

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
Fort Monroe, Virginia 23651-5000

TRADOC Supplement 1
to AR 145-2

5 August 1986

Reserve Officers Training Corps
JUNIOR PROGRAM AND NATIONAL DEFENSE CADET CORPS
ORGANIZATION, ADMINISTRATION, OPERATION, AND SUPPORT

This revised supplement changes the JROTC new unit establishment policy, emphasizes student performance in the Biennial Formal Inspection changes probationary requirements for below minimum enrollment schools, changes cross-enrollment policy, revises TRADOC Form 625-R (JROTC/NDCC Enrollment Report), simplifies closing enrollment reporting, deletes the required reference library books, updates map procurement procedures, establishes performance appraisals and additional instructor quality performance requirements, includes two new forms: TRADOC Form 626-R (JROTC Instructor Annual Performance Appraisal) and TRADOC Form 627-R (Checklist for JROTC Instructor Triennial Continued Employment Review) , and updates instructor and cadet reference materials.

Further limited supplementation is permitted but is not required. If supplements are issued by major subordinate commands, one copy will be furnished U.S. Army ROTC Cadet Command, ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000.

AR 145-2, 1 April 1977, is supplemented as follows:

Page iv. Add the following at the end of the listing of contents:

*This supplement supersedes TRADOC Suppl 1 to AR 145-2, 1 Jun 79, including all changes; letter, HQ TRADOC, ATRO-E3, 18 Apr 83, subj: Formal Inspections; letter, HQ TRADOC, ATRO-EJ1 24 May 83, subj: Marksmanship Training; letter, HQTRADOC, ATRO-ES, 17 Jun 83, subj: The Retired. Officers Association (TROA) ROTC Medal.

- APPENDIX K. Instructions for completion of TRADOC Form 625-R (JROTC/NDCC Enrollment Report) (Requirements Control Symbol ATRO-261 (R2))
 - L. Index of instructor reference materials
 - M. Index of cadet reference materials
 - N. JROTC on-campus instructional material support requests
 - O. Map and photo allowances
 - P. Marksmanship RCS
 - Q. JROTC instructor refresher correspondence course
 - R. Heraldic items

Page 2-2, paragraph 2-7, JROTC/NDCC establishment procedures.

2-7c. Add the following: TRADOC Form 132-R (Evaluation Worksheet Potential Army Junior ROTC Program) (fig 2-1) will be used to conduct the evaluation of the school.

Page 2-3.

2-7.1. (Added) Selection of schools to host JROTC units.

a. Statutory requirements and higher headquarters policies limit the total number of JROTC units and dictate that new units be established in such a manner as to ensure fair and equitable distribution throughout the Nation. The Commander, U.S. Army ROTC Cadet Command, is responsible for ensuring this guidance is followed. A new JROTC unit will not be established in a state having more than its fair share of units for its high school student population. To encourage a school to apply for a JROTC unit and then to disapprove the application produces a negative image of the Army in general. Such efforts will be avoided if possible. ROTC regions will confine expansion efforts to those states and number of schools as directed by the Commander, U.S. Army ROTC Cadet Command (ATCC-TT).

b. The cyclic nature of various administrative and budgetary aspects of the secondary school systems dictates that the selection process be conducted on a yearly cycle as outlined in figure 2-2. Methodology for determining priority of states is at figure 2-3. Subsequently, regions will forward applications and reports of inspection to HO, U.S. Army ROTC Cadet Command

EVALUATION WORKSHEET POTENTIAL ARMY JUNIOR ROTC PROGRAM <small>TRADOC Suppl 1 to AR 145-2</small>				DATE
Where insufficient space is provided on this form to record complete observations, comments, or recommendations, additional plank sheets will be used, identifying items by corresponding number.				
SCHOOL INFORMATION				
a. Name, Address of School _____ _____ _____		b. Type Institution	c. State Level Accreditation Evaluation and by whom	
d. Name, Address, and Telephone No of Superintendent _____ _____ _____		e. Name, Address, and Telephone No of Principal _____ _____ _____		
f. Grade Levels		g. Student Capacity		h. School's Student/Teacher Ratio
i. Enrollment (14 years or older by grade)				j. Percentage of Graduates Entering College (Approximate)
Grade	Male	Female	Total	k. Has the school ever applied for a JROTC program supported by another service? If so, what is the status of that application?
8th				
10th				
11th				
12th				
Total				
Estimated JROTC Enrollment:				
l. Has a JROTC program ever been disestablished at this school? If so, when and why?				

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Figure 2-1. Conduct of Evaluation

EVALUATION WORKSHEET POTENTIAL ARMY JUNIOR ROTC PROGRAM (Continued)			
2. COMMUNITY AND ENVIRONMENT			
a. Type and size of community		b. Are students bused? If so, are there activity buses?	
c. Are there any problems relative to availability of housing for instructors?			
d. Will JROTC instructors be permitted to conduct testing visits to feeder schools?			
e. Number of JROTC units in the city/district (specify service)			
3. FACILITIES			
	Dedicated Sole Use of Classrooms a	Shared Classrooms b	Administrative Office Space c
(1) Proximity to the remainder of the school and to other JROTC areas			
(2) Seating Capacity			
(3) Type construction			
(4) Type and condition of furniture			
(5) Lighting			
(6) Heating, cooling, ventilation			
(7) Noise control			
(8) Maintenance of facilities			
(9) Storage area for teaching aids			
(10) Site			
(11) Telephone available to Senior Army Instructor			
d. Supply storage area			
(1) Size			
(2) Proximity to other Junior ROTC areas			
(3) Construction			
(4) Environmental considerations-heat, humidity, sewage, etc.			
(5) Security considerations			

Figure 2-1. Conduct of Evaluation (Cont)

EVALUATION WORKSHEET POTENTIAL ARMY JUNIOR ROTC PROGRAM (Continued)	
FACILITIES (Continued)	
<p>c. Armory storage</p> <p>(1) Describe existing facility area</p>	<p>4. Marksmanship facilities</p> <p>(1) Describe existing facility</p>
<p>(2) List modification required</p>	<p>(2) List modifications required</p>
<p>(3) Proximity to other Junior ROTC areas</p>	<p>(3) Proximity to other Junior ROTC areas</p>
<p>(4) If an area is not currently available, describe plan to provide one to include method of funding and timeframe for completion.</p>	<p>(4) If a facility is not currently available, describe the plan to meet the marksmanship training and competitive portion of the program, to include funding, timeframe for completion, police or rifle program.</p>
<p>g. Drill area</p> <p>(1) Outside</p> <p>(a) Size</p>	<p>(b) Proximity to other areas</p>
<p>(e) Surface conditions</p>	
<p>(d) Limitation on use</p>	
<p>(2) Inside</p> <p>(a) Size</p>	<p>(b) Proximity to other Junior ROTC areas</p>
<p>(c) Limitations on use (i.e., gym shoes, rifles, prohibited; time available.)</p>	
<p>b. Are the facilities completely identified by the school on the DA Form 3126?</p>	
<p>c. May instructors remove facilities if required?</p>	

Figure 2-1. Conduct of Evaluation (Cont)

EVALUATION WORKSHEET POTENTIAL ARMY JUNIOR ROTC PROGRAM (Continued)	
PROJECTED SUPPORT	
4.	a. If a rifle range is not part of the school facilities, where is the rifle range which will be used for JROTC marksmanship instruction and rifle team practice (include on DA Form 3126)?
	b. Will the school provide transportation to/from the range, during regular school hours, at its own expense (include on DA Form 3126)?
	c. Will school provide transportation, at its own expense, for JROTC activities (such as PDBE, rifle matches, drill meets) away from the main campus? Within what radius?
	d. Will selected rifle team/drill team members be awarded school letters?
5. ADMINISTRATION	
	a. Do school officials understand the procedures for payroll/reimbursement of JROTC instructors?
	b. What length contract (10 months, 12 months) will JROTC instructors be offered?
	c. Will the school pay JROTC instructors the minimum, or does the school system have pay scales above those figures?
	d. Will the school pay JROTC instructors for coaching duties (rifle/drill team)?
	e. Will the JROTC department be allocated a portion of the school's budget? What is the estimated annual figure?
	f. Will credit be awarded for JROTC participation? How much per year? Will this credit count toward <input type="checkbox"/> GPA <input type="checkbox"/> Graduation?
	g. Will JROTC instructors be required to meet certain standards for certification?
	h. Will JROTC instructors be required to join a teachers' union?

Figure 2-1. Conduct of Evaluation (Cont)

6. RECOMMENDATIONS:

- a. Recommend immediate establishment of an Army JROTC unit at this school.
- b. The school does not presently have all required facilities available, but school authorities have agreed to provide such facilities before or during the first year of JROTC training, within the time-table specified below. Recommend immediate establishment of an Army JROTC unit at this school.
- c. Recommend against establishment of an Army JROTC unit at this school for the reasons specified below.
- d. Is school enrollment approaching capacity? _____
(Explain expansion plan in remarks).
- e. List vocational electives and evaluate the potential of a JROTC program to compete for a cross section of the school enrollment. (Explain in remarks).
- f. Remarks:

SIGNATURE/TITLE OF EVALUATING OFFICER

Figure 2-1. Conduct of Evaluation (Cont)

(ATCC-TT), only during the first week of December. A priority list must accompany each region's recommendations for establishment.

c. New JROTC units will not be established after a school year begins.

Page 2-3, paragraph 2-10, Failure to meet required standards.

2-10a. Add the following: JROTC enrollments are evaluated at school opening and during BFI/closing enrollment. Regions will provide HQ, U.S. Army ROTC Cadet Command, ATTN: ATCC-TT, a listing of schools that fail to meet minimum enrollment by the following dates:

- (1) Opening enrollment 1 November
- (2) BFI/closing enrollment 15 May

NOTE: Schools will use BFI statistics for closing enrollment reports during the year they are inspected.

b. Add the following: A school that does not meet enrollment standards at school opening or during a BFI will be placed on probation. If minimum enrollment is not obtained at the opening of the next school year, Region HO will recommend to HQ TRADOC that the probationary unit be disestablished by the end of that school year.

c. Add the following: In each case where disestablishment is directed as a result of not attaining minimum enrollment at the opening of the next school year, the school will be notified NLT December to permit an orderly phasing out and to permit the student body to become aware of the action before the end of the school year.

d. Add the following: New units will not be placed on probation at the end of the first year for enrollment deficiency.

e. Add the following: Region commanders may grant an exception to the enrollment probation policy for units that do not meet enrollment criteria because of extenuating circumstances such as instructor turmoil, firings, etc. Commanders will not delegate this authority.

Page 2-5, paragraph 2-17, Conduct of annual formal inspections.

2-17b(6) Add the following: Regions will develop a form that serves as a guide for the biennial formal inspection. Mutual exchange of criteria among regions is encouraged to promote uniformity. One copy of the region biennial inspection form will be forwarded to HQ, U.S. Army ROTC Cadet Command, ATTN: ATCC-TT, upon revision. The inspection and the form must address the following areas:

- (a) Cadet performance.
- (b) Instructor appearance.
- (c) Supplies.
- (d) Security.
- (e) Safety.
- (f) Enrollment increases/decreases from previous year and from the opening enrollment of the current year.
- (g) Number and types of community activities/services performed by the unit.

2-17b(7) (Added) Cadet performance will constitute a minimum of 75 percent of the inspection value.

Page 3-1, paragraph 3-2, Citizen/student benefit. Add the following: Hazing and/or harassment of cadets by instructor personnel or other cadets is prohibited.

