



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING  
250 DALLAS ST  
PENSACOLA FLORIDA 32508-5220

CH-1 OF 21 MAR 00

CNETINST 1533.9J  
N28  
10 July 1996

CNET INSTRUCTION 1533.9J

Subj: REGULATIONS GOVERNING ADMINISTRATION OF THE NAVAL JUNIOR  
RESERVE OFFICERS TRAINING CORPS (NJROTC)

Encl: (1) Regulations Governing Administration of the NJROTC

1. Purpose. To promulgate the NJROTC Regulations for the administration of the NJROTC program in accordance with authority contained in title 10, United States Code, Chapter 102. This instruction has been revised completely and should be read in its entirety.

2. Cancellation. CNETINST 1533.9H

3. Background. These regulations provide direction and guidance established by the Chief of Naval Education and Training (CNET) for the administration and operation of NJROTC units. The intent is to provide procedures and guidelines which will promote the best interest of the students, the host institutions, and the naval service.

4. Reports. The CNET reports contained in enclosure (1) are approved for 3 years from the date of change transmittal 1.

5. Forms. Forms listed in this instruction may be obtained from the Area Manager utilizing an NJROTC Forms Request form or E-mail. See chapter 4 of NAVEDTRA 37123, NJROTC Supply Manual.

/s/J.S. Coleman  
J.S. COLEMAN  
Vice CNET

Distribution (2 copies):  
SNDL C15 (NJROTC Area Managers)  
NJROTCUS

Copy to:  
SNDL FKP4E (NAVSURFWARCENDIV Crane (Code 022))  
FT31 (NTC Great Lakes (Code 097A only))  
FT74 (NROTCUS)  
FT78 (NETPMSA (Codes N811, N7, N72))  
NETPMSA Visual Information Unit, Norfolk (Code 05N)  
NETPMSA Visual Information Unit, San Diego (Code 05D)  
Commander, U.S. Army Cadet Command (ATCC-HS), Ft. Monroe, VA

CNETINST 1533.9J

30 APR 1995

Copy to (con't):

Commandant, U.S. Air Force ROTC (AFROTC/DOJ), Maxwell AFB, AL  
Program Coordinator, MCJROTC HQSV Bn (TPD/TE32R), Quantico, VA  
Commandant, U.S. Coast Guard (G-PRJ), Washington, DC

Stocked:

CHIEF OF NAVAL EDUCATION AND TRAINING  
NJROTC PROGRAM  
250 DALLAS ST  
PENSACOLA FL 32508-5220

10 JUN 1955

**REGULATIONS GOVERNING ADMINISTRATION  
OF THE  
NAVAL JUNIOR RESERVE OFFICERS  
TRAINING CORPS (NJROTC)**

10 JUL 1996

## TABLE OF CONTENTS

<u>CHAPTER I - GENERAL</u>	<u>PAGE</u>
101. Authorization .....	I-1
102. Purpose and Objectives .....	I-1
103. Navy Support and Supervision .....	I-1
 <u>CHAPTER II - ORGANIZATION OF UNITS</u>	
201. Composition of the NJROTC .....	II-1
202. Requirements for Establishing NJROTC Units .....	II-1
203. Application for Establishment .....	II-3
204. Designation of Units .....	II-3
205. Department of Naval Science .....	II-4
206. Authorized Staff .....	II-4
207. Failure to Fill NSI/ANSI Vacancies .....	II-4
208. Pre-enrollment Instructor Staffing Levels .....	II-4
209. Conditions for Retention of Units .....	II-4
210. Disestablishment of a Unit .....	II-6
211. Military Organization .....	II-6
 <u>CHAPTER III - ENROLLMENT OF STUDENTS</u>	
301. Enrollment .....	III-1
302. Special NJROTC Student Enrollment .....	III-1
303. Student Identification Cards .....	III-2
304. Probation .....	III-2
305. Disenrollment .....	III-2
306. Transfer Between Units .....	III-2
307. Certificate of Completion .....	III-2
308. Special Benefits .....	III-2
 <u>CHAPTER IV - ADMINISTRATION</u>	
401. General .....	IV-1
402. Communications .....	IV-1
403. Inspections .....	IV-1
404. NJROTC Instructor Certification Board .....	IV-2
405. Instructor Certification Application Procedures .....	IV-4
406. Instructor Placement .....	IV-7
407. Instructor Personnel .....	IV-7
408. New Instructor Orientation Training .....	IV-8
409. Naval Science Instructor .....	IV-8
410. Associate Naval Science Instructor .....	IV-10
411. Personal Appearance .....	IV-10
412. Personal Behavior of NJROTC Instructors .....	IV-11
413. Standards of Conduct for NJROTC Instructors .....	IV-11
414. Discipline .....	IV-13
415. Instructor Evaluation .....	IV-13
416. Additional Duties at the Institution .....	IV-13
417. Preparation and Submission of News Releases .....	IV-13

10 JUL 1993

CHAPTER V - PROGRAM OF INSTRUCTION

501.	Goals .....	V-1
502.	Courses of Instruction .....	V-2
503.	Curriculum Requirements and Limitations .....	V-3
504.	Aptitude for the Program .....	V-3
505.	Student Grading .....	V-3
506.	Correspondence Courses .....	V-4
507.	Athletics .....	V-4
508.	Absence from Instruction .....	V-4
509.	Curriculum Advisory Committee .....	V-4

CHAPTER VI - UNIFORMS AND INSIGNIA

601.	NJROTC Uniform Regulations .....	VI-1
602.	Financing .....	VI-1
603.	Uniform Allowances and Requisitioning .....	VI-1
604.	Authorized Insignia .....	VI-1
605.	Accounting for Requisitioned Items .....	VI-1
606.	Alterations to NJROTC Uniforms .....	VI-1
607.	Storage of Uniforms .....	VI-2
608.	Wearing the Uniform .....	VI-2
609.	Replacement of Uniform Clothing .....	VI-2
610.	Return of Uniforms .....	VI-2
611.	Clothing Receipts .....	VI-3
612.	Uniform Regulations for NJROTC Instructor Personnel .....	VI-3

CHAPTER VII - FACILITIES, SUPPLIES, AND EQUIPMENT

701.	Facilities and Services Provided by NJROTC Institutions .....	VII-1
702.	Materials Provided by the Government .....	VII-2
703.	Protection of Government Property .....	VII-2
704.	Expenses Paid by the Individual Student .....	VII-3
705.	Return of Textbooks, Supplies, and Equipment ...	VII-3
706.	Accounting for Supplies and Equipment .....	VII-3

CHAPTER VIII - REPORTS AND RECORDS

801.	Reports Submitted by NSIs .....	VIII-1
802.	Reports Submitted by Host High School .....	VIII-2
803.	Reports Submitted by Area Managers .....	VIII-3
804.	NJROTC Student Record .....	VIII-3

CHAPTER IX - RECOGNITION PROGRAM

901.	General .....	IX-1
902.	Policy .....	IX-1
903.	Certificates .....	IX-1
904.	Ribbon Awards .....	IX-1
905.	CNET Unit Awards .....	IX-2
906.	Naval Honor Schools Program .....	IX-3
907.	Other Awards .....	IX-5

1 0 301 1988

CHAPTER X - TRAINING SAFETY

1001.	General .....	X-1
1002.	Training Time Out .....	X-2
1003.	Pre-Mishap Plan .....	X-3

APPENDIX

1.	Excerpts from the Statute Relating to the Naval Junior Reserve Officers Training Corps .....	1-1
2.	Guidance for Instructors for Establishing and Operating an NJROTC Unit .....	2-1
3.	NJROTC Unit Inspections .....	3-1
	TAB A - Sample NJROTC Unit Inspection Guide (CNET 1533/80) .....	3-A-1
4.	Financial Requirements .....	4-1
	TAB A - Sample NJROTC Instructor Employment Data (CNET 7220/3) .....	4-A-1
	TAB B - Sample VHA/BAQ Certification (CNET 7220/5) ...	4-B-1
	TAB C - Sample Letter for Submission of Address Information .....	4-C-1
	TAB D - Sample NJROTC Status of Obligations (CNET 7000/3) .....	4-D-1
	TAB E - Sample Voucher for Disbursement and/or Collection (NAVCOMPT Form 2277) .....	4-E-1
	TAB F - Sample Alternate Invoice for Transportation and Uniform Alteration/Maintenance .....	4-F-1
	TAB G - Sample Financial Report (CNET 7300/4) .....	4-G-1
5.	Reports .....	5-1
	TAB A - Reports Checklist .....	5-A-1
	TAB B - Sample Safety Report (CNET Report 5100-3) ....	5-B-1
6.	Field Trips and Orientation Cruises and Flights -- Afloat and Ashore .....	6-1
	TAB A - Sample Standard Release Form (CNET-GEN 5800/4) .....	6-A-1
	TAB B - Sample Air Transportation Agreement (DD Form 1381) .....	6-B-1
7.	National Academic Competition .....	7-1
	TAB A - Sample NJROTC Answer Sheet (CNET 1500/23) ....	7-A-1
	TAB B - Sample Letter Used to Forward Answer Sheets ..	7-B-1
8.	Marksmanship Training .....	8-1
	TAB A - Sample Official NRA Postal Score Report Sheet (CNET 1650/42) .....	8-A-1
9.	Navy Screening Tables for Weight by Height .....	9-1
	TAB A - Body Composition Determination/Percent Body Fat Measurement Procedures .....	9-A-1

10. Forms Associated with NJROTC ..... 10-1

11. Guidelines to Use in Completing NSI/ANSI  
Evaluations ..... 11-1

CHAPTER I

GENERAL

ARTICLE

Authorization .....	101
Purpose and Objectives.....	102
Navy Support and Supervision .....	103

101. Authorization. The NJROTC is established under authority of Title 10, United States Code, Chapter 102. Excerpts from the statute relating to NJROTC may be found in Appendix 1.

102. Purpose and Objectives. The purpose of the NJROTC program is to instill in students in United States secondary educational institutions the values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. The objectives of NJROTC are to:

- a. Promote patriotism.
- b. Develop informed and responsible citizens.
- c. Promote habits of orderliness and precision and to develop respect for constituted authority.
- d. Develop a high degree of personal honor, self-reliance, individual discipline, and leadership.
- e. Promote an understanding of the basic elements and requirements for national security.
- f. Develop respect for and an understanding of the need for constituted authority in a democratic society.
- g. Provide incentives to live healthy and drug free.
- h. Develop leadership potential.
- i. Provide an alternative to gangs.
- j. Promote high school completion.
- k. Provide information on the military services as a possible career.

103. Navy Support and Supervision. The Navy will support the NJROTC program to the fullest possible extent within existing policy to meet its stated objectives.

- a. Instructor personnel are qualified retired officers and noncommissioned officers who have served on active duty for at

10 JUL 1968

least 20 years or have retired under the Temporary Early Retirement Authority (TERA). Instructional materials and equipment related to the teaching of the naval science courses at the host secondary school will be provided.

b. Local responsibility for operation of the NJROTC unit rests with the school authorities. In essence, it is the local high school's or district's program as a cooperative venture between the school district and the U.S. Navy to provide naval science instruction which will relate to all fields of study in secondary education.

c. The Chief of Naval Education and Training is assigned overall responsibility for the program, and as such will:

(1) Provide the overall planning, direction, and policies affecting the NJROTC program.

(2) Attract and encourage outstanding public and private secondary schools to apply for NJROTC units.

(3) Make recommendations to the Secretary of the Navy (SECNAV) for establishment (or disestablishment) of NJROTC units.

(4) Provide necessary assistance in establishing NJROTC units and in planning for NJROTC activation ceremonies.

(5) Certify applicants as qualified for Naval Science Instructor (NSI) and Associate Naval Science Instructor (ANSI) positions.

(6) Coordinate field trips to military installations, or other appropriate locations, and request orientation cruises and flights for NJROTC units when requested by NSIs, on condition that such can be accomplished without interfering with assigned missions or training schedules within available resources.

(7) Visit and inspect each unit annually.

(8) Prepare annual budget submissions for operation of the NJROTC program.

(9) Coordinate supply functions in support of the NJROTC program.

(10) Provide funding and other logistic support to the NJROTC area managers in the performance of their assigned tasks.

(11) Provide for further assignment of officers as NJROTC area managers and enlisted personnel as administrative assistants to area managers in support of the NJROTC program. These area managers will function as field representatives for CNET.

## CHAPTER II

ORGANIZATION OF UNITSARTICLE

Composition of the NJROTC .....	201
Requirements for Establishing NJROTC Units .....	202
Application for Establishment .....	203
Designation of Units .....	204
Department of Naval Science .....	205
Authorized Staff .....	206
Failure to Fill ANSI/NSI Vacancies.....	207
Pre-enrollment Instructor Staffing Levels.....	208
Conditions for Retention of Units .....	209
Disestablishment of a Unit .....	210
Military Organization .....	211

201. Composition of the NJROTC

a. NJROTC is the official designation of the program of instruction offered by the secondary level educational institutions with the approval of the Navy. A unit is the organized group of NJROTC students and instructors at one secondary school, or in the case of unit satellites approved by the Navy, NJROTC students at the host school and at the satellite school.

b. Units may be established at:

(1) Military junior colleges (MJC), which are essentially military schools providing high school and college instruction but which do not confer baccalaureate degrees. Units established at these schools meet all other requirements of Class MC (military colleges) institutions and accept and maintain a specifically designed program of instruction prescribed by SECNAV for this class of institution. The secondary level of MJC is classified as Junior ROTC.

(2) Military institutes (MI), which are schools at the secondary level of instruction requiring a course of military training throughout 4 years at the secondary level; organize their military students as a corps under constantly maintained military discipline; require all members of the corps, including those members enrolled in military training, to be in appropriate uniform when on campus; and, in general, meet military standards similar to those maintained at the service academies.

(3) High schools (HS), which may be public or nonpublic secondary educational institutions and which do not fall under the definitions for MJC or MI.

202. Requirements for Establishing NJROTC Units. A unit is established or disestablished by SECNAV. A school desiring to host an NJROTC unit must be fully accredited by the appropriate

10 JUL 1995

state or regional accrediting agency and must make application to CNET (NJROTC) for establishment of the unit. Detailed application procedures and requirements are contained in the NJROTC Host School Application/Information Package. This package is available upon request from the NJROTC program support office. The school must enter into an agreement with CNET and agree to:

a. Provide a program of instruction prescribed by CNET of either a 3-year or 4-year course at secondary schools (9th - 12th grades).

b. Maintain an NJROTC cadet enrollment of no less than 100 physically fit students, or 10 percent of school enrollment, whichever is less, who are enrolled in grades 9 through 12.

c. Employ a minimum of one retired officer as NSI and one enlisted person as ANSI per unit whose qualifications are approved by CNET to administer the NJROTC program of instruction. Retired personnel so employed shall receive as salary at least an amount equal to the difference between their retired pay and the active duty pay and allowances, excluding incentive pay, which they would receive if ordered to active duty. The institution is the employing agency and shall pay the full salary due to the individual employed. The Navy will reimburse the institution, from funds appropriated for that purpose, at least one-half the amount equal to the difference between retired pay and the active duty pay and allowances, excluding incentive pay, which they would receive if ordered to active duty. The intervals for pay periods and leave terms of the employment contract are at the discretion for the school system provided that contracts are adjusted as necessary to reflect salary changes to which employees are entitled and minimum salary requirements are met. Any duties desired by the high school in addition to those connected with NJROTC instruction and the operation and administration of the NJROTC program of instruction must be separately contracted between the high school and the individual NJROTC instructor at no cost to the Department of the Navy. This does not preclude NJROTC instructors from serving on routine committees or performing other extracurricular duties normally performed by other faculty members. Where an individual employed as an NJROTC instructor enters into a contract with the high school to provide services which are not part of the NJROTC program of instruction, these services must be performed outside the scope of and the hours prescribed for his/her NJROTC duties. The high school is responsible for immediately advising CNET in writing of any change of employment status of NJROTC instructors employed or discharged.

d. Provide suitable safeguards for the government-owned property provided. Such safeguards will include, but are not limited to, bonds and/or insurance to cover the loss and damage of the property.

10 JUN 1986

e. Not discriminate against students or instructors on grounds of race, sex, religion, or national origin.

f. Provide adequate facilities for classroom instruction, NJROTC office space (including telephone services), storage of drill rifles and other equipment which may be furnished in support of the unit, and adequate drill areas at or in the immediate vicinity of the institution, as determined by CNET. The following minimums of floor space are recommended:

Dedicated Classroom(s) -- As needed.

Uniform Storage/Issue -----	1,100 sq. ft.
Book Storage -----	150 sq. ft.
Armory -----	350 sq. ft.
Office -----	150 sq. ft.

g. Provide the required program of instruction.

203. Application for Establishment. The officials of a secondary school interested in applying for establishment of an NJROTC unit should obtain a copy of the NJROTC Host School Application/Information Package, available from CNET or any NJROTC area manager. A Host School Application for a Navy Junior ROTC Unit form (CNET Form 1533/90 (Rev. 8-95)) is included in the package. Public Law 88-647 directs that the Navy is to provide for the fair and equitable distribution of NJROTC units throughout the nation. Application procedures are as follows:

a. Prospective host school completes all sections of the Host School Application for a Navy Junior ROTC Unit form and submits it to the Chief of Naval Education and Training (NROTC).

b. If review of the application package indicates that the school meets the basic eligibility requirements, a CNET representative or the area manager will visit the school at a mutually agreed upon time to conduct a review of the school facilities and to discuss the NJROTC program with the school administration. The evaluator will make a written report to the Chief of Naval Education and Training.

c. If the candidate school is acceptable, within range of selection, and vacancies exist for NJROTC units, CNET will nominate the school to SECNAV for establishment of an NJROTC unit. Announcement of selection will be made by CNET following SECNAV approval. If no vacancies exist, CNET will retain the application for future consideration.

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

10 OCT 1996

205. Department of Naval Science. Instruction given at any institution in accordance with programs prescribed by CNET will be conducted and supervised by the NSI of the NJROTC unit in his/her capacity as Head of the Department of Naval Science. The NSI shall be assisted by one or more ANSIs as specified in paragraph 206. Appendix 2 provides guidance for instructors for establishing and operating an NJROTC unit.

206. Authorized Staff

<u>ENROLLED CADETS</u>	<u>TOTAL</u>
51-150	2
151-250	3
251-350	4
351-450	5
451-550	6
551-650	7
651-750	8
751-850	9
851-950	10
951-1050	11

207. Failure to Fill NSI/ANSI Vacancies. The area managers will determine which schools have had vacancies for 3 months or longer. After the position has been vacant for 3 months, the area manager will contact CNET and provide input to determine if the school should be placed in an evaluation status. The letter placing the school in an evaluation status will inform them that they face probation if the position is still vacant 3 months from the date of the letter.

208. Pre-enrollment Instructor Staffing Levels. School officials may elect to hire additional instructors based on the school's estimated enrollment for the coming school year.

a. If an additional instructor is hired and the 1 October enrollment figures and the following spring pre-enrollment figures for the next school year indicate that the minimum enrollment to maintain the staffing level of three or more instructors will not be met, the Navy must discontinue salary reimbursement for the additional instructor effective 1 July.

b. CNET must be advised of the pre-enrollment numbers for the unit by 15 May for the coming school year. If the additional instructor is continued based on the estimated enrollment, and the actual enrollment of 1 October for that school year is less than the required minimum, salary reimbursement for the additional instructor will be discontinued effective 1 October of that school year.

209. Conditions for Retention of Units. Each high school must maintain the standards set forth in terms of the agreement for establishment of an NJROTC unit. An annual inspection will be

10 JUN 1995

conducted to determine if these requirements/standards are being met (Appendix 3). If an inspection reveals that the unit has failed to maintain the requirements/standards, CNET will inform the school authorities, in writing, of the discrepancies noted and recommended corrective action. If corrective action is not taken the unit will be placed in a probationary status. Units placed in a probationary status will be inspected by a representative of CNET during the probationary period. A report of the inspection will be submitted to CNET with appropriate recommendations to either terminate the probationary status or disestablish the unit.

a. Evaluation Status. Unsatisfactory facilities or inadequate support (including quality of performance of instructors) reported during the annual on site inspection as significant discrepancies affecting the quality of the NJROTC program of instruction will cause the NJROTC unit to be placed in an evaluation status. On the annual inspection any area graded as UNSAT by the area manager will automatically place the unit in an evaluation status. Upon receipt of the inspection report the NJROTC unit will respond to the area manager, copy to CNET, with a written plan for improvement. The unit will be removed from an evaluation status when the discrepancy has been corrected by a specific date set by the area manager. If not corrected, CNET may either place the unit on probation or, if conditions warrant, recommend to SECNAV that the unit be disestablished in the best interests of the Navy.

b. Probation Status. As set forth above, CNET may determine that probation is necessary whenever significant deficiencies in fulfillment of contractual terms for establishment/maintenance of the NJROTC unit have not been rectified. Certain criteria, however, are fundamental to successful performance of the NJROTC unit. Deficiencies reported in the following minimum requirements will be cause for probation and possible disestablishment:

(1) Cadet Enrollment. NJROTC units which have commenced at least their second full year of enrollment must have 100 NJROTC cadets, or 10 percent of school enrollment, whichever is less, as of 1 October each school year. (Cadets enrolled in more than one naval science course may be counted only once.) Units that fail to meet that criterion will be placed on probation immediately. Units placed on probation will be evaluated during the next annual inspection as to their potential to attain the minimum enrollment by 1 October the following school year. If it is likely the enrollment minimum will not be met, action will be taken to disestablish the unit by 30 June of that probationary year. If the annual inspection indicates the minimum enrollment will be met by 1 October, the unit may be continued; if the enrollment criterion is, in fact, not met, action to effect disestablishment by 30 June of that year will be taken. Units which achieve the minimum criterion will be removed from probation.

10 JUN 1996

(2) Suitable safeguards for the government property provided.

(3) Policy of nondiscrimination against students or instructors on the grounds of race, sex, religion, or national origin.

(4) Minimum of a 3-year naval science curriculum for which cadets receive appropriate academic credit toward graduation requirements.

(5) Accreditation of the host school by the appropriate state or regional accrediting agency.

#### 210. Disestablishment of a Unit

a. Reasons for Disestablishment. An NJROTC unit may be disestablished upon request by the school authorities or SECNAV may direct the disestablishment of a unit if determined that the unit has failed to maintain required standards, to remedy conditions which resulted in probation, or when disestablishment serves the best interests of the Navy.

b. Method of Disestablishment. Upon official notification of disestablishment, the unit will be phased out and equipment removed in an orderly manner. Disestablishment will normally occur at the end of that academic year and completed no later than 30 June of that year. Unless otherwise authorized by CNET, all Navy provided materials, including textbooks, references, training aids, uniforms, naval artifacts, Navy-owned minor property equipment, drill and organization equipment in the custody of a unit being disestablished will revert to Navy custody by 30 June. To properly account for the inventory, turnover, receipt and shipment of these materials, the area manager shall establish a mutually satisfactory schedule with the Military Property Custodian assigned by the host school in accordance with the written agreement. The host school officials should be advised that the Navy share of reimbursement for instructors will continue through the 30 June date to reassure them that knowledgeable personnel will be available for assistance. Disposition guidance is contained in the NJROTC Supply Manual (NAVEDTRA 37123).

#### 211. Military Organization

a. The NJROTC unit will generally be organized as follows:

(1) One company containing two or more platoons

(2) Each platoon containing two or more squads

(3) Each squad containing two or more cadets

10 JUL 1993

b. In units of under 150 cadets, NJROTC cadet officers will be organized and assigned in general as follows:

<u>COMPANY STAFF</u>	<u>RATE/RANK</u> <u>ABBREVIATION</u>
Commander--Cadet Lieutenant Commander	LCDR
Executive Officer--Cadet Lieutenant	LT
Operations Officer--Cadet Lieutenant Junior Grade	LTJG
Supply Officer--Cadet Lieutenant Junior Grade	LTJG
Assistant Supply Officer--Cadet Ensign	ENS
Administration/Communications Officer--Cadet Ensign	ENS
Public Affairs Officer--Cadet Ensign	ENS
Athletic Officer--Cadet Ensign	ENS
*Chaplain--Cadet Ensign	ENS
Company Chief Petty Officer--Cadet Chief Petty Officer	SCPO/CPO
<u>PLATOON STAFF</u>	
Commander--Cadet Ensign (three)	ENS
Mustering Petty Officer--Cadet Chief Petty Officer	CPO
Guide--Cadet Petty Officer First Class	PO1
Squad Leader (each squad)--Cadet Petty Officer Second Class	PO2
Assistant Squad Leader (each squad)--Cadet Petty Officer Third Class	PO3
<u>COLOR GUARD (Required)</u>	
National Color Bearer--Cadet Chief Petty Officer	CPO
Company Color Bearer--Cadet Petty Officer First Class	PO1
State/School Color Bearer (optional)--Cadet Petty Officer First Class	PO1
Color Escorts--Cadet Petty Officer Second Class (two)	PO2
<u>DRILL TEAM (Required)</u>	
Commander--Cadet Lieutenant Junior Grade	LTJG
Executive Officer--Cadet Ensign	ENS
Mustering Petty Officer--Cadet Chief Petty Officer	CPO
Guide--Cadet Petty Officer First Class	PO1
Squad Leader (each squad)--Cadet Petty Officer Second Class	PO2
Assistant Squad Leader (each squad)--Cadet Petty Officer Third Class	PO3
<u>DRUM AND BUGLE CORPS (Optional but encouraged)</u>	
Commander--Cadet Lieutenant Junior Grade	LTJG
Executive Officer--Cadet Ensign	ENS
Mustering Petty Officer--Cadet Chief Petty Officer	CPO
Drum Leader (each squad)--Cadet Petty Officer Second Class	PO2
Assistant Drum Leader (each squad)--Cadet Petty Officer Third Class	PO3

10 JUN 1996

RIFLE TEAM (Optional)

Team Captain--Cadet Lieutenant Junior Grade	LTJG
Range Officer--Cadet Ensign	ENS

c. Units of 150 or more cadets are authorized a battalion structure which will be organized in general as follows:

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

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

d. Unit of two or more battalions are authorized a regimental structure which will be organized in general as follows:

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

e. Although the military organization outlined makes provision for a drum and bugle corps or band, such items as musical instruments, sheet music, and music supplies will not be provided at government expense. At the discretion of the NSI, a fife and drum corps may be established in lieu of a drum and bugle corps.

10 JUL 1996

## CHAPTER III

ENROLLMENT OF STUDENTS

	<u>ARTICLE</u>
Enrollment .....	301
Special NJROTC Student Enrollment .....	302
Student Identification Cards .....	303
Probation .....	304
Disenrollment .....	305
Transfer Between Units .....	306
Certificate of Completion .....	307
Special Benefits .....	308

301. Enrollment. Unit enrollment should reflect the demographics of the student body. Except as modified by paragraph 302, to be eligible for enrollment and continuance as a cadet in an NJROTC unit, a student must:

a. Be enrolled in and attending a regular course of instruction at the school hosting the unit, in a grade 9 through 12.

b. Be a U.S. citizen or national, or alien lawfully admitted to the U.S. for permanent residence.

c. Be physically qualified to participate fully in the physical education program in the school. An exception to this enrollment requirement for "special NJROTC students" is outlined in paragraph 302.

d. Be selected by the NJROTC instructor with the approval of the school principal or his/her representative.

e. Maintain acceptable standards of academic achievement and an academic standing that warrants at least normal progression leading to graduation.

f. Maintain acceptable standards of conduct.

g. Comply with the personal grooming standards as set forth in the "NJROTC Cadet Field Manual," NAVEDTRA 37116 series. Common sense and good judgment should be used to attain these standards. Standards will not be relaxed so as to reflect discredit on the naval service.

302. Special NJROTC Student Enrollment. Under the secondary school's open enrollment policy and when desired by the principal of the host school, students who are ineligible for membership as regular NJROTC students may enroll as special NJROTC students. Special NJROTC students may participate in school approved NJROTC activities, be called **NAVAL CADETS**, wear the uniform, participate as cadet officers, and go on field trips to military installations. Any special equipment or additional instructors that may

10 FEB 1993

be needed to instruct special NJROTC students will be provided by the school. Special NJROTC students may not, however, be counted towards that enrollment level required to maintain an NJROTC unit.

303. Student Identification Cards. Cadets shall be issued cards (CNET 5512/6) identifying the members of the NJROTC unit of the particular school (cards are furnished by CNET to area managers for distribution to individual units). Cadets shall not be issued either DD Form 1137 (Uniform Services Identification and Privilege Card) or any other type of military identification card.

304. Probation. The NSI is authorized to place on probation, with the approval of the principal, any NJROTC cadet who has academic deficiencies, fails to maintain standards of grooming or wearing of uniform, or whose conduct is prejudicial to the program, provided the NSI considers the difficulty to be transitory and the cadet has the potential and motivation to be successful as an NJROTC cadet. Cadets placed on probation shall be informed in writing.

305. Disenrollment. A cadet may be disenrolled by the NJROTC instructor, with the approval of the principal, for any of the following reasons:

a. Failure to maintain the standards required for enrollment.

b. Lack of aptitude, indifference to training, disciplinary reasons, or undesirable traits of character.

c. Failure to meet the terms of probation or to correct the deficiency for which placed in a probationary status.

d. Disenrollment from the school.

e. Request of the individual student.

306. Transfer Between Units. Transfer of cadets from Army, Air Force, Marine Corps, and other NJROTC units is authorized, and full credit will be given for training received. Transferred cadets are authorized to wear ribbons and medals previously earned, following all NJROTC awards in precedence.

307. Certificate of Completion. A Certificate of Completion, for the appropriate level of the curriculum successfully completed, will be presented by the NSI to each cadet at the end of each academic year completed.

