



# **Regulations for Citizenship Development (RCD) Program**





## DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND  
2601A PAUL JONES STREET  
GREAT LAKES, ILLINOIS 60088-2845

NSTC M-5761.1

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### INTRODUCTION

1. **PURPOSE.** To prescribe policies for the organization, administration, operation, and support of the Navy Junior Reserve Officers Training Corps (NJROTC) and the Navy National Defense Cadet Corps (NNDCC) programs and to delineate functions, duties and responsibilities of NJROTC Area Managers.

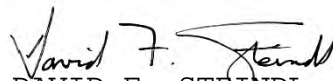
2. **SCOPE AND ORGANIZATION.** Unless otherwise specified, all guidance within this manual pertains to both the NJROTC and NNDCC programs. Naval Service Training Command (NSTC) has cognizance of the NJROTC and NNDCC programs at secondary schools that have been approved to host a unit by the Secretary of the Navy

3. **ACTION.** NSTC Area Managers are directed to comply with this manual which is guided by Title 10, United States Code, Sections 2031, 2032, 2033 and 7911, DoD Instruction 120513 series and OPNAVINST 1533.5 series.

This Manual supersedes CNETINST 1533.9 series and NSTCINST 1533.1A.

Suggestions to improve program administrative policy and procedures are encouraged and shall be submitted to NSTC, Administrative Officer (AO), 2601A Paul Jones Street, Great Lakes, IL, 60088-2845.

The inventory of forms identified throughout enclosure (1), are the only forms authorized for daily unit operations. These forms can be downloaded via the Naval Service Training Command website at <http://www1.netc.navy.mil/nstc/directives.asp>.

  
DAVID F. STEINDL

Distribution:  
NJROTC Area Managers  
NJROTC/NNDCC Units

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**REGULATIONS  
FOR  
CITIZENSHIP DEVELOPMENT**

**Navy Junior Reserve Officers  
Training Corps  
(NJROTC)  
and  
Navy National Defense Cadet Corps  
(NNDCC) Programs**

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## Chapter 1

### General

**1-1 Authorization.** The Navy Junior Reserve Officers Training Corps (NJROTC) program is established under the authority of reference (a), the ROTC Vitalization Act of 1964, which directed the Secretaries of each military service to establish and maintain JROTC units for their respective services. The Navy National Defense Cadet Corps (NNDCC) program is established under the authority of [10 U.S.C. Sec. 7911](#).

1. In accordance with [10 U.S.C. Secs. 2031, 2032, and 2033](#) and [10 U.S.C. Sec. 7911](#), the NJROTC and NNDCC programs operate under the guidance of the Secretary of the Navy (SECNAV).

2. Naval Service Training Command (NSTC) is the responsible administrative agent for SECNAV for the NJROTC and NNDCC programs and is granted authority commensurate with this responsibility.

3. The NSTC Citizenship Development Program Office (NSTC CD) provides program guidance and support to local NJROTC and NNDCC units and school authorities via the respective Area Manager.

### 1-2 Purpose and Objectives

1. NJROTC and NNDCC are programs of instruction offered by secondary level educational institutions with the approval of the Navy. The purpose of these programs is to instill in students in secondary educational institutions the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. The objectives of these programs are to:

- a. Promote patriotism.
- b. Develop informed and responsible citizens.
- c. Promote habits of orderliness and precision.
- d. Develop a high degree of personal honor, self-reliance, individual discipline, and leadership.
- e. Promote an understanding of the basic elements of, and need for, national security.

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- f. Develop respect for, and an understanding of, the need for authority in a democratic society.
- g. Promote community service.
- h. Provide incentives to live healthy and drug free.
- i. Develop leadership potential.
- j. Provide an alternative to destructive behavior and activities, such as gang involvement.
- k. Promote high school completion.
- l. Promote continuing education.
- m. Provide information on the military services as a possible career.

**1-3 Navy Support and Supervision.** The Navy will support the NJROTC/NNDC programs and help them achieve their objectives to the fullest possible extent within limitations imposed by law. Areas of Navy support are delineated in references (a) through (d). Instructors are hired and managed by the school and are school employees. School administrators have the same academic and organizational relationship with the NJROTC/NNDC unit that they have with the other academic departments at the school. NSTC, as the administrative agent for the programs, will:

1. Plan, direct, and issue policies concerning the programs of instruction.
2. Encourage outstanding public and private secondary schools to apply for units.
3. Recommend to the Chief of Naval Operations (CNO) units to be established or disestablished for submission to the SECNAV.
4. Enter into contracts with schools or school districts to establish units.
5. Provide assistance to schools and school districts selected to host new units in planning for unit activation ceremonies.
6. Certify qualified applicants as NJROTC/NNDC instructors.

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7. Assess each unit annually for contractual compliance, cost effectiveness, and attainment of performance objectives.

8. Prepare annual budget submissions for operation of the programs.

9. Coordinate supply functions in support of the programs.

10. Hire Area Managers and Area Administrative Assistants. Area Managers will function as field representatives for the programs.

11. Provide funding and other logistic support to the Area Managers in the performance of their assigned tasks.

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## Chapter 2

### Establishment and Disestablishment of Units

**2-1 Secondary Schools Eligible for Programs.** NJROTC and NNDCC are programs of instruction offered by secondary educational institutions that have been approved by SECNAV to establish and host an NJROTC or NNDCC unit. SECNAV approval is also required to disestablish or reestablish a unit. A unit is the organized group of NJROTC or NNDCC students and instructors at one secondary school.

**2-2 Requirements for Establishing a Unit.** A school desiring to host an NJROTC or NNDCC unit:

1. Must apply for consideration.
2. Must be fully accredited by the appropriate state or regional accrediting agency.
3. Must be recommended by Commander, NSTC (CNSTC) and approved by SECNAV.

### 2-3 Application for Unit Establishment

1. NJROTC. Application instructions, requirements, and forms are available at the NJROTC website: <https://www.njrotc.navy.mil>. Schools interested in hosting an NJROTC unit may apply by mailing a completed NSTC Host School Application for a NJROTC unit form ([NSTC 5761/101](#)), signed by an authorized school official, to Naval Service Training Command, NJROTC Program Office, 250 Dallas Street, Suite A, Pensacola FL 32508-5268.
2. NNDCC. Application instructions, requirements, and forms are available on the NJROTC website: <https://www.njrotc.navy.mil>. Schools interested in hosting an NNDCC unit may apply by mailing a completed NSTC Host School Application for an NNDCC unit form ([NSTC 5761/103](#)), signed by an authorized school official, to NSTC CD at the above address.
3. If NSTC CD determines that the school meets the basic eligibility requirements, an NSTC CD representative or the Area Manager will visit the school at a mutually agreed time to conduct a review of the school facilities and to discuss the

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program with the school administration. The evaluator will make a written report to NSTC CD.

4. NSTC CD will nominate the candidate school to SECNAV via CNSTC for establishment of a unit if it finds in its reasonable discretion that the candidate school is acceptable, vacancies exist for units, the school(s) nominated have qualities that under criteria established by NSTC distinguish them from other schools requesting a unit and funding is available to establish the unit. Announcement of the selection will be made by NSTC CD following SECNAV approval. If no vacancies exist or if funding is currently unavailable, NSTC CD will retain the application for future consideration.

#### **2-4 Establishment**

1. NJROTC. To host a unit, the school must be approved by SECNAV and enter into agreement with NSTC CD, using [Agreement for Establishment of Navy Junior Reserve Officers Training Corps Unit\(s\) form \(NSTC 5761/102\)](#), consenting to all of the terms and conditions set forth therein.

2. NNDCC. To host an NNDCC unit, the school must be approved by SECNAV and enter into an agreement with NSTC CD, using [Agreement to Establish a Navy National Defense Cadet Corps Program Unit\(s\) form \(NSTC 5761/104\)](#), consenting to all of the terms and conditions set forth therein.

**2-5 Designation of NJROTC/NNDCC Units.** The unit established at any secondary level educational institution will be officially designated as "NJROTC Unit (or NNDCC Unit), (name of high school)." Any other use of the NJROTC or NNDCC name, including its use to identify any other public or private entity is improper, contrary to public policy, and is not authorized.

**2-6 Naval Science Department.** The Naval Science Department is an academic and administrative department within the host school. Instruction will be in accordance with the Navy-prescribed curriculum, including the guidance in [Chapter 6](#). Instruction will be supervised by the SNSI/Lead NNDCCI in his/her capacity as Head of the Department of Naval Science.

## **2-7 Disestablishment of a Unit**

1. Reasons for Disestablishment. A unit may be disestablished for the reasons set forth in the agreement with NSTC CD (see [NSTC 5761/102](#) and [NSTC 5761/104](#), as appropriate).

2. Method of Disestablishment. Upon notification of disestablishment from the Navy, the unit will be phased out and equipment removed in an orderly manner. Disestablishment will normally occur at the end of the academic year and must be completed no later than 30 June of the year of disestablishment. Unless otherwise authorized by NSTC CD, all Navy-provided materials and Government-owned equipment, such as textbooks, references, training aids, uniforms, naval artifacts, minor property, drill and organization equipment in the custody of a unit being disestablished will revert to Navy custody and possession by 30 June. To properly account for the inventory, turnover, receipt, and shipment of these materials, the area manager shall establish a mutually satisfactory schedule with the Military Property Custodian assigned by the host school, as required by the Agreement. Navy salary reimbursement for NJROTC instructors will continue through 30 June to ensure that knowledgeable personnel will be available for assistance and provide for an orderly disestablishment. The Area Manager must be consulted concerning the disposition of equipment and materials provided by the Navy. Additional guidance is contained in the [NJROTC Supply Manual](#).

**2-8 Reestablishment of an NJROTC Unit or Conversion of an NNDCC Unit to NJROTC.** Subject to the availability of funds, NSTC will consider applications for reestablishment of NJROTC units that were previously disestablished or requests for conversion from NNDCC to NJROTC. Refer to [reference \(d\)](#) for further guidance.



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## Chapter 3

### Enrollment of Students

**3-1 NJROTC Enrollment.** To be eligible for enrollment and continuation as a cadet in an NJROTC unit, a student must:

1. Be enrolled in and attending a regular course of instruction at the school hosting the unit and be in a grade above the eighth grade;
2. Be a U.S. citizen or national, or alien lawfully admitted to the U.S. for permanent residence;
3. Be physically able to participate fully in the school's normal physical education program. An exception to this enrollment requirement for special students is outlined in [paragraph 3-3](#).
4. Be approved by the Senior Naval Science Instructor (SNSI) (see [4-1\(2\)](#)) and the school principal or representative.
5. Maintain acceptable standards of academic achievement and an academic standing that warrants at least normal progression leading to graduation.
6. Maintain acceptable standards of conduct.
7. Comply with the personal grooming standards as set forth in the [NJROTC Cadet Field Manual](#). Common sense and good judgment should be used to attain these standards. Standards shall be maintained so that the unit projects a neat and professional image.
8. Cadets enrolled in more than one Naval Science course may only be counted once toward unit minimum enrollment requirements.

**3-2 NNDCC Enrollment.** To be eligible for enrollment and continuation as a cadet in an NNDCC unit, a student must:

1. Be enrolled in and attending a regular course of instruction at the school hosting the unit and be at least 14 years old;
2. Be physically able to participate fully in the school's normal physical education program.

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3. Be approved by the Lead Navy National Defense Cadet Corps Instructor (NNDCCI) (see [4-1\(2\)](#)) and the school principal or representative.
4. Maintain acceptable standards of academic achievement and an academic standing that warrants at least normal progression leading to graduation.
5. Maintain acceptable standards of conduct.
6. Comply with the personal grooming standards as set forth in the [NJROTC Cadet Field Manual](#). Common sense and good judgment should be used to attain these standards. Standards shall be maintained so that the unit projects a neat and professional image.
7. Cadets enrolled in more than one Naval Science course may only be counted once toward unit minimum enrollment requirements.

**3-3 Special Student Enrollment (NJROTC only).** When authorized by the host school, students who are ineligible for membership as regular NJROTC students may enroll as special students. Special students may participate in school-approved NJROTC activities, be called Naval Cadets, wear the uniform, participate as cadet officers, and go on field trips. Special students must meet all other requirements to participate in NJROTC except the requirement to be able to participate fully in the school's normal physical education program. Any special equipment or additional instructors that are needed to instruct special students will be provided by the school at no cost to the Navy. To avoid an unsustainable workload on the program or its instructors, the SNSI and the principal shall mutually agree on the maximum number of special students that can be accommodated by the unit. Special students will not be counted toward the minimum enrollment requirements to maintain a unit.

**3-4 Home-schooled Student Enrollment.** If authorized under the school's enrollment policy, home-schooled students, who meet all other eligibility requirements in paragraph [3-1](#) or [3-2](#), may enroll in the unit but will not be counted toward minimum enrollment requirements to maintain a unit.

**3-5 Cross Enrollment.** When authorized by the host school, students enrolled at a different school and who meet the enrollment requirements of paragraph [3-1](#) or [3-2](#), may enroll in the unit at the host school. Such students will be counted

toward the host school's minimum enrollment requirements. Student enrollment from the host school should exceed the number of cross-enrolled students (except for magnet programs). Any additional costs incurred in cross-enrolling students, including transportation to the host school, will not be borne by the Navy.

**3-6 Cadet Probation.** An NJROTC or NNDCC instructor, with the approval of the principal, may place on probation from the program any cadet who has academic deficiencies, fails to maintain standards of grooming or wearing of uniform, or whose conduct is prejudicial to the program. The instructor may do so only if he/she considers the difficulty to be transitory and believes the cadet has the potential and motivation to be successful in the program. Cadets placed on probation shall be informed by the instructor in writing that clearly sets forth the conditions of the probation, including any applicable time limits and what the cadet must do to revert to non-probationary status.

**3-7 Cadet Disenrollment.** A cadet may be disenrolled by an instructor, with the approval of the principal, for any of the following reasons:

1. Failure to maintain the standards required for enrollment;
2. Lack of aptitude, indifference to training, disciplinary reasons, or undesirable character traits;
3. Failure to meet the terms of probation or to correct the deficiency or deficiencies cited as the reasons for placing the cadet in a probationary status;
4. Receiving a final failing grade in any Naval Science course;
5. Disenrollment from the school; or
6. Request of the individual student.

**3-8 Transfer Between Units.** Transfer of cadets between Army, Air Force, Marine Corps, and other NJROTC or NNDCC units is authorized, and full credit will be given for training received at such other units. Transferred cadets are authorized to wear ribbons and medals previously earned. JROTC ribbons/medals from other branches will be worn following all Navy awards in precedence.

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**3-9 Certificate of Completion.** A Certificate of Completion for successful completion of each Naval Science Course will be presented by the SNSI/Lead NNDCCI to each cadet at the end of each academic year or semester as appropriate.

### **3-10 Special Benefits of Enrollment in NJROTC/NNDCC**

1. Advanced Placement. Students presenting evidence of successful completion of at least 3 years of Naval Science under any Military Department are entitled to advanced promotion to pay grade E-3 upon initial enlistment in an active or reserve component of the Army, Navy, or Air Force, and grade E-2 in the Marine Corps. Students accepted for enlistment, who provide evidence of successful completion of 2-years of a JROTC program are entitled to be enlisted in pay grade E-2 in the Army or Navy. Per the [OPNAVINST 1533.5](#) series, students presenting evidence of successful completion of at least 3 years of NNDCC are entitled to advanced promotion to pay grade E-3 upon initial enlistment in an active or reserve component of the Navy.

2. United States Naval Academy (USNA). Information on the application and nomination process to the USNA is available at <http://www.usna.edu>. The SNSI/Lead NNDCCI is authorized to nominate a maximum of three eligible graduating cadets each year to compete for appointments to the USNA. Specific information regarding NJROTC nominations is available at <http://www.usna.edu/admissions/stnomrotc.htm> and <http://www.usna.edu/admissions/steps4.htm>. Units designated as Naval Honor Schools will be granted additional nominations as described in paragraph [11-5](#).

3. Naval Reserve Officers Training Corps (NROTC) Scholarships. Cadets have the opportunity to compete for NROTC scholarships. In addition to the NROTC national scholarship opportunities, NSTC Area Managers may also nominate students for an Alternative Scholarship Reservation (ASR) (see [NSTCINST 1533.9](#)). Details regarding NROTC scholarship opportunities are provided each year to all units by NSTC CD.

4. Civilian Marksmanship Program (CMP) Scholarships. The CMP offers scholarships to cadet seniors that excel in air rifle marksmanship and meet CMP selection criteria. Details are provided each year to all units by NSTC CD and are available on the CMP web site at <http://www.odcmp.com/>.

## Chapter 4

### Instructor Administration

#### 4-1 General

1. School administrators shall have the same academic and organizational relationship with the NJROTC unit as they have with other academic departments of the host school. SNSIs must be assigned as the Head of the Naval Science Department.

2. The SNSI is the senior commissioned officer at a unit. All other personnel employed by the institution to teach Naval Science in the NJROTC Program are called NSIs. An instructor teaching at an NNDCC unit will be referred to as an NNDCC Instructor (NNDCCI). If the school employs more than one NNDCCI, the school will designate one instructor as the Lead NNDCCI, granting preference to an instructor who has prior military service or has served in the military at a higher rank. The term "instructor" used throughout this instruction refers to SNSI/NSI/NNDCCIs. At least one instructor at each NJROTC unit must have retired from the United States Navy or United States Navy Reserve (USNR) (see "gray area" retirees below).

3. The school and school administrators shall include the SNSI, or Lead NNDCCI, as applicable, in meetings where policies, recommendations, or decisions concerning the program are made, including the employment, reprimand, discipline, or termination of subordinate instructors.

#### 4-2 Types of Certification

1. At NJROTC units, instructors are certified as either an SNSI or an NSI by NSTC. Except as noted in paragraph 2, no person certified as an SNSI may be hired as an NSI and no person certified as an NSI may be hired as an SNSI. At NNDCC units, instructors must be certified by NSTC as NNDCCIs.

#### 2. Special Situations

a. SNSI certified instructors who have been authorized by NSTC CD to serve as NSIs may continue to teach as NSIs as long as they continue to be employed in that capacity at the same unit. Should that employment end, they are not eligible to instruct as an NSI anywhere else and may instruct only as an SNSI.

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b. Enlisted personnel who become commissioned officers may elect to retire at their highest enlisted rank. If they do so, they are eligible only for NSI certification. After accumulating a total of 30-years of active duty and Fleet Reserve service, such persons may elect to reassume their officer rank with Navy Personnel Command approval. If they do so, they may petition NSTC CD for SNSI certification. If such certification is granted, these individuals must comply with the provisions of paragraph 2a.

#### **4-3 NJROTC Instructor Certification - Eligibility and Time Limits**

1. Eligibility. To be eligible to apply for certification, an applicant must meet the following requirements:

a. Have active duty or reserve service in the United States Navy (USN), United States Marine Corps (USMC), or United States Coast Guard (USCG) as a commissioned officer in grades W-2 through O-6, or as a non-commissioned officer in grades E-6 through E-9;

b. Fall into one of the following categories:

(1) Be in a retired or Fleet Reserve status;

(2) Have been approved for retirement benefits under the Temporary Early Retirement Authority (TERA) with 15 to 19 years of active duty service in the Navy;

(3) Be a retired USNR member who is not yet receiving retirement benefits, i.e., a "gray area" retiree defined as a Reservist who is an officer or noncommissioned officer under 60 years of age and who, but for age, would be eligible for retired pay for non-regular service under [Title 10, Section 12731](#);

(4) Have been approved for retirement benefits for a medical disability; or

c. Have attained the following educational degree requirements, depending on position for which the certification is sought:

(1) Senior Naval Science Instructor - Bachelor's Degree;

(2) Naval Science Instructor - Have an Associate's degree or obtain one within five-years of initial date of

employment as a JROTC instructor. Only degrees from a regionally accredited college or university recognized by the Department of Education (DOE) are acceptable to meet this requirement. DOE-recognized accredited institutions may be verified at <http://ope.ed.gov/accreditation/index.aspx>. Upon obtaining an Associate's degree, instructors shall provide a copy of the degree or transcript indicating degree completion to NJROTC Instructor Administration or via the Area Manager as directed.

(3) Warrant Officers (WO) and Limited Duty Officers (LDO) are certified based upon their educational qualifications. WO and LDO applicants with a Bachelor's degree may apply for certification as an SNSI, otherwise they may apply for certification as an NSI (complying with the Associate's degree requirements specified above). WOs/LDOs serving as NSIs who subsequently obtain a Bachelor's degree may request to be certified as an SNSI.

## 2. Time Limits for Certification

a. Eligible applicants may apply for instructor certification within one-year prior to military service retirement and up to six-years after their official military service retirement date. Medically retired personnel must be in receipt of retired pay prior to obtaining certification.

b. Certification is valid for three-years. Applicants who have not accepted a position as an instructor within this three-year period may request recertification for an additional period of three-years for a total of six-years.

c. Instructors who leave their position and have not been employed as an instructor in the program for more than 12 months must seek recertification in order to accept another instructor position.

3. Waiver of Certification Six-Year Time Limit for Schools With "Hard-to-Fill" Vacancies. Applicants, who have been retired from military service for more than six-years or were certified but did not serve as an instructor in the program within the time periods specified in 4-3.2.b., may apply to "hard-to-fill" school vacancies. A "hard-to-fill" vacancy is an instructor position at an NJROTC unit where host school officials have attempted to locate and hire an NJROTC-certified instructor but have not been able to do so within three months ([see 4-7\(3\)c](#)) from the date the school first advertised the position.



Should the school desire to hire the applicant, the school may request a waiver to the six-year limitation. Instructors certified under this paragraph receive a limited certification authorizing them to teach only at the hard-to-fill position. Those who wish to teach at a different unit may do so after serving successfully in their original position for a minimum of one school year. Their written request for a general certification should be sent to NSTC CD. Those whose original certification for a hard-to-fill school precluded them from any other type of certification are ineligible for general certification under this paragraph.

4. Compliance with Personal Appearance Standards. All applicants must be in compliance with the Grooming Standards of the Navy's Uniform Regulations and the Body Composition Assessment in the Navy's Physical Readiness Program Operating Guide.

#### **4-4 NJROTC Instructor Certification - Application and Procedures**

1. USN Applicants. Applicants must submit an application package for certification as indicated on the NJROTC Program website at <https://www.njrotc.navy.mil>. The website lists the convening dates of upcoming JROTC certification boards. The NJROTC/NNDC Instructor Certification Application ([NSTC 5761/106](#)) must be postmarked no later than 45-days prior to the convening date of the NJROTC Instructor Certification Board (ICB) (see [4-5](#)). The application package must contain the following items:

a. NJROTC/NNDC Instructor Certification Application ([NSTC 5761/106](#)).

b. Copy of current Annual Physical Fitness Assessment that includes the portion with height, weight, and body fat information. If Annual Physical Fitness Assessment data has not been updated during the past 12-months, include the Personal Appearance Form ([NSTC 5761/107](#)) completed by a health care professional. No action will be taken on an application in which the applicant does not meet the Body Composition Assessment standards in the Navy's Physical Readiness Program Operating Guide.

c. Current photograph (not more than 12-months old). The photograph will be attached to NJROTC Photograph Submission Sheet ([NSTC 5761/108](#)). The uniform for this photograph is Service Khaki or Navy Service uniform. The photograph shall display a full-length, three-quarter view of the applicant in the prescribed uniform, uncovered, with the

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left shoulder forward, against a plain contrasting background, in a size approximately 4-inches in width and 5-inches in height. Background shall be flat and provide sufficient contrast to highlight details of uniform. When an authorized Navy photographic laboratory or an alternate support facility is unavailable, any photograph may be produced which complies, as closely as possible, with the requirements specified above.

d. Interviewer's Appraisal.

(1) Applicants located in the Continental United States (CONUS). The applicant should contact the nearest Area Manager to schedule an interview. Either the Area Manager or a local SNSI designated by the Area Manager will conduct the interview. If the interview is conducted by a local SNSI, the SNSI will forward the completed Interviewer's Appraisal Form (NSTC 5761/109) to the Area Manager for endorsement. A copy is not to be provided to the applicant. The Area Manager will forward the Interviewer's Appraisal Form to NSTC CD for inclusion in the application package. The applicant must make all arrangements and bear all costs of the interview, including travel.

e. A copy of the applicant's diploma from an authorized institution of higher learning (see paragraph 4-3.1.(c)) and a certified transcript verifying the successful completion of the degree from that institution.

