



# THE U.S. ARMY JUNIOR ROTC PROGRAM GUIDE FOR ADMINISTRATORS



**"To Motivate Young People to be Better Citizens"**

# THE U.S. ARMY JUNIOR ROTC PROGRAM

## GUIDE FOR ADMINISTRATORS

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## GENERAL PROGRAM INFORMATION

### 1-1 MISSION PHILOSOPHY

The Army Junior Reserve Officers' Training Corps (JROTC) is the Department of Defense's (DoD) most extensive youth program globally. The JROTC Program's mission philosophy is "To Motivate Young People to be Better Citizens," and it is a service to our nation that provides Cadets the motivation and skills to remain drug-free, graduate from high school, and become successful citizens. The program instills in students from secondary educational institutions the values of citizenship, service to the community and the United States, personal responsibility, and a sense of accomplishment. While participation in JROTC does not require a military service commitment, Junior ROTC Cadets may qualify for advanced placement in the Senior ROTC Program or the Active or Reserve Components of the Armed Forces. Cadets may be authorized the enlistment grade of Private First Class (PFC/E-3) if they have completed three or more years of JROTC with a recommendation from the Senior Army Instructor (SAI).

### 1-2 PROGRAM GOALS

JROTC provides Cadets with the motivation and skills to become successful citizens by:

- Improving physical fitness
- Remaining drug-free
- Thinking critically and creatively
- Communicating effectively
- Working as a team member
- Graduating from high school
- Pursuing meaningful careers, especially in the areas of science, technology, engineering, and mathematics (STEM)

### 1-3 CHARACTER OF PROGRAM

Participants in the program are provided an opportunity to acquire relevant general knowledge and to develop personally. Schools providing a JROTC program will offer their students the challenge of intellectual inquiry facilitated by retired military instructors who are experienced leaders. The program provides an atmosphere to develop, enhance, and sustain leadership qualities. Through student-centered classroom activities and outside-related experiences, the participants acquire the knowledge, skills, self-discipline, patriotism, sense of responsibility, and respect for authority that will better prepare them for the future. The program enables Cadets to serve their country better as leaders and citizens, whether they join the workforce, join the military, or pursue higher education.



**The JROTC National Drill Championships 2025  
in Daytona Beach, Florida**



## **1-4 ENROLLMENT REQUIREMENTS**

All students must be enrolled in and attend a full-time regular course at an institution offering JROTC instruction or at a full-time accredited educational activity with an agreement with the host institution (to include home school students) to allow the student to participate in JROTC. Students must be above the seventh grade during the school year of enrollment and maintain an acceptable standard of academic achievement and conduct as required by the JROTC Program and the host institution. Cadet enrollment must be 10 percent of the number of students enrolled in the institution, or 50 students, whichever is less.

## **1-5 POLICY OF NONDISCRIMINATION**

School authorities must agree, as a condition for participation in the program, to adhere to a policy of nondiscrimination based on race, religion, color, sex, marital status, political affiliation, physical disability, national origin, sexual orientation or status as a parent concerning admission or subsequent treatment of Cadets/students and instructors. They also agree to abide by Headquarters, Department of the Army (HQDA) and U.S. Army Cadet Command (USACC) contractual and regulatory guidance. JROTC units will adhere to USACC contracts, regulations, and policy guidance that schools and districts implement. All violations of this policy are generally within the purview of school authorities. Any substantiated violations of this policy must be promptly reported to USACC. School authorities have a reasonable period to resolve violations. The school official, Director of Army Instruction (DAI), SAI, or any unit member who knows these charges but is not a party to the violation is responsible for making this report.

## **1-6 BENEFITS TO THE SCHOOL**

The benefits of having a JROTC program are a new nationally accredited curriculum, student leadership development, character education, and life skills. Other benefits include increased parental and student involvement, higher student attendance, higher graduation rates, and decreased discipline problems. JROTC provides access to a nationwide support network.

## **1-7 BENEFITS TO THE STUDENT**

The JROTC program provides many benefits to the students, including earning credits for graduation. Cadets participate in a nationally accredited classroom curriculum and co-curricular activities where they can demonstrate the leadership, teamwork, and decision-making skills they developed in the classroom. Some of the co-curricular events include Archery, Raider Challenge, Robotics, CyberPatriot, CyberStart, JROTC Cadet Leadership Camps (JCLCs), STEM camps, the National Flight Academy, and the JROTC Leadership and Academic Bowl (JLAB), among others.

## **1-8 JROTC SUMMARY**

JROTC is a cutting-edge leadership and citizenship program that consistently moves forward to improve a Cadet's leadership, social, emotional, and academic skills. The program includes classroom academic studies, character education, team building, leadership opportunities, intramural competitions, field trips, and unique training opportunities. JROTC does NOT recruit for the Armed Forces, nor do the Cadets have a service obligation. JROTC also does NOT conduct combat skills training. JROTC is a highly visible program with many benefits and advantages for the student, the school, the parents, and the community. Our instructors are positive role models selected based on their honorable military service, experience, training proficiency and expertise, people skills, and professionalism. Any JROTC Instructor who fails to

uphold these traditions is subject to discipline following school/school district policies and potential decertification as a JROTC Instructor.

## 1-9 REFERENCES

Title 10, United States Code, Section 2031, Department of Defense Instruction (DODI) 1205.13, Army Regulation (AR) 145-2, and U.S. Army Cadet Command Regulation (CCR) 145-2.



**The Army JROTC Drone Championship 2025 in Fort Benning, Georgia**



## INSTRUCTOR MANAGEMENT

Army JROTC was implemented with the passage of the National Defense Act of 1916. Under the provisions of the 1916 Act, high schools were authorized the loan of federal military equipment and the assignment of active or retired military personnel as instructors. The 1964 Revitalization Act opened JROTC up to the other services and replaced most active-duty instructors with retired Armed Forces members who work for and are cost-shared by the school districts. FY2023 NDAA further expanded the Instructor eligibility as explained in Chapter 2-4.

The success of the JROTC program depends on qualified instructors. To support the Junior ROTC program, the Army has authorized schools to employ commissioned and noncommissioned officers certified by the Commanding General, USACC, to lead JROTC units as administrators and instructors.

Schools must employ an adequate number of officers and noncommissioned officers to host a JROTC program effectively. Unit staffing authorization levels will be based on the unit's annual Opening Enrollment Report figures. Instructor staff increases will be based on the enrollment figures for two consecutive years to avoid instability in the instructor force. All schools hosting a JROTC program **must employ two JROTC Instructors**; one officer or warrant officer (with a baccalaureate degree) to serve as the SAI and one noncommissioned officer or warrant officer to function as the Army Instructor (AI). JROTC Instructors are host school employees, subject to the same policies, procedures, and terms of employment as any other teacher. School authorities shall apply their hiring procedures to employ certified instructors.

### 2-1 INSTRUCTOR MANAGEMENT (NEW)

To ensure the best-qualified instructors are referred to schools, USACC JROTC will certify and assist schools in hiring qualified officers and noncommissioned officers. USACC will advertise vacancies, provide an eligibility list of instructors to school officials, conduct security background checks, and manage instructor personnel records. A new requirement is that all Instructors will complete and sign the new DD Form 3200, JROTC Instructor Prohibited Activities Acknowledgement form. This form supplements DoDI 1205.13 and will be read and signed before performing JROTC Instructor duties. The purpose of this form is to establish expected behavior for JROTC Instructors and to confirm that each Instructor understands and agrees to the statements included in this form. **New Instructors shall complete this form before the first day of employment, and this form will be certified annually within 30 days of the first day of school each subsequent year. As a minimum, the signed original will be retained in the instructor's training/performance record while assigned to JROTC duty.** This form will be validated concurrently with the Annual In-Person inspection of the program.

### 2-2 INSTRUCTOR PAY (NEW)

Army Junior ROTC is authorized to provide cost-share reimbursement for Army Retired, Reservist, and Veteran Soldiers employed by the school whose qualifications are approved by the Commanding General, USACC. The enacted FY2024 NDAA required a new "JROTC Standardized Instructor Pay Scale" (JSIPS) system. The employing school's physical address will be used to determine which Office of Personnel Management (OPM) GS locality table must be used. The OPM tables reflect annual salaries; most instructors are on either a 10- or 11-month contract. The yearly salary amounts will be divided by 12 to get a monthly amount. Pay increases, if any, will be effective at the beginning of the next academic school year. The final bill included an amendment that prohibits DOD from reducing the total compensation of any JROTC instructors or administrators employed as of the date of enactment.

The school must submit a request for hire letter and the Department of Defense (DD) Form 2767 (Annual Certification of Pay and Data) within 30 days from the effective date of hire to obtain monetary allowances from the Army for payment of authorized instructors. The appropriate school finance or personnel representative and the instructor should complete the forms. Failing to submit this form will delay reimbursement to the school district for instructors' pay.

#### 1. Enlisted Instructors

<b>JS-1</b>	<b>Less than an Associate degree</b>	<b>Equivalency GS 10, Step 2</b>
<b>JS-2</b>	<b>Associate degree</b>	<b>Equivalency GS 10, Step 3</b>
<b>JS-3</b>	<b>Bachelor's degree</b>	<b>Equivalency GS 10, Step 4</b>
<b>JS-4</b>	<b>Master's degree</b>	<b>Equivalency GS 10, Step 5</b>
<b>JS-5</b>	<b>Juris Doctor or Doctorate degree</b>	<b>Equivalency GS 10, Step 6</b>

#### 2. Officer Instructors

<b>JS-6</b>	<b>Bachelor's degree</b>	<b>Equivalency GS 11, Step 6</b>
<b>JS-7</b>	<b>Master's degree</b>	<b>Equivalency GS 11, Step 7</b>
<b>JS-8</b>	<b>Juris Doctor or Doctorate degree</b>	<b>Equivalency GS 11, Step 8</b>

Instructors relocating to a different school district with a JROTC unit will fall under the JSIPS locality table for the new school. The pay scale for relocations will be based solely on grade and the highest academic degree held.

### 2-3 INSTRUCTOR CONTRACTS

The school or school district is the employment agency of all JROTC personnel. The length of the employment contract as negotiated by the JROTC Instructor and school officials should be up to 11 months, but for no less than 10 months per year. It is recommended that employing agencies negotiate 12-month contracts with instructors to continue year-round program management. However, reimbursement will only be for up to 11 months. Schools are expected to treat instructors as other Department Heads and teachers in the school (e.g., ensure they are involved in budget and other school decisions, including in professional/staff development, offer the same opportunities for teacher of the year, receive equitable supplemental pay/stipends for co-curricular activities, etc.).

### 2-4 INSTRUCTOR ELIGIBILITY (NEW)

Army officers and noncommissioned officers who are retired or who are separated with an honorable discharge within the past 5 years with at least 8 years of service may serve as instructors in Army JROTC units. Additionally, officers and noncommissioned officers who are active participating members of the selected reserve at the time of application and have not yet reached retirement eligibility may serve as instructors.



**A JROTC instructor teaches Cadets the curriculum**

## 2-5 BACKGROUND CHECKS

All applicants are required to have a background check upon initial hire. USACC vets all instructors following DoDI 1402.05 (Background Checks on Individuals in DoD Child Care Services Programs) and Army Directive 2014-23 (Conduct of Screening and Background Checks for Individuals Who Have Regular Contact with Children in Army Programs) with a Tier 1 investigation and periodic re-verification every 5 years. All JROTC Instructors must have a comprehensive Tier 1 investigation and be found suitable to remain a JROTC Instructor. Instructors who are found unsuitable are removed from the JROTC classroom.

## 2-6 JROTC INSTRUCTOR RESPONSIBILITIES

Army JROTC Instructors manage the unit's educational, administrative, and operational aspects and implement policies and procedures administered by the school and the U.S. Army. The SAI is the department head and chief instructor of the JROTC unit. The senior instructor will coordinate with school officials to establish procedures relating to the administration, control, and training of JROTC Cadets.

## 2-7 SERIOUS INCIDENT REPORTS (SIRs)

District Administrators, Principals, and/or Assistant Principals will notify the Brigade Headquarters directly or via the DAI/SAI upon discovering any misconduct or adverse action involving any JROTC personnel. The DAI/SAI and Brigade Headquarters will proactively gather information to submit Serious Incident Reports (SIRs) to USACC promptly. Brigades will report all serious incidents required by the USACC SIR Policy. The names of Cadets will not be listed in SIRs. Cadets will be referred to as Cadet [Redacted].

## 2-8 JROTC HEADQUARTERS AND BRIGADE POINTS OF CONTACT

JROTC Headquarters and Brigade Points Of Contact			
HQ	Title	Phone Number	Extension
HQ	Director	502-624-7329	
HQ	Deputy Director	502-624-7333	
HQ	Chief, Instructor Management	502-624-1587	
HQ	Chief, Training and Operations	502-624-1793	
HQ	Chief, Education and Curriculum	502-624-1228	
BDE	Title	Phone Number	Extension
2nd BDE: AE, CT, MA, ME, NH, NJ, NY, PA, RI, VT			
2	Chief	609-562-4848	
3rd BDE: IA, IL, KS, MI, MN, MO, MT, ND, NE, SE, WI			
3	Chief	847-688-3328	127
4th BDE: DC, DE, MD, NC, SC, VA			
4	Chief	910-396-4066	
5th BDE: AR, CO, LA, NM, OK, TX, WY			
5	Chief	210-295-2009	
6th BDE: AL, FL, GA, MS, PR, VI			
6	Chief	912-315-4513	
7th BDE: IN, KY, MI, OH, TN, WV			
7	Chief	502-6224-3275	
8th BDE: AK, AS, AZ, CA, GU, HI, ID, MP, NV, OR, UT, WA, JPN, KOR			
8	Chief	253-966-7184	

## **2-9 ADDITIONAL DUTIES**

JROTC Instructors are to perform only those duties connected with the instruction, operation, and administration of the JROTC program. During the normal academic day, individuals employed as JROTC Instructors will not perform duties or teach classes in any discipline other than those stated in the program of instruction. JROTC Instructors should not be used as substitute teachers for other classroom instruction. This provision is not intended to preclude JROTC Instructors from serving on committees or performing other routine duties regularly rotated among other teachers in the school. The SAI and AI are faculty members and teach an integral part of the school's curriculum. They are subject to the same co-curricular assignments and duties as other teachers, such as homeroom and study hall monitors. They usually receive the same benefits as sick leave, holidays, and vacations.

The school may contract the instructor for additional services outside of the normal academic day. Still, the services may not conflict with or be substituted for teaching the JROTC curriculum. Instructors are employees of the host institution and are not required to travel to other locations to provide instructions at a non-host institution.

## **2-10 PERFORMANCE COUNSELING/SCHOOL EVALUATIONS**

The Army considers the performance review, appeal process, and complaint system available in a school district adequate protection for instructors from unfair evaluations. Mandatory performance counseling will be documented on a school-approved document or in a memorandum during the initial counseling and on subsequent counseling conducted on a semi-annual basis. SAs will conduct initial performance counseling for AIs within the first 30 days of employment and then semi-annually. DAs will conduct initial counseling for SAs within their district within the first 30 days and then on a semi-annual basis. For schools under Brigade Headquarters control (no DA), the Brigade JROTC Chief, or designated staff member, will counsel SAs. Brigade JROTC Chiefs will conduct performance counseling for programs with DAs. The Instructor's performance will be reviewed using performance counseling forms, unit visits, 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 following regulations and other directives. Performance counseling should address satisfactory and/or unsatisfactory performance. Forms may be downloaded from <https://www.usarmyjrotc.army.mil>.

## **2-11 INSTRUCTOR and CADET OR STUDENT FRATERNIZATION**

Instructors are prohibited from engaging in and tolerating 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 (e.g., babysitting, house sitting, pet sitting, yard work, etc.). Counseling or talking to Cadets alone behind closed doors is prohibited. Violations of these policies may result in probation/decertification for JROTC personnel. Cadets who violate this policy may be disenrolled from the program.

