NAVY JUNIOR RESERVE
OFFICERS TRAINING CORPS

NJROTC



SUPPLY MANUAL

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CHAPTER 1: GENERAL INFORMATION

1-1 General- The Navy Junior Reserve Officers Training Corps (NJROTC) program is composed of NJROTC and Navy National Defense Cadet Corps (NNDCC) units established in secondary level educational institutions of the United States under authority of 10 U.S.C. Secs. 2031, 2032, and 2033 and 10 U.S.C. Sec. 7911.

NJROTC units are provided with the administrative and logistic support necessary to operate effectively through directives and instructions from the Commander, Naval Service Training Command (NSTC) via the NJROTC Area Managers.

Each unit's Senior Naval Science Instructor (SNSI) is responsible for all aspects of material management within the unit, material management functions include monitoring and receipt control of procurements, uniform and textbook issue control, and miscellaneous functions as assigned to effectively operate the unit.

1-2 NNDCC Resources and Guidance

1. **Curricular and Instructional Materials-** The US Navy (USN) shall provide curricular and instructional materials and guidelines used to instruct the NJROTC curriculum. The amount and type of materials provided is subject to the availability of funds.

2. **Cadet Uniforms-** NNDCC cadet uniforms are funded and procured by the host school. NNDCC units may order uniforms through the Navy Exchange Command (NEXCOM) directly by the host school without reimbursement from the USN.

3. **Clothing Receipts-** Citizen Development Management Information Subsystem (CDMIS) generated Custody Cards are recommended for use by NNDCC units.

4. **Cadet Uniforms Replacement-** The cost replacement of uniform clothing items will be borne by the host school without reimbursement by the USN. However, as NNDCC uniforms are school property, the school may require cadets to provide restitution for uniform clothing items that are lost, mutilated, or destroyed through the cadet's own misconduct or carelessness

5. **Government Furnished Equipment-** The USN may provide the host school with Government furnished equipment (including arms, tentage and equipment) needed to administer the NNDCC curriculum. The amount and type of equipment provided is subject to the availability of funds.

6. **Supply Guidance-** NNDCC units must maintain all Government furnished curriculum, instructional materials, and equipment as governed by NSTC M-5761.1B and the NJROTC Supply Manual. Other supply oriented guidance as governed within the NSTC M-5761.1B and the NJROTC Supply Manual is encouraged to be enacted within an NNDCC unit.

1-3 NJROTC Resources

1. **Funding Resources-** The federal government provides NJROTC with two sources of Appropriated Funding (APF):
   a. **Operation and Maintenance, Navy (O&MN)-** APF provides resources for the daily operation and maintenance for the NJROTC program.
   b. **The Military Personnel, Navy (MPN)-** APF provide for basic uniform items as well as maintenance and alterations of those uniform items in support of the NJROTC program.

Funding for O&MN and MPN appropriations may be sourced through the federal Procurement Integrated Enterprise Environment (PIEE) system via a Wide Area Workflow (WAWF) claim as directed by NSTC or your Area Manager. Table 1-1 details funding examples.

Table 1-1. Appropriation Types

APPROPRIATION TYPE	TYPE OF EXPENDITURES	EXAMPLES	PROCEDURES
MPN	Uniform items	See Tables 2-1, 2-2	Order via CDMIS.
	Uniform maintenance	Tailoring, dry-cleaning	Procure locally. When funds are available, submit WAWF claim as directed by your Area Manager.
O&MN	Organizational items	See Table 2-7	Order via CDMIS or use USM funds
	Cadet travel	Orientation trips, NSTC supported National competitions	When funds are available, submit WAWF claim as directed by your Area Manager or NSTC.
	USN-owned property	Drill rifles, instructional material, and other equipment	Purchased by NSTC and shipped to units.
	Unit Support and Maintenance (USM)	See section 1-4 below	NSTC provides unit funding via WAWF.

1-4 Unit Support and Maintenance- The following expenses are common examples of items that should be funded from the USM funds provided to the host school for support of the NJROTC program:

Advertising and publicity materials
Air rifle and drill team equipment, supplies, and repairs. (Custom fitted equipment and gear is prohibited)
Air rifle range fees
Audiovisual equipment repairs and supplies, if the equipment was provided by the USN
Computer refresh support for laptop computers
Curriculum related Software
Digital camera
Drone licensing fees and academic programs
Drones, drone spare parts, equipment
Entrance fees
Film, developing costs, and other camera supplies
Flags and related parade equipment
Internet access
Keys and locks
Long distance toll charges for official calls made in connection with the program
Minor repairs to computer and classroom equipment provided by the USN
Name tags
Plaques, trophies, ribbons, frames, and folders
Postage
Printing and engraving
Subscriptions to USN-related publications and periodicals

If an expense is not included on this list, contact your Area Manager before incurring the expense.

1-5 Funding by Accounting Classification Reference Number (ACRN)- APF will be provided under an ACRN as directed by NSTC or your Area Manager. Table 1-2 lists the current ACRNs for NJROTC.

Table 1-2. ACRNs List

ACRN	CDMIS	TYPE OF APF	USE FOR:
AA	ORI	O&MN	Orientation Trips NJROTC National Orienteering Competition
AB	ALT	MPN	Uniform Maintenance
AE	USM	O&MN	Unit Support & Maintenance
AF	BBC	O&MN	NJROTC National Brain Brawl Competition
AG	JLAB	O&MN	National Joint Leadership Academic Bowl
AJ	AR EQ	O&MN	Air Rifles and Equipment
AM	NDCM	O&MN	NJROTC National Drill Competition
AN	LA	O&MN	Leadership Academy
AP	IST	O&MN	In-Service Instructor Training
AQ	NIOT	O&MN	Instructor Seminars
AR	BLT	O&MN	Basic Leadership Training
AT	CU IT	O&MN	Advisory Boards Training
AU	CYBP	O&MN	National CyberPatriot Competition
AV	SAIL	O&MN	Sail Training
AZ	NARC	O&MN	NJROTC National Air Rifle Competition JROTC National Air Rifle Competition

The ACRNs listed within Table 1-2 will be used when submitting WAWF claims as directed by your Area Manager or NSTC.

1-6 Requisitioning Procedures- The NJROTC unit will use the requisitioning procedures shown in Table 1-3 for requirements that are not routine direct expenses. Any item not covered in the table or included in routine expenses should be requested from the Area Manager.

Table 1-3. Requisition Guide

ITEM		ALLOWANCE	FUNDING	STANDARD PROCEDURES
Air Rifles (Chapter 8)	Initial issue	10	NSTC/ AJ	As directed by NSTC
	Replacement	As required	NSTC/ USM	As directed by Area Manager. USM funds are also authorized for use in procuring air rifles.
	Repair	As required	USM	Unit procures through USM funds.
Audiovisual Equipment (Chapter 6)	Initial issue	See Table 6-1	NSTC	NSTC procures and ships to unit.
	Replacement (normal wear and tear)	As required	NSTC	Survey through CDMIS. NSTC procures and ships to unit.
	Replacement (stolen)	As required	School insurance	Report to Area Manager. Survey through CDMIS. NSTC procures and ships to unit.
	Repair	As required	USM	Unit procures through USM funds.
Drill Rifles (Chapter 7)	Initial issue	30	NSTC	NSTC procures for direct shipment to unit or NSTC ships rifles from disestablished unit.
	Support (spare parts)	As required	NSTC	Unit requisitions from NSTC via CDMIS.
	Allowance changes	As authorized	NSTC	Unit letter with justification to NSTC via Area Manager.
Forms (Chapter 4)		As required	NSTC	Available via Area Manager.
Instructional Materials (Chapter 3)	Initial issue	Based on Enrollment	NSTC	NSTC procures and ships to unit.
	Replacement	Based on Enrollment	NSTC	Order submitted annually via CDMIS Annual Instructional Materials Report (AIMR)
	Allowance changes	As authorized	NSTC	Request via AIMR in CDMIS OR Email with justification to NSTC with Area Manager approval.
Uniforms And Organizational Equipment (Chapter 2)	Initial issue	As required	NSTC	Ordered via CDMIS as authorized by NSTC.
	Replacement	As required	NSTC	Ordered via CDMIS as authorized by Area Manager.
	Swords	As required	NSTC	Ordered via CDMIS as authorized by Area Manager.
Video Training Aids (Chapter 5)	Initial issue	See Table 5-1	NSTC	NSTC procures and ships to unit.
	Replacement	As required	NSTC	Order submitted annually via CDMIS AIMR

1-7 Requisition Numbers- Most material provided from Department of Defense (DoD) activities will have a requisition number (document number) assigned to the request and the shipping documents. This number is assigned by the ordering or shipping activity. It is used to track and identify items as well as to provide status on outstanding orders.

The number is made up of the service designator, Unit Identification Code (UIC), Julian date, and a serial number. The service designator code to be used for NJROTC requisitions is "N" for Department of the Navy (DoN). The UIC is a five-digit code assigned by the USN to identify a specific USN activity for supply and accounting purposes. The Julian date consists of two elements: the last digit of the calendar year and the numeric consecutive day of the calendar year. Tables 1-4 and 1-5 are Julian date calendars. Ensure that the proper calendar (perpetual or leap year) is used when assigning a Julian date.

An example of a requisition number and its explanation is shown below:

Requisition: **N3560A32683001** **00-160-0770 GLOVES DRESS WHITE**

N|3560A|3|268|3001

Service Designator code: **N**, Navy

UIC of the activity: **3560A**

The last digit of the calendar year: **3;** 2023

Julian calendar date: **268;** 25 September

Serial number assigned to the requisition: **3001**

1-8 National Stock Number (NSN)- The NSN is composed of a 13-digit stock number. It consists of the four-digit Federal Supply Classification (FSC/ "Class") and the nine-digit National Item Identification Number (NIIN). The NIIN consists of a two-digit National Codification Bureau (NCB) number followed by a seven-digit item number. *NJROTC Supply will reference either the NSN or NIIN for an item.

An example of a NSN and its explanation is shown below:
BAG DUFFEL 8465-01-117-8699

Nomenclature: **BAG DUFFEL**
***NSN**: **8465-01-117-8699**
FSC/ "Class": **8465**
***NIIN**: **01-117-8699**
NCB: **01**
Item Number: **117-8699**

1-9 Requisition Follow-Up and Discrepancy Procedures- Requisition follow-up discrepancy reporting for all requisitions must be completed through the Area Office via email. This procedure will ensure that a record of the request is maintained while enabling the information to be forwarded up the chain of command until resolution can be reached. NJROTC units will NOT submit a Supply Discrepancy Report (SDR) for any item received that appears to be damaged, is improperly packaged, or does not match the shipping documentation. If necessary, NJROTC Supply will submit a SDR. It is important that the unit provide as much information as possible: UIC, date of original submission, requisition number(s), nature of discrepancy, national stock number(s) (NSN), and item descriptions are considered vital, and are usually readily available and easy to locate.

NOTE: A FOLLOWUP SHOULD BE SUBMITTED FOR ANY ITEM REQUISITIONED BUT NOT RECEIVED WITHIN 30 DAYS.

Table 1-4. Julian Date Calendar (Perpetual)

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DAY
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	299	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

Table 1-5. Julian Date Calendar for Leap Years

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DAY
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

CHAPTER 2: UNIFORMS AND ORGANIZATIONAL ITEMS

2-1 Allowance- Units are authorized a uniform allowance equal to the actual cadet October enrollment report of each fiscal year.

Funding dictates that only two pairs of shoes per cadet will be issued during a 3 or 4-year academic program; three pairs of shoes per cadet may be issued during a 5-year academic program. If shoe replacement is required above the allowance, the cost will be borne by the cadet unless the shoes were defective or other extenuating circumstances exist. Exceptions are at the discretion of the SNSI with Area Manager concurrence.

2-2 Requisitioning- Requisitions for uniforms, insignia, ribbons, and organizational equipment are processed using CDMIS. Table 2-1 shows examples of MPN and O&MN. Cadets are prohibited from placing orders within CDMIS. Table 2-2 shows uniform allowances for a cadet.

NOTE: When placing orders through CDMIS, clothing items are to be ordered separately from organizational items.

Table 2-1. NJROTC Clothing (MPN) and Organizational Items (O&MN)

MPN	O&MN
CDMIS Category (CAT) assignments: F- Female, M- Male, U- Unisex	CDMIS Category (CAT) assignments: O- Organizational
ALL Uniform articles Attachments Buttons Collar devices NJ patches Ribbon bars	Flags and components Leggings MP belts and components Sword belts Swords

Table 2-2. NJROTC Cadet Uniform Requirements



NAVY SERVICE UNIFORM (NSU)- FEMALE

Cords	8455-various NSNs	-	
Garrison Cap Black	8405-01-539-5868	1	
Insignia (As Required)	8455-various NSNs	-	
NJROTC Patch	8455-LL-L00-0604	1	
Overblouse Khaki, Womens	8410-01-539-7912	1	
Shoe Drs Blk Pump	8435-LL-L00-0304	1	Optional, NS2 or above
Shoes, Oxford, Black	8435-01-456-1526	1	
Slacks, Womens, Unbelted, Blk, NJROTC	8410-LL-L00-6284	1	
Skirt, Blu Beltless NJROTC	8410-LL-L00-2002	1	Optional, NS2 or above
Socks Cushion/ Ctn Black	8440-01-053-6768	1	
Undershirt White	8420-00-543-6644	1	

NOTE: Where various sizes are available, the NSNs listed are the first of a series.



