



# Department of Defense INSTRUCTION

NUMBER 1205.13

December 26, 1995

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ASD(FMP)

SUBJECT: Junior Reserve Officers Training Corps (JROTC) Program

- References:
- (a) DoD Directive 1205.13, "Reserve Officers' Training Corps Program for Secondary Educational Institutions," June 16, 1982 (canceled)
  - (b) Section 2031 of title 10, United States Code
  - (c) DoD 5100.76-M, "Physical Security of Conventional Arms, Ammunition, and Explosives," September, 1992, authorized by DoD Directive 5100.76, February 10, 1981
  - (d) DoD 4160.21-M, "Defense Reutilization and Marketing Manual," March, 1990, authorized by DoD Directive 4160.21, December 5, 1980
  - (e) DoD Directive 1342.6, "Department of Defense Dependents Schools (DoDDS)," October 13, 1992

## 1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) as an Instruction to implement policy and update responsibilities and procedures for the organization and administration of the JROTC program, under reference (b).

## 2. APPLICABILITY AND SCOPE

This Instruction applies to:

2.1. The Office of the Secretary of Defense and the Military Departments. The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

2.2. Those institutions with established JROTC units.

2.3. The operations and administration of JROTC programs worldwide at both public and private institutions.

### 3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 1.

### 4. POLICY

4.1. It is DoD policy to sponsor and fund JROTC, which is intended to instill in students in American secondary educational institutions the following:

- 4.1.1. The value of citizenship.
- 4.1.2. Service to the United States.
- 4.1.3. Personal responsibility.
- 4.1.4. A sense of accomplishment.

4.2. Section 2031 of 10 U.S.C. (reference (b)) authorizes a total of 3,500 JROTC units. The distribution for each Military Service is as follows:

- 4.2.1. The Army, 47 percent.
- 4.2.2. The Navy, 20 percent.
- 4.2.3. The Air Force, 27 percent.
- 4.2.4. The Marine Corps, 6 percent.

### 5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense for Force Management Policy under the Under Secretary of Defense for Personnel and Readiness shall:

5.1.1. Establish overall DoD policy and provide guidance for the conduct and administration of JROTC.

5.1.2. Resolve matters of conflict that may arise among the Military Services operating JROTC units.

5.2. The Secretaries of the Military Departments shall:

5.2.1. Sponsor, fund, and conduct JROTC for each Military Service.

5.2.2. Provide for a fair and equitable geographical distribution of their JROTC units, with no more than one JROTC unit in a school, except for Military Institute schools.

5.2.3. Develop and provide the JROTC curriculum, a minimum 3-academic-year program, as prescribed by the Military Service concerned.

5.2.4. Ensure that the Military Services provide the necessary curriculum materials (textbooks, etc.), equipment, uniforms, and additional resources to include billeting and transportation where available to support JROTC.

5.2.5. Prescribe advanced placement.

5.2.5.1. A student presenting evidence of successful completion of at least 2 academic years of JROTC under any Military Department is entitled to advance promotion to the grade of no less than E-2 on initial enlistment in an Active or Reserve component of a Military Service. At their discretion, the Military Departments may award the grade of E-3 for successful completion of 3 academic years of JROTC.

5.2.5.2. A student presenting evidence of successful completion of 3 academic years of JROTC may be entitled to not less than 1 year of credit in the Senior ROTC Program.

5.2.6. Reimburse the institution for JROTC instructor salaries at the rate of one-half the amount of the difference between instructor retired or retainer pay and the amount of active duty pay and allowances (excluding hazardous duty pay) the instructor would receive if he or she were ordered to active duty. Schools meeting specific criteria of need, if determined by the Secretary of the Military Department to be in the national interest, may receive additional instructor funds if, as follows:

5.2.6.1. The percentage of students eligible to participate in subsidized meal programs is more than 30 percent of the enrolled student body and/or less than 75 percent of the students graduate;

5.2.6.2. On-site visits by the JROTC headquarters element determines the neighborhood in which the school is located has a substandard quality of life, many families' income below the poverty level, and a high incidence of violent crime; or,

5.2.6.3. Other additional criteria, as determined by the Secretary of the Military Department concerned, whereby the school is determined to be an educationally and economically deprived area (to meet a compelling need of the community or national interest).