308. Special Benefits

a. Advanced Placement. Students presenting evidence of successful completion of at least 3 years of Junior ROTC under

10 JUN 1988

any Military Department are entitled to advanced promotion to pay grade E-3 upon initial enlistment in an active or reserve component of the Army, Navy, or Air Force, and grade E-2 in the Marine Corps. Students accepted for enlistment, who provide evidence of successful completion of 2 years of a Junior ROTC program, are entitled to be enlisted in pay grade E-2 (except in the Marine Corps and Air Force).

b. U.S. Naval Academy. Students who successfully complete the NJROTC program may compete for appointment to the U.S. Naval Academy under the NROTC/NJROTC quota. The NSI is authorized to nominate a maximum of three eligible cadets each year to compete for these appointments. Details are provided annually to all units by the U.S. Naval Academy.

c. NROTC Scholarships. In addition to the opportunity which all high school students have to compete for NROTC scholarships, cadets who have completed at least 2 academic years of NJROTC and are recommended by their NSI will also be considered by a special NROTC scholarship selection board. This board meets each year for the purpose of awarding 4-year scholarships to NJROTC cadets. Details are provided each year to all units by CNET.

10 JUN 1995

## CHAPTER IV

ADMINISTRATION

	<u>ARTICLE</u>
General .....	401
Communications .....	402
Inspections .....	403
NJROTC Instructor Certification Board .....	404
Instructor Certification Application Procedures .....	405
Instructor Placement .....	406
Instructor Personnel .....	407
New Instructor Orientation Training .....	408
Naval Science Instructor .....	409
Associate Naval Science Instructor .....	410
Personal Appearance .....	411
Personal Behavior for NJROTC Instructors .....	412
Standards of Conduct for NJROTC Instructors .....	413
Discipline .....	414
Instructor Evaluation.....	415
Additional Duties at the Institution .....	416
Preparation and Submission of News Releases .....	417

401. General

a. In accordance with the provisions of law, the NJROTC program is operated under guidance of SECNAV.

b. CNET is the responsible administrative agent for SECNAV and is granted authority commensurate with this responsibility.

c. Local NJROTC units and school authorities receive guidance and program support from CNET via the area manager.

d. Civilian heads of institutions have the same academic and organizational relationship with the NJROTC unit that they ordinarily have with other academic departments of the host institution.

402. Communications. It shall be the responsibility of the NSI to ensure that the information promulgated by manuals, instructions, and notices is properly disseminated to the host institution officials, as appropriate.

403. Inspection

a. Area managers shall provide for the inspection of each NJROTC unit within their areas at least once each academic school year to determine that requirements and standards for retention of units in the NJROTC program are being met. All inspections should be completed by 30 April. Results of each inspection shall be submitted to CNET, with copy to the host institution and

10 APR 1993

the superintendent, within 30 days of completion of each inspection. The area manager will also verify compliance with personal appearance standards delineated in Appendix 9.

b. Guidance for the conduct of this inspection is contained in Appendix 3.

c. When available, a flag rank officer (active or retired), or civilian dignitary, may be invited to participate as reviewing officer of the unit pass-in-review.

#### 404. NJROTC Instructor Certification Board

a. A certification board is scheduled semiannually (usually May and November) by the Bureau of Naval Personnel (BUPERS) and convened by CNET. The board is normally composed of four officers (NJROTC area managers and NJROTC program administration personnel) and a recorder and is usually in session for 1 week. The board will review the service record and application packages of all applicants. All documents must be received by the CNET NJROTC program manager at least 30 days prior to the convening date of the board. Applicants will be individually notified within 3 weeks after the board has completed its action.

b. Non-selection:

(1) An applicant may not be reconsidered if not selected.

(2) A special certification board will be convened in the case of an applicant who was considered by a board but not selected, if it is determined that the action of that board was contrary to law, or involved material error of fact or material administrative error, or that the board did not have before it for consideration material information (other than that required to be provided by the applicant).

(3) An applicant shall be reconsidered in cases where an error or omission in the applicant's record precluded the applicant's proper consideration. Applicants will not be considered by a special certification board if, in exercising reasonable diligence, the applicant could have discovered the error or omission in his/her record and could have taken timely corrective action prior to the convening of the regularly scheduled certification board.

(4) The above is based on principles contained in SECNAVINST 1401.1 series.

c. Special boards may be convened by CNET if necessary on a case-by-case basis to consider certification requests or decertification actions.

10 JUL 1995

(1) For the convening of a special certification board, the host school principal must request, in writing, to hire an applicant not previously screened for certification or an applicant whose certification has expired but is eligible for consideration for recertification. The request must be submitted to the NJROTC area manager, who will ensure that a complete application package is submitted to CNET. CNET must receive the completed application, required physical forms (SF 88 and SF 93), photograph, the results of the interview, and an official microfiche copy of the applicant's service record from BUPERS or from the National Personnel Records Center in St. Louis, Missouri, if the applicant has been retired more than 6 months. Marine Corps and Coast Guard applicants must furnish all of the above requirements. Marine Corps applicants must also provide their approval letter and master brief sheet.

(2) A special board is convened to consider decertification when information regarding a prior screened applicant or actions of an NJROTC instructor indicate that, in the best interests of the NJROTC program, immediate action is necessary to consider continued certification.

d. The instructor certification will normally be valid for 3 years unless employed as an NSI or ANSI. Instructors whose employment at a school ends through no fault of their own (e.g., unit closure, or to accept another position) will retain their certification for 1 year from the date of termination. If not reemployed in the NJROTC program within the 1-year period, application for recertification may be made to CNET (NJROTC) up to 6 years following termination of employment at a unit. When applying after 3 years, certification will expire 6 years from employment.

e. Certification will be revoked for the following reasons:

(1) if the school dismisses the NSI/ANSI or fails to renew the instructor's contract for cause,

(2) if an instructor resigns without proper notice and without reasonable justification,

(3) if an instructor resigns while under investigation or to avoid investigation, or

(4) if an instructor resigns after being advised that their performance will be reviewed by an NJROTC Instructor Certification Board to consider continued certification, or

(5) upon consideration of the conduct, performance, and evaluations of an NSI/ANSI by the school and/or designated inspectors, CNET determines that continued certification of the instructor is not in the best interests of the program.

10 JUL 1996

The certification of NJROTC instructors who resign from the program while they are on probation or in an evaluation status for physical appearance will expire on the effective date of their resignation. An instructor whose certification is revoked under any of the foregoing circumstances may request a review of their case by an NJROTC Instructor Certification Board, at a regularly scheduled or special convening of the board, within 1 year after revocation of certification.

#### 405. Instructor Certification Application Procedures

a. Retired sea service personnel (E-6 through O-6) who have at least 20 years of active service or personnel approved for retirement benefits under the Temporary Early Retirement Authority (TERA) with 15 through 19 years of active duty service. Personnel who have been medically retired with less than 20 years of active duty service are not eligible until permanent retired pay is being received. Active duty personnel within 1 year of retirement and retired personnel may apply for a 3-year certification up to 6 years after retirement. Applicants must be in compliance with personal appearance standards (Appendix 9). The NSI is the senior officer employed by the school. All other personnel employed by the school in the NJROTC program are called ANSIs. Either the NSI or ANSI must have retired from the United States Navy. The minimum education requirement for NSIs is a baccalaureate degree from an accredited college or university. This requirement may be waived if the applicant is actively pursuing a baccalaureate degree. A high school diploma or its equivalent is required for ANSIs. Specific instructor qualification requirements will remain the decision of school officials.

b. DOD Directive 1205.13 states that the authorized strength of retired officer and noncommissioned officer instructors shall be one retired officer instructor per 500 enrolled ROTC students, or major fraction thereof, and one retired enlisted instructor per 100 enrolled ROTC students, or major fraction thereof. Any school that qualifies for a Junior ROTC unit shall be authorized at least one officer. To comply with this policy, the following situations are "grandfathered in":

(1) Officers without a bachelor's degree who have Navy certification to serve as ANSIs may do so. If they are currently employed and desire to change employment to another school as an ANSI, they may do so.

(2) Officers with NSI certification currently employed as ANSIs may be retained in that position as long as school officials wish to continue their contract. However, those officers with NSI certifications currently employed as ANSIs may not be reemployed elsewhere as an ANSI. After leaving their current ANSI position, they are only eligible to be hired as an NSI.

(3) Occasionally, individuals retire at their highest enlisted rank, until they have a combined total of 30 years

10 JUN 1996

active duty + fleet reserve. After the 30 years, they assume their officer rank. Those officers may continue to serve as the ANSI as long as the school officials wish to continue their contract. If these officers have a bachelor's degree, they may have their original certification reissued as an NSI and seek employment as an NSI.

c. Applicants must complete the NJROTC Instructor Certification Application (CNET 1533/2 (Rev. 1-95)). As a minimum, the basic application must be received by CNET (NJROTC) at least 30 days prior to the convening date of the NJROTC Instructor Certification Board. The application package consists of the following:

(1) NJROTC Instructor Certification Application (CNET 1533/2 (Rev. 1-95))

(2) Current physical examination (not more than 1 year old). This must be completed by a physician using Standard Form 88 (Report of Medical Examination) and your current Standard Form 93 (Report of Medical History). Officers may substitute Officer Physical Examination Questionnaire (NAVMED 6120/2) for the Standard Form 93. Applicant must ensure that height, weight, and percent body fat data are included in the appropriate blocks. If the examination is not done at a military facility, Standard Forms 88 and 93 may be copied and used by the physician performing the physical examination.

(3) Current photograph (not more than 1 year old). The photograph will be attached to CNET 1533/99. The uniform for this photograph shall be Summer Khaki to provide maximum photographic clarity. Summer White may be used where khakis are not authorized; however, significant loss of detail may occur in resulting photographs. Navy E-6 applicants may wear Summer White or Winter Working Blue, depending on the season. Marine Corps and Coast Guard applicants are to be photographed in a uniform comparable to that specified for Navy applicants. The photograph shall display a full-length, three-quarter view of the applicant in the prescribed uniform, uncovered, with the left shoulder forward, against a plain contrasting background, in a size approximately 4 inches in width and 5 inches in height. Background shall be flat and provide sufficient contrast to highlight details of uniform. When an authorized Navy photographic laboratory or an alternate support facility is unavailable, any photograph may be produced which complies, as closely as possible, with the requirements specified above. For officers, these are the same requirements specified for official file photographs.

(4) Interviewer's Appraisal (CNET 1533/34 (Rev. 8-91)). A Navy interview is required for the certification process. The applicant should contact the NJROTC area manager nearest to his/her location to schedule the interview. Either the area manager or a local NSI designated by the area manager will conduct the interview. Active duty applicants assigned overseas

10 JUL 1995

may ask a senior naval officer at their location to conduct the interview. The applicant must make all arrangements for and bear all costs of the interview (including travel). The Interviewer's Appraisal will be forwarded by the interviewer to CNET for inclusion in the application package.

d. Marine Corps personnel must request a copy of the Master Brief Sheet and Official Military Personnel File on microfiche by citing the Privacy Act from:

(Official Military Personnel Files are requested by last two digits of social security number (SST))

(SSN last two 00 - 49)  
Commandant of the Marine Corps  
Headquarters Marine Corps  
Code MMSB-15  
2088 Elliott Rd Suite #222  
Quantico, VA 22134-5030

(SSN last two 50 - 99)  
Commandant of the Marine Corps  
Headquarters Marine Corps  
Code MMSB-14  
2008 Elliott Rd Suite #218  
Quantico, VA 22134-5030

(Master Brief Sheets)

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

Applicants must provide the required physical results, photograph, and schedule the Navy interview.

e. Coast Guard applicants must provide the required physical results, photograph, schedule the Navy interview, and request Coast Guard officials provide a copy of the applicant's service record for review by the certification board. Coast Guard applicants must write to Commandant, U.S. Coast Guard (G-TPS-2), 2100 Second Street S.W., Washington, DC 20593-0001, cite the Privacy Act, and request that the service record be mailed directly to: Chief of Naval Education and Training, CNET (NJROTC), 250 Dallas St., Pensacola, FL 32508-5220. The service record copy will be returned to the applicant after review by the NJROTC board.

f. National Oceanic and Atmospheric Administration (NOAA) applicants must provide the required physical results, photograph, schedule the Navy interview, and a copy of their Official Military Personnel File on microfiche by citing the Privacy Act from the NOAA Commissioned Personnel Center, 1315 East-West Highway, Silver Spring, MD 20910, or by calling (310) 713-3453, ext. 115.

g. Army and Air Force applicants may apply for certification for employment at NJROTC Career Academies. If approved, the certification will not be valid for employment at NJROTC units.

10 OCT 1993

All Army and Air Force applicants must follow the same application procedures required of Navy applicants with the additional requirement of furnishing a microfiche copy of his/her service record for the board's review.

406. Instructor Placement. Upon being selected for certification as an instructor in the NJROTC program, personnel will be furnished a letter of certification and a current list of the instructor vacancies and area managers. The NJROTC program manager and NJROTC area managers will assist prospective instructors in securing employment. However, it is the responsibility of the individual to establish contact with host schools and to arrange for employment interviews. The cost of travel to and from employment interviews must be borne by the individual or school.

407. Instructor Personnel

a. The Head of the Department of Naval Science at an educational institution where a unit of the NJROTC program has been established is called the Naval Science Instructor (NSI). The NSI is the senior commissioned officer employed by the institution. All other personnel employed by the school in the NJROTC program are called Associate Naval Science Instructors (ANSI).

b. The selection and employment of retired officer and enlisted personnel for duty with NJROTC units and relief therefrom are functions of the local institution. Although retired personnel hired as NJROTC instructors are employees of the school, and are responsible to the school administrators, CNET retains ultimate responsibility and authority for the NJROTC program. Therefore, it is expected that the instructors will meet the requirements and standards prescribed by CNET, as well as meeting the requirements and standards of the host school administration. NSIs/ANSIs may be placed on probation for unsatisfactory performance. When this occurs the instructor will be formally advised of the action taken and be given a reasonable period in which to correct the deficiency. If satisfactory progress is not made the case will be referred to a certification board to determine whether or not the instructor certification to teach in the NJROTC program should be continued. In order to maintain high quality of instruction, host schools and area managers are required to conduct annual evaluations of the instructors. In addition, the NSIs are required to evaluate the ANSIs. The NJROTC Instructor Evaluation (CNET Form 1610/2 (Rev. 9-94)) shall be used by area managers and NSIs for annual, and as necessary, special evaluations.

c. The school may hire one instructor who is a retired officer or senior enlisted member of the Marine Corps, Coast Guard, or National Oceanic and Atmospheric Administration in lieu of hiring all retired Navy instructors. For those units authorized four or more instructors, requests to hire additional Marine Corps, Coast Guard, or National Oceanic and Atmospheric

10 OCT 1996

Administration instructors will be considered on a case-by-case basis by CNET (NJROTC).

d. The normal retired status of NSI and ANSI is not altered by employment in the NJROTC program. While they are to be accorded the traditional courtesy and respect due by virtue of their rank, they are in a civilian status.

e. In order that the maximum coordination possible be achieved between the NJROTC unit and other academic departments, the staff of the Department of Naval Science shall be given full membership in the institution's faculty in appropriate ranks and be accorded the rights and privileges of faculty members. It is desired that the NSI encourage the institutional authorities, when appropriate, to use the naval science staff members on faculty committees in order that their services may be utilized in the same manner as are the services of all other members of the faculty.

f. If relocation is necessary to secure employment, it will be the responsibility of the selected instructor to relocate, at the instructor's own expense, to the school where hired.

g. Instructors shall advise the NJROTC Accounting Office, Naval Education and Training Program Management Support Activity (N811) of any change affecting their pay by forwarding a copy of the "Statement of Retired/Retainer Pay."

#### 408. New Instructor Orientation Training (NIOT)

a. A program of instruction to indoctrinate new NSIs and ANSIs is held annually, normally the last week in July or the first week in August. All instructors are normally required to attend this orientation course during the first year of their employment.

b. Schools are requested to provide advance per diem and travel money to the instructor. A letter will be sent to the NJROTC instructor announcing the training with an enclosure for the principal indicating the amount of per diem/travel expenses authorized. Schools will be reimbursed by the NJROTC accounting officer upon submittal of NAVCOMPT Form 2277 (see Appendix 4, Tab E) by the school, except for instructors hired in excess of the authorized limit, who are fully salaried by the school. These schools are required to provide per diem and travel funds for such instructors to attend the NIOT.

#### 409. Naval Science Instructor (NSI)

a. The NSI is responsible for carrying out policies relative to the administration of the NJROTC unit. The NSI also advises institution authorities as to the provisions of law and regulations as they relate to the operation of the NJROTC unit maintained at the institution. Compensation for duties assigned by

10 JUL 1996

the institution, other than NJROTC duties, shall be resolved by the NSI and the local institution officials on a separate contractual basis.

b. Guidelines for specific duties and responsibilities of the NSI include:

- (1) Teaching a multi-subject 3- or 4-year curriculum.
- (2) Instructing in military drill.
- (3) Counseling students in the NJROTC program.
- (4) Writing/updating lesson plans for the NJROTC curriculum and other lesson preparation requirements.
- (5) Requisitioning all government furnished equipment (includes uniforms, training aids, books, drill rifles, air rifles, and organizational equipment).
- (6) Arranging for cleaning and tailoring of uniforms.
- (7) Surveying old and worn uniforms and other government property.
- (8) Performing simple preventive maintenance of training aids and devices.
- (9) Inventory control of all government furnished equipment/materials (including annual wall-to-wall inventory).
- (10) Ensuring proper physical security of all government furnished equipment/materials.
- (11) Planning extracurricular activities for the NJROTC unit (including color/honor guard ceremonies, drill team and rifle teams competitive meets, field trips, mini-boot camps, ship cruises, etc.).
- (12) Preparing periodic reports on program administration and logistics.
- (13) Keeping current and abreast of new developments and organizations within the Navy.
- (14) Assessing unit processes to assure NJROTC program objectives are met.
- (15) Attending Navy-sponsored training to keep abreast of current requirements of program management.
- (16) Taking courses of instruction to improve teaching abilities.

10 JUN 1996

(17) Establishing rapport with school counselors and faculty members.

(18) Making annual presentations of the NJROTC program to students at feeder schools for the purpose of recruiting new cadets into the program.

(19) Maintaining financial accounts of operating budget.

(20) Preparing financial vouchers to the Navy for reimbursement of expenditures to the school made in support of the NJROTC program.

(21) Establishing contact with civic groups to obtain their recognition and support of the NJROTC program.

410. Associate Naval Science Instructor (ANSI)

a. ANSIs shall perform such duties as may be assigned them by the NSI. Compensation for duties performed for the institution, other than NJROTC duties, shall be resolved by the ANSI and the local institution officials on a separate contractual basis.

b. Guidelines for specific duties and responsibilities of the ANSI are the same as those set forth in Article 409 for the NSI.

411. Personal Appearance

a. NJROTC instructors are conspicuous representatives in the local civilian community for the NJROTC program, as well as their own military services. They are also role models, and as such, they are expected to uphold traditional military standards of decorum and personal appearance. Particular attention to the maintenance of proper uniform, haircut, and body fat standards is essential. A letter of certification will not be issued to a prospective instructor unless the individual is in compliance with Navy personal appearance standards.

b. Compliance is determined by applying the Navy Screening Tables for Weight by Height (Appendix 9). Should this screening find that the instructor does not meet the standard in the tables, body fat percentage shall be determined in accordance with Appendix 9, Tab A, Percent Body Fat Measurement Procedure. Only the Navy body composition determination procedures found in Appendix 9, Tab A, are to be used.

c. NJROTC instructors who are currently certified but do not meet the current Navy personal appearance standards as outlined in Appendix 9 will be placed in an appearance evaluation status pending compliance. Instructors shall be evaluated against the standards on an annual basis by their area manager, and appropriate entry made on the instructor's annual evaluation. Instructors in an appearance evaluation status, who do not make

10 JUL 1996

satisfactory progress toward meeting prescribed standards within the time specified in their appearance evaluation status notification letter, may be processed for decertification. Unless otherwise prescribed by their physician, satisfactory progress is considered to be 1-2 pounds of weight per week or approximately 1 percent of body fat every 2 weeks. They will be required to weigh in weekly and obtain a body fat measurement monthly from a health care professional (e.g., school nurse, family physician, etc.). The information will be forwarded to their area manager monthly. Their area manager will provide this data to CNET prior to the May instructor certification board while they are in appearance evaluation status.

d. NJROTC instructors decertified for personal appearance reasons are eligible to apply for recertification any time after notification of decertification, up to 3 years following the effective date of decertification. Individuals who meet weight/body fat standards may request consideration for recertification by letter to CNET (NJROTC). The letter must include a current physical with SF 88 and SF 93, and photograph as specified in paragraphs 404b(2) and (3).

(1) If still employed as an NJROTC instructor at the time the request is made, the request shall be submitted via the appropriate area manager, whose endorsement must contain a statement which includes a specific recommendation for approval or disapproval of the request.

(2) If no longer employed as an NJROTC instructor at the time of the request, a Navy interview is required as outlined in paragraph 404b(4).

412. Personal Behavior of NJROTC Instructors. NJROTC instructors by virtue of their positions are held to the highest standards of personal behavior. They must be constantly aware of the potential for problems in their relations with students, including the possibility of unwarranted accusation, and be guided in their behavior accordingly. What an instructor may consider an innocent act or gesture may be misinterpreted and give the appearance of wrongdoing. Such situations are difficult to recover from, even when the instructor is later exonerated. Instructors must exercise good judgment and taken great care to avoid potentially compromising situations. They must be very sensitive to the damage that personal conduct incidents can do to high school students, the NJROTC program, the Navy, and their personal lives. The Navy does not tolerate behavioral impropriety in the NJROTC program. Further, any misconduct with cadets will be grounds for decertification by the Navy, and depending on the circumstances, may also lead to criminal prosecution.

413. Standards of Conduct for NJROTC Instructors. To maintain public confidence in the integrity of the Department of the Navy, all NJROTC instructors shall comply with the following standards of conduct:

10 JUL 1996

a. Avoid any action, whether or not specifically prohibited, which might result in or reasonably be expected to create the appearance of:

- (1) Using the position for private gain.
- (2) Giving preferential treatment to any person or entity.
- (3) Impeding government efficiency or economy.
- (4) Losing complete independence or impartiality.
- (5) Adversely affecting the confidence of the public in the integrity of the government.

b. Do not engage in any activity or acquire or retain any financial interest which results in a conflict between your private interest and the public interest of the United States related to your duties.

c. Do not engage in any activity that might result in or reasonably be expected to create the appearance of a conflict of interest.

d. Do not accept gratuities from providers of products or services.

e. Do not use your position to influence any person to provide any private benefit.

f. Do not use inside information to further a private gain.

g. Do not use your rank, title, or position for commercial purposes.

h. Avoid outside employment or activity that is incompatible with your duties or may bring discredit to the Navy.

i. Never take or use government property or services for other than officially approved purposes.

j. Do not give gifts to your superiors or accept them from your subordinates. This prohibition does not include voluntary gifts or contributions of nominal value on special occasions such as marriage, illness, departure, or retirement, provided any gifts acquired with such contributions are not extravagant or excessive in nature.

k. Conduct no official business with persons whose participation in the transaction would be in violation of law.

l. Seek ways to promote efficiency and economy in the NJROTC program and public confidence in its integrity.

10 JUN 1996

#### 414. Discipline

a. Each NSI and ANSI shall require NJROTC cadets to conduct themselves in a military manner at all times when the cadets are under naval supervision (i.e., when attending naval science classes, drills, or on authorized field trips/orientation cruises, etc.).

b. NJROTC cadets in uniform shall observe the courtesies and traditions of the Service.

415. Instructor Evaluation. An instructor evaluation will be completed on an annual basis for each instructor. The area manager will evaluate the NSI during the annual inspection. This evaluation will be based upon direct and indirect observations of the NSI since the last evaluation, observation of the unit and NSI during the annual inspection, and discussions with the principal and other administrators, fellow teachers, parents, community members, and cadets. The NSI will evaluate the ANSI prior to the annual inspection utilizing the same time frame concept and methodology. The original of the ANSI's evaluation will be provided to the Area Manager during the inspection. Special evaluations may be prepared on an as-required basis using the format specified or a narrative format. Guidelines from Appendix 11 are to be utilized in the completion of the instructor evaluation form (CNET Form 1610/2 (Rev. 9-94)).

416. Additional Duties at the Institution. The primary responsibility of the NSI and ANSI employed by an institution with an NJROTC unit shall be that of instruction, operation, and administration of the NJROTC program. Host schools shall contract separately with the individual NJROTC instructor for any additional duties desired by the institution beyond those connected with duties specifically related to the NJROTC program, and shall be at no cost to the Navy. Such additional service shall be performed outside the scope of NJROTC duties and hours. (This requirement does not preclude NJROTC instructors from serving on routine committees or performing curricular or extracurricular duties normally performed by and rotated among other faculty members.)

417. Preparation and Submission of News Releases. The NSI should make full use of local news media for informing the public of NJROTC activities and achievements. Copies of news releases, transcripts, and/or narrative descriptions of radio and television broadcasts (if of national interest) shall be submitted to CNET (NJROTC), via the area manager, as soon as possible after the date of their appearance. This should include items appearing in school publications as well as other local news media. Parades, trips, special ceremonies, visits by dignitaries, or other newsworthy events should be brought to the attention of local news media by the NSI.

10 JUL 1993

## CHAPTER V

PROGRAM OF INSTRUCTIONARTICLE

Goals .....	501
Courses of Instruction .....	502
Curriculum Requirements and Limitations .....	503
Aptitude for the Program .....	504
Student Grading .....	505
Correspondence Courses .....	506
Athletics .....	507
Absence from Instruction .....	508
Curriculum Advisory Committee .....	509

501. Goals. Navy goals developed through the goal analysis of Department of Defense objectives are as follows:

a. Students will perform duties and responsibilities of citizenship by:

- (1) Applying principles of leadership.
- (2) Planning and implementing unit activities.

b. Students will develop positive traits of character by:

- (1) Participating in exercises that call for orderly conduct.
- (2) Performing in a manner that displays self-confidence.
- (3) Performing with moral soundness, honesty, and uprightness.
- (4) Developing a philosophy of life that respects others, to include their privacy.
- (5) Being sensitive to the welfare of one's country.
- (6) Finding pleasure in individual and group achievements.

c. Students will become aware of and concerned for humanity and world affairs by relating:

- (1) Civil defense to national security.
- (2) Problems of mankind to self.
- (3) World to domestic affairs.

10 JUL 1995

(4) Historical events to present with emphasis on sea-power.

d. Students will recognize the value of constituted authority by:

- (1) Observing orders or rules established by authorities.
- (2) Accepting responsibility for their actions.
- (3) Influencing others to accept constituted authority.

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

(1) Being aware of educational and career opportunities in the U.S. Navy and the civilian community.

(2) Performing, as a minimum, the basic fundamentals required of a Navy recruit and entry requirements for civilian positions.

#### 502. Courses of Instruction

a. CNET prescribes the courses for naval science for NJROTC units which comprise the 3- or 4-academic year curriculum. The program of instruction will be at least 3 academic years in duration, with 7200 minutes per course of naval science instruction. Because most schools prefer a full week program of classes, the curriculum is constructed to include three academic classroom sessions and two drill periods. The curriculum includes 72 hours of classroom based on 40-minute sessions of instruction and 48 hours of military drill. Time allocation is based on 40-minute sessions of instruction for 36 weeks, with 180 teaching days. If the school schedule for classroom time is other than 40 minutes in length, appropriate adjustments should be made at the local school level. Adjustment for staggered, rotating, or modular schedules must be made at the local school level.

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

c. It is expected that all topics provided in the curriculum will be covered, but the depth of coverage must be determined by each instructor on his/her own according to local circumstances. Sequence of sessions within each course year may be altered; however, if done, content should be concentrated by subject areas. Instructors shall document their instructional lessons planned and taught. Major curriculum content changes will not be made without the prior approval of CNET.

10 JUL 1958

d. Naval science courses shall be taught in sequence. However, the teaching of NS-2 and NS-3 maybe alternated annually, with area manager approval, in 4-year programs only.

e. NSIs will follow the established procedures of individual institutions regarding examination requirements.

f. Units must not be involved in any activity that is or can be construed to be training in combat tactics, in the field, or in the classroom.

### 503. Curriculum Requirements and Limitations

a. To participate in NJROTC activities, cadets will be required to be enrolled in at least one naval science course during each academic year.

b. With the permission of the NSI and school officials, a student may enroll in two courses in order to complete the special requirement for advanced pay grade benefits upon initial enlistment in the military, by time of graduation. A student enrolled in two courses shall be counted as one cadet towards the enrollment criterion. Also, credit will only be given for one academic year for the purpose of meeting the two academic year eligibility requirement, to be considered for one of the 4-year Navy ROTC scholarships reserved for NJROTC cadets.

c. Students who enroll in NJROTC for the first time after the 9th grade should be placed in NS-1, except seniors. They should be enrolled in either junior or senior NJROTC classes, if their grade point average is at least 2.5 (4.0 scale), and are to receive appropriate orientation in drills, commands, and ceremonies.

504. Aptitude for the Program. Each NJROTC cadet will be observed closely by the NSI and ANSI for qualities considered most desirable. Students shall be evaluated, particularly from the standpoint of attitude (as manifested by their interest, motivation, and cooperation), performance of duty, leadership, bearing, and dress. Cadet aptitude mark records shall be maintained in accordance with Article 505.

### 505. Student Grading

a. Academic grades earned by cadets in the naval science courses shall be based upon the same system of marking as used by other departments in the host institution.

b. When a cadet is transferred from one unit to another, the NSI shall forward a copy of the student's NJROTC record to the NSI of the institution to which the transfer is made.

7 0 1988

c. A grade in aptitude for the program shall be assigned to each cadet at the end of each term. Aptitude grades are for the purpose of assisting the NSI in selecting cadet officers and serve as one of the criteria in reaching disenrollment decisions.

506. Correspondence Courses. NJROTC cadets are authorized to enroll in appropriate unclassified Navy correspondence courses. Correspondence courses are listed in List of Training Manuals and Nonresident Training Courses (NAVEDTRA 10061 series) which also contains course enrollment instructions for NJROTC.

