

Department of the Army  
Headquarters, U.S. Army Cadet Command  
1<sup>st</sup> Cavalry Regiment Road  
Fort Knox, Kentucky 40121-5123

USACC Regulation 145-2

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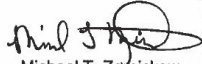
Junior Reserve Officers' Training Corps Program  
(JROTC, A Citizenship and Leadership Development Program)

**ORGANIZATION, ADMINISTRATION, OPERATIONS, TRAINING, AND SUPPORT**

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FOR THE COMMANDER:

OFFICIAL:



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**History.** This publication is a major revision.

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

**Applicability.** This regulation applies to U.S. Army Cadet Command (USACC), all U.S. Army JROTC/NDCC units (CONUS and OCONUS), and all school and district administration officials of host JROTC units.

**Proponent and Exception Authority.** The proponent for this regulation is the Director, JROTC. The Commanding General, USACC is the approving authority for exceptions or waivers to this regulation, consistent with controlling law, regulations, and USACC policies.

**Army Management Control Process.** This regulation does not contain management control provisions.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ, USACC, ATTN: ATCC-JR, Fort Knox, KY 40121-5123.

**Distribution.** Distribution of this regulation is intended for HQ USACC and its subordinate units. Distribution is in electronic format only.

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## Summary of Change

USACC Reg 145-2

JROTC Program: Organization, Administration, Operations, Training, and Support

- Adds paragraph 1-4b, “The Director, JROTC, may visit JROTC programs after coordination with Brigade Commander or his/her designated representative.”
- Adds paragraph 2-2a(2), “Reports will be submitted no later than 15 Oct on a traditional schedule. Schools on a Block schedule will also submit a second semester enrollment no later than 15 Feb.”
- Adds paragraph 2-3a, defined SIR from USACC Command Policy SIR Incident Matrix.
- Adds paragraph 2-3c, “District Administrators, Principals, and/or Assistant Principals will notify the Brigade Headquarters directly or via Director of Army Instruction (DAI)/Senior Army Instructor (SAI) or directly upon discovery of any negative or adverse action on any JROTC personnel. The DAI/SAI and/or Brigade Headquarters will be proactive in gathering information in effort to submit SIRs (when required) in a timely manner to USACC.”
- Removes former paragraph 2-4, Publications and Curricular Items.
- Adds paragraph 3-2a(5-8), Institution Accreditation Standards.
- Revises paragraph 3-3, Coordination and Consideration of JROTC Units.
- Adds paragraph 3-5, USACC Command Order of Merit List for JROTC Units.
- Revises paragraph 3-7, Establishment Responsibilities.
- Revises paragraph 3-11, Bonds and Insurance.
- Adds paragraph 3-12, Property Adjustments and Relief from Responsibility.
- Adds paragraph 3-15a, defines fraternization.
- Revises paragraph 3-21, clarifies definition of Feeder Schools.

- Adds paragraph 3-26, Liaison Program.
- Adds paragraph 3-27, Program Transfers and Re-flagging.
- Adds paragraph 3-28, Sponsorship Program.
- Revises paragraph 4-2, Government Purchase Card (GPC).
- Adds paragraph 4-3, Ordering Supplies and Clothing.
- Revises paragraph 4-4, Authorized JROTC Expenditures.
- Revises paragraph 4-6, Accountability of Government Property.
- Revises paragraph 4-7a, adds a six month review of all government property requirement.
- Adds paragraph 4-7b, Hand Receipt Inventory Packet.
- Adds paragraph 4-8, Government Equipment Turn-in at Support Installations.
- Revises paragraph 4-11, utilizes the most current Acquisition management and Oversight Procedures Memorandum to update timelines.
- Removes former paragraph 4-25, Instructor Records.
- Removes former paragraph 4-38, DD Form 2767 JROTC Instructor Annual Certification of Pay and Data Form.
- Revises paragraph 5-1, Scope to reflect Section I only.
- Adds paragraph 5-5, Director of Army Instruction (DAI) Operations Staff Functions and Responsibilities.
- Adds paragraph 5-6a, requirements for Non-Commissioned Officers to serve as Senior Army Instructors.
- Adds paragraph 5-9, Roles of JROTC Instructors.
- Adds paragraph 5-10, Relationships Between JROTC Personnel (DAI, SAI, AI).
- Adds para 5-12a(1), an exception for Reserve Service (gray area retirees) may be considered for hard-to-fill locations.
- Revises paragraph 5-12a(2), Wounded Warrior definition in accordance with 26 USC 104.

- Revises paragraph 5-12c, the online JROTC Initial Qualification Training Course overview.
- Adds paragraph 5-16, Scope for Childcare National Agency Check with Inquiries.
- Revises paragraph 5-39, Payments to Schools or Other Educational Departments.
- Adds paragraphs 6-2, Accreditation Information.
- Adds paragraph 6-3, Education Standards Integrated into JROTC Curriculum.
- Adds paragraph 6-4, Performance-based Model of Instructional Design.
- Adds paragraph 6-5, Core Abilities, Program Outcomes, and Course Competencies.
- Revises paragraph 6-6, Curriculum Plan.
- Revises paragraph 6-8, Methods of Instruction.
- Revises paragraph 6-11, Brigade/Unit Evaluations.
- Revises paragraph 6-14, Certification Requirements.
- Revises paragraph 6-16, JROTC School of Cadet Command (JSOCC).
- Revises paragraph 6-17, Professional Development.
- Revises paragraph 7-1, defines Cadet Management.
- Revises paragraph 7-2, Enrollment Requirements.
- Revises paragraph 7-3, clarifies definition of Magnet Cadets.
- Revises paragraph 7-4, Participating Students.
- Revises paragraph 7-5, Cadet Records and Training Certificates.
- Revises paragraph 7-8, Cadet Portfolios.
- Revises paragraph 8-1e, defines ACU as Army Camouflage Uniform for the purposes of this regulation.
- Adds paragraph 8-2c(8-13), JROTC instructor grooming standards.

- Revises paragraph 8-2e(2), Instructor Distinctive Unit Insignia authorization for wear.
- Adds paragraph 8-2f, “Instructors are not authorized to wear the subdued flag insignia on the Army Camouflage Uniform.”
- Adds paragraph 8-3b(1), “The JROTC Cadet Army Service Uniform (C/ASU) is the primary uniform for all Army JROTC units.”
- Adds paragraph 8-3c, Cadet uniform exceptions.
- Revises paragraph 8-4, Cadet uniform occasions for wear and composition.
- Revises paragraph 8-5, uniform appearance standards.
- Revises paragraph 8-6, personal appearance standards.
- Adds paragraph 8-10a, “The insignia is worn centered on the flash of the JROTC Beret.”
- Adds paragraph 8-11e, “No Corps insignia is worn on the Class “B” uniform”.
- Adds paragraph 8-12a, clarifies pin-on rank insignia.
- Adds paragraph 8-12c(1-2), how pin-on insignia is worn.
- Adds paragraph 8-18g(4-5), activity shoulder cord wear and authorization.
- Revises paragraph 8-18h, a maximum of 8 team pins (arcs) may be worn in alphabetical order and how team pins (arcs) are worn.
- Adds paragraph 8-19, Cadet Army Camouflage Uniform (C/ACU).
- Adds paragraph 8-20, C/ACU Additional Items.
- Adds paragraph 8-52c, “When Cadets enter the Army JROTC program from another service and have ribbons from that service, SAI/AIs should do a cross-walk of each ribbon (example Air Force Good Conduct) and replace them with the similar Army JROTC ribbon (Good Conduct Ribbon). In some cases, they have a different name; however, instructors should make every attempt to identify a similar ribbon.”
- Revises paragraph 9-2, identifies training events and activities.
- Revises paragraph 9-5, incorporates exhibition drill.

- Revises paragraph 9-10, Rappel Training.
- Adds paragraph 9-14, Archery Program.
- Adds paragraph 9-15, Drone Program.
- Adds paragraph 9-16, Robotics Program.
- Adds paragraph 9-17, STEM Program.
- Adds paragraph 9-18, JROTC Cyberscience Program.
- Revises paragraph 9-23, approved activities for developing a JCLC training schedule.
- Updates Appendix A, References.
- Removes Appendix B, Army Junior ROTC Instructor Qualification Application.
- Adds Appendix B, Recurring Reports and Requirements.
- Replaces Appendix C, Abbreviated Report of Medical Exam for JROTC Instructors with website link <https://www.usarmyjrotc.com/library>.
- Replaces Appendix D, Sample Request for Hire Letter with website link <https://www.usarmyjrotc.com/library>.
- Replaces Appendix E, JROTC Coaching Rubric with website link <https://www.usarmyjrotc.com/library>.
- Adds Appendix E, Cadet Ranks.
- Removes Appendix F, JROTC Instructor Performance Improvement Plan.
- Realigns and renames Appendix G to Appendix H, JROTC Instructor Counseling System.
- Realigns Appendix H to Appendix D, USACC Fitness and Appearance Standards.
- Replaces Appendix I, JROTC Cadet Leadership Challenge Checklist and Forms with website link <https://www.usarmyjrotc.com/library>.
- Replaces Appendix J, JROTC Rappel Inspection Checklist with website link <https://www.usarmyjrotc.com/library>.

- Replaces Appendix K, Risk Management Worksheet with website link <https://www.usarmyjrotc.com/library>.
- Realigns and updates Appendix L to Appendix G, JROTC Awards.
- Removes Appendix M, Precedence of Wear.
- Realigns, renames, and updates Appendix N to Appendix F, Air Rifle Marksmanship Qualification Badges.
- Replaces Appendix O, Air Rifle Safety and Rifle Range SOP with website link <https://www.usarmyjrotc.com/library>.
- Realigns Appendix P to Appendix C, JROTC Medical Fitness and Standards.
- Revises language to include eighth graders (throughout).
- Replaces integrated-curricular to co-curricular (throughout).
- Replaces JROTC web portal to JROTC website (throughout).
- Updates email addresses and websites (throughout).
- Updates administrative changes (throughout).

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## **Chapter 1 - Introduction**

### **1-1. Purpose**

a. Prescribes policies, assigns responsibilities, and provides guidance for planning and executing the Junior Reserve Officers' Training Corps (JROTC) Program and the National Defense Cadet Corps (NDCC) Program. Unless otherwise noted, all references to JROTC in this regulation also apply to NDCC.

b. Applies to the Department of the Army, institutions, and personnel associated with or applying for these programs.

c. Implements Title 10, United States Code (USC), Section 2031 and 4651. These laws provide for the leadership, instruction, equipment, and training of JROTC and NDCC students at educational institutions meeting prescribed conditions.

d. Implements Department of Defense Instruction (DODI) 1205.13 and Army Regulation (AR) 145-2.

e. The following regulatory guidance for JROTC units is addressed in AR 145-2:

(1) Authority to establish JROTC programs.

(2) Publication of general orders announcing the establishment of JROTC units.

(3) Major changes to JROTC contract.

(4) Disestablishment of JROTC units.

(5) Designation of eligible Service Educational Activities (SEA) JROTC schools to receive surplus governmental property and to terminate donation agreements with those schools not qualified.

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

Required publications and prescribed forms are listed in Appendix A.

### **1-3. Explanation of Terms**

Acronyms and special terms used in this regulation are explained in the Glossary.

### **1-4. Organizational Roles and Functions**

a. Commander, U.S. Army Cadet Command (USACC), responsibilities are stated in AR 145-2. CG, USACC exercises authority, on behalf of the Army, to evaluate the eligibility and suitability of personnel to serve as JROTC instructors.

b. The Director, JROTC. The Director, JROTC, serves as the functional proponent and has overall responsibility for oversight of the JROTC Program. The Director, JROTC has an open-line of communication to Brigade JROTC staff, concerning the daily operations of JROTC programs. The Director, JROTC develops operational policies/plans, curriculum, and formulates the operational budget for JROTC Program. The Director, JROTC, coordinates recommended changes to JROTC policies or programs will be for approval by the Commanding General, USACC. The Director, JROTC, may visit JROTC programs after coordination with Brigade Commander or his/her designated representative. The Director, JROTC exercises the responsibility on behalf of the CG, USACC, for qualification of all JROTC instructors, including those by the Department of Defense Education Activity (DoDEA) at the following commands: U.S. Forces Army Europe and Seventh Army, U.S. Forces Japan, and U.S. Forces Korea.

c. USACC Brigade Commanders will:

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

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

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

d. Brigade JROTC Chief:

(1) Is a primary member of the Brigade Commander's staff.

(2) Handles all matters pertaining to the organization, administration, operation, training, and support of JROTC units in accordance with AR 145-2, this regulation, CCR 145-8-3, and brigade commander guidance.

(3) Provides guidance and assistance to Directors of Army Instruction (DAIs)/Senior Army Instructors (SAIs) and Army Instructors (AIs) concerning Cadet marketing, retention, curriculum, instructor training, administration, and logistics.

(4) Establishes and maintains direct communications with JROTC Directorate to facilitate all matters pertaining to the organization, administration, operation, training, and support of JROTC units.

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

(6) Updates JROTC instructor vacancy announcements.

(7) Manages the JROTC Program for Accreditation (JPA) IAW CCR 145-8-3.

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

(9) Manages the Brigade JROTC operational budget.

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

a. The mission of JROTC is “To motivate young people to be better citizens.”

b. JROTC is a citizenship program for middle and high school students in 8th grade and above focusing on leadership, physical fitness, and community service.

c. JROTC is a service to our nation, in that it provides Cadets the motivation and skills to improve physical fitness; remain drug free; think critically and creatively; communicate effectively; work as a team member; graduate from high school; pursue meaningful careers especially in the areas of science, technology, engineering, and mathematics (STEM); and become successful citizens.

d. JROTC works to instill in students in secondary educational institutions, the values of citizenship, service to the community and the United States, personal responsibility, and a sense of accomplishment. It incorporates 21st Century learning, supportive of school-wide expectations for learning results promotes healthy lifestyles, develops leadership, strengthens positive self-motivation and enhances global awareness to include providing a historical perspective of military service.

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

## **Chapter 2 - Program Administration**

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

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

### **2-2. Recurring Reports and Requirements**

a. Reports: Below is a listing of the most common reports frequently due to the JROTC Directorate. A full listing of all recurring reports and requirements due to USACC/JROTC Directorate are listed in Appendix B of this regulation.



(1) JROTC Cadet Leadership Challenge (JCLC) Opening and Closing Report. JCLC Commanders must submit these reports as follows:

(a) Opening Report – within 24 hours of occupying the JCLC site.

(b) Closing Report – Within 48 hours of arriving back at their High School.

(2) Cadet Enrollment/Ethnic Data Report/School-Unit Information Report (including Academic Credit by School). Reports will be submitted no later than 15 Oct on a traditional schedule. Schools on a Block schedule will also submit a second semester enrollment no later than 15 Feb.

(a) 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.

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

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

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

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

(4) Consolidated JCLC Closing/After Action Review, submitted by Brigade: 31 Oct.

(5) Consolidated List of scheduled JCLCs, submitted by Brigade: 15 Feb.

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

### **2-3. Serious Incident Reports (SIRs): As required.**

a. A Serious Incident is any event or action that is of immediate concern of USACC or higher headquarters. Serious Incidents are identified by Category 1, 2, or 3. In determining whether an incident is of concern to USACC Headquarters, or higher, the following factors should be considered: severity of the incident, potential for adverse publicity/media coverage, potential consequences of the incident, whether or not the incident is reportable under other reporting systems, and the effect of the incident. See USACC Command Policy SIR Incident Matrix for additional details at <https://www.usarmyjrotc.com/library>.

b. Brigades will report all Serious Incidents required by USACC SIR Policy (<https://www.usarmyjrotc.com/library>). Names of Cadets will not be listed in SIRs. Cadets will be referred to as Cadet X.

c. District Administrators, Principals, and/or Assistant Principals will notify the Brigade Headquarters directly or via DAI/SAI or directly upon discovery of any negative or adverse action on any JROTC personnel. The DAI/SAI and/or Brigade Headquarters will be proactive in gathering information in effort to submit SIRs (when required) in a timely manner to USACC.

## **Chapter 3 - Unit Management**

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

a. This chapter provides an overview of the criteria, procedures, publications, and administration necessary to establish Army JROTC programs. It provides the guidelines to establish and maintain the requisite number of JROTC programs IAW congressional mandates and guidelines. Additionally, it addresses the following:

(1) Enrollment and disenrollment procedures for Cadets.

(2) The relationship of the JROTC program with the school, school officials, and colleges and other schools within the area.

(3) Responsibilities with regards to insurance, bonds, and other administrative procedures and support.

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

a. Title 10, United States Code, Section 2031 and AR 145-2, prescribes that institutions may not establish or maintain a unit unless:

(1) The number of students in such unit who are in a grade above the 7th grade and are citizens or nationals of the United States, or aliens lawfully admitted to the United States for permanent residence, is not less than:

(a) 10 percent of the number of students enrolled in the institution who are in a grade above the 7th grade, or 100, whichever is less.

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

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

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

(5) The institution meets one of the following accreditation standards:

(a) Be accredited by one of the nationally recognized accrediting agencies as listed by the Secretary of Education.

(b) Be accredited by a state or state educational agency.

(c) Have attained a pre-accreditation status of "reasonable assurance" subject to attainment and maintenance of one of the above listed agencies within five years of initial academic enrollment of students.

(6) The institution provides positive safeguards to prevent discrimination against students or instructors on the grounds of race, sex, color, national origin, religion, sexual orientation, gender identity, or status as a parent.

(7) The institution provides credit for the required courses of instruction and maintains the standards prescribed by USACC.

(8) The unit meets other requirements as established by the Secretary of the Army.

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

a. USACC will establish, maintain, transfer, place in a probationary status, or disestablish units to maximize enrollment and enhance efficiency in overall JROTC program management of JROTC.

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

(1) Opening new schools,

(2) Consolidation of schools,

c. The CG, USACC will apply applicable statutes and criteria to select which institutions will obtain a unit. Criteria include, but are not limited to:

(1) Receipt of a signed application and agreement.

(2) Enrollment potential (ability to provide 100 Cadets or 10 percent of the eligible student body enrollment).

(3) Hire a minimum of two JROTC instructors.

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

(5) Accreditation status.

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

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

### **3-4. Application Process (DA Forms 3126 and 3126-1)**

a. A school desiring to establish a JROTC unit must complete DA Form 3126 (Application and Contract for Establishment of a Junior Reserve Officers' Training Corps Unit), (<https://armypubs.army.mil/ProductMaps/PubForm/DAForm.aspx>) or DA Form 3126-1 (Application and Agreement for Establishment of a National Defense Cadet Corps Unit), (<https://armypubs.army.mil/ProductMaps/PubForm/DAForm.aspx>) and submit the application through the respective Brigade to the JROTC Directorate. Applications will contain the date the school desires to begin course instruction, any former participation in JROTC, and a statement if there is an application for JROTC with another service.

b. Once JROTC Directorate receives an application from an educational institution to host a JROTC unit, Training and Operations Division will log in the application and check it for correctness and completeness.

c. JROTC Directorate will evaluate the application and place the school on the Order of Merit list (OML), if applicable (see paragraph 3-5).

d. As part of the application process, a USACC representative will conduct a site survey using DA Form 7410, Evaluation Worksheet, Potential Army JROTC Unit, (<https://armypubs.army.mil/ProductMaps/PubForm/DAForm.aspx>) after the school has been approved for a JROTC unit.

e. Commander, USACC, or designee is the approving authority for establishing a JROTC unit unless otherwise delegated by higher. Once a unit is approved for establishment, JROTC Directorate assigns a unit identification code (UIC) and request district identification (district ID). Once JROTC Directorate receives acceptance letter from school, JROTC Directorate will request DA General Orders.

f. DA General Orders will announce establishment of a JROTC unit. The Secretary of the Army or designee will countersign applications of selected schools and furnish copies to JROTC Directorate. JROTC Directorate will furnish DA General Order copies to the respective Brigade.

### **3-5. USACC Command Order of Merit List for JROTC Units**

a. To sustain a fair and equitable rank ordering of schools requesting a JROTC unit, JROTC Directorate will employ a criteria-based process to generate an Order of Merit List (OML). Brigades will revalidate their portion of the OML annually, by confirming the school's interest in remaining on the OML and their ability to accept a program if offered. Brigades will submit this update at the end of each school year.

#### **(1) The Evaluation Process:**

(a) The application then undergoes evaluation through an OML process to provide a numerical value to the application. Then JROTC Directorate will generate an acceptance letter and send it to the applicant school and the responsible Brigade confirming receipt of the application and being placed on the OML.

(b) The OML process employs a set of "needs-based" criteria to include the school's Title 1 eligibility, indicators of need, enrollment, willingness to offer other academic credit for JROTC, financial solvency, and facilities dedicated to JROTC. Additionally, JROTC Directorate will credit locations undersubscribed for JROTC under the category of fair and equitable distribution. Additional criteria may be added at discretion of CG, USACC or higher.

(c) Upon receiving a numerical value, the application then receives rank order placement on the OML. The duration of time an application waits on the OML for the establishment of a program varies based on funding and availability of slots for new units. USACC is limited with JROTC programs based on congressional mandates and funding restrictions. However, there is no limit to the number of NDCC programs authorized, since the school system where they reside provides funding.

(d) Once on the OML, the Commanding General, USACC may award additional points for schools on the OML based on extraordinary circumstances in conjunction with TRADOC Headquarters and DA.

#### **(2) The Acceptance Process:**

(a) As new slots become available, JROTC Directorate will provide an offer letter to the next school(s) on the OML. The JROTC Directorate transmits the offer letter to the Brigade JROTC Chief for presentation to the school and for direct coordination with the school POC.

(b) The school will have thirty (30) calendar days to respond to the offer letter. If a school declines the offer or fails to respond to the offer letter, the offer letter is withdrawn and the next school on the OML is offered a program. During the next annual OML scrub, the school may receive an offer for a program again. If the school declines the offer a second time, the school is stricken from the OML. If a school is stricken from the OML, the school must submit a new application to be placed on the OML again.

### **3-6. Instructions for Establishing a New JROTC Unit**

a. When a school accepts an offer for a JROTC Program, the Brigade will validate DA Form 3126 and conduct site survey with DA Form 7410. Brigades will provide direct coordination and assistance to hire qualified JROTC instructors, establish property accountability, and provide other assistance as required to establish the program.

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

(1) Safeguarding and caring for government property (by surety bond or insurance) is listed as a school responsibility on DA Form 3126. A surety bond/insurance certificate must be in place before issuing any government property.

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

c. The school or district will forward the surety bond or insurance document, along with the application/contract through Brigade, to the Director, JROTC, ATTN: ATCC-JRT. The Director, JROTC, will compile the complete packet, and forward the application with attachments to Command Judge Advocate (CJA) for legal review. After approval by the CJA, the Director, JROTC will forward the application and site survey through Commander, USACC, to the Department of the Army (DA) for signature and issuance of a general order establishing units. General orders normally take 90 days to process.

d. The Director, JROTC, will notify the appropriate Brigade when the new unit is authorized to begin operation. The school's superintendent or principal must finalize the hiring of at least one of the JROTC instructor within 90 days of the unit opening, and ensure that the required surety bond/insurance, as well as the appointed MPS/PHRH, are in place before government provides funding and equipment. USACC will furnish the UIC and DoDAAC to allow the newly appointed MPS/PHRH to requisition government property. The Brigade representative assisting the new unit will ensure the appointed MPS/PHRH has submitted supply requisitions to outfit the unit and, if applicable, contacted the Brigade.

e. Each JROTC unit must account for all government property upon receipt. Every unit issued a Primary Hand Receipt (PHR) from the USACC G4 JROTC Property Book Officer must initiate and maintain a signature card (DA Form 1687). This card authorizes trusted individuals to receive government property deliveries when the appointed PHRH is not present at the school or supply room facility. If the PHRH elects not to appoint someone to act on their behalf, a Memorandum for Record (MFR) is needed to document this non-appointment. Additionally, units must account for all property paid for with appropriated funds on the annual property inventory and annotate it in the unit's property records within 30 working days through the Brigade. A copy of the supporting document will be furnished to the JROTC Property Book Office (PBO) to ensure the unit's PHR is updated accordingly.

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

### **3-7. Establishment Responsibilities**

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

- (1) Inform Brigade to advertise position vacancies until filled.
- (2) Approve the hiring of the instructor and provide an estimated minimum salary.
- (3) Initiate all actions regarding instructor pay.

b. Training and Operations Division has overall responsibility for all matters pertaining to the budget and logistics in support of JROTC. Training and Operations Division will:

(1) Coordinate with Brigades for start-up Operations and Maintenance, Army (OMA) and Military Personnel Army (MPA) funds for JROTC units based on the average of 150 Cadets per unit.

- (2) Assist with any questions regarding the budget for a unit.
- (3) Review, process, score and maintain the Order of Merit List (OML).
- (4) Assist the unit in establishing an institutional surety bond or insurance affidavit.

(5) Coordinate obtaining a Unit Identification Code (UIC). When necessary, coordinate the establishment of a Department of Defense Activity Address Code (DoDAAC) with the USACC G4, Post Goods Receipt Team (PGRT).

(6) Ensure that the required surety bond or insurance, as well as the appointed PHRH are in place before the government provides funding and equipment.

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

(8) Inform the JROTC PBO of the new unit and establish a liaison for activation, after coordinating with the respective Brigade.

c. Director, G-6, has overall responsibility for all automation support to JROTC units.

d. Director, G-8, publishes the Cadet Command Annual Budget Guidance to provide the most up to date information on the budget.

e. Brigade JROTC Chief will:

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

(2) Validate OML annually.

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

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

(5) Coordinate with the supporting installation for logistical support.

(6) Arrange for Government Purchase Card (GPC) training as needed, per support installation requirements.

(7) Ensure instructors attend instructor training.

(8) Provide personnel to assist JROTC instructors in establishing accountability for all government property assigned at the unit. Obtain a copy of the school's PHR from the JROTC PBO and assist in unit level supply matters to include, starting the JUMS process.

(9) Provide other assistance as required.

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

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



(2) Establish PHR with the USACC G4, JROTC PBO and establish a valid filing system.

(3) Coordinate with the Brigade and JROTC PBO to assist school officials in establishing an institutional surety bond or insurance affidavit. The total dollar value of the property assigned to a high school is validated by the JROTC PBO.

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

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

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

(7) Request Cadet uniforms and uniform items upon receipt of the UIC, DoDAAC, surety bond/insurance and funding.

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

### **3-8. Amendment of DA Forms 3126 and 3126-1**

If any changes are necessary to DA Form 3126 or DA Form 3126-1, submit them via DA Form 918B (Amendment to Application for Establishment of Army Reserve Officers' Training Corps Unit) through the Brigade to HQ, USACC, ATTN: ATCC-JR (JROTC Directorate). HQ, USACC will forward major changes to HQDA (DAPE-MPO).

### **3-9. Adverse Actions**

a. Schools with JROTC units are bound by a mutually executed contract to comply with all provisions of the agreement. In the event that a school fails to fulfill its obligations enumerated in the contract, Brigade Commanders will act IAW this regulation. Brigade Commanders may recommend probation for schools not in compliance or recommend disestablishment if the school is unable or unwilling to fulfill their responsibilities as outlined in the contract.

b. Brigade will identify annually those schools in noncompliance.

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

### **3-10. Procedures for Disestablishing a Unit**

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

(1) Brigades will:

(a) Request disestablishment actions be initiated by the Director, JROTC.

(b) Notify the school official, DAI/SAI of disestablishment proceedings and actions required to terminate the unit.

(c) Inform the appropriate support installation of the pending disestablishment(s).

(d) Oversee the lateral transfer or turn-in of government property to other JROTC units within the Brigade or turn-in property. Provide the USACC G4, JROTC PBO, supporting documents: lateral transfers, turn-ins, or a DD Form 200 (Financial Liability Investigation of Property Loss) (FLIPL), etc.; to document adjustments for government property.

(e) Account for government property IAW AR 710-2.

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

(g) Ensure that all government records, accounts, and requisitioning DoDAACs are closed.

(h) Advise the Director, JROTC of the progress of disestablishment actions within 30 days of the disestablishment date.

(2) DAI/SAIs will:

(a) Monitor final inventory of government property, in coordination with the PHRH, the USACC G4, JROTC PBO and Brigade representative.

(b) Prepare lateral transfer of government property, as outlined in AR 710-2, paragraph 2-13a.

(c) Monitor and inform the Brigade and USACC of adverse publicity resulting from disestablishment actions.

(d) Transfer files that have an expiration date of more than one year to the Brigade JROTC office for records holding.

(e) Close all unit accounts to include Government Purchase Card.

(f) Inform the Brigade when all actions are completed.

(3) The Director, JROTC will:

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

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

(c) Request for deletion of DoDAAC and UIC (after equipment is accounted for IAW disposition directed, i.e., lateral transfer or turn-in).

(4) Final Action. The Brigade will notify USACC, ATTN: Director, JROTC, of the unit's closure after the unit has properly turned-in all property.

### **3-11. Bonds and Insurance**

a. Insurance exists for the purpose of safeguarding government property, and institutions must maintain this insurance in a current "premium paid" status at all times. Schools must provide surety bond or self-insurance document annually to SAI/AI, that covers liability of JROTC property. The SAI/AI will provide the USACC G4, JROTC PBO proof of surety bond or self-insurance document annually. Scheduled inspection visits will ensure that all bonds and insurance are current and comply with AR 735-5 paragraph 10-4. Inspectors will review the unit's bond and insurance documents to ensure that:

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

(2) The value of the insurance certificate will be equal to or exceed the value of all on-hand government property issued as listed on the PHR. Dollar values for property listed on the PHR are provided by the USACC G4, JROTC PBO.

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

### **3-12. Property Adjustments and Relief from Responsibility**

a. Prior to initiating a FLIPL, the individual responsible for the loss will be offered the chance to admit liability and sign a DD Form 362 (Statement of Charges). If liability is admitted, units will use the Statement of Charges and/or Cash Collection Voucher to account for the loss or damage to government property. This can be used when the dollar value of the loss/damage is not exceeding an individual's monthly base pay, or the loss is not a sensitive item.

b. Units can use pay.gov at <https://www.pay.gov/public/form/start/335224120>, to process a Statement of Charges. Units will ensure a certified copy is provided to the USACC G4, JROTC PBO. Once a payment clears the US Treasury, USACC G8 certifies payment on the DD Form 362 and forwards the form to the USACC G4, JROTC PBO. The DD Form 362 will be processed removing the item(s) from the property book. A posted copy will be forwarded to the PHRH for their records.

c. FLIPL Initiation: Circumstances that warrant the mandatory initiation of a FLIPL includes, but are not limited to:

(1) The value of property/damages exceeding an individual's monthly base pay.

(2) When an individual doesn't admit liability.

(3) The loss involves a sensitive item.

(4) When the loss is a result of a fire, theft or natural disaster.

(5) Other circumstances warranting a FLIPL are defined in AR 735-5, paragraph 13-3 and Tables 12-1 and 12-2.

### **3-13. Claims Against the Insurance Policy**

a. DD Form 200 (FLIPL) with financial liability determined by the Approving Authority is required to obtain reimbursement for the loss, damage, or destruction of government property. Refer to AR 735-5 for instructions.

b. Once the DD Form 200 is complete and school liability is determined, the Approving Authority will forward a letter to the superintendent or principal requesting the school invoke the bond or initiate claims action against the insurance policy. If the school is non-responsive, the Approving Authority may submit a claim to the Surety or the Insurer for payment pursuant to the process described in the documentation.

### **3-14. Policy of Nondiscrimination**

a. School authorities must agree, as a condition for participation in the program, to adhere to a policy of nondiscrimination on the basis of race, sex, color, national origin,

religion, sexual orientation, gender identity, marital status, political affiliation, physical ability, or status as a parent with respect to admission or subsequent treatment of Cadets/students and instructors.

b. All violations of this policy are a matter generally within the purview of school authorities.

c. Promptly report any substantiated violations of this policy to USACC. School authorities have a reasonable period of time to resolve violations. It is the responsibility of the school official, DAI/SAI, or any member of the unit having knowledge of these charges, not a party to the violation, to make this report.

d. Any form of hazing, harassment, or bullying by JROTC instructors and Cadets is strictly prohibited. This could result in probation/decertification for JROTC personnel. Instructors will disenroll Cadets violating this policy from the program. Instructors and/or Cadets are not authorized to require Cadets to execute any form of physical punishment or discipline.

### **3-15. Instructor/Cadet or Student Fraternization**

a. Instructors must neither engage in nor allow fraternization or unprofessional relationships with Cadets. Examples include, but are not limited to: physical contact with a student; socializing in an overly familiar manner such as texting, social networking, tweeting, blogging, etc. Instructors will not allow Cadets to perform personal services (i.e., babysitting, house sitting, pet sitting, yard work, etc.); and counseling or talking to Cadets alone behind closed doors is prohibited. This may result in probation/decertification for JROTC personnel. Cadets who violate this policy may be disenrolled from the program.

b. JROTC units that maintain an online presence such as Facebook, school websites, and other electronic media must remember these sites are visible to the public and open to scrutiny by any person or group. The SAI and AI of a program have the responsibility to review online sites and remove any material which is unauthorized, unprofessional, excessively personal, or could otherwise impact good morale and discipline. Units must adhere to their district policies and procedures when establishing an online community in support of their unit.

### **3-16. Participation in JROTC**

a. JROTC units will reflect a cross-section (within 10%) of the school's population. Administrators and counselors must work closely with JROTC instructors to ensure the students enrolled represent the diversity of the school enrollment to maintain the balance required for an effective program (e.g. under normal circumstances there should not be more special needs students or students with disciplinary problems in JROTC than exist in the overall school population). College bound students should also have ample opportunity to participate in JROTC. Ideally the program will have a balance

of ethnicity, gender, and race, though programs need not stay within 10% of the school's population in each area. However, if the unit has an obvious imbalance in any area, administrators, counselors, and JROTC instructors must make a conscious effort to determine the reason and to correct it.

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

### **3-17. Cadet Opening Enrollment Report**

Refer to paragraph 2-2a(2).

### **3-18. Cadet/Student Administration**

a. JROTC units are comprised of two or more companies, to include a battalion headquarters commanded by the highest ranking Cadet in the battalion. Programs with over 200 Cadets may be organized into a Brigade or Task Force structure, with multiple battalions, in order to increase the number of leadership and staff positions. The organizational structure will have a clearly defined chain of command that includes officers and enlisted Cadets. At no time will the unit be solely comprised of officers or enlisted Cadets. It must include the basic command and staff functions of a battalion organization and follow American military traditions, customs, and courtesies.

b. Cadets will contribute to the operations of the unit. They will have the opportunity to express their ideas concerning conduct of classes, grades, and discipline of Cadets.

### **3-19. Association of Military Colleges and Schools of the United States (AMCSUS) Member Schools**

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

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

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

(2) Member schools may elect to use the below listed authorizations.

(a) Authorizations:

1 to 150 students: 1 SAI and 2 AI

151 to 250 students: 1 SAI and 3 AI

251 to 350 students: 1 SAI and 4 AI

351 to 450 students: 1 SAI and 5 AI

Additional SAIs and AIs may be authorized in Cadet ratio of 500:1 for SAIs and 100:1 for AIs.

(b) Funding for the additional authorized instructor must come from outside of JROTC.

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

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

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

(6) Authorization for any AMCSUS member school founded prior to the establishment of Cadet Command (September 1986) to continue to wear "Cadet Style" uniforms in lieu of the standard U.S. Army Class "B" uniform prescribed in paragraph 8-3. Any school founded after that date must comply with the provisions of paragraph 8-3b (2) with respect to obtaining authorization from Cadet Command for the wear of such uniforms.

### **3-20. Satellite Schools**

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

### **3-21. Feeder Schools**

Schools without a host JROTC program, which establish a formal agreement for participation with a JROTC host program school are considered feeder schools. For example, Career Tech Centers may be granted an Exception to Policy on case-by-case basis to teach as a feeder school. Instructors will not be required to teach any students below the eighth grade as a daily function of their duties and responsibility.

### **3-22. Cross-Enrollment**

Cross-enrollment is the population of Cadets who are enrolled in a school other than a Feeder school and does not have a host JROTC program.

### **3-23. Adopt-a-School Program**

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

- (1) Serve as a consultant and/or adviser.
- (2) Train and educate JROTC Cadets to act as mentors, tutors, drill instructors, etc.
- (3) Use resource curriculum materials provided by the Army.

b. Members of JROTC will not provide resources such as uniforms or uniform items to elementary or middle school students, except JROTC Cadets in eighth grade. Instructor time devoted to elementary and middle schools support (Adopt-a-School Program) must never be so extensive as to interfere with primary JROTC duties and quality of instruction at the host school.



c. While Title 10 allows JROTC Cadets to wear official military uniforms, this exception does not extend to Middle and Junior High students below eighth grade.

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

a. All Cadet disenrollments require school administration approval. SAIs will consider disenrollment in the following situations when a Cadet:

(1) Withdraws from school.

(2) Demonstrates a lack of desire for citizenship and leadership training indicated by an unwillingness to participate in instruction or follow procedures. Examples include:

(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.

(d) Refuses to wear the required uniform IAW school/district policy.

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

(4) Exhibits undesirable character traits, such as:

(a) Lying, cheating, stealing or hazing.

(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 7-2.

(6) Exhibits continued disruptive behavior.

b. The SAI or AI must document any offenses via written counseling. Written documentation is essential prior to disenrolling a Cadet from the JROTC Program.

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

a. The school should promote the success of JROTC and 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, co-curricular activities, advocating for credit other than elective, (i.e. CTE credit, Civics credit, Health credit, History credit, PE credit, CERT credit, etc.); supporting Junior Achievement partnerships and supporting college credit for JROTC instruction.

b. To ensure a dynamic, integrated program, the school must provide transportation to JROTC activities equitably with other academic and co-curricular activities.

c. Schools should provide medical and liability insurance for JROTC Cadets while Cadets participate in co-curricular activities as it does for other students in the school. Some examples are JCLC, adventure training, drill and marksmanship competitions, and similar activities, all of which are school-sponsored activities.

### **3-26. Liaison Program**

a. Brigades will develop a liaison program to State Departments of Education in order to address any issues or benefits at JROTC schools. At a minimum, the program must address:

(1) The loss of all assigned JROTC instructors at a school.

(2) The activation of new JROTC and NDCC programs.

b. The program should entail the use of experienced instructors from nearby schools, the employment of Brigade-level personnel to assist the affected school, or any other method which provides assistance to new instructors. Regardless of method employed, Brigades will ensure these schools receive the resources necessary to sustain program success, or to lay the foundation for a new program at the school.

(1) At a minimum, the new instructors must develop a working knowledge of Curriculum Manager, JROTC Unit Management System, JROTC Command Information Management System, and district policies and procedures.

(2) Brigades will coordinate with USACC JROTC to obtain a UIC.

(3) Brigades will coordinate with the USACC G4, JROTC PBO to establish a DoDAAC, and to obtain a copy of the units PHR.

(4) Brigades will coordinate for initial funding to get needed supplies and uniforms in place.

### **3-27. Program Transfers and Re-flagging**

To support district efforts to relocate programs rather than request closure of an existing program and concurrent establishment of a new program, a district may request transfer of an existing program from one school to another within their district, if recommended by the DAI/SAI and Superintendent. The district will complete a DA Form 918B and submit it through the DAI/SAI to the Brigade. The Brigade will forward the request to the JROTC Director with recommendation for approval or non-concurrence and reasons. If approved, Brigades will submit a DoDAAC realignment and/or deactivation request to the USACC G4, PGRT. All equipment and supplies will also be coordinated for transfer under the supervision of the DAI/SAI.

### **3-28. Sponsorship Program**

a. Brigades at a minimum will maintain a sponsorship program to address experience shortfalls at JROTC units, when the program:

- (1) Gains a new JROTC instructor.
- (2) Loses all JROTC instructors.
- (3) Is being established or disestablished.

b. The sponsorship program should utilize:

(1) Experienced instructors to provide one-on-one mentorship and guidance to new instructors at a minimum for the first quarter following their official date of hire.

(2) Brigade-level personnel to assist schools going through the establishment or disestablishment process.

c. Brigades will ensure new instructors:

(1) Develop a working knowledge of Curriculum Manager, JROTC Unit Management System (JUMS), and district policies and procedures.

(2) Are provided the current UIC, DoDAAC, and hand receipts.

(3) Coordinate for initial funding to get needed supplies and uniforms in place.

## **Chapter 4 - Unit Resources**

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

This chapter provides guidance on control/use and safeguarding of funds, supplies, equipment, and services.

## 4-2. Government Purchase Card (GPC)

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

b. The single maximum purchase limit (supply items) and single purchase limits for services (i.e., rentals and repairs) for each cardholder are set by the Agency/Organization Program Coordinator. The 30-day cardholder limit is a budgetary limit established by the supporting budget office. Brigade will ensure schools do not exceed their annual budget.

c. Mandatory OMA and MPA items: Office supplies and clothing items are ordered from the JROTC PBO, USACC G4, in the Global Combat Support System – Army (GCSS-A). The GPC is not authorized for use in FEDMALL (Exception: Units located in an overseas location or who have access to an installation supply store). Other mandatory supply sources include AbilityOne, Government Service Agreement or any of the companies have a contract with GSA and are clearly marked as mandatory items in the catalog from: National Industries for the Blind (NIB) or National Industries for the Severely Handicapped (NISH) or Federal Prison Industries (UNICOR).

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

(1) A USACC Form 112 is used to request procurement of non-standard items in the GPC process. All requests are routed to the USACC G4, JROTC PBO to determine the Accounting Requirements Code (ARC) for the request. When an item is assigned an ARC of N (non-expendable) for formal accountability, the item is posted to property accountability records with a DD Form 250.

(2) Items such as tools, hammers, pliers etc. are assigned an ARC of D (Durable). These items will not be added to the property book, but must be secured and controlled. The unit will account for these items at the unit level manually with use of a DA Form 2062 (hand receipt).

(3) Any non-expendable item to be purchased must be authorized by the CTA/BOI, TDA or an Exception to Policy Letter. A request for an Exception to Policy Letter must be obtained from Cadet Command through Brigade prior to purchase. All

purchases utilizing government funds require prior purchase authorization. Payment for items purchased without authorization will become the responsibility of the purchaser, school, or Brigade.

(4) Purchase must be in compliance with all applicable USACC policies, procedures, and the current version of the Army GPC Operating Procedures.

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

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

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

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

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

h. Brigades review GPC accounts before they become 30 days delinquent will be reviewed by the supporting installation that issued the card. The card issuing agency will provide USACC G4/G8 and each Brigade a list of these accounts.

i. The Agency Program Coordinator (APC) may permanently close accounts if more than two suspensions occur within a twelve month period. Brigades must request reinstatement of closed accounts from the support installation that issued the card.

j. 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.

k. Items that are purchased with the GPC, a contract, or on an Information Technology Equipment, Products, and Services (ITEPS) request, require a completed Material Inspection and Receiving Report (DD Form 250). Per ALARACT, 092/2013 –

HQDA Update to Policy AR 710-2: Active Army Units are allotted seven calendar days, from the date of receipt to post items onto the property book.

#### **4-3. Ordering Supplies and Clothing**

a. Requisitions for supplies and clothing items are ordered by the USACC G4, PGRT. The process supports all Brigade JROTC requisitions in GCSS-A. The process includes the following:

- (1) JROTC programs identify items to be ordered on an ordering spreadsheet.
- (2) Brigades designate an S4 JROTC representative to validate orders placed in GCSS-A. An authorized representative is assigned on a DA Form 1687 signed by the Brigade Commander.
- (3) Brigades validate orders and determine funding availability.
- (4) Brigades submit orders to the USACC G4, PGRT for processing in GCSS-A.
- (5) USACC G4, PGRT informs the Brigade once orders are processed.
- (6) USACC G4, PGRT provides the Brigade an open requisition report twice a month for status updates on open orders.

b. Special Measurement Orders (Uniforms): All requests are processed through the USACC G4, PGRT. Requests are completed on a DD Form 358 (Special Sized Clothing for Men) or a DD Form 1111 (Special Sized Clothing for Women). These are the only request items processed through FEDMALL. The PGRT notifies the ordering program and Brigade once the request is placed on order.

#### **4-4. Authorized JROTC Expenditures**

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

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

- (1) Attending JROTC resident courses.
- (2) Attending an annual Brigade instructor training.
- (3) Participating in installation coordination prior to executing JCLC.

(4) Visiting the support installation a maximum of two (2) times per year to receive or turn in property, reconcile property books (hand receipts), etc.

(5) Instructor travel in support of the Unit Report is based upon availability of funds.

(6) Other travel as directed by USACC.

(7) DAI/MPS: total of two visits per school per year.

c. 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 co-curricular activities; judges for competitions; or other JCLC events not prescribed in this regulation. Schools/districts should provide funding support at least equivalent to what is provided at other departments.

d. 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.

e. Postage: Postage requirements at the unit level should be minimal. The instructor who is authorized to use the GPC may use the U.S. Postal Service to sparingly charge stamps. Units without a GPC will contact their Brigade who will request postal support from the Supporting Installation. Brigades will use MIPR or Brigade GPC to fund this requirement.

f. Automation: Automation equipment is provided to JROTC units through initial push package, life cycle management, and Information Technology Equipment, Products, and Services (ITEPS). Units are not authorized to purchase automation equipment with unit funds as it is provided by USACC through direct distribution channels. Units must report status of automation equipment. Failure to comply may result in delay of receiving life cycle replacements.

g. ITEPS is the process used by the Army JROTC Brigades to purchase and replace inoperable automation equipment for their units as follows:

(1) Units identify requirement: The JROTC Brigades review and recommend to the Administrative Contract Review Board (ACRB) the request for purchasing of mission critical classroom automation equipment.

(2) Develop ITEPS request using USACC Form 112, Fort Knox Form 5130, and requesting quotes through the Computer Hardware Enterprise Software and Solutions (CHESS) IT E-mart system or outside vendors.

(3) ITEPS request is approved by respective Brigade Commander and then forwarded to USACC for review and approval.