5.2.7. Ensure that the procedures in enclosure 2 are followed.

5.2.8. Account for the cost incurred by the Department of Defense in sponsoring, maintaining, or disestablishing a JROTC unit.

5.2.9. Evaluate annually the operation, administration, and effectiveness of the overall JROTC Program and the individual Junior ROTC units for contractual compliance, cost, and performance objectives.

## 6. PROCEDURES

6.1. Establishment procedures for JROTC at schools are in enclosure 2, sections E2.1. through E2.6.

6.2. Computation procedures for JROTC instructor compensation are in enclosure 3, sections E3.1 through E3.5.

## 7. INFORMATION REQUIREMENTS

The theft of any military weapons or ammunition from a secondary education institution shall be reported under Report Control Symbol DD-C3I(SA&AR) 1358, as prescribed in DoD 5100.76-M (reference (c)).

8. EFFECTIVE DATE

This Instruction is effective immediately.

  
F. Pang  
Assistant Secretary of Defense  
Force Management Policy

Enclosures - 3

1. Definitions
2. Procedures for the Establishment of JROTC at Schools
3. Examples: Procedures for the Computation of JROTC Instructor Compensation

## E1. ENCLOSURE 1

### DEFINITIONS

E1.1.1. Academic Year. The period of time necessary to complete one JROTC course, normally consisting of not less than 7200 minutes of instruction.

E1.1.2. Active Duty Pay and Allowances. For calculating JROTC instructor pay, active duty pay and allowances shall be limited to basic pay, basic allowance for quarters, allowance for variable housing (VHA), allowance for Continental United States (CONUS) cost-of-living, allowance for overseas housing (OHA), allowance for cost of living (COLA), allowance for uniforms (enlisted only), and basic allowance for subsistence, which the individual would receive if called to active duty.

E1.1.3. High Schools. Public and private secondary educational institutions other than those defined as "Military Junior Colleges" and "Military Institute Schools" (definitions E1.7 and E1.6., below)

E1.1.4. JROTC. The ROTC program conducted at the secondary (high school) level of education.

E1.1.5. JROTC Unit. An organized group of JROTC students and faculty at one secondary school (high school).

E1.1.6. Military Institute Schools. Military schools at the secondary level of instruction that do as follows:

E1.1.6.1. Require a 4-year course in military training.

E1.1.6.2. Organize their military students as a Corps of Cadets under constantly maintained military discipline.

E1.1.6.3. Require all members of the Corps, including those members enrolled in military training, to be in uniform when on campus.

E1.1.6.4. Have as their objective development of student character through military training, regulation of student conduct in accordance with the principles of military discipline, and meeting of military standards similar to those maintained at Military Service academies.

E1.1.7. Military Junior Colleges. Military schools that provide high school and

college instruction but do not confer baccalaureate degrees.

E1.1.8. Multiple Junior ROTC Units. Any group of units of one Service organized and sponsored under one school system in which JROTC is conducted concurrently in more than one school.

E2. ENCLOSURE 2  
PROCEDURES FOR THE ESTABLISHMENT  
OF JROTC AT SCHOOLS

E2.1. JROTC ESTABLISHMENT

Secondary educational institutions desiring to establish JROTC units or to continue established units shall agree to the following:

E2.1.1. Maintain a JROTC enrollment of physically fit students who meet the following:

E2.1.1.1. In a grade above the eighth grade.

E2.1.1.2. Citizens or nationals of the United States, or aliens lawfully admitted to the United States for permanent residence.

E2.1.1.3. The minimum population of the JROTC enrollment shall be the lesser of 100 students or 10 percent of the students enrolled in the institution.

E2.1.2. Employ as JROTC instructors officers and enlisted personnel whose qualifications are approved by the Military Service concerned to administer the JROTC Program. The senior instructor shall possess a baccalaureate degree. That qualification may be waived by the Military Service concerned.