## **2-12 INCIDENTS OF MISCONDUCT**

When any incident occurs, host educational institutions must notify the USACC Brigade Commander of any misconduct allegations by their school employee hired as a JROTC Instructor. When the host schools investigate their JROTC Instructors for misconduct or remove those instructors from their roles, USACC will immediately suspend instructor qualifications and may decertify instructors based on the outcome of the school or local law enforcement agency investigation.

USACC has policies, procedures, and training designed to prevent JROTC Instructor misconduct and rigorously screen applicants to recommend the best-qualified applicant to a host educational institution for employment consideration. The vetting process includes Federal background checks, New Instructor Orientation Training, and the hiring school district's subsequent local and state employment requirements. Additionally, there are annual training requirements for current instructors, including presentations by external groups and a requirement to complete "The Good Teacher" online training annually.

## **2-13 TRAINING AND PROFESSIONAL DEVELOPMENT**

JROTC Instructors must participate in and complete the 5-step instructor-training plan and professional development at the JROTC School of Cadet Command (JSOCC). Completing the 5-step instructor-training plan is required for initial and continued certification for JROTC Instructors. See the 5-step training plan below.

- JROTC Basic Certification Consisting of 2 Phases:

### **Phase 1 - Distance Learning Courses (Completion within 6 months of hire)**

Instructors complete 4 online courses:

Education Psychology  
Classroom Management  
Assessments  
Inclusive Classrooms

### **Phase 2 - Resident Course (Completion within 12 months of hire)**

Instructors receive training on the following topics:

Research-based student-centered teaching approaches  
Title IX & Professional Ethics  
Use of Artificial Intelligence  
Utilizing the Learning Management System  
Preparing Lesson Plans  
Social & Emotional Skills  
Teaching Students with Learning Challenges  
Use of Slideware in the Classroom  
Drones & Robotics  
Curricular Standards  
Classroom Management

Instructors receive updated briefings on the following topics:

Army JROTC Program Updates  
Army ROTC & Military College scholarship opportunities  
Unit Supply Management  
Public Affairs & Media

- Continual Learning Education Course (Completion within 2 years of hire)

Instructors complete online training on the following topics:

Unit Supply Management  
JROTC Curriculum



ADDIE Model of Instructional Design  
Assessments  
Emotional Intelligence  
Professional Teacher Practices  
Classroom Management  
Professional Ethics/Title IX

- Brigade Training Workshop (Completion once every 3 years)
- Resident Advanced Recertification Course (Completion every 5 years of hire)

## **2-14 POINT OF CONTACT**

Chief, Instructor Management Division at 1-800-347-6641 or e-mail:  
[usarmy.knox.usacc.mbx.hq-jrotc-im@army.mil](mailto:usarmy.knox.usacc.mbx.hq-jrotc-im@army.mil).

## **2-15 REFERENCES**

Army Regulation 145-2 and Cadet Command Regulation 145-2



**JROTC National Fitness Championship 2025 in Daytona Beach, Florida**

## CADET MANAGEMENT (NEW)

Army JROTC Cadets are students currently enrolled at the host school or are transported from another school within the same district to participate in JROTC. Students must have completed the 7<sup>th</sup> grade. For JROTC to have its greatest impact on students, participants must adhere to a prescribed set of standards that might be more stringent than those of other students or the larger community. A new requirement is that all Cadets, and their parent/guardian, must complete and sign the DD Form 3203, JROTC Student Code of Conduct, and the Parent/Guardian Consent form attached for your reference. The purpose of this form is to share the expectations of the program, the expected behavior, and the unacceptable behavior of all students and instructors taking part in the JROTC program. By initialing next to each statement, Cadets acknowledge and agree to the expected/prohibited behavior explained in each section.

### 3-1 JROTC CADETS

Students who meet eligibility requirements for membership, are enrolled in the program, and participate in the curricular and co-curricular activities of the unit are considered JROTC Cadets. A student ineligible for enrollment as a Cadet may be authorized to attend JROTC instruction as a Participating Student if the SAI and principal determine the student does not adequately meet the standards to qualify as a Cadet. The number of Participating Students will not exceed 2% of the program without a waiver from the Brigade Commander. Students enrolled in an adaptive physical education program may participate. However, the school will provide any special equipment or additional instructors needed to instruct these students at no cost to the government. The school must also coordinate with the instructor to ensure these students do not disrupt the presentation of the JROTC curriculum.

### 3-2 ADMISSION OF STUDENTS

JROTC units will reflect a cross-section of the school's population. College-bound students should also have ample opportunity to participate in JROTC. If the unit has an obvious imbalance in any area, administrators, counselors, and JROTC Instructors must consciously determine the reason and address it.

**Note:** Students with disabilities, with the concurrence of the principal, may participate. Participation from the entire student body should be the goal of every unit.

### 3-3 EIGHTH GRADE PARTICIPATION

Students above the 7<sup>th</sup> grade and physically co-located with a participating JROTC unit of the 9<sup>th</sup> grade or above may participate in JROTC. With regards to curriculum management, a potential recommendation for programs with 8<sup>th</sup> graders includes beginning with Leadership, Education, and Training (LET) 1, followed by LET 2 for 9<sup>th</sup> graders, LET 3 for 10<sup>th</sup> graders, LET 4 for 11<sup>th</sup> graders, and LET 4L for 12<sup>th</sup> graders, with heavy electives and greater involvement with underclass teaching for those 12<sup>th</sup> graders. Another suggestion includes implementing the LET 1 Core and available electives between 8<sup>th</sup> and 9<sup>th</sup> grade, with the remaining years proceeding as normal: LET 2/10<sup>th</sup> grade, LET 3/11<sup>th</sup>, and LET 4/12<sup>th</sup>. Again, these are suggestions, and the JROTC program recommends that instructors work with their school and district administration to identify what best fits their school and Cadets.

### 3-4 UNIFORM WEAR

Cadet Command Regulation 145-2 prescribes the uniform, uniform devices, and the manner of wear for JROTC Cadets. The Army ensures Cadets have the proper number and type of issue-in-kind uniforms.



**SGM Paul C. Grey Memorial Drill Championships in Hardin County, Kentucky**

The JROTC Cadet Army Service Uniform (C/ASU) and the Operational Camouflage Pattern (OCP) are authorized for wear by JROTC Cadets. The C/ASU uniform is the standard for the classroom and campus. Cadets will only wear the OCP for adventure training, JCLC, or special team activities. Cadets will not wear the OCP on campus during the normal school day. JROTC Cadets will wear the Class "A" or "B" uniforms as explained in CCR 145-2 one day per week, except in Military Schools that have requested and received permission to wear a distinctive uniform. The fitting standards, wearing instructions, personal grooming standards, and wear of religious items, tattoos, and body piercings are also described in CCR 145-2. Cadets are responsible for maintaining all uniform items in a clean and orderly condition during the school year and before turn-in, and the instructor's responsibility is to ensure the Cadets adhere to standards.

While this guide prescribes policies, assigns responsibilities, and guides the Army JROTC/National Defense Cadet Corps (NDCC) programs, its primary focus is assisting our nation's students with becoming better citizens. This mission is a shared responsibility between the U.S. Army and our nation's school systems and provides a baseline of values for our students, instructors, and programs. This includes personal appearance standards for our students/Cadets. A Cadet's appearance contributes to building the unit's esprit de corps, pride, teamwork, and discipline. Personal appearance standards should help to solidify these values. However, those standards should not discourage students from participating in the JROTC program.

Schools may submit an exception to the policy memorandum to amend Cadet personal appearance standards. The memorandum will be signed by the school's administration and forwarded through the Brigade Commander and the USACC JROTC Director for their recommendations. Upon USACC's legal review, the Deputy Commanding General, USACC, has final decision authority. If the exception to policy is disapproved, the school will be notified of the decision and allowed to appeal to the Commanding General, USACC, within 10 calendar days after the decision. The Commanding General, USACC, is the final authority.

### **3-5 CONDUCT WHILE IN UNIFORM**

Uniforms will only be worn while traveling to or from or participating in official JROTC activities. JROTC Cadets are prohibited from wearing the Army uniform when:

- In connection with any political or commercial interests
- Engaged in off-duty civilian employment
- Participating in public speeches, interviews, picket lines, marches, rallies, or public demonstrations, except as authorized by the Commanding General, USACC
- Attending any meeting or event that is a function of, or is sponsored by, an extremist organization
- Wearing the uniform would bring discredit upon the Army
- Specifically prohibited by Army regulations

Inappropriate behavior while in uniform is prohibited. This behavior includes, but is not limited to, horseplay, fighting, verbal threats, and physical attacks. JROTC Cadets will not engage in public displays of affection (PDA) while in uniform.

### **3-6 HAZING AND HARASSMENT**

Hazing is defined as directing someone of lesser rank to perform a humiliating act that entails the surrender of dignity and self-respect, or a hazardous action that exposes one to physical danger or bodily harm. Hazing is strictly forbidden. Harassment of any Cadet, by anyone, of any rank, is strictly prohibited. Misuse of any authority will not be condoned or tolerated. Actions of this nature include using improper or abusive language. There will not be coercing of lower-class JROTC members into activities they would not otherwise participate in.

Any 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 Cadets are not authorized to require Cadets to execute any form of physical punishment or discipline. No unit or school sponsoring a JROTC unit may encourage, facilitate, or otherwise condone secret societies, private clubs, or military tactical training as part of the JROTC program. Cadets may not continue in JROTC if such activity is student-led. Instructors engaged in such activity will be de-certified from teaching JROTC if involved. The JROTC unit will be closed where such activity is determined to be school sponsored.

### **3-7 SAFETY**

Cadet physical safety is always given first consideration. Strict adherence to school and command safety policies is mandatory.



### 3-8 WEAPONS FIRING

Air Rifle firing is permitted only during marksmanship training and competitions sanctioned by USACC. All participating Cadets must have written permission from the current principal and the Cadet's parents to participate.

### 3-9 POINT OF CONTACT

Chief of Training and Operations at 1-800-347-6641 or e-mail:  
[usarmy.knox.usacc.list.hq-jrotc-training-and-ops@army.mil](mailto:usarmy.knox.usacc.list.hq-jrotc-training-and-ops@army.mil).

### 3-10 REFERENCES

Army Regulation 145-2 and Cadet Command Regulation 145-2



The JROTC National Raider Challenge 2024 in Fort Knox, Kentucky



## UNIT MANAGEMENT

The school Principal is ultimately responsible for the operation and management of the Army Junior ROTC unit at the school. His/her participation in the program is critical to the unit's success.

### 4-1 SCHOOL SUPPORT

The school should promote the success of JROTC and support JROTC community activities. Examples of this include, but are not restricted to, fostering partnerships with support organizations (e.g., the Veterans of Foreign Wars, American Legion, Military Order of World Wars, etc.), scholarship and grant requests for JROTC, co-curricular activities, advocating for credit other than elective (e.g., Civics credit, Health credit, History credit, PE credit, etc.), and supporting Junior Achievement partnerships and supporting college credit for JROTC instruction. Additionally, the school must provide transportation to JROTC activities equitably with other academic and co-curricular activities.

### 4-2 APPLICATION PROCESS (NEW)

Schools desiring to establish a JROTC unit must complete a DD Form 3202 Memorandum of Agreement Between Military Service and School District to Establish and Operate a JROTC Unit and a 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. The forms are attached for reference. 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. The JROTC Directorate will evaluate the application and place the school on the Order of Merit list (OML). As new program authorizations become available, the JROTC Director will send the next school on the OML an offer letter through the Brigade. The applicable Brigade HQ will validate the DA Form 3126 and conduct a site survey using DA Form 7410, Evaluation Worksheet, Potential Army JROTC Unit (<https://armypubs.army.mil/ProductMaps/PubForm/DAForm.aspx>) when the school is approved for a JROTC unit. USACC Regulation 145-2, Chapter 3, contains additional information on the application process and establishment of new JROTC units.

### 4-3 UNIT RETENTION

Requirements of the contractual agreement between the Army and the school district must be adhered to. Compliance is checked annually. School officials are notified in writing by the Director of Army JROTC of the specific nature of deficiencies when a visit or review indicates the school is not meeting required standards. Schools must maintain a Cadet population of 100 students or 10% of the school population.

Cross-enrollment is the population of Cadets who are enrolled in a school other than a feeder school and do not have a host JROTC program. Instructors will not instruct at a facility other than the host school. The Army has an inspection program for JROTC, which annually rates the School Program, the DAI offices, and the Corps of Cadets. If the administration, instructors, or DAI are deficient in any area, they will be placed on probation. These probations will not affect the results of the Cadet inspections and reports. The inspections and reports for the Cadets will determine the unit's rating. However, if the Cadets fail to meet the minimum standards, the unit will be placed on probation.

#### **4-4 RECURRING REPORTS**

The Cadet Enrollment, Ethnic Data/School-Unit Information, and Intentions of Graduates Reports are due to the USACC JROTC Directorate no later than 15 October annually. These reports provide program updates on instructors, Cadet enrollment, school information, and student demographics used to determine unit funding and instructor authorizations. The information used to complete reports will be based on the unit's status as of 1 October. JROTC units that adhere to a block-schedule system, the programs must submit an updated enrollment report no later than February 15 annually.

#### **4-5 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 significant changes to HQDA (DAPE-MPO).

#### **4-6 ADVERSE ACTIONS**

Schools with JROTC units are bound by a mutually executed contract to comply with all agreement provisions. If a school fails to fulfill its obligations enumerated in the contract, Brigade Commanders will act per the CCR 145-2. Brigade Commanders may recommend probation for schools that are not in compliance or recommend disestablishment if the school is unable or unwilling to fulfill its responsibilities as outlined in the contract.

#### **4-7 ADMINISTRATION**

Units will organize, maintain, and dispose of files following Army guidance. Unit files typically consist of administrative records, supply and equipment records, and Cadet academic or personnel records. The accountability of equipment, curriculum, curriculum-related items, uniforms, and supplies funded by the Army must satisfy current JROTC guidance and be properly documented.

#### **4-8 POINT OF CONTACT**

Chief, Training, and Operations at 1-800-347-6641 or e-mail: [usarmy.knox.usacc.list.hq-jrotc-training-and-ops@army.mil](mailto:usarmy.knox.usacc.list.hq-jrotc-training-and-ops@army.mil).

#### **4-9 REFERENCES**

Army Regulation 145-2 and Cadet Command Regulation 145-2

## **LOGISTICS**

The USACC JROTC Training and Operations Division provides guidance and procedures for bond/insurance certificates, supply management, uniforms, equipment, archery equipment, robotics, Raider Challenge equipment, drill rifles, and air rifles for units that have a Color Guard, a Drill Team, or a Marksmanship Team.

### **5-1 BOND/INSURANCE CERTIFICATE**

Bonds or insurance are in place to protect government property and must remain in a “premium paid” status with the “U.S. Army” listed as the payee. Host institutions should submit a current copy of a bond or insurance certificate to U.S. Army Cadet Command, ATTN: Army JROTC Directorate, Fort Knox, KY 40121. Oversight to verify that all bonds and insurance are current and meet AR 735-5 requirements will be conducted through scheduled inspection visits.

### **5-2 SUPPLIES AND EQUIPMENT**

The Army will supply the school with instructor manuals, student materials, multimedia software, learning support supplies, IT/automation equipment, and operations equipment at no cost. The contract between the school administration and the Army, DA Form 3126 (Application and Contract for Establishment of a Junior Reserve Officers’ Training Corps Unit), requires the school to appoint a military property specialist (MPS) who is not on active duty and has the authority to requisition, stock, and track government property issued to the school, as well as conduct transactions on its behalf. If this role is assigned to a retired Army member who also works as a Junior ROTC instructor, that individual will be allotted at least one class period daily, in addition to their planning period, to perform MPS duties. The designated MPS will requisition, store, issue, and account for all government property provided for JROTC activities, including demilitarized weapons, air rifles, uniforms, and automation equipment. The MPS will follow procedures outlined in DA Pamphlet 710-2-1, AR 710-2, and AR 735-5 for the proper use and storage of Army property.

