



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY CADET COMMAND**  
**FORT MONROE, VIRGINIA 23651-5000**

**14 JUN 2002**

ATCC-J

MEMORANDUM FOR

Region/Brigade/Battalion Commanders (ROTC), U.S. Army Cadet  
Command

Directors and Special Staff, U.S. Army Cadet Command

SUBJECT: Summary of Cadet Command Regulation (CCR) 145-2

1. Cadet Command requested delegation of authority for all areas of AR 145-2 from the Deputy Chief of Staff for Personnel (DCSPER). DCSPER advised that AR 145-2 must contain, at a minimum, the areas that address the establishment of JROTC programs, publishing and announcing General Orders, major changes to JROTC applications, disestablishment of JROTC units, and the authority for schools to receive government property.
2. After a thorough review of AR 145-2, Cadet Command removed areas not required by DCSPER and revised AR 145-2. The revised AR consists of four chapters: Chapter 1 introduces the JROTC program; Chapter 2 addresses the establishment and disestablishment of JROTC units; Chapter 3 provides funding and logistical guidance to JROTC units; and Chapter 4 addresses instructor pay actions.
3. All other areas in the AR were removed and placed in CCR 145-2. Also included in the regulation are USACC policy memorandums and CCR 145-14 (JROTC Summer Camps). Following is a summary of the regulation:
  - a. Chapters 1 and 2 prescribe policies, assign responsibilities and provide guidance for planning, developing curriculum, and executing all JROTC and NDCC Programs. These chapters also address recurring and enrollment reports, publication accounts, awards, scholarship programs, social functions, and Serious Incident Reports.
  - b. Chapter 3 outlines specific procedures to establish and disestablish JROTC units, provides instructions to establish a bond or insurance for new units, and procedures for the same.

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The Personnel and Administration chapter prescribes policies used to determine instructor qualifications, position vacancies, instructor applications, certification procedures, probation and Army Instructor responsibilities. The chapter allows for soldiers in the grade of E6 through O6 to participate in the JROTC program, outlines authorized staffing levels (transfers within a school district), and includes the instructor weight control program.

c. Chapter 5 outlines the JROTC cadet training philosophy, program of instruction, methods of instruction, grading systems, examinations, leadership labs, cadet records, lesson plans, and Master Training Schedules. Funding guidance as outlined in Chapter 6, Resource Management, discusses policies and procedures for financial management and funding for JROTC units, addresses supplies and authorized JROTC expenditures, ammunition requisition procedures, automation, and physical security.

d. Chapter 7, Inspections and Other Visits, outlines procedures for formal and informal inspections, unit designations, and visitation policies. Chapter 8, Instructor and Cadet training, explains the instructor's five-phase training plan, and provides guidance to plan and execute instructor and Cadet training. It standardizes implementation, explains training philosophy, and outlines prohibited, mandatory, and optional training activities.

e. Chapters 9, 10, and 11 provide methods and courses of action essential to the administration and operation of an effective JROTC annual camp, proper wear of uniforms for cadets and instructors, and the criteria, selection, source, and presentation of awards.

f. The final section of the regulation is organized into Appendices A through M, and covers curriculum purchases and requisitions, sample request for hire letters, applications for employment, performance awards, rating schemes, medical exams, weight control, annual camps, risk management, JROTC awards, and wear of the uniform.

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4. This regulation is posted on our website at [www.rotc.monroe.army.mil/jrotc/](http://www.rotc.monroe.army.mil/jrotc/) and is authorized for draft implementation. This allows Cadet Command the ability to modify the regulation, implement initiatives, or address changes without the DA approval, and eliminates excessive cross-referencing between publications.

FOR THE COMMANDER:



RODNEY A. PHILLIPS  
Colonel, GS  
Chief of Staff

CF:

DCG, U.S. ARMY CADET COMMAND