Page 3-1, paragraph 3-3, Participation in JROTC/NDCC matters.

3-3a. Add the following: A cadet chain-of-command should be established and be made functional to the greatest extent possible.

Page 3-2, paragraph 3-7, Cadet enrollment.

3-7h. Add the following: Once a cadet has been selected he/she may be issued a membership card, TRADOC Form 440 (JROTC Identification) identifying him/her as a member in good standing in JROTC and authorized to wear the issue-type and/or cadet-type uniform. This card will be signed in the appropriate space by the SAI. This card is not affiliated in any way with the U.S. Army Identification System and no military entitlements or privileges are to be derived by the cadet. While the card is not an accountable item, prudent control in storage and issuance should be exercised.

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Page 3-3, paragraph 3-8, Cross-enrollment.

3-8d. (Added) Schools will not cross-enroll students from other schools unless-

(1) HQ, U.S. Army ROTC Cadet Command (ATCC-TT) grants an exception to policy.

(2) The school submits a DA Form 918B (Amendment to Application and Agreement for Establishment of Army Reserve Officers' Training Corps Unit) IAW AR 145-2, to cross-enroll ninth grade students from a feeder middle school.

NOTE: Existing cross-enrollments may remain in effect; however, any modification to current status that would include new or additional schools will require an exception to policy.

Page 3-5, paragraph 3-15, Period covered. Add the following: Procedures and instructions for the completion of TRADOC Form 625-R (JROTC/NDCC Enrollment Report) are at appendix K.

Page 4-8.1, paragraph 4-21, General.

4-21e. (Added) As an exception to the preceding, school awarded decorations and awards at Class MI units may be worn on the cadet uniform. Such awards and decorations will not resemble or simulate any awards or decorations of any of the Armed forces or be authorized for wear by the Federal or any foreign government. School awarded decorations will not be paid for out of government funds. Order of merit for these awards will be below that of other awards specified by this regulation.

Page 5-1, paragraph 5-2, Conduct of programs.

5-2f. Add the following: Before undertaking counseling activities, each JROTC/NDCC instructor should read TRADOC Pam 145-10.

Page 5-2, paragraph 5-4, Presentation of instruction by other than JROTC instructors.

5-4a. (Added) DAI/SAI are authorized and encouraged to invite recognized authorities to speak on appropriate subjects in the program of instruction.

5-4b. (Added) The objectives of the guest lecturer program are to provide knowledge gained by extensive experience in a specific field of endeavor; provide up-to-date information on

new techniques, policy, doctrine, and practices; and to motivate students by the presence of distinguished military and civilian dignitaries and Reserve Component officers.

5-4c. (Added) The use of qualified active duty military personnel, to include junior officers, young NCO and DA civilians, will be emphasized. It has been found at many secondary schools that members of the local faculty are willing to offer their services free of charge or in connection with a reciprocal agreement.

5-4d. (Added) Presentation should be scheduled to ensure that all appropriate personnel are in attendance. Where other JROTC/NDCC units are in proximity, consideration will be given to combining resources to ensure maximum benefits from the speaker program.

Page 5-3, paragraph 5-6, Certificates.

5-6a. Add the following: As a minimum, cadet student records will be annotated with the amount and type of instruction received and date of certificate issued, and maintained for a period of 5 years.

Page 5-6, paragraph 5-15, Instructional material and equipment.

5-15b. Add the following: Region headquarters will initiate requisitions to ensure each SAI will have available all instructional materials, to include instructor references, and applicable training aids for LET-I instruction in newly established units prior to the beginning of the school year. The SAI-I should have materials to enable proper planning and scheduling classes before the beginning school year.

Page 5-3, paragraph 5-8, Placement in Senior ROTC.

5-8c. Add the following: The PMS will ensure cadets receiving advanced placement credits have or will complete all required Military Qualification Standards (MQS) I training appropriate to the Military Science (MS) classes for which credit is being awarded.

Page 5-6.

5-15.1 (Added) Requisitioning procedures. The following paragraphs contain procedures to be followed when requisitioning instructional materials, maps, charts, aerial photograph, reference library books, and educational aids.

a. Instructional materials.

(1) Chapter 3, AR 310-2.

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(2) Paragraph 3-22, TRADOC Supplement 1 to AR 310-2.

(3) DA Pamphlet 108-4.

b. Instructor reference materials.

(1) Appendix L contains a list of instructor reference materials, a list of instructor's guides, and the proponent agencies. The responsibility for printing and distribution of these JROTC publications is also indicated.

(2) Initial issue of new or revised DA publications (FM, TM, and Pam) will be identified and preordered by ROTC Region HQ for new units using the DA Form 12 series requirements and submitted to their normal source of publications support. When establishing a new DA publications account, the following DA 12 Forms should be submitted to Baltimore: DA Form 12-R, 12-4-R, 12-5-R, 12-9AR, 12-11AR, 12-34-R, 12-348-R. Resupply copies will be obtained as follows:

(a) DA publications required for use by the instructor will be obtained in accordance with the provisions of chapter 3, AR 310-2. Replenishment requisitions will be submitted on DA Form 4569 (USAAGPC Requisition Code Sheet). Requisitions will be forwarded to the normal source of supply for publications support. All DA publications furnished for use by instructors will be without reimbursement from ROTC funds.

(b) TRADOC Publications will be obtained in accordance with the provisions of TRADOC Supplement 1 to AR 310-2, paragraph 3-22.

(c) Recommendations for changes or revisions to instructor references should be forwarded directly to the appropriate preparing agency as shown in appendix M. Comments, when appropriate, should be keyed to the specific page, paragraph, and line of the document in which the change is recommended. The reason should be provided for each comment to ensure understanding and complete evaluation (exempt information requirements, AR 335-15, para 5-2g)

c. Cadet reference materials.

(1) Appendix M contains a list of publications for use by cadets during on-campus instruction including agencies having responsibility for preparation or revision

(2) Initial issue of new or revised JROTC/NDCC manuals will be furnished using agencies by automatic distribution. Resupply copies will be obtained as follows:

(a) JROTC/NDCC manuals will be obtained in accordance with the provisions of AR 310-2, chapter 3, and DA Pam 310-10.

(b) Requisitions for other DA texts for cadet use will be prepared by DAI/SAI on DA Form 4569 and mailed to the U.S. Army AG Publications Centers accompanied by a DA Form 2496 (Disposition Form)

(c) DAI/SAI will requisition only those official texts required for instructional purposes and ensure these publications are properly cared for by the students and turned in at the appropriate time for reissue.

(d) Recommendations for changes or revisions to cadet references should be forwarded on DA Form 2028 directly to the appropriate preparing agency as shown in appendix M. Comments, when appropriate, should be keyed to the specific page, paragraph, and line of the document in which the change is recommended. Reason should be provided for each comment to ensure understanding and complete evaluation (exempt information requirements, AR 335-15, para 5-2g)

(d) U.S. Army Infantry School.

(1) The USAIS is designated as the primary service school instructional material support agency for ROTC nationwide with liaison and ROTC staff coordination responsibilities appropriate to the specific programs outlined in this regulation.

(2) To preclude an influx of requests for publications that would quickly deplete warehouse stocks causing requisitions not being filled, USAIS provides a preprinted DA Form 17 (see letter, ATSH-SE-TSD, 5 Nov 85, JROTC On-Campus Instructional Material Support, for School Year 1985-1986) listing reference materials (app N) most often required for JROTC/NDCC programs. This form is to be completed and forwarded to USAIS, usually during January/February, to provide enough lead time to determine number of publications required, scheduling of printing needs, and distribution of the requested material prior to 30 June each year.

(3) DAI/SAI will not request additional items on DA Form 17-1 during the annual identification of school instructional material. Additional items may be requested on a separate order using another DA Form 17-1.

(4) DAI/SAI may continue to request additional instructional material in limited quantities at any time from the USAIS Instructional Material Catalog.

(5) USAIS does not furnish DA and TRADOC publications.

(6) Distribution of these publications is on a standardized basis of issue without cost to the JROTC/NDCC units.

e. Educational aids.

(1) Educational aids include training films and film strips, graphic aids (still photos, transparencies, charts, slides, and posters) , and three-dimensional aids (trainers and instructional kits, models, displays, terrain boards) . See AR 71-7 for explanation of DA training aids terms. Information on DA training aids may be obtained from DA Pams 108-4, 310-12, and supporting Training Aids Services Office (TASO)

(2) Films are valuable aids to instruction, but they must be restricted to a supplementary role when presenting the course. Graphic devices and certain items of training equipment are available on loan from supporting TASO. Catalogs that list these aids are published periodically.

f. Maps and aerial photographs. Map and air photo allowances for JROTC/NDCC units are established on a standardized basis of issue as shown in appendix 0. The basic references for the procurement of maps and aerial photographs are AR 115-11 and Defense Mapping Agency Catalog of Maps, Charts, and Related Products. The following instructions apply:

(1) Requisition procedures are in appendix 0.

(2) Requests in addition to authorized allowances either as to type or quality will be forwarded by the DAI/AS through Region Headquarters accompanied by a letter request in which full justification is furnished. Requests will also indicate whether a change to current allowances is recommended. Region commanders will consider requests for items in the category of new mapping not listed in current Department of Defense catalogs and will process such requests in accordance with (3) below.

(3) Requests for new mapping and new aerial photography will be forwarded through Region Headquarters and HQ, U.S. Army ROTC Cadet Command, ATTN: ATCC-TT, to Director, Defense Mapping Agency, ATTN: PR, Building 56, U.S. Naval Observatory, Wash DC 20305-3000 with an information copy sent to DMAHTC, ATTN: PPT, WASH, DC 20315-0030 for further processing (AR 115-11, para 2-3c). In general, projects involving the mapping or photographing of areas not previously covered

are costly and require extensive advance planning. Budgetary provisions for some projects must be made from 2 to 4 years prior to the time an approved request may be expected to be completed. Other projects which require modifications can be accomplished within a much shorter time; however, any request may be disapproved and returned to the initiating unit by any command echelon.

(4) Formal accounting for maps, charts and aerial photographs issued to U.S. Army ROTC/NDCC units and activities in accordance with this regulation is not required. However, Commanders, ROTC Regions, will ensure the principles of supply economy are observed so that maximum use will be made of all items furnished.

(5) Budgeting and funding procedures are as follows:

(a) Service school commandants are responsible for furnishing military educational material to JROTC/NDCC units. Direct coordination between the US Army service schools and the ROTC regions, to include exchange of ideas and advisement of special support and projects, is encouraged. Direct communication between DAI/SAI and TRADOC commandants on matters pertaining to instructional materials support is authorized and encouraged. ROTC correspondence will be routed through the military chain of command.

(b) School commandants are encouraged to honor justifiable requirements for the loan of equipment, static displays, school training literature, instructional assistance, and related requests to the extent that current resources will permit.

Page 5-7, paragraph 5-16, Marksmanship instruction and competitions. Add the following: Appendix P provides an outline for conducting marksmanship matches/competitions. Precision air rifles are authorized for use in marksmanship training in lieu of .22 caliber rifles. Until and after air rifles are available through supply channels, the rifles may be procured at no expense to the Government. Pellets and targets will be procured at Government expense from supporting installations.

Page 5-7.

5-17. (Added) Interservice Support Agreement (ISSA) . Most states have executed an ISSA for Army National Guard (ARNG) support of JROTC/NDCC. Units are encouraged to take advantage of the support available in their area and submit recommendations concerning existing ISSA to their region headquarters.

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Page 6-1, paragraph 6-2, Providing instructors.