Additionally, as outlined in the DD Form 3202 (Memorandum of Agreement Between Military Service and School District to Establish and Operate a JROTC Unit), the School District and Host School must provide appropriate IT support, including access to third-party websites necessary for instructors, other school employees, and district personnel to complete routine tasks. These third-party websites include those that support administrative, budgetary, curriculum delivery and support, and testing services. The required websites will be supplied by JROTC headquarters staff to the School District and Host School upon request.

### **5-3 POINT OF CONTACT**

Chief, Training and Operations Division at 1-800-347-6641 or e-mail:  
[usarmy.knox.usacc.list.hq-jrotc-training-and-ops@army.mil](mailto:usarmy.knox.usacc.list.hq-jrotc-training-and-ops@army.mil).

### **5-4 REFERENCES**

Army Regulation 145-2, Army Regulation 710-2, Army Regulation 735-5, DA Pamphlet 710-2-1, and Cadet Command Regulation 145-2

## CURRICULUM

The Curriculum Guide provides the minimum requirements for successfully implementing the JROTC program. It contains the “Desired Learning Outcomes” of the JROTC program that support the mission, “To Motivate Young People to be Better Citizens.” JROTC Cadet training must be challenging, dynamic, engaging, and inherently educational.

Instructors and Cadets are encouraged to enrich and expand learning by seeking additional learning materials aligned with the JROTC program outcomes, core abilities, and competencies. Education and training must be properly sequenced and progressive throughout the Cadet’s career.

### 6-1 THREE COMPONENTS OF THE JROTC CURRICULUM

1. **Lesson Competencies.** Each Lesson Plan includes targeted competencies for each lesson of the curriculum. They describe discipline-specific measurable and observable skills, knowledge, and attitudes. They also provide the specifications for assessing competency mastery (criteria and conditions).

Cadets demonstrate they have learned competencies by applying them. They are required to complete one or more of the following in each lesson:

- Make a decision
- Perform a skill
- Perform a service
- Solve a problem
- Create a product

2. **Core Abilities.** The Core Abilities every Cadet needs for success result from the goals and values that drive the JROTC program. These abilities are cultivated through the JROTC curriculum. JROTC Core Abilities are:

- Apply critical thinking techniques
- Build your capacity for lifelong learning
- Communicate using verbal, non-verbal, visual, and written techniques
- Do your share as a good citizen in your school, community, country, and the world
- Take responsibility for your actions and choices
- Treat yourself and others with respect

3. **Program Outcomes.** Program Outcomes describe what learners will know and be able to do upon completing the program. They provide documentation of the student’s growth and development of the program for re-accreditation purposes. Army JROTC Program Outcomes include:

- Act with integrity and personal accountability as you lead others to succeed in a diverse and global workforce
- Engage in civic and social concerns in the community, government, and society
- Graduates are prepared to succeed in post-secondary options and career pathways
- Make decisions that promote positive social, emotional, and physical health
- Value the role of the military and other service organizations

## 6-2 CURRICULUM

The JROTC program is a cooperative effort by the Army and the host institution to provide secondary school students with opportunities for total development. The Army JROTC curriculum is sequenced and consists of 4 Unit/LET levels that are built upon each other. The advancement from the Unit/LET level must be completed in sequence. The sequencing within a Unit/LET level can be rearranged to meet the instructor's and situational needs of the classroom. A Unit/LET level should not be completed in one semester. There are enough approved electives for Instructors to use in addition to the core required hours to teach in a school year.



**“The Emerging Leader” (Unit 1/LET 1):** 68 Contact Core Hours. 51 Recommended Lab Hours.

This course is the first of the four core courses in the Army JROTC program. This course supports 22 lessons designed for first-year Cadets. Because the central focus of the JROTC program is to help develop strong leaders and model citizens, the first-year Cadets are introduced to content that will help their inner leader to emerge. The knowledge, skills, and abilities acquired in this unit are covered in six chapters.

**“The Developing Leader” (Unit 2/LET 2):** 73 Contact Core Hours. 42 Recommended Lab Hours.

This course builds upon the mastery of LET 1 skills and abilities, providing Cadets with new and more challenging opportunities in leadership development. There are 24 active learning lessons within eight chapters.



**"The Supervising Leader" (Unit 3/LET 3):** 59 Contact Core Hours. 54 Recommended Lab Hours.

This course builds upon the mastery of LET 1 and 2 skills and abilities, providing Cadets with new and more challenging opportunities as a leader by overseeing planning, project implementation, and team personnel. Cadets at this level can acquire battalion staff positions and responsibilities and help integrate improvements in the local JROTC program and community. There are 20 active-learning lessons within seven chapters.

**"The Managing Leader" (Unit 4/LET 4):** 30 Contact Core Hours. 38 Recommended Lab Hours.

This course provides Cadets with multiple opportunities to manage and lead in the battalion, in the school, and within their respective communities. The LET 4 Cadet is ready to assume responsibilities and manage others. There are 12 active-learning lessons within six chapters.

### 6-3 CURRICULUM FRAMEWORK

Chapter	Year 1	Year 2	Year 3	Year 4
JROTC Foundations	X			
Leadership Development		X	X	X
Personal Growth and Behaviors	X	X	X	X
Team Building	X	X	X	X
First Aid		X		
Decision Making	X	X	X	
Health and Fitness	X	X	X	X
Service Learning	X	X	X	X
Government and Citizenship	X	X	X	X
STEM and CYBER Infusion*	X	X	X	X
* STEM and CYBER are electives and co-curricular curriculum that can be added each year based upon individual program needs.				

### 6-4 ELECTIVE LESSONS

The JROTC curriculum contains elective lesson resources to enhance the core curriculum content. These can be used to address new content areas as required by their school or district and to increase the contact hours necessary for a one-credit high school course. These additional elective lesson resources are for Army JROTC use, and schools may not use these resources for other purposes.

### 6-5 LEARNING STRATEGY

The core curriculum is taught using the 4-phase lesson plan, which requires the Cadet to inquire, gather, process, and apply known and learned information. The JROTC curriculum provides assessment tasks to serve as tools for verifying and documenting Cadet competencies. These

Assessment tasks will provide instructor feedback and give Cadets the tools to develop learning strategies.

## 6-6 JROTC CO-CURRICULAR EVENTS

In addition to focusing on citizenship and academic achievement, the Army JROTC program also provides a team-based environment that promotes self-awareness and a sense of accomplishment with a purpose. All schools will be allowed to compete in various competitions.

## 6-7 OTHER AREAS OF SPECIAL EMPHASIS

Army JROTC has made strides and continues to expand in the Cyber-Science arena, specifically, in the CyberPatriot program and the CyberStart project. The JROTC strategic plan includes increasing the number of teams participating in the CyberPatriot program, increasing the number of Cadets who participate in the CyberStart game, and researching additional Cyber-Science opportunities for JROTC Cadets through partnerships with universities, industry, scientific foundations, and other governmental organizations.



**The National JROTC Fitness Championship  
in Daytona Beach, Florida**

## 6-8 MARCH2SUCCESS

This **free web-based platform** offers online study materials to assist students in improving their scores on standardized tests, including state exit exams, college entrance exams, and the Armed Services Vocational Aptitude Battery (ASVAB). March2Success at <https://www.march2success.com/> includes self-paced study programs in math, English, and science, focusing on materials for grades 8-12. USACC promotes March2Success in the JROTC curriculum. Instructors should recommend March2Success to Cadets and other students who plan to apply for an ROTC Scholarship or an appointment to the U.S. Military Academy (USMA) at West Point. Students can use the program's resources to improve their SAT/ACT scores and be more competitive for ROTC scholarship boards and USMA. It also includes information on college admissions, financial aid, and how to navigate the entire college application and acceptance process.

## 6-9 POINT OF CONTACT

Chief, Education Division at 1-800-347-6641, option 4 or e-mail:  
[usarmy.knox.usacc.list.hq-jrotc-education@army.mil](mailto:usarmy.knox.usacc.list.hq-jrotc-education@army.mil)

## 6-10 REFERENCES

Army JROTC Curriculum Guide

## **JROTC PUBLIC WEBSITE**

The U.S. Army JROTC public website at <https://usarmyjrotc.army.mil> provides program information and resources to the public and USACC JROTC units worldwide. It includes the program's history and purpose, national event information and photos, employment information and instructor vacancies, news stories, recognition, extensive curriculum information and support documents for instructors, and resources for JROTC Cadets.

### **7-1 AUDIENCE**

The webpage audience includes educators, parents, potential JROTC Cadets and Instructors, and all members of the public who want to learn about the program. In addition, current JROTC Cadets and Instructors benefit from various resources.

### **7-2 CADET NEWS AND RECOGNITION**

The webpage allows JROTC Instructors to recognize Cadets' achievements and program activities on the national stage.

### **7-3 NATIONAL EVENTS**

The webpage includes information, photos, and videos of the many exciting events that JROTC Cadets can experience. Visitors can learn about events such as the JROTC Leadership and Academic Bowl (JLAB), the National Raider Challenge, the VEX Robotics World Championship, CyberPatriot, the Air Rifle National Championship, the Archery Championship, and the Army National Drill Team Championship.

### **7-4 EMPLOYMENT**

The webpage includes information on the instructor application process, employment forms, CNACI process, pay calculator, instructor vacancies, and the latest employment news and alerts from the Army JROTC Instructor Management Division.

### **7-5 INSTRUCTOR RESOURCES**

This webpage section provides documents and information to support instructors in all areas of their program. This section includes curriculum download, instructor eLearning course information, technology support videos and helpdesk contacts, files and forms for equipment lifecycle and supplies, instructor best practices, safety documents, a library of U.S. Army forms and publications, and downloadable posters and images for use in the classroom.

### **7-6 CADET RESOURCES**

This webpage includes downloads and resources, essay contests, and a tool to organize the ribbons on Cadet JROTC uniforms.

### **7-7 POINT OF CONTACT**

Chief, Training and Operations Division at 1-800-347-6641 or e-mail: [usarmy.knox.usacc.list.hq-jrotc-training-and-ops@army.mil](mailto:usarmy.knox.usacc.list.hq-jrotc-training-and-ops@army.mil).

## 7-8 REFERENCES

Army Regulation 145-2 and Cadet Command Regulation 145-2



JROTC Cadets at the Tomb of the Unknown Soldier in Washington, D.C.

## ACRONYMS AND ABBREVIATIONS

**AI**

Army Instructor

**AR**

Army Regulation

**C/ASU**

Cadet Army Service Uniform

**CCR**

Cadet Command Regulation

**CNACI**

Childcare National Agency Check and Inquiries

**DA**

Department of the Army

**DAI**

Director of Army Instruction

**DD**

Department of Defense

**DoD**

Department of Defense

**DODI**

Department of Defense Instruction

**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

**MPS**

Military Property Specialist

**NDCC**

National Defense Cadet Corps

**SAI**

Senior Army Instructor

**SIR**

Serious Incident Report

**STEM**

Science, Technology, Engineering, and Mathematics

**USACC**

United States Army Cadet Command

## APPENDIX A. FORMS

### DD FORM 3200 JROTC INSTRUCTOR PROHIBITED ACTIVITIES ACKNOWLEDGEMENT (NEW)

JUNIOR RESERVE OFFICERS' TRAINING CORPS INSTRUCTOR PROHIBITED ACTIVITIES ACKNOWLEDGEMENT		
<p style="text-align: center;"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 10 U.S.C. 102, Junior Reserve Officers' Training Corps; DoD Instruction 1205.13, Junior Reserve Officers' Training Corps Program.</p> <p><b>PRINCIPAL PURPOSE(S):</b> To document your understanding of the prohibitions identified in Section 7 of this form.</p> <p><b>ROUTINE USE(S):</b> Disclosure of records are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended. To a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a DoD Component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. Additional routine uses are listed in the applicable System of Records Notices:  Army, AD145-2 TRADOC: <a href="https://dpcld.defense.gov/Privacy/SORNsIndex/DOO-wide-SORN-Article-View/Article/569985/a0145-2-tradoc/">https://dpcld.defense.gov/Privacy/SORNsIndex/DOO-wide-SORN-Article-View/Article/569985/a0145-2-tradoc/</a>  Navy, N01533-1: <a href="https://dpcld.defense.gov/Privacy/SORNsIndex/DOO-Component-Article-View/Article/570325/n01533-1/">https://dpcld.defense.gov/Privacy/SORNsIndex/DOO-Component-Article-View/Article/570325/n01533-1/</a>  Air Force, F036 AETC B: <a href="https://dpcld.defense.gov/Privacy/SORNsIndex/DOO-Component-Article-View/Article/569771/f036-aetc-b/">https://dpcld.defense.gov/Privacy/SORNsIndex/DOO-Component-Article-View/Article/569771/f036-aetc-b/</a></p> <p><b>DISCLOSURE:</b> Voluntary. However, if you fail to provide the requested information or complete this form, you may not be assigned to a JROTC Instructor or trainer position.</p>		
<p style="text-align: center;"><b>PURPOSE</b></p> <p>This form supplements DoDI 1205.13 and will be read and signed prior to performing JROTC Instructor Duties. The purpose of this form is establish expected behavior for JROTC Instructors and to confirm each instructor understands and agrees to the statements included in this form. New Instructors shall complete this form prior to the first day of employment, and this form will be certified annually within 30 days of the first day of school each subsequent year. As a minimum, the signed original will be retained in the Instructors training/performance record while assigned to JROTC duty. Validation of this form will occur concurrently with the Host Service Annual In-Person Inspection of the program.</p>		
1. INSTRUCTOR NAME (Last, First, Middle Initial)	2. POSITION	3. JROTC UNIT/SCHOOL
4. UNIT/SCHOOL ADDRESS (City, State, Zip Code)	5. DATE SIGNED (YYYYMMDD)	6. SIGNATURE <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p><b>7. PROHIBITED ACTIVITIES:</b> I acknowledge and understand that as a JROTC Instructor (or trainer), I will not:</p> <p>(Initial)</p> <div style="display: flex;"> <div style="width: 15%; border: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 85%;">(a) Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a cadet or student. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, or any other means of communication.</div> </div> <div style="display: flex;"> <div style="width: 15%; border: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 85%;">(b) Use grade or position, threats, pressure, or promise of return of favors or favorable treatment in an attempt to gain sexual favors from a cadet or student.</div> </div> <div style="display: flex;"> <div style="width: 15%; border: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 85%;">(c) Make sexual advances toward, or seek or accept sexual advances or favors from, a cadet or student.</div> </div> <div style="display: flex;"> <div style="width: 15%; border: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 85%;">(d) Allow entry of any cadets, or students, into my dwelling and must adhere to all existing and related school policies, when applicable.</div> </div> <div style="display: flex;"> <div style="width: 15%; border: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 85%;">(e) Establish a common household with a cadet, or student, that is, share the same living area in an apartment (does not include facilities open to all members of a homeowners' association or all tenants in an apartment complex), house, or other dwelling. Instructors must adhere to all existing and related school policies, when applicable.</div> </div> <div style="display: flex;"> <div style="width: 15%; border: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 85%;">(f) Allow entry of any cadets or students into their privately owned or rental vehicles. Exceptions are permitted for official business when the safety or welfare of a cadet or student is at risk. Exceptions are also permitted for official school functions, with associated guardian permission and/or documentation required by school policy, when it involves more than one cadet or student. Transportation of a single cadet or student is not authorized in this exception.</div> </div> <div style="display: flex;"> <div style="width: 15%; border: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 85%;">(g) Provide alcohol or drugs to, or consume or use alcohol or drugs with, a cadet or student on a personal social basis, and must adhere to all existing and related school policies, when applicable.</div> </div> <div style="display: flex;"> <div style="width: 15%; border: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 85%;">(h) Attend social gatherings, clubs, bars, theaters, or similar establishments on a personal social basis with a cadet or student.</div> </div> <div style="display: flex;"> <div style="width: 15%; border: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 85%;">(i) Gamble with a cadet or student.</div> </div> <div style="display: flex;"> <div style="width: 15%; border: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 85%;">(j) Lend money to, borrow money from, or otherwise become indebted to a cadet or student.</div> </div> <div style="display: flex;"> <div style="width: 15%; border: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 85%;">(k) Solicit donations from a cadet or student.</div> </div> <div style="display: flex;"> <div style="width: 15%; border: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 85%;">(l) Hire or otherwise employ cadets (e.g., baby-sitting, maintenance jobs). Instructors must adhere to all existing and related school policies, when applicable.</div> </div> <div style="display: flex;"> <div style="width: 15%; border: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 85%;">(m) Accept personal goods, in an unofficial or personal capacity, from a cadet or student for storage or any other reason.</div> </div>		