(2) Applicants located Outside the Continental United States (OCONUS). Active duty applicants assigned overseas and applicants who live overseas may ask a senior Naval officer (O-5 and above) on active duty at their location to conduct the interview. The Interviewer's Appraisal Form will be forwarded by the Area Manager to that senior officer upon request by the applicant. The OCONUS Interviewer's Appraisal will be forwarded by the interviewer directly to NSTC CD for inclusion in the application package and no copy shall be provided to the applicant. The applicant must make all arrangements and bear all costs of the interview, including travel.

2. USMC Applicants

a. Current Marine Corps JROTC (MCJROTC) Instructor Certification Holders. Current MCJROTC Instructor certification holders must complete Parts I and II of the NJROTC/NNDCC Instructor Certification Application (NSTC 5761/106) and provide a copy of their Marine Corps Certification Letter. In their application, they are not required to submit a photograph, have

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an interviewer's appraisal, or answer the essay questions in Part 6 of the application. Those who are currently serving as MCJROTC instructors must also provide performance appraisals for the last three-years or, if employed for less than three-years, for each year they have instructed JROTC. If formal instructor evaluations are not available, a letter from a school official documenting performance must be provided.

b. USMC applicants without past or present MCJROTC Instructor Certification. USMC applicants who have retired or are planning to retire from the USMC must fully complete the [NJROTC/NNDCC Instructor Application \(NSTC 5761/106\)](#) following instructions in [paragraph 4-4\(1\)](#), including a photograph in a service equivalent uniform to that specified for Navy applicants and that otherwise conforms to the standards of paragraph 4-4(1)c. Additionally, USMC applicants must request USMC officials to provide a copy of the Master Brief Sheet and the applicant's Service Record for review by the NJROTC ICB.

(1) A copy of the Master Brief Sheet may be obtained from:

Commandant of the Marine Corps  
Headquarters Marine Corps, Code MMSB-33  
2088 Elliott Road Suite 231  
Quantico, VA 22134-5030.

(2) To request a copy of the Service Record, write to the Commandant of the Marine Corps and request that the service record be mailed directly to:

Naval Service Training Command, NJROTC Program  
ATTN: Instructor Administration  
250 Dallas Street Suite A,  
Pensacola, FL 32508-5268.

(a) To request a copy of the Service Record, USMC applicants whose Social Security Number (SSN) ends with 00-49 must write to:

Commandant of the Marine Corps  
Headquarters Marine Corps, Code MMSB-15  
2088 Elliott Road Suite 222  
Quantico, VA 22134-5030

(b) To request a copy of the Service Record, USMC applicants whose SSN ends with 50-99 must write to:

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Commandant of the Marine Corps  
Headquarters Marine Corps, Code MMSB-14  
2088 Elliott Road Suite 218  
Quantico, VA 22134-5030

The Service Record copy will be returned to the applicant after review by the NJROTC ICB or upon conclusion of the appeals process, if any, filed by non-certified applicants, whichever is later.

3. Coast Guard Applicants. Applicants who have retired or are planning to retire from the USCG must fully complete the [NJROTC/NNDCC Instructor Application \(NSTC 5761/106\)](#) following instructions in [paragraph 4-4\(1\)](#). Applicants will provide the USCG equivalent forms for Physical Assessment, a photograph in a service equivalent uniform to that specified for Navy applicants and that otherwise conforms to the standards of paragraph 4-4(1)c, the [Interviewer's Appraisal Form \(NSTC 5761/109\)](#) from a Navy officer required by [paragraph 4-4\(1\)d](#), and a copy of their USCG Service Record. To provide a Service Record copy, applicants must write to:

Commanding Officer (CGPC-ADM-3)  
4200 Wilson Blvd, Suite 1100  
Arlington, VA 22203-1804

Applicants should request and authorize that a copy of their Service Records be mailed directly to:

Naval Service Training Command, NJROTC  
Program  
Attn: Instructor Admin, 250 Dallas Street  
Suite A  
Pensacola, FL 32508-5268

The copy of the Service Record will be returned to the applicant once the certification review is concluded or upon conclusion of appeals, if any, filed by non-certified applicants, whichever is later.

4. USNR Applicants. Applicants who have retired or are planning to retire from the USNR must fully complete the [NJROTC/NNDCC Instructor Application \(NSTC 5761/106\)](#) following instructions in [paragraph 4-4\(1\)](#). They must also supply a certified true copy of the Statement of Service for Naval Reserve Retirement letter or an Annual Statement of Service History (ASOSH) from BUPERS On-Line, indicating Code 9 = Retired. If requested by NSTC CD, the applicant shall also provide a Service Record by submitting

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a request at [www.NavyReserve.com](http://www.NavyReserve.com) for a copy to be sent directly to:

Naval Service Training Command, NJROTC Program  
Attn: Instructor Admin, 250 Dallas Street  
Suite A  
Pensacola, FL 32508-5268.

The Service Record copy will be returned to the applicant after review by the NJROTC ICB or upon completion of the appeals process of non-certified applicants.

5. NNDCCI. NNDCCI must be certified by NSTC before they can instruct the Naval Science curriculum. Prior to hiring an NNDCCI, the school must submit the applicant's name to NSTC CD and await confirmation that NSTC has certified the instructor to teach the Naval Science curriculum. The application package must include an [NJROTC/NNDCC Instructor Application \(NSTC 5761/106\)](#) listing the applicant's education and experience and a Letter of Recommendation from the school stating the applicant meets the employment criteria of the school district and is able to teach the courses adequately for students to achieve required graduation credits.

#### **4-5 Consideration by the Instructor Certification Board (ICB)**

1. Board Composition. Application packages are reviewed by the ICB. The Board convenes twice annually at Navy Personnel Command (NPC) and is composed of a minimum of five NSTC staff representatives who are familiar with the requirements of the program and a recorder.

2. Board Consideration and Recommendation. The ICB will consider all applications that have been received by NSTC CD and are postmarked no later than 45 days prior to the ICB's convening date. Applications received after that time will be considered by the next convening ICB. The ICB's recommendations will be sent to the NSTC Chief of Staff (COS) for approval. Applicants will be notified by letter once the ICB results have been approved.

3. Special Certification Board (SCB). A host school official may request a SCB to hire an individual as an instructor who has not been previously screened for certification or to accommodate an instructor whose certification has expired, but who continues to be eligible for recertification. The host school must submit

the request in writing to the NJROTC Area Manager, who will endorse and forward it to NSTC CD. If the request for a SCB is approved, the applicant must provide all the items listed in paragraph [4-4](#) to NSTC CD. An applicant certified by a SCB will receive only limited certification and may teach only at the school initiating the certification request.

4. Appeals of Non-Certification. An applicant not approved for certification may appeal the decision by submitting a written Request for Reconsideration to the Commander, NSTC via NSTC CD within 90-days following the date of the letter notifying them of non-certification. The request shall detail the reason(s) why the appellant should have been certified. The request should include any additional documents and information that was not considered by the ICB for reasons other than the applicant's failure to include it in the application. CNSTC will render a written decision to the applicant within 90-days of receipt of the appeal.

#### **4-6 Decertification and Suspension of Certification**

1. Grounds for Decertification. An instructor's decertification may be proposed by NSTC CD for consideration by an ICB or SCB. The board recommendation will be sent to the NSTC COS for decision. Decertification may be proposed on the following grounds:

a. The school dismisses the instructor for cause or fails to renew the instructor's contract for cause and the instructor either does not appeal the decision or has exhausted all administrative appeals to school authorities;

b. An instructor resigns without giving the notice required under his or her contract or under school regulations without reasonable justification for failing to do so;

c. An instructor fails to report for work following acceptance of employment or reports to work one or more days after the scheduled start date and is unable to explain the reasons for the delay to the school's satisfaction. Under these circumstances, the instructor's certification will become void as of his or her scheduled start date with the school and his or her certification may be reinstated only at a regularly scheduled and not a specially scheduled ICB;

d. An instructor resigns while under investigation or to avoid investigation;

- e. Upon consideration of the conduct, performance, or evaluations of an instructor, NSTC CD determines that the instructor's continued certification is not in the best interests of the NJROTC Program;
- f. An instructor resigns after being notified that his or her performance will be reviewed by an ICB to consider continued certification;
- g. An instructor resigns from the NJROTC program while in a probation or evaluation status (see [4-15](#));
- h. An instructor fails to immediately notify his or her Area Manager within 24-hours that he or she has been indicted for committing a crime or charged with committing an offense for which a sentence of imprisonment of any length could be imposed;
- i. An instructor enters into a plea bargain on an indictment for an offense for which a term of imprisonment could be imposed;
- j. An NSI fails to meet the education requirement to retain Instructor Certification in accordance with [10 U.S.C. 2033](#);
- k. An NJROTC instructor eligible to wear a military uniform fails to make satisfactory progress towards meeting Navy grooming or Body Composition standards or who resigns while in an Appearance Evaluation Status (see 4-12); or
- l. An instructor violates a provision of their school's Standards of Conduct..

2. Suspension of Certification. Certification will be suspended on the following grounds:

- a. An instructor's certification will be suspended if indicted (or is subjected to the equivalent of an indictment) for committing a crime or convicted of committing an offense for which a term of imprisonment of any length could be imposed. The effective date of the suspension will be the date of the indictment or conviction, whichever occurs first. Following conviction, a special board will determine if decertification is appropriate. If the instructor is not convicted or is convicted of a lesser charge, an ICB or SCB will decide if decertification is still warranted as the criminal law standard of guilt beyond a reasonable doubt is a higher standard than is required for decertification.

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b. Certification will be suspended for NJROTC instructors who resign while in a "Personal Appearance Evaluation Status" (see [4-12](#)), effective the last day of their employment with the school at which they were working when they were placed in this status. An ICB or SCB will determine if certification should be reinstated or if decertification is warranted.

3. Appeal of Decertification Decision. Instructors may appeal their decertification in writing no later than one-year after its effective date. The request shall detail the reason(s) why the appellant believes he or she should have their certification reinstated. The Appeal of Decertification will be forwarded to CNSTC via the COS. CNSTC shall review the appeal and will render a written decision to the applicant within 90-days of receipt of the appeal.

#### **4-7 Instructor Manning**

1. Number of Instructors. [OPNAVINST 1533.5](#) series requires at least one retired officer instructor and one retired enlisted instructor per NJROTC unit and at least one Navy-certified instructor per NNDCC unit.

a. NJROTC instructor manning shall be as authorized by reference (d). Each NJROTC unit is authorized two instructors up to 150 cadets and one additional instructor for each additional 100 cadets (i.e., 3 instructors for 151-250 cadets).

b. At least one instructor at each NJROTC unit must be a retired Navy service member.

c. NSTC CD, in its reasonable discretion, may authorize the substitution of officers for enlisted instructors, and conversely, may authorize the substitution of enlisted for officer instructors at NJROTC units upon request by school officials.

2. Additional Instructors (NJROTC Only). NJROTC units that wish to hire more instructors than those authorized above may submit a request to NSTC CD by letter or email from a school official sent to the cognizant Area Manager for endorsement and forwarding to NSTC CD. Units must provide the following information in their request:



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(a) actual cadet enrollment as of 1 October and 1 February of the most recent full school year and the current school year; and (b) a description of the type of class schedule under which the school operates. The hiring of additional instructors will not be authorized based on cadet pre-enrollment but on the actual number of cadets enrolled. Cadet enrollment numbers to support the hiring of an additional instructor must be maintained for the duration of at least one school year. Requests will be evaluated on a case-by-case basis.

### 3. Instructor Vacancies

a. Vacancy List. Instructor vacancies are listed on the NJROTC website at [http://www.njrotc.navy.mil/instructor/instructor\\_index.asp](http://www.njrotc.navy.mil/instructor/instructor_index.asp) as a courtesy to the schools and to those seeking instructor positions. An individual interested in any vacancy must contact the school, arrange for an employment interview, and pay for all costs of securing instructor employment, including all relocation and moving costs. Prior to hiring an instructor, each school must notify NSTC CD to confirm the prospective instructor is certified. NSTC CD shall notify school authorities as soon as possible after an instructor has been decertified or whose certification has been suspended.

b. NJROTC Instructor Vacancies at Units with Three or More Instructors. When an NJROTC instructor vacancy occurs at a unit with three or more instructors, units must request permission from NSTC CD to fill the vacancy. They must do so by a letter or email from a school official, sent to the respective Area Manager for endorsement and forwarding to NSTC CD. Units must provide the following information in their request: (1) actual cadet enrollment as of 1 October and 1 February of the most recent school year and the current school year; and (2) a description of the type of class schedule under which the school operates. Requests will be evaluated on a case-by-case basis to determine the continuing need for more than three instructors.

c. Failure to Fill NJROTC Instructor Vacancies. NSTC CD will work with the Area Managers to determine which NJROTC units have had vacancies for three months or longer. If a position has been vacant for three months, the Area Manager will advise NSTC CD whether the school should be placed in an Evaluation Status (see [5-5](#)). A letter from NSTC CD placing the school in an Evaluation Status will inform school officials that the unit may be placed in a Probationary Status (see [5-5](#)) if the position continues to be vacant three months from the date of the letter.

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d. Leave of Absence. If a school grants an NJROTC instructor a leave of absence, the school district will not receive any salary reimbursement from the Navy for that instructor until the instructor returns and resumes instructor duties. Additionally, the school must hire a replacement instructor certified to teach NJROTC during the leave of absence.

e. Employment Strike. If an NJROTC instructor is on strike, the school will not be reimbursed by NSTC CD for those days that the school does not pay the instructor.

#### **4-8 Status of Instructors**

1. School Employees. NJROTC and NNDCC instructors are hired, managed, and paid by the school. They are employees of the school. They are not employees of the Navy. The Navy's role is that of a certification authority. The Navy certifies eligible applicants as instructors and ensures instructors continue to meet and maintain Navy certification standards. The Navy does not pay instructor salaries; it reimburses each school district as prescribed by references (a) through (d) for an authorized portion of the salaries the school pays to the authorized instructors. The Navy does not reimburse the school for any portion of the pay of NNDCC instructors. NJROTC and NNDCC instructors in each school's Department of Naval Science are considered full faculty members and shall be accorded the same privileges as other school faculty.

2. Civilian Status. Notwithstanding the fact that NJROTC and NNDCC instructors may be military retirees, wear military uniforms, and are accorded military courtesies while in uniform, they perform their instructor duties as civilians on the same basis as other faculty members at the school. Their participation in the NJROTC/NNDCC program does not change this status.

3. Wearing of Military Uniforms. Section 772 of Title 10 of the U.S. Code and Article 61002 of the Navy Uniform Regulations authorize retired service members to wear a uniform while acting as NJROTC/NNDCC instructors. Instructors are not authorized to wear their uniform when they are acting in a personal capacity and may under no circumstances do so if engaging in political activity or activity on behalf of a non-Federal entity, such as a labor union (see also [7-14](#)).

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**4-9 New Instructor Orientation Training (NIOT).** NIOT is a mandatory program. All instructors must attend this orientation course during the first-year of their employment to complete their certification. Failure to attend or complete this course may result in decertification.

1. NJROTC Instructors.

a. NJROTC instructors must wear military uniforms during NIOT. Information on the type of uniform to be worn and related information will be included in letters sent to attendees.

b. Schools must provide per diem and travel funds to instructors scheduled for NIOT. A letter will be sent to the instructor announcing the training, with an enclosure for the principal indicating the amount of per diem and travel expenses authorized. Schools will be reimbursed for these costs by the Navy upon the school's submittal of a claim in the Wide Area Work Flow (WAWF) system (see [17-2\(1\)f](#)). The Navy will not reimburse any per diem or travel costs incurred by the schools for instructors hired in excess of the number authorized for the unit. Such excess instructors may attend NIOT if they do not displace regular attendees, their attendance is approved in advance by NSTC CD, and the Navy does not bear any of the costs of their attendance.

2. NNDCC Instructors.

a. NNDCCI who are retired service members must wear their military uniform during NIOT (limited by [4-12](#)). If an NNDCCI is not a retired service member, information on the appropriate civilian attire will be included in the letters sent to attendees.

b. Per reference (d), schools must provide funding for travel expenses without reimbursement from the Navy.

**4-10 Senior Naval Science Instructor (SNSI) and Lead NNDCCI.**

Duties and responsibilities include:

1. Directing the unit and advising school authorities on unit needs and program requirements;

2. Teaching the prescribed 3 or 4-year Naval Science curriculum, including writing and updating lesson plans and performing other lesson preparation requirements;
3. Instructing cadets in military drill;
4. Ensuring the safety and well-being of cadets is observed at all times during cadets' participation in unit activities;
5. Serving on routine faculty committees and performing curricular or extracurricular duties normally performed by, and rotated equitably among, other faculty members;
6. Ensuring cadets are not discriminated against on any improper basis, notifying school authorities and taking immediate corrective action when it appears more likely than not that discrimination occurred;
7. Counseling and mentoring students who participate in the program;
8. Requiring cadets to conduct themselves in a military manner at all times when under instructor supervision (i.e., when attending Naval Science classes, drills, or on authorized field trips or orientation cruises) and that they observe military courtesies and traditions;
9. Providing guidance and information to cadets and other qualified students, including:
  - a. NROTC and other military scholarships;
  - b. USNA and other Service Academies;
  - c. Advanced Navy and other service enlistment;
  - d. Selecting a college or degree program;
  - e. Completing college, financial aid, employment, and other applications;
  - f. Meeting deadlines;
  - g. Interview techniques and practice;
  - h. Financial guidance;

- i. SAT/ACT preparation; and
  - j. Tutoring.
10. Ensuring cadets observe the Chain-of-Command and do not contact NSTC CD or other Navy officials directly unless authorized;
  11. Ordering authorized government furnished equipment, (unless responsibility is given in writing to a separate military property custodian (see [7-3](#)));
  12. Arranging for the cleaning and tailoring of cadet uniforms;
  13. Evaluating the condition of cadet uniforms and other government property for repair or replacement;
  14. Performing simple preventive maintenance of training aids and devices;
  15. Ensuring proper accounting and physical security of all government furnished equipment/materials;
  16. Planning extracurricular activities for the unit, such as color/honor guard ceremonies, academic, drill and marksmanship team competitive meets, field trips, basic leadership training camps and ship cruises (see [Chapter 18](#));
  17. Preparing periodic reports on program administration and logistics (see [Chapter 9](#));
  18. Maintaining awareness of issues affecting, and organizational changes within, the Navy;
  19. Assessing unit processes to ensure program objectives are met;
  20. Attending Navy-sponsored training to keep abreast of program requirements and ensuring cadets are trained in accordance with current requirements;
  21. Taking courses to improve their teaching abilities and, for NJROTC instructors, meet all education requirements of [10 U.S.C. Secs. 2031, 2032, and 2033](#) and any implementing regulations;
  22. Establishing a good working relationship with guidance counselors and faculty members;

23. Making presentations to students at feeder schools at least annually to recruit new cadets into the program;
24. Maintaining the unit's financial accounts and operating budget (see [Chapter 17](#));
25. For NJROTC only, preparing (and submitting if permitted by school officials) financial vouchers to the Navy for reimbursement to the host school or district of authorized expenditures in support of the NJROTC program (see [Chapter 17](#));
26. Establishing community support and recognition of the program;
27. Informing the school and public of unit activities and achievements by making full use of school publications and local news media;
28. Submitting to NSTC CD, via the Area Manager, as soon as possible, copies of news releases, transcripts, and/or narrative descriptions of radio and television broadcast of national interest;
29. Informing NSTC CD, via the Area Manager, of instructors recognized as a Teacher of the Year/Month or receiving any other significant award, providing a biography, number of years as a unit instructor, name of award, name of school/district, number in competition, other relevant information, and, if applicable, last duty station, military retirement date, warfare qualifications; and
30. Immediately informing school officials and NSTC CD, via the Area Manager, of any disciplinary actions against, and changes in, employment of instructors.

**4-11 Naval Science Instructor (NSI).** NSIs shall perform such duties as may be assigned to them by the SNSI, including those in paragraph [4-10](#).

#### **4-12 Personal Appearance**

1. NJROTC/NNDCC instructors are conspicuous representatives in the local civilian community for the NJROTC/NNDCC programs. As role models, they are expected to uphold high standards of personal appearance. Instructors who are retired military service members and thus entitled to wear a uniform must pay

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particular attention to the maintenance of proper uniform, haircut, and body fat standards. All NJROTC instructors and those NNDCCI who are military retirees and thus entitled to wear a military uniform must be in compliance with the Grooming Standards of the [Navy's Uniform Regulations](#) and the Body Composition Assessment (BCA) in the [Navy's Physical Readiness Program Operating Guide](#).

2. BCA compliance is first determined by applying the Navy Physical Fitness Assessment (PFA) table for maximum weight by height, contained in the [OPNAV 6110.1](#) series. Should this screening find that the instructor does not meet the standard in the tables, BCA shall be determined using the BCA contained in the Navy's [Physical Readiness Program Operating Guide](#).

3. NNDCCI who are retired military service members and who do not meet Navy height/weight or BCA standards shall not wear their military uniform until they meet those standards. Those NNDCCI who continue to wear a uniform while out of standards may be considered for decertification.

4. Instructors shall be evaluated for grooming standards and height/weight/BCA during the Unit Inspection and appropriate entries shall be made on the instructor's annual evaluation (See [4-14](#) and [5-3](#)). For units submitting the [NJROTC Inspection Report Form \(NSTC 5761/110\)](#) during non-Unit Inspection years by the Area Manager, instructor compliance or non-compliance with these standards will be noted on the NJROTC [Instructor Evaluation Form \(NSTC 5761/111\)](#) verified and signed by a school or other health care professional.

5. NJROTC instructors who do not meet the grooming standards or BCA standards will be notified by a letter from the Area Manager that they are being placed in an "Appearance Evaluation Status." Those in an Appearance Evaluation Status who do not make satisfactory progress toward meeting prescribed standards within the time specified in the notification letter may be processed for decertification. Unless otherwise specified in writing by their physician, satisfactory progress is considered to be 1 to 2 pounds of weight loss per week or approximately 1 percent of loss in body fat every 2 weeks. They will be required to weigh in weekly with, and obtain a body fat measurement monthly from, a health care professional (e.g., school nurse, physician). The instructor will ensure that this information is forwarded to their Area Manager by the first day of each month. The Area Manager will provide this data to NSTC CD for all instructors in an Appearance Evaluation Status prior to the Spring ICB (see [4-5](#)). Failure to provide the monthly height/weight/BCA

information to the Area Manager may be considered in an instructor's evaluation and could result in Probation for Reports/Records/ Administrative compliance.

6. Once NJROTC instructors in an Appearance Evaluation Status meet height/weight or BCA standards, they may provide either their height/weight or BCA as recorded by a health care professional to NSTC CD via the Area Manager. The instructor will then be removed from Appearance Evaluation Status.

7. Instructors decertified for appearance standards are eligible to apply for recertification up to one-year following the effective date of their decertification by submitting a letter to NSTC CD. The letter must include a current [Personal Appearance Form \(NSTC 5761/107\)](#) completed by a health care professional and a current photograph (see [paragraph 4-4\(1\)c](#)).

8. NJROTC instructors who resign while in an Appearance Evaluation Status may be proposed for decertification by an ICB or SCB.

#### **4-13 Personal Behavior of Instructors Regarding Students.**

Instructors by virtue of their positions are held to the highest standards of personal behavior. They must be constantly aware of the potential for problems in their relations with students, including the appearance of impropriety, and behave accordingly. What an instructor may consider an innocent act, gesture, or comment may give the appearance of wrongdoing. Such situations are difficult to recover from, even if the instructor is exonerated. Instructors must exercise good judgment and take great care to avoid potentially compromising situations. They must be very sensitive to the damage that such incidents can inflict on high school students, the program, the Navy, and their personal lives. However, as the employer of instructors, it is the school's responsibility to either refer potential criminal behavior to local law enforcement for investigation or to conduct their own investigation into lesser instructor impropriety and to take appropriate administrative action. Improper instructor behavior may be grounds for decertification (see [4-6](#)).

#### **4-14 Instructor Evaluation**

1. Evaluation Period. In addition to any evaluation of an instructor that the school may make, each NJROTC/NNDC



instructor will be evaluated by the Area Manager or an SNSI, as appropriate, annually (see paragraph 4 below). Evaluations will encompass the time period from the instructor's most recent evaluation (usually the last Unit or Off-Site Inspection) to the date of the current Unit or Off-Site Inspection (see [5-3](#)). NJROTC instructors who have been with the unit fewer than 60 days will be graded only on their personal appearance (see [4-12](#)). NNDCCI who have been with the unit fewer than 60 days need not be evaluated until the next annual cycle which will evaluate the instructor from the first day of employment.