6-2a(3) (Added) Limit employment of retired armed forces personnel as JROTC/NDCC instructors and administrators to those retired from the United States Army.

Page 6-1, paragraph 6-5, Instructor orientation. Add the following: Region HQ will provide new instructors an orientation within 1 year of employment.

Page 6-3, paragraph 6-13, Army Objective. Add the following: The minimum requirement for maintaining military proficiency is the annual completion of at least 5 hours of correspondence subcourse work provided by U.S. Army Training Support Center. Subcourses selected may be from other than the JROTC Instructor Refresher Correspondence Course upon completion of that program. Subject to funding availability, DAI/SAI will attend an annual ROTC Region-sponsored JROTC conference.

Page 6-4, paragraph 6-14, Development programs.

6-14b. Add the following: Instructors are expected to adhere to those requirements imposed on other institution faculty members by principals/superintendents and should participate in institution inservice activities.

6-14c. (Added) Region commanders are responsible to ensure DAI/SAI and instructors participate in the developmental programs approved by DA and TRADOC.

6-14d. (Added) JROTC Instructor Refresher Correspondence Course.

(1) Selected subcourses provided by the U.S. Army Training Support Center for the JROTC/NDCC instructor are listed at appendix Q.

(a) Enrollment is as stipulated in paragraph 6-13.

(b) Instructor participation in this program will conform to enrollment procedures as outlined in DA Pamphlet 351-20.

(c) Eligible individuals may enroll for the entire course or selected subcourses.

(d) Application for enrollment will be submitted on DA Form 145 (Army Correspondence Course Enrollment Application) through the appropriate region commander for processing to the U.S. Army Training Support Center.

(e) A certificate of subcourse completion will be furnished by the U.S. Army Training Support Center to the instructor, with an information copy to the appropriate Region Headquarters.

(f) A diploma of course completion will be furnished by the U.S. Army Training Support Center to the instructor, with an information copy to the appropriate region headquarters.

(g) Enrollment in these selected subcourses is one of the program opportunities to maintain qualification, including military proficiency.

(2) ROTC Region Commanders are authorized and encouraged to monitor the JROTC Instructor Refresher Correspondence Course for applicability to JROTC instructor needs.

Page 6-4, paragraph 6-15, Instructor standards and qualifications.

6-15a(4) Add the following: Should it be determined by due process during employment that an instructor displays disqualifying personal habits or character traits outlined above, immediate action IAW paragraph 6-26c(3) will be accomplished.

6-15a(5) Add the following: A civil conviction, except for minor traffic offenses, is an immediate cause for review for possible decertification IAW paragraph 6-26c(3). Region Commanders will review each conviction on a case-by-case basis. Commanders will not delegate this authority.

6-15a(13) Add the following: Undergo a physical examination at least biennially as a part of or in addition to any employing school requirements. Results of physical examination will be provided applicable ROTC region for evaluation. Instructors are required to ensure that examining physician/facility include any physical limitations/disabilities. A medically authenticated report of height and weight along with a full length photo in appropriate uniform is required annually. Photos need not be commercial products if of adequate clarity, detail, and size (5 x 7 minimum) . Noncompliance with the provisions of AR 40-501 will result in action IAW paragraph 6-26(c). Region HQ will establish a system to manage and review these requirements.

6-15d. (Added) Commanders of ROTC Regions may personally waive specified standards and qualifications of applicants to be certified as eligible for employment as JROTC instructors by

host institutions. Waivers will only be given on a case-by-case basis when extenuating circumstances exist and if considered in the best interests of the JROTC/NDCC program and the U.S. Army. Authority to grant waivers must be personally exercised by the Commander, ROTC Region, and may not be delegated.

Page 6-8, paragraph 6-25, Continuing qualifications

6-25d. (Added) Region Commanders will review at least one-third of their JROTC instructors annually to ensure instructors meet the standards and qualifications prescribed by AR 145-2 and this supplement. Region commanders will-

(1) Complete a TRADOC Form 627-R (Checklist for JROTC Instructor Triennial Continued Employment Review) (fig 6-4) and place the checklist in the instructor's permanent personnel file.

(2) Provide instructors a copy of the TRADOC Form 627-R that recommends their probation or elimination. Instructors may request in writing and receive a copy of their TRADOC Form 627-R results.

(3) Provide HQ, U.S. Army ROTC Cadet Command, ATCC-TT, a copy of any TRADOC Form 627-R that recommends an instructor's probation or elimination.

CHECKLIST FOR JROTC INSTRUCTOR TRIENNIAL CONTINUED EMPLOYMENT REVIEW <small>(TRADOC FORM 627-R AR 145-2)</small>		
1. INSTRUCTOR'S NAME	2. SSN	
3. EMPLOYING SCHOOL'S NAME & ADDRESS	4. DATE OF EVALUATION	
SECTION A - APPROPRIATE PHYSICAL / OCCUPATIONAL HEALTH		
	YES	NO
5. Has met height/weight standards each year.		
6. Has submitted an annual photo which reflects acceptable military bearing.		
7. Has taken required health physical and report shows no physical limitations that would retroactively affect performance.		
8. Has no derogatory comments concerning appearance and physical or mental health on any PE report, annual performance appraisal, inspection visit report, etc.		
9. Has not been counseled to improve appearance or health. If the answer is no, a complete list of areas of deficiencies and amount of improvement must be in Remarks section.		
SECTION B - PROFESSIONAL DEVELOPMENT		
10. Has completed professional development requirements (i.e., 5 hours of Army correspondence course or 3 hours of out-agg credit).		
11. Has attended all region required instructor orientation/clinician.		
12. Has state teaching certificate (has made adequate progress toward obtaining state teaching certificate (MI only)).		
SECTION C - PERSONAL CONDUCT		
13. Has not been convicted of a civil offense other than a traffic violation.		
14. Has not been investigated for possible moral misconduct. If no, a complete description of the events and the investigation results must be entered in the Remarks section.		
15. Has not demonstrated financial irresponsibility, excessive drinking or gambling, drug addiction, emotional instability. If no, explain in the Remarks section.		
SECTION D - INSTRUCTOR QUALITIES		
16. Observations, lesson plans, student training materials, etc., routine critiques confirm thorough knowledge of JROTC training material.		
17. Observations, community support projects, etc., annual performance appraisals, enrollment growth/stability, confirm the ability to challenge, motivate, and positively influence young adults.		
18. Observations, etc., annual performance appraisals, course critiques confirm the ability to perform effectively as a professional educator.		
19. Observations confirm the ability to write well and speak effectively.		
SECTION E - ENVIRONMENTAL QUALITIES		
20. Annual all-agg report reflects clean headquarters.		
21. Inspections and all-agg reflect adequate supply and maintenance management.		
22. Inspections and lesson plans reflect safety considerations.		
23. Inspections and all-agg do not reflect any security violations.		
24. REMARKS (Continue on reverse if more space is needed)		

SECTION C - EMPLOYMENT POTENTIAL				
14. RECOMMENDATION	RETENTION	PROBATION	TERMINATION	DECERTIFICATION
15. RATES	_____	_____	_____	_____
16. ENDORSER	_____	_____	_____	_____
17. BROTC DIV	_____	_____	_____	_____
SECTION D - AUTHENTICATION				
18. RATER (Last, First, MI)		19. SIGNATURE		20. DATE
21. GRADE	22. DUTY ASSIGNMENT			23. POSITION
24. ENDORSER (Last, First, MI)		25. SIGNATURE		26. DATE
27. GRADE	28. DUTY ASSIGNMENT			29. POSITION
30. ENDORSER		31. SIGNATURE		32. DATE
33. GRADE	34. DUTY ASSIGNMENT			35. POSITION
36. ADDITIONAL COMMENTS				
37. SIGNATURE OF RATER INDIVIDUAL				38. DATE
39. SCHOOL OFFICIAL'S RATING (N/A= None)				
E = Excellent AA = Above Average A = Average BA = below Average U = Unsatisfactory Ratings of E - BA - U must be specifically addressed by the rater.				
40. SCHOOL OFFICIAL'S COMMENT (Signature)				
41. PRINTED NAME			42. POSITION TITLE	
43. SIGNATURE				44. DATE

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(4) Initiate immediate probationary due process proceedings for identified instructors.

(5) Complete the review process in sufficient time to allow schools to find a replacement for instructors who will be eliminated.

Page 6-8, paragraph 6-26, Performance review.

6-26d. (Added) . ROTC will cause an annual TRADOC Form 626-R (JROTC Instructor Annual Performance Appraisal) (fig 6-5) to be completed for each instructor using a published military chain of command rating scheme which may include the DAL/SAL. Input from school officials (i.e., school superintendent, principal, assistant principal) is mandatory. Transition to this mandatory school requirement will be aided by future modification to the Agreement for Establishment.

(1) Regions will complete the annual performance appraisal in time to include it in the Triennial Continued Employment Review.

(2) Regions will provide completed copies of the performance appraisal to the instructor, and, if requested, to the school. The original will be filed in the instructor's personnel file.

Page 6-11, paragraph 6-38, Responsibilities.

6-38c. Add the following: Employment of clerical and/or maintenance personnel required to issue, account for, and maintain Government property is a responsibility of the school. The military property custodian or his/her assistant is not considered as having duties directly relating to the conduct of the JROTC program; therefore, instructors appointed to these positions under the provisions of AR 710-2 and AR 735-5 act as agents of the school and will not perform associated duties and responsibilities to the detriment of JROTC duties.

Page 6-15, paragraph 6-48, Government property. Add the following: The demilitarized M1903 drill rifles must be provided double lock security, i.e., stored in the arms room or supply room in wall lockers or modified weapons racks or stacked with a chain secured by eye bolt to the structure and running through the trigger housing assembly.

JROTC INSTRUCTOR ANNUAL PERFORMANCE APPRAISAL <small>(TRADOC Suppl 1 to AR 145-2)</small>		
SECTION A - ADMINISTRATIVE DATA		
1. NAME (Last, First, MI)	2. SSN	3. GRADE
4. SCHOOL, CITY, STATE		
5. PERIOD COVERED	6. TOTAL MONTHS	7. YEAR BEGUN
8. FROM (Area Command)	9. THRU (Region Command)	10. TO (Cadet Company)
SECTION B - PERFORMANCE EVALUATION		
11. RATING	HIGH DEGREE PROFICIENCY LOW DEGREE ← E AA A BA C →	
	RATER	SCHOOL OFFICIAL
a. Possess capacity to acquire knowledge and grasp concepts	_____	_____
b. Demonstrates professional knowledge and expertise.	_____	_____
c. Possess military bearing and appearance.	_____	_____
d. Effectively conducts instruction in assigned subjects.	_____	_____
e. Successfully executes related supply, security and admin functions.	_____	_____
f. Is clear and concise in written and verbal communication.	_____	_____
g. Seeks and accepts responsibility.	_____	_____
h. Maintains a cooperative relationship with School personnel.	_____	_____
i. Develops appropriate teacher-student relationships.	_____	_____
j. Is involved in professional development program.	_____	_____
k. Maintains height/weight standards and physical fitness.	_____	_____
l. Current age: _____ Current Height: _____ Current Weight: _____		
12. RATER'S COMMENTS:		
13. INDOORER'S COMMENTS:		

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SECTION C - EMPLOYMENT POTENTIAL				
14. RECOMMENDATION	RETENTION	PROBATION	TERMINATION	DECERTIFICATION
15. RATES	_____	_____	_____	_____
16. ENDORSER	_____	_____	_____	_____
17. PROTC DEV	_____	_____	_____	_____
SECTION D - AUTHENTICATION				
18. RATER (Last, First, MI)		19. SIGNATURE		20. DATE
21. GRADE	22. DUTY ASSIGNMENT			23. POSITION
24. ENDORSER (Last, First, MI)		25. SIGNATURE		26. DATE
27. GRADE	28. DUTY ASSIGNMENT			29. POSITION
30. ENDORSER		31. SIGNATURE		32. DATE
33. GRADE	34. DUTY ASSIGNMENT			35. POSITION
36. ADDITIONAL COMMENTS				
37. SIGNATURE OF RATER INDIVIDUAL				38. DATE
39. SCHOOL OFFICIAL'S RATING (N/A) (One)				
E - Excellent AA - Above Average A - Average BA - below Average U - Unsatisfactory Ratings of E - BA - U must be specifically addressed by the rater.				
40. SCHOOL OFFICIAL'S COMMENT (Optional)				
41. PRINTED NAME			42. POSITION TITLE	
43. SIGNATURE				44. DATE

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Page 6-15, paragraph 6-49, Equipment.

