

**SUMMARY OF MAJOR CHANGES TO
DoD 7000.14.R, VOLUME 10, CHAPTER 21
“JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC) INSTRUCTOR PAY”**

All changes are denoted by blue font

Substantive revisions are denoted by a ★ preceding the section, paragraph, table, or figure with the substantive change or revision

Hyperlinks are denoted by *underlined, bold, italic, blue font*

PARA	EXPLANATION OF CHANGE/REVISION	PURPOSE
All	Reworded and reformatted chapter for clarity and ease of reading. Revised references and added references. Added electronic links.	Revision/ Add
2102	Revised the Definitions section to provide terminologies that were used in the chapter.	Revision
210204	Changed Instructor Administration Office (IAO) to Instructor Management Division (IMD)	Update
210902.E	Updated calculation of OHA per Joint Federal Travel Regulation (JFTR) section U10022.	Update
Figure 21-1 Figure 21-2	Deleted Figures 21-1 and 21-2 and provided hyperlinks to the forms within the chapter text.	Delete
Figure 21-3	Deleted Figure 21-3 and provided reference to Volume 10 Chapter 18	Delete

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CHAPTER 21

JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC)
INSTRUCTOR PAY2101 OVERVIEW

210101. Purpose. This chapter prescribes the general guidance applicable to the operation and administration of JROTC Instructor Pay worldwide at both public and private schools.

210102. Scope. This chapter applies to all Military Services. The term "Military Services" refers to the Army, Navy, Air Force, and Marine Corps.

★2102 DEFINITIONS

210201. Academic Year. An academic year is the period of time necessary to complete one JROTC course, normally consisting of not less than 7200 minutes of instructions.

210202. Active Duty Pay and Allowances. For calculating JROTC instructor pay, active duty pay and allowances are limited to:

- A. basic pay
- B. basic allowance for housing (BAH)
- C. Continental United States (CONUS) cost of living allowance (COLA)
- D. Overseas COLA
- E. overseas housing allowance (OHA)
- F. allowance for uniforms (enlisted only)
- G. basic allowance for subsistence (BAS), which the individual receives when called to active duty.

210203. High Schools. A high school is any public or private secondary educational institution other than those defined as "Military Junior Colleges" and "Military Institute Schools."

210204. Instructor Management Division (IMD). The IMD is the office within a Military Service responsible for certifying instructors.

210205. 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.

210206. JROTC Unit. A JROTC unit is an organized group of JROTC students and faculty members at one secondary school.

210207. Calculation of Minimum Instructor Entitlement. The calculation of minimum instructor entitlement is the minimum active duty pay and allowances used in the computation of the reimbursement amount when all required documentation has not been received from an instructor. The following are included:

- A. Basic Pay
- B. BAS
- C. BAH (at the "without dependent" rate)
- D. COLA (overseas or CONUS COLA, when applicable, at the unaccompanied rate)
- E. Clothing Replacement Allowance (CRA)

210208. 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. Longevity increases must be computed, when applicable, for instructors at 2 year intervals after 16 years of service have been completed, based on their basic pay dates.

2103 RESPONSIBILITIES

210301. The Military Services will reimburse each JROTC program school for JROTC instructor pay at the rate of one half the amount of the difference between the instructor's retired or retainer pay and the amount of active duty pay and allowances (excluding hazardous and special duty pays) the instructor would receive when ordered to active duty. Schools meeting specific criteria of need, if determined to be in the national interest by the Secretary of the Military Department concerned (or designee), may receive additional instructor funds when either of the following applies:

A. On-site visits by representatives of JROTC headquarters elements determine the neighborhood in which the school is located has a substandard quality of life, with family incomes below the poverty level, and a high incidence of violent crime.

B. Additional criteria, as determined by the Secretary of the Military Department concerned, whereby the school is in an educationally and economically deprived area to meet a compelling need of the community or national interest.

210302. The school will pay each JROTC instructor the active duty pay and allowances an instructor would receive **when** ordered to active duty, less retired or retainer pay. This minimum is not a cap or limit on the amount of pay that may be agreed upon between the instructor and the employing school. The school may pay more than the minimum amount but, by doing so, does not become entitled to additional reimbursement from the cognizant Military Service. Refer to section 210301.A and B concerning additional funds based on need.

2104 REIMBURSEMENTS

210401. Requirements for Authorizing Reimbursement. The JIRO **authorizes** reimbursement only for those instructors:

- A. who are certified as qualified instructors by the cognizant Military Service.
- B. for whom an obligation has been authorized by the Military Service.
- C. who are filling positions authorized by the Military Service.

210402. JROTC Units in Department of Defense Dependent Schools (DoDDS) and Domestic Dependent Elementary and Secondary Schools (DDESS).