2. NJROTC/NNDCC Evaluations. Each evaluation consists of the [NJROTC Instructor Evaluation Form \(NSTC 5761/111\)](#) prepared by the Area Manager or SNSI as appropriate, and a copy of the host school's current evaluation of the instructor. If the school has not evaluated the instructor during the current school year, a school official assigned to evaluate teachers should either evaluate the instructor using an [Instructor Observation Report Form \(NSTC 5761/102\)](#) or using the school's regular teacher evaluation form. The school official will forward the evaluation to the Area Manager (see [5-3\(3\)](#)).

3. Special Evaluations. Area Managers may also perform a Special Evaluation, using [NJROTC Instructor Evaluation Form \(NSTC 5761/111\)](#), if they have a reasonable basis for believing that further or additional evaluation is warranted.

4. Evaluation Process and Criteria. Area Managers evaluate SNSIs and all NNDCCIs, and SNSIs evaluate NSIs.

a. SNSI/NNDCCI. The Area Manager will evaluate the SNSI/NNDCCI(s) during the Unit Inspection. During years of the Off-Site Evaluation, the Area Manager will evaluate the SNSI/NNDCCI upon receipt of the Offsite Evaluation Form.

b. NSI. The SNSI will evaluate the NSI(s) prior to the unit Inspection or the Off-Site Evaluation. The NSI's evaluation will be provided to the Area Manager during the Unit Inspection or as part of the Off-Site Evaluation (see [5-4](#)). Each instructor shall be evaluated on the following criteria:

c. Program Leadership. The instructor must:

(1) Provide positive direction for the program, including establishment of long and short-term goals and periodic assessment of progress towards meeting those goals;

(2) Involve cadets actively in goal development and administration of unit. All cadets should have equal opportunity to participate and advance within the unit;

(3) Develop sound recruitment strategies. If a unit did not meet minimum enrollment during the evaluation period, and the instructor being evaluated was at the unit during the previous school year, he or she should be graded "unsatisfactory" or "needs improvement" in Program Leadership;

(4) Conduct an effective public affairs program, including local media coverage, parent involvement, and outreach to community service organizations (see [5-2](#));

(5) Provide effective leadership to the NSI(s)/non-Lead NNDCCI(s) and cadets as appropriate;

(6) If charged with fiscal responsibilities at the unit, effectively manage the unit's fiscal resources, including proper accounting of all funds, on-time submission of reports, and use of proper requisition procedures (see [7-3](#) and [Chapter 9](#));

(7) Accurately complete reports required by higher authority in a timely manner (see [Chapter 9](#));

(8) Understand and use NSTC-provided computers and programs, if applicable;

(9) Establish and maintain a positive and safe environment. This environment includes, but is not limited to, cadet understanding of Training Time Out (TTO) procedures, Operational Risk Management (ORM), General Safety Awareness, avoidance of High-risk Training, and proper completion of [Cadet Health Risk Screening Questionnaire Form \(NSTC 5761/113\)](#) and school release forms (see chapters [8](#) and [18](#)); and

(10) Create an effective field trip program, which may include visits to fleet units, drill and field meet competitions, basic leadership training camps, leadership academies and other locations that promote the goals of the NJROTC curriculum (see [Chapter 18](#)).

d. Personal Appearance/Physical Readiness. Any instructor who fails to meet any of the following criteria will receive a grade of "Unsatisfactory" in this category.

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(1) Instructors eligible to wear a military uniform must comply with grooming and height/weight or BCA standards prescribed in [4-12](#). They must wear the proper uniform in the classroom and when supervising/accompanying cadets in uniform and have enough inspection-ready uniforms for daily wear;

(2) Possess the stamina to be an effective role model and leader of a unit. Instructors must be able to interact and actively participate in all aspects of the program, including but not limited to, orientation trips, orienteering exercises, drill and field meets, and extracurricular-curricular leadership programs;

(3) Be able to perform all duties of a chaperon while escorting cadets on trips away from the host school (e.g., marching with cadets if necessary and embarking in vessels and aircraft); and

(4) Present a positive image to cadets, fellow teachers, and the community.

e. Program Instruction. Among other items in this category, the instructor must:

(1) Demonstrate evidence of effective planning and preparation for instructional periods;

(2) Use effective teaching techniques;

(3) Integrate all teaching aids, including the Classroom Performance System (CPS), computers, and other media provided by the Navy, into the classroom;

(4) Evaluate student progress effectively;

(5) Demonstrate ability to motivate students; and

(6) Maintain proper classroom and student behavior.

The evaluator should review the most recent evaluation of the instructor's performance by the principal or other school supervisor. The date that evaluation was conducted should be entered in the appropriate space. If a standard school evaluation is not available, the principal should prepare a narrative evaluation of the instructor's performance since the date of the last evaluation by the school.

f. Interpersonal Relationships. The instructor must:

(1) Demonstrate positive interpersonal relationships with cadets, including encouraging students to develop to their fullest potential, knowing each cadet as an individual, assisting each cadet in dealing with success and failure, and other actions indicating the instructor's commitment to promote each cadet's success in the program.

(2) Demonstrate a positive interpersonal relationship with fellow program instructors. It is essential that the program instructors interact with each other in a positive, mutually respectful, and just manner, including an equitable distribution of workload both within and external to the classroom.

(3) Demonstrate positive interpersonal relationships with parents and other members of the community, including interacting in a mutually respectful, empathetic, and just manner, while respecting others' rights to hold differing views.

(4) Communicate effectively in oral and written form. The use of profanity or other inappropriate language in the classroom and in the field with cadets is strictly prohibited.

(5) Demonstrate respect, understanding, and acceptance of others as individuals, regardless of sex, race or ethnic origin, cultural or socioeconomic background, religion, or other condition.

5. Comments and Goals for the Next Year. The evaluator must provide detailed and specific comments for any area marked as "Unsatisfactory" or "Needs Improvement." The instructor and the evaluator will establish and note on the evaluation from both the goals the instructor should achieve during the following year and the criteria for determining if the goals have been achieved. Example: Increase cadet retention for the year. Successful accomplishment will be indicated if less than 10 percent of the 1 October enrollment drops prior to the annual inspection.

6. Signatures and Distribution

a. Signatures. SNSI and NNDCCI evaluations must be signed by the Area Manager. NSI evaluations must be signed by the SNSI. If any area is graded as "Unsatisfactory" or if the comments and goals section contains any information that may be

considered negative, the instructor must sign and date the evaluation. This signature does not indicate concurrence with the evaluation, only that it has been provided to the individual. The Area Manager must sign and date all NSI evaluations that are completed by the unit SNSI. If the Area Manager does not concur with the evaluation conducted by the SNSI, the Area Manager must so indicate by writing "Do Not Concur" on the Area Manager's signature block and attaching and signing an addendum to the evaluation.

b. Instructor Response Letter. Instructors may provide comments concerning their evaluation, by forwarding a letter to NSTC CD via the Area Manager (and SNSI for NSIs). The letter should discuss the area of concern and must use temperate and civil language. The response letter will be attached to the original evaluation and provided along with the evaluation to persons identified below. NSTC CD will acknowledge receipt of the response letter by mail.

c. Distribution. The original evaluation will be forwarded to NSTC CD by the Area Manager. The Area Manager will provide the individual evaluated, the principal, and the superintendent a signed copy of the evaluation, along with any addendum from the Area Manager or letter from the evaluated instructor. A copy of the evaluation, along with any addendum or response letter, will be retained by the Area Manager for four years.

**4-15 Instructor Probation.** If an instructor's performance is determined to be unsatisfactory by the Area Manager as a result of an evaluation from the Area Manager, SNSI, or the host school (see [4-14](#)), the instructor may be recommended by the Area Manager for probationary status in order to resolve shortcomings. A probationary period is appropriate when the unsatisfactory performance is remediable through counseling, professional development, and other corrective measures within one year or less. The period of probation allows the instructor to demonstrate improvement in lieu of decertification. Individuals placed on probation will be so notified by letter from NSTC CD and will be advised of the conditions required to remove the probationary status. Instructors at a unit may be placed in a probationary status when continuing unit viability problems, (for example, low enrollment (See [5-5](#))), poor inspection results (See [5-3](#), [5-4](#), and [5-5](#)), or other indicators of marginal or unsatisfactory unit performance are, in the judgment of the Area Manager or NSTC CD, attributable to the instructors. During probation, the instructor's performance will be monitored by the Area Manager.

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Based on a subsequent recommendation by the Area Manager, NSTC CD will determine when an instructor's probationary status should end. Instructors who do not improve their performance during the probationary period will be recommended for decertification (see [4-6](#)).

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## Chapter 5

### Unit Administration

**5-1 Communications Concerning NJROTC/NNDC.** The SNSI/Lead NNDCI shall ensure that manuals, instructions, and notices concerning the NJROTC/NNDC program are disseminated to the host institution officials as appropriate.

**5-2 Preparation and Submission of News Releases.** Units should make full use of local news media for informing the public of unit/program activities and achievements. Parades, trips, special ceremonies, visits by dignitaries, or other newsworthy events should be brought to the attention of local news media. Copies of news releases, transcripts, and/or narrative descriptions of radio and television broadcasts shall be submitted to NSTC CD, via the Area Manager, as soon as possible after the date of their appearance, including items in school publications and other local news media. Additionally, in order to promote an aggressive internal and external information program, the NSTC Public Affairs Officer (PAO) is available to highlight units and cadets via print, still, and/or video products. The NSTC PAO will aggressively market such products to internal and external media outlets as appropriate. News and feature stories highlighting cadets and their daily accomplishments are encouraged and welcomed.

### 5-3 Unit Inspection

#### 1. General.

a. Area Managers shall inspect each NJROTC/NNDC unit in their area at least once every other academic school year to determine that requirements and standards for retention of units in the program are being met. All inspections shall be completed by 30 April. Results of each inspection shall be recorded on [Unit Inspection Report Form \(NSTC 5761/110\)](#) and submitted to NSTC CD, with a copy to the host principal and superintendent, within 30-days of completion of each inspection

b. The [Unit Inspection Report Form \(NSTC 5761/110\)](#) provides the framework for conducting the inspection of a unit in the areas of school system program support, program administration, academic program, reports and records, cadet performance, and student mentoring. The Area Manager will use the [Unit Inspection Report Form \(NSTC 5761/110\)](#) to assess the condition of the program, and to identify problem areas that need



attention. Evaluation will be based on the conditions existing at the time of the inspection and performance since the last inspection. It is very important that the comments be sufficiently detailed to provide an accurate description of the state of the unit, noteworthy accomplishments, discussion of recurrent discrepancies, and recommendations as appropriate.

c. Unit inspections normally include a Pass-in-Review. When available, a flag rank officer (active or retired), or civilian dignitary, may be invited to participate as Reviewing Officer.

### 3. Schedule

#### a. Prior to the Inspection:

(1) The Area Manager shall provide instructor's with guidance for use during all inspections, including a blank copy of the [Unit Inspection Report Form \(NSTC 5761/111\)](#). Instructors shall familiarize themselves with the requirements and provide the Area Manager with data required to be submitted in advance;

(2) The Area Manager should prescribe and promulgate procedures, schedules, and other pertinent data for the inspection after having coordinated arrangements with the host school; and

(3) The Area Manager will request from the school a copy of the school's current evaluation of each unit instructor. If the school has not evaluated the instructor during the current school year, a school official assigned to evaluate teachers should either evaluate the instructor using an [Instructor Observation Report \(NSTC Form 5761/112\)](#) or the school's regular teacher evaluation form and forward the evaluation to the Area Manager (see [4-15\(2\)](#)).

#### b. During the Inspection:

(1) The inspection should be conducted during all or part of a regularly scheduled school day; and

(2) Formal classroom training, military drill, and personnel inspection should be observed during normal school hours if practicable.

#### c. After the Inspection:

(1) Immediately upon completion of the inspection, the Area Manager should meet with school administrators, the instructors, and senior cadet officers/petty officers, as appropriate, to provide a critique of the unit. The critique should include a review of the completed Unit Inspection Report, including comments and recommended grades where possible. During the meeting, school and unit administrators should be given the opportunity to make comments as appropriate. The critique should be conducted in a spirit of mutual benefit and in an informal manner; and

(2) Within 30 days of the inspection, the Area Manager shall forward to NSTC CD the completed Unit Inspection Report, completed [Instructor Evaluation Form \(NSTC 5761/111\)](#) signed by the Area Manager or SNSI, as appropriate, and either a copy of the school's current school year evaluation of each unit instructor or an [Instructor Observation Report Form \(NSTC 5761/112\)](#) completed and signed by an appropriate school official. Copies of these documents shall be concurrently provided by the Area Manager to the host school principal, superintendent, and instructors. If the inspector is someone other than the Area Manager, the inspector shall forward the Inspection Report to NSTC CD via the Area Manager.

#### **5-4 Off-Site Inspection**

1. Units not in an evaluation or probation status (see [5-5](#)) must complete an "Off-Site Evaluation" during those academic years in which the Area Manager is not performing a Unit Inspection. Units will submit a completed [Unit Inspection Form \(NSTC 5761/110\)](#), completed Instructor [Evaluation Form \(NSTC 5761/111\)](#) signed by the Area Manager or SNSI, as appropriate, and either a copy of the school's current school year evaluation on each unit instructor or an [Instructor Observation Report \(NSTC Form 5761/110\)](#) completed and signed by an appropriate school official.

a. A unit may not conduct an Off-Site Evaluation for two consecutive academic years.

b. Units conducting Off-Site Evaluations should have a senior officer (O-5 or above, active or retired) serve as Guest Inspector. The school will provide the Area Manager with a nominee for Guest Inspector for the Area Manager's approval/disapproval.

c. Once the Guest Inspector has conducted the inspection, the inspector will send the signed, completed report to NSTC CD via the Area Manager. The Area Manager shall provide a copy of the report to the principal, superintendent, and instructors.

d. The Area Manager will make written recommendations to the unit for all areas rated "Unsatisfactory" or non-compliant in an Off-Site Evaluation and then forward the report to NSTC CD. The Area Manager must advise the unit of necessary corrective action and monitor unit progress. The Area Manager may also recommend the unit be placed in an evaluation or probation status (see [5-5](#)) until the unit becomes fully compliant or is disestablished.

### **5-5 Conditions for Unit Evaluation or Probation.**

Each school must maintain the standards set forth in the Terms of Agreement for establishment of an NJROTC or NNDCC unit (see [2-4](#)). Inspections will be conducted by the Area Manager to determine if these requirements are being met (see [5-3](#) and [5-4](#)). Schools in an evaluation or probation status (except for low enrollment) will undergo annual Unit Inspections by the Area Manager and are not eligible for an Off-Site inspection. The conditions for placing NROTC and NNDCC units into an evaluation or probationary status are set forth in [OPNAVINST 1533.5](#) Series, which should be referenced for guidance. The OPNAVINST takes precedence over any information provided in this manual.

a. Evaluation Status. Schools shall be placed in an evaluation status for an UNSATISFACTORY grade during the Unit Inspection or Off-Site Inspection in one or more of the following areas:

- (1) School System Program Support
- (2) Administration of the Program
- (3) Academic Performance
- (4) Reports and Records
- (5) Cadet Performance
- (6) Student Mentoring
- (7) Failure to employ the required number of instructors at any time during the school year.

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NSTC CD will inform the school authorities, in writing, of the discrepancies noted and recommended corrective action. Within 30 days of receiving this notice, the school must submit a written Plan of Action and Milestones (POA&M) to the Area Manager. The unit will be removed from an evaluation status when the discrepancy has been corrected by the date set by the Area Manager. If the discrepancy is not corrected within the required time period, NSTC CD may either place the unit on probation or, if conditions warrant, recommend to SECNAV that the unit be disestablished in the best interests of the Navy.

b. Probation Status.

(1) NSTC CD may place a unit on probation if significant deficiencies have not been rectified while the unit was in an evaluation status. Units on probation will be inspected by the Area Manager during the probationary period. The inspection report will be submitted to NSTC CD with recommendations to either terminate the probation or disestablish the unit. Units that fail to correct the deficiencies that caused them to be put on probation may be recommended for disestablishment at the conclusion of the probationary year.

(2) New units beginning their third year of operation that fail to meet minimum enrollment as of 1 October will be placed on probation immediately (see [2-4](#), [3-3](#), [3-4](#), and [3-5](#)). Units placed on probation will be evaluated during the school year as to their potential to attain the minimum enrollment by 1 October the following school year. Units must provide pre-enrollment information to the Area Manager on or before 1 April, or earlier when requested by the Navy, with the endorsement of a school official. If this evaluation indicates that the minimum enrollment can be met, the unit will be continued on probation pending determination of actual enrollment not later than 90 days after the beginning of the following school year. If the minimum required enrollment is not met at that time, the unit will be scheduled for disestablishment no later than 30 June of that academic year. Retained units that attain minimum enrollment the following 1 October will be removed from probation. This policy does not remove the Navy's right to disestablish any unit on one year's written notice.

## **5-6 Unit Organization**

1. The unit will generally be organized as follows:

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- a. One company containing two or more platoons;
- b. Each platoon containing two or more squads;
- c. Each squad containing two or more cadets.

2. In units of fewer than 150 cadets, cadet officers will be organized and assigned in general as follows:

RATE/RANKCOMPANY STAFFABBREVIATION

Commander-Cadet Lieutenant Commander	LCDR
Executive Officer-Cadet Lieutenant	LT
Operations Officer-Cadet Lieutenant Junior Grade	LTJG
Educational Services Officer-Cadet Lieutenant Junior Grade	LTJG
Supply Officer-Cadet Lieutenant Junior Grade	LTJG
Assistant Supply Officer-Cadet Ensign	ENS
Administration/Communications Officer-Cadet Ensign	ENS
Public Affairs Officer-Cadet Ensign	ENS
Athletic Officer-Cadet Ensign	ENS
*Chaplain-Cadet Ensign	ENS
Company Chief Petty Officer-Cadet Chief Petty Officer	SCPO/CPO

PLATOON STAFF

Commander-Cadet Ensign	ENS
Mustering Petty Officer-Cadet Chief Petty Officer	CPO
Guide-Cadet Petty Officer First Class	P01
Squad Leader (each squad)-Cadet Petty Officer Second Class	P02
Assistant Squad Leader (each squad)-Cadet Petty Officer Third Class	P03

COLOR GUARD (Required)

National Color Bearer-Cadet Chief Petty Officer	CPO
Company Color Bearer-Cadet Petty Officer First Class	P01
State/School Color Bearer (optional)-Cadet Petty Officer First Class	P01
Color Escorts-Cadet Petty Officer Second Class (2)	P02

DRILL TEAM (Required)

Commander-Cadet Lieutenant Junior Grade	LTJG
Executive Officer-Cadet Ensign	ENS
Mustering Petty Officer-Cadet Chief Petty Officer	CPO
Guide-Cadet Petty Officer First Class	P01

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Squad Leader (each squad)-Cadet Petty Officer Second Class	P02
Assistant Squad Leader (each squad)-Cadet Petty Officer Third Class	P03
<u>DRUM AND BUGLE CORPS (Optional)</u>	
Commander-Cadet Lieutenant Junior Grade	LTJG
Executive Officer-Cadet Ensign	ENS
Mustering Petty Officer-Cadet Chief Petty Officer	CPO
Drum Leader (each squad)-Cadet Petty Officer Second Class	P02
Assistant Drum Leader (each squad)-Cadet Petty Officer Third Class	P03
<u>RIFLE TEAM (Optional)</u>	
Team Captain-Cadet Lieutenant Junior Grade	LTJG
Assistant Range Officer -Cadet Ensign	ENS

3. Units of 150 to 300 cadets are authorized a battalion structure which will be organized in general as follows:

<u>RATE/RANK</u>	<u>ABBREVIATION</u>
<u>BATTALION STAFF</u>	
Battalion Commander-Cadet Commander	CDR
Battalion Executive Officer-Cadet Lieutenant Commander	LCDR
Operations Officer-Cadet Lieutenant	LT
Administration/Communications Officer-Cadet Lieutenant Junior Grade	LTJG
Educational Services Officer-Lieutenant Junior Grade	LTJG
Supply Officer-Cadet Lieutenant Junior Grade	LTJG
Assistant Supply Officer-Cadet Ensign	ENS
Public Affairs Officer-Cadet Ensign	ENS
Athletic Officer-Cadet Ensign	ENS
*Chaplain-Cadet Ensign	ENS
Battalion Chief Petty Officer-Cadet Chief Petty Officer	MCPO/SCPO

\*Optional billets; these billets need not be duplicated within battalion or regimental organizations.

4. Units over 300 cadets are authorized two or more battalions which will be organized in general as follows:

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<u>RATE/RANK</u>	<u>ABBREVIATION</u>
<u>REGIMENTAL STAFF</u>	
Regimental Commander-Cadet Captain	CAPT
Regimental Sub-Commander-Cadet Commander	CDR
Operations Officer-Cadet Lieutenant Commander	LCDR
Communications Officer-Cadet Lieutenant	LT
Supply Assistants (4)	CPO, PO1 PO2, PO3
Administrative/Communications Assistant	PO2

5. Although the military organization outlined above makes provision for a Drum and Bugle Corps or Band, musical instruments, sheet music, music supplies, and other equipment will not be provided at government expense. At the discretion of the senior instructor, a Fife and Drum Corps may be established in lieu of a Drum and Bugle Corps.

## Chapter 6

### Program of Instruction

#### 6-1 Curriculum Goals

1. Students will perform duties and responsibilities of leadership by:
  - a. Applying principles of leadership.
  - b. Planning and implementing unit activities.
2. Students will develop positive traits of character by:
  - a. Participating in exercises that call for orderly conduct.
  - b. Performing in a manner that displays self-confidence.
  - c. Performing with moral soundness, honesty, and uprightness.
  - d. Developing a philosophy of life that respects others and their privacy.
  - e. Being sensitive to the welfare of one's country.
  - f. Finding fulfillment in individual and group achievements.
3. Students will become aware of, and concerned about, humanity and world affairs by relating:
  - a. Civil defense to national security.
  - b. World affairs to domestic affairs.
  - c. Historical and current events with emphasis on sea power.
4. Students will recognize the value of constituted authority by:
  - a. Obeying orders or rules established by authorities.
  - b. Accepting responsibility for their actions.
  - c. Influencing others to accept constituted authority.



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5. Students will become aware of career opportunities and develop skills commensurate with those entering the Navy at the E-2 or E-3 level by:

a. Being aware of educational and career opportunities in the U.S. Navy and the civilian community.

c. Performing, at a minimum, the basic fundamentals required of a Navy recruit and basic entry requirements for civilian positions.

## **6-2 Courses of Instruction**

1. NSTC CD prescribes the courses for Naval Science that comprise the 3 or 4-academic year curriculum. The program of instruction will be at least 3-academic years in duration, with 7200 minutes per course of Naval Science instruction. Because most schools prefer a full week program of classes, the curricula are constructed to include three required academic classroom sessions and two drill periods of which one drill period may be used for physical training (PT). The curriculum includes 72-hours of classroom instruction based on 40-minute sessions and 48-hours of military drill/physical training. Time allocation is based on 40-minute sessions of instruction for 36-weeks, with 180 teaching days. If the school schedule for classroom time is other than 40-minutes in length, appropriate adjustments should be made at the school level. Adjustment for staggered, rotating, or modular schedules must be made at the school level.

2. This program of 120-hours of instruction equates to 1 Carnegie unit or 1 credit per academic year toward graduation as an elective or other subject credit approved by school authorities.

3. The topics covered shall come from the curriculum provided for the specific Naval Science course being taught. There is more than sufficient material to adequately fill 120-hours of instruction; therefore the depth of coverage must be determined by each instructor according to local circumstances. Instructors should cover as much of the material as circumstances allow, but they may omit certain topics or alter the sequence of sessions within each course year as long as the course of instruction is at least 7,200 minutes and the overall course topics ensure that core course objectives are accomplished. When changing the sequence of topics, the content should be concentrated by subject areas. Do not mix curricula

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from different Naval Science levels; however curriculum may be alternated from year to year in accordance with paragraphs 4 and 6 below. Instructors shall document their lessons, both those planned and those actually taught. Major curriculum content changes will not be made without the prior written approval of NSTC CD.

4. NS-1 cadets are in their first year of the program (see [6-3](#)). Naval Science courses shall be taught in sequence. However, the teaching of NS-2 and NS-3 may be alternated, with Area Manager's approval.

5. The mixing of NS-1 cadets with NS-2 and NS-3 cadets into a generic Naval Science class is prohibited.

6. A cadet must complete 7,200 minutes of the appropriate level of Naval Science before advancing to the next higher Naval Science course, except where NS-2 and NS-3 are alternated as mentioned in paragraph 4 above.

7. Orientation trips are an important part of the program. Participation in trips directly related to the prescribed curriculum is strongly encouraged.