6-49f. Add the following: Equipment authorized JROTC/NDCC units by TDA/CTA, AR, and other documents does not affect the allocation and procurement of Government surplus property by educational institutions. Refer to Defense Disposal Manual, 4160-21M, for additional guidance.

APPENDIX K (ADDED)

INSTRUCTIONS FOR COMPLETION OF JROTC/NDCC ENROLLMENT REPORT
(REQUIREMENTS CONTROL SYMBOL ATRO-261 (R2))

K-1. Purpose. The purpose of the enrollment report is to provide pertinent data to TRADOC agencies responsible for planning, procurement of supplies and equipment, and preparation of the budget for the Army JROTC/NDCC program.

K-2. Definitions. The explanation of terms contained in AR 145-2 applies to this supplement.

K-3. Responsibilities.

a. Headquarters, U.S. Army ROTC Cadet Command, is responsible for preparing and distributing the (consolidated) Junior ROTC/NDCC Enrollment Report, RCS MILPC-44.

b. ROTC Region Headquarters are responsible for collecting, verifying, and consolidating enrollment data submitted by their detachments. Each Region will submit a consolidated-

(1) TRADOC Form 625-R to HQ TRADOC, ATTN: ATCC-RR.

(2) TRADOC Form 111 (Consolidated Report of Enrollment--Army Reserve Officers' Training Corps (Junior)/National Defense Cadet Corps Program) to U.S. Army ROTC Cadet Command, ATTN: ATCC-RR.

c. The Senior Army Instructor (SAI) of each JROTC/NDCC unit and the Director of Army Instruction (DAI) of a JROTC/NDCC multiple unit are responsible for preparing a feeder TRADOC Form 625-R.

K-4. Form supply.

a. TRADOC Form 625-R will be consolidated and used to prepare requirement (fig K-1)

b. TRADOC Form 111 will be used to prepare a consolidated requirement. (See paragraph K-3b above and sample at figure K-2).

SECTION D - CROSS ENROLLMENT					
SCHOOL	TOTAL	LET-1	LET-2	LET-3	LET-4
MALE CADETS					
1					
2					
3					
4					
5					
FEMALE CADETS					
1					
2					
3					
4					
5					
TOTAL CADETS					
1					
2					
3					
4					
5					
REMARKS					
TYPED NAME AND GRADE OF DAI/SAI					DATE

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UNIT	PERSONNEL			EQUIPMENT			SUPPLIES			OTHER			TOTAL		
	ADJUTANT GENERAL	ENGINEER	ARTILLERY	ENGINEER	ARTILLERY	ARTILLERY	ENGINEER	ARTILLERY	ARTILLERY	ENGINEER	ARTILLERY	ARTILLERY	ENGINEER	ARTILLERY	ARTILLERY
1st Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
2nd Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
3rd Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
4th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
5th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
6th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
7th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
8th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
9th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
10th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
11th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
12th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
13th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
14th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
15th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
16th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
17th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
18th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
19th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
20th Cavalry Div	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

Figure K-2. (Cont)

K-5. Frequency. HQ, U.S. Army ROTC Cadet Command, ATCC-RR, requires the opening enrollment data consolidated on TRADOC Form 111 and forwarded annually. Region Headquarters may require instructors to submit TRADOC Form 625-R for closing enrollment data; however, the only closing enrollment data required by HQ, U.S. Army ROTC Cadet Command, ATCC-RR, is the total closing enrollment for each region.

K-6. "As of" dates.

a. The opening enrollment data will be "as of" the end of the official registration period but not later than 1 October.

b. The closing enrollment data will be "as of" 1 May.

K-7. Due dates and routing. Region Headquarters will forward original copy of the consolidated enrollment requirement to HQ U.S. Army ROTC Cadet Command, ATTN; ATCC-RR, along with a consolidated TRADOC 625-R to HQ U.S. Army ROTC Cadet Command, ATTN: ATCC-TT, not later than 15 November for the opening requirement (RCS ATRO-261 (R-2)). Each Region Headquarters will telephonically report the closing enrollment region total to U.S. Army ROTC Cadet Command, ATCC-RR, AUTOVON 680-3471, by 15 June of each year.

K-8. Preparation instructions for TRADOC Form 625-R (Opening Report only)

a. The DAL of a multiple unit will prepare a consolidated requirement showing totals for all schools and forward it along with a separate requirement for each school involved. School systems having both JROTC and NDCC units will submit a separate consolidated requirement for each group.

b. The following instructions are to be used by the DAL/SAL in preparation of the requirement.

(1) From. Enter full name of the school and its complete mailing address including the postal ZIP code. For public schools show name and/or number of school system; for example, John Terrence High School, Christopher Public Schools, Gerard County. All schools will show county or parish in which located if not included in name of school system.

(2) Head of school and title. Enter the full name and title of the head of the school (or school system district for consolidated requirement of a multiple unit).

(3) Block a. - Region. Enter a 1-digit code for the region/overseas command in which the school is located; i.e., 1-, 2-, 3-, 4-region, 5-USAREUR, or 6-EUSA.

(4) Block b. - State code. Enter the 2-digit code for the state in which the school is located as shown in the TRADOC Directory of ROTC/NDCC Units.

(5) Block c. - School code. Enter the 6-digit school code as listed in the TRADOC Directory of ROTC/NDCC Units.

(6) Block d. - Schools. Entry in this column will be posted for multiple school units only showing the total number of schools participating in the program. Entry in this column will not be made for individual schools.

(7) Blocks e. thru g. - "As of" date. Enter the date the official registration period ends or 1 October, whichever date comes first. Data will be entered as year, month, and day, two digits each. Thus, the entry "86 09 06" would represent 6 September 1986.

(8) Blocks h and i. - Track. This data field is divided into two blocks, "Academic" and "Technical," to indicate the type of program offered at the school (AR 145-2, chap 5). Enter an "X" in the appropriate block or in both blocks if both programs are available. NDCC schools conducting other courses will omit entries in these two blocks and explain under "Remarks."

(9) Blocks j thru m. - Band. If the school has a JROTC/NDCC band, enter a "1" in the appropriate column, A, B, or C. See AR 145-2, chapter 6, for classification of bands. If there is no JROTC/NDCC band and the school band is utilized enter an "X" in the column marked "School." If neither a JROTC/NDCC band nor school band is utilized, annotate in "Remarks" section "None."

(10) Blocks n and o. - Uniform. Enter an "X" under "Army" or "School" as appropriate, to show whether the uniform worn by cadets as an outer garment is a government-issue uniform or distinctive to the school.

(11) Blocks p thru w. - Instructor personnel. This data field is subdivided into two blocks, one to record active duty Army personnel serving as instructors, authorized and actual, officer and NCO. In the second block, show only those who are employed by the school on a cost-sharing basis with the Army (include retired members of another military department, if any, serving as instructors, authorized and actual, officer

and NCO). The term "actual" applies to personnel assigned/employed.

(12) Blocks x thru ab. - School enrollment (students 14 years of age and older). Enter the actual number of full-time regular students, 14 years of age and older, enrolled in the institution (secondary school level only for MJC institutions) by year of academic course. If the student enrollment for the school on the opening requirement is not completed by the 1st of October, an estimate will be shown in the appropriate block and so indicated in the "Remarks" section. Subfreshmen, 14 years of age and older, who are enrolled in JROTC/NDCC will be included under freshman, and postgraduate students who are enrolled in JROTC/NDCC will be included under seniors and explained under "Remarks."

(13) Blocks ac thru ag - Cadet enrollment. Enter the number of individuals who are enrolled as cadets by year of training in which enrolled. Cadets who are concurrently enrolled in LET-1 and LET-2 will be reported in LET-1; cadets concurrently enrolled in LET-2 and LET-3 will be reported in LET-2; cadets concurrently enrolled in LET-3 and LET-4 will be reported in LET-4. Explain under "Remarks." Students participating in JROTC/NDCC who are ineligible for enrollment (AR 145-2, para 3-7) will not be included here, but will be shown separately under "Participating Students".

(14) Blocks ah and ai - Participating students. Enter the number of students ineligible for enrollment in the program by reason of noncitizenship, or other reason, who are participating in or attending instruction as JROTC/NDCC students. Sponsor/ auxiliary groups, color guards, etc., will be shown in Item 17, "Remarks." Participating students will not be included in cadet enrollment JROTC/NDCC.

(15) Section D - Cross-enrollment. Record cross-enrollment school by name and the cadet enrollment by male, female, and class (AR 145-2, para 3-8). Include the cadet enrollment in items (13) and (14), above.

(16) Remarks. If additional space is required, attach sheets of S 1/2- by 11-inch paper with school identification code clearly typed at top of page. Entries will be in order discussed in this paragraph.

(17) Authentication and date. Following completion and review of requirement, the SAI will authenticate all copies and dispatch requirement in accordance with paragraphs K-6 and K-7, above. The consolidated requirement for multiple units will be authenticated and forwarded by the DAI.

K-9. (Added) Preparation instructions for TRADOC Form 625-R (Closing Report only) . (Optional report which Region Headquarters may require instructors to submit)

a. The DAI of a multiple unit will prepare a consolidated requirement showing totals for all schools and forward it along with a separate requirement for each school involved. School systems having both JROTC and NDCC units will submit a separate consolidated requirement for each group.

b. The SAI at a military junior college (MJC) will verify requirements for the JROTC unit.

c. The following instructions are to be used by the DAI/SAI in preparation of the requirement.

(1) From. Enter full name of the school and its complete mailing address including the postal ZIP code. For public schools show name and/or number of school system; for example, John Terrence High School, Christopher Public Schools, Gerard County. All schools will show county or parish in which located if not included in name of school system.

(2) Head of school and title. Enter the full name and title of the head of the school (or school system district for consolidated requirement of a multiple unit)

(3) Block a. - Region HQ/Oversea HQ. Enter a 1-digit code for the region/oversea command in which the school is located; i.e., 1-, 2-, 3-, 4-region, 5-USAREUR, or 6-EUSA.

(4) Block b. - State code. Enter the 2-digit code for the state in which the school is located as shown in the TRADOC Directory of ROTC/NDCC Units.

(5) Block c. - School code. Enter the 6-digit school code as listed in the TRADOC Directory of ROTC/NDCC units.

(6) Block d. - School. Entry in this column will be posted for multiple school units only showing the total number of schools participating in the program. Entry in this column will not be made for individual schools.

(7) Blocks e thru g. - "As of" date. Enter 1 May.. Data will be entered as year, month, and day, two digits each. Thus, the entry "86 OS "86 05 01" would represent 1 May 1986.