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

508. Absence from Instruction. Absence of cadets from training or naval science classes shall be subject to the same rules which apply to absence from other academic classes at the institution concerned. An NJROTC cadet who is absent for authorized reasons shall be required, according to the practices at each institution, to make up the omitted instruction before being granted credit toward graduation. Absence from classes in either naval science or other academic courses, in excess of the number allowed, will be treated as disciplinary infractions and may lead to disenrollment from the NJROTC program for disciplinary reasons.

509. Curriculum Advisory Committee

a. The NJROTC Curriculum Advisory Committee meets on a regular basis in Pensacola, usually in August and/or February of the school year, for a period normally not to exceed 4 days, excluding travel. For the most part the committee's activities are directed toward reviewing all academic related materials in an attempt to bring together the important disciplines of science, social studies, mathematics, and physical education in a way that relates to the goals and objectives of the naval science curriculum, and to spark a high level of student interest and enthusiasm.

b. The meeting agenda consists mostly of academic and other related issues. Curriculum development of NS-1 through NS-4, including the revision of the textbook, the curriculum outline, the instructor guide, and the test bank with keys for each course, is the major responsibility of the committee. Other duties include reviewing the Leadership Academy materials for content changes and improvement, revising the content of the Cadet Field Manual, recommending audio-visual support materials such as videotapes and other similar training materials, reviewing unit NSI curriculum input and comments, examining the NJROTC promotional materials, reviewing the various academic achievement awards for unit cadets, and advising on the policies and procedures for the national academic competition.

10 JUL 1995

c. A tentative agenda and any lengthy materials needing committee review will be provided to each member prior to the actual meeting. All other necessary materials required to accomplish conference objectives will be provided at the time of the meeting.

d. The NJROTC Curriculum Advisory Committee consists of the following individuals:

(1) Seven experienced naval science instructors representing each of the geographical areas comprising the NJROTC sphere of operation. Appointments to this committee are made by the area managers for a period of 4 years. To prevent a complete change of committee members during the same year, appointments will be staggered so that no more than two members will be replaced at the same time.

(2) The individual assigned from the Naval Institute as the editor of the naval science textbooks. This appointment is continuous.

(3) The Cadet Education Specialist on the NJROTC staff. This appointment is continuous also.

e. Each instructor attending the curriculum committee meeting must have his/her travel and per diem paid by their school who will be reimbursed by CNET.

10 JUL 1996

## CHAPTER VI

UNIFORMS AND INSIGNIA

	<u>ARTICLE</u>
NJROTC Uniform Regulations .....	601
Financing .....	602
Uniform Allowances and Requisitioning.....	603
Authorized Insignia .....	604
Accounting for Requisitioned Items .....	605
Alterations to NJROTC Uniforms .....	606
Storage of Uniforms .....	607
Wearing the Uniform .....	608
Replacement of Uniform Clothing .....	609
Return of Uniforms .....	610
Clothing Receipts .....	611
Uniform Regulations for NJROTC Instructor Personnel ..	612

601. NJROTC Uniform Regulations. Cadet grooming standards, uniform components, and manner of wear are contained in the "NJROTC Cadet Field Manual," NAVEDTRA 37116 series.

602. Financing. NJROTC uniforms are financed from Navy appropriations "Reserve Personnel, Navy" (RPN). Certain items which are considered organizational items are financed from "Operations and Maintenance, Navy" (O&MN) appropriation. CNET is responsible for the administration and control of these funds allocated in support of the NJROTC program.

603. Uniform Allowances and Requisitioning. Uniform items authorized for each cadet and requisitioning procedures are contained in the NJROTC Supply Manual (NAVEDTRA 37123).

604. Authorized Insignia. Insignia and devices to be worn with the NJROTC uniform are listed in the "NJROTC Cadet Field Manual," NAVEDTRA 37116 series. Only rank and rate insignia available through the NJROTC program may be worn.

605. Accounting for Requisitioned Items. Area managers shall keep a running total of the cost of all items ordered for male uniforms, female uniforms, and organizational supplies. The total cost of each of the three categories shall be reported by letter to CNET (NJROTC) at the end of 31 December, 31 March, 30 June, and 10 September (CNET Report 7100-2). No orders are to be forwarded for a fiscal year after 10 September. Dollar amounts allowed for male uniforms, female uniforms, and organizational items are provided by CNET (NJROTC) after the 1 October enrollment reports are received and entered into the computer.

606. Alterations to NJROTC Uniforms. Certain minor alterations, such as adjustments in sleeve lengths or waist size, may be necessary. The intent of this guidance is to prevent excessive alterations, such as cutting down a size 38 uniform to fit a

10 JUN 1993

cadet needing a size 36. There is no intent to prevent the alteration necessary to make a uniform fit properly. Alteration expense will be borne by the Department of the Navy in accordance with Appendix 4.

607. Storage of Uniforms. Uniforms may be issued to the cadet at the beginning of the school year and maintained at the cadet's home. They may be worn to and from school on days prescribed by the NSI. If, at the discretion of the NSI, it is desired to have the uniforms kept at the school, the cadets may change into uniforms at school. Adequate storage space must be provided to exercise this option.

608. Wearing the Uniform

a. The uniform will be worn by cadets at least one full school day each week and on such other occasions as prescribed by the NSI (drills, ceremonies, and parades). Certain modifications to NJROTC uniforms may be authorized for drill teams and performing units. Such items include leggings, ascots, berets, and guard helmets. Modifications to cadet uniforms must be approved by the area manager in advance. Uniform articles of sister services are considered outside the scope of this provision.

b. Uniformed cadets may not participate during or in connection with political activities, private employment, or commercial interests, that imply official sponsorship of the activity or interest, or at any other occasion when wearing of the uniform would discredit the NJROTC program or the Navy.

609. Replacement of Uniform Clothing

a. It will be necessary to furnish units with replacements for articles of clothing which have become unusable. In such cases, the NSI is authorized to requisition the required articles. Since uniform inventory at anytime will not exceed 125 percent of the unit enrollment, ordering replacements for surveyed uniforms will be on a one-for-one basis. Requests for quantities that will exceed the 125 percent limit must be justified.

b. Each NJROTC cadet is expected to make restitution for Navy issued uniform clothing items that are lost, mutilated, or destroyed through the cadet's own misconduct or carelessness (see Article 611). The NSI should assure that the matter is suitably reflected in the records of the NJROTC cadet responsible.

610. Return of Uniforms

a. All uniform items shall be returned by the cadets to the NJROTC unit custodian upon completion of the naval science course or upon disenrollment.

b. The NSI will make diligent efforts to recover all issued clothing from all disenrolled cadets.

c. In the event clothing is not recovered, or is returned damaged, the disenrollee shall make restitution for amounts of \$10.00 or greater in the form of a certified check or money order made payable to the "Treasurer of the United States" and deliver the payment to the NSI who, in turn, shall forward the check or money order to CNET (NJROTC), 250 Dallas Street, Pensacola, FL 32508-5220 via the area manager. Collection of assessments less than \$10.00 are to be collected in cash by the NSI and accumulated until \$10.00 or more has been collected. A school or unit check may be forwarded to CNET (NJROTC) in these instances. In determining the amount of restitution, NSIs shall consider such factors as item condition, fair wear and tear, fair value based on replacement cost, and consistency with school policy.

d. If neither recovery nor restitution is effected, the appropriate school authorities shall be notified in writing.

611. Clothing Receipts. Cadets and their parents or guardian, upon issues of clothing, shall be required to sign a clothing receipt (CNET Form 1020/1 or 1020/2). These receipts shall be filed in the local records maintained for each cadet.

612. Uniform Regulations for NJROTC Instructor Personnel. NJROTC instructors shall wear the appropriate uniform, prescribed by the area coordinator, on each school day, while accompanying cadets on extracurricular activities, and on other occasions as deemed appropriate by the NSI and/or as prescribed by the area manager. Uniforms and grooming standards must conform to current service uniform regulations. NJROTC instructors may wear their uniform with the equipment that was authorized at retirement. This does not include such items as recruiting badges and items that were specific to a particular detail.

CHAPTER VII

FACILITIES, SUPPLIES, AND EQUIPMENT

ARTICLE

Facilities and Services Provided by NJROTC	
Institutions .....	701
Materials Provided by the Government .....	702
Protection of Government Property .....	703
Expenses Paid by the Individual Student .....	704
Return of Textbooks, Supplies, and Equipment .....	705
Accounting for Supplies and Equipment .....	706

701. Facilities and Services Provided by NJROTC Institutions.

The proper and efficient operation of an NJROTC unit of standard size (100-200 cadets) requires that certain physical spaces and adequate facilities as determined by CNET be provided by the institution.

a. Classroom. It is necessary that each institution provide adequate dedicated classroom space for use by the NSI to accommodate the number of students enrolled in the naval science classes.

b. Storage Space. The institution must agree to furnish facilities for storage of arms and textbooks and issue of clothing and other government equipment provided in support of the unit.

c. Assembly Area. It is necessary that an area of adequate size for assembly of the entire NJROTC unit be available. Usage of the assembly area will be determined in advance in keeping with standard procedures in effect at the institution.

d. Drill Field. A readily accessible, level, unobstructed area of sufficient size to accommodate the unit must be available for drilling.

e. Clerical Assistance. The institution shall provide clerical assistance to the NSI in connection with duties as head of an academic department on the same basis that such assistance is provided for other heads of departments.

f. Telephone. The school shall provide telephone service with long distance voice and electronic data transmission capability in the spaces assigned.

g. General. Host institutions are expected to provide the facilities specified, or comparable and adequate substitutes in the same manner that facilities are provided for other academic departments.

10 JUL 1986

702. Materials Provided by the Government. The Navy is authorized to issue to institutions with NJROTC units: textbooks, materials, equipment, and uniforms belonging to the government of the United States, and to authorize such expenditures from Navy appropriations, as may be deemed necessary, for the efficient maintenance of the NJROTC unit. Services, materials, and supplies necessary for the successful operation of NJROTC units and not included in those which the institution must furnish in accordance with Article 701 will be procured as outlined in the "NJROTC Supply Manual," NAVEDTRA 37123.

703. Protection of Government Property

a. Custodian. The institution shall designate an individual (NSI/ANSI) as Military Property Custodian (MPC). Issuance of and accounting for Navy property shall be in accordance with standard Navy practice, as prescribed in Appendix 2.

b. Care and Safekeeping of Equipment. The MPC is responsible for the care and safekeeping of all equipment issue for the use of the NJROTC unit and for ensuring that proper precautions are taken to prevent the equipment from being used improperly and from falling into the hands of irresponsible persons. Equipment requiring such shall receive adequate preventive maintenance. Assistance should be requested for material deficiencies which cannot be corrected locally.

c. Responsibility of the Institution. The institution is expected to take the same precautions and to provide the same safeguards for the protection of government property as it does for the protection of its own property. The NSI will report to the proper authorities of the institution, in writing, any facts, circumstances, or conditions which he/she believes to be prejudicial to the proper protection of naval property against loss through fire, flood, theft, tornado, or similar causes. In the event that proper attention is not paid to such communication, the NSI will report to CNET via the area manager with a copy to the principal.

d. Protection of Drill Rifles and Air Rifles. It is of the utmost importance that secure stowage be provided for any drill rifles and air rifles assigned to NJROTC units. Drill rifles and air rifles must be secured in accordance with the NJROTC Supply Manual (NAVEDTRA 37123).

e. Government Property Protection. An institution shall be required to provide suitable safeguards for the government property provided, and is responsible for coverage for loss and damage of property (e.g., bonds, insurance, etc.).

f. Report of Inspector on Protective Measures. Inspectors visiting NJROTC units will include within the purview of their inspection the precautions taken by institutions and their employees to protect government property from loss. If an

10 JUL 1995

unfavorable report is submitted, the discrepancies will be stated in detail and a copy for the report furnished to the head of the institution concerned. Access to all previous reports on government property protection will be given the surveying officers.

704. Expenses Paid by the Individual Student

- a. Expendable supplies, such as pencils, pens, and paper, unless provided by the school.
- b. Refundable fees such as breakage or required deposits for use of apparatus; breakage charge incurred.
- c. The cost of cleaning and laundering of cadet uniforms and clothing during the academic year.
- d. Restitution cost for items damaged or lost through negligence of the cadet.

705. Return of Textbooks, Supplies, and Equipment

- a. Only books and materials used in naval science courses will be supplied or paid for by the government.
- b. All textbooks, nonconsumable supplies, and items of equipment issued to NJROTC cadets shall be collected by the NSI for reissue. The NSI shall take every reasonable precaution to ensure that NJROTC cadets return government-owned books and materials provided for NJROTC use only. In the event textbooks are lost or damaged, the cadet shall make restitution for amounts of \$10.00 or greater in the form of a certified check or money order made payable to the "Treasurer of the United States" and deliver it to the NSI, who shall forward the check or money order to CNET (NJROTC) via the area manager. Collections of assessments less than \$10.00 are to be collected in cash by the NSI and accumulated until \$10.00 or more has been collected. A school or unit check may be forwarded to CNET (NJROTC) in these instances. In determining the amount of restitution, NSIs shall consider such factors as item condition, fair wear and tear, fair value based on replacement cost, and consistency with school policy.
- c. If neither recovery nor restitution is effected, the appropriate school authorities shall be notified in writing.

706. Accounting for Supplies and Equipment. Accounting procedures for the requisition, procurement, shipment, receipt, and survey of government supplies and equipment will be in accordance with the NJROTC Supply Manual (NAVEDTRA 37123).

10 JUN 1970

## CHAPTER VIII

REPORTS AND RECORDSARTICLE

Reports Submitted by NSIs .....	801
Reports Submitted by Host High School .....	802
Reports Submitted by Area Managers .....	803
NJROTC Student Record .....	804

801. Reports Submitted by NSIs

a. Special Incident Reports. Incidents which have the potential to generate any adverse press coverage or be the subject of broad media inquiry must be communicated to CNET by the most expeditious means. Normally this should be done by telephone call to the area manager who will report the details to CNET. In the absence of the area manager, NSI/ANSIs should communicate directly to CNET NJROTC staff or CNET duty officer as required. Determination will be made at that level as to whether an OPREP or Unit SITREP should be sent to the Chief of Naval Operations (CNO). NSI/ANSIs shall keep the telephone number of area managers and CNET with them at all times in order to facilitate rapid communications.

b. NJROTC Unit and School Enrollment Report (NETPMSA Form 1530/2) (CNET Report 1533-49). Complete annually on 1 October (if school is not in session, the next school day) and mail original the same day. Submit directly to CNET (NJROTC) with a copy to the area manager. Include a cadet listing to the area manager only. Reports completed and mailed prior to 1 October will be returned to the individual schools for enrollment count on 1 October.

c. NJROTC Graduate Report (NETPMSA Form 1530/1) (CNET Report 1533-16). Provide a form to each graduating cadet to collect information on their plans after graduation. Send the completed forms directly to CNET (NJROTC) by 1 July.

d. Financial Report (CNET Form 7300/4) (CNET Report 7300-6). Submit no later than 1 June to the area manager. Appendix 4, Tab G, contains a sample of the form to be used.

e. Situation Reports. When events occur affecting the host institution or the NJROTC unit, situation reports should be forwarded via the area manager to CNET as the NSI deems appropriate (e.g., unit loss of space, school administration will not hire ANSI, etc.).

f. News Releases. Article 416 refers.

g. Missing, Lost, Stolen, Recovered (M-L-S-R) Report (RCS OPNAV 5500-1). Refer to NJROTC Supply Manual (NAVEDTRA 37123).

h. Annual Wall-to-Wall Inventory (CNET 1533-50). Unit will be tasked by CNET to conduct an annual wall-to-wall inventory of government property.

i. NJROTC Unit Directory (CNET P2305) (CNET Form 1533/83). Submit changes to CNET (NJROTC) via the area manager as they occur. (The Unit Directory is normally published once a year.)

j. Annual NETPMSA NJROTC Instructional Materials Report (CNET 5605-1). Submit to NETPMSA on or before 15 December. Form and instructions are provided to units annually in November.

k. NJROTC Safety Report (CNET 5100-3) (CNET Form 5100/2). Submit as required to CNET (NJROTC) via area manager for training related injuries requiring medical treatment. (NOTE: Medical treatment is defined as treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does not include one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and similar minor first aid treatment which does not ordinarily require professional medical care.)

l. ANSI Instructor Evaluation (CNET 1533-54) (CNET Form 1610/2). Submitted annually to CNET via the area manager. Covers performance since last report or since reporting of new NSI or ANSI.

#### 802. Reports Submitted by Host High School

a. Report of NSI/ANSI Employment Changes (CNET 1533-19). The host school shall immediately report, by CC:Mail, telephone, or FAX, instructor employment changes to the area manager who will notify CNET (NJROTC). Host school officials will complete the NJROTC Instructor Employment Data Form (CNET 7220/3) and mail to the NJROTC Accounting Office, NETPMSA, N811 upon initial employment of NJROTC instructors and as required annually by subparagraph c below.

b. Reimbursement Information. Reimbursement requests shall be submitted in accordance with Appendix 4, paragraphs 5c, 6, and 7.

c. NJROTC Instructor Employment Data (CNET 1533-52) (CNET Form 7220/3). To be submitted directly to the NJROTC Accounting Office, NETPMSA, N811 by host school officials by 1 May for the period 1 July through 30 June each year for renewal contracts and upon employment of each new instructor.

d. Instructors Evaluations. Area managers will review the annual performance of NSIs/ANSIs with the school principal as part of their outbrief following the annual inspection. The annual performance debrief may be oral or in writing, based on the preference of the principal. However, any deficiencies in the NSI's/ANSI's performance brought to the attention of the area

10 JUN 1996

manager should be in writing with a plan for improvement from the instructor concerned.

### 803. Reports Submitted by Area Managers

a. NJROTC Unit Inspection Report (CNET 1533-71) (CNET Form 1533/79). Submit inspection reports to CNET (NJROTC), copy to the host institution and the school superintendent, within 30 days of completion of inspection.

b. Unused Area Manager Funds (CNET 1533-56). Submit the report of unused funds to reach CNET (NJROTC) by 31 August.

c. Annual Budget Requirement (CNET 1533-63). Submit annual budget requirement to CNET (NJROTC) no later than 1 September each year.

d. Instructor Evaluation (CNET 1533-55) (CNET Form 1610/2). Area managers will submit annual NJROTC Instructor Evaluations to CNET (NJROTC) as part of the annual inspection report. Covers performance since last report or since reporting of new instructor or area manager.

e. Financial Report (CNET 7300-6). Area managers will use the information provided by the units from form 7300/4 for redistribution of unused funds among units as necessary within their area. The area manager will then submit a summary report to CNET (NJROTC) by 1 September reporting total unused funds, if any, that can be recouped for reprogramming.

f. Accounting for Requisitioned Items (CNET 7100-2). Article 606 pertains.

g. Employment Changes Report (CNET 1533-19). Area managers will immediately submit employment changes which affect school reimbursement to CNET via CC:Mail, phone, or FAX. Examples include leave without pay, resignation, dismissal, new hires, transfers, etc.

h. Annual History Input Report (CNET 5750-1). Area managers will submit this report to CNET showing the number of cadets who participated in Mini-Boot Camps, Leadership Academies, and Sail Training, and the number of NJROTC instructors who attended In-Service Training. This report is due by 10 January for the previous calendar year.

804. NJROTC Student Record (CNET Form 1533/3 (Rev. 6/89)). To be maintained on each cadet. These records shall be retained for 4 years after the cadet leaves the program. Units may maintain some or all of the information required on the NJROTC Student Record on computer disk. The Privacy Act statement which appears on the Student Record form applies, whether the information is stored hardcopy or on disk. Student data stored on disk should

CNETINST 1533.9J

10 JUL 87

be afforded the same protection from unauthorized access as hardcopy files.

NOTE: Forms Availability. CNET will provide area managers with supplies of CNET sponsored forms required by this directive. NSIs may obtain these forms from their area manager.

10 JUL 1996

## CHAPTER IX

RECOGNITION PROGRAM

	<u>ARTICLE</u>
General.....	901
Policy .....	902
Certificates .....	903
Ribbon Awards .....	904
CNET Unit Award .....	905
Naval Honor Schools Program .....	906
Other Awards .....	907

901. General

a. Awards have the purpose of recognizing and rewarding meritorious or conspicuously outstanding acts or services which are about and beyond that normally expected and which distinguish the individual or unit among those performing similar acts or services. Additionally, NJROTC awards are issued to recognize individual or group participation in special areas.

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

902. Policy

a. A program of timely recognition of the contributions and accomplishments of NJROTC cadets, from the noteworthy to the meritorious, will be implemented.

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

c. Area managers shall encourage and support the recognition of cadets and evaluate the viability of each unit's program.

903. Certificates. Authorized certificates may be obtained from the area managers.

904. Ribbon Awards

a. Authorized ribbon awards, their precedence, and award criteria are listed in the NJROTC Cadet Field Manual (NAVEDTRA 37116 series).

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

10 JUN 1996

c. The variety of grading periods at the host schools necessitates latitude in establishing appropriate intervals for the awarding of NJROTC ribbons. The NSI is authorized to determine the interval that best suits the host school community. To enhance their value to the recipients, specified ribbons shall be conferred on an annual basis only.

905. CNET Unit Award

a. Purpose. To recognize up to 20 percent of NJROTC host schools annually in each NJROTC area that meet specified criteria of excellence as determined by the host schools' area manager.

b. Description

(1) The NJROTC CNET Unit Award program is based on annual competition among units in each NJROTC area. An NJROTC host school, designated for the CNET Unit Award, will maintain the distinction for the academic year following the year in which the designation was earned.

(2) Units designated for the CNET Unit Award will receive a certificate signed by the Chief of Naval Education and Training conferring the CNET Unit Award to the unit.

(3) Units designated for the CNET Unit Award will be awarded a yellow "CNET Unit" flag streamer for their unit flag with the year of achievement in blue numerals.

(4) NJROTC cadets of designated schools will be eligible to wear the CNET Unit Award ribbon, provided they were unit members during the academic year in which the CNET Unit Award was earned.

c. Eligibility Criteria. The following criteria are established to guide NJROTC area managers in their selection of schools for CNET Unit Award designation consideration. Any waiver or expansion of these criteria is the sole responsibility of the area manager whose recommendation in the selection process will be final.

(1) Host schools must have participated in the NJROTC Program for the last 3 consecutive years and have been in full compliance with the standards set forth in the Application and Agreement for Establishment of an NJROTC Unit.

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

(a) Received an overall grade of satisfactory on the annual inspection.

(b) Participated in two or more of the following competitions as determined by the area manager:

10 JUN 1996

1. Regional drill meets
2. Regional field meets
3. Regional rifle meets
4. National Academic Competition

(3) At the option of the area managers, selection factors for the CNET Unit Award will be weighted mostly towards the units' annual inspection posture, scholastic achievement, participation in drill and field meets and their overall military performance, and less emphasis on the criteria used for the Honor School Award (i.e., individual personnel inspection grades, community service, school support, mini-camps, and academic performance). The CNET Unit Award should include all factors which comprise the total balance of the NJROTC program.

d. Procedures

(1) Each area manager will submit the list of schools to CNET for final approval by 1 May. Number of schools listed is not to exceed 10 percent (rounded up) of the number of units assigned.

(2) CNET will publish the list of designated schools and notify each area manager.

(3) CNET Unit Award certificates and field streamers will be prepared by CNET and forwarded to each area manager for presentation. CNET Unit Award ribbons will be stocked by area managers.

906. Naval Honor Schools Program

a. Purpose. To recognize up to 20 percent of NJROTC host schools annually in each NJROTC area that meet specified criteria of excellence and school support.

b. Description

(1) The NJROTC Honor School Program is based on annual competition among units in each NJROTC area. An NJROTC host school, designated as a Naval Honor School, will maintain the distinction for the academic year following the year in which the designation was earned.

(2) Host schools designated as Naval Honor Schools will receive a certificate signed by the Chief of Naval Education and Training conferring Naval Honor School status to the school.

(3) During each academic year in which an NJROTC host school is designated as a Naval Honor School, the administrative head of the school may nominate three eligible NJROTC cadets as

10 DEC 1996

candidates for appointment to the U.S. Naval Academy, three for admission to the U.S. Military Academy, and three for admission to the U.S. Air Force Academy. Nomination procedures will be sent to designated honor schools by each academy, usually by mid-September.

(4) The Naval Honor School NJROTC Unit will be awarded a blue "Honor Unit" flag streamer for the unit flag, with the year of achievement in gold numerals.

(5) NJROTC cadets of designated schools will be eligible to wear the Honor Unit Ribbon, provided they were unit members during the academic year in which the honor school status was earned.

c. Eligibility Criteria. The following criteria are established to guide NJROTC Area Managers in their selection of schools for Naval Honor School designation consideration. Any waiver or expansion of these criteria is the sole responsibility of the area manager whose recommendation in the selection process will be final.

(1) Host schools must have participated in the NJROTC program for the last 3 consecutive years and have been in full compliance with the standards set forth in the Agreement for Establishment of an NJROTC Unit.

(2) A cross section of the cadet corps must be demographically representative of the host school.

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

(a) Received an overall grade of satisfactory on the annual inspection.

(b) Conducted a minimum of one orientation trip to a military facility. Guidance for orientation trips is set forth in Appendix 6.

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

1. Mini-boot camp

2. Leadership Academy

(d) Participated in the NJROTC National Academic Competition.

(e) Participated in a community service project.

(4) At the option of the area managers and as may be applicable to local situations, participation in drill meets, field meets, and the Secretary of the Navy NJROTC Rifle Competition may also be considered as selection factors.

(5) Area managers may also wish to take into consideration a unit's performance in relation to other units in areas such as academic competition participation, community service, orientation trips, and performance in drill and field meets.

d. Procedures

(1) Each area manager will submit the area list of schools to CNET for final approval by 1 May. Number of schools listed is not to exceed 20 percent (rounded down) of the number of units assigned.

(2) CNET will publish the list of designated schools and notify each area manager, administrative head of each school, NSI, and the service academies.

(3) The NJROTC unit at the Admiral Farragut Academy at St. Petersburg, FL has already been separately designated as a Naval Honor School by SECNAV. Therefore, they may not be designated as an honor school under the provisions of this competition. They can, however, compete annually for this award. If selected, their cadets would be eligible to wear the Naval Honor Unit ribbon, and they would be awarded the streamer but not the honor school certificate, nor would they receive additional military service academy appointment opportunities.

907. Other Awards

a. Joseph C. Gilliam Academic Achievement Award

(1) Purpose. To recognize one NJROTC cadet for outstanding academic achievement each year.

(2) Description. The award consists of a laminated plaque containing a citation signed by the Chief of Naval Education and Training, alongside a biographical statement of the award's namesake. In addition, the cadet winning the Gilliam Academic Achievement Award will receive a cash award of \$1,000, and each of the other nominees with acceptable essays will receive a cash award of \$750.

(3) Eligibility Criteria

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

(b) Be a member of the National Honor Society.

(c) Be in a college preparatory curriculum track.

(d) Have earned the Academic Award Ribbon.

10 JUL 1996

(4) Procedures. Each area manager will nominate one cadet from his area to compete for the award. An essay written by the nominee on a subject to be announced each year will be included in the nomination package. The essay should be type-written, and between 500 and 750 words. Although the Gilliam Academic Achievement Award competition is not an essay contest, all nominees should be encouraged to submit their essays void of incomplete sentences, improper grammar, misspellings, strikeouts, and the like. Numerous errors of this type may affect the selection committee's judgment of the overall quality of the paper, and could result in the loss of the cash award for a nominee. Essays will not be returned, and may be reproduced for publication. The following information on each nominee shall be provided to CNET (NJROTC), along with their essay, not later than 15 February each year for consideration:

- (a) Rank/Name
- (b) Position in unit
- (c) NS class
- (d) Overall GPA (4.0 scale)
- (e) Naval Science GPA
- (f) High school class standing in total class/number of students
- (g) Other noteworthy accomplishments (do not list SAT/ACT scores)
- (h) Certification by the principal or other school official that eligibility criteria outlined in this instruction for this award have been met, and that the information furnished is correct.

b. The Retired Officers Association (TROA) ROTC Medal

(1) Description. The award consists of a red, white, and blue ribbon 1-3/8 inches in width with a bronze disc pendant 1-5/8 inches in diameter, and a certificate.

(2) Purpose. The purpose of the TROA ROTC Medal is to recognize an outstanding ROTC or JROTC cadet in their sophomore or junior year who shows exceptional potential for military leadership. The award may be made to a single cadet in each unit or, with the approval of the sponsoring chapter, to two cadets in each unit, one in their sophomore and one in their junior year.

(3) Eligibility Criteria. The cadet must:

- (a) Be in their sophomore or junior year

10 FEB 1976

- (b) Be in good academic standing
- (c) Be of high moral character
- (d) Evidence a high order of loyalty to their unit, their school, and their country.
- (e) Show exceptional potential for military leadership.

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

(5) Source. The NSI may request the award from the nearest local chapter of The Retired Officers Association. If information on the nearest local chapter is not available or if there is no chapter in the area, the NSI may address his request to The Retired Officers Association, 201 North Washington Street, Alexandria, VA 22314.

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

c. Sons of the American Revolution (SAR) Award

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

(2) Eligibility Criteria. The cadet must:

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

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

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

(4) Source. The National Headquarters, Sons of the American Revolution, 1000 South 4th Street, Louisville, KY 40203 will furnish the Secretary of each applicable SAR state organization a list of the NJROTC units in his state. The secretaries of SAR organizations will coordinate with each NJROTC unit within

10 JUN 1985

their area. The NSI may make inquiry about the SAR award to state organizations or the National Headquarters.

(5) Presentation. Arrangements for presentation will be made by the applicable state society and the NSI. Award should be presented at an appropriate military ceremony. A recipient of the award will not be eligible for a second award.

d. Daedalian Junior ROTC Achievement Award

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

(2) Purpose. This Daedalian Junior ROTC Achievement Award will recognize one outstanding cadet annually in the junior class of each participating JROTC unit.

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

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

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

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

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

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

(5) Administration

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

(b) The NSI in the NJROTC unit will select the recipient based on the above eligibility criteria.