8. Instructors will follow the established procedures of individual institutions regarding examination requirements.

9. Units shall not be involved in any activity that is or can be construed as training in combat tactics, either in the field or in the classroom.

### **6-3 Curriculum Requirements and Limitations**

1. To participate in program activities, cadets will be required to be enrolled in at least one Naval Science course during the school year.

2. With the permission of the SNSI/Lead NNDCCI and school officials, a student may enroll in two Naval Science courses in order to complete the special requirement for advanced pay grade benefits upon initial enlistment in the military, by the time of graduation (see [3-9](#)). A student enrolled in two courses during the same semester shall be counted as one cadet for purposes of meeting enrollment criteria (see [3-1](#) and [3-2](#)).

3. Students who enroll in the program for the first time after the 9th grade should be placed in NS-1. In order to avoid

having seniors in a predominantly freshman class, first-time enrolling seniors may be enrolled in either junior or senior Naval Science classes if their grade point average is at least 2.5 (4.0 scale), and shall receive appropriate orientation in drills, commands, and ceremonies.

#### **6-4 Student Grading**

1. Schools shall base academic grades earned by cadets in the Naval Science courses upon the same criteria used by the other departments in the school.

2. When a cadet is transferred from one unit to another, the instructor shall forward a copy of the student's NJROTC/NNDCC record to the SNSI/Lead NNDCCI of the institution to which the transfer is made.

3. An aptitude grade for the program shall be assigned to each cadet at the end of each term based on performance of duty, leadership, bearing, dress, and attitude, as manifested by their interest, motivation, and cooperation. Aptitude grades are used by the instructors to select cadet officers and as criteria on whether a cadet should be disenrolled.

**6-5 Athletics.** Cadets are strongly encouraged to participate in school athletics under the same terms and conditions that govern the participation of other students at the host school.

**6-6 Absence From Instruction.** Absence from training or Naval Science classes shall be handled under the same rules applied by the school for absence from other academic classes. The institution may require cadets on authorized absence to make up lost instruction time in order to receive credit toward graduation. Absence from classes in either Naval Science or other academic courses, in excess of the number allowed, will be treated as a disciplinary infraction and may lead to disenrollment from the program.

## Chapter 7

### Uniforms and Insignia

**7-1 Uniform Regulations.** Cadet grooming standards, uniform components, and manner of wear are contained in the [NJROTC Cadet Field Manual](#).

#### 7-2 Funding

1. [NJROTC Units](#). NJROTC cadet uniforms are funded from Navy appropriations of Military Personnel Navy (MP,N) funds. Certain items which are considered organizational items (items that students must return to the unit) are funded from Operations and Maintenance Navy (O&M,N) funds. NSTC is responsible for the administration and control of these funds allocated in support of the NJROTC Program.

2. [NNDCC Units](#). NNDCC cadet uniforms are funded and procured by the host school. NNDCC units may order uniforms through the Joint Unit Management System (JUMS), but payment is made to the vendor or Navy Exchange Command (NEXCOM) directly by the host school without reimbursement from the Navy.

**7-3 Custodian.** The institution shall designate a unit instructor as Military Property Custodian (MPC). Issuance of, and accounting for, Navy property shall be in accordance with the [NJROTC Supply Manual](#). MPCs who are NSIs or non-Lead NNDCCIs shall forward inventory reports (see [Chapter 9](#)) to the Area Manager and/or NSTC CD via the SNSI/Lead NNDCCI for situational awareness.

**7-4 Uniform Allowances and Requisitioning.** The [NJROTC Supply Manual](#) lists the uniform items authorized for each cadet and requisitioning procedures.

**7-5 Authorized Insignia.** Insignia and devices to be worn with the uniform are listed in the [NJROTC Cadet Reference Manual](#). Only rank and rate insignia available through the NJROTC Program may be worn.

**7-6 Accounting for NJROTC Unit Requisitioned Items.** Area Managers shall keep a running total of the cost of all items ordered for male uniforms, female uniforms, and organizational supplies. No orders are to be forwarded from 10 September through 30 September except if otherwise directed by NSTC CD. Funds for male uniforms, female uniforms, and organizational

items are provided by NSTC CD after it receives the 1 October enrollment reports from the school.

### **7-7 Alterations to Uniforms**

1. NJROTC Units. Certain minor alterations, such as adjustments in sleeve lengths or waist size, may be necessary. Units shall prevent excessive alterations, such as cutting down a size 38 uniform to fit a cadet needing a size 36. Alteration expenses will be borne by the DON in accordance with [Chapter 16](#).
2. NNDCC Units. Uniforms alteration costs will be borne by the host school, without reimbursement from the Navy.

### **7-8 Clothing Receipts**

1. NJROTC Units. Within a reasonable period of time after the cadet is issued uniform items, cadets and their parents or guardians shall sign a JUMS-generated Custody Card, in accordance with the [NJROTC Supply Manual](#). The SNSI/Lead NNDCCI shall ensure these receipts shall be filed in the local records maintained for each cadet and will be retained until the cadet is disenrolled or graduates.
2. NNDCC Units. JUMS-generated Custody Cards are recommended for use by NNDCC units.

**7-9 Storage of NJROTC Uniforms.** Uniforms may be issued to the cadet at the beginning of the school year and maintained at the cadet's home. They may be worn to and from school on days prescribed by the SNSI/Lead NNDCCI. If the SNSI/Lead NNDCCI prefers to have the uniforms kept at the school, the cadets may change into uniforms at school. The unit will have to provide adequate and secure storage space to exercise this option.

### **7-10 Wearing the Uniform**

1. Cadets will wear the uniform at least one full school day each week and on such other occasions, as prescribed by the SNSI/Lead NNDCCI (e.g. drills, ceremonies, and parades). Certain modifications to NJROTC uniforms may be authorized for drill teams and performing units, including such items as leggings, ascots, berets, and guard helmets. Modifications to cadet uniforms must be approved by the Area Manager in advance. Uniform articles of sister services are not authorized.

2. Cadets may not engage in political activities, private employment, or activities supporting commercial interests while in uniform, as doing so implies official Navy endorsement. Cadets may also not wear their uniform on any occasion that would bring discredit on the NJROTC/NNDCC program or the Navy.

### **7-11 Religious Dress and Appearance Practices**

1. Religious apparel is clothing worn as part of the doctrinal or traditional observance of the religious faith practiced by the cadet. Religious items or articles not visible or otherwise apparent may be worn with the uniform, provided they do not interfere with the proper wearing of any authorized article of the uniform. Religious headgear may be worn with the uniform if the headgear meets the following criteria:

- a. It must be black or hair colored.
- b. It must be a style and size that can be completely covered by standard uniform headgear.
- c. It cannot bear any writing, symbols, or pictures.
- d. It will not be worn in place of standard uniform headgear when the standard uniform headgear is required (outdoors or indoors when required for activities or ceremonies).
- e. Hair and grooming practices required or observed by religious groups are not considered religious apparel. Hair and grooming standards are prescribed for cadets in the [NJROTC Cadet Field Manual](#).

2. NSTC CD will review requests for wear of any other unauthorized uniform item(s) on a case-by-case basis. Requests must be made via the Area Manager.

### **7-12 Replacement of Uniform Clothing**

1. NJROTC Units.

a. Units may requisition replacements for articles of clothing that have become unusable. Since uniform inventory at anytime may not exceed 125 percent of the unit enrollment, ordering replacements for surveyed uniforms will be on a one-for-one basis. Requests for quantities that will exceed the 125 percent limit must be approved by the Area Manager.

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b. Each NJROTC cadet is expected to make restitution for Navy issued uniform clothing items that are lost, mutilated, or destroyed through the cadet's own misconduct or carelessness. The SNSI shall report such incidents in records of the cadet responsible.

2. NNDCC Units. The cost of replacement of uniform clothing items will be borne by the host institution without reimbursement by the Navy, however, as NNDCC uniforms are school property, the school may require cadets to provide restitution for uniform clothing items that are lost, mutilated, or destroyed through the cadet's own misconduct or carelessness.

### **7-13 Return of NJROTC Unit Uniforms**

1. All uniform items shall be returned by the cadets to the unit upon completion of the Naval Science course or upon disenrollment.

2. The SNSI will make diligent efforts to recover all issued clothing from all disenrolled cadets.

3. In the event clothing is not recovered, or is returned damaged, the disenrollee shall make restitution for amounts of \$10.00 or greater in the form of a certified check or money order made payable to the "Treasurer of the United States" and delivered to the SNSI who, in turn, shall forward the check or money order to NSTC CD via the Area Manager. Collection of assessments less than \$10.00 are to be collected in cash by the SNSI and accumulated until \$10.00 or more has been collected. A school or unit check payable to the "Treasurer of the United States" shall be forwarded to NSTC CD in these instances. In determining the amount of restitution, SNSIs shall consider replacement cost and school policy.

4. If neither recovery nor restitution is affected, NSTC CD shall notify the appropriate school authorities in writing asking that the school take appropriate action to recover the items(s) or obtain restitution.

### **7-14 Uniform Regulations for Instructor Personnel**

1. NJROTC Instructors. NJROTC instructors shall wear the appropriate uniform each school day, while accompanying cadets on extracurricular activities and on other occasions deemed appropriate by the SNSI and/or as prescribed by the Area Manager. The only exception to wearing the uniform each school

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day is on special occasions when other faculty members are encouraged to wear clothing with school logos or colors, or when NJROTC unit clothing with unit logos or colors is appropriate. Civilian clothing may not be worn with the prescribed military uniform, including non-standard ball caps. Ball caps worn by instructors must meet the color and lettering requirements of current uniform regulations. Uniforms must conform to current service uniform regulations. Instructors may wear their uniform with the devices that were authorized at retirement except for such items as recruiting badges and items that were specific to a particular detail. Camouflage, Utilities, Marine Corps Combat Utility Uniform, and Navy Working uniforms are not authorized. See also [4-8\(3\)](#), [4-12](#), [4-15](#), and [5-3\(1\)c](#).

2. NNDCC Instructors. If NNDCC instructors are prior military service members, they are strongly encouraged to wear the appropriate uniform of their services at their last authorized rank while administering the NNDCC Program and at such other times as authorized under the applicable uniform regulations. See also [4-8\(3\)](#), [4-12](#), [4-15](#), and [5-3\(1\)c](#).



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## Chapter 8

### Facilities, Supplies, and Equipment

#### 8-1 Facilities and Services Provided by Institutions

1. The proper and efficient operation of a unit requires that certain physical spaces and adequate facilities be provided by the institution (see [2-4](#)). Refer to the [Agreement for Establishment of Navy Junior Reserve Officers Training Corps Unit\(s\)](#) and [Agreement to Establish a Navy National Defense Cadet Corps Program](#) for a list of the types and standards of facilities and services are to be provided.

#### 8-2 Materials Provided by the Government

1. NJROTC Units. The Navy is authorized to issue to schools with NJROTC units: textbooks, materials, equipment, and uniforms belonging to the Government of the United States, and to the extent considered appropriate by the Secretary, such additional resources (including transportation and billeting) as may be available to support NJROTC activities and units. Refer to the Agreement to determine the specifics of what the Government is to provide. These items will be procured in accordance with the [NJROTC Supply Manual](#).

2. NNDCC Units. The Navy is authorized to issue to schools with NNDCC units: government furnished equipment needed to administer the Naval Science curriculum. Refer to the Agreement to determine the specifics of what the Government is to provide. The amount and type of equipment provided is subject to the availability of funds and will be allocated to each host school in accordance with the applicable tables of allowances in the [NJROTC Supply Manual](#).

#### 8-3 Protection of Government Property

1. Custodian. The school shall designate an instructor as MPC (see [7-3](#)). Issuance of and accounting for Navy property shall be in accordance with standard Navy practice, as prescribed in the [NJROTC Supply Manual](#). MPC shall submit a Missing, Lost, Stolen, or Recovered (MLSR) report when required by the guidance in the [NJROTC Supply Manual](#).

2. Care and Safekeeping of Equipment. The MPC is responsible for the care and safekeeping of all government property issued to the unit and for ensuring that proper precautions are taken

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to prevent the equipment from being lost, damaged, or stolen. The MPC is responsible for ensuring that equipment requiring preventive maintenance receives necessary care. Assistance should be requested for material deficiencies that cannot be corrected locally. Warranty information received with Navy-provided equipment must be on file at the unit.

3. Responsibility of the Host Institution. The school is expected to take the same precautions and to provide the same safeguards for the protection of government property as it does for the protection of its own property. The MPC will report via the unit chain of command to the proper authorities of the institution in writing any facts, circumstances, or conditions which the MPC believes to be prejudicial to the proper protection of Navy property against damage or loss through fire, flood, theft, tornado, or similar causes. In the event that the SNSI/Lead NNDCCI believes proper attention is not paid to such communication, the SNSI/Lead NNDCCI will report the concerns in writing to NSTC CD via the Area Manager with a copy to the principal.

4. Protection of Drill Rifles and Air Rifles. It is of the utmost importance that secure stowage is provided for any drill rifles and air rifles assigned to units. Drill rifles and air rifles must be secured in accordance with the [NJROTC Supply Manual](#). Under no circumstances shall air rifles be removed from the school campus without consent and supervision of the SNSI/Lead NNDCCI. Although not recommended, drill rifles may be signed out by drill team cadets with the permission of the SNSI. To do so, the cadet's parent or legal guardian must:

- (1) sign for responsibility of the drill rifle;
- (2) agree to safeguard the government property;
- (3) make restitution if the property is damaged or not returned;
- (4) take all safety measures needed to prevent injury;
- (5) accept financial responsibility for any injury that may occur during use;
- (6) provide private transport of the drill rifle to and from the unit; and

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(7) ensure the drill rifle is not displayed in public at other than approved unit activities. This policy prohibits cadets from hand-carrying drill rifles onto or off of campus, except as authorized under direct supervision of a unit instructor.

5. Report of Inspector on Protective Measures. Area Managers inspecting units will include, within the purview of their report, the precautions taken by institutions and their employees to protect government property from loss. If an unfavorable report is submitted, the deficiencies will be described in detail and a copy of the report will be furnished to the principal of the school concerned (see [5-3\(3\)c](#)).

**8-4 Expenses Paid by the Individual Student.** Each cadet shall be responsible for:

1. Expendable supplies, such as pencils, pens, and paper, unless provided by the school;
2. Refundable fees, such as breakage or required deposits, for use of apparatus and any breakage charge incurred;
3. Cleaning and laundering of cadet uniforms and clothing issued to each cadet during the academic year;
4. Cost of replacing government furnished property damaged or lost through the cadet's negligence;
5. The SNSI/Lead NNDCCI shall strive to keep the costs of participating in the unit as low as possible. Instructors may not require cadets to purchase program-related items exceeding \$30.00 per Naval Science course. Purchase of unit-related items exceeding \$30.00 must be voluntary.

**8-5 Return of Textbooks, Supplies, and Equipment**

1. In accordance with the Agreement between the host school and the Navy, only books and materials used in Naval Science courses will be supplied or paid for by the Government.
2. Within a reasonable period of time after the cadet is issued a textbook or other training materials, the cadet's instructor shall require each cadet and their parent or guardian to sign a JUMS-generated Custody Card

(see also [7-8](#)), in accordance with the [NJROTC Supply Manual](#). These custody cards shall be filed in the local records maintained for each cadet.

3. At the end of the academic year or when a cadet leaves the program, textbooks, non-consumable supplies, and items of equipment issued to cadets shall be collected by the instructor for reissue. The instructor shall take every reasonable precaution to ensure that cadets return government-owned books and materials. In the event textbooks are lost or damaged, the cadet shall make restitution for amounts of \$10.00 or greater in the form of a certified check or money order made payable to the "Treasurer of the United States" and deliver it to the SNSI/Lead NNDCCI, who shall forward the check or money order to NSTC CD via the Area Manager. Collections of assessments less than \$10.00 shall be collected in cash and safely secured. When \$10.00 or more has been collected, the SNSI/Lead NNDCCI shall forward a school or unit check to NSTC CD. In determining the amount of restitution, instructors shall consider the replacement cost and school policy.

4. If neither recovery nor restitution is made, the SNSI shall notify the appropriate school authority in writing.

**8-6 Accounting for Supplies and Equipment.** Requisition, procurement, shipment, receipt, and survey of Government supplies and equipment will be accounted for in accordance with the [NJROTC Supply Manual](#).

## Chapter 9

### Reports and Records

#### 9-1 Reports Submitted by Senior Instructors

1. The following reports will be submitted as required:

a. Special Incident Reports. Instructors and cadets are not Active Duty service members or Federal employees and therefore are not subject to Special Incident Reporting under OPNAVINST 3100.6 series. However, instructors should report any incident that can be deemed "significant" under the following factors: severity of the incident, potential for adverse media interest, and potential consequences of the incident. Incidents which have the potential to generate any adverse press coverage or be the subject of broad media inquiry must be communicated to NSTC CD by the most expeditious means. In cases of doubt, the incident should be reported. Normally, reporting should be done by telephone call to the Area Manager who will report the details to NSTC CD. Instructors shall keep the telephone number of Area Managers and NSTC CD with them at all times, in order to facilitate rapid communications. To preserve privacy, names will not be used in a report except for the point of contact. In the absence of the Area Manager, instructors should communicate directly to NSTC CD staff, who will in turn contact the NSTC Chief of Staff (COS). A determination will be made by the COS as to whether a Unit Situation Report (SITREP) should be sent to the Chief of Naval Operations. If the COS determines that a SITREP should be released, NSTC CD, with the assistance of the respective Area Manager, will draft a SITREP in accordance with OPNAVINST 3100.6 series. NSTC Flag Admin will release all NJROTC/NNDCC SITREPs approved for release by the COS. A SITREP may require follow-up report(s) and/or a final report. As information continues to flow from the unit to the Area Manager to NSTC CD, NSTC CD will indicate on each draft SITREP whether it is an initial, follow-up, or final report. Follow-up reports will be reported until action is completed and a final SITREP is submitted. Examples of events that will normally trigger a final SITREP are cadet disenrollment following misconduct, funeral, criminal conviction, or investigation completions. Examples of reportable incidents include:

(1) Any cadet death or cadet serious injury that occurs during program training;

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(2) Any cadet or instructor incident, event, or accident that has generated or has potential to generate adverse media interest;

(3) Property damage or loss of Government property or equipment exceeding \$10,000;

(4) Serious crimes allegedly committed by a cadet or instructor (for example, aggravated assault, kidnapping, rape, larceny exceeding \$10,000, the wrongful manufacture, distribution, transportation, or sale of illegal drugs, sexual misconduct, murder or attempted murder);

(5) Accidental fires or arson on an installation that result in death, serious injury, or property damage exceeding \$10,000;

(6) Bomb threats, riots, disturbances, or demonstrations when cadets and or instructors are involved;

(7) Allegations of cadet maltreatment, such as assaults, abuse, or exploitation;

(8) Instances of consensual sex between persons legally capable of granting consent are reportable if other considerations such as sexual harassment or adverse publicity are involved; and

(9) Actual or alleged cadet mistreatment that takes place within a Navy organizational setting or facility or during a unit event.

b. Unit Impact Reports. The unit shall forward impact reports via the Area Manager to NSTC CD reporting event that are likely to impact unit operations. These include matters such as the school's refusal to hire the appropriate number of instructors, flood, fire damage or loss of unit space.

c. Safety Reports. Submit reports to NSTC CD via the Area Manager for training-related injuries requiring medical treatment. **(NOTE: Medical treatment is defined as treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and similar minor first aid treatment which does not ordinarily require professional medical care)**. Reports may be submitted

via electronic mail to the Area Manager and must include the following information: unit, cadet name, date and time of incident, location and description of occurrence, description of medical treatment provided, action taken to prevent recurrence, submitting instructor's name, and date of submission.

d. News Releases. See [5-2](#).

e. Missing, Lost, Stolen, or Recovered (MLSR) Report. This report applies to Government furnished property. Refer to the [NJROTC Supply Manual](#).

f. Unit Directory. Submit Unit Directory changes to NSTC CD via the Area Manager as they occur. Changes may be submitted via electronic mail. NSTC CD normally publishes the Unit Directory annually. It is distributed to units and other activities for official use only.

2. The following reports will be submitted annually or semi-annually:

a. Unit and School Enrollment Report. Units must complete and submit the Enrollment Report semi-annually using the Joint Unit Management System (JUMS) to NSTC CD via the Area Manager on 1 October and 1 February (if school is not in session, the next school day as directed by NSTC CD). This report must be executed on the day prescribed by NSTC CD. Early submissions are not permitted. The Area Manager will carefully review enrollment data for accuracy of each unit's report and report completion to NSTC CD, as directed.

b. Graduation Report. Units will be tasked annually to complete and submit the Graduation Report using the JUMS to NSTC CD via the Area Manager. SNSIs/Lead NNDCCIs must enter or have each graduating cadet enter information into JUMS as to their plans after graduation. **NOTE: Schools with schedules that permit seniors to graduate prior to spring, i.e. block schedules, must collect and enter this information into JUMS prior to the cadet's departure.**

c. Annual Inventory Report. The MPC will be tasked to conduct an annual inventory of Government property and submit this report to NSTC CD via the Area Manager using JUMS.

d. Annual Instructional Materials Report (AIMR). The AIMR is a report in which the units project unit needs for curriculum



support based on the number of cadets expected for the following year in each NS-level and the current inventory of curricular supplies on hand at the end of the academic year. Units will be tasked by NSTC CD to complete and submit an AIMR to NSTC CD via the Area Manager using JUMS.

e. End-of-Year Report (EOY Report). The EOY report enumerates the unit's accomplishments over the course of the previous year. It serves as a basis for checking unit health and a means of comparison with other area units. Units will be tasked by NSTC CD to complete and submit an End-of-Year Report via the Area Manager using JUMS.

f. Instructor Evaluation (NSTC Form 5761/111). Instructor evaluations are submitted annually to NSTC CD via the Area Manager to document instructor performance (see [4-15](#)).

## **9-2 Reports Submitted by Host School**

1. Report of Instructor Employment Changes. The host school shall immediately report, by electronic mail, letter, or fax, changes concerning unit instructors, including hiring and disciplinary actions, to the Area Manager, who will notify NSTC CD Instructor Admin. The report must provide start and end dates of employment or any suspension or furlough. NJROTC unit host school officials will complete and mail the JROTC Instructor Annual Certification of Pay and Data Form ([DD 2767](#)) to NSTC CD Instructor Pay, 250 Dallas Street Suite A, Pensacola, FL 32508-5268, upon initial employment of NJROTC instructors and as required annually.

2. JROTC Instructor Annual Certification of Pay and Data Form ([DD 2767](#)). NJROTC host school officials will submit completed [DD 2767](#)s directly to NSTC CD annually by 15 May for renewal contracts and upon employment of a new instructor.

3. JROTC Instructor Pay Certification Worksheet for Entitlement Computation Form ([DD2754](#)). NJROTC host school officials will submit a completed [DD2754](#) to NSTC CD upon employment of a new instructor and include supporting documentation proving the dependent status of each claimed dependent, e.g., marriage certificate, birth certificate. This form must be resubmitted upon change in dependent status or upon instructor transfer to another NJROTC unit. The Basic Allowance for Housing (BAH) is based on the zip code of the high school, not the zip code of the instructor's residence.

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4. Retiree Account Statements Form (DFAS-CL 7220/148). If requested by NSTC CD, this form must be submitted directly to NSTC CD by host school officials by 31 January and upon employment of each new instructor.

5. Instructor Evaluations. See [4-15](#) and [5-3](#).

### **9-3 Reports Submitted by Area Managers**

1. NJROTC Unit Inspection Report/NNDCC Unit Inspection Report (NSTC Form 5761/110). Submit original Unit Inspection Reports to NSTC CD, and a copy to the principal, superintendent, and instructors within 30-days of completion of the inspection (see [5-3](#)). Copies to school officials must be mailed in separate envelopes or distributed by electronic mail to each addressee. Mailing multiple inspection reports to NSTC CD is recommended. All Unit Inspection Reports are due to NSTC CD within 30-days after inspection, and all must be submitted by 30 May.

2. NJROTC Off-Site Evaluation Report (NSTC Form 5761/110). Submit original Off-Site Evaluation Reports to NSTC CD, copy to the principal, superintendent, and instructors within 30-days of completion of Instructor Evaluations and receipt of the Off-Site Report from the unit (see [5-4](#)). All Off-Site Evaluation Reports are due to the Area Manager by 15 February and NSTC CD by 15 April.

3. Unused Area Manager Funds. Submit the Report of Unused Funds to the NSTC CD Resources Department no later than 15 August.