(8) Blocks ac thru ah. - Cadet enrollment. Enter the number of individuals who are enrolled as cadets by year of training in which enrolled. Students participating in JROTC/NDCC who are ineligible for enrollment (AR 145-2, par 3-7) will not be included here, but will be shown separately under Item 14 - Participating Students. Cadets who are concurrently enrolled in LET-1 and LET-2 will be reported in LET-1; cadets concurrently enrolled in LET-2 and LET-3 will be reported in LET-2; cadets concurrently enrolled in LET-3 and LET-4 will be reported in LET-4. Explain under Item 16 - Remarks.

(9) Blocks ah and ai. - Participating students. Enter the number of students ineligible for enrollment in the program by reason of noncitizenship, or other reason, who are participating in or attending instruction as JROTC/NDCC students. Sponsor/auxiliary groups, color guards, etc., will be shown in Item 16, "Remarks". Participating students will not be included in cadet enrollment JROTC/NDCC.

K-10. Reference. TRADOC Directory of Junior ROTC/NDCC Units.

APPENDIX L (ADDED)

INDEX OF INSTRUCTOR REFERENCE MATERIALS

- L-1. Department of the Army training literature.
- a. DOD Dir 1205.13, ROTC Program for Secondary Educational Institutions.
 - b. AR 20-1, Inspector General Activities and Procedures.
 - c. AR 58-1, Management, Acquisition and Use of Administrative Use Motor Vehicles.
 - d. AR 115-11, Army Topography.
 - e. AR 140-185, Training and Retirement Point Credits and Unit Level Strength Accounting Records.
 - f. AR 145-1, Senior ROTC Program: Organization, Administration and Training.
 - g. AR 145-2, Junior Reserve Officer Training Program.
 - h. AR 310-series, Military Publications.
 - i. AR 335-15, Management Information Control System.
 - j. AR 360-61, Community Relations.
 - k. AR 710-2, Supply Policy Below the Wholesale Level.
 - l. AR 725-50, Requisitioning, Receipt, and Issue System.
 - m. AR 735-5, Basic Policies and Procedures for Property Accounting.
 - n. AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.
 - o. AR 870-5, Military History: Responsibilities, Policies, and Procedures.
 - p. DA Pam 108-4, Index of Army Motion Pictures for Public Nonprofit Use.
 - q. DA Pam 310-series, Military Publications.

TRADOC Suppl 1 to AR 145-2

- r. DA Pam 350-15, Commander's Handbook on Physical Fitness.
 - s. DA Pam 350-18, The Individual's Handbook on Physical Fitness.
 - t. TRADOC Reg 145-6, Army ROTC Advertising and publicity to Support Enrollment.
 - u. TRADOC Suppl 1 to AR 310-2, Identification and Distribution of DA publications and Issue of Agency and Command Administrative publications.
 - v. TRADOC Pam 145-10, Cadet Assessment System and Counseling Techniques.
 - w. CTA 50-900, Clothing and Individual Equipment (Active Army, Reserve Components and DA Civilian Employees)
 - x. FM 22-5, Drill and Ceremonies.
 - y. FM 22-100, Military Leadership.
 - z. FM 25-1, Training.
 - aa. FM 25-2, Unit Training Management.
 - ab. FM 25-3, Training in Units.
 - ac. Army ROTC Recruiting and Publicity Guidance.
 - ad. All other Army regulations, field manuals, technical manuals, training circulars, and Department of the Army pamphlets as cited in instructor's guides.
- L-2. Army Historical Series, American Military History, Office, Chief of Military History, 1969.
- L-3. USAIS instructor's guides.
- a. Instructor's Guide for Introduction to Leadership Development, JROTC-1.
 - b. Instructor's Guide for Intermediate Leadership Development, JROTC-2.
 - c. Instructor's Guide for Applied Leadership Development, JROTC-3.

d. Instructor's Guide for Advanced Leadership Development, LET-4.

e. Instructor's Guide - Lesson Outlines for Selected Optional Subjects (Supplement to: JROTC 3 and 4)

NOTE: The above publications are printed and distributed by USAIS.

L-4. International Rifle Marksmanship Manual. (USAIS provides one copy annually to all JROTC units. Copies are available from the Commandant, U.S. Army Infantry school, ATTN: ATSH-SE-TSD, Fort Benning, GA 31905-5470.)

L-5. Rifle marksmanship instructor's guide.

a. Instructor's Guide to The Basic Marksmanship Course (School Program)

b. Adult Leader's Guide.

c. Qualification Progress Charts for Tyro and Intermediate ratings (18 names per sheet)

NOTE: These items are available only through the National Guard Bureau, Unit Marksmanship Support Center, P.O. Box 17267, Nashville, TN 37217-0267

APPENDIX M (ADDED)

INDEX OF CADET REFERENCE MATERIALS

M-1. ROTC manuals.

ROTCM Number	Title	PPNT Agcy for Ch and Rev	Date of Pub
145-4-1	Introduction to Leadership Development	USAIS	13 Aug 81
145-4-2	Intermediate Leadership Development	USAIS	7 Aug 80
145-4-3	Applied Leadership Development	USAIS	7 Aug 80
145-4-4	Readings for "Evolution of Warfare" and "The Role of the Army in Support of National Objectives" (For cadets enrolled in LD-4)	TRADOC	3 May 71

M-2. MR-2, Fundamentals of Map Reading (Student Handout USAIS SH 21-21)

M-3. Student Text for Seminar in Leadership and Management. (Part two, LD-3, Instructor's Guide for Applied Leadership Development.) (USAIS, 1978.) Available from Commandant, U.S. Army Infantry School, ATTN: ATSH-SE-TSD, Fort Benning, GA 31905-5470.

M-4. Instructor's Readings for Instructor's Guide for Applied Leadership Development Leadership Development 3. (USAIS, 1977.) Available from Commandant, U.S. Army Infantry School, ATTN: ATSH-SE-TSD, Fort Benning, GA 31905-5470.

M-5. Other DA training literature: (Field manuals, technical manuals, training circulars, and DA pamphlets as cited in instructor's guides that can be justified for cadet use. Student texts required other than ROTCM are costed publications under the provisions of paragraph 4-19a, AR 710-2.)

M-6. Shooter's Guide to Four Position Air Rifle Marksmanship. Shooter's Guide is available only from the National Guard Bureau, Unit Marksmanship Support Center, P.O. Box 17267, Nashville, TN 37217-0267.

APPENDIX N (ADDED)

JROTC ON-CAMPUS INSTRUCTIONAL MATERIAL SUPPORT REQUESTS



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INFANTRY SCHOOL
FORT BENNING GEORGIA 31905

5 November 1985

A75H-SE-TSD

SUBJECT: JROTC On-Campus Instructional Material Support, School
Year 1986-87

Directors of Army Instruction/Senior Army Instructors

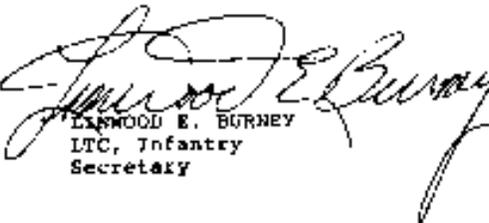
1. Current procedure requires Directors of Army Instruction/Senior Army Instructors to use the USAIS Instructional Material Catalog to order on-campus instructional material at any time as required. This allows schools to order instructional materials from the Infantry School late or at the last minute, resulting in an unprogrammed influx of requests making it impossible to fill all requests prior to the beginning of the school year.

2. To preclude this undesirable situation and to help insure that instructional materials are made available for each school year, USAIS is providing a preprinted DA Form 17, Requisition for Publications and Blank Forms (Encl 1) of those instructional materials most frequently requested during SY 1985-86. Through utilization of the DA Form 17 provided, proper programming of on-campus instructional material support can be accomplished to meet your requirements. Additional instructional material can be ordered from the USAIS Instructional Material Catalog on a separate DA Form 17 when needed. Directors of Army Instruction/Senior Army Instructors are reminded that USAIS does not provide DA/TRADOC publications.

3. Requests for on-campus instructional material support for SY 1986-87 must be returned by 31 January 1986. This will allow sufficient time for USAIS to determine the number of instructional materials required, have sufficient copies printed, collate, and distribute the materials by 30 June 1986.

4. Point of contact at this headquarters is SPC Truelove, AUTQVDN 835-2801/2419 or COMMERCIAL (404) 545-2801/2419.

Encl


LINWOOD E. BURNEY
LTC, Infantry
Secretary

LF:

Cdr, TRADOC, ATTN: ATRD-OP
Cdr, Each NUTC Region

REQUISITION FOR PUBLICATIONS AND BLANK FORMS <small>For use of this form see AR 3102. The proponent is TAGCEN.</small>				PAGE <u>1</u> OF <u>2</u> PAGES		DATE OF REQUISITION		REQUISITION NUMBER <small>(Assigned by Supply Source)</small>	
NAME OF REQUISITIONING AGENCY IF DIFFERENT FROM "SHIP TO" ADDRESS						ACCOUNT NO.			
1. TYPE OF REQUISITION <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> SPECIAL		2. JUSTIFICATION FOR SPECIAL REQUISITION JROTC ON-CAMPUS INSTRUCTIONAL MATERIAL SUPPORT, SCHOOL YEAR 1986-87					3. REQUIRED DATE (Use Julian Date)		
4. ITEMS REQUESTED HEREON ARE <input type="checkbox"/> ACT ARMY <input type="checkbox"/> ARNG <input type="checkbox"/> USAR <input type="checkbox"/> ROTC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> FOUD <input type="checkbox"/> ACCOUNTABLE <input type="checkbox"/> SENSITIVE <input checked="" type="checkbox"/> SCHOOL REQUIREMENT									
5. TO: <small>(Include ZIP Code)</small> Commandant US Army Infantry School ATTN: ATSH-SE-ISD Fort Benning, GA 31905-5470					6. SHIP TO <small>(Complete address, include ZIP Code)</small> Directors of Army Instruction/ Senior Army Instructors				
1. REQUIREMENTS					2. SUPPLY ACTION BY SOURCE				
LINE NO.	NUMERICAL DESIGNATION OF REQUISITIONED ITEM	UNIT <small>(Form only)</small>	QUANTITY REQUIRED	S	H	D	O	SPECIAL ACTION <small>(See reverse side for explanation of symbols used)</small>	
1	CENTRAL ORDERS								A
2	SMALL UNIT LEADERS CARD								F
3	LEADERSHIP GUIDE CARD								Y
4	BASIC SMALLBORNE RIFLE MARKSMANSHIP GUIDE (SH 23-9-8)								89
5	JUNIOR MARKSMANSHIP RIFLE GUIDE (SH 23-9-9)								91
6	ROPE RUN AND SWIM FOR YOUR LIFE (SH 21-35)								164
7	MR-6 MAP (TENTON, WA)								188
8	MR-7 MAP (COLUMBUS, GA)								189
9	MR-1 BASIC MAP READING GUIDE (SH 21-26)								190
10	MR-2 FUNDAMENTALS OF MAP READING (SH 21-21)								191
11	MR-3 MAP AND AERIAL PHOTOGRAPH READING (SH 21-22)								192
8. TYPED NAME AND GRADE OF COMMANDING OFFICER, ADJUTANT, PUBLICATIONS OR PROPERTY OFFICER					10. SHIPPED BY <input type="checkbox"/> MAIL <input type="checkbox"/> AIRMAIL <input type="checkbox"/> REGISTERED MAIL <input type="checkbox"/> OTHER <small>(Specify)</small>				
SIGNATURE					11. CARTONS <small>(Number)</small>	12. BOXES <small>(Number)</small>	13. WEIGHT	14. DATE SHIPPED	
					15. B L OR REGISTRY NUMBER(s)				
SIGNATURE					16a. EDITED BY	16b. DATE	17a. FILLED BY	17b. DATE	
					DO NOT USE TO REQUISITION FROM USAAGPC'S. USE DA FORM 4569 TO REQUISITION FROM USAAGPC'S. THIS FORM IS FOR LOCAL USE ONLY.				

