitating attacks.

h. Narcolepsy, sleep apnea syndrome, or similar disorders.

i. Seizure disorders and epilepsy. Seizures by themselves are not disqualifying unless they are manifestations of epilepsy. However, they may be considered along with other disabilities in judging fitness. In general, epilepsy is disqualifying unless the soldier can be maintained free of clinical seizures of all types by nontoxic doses of medications.

(1) Epilepsy must be evaluated by a neurologist who will determine whether epilepsy exists and whether the instructor should be given therapy. In making the determination, the neurologist may consider the underlying cause, EEG findings, type of seizure, duration of epilepsy, family history, instructor's likelihood of compliance with therapeutic program, absence of substance abuse, or any other clinical factor influencing the probability of control or the instructor ability to perform duty.

(2) Recurrent pseudoseizures are disqualifying under the same rules as epilepsy.

j. Any other neurologic conditions, regardless of etiology, when after adequate treatment there remains residual symptoms and impairments such as persistent severe headaches, uncontrolled seizures, weakness, paralysis, or atrophy of important muscle groups, deformity, uncoordination, tremor, pain, or sensory disturbance, alteration of consciousness, speech, personality, or mental function of such a degree as to significantly interfere with performance of duty.

P-26. Disorders with psychotic features

Mental disorders not secondary to intoxication, infectious, toxic, or other organic causes, with gross impairment in reality testing, resulting in interference with duty or social adjustment.

P-27. Mood disorders

- a. Persistence or recurrence of symptoms sufficient to require extended or recurrent hospitalization.
- b. Persistence or recurrence of symptoms necessitating limitations of duty or duty in a protected environment.
- c. Persistence or recurrence of symptoms resulting in interference with effective instructor performance.

P-28. Anxiety, somatoform, or dissociative disorders

- a. Persistence or recurrence of symptoms sufficient to require extended or recurrent hospitalization.
- b. Persistence or recurrence of symptoms necessitating limitations of duty or duty in a protected environment.
- c. Persistence or recurrence of symptoms resulting in interference with effective instructor performance.

P-29. Dementia and other cognitive disorders due to general medical condition

Persistence of symptoms or associated personality change sufficient to interfere with the performance of duty or social adjustment.

P-30. Personality, sexual and gender identity, or factitious disorders; disorders of impulse control not elsewhere classified; substance-related disorders.

The conditions may render an individual administratively unfit rather than unfit because of physical disability. Interference with performance of effective duty in association with these conditions will be dealt with through administrative channels.

P-31. Adjustment disorders

Situational maladjustments due to acute or chronic situational stress do not render an individual unfit because of physical disability, but may be the basis for administrative separation if recurrent and causing interference with instructor duty.

P-32. Eating disorders

Eating disorders that are unresponsive to treatment or that interfere with the satisfactory performance of duty.

P-33. Skin and cellular tissues

a. Acne. Severe, unresponsive to treatment, and interfering with the satisfactory performance of duty or wearing of the uniform.

b. Atopic dermatitis. More than moderate and after hospitalization interfering with performance of duty.

c. Amyloidosis. Generalized.

d. Cysts and tumors.

e. Dermatitis herpetiformis. Not responsive to therapy.

f. Dermatomyositis.

g. Dermographism. Interfering with the performance of duty.

h. Eczema, chronic. Regardless of type, when there is more than minimal involvement and the condition is unresponsive to treatment and interferes with the satisfactory performance of duty.

i. Elephantiasis or chronic lymphedema. Not responsive to treatment.

j. Epidermolysis bullosa.

k. Erythema multiforme. More than moderate and recurrent or chronic.

l. Exfoliative dermatitis. Chronic.

m. Fungus infections, superficial or systemic types. If not responsive to therapy and interfering with the satisfactory performance of duty.

n. Hidradenitis suppurative and/or folliculitis decalvans (dissecting cellulitis of the scalp).

o. Hyperhidrosis. On the hands or feet, when severe or complicated by a dermatitis or infection, either fungal or bacterial and not amenable to treatment.