(4) JROTC Directorate and respective JROTC Brigade monitor ITEPS requests until completion. A copy of the ITEPS request is also forwarded to the USACC G4, JROTC PBO for determination of the ARC. The ARC distinguishes accountability for the equipment on the property book or unit level.

h. Common Table of Allowances (CTA 50-900, CTA 50-909, and CTA 50-970). This CTA, together with CTA 8-100, constitutes the only Department of the Army authorization document for individual and organizational clothing and equipment. These documents provide a listing of authorized items for JROTC units and Basis of Issue (BOI) for each item. They also provide the funding allocation used for each item. Units/DAIs desiring changes/additions to the CTA and TDA equipment must submit them to Brigade. Operations and Maintenance Army (OMA) funds budgeted for JROTC units may not be used to support DAI operations without Brigade Commander approval. For more information, see <https://www.usarmyjrotc.com/library>.

(1) The purpose of the Common Table of Allowances (CTA) is to provide an authorization document according to the provisions of AR 71-32 and AR 700-84. Allowances of individual and organizational clothing and equipment identified within this document are authorized for procurement with appropriated funds.

(2) The Basis of Issue (BOI) is the authority that prescribes the number of items to be issued to an individual, a unit, a military organization, or for a unit piece of equipment (e.g. 1 each (ea) Cadet, 1 box (bx) per unit).

(3) The JROTC Directorate participates in the CTA revision workshop as required to provide input regarding the CTA and BOI for JROTC Cadet's individual and organizational clothing and equipment.

i. JROTC Cadet Leadership Challenge (JCLC).

(1) Command guidance for JCLC is to provide an opportunity for a minimum of 10% of LET 1 - LET 3 to attend, within resource constraints, as long as the Cadet has completed a minimum of 50% of the LET 1 curriculum and has not graduated prior to the JCLC dates.

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

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



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

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

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

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, Brigades may approve travel and billeting for JROTC units to accomplish Unit Report events. Instructors need to contact Brigade for guidance on what is required to obtain approval of Cadet transportation and billeting. USACC discourages instructors transporting Cadets in his/her personal vehicle; however, instructors may follow school district policies.

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

(3) JROTC instructors are not authorized to drive GSA vehicles. JROTC instructors are not covered under the Federal Tort Claims Act. JROTC instructors will utilize Defense Travel System to obtain rental vehicles while providing personal or school vehicle liability insurance coverage for periods less than 90 days upon approval by their supporting Brigade.

(4) JROTC instructors utilizing commercial vehicles paid for by the school district to transport Cadets in support of JROTC sponsored activities fall under the policy of their school district. When using DoD approved carriers utilizing government funding to transport students (in support of a JROTC sponsored activity) in any vehicle designed for more than 10 passengers, it must meet the Federal Motor Vehicle Safety Standards (FMVSS) for school buses. GSA (General Services Administration) van carryalls, 11-15 passenger vans, and SUVs do not meet the requirements of the FMVSS.

l. Cadet uniforms: Annual funding is provided for Cadet uniforms based on the previous year's enrollment numbers reported by the unit. Funding is maintained at USACC. If a school should have a large unpredicted increase or decrease, instructors

may work through Brigade to obtain an adjustment. A unit on a 4x4 schedule is authorized a uniform for each Cadet in fall and spring semesters.

m. Unfinanced requirements (UFRs). Units must justify the need for UFRs through their Brigade to the Director, JROTC. Brigade is responsible for verifying the legitimacy of the requests and forwarding appropriate justification with the UFRs to the Director, JROTC. The Director, JROTC, will review and forward recognized/authorized requests to RM for incorporation into USACC requirements. The G3 reviews UFRs and allocates based on the USACC Commanding General's priorities.

n. If applicable, unit requisitions (with appropriate form) should be submitted to their Brigade Headquarters no later than 15 July to alleviate the constraints of the fiscal year closeout.

#### **4-5. Management Control Program**

JROTC is monitored through checklists (a series of questions for conducting a systematic, detailed examination of a function to determine if adequate control measures have been implemented). It also highlights potential problem areas and provides feedback to management. JROTC units will complete checklists annually and forward them to Brigade for consolidation. Refer to AR 710-2 and AR 735-5 for information on the Command Supply Discipline Program (CSDP).

#### **4-6. Accountability of Government Property**

a. Property accountability for all non-expendable equipment is managed at the JROTC PBO, USACC G4. Non-expendable property is all property posted to a program's PHR for formal property book accounting. The accountability system used by the Army is GCSS-A. The system conforms to the policy revisions of AR 710-2, AR 735-5, DA Pam 710-2-1, and other existing supply regulations and directives. All adjustment actions concerning a unit's PHR are coordinated through the USACC G4, JROTC PBO.

b. School administrators will designate and appoint a MPS/PHRH to requisition, store, issue and account for all government property furnished to the institution for JROTC activities. At a DAI institution, the MPS/PHRH will be appointed in writing by the Superintendent of the school district. At a JROTC standalone institution, the MPS/PHRH will be appointed by the school Principal or similar authority. Usually the institution will provide funding for the position; however, the position may be cost-shared if approved by USACC. Supply transactions occur between the school and the supporting agency. Brigades will assist and coordinate as needed. The MPS/PHRH will:

(1) Process government property adjustment documents for any overages/shortages and found on installation property. Justify excesses or turn-in quantities above authorized limits. This includes:

(2) Reporting serviceable excess items to the Brigade for redistribution of property.

(3) The turn-in of excess equipment upon receipt of life cycle replacement items which includes all automation and air/drill rifles.

(4) The turn-in of unserviceable rifles to the Civilian Marksmanship Program (CMP).

(5) The transfer of property from one organization to another when applicable, and approval is obtained by the Property Book Officer.

(6) Coordination with the Brigade and JROTC PBO prior to the physical turn-in and/or transfer of non-expendable property.

(7) Accounting for all organizational colors, national flags, foreign flags, state flags, position colors, distinguishing flags, awards, streamers, guidons and tabards authorized per AR 840-10.

(8) Request supply assistance visits through Brigade.

c. Accountability for all expendable/durable equipment is managed at each JROTC program. This includes all clothing items managed in the JROTC Unit Management system (JUMS) for informal accountability (i.e., clothing and property consumed in use). Durable items include all property not consumed in use, but because of its unique characteristics, requires control when issued to the user.

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

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

(2) Turn-in and replace unserviceable uniforms.

e. Conduct government property turn-in IAW AR 710-2, DA Pam 710-2-1.

#### **4-7. Inventories**

a. The PHRH will conduct a 100% physical inventory annually followed by a six month review (signature of the hand receipt) for all government property including curriculum materials. This requirement is mandatory since it drives the amount of bond or insurance coverage required and provides school and government officials with a record of property replacement values. The inventory does not include non-government property or property purchased with school funds.

b. The following documents constitute a complete inventory for non-expendable property. This applies to both annual inventories and change of PHRH inventories. Documents listed below will be submitted to the USACC G4, JROTC PBO:

(1) Appointment Orders for PHRH (Signed by the School Superintendent or Principal)

(2) 100% Inventory Memorandum (Documenting Discrepancies/No Discrepancies)

(3) DA Form 1687 (Delegation of Authority)

(4) A Copy of Bond Insurance (validated by the Brigade)

(5) Signed GCSS-A PHR.

c. Change of PHRH Inventory: In the event the PHRH is absent from their duties for 30 or more days, and are no longer able to perform their duties, or departs, the next higher command will ensure an interim PHRH is appointed. In this instance, the Principal or Superintendent may conduct the inventory and sign for the property. At the request of the Brigade, property may also be transferred to another school or, the Brigade may take direct responsibility for the property until another MPS/PHRH is appointed.

d. School Closure: When a school receives official notification from the JROTC Directorate to disestablish the program, a 100% physical inventory of all government property must be completed. Upon completion of the inventory, a request for the equipment will be made for redistribution and/or turn-in.

e. JROTC Annual Durable Property Inventory. A management review of all on hand durable items is completed once a year to determine if there are any indications of missing items due to fraud, waste, and/or abuse.

f. Use the GCSS-A Hand Receipt and/or JUMS to conduct the annual 100% inventory. Refer to AR 710-2 and DA Pam 710-2-1 for guidance.

#### **4-8. Government Equipment Turn-in at Support Installations**

a. Disposition of Property: Excess property book items are identified and researched for possible redistribution. The USACC G4, JROTC PBO will identify excess property or receive a request for turn-in from the PHRH.

b. Serviceable Excess Property: PHRHs will report all serviceable excess property to the Brigade S4 before making any attempt to turn-in the property. The Brigade S4 will exhaust all means to redistribute serviceable excess property to fill shortages in programs prior to requesting disposition through the USACC G4.

c. Equipment Turn-in: When items are being taken to a turn-in point at a Defense Logistics Agency (DLA) or Supply Support Activity (SSA), the following procedures apply:

(1) PHRH will call the turn-in point and schedule a turn-in appointment.

(2) The PHRH will forward a list of equipment to the USACC G4, JROTC PBO.

(3) The list will include the school name, UIC, National Stock Number (NSN), item description, serial number, condition code of the equipment, and quantity to be turned in.

(4) The USACC G4, JROTC PBO will review the list and prepare the DD Form 1348 using GCSS-A.

(5) Once the DD Form 1348 has been prepared, it will be sent to the PHRH of the program.

(6) The PHRH will turn in the equipment on the scheduled turn in date.

(7) The PHRH will ensure block 10 (quantity received), block 22 (received by) and block 23 (date received) of the DD Form 1348, are completed by the person receiving the equipment at the turn-in point.

(8) The PHRH will return the DD Form 1348 to the USACC G4, JROTC PBO for equipment to be removed from the hand receipt.

d. Equipment Turn-in: When items are scheduled for pick-up by DLA at the school (remote location), the following procedures apply:

(1) A PHRH can schedule transportation of their property to a servicing DLA Disposition Services' location, depending on their proximity to a site. Schedule pick-up training is located at: <https://www.dla.mil/DispositionServices/DDSR/Schedule/>. For assistance call (800) 468-8289 or email at [DLADispositionServicesTransportationOffice@dla.mil](mailto:DLADispositionServicesTransportationOffice@dla.mil). A pick-up can be scheduled at <https://vsm.distribution.dla.mil/Scheduler/>.

(2) The PHRH will forward a list of equipment to the USACC G4, JROTC PBO.

(3) The list will include the school name, UIC, National Stock Number (NSN), item description, serial number, condition code of the equipment, and quantity to be turned in.

(4) The USACC G4, JROTC PBO will review the list and prepare the DD Form 1348 using GCSS-A.

(5) Once the DD Form 1348 has been prepared, it is sent to the PHRH of the program.

(6) DLA truck will show up on the date scheduled by the PHRH.

(7) Once equipment is picked up at the site, the PHRH will forward the paperwork provided by the truck driver to the USACC G4, JROTC PBO. In most cases, the driver will not sign the DD Form 1348. A signed copy is later uploaded in the EDOCs system (a central repository for disposal documentation).

(8) USACC G4, JROTC PBO will monitor the EDOCs system for a signed DD Form 1348. Once obtained, equipment is removed from the hand receipt.

(9) If a signed document has not been generated from EDOCs within 30 days of pick-up, a short FLIPL will be processed IAW AR 735-5.

e. The turn-in of rifles to the Civilian Marksmanship Program (CMP) are as follows:

(1) PHRH submits a request for disposition in memorandum format to the JROTC PBO.

(2) Once disposition is determined for unserviceable and/or serviceable rifles by the JROTC PBO, the PBO contacts CMP to request shipping boxes and labels which are delivered to the school.

(3) The PHRH contacts the JROTC PBO when shipping boxes/labels arrive at the school.

(4) The JROTC PBO prepares DD Form 1348 using GCSS-A and sends to the PHRH of the program.

(5) PHRH will verify all rifles to be shipped to CMP by inventorying the make, model and serial number of the equipment. PHRH will ensure rifles match what is reflected on the PHR. If items are not on the hand receipt, they will be added to the record prior to shipment.

(6) Once shipment arrives at the CMP warehouse, equipment is inventoried and a signed copy of the DD Form 1348 is mailed to the PHRH.

(7) The PHRH ensures a copy of the signed DD Form 1348 is provided to the USACC G4, JROTC PBO; equipment is then removed from the hand receipt.

#### **4-9. Financial Management and Funding Types**

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

b. Brigade JROTC staffs are allocated JROTC funds for OMA and MPA. They are responsible for managing these funds by providing DAI/SAIs and schools with operational ceilings. DAIs/SAIs may request additional funds through their Brigade headquarters.

#### **4-10. Fundraising Activities**

a. Fundraising in JROTC serves to provide goods and services that supplement the educational, curricular, and co-curricular activities of the unit. All fundraising activities are controlled by the respective schools and must be conducted in accordance with their rules and requirements. The following are guidelines per this regulation:

(1) Cadet participation is voluntary and grades will not be affected by participation or lack thereof.

(2) Wearing the Army uniform is strictly prohibited.

(3) Salaries, staff development, and in-service activities are not allowable expenditures.

(4) Government equipment or funds cannot be used in fundraising.

#### **4-11. Contract Processing**

a. Procurement Lead Time: With the exception of MIPR action, which are due 60 days prior to requirement date, all activities will comply with the following procurement lead time for submission of requirements to the USACC Acquisition Office. In determining lead time, activities will add the cost for the base contract period, and any option periods to determine the total amount of the contract. A complete and accurate acquisition package must be submitted to the USACC G4 Acquisition Division, no later than the timeframes indicated below. Failure to submit in these timelines could result in a delay and/or failure in awarding a contract by the date service and/or supply is needed.

(1) \$2,501-\$25,000 – a minimum of 120 calendar days prior to need date

(2) \$25,001-\$99,999.99 – a minimum of 150 calendar days prior to need date

- (3) \$100,000-\$500,000 – a minimum of 180 calendar days prior to need date
- (4) \$500,001-\$3,500,000 – a minimum of 280 calendar days prior to need date
- (5) \$3,500,001-\$11,500,000 – a minimum of 310 calendar days prior to need date
- (6) Over \$11,500,000 – contact the USACC G4 Acquisition office

b. Fund HQ, USACC internal processing times are as follows and are included within the lead times listed above:

- (1) USACC G4, 7 days from receipt of complete and correct package
- (2) USACC G8, 7 days from receipt of complete and correct package
- (3) USACC G3, 7 days from receipt of complete and correct package
- (4) USACC SJA, 7 days from receipt of complete and correct package

c. Process Contracting Requirements Packet IAW the most current TRADOC Regulation 5-14 (Acquisition Management and Oversight), and current USACC G4 Acquisition Management and Oversight Procedures Memorandum.

## **4-12. Physical Security**

Physical security requirements must be met in accordance with DOD 5100 76-M; Chapter 2 and AR 190-11.

## **Chapter 5 - Instructor Management**

### **Section I – Authorities, Functions and Responsibilities**

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

This section defines the statutory authority of CG USACC with regards to instructor qualification, the roles of JROTC instructors, and describes relationships between JROTC Personnel and school/districts.

#### **5-2. Statutory Authority**

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



### 5-3. Rank and Precedence

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

b. JROTC units.

(1) Basic staffing levels are as prescribed in Table 5-1 below: a minimum of one SAI and AI for any unit with an enrollment of 150 or fewer Cadets, an additional AI at 151 to 250, and an additional AI required for each increment of 100 Cadets.

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**Table 5-1**  
**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.

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(2) Unit staffing authorization levels will be determined by IMD, based on figures reflected in the opening enrollment report. To avoid instability in the instructor force, staff increases will be based on the enrollment figures for two years. For units with three or more instructors, if the enrollment falls below Cadet strength level defined in Table 5-1 above is below the authorized staffing for two consecutive years of enrollment, a staff reduction change in staffing is required for staff reduction. A unit which loses substantial enrollment and has no reasonable plan or means to increase the enrollment may lose staffing immediately. No JROTC unit will be reduced below the minimum requirement of one SAI and one AI. It becomes less and less cost-effective to operate a JROTC unit as enrollment drops below 75 Cadets. A unit with fewer than 50 Cadets is not cost-effective and will be considered for disestablishment.

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

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

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

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

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

#### **5-4. Director of Army Instruction (DAI) Functions and Responsibilities**

a. The DAI is in the rank of Lieutenant Colonel or Colonel with a minimum of two consecutive years of classroom experience as a SAI. The DAI is the chief administrator of JROTC, responsible for overseeing the operations of five or more Army units in the same school district. Individuals recommended to serve as a DAI must be interviewed by the Director or Deputy Director, JROTC and if approved will serve in a probationary status for two academic years. DAIs will not serve in the capacity of DAI and SAI simultaneously. All JROTC instructors and personnel employed by the school to support the JROTC Program will be directly under the DAI's supervision in all matters pertaining to program administrative duties and responsibilities. The DAI's primary responsibility is to ensure, on behalf of the school district and the Army, through proper instruction and supervision, the JROTC program is administered according to law, regulation, policy, and principles. The DAI relieves the SAI or AI of as many administrative and logistical duties as practical. The DAI is the overall leader in all matters pertaining to JROTC administrative duties and responsibilities, as well as quality of classroom instruction and co-curricular activities. New DAI's should go on a right-seat-ride with a successful DAI, as selected by the Brigade Commander. A key DAI role is instructional leader; as such, the DAI will subscribe to at least two professional publications or free on-line

newsletters to stay abreast of current educational trends and initiatives. Examples of free on-line publications are:

(1) ASCD Newsletter: <http://www.smartbrief.com/ascd>

(2) Education Week: <http://www.edweek.org>

(3) Federal Grant Opportunities: <http://www.grants.gov>

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

c. DAIs are responsible to ensure SAI/AIs receive district training in the administration of the curriculum. They may assess classroom instruction using the JROTC Coaching Rubric at <https://www.usarmyjrotc.com/library> and assist instructors in developing the skills they need to become master instructors. Duties of a DAI officer are as follows:

(1) Function as department chair/director for multiple units.

(2) Organize, develop, and administer JROTC programs in the school district.

(3) Represent the school district in matters pertaining to the Department of the Army and JROTC, as required. Serve as a strong advocate for JROTC at the state and national levels.

(4) Serve as a certified interviewer for potential applicants who are seeking qualification as an instructor or MPS. Recruit, recommend, and coordinate hiring instructors for JROTC.

(5) Develop an order-of-merit list for attending professional development courses. Ensure instructors attend required USACC training and district professional development seminars.

(6) Maintain instructor status used for the Army MIP reimbursement and employment status. Notify IMD to terminate cost-share for personnel no longer employed in the district.

(7) Ensure instructors receive initial and semi-annual performance counseling and a school evaluation. Mentor all instructors in the district. Assess the instructional performance of at least one instructor per school each year using the JROTC Coaching Rubric.

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

(9) Prepare and maintain administration and support reference materials required to be available in the district by law and regulations.

(10) Submit requests to brigade for distinctive unit insignia and school patches.

(11) Gather and provide data that supports viability of JROTC program within the district:

(a) Developing favorable public relations.

(b) Improving instruction.

(c) Implementing Army policies in the classroom.

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

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

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

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

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

(13) Organize, coordinate, and direct JROTC co-curricular activities in the district.

(14) Confer with school administrator on the effectiveness of JROTC.

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

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

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

(18) Serve as JCLC commandant, as required by Brigade.

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

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

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

(22) Recommend changes to the curriculum. Request curriculum materials and distribute equitably among units.

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

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

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

(26) Control budget and logistical aspects of JROTC. Request transportation support as required, within budget allocations. Monitor pay reimbursement for the school district. Provide input to higher headquarters for budgets. Spend money in a timely manner. Prepare a district budget and inform each unit of the district budget, e.g.,

its share of the funding. Ensure SAIs have visibility of the budget and receive their share of funds.

(27) Establish, instill and enforce JROTC standards. Set the example for on-going development. Examples include ensuring units are using Curriculum Manager to teach the current curriculum, verifying Cadet challenge events and Adopt-a-School Program activities are conducted in each school, that units are using the current version of JUMS for records management and that Cadets are involved in managing the data for JUMS. Serve as a substitute instructor to keep abreast of the changing trends in the curriculum and academic environment.

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

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

(30) Verify all instructors attending JSOCC meet the height and weight standards. Administer tape test to instructors not in compliance and submit a copy of the body fat worksheet to their respective Brigade and Instructor Management Division prior to the instructor attending their schedule JSOCC. Instructors not in compliance will still attend their mandatory training.

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

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

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

### **5-5. Director of Army Instruction (DAI) Operations Staff Functions and Responsibilities**

a. These individual DAI staff positions' functions and responsibilities are provided as a guideline for the DAI (see paragraph 5-4 above for DAI functions and responsibilities). The DAI may tailor and/or adjust DAI staff position duties, based upon its staffing levels and operating environment, to best meet the needs of the School District/System's JROTC programs, its Cadets, and instructors. Table 5-2 provides DAI staffing levels and positions authorized for Army cost-share based upon the number of JROTC programs within a School District/System. The presence of these positions influence how overall duties are ultimately assigned and balanced within an existing DAI staff.

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**Table 5-2**  
**Requirements:**

| <u>Units</u> | <u>Officers</u> | <u>NCOs</u> | <u>Position</u> |
|--------------|-----------------|-------------|-----------------|
|--------------|-----------------|-------------|-----------------|

|            |   |   |  |
|------------|---|---|--|
| 5          | 1 | 1 | DAI, MPS                                   |
| 6 – 9      | 1 | 2 | DAI, MPS, OPS NCO                          |
| 10 – 14    | 2 | 2 | DAI, MPS, OPS NCO, ADAI                    |
| 15 – 25    | 2 | 3 | DAI, MPS, OPS NCO, ADAI, SGM               |
| 26 – 34    | 2 | 4 | DAI, MPS, OPS NCO, ADAI, SGM,<br>Admin NCO |
| 35 & above | 2 | 5 | DAI, MPS, OPS NCO, ADAI, SGM,<br>Admin NCO |

Additional NCO positions as determined by DAI

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b. All Army cost-shared DAI staff, outlined below, must be JROTC certified to give them authorization to use US Governmental information and logistical systems. DAI staff positions are also listed in the order they are authorized, based on the number of JROTC programs within the School District/System, and not listed in order of position seniority or authority. Some School District/Systems also provide additional staff personnel, not cost-shared or JROTC certified, like a Secretary, which may also influence the distribution of some duties not requiring access to US Government systems.

(1) Military Property Specialist (MPS): This JROTC certified staff position is always authorized, along with the DAI position, when there are 5 or more JROTC programs within the School District/System. Rank can be Officer/NCO/WO. See paragraph 5-7 for detailed MPS functions and responsibilities.

(2) Operations Noncommissioned Officer (Ops NCO): This additional staff position is authorized when the School District/System has 6 or more JROTC programs. The Ops NCO is JROTC certified and should be in the rank of Master Sergeant through Command Sergeant Major. When there are less than 15 JROTC programs, this position additionally serves as the Senior Enlisted Advisor to the DAI. When there are 15 or more JROTC programs, a SGM position is also authorized to fulfill this Senior Enlisted Advisor role, and the Ops NCO can be a Sergeant First Class. Generally, the Ops NCO is responsible for ensuring all operations and DAI staff actions are executed within USACC policy and regulations. The Ops NCO serves as the Noncommissioned Officer-in-Charge (NCOIC) for all major training events and activities. The below Ops NCO duties will be adjusted and redistributed accordingly if a SGM position is also authorized or becomes authorized with 15 or more JROTC programs within the School District/System. See below functions and responsibilities.

(a) Plans, coordinates, and resources all DAI level and higher training, to include all ceremonial events/activities, JCLC summer camp, etc.

(b) Manages the Weight Control Program IAW all related policies and regulations.

(c) Responsible for ensuring SAI/AIs are trained and current in the approved curriculum delivery platform.

(d) Responsible for conducting school visits in order to evaluate all AIs within the DAI area of responsibility.

(e) Assists the DAI by serving on the hiring committee, which vets prospective candidates to fill JROTC instructor positions. Recruits, interviews, and selects the best talent for SAI/AI/MPS candidates.

(f) Develops and collects Risk Management Worksheets and submits them in a timely manner to brigade for approval when of moderate or higher risk level. Assists the designated Safety officer in the performance of duties.

(g) Develops and sustains a positive relationship with all School District/System administrative personnel, JROTC instructors, stakeholders, and community leaders through a proactive outreach program.

(h) Assists schools in preparation for their JPA or School Assist Visit.

(i) Serves as the primary advisor to the DAI for the proper and safe planning and execution of all co-curricular activities and competitions.

(j) Prepared to assist with all logistical operations when needed.

(k) Serves as Government Purchase Cardholder when required.

(l) Assumes the duties of the DAI when absent (or, if authorized, when a ADAI/DDAI or SGM is absent).

(m) Serves as one of the Cadet Command approved certification interviewers for potential applicants who are seeking qualification as a JROTC instructor.

(n) Establishes and maintain open lines of communications with Brigade and Cadet Command Staff.

(3) Assistant or Deputy Director of Army Instruction (ADAI or DDAI): This additional staff position is authorized when the School District/System has 10 or more JROTC programs. The ADAI/DDAI should be an officer in the rank of Major or Lieutenant Colonel (but lower in rank than the DAI), who is JROTC certified, and successfully served as a SAI for at least two years. The ADAI/DDAI is responsible for supervising, directing, and synchronizing the DAI Staff functions involving acquisition and logistics, operations, plans, instructor professional development, and curriculum. The ADAI/DDAI is responsible for all the day-to-day operations, and normally performs the following functions and responsibilities:



- (a) Assumes the role of the DAI in his/her absence.
- (b) Serves as a strong advocate for JROTC at the state and national levels.
- (c) Ensures, on behalf of the DAI, School District/System and the military that JROTC is administered in accordance with law, regulation, and polices. Oversees the implementation of new regulations and guidance received from military agencies.
- (d) Supervises all acquisition, supply services, and transportation operations, with the goal of relieving school JROTC instructors of as many logistical and administrative duties and burdens as practical.
- (e) Coordinates all Command Supply Discipline Program actions with Military Property Specialist (MPS).
- (f) Manages OMA, MPA, and FEDMALL budgets.
- (g) Serves as Alternate Billing Official (ABO)/Billing Official (BO) and manages Government Purchase Card (GPC) accounts.
- (h) Prepares and executes all government contracts IAW the Federal Acquisition Regulation (FAR) and the Military & Installation Contracting Command.
- (i) Serves as a Cadet Command approved certified interviewer for potential applicants who are seeking qualification as an instructor or MPS. Recruit, recommend, and coordinate hiring instructors for JROTC.
- (j) Develops and supervises JROTC Program of Accreditation (JPA) for all JROTC programs, and assist with their preparation and coordination.
- (k) Serves as the DAI's project manager for organizing, coordinating, and directing JROTC activities in the School District/System, e.g. adventure/drill/rifle/academic competitions, service-learning projects, awards ceremonies, military balls, JCLCs, and other activities.
- (l) Supervises all planning and execution of the JROTC Cadet Leadership Challenge (JCLC). Serves in a senior leadership position during JCLC.
- (m) Manages instructor professional development (JSOCC, Brigade Instructor Training Workshop, DL courses, DAI workshops). Establishes a plan to train instructors who could not attend annual brigade instructor training.
- (n) Develops and plans all DAI workshops during the school year for all instructors.
- (o) Serves as a Curriculum Manager subject matter expert (SME).

(p) Coordinates, reviews, and ensures submission of required JROTC reports, as necessary, and in accordance with brigade and Cadet Command requirements. This includes essays, awards, Program Assessment Rating Tool (PART) testimonials, JUMS, Graduation Reports, Enrollment Reports, etc.

(q) Conducts school visits to evaluate instruction, integrated-curricular activities, and provide regulatory compliance.

(r) Conducts instructor on campus classroom observations using the Coaching Rubric, and assist instructors in developing the skills they need to become master instructors.

(s) Coordinates with SAIs of JROTC programs to prepare DAI or School District/System responses to all correspondence received from brigade or Cadet Command.

(t) Communicates directly with supporting School District/System administrators, brigade JROTC staff, and Cadet Command JROTC staff.

(u) Provides input to the DAI when submitting recommendations/good news stories to brigade and Cadet Command. Clears with Cadet Command PAO, as necessary.

(v) Performs additional DAI functions and responsibilities as directed by the DAI.

(4) Sergeant Major (SGM): This Senior Enlisted position is authorized when the School District/System has 15 or more JROTC programs. Rank is Sergeant Major (SGM) or Command Sergeant Major (CSM). The SGM is the Senior Enlisted advisor to the DAI, is JROTC Certified, and must have successfully served as an AI for at least two years.

(a) Assists the DAI by serving as part of the committee to recruit, interview, and select the best talent for SAI/AI/MPS candidates.

(b) Advises the DAI when making AI assignments to specific schools and/or transfers.

(c) Ensures enlisted professional development and counseling is scheduled, organized, and conducted to increase or sustain high levels of instructor proficiency.

(d) Assists with JROTC Program of Accreditation (JPA) evaluations.

(e) Serves as the JCLC summer camp CSM.

(f) Perform additional DAI functions and responsibilities as directed by the DAI.

(5) Administrative Noncommissioned Officer (Admin NCO): This additional staff position is authorized when the School District has 26 or more JROTC programs. The Admin NCO is JROTC certified and can be in the rank of Staff Sergeant through Sergeant Major. This position serves as the administrative and records management specialist to the DAI, and is responsible for all hard copy and electronic document management pertaining to the effective function of the DAI Office.

(a) Maintains all required records, memoranda and documentation for the JROTC instructors assigned to the DAI Office.

(b) Supervises and maintains all records of the Weight Control Program IAW all related policies and regulations.

(c) Maintains all the training records pertaining to instructor professional development, certification and training, hiring and termination, and awards or adverse actions.

(d) Processes official instructor travel in the Defense Travel System and ensures proper reconciliation of completed travel IAW USACC policy for all assigned instructors.

(e) Coordinates directly with assigned JROTC brigade on all administrative actions pertaining to instructor management to include required professional development schooling, distance learning and management of prospective instructor candidates or newly-hired instructors.

(f) Assists the Operations NCO in the completion of all Risk Management Worksheets for JCLC and all other major events and activities.

c. Director of Army Instruction (DAI) Office Staffing:

(1) DAI offices will be limited to the minimum essential personnel required to plan, coordinate and administer JROTC for multiple units IAW table 5-2.

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

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

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

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

## **5-6. Senior Army Instructor (SAI) and Army Instructor (AI) Functions and Responsibilities.**

a. The SAI is the department chairperson and chief instructor of the JROTC unit. The SAI in a single unit (not under a DAI) is responsible for the overall management of the JROTC unit at the school. Single unit SAIs will perform all functions listed above for DAIs as well as functions listed below. Warrant Officers may also serve as SAIs if he/she possesses a four-year degree. Non-Commissioned Officers with a bachelor's degree may serve as SAIs in hard-to-fill areas. The four-year degree requirement is non-waiverable.

b. The SAI, in coordination with the senior school official, will establish Standard Operating Procedures (SOPs) relating to the administration, control, and training of JROTC Cadets. These procedures will cover the appointment, promotion, and demotion of Cadet Officers and noncommissioned officers. The SOP must be approved by the senior school official. The SAI will:

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

(2) Advise school authorities on policy and regulation changes within CCR 145-2.

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

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

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

(6) Prepare weekly training schedules in accordance with school and district policies.

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

(8) Ensure JROTC unit areas are neat and orderly, and display current chain of command photos, Cadet creed, core abilities, and mission statement.

(9) Ensure instructors share teaching responsibilities. Instructors should teach by expertise and preference in subject areas, rather than strictly by LET levels. All instructors (SAI/AIs) are responsible for teaching the JROTC curriculum.

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

(11) Ensure all sensitive items are accounted for and secured.

(12) Maintain accountability of all equipment, IAW AR 710-2, including items requiring formal accountability (i.e., air rifles, automation, computers, and audiovisual), informal accountability (i.e., clothing and property consumed in use) and durable items (property not consumed in use, but because of its unique characteristics, requires control when issued to the user). Failure to properly account for government property could result in pecuniary liability or adverse action. If negligence is probable, the instructor must initiate a DD Form 200, Financial Liability Investigation of Property Loss (FLIPL). Refer to AR 735-5 for instructions.

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

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

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

f. In no instance will an AI be higher in rank than the SAI for that JROTC unit nor will two instructors of the same rank/grade be permitted to run a JROTC program.

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

## **5-7. Military Property Specialist (MPS) Functions and Responsibilities**

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

(1) Perform all regulatory functions of a PHRH and maintain accountability of all equipment and supply items within the JROTC program.

(2) Be subject to periodic review and inspection by the Command Supply Discipline (CSDP) Monitor.

(3) Coordinate with the USACC G4, JROTC PBO on equipment received, lateral transfers, turn-ins and found on installation property.

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

(5) Cost-shared MPS versus a non-cost shared school district employee.

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

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

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

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

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

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

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

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

(7) Ensure sensitive items (when applicable) are inventoried quarterly and the report is submitted to the JROTC PBO.

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

(9) Ensure all requests, turn-ins and hand receipt transfers are prepared.

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

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

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

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

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

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

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

(17) Participate in meetings and other professional activities.

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

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

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

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

e. The current Class C uniform may be worn to perform supply functions.

f. Required training for MPS is the USACC logistics course, JROTC basic and advance courses.

### **5-8. Certified Interviewers**

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

b. The Director, JROTC, is responsible for conducting record checks on candidates and coordinating the training for potential interviewers.

c. Potential interviewers must:

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

(2) Have a minimum of two years' experience as a JROTC instructor.

(3) Be recommended by the Brigade and approved by HQ, JROTC IMD.

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

(5) Have favorable counseling and school evaluations.

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

(7) Have completed required instructor training, outlined in this regulation.

(8) Meet the height/weight standards.



d. Personnel at the Brigade must have two years' experience working in JROTC to be nominated as an interviewer and must have attended the JSOCC Basic/Advanced Course.

e. Once selected, the instructor must complete the Interviewer Online Course.

## **5-9. Roles of JROTC Instructors**

a. JROTC instructors are continuing a path of selfless service to our nation and its youth. Most find it to be one of the most challenging of all endeavors, but also one of the most satisfying as they observe, first-hand, the impact they have on Cadets in motivating and guiding them to achieve their fullest potential in school and in life. This section provides insights into many roles that you need to know, which are expected of an instructor to be successful.

(1) You Are A Professional: As a military retiree, with many years of demonstrated leadership, selfless service, integrity, and success, you are a proven professional. Your school and community will value and expect this of you as a JROTC instructor. Embedded in your professionalism is your ability to follow and enforce a Code of Ethics and Standards of Conduct, which students, parents, and school administrators will rely upon every day. Membership in relevant professional organizations is one of the things that separate a profession from a conventional job. As a teacher, it is important to support local, state, and national educational organizations. Many professional organizations offer continuing education, seminars, and lectures along with other opportunities for learning.

(2) You Are A Civilian Teacher: Although you are no longer an Army employee, you will find the civilian teaching profession to be similar in many ways to your military service. You will be required to also follow and enforce a School District Teacher Code of Ethics and/or Conduct, so make sure you read it and understand it. You will also have "fiduciary" responsibility of your Cadets, just like you had with your Soldiers. This means you are "entrusted" by their parents and the state with their proper education, best interests, welfare, and safety, which are legal responsibilities with severe liability when violated. You will also be a teacher 24/7/365, just as you were a Soldier in military service. Be aware that you will always be under observation, not only during school hours, but after school as well, even while dining at restaurants, attending sports events, etc. People in the community will know you, although you may not know them. NOTE: Although you are a civilian teacher, employed and paid by the school district, your JROTC Certification gives you a unique status. Read below.

(3) You Are A Certified JROTC Instructor: With your JROTC Certification IAW AR 145-2, you officially become designated as a "member of the Armed Forces not on active duty," which provides you with many privileges and authorities, as well as obligations. You are now allowed to wear the US Army uniform 24/7, when as a retiree you were limited to only certain ceremonies and events. You are also now authorized to

teach the JROTC curriculum, and utilize US Government information and logistical systems (e.g. possess a CAC and GPC) to support your JROTC program and its activities. Your JROTC Certification also protects you from being misused to perform non-JROTC related duties, like teaching other subjects. Note: It does not exempt you from performing common duties all teachers share in, like lunch room duty or hall monitor, etc. Your JROTC certification also commits you to certain obligations, such as following Cadet Command regulations, as well as, your School District's policies and rules, and keeping your brigade chain of command informed. Very importantly, you are also obligated to abide by all military rank, protocols, customs, and traditions, and accord other JROTC instructors with the military courtesies commensurate with their rank.

(4) You Are A Representative Of The US Army: With your JROTC Certification, and wearing the uniform, you represent the US Army to all students, faculty, and to the community. Most of the general public has limited knowledge or contact with the US Army, so your actions will have a lasting impact on how the US Army and other military services are viewed and respected. Keep this in mind at all times.

(5) You Are A Role Model: As a JROTC instructor and teacher, you will continue to be a role model, and not only to your Cadets, but also to other teachers, school administrators, and students outside the JROTC program. You will find that your vast experiences in the real world, and your proven abilities to plan, lead, and solve problems will be highly sought after. You will also be a mentor and a coach to your Cadets, and in far too many cases, be looked upon by some as a father figure or mother figure, who have none in their homes.

(6) You Will Take An Active Role On The Faculty: Many teachers and administrators in your school will not know or understand what you do as a JROTC instructor. Because you are in military uniform, they will assume you are just doing "military things," and that you are not a "real" teacher instructing a nationally accredited curriculum. You must actively pursue correcting this misperception. Become an integral part of your school's faculty, and join key committees like those involving school long-range planning or community outreach, etc. Volunteer to demonstrate to the faculty your JROTC curriculum during a faculty professional development session, which occur periodically throughout the school year. Once other teachers view the quality of the JROTC curriculum, with its detailed lesson plans and integrated use of electronic media, they will be astonished, and your credibility as a "real teacher" will be established. Parents often do not understand JROTC either, so volunteer to speak at a PTA Meeting and/or Student Orientation Night. Also, get to know the members of your School Board, where key decisions are made. Most members will not know what JROTC does or that their district even has a JROTC program. An easy way to start this relationship is to offer your Cadet Color Guard or a Cadet to lead the Pledge of Allegiance at the beginning of most School Board Meetings. The Board will be appreciative, and its members will start to bond with the JROTC program, and become interested in its activities, community support, and value.

(7) You Will Be A Coach Of A JROTC Co-Curricular Activity Team(s): An essential element of the JROTC curriculum are its co-curricular activities that help to build Cadet teamwork, confidence, and leadership. Every JROTC program must have a Color Guard, a JROTC Leadership and Academics Bowl (JLAB) Team, plus at least one other co-curricular activity, such as a Drill Team, Raider Team, Air-Rifle Team, Robotics Team, Archery Team, Cybersecurity Team, or Cadet Challenge Team. Most JROTC programs do all, and compete in local, area, and state level competitions. Every instructor is involved in coaching these teams. In fact, coaching and assisting JROTC teams are your after school priority, and not the school's sports teams, which a Principal may ask you to support because of your athletic talent or skills. Be aware that you are not authorized to coach or assist the school's sports teams or any non-JROTC related teams, without specific written approval from your brigade, which is rare.

(8) You Will Take An Active Role In The Community: Your involvement in the community is absolutely essential to supporting and accomplishing the JROTC mission "To motivate young people to be better citizens." In fact, the JROTC program incorporates community service and service learning into its curriculum at every level, which is evaluated during accreditation evaluations (JPAs). Reach out to local civic-patriotic and citizenship building organizations and clubs, such as the American Legion, Veterans of Foreign War, Kiwanis Club, Habitat for Humanity, Food Banks, etc. and get involved with their activities. Many are also looking for ways to support school programs and students, like JROTC, with funds and/or awards.

(9) You Should Maintain A Strong Affiliation/Liaison Role With A Senior Army ROTC Program (SROTC): It is important that you have a strong relationship with a college/university Army SROTC program. Normally, your brigade will have already affiliated your JROTC program with a specific SROTC program, but if not, reach out and establish one. Although JROTC is not an Army recruiting tool, the synergy, mutual support, and resources each program can provide each other helps both better accomplish their mission. Educating JROTC Cadets on the many career opportunities and pathways in life is an important aspect of JROTC, and this should also include military service and officer-ship. Get to know the SROTC Professor of Military Science (PMS), and invite their cadre to visit your high school to present information on scholarship opportunities (national and campus based level). Intern, arrange for the SROTC program to set-up a campus visit for your JROTC Cadets each year. Also, coordinate to send selected JROTC Cadets to attend their annual military ball, and invite the SROTC to send Cadets to your military ball, as well. When requested, most SROTC programs will send their college Cadets as mentors, and as graders at your local Raider or Drill Meets, so take advantage of this. The closeness of their ages with your JROTC Cadets makes a lasting and inspiring impression.

(10) You Should Maintain A Strong and Cordial Relationship With The Local Military Recruiters: Serve as the school-district liaison (school representative) to coordinate campus access for military recruiters, career days, ASVAB testing, and development of local mentoring programs. In-turn, your local military recruiters can also be a source of support when conducting JROTC activities and community support.

## **5-10. Relationships Between JROTC Personnel (DAI, SAI, AI)**

In order for a JROTC unit to be successful, it must operate and adhere to the rank, courtesies, customs, and traditions of the US Army. All JROTC instructors are obligated to follow this as part of their JROTC certification, which is codified in AR 145-2, where instructors are designated as a “member of the Armed Forces not on active duty.” This relationship between instructors is defined below. However, it must be emphasized that all JROTC instructor duties and workload will be distributed equally, regardless of rank.

a. Director of Army Instruction (DAI): When a School District/System has a USACC approved DAI structure, the DAI is the chief operating officer and administrator of all its JROTC programs. All JROTC instructors and DAI staff employed by the School District/System will be directly under the DAI’s direct supervision on all matters. The DAI is the overall leader, and is responsible for the quality of all JROTC classroom instruction, the proper conduct of all JROTC co-curricular activities, and the professional development and training of all instructors. See paragraph 5-4 for a detailed list of DAI functions and responsibilities. In accordance with paragraph 5-22a, DAIs will conduct initial written performance counseling of all SAIs within the School District/System within the first 30 days of arrival, and then on a semi-annual basis, usually at the beginning of each school semester.

b. Senior Army Instructor (SAI): The SAI is the high school’s Department Head of the JROTC program and the overall leader of the JROTC unit. The SAI is responsible for the overall supervision, management, and direction of the JROTC unit, its Army Instructors (AIs), its Cadets, and any school staff assigned to the program. The SAI is responsible for the quality of all JROTC classroom instruction, the proper and safe conduct of all JROTC co-curricular activities, and the professional development and training of all instructors and Cadets. See paragraph 5-6 for a detailed list of SAI functions and responsibilities. In accordance with paragraph 5-22a, SAIs will conduct initial written performance counseling of all AIs within the first 30 days of employment, and then semi-annually, usually at the beginning of each school semester.

c. Army Instructor (AI): In no instance will an AI be higher in rank than the SAI for that JROTC unit, nor will two instructors of the same rank be permitted to run a JROTC program. AIs report to the SAI, who is their supervisor, regardless of years served at a high school or within JROTC. In accordance with paragraph 5-22a, AIs will receive an initial written performance counseling from the SAI within the first 30 days of employment, and then semi-annually, usually at the beginning of each school semester.

## **5-11. Relationship Between Instructors and Schools**

a. USACC and school authorities will ensure that personnel assigned or employed as JROTC instructors are used only for that purpose and assigned duties will be directly related to the JROTC unit. School authorities will ensure instructors are provided liability insurance while performing JROTC duties, including co-curricular activities. Co-

curricular activities to include, but not limited to JROTC Cadet Leadership Challenge (JCLC), JROTC Leadership and Academic Bowl (JLAB), Raider/adventure training, STEM, drill and marksmanship competitions, and similar activities, all of which must be school sponsored.

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

c. The school authorities or DAI/SAI/AIs will, within five day, advise the appropriate Brigade and the Director, JROTC (ATTN: IMD) of any change in the employment status, e.g., suspension of personnel employed as JROTC instructors IAW Serious Incident Reports (paragraph 2-3 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 upon request. Though the Army is restricted by the amount that can be reimbursed to the school, the school is not restricted. In negotiating the employment contract, schools are encouraged to pay instructors for their experience, education credentials, and other after school activities as other teachers. 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. Schools which do not employ year-round instructor(s) must designate the principal or other school administrator to complete a 100% inventory and sign for all government property. This ensures accountability for property during the period that an instructor is not on contract to provide oversight and accountability. Regardless of the length of their contract, JROTC instructors are required to attend JCLC with their Cadets. If required, contract extensions for JCLC will be restricted to a specific amount of time and will be considered on a case-by-case basis allowing the Army to cost-share for this period of time. The minimum contract length for JROTC instructors is 10 months. Schools will not enter into a contract with an uncertified person for the purpose of teaching JROTC. Applicants must present a qualification letter and be found suitable through a background investigation prior to conducting negotiations.

(2) Individual and school. Schools/School Districts are ultimately responsible for ensuring Army JROTC instructors are paid for duties performed. JROTC instructors will not be expected to perform unpaid non-JROTC 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. These services must be supported by the DAI/SAI and the affected instructor and approved by the Brigade Commander in writing. Personnel employed to serve as a MPS/Primary Hand Receipt Holder (PHRH) are required to issue, account for, and maintain all government property. Instructors appointed to these positions act as agents of the school, and will be provided a minimum of one 45-50 minute class period in addition to their normal planning period for associated duties.

(3) Temporary absences. Schools must follow their teacher substitution procedures for JROTC instructors. If the absence is more than 30 days, the DAI/SAI will notify Brigade/USACC.

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

## **Section II – Instructor Qualification**

### **5-12. Instructor Eligibility**

a. Each JROTC instructor (SAI or AI) applicant must:

(1) Be a retired Active Component (Active Duty or Active Guard Reserve) Soldier in the grades of E-6 through E-9, W-1 through W5, and O-3 through O-6. A Reserve Component Soldier retired in the grades listed above, under Title 10, United States Code (USC), section 1223 (Reserve Service), may be considered for hard-to-fill locations only.

(2) A Wounded Warrior medically retired in the grades listed in paragraph 5-12a (1). The Wounded Warrior status is based on injury or disease (received in the line of duty as a direct result of armed conflict or caused by an instrumentality of war and incurred in the line of duty during a period of war) as defined by 26 USC 104.

(3) Be retired no more than five years (for initial employment) and in receipt of or entitled to retirement pay.

(4) Have been discharged under honorable conditions from all previous enlistments and prior service, if any, before employment. Active Army personnel with retirement orders are eligible, but cannot be cost-shared with the school until officially retired from military service.

