

**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 **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 **August 2013** is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
210103	Added authoritative guidance to support the Junior Reserve Officers' Training Corps (JROTC).	Addition
210202.D	Added authoritative guidance to support the Cost of Living Allowance (COLA) location.	Addition
210206 (prior version)	Removed definition of High Schools.	Deletion
210210 (prior version)	Removed definition of Minimum Instructor Entitlement Calculation, the chapter concerns reimbursement to the schools only.	Deletion
210303	Added prescribed Standard Form (SF) 3881.	Addition
210402 (prior version)	Removed Reimbursement Limitations, the chapter concerns reimbursement to the schools only.	Deletion
210503.A	Added policy clarifying supporting documentation.	Addition
210503.B	Added policy clarifying the calculation of the reimbursement to the school.	Addition
210503.C	Added policy clarifying the monthly reimbursement statements.	Addition
210503.E	Added policy clarifying the use of the SF 3881.	Addition
210702 (prior version)	Removed “ Outside of the JROTC Program” as this concerns policies and processes outside the scope of this chapter.	Deletion
210703	Removed reference to a” Minimum Instructor Entitlement Calculation” as this concerns reimbursement to the schools only.	Revision
210704	Removed reference to a Minimum Instructor Entitlement Calculation, the chapter concerns reimbursement to the schools only.	Revision

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
210801	Added policy clarifying the timeframe for submission of the Department of Defense (DD) Form 2767.	Addition
210802	Added policy to clarify the JROTC Instructor Reimbursement Office (JIRO)'s responsibility.	Revision
2109 (prior version)	Removed JROTC Instructor Pay Computation, the chapter concerns reimbursement to the schools only.	Deletion
210902	Added policy clarifying certifying officers.	Addition
211001	Added policy to clarify the JIRO's responsibility concerning debt collection.	Revision
211002.B	Revised the number of days required for delinquent debt referral to the Treasury from 180 days to 120 days in accordance with 31 United States Code 3716.	Revision

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CHAPTER 21

JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC)
INSTRUCTOR PAY

2101 GENERAL

210101. Overview

This chapter prescribes the financial management policies applicable to the reimbursement of the Department of Defense (DoD) portion of JROTC Instructor Pay worldwide to public and private secondary educational institutions and Department of Defense Dependent Schools (DoDDS).

210102. Purpose

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

*210103. Authoritative Guidance

DoD Instruction 1205.13, “Junior Reserve Officers’ Training Corps (JROTC) Program” dated February 6, 2006 and 10 United States Code (U.S.C.) 2031, “Junior Reserve Officers’ Training Corps” dated January 7, 2011, provide policy and guidance regarding the JROTC program.

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 Travel Regulations (JTR) geographic COLA location applicable to the employing school located overseas, as specified in JTR, Appendix J.

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 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.

210205. Gross Retired Pay (or Retainer Pay)

The gross retired pay or retainer pay is the entitlement that is computed under Title 10 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 referred to as retired pay.

210206. Instructor Management Division (IMD)

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

210207. 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.

210208. JROTC Unit

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

210209. 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. Department of Defense (DD) Form 2767

[DD Form 2767](#), JROTC Instructor Annual Certification of Pay and Data Form, [paragraphs 210702](#), [210801](#), and [210802](#) discuss the use of this form.

210302. DD Form 2754

[DD Form 2754](#), JROTC Instructor Pay Certification Worksheet for Entitlement Computation, [paragraphs 210503](#), [210703](#), [210704](#), and [210802](#) discuss the use of this form.

*210303. Standard Form (SF) 3881

[\(SF\) 3881](#), Automated Clearing House (ACH) Vendor/Miscellaneous Payment Enrollment Form, [paragraph 210503](#) discusses the use of this form.

2104 REIMBURSEMENT RESPONSIBILITIES

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.

2105 REIMBURSEMENT REQUIREMENTS AND PROCESS

210501. Requirements for Authorizing Reimbursement

The JIRO authorizes reimbursement [to the schools](#) only for those instructors:

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

B. For whom [funding](#) 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 [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 need in [paragraph 2104](#) are met, as prescribed in [10 U.S.C. § 2031\(e\)\(2\)](#). 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.

* B. The pay system is used to process and compute the amount of the [reimbursement to the school](#). This amount is calculated based on the information and documentation required on the DD Form 2754, adjusted to reflect the agreed-upon reimbursement rate/amount between the Military Service and the school.

* C. Monthly statements of the [reimbursements](#) are mailed by the JIRO to the school and the school districts. These statements will show the total amount paid to each instructor working at the school.

D. 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 Form 2754 by funds transfer via the Intragovernmental Payment and Collection (IPAC) system.

* E. Schools must provide the financial banking information via the SF 3881 or by using the [System for Award Management \(SAM\)](#) when the school is new to the JROTC program or when there is a change to its previously provided banking information.

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 and [provide documented support](#) that schools [requesting](#) payment are active participants in the JROTC program.

210602. 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.

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 210209. 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 paragraph 210503.A.](#)

210702. JIRO [Employment Verification](#) Process

Each school [must](#) forward to the JIRO a copy of the DD [Form 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.

A. Each school [must](#) submit a DD [Form 2767](#) annually for those JROTC instructors continuing employment at the school in the upcoming academic year.

B. [The form](#) 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.

[*210703.](#) Entitlement Computation

For each new instructor, reimbursement to the school will be computed using the DD [Form 2754](#), [and as stated in paragraph 210503.](#)

[*210704.](#) Entitlement Recertification

Instructors [must](#) recertify dependent status and permanent duty station (school) zip code for entitlement to BAH and OHA (as applicable). A DD [Form 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.

2108 SEPARATIONS, TRANSFERS, DECERTIFICATIONS AND DISESTABLISHMENTS

*210801. Separations

Each employing school must forward a DD Form 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.

*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 **must forward to the JIRO** a DD Form 2767. The instructor must **immediately** forward an updated DD Form 2754, as stipulated in **paragraph 210704, to the JIRO**.

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 **by the JIRO** 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. **Therefore, instructor pay** reimbursements **to the school are terminated and** the JIRO must authorize final reimbursement to, or initiate collection action from, the school.

2109 FINANCIAL MANAGEMENT

210901. 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, 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.

*210902. 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.

210903. 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 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.

2110 IDENTIFICATION AND COLLECTION OF JROTC RELATED DEBTS

*211001. 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:

- 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.

*211002. Debt Collection Process

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 Chapter 18.

- A. 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 Chapter 18 for [the policy requirements and guidance](#). Amounts collected must be forwarded to the JIRO [as the debt collection office](#).

* B. After the JIRO has completed all related actions specified in Chapter 18, uncollected debts 120 days delinquent **must** be referred to the Treasury, Bureau of the Fiscal Service for further collection action, [as prescribed in 31 U.S.C. § 3716\(c\)\(6\)\(A\)](#).