<p><b>SECTION 7</b></p> <p>(n) Participate in closed-door discussions with cadets or students. Instructors will keep doors open when meeting with cadets except when:</p> <ol style="list-style-type: none"> <li>1. There is another person at least 18 years of age or older present;</li> <li>2. Based on the proximity of others, there is a need to protect personal identifiable information, sensitive information, or confidential information (these closed-door sessions will be short in duration); or</li> <li>3. The design of the office is such that the door opens to a public area where the office is left unprotected from the elements or allows unwanted public interaction. In these cases, the door will be left unlocked and clearly marked that it is open for business and that visitors are welcome.</li> </ol> <p>The above list is not all inclusive and the Military Services may add to it. Prohibited activities between JROTC instructors/trainers and cadets listed in paragraph 7 apply from the first contact between an instructor and cadet through 6 months after the cadet or student is no longer affiliated with the JROTC program.</p>																													
<p><b>8. EXCEPTIONS:</b> Exceptions may be granted to accommodate relationships that existed prior to the instructor's or cadet's JROTC affiliation. These relationships include, but are not limited to, family members. Only high-level school officials/authority, as designated by the host institution in consultation with the host Service, has the authority to approve these exceptions. Instructors must request the exception in writing to the appropriate school official.</p>																													
<p><b>9. VIOLATIONS (Initials)</b></p> <p><b>SECTION 9</b></p> <p>Violations of any part of section 7.a through 7.n not granted an exception in section 8 may result in disciplinary action, which could range from decertification to legal actions by the host school and/or local, state, or federal law enforcement.</p>																													
<p><b>10. APPROVED BY DESIGNATED JROTC PROGRAM OFFICIAL</b></p> <table border="1"> <tr> <td><b>a. NAME (Last, First, Middle Initial)</b></td> <td><b>b. TITLE</b></td> </tr> <tr> <td></td> <td></td> </tr> </table> <table border="1"> <tr> <td><b>c. SIGNATURE</b></td> <td><b>d. DATE SIGNED (YYYYMMDD)</b></td> </tr> <tr> <td><b>SECTION 10</b></td> <td></td> </tr> </table>			<b>a. NAME (Last, First, Middle Initial)</b>	<b>b. TITLE</b>			<b>c. SIGNATURE</b>	<b>d. DATE SIGNED (YYYYMMDD)</b>	<b>SECTION 10</b>																				
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<p><b>11. ANNUAL RECERTIFICATION</b></p> <p>Require a new form annually. By signing below, I certify I have reviewed this form and acknowledge that I have read and understand this policy.</p> <table border="1"> <thead> <tr> <th>NAME (Last, First, Middle Initial)</th> <th>SIGNATURE</th> <th>DATE SIGNED (YYYYMMDD)</th> </tr> </thead> <tbody> <tr> <td></td> <td><b>SECTION 11</b></td> <td></td> </tr> <tr> <td></td> <td><b>SECTION 11</b></td> <td></td> </tr> <tr> <td></td> <td><b>SECTION 11</b></td> <td></td> </tr> <tr> <td></td> <td><b>SECTION 11</b></td> <td></td> </tr> <tr> <td></td> <td><b>SECTION 11</b></td> <td></td> </tr> <tr> <td></td> <td><b>SECTION 11</b></td> <td></td> </tr> <tr> <td></td> <td><b>SECTION 11</b></td> <td></td> </tr> <tr> <td></td> <td><b>SECTION 11</b></td> <td></td> </tr> </tbody> </table>			NAME (Last, First, Middle Initial)	SIGNATURE	DATE SIGNED (YYYYMMDD)		<b>SECTION 11</b>			<b>SECTION 11</b>			<b>SECTION 11</b>			<b>SECTION 11</b>			<b>SECTION 11</b>			<b>SECTION 11</b>			<b>SECTION 11</b>			<b>SECTION 11</b>	
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## INSTRUCTIONS FOR COMPLETING DD FORM 3200

1. **INSTRUCTOR NAME.** Enter the appropriate information of the new or current instructor.
2. **POSITION.** Enter the appropriate title you hold within the JROTC Program. (Ex.: Senior Instructor, Assistant Instructor).
3. **JROTC UNIT/SCHOOL.** Enter the host institution's name and the JROTC Unit (Name/Number).
4. **UNIT/SCHOOL ADDRESS.** Enter the address of the host institution where the JROTC unit will take place.
5. **DATE SIGNED.** As stated.
6. **SIGNATURE.** Enter signature of the instructor completing this form.
7. **PROHIBITED ACTIVITIES.**
  - **INITIAL COMPLETION OF FORM:** Read each prohibited activity statement and initial next to each statement to certify that you understand and agree to abstain from these activities.
  - **ANNUAL RECERTIFICATION:** When recertifying this form annually, re-read the prohibited activity statements. By signing Section 11 of this form, you re-certify that you understand and agree with all statements included on this form.
8. **EXCEPTIONS.** Guidance is provided on requesting exceptions to the prohibited activities statements listed in Section 7. Follow the guidance outlined here to submit the request with the host institution.
9. **VIOLATIONS.** Read the statement on violations and initial next to the statement to certify you understand and agree with this statement. When recertifying annually, re-read this statement. By signing Section 11 of this form, you re-certify that you understand and agree with this statement.
10. **APPROVED BY DESIGNATED JROTC PROGRAM OFFICIAL.** Enter the appropriate information and signature of the JROTC Program Official at the host institution. The Program Official's signature certifies that the DD Form 3200 is correct and complete and recommends approval.
11. **ANNUAL RECERTIFICATION.** The instructor will re-read the statements included on this form annually and renew the certification of understanding and agreement with each statement by entering the appropriate information and signature in this section. The recertification should occur within 30 days of the first day of school each year.



# DD FORM 3202 MEMORANDUM OF AGREEMENT BETWEEN MILITARY SERVICE AND SCHOOL DISTRICT TO ESTABLISH AND OPERATE A JROTC UNIT (NEW)

<p><b>MEMORANDUM OF AGREEMENT BETWEEN</b> _____  <i>(Military Service)</i></p> <p><b>AND</b> _____  <i>(Name of School District)</i></p> <p><b>TO ESTABLISH AND OPERATE A JUNIOR RESERVE OFFICERS' TRAINING CORPS UNIT</b></p>	<p><i>Form Approved</i>  <i>OMB Number 0704-0680</i>  <i>Expires 02/28/2027</i></p>
<p>The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send your form to the appropriate Service Representative</p>	
<p style="text-align: center;"><b>Privacy Advisory</b></p> <p>Disclosure of this information is voluntary and will be used to provide notice and communication related to this Memorandum of Agreement. When completed, this form contains personally identifiable information and is protected by the Privacy Act of 1974, as amended</p>	
<p>This Memorandum of Agreement (MOA) is hereby entered into by and between _____ <i>(Military Service Name)</i> acting through _____ <i>(first General/Flag Officer Command above JROTC Program Office)</i>, and _____ <i>(School District Name)</i> (collectively the Parties) for the establishment of a Junior Reserve Officers' Training Corps (JROTC) Unit at _____ <i>(Name of School Hosting the Unit)</i>, pursuant to United States Code, Title 10, Subtitle A, Part III, Chapter 102, §§ 2031-2036 and reference I.2. herein.</p> <p>The purpose of the JROTC program is 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), personal responsibility and a sense of accomplishment. Upon execution by _____ <i>(Military Service Name)</i> on the date of signature below, a JROTC unit is established at _____ <i>(Host School)</i> consisting of students voluntarily enrolled. This MOA together with the Military Service Addendum herein (reference I.6) contain the Parties' entire agreement and outlines terms and responsibilities for both the Military Service and the School District.</p>	
<p><b>I. REFERENCES.</b> The following references are incorporated herein and apply to both Parties:</p> <ol style="list-style-type: none"> <li>1. 10 U.S.C. §§ 2031-2036</li> <li>2. Department of Defense (DoD) Instruction 1205.13 "Junior Reserve Officers' Training Corps Program"</li> <li>3. Department of Defense Education Activity (DODEA) Administrative Instruction 1443.02 "Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response"</li> <li>4. DD Form 3200, Junior Reserve Officers' Training Corps Instructor Prohibited Activities Acknowledgment</li> <li>5. DD Form 3203, Junior Reserve Officers' Training Corps Student/Parent/Guardian Acknowledgment of Expected Standards Of Conduct And Participation</li> <li>6. _____  <i>(Name of Military Service-specific Addendum)</i></li> </ol>	
<p><b>II. STATEMENT OF NON-DISCRIMINATION.</b> The DoD is committed to creating and maintaining a safe and trusted learning and work environment free from discrimination and harassment (including sexual harassment as defined by the US Department of Education in Sexual Harassment Guidance 2020). The DoD does not condone and will not tolerate hostile environments, including any created by sexual harassment, sexual assault, problematic sexual behavior in children and youth (PSB-CY) as defined in <a href="#">DoD Instruction 6400.01</a>, or other related abusive misconduct of, or by, employees, students, other beneficiaries (to include and when applicable, volunteers, students, support personnel, student teachers, contractors, and parents/guardians), or anyone within the School District jurisdiction in JROTC-conducted or sponsored education and training programs and activities, committed both on and off school premises.</p> <p>The following School District and Host School office handles inquiries regarding the non-discrimination policies: _____ <i>(Address)</i>. The following School District and Host School office handles Title IX inquiries and complaints: _____ <i>(Host School District's Title IX Coordinator/ Office Address/Contact Information)</i>. Any JROTC student, instructor, or other beneficiary who reports that they, or someone they know, has been subjected to a violation of this MOA, including reference I.6, has the right to prompt response and intervention by an appropriate DoD/JROTC official or School District official to ensure the safety and welfare of those individuals involved. [Refer to Sections III.5 and IV below]</p>	
<p><b>III. UNDERSTANDINGS OF THE PARTIES.</b></p> <ol style="list-style-type: none"> <li>1. <b>Nondiscrimination.</b> Neither party shall discriminate in conducting a JROTC program. This includes denying participation in or the benefits derived from the JROTC program (e.g., admission of students, hiring of JROTC instructors who meet statutory requirements, or subsequent participation of students and instructors) on the basis of race, color, religion, sex (including pregnancy), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor in its employment, programs and activities.</li> <li>2. <b>Retaliation Prohibited.</b> Retaliation against an individual/individuals reporting, either verbally or in writing, an allegation or suspicion of violation of this MOA or reference I.6, or who participates in or cooperates with an investigation of such report or suspicion, is strictly prohibited.</li> <li>3. <b>Partnership/Certification Relationship and Background Checks.</b> JROTC instructors serve two chains of authority and shall be responsible to both the Military Service (their certifier) and the School District (their employer) for properly operating the JROTC program and for their own professional conduct. In addition to the School District's requirements, JROTC instructors have mandatory responsibilities levied upon them by their Military Service as described in reference I.6.             <ol style="list-style-type: none"> <li>a) Both parties shall provide JROTC instructors with relevant training and their policy prohibiting harassment and abuse (e.g., annual instructor/teacher anti-harassment training, DD Form 3200, "JROTC Instructor Prohibited Activities Acknowledgment") and inform each other on all significant personnel matters (such as suspensions or terminations) concerning instructor certification and employment. The Host School shall maintain the signed DD Form 3200 and signed DD Form 3203 and make available for review per paragraph 6.b.</li> </ol> </li> </ol>	



- b) Although the Military Service is not a party to the instructor's employment contract, the Military Service is the certifying authority for JROTC instructors and maintains an inherent need-to-know regarding any information related to performance, conduct, and employment status. As such, the Military Service shall:
- (1) Conduct and fund initial and on-going background checks on JROTC instructor for certification purposes.
  - (2) Childcare National Agency Check with Inquiries (CNACI) investigation (re-verified every 5 years, or when triggered by an instructor's adverse credit check, any adverse instructor information identified, or a break in instructor service of more than 24 months)
  - (3) JROTC instructors will complete JROTC Initial Qualification Training (JIQT) prior to certification.
  - (4) Require all JROTC instructors to authorize the release to the Military Service of any information the School District determines is necessary to ensure compliance with the terms of this MOA related to the JROTC instructor's employment and/or conduct.
  - (5) Immediately suspend the certification of JROTC instructors and/or begin decertification procedures based on any violation of this MOA by the instructor, adverse investigation findings, or reference I.6.
- c) The School District shall:
- (1) Interview and employ only approved JROTC instructors as required by reference I.6.
  - (2) Perform state and local background checks at their own expense in accordance with applicable federal, state, and local requirements.
  - (3) Provide JROTC instructors a contract of employment with the School District as the employing agency and in accordance with reference I.6.
  - (4) Provide a copy of this certified MOA to JROTC instructors.
  - (5) Provide JROTC students and parents/guardians at the beginning of each academic year, and upon request, JROTC promotional and pertinent administrative materials to ensure they are aware of their rights under this MOA. This must include both parties' contact information in Section IV and the proper procedures for reporting and responding to allegations of violations.
4. **Monitoring Instructor Performance.** The Military Service holds the certification of all JROTC instructors, and therefore maintains an inherent right to monitor instructor behavior and performance. They must receive any necessary information from the School District regarding instructor performance, professional conduct, and employment status.
- a) The Military Service shall:
- (1) Ensure instructors receive performance counseling and/or professional development within thirty (30) days of the effective date of employment with the School District, and then annually, usually at the beginning of each school semester.
  - (2) Mentor, monitor and counsel all instructors concerning their educational requirements under this MOA and reference I.6.
  - (3) Assess the instructional performance of at least one instructor per school.
- b) The School District shall:
- (1) Communicate with the Military Service on all matters concerning instructor performance, conduct, and employment as permitted by state law. School districts wishing to transfer or reassign a JROTC instructor between JROTC host schools may do so in accordance with district policies and reference I.6., with consent of the JROTC instructor and with prior written approval from the Military Service.
  - (2) Conduct annual JROTC instructor evaluations/assessments and provide them, by electronic copy, to the Military Service point of contact in Section IV.
  - (3) Notify the Military Service in writing of any instructor evaluation that does not meet School District requirements within three (3) business days.
  - (4) Include the Senior Military Service instructors in meetings where policies, recommendations, or decisions affecting the JROTC Program are made, including the employment or discharge of JROTC instructors.
  - (5) Have effective and timely procedures in place to ensure the Military Service [redacted] (POC) is advised of any disciplinary or administrative action levied upon a JROTC instructor (i.e., administrative leave, suspensions, letters of admonishment), the initiation of any investigation into alleged JROTC instructor misconduct (school, civil, or criminal), or any changes in the employment status of a JROTC instructor. If any of the aforementioned items occur, the School District shall notify the Military Service in writing within one (1) business day. The Host School shall include enough information to provide the Military Service a comprehensive understanding of the nature and scope of any allegations, investigation, or complaint.
5. **Preventive, Corrective, and Disciplinary Actions.** Both parties shall take all necessary and appropriate action needed to prevent, correct, and, if necessary, discipline behavior which violates this MOA concurrent with or independent of any outside investigations and action that may be taken by appropriate external enforcement entities, where applicable. The host institution will address any violation by Instructor, Trainer, or participating student in accordance with their school district's student and personnel policies. Violations may not be ignored or dismissed by either party. JROTC instructors, or program volunteers, especially if a student is being sexually harassed, sexually assaulted, or subjected to other related misconduct by any adult (welcome or unwelcome), or if anyone is touching or trying to touch a juvenile in a sexual way against their will or without lawful consent.
- a) **Mandatory Reporting.** Child abuse, neglect, sexual assault and sexual harassment must be reported by JROTC instructors and program volunteers. Minor incidents of sexual harassment and other related abusive misconduct, even if it has been successfully resolved in the moment by addressing the harasser directly, must still be reported to the appropriate School District, Host School, and Military Service personnel to create a record in case the misconduct occurs again. The Military Service cannot take action to stop harassing, assaultive, problematic, and abusive misconduct if they are unaware it is happening.
- b) **Response.** School District and Host School shall report preventative, corrective, and disciplinary actions in accordance with state, local, School District, and Host School policy.
6. **Program Evaluations.** The parties shall perform program evaluations for trend analysis and to monitor the effectiveness of response and resolution and facilitate ongoing recommendations for improvements to the JROTC program.
- a) The Military Service shall:
- (1) Make annual visits to the Host School, either announced or unannounced, per reference I.2, to evaluate the operation, administration, and effectiveness of the JROTC program and ensure continued compliance with this MOA and Military Service standards in reference I.6.