(5) Have a military and civil record reflecting, through evaluation reports and public records, a high degree of efficiency and effectiveness, and conduct above reproach. Records must reflect an overall manner of performance that compares favorably with contemporaries on active duty.

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

(7) 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.

(8) Meet JROTC Medical Fitness and Standards as prescribed in Appendix C.

(9) 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.

(10) Have no speech impediment that would detract substantially from the ability of the JROTC instructor to present instruction.

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

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

(13) 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.

(14) 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.

(15) Demonstrate writing and verbal skills appropriate for the academic environment. This will be evaluated during the instructor certification interview.

(16) Possess computer and information technology skills necessary for classroom management.

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

- (a) Platform and student-centered instruction.
- (b) JROTC Cadet Safety and Civilian Marksmanship Program.
- (c) Drill and Ceremonies.
- (d) Leadership training.
- (e) Water activities.
- (f) Climbing (stairs and ladder).
- (g) Ability to lift and move materials weighing up to 50 pounds.
- (h) Physical training.
- (i) JCLC up to two weeks.
- (j) Training and events after normal classroom hours and over weekends.

(18) If applying for SAI position, hold a bachelor's degree from an accredited college or university recognized by the Department of Education.

b. Director of Army Instruction (DAI) must:

- (1) Be interviewed and approved by USACC. The Director, JROTC, reserves the rights to waive any or all requirements in part or whole.
- (2) Have at least two years experience as an SAI.
- (3) Be in the grade of O-5 or O-6.
- (4) Meet the eligibility, suitability, qualification and certification standards.

c. JROTC Initial Qualification Training Course. Prior to certification, initial qualification training is required. The online JROTC Initial Qualification Training Course provides an overview of the JROTC program's mission and goals, explains the expectations associated with being a JROTC instructor, and identifies ways to help Cadets apply classroom learning to practical applications through co-curricular activities. The course also introduces active learning strategies to assist in the classroom and the resources required for managing a JROTC program. After completion of the course, the interested applicant completes an examination that is designed to measure an understanding of instructor skills. The applicant must provide a copy of the certificate of completion to a certified interviewer prior to the interview. The initial qualification training can be accessed from the public side of the JROTC website. Additionally, the applicant must provide all relevant transcripts to assess qualification for the position as instructor.



### 5-13. Documentation Required for Qualification Process

a. All applicants must submit an application and required supporting documents using the JROTC Qualification Instructor Packet (JQUIP) application found on the JROTC web site at <https://www.usarmyjrotc.com>. The JQUIP application is the only method of applying to become a JROTC instructor. They must meet the administrative and qualification requirements specified in this regulation and complete a satisfactory interview. The application and detailed administrative information concerning initial qualification, employment, and JROTC may be obtained by contacting the Director, JROTC (ATTN: IMD) by calling (800) 347-6641, E-mail, [usarmy.knox.usacc.mbx.hq-jrotc-im@mail.mil](mailto:usarmy.knox.usacc.mbx.hq-jrotc-im@mail.mil) or by accessing the JROTC website at <https://www.usarmyjrotc.com>.

b. All personnel must provide:

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

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

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

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

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

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

c. In addition to the requirements of paragraph *a* and paragraph *b*, all personnel must provide:

(1) A 4x6 photograph, in the current Class A uniform, taken within the last twelve months, with the correct rank, as stated on the retirement orders. All pertinent personal information (name, rank, last 4 - SSN) and date must be included on the photo.

(2) Copy of most recent medical examination taken within the last 12 months and must provide a copy of the VA Rating Decision (if rated 30% or more). If a civilian physician is conducting the examination, an updated abbreviated medical examination form (CC Form 211-R) may be used. (See <https://www.usarmyjrotc.com/library>)

(3) 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 5-12c prior to scheduling an interview). A list of qualified interviewers is located on the website at [www.usarmyjrotc.com](http://www.usarmyjrotc.com). A satisfactory interview is a prerequisite for qualification.

(4) 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 4-6 weeks of receiving a complete application packet.

#### **5-14. Qualification Procedures**

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

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

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

(3) Inform applicants whose qualifications do not warrant approval that they do not meet the certification requirements of Title 10, USC, Section 2031 and this regulation. JROTC initial qualification process is an action similar to a competitive selection board proceeding. Reasons for failure to qualify may not be provided to the applicant. The needs of JROTC are the overriding consideration. Applicants not selected may submit additional information for review and reconsideration within 10 days from the date of the notification.

b. The instructor's qualification status is valid for three years from the date of approval letter. Army Instructors (AIs) qualified and awaiting a position are encouraged to complete the minimum education requirements of an associate degree or higher.

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

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

## **5-15. Continuing Qualifications**

### **a. Instructors must:**

(1) Meet the eligibility and qualification standards of paragraph 5-12. Demonstrate a thorough knowledge of JROTC subjects, effective performance as an instructor, and the ability to function well as an instructor in JROTC and within the school system. The attainment of the requirements may be reflected in the instructor's school evaluation, semi-annual counseling, or other records.

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

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

(4) Provide IMD with an updated 4x6 photograph every five years. The photo will portray the instructor in current Army Service Uniform with all authorized awards and insignia. The name, rank, school name, location, and date of photo must be printed on the photo. Undergo background investigation, and submit to subsequent investigations every five years to retain position of trust. Dependent upon the investigating agency, subsequent fingerprints may not be required.

(5) Instructor Management may require a physical examination on a command-directed basis for extended illnesses. Instructors will provide the results to IMD prior to returning to duty for determination of fitness and continued certification.

## **Section III – Child Care National Agency Check with Inquiries (CNACI)**

### **5-16. Scope**

b. Childcare National Agency Check with Inquiries (CNACI) Investigation Department of Defense Instruction (DODI) 1402.5 and Army Directive (AD) 2014-23 issues policy for screening and background check requirements for individuals who

have regular contact with children under the age of eighteen years in the execution and support of Army Programs and activities. Everyone who regularly interacts with children must be of good character, law abiding and fit to have responsibility for children. The Army must ensure the health, safety and well-being of children and reduce the risk for child abuse and neglect in all Army Programs and activities. Junior ROTC instructors will undergo an initial CNACI investigation and re-verification every five years.

c. CNACI is a background investigation not a clearance, and all applicants/instructors must undergo this investigation regardless of their security level.

d. An initial CNACI must be initiated and instructor must be found suitable prior to entering the classroom and a five year periodic re-verification for continued certification.

e. All JROTC instructors will undergo a criminal history background in order to protect the health, safety and well-being of Cadets.

f. Instructors failing to comply with the above directive will have their certification revoked.

g. Instructors who have received a favorable interim suitability or fitness determination based on the FBI criminal history background check are permitted Line-Of-Sight Supervision (LOSS).

h. Army Regulation 145-2 states, USACC will inform hiring officials the Army's approval to place an instructor in the classroom is contingent upon receipt of a favorable background investigation on the individual. Individuals with an unfavorable background check will be advised and qualification to serve as an instructor is revoked.

i. The CNACI process is a continual evaluation process, such as:

(1) When a credit check is requested for positions requiring fiduciary responsibilities, the Centralized Suitability Service Center (CSSC) will conduct suitability adjudications for previous and/or current issues, financial indebtedness, and bankruptcy finding of more than five thousand (\$5000) dollars.

(2) Any adverse information submitted, to include SIRs, will initiate a reevaluation of suitability.

(3) A break in service as a JROTC instructor of 24 months or more will require a new suitability evaluation.

j. Due process and appeal procedures. An individual will have ten days to respond to any derogatory information found through the suitability investigation.

## **5-17. Vacancies and Hiring Procedures**

a. Instructor Management Division (IMD) will assist hiring actions by:

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

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

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

## **5-18. Transferring within the Same District**

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

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

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

## **5-19. Termination and Resignation**

a. An instructor will give a 30-day (30 calendar days) written notice to the principal and to the Brigade with an end of employment effective date prior to termination, unless specified in the contract. Failure to properly terminate a position may result in adverse action. The effective date of an instructor's employment, whether voluntary or involuntary, stops any Army cost-sharing of an instructor's salary, as of the effective date of termination. Instructors who repetitiously change schools may be subject to adverse actions. Instructors who resign in the middle of the school year to take a position at another school may not have their salaries cost-shared at the new school.

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

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

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

e. The Brigade Commander will initiate decertification procedures on any instructor who voluntarily resigns or has their employment terminated by the high school while under investigation for adverse action. The Brigade will advertise a vacant position on the JROTC website upon receipt of a resignation or termination letter.

## **5-20. Suspension of the Army Cost-Share**

a. For any instructor suspended without pay by the school, the Army will terminate cost-sharing with an effective date of the suspension.

b. For any instructor suspended with pay by the school, the amount cost-shared by the Army will be suspended/terminated 30 calendar days from the date of suspension.

c. The amount cost-shared by the Army will be terminated after 30 calendar days of absence (i.e., sick leave, annual leave, strike, workman compensation, etc.). Excessive absence within a 60 calendar day period may result in adverse action. Instructors who attempt to circumvent the policy by being absent for 29 days, return to work, then be absent again within 72 hours, etc., will be subjected to adverse action. In extreme circumstances, exceptions may be granted by the Director, JROTC.

## **5-21. Furloughs**

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

## **Section IV – Performance Counseling and Unacceptable Performance**

### **5-22. Performance Counseling/School Evaluations**

a. SAIs will conduct initial performance counseling for AIs within the first 30 days of employment and then semi-annually. Similarly, DAIs will conduct initial counseling for SAIs within their district within the first 30 days and then on a semi-annual basis. Mandatory performance counseling will be documented on an appropriate counseling form used within the JROTC instructor's school district, or on a DA Form 4856 during the initial counseling and on subsequent counseling conducted on a semi-annual basis. For schools under Brigade oversight (no DAI), the Brigade JROTC Chief, or designated staff member, will perform the counseling for SAIs and AIs (if a SAI is not present). Brigade JROTC Chiefs will conduct performance counseling for DAIs. The performance counseling should address satisfactory and/or unsatisfactory performance and specify

annual program objectives. The counselor and the counselee must sign all counseling statements and/or memorandums. Failure to maintain written counseling may result in probationary actions. Initial and semi-annual counseling will be inspected during JPA and on Assistance Visits (AV).

(1) The evaluation of instructor classroom performance will be conducted using the school's evaluation report (if applicable) during classroom evaluations and 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.

### **5-23. Unacceptable Performance Counseling**

a. When an instructor's performance has been identified as unacceptable, the supervisor will use the school district's procedures, forms, counseling, etc as it relates to performance issues for the JROTC instructors. Failure to address performance issues may result in probationary actions. Additionally, the supervisor may initiate an adverse counseling for those instructors whose performance negatively affects his/her work and accomplishment of the JROTC mission. The supervisor has the option of using the school district's counseling form or DA Form 4856. The counseling form is a formal document that is developed with the instructor to improve deficiencies. Initial steps could include performance counseling, training, and/or closer supervision. If performance continues to be unacceptable, recommendation for probation or decertification may be recommended with proper documentation. If the problem is failure to meet one or more of the objectives/responsibilities he/she has established on the counseling form, then appropriate corrective actions would be specified under the school district's improvement plan.

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

(2) 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, and theft. One option is to take disciplinary action. For guidance on administering discipline, refer to paragraph 5-25.

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

(4) At any time an instructor's performance is determined to be unacceptable, the supervisor must inform the instructor verbally and in writing. Counseling must state which performance or behavior is unacceptable, why it is unacceptable, and exactly what is required to bring job performance to the "success" level. The instructor must be provided a reasonable period of time to demonstrate acceptable performance. That period, for instructors who are not in a probationary or trial period, takes the form of a performance counseling. The time needed to demonstrate acceptable performance is a judgment made by the supervisor in conjunction with the school administrator, during a trial period of 30 to 60 days, based on such considerations as:

- (a) The instructor's position and level of experience as a JROTC instructor.
- (b) The extent of the performance problem.
- (c) The severity of the problem.

(5) The following supervisor actions may be necessary during the performance period:

- (a) Closer supervision and counseling.
- (b) Personal task accomplishment demonstration or on-the-job training.
- (c) Supervisory or peer coaching.
- (d) Frequent feedback.
- (e) Special assignments.
- (f) Formal training.
- (g) Referral for fitness-for-duty medical examination.

b. The supervisor will recommend decertification if the instructor's performance remains unacceptable after the trial period. The final decision on decertification rests with the Commander, USACC.

c. A performance counseling, probationary action, or recommendation to decertify may result from the final outcome of an investigation into instructor misconduct.

## **Section V – Adverse Actions**

### **5-24. Instructor/Cadet or Student Fraternization**

a. Instructors must not engage in and must prohibit fraternization or unprofessional relationships with Cadets. Examples include, but are not limited to physical contact with



a student; socializing in an overly familiar manner such as texting, social networking, tweeting, blogging, etc. Instructors will not allow Cadets to perform personal services (i.e., babysitting, house sitting, pet sitting, yard work, etc.); and counseling or talking to Cadets alone behind closed doors is prohibited. This may result in probation/decertification for JROTC personnel. Cadets who violate this policy may be disenrolled from the program.

b. JROTC units that have and maintain an on-line presence such as Facebook, school websites, and other electronic media are reminded that these are open to scrutiny by any person or group. The burden to ensure no unauthorized, non-professional, too personal, or other material that would violate good morale and discipline, rests with the SAI and AI of that program. Units must adhere to their school district policies and procedures when establishing an online community in support of their program.

## **5-25. Probation and Decertification**

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

b. IMD will determine if the substandard performance or the circumstances of the termination of employment warrants withdrawal of certification. The instructor will be given the opportunity to provide written documentation to IMD prior to a final decision to decertify by the USACC Deputy Commanding General (DCG).

c. Administrative requirements to complete probationary status.

(1) Complete all certification requirements IAW paragraph 5-25 above.

(2) Receive satisfactory counseling and school evaluations.

(3) Attend JCLC.

d. Brigades and school administrators may recommend probation for instructors who demonstrate unsatisfactory performance. Unsatisfactory performance will be documented in writing, including a performance counseling to correct the deficiency. Probation is appropriate when counseling, professional development, and other corrective measures within one year or less does not improve or correct the

unsatisfactory behavior. IMD will determine if the probationary status should be removed or if decertification is warranted, based on recommendations from Brigade, school administrator, and immediate supervisor. Instructors may be placed on probation for the following (not all inclusive):

(1) Not in compliance with the USACC Fitness and Appearance standards IAW Appendix D.

(2) Unsatisfactory performance on JPA IAW CCR 145-8-3.

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

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

(5) Failure to complete the mandatory training requirements.

(6) Failure to attend JCLC.

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

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

(9) Failure to ensure Cadet participation in JLAB Level I. Instructors must "Reply by Endorsement" to Brigade Commander, in the event their program fails to participate in JLAB Level I.

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

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

(2) Copy of the performance counseling.

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

f. Instructors may be decertified for failing to meet the requirements of paragraph 5-25 or for conduct discrediting JROTC and the U.S. Army. If decertification is recommended, the instructor will be notified of the intent to decertify and will be provided a copy of the decertification packet. The instructor will have 30 calendar days from the date of notification to submit a rebuttal packet that includes supporting

documentation to the Director, JROTC. The DCG will make a determination based on the evidence and the individual's response. If decertification is warranted, the individual will be notified of the decision and given the opportunity to appeal to CG, USACC within 10 calendar days after the decertification. The CG is the final authority. Examples of cause for decertification include the following (not all inclusive):

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

(2) Failing two consecutive JPAs.

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

(4) Non-favorable Childcare National Agency Check and Inquiries (CNACI).

(5) Failure to meet the requirements associated with the performance counseling.

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

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

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

(9) Conduct that does not meet the standards expected of an Army officer/WO/NCO.

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

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

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

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

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

g. One or more instructors at a unit may be placed in a probationary status when continuing unit viability problems persist. For example, attributable to one or more instructors, low enrollment, poor inspection results, or other indicators of marginal or

unsatisfactory unit performance are, in the judgment of school officials or military supervisors.

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

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

## **5-26. Conduct of JROTC Instructors During School District Strikes**

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

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

## **Section VI – Brigade Weight Control Program (BWCP)**

### **5-27. Scope**

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

### **5-28. Standards and Procedures**

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

## **5-29. Responsibilities**

### **a. Brigades will:**

(1) Measure and record the height/weight of all instructors or DAI personnel annually IAW Appendix D of this regulation.

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

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

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

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

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

(7) Administer probationary letter from the Director, JROTC, to the instructor. It is Brigade's responsibility to issue the letter to the instructor.

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

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

### **b. IMD will:**

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

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

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

c. DAI/SAI/Als will:

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

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

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

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

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

### **5-30. Height/Weight Procedures**

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

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

### **5-31. Body Fat Standards**

a. Body fat standards: If an instructor exceeds the prescribed weight, he/she will then be measured for body fat percentage. The circumferential measurement technique at Appendix D is the only acceptable body fat measurement technique. Another indicator

of excessive body fat is an individual's professional military appearance. Instructors who present a poor professional military appearance will be measured for body fat percentage, regardless of weight. Body fat standards are 30% for men and 36% for women. An instructor who is identified as exceeding body fat standards will be enrolled in the BWCP in an effort to help him/her lose body fat, achieve a professional military appearance, and comply with Army standards.

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

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

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

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

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

### **5-32. Preparation of Body Fat Content Worksheet (BFCW)**

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

## **Section VII – Instructor Pay**

### **5-33. Authority and Administrative Regulations**

- a. Statutory authority for payment of JROTC instructors is contained in Title 10, United States Code, Section 2031.
- b. Defense Finance and Accounting Service (DFAS) 37–1 (Finance and Accounting Policy Implementation) prescribes policies and procedures for finance and accounting officers.
- c. Schools are required to employ and pay retired personnel according to the provisions of this regulation.

### **5-34. Verification of Participating Schools**

To verify that schools requesting payment are active participants in the JROTC Program, USACC will maintain an authenticated copy of the counter-signed DA Form 3126 (Application and Contract for a Junior Reserve Officers' Training Corps Unit). USACC will ensure pay reimbursement is discontinued when the school's participation in the program ends.

### **5-35. Instructor's Pay**

a. Pay is authorized for retired instructors employed by the school, whose qualifications are approved by the CG, USACC, in the amount that, when added to their retired pay will equal the amount of their active duty pay and allowances exclusive of hazardous duty pay. DOD Instruction 1205.13 and Enclosure 1 to 32 Code of Federal Regulations (CFR) Part 111.7, show examples of calculations for how JROTC instructor's compensation pay is calculated. Active duty pay and allowances to be used in computing the pay of JROTC instructors include:

- (1) Basic pay (longevity increases).
  - (2) Basic Allowance for Housing (BAH) (including Alaska and Hawaii) and any housing allowance authorized for post of assignment in Volume 1, JFTR (unless Government quarters are occupied).
  - (3) Cost of living allowance authorized for post of assignment in Volume 1, JFTR.
  - (4) Clothing maintenance for enlisted personnel.
  - (5) Basic allowance for subsistence.
- b. Minimum Instructor Pay (MIP) is the difference between official retired pay, reported by DFAS, and the active duty pay and allowances (excluding hazardous duty



and special pays). Active duty Pay and Allowances are based on the DFAS current year Military Pay Tables.

- (1) Basic pay (calculated on rank and years of service).
- (2) Basic allowance for housing (based on zip code of employing school).
- (3) Cost of living allowance (if applicable).
- (4) Overseas housing allowance (if applicable).
- (5) Clothing allowance for uniforms (enlisted only).
- (6) Basic allowance for subsistence.
- (7) Schools employing JROTC instructors must pay the minimum instructor salary.

c. JROTC instructors are entitled to pay from the school or educational department for a minimum contract period of 10 or 11 months as negotiated by the JROTC instructor and school officials. (Note: Schools may negotiate contracts of less than 11 months; however, they will ensure year round management of the program and control of military property.) DAIs and MPSs will be cost-shared for 12 months. Headquarters, Department of the Army, ensures adequate and timely availability of funds to meet Army contractual requirements for instructor salaries. **The Army will not reimburse the school for any portion of extracurricular services not related to JROTC.**

d. The Army will determine the minimum instructor pay (MIP) for each hired instructor; however, schools may pay instructors more than the amount in paragraph a above and will, as a minimum, offer instructors the same benefits package received by teachers in a comparable status. The amount paid to the school by the Army is limited to that prescribed in paragraph 5-35e below. USACC will furnish those figures to schools upon request. USACC obtains information pertaining to retired pay from the DFAS center. Stipends are paid to the instructor at the school district's discretion. If the stipend is paid for JROTC related activities or duties, this amount will not be calculated as part of the MIP. **The stipend is any amount above the MIP.**

e. For each retired instructor being reimbursed by the Secretary of the Army, and employed by the school 12 months each year, DA will pay to the school an amount equal to one-half the difference between the instructor's retired pay and the amount of pay and allowances (excluding hazardous duty, flight, and other specialty pay) the instructor would receive if ordered to active duty. For periods of service as a JROTC instructor of less than 12 months, the instructor will be compensated the difference between the amount of the retired pay and active duty pay for the length of employment as a JROTC instructor. This should be expressed as a fraction of 12 months. In districts that compensate instructors for less than 12 months or any period greater than the

contract, the instructor's salary will be cost-shared based on the number of contract months rather than the pay periods.

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

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

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

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

### **5-36. Reimbursement Procedures**

a. The school is responsible for submitting a Request to Hire Letter before the effective date of employment. For example hiring packet, see <https://www.usarmyjrotc.com/library>. Only personnel qualified by USACC are eligible for employment as instructors. Schools districts must submit to Brigade Headquarters a complete hiring packet to include DD Form 2754, Pay Certification Worksheet for Entitlement Computation with supporting documents, and DD Form 2767, Annual Certification of Pay and Data Form. Failure to notify IMD in a timely manner could result in the school district's not receiving the entire reimbursement for cost-sharing. Instructor Pay will deny reimbursement of funds beyond thirty (30) days.

b. Schools will receive reimbursement for the new instructor's salary, based on approval date in writing.

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

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

e. Schools may advertise vacancies by notifying their Brigade via email.

f. A school may request a listing of eligible instructors seeking employment by contacting their Brigade.

### **5-37. Salary Deductions**

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

### **5-38. Longevity Increases**

All time ensuing after the retirement date is creditable in determining the amount of active duty pay and allowances. Increases in longevity will accrue during the period of the contract thereby creating periodic pay increases.

### **5-39. Payments to Schools or Other Educational Departments**

To obtain monetary allowances from the Army for payment of authorized instructors, the school must submit the JROTC Instructor Annual Certification and Pay Data (IACP&D) Form. The IACP&D Form must be submitted for returning authorized instructors to the Brigade through JCIMS annually no later than 30 days prior to the contract start date.

## **Chapter 6 - JROTC Instructor Education and Training**

### **Section I – General**

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

This chapter provides a general overview of the JROTC curriculum. It describes the Leadership Education and Training (LET) curriculum including its accreditation information, core abilities, competencies, and program outcomes. This chapter also identifies the education standards the curriculum is aligned with: Common Core States Standards, National Geography Standards, National Standards for Civics and Government, Physical Education Standards, and the National Health Education Standards.

#### **6-2. Accreditation Information**

a. The Army JROTC program maintains accreditation from an agency recognized by the Secretary of Education and authorized by DoD. Through accreditation, JROTC demonstrates a commitment to continuous improvement in education by adhering to these five quality standards:

- (1) Standard 1 - Purpose and Direction
- (2) Standard 2 - Governance and Leadership

- (3) Standard 3 - Teaching and Assessing for Learning
- (4) Standard 4 - Resources and Support Systems
- (5) Standard 5 - Using Results for Continuous Improvement

b. To sustain its accreditation, JROTC implemented the JROTC Program for Accreditation (JPA). The above quality standards are integrated into JPA. JPA assesses effective teaching, learning, and continuous improvement; factors which indicate how well a JROTC program is performing. Brigade staff members use the JPA framework to guide their observations, evidence collection, analysis, action plans, and reports. Refer to Cadet Command Regulation 145-8-3, *JROTC Program for Accreditation* for specific details about JPA assessments.

### **6-3. Education Standards Integrated into JROTC Curriculum**

a. Common Core States Standards (CCSS), English Language Arts (ELA)  
Source: [www.corestandards.org/](http://www.corestandards.org/). The standards are grouped at three levels: grade 8, grades 9-10, and grades 11-12. The anchor for the standards is based on a set of college and career-readiness standards, which address what students are expected to know and understand by the time they graduate from high school. The standards also include guidelines for literacy in history/social studies, science, and technical subjects. Because students must learn to read, write, speak, listen, and use language effectively in a variety of content areas, the standards promote the literacy skills and concepts required for college and career readiness in multiple disciplines. Crosswalks to Common Core States Standards ELA are available in JROTC Curriculum Manager Global Resources. The ELA standards establish guidelines in six areas:

- (1) Reading: Literature
- (2) Reading: Informational Text
- (3) Writing
- (4) Speaking and Listening
- (5) Language
- (6) Range, Quality, and Complexity of Language Skills

b. National Geography Standards  
Source: National Geography Standards K-12. Geography Education National Implementation Project (GENIP). © 1996-2018 National Geographic Society. All rights reserved; <https://www.nationalgeographic.org/standards/national-geography-standards/>. The National Geography Standards (Geography for Life) focus on increasing students' geographic knowledge and mastery by exploring factual knowledge, mental maps and

tools, and ways of thinking. The 18 standards include target outcomes in six thematic areas:

- (1) The World in Spatial Terms
- (2) Places and Regions
- (3) Physical Systems
- (4) Human Systems
- (5) Environment and Society
- (6) The Uses of Geography

c. National Standards for Civics and Government Grades 9-12 Source: Center for Civic Education <http://www.civiced.org/standards?page=912toc>. National Standards for Civics and Government were developed by the Center for Civic Education with support from the U.S. Department of Education and The Pew Charitable Trusts. These standards are intended to help schools develop competent and responsible citizens who possess a reasoned commitment to the fundamental values and principles that are essential to the preservation and improvement of American constitutional democracy. The standards for high school students encompass five thematic areas:

- (1) What are Civic Life, Politics, and Government?
- (2) What are the Foundations of the American Political System?
- (3) How Does the Government Established by the Constitution Embodify the Purposes, Values, and Principles of American Democracy?
- (4) What is the Relationship of the United States to Other Nations and to World Affairs?
- (5) What are the Roles of the Citizen in American Democracy?

d. SHAPE (Society of Health and Physical Educators) Physical Education Grades 9-12 Source: SHAPE America ©2013 (Society of Health and Physical Educators). [www.shapeamerica.org](http://www.shapeamerica.org). All rights reserved. The SHAPE America Physical Education National Standards outline criteria for student performance in an effective physical education program. Schools may use these five broad standards for physical literacy to develop or modify their existing standards and frameworks:

- (1) Demonstrate competency in a variety of motor skills and movement patterns.

- (2) Apply knowledge of concepts, principles, strategies and tactics related to movement and performance.
- (3) Demonstrate the knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness.
- (4) Exhibits responsible personal and social behavior that respects self and others.
- (5) Recognize the value of physical activity for health, enjoyment, challenge, self-expression and/or social interaction.

e. National Health Education Standards K-12

Source: Centers for Disease Control, National Health Education Standards [www.cdc.gov/healthyschools/sher/standards/index.htm](http://www.cdc.gov/healthyschools/sher/standards/index.htm). The National Health Education Standards (NHES) are written expectations for what students should know and be able to do by grades 2, 5, 8, and 12 to promote personal, family, and community health. The standards provide a framework for curriculum development and selection, instruction, and student assessment in health education. Over the last decade, the NHES has become an accepted reference on health education, providing a framework for the adoption of standards by most states. The standards focus on eight areas:

- (1) Exploring concepts related to health promotion and disease prevention to enhance health.
- (2) Analyzing the influence of family, peers, culture, media, technology, and other factors on health behaviors.
- (3) Accessing valid information, products, and services to enhance health.
- (4) Using interpersonal communication skills to enhance health and avoid or reduce health risks.
- (5) Using decision-making skills to enhance health.
- (6) Using goal-setting skills to enhance health.
- (7) Practicing health-enhancing behaviors and avoid or reduce health risks.
- (8) Advocating for personal, family, and community health.

#### **6-4. Performance-based Model of Instructional Design**

a. The JROTC curriculum is based on the principles and best practices of performance-based, learner-centered education, which specifies desired results (knowledge, skills, and attitudes) in advance of instruction. It explicitly states criteria used to measure performance, requires learners to perform the competency as

evidence of achievement, and provides learners with opportunities to develop each competency through a myriad of thoughtful and engaging learning activities. As a result, Cadets:

- (1) Learn skills they can use; not outlines of information or isolated facts.
- (2) Know the performance expectations up front.
- (3) Engage as active partners in the learning process.
- (4) Document accomplishments and competence.
- (5) Learn how to learn.

### **6-5. Core Abilities, Program Outcomes, and Course Competencies**

a. The program's design aligns three different sets of outcomes: Core Abilities, Program Outcomes, and Course Competencies. Every learning experience in the curriculum will address all outcomes, building on developing skills and abilities, critical to Cadets' success in high school and post-secondary careers.

b. Core Abilities: Core abilities describe the broad, life-long skills that every Cadet needs for success in future life and career endeavors. The core abilities are a result of the goals and values that drive the JROTC program and are built upon the program's four years through integrating various lesson competencies and skills throughout the JROTC curriculum. With each lesson the instructors explicitly introduce, teach, reinforce, and assess the core abilities that relate to the core competency being introduced. The core abilities will be displayed prominently in JROTC classrooms so that Cadets will know, recite, and view them as essential components of their lessons.

- (1) Apply critical thinking techniques.
- (2) Build your capacity for life-long learning.
- (3) Communicate using verbal, non-verbal, visual, and written techniques.
- (4) Do your share as a good citizen in your school, community, country, and the world.
- (5) Take responsibility for your actions and choices.
- (6) Treat self and others with respect.

c. Program Outcomes: Program outcomes describe what JROTC Cadets will know and be able to do upon successful completion of the JROTC program. These outcomes also provide documentation for growth and development of the student and program for

re-accreditation purposes, school visitors, parents, and the community. As Cadets complete each LET lesson, their journey toward program outcomes will occur; each program outcome is linked to every LET lesson in the curriculum. Evidence of learning can be witnessed through a Cadet's Portfolio, which will showcase continued development of program outcomes. The JROTC program outcomes are:

(1) Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce.

(2) Engage in civic and social concerns in the community, government, and society.

(3) Graduate prepared to succeed in post-secondary options and career pathways.

(4) Make decisions that promote positive social, emotional, and physical health.

(5) Value the role of the military and other service organizations.

d. Course Competencies: Competencies describe discipline-specific measurable and observable skills, knowledge, and attitudes. They are targeted in each lesson of the curriculum. Performance standards (criteria and conditions) provide the specifications for assessing mastery of a competency. Cadets show they have learned competencies by applying them in the completion of assessment tasks that require them to do one or more of the following:

(1) Make a decision.

(2) Perform a skill.

(3) Perform a service.

(4) Solve a problem.

(5) Create a product.

## **6-6. Curriculum Plan**

The curriculum includes four core Leadership Education and Training (LET) units, one for each high school grade level. Courses are designed as a typical 1-credit high school course requiring 120-180 contact hours. A curriculum plan by LET level is required to be published annually with a copy placed in the instructor portfolio and forwarded to Brigade if required. It must show each subject, the number of hours required, and the number of hours scheduled for instruction in each subject. The curriculum plan will validate the number of hours and schedule of electives. The curriculum plan and weekly training schedules will be used as a general guideline in presenting the curriculum.



Changes to the schedule will be documented locally and available for review during Assist Visits/Formal Inspections.

## **6-7. Lesson Plans**

The curriculum will be taught using the 4-phase lesson plan. The complete 4-phase lesson plan with supporting materials is provided through the Curriculum Manager. 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.

## **6-8. Methods of Instruction**

a. The Methods of Instruction included in the JROTC program are intended to engage Cadets in active learning. In contrast to listening to PowerPoint lectures, the following methods should be used:

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

(4) Virtual Learning (school district approved educational platforms i.e. Google classroom, Edmodo, Zoom, etc.)

b. These methods include a variety of research-based instructional techniques extended or adapted to promote learning for students with a wide range of background knowledge and skills. Also available are multimedia, instructional, and personal development tools such as WILL Interactive simulations, “CERT Alert” (First Aid Game) and “Success Profiler.”

c. Lesson plans have been designed to include instructional techniques that encourage Cadets’ maximum participation. Instructors and/or assistant instructors (Cadets) facilitate the instruction to meet the objectives of the lesson.

d. The Director, JROTC updates the curriculum and training material as needed including the latest technology, multi-media, research, and content. Instructor input and participation is a crucial part of the curriculum updates and reviews. Instructors will check the JROTC website monthly for new or updated materials.

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

## **6-9. Grading System**

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

## **6-10. English Language Learners (ELLs)**

Many students are attending high school that do not speak English as their first language and would like to be in JROTC. It is recommended that instructors work with the school staff as necessary to make accommodations for ELLs to learn the curriculum while improving their English language and comprehension skills and not impede the instruction for the other Cadets in the class. Instructors working at schools with a high percentage of ELLs should seek Professional Development opportunities for teaching ELLs.

## **6-11. Brigade/Unit Evaluations**

Brigades will inspect and visit JROTC units in accordance with CCR 145-8-3 and this regulation. The JROTC Directorate will conduct all inspections of Brigades in conjunction with the published USACC inspection schedule IAW CCR 145-8.

## **Section II – Instructor Certification and Professional Development**

### **6-12. Scope**

This section provides guidance and outlines responsibilities and requirements for certification, re-certification, and professional development of JROTC instructors and Director of Army Instruction personnel. JROTC certification does not supersede nor usurp the state/district licensing or school requirements for local continuing certification. Instructors may be required to complete all state and district-specific certification requirements including enrolling in a teacher state certification/licensure program. The state may also require demonstration of competency in specific subjects.

### **6-13. Authority to Execute**

a. The Director, JROTC is responsible for the certification and re-certification of JROTC instructors and Director of Army Instruction personnel. Certification and re-certification standards are based on guidelines established by the National Defense Authorization Act (NDAA); United States Code, Title 10, Ch. 102; Department of Defense Instruction (DODI) 1205.13; and accrediting agency.

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

#### **6-14. Certification Requirements**

a. Army Instructor (AI).

(1) Must have an associate degree within five years of employment (date of hire) in accordance with NDAA. Instructors who fail to meet this requirement within five years of employment will have their certification suspended; however, once educational requirements are met, they may reapply to serve as an instructor. Cadet Command encourages all JROTC instructors to be recognized as certified teachers and future training and educational experiences should be tailored to reflect that commitment.

(2) Complete the JSOCC Instructor Training Course - Basic (ITC-B) which includes the completion of two phases, a distance learning phase 1 completed within 6 months and a resident phase 2 completed within 12 months of hire (date of hire).

(3) Complete JROTC distance learning (DL) online certification (JSOCC 201, JSOCC 202, JSOCC 203, and JSOCC 204) within two years of date of enrollment by USACC JROTC Directorate.

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

(5) Undergo background investigation IAW paragraph 5-16 (CNACI).

b. Senior Army Instructor (SAI).

(1) Complete the JSOCC Instructor Training Course - Basic (ITC-B) which includes the completion of two phases, a distance learning phase 1 completed within 6 months and a resident phase 2 completed within 12 months of hire (date of hire).

(2) Complete JROTC distance learning (DL) online certification (JSOCC 201, JSOCC 202, JSOCC 203, and JSOCC 204) within two years of date of enrollment by USACC JROTC Directorate.

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

(4) Undergo background investigation IAW paragraph 5-16 (CNACI).

c. Director of Army Instruction (DAI) Staff.

(1) All DAI Staff personnel must meet SAI or AI qualification, certification and re-certification requirements. Commissioned Officers must meet SAI requirements. Warrant Officers and Noncommissioned Officers must meet AI requirements.

### **6-15. Re-certification**

a. All instructors must complete the JSOCC Instructor Training Course – Advanced (ITC-A) every five years after completion of ITC-B to maintain certification.

b. All instructors must attend an annual Brigade Training Workshop once every three years to maintain certification.

c. Continue to meet the eligibility, suitability, and qualification standards of paragraph 5-16.

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

e. Provide USACC JROTC Directorate (via respective brigade) with an updated 4x6 photograph every five years. The photo will portray the instructor in the current 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. Digital photos are acceptable.

### **6-16. JROTC School of Cadet Command (JSOCC)**

a. This section provides course descriptions for all courses conducted by JSOCC. The JROTC School of Cadet Command (JSOCC) is responsible to support, deliver, and execute all courses/training required for certification and re-certification.

b. JSOCC Instructor Training Course - Basic (ITC-B): The ITC-B is a four day course conducted by the JROTC School of Cadet Command (JSOCC) which includes the completion of two phases, a distance learning phase 1 completed within 6 months and a resident phase 2 completed within 12 months of hire. The purpose is to provide new instructors with a hands-on environment to develop the skills and techniques required to execute the JROTC program in support of both JROTC and school goals. Normally a resident course, but may be conducted on-line during special circumstances, i.e. pandemic. It also provides opportunities for instructors to train with the latest classroom technology, curriculum materials, innovative classroom teaching strategies and other educational tools currently available in the training and education environment. JSOCC trainers and select staff will model research-based instructional practices, strategies, and techniques to accomplish the mission: ***“To motivate young people to be better citizens.”*** Select Brigade personnel may also attend this course.

c. JSOCC Instructor Training Course - Advance (ITC-A): This course maybe a resident or an online course depending on national health and CDC guidelines, designed to provide instructors with updated learning strategies, teaching techniques, and advanced instructional strategies to support their continued certification requirements. Select Brigade personnel may also attend this course.

## **6-17. Professional Development**

a. USACC encourages instructors to take advantage of every opportunity to stay abreast of the latest instructional strategies, teaching techniques, learning strategies, and continuing education courses offered by their resident school districts. These opportunities include participation at professional organizational conferences and workshops, teacher in-service training, Brigade Training Workshops, online learning courses, and participation in professional education organizations.

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

(2) Annual Brigade Instructor Training Workshop: 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/or virtual platform. The SAI/AI will attend the training on a rotating basis. The DAI's attendance will not satisfy the requirement for subordinates' annual Brigade instructor training. The agenda for the training will be developed by Brigade under the direction of the USACC JROTC staff. All JROTC instructors are required to attend annual Brigade training a minimum of once every three years to retain their JROTC certification.

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

(4) Professional development opportunities: Instructors are encouraged to participate in a wide variety of educational professional development opportunities. Instructors who have a special interest and skill in curriculum development may be asked to teach in JSOCC. Instructors may also serve as members of curriculum workgroups and become train-the-trainers. School officials are requested to allow these instructors to participate in these efforts to improve JROTC. School officials are requested to award continuing education credit or professional development units for such activities, as appropriate.

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

(6) USACC JROTC Logistics/Supply Course: This unit-focused logistics training course is primarily for personnel who work in the JROTC unit's supply area and GPC card holders and billing officials. The course will train individuals in the procurement, inventory, and accountability of government property.

## **Chapter 7 - Cadet Management**

### **Section I – How Cadets Get Enrolled (Opening Enrollment)**

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

This chapter outlines the reporting and management of Cadets and Cadet records and protection of PII. Cadet Management is the life cycle of active Cadets enrolled in a JROTC Program.

#### **7-2. Enrollment Requirements**

a. Cadet/student administration in JROTC must be consistent with the principles contained in AR 145-2. To be eligible for enrollment and continuance as a member of the JROTC unit, each Cadet/student must meet the following requirements:

(1) Education: The Cadet/student must be enrolled in:

(a) Full-time regular course at an institution offering JROTC instruction, or

(b) Cadet Distance Learning Program. The number of Cadets enrolled in the Cadet Distance Learning Program will not exceed 2% of the unit. For additional information, refer to the following website: <https://www.usarmyjrotc.com/library>.

(2) Grade: The student must be in eighth grade or above during the school year of enrollment.

(3) Academic standing: The student must maintain an acceptable standard of academic achievement and standing as required by JROTC and the school.

(4) Conduct and character: Cadets must maintain an acceptable standard of conduct. Cadets in leadership positions are expected to demonstrate high personal standards to set the example. Instructors may remove Cadets who fail to meet standards from leadership positions.

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

(6) JROTC Uniform: The Cadet must agree to wear the Army JROTC uniform IAW school/district policy.

(7) Automated record: The unit will maintain an automated record for each Cadet in the JROTC Unit Management System (JUMS) and archive it for a period of five years after leaving the program.

(8) Instructors may enroll students previously denied enrollment or disenrolled from JROTC, if the student corrected the problems or deficiencies that previously caused non-acceptance or disenrollment, as long as they otherwise qualify.

### **7-3. Magnet Cadets**

a. Magnet Cadets are Cadets attending a school without an Army JROTC program who are authorized to enroll in a full-time regular JROTC course at a host school IAW school/district policy. Magnet Cadets fall into one of the following categories:

- (1) Feeder Schools (See paragraph 3-21)
- (2) Cross-Enrollment (See paragraph 3-22)
- (3) Home School (See <https://www.usarmyjrotc.com/library>)

b. Magnet Cadets must be transported to host school at no cost to the government. JROTC instructors are not authorized to travel to other schools to provide instruction or to transport Magnet Cadets to the host school. Magnet Cadets must:

- (1) Be enrolled in and attending full-time, an accredited educational activity, which does not have a JROTC unit.
- (2) Meet the other prescribed enrollment requirements of paragraph 7-2.
- (3) Be willing to participate in the JROTC Program for Accreditation.
- (4) Must receive a minimum of three hours of JROTC instruction per week.
- (5) Must be included on all Opening Enrollment Reports.

### **7-4. Participating Students**

a. Participating students are students who are currently taking a JROTC class at the host school, but are unable to meet all enrollment requirements. Students are placed in a participating student status at the discretion of the SAI.

b. Participating students will not (except for participating students in accelerated block schedule schools):

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

(2) Participate in co-curricular activities.

c. The number of participating students will not exceed 2% of the unit. If the number of participating students exceeds 2% of the enrollment, the Brigade Commander must approve an Exception to Policy (ETP).

d. Students who were denied enrollment or dis-enrolled (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.

e. Participating students will be annotated on the opening enrollment report under that category. Participating students will not be used when calculating staffing requirements or funding except for participating students in accelerated block schedule schools.

f. Students who are currently enrolled or have completed LET 1, who are unable to meet requirements may be listed as a participating student at the discretion of the SAI. A JROTC Cadet in an accelerated block schedule school will be considered a participating student when scheduling conflicts dictate skipped semesters (not taking JROTC curriculum). Cadets may remain on teams and in leadership positions only if they are in an enrolled active status. The number of participating students will not exceed 2% of the unit without a waiver. Only eighth 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 a student's behavior distracts from the program, school officials must support disenrollment.

## **Section II – Cadet Actions**

### **7-5. Cadet Records and Training Certificates**

a. Cadet records will be maintained in JUMS on each Cadet enrolled in JROTC excluding PII, and for a period of five years after leaving JROTC.

b. Cadet training certificate may be provided to a Cadet after verification of participation from the Cadet record.

(1) SAI/AI will recommend advanced placement in the Senior ROTC program or in the Regular or Reserve Components of the Armed Forces on the JUMS "Cadet Record"



in the “Notes” section of the “Cadet Detail” screen. SAI/AI will issue CC Form 134-R, Certificate of Training to each Cadet who successfully completes at least one year of JROTC.

(2) SAI/AI will provide each participating student, not enrolled as a Cadet, a certificate of participation and mark each Cadet as a participating student in the JUMS “Cadet Record” on the “Cadet Detail” screen.

#### **7-6. Protection of PII**

Cadets records will not be released to third parties without school and parental consent.

#### **7-7. Cadet Incentives**

a. Cadet merit/demerit system:

(1) Utilizing JUMS, units will develop a merit/demerit system or a similar system to reinforce Cadet Standards.

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

b. Cadet promotion system:

(1) Utilizing JUMS, units will establish a fair and equitable promotion system, which includes as much Cadet involvement as possible (e.g., Cadet Boards). Cadet rank structure will include officers and NCOs. No JROTC unit will have only a NCO Structure.

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

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

#### **7-8. Cadet Portfolios**

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

portfolio will begin with LET 1 Cadets upon entry to the JROTC program. Portfolios will be maintained on all Cadets enrolled in the JROTC program for the duration of their JROTC career IAW CCR 145-8-3. Cadet Portfolio can be a digitized version on an approved JROTC system or paper copy based on the school's capabilities.

## **7-9. Cadet Awards**

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 medals are available for both JROTC and NDCC units. Awards will be tracked on the "Cadet Record" in JUMS. It is particularly important that awards be given:

- (1) To deserving individuals.
- (2) Promptly.
- (3) During an appropriate ceremony.

b. Army medals may be engraved at military expense, in a reasonable period of time, by the U.S. Army Tank-Automotive and Armaments Command, Clothing and Heraldry Product Support Integration Directorate, 700 Robbins Avenue, Post Office Box 57997, Philadelphia, PA 19111-7997. 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, Human Resources Command, ATTN: AHRC-PDP-A, Dept 480, Fort Knox, Kentucky 40122, if undeliverable.

d. Only the awards, decorations, and badges prescribed in this regulation, or approved by The Institute of Heraldry (TIOH), will be worn by JROTC Cadets on the uniform prescribed for wear at their institution. Other awards and decorations, subject to law and regulation, may be accepted by Cadets and students, but will not be worn on the prescribed uniform. Medals for which a ribbon device is provided may not be worn on a JROTC uniform when other ribbons are worn.

e. Recommendations for Awards: Any individual with personal knowledge of an act, achievement, or service believed to warrant an award should submit a recommendation for consideration.

## Chapter 8 - Uniforms, Insignia and Awards

### 8-1. Scope

a. This chapter provides guidelines and parameters for the wearing of uniforms for Army JROTC instructors and Cadets. The guidelines and parameters are in accordance with policies outlined in Title 10, USC; Title 18, USC; AR 670-1; and AR 145-2.

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. The Institute of Heraldry (TIOH) will help design items not furnished by the government. Headquarters JROTC provides funding to TIOH to pay for the design and development of heraldic items (guidons, organizational flags, uniform accoutrements, steamers, etc). The school pays for the manufacture and procurement of the actual items for their units after approval by TIOH.

c. USACC will provide information concerning provisions of statutes and regulations. TIOH, U.S. Army, 9325 Gunston Road, Ft. Belvoir, VA 22060–5579, provides guidance regarding designs and procurement of heraldic items. TIOH grants final approval regarding uniforms and insignia associated with JROTC.

