



DoD INSTRUCTION 1205.13

JUNIOR RESERVE OFFICERS' TRAINING CORPS PROGRAM

Originating Component:

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k. Establish specific probation and disestablishment procedures for program units not meeting the standards specified in this issuance and their corresponding Military Service directives (other than for minimum enrollment requirements).

l. Ensure that the Military Services prescribe policy on the issuance of awards to students participating in the JROTC programs, including awards from the Military Service concerned, the participating school or district, and other organizations. Such policy will require that only those awards authorized and approved by the participating school or district and conforming to the Military Services' core values may be awarded to students for participation in the JROTC programs and worn on program uniforms.

SECTION 3: PROCEDURES FOR THE ESTABLISHMENT AND OPERATION OF JROTC AT SCHOOLS

3.1. JROTC ESTABLISHMENT.

Secondary educational institutions that want to establish JROTC units or continue established units will agree to adhere to the procedures outlined in this paragraph.

a. In accordance with Section 2031(b)(1) of Title 10, U.S.C., maintain a JROTC enrollment, as approved by the school's administration to participate, consisting of:

(1) Students above the seventh grade and physically co-located with a participating unit of the ninth grade or above;

(2) Citizens or nationals of the United States or aliens lawfully admitted to the United States for permanent residence; and

(3) At least 100 physically fit students or, if fewer than 1,000 students above the seventh grade are enrolled in the institution, a number of physically fit students which represents at least 10 percent of the total student population.

b. Employ, as JROTC instructors, officer and enlisted personnel whose qualifications are approved by the Military Service administering the JROTC Program.

(1) The senior instructor will possess a baccalaureate degree.

(2) Junior instructors must obtain an associate's degree from an institution of higher learning within 5 years of employment.

(3) All instructors are highly encouraged to pursue continuing or higher education. Only degrees from accredited colleges or universities, as recognized by the U.S. Department of Education, are acceptable to meet the education requirements.

c. In accordance with Section 2031(d) of Title 10, U.S.C., compensate retired military personnel hired as JROTC instructors.

(1) JROTC instructors receive retired or retainer pay from the U.S. Government.

(2) Institutions, as the employing agency, will pay the full amount due to the JROTC instructor.

(3) The level of active duty pay and allowances, minus retired or retainer pay, is the minimum salary the institution will pay JROTC instructors. This should not be considered an attempt to cap or limit the amount of pay that may be agreed upon between the individual JROTC instructor and the employer.

(4) The minimum amount due from the institution will be, at least, equal to the difference between retired or retainer pay and the active duty pay and allowances that the JROTC instructor would receive based on their retired grade.

(5) The institution will be reimbursed for JROTC instructor salaries at the rate of one-half the difference between instructor retirement or retainer pay and active duty pay and allowances.

(6) The institution may pay more than the amount equal to the difference between retired or retainer pay and individual active duty pay and allowance rate, but will do so without additional entitlement for reimbursement from the Federal Government. See Paragraph 3.9. of

l. Limit membership in the unit to students who maintain acceptable standards of academic achievement and conduct, as prescribed by the Military Department concerned.

m. Ensure that any form of hazing, harassment, or bullying by instructors or students is strictly prohibited.

3.2. JROTC INSTRUCTORS.

The Military Department concerned may authorize active duty or retired officers and NCOs as JROTC instructors, in accordance with Chapter 102 of Title 10, U.S.C.; and will develop and implement JROTC instructor qualification, certification, and training requirements, as appropriate.

a. Authorized Strength of Officer and NCO Instructors.

(1) Single JROTC units, and each subunit within a multiple unit program, require one senior instructor (normally a commissioned officer) and one junior (enlisted) instructor. When necessary, Military Services may authorize the substitution of officers for enlisted instructors, or vice versa.

(2) When cadet enrollment at a unit reaches 151 cadets, the Military Service concerned may apply an approval process to authorize a third instructor. Further instructor increases are authorized when cadet enrollment increases by 100 (e.g., 251 cadets or 351 cadets). Military Services may establish additional instructor criteria for institutions on a non-traditional schedule. Additional instructors are normally retired enlisted personnel; however, the Military Service concerned may authorize commissioned officer substitutions.

(3) The Military Services may implement the multiple-unit program. The senior instructor device

(2) Each public secondary educational institution that maintains a unit, in accordance with Paragraph 3.4. of this issuance, will permit membership in the unit to homeschooled students who:

(a) Reside in the area served by the institution.

(b) Are otherwise qualified for membership in the unit (but for lack of enrollment in the institution).

(3) A student who is a member of a unit, pursuant to this paragraph, will count towards the minimum:

(a) Student body population requirements of the institution concerned for JROTC enrollment, in accordance with Paragraph 3.1.b of this issuance.