APPENDIX 0 (ADDED)

MAP AND PHOTO ALLOWANCES

Maps and Photos	Annual Basis of Issue
The World, Series 1145, Stock Number 1145XTHEWORLD	4 per instructor, JROTC and NDCC schools
World Map, Series 1144, Stock Number 1144XSET	1 per instructor, JROTC and NDCC schools
World Map (in color) , Series 1150, Stock Number 1150X123456	1 per school
Southern Asia, Southeastern Asia, Series 1106, Sheet 8, Stock Number 1106X08WT Indonesia, Series 1106, Sheet 9, stock Number 1106X09WT	1 per school
Europe, Series 1106, Sheet 1 Stock Number 1106X0IWT	1 per school
Leavenworth Map, Series V779 Sheet 7062 IV, Stock Number V779X70624	1 per student and instructor, MJC ROTC units; LET-1, -2 and -3, JROTC and NDCC schools
Colorado Springs Map, Series V777, Sheet 5061 IV, Stock Number V777X50614	1 per student and instructor, MJC ROTC units; LET-1, -2, and -3, JROTC and NDCC schools
Photomap covered in the Leavenworth map area above, Series V778, Sheet 7062IV, Stock V7788X70624ICTO, Scale 1:50,000	1 per student and instructor, MJC ROTC units; LET-1, -2, and -3, JROTC and NDCC schools
Two vertical aerial photos (litho) of different areas within Leavenworth map area above	1 per student and instructor, MJC ROTC units; LET-1, -2, and -3, JROTC and NDCC schools

TRADOC Suppl 1 to AR 145-2

Original photo set, contact prints, 1 stereo set and 1 low oblique, of photos in the photomap of Leavenworth map area above	25 sets per institution, JROTC and NDCC
Maps of individual ROTC unit areas. (Desired scale and geographic coordinates of ROTC units' location must be specified.)	100 maps per institution,, MJC ROTC units, 25 maps per school, JROTC and NDCC
Foreign maps, set of 7 (various scales, types, and countries)	25 sets per institution, MJC ROTC units, and JROTC and NDCC schools
Strategic Chart of the World, H.O., 5006 and 5007, Scale 1:26,000,000	1 per institution, MJC ROTC units, and JROTC and NDCC schools

0-1. Requisitions for maps must be submitted on a Standard Form 344 to the appropriate map distribution centers. Map distribution center addresses and the states each center supports are:

a. Commander, 1085th USAR Map Distribution Center, Annapolis USAR Center, 640A Broadneck Road, Annapolis, MD 21401-5599

Connecticut	New York
Delaware	Pennsylvania
District of Columbia	Puerto Rico
Maine	Rhode Island
Massachusetts	Vermont
Maryland	Virgin Islands
New Hampshire	Virginia
New Jersey	West Virginia

b. Commander, 103d Engineer Bn (TOPO) (Army), P.O. Box 1470, Dothan, Alabama 36302-1470

Alabama	North Carolina
Florida	South Carolina
Georgia	Tennessee
Mississippi	

c. Commander, 302d Engineer Company (Carto) (USAR) ° 4722
Mc Ardle Road, Corpus Christi, Texas 78411

Arkansas	Oklahoma
Louisiana	Texas

d. Commander, 663d Engineer Company (Carto) (USAR) , 5800
East Willow St., Long Beach, California 90822

Arizona	Nevada
California	New Mexico
Colorado	North Dakota
Hawaii	Oregon
Idaho	South Dakota
Kansas	Utah
Montana	Washing ton
Nebraska	Wyoming
Somoa	

e. Commander, 624th Engineer Platoon, St. Louis Army
Support Center, Granite City Army Depot, Granite City,
Illinois 62040-1801

Illinois	Minnesota
Indiana	Missouri
Iowa	Ohio
Kentucky	Wisconsin
Michigan	

f. Commander, 172D Infantry Brigade (Alaska) ATTN: Map
Supply Section, Building 804, Door 20, Ft Richardson, AK 99505

AUTOVON: 864-1113 or 862-6219

Alaska

g. Commander, 227th Engineer Det (TPC), ATTN: TTMICP,
Building 4260, Tompkins Barracks, APO New York 09081
AUTOVON: 434-1110 or 435-1110, ext Rheinau 6258/8882.

Europe

h. Commander, Korea Map Issue Point, Building 1530 Camp
Market, APO San Francisco 96483

AUTOVON: 2923-468

Korea	Guam
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TRADOC Suppl 1 to AR 145-2

0-2. All DAI/SAIs/SAIs except those in the European Command may request the Defense Mapping Agency (DMA) Catalog of Maps, Charts, and Related products from the following address:

DMA Office of Distribution Services
ATTN: DDCP
Washington, DC 20315-0020

0-3. European Command DAI/SAIs should procure the catalog from

Commander, 227th Detachment, ATTN: TTMICP,
APO New York 09081

0-4. Instructions for completing a Standard Form 344 and a completed example are in DMA Catalog of Maps, Charts, and Related Products.

APPENDIX P (ADDED)

MARKSMANSHIP

P-1. Purpose. To provide a guide in the conduct of Junior Reserve Officers' Training Corps and National Defense Cadet Corps (JROTC/NDCC) marksmanship training and competitive marksmanship program. This appendix is applicable to all ROTC Regions, directors of Army instruction (DAI), and senior Army instructors (SAI). NOTE: The guidance in this appendix will be superseded by a new TRADOC Pamphlet.

P-2. General.

a. Marksmanship training/competition will be conducted in accordance with the applicable ROTC instructor guides, FORSCOM/TRADOC Supplement 1 to AR 350-6, AR 350-6, AR 920-30, and appropriate National Rifle Association rules for the discipline being fired: pistol, smallbore rifle, international rifle, and position air rifle.

b. DAI/SAI are encouraged to field rifle squads for the competitions prescribed in this appendix and, through coordination with school authorities, provide for a progressive competitive marksmanship program which emphasizes rifle competition. In institutions without adequate smallbore range facilities available, precision air rifle marksmanship training and competitions may be substituted. For the purpose of this appendix, the term weapons applies to .22 caliber rifles/pistols and precision air rifles.

c. Affiliation with the NRA, the U.S. National governing body for rifle and pistol shooting, and formation of rifle and pistol clubs within the JROTC/NDCC units are encouraged.

d. Participation in NRA leagues and matches and inter-school matches, both postal and shoulder-to-shoulder, is encouraged. Such competitions are considered an excellent vehicle for training and improvement of small arms weapons proficiency.

e. DAI/SAI will encourage development of outstanding marksmen as possible candidates for ROTC Region Rifle and Pistol Squads which represent their ROTC region in the U.S. National Matches. These matches are an instrument for high level, keen competitive firing and further training in the finer skills of advanced marksmanship under pressure.

f. The technical services and instructional capability of the Army Marksmanship Unit at Fort Benning, Georgia, and Army Marksmanship Training Units 1, 5, and 6 in each region area are available to DAI/SAI. These services include, but are not limited to, weapons inspections and marksmanship coach-instructor clinics. Each DAI/SAI is authorized direct communication with the commanding officer of his/her supporting AMU/AMTU to coordinate assistance for his/her marksmanship program.

g. The term "squad" as used in this appendix refers to the entire group of competitors representing the JROTC/NDCC unit in a match. The term "team" applies to the groups formed from a squad to enter a particular team match. A JROTC rifle squad or team is further defined as a group of firers, presently enrolled in the JROTC program, formed to participate in Interscholastic Smallbore and Precision Air Rifle Matches.

P-3. ROTC unit equipment and supplies.

a. Weapons and equipment authorized to support the ROTC marksmanship programs are contained in applicable TA and CTA. Institutions may provide additional weapons and equipment at no cost to the Government.

(1) ROTC institutions are authorized to modify rifles, .22 cal.

(2) Cost of accessories and modifications required to adapt match rifles for international type shooting will be provided at no expense to the Government.

(3) The accessories available to modify marksmanship weapons for international type shooting are numerous and depend on the desires of the shooter and funds available. The following rifle accessories are optional:

(a) Palm rest.

(b) Adjustable butt plate with hook.

(c) Counterweights.

b. Ammunition.

(1) ROTC Region Commanders must identify requirements IAW TRADOC Reg 350-8.

(2) Authorization for .22 caliber match grade ammunition for school participation in the competitions outlined in paragraph 2a above, is contained in TRADOC Reg 350-8. Match grade ammunition is a controlled item and is issued based upon specific credit allocations issued to DAI/SAI by each ROTC region headquarters.

(3) All Junior ROTC Units will submit reports on the amount of .22 caliber LR match grade ammunition on hand as required by the supporting installation.

(4) Ammunition to support all facets of training and rifle marksmanship will be programed in accordance with AR 5-13 and TRADOC Reg 350-8. Other requirements, if authorized, will be reflected in CTA 50-909.

P-4. Smallbore weapons/precision air rifle marksmanship training.

a. Smallbore weapon and precision air rifle firing is an excellent opportunity to Stress the fundamentals of firearms safety and an economical means of improving and sustaining marksmanship throughout the year. Approved qualification with smallbore weapons and precision air rifles will be in accordance with this paragraph.

b. Qualification firing will be conducted on a 50-foot range for smallbore weapons, and on a 10-meter range for the precision air rifle. The targets to be used for qualification firing are the A-36 for the smallbore rifles and the AR-1/10 for the precision air rifle. The targets used for smallbore pistol qualification are the B-2 and B-3 targets. The positions used in the rifle qualification firing are described in paragraph P-6b of this appendix.

(1) The course outlined in figure P-1 will be used for smallbore and precision air rifle instruction and record firing. Instruction firing should be conducted at least twice if ammunition allowances permit. For record smallbore firing, the course must be fired in the prone, kneeling, and standing positions. Refer to NRA position air rifle rules and NRA smallbore rifle rules.

Time Limit	Rounds	Position
10 min -----	10 -----	Prone
15 min -----	10 -----	Kneeling
90 -----	10 -----	Standing
*135 -----	40 -----	Standing

*Precision air rifle only.

**Fired for instruction only. The rifle is zeroed by the single-shot method. For second firing, only one round is fired on each bull's eye.

Figure P-1. Smallbore firing.

(2) The minimum qualification scores for the smallbore and precision air rifle courses are shown in figure P-2.

Possible -----	300 smallbore 600 air rifle
Expert -----	200
Sharpshooter -----	175
Marksman -----	150

Figure P-2. Smallbore qualification scores.

(3) The following course is optional for smallbore pistol instruction and record firing. Instruction firing should be conducted at least twice if ammunition allowances permit. For record firing with the smallbore pistol, the NRA Gallery pistol course is fired as shown in figure P-3.

Time Limit	Rounds	Distance	Position
10 min (slow fire)	10	50 ft	Standing
20 sec per string (timed fire)	10 (two strings, 5 rds)	50 ft	Standing
10 sec per string (rapid fire)	10 (two strings, 5 rds)	50 ft	Standing

Figure P-3. Smallbore pistol firing.