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

e. For the purposes of this regulation, ACU is defined as Army Camouflage Uniform instead of Army Combat Uniform so that combat is not associated with the JROTC Program. Where applicable, regulatory requirements for the Army Combat Uniform also apply to the Army Camouflage Uniform.

### 8-2. Instructor Uniforms

a. Army JROTC instructors will wear Army uniforms IAW AR 670-1, DA Pam 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. The key document used to determine the retired rank or pay grade is DD Form 214.

c. Authority: Army JROTC instructors (including DAIs and their staffs, SAIs, AIs, and cost-shared MPSs) will wear the currently approved Army uniform with authorized insignia and rank at all times while performing JROTC duties and training and at other appropriate times as directed by CG, USACC. **Instructors will not wear the Cadet black jacket with a JROTC patch sewn on it or make any modifications that are not authorized by regulatory guidance.** The current Army Service Uniform (ASU) or current Army approved 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.

(1) Instructors are authorized to wear the Army PT uniform on days when Cadet Challenge or other physical activities take place (this uniform will be purchased at no expense to the government).

(2) An appropriate collared shirt (e.g. with the JROTC or school emblem) may be worn on designated (by the principal) school spirit days (no more than one time per week).

(3) Under no circumstances will jeans or similar clothes be worn during the school day unless specifically authorized by school authorities for a special event.

(4) The currently authorized Army Camouflage Uniform (ACU) may be worn by JROTC instructors for adventure training, Raider Challenge, Air Rifle training and competitions, scheduled work in the unit supply room, and JCLCs. ACU will not be worn on campus during the normal school day. Exceptions to the above, must be submitted in writing to Director, JROTC and endorsed by the principal or superintendent and Brigade Commander.

(5) All JROTC instructors (including DAIs and their staffs, SAIs, AIs, and cost-shared MPSs) authorized to wear the Army uniform will wear the Class "A" or "B" uniform when accompanying Cadets to events where Cadets are required to wear the Cadet/Army Service Uniform (C/ASU). Likewise, instructors will wear the Army Camouflage Uniform when accompanying Cadets to events where Cadets are required to wear the Army Camouflage Uniform.

(6) The hosting organization establishes the uniform for competitions IAW this regulation. The Army Camouflage Uniform will be worn during national marksmanship safety training to including competitive events.

(7) JROTC instructors are required to wear the black Army beret. JROTC instructors are not authorized to wear maroon, brown or tan berets or similar items as part of their uniforms while conducting JROTC duties. However, instructors who upon retirement were branched as Special Forces (18 series MOS) are authorized to wear the Green Beret. Wear of the Service Cap with the ASU is optional.

(8) There is no minimum hair length for female instructors, and all instructors are permitted to wear natural highlights.

(9) Female instructors are permitted to wear a ponytail, two braids, or one singular braid in all uniforms.

(10) Female instructors are authorized to wear multiple neat-in-appearance hairstyles at once.

(11) All instructors are permitted to wear clear nail polish, and female instructors may wear other non-extreme colors.

(12) Female instructors may wear non-extreme shades of lipstick.

(13) Female instructors may wear stud earrings while in the ACU.

(14) Instructors who violate the uniform policy may be placed on probation.

d. Wearing Army uniforms is prohibited in the following situations:

(1) In connection with the furtherance of any political or commercial interests.

(2) When engaged in off-duty civilian employment.

(3) When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by the CG, USACC.

(4) When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.

(5) When wearing the uniform would bring discredit upon the U.S. and/or the Army.

(6) When specifically prohibited by Army regulations.

(7) During services not a part of JROTC duties for which payments or benefits are received that would tend to demean the uniform, the wearer, or JROTC.

(8) When selling tickets at events in violation of this regulation.

e. Distinctive Unit Insignia (DUI).

(1) JROTC instructors will wear the Cadet Command shoulder sleeve insignia on the left sleeve of the Army Camouflage Uniform. Insignia of former wartime units may be worn on the right sleeve, all other awards and decorations to include regimental affiliation will be worn IAW AR 670-1.

(2) School DUI insignia may be worn on the flash of the beret and the shoulder loop on the ASU for enlisted instructors if the design has been approved by TIOH. When worn, it will be as prescribed in DA Pam 670-1. USACC insignia will be worn if the school approved insignia is not worn.

f. JROTC instructors are authorized to wear the full color US flag insignia on the right sleeve of the Army Camouflage Uniform. Instructors are not authorized to wear the subdued flag insignia on the Army Camouflage Uniform.

### **8-3. Cadet Uniforms**

a. Authority: Each Cadet enrolled 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 may be authorized to provide Cadet or issue-type uniforms from Army or commercial sources in place of receiving Army-issued uniforms at no cost to the government. The operating policies and procedures concerning the supply of issue uniforms to schools are outlined in AR 700-84.

b. Types of uniforms: This section outlines basic policies on uniforms for JROTC Cadets and students. The Army uniform and the Army Camouflage Uniform are authorized for wear by JROTC Cadets. The C/ASU uniform is the standard for the classroom and campus. Cadets will only wear the Army Camouflage Uniform for adventure training, JCLC, or special team activities. Cadets will not wear the ACU on campus during the normal school day.

(1) The JROTC Cadet Army Service Uniform (C/ASU) is the primary uniform for all Army JROTC units. The C/ASU for JROTC Cadets will be composed of an Enlisted Army Blue 450 Coat without stripes on the sleeves; Army Blue 451 Trousers without the yellow braid (males); Army Blue 451 Slacks (females) without the yellow braid; Army Blue 450 Skirt (females); a gray long sleeve or short sleeve shirt; Necktie/necktab; the Gray Beret (wool); and the authorized black belt with brass buckle, black dress shoes, and dress socks. Army JROTC issued uniforms are identical to those issued to enlisted members of the Army Active, Reserves, and National Guard. There is no wear out date for the JROTC C/ASU. JROTC units electing to wear the Army JROTC issued uniform must comply with the following guidelines:

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

(b) Army issued uniforms must include insignia which distinguish them from standard active-duty Army uniforms.

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

(2) Alternate uniform: Units electing to wear alternate uniforms must request and receive approval, from USACC, for uniform design, style, and material. The request must be submitted through Brigade to USACC (ATTN: Director, JROTC). This alternate uniform must be distinctive in design and/or fabric that it cannot be confused with an Army issued uniform.

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

(1) Wear of the black JROTC windbreaker/overcoat, without rank, is authorized with civilian attire.

(2) Organizational (school) shirts are authorized for wear with the Army Camouflage Uniform pants, belt, and boots during Raider training and competitions or community service work details (i.e. environment clean-up). Organizational shirts are not authorized when the Army Camouflage Uniform coat is worn.

d. Institutions are encouraged to support drill teams, raider teams, rifle teams, drum and bugle corps, bands, color guards, and other appropriate co-curricular activity teams. Modification or alteration of the Army uniform for these activities is not authorized.

#### **8-4. Cadet Wear of the JROTC Uniform**

a. Cadets will wear Class “A” or “B” uniforms at least once a week.

(1) Class “A” Uniform: The Class “A” uniform is generally worn for inspections in the winter. The Class “A” uniform is also worn during ceremonies, social functions, and formal inspections. The tie or neck tab must be worn with this uniform and all buttons must be buttoned. Underneath the jacket, the Cadet will wear the long or short sleeve gray shirt. All Cadets may wear a white crewneck T-shirt underneath the Class A Shirt and a pair of black dress socks with the Class A uniform. Female Cadets may wear appropriate undergarments under the gray shirt if they deem it necessary when wearing the Class “A” uniform.

(2) Class “B” Uniform: The Class “B” uniform is generally worn for inspections in the summer months and in the late spring. The Class “B” uniform is always worn under the Class “A” uniform jacket. Cadets do not have to wear a tie or a neck tab with this uniform unless it has long sleeves or with the Class “A” uniform coat. The placement of awards and ornamentation in the pocket areas is the same as on the Class “A” uniform. All Cadets will wear a white crewneck T-shirt underneath the Class B Shirt and a pair of black dress socks with the Class B uniform. Female Cadets may wear appropriate undergarments under the gray shirt if they deem it necessary when wearing the Class “B” uniform.

(3) Cadet Dress Uniform: This is an optional uniform, generally worn for military balls or formal events. The Cadet Dress Uniform consists of the C/ASU with the plain white shirt with oxford collar worn in place of the gray shirt. The black bow tie is worn in lieu of the black tie for males. Females will wear the neck tab. The white shirt and black bowtie will not be purchased with government funds. Headgear is not worn for formal events.

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 DoDEA schools.

c. The DAI/SAI establishes guidelines for wearing the uniform. However, a DAI/SAI may not establish guidelines that counter this regulation or that support any activity other than those specifically related to JROTC. The following are considered appropriate occasions to wear the Army uniform:

- (1) Leadership laboratory.
- (2) When visiting a military installation to participate in military drill or exercises.
- (3) Military social functions.
- (4) Parades and similar ceremonies.
- (5) Competitive events.
- (6) Prom or other school approved events.

d. JROTC Cadets are prohibited from wearing the Army uniform in the following situations:

(1) In connection with the furtherance of any political or commercial interests, or when engaged in off-duty civilian employment.

(2) When participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by the CG, USACC.

(3) When attending any meeting or event that is a function of, or is sponsored by, an extremist organization.

(4) When wearing the uniform would bring discredit upon the Army.

(5) When specifically prohibited by Army regulations.

e. Instructors who fail to inform Cadets of this regulatory guidance or permit Cadets to participate in such activities in uniform will be immediately probated and/or decertified. Cadets who knowingly violate this regulation will be dis-enrolled from JROTC.

f. School administrators may not authorize or ask instructors to authorize wear of the uniform when supporting any activity other than those specifically related to the JROTC Program.



g. Army JROTC Cadets are authorized to wear the C/ASU at Army JROTC events and school classes and events. If Cadets are competing as a team, every member should be dressed the same, i.e. authorized C/ASU with the gray beret. No other berets are authorized to be worn with the approved JROTC C/ASU. At no time will the Army JROTC Uniforms be altered (i.e. sewing or cutting the uniform so that it changes the original design) for exhibition teams.

h. Exhibition drill is non-regulation precision drill performed as part of a drill competition, or for entertainment purposes (i.e. pep rally or community performances), and which maintains a military decorum. The Cadet uniform may be modified (i.e. school color shirt with C/ASU trousers or school color helmets or berets) for exhibition drill as long as it maintains a military type appearance. If organizational berets are worn, they must comply with this regulation. No part of the Army Camouflage Uniform is authorized as part of an exhibition drill uniform. However, special uniform accessories such as chrome helmets, and anything not listed above for exhibition drill only are acceptable if obtained at no cost to the government.

i. Color Guards will wear the C/ASU or Army Camouflage Uniform to include the gray beret. Exception for gray beret will be the chrome helmet. Chrome helmet must be one solid color, may be natural silver color or school color (only one school color may be used). Color Guards may wear the following accessories: belts, spats, ascots, and gloves.

j. Decisions on how to treat students regarding their gender identity is the responsibility of the school district. For example, If the school district identifies you as a male student, you are only authorized to wear the authorized male Cadet uniforms. School officials, parents, and Cadets must agree that the Cadet will maintain the appropriate grooming standards for their gender, and that other than for privacy issues, will be treated according to their gender identity. As a participating student, there is no requirement to wear the Army JROTC uniform. For schools without policy, USACC recommends defaulting to the male Cadet uniform as a gender neutral option.

## **8-5. Uniform Appearance**

a. Uniforms must present a neat and clean appearance. Loose strings will be cut from the uniform. No jewelry, chains, combs, pens, pencils or similar items will appear exposed on uniforms. The Army JROTC Cadet 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. Cadets may wear a wristwatch, a wrist identification bracelet, and a total of two rings. Attaching, affixing or displaying objects, articles, jewelry, or ornamentation to, through, or under their skin, tongue, or any other body part is prohibited. Females are authorized to wear earrings with the C/ASU and ACU only. While wearing the C/ASU, earrings may be screw-on, clip-on, or post-type earrings in gold, silver, white pearl, or diamond. The earrings will not exceed 6 mm or ¼ inch in diameter, and they must be

unadorned and spherical. When worn, the earrings will fit snugly against the ear. Females may wear earrings only as a matched pair, with only one earring per ear lobe. Gauges are not authorized for wear with any Cadet uniform. Female Cadets may wear stud earrings while in the ACU.

c. Headgear is part of the uniform: Cadets are required to wear the gray berets while outdoors or when carrying air/drill rifles or a saber. The gray berets with a distinctive flash is the only authorized headgear to be worn with the dress uniform.

d. Cadets are approved to wear the following religious headgear with the JROTC uniform: turban, hijab and yarmulke. The headgear cannot bear any writing, symbols or pictures. Cadets may wear approved religious headgear in place of military headgear (e.g., turban and hijab). Standard JROTC headgear will be worn when it can completely cover the religious headgear (e.g., yarmulke). Approved headgear is authorized for wear during all JROTC activities (i.e., drill team, color guard, parades, speaking engagements, etc.) that do not pose a risk to the safety of the Cadet, Cadre or others. For example, a Cadet wearing religious headgear can be exempted from certain "Special Hazard" Training events that may result in injury to the Cadet or support personnel such as obstacle courses/rappelling etc.

e. Religious wear: Exceptions to appearance standards based on religious practices IAW AR 670-1:

(1) The term "religious apparel" is defined as articles of clothing worn as part of the observance of the religious faith practiced by the Cadet. Religious articles include, but are not limited to, medallions, small booklets, pictures, or copies of religious symbols or writing carried by the individual in wallets or pockets. Except as noted below, Cadets may not wear religious items if they do not meet the standards of this regulation. Requests for accommodation will not be entertained.

(2) 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.

(3) Ensure Cadets' religious rights are not infringed on for the sake of Cadet uniform standards.

f. To ensure consistency across the JROTC program, exceptions to Cadet uniform policies will be forwarded to Director, Army JROTC and approved by the Commander, USACC on a case-by-case basis. To ensure appropriate compliance with current laws and regulations, the Commander, USACC, will forward recommendations for disapproval to the Army G-1 within 30 days of the initial request for final adjudication.

## 8-6. Personal Appearance

a. JROTC is a uniformed organization, which is judged, in part, by how a Cadet wears a prescribed uniform and maintains their personal appearance. Therefore, a neat and well-groomed appearance by all Cadets is fundamental to JROTC and contributes to building the pride, esprit, good order, and discipline essential to an effective unit.

b. Hair Styles: Many hairstyles are acceptable, as long as they are neat and conservative. Hair will be neatly groomed. Hair that is clipped closely or shaved to the scalp is authorized. The length and bulk of hair will not be excessive or present a ragged or extreme appearance. If dyes, tints, or bleaches are used, colors used must be natural to human hair and not present an extreme appearance. Hairstyles will not interfere with proper wearing of military headgear. The headgear when worn in uniform will not appear bulging or distorted, and without excessive gaps between the headgear and the head. There is no minimum hair length for Cadets, and Cadets are permitted to have natural highlight. Hair that falls over the eyebrows or ears will be pulled back. Hair holding ornaments (barrettes, pins, clips, headbands), if used, must be transparent or similar in color to hair, and will be inconspicuously placed. Headbands should not be wider than 1 ½ inches. Cadets are permitted to wear a ponytail, two braids, or one singular braid in all uniforms. Cadets are authorized to wear multiple neat-in-appearance hairstyles at once. Colors that detract from a professional uniform appearance are prohibited. 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.

c. Facial hair: Sideburns will be neatly trimmed. Sideburns will not extend below the lowest part of the exterior ear opening. The face will be clean-shaven, except for permitted mustaches.

d. Fingernails: All Cadets will keep fingernails clean and neatly trimmed. Female Cadets are permitted to wear any color fingernail polish as long as they match in type and style. Do not extend more than ½ inch for acrylic nails from the tip of the finger.

e. Hygiene and Tattoos: Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized; however, tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, visible with any uniformed activity, as they are prejudicial to good order and discipline within the unit, the school, and the community. If a Cadet has a tattoo on the face, it will not prohibit the Cadet from participating in JROTC. Instructors should advise that facial tattoos could prohibit the Cadet from joining the Armed Forces.

f. Lipstick: Female Cadets may wear non-extreme shades of lipstick.

## **8-7. Purchase of Uniforms and Insignia**

a. Eligible Cadets (not participating students) may wear the issue-type uniform while attending JROTC courses of instruction. These Cadets students may be issued a uniform at government expense. At no time will appropriated funds be used to purchase uniform items that are sold to Cadets (i.e., headgear, boots shoes, etc.).

b. Schools hosting NDCC units will procure and maintain uniforms at no expense to the government.

c. The government purchases JROTC distinctive insignia and accoutrements for issue to Cadets.

## **8-8. Authorized Uniforms and Insignia**

a. The insignia and accoutrements prescribed in this regulation will be worn on the issue-type uniform.

b. Insignia other than that prescribed for wear with the issue-type uniform may be worn with the Cadet-type uniform at the discretion of the institutional officials. However, the distinctive JROTC shoulder sleeve insignia is mandatory. TIOH approves school distinctive insignia and accoutrements.

## **8-9. Unauthorized Uniform and Insignia**

a. The following are not authorized for wear with JROTC uniforms that are non-military personnel:

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

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

(3) Badges or insignia, other than JROTC Marksmanship qualification badges, which resemble badges of other services.

(4) Oak leaf clusters, palms, stars, or similar items that, that resemble federal designs.

(5) JROTC Cadets are not authorized to wear berets similar in color of the following Army units: green (Special Forces); tan (Ranger); maroon (Airborne); brown (Security Force Assistance Brigade); and black (other Army units). The wear of the above berets is reserved exclusively for units of the Army. The gray beret is the only beret authorized for wear with the JROTC C/ASU.

(6) Cadets are not authorized to wear the full color or subdued US flag insignia.

## **8-10. Beret Insignia**

- a. The JROTC beret insignia is a wreath  $1 \frac{3}{16}$  inches in height containing the letters “JROTC” on a panel inside the wreath, with gold color metal.
- b. How worn: The insignia is worn centered on the flash of the JROTC Beret.
- c. School design: Insignia of approved TIOH design will be worn as prescribed by the school official for other than issue-type uniforms.

## **8-11. Corps and Collar Insignia**

- a. The JROTC Corps insignia is the Torch of Knowledge (from the Statue of Liberty), radiant with a raised rim on a disc,  $\frac{5}{8}$ -inch diameter, of gold-colored metal. The Corps insignia will be worn by all participants on Class “A” and Cadet-type uniforms and by all participants except Cadet officers on Class “B” uniforms.
- b. The ROTC letter insignia is  $1 \frac{3}{8}$ -inches long, of gold-colored metal. The JROTC letter insignia is  $1 \frac{3}{4}$ -inches long, of gold-colored metal and is designed to replace the ROTC letter insignia on JROTC uniforms.
- c. Placement of insignia on Class “A” uniforms for Cadet officers:
  - (1) Male Cadet Officer: The JROTC insignia (letters) will be worn  $\frac{5}{8}$  inch above the notch on both collars with the center line of the insignia bisecting the notch and parallel to the inside edge of the lapel. The Corps insignia should be positioned so that the centerline of the insignia bisects the centerline of the JROTC insignia and is parallel to the inside edge of the lapel.
  - (2) Female Cadet Officer: The JROTC insignia will be worn centered on each side of the collar  $\frac{5}{8}$  inch up from the collar and lapel seam with the centered line of the insignia parallel to the inside edge of the lapel. The Corps insignia will be worn on both lapels  $1 \frac{1}{4}$  inches below the JROTC insignia, with the insignia bisecting the JROTC insignia and parallel to the inside edge of the lapel.
- d. Placement of insignia on Class “A” uniforms for enlisted Cadets: The Corps insignia (discs) are worn centered on both lapels of the coat, parallel to the inside edge of each lapel, and placed so the bottom of the disc is 1 inch above the notch on the male lapel and  $\frac{5}{8}$  inch above female notch of the lapel.
- e. No Corps Insignia is worn on the Class “B” uniform.

## 8-12. Insignia of Cadet Ranks

a. Description: The insignia for Cadet Officers consists of silver (white) color on black background, cloth shoulder boards with lozenges and discs. The shoulder board is 4 inches (large) in length and 3 inches (small) in length. Pin-on rank insignia consists of silver lozenges and discs. Enlisted Cadets insignia are of silver (white) color on black background, cloth shoulder mark with chevrons, bars, and diamond, star or star within wreath, indicating noncommissioned officer ranks. Pin-on rank for enlisted Cadets consists of brass chevrons, bars, and diamond, star or star within wreath. Refer to Appendix E (Cadet Ranks) to view the Cadet ranks display.

b. Cadet ranks will be indicated on the shoulder board as follows:

- (1) Cadet Colonel: three lozenges.
- (2) Cadet Lieutenant Colonel: two lozenges.
- (3) Cadet Major: one lozenge.
- (4) Cadet Captain: three discs.
- (5) Cadet First Lieutenant: two discs.
- (6) Cadet Second Lieutenant: one disc.
- (7) Cadet Sergeant Major: three chevrons above three bars with a star within a wreath between the chevrons and bars.
- (8) Cadet Staff Sergeant Major: three chevrons above three bars with a star between the chevrons and bars.
- (9) Cadet First Sergeant: three chevrons above three bars with a diamond between the chevrons and bars.
- (10) Cadet Master Sergeant: three chevrons above three bars.
- (11) Cadet Sergeant First Class: three chevrons above two bars.
- (12) Cadet Staff Sergeant: three chevrons above one bar.
- (13) Cadet Sergeant: three chevrons.
- (14) Cadet Corporal: two chevrons.
- (15) Cadet Private First Class: one chevron above one bar.

(16) Cadet Private: one chevron.

(17) Cadet Basic: no insignia of rank.

c. How worn: Rank insignia are worn on both shoulder loops.

(1) Pin-on rank insignia are worn only on the shoulder loops of the C/ASU jacket. When wearing pin-on rank insignia, the insignia will be centered between the edge of the button and the shoulder seam of the garment.

(2) Shoulder board rank insignia are authorized for wear only on the gray shirt. Shoulder marks are worn by all personnel in the rank of private and above on the gray shirt only.

### **8-13. JROTC and School Shoulder Sleeve Insignia**

a. JROTC subdued shoulder sleeve insignia: The subdued shoulder sleeve insignia will be worn when wearing the Army Camouflage Uniform.

b. School shoulder sleeve insignia may be procured at government expense.

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

(2) How worn: On right sleeve in the corresponding position to the shoulder sleeve of the Army coat and Army Camouflage 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.

### **8-14. Nameplate, Ribbons, and Medals**

a. Nameplates must conform to the description below and will be worn on issue uniforms. 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. Ribbons and medals may not be worn simultaneously on the C/ASU.

c. Full-sized medals are worn in two rows of three with 1/4-inch space between rows. No more than three medals are worn in any one row. Cadets will not start a second row unless they are authorized to wear four or more medals. Full-sized medals will not overlap within a row. Second row will either contain the same number of medals or less than the first row below. The second row of medals is centered over the first row below. Cadets will not wear marksmanship badges with full-sized medals.

d. How worn on male Class A uniform:

(1) The name plate will be worn on the flap of the right breast pocket. The name plate will be vertically centered between the top of the button and the top of the pocket. Center the name plate horizontally above the button. The pocket area on the Class B uniform is the same as the pocket area on the Class A uniform.

(2) Ribbons are placed centered and 1/8 inch from the left top of the pocket. Ribbon rows may be worn 1/8 of an inch apart or flush.

(3) Full-sized medals are worn centered immediately above the left breast pocket.

e. How worn on female Class A uniform:

(1) The nameplate should be placed 1 to 2 inches above the top button of the coat and centered horizontally on the wearer's right side. The nameplate will be worn in a comparable position on the Class B uniform.

(2) The bottom edge of the bottom row of ribbons is to be aligned with the bottom edge of the nameplate. Ribbon rows may be worn 1/8 of an inch apart or flush.

(3) Full-sized medals are worn centered on the left side of the coat. The bottom row of the medal pendants are positioned parallel to the bottom of the nameplate. Placement of the medals and nameplate may be adjusted to conform to individual body shape differences.

### **8-15. Marksmanship Badge**

a. How worn on the male uniform: Centered, 1/8-inch below the top of the left breast pocket of the Class "A" Uniform Coat or Class "B" Uniform Shirt on the Male Uniform.

b. How worn on the female uniform: Female Cadets will position this award ¼-inch below the bottom ribbon bar on their Class "A" uniform coat or Class "B" uniform shirt.

### **8-16. Honor Unit with Distinction**

a. Description: Honor Unit with Distinction insignia; a five-pointed star of yellow enamel on gold-colored metal, 9/16 inch wide.

b. How worn: This insignia is worn centered 1/4 inch above the top right breast pocket on the male C/ASU coat or gray shirt and 1/4 inch above the nameplate on the female C/ASU coat or gray shirt. One point of the star is up on the coat or on the shirt when it is worn as an outer garment.



## **8-17. Academic Achievement Wreath**

a. Cadets with at least a “B” average in all subjects and an “A” average in JROTC are authorized to wear the Academic Achievement Wreath and receive the Academic Achievement, (N-1-3) ribbon. It will be worn on the issue or Cadet-type uniform only during the academic term following the term when the Cadet earned it.

b. Description: This insignia is a gold colored metal wreath 7/8 inch high.

c. How worn:

(1) For males, it is worn centered ¼ inch above the top right breast pocket on the coat or shirt when worn as an outer garment. If the HUD insignia is worn, the wreath will be pinned so that the star will be worn within the wreath.

(2) For females, it is worn centered ¼ inch above the name plate on the coat or shirt when worn as an outer garment. If the HUD insignia is worn, the wreath will be pinned so that star will be worn within the wreath.

## **8-18. Optional Items**

a. Distinctive Unit Insignia (DUI), shoulder cords, shoulder sleeve insignia (unit patches), and color trimmings described in this paragraph are optional items.

b. 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.

c. School officials may prescribe the wear of approved DUI. Procurement will be as stated in paragraph 8-18b above.

d. Insignia of national or local military honor societies, at the option of the SAI, may:

(1) Be substituted for school insignia and worn in accordance with paragraph 8-18c above.

(2) Approved DUIs will be worn 1/4 inch above the right coat pocket on the male uniform and 1/4 inch above the nameplate on the female uniform. When wearing the Academic Achievement Wreath in place of the DUI, the later will be 1/8 inch higher. All JROTC and school insignias will be worn on the left coat pocket in similar fashion.

e. DUI will not be worn on insignia of rank shoulder epaulet sleeves or on the ACU.

f. If worn on the Class “B” uniform, the DUI will be worn 1/4 inch above the right chest pocket or 1/8 inch above the unit rating insignia or academic wreath. The location is above the right chest pocket on the male and 1/8 inch above the nameplate on the female uniform in the same fashion.

g. Shoulder cords: Shoulder cords may be procured at government expense (subject to funding availability). Solid, single color, or multi-colored shoulder cords may be designed and authorized to designate a host institution, unit, activity or Cadet position. Shoulder cords must be approved by USACC. No more than one cord may be worn on each shoulder.

(1) Shoulder cords will be used to designate participation in co-curricular activities including, but not limited to:

- (a) Color guard: white (Cable #65005).
- (b) Drill activity: red (Cable #65006).
- (c) Physical fitness activity: blue (Cable #70147).
- (d) Marksmanship activity: tan (Cable #65015).
- (e) Honor organizations or JLAB: gold (Cable#70157).
- (f) Orienteering/JCLC 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. Only Cadets who are current members of a team may wear the shoulder cords.

(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.

(4) Activity shoulder cord is worn on the left shoulder of the C/ASU jacket or gray shirt when in Class “B” uniform.”

(5) Additional colored cords may be added at the discretion of the DAI/SAI based on additional teams/activities not listed above.

h. Special JROTC team pins (arcs) designating various JROTC teams may be worn on the C/ASU. Special JROTC team pins (arcs) are awarded to Cadets after participating on a JROTC team for one academic year and a maximum of 8 team pins

(arcs) may be worn in alphabetical order. 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. Additional team pins (arcs) may be added at the discretion of the DAI/SAI based on additional teams/activities not listed above. When wearing the JROTC team pin on the C/ASU, the cord for that activity cannot also be worn simultaneously.

(1) Male Cadets:

(a) How worn: No more than 8 team pins (arcs) may be worn with no more than four team pins (arcs) in one row and with 1/8 inch between pins. On the C/ASU coat and the Class B shirt, team pins (arcs) will be worn in alphabetical order from top to bottom, left to right on the right chest pocket. When there is one row of team pins (arcs), the row is centered between the bottom of the pocket flap and the bottom of the pocket. When two rows of team pins (arcs) are worn, rows will be centered with 1/2 inch between rows.

(2) Female Cadets:

(a) How worn: No more than 8 team pins (arcs) may be worn with no more than four team pins (arcs) in one row and with 1/8 inch between pins. On the C/ASU coat and the Class B shirt, team pins (arcs) will be worn in alphabetical order from top to bottom, left to right parallel to the waistline of the coat, beginning at the centerline of the 2<sup>nd</sup> and 3<sup>rd</sup> button. When two rows of team pins (arcs) are worn, they are worn with 1/2 inch between rows. Females may adjust placement of team pins (arcs) to conform to individual body-shape differences.

## **8-19. Cadet Army Camouflage Uniform (C/ACU)**

a. Wear of the C/ACU Coat / Trousers:

- (1) The coat is worn hooked and looped, and zipped.
- (2) The coat has hook and loop fasteners for wearing shoulder sleeve insignia, rank, JROTC patch, and school name tape.
- (3) The mandarin collar will be normally be worn in the down position.
- (4) Cadets are authorized to wear the mandarin collar in the up position when weather conditions dictate the wear as prescribed by the SAI/AI.
- (5) The coat is normally worn outside the trousers, and the trousers are worn with a belt. The coat may also be worn inside the trousers when directed by the SAI/AI. The coat will not extend below the top of the cargo pocket on the trousers and will not be higher than the bottom of the side pocket on the trousers.

(6) The elbow pouch with hook and loop closure for internal elbow pad inserts must be closed at all times.

(7) Sleeves will be worn down at all times, and not rolled or cuffed.

(8) The moisture wicking tan t-shirt or cotton t-shirt is worn underneath the coat and is tucked inside the trousers at all times.

(9) Cadets will wear the trousers tucked into the top of the boots or bloused using the drawstrings at the bottom of the trousers. When bloused, the trousers should not extend below the third eyelet from the top of the boot.

(10) The C/ACU is meant to fit loosely and comfortably. Alterations to hinder this are not authorized.

(11) Cadets will not wrap the trouser leg around the leg tightly enough to present a pegged appearance or insert any items inside the trouser leg to create a round appearance at the bottom of the trouser leg.

b. Wear of the C/ACU Headgear:

(1) The C/ACU Patrol Cap will be the only headgear worn with the uniform.

(2) Cadets will wear the C/ACU Patrol Cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground.

(3) The Patrol Cap will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. The cap is worn so that no hair is visible on the forehead beneath the cap. Sew-on or pin-on rank is worn on the C/ACU Patrol Cap.

c. Wear of the C/ACU Desert / Optional Boots:

(1) Black boots are not authorized for wear with the C/ACU.

(2) Army Combat Boots (hot-weather or temperate-weather) are made of tan, rough side out, cattle hide leather, with a plain toe and tan rubber outsoles.

(3) The boots are laced diagonally with tan laces, with excess lace tucked into the top of the boot under the bloused trousers, or wrapped around the top side of the boot.

(4) Only boots with tan rubber outsoles are authorized for wear.

## **8-20. C/ACU Additional Items**

a. The following items are authorized for wear with the C/ACU:

(1) Nametape: The JROTC nametape is a woven tape of camouflage cloth, one inch wide with black block letters 3/4 inch high.

(a) The nametape is worn on the hook and loop backing on the chest of the ACU coat.

(b) The JROTC nametape with the letters "JROTC" will be worn on the left side of the ACU coat.

(c) The identification name tape with the school name or individual Cadet name will be worn on the right side of the ACU coat and on the rear of the patrol cap.

(2) Shoulder Patches:

(a) The shoulder patches are worn on the hook and loop backing on the pocket of the sleeves of the ACU coat.

(b) The subdued JROTC insignia patch is worn centered on the pocket of the left sleeve between the bottom of the pocket and the top of the pocket (pocket flap if present).

(c) The TIOH approved school insignia patch is worn centered on the pocket of the right sleeve between the bottom of the pocket and the top of the pocket (pocket flap if present).

(3) Rank Insignia:

(a) Cloth subdued rank insignia is worn centered on the chest on the provided hook and loop backing. Multiple-disc/diamond grades are worn vertically on the ACU jacket.

(b) Pin-on subdued rank insignia is worn centered on the patrol cap. Multiple-disc/diamond grades are worn horizontally on the patrol cap.

(4) Optional patches:

(a) Optional patches are worn on the hook and loop backing on the pocket flap on the sleeves of the ACU coat.

(b) A single subdued team arced tab may be worn centered on the hook and loop backing 1/4" above the JROTC patch on the left sleeve. The combined JROTC patch and arced tab are centered between the top and bottom of the hook and loop backing. If a pocket flap is present, the tab is worn centered on the pocket flap of the left sleeve between the bottom of the pocket flap and the top of the pocket flap. A single subdued arced tab, i.e. Raider, is only worn by Cadets who are active on the specified team.

(c) A Leader Identification patch may be worn centered on hook and loop backing on the right sleeve with the top edge of the patch in line with the top of the backing. The school patch (if worn) will be worn centered between the bottom of the leader identification patch and the bottom of the pocket. If a pocket flap is present, it is worn centered between the bottom of the pocket flap and the top of the pocket flap. A subdued Leader Identification patch is used to identify the current Cadet leadership position. (i.e. battalion commander, XO, platoon sergeant, S-1, etc.) Only one Leadership Identification patch may be worn. A Leadership Identification patch is 2 by 3 ¼ inches.

(5) Undershirt, camouflaged (male and female).

(a) Description: The material is cotton knitted cloth or 50 percent cotton and 50 percent polyester, with quarter-length sleeves and a crew neck, or is of a similar commercial design.

(b) How worn: All personnel will wear the undershirt with the ACU.

(6) Belt, rigger, sand or tan rigger.

(a) Description: The belt is sand or tan cotton web or woven elastic 2 inches wide.

(b) How worn: The rigger belt is worn so that the tipped end passes through the buckle to the wearer's left; the end will not extend more than 2 inches beyond the edge of the buckle. The belt's end may be neatly trimmed to ensure a proper fit. All personnel will wear the rigger and open-faced buckle with ACUs that have belt loops.

(7) Socks, tan, green, or black, cushion sole.

(a) Description: The socks are tan, green, or black, stretch type, calf-length with a cushion sole.

(b) How worn: The issue cushion sole socks are worn by all personnel when wearing boots.

**Figure 8-1. U.S Army Junior ROTC Cadet Army Service Uniform (C/ASU) - Male**

# U.S. Army Junior ROTC Cadet Army Service Uniform (C/ASU) - Male

## Beret

Headband (edge binding) is straight across the forehead, 1 inch above the eyebrows. The flash is positioned over the left eye, and the excess materials is draped over to the right ear, extending to at least the top of the ear, and no lower than the middle of the ear.

## Shoulder Rank Insignia

Pin-on rank insignia is worn on epaulets of ACU coat, centered between the edge of the button and the shoulder seam.

## Unit Crest

Centered 1/4 inch above Unit Merit Device or top of right breast pocket.

## Unit Merit Device, A.A. Wreath

Wreath, device, or both centered 1/4 inch above top of right breast pocket.

## Shoulder Cords

No more than one cord may be worn on each shoulder.

## Nameplate

Centered on right breast pocket flap and centered between button and top of pocket.

## Team ARC Pins

ARC Pins are worn alphabetically between the bottom of the breast pocket flap, and the bottom of the pocket.

Maximum of 7 pins, spaced 1/8 inch apart when worn in a single row:



Alternate: Maximum of 8 pins, spaced 1/8 inch apart with two rows spaced 1/2 inch apart.



1/2 inch

## Beret Flash Insignia

**Officers:** JROTC officer centered on the black flash with gold trim.



**Enlisted:** JROTC cap insignia with wreath, centered on the black flash with gold trim.

## "J.R.O.T.C.," "R.O.T.C." Insignia

**Officers:** centered 5/8 inch above notch, with centerline bisecting the notch and parallel to inside edge of each lapel.

## Torch of Knowledge Insignia

**Officers:** centered 1 1/4 inches below "J.R.O.T.C." insignia, with centerline bisecting the notch and parallel to inside edge of each lapel.



**Enlisted:** centered 1 inch above notch, with centerline bisecting the notch and parallel to inside edge of each lapel.

## Ribbons

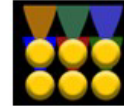
Centered 1/8 inch top of pocket flap. Third and subsequent rows can be aligned to the left to present a better appearance.

## Badges

Badges are centered 1/8 below the top of the left breast pocket.

## Medals

Ribbons and medals may not be worn simultaneously on the C/ASU. Wear full-sized medals immediately above the left breast pocket. Full-sized medals are worn in two rows of three with 1/4-inch space between rows. No more than three medals are worn in any one row. Cadets will not start a second row unless they are authorized to wear four or more medals. Full-sized medals will not overlap within a row. Second row will either contain the same number of medals or less than the first row below. The second row of medals is centered over the first row below. Cadets will not wear marksmanship badges with full-sized medals.



## JROTC Patch

The JROTC Patch is not worn on the Cadet Army Service Uniform (C/ASU).



## Necktie

The black necktie is mandatory while wearing the C/ASU.

## Shoes

Male black oxford shoes authorized for wear.



**Figure 8-2. U.S. Army Junior ROTC Cadet Army Service Uniform (C/ASU) – Female**

**U.S. Army Junior ROTC Cadet Army Service Uniform (C/ASU) - Female**

**Beret**

Headband (edge binding) is straight across the forehead, 1 inch above the eyebrows. The flash is positioned over the left eye, and the excess materials is draped over to the right ear, extending to at least the top of the ear, and no lower than the middle of the ear.

**Shoulder Rank Insignia**

Pin-on rank insignia is worn on epaulets of ACU coat, centered between the edge of the button and the shoulder seam.

**Unit Crest**

Centered 1/4 inch above Unit Merit Device or top of nameplate.

**Merit Devices**

Wreath, device, or both centered 1/4 inch above top of nameplate.

**Shoulder Cords**

No more than one cord may be worn on each shoulder.

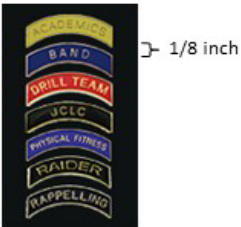
**Nameplate**

Placed 1-2 inches above the top button of the coat and centered horizontally.

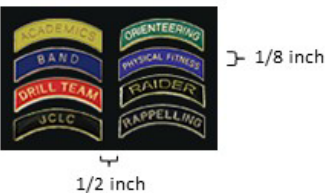
**Team ARC Pins**

ARC Pins are worn alphabetically parallel to the waistline of the coat, beginning at the centerline of the 2<sup>nd</sup> and 3<sup>rd</sup> button. Placement may be adjusted to conform to individual figure difference.

Maximum of 7 pins, spaced 1/8 inch apart when worn in a single row:



**Alternate:** Maximum of 8 pins, spaced 1/8 inch apart with two rows spaced 1/2 inch apart.



**Beret Flash Insignia**

**Officers:** JROTC officer centered on the black flash with gold trim.



**Enlisted:** JROTC cap insignia with wreath, centered on the black flash with gold trim.

**"J.R.O.T.C.", "R.O.T.C" Insignia**

**Officers:** centered 5/8 inch above notch, with centerline bisecting the notch and parallel to inside edge of each lapel.

**Torch of Knowledge Insignia**

**Officers:** centered 1 1/4 inches below "J.R.O.T.C." insignia, with centerline bisecting the "J.R.O.T.C." insignia and parallel to inside edge of each lapel.



**Enlisted:** centered 5/8 inch above notch, with centerline bisecting the notch and parallel to inside edge of each lapel.

**Ribbons**

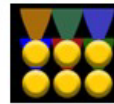
Centered with bottom row even with nameplate. Third and subsequent rows can be aligned to the left to present a better appearance.

**Badges**

Badges are centered 1/4 inch below the bottom ribbon bar.

**Medals**

Ribbons and medals may not be worn simultaneously on the C/ASU. Wear full-sized medals centered on the left side of the coat. The bottom row of the medal pendants are positioned parallel to the bottom of the nameplate. May adjust the placement of the medals and nameplate to conform to individual body shape differences. Full-sized medals are worn in two rows of three with 1/4-inch space between rows. No more than three medals are worn in any one row. Cadets will not start a second row unless they are authorized to wear four or more medals. Full-sized medals will not overlap within a row. Second row will either contain the same number of medals or less than the first row below. The second row of medals is centered over the first row below. Cadets will not wear marksmanship badges with full-sized medals.



**JROTC Patch**

The JROTC Patch is not worn on the Cadet Army Service Uniform (C/ASU).



**Neck Tab**

The black neck tab is mandatory while wearing the C/ASU.



**Shoes**

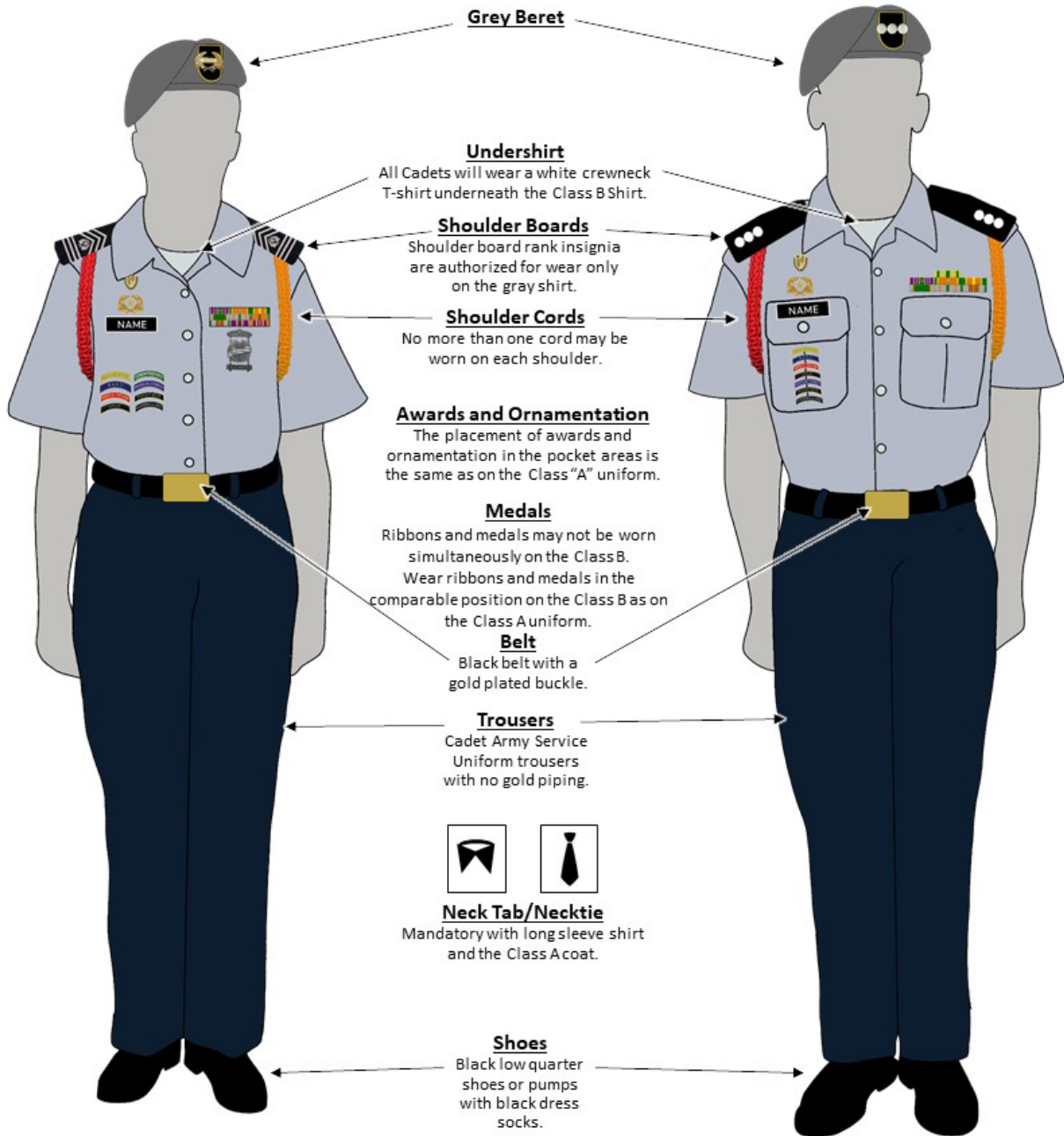
Black oxford shoes or black service pumps may be worn. The pumps will be plain with closed toe and heel. The heel will be between 1 1/2 inches and 3 inches high.

**Figure 8-3. U.S. Army Junior ROTC – Class B Uniform – Female and Male**

**U.S. Army Junior ROTC – Class B Uniform – Female and Male**

**About the Class B Uniform**

The Class "B" uniform is always worn under the Class "A" uniform. The placement of awards and ornamentation in the pocket areas is the same as on the Class "A" uniform.





## Figure 8-4. The Cadet Army Camouflage Uniform (C/ACU)

### U.S. Army Junior ROTC – Army Camouflage Uniform (ACU) – Female and Male

#### Headgear

The C/ACU Patrol Cap will be the only headgear worn with the uniform.

Cadets will wear the C/ACU Patrol Cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground.

The Patrol Cap will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. The cap is worn so that no hair is visible on the forehead beneath the cap.

Sew-on or pin-on rank is worn on the C/ACU Patrol Cap.

#### Rank

**Patrol Cap:** Pin-on subdued rank insignia worn centered on the patrol cap. Multiple disc/diamond grades are worn horizontally.

**Coat:** Cloth subdued rank insignia is worn centered on the chest. Multiple-disc/diamond grades are worn vertically.

#### Back of Patrol Cap



#### Mandarin Collar

Normally worn in the down position.

#### Identification Nametape

The school name or individual Cadet name will be worn on the right side of the ACU coat and on the rear of the patrol cap.