(c) The Daedalian Flight will select a presenter for the award. Local and advance publicity of the presentation ceremony is encouraged. The inspirational value of the award is enhanced when presented at a suitable ceremony attended by the recipient's contemporaries, supervisory personnel and member(s) of the Order of Daedalians.

(6) Distribution. Request the award from a Daedalian Flight. It is not necessary that the award winner be selected before the request is initiated. Daedalian Flights need a minimum of 90 days prior to scheduled presentation to request the award from their National Headquarters and to schedule a presenter for the award. To determine if there is a Daedalian Flight in the area write the Order of Daedalians, P.O. Box 249, Randolph AFB, TX 78148-0249 or telephone (210) 945-2111.

e. American Veterans (AMVETS) Junior ROTC Award

(1) Purpose. The AMVETS award recognizes a qualified cadet at each institution operating a Junior ROTC Program.

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

(3) Eligibility Criteria

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

1. A positive attitude toward the Navy ROTC program and service in the Navy.
2. Outstanding personal appearance.
3. Personal attributes of initiative, dependability, sound judgment, and self-confidence.
4. Officer potential.

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

(4) Administration

(a) The NSI selects the recipient annually.

(b) The NSI submits a brief nomination letter and biographical sketch of the cadet to AMVETS National Headquarters, 4647 Forbes Blvd., Lanham, MD 20706-9961, Attn: ROTC Programs Coordinator.

10 FEB 1995

(c) Submit nomination at least 6 weeks in advance of the desired presentation date.

(5) Presentation. An AMVETS representative should make the presentation if a participating local post or department representative is available. If this cannot be arranged, the NSI makes the presentation at an appropriate military ceremony.

## CHAPTER X

TRAINING SAFETY

	<u>ARTICLE</u>
General .....	1001
Training Time Out .....	1002
Pre-Mishap Plan .....	1003

1001. General. Each NSI, ANSI, and area manager is accountable for the safe conduct of NJROTC training under his/her purview. This accountability cannot be transferred to school administrators, chaperons who may accompany the instructor on a field trip, or other personnel who may instruct cadets as part of the activity. The senior NJROTC representative must be on-site and capable of stopping training, if necessary, during the conduct of any arduous or potentially high risk activities. Arduous or high risk training is defined as that training that involves exposure to potentially harmful conditions of an environmental or physical nature such as temperature extremes, physical exertion, or exposure to hazardous evolutions. In any case the exercise of due care expected of a prudent person is required when cadets are in a controlled training situation.

a. CNET (NJROTC Program Manager) shall:

(1) Incorporate a safety awareness module in the New Instructor Orientation Training (NIOT) curriculum to include safety policy, instructor responsibilities, reporting procedures, and preventative measures.

(2) Maintain a record of cadet injuries by type and cause based on reports submitted from the field. A recap of these incidents will be provided to the area managers for distribution to NJROTC units.

b. Area managers shall:

(1) Provide safety awareness information to NJROTC units in periodic "items of interest" letters of units. This information should be obtained from cadet injury reports, Navy safety publications, base safety officers, and other available sources.

(2) Conduct and document annual safety briefings for NJROTC instructor personnel during unit visits.

(3) During the annual unit inspection ensure:

(a) Students understand Training Time Out (TTO) procedures.

(b) Physical qualification requirements, medical authorizations and releases are current and updated before any arduous or potentially high risk activities.

10 JUL 1995

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

c. NSIs and ANSI shall:

(1) Explain to cadets TTO procedures and ensure they are reminded of these procedures prior to arduous or potentially high risk activities.

(2) Ensure physical qualification requirements, medical authorizations and releases are current and updated before any arduous or potentially high risk activities.

(3) Report training related injuries (requiring medical treatment) in accordance with Article 801, paragraph k.

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

(5) Comply with school regulations regarding safety.

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

1002. Training time Out (TTO). Any time a student or instructor experiences apprehension concerning personal safety, it is an indication that a need for clarification of procedures or requirements exists and an immediate "Training Time Out" shall be called.

a. Following a TTO the training situation as it exists shall be examined and additional explanation and instruction will be provided as necessary to allow safe resumption of training.

b. In those instances where a student refuses to participate in training after instruction has been provided, or when excessive use of TTO occurs, the student shall be removed from training.

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

d. Instructors are responsible for maintaining situational awareness and shall remain alert to signs of student panic, fear, extreme exhaustion, or lack of confidence that may impair safe completion of the training exercise, and shall immediately cease training when the instructor considers this action appropriate.

10 JUL 1993

1003. Pre-Mishap Plan

a. Pre-mishap plan shall be developed for use at the high school and at any event where arduous or potentially high risk activities occur. They should include at a minimum:

(1) Location and telephone number of medical, fire department, police/security, and other emergency response teams as required by the nature of the training being conducted.

(2) Identification and location of in-house first aid assets (first aid kits, CPR qualified personnel, etc.).

(3) Location of first response mechanical devices such as electrical isolation switches, fire extinguishers, and other equipment as applicable.

(4) Notification lists of persons or offices to be contacted in an emergency.

(5) Pertinent lists and phone numbers of anticipated chain of command interest levels, as appropriate.

(6) A simplified and workable description of correct procedures to use in making required incident or hazard reports.

b. The NJROTC area manager shall be responsible for ensuring the development/promulgation of the pre-mishap plan at area sponsored events.

10 JUN 1966

EXCERPTS FROM THE STATUTE RELATING TO THE  
NAVAL JUNIOR RESERVE OFFICERS TRAINING CORPS

"TITLE 10, UNITED STATES CODE"

"Chapter 102. Junior Reserve Officers Training Corps"

"Section 2031. Junior Reserve Officers Training Corps"

"(a) (1) The Secretary of each military department shall establish and maintain a Junior Reserve Officers Training Corps, organized into units, at public and private secondary educational institutions which apply for a unit and meet the standards and criteria prescribed pursuant to this section. Not more than 200 units may be established by all of the military departments each year beginning with the calendar year 1966, and the total number of units which may be established and maintained by all of the military departments under authority of this section, including those units already established on the date of enactment of this section, may not exceed 3,500. The President shall promulgate regulations prescribing the standards and criteria to be followed by the military departments in selecting the institutions at which units are to be established and maintained and shall provide for the fair and equitable distribution of such units throughout the Nation, except that more than one such unit may be established and maintained at any military institute.

"(2) It is a purpose of the Junior Reserve Officers Training Corps to instill in students in United States secondary educational institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment.

"(b) No unit may be established or maintained at an institution unless:

"(1) the number of physically fit students in such unit who are in a grade above the 8th grade and are citizens or nationals of the United States or aliens lawfully admitted to the United States for permanent residence is not less than (A) 10 percent of the number of students enrolled in the institution who are in a grade above the 8th grade or (B) 100, whichever is less;

"(2) the institution has adequate facilities for classroom instruction, storage of arms and other equipment which may be furnished in support of the unit, and adequate drill areas at or in the immediate vicinity of the institution, as determined by the Secretary of the military department concerned;

"(3) the institution provides a course of military instruction of not less than three academic years' duration, as prescribed by the Secretary of the military department concerned; and

10 JUN 1968

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

" (5) the unit meets such other requirements as may be established by the Secretary of the military department concerned.

" (c) The Secretary of the military department concerned shall, to support the Junior Reserve Officers Training Corps program:

" (1) detail officers and noncommissioned officers of an armed force under his jurisdiction to institutions having units of the Corps as administrators and instructors;

" (2) provide necessary text materials, equipment, and uniforms; and to the extent considered appropriate by the Secretary concerned, such additional resources (including transportation and billeting) as may be available to support activities of the program.

" (3) establish minimum acceptable standards for performance and achievement for qualified units.

" (d) Instead of, or in addition to, detailing officers and noncommissioned officers on active duty under subsection (c)(1), the Secretary of the military department concerned may authorize qualified institutions to employ, as administrators and instructors in the program, retired officers and noncommissioned officers, and member of the Fleet Reserve, and Fleet Marine Corps Reserve, whose qualifications are approved by the Secretary and the institution concerned and who request such employment, subject to the following:

" (1) A retired member so employed is entitled to receive the member's retired or retainer pay without reduction by reason of any additional amount paid to the member by the institution concerned. In the case of payment of any such additional amount by the institution concerned, the Secretary of the military department concerned shall pay to that institution the amount equal to one-half of the amount paid to the retired member by the institution for any period, up to a maximum of one half of the difference between the member's retired or retainer pay for that period and the active duty pay and allowances which the member would have received for that period if on active duty. Notwithstanding the limitation in the preceding sentence, the Secretary concerned may pay to the institution more than one-half of the additional amount paid to the retired member by the institution if (as determined by the Secretary) the institution is in an educationally and economically deprived area and the Secretary determines that such action is in the national interest. Payments by the Secretary concerned under this paragraph shall be made from funds appropriated for that purpose.

10 JUL 1999

"(2) Notwithstanding any other provision of law, such a retired member is not, while so employed, considered to be on active duty or inactive duty training for any purpose.

10 JUL 1996

GUIDANCE FOR INSTRUCTORS FOR ESTABLISHING  
AND OPERATING AN NJROTC UNIT

1. Introduction. The commissioning of a ship or facility presents its own special problems, and establishing an NJROTC unit is no exception. The myriad details unique to the NJROTC program are normally unfamiliar to the new instructors. The broad guidance that follows is intended to place some of the problems in perspective and to give new instructors the benefit of solutions to several. The guidance provided in the area of logistics is particularly detailed to assist the NSI/ANSI in expediting the formation of the unit, and to permit operating units an opportunity to review their procedures for authorized shortcuts.

2. Initial Information and Staffing. The basic information required to organize and establish an NJROTC unit is found in this Appendix. Ideally, the NSI/ANSI should be employed as soon as possible after the school has been selected. This will give him/her an opportunity to select a good location for the NJROTC offices, classrooms, and stowage spaces, as well as an opportunity to meet with the faculty and student body in order to discuss the program. If neither the NSI nor ANSI has been employed during this phase, the area manager will assume these tasks.

3. Community/School Relations. It is important to acquaint the administrators, counselors, and teachers, the student body, the parents, and the community in general as early as possible regarding the mission, curriculum, and goals of the NJROTC program. Many do not know anything about the program, and some even believe that the unit is only devoted to marching. Faculty meetings, student body assemblies, and articles in the school and local newspapers would be appropriate vehicles to "pass the word." The NSI/ANSI should check with the principal to determine proper procedures. Acceptance of the program by both the faculty and the student body is tantamount to success. This can only be accomplished by keeping them informed.

4. Preparation for the First Days of School. Particularly for a newly selected NJROTC school, the program will be under close scrutiny by the students, the faculty, and the community. Careful and complete preparation by the NSI/ANSI will preclude any "false starts" which would hurt the program. In addition to becoming thoroughly familiar with the curriculum, NJROTC procedures, regulations, etc., timely preparation is imperative in the following areas:

a. Uniforms. Requisition of uniforms, insignia, equipment, and supplies must be carefully itemized and requested in order to have all onboard for the first day of school. Uniforms are very important to the morale of a unit, and there is nothing more detrimental to this morale than having to wait several weeks for

10 JAN 1995

the privilege of wearing them. Adequate numbers, in the various sizes, can be ordered in advance even if exact sizes are unknown. Each cadet is required to purchase their socks or stockings (to be worn with all uniforms). Allow up to 4 weeks for delivery of clothing items from Great Lakes, IL.

b. Uniform Alterations and Insignia. For uniformity and accuracy of required alterations and insignia placement, it is best to contract with one local tailor. Give the tailor a set of instructions and diagrams and send each cadet with specific directions for alterations, etc. Arrange for payment through the school system, and submit a claim for reimbursement to NETPMSA (N811) in accordance with Appendix 4.

c. Sword Authorized Allowance. Only cadets LTJG and above rate swords. Thus, for a company size unit (with rifle team), a total of six swords is authorized.

d. Instructional Materials and Equipment. All instructional material and equipment necessary to conduct the Naval Science 1 curriculum will be sent to the school based on 125 percent of NS-1 projected enrollment estimated by the area manager. Reference publications and training aids for the entire 4-year curriculum will also be provided. Books, charts, maps, wall charts, plotting sheets, answer sheets, and certain training aids furnished by NETPMSA are listed in the annual NETPMSA NJROTC Instructional Materials Report (CNET Report 5605-1) sent to units each November. Requests for items which exceed listed allowances or are not listed are to be submitted to the issue point via CNET (NJROTC) for approval with justification supporting the requirement.

e. Drill Rifles. Provide a suitable and secure storage area. The NJROTC Supply Manual (NAVEDTRA 37123) contains details on obtaining and providing security for drill rifles. Seek the help of the shop teachers in preparing the facilities to meet security requirements. After the rifles have been ordered, an advance copy of the shipping document will be sent by NAVWPNSUPP CEN Crane, IN (Code 2022) to the NIS. If the NSI fails to acknowledge receipt within 2 weeks, a tracer will be sent.

f. Air Rifles. An air rifle marksmanship program is optional, and should only be conducted if school officials concur. Consult the NJROTC Supply Manual (NAVEDTRA 37123) for ordering details.

g. Record Keeping. Proper and accurate records are essential to having a successful program. All necessary forms are available through the area manager.

h. Accounting. For procuring all the equipment described in previous paragraphs, routine accounting procedures are to be followed. These include maintaining records, reports, receipts, inventories, and files; completing and forwarding receipts;

10 JUL 1993

conducting inventories upon receipt, upon change of NSI/ANSI, and annually thereafter; submitting required reports as prescribed in Appendix 5; ensuring security of stowage; and disposing of outdated, nonusable or excess equipment when necessary. Permission for such disposal must be obtained from the area manager.

i. NJROTC Unit Flag. An NJROTC unit flag will be supplied in kit form in order to save costs. The kit is to be put together by the local unit.

5. Extracurricular Activities. A successful NJROTC program is one in which good discipline exists, and in which the cadets are required to study, take exams, and complete a term paper or project in the naval science area. However, there are many worthwhile extracurricular activities as well. In addition to mini-boot camps, at-sea cruises, leadership academics, field meets, and trips to naval facilities, local area field trips should be made to broaden cadet knowledge related to the naval science curriculum (see Appendix 6). A formal military ball is also highly recommended as an annual event.

6. Liaison with Activities in the Area. The overall program can be helped by establishing close relationships/communications with parents, community organizations, and area activities, particularly if the school is relatively close to naval/military installations. In addition to minor supply support, there is a wealth of talent available as guest speakers for the NJROTC classes. These installations are ideal locations for field trips.

7. Counseling. The NSI/ANSI will find themselves questioned often by cadets, not only from those interested in service careers, but by those with personal problems as well. This is a very sensitive area, and the NSI/ANSI should proceed with caution. No guidance can be given other than the admonition not to infringe on the functions of the regular school counselor. When in doubt, check with the Guidance Department in the school.

8. Faculty Relationships. As employees of the school system, the NSI/ANSIs are members of the faculty, and are expected to participate in school activities along with other faculty members. The NSI is the Head of the Naval Science Department, and is expected to confer on a continuing basis with the principal regarding the administration of the department. Among these points will be reimbursement procedures for salaries, field trips, etc.

9. Activation Ceremony. At a convenient time, the NJROTC unit should be formally activated. A formal "activation ceremony" on a date coordinated through the principals' office, and preferably toward the end of the spring semester, is highly recommended. This will give ample time to become oriented, and will provide a vehicle for official recognition of outstanding performances on the part of certain cadets. An official scroll, signed by the Chief of Naval Education and Training, will be presented. Suggested components of the ceremony include:

10 JUL 1996

- a. Band selections (pre-ceremonial)
- b. Invocation
- c. Introduction of guests and dignitaries by host school officials
- d. Presentation of colors
- e. National Anthem
- f. Introduction of and remarks by senior Navy representative
- g. Reading and presentation of the unit charter
- h. Band selections
- i. Remarks by host school official
- j. Remarks by community official
- k. Pass in review
- l. Benediction
- m. Band selections (post-ceremonial)

10 JAN 1988

NJROTC UNIT INSPECTIONS1. General

a. Each NJROTC unit shall be inspected annually. All inspections will be completed by 30 April. The NJROTC Unit Inspection Report (CNET 1533/79) shall be submitted to CNET within 30 days of the inspection. It should be remembered that the NJROTC program is a joint project of the Navy and the host school; comments written in the report are for the benefit of school administrators, as well as review by Navy officials. Comments provided by area managers are relied upon by CNET when making crucial decisions about schools. It is very important that the comments be sufficiently detailed to provide an accurate description of the state-of-the-unit, noteworthy accomplishments, discussion of recurrent discrepancies, and recommendations as appropriate.

b. The NJROTC Inspection Guide (CNET 1533/80) (TAB A), provides a framework for the conduct of the inspection of the unit in the areas of school system program support, administration of the program academic performance, reports and records, and military performance. The inspecting officer should use it as a guide to assess the condition of the program, and to identify problem areas which need attention. Items in the guide should be evaluated on the conditions existing at the time of the inspection and performance since the last inspection.

2. Proceduresa. Prior to the Inspection

(1) Copies of the inspection guide for use during the inspection should be provided by the area manager and preliminary data should be completed by the NSI/ANSI.

(2) The NJROTC area manager should prescribe and promulgate procedures, schedules, and other pertinent data after having coordinated arrangements with the host school.

(3) The principal of the host school is required to annually evaluate NSIs/ANSIs using CNET Form 1610/2; copies of these evaluations will be forwarded with the Unit Inspection Report.

b. During the Inspection

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

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

10 JUL 1996

c. After the Inspection

(1) Immediately upon completion of the inspection, the NJROTC area manager should conduct a critique with the host school administrators, the NSI, the ANSI, and senior cadet officers/petty officers as appropriate. The critique should include a review of the inspection guide, with comments on principal matters, and recommended grades where possible. Opportunity should be provided for school and unit administrators to make comments as appropriate. The critique should be conducted in a spirit of mutual benefit and in an informal manner.

(2) The area manager shall ensure that the NJROTC Unit Inspection Report, the Instructor Evaluations, and the NJROTCU Minor Property Inventory are completed and forwarded to CNET (NJROTC) within 30 days of the inspection. Copies of these documents shall be provided to the host school principal, NSI, and ANSI as appropriate. The Unit Inspection Guide is retained by the area manager. If the inspector is a designated officer other than the area manager, he/she shall ensure that the required reports and evaluations are forwarded to CNET via the cognizant area manager.

TAB A - NJROTC Unit Inspection Guide

NJROTC UNIT INSPECTION GUIDE

I. SCHOOL SYSTEM PROGRAM SUPPORT

SAT \_\_\_\_\_ UNSAT \_\_\_\_\_  
(Unsatisfactory requires explanation)

A. Adequacy and condition of facilities

1. Classroom \_\_\_\_\_

2. Storage \_\_\_\_\_

3. Office \_\_\_\_\_

4. Drill \_\_\_\_\_

B. Security

1. Drill rifles \_\_\_\_\_

2. Other government property \_\_\_\_\_

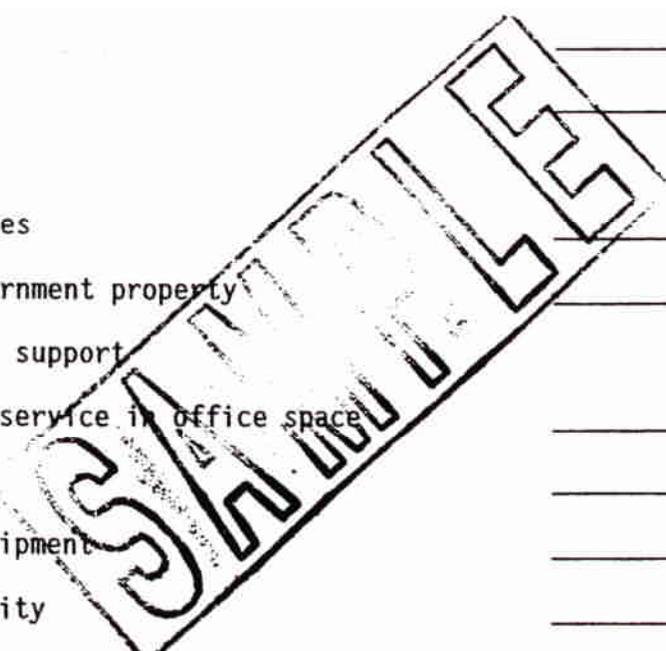
C. Administrative support

1. Telephone service in office space \_\_\_\_\_

2. Supplies \_\_\_\_\_

3. Office equipment \_\_\_\_\_

4. Fire security \_\_\_\_\_



YES/NO  
(Identify if Yes)

D. NJROTC instructor contracts executed \_\_\_\_\_

E. Other duties \_\_\_\_\_

1. Are non-NJROTC duties performed? \_\_\_\_\_

2. Under separate contract? \_\_\_\_\_

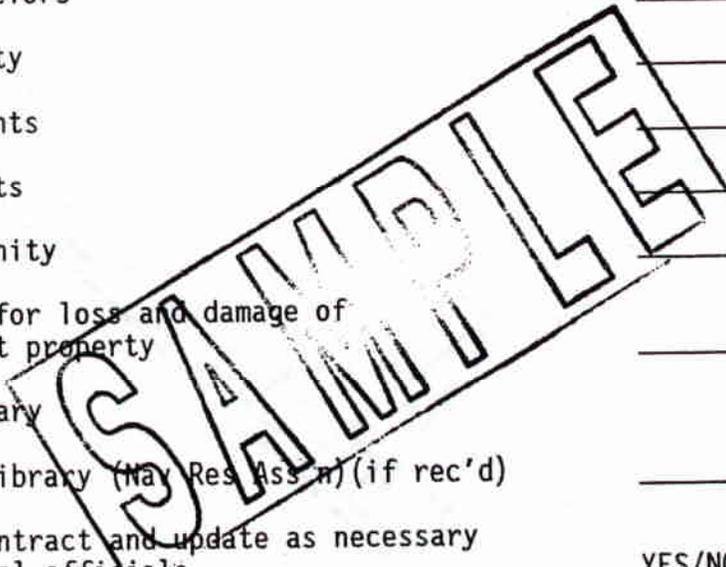
3. For compensation? \_\_\_\_\_

4. Do these duties interfere with NJROTC program? \_\_\_\_\_

10 JUL 1995

SAT \_\_\_\_\_ UNSAT \_\_\_\_\_

- F. Support of NJROTC field trips \_\_\_\_\_
- G. School system support in meeting enrollment criteria \_\_\_\_\_
- H. Attitude toward program
  - 1. Superintendent \_\_\_\_\_
  - 2. School Board \_\_\_\_\_
  - 3. Principal \_\_\_\_\_
  - 4. Counselors \_\_\_\_\_
  - 5. Faculty \_\_\_\_\_
  - 6. Students \_\_\_\_\_
  - 7. Parents \_\_\_\_\_
  - 8. Community \_\_\_\_\_
- I. Coverage for loss and damage of government property \_\_\_\_\_
- J. Unit Library \_\_\_\_\_
  - 1. NRA library (Navy Res Ass'n)(if rec'd) \_\_\_\_\_
- K. Review contract and update as necessary with school officials \_\_\_\_\_



YES/NO

REMARKS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. ADMINISTRATION OF THE PROGRAM

SAT \_\_\_\_\_ UNSAT \_\_\_\_\_

- A. Care and utilization of spaces and equipment
  - 1. Classroom \_\_\_\_\_
  - 2. Storage \_\_\_\_\_
  - 3. Office \_\_\_\_\_
  - 4. Training aids \_\_\_\_\_
  - 5. Rifles \_\_\_\_\_

10 JUL 1966

SAT

UNSAT

B. Cadet recognition

- 1. Use of award certificates
- 2. Use of ribbons
- 3. Nomination for non-NJROTC awards
- 4. Correspondence course letters of completion

---



---



---



---

C. Extracurricular activities

- 1. Use of field trips and cruises
- 2. Use of local military activities (ROTC military facilities, reserve centers)
- 3. Participation in community programs
- 4. Participation in school programs
- 5. Coordination with other units

---



---



---



---

D. Public Affairs

- 1. Use of local media
- 2. Use of school media
- 3. Flow of information to cadets
- 4. Flow of information to parents
- 5. Flow of information to faculty
- 6. Flow of information to student body

---



---



---



---



---



---

E. Published NJROTC Unit Regulations and Organizational Handbook

---

REMARKS:

---



---



---



---



---

III. ACADEMIC PERFORMANCE

SAT \_\_\_\_\_ UNSAT \_\_\_\_\_

A. Instructor classroom performance

- 1. Advance classroom preparation \_\_\_\_\_
- 2. Use of lesson plans \_\_\_\_\_
- 3. Documentation of lessons planned/taught \_\_\_\_\_
- 4. Use of tests and handouts \_\_\_\_\_
- 5. Instructor techniques \_\_\_\_\_
- 6. Instructor/cadet rapport \_\_\_\_\_
- 7. Use of guest lecturers \_\_\_\_\_

B. Cadet performance

- 1. Spontaneous classroom participation \_\_\_\_\_
- 2. Responsiveness to questions \_\_\_\_\_
- 3. Appearance in and out of classroom \_\_\_\_\_
- 4. Behavior in and out of classroom \_\_\_\_\_
- 5. Participation in unit administrative operations \_\_\_\_\_

REMARKS:

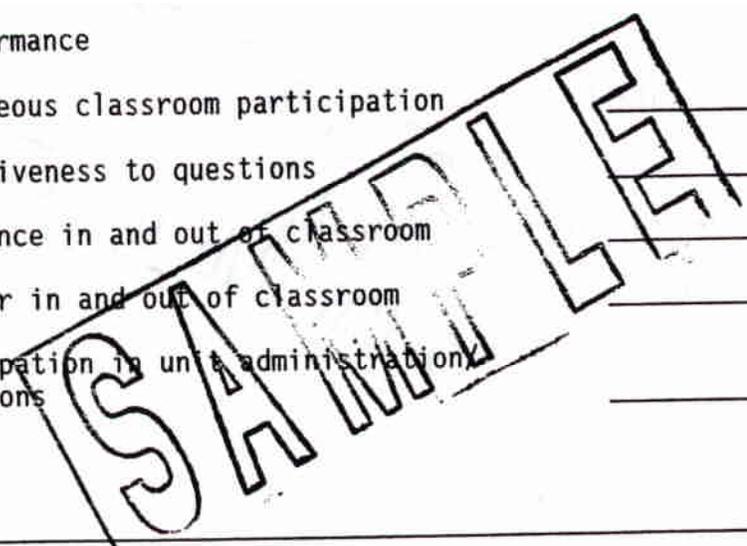
---



---



---



IV. REPORTS AND RECORDS

A. Accounting procedures (gov't property)

UNIFORMS TEXTBOOKS EQUIPMENT

- 1. Requisition \_\_\_\_\_
- 2. Receipt \_\_\_\_\_
- 3. Storage \_\_\_\_\_
- 4. Issue \_\_\_\_\_
- 5. Inventory/Minor Property Inventory \_\_\_\_\_
- 6. Allowance \_\_\_\_\_
- 7. Commercial Postage Stamps \_\_\_\_\_

	<u>SAT</u>	<u>UNSAT</u>
B. Reimbursement claims		
1. Preparation	_____	_____
2. Timely submission	_____	_____
C. Required/requested reports		
1. Accuracy	_____	_____
2. Timely submission	_____	_____
D. Records and files		
1. Cadet records	_____	_____
2. Inspection reports	_____	_____
3. Surveys	_____	_____
4. Correspondence	_____	_____
5. Clothing requests	_____	_____
6. Followup program on NJROTC graduates	_____	_____
7. Funding balance	_____	_____
a. Orientation (previous year balance)	_____	_____
b. Unit Support (previous year balance)	_____	_____
c. Orientation (present)	_____	_____
d. Unit Support (present)	_____	_____
E. Availability and completeness of instructions		
1. The following instructions are on hand and up-to-date	<u>YES/NO</u>	
a. CNETINST 1533.9 Series	_____	
b. NJROTC Supply Manual	_____	
c. Cadet Field Manual	_____	

SAMPLE

REMARKS:

---

---

---

---

---

10 JUL 2003

SAT \_\_\_\_\_ UNSAT \_\_\_\_\_

A. Personnel inspection

- 1. Formation in ranks
- 2. Presentation by cadet officers
- 3. Posture
- 4. Grooming
- 5. Uniforms

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Response to commands

- 1. Open ranks
- 2. Attention
- 3. Parade Rest
- 4. Close ranks
- 5. Hand Salute
- 6. Uncover/cover
- 7. Facing movements

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. Marching maneuvers

- 1. Marching in step
- 2. Column movements
- 3. Flanking movements
- 4. To the rear
- 5. Oblique

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. Color guard performance/appearance

\_\_\_\_\_

E. Pass in review

\_\_\_\_\_

F. Drill teams

- 1. Under arms
- 2. Not under arms

\_\_\_\_\_

\_\_\_\_\_

REMARKS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10 JUL 1995

VI. SPECIAL INTEREST ITEMS

SAT \_\_\_\_\_ UNSAT \_\_\_\_\_

- A. Accountability
- B. Fraud, Waste, and Abuse
- C. Standards of Conduct
- D. Sexual Harassment
- E. Postal Affairs
- F. Physical Security

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SAMPLE

10 JAN 1981

FINANCIAL REQUIREMENTSINFORMATION REGARDING NAVY REIMBURSEMENT  
TO SCHOOLS FOR ALLOWABLE EXPENSES  
INCURRED IN THE NJROTC PROGRAM

1. CNET Mailing Address for Financial Matters. Unless otherwise specified, inquiries concerning the reimbursement procedures covered in this appendix should be addressed to:

Chief of Naval Education and Training (NJROTC)  
250 Dallas Street  
Pensacola, FL 32508-5220

2. Coordinating Reimbursement Requirements with Appropriate School Officials. The NSI, as head of the Naval Science Department, is responsible for briefing school administrators on reimbursement requirements. The NSI shall ensure that a copy of Appendix 4 is available for use by officials responsible for processing requests for reimbursement.

