

Marine Corps JROTC Program
Terms of MCJROTC Unit Establishment



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Marine Corps JROTC Mission

The MCJROTC Program serves to develop informed and responsible citizens. The effects of the Marine Corps JROTC program reach far beyond the classroom and into the community in developing character, leadership, and civic responsibility in tens of thousands of America's kids. Marine Corps JROTC at its essence is a character education program. The program keeps kids in school, helps them find their way during the turbulent teenage years, and assists them in becoming productive members of their community. Our program produces young men and women who are ready to accept the responsibilities as well as the privileges of citizenship. We are rightfully proud of our contribution to America's future and thankful for the dedicated instructors, staff, school administrators, and communities whose hard work and commitment make the program's success possible.

MCJROTC Program Goals and Objectives

In order to fulfill its mission, the Marine Corps JROTC program seeks to fulfill the following objectives:

1. Give students an appreciation for the origin, advantages and responsibilities of citizenship in our country.
2. Develop in students an understanding of good leadership skills and the advantages of strong moral character.
3. Promote in the students an understanding for the need and application of our national security.
4. Develop in students a sense of pride and personal discipline.
5. Teach students to understand and respect the need for constitutional authority as the foundation of a democratic society.

Through their participation in MCJROTC, young men and women are given the opportunity to develop leadership skills, responsibility, self-confidence, self-esteem, physical fitness, citizenship, and a spirit of patriotism.

School Responsibilities

Under the provisions of 10 USC institutions hosting MCJROTC units are contractually required to:

1. Maintain an MCJROTC unit enrollment of not less than 100 students who are in a grade above the 8th grade, or if the student body is less than 1,000, 10 percent of the number of students enrolled in the institution. Participating students must be able to graduate with their entry-level 9th grade cohort with a diploma. MCJROTC cadets must be citizens of the United States of America or aliens lawfully admitted to the United States for permanent residence.

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2. Employ as MCJROTC Instructors a minimum of (1) Senior Marine Instructor and (1) Marine Instructor Officer who have been approved and certified by the Commanding General, Training and Education Command.
3. Provide suitable safeguards for all government property provided, to include the secure storage of marksmanship equipment in accordance with OPNAVINST 5530.13. Obtain bonds or insurance to cover any loss or damage of government property.
4. Exercise a policy to prevent discrimination against students or instructors on the grounds of sex, race, religion, or national origin.
5. Provide adequate facilities for classroom instruction, drill, ceremonies, and instructor office spaces and support for both curricular and extra curricular activities commensurate with other like school sponsored activities.
6. Execute the Program of Instruction in its entirety and establish a Department of Leadership Studies with the Senior Marine Instructor designated as the Department Chair.
7. Provide each student with, or otherwise require each student to have, coverage under an adequate health insurance policy protecting the student from accident or injury, not to exclude injury from firearms.

Marine Corps Responsibilities

The Marine Corps agrees to:

1. Provide office furniture
2. Provide instructional equipment
3. Provide curriculum
4. Provide textbooks, publications, and training aids
5. Provide uniforms and alterations
6. Certify qualified Marines as instructors
7. Reimburse the school for one-half of the difference between instructors' retired pay and active pay and allowances per month

MCJROTC Instructors

Senior Marine Instructor (SMI)

The Senior Marine Instructor manages the MCJROTC Program at the school. The SMI functions as a regular faculty member and has the same responsibilities and duties as other teachers and department heads in the school. The SMI distributes the instructional workload with the Marine Instructor. In addition to instructional and administrative duties, the SMI is involved in representing the MCJROTC Program in the community.

The Marine Instructor (MI)

The Marine Instructor normally manages the administrative and supply requirements of the unit in addition to instructional duties. The MI functions as a faculty member working for the SMI and school principal in cooperation with other faculty members.