#### Undershirt

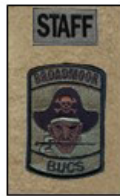
All personnel will wear the camouflage undershirt with the ACU.

#### “JROTC” Nametape

Nametape with letters “JROTC” worn on the hook and loop backing on the left side of the ACU coat.

#### Shoulder Patches (Right Arm)

The TIOH approved school insignia patch is worn centered on the pocket of the right sleeve between the bottom of the pocket and the top of the pocket (pocket flap if present)



#### Shoulder Patches (Left Arm)

The subdued JROTC insignia patch is worn centered on the pocket of the left sleeve between the bottom of the pocket and the top of the pocket (pocket flap if present).



#### Leader Identification Patch

One 2x3 inch Leader Identification patch may be worn centered on hook and loop backing on the right sleeve with the top edge of the patch in line with the top of the backing. The school patch (if worn) will be worn centered between the bottom of the leader identification patch and the bottom of the pocket.

#### Subdued ARC Team Patch

One subdued team arced tab may be worn centered on the hook and loop backing  $\frac{3}{4}$ ” above the JROTC patch on the left sleeve. The combined JROTC patch and arced tab are centered between the top and bottom of the hook and loop backing.

#### Coat

The coat is worn hook and looped, and zipped. The coat has hook and loop fasteners for wearing shoulder sleeve insignia, rank, JROTC patch, and school name tape.

The coat is normally worn outside the trousers, and the trousers are worn with a belt. The coat may also be worn inside the trousers when directed by the SAI/AI. The coat will not extend below the top of the cargo pocket on the trousers and will not be higher than the bottom of the side pocket on the trousers.

The elbow pouch with hook and loop closure for internal elbow pad inserts must be closed at all times

#### Boots

Black boots are NOT authorized for wear with the C/ACU. Army Combat Boots (hot-weather or temperate-weather) are made of tan, rough side out, cattle hide leather, with a plain toe and tan rubber outsoles. The boots are laced diagonally with tan laces, with excess lace tucked into the top of the boot under the bloused trousers, or wrapped around the top side of the boot. Only boots with tan rubber outsoles are authorized for wear.

#### Sleeves

Worn down at all times, not cuffed.

#### Trousers

Cadets will wear the trousers tucked into the top of the boots or bloused using the drawstrings at the bottom of the trousers. When bloused, the trousers should not extend below the third eyelet from the top of the boot.

The C/ACU is meant to fit loosely and comfortably. Alterations to hinder this are not authorized.

Cadets will not wrap the trouser leg around the leg tightly enough to present a pegged appearance or insert any items inside the trouser leg to create a round appearance at the bottom of the trouser leg.

## **Section II – Awards**

### **8-21. Scope**

a. Awards may be given to recognize distinguished, heroic, meritorious, and other commendable acts of an individual and his or her status and achievements. The same medal is available for both JROTC and NDCC units. It is particularly important that awards be given:

- (1) To deserving individuals.
- (2) Promptly.
- (3) During an appropriate ceremony.

b. Army medals may be engraved at military expense, in a reasonable period of time, by the U.S. Army Tank-Automotive and Armaments Command, Clothing and Heraldry Product Support Integration Directorate, 700 Robbins Avenue, Post Office Box 57997, Philadelphia, PA 19111–7997. 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, Human Resources Command, ATTN: AHRC-PDP-A, Dept. 480, Fort Knox, Kentucky 40122, if undeliverable.

d. Only the awards, decorations, and badges prescribed in this regulation, or approved by TIOH, will be worn by JROTC Cadets on the uniform prescribed for wear at their institution. Other awards and decorations, subject to law and regulation, may be accepted by Cadets and students, but will not be worn on the prescribed uniform. Medals for which a ribbon device is provided may not be worn on a JROTC uniform when other ribbons are worn.

### **8-22. Recommendations for Awards**

Any individual with personal knowledge of an act, achievement, or service believed to warrant an award should submit a recommendation for consideration.

### **8-23. 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.

## **8-24. 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, and U.S. Army Training and Doctrine Command Civilian Honorary and Public Service Awards Processing Guide.

(5) **Biographical data:** Include name, address, education and degrees, and employment record.

(6) **List significant history of awards with data.** List the most current awards first.

(7) **Proposed citation:** Prepare a one-paragraph (approximately 90-95 words) proposed citation. The citation should highlight the individual's contributions. Refrain from using acronyms.

(8) **Army policy provides that honorary awards should follow a progressive sequence of recognition, except under circumstances where a contribution is so extraordinary that recognition with a lesser award would be insufficient.** If nominee has not previously received the award, as prescribed below in sequence, provide a statement explaining why receipt of a lesser award would be insufficient under the subheading, "Previous Awards and Publications."

(9) **Awards requiring Secretary of the Army approval should be submitted to the Director, JROTC, 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 commander (major general or above) may grant this award to a private citizen.

(1) Eligibility: Any individual is eligible for this award except for those Army civilian employees who are eligible for Department of the Army civilian honorary award, military personnel, or civilians who work for Army contractors.

(2) Criteria: Nominees for this award must show outstanding service that makes a substantial contribution or is of significance to the (major general or above) commander.

(3) Submit request and forward all paperwork through Brigade to the Director, JROTC.

(4) Awards requiring CG, 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 which may be granted to a private citizen and may be granted by a commander (colonel or above).

(1) Eligibility: Any individual is eligible for this award, except for those Army civilian employees who are eligible for Department of the Army civilian honorary award, military personnel, or civilians who work for Army contractors.

(2) Criteria: This award is given to recognize service or achievements that contribute significantly to the accomplishment of the mission of an Army activity, command, or staff agency.

(3) This award will be approved by the Director, JROTC, or Brigade.

(4) Forward a copy of all documentation to the Director, JROTC, for inclusion into the recipient's permanent personnel file.

d. Certificate of Appreciation for Patriotic Civilian Service: This certificate recognizes patriotic civilian service, and may be granted by a commander (lieutenant colonel and above).

(1) Eligibility: Any individual is eligible for this award except Department of the Army civilian employees who are eligible for Department of the Army civilian honorary award, military personnel, or civilians who work for Army contractors. It also may be awarded to groups, including volunteers business firms, and fraternal organizations.

(2) Criteria: This award recognizes patriotic civilian service that contributes to the mission of an Army activity, command or staff agency, or to the welfare of Army personnel.

(3) This award may be approved by Brigade.

(4) Forward a copy of all documentation to Instructor Management Division, for inclusion in the recipient's permanent personnel file.

e. Director of Army Instruction (DAI) of the Year Award honors effective and dedicated DAIs. Each Brigade will board nomination packets and submit two DAI nominees annually, NLT 1 April by memorandum to USACC, ATTN: ATCC-PMD, Fort Knox, KY 40121-5123.

(1) Eligibility criteria:

(a) Service time as DAI must be at least nine months.

(b) Certified as a DAI and have met all requirements, with no adverse actions taken against him/her.

(c) Meet the eligibility criteria for the award of the DAI's Gold Award.

(2) Selection Criteria: Nominations for the award will be based on the assessment of the superintendent in the following areas:

(a) Effectiveness in JROTC, the community, and the state.

(b) Examples of dedication to the district and JROTC.

(c) Activities other than JROTC in which the nominee is an active participant (member of a school committee, community involvement, or advisory panel).

(d) Discussion of enrollment or retention rate of the JROTC units in the district.

(e) Significant events that would weigh in the selection process (unique training initiatives, efforts to promote JROTC at the state or national level).

(f) Verification that the DAI is mentoring and providing appropriate guidance/training to the instructors in the district related to using the current authorized curriculum and automation.

(g) Verification that the DAI is checking classroom performance and service learning projects, using the JROTC Coaching Rubric.

(3) Nomination procedure: The superintendent or designated representative will submit a memorandum of recommendation to Brigade. Each level will review and forward one qualified nomination from its area. The Director, JROTC, will convene a board to select the DAI of the year. Each nomination packet will also include a full-length photograph taken in the class A uniform within 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: CG, USACC.

(5) Frequency and presentation: The award will be presented annually by CG, USACC, at an appropriate ceremony.

(6) Merit:

(a) The DAI of the Year will receive the Outstanding Civilian Service Medal and plaque.

(b) Nominees not selected at headquarters level will receive the Certificate of Appreciation for Patriotic Civilian Service.

f. Distinguished DAI Awards (certificates): These awards recognize the diligent work and outstanding achievements of DAIs. The order of precedence is: Gold, Silver, and Bronze. A designated representative will present the Distinguished DAI Awards at official ceremonies. The awards should be presented at assemblies.

(1) Distinguished Gold DAI Awards.

(a) Eligibility: The Distinguished Gold DAI Award recipients must also meet the Distinguished Silver DAI Award criteria. Nominees must demonstrate that they are encouraging excellence in the district classrooms, stimulating motivation among instructors through service projects, competitions, and overall JROTC success.

(b) Criteria: The awards will be presented to DAIs who show measured success in the academic progress and licensure of instructors in the district. Their schools are receiving credit other than elective, college credit, etc., or the DAIs are actively working to gain approval of such credit in the district.

(c) Approval: The approval authority for the Distinguished Gold DAI Award is the Brigade Commander.



(2) Distinguished Silver DAI Awards: The DAI's immediate supervisor will recommend and submit the nominee's packet to Brigade.

(a) Eligibility: Distinguished Silver DAI Award recipients must meet the Distinguished Bronze DAI Award criteria. Nominees must demonstrate that they are encouraging excellence in the classroom, stimulating motivation among instructors through service projects, competitions, and overall JROTC success.

(b) Criteria: The award will be presented to DAIs who:

- Serve on advisory panels or other councils in Cadet Command, the school, or the community and/or have conducted professional development workshops in their districts related to the JROTC curriculum (e.g., Thinking Maps, Intellilearn strategies, four-phase lesson plan presentation, etc.).
- Are active in organizing competitions and in encouraging schools to compete in a variety of competitions at the state and national levels. DAIs will ensure that preparations for these competitions are not done at the expense of completing the JROTC academic/core curriculum requirements.
- Have worked to earn grants or other funding to support activities or equipment.
- Are involved in planning, preparation, and execution of a Brigade approved JROTC Cadet Leadership Challenge (JCLC).

(c) Approval: The approval authority for the Distinguished Silver DAI Award is the Brigade Commander.

(3) Distinguished Bronze DAI Awards: The DAI's immediate supervisor will recommend and submit the nominee's packet to the Brigade.

(a) Eligibility: Distinguished Bronze DAI Award nominees must demonstrate that they are encouraging excellence in the classroom and stimulating motivation among instructors through service projects, competitions, and overall JROTC success.

(b) Criteria: The nominees for this award must:

- Have achieved certification as a JROTC instructor, completed the JROTC Distance Learning Course, attended the JSOCC Residence Certification course (within the past five years) and ensured their instructors do the same in a timely fashion.
- Meet the height/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 weight control program within the past year from the date of the

nomination, or DAIs who have units currently under probation will not be eligible to receive this award.

- Be knowledgeable with how to measure the presentation of the student-centered four-phase lesson plan and enhancement tools.
- Actively participate in advertising JROTC activities (i.e., service projects, competitions, Cadet challenge, and other activities in the community).
- Demonstrate a commitment to providing quality education (as indicated by their instructors' continuing professional development towards completing the follow-on requirements for Advanced JSOCC DLCs, an associate degree, graduate or undergraduate credit, a bachelor's degree, or academic state teacher licensure/certification). DAIs should attend the same level of education conferences as their counterparts in the district.

(c) Approval: The approval authority for the Distinguished Bronze DAI Award is the Brigade Commander.

g. USACC JROTC Instructor of the Year: This award honors effective and dedicated JROTC Senior Army Instructors (SAIs) and Army Instructors (AIs). Each Brigade will board their nomination packets and submit two SAI nominees and two AI nominees, annually, NLT 1 April by memorandum to USACC, ATTN: ATCC-PMD.

(1) Eligibility Criteria:

- (a) Service time as JROTC instructor must be at least nine months.
- (b) Certified as a JROTC instructor who has met all JROTC requirements, with no adverse actions taken against him/her.
- (c) Meets the eligibility criteria for the award of the JROTC Instructor's Gold Badge.

(2) Selection Criteria: Nominations for the award will be based on the assessment of the school principal in the following areas:

- (a) Effectiveness in the classroom and community.
- (b) Examples of dedication to the profession of teaching.
- (c) How the nominee compares to the school's top classroom instructor.
- (d) Activities other than JROTC, the nominee is an active participant in (member of a school committee, community involvement or advisory panel).

(e) Increased enrollment or retention rate in JROTC.

(f) Significant events that would weigh in the selection process; (teacher of the week, teacher of the year, and other unique training initiatives).

(g) Instructor's use of the current authorized curriculum.

(h) Instructor's proficient with automation and applications.

(3) Nomination procedure: The head of the educational institute (or representative) will submit a memorandum of recommendation through Brigade to the Director, JROTC, who will convene a board to select the SAI and AI of the year. Each nomination packet will include a full-length photograph taken in the Class "B" uniform within 30 days of the application (does not have to be of professional quality and can be a regular sized photograph). The nomination for the award must be from the instructor's principal with the recommendation of the immediate supervisor (if applicable). A principal, DAI, or SAI may nominate only one instructor per school. Individual instructors will not nominate themselves. Nominations will also include the assessment of the immediate supervisor of the following areas:

(a) Contributions made to the achievements of the mission of JROTC.

(b) Results of the last formal inspection and unit report.

(c) Enrollment and retention rate of the JROTC unit.

(d) Completion of professional development courses/classes.

(e) Competency in techniques and current instructional techniques/methodologies to instruct JROTC course material.

(f) Examples of how the instructor has had impact on Cadets.

(4) Approval authority: CG, USACC.

(5) Frequency and presentation: Annually. The award will be presented by the CG, USACC, at an appropriate ceremony.

(6) Merit:

(a) The JROTC Instructor of the Year will receive the Outstanding Civilian Service Medal and a plaque.

(b) Nominees not selected at headquarters level will receive the Certificate of Appreciation for Patriotic Civilian Service.

h. Distinguished JROTC Instructor Awards (certificate): The award recognizes the diligent work and outstanding achievements of Army JROTC instructors. The order of precedence is Gold, Silver and Bronze. A designated representative will present the Distinguished Instructor Awards at an official ceremony. The award should be presented at the unit's school assembly and the awardees will be recognized at the instructor's annual conference.

(1) Distinguished Gold Instructor Award:

(a) Eligibility: Distinguished Gold Instructor Award recipients must meet the Silver Award criteria. Nominees must demonstrate that they are encouraging excellence in the classroom, stimulating motivation among instructors through service projects, competitions, and overall success. The nominees must exhibit full instructor potential.

(b) Criteria: The award will be presented to noncommissioned officers who possess a bachelor's degree and officers who attain state academic teacher certification/licensure.

(c) Approval: The approval authority for the Distinguished Gold Instructor Award is the Brigade Commander.

(2) Distinguished Silver Instructor Award:

(a) Eligibility: Distinguished Silver Instructor Award recipients must meet the Bronze Instructor Award criteria. Nominees must demonstrate that they are encouraging excellence in the classroom, stimulating motivation among instructors through service projects, competitions, and overall success. The nominees must exhibit full instructor potential.

(b) Criteria:

- The award will be presented to instructors who are recognized as teacher of the week or year by their school district, or those who serve on advisory panels or other councils in USACC, the school or the community and/or have conducted professional development workshops for other teachers in the school.

- Noncommissioned officers who actively work towards a bachelor's degree and officers who meet the requirements for or are working toward academic state teacher certification/licensure.

- Instructors who have received grants or other funding to support activities or equipment.

- Instructors who recently served as cadre members during JCLC.

(c) Approval: The approval authority for the Distinguished Silver Instructor Award is the Brigade Commander.

(3) Distinguished Bronze Instructor Award: The instructors' immediate supervisor will recommend and submit the nominee's packet to Brigade.

(a) Eligibility: Distinguished Bronze Instructor Award nominees must demonstrate that they are encouraging excellence in the classroom, stimulating motivation among Instructors through service projects, competitions, and overall success. The nominees must exhibit full Instructor potential.

(b) Criteria:

- Distinguished Bronze Instructor Award recipient must have completed the instructor probationary period, achieved certification as a JROTC instructor, completed the Basic JROTC Distance Learning Course, and attended the JSOCC Resident Certification course within the past five years.

- 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 weight control program within the past year from the date of the nomination, or instructors whose unit is currently under probation will not be eligible to receive this award.

- Instructors must be proficient in presenting the student-centered four-phase lesson plan and enhancement programs.

- Actively participate in JROTC activities (i.e. service projects, competitions, Cadet Challenge, and other activities in the community.)

- Recipients of the award must demonstrate a commitment to providing quality education by continuing professional development towards completing a bachelor's degree and ultimately academic state teacher licensure/certification. For example, has completed the follow on requirements for the JROTC Resident Certification Course, and/or the Advanced JROTC DLC and has earned associate degree or undergraduate credit.

(c) Approval: The approval authority for the Distinguished Bronze Instructor Award is the Brigade Commander.

(d) Merit: Recipients of Distinguished Bronze/Silver Gold JROTC awards will receive a certificate.

## **8-25. U.S. and Foreign Awards**

Awards, including decorations, medals, badges, ribbons, and appurtenances of the United States and foreign nations as prescribed in AR 600-8-22, are authorized for wear by those to whom they have been or are awarded. Such awards may be worn, under these circumstances, on issue or Cadet-type uniforms prescribed for wear in JROTC. They will be worn as prescribed in AR 600-8-22. The SAI will obtain a certified record of the award and authority concerned for each individual wearing such awards at his/her institution.

## **8-26. Medal of Heroism (JROTC and NDCC)**

a. Criteria: The Medal of Heroism is a U.S. military decoration awarded by the Department of the Army (DA) to a JROTC Cadet who performs an act of heroism. The achievement must be an accomplishment so exceptional and outstanding that it clearly sets the individual apart from fellow students or from other persons in similar circumstances. The performance must have involved the acceptance of danger and extraordinary responsibilities, exemplifying praiseworthy fortitude, and courage.

b. Nominations will be:

(1) Initiated by the SAI based on achievements described in paragraph a above. Such acts may have been accomplished while on or off the institution's property.

(2) Submitted by the SAI to the appropriate subordinate commander concerned for approval or disapproval. A DA Form 638 (Recommendation for Award) or a letter will be used. Statements of eyewitnesses (preferably in the form of certificates, affidavits, or sworn statements), extracts from official records, sketches, maps, diagrams, or photographs will be attached to support and amplify stated facts. The final approval authority is the Brigade Commander.

c. Requisitions for the medals may be submitted, through the supporting installation, to U.S. Army Tank-Automotive and Armaments Command, Clothing and Heraldry Product Support Integration Directorate, 700 Robbins Avenue, Post Office Box 57997, Philadelphia, PA 19111-7997.

d. Presentation of this award will be made during an appropriate ceremony by a general officer or other senior officer of the Active Army. Exceptions to this may be approved by the Brigade Commander.

## **8-27. Superior Cadet Decoration (JROTC)**

a. The Superior Cadet Decoration (JROTC) is awarded by DA and is limited to one outstanding Cadet in each LET level in each JROTC or NDCC unit.

b. To be considered eligible for this award, an individual must be:

(1) A JROTC or NDCC Cadet.

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

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

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

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

(2) Provide military and civilian representation.

(3) Be sufficiently competent to evaluate the individual, using criteria and procedures prescribed by this regulation.

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

(5) Include Active Army members who may be assigned and at least one authorized JROTC or NDCC instructor who has regularly instructed the class in which the Cadet being considered is a member.

(6) Include one or more selected civilian school official or faculty member not to exceed one-third of the board members.

d. The selection board (described in paragraph c above) will be constituted at the beginning of the school year and the members will observe the performance of the students in order to make sound selections. The president will convene the board at a date not later than two months before the scheduled end of the academic year, to review Cadet records, and select the nominee of the award in each class. The criteria and the point weights for use in selection of recipients will be based on a maximum of 300 points, as follows (Table 8–1):

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**Table 8–1**  
**Selection Criteria and Point Weights**

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Criteria Points

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Military scholarship and grades (grades earned in JROTC or NDCC course) -- 50

Academic scholarship and grades (grades earned in all courses other than JROTC or NDCC) -- 50

Military leadership -- 50

Academic Leadership (separate from academic grades attained in JROTC, NDCC, and regular courses. Includes all demonstrated qualities of leadership in student organizations, constructive activities, participation in sports, etc.) -- 50

Demonstrated qualities of discipline, courtesy, and character, and consistently demonstrated potential qualities as an officer (to be an overall estimate for all pertinent elements of the Cadet's performance) --100

Total points possible -- 300

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e. Nominations will be forwarded annually to the Brigade to be received not later than 45 days before the end of the academic year. Nominations will be typed on a single sheet of bond paper, size 8 1/2 by 11 inches, showing the name of the school, the full name of each nominee, the class-year, and the signature of the SAI. If a multiple-unit selection board is convened, the DAI may endorse the nominations, but will not delay them. The nominations must be submitted by each school to the appropriate subordinate commanders and will not be placed on a consolidated list for forwarding purposes. The SAI will retain nominations on file for two years following receipt.

f. Brigade will approve the nomination by signing the proper certificate (DA Form 1773-1 (JROTC) or DA Form 1773-3 (NDCC)). These forms are available through Brigade channels and will be presented with the award. Approval and signature authority may be delegated to the DAI/SAI via published guidance from the Brigade.

g. The award consists of the blue pendant ribbon, blue-ribbon bar and clip, lapel button, and case with the appropriate certificate. Requisitions for the awards will be submitted through the appropriate supporting installation to U.S. Army Tank-Automotive and Armaments Command, Clothing and Heraldry Product Support Integration Directorate, 700 Robbins Avenue, Post Office Box 57997, Philadelphia, PA 19111-7997.

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.

## **8-28. 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 (three-year program) and LET-3 (four-year program) Cadets. The number of awards authorized per Brigade or overseas command



is based upon the following criteria: one award is authorized for each 4,000 LET–2/LET–3 Cadets enrolled in the Brigade, and one award for each fraction of that. The total number of eligible JROTC Cadets and NDCC Cadets are combined to determine the authorized number of awards per Brigade. (For example, 12,448 LET–2/LET–3 Cadets are authorized four awards; 3,980 LET–2/LET–3 Cadets are authorized one award.)

b. Criteria: The criteria for selecting students for the Legion of Valor Bronze Cross for Achievement are the same as those for the Superior Cadet Decoration (paragraph 8-27).

c. Selection: The selection board convened for the Superior Cadet Decoration Award will recommend one LET–2/ LET–3 Cadet for the Legion of Valor Cross for Achievement. The SAI will submit the nomination according to command guidance, endorsed by the principal or head of the school to Brigade not later than 1 June. Brigade will forward the nominations of those determined best qualified in the numbers indicated in a above, to the Director, JROTC. The Director, JROTC, will submit qualified nominees to the Director of Awards of The Legion of Valor of the USA, 4766 Larwin Avenue, Cypress, California 90630-3513, telephone (714) 761- 5427. The Legion of Valor will send Bronze Crosses and certificates to Brigades ([www.legionofvalor.com](http://www.legionofvalor.com)).

d. Presentation: When possible, a member of the Legion of Valor should present this award in early Fall during the Cadet’s last year in school. The Legion of Valor will send along with the awards, names of members residing in the vicinity of the school. The DAI/SAI will invite one or more Legion of Valor members to participate in the presentation. If no member is available, the award will be made by an active military member who is a recipient of the Medal of Honor, Distinguished Service Cross, Navy Cross, or Air Force Cross, or who occupies a position of appropriate prestige. JROTC parades or similar traditional school events, if held early in the school year, are considered suitable occasions for presentation.

### **8-29. The Army JROTC George C. Marshall Award**

a. General: The George C. Marshall Award is presented to Cadets selected to attend the national level of the Army’s JROTC Leadership and Academic Bowl (JLAB) event. The award recognizes superior academic achievement and leadership excellence as demonstrated by their unit/team performance in the JLAB competition. The award consists of a bronze medal fashioned in the image of General George C. Marshall.

b. Criteria: To be eligible for the award the Cadet must:

(1) Be selected to participate in the national level event for either the Academic Bowl or the Leadership Bowl.

(2) Meet the eligibility criteria established for participating in either the Academic Bowl or the Leadership Bowl.

(3) Compete as a member of the team for Level I and Level II.

(4) Be in good academic and program standing at the time of the JLAB national-level event.

c. Selection: The award will be presented by a member of the George C. Marshall Foundation at the JLAB awards ceremony. Cadets unable to attend the national level event, but who met the above criteria are eligible to receive the award.

### **8-30. The Army JROTC MacArthur Leadership Award**

a. General: The Army JROTC MacArthur Leadership Award is presented to Cadets selected to participate in the Leadership Bowl at the national level of the Army's JROTC Leadership and Academic Bowl (JLAB). The award recognizes individual leadership excellence as demonstrated in the unit battalion as well as the JLAB leadership team and highlights the ideals for which General MacArthur stood – duty, honor, and country. The award consists of a bronze medal and ribbon bar.

b. Criteria: To be eligible for the award the Cadet must:

(1) Be selected to participate in the national level event for the Leadership Bowl.

(2) Meet the eligibility criteria established for participating in the Leadership Bowl.

(3) Compete as a member of the Leadership team for both Level I and Level II.

(4) Be in good academic and program standing at the time of the JLAB national level event.

c. Selection: The award will be presented by a member of The General Douglas MacArthur Foundation at the JLAB awards ceremony. Cadets unable to attend the national level event, but who met the above criteria are eligible to receive the award.

### **8-31. Sons of the American Revolution (SAR) Award**

a. General: The SAR gives the award to a meritorious Cadet enrolled in Army JROTC at each school (or one medal for each 500 Cadets enrolled at time of the award). The award recognizes an outstanding second-year Cadet in a three-year option or a third-year Cadet in a four-year option. This award consists of a bronze medal pendant and ribbon bar.

b. Criteria: Recipient must:

(1) Exhibit a high degree of merit with respect to leadership qualities, military bearing, all-around excellence in JROTC activities, and community service.

- (2) Be currently enrolled in JROTC.
- (3) Be in the top 10% of their JROTC class.
- (4) Be in the top 25% of their overall class.

c. Selection: The SAI or authorized representative will select the recipient. The award may be presented at the end of a Cadet's second year in a three-year program, or at the end of the Cadet's third year if in a four-year program. A recipient of the award will not be eligible for a second award.

d. Source: A representative of SAR will present the award. The state or local SAR organization will correspond directly with each JROTC unit in the area. The SAI may inquire about the award to the local or state SAR organizations, or call (502) 589-1776 to the national SAR headquarters, 809 West Main Street, Louisville, KY 40202 ([www.sar.org](http://www.sar.org)).

### **8-32. 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 in class at Military Institutes (MIs). 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, co-curricular activities, or individual endeavor a desire to serve his or her country.

(4) Not have previously received this award.

(5) Participate in the program the following semester.

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

d. Source: The DAI/SAI may request medals from the nearest local chapter of The Military Order of the World Wars. If no local chapter is available, information may be obtained from the National Headquarters, The Military Order of the World Wars, 435 North Lee Street, Alexandria, VA 22314 ([www.moww.org](http://www.moww.org)).

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.

### **8-33. Daughters of the American Revolution (DAR) Award**

a. General: This award, which consists of a bronze medal and ribbon bar, is presented annually by the DAR to a Cadet at each school for outstanding ability and achievement.

b. Criteria: The Cadet must:

(1) Be a member of the graduating class.

(2) Be in the top 25% of the Cadets in JROTC and academic subjects.

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

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

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

e. Presentation: The award should be presented at an appropriate ceremony by a DAR Chapter Regent, a National Defense Chairman, or an appointed DAR representative.

### **8-34. Association of Military Colleges and Schools (AMCS) President's Medal**

a. General: This award, which consists of a gold medal pendant, is called "The AMCS President's Medal" and may be awarded annually at those schools holding membership in the association. One award per year per school is authorized.

b. Criteria: This award may be presented at the discretion of the member school according to criteria that best suits the individual school's standards and programs. The

individual selected should be a full-time student/Cadet who has completed at least two full years before being considered for the award.

c. Selection: A board, equally comprising academic and military faculty members, will make a nomination to the principal/head of the school, who will make the final selection.

d. Source: Address requests for information about this award to the Association of Military Colleges and Schools of the United States, Fairfax, VA 22033 ([www.amcsus.org](http://www.amcsus.org)).

e. Presentation: The principal/head of the school, or his/her representative at an appropriate ceremony, may make the presentation during the commencement period at the end of the normal academic year.

### **8-35. American Legion Awards**

a. General: These awards are given annually to outstanding Cadets at each school for general military and scholastic excellence. Not more than one student at a school may be nominated per year for these awards. During the junior year, a Cadet in a high school JROTC unit will receive the bronze medal; a Cadet in class at a Military Institute (MI) will receive the silver medal. A miniature reproduction of the official JROTC crest is attached to the medal awarded for scholastic excellence. Recipients of either award will also receive a ribbon bar to which the crest or scroll is attached.

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

(1) General Military Excellence Award: The Cadet must:

(a) Be in the top 25% of his/her class in JROTC and non-JROTC subjects.

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

(2) Scholastic Excellence Award: The Cadet must:

(a) Be in the top 10% of his/her class in non-JROTC subjects.

(b) Be in the top 25% of his/her class in JROTC.

(c) Have demonstrated qualities of leadership.

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

c. Selection: The DAI/SAI or head of the school or both will make selection.

d. Source: Requests for awards may be made to the local posts of the American Legion. If no local post exists, information may be obtained from the National Security Division, The American Legion, K Street NW, Washington, DC 20006 ([www.legion.org](http://www.legion.org)).

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

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

(1) Name of recipient and type of award.

(2) American Legion post number and date award was presented.

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

### **8-36. 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 unit and on the campus.

b. Criteria: The Cadet must:

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

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

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

(4) Have demonstrated a potential for outstanding leadership.

(5) Not have previously received the award.

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

d. Source: Request for National Sojourners Award sponsorship may be made by the DAI/SAI to the nearest local chapter. Requests are normally made in January for presentation in April or May. If no local chapter exists, information may be obtained from the National Sojourners, Inc., 7942-R Cluny Court, Springfield, VA 22153-2810; (703) 765-5000 ([www.nationalsojourners.org](http://www.nationalsojourners.org)).

e. Presentation: The DAI/SAI will make appropriate arrangements for presentation of the award.

### **8-37. 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 co-curricular activities or community projects.

(2) Have demonstrated academic excellence by being in the top 25% of his or her academic class.

(3) Have demonstrated a potential for outstanding leadership by exhibiting qualities of dependability, good citizenship, and patriotism.

(4) Be in the second year of a three-year option or in the third year of a four-year program.

(5) Not have previously received this award.

c. Selection: Selection will be made by the DAI/SAI or other senior service official or the head of the school (or both).

d. Source: Requests for the award should be made to the nearest Scottish Rite Valley of the Southern Jurisdiction. Requests may be made at any time during the calendar year. If the location of the nearest Valley is unknown, that information is available from the National Headquarters. Call (202) 232-3579 or write to the Supreme Council, Thirty-third Degree, Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, 1733 Sixteenth Street, N.W., Washington, DC 20009-3199 ([www.socttishrite.org](http://www.socttishrite.org)).

e. Presentation: Thirty days prior notice of the presentation ceremony, the local Scottish Rite Valley providing the award will select a presenter.

### **8-38. U.S. Army Recruiting Command (USAREC) Award for JROTC**

a. General: This award is presented annually by USAREC to a Cadet at each school in recognition of outstanding achievement and contributions to JROTC. The award consists of a bronze medal and ribbon bar.

b. Criteria. The Cadet must:

(1) Be in the second year of a three-year option or in the third year of a four-year option.

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

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

(4) Participate in co-curricular activities that foster both scholastic and military excellence.

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

(6) Not have previously received the award.

c. Selection: School officials will make the selection with the assistance of the DAI/SAI.

d. Source: The bronze medal and ribbon bar will be provided by USAREC. Submit requests to Commander, U.S. Army Recruiting Command, ATTN: RCAPA-PA, Ft. Knox, KY 40121-2726.

e. Presentation: The award will be presented at the end of the school year at the annual awards ceremony. A representative of USAREC will make the presentation.

### **8-39. Noncommissioned Officers Association (NCOA) Award for JROTC**

a. General: This award is presented annually by NCOA to each unit's most outstanding Cadet Noncommissioned Officer during the past school year. The award consists of a medal, ribbon, and certificate. Larger units in excess of 150 Cadets may coordinate with NCOA for approval to present additional awards. Note: The NCOA requires fees for such awards. Instructors may purchase these awards for JROTC Cadets, at no cost to the government.

b. Criteria: The Cadet must have consistently exhibited the best military bearing, personal appearance, deportment, and leadership ability in his/her unit.

c. Selection: Candidates for this award should appear before a board composed of JROTC instructors who will select the Cadet IAW the above criteria. The board's recommendation including the Cadet's name and rank, and date, time, and place of ceremony, will be sent in writing to: the nearest NCOA chapter, the nearest NCOA



Service Center, or Roadrunner Chapter #153, NCOA, 16771 West Ton Bridge Street, Surprise, AZ 85374–6821.

d. Source: This program is administered by the Roadrunner Chapter #153, NCOA. For additional information, call or write NCOA JROTC Award Coordinator, 9330 Corporate Dr. Suite 708, Selma, TX 78154; (210) 653-6161([www.ncoausa.org](http://www.ncoausa.org)).

e. Presentation: The medal, ribbon, and certificate, provided by NCOA, will either be presented by an NCOA representative at an appropriate ceremony or will be mailed to the SAI for presentation.

#### **8-40. Association of United States Army (AUSA) Medal**

The AUSA medal will be presented to Cadets (one per school) who are recognized for outstanding leadership and academic achievement. The SAI and the local AUSA chapter will establish the criteria selection for the award. The SAI should contact the local AUSA chapter or write to AUSA, 2425 Wilson Blvd, Arlington, VA 22201 ([www.ausa.org](http://www.ausa.org)).

#### **8-41. Military Officers Association of America (MOAA) JROTC Medal**

a. The MOAA JROTC medal will recognize an outstanding Cadet who is in their next-to-last year of JROTC and who has demonstrated exceptional potential for military leadership. To be eligible for an award the candidate must:

- (1) Be in the next-to-last year of JROTC.
- (2) Be in good academic standing.
- (3) Demonstrate a high degree of loyalty to the unit, school, and the country.
- (4) Demonstrate exceptional potential for military leadership.

b. The recipient will be selected by the individual's unit commander who coordinates the selection and the presentation with the local chapter. However, when the local chapter is sponsoring the award, final approval rests with the chapter and a representative of the chapter should make the award.

c. If there is no chapter in the local community, the SAI may request the medal and/or certificate from MOAA, by national directly by contacting the Council and Chapter Affairs Department at (800) 234-6622, or by addressing the request to MOAA, Council and Chapter Affairs Department, 201 N. Washington St., Alexandria, VA 22314-2539 ([www.moaa.org](http://www.moaa.org)).

#### **8-42. Reserve Officers Association (ROA)**

a. The ROA award is presented to a Cadet in recognition of outstanding achievement and exceptional leadership ability. To be eligible for this award the candidate must:

(1) Be in the second year of a three-year option or the third year of a four-year option.

(2) Be in good academic standing.

(3) Demonstrate a high degree of loyalty to the units, school, community, and country.

(4) Demonstrate exceptional potential in leadership.

(5) Not have previously received this award.

b. The nominee will be selected by the SAI who will coordinate the selection and the presentation with the local chapter. However, when the local chapter is sponsoring the award, final approval rests with the chapter and a representative of the chapter should make the award presentation.

c. In the event there are no local chapters in the local community, the SAI/AI may request the medal and/or certificate from ROA directly by contacting the ROA, 1 Constitution Avenue, NE, Washington, DC 20002-9448, phone: 1-800-809-9448, or [www.roa.org](http://www.roa.org).

#### **8-43. Military Order of the Purple Heart (MOPH) Award**

a. The MOPH award recognizes an outstanding Cadet who is enrolled in the program and demonstrates leadership ability. The recipient of the award must:

(1) Hold a positive attitude toward the JROTC and country.

(2) Hold a leadership position in the Cadet Corps.

(3) Be active in school and community affairs.

(4) Attain a grade of "B" or better in all subjects for the previous semester.

(5) Not have been a previous recipient of this award.

b. The DAI/SAI will select and present the award annually at an appropriate ceremony with a representative of the MOPH, if available.

c. Request the award from the nearest local MOPH unit before February for presentation in April or May. If no local MOPH unit is available, obtain the award by writing the MOPH, 5413 Backlick Road, Springfield, VA 22151 ([www.purpleheart.org](http://www.purpleheart.org)).

#### **8-44. Veterans of Foreign Wars (VFW) Award**

a. The VFW awards are presented to Cadets in recognition of outstanding achievement and exceptional leadership ability. The medal pendant with matching ribbon bar is 1 3/8 inches in width overall consisting of the 1/8 inch gold stripe, a 1/8 inch purple stripe, a 7/8 inch gold stripe, a 1/8 inch purple stripe and a 1/8 inch gold stripe. Cadets in 10th Grade or above who are actively engaged in JROTC activities are eligible for the award.

b. Criteria: Possession of individual characteristics contributing to leadership including:

- (1) Positive attitude toward the JROTC.
- (2) Outstanding military bearing and conduct in and out of uniform.
- (3) Personal attributes (self-confidence, initiative, flexibility, and judgment).
- (4) Patriotism (commander or member of color guard, drill team with or without arms, flag protocol instruction team and actively promote Americanism).
- (5) Courtesy (dependability, punctuality, human relations, respect, and cooperation).
- (6) Growth potential (capable of assuming high leadership responsibilities in the unit with additional training and experience).

c. The recipient of the award will be selected by the unit. It is recommended that the award be presented annually at an appropriate ceremony. It is further recommended that a representative of the VFW be on hand to present the award if available ([www.vfw.org](http://www.vfw.org)).

#### **8-45. American Veterans (AMVETS) Medal**

a. The AMVETS medal will be presented to Cadets (one per high school) for outstanding leadership, community/school involvement and academic achievement.

b. Criteria: To be eligible for an award the candidate must:

- (1) Be in the second year of a three-year program or the third year of a four-year program.

(2) Be in good academic standing.

(3) Demonstrate a high degree of military bearing both in and out of the military uniform.

(4) Not have previously received this award.

c. The recipient will be selected by the SAI/AI who coordinates the selection and the presentation with local AMVET Chapter. However, when the local chapter is sponsoring the award, final approval rests with the chapter and a representative of the chapter should make the presentation.

d. In the event there are no chapters in the local community, the SAI/AI may request the medal and/or certificate from AMVETS directly by contacting [www.amvets.org](http://www.amvets.org) or telephone 1-877-7AMVETS.

#### **8-46. The Retired Enlisted Association (TREA) Award**

a. The TREA award is presented to Cadets in the program who demonstrate exceptional potential military leadership. To be eligible for this award, the candidate must:

b. Criteria:

(1) Be in the second year of a three-year option or the third year of a four-year option.

(2) Be in good academic standing.

(3) Present outstanding military bearing in and out of uniform.

(4) Demonstrate a high degree of loyalty to the unit, school, community, and the country.

(5) Not have previously received this award.

c. The recipient will be selected by the SAI/AI who coordinates the selection and the presentation with the local chapter. However, when the local chapter is sponsoring the award, final approval rests with the chapter and a representative of the chapter should make the award 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, 12200 E. Briarwood Ave Suite 250, Centennial, CO 80112, or by calling toll free (800) 338-9337, or (303) 752-0660, or [www.trea.org](http://www.trea.org).

### **8-47. Daedalian JROTC Achievement Award**

a. The Order of Daedalians is a fraternity of commissioned military pilots from all military services. The award consists of a medal and a ribbon bar. The medal is fashioned after an ancient Grecian plaque which depicts Daedalus and his son Icarus fabricating their legendary wings of wax and feathers.

b. Criteria: To be eligible for an award the candidate must:

(1) Demonstrate patriotism, love of country, and service to our nation.

(2) Indicate the potential and desire to pursue a military career.

(3) Rank in the upper 10% of his/her JROTC class.

(4) Rank in the upper 20% of his/her high school class.

c. The recipient will be selected by the SAI/AI who coordinates the selection and the presentation with the Order of Daedalians. A member of the Order of Daedalians should present the medal if possible. However, the DAI/SAI/AI may present the award if a member of the organization is not available.

d. To receive the award the JROTC instructor will contact the Order of Daedalians, P.O. Box 249, Randolph Air Force Base, Texas 78148-0249 or by calling (210) 945-2111 ([www.Daedalians.org](http://www.Daedalians.org)).

### **8-48. Celebrate Freedom Foundation/Embry-Riddle Aeronautical University JROTC Award**

a. The Celebrate Freedom Foundation/Embry Riddle Aeronautical University-sponsored award consists of a certificate and ribbon and is presented annually to the outstanding first or second-year (in a three-year program or four-year program) Cadet. The award consists of a ribbon and a certificate.

b. The award recipient must possess/meet the following personal characteristics and eligibility criteria:

(1) Positive attitude (toward JROTC and school).

(2) Outstanding personal appearance (uniform and grooming).

(3) Display personal attributes such as initiative, judgment, and self-confidence.

(4) Courteous demeanor (promptness, obedience, and respect for customs).

(5) Growth potential (capacity for responsibility, high productivity, and adaptability to change).

(6) Possession of the highest personal and ethical standards and strong positive convictions.

(7) Indicate the potential and desire to pursue a military career.

(8) Rank in the top 5% in their respective JROTC class with a grade average of "A" or numerical equivalent.

(9) Rank in the top 15% of their academic class.

(10) Be recommended by the SAI as an Outstanding Cadet.

c. The SAI/AI should select the recipient by 1 March. The certificate is available for download and printing via the applicable service website. To receive the ribbon/medal please contact the Celebrate Freedom Foundation, 1300 Pickens Street, Suite 200, Columbia, SC 29210 (803) 708-4752.

#### **8-49. The National Society, United States Daughters of 1812 (USD 1812) Award**

a. General: This award, which consists of a bronze medal pendant, ribbon bar, and certificate, is presented to a Junior or Senior in a JROTC Program in High School who has demonstrated the qualities of Academic Excellence, Leadership, Military discipline, Dependability, Patriotism and upright character in speech and habits, which exemplify the ideals upon which the nation was founded.

b. Criteria:

(1) Be currently enrolled in JROTC.

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

(3) Exhibit a high degree of merit with respect to leadership qualities, military bearing, all-around excellence in JROTC activities, and community service.

(4) Have indicated by military and scholastic grades, co-curricular activities, or individual endeavor a desire to serve his or her country.

(5) Not have previously received this award.

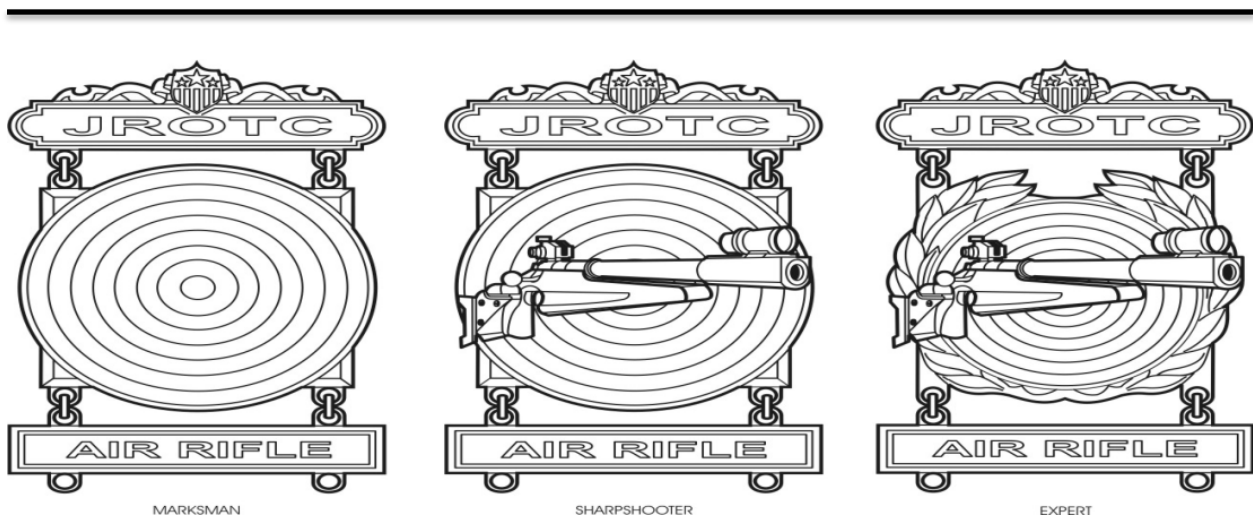
c. Selection: The SAI or authorized representative will select the recipient.

d. Source: Requests for sponsorship of the USD 1812 award may be made by the DAI/SAI to the local USD 1812 Chapter Regent. These Regents are listed on the National website (See [www.usdaughters1812.org](http://www.usdaughters1812.org)). If local contacts are unavailable, information may be obtained from the National Defense Committee, National Society, United States Daughters of 1812, 1461 Rhode Island Avenue, N.W., Washington, DC 20005-5402.

e. Presentation: The award should be presented at an appropriate ceremony by a USD 1812 Chapter Regent, a National Defense Chairman, or an appointed USD 1812 representative.

### 8-50. Marksmanship Qualification Badges

JROTC marksmanship qualification badges (Fig. 8-3) will be worn centered, 1/8-inch below the top of the left breast pocket of the Class “A” uniform coat or Class “B” uniform shirt on the male uniform. Female Cadets will position this award 1/4-inch below the bottom ribbon bar on their Class “A” uniform coat or Class “B” uniform blouse. Only the latest award will be worn until the Cadet re-qualifies or exits the JROTC Program (Qualification standards are at Appendix F).



(Figure 8-3. The three levels of JROTC marksmanship qualification badges)

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### 8-51. Schools Awards

a. To ensure ribbon awards are uniformly designed, DA has approved 37 designs that will be made based on criteria specified in Appendix G 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: 7 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 G).

c. Any other medals, badges, or ribbons awarded by host schools will be procured at no expense to the government. They may be worn on the Army uniform only when the design has been approved by TIOH (Design approvals previously granted remain in effect).

d. Multiple awards of any ribbon or medal will be designated with a lamp device as follows: 2nd award, bronze lamp; 3rd award, silver lamp; 4th award, gold lamp; 5th award, one gold lamp and one bronze lamp; 6th award, one gold lamp and one silver lamp; 7th award, two gold lamps; and so on (In no case will more than one of the same ribbon, medal or medallion be worn).

