

**VOLUME 10, CHAPTER 21: “JUNIOR RESERVE OFFICER TRAINING CORPS
(JROTC) INSTRUCTOR PAY”****SUMMARY OF MAJOR CHANGES**

Changes are identified in this table and also denoted by [blue font](#).

Substantive revisions are denoted by an asterisk (*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [***bold, italic, blue, and underlined font***](#).

The previous version dated [November 2022](#) is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Updated hyperlinks and formatting to comply with current administrative instructions.	Revision
1.3	Added guidance for Junior Reserve Officers Training Corp Instructor Pay memorandum, dated March 25, 2024.	Addition
2.2	Removed obsolete guidance.	Deletion
2.5	Removed obsolete guidance.	Deletion
2.8	Clarified guidance regarding Cost-of-Living Allowances.	Revision
3.2	Removed obsolete form.	Deletion
4.1	Clarified guidance regarding military service reimbursement.	Revision
8.2	Clarified guidance regarding instructor transfers.	Revision

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CHAPTER 21

JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC)
INSTRUCTOR PAY

1.0 GENERAL

1.1 Overview

This chapter prescribes the financial management policies applicable to the reimbursement of the DoD portion of JROTC Instructor Pay worldwide to public and private secondary educational institutions and [DoD Education Activity \(DoDEA\)](#).

1.2 Purpose

This chapter applies to all Military Services. The term “Military Services” refers to the Army, Navy, Air Force, Marine Corps, and Space Force.

*1.3 Authoritative Guidance

[DoD Instruction 1205.13](#), JROTC Program, Title 10, United States Code ([U.S.C.](#)), [section 2031](#), and Deputy Secretary of Defense [JROTC Instructor Pay Memorandum](#) provide policy and guidance regarding the JROTC program. The JROTC Instructor Pay Memorandum establishes the JROTC Standardized Instructor Pay Scale (JSIPS) for new JROTC instructors and related changes to the reimbursement of host schools, in accordance with section 553 the National Defense Authorization Act for Fiscal Year 2024 (Public Law 118-31). Prior pay formulas and reimbursement requirements are set forth in prior versions of this chapter.

2.0 DEFINITIONS

2.1 Academic Year

An academic year is the period of time necessary to complete one JROTC course, normally consisting of not less than 7,200 minutes of instruction.

2.2 [DoD Dependent Schools \(DoDDS\)](#)

DoDDS are a network of schools, both primary and secondary, that serve dependents of the U.S. military and dependents of U.S. Government employees. The schools themselves are operated by the [DoDEA](#).

2.3 Domestic Dependent Elementary and Secondary Schools (DDESS)

A DDESS special arrangement is an agreement between the Secretary of Defense, or designee, and a local public education agency whereby a school or a school system operated by the local public education agency provides educational services to eligible dependent children of

U.S. military personnel and federally employed civilian personnel. Arrangements result in partial or total federal funding for the local public education agency for the educational services provided.

2.4 Instructor Management Division (IMD)

The IMD is the office within a Military Service responsible for certifying instructors.

2.5 JROTC Instructor Reimbursement Office (JIRO)

The JIRO is the office within a Military Service responsible for maintaining instructor accounts for reimbursement to a school or school district.

2.6 JROTC Unit

A JROTC unit is an organized group of JROTC students and faculty members at one secondary school.

2.7 Minimum Instructor Pay (MIP)

The MIP is the minimum salary that a school or school system hosting a JROTC unit is required to pay an instructor for instructor duties in direct support of the JROTC program. MIP is calculated using the JSIPS pay scale set forth in the JROTC instructor pay memorandum which should be referenced for additional certification actions for hiring school districts. A JROTC instructor already employed under 10 U.S.C. § 2031 on the date of enactment of JSIPS shall not be subject to a reduction in total compensation due to its enactment.

*2.8 Cost-Of-Living-Allowances (COLAs)

2.8.1. The U.S. Government pays COLAs to white-collar civilian Federal employees in Alaska, Hawaii, Guam and the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. Title 5, U.S.C. [Section 5941](#) and [Executive Order 10000](#) (as amended) authorize the payment of COLAs in nonforeign areas. JSIPS employees in these particular nonforeign areas, as defined by Office of Personnel Management, are entitled to COLAs.

2.8.2. The [Nonforeign Area Retirement Equity Assurance Act](#), as contained in subtitle B (sections 1911-1919) of title XIX of the National Defense Authorization Act for Fiscal Year 2010 (Public Law 111-84, October 28, 2009), transitions the nonforeign area COLAs authorized under 5 U.S.C. § 5941(a)(1) to locality pay authorized under [5 U.S.C. § 5304](#) in the nonforeign areas as listed in [5 Code of Federal Regulations 591.205](#). The Act also extends locality pay to American Samoa and other nonforeign territories and possessions of the United States where no COLA rate applies.