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Instructor Selection

The Marine Corps assists host schools in selecting MCJROTC Instructors by providing a list of Marines who have been certified by the Commanding General, Training and Education Command. The following are the general criteria for certification:

Senior Marine Instructor (SMI)

1. Officer or Warrant Officer with at least 20 years of active duty and eligible to receive retirement pay upon release from active duty
2. Bachelors Degree
3. Competitive military record
4. Physically qualified according to Marine Corps standards

Marine Instructor (MI)

1. Warrant Officer with at least 20 years of active duty and eligible to receive retirement pay upon release from active duty
2. Retiring, or transferring to the Fleet Marine Corps Reserve (FMCR), as a Staff Noncommissioned Officer with at least 20 years active service and eligible for either retirement pay or retainer pay upon EAS
3. High school graduate. (Note: Those certified as MI's must complete an Associates Degree within 5 years of initial employment.)
4. Minimum GT score of 100 on the Armed Services Vocational Aptitude Battery (ASVAB)
5. Competitive military record
6. Physically qualified according to Marine Corps standards

Instructor Pay

MCJROTC instructors receive the retired or retainer pay to which they are entitled. From the school, they receive an additional amount that is computed as the difference between their retired pay and the active duty pay and allowances for their pay grade that they would receive if on active duty.

The school is the employer and pays, at a minimum, the full additional amount due to the individual. The Marine Corps provides one half of this differential amount to the school. The scheduled pay and terms of the employment contract will be at the discretion of the school system, provided the minimum requirements of the agreement between the school and the Marine Corps are met.

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Liability Information

Notwithstanding any agreement by the Marine Corps respective to the certification or pay of instructors, the host school, and not the Marine Corps or any agency or part of the Federal Government, is the employer of each MCJROTC Instructor. Specifically, MCJROTC Instructors are not employees of the Marine Corps or the Federal Government within the meaning of the Federal Torts Claims Act, and nothing in this information, application, or agreement, will be construed to the contrary. The host school may be liable at law for tortuous acts of MCJROTC Instructors within the scope of their employment, depending on the applicable law of the jurisdiction.

MCJROTC Curriculum

General Information

Public Law 88-647 and Department of Defense Directive 1205.13 prescribe the Department of Defense policy for the JROTC. They direct that the Marine Corps will conduct a JROTC Program that will provide military like training to secondary school students for the purpose of teaching the qualities of good citizenship and leadership. The minimum academic program required for nonmilitary secondary schools is three, one-year courses with 180 hours of military instruction per year.

Curriculum Criteria

The MCJROTC Program:

1. Provides a course of instruction that can be interrelated with other educational programs of the participating schools. The public schools of each state must be in compliance with state laws and regulations, locally determined policies and standards of accrediting agencies. Schools, therefore, must be able to exercise a reasonable amount of flexibility in administering the MCJROTC Program.
2. Provides a learning experience that can fit into the general patterns of education found in secondary schools.
3. Provides a course of instruction suitable for presentation by retired personnel with varying experiences and educational background. This course must effectively utilize their knowledge and years of experience, and be adaptable to class scheduling for two instructors.
4. Provides a motivating course that will enable the cadet to develop improved attitudes of personal integrity, discipline, self-reliance, good citizenship and patriotism.
5. Flexibility. It is recognized that each participating host school is unique in some manner. Each has the responsibility, however, for assuring that the MCJROTC Program becomes an integral part of the overall educational program. To assist in this integration, substantial flexibility is incorporated into the leadership education courses.

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School Selection

A selection board is convened to consider applications for establishment of MCJROTC units. Each school submitting an application is compared and evaluated. Factors considered are the fair and equitable distribution of such units throughout the Nation, the size of the student body, ability to attract and sustain Instructors, facilities available to the student body, facilities designated for MCJROTC use, access to physical training, drill and marksmanship areas, and community interest in the MCJROTC Program.

The school must be accredited by an appropriate state or regional agency and must be administered in compliance with Title IV, U.S. Civil Rights Act of 1964.