(b) Number of students enrolled in the unit necessary for the continued maintenance of the unit.

3.5. SUPPLY AND MAINTENANCE.

a. In accordance with Section 2031(c) of Title 10, U.S.C., the Secretaries of the Military Departments, through their respective Military Services, may authorize the issuance of equipment to a designated official of the institution concerned; to include:

(1) Military equipment needed for the prescribed curriculum, if the equipment is not needed for the training of their Regular and Reserve Components.

(2) Surplus or excess military equipment aligned to military requirements for particular technical training courses, in accordance with DoD Manual 4160.21, when the training requirement is valid in the judgment of the Military Service concerned.

(3) Spare parts, tools, cleaning materials, technical publications, and other materials necessary for maintenance of the equipment.

(4) Instructional materials, training aids, equipment, supplies, uniforms, and other items, as deemed necessary by the Military Service concerned to support and conduct the JROTC Program.

b. The Military Service concerned will pay transportation expenses (including packaging and handling) for shipment to and from the institution. That institution will pay all other costs incident to the maintenance, local storage, and safeguarding of the property.

3.6. NON-CLASSROOM REQUIREMENTS.

The Military Services will:

a. Ensure that the JROTC is not constrained to a classroom-only environment.

(4) Amount reimbursable to the institution is:

(a) One-half of the annual minimum compensation due to the instructor from the institution; or

(b) \$14,000.

(5) JROTC instructor total annual minimum compensation is \$52,000.

b. Example B.

(1) Windsor High School believes that the JROTC instructor in Paragraph 3A.a. should be compensated \$56,000 for JROTC-related activities, which exceeds the instructor's total annual minimum compensation due.

(2) Annual military retirement pay is \$24,000.

(3) Compensation for the school district includes:

(a) The annual minimum compensation (see computation in Paragraph 3A.a.) due to the instructor, which is \$28,000.

(b) Additional school-funded compensation for JROTC-related responsibilities, which is \$4,000.

(4) Amount reimbursable to the institution is:

(a) One-half of the annual minimum compensation due to the instructor from the institution; or

(b) \$14,000.

(5) JROTC instructor total annual compensation is \$56,000.

c. Example C.

(1) Windsor High School believes that the JROTC instructor in Paragraphs 3A.b.(1) through (5) should be compensated \$56,000 for JROTC-related activities, which exceeds the instructor's total annual minimum compensation due. Windsor High School also wants the JROTC instructor to coach the football team. A separate contract between Windsor High School and the JROTC instructor was written to describe any additional duties desired by the institution besides the instruction, administration, and operation of the JROTC unit.

(2) Annual military retirement pay is \$24,000.

(3) Compensation from the school district includes:

(a) The annual minimum compensation (see computation in Paragraph 3A.a.) due to instructor, which is \$28,000.

(6) JROTC instructor total compensation is \$48,500.

e. Example E.

(1) The JROTC instructor in Paragraph 3A.a. has elected to have his or her compensation from the school district paid in 12 equal payments during the year.

(2) Annual military retirement pay is \$24,000.

(3) The annual minimum due to the instructor from the institution is the difference between the annual retirement pay and what the instructor would earn annually if called to active duty, prorated to a 10.5-month period.

(a) Annual minimum compensation due to the instructor from the institution is \$24,500 (see computation in Paragraph 3A.d.).

(b) Instructor paid in 12 monthly checks, each in the amount of \$2,041.67.

(4) Amount reimbursable to the institution is:

(a) One-half of the annual minimum compensation due to the instructor from the institution; or

(b) \$12,250.

(5) JROTC instructor total compensation is \$48,500.

f. Example F.

(1) The JROTC instructors illustrated in Paragraphs 3A.a. through 3A.e. are active duty retirees.

(2) Minimum instructor salary for Gray Area retirees (referred to in Paragraph 3A.e.(3)(a)) is calculated the same as for active duty retirees of the same rank and years of service. The minimum instructor salary is calculated based on the difference between the active duty pay and allowance which the member would receive if called to active duty minus the amount of retired pay an active duty officer or NCO of the same grade and years of service would receive.

(3) Retirement pay for Gray Area retiree JROTC instructors will be calculated using one of the retirement systems listed in Paragraphs 3A.f.(3)(a) through (d), dependent upon the individual's date of initial entry to military service (DIEMS). The calculated retirement pay will be adjusted annually using the annual cost of living allowance for retired pay and will continue to be used even after a member becomes eligible for retirement pay.

(a) Final pay—DIEMS before September 8, 1980.

(b) High-3—DIEMS on or after September 8, 1980, but before August 1, 1986; and the retiree did not choose the career status bonus (CSB) and REDUX retirement system.