- p. Leukemia cutis or mycosis fungoides or cutaneous T-Cell lymphoma.
- q. Lichen planus. Generalized and not responsive to treatment.
- r. Lupus erythematosus. Cutaneous or mucous membranes involvement that is unresponsive to therapy and interferes with the satisfactory performance of duty.
- s. Neurofibromatosis. When interfering with the satisfactory performance of duty.
- t. Panniculitis. Relapsing, febrile, nodular.
- u. Parapsoriasis. Extensive and not controlled by treatment.
- v. Pemphigus. Not responsive to treatment and with moderate constitutional or systemic symptoms, or interfering with the satisfactory performance of duty.
- w. Psoriasis. Extensive and not controllable by treatment.
- x. Radiodermatitis. If resulting in malignant degeneration at a site not amenable to treatment.
- y. Scars and keloids. So extensive or adherent that they seriously interfere with the function of an extremity or interfere with the performance of duty.
- z. Scleroderma. Generalized or of the linear type that seriously interferes with the function of an extremity.
 - aa. Tuberculosis of the skin.
 - ab. Ulcers of the skin. Not responsive to treatment after an appropriate period of time if interfering with the satisfactory performance of duty.
 - ac. Urticaria/Angioedema. Chronic, severe, and not responsive to treatment.
 - ad. Xanthoma. Regardless of type, but only when interfering with the satisfactory performance of duty.
 - ae. Intractable plantar keratosis, chronic. Requires frequent medical/surgical care or that interferes with the satisfactory performance of duty.
 - af. Other skin disorders. If chronic or of a nature that requires frequent medical care, or interferes with the satisfactory performance of duty.

P-34. Spine, scapulae, ribs, and sacroiliac joints

- a. Dislocation. Congenital, of hip.

- b. Spina bifida. Demonstrable signs and moderate symptoms of root or cord involvement.
- c. Spondylolysis or spondylolisthesis. More than mild symptoms resulting in repeated outpatient visits, or repeated hospitalization or limitations effecting performance of duty.
- d. Coxa vara. More than moderate with pain, deformity, and arthritic changes.
- e. Herniation of nucleus pulposus. More than mild symptoms following appropriate treatment or remedial measures, with sufficient objective findings to demonstrate interference with the satisfactory performance of duty.
- f. Kyphosis. More than moderate, interfering with instructor duties.
- g. Scoliosis. Severe deformity with over 2 inches deviation of tips of spinous process from the midline, or of lesser degree if recurrently symptomatic and interfering with instructor duties.
- h. Nonradicular pain involving the cervical, thoracic, lumbosacral, or coccygeal spine, whether idiopathic or secondary to degenerative disc or joint disease, that fails to respond to adequate conservative treatment and necessitates significant limitation of physical activity.

P-35. Systemic diseases

- a. Amyloidosis.
- b. Blastomycosis. If not responding to therapy or if resulting in residuals which interfere with military duties.
- c. Brucellosis. Chronic with substantiated, recurring febrile episodes, severe fatigue, lassitude, depression, or general malaise.
- d. Leprosy. Any type that seriously interferes with performance of duty or is not completely responsive to appropriate treatment.
- e. Myasthenia gravis.
- f. Mycosis. Active, not responsive to therapy or requiring prolonged treatment, or when complicated by residuals that themselves are unfitting.
- g. Panniculitis. Relapsing, febrile, nodular.
- h. Porphyria, cutanea tarda.
- i. Sarcoidosis. Progressive with severe or multiple organ involvement and not responsive to therapy.

j. Tuberculosis.

(1) Meningitis, tuberculous.

(2) Pulmonary tuberculosis tuberculous empyema, and tuberculous pleurisy.

(3) Tuberculosis of the male genitalia. Involvement of the prostate or seminal vesicles and other instances not corrected by surgical excision, or when residuals are more than minimal, or are symptomatic.

(4) Tuberculosis of the female genitalia.

(5) Tuberculosis of the kidney.

(6) Tuberculosis of the larynx.

(7) Tuberculosis of the lymph nodes, skin, bone, joints, eyes, intestines, and peritoneum or mesentery. These will be evaluated on an individual basis, considering the associated involvement, residuals, and complications.

k. Rheumatoid arthritis that interferes with successful performance of duty or requires geographic assignment limitations or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

l. Spondyloarthropathies. Chronic or recurring episodes of arthritis causing functional impairment interfering with successful performance of duty supported by objective, subjective, and radiographic findings, or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

(1) Ankylosingpondylitis.

(2) Reiter's syndrome.

(3) Psoriatic arthritis.

(4) Arthritis associated with inflammatory bowel disease.

(5) Whipple's disease.

m. Systemic lupus erythematosus that interferes with successful performance of duty or requires geographic assignment limitations or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

n. Sjogren's syndrome. When chronic, more than mildly symptomatic and resistant to treatment after a reasonable period of time.

o. Progressive systemic sclerosis, diffuse and limited disease that interferes with successful performance of duty or requires geographic assignment limitations or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

p. Myopathy, to include inflammatory, metabolic or inherited, that interferes with successful performance of duty or requires geographic assignment limitations or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

q. Systemic vasculitis involving major organ systems, chronic, that interferes with successful performance of duty or requires geographic assignment limitations or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

r. Hypersensitivity angiitis when chronic or having recurring episodes that are more than mildly symptomatic or show definite evidence of functional impairment which is resistant to treatment after a reasonable period of time.

s. Behcet's syndrome that interferes with successful performance of duty or requires geographic assignment limitations or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

t. Adult onset Still's disease that interferes with successful performance of duty or requires geographic assignment limitations or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

u. Mixed connective tissue disease and other overlap syndromes that interfere with successful performance of duty or require medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

v. Any chronic or recurrent systemic inflammatory disease or arthritis not listed above that interferes with successful performance of duty or requires geographic assignment limitations, or requires medication for control that requires frequent monitoring by a physician due to debilitating or serious side effects.