## **8-52. Marksmanship Medals and Ribbons**

a. Junior Excellence-in-Competition (EIC) badges and Junior Distinguished badges awarded by the Civilian Marksmanship Program are authorized for general wear on issue or Cadet-type uniforms.

b. Other medals and ribbons with medal pendants awarded by the Civilian Marksmanship Program, National Rifle Association, American Legion, USA Shooting, or other organizations sponsoring marksmanship competitions may be worn on the JROTC uniform; but only for special ceremonies and official functions as directed by the DAI/SAI. They cannot be authorized for general wear.

c. When Cadets enter the Army JROTC program from another service and have ribbons from that service, SAI/AIs should do a cross-walk of each ribbon (example Air Force Good Conduct) and replace them with the similar Army JROTC ribbon (Good Conduct Ribbon). In some cases, they have a different name; however, instructors should make every attempt to identify a similar ribbon.

## **8-53. Other Awards**

Institutions, agencies, and military honor societies with established records of support for JROTC units and military branches may present awards to Cadets. However, the awards must be without expense to the government, the design must be approved by TIOH, and the award and criteria used must be approved by Director, Army JROTC.



Filing of corporate papers, constitution and bylaws, letters of agreement, or other documents may be required.

## **8-54. Unit Awards**

a. General: An Honor Unit with Distinction (HUD) has demonstrated exceptional performance in all areas of JROTC, as determined by the USACC and as designated in permanent orders. Receiving such ratings is a reflection on both the unit and the school.

b. Replacement: Streamers embroidered to show designation or years of awards may be issued at government expense to replace unserviceable streamers, due to fair wear and tear.

c. Description: Streamers are swallow-tailed and distinctive in color. The streamer will be displayed attached to the pike or lance of the school colors right below the spearhead. The streamer is an integral part of JROTC units. Dimensions are 2-3/4 inches wide and three feet long for display with school colors.

(1) Honor Unit with Distinction (HUD) colors:

(a) Military Institute (MI) colors will be dark yellow 3/8 inch, dark orange two inches, and dark yellow 3/8 inch. The orange stripe is embroidered in dark yellow with the inscription "Honor Unit with Distinction" followed by a star, both 1 1/4 inches high. Dark yellow numerals, 1 1/4 inches high, will denote award year on the date streamer.

(b) High school JROTC colors will be dark yellow 3/8 inch, medium blue two inches, and dark yellow 3/8 inch. The blue stripe is embroidered in dark yellow, with the inscription "Honor Unit with Distinction" followed by a star, both 1 1/4 inches high. Dark yellow numerals, 1 1/4 inches high will denote award year on the date streamer.

(c) NDCC colors will be medium blue 3/8 inch, dark yellow two inches, and medium blue 3/8 inch. The yellow stripe is embroidered in medium blue with the inscription "Honor Unit with Distinction" followed by a star, both 1 1/4 inches high. Dark yellow numerals, 1 1/4 inches high will denote award year on the date streamer.

## **Chapter 9 - JROTC Cadet Training**

### **Section I – General**

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

a. This chapter prescribes policies and provides definitive guidance for the planning, execution, assessment, and standardization of JROTC Cadet training and training management procedures. Additionally, it addresses who may participate in JROTC training activities, and provides guidance and assigns responsibilities for the various

types of Cadet training, associated training activities, risk management, and safety as they pertain to the planning, conduct, and assessment of Cadet training.

b. The JROTC training program will consist of events that require Cadets to make a decision, perform a skill, perform a service, solve a problem, and/or create a product. While participation is not required of every Cadet, instructors should encourage every Cadet to participate in at least one JROTC or high school co-curricular activity. Because co-curricular activities are so important to the success of a JROTC program, each unit will have at least two co-curricular teams plus a color guard. Cadets participating in co-curricular activities must have and maintain a minimum of a 2.0 grade point average. Sport physicals are mandatory for Raider Challenge and Cadet Challenge/National Physical Fitness Competition.

## **9-2. Training Events and Activities**

a. In this Chapter, guidance is provided for the following training events and activities:

- (1) Safety and Risk Management
- (2) The JROTC Civilian Marksmanship and Safety Program
- (3) Drill and Ceremonies
- (4) Raider Challenge
- (5) JROTC Leadership and Academic Bowl (JLAB)
- (6) Physical Fitness
- (7) Cadet Challenge
- (8) Rappel Training
- (9) Confidence and Team Building Events
- (10) Cadet Rides and Field Trips
- (11) Off-Campus/Installation Training
- (12) Archery Program
- (13) Drone Program
- (14) Robotics Program
- (15) STEM Program

(16) JROTC Cyberscience Program

(17) Prohibited Training

(18) JROTC Cadet Leadership Challenge (JCLC)

### **9-3. Safety and Risk Management**

Training safety is a command responsibility and all supervisory personnel are responsible for assisting USACC by requiring strict adherence to established training safety guidance. **With no exceptions, Cadets will have constant instructor supervision at all JROTC training activities.** Units will teach Cadets how to recognize safety hazards and how to properly implement risk management using DD Form 2977, Deliberate Risk Assessment Worksheet (DRAW). Instructors will encourage Cadets to participate in optional co-curricular activities, such as drill teams, raider teams, orienteering teams, and marksmanship teams. These activities have important marketing and retention benefits, as well as training advantages for those Cadets who participate.

### **9-4. The JROTC Civilian Marksmanship and Safety Program**

a. The Civilian Marksmanship Program (CMP) is a national organization dedicated to training and educating U.S. citizens in responsible uses of firearms and air guns through gun safety training, marksmanship training and competitions. It places its highest priority on serving youth through gun safety and marksmanship activities that encourage personal growth and building life skills. The military services have partnered with CMP to conduct a quality and safe air rifle and marksmanship program for its JROTC units. It supports the following objectives:

(1) To instruct citizens of the United States in marksmanship.

(2) To promote practice and safety in the use of firearms.

(3) To strengthen confidence and competence in the use of firearms through participation in competitions and the award of trophies, prizes, badges, and other insignia to competitors.

b. The only authorized marksmanship training in JROTC is with the use of the air rifle and under the supervision of the JROTC instructors.

c. The requirements to establish a JROTC Civilian Marksmanship and Safety 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:

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

- Units will adopt and implement the mandatory Standing Operating Procedures (SOP) for JROTC Civilian Marksmanship and Safety 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 (<https://www.usarmyjrotc.com/library>).

- 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 (<https://www.usarmyjrotc.com/library>).

- The initial air rifle range inspection must be conducted by a representative of the CMP (Master JROTC Marksmanship Instructor Course (MJMIC) graduates fit this category). Before a JROTC unit may conduct air rifle marksmanship training, this inspection is the only acceptable way to establish initial range and air rifle marksmanship program requirements. Brigade will notify CMP when a unit is ready for its initial inspection. Units will not contact CMP to conduct an inspection without prior approval from their Brigades. Subsequent annual range inspections will be conducted by a local MJMIC or as part of the Formal Inspection and Assist Visits conducted by Brigade personnel, utilizing the Range Inspection Checklist in CCR 145-8-3. If a unit substantially changes a previously CMP-inspected and approved range, the changed range will require re-inspection by a trained CMP inspector before marksmanship training can continue. The annual range inspection will be valid until the next scheduled Assistance Visit or Formal Inspection, but will not exceed 24 months between inspections.

(b) Instructor requirements: All instructors assigned to a unit with an air rifle marksmanship program must complete the following training prior to certification as an air rifle coach or instructor:

- Each instructor who will supervise air rifle range firing must have completed the distance learning JROTC Cadet Safety and Civilian Marksmanship Course. A certificate confirming course completion will be available and kept on file for inspectors. Review of this course is an annual requirement.

- Additionally, instructors who will supervise air rifle range firing will complete one of the following courses: the one-day JROTC Marksmanship Instructor Course, the two-day CMP/NRA/USAS Coach Certification Course, or the two-day CMP Rifle Instructors Course. A course certificate of completion or coaching card must be available and kept

on file for five years. After five years, each instructor must attend the recertification course to remain active as an air rifle coach.

(c) Cadet requirements: All JROTC Cadets who participate in air rifle marksmanship will complete Lesson 2/Unit 7 of the curriculum and pass the Cadet examination with a score of 100%. A roster with the names of all Cadets who are “marksmanship qualified” will be maintained at the unit. The Cadet marksmanship roster should record that these Cadets received training in air rifle safety and range procedures, passed their marksmanship safety exam and signed individual safety pledges. The safety pledge is an agreement between the Cadet and USACC to ensure that each Cadet understands the importance of marksmanship and the responsibilities as a participant.

(d) Range requirements: The unit’s air rifle range must be capable of being secured from the inside of the range, so that unauthorized persons cannot enter the range area from the outside of the range during firing (<https://www.usarmyjrotc.com/library>). “Range area” means the sides and downrange area of the range. A range should be configured so that individuals may enter or exit only at the rear of the range (area behind the firing line).

- The air rifle range must be located in an area where a pellet that does not strike the target backstop will not exit the range and impact in an area where other people may be present. Walls and a ceiling that can contain any pellet that misses the backstop must be present or the area around the range must not be accessible to other persons.

- 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.

(2) Units meeting all the requirements except the range clearance can participate at other ranges which meet the required specifications. Under no circumstance will a unit fire at a range which does not meet the specifications as outlined above.

(3) JROTC instructors, as an employee of the school, may enter into an agreement with the school to serve as the small-bore marksmanship coach. However, the duties will in no way interfere with the execution of duties as a JROTC instructor. No small-bore training will be associated with JROTC. Instructors and students participating in small-bore training will not be in Army uniforms. The training is an agreement between the school and the individual.

(4) The SAI/AI maintains full responsibility for all air rifle instruction presented to Cadets. A civilian assistant coach, approved by the school, may support the Army JROTC Civilian Marksmanship and Safety Program. To supervise Cadets on a range,

the assistant air rifle coach must meet USACC air rifle certification requirements and be certified by a NRA/USA Shooting/CMP two/three day certification program.

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

(6) The JROTC instructors always maintain proper supervisory controls for Cadets on the air rifle range. The SAI/AI performing coach duties will not depart the range while air rifle training is being conducted.

### **9-5. Drill and Ceremonies**

Drill and Ceremonies is one of the key ingredients of the Army JROTC Program. Drill will be conducted IAW current Army Training Circular 3-21.5, Drill and Ceremonies, dated 3 May 2021, which is the Army standard for executing the Manual of Arms. This category also includes Exhibition drill in accordance with brigade-published standards. Teams may participate in Brigade-sponsored Drill competitions, in the Army National Drill Team Championship competition, and All Service National Drill Team Championship competition.

### **9-6. Raider Challenge**

a. Raider Challenge is a JROTC competition that tests skill, strength, stamina, and teamwork across a set of outdoor adventure tasks.

b. The competition normally consist of the following five events:

(1) A physical team test comprised of negotiating obstacles, carrying equipment for short distances, and running a prescribed distance

(2) A five-kilometer team run

(3) A cross-country hill run called the gauntlet that can include obstacles such as walls, tunnels and tires

(4) A cross-country rescue in which teams carry a dummy-laden litter over and under obstacles

(5) The building and crossing of a one-rope bridge across a water obstacle or similar structure.

(a) While conducting a one-rope bridge over water or over rough terrain, Cadets will wear an approved Cadet Command helmet and long trousers (gloves are optional).

(b) Cadets may use either a Swiss-seat or a rappelling harness while negotiating a one-rope bridge.

c. Alternate events may be implemented based on environmental conditions and the sponsoring command's authorization. Teams may participate in Brigade-sponsored Raider Challenge competitions and in the National Raider Challenge Championship competition. USACC is the sponsoring command for the National Raider Challenge Championship.

### **9-7. JROTC Leadership and Academic Bowl (JLAB)**

The JROTC Leadership and Academic Bowl (JLAB) is a premier event and is our largest national high school leadership and academic competition. JROTC units may participate with two teams, an academic team and a leadership team. It is configured as a collegial/STEM event focused on improving SAT/ACT scores, increasing interest in college admissions, demonstrating academic and leadership strengths of JROTC programs, and boosting team and unit spirit. All Army JROTC units will participate in Level 1 of the competition with either an Academic or a Leadership team. Participation is recommended for first year Army JROTC units; however, all Army JROTC units must participate in at least one of the competitions after their initial first year. Brigades will ensure maximum participation by units within their areas of operation.

### **9-8. Physical Fitness**

The overall goal of the fitness program is to improve Cadets' strength, cardiovascular endurance, and promote a healthy lifestyle. Units must conduct a physical fitness regimen 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.

### **9-9. Cadet Challenge**

a. Cadet Challenge provides a means to:

(1) Develop a separate identifiable physical fitness component.

(2) Build team spirit and unit esprit.

(3) Publicize JROTC in the school and community.

(4) Demonstrate individual fitness as an important element of personal growth and development.

b. Scoring will be done on a percentile basis according to age and sex.

c. Events: Cadet Challenge consists of the following events:

(1) Curl-ups or partial curl-ups.

(2) Pull-ups or right angle push-ups (or flexed-army hang, but only for National Physical Fitness Award).

(3) V-sit reach or sit and reach.

(4) One-mile run/walk.

(5) Shuttle run.

d. No alternate events are authorized.

e. Competitions among units are encouraged, but not required.

## **9-10. Rappel Training**

a. Rappel training is a school activity approved by school officials. JROTC units are allowed to conduct rappel training for JROTC Cadets and participating students only upon the approval of the school district sponsoring the event. The approval authority for rappelling events is the school district operating through their duly appointed representatives. When utilizing JROTC purchased equipment, only JROTC personnel (instructors and Cadets) may participate unless approved by Brigade.

b. As a moderate-risk training event, units must submit risk assessments (<https://www.usarmyjrotc.com/library>) and CONOPS to their Brigade for approval a minimum of thirty (30) days prior to the conduct of training.

c. JROTC Cadets may participate in rappel training conducted by rappel masters/trainers which are approved by USACC and Brigade. Range Control must approve rappelling operations on a military installation. Brigade must approve rappelling operations at all locations, e.g., Boy Scout camps, free-standing walls, cliffs, etc. The proponent of the rappel tower may conduct operations at the tower, but the JROTC



current and certified rappel trainers are overall responsible for the conduct of all rappel operations.

d. Requirements: All personnel subject to this regulation will adhere to the following requirements while conducting rappelling operations:

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

(2) Cadets will rappel with manufactured harnesses only, not Cadet-tied “Swiss Seats”.

(3) A “Figure 8” with a locking carabiner is the only authorized method of hooking up. Wrapping the rope around a carabiner is unauthorized.

(4) While rappelling, cadre and Cadets will wear an approved Cadet Command helmet, harness, gloves, and trousers. Personnel performing belay duties will wear eye protection, helmets, and wear no gloves.

(5) Rappel training will be conducted on a surface, which includes 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 TRADOC Rappelling Checklist (<https://www.usarmyrotc.com/library>). Rappel site inspection is an annual requirement.

(6) All personnel on top of the tower will be secured by a safety rope or hooked up to the rappel rope at all times (unless there is a designated observation area that does not have access to any ledges or dangerous areas). The safety rope will not be removed until the rappel rope is hooked up and the rappeller’s brake hand is in place.

(7) Rappel training will be conducted by only properly trained personnel certified by Brigade to conduct such training. Properly trained personnel are defined as individuals who meet one the following criteria: (Note: Must be recertified every five years).

(a) An instructor approved in writing by their Brigade as a certified rappel master/trainer who has successfully completed Brigade certification.

(b) Only certified rappel masters/trainers can set up the rappelling site, inspect equipment, “hook up” rappellers, and supervise their descent.

e. Brigades will ensure that instructors are recertified on an annual basis.

f. Cadre will no longer conduct rappelling for visiting educators during their visits to JCLC or any non-JROTC Cadet except by approval of Brigade headquarters.

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

- (1) Schedule instructors to attend approved Army school for rappel certification.
- (2) Identify all qualified rappel masters in the Brigade.
- (3) Maintain at least 25% of instructors who are certified as rappel masters from an Army school or those with special unit training.
- (4) Develop a one-day training course, taught by rappel masters, to certify instructors as rappel trainers.
- (5) Schedule annual rappel trainer certification training.
- (6) Approve risk assessment for units desiring to conduct rappel training.
- (7) Maintain file copy of rappel master or rappel trainer certification, rappel training certification, and moderate-risk assessment.
- (8) Approve rappel master training certificate.

h. Senior Army Instructor/Army Instructor will:

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

(2) Submit a copy of the instructor's Rappel Master Certification Training Certificate or Rappel Trainer Certification Certificate (valid for five years) to higher headquarters. Individuals who are not rappel master certified may request training by submitting a memorandum to higher headquarters requesting rappel trainer certification training.

(3) Complete a risk assessment and forward to Brigade for approval. (See <https://www.usarmyjrotc.com/library>).

(4) Maintain a file copy of both the annual safety inspection, the instructors rappel certification certificate, TRADOC Rappel Tower Inspection Checklist, and DRAW.

(5) Prior to making their first rappel from a height of more than 10 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.

(6) To successfully operate each rappel lane from an approved tower, a certified rappel trainer for each lane is required. All adults performing belaying for Cadets must be thoroughly briefed by JROTC cadre certified to conduct rappelling. Every effort will be made to have two certified rappel trainers to perform tower rappels.

## **9-11. Confidence and Team Building**

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

## **9-12. Cadet Rides and Field Trips**

a. The intent of a Cadet ride is to involve Cadets in a formal analysis of a historical battle with emphasis on the leadership and decisions that determined the outcome, or the study of political symbols, events, or places of a historic nature. Traveling to a nearby battlefield or visiting a national site is preferred, but not required. Cadets are required to do some preliminary study and may be required to play some role or brief some segment in the exercise.

b. Units may actually travel to a battlefield, but must minimize costs. Generally, it should be possible to go and return from the site in one day by ground transportation. Military or commercial air travel for this purpose is prohibited. OMA funds may be used to contract or pay for curriculum-related tours and/or overnight lodging if funds are available and approved by Brigade. School funds or other funds raised by Cadets can be used for tours, meals and lodging, subject to school district policy.

c. Units are encouraged to conduct this event at the school by using sand table exercises, board games of famous battles, or other simulations, which meet the intent when suitable battlefields are not available.

d. Field trips: DAI/SAI/AIs are encouraged to conduct field trips in support of educational objectives. Upon completion of field trips with a USAR/NG unit and/or on a military installation, DAI/SAI/AIs must submit an after-action report to Brigade.

### **9-13. Off-Campus/Installation Training**

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

### **9-14. Archery Program**

Archery is authorized under close supervision of trained and certified professionals. All JROTC archery programs must be established under a nationally-recognized archery training program and approved by Director, Army JROTC. The Army JROTC program is currently using National Archery in the Schools Program (NASP) as an established guideline for its archery program. Each school that is conducting an archery program, must have its SAI or AI certified to conduct archery training IAW NASP standards and regulatory guidelines. Compound bows no more than 20 lbs of draw are authorized; however, the use of long bows and crossbows are prohibited. For additional information, refer to the JROTC website at <https://www.usarmyjrotc.com/library>.

### **9-15. Drone Program**

Small Unmanned Aircraft System (sUAS) programs are authorized and must be established IAW Federal Aviation Administration (FAA) Recreational Flyer and Modeler Community-Based Organization guidelines, school principal approval, and parental consent. Submersibles are also a part of the drone program. For additional information, refer to the JROTC website at <https://www.usarmyjrotc.com/library>.

### **9-16. Robotics Program**

Robotics programs are authorized and may be established by school principal approval. All JROTC robotics programs should be established in partnership with appropriate faculty member or industry professional. JROTC Robotics programs are encouraged to register with VEX Robotics competitions. For additional information, refer to the JROTC website at <https://www.usarmyjrotc.com/library>.

### **9-17. STEM Program**

STEM camps are conducted nationwide wherein Brigades host and participate in varied STEM events and competitions annually. This provides opportunities for Cadets to interact with university professors, undergraduate and graduate students as they explore numerous STEM-related projects such as Aeronautics, Rocketry, Robotics, and other STEM-related career fields with selected industries.

## 9-18. JROTC Cyberscience Program

a. Cyberscience focuses on computer programming, embedded systems, networks, telecommunications, computer systems, computer investigations, and cyber operations. It could also involve blending cyber engineering with cyberscience and ethics as well as computer security, cybersecurity, and information technology.

b. Examples of cyberscience programs are CyberPatriot and CyberStart. CyberPatriot is the premier national high school cyber defense competition designed to excite, educate, and motivate the next generation of cyber defenders critical to our national security. The competition has a tournament-style structure with a series of web-based competition rounds, which culminate in the National Finals Competition annually. The JROTC CyberStart program enables Cadets to discover the field of cyber-security through gamified learning wherein they work through progressively harder levels of real-world challenges. Along the way, they learn programming, cyber defense, forensics, and more, all through independent experiential learning that does not require the instructor to play an active role beyond providing encouragement.

c. The Army JROTC Cyber Program is an innovative, four-year, honors level cyber program that is part of the Army's effort to infuse critical STEM curriculum in high schools across the country. The Army JROTC Cyber Program provides students with challenging, relevant experiences and prepares them to enter the cyber workforce, pursue postsecondary studies, and/or enter military service. For additional information, refer to the JROTC website at <https://www.usarmyjrotc.com>.

## 9-19. Prohibited Training

a. **The firing of .22 Caliber Rifles or other live fire weapons is prohibited in JROTC.** Under no circumstance will a JROTC unit participate in .22 caliber rifle firing or any live-firing of rifles under the auspices of JROTC.

b. Combative, hand-to-hand, Pugil-sticks, grappling, and any other form of offensive or defense techniques involving physical contact with an opponent. Martial arts instruction must be non-contact.

c. Tactical training including, but not limited to patrolling, ambushes, and aggressor training.

d. Mission-oriented Chemical, Biological, Radiological & Nuclear (CBRN) training.

e. Firing or training with any military weapon to include, but not limited to, crew served weapons, M4/M16 rifles, and .22 caliber pistol/rifle.

f. Participation in weapons demonstrations or firing of powder and projectile weapons of any type.

g. Training with simulators/pyrotechnics or blanks.

h. Participation in live-fire exercises.

i. Participation in paintball activities or other similar events.

j. Archery training with crossbows, long bows, or compound bows with a draw strength of more than 20 lbs.

## **Section II – JROTC Cadet Leadership Challenge (JCLC)**

### **9-20. Scope**

This section provides methods and courses of action that are essential to the administration and operation of an effective JCLC. Brigades are responsible for providing opportunities for JROTC Cadets to attend JCLC and maintain a current JCLC SOP. JROTC Cadet Leadership Challenge (JCLC) is an outstanding program of instruction that provides JROTC Cadets an opportunity to practice leadership skills, team building, and adventure training in a hands-on military environment. Training activities are categorized into Core, Integrated, and Optional events.

### **9-21. Objectives**

a. The objectives of JCLC are to:

(1) Provide Cadets an opportunity to practice leadership skills in an unfamiliar environment.

(2) Allow Cadets a chance to participate in citizenship building exercises.

(3) Give Cadets the opportunity to experience living and interacting with their peers from other units in a military setting.

(4) Instruct leadership-type skills to Cadets in a hands-on military type environment.

(5) Provide an opportunity to participate in adventure training not normally available to Cadets.

(6) Take advantage of recreational facilities and to have fun.

## 9-22. Responsibilities

### a. Commander, USACC will:

(1) Provide guidance to Brigades to ensure maximum participation by more than one program when possible.

(2) Develop and approve guidelines.

(3) Evaluate JCLC as time and funding permit.

### b. Brigades will:

(1) Conduct JCLCs on military reservations or other designated locations where JROTC Cadets may be introduced to life in a military setting.

(2) Send a consolidated list of approved JCLCs to the Director, JROTC, by 15 Feb of each year. The list must 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 report and after action review forwarded to USACC, ATTC-JR, no later than 15 Oct.

(4) Appoint, in writing, JCLC commandants: The appointment will charge the JCLC commandant with the responsibility to plan, organize, coordinate and execute JCLC, to accomplish the mission and objectives in this regulation. The commandant represents the Brigade in negotiation process for training, logistics, safety, and administrative support from organizations outside USACC. See JROTC Cadet Leadership Challenge Checklists and Forms (<https://www.usarmyjrotc.com/library>) for an example of appointment orders.

(5) When possible, JCLCs will last a minimum of five days and include overnight stays (Minimum standard is at least one overnight stay).

(6) Conduct annual certification training and develop a training plan for Brigade JCLCs.

(7) Approve/disapprove Brigade units to participate in JCLCs outside Brigade boundaries.

(8) Approve JCLC organizational structure and instructor assignments.

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

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

(11) Coordinate for support of JCLCs at Active Army, U.S. Army Reserve (USAR), and Army National Guard (ARNG) installations and identify training requirements 12 months in advance. These support requests should identify facilities, training areas, instructors, equipment, etc., necessary to conduct the JCLC.

(12) Negotiate training, logistical, and administrative support from organizations outside of USACC.

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

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

(15) Approve/disapprove JCLC cancellations and alternative JCLCs.

(16) Submit an opening enrollment report at the start of JCLC and a closing enrollment report at the end of JCLC by either fax or email to USACC (See <https://www.usarmyjrotc.com/library>). Reports will be submitted the day following the opening or closing ceremonies.

(17) Prepare a consolidated JCLC executive summary and after action review and forward to USACC upon JCLC closure (See <https://www.usarmyjrotc.com/library>).

c. DAIs/SAIs/AIs 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) Forward waivers requiring medical review to Brigade Headquarters for approval or disapproval. Consult with licensed physicians who grant JCLC clearance for medical conditions described in paragraph 9-31d to communicate the rigorous training associated with a JCLC.

(4) Note that JCLC attendance is a privilege not a right; therefore, it is the SAI's responsibility to carefully screen Cadets. Do not select Cadets for JCLC attendance who are:

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

(b) Emotionally immature.



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

(d) Not enrolled as a Cadet JROTC/NDCC.

(e) Discipline problems.

### **9-23. Training Activities**

a. The JCLC Program of Instruction (POI) is divided into three categories: core, integrated, and optional training activities. Below are the approved activities for developing a JCLC training schedule:

(1) JCLC Core Training.

(a) Rappel Training

(b) Map reading/land navigation

(c) Aquatic activity

(d) Physical Fitness Training

(e) Team Building

(f) Awards/graduation ceremonies

(2) Integrated-training activities. Training executed throughout JCLC.

(a) Physical training may include Cadet Challenge events

(b) Field sanitation/personal hygiene

(c) Leadership training

(d) Drill and ceremonies

(e) Prevention of heat injuries

(f) Prevention of cold weather injuries

(3) JCLC Optional Training

(a) STEM/Cyberscience Modules

- (b) Leadership Reaction Course
- (c) Confidence/Obstacle Courses
- (d) Cadet Civilian Marksmanship and Safety Program
- (e) Survival skills/Emergency Response Procedures
- (f) CPR Certification
- (g) Water rafting
- (h) Jump tower (34' Tower utilized during Airborne Training)
- (i) Static displays
- (j) Alcohol/drug abuse class
- (k) Anti-bullying/suicide prevention/sexual harassment training
- (l) Orienteering
- (m) Archery (Using compound bows only with no more than 20 lbs of draw)
- (n) High Ropes/Low Ropes course
- (o) Army Values
- (p) Rope bridges
- (q) Other organized activities: movies, swimming pool, Post Exchange, athletic competition, etc.

b. Core training activities must be conducted at JCLC unless the Brigade grants a written exception.

c. As with JCLC, alternative JCLCs must also be approved by the Brigade. An alternative JCLC is defined as an organized activity which does not meet the requirements of a traditional JCLC. Appropriated funds (OMA and/or MPA) may be used in support of the activity. Alternative JCLCs may include activities from core, integrated, and optional trainings.

## **9-24. Discipline Problems**

JCLCs present an environment that opens the way to discipline problems. Discipline problems may include such items as fraternization, unauthorized hair styles, sexual harassment, contraband, etc. Each JCLC commandant will publish and distribute written procedures in their SOP to handle instructor and Cadet discipline problems.

## **9-25. Training Schedule**

a. The JCLC commandant publishes the training schedule no later than 60 days prior to JCLC start date and will provide it to Brigade for approval. This will assist both instructors and Cadets in knowing what type of training to expect before JCLC actually begins.

b. The training for JROTC Cadets should not begin before 0600, and every possible effort should be made to provide Cadets with at least eight hours of sleep. This is a risk management emphasis area. Cadets are at-risk when they lack sufficient rest.

## **9-26. Security**

a. The JCLC commandant will publish detailed instructions on JCLC security.

b. Due to the nature of JCLC, it is mandatory that alert monitoring of JCLC conditions occur at all times. Accordingly, the JCLC Command Post (CP) will be staffed according to Brigade SOP.

c. Secured storage areas are limited, therefore high-value items may be permitted at JCLC in accordance with Brigade SOP. Contraband items e.g., knives, vaping/tobacco products, unauthorized medication, etc., are prohibited at JCLC.

d. JCLC commandant will ensure allocated sleeping arrangements to accommodate male and female Cadets. In the event of transgender Cadets, JCLC commandant will follow school district policy.

## **9-27. Awards**

a. With regards to Cadets who satisfactorily participate in a JCLC, please refer to Appendix G.

b. Other awards may be presented at the JCLC commandant's discretion, e.g., JCLC certificate of completion, Best Cadet in each platoon/company, Best Cadet at JCLC, PT award, etc.

## **9-28. Medical Support/Sick-Call**

a. The JCLC Commandant must develop and brief all JCLC cadre and Cadets on sick call and emergency medical procedures. A qualified medical specialist must be

present during JCLC in accordance with the Brigade SOP and have a means of transport to a medical facility.

b. JROTC Cadets participating in co-curricular activities who are injured or become ill while participating in such activities may be furnished inpatient and outpatient medical care when hospitalized on a military installation in accordance with Brigade SOP. JCLC participants will have insurance to cover expenses.

### **9-29. Cadet Evaluation**

One of the most important objectives of JCLC is to evaluate Cadets, especially those Cadets selected for possible key staff leadership positions during the coming school year. Cadet evaluations are conducted in accordance with Brigade SOP. The JCLC environment provides excellent opportunities for evaluating Cadets' strengths and weaknesses. All Cadets should get opportunities to perform in a leadership position while attending JCLC.

### **9-30. Uniforms and Equipment**

a. The instructor's appearance will be IAW AR 670-1.

b. Cadets will wear the current field uniform with patrol cap and authorized boots. Berets are unauthorized at JCLC. Cadet rank will not be worn except when the Cadet is serving in a leadership position. At a minimum, the current field coat is worn with the JROTC subdued patch or TIOH approved school patch on the left sleeve and JROTC nametag above the left pocket. The JCLC commandant modifies the uniform as needed based on weather.

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

(1) Current field uniform (minimum of three sets) to include cap, belt, buckle, T-shirts, socks, and 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) Towels and washcloths.

(6) One padlock for security of wall locker.

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

(8) 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.

(9) Swim suits, full body (no bikinis or male/female thongs).

(10) SAI/AI will provide appropriate brushes, soap, etc., for care and maintenance of the brown boot.

### **9-31. Attendance and Waivers**

a. Each high school JROTC unit is required to participate in an annual JCLC. At a minimum, each school is required to take 10% of their rising LET 1 - 3 Cadets to JCLC. The management of slots for attendance to JCLC is the responsibility of the JCLC Commandant. The JCLC Commandant will authorize slots based upon availability of resources. Cadets attending JCLC must be in good academic standing with a minimum grade point average of at least 2.0, and have successfully taken the Cadet Challenge. JCLC commandants should take advantage of maximum capacity at JCLC locations; i.e., use all available barracks space to maximize attendance.

b. Brigades may require all JROTC instructors to attend JCLC. If fewer are required, Brigade should ensure that SAIs and AIs rotate JCLC attendance from year to year. When applicable, school districts are encouraged to extend instructor contracts to cover the duration of JCLC. Brigades can waive the cadre attendance requirement under exceptional circumstances, which precludes a unit's participation.

c. Brigades may approve a waiver for unit JCLC attendance only if a school offers an equivalent JCLC experience, which meets the JCLC objectives and POI requirements outlined in this regulation. As a minimum, these experiences should include the following:

(1) Living with and interacting with Cadets from other schools. This offers diversity in cultural and environmental experiences.

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

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

d. Medical waivers are approved in accordance with Brigade SOP. 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.

## 9-32. JCLC Cadre Organizational Structure and Responsibilities

a. The JCLC commandant will ensure:

(1) The efficient, safe operation of JCLC and compliance with current Army directives and local installation policies. Conduct a survey of each training site and complete a DRAW 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 in accordance with the Brigade SOP.

(5) An initial JCLC opening and closing report is forwarded via telephone or e-mail to the appropriate Brigade. The report must include the name of JCLC, opening and closing dates, number of Cadets (male/female), and the number of Cadets who successfully complete the training (See format at <https://www.usarmyjrotc.com/library>). All reports are submitted in accordance with Brigade SOP and <https://www.usarmyjrotc.com/library>.

(6) Complete and forward a JCLC after action review (AAR) to Brigade within 30 days of camp completion.

b. JCLC executive officer (XO) (Cadre): The XO will assist the JCLC commandant in all duties and assumes commandant responsibilities in their absence. The XO also oversees the assignment of duties for the instructors and monitors them closely.

c. The JCLC Command Sergeant Major (CSM) (Cadre) will assist the JCLC commandant with:

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

(2) Cadet disciplinary problems by coordinating with the cadre company commander/TAC and the school representatives.

(3) Enforcing personal appearance and conduct of Cadets and instructors IAW AR 670-1, and this regulation.

(4) Manning the JCLC headquarters, including maintaining and publishing a staff duty officer/NCO roster.

d. JCLC S-1 (Cadre) will:

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

(2) Ensure each Cadet possesses the proper documents, paid required fees, and is assigned to a company. To enhance JROTC Cadet interaction, Cadets are assigned to companies/platoons/squads per Brigade SOP.

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

(4) The JCLC S-1 will provide the dining facility supervisor with a roster of all instructors, chaperones, and Cadets assigned to the JCLC.

e. JCLC S-3 (Cadre) will:

(1) Coordinate the training schedule with the support installation, while staying within the guidelines set by the Brigade and the JCLC commandant, for all training activities, including transportation, training aids, and health and welfare items.

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

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

f. JCLC S-4 (Cadre) will:

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

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

g. JCLC S-5 (Cadre) will:

(1) Coordinate awards.

(2) Plan and coordinate media coverage, to include TV production personnel when possible.

(3) Provide VIP visitors guided tours of selected training sites.

h. Company Commander/TAC (Cadre) will:

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

(2) Monitor and supervise the evaluation of the Cadets in leadership positions, IAW JCLC commandant's guidance.

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

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

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

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

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

(8) Brief the Cadet chain of command on job performance at the end of the day and provide written evaluations for the Cadet in each leadership position. Ensure the incoming Cadet chain of command is thoroughly briefed on duties and responsibilities.

(9) 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 help control and supervise the activities of Cadets during off duty periods, and provide guidance and counseling to Cadets as appropriate.

(1) Chaperones must be at least 21 years of age and meet requirements set by the host school.

(2) Chaperones are authorized to wear the current field uniform. When worn, uniforms must meet standards set forth in this regulation for instructors and AR 670-1. JCLC commandants are encouraged to provide nametags for chaperones.

(3) Provide female escorts as the situation dictates.



(4) Make recommendations to the JCLC commandant concerning female Cadets.

j. Military Courtesy: Cadets will render military courtesy to Cadet leaders as their rank and positions dictate.

### **9-33. Arrival and In-processing**

JCLC S-1 (Cadre) will record Cadets and instructor arrival, and prepare unit assignment per Brigade SOP. JCLC staff will be on hand to determine if the Cadet's appearance meets the grooming standards per paragraph 8-6 of this regulation that covers grooming standards and Brigade SOP. Cadets not meeting standards are given the opportunity to correct deficiencies or coordination will be made for the Cadet to be returned to his/her home.

### **9-34. Required Forms**

a. Properly signed Contract of Release and Waiver of Liability Form from Cadets in attendance. (See <https://www.usarmyjrotc.com/library>)

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 9-31d.

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

### **9-35. Drugs and Medications**

a. No drugs or alcohol are permitted at JCLC by either Cadets or instructors, except those prescribed by a physician.

b. School cadre must be aware of any over-the-counter and 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 designated medical representative during in-processing.

c. Over-the-counter drugs may be administered in accordance with school district policy as established by JCLC SOP.

### **9-36. Insurance**

The JCLC commandant ensures all Cadets have medical insurance for the duration of the JCLC. Blanket JCLC insurance policies are the most preferred method. Use of OMA funds to purchase insurance is unauthorized.

### **9-37. Dental Policy**

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

### **9-38. Instructor Billeting**

a. For command and control purposes, the JCLC S-1 and S-4 will identify billeting areas for instructors in close proximity to the Cadets. Instructors should billet in similar living conditions as the Cadets.

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

### **9-39. Instructor Travel and Billeting Reimbursement Procedures**

a. Typically, instructors receive rations and quarters at Government expense.

b. JCLC advanced party personnel will receive full per diem for a predetermined time (up to three days before and three days after JCLC).

### **9-40. Out-processing**

a. Out-processing will be accomplished by cadre members from each school.

b. Individual Cadets will be released to their school representatives after their billets have been cleaned and cleared. Schools will be released after billets have been cleaned, Cadets have been accounted for, and equipment has been turned into the JCLC S-4.

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

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

### **9-41. Early Dismissal from JCLC**

a. A Cadet may be required to leave JCLC early for a variety of reasons. It is the sole responsibility of the school representative to make whatever arrangements are necessary to affect 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, tobacco products (including Juul, vapes and e-cigarettes), drugs or medication 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.

(9) Bullying, hazing, or continual use of profanity toward other participants.

(10) Sexual harassment or assault of other participants.

c. Enforcement of the dismissal rule will be at the discretion of the JCLC commandant. The SAI/AI from the school will be responsible for the Cadet's return to his or her home.

d. No Cadet will depart JCLC without the JCLC commandant's authorization. It is the responsibility of the cadre company commander/TAC as well as the JCLC S-1 and the school representative to inform the commandant of departing Cadets.

## **9-42. Safety Management**

a. Cadet safety is different from Active Army Soldiers because:

(1) Typical Cadets are 15-17 years of age, with most just having completed the 9th or 10th grade. They are in the physical and psychological development stage between childhood and adulthood. Many are overly sensitive to peer pressure and adult influence. Some Cadets will fear failure and embarrassment; while others, due to a lack of experience, will be fearless.

(2) Since Cadets are not required to pass a physical examination, their state of physical/mental/emotional health is unknown. Unlike Soldiers, the medically unqualified are not eliminated.

(3) All are minors and for the most part, subject to parental bonds, attitudes, and values. The instructor is responsible for the care, control, and constant supervision of Cadets at all JROTC-sponsored activities.

(4) All instructors must assure that Cadets freely participate in the various activities, without undue peer/adult pressure and without fear of embarrassment or failure. Cadre must not coerce a Cadet into doing something that they are not mentally, emotionally or physically prepared to do.

(5) To enhance risk management, Cadets may also wear reflective outer garments and/or equipment during PT or other training when the uniform is not worn. Risk management for all training is conducted daily and updated as conditions change. **USACC does not conduct above medium-risk training.** Training events with medium residual risk must be approved by the Brigade. "Special Hazard" training sites (rappel towers, confidence courses, high ropes courses, etc.) must be inspected and certified as structurally sound and safe for training.

(6) Training safety is extremely important. To ensure Cadet safety, instructors must manage risk before, during, and after training. Instructors will review and become familiar with the five steps of risk management and complete and maintain DD Form 2977, Deliberate Risk Assessment Worksheets. See <https://www.usarmyjrotc.com/library> for forms and instructions. CCR 385-10, Chapter 4, presents a more detailed explanation of the risk management process. The five-step process is as follows:

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

(b) 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.

(c) Develop controls and risk decisions.

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

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

d. In the event of accident or injury, instructors will conduct an immediate assessment of the training accident 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.

e. Serious incidents/accidents/injuries must be reported as required by directives contained in paragraph 2-3.

## **APPENDIX A – References**

### **Section I – Required Publications**

#### **AR 5-9**

Installation Agreements

#### **AR 25-400-2**

The Army Records Information Management Systems (ARIMS)

#### **AR 40-3**

Medical, Dental, and Veterinary Care

#### **AR 71-32**

Force Development and Documentation Consolidated Policies

#### **AR 145-1**

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

#### **AR 145-2**

Junior Reserve Officers' 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 190-45**

Law Enforcement Reporting

#### **AR 215-8**

Army and Air Force Exchange Service Operations

#### **AR 385-10**

The Army Safety Program

#### **AR 385-63**

Range Safety

#### **AR 600-9**

The Army Body Composition 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**

Supply Policy Below the National Level

**AR 725-50**

Requisition, Receipt, and Issue System

**AR 735-5**

Property Accountability Policies

**AR 840-10**

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

**DA Pam 670-1**

Guide to the Wear and Appearance of Army Uniforms and Insignia

**DA Pam 710-2-1**

Using Unit Supply System (Manual Procedures)

**DFAS 37-1**

Finance and Accounting Policy Implementation

**CTA 50-900**

Clothing and Individual Equipment

**CTA 50-909**

Field and Garrison Furnishings and Equipment

**CTA 50-970**

Expendable/Durable Items (Except Medical, Class V, Repair Parts, and Heraldic Items)

**CCR 145-3**

Army Senior Reserves Officers' Training Corps On-Campus Training & Leadership Development

**CCR 145-8**

ROTC Organizational Inspection Program (OIP)

**CCR 145-8-3**

Junior Reserve Officers' Training Corps: JROTC Program for Accreditation (JPA)

**CCR 385-10**

Cadet Command Safety Program

**TRADOC Pam 385-1**

The TRADOC Model Safety Program and Self-Assessment Guide

**Section II – Prescribed Publications**

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

**DA Form 918B**

Amendment to Application and Agreement for Establishment of Army Reserve Officers' Training Corps Unit

**DA Form 1256**

Incentive Award Nomination and Approval

**DA Form 1773-1**

Citation for the Superior JROTC Cadet Decoration Award (Controlled form – must be requested through Brigade)

**DA Form 1773-3**

Citation for the Superior National Defense Cadet Decoration Award (Controlled form – must be requested through Brigade)

**DA Form 2062**

Hand Receipt/Annex Number

**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 4856**



Developmental Counseling Form

**DA Form 5500**

Body Fat Content Worksheet (Male)

**DA Form 5501**

Body Fat Content Worksheet (Female)

**DA Form 7410**

Evaluation Worksheet, Potential Army JROTC Program

**DD Form 2754**

Pay Certification Worksheet for Entitlement Computation

**DD Form 2767**

Annual Certification of Pay and Data Form

**DD Form 2977**

Deliberate Risk Assessment Worksheet

**IACP&D Form 45**

Instructor Annual Certification and Pay Data

**Section III – Reference Forms**

**DA Form 11-2**

Internal Control Evaluation Certification

**DA Form 638**

Recommendation for Award

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DD Form 2**

Armed Forces Identification Card (Retired)

**DD Form 200**

Financial Liability Investigation of Property Loss (FLIPL)

**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 134-R**

Certificate of Training (JROTC)

**CC Form 194-R**

Inventory Control Listing

**CC Form 211-R**

Abbreviated Report of Medical Examination for JROTC

**Note: PDF writeable forms may be found on the JROTC website at [www.usarmyjrotc.com](http://www.usarmyjrotc.com).**

**APPENDIX B – Recurring Reports and Requirements**

| Recurring Reports and Requirements As of: Day/Month/Year          |  |                       |   |
|---|--|-----------------------|---|
| Report Type   | Date due to USACC                      | Reference             | Additional Information  |
| <b>Annual Recurring Suspenses</b>                                 |  |                       |   |
| <b>Degree Completion Transcript (Required by NDAA)</b>            | Within 5 Years of Initial Hire for AIs | CCR 145-2             | SAI (Bachelor's Degree)<br>AI (Associate Degree)  |
| <b>JLAB- Level I Registration</b>                                 | Annual                                 | CCR 145-2             | Mandatory online.   |
| <b>Marksmanship Safety Training (Enrollment /Recertification)</b> | Annual                                 | CCR 145-2             | <a href="https://thecmp.org/training-tech/jmic-jrotc-marksmanship-instructor-course/">https://thecmp.org/training-tech/jmic-jrotc-marksmanship-instructor-course/</a>               |
| <b>Ethics Training (Enrollment/ Recertification)</b>              | Annual                                 | CCR 145-2             | <a href="https://access.willinteractive.com/the-good-teacher-legacy-access/the-good-teacher">https://access.willinteractive.com/the-good-teacher-legacy-access/the-good-teacher</a> |
| <b>Coaching Rubric or School Evaluation</b>                       | Annual during AV / JPA                 | CCR 145-2             | <a href="https://www.usarmyjrotc.com/library">https://www.usarmyjrotc.com/library</a>   |
| <b>Acceptable Use Policy (AUP):</b>                               | Annual                                 | G6                    | <a href="https://cs.signal.army.mil/default.asp">https://cs.signal.army.mil/default.asp</a>   |
| <b>Primary Hand Receipt</b>                                       | Annual                                 | AR 735-5<br>CCR 145-2 | Primary Hand Receipt Holder sends to G4/PBO.  |
| <b>Insurance Certificates (Bonds and COIs)</b>                    | Annual                                 | CCR 145-2             | Primary Hand Receipt Holder sends to G4/PBO with Hand Receipt.  |

|   |   |                  |  |
|---|---|------------------|--|
| <b>Pay Forms - DD 2767</b>                                  | Annual  | CCR 145-2        | Upload into JCIMS Only.  |
| <b>Pay Forms – DD 2754</b>                                  | Annual  | CCR 145-2        | Upload into JCIMS Only.  |
| <b>Report Type</b>  | <b>Date due to USACC</b>  | <b>Reference</b> | <b>Additional Information</b>  |
| <b>Every 5 Years or Event Driven</b>                        |   |                  |  |
| <b>Serious Incident Report</b>                              | As Required   | USACC Policy     |  |
| <b>GPC Training - New Cardholders and Billing Officials</b> | As Required   | GPC SOP          |  |
| <b>JSOCC (Enrollment/ Recertification)</b>                  | Basic Course within 24 months of hire date.<br>Advanced Course every 5 Years. | CCR 145-2        |  |
| <b>Photos (Digital 4x6 inch Only)</b>                       | As Required   | CCR 145-2        | Check JCIMS Acct - 3/4 Length on White Background. Instructor's name, date, and school name must be on photo or in e-mail message. |
| <b>Primary Hand Receipt</b>                                 | As Required   | CCR 145-2        | Must be completed within 30 days of a Primary Hand Receipt Holder transition.  |
| <b>AUGUST</b>   |   |                  |  |
| <b>New School Year Set up</b>                               | 15 Aug  | CCR 145-2        | Submit in JUMS (update unit/school info).  |
| <b>SEPTEMBER</b>  |   |                  |  |
| <b>Curriculum Plan</b>                                      | 15 Sept   | CCR 145-2        | From Curriculum Manager and PDF only.  |
| <b>OCTOBER</b>  |   |                  |  |
| <b>Opening Enrollment Report (JUMS)</b>                     | 15 Oct  | CCR 145-2        | Submit in JUMS.  |
| <b>JCLC (AAR)</b>   | 31 Oct  | CCR 145-2        |  |
| <b>NOVEMBER</b>   |   |                  |  |
| <b>DECEMBER</b>   |   |                  |  |
| <b>JANUARY</b>  |   |                  |  |
| <b>FEBRUARY</b>   |   |                  |  |
| <b>JCLC Locations and Dates</b>                             | 15 Feb  | CCR 145-2        |  |

|   |                          |  |   |
|---|--------------------------|--|---|
| <b>JCLC Residual Risk HIGH</b>                                      | 15 Feb                   | CCR 145-2                                | Any Deliberate Risk Assessment Worksheet (DRAW) with a residual risk level of HIGH must be approved by the CG, USACC. |
| <b>Mid-Year Enrollment</b>  | 15 Feb                   | CCR 145-2                                | This is for accelerated block/flex schools. Submit in JUMS.   |
| <b>JROTC Essay Contest Submittals</b>                               | Feb                      | USACC OPORD                              | Suspense date will be IAW USACC OPORD.  |
| <b>MARCH</b>  |                          |  |   |
| <b>APRIL</b>  |                          |  |   |
| <b>Report Type</b>  | <b>Date due to USACC</b> | <b>Reference</b>                         | <b>Additional Information</b>   |
| <b>Instructor of the Year Nomination (DAI/SAI/AI)</b>               | Apr                      | USACC OPORD                              | Suspense date will be IAW USACC OPORD.  |
| <b>Unfunded Requests (JFR)</b>                                      | Apr                      | USACC Annual Budget Plan and USACC OPORD | Suspense date will be IAW USACC OPORD.  |
| <b>MAY</b>  |                          |  |   |
| <b>JUNE</b>   |                          |  |   |
| <b>Intention of Graduates Report (JUMS)</b>                         | 15 Oct                   | CCR 145-2                                | Submit in JUMS.   |
| <b>Unit Report (JUMS)</b>   | 30 Jun                   | CCR 145-8-3                              | Submit in JUMS.   |
| <b>Program Assessment Rating Tool (PART) (JUMS)</b>                 | 1 Jun                    | CCR 145-2                                | Submit in JUMS.   |
| <b>School Input for Annual Assistance Visits &amp; JPA schedule</b> | 1 Jun                    | CCR 145-8-3                              | After suspense date, Brigade will schedule without school input.  |
| <b>JULY</b>   |                          |  |   |

## APPENDIX C – JROTC Medical Fitness and Standards

C-1. Applicants must submit a complete medical examination and Veterans Administration (VA) Rating Decision as described in this regulation. Applicants are required to submit medical examinations prior to any hiring actions. The cost is not reimbursable to the applicant under any circumstances.