Applications are to be forwarded to:

United States Post Office (USPS)

Commanding General
TECOM (C 46JR)
1019 Elliot Road
Quantico, VA 22134-5001

Fed Ex or UPS

Commanding General
TECOM (C 46JR)
2034 Barnett Avenue, Room 200
Quantico, VA 22134-5001

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Marine Corps' Commitment to School

Contingent upon the acceptance of the above application and conditioned upon the fulfillment of all items enumerated in paragraph 2 below, the Commandant of the Marine Corps agrees as follows:

1. To establish and maintain a Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) unit in accordance with Public Law 88-647, as amended, at the institution named in the foregoing application.
2. To provide for the use in the MCJROTC Program such available government property as may be authorized by law and applicable tables of allowances. The Marine Corps will refrain from making any equipment installation without prior approval of the institution.
3. To prescribe the course content consisting of a minimum of 180 class hours per year, and to provide the instructional materials and guidance for the application of the materials.
4. To pay for all costs incident to the transportation, packing, unpacking, crating, uncrating, and normal maintenance of such property, uniforms, equipment, and instructional materials provided by the Government.
5. To authorize the institution to employ, as Administrators and Instructors in the program, retired Noncommissioned and Commissioned Officers, and members of the Fleet Marine Corps Reserve, whose qualifications are approved by the Commanding General, Training and Education Command and the institution concerned. Employment must be in accordance with the provisions of Title 10, United States Code, Section 2031, and the current edition of Marine Corps Order P1533.6.
6. To pay to the institution concerned one-half the difference between the retired pay of the retired members employed by the institution and the members' active duty pay and allowances which they would receive if ordered to active duty, excluding hazardous duty or proficiency pay. Such payments will be made monthly for the actual period of employment in direct support of the MCJROTC Program. Any duties desired by the institution in addition to those connected between the school district and the individual MCJROTC Instructor will be at no cost to the Marine Corps. Payment must conform to the provisions as set forth in Title 10, United States Code, Section 2031, and current directives governing the MCJROTC Program.
7. To honor all academic standards of the institution including admissions.

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School's Commitment to the Marine Corps

Contingent upon the acceptance of this application by the Secretary of the Navy and conditioned upon the fulfillment of the items enumerated in paragraph 1 above, the institution agrees as follows:

1. To establish a Department of Leadership Education as an integral academic and administrative department and adopt as part of its curriculum, as a minimum, a three-year course of instruction. To offer the course of instruction without modification and use the materials provided by the Marine Corps, execute the Program of Instruction in its entirety and designate the Senior Marine Instructor as the Department Chair.
2. To arrange for the scheduling of Leadership Education classes to make it equally convenient for students to participate in Leadership Education instruction, as in other academic core courses regularly scheduled by the institution.
3. To employ, at a minimum, two (2) MCJROTC certified instructors to serve in the capacity of Senior Marine Instructor (SMI) and Marine Instructor (MI).
4. To include the Senior Marine Instructor (SMI) on all faculty committees whose recommendations could affect the Department of Leadership Education.
5. To require each student enrolled in the MCJROTC to participate in the Leadership Education courses of no less than 180 class hours per year as prescribed by the Marine Corps.
6. To conduct the program without discrimination against students or instructors regarding race, color, creed, sex, or national origin.
7. To limit membership in the unit to students who maintain acceptable standards of academic achievement, conduct, and grooming as prescribed by governing directives.
8. To grant appropriate academic credit applicable toward graduation for the successful completion of Leadership Education courses.
9. To make available to the Leadership Education faculty the necessary instructional supplies, materials, facilities, and privileges accorded other faculty members of the institution.
10. To provide adequate storage facilities and protection for uniforms and equipment, including preventive maintenance, and for all other government property issued to the institution. Provide adequate facilities for classroom instruction, drill, ceremonies, and instructor office spaces and support for both curricular and extra curricular activities commensurate with other like school-sponsored activities.
11. To provide secure storage with Secretary of the Navy instructions for all drill rifles, air rifles and other marksmanship rifles and equipment in accordance with DOD Inst 1205.13.
12. To require students to wear the JROTC uniform as designated by the Senior Marine Instructor at least once per week and require conformity to pertinent grooming regulations while in uniform.
13. To appoint an official of the institution as the Military Property Custodian who will be empowered to perform the required supply functions incident to the acquisition, accounting, and handling of equipment and uniforms issued to the institution. Such an

