

WHAT IS NJROTC?

The NJROTC program was established by Public Law in 1964 and may be found in Title 10, U.S. Code, Chapter 102. The program is conducted at accredited secondary schools throughout the nation, by instructors who are retired Navy, Marine Corps, and Coast Guard officers and enlisted personnel. The NJROTC curriculum emphasizes citizenship and leadership development, as well as our maritime heritage, the significance of sea power, and naval topics such as the fundamentals of naval operations, seamanship, navigation and meteorology. Classroom instruction is augmented throughout the year by community service activities, drill competition, field meets, flights, visits to naval activities, marksmanship training, and other military training. Uniforms, textbooks, training aids, travel allowance, and a substantial portion of instructors' salaries are provided by the Navy.



WHAT DOES THE NJROTC PROGRAM DO?

- PROMOTES PATRIOTISM
- DEVELOPS INFORMED AND RESPONSIBLE CITIZENS
- DEVELOPS RESPECT FOR CONSTITUTED AUTHORITY
- DEVELOPS A HIGH DEGREE OF PERSONAL HONOR, SELF-RELIANCE, INDIVIDUAL DISCIPLINE AND LEADERSHIP
- PROMOTES AN UNDERSTANDING OF THE BASIC ELEMENTS AND NEED FOR NATIONAL SECURITY
- PROVIDES INFORMATION ON THE MILITARY SERVICES AS A POSSIBLE CAREER
- PROMOTES COMMUNITY SERVICE
- DEVELOPS LEADERSHIP POTENTIAL
- PROVIDES AN ALTERNATIVE TO GANGS
- PROMOTES HIGH SCHOOL COMPLETION
- PROVIDES INCENTIVE TO LIVE HEALTHY AND DRUG FREE

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WHAT REQUIREMENTS MUST MY SCHOOL MEET?

A school desiring to host an NJROTC unit must be fully accredited by the appropriate state or regional accrediting agency and must make application to the Chief of Naval Education and Training (CNET) for establishment of the unit. The school must enter into an agreement with the Navy and agree to:

- Provide a 3-year or 4-year course of instruction in naval science utilizing materials provided.

- Maintain unit enrollment specified in Department of Defense directives. For host schools with a total enrollment of 1,000 or more, the minimum figure is 100. Where schools have less than 1,000 students, the minimum is 10 percent of the total eligible school enrollment. New units usually meet this requirement by the second year of operation.
- Employ appropriate numbers of properly certified Senior Naval Science and Naval Science Instructors. Two instructors are required up to a unit enrollment of 150.
- Not discriminate against students or instructors on the grounds of race, sex, religion or national origin.
- Provide suitable safeguards for the government-owned property that is provided for use in the NJROTC unit. Such safeguards shall include, but not be limited to, coverage for loss and damage of the property (e.g., bonds, insurance, etc.).
- Substantiate approval for establishment of an NJROTC unit by the local school board.
- Give no less than one full credit toward graduation for each academic year of NJROTC completed.

WHAT FACILITIES AND SERVICES MUST BE PROVIDED?

- **CLASSROOM SPACE.** Each school must provide adequate dedicated classroom space for use by NJROTC instructors to accommodate the number of students enrolled in Naval Science classes.
- **STORAGE SPACE.** The school should have approximately 1100 square feet of secure storage space for government property.
- **INSTRUCTOR OFFICE SPACE.** Dedicated office space with desks and equipment including a telephone service with long distance and data transmission capability in the spaces assigned (150 square feet).
- **ASSEMBLY AREA.** An area of adequate size for assembly of the entire NJROTC unit must be available. Usage of the assembly area will be determined in advance in keeping with the standard scheduling procedures in effect at the school.
- **DRILL FIELD.** An easily accessible, level unobstructed area of sufficient size to accommodate the unit must be available for drilling. A minimum area of 6,400 square feet with a hard surface is desirable.
- **CLERICAL ASSISTANCE.** The school shall provide clerical assistance to the Naval Science Instructors in connection with duties as head of an academic department on the same basis that such assistance is provided for other heads of departments.
- **GENERAL.** Host schools are expected to provide the facilities specified, or comparable and adequate substitutes in the same manner that facilities are provided for other academic departments.

WHAT ABOUT THE CURRICULUM?

The Chief of Naval Education and Training prescribes the courses for naval science for NJROTC units that comprise the 3 or 4-year curriculum.