(4) The minimum qualification scores for smallbore pistol courses are shown in figure p-4

Possible	-----	300
Expert	-----	200
Sharpshooter	-----	175
Marksman	-----	150

Figure P-4. Smallbore qualification scores.

P-5. Competition firing.

a. Participation in the ROTC Region Interscholastic Rifle Matches is prescribed as the minimum requirement for JROTC units in the ROTC regions. A JROTC unit may enter the various divisions based on enrollment and/or the fourth division of the region and TRADOC National Interscholastic Matches but the same team members may not be used for both.

b. ROTC Region Interscholastic Rifle Matches are open to all MI, HS, and NDCC schools with rifle teams.

(1) First Division. All class MI, HS, and NDCC schools with a beginning enrollment of 200 or more cadets.

(2) Second Division. All class MI, HS, and NDCC schools with a beginning enrollment of more than 150 but less than 200.

(3) Third Division. All class MI, HS, and NDCC schools with a beginning enrollment of not more than 150 cadets.

(4) Fourth Division. All class MI, HS, and NDCC schools with precision air rifle teams, regardless of beginning enrollment numbers.

P-6. ROTC Region Interscholastic Matches.

a. Request for targets. The DAI/SAI of schools that will participate in the ROTC Region matches must submit a request for targets prior to 1 November to their ROTC Region Marksmanship Coordinator. Numbered targets will be forwarded by priority/first class mail to the DAI/SAI by 15' November.

b. Course of fire.

(1) The ROTC Region Interscholastic Indoor Match will consist of thirty (30) record shots in three stages:

(a) First stage. 10 shots for record, prone, in 10 minutes.

(b) Second stage. 10 shots for record, standing, in 20 minutes.

(c) Third stage. 10 shots for record, kneeling, in 15 minutes.

(2) The ROTC Region Interscholastic Match may be fired at any time after receipt of targets but before 15 December. Each competitor will fire only one shot for record on each bull's eye. The match will be fired as a team shoulder match. If range facilities prevent the entire team from firing at one time, a second relay may be fired immediately following the first. Before a competitor starts firing a record target, it will be announced that this firing will constitute a record score for the match.

(3) Six sighting shots per position may be fired prior to or during record firing when the official 12-bull target is used.

(4) Shooting positions will be as directed in the current "NRA Position Air Rifle Rules" booklet.

(5) Sights.

(a) Correcting glasses may not be attached to the firearms, in the rear sight, etc. Correcting glasses must, without exception, be worn by the shooter.

(b) Any sight not containing lens or system of lenses may be used. Light filters may be fitted to the front and rear sight only.

(6) The requirement for a specified trigger weight has been deleted. Any safe trigger with any weight pull is allowed.

(7) All clothing worn by individuals participating in the ROTC Region Interscholastic Matches should conform to current official NRA rules. Shooting clothing issued by the supporting installations is permitted.

(8) Shooting time limits for the ROTC Region Inter-scholastic Smallbore/precision Air Rifle Match are shown in figure P-5

Prone - 1 minute per record shot.

Standing - 2 minutes per shot.

Kneeling - 1 1/2 minutes per shot.

Changeover time between positions is 15 minutes maximum.

(Shooting times for the Smallbore Rifle and Precision Air Rifle matches are identical because of the use of side lever loading on the precision air rifle.)

Figure P-5. Shooting time limits.

(9) Scoring will be conducted by each ROTC region supporting marksmanship unit in accordance with current official NRA rules. Only scoring gauges conforming to NRA rule 14.3 will be used to determine the value of close shots.

c. Targets. Targets will be provided in prenumbered sets. An individual set will include targets marked for prone, kneeling, and standing. All targets in an individual set will bear the same serial number. Duplicate or replacement targets will not be issued.

d. Team composition. Each team will consist of a minimum of five and a maximum of ten members who are enrolled in or participating in the JROTC/NDCC at the school which they represent and who meet the eligibility requirements governing participation in varsity athletic competition. The five highest individual aggregate scores will constitute the team score for the match. More than one team may be entered from a school, in which case they will be designated and named accordingly. An individual will fire as a member of one team only. The members of a team will be designated prior to record firing and no substitutions will be made for any member after a team has started record firing. Disqualification of a team automatically disqualifies all team members of a team.

e. Verification of firing. The firing of every record score must be witnessed by a member of the DAI/SAI staff. He/she will verify the range and will satisfy himself/herself that the competitor's rifle, ammunition, and position meet requirements of this appendix and that all other conditions of the record firing have been met. The competitor must sign each

record target that he/she fires on and the witness must sign each target which he/she witnesses with date of firing. In addition, the following statement will be executed and attached to the sets of targets prior to forwarding them for scoring:

"I personally witnessed all record firing of competitors whose targets I have signed. All competitors were members of the _____ rifle team, and were eligible to compete in accordance with AR 145-2, as supplemented. The range, competitors' rifles, ammunition, positions, and other requirements outlined in above cited reference were met."

f. Nonreceipt of targets. DAI/SAI who do not receive target sets by 15 November will notify the ROTC Region Marksmanship Coordinator telephonically NLT 20 November.

.g. Return of targets. After the conduct of firing, all target sets, whether used or not, with required certificates, will be dispatched by priority/first class mail to their respective AMU/AMTU. Targets will not be plugged. Target sets postmarked after 16 December will not be considered. The supporting AMU/AMTU will provide the match results to ROTC Region Marksmanship Coordinator NLT 25 January.

h. Notifying HQ, U.S. Army ROTC Cadet Command. Each ROTC Region Marksmanship Coordinator will forward the results (RCS exempt) of the ROTC Region Interscholastic Matches to Commander, U.S. Army ROTC Cadet Command, ATTN: ATCC-TT, not later than 1 February. This notification will contain the name and address of all schools competing in the matches grouped into the divisions listed in paragraph 5b above, the inclusive dates during which the match was fired, the team score for each stage, and the team score for the match.

i. Awards. HQ, U.S. Army ROTC Cadet Command will provide a team trophy and individual medals for awards in each ROTC Region Interscholastic Match as follows:

(1) Suitably engraved perpetual trophy awarded to the winning team in each division in each ROTC region, provided at least three teams within any one division complete the match under the conditions prescribed. These trophies may be retained by the winning team of each division until the next ROTC Region Interscholastic Matches are fired. The trophies will be returned to Region Headquarters, engraved, and shipped to the next winners in accordance with instructions published by the ROTC Region Marksmanship Coordinator.

(2) Five bronze medals will be awarded to the winning team in each division, in each ROTC Region, provided at least three teams within any one division complete the match under the conditions prescribed.

P-7. TRADOC National Interscholastic Match.

a. The TRADOC National Interscholastic Match will be fired at any time after receipt of targets but before 10 March,. The competition will be open to the highest one-third of the teams which competed in the ROTC Region Interscholastic Match for each division. Registered targets will be provided to each selected JROTC unit by the region marksmanship coordinator NLT 1 February.

b. Course of fire, targets, team composition and target witness procedures will be as prescribed for the ROTC Region Interscholastic Matches.

c. After the conduct of firing, all target sets, whether used or not, with required certificates, will be dispatched by priority/first class mail to the respective AMU/AMTU. Targets will not be plugged. Target sets postmarked after 11 March will not be considered. The supporting AMU/AMTU will provide match results to the ROTC Region Marksmanship Coordinator NLT 10 April.

d. The Marksmanship Coordinator of each ROTC Region will forward match results (RCS exempt) to HQ, U.S. Army Cadet Command, ATTN: ATCC-TT, not later than 15 April. These results will contain the name and address of all schools competing in the match, grouped into the divisions listed in paragraph 5b above, the inclusive dates during which the match was fired, the team score for each stage and the team score for the match.

e. HQ U.S. Army ROTC Cadet Command will announce the results of the TRADOC National Interscholastic Matches to each ROTC Region not later than 1 May annually.

f. HQ U.S. Army ROTC Cadet Command will provide a team trophy and individual medals for the TRADOC National Interscholastic Match as follows:

(1) A suitably engraved perpetual trophy will be awarded to the winning team in each division, provided at least three teams within any one division complete the match under the conditions prescribed. These trophies may be retained by the winning team of each division until the next TRADOC National Interscholastic Match is fired. The trophies will

then be returned to Region Headquarters, engraved and shipped to the Region Headquarters of the winning team, as announced by HQ, U.S. Army ROTC Cadet Command. ROTC Region Marksmanship Coordinator will publish instructions pertaining to trophy accountability.

(2) Five each gold, silver, and bronze medals will be awarded to the first three teams respectively in each division provided at least three teams within any one division complete the match under the conditions prescribed.

P-8. National rifle and pistol championships. Annually, each ROTC Region will determine its representation in the U.S. national matches held at Camp Perry, Ohio. ROTC Region squads may be made up of both Junior and Senior ROTC cadets. Region Headquarters must notify the Commander, U.S. Army Marksmanship Unit, Fort Benning, Georgia 31905, of their intention to field teams at the U.S. national matches by 1 October of each year. AR 920-30 provides eligibility requirements for participation. ROTC Region Marksmanship Coordinators are encouraged to conduct promotional programs to increase the awareness of potential JROTC candidates as to the levels of competition they may reach.

a. election of personnel.

(1) DAI/SAI will encourage cadets who have demonstrated skill in marksmanship to volunteer their services for the U.S. National Matches. Junior ROTC cadets who will be available in subsequent years are particularly desirable. Annually by 1 April, DAI/SAI will submit to each ROTC Region Headquarters nominations for the squad. Each nomination will be made on a separate sheet of paper. These nominations must contain the following information:

(a) Name, cadet rank, and social security account number of the nominee.

(b) Date of birth.

(c) Name and address of the institution.

(d) Cadet's home address and telephone number.

(e) Earliest anticipated availability date.

(f) NRF membership code line.

(g) Course level (LET-1, LET-2, etc.). Current NRA classification for the below mentioned shooting disciplines-- outdoor smallbore 3 position, outdoor smallbore prone, and high power rifle (do not include temporary classification)

(h) Indication as to which team nomination is for (high power or smallbore rifle or pistol)

(i) Average smallbore rifle/pistol score with a narrative of the cadet's marksmanship experience.

(j) DA1/SA1 narrative evaluation of the nominated cadet.

(2) The selection of cadets for the tryout training period will be accomplished by each ROTC Region in coordination with the commander of the supporting AMU/AMTU. A maximum of 25 rifle and/or 15 pistol shooters will be selected.

(3) Upon selection, each ROTC Region Headquarters will invite those JROTC cadets to participate in tryouts at the location selected by the ROTC Region Marksmanship Coordinator and the commander of the supporting AMU/AMTU. Travel expenses to and from tryout locations, messing and lodging costs, and registration/entry fees are the responsibility of the host institution or individual cadet.

b. Training of personnel.

(1) Commander, supporting AMU/AMTU, will provide sufficient coach/instructors for duty as coaches of the supported ROTC region squad.

(2) Each ROTC Region Commander will provide an officer-in-charge (OIC) and/or a noncommissioned officer-in-charge (NCOIC) to accompany each squad while in training and during the National Matches. OIC/NCOIC will be responsible for the morale, welfare, and conduct of the cadets.

(3) Training of the ROTC Region squad and the competitive eliminations conducted to make the final selections will be accomplished by the ROTC Region and the supporting AMU/AMTU and under the supervision of the OIC, each ROTC Region.

(4) At the conclusion of the tryout training period, the OIC will select the squad to represent the ROTC Region in the national matches. The rifle squad will consist of 12 personnel and the pistol squad, 8 personnel. Other cadets will be released for return to their home of record.

c. Support responsibilities.