P-36. General and miscellaneous conditions and defects

a. Allergic manifestations.

(1) Allergic rhinitis, chronic, severe, and not responsive to treatment.

(2) Asthma.

(3) Allergic dermatoses.

b. Sleep apnea. Obstructive sleep apnea or sleep-disordered breathing that causes daytime hypersomnolence or snoring that interferes with the sleep of others and that cannot be corrected with medical therapy, surgery, or oral prosthesis. The diagnosis must be based upon a nocturnal polysomnogram and the evaluation of a pulmonologist, neurologist, or a provider with expertise in sleep medicine. A 12-month trial of therapy with nasal continuous positive air pressure may be attempted to assist in weight reduction or other interventions, during which time the individual will be profiled as T3. Long-term therapy with nasal continuous positive air pressure.

c. Fibromyalgia, when severe enough to prevent successful performance of duty. Diagnosis will include evaluation by a rheumatologist.

d. Miscellaneous conditions and defects. Conditions and defects not mentioned elsewhere in this chapter are causes referral to Command Surgeon, if —

(1) The conditions (individually or in combination) result in interference with satisfactory performance of duty as substantiated by the individual's commander or supervisor.

(2) The individual's health or well-being would be compromised if he or she were to remain an instructor.

(3) In view of the instructor's condition, their retention as an instructor would prejudice the best interests of the Government (for example, a carrier of communicable disease who poses a health threat to others).

P-37. Malignant neoplasms

a. Malignant neoplasms that are unresponsive to therapy, or when the residuals of treatment are in themselves unfitting under other provisions of this regulation.

b. Neoplastic conditions of the lymphoid and blood-forming tissues that are unresponsive to therapy, or when the residuals of treatment are in themselves unfitting under other provisions of this regulation.

c. Malignant neoplasms, when on evaluation for administrative separation or retirement, the observation period subsequent to treatment is deemed inadequate in accordance with accepted medical principles.

d. The above definitions of malignancy or malignant disease exclude basal cell carcinoma of the skin.

P-38. Benign neoplasms

- a. Benign tumors if their condition precludes the satisfactory performance of duty.
- b. Ganglioneuroma.
- c. Meningeal fibroblastoma, when the brain is involved.
- d. Pigmented villonodular synovitis when severe enough to prevent successful performance of duty.

P-39. Sexually transmitted diseases

- a. Symptomatic neurosyphilis in any form.
- b. Complications or residuals of a sexually transmitted disease of such chronicity or degree that the individual is incapable of performing useful duty.

Glossary

Section I **Abbreviations**

AC
Area Coordinator

AI
Army Instructor

AAP
Army Advisory Panel

CTA
Common Table of Allowances

CONUS
Continental United States

DAI
Director of Army Instruction

DCSPER
Deputy Chief of Staff Personnel

DOD
Department of Defense

DODAAC
Department of Defense Activity Address Code

DODAAF
Department of Defense Activity Address File

DODDS
Department of Defense Dependent Schools

GPC
Government Purchase Card

HQDA
Headquarters, Department of the Army

JCLC

JROTC Cadet Leadership Challenge

JCIMS

JROTC Command and Information Management System

JUMS

JROTC Unit Management System

JROTC

Junior Reserve Officers' Training Corps

LET

Leadership Education and Training

MI

Military Institute

MJC

Military Junior College

MPS

Military Property Specialist

NCA

North Central Accreditation

NDCC

National Defense Cadet Corps

OMA

Operations and Maintenance, Army

POI

Program of Instruction

SAI

Senior Army Instructor

SEA

Service Education Activity

TDA

Table of Distribution and Allowances

TIOH

The Institute of Heraldry

TRADOC

Training and Doctrine Command

TWCF

Transportation Working Capital Fund

UIC

Unit Identification Code

USACC

United States Army Cadet Command

Section II**Terms****Army Instructors (AI)**

Members employed to conduct JROTC. The abbreviation AI may be used in referring to instructors as a group or as individuals.

Beneficiary (payee)

Will always be stated as U.S. Army on the bond/insurance policy in accordance with regulations concerning government property.

Body composition

The human body is composed of two major elements: lean body mass (which includes, muscle, bone, and essential organ tissue) and body fat. Body fat is expressed as a percentage of total body weight that is fat. For example, an individual who weighs 200 pounds and 18 percent body fat has 36 pounds of fat. Women generally have a higher percentage of body fat than men because of genetic and hormonal differences; thus, body fat standards differ among men and women by age groups.