SERVICE DRESS BLUE UNIFORM (SDB)- FEMALE
Uniform items issued in addition to NSU issued items.

Coat Svc Drs Blu		8410- 01-375-8405	1	
Cover, Alternate Combination (ACC) *Includes: Frame, Black Chin Strap, White Cover, Eagle Screw Buttons*, AD Hat Band***		8405-LL-L00-7557	1	*Eagle Screw Buttons- Officer **Remove Hat Band- For Active Duty ONLY, Replace with Legacy Hat Band 8455-LL-L00-0414
	Chin Strap, Black- *Replacement*	8405-LL-L00-0784	-	CPO only
	Chin Strap, Gold	8405-LL-L00-7569	1	Officer only
PARTS FOR ACC	Cover, White Cnt ACC *Replacement*	8405-LL-L00-7571	-	
	Foul Anchor ACC	8455-LL-L00-0415	1	
	Hat Band Black NJROTC Legacy	8455-LL-L00-0414	1	
	Buttons (Anchor) Screw NJ- ACC	8405-LL-L00-7570	1	CPO only
	Buttons (Eagle) Screw NJ- ACC *Replacement*	8405-LL-L00-0482	-	Officer only
Necktab, Black		8445-01-317-1620	1	
NJROTC Patch		8455-LL-L00-0604	1	
Shirt, White P/C L/S		8405-LL-L00-6770	1	
Socks Drs Cotn/Nyln Black		8440-00-543-7773	1	Optional, *Worn with Oxford Shoes and Unbelted Slacks*

NOTE: Where various sizes are available, the NSNs listed are the first of a series.



SERVICE KHAKI UNIFORM- FEMALE
Uniform items issued in addition to NSU issued items.
Issued to Officer/ CPO ONLY

Belt Trous Kha Web Brass Tip	8440-LL-L00-0291	1	
Buckle Brass	8315-LL-L00-0610	1	
Cap Gar Kha P/W	8405-LL-L00-0384	1	
Cover, Kha P/W ACC	8405-LL-L00-7576	1	
NJROTC Patch	8455-LL-L00-0604	1	

Shirt Kha P/W S/S CPO-OFC	8410-LL-L00-6195	1	
Skirt Khaki P/W CPO-OFC	8410-LL-L00-3772	1	
Slacks Kha P/W	8410-LL-L00-6304	1	

NOTE: Where various sizes are available, the NSNs listed are the first of a series.



NAVY SERVICE UNIFORM (NSU)- MALE

Belt, Black W/Brass Tip 48”	8445-LL-L00-0028	1	
OR Extra Long Belt Blk W/ Brass Tip 55”	8440-LL-L00-0029	1	55”
Buckle, Brass	8315-LL-L00-0609	2	
Cords	8455-various NSNs	-	
Garrison Cap Black	8405-01-539-5868	1	
Insignia (As Required)	8455-various NSNs	-	
NJROTC Patch	8455-LL-L00-0604	1	
Shirt, Khaki NJROTC	8405-01-539-6912	1	
Shoes, Oxford, Black	8435-01-456-0156	1	
Socks Cushion/ Ctn Black	8440-01-053-6768	1	
Undershirt White	8420-00-543-6644	1	

NOTE: Where various sizes are available, the NSNs listed are the first of a series.

SERVICE DRESS BLUE UNIFORM (SDB)- MALE

Uniform items issued in addition to NSU issued items.

Coat Svc Drs Blu		8405- 01-510-3575	1	
Cover, Alternate Combination (ACC) *Includes: Frame, Black Chin Strap, White Cover, Eagle Screw Buttons*, AD Hat Band***		8405-LL-L00-7557	1	*Eagle Screw Buttons- Officer **Remove Hat Band- For Active Duty ONLY, Replace with Legacy Hat Band 8455-LL-L00-0414
	Chin Strap, Black- *Replacement*	8405-LL-L00-0784	-	CPO only
	Chin Strap, Gold	8405-LL-L00-7569	1	Officer only
PARTS FOR ACC	Cover, White Cnt ACC *Replacement*	8405-LL-L00-7571	-	
PARTS FOR ACC	Foul Anchor ACC	8455-LL-L00-0415	1	



	Hat Band Black NJROTC Legacy	8455-LL-L00-0414	1	
	Buttons (Anchor) Screw NJ- ACC	8405-LL-L00-7570	1	CPO only
	Buttons (Eagle) Screw NJ- ACC *Replacement*	8405-LL-L00-0482	-	Officer only
Necktie, Black		8440-01-171-7571	1	
Necktie, Black Bow		8440-LL-L00-5000	1	Optional
NJROTC Patch		8455-LL-L00-0604	1	
Shirt, White P/C L/S		8405-LL-L00-2100	1	
Socks Drs Cotn/Nyln Black		8440-00-543-7773	1	
Tie Clasp Gold		8455-LL-L00-0413	1	

NOTE: Where various sizes are available, the NSNs listed are the first of a series.



SERVICE KHAKI UNIFORM- MALE

Uniform items issued in addition to NSU issued items.

Issued to Officer/ CPO ONLY

Belt Trous Kha Web Brass Tip		8440-LL-L00-0027	1	
OR	Belt Trous Kha P/W Anod Tip	8440-LL-L00-0290	1	55”
Cap Gar Kha P/W		8405-LL-L00-0384	1	
Cover, Kha P/W ACC		8405-LL-L00-7576	1	
NJROTC Patch		8455-LL-L00-0604	1	
Shirt Kha P/W CPO-OFC		8405-LL-L00-2971	1	Optional, NSU Kha shirt
Trous Kha P/W CPO-OFC		8405-LL-L00-2086	1	

NOTE: Where various sizes are available, the NSNs listed are the first of a series.



PHYSICAL TRAINING UNIFORM (PTU)- UNISEX

PTU Shirt Navy S/S	8415-LL-L00-2084	1	
PTU Shirt Navy L/S	8405-LL-L00-2684	1	
PTU Short Navy 6” OR	8415-LL-L00-2660	1	
PTU Short Navy 8”	8415-LL-L00-2665	1	
Fitness Suit, Jacket	8415-01-647-0261	1	Optional
Fitness Suit, Pants	8415-01-647-0295	1	Optional
Sweat Pants Navy	8405-LL-L00-1823	1	Optional
Sweat Shirt Navy Crew Neck	8405-LL-L00-1829	1	Optional
Sweat Shirt Navy Hooded	8405-LL-L00-6356	1	Optional

NOTE: Where various sizes are available, the NSNs listed are the first of a series.

ADDITIONAL UNIFORM ITEMS

Cap, Ball NJROTC	8405-LL-L00-1271	1	Optional
Cap Knit Blue Watch Cap	8405-01-006-1074	1	Optional
Belt, Riggers Blk	8415-01-480-0465	1	Optional
Cold Weather Parka	8415-01-663-8118	1	Optional
Gloves Lthr Black	8440-01-161-7119	1	Optional
Gloves Dress White	Various NSNs	1	Optional
Liner, Parka NWU	8415-01-539-3971	1	Optional
Jacket, Relaxed Fit, Black	8405-LL-L00-4424	1	Optional
Shirt Stay Black 4pk	8455-LL-L00-0575	1	Optional
Shoe Shine Kit	8520-LL-L00-4999	2	Optional
Sweater, Navy "V" Neck	8405-LL-L00-2643	1	Optional
Trouser Operational (Blue)	8415-01-667-1201	1	Optional

NOTE: Where various sizes are available, the NSNs listed are the first of a series.

2-3 RIBBONS AND UNIFORM DEVICES- The NJROTC program authorizes the use of 28 ribbons Tables 2-4 and 2-5 show the ribbons and uniform devices of the NJROTC program.

Table 2-4. NJROTC Ribbons

ORDER	AWARD DESIGNATION	NOTE
1	Meritorious Achievement	Stocked and awarded by the Area Manager
2	Distinguished Unit	Stocked and awarded by the Area Manager

3	Distinguished Cadet	
4	Honor Cadet	
5	Cadet Achievement	Stocked and awarded by the Area Manager
6	Unit Achievement	Stocked and awarded by the Area Manager
7	Aptitude Award	
8	Naval Science IV Outstanding Cadet	
9	Naval Science III Outstanding Cadet	
10	Naval Science II Outstanding Cadet	
11	Naval Science I Outstanding Cadet	
12	Exemplary Conduct	
13	Exemplary Personal Appearance	
14	Physical Fitness	
15	Participation	
16	Unit Services	
17	Community Services	
18	Academic Team Award	
19	Drill Team	
20	Color Guard	
21	STEM (Science, Technology, Engineering, Math)	
22	Marksmanship	
23	Orienteering	
24	Inter-Service Competition	
25	Recruiting	
26	Leadership Training	
27	Sea Cruise	
28	CERT (Community Emergency Response Team)	

Table 2-5. NJROTC Ribbon and Uniform Devices

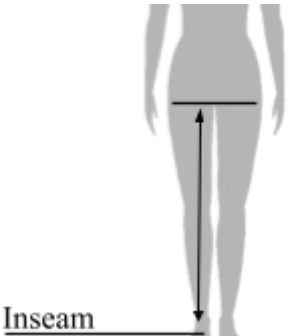
DEVICE	NOTE
Anchor	
Lamp	
Star	
Drone Pilot Wings	Stocked and awarded by the Area Manager

2-4 CLOTHING SIZES- Clothing sizes are shown in CDMIS within the supply clothing order section with the NSN, description, price, and unit of issue. Sizes listed are the only sizes available from standard stock. **Exact measurements are crucial in order to obtain proper uniform fit**.

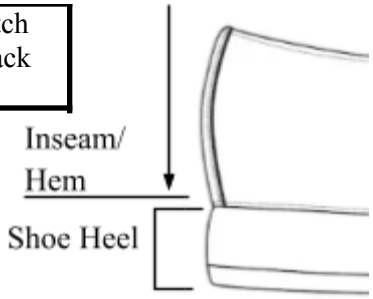
Figure 2-1. Common Body Measurement

HEM
INSEAM

Hem	Should be long enough to have a 2” hem and touch the top of back shoe heel. The trousers may have a full break in the front.

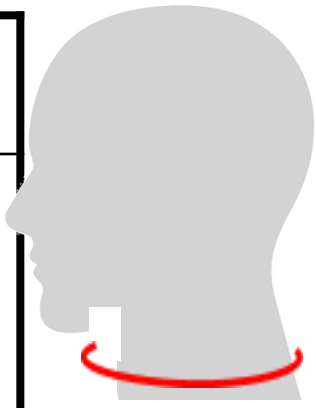


Inseam	Measure from crotch to the top of the back shoe heel.



NECK
SLEEVE

Neck	Measure around the neck with one finger between the tape and the neck.
Sleeve	Raise arm parallel to the floor, bending it at the elbow to form a right angle with palm facing down to the floor. Measure from the center of the back (parallel with the elbow) along the arm and to the wrist.



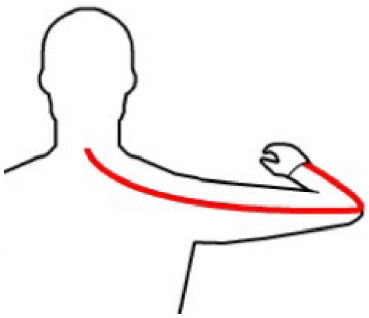


Figure 2-2. Female Measurement

BUST
WAIST
HIPS

Bust	Measure around the fullest part of the breast under arms.
Waist	Measure around the natural waistline, right above the belly button.
Hips	Measure around the fullest part of the body at the top of the hip.

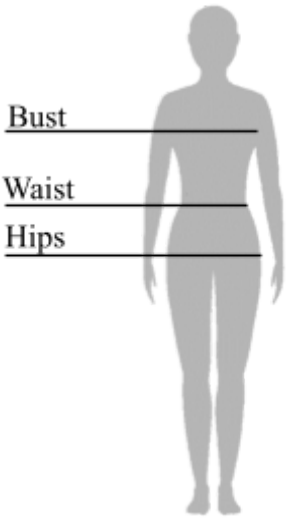


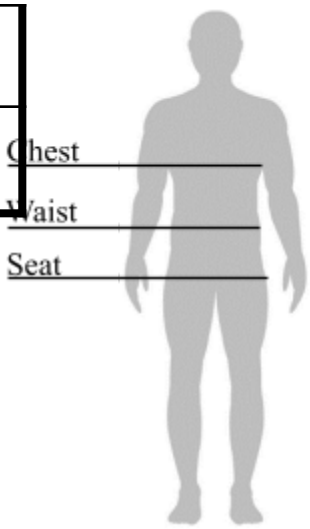
Figure 2-3. Male Measurement

Chest	Measure around the fullest part of the chest under arms.



BUST
WAIST
SEAT

Waist	Measure around the natural waistline, right above the belly button.
Seat	Measure around the fullest part of the body at the top of the hip.