(1) Each ROTC Region will--

(a) Coordinate quarters and dining facilities for the cadets during the tryout period.

(b) Arrange for privilege cards for all cadet personnel.

(c) Coordinate clothing and equipment for use by the cadets.

(d) Coordinate transportation for cadets from quarters to range and return.

(e) Provide rifles and ammunition for use by ROTC smallbore teams in training for the National Smallbore Championships.

(f) Submit an after action report by 1 October to HQ U.S. Army ROTC Cadet Command, ATTN: ATCC-TT.

(2) Commander, supporting AMU/AMTU, will--

(a) Establish liaison with the ROTC Region Marksmanship Coordinator. Direct communications are authorized throughout the training period.

(b) Plan and coordinate a training program which may include participation in other matches as training in preparation for the national matches.

(c) Arrange for the issue, care, security, and maintenance of all weapons, ammunition, and associated marksmanship equipment to support the ROTC squad during training and participation in the national matches. (MUST/USAMU will not issue smallbore rifles.) USAMC will provide match ammunition for smallbore rifle team only.

(d) Coordinate facilities and range support personnel to accomplish the training and competitive elimination.

(e) Provide the supported ROTC Region with input for an after action report by 15 September. The report will include comments on team selection, training, and support activities, participation in the national matches, to include team standing and individual scores, and problem areas encountered. Comments should include recommendations to improve the program in the future.

d. Funding. JROTC participants are classified as civilians; therefore, funding support at Government expense is not authorized. All costs for JROTC members participation in marksmanship activities are the responsibility of the host institution or individual cadet.

P-9. Safety on ROTC rifle and pistol ranges.

a. Safety of personnel participating in marksmanship training is of paramount importance. AR 385-10 and AR 385-63 will be used as guidance for inspection of range facilities provided by school authorities for conduct of marksmanship training.

b. Institutions will be responsible for providing safe range facilities. In those instances where doubt exists as to whether the range facilities provided meet minimum safety requirements, technical advice may be obtained from the supporting installation. Each DAI/SAI will inspect the indoor range or ranges under his/her supervision at least annually. School authorities concerned will be advised of findings and recommendations where appropriate. Where safety deficiencies are found, a letter report will be forwarded to the ROTC Region Headquarters Marksmanship Coordinator with the least possible delay. A copy of the inspection report will be provided to the inspecting officer at the time of the Biennial Formal Inspection.

c. JROTC instructor group personnel will not supervise, nor be connected in any manner with actual range firing on those ranges declared unsafe by the DAI/SAI, supporting installation, or representative of the ROTC Region Headquarters. This will not preclude the presentation or supervision by JROTC instructor group personnel of all other required preliminary marksmanship instructions.

d. The jury, range officers, and any competitor have the right to interrupt the shooting at any time in order to correct anything on the range to prevent injury or physical danger. When the command to stop or cease fire is given, the shooters must immediately unload their firearms. Shooting may only be resumed when the appropriate command is given.

APPENDIX Q (ADDED)

JROTC INSTRUCTOR REFRESHER CORRESPONDENCE COURSE

SUBCOURSE NUMBER	TITLE AND SCOPE	CREDIT HOURS
INO 301	Taking Charge. Take charge of an infantry squad; implement chain of command policy; establish and maintain communications; set and maintain standards; conduct inspections.	6
INO 302	Human Behavior. Identify role and conflicts which confront the individual; resolve ethical conflicts; assess the unit; influence individual performance; minimize the disruptive influence of AWOL.	3
INO 303	Counseling. Identify types of counseling; prepare a counseling session; conduct a counseling session.	3
INO 307	Drill and Command. Give drill commands; conduct individual drill; conduct individual drill with weapons; conduct squad drill; conduct-squad drill with weapons.	3
INO 310	Field Sanitation. Identify responsibilities of field hygiene and sanitation; identify communicable diseases of military importance; improvise hygienic devices; procure/treat water; disposal of field waste.	3
150 259	Legal Subjects. Identify the procedures involved in conducting a preliminary inquiry; identify the procedures in the disposition of criminal charges; determine the facts that make a crime service connected; determine what constitutes double jeopardy.	3

SUBCOURSE NUMBER	TITLE AND SCOPE	CREDIT HOURS
INO 323	Land Navigation. Inspect a compass for accuracy; orient a map; identify a point on a map that corresponds to a point on the ground; measure ground distance; navigate from one point on the ground to another.	6
ISO 285	Map Reading. Indicate map symbols to natural and man made features; identify/ use the military grid reference system; measure straight line and read distance on a map; measure and plot an azimuth; convert azimuths from grid to magnetic grid; locate an unknown point using polar coordinates; locate an unknown point using intersection; locate an unknown point using resection; locate an unknown point using modified resection; determine the elevation of a specific point on the map.	6
MM 4611	Overview of Training Management. Management of performance oriented training, and training in the Army.	4
MM 4612	Prepare to Conduct Training. Analyze training guidance, perform backward planning, identify subtask and task steps, identify resources, select training methods, prepare an outline, prepare resource and conduct training.	3
MM 4613	Conduct Training. Use of the training outline, coaching the soldier during training, critiquing the soldier after training, giving a performance test, and recognizing training types.	3

SUBCOURSE NUMBER	TITLE AND SCOPE	CREDIT HOURS
MM 4614	Evaluate Training. Identification of the cause of performance problems, sampling individual performance, and evaluating individual training.	3
ISO 235	Equal Opportunity. The contemporary issue of race relations to include the contributions made to American military and civilian history by blacks and other minority groups; an insight into the impact slavery had on the individual and the family structure; some of the most prevalent complaints of minority group soldiers; and discussion of the regional attitudes that soldiers may have when they enter the service; an explanation of the Army's position on equal treatment and equal opportunity with emphasis on the small unit leaders.	2
ISO 238	Drug Abuse. Recognize the characteristics and effects of controlled substances; recognize why people use drugs; plan a drug education program utilizing the essential elements; implement the Army's exemption policy utilizing the integral parts; apply the Army's program for the rehabilitation of drug abusers; select the correct types of administrative non-judicial or judicial action; conduct a search and seizure utilizing the techniques peculiar to the area of drug abuse; recognize when Article 13 should be administered to the suspected drug abuser.	3
ISO 263	First Aid in Disaster. Minimum standards of proficiency; principles and techniques to include lifesaving procedures, transportation and casualties, and guidance to assist in survival situation.	12

SUBCOURSE NUMBER	TITLE AND SCOPE	CREDIT HOURS
ISO 275	Individual and Group Communication. Techniques and methods to ensure effective senior/subordinate com- munication in an individual and group situation; concepts involved in establishing effective individual and group communications; techniques that apply to the conduct of individual and group communication; techniques of interview.	6
TOTAL		<hr style="width: 100%;"/> 70

APPENDIX R (ADDED)

HERALDIC ITEMS

R-1. Purpose. To provide information and guidance concerning designs for the following heraldic items for JROTC units:

- a. Shoulder loop insignia.
- b. School shoulder sleeve insignia.
- c. Institutional flags.

R-2. General information.

a. Written requests for authorization of heraldic items will be submitted to The Institute of Heraldry (TIOH) through the applicable ROTC Region and Headquarters, U.S. Army ROTC Cadet Command, in accordance with AR 145-2.

b. Proposed or suggested designs submitted by the unit are welcome, they may need to be modified by TIOH to ensure quality manufacture of the items and to ensure they conform with heraldic principles. Alternatively, ROTC units may request that TOIL prepare proposed designs for their approval using information provided by the unit.

c. The wear or use of heraldic items which have not been authorized by TIOH is prohibited.

R-3. Description and design of heraldic items.

a. Shoulder sleeve insignia (SSI) . The shoulder sleeve insignia worn on the right sleeve is intended to provide ready identification of a specific ROTC unit. Strong visual impact is achieved through simple design and strong color contrast. Mascots, distinctive buildings, landmarks, geographical or regional features are among the most suitable elements for an effective design. The 551 is an embroidered textile item. To assure quality manufacture, the use of intricate or minute elements in the design normally is prohibited. The following guidelines apply:

(1) Design should not exceed 3 1/2 inches in any direction.

(2) A 1/8 inch overedge stitched border is required for manufacturing purposes.

(3) Lettering is not permitted on a shield-shaped design, but may be used on other shapes or scrolls. Lettering may not be smaller than 5/16 inch in height.

(4) The letters "ROTC" may not be used in the design as these appear on the JROTC distinctive shoulder sleeve insignia worn on the left shoulder sleeve.

(5) Dates and geographic locations (city, state) may not be used.

(6) The school name or nickname may be used. If the designation is lengthy, an abbreviated name or initials may be substituted.

(7) The number of colors is limited to four. (Subdued insignia colors are limited to black and olive drab.)

(8) Designs must not duplicate other insignia worn on the ROTC uniform or any other Army insignia, e.g., Infantry crossed rifles or Cavalry crossed sabres

(9) Department of the Army policy prohibits the wearing of insignia consisting of logos or cartoon characters on the uniform.

(10) Design elements, e.g., animals or facial profiles, must face to the right so they will face forward when worn on the right shoulder sleeve.

(11) Requests submitted to TIOH for a 551 design should include the following:

(a) School colors (and samples if available)

(b) Clear drawings of elements or school mascot to be incorporated in the design.

(c) Significance and/or symbolism of the elements to be used in the design.

b. Shoulder loop insignia (SLI). The shoulder loop insignia is intended to promote esprit de corps and identify the military/educational nature of the organization. The SLI

may reflect the history, special achievements, unique characteristics and/or mission of the school and unit. The most effective insignia are simple and exhibit strong color contrast. The following guidelines apply:

(1) The insignia may not exceed 1 1/4 inches in width or height. It usually includes a shield and scroll. Design elements may not be too minute or intricate due to the difficulty of manufacture in metal and enamel.

(2) Elements of the school seal are appropriate for use in the design.

(3) A scroll, if used, contains the school motto or name. No more than 26 letters (including spaces) may be used on the scroll. Abbreviations may be used. Commas, apostrophes and punctuation marks are prohibited.

(4) No lettering or dates may appear on the shield.

(5) Designs must not duplicate other insignia worn on the ROTC uniform or any other Army insignia, e.g., Infantry crossed rifles or Cavalry crossed sabres.

(6) Department of the Army policy prohibits the wearing of insignia containing logos or cartoon characters.

(7) Requests submitted to TIOH for design of shoulder loop insignia should include--

(a) School colors (and samples if available)

(b) Line drawings or pictures of elements to be incorporated in the design.

(c) Significance and/or symbolism of the elements to be used.

c. Institutional flag. The JROTC institutional flag has a standard design with a circular designation band reflecting the specific school name. Manufacturing drawings for flags are prepared by TIOH after receipt of the Department of the Army General Order establishing the JROTC unit. TIOH will notify the school when the drawing has been completed and furnish instructions for requisitioning the flag from the U.S. Army Support Activity, Philadelphia. Units which have not received such notification from TIOH within 6 months of their establishment should call or write TIOH to determine the status of their flag drawings.

R-4. Procurement of heraldic items. After the TIOH proposed design for school shoulder sleeve insignia and/or shoulder loop insignia is concurred in by the ROTC unit, TIOH will provide the unit a letter of authorization for the item, an appropriate drawing for use in manufacture, a list of certified manufacturers, and instructions for procurement of the item from commercial sources.

The proponent of this supplement is the U.S. Army ROTC Cadet Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) through channels to the Commander, U.S. Army Cadet Command, ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000.

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