



ADMINISTRATIVE PROCEDURE

CATEGORY: **Instruction, Basic Programs**

SUBJECT: **Junior Reserve Officers Training Corps,
General**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for the organization and operation of the Junior Reserve Officers Training Corps (JROTC) program within the San Diego Unified School District.
2. **Related Procedures:**
 - JROTC Curriculum and Instruction 4196
 - JROTC Equipment and Facilities 4197
 - JROTC Program Activities and Supervision 4198
 - JROTC Transportation, Supplies, Equipment and Records 4199
 - Release of Directory-Type Student Information 6525

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-1000, F-1500, F-2000; Education Code Section 51750.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the JROTC Program Manager, Office of College, Career and Technical Education; Instructional Support Services Division.
2. **Authority.** Junior Reserve Officers Training Corps units are established under the authority of Chapter 102, Title 10, United States Code and by directives and regulations of the appropriate military service.
3. **The purpose** of the JROTC program is to educate and motivate youth to become better citizens, instill leadership and patriotic qualities, and to encourage a fit and healthy lifestyle.
4. **Definitions:**
 - a. **JROTC HQ:** JROTC Program Manager; Office of College, Career and Technical Education; Instructional Support Services Division, is responsible for the district's JROTC program.
 - b. **JROTC:** Junior Reserve Officers Training Corps at the high school level.
 - c. **Unit:** A separate school JROTC unit.

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- d. **JROTC Program Manager:** The senior U.S. Army retired officer assigned to and in charge of JROTC program management; Office of College, Career and Technical Education, Instructional Support Services Division.
 - e. **JROTC Assistant to the Program Manager:** A retired U.S. Army officer, warrant officer, or enlisted person who serves as assistant to the Program Manager.
 - f. **Senior Military Science Instructor:** The senior retired officer assigned to and in charge of a separate school JROTC unit within the San Diego Unified School District JROTC program.
 - g. **Military Science Instructor:** A retired warrant officer or noncommissioned officer assigned to a JROTC unit to assist the Senior Military Science Instructor.
 - h. **MPS:** The Military Property Specialist, responsible for all logistical procedures related to government property.
5. **Establishment of New JROTC Units.** New units may be established upon application to the Department of the Army, Navy, Air Force, or Marine Corps. Application must be submitted to the JROTC Program Manager and approved through the appropriate chain of command, with final approval by the Board of Education.
6. **Retention of Units**
- a. To retain an established JROTC unit, each institution must continuously meet the following requirements:
 - (1) **Support of JROTC.** Each institution must merit a rating of satisfactory on inspections with respect to any item affected by institutional support.
 - (2) **Enrollment.** Each institution must maintain a JROTC unit enrollment of 100 students, or ten percent of the school/academy population if less than 1,000 students.
 - (3) **Continuance** of programs not meeting requirements must be supported by the specific service and school administrator; a plan must be developed to address deficiencies, and must include the date by which the deficiencies will be corrected.
 - b. **Maintenance of required standards**
 - (1) JROTC units at institutions that do not maintain required standards will be considered for probationary and/or withdrawal action.

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- (2) A unit placed on probation will remain in a probationary status until it meets prescribed conditions or is discontinued as an established unit.

7. **Student Eligibility.** A participant must:

- a. Be a regularly enrolled student and submit a Parental Consent Form.
- b. Be at least fourteen years of age.
- c. Maintain an acceptable standard of academic achievement or demonstrate efforts to improve academic standing.
- d. Maintain an acceptable standard of conduct and be of good moral character.
- e. Be physically fit to participate in activities of the JROTC program, including physical education.
- f. Students with disabilities will participate in alternate JROTC fitness programs.

8. **Discontinuance of a JROTC Unit**

- a. **School request.** The principal of a secondary school desiring discontinuance of a JROTC unit should advise the JROTC Program Manager, who will submit the request to the Office of College, Career and Technical Education for review and recommendation. If discontinuance is recommended, the request will be submitted via the appropriate chain of command to the Board of Education for approval. Upon Board approval the JROTC Program Manager will notify the appropriate military service. Contractual agreements require SDUSD to notify appropriate services one year prior to discontinuance.
- b. **For cause.** Recommendations by specific services to withdraw a unit for reasons other than a request by school officials are made only for cause. The recommendation is submitted by the JROTC Program Manager to the Director of the Office of College, Career and Technical Education. The recommendation is routed via the appropriate chain of command to the Board of Education for approval. Upon Board approval the JROTC Program Manager will notify the appropriate military service. Cause includes, but is not limited to, a failure of an institution to:
 - (1) Maintain requirements for successful management of the unit.
 - (2) Remedy the reason(s) that resulted in the unit being placed on probation.

D. IMPLEMENTATION (See Section C.)

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E. FORMS AND AUXILIARY REFERENCES (Available through the JROTC Program Management Office)

1. 10 USC, Chapter 102- Junior Reserve Training Corps.
2. Department of Defense (DOD) Instruction Number 1205.13 – Junior Reserve Officer Training Corps (JROTC) Program.
3. U.S. Army Regulation 145-2 Junior Reserve Officer Training Corps Program – Organization, Administration, Operation, and Support of the JROTC program.
4. CNETINST. 1533.9K, Regulations governing administration of the Naval Junior Reserve Officers Program (NJROTC).
5. Air Force ROTC Instruction 36-2004, Air Force Junior Reserve Officers Training Course.
6. Marine Corps Order (MCO) P1533.6D, Marine Corps Junior Reserve Officer Training Corps Standing Operating Procedures (MCJROTC SOP)

F. REPORTS AND RECORDS

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff