

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

SUMMARY OF MAJOR CHANGES

All changes are denoted by **blue font**.

Substantive revisions are denoted by an * 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 July 2011 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
210202.G	Expanded the definition for Basic Allowance for Subsistence (BAS).	Add
210205	Expanded the definition for Gross Retired Pay to describe the term Retainer Pay, which is unique to Navy and Marine Corps retirees.	Add
211102.B	Updated the debt collection language with regards to referring delinquent debts to the Treasury.	Update

Table of Contents

VOLUME 10, CHAPTER 21: “JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC) INSTRUCTOR PAY”		1
2101	OVERVIEW.....	4
210101.	Purpose.....	4
210102.	Scope.....	4
210103.	Policy.....	4
2102	DEFINITIONS.....	4
210201.	Academic Year.....	4
*210202.	Active Duty Pay and Allowances	4
210203.	Department of Defense Dependent Schools (DoDDS).....	5
210204.	Domestic Dependent Elementary and Secondary Schools (DDESS).....	5
*210205.	Gross Retired Pay (or Retainer Pay)	5
210206.	High Schools	6
210207.	Instructor Management Division (IMD).....	6
210208.	JROTC Instructor Reimbursement Office (JIRO)	6
210209.	JROTC Unit	6
210210.	Minimum Instructor Entitlement Calculation	6
210211.	Minimum Instructor Pay (MIP)	6
2103	PRESCRIBED FORMS	7
210301.	DD Form 2767	7
210302.	DD Form 2754	7
2104	REIMBURSEMENT RESPONSIBILITIES.....	7
210401.	Program Reimbursement.....	7
210402.	Reimbursement Limitations	7
2105	REIMBURSEMENT REQUIREMENTS AND PROCESS.....	8
210501.	Requirements for Authorizing Reimbursement	8
210502.	JROTC Units in DoDDS and DDESS Schools.....	8
210503.	School Reimbursement Process	8
2106	JROTC UNIT ESTABLISHMENT AT SCHOOLS.....	9
210601.	School Verification	9
210602.	Addresses	9

Table of Contents (Continued)

2107	JROTC INSTRUCTOR REIMBURSEMENT OFFICE (JIRO)	9
210701.	JIRO Reimbursement Requirements	9
210702.	Duties Outside of JROTC Program.....	9
210703.	JIRO Reimbursement Process	9
210704.	Entitlement Computation	10
210705.	Entitlement Recertification	10
2108	SEPARATIONS, TRANSFERS, DECERTIFICATIONS AND DISESTABLISHMENTS.....	10
210801.	Separations	10
210802.	Transfers.....	10
210803.	Decertification.....	11
210804.	Disestablishment of JROTC Units.....	11
2109	JROTC INSTRUCTOR PAY COMPUTATION	11
210901.	MIP Pay and Allowances	11
210902.	MIP Rate Adjustments	11
210903.	MIP with Disability Compensation.....	12
2110	FINANCIAL MANAGEMENT	12
211001.	Memorandum of Understanding (MOU)	12
211002.	Military Service Responsibilities	12
211003.	Accounting Office Responsibilities	12
211004.	Designated Paying Office Responsibilities.....	12
2111	IDENTIFICATION AND COLLECTION OF JROTC RELATED DEBTS	13
211101.	Debt Identification	13
*211102.	Debt Collection Process	13

CHAPTER 21

**JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC)
INSTRUCTOR PAY**

2101 OVERVIEW

210101. Purpose

This chapter prescribes the general policies 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.

210103. Policy

[DoD Instruction 1205.13, “Junior Reserve Officers’ Training Corps \(JROTC\) Program”](#), dated February 6, 2006.

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 7,200 minutes of instruction.

*210202. Active Duty Pay and Allowances

For calculating JROTC instructor pay, active duty pay and allowances are limited to:

A. Basic Pay. Basic pay is the pay of an officer or an enlisted member according to grade and longevity before additional amounts for quarters, subsistence, and overseas duty. See Volume 7A, Chapter 1 for computing creditable service at the time of retirement.

B. 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 employing school. Dependency determination requirements are the same as when the instructor was on active duty.

C. Continental United States (CONUS) Cost Of Living Allowance (COLA). 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.

D. Overseas COLA. The overseas COLA is designed to assist instructors employed at schools Outside the Continental United States (OCONUS). 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.

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 a period of less than 12 months.

*G. Basic Allowance for Subsistence (BAS). This entitlement is payable to individuals officially allowed to eat their meals (for various reasons) outside a military dining facility. The monthly rate of entitlement is based on the instructor's pay status (enlisted or officer).

210203. Department of Defense Dependent Schools (DoDDS)

DoDDS are a network of schools, both primary and secondary, that serve dependents of the United States (U.S.) military and dependents of U.S. Government employees. The schools themselves are operated by the Department of Defense Education Activity (DoDEA).

210204. 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 US military personnel and federally employed civilian personnel. Arrangements result in partial or total federal funding to the local public education agency for the educational services provided.

*210205. Gross Retired Pay (or Retainer Pay)

The gross retired pay or retainer pay is the entitlement that is computed under [Title 10 United States Code \(U.S.C.\) Chapters 61, 71, or 1223](#), whichever chapter is applicable to the member. For Navy and Marine Corps members retired with more than 20 years of service but less than 30, pay received following retirement is referred to as retainer pay until the member

reaches the 30 year mark. Pay received following the 30 year mark is then referred to as retired pay.