Chest
Waist
Seat

Table 2-6. Female Size Charts

Coat Size: Female Size + Height Nomenclature*

*For Relaxed Fit Jacket Sizes use **S**- Petite, **L**- Tall

(XP) Extra Petite **(under 5' 1")**	**(P)** Petite **(5' 1" - 5' 4")**	**(R)** Regular **(5' 4" - 5' 7")**	**(T)** Tall **(5' 7" - 5' 10")**	**(XT)** Extra Tall **(5' 10" - 6' 1")**
Add HEIGHT nomenclature (XP, P, R, T, XT) to SIZE nomenclature (J, M, W) to determine ORDER SIZE. ***Example: 6JP (Juniors Petite)***				

Bust	32 ½	33 ½	34 ½	36	37 ½	39	41	43	45	47	49	51
Waist	24 ½	25 ½	26 ½	28	29 ½	31	33	35	37	39	41	43
Hip	33	34	35	36 ½	38	39 ½	41 ½	43 ½	45 ½	47 ½	49 ½	51 ½

Bust	32 ½	33 ½	34 ½	36	37 ½	39	41	43	45	47	49	51
Waist	24 ½	25 ½	26 ½	28	29 ½	31	33	35	37	39	41	43
Hip	35	36	37	38 ½	40	41 ½	43 ½	45 ½	47 ½	49 ½	51 ½	53 ½

Bust	32 ½	33 ½	34 ½	36	37 ½	39	41	43	45	47	49	51
Waist	24 ½	25 ½	26 ½	28	29 ½	31	33	35	37	39	41	43
Hip	37	38	39	40 ½	42	43 ½	45 ½	47 ½	49 ½	51 ½	53 ½	55 ½

Table 2-7. Male Size Charts

Coat/ Jacket Size: Chest Size + Height nomenclature

(XS) Extra Short **(under 5' 3")**	**(S)** Short **(5' 3" - 5' 7")**	**(R)** Regular **(5' 7" - 5' 11")**	**(L)** Long **(5' 11" - 6' 3")**	**(XL)** Extra Long **(6' 3" – 6' 7")**	**(XXL)** Extra Long **(over 6' 7")**
Add HEIGHT nomenclature (XS, S, R, L, XL, XXL) to SIZE to determine ORDER SIZE. *Example: 34R (34 Regular)*					

Seat C	32	33	34	35	36	37	38	39	40	41	42	43	44	45
Seat A	31	32	33	34	35	36	37	38	39	40	41	42	43	44

Seat C	46	47	48	49	50	51	52	53	54	55	56
Seat A	45	46	47	48	49	50	51	52	53	54	55

Table 2-8. Unisex Size Chart

Chest/ Bust Size	29-33	33-37	37-41	41-45	45-49	49-53	53-57
Waist	23-27	27-31	31-35	35-39	39-43	43-47	47-51

Figure 2-4. Head Measurement

HEAD

Measure across the brow (approximately 1" above eye brows).
Measuring tape should sit slightly above the ears.
Keep measuring tape parallel to the floor.

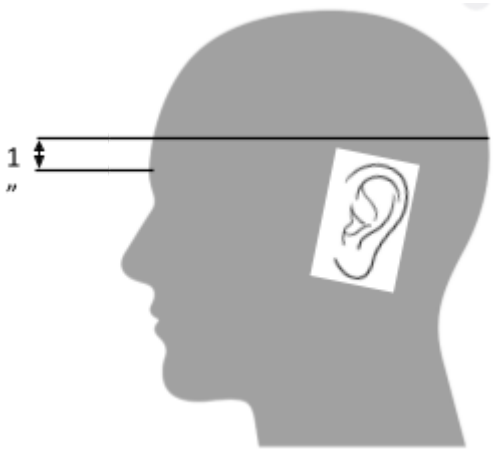


Table 2-9. Cap Size Chart

	HEAD SIZE	HEAD SIZE	HEAD SIZE
6 1/2	20 1/2	22 1/2	25
6 5/8	21	23	25 1/4
6 3/4	21 1/4	23 1/2	25 1/2
6 7/8	21 1/2	24	26
7	22	24 1/4	26 1/2
7 1/8	22 1/4	24 1/2	

Figure 2-5. Hand Measurements

HAND

Length	Measure from the tip of the middle finger to the bottom of the palm.
Width	Measuring tape should be placed just above the of the thumb, index finger and measure the widt of the hand across the palm to the opposite edge of hand.
Thumb Length	Measure from the thumb knuckle joint to the tip of the thumb.

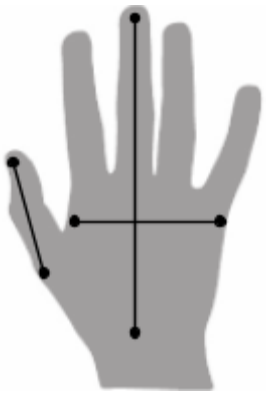


Table 2-10. Glove Size Chart

***C**- Cadet, smaller size

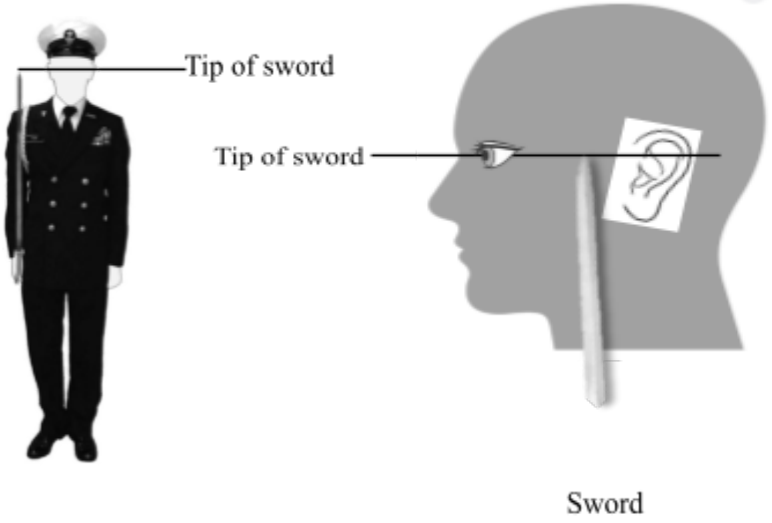
	LENGTH	THUMB LENGTH	WIDTH	SIZE	LENGTH	THUMB LENGTH	WIDTH
	9 3/4	2 3/8	3 3/8	**5C***	9 3/4	2 1/4	4 1/8
	9 1/2	2 1/8	3 3/8	**6**	10 1/4	2 5/8	4 1/4
	9 7/8	2 1/2	3 1/2	**6C***	10	2 3/8	4 1/4
	9 5/8	2 1/4	3 1/2	**7**	10 1/2	2 3/4	4 1/2
	10 1/4	2 5/8	3 3/4	**7C***	10 1/4	2 1/2	4 1/2
	10	2 3/8	3 3/4	**8**	10 3/4	2 7/8	4 5/8
	9 5/8	2 3/8	4	**9**	11	3	4 3/4
	9 3/8	2 1/8	4	**10**	11 1/4	3 1/8	4 7/8
	10	2 1/2	4 1/8				

2-5 SWORD MEASUREMENTS- The length of the blade is determined by placing the tip of the blade at approximately ear level when an individual carries the sword at the "Carry Sword" position, which is when the sword is drawn, arm at side and blade in a vertical position pointing skyward. The blade will not extend beyond the eye of the cadet.

Figure 2-6. Sword Measurements

SWORD

Measurements can typically be based on the height of the cadet. Sword tip not to exceed eye.
If you are within a 1/2-inch of a sword size: round up to the nearest size.
If you are within 1-inch of a sword size: round down to the nearest size.



Sword

Table 2-11. Sword Size Chart

HEIGHT	HEIGHT	HEIGHT
4'10"-4'11"	5'6"-5"7'	6'2"-6'3"
5'0"-5'1"	5'8"-5'9"	6' 4"-6'5"
5'2"-5'3"	5'10"-5'11"	Over 6' 6"
5'4"-5'5"	6'0"-6'1"	

2-6 ISSUE CONTROL- All uniform items will be issued to NJROTC cadets through the Clothing Custody Manager within CDMIS.

The following uniform items are prohibited from being re-issued: shoes, garrison covers, combination caps, PT shorts, PT shirts, undershirts, and socks. Cadets withdrawing within 30 days must return the shoes with other uniform items. If withdrawn after 30 academic days, they may retain the shoes issued.

Requirements of issued Clothing/ Uniform items:

- **Signature acknowledgement**- Cadets and their parents or guardians will be required to sign a CDMIS generated Uniform Custody Card upon issue of clothing items.
    - Figure 2-1 is a sample of the CDMIS produced Uniform Custody Card.

- **Record maintenance**- These custody cards will be filed with the unit record and maintained at the host school for each cadet.

- **Uniform return-** Cadets are required to return all uniform items to the unit Minor Property Custodian (MPC) upon completing or dis-enrolling from the Naval Science course. The SNSI will make diligent efforts to recover all issued clothing from dis-enrolled cadets.

- **Restitution**- The cadet will make restitution in the event that clothing is not recovered or is returned damaged. In determining the amount of restitution, SNSIs will consider such factors as item condition, fair wear and tear, fair value based on replacement cost, and consistency with school policy.
    1. Restitution delivered to the SNSI via a **certified check or money order made payable: "Treasurer of the United States"**
    2. The SNSI will forward the check or money order and a CDMIS generated survey to:
       NSTC NJROTC Supply
       320 Dewey Avenue
       BLDG 3 Room 106
       Great Lakes, IL 60088-2911

    If neither recovery nor restitution is effected, the appropriate school authorities will be notified. If necessary, school authorities may preclude students from graduating said school until recovery or restitution is effected.

    It is essential that checks/money orders be within 45 days of the issue date when sending to NSTC to ensure ample processing time by DFAS. Checks/money orders that do not meet this requirement will be returned for reissue.

Clothing deemed unfit for reissue because of normal wear and tear will be surveyed via CDMIS following the procedures in chapter 9 of this manual. On average a unit can anticipate surveying up to 25% of the clothing inventory annually.

Figure 2-1. Custody Card

CUSTODY CARD

[STUDENT #:] TOTAL:$231.75

DESCRIPTION	SIZE	NIIN/NSN	CAT	TAG	ISSUED	RETURNED	PRICE	INITIALS
GARRISON CAP BLK	7-1/4	01-539-5892	U		2021.11.05		$12.23	
OVERBLOUSE, KHAKI, WOMENS	14R	01-539-8469	F		2021.11.05		$35.21	
PTU SHIRT NAVY S/S	SM	UDLL-L00-2655	U		2021.11.05		$14.99	
SHOE DRS BLK LTHR OXF FEMALE	6.5 N	01-456-1758	F		2021.11.05		$61.22	
SLACK, WOMENS, UNBELTED, BLK, NJROTC	16WR	01-539-7153	F		2021.11.05		$47.60	
SOCKS CUSHION/CTN BLK	S	00-543-7777	U		2021.11.05		$2.03	
SWEAT PANTS NAVY	M	LL-L00-1824	U		2021.11.05		$24.15	
SWEAT SHIRT NAVY HOODED	M	LL-L00-6357	U		2021.11.05		$30.93	
UNDERSHIRT WHITE	S	00-543-6645	U		2021.11.05		$3.39	

Cadet Acknowledgment:

I acknowledge receipt of the clothing and equipment listed above for which I have initialed and hold myself responsible.
I understand that the clothing and equipment are the property of the U.S. Government and that they are to be returned to the Navy.

Date: _____ Cadet Signature: _____

I accept responsibility for the items issued to my son/daughter/ward. I understand the items are U.S. Government property, and that they are to be returned to the Navy. I voluntarily agree to reimburse the U.S. Government for the value of any such items which may be lost or mutilated through misconduct or carelessness.

Date: _____ Parent/Guardian Signature: _____

2-6 ALTERATIONS/ CLEANING OF UNIFORMS- Certain minor alterations, such as the adjustment of sleeve length or waist size, may be necessary. Alterations include the attachment of insignia, minor repair of uniforms to be reissued, and cleaning or laundering in preparation for storage. Alterations are limited by the availability of funding for each fiscal year (1 October through 30 September). Reimbursement is not authorized for routine uniform cleaning, which is the responsibility of the cadet during the school year.

2-7 ORGANIZATIONAL ITEMS- Organizational items for cadets listed within Table 2-7 are not considered part of the male or female uniform allowance for costing purposes, nor are they included in the allowable cost of the cadet uniforms. These items are ordered, controlled, and issued using the same procedures that are used for uniform issue. These items are issued to cadets as required.

Sword Allowance - Swords may be issued only to cadets in the grade of lieutenant (junior grade) and above. Six swords are authorized for either a company or battalion size unit (100 or more students).

Organizational items are funded with O&MN funds are to be ordered separately from clothing items.

Table 2-7. Organizational Items (Cadet)

NOMENCLATURE	NSN	QTY	REMARKS
Belt military police	8465-00-543-3378		
Belt military police fastener	8465- 01-331-3351		
Belt military police keeper strap	8315- 01-507-8821		
Belt military loop strap fastener	8315- 01-507-8831		
Belt sword leather	8455-LL-L00-0561		
Belt sword shoulder white	8455-LL-L00-0574		
Leggings, white	8440-00-261-4247		
Sword scabbard ONLY	8455-LL-L00-0509		
Sword w/ scabbard	8455-LL-L00-0409	6	

NOTE: Where various sizes are available, the NSNs listed are the first of a series.

Table 2-8. Organizational Items (Unit)

NOMENCLATURE	NSN	QTY	REMARKS
Cloth bunting, blue	8305-00-141-0931		
Cloth bunting, yellow	8305-00-935-6204		
Flag anodized pole, small pole	8345-LL-L00-0022		
Flag fringe 2” gold twisted	8345-LL-L00-0017		
Flag National Ensign 3‘ x 5‘, small	8345-LL-L00-0018		
Flag National Ensign 5‘ x 6.5‘, large	8345-00-656-1437		
Flag Navy Department 3’ x 5’, small	8345-LL-L00-0019		
Flag Navy Department 5’ x 6.5’, large	8345-00-684-8733		
Flag NJROTC 3’ x 5’, small	8345-LL-L00-0017		
Flag NJROTC 5’ x 6.5’, large	8345-00-237-4516		
Flag staff ornamental battle axe, large pole	8345-00-369-3958		Fits large pole
Flag staff ornamental battle axe, small pole	8345-LL-L00-0023		Fits small pole
Flag staff sling back, black	8345-LL-L00-0400		
Flag staff sling back, white	8345-LL-L00-0399		
Flag staff spearhead male only	8345-00-386-3780		
Flag staff spearhead male/ female	8345-00-386-3781		
Flag staff with spearhead, 8’ guidon	8345-00-214-9125		
Flag staff wood jointed pole, large	8345-00-252-0513		
Flag stand metal/ gold 20lb	8345-00-130-3142		Fits anodized pole

CHAPTER 3: INSTRUCTIONAL MATERIALS

3-1 ALLOWANCE- The NJROTC program establishes the NJROTC/ NNDCC unit instructional materials and their allowances as shown within Table 3-1.

3-2 REQUISITIONING- All items listed in Table 3-1 are initially provided as part of the unit's start-up kit; unless otherwise stated. Those items provided by NJROTC Curriculum Supply are listed on the Instructional Materials (IM) page within CDMIS.

Annual Instructional Material Report (AIMR) - Thereafter, the CDMIS generated Annual Instructional Material Report (AIMR) is used to manage the allowance of instructional material needed to replenish a unit's inventory for subsequent school years, taking into account the unit's on hand inventory and items to be surveyed (unusable/lost). The AIMR will be submitted by each NJROTC/ NNDCC unit to NJROTC Curriculum Supply via CDMIS annually. The exact due date (usually, mid-January timeframe) will be announced by Official Mail Message (OMM) via email.

For requests at other times during the year or for instructional material items not included on the AIMR, units should contact NJROTC Curriculum Supply.

NJROTC Regulations
NSTC M-5761.1B governs the administration of the NJROTC/ NNDCC program and is available from NJROTC Curriculum Supply. Each unit is required to have a current copy of this instruction and NJROTC OMMs effecting changes to this instruction.

3-3 ISSUE CONTROL- All textbooks, non-consumable supplies, and items of equipment are issued through Instructional Materials Custody Manager within CDMIS to NJROTC cadets. These items will be collected by the SNSI annually for reissue.

Requirements of issued Instructional Material:

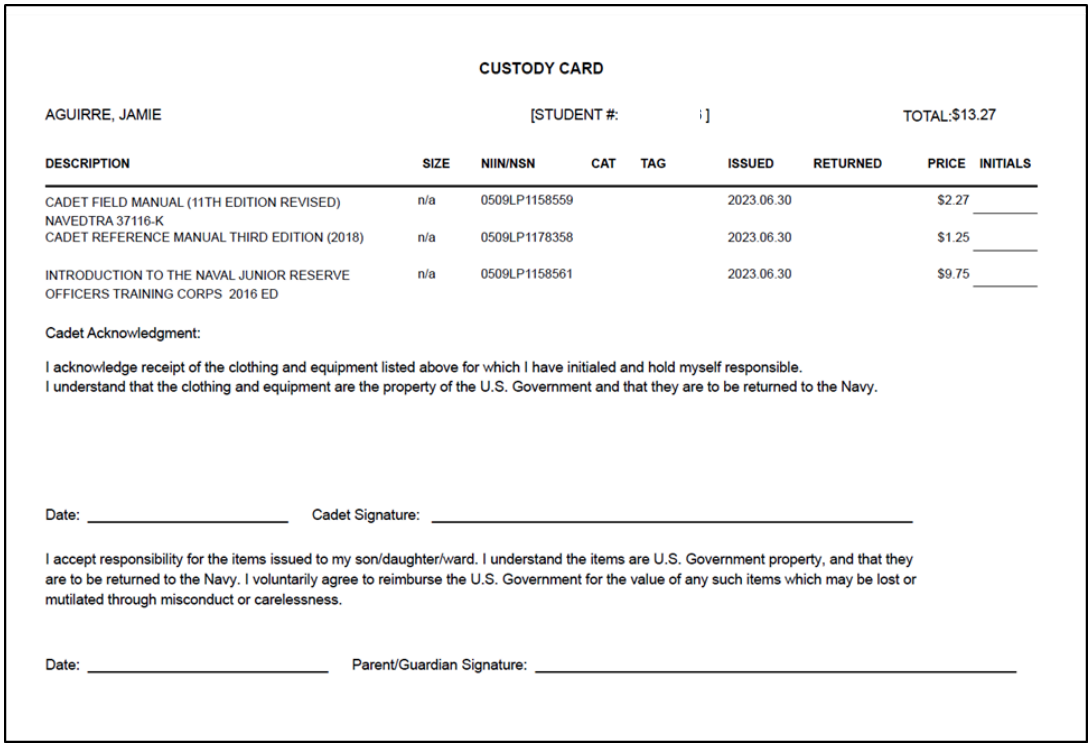
- **Signature confirmation**- Cadets and their parents or guardians will be required to sign a CDMIS generated Instructional Materials Custody Card upon issue of books and other materials.
- **Record maintenance**- These custody cards will be filed with the unit record and maintained at the host school for each cadet.
    - Figure 3-1 is a sample of the CDMIS produced Instructional Materials Custody Card.
- **Restitution**- The cadet will make restitution in the event that textbooks are lost or damaged. In determining the amount of restitution, SNSIs will consider such factors as item condition, fair wear and tear, fair value based on replacement cost, and consistency with school policy.
    1. Restitution delivered to the SNSI via a **certified check or money order made payable: "Treasurer of the United States"**
    2. The SNSI will forward the check or money order and a CDMIS generated survey to:
       NSTC NJROTC Supply
       320 Dewey Avenue
       BLDG 3 Room 106
       Great Lakes, IL 60088-2911

    If neither recovery nor restitution is effected, the appropriate school authorities will be notified. If necessary, school authorities may preclude students from graduating said school until recovery or restitution is effected.

It is essential that checks/money orders be within 45 days of the issue date when sending to NSTC to ensure ample processing time by DFAS. Checks/money orders that do not meet this requirement will be returned for reissue.

All textbooks or other non-consumable items not available for re-issue must be surveyed in CDMIS in order for replacement to be warranted.

Figure 3-1. Sample CDMIS NJROTC Instructional Materials Custody Card (in CDMIS)



CUSTODY CARD

AGUIRRE, JAMIE [STUDENT #:] TOTAL:$13.27

DESCRIPTION	SIZE	NIIN/NSN	CAT	TAG	ISSUED	RETURNED	PRICE	INITIALS
CADET FIELD MANUAL (11TH EDITION REVISED) NAVEDTRA 37116-K	n/a	0509LP1158559			2023.06.30		$2.27	
CADET REFERENCE MANUAL THIRD EDITION (2018)	n/a	0509LP1178358			2023.06.30		$1.25	
INTRODUCTION TO THE NAVAL JUNIOR RESERVE OFFICERS TRAINING CORPS 2016 ED	n/a	0509LP1158561			2023.06.30		$9.75	

Cadet Acknowledgment:

I acknowledge receipt of the clothing and equipment listed above for which I have initialed and hold myself responsible.
I understand that the clothing and equipment are the property of the U.S. Government and that they are to be returned to the Navy.

Date: _____ Cadet Signature: _____

I accept responsibility for the items issued to my son/daughter/ward. I understand the items are U.S. Government property, and that they are to be returned to the Navy. I voluntarily agree to reimburse the U.S. Government for the value of any such items which may be lost or mutilated through misconduct or carelessness.

Date: _____ Parent/Guardian Signature: _____

Table 3-1. Instructional Material Detailed Listing

MAPS AND CHARTS	NSN	ALLOWANCE
No. 1145 Chart of The World	7643014045397	2
No. 17 Great Circle Sailing Chart, Atlantic 017NAV/OP	7642014009416	2
No. 56 Great Circle Sailing Chart, Pacific 056NAV/OP	7642014009510	2
No. 76 Standard Time Zone Chart Of The World 076NAV/OP	7642014009444	2
Map: Geographic of the U.S, Large Wall	RM528959999	1 Per Classroom
Map: Geographic of the World, Large Wall	RM52895993X	1 Per Classroom
Fictitious Land Areas Northwest (100 sheets per pad) NAVEDTRA 37083	0509LP0420625	5
Fictitious Land Areas, Southeast (100 sheets per pad) NAVEDTRA 37084	0509LP0420626	5
Maneuvering Board (50 sheets per pad) 509NAV/OP (available on special request to NJROTC Supply via Area Manager)	7642014009445	2
North Pacific Wilkes Island (Port Maury) 099NAV/OP	7642014009585	10

Poster Cadet Push-Ups	NONEPOSTER04	1
Poster Cadet Running	NONEPOSTER03	1
Poster Cadet with Flag	NONEPOSTER02	1
Poster Cadet with Sword	NONEPOSTER01	1
Poster Military Rank	SPARTAN21	1 Per Classroom
Poster NJROTC Ribbons	NSTC5761	1 Per Classroom
NS-1 Naval Science 1 Introduction To The NJROTC 3rd Edition (2022)	0509LP0013425	By student or By Classroom
NS-1 Instructor Answer Guide (2022)	Digital	Per Instructor
Cadet Field Manual NAVEDTRA 37116-K (11TH EDITION)	0509LP1158559	1 Per Cadet
Cadet Reference Manual 3rd Edition (2018)	0509LP1178358	1 Per Cadet
NS-2 Maritime History and Nautical Sciences NJROTC 4th Edition	0509LP0005248	By student or By Classroom
NS-2 Instructor Answer Guide, 3rd Edition	9781-687247-7281	Per Instructor
NS-3 Naval Knowledge Leadership and Nautical Skills NJROTC 3rd Edition	0509LP1172792	By student or By Classroom
NS-3 Instructor Answer Guide (2017), 3rd Edition	9781682471715	Per Instructor
The Maneuvering Board: A Revised Course Of Programmed Instruction (available on special request to NJROTC Supply via Area Manager)	0509LP0420553	40 each on Initial issue
NS-4 You and the Future , Cyber Awareness, Space Exploration, Leadership	0509LP0013422	By student or By Classroom
NS-4 Instructor Answer Guide (2022)	0509LP0013423	Per Instructor
Barron's ACT Premium Study Guide (Present Year)	9781506287263	5
Barron's ASVAB Premium Study Guide: 6 Practice Test	9781506283647	5
Barron's SAT Premium Study Guide (Present Year)	9781506287522	5
Bluejacket's Manual, 26th Edition	9781682478431	2 per classroom
Classroom Management	9780536127426	1 Per Instructor
Cultural Studies: An Introduction to Global Awareness I/G (Vol 1 & 2 W/DVD) Answer Guide	9780763784652	1 Per Instructor
Cultural Studies: An Introduction to Global Awareness Textbook (W/DVD)	9780763775162	10 each initial issue/then same as NS4
Duttons Nautical Navigation 15th Edition	9781557502483	1
Education Psychology	053683654X	1 Per Instructor
Flags of Our Fathers	0553111337	1
Knight's Modern Seamanship 18th Edition	0509LP1113149	1
Leadership Embodied, 2nd Edition	9781612513034	1
Learning and the Brain	9780536836526	1 Per Instructor
Make Your Bed (Author McRaven)	9781455570249	10
Nautical Almanac for the Year 2021	7642016861552	1

Naval Ceremonies, Customs and Traditions, 6th Edition	9781557503305	1
Navigation Rules and Regulations Handbook (Aug 2014)	9781944304362	1
Navigation Rules, International-Inland	97809393837496	1
Sailors History Of The U.S. Navy	1591141516	1
Secondary Methods	9780536156174	1 Per Instructor
Service Etiquette 5th Edition 2013	9781591143574	2 per classroom
Ships & Aircraft of the U.S. Fleet, 19th Edition	9781591146872	1
The Greatest Generation	9781400063147	1
Thunder Below!: The USS *Barb* Revolutionizes Submarine Warfare in World War II	9780252019258	1
USN Sailing Qualifications Book	CNET P 1552/2A	Issued for Leadership Academy only
Fact Sheet, NJROTC 2015 (100 per Package)	0509LP1152351	5
National Standard 3-Position Air Rifle Rules (current edition comes out every other year)	NLU775-18/20	Must be authorized for Air Rifle 25 to Air Rifle Team Only
NJROTC Junior Position Air Rifle Student Handbook	0509LP1047153	Must be authorized for Air Rifle 20 to Air Rifle Team Only
NJROTC Public Affairs Handbook	0509LP1141634	1
NJROTC Recruiting Pamphlet (2015) (125 per Package)	0509LP1152768	2
Sticker Packs (3 Inch) (25 Per Package)	STICKER3INCH	2
Sticker Sheets (1 Inch) (50 Per Sheet)	STICKER1INCH	3
Summer Training Cadet Guide	STCG2020	Issued for Leadership Academy only
Summer Training Instructor Guide	STIG2020	Issued for Leadership Academy only
The Orienteering Handbook	0509LP0420003	20
Compass, Magnetic A30	SS012100013	40
Divider, 6” Matte nickel Fixed Point	WP-262	40
Parallel Ruler with Protractor Scale	WP-140	40
Ruler, Plastic, 6 Inch (12 Per Box)	ACM45016	2 boxes
Safety Whistle With Lanyard (10 Per Package)	SCP-46010	2 packages
Signal Flag Card Deck	6910005142033	2
Stopwatch Timer	910SET	1 Per Instructor
Triangle, Drafting, Plastic	CHA30SC10	20
World Globe, 12-inch	AVT30502	1 per classroom

**Reference books are not replaced yearly and units ordering these items may not receive the most current editions. New editions are not issued until stock of older edition has been depleted.*

CHAPTER 4: FORMS

4-1 FORMS LIST- The forms listed in Table 4-1 may be sourced electronically from the Area Manager via email; unless otherwise stated.