The naval science program is constructed to include three academic classroom sessions and two activity periods per week. The curriculum is based on 40-minute sessions of instruction for 36 weeks, with 180 teaching days. This equates to 7200 minutes of contact instruction (72 hours of classroom instruction and 48 hours of activities including military drill and athletics). Adjustments for class length other than 40-minute periods, as well as staggered, rotating or modular schedules, are made at the local school level.

- This program of 7200 minutes of instruction equates to one Carnegie unit or one credit per year toward graduation as an elective or other subject credit approved by school authorities.
- It is desired that all topics provided in the curriculum be covered, but the depth of coverage must be determined by each instructor according to the needs of his/her students. Major curriculum content changes are not to be made without the prior approval of the Chief of Naval Education and Training.
- Naval Science Instructors follow the established procedures of individual schools regarding examination requirements.

WHAT SUBJECTS ARE INCLUDED IN THE CURRICULUM?

The Chief of Naval Education and Training routinely updates the curriculum to include new texts, instructional materials and lesson plans. The curriculum is developed and revised by civilian educators and NJROTC instructors. The wide variety of subjects includes the following:

- NAVAL ORIENTATION -- A basic introduction to the Navy -- its customs, traditions, and way of life.
- NAVAL OPERATIONS/ORGANIZATION -- Familiarizes the student with national strategy and naval forces, daily military operations, training, exercises, drills, and shipboard organization.
- NAVAL HISTORY -- History of the United States Navy from the colonial period to the present.
- NAVIGATION -- An introduction to piloting and celestial navigation.
- SEAMANSHIP -- An introduction to the general subjects of seamanship that include anchoring and mooring, ship handling, small boats, weather, ship construction, and steering and propulsion systems.
- LEADERSHIP -- An ongoing study of the principles and practical application of leadership with emphasis on providing opportunities for students to exercise and develop their own leadership abilities.
- NAUTICAL ASTRONOMY -- A study of astronomy and its application to celestial navigation.
- ELECTRONICS -- An introduction to electronics as the basis for shipboard radar, sonar, communications, and guidance systems.
- OCEANOGRAPHY -- Provides information on the collection and dissemination of hydrographic and navigational data of the world's ocean systems.

- **DRILLS, COMMANDS, AND CEREMONIES** -- Includes individual, squad, platoon, and company close order drill; rotation of command; physical fitness; personnel inspections; and parade in company review.

NJROTC CURRICULUM DESCRIPTION

NAVAL SCIENCE 1

PURPOSE: To introduce students to the meaning of citizenship, the elements of leadership, and the value of scholarship in attaining life goals; engender a sound appreciation for the heritage and traditions of America, with recognition that the historically significant role of sea power will be important in America's future; develop in each cadet a growing sense of pride in his/her organization, associates, and self. These elements are pursued at the fundamental level.

COURSE CONTENT: Includes introduction to the NJROTC program; Introduction to Leadership, Naval Ships; Mission and Organization, The Nation, Navy and the People in American Democracy, Maritime Geography, Seapower and Challenge, Naval History through 1815, Introduction to Navigation and Time, Basic Seamanship, Oceanography, Health Education, First Aid, and Drugs, Alcohol and Tobacco Abuse Prevention.

NAVAL SCIENCE 2

PURPOSE: Build on the general introduction provided in Naval Science 1, to further develop the traits of citizenship and leadership in cadets, introduce cadets to technical areas of naval science, and engender a deeper awareness of the vital importance of the world oceans to the continued well-being of the United States.

COURSE CONTENT: Includes ongoing instruction in leadership theory, Naval Orientation and Career Planning, Citizenship in the U.S. and Other Countries, Naval History: 1815 through 1930, Naval Ships and Shipboard Evolutions, Naval Weapons: Gunnery, Guided Missiles and Mines, Navigation Fundamentals and Rules of the Road, Small Boat Seamanship, Meteorology and Weather, and Survival Training and Orienteering.

NAVAL SCIENCE 3

PURPOSE: Broaden the understanding of students in the operative principles of military leadership, the concept and significance of teamwork, the intrinsic value of good order and discipline in the accomplishment of objectives, the fundamentals of American democracy, and to expand their understanding of naval academic subjects.