3.0 PRESCRIBED FORMS

3.1 DoD (DD) Form 2767

Paragraphs 7.2, 8.1, and 8.2 discuss the use of [DD 2767](#), JROTC Instructor Annual Certification of Pay and Data Form.

3.2 Standard Form (SF) 1080

Paragraph 5.3 discusses the use of [SF 1080](#), Voucher for Transfers between Appropriations and/or Funds.

4.0 REIMBURSEMENT RESPONSIBILITIES

*4.1 General

JROTC instructors are paid by the host school, with the sponsoring Military Service reimbursing the school 50 percent of the MIP. JSIPS sets the MIP, as noted in paragraph 2.7, that the Military Services use to reimburse the host school.

4.2 Discretionary Additional Payments

The Secretary of the Military Department concerned (or designee), may pay additional instructor funds to a school when funds are available and the Military Department determines, following periodic reviews, that:

4.2.1. The school is in an educationally and economically deprived area; and

4.2.2. Such action is in the national interest

5.0 REIMBURSEMENT REQUIREMENTS AND PROCESS

5.1 Requirements for Authorizing Reimbursement

The JIRO authorizes reimbursement to the schools only for those instructors:

5.1.1. Who are certified as qualified instructors by the cognizant Military Service;

5.1.2. For whom funding has been authorized by the Military Service; and

5.1.3. Who are filling positions authorized by the Military Service.

5.2 JROTC Units in DoDDS and DDESS Schools

5.2.1. DoDDS JROTC instructors will be employed under provisions of [20 U.S.C. §§ 901-907](#).

5.2.2. DDESS JROTC instructors will be employed under provisions of [10 U.S.C. § 2164](#).

5.3 School Reimbursement Process

5.3.1. The amount of the reimbursement to the school generally is equal to 50 percent of an instructor's MIP. The Secretary of the Military Department concerned may pay to the school more than 50 percent of the amount paid to the member by the school if the specific criteria of needs in paragraph 4.2 are met, as prescribed in 10 U.S.C. § 2031(d)(2). The JIRO must ensure that documentation supporting these reimbursements is retained in accordance with Volume 1, Chapter 9 and is readily available to support future audit efforts. The documentation should be of sufficient quality to allow an independent third party, such as an outside auditor, to understand and verify the basis of the reimbursement.

5.3.2. The amount is calculated based on the information and documentation required on the DD 2754, adjusted to reflect the agreed-upon reimbursement rate/amount between the Military Service and the school.

5.3.3. Monthly statements of the reimbursements are forwarded by the JIRO to the school and the school district. These statements will show the total amount paid to each instructor working at the school.

5.3.4. An electronic funds transfer (EFT) for the reimbursement to the school is sent to the financial institution designated by the public and private educational institutions. DoDDS schools are reimbursed based on the JIRO approval of amounts cited on the DD 2754 by funds transfer via the Intragovernmental Payment and Collection (IPAC) system or SF 1080.

5.3.5. Schools must provide the financial banking information by using the [System for Award Management](#) when the school is new to the JROTC program or when there is a change to its previously provided banking information.

6.0 JROTC UNIT ESTABLISHMENT AT SCHOOLS

6.1 School Verification

An authenticated copy of the countersigned contract between a school and the Military Service must be provided to the JIRO in order to verify and provide documented support that schools requesting payment are active participants in the JROTC program.

6.2 Addresses

Authorized officials occupying the positions stated in the contract between a school and the Military Service are responsible for supplying the current address of the school employing each instructor.

7.0 JIRO

7.1 JIRO Reimbursement Requirements

The school is the employing organization and pays the full amount due the JROTC instructor. This amount is not less than the MIP referenced in paragraph 2.7. Each JROTC instructor negotiates his or her own contract with the school. The Military Service JIRO will authorize reimbursement to the school for up to 12 months per academic year, but only for the period of time the instructor is under a valid contract and is receiving a salary equal to, or greater than, the MIP. The amount of the reimbursement to the school generally is equal to 50 percent of an instructor's MIP as identified in subparagraph 5.3.1.

7.2 JIRO Employment Verification Process

Each school must forward to the JIRO a copy of the DD 2767 within 30 days of the instructor's employment. Reimbursements for that instructor will be held in abeyance until this form is received by the JIRO.

7.2.1. Each school must submit a DD 2767 annually for those JROTC instructors continuing employment at the school in the upcoming academic year.

7.2.2. The form must be received prior to the end date of an instructor's current contract to ensure uninterrupted reimbursement.