Table 4-1 Generally Required Forms

TITLE	FORM NUMBER	SOURCE
Cadet of the Month	CNET 1650/14	Area Manager
Certificate of Special Commendation	CNET 1650/5	Area Manager
Certificate of Appreciation	CNET 1650/6	Area Manager
Certificate of Cadet Achievement	CNET 1650/43	Area Manager
Certificate of Completion of Leadership Academy	CNET 1650/32	Area Manager
Certificate of Meritorious Achievement	CNET 1650/12	Area Manager
Certificate of Promotion	CNET 1650/11	Area Manager
Distinguished Cadet Certificate	CNET 1650/9	Area Manager
Distinguished Unit Award	CNET 1650/21	Ordered by Area Manger from NSTC
JROTC Instructor Annual Certification of Pay and Data	DD2754	www.netc.navy.mil/nstc/njrotc/ NSTC Instructor Pay
JROTC Instructor Annual Certification Worksheet for Entitlement Computation	DD2767	www.netc.navy.mil/nstc/njrotc/ NSTC Instructor Pay
NJROTC Answer Sheets	CNET 1533/37	Area Manager
NJROTC Certificate of Completion 1 Course	CNET 1650/4	Area Manager
NJROTC Certificate of Completion 2 Courses	CNET 1650/3	Area Manager
NJROTC Certificate of Completion 3 Courses	CNET 1650/2	Area Manager
NJROTC Certificate of Completion 4 Courses	CNET 1650/1	Area Manager
NJROTC Health Risk Screening Questionnaire	CNET 1533/106	Area Manager
NJROTC Ribbon Poster	CNET 1533/61	Area Manager
NJROTC Standard Release Form	CNET 5800/4	Area Manager

CHAPTER 5: VIDEO TRAINING AIDS

5-1 ALLOWANCE- The NJROTC program establishes the NJROTC/ NNDCC unit instructional materials and their allowances as shown within Table 3-1. The DVDs listed in Table 5-1 are the **only** titles approved for use by the NJROTC units.

5-2 ORDERING- All DVDs listed in Table 5-1 are initially provided as part of the unit's start-up kit.

Replacement DVDs may be ordered during the AIMR each year.
For requests at other times during the year or for instructional material items not included on the AIMR, units should contact NJROTC Curriculum Supply.

Table 5-1. DVD's

NOMENCLATURE	NSN	ALLOWANCE
Bridge on the River Kwai DVD	0767853547	1
Bridges of Toko-Ri DVD	883929303441	1
Carrier DVD	0793694450	1
Gettysburg DVD	078063277X	1
Glory DVD	1800177967	1
Hoosiers DVD	027616801821	1
Legion of Valor DVD	0509LP1166530	1
Mister Roberts DVD	141981768X	1
NJROTC DVD-1: History Of The US Navy Videos	0509LP1141743	1
NJROTC DVD-2: Men with Green Faces, Desert Survival, Land Navigation, Desert Storm Navy-Marine Corps Team	0509LP1141744	1
NJROTC DVD-3: Drill Videos	0509LP1141745	1
NJROTC DVD-4: Be Someone Special, 21st Century Navy, NJROTC Leadership Academy	0509LP1141746	1
NJROTC DVD-5: Be Someone Special Be a NJROTC Cadet, The NJROTC Program	0509LP1141747	1
NJROTC DVD-6: NJROTC Drill DVD- The Sword Manual, The Manual of Arms, The Color Guard, and The Guidon Manual	0509LP1155128	1
Promotional DVD (2010)	0509LP1166529	1
Remember The Titans DVD	0788826859	1
Run Silent, Run Deep DVD	738329139926	1
Seabiscuit DVD	0783284217	1
Taps DVD	2454326751	1
The Caine Mutiny DVD	1424829895	1
The Good Teacher DVD	0509LP1155739	1
Tuskegee Airmen DVD	1419896385	1
Twelve O'clock High DVD	024543440550	1

CHAPTER 6: AUDIOVISUAL/INFORMATION TECHNOLOGY EQUIPMENT

6-1 ALLOWANCES- The NJROTC unit audiovisual equipment and information technology (computer related) equipment allowance lists are established by NSTC (NJROTC). This equipment is provided to a unit when it is established and is refreshed periodically as budget permits. Requests for additional equipment must include a complete justification, and should be submitted by email to NSTC (NJROTC Supply) via the Area Manager. The NJROTC unit audiovisual equipment allowance is shown in table 6-1 and information technology equipment allowance is shown in table 6-2.

Table 6-1. Audiovisual Equipment Allowance

NOMENCLATURE	NSN	ALLOWANCE
Projector, LCD	6730LLAVJ0003	1 per classroom
Replacement Panasonic Bulb	6730LLPANBULB	
Replacement Toshiba Bulb	6730LLTOSHIBA	
	NSN	**ALLOWANCE**
QT2 Clicker Set (32)	6910LLCPS0008	1 per classroom
QT2 Clicker	6910LLCPS0006	Replacement
USB RF Receiver		1 per instructor
Presenter RF-LCD	6910LLCPS0007	1 per classroom

CHAPTER 7: DRILL RIFLES

Each NJROTC unit SNSI is encouraged to conduct training in rifle drill and each unit has an allowance of drill rifles to perform this training. This chapter provides the procedures and guidance for acquiring, maintaining, storing, and disposing of drill rifles.

7-1 ALLOWANCE- NJROTC units are authorized 30 drill rifles with some units being increased or decreased depending on enrollment or other justification. Authorized drill rifles are listed in Table 7-1.

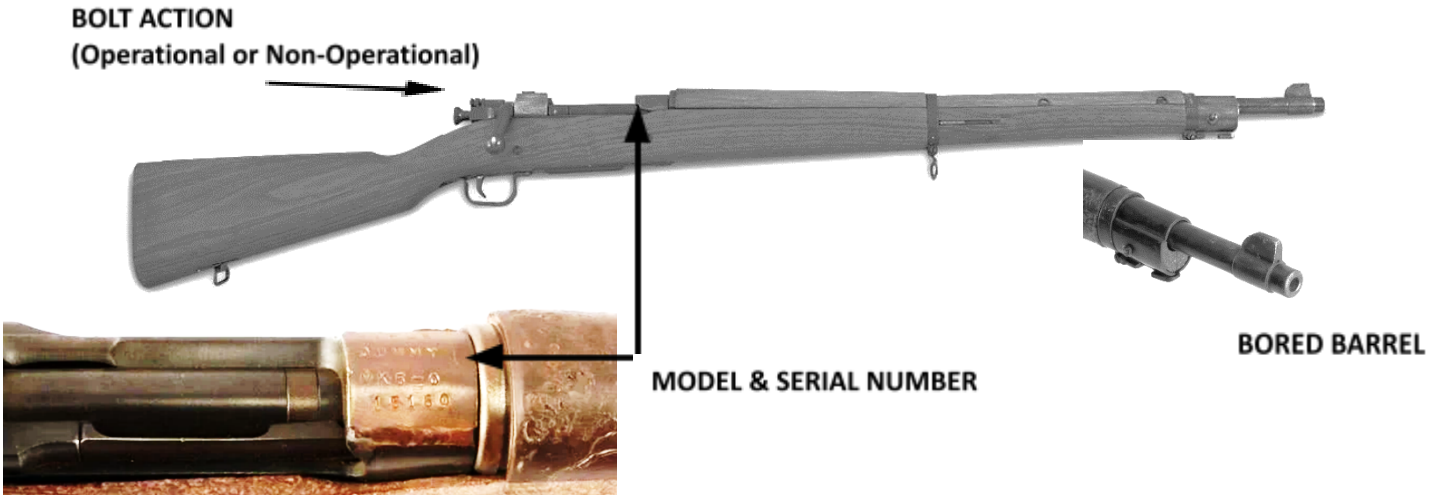
Table 7-1. Authorized Dummy Drill Rifles

NOMENCLATURE/ MODEL	NSN
Rifle, Dummy Drill, MK5-0 (Non-operational bolt)	1005-00-109-5682
Rifle, Dummy Drill, MK5-1 (Operational bolt)	1005-01-069-8565
Rifle, Dummy Drill, MK6-0 (Non-operational bolt)	1005-01-120-5389
Rifle, Dummy Drill, Daisy Facsimile 1903	1005-LL-L00-1903

7-2 DEMILITARIZED DRILL RIFLES- MK5-0 and MK5-1 Drill Rifles- These rifles are demilitarized 1903 Springfield Rifles on loan from the USN Small Arms Weapons Registry in Crane, IN. Rifle stocks may be wood or plastic. Barrels will be bored and may be plugged. Refer to Figure 7-1 for visual details to identify MK5-0 and MK5-1 Drill Rifles.

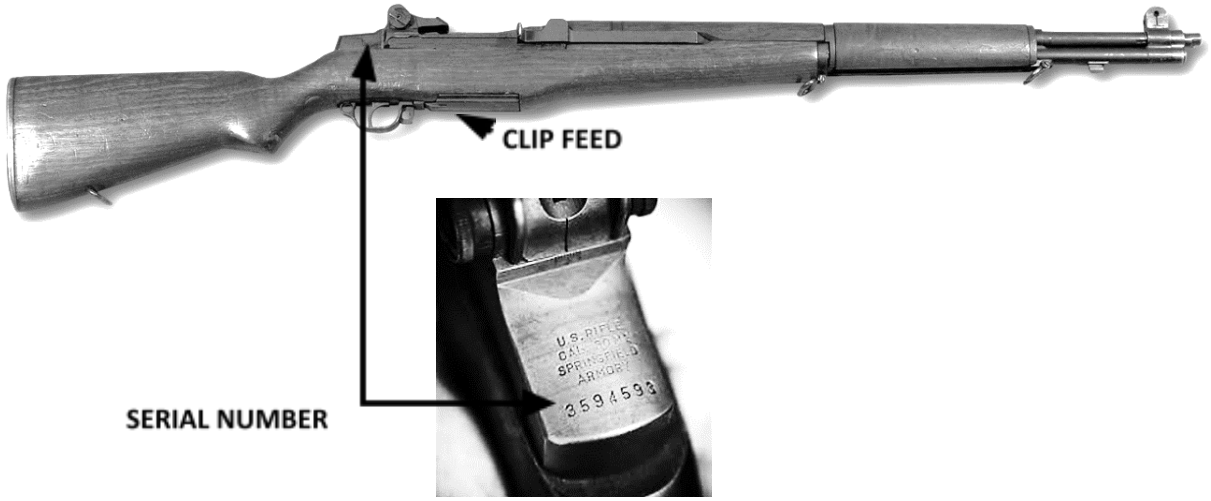
.

Figure 7-1. MK5-0 and MK5-1 Drill Rifle Identification



MK6-0- This is a demilitarized M1 Garand Rifl /eapons Registry, Crane, IN. Rifle stocks may be wood or plastic. Barrels will be bored and may be plugged. This rifle will have a clip feed in front of the trigger guard. Refer to Figure 7-2 for visual details to identify a MK6-0 Drill Rifle.

Figure 7-2. MK6-0 Drill Rifle Identification

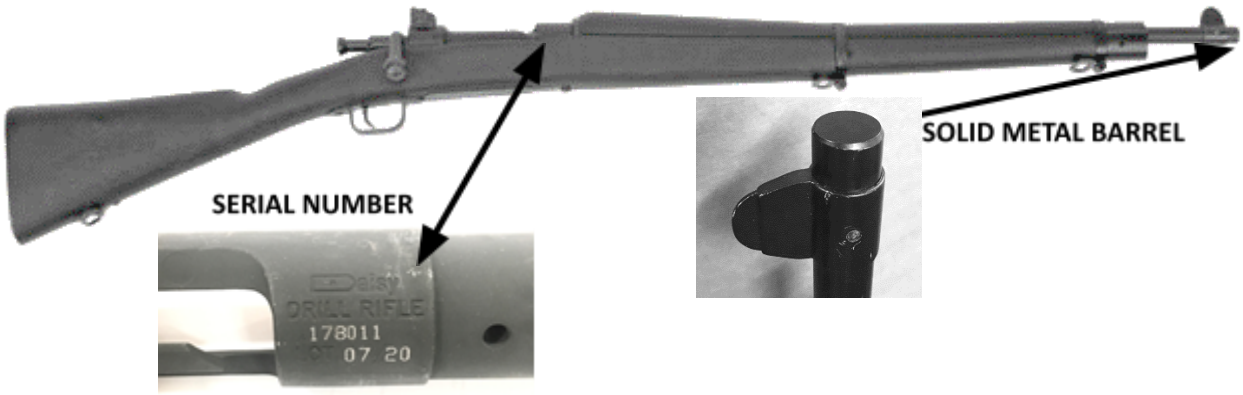


Repair- MK5-0, MK5-1, and MK6-0 replacement parts are not available.

Survey- Units are **NOT AUTHORIZED** to survey MK5-0, MK5-1, and MK6-0 Drill Rifles. The SNSI will contact the Area Manager and NJROTC Supply for authorization and disposition instructions.

