

**APPLICATION AND CONTRACT  
FOR ESTABLISHMENT OF A NATIONAL DEFENSE CADET CORPS UNIT**

Form Approved  
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For use of this form, see AR 145-2; the proponent agency is DCSPER

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**APPLICATION**

By direction of the governing official of \_\_\_\_\_  
(Name of School System / District)

\_\_\_\_\_, an application is hereby submitted for  
(City, State, Zip Code)

the establishment of a unit of the National Defense Cadet Corps under the provisions of section 2031, Title 10, United States Code at \_\_\_\_\_  
(Complete Name and Address of School)

**CONTRACT**

1. Contingent upon the acceptance of the above application and conditioned upon the fulfillment of all promises enumerated in paragraph 2 following, the Secretary of the Army agrees as follows:

a. To establish a unit of the National Defense Cadet Corps (NDCC) at the school named above.

b. To provide for use in the NDCC program such available government property as may be authorized by law and applicable tables of allowances;

2. Contingent upon the acceptance of this application by the Secretary of the Army, and conditioned upon the fulfillment of the promises enumerated in paragraph 1 above, the governing authorities of this school agree as follows:

a. To provide appropriate academic credit applicable toward graduation for a course of instruction as prescribed by the Secretary of the Army, which will be \_\_\_\_\_ required, or \_\_\_\_\_ elective.

b. To conduct the following type of NDCC training: \_\_\_\_\_ (1) Academic track; \_\_\_\_\_ (2) Technical track; and \_\_\_\_\_ (3) To establish the unit as a \_\_\_\_\_ single unit, or \_\_\_\_\_ a part of a multiple unit system; and to establish the unit as a 3year \_\_\_\_\_, or 4 year \_\_\_\_\_ program; and to establish the unit as a Class High School (HS) \_\_\_\_\_ or a Military Institute (MI) \_\_\_\_\_.

c. To make available for use by the NDCC unit necessary and adequate classrooms, administrative offices, office equipment, instructional supplies, storage space, drill area, utilities, to pay the cost and maintenance thereof, and other required facilities in a fair and equitable manner in comparison with other institutions (does not have to be departments), and to pay the cost of utilities and maintenance thereof. To make available in the NDCC administrative office a telecommunications line suitable for voice transfer, Internet connectivity, and data transfer and to pay the costs of installation and maintenance thereof to include phone calls (local and official long distance).

d. To employ certified instructors authorized and approved by the Army to administer the Army approved courses at no expense to the Government, (a minimum of one officer and one noncommissioned officer per unit). Contract periods will be negotiated to permit year round management of the program and control of government property. Instructor contracts may be extended up to 21 days to allow instructors to attend JCLC camp. These extensions will be approved on a case-by-case basis. School authorities agree to pay retired Army NDCC instructors in accordance with applicable federal law and regulations. NDCC instructors should be paid in the same manner as JROTC instructors as depicted in AR 145-2. Ensure that instructors are under contract and therefore provided liability insurance (and proof thereof) through the school or schools sponsored activities or duties (including extracurricular activities, i.e. JCLC, adventure training, drill competition, marksmanship competitions, etc).

e. To request from CG, U.S. Army Cadet Command permission to hire, by name and position, the individuals to be employed as the Senior Army Instructor and Army Instructor.

f. To appoint a military property specialist (MPS) who is not on active duty with the Army and who will be empowered to requisition, stock, and account for government property issued to the school and otherwise to transact matters pertaining thereto, for and in behalf of the school. If this duty is assigned to a retired Army individual who is also employed as a NDCC instructor, that person will be provided a minimum of one class period daily, in addition to their planning period, to complete MPS requirements.

g. To notify the CG, U.S. Army Cadet Command of the name and position of the individual designated as military property specialist.

h. To conform to the current laws and regulations relating to issue, care, use, safekeeping, turn-in, and accounting for such government property as may be issued to the school.

i. To comply with provisions of law, and the regulations of the Secretary of the Army, pertaining to the furnishing of a bond and/or insurance to cover the value of all government property issued to the school, except expended articles, and supplies properly expended in operations, maintenance, and instruction.

j. To maintain an enrollment in the institution of not less than 100 physically fit students (or 10% of the eligible student population, whichever is less) who are in a grade above the 8th grade.