- A. DoDDS JROTC instructors will be employed under provisions of [Title 20, United States Code \(U.S.C.\), sections 901-907.](#)
- B. DDESS JROTC instructors will be employed under provisions of [10 U.S.C. 2164.](#)
- C. Pay and allowances for both DoDDS and DDESS JROTC instructors will be in accordance with [10 U.S.C. 2031.](#)
- D. All other requirements contained in this chapter for the reimbursement of schools will be followed for DoDDS and DDESS schools.

2105 PRESCRIBED FORMS

210501. [Department of Defense \(DD\) Form 2767, "JROTC Instructor Annual Certification of Pay and Data Form.](#) Sections 210703, 210801, and 210802 discuss the use of this form.

210502. [DD Form 2754, "JROTC Instructor Pay Certification Worksheet for Entitlement Computation.](#) Sections 210704 and 210802 discuss the use of this form.

2106 JROTC UNIT ESTABLISHMENT AT SCHOOLS

210601. School Verification. An authenticated copy of the countersigned contract between a school and the Military Service must be available to the JIRO in order to verify that schools receiving payment are active participants in the JROTC program.

210602. Addresses. Authorized officials occupying the positions stated on the contract between a school and the Military Service are responsible for supplying the current address for payment of the reimbursement. The current address of the school employing each instructor must be included.

2107 CERTIFICATION OF JROTC INSTRUCTORS

210701. 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 section 210901. Each JROTC instructor negotiates his or her own contract with the school. The Military Service JIRO will reimburse 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.

210702. Schools **may** contract separately with JROTC instructors for any additional duties beyond instruction, operation, and administration of the JROTC program. These additional duties shall be performed outside the scope of JROTC duties and hours at no cost to the Military Service. This requirement does not prevent JROTC instructors from serving on routine committees, or performing curricular or extracurricular duties normally performed by, and rotated among, other faculty members.

210703. Each school will 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 the supporting form is received by the JIRO.

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

B. Forms must be received prior to the end date of an instructor's current contract to ensure uninterrupted reimbursement.

C. Schools **are** reimbursed only **when** there is a current pay data form on file at the JIRO.

210704. For each new instructor, reimbursement to the school will be computed on the minimum instructor entitlement until the DD 2754 is received from the instructor and is on file with the JIRO. (See section 210207)

210705. Instructors are required to recertify dependent status and permanent duty station (school) zip code for entitlement to BAH and OHA (as applicable).

A. Recertification is required upon request of the servicing JIRO, or upon a change in the instructor's dependent status or employment zip code.

B. OHA recertification is required each year.

C. Reimbursement to a school will be computed based on the minimum instructor entitlement unless a current DD 2754 is on file at the JIRO.

2108 SEPARATIONS, TRANSFERS, DECERTIFICATIONS AND DISESTABLISHMENTS

210801. Separations. Each employing school shall forward a DD 2767, or termination letter, containing the applicable date to the JIRO within 30 days of 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 shall be adjusted to reflect the actual period of time the instructor performed duties as a JROTC instructor and to collect any over reimbursement.

210802. 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 forward a DD 2767. The gaining school provides financial institution information via [Standard Form \(SF\) 3881 "Automated Clearing House \(ACH\) Vendor/Miscellaneous Payment Enrollment Form."](#) The instructor must forward an updated DD 2754 as stipulated in section 210704.

210803. Decertification. A Military Service may, for cause, decertify a JROTC instructor for employment eligibility. The IMD shall 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 to reflect the actual period of time the instructor performed duties as a JROTC instructor and to collect any over reimbursement.

210804. 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. Instructor reimbursements terminate and the JIRO must authorize final reimbursement to, or initiate collection action from, the school.

2109 JROTC INSTRUCTOR PAY COMPUTATION

210901. Minimum Instructor Pay (MIP). MIP is the difference between the active duty pay and allowances the instructor would receive when recalled to active duty, and the instructor's retired pay entitlement. It is computed based on information provided by the instructor and the school.

210902. Pay and Allowances. The active duty pay and allowances included for computing MIP are as follows. All other pay and allowances are excluded unless permitted by

specific revisions to [DoD Instruction 1205.13, “Junior Reserve Officers Training Corps \(JROTC\) Program.”](#)

A. Basic Pay. The rate of basic pay is established based on the instructor’s grade and years of creditable service at time of retirement. Increases to the basic pay rate and longevity are included.

B. Basic Allowance for Subsistence (BAS). The rate of entitlement is based on the instructor’s grade (enlisted or officer).

C. Basic Allowance for Housing (BAH). The rate of entitlement is based on the instructor’s current dependent status and permanent duty station zip code. The permanent duty station for an instructor is the school. Dependency determination requirements are the same as [when](#) the instructor was on active duty.