7-3 DAISY MODEL 1903 DRILL RIFLE- The Daisy Model 1903 Drill Rifle a manufactured replica of the 1903 Springfield rifle. Rifle stocks may be wood or plastic. Refer to Figure 7-3 for visual details to identify a Daisy Model 1903 Drill Rifle. The Daisy logo will be imprinted on the receiver.

Figure 7-3. Daisy Model 1903 Drill Rifle Identification

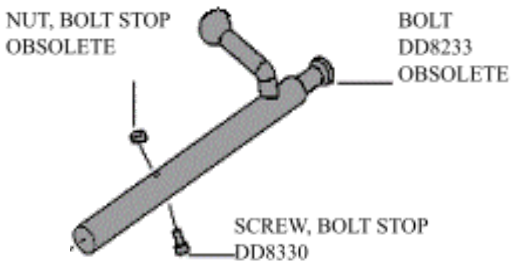


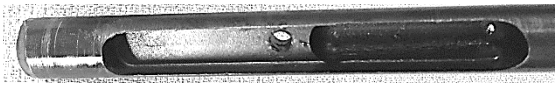
Repair - It is the responsibility of the NJROTC unit to keep drill rifles in good condition. Because of the type of drill performed, the drill rifle will become damaged and will require replacement of damaged parts. The NJROTC unit must repair damaged drill rifles. Refer to Figure 7-4 for rifle part breakaway.

NJROTC instructors may order drill rifle repair parts at no cost to the unit through CDMIS.

Survey - Units are authorized to survey Daisy 1903 drill rifles or parts when deemed beyond usable condition. Rifles should be disassembled and demolished in a manner that is unable to be reassemble into a rifle.

Obsolete Bolt - Daisy has reconfigured the bolt assembly for the Model 1903 Drill Rifle. The redesigned bolt no longer uses a Bolt Stop Nut. The Bolt Stop Screw secures to the outer facing part of the redesigned bolt.





Obsolete bolt

Hollowed out chamber for Bolt Stop Screw to fit inside of bolt with nut securing the screw on the topside of the bolt



New Bolt

Bolt stop screw attaches on the outside/ topside of bolt, no nut needed to secure bolt stop screw.

Figure 7-4. Daisy Model 1903 Drill Rifle Breakaway

Assemble and disassemble instructions: https://www.daisy.com/product/daisy-model-1903-drill-rifle/

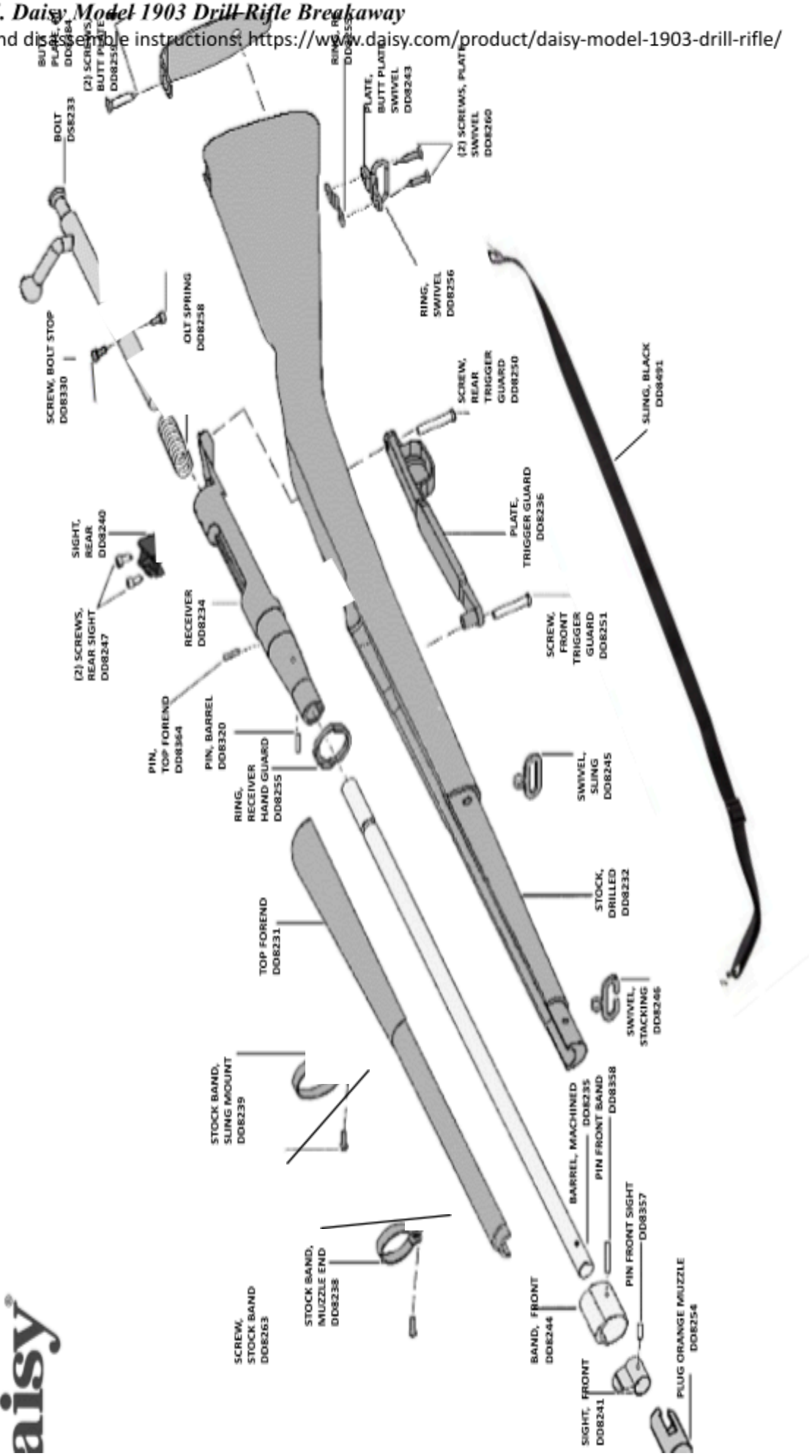


Figure 7-5. Daisy Model 1903 Drill Rifle Parts

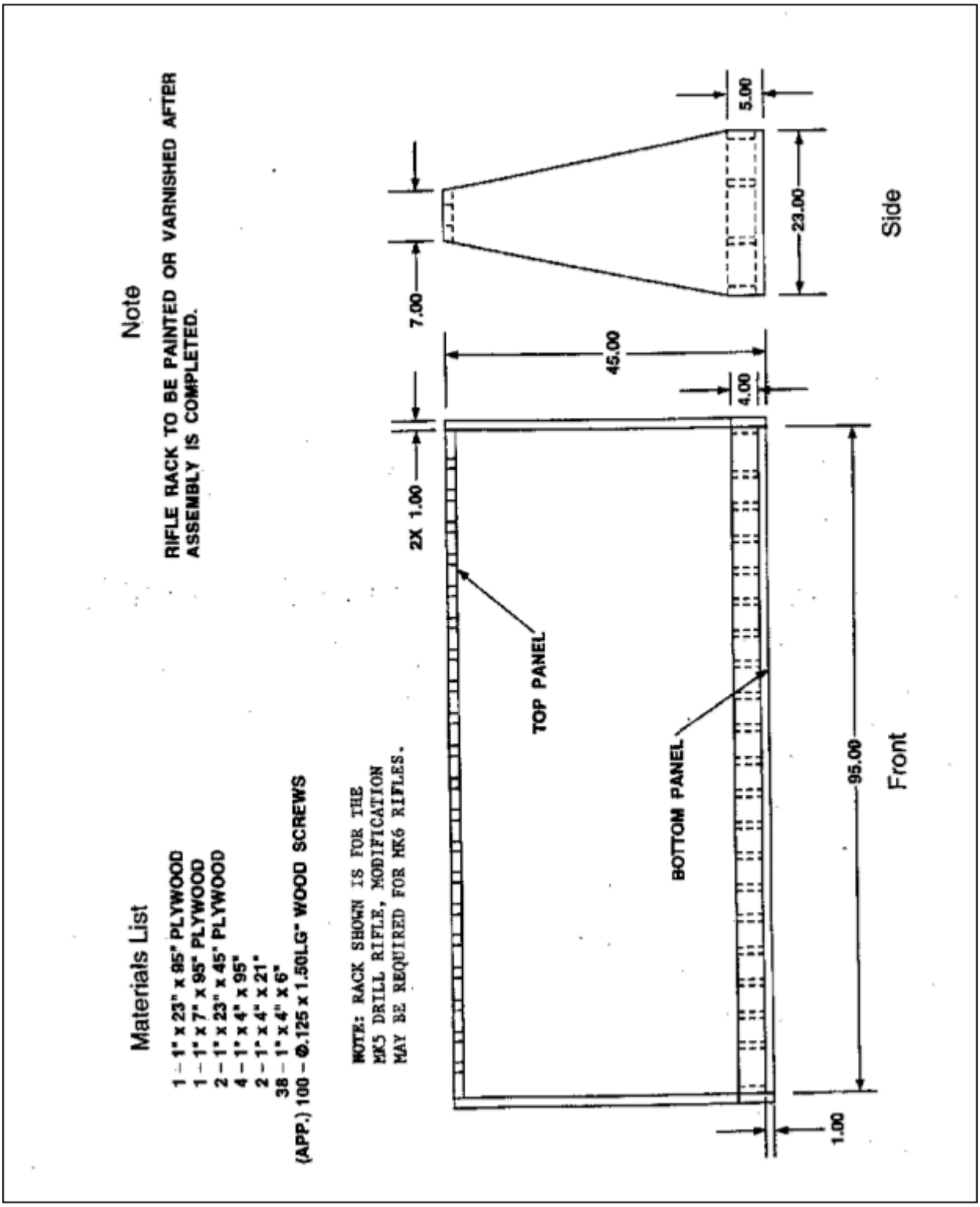
NOMENCLATURE	PART#	NSN	QTY*
Band, front	138244-100	1005LLLDD8244	1
Barrel, machined	138235-000	1005LLLDD8235	1
Bolt	138233-100	1005LLLDS8233	1
Bolt stop	138330-000	1005LLLDD8330	1
Bolt, spring	138258-000	1005LLLDD8258	1
Forend, top	138231-000	1005LLLDD8231	1
Pin, barrel	138320-000	1005LLLDD8320	1
Pin, front band	138358-100	1005LLLDD8358	1
Pin, front sight	138357-000	1005LLLDD8357	1
Pin, top forend	138364-000	1005LLLDD8364	1
Plate, butt	138237-000	1005LLLDD8237	1
Plate, butt swivel	138243-100	1005LLLDD8243	1
Plate, rubberized butt	138384-000	1005LLLDD8384	1
Plate, trigger guard	138236-100	1005LLLDD8236	1
Plug, muzzle orange	138254-000	1005LLLDD8254	1
Receiver	138234-300	1005LLLDD8234	1
Ring, receiver hand guard	138242-100	1005LLLDD8242	1
Ring, retainer	138255-000	1005LLLDD8255	1
Ring, swivel	138256-000	1005LLLDD8256	1
Screw, butt plate	138259-000	1005LLLDD8259	2
Screw, front trigger guard	138251-000	1005LLLDD8251	1
Screw, plate swivel	138260-000	1005LLLDD8260	2
Screw, rear sight	138247-000	1005LLLDD8247	2
Screw, rear trigger guard	138250-000	1005LLLDD8250	1
Screw, stock band	138263-000	1005LLLDD8263	2
Sight, front	138241-100	1005LLLDD8241	1
Sight, rear	138240-100	1005LLLDD8240	1
Sling, black	138491-000	1005LLLDD8491	1
Stock band, muzzle-end	138238-000	1005LLLDD8238	1
Stock band, sling mount,	138239-000	1005LLLDD8239	1
Stock, drilled	138232-100	1005LLDDD8232	1
Swivel, sling	138245-100	1005LLLDD8245	1
Swivel, stacking	138246-100	1005LLLDD8246	1