C-2. Record screening and medical status determination are conducted by the U.S. Army Cadet Command, Command Surgeon.

C-3. Veterans Administration (VA) Disability packet

a. Applicants or instructors currently receiving or expecting to receive VA disability compensation, may be required to submit VA Rating Decision prior to determination of medical status.

b. The VA Rating Decision (for a rating of 30% or higher) 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 Rating Decision is non-waiverable.

C-4. Medical Examinations can be performed at a Military Treatment Facility (MTF) or by a personal physician.

C-5. Instructors hospitalized for a medical condition or extended illness may be required to submit documentation from the physician to determine their medical fitness. The instructor has 30 days from the date of request to submit the requested documents.

C-6. Required Medical Examinations Forms:

a. DD Form 2801, Report of Medical Examination.

b. DD Form 2807-1, Report of Medical History.

c. CC Form 211-R, Abbreviated report of medical examination.

C-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.

C-8. Instructors can submit evidence to rebut a medical disqualification to Instructor Management Division.

C-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.

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 height and weight (HT & WT) standards in accordance with this regulation. Failure to maintain standards may result in terminating certification.

C-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 (one or two 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.

#### C-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.

#### C-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.

#### C-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.

#### C-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.

## C-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.

#### C-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.

C-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.

C-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.

#### C-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.

#### C-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.

#### C-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.

#### C-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.

#### C-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.

#### C-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.

#### C-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.

#### C-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.

#### C-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.

#### C-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.

#### C-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.

C-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.

#### C-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.

#### C-32. Eating disorders

Eating disorders that are unresponsive to treatment or that interfere with the satisfactory performance of duty.

#### C-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.

#### C-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.

#### C-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 angitis 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.

#### C-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).

#### C-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.

C-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.

C-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.

**APPENDIX D – USACC Fitness and Appearance Standards**

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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 D. For you this standard is \_\_\_\_\_ lbs and \_\_\_\_\_% body fat. Therefore, you are hereby enrolled in the Weight Control Program until meet the body fat standards.

2. You may be placed on probation for six months or until you meet the body fat percentage as prescribe for your age category. You will be taped and weighed monthly in the presence of your supervisor who must report your weight and body fat percentage monthly to Brigade. You must lose between 3-8 pounds per month to make satisfactory progress in the weight control program. Two consecutive months without satisfactory weight loss or without reporting your weight to Brigade are grounds for withdrawal of certification to teach JROTC.

3. You will be removed from the weight control program when you attain your goal body fat percentage as stated in paragraph one above. Should you not attain your goal body fat percentage, I will do one of the following:

a. Continue to monitor your progress on the program with the advice of your physician as to the time required for achieving weight loss for underlying medical condition. I will set a new suspense for attaining your goal weight.

b. Initiate action to withdraw your certification.

4. You will complete the 1st Endorsement (Encl) and return to Brigade NLT five working days from receipt of this memorandum.

Encl  
as

BDE COMMANDER  
SIGNATURE BLOCK

CF:  
Brigade  
School Principal

---

Office symbol  
Individual's name/mmm/tele  
SUBJECT: Weight Control Program

FOR Commander, \_\_\_\_\_ Brigade, High School Division, Address  
SUBJECT: Acknowledgement of Weight Control Placement

I acknowledge that I am \_\_\_\_\_ lbs overweight and my body fat is \_\_\_\_\_% as prescribed by AS PRESCRIBED IN APPENDIX D. I understand that I must weigh-in and be taped by my superior, medical personnel, or a Brigade representative, monthly and have the results filed with Brigade Headquarters. I further acknowledge that failure to comply with this requirement will result in the initiation of decertification actions.

CADRE MEMBER'S

SIGNATURE BLOCK

---

WEIGHT VERIFICATION

NAME (Last, First, MI)

---

SCHOOL (City and State)

---

---

EFFECTIVE DATE OF EMPLOYMENT

---

HEIGHT \_\_\_\_\_ INCHES      WEIGHT \_\_\_\_\_ POUNDS

AGE \_\_\_\_\_

BODYFAT \_\_\_\_\_ % (ATTACH WORKSHEET)

I have personally verified the body fat percentage, height and weight of the individual listed above.

\_\_\_\_\_  
(TYPED NAME AND POSITION)

\_\_\_\_\_  
(SIGNATURE)

**Table D-1: Height/Weight Table (Screening Table Weight)**  
**Acceptable weight (in pounds) as related to age and height for males:**

| Height<br>(inches) | Min weight any age | Maximum weight by years of age |       |       |             |
|--------------------|--------------------|--------------------------------|-------|-------|-------------|
|                    |                    | 17–20                          | 21–27 | 28–39 | 40 and over |
| 60                 | 97                 | 139                            | 141   | 143   | 146         |
| 61                 | 100                | 144                            | 146   | 148   | 151         |
| 62                 | 104                | 148                            | 150   | 153   | 156         |
| 63                 | 107                | 153                            | 155   | 158   | 161         |
| 64                 | 110                | 158                            | 160   | 163   | 166         |
| 65                 | 114                | 163                            | 165   | 168   | 171         |
| 66                 | 117                | 168                            | 170   | 173   | 177         |
| 67                 | 121                | 174                            | 176   | 179   | 182         |
| 68                 | 125                | 179                            | 181   | 184   | 187         |
| 69                 | 128                | 184                            | 186   | 189   | 193         |
| 70                 | 132                | 189                            | 192   | 195   | 199         |
| 71                 | 136                | 194                            | 197   | 201   | 204         |
| 72                 | 140                | 200                            | 203   | 206   | 210         |
| 73                 | 144                | 205                            | 208   | 212   | 216         |
| 74                 | 148                | 211                            | 214   | 218   | 222         |
| 75                 | 152                | 217                            | 220   | 224   | 228         |
| 76                 | 156                | 223                            | 226   | 230   | 234         |
| 77                 | 160                | 229                            | 232   | 236   | 240         |
| 78                 | 164                | 235                            | 238   | 242   | 247         |
| 79                 | 168                | 241                            | 244   | 248   | 253         |
| 80                 | 173                | 247                            | 250   | 255   | 259         |

**Table D-2: Weight / Height Table (Screening Table Weight)**  
**Acceptable weight (in pounds) as related to age and height for females:**

| Height | Maximum weight by years of age |       |       |       |             |
|--------|--------------------------------|-------|-------|-------|-------------|
|        | Min weight any age             | 17–20 | 21–27 | 28–39 | 40 and over |
| 58     | 91                             | 122   | 124   | 126   | 127         |
| 59     | 94                             | 127   | 128   | 130   | 131         |
| 60     | 97                             | 132   | 134   | 135   | 136         |
| 61     | 100                            | 136   | 137   | 139   | 141         |
| 62     | 104                            | 140   | 141   | 144   | 145         |
| 63     | 107                            | 145   | 147   | 148   | 149         |
| 64     | 110                            | 149   | 151   | 153   | 154         |
| 65     | 114                            | 154   | 156   | 158   | 160         |
| 66     | 117                            | 160   | 160   | 162   | 165         |
| 67     | 121                            | 163   | 166   | 168   | 169         |
| 68     | 125                            | 168   | 171   | 173   | 174         |
| 69     | 128                            | 173   | 176   | 178   | 180         |
| 70     | 132                            | 178   | 181   | 183   | 185         |
| 71     | 136                            | 183   | 186   | 188   | 191         |
| 72     | 140                            | 189   | 191   | 194   | 196         |
| 73     | 144                            | 194   | 196   | 200   | 202         |
| 74     | 148                            | 199   | 203   | 204   | 206         |
| 75     | 152                            | 205   | 208   | 210   | 212         |
| 76     | 156                            | 210   | 213   | 215   | 216         |
| 77     | 160                            | 216   | 219   | 221   | 223         |
| 78     | 164                            | 222   | 224   | 227   | 229         |
| 79     | 168                            | 227   | 230   | 234   | 236         |
| 80     | 173                            | 233   | 236   | 240   | 241         |

**Maximum allowable percent body fat standards:** Male 30% BFP Female 36% BFP

**Weight Checks:**

- a. The member’s weight will be measured with shoes off and may be weighed in any military uniform.
- b. The member may remove contents of pockets and any extraneous equipment (tools, keys, etc.) or outer clothing (coats, jackets, etc.).
- c. The member should stand still while on the scale.
- d. Measurement should be read with the measurer directly in front or behind the scale if possible. Reading the scale from either side rather than straight-on reduces accuracy.
- e. Subtract 5 pounds for clothing for men and women.

f. Weight will be recorded to the nearest quarter pound.

**Height Measurement:**

a. The method for height measurement is the back-to-hard surface method.

b. Height will be measured without shoes.

c. Members should stand facing the person measuring them, with heels together and back straight.

d. The member's line of sight should be horizontal.

e. Measuring bar should rest lightly on the crown of the head.

f. Measurement should be read directly in front of the rod, not an angle from either side.

g. Measurement should be rounded up to the nearest half inch.

h. Recommend measurement be administered before 1,000 hours.

**Standard Methods for Determining Body Fat Using Body Circumferences, Height and Weight**

**D-1. Introduction**

a. The procedures for the measurements of height, weight, and specific body circumferences for the estimation of body fat are described in this appendix.

b. Although circumferences may be looked upon by untrained personnel as easy measures, they can give erroneous results if proper precautions are not followed. The individual taking the measurements must have a thorough understanding of the appropriate body landmarks and measurement techniques. The individual(s) should have hands-on training and read the instructions regarding technique and location, and practice before official determinations are made. Preferably, two people should be utilized in the taking of measurements, one to place the tape measure and determine measurements, the other to assure proper placement and tension of the tape, as well as to record the measurement on the worksheet. The individual taking the measurements should be of the same sex as the instructor being measured; the individual who assists the measurer and does the recording may be of either sex. The two should work with the instructor between them so the tape is clearly visible from all sides. Measurements will be made three times, in accordance with standard body measurement procedures. This is necessary for reliability purposes, since the greater number of measurements, the lesser the standard of deviation. Also, if only two measurements were taken, there would be no way to tell which measurement was the most accurate. If there is greater



than 1/2-inch difference between the measurements, then continue measuring until you have three measurements within 1/2-inch of each other. An average of the scores that are within 1/2-inch of each other will be used.

c. When measuring circumferences, compression of the soft tissue is a problem that requires constant attention. The tape will be applied so that it makes contact with the skin and conforms to the body surface being measured. It should not compress the underlying soft tissues. All measurements are made in the horizontal plane, (i.e., parallel to the floor), unless indicated otherwise.

d. The tape measure should be made of a non-stretchable material, preferably fiberglass; cloth or steel tapes are unacceptable. Cloth measuring tapes will stretch with usage and most steel tapes do not conform to body surfaces. The tape measure should be calibrated, i.e., compared with a yardstick or a metal ruler to ensure validity. This is done by aligning the fiberglass tape measure with the quarter inch markings on the ruler. The markings should match those on the ruler; if not, do not use that tape measure. The tape should be 1/4 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.

## **D–2. Height and Weight Measurements**

a. The height will be measured with the instructor, in stocking feet (without shoes), standing on a flat surface with the head held horizontal, looking directly forward with the line of vision horizontal, and the chin parallel to the floor. The body should be straight but not rigid, similar to the position of attention. Unlike the screening table weight this measurement will be recorded to the nearest 1/2-inch in order to gather a more accurate description of the instructor's physical characteristics.

b. The weight will be measured with the instructor in Class "B" uniform. Shoes will not be worn. The measurement should be made on calibrated scales and recorded to the nearest pound with the following guidelines:

(1) If the weight fraction of the instructor is less than 1/2-pound, round down to the nearest pound.

(2) If the weight fraction of the instructor is 1/2-pound or greater, round up to the next whole pound.

## **D–3. Description of Circumference Sites, and Their Anatomical Landmarks and Technique**

a. All circumference measurements will be taken three times and recorded to the nearest 1/2 inch (or 0.50). Each sequential measurement should be within 1/2-inch of the next or previous measurement. If the measurements are within 1/2-inch of each other, derive a mathematical average to the nearest half (1/2) of an inch. If the

measurements differ by 1/2-inch or more continue measurements until you obtain three measures within 1/2-inch of each other. Then average the three closest measures.

b. Each set of measurements will be completed sequentially to discourage assumption of repeated measurement readings. For males, complete one set of abdomen and neck measurements, NOT three abdomen circumferences followed by three neck circumferences. Continue the process by measuring the abdomen and neck in series until you have three sets of measurements. For females, complete one set of neck, waist (abdomen), and hip measurements, **NOT** three neck followed by three waist (abdomen), and so on. Continue the process by measuring neck, waist (abdomen), and hip series until you have three sets of measurements.

c. Instructions for computing body fat are at D-7 (males) and D-8 (females). A blank copy of DA Forms 5500-R and 5501-R is located at figure D-5 and figure D-6. These forms will be reproduced locally on 8 1/2 x 11-inch paper. Percent fat estimates are shown in figure D-1 (males) and figure D-2 (females).

d. Illustrations of each tape measurement are at figure D-3 (males) and figure D-4 (females).

#### **D-4. Circumference Sites and Landmarks for Males**

a. Abdomen: The instructor being measured will stand with arms relaxed. The abdominal measurement is taken at a level coinciding with the midpoint of the navel (belly button) with the tape placed so that it is level all the way around the instructor being measured. Record the measurement at the end of a normal expiration. It is important that the instructor does not attempt to hold his abdomen in, thus resulting in a smaller measurement. Also the tape must be kept level across the abdomen and back. Measure the abdominal circumference to the nearest 1/2 inch and round down to the nearest 1/2 inch.

b. Neck: The instructor being measured will stand, looking straight ahead, chin parallel to the floor. The measurement is taken by placing the tape around the neck at a level just below the larynx (Adam's apple). Do not place the tape measure over the Adam's apple. The tape will be as close to horizontal (the tape line in the front of the neck should be at the same height as the tape line in the back of the neck) as anatomically feasible. In many cases the tape will slant down toward the front of the neck. Therefore, care should be taken so as not to involve the shoulder/ neck muscles (trapezius) in the measurement. This is a possibility when an instructor has a short neck. Measure the neck circumference to the nearest 1/2 inch and round up to the nearest 1/2 inch.

#### **D-5. Circumference Sites and Landmarks for Females**

a. Neck: This procedure is the same as for males.

b. **Waist:** Measure the natural waist circumference, against the skin at the point of minimal abdominal circumference, usually located about halfway between the navel and the lower end of the sternum (breast bone). When you cannot easily see this site, take several measurements at probable sites and use the smallest value. Be sure the tape is level and parallel to the floor. The arms must be at the sides. Take measurements at the end of the normal relaxed exhalation. Round the natural waist measurement down to the nearest 1/2 inch.

c. **Hip:** The instructor taking the measurement will view the person being measured from the side. Place the tape around the hips so that it passes over the greatest protrusion of the gluteal muscles (buttocks) keeping the tape in a horizontal plane (i.e., parallel to the floor). Check front to back and side to side to be sure the tape is level to the floor on all sides before the measurements are recorded. Round hip measurements down to the nearest 1/2 inch.

#### **D-6. Preparation of the Body Fat Content Worksheets**

a. The following paragraphs will provide information needed to prepare the Body Fat Content Worksheets for males and females, DA Form 5500 and 5501. 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 paragraph D-1d) for the circumference measurements.

#### **D-7. Steps for Preparing the Male Body Fat Content Worksheet, DA Form 5500**

**Name:** Print the instructor's last name, first name, and middle initial in the NAME block. Also include his Rank.

**Age:** Print his age in years in the AGE block.

**Height:** Measure the instructor's height as described in this appendix, to the nearest 1/2 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. Neck Measurement**

Measure the instructor's neck circumference to the nearest 1/2 inch and round up to the nearest 1/2 inch, and record in the block labeled "FIRST."

**Step 2. Abdominal Measurement**

Measure the instructor's abdominal circumference to the nearest 1/2 inch and round down to the nearest 1/2 inch, and record in the block labeled "FIRST."

**Note:** REPEAT STEPS 1 and 2, in series until you have completed three sets of neck and abdomen circumferences.

**Step 3. 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 1/2 inch in the block marked AVERAGE, for STEPS 1 and 3.

**Step 4. 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 1/2 inch, in the block marked AVERAGE, for STEPS 2 and 4.

**Step 5.** Circumference value = abdomen circumference (STEP 4) minus neck circumference (STEP 3). Subtract STEP 4 from STEP 3 and enter result in STEP 5.

**Step 6. Height Factor**

Enter the height in inches to the nearest 1/2 inch.

**Step 7. Percent Body Fat**

Determine the percent body fat by finding the instructor's circumference value (value listed in STEP 5) and height in inches (value listed in STEP 6). The percent body fat is the value that intercepts with circumference value and height in inches. This is the instructor's PERCENT BODY FAT.

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| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 60.0        | 60.5 | 61.0 | 61.5 | 62.0 | 62.5 | 63.0 | 63.5 | 64.0 | 64.5 |
| 13.5                 | 9           | 9    |      |      |      |      |      |      |      |      |
| 14.0                 | 11          | 11   | 10   | 10   | 10   | 10   | 9    | 9    |      |      |
| 14.5                 | 12          | 12   | 12   | 11   | 11   | 11   | 11   | 10   | 10   | 10   |
| 15.0                 | 13          | 13   | 13   | 13   | 12   | 12   | 12   | 12   | 11   | 11   |
| 15.5                 | 15          | 14   | 14   | 14   | 14   | 13   | 13   | 13   | 13   | 12   |
| 16.0                 | 16          | 16   | 15   | 15   | 15   | 15   | 14   | 14   | 14   | 14   |
| 16.5                 | 17          | 17   | 16   | 16   | 16   | 16   | 15   | 15   | 15   | 15   |
| 17.0                 | 18          | 18   | 18   | 17   | 17   | 17   | 17   | 16   | 16   | 16   |
| 17.5                 | 19          | 19   | 19   | 18   | 18   | 18   | 18   | 17   | 17   | 17   |
| 18.0                 | 20          | 20   | 20   | 19   | 19   | 19   | 19   | 18   | 18   | 18   |
| 18.5                 | 21          | 21   | 21   | 20   | 20   | 20   | 20   | 19   | 19   | 19   |
| 19.0                 | 22          | 22   | 22   | 21   | 21   | 21   | 21   | 20   | 20   | 20   |
| 19.5                 | 23          | 23   | 23   | 22   | 22   | 22   | 22   | 21   | 21   | 21   |
| 20.0                 | 24          | 24   | 24   | 23   | 23   | 23   | 23   | 22   | 22   | 22   |
| 20.5                 | 25          | 25   | 25   | 24   | 24   | 24   | 24   | 23   | 23   | 23   |
| 21.0                 | 26          | 26   | 25   | 25   | 25   | 25   | 24   | 24   | 24   | 24   |
| 21.5                 | 27          | 27   | 26   | 26   | 26   | 26   | 25   | 25   | 25   | 25   |
| 22.0                 | 28          | 27   | 27   | 27   | 27   | 26   | 26   | 26   | 26   | 25   |
| 22.5                 | 29          | 28   | 28   | 28   | 28   | 27   | 27   | 27   | 27   | 26   |
| 23.0                 | 29          | 29   | 29   | 29   | 28   | 28   | 28   | 28   | 27   | 27   |
| 23.5                 | 30          | 30   | 30   | 29   | 29   | 29   | 29   | 28   | 28   | 28   |
| 24.0                 | 31          | 31   | 30   | 30   | 30   | 30   | 29   | 29   | 29   | 29   |
| 24.5                 | 32          | 31   | 31   | 31   | 31   | 30   | 30   | 30   | 30   | 29   |
| 25.0                 | 32          | 32   | 32   | 32   | 31   | 31   | 31   | 31   | 30   | 30   |
| 25.5                 | 33          | 33   | 33   | 32   | 32   | 32   | 32   | 31   | 31   | 31   |
| 26.0                 | 34          | 34   | 33   | 33   | 33   | 33   | 32   | 32   | 32   | 32   |
| 26.5                 | 35          | 34   | 34   | 34   | 34   | 33   | 33   | 33   | 33   | 32   |
| 27.0                 | 35          | 35   | 35   | 35   | 34   | 34   | 34   | 34   | 33   | 33   |
| 27.5                 | 36          | 36   | 36   | 35   | 35   | 35   | 35   | 34   | 34   | 34   |

**Figure D-1. Percent fat estimates for males**

| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 60.0        | 60.5 | 61.0 | 61.5 | 62.0 | 62.5 | 63.0 | 63.5 | 64.0 | 64.5 |
| 28.0                 | 37          | 36   | 36   | 36   | 36   | 35   | 35   | 35   | 35   | 34   |
| 28.5                 |             |      | 37   | 37   | 36   | 36   | 36   | 36   | 35   | 35   |
| 29.0                 |             |      |      |      | 37   | 37   | 37   | 36   | 36   | 36   |
| 29.5                 |             |      |      |      |      |      |      | 37   | 37   | 36   |
| 30.0                 |             |      |      |      |      |      |      |      |      |      |
| 30.5                 |             |      |      |      |      |      |      |      |      |      |
| 31.0                 |             |      |      |      |      |      |      |      |      |      |
| 31.5                 |             |      |      |      |      |      |      |      |      |      |
| 32.0                 |             |      |      |      |      |      |      |      |      |      |
| 32.5                 |             |      |      |      |      |      |      |      |      |      |
| 33.0                 |             |      |      |      |      |      |      |      |      |      |
| 33.5                 |             |      |      |      |      |      |      |      |      |      |
| 34.0                 |             |      |      |      |      |      |      |      |      |      |
| 34.5                 |             |      |      |      |      |      |      |      |      |      |
| 35.0                 |             |      |      |      |      |      |      |      |      |      |

**Figure D-1. Percent fat estimates for males—Continued**

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| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 65.0        | 65.5 | 66.0 | 66.5 | 67.0 | 67.5 | 68.0 | 68.5 | 69.0 | 69.5 |
| 13.5                 |             |      |      |      |      |      |      |      |      |      |
| 14.0                 |             |      |      |      |      |      |      |      |      |      |
| 14.5                 | 10          | 9    | 9    |      |      |      |      |      |      |      |
| 15.0                 | 11          | 11   | 10   | 10   | 10   | 10   | 10   | 9    | 9    |      |
| 15.5                 | 12          | 12   | 12   | 11   | 11   | 11   | 11   | 11   | 10   | 10   |
| 16.0                 | 13          | 13   | 13   | 13   | 12   | 12   | 12   | 12   | 12   | 11   |
| 16.5                 | 14          | 14   | 14   | 14   | 14   | 13   | 13   | 13   | 13   | 12   |
| 17.0                 | 16          | 15   | 15   | 15   | 15   | 14   | 14   | 14   | 14   | 14   |
| 17.5                 | 17          | 16   | 16   | 16   | 16   | 16   | 15   | 15   | 15   | 15   |
| 18.0                 | 18          | 18   | 17   | 17   | 17   | 17   | 16   | 16   | 16   | 16   |
| 18.5                 | 19          | 19   | 18   | 18   | 18   | 18   | 17   | 17   | 17   | 17   |
| 19.0                 | 20          | 20   | 19   | 19   | 19   | 19   | 18   | 18   | 18   | 18   |
| 19.5                 | 21          | 21   | 20   | 20   | 20   | 20   | 19   | 19   | 19   | 19   |
| 20.0                 | 22          | 21   | 21   | 21   | 21   | 21   | 20   | 20   | 20   | 20   |
| 20.5                 | 23          | 22   | 22   | 22   | 22   | 21   | 21   | 21   | 21   | 21   |
| 21.0                 | 24          | 23   | 23   | 23   | 23   | 22   | 22   | 22   | 22   | 21   |
| 21.5                 | 24          | 24   | 24   | 24   | 23   | 23   | 23   | 23   | 23   | 22   |
| 22.0                 | 25          | 25   | 25   | 25   | 24   | 24   | 24   | 24   | 23   | 23   |
| 22.5                 | 26          | 26   | 26   | 25   | 25   | 25   | 25   | 24   | 24   | 24   |
| 23.0                 | 27          | 27   | 26   | 26   | 26   | 26   | 26   | 25   | 25   | 25   |
| 23.5                 | 28          | 27   | 27   | 27   | 27   | 27   | 26   | 26   | 26   | 26   |
| 24.0                 | 28          | 28   | 28   | 28   | 28   | 27   | 27   | 27   | 27   | 26   |
| 24.5                 | 29          | 29   | 29   | 29   | 28   | 28   | 28   | 28   | 27   | 27   |
| 25.0                 | 30          | 30   | 30   | 29   | 29   | 29   | 29   | 28   | 28   | 28   |
| 25.5                 | 31          | 31   | 30   | 30   | 30   | 30   | 29   | 29   | 29   | 29   |
| 26.0                 | 31          | 31   | 31   | 31   | 31   | 30   | 30   | 30   | 30   | 29   |
| 26.5                 | 32          | 32   | 32   | 32   | 31   | 31   | 31   | 31   | 30   | 30   |
| 27.0                 | 33          | 33   | 32   | 32   | 32   | 32   | 32   | 31   | 31   | 31   |
| 27.5                 | 34          | 33   | 33   | 33   | 33   | 32   | 32   | 32   | 32   | 32   |

**Figure D-1. Percent fat estimates for males—Continued**

| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 65.0        | 65.5 | 66.0 | 66.5 | 67.0 | 67.5 | 68.0 | 68.5 | 69.0 | 69.5 |
| 28.0                 | 34          | 34   | 34   | 34   | 33   | 33   | 33   | 33   | 32   | 32   |
| 28.5                 | 35          | 35   | 34   | 34   | 34   | 34   | 34   | 33   | 33   | 33   |
| 29.0                 | 36          | 35   | 35   | 35   | 35   | 34   | 34   | 34   | 34   | 34   |
| 29.5                 | 36          | 36   | 36   | 36   | 35   | 35   | 35   | 35   | 34   | 34   |
| 30.0                 | 37          | 37   | 36   | 36   | 36   | 36   | 35   | 35   | 35   | 35   |
| 30.5                 |             |      | 37   | 37   | 37   | 36   | 36   | 36   | 36   | 35   |
| 31.0                 |             |      |      |      |      | 37   | 37   | 36   | 36   | 36   |
| 31.5                 |             |      |      |      |      |      |      |      | 37   | 37   |
| 32.0                 |             |      |      |      |      |      |      |      |      |      |
| 32.5                 |             |      |      |      |      |      |      |      |      |      |
| 33.0                 |             |      |      |      |      |      |      |      |      |      |
| 33.5                 |             |      |      |      |      |      |      |      |      |      |
| 34.0                 |             |      |      |      |      |      |      |      |      |      |
| 34.5                 |             |      |      |      |      |      |      |      |      |      |
| 35.0                 |             |      |      |      |      |      |      |      |      |      |

**Figure D-1. Percent fat estimates for males—Continued**



| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 70.0        | 70.5 | 71.0 | 71.5 | 72.0 | 72.5 | 73.0 | 73.5 | 74.0 | 74.5 |
| 13.5                 |             |      |      |      |      |      |      |      |      |      |
| 14.0                 |             |      |      |      |      |      |      |      |      |      |
| 14.5                 |             |      |      |      |      |      |      |      |      |      |
| 15.0                 |             |      |      |      |      |      |      |      |      |      |
| 15.5                 | 10          | 10   | 9    | 9    | 9    |      |      |      |      |      |
| 16.0                 | 11          | 11   | 11   | 10   | 10   | 10   | 10   | 10   | 9    | 9    |
| 16.5                 | 12          | 12   | 12   | 12   | 11   | 11   | 11   | 11   | 11   | 10   |
| 17.0                 | 13          | 13   | 13   | 13   | 13   | 12   | 12   | 12   | 12   | 11   |
| 17.5                 | 14          | 14   | 14   | 14   | 14   | 13   | 13   | 13   | 13   | 13   |
| 18.0                 | 15          | 15   | 15   | 15   | 15   | 14   | 14   | 14   | 14   | 14   |
| 18.5                 | 17          | 16   | 16   | 16   | 16   | 15   | 15   | 15   | 15   | 15   |
| 19.0                 | 18          | 17   | 17   | 17   | 17   | 16   | 16   | 16   | 16   | 16   |
| 19.5                 | 18          | 18   | 18   | 18   | 18   | 17   | 17   | 17   | 17   | 17   |
| 20.0                 | 19          | 19   | 19   | 19   | 19   | 18   | 18   | 18   | 18   | 18   |
| 20.5                 | 20          | 20   | 20   | 20   | 19   | 19   | 19   | 19   | 19   | 18   |
| 21.0                 | 21          | 21   | 21   | 21   | 20   | 20   | 20   | 20   | 20   | 19   |
| 21.5                 | 22          | 22   | 22   | 21   | 21   | 21   | 21   | 21   | 20   | 20   |
| 22.0                 | 23          | 23   | 23   | 22   | 22   | 22   | 22   | 22   | 21   | 21   |
| 22.5                 | 24          | 24   | 23   | 23   | 23   | 23   | 23   | 22   | 22   | 22   |
| 23.0                 | 25          | 24   | 24   | 24   | 24   | 24   | 23   | 23   | 23   | 23   |
| 23.5                 | 25          | 25   | 25   | 25   | 25   | 24   | 24   | 24   | 24   | 24   |
| 24.0                 | 26          | 26   | 26   | 26   | 25   | 25   | 25   | 25   | 25   | 24   |
| 24.5                 | 27          | 27   | 27   | 26   | 26   | 26   | 26   | 26   | 25   | 25   |
| 25.0                 | 28          | 28   | 27   | 27   | 27   | 27   | 26   | 26   | 26   | 26   |
| 25.5                 | 29          | 28   | 28   | 28   | 28   | 27   | 27   | 27   | 27   | 27   |
| 26.0                 | 29          | 29   | 29   | 29   | 28   | 28   | 28   | 28   | 28   | 27   |
| 26.5                 | 30          | 30   | 30   | 29   | 29   | 29   | 29   | 28   | 28   | 28   |
| 27.0                 | 31          | 30   | 30   | 30   | 30   | 30   | 29   | 29   | 29   | 29   |
| 27.5                 | 31          | 31   | 31   | 31   | 30   | 30   | 30   | 30   | 30   | 29   |

**Figure D-1. Percent fat estimates for males—Continued**

| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 70.0        | 70.5 | 71.0 | 71.5 | 72.0 | 72.5 | 73.0 | 73.5 | 74.0 | 74.5 |
| 28.0                 | 32          | 32   | 32   | 31   | 31   | 31   | 31   | 31   | 30   | 30   |
| 28.5                 | 33          | 32   | 32   | 32   | 32   | 32   | 31   | 31   | 31   | 31   |
| 29.0                 | 33          | 33   | 33   | 33   | 32   | 32   | 32   | 32   | 32   | 31   |
| 29.5                 | 34          | 34   | 34   | 33   | 33   | 33   | 33   | 32   | 32   | 32   |
| 30.0                 | 35          | 34   | 34   | 34   | 34   | 34   | 33   | 33   | 33   | 33   |
| 30.5                 | 35          | 35   | 35   | 35   | 34   | 34   | 34   | 34   | 34   | 33   |
| 31.0                 | 36          | 36   | 35   | 35   | 35   | 35   | 35   | 34   | 34   | 34   |
| 31.5                 | 36          | 36   | 36   | 36   | 36   | 35   | 35   | 35   | 35   | 35   |
| 32.0                 | 37          | 37   | 37   | 36   | 36   | 36   | 36   | 36   | 35   | 35   |
| 32.5                 |             |      |      | 37   | 37   | 36   | 36   | 36   | 36   | 36   |
| 33.0                 |             |      |      |      |      |      | 37   | 37   | 36   | 36   |
| 33.5                 |             |      |      |      |      |      |      |      |      | 37   |
| 34.0                 |             |      |      |      |      |      |      |      |      |      |
| 34.5                 |             |      |      |      |      |      |      |      |      |      |
| 35.0                 |             |      |      |      |      |      |      |      |      |      |

**Figure D-1. Percent fat estimates for males—Continued**

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| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 75.0        | 75.5 | 76.0 | 76.5 | 77.0 | 77.5 | 78.0 | 78.5 | 79.0 | 79.5 |
| 13.5                 |             |      |      |      |      |      |      |      |      |      |
| 14.0                 |             |      |      |      |      |      |      |      |      |      |
| 14.5                 |             |      |      |      |      |      |      |      |      |      |
| 15.0                 |             |      |      |      |      |      |      |      |      |      |
| 15.5                 |             |      |      |      |      |      |      |      |      |      |
| 16.0                 |             |      |      |      |      |      |      |      |      |      |
| 16.5                 | 10          | 10   | 10   | 10   | 9    | 9    |      |      |      |      |
| 17.0                 | 11          | 11   | 11   | 11   | 10   | 10   | 10   | 10   | 10   | 9    |
| 17.5                 | 12          | 12   | 12   | 12   | 12   | 11   | 11   | 11   | 11   | 11   |
| 18.0                 | 13          | 13   | 13   | 13   | 13   | 12   | 12   | 12   | 12   | 12   |
| 18.5                 | 14          | 14   | 14   | 14   | 14   | 13   | 13   | 13   | 13   | 13   |
| 19.0                 | 15          | 15   | 15   | 15   | 15   | 14   | 14   | 14   | 14   | 14   |
| 19.5                 | 16          | 16   | 16   | 16   | 16   | 15   | 15   | 15   | 15   | 15   |
| 20.0                 | 17          | 17   | 17   | 17   | 17   | 16   | 16   | 16   | 16   | 16   |
| 20.5                 | 18          | 18   | 18   | 18   | 17   | 17   | 17   | 17   | 17   | 16   |
| 21.0                 | 19          | 19   | 19   | 19   | 18   | 18   | 18   | 18   | 18   | 17   |
| 21.5                 | 20          | 20   | 20   | 19   | 19   | 19   | 19   | 19   | 18   | 18   |
| 22.0                 | 21          | 21   | 20   | 20   | 20   | 20   | 20   | 20   | 19   | 19   |
| 22.5                 | 22          | 22   | 21   | 21   | 21   | 21   | 21   | 20   | 20   | 20   |
| 23.0                 | 23          | 22   | 22   | 22   | 22   | 22   | 21   | 21   | 21   | 21   |
| 23.5                 | 23          | 23   | 23   | 23   | 23   | 22   | 22   | 22   | 22   | 22   |
| 24.0                 | 24          | 24   | 24   | 24   | 23   | 23   | 23   | 23   | 23   | 22   |
| 24.5                 | 25          | 25   | 25   | 24   | 24   | 24   | 24   | 24   | 23   | 23   |
| 25.0                 | 26          | 25   | 25   | 25   | 25   | 25   | 24   | 24   | 24   | 24   |
| 25.5                 | 26          | 26   | 26   | 26   | 26   | 25   | 25   | 25   | 25   | 25   |
| 26.0                 | 27          | 27   | 27   | 27   | 26   | 26   | 26   | 26   | 26   | 25   |
| 26.5                 | 28          | 28   | 27   | 27   | 27   | 27   | 27   | 26   | 26   | 26   |
| 27.0                 | 29          | 28   | 28   | 28   | 28   | 28   | 27   | 27   | 27   | 27   |
| 27.5                 | 29          | 29   | 29   | 29   | 28   | 28   | 28   | 28   | 28   | 27   |

**Figure D-1. Percent fat estimates for males—Continued**

| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 75.0        | 75.5 | 76.0 | 76.5 | 77.0 | 77.5 | 78.0 | 78.5 | 79.0 | 79.5 |
| 28.0                 | 30          | 30   | 29   | 29   | 29   | 29   | 29   | 29   | 28   | 28   |
| 28.5                 | 31          | 30   | 30   | 30   | 30   | 30   | 29   | 29   | 29   | 29   |
| 29.0                 | 31          | 31   | 31   | 31   | 30   | 30   | 30   | 30   | 30   | 29   |
| 29.5                 | 32          | 32   | 31   | 31   | 31   | 31   | 31   | 30   | 30   | 30   |
| 30.0                 | 32          | 32   | 32   | 32   | 32   | 31   | 31   | 31   | 31   | 31   |
| 30.5                 | 33          | 33   | 33   | 32   | 32   | 32   | 32   | 32   | 32   | 31   |
| 31.0                 | 34          | 33   | 33   | 33   | 33   | 33   | 33   | 32   | 32   | 32   |
| 31.5                 | 34          | 34   | 34   | 34   | 33   | 33   | 33   | 33   | 33   | 33   |
| 32.0                 | 35          | 35   | 34   | 34   | 34   | 34   | 34   | 33   | 33   | 33   |
| 32.5                 | 35          | 35   | 35   | 35   | 35   | 34   | 34   | 34   | 34   | 34   |
| 33.0                 | 36          | 36   | 36   | 35   | 35   | 35   | 35   | 35   | 34   | 34   |
| 33.5                 | 37          | 36   | 36   | 36   | 36   | 36   | 35   | 35   | 35   | 35   |
| 34.0                 |             | 37   | 37   | 37   | 36   | 36   | 36   | 36   | 36   | 35   |
| 34.5                 |             |      |      |      | 37   | 37   | 37   | 36   | 36   | 36   |
| 35.0                 |             |      |      |      |      |      |      | 37   | 37   | 36   |

**Figure D-1. Percent fat estimates for males—Continued**

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| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 58.0        | 58.5 | 59.0 | 59.5 | 60.0 | 60.5 | 61.0 | 61.5 | 62.0 | 62.5 |
| 45.0                 | 19          |      |      |      |      |      |      |      |      |      |
| 45.5                 | 20          | 20   | 19   |      |      |      |      |      |      |      |
| 46.0                 | 21          | 20   | 20   | 20   | 19   |      |      |      |      |      |
| 46.5                 | 21          | 21   | 21   | 20   | 20   | 20   | 19   | 19   |      |      |
| 47.0                 | 22          | 22   | 22   | 21   | 21   | 20   | 20   | 20   | 19   | 19   |
| 47.5                 | 23          | 23   | 22   | 22   | 22   | 21   | 21   | 21   | 20   | 20   |
| 48.0                 | 24          | 23   | 23   | 23   | 22   | 22   | 22   | 21   | 21   | 21   |
| 48.5                 | 24          | 24   | 24   | 23   | 23   | 23   | 22   | 22   | 22   | 21   |
| 49.0                 | 25          | 25   | 24   | 24   | 24   | 23   | 23   | 23   | 22   | 22   |
| 49.5                 | 26          | 26   | 25   | 25   | 24   | 24   | 24   | 23   | 23   | 23   |
| 50.0                 | 27          | 26   | 26   | 26   | 25   | 25   | 24   | 24   | 24   | 23   |
| 50.5                 | 27          | 27   | 27   | 26   | 26   | 26   | 25   | 25   | 25   | 24   |
| 51.0                 | 28          | 28   | 27   | 27   | 27   | 26   | 26   | 26   | 25   | 25   |
| 51.5                 | 29          | 28   | 28   | 28   | 27   | 27   | 27   | 26   | 26   | 26   |
| 52.0                 | 29          | 29   | 29   | 28   | 28   | 28   | 27   | 27   | 27   | 26   |
| 52.5                 | 30          | 30   | 29   | 29   | 29   | 28   | 28   | 28   | 27   | 27   |
| 53.0                 | 31          | 30   | 30   | 30   | 29   | 29   | 29   | 28   | 28   | 28   |
| 53.5                 | 31          | 31   | 31   | 30   | 30   | 30   | 29   | 29   | 29   | 28   |
| 54.0                 | 32          | 32   | 31   | 31   | 31   | 30   | 30   | 30   | 29   | 29   |
| 54.5                 | 33          | 32   | 32   | 32   | 31   | 31   | 31   | 30   | 30   | 30   |
| 55.0                 | 33          | 33   | 33   | 32   | 32   | 32   | 31   | 31   | 31   | 30   |
| 55.5                 | 34          | 34   | 33   | 33   | 33   | 32   | 32   | 32   | 31   | 31   |
| 56.0                 | 35          | 34   | 34   | 34   | 33   | 33   | 33   | 32   | 32   | 31   |
| 56.5                 | 35          | 35   | 35   | 34   | 34   | 34   | 33   | 33   | 32   | 32   |
| 57.0                 | 36          | 36   | 35   | 35   | 34   | 34   | 34   | 33   | 33   | 33   |
| 57.5                 | 37          | 36   | 36   | 35   | 35   | 35   | 34   | 34   | 34   | 33   |
| 58.0                 | 37          | 37   | 36   | 36   | 36   | 35   | 35   | 35   | 34   | 34   |
| 58.5                 | 38          | 37   | 37   | 37   | 36   | 36   | 36   | 35   | 35   | 35   |
| 59.0                 | 38          | 38   | 38   | 37   | 37   | 37   | 36   | 36   | 36   | 35   |
| 59.5                 | 39          | 39   | 38   | 38   | 38   | 37   | 37   | 36   | 36   | 36   |
| 60.0                 | 40          | 39   | 39   | 38   | 38   | 38   | 37   | 37   | 37   | 36   |
| 60.5                 | 40          | 40   | 39   | 39   | 39   | 38   | 38   | 38   | 37   | 37   |
| 61.0                 | 41          | 40   | 40   | 40   | 39   | 39   | 39   | 38   | 38   | 38   |
| 61.5                 | 41          | 41   | 41   | 40   | 40   | 40   | 39   | 39   | 38   | 38   |
| 62.0                 | 42          | 42   | 41   | 41   | 40   | 40   | 40   | 39   | 39   | 39   |