- (2) Evaluate compliance with this MOA (e.g., the number, nature, and resolution of reported violations) periodically throughout the fiscal year.
  - (3) Include the JROTC Program in its Management and Internal Controls Program to review, assess, and report on the effectiveness of internal control.
  - b) The School District shall maintain and make available for review all JROTC instructor evaluations and program records during program visits and for a period of ten (10) years following the expiration or termination of this MOA. Failure to adhere to this requirement may result in decertification of the instructor, placement of the JROTC Program in a probationary status, or Program disestablishment.
7. **Minimum Number of Enrolled Students.** The School District and Host School shall ensure that each unit maintains a minimum student enrollment of at least (A) 10 percent of the Host School's student population (grades 8-12 or 9-12, whichever is applicable), or (B) 100 students, whichever is less, as required by 10 U.S.C. § 2031(b)(1). Actual enrollment shall only be determined by counting those students who voluntarily meet, and subsequently maintain acceptable standards of academic achievement and conduct, as prescribed by the Secretary of the military department concerned, as required by 10 U.S.C. § 2031(b)(4). The JROTC unit shall be placed on probation if these requirements are not met.
8. **Voluntary Student Enrollment.** The School District and Host School shall only permit voluntary student enrollment in the JROTC program. The School District shall fully inform prospective JROTC students that the program is voluntary and of all mandatory JROTC enrollment requirements before authorizing enrollment into the JROTC program. Only students who voluntarily choose to meet and maintain acceptable JROTC standards in reference 1.6 shall be enrolled into, and permitted to remain in, the JROTC program. The Host School shall ensure all enrollments of students into the JROTC program are conducted with the prior knowledge and endorsement of the Military Service per reference 1.6. If a JROTC instructor senses a student has been involuntarily enrolled, they must inform both the Senior Military Service instructor and Host School Principal.
9. **JROTC Cadet Health/Wellness Participation Waiver.**
- a) The Host School will:
    - (1) Collect and maintain a medical release and Parent/Guardian acknowledgement of the risk(s) associated with all physical activity sessions (e.g., walking, running, calisthenics, drills) and acknowledging any risk associated with any physical activity.
    - (2) Inform its JROTC faculty of anything that should keep a student from participating in the JROTC Cadet Health/Wellness Program. The JROTC Senior Instructor shall make the enrollment decision for any student who has a permanent disability that inhibits full participation in physical activity sessions. Only students who complete and submit the required JROTC Cadet Health/Wellness Program release and acknowledgement shall be enrolled into, and permitted to remain in, the JROTC program. The JROTC Cadet Health/Wellness Program is designed to improve physical fitness.
  - b) The Military Service shall:
    - (1) Ensure that all physical activity sessions shall be supervised and monitored by at least one JROTC instructor.
    - (2) Identify any Health/Wellness training requirements (refer to reference 1.6).
10. **Prohibitions on Fundraising.** The School District shall not permit any fundraising for external entities while using government equipment or while in uniform. Fundraising and grants in support of the JROTC unit are authorized as governed by state and local policies. The acceptance of any grants and/or funds by the School District and/or Host School does not reflect an endorsement by the Department of Defense.
11. **Information Technology (IT) support.** The School District and Host School shall provide the appropriate IT support to include access to third-party websites that are required for instructors, other school employees and district employees to perform routine tasks. Third party-websites include any website in support of administrative, budgetary, and curriculum delivery and support, and testing services. Required websites shall be provided by JROTC headquarters staff to the School District and Host School upon request.
12. **Facilities.** The Host School shall provide the partner Military Service with adequate facilities for classroom instruction, storage of non-lethal 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 the military department concerned, as required by 10 U.S.C. § 2031(b)(2). Additionally, the Host School shall provide administrative office(s), office equipment, including telephone service capable of electronic data transmission, instructional supplies (other than those provided by the Service), and utilities. The Host School shall pay for the cost and maintenance of these facilities thereof.
13. **Military Instruction.** The School District and Host School shall provide a course of military instruction of not less than three academic years' duration and which may include instruction or activities in the fields of science, technology, engineering, and mathematics, as prescribed by the Secretary of the military department concerned, as required by 10 U.S.C. § 2031(b)(3).
14. **Storage and Safekeeping of Government Property.** The Host School shall provide secure and adequate storage areas for the protection and security of Government Furnished Property and comply with all applicable regulations relating to the issue, care, use, safekeeping, turn-in, and accounting for such property. The School District shall promptly replace, or repair at its cost and to the satisfaction of the Military Department any such item that is lost or sustains damage directly or indirectly attributable to the conduct of the School District or Host School. The School District shall furnish to the Military Departments a bond or insurance policy from a financial institution satisfactory to the Military Department in an amount equal to the replacement value of Government-furnished Property. The School District shall ensure that the bond or insurance remains in effect for the requisite amount at all times during the term of this Agreement and, thereafter, so long as any Government-Furnished Property remains in the School District's custody. If the School District elects to provide an insurance policy, it shall name the United States as an additional insured and provide a certificate to that effect to the Military Department.



**IV. POINTS OF CONTACT.** The following points of contact will be used by the Parties to provide any notice required under this MOA. Each Party may change its point of contact in writing upon 10 business days' notice to the other Party.

**1. For the School District**

**Primary:**

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Alternate:**

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**2. For the Military Service**

**Primary:**

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Alternate:**

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**V. GOVERNING LAW.** This MOA is governed by and shall be construed under all applicable Federal, state, and local Laws. However, compliance with state and local laws by the military service is voluntary.

**VI. MODIFICATION OF MOA.** This MOA may only be modified by written agreement of both Parties, and duly signed by their authorized representatives. This MOA shall be reviewed for currency in accordance with the Military Service's policy, who reserves the right to require renewal of this MOA by both parties if significant program changes occur.

**VII. NO WAIVER.** Unless expressly stated in writing, signed by the Military Service, the waiver by the Military Service of any act, duty, or obligation required of the institution hereunder shall not be construed as a waiver of any other, or of any future act, duty, or obligation to be performed by the School District or Host School.

**VIII. ENTIRE AGREEMENT.** It is expressly understood and agreed that this MOA together with reference I.6, constitutes the entire agreement between the Parties and supersedes and replaces any prior agreement, understandings, or representations between the parties. Regardless of changes to the employment status of the original signatories, this MOA shall remain in effect until officially terminated.

**IX. CONFLICTS.** In the event of any conflict between this MOA and reference I.6, this MOA takes precedence.

**X. REPRESENTATIVE AUTHORITY.** Each undersigned representative of the parties to this MOA certifies he or she is fully authorized to enter into the terms and conditions of this MOA and to execute the same so as to effectively bind each party to its terms.

**XI. SEVERABILITY.** If any term, provision, or condition of this MOA is held to be invalid, void, or unenforceable by a governmental authority and such holding is not or cannot be appealed further, then such invalid, void, or unenforceable term, provision, or condition shall be deemed severed from this MOA and all remaining terms, provisions, and conditions of this MOA shall continue in full force and effect. The Parties shall endeavor in good faith to replace such invalid, void, or unenforceable term, provision, or condition with valid and enforceable terms, provisions, or conditions which achieve the purpose intended by the Parties to the greatest extent permitted by law.



**XII. TERMINATION.** This MOA may be terminated by either Party by giving at least 30 days' written notice to the other Party. This MOA shall remain in effect throughout the semester/trimester, and the termination date of this agreement may only occur during non-instruction periods in the academic calendar year.

**XIII. TRANSFERABILITY.** This MOA is not transferable.

**XIV. ANTI-DEFICIENCY ACT.** Nothing in this MOA shall be construed as obligating the Military Service, its officers, employees, or agents to expend any funds in excess of appropriations authorized for such purposes in violation of the Federal Anti-Deficiency Act (31 U.S.C. § 1341).

**XV. EFFECTIVE DATE.** This MOA takes effect as of the date on which it has been certified by the Military Service.

**XVI. CANCELLATION OF PREVIOUS MOA.** This MOA cancels and supersedes any prior agreement by the Parties.




<b>FOR THE SCHOOL</b>		
TYPED NAME <i>(Last, First, Middle Initial)</i> AND TITLE	SIGNATURE 	DATE SIGNED (YYYYMMDD)
<b>FOR THE MILITARY SERVICE</b>		
TYPED NAME <i>(Last, First, Middle Initial)</i> AND TITLE	SIGNATURE 	DATE SIGNED (YYYYMMDD)
<b>THE FOLLOWING AGREEMENT AND INFORMATION IS TO BE CONSIDERED AS PART OF THIS CONTRACT</b>		
<b>DATA PERTAINING TO HOST SCHOOL</b>		
a. NAME OF HOST SCHOOL <i>(No abbreviations)</i>	b. HOST SCHOOL'S COMPLETE MAILING ADDRESS <i>(Include ZIP code)</i> <i>(If P.O. Box must also provide street address for shipping purposes)</i>	
c. TYPE OF SCHOOL <i>(Check appropriate box)</i> <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Military Academy		
d. PRINCIPAL'S NAME		
e. TELEPHONE NUMBER		
f. FAX NUMBER		
g. EMAIL ADDRESS		
<b>PERTAINING TO SCHOOL DISTRICT</b>		
a. NAME OF SCHOOL DISTRICT <i>(No abbreviations)</i>	b. SCHOOL DISTRICT'S COMPLETE MAILING ADDRESS <i>(Include ZIP code)</i>	
c. SUPERINTENDENT'S NAME		
d. TELEPHONE NUMBER		
e. FAX NUMBER		
f. EMAIL ADDRESS		
<b>LIST ACCREDITING AGENCY</b>		
a. REGIONAL	b. STATE	c. OTHER
TOTAL ENROLLMENT OF HOST SCHOOL	ESTIMATED NO. OF QUALIFIED STUDENTS WHO WILL ENROLL IN THE JROTC PROGRAM	

# DD FORM 3203 JROTC STUDENT CODE OF CONDUCT AND PARENT/GUARDIAN CONSENT FORM (NEW)

JUNIOR RESERVE OFFICERS' TRAINING CORPS STUDENT CODE OF CONDUCT AND PARENT/GUARDIAN CONSENT FORM	
<b>PRIVACY ACT STATEMENT</b>	
<p><b>AUTHORITY:</b> 10 U.S.C. 102, Junior Reserve Officers' Training Corps; DoD Instruction 1205.13, Junior Reserve Officers' Training Corps Program.</p> <p><b>PRINCIPAL PURPOSE(S):</b> To document you and your student's understanding of the expectations, responsibilities, and prohibitions related to participation in the Junior Reserve Officers' Training Corps (JROTC).</p> <p><b>ROUTINE USE(S):</b> Disclosure of records are generally permitted under 5 U.S.C. 522a(b) of the Privacy Act of 1974, as amended. To a Federal, state, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a DoD Component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit. Additional routine uses are listed in the applicable System of Records Notices:            Army, A0145-2 TRADOC: <a href="https://dpold.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569985/a0145-2-tradoc/">https://dpold.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569985/a0145-2-tradoc/</a>            Navy, N01533-1: <a href="https://dpold.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570325/n01533-1/">https://dpold.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/570325/n01533-1/</a>            Air Force, F036 AETC B: <a href="https://dpold.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/569771/f036-aetco-b/">https://dpold.defense.gov/Privacy/SORNsIndex/DOD-Component-Article-View/Article/569771/f036-aetco-b/</a></p> <p><b>DISCLOSURE:</b> Voluntary. However, failure to fully complete requested information may render student ineligible to participate in the JROTC program.</p>	
<b>PURPOSE</b>	
<p>The Junior Reserve Officers' Training Corps (JROTC) Program is a world-class youth leader development program authorized by Congress and executed as a partnership between the Department of Defense, the military services and local School District High Schools. JROTC Instructors are retired service members and/or veterans employed as a faculty member by your local school district who are subject to the same laws, regulations and policies as other teachers within the District. A purpose of the JROTC is to instill in students in the 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.</p> <p>The purpose of this form is to share the expectations of the program, the expected behavior, and unacceptable behavior of all students and instructors taking part in the JROTC program. By initialing next to each statement, you acknowledge and agree to the expected/prohibited behavior explained in each section.</p>	
1. STUDENT NAME (Last, First, Middle)	2. PARENT/GUARDIAN NAME (Last, First, Middle)
3. JROTC UNIT/SCHOOL	4. UNIT/SCHOOL ADDRESS (City, State, Zip Code)
5. JROTC PROGRAM OFFICIAL (Last, First, Middle)	
6. EXPECTATIONS: I understand and acknowledge that:	
(Initial Student/Parent or Guardian)	
<input type="checkbox"/> / <input type="checkbox"/> a. Enrollment and participation in JROTC is purely voluntary. No representative of JROTC (adult or student), the school or school district, or other position of authority (including parents) may compel a student to participate in JROTC against their will. Students enrolled in JROTC may coordinate with their school representative to request withdrawal at any time for any reason per school policies.	
<input type="checkbox"/> / <input type="checkbox"/> b. Inappropriate behavior between JROTC representatives/instructors and any student or minor, including JROTC participants, will not be tolerated. JROTC instructors are employees of the school/school district and are subject to the same high standards of professional conduct as other teachers. If I have any concern about inappropriate activities concerning either instructors or other students within the JROTC program, I will immediately notify high school administration and/or POCs identified in paragraphs 11 & 12.	
<input type="checkbox"/> / <input type="checkbox"/> c. JROTC representatives/instructors shall:	
c.1. Adhere to school policy where applicable with regard to entry of any students or unrelated minors into their dwelling without the written consent of the student's or minor's parent/guardian.	
c.2. Adhere to school policy where applicable with regard to establishing a common household with a legally unrelated student or minor, that is, share the same living area in an apartment (does not include facilities open to all members of a homeowners' association or all tenants in an apartment complex), house, or other dwelling.	
c.3. Adhere to school policy where applicable with regard to entry of any legally unrelated student or minor into privately owned vehicles. Exceptions are permitted for official business when the safety or welfare of a student or legally unrelated minor is at risk.	
c.4. Adhere to school policy where applicable with regard to attending social gatherings, clubs, bars, theaters, or similar establishments on a personal social basis with a student or not legally related minor. Exceptions include inadvertent meetings at restaurants and other public places and inadvertent mutual attendance at other appropriate public places and events	