210206. 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."

210207. Instructor Management Division (IMD)

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

210208. 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.

210209. JROTC Unit

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

210210. Minimum Instructor Entitlement Calculation

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 as outlined in the prescribed pay computation forms. See section 2103. The following are included:

- A. Basic Pay;
- B. BAS;
- C. BAH or OHA (at the "without dependent" rate);
- D. COLA (OCONUS or CONUS COLA, when applicable, at the unaccompanied rate); and
- E. CRA

210211. 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 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.

2103 PRESCRIBED FORMS

210301. DD Form 2767

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.

210302. DD Form 2754

DD Form 2754, "JROTC Instructor Pay Certification Worksheet for Entitlement Computation". Sections 210704, 210705, and 210802 discuss the use of this form.

2104 REIMBURSEMENT RESPONSIBILITIES

210401. Program Reimbursement

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 appropriate Secretary of the Military Department (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 appropriate Secretary of the Military Department or designee concerned, whereby the school is in an educationally and economically deprived area to meet a compelling need of the community or national interest.

210402. Reimbursement Limitations

The school will pay each JROTC instructor the active duty pay and allowances an instructor would receive when recalled to active duty, less the retired or retainer pay the instructor is currently receiving. 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 210401.A and B concerning additional funds based on need.

2105 REIMBURSEMENT REQUIREMENTS AND PROCESS

210501. 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; and

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

210502. JROTC Units in DoDDS and DDESS Schools

A. DoDDS JROTC instructors will be employed under provisions of [20 U.S.C. 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.

210503. School Reimbursement Process

A. The amount of the net contribution 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 need in 210401.A and B are met. See [10 U.S.C. 2031\(e\)\(2\)](#).

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 the net contribution is sent to the financial institution designated by the school district. DoDDS and DDESS schools are reimbursed based on the DFAS calculation and JIRO approval by funds transfer via the Intra-governmental 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.

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 provided 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 JROTC INSTRUCTOR REIMBURSEMENT OFFICE (JIRO)

210701. 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 210211. 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. Duties Outside of JROTC Program

Schools may contract separately with JROTC instructors for any additional duties beyond instruction, operation, and administration of the JROTC program. These additional duties must 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. See paragraph 210402.

210703. JIRO Reimbursement Process

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. Entitlement Computation

For each new instructor, reimbursement to the school will be computed using the minimum instructor entitlement calculation until the DD 2754 is received from the instructor and is on file with the JIRO. See section 210210.

210705. Entitlement Recertification

Instructors may be required to recertify dependent status and permanent duty station (school) zip code for entitlement to BAH and OHA (as applicable). A DD 2754 is used to fulfill the recertification requirement.

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 calculation unless a current DD 2754 is on file at the JIRO.

2108 SEPARATIONS, TRANSFERS, DECERTIFICATIONS AND DISESTABLISHMENTS

210801. Separations

Each employing school must 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 must 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 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 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. MIP Pay and Allowances

The active duty pay and allowances included for computing MIP are shown in the subparagraphs. 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;
- B. BAS;
- C. BAH;
- D. CONUS or OCONUS COLA, (when applicable);
- E. OHA; and
- F. CRA.

210902. MIP Rate Adjustments

The following circumstances cause MIP rates to change:

- A. Changes to active duty pay and allowances;
- B. Changes in dependent status that affect the amount of BAH, OHA, and CONUS or overseas COLA;

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

210903. MIP with Disability Compensation

The computation of MIP shall be without regard to whether the gross retired pay received by the member is reduced because of the member's receipt of disability compensation from the Veterans Administration under [38 U.S.C. 5304](#). A member's receipt of entitlements under [10 U.S.C. 1414](#) is also not considered.

2110 FINANCIAL MANAGEMENT

211001. Memorandum of Understanding (MOU)

A MOU between Defense Finance and Accounting Service (DFAS) and the JIRO 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 to the proper line of accounting, verifies each JROTC instructor's pay computation for accuracy prior to disbursement by the designated paying office, as well as monitors the budget execution throughout the assignment of the JROTC instructor.

211003. Accounting Office Responsibilities

Based on notification received from the JIRO and in accordance with the established MOU, the accounting office will ensure that funds are made available to the designated paying office for all school disbursements. 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

Disbursements are made only after the JIRO concerned has verified the payroll, certified fund availability, and has received concurrence from the appropriate accounting office. In accordance with the MOU, the DFAS designated paying office will disburse funds for school reimbursements using a [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 district, with the exception of reimbursements to the DoDDS and DDESS schools. See paragraph 211003.

2111 IDENTIFICATION AND COLLECTION OF JROTC RELATED DEBTS

211101. 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:

- 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; or
- D. Instructor's contract ending date changed, thereby shortening the contract period.

*211102. Debt Collection Process

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 Volume 10, Chapter 18.

A. The JIRO must initiate collection action from the school directly via [use of a debt letter](#). See Volume 10, Chapter 18 for instructions. Amounts collected must be forwarded to the JIRO.

*B. After the JIRO has completed all [related actions](#) specified in Volume 10, Chapter 18, uncollected debts [180 days delinquent may be referred to the Treasury, Bureau of the Fiscal Service for further collection action](#).