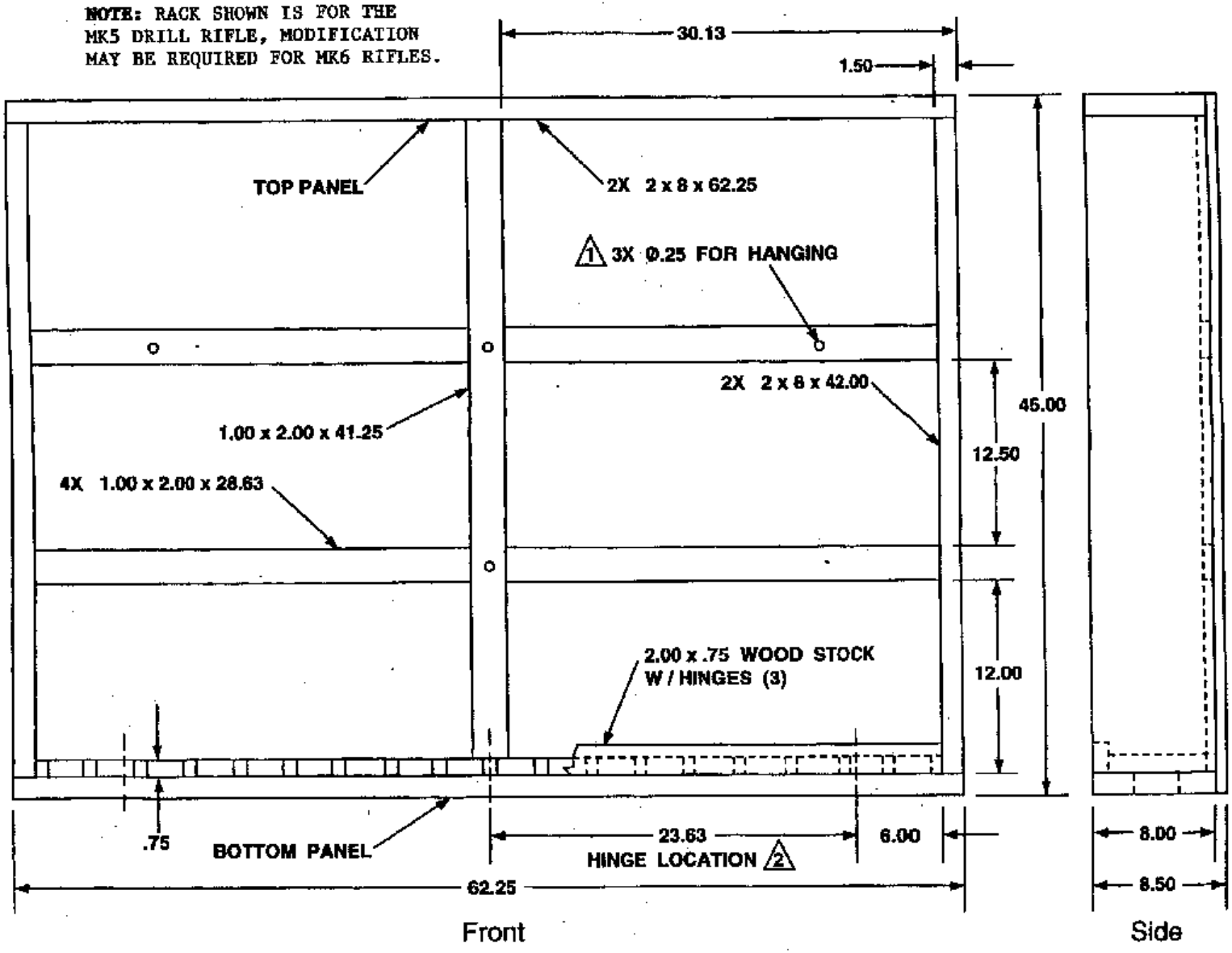
Quantities listed are to build ONE complete drill rifle

7-4 INVENTORY- Drill rifle accountability is maintained as "Government Property" in CDMIS. When listing drill rifles into CDMIS, use only one of the four nomenclatures MK5-0, MK5-1, MK6-0, or Daisy Facsimile 1903. Serial numbers listed in CDMIS should only be those imprinted on the rifle's barrel. **Drill rifle nomenclatures and serial numbers are <u>NOT</u> to be improvised.**

7-5 TRANSFER OF DRILL RIFLES BETWEEN UNITS- On occasion units will request to transfer drill rifles to another nearby unit. When this occurs the SNSI will contact the Area Manager and NJROTC Supply for approval and shipping instructions if required. All transfers will be accomplished via CDMIS by changing the property record to "transferred". The **receiving unit <u>must</u>** add the transferred rifles to their units' property within CDMIS; CDMIS will not automatically transfer the rifles within the system to the receiving unit.

Figure 7-6. Wall Style Drill Rifle Storage Rack




NOTE: RACK SHOWN IS FOR THE MK5 DRILL RIFLE, MODIFICATION MAY BE REQUIRED FOR MK6 RIFLES.
30.13
1.50
TOP PANEL
2X 2 x 8 x 62.25
1 3X Ø.25 FOR HANGING
2X 2 x 8 x 42.00
1.00 x 2.00 x 41.25
4X 1.00 x 2.00 x 28.63
45.00
12.50
12.00
2.00 x .75 WOOD STOCK W / HINGES (3)
.75
BOTTOM PANEL
23.63
HINGE LOCATION 2
6.00
62.25
8.00
8.50
Front
Side

Materials List

4 – 2" x 8" x 8'
1 – 1" x 2" x 8'
3 – 1" x 2" x 8'
19 – .75" x 75" x 6.50"
1 – .5" x 62.25" x 45.00" PLYWOOD
3 – HINGES
30 – Ø.125 x 1.50LG" WOOD SCREWS
10 – Ø.125 x 2.25LG" WOOD SCREWS

Notes

1. HOLES FOR MOUNTING ON WALL CAN BE LOCATED AND DRILLED WHEN HANGING ON WALL

2. HINGES TO BE CENTERED AND MOUNTED AS SHOWN BELOW

3. RIFLE RACK TO BE PAINTED OR VARNISHED BEFORE MOUNTING ON WALL

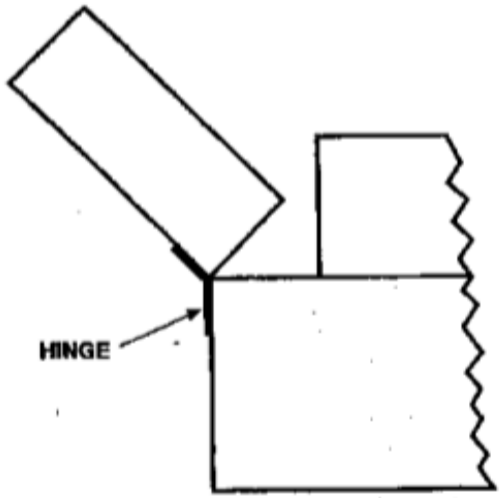
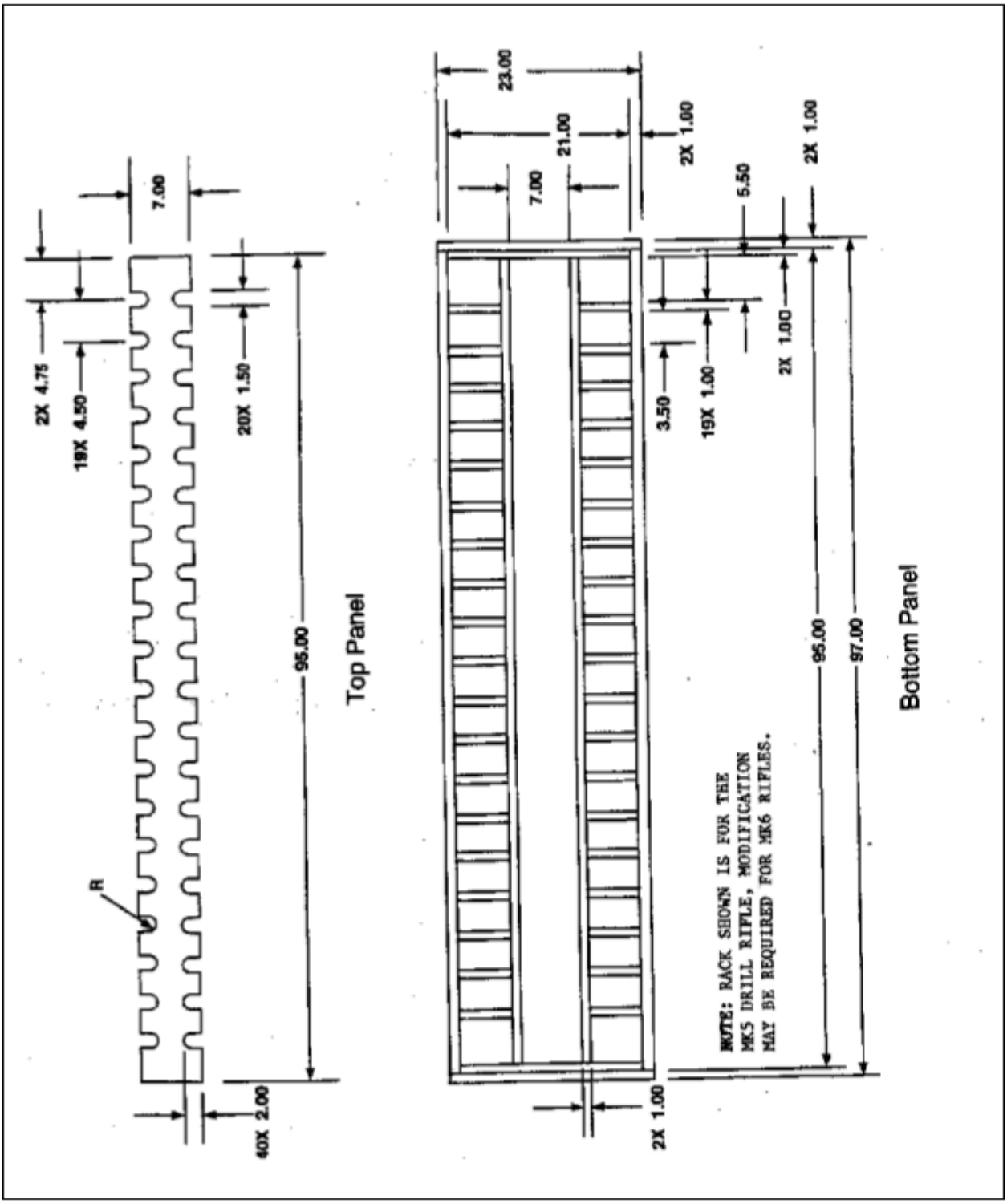


Figure 7-7. Free Standing Drill Rifle Storage Rack



CHAPTER 8: MARKSMANSHIP

8-1 AUTHORIZATION- NJROTC/ NNDCC units may participate in USN approved marksmanship programs. Participation must be approved by school officials. Approval must be written on school letterhead and kept on file at the unit.

8-2 AIR RIFLES

Classes of Air Rifles

There are two classes of air rifle competition:

- **Sporter-** is the beginner/intermediate level
- **Precision**- is the advanced/expert level.

Both classes require different types of equipment and gear to compete.

Types of Air Rifles

There are 3 types of air rifles used within the NJROTC program:

- **Pre-Charged Pneumatic (PCP**) - air gun uses high-pressurized air in the chamber as the propellant force to discharge the pellet. The pressurized air is compressed up to 3000-4000 psi via high pressure air tank, high pressure air compressor, or high pressure air hand pump.

- **Carbon Dioxide (CO2)** - air gun uses pressurized CO2 in the chamber as the propellant force to discharge the pellet. CO2 rifles are refilled via pressurized CO2 tanks or CO2 cartridges.

- **Variable Pump** - air guns have a built-in air pump that fills the chamber with pressurized air via a manual hand pump on the rifle.

PCP and CO2 air rifles are recommended for competition matches.

8-3 ALLOWANCE- Units are authorized ten (10) air rifles per unit, additional rifles may be authorized per the Area Manager. Naval Science Instructors are encouraged to conduct small arms marksmanship and safety training. Air rifles (.177 caliber and lower) are the only small arms authorized for marksmanship training in the NJROTC program. **Units are specifically not authorized to have any operable rifles greater than .177 caliber.**

8-4 PROCURING- If funds are available, NSTC will issue a "Letter of Authorization" via NJROTC OMM (email). The unit may purchase air rifles and equipment with school funds per guidance and submit a WAWF claim for reimbursement. USM funds are also authorized to purchase air rifle equipment and supplies. Refer to table 8-1 for funding authorizations.

8-5 REPAIR- The NJROTC unit SNSI will be responsible for the safe operation of all air rifles. The SNSI and staff members will review the manufacturer's manual and become knowledgeable of the air rifle's operation, disassembly, assembly, cleaning, repair, and safe handling requirements. Replacement parts for the air rifle will be obtained through the manufacturer or an authorized dealer.

Table 8-1. Air Rifle Funding Authorizations

NOMENCLATURE	AUTHORIZED FUNDING
Air rifle equipment, and supplies **Custom fitted equipment and gear is prohibited**	Unit Support and Maintenance funds Additional funding as directed by NSTC
Air rifle range fees	Unit Support and Maintenance funds
Replacement Parts (Sporter & Precision)	Unit Support and Maintenance funds
Repair (Sporter & Precision)	Unit Support and Maintenance funds

8-6 INVENTORY- Air rifles acquired with NJROTC funding will be maintained as "Government" property in CDMIS.

8-7 SECURITY- NJROTC air rifles will not be removed from school property except for use at an NJROTC event or with written permission of the SNSI or designated representative.

Air rifles require the same stringent storage as drill rifles. Storage must be stringent enough to preclude loss by theft or pilferage. At the minimum, the air rifle must be stored in a lockable container or storage rack in an area of limited accessibility; preferably in an armory, separated from other equipment and clothing storage areas.

CHAPTER 9: PROPERTY AND RECORDS MANAGEMENT

9-1 INVENTORY CONTROL- An inventory is a physical count of items for the purpose of verifying the recorded stock balance. The unit has complete accountability for all government material provided for the unit. The inventory should be complete and accurate in order to provide a good audit track of all receipts, issues, and transfers.

The unit accounts for clothing, textbooks, and equipment on CDMIS generated custody cards (chapters 2 and 3). Materials received from DoD or a commercial vendor usually arrive with a shipping document or invoice detailing the shipment. Military Property Custodians (MPCs) should ensure that the material and the quantity received matches the paperwork that accompanies the shipment. Report any variance to NSTC (NJROTC Supply) via the Area Manager Office as described in chapter 2.

9-2 MILITARY PROPERTY CUSTODIAN (MPC)- The MPC is an SNSI or NSI or, under extenuating circumstances (i.e. SNSI and NSI depart without replace onboard, etc.), other school official appointed in writing by the school's principal. A copy of the appointment is required to be maintained on file at all times. A complete inventory of all naval property is required prior to the reappointment of the MPC position.