<b>7. COMPREHENSIVENESS &amp; EXCEPTIONS:</b> <p>The above list is not all inclusive and the Military Services may add additional prohibited activities. Prohibited activities between a JROTC Instructor/trainers and cadets listed in paragraph 6 apply from the first contact between an instructor and student through 6 months after student reaches the age of majority and/or is no longer affiliated with the JROTC program or enrolled in the high school, whichever is the latter date.</p> <p>Exceptions may be granted to accommodate relationships that existed prior to the instructor's or student's JROTC affiliation. These relationships include, but are not limited to, family members. Any relations developing between JROTC representatives' family and the families of JROTC students must be declared to the school principal/school district representative. JROTC representatives wishing an exception must do so in writing to the appropriate school official and must include the JROTC student's parents/guardian's signature. Only high-level officials/authority, as designated by the host institution in consultation with the host service, has the authority to approve these exceptions. The unit will keep these documents on record while the student is enrolled in the program.</p>	
<b>8. VIOLATIONS:</b> <p>Violations of any part of paragraph 6.a through 6.14.iii, not granted an exception in paragraph 7, will result in a school or school district investigation, possible school or school district disciplinary action and possible JROTC instructor certification suspension or decertification. If at any time the student or parent/guardian are unwilling or unable to adhere to these expectations, the student may be removed from the JROTC program.</p>	
<b>9. PARTICIPATION EXPECTATIONS AND STANDARDS: I understand and acknowledge that:</b> <i>(Initial Student/Parent or Guardian)</i> <div style="border: 1px solid black; height: 20px; width: 100px; margin-bottom: 5px;"></div> / <div style="border: 1px solid black; height: 20px; width: 100px; display: inline-block;"></div> a. Initial and continued enrollment and participation in JROTC is incumbent on students understanding, acknowledging, and agreeing to adhere to expected standards and procedures.  a.1. Grooming/Personal Hygiene: JROTC students may be expected to adhere to the grooming standards of their affiliated Service while participating in JROTC activities. Accommodations, as agreed upon by both the school and JROTC representatives, may be made for religious or other specific situations. Students otherwise unable or unwilling to conform to the grooming standards may be removed from the JROTC program.  a.2. Uniform: JROTC students may be expected to wear variations of their affiliated Service's uniforms. Students participating in JROTC understand proper wear of uniforms is an integral part of the JROTC experience and agree to adhere to prescribed standards. Certain situations may require students wear "appropriate" civilian attire in lieu of standard uniforms which will be considered the prescribed uniform. Students not possessing suitable attire, should immediately notify their JROTC instructor and school representative of the situation.  a.3. Physical Fitness: Students enrolling in JROTC should expect to participate in activities that demand varying physical levels. Students requiring physical accommodations must ensure both the school and JROTC representatives are aware of the requirement and agree upon the appropriate accommodation. Per school policy, physical activities may require an athletic or similar medical/physical exam and clearance before students are allowed to participate.  a.4. Hazardous Activities: Some of JROTC's elective activities may involve hazardous environments. These include but are not limited to rifle/pistol/archery ranges, obstacle courses, and high/low rope courses. Parents are required grant permission for their child's participation using school/school district procedures. Voluntary participation/nonparticipation does not impact students' overall JROTC standing.	
<b>10. PHOTO RELEASE:</b> <p>This consent form requests permission to use your child's photo/image and name for Junior ROTC advertising purposes to include on social and other media. Please check one of the following choices:</p> <p><input type="checkbox"/> I GRANT permission for my child's photos/images and name to be used for Junior ROTC advertising purposes to include on social and other media.</p> <p><input type="checkbox"/> I GRANT permission for photos/images of my child without any other personal identifiers to be used for Junior ROTC advertising purposes to include on social and other media.</p> <p><input type="checkbox"/> I DO NOT GRANT permission for photos/images of my child to be used for Junior ROTC advertising purposes to include on social and other media.</p>	
<b>11. KNOW YOUR RIGHTS:</b> <p>Title IX is a federal law that was passed in 1972 to protect all students, faculty, staff, and employees from sex discrimination. Some of the specific prohibited actions:</p> <ul style="list-style-type: none"> <li>• stalking or obscene phone calls, texts, emails, or gestures.</li> <li>• sexually suggestive jokes, whistles, catcalls, or innuendos.</li> <li>• inappropriate touching.</li> <li>• intimidation.</li> </ul> <p>Title IX also protects individuals from retaliation for filing a complaint of sexual misconduct or participating in an investigation. Title IX requires School Districts to provide Title IX Coordinators in each school. You should receive Title IX education on an annual basis to ensure you are fully aware of the law. In the event you are a victim of or become aware of a Title IX violation you should contact your school's Title IX Coordinator as soon as practical. They are for your counsel and protection.</p>	
<b>School/District Title IX Office:</b>  Name of Title IX Coordinator: <div style="border: 1px solid black; height: 20px; width: 250px; display: inline-block;"></div> Phone Number: <div style="border: 1px solid black; height: 20px; width: 250px; display: inline-block;"></div> Email Address: <div style="border: 1px solid black; height: 20px; width: 250px; display: inline-block;"></div>	<b>Department of Education Office of Civil Rights (OCR)</b> OCR@ed.gov or 800-421-3481, TDD 800-877-8339

<b>12. POINTS OF CONTACT:</b>	
Affiliated Service JROTC Office:	Air/Space Force IG: (800) 538-8429 <a href="mailto:saf.ighotline@us.af.mil">saf.ighotline@us.af.mil</a> Inspector General (IG) Offices Army IG: (800) 752-9747 <a href="https://ig.army.mil/REQUEST-IG-ACTION/Request-Army-IG-Action/">https://ig.army.mil/REQUEST-IG-ACTION/Request-Army-IG-Action/</a> Coast Guard IG: (800) 323-8603 <a href="https://hotline.oig.dhs.gov/#step-1">https://hotline.oig.dhs.gov/#step-1</a> Marine Corps IG: (866) 243-3887 <a href="mailto:orgmb.igmc.hotline@usmc.mil">orgmb.igmc.hotline@usmc.mil</a> Navy IG: (800) 522-3451 <a href="mailto:NAVIGHotlines@navy.mil">NAVIGHotlines@navy.mil</a> Department of Defense (DoD) IG: (800) 424-9098 <a href="https://www.dodig.mil/rechat/">https://www.dodig.mil/rechat/</a>
<b>13. ACKNOWLEDGED BY:</b> By signing below, I certify I have reviewed this form and acknowledge that I have read and understand this policy.	
a. STUDENT NAME (Last, First, Middle)	b. GRADE LEVEL
c. DATE SIGNED (YYYYMMDD)	d. SIGNATURE
	
e. PARENT/GUARDIAN NAME (Last, First, Middle)	f. PHONE/EMAIL
g. DATE SIGNED (YYYYMMDD)	h. SIGNATURE
	
i. JROTC REPRESENTATIVE NAME (Last, First, Middle)	j. POSITION
k. DATE SIGNED (YYYYMMDD)	l. SIGNATURE
	

### INSTRUCTIONS FOR COMPLETING DD FORM 3203

1. STUDENT NAME. Enter the appropriate information of the student participant.
2. PARENT/GUARDIAN NAME. Enter the appropriate information of the Parent or Legal Guardian of the participant.
3. JROTC UNIT/SCHOOL. Enter the host institution's name and the JROTC Unit (Name/Number).
4. UNIT/SCHOOL ADDRESS. Enter the address of the host institution where the JROTC unit will take place.
5. JROTC PROGRAM OFFICIAL. Enter the appropriate information of the JROTC Program Official at the host institution.
6. EXPECTATIONS.
  - a) VOLUNTARY ENROLLMENT: Student and Parent/Guardian initials certify that the signees understand and agree to all statements within this section.
  - b) INAPPROPRIATE BEHAVIOR: Student and Parent/Guardian initials certify that the signees understand and agree to all statements within this section.
  - c) EXPECTED BEHAVIOR: Student and Parent/Guardian initials certify that the signees understand and agree to all statements within this section.
7. COMPREHENSIVENESS & EXCEPTIONS. The expectations of the Program should comprehensively align with appropriate behavior of the program representatives.

While the list of statements included on this form are not all inclusive of appropriate and expected behavior, actions similar in sentiment should be adhered to as well. JROTC Program representatives (instructor and/or student) should direct any questions on appropriate behavior to their School or School District Authority.
8. VIOLATIONS. Read the statement on violations. Your signature on this form certifies you understand and agree to this statement.
9. PARTICIPATION EXCEPTIONS AND STANDARDS. Enrollment in the JROTC program includes certain participation expectations. Read each statement and initial at the top of this section. Your initials certify you understand and agree to the statements within this section.
10. PHOTO RELEASE. Read the statement related to the use of the student's photo/image and name. Select the option that best aligns with your wishes.
11. KNOW YOUR RIGHTS. Read the statements included in this section related to your rights under Title IX. This section also provides guidance and a Point of Contact for reporting violations within your School District, as well as a Point of Contact at the Department of Education.
12. POINTS OF CONTACT. Participants are provided phone numbers and email addresses at each host military service as well as the Department of Defense (DoD).
13. ACKNOWLEDGED BY. Entering the appropriate information, and signing the fields below certifies that you have read and understood the information provided on this form and you agree to the statements included within.
  - a) STUDENT NAME: As stated.
  - b) GRADE LEVEL: Enter the student's grade level in high school for the current year of participation in the program.
  - c) DATE SIGNED: As stated.
  - d) SIGNATURE: Signing this document certifies that you have read, understand and agree to the statements included in this form.
  - e) PARENT/GUARDIAN NAME: As stated.
  - f) PHONE/EMAIL: Enter the appropriate information of the Parent/Guardian.
  - g) DATE SIGNED: As stated.
  - h) SIGNATURE: Signing this document certifies that you have read, understand and agree to the statements included in this form.
  - i) JROTC REPRESENTATIVE NAME: To be completed by the JROTC Instructor - Enter the appropriate information of the JROTC Instructor.
  - j) POSITION: Enter the appropriate title held within the JROTC Program. (Ex.: Senior Instructor, Assistant Instructor).
  - k) DATE SIGNED: As stated.
  - l) SIGNATURE: The Program Official's signature certifies that the DD Form 3203 is correct and complete and recommends approval.

# DA FORM 3126 APPLICATION AND CONTRACT FOR THE ESTABLISHMENT OF A JROTC UNIT

<b>APPLICATION AND CONTRACT</b> <b>FOR ESTABLISHMENT OF A JUNIOR RESERVE OFFICERS' TRAINING CORPS UNIT</b> <small>For use of this form, see AR 145-2; the proponent agency is DCS, G-1.</small>		OMB No.: 0702-0021 Expires: 11/30/2025
<small>The public reporting burden for this collection of information is estimated to average two hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE ADDRESS. Responses should be sent to the appropriate ROTC Brigade.</small>		
<b>APPLICATION</b>		
By direction of the governing official of _____ <div style="text-align: right;"><small>(Name of School System / District)</small></div> _____, an application is hereby submitted for the <div style="text-align: center;"><small>(City, State, ZIP Code)</small></div> establishment of a unit of the Junior Army Reserve Officers' Training Corps under the provisions of Section 2031, Title 10, United States Code at <div style="text-align: center;"><small>(Complete Name and Address of School)</small></div>		
<b>CONTRACT</b>		
<ol style="list-style-type: none"> <li>1. Contingent upon the acceptance of the above application and conditioned upon the fulfillment of all promises enumerated in paragraph 2 following, the Secretary of the Army agrees as follows:               <ol style="list-style-type: none"> <li>a. To establish a Junior unit of the Army Reserve Officers' Training Corps (JROTC) at the school named above.</li> <li>b. To assign such military personnel as the Army may deem necessary for the proper administration and conduct of the Junior ROTC unit at this school and to pay the statutory compensation to such personnel from Department of the Army appropriations.</li> <li>c. To provide for use in the Junior ROTC unit such available government property as may be authorized by law and applicable tables of allowances.</li> </ol> </li> <li>2. Contingent upon the acceptance of this application by the Secretary of the Army, and conditioned upon the fulfillment of the promises enumerated in paragraph 1 above, the governing authorities of this school agree as follows:               <ol style="list-style-type: none"> <li>a. To provide appropriate academic credit applicable toward graduation for a course of instruction as prescribed by the Secretary of the Army, which will be <input type="checkbox"/> required, or <input type="checkbox"/> elective.</li> <li>b. To conduct the following type of JROTC training:  <input type="checkbox"/> (1) Academic track; <input type="checkbox"/> (2) Technical track; and <input type="checkbox"/> (3) To establish the unit as a <input type="checkbox"/> single unit, or <input type="checkbox"/> a part of a multiple unit system; and to establish the unit as a 3 year <input type="checkbox"/> , or 4 year <input type="checkbox"/> program; and to establish the unit as a Class High School (HS) <input type="checkbox"/> or a Military Institute (MI) <input type="checkbox"/> .</li> <li>c. To make available for use by the Junior ROTC unit necessary and adequate classrooms, administrative offices, office equipment, storage space, drill area, and other required facilities, and to pay the costs of utilities and maintenance thereof. To make available in the Junior ROTC administrative office a telecommunications line suitable for voice transfer, Internet connectivity, and data transfer and to pay the costs of installation and maintenance thereof to include phone calls (local and <u>official</u> long distance).</li> <li>d. To employ certified instructors authorized and approved by the Army to administer the Army approved courses, (a minimum of one officer and one noncommissioned officer per unit). Contract periods will be negotiated to permit year round management of the program and control of government property. Instructor contracts may be extended up to 21 days to allow instructors to attend JCLC camp. These extensions will be approved on a case-by-case basis. School authorities agree to pay retired Army JROTC instructors in accordance with applicable federal law and regulations. Schools are encouraged to reimburse the Junior ROTC instructors on a comparable scale as other teachers employed at the school. Schools will ensure that instructors are provided liability insurance to the same extent and in a like manner as such insurance is provided to other teachers and coaches through the school for school sponsored activities or duties (including extra-curricular</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>activities, i.e., annual encampments, adventure training, drill competitions, marksmanship competitions, etc). Schools will provide Junior ROTC Cadets insurance to the same extent and in like manner as provided other students (including extra-curricular activities, i.e., drill competitions, air rifle marksmanship competitions, STEM, CyberScience, etc).</li> <li>e. To request from CG, U.S. Army Cadet Command permission to hire, by name and position, the individuals to be employed as the Senior Army Instructor and Army Instructor.</li> <li>f. To appoint a military property specialist (MPS) who is not on active duty with the Army and who will be empowered to requisition, stock, and account for government property issued to the school and otherwise to transact matters pertaining thereto, for and in behalf of the school. If this duty is assigned to a retired Army individual who is also employed as a Junior ROTC instructor, that person will be provided a minimum of one class period daily, in addition to their planning period, to complete MPS requirements.</li> <li>g. To notify the CG, U.S. Army Cadet Command of the name and position of the individual designated as military property specialist.</li> <li>h. To conform to the current laws and regulations relating to issue, care, use, safekeeping, turn-in, and accounting for such government property as may be issued to the school.</li> <li>i. To comply with provisions of law, and the regulations of the Secretary of the Army, pertaining to the furnishing of a bond and/or insurance to cover the value of all government property issued to the school, except expended articles, and supplies properly expended in operations, maintenance, and instruction.</li> <li>j. To maintain an enrollment in the institution of not less than 100 physically fit students (or 10% of the eligible student population, whichever is less) who are in a grade above the 7th grade.</li> <li>k. To adhere to a policy of nondiscrimination on the basis of race, religion, color, gender, sex, marital status, political affiliation, physical ability, nation origin, sexual orientation or status as apparent, with respect to admission or subsequent treatment of students and instructors.</li> <li>l. To require instructors to wear Army uniforms to accomplish Junior ROTC duties and maintain Army standards of physical fitness, appearance, and height and weight. Any additional duties given to instructors while in uniform will be appropriate and in no way demean the individual, the uniform, or the U.S. Army.</li> <li>m. To encourage and support the professional development of Junior ROTC instructors and permit attendance at U.S. Army sponsored orientation, refresher training, workshops, and conferences.</li> <li>n. To assist the Army in determining the quality of instruction by evaluating the performance of instructors.</li> <li>o. To conform to the regulations of the Secretary of the Army relating to the conduct of the Junior ROTC.</li> </ol>	

**CONTRACT** (continued)

3. It is mutually understood and agreed as follows:

- a. That this contract shall become effective when the authorities of this school have been notified officially that the Army has approved the establishment of a Junior ROTC unit on the date specified.
- b. That the Army shall have the right at any time to withdraw approval and authorization of any personnel employed by the school pursuant to paragraph 2d above. Such withdrawal of authorization of any personnel employed by the school pursuant to paragraph 2d above will require the decertification of the individual from the Junior ROTC program.
- c. That this contract may be terminated in the following manner:
  - (1) At any time, by mutual consent and agreement of both parties.
  - (2) Upon the giving of one year's notice of such intent to terminate by either party.
  - (3) If the Junior ROTC unit is placed on probation pursuant to regulations prescribed by the Army.