COURSE CONTENT: Includes ongoing instruction in leadership and discipline, Military

Justice, Astronomy, International Law and the Sea, National Strategy, Sea Power and Naval Operations, Naval History: 1930 through the Nuclear Age, Naval Intelligence and National Security, Maneuvering Board, Challenges of Future Navy Research, and Electricity and Naval Electronics.

NAVAL SCIENCE 4

PURPOSE: This course is focused solely on practical leadership. The intent is to assist the senior in understanding leadership and improving their leadership skills by putting them in positions of leadership, under supervision, then helping them analyze the reasons for their varying degrees of success through the year. Classroom activities include seminars, reading assignments, classroom presentations, and practical work with younger cadets.

COURSE CONTENT: Includes instruction in theoretical and applied aspects of leadership, training, and evaluation of performance. Students will become aware of the techniques used to create motivation, develop goals and activities for a work group, and the proper ways to set a leadership example. Cadets will also apply these principles when dealing with younger cadets in the areas of military drill and inspections, athletic events, and in other school activities.

SOUNDS PRETTY SERIOUS--IS THERE ANY FUN STUFF?

NJROTC cadets participate in a number of outside activities throughout the school year and during the summer months. These opportunities are designed to stimulate learning by hands-on experience and to reinforce classroom instruction. Some of these activities include:

- School and local activities such as drill teams, rifle teams, orienteering, unit athletics, parades, field days, and nonpolitical community activities.
- Military/leadership training of about 1 week during the spring and summer months.
- Orientation visits (3 to 5 days) to various naval and military bases.
- Cruises aboard U.S. naval vessels (1 day to 2 weeks) normally conducted during the summer months.

SO WHO INSTRUCTS THIS PROGRAM?

The Head of the Department of Naval Science at a school hosting an NJROTC program is called the Senior Naval Science Instructor (SNSI). The SNSI is the senior commissioned officer employed by the school. All other personnel employed by the school in the NJROTC Program are called Naval Science Instructors (NSI). At the school's option, one of the instructors may be a retired member of the Marine Corps or Coast Guard who is certified by the Navy to serve in the NJROTC program. Senior Naval Science Instructors (SNSIs) are commissioned officers (W2 through O6). Naval Science Instructors (NSIs) are retired enlisted personnel (E-6 through E-9). The minimum education requirement for SNSIs is a baccalaureate

degree from an accredited college or university. A high school diploma or its equivalent is required of NSIs. Specific instructor qualification requirements will remain the decision of school officials who are the employers of these individuals.

The Chief of Naval Education and Training enforces stringent certification requirements on all personnel applying to the NJROTC program. School officials may not offer employment to an applicant who does not possess a valid CNET certification.

HOW DO NAVAL SCIENCE INSTRUCTORS FIT IN THE FACULTY STRUCTURE AND WHAT ARE THEIR DUTIES?

In order that the maximum coordination possible is achieved between the NJROTC unit and other academic departments, the staff of the Department of Naval Science shall be given full membership in the institution's faculty in appropriate ranks and be accorded the rights and privileges of faculty members. The SNSI is the Head of the Naval Science Department, and is accorded the same privileges as other host school department heads. It is desired that the SNSI encourage the institutional authorities, when appropriate, to use the naval science staff members on faculty committees in order that their services may be utilized in the same manner as are the services of all other members of the faculty.

The SNSI shall perform those duties pursuant to current regulations, policies, and procedures as established by CNET and the host school. The NSI is the assistant to the SNSI, and shall perform duties as assigned by the SNSI. They may perform those collateral duties as may be reasonably assigned other department heads/teachers by the principal, providing such duties do not interfere with the administration and operation of the NJROTC program. In this regard, the SNSI, as the department head, is responsible for informing the principal in the event this situation occurs.

HOW ARE INSTRUCTOR SALARIES DETERMINED?

- **Minimum Salary.** Personnel employed shall receive a salary at least equal to the difference between their retired pay and the active duty pay and allowances, excluding incentive pay, which they would receive if ordered to active duty. The institution is the employing agency and shall pay the full salary due to the individual employed. The amount reimbursed to the school is one-half of the minimum salary for each instructor.
- **Minimum Salary Changes.** The minimum salary for instructors normally changes at least two times per year. The adjustments are based on changes in active duty pay and allowances, retired Consumer Price Index adjustments, and when the Basic Allowance Housing (BAH) for a geographic area is adjusted. In any case, CNET will provide schools and individual instructors with written notification of changes as they occur. The school notification will be routed via the SNSI.
- **Method of Salary Reimbursement Computation.** The reimbursement computation shall be based on a 30-day month. When employment begins or ends during the month, pay entitlement will be 1/30 of the minimum monthly salary for each day of employment.

