



Junior Reserves Officer Training Corps (JROTC) Cadet Uniform Management and Debt Collection (CUR-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure clarifies roles and responsibilities on the handling of lost US Government Property, specifically JROTC cadet uniforms.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 **Director of Army Instruction**

3.0 APPROVAL AUTHORITY:

- 3.1 **Chief Academic Officer**

4.0 DEFINITIONS:

- 4.1 **None**

5.0 PROCEDURE:

- 5.1 CMCSS offers the JROTC Program as a voluntary course elective. At the start of each school year, enrolled students (cadets) are issued US Government furnished property (uniforms) at no cost. At the end of each school year, US Army Regulations require that cadets return the uniforms, and JROTC Programs conduct a 100% end-of-year uniform inventory. While in the possession of the cadet, the uniform is expected to be cleaned regularly and maintained in a serviceable condition (per AR 700-84).
- 5.2 **Enrollment and Cadet Uniform Accountability Awareness:** Per US Army Regulation 700-84, all CMCSS JROTC Programs will include the following statement in their respective school JROTC syllabi; "I understand that, if I owe a debt to the United States Government related to the loss, damage, or destruction of individual clothing, I consent to the notification of the debt to my parent or guardian and notification of the debt, together with a request to my educational institution that my grades and transcript be withheld pending payment of the debt." CMCSS JROTC Programs will insure that the syllabus is signed by both the cadet and parent/guardian within the first three weeks of school and will maintain these documents on file per Army Regulation CCR 145-2.
- 5.3 **Debt Collection Responsibility:** The Senior Army Instructors (SAI) at each CMCSS JROTC Program are solely responsible for the collection of cadet uniforms and any JROTC debts. School Bookkeepers will not collect cadet uniform items or cadet debt on behalf of the JROTC Programs. SAI's will be responsible for debt collection throughout the normal school-year calendar (1 August through 31 May). The Director of Army Instruction (DAI) Office will pick-up the debt collection mission from 1 June through 31 July. Collection of monies or uniform items made during the summer months will be accounted for by the DAI office, and reconciled with the respective Program at the start of the new school year. From 1 June through 31 July, School Bookkeepers will direct all uniform and debt collection issues to the DAI Office for action. In situations where the uniform item is non-recoverable and the student must pay for the loss, a check or money order will be made out payable to the US Department of Treasury.



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5.4 JROTC Uniform Accountability: All cadets will sign a hand receipt for issued uniforms. In any situation (disenrollment, transferring out of District, or end of year turn-in) where a cadet fails to return the issued uniform, the following actions will be taken:

5.4.1 Senior JROTC Instructors will:

- Follow the CMCSS JROTC Supply Standard Operating Procedures Manual.
- Notify in writing/email school administrators and school bookkeepers of the loss and the corresponding dollar amount of the loss.
- In accordance with CMCSS Policy BUS-A003 and T.C.A. 49-1-302, request (in writing/email) to school Bookkeepers/Administrators to block PowerSchool Access; withhold report cards, diplomas and/or transcripts on the student(s) that have failed to return the issued cadet uniform items.
- Once the uniform items/debts have been accounted for, the Senior Army Instructor will notify the Bookkeeper's Office to lift the Power School block and to issue academic records/grades/diplomas as appropriate.

5.4.2 School Bookkeepers/Administrators will:

- In accordance with CMCSS Policy BUS-A003 and T.C.A. 49-1-302, when notified (in writing/email) by the Senior Army Instructor, block PowerSchool Access; withhold report cards, diplomas and/or transcripts on the student(s) that have failed to return the issued cadet uniform items.
- Once notified by the Senior Army Instructor that all uniform items/debts have been accounted for, lift the Power School block and issue academic records/grades/diplomas as appropriate.

5.4.3 Director of Army Instruction Office will:

- During the summer months, (31 May through 1 August), the DAI Office will be the District's point of contact for cadet uniform collection and debt payment. Once the uniform items have been accounted for, the DAI Office will notify the respective JROTC Program and Bookkeeper's Office to lift the Power School block and to issue academic records/grades/diplomas as appropriate.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 JROTC Cadet Debt Management Policy ([INS-A079](#))
- 6.2 Student Fees, Fines, and Charges ([BUS-A003](#))
- 6.3 Cadet Command Regulation 145-2
- 6.4 Army Regulation 700-84
- 6.5 CMCSS DAI Supply SOP
- 6.6 T.C.A. 49-1-302 (a) (14)
- 6.7 Organizational Clothing Worksheet (external document)



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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Organizational Clothing Worksheet	Electronic database	4 years	N/A	Secure server

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/26/17		Initial Release
3/7/22		Corrected Broken Links, no revision code necessary.
<u>7/3/24</u>		<u>Reviewed, no changes needed</u>

***** End of Procedure *****