7.2.3. Schools are reimbursed only when there is a current form on file at the JIRO.

8.0 SEPARATIONS, TRANSFERS, DECERTIFICATIONS, AND DISESTABLISHMENTS

8.1 Separations

Each employing school must forward a DD 2767, or termination letter, containing the applicable date to the JIRO immediately upon the separation or death of an instructor. Separation of an instructor occurs when that instructor resigns his or her position at a specific school. If notification is not received in a timely manner, then future reimbursement to the school must be adjusted by the JIRO to reflect the actual period of time the instructor performed duties as a JROTC instructor and to collect any over reimbursement.

*8.2 Transfers

A transfer of an instructor occurs when he or she resigns the position at one school and accepts a position at another school. Transfers must be processed as a separation from one school and a new hire at another school. Both the losing and gaining schools must forward to the JIRO a DD 2767. The instructor must immediately forward an updated DD 2754, as stipulated in paragraph 7.4, to the JIRO. [The locality pay will be adjusted based on the JSIPS locality table for the new school. The pay scale used for relocations/transfers will be based solely on grade and highest academic degree held. Relocation assistance allowance may be available for JROTC instructors who relocate to fill hard-to-fill locations pursuant to 10 U.S.C. § 2031\(e\)\(1\).](#)

8.3 Decertification

A Military Service may, for cause, decertify a JROTC instructor for employment eligibility. The IMD must immediately notify the JIRO of those instructors who have been decertified and currently are under contract with a school. Future reimbursement to the school must be adjusted by the JIRO to reflect the actual period of time the instructor performed duties as a JROTC instructor and to collect any over reimbursement.

8.4 Disestablishment of JROTC Units

Disestablishment of a JROTC unit normally occurs upon determining that the unit will not meet the standards specified by the Military Service, or the unit cannot maintain the statutory minimum student enrollment. The disestablishment of a unit voids the contract between the Military Service and the school. Therefore, instructor pay reimbursements to the school are terminated, and the JIRO must authorize final reimbursement to, or initiate collection action from, the school.

9.0 FINANCIAL MANAGEMENT

9.1 Military Service Responsibilities

Each Military Service will be the holder and manager of its JROTC funds. The JIRO concerned must authorize and assign the funds to the proper line of accounting and verify each JROTC instructor's pay computation and associated reimbursement amount for each school for accuracy prior to disbursement by the designated paying office. The JIRO also monitors the budget execution throughout the assignment of the JROTC instructor.

9.2 Military Pay Operations Responsibilities

Based on the authorization received from the JIRO and verification of fund availability, military pay operations certifying officers will perform payment certification and submit to the designated paying office for all school disbursements. Certifying officers must be appointed in accordance with Volume 5, Chapter 5. Reimbursement to DoDDS must be made via a separate IPAC transfer that cites the applicable appropriation provided for DoDDS.

9.3 Designated Paying Office Responsibilities

Reimbursement to the school must be made only after the JIRO concerned has verified the payroll data, authorized fund availability, received concurrence from the appropriate accounting office, and after military pay operations has provided certification. The Defense Finance and Accounting Service (DFAS) designated paying office will disburse funds for school reimbursements based upon an [SF 1034](#), Public Voucher for Purchases and Services Other Than Personal, for each of the Military Service's payments to the school districts. Funds must be sent via EFT to the financial institution of the school, with the exception of reimbursements to the DoDDS schools, which are transferred via the IPAC system.

10.0 IDENTIFICATION AND COLLECTION OF JROTC-RELATED DEBTS

10.1 Debt Identification

The JIRO is responsible for debt identification. A debt accrues when a school or school district is over-reimbursed for the pay of an instructor(s). The following are examples of when debts might accrue:

10.1.1. Instructor transferred to another school. This possibly results in the losing school being over-reimbursed and the gaining school being under-reimbursed;

10.1.2. Instructor separated from instructor program;

10.1.3. Instructor dies; or

10.1.4. Instructor's contract ending date changed, thereby shortening the contract period.

10.2 Debt Collection Process

10.2.1. Collection of a debt is accomplished by a fully documented adjustment to the amount of reimbursement paid to the school for the next calendar month, with one exception. When a debt is owed by a school that no longer has JROTC instructor(s), and is not due any further reimbursements, collection action will be in accordance with Volume 16, Chapter 5.

10.2.2. In those instances, in which a school does not have a future reimbursement to adjust/offset, the JIRO must initiate collection action from the school directly via the use of a demand letter. See Volume 16, chapter 5 for the policy requirements and guidance. Amounts collected must be forwarded to the JIRO as the debt collection office.

10.2.3. After the JIRO has completed all related actions specified in Volume 16, Chapter 5, paragraph 5.2, uncollected debts 90 days delinquent must be referred to the DFAS Debt Management Office, which will refer debts that become delinquent for over 120 days to the Bureau of the Fiscal Service for further collection action, as prescribed in [31 U.S.C. § 3716\(c\)\(6\)\(A\)](#).