D. COLA, [when](#) applicable

1. COLA is designed to assist instructors employed at schools outside CONUS. The rate of entitlement is based on the instructor’s grade, number of dependents claimed and the Joint Federal Travel Regulation (JFTR) location code applicable to the employing school located overseas.

2. CONUS COLA is designed to serve as a temporary reimbursement for instructors employed in high cost areas in CONUS to partially offset additional expenses incurred. The rate of entitlement is based on the instructor’s grade, dependent status and the zip code of the employing school.

★ E. Overseas Housing Allowance (OHA). OHA is payable to instructors working at schools located overseas to assist in defraying excess costs incurred incident to these locations. [OHA is calculated by comparing the member’s monthly rent to the prescribed locality rental allowance, selecting the lesser of the two, and then adding the appropriate utilities/recurring maintenance allowance.](#)

F. Clothing Replacement Allowance (CRA). The entitlement to CRA is limited to enlisted instructors only and amounts depend on the branch of service and service member gender. The CRA is normally an annual entitlement based on 12 consecutive months of active duty. An applicable monthly rate [will](#) be used for instructors since their contracts are for periods of less than 12 months.

210903. Changes to MIP. The following circumstances cause MIP rates to change:

- A. Changes to active duty pay and allowances.
- B. Changes in dependent status, which affects the amount of BAH, OHA, and CONUS COLA.

- C. Changes in housing expenses due to the instructor's actual monthly certified housing expenses, which affect the amount of OHA.
- D. Frequent foreign currency fluctuations, which affect the amount of OHA and COLA.
- E. Longevity increases to basic pay according to grade, which also affects overseas COLA.
- F. A raise in retired pay, which will decrease the MIP.

210904. Reimbursement to Schools

- A. The reimbursement made each month to a school is referred to as the "net contribution." The amount of the net contribution generally is equal to 50 percent of an instructor's MIP. Schools that meet specific criteria are authorized a higher percentage of MIP for net contribution.
- B. The military pay system is used to process and compute JROTC instructor pay entitlements.
- C. Monthly statements are mailed to the instructor at either the school or home address.
- D. An electronic funds transfer (EFT) for net contribution is sent to the financial institution designated by the school or school district. DoDDS and DDESS schools are reimbursed by funds transfer via the Intragovernmental Payment and Collection (IPAC) system.
- E. District level reports will be mailed to each school district office.
- F. Distribution of EFT and statements are made no later than the tenth day of the month following the pay month.
- G. Instructor pay inquiries must be addressed to each Military Service JIRO.

2110 FINANCIAL MANAGEMENT

211001. Memorandum of Understanding (MOU). A MOU between Defense Finance and Accounting Service (DFAS), the Military Service funds holder (JIRO) and the applicable accounting office will be used to prescribe financial management responsibilities.

211002. Military Service Responsibilities. Each Military Service will be the holder and manager of its JROTC funds. The JIRO concerned certifies funds availability, verifies each payroll for accuracy prior to disbursement by the designated paying office and monitors budget execution.

211003. Accounting Office Responsibilities. Based on notification received from the JIRO, the accounting office must obligate funds for disbursement and process the applicable IPAC transaction to transfer funds to the designated paying office for all school disbursements, except the DoDDS and DDESS. Reimbursement to DoDDS and DDESS must be made via a separate IPAC transfer that cites the applicable appropriation provided for DoDDS and DDESS.

211004. Designated Paying Office Responsibilities. The designated paying office will disburse funds for school reimbursements using the for-self method in accordance with the MOU discussed in section 2110. Disbursements are made only after the JIRO concerned has verified the payroll, provided concurrence to designated paying office and the appropriate accounting office, and funds have been received and deposited to the receipt account. Funds must be sent via EFT to the financial institution of the school, or school district, with the exception of DoDDS and DDESS, see section 211003.

2111 DEBTS

211101. 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:

- A. Instructor transferred to another school. This possibly results in the losing school being over reimbursed, and the gaining school being under reimbursed.
- B. Instructor separated from instructor program.
- C. Instructor dies.
- D. Instructor's contract ending date changed, thereby shortening the contract period.

211102. Collection of a debt is accomplished by an 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 [Chapter 18](#) of this volume.

A. The JIRO must initiate collection action from the school directly via debt letter (see Volume 10 Chapter 18 for instructions). Amounts collected must be forwarded to the JIRO.

B. Uncollected debts over \$600 can be referred for debt collection assistance to DFAS-Columbus after the JIRO has completed all actions specified in Chapter 18 of this volume. Collection actions are pursued for a maximum of 6 years.