4. Annual Budget Requirement. Submit annual budget requirement to NSTC CD no later than 1 September each year.

5. Instructor Evaluation. See [4-14](#).

6. Financial Report. Area Managers will use the information in JUMS to redistribute unused funds among units as they deem necessary within their area. The Area Manager will then submit a summary report to NSTC CD by 1 September, reporting total unused funds, if any, to be recouped for reprogramming.

7. Accounting for Requisitioned Items. See [7-6](#), [8-2](#), and [NJROTC Supply Manual](#).

8. Employment Changes Report. Area Managers will immediately submit employment changes, particularly those affecting school

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reimbursement, to NSTC CD Instructor Admin via electronic mail, letter, or FAX; effective dates of employment actions are required. Examples include leave without pay, resignation, dismissal, new hires, transfers, etc. See [9-2](#).

9. Annual Command Operations Report (COR). Area managers will submit inputs to the COR (formerly known as the Command History) to NSTC CD providing the number of cadets who participated in Basic Leadership Training Camps, Leadership Academies, and Sail Training, and the number of instructors who attended In-Service Training, via electronic mail for the current calendar year by 15 December.

**9-4 Student Records.** Units will maintain a record for each cadet in JUMS. These records shall be retained for 4-years after the cadet leaves the program. Units may maintain some or all of the information required on the Cadet Record electronically. The Privacy Act Statement that appears in JUMS applies, whether the information is stored as a hardcopy or electronically. Student data stored electronically must be afforded the same protection from unauthorized access as hardcopy files. Hardcopy and electronic records must be properly preserved or destroyed, in accordance with the [SECNAV Records Disposition Manual](#).

## Chapter 10

### Information Technology

**10-1 General.** Instructors are responsible for Automated Information Systems (AISs) developed, maintained, managed, operated, or used by units.

**10-2 Equipment.** Government issued equipment and software is for official use only in the NJROTC/NNDC program, as appropriate.

#### 10-3 Responsibilities

1. The SNSI/Lead NNDCI is responsible for the management of the unit's Navy-provided Information Technology (IT), and therefore, shall:

a. Protect all unit AIS(s), networks, and Government-issued computer resources against destruction, unauthorized disclosure, and unauthorized modification to ensure the availability of reliable information and automated support required in support of the program;

b. Ensure cadet/unit information is properly safeguarded;

c. Ensure instructors and cadets involved with the management, use, or operations of AISs are aware of requirements and practice computer security;

d. Ensure proprietary software is used in a manner consistent with the Manufacturer's License Agreement;

e. Ensure that Government-issued software programs are updated as directed by NSTC CD;

f. Ensure virus scans of all Government-issued software are conducted routinely or when specifically directed by NSTC CD;

g. Ensure that each instructor at the unit complies with annual Information Assurance Awareness training requirements; and

h. Ensure that each instructor at the unit maintains access/connectivity to electronic mail, information systems, or other official program communications as directed by NSTC and the Area Manager.

**10-4 Unit Web Sites.** Unit Web Sites must:

1. Conform to local school web page regulations;
2. Not contain questionable or objectionable material;
3. Not contain graphics or logos depicting companies/products;  
and
4. Not contain pictures of students identified by name or other personal identities unless written permission has been obtained from the student's parents. Student titles are acceptable.

## Chapter 11

### Recognition Program

#### 11-1 General

1. Awards have the purpose of recognizing and rewarding meritorious or conspicuously outstanding acts or services which are above and beyond that normally expected and which distinguish the individual or unit among those performing similar acts or services.

2. Awards are an effective means of fostering high morale, incentive, motivation, and esprit de corps. Injudicious use will destroy their intrinsic value.

#### 11-2 Policy

1. Each unit will implement a program of timely recognition of the contributions and accomplishments of cadets, from the noteworthy to the meritorious.

2. Presentation of certificates, ribbons, and other awards to cadets should be made at suitable ceremonies befitting the occasion.

3. Area Managers shall encourage and support the recognition of cadets and evaluate the viability of each unit's Awards Program.

**11-3 Certificates.** Authorized certificates may be obtained from the Area Managers or NJROTC Supply.

#### 11-4 Ribbon Awards

1. Authorized ribbon awards, their precedence, and award criteria are listed in the [NJROTC Cadet Field Manual](#).

2. The bestowal of a unit award in no way precludes individual awards to cadets of the cited unit for individual acts or services performed during the same period of time.

3. The variety of grading periods at the host schools necessitates latitude in establishing appropriate intervals for the awarding of authorized ribbons. The SNSI/Lead NDDCCI is

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authorized to determine the interval that best suits the host school community. To enhance their value to the recipients, specified ribbons shall be conferred on an annual basis only.

### **11-5 Distinguished Unit Award (and Naval Honor Schools)**

a. Purpose of the Distinguished Unit Award. To recognize up to 30 percent of host schools annually in each area that meet specified criteria of excellence contained in the End-of-Year Report and as determined by the Area Manager.

b. Description.

(1) The Distinguished Unit Award program is based on an annual competition among units in each area. The Distinguished Unit Award should be based on all factors of the program. A Distinguished Unit will maintain the distinction for the academic year following the year in which the designation was earned.

(2) Units designated for the Distinguished Unit Award will receive a certificate signed by CNSTC conferring the award to the unit.

(3) The Distinguished Unit will be awarded a blue "Distinguished Unit" flag streamer for the unit guidon, with the year of achievement in yellow numerals, e.g., Distinguished Unit - 2013.

(4) Cadets of designated schools will be eligible to wear the Distinguished Unit Ribbon, provided they were unit members during the academic year in which the Distinguished Unit Award was awarded.

(5) Designation of host schools as Naval Honor Schools will be determined from the Distinguished Unit Award winning schools, in accordance with enclosure (3) of [OPNAVINST 1533.5 series](#) (see also [3-9](#)).

c. Eligibility Criteria. Area Managers shall recommend units for the Distinguished Unit Award under the following criteria:

(1) Be in full compliance with the Agreement for Establishment of a unit (see [Chapter 2](#)).

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(2) Host schools must have participated in the NJROTC/NNDCC program for the last three consecutive years.

(3) Must not discriminate on the basis of any category protected by U.S. civil rights laws.

(4) Conducted a minimum of one field trip to a military facility.

(5) During the current school year, the unit must have:

(a) Received an overall grade of "Satisfactory" on the Area Manager Inspection or received a "Satisfactory" endorsement by the Area Manager on the Off-Site Inspection.

(b) Participated in one or more of the following competitions as determined by the Area Manager:

1. Regional Drill Meets.
2. Regional Field Meets.
3. Regional Air Rifle Meets.
4. Regional Academic Competitions.
5. Regional Orienteering Meets.

(c) Participated in one or more of the following programs as determined by the Area Manager:

1. Basic Leadership Training.
2. Leadership Academy.

(d) Participated in the National Academic Competition.

(e) Participated in a community service project.

(f) Not be on Probation or be in an Evaluation Status in the current school year ([see 5-5](#)).

(g) Area Managers may also take into consideration a unit's performance in relation to other units' performance in



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areas such as academic competition, community service, orientation trips, and performance in drill and field meets.

(6) Nomination factors for those units indicated for the additional military academy nominations (see 3-10.2) should be weighted mostly toward units with cadets having high scholastic achievement records and other forms of outstanding academic performance and leadership potential. Additional factors to be considered may include individual personnel inspection grades, physical fitness and varsity athletic participation, local community service, in-school support activities, and attendance at the Leadership Academy. Less emphasis should be given to the unit's overall military posture and its participation in Drill and Field Meets.

d. Procedures for the Distinguished Unit Award and Naval Honor School.

(1) Each Area Manager will submit the list of area schools recommended for the Distinguished Unit Award to NSTC CD for final approval by 1 May. The number of schools listed for the award will not exceed 30 percent of the number of units assigned to that Area Manager. From among the schools designated as a Distinguished Unit, NSTC CD shall designate Naval Honor Schools using the same criteria used to select the Distinguished Unit Award. The number of schools selected as Naval Honor Schools will not exceed 66 percent of the 30 percent of the units selected as Distinguished Units.

(2) NSTC CD will distribute the list of schools designated as Distinguished Units and Naval Honor Schools to each Area Manager, principal, SNSI/Lead NNDCCI, and the military academies.

### **11-6 Unit Achievement Award**

a. Purpose. In order to recognize units which have demonstrated significant success, but do not qualify for the Distinguished Unit Award, the Area Manager may designate up to 10 percent of units in their area as Unit Achievement Award winners.

b. Description.

(1) The Unit Achievement Award Program is based on an annual competition among units in each area. The award should be based on all factors of the program. Units selected for the award will maintain the distinction for the academic year following the year in which the award was earned.

(2) Units so designated will be awarded a yellow "Unit Achievement" flag streamer for the unit guidon with the year of achievement in blue numerals, e.g., Unit Achievement - 2013.

(3) Cadets of designated schools will be eligible to wear the Unit Achievement Ribbon, provided they were unit members during the academic year in which award was earned.

**11-7 Most Outstanding Unit in the Area/Nation Award and Most Improved Unit in the Area/Nation Award**

Each Area Manager shall select one unit as the Most Outstanding Unit in their area and one unit as the Most Improved Unit in their area. Area Managers will submit nominations packages for the area winners to NSTC CD for a competition to select the Most Outstanding NJROTC Unit in the Nation and the Most Improved NJROTC Unit in the Nation. Each Area and the national winner will receive a trophy from the Navy League. The written nomination should be limited to two or three pages and must include basic unit information, academic achievements, field meets, orientation activities, summer training activities, school service projects, community service activities, recruiting program, extracurricular activities, annual inspection posture, unit goals projected and/or accomplished, a brief summary paragraph of unit significance, and the JUMS End-of-Year Report. NSTC CD will announce due dates for each competition.

**11-8 Area Manager Awards**

1. Area Manager's Top Juniors of the Year Award

- a. Purpose. To recognize the top two junior year cadets in each area.

b. Eligibility Criteria. The cadet must:

(1) Be a member of the junior class and be enrolled in their third year of Naval Science instruction.

(2) Have a Naval Science class standing in the top 25 percent.

(3) Have a school academic standing in the top 25 percent of their class.

(4) Have demonstrated outstanding military leadership qualities.

c. Administration. The SNSI/Lead NNDCCI may submit one nomination annually. The nomination, with justification endorsed by the school principal, will be submitted to the Area Manager, no later than 1 May of each year. The Area Manager will select two outstanding junior year cadets to be recognized as the Area's Top Juniors of the Year. Each winner shall be awarded an appropriate certificate signed by the Area Manager.

2. Area Manager's Top Senior of the Year Award

a. Purpose. To recognize one cadet from each area for outstanding academic achievement each year.

b. Description. The award consists of a suitable certificate from the Area Manager.

c. Eligibility Criteria.

(1) Be a graduating senior cadet who will have completed at least 2 years of Naval Science by the end of the current school year.

(2) Have an overall GPA of 3.5 or higher.

(3) Be in a college preparatory curriculum track.

(4) Have earned the Academic Award Ribbon ([see NJROTC Cadet Field Manual](#)).

d. Procedures. Each SNSI/Lead NNDCCI may nominate one cadet each year. An essay written by an eligible cadet, on a subject to be announced by NSTC CD each year, will be included

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in the nomination package. The essay should be typewritten and between 500 and 750 words. Nominee essays should demonstrate strong writing competency. Essays will not be returned and may be reproduced for publication. Each Area Manager will select one area winner. The SNSI/Lead NNDCCI shall provide the Area Manager with the following information on each selectee, along with the cadet's essay, not later than 15 February each year:

- (1) Rank/Name.
- (2) Position in unit.
- (3) NS class.
- (4) Overall GPA (4.0 scale).
- (5) Naval Science GPA.
- (6) High school class standing with total number of students.
- (7) Other noteworthy accomplishments (do not list SAT/ACT scores).
- (8) Certification by the principal or other school official that eligibility criteria outlined in this instruction for this award has been met and that the information furnished is correct.

**11-9 Organization Awards.** Various organizations support NJROTC/NNDCC by recognizing individual achievement in the program. Despite the name of some of these awards, NNDCC cadets are eligible for all organization awards listed below. Other organizations not listed below may also sponsor awards, and the information regarding the eligibility criteria for these awards will be promulgated by the Program Office at NSTC CD.

1. Legion of Valor Bronze Cross for Achievement

a. General. The Legion of Valor of the United States is an organization composed of Medal of Honor, Distinguished Service Cross, Navy Cross, and Air Force Cross Award recipients. This award, consisting of a Bronze Cross and certificate, is awarded annually to outstanding cadets to recognize achievement of scholastic excellence in Naval Science and academic subjects and to stimulate development of leadership.

b. Eligibility Criteria. The cadet must:

(1) Be a member of the junior class and be enrolled in their third year of Naval Science instruction.

(2) Have a Naval Science class standing in the top 25 percent.

(3) Have a school academic standing in the top 25 percent of their class.

(4) Have demonstrated outstanding military leadership qualities.

c. Procedures. This award is given to the 22 winners of the Area Top Juniors of the Year award. Names of winners, with supporting justification, will be referred to the Legion of Valor of the United States, Inc., by NSTC CD.

d. Presentation. Presentation of the award should be made as early in the cadet's senior year as possible, preferably by a member of the Legion of Valor. The Legion of Valor will send the award along with names of members residing in the vicinity of the school having a winner.

2. Joseph C. Gilliam Academic Achievement Award

a. Purpose. To recognize one cadet from each area for outstanding academic achievement each year.

b. Description. The award consists of a laminated plaque containing a citation, a biographical statement of the award's namesake, and a cash award, as determined by assets of the Admiral Senn Foundation.

c. Eligibility Criteria.

(1) Be a graduating senior cadet who will have completed at least 2 years of Naval Science by the end of the current school year.

(2) Have an overall GPA of 3.5 or higher.

(3) Be in a college preparatory curriculum track.

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(4) Have earned the Academic Award Ribbon (see [NJROTC Cadet Field Manual](#)).

d. Procedures. This award is given to the 11 winners of the Area Top Senior of the Year award. Names of the winners will be referred to the Admiral Senn Foundation.

### 3. American Legion General Military Excellence Medal

(1) Description. This award consists of a Bronze Medal accompanied by a ribbon bar with a distinctive miniature attachment superimposed on the ribbon bar.

#### (2) Eligibility Criteria.

(a) This award is presented annually to one NS-2 or NS-3 cadet (NS-3 or NS-4 cadet in a 4-year program) at each unit based on the cadet's general military excellence.

(b) Each cadet must:

1. Be in the upper 25 percent of their class in academic standing, including all JROTC subjects.

2. Demonstrate outstanding qualities in military leadership, discipline, character and citizenship.

#### (3) Administration.

(a) The SNSI/Lead NNDCCI, as Chairman, along with a committee of NSI/NNDCCI and faculty members, shall select the recipient of this award based on the above criteria not later than 15 April. Arrangements with the American Legion for the presentation of medals should be made as early as possible.

(b) After selection of a qualified recipient, the SNSI/Lead NNDCCI shall request the medal by writing the American Legion at the following address:

American Legion  
National Security Division  
1608 K Street NW  
Washington, DC 20006-2847

(4) Presentation. When possible, the SNSI/Lead NNDCCI shall invite a representative of the American Legion to present this award. If no American Legion representative is available,

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the SNSI/Lead NNDCCI shall make the presentation. Provide available photographs of the award to the address in paragraph 3b above.

d. American Legion Scholastic Medal

(1) Description. This award consists of a Bronze Medal accompanied by a ribbon bar with a distinctive miniature attachment depicting a scholastic scroll.

(2) Eligibility Criteria.

(a) This award is presented annually to one NS-2 or NS-3 cadet (NS-3 or NS-4 cadet in a 4-year program) at each unit based on the cadet's overall scholastic achievements.

(b) Each cadet must:

1. Be in the upper 10 percent of the high school class in all courses other than Naval Science.

2. Be in the upper 25 percent of all Naval Science courses.

3. Demonstrate qualities of leadership.

4. Actively participate in constructive student activities, such as student organizations or athletics.

(3) Administration.

(a) The SNSI/Lead NNDCCI, as Chairman, along with a committee of NSI/NNDCCI and faculty members, shall select the recipient of this award based on the above criteria not later than 15 April. Arrangements with the American Legion for the presentation of medals should be made as early as possible.

(b) After selection of a qualified recipient, the SNSI/Lead NNDCCI shall request the medal by writing the American Legion at the following address:

American Legion  
National Security Division  
1608 K Street NW  
Washington, DC 20006-2847

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(4) Presentation. When possible, the SNSI/Lead NNDCCI shall invite a representative of the American Legion to present this award. If no American Legion representative is available, the SNSI/Lead NNDCCI shall make the presentation. Provide available photographs of the award to the address in paragraph 3b above.

e. American Veterans JROTC Award

(1) Purpose. The AMVETS award recognizes a qualified cadet at each institution operating a JROTC or NNDCC program.

(2) Description. The American Veterans of World War II, Korea, Vietnam, and Those Serving Thereafter (AMVETS) Award consists of a medal pendant and a ribbon bar.

(3) Eligibility Criteria

(a) The cadet must possess individual characteristics contributing to leadership such as:

1. A positive attitude toward the Navy ROTC Program and service in the Navy.

2. Outstanding personal appearance.

3. Personal attributes of initiative, dependability, sound judgment, and self-confidence.

4. Officer potential.

(b) The cadet must have obtained a grade of "A" (or the numerical equivalent) in Junior ROTC/military related programs and be in good standing in all scholastic grades at the time of selection and presentation during the most recent grading period.

(4) Administration

(a) The SNSI/Lead NNDCCI selects the recipient annually.

(b) The SNSI/Lead NNDCCI submits a brief nomination letter and biography of the cadet to the following address:



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AMVETS National Headquarters  
ATTN ROTC Programs Coordinator  
4647 Forbes Blvd  
Lanham, MD 20706-4380

(c) Submit the nomination at least six weeks in advance of the desired presentation date.

(5) Presentation. An AMVETS representative should make the presentation if available. If this cannot be arranged, the SNSI/Lead NNDCCI shall make the presentation at an appropriate ceremony.

f. Daedalian JROTC Achievement Award

(1) General. The Order of Daedalians is a fraternity of Commissioned Military Pilots from all military services. It is named after the mythological figure, Daedalus, and was organized by WWI Commissioned Military Pilots who sought to perpetuate the spirit of patriotism, love of country, and those high ideals of self-sacrifice which place service to the nation above personal safety and position. This award is offered to encourage the development of these traits in cadets and to interest them in a military career.

(2) Purpose. The Daedalian JROTC Achievement Award recognizes one outstanding cadet annually in the junior class of each participating NJROTC or NNDCC unit.

(3) Description. The award consists of a medal and a ribbon bar. The medal is fashioned after an ancient Grecian plaque discovered by a Daedalian, in the village of Lavadia, Greece. This plaque depicts Daedalus and his son, Icarus, fabricating wings of wax and feathers. An achievement award certificate accompanies the medal.

(4) Eligibility Criteria. The following minimum criteria will be used to determine eligibility:

(a) Have demonstrated an understanding and appreciation of patriotism, love of country, and service to the nation.

(b) Have indicated a potential and desire to pursue a military career.

(c) Be ranked in the upper 10 percent of the junior class in the JROTC/NNDCC program.

(d) Be ranked in the upper 20 percent of the school's junior class.

(5) Administration

(a) One award is available to each JROTC/NNDCC unit each year.

(b) The SNSI/Lead NNDCCI in the unit will select the recipient based on the above eligibility criteria.

(c) The Daedalian Flight will select a presenter for the award. Local, advance publicity of the presentation ceremony is encouraged. The inspirational value of the award is enhanced when presented at a suitable ceremony attended by the

recipient's contemporaries, supervisory personnel, and member(s) of the Order of Daedalians.

(6) Distribution. Request the award from a local Daedalian Flight. The award may also be ordered directly from Graco Awards, however Navy funds may not pay for the award. Information is located on their website:  
<http://www.daedalians.org/foundation/fjrotc.htm>.

g. The Military Officers Association of America (MOAA) ROTC Medal

(1) Description. The award consists of a Red, White, and Blue Ribbon 1-3/8 inches in width with a Bronze Disc Pendant 1-5/8 inch in diameter and a certificate.

(2) Purpose. The purpose of the MOAA ROTC Medal is to recognize an outstanding cadet in their next to last year in the program who shows exceptional potential for military leadership.

(3) Eligibility Criteria. The cadet must:

(a) Be in their next to last year of the program (customarily the junior year).

(b) Be in good academic standing.

(c) Be of high moral character.

(d) Exhibit a high order of loyalty to their unit, their school, and their country.

(e) Show exceptional potential for military leadership.

(4) Selection. The recipient is selected by the senior instructor. However, final approval rests with the sponsoring chapter.

(5) Source. The SNSI/Lead NNDCCI may request the award from the nearest local chapter of the Military Officers Association. If information on the nearest local chapter is not available or if there is no chapter in the area, the SNSI/Lead NNDCCI may address the request to the following address:

The Military Officers Association  
201 North Washington Street  
Alexandria, VA 22314

(6) Presentation. The presentation is made by a representative of the sponsoring chapter. If the award is not sponsored by a local chapter, the SNSI/Lead NNDCCI may designate a person, preferably a member of the Military Officers Association, to make the presentation.

h. Military Order of the Purple Heart (MOPH) Award

(1) General. The MOPH has an MOPH Award Program for cadets. This award consists of a Medal Pendant with a ribbon, accompanied by a certificate.

(2) Purpose. The Military Order of the Purple Heart Award recognizes an outstanding cadet who is enrolled in the program and demonstrates leadership ability.

(3) Eligibility Criteria. Each cadet must be an underclassman (seniors are not eligible):

(a) Have a positive attitude toward JROTC/NNDCC and country.

(b) Hold a leadership position in the cadet corps.

(c) Be active in school and community affairs.

(d) Attain a grade of "B" or better in all subjects for the previous semester.

(e) NOT be a previous recipient of this award.

(4) Administration.

(a) The SNSI/Lead NNDCCI of the Unit shall select the recipient annually.

(b) The SNSI/Lead NNDCCI shall request the award from the Military Order of the Purple Heart website: <http://www.purpleheart.org/rotc/orderform.aspx>. Processing takes approximately three weeks for processing.

(5) Presentation. The award is presented annually at an appropriate ceremony by a representative of the Military Order of the Purple Heart. If this cannot be arranged, the SNSI/Lead NNDCCI shall make the presentation at an appropriate ceremony.

i. Military Order of World Wars (MOWW) JROTC Award of Merit

(1) General. MOWW is an organization of military officers that promotes patriotism, a love for our country, and patriotic education. The award consists of a Bronze Medal Pendant, ribbon bar, and citation.

(2) Purpose. The MOWW JROTC Award of Merit recognizes an outstanding cadet annually in each JROTC or NNDCC unit, based on outstanding accomplishment or service to the unit.

(3) Eligibility Criteria.

(a) Have a demonstrated understanding of patriotism and love for our country.

(b) Has demonstrated outstanding accomplishment or service to the unit.

(c) Has a positive attitude toward the program and will return as a cadet the next semester.

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(4) Administration.

(a) The SNSI/Lead NNDCCI selects the recipient based on the eligibility criteria.

(b) The SNSI/Lead NNDCCI submits a brief nomination to the ROTC Committee Chairman of the nearest MOWW Chapter along with the date, place, and time of the presentation.

(c) If the location of the nearest MOWW Chapter is not known then the senior instructor should contact MOWW Headquarters at (703)683-4911 or toll free (877)320-3774 or write to the following address:

Military Order of the World Wars  
National ROTC Chairman  
435 North Lee Street  
Alexandria, VA 22314

(5) Presentation. An MOWW representative should make the presentation if a local member is available. If this cannot be arranged then the SNSI/Lead NNDCCI will make the presentation at an appropriate ceremony.

j. National Sojourners Award

(1) General. The National Sojourners, Inc., is an organization of past and present commissioned and warrant officers who are Master Masons. Among the principal purposes of the organization is to develop patriotism. This award, consisting of a ribbon with medal pendant and accompanying certificate, is awarded annually to the cadet who contributed the most to encourage and demonstrate patriotism within the unit and at school.

(2) Eligibility Criteria. The cadet must:

(a) Have been enrolled in Naval Science during the current academic year, and be either a sophomore or junior and have indicated that they will enroll in the following year.

(b) Be in the top 25 percent of the academic class.

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(c) Have encouraged and demonstrated the ideals of patriotism by deed and/or conduct.

(d) Have demonstrated a potential for outstanding leadership.

(e) Not have previously received the award.