For example: An instructor hired on the 10th day of any month, including February, shall be paid for 21 days (30 days less 9 days not employed = 21). The computation for a minimum monthly salary of \$2,557.52 would be: $\$2,557.52 \div 30 = \$85.25 \times 21 = \$1,790.25$ (minimum to be paid by school). Reimbursement by the Navy to the school would be $\$1,790.25 \div 2 = \895.13 . The Navy is prohibited from reimbursing the school for personnel still on active duty, i.e., terminal leave.

- **Relocation Costs.** If relocation is necessary to secure employment, it is the responsibility of selected instructors to relocate at their own expense to the area where they are hired. The Navy interposes no objection if the school provides reimbursement for all or part of these expenses. This subject should be discussed during the employment interview.
- **Benefits.** Instructors in the NJROTC program normally receive the same fringe benefits (health insurance, retirement plan, sick leave, vacation, holiday, etc.) afforded other teachers in the local school district. It is highly recommended, however, that such benefits be thoroughly discussed in the employment interview.
- **Employment Notification.** Upon employment by a host school, instructors must advise the CNET NJROTC program manager via the area manager immediately of such employment to expedite instructor manning administration and correct pay computations.
- **Additional Duties.** The primary academic duty of the SNSI and NSI employed by an institution with an NJROTC unit shall be that of instruction and administration of the NJROTC program. Compensation for duties assigned by the institution, other than NJROTC duties, shall be resolved by the NJROTC instructor and the local institution officials on a separate contractual basis, must not interfere with proper administration of the NJROTC program, and may not be performed during normal school hours.

WHAT DOES THE NAVY PROVIDE?

The Navy provides schools hosting NJROTC units with instructional materials, equipment, uniforms, monetary reimbursement for orientation trips, funds specified expenditures, and instructor salary reimbursement. Instructional materials include textbooks, training aids, and items of equipment such as computers, digital video disc players, digital video discs, video cassette recorders, video cameras, and monitors prescribed in the NJROTC curriculum. These items will normally be provided directly to the unit by CNET.

WHAT ARE THE STUDENT ENROLLMENT ELIGIBILITY REQUIREMENTS?

- Be enrolled in and attending a regular course of instruction in a grade 9 through 12 at the school hosting the unit.
- Be physically qualified to participate fully in the physical education program of the host school.
- Be selected by the NJROTC instructor with the approval of the school principal or his/her representative.
- Maintain acceptable standards of academic achievement and an academic standing that

warrants at least normal progression leading to graduation.

- Maintain acceptable standards of conduct.
- Comply with specified personal grooming standards. Common sense and good judgment apply to the attainment of these standards. Standards will not be relaxed so as to reflect disgrace on the naval service.
- Under the secondary school open enrollment policy and when desired by the principal of the host school, students in grades 9-12 who are otherwise ineligible for regular NJROTC enrollment may enroll as special NJROTC cadets. Special NJROTC cadets may participate in school approved NJROTC activities, be called naval cadets, wear the uniform, participate as cadet officers, and go on field trips and orientation visits to military installations. Special NJROTC students may not, however, be counted with that number required to maintain an NJROTC unit. Any special equipment or additional staff that may be needed to instruct special NJROTC students is provided by the school.

WHAT ARE THE BENEFITS OF NJROTC?