(e) Annual minimum compensation due to the instructor from the institution is \$24,500.

(6) Amount reimbursable to the institution is:

(a) One-half of the annual minimum compensation due to the instructor from the institution; or

(b) \$12,250.

(7) JROTC instructor total compensation.

SECTION 4: POLICY AND PROCEDURES FOR HARD TO FILL JROTC INSTRUCTOR POSITIONS

4.1. HARD-TO-FILL JROTC INSTRUCTOR POSITIONS.

a. Pursuant to Chapter 102 of Title 10, U.S.C., when determined by the Military Department concerned to be in the national interest, and agreed upon by the institution concerned, the institution may reimburse a JROTC instructor d.020 0 9f-w 14(ns)-Slid uy rROitd,ili 16.02 0 0 16.02 143.76Tpt

4.2. QUALIFIED MOVING EXPENSES.

a. The Military Department concerned will only reimburse for the moving expenses claimed for reimbursement by the secondary educational institution that qualify as appropriate reimbursable expenses:

(1) In accordance with Joint Travel Regulations.

(2) In the amount authorized in Paragraph 4.3 of this issuance.

b. To reimburse the secondary educational institution, the Military Department concerned will ensure that the JROTC instructor strictly adheres to the guidelines set forth in the Joint Travel Regulations regarding:

(1) The use of a privately owned vehicle -0.002 Tw -6.08 -2.15 Td(1)in.

- a. Limited to 1 month of the calculated minimum instructor pay for the affected instructor. The duration of annual payments is at the discretion of the Military Service concerned.
- b. When used, payable at the conclusion of each annual contract period, if the instructor's service has been deemed satisfactory for the period, as determined by the Military Service.

SECTION 5: NDCC

NDCC programs will be conducted under the requirements for JROTC operation, as outlined in Section 3 of this issuance, unless specifically granted an exception in Section 5 of this issuance.

a. Institutions are responsible for resourcing the program, to include the costs of instructor salaries (and benefits), cadets' uniforms, and program operational expenses. The Services will supply all curriculum to support the program.

b. Instructor qualifications and credentialing will follow those established for the JROTC Program in Section 3 of this issuance.

c. For establishment and sustainment, two qualified instructors will normally be required at a NDCC unit established with at least 100 students enrolled in the program. NDCC programs:

(1) May be established and maintained with a single qualified instructor, with at least a bachelor's degree, at an institution with fewer than 100 students enrolled in the NDCC Program.

(2) Are eligible to request conversion to a JROTC program when:

(a) Two instructors are serving the program; and

(b) NDCC Program enrollment exceeds:

1. 100 students; or

2. 10 percent of the number of students enrolled in the institution who are:

a. In a grade above the seventh grade; and

b. Physically co-located with the ninth grade participating unit.

d. The institution is the employing agency and will pay the full amount due to the NDCC instructor.

(1) The employing agency hiring an NDCC instructor may use the instructor compensation guidelines outlined in Appendix 3A. Any conversion of an NDCC unit to a JROTC unit will follow the instruction compensation guidelines outlined in Appendix 3A.

(2) NDCC instructor salaries are not eligible for reimbursement by the Federal Government. This should not be considered an attempt to cap or limit the amount of pay that may be agreed upon between the individual NDCC instructor and the employing agency.

(3) The institution may pay more than the amounts listed under instructor compensation guidelines in Appendix 3A, but will do so without additional entitlement for reimbursement from the Federal Government (see Appendix 3A for examples of computation of JROTC instructor pay).

e. NDCC students are eligible to compete in JROTC co-curricular activities to include awards and recognition programs.

f. In accordance with Chapter 102 of Title 10, U.S.C., the Secretaries of the Military Departments may issue arms, tentage, and equipment to an educational institution with an NDCC program, if the institution's total student body has at least 50 students who are:

- (1) Above the seventh grade.
- (2) Physically co-located with the ninth grade participating unit.

GLOSSARY

G.1. ACRONYMS.

ACRONYM	MEANING
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
CSB	career status bonus
DIEMS	

TERM	DEFINITION
active duty pay and allowances	For calculating JROTC instructor pay, active duty pay and allowances will be limited to: - Basic pay. - Basic allowance for housing. - Continental U.S. cost of living allowance. - Overseas housing allowance. - Overseas cost of living allowance. - Allowance for uniforms (enlisted)

REFERENCES

DoD 7000.14-R, Volumes 1-15, “Department of Defense Financial Management Regulations (FMR),” date varies¹
DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
DoD Instruction 1402.01, “Employment of Retired Members of the Armed Forces,” September 9, 2007
DoD Manual 4160.21, “Defense Materiel Disposition,” October 22, 2015, as amended
DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014, as amended
Joint Travel Regulations, current edition