9-3 RECORDS MANAGEMENT- The MPC must maintain all records including supply requisitions, WAWF claims, and any transactions that pertain to federal funding directed to the NJROTC unit by the DoN. The MPC may destroy these records ten (10) years after final payment or cancellation of a transaction, per DoN Records Management Schedules, Chapter 7, 7000‑45 GRS 1.1 010.

9-4 NJROTC MILITARY PROPERTY- Military property may also be stated as "USN" or "government" property. Military property is all property, real or personal, owned or procured by United States armed forces. All equipment costing $100.00 or more belonging to the USN will be maintained through the property management system within CDMIS. NJROTC units will attach identification tags, commonly called "tool tags", to the equipment in order to comply with this requirement and will inventory this equipment as part of the annual Military Property Inventory. Tool tags are available from each Area Office.

Tool Tags- All government property will be physically marked with an appropriate designation showing U.S. USN ownership and a property control number (tool tag) provided by the Area Manager. The MPC will accomplish this by affixing each piece of government property (except drill rifles) with a tag, plate, or other device provided by the Area Manager containing the property control number. The SNSIs will request identification tags for all items (except drill rifles) that fall within the definition of government property by providing the nomenclature, brand, model number, serial number, and price by letter to the Area Manager.

Drill rifles are not required to be tagged. The serial number of the drill rifles will be used to identify and track the items.

9-5 ANNUAL INVENTORY- NJROTC units are required by NSTC to conduct an annual physical inventory to account for all government property that is listed as an allowance item by the unit.

The annual inventory will be CDMIS generated and physically verified by the SNSI. The government property inventory will be verified and signed by the Area Manager and submitted as part of the AMI each time an inspection is conducted.

9-6 RELIEF FROM RESPONSIBILITY- The unit must have an MPC assigned at all times. If the MPC leaves prior to the hiring of a replacement, the SNSI must appoint another MPC. The SNSI, NSI, or some other school official will be appointed as the MPC. The MPC will be designated in writing by the SNSI or, in the SNSI's absence, a school official. The MPC designation letter will be forwarded to the Area Manager. The following paragraphs describe the actions required when there is a change in MPC.

Transferring MPC responsibility- the relinquishing and relieving MPC will perform an inventory. The discrepancies, shortages, and overages will be adjusted by the relinquishing MPC using CDMIS survey procedures prior to transfer of property responsibility. The results of this inventory will be reported on a certificate of transfer letter. A sample letter is shown below.

Military Property Custodian Transfer Certificate - A copy of the certification of transfer letter will be provided to the Area Manager and the relinquishing MPC, and a copy will be retained by the relieving MPC in the document file.

NJROTC UNIT LETTERHEAD

Date

From:
To:
Subj: **MILITARY PROPERTY CUSTODIAN TRANSFER CERTIFICATE**

I, _____name of receiving MPC_____, certify that the balance shown on the property records maintained within NJROTC unit ___UIC___ as of _____date_____ are correct to the best of my knowledge and that the property is in my custody.

I, _____name of relinquishing MPC_____, certify that the balance shown on the property records maintained within NJROTC unit ___UIC___ as of _____date____ are correct and that I am relieved of the responsibility for all unit property.

_____

Signature of receiving MPC

_____

Signature of relinquishing MPC

9-7 PROPERTY TRANSFERS- The Area Manager must approve the transfer of all NJROTC unit property. This includes all items on loan to other NJROTC units. All transfers will be accomplished via CDMIS by changing the property record to "transferred". The receiving unit must add the transferred property to their units' property within CDMIS; CDMIS will not automatically transfer the property within the system to the receiving unit.

9-8 EXCESS PERSONAL PROPERTY- IT Equipment**-** Upon determination and concurrence by the Area Manager that an item is in excess of unit allowance or obsolete, disposition instructions must be obtained from NSTC (NJROTC Supply). The disposal (turn in) of government material to the Defense Reutilization and Marketing Office (DRMO) is required to be documented on a DD-1348-1A, DOD Single Line Item Release/Receipt Document. The DD-1348-1A will be prepared and forwarded to the unit upon request from NSTC (NJROTC Supply). Units without ready access to DRMO facilities may donate excess IT equipment to schools, churches, or other non-profit organizations. As a last resort local disposal is authorized.

9-9 SURVEY- The CDMIS generated supply survey report is used to document the survey process when government property is lost, damaged, destroyed, or becomes obsolete. This form is the official document to support establishment of debts, relief from accountability, and adjustment of accountable records. Since all material and property is accountable through CDMIS, all surveys will be generated using CDMIS.

9-10 MISSING, LOST, STOLEN, OR RECOVERED GOVERNMENT PROPERTY- The Area Manager should be notified expeditiously if the following are missing, stolen or recovered.

All firearms or weapons, regardless of value (NJROTC drill rifles are included for reporting purposes).
All government property having a value of $100.00 or more.
All government property considered "sensitive items" regardless of the actual or estimated value.
A single incident resulting in a cumulative loss of government property exceeding $500.00.

CHAPTER 10: DONATIONS OF SURPLUS PERSONAL PROPERTY

10-1 GENERAL INFORMATION- Surplus government property may be available for NJROTC use. Donations may be made only as authorized with respect to the disposal of surplus property of the armed services and defense agencies. In addition, the Secretary of a military department may donate, without expense to the United States, certain material not needed by the DoD. The donation of surplus property to an authorized unit is subordinate to any need for property by a federal agency, but takes precedence over its sale, destruction, or abandonment.

10-2 SCREENING CATEGORY- NJROTC units are authorized to screen and accept donations from a Defense Reutilization Marketing Office (DRMO). Under new guidance from Defense Logistics Agency (DLA), NJROTC units are now categorized as donation-screening activities. Donation screeners are limited to set times, dates and property availability. Likewise, depending upon the location, donation screeners may be charged a fee for property selected. NSTC (NJROTC) does not fund fees levied by DRMO.

10-3 SCREENING LETTER- A screening letter must be prepared to authorize personnel to screen and select surplus DoD property at DRMOs in a given GSA region. A sample letter is shown below:

Figure 10-1. Screening Letter

NJROTC UNIT LETTERHEAD

Reference: Defense Reutilization and Marketing Office (DRMO) letter dated

Subject: Identification of Donation Screener(s)

1. In accordance with the referenced letter, the following individual(s) is(are) authorized to screen and select surplus DoD property at Defense Reutilization and Marketing Offices in GSA Region(s) ___ :

Screener Name Region, Unit Mailing Address Phone

2. Screening privileges may be terminated upon evidence of unauthorized use or abuse of such privileges.

3. Copies of this letter have been provided to the applicable GSA region(s) identified in paragraph (1) of this letter.

Your Signature_____

ITEMS DONATABLE TO NJROTC UNITS

The types of personal property authorized for donation to NJROTC units are limited to those items required to fill shortages in the unit's authorized allowance or such items as clothing, office supplies, shelving, etc.

10-4 APPLICATION FOR DONATION OF SURPLUS PROPERTY- An application for donation of surplus property is processed using forms and procedures established by DRMO. The Area Manager must approve all requests for surplus property and forward DRMO screening forms to NSTC (NJROTC Supply) who will produce and provide to the unit the appropriate documentation for surplus property pickup.

CHAPTER 11: PROCEDURES FOR DISESTABLISHMENT

When it becomes necessary to disestablish a NJROTC/ NNDCC unit such disestablishment will be directed by Secretary of the Navy (SECNAV).

11-1 ACCOUNTABILITY- Unless otherwise authorized by NSTC, all USN provided materials, including textbooks, references, training aids, uniforms, naval artifacts, USN-owned equipment, drill and air rifles (and related ammunition), and organizational equipage in the custody of the unit being disestablished will revert to USN custody before 30 June of the current school year of the SECNAV disestablishment approval; unless otherwise stated by the USN.

To properly account for the inventory, turnover, and shipment of these materials, the Area Manager will establish a mutually satisfactory schedule with the Military Property Custodian (MPC) assigned by the host school in accordance with the written agreement.

11-2 DISPOSITION GUIDANCE PLAN

1. **Inventory**- Account for all USN-owned property by producing a current CDMIS Military Property and Clothing Wall-to-Wall Inventory. Compare this inventory data to that of the last annual Military Property and Clothing Wall-to-Wall Inventory Report to NSTC, and perform a sight verification of on-hand property. Reconcile any differences to the Area Manager's satisfaction. Document all gains and losses via a CDMIS generated survey.

2. **Disposition of USN-Owned Property-** The Area Manager and the MPC will conduct disposition of USN-owned property as agreed by both parties within 30 calendar days of disestablishment SECNAV approval.

3. **Transfer of Custody**- In order to maintain MPC integrity, all identified USN-owned property must be "Transferred" within CDMIS to the receiving UIC as approved by the Area Manager; receiving UIC may be another NJROTC unit, the Area Manager, or to the NJROTC Program Supply.
    a. The **receiving NJROTC unit <u>must</u>** add the transferred property to their units' property within CDMIS; CDMIS will not automatically transfer the property within the system to the receiving unit.

Actual disposition of USN-owned property and material will vary by unit location. The Area Manager will coordinate with NSTC (NJROTC Supply) to redistribute these assets to other NJROTC units, or for return to NSTC. NJROTC Supply will prepare and provide to the Area Manager all necessary documentation for transfer and/or shipment.

11-3 REIMBURSEMENT OF GOVERNMENT PROPERTY- Funds collected as reimbursement to the USN for lost books and/or uniforms should follow this procedure:

1. Reimbursement delivered to NSTC NJROTC Supply via a **certified check or money order made payable: "Treasurer of the United States"**
2. Mail check or money order and a CDMIS generated survey of lost items to:

NSTC NJROTC Supply
320 Dewey Avenue
BLDG 3 Room 106
Great Lakes, IL 60088-2911

11-4 REIMBURSEMENT OF INSTRUCTOR PAY (NJROTC units only)- The host school officials should be advised that the USN share of reimbursement for instructors will continue through the 30 June date to reassure them, and the Area Manager, that knowledgeable personnel will be available for assistance.

11-5 DISPOSITION OF ADMINISTRATIVE MATERIAL- Student records, PAO and local history records shall be sent to the Area Manager to be retained for seven years. Local disposition is recommended for the curricula, lesson plans, NJROTC instructions, directives, regulations, etc. If there is an abundance of office supplies, refer to the Area Manager for disposition instructions.

11-6 PACKING AND SHIPPING MATERIALS- NSTC (NJROTC Supply) will provide guidance and shipping documentation to the Area Manager concerning shipping and packing materials and shipping method. When a military base with shipping facilities is within reasonable proximity, NSTC (NJROTC Supply) will liaison with the shipping facility to arrange packing and shipping. In remote locations where no military base with shipping facilities is available, NSTC (NJROTC Supply) will provide guidance concerning alternatives.

END

TERMS

ACC- Alternate Combination Cover
AIMR- Annual Instructional Material Report
APF- Appropriated Funding
CERT- Community Emergency Response Team
CDMIS- Citizen Development Management Information Subsystem
DFAS- Defense Finance and Accounting Service
DLA- Defense Logistics Agency
DoD- Department of Defense
DoN- Department of the Navy
DRMO- Defense Reutilization Marketing Office
IM- Instructional Materials
MPC- Minor Property Custodian
MPN- Military Personnel, Navy
NETPDC- Naval Education and Training Professional Development Center
NEXCOM- Navy Exchange Command
NIIN- National item identification number
NJROTC- Navy Junior Reserve Officers Training Corps
NNDCC- Navy National Defense Cadet Corps
NSI- Naval Science Instructor
NSN- National Stock Number
NSTC- Naval Service Training Command
NSU- Navy Service Uniform
O&MN- Operation and Maintenance, Navy
OMM- Official Mail Message

PIEE- Procurement Integrated Enterprise Environment
PTU- Physical Training Uniform
SECNAV- Secretary of the Navy
SDB- Service Dress Blue
SDR- Supply Discrepancy Report
SNSI- Senior Naval Science Instructor
STEM- Science Technology Engineering Math
NSI- Naval Science Instructor
UIC- Unit Identification Code
USM- Unit Support and Maintenance
USN- United States Navy
WAWF- Wide Area Workflow

Calhoun High School
201 Sandcrab Boulevard
Port Lavaca, Texas 77979
361-552-3775 (phone) 361-551-2620 (fax)

Date

From:

To:

Subj: **MILITARY PROPERTY CUSTODIAN TRANSFER CERTIFICATE**

I, _____, certify that the balance shown on the property records maintained within NJROTC unit _____as of _____ are correct to the best of my knowledge and that the property is in my custody.

I, _____, certify that the balance shown on the property records maintained within NJROTC unit _____ as of _____ are correct and that I am relieved of the responsibility for all unit property.

_____
Signature of receiving MPC

_____
Signature of relinquishing MPC

Calhoun High School

201 Sandcrab Boulevard
Port Lavaca, Texas 77979
361-552-3775 (phone) 361-551-2620 (fax)

Reference: Defense Reutilization and Marketing Office (DRMO) letter dated

Subject: Identification of Donation Screener(s)

1. In accordance with the referenced letter, the following individual(s) is(are) authorized to screen and select surplus DoD property at Defense Reutilization and Marketing Offices in GSA Region(s) ___ :

Screener Name	Region, Unit	Mailing Address	Phone

2. Screening privileges may be terminated upon evidence of unauthorized use or abuse of such privileges.

3. Copies of this letter have been provided to the applicable GSA region(s) identified in paragraph (1) of this letter.

_____
Signature

ITEMS DONATABLE TO NJROTC UNITS