Bond

A promise to pay (a bond is not insurance)

Cadet

An eligible student who is enrolled in JROTC and actively participating in a LET level.

Cadet Officer/Noncommissioned Officer

JROTC cadet appointed to a designated cadet rank or grade.

Department of Army (DA) Form 3126/3126-1 Application and Contract for Establishment of a Junior Reserve Officers' Training Corps Unit or the National Defense Cadet Corps

Form used to establish a JROTC unit. School administrators must agree to the conditions of the contract. Forms may be obtained from the U.S. Army Cadet Command.

Department of Defense Dependent Schools (DODDS)

A Department of Defense (DOD) activity that operates an American public school system for family members of DOD personnel.

Director of Army Instruction (DAI)

The officer recognized by the Army as the supervisor of others multiple JROTC host schools grouped under a Senior DAI in the same school district for consolidation of operations, supply, and logistics purposes.

DODAAC - Department of Defense Activity Address Code

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

General Order (GO)

Document signed by the Secretary of the Army's (SOA) office authorizing operation of a JROTC unit at a specific school. GO is issued upon signing of the application and contract (DA Form 3126) by SOA representative.

Government Property

Authorized property acquired by the government, which is issued to a JROTC unit, specifically for use in the JROTC program to support cadets and conduct training. Kinds of property which may be found in a typical JROTC unit (but not limited to these listed) are uniforms, drill rifles, air rifles, telescopes, visual/training aids, field training equipment, IMPE, etc. Government property is acquired with Military Personnel Army (MPA) or Operations and Maintenance Army (OMA) funds.

High Schools

Public and private secondary educational institutions that do not fall under the definition for military junior colleges and military institute schools.

Host Institution

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

Host Secondary School

High school or military schools at the secondary level and hosting a JROTC unit, or National Defense Cadet Corps Unit (NDCC). (Sometimes used interchangeably with the term "institution.")

Insurance

A commercial property liability insurance of a value sufficient to pay for replacement of all government property maintained by the host institution or school as indicated on the last 100% annual inventory.

JROTC Command and Information Management System (JCIMS)

A web-based application that consolidates data related to school management, instructor management, and instructor pay. JCIMS allows careful tracking of required forms and supporting documentation improving the accuracy and validity of school and instructor records.

JROTC Unit Management System (JUMS)

An automated unit, cadet records, and reports management program.

Junior Reserve Officers' Training Corps (JROTC)

Organization of units established by the Department of the Army under Title 10, U.S. Code 2031 at public and private secondary educational institutions to conduct a program of leadership instruction for students. It is a program designed to instill in students in United States secondary educational institutions the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment.

JROTC Unit

An organized group of JROTC cadets and faculty at one secondary school.

JROTC Student

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

Leadership Education and Training (LET)

The JROTC curriculum, which consists of a 3- or 4- year Program of Instruction (LET 1, 2, 3, and 4).

Member

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

Military Institute Schools

Schools at the secondary level of instruction which (a) require a 4-year course in military training; (b) organize their cadets under a military organizational structure; (c) all students that meet the requirements for enrollment in JROTC must be enrolled in JROTC; (d) require all cadets to be in uniform when on campus; (e) have as their objective development of student character through military training and; (f) meet the military standards similar to those maintained at Military Service Academies.

Military Junior College (MJC)

A military school that provides high school and college level instruction but does not confer baccalaureate degrees. JROTC units established at these schools meet all other requirements of military college institutions, as defined in DOD Directive 1215.8 (reference(c)), and accept and maintain a specially designated program of instruction pre-scribed by the military department concerned.

Military Property Specialist (MPS)

A person selected, and appointed by the superintendent or principal to manage the government property to be issued to the host. May or may not be the Army Instructor employed by the school.

Military Science (MS)

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

Mobilization

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

Multiple JROTC Unit

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

National Defense Cadet Corps (NDCC)

Terminology encompassing students participating in leadership studies at any educational institution under Title 10, USC 4651 and conditions prescribed by the Secretary of the Army.

Nationals

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

Overweight

An instructor is considered overweight when he or her percent body fat exceeds the standard specified in table 1 of this regulation.

Professor of Military Science (PMS)

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

Public Law 88-647

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

Senior Army Instructor (SAI)

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

The 100 percent annual inventory

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

Unit

The organization comprising JROTC cadets and military instructors at one school.

Unit Identification Code (UIC)

A six character, alphanumeric code that uniquely identifies the particular JROTC unit. This code is used together with the DODAAC to requisition government property.

U.S. Army Cadet Command (USACC)

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

Weight control

An individual program by which each soldier attains and maintains an acceptable weight and body composition through self-motivation or involvement in an official weight control program.