3. Instructor Salaries

a. Initial Documents Required for NSI/ANSI Salary Computations. When a new NSI/ANSI is hired, the documents listed below shall be submitted to Commanding Officer, Attn: NETPMSA (N811), 6490 Saufley Field Road, Pensacola, FL 32509-5241 for establishing computer files and making salary computations. Reimbursable salary information will be forwarded to the instructor and school upon receipt and processing of the following documents for each NSI/ANSI.

(1) A copy of the Report of Separation from Active Duty (DD Form 214).

(2) A copy of the Statement of Retired/Retainer Pay Account (NAVFINCEN 7220/148). The statement should include an annotation confirming current material status and the actual number of dependents.

(3) An NJROTC Instructor Employment Data (CNET Form 7220/3). This form shall be completed to show the instructor's name, rank/rate, certification date, and social security number; the school name, state, and unit identification code (UIC); the beginning and ending dates of the employment contract; the signature and title of the employing school official and the date the form is completed. A copy of the CNET Form 7220/3 is shown by TAB A.

(4) VHA/BAQ certification (CNET Form 7220/5). A copy of CNET Form 7220/5 is shown in TAB B.

10 JUL 1996

b. Annual NJROTC Instructor Employment Data Renewal. Completed NSI/ANSI contract renewals shall be submitted directly to the CNET Accounting Office, NETPMSA (N811) by host school officials by 1 May of each year using CNET 7220/3. This is the same form initially required per subparagraph 3a(3) above. The renewal contract data for each NSI/ANSI employed must be processed by NJROTC Accounting before salary reimbursement subsequent to 1 July can be made.

c. Minimum Salary Computation. The minimum NSI/ANSI salary to be paid by the school is computed by combining the instructor's entitlements for active duty pay and allowances and deducting the amount of the retired/retainer pay. The amount reimbursed to the school is one half of the minimum salary for each instructor, except for Career Academies or new schools approved for financial assistance.

d. Financial Assistance. Section 533 of the National Defense Authorization Act for Fiscal Year 1993 (PL 102-484) authorizes the Secretary of the Navy to provide financial assistance for new NJROTC host schools that are economically or educationally deprived. Such assistance is to consist of a greater Navy share of instructor salaries than previously authorized by law.

(1) Those new NJROTC host schools selected by the Department of the Navy will receive 100 percent of the minimum salary reimbursement for the NJROTC instructors for 2 years, and 75 percent of the minimum salary reimbursement for the following 3 years. After the fifth year, instructor salary reimbursement will continue at the normal rate of 50 percent of the minimum salary. Awards of financial assistance are contingent upon the availability of funds for this purpose and will be processed on a first-received basis.

(2) For host schools approved for financial assistance, the 5-year financial assistance eligibility will start when the first NJROTC instructor is hired. Financial assistance above 50 percent of the minimum salary will end at the completion of 5 years or may end at any time prior to 5 years if a unit does not meet minimum contractual and statutory enrollment criteria.

e. Career Academies. Instructor salary reimbursement for the two Navy Demonstration Career Academies established in Fiscal Year 1993 will be 100 percent of the minimum instructor salaries for the NJROTC unit instructors and the Career Academy instructors for 5 years. Financial assistance above 50 percent of the minimum salary will end at the completion of 5 years or may end at any time prior to 5 years if the unit does not meet minimum contractual and statutory enrollment criteria. Expansion Career Academies established hereafter will receive Financial Assistance as set forth above in paragraph 3d.

10 JUL 1993

f. Minimum Salary Changes. The minimum salary for instructors normally changes at least two times per year. One adjustment is based on changes in active duty pay and allowances and the other adjustment is based on changes in retirement pay. Additional changes may also occur based on the individual instructors' creditable military service (longevity) or on changes in the variable housing allowance (VHA) for a geographic area. In any case, NETPMSA (N811) will provide schools and individual instructors with written notification of changes as they occur. The school notification will be routed via the NSI/ANSI.

g. Method of Salary Reimbursement Computation. The Reimbursement Computation shall be based on a 30-day month. When employment begins or ends during the month, pay entitlement will be 1/30 of the minimum monthly salary for each day of employment. For example: An instructor hired on the 10th day of any month, including February, shall be paid for 21 days (30 days less 9 days not employed = 21). The computation for a minimum monthly salary of \$2,557.52 would be:  $\$2,557.52 \div 30 = \$85.25 \times 21 = \$1,790.25$  (minimum to be paid by school). Reimbursement would be  $\$1,790.25 \div 2 = \$895.13$ .

h. Quarterly Salary Reimbursements. Based on documentation received, NETPMSA (N811) will automatically initiate quarterly salary reimbursement to each school participating in the NJROTC program. Reimbursements will normally be made by the 10th day of the month following the end of each quarter (30 Sep, 31 Dec, 31 Mar, and 30 Jun). Reimbursement checks are issued by the Defense Finance and Accounting Service (DFAS). When necessary, adjustments to previous quarter reimbursements will be deducted from, or added to, the current quarter payment. In addition to the reimbursement check, schools will also receive a statement showing the detail of instructors' salary reimbursement and adjustments. Because of school pay cycles, monthly salary payments may not conform exactly to the monthly detail included in the CNET quarterly statement. However, it is the responsibility of schools participating in the NJROTC program to ensure that each instructor is paid, in total, no less than the minimum salary required by law for the full term of the instructors' employment contract.

i. Mailing Addresses for Checks. Each school shall provide NETPMSA (N811) with the exact mailing address for salary reimbursement checks. TAB C of this appendix contains a form letter for use in submitting address information. Required changes should be forwarded as necessary.

j. Changes in Instructor Employment Status. Inform the Area Manager immediately of any changes in instructor employment status which would affect school reimbursement. The Area Manager will notify CNET (NJROTC) who will notify NETPMSA (N811). Examples include leave without pay, resignation, or dismissal. After initial informal notification, followup written notification to CNET (NJROTC) via the area manager.

10 JUL 1988

k. Instructor Responsibilities. Each NSI/ANSI shall take action as follows:

(1) Notify the school in advance as to the month and year that longevity will require a change in the minimum salary.

(2) Forward an updated copy of the Retired Retainer Pay Account (NAVFINCEN 7220/148) to NETPMSA (N811) as changes occur.

(3) Notify NETPMSA (N811) of any other information (including changes in dependents) that affects pay entitlement.

(4) Review minimum salary computations provided by NETPMSA (N811). Questions concerning the computation should be forwarded to NETPMSA (N811) immediately after receipt/review. It is strongly recommended that all questions or inquiries concerning an individual's salary reimbursement be in writing.

(5) Prior to the end of each contract year (30 June), NETPMSA (N811) will mail to each instructor a statement of the total minimum salary computation due the instructor for the current contract period. Ensure the school paid at least the total minimum salary required. This review represents final certification of receipt of the minimum salary. If the minimum salary was not received, advise the school officials of the remaining amount of salary due for their compliance. If no action is taken by the school officials for the payment of the total minimum salary, immediately notify NETPMSA (N811) in writing. NETPMSA (N811) will initiate appropriate action to ensure compliance with the minimum salary requirements as mandated by public law.

#### 4. Unit Support Funds

a. Items to be Included. Each school participating in the NJROTC program incurs certain routine expenses in direct support of the NJROTC program. Common examples of such expenses include:

(1) Long distance toll charges

(2) Audiovisual equipment and computer equipment repairs and supplies

(3) Subscriptions to Navy related publications and periodicals

(4) Name tags

(5) Printing and engraving

(6) Plaques, trophies, ribbons, frames, and folders

(7) Entrance fees

10 JUN 1993

- (8) Rifle team/drill team equipment and supplies
- (9) Flags and related parade equipment
- (10) Film, developing costs, and other camera supplies
- (11) Advertising and publicity materials
- (12) Keys and locks
- (13) Subscription to "Navy Times"
- (14) Internet access

b. Reimbursement. In recognition of these routine direct support costs incurred by participating schools, the Navy currently provides a \$700 annual payment to each NJROTC school except when unit enrollment exceeds 500 cadets. The Navy currently provides a \$1,400 annual payment to each NJROTC school with enrollment of more than 500 cadets. These amounts may change annually depending on the availability of funds and the unit's support and maintenance requirements. Payment will be automatically initiated by NETPMSA (N811) by 31 January of each year.

c. Mailing Addresses for Checks. Each school shall provide NETPMSA (N811) with the exact mailing address to which the annual miscellaneous reimbursement check is to be mailed. TAB C of this appendix contains a sample form letter for submitting address information.

d. Records required. Copies of invoices and other supporting documentation will not be forwarded to the Navy. Instead each NJROTC unit is responsible for maintenance of an auditable local record of direct unit support and maintenance costs incurred in support of the NJROTC program. See TAB D of this appendix for recommended unit accounting record format.

##### 5. Transportation, Lodging, and Meals for Cadets

a. Amount Authorized. Reimbursement authorization for costs incurred for transportation, lodging, and meals for cadets involved in field trips or orientation cruises will be promulgated by CNET via the area manager for each fiscal year (1 October - 30 September). Reimbursement authorization is currently \$14.00 per cadet, enrolled as of 1 October or \$1,200, whichever is greater. This authorization is subject to change. Each NSI shall ensure that authorized amounts are not exceeded. Requests for increases to authorized transportation funds shall be submitted in advance to the area manager for approval.

b. Fiscal Year Chargeable. Reimbursement is charged to the fiscal year on the date the trip begins.

10 JUL 1986

c. Claims for Transportation, Lodging, and Meal Reimbursement. Claims should be submitted monthly when the cumulative amount claimed exceeds \$100. When the monthly amount to be claimed is less than \$100, a claim may be submitted quarterly (March, June, September, December). All claims must be submitted for payment prior to 1 January following the end of a fiscal year on 30 September. Claims must be submitted by the 10th of the month following the end of the claim period, whether monthly or quarterly. NAVCOMPT Form 2277 must be prepared as described in paragraph 7 below and as illustrated by TAB E of this appendix. Legible supporting documentation will provide the following details:

- (1) Purpose of trip
- (2) Number of cadets
- (3) Inclusive dates of field trip/cruise
- (4) Vendor/source (i.e., name and address of company, school, or individual paid by school for providing service)
- (5) Destination/itinerary of trip
- (6) Type of vehicle (i.e., chartered bus, school bus, privately owned vehicle (POV))
- (7) Computation/explanation of amount claimed. Include the number of miles traveled and the rate per mile.
- (8) The original signed certification required by paragraph 7d of this appendix must be entered on the invoice or alternate documentation.

d. Claims for Commercial Postage Stamps. A maximum authorization has not been established for postage stamps. The units are to buy what they need for their particular situation. They must keep accurate accounting records because this will be an item each area manager will check when he inspects the unit. Reimbursement claims (SF 2277s) for postage stamp purchases can only be submitted once each quarter and for no less than \$100.

e. Organizational Items. Organizational items will be ordered from NTC Great Lakes the same as new uniform issues. Each unit is currently authorized \$13 per cadet enrolled on 1 October, with no minimum and no maximum. This authorization is subject to change.

6. Prior to the beginning of each fiscal year, 1 October, NETPMSA (N811) will mail one NAVCOMPT form to each unit. The form will provide accounting data, name, address, and UIC for the individual host school's use in submitting reimbursement claims. The form will be for general use for reimbursement for cadet transportation, instructor travel, postage, uniform alteration or maintenance, etc.

10 JUL 1996

7. Uniform Alteration and Maintenance. Authorized expenses are limited to minor alterations (authorized by enclosure (1), paragraph 607), attaching insignia, minor repairs of uniforms to be reissued, and cleaning/laundrying in preparation for storage. The maximum reimbursement is currently \$14 per cadet enrolled 1 October. This authorization is subject to change. Reimbursement is not authorized for routine cleaning properly required of the cadet during the school year. Claims shall be submitted on NAVCOMPT Form 2277 at the intervals stated in paragraph 5c above. The NAVCOMPT Form 2277 and supporting invoices shall be prepared in accordance with the guidance provided by paragraph 8 below and TABs F and G of this appendix.

8. PROCEDURES FOR COMPLETING NAVCOMPT 2277. General Instructions. Complete items 2, 5, 8, and 9A, 9H. Complete certification...DO NOT WRITE in block 7.

- a. BLOCK 1: LEAVE BLANK
- b. BLOCK 2: FILL IN THE DATE THE VOUCHER IS PREPARED
- c. BLOCK 3: UIC FOR YOUR SCHOOL (DO NOT CHANGE)
- d. BLOCK 4: LEAVE BLANK
- e. BLOCK 5: NUMBER VOUCHERS FOR EACH FISCAL YEAR SEQUENTIALLY BEGINNING WITH NUMBER 1. (EXAMPLE 1-94, 2-94, ETC.)
- f. BLOCK 6: LEAVE NETPMSA'S ADDRESS IN THIS BLOCK
- g. BLOCK 7: LEAVE BLANK
- h. BLOCK 8: FILL IN THE PAYEE ADDRESS (THE ADDRESS TO WHICH THE CHECK IS TO BE MADE OUT) (CANNOT PUT YOUR NAME IN THIS BLOCK) CHECK CANNOT BE MAILED TO INDIVIDUALS (SUCH AS NSI, ANSI, AND ESCORTS)
- i. BLOCK 9A - 9H: FILL IN APPLICABLE INFORMATION:
  - 9A: INVOICE NUMBER
  - 9B: DATE OF DELIVERY OR SERVICE
  - 9C: DESCRIPTION OF ITEM OR SERVICE
  - 9D: QUANTITY
  - 9E: COST PER UNIT OF THE ITEM OR SERVICE
  - 9F: EXTENDED PRICE OF THE ITEM OR SERVICE
  - 9G: DISCOUNT TERMS; OPTIONAL
  - 9H: TOTAL COST OF THE ITEM OR SERVICE  
(TOTAL OF 9F, AMT COLUMN)
- j. CERTIFICATION: CERTIFICATION MUST BE AN ORIGINAL SIGNATURE OF AN AUTHORIZED SCHOOL OFFICIAL. TYPE THE NAME AND TITLE OF THE OFFICIAL BELOW THE SIGNATURE. NSI CANNOT SIGN THIS BLOCK UNLESS AUTHORIZATION HAS BEEN DELEGATED IN WRITING BY THE SCHOOL PRINCIPAL.

10 JUL 1966

k. BLOCK 13: LEAVE BLANK (DO NOT WRITE IN THE AREA BELOW THE CERTIFICATION BLOCK)

l. PLEASE ATTACH INVOICE TO 2277 AND FORWARD COMPLETED NAVCOMPT 2277 TO:

COMMANDING OFFICER  
ATTN: NETPMSA (N811)  
6490 SAUFLEY FIELD ROAD  
PENSACOLA FL 32509-5241

m. Inquiries on Vouchers. Questions pertaining to reimbursement claims should be addressed to NETPMSA (N811).

n. Late Submission of Reimbursement Claims. Vouchers submitted after the time frame prescribed by paragraph 5c above must be accompanied by a written justification explaining the reason for late submission and must be submitted to CNET (NJROTC) via the area manager. This does not apply to the 1 January deadline. No reimbursement claims will be paid after 1 January following the end of the fiscal year on 30 September.

9. Accounting for Funds. Each NSI shall maintain a current record of funds used for each expense category: unit support and maintenance, transportation, and alterations. A guide for a unit accounting record is provided by TAB D of this appendix. It is emphasized that accurate information is essential to avoid the loss of funds unused at the end of the fiscal year. All funds reported as excess will be reallocated and cannot be used without permission.

10. Budget Requirements. In order to make optimum use of budgeted funds, it is essential that requirements be monitored closely during the year. During the third quarter, each NSI shall review and project total fiscal year requirements for transportation and uniform maintenance. If it is determined that the annual funds authorized will not be required, information will be forwarded to CNET (NJROTC) via the area manager using the format found in TAB G of this appendix. This information should reach CNET via the area manager not later than 15 July. It is emphasized that accurate information is essential to avoid the loss of funds unused at the end of fiscal year. All funds reported as excess will be reallocated and cannot be used without permission.

11. Remitting Collections for Lost or Damaged Government Property. All cashier's checks or money orders received shall be forwarded without delay as provided by enclosure (1), paragraphs 611c and 705b. Personal checks will not be accepted.

10 JUN 1996

- TAB A - Sample NJROTC Instructor Employment Data (CNET 7220/3)
- TAB B - Sample VHA/BAQ Certification (CNET 7220/5)
- TAB C - Sample Letter for Submission of Address Information
- TAB D - Sample NJROTC Status of Obligations (CNET 7000/3)
- TAB E - Sample Voucher for Disbursement and/or Collection  
(NAVCOMPT Form 2277)
- TAB F - Sample Alternate Invoice for Transportation and  
Uniform Alteration/Maintenance
- TAB G - Sample Financial Report Form (CNET 7300/4)

**NJROTC INSTRUCTOR EMPLOYMENT DATA - ACADEMIC YEAR 19 - 19**

1. AUTH: 1OUSC2031 & DOD 1205.13.
2. PRINCIPAL PURPOSE: To obtain employment data information for each individual hired in NJROTC. Use of the SSN is necessary to make positive identification of individual and records.
3. ROUTINE USES: To determine the length of contract of NJROTC instructors.
4. DISCLOSURES: Voluntary.

SCHOOL'S NAME		
ADDRESS		
INSTRUCTOR'S NAME		
NAVY CERTIFICATION DATE		SSN
<input type="checkbox"/> NSI	<input type="checkbox"/> ANSI	<input checked="" type="checkbox"/> NEW
		<input type="checkbox"/> RETURN
INCLUSIVE CONTRACT DATES		RETIRED GRADE
	BEGINNING	ENDING

**NOTE:** The inclusive dates within the 12-month period (1 July through 30 June) during which the individual will be performing duties in direct support of NJROTC and for which the minimum salary prescribed by PL 88-647 is paid. These dates are subject to verification at any time by a representative from the Navy. The Navy is authorized to reimburse the school for a portion of the minimum required salary for retired personnel only. The Navy is not authorized to reimburse the school for personnel employed as substitute teachers prior to the individual's Navy certification date or official retirement date.

SCHOOL OFFICIAL TITLE

SCHOOL OFFICIAL SIGNATURE

DATE

10 JUL 1986

VHA/BAO CERTIFICATION1. TO BE COMPLETED BY EACH NJROTC INSTRUCTOR

- a. NAME (Last, First, MI): \_\_\_\_\_
- b. SSN and PAY GRADE: \_\_\_\_\_
- c. SCHOOL NAME: \_\_\_\_\_
- d. SCHOOL UIC: \_\_\_\_\_
- e. SCHOOL ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ ZIP \_\_\_\_\_

2. ELIGIBILITY. Please answer the following questions to determine extent of eligibility:

- a. Do you have dependents? \_\_\_\_\_ YES \_\_\_\_\_ NO
- b. Is your spouse an active duty service member? \_\_\_\_\_ YES \_\_\_\_\_ NO
- c. Is your spouse a Federal Civil Service Employee who is entitled to a living quarters allowance? \_\_\_\_\_ YES \_\_\_\_\_ NO
- d. Does anyone else pay a part of your rent or mortgage? \_\_\_\_\_ YES \_\_\_\_\_ NO

3. Expenses. The following expenses must be provided to determine your correct VHA entitlement. Copies of documents substantiating the amount of actual mortgage or rental payments and insurance payments must be attached. If you do not have a formal written rental agreement, you must provide a notarized statement from your landlord that states the name(s) of the person(s) to whom the residence is being rented/leased, the monthly rate, and the effective date. Do not submit original documents since they will be retained by NETPMSA. Mail copies to NETPMSA (N811), Bldg. 2435, Pensacola, FL 32509-6000.

- RENTERS:
1. Lease/rental agreement
  2. Premium notice or statement from insurance company

- OWNERS:
1. Most recent statement from mortgage company
  2. Real estate tax statement if not included in mortgage statement

CNET 7220/5 (Rev. 1-96)

10 JUL 1995

3. Homeowners insurance premium notice if not included in mortgage statement

Housing costs for members who occupy a mobile home or house boat include lot or berthing fees. Housing costs do not include mortgage life insurance premiums, condominium maintenance fees, or any costs associated with a residence not actually occupied by you or your dependents.

The housing cost information you provide will be added to a standard utility allowance. The total housing/utility cost figure will then be compared to your current BAQ and VHA entitlement to determine if your active duty pay computation must be reduced.

VHA/BA amounts will be added to your minimum salary computation based on the information and documentation you provide. IF NO DATA IS PROVIDED, THE MINIMUM REQUIRED PAY AMOUNT AS WELL AS THE NAVY'S REIMBURSEMENT TO THE SCHOOL WILL BE ADJUSTED TO REFLECT ZERO VHA AND BA AT THE NO DEPENDENT RATE

a. Effective date of lease/rental/sales agreement: \_\_\_\_\_

b. Monthly expenses:		<u>Ownership</u>	<u>Rental/lease</u>
1. Principal/interest	\$ _____	1. Rent	\$ _____
2. Taxes and insurance	\$ _____	2. Insurance	\$ _____
3. Other (specify) (exclude utilities)	\$ _____	3. Other (specify) (exclude Utilities)	\$ _____
TOTAL: \$ _____		TOTAL: \$ _____	

I request that the appropriate VHA/BA amounts be included in my minimum NJROTC salary computation based on information provided on and included with this form. Once having established my monthly housing cost, I understand that I must report any changes in my VHA/BA entitlement status to NETPMSA as they occur and that I must recertify annually before 15 December in order to retain my eligibility status. (All changes must be reported, even if current VHA rate applied is the maximum and the changes will have no effect.)

I understand that the penalty for making a fraudulent statement is a maximum fine of \$10,000 or a maximum imprisonment of 5 years or both. (18 U.S. Code, Section 287)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

10 JUL 1993

## PRIVACY ACT STATEMENT

1. AUTHORITY: 10 USC Chapter 102 2. PRINCIPAL PURPOSE: To obtain data used to determine NJROTC Instructor minimum pay entitlement. Use of SSN is necessary to make positive identification of individual and record. 3. ROUTINE USES: To compute active duty pay and allowances that NJROTC Instructors would receive if ordered to active duty. 4. DISCLOSURE: Voluntary.

SAMPLE LETTER FOR SUBMISSION OF ADDRESS INFORMATION

\_\_\_\_\_  
NJROTC Unit Identification Code

\_\_\_\_\_  
(School Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, and Zip Code)

\_\_\_\_\_  
(Date)

Commanding Officer  
Attention: NETPMSA Accounting (N811)  
6490 Saufley Field Road  
Pensacola, FL 32509-5241

Dear Sir:

The following addresses are provided for the mailing of NJROTC reimbursement checks for the above named school:

- a. Mailing address for salary reimbursements:
- b. Mailing address for the annual miscellaneous check:
- c. Mailing address for all other authorized reimbursements (including orientation, uniform maintenance, instructor travel, and equipment purchases):

\_\_\_\_\_  
(signature of school official)

\_\_\_\_\_  
(title)

NJ ROTC STATUS OF OBLIGATIONS  
 CNET Form 700/3 (1-79)

O & MH

MONTH	SALARIES (R/10) (NET FROM 7/70/71)	TOTAL UNLIQUIDATED OBLIGATIONS	TELEPHONE	TOTAL UNLIQUIDATED OBLIGATIONS	TRANS.	TOTAL UNLIQUIDATED OBLIGATIONS	MISC.	TOTAL UNLIQUIDATED OBLIGATIONS	UNIFORM ALT/MAIN	TOTAL UNLIQUIDATED OBLIGATIONS
ANTICIPATED PAY CHANGE										
OCT										
NOV										
DEC										
JAN										
FEB										
ANTICIPATED PAY CHANGE										
MAR										
APR										
MAY										
JUN										
JUL										
AUG										
ANTICIPATED PAY CHANGE										
SEP										

SAMPLE

CNETINST 1533.9J  
 10 JUL 1986

VOUCHER DISBURSEMENT AND/OR COLLECTION - NAVCOMPT FORM 227.

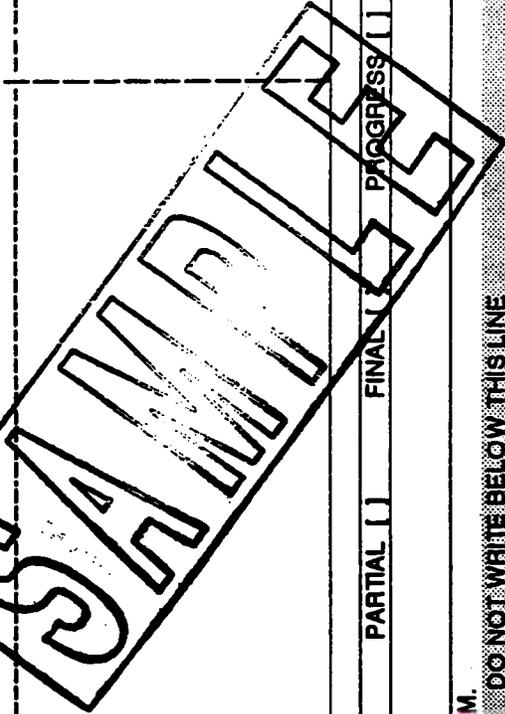
1. PURPOSE: DISB [X] COLLECT [ ] 2. DATE [ ] 3. REFERENCE DOCUMENT NUMBER [ ] 4. BILL NO. [ ] 5. VOUCHER NO. [ ]

6. FROM: COMMANDING OFFICER  
NETPMSA OOB111A  
6490 SAUFLEY FIELD RD  
PENSACOLA FL 32509-5241

7. PAID BY: CHECK NO. [ ]

9. ARTICLES, SERVICES, OR ITEMS

A. INVOICE/ORDER NO. B. DATE OF DELIVERY AND SERVICE C. DESCRIPTION (REMITTER, EXPLANATION, DETAILS, ETC.) D. QUANTITY E. UNIT PRICE F. AMOUNT



G. DISCOUNT TERMS

10. TYPE OF PAYMENT OR BILL: COMPLETE [X] PARTIAL [ ] FINAL [ ] PROGRESS [ ] ADVANCE [ ]

I CERTIFY THAT THE ITEMS OR SERVICES HEREON WERE IN DIRECT SUPPORT OF THE NJROTC PROGRAM.

11. ACCOUNTING CLASSIFICATION TO BE CHARGED (DISBURSEMENT)

14. CONTRACT NO: N 99999 MDJROTC

AE: 17 1804.62N9 000 68045 0 068566 2D 000000

J.O. NUMBER: 0 68045 04

RQN. NUMBER: N 99999 MD 99999

O&M AMOUNT: \$

15.

CONTRACT NO: N 99999 MDJROTC

AE: 17 1405.6220 025 33117 0 068566 2D 000000

J.O. NUMBER: 0 99999 04699

RQN NUMBER: N 99999 MD 99999

RPN AMOUNT: \$

16. APPROVED BY: DATE:

TITLE:

17. CERTIFIED BY: DATE:

TITLE: SYSTEMS ACCOUNTANT

18. PAYMENT RECEIVED:

10 JUL 1986

TRANSPORTATION INVOICES

A. Preferred:

Submit actual transportation bill with certifying statement (original).

B. Alternative:

SAMPLE TRANSPORTATION INVOICE

Name of school  
Address of school  
UIC #

Explanation:

Type trip

Date

Destination

Place where the bus was rented: Name  
Address  
Terms

If POV furnish mileage and number of students transported.

"I certify that the items or services listed hereon have been received, performed, inspected, accepted and the vendor has been paid."

\_\_\_\_\_  
Name and title of school official

(Original)



10 JUN 1995

FINANCIAL REPORT

(NJROTC UNIT)

(UIC)

(AREA)

(CITY AND STATE)

	(1) TOTAL ALLOTTED	(2) EXPENDED	(3) REIMBURSEMENTS REQUESTED	(4)* REMAINDER OF FY PROJECTION	(5) ESTIMATED UNUSED
ORIENTATION	_____	_____	_____	_____	_____
ORGANIZATIONAL ITEMS	_____	_____	N/A	_____	_____
UNIFORM MAINT	_____	_____	_____	_____	_____
NEW UNIFORM ISSUE	_____	_____	N/A	_____	_____

1. TOTAL ALLOTTED: This column MUST include all allotments received from CNET or your area manager.

2. EXPENDED: This column indicates the amount of funds you have expended to date.

3. REIMBURSEMENTS REQUESTED: This column indicates the amount of reimbursement claims submitted to the Navy to date for collection by your school.

4. FOURTH QUARTER PROJECTIONS: This column is to be based on a reasonable estimate of what you expect to spend for the remainder of fiscal year which ends 30 September.

\*This expenditure for orientation funds must have prior approval of your area manager.

5. ESTIMATED UNUSED: This column indicates the amount of funds you do not expect to spend. These funds will be recouped by CNET and cannot be used without prior approval of CNET (NJROTC).

6. NOTE: This form is due to your area manager by 1 June each year. All reimbursement claims for a fiscal year must be received in the accounting office (NETPMSA Code N&U) prior to 1 January of the fiscal year ending 30 September.

(AMOUNTS INDICATED IN COLUMNS 2, 4, AND 5 MUST EQUAL TOTAL ALLOTTED SHOWN IN COLUMN 1.)

NAVAL SCIENCE INSTRUCTOR

DATE

10 JUL 1996

## REPORTS

1. Reports. Periodic and special reports are required for the proper administration of the NJROTC program.
2. Checklist. As an aid to the NSI/ANSI, a Reports Checklist has been included as TAB A to this appendix.
3. Review and Improvement. NSIs/ANSIs are encouraged to review and forward to CNET NJROTC via the area manager suggestions for improvement of reports required in the administration of the NJROTC program. Such suggestions are welcome, although they may not be individually acknowledged.