(3) Administration. The SNSI/Lead NNDCCI shall select a nominee for the award and submit the nomination in January to the nearest local chapter of the National Sojourners, Inc. If there is no local chapter, the nomination should be sent to the following address:

National Sojourners, Inc.  
8301 E. Boulevard Drive  
Alexandria, VA 22308-1399

Approval of all awards rests with National Sojourners, Inc. Information about National Sojourners, Inc. is available on their web site at [www.nationalsojourners.org/americanism-programs.php?sid=21](http://www.nationalsojourners.org/americanism-programs.php?sid=21) or by telephone at (703)765-5000 or FAX (703)765-8390.

(4) Presentation. Presentation should be made at an appropriate awards ceremony at the end of the school year.

k. The Navy League of the United States (NLUS) Youth Medal

(1) General. The NLUS presents this award to the cadet at the end of the second or third year whose performance and academics showed the greatest improvement since the previous school year. The cadet must be considered to have the potential to continue to maintain the high standards of the program.

(2) Description. The award consists of a blue and gold ribbon 1-3/8 inches wide with a hanging bronze disc 1-1/2 inch in diameter and an accompanying certificate. A separate ribbon bar is provided. The obverse side of the medal depicts the visage of President Theodore Roosevelt. The reverse side provides space for inscribing the name of the unit and year of presentation.

(3) Eligibility Criteria. The cadet candidate must have:

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(a) Completed a minimum of one year in the program.

(b) Attained a minimum GPA of 3.0 in Naval Science during the current school year.

(c) Attained a grade of "B" in overall academics during the current school year.

(d) Been active in extracurricular-curricular activities, e.g., member of a competition team, community service.

(e) Attained a grade of "A" in Leadership.

(f) Achieved overall performance reflecting the highest standards of the program in academics, leadership, attitude, and appearance.

(4) Selection. The SNSI/Lead NNDCCI will select the recipient with final approval by the local Navy League council. If there is no local council to approve the candidate, the National NLUS Office may designate, by letter, the instructor as having final approval. NLUS Headquarters can be contacted at the following address:

NLUS Headquarters  
2300 Wilson Blvd  
Arlington, VA 22201

(5) Presentation. The presentation of the award should be made by a representative of the NLUS Council. If the award is not sponsored by a local council, the SNSI/Lead NNDCCI may designate an appropriate individual to make the presentation.

1. Noncommissioned Officers Association (NCOA) Award

(1) General. The NCOA has established an award for an individual enlisted cadet at each unit to be awarded on an annual basis. The award consists of a certificate, presentation folder, bar ribbon, and drape with medal.

(2) Eligibility Criteria. The award is given to the enlisted cadet(s) who has/have consistently exhibited the best military bearing, personal appearance, deportment, and leadership ability.

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(3) Selection. Candidates for this award should be selected by a board composed of the unit's instructors and the unit's cadet officers.

(4) Sponsorship. A local NCOA Chapter and/or Auxiliary may, if possible, sponsor the award. If a sponsor is not available, the award may be purchased by the unit or the school from the NCOA's Award Program Coordinator (contact information provided below). While an award may be authorized, the ability of a Chapter/Auxiliary to support it is not guaranteed and the unit or school may have to purchase it.

(5) Medals/Certificates. The award packages will be mailed using priority mail with delivery confirmation by the Award Program Coordinator to the unit's instructors or to the NCOA Chapter or Auxiliary.

(6) General. The cadet's enlisted rank that the individual held when they earned the award must be shown on the award certificate. Also, the cadet(s) name(s) and rank(s) should be furnished in writing to the sponsor or the Award Program Coordinator. The certificate will be sent blank; a Microsoft Word Template to engross the certificate is provided. At the unit's convenience, the NCOA requests a picture of the presentation, with the participants identified, after the ceremony. The picture will be used for the Award Program archives and for possible publication in the NCOA Journal.

(7) Award Program Coordinator. All inquiries regarding the award program, purchasing of an award, Chapters, and Auxiliaries should be addressed to the Award Program Coordinator and not to the NCOA International Headquarters. The Non-Commissioned Officers Association's Junior Reserve Officer Training Corps (JROTC) Award Program is administered solely by the NCOA Central Valley Chapter:

Central Valley Chapter #1551  
NCOA JROTC Award Program  
3408 Grant Park Drive  
Carmichael, CA 95608

Telephone: (916)944-1732 or Fax: (916)944-3013.



m. Scottish Rite Award

(1) General. The Scottish Rite of Freemasonry (Southern Jurisdiction) sponsors awards to units located in the southern and western United States

(<http://scottishrite.org/about/philanthropy-scholarships/jrotc-rotc//>). The Scottish Rite of Freemasonry (Northern Jurisdiction) sponsors awards to units located in the northeastern United States  
(<http://www.scottishritenmj.org/rotc.aspx>)

(2) Description. The award consists of a medal, a ribbon, and a certificate.

(3) Purpose. This award recognizes each academic year one outstanding cadet in the second year of a 3-year program or in the third year of a 4-year program.

(4) Eligibility Criteria. The cadet must:

(a) Have contributed the most among cadets on campus to encourage and demonstrate patriotism, by deeds or conduct during participation in extracurricular activities or community projects;

(b) Have demonstrated academic excellence by being in the top 25% of the academic class;

(c) Have demonstrated a potential for outstanding leadership by exhibiting qualities of dependability, good character, self-discipline, good citizenship, and patriotism; and

(d) Not have previously received this award.

(5) Administration. The SNSI/Lead NNDCCI or the head of the school (or both) will make the selection.

(a) Southern Jurisdiction: Requests for the award should be made to the nearest Scottish Rite Valley of the Southern Jurisdiction. Request may be made at any time during the calendar year. If the location of the nearest Valley is not known, that information is available from the national headquarters. Either call (202)232-3579 or FAX requests to (202)464-0487, or write to the following address:

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Supreme Council, 33rd Degree  
Ancient and Accepted Scottish Rite of  
Freemasonry  
Southern Jurisdiction, USA  
1733 16th Street NW  
Washington, DC 20009-3199

(b) Northern Jurisdiction: Request for the award should be made to the national headquarters in Lexington, MA. Requests may be made at any time during the calendar year. The preferred nomination process is made by completing the online form. The requesting officer may also call 800-814-1432 x3313 or fax the request to 781-863-1833 or write to the following address:

Supreme Council, 33rd Degree  
Attn: W. E. Holland  
P.O. Box 519  
Lexington, MA 02420.

(6) Presentation. With 30 days prior notice of the presentation ceremony, and whenever possible, a member of the Scottish Rite in the state where the school is located will be identified to assist in making the presentation.

n. Sons of the American Revolution (SAR) Award

(1) General. The SAR gives the award to a meritorious cadet at each school (or one medal for each 500 cadets enrolled at time of the award). This award consists of a bronze medal pendant and ribbon bar.

(2) Eligibility Criteria. The cadet must:

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

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

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(3) Selection. The SNSI/Lead NNDCCI will select the recipient. The award may be presented at the end of a cadet's second year of a three-year program or third year of a four-year program.

(4) Source. The National Headquarters, Sons of the American Revolution, 1000 South Fourth Street, Louisville, KY 40203 will furnish the Secretary of each applicable SAR state organization a list of the units in his state. The secretaries of SAR organizations will coordinate with each unit within their area. The SNSI/Lead NNDCCI may make inquiries about the SAR award to state organizations or the National Headquarters.

(5) Presentation. Arrangements for presentation will be made by the applicable state society and the SNSI/Lead NNDCCI. The award should be presented at an appropriate military ceremony.

o. The Stephen Decatur Award

(1) General. The Surface Navy Association (SNA) has established two awards for individual cadets to be awarded on an annual basis.

(2) Description. The first award is for a freshman or sophomore cadet that consists of a SNA Certificate of Recognition and a ribbon. The second award is for an outstanding junior cadet that consists of a Certificate of Recognition and a medal.

(3) Purpose. These awards recognize outstanding cadets in each unit.

(4) Eligibility Criteria. The cadet must:

(a) Possess character reflecting the Navy's core values of Honor, Courage, and Commitment.

(b) Demonstrate leadership potential.

(c) Demonstrate an aptitude in the program as evidenced by motivation, performance of duty, and military bearing.

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(d) Receive a "B" grade or better in Naval Science during the current year and also have a minimum of a cumulative "B" grade point average in all academic studies.

(5) Administration. The SNSI/Lead NNDCCI will make the selections. One cadet for each award may be selected annually from each unit. The names of the individuals nominated for each award must be submitted online at the SNA website:

<http://navysna.org/sna/awards/decaturationaward/index.htm>.

Nominations must be submitted not later than 1 April for a May presentation.

(6) Presentation. Presentation of the award should be made at an appropriate awards ceremony at the end of the school year with the participation of the local SNA Chapter when practical.

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## Chapter 12

### Training Safety

#### 12-1 General

1. Accountability. Each instructor shall follow the safety rules and practices recommended or prescribed by the host school and school district. Instructors are school employees and the Navy holds no liability for cadet injury or instructor negligence. School-approved cadet training events are conducted under the purview and responsibility of the school and as such, are subject to the sponsoring institution's rules not those of NSTC.

2. Arduous and High-Risk Training. "Arduous" training is defined as training that involves exposure to potentially harmful conditions of an environmental or physical nature such as temperature extremes, physical exertion, or evolutions that have the potential to develop into a hazardous situation. "High-risk" training describes training when "a known or unknown condition or state where an elevated probability of loss or an increased level of severity is likely or imminent." Cadets should never be intentionally exposed to "high-risk" training evolutions, such as rappelling or white water rafting as part of the program.

3. Operational Risk Management (ORM).

a. Formal Operational Risk Management (ORM) is a Navy program that may be used by instructors, at their discretion, as a tool to identify potential training hazards and to implement measures to control or reduce risk. It is recommended that instructors create ORM plans for all cadet training events. Program activities are often recurring, on an annual basis, and lend themselves to initial, detailed ORM documentation with periodic reviews, changes, and updates as situations may dictate. It is recommended that instructors conduct risk assessments before, during, and after training. Each instructor is encouraged to review and become familiar with the five steps of ORM (see enclosure (1) to [OPNAVINST 3500.39](#) series and that risk assessment worksheets be completed and maintained for all cadet training events. Risk assessment worksheets are available as "Deliberate Assessment Worksheets" under the ORM tab at the Navy Safety Center website: <http://safetycenter.navy.mil/>. The five-step ORM process includes:

(1) Identify hazards. Identify hazards inherent in the training and hazards from other factors, such as weather. Determine the hazard root causes.

(2) Assess hazards. Determine the worst injury possible (severity) and the probability it would occur.

(3) Make risk decisions. Identify control options to minimize training risks and determine the effects of these controls.

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

(5) Supervise. Ensure all control measures are in force during the entire training, gather feedback, and review the process afterwards.

b. If they decide to use the Navy ORM model, instructors should:

(1) Complete an ORM assessment of all unit strenuous physical activities prior to the event and obtain all required approvals from school officials; and,

(2) Carefully assess each activity or event for any potential risks to participants and property;

(3) Ensure cadet safety at all times; and

(4) Take the following into consideration when conducting risk assessment:

(a) Site Selection. The instructor should select a level and appropriate location, free of steep inclines, surface irregularities, loose rocks, low hanging branches, and similar hazards which can cause injury. The course or location should be accessible to emergency vehicles and be near a telephone or permit cellular telephone access to facilitate a request for emergency services if needed.

(b) Weather Conditions. Outdoor activities should not be conducted under harsh environmental conditions. Instructors must exercise caution and adhere to all local school policies regarding weather.

(c) Warm-up. Participation in 5-10 minutes of warm-up exercise is recommended before beginning the 1-mile run for the Cadet Challenge (see [NJROTC Cadet Field Manual](#) and [NJROTC Cadet Reference Manual](#)) or other activities with similar exertion. Warm-up exercises should include a short walk of 2-5 minutes and stretching of the hip flexor, groin, lower back, quadriceps, Achilles tendons, and calves. Adequate fluid is vital to safe participation. All cadets should drink 10 fluid-ounces of water before the 1-mile run and 8 fluid-ounces of water after the run in all weather conditions.

(d) Cool-down. At the end of the 1-mile run or comparable activities, cadets should let their heart rate decline gradually by walking slowly. The cool-down should be at least five minutes. Without the cool down, cadets may become dizzy or light-headed.

(e) Proper attire. Cadets should wear shoes and clothing appropriate for the activity and conditions.

(f) Armed Drill. Cadets using drill rifles should also be briefed on maintaining situational awareness and safe distances from other cadets when practicing or competing. Experience levels and personal limitations of cadets should also be considered to ensure safety. Cadets new to armed drill should be advanced at a rate commensurate to their demonstrated skills, ensuring they are familiar with the drill rifle and basic rifle movements, particularly prior to learning how to spin or exchange rifles. Inform cadets that "blind tosses/exchanges" are prohibited. A "blind toss" of a rifle is one in which the sender and/or the recipient cannot see the rifle approaching.

4. To promote training safety it is recommended that instructors use formal ORM documentation, Emergency Action Plans (EAP), Training Time Out (TTO) procedures (see [12-2](#)), cadet physical examinations, Health Risk Screening Questionnaires, and increased situational awareness. It is also highly recommended that school release forms include a permission to treat authorization and medical/dental insurance information which will allow instructors to take a cadet to an emergency room and begin immediate treatment.

5. Emergency Action Plan (EAP). Regrettably, even under controlled conditions, accidents may happen. Due to this reality, it is recommended that all units develop and maintain ready reference EAPs. A trip-specific EAP should be specific



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EAP should be drafted whenever cadets leave campus as part of any unit activity. A thorough EAP should:

- a. Be drafted and put in place prior to commencement of any arduous activity;
- b. Contain location(s)/telephone number(s) of first responders required by the nature of the event, the location of muster sites, methods to maintain control of non-affected students, and procedures to be followed in the event of a mishap;
- c. Identify location(s) of first aid assets, e.g. first aid kits, CPR qualified members;
- d. Identify location of first response mechanical devices, e.g. isolation devices, cut-off switches, fire extinguishers;
- e. List individuals/offices and their respective phone numbers to be notified in event of an incident; and
- f. List chain of command phone numbers (school and Navy) to make required incident or hazard reports.
- g. Be developed in advance and further tailored for each unit evolution.

6. If a cadet requires medical attention during an activity, SNSI/Lead NNDCCI, after contacting medical or emergency services and school officials, must immediately contact the Area Manager by phone to report the situation pending submission of a written report. The instructor shall submit a written report to the Area Manager as soon as practical (see [9-1\(1\)c](#)). Requests for assistance with proper implementation of ORM plans or questions/suggestions regarding this guidance may be directed to the Area Manager.

7. Responsibilities. All units shall routinely review all safety protocols to promote the safety of cadets participating in the program.

- a. NSTC CD shall:

- (1) Provide safety awareness training in the NIOT curriculum (see [4-9](#)) to include ORM, safety policy, instructor responsibilities, reporting procedures, and preventive measures.

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(2) Maintain a record of cadet injuries by type and cause based on reports submitted from the field. A summary of these incidents will be provided to the NSTC Safety Officer and Area Managers.

(3) Draft a special incident report following the serious injury or death of a cadet during any program evolution (see [9-1\(1\)a](#)) and forward it to the NSTC COS for review and release determination.

(4) Develop/promulgate an EAP and ORM for program national events (see [12-1\(5\)](#)).

b. Area Managers shall:

(1) Provide safety awareness information in periodic "items of interest" letters to units. This information can be obtained from cadet injury reports, Navy safety publications, base safety officers, the [Navy Safety Center public website](#), and other available safety sources;

(2) Conduct and document annual safety briefings for program instructors during unit visits or other instructor training opportunities;

(3) Verify during the Unit Inspection (see [5-3](#)) that:

(a) Cadets understand TTO procedures (see [12-2](#));

(b) Ensure the school maintains cadet physical qualification requirements, medical authorizations, and current and updated release forms; and

(c) Training-related injuries have been thoroughly investigated and reported;

(4) Develop/promulgate EAP and ORM at area-sponsored events (see [12-1\(5\)](#)).

c. Instructors shall:

(1) Explain to cadets TTO procedures (see [12-2](#)) and remind them of these procedures prior to arduous activities;

(2) Ensure physical qualification requirements, medical authorizations, and school release forms are current and updated before any arduous activities;

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(3) Report training-related injuries requiring medical treatment in accordance with paragraph [12-1\(6\)](#);

(4) Ensure all cadet officers understand their responsibility as a leader in the cadet organization for the safe conduct of training; and

(5) Comply with school regulations regarding safety; and

(6) Develop/promulgate EAP for unit events (see [12-1\(5\)](#)).

(7) Be on-site and capable of stopping training or to take corrective action if a dangerous situation arises during training events. Exercise due care expected from a prudent person in supervising or authorizing cadet training. Instructors are reminded that cadets are not active duty military members. The typical cadet, just 14-18 years of age, must be properly supervised and safeguarded at all times, particularly during training events.

d. Cadets shall report any violation of training safety procedures to the instructor immediately.

**12-2 Training Time-Out (TTO).** Any time a student or instructor experiences apprehension concerning personal safety during training, it is an indication that a need for clarification of procedures or requirements exists. Either the student or the instructor can call an immediate "Training Time-Out".

1. During a TTO, the instructor shall review the training event and provide additional explanation and instruction as necessary to allow safe resumption of training.

2. If a student refuses to participate in training after the TTO or if a student is, in the instructor's opinion, making excessive use of TTO, the student shall be removed from training.

3. All students shall be briefed on TTO procedures and visual/audible signals prior to commencement of training. This briefing will be repeated and emphasized prior to start of training situations to reinforce the initial briefing.

4. Instructors are responsible for maintaining situational awareness and shall remain alert to signs of student panic, fear, extreme exhaustion, or lack of confidence that may impair

safe completion of the training exercise. Instructors shall immediately cease training when such signs occur.

### **12-3 Pre-participation Sports Physicals**

1. Cadets are subject to the requirements of the host school concerning participation in physical activities. Cadets should provide a sports physical examination conducted by a licensed medical provider and a completed [Cadet Health Risk Screening Questionnaire Form \(NSTC 5761/113\)](#), Health Risk Screening Questionnaire, both dated no earlier than 12 months prior to the event, before they participate in any program-sponsored events including the following:

a. The Cadet Challenge (see [NJROTC Cadet Field Manual](#) and [NJROTC Cadet Reference Manual](#)) which is based on the National President's Fitness Challenge;

b. Physical Fitness Ribbon events (see [NJROTC Cadet Field Manual](#))

c. The National Academic, Athletic, and Drill Competition, and area events qualifying for the national event;

d. Area-sponsored Leadership Academy;

e. Area-sponsored Sail Training Academy;

f. Area-sponsored Basic Leadership Training (BLT), which are funded and approved by the Area Manager for awarding of the BLT Ribbon (see [NJROTC Cadet Field Manual](#));

g. Any other program-sponsored event involving arduous physical activity.

2. The Health Risk Screening Questionnaire Form ([NSTC 5761/113](#)) must be signed by both the cadet and the cadet's parent/guardian. If the cadet answers "yes" to any of the questions, the bottom of the form must be completed and signed by a licensed medical practitioner conducting the physical examination. Any cadet failing to submit the Questionnaire should not be allowed to participate in program-sponsored events listed in [12-3\(1\)](#).

3. Prior to participating in events list in [12-3\(1\)](#), all cadets shall be asked about their general health since completing the health questionnaire and undergoing their pre-participation sports physical examination. Instructors should not allow

cadets recovering from a recent illness or reporting a change in health or risk factors not indicated on their Risk Factor Screening Questionnaire to participate in arduous events until examined by a medical practitioner.

## Chapter 13

### Marksmanship Training

**13-1 General.** Units are authorized to conduct training in marksmanship and the safe handling of an air rifle. Participation in this program is optional and at the discretion of school authorities.

#### 13-2 Mandatory Training

1. Instructors.

a. Initial training. All instructors shall complete the JROTC Marksmanship Instructor Course (JMIC) prior to conducting marksmanship training. This mandatory training will be initially provided to all new instructors during NIOT (see [4-9](#)). If an instructor needs training before NIOT, an online course is available from the [Civilian Marksmanship Program](#) (CMP). The online course completion certificate is acceptable to meet this training requirement until initial training is completed during NIOT. JMIC Certification is valid for five calendar years.

b. Recertification. Completion of the JMIC is mandatory every five-years for all instructors with units that participate in marksmanship training. The online course completion certificate is acceptable to meet this recertification requirement and is valid for five calendar years.

2. Cadets. Marksmanship training for cadets will be conducted using the [NJROTC Junior Position Air Rifle Handbook](#). Prior to participating in any marksmanship training activity, each cadet must successfully complete the Junior Shooter Safety Examination and sign the Individual Junior Shooter Safety Pledge contained in the handbook.

**13-3 Equipment.** Only .177 caliber (4.5 mm) pneumatic, spring air, compressed air or CO<sub>2</sub> air rifles with a muzzle velocity of 600 feet per second (fps) are authorized for marksmanship training and competition in the program. Air rifles and equipment must also comply with the [National Three-Position Air Rifle Rules](#) published by the CMP.

1. Sporter Air Rifles. The Sporter air rifle is the program standard, low-cost, entry-level air rifle without specialized modifications. Details regarding allowance, procurement,

inventory, security, and repair of air rifles for NJROTC units are contained in the [NJROTC Supply Manual](#).

2. Precision Air Rifles. Precision air rifles meeting the equipment criteria above may be used for marksmanship training and competition in the program. Precision air rifles and equipment will not be issued, purchased, or reimbursed by the Navy.

### **13-4 Range Safety**

1. All individuals, prior to using firing range facilities, will successfully complete all mandatory training. This training is to be documented in the cadet's Training Record and maintained for the period the cadet is enrolled.

2. The instructor supervising the training will be designated as the Range Safety Officer, regardless of rank or employment position, and is the senior authority in control of the range during live firing operations.

a. The Range Safety Officer is responsible for handling or clearing any malfunction of an air rifle. Cadets are not permitted to handle or attempt to clear any malfunction.

b. The Range Safety Officer is responsible for proper and safe handling of air or gas charged rifles/cylinders. Only instructors shall fill cylinders ensuring that manufacturer's instructions are followed. Cadets are not permitted to fill cylinders.

3. The down range perimeter of the range shall contain any pellet that misses a trap or a backstop. Doors/entry points shall be locked and marked with a warning to prevent down range entry to the range. Pellet traps/backstops shall be designed to stop all pellets and prevent their return to the firing line.

4. Used pellets shall be handled and disposed in accordance with local school district procedures for the storage and disposal of such materials. Instructors shall maintain documentation of the disposal methods used.

**13-5 Safety Rules.** Competitive marksmanship has one of the best safety records of any organized sport because each shooter is expected to know and practice the safety rules and because range safety is strictly enforced. The following safety rules must be strictly enforced on all ranges used by cadets:

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1. Treat every air rifle as if it were loaded.
2. Follow all commands given by the Range Safety Officer.
3. Be aware of where the muzzle is pointed at all times. Keep the muzzle of the air rifle pointed in a safe direction, usually up toward the ceiling or downrange toward the target. Have muzzle awareness at all times. Only point the air rifle at targets at which you intend to shoot.
4. Load/Unload the air rifle only when on the firing line and only when authorized by the Range Safety Officer.
5. Be sure that the bolt is open and to the rear except when actually firing a shot.
6. Keep the trigger finger straight and off the trigger until in firing position and ready to shoot.
7. Never use a rifle at the firing line when someone is down range.
8. When given the command "cease fire" or "stop", immediately open the bolt of the rifle and place the rifle on the shooting mat so that the open bolt is visible. Inform the Range Safety Officer in the event a rifle is loaded after the command "cease fire" or "stop".
9. No one may go down range until authorized by the Range Safety Officer. Prior to going down range, all rifles must be unloaded and the bolts open.
10. Insert a Clear Bolt Indicator (CBI) when the air rifle is not in use and when directed by the Range Safety Officer to insert or remove the CBI.
11. Eye and hearing protection is recommended.
12. Think about what you are doing and be careful. Think and practice safety at all times.
13. Wash hands after handling pellets.
14. Never horseplay on or near any range. Treat the air rifles as weapons that are capable of causing serious bodily harm.



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### 13-6 SECNAV Air Rifle Postal Competition

1. The SECNAV Air Rifle Postal Competition is held annually to promote training, good sportsmanship, and a high standard of performance in the safe use of an air rifle. The match program is announced annually via NJROTC Official Mail. Competition will be conducted in the Sporter Air Rifle and Precision Air Rifle Divisions, as governed by the current National Standard Three-Position Air Rifle Rules published by CMP. It is the responsibility of each participating unit to have a current copy of the rules and to comply with all applicable provisions. Copies of the rulebook may be ordered through JUMS.