**Figure D-2. Percent fat estimates for females**

| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 58.0        | 58.5 | 59.0 | 59.5 | 60.0 | 60.5 | 61.0 | 61.5 | 62.0 | 62.5 |
| 62.5                 | 42          | 42   | 42   | 41   | 41   | 41   | 40   | 40   | 40   | 39   |
| 63.0                 | 43          | 43   | 42   | 42   | 42   | 41   | 41   | 41   | 40   | 40   |
| 63.5                 | 44          | 43   | 43   | 42   | 42   | 42   | 41   | 41   | 41   | 40   |
| 64.0                 | 44          | 44   | 43   | 43   | 43   | 42   | 42   | 42   | 41   | 41   |
| 64.5                 | 45          | 44   | 44   | 44   | 43   | 43   | 43   | 42   | 42   | 42   |
| 65.0                 | 45          | 45   | 45   | 44   | 44   | 43   | 43   | 43   | 42   | 42   |
| 65.5                 | 46          | 45   | 45   | 45   | 44   | 44   | 44   | 43   | 43   | 43   |
| 66.0                 | 46          | 46   | 46   | 45   | 45   | 45   | 44   | 44   | 43   | 43   |
| 66.5                 | 47          | 46   | 46   | 46   | 45   | 45   | 45   | 44   | 44   | 44   |
| 67.0                 |             |      | 47   | 46   | 46   | 46   | 45   | 45   | 45   | 44   |
| 67.5                 |             |      |      | 47   | 46   | 46   | 46   | 45   | 45   | 45   |
| 68.0                 |             |      |      |      | 47   | 47   | 46   | 46   | 46   | 45   |
| 68.5                 |             |      |      |      |      |      | 47   | 46   | 46   | 46   |
| 69.0                 |             |      |      |      |      |      |      | 47   | 47   | 46   |
| 69.5                 |             |      |      |      |      |      |      |      |      | 47   |
| 70.0                 |             |      |      |      |      |      |      |      |      |      |
| 70.5                 |             |      |      |      |      |      |      |      |      |      |
| 71.0                 |             |      |      |      |      |      |      |      |      |      |
| 71.5                 |             |      |      |      |      |      |      |      |      |      |
| 72.0                 |             |      |      |      |      |      |      |      |      |      |
| 72.5                 |             |      |      |      |      |      |      |      |      |      |
| 73.0                 |             |      |      |      |      |      |      |      |      |      |
| 73.5                 |             |      |      |      |      |      |      |      |      |      |
| 74.0                 |             |      |      |      |      |      |      |      |      |      |
| 74.5                 |             |      |      |      |      |      |      |      |      |      |
| 75.0                 |             |      |      |      |      |      |      |      |      |      |
| 75.5                 |             |      |      |      |      |      |      |      |      |      |
| 76.0                 |             |      |      |      |      |      |      |      |      |      |
| 76.5                 |             |      |      |      |      |      |      |      |      |      |
| 77.0                 |             |      |      |      |      |      |      |      |      |      |
| 77.5                 |             |      |      |      |      |      |      |      |      |      |
| 78.0                 |             |      |      |      |      |      |      |      |      |      |
| 78.5                 |             |      |      |      |      |      |      |      |      |      |
| 79.0                 |             |      |      |      |      |      |      |      |      |      |
| 79.5                 |             |      |      |      |      |      |      |      |      |      |

**Figure D-2. Percent fat estimates for females—Continued**

| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 63.0        | 63.5 | 64.0 | 64.5 | 65.0 | 65.5 | 66.0 | 66.5 | 67.0 | 67.5 |
| 45.0                 |             |      |      |      |      |      |      |      |      |      |
| 45.5                 |             |      |      |      |      |      |      |      |      |      |
| 46.0                 |             |      |      |      |      |      |      |      |      |      |
| 46.5                 |             |      |      |      |      |      |      |      |      |      |
| 47.0                 |             |      |      |      |      |      |      |      |      |      |
| 47.5                 | 19          | 19   |      |      |      |      |      |      |      |      |
| 48.0                 | 20          | 20   | 20   | 19   |      |      |      |      |      |      |
| 48.5                 | 21          | 21   | 20   | 20   | 20   | 19   |      |      |      |      |
| 49.0                 | 22          | 21   | 21   | 21   | 20   | 20   | 20   | 19   | 19   |      |
| 49.5                 | 22          | 22   | 22   | 21   | 21   | 21   | 20   | 20   | 20   | 19   |
| 50.0                 | 23          | 23   | 22   | 22   | 22   | 21   | 21   | 21   | 21   | 20   |
| 50.5                 | 24          | 23   | 23   | 23   | 23   | 22   | 22   | 22   | 21   | 21   |
| 51.0                 | 25          | 24   | 24   | 24   | 23   | 23   | 23   | 22   | 22   | 22   |
| 51.5                 | 25          | 25   | 25   | 24   | 24   | 24   | 23   | 23   | 23   | 22   |
| 52.0                 | 26          | 26   | 25   | 25   | 25   | 24   | 24   | 24   | 23   | 23   |
| 52.5                 | 27          | 26   | 26   | 26   | 25   | 25   | 25   | 24   | 24   | 24   |
| 53.0                 | 27          | 27   | 27   | 26   | 26   | 26   | 25   | 25   | 25   | 24   |
| 53.5                 | 28          | 28   | 27   | 27   | 27   | 26   | 26   | 26   | 25   | 25   |
| 54.0                 | 29          | 28   | 28   | 28   | 27   | 27   | 27   | 26   | 26   | 26   |
| 54.5                 | 29          | 29   | 29   | 28   | 28   | 28   | 27   | 27   | 27   | 26   |
| 55.0                 | 30          | 30   | 29   | 29   | 29   | 28   | 28   | 28   | 27   | 27   |
| 55.5                 | 31          | 30   | 30   | 30   | 29   | 29   | 29   | 28   | 28   | 28   |
| 56.0                 | 31          | 31   | 30   | 30   | 30   | 30   | 29   | 29   | 29   | 28   |
| 56.5                 | 32          | 31   | 31   | 31   | 30   | 30   | 30   | 29   | 29   | 29   |
| 57.0                 | 32          | 32   | 32   | 31   | 31   | 31   | 30   | 30   | 30   | 29   |
| 57.5                 | 33          | 33   | 32   | 32   | 32   | 31   | 31   | 31   | 30   | 30   |
| 58.0                 | 34          | 33   | 33   | 33   | 32   | 32   | 32   | 31   | 31   | 31   |
| 58.5                 | 34          | 34   | 34   | 33   | 33   | 33   | 32   | 32   | 32   | 31   |
| 59.0                 | 35          | 35   | 34   | 34   | 34   | 33   | 33   | 33   | 32   | 32   |
| 59.5                 | 35          | 35   | 35   | 34   | 34   | 34   | 33   | 33   | 33   | 33   |
| 60.0                 | 36          | 36   | 35   | 35   | 35   | 34   | 34   | 34   | 33   | 33   |
| 60.5                 | 37          | 36   | 36   | 36   | 35   | 35   | 35   | 34   | 34   | 34   |
| 61.0                 | 37          | 37   | 37   | 36   | 36   | 36   | 35   | 35   | 35   | 34   |
| 61.5                 | 38          | 37   | 37   | 37   | 36   | 36   | 36   | 36   | 35   | 35   |
| 62.0                 | 38          | 38   | 38   | 37   | 37   | 37   | 36   | 36   | 36   | 35   |

**Figure D-2. Percent fat estimates for females—Continued**

| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 63.0        | 63.5 | 64.0 | 64.5 | 65.0 | 65.5 | 66.0 | 66.5 | 67.0 | 67.5 |
| 62.5                 | 39          | 39   | 38   | 38   | 38   | 37   | 37   | 37   | 36   | 36   |
| 63.0                 | 40          | 39   | 39   | 39   | 38   | 38   | 38   | 37   | 37   | 37   |
| 63.5                 | 40          | 40   | 39   | 39   | 39   | 38   | 38   | 38   | 37   | 37   |
| 64.0                 | 41          | 40   | 40   | 40   | 39   | 39   | 39   | 38   | 38   | 38   |
| 64.5                 | 41          | 41   | 41   | 40   | 40   | 40   | 39   | 39   | 39   | 38   |
| 65.0                 | 42          | 41   | 41   | 41   | 40   | 40   | 40   | 39   | 39   | 39   |
| 65.5                 | 42          | 42   | 42   | 41   | 41   | 41   | 40   | 40   | 40   | 39   |
| 66.0                 | 43          | 42   | 42   | 42   | 41   | 41   | 41   | 41   | 40   | 40   |
| 66.5                 | 43          | 43   | 43   | 42   | 42   | 42   | 41   | 41   | 41   | 40   |
| 67.0                 | 44          | 44   | 43   | 43   | 43   | 42   | 42   | 42   | 41   | 41   |
| 67.5                 | 44          | 44   | 44   | 43   | 43   | 43   | 42   | 42   | 42   | 41   |
| 68.0                 | 45          | 45   | 44   | 44   | 44   | 43   | 43   | 43   | 42   | 42   |
| 68.5                 | 45          | 45   | 45   | 44   | 44   | 44   | 43   | 43   | 43   | 43   |
| 69.0                 | 46          | 46   | 45   | 45   | 45   | 44   | 44   | 44   | 43   | 43   |
| 69.5                 | 46          | 46   | 46   | 45   | 45   | 45   | 44   | 44   | 44   | 44   |
| 70.0                 | 47          | 47   | 46   | 46   | 46   | 45   | 45   | 45   | 44   | 44   |
| 70.5                 |             |      | 47   | 46   | 46   | 46   | 46   | 45   | 45   | 45   |
| 71.0                 |             |      |      | 47   | 47   | 46   | 46   | 46   | 45   | 45   |
| 71.5                 |             |      |      |      |      | 47   | 47   | 46   | 46   | 46   |
| 72.0                 |             |      |      |      |      |      | 47   | 47   | 46   | 46   |
| 72.5                 |             |      |      |      |      |      |      |      | 47   | 47   |
| 73.0                 |             |      |      |      |      |      |      |      |      |      |
| 73.5                 |             |      |      |      |      |      |      |      |      |      |
| 74.0                 |             |      |      |      |      |      |      |      |      |      |
| 74.5                 |             |      |      |      |      |      |      |      |      |      |
| 75.0                 |             |      |      |      |      |      |      |      |      |      |
| 75.5                 |             |      |      |      |      |      |      |      |      |      |
| 76.0                 |             |      |      |      |      |      |      |      |      |      |
| 76.5                 |             |      |      |      |      |      |      |      |      |      |
| 77.0                 |             |      |      |      |      |      |      |      |      |      |
| 77.5                 |             |      |      |      |      |      |      |      |      |      |
| 78.0                 |             |      |      |      |      |      |      |      |      |      |
| 78.5                 |             |      |      |      |      |      |      |      |      |      |
| 79.0                 |             |      |      |      |      |      |      |      |      |      |
| 79.5                 |             |      |      |      |      |      |      |      |      |      |

**Figure D-2. Percent fat estimates for females—Continued**



| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 68.0        | 68.5 | 69.0 | 69.5 | 70.0 | 70.5 | 71.0 | 71.5 | 72.0 | 72.5 |
| 45.0                 |             |      |      |      |      |      |      |      |      |      |
| 45.5                 |             |      |      |      |      |      |      |      |      |      |
| 46.0                 |             |      |      |      |      |      |      |      |      |      |
| 46.5                 |             |      |      |      |      |      |      |      |      |      |
| 47.0                 |             |      |      |      |      |      |      |      |      |      |
| 47.5                 |             |      |      |      |      |      |      |      |      |      |
| 48.0                 |             |      |      |      |      |      |      |      |      |      |
| 48.5                 |             |      |      |      |      |      |      |      |      |      |
| 49.0                 |             |      |      |      |      |      |      |      |      |      |
| 49.5                 | 19          |      |      |      |      |      |      |      |      |      |
| 50.0                 | 20          | 20   | 19   |      |      |      |      |      |      |      |
| 50.5                 | 21          | 20   | 20   | 20   | 19   | 19   |      |      |      |      |
| 51.0                 | 21          | 21   | 21   | 20   | 20   | 20   | 19   | 19   |      |      |
| 51.5                 | 22          | 22   | 21   | 21   | 21   | 20   | 20   | 20   | 20   | 19   |
| 52.0                 | 23          | 22   | 22   | 22   | 21   | 21   | 21   | 21   | 20   | 20   |
| 52.5                 | 23          | 23   | 23   | 22   | 22   | 22   | 22   | 21   | 21   | 21   |
| 53.0                 | 24          | 24   | 23   | 23   | 23   | 22   | 22   | 22   | 22   | 21   |
| 53.5                 | 25          | 24   | 24   | 24   | 23   | 23   | 23   | 23   | 22   | 22   |
| 54.0                 | 25          | 25   | 25   | 24   | 24   | 24   | 24   | 23   | 23   | 23   |
| 54.5                 | 26          | 26   | 25   | 25   | 25   | 24   | 24   | 24   | 24   | 23   |
| 55.0                 | 27          | 26   | 26   | 26   | 25   | 25   | 25   | 25   | 24   | 24   |
| 55.5                 | 27          | 27   | 27   | 26   | 26   | 26   | 25   | 25   | 25   | 25   |
| 56.0                 | 28          | 28   | 27   | 27   | 27   | 26   | 26   | 26   | 25   | 25   |
| 56.5                 | 29          | 28   | 28   | 28   | 27   | 27   | 27   | 26   | 26   | 26   |
| 57.0                 | 29          | 29   | 29   | 28   | 28   | 28   | 27   | 27   | 27   | 26   |
| 57.5                 | 30          | 29   | 29   | 29   | 29   | 28   | 28   | 28   | 27   | 27   |
| 58.0                 | 30          | 30   | 30   | 29   | 29   | 29   | 29   | 28   | 28   | 28   |
| 58.5                 | 31          | 31   | 30   | 30   | 30   | 29   | 29   | 29   | 29   | 28   |
| 59.0                 | 32          | 31   | 31   | 31   | 30   | 30   | 30   | 29   | 29   | 29   |
| 59.5                 | 32          | 32   | 32   | 31   | 31   | 31   | 30   | 30   | 30   | 29   |
| 60.0                 | 33          | 32   | 32   | 32   | 32   | 31   | 31   | 31   | 30   | 30   |
| 60.5                 | 33          | 33   | 33   | 32   | 32   | 32   | 32   | 31   | 31   | 31   |
| 61.0                 | 34          | 34   | 33   | 33   | 33   | 32   | 32   | 32   | 32   | 31   |
| 61.5                 | 35          | 34   | 34   | 34   | 33   | 33   | 33   | 32   | 32   | 32   |
| 62.0                 | 35          | 35   | 35   | 34   | 34   | 34   | 33   | 33   | 33   | 32   |

**Figure D-2. Percent fat estimates for females—Continued**

| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 68.0        | 68.5 | 69.0 | 69.5 | 70.0 | 70.5 | 71.0 | 71.5 | 72.0 | 72.5 |
| 62.5                 | 36          | 35   | 35   | 35   | 34   | 34   | 34   | 34   | 33   | 33   |
| 63.0                 | 36          | 36   | 36   | 35   | 35   | 35   | 34   | 34   | 34   | 34   |
| 63.5                 | 37          | 37   | 36   | 36   | 36   | 35   | 35   | 35   | 34   | 34   |
| 64.0                 | 37          | 37   | 37   | 36   | 36   | 36   | 36   | 35   | 35   | 35   |
| 64.5                 | 38          | 38   | 37   | 37   | 37   | 36   | 36   | 36   | 36   | 35   |
| 65.0                 | 38          | 38   | 38   | 38   | 37   | 37   | 37   | 36   | 36   | 36   |
| 65.5                 | 39          | 39   | 38   | 38   | 38   | 37   | 37   | 37   | 37   | 36   |
| 66.0                 | 40          | 39   | 39   | 39   | 38   | 38   | 38   | 37   | 37   | 37   |
| 66.5                 | 40          | 40   | 39   | 39   | 39   | 39   | 38   | 38   | 38   | 37   |
| 67.0                 | 41          | 40   | 40   | 40   | 39   | 39   | 39   | 39   | 38   | 38   |
| 67.5                 | 41          | 41   | 41   | 40   | 40   | 40   | 39   | 39   | 39   | 38   |
| 68.0                 | 42          | 41   | 41   | 41   | 40   | 40   | 40   | 40   | 39   | 39   |
| 68.5                 | 42          | 42   | 42   | 41   | 41   | 41   | 40   | 40   | 40   | 39   |
| 69.0                 | 43          | 42   | 42   | 42   | 41   | 41   | 41   | 41   | 40   | 40   |
| 69.5                 | 43          | 43   | 43   | 42   | 42   | 42   | 41   | 41   | 41   | 41   |
| 70.0                 | 44          | 43   | 43   | 43   | 43   | 42   | 42   | 42   | 41   | 41   |
| 70.5                 | 44          | 44   | 44   | 43   | 43   | 43   | 42   | 42   | 42   | 42   |
| 71.0                 | 45          | 44   | 44   | 44   | 44   | 43   | 43   | 43   | 42   | 42   |
| 71.5                 | 45          | 45   | 45   | 44   | 44   | 44   | 43   | 43   | 43   | 43   |
| 72.0                 | 46          | 45   | 45   | 45   | 45   | 44   | 44   | 44   | 43   | 43   |
| 72.5                 | 46          | 46   | 46   | 45   | 45   | 45   | 44   | 44   | 44   | 44   |
| 73.0                 | 47          | 46   | 46   | 46   | 45   | 45   | 45   | 45   | 44   | 44   |
| 73.5                 |             | 47   | 47   | 46   | 46   | 46   | 45   | 45   | 45   | 44   |
| 74.0                 |             |      |      | 47   | 46   | 46   | 46   | 46   | 45   | 45   |
| 74.5                 |             |      |      |      | 47   | 47   | 46   | 46   | 46   | 45   |
| 75.0                 |             |      |      |      |      |      | 47   | 46   | 46   | 46   |
| 75.5                 |             |      |      |      |      |      |      | 47   | 47   | 46   |
| 76.0                 |             |      |      |      |      |      |      |      |      | 47   |
| 76.5                 |             |      |      |      |      |      |      |      |      |      |
| 77.0                 |             |      |      |      |      |      |      |      |      |      |
| 77.5                 |             |      |      |      |      |      |      |      |      |      |
| 78.0                 |             |      |      |      |      |      |      |      |      |      |
| 78.5                 |             |      |      |      |      |      |      |      |      |      |
| 79.0                 |             |      |      |      |      |      |      |      |      |      |
| 79.5                 |             |      |      |      |      |      |      |      |      |      |

**Figure D-2. Percent fat estimates for females—Continued**

| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 73.0        | 73.5 | 74.0 | 74.5 | 75.0 | 75.5 | 76.0 | 76.5 | 77.0 | 77.5 |
| 45.0                 |             |      |      |      |      |      |      |      |      |      |
| 45.5                 |             |      |      |      |      |      |      |      |      |      |
| 46.0                 |             |      |      |      |      |      |      |      |      |      |
| 46.5                 |             |      |      |      |      |      |      |      |      |      |
| 47.0                 |             |      |      |      |      |      |      |      |      |      |
| 47.5                 |             |      |      |      |      |      |      |      |      |      |
| 48.0                 |             |      |      |      |      |      |      |      |      |      |
| 48.5                 |             |      |      |      |      |      |      |      |      |      |
| 49.0                 |             |      |      |      |      |      |      |      |      |      |
| 49.5                 |             |      |      |      |      |      |      |      |      |      |
| 50.0                 |             |      |      |      |      |      |      |      |      |      |
| 50.5                 |             |      |      |      |      |      |      |      |      |      |
| 51.0                 |             |      |      |      |      |      |      |      |      |      |
| 51.5                 |             |      |      |      |      |      |      |      |      |      |
| 52.0                 | 20          | 19   | 19   |      |      |      |      |      |      |      |
| 52.5                 | 20          | 20   | 20   | 19   | 19   |      |      |      |      |      |
| 53.0                 | 21          | 21   | 20   | 20   | 20   | 20   | 19   | 19   |      |      |
| 53.5                 | 22          | 21   | 21   | 21   | 21   | 20   | 20   | 20   | 19   | 19   |
| 54.0                 | 22          | 22   | 22   | 21   | 21   | 21   | 21   | 20   | 20   | 20   |
| 54.5                 | 23          | 23   | 22   | 22   | 22   | 22   | 21   | 21   | 21   | 20   |
| 55.0                 | 24          | 23   | 23   | 23   | 22   | 22   | 22   | 22   | 21   | 21   |
| 55.5                 | 24          | 24   | 24   | 23   | 23   | 23   | 23   | 22   | 22   | 22   |
| 56.0                 | 25          | 25   | 24   | 24   | 24   | 23   | 23   | 23   | 23   | 22   |
| 56.5                 | 26          | 25   | 25   | 25   | 24   | 24   | 24   | 24   | 23   | 23   |
| 57.0                 | 26          | 26   | 26   | 25   | 25   | 25   | 24   | 24   | 24   | 24   |
| 57.5                 | 27          | 26   | 26   | 26   | 26   | 25   | 25   | 25   | 25   | 24   |
| 58.0                 | 27          | 27   | 27   | 27   | 26   | 26   | 26   | 25   | 25   | 25   |
| 58.5                 | 28          | 28   | 27   | 27   | 27   | 27   | 26   | 26   | 26   | 25   |
| 59.0                 | 29          | 28   | 28   | 28   | 27   | 27   | 27   | 27   | 26   | 26   |
| 59.5                 | 29          | 29   | 29   | 28   | 28   | 28   | 27   | 27   | 27   | 27   |
| 60.0                 | 30          | 30   | 29   | 29   | 29   | 28   | 28   | 28   | 28   | 27   |
| 60.5                 | 30          | 30   | 30   | 30   | 29   | 29   | 29   | 28   | 28   | 28   |
| 61.0                 | 31          | 31   | 30   | 30   | 30   | 30   | 29   | 29   | 29   | 28   |
| 61.5                 | 32          | 31   | 31   | 31   | 30   | 30   | 30   | 30   | 29   | 29   |
| 62.0                 | 32          | 32   | 32   | 31   | 31   | 31   | 30   | 30   | 30   | 30   |

Figure D-2. Percent fat estimates for females—Continued

| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 73.0        | 73.5 | 74.0 | 74.5 | 75.0 | 75.5 | 76.0 | 76.5 | 77.0 | 77.5 |
| 62.5                 | 33          | 32   | 32   | 32   | 32   | 31   | 31   | 31   | 30   | 30   |
| 63.0                 | 33          | 33   | 33   | 32   | 32   | 32   | 32   | 31   | 31   | 31   |
| 63.5                 | 34          | 34   | 33   | 33   | 33   | 32   | 32   | 32   | 32   | 31   |
| 64.0                 | 34          | 34   | 34   | 34   | 33   | 33   | 33   | 32   | 32   | 32   |
| 64.5                 | 35          | 35   | 34   | 34   | 34   | 33   | 33   | 33   | 33   | 32   |
| 65.0                 | 35          | 35   | 35   | 35   | 34   | 34   | 34   | 33   | 33   | 33   |
| 65.5                 | 36          | 36   | 35   | 35   | 35   | 35   | 34   | 34   | 34   | 33   |
| 66.0                 | 37          | 36   | 36   | 36   | 35   | 35   | 35   | 35   | 34   | 34   |
| 66.5                 | 37          | 37   | 37   | 36   | 36   | 36   | 35   | 35   | 35   | 35   |
| 67.0                 | 38          | 37   | 37   | 37   | 36   | 36   | 36   | 36   | 35   | 35   |
| 67.5                 | 38          | 38   | 38   | 37   | 37   | 37   | 36   | 36   | 36   | 36   |
| 68.0                 | 39          | 38   | 38   | 38   | 38   | 37   | 37   | 37   | 36   | 36   |
| 68.5                 | 39          | 39   | 39   | 38   | 38   | 38   | 37   | 37   | 37   | 37   |
| 69.0                 | 40          | 39   | 39   | 39   | 39   | 38   | 38   | 38   | 37   | 37   |
| 69.5                 | 40          | 40   | 40   | 39   | 39   | 39   | 39   | 38   | 38   | 38   |
| 70.0                 | 41          | 40   | 40   | 40   | 40   | 39   | 39   | 39   | 38   | 38   |
| 70.5                 | 41          | 41   | 41   | 40   | 40   | 40   | 40   | 39   | 39   | 39   |
| 71.0                 | 42          | 41   | 41   | 41   | 41   | 40   | 40   | 40   | 39   | 39   |
| 71.5                 | 42          | 42   | 42   | 41   | 41   | 41   | 41   | 40   | 40   | 40   |
| 72.0                 | 43          | 42   | 42   | 42   | 42   | 41   | 41   | 41   | 40   | 40   |
| 72.5                 | 43          | 43   | 43   | 42   | 42   | 42   | 42   | 41   | 41   | 41   |
| 73.0                 | 44          | 43   | 43   | 43   | 43   | 42   | 42   | 42   | 41   | 41   |
| 73.5                 | 44          | 44   | 44   | 43   | 43   | 43   | 42   | 42   | 42   | 42   |
| 74.0                 | 45          | 44   | 44   | 44   | 44   | 43   | 43   | 43   | 42   | 42   |
| 74.5                 | 45          | 45   | 45   | 44   | 44   | 44   | 43   | 43   | 43   | 43   |

**Figure D-2. Percent fat estimates for females—Continued**

| Circumference Value* | Height (in) |      |      |      |      |      |      |      |      |      |
|----------------------|-------------|------|------|------|------|------|------|------|------|------|
|                      | 73.0        | 73.5 | 74.0 | 74.5 | 75.0 | 75.5 | 76.0 | 76.5 | 77.0 | 77.5 |
| 75.0                 | 46          | 45   | 45   | 45   | 44   | 44   | 44   | 44   | 43   | 43   |
| 75.5                 | 46          | 46   | 46   | 45   | 45   | 45   | 44   | 44   | 44   | 44   |
| 76.0                 | 47          | 46   | 46   | 46   | 45   | 45   | 45   | 45   | 44   | 44   |
| 76.5                 |             | 47   | 46   | 46   | 46   | 46   | 45   | 45   | 45   | 44   |
| 77.0                 |             |      | 47   | 47   | 46   | 46   | 46   | 45   | 45   | 45   |
| 77.5                 |             |      |      |      | 47   | 47   | 46   | 46   | 46   | 45   |
| 78.0                 |             |      |      |      |      | 47   | 47   | 46   | 46   | 46   |
| 78.5                 |             |      |      |      |      |      |      | 47   | 47   | 46   |
| 79.0                 |             |      |      |      |      |      |      |      |      | 47   |
| 79.5                 |             |      |      |      |      |      |      |      |      |      |

**Figure D-2. Percent fat estimates for females—Continued**

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## **D-8. Steps for Preparing the Female Body Fat Content Worksheet, DA Form 5501-R**

**Name:** Print the instructor's last name, and middle initial in the NAME block. Also include her Rank.

**Age:** Print her age in years in the AGE block.

**Height:** Measure the instructor's height as described in this appendix, to the nearest half of an inch, and record the measurement in the HEIGHT block.

**Weight:** Measure the instructor's weight as described in this appendix, to the nearest pound, and record in the WEIGHT block.

**Note:** Follow the rounding rules for rounding height and weight measurements as described earlier in this appendix.

### **Step 1. Neck Measurement**

Measure the instructor's neck circumference to the nearest 1/2 inch, and record in the block labeled "FIRST."

### **Step 2. Waist (abdomen) Measurement**

Measure the instructor's waist (abdomen) at the point of minimal abdominal circumference. Round the natural waist measurement down to nearest 1/2 inch and record in the block labeled "FIRST."

### **Step 3. Hip Measurement**

Measure the instructor's hip circumference down to the nearest 1/2 inch and record in the block labeled "FIRST."

**Note:** Repeat STEPS 1, 2, and 3 in series until you have completed three sets of neck, waist (abdomen), and hip circumference measurements. Find mathematical average of FIRST, SECOND, and THIRD circumference in STEPS 1, 2, and 3 by adding them together and dividing by three for each step. Place this number to nearest 1/2 inch in block marked AVERAGE for each step.

### **Step 4. Calculations**

#### **Line A. Waist (abdomen) circumference.**

Enter value from STEP 2 in line 4A.

#### **Line B. Hip circumference.**

Enter value from STEP 3 in line 4B.

#### **Line C. Total (4A+4B=4C).**

Add waist circumference (line 4A) and hip circumference (line 4B). Enter result in line 4C.

**Line D. Neck circumference.**

Enter value from STEP 1 in line 4D.

**Line E. Circumference value (4C-4D=4E).**

Subtract value in line 4C from value in line 4D. Enter result in line 4E.

**Line F.** Enter the height in inches to the nearest half inch in line 4F.

**Note:** Follow the rules for rounding of height and weight measurements as described earlier in this appendix.

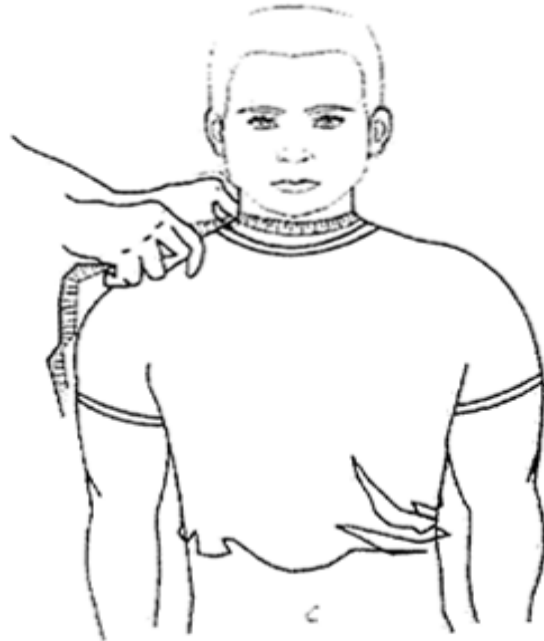
**Line G. Percent Body Fat**

Determine percent body fat by finding instructor's circumference value (value listed in line 4E) and height in inches (line 4F) in figure D–2. Percent body fat is the value that intercepts with circumference value and height in inches as listed in figure D–2. This is the instructor's PERCENT BODY FAT.

Note: Go to figure D–2 to locate the circumference value in the left-hand column.



NECK- Men



NECK- Men



WAIST- Men

**Figure D-3. Male tape measurement illustration**





NECK-Women



Point of minimal abdominal circumference

WAIST- Women



HIP-(women) side measurement



Over the greatest protrusion of the gluteal muscles (buttocks)

HIP-(women) side measurement

**Figure D-4. Female tape measurement illustration**



# Figure

| M   | TAB | TAB                       | TAB    | TAB      | TAB                           |
|---|-----|---------------------------|--------|----------|-------------------------------|
| <b>BODY FAT CONTENT WORKSHEET (Male)</b>  |     |                           |        |          |                               |
| For use of this form, see AR 600-9; the proponent agency is DCS, G-1.   |     |                           |        |          |                               |
| NAME (Last, First, Middle Initial)  |     |                           | RANK   |          | NOTE:                         |
| HEIGHT (to nearest 0.50 inch)   |     | WEIGHT (to nearest pound) |        | AGE      |                               |
|   |     |                           |        | ½" = .50 |                               |
| STEP  |     | FIRST                     | SECOND | THIRD    | AVERAGE (to nearest 0.50 in.) |
| 1. Measure neck just below level of larynx (Adam's apple.) Round up to the nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.  |     |                           |        |          |                               |
| 2. Measure abdomen at the level of the navel (belly button.) Round down to the nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.  |     |                           |        |          |                               |
| 3. Enter the average neck circumference.  |     |                           |        |          |                               |
| 4. Enter the average abdominal circumference.   |     |                           |        |          |                               |
| 5. Enter circumference value (step 4 - step 3).   |     |                           |        |          |                               |
| 6. Enter height in inches to the nearest 0.50 inch.   |     |                           |        |          |                               |
| 7. Find the Soldier's circumference value (step 5) and height (step 6) in <a href="#">figure B-1 (Percent Fat Estimation for Men)</a> . Enter the percent body fat value that intercepts with the circumference value and height. This is Soldier's Percent Body Fat. |     |                           |        |          |                               |
| REMARKS   |     |                           |        |          |                               |

|   |      |                 |   |      |                 |
|---|------|-----------------|---|------|-----------------|
| CHECK ALL THAT APPLY  |      |                 |   |      |                 |
| <input type="checkbox"/> Individual is in compliance with Army Standards. |      |                 | <input type="checkbox"/> Is not in compliance with the standards. Recommended monthly weight loss is 3-8 lbs. or 1% body fat. |      |                 |
| PREPARED BY<br>(Printed Name and Signature)                               | RANK | DATE (YYYYMMDD) | APPROVED BY SUPERVISOR<br>(Printed Name and Signature)  | RANK | DATE (YYYYMMDD) |
| DA FORM 5500, MAY 2013  |      |                 | PREVIOUS EDITIONS ARE OBSOLETE.   |      | APD/AEM v1.02ES |

## D-5. Sample DA Form 5500

**BODY FAT CONTENT WORKSHEET (Female)**

For use of this form, see AR 600-9; the proponent agency is DCS, G-1.

| NAME (Last, First, Middle Initial)   |       |        | RANK                      |                               | NOTE:<br>½" = .50 |
|--|-------|--------|---------------------------|-------------------------------|-------------------|
| HEIGHT (to nearest 0.50 inch)  |       |        | WEIGHT (to nearest pound) |                               |                   |
| AGE  |       |        |                           |                               |                   |
| STEP   | FIRST | SECOND | THIRD                     | AVERAGE (to nearest 0.50 in.) |                   |
| 1. Measure neck just below level of larynx (Adam's apple). Round up to nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.   |       |        |                           |                               |                   |
| 2. Measure waist (abdomen) at the point of minimal abdominal circumference. Round down to nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.  |       |        |                           |                               |                   |
| 3. Measure hips at point where the gluteus muscles (buttocks) protrude backward the most. Round down to nearest 0.50 inch. Repeat three times, then average to the nearest 0.50 inch.  |       |        |                           |                               |                   |
| <b>4. CALCULATIONS</b>   |       |        | REMARKS                   |                               |                   |
| A. Enter average waist circumference   |       |        |                           |                               |                   |
| B. Enter average hip circumference   |       |        |                           |                               |                   |
| C. TOTAL (4A + 4B)   |       |        |                           |                               |                   |
| D. Enter average neck circumference  |       |        |                           |                               |                   |
| E. Enter circumference value (4C - 4D)   |       |        |                           |                               |                   |
| F. Enter height in inches to the (nearest 0.50 inch).  |       |        |                           |                               |                   |
| G. Find the Soldier's circumference value (line 4E) and height (line 4F) in Figure B-2 (Percent Fat Estimation for Women). Enter the body fat value that intercepts with the circumference value and height. This is the Soldier's Percent Body Fat. |       |        |                           |                               |                   |

CHECK ALL THAT APPLY

- Individual is in compliance with Army Standards.  Is not in compliance with the standards. Recommended monthly weight loss is 3-8 lbs. or 1% body fat.

|   |      |                 |  |      |                 |
|---|------|-----------------|--|------|-----------------|
| PREPARED BY<br>(Printed Name and Signature) | RANK | DATE (YYYYMMDD) | APPROVED BY SUPERVISOR<br>(Printed Name and Signature) | RANK | DATE (YYYYMMDD) |
|   |      |                 |  |      |                 |

DA FORM 5501, MAY 2013

PREVIOUS EDITIONS ARE OBSOLETE.

APD/AEM v 1.01ES

Figure D–6. Sample DA Form 5501

**APPENDIX E – Cadet Ranks**

**INSIGNIA OF RANK FOR  
CADET OFFICERS**



**CADET  
COLONEL**



**CADET  
LIEUTENANT  
COLONEL**



**CADET  
MAJOR**



**CADET  
CAPTAIN**



**CADET  
FIRST  
LIEUTENANT**



**CADET  
SECOND  
LIEUTENANT**

**INSIGNIA OF RANK FOR  
CADET ENLISTED PERSONNEL**



**CADET COMMAND  
SERGEANT MAJOR**



**CADET  
SERGEANT MAJOR**



**CADET FIRST  
SERGEANT**



**CADET MASTER  
SERGEANT**



**CADET SERGEANT  
FIRST CLASS**



**CADET STAFF  
SERGEANT**



**CADET  
SERGEANT**



**CADET  
CORPORAL**



**CADET PRIVATE  
FIRST CLASS**



**CADET  
PRIVATE**

\* There should be an Exception to Policy to the Director, JROTC for ranks higher than Cadet Colonel.

## APPENDIX F – Air Rifle Marksmanship Qualification Badges

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**Marksmanship Qualification Badges:** 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 Crossman challenger 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 Basic Marksmanship Course (BMC) or AR-1 competition targets.
- d. Clothing and Equipment: During qualification firing, a sling may be used in the prone and kneeling positions, a glove may be worn on the support hand in any position and a kneeling roll may be used in the kneeling position. Shooting jackets cannot be worn when qualifying with the air rifle.

**Integration with JROTC Marksmanship Curriculum:** Cadets must receive marksmanship instruction before they do qualification firing. These marksmanship qualification standards and procedures are designed for qualification firing to be done in conjunction with the teaching of Unit 5 in the *Army JROTC Leadership Education & Training* curriculum. Qualification firing may be done in stages that are coordinated with completing these lessons in Unit 5:

- a. Lessons 1-6, which include firearm safety, range safety operation, the operation of the rifle, target shooting equipment and its operation, 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<br>AR-1 Target |
|---------------------|--|--------------------------|
| Marksman            | 10 shots standing,<br>10 shots prone<br>10 shots kneeling  | 200-219                  |
| Sharpshooter        | 10 shots standing,<br>10 shots prone<br>10 shots kneeling  | 220-244                  |
| Expert              | 10 shots prone,<br>10 shots standing,<br>10 shots kneeling | 245+                     |

**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, Sharpshooter, and/or Expert badge, a Cadet will be credited with the total of the best 10-shot standing, the best 10-shot prone, and the best 10-shot kneeling position scores fired during qualification firing periods designated by the instructor. All three position scores count for all the badges and do have to be fired at the same time using the following sequence and time limits:

| Stage   | Position          | Time Limit        |
|---|-------------------|-------------------|
| Preparation and Sighting  | Prone             | 8 minutes         |
| <b>Record Fire</b>  | <b>Prone</b>      | <b>10 minutes</b> |
| Changeover  | Prone to Standing | 5 minutes         |
| Sighting  | Standing          | 5 minutes         |
| <b>Record Fire</b>  | <b>Standing</b>   | <b>15 minutes</b> |
| Changeover  | Standing to       | 5 minutes         |
| Sighting  | Kneeling          | 5 minutes         |
| <b>Record Fire</b>  | <b>Kneeling</b>   | <b>10 minutes</b> |
| 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 G – JROTC Awards**

Award series, criteria, and identification of individual making the award follow. Ribbons will be worn in the order displayed on the U.S. Army Junior ROTC Ribbons, Devices, and Insignia poster. Association awards are worn in order of precedence after miscellaneous awards in alphabetical order. The awarding association will establish criteria.

---

### **(Series 1) ACADEMIC AWARDS**

#### N-1-1 Distinguished Cadet Award for Scholastic Excellence

Criteria: Awarded annually to one Cadet who exhibits the degree of excellence in scholastics.

Awarded by: Superintendent

#### N-1-2 Academic Excellence Ribbon

Criteria: Awarded annually to one Cadet in each LET level for achieving the highest academic grades.

Awarded by: Principal

#### N-1-3 Academic Achievement Ribbon

Criteria: Awarded annually to those Cadets who maintain a grade of “A” in JROTC and a “B” in the remaining academic subjects.

Awarded by: The Director of Army Instruction or Senior Army Instructor in a single unit.

#### N-1-4 Perfect Attendance Ribbon

Criteria: Awarded to Cadets with no unexcused absences during each quarter/semester.

Awarded by: Senior Army Instructor

#### N-1-5 Student Government Ribbon

Criteria: Elected to a student government office.

Awarded by: Principal

#### N-1-6 Leadership Development Service Ribbon



Criteria: Awarded to Cadets successfully completing first quarter/semester of training of each LET year.

Awarded by: Senior Army Instructor  
N-1-7 through N-1-10 Optional

Criteria: Awarded based on criteria developed locally.

Awarded by: Senior Army Instructor

### **(Series 2) ATHLETIC AWARDS**

#### N-2-1 Varsity Athletic Ribbon

Criteria: Awarded annually to Cadets in varsity sports.

Awarded by: Principal

#### N-2-2 Physical Fitness Ribbon

Criteria: Awarded annually to Cadets who maintain excellent physical fitness. The ribbon will be presented to Cadets receiving an 85-percentile rating or better in all five 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 five 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

---

# U.S. Army Junior ROTC Ribbons, Devices, & Insignia

## Ribbons by Order of Precedence

|   |   |  |   |   |
|---|---|--|---|---|
| <br>Medal of Heroism         | <br>Superior Cadet           | <br>Distinguished Cadet N-1-1           | <br>Academic Excellence N-1-2           | <br>Academic Achievement N-1-3 |
| <br>Perfect Attendance N-1-4 | <br>Student Government N-1-5 | <br>LET Service N-1-6                   | <br>Optional by SAI N-1-7               | <br>Optional by SAI N-1-8      |
| <br>Optional by SAI N-1-9    | <br>Optional by SAI N-1-10   | <br>DAI/SAI Instructor Leadership N-3-1 | <br>Personal Appearance N-3-2           | <br>Proficiency N-3-3          |
| <br>Drill Team N-3-4         | <br>Orienteering N-3-5       | <br>Color Guard N-3-6                   | <br>Rifle Team N-3-7                    | <br>Adventure Training N-3-8   |
| <br>Commendation N-3-9       | <br>Good Conduct N-3-10      | <br>JCLC N-3-11                         | <br>Optional by SAI N-3-12              | <br>Optional by SAI N-3-13     |
| <br>Optional by SAI N-3-14  | <br>Optional by SAI N-3-15  | <br>Varsity Athletics N-2-1            | <br>JROTC Physical Fitness Award N-2-2 | <br>JROTC Athletics N-2-3     |
| <br>Optional by SAI N-2-4  | <br>Optional by SAI N-2-5  | <br>Parade N-4-1                      | <br>Recruiting N-4-2                  | <br>Optional by SAI N-4-3    |
| <br>Optional by SAI N-4-4  | <br>Optional by SAI N-4-5  | <br>Optional by SAI N-4-6             | <br>Optional by SAI N-4-7             |   |

### Ribbon Devices



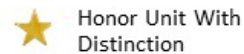
### Beret Insignia (Enlisted)



### Collar Insignia



### Unit Merit Device



### Academic Achievement Wreath



## U.S. Army Junior ROTC ARC Pins, Marksmanship Badges, and Patch

Ordered Alphabetically, Maximum of 8 Pins

- Academics
- Band
- Cadet Challenge
- Color Guard
- Drill Team
- Drum & Bugle
- Exhibition
- Flag Detail
- Honor Guard
- JCLC
- Orienteering
- Physical Fitness
- PT Excellence
- Raider
- Rappelling
- Regulation
- Rifle Team
- Sabre Guard
- Sabre Team
- Staff
- Summer Camp



### Marksmanship Badges



Expert



Sharpshooter



Marksman

### Shoulder Cords



White - Color Guard



Red - Drill Activity



Blue - Musical Activity



Tan - Marksmanship



Gold - Honor Organization



Green - Orienteering



Black - Adventure Activity



Orange - Honor Guard

### U.S. Army JROTC Patch



## APPENDIX H – JROTC Instructor Counseling System

---

### **SINGLE UNITS**

| <u>Counselee</u> | <u>Counselor</u>         |
|------------------|--------------------------|
| AI               | SAI/School Administrator |
| SAI              | School Administrator     |

### **MULTIPLE UNITS**

| <u>Counselee</u> | <u>Counselor</u>           |
|------------------|----------------------------|
| AI               | SAI/School Administrator   |
| SAI              | DAI/School Administrator   |
| DAI              | BDE/District Administrator |

---

## **GLOSSARY**

### **Section I – Acronyms and Abbreviations**

**AI**  
Army Instructor

**CTA**  
Common Table of Allowances

**CONUS**  
Continental United States

**DAI**  
Director of Army Instruction

**DCS**  
Deputy Chief of Staff

**DOD**  
Department of Defense

**DODAAC**  
Department of Defense Activity Address Code

**DODAAF**

Department of Defense Activity Address File

**DoDEA**

Department of Defense Education Activity

**GPC**

Government Purchase Card

**HQDA**

Headquarters, Department of the Army

**JCLC**

JROTC Cadet Leadership Challenge

**JCIMS**

JROTC Command and Information Management System

**JUMS**

JROTC Unit Management System

**JROTC**

Junior Reserve Officers' Training Corps

**LET**

Leadership Education and Training

**MI**

Military Institute

**MJC**

Military Junior College

**MPS**

Military Property Specialist

**NCA CASI**

North Central Association Commission on Accreditation and School Improvement

**NDCC**

National Defense Cadet Corps

**NWAC**

Northwest Accreditation Commission



**OMA**

Operations and Maintenance, Army

**POI**

Program of Instruction

**SAI**

Senior Army Instructor

**SACS CASI**

Southern Association of Colleges and Schools Commission on Accreditation and School Improvement

**SEA**

Service Education Activity

**TDA**

Table of Distribution and Allowances

**TIOH**

The Institute of Heraldry

**TRADOC**

Training and Doctrine Command

**TWCF**

Transportation Working Capital Fund

**UIC**

Unit Identification Code

**USACC**

United States Army Cadet Command

**Section II – Terms****Army Instructors (AI)**

Members employed to conduct JROTC. The abbreviation AI is used when referring to instructors as a group or as individuals. Non-senior military instructors referred to as (AIs) must have an associate degree within five years of employment (date of hire).

**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 Education Activity (DoDEA)**

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 multiple JROTC host schools 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, information management processing equipment, 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 (including an introduction to service opportunities in military, national, and public service), and 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).

**Magnet Cadets**

Magnet Cadets are Cadets attending a school without an Army JROTC program who are authorized to enroll in a full-time regular JROTC course at a host school IAW school/district policy.

**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 DODI 1215.08, 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, but if cost-shared, he or she will meet all the requirements to serve as an instructor.

**Military Science (MS)**

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

**Mobilization**

Expansion of the 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)**

A congressionally approved program that is similar to a JROTC program except the School District bears most of the costs. The Army supplies no equipment or uniforms except curriculum materials, and the instructors' salaries are not cost-shared by the Army. It has the same mission as a JROTC program.

### **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 his or her percent body fat exceeds the standard specified in table 1 of this regulation.

### **Professor of Military Science (PMS)**

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

### **Public Law 88-647**

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

### **Senior Army Instructor (SAI)**

The military instructor recognized by the Army as the supervisor of others employed to conduct JROTC at a school. Instructors who serve as a SAI must hold a bachelor's degree and complete all required training courses (i.e., JSOCC, DL, etc.).

### **The 100 Percent Annual Inventory**

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

### **Unit**

The organization comprising JROTC Cadets and military instructors at one school.

### **Unit Identification Code (UIC)**

A six character, alphanumeric code that uniquely identifies the particular JROTC unit. This code is used together with the DODAAC to requisition government property.

### **U.S. Army Cadet Command (USACC)**

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

**Weight Control**

An individual program by which each instructor attains and maintains an acceptable weight and body composition through self-motivation or involvement in an official weight control program.