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- official shall be bonded in an amount adequate to cover the value of the government property for which the institution accepts responsibility. A bond without surety is acceptable if the institution furnishes satisfactory evidence of financial responsibility.
14. Maintain an MCJROTC unit enrollment of not less than 100 students who are in a grade above the 8th grade, or 10 percent of the number of students enrolled in the institution if the student body is less than 1,000. With the exception of special needs students, participating students must be able to graduate with their entry-level 9th grade cohort with a diploma and not be the subject of disciplinary action resulting in an out of school suspension during the preceding 12 month period. All MCJROTC cadets must be citizens of the United States of America, or aliens lawfully admitted to the United States for permanent residence.
 15. To provide each student with, or otherwise require each student to have, coverage under an adequate health insurance policy protecting the student from accident or injury, not to exclude injury from firearms.
 16. To provide for the installation and all ensuing costs associated with the programs communication systems. Communication systems must be located within the instructors' offices, and are, but not limited to, telephone lines, email accounts, and internet access. This requirement pertains only to the physical setup and daily usage costs, and not with the actual hardware being utilized.

Mutual Agreement between Marine Corps and School:

It is mutually understood and agreed:

1. That this agreement shall become effective when the authorities of the institution have been officially notified that the Commandant of the Marine Corps has approved the application.
2. That the above named school is fully accredited by a state or regional accreditation agency.
3. MCJROTC faculty members(s) will wear the Marine Corps uniform as may be prescribed by appropriate regulations at all times while conducting the curricular program and at such other times as considered appropriate.
4. That the institution shall re-execute MCJROTC instructors' contracts at least annually to permit inclusion of pay changes which may have become effective since the date of the previous contract.
5. That the Marine Corps shall have the unencumbered right to withdraw certification of retired personnel employed in the MCJROTC Program.
6. That a representative of the Marine Corps will conduct periodic inspections to evaluate the conduct of the program.
7. That this agreement may be terminated at the completion of any school year by either party by giving at least one year's notice, or sooner by mutual agreement. If the authorities of a school desire to discontinue the MCJROTC unit, they will notify the Commandant of the Marine Corps in writing.
8. That units which are in at least their second year of enrollment and do not have the 100 student statutory minimum, or 10 percent of the number of students enrolled in the

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institution and/or have not hired the required two instructor minimum, may be placed on probation immediately. No later than the end of the academic year, the Marine Corps shall evaluate the unit's potential to attain the minimum standards upon the opening of school in the fall. If it is likely the standard minimum standard will not be met, the Marine Corps shall encourage school authorities to concur in disestablishment of the unit at the end of the current school year. The Marine Corps will make the final determination as to the school's capability to meet the standard minimum. Where the Marine Corps' evaluation indicates that minimum standard will probably be met at the beginning of the fall school term, the unit may be continued. However, no later than 30 days following the beginning of the next school term the Marine Corps shall ascertain if the standard minimum has been met. If it has not, the school shall be officially notified of disestablishment and physical termination shall be scheduled for no later than the end of that academic year.

9. Units can only receive one probationary status. Subsequent failure to meet Congressionally-mandated requirements will result in unit disestablishment at the end of the school year.
10. That the school district shall, in the event of mutual or unilateral termination of this agreement, or in the event of disestablishment as prescribed by the Commandant of the Marine Corps, return to the Marine Corps all U.S. Government-owned equipment and uniform items in institutional custody in accordance with procedures and guidance in existence or provided by the Marine Corps at the time of the termination of the agreement or disestablishment of the MCJROTC units(s).
11. That no member of or delegate to Congress, or resident commissioner shall be admitted to any share or part of this contract, or to any benefit that may arise to this contract if made with a corporation for its general benefit.
12. That notwithstanding any agreement by the Marine Corps respecting the certification or pay of instructors, the host school and not the Marine Corps or any agency or part of the Federal Government is the employer of each MCJROTC instructor. Specifically, MCJROTC instructors are not employees of the Marine Corps or of the Federal Government within the meaning of the Federal Torts Claims Act, and nothing in this information, application or agreement, will be construed to the contrary. The host school may be liable at law for tortuous acts of MCJROTC instructors within the scope of their employment, depending on the applicable law of the jurisdiction.