



**ADMINISTRATIVE PROCEDURE**

CATEGORY: **Instruction, Curriculum Design**

SUBJECT: **JROTC Transportation, Supplies, Equipment,  
and Records**

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**A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing transportation, supplies, equipment, and record-keeping requirements for the Junior Reserve Officers Training Corps (JROTC) program.
2. **Related Procedures:**
  - Junior Reserve Officers Training Corps, General ..... 4195
  - JROTC Curriculum and Instruction ..... 4196
  - JROTC Equipment and Facilities ..... 4197
  - JROTC Program Activities and Supervision ..... 4198
  - Field Trips, Single Day within State ..... 4585
  - Instructions for Obtaining Transportation for School-Related Activities ..... 4586
  - Field Trips, Domestic (Multi-Day) and Foreign (Single and Multi-Day) ..... 4587
  - Release of Directory-Type Student Information ..... 6525

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: F-1500.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the JROTC Program Manager; Office of College, Career and Technical Education, Instructional Support Services Division.
2. **Transportation** (Refer to Administrative Procedure 4586).
  - a. **Civilian vans** owed and operated by military recruiting stations may be used to transport students to and from scheduled functions. In all such cases, drivers are required to be properly licensed and the transportation must be supervised by the JROTC Instructor. Vehicles may not exceed a maximum 12-person capacity.
  - b. **School buses** are used to transport large groups of students to selected activities. (Requirements for educational field trips are outlined in Administrative Procedures 4585 and 4587). Transportation must be supervised by JROTC Instructors, with oversight of the JROTC Program Management Office to ensure adherence to the appropriate procedures.

- c. **Use of private cars**, including limitations, is outlined in Administrative Procedure 4586. Use of private cars should be avoided whenever possible; however, transportation of small groups of students may require use of private cars. Vehicles may not exceed a maximum 12-person capacity.

### 3. **Supplies and Equipment—United States Government**

- a. **Issue.** Required uniforms, military equipment, textbooks, and certain instructional materials are issued by the appropriate military service.
- b. **Accountability.** Army-issued items are consigned to the San Diego Unified School District Military Property Specialist. Items issued by the Air Force, Navy and Marine Corps are consigned directly to school Air Force, Naval and Marine Corps JROTC units. The district is responsible for the care and safeguarding of government property; district reimbursement is required for loss, damage, or destruction of government property unless the loss, damage, or destruction is without fault or neglect on part of the district, its employees, or any member of the JROTC unit.
- c. **Reimbursement by Students**
  - (1) The issuance of JROTC uniforms and equipment is at no cost to a cadet, however, the cadet shall make reimbursement for articles of government property lost, damaged, or destroyed through neglect by the cadet. If applicable, the student makes payment to the site financial office and is issued a receipt.
  - (2) **The Senior Military Science Instructor** either credits the lost item on the student's supply record or issues a like item to the cadet and arranges for reimbursement to the appropriate military service.
- d. **Reimbursement by the District**
  - (1) **Military Science Instructors** are designated as assistant military property specialists responsible for monitoring, maintaining, and securing government property issued to the school unit.
  - (2) **The site principal** is responsible for assisting the JROTC Senior Military Instructor in recovering government property issued to students by the same procedure as if the student had any debt to the school.

- (3) **If property or equivalent funds cannot be recovered**, the Senior Military Science Instructor forwards to the Military Property Specialist a summary of the circumstances and copies of all correspondence concerning attempted recovery. The Military Property Specialist coordinates with the JROTC Program Manager to submit appropriate reimbursement.

4. **Supplies and Equipment—District**

- a. **Issue.** The district provides the Military Property Specialist with office equipment and administrative supplies necessary for program implementation and for preparation of instructional materials.
- b. **Accountability.** The Military Property Specialist is accountable and responsible to the district for issued supplies and equipment and for ensuring the proper maintenance of such.

5. **Supplies and Equipment—Schools**

- a. **Issue.** The principal provides their JROTC program with the office equipment and administrative supplies necessary program implementation at the school. Individual service branches provide additional funding to corresponding units for administrative/classroom support.
- b. **Accountability.** The Senior Military Science Instructor is accountable to the principal for issued supplies and equipment and for ensuring the proper maintenance of such.

6. **Supplies and Equipment—Personal Property.** Uniform items outside normal military logistic channels will not be provided by the Military Property Specialist. Schools will use their ASB Cadet Fund to purchase any specific items such as school braid and school activity braid. Any items purchased by cadets will become their personal property, and appropriate maintenance of such items is required when worn with uniforms.

7. **Supplies and Equipment—Security of Property**

- a. **Government property.** Access is limited to assigned JROTC Instructors and the Military Property Specialist or his/her representative. Triple-lock protection is required for all sensitive items such as armed/saber drill equipment, compasses, optical equipment and any other valuable items susceptible to pilferage.

- b. **Keys** are available to JROTC Instructors throughout the school year, but appropriate arrangements must be made to support summer activities such as facility/equipment maintenance, inventories and training.
  - (1) **Non-storage areas.** Normal key security as prescribed by the district is adequate for such areas as classrooms and offices.
  - (2) **Storage areas (triple-lock).** Keys to locks that are part of a triple-lock system are restricted to two for each lock: one for the Senior Military Science Instructor, and one for the Military Property Specialist. During summer break, after the Senior Military Science Instructor has inventoried all equipment, all keys are returned to the appropriate school representative.

## 8. **Student Records**

- a. **JROTC permanent record card**
  - (1) Cumulative records of individual students containing personal data, academic grades, enrollment and promotion data, and progress potential are kept on the JROTC permanent record card.
  - (2) All legal and district requirements shall apply to JROTC records. Parent access to student records, including limitations on release of information, is outlined in Administrative Procedure 6525.
- b. **The student's supply record** contains cumulative accountability for clothing and equipment issued to the student. When a student leaves the unit and all clothing and equipment are accounted for, the record is destroyed. A student's supply record may be transferred to another JROTC unit *within the district* if the student transfers and enrolls in JROTC at another district school.
- c. **The signed parent approval form** for a student's enrollment in the JROTC program covers both on-campus and extracurricular off-campus activities.

## D. **IMPLEMENTATION** (See Section C.)

## E. **FORMS AND AUXILIARY REFERENCES**

- 1. Permanent Record Card.
- 2. Student Supply Record.

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NO: **4199**

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EFFECTIVE: **1-29-62**

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**F. REPORTS AND RECORDS**

1. Report of student damage or loss of government property, submitted by Senior Military Science Instructor to Military Property Specialist upon occurrence (see C.3.b.-c.).
2. Report of inability to recover government property issued to school unit or equivalent funds, submitted by site principal to Military Property Specialist upon occurrence (see C.3.d[2]).
3. See C.8 regarding student records.

**G. APPROVED BY**



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General Counsel, Legal Services  
As to form and legality

**H. ISSUED BY**



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Chief of Staff