TAB A - Reports Checklist  
TAB B - Safety Report

REPORTS CHECKLIST

<u>CNET RCS#</u>	<u>REPORT TITLE</u>	<u>INITIATED BY</u>	<u>FORMAT</u>	<u>DUE DATE</u>
7100-2	Accounting for Requisitioned Items	Area Manager	Letter	1/7
5750-1	Annual History Input	Area Manager	Letter	1/10
1533-52	NJROTC Instructor Employment Data	NSI	CNET 7220/3	5/1
1533-16	Graduate Report	NSI	NETPMSA 1530/1	7/1
7100-2	Accounting for Requisitioned Items	Area Manager	Letter	7/7
1533-56	Unused Area Manager Funds	Area Manager	Letter	7/30
7300-6	Financial Report	Area Manager	CNET 7300/4	9/1
1533-63	Annual Budget Requirements	Area Manager	Letter	9/1
1533-50	Annual Wall-to-Wall Inventory	NSI	OPSCAN	9/30
1533-49	NJROTC & School Enrollment Report (Submit directly to CNET w/copy of cadet listing to the Area Manager)	NSI	NETPMSA 1530/2	10/15
	VHA/BAQ Certification	Each NJROTC Instructor (Submit directly to NETPMSA (N811))	CNET 7220/5	12/15
1533-55	Instructor Evaluation	Area Manager	CNET 1610/2	within 30 days of inspection
1533-71	NJROTC Unit Inspection Report	Area Manager	CNET 1533/79	within 30 days of inspection
4570-3	Minor Property Report	Area Manager	As provided	within 30 days of inspection
5605-1	Annual NETPMSA NJROTC Instruction Materials Report	NSI	As provided	12/15

10 JUL 83

SPECIAL or SITUATIONAL REPORTS

<u>C.NET RCS#</u>	<u>REPORT TITLE</u>	<u>INITIATED BY</u>	<u>FORMAT</u>	<u>DUE DATE</u>
1533-55	NSI Evaluation	Area Manager	CNET 1610/2	As needed
1533-55	ANSI Evaluation	NSI	CNET 1610/2	As needed
1533-51	NJROTCU Directory Changes	NSI	CNET 1533/81	As required
5100-3	NJROTC Safety Report	NSI	CNET 5100/2	As required
1533-19	Report of NSI/ANSI Employment Changes	Principal	CC:MAIL/FAX/FON	As required
	News Releases	NSI	None	As required
	Survey Reports	NSI	SF-154/DD-200	As required
OPNAV 5500-1	Missing, Lost, Stolen, or Recovered (MLSR)	Area Manager	Msg/DD-200	Immediately upon determination

10 JUN 1996

CNET REPORT 5100-3

NJROTC SAFETY REPORT

NJROTC UNIT: \_\_\_\_\_

UIC: \_\_\_\_\_

CADET NAME: \_\_\_\_\_

DATE AND TIME OF INCIDENT: \_\_\_\_\_

LOCATION/DESCRIPTION OF OCCURRENCE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF MEDICAL TREATMENT PROVIDED: \_\_\_\_\_

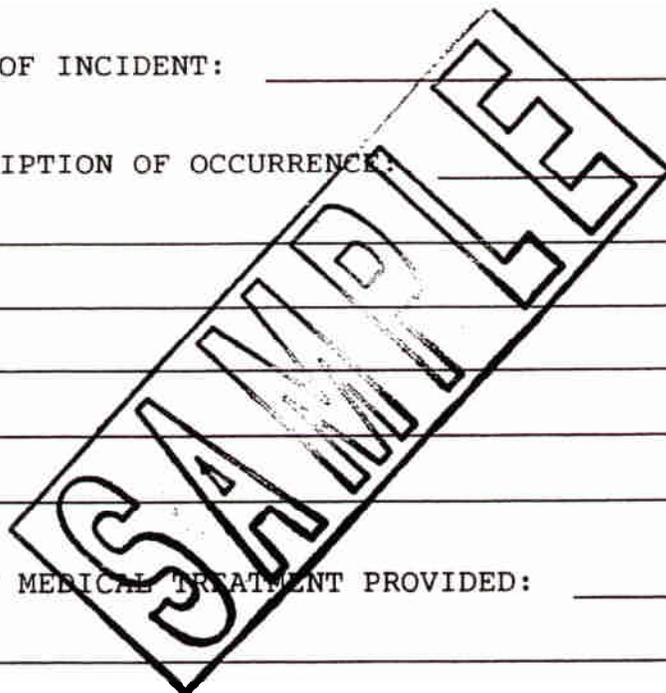
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTION TAKEN TO PREVENT RECURRENCE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Naval Science Instructor) (date)

CNET Form 5100/2 (2-96)



10 JUL 1996

FIELD TRIPS AND ORIENTATION CRUISES AND FLIGHTS  
AFLOAT AND ASHORE

1. General. In order to enhance the instructional program so as to make classroom presentations more interesting and meaningful, full utilization of extended field trips and orientation cruises or flights, afloat and ashore, is strongly recommended. Such utilization will provide practical application of many of the topics discussed, as well as provide increased desire of the cadets to participate more fully in the NJROTC program.
2. Extended Field Trips. Participation in the host school's extended field trip program is possible and well-advised. Procedures, regulations, and applications are usually available through the office of the principal.
3. Navy Orientation Cruises and Flights. Coordinate visits to military installations through the area manager. If your unit takes a trip to another NJROTC area, ensure that both area managers are kept informed.
  - a. A Release Form (TAB A) must be used for all NJROTC trips. The notary block is provided for use in states which require notarization of signature. You must also consider laws of states through which you pass and where the host base is located.
  - b. DoD Directive 4515.13 series (Orientation Flights) provides for local military flights on a not-to-interfere basis. Cadets in uniform may take a local flight during the regular school year as members of an organized NJROTC activity. Parental consent must be obtained in writing for each participating cadet. Chaperons for approved NJROTC field trips involving DoD airlifts are authorized to fly and must complete the same administrative requirements as the cadets. A waiver to OPNAVINST 4630.25, Transportation Eligibility Requirements, is granted to all chaperons so designated by the Naval Science Instructors in charge of the approved field trip.
  - c. DD Form 1381, Air Transportation Agreement (TAB B), must be completed for each cadet flying in a government aircraft. If the cadet is under age 18 at the time of departure, the DD 1381 must be signed by the parent or legal guardian.
4. Guidelines. Having obtained approval for an extended field trip orientation cruise or flight, the NSI/ANSI should carefully consider the opportunities presented for enhancement of the naval science curriculum.
  - a. As guests, the cadets are to demonstrate those qualities of leadership, discipline, and appearance expected of any member of the naval service. Ensure cadets are in proper NJROTC uniform at all times while utilizing government transportation and on board government facilities, except while engaged in recreational

10 JUL 1995

activities. The NSI should make every effort to ascertain what the uniform of the day is in the particular locale their group is visiting.

b. The NSI/ANSI should prepare himself/herself and the unit by reviewing the Bluejackets Manual and by carrying out the following:

(1) Select mature, well-qualified adults for chaperons and brief them regarding the facilities and special host requirements to be expected. It is highly recommended, whenever possible, the chaperons be school officials.

(2) Adhere to the cadet/chaperon ratio requirement established by the host activity.

(a) Normally 20:1

(b) If lower than 20:1, prepare accordingly.

(c) When female cadets participate in the activity, ensure that you have female chaperons at the required ratio. A minimum of two female chaperons should be selected if 20 or fewer female cadets are participating. This allows one female chaperon to stay with the main party should it be necessary for the other female chaperon to accompany a female cadet in case of emergency.

(d) NSIs/ANSIs shall utilize the same transportation as cadets and shall not delegate this responsibility.

(3) Select the cadets to participate. There is no requirement that all members of your unit attend. Remember, those who do participate represent the Navy, your unit, your school, and you, personally.

(4) Prepare cadets for any special requirements of the host activity. Bear in mind that obligations as guest include minimum interference with the mission and training schedules of the host. Special requirements include, but are not limited to:

(a) Taps and reveille

(b) Chaperons (NSI/ANSI, etc.) berthing with cadets

(c) Meal hours

(d) Tour schedules (if any deviations arise, keep the host activity informed, using the chain of command)

(e) Safety regulations for personnel and equipment. (Do not rely solely on the "common sense" approach. All military activities have special hazards with which the cadets and chaperons may not be familiar.)

10 JUL 1986

(5) The host activity will generally be prepared for emergencies. However, ascertain that all participants are insured, and that a standard release form (TAB A) is completed for each cadet.

(6) Be prepared for delays.

(7) Encourage the participants to plan specific projects for which the information can be obtained at the host activity.

(8) Enjoy your opportunity to renew your acquaintance with the military and to increase your understanding of recent developments.

(9) Send a letter of appreciation and thanks for the assistance rendered, naming specific personnel assigned to escort and/or orient the unit. Obtain names, titles, etc., as the field trip or cruise progresses.

c. NJROTC cadets and chaperons shall not be left stranded for any return from a Navy sponsored field trip or cruise. Keep your area manager and the area manager of the area to which the unit is traveling informed. If there is any doubt about resources sufficient to guarantee return home, the original request may be denied even though a "sure thing" has been arranged.

5. Reimbursement. Refer to Appendix 4 for procedures.

6. Airlifts. The requesting unit's area manager shall coordinate airlift support. The area manager of the host training site should be included in all message traffic concerning airlifts and visits.

NOTE: The following instructions are relevant and may be cited for airlift support authorization: OPNAVINST 5760.2 series (Subj: POLICY AND RESPONSIBILITY FOR NAVY YOUTH PROGRAMS AND NAVY SUPPORTED YOUTH ORGANIZATIONS) and OPNAVINST 4631.2 series (Subj: MANAGEMENT OF BASE AND COMMAND SUPPORT AND FLEET LOGISTICS SUPPORT AIRCRAFT).

TAB A - Standard Release Form

TAB B - Air Transportation Agreement

# NAVAL JUNIOR RESERVE OFFICERS TRAINING CORPS (NJROTC)

10 JUL 1995

## STANDARD RELEASE FORM

Date \_\_\_\_\_

I, \_\_\_\_\_, being the legal parent/guardian of \_\_\_\_\_, a member of the Naval Junior Reserve Officers Training Corps, in consideration of the continuance of his/her membership in the Naval Junior Reserve Officers Training Corps and/or his/her acceptance for Naval Junior Reserve Officers Training Corps training, do hereby release from any and all claims, demands, actions, or causes of action, due to death, injury, or illness, the government of the United States and all its officers, representatives, and agents acting officially and also the local, regional, and national Navy Officials of the United States.

I hereby authorize personnel of the Department of Defense, Armed Forces, Public Health Service, or civilian physicians to render such medical and dental care as may be necessary and medically indicated in the case of my son/daughter/ward during his/her period of training, as is deemed necessary by a qualified practitioner.

I understand that care at a military medical facility for non-military dependents will normally be rendered on a temporary (emergency) basis only; if further care is indicated, the patient will be transferred to non-military care as soon as possible. Emergency care provided to cadets who are not military dependents at a military medical facility may be subject to reimbursement, and I may be billed for the care provided. For Navy Medical Department facilities, such care is authorized by NAVMEDCOMINST 6320.3B.

My son/daughter/ward has been determined to have the following allergies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

He/she requires medication for the treatment of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Below are listed any other medical conditions which my son/daughter/ward is known to have, which would preclude or limit in any way his/her participation in physical exercise and athletic programs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name:

Address:

Telephone (include area code):

Medical Insurance Company \*

Name:

Street:

City, State, Zip Code:

Policy/ID Number:

Telephone Confirmation Number:

Dental Insurance Company \*

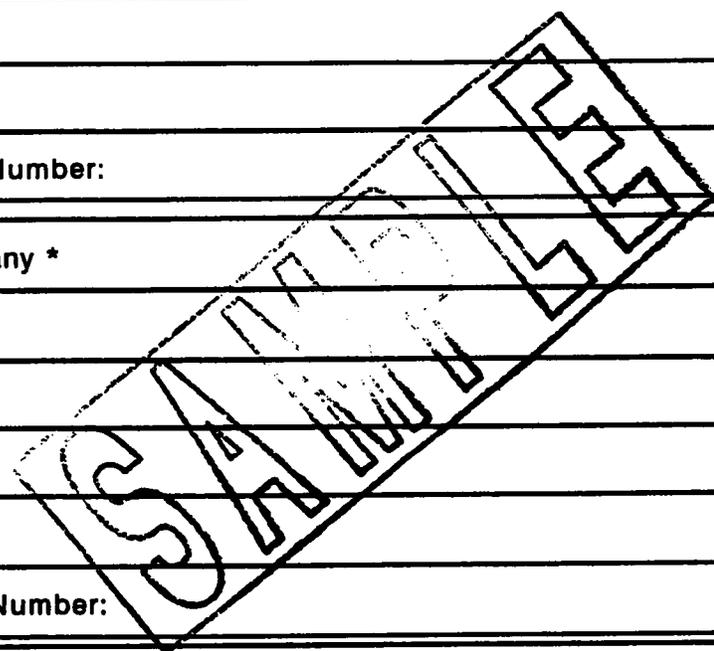
Name:

Street:

City, State, Zip Code:

Policy/ID Number:

Telephone Confirmation Number:



**\*This insurance is not required. However, the information provided may be required to obtain non-emergency care.**

**PRIVACY ACT NOTIFICATION**

Under the authority of 5 U.S.C. Sec. 301, the information regarding your child's/ward's health, medical condition and treatment is requested in order to verify any need to administer medication and to enable medical/dental personnel to diagnose and treat any emergency condition which may arise during training. Pursuant to the Privacy Act, 5 U.S.C. Sec. 552, the requested information will not be divulged without your written authorization to anyone other than NJROTC area personnel involved with administration of NJROTC activities and medical/dental personnel requiring the information in order to effectively treat any medical/dental problem which may arise. Disclosure is voluntary; however, failure to provide the requested information will preclude your child's/ward's participation in the training.

Signature of Parent or Guardian:

Address:

City:

State:

Zip:

Telephone (include area code):

10 JUL 1962

AIR TRANSPORTATION AGREEMENT

AIR TRANSPORTATION AGREEMENT		DATE
PLACE	FULL NAME	
PERMANENT ADDRESS		
<p>For and in consideration of being permitted to fly as a passenger in aircraft operated by or on behalf of the United States of America, for and on behalf of myself, my personal representatives, heirs, and assigns, I hereby release and discharge the United States, its agents, servants, or employees from any and all claims for property damage and/or personal injury or death resulting from or during said flight or flights or continuances thereof or from ground operations incident thereto.</p>		
SIGNATURE		
WITNESS	WITNESS	
NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN EMERGENCY		

DD FORM 1381, 1 JUL 62

10 JUL 1995

NJROTC NATIONAL ACADEMIC COMPETITION1. General

a. The annual NJROTC National Academic Competition is usually held on or about 1 February. This competition is held to promote and recognize outstanding academic achievement among NJROTC cadets and units.

b. Naval science instructors desiring to have their units participate will notify their area managers of the number of teams (maximum of five) they intend to enter into competition by early December or other due date set by their area managers. Area managers will provide a list of all schools and numbers of teams intending to compete to the Chief of Naval Education and Training (N28/0853) by the middle of December. The guidance and procedures under which this competition will be conducted are outlined below. The test packet(s) and the instructions to be followed when giving the examination and completing the answer sheets will be sent directly to the high school principal for safekeeping until the day of the test.

c. The first, second, and third place teams will be awarded a plaque, and their respective team members will be awarded a medal by the Chief of Naval Education and Training.

d. Cadets who have competed in academic competition are authorized to wear the Academic Award Ribbon and subsequent awards as earned.

2. National Academic Competition Regulations and Procedures

a. Teams. Academic teams will consist of five members each. There are no restrictions as to team composition. Units may have up to five teams compete. Although this is a team competition, each team member must read the test booklet and complete the answer sheet by himself/herself.

b. Test. The test will contain 100 multiple choice questions based on NS-1, NS-2, and NS-3 course material (approximately one-third each). There will be five different test booklets for each team. To avoid team disqualification, each team member must take the test from a different booklet number. Test administration time limit is 50 minutes. The test must be administered to the unit team(s) at one setting.

c. Rescheduling. Although the examination is scheduled for 1 February, a unit may reschedule this examination earlier or later, only as authorized by the area manager. Rescheduling the examination date is permitted should other school activities conflict with the national test date, or should the unit feel more or less time is needed to mail the answer sheets to CNET so as to meet the scoring deadline set by CNET. Answer sheets arriving after the scoring deadline will not be scored.

10 JUNE 1996

d. Answer Sheets. NJROTC optical scan answer sheets (CNET Form 1500/23 (Rev. 9-94), NAVEDTRA 37085) will be utilized. Naval science instructors must request the number of answer sheets needed from their area manager. Do not use xerox copies of the answer sheet. The CNET optical scanner will not score photocopies of the answer sheet.

e. Test Handling Procedures. Sealed test packets and exam administration instructions will be sent by CNET directly to the school principal of each competing unit. Test packets will be stored by the principal or other school official until the day of the exam, when the packets will be turned over to the NSI. The NSI will then open the test packets and follow the exam administration instructions provided by CNET.

f. Grading. The value of each item on the test varies according to its degree of difficulty, computed by dividing the total number of incorrect responses of all participants to an item by the total number taking the test. Each correct answer receives its item value; no value is assigned to items not answered. To correct for guessing, the total of item values for questions answered correctly will be reduced by 25 percent of the sum of item values of questions answered incorrectly. This is the raw score. Raw scores will be converted to percentile ranks for convenience in comparing performance.

g. Results. Test results will be sent to the area managers for distribution no later than 1 April. Each team will be able to judge their performance on (1) a national level against all the teams in the competition, (2) an area level against just the teams in their area, and (3) their individual correct/incorrect item response ratio.

### 3. General and Verbatim Instructions for the Administration of the Test

#### a. Instructions to the Naval Science Instructor Prior to Administration

(1) On the day of the test, obtain test packet(s) from principal or other school official having custody. Open test packet. There should be sufficient test booklets for the members of your academic team(s). There will be five different, individually serialized test booklets for each team. Check to make sure that the number of test booklets received is correct, that there are no missing or illegible pages, and that there is a different test serial number for each member of a team (e.g., 3101, 3102, 3103, 3104 and 3105). Reproduce locally to correct deficiencies if necessary (must be done or observed by NSI). Treat test booklets as you would classified material until completion of the test.

(2) Provide an adequate supply of NJROTC Answer Sheets (CNET Form 1500/23, Rev 9-94, NAVEDTRA 37085), see TAB A. Do not

10 JUL 1985

use xeroxed copies. Answer sheets may be readied in advance to save time by completing identification data section of the answer sheet.

(3) Provide an adequate supply of No. 2 or softer (i.e., not No. 3) black lead pencils with erasers. No other marking device will be used.

(4) The questions on the five examination booklets are in identical numerical order, but the four alternative answers are in a different order on each exam. Nevertheless, cadets should be seated such that they cannot see another cadet's answer sheet.

(5) Teams may have no more, or fewer, than five members each.

(6) Fifty minutes is allowed for completing the test. This time period is in addition to the time used for completing the identification data section of the answer sheet. Cadets should be notified of elapsed time 15 minutes prior to the end of the test period.

(7) Reference may not be made by cadets to any source of information during the test. The team will be disqualified if any evidence of cheating is discovered.

(8) Each answer sheet must contain the following information: (1) Cadet Name, (2) Team Number, (3) UIC Number, and (4) Test Serial Number (see Appendix 1). Do not leave the team number blank when there is only one team being submitted. If this is the case, please instruct the cadets to darken the circle corresponding to the number "1." Any errors of this information on just one of the team answer sheets will result in the disqualification of the entire team.

(9) When academic team(s) members have received their test material and are seated, read aloud the Verbatim Instructions which set forth a step-by-step procedure for completing the answer sheet. Read Verbatim Instructions distinctly and slowly. Allow cadets sufficient time to follow instructions.

b. Verbatim Instructions to Cadets

(Uppercase letters indicate that portion which is to be read aloud to cadets taking the test.)

YOU ARE ABOUT TO TAKE THE NJROTC NATIONAL ACADEMIC COMPETITION TEST.

WAIT FOR INSTRUCTIONS PRIOR TO COMPLETING ANY BLOCKS ON YOUR ANSWER SHEET. ACCURACY IN FILLING OUT YOUR ANSWER SHEET IS REQUIRED IN ORDER THAT YOUR TEST CAN BE PROPERLY SCORED.

10 JUL 1995

YOU SHOULD HAVE IN FRONT OF YOU AN EXAMINATION, AN ANSWER SHEET, AND A NO. 2 OR SOFTER LEAD PENCIL WITH AN ERASER. IF YOU DO NOT HAVE ANY OF THESE ITEMS RAISE YOUR HAND FOR ASSISTANCE.

THE ANSWER SHEET WILL BE READ BY OPTICAL SCANNING EQUIPMENT; THEREFORE, SPECIAL CARE MUST BE TAKEN IN HANDLING AND COMPLETING THESE FORMS. ANY ERRORS OF IDENTIFICATION ON AN ANSWER SHEET WILL RESULT IN THE DISQUALIFICATION OF THE ENTIRE TEAM.

DO NOT BEND, FOLD, OR MUTILATE YOUR ANSWER SHEET. IF YOU MAKE AN ERROR, BE SURE THAT YOU ERASE IT THOROUGHLY, AS UNNECESSARY MARKS CAN AFFECT THE PROPER SCORING OF YOUR EXAMINATION.

WHEN MARKING OR PRINTING IN THE ANSWER SHEET, THE SHEET MUST BE PLACED ON A HARD SURFACE, NOT ON BOOKS OR PAPERS.

PRINT YOUR LAST NAME, FIRST NAME, AND MIDDLE INITIAL IN THE MARKED SPACES. BLACKEN IN THE CORRESPONDING LETTERS IN THE VERTICAL COLUMNS.

(If more than one team is competing, read the following paragraph.)

IF A TEAM FROM A SATELLITE SCHOOL IS COMPETING, A DIFFERENT TEAM NUMBER MUST BE USED, I.E., WE CANNOT HAVE TWO TEAMS WITH THE SAME TEAM NUMBER FROM THE SAME UIC. HAVING THE SAME TEAM NUMBER WILL RESULT IN THE DISQUALIFICATION OF BOTH TEAMS.

IN THE UIC BLOCK, ENTER THIS UNIT'S FIVE DIGIT UIC, AND BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS. (You may wish to write this number on the chalkboard.)

IN THE TEST SERIAL BLOCK, ENTER THE TEST SERIAL NUMBER WHICH APPEARS ON THE FRONT OF YOUR TEST BOOKLET, AND BLACKEN IN THE CORRESPONDING NUMBERS IN THE VERTICAL COLUMNS. INCLUDE ANY ZEROES AS PART OF THE 4-DIGIT NUMBER YOU ENTER.

NOW, DOUBLE CHECK ALL THE INFORMATION YOU HAVE ENTERED AND MARKED. CAREFULLY ERASE ANY ERRORS, OR EXTRA PENCIL MARKS YOU MAY HAVE MADE, AND CAREFULLY MAKE YOUR CORRECTIONS. AGAIN, DO NOT FOLD, BEND, OR MUTILATE YOUR ANSWER SHEET. REMEMBER, IF ONE OF THE TEAM MEMBERS HAS AN ERROR ON THE IDENTIFICATION PORTION OF HIS/HER ANSWER SHEET, THE ENTIRE TEAM WILL BE DISQUALIFIED. IF YOU HAVE ANY QUESTIONS PLEASE RAISE YOUR HAND FOR ASSISTANCE.

THE ANSWERS TO THIS 100-QUESTION EXAM ARE TO BE ENTERED ON THE ANSWER SHEET. EACH QUESTION ON THIS EXAM HAS FOUR LETTERED RESPONSES, ONLY ONE OF WHICH IS THE CORRECT ANSWER. YOU ARE TO FILL IN ONLY ONE RESPONSE FOR EACH QUESTION. ANY QUESTION ANSWERED BY TWO OR MORE RESPONSES WILL BE SCORED AS WRONG.

10 JUL 1986

THE VALUE OF EACH QUESTION VARIES ACCORDING TO ITS DIFFICULTY; IN OTHER WORDS, THE MORE DIFFICULT THE QUESTION, THE MORE CREDIT YOU GET FOR THAT PARTICULAR ITEM. ALSO, BE CAREFUL ABOUT GUESSING, ESPECIALLY IF YOU HAVE NO IDEA OF WHAT THE ANSWER TO A QUESTION COULD BE. YOUR TOTAL SCORE WILL BE REDUCED AN AMOUNT FOR EACH INCORRECT ANSWER (as explained earlier). HOWEVER, IF YOU ARE NOT CERTAIN OF THE ANSWER BUT CAN ELIMINATE ONE CHOICE AS BEING ENTIRELY WRONG, YOU HAVE A REASONABLY BETTER CHANCE OF CHOOSING THE CORRECT ANSWER.

ARE THERE QUESTIONS OF ANY NATURE ABOUT THE INSTRUCTIONS YOU HAVE BEEN GIVEN? YOU HAVE 50 MINUTES TO COMPLETE THE TEST.

WHEN YOU HAVE COMPLETED YOUR TEST, TURN IN YOUR TEST BOOKLET, ANSWER SHEET, AND PENCILS. ALL CIRCLES MUST BE COMPLETELY FILLED IN AS DARKLY AS POSSIBLE.

ARE THERE ANY QUESTIONS? (If no questions:) READY, OPEN BOOKLETS, BEGIN.

-----  
After 35 minutes have elapsed, say:

YOU HAVE 15 MINUTES IN WHICH TO COMPLETE YOUR EXAMINATION.

-----  
After 50 minutes have elapsed, say:

STOP, CLOSE YOUR TEST BOOKLET IMMEDIATELY. TURN IN YOUR TEST BOOKLET, ANSWER SHEET, AND PENCILS.

c. Post Administration Instructions

(1) As test materials are turned in by each cadet, check each answer sheet for completeness to ensure all information has been entered correctly. See sample answer sheet, TAB A. Pay particular attention to the UIC and the Test Serial Number. All four numbers must be included in the Test Serial Number. A single answer sheet completed incorrectly will disqualify that cadet's team. Ensure that responses are well blackened, that there is only one response blackened out for each question, that erasures are clean, and that there are no unnecessary marks on the answer sheet.

(2) Mail completed answer sheets to CNET (NJROTC) using the form letter in TAB B as the cover letter.

(a) Place answer sheets in a file folder, cardboard backing, or other similar protection on the front and back of the forms before mailing. Package must be postmarked not later than the day following test administration.

(b) Please do not send answer sheets for short teams (less than five taking the test, due to the absence of one or more members) as we can only process five-member teams.

10 JUL 1995

(3) Test booklets should not be returned to CNET. There is no objection to returning the test booklets to the students at a later date for review/retention. Test answers will be provided to all competing units after validation of test results.

SPECIAL NOTE.....THE INDIVIDUAL ADMINISTERING THE NATIONAL EXAM SHOULD MAKE EVERY EFFORT TO SEE THAT THE ANSWER SHEETS ARE SUBMITTED VOID OF ANY ERRORS OF TEAM IDENTIFICATION. THE COMPUTER IS PROGRAMMED TO SCORE A FIVE-MEMBER TEAM WHICH SUBMITS ANSWER SHEETS WITH FIVE IDENTICAL UIC NUMBERS, FIVE IDENTICAL TEAM NUMBERS, AND FIVE DIFFERENT TEST BOOKLET NUMBERS. IF YOU FAIL TO CHECK YOUR ANSWER SHEETS CAREFULLY, AND ONE OF THE TEAM MEMBERS HAS INCORRECTLY IDENTIFIED HIS/HER ANSWER SHEET, OR OMITTED ANY OF THE INFORMATION IN THE ABOVE MENTIONED AREAS, THAT ENTIRE TEAM WILL BE DISQUALIFIED. THE CNET STAFF WILL NOT TAKE THE TIME TO HAND CORRECT THE DISCREPANT ANSWER SHEETS. THEY WILL, HOWEVER, MAKE COMPUTER CORRECTIONS FOR THOSE TEAMS WHICH BECOME DISQUALIFIED THROUGH NO FAULT OF THEIR OWN. THE RESPONSIBILITY FOR SUBMITTING ERROR-FREE EXAMINATION SCORE SHEETS LIES WITH THE INDIVIDUAL ADMINISTERING THE EXAM.

TAB A - Sample NJROTC Answer Sheet (CNET Form 1500/23 (9-94))  
TAB B - Sample Letter Used to Forward Answer Sheets



## EXAMPLES

- WRONG  
1 (A) (B) (C) (D) (E)  
WRONG  
2 (A) (B) (C) (D) (E)  
WRONG  
3 (A) (B) (C) (D) (E)  
RIGHT  
4 (A) (B) (C) (D) (E)

IMPORTANT DIRECTIONS  
FOR MARKING ANSWERS

- Use black lead pencil only (No. 2½ or softer)
- Do NOT use ink or ballpoint pens
- Make heavy black marks that fill the circle completely
- Erase cleanly any answer you wish to change

**MAKE NO STRAY MARKS  
ON THIS ANSWER  
SHEET**

## PRIVACY ACT NOTIFICATION

Under the authority of 5 USC 301, your name is requested in order to evaluate the knowledge you've acquired as an NJROTC cadet. You are not required to provide this information, however, failure to do so will result in your not receiving proper credit for tests taken.

SAMPLE LETTER USED TO FORWARD ANSWER SHEETS

DATE \_\_\_\_\_

From: Naval Science Instructor, NJROTC  
Unit \_\_\_\_\_ UIC: \_\_\_\_\_

To: Chief of Naval Education and Training (NJROTC)  
250 Dallas Street  
Pensacola, FL 32508-5220

Subj: NJROTC NATIONAL ACADEMIC EXAM

Encl: (1) Answer sheets

1. Subject test was administered on     (date)    . Enclosure (1)  
is forwarded for scoring. Team members who participated are:

<u>Team No.</u>	<u>Cadet Name</u>	<u>Test Booklet Serial No.</u>
-----------------	-------------------	--------------------------------

\_\_\_\_\_  
(Signed)  
Naval Science Instructor

Copy to (w/o encl):  
NJROTC Area Manager, Area \_\_\_\_\_

THIS LETTER NEED NOT BE TYPED, BUT IT MUST BE LEGIBLE

10 JUL 1996

MARKSMANSHIP TRAINING

1. General. NJROTC units are authorized to conduct training in marksmanship and the safe handling of a rifle. Participation in this program is optional at the discretion of the school authorities. Air rifles (.177 caliber) are the only air rifles authorized for marksmanship training and competition in the NJROTC program. Details regarding allowance, procurement, inventory, security, and repair of air rifles are contained in the NJROTC Supply Manual (NAVEDTRA 37123).