k. To adhere to a policy of nondiscrimination on the basis of race, religion, color, gender, sex, marital status, political affiliation, physical ability, nation origin, sexual orientation or status as apparent, with respect to admission or subsequent treatment of students and instructors.

l. To require instructors to wear Army uniforms to accomplish NDCC duties and maintain Army standards of physical fitness, appearance, and height and weight. Any additional duties given to instructors while in uniform will be appropriate and in no way demean the individual, the uniform, or the U.S. Army.

m. To encourage and support the professional development of NDCC instructors and permit attendance at U.S. Army sponsored orientation, refresher training, workshops, and conferences.

n. To assist the Army in evaluating the quality of instruction by assessing the performance of instructors.

o. To conform to the regulations of the Secretary of the Army relating to the conduct of the NDCC..

3. It is mutually understood and agreed as follows:

a. That this contract shall become effective when the authorities of this school have been notified officially that the Army has approved the establishment of a NDCC unit on the date specified.

b. That the Army shall have the right at any time to withdraw approval and authorization of any personnel employed by the school pursuant to paragraph 2d above. Such withdrawal of authorization of any personnel employed by the school pursuant to paragraph 2d above will require the decertification of the individual from the NDCC program.

c. That this contract may be terminated in the following manner:

(1) At any time, by mutual consent and agreement of both parties.

(2) Upon the giving of one year's notice of such intent to terminate by either party.

(3) If the NDCC unit is placed on probation pursuant to regulations prescribed by the Army.

(a) This contract will terminate at the end of one year from the date the unit was placed on probation, unless the reason for such probationary status has been removed to the satisfaction of the Army prior to such expiration.

(b) For enrollment, if the NDCC unit is in at least its third year of operation and does not satisfy the enrollment requirements in 2j above, the unit will be immediately placed on probation. If enrollment requirements are not met within 30 days of the beginning of the next school year, the contract will be terminated at the end of that school year.

4. This contract supersedes all existing contracts between the Department of the Army and the school pertaining to this matter.

**FOR THE SCHOOL**

TYPED NAME AND TITLE	SIGNATURE	DATE
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**FOR THE SECRETARY OF THE ARMY**

TYPED NAME AND TITLE	SIGNATURE	DATE
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**THE FOLLOWING AGREEMENT AND INFORMATION IS TO BE CONSIDERED AS PART OF THIS CONTRACT**

**AGREEMENT REGARDING FACILITIES TO BE PROVIDED FOR THE USE OF THE  
NATIONAL DEFENSE CADET CORPS PROGRAM, WITHOUT EXPENSE TO THE DEPARTMENT OF THE ARMY**

*The authorities of the above-named institution agree that the facilities specified below shall be furnished for the use of the NDCC program, without expense to the Department of the Army (phrases such as "as needed", "as required", etc., will not be used in describing the following):*

1. OFFICES				2. STORAGE ROOMS	
NO. OF ROOMS	SIZE	BUILDING IN WHICH LOCATED	EXCLUSIVE OR JOINT USE	NO. OF ROOMS	EXCLUSIVE OR JOINT USE

*NOTE: Storage rooms, particularly for clothing and small articles of equipment, must be adequately lighted and ventilated and provided with shelving, cabinets, and locked arms racks. Windows must be securely barred and doors reinforced and fitted with cylinder locks.*

3. CLASSROOMS		
NO. OF ROOMS AND BUILDING	SEATING CAPACITY	EXCLUSIVE OR JOINT USE

*NOTE: Classrooms must be adequately lighted and ventilated and provided with standard equipment. If joint use is specified, rooms must be available for Army NDCC classes when scheduled.*

4. ASSEMBLY HALL		
a. SEATING CAPACITY	b. PROJECTION EQUIPMENT IF PROVIDED FOR	c. WILL BE AVAILABLE FOR ARMY NDCC CLASSES AS FOLLOWS:

