

NAVY JUNIOR RESERVE OFFICERS' TRAINING CORPS (NJROTC) PROGRAM
HOST SCHOOL UNIT APPLICATION

OMB CONTROL NUMBER: XXX-XXXX
OMB EXPIRATION DATE: XX/XX/XXXX

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, OMB-XXX-XXXX, is estimated to average X hours and XX minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person should be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE READ THE FOLLOWING STATEMENT REQUIRED BY THE PRIVACY ACT OF 1974 BEFORE COMPLETING THE APPLICATION.

AUTHORITY: The authority to request this information is contained in 5 U.S.C. § 301 (Authorizing Departmental Forms and Regulations), and Executive Order 9397 (Use of Social Security Numbers), as amended.

PRINCIPAL PURPOSE(S): The information provided will be used to evaluate whether or not the school qualifies for an NJROTC or NNDCC Unit. If qualified, the information will be used by the Navy in its management of the NJROTC program. The following systems of records notices cover the collection of this information: N01533-1, located at <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570325/n01533-1/>, and N01533-2, located at <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570326/n01533-2/>.

ROUTINE USE(S): Information provided on this application will be used to screen and select schools to be qualified to host an NJROTC or NNDCC Unit, to maintain data on the NJROTC program, and by officials, employees and contractors within the Department of Defense (DOD) and the Department of the Navy who are involved with the administration of the NJROTC Program and by other such personnel within the Navy and other DOD components who have a need to know the information in the performance of their official duties. Information you provide in this application is protected by the Privacy Act and will not be released outside of the Department of Defense without your permission unless it comes with an exception to the Act or one of the routine uses in 32 C.F.R. § 701.112, <https://www.navy.mil/privacy.asp> and the routine uses set forth here.

DISCLOSURE: Providing the requested information is voluntary. However, failure to do so may result in our inability to process your application for the NJROTC program. Host Unit Applications will be kept on file and must be resubmitted every five (5) years if the initial application is not approved by the Secretary of the Navy within that timeframe. When approved, the school will be notified by official correspondence.

NJROTC PROGRAM HOST SCHOOL UNIT APPLICATION

PRIVACY ACT STATEMENT:

Authority: Authority to request this information is found in 5 U.S.C. § 301; and 10 U.S.C. § 2031

Principal Purpose(s): The information you provide will be used to determine whether your school will be selected to host a Navy Junior Reserve Officers' Training Corps (NJROTC) unit or Navy National Defense Cadet Corps (NNDCC) unit. If your school is selected, the information will be used to establish and manage the unit.

Routine Use(s): Information you provide is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR § 701.112, <http://www.privacy.navy.mil>. Routine use is limited to DON official with a need to know to process and manage the NJROTC/NNDCC program.

Disclosure: Providing the requested information is voluntary, however failure to do so may result in our inability to process your application for the NJROTC/NNDCC program.

1. My educational institution is applying for: Navy Junior Reserve Officers' Training Corps (NJROTC) Unit
 Navy National Defense Cadet Corps (NNDCC) Unit
 Both

GENERAL INFORMATION

2. Principal's Name, School Name, School Address & Zip + 4 (Include DR., MR. MS., ETC.)		3. School Phone (Include Area Code)	
		4. School E-Mail Address	
5. District Superintendent's Name, Title, District Mailing Address & Zip + 4 (Include DR., MR. MS., ETC.)		6. District Phone (Include Area Code)	
		7. District E-mail Address	
8. Federal Congressional District Number and Representative:		9. Type of community your school serves (NCES database): <input type="checkbox"/> Inner-City <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural	
10. Population of your city/area:		11. School's Regional Accrediting Agency:	
12. Number of high schools in your district:	13. Number of periods per school day:	14. Percent Eligible For Subsidized Lunch:	15. Title 1 School (NCES): <input type="checkbox"/> Yes <input type="checkbox"/> No
16. Type of school schedule: <input type="checkbox"/> Conventional <input type="checkbox"/> Alternating Block <input type="checkbox"/> 4X4 Block <input type="checkbox"/> Other (If other, please explain below)			

STUDENT INFORMATION

17. Percentage of graduates who continue their education (including colleges, universities, vocational/ technical schools): % _____

18. Percentage of senior graduates: % _____

19. Grade levels included in your school: _____

20. Total student enrollment in grades 9 - 12 OR 10 - 12 (As Appropriate): _____

21. Percent of students African American: % _____ Percent of students Asian/Pacific Islander: % _____ Percent of students Hispanic: % _____
 Percent of students Native American/Alaskan Native: % _____ Percent of students Caucasian: % _____ Percent of students Other: % _____

22. For NJROTC unit applicants, I understand that to be considered, the secondary educational institution must be accredited by a United States nationally-recognized accrediting agency or be accredited by a state, state educational agency, or state university, and have at least 100 (or 10% of the school population, whichever is less) high school students in the unit in a grade above the seventh grade.

23. For NNDCC unit applicants, the secondary educational institution must maintain at least 50 students, who are in a grade above the eighth grade.

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SCHOOL FACILITY INFORMATION

24. What is the approximate age of the school facility? _____

YES

NO

25. Has your school hosted a JROTC or NNDCC unit in the past? (If yes, please attach explanation.)

26. Is dedicated classroom space for unit currently available?

27. Is dedicated office space for unit currently available?

28. Is a drill field available?

29. Is an athletic field available for unit use?

30. Can at least 1,100 square feet of secure storage be designated for unit use?

31. Is the storage space climate controlled?

32. Is storage space reasonably close to the assigned classroom(s)?

33. Is there a local area network between classrooms?

34. How many computer labs does your school have?

35. On average, how many computers are in each classroom (not including computer labs)?

36. Remarks:

ATTACH EXTRA PAGES AND INCLUDE ADDITIONAL DATA YOU WISH TO HAVE CONSIDERED.

ALSO INCLUDE A COPY OF YOUR SCHOOL PROFILE IF DESIRED.

37. Typed Name and Title of Official

38. Signature of School Official

39. Date of School Official Signature

Upon completion return form to:

**NAVAL SERVICE TRAINING COMMAND
NJROTC PROGRAM
320A DEWEY AVE BLDG 3 RM 106
GREAT LAKES IL 60088-2912**

For further information call (800) NAV-ROTC OR (847) 688-5454 or 4862 ext 223