2. Range Safety

a. All individuals using firing range facilities will receive training on rules, safety precautions, and commands for the firing range.

b. The Range Officer, regardless of rank or employment position, is the senior authority in control of the range during live firing operations.

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

3. Shooters Safety Rules. Competitive shooting has one of the best safety records of any organized sport. This is because each shooter is expected to know and practice the safety rules and because range safety is strictly enforced. The following indoor safety rules are strictly enforced on all properly managed ranges:

a. Treat every gun as if it were loaded.

b. Always keep the muzzle of a gun pointed in a safe direction; this is usually down range or up toward the ceiling.

c. Be sure that the bolt is open and to the rear when not actually firing a shot.

d. Follow all commands given by the range officer.

e. Never handle a rifle when someone is down range.

f. When anyone gives the command, "cease fire," immediately open the bolt of your rifle and place the rifle on your shooting mat so that the open bolt is visible.

g. Never horseplay in or near the range.

h. Think about what you are doing and be careful. Think and practice safety at all times.

10 JUN 1988

4. SECNAV Rifle Competition. NJROTC rifle competition is held for the purpose of promoting training, interest, and a high standard of performance in the safe use of a rifle. Competition will be conducted in the Sport Air Rifle division, as governed by current National Rifle Association (NRA) Position Air Rifle Rules. All rules referenced herein may be found in the applicable NRA rule book. It is the responsibility of each participating unit to have a current copy of the NRA rules and to comply with all applicable provisions. Copies of the rules may be obtained from the following address:

NRA Sales  
P.O. Box 5000  
Kerneysville, WV 25430-5000  
Telephone: 1-800-336-7402

Call for the current price of the book.

a. Eligibility. All NJROTC cadets are eligible to participate in the competition. This is a team match, each team consisting of five shooting members. No competitor may be a member of more than one team.

b. Equipment. The Daisy Model 853 or its equivalent is authorized for use in the competition. No alterations to the basic air rifle are permitted.

c. Targets. Official NRA 10 meter targets (AR-5/10) will be used. Each team member requires 12 bulls eyes, 10 for the competition and 2 for sighting. The targets are available from various sources, including:

Daisy Manufacturing Company, Inc.  
Box 220  
Rogers, AR 72757  
Telephone: 1-800-643-3458

The target set from the Daisy Manufacturing Company, Inc., is item number 5818 (10 meter, 10 bull). This target set contains 12 bulls eyes.

d. Position. All NRA position rules (5 series) apply except for the sitting position (rule 5.8). The sitting position is not used for air rifle competition.

e. Range Standards. All NRA range rules (6 series) apply. Use of wind flags is optional, but if used they must follow NRA rule 6.9(a).

f. Course of Fire. The course of fire will be according to the NRA rules shown below.

10 JUL 1998

<u>RULE NUMBER</u>	<u>RULE</u>
7.2(a)(1)	10 shots in each position; prone, standing and kneeling (in that order)
7.2(b)	Air rifle target for 10 meters
7.2(c)	Shooting time, including sighting shots, is 15 minutes prone, 20 minutes standing, and 15 minutes kneeling.
7.1(d)	Dry firing is allowed only during the sighting period.

g. Time Limits. All NRA time limit rules (8 series) apply.

h. Competition Regulations and Range Operation. All NRA competition regulations and range operation rules (9 series) apply for air rifle competition except for rule number 9.18. Once firing has started, the match must be completed following the time schedule. There are no provisions for refiring the match. An incomplete match will be considered a nonentry in the competition.

i. Range Control and Commands. All NRA rules for range control and commands (10 series) apply.

j. Tournament Officials. CNET will serve as the Match Director for all competitions. NJROTC Area Managers will assist in the administration of the match. All scoring and statistical duties will be carried out as designated by CNET. The Chief Range Officer will be designated at the point of firing with regard to local circumstances. Either the NSI or the ANSI must witness the match and sign the Score Report Sheets.

k. Team Officer's Duties and Positions. Designation of team captains and coaches by the NSI is encouraged. If so designated, they will perform their duties following NRA rules 12.1 and 12.2. The NRA rules below will also be followed.

<u>RULE NUMBER</u>	<u>RULE</u>
12.3	Teams will not be rearranged after the first shot is fired.
12.5 and 12.6	The coach will not physically assist the team members in any way, including loading, cocking, or making sight adjustments.

Rule 12.4 States that substitution of alternates does not apply after firing has begun.

l. Statistical Office Operation, Scoring, and Decision of Ties. These responsibilities will be handled exclusively by CNET or a designated agent following the guidance in sections 13, 14, and 15 of the NRA rules. Targets shall not be scored or plugged by anyone other than the scoring agent. Targets that have been plugged prior to receipt by the designated scoring agent will be disqualified.

10 JUN 1986

m. Competitor's Duties and Responsibilities. All NRA rules (18 series) apply except for rules 18.11, 18.13, and 18.14, all of which concern scoring.

n. Postal Match Administration. The following paragraphs provide guidance for the administration of postal matches.

(1) Specific dates to be promulgated annually by CNET.

(2) NSIs will advise their Area Manager in October of each year of the number of teams that they will be entering in the air rifle competition.

(3) Area Managers consolidate the team input from the NSIs and advise CNET of the total number of teams entering the air rifle competition from their area. This information is due to CNET no later than 31 October of each year.

(4) Area Managers obtain the proper targets for the air rifle competition in the quantity required. This number will be based on the number of teams entering the competition.

(5) CNET will provide Area Managers with the required number of Official NRA Postal Score Report sheets (one per team).

(6) Area Managers assign target numbers, serialize targets, stamp the back of the target with a return address stamp, and distribute the targets:

(a) Assign a block of target numbers to each team, such as 001, 002, 003, 004, and 005. The next team would be assigned the next block of numbers (006 through 010). If desired, an area prefix number may be assigned before each serial number. For example, in the number 06-003, the "06" identifies the area.

(b) Serialize the targets by clearly marking three targets with each number. Each shooter requires three targets, one for each firing position. Each of the three targets is also marked with the firing position. Mark one target "P" for prone, one target "S" for standing, and one target "K" for kneeling. For example, area six, team one, shooter number three would receive three targets, serial numbers 06-003-p, 06-003-S, and 06-003-K. Fifteen targets are required per five-person team. It is recommended that the target number be marked clearly on the back of each target along the bottom margin behind the printing on the face of the target. This will prevent the target number from showing through in an obtrusive manner if the target is back lighted.

(c) Stamp the Area Manager's return address on the back of each target behind one of the record bulls eyes, numbers 1 through 10.

10 JUN 1966

(d) Area Managers will mail the targets to participating units by 1 December of each year.

(7) In order to complete the preparation for the firing match, the NSI will complete the following:

(a) Ensure that the proper number of sealed, serialized targets is on hand.

(b) Decide team composition. Remember that once the firing has started, substitution of alternates is not allowed.

(c) Complete one Official NRA Postal Score Report sheet per team. Directions are given at the end of this subsection.

(d) Prepare the targets for firing. Each target requires the following information:

Full name of the cadet firing the target  
Name of the school/unit  
UIC of the unit  
Shooting position

NOTE: Remember that members of a given team must fire only targets bearing one of the block numbers assigned to that team. Each team member must fire targets with the same target number, such as 007, throughout the match. Targets with the "P" suffix (06-007-P) are to be fired in the prone position, "S" in the standing position, and "K" in the kneeling position.

(8) The match must be kept safe and organized. The NSI or the ANSI must personally witness the firing. Guidelines for firing the match are listed below:

(a) The match must be fired during the period 1 December through 15 January.

(b) Ensure that each cadet fires the proper target number in the proper sequence.

(c) Do not score or plug the targets. Plugged targets will be disqualified by the scoring agent.

(d) The NSI or ANSI who witnessed the match must sign the Official NRA Postal Score Report sheet.

(9) After the match, the NSI will mail the targets to the Area Manager. Targets should be handled with care. Group the targets by shooter and by team. The mail package should contain three targets (P, S, and K) for each shooter. The total package for each team will be 15 targets and one properly completed Official NRA Postal Score Report sheet. Mail the targets by registered mail not later than 31 January. Targets postmarked after 31 January will not be entered in the competition.

10 JUNE 1996

(10) Area Managers will compile the target entries and forward them using registered mail to either CNET or the designated scoring agency as directed.

(11) When the official scores and standings of the teams have been determined by the scoring agent, the results of the competition will be announced and released through the individual Area Managers.

(12) Entries for the blocks on the Official NRA Postal Score Report sheet are described below. Do not put any scores or totals on this sheet.

NAME OF ORGANIZATION: NJROTC Unit and UIC

TEAM NAME: Team One, Team Bravo, Blue Team, etc.

NAME OF POSTAL: SECNAV

TEAM( ): Put an "X" after team (if applicable)

INDIVIDUAL( ): Put an "X" after individual (if applicable)

DATE MATCH FIRED: Date of the firing, for example  
3 Jan 96

COACH OR SUPV NAME: List the name and address of the NSI or ANSI who will witness the match

NAME OF SHOOTER: Name of shooter

AGE: Age of the shooter next to his/her name

TARGET #: Target serial # assigned by the Area Manager

TOTAL AND SCORE BLOCKS: Leave blank

TEAM TOTAL: Leave blank

Witness signature - The NSI or ANSI who witnessed the match must sign this block. Failure to do so will result in team disqualification. Witness Phone # - Point of contact telephone number.

5. Awards. The first, second, and third place teams will be awarded a photo-plaque of the "Naval JROTC Trophy," and each team member will be awarded a medal. Individual medals of gold, silver, and bronze will be awarded to the top three shooters (total score) in the competition.

TAB A - SAMPLE OFFICIAL NRA POSTAL SCORE REPORT SHEET  
(CNET 1650/42 (2-96))

# OFFICIAL NRA POSTAL SCORE REPORT SHEET

10 JUN 1995

NAME OF ORGANIZATION \_\_\_\_\_

TEAM NAME (if any): \_\_\_\_\_

NAME OF POSTAL: SECNAV NIROTC RIFLE COMPETITION

TEAM ( X ) INDIVIDUAL ( X ) DATE MATCH FIRED: \_\_\_\_\_

COACH OR SUPERVISOR  
NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME OF SHOOTER	AGE	TARGET#	PRONE	STANDING	KNEELING	TOTAL
<b>TEAM TOTAL</b>						

## INSTRUCTIONS

1. Please print name and age of competitor and his assigned target number.
2. Designate each shooter's team connection if any.
3. Do not put any scores on this sheet.
4. Keep a copy of the report sheet for your records and send the original with the targets to the Area Manager by registered mail.
5. Witness certification that targets were fired within the guideline of the match program.

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Witness phone #

8-A-1

Appendix 8  
TAB A

10 JUL 1996

NAVY SCREENING TABLES FOR WEIGHT BY HEIGHT

<u>MALES</u> <u>MAXIMUM</u> <u>WEIGHT</u> <u>(POUNDS)</u>	<u>HEIGHT</u> <u>(INCHES)</u>	<u>FEMALES</u> <u>MAXIMUM</u> <u>WEIGHT</u> <u>(POUNDS)</u>
	58	139
	59	141
	60	144
161	61	147
164	62	151
167	63	155
170	64	160
174	65	164
178	66	168
181	67	172
185	68	176
188	69	179
192	70	183
196	71	187
200	72	
205	73	
210	74	
215	75	

Those who do not meet these standards should refer to TAB A for percent body fat. Males must be at or below 22 percent body fat. Females must be at or below 30 percent body fat. Only Navy body fat calculation procedures will be accepted.

TAB A - BODY COMPOSITION DETERMINATION PROCEDURE

10 JUL 1996

BODY COMPOSITION DETERMINATION PROCEDURE

"Determined  
by CFC"

	<u>Males</u>	<u>Females</u>	<u>Action</u>
Within Standards	less than or equal to 22%	less than or equal to 30%	none
Over Standard	23%-25%	31%-35%	Command Directed Physical Conditioning Program (Mandatory)
	greater than or equal to 26%	greater than or equal to 36%	Refer to Medical

"Determined  
by Medical"

	OVERFAT	OVERFAT	Command Directed Physical Conditioning Program (Mandatory)
MEDICAL DETERMINATION			
	OBESE*	OBESE*	Command Directed Physical Conditioning Program (Mandatory)
			Recommend Non-Residential or Residential Rehabilitation Program (if eligible)

\*(Member not eligible to take PRT)

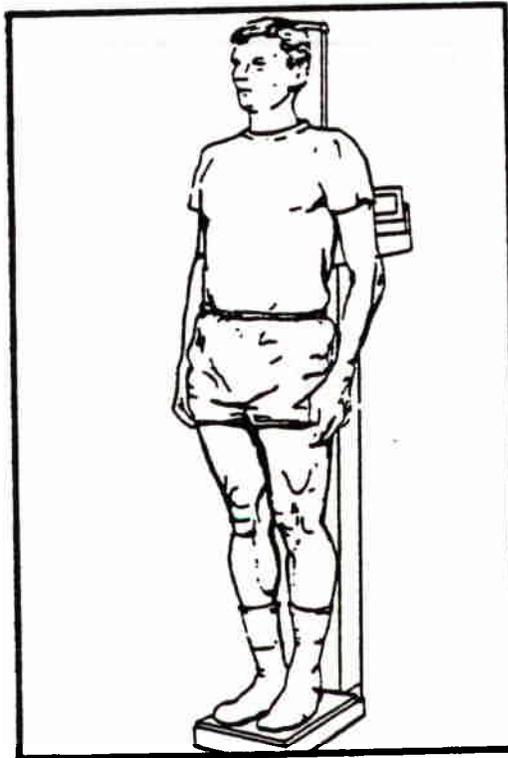
10 JUL 1986

PERCENT BODY FAT MEASUREMENT PROCEDURES

1. General Instructions. Procedures for determining body fat require the use of a standard NON-ELASTIC (metal, cloth or fiberglass) tape measure. The tape should be applied to body landmarks with sufficient tension to keep it in place without indenting the skin surface. Record measurements to the nearest half inch. With the exception of the hip measurement for women, all measurements will be taken on bare skin.

2. Percent Body Fat Determination (Males)

a. Measure height without shoes to nearest half inch. Instruct members to stand with feet together, flat on the deck, take a deep breath and stretch tall.



10 JUL 1993

b. Measure the neck circumference at a point just below the larynx (Adam's Apple) and perpendicular to the long axis of the neck. Member should look straight ahead with shoulders down (not hunched). Round neck measurement up and record to half inch. (i.e. Round 16 1/4 inches to 16.5 inches).



c. Measure the abdominal circumference at the navel, level to the deck. Arms are at the sides. Take measurement at the end of member's normal, relaxed exhalation. Round abdominal measurement down and record to half inch. (i.e. Round 34 3/4 to 34.5 inches).



10 JUL 1996

d. Determine percent body fat by subtracting the neck from the abdominal measurement and comparing this value against the height measurement from Chart A.

3. Percent Body Fat Determination (FEMALES)

a. Measure height without shoes to the nearest half inch. Instruct member to stand with feet together and flat on the deck, take a deep breath and stretch tall.

b. Measure the neck circumference at a point just below the larynx (Adam's Apple) and perpendicular to the long axis of the neck. Member should look straight ahead during measurement, with shoulders down (not hunched). Round neck measurement up and record to half inch. (i.e. Round 13 3/8 inches to 13.5 inches).



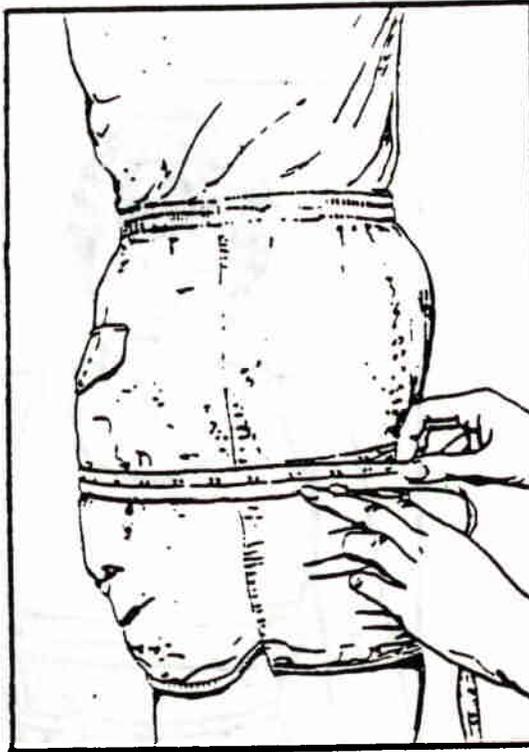
10 JUL 1996

c. Measure the natural waist circumference at the point of minimal abdominal circumference, usually located about half-way between the navel and the lower end of the sternum (breast bone). When this site is not easily observed, take several measurements at probable sites and use the smallest value. Be sure that the tape is level. Arms are at the sides. Record measurements at the end of member's normal relaxed exhalation. Round waist measurement down and record to half inch. (i.e. Round 28 5/8 inches to 28.5 inches).

TAB A  
Appendix 9

10 JUL 1996

d. Measure the hip circumference while facing the subject's right side by placing the tape around the hips so that it passes over the greatest protrusion of the gluteal muscles (buttocks) and is level to the deck. Apply sufficient tape tension so that the effect of clothing is minimized. Round the hip measurement down and record to half inch. (i.e. Round 44 3/8 inches down to 44.0 inches).



e. Determine percent body fat by adding the waist and the hip measurements, subtracting the neck measurement, and comparing this value against the height measurement from Chart B.

10 JUL 1985

Chart A  
PERCENT FAT ESTIMATION FOR MALES

Circumference Value *	Height (Inches)									
	60.0	60.5	61.0	61.5	62.0	62.5	63.0	63.5	64.0	64.5
11.0:	3	2	2	2	2	1	1	1	1	1
11.5:	4	4	4	3	3	3	3	2	2	2
12.0:	6	5	5	5	5	4	4	4	4	5
12.5:	7	7	6	6	6	6	6	5	5	5
13.0:	8	8	8	8	7	7	7	7	6	6
13.5:	10	9	9	9	9	8	8	8	8	8
14.0:	11	11	10	10	10	10	10	9	9	9
14.5:	12	12	12	11	11	11	11	11	10	10
15.0:	13	13	13	13	12	12	12	12	12	11
15.5:	15	14	14	14	14	13	13	13	13	12
16.0:	16	15	15	15	15	15	14	14	14	14
16.5:	17	17	16	16	16	16	15	15	15	15
17.0:	18	18	17	17	17	17	16	16	16	16
17.5:	19	19	19	18	18	18	18	17	17	17
18.0:	20	20	20	19	19	19	19	18	18	18
18.5:	21	21	21	20	20	20	20	19	19	19
19.0:	22	22	22	21	21	21	21	20	20	20
19.5:	23	23	23	22	22	22	22	21	21	21
20.0:	24	24	23	23	23	23	22	22	22	22
20.5:	25	25	24	24	24	24	23	23	23	23
21.0:	26	26	25	25	25	25	24	24	24	24
21.5:	27	26	26	26	26	25	25	25	25	24
22.0:	28	27	27	27	27	26	26	26	26	25
22.5:	28	28	28	28	27	27	27	27	26	26
23.0:	29	29	29	29	28	28	28	28	27	27
23.5:	30	30	30	29	29	29	29	28	28	28
24.0:	31	31	30	30	30	30	29	29	29	29
24.5:	32	31	31	31	31	30	30	30	30	29
25.0:	33	32	32	32	31	31	31	31	30	30
25.5:	33	33	33	33	32	32	32	31	31	31
26.0:	34	34	34	33	33	33	32	32	32	32
26.5:	35	35	34	34	34	33	33	33	33	32
27.0:	36	35	35	35	34	34	34	34	33	33
27.5:	36	36	36	35	35	35	35	34	34	34
28.0:	37	37	36	36	36	36	35	35	35	35
28.5:	38	37	37	37	37	36	36	36	36	35
29.0:	38	38	38	38	37	37	37	37	36	36
29.5:	39	39	39	38	38	38	37	37	37	37
30.0:	40	39	39	39	39	38	38	38	38	37
30.5:	-	-	40	40	39	39	39	39	38	38
31.0:	-	-	-	-	40	40	39	39	39	39
31.5:	-	-	-	-	-	-	-	40	40	39
32.0:	-	-	-	-	-	-	-	-	-	40
32.5:	-	-	-	-	-	-	-	-	-	-
33.0:	-	-	-	-	-	-	-	-	-	-
33.5:	-	-	-	-	-	-	-	-	-	-
34.0:	-	-	-	-	-	-	-	-	-	-
34.5:	-	-	-	-	-	-	-	-	-	-
35.0:	-	-	-	-	-	-	-	-	-	-

\* Circumference Value = abdomen circumference - neck circumference (in inches)

10 JUL 1996

Chart A  
PERCENT FAT ESTIMATION FOR MALES

Circumference Value *	Height (inches)									
	65.0	65.5	66.0	66.5	67.0	67.5	68.0	68.5	69.0	69.5
11.0:	0	0	-	-	-	-	-	-	-	-
11.5:	2	2	1	1	1	1	1	0	0	-
12.0:	3	3	3	3	2	2	2	2	2	-
12.5:	5	4	4	4	4	4	3	3	3	-
13.0:	6	6	6	5	5	5	5	5	4	-
13.5:	7	7	7	7	6	6	6	6	6	-
14.0:	9	8	8	8	8	8	7	7	7	-
14.5:	10	10	9	9	9	9	9	8	8	-
15.0:	11	11	11	10	10	10	10	10	9	-
15.5:	12	12	12	12	11	11	11	11	11	10
16.0:	13	13	13	13	12	12	12	12	12	11
16.5:	14	14	14	14	14	13	13	13	13	13
17.0:	16	15	15	15	15	14	14	14	14	14
17.5:	17	16	16	16	16	16	15	15	15	15
18.0:	18	17	17	17	17	17	16	16	16	16
18.5:	19	18	18	18	18	18	17	17	17	17
19.0:	20	19	19	19	19	19	18	18	18	18
19.5:	21	20	20	20	20	19	19	19	19	19
20.0:	22	21	21	21	21	20	20	20	20	20
20.5:	22	22	22	22	22	21	21	21	21	20
21.0:	23	23	23	23	22	22	22	22	22	21
21.5:	24	24	24	24	23	23	23	23	22	22
22.0:	25	25	25	24	24	24	24	24	23	23
22.5:	26	26	25	25	25	25	25	24	24	24
23.0:	27	27	26	26	26	26	25	25	25	25
23.5:	28	27	27	27	27	26	26	26	26	26
24.0:	28	28	28	28	27	27	27	27	27	26
24.5:	29	29	29	29	28	28	28	28	27	27
25.0:	30	30	30	29	29	29	29	28	28	28
25.5:	31	31	30	30	30	30	29	29	29	29
26.0:	32	31	31	31	31	30	30	30	30	29
26.5:	32	32	32	32	31	31	31	31	30	30
27.0:	33	33	32	32	32	32	32	31	31	31
27.5:	34	33	33	33	33	33	32	32	32	32
28.0:	34	34	34	34	33	33	33	33	33	32
28.5:	35	35	35	34	34	34	34	33	33	33
29.0:	36	36	35	35	35	35	34	34	34	34
29.5:	36	36	36	36	35	35	35	35	35	34
30.0:	37	37	37	36	36	36	36	35	35	35
30.5:	38	38	37	37	37	37	36	36	36	36
31.0:	38	38	38	38	37	37	37	37	37	36
31.5:	39	39	39	38	38	38	38	37	37	37
32.0:	40	39	39	39	39	38	38	38	38	38
32.5:	-	-	40	40	39	39	39	39	38	36
33.0:	-	-	-	-	40	40	39	39	39	39
33.5:	-	-	-	-	-	-	-	40	40	39
34.0:	-	-	-	-	-	-	-	-	-	40
34.5:	-	-	-	-	-	-	-	-	-	-
35.0:	-	-	-	-	-	-	-	-	-	-

\* Circumference Value = abdomen circumference - neck circumference (in inches)

10 JUL 1966

Chart A  
PERCENT FAT ESTIMATION FOR MALES

Circumference Value *	Height (Inches)									
	70.0	70.5	71.0	71.5	72.0	72.5	73.0	73.5	74.0	74.5
11.0:	-	-	-	-	-	-	-	-	-	-
11.5:	-	-	-	-	-	-	-	-	-	-
12.0:	1	1	1	1	0	0	0	-	-	-
12.5:	3	2	2	2	2	2	1	1	1	1
13.0:	4	4	4	3	3	3	3	3	2	2
13.5:	5	5	5	5	4	4	4	4	4	4
14.0:	7	6	6	6	6	6	5	5	5	5
14.5:	8	8	7	7	7	7	7	6	6	6
15.0:	9	9	9	8	8	8	8	8	7	7
15.5:	10	10	10	9	9	9	9	9	9	8
16.0:	11	11	11	11	10	10	10	10	10	9
16.5:	12	12	12	12	12	11	11	11	11	11
17.0:	13	13	13	13	13	12	12	12	12	12
17.5:	14	14	14	14	14	13	13	13	13	13
18.0:	15	15	15	15	15	14	14	14	14	14
18.5:	16	16	16	16	16	15	15	15	15	15
19.0:	17	17	17	17	17	16	16	16	16	16
19.5:	18	18	18	18	18	17	17	17	17	17
20.0:	19	19	19	19	18	18	18	18	18	17
20.5:	20	20	20	20	19	19	19	19	19	18
21.0:	21	21	21	20	20	20	20	20	19	19
21.5:	22	22	22	21	21	21	21	21	20	20
22.0:	23	23	22	22	22	22	22	21	21	21
22.5:	24	23	23	23	23	23	22	22	22	22
23.0:	25	24	24	24	24	23	23	23	23	23
23.5:	25	25	25	25	24	24	24	24	24	23
24.0:	26	26	26	25	25	25	25	25	24	24
24.5:	27	27	26	26	26	26	26	25	25	25
25.0:	28	27	27	27	27	27	26	26	26	26
25.5:	28	28	28	28	28	27	27	27	27	27
26.0:	29	29	29	29	28	28	28	28	27	27
26.5:	30	30	29	29	29	29	29	28	28	28
27.0:	31	30	30	30	30	30	29	29	29	29
27.5:	31	31	31	31	30	30	30	30	30	29
28.0:	32	32	32	31	31	31	31	31	30	30
28.5:	33	33	32	32	32	32	31	31	31	31
29.0:	33	33	33	33	33	32	32	32	32	31
29.5:	34	34	34	33	33	33	33	33	32	32
30.0:	35	35	34	34	34	34	33	33	33	33
30.5:	35	35	35	35	35	34	34	34	34	33
31.0:	36	36	36	35	35	35	35	34	34	34
31.5:	37	36	36	36	36	36	35	35	35	35
32.0:	37	37	37	37	36	36	36	36	36	35
32.5:	38	38	37	37	37	37	37	36	36	36
33.0:	39	38	38	38	38	37	37	37	37	37
33.5:	39	39	39	38	38	38	38	38	37	37
34.0:	40	39	39	39	39	39	38	38	38	38
34.5:	-	-	40	40	39	39	39	39	39	38
35.0:	-	-	-	-	40	40	40	39	39	39

\* Circumference Value = abdomen circumference - neck circumference (in inches)

10 JUL 1996

Chart A  
PERCENT FAT ESTIMATION FOR MALES

Circumference Value *	Height (Inches)									
	75.0	75.5	76.0	76.5	77.0	77.5	78.0	78.5	79.0	79.5
11.0:	-	-	-	-	-	-	-	-	-	-
11.5:	-	-	-	-	-	-	-	-	-	-
12.0:	-	-	-	-	-	-	-	-	-	-
12.5:	1	1	0	0	-	-	-	-	-	-
13.0:	2	2	2	1	1	1	1	1	1	0
13.5:	3	3	3	3	3	2	2	2	2	2
14.0:	5	4	4	4	4	4	3	3	3	3
14.5:	6	6	5	5	5	5	5	5	4	4
15.0:	7	7	7	6	6	6	6	6	6	5
15.5:	8	8	8	8	7	7	7	7	7	6
16.0:	9	9	9	9	8	8	8	8	8	8
16.5:	10	10	10	10	10	9	9	9	9	9
17.0:	11	11	11	11	11	10	10	10	10	10
17.5:	12	12	12	12	12	11	11	11	11	11
18.0:	13	13	13	13	13	12	12	12	12	12
18.5:	14	14	14	14	14	13	13	13	13	13
19.0:	15	15	15	15	15	14	14	14	14	14
19.5:	16	16	16	16	16	15	15	15	15	15
20.0:	17	17	17	17	16	16	16	16	16	16
20.5:	18	18	18	18	17	17	17	17	17	16
21.0:	19	19	19	18	18	18	18	18	18	17
21.5:	20	20	20	19	19	19	19	19	18	18
22.0:	21	21	20	20	20	20	20	19	19	19
22.5:	22	21	21	21	21	21	20	20	20	20
23.0:	22	22	22	22	22	21	21	21	21	21
23.5:	23	23	23	23	22	22	22	22	22	21
24.0:	24	24	24	23	23	23	23	23	22	22
24.5:	25	25	24	24	24	24	24	23	23	23
25.0:	26	25	25	25	25	25	24	24	24	24
25.5:	26	26	26	26	26	25	25	25	25	25
26.0:	27	27	27	26	26	26	26	26	25	25
26.5:	28	28	27	27	27	27	27	26	26	26
27.0:	28	28	28	28	28	27	27	27	27	27
27.5:	29	29	29	29	28	28	28	28	28	27
28.0:	30	30	29	29	29	29	29	28	28	28
28.5:	31	30	30	30	30	30	29	29	29	29
29.0:	31	31	31	31	30	30	30	30	30	29
29.5:	32	32	31	31	31	31	31	30	30	30
30.0:	33	32	32	32	32	32	31	31	31	31
30.5:	33	33	33	33	32	32	32	32	32	31
31.0:	34	34	33	33	33	33	33	32	32	32
31.5:	34	34	34	34	34	33	33	33	33	33
32.0:	35	35	35	34	34	34	34	34	33	33
32.5:	36	35	35	35	35	35	34	34	34	34
33.0:	36	36	36	36	35	35	35	35	35	34
33.5:	37	37	36	36	36	36	36	35	35	35
34.0:	37	37	37	37	37	36	36	36	36	36
34.5:	38	38	38	37	37	37	37	37	36	36
35.0:	39	38	38	38	38	38	37	37	37	37