5. GYMNASIUM	
a. SIZE OF GYM OR OTHER INDOOR DRILL AREA	b. WILL BE AVAILABLE FOR ARMY NDCC CLASSES AS FOLLOWS:

6. OUTDOOR DRILL AREA	
a. SIZE	b. WILL BE AVAILABLE FOR ARMY NDCC AS FOLLOWS:

7. TARGET RANGE	
INDOOR	OUTDOOR
a. NO. OF FIRING POINTS	b. WILL BE UNDER JURISDICTION OF

**8. REMARKS:**

***Institutions should retain a copy of the contract and send the original to the designated JROTC Brigade:***

<b>COMMANDER 2<sup>ND</sup> BDE, USACC ATTN: ATCC-BBJ (JROTC) 5212 Maryland Ave Fort Dix, NJ 08640</b>	<b>COMMANDER 3<sup>RD</sup> BDE, USACC ATTN: ATCC-CCJ (JROTC) 2730 Sampson Street, Bldg 73, Naval Station, Great Lakes, IL 60088</b>	<b>COMMANDER 4<sup>TH</sup> BDE, USACC ATTN: ATCC-DDJ (JROTC) 2175 Reilly Road Stop A Fort Bragg, NC 28310</b>	<b>COMMANDER 5<sup>TH</sup> BDE, USACC ATTN: ATCC-EJR (JROTC) 1265 Buck Road 2<sup>ND</sup> Floor Fort Sam Houston, TX 78234</b>	<b>COMMANDER 6<sup>TH</sup> BDE, USACC ATTN: ATCC-FFJ (JROTC) 246 Blanton Road Building 1031 Hunter Army Airfield, GA 31409</b>	<b>COMMANDER 7<sup>TH</sup> BDE, USACC ATTN: ATCC-GGJ (JROTC) 1468, 328 3<sup>RD</sup> Avenue Fort Knox, KY 40121</b>	<b>COMMANDER 8<sup>TH</sup> BDE, USACC ATTN: ATCC-HHJ (JROTC) Box 339500 Mail Stop MS 83 Joint Base Lewis- McCord, WA 98433</b>
Connecticut Maine Massachusetts New Hampshire New Jersey New York Pennsylvania Rhode Island Vermont Germany Italy	Iowa Illinois Kansas Michigan (UP) Minnesota Missouri Nebraska North Dakota South Dakota Wisconsin	District of Columbia Delaware Maryland North Carolina South Carolina Virginia West Virginia	Arkansas Arizona Colorado North Mexico Oklahoma Texas Utah Wyoming	Alabama Florida Georgia Louisiana Mississippi Puerto Rico Virgin Islands	Indiana Kentucky Michigan Ohio Tennessee	Alaska American Samoa California Guam Hawaii Idaho Mariana Islands Montana Nevada Oregon Washington Japan Korea

<b>9. DATA PERTAINING TO SCHOOL</b>		
a. NAME OF SCHOOL (No abbreviations) :	b. SCHOOL'S COMPLETE MAILING ADDRESS (Include ZIP code): <i>(If P.O. Box must also provide street address for shipping purposes)</i>	
c. TYPE OF SCHOOL(Check appropriate box):  Municipal      State      Denomination (Specify)		
d. PRINCIPAL'S NAME:		
e. TELEPHONE NUMBER:		
f. FAX NUMBER:		
g. E-MAIL ADDRESS:		
<b>10. DATA PERTAINING TO DISTRICT</b>		
a. NAME OF DISTRICT (No abbreviations) :	b. DISTRICT'S COMPLETE MAILING ADDRESS (Include ZIP code):	
c SUPERINTENDENT'S NAME:		
d. TELEPHONE NUMBER:		
e. FAX NUMBER:		
f. E-MAIL ADDRESS:		
<b>11. LIST ACCREDITING AGENCY</b>		
a. REGIONAL	b. STATE	c. OTHER
12. TOTAL ENROLLMENT OF SCHOOL:	13. ESTIMATED NO. OF QUALIFIED STUDENTS WHO WILL ENROLL IN THE NDCC PROGRAM:	
14. LIST TECHNICAL COURSES OFFERED AT SCHOOL:		
15. WILL STUDENTS BE GIVEN A MEDICAL EXAMINATION:		
16. BAND:		
a. THE BAND      WILL //      WILL NOT      BE AVAILABLE FOR NDCC CEREMONIES?		
b. THE BAND WILL BE A      SCHOOL BAND //      NDCC BAND.		