

INFORMATION PAPER

ATTC-JR
14 Jan 2020

Subject: Information Paper, US Army Cadet Command Order of Merit List for JROTC Units

1. Purpose: To provide information about the US Army Cadet Command Order of Merit List (OML) for establishment of JROTC programs

2. Facts:

a. Authority: Title 10, US Code, Section 2031 mandates that “the Secretary of each military department shall establish and maintain a JROTC program, organized into units, at public and private secondary educational institutions which apply for a unit and meet the standards and criteria pursuant to this section.” Title 10, Section 4651 authorizes the National Defense Cadet Corps (NDCC) as an alternative to JROTC. NDCC units are primarily funded by the school hosting the unit.

b. Implementation. AR 145-2 implements Title 10 regarding the establishment of JROTC units, and defines the selection of institutions that may participate.

c. Mission. The JROTC mission, “To motivate young people to be better citizens” has made significantly positive impacts upon youth who participate, the educational institutions which host the programs, and the communities where the schools are located. The benefits are reflected in nationally recognized quality indicators, and have influenced other educational institutions to apply to host a unit. The application process has required Cadet Command develop a criteria-based process to provide a fair and equitable placement of units on a “waiting list” Order of Merit List (OML) IAW established guidelines. Currently, more than 250 educational institutions have submitted applications to host a JROTC or an NDCC program.

d. The Application Process.

- When an educational institution submits an application to host a JROTC or NDCC program and the application is received by the USACC JROTC Directorate, it is logged in and checked to ensure that the application/contract is complete, and all supporting documents are attached. An acceptance letter is generated and sent to the school and the Brigade responsible for the geographical area where the school is located. The letter informs the school that its application has been received and is being processed.
- The application is then processed through the OML. The OML process provides a numerical value to the application. This numerical value is determined by using a set of “needs-based” criteria.

- The OML is a living document that changes on a day-to-day basis. As new applications are added and given a numerical value, they may cause some existing programs' applications to rise or fall on the list based on their numbers.
- This criterion consists of seven categories, to include Title 1 eligibility, indicators of need, student enrollment, and willingness to offer other credit, school financial solvency, school facilities, and fair and equitable distribution. Each category is assessed and assigned a numerical value.
 - The first category is Title 1. Title 1 is defined as schools where at least 40% of the children in the school attendance area are from low income families and receive free or reduced lunches, or at least 40% of the student enrollment are from low-income families who are eligible to receive federal Title 1 funds. Title 1 eligibility is assigned a 20-point value.
 - The second category is Indicators of Need. Under this category, the school is assessed by using the following five areas and awarded a possible point value of 0-20 points:
 - Local Unemployment Rates (4 points)
 - High illiteracy rate among adult population (4 points)
 - Reading and Mathematics Proficiency (RAMP) (4 Points)
 - Post Secondary Education/Opportunities (4 points)
 - Graduation Rate (4 points)
 - The third category is student enrollment. This category is based on the schools having adequate student population and interest in participation in JROTC. The school is assessed by using the following three areas and awarded a possible point value of 5-15 points:
 - Cadet Enrollment of 100 or above (15 points)
 - Cadet Enrollment of 75-99 (10 points)
 - Cadet Enrollment of 74 and below (5 points)
 - The fourth category is Willingness to offer credit other than elective credit for attendance/participation in JROTC. The school is assessed by using the following three areas and awarded a possible point value of 5-15 points:
 - Health Credit (15 points)

- Physical Fitness Credit (10 points)
 - Elective Credit (5 points)
- The fifth category is School Financial Solvency. The school is assessed by its ability to be financially capable of sustaining a JROTC/NDCC program in the out years. The school is awarded a possible point value of 5 points for this category.
- The sixth category is School Facilities. The school is assessed by its capability of supporting a JROTC/NDCC program by providing items such as classrooms, offices, and drill areas. The school is assessed by using the following two areas and awarded a possible point value of 5-10 points:
 - Exceeds the minimum requirements (more than 1 office, air rifle firing range, etc.) (10 points)
 - Provides the minimum Requirements (1 office, 1 classroom, etc.) (5 points)
- The seventh category is Fair and Equitable Distribution. This category is determined by providing additional points for schools that are located in under-represented states in order to comply with Title 10 USC 2031(a) (1). Only schools located in under-subscribed locations are awarded points. Schools that meet this criterion are awarded 15 points.
- The application is evaluated based on each of the categories and a numerical value is given per category. A numerical number of 1-100 can be awarded based on the categories. Once a numerical value is established, the applications are added to the OML to await an opening. The time that schools remain on the OML is based on funding and available slots for new units.
- The last criteria that can affect a school's movement on the OML is the category defined as Command interest. Under this category, the Commanding General, United States Army Cadet Command (USACC) can approve the advanced processing of a school's application and placement on the OML based on extraordinary circumstances as determined by the Commanding General in conjunction with TRADOC Headquarters and DA.
- Finally, USACC is limited to the current number of 1,709 JROTC programs based on congressionally mandated funding. We cannot have more than the current number of programs, and can only open a new JROTC program when we close an existing one. The only way to have more than the 1,709 JROTC programs is for Congress and the Department of Defense to allocate more OMA and MPA funding to open and sustain additional JROTC programs. We are not limited on the number of NDCC programs in that NDCC programs are primarily funded by

the school systems where they reside, and USACC provides them the same JROTC accredited curriculum as provided to the JROTC programs, and training for the instructors.

3. JROTC Program Offer Procedures:

- Trigger – HQ, JROTC is notified by the Brigade a JROTC program is closing which creates an opportunity for a new program opening.
- Trigger – HQ, JROTC is authorized by the Secretary of the Army to open additional programs.
 - JROTC generates an offer letter to the number one (1) school on the OML. The offer letter is emailed to the Brigade JROTC Chief for presentation to the school and direct coordination with the school POC.
 - The school will generally have thirty (30) calendar days to respond to the offer letter. If a school declines the offer or fails to respond to the offer letter, the offer letter will be withdrawn and the next school on the OML will be offered a program. During the next annual OML scrub, the school may be offered a program again. If the school declines offer a second time, the school will be removed from the OML. If a school is removed from the OML the school must submit a new application to be placed on the OML again.
 - When a school accepts an offered JROTC Program, the Brigade will submit an updated DA Form 3126 and DA Form 7410. Brigades will provide direct coordination and assistance to schools who accept a program to hire qualified JROTC Instructors, establish property accountability and provide other assistance as required to establish the program.
 - HQ, USACC, JROTC will submit the DA Form 3126 to DA for a signature to open the program. Once a DA signature is obtained, JROTC will coordinate for a UIC, DODAAC and orders establishing the program.

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