- (a) This contract will terminate at the end of one year from the date the unit was placed on probation, unless the reason for such probationary status has been removed to the satisfaction of the Army prior to such expiration.
- (b) For enrollment, if the JROTC unit is in at least its third year of operation and does not satisfy the enrollment requirements in 2j above, the unit will be immediately placed on probation. If enrollment requirements are not met within 30 days of the beginning of the next school year, the contract will be terminated at the end of that school year.

4. This contract supersedes all existing contracts between the Department of the Army and the school pertaining to this matter.

**FOR THE SCHOOL**

TYPE NAME AND TITLE	SIGNATURE	DATE
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**FOR THE SECRETARY OF THE ARMY**

TYPE NAME AND TITLE	SIGNATURE	DATE
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**THE FOLLOWING AGREEMENT AND INFORMATION IS TO BE CONSIDERED AS PART OF THIS CONTRACT****AGREEMENT REGARDING FACILITIES TO BE PROVIDED FOR THE USE OF THE ARMY RESERVE OFFICERS' TRAINING CORPS PROGRAM, WITHOUT EXPENSE TO THE DEPARTMENT OF THE ARMY**

The authorities of the above-named institution agree that the facilities specified below shall be furnished for the use of the Army JROTC program, without expense to the Department of the Army (phrases such as "as needed", "as required", etc., will not be used in describing the following):

1. OFFICES				2. STORAGE ROOMS	
NO. OF ROOMS	SIZE	BUILDING IN WHICH LOCATED	EXCLUSIVE OR JOINT USE	NO. OF ROOMS	EXCLUSIVE OR JOINT USE

NOTE: Storage rooms, particularly for clothing and small articles of equipment, must be adequately lighted and ventilated and provided with shelving, cabinets, and locked arm's racks. Windows must be securely barred and doors reinforced and fitted with cylinder locks.

**3. CLASSROOMS**

NO. OF ROOMS AND BUILDING	SEATING CAPACITY	EXCLUSIVE OR JOINT USE

NOTE: Classrooms must be adequately lighted and ventilated and provided with standard equipment. If joint use is specified, rooms must be available for Army JROTC classes when scheduled.

**4. ASSEMBLY HALL**

SEATING CAPACITY	PROJECTION EQUIPMENT IF PROVIDED FOR	WILL BE AVAILABLE FOR ARMY ROTC CLASSES AS FOLLOWS



<b>5. GYMNASIUM</b>			
a. SIZE OF GYM OR OTHER INDOOR DRILL AREA		b. WILL BE AVAILABLE FOR ARMY JROTC CLASSES AS FOLLOWS:	
<b>6. OUTDOOR DRILL AREA</b>			
a. SIZE		b. WILL BE AVAILABLE FOR ARMY JROTC CLASSES AS FOLLOWS:	
<b>7. TARGET RANGE</b>			
a. SCHOOL REQUESTS AIR RIFLE PROGRAM <input type="checkbox"/> YES <input type="checkbox"/> NO		b. <input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR	c. NO. OF FIRING POINTS
d. WILL BE UNDER JURISDICTION OF			
<b>8. ADDITIONAL CREDIT: PE AND HEALTH</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>9. TITLE 1 OR TITLE 1 ELIGIBLE</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>10. JROTC PROGRAM START DATE (YYYYMMDD)</b>			
<b>11. REMARKS</b>			
<b>COMMANDER</b> <b>2ND BDE, USACC</b> <b>ATTN: ATCC-BBJ (JROTC)</b> 5212 Maryland Ave Fort Dix, NJ 08640 Connecticut Maine Massachusetts New Hampshire New Jersey New York Pennsylvania Rhode Island Vermont Germany Italy		<b>COMMANDER</b> <b>3RD BDE, USACC</b> <b>ATTN: ATCC-CCJ (JROTC)</b> 2730 Sampson Street Bldg 73, Naval Station Great Lakes, IL 60088 Iowa Illinois Kansas Michigan (UP) Minnesota Missouri Nebraska North Dakota South Dakota Wisconsin	
<b>COMMANDER</b> <b>4th BDE, USACC</b> <b>ATTN: ATCC-DDJ (JROTC)</b> 2175 Reilly Road Stop A Fort Bragg, NC 28310 District of Columbia Delaware Maryland North Carolina South Carolina Virginia West Virginia		<b>COMMANDER</b> <b>5th BDE, USACC</b> <b>ATTN: ATCC-EJR (JROTC)</b> 1265 Buck Road 2nd Floor Fort Sam Houston, TX 78234 Arkansas Arizona Colorado New Mexico Oklahoma Texas Utah Wyoming	
<b>COMMANDER</b> <b>6th BDE, USACC</b> <b>ATTN: ATCC-FFJ (JROTC)</b> 246 Blanton Road Building 1031 Hunter Army Airfield, GA 31409 Alabama Florida Georgia Louisiana Mississippi Puerto Rico Virgin Islands		<b>COMMANDER</b> <b>7th BDE, USACC</b> <b>ATTN: ATCC-GGJ (JROTC)</b> 1468, 328 3RD Avenue Fort Knox, KY 40121 Indiana Kentucky Michigan Ohio Tennessee	
<b>COMMANDER</b> <b>8th BDE, USACC</b> <b>ATTN: ATCC-HHJ (JROTC)</b> Box 339500 Mail Stop MS 83 Joint Base Lewis-McCord, WA 98433 Alaska American Samoa California Guam Hawaii Idaho Mariana Islands		Montana Nevada Oregon Washington Japan South Korea	

<b>12. DATA PERTAINING TO SCHOOL</b>			
a. NAME OF SCHOOL (No Abbreviations)		b. SCHOOL'S COMPLETE MAILING ADDRESS (include ZIP code) (If you are using a P.O. Box, you must also provide a street address for shipping purposes.)	
c. TYPE OF SCHOOL (Check appropriate box) <input type="checkbox"/> MUNICIPAL <input type="checkbox"/> STATE <input type="checkbox"/> DENOMINATIONAL (Specify)			
d. PRINCIPAL'S NAME			
e. TELEPHONE NUMBER			
f. FAX NUMBER			
g. E-MAIL ADDRESS			
<b>13. PERTAINING TO DISTRICT</b>			
a. NAME OF DISTRICT (No Abbreviations)		b. DISTRICT'S COMPLETE MAILING ADDRESS (include ZIP code)	
c. SUPERINTENDENT'S NAME			
d. TELEPHONE NUMBER			
e. FAX NUMBER			
f. E-MAIL ADDRESS			
<b>14. PERTAINING TO ACCREDITING AGENCY</b>			
a. LIST ACCREDITING AGENCY			
b. REGIONAL		c. STATE	
d. OTHER			
15. TOTAL ENROLLMENT OF SCHOOL		16. ESTIMATED NO. OF QUALIFIED STUDENTS WHO WILL ENROLL IN THE JROTC PROGRAM	
17a. LIST TECHNICAL COURSES OFFERED AT SCHOOL			
17b. LIST STEM COURSES OFFERED AT SCHOOL (i.e., Computer Science, Math, Robotics, Cyber, and Aviation)			
18. WILL STUDENTS BE GIVEN A MEDICAL EXAMINATION?			
19. BAND			
a. THE BAND: <input type="checkbox"/> WILL <input type="checkbox"/> WILL NOT BE AVAILABLE FOR JUNIOR ROTC CEREMONIES? b. THE BAND WILL BE A: <input type="checkbox"/> SCHOOL BAND <input type="checkbox"/> JUNIOR ROTC BAND			

# DA FORM 3126-1 APPLICATION AND CONTRACT FOR ESTABLISHMENT OF A NATIONAL DEFENSE CADET CORPS UNIT

<b>APPLICATION AND CONTRACT FOR ESTABLISHMENT OF A NATIONAL DEFENSE CADET CORPS UNIT</b> <small>For use of this form, see AR 145-2; the proponent agency is DCS, G-1.</small>		OMB No.: 0702-0021 Expires: 11/30/2025
The public reporting burden for this collection of information is estimated to average two hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22304-3100. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. <b>PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE ADDRESS.</b> Responses should be sent to the appropriate ROTC Brigade.		
<b>APPLICATION</b>		
By direction of the governing official of _____ <div style="text-align: center; font-size: x-small;">(Name of School System / District)</div> _____, an application is hereby submitted for the <div style="text-align: center; font-size: x-small;">(City, State, ZIP Code)</div> the establishment of a unit of the National Defense Cadet Corps under the provisions of section 2031, Title 10, United States Code at <div style="text-align: center; font-size: x-small;">(Complete Name and Address of School)</div>		
<b>CONTRACT</b>		
<ol style="list-style-type: none"> <li>1. Contingent upon the acceptance of the above application and conditioned upon the fulfillment of all promises enumerated in paragraph 2 following, the Secretary of the Army agrees as follows:               <ol style="list-style-type: none"> <li>a. To establish a unit of the National Defense Cadet Corps (NDCC) at the school named above.</li> <li>b. To provide for use in the NDCC program such available government property as may be authorized by law and applicable tables of allowances.</li> </ol> </li> <li>2. Contingent upon the acceptance of this application by the Secretary of the Army, and conditioned upon the fulfillment of the promises enumerated in paragraph 1 above, the governing authorities of this school agree as follows:               <ol style="list-style-type: none"> <li>a. To provide appropriate academic credit applicable toward graduation for a course of instruction as prescribed by the Secretary of the Army, which will be <input type="checkbox"/> required, or <input type="checkbox"/> elective.</li> <li>b. To conduct the following type of NDCC training:                   <div style="margin-left: 20px;"> <input type="checkbox"/> (1) Academic track; <input type="checkbox"/> (2) Technical track; and <input type="checkbox"/> (3) To establish the unit as a <input type="checkbox"/> single unit, or <input type="checkbox"/> a part of a multiple unit system; and to establish the unit as a 3 year <input type="checkbox"/> , or 4 year <input type="checkbox"/> program; and to establish the unit as a Class High School (HS) <input type="checkbox"/> or a Military Institute (MI) <input type="checkbox"/> .                 </div> </li> <li>c. To make available for use by the NDCC unit necessary and adequate classrooms, administrative offices, office equipment, instructional supplies, storage space, drill area, utilities, to pay the cost and maintenance thereof, and other required facilities in a fair and equitable manner in comparison with other institutions (does not have to be departments), and to pay the cost of utilities and maintenance thereof. To make available in the NDCC administrative office a telecommunications line suitable for voice transfer, Internet connectivity, and data transfer and to pay the costs of installation and maintenance thereof to include phone calls (local and <u>official</u> long distance).</li> <li>d. To employ certified instructors authorized and approved by the Army to administer the Army approved courses at no expense to the Government, (a minimum of one officer and one noncommissioned officer per unit). Contract periods will be negotiated to permit year round management of the program and control of government property. Instructor contracts may be extended up to 21 days to allow instructors to attend JCLC camp. These extensions will be approved on a case-by-case basis. School authorities agree to pay retired Army NDCC instructors in accordance with applicable federal law and regulations. NDCC instructors should be paid in the same manner as JROTC instructors as depicted in AR 145-2. Ensure that instructors are under contract and therefore provided liability insurance (and proof thereof) through the school or schools sponsored activities or duties (including extra-curricular activities, i.e., drill competitions, air rifle marksmanship competitions, STEM, CyberScience, etc).</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>e. To request from CG, U.S. Army Cadet Command permission to hire, by name and position, the individuals to be employed as the Senior Army Instructor and Army Instructor.</li> <li>f. To appoint a military property specialist (MPS) who is not on active duty with the Army and who will be empowered to requisition, stock, and account for government property issued to the school and otherwise to transact matters pertaining thereto, for and in behalf of the school. If this duty is assigned to a retired Army individual who is also employed as a NDCC instructor, that person will be provided a minimum of one class period daily, in addition to their planning period, to complete MPS requirements.</li> <li>g. To notify the CG, U.S. Army Cadet Command of the name and position of the individual designated as military property specialist.</li> <li>h. To conform to the current laws and regulations relating to issue, care, use, safekeeping, turn-in, and accounting for such government property as may be issued to the school.</li> <li>i. To comply with provisions of law, and the regulations of the Secretary of the Army, pertaining to the furnishing of a bond and/or insurance to cover the value of all government property issued to the school, except expended articles, and supplies properly expended in operations, maintenance, and instruction.</li> <li>j. To maintain an enrollment in the institution of not less than 100 physically fit students (or 10% of the eligible student population, whichever is less) who are in a grade above the 7th grade.</li> <li>k. To adhere to a policy of nondiscrimination on the basis of race, religion, color, gender, sex, marital status, political affiliation, physical ability, nation origin, sexual orientation or status as apparent, with respect to admission or subsequent treatment of students and instructors.</li> <li>l. To require instructors to wear Army uniforms to accomplish NDCC duties and maintain Army standards of physical fitness, appearance, and height and weight. Any additional duties given to instructors while in uniform will be appropriate and in no way demean the individual, the uniform, or the U.S. Army.</li> <li>m. To encourage and support the professional development of NDCC instructors and permit attendance at U.S. Army sponsored orientation, refresher training, workshops, and conferences.</li> <li>n. To assist the Army in determining the quality of instruction by evaluating the performance of instructors.</li> <li>o. To conform to the regulations of the Secretary of the Army relating to the conduct of the NDCC.</li> </ol> <ol style="list-style-type: none"> <li>3. It is mutually understood and agreed as follows:               <ol style="list-style-type: none"> <li>a. That this contract shall become effective when the authorities of this school have been notified officially that the Army has approved the establishment of a Junior ROTC unit on the date specified.</li> </ol> </li> </ol>	

<b>CONTRACT (continued)</b>					
<p>b. That the Army shall have the right at any time to withdraw approval and authorization of any personnel employed by the school pursuant to paragraph 2d above. Such withdrawal of authorization of any personnel employed by the school pursuant to paragraph 2d above will require the decertification of the individual from the NDCC program.</p> <p>c. That this contract may be terminated in the following manner:</p> <p>(1) At any time, by mutual consent and agreement of both parties.</p> <p>(2) Upon the giving of one year's notice of such intent to terminate by either party.</p> <p>(3) If the NDCC unit is placed on probation pursuant to regulations prescribed by the Army.</p>			<p>(a) This contract will terminate at the end of one year from the date the unit was placed on probation, unless the reason for such probationary status has been removed to the satisfaction of the Army prior to such expiration.</p> <p>(b) For enrollment, if the NDCC unit is in at least its third year of operation and does not satisfy the enrollment requirements in 2j above, the unit will be immediately placed on probation. If enrollment requirements are not met within 30 days of the beginning of the next school year, the contract will be terminated at the end of that school year.</p> <p>4. This contract supersedes all existing contracts between the Department of the Army and the school pertaining to this matter.</p>		
<b>FOR THE SCHOOL</b>					
TYPE NAME AND TITLE		SIGNATURE		DATE	
<b>FOR THE SECRETARY OF THE ARMY</b>					
TYPE NAME AND TITLE		SIGNATURE		DATE	
<b>THE FOLLOWING AGREEMENT AND INFORMATION IS TO BE CONSIDERED AS PART OF THIS CONTRACT</b>					
<b>AGREEMENT REGARDING FACILITIES TO BE PROVIDED FOR THE USE OF THE NATIONAL DEFENSE CADET CORPS PROGRAM, WITHOUT EXPENSE TO THE DEPARTMENT OF THE ARMY</b>					
<p>The authorities of the above-named institution agree that the facilities specified below shall be furnished for the use of the NDCC program, without expense to the Department of the Army (phrases such as "as needed", "as required", etc., will not be used in describing the following):</p>					
<b>1. OFFICES</b>				<b>2. STORAGE ROOMS</b>	
NO. OF ROOMS	SIZE	BUILDING IN WHICH LOCATED	EXCLUSIVE OR JOINT USE	NO. OF ROOMS	EXCLUSIVE OR JOINT USE
<p><b>NOTE:</b> Storage rooms, particularly for clothing and small articles of equipment, must be adequately lighted and ventilated and provided with shelving, cabinets, and locked arms racks. Windows must be securely barred and doors reinforced and fitted with cylinder locks.</p>					
<b>3. CLASSROOMS</b>					
NO. OF ROOMS AND BUILDING		SEATING CAPACITY		EXCLUSIVE OR JOINT USE	
<p><b>NOTE:</b> Classrooms must be adequately lighted and ventilated and provided with standard equipment. If joint use is specified, rooms must be available for NDCC classes when scheduled.</p>					
<b>4. ASSEMBLY HALL</b>					
SEATING CAPACITY		PROJECTION EQUIPMENT IF PROVIDED FOR		WILL BE AVAILABLE FOR ARMY NDCC CLASSES AS FOLLOWS	
<b>5. GYMNASIUM</b>					
a. SIZE OF GYM OR OTHER INDOOR DRILL AREA		b. WILL BE AVAILABLE FOR ARMY NDCC CLASSES AS FOLLOWS:			
<b>6. OUTDOOR DRILL AREA</b>					
a. SIZE		b. WILL BE AVAILABLE FOR ARMY NDCC CLASSES AS FOLLOWS:			
<b>7. TARGET RANGE</b>					
a. SCHOOL REQUESTS AIR RIFLE PROGRAM		b.		c. NO. OF FIRING POINTS	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR		d. WILL BE UNDER JURISDICTION OF	