2. The program's ten highest scoring Sporter teams/individuals and the five highest scoring Precision teams/individuals will qualify to participate in the SECNAV Air Rifle Competition. In addition, each Area Manager may select one Sporter Team, one Precision Team, one Sporter Individual, and one Precision Individual to represent the area at the SECNAV Air Rifle Competition.

a. Eligibility. All cadets are eligible to participate in the postal competition. This competition is a team and individually-scored match, with each team consisting of four shooting members. No competitor may be a member of more than one team.

b. Range Controls and Commands. All National Three-Position Rules for range control and commands apply.

c. Tournament Officials. NSTC CD will serve as the Match Director for all competitions. Area Managers will assist in the administration of the match as needed. All scoring and statistical duties will be carried out as designated by NSTC CD. A Navy-certified instructor with current JMJC certification must conduct and witness the postal match and then sign the Score Report Sheet(s).

### 13-7 SECNAV Air Rifle Competition

Units qualifying for SECNAV Air Rifle Competition (Shoulder-to-Shoulder) will be notified with information to participate in the Shoulder-to-Shoulder Championship. The highest scoring Sporter teams/individuals and highest scoring Precision teams/individuals as indicated in the annual match program will qualify to represent the program in the Civilian Marksmanship Program JROTC National Competition.

### **13-8 Awards**

1. The First, Second, and Third Place teams in the Sporter and Precision divisions will be awarded a plaque and each team member will be awarded a medal. Individual medals of gold, silver, and bronze will be awarded to the top three shooters (total score) in both divisions.

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## Chapter 14

### National Academic Competition

**14-1 General.** The National Academic Competition is conducted annually, usually in early March. Details for participation and the actual date of the competition will be promulgated by NSTC CD Program Office via Official Mail. This competition is held to promote and recognize outstanding academic achievement among units and individual cadets.

**14-2 Teams.** Instructors are highly encouraged to have their units participate. Instructors will notify their Area Managers of the number of teams (maximum of five teams composed of 5 cadets per team) they intend to enter into competition by early December or other due date set by their Area Manager. Area Managers will provide a list of all schools and numbers of teams intending to compete to NSTC CD Curriculum by 15 December.

**14-3 Awards.** The first, second, and third place teams will be awarded a plaque and their respective team members will be awarded a medal by NSTC CD.

**14-4 Academic Award Ribbon.** Cadets who have competed in academic competition are authorized to wear the Academic Award Ribbon (see [NJROTC Cadet Field Manual](#)) and subsequent awards as earned.

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## Chapter 15

### Area Managers

**15-1 General.** NJROTC Area Managers report to NSTC CD concerning the administration and conduct of the NJROTC/NNDCC program. NJROTC Area Managers are NSTC field representatives and are the central point of contact for all Navy NJROTC/NNDCC program requirements including Navy-provided logistical and authorized fiscal support (as applicable), training coordination, and public liaison.

### 15-2 Duties and Responsibilities

a. Within the limits imposed by this instruction and references (a) through (d), represent NSTC in all matters pertaining to NJROTC within the assigned geographical area.

b. Visit and evaluate prospective host schools and submit visit reports to NSTC CD.

c. Conduct biennial inspections of all established NJROTC units within the assigned geographical area and submit the [NJROTC Unit Inspection Report Form \(NSTC 5761/108\)](#). Conduct annual inspections of NJROTC units in an evaluation or probation status (except units on probation or evaluation for low enrollment). Collect the [NJROTC Unit Inspection Report Form \(NSTC 5761/108\)](#) from NJROTC units not scheduled for an inspection, evaluate contents for program compliance and forward to NSTC CD no later than 1 May each year.

d. Recommend to NSTC CD disestablishment of NJROTC units that do not meet minimum requirements and standards.

e. Coordinate with the schools hosting NJROTC units to ensure that all NJROTC and NNDCC instructors hired by the schools have NJROTC board certification. For each new NJROTC instructor, (not NNDCC instructors,) the Area Manager will forward all of the following forms to NSTC CD:

(1) Junior Reserve Officers Training Corps (JROTC) Instructor Annual Certification of Pay and Data Form (DD2767);

(2) DD 214s;

(3) Retiree Account Statements (DFAS-CL 7220/148) for Navy and Marine Corps personnel (DOHS Form CG-5209 (RET) for Coast Guard personnel); and

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(4) JROTC Instructor Pay Certification Worksheet for Entitlement Computation (DD2754).

NOTE: All these forms must include any supporting documentation for any and all claimed dependents.

f. Interview and assist prospective candidates applying for NJROTC and NNDCC program certification. Assign knowledgeable and experienced Senior Naval Science Instructors to assist with this process as necessary.

g. Provide assistance to newly selected host institutions concerning all facets of activating and operating an NJROTC or an NNDCC unit. Ensure provision of necessary start-up and follow-on administrative and logistical support (textbooks, instructional materials and equipment, uniforms, instructor indoctrination, etc.).

h. If practicable, visit units with a staff of all new NJROTC and NNDCC instructors with no prior NJROTC or NNDCC experience within 60 days of their employment. If that is not practicable, conduct an initial courtesy visit in conjunction with an inspection at the closest unit.

i. Ensure timely submission of all correspondence and reports required by NSTC CD.

j. Conduct "NJROTC as a Second Career" briefings during retirement seminars and Transition Assistance Program (TAP) as schedule permits. Conduct NJROTC and NNDCC program presentations as required.

k. Encourage maximum unit participation in field trips, orientation cruises and flights, ship visits, at-sea cruises and other types of military educational opportunities. (Note: NJROTC Area Managers FIVE and ELEVEN shall coordinate with Type Commanders, Atlantic and Pacific Fleets respectively, to arrange for sea cruise opportunities for NJROTC cadets, and provide availability schedules to other area managers to distribute to their units.)

l. Coordinate and conduct annual area-wide competitive field meets or comprehensive extracurricular competitive events, which involve NJROTC and NNDCC units in the geographical area of responsibility.

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m. Coordinate and monitor summer activities including but not limited to, Navy-sponsored Science, Technology, Engineering and Math (STEM) camps, Basic Leadership Training (BLT) and Leadership Academies and Sail Training (LA/ST).

(1) Monitor dates and locations of STEM camps and nominate qualified cadets to attend these camps. Assist in identifying NJROTC and NNDCC instructors to act as chaperones, if requested by NSTC CE.

(2) Monitor dates and locations of BLT's and provide funding for instructor travel expenses as available. Ensure that provisions of the Letter of Instruction (LOI) meet the qualifications for awarding of the BLT ribbon.

(3) Coordinate Leadership Academy location and dates, approve schedule of events and Leadership Academy LOI and provide funding for conduct of the Academy. Maintain close liaison with Officer-in-Charge of each Leadership Academy to ensure compliance with Leadership Academy guidance. Attend each Leadership Academy.

n. Coordinate with naval activities as necessary in order to provide NJROTC units with reference (c) Secretary of the Navy support requirements.

o. Coordinate and conduct annual Instructor In-service Training.

p. Assist staffs and unit instructors in establishing goals for accomplishment during the school year. These goals will be realistic, challenging, attainable, span the duration of the year and be fully in consonance with the purposes and ideals of the national program. Assist in the development of action steps that will lead to goal accomplishment.

q. Ensure accountability of all appropriated Navy funding:

(1) Prepare and manage the annual fiscal year NJROTC Area Manager's Operating Target budget in accordance with comptroller guidance.

(2) Prepare all funding documents and travel orders using Navy mandated software applications.



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(3) Reconcile expenditures with the monthly "Operations and Maintenance Navy Document List by Cost Center Report". Notify NSTC CD N8 of discrepancies.

(4) Regulate the collection, control, and accounting for entry fee monies used in support of area manager sponsored cadet and unit special activities.

NOTE: UNIT SPECIAL ACTIVITY FUNDING is not Navy-appropriated funding. If the Area Manager chooses to collect funds for payment to third parties for unbudgeted program activities, the Area Manager assumes personal responsibility for such funds and the government assumes none.

(5) Manage NJROTC unit allowances authorized by NSTC and distributed to each area manager. The area manager is responsible for the distribution of these allowances to each of their units. These allowances include Cadet Orientation, Unit Organizational, Instructor In-Service, BLT, Leadership Academy, Sail Training, Uniform Maintenance and New Uniform Issue. Monitor unit expenditures using the JROTC Unit Management System (JUMS) software.

(6) Receive and evaluate NJROTC unit uniform orders for appropriateness. Forward uniform orders to NSTC CD.

(7) Follow government purchasing guidance in accordance with current directives and NSTC CD procedures when requesting mission-essential items or services through CD. Ensure any statements or purchase documentation received is provided promptly to NSTC CD (Supply Technician) within five working days of receipt. Ensure legible and proper signature and date on invoices or packing lists verifying receipt of items or services upon completion of services rendered. Notify NSTC CD of incomplete or incorrect receipt of items or services immediately.

(8) Prepare travel authorizations and vouchers conducting authorized travel per Defense Travel System (DTS) and NSTC guidance.

r. Keep instructors informed of changes in Navy, NSTC, and area manager policy and guidance.

s. Advise NJROTC Instructor Administration in writing, or by electronic mail, within five working days of being notified that an instructor vacancy has or will occur.

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t. Recognize a departing instructor by an NSTC Certificate or Citation. To do so, the area manager should submit a request via electronic mail. Include beginning and ending dates (month, year) of service as an NJROTC instructor, and if applicable, other schools at which the individual was previously employed as an NJROTC instructor, and dates. If special recognition for exceptional performance is indicated, include the specific extraordinary accomplishments, which should be considered for inclusion in the citation. Only those instructors who have not been placed on probation for performance qualify for a citation.

(1) All requests should be submitted as soon as possible. Unless otherwise requested, citations will be sent to the Area Manager. Should an instructor retire during the school year and a citation is warranted, the request should be expedited to ensure timely presentation.

u. Submit recommendations to NSTC CD regarding changes to NSTC instructions as well as proposals to enhance the program of instruction and training.

v. As directed, serve as a member of the Instructor Certification Board.

w. Attend NJROTC Area Managers Meetings.

x. Each area manager will act as Management Control Officer, Mail Control Officer, Security Manager, and Information Technology Security Officer. Area managers will maintain copies of all instructions pertaining to these areas and be familiar with their contents.

y. New area managers must attend New Instructor Orientation Training within the first year of employment. Existing area managers attend as directed by NSTC CD.

z. Maintain records of all minor property held at the Area Manager Office and submit joint inventory to NSTC CD NJROTC Supply upon the turnover of the area manager.

### **15-3. Host Command Support and Assistance.**

a. Host commands through intra- or inter-service support agreements/Memoranda of Understanding (MOU) should support and assist the tenant NJROTC Area Manager to the maximum extent possible within the limits of available resources and fiscal law. The host command, as a minimum, should provide the NJROTC

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Area Manager with office and storage space, office equipment, utilities, phone service, comptroller and accounting services, Naval communications support, travel arrangement support, and administrative services. Area Managers shall not sign any MOU or support agreement unless it has been reviewed and approved in writing by the NSTC Comptroller and NSTC Counsel.

b. NJROTC Area Managers should ensure that the following areas of special interest or concern are taken into consideration during the negotiation of an intra-service support agreement:

(1) Training

(a) Official mail handling

(b) Prevention of Sexual Harassment/Sexual Assault  
Victim Intervention Training

(c) Equal Opportunity

(d) Ethics/Standards of Conduct Training

(2) Other

(a) Privacy/Personally Identifiable Information  
physical security and disposal

(b) Network Connectivity

## Chapter 16

### Boards

#### 16-1 Curriculum Advisory Board (CAB)

1. The NJROTC/NNDC CAB meets periodically as necessary to solicit stakeholder input on the Naval Science curriculum, review curricular materials, and recommend changes. The CAB usually convenes in conjunction with the Information Technology Advisory Board (ITAB) (see [15-2](#)), and as needed, for a period normally not to exceed four days, excluding travel. The CAB is charged with reviewing all academic and related materials and recommending how to teach the important disciplines of science, social studies, mathematics, and physical education in a way that relates to the goals and objectives of the Naval Science curriculum while sparking a high level of student interest and enthusiasm.
2. The CAB will discuss academic and related issues, including curriculum development of NS-1 through NS-4, revision of the textbook, the curriculum outline, the instructor guide, and the test bank with keys for each course. Other duties include recommending audio-visual support materials, Classroom Performance System, and similar training materials, advising on the policies and procedures for the National Academic Competition, and reviewing and recommending revisions to the Basic Leadership Training, the Leadership Academy materials, the [Cadet Field Manual](#), and the [Cadet Reference Manual](#).
3. A tentative CAB agenda and any lengthy materials requiring review will be provided to each member prior to the meeting. All other necessary materials required to accomplish objectives will be provided at the meeting.
4. The CAB consists of the following:
  - a. One experienced instructor from each Area appointed by the Area Manager for a period of four-years. To prevent a complete change of board member's during the same year, appointments will be staggered so that no more than three members' terms expire at the same time.
  - b. The Cadet Education Specialist on the NSTC CD staff, who shall serve for an indefinite period.

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c. One experienced Area Manager selected by NSTC CD for an indefinite period to represent all Area Managers.

5. Instructors attending the CAB meeting should have their travel and per diem paid by their school. Schools will be reimbursed by NSTC CD. Authorizations for reimbursement are distributed annually by NSTC CD.

### **16-2 Information Technology Advisory Board (ITAB)**

1. The ITAB meets periodically as necessary to provide stakeholder input into further development of the system software used by all units for program administration and make recommendations concerning classroom technology to enhance student learning. The ITAB usually convenes in conjunction with the CAB, and as needed, for a period normally not to exceed three days, excluding travel.

2. The ITAB consists of the following:

a. Experienced instructors from each Area appointed by the Area Managers. Each member serves for four years. To prevent a complete change of board members during the same year, appointments will be staggered.

b. NSTC N6, Information Technology Department, representative(s).

c. One experienced Area Manager selected by NSTC CD for an indefinite period to present all Area Managers.

d. The IT Board Chairman. This board is chaired by the NJROTC Operations Manager.

3. Instructors attending the ITAB meeting should have their travel and per diem paid by their school. Schools will be reimbursed by NSTC CD. Authorizations for reimbursement are distributed annually by NSTC CD.

### **16-3 New Instructor Orientation Training (NIOT) Guest Instructor Board (GIB)**

1. The GIB meets immediately prior to and during NIOT (see [4-9](#)), usually held the third or fourth week of July, and provides orientation training to newly hired instructors. Guest Instructors prepare presentations as directed by NSTC CD to meet

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the training needs of new instructors. Presentations are reviewed by NSTC CD prior to presentation.

2. The NIOT GIB consists of the following:

a. Experienced instructors selected by NSTC CD from among those nominated by Area Managers, who are knowledgeable in the areas of training to be offered at the NIOT. Guest Instructors serve for a period of four-years. Appointments will be staggered to prevent excessive expiration of terms at the same time.

b. The NIOT Lead Instructor. The NIOT Lead Instructor is an SNSI selected by NSTC CD. The Lead Instructor:

(1) Provides oversight at the NIOT Conference and assists NSTC CD in the planning and coordination of the training topics.

(2) Provides feedback for improvement of the training as reflected in the conference critique sheets.

(3) Coordinates topics and information with the Guest Instructors to prevent duplication or overlap of materials presented.

(4) Usually attends a one-day pre-/post-planning meeting each year at NSTC CD.

(5) The GIB members attending the NIOT meeting(s) or the training event should have their travel and per diem paid by their school. Schools will be reimbursed by NSTC CD. Authorizations for reimbursement are distributed annually by NSTC CD to CAB members.

**16-4 Instructor Certification Board (ICB) and Special Certification Board (SCB).** See [4-5](#).

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## Chapter 17

### Resource Administration

#### 17-1 General

1. NJROTC Units. Funding for an NJROTC unit is from both Federal appropriated funds and school district resources. The SNSI, as head of the Naval Science Department, is responsible for financial management of unit resources, briefing school administrators on reimbursement requirements, and ensuring compliance with NSTC guidance regarding expenditure and reimbursement of Navy funds appropriated for the NJROTC program.
2. NNDCC Units. Funding for an NNDCC unit is provided solely by the host school/district. Appropriated funds are not authorized per reference (d).

#### 17-2 School Reimbursement

1. NJROTC Units. The SNSI will coordinate submissions for the reimbursements authorized by the Navy. The SNSI shall ensure that a current copy of reimbursement guidance is provided to school officials responsible for processing requests for reimbursement. Currently, the reimbursement system is the Wide Area Work Flow (WAWF) system. Guidance and procedures are available at: <https://wawf.eb.mil>.
  - a. NJROTC Instructor Salaries. In accordance with references (a), (c), and (d), the Navy will reimburse one-half of the minimum instructor salary for each authorized instructor. Salary reimbursement is only for duties related to the NJROTC program. The school must enter into a separate contract with the NJROTC instructor specifying any additional amount the instructor is to be paid for duties performed outside the NJROTC program. This policy does not preclude NJROTC instructors from serving on routine committees or performing curricular or extracurricular-curricular duties normally performed by, and rotated equitably among, other faculty members.
  - b. Instructors will notify the school in advance as to the month and year that longevity will require a change in minimum salary. The SNSI or designated school official shall submit all documentation in support of instructor pay and reimbursement to:



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Naval Service Training Command, NJROTC Program  
Attn: Instructor Pay Code (CD211)  
250 Dallas Street Suite A  
Pensacola, FL 32508-5268

(1) Required documents to determine minimum instructor pay and reimbursement include:

(a) Completed [JROTC Instructor Annual Certification of Pay and Data Form \(DD 2767\)](#).

(b) Completed [DD 2754](#), if applicable. Also provide copies of a marriage license, birth certificate, divorce decree, etc., for proof of dependents.

(2) One of the following to document instructor retirement status, as appropriate:

(a) Certified copy of the Certificate of Release or Discharge from Active Duty (DD 214) for those retired from active duty or medically retired on the Permanent Disability Retired List (PDRL) may submit.

(b) "Statement of Service for Naval Reserve Retirement" and Certificate of Retirement for "Gray-area" reservists.

(c) Copy of Retiree Account Statement (DFAS-CL 7220/148) for Navy and Marine Corps retirees.

(d) DHS Form CG-5209-RET (US Coast Guard Retiree/Annuitant Statement) for Coast Guard retirees.

(3) Required documents when an instructor changes schools include:

(a) Completed [DD 2767](#) from the current school and a completed [DD 2767](#) from the new school reflecting dates of employment.

(b) Completed [DD 2754](#).

(4) Annually, instructors must submit the following documents:

(a) Copy of Retiree Account Statement (DFAS-CL 7220/148) or (DOHS Form CG-5209-RET) by 31 December.

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In order to meet the 31 December due date, Navy and Marine Corps Instructors should obtain a MYPAY account at <https://mypay.dfas.mil/mypay.aspx>.

**Note: Each instructor should access the MyPay account quarterly to keep the account current. Coast Guard instructors may contact the Personnel Service Center (PSC) Retiree and Annuitant Services (RAS) Topeka at 800-772-8724 or email: [www.psc-dg.ras@uscg.mil](mailto:www.psc-dg.ras@uscg.mil) and request a letter stating the new amount of retired pay. The MyPay requirement may not be applicable to "gray-area" reservists.**

(b) Completed [DD 2767](#) by 15 May.

(5) Instructors must submit a [DD 2754](#) upon change in marital or dependent status along with supporting documentation such as marriage license, birth certificate, divorce decree, etc.

c. Quarterly Computation of Pay. Each instructor will receive a 2-part quarterly statement of the pay computation. Page one is for the NJROTC instructor and contains Privacy Act Information that must be safeguarded, in accordance with the [Privacy Act of 1974](#). Page 2 is provided for school officials responsible for instructor salaries. Questions concerning a computation should be addressed immediately to NSTC CD, Code CD211. It is strongly recommended that questions or inquiries be forwarded in writing to:

Naval Service Training Command, NJROTC Program  
Attn: Instructor Pay  
250 Dallas Street Suite A  
Pensacola, FL 32508-5268.

d. Minimum Salary Changes. The minimum salary for instructors normally changes annually. The adjustment is based on changes in active duty pay and allowances and changes in retirement pay. Additional changes may also occur based on the instructor's creditable service (longevity) or on a change in the Clothing Replacement Allowance (CRA).

**NOTE: BAH, Basic Allowance for Subsistence (BAS), and CRA are taxable as NJROTC instructors are civilian employees of a school district.**

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e. Method of Salary Reimbursement Computation. Salary reimbursement is computed per references (a) and (c). Reference (c) contains examples. Reimbursement computation is based on a 30-day month. When employment begins or ends during the month, pay entitlement will be 1/30 of the minimum monthly salary for each day of employment. For example: An instructor hired on the 10th day of any month, including February, shall be paid for 21 days (30 days less 9 days not employed = 21). The computation for a minimum monthly salary of \$3,000.00 would be:  $\$3,000.00/30 = \$100.00 \times 21 = \$2,100.00$  (minimum to be paid by school). Navy reimbursement to school would be  $\$2,100.00/2 = \$1,050.00$ .

f. Quarterly Salary Reimbursements. Based on documentation received, NSTC CD will automatically initiate quarterly salary reimbursement to each school participating in the NJROTC program. Reimbursements will normally be made by the 10th day of the month following the end of each quarter (quarters end on September 30, December 31, March 31, and June 30). Reimbursement via electronic funds transfers (EFT) are issued by Defense Finance and Accounting Services (DFAS) Cleveland. When necessary, adjustments to previous quarter reimbursements will be deducted from, or added to, the current quarter payment.

g. Reimbursement via the Wide Area Work Flow (WAWF) system. Units may submit 2-N-1 invoices, or claims, for reimbursement for expenditures from unit or school funds as authorized by NSTC CD.

(1) Access the WAWF website at <https://wawf.eb.mil>.

(2) Central Contractor Registration. To register for a Commercial and Government Entity (CAGE) code for use with WAWF use the following website: <https://www.ccr.gov>.

(3) Inquiries on Claims. Questions pertaining to submitted reimbursement claims should be addressed to the Area Manager or Naval Education and Training Professional Development and Technology Center (NETPDTC) Accounting.

(4) All required supporting documentation must be attached to the electronic claim document or provided to the Area Manager's office, i.e., receipts, invoices, authorization letters from NSTC CD.

(5) The reimbursement claim cannot exceed the amount authorized.

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(6) Claims for reimbursement shall be submitted for purchases completed during the current fiscal year not later than 30 September.

h. Electronic Funds Transfer (EFT). DFAS processes government payments electronically. It is advisable to have one bank account for salary reimbursements and a separate bank account for unit reimbursements via WAWF. To ensure payment(s) are directed to the correct account(s), it is imperative that accurate information be provided on the EFT form submitted to Instructor Pay at NSTC CD.

i. Late Submission of Reimbursement Claims. Claims submitted after the time frame prescribed must be accompanied by a written justification explaining the reason for late submission and must be submitted to NSTC Comptroller (N8) via the Area Manager and NSTC CD.

j. Monitoring Expenditures. The SNSI will monitor expenditures closely throughout the year. During the third quarter, each SNSI will review and project total fiscal year requirements for transportation and uniform maintenance. **If it is determined that all authorized funds will not be used, and are not obligated, NSTC CD will inform the unit via the Area Manager not later than 15 July so that these funds can be reallocated for other program uses before the funds expire on September 30.** It is essential that accurate information is provided to ensure maximum use of program resources in support of all units. Reallocated funds cannot be used by the unit without prior, written permission.

2. NNDCC Units. Per reference (d), units may receive arms, tentage, and equipment but not appropriated funds from the Navy.

### **17-3 Authorized Expenditures (NJROTC Only)**

Reimbursement will be made for NJROTC expenditures as specifically authorized via letter from NSTC CD or for the following authorized expenditures: instructor travel (including travel to NIOT, Area In-Service Training, the CAB, the ITAB, or other special events organized and funded by NSTC CD), air rifles and authorized equipment per the [NJROTC Supply Manual](#), unit orientation trips (see [17-4\(1\)](#) and [Chapter 18](#)), cadet travel to authorized events such as Science, Technology, Engineering, and Math (STEM) camps, service or inter-service competitions, and uniform cleaning (other than uniform cleaning

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required of cadets (see [8-4](#)) and alterations (see [7-7](#)). Other expenditures may be approved upon request via the Area Manager.