- Over 60 percent of the NJROTC cadets graduating continue to higher education.
- NJROTC provides the opportunity for secondary school students to learn the basic elements and need for national security and their personal obligations as Americans.
- The program enhances the image of the military in the eyes of the community by providing a chance for success to the nation's youth.
- While the training is along military lines, it is conducted so as to encourage initiative and individuality to develop natural gifts, to teach self-control, develop personal character, responsibility and qualities of integrity, loyalty, and dedication.
- Cadets derive self-esteem from belonging to NJROTC.
- NJROTC cadets are better behaved, have higher attendance, are role models for the avoidance of substance abuse, have higher self-esteem, develop positive life skills, graduate at a higher rate, and are an excellent source of service accessions.
- The values, principles, and self-discipline taught in NJROTC promotes positive, productive behaviors and provides a support structure that is critical in helping cadets avoid the use of drugs.
- The NJROTC program is motivational in encouraging cadets to graduate from high school.
- Cadets who have completed 2 years of NJROTC may be recommended by their Senior Naval Science Instructor to receive special consideration for NJROTC scholarship selection.
- Cadets presenting evidence of successful completion of at least 3 years of NJROTC are entitled to advanced promotion to pay grade E-3 upon initial enlistment in an active or reserve component of the Army, Navy, or Air Force, and pay grade E-2 in the Marine Corps.
- Cadets accepted for enlistment, who provide evidence of successful completion of 2 years of a NJROTC program are entitled to be enlisted in pay grade E-2 (except in the Marine Corps and Air Force).
- Senior Naval Science Instructor is authorized to nominate a maximum of three eligible

- cadets each year to compete for U.S. Naval Academy appointments.
- Administrators of host schools that are designated as Distinguished Units with Academic Honors may nominate three eligible NJROTC cadets as candidates for appointment to the U.S. Naval Academy, U.S. Military Academy, and U.S. Air Force Academy in addition to the three nominations above to the U.S. Naval Academy.

QUOTES FROM COMMUNITY LEADERS WHO HAVE AN NJROTC UNIT

"Parents and students have indicated that a marked improvement in student self-discipline, motivation, and self-reliance is apparent after a short time in the program."

"NJROTC teachers provide valuable counseling to their students who may be experiencing difficulty in other subjects or in other ways at school. They are real pupil advocates and advocates for their program... The NJROTC program is a definite asset to the total school and community."

"NJROTC cadets can always be relied upon to help out around campus and in the community when extra hands are needed. Their community service activities have brought positive recognition to our school and school district."

"In some instances over the years, students have stated that the only reason they have not dropped out of school is the NJROTC program and the feeling of "family" and belonging they have felt from the instructors and students."

"The NJROTC program has been a tremendous experience for our school and community... Our participants have won numerous 1st place trophies, ribbons, pens, plaques, and awards since the program began."

"The NJROTC program allows the young person to learn morals and concepts so lacking in not just our society today, but in many homes. They learn self-discipline, helping others, a respect not just for country but for themselves, leadership, and how to make decisions."

"Parents, teachers and administrators give the NJROTC cadets high praise for the many ways their involvement is seen at school. Cadets develop a sense of responsibility from the program and from the various types of community involvement in which they participate, such as color guard at various school assemblies here and at other schools, drill performances in parades and other school and civic functions, as well as many other school activities."

"Often students substitute NJROTC instructors for the fathers they either have never had or do not now have at home. Students feel comfortable sharing their personal problems with the NJROTC instructors and do not hesitate to approach the instructors with their problems."

"The NJROTC program provides service to the community and city. Its members are active in serving the less fortunate, the poor, and the needy. They have marched in parades and have been of service to all facets of the school. There is a high quality of esprit de corps and camaraderie in their commitment to excellence."

"I view the NJROTC program as an integral part of the curriculum of our comprehensive high school. From an academic standpoint, the course content reinforces the educational objectives of essential courses such as English, Science, Mathematics, History, and Social Studies. In addition, the focus on leadership and citizenship is very visible as I witness cadet participation in every aspect of school and community life."

HOW DOES MY SCHOOL APPLY FOR AN NJROTC UNIT?

A Host School Application for an NJROTC Unit (CNET 1533/90) accompanies the Host School Information/Application package. It is also available on the NJROTC website at www.njrotc.navy.mil where it may be printed for mailing or submitted electronically.

- Prospective host school completes all sections of the application form. This document should be signed by the superintendent of schools or his/her authorized representative (unless submitted electronically).
- Applications should then be forwarded to the CHIEF OF NAVAL EDUCATION AND TRAINING, CNET (NJROTC), 250 DALLAS STREET, PENSACOLA, FL 32508-5220.
- If the candidate school is acceptable, within range of selection, and vacancies exist for NJROTC units, CNET will proceed with establishment action. If no vacancies exist, CNET will retain the application for future consideration.
- Questions may be forwarded to the above address, e-mailed via the website, or by telephone to the NJROTC Program Manager at (850)452-9488 or (850)452-9507.