## 8. REMARKS

**COMMANDER**  
**2ND BDE, USACC**  
**ATTN: ATCC-BBJ (JROTC)**  
**5212 Maryland Ave**  
**Fort Dix, NJ 08640**

Connecticut  
 Maine  
 Massachusetts  
 New Hampshire  
 New Jersey  
 New York  
 Pennsylvania  
 Rhode Island  
 Vermont  
 Germany  
 Italy

**COMMANDER**  
**3RD BDE, USACC**  
**ATTN: ATCC-CCJ (JROTC)**  
**2730 Sampson Street**  
**Bldg 73, Naval Station**  
**Great Lakes, IL 60088**

Iowa  
 Illinois  
 Kansas  
 Michigan (UP)  
 Minnesota  
 Missouri  
 Nebraska  
 North Dakota  
 South Dakota  
 Wisconsin

**COMMANDER**  
**4th BDE, USACC**  
**ATTN: ATCC-DDJ (JROTC)**  
**2175 Reilly Road**  
**Stop A**  
**Fort Bragg, NC 28310**

District of Columbia  
 Delaware  
 Maryland  
 North Carolina  
 South Carolina  
 Virginia  
 West Virginia

**COMMANDER**  
**5th BDE, USACC**  
**ATTN: ATCC-EJR (JROTC)**  
**1265 Buck Road**  
**2nd Floor**  
**Fort Sam Houston, TX 78234**

Arkansas  
 Arizona  
 Colorado  
 New Mexico  
 Oklahoma  
 Texas  
 Utah  
 Wyoming

**COMMANDER**  
**6th BDE, USACC**  
**ATTN: ATCC-FFJ (JROTC)**  
**246 Blanton Road**  
**Building 1031**  
**Hunter Army Airfield, GA 31409**

Alabama  
 Florida  
 Georgia  
 Louisiana  
 Mississippi  
 Puerto Rico  
 Virgin Islands

**COMMANDER**  
**7th BDE, USACC**  
**ATTN: ATCC-GGJ (JROTC)**  
**1468, 328**  
**3RD Avenue**  
**Fort Knox, KY 40121**

Indiana  
 Kentucky  
 Michigan  
 Ohio  
 Tennessee

**COMMANDER**  
**8th BDE, USACC**  
**ATTN: ATCC-HHJ (JROTC)**  
**Box 339500**  
**Mail Stop MS 83**  
**Joint Base Lewis-McCord, WA 98433**

Alaska  
 American Samoa  
 California  
 Guam  
 Hawaii  
 Idaho  
 Mariana Islands  
 Montana  
 Nevada  
 Oregon  
 Washington  
 Japan  
 South Korea



<b>9. DATA PERTAINING TO SCHOOL</b>			
a. NAME OF SCHOOL <i>(No Abbreviations)</i>		b. SCHOOL'S COMPLETE MAILING ADDRESS <i>(include ZIP code) (If you are using a P.O. Box, you must also provide a street address for shipping purposes.)</i>	
c. TYPE OF SCHOOL <i>(Check appropriate box)</i> <input type="checkbox"/> MUNICIPAL <input type="checkbox"/> STATE <input type="checkbox"/> DENOMINATIONAL <i>(Specify)</i>			
d. PRINCIPAL'S NAME			
e. TELEPHONE NUMBER			
f. FAX NUMBER			
g. E-MAIL ADDRESS			
<b>10. PERTAINING TO DISTRICT</b>			
a. NAME OF DISTRICT <i>(No Abbreviations)</i>		b. DISTRICT'S COMPLETE MAILING ADDRESS <i>(include ZIP code)</i>	
c. SUPERINTENDENT'S NAME			
d. TELEPHONE NUMBER			
e. FAX NUMBER			
f. E-MAIL ADDRESS			
<b>11. PERTAINING TO ACCREDITING AGENCY</b>			
a. LIST ACCREDITING AGENCY			
b. REGIONAL		c. STATE	
d. OTHER			
12. TOTAL ENROLLMENT OF SCHOOL		13. ESTIMATED NO. OF QUALIFIED STUDENTS WHO WILL ENROLL IN THE NDCC PROGRAM	
14a. LIST TECHNICAL COURSES OFFERED AT SCHOOL			
14b. LIST STEM COURSES OFFERED AT SCHOOL <i>(i.e., Computer Science, Math, Robotics, Cyber, and Aviation)</i>			
15. WILL STUDENTS BE GIVEN A MEDICAL EXAMINATION?			
<b>16. BAND</b> a. THE BAND: <input type="checkbox"/> WILL <input type="checkbox"/> WILL NOT BE AVAILABLE FOR NDCC CEREMONIES? b. THE BAND WILL BE A: <input type="checkbox"/> SCHOOL BAND <input type="checkbox"/> NDCC BAND			

# DA FORM 7410 EVALUATION WORKSHEET POTENTIAL ARMY JROTC PROGRAM

<b>EVALUATION WORKSHEET</b> <b>POTENTIAL ARMY JUNIOR ROTC PROGRAM</b> <small>For use of this form, see AR 145-2; the proponent agency is DCSPER</small>				DATE	
The public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send your form to the appropriate ROTC Region.					
Where insufficient space is provided on this form to record complete observations, comments or recommendations, additional blank sheets will be used, identifying items by corresponding number.					
<b>1. SCHOOL INFORMATION</b>					
a. NAME OF SCHOOL			b. ADDRESS OF SCHOOL (if P.O. Box must also provide a street address for shipping purposes)		
c. TYPE OF INSTITUTION					
d. DATE OF LAST ACCREDITATION EVALUATION		e. ACCREDITATION EVALUATION BY			
<b>f. SUPERINTENDENT INFORMATION</b>					
(1) Name			(2) Address		
(3) Telephone Number					
<b>g. PRINCIPAL INFORMATION</b>					
(1) Name			(2) Address		
(3) Telephone Number					
h. GRADE LEVELS		i. STUDENT CAPACITY		j. SCHOOL'S STUDENT/TEACHER RATIO	
k. ENROLLMENT				l. PERCENTAGE OF GRADUATES ENTERING COLLEGE (approximately)	
Grade	Male	Female	Total	m. HAS THE SCHOOL EVER APPLIED FOR A JROTC PROGRAM SUPPORTED BY ANOTHER SERVICE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
9th				IF SO, WHAT IS THE STATUS OF THAT APPLICATION?	
10th					
11th					
12th					
Total					
Estimated JROTC Enrollment:					
n. HAS A JROTC PROGRAM EVER BEEN DISESTABLISHED AT THIS SCHOOL? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, WHEN AND WHY.					
<b>2. COMMUNITY AND ENVIRONMENT</b>					
a. TYPE OF COMMUNITY		b. SIZE OF COMMUNITY		c. ARE STUDENTS BUSED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
				IF SO, ARE THERE ACTIVITY BUSES? <input type="checkbox"/> YES <input type="checkbox"/> NO	
d. ARE THERE ANY PROBLEMS RELATIVE TO AVAILABILITY OF HOUSING FOR INSTRUCTORS? <input type="checkbox"/> YES <input type="checkbox"/> NO				e. WILL JROTC INSTRUCTORS BE PERMITTED TO CONDUCT RECRUITING VISITS TO FEEDER SCHOOLS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
f. NUMBER OF JROTC UNITS IN THE CITY/DISTRICT			g. SPECIFY SERVICE (S) OF JROTC UNITS		

DA FORM 7410, MAR 2000

APD LC v1.01ES

EVALUATION WORKSHEET POTENTIAL ARMY JUNIOR ROTC PROGRAM (Continued)							
3. FACILITIES							
	Dedicated Sole Use of Classrooms a(1)	Shared Classrooms b(1)	Administrative Office Space c(1)		Dedicated Sole Use of Classrooms a(2)	Shared Classrooms b(2)	Administrative Office Space c(2)
(a) Proximity to the remainder of the school and to other JROTC areas.				(g) Noise control			
(b) Seating Capacity				(h) Maintenance of facilities			
(c) Type Construction				(i) Storage area for training aids			
(d) Type and condition of furniture				(k) Size			
(e) Lighting				(l) Telephone available to SAI			
(f) Heating, cooling, ventilation							
d. SUPPLY STORAGE AREA							
(1) Size	(2) Proximity to other JROTC areas			(3) Construction			
(4) Environmental considerations - heat, humidity, seepage, etc.				(5) Security considerations			
e. ARMS STORAGE				f. MARKSMANSHIP FACILITIES			
(1) Describe existing facility area				(1) Describe existing facility.			
(2) List modification required				(2) List modification required			
(3) Proximity to other Junior ROTC areas				(3) Proximity to other Junior ROTC areas			
(4) If an area is not currently available, describe plan to provide one to include method of funding and timeframe for completion.				(4) If a facility is not currently available, describe plan to meet the marksmanship training and competition portion of the program, to include funding, timeframe for completion, pellet or rifle program.			
g. DRILL AREA							
(1) Outside				(2) Inside			
(a) Size				(a) Size			
(b) Proximity to other JROTC areas				(b) Proximity to the JROTC areas			
(c) Surface conditions				(c) Limitations on use (i.e., gym shoes, rifles prohibited, etc. available)			
(d) Limitation on use							

EVALUATION WORKSHEET POTENTIAL ARMY JUNIOR ROTC PROGRAM <i>(Continued)</i>	
FACILITIES <i>(Continued)</i>	
h. ARE THE FACILITIES COMPLETELY IDENTIFIED BY THE SCHOOL ON THE DA FORM 3126?	<input type="checkbox"/> YES <input type="checkbox"/> NO
i. MAY INSTRUCTORS RENOVATE FACILITIES IF REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
4. PROJECTED SUPPORT	
a. IS A RIFLE RANGE A PART OF THE SCHOOL FACILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NOT, WHERE IS THE RANGE WHICH WILL BE USED FOR JROTC MARKSMANSHIP INSTRUCTION AND RIFLE TEAM PRACTICE <i>(include on DA Form 3216)</i> ?	
b. WILL THE SCHOOL PROVIDE TRANSPORTATION TO/FROM THE RANGE, DURING REGULAR SCHOOL HOURS, AT ITS OWN EXPENSE <i>(include on DA Form 3126)</i> ? <input type="checkbox"/> YES <input type="checkbox"/> NO	
c. WILL SCHOOL PROVIDE TRANSPORTATION, AT ITS OWN EXPENSE, FOR JROTC ACTIVITIES <i>(such as parades, color guard, rifle matches, drill meets)</i> AWAY FROM THE MAIN CAMPUS? <input type="checkbox"/> YES <input type="checkbox"/> NO WITHIN WHAT RADIUS?	
d. WILL SELECTED RIFLE TEAM/DRILL TEAM MEMBERS BE AWARDED A SCHOOL LETTER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
5. ADMINISTRATION	
a. DO SCHOOL OFFICIALS UNDERSTAND THE PROCEDURES FOR PAYMENT/REIMBURSEMENT OF JROTC INSTRUCTORS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
b. WHAT LENGTH CONTRACT WILL JROTC INSTRUCTORS BE OFFERED? <input type="checkbox"/> 11 MONTH <input type="checkbox"/> 12 MONTH	
c. WILL THE SCHOOL PAY JROTC INSTRUCTORS THE MINIMUM, OR DOES THE SCHOOL SYSTEM HAVE PAY SCALES ABOVE THOSE FIGURES?	
d. WILL THE SCHOOL PAY JROTC INSTRUCTORS FOR COACHING DUTIES <i>(rifle/drill teams)</i> ? <input type="checkbox"/> YES <input type="checkbox"/> NO	
e. WILL THE JROTC DEPARTMENT BE ALLOCATED A PORTION OF THE SCHOOL'S BUDGET? <input type="checkbox"/> YES <input type="checkbox"/> NO WHAT IS THE ESTIMATED ANNUAL FIGURE?	
f. WILL CREDIT BE AWARDED FOR JROTC PARTICIPATION? <input type="checkbox"/> YES <input type="checkbox"/> NO HOW MUCH PER YEAR? _____ WILL THIS CREDIT COUNT TOWARD <input type="checkbox"/> GPA <input type="checkbox"/> GRADUATION	
g. WILL JROTC INSTRUCTORS BE REQUIRED TO MEET CERTAIN STANDARDS FOR CERTIFICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	
h. WILL JROTC INSTRUCTORS BE REQUIRED TO JOIN A TEACHERS' UNION? <input type="checkbox"/> YES <input type="checkbox"/> NO	

6. RECOMMENDATIONS		
a.	<input type="checkbox"/>	RECOMMEND IMMEDIATE ESTABLISHMENT OF AN ARMY JROTC UNIT AT THIS SCHOOL.
b.	<input type="checkbox"/>	THE SCHOOL DOES NOT PRESENTLY HAVE ALL REQUIRED FACILITIES AVAILABLE, BUT SCHOOL AUTHORITIES HAVE AGREED TO PROVIDE SUCH FACILITIES BEFORE OR DURING THE FIRST YEAR OF JROTC TRAINING, WITHIN THE TIME-TABLE SPECIFIED BELOW. RECOMMEND IMMEDIATE ESTABLISHMENT OF AN ARMY JROTC UNIT AT THIS SCHOOL.
c.	<input type="checkbox"/>	RECOMMEND AGAINST ESTABLISHMENT OF AN ARMY JROTC UNIT AT THIS SCHOOL FOR THE REASONS SPECIFIED BELOW.
d.	<input type="checkbox"/>	IS SCHOOL ENROLLMENT APPROACHING CAPACITY? <i>(Explain expansion plan in remarks.)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO
e.	<input type="checkbox"/>	LIST VOCATIONAL ELECTIVES AND EVALUATE THE POTENTIAL OF A JROTC PROGRAM TO COMPETE FOR A CROSS SECTION OF THE SCHOOL ENROLLMENT. <i>(Explain in remarks.)</i>
f.	REMARKS	
<p>Please circle "yes" for the equipment listed below the school will provide to the JROTC classrooms:</p> <p>Classroom computers: Yes / No</p> <p>Classroom printers: Yes / No</p> <p>Classroom projection screens: Yes / No</p> <p>Flat Screen TVs: Yes / No</p> <p>Interactive White Board: Yes / No</p>		
7. EVALUATING OFFICER		
TYPE NAME AND TITLE	SIGNATURE	DATE





# **CADET CREED**

**I am an Army Junior ROTC Cadet.**

**I will always conduct myself to bring credit to my family, country, school, and the Corps of Cadets.**

**I am loyal and patriotic.**

**I am the future of the United States of America.**

**I do not lie, cheat, or steal and will always be accountable for my actions and deeds.**

**I will always practice good citizenship and patriotism.**

**I will work hard to improve my mind and strengthen my body.**

**I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.**

**May God grant me the strength to always live by this creed.**