\* Circumference Value = abdomen circumference - neck circumference (in inches)

10 JUN 1968

Chart A  
PERCENT FAT ESTIMATION FOR MALES

Circumference Value *	Height (Inches)									
	75.0	75.5	76.0	76.5	77.0	77.5	78.0	78.5	79.0	79.5
35.5:	39	39	39	39	38	38	38	38	38	37
36.0:	40	40	39	39	39	39	39	38	38	38
36.5:	-	-	40	40	39	39	39	39	39	38
37.0:	-	-	-	-	-	40	40	39	39	39
37.5:	-	-	-	-	-	-	-	40	40	40
38.0:	-	-	-	-	-	-	-	-	-	-
38.5:	-	-	-	-	-	-	-	-	-	-

\* Circumference Value = abdomen circumference - neck circumference (in inches)

10 JUL 1996

Chart B  
PERCENT FAT ESTIMATION FOR FEMALES

Circumference Value *	Height (inches)									
	58.0	58.5	59.0	59.5	60.0	60.5	61.0	61.5	62.0	62.5
34.5:	1	0	-	-	-	-	-	-	-	-
35.0:	2	1	1	1	0	-	-	-	-	-
35.5:	3	2	2	2	1	1	0	0	-	-
36.0:	4	3	3	3	2	2	1	1	1	0
36.5:	5	4	4	4	3	3	2	2	2	1
37.0:	6	5	5	4	4	4	3	3	3	2
37.5:	7	6	6	5	5	5	4	4	4	3
38.0:	7	7	7	6	6	6	5	5	5	4
38.5:	8	8	8	7	7	7	6	6	6	5
39.0:	9	9	9	8	8	8	7	7	7	6
39.5:	10	10	9	9	9	8	8	8	8	7
40.0:	11	11	10	10	10	9	9	9	9	8
40.5:	12	12	11	11	11	10	10	10	10	9
41.0:	13	12	12	12	11	11	11	10	10	10
41.5:	14	13	13	13	12	12	11	11	11	10
42.0:	14	14	14	13	13	13	12	12	12	11
42.5:	15	15	15	14	14	13	13	13	12	12
43.0:	16	16	15	15	15	14	14	14	13	13
43.5:	17	17	16	16	15	15	15	14	14	14
44.0:	18	17	17	17	16	16	16	15	15	14
44.5:	19	18	18	17	17	17	16	16	16	15
45.0:	19	19	19	18	18	17	17	17	16	16
45.5:	20	20	19	19	19	18	18	18	17	17
46.0:	21	20	20	20	19	19	19	18	18	18
46.5:	22	21	21	20	20	20	19	19	19	18
47.0:	22	22	22	21	21	20	20	20	19	19
47.5:	23	23	22	22	22	21	21	21	20	20
48.0:	24	23	23	23	22	22	22	21	21	21
48.5:	25	24	24	23	23	23	22	22	22	21
49.0:	25	25	25	24	24	23	23	23	22	22
49.5:	26	26	25	25	24	24	24	23	23	23
50.0:	27	26	26	26	25	25	24	24	24	23
50.5:	27	27	27	26	26	26	25	25	24	24
51.0:	28	28	27	27	27	26	26	25	25	25
51.5:	29	28	28	28	27	27	27	26	26	25
52.0:	29	29	29	28	28	28	27	27	27	26
52.5:	30	30	29	29	29	28	28	28	27	27
53.0:	31	30	30	30	29	29	29	28	28	27
53.5:	31	31	31	30	30	30	29	29	29	28
54.0:	32	32	32	32	31	31	30	30	29	29
54.5:	33	32	32	32	31	31	30	30	29	29
55.0:	33	33	33	33	32	32	31	30	30	29
55.5:	34	34	33	33	33	32	32	31	30	30
56.0:	35	34	34	33	33	33	32	32	31	31
56.5:	35	35	34	34	34	33	33	33	32	32
57.0:	36	35	35	35	34	34	34	33	33	33
57.5:	36	36	36	35	35	35	34	34	34	33
58.0:	37	37	36	36	36	35	35	35	34	34
58.5:	38	37	37	37	36	36	35	35	35	34

\* Circumference Value = abdomen I + hip - neck circumferences (in inches) (waist)

10 JUL 1986

Chart B  
PERCENT FAT ESTIMATION FOR FEMALES

Circumference Value *	Height (inches)									
	63.0	63.5	64.0	64.5	65.0	65.5	66.0	66.5	67.0	67.5
34.5:	-	-	-	-	-	-	-	-	-	-
35.0:	-	-	-	-	-	-	-	-	-	-
35.5:	-	-	-	-	-	-	-	-	-	-
36.0:	0	-	-	-	-	-	-	-	-	-
36.5:	1	1	0	-	-	-	-	-	-	-
37.0:	2	2	1	-	1	0	-	-	-	-
37.5:	3	3	2	2	2	1	-	-	-	-
38.0:	4	3	3	3	2	2	1	0	-	-
38.5:	5	4	4	4	3	3	3	2	2	2
39.0:	6	5	5	5	4	4	4	3	3	3
39.5:	7	6	6	6	5	5	5	4	4	4
40.0:	7	7	7	6	6	6	5	5	5	4
40.5:	8	8	8	7	7	7	6	6	6	5
41.0:	9	9	8	8	8	7	7	7	6	6
41.5:	10	10	9	9	9	8	8	8	7	7
42.0:	11	10	10	10	9	9	9	8	8	8
42.5:	12	11	11	11	10	10	10	9	9	9
43.0:	12	12	12	11	11	11	10	10	10	9
43.5:	13	13	13	12	12	12	11	11	11	10
44.0:	14	14	13	13	13	12	12	12	11	11
44.5:	15	15	14	14	14	13	13	13	12	12
45.0:	16	15	15	15	14	14	14	13	13	13
45.5:	16	16	16	15	15	15	14	14	14	13
46.0:	17	17	17	16	16	16	15	15	15	14
46.5:	18	18	17	17	17	16	16	16	15	15
47.0:	19	18	18	18	17	17	17	16	16	16
47.5:	19	19	19	18	18	18	17	17	17	16
48.0:	20	20	20	19	19	18	18	18	18	17
48.5:	21	21	20	20	20	19	19	19	18	18
49.0:	22	21	21	21	20	20	20	19	19	19
49.5:	22	22	22	21	21	21	20	20	20	19
50.0:	23	23	22	22	22	21	21	21	20	20
50.5:	24	23	23	23	22	22	22	21	21	21
51.0:	24	24	24	23	23	23	22	22	22	21
51.5:	25	25	24	24	24	23	23	23	22	22
52.0:	26	25	25	25	24	24	24	23	23	23
52.5:	26	26	26	25	25	25	24	24	24	23
53.0:	27	27	26	26	26	25	25	25	24	24
53.5:	28	27	27	27	26	26	26	25	24	24
54.0:	28	28	28	27	27	27	26	25	25	25
54.5:	29	29	28	28	28	27	27	27	26	26
55.0:	30	29	29	29	28	28	28	27	27	27
55.5:	30	30	30	29	29	29	28	28	28	27
56.0:	31	31	30	30	30	29	29	29	28	28
56.5:	32	31	31	31	30	30	30	29	29	29
57.0:	32	32	32	31	31	31	30	30	30	29
57.5:	33	32	32	32	31	31	31	30	30	30
58.0:	33	33	33	32	32	32	31	31	31	30
58.5:	34	34	33	33	33	32	32	32	31	31

\* Circumference Value = abdomen I + nlp - neck circumferences (in inches)  
(waist)

10 JUN 1996

Chart B  
PERCENT FAT ESTIMATION FOR FEMALES

Circumference Value *	Height (inches)									
	68.0	68.5	69.0	69.5	70.0	70.5	71.0	71.5	72.0	72.5
34.5:	-	-	-	-	-	-	-	-	-	-
35.0:	-	-	-	-	-	-	-	-	-	-
35.5:	-	-	-	-	-	-	-	-	-	-
36.0:	-	-	-	-	-	-	-	-	-	-
36.5:	-	-	-	-	-	-	-	-	-	-
37.0:	-	-	-	-	-	-	-	-	-	-
37.5:	-	-	-	-	-	-	-	-	-	-
38.0:	0	0	-	-	-	-	-	-	-	-
38.5:	1	1	1	0	0	-	-	-	-	-
39.0:	2	2	2	1	1	1	0	0	-	-
39.5:	3	3	3	2	2	2	1	1	1	0
40.0:	4	4	3	3	3	3	2	2	2	1
40.5:	5	5	4	4	4	3	3	3	2	2
41.0:	6	5	5	5	5	4	4	4	3	3
41.5:	7	6	6	6	5	5	5	4	4	4
42.0:	8	7	7	7	6	6	6	5	5	5
42.5:	8	8	8	7	7	7	6	6	6	6
43.0:	9	9	9	8	8	8	7	7	7	6
43.5:	10	10	9	9	9	8	8	8	7	7
44.0:	11	10	10	10	9	9	9	9	8	8
44.5:	12	11	11	11	10	10	10	9	9	9
45.0:	12	12	12	11	11	11	10	10	10	10
45.5:	13	13	12	12	12	12	11	11	11	10
46.0:	14	14	13	13	13	12	12	12	11	11
46.5:	15	14	14	14	13	13	13	12	12	12
47.0:	15	15	15	14	14	14	13	13	13	13
47.5:	16	16	15	15	15	15	14	14	14	13
48.0:	17	17	16	16	16	15	15	15	14	14
48.5:	18	17	17	17	16	16	16	15	15	15
49.0:	18	18	18	17	17	17	16	16	16	15
49.5:	19	19	18	18	18	17	17	17	17	16
50.0:	20	19	19	19	18	18	18	18	17	17
50.5:	20	20	20	19	19	19	19	18	18	18
51.0:	21	21	20	20	20	20	19	19	19	18
51.5:	22	21	21	21	21	20	20	20	19	19
52.0:	22	22	22	22	21	21	21	20	20	20
52.5:	23	23	22	22	22	22	21	21	21	20
53.0:	24	23	23	23	23	22	22	22	21	21
53.5:	24	24	24	23	23	23	23	22	22	22
54.0:	25	25	24	24	24	24	23	23	23	22
54.5:	26	25	25	25	24	24	24	24	23	23
55.0:	26	26	26	25	25	25	24	24	24	24
55.5:	27	27	26	26	26	25	25	25	25	24
56.0:	28	27	27	27	26	26	26	25	25	25
56.5:	28	28	28	27	27	27	26	26	26	25
57.0:	29	29	28	28	28	27	27	27	26	26
57.5:	30	29	29	29	28	28	28	27	27	27
58.0:	30	30	29	29	29	29	28	28	28	27
58.5:	31	30	30	30	29	29	29	29	28	28

\* Circumference Value = abdomen + hip - neck circumferences (in inches)  
(waist)

10 JUN 1966

Chart B  
PERCENT FAT ESTIMATION FOR FEMALES

Circumference Value *	Height (inches)									
	73.0	73.5	74.0	74.5	75.0	75.5	76.0	76.5	77.0	77.5
34.5:	-	-	-	-	-	-	-	-	-	-
35.0:	-	-	-	-	-	-	-	-	-	-
35.5:	-	-	-	-	-	-	-	-	-	-
36.0:	-	-	-	-	-	-	-	-	-	-
36.5:	-	-	-	-	-	-	-	-	-	-
37.0:	-	-	-	-	-	-	-	-	-	-
37.5:	-	-	-	-	-	-	-	-	-	-
38.0:	-	-	-	-	-	-	-	-	-	-
38.5:	-	-	-	-	-	-	-	-	-	-
39.0:	-	-	-	-	-	-	-	-	-	-
39.5:	0	-	-	-	-	-	-	-	-	-
40.0:	1	1	0	0	-	-	-	-	-	-
40.5:	2	2	1	1	1	0	0	-	-	-
41.0:	3	2	2	2	2	1	1	1	0	0
41.5:	4	3	3	3	2	2	2	2	1	1
42.0:	4	4	4	4	3	3	3	2	2	2
42.5:	5	5	5	4	4	4	3	3	3	3
43.0:	6	6	5	5	5	5	4	4	4	3
43.5:	7	7	6	6	6	5	5	5	5	4
44.0:	8	7	7	7	6	6	6	6	5	5
44.5:	8	8	8	8	7	7	7	6	6	6
45.0:	9	9	9	8	8	8	7	7	7	7
45.5:	10	10	9	9	9	9	8	8	8	7
46.0:	11	10	10	10	10	9	9	9	8	8
46.5:	12	11	11	11	10	10	10	9	9	9
47.0:	12	12	12	11	11	11	11	10	10	10
47.5:	13	13	12	12	12	12	11	11	11	10
48.0:	14	13	13	13	13	12	12	12	11	11
48.5:	14	14	14	14	13	13	13	12	12	12
49.0:	15	15	15	14	14	14	13	13	13	13
49.5:	16	16	15	15	15	14	14	14	14	13
50.0:	17	15	16	16	15	15	15	15	14	14
50.5:	17	17	17	16	16	16	16	15	15	15
51.0:	18	18	17	17	17	17	16	16	16	15
51.5:	19	18	18	18	17	17	17	17	16	16
52.0:	19	19	19	18	18	18	18	17	17	17
52.5:	20	20	19	19	19	19	18	18	18	17
53.0:	21	20	20	20	20	19	19	19	18	18
53.5:	21	21	21	20	20	20	20	19	19	19
54.0:	22	22	21	21	21	21	20	20	20	19
54.5:	23	22	22	22	21	21	21	21	20	20
55.0:	23	23	23	22	22	22	22	21	21	21
55.5:	24	24	23	23	23	22	22	22	22	21
56.0:	25	24	24	24	23	23	23	22	22	22
56.5:	25	25	25	24	24	24	23	23	23	23
57.0:	26	25	25	25	25	24	24	24	23	23
57.5:	26	26	26	26	25	25	25	24	24	24
58.0:	27	27	26	26	26	26	25	25	25	24
58.5:	28	27	27	27	26	26	26	26	25	25

\* Circumference Value = abdomen + hip - neck circumferences (in inches) (waist)

10 JUL 1966

Chart B  
PERCENT FAT ESTIMATION FOR FEMALES

Circumference Value *	Height (inches)									
	58.0	58.5	59.0	59.5	60.0	60.5	61.0	61.5	62.0	62.5
59.0:	38	38	38	37	37	36	36	36	35	35
59.5:	39	38	38	38	37	37	37	36	36	36
60.0:	39	39	39	38	38	38	37	37	37	36
60.5:	40	40	39	39	39	38	38	37	37	37
61.0:	41	40	40	39	39	39	38	38	38	37
61.5:	41	41	40	40	40	39	39	39	38	38
62.0:	42	41	41	41	40	40	40	39	39	38
62.5:	42	42	42	41	41	40	40	40	39	39
63.0:	43	42	42	42	41	41	41	40	40	40
63.5:	43	43	43	42	42	42	41	41	40	40
64.0:	44	44	43	43	42	42	42	41	41	41
64.5:	45	44	44	43	43	43	42	42	42	41
65.0:	-	45	44	44	44	43	43	42	42	42
65.5:	-	-	45	44	44	44	43	43	43	42
66.0:	-	-	-	-	45	44	44	44	43	43
66.5:	-	-	-	-	-	45	44	44	44	43
67.0:	-	-	-	-	-	-	45	45	44	44
67.5:	-	-	-	-	-	-	-	-	45	44
68.0:	-	-	-	-	-	-	-	-	-	45
68.5:	-	-	-	-	-	-	-	-	-	-
69.0:	-	-	-	-	-	-	-	-	-	-
69.5:	-	-	-	-	-	-	-	-	-	-
70.0:	-	-	-	-	-	-	-	-	-	-
70.5:	-	-	-	-	-	-	-	-	-	-
71.0:	-	-	-	-	-	-	-	-	-	-
71.5:	-	-	-	-	-	-	-	-	-	-
72.0:	-	-	-	-	-	-	-	-	-	-
72.5:	-	-	-	-	-	-	-	-	-	-
73.0:	-	-	-	-	-	-	-	-	-	-
73.5:	-	-	-	-	-	-	-	-	-	-
74.0:	-	-	-	-	-	-	-	-	-	-
74.5:	-	-	-	-	-	-	-	-	-	-
75.0:	-	-	-	-	-	-	-	-	-	-
75.5:	-	-	-	-	-	-	-	-	-	-

\* Circumference Value = abdomen + hip - neck circumferences (in inches)  
(waist)

1-0 JUL 1966

Chart B  
PERCENT FAT ESTIMATION FOR FEMALES

Circumference Value *	Height (inches)									
	73.0	73.5	74.0	74.5	75.0	75.5	76.0	76.5	77.0	77.5
34.5:	-	-	-	-	-	-	-	-	-	-
35.0:	-	-	-	-	-	-	-	-	-	-
35.5:	-	-	-	-	-	-	-	-	-	-
36.0:	-	-	-	-	-	-	-	-	-	-
36.5:	-	-	-	-	-	-	-	-	-	-
37.0:	-	-	-	-	-	-	-	-	-	-
37.5:	-	-	-	-	-	-	-	-	-	-
38.0:	-	-	-	-	-	-	-	-	-	-
38.5:	-	-	-	-	-	-	-	-	-	-
39.0:	-	-	-	-	-	-	-	-	-	-
39.5:	0	-	-	-	-	-	-	-	-	-
40.0:	1	1	0	0	-	-	-	-	-	-
40.5:	2	2	1	1	1	0	0	-	-	-
41.0:	3	2	2	2	2	1	1	0	0	0
41.5:	4	3	3	3	2	2	2	1	1	1
42.0:	4	4	4	4	3	3	3	2	2	2
42.5:	5	5	5	4	4	4	3	3	3	3
43.0:	6	6	5	5	5	5	4	4	4	3
43.5:	7	7	6	6	6	5	5	5	5	4
44.0:	8	7	7	7	6	6	6	6	5	5
44.5:	8	8	8	8	7	7	7	6	6	6
45.0:	9	9	9	8	8	8	7	7	7	7
45.5:	10	10	9	9	9	9	8	8	8	7
46.0:	11	10	10	10	10	9	9	9	8	8
46.5:	12	11	11	11	10	10	10	9	9	9
47.0:	12	12	12	11	11	11	11	10	10	10
47.5:	13	13	12	12	12	12	11	11	11	10
48.0:	14	13	13	13	13	12	12	12	11	11
48.5:	14	14	14	14	13	13	13	12	12	12
49.0:	15	15	15	14	14	14	13	13	13	13
49.5:	16	16	15	15	15	14	14	14	14	13
50.0:	17	16	16	16	15	15	15	15	14	14
50.5:	17	17	17	16	16	16	16	15	15	15
51.0:	18	18	17	17	17	17	16	16	16	15
51.5:	19	18	18	18	17	17	17	17	16	16
52.0:	19	19	19	18	18	18	18	17	17	17
52.5:	20	20	19	19	19	19	18	18	18	17
53.0:	21	20	20	20	20	19	19	19	18	18
53.5:	21	21	21	20	20	20	20	19	19	19
54.0:	22	22	21	21	21	21	20	20	20	19
54.5:	23	22	22	22	21	21	21	21	20	20
55.0:	23	23	23	22	22	22	22	21	21	21
55.5:	24	24	23	23	23	22	22	22	22	21
56.0:	25	24	24	24	23	23	23	22	22	22
56.5:	25	25	25	24	24	24	23	23	23	23
57.0:	26	25	25	25	25	24	24	24	23	23
57.5:	26	26	26	26	25	25	25	24	24	24
58.0:	27	27	26	26	26	26	25	25	25	24
58.5:	28	27	27	27	26	26	26	26	25	25

\* Circumference Value = abdomen + hip - neck circumferences (in inches)  
(waist)

10 JUN 1986

Chart B  
PERCENT FAT ESTIMATION FOR FEMALES

Circumference Value *	Height (inches)									
	58.0	58.5	59.0	59.5	60.0	60.5	61.0	61.5	62.0	62.5
59.0:	38	38	38	37	37	36	36	36	35	35
59.5:	39	38	38	38	37	37	37	36	36	36
60.0:	39	39	39	38	38	38	37	37	37	36
60.5:	40	40	39	39	39	38	38	37	37	37
61.0:	41	40	40	39	39	39	38	38	38	37
61.5:	41	41	40	40	40	39	39	39	38	38
62.0:	42	41	41	41	40	40	40	39	39	38
62.5:	42	42	42	41	41	40	40	40	39	39
63.0:	43	42	42	42	41	41	41	40	40	40
63.5:	43	43	43	42	42	42	41	41	40	40
64.0:	44	44	43	43	42	42	42	41	41	41
64.5:	45	44	44	43	43	43	42	42	42	41
65.0:	-	45	44	44	44	43	43	42	42	42
65.5:	-	-	45	44	44	44	43	43	43	42
66.0:	-	-	-	-	45	44	44	44	43	43
66.5:	-	-	-	-	-	45	44	44	44	43
67.0:	-	-	-	-	-	-	45	45	44	44
67.5:	-	-	-	-	-	-	-	-	45	44
68.0:	-	-	-	-	-	-	-	-	-	45
68.5:	-	-	-	-	-	-	-	-	-	-
69.0:	-	-	-	-	-	-	-	-	-	-
69.5:	-	-	-	-	-	-	-	-	-	-
70.0:	-	-	-	-	-	-	-	-	-	-
70.5:	-	-	-	-	-	-	-	-	-	-
71.0:	-	-	-	-	-	-	-	-	-	-
71.5:	-	-	-	-	-	-	-	-	-	-
72.0:	-	-	-	-	-	-	-	-	-	-
72.5:	-	-	-	-	-	-	-	-	-	-
73.0:	-	-	-	-	-	-	-	-	-	-
73.5:	-	-	-	-	-	-	-	-	-	-
74.0:	-	-	-	-	-	-	-	-	-	-
74.5:	-	-	-	-	-	-	-	-	-	-
75.0:	-	-	-	-	-	-	-	-	-	-
75.5:	-	-	-	-	-	-	-	-	-	-

\* Circumference Value = abdomen, hip - neck circumferences (in inches)  
(waist)

10 JUL 1996

## FORMS ASSOCIATED WITH NJROTC

<u>FORM NUMBER</u>	<u>FORM NAME</u>
CNET 1020/1	Female Clothing Issue
CNET 1020/2	Male Clothing Issue
CNET 1530/23	NJROTC Optical Scan Answer Sheets
CNET 1533/3 (Rev. 6-89)	NJROTC Student Record
CNET 1533/34 (Rev. 8-91)	Interviewer's Appraisal
CNET 1533/79	NJROTC Unit Inspection Report
CNET 1533/80 (Rev. 2-96)	NJROTC Unit Inspection Guide
CNET 1533/83	NJROTC Unit Directory
CNET 1533/90	Host School Application/ Information Package
CNET 1533/99	Photograph Page
CNET 1610/2 (Rev. 9-94)	NJROTC Instructor Evaluation
CNET 1650/1	Certification of Completion (NJROTC) 4 yrs
CNET 1650/2	Certification of Completion (NJROTC) 3 yrs
CNET 1650/3	Certification of Completion (NJROTC) 2 yrs
CNET 1650/4	Certification of Completion (NJROTC) 1 yr
CNET 1650/42 (Rev. 2-96)	Official NRA Postal Score Report Sheet
CNET 5100/2 (Rev. 2-96)	NJROTC Safety Report
CNET-GEN 5800/4 (Rev. 1-95)	NJROTC Standard Release Form
CNET 7000/3 (Rev. 1-79)	NJROTC Status of Obligations
CNET 7220/3 (Rev. 2-95)	NJROTC Instructor Employment Data
CNET 7220/5 (Rev. 1-96)	VHA/BAQ Certification
CNET 7300/4 (Rev. 2-96)	Financial Report
NAVCOMPT 2277	Claims for Transportation, Lodging and Meal Reimbursement
NAVFINCEN 7220/148	Retired Retainer Pay Account
NAVMED 6120/2	Officers Physical Examination Questionnaire
NETPMSA 1530/1	NJROTC Graduate Report
NETPMSA 1530/2	NJROTC Unit and School Enrollment Report
DD Form 1381	Air Transportation Agreement
SF 88	Report of Medical Examination
SF 93	Report of Medical History

10 FEB 1986

## GUIDELINES TO USE IN COMPLETING NSI/ANSI EVALUATIONS

1. The instructor name and rank must be completed and either NSI or ANSI circled. The period of the evaluation is from the last evaluation (generally the last annual inspection) to the date of the annual inspection. If an instructor has been on board for less than 60 days, the only section that must be graded is the Personal Appearance/Physical Readiness Section. The current school name and UIC must be completed. The instructor's height and weight must be completed. If the instructor weight is not within limits specified in the NJROTC regulations, body fat percentage must be completed.

2. The remainder of the evaluation is graded utilizing one of two categories: "meets expectations" or "does not meet expectations." Grades must be entered on each of the trait subsections.

3. The following guidelines should be utilized while completing the instructor evaluation form. The evaluator should discuss areas of concern with the instructor. Any area graded as "does not meet expectations" must be elaborated upon in the comments and goals section of the form.

a. Program Leadership. Among other items in this category, the NSI/ANSI should:

(1) Provide positive direction for the program. This should include establishment of long- and short-term goals and assessment of progress towards meeting goals.

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

(3) Develop good recruitment strategies. (If a unit did not meet enrollment minimums, and the individual being evaluated was onboard during the previous school year, the individual being evaluated normally will receive a grade of "does not meet expectations" in the overall area.)

(4) Conduct an effective public affairs program. This should include local media, parent involvement, and inclusion of community service organizations.

(5) Provide effective leadership to the ANSI(s).\*

(6) Ensure effective management of the unit fiscal resources. This includes proper accounting of all funds, on-time submission of reports, and use of proper requisition procedures.\*

(7) Accurately complete reports required by higher authority in a timely manner.\*

\*(May not apply to all ANSI's)

10 JUL 1996

(8) Understand and utilize CNET-provided administrative computer and programs.

(9) Establish and maintain a positive and safe environment. This should include cadet understanding of Training Time Out (TTO) procedures, general safety awareness, avoidance of high risk training, proper completion of medical release forms, etc.

(10) Create an effective field trip program. This can include visits to fleet units, drill and field meet competitions, mini-boot camps, leadership academy participation, etc.

b. Personal Appearance/Physical Readiness. Among other items in this category, the NSI/ANSI should:

(1) Comply with service uniform and grooming requirements applicable to active duty personnel. This includes possessing enough inspection-ready uniforms for daily wear.

(2) Be within NJROTC height/weight or body fat requirements.

(3) Wear the proper uniform in the classroom and when supervising/accompanying cadets in uniform.

(4) Possess the stamina to perform all duties required to be an effective role model and leader of an NJROTC unit. Among other items, this includes the ability to interact and actively participate in all aspects of the NJROTC program including orientation trips, orienteering exercises, drill and field meets, extra-curricular leadership programs, PFTs etc.

(5) Be physically fit and able to perform all duties of a chaperon while escorting cadets on trips away from the host school, i.e., marching with cadets if necessary, embarking on Navy or commercial vessels and aircraft.

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

(FAILURE TO MEET ANY OF THE ABOVE STANDARDS WILL RESULT IN A GRADE OF "DOES NOT MEET EXPECTATIONS")

c. Program Instruction. Among other items in this category, the NSI/ANSI should:

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

(2) Use effective teaching techniques.

(3) Integrate all teaching aids, including videodisc, video cassette, and computers, as appropriate, into the classroom.

10 JUL 1986

- (4) Evaluate student progress effectively.
- (5) Demonstrate ability to motivate students.
- (6) Maintain proper classroom and student behavior.

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

d. Interpersonal Relationships. Among other items in this category, the NSI/ANSI should:

(1) Demonstrate positive interpersonal relationships with cadets. This should include: encourage students to develop to their fullest potential, know each cadet as an individual, assist each cadet in dealing with success and failure, etc.

(2) Demonstrate a positive interpersonal relationship with fellow naval science instructor(s). It is essential that the NSI and ANSI(s) interact with each other in a positive, mutually respectful, and just manner. This includes an equitable distribution of workload both within and external to the classroom.

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

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

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

e. Comments and Goals for the Next Year. Specific comments are required if any area is marked as "does not meet expectations." The instructor and person conducting the evaluation should reach agreement on the goals that should be accomplished in the following year and upon an effective measure of accomplishment and list them below. (Example: Increase cadet retention for the year. Successful accomplishment will be indicated if less than 10 percent of the 1 October enrollment drops prior to the annual inspection.)

10 JUL 1996

f. Signatures and Distribution

(1) NSI evaluations must be signed by the area manager. Signature of the person evaluated must be obtained. ANSI evaluations must be signed by the NSI. If any area is graded as "does not meet expectations," or if the comments and goals section contains any information that may be considered as negative, the individual being evaluated must sign and date the evaluation. This signature does not indicate concurrence with the evaluation; it indicates that the contents have been provided to the individual. Instructors may provide comments concerning the evaluation (see section below). The area manager must sign and date all NSI/ANSI evaluations that are completed by the unit NSI. If the area manager does not concur with the evaluation conducted by the NSI, the area manager must so indicate by writing "do not concur" on the area manager signature block and attaching and signing an addendum to the evaluation.

(2) Non-concurrence. If an individual does not concur with the contents of the evaluation, he/she should forward comments to CNET (NJROTC) via the NSI (if the evaluation was submitted by the NSI) and the area manager. Comments should discuss the area of concern and must be temperate in nature. These comments will be attached to the original evaluation and provided along with the evaluation to anyone who is authorized to review the evaluation. CNET will acknowledge receipt of these comments by mail.

(3) Distribution. The original evaluation will be forwarded to CNET (NJROTC) by the area manager. A copy will be provided to the individual evaluated and a copy will be retained by the area manager for 4 years.