**17-4 Unit Accounts/Ledgers (NJROTC only).** Units may use one account for appropriated funds or "Navy money." However, separate accounting, or separate ledgers, must be used for the five types of funds (see below). Keeping appropriated funds separate from unit/school funds is required and will be inspected by the Area Manager. Funds are not to be mixed, traded, or substituted in any manner. Ledgers should be clear, legible, and contain at a minimum the entries of date, amount, purpose (for what or who), available balance, and receipts. The five types of funds are:

1. Orientation. Funds for transportation, lodging, and meals for cadets are allocated each fiscal year by the Area Manager to each unit. The unit may submit WAWF claims for authorized expenditures up to the authorized amount. This fund is a fiscal year (1 October through 30 September) allocation, given per cadet based on 1 October enrollment and is subject to change. Units will be advised each fiscal year of the amount authorized by the Area Manager. Requests for increases to the authorized amount must be submitted in advance to the Area Manager for approval prior to obligation of funds. WAWF claims must be submitted for reimbursement as described [17-2g](#). Legible supporting documentation will provide the following details:

- a. purpose of trip;
- b. number of cadets;
- c. inclusive dates of field trip/cruise;
- d. vendor/source, i.e., name and address of company, school, or individual paid by school for providing service;
- e. destination/itinerary of trip;
- f. type of vehicle, i.e., chartered bus, school bus, privately owned vehicle (POV);
- g. computation/explanation of amount claimed (include the number of miles traveled and the rate per mile); and
- h. original signed certification required must be entered on the invoice or alternate documentation.

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2. Organizational. Funds for organizational items will be provided so units can order authorized items through JUMS. Units will be advised each fiscal year of the amount authorized by the Area Manager.

3. New Uniform Issue. Funds for new uniform purchases are allocated each fiscal year by the Area Manager to each unit. The unit may order, through JUMS, new uniform items for replenishment up to 125% of allowed uniform items based on 1 October enrollment. The SNSI must ensure the unit allowance and allocation is not exceeded. Requests for increases to the authorized amount must be submitted in advance to the Area Manager for approval prior to obligation of funds.

4. Uniform Alteration and Maintenance. Funds for alterations and maintenance of uniforms for cadets are allocated each fiscal year by the Area Manager to each unit. The SNSI must ensure the authorized amount is not exceeded. Requests for increases to authorized amount must be submitted in advance to the Area Manager for approval prior to obligation of funds. The unit may submit WAWF claims for authorized expenditures up to the authorized amount. This fund is a fiscal year allocation, given per cadet based on 1 October enrollment and is subject to change. Authorized expenses are limited to minor alterations, i.e., attaching insignia, minor repairs of uniforms to be reissued, cleaning/laundrying in preparation for storage. Reimbursement is not authorized for routine cleaning. WAWF claims will be submitted for reimbursement in the same manner as [paragraph 17-2g](#) and in accordance with above guidance for submitting a claim.

5. Unit Support and Maintenance Fund. Funds will be provided by the Navy to each unit as reimbursables under WAWF for the items listed below, to cover certain routine expenses incurred in support of the NJROTC Program as authorized in the NJROTC Supply Manual. The amount is subject to change based on funding availability. Guidance will be provided annually by NSTC CD. The following expenditures are currently authorized ([NJROTC Supply Manual](#) refers):

a. Minor repairs to computer and classroom equipment provided by the Navy.

b. Federal Express charges to send equipment provided by the Navy to Saufley Field for repairs.

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c. Long distance toll charges for official calls made in connection with the program.

d. Audiovisual equipment repairs and supplies, if the equipment was provided by the Navy.

e. Subscriptions to Navy related publications and periodicals.

f. Name tags.

g. Printing and engraving.

h. Plaques, trophies, ribbons, frames, and folders.

i. Entrance fees.

j. Air rifle and drill team equipment and supplies.

k. Air rifle range fees.

l. Flags and related parade equipment.

m. Film, developing costs, and other camera supplies.

n. Advertising and publicity materials.

o. Curriculum related Software.

**NOTE: If an expense is not included on this list, or if special authorization has not been granted, contact the Area Manager before incurring the expense.**

NOTE: Examples of items that may NOT be purchased with Unit Support and Maintenance Funds are:

(1) Birthday cakes.

(2) Pizza parties.

(3) Tips.

(4) Field trips.

(5) Admission tickets.

(6) Clothing.

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**17-5 Remitting Collections for Lost or Damaged Government Property.** Cashier's checks or money orders made payable to the "Treasurer of the United States" which are submitted to units, shall be forwarded without delay to NSTC CD NJROTC Supply via the Area manager. Personal checks will not be accepted. Detailed information is provided in the NJROTC Supply Manual.



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## Chapter 18

### Field Trips, Orientation Cruises, and Flights

**18-1. General.** To make classroom presentations more interesting and meaningful, extended field trips, orientation cruises, or flights are strongly recommended. They provide practical application of many of the topics discussed in class and motivate cadets to participate more fully in the program.

**18-2. Extended Field Trips.** Participation in the host school's extended field trip program is encouraged. Information is available through the office of the principal.

**18-3. Military Installations Visits.** Coordinate visits to military installations through the Area Manager. If the unit takes a trip to another NJROTC area, ensure that both of the Area Managers are kept informed prior to and during the trip and that instructors have the contact information for the local Area Manager, as part of the EAP (see [12-1\(5\)](#)).

1. Release Form. Visits to military installations are no different than any other school trip. Consult the principal's office and use any waiver or release prescribed by the school.

2. To cut costs and further enhance the cadets' experience on such trips, units are encouraged to use the available messing facilities (enlisted galleys). NAVSUP P-486 allows the local or regional Supply Officer to authorize galley privileges to nonprofit youth organizations such as NJROTC and NNDCC. Requests must be coordinated in advance with installation Public Affairs and Food Service Officers.

**18-4. Guidelines.** After obtaining school approval for an extended field trip, orientation cruise, or flight, the SNSI/Lead NNDCCI should carefully consider the opportunities presented for enhancement of the Naval science curriculum.

1. While onboard a military installation, cadets shall demonstrate the leadership, discipline, and appearance expected of any member of the Naval service. Ensure cadets are in proper uniform at all times while onboard military facilities, except while engaged in recreational activities. Instructors authorized to wear a military uniform should make every effort

to ascertain what the uniform of the day is at the installation or region their group is visiting and wear the appropriate uniform.

2. Instructors should prepare for a safe and educational field trip, by:

a. Preparing an EAP. It is also recommended that a plan using ORM is developed for each scheduled event during the trip (See [Chapter 17](#)).

b. Selecting mature, well-qualified adults for chaperons and briefing them regarding the facilities, special host requirements, appropriate dress, and their responsibilities. It is highly recommended, whenever possible, that chaperons be school officials. If there are no school guidelines, the recommended cadet/chaperon ratio should normally be 20:1. A minimum of two female chaperons should be selected if female cadets are participating, which allows one female chaperon to stay with the main party should it be necessary for the other female chaperon to accompany a female cadet in an emergency.

c. SNSIs/NSIs must accompany the cadets, using the same mode and vehicles for transportation. They may not assign this responsibility.

d. Select the cadets to participate. There is no requirement that all members of a unit attend. Remember, those who do participate represent the Navy, the school, the unit, and the unit instructors.

e. Prepare cadets for any special requirements of the host activity. Bear in mind that obligations as a guest include minimum interference with the mission and training schedules of the host. Special requirements include, but are not limited to:

(1) Observing taps, reveille, and morning and evening colors;

(2) Berthing chaperons and instructors in the same facility with cadets;

(3) Observing meal hours;

(4) Adhering to tour schedules. If any deviations are needed, notify the host activity, using the chain of command;

(5) Observing safety regulations for personnel and equipment imposed by the military installation or military

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activity. Do not rely only on "common sense" or ORM preparations. All military activities have special hazards with which the instructors, chaperons, and cadets may not be familiar.

f. Verifying that all participants are covered by school insurance and that cadets have completed any release form(s) prescribed by the school.

g. Being prepared for delays.

h. Encouraging cadets to plan projects for which the information can be obtained at the host activity.

i. (9) Welcoming the opportunity to renew their acquaintance, or, in the case of any non-prior military NNDCC instructors, become better acquainted, with military facilities and operations and to increase their understanding of any recent developments.

j. (10) Sending a letter of appreciation and thanks, naming specific personnel assigned to escort and/or orient the unit. Obtain names, titles, etc., as the field trip or cruise progresses.

3. Accounting for Cadets and chaperons before leaving the location. Keep your Area Manager and the Area Manager of the area to which the unit is traveling informed of your departure and of any problems.

**18-5. Reimbursement (NJROTC only).** Refer to [Chapter 17](#) for procedures.

**18-6. Navy Orientation Flights and Cruises (NJROTC only).** Orientation flights are typically one-time events planned to familiarize cadets with the operation, capabilities, requirements, concept of employment, or limitations of a particular model of aircraft. Orientation flights are different from flights or airlifts that provide point-to-point transportation and are not typically scheduled in conjunction with orientation flights. Orientation flights are governed by [OPNAVINST 4630.25](#) series and [OPNAVINST 3710.7](#) series. Similarly, NJROTC cadets may participate in training cruises and visits onboard U.S. Naval ships to witness certain operations or demonstrations in accordance with [OPNAVINST 5720.2](#) series.

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**18-7. Airlifts (NJROTC only).** DoD Directive 4515.13-R, Air Transportation Eligibility authorizes airlift transportation for JROTC units. The traveling students must be enrolled and actively participating in the JROTC program during the school term in which travel occurs, and the flight must be in connection with unit training. Cadets must be in uniform during travel. Parental consent must be obtained in writing for each participating cadet. Chaperons for approved NJROTC field trips involving DoD airlifts are authorized to fly and must comply with the same administrative requirements as cadets.

1. Units planning cadet orientation trips that require airlift support shall route requests via their Area Manager. If the Area Manager approves the request, the Area Manager shall submit it to the Navy Air Logistics Office (NALO) either directly or via the Joint Airlift Logistics Information System (JALIS). A sample NALO request is available at <http://www.nalo.navy.mil/>. Additional guidance for making airlift requests is in OPNAVINST 4631.2 series, Management of Department of the Navy Airlift Assets.

2. Recognizing that NJROTC unit airlifts represent an expenditure of valuable fiscal resources, Area Managers shall carefully consider the purpose of the orientation trip and the educational objective to be attained. Airlift requests for the purpose of recreation or as a reward for cadet performance will not be approved. The Area Manager of the host-training site shall be included in all email and message traffic concerning potential airlifts and visits.

3. Air lift support for NJROTC units is based on OPNAV approved priorities which are intentionally set at Priority 3, so as not to interfere with operational requirements. Instructors requesting airlift support should be prepared to have their requests denied as higher priority mission requirements dictate.

4. Instructors shall ensure cadets are in the proper NJROTC uniform at all times while using government transportation and on board government facilities, except while engaged in recreational activities. Chaperons are authorized and expected to accompany cadets on such flights. Instructors are strongly encouraged to send a letter of appreciation for airlift assistance rendered, naming specific personnel when possible.

5. All passengers will sign a Form DD1381, Air Transportation Agreement, prior to embarking. Instructors will

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provide copies of the form to cadets and chaperons and ensure the forms are completed before the scheduled airlift and that forms are ready to be collected by aircrew at the terminal on the day of the lift. If the cadet is under age 18 at the time of departure, the [DD 1381](#) must be signed by the parent or legal guardian.

6. If there is any doubt about the availability of a return flight, the Area Manager and/or the SNSI/Lead NNDCC may deny permission to board a NALO flight even though a "confirmation" has been provided to the unit.

7. Refer to the following instructions concerning airlift support and authorization: [DoD Directive 4515.13-R, Air Transportation Eligibility](#), [OPNAVINST 4630.25 series, Air Transportation Eligibility](#), [OPNAVINST 5760.5 series, Navy Support and Assistance to Youth Groups](#), [OPNAVINST 4631.2 series, Management of Department of the Navy Airlift Assets](#), and [OPNAVINST 1533.5C](#), Navy Junior Reserve Officers Cadet Corps and Navy National Defense Cadet Corps.

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## Chapter 19

### Guidance for Instructors for Establishing and Operating an NJROTC/NNDCC Unit

**19-1. Introduction.** This guidance is intended to give new instructors basic information on how to set up a new unit.

**19-2. Initial Information and Staffing.** Ideally, the instructor(s) should be employed as soon as possible after the school has been selected for a unit, to prepare assigned spaces, should include offices, classroom(s), storage, armory, and, if available, a marksmanship range. Expedient hiring also provides opportunity to meet with the faculty and student body to discuss the program and its integration into the school as a full department. The Area Manager will assume these tasks if no instructor has been employed during this phase.

**19-3. Community/School Relations.** It is important to acquaint the administrators, counselors, teachers, the student body, parents, and the community in general as early as possible regarding the mission, curriculum, and goals of the NJROTC/NNDCC program. Many know little about the program, and some even believe that the unit is only devoted to drills and marching. Faculty meetings, student body assemblies, and articles in the school and local newspapers would be appropriate vehicles to "pass the word" (see [5-2](#)). The SNSI/Lead NNDCCI should check with the principal to determine proper procedures. Acceptance of the program by both the faculty and the student body is important to its success, which can only be accomplished by keeping them informed.

**19-4. Preparation for the First Days of School.** A new program will be under close scrutiny by the students, the faculty, and the community. Careful and complete preparation by the instructor(s) will preclude any "false starts" which would hurt the program. In addition to becoming thoroughly familiar with the curriculum, program procedures and regulations, etc., the instructor's timely preparation is imperative in the following areas:

1. Uniforms. Requisition of uniforms, insignia, equipment, and supplies must be carefully itemized and requested in order to have all onboard for the first day of school. Uniforms are very important to the morale of a unit, and there is nothing



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more detrimental than having to wait several weeks for their arrival. Adequate number of uniforms, in various sizes, can be ordered in advance even if exact sizes are unknown. Each cadet is responsible for socks or stockings to be worn with all uniforms. Allow up to 4 weeks for delivery of clothing items from NEXCOM. See [Chapter 7](#) regarding the ordering of uniforms.

2. Uniform Alterations and Insignia. For uniformity and accuracy of required alterations and insignia placement, it is best to contract with one local tailor. Give the tailor a set of instructions and diagrams and send each cadet with specific directions for alterations, etc. For NJROTC units, arrange for payment through the school system and submit a claim for the reimbursement to NJROTC Accounting (NETPDTC N8111), in accordance with [Chapter 16](#).

3. Sword Authorized Allowance. Only cadets LTJG and above rate swords. Thus, for a company size unit (with rifle team), a total of six swords is authorized (see [5-6](#)).

4. Instructional Materials and Equipment. All instructional material and equipment necessary to conduct the Naval Science 1 curriculum will be sent to the school by NJROTC Supply based on 125 percent of the Area Manager's NS-1 projected enrollment. Reference publications and training aids for the entire 4-year curriculum will also be provided by NJROTC Supply. Books, charts, maps, wall charts, plotting sheets, answer sheets, and certain training aids furnished by NJROTC Supply are listed in the NJROTC Annual Instructional Materials Report in JUMS. Requests for items that exceed listed allowances or are not listed must be submitted to NSTC CD for approval with justification supporting the requirement.

5. Drill Rifles. The school must provide a suitable and secure storage area for drill rifles. The [NJROTC Supply Manual](#) contains details on obtaining and providing security for drill rifles. Seek the help of the shop teachers in preparing the facilities to meet security requirements. Drill rifles will be shipped to the unit as start up equipment. MPCs must verify serial numbers and the date of receipt on the packing slip, sign for receipt, and fax the signed packing slip/receipt to NJROTC Supply.

6. Air Rifles. An air rifle marksmanship program is optional (see [Chapter 13](#)). Written approval from a school official, usually the principal, on school letterhead is required. The letter must be submitted to NSTC CD via the Area

Manager. Reimbursements to schools for air rifles are issued annually by NSTC CD, subject to availability of funds.

7. Record Keeping. Proper and accurate records are essential to having a successful program. All necessary forms are available in JUMS or on the NJROTC/NNDCC website.

8. Accounting. For procuring equipment described in previous paragraphs, routine accounting procedures are to be followed by the MPC, including:

- a. maintaining records, reports, receipts, inventories, and files;
- b. completing and forwarding receipts;
- c. conducting inventories upon receipt, upon change of property custodian, and annually thereafter;
- d. submitting required reports per [Chapter 9](#);
- e. ensuring security of stowage; and
- f. disposing of outdated, unusable, or excess equipment when necessary. Permission for such disposal must be obtained from the area manager.

9. NJROTC Unit Flag. An NJROTC or NNDCC unit flag, as appropriate, will be supplied in kit form to save costs. The kit will be put together by the local unit.

**19-5. Extracurricular Activities**. In addition to basic leadership training camps, at-sea cruises, leadership academies, field meets, and trips to Naval facilities (see [Chapter 17](#)), instructors should make local area field trips to broaden cadet knowledge related to the Naval Science curriculum. A formal military ball is also highly recommended as an annual event.

**19-6. Liaison with Activities in the Area**. Program effectiveness can be boosted by establishing close relationships and communications with parents, community organizations, and area activities. Nearby military installations offer a wealth of talent available for guest speakers for NJROTC/NNDCC classes.

**19-7. Counseling**. Instructors will find themselves questioned often by cadets, not only from those interested in service

careers, but by those with personal problems. Personal questions must be treated with sensitivity and caution. Instructors should not infringe on the functions of the school counselor. When in doubt, coordinate with the school's Guidance Department. Matters that may pertain to student safety or well-being should be immediately reported to school officials. Thorough knowledge of, and adherence to, school policies is required.

**19-8. Faculty Relationships.** As employees of the school system, the program instructors are members of the faculty and are expected to participate in school activities along with other faculty members. The SNSI/Lead NNDCCI is the Head of the Naval Science Department and is expected to confer on a continuing basis with the principal regarding the administration of the department and administrative matters such as reimbursement procedures for instructor salaries, and field trips.

**19-9. Activation Ceremony.** At a convenient time, the unit should be formally activated by an activation ceremony coordinated through the principal's office. It is highly recommended the ceremony be scheduled toward the end of the spring semester to give ample time for the unit to become established and provide official recognition of outstanding performances by deserving cadets. The Area Manager, if available, will present an official scroll signed by NSTC. A guide for an Activation Ceremony is available via the Area Manager or from the NJROTC program office. Suggested ceremony components include:

1. Band selections (pre-ceremonial)
2. Invocation
3. Introduction of guests and dignitaries by host officials
4. Presentation of colors
5. National Anthem
6. Introduction of and remarks by senior Navy representatives
7. Reading and presentation of the unit charter
8. Band selections

9. Remarks by host school official
10. Remarks by community official
11. Pass in review
12. Benediction
13. Band selections (post-ceremonial)

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**Appendix A****List of Frequently Used Acronyms**

<u>Acronym</u>	<u>Definition</u>
AIMR	Annual Instructional Materials Report
AIS	Automated Information System
AMVETS	American Veterans, also American Veterans of World War II, Korea, Vietnam, and those Serving Thereafter
ASOSH	Annual Statement of Service History
BAS	Basic Allowance for Subsistence
BAH	Basic Allowance for Housing
BCA	Body Composition Assessment
BLT	Basic Leadership Training
BUPERS	Bureau of Naval Personnel
CAB	Curriculum Advisory Board
CAGE	Commercial and Government Entity
CBI	Clear Bolt Indicator
CD	Citizenship Development
CMP	Civilian Marksmanship Program
CNO	Chief of Naval Operations
CNSTC	Commander, Naval Service Training Command
CONUS	Continental United States
COR	Command Operations Report
COS	Chief of Staff
CPS	Classroom Performance System
CRA	Clothing Replacement Allowance
DFAS	Defense Finance and Accounting Service
DHS	Department of Homeland Security
DOE	Department of Education
DOD	Department of Defense
DON	Department of the Navy
EAP	Emergency Action Plan
EFT	Electronic Funds Transfer
EOY	End of Year
FPS	Feet per Second
FY	Fiscal Year
GIB	Guest Instructor Board
HRSQ	Health Risk Screening Questionnaire
ICB	Instructor Certification Board
IT	Information Technology
ITAB	Information Technology Advisory Board
JMIC	Junior Reserve Officers Training Corps Marksmanship Instructor Course
JROTC	Junior Reserve Officers Training Corps

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JALIS	Joint Airlift Logistics Information System
JUMS	Joint Unit Management System
LDO	Limited Duty Officer
MCJROTC	Marine Corps Junior Reserve Officers Training Corps
MIP	Minimum Instructor Pay
MLSR	Missing, Lost, Stolen, Recovered Report
MOAA	Military Officers Association of America
MOPH	Military Order of the Purple Heart
MOWW	Military Order of World Wars
MPC	Military Property Custodian
MPN	Military Personnel, Navy
NEXCOM	Navy Exchange Command
NALO	Navy Air Logistics Office
NCOA	Non-commissioned Officers Association
NETPDTC	Naval Education Professional Development and Training Center
NIOT	New Instructor Orientation Training
NIOT GIB	New Instructor Orientation Training Guest Instructor Board
NJROTC	Navy Junior Reserve Officers Training Corps
NLUS	Navy League of the United States
NNDCC	Navy National Defense Cadet Corps
NNDCCI	Navy National Defense Cadet Corps Instructor
NPC	Navy Personnel Command
NROTC	Naval Reserve Officers Training Corps
NS	Naval Science
NSI	Naval Science Instructor
NSTC	Naval Service Training Command
NSTC CD	Naval Service Training Command Citizenship Development
OCONUS	Outside of the Continental United States
OMN	Operations and Maintenance, Navy
OPNAV	Chief of Naval Operations
OPNAVINST	Chief of Naval Operations Instruction
ORM	Operational Risk Management
PAO	Public Affairs Officer
PDRL	Permanently Disability Retirement List
PFA	Physical Fitness Assessment
PMP	Pre-Mishap Plan
POA&M	Plan of Action and Milestones
POV	Privately Owned Vehicle
PSC RAS	Personnel Service Center Retiree Annuitant Services
SCB	Special Certification Board
SECNAV	Secretary of the Navy

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SITREP	Situation Report, also Unit Situation Report
SNA	Surface Navy Association
SNSI	Senior Naval Science Instructor
SSN	Social Security Number
TERA	Temporary Early Retirement Authority
TTO	Training Time Out
USAFA	United State Air Force Academy
USCG	United States Coast Guard
USMA	United States Military Academy (West Point)
USMC	United States Marine Corps
USN	United States Navy
USNA	United States Naval Academy
USNR	Unites States Navy Reserve
WAWF	Wide Area Work Flow
WO	Warrant Officer



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**Appendix B****NJROTC ACRNs for use in Wide Area Work Flow (WAWF)**

AA	Orientation
AB	Uniform Maintenance
AC	Postage Expense
AE	Unit Support & Maintenance
AG	Equipment-Audio Visual
AJ	Equipment-Air Rifles
AK	Equipment-IT
AM	National Drill Competition
AN	Leadership Conferences
AP	In Service Instructor Training
AQ	Instructor Seminars
AR	Basic Leadership Training
AS	Leadership Training
AT	Curriculum & IT Advisory Boards Training
AV	Sail Training
AW	Air Rifle Repair
AX	MP,N Uniform Purchase
AY	O&M,N Organizational Items
AZ	National Air Rifle Competition

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## Appendix C

### NJROTC CITIZENSHIP DEVELOPMENT FORMS

Forms may be obtained via the Naval Service Training Command website at <http://www1.netc.navy.mil/nstc/directives.asp>. Some supply related forms are contained in the [NJROTC Supply Manual](#).

[NSTC Form 5761/101 NJROTC Host School Application](#)  
[NSTC Form 5761/102 Agreement for Establishment of NJROTC Unit](#)  
[NSTC Form 5761/103 NJROTC Host School Application](#)  
[NSTC Form 5761/104 Agreement to Establish NNDCC Unit](#)  
[NSTC Form 5761/105 NJROTC Instructor Certification Checklist](#)  
[NSTC Form 5761/106 NJROTC Instructor Certification Application](#)  
[NSTC Form 5761/107 Instructor Personal Appearance](#)  
[NSTC Form 5761/108 Instructor Photograph Submission Sheet](#)  
[NSTC Form 5761/109 NJROTC Certification Interviewer's Appraisal](#)  
[NSTC Form 5761/110 NJROTC Inspection Report Form](#)  
[NSTC Form 5761/111 NJROTC Instructor Evaluation](#)  
[NSTC Form 5761/112 Instructor Observation](#)  
[NSTC Form 5761/113 Cadet Health Risk Screening Questionnaire](#)  
[NSTC Form 5761/114 Unit Safety Report](#)

[DD Form 1381 Air Transportation Agreement](#)  
[DD Form 2754 JROTC Instructor Pay Certification Worksheet](#)  
[DD Form 2767 JROTC Instructor Annual Certification of Pay](#)

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