E2.1.3. Pay Retired Personnel So Employed. The institution is the employing agency and shall pay the full amount due the JROTC instructor. The JROTC instructor shall receive retired or retainer pay from the U.S. Government. The amount due from the institution is the amount equal to the difference between retired or retainer pay and the active duty pay and allowances that the JROTC instructor would receive if ordered to active duty. The institution shall be reimbursed for JROTC instructor salaries at the rate of one-half the difference of instructor retirement or retainer pay and active duty pay and allowances. For calculating JROTC instructor pay, "active duty pay and allowances" shall be limited to basic pay, basic allowance for quarters, allowance for variable housing (VHA), allowance for Continental United States (CONUS) cost-of-living, allowance for overseas housing (OHA), allowance for cost of living (COLA), allowance for uniforms (enlisted only), and basic allowance for subsistence. The level of active duty pay and allowances, less retired or retainer pay, is the minimum salary the institution shall pay JROTC instructors. That should not be

considered an attempt to cap or limit the amount of pay that may be agreed between the individual JROTC instructor and the employer. 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 shall do so without additional entitlement for reimbursement from the Federal Government. (See enclosure 3, sections E3.1. through E3.5., for examples of proper computation of JROTC instructor pay). Refer to subsections 5.2.6.1. through 5.2.6.3., of this instruction, above, for additional funds based on need.

E2.1.4. Contract separately with the individual JROTC instructor for any additional duties desired by the institution besides instruction, operation, and administration of the JROTC Program, at no cost to the Military Department concerned. Such additional services shall be performed outside the scope of JROTC duties and hours. (That 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 enclosure 3.)

E2.1.5. Compensate a JROTC instructor only for the period of time he or she performs duties as a JROTC instructor. For periods of service as a JROTC instructor for fewer than 12 months of a calendar or fiscal year, that instructor shall be compensated the difference between the amount of the retirement (or retainer) pay and active duty pay times the length of employment as a JROTC instructor expressed as a fraction of 12 months. (Refer to enclosure 3, sections E3.3. and E3.4. for clarification.) The minimum contract for an instructor is 10 months and the recommended contract for at least one instructor per institution is 11 months.

E2.1.6. Provide an additional amount of compensation for a JROTC instructor for only that part of the summer (or interim) months, between academic sessions, during which the instructor performs administrative or instructional duties that are directly for the JROTC Program. Administrative and instructional duties directly for the JROTC Program that would entitle a JROTC instructor to additional compensation include, but are not limited to, the following:

E2.1.6.1. Administrative and instructional duties performed in an interim term JROTC Program, such as summer school.

E2.1.6.2. The grading of examinations and papers during the period immediately following the end of the school year.

E2.1.6.3. The preparation of new course materials during the period

immediately preceding the beginning of a school year.

E2.1.6.4. The ordering, procurement, and preparation of uniforms for issue during the period immediately preceding the beginning of the school year.

E2.1.6.5. The collection of uniforms, books, and supplies at the end of a school year.

E2.1.6.7. Conducting camps, leadership schools, or similar activities.

E2.1.7. Advise the Military Service concerned of any change of employment status of retired personnel employed at an institution.

E2.1.8. Provide suitable safeguards for the Government property provided. Such safeguards shall include, but not be limited to, the following:

E2.1.8.1. Employment of clerical and maintenance personnel required to issue, account for, and maintain the Government property.

E2.1.8.2. Coverage for loss and damage of property. (e.g., bonds, insurance, etc.)

E2.1.8.3. Secure Storage for All Government Property. JROTC units that have U.S.-furnished military weapons and ammunition in their inventory shall be inspected for physical security by the sponsoring Military Service. Established security standards for arms rooms, including separate secure storage of bolts of operable weapons, shall be emphasized.

E2.1.9. Provide positive safeguards to prevent unlawful discrimination against students or instructors based on race and/or ethnicity, religion, national origin or gender.

E2.1.10. Provide adequate facilities for classroom instruction, office space, storage for unit equipment (see paragraph E2.1.8.3. of this enclosure, above) and adequate, suitably located drill areas, as determined by the Secretary of the Military Department concerned.

E2.1.11. Provide a course of military instruction of not less than 3 academic years' duration, as prescribed by the Secretary of the Military Department concerned.

E2.1.12. Limit membership in the unit to students who maintain acceptable

standards of academic achievement and conduct, as prescribed by the Secretary of the Military Department concerned.

## E2.2. JUNIOR ROTC INSTRUCTORS

E2.2.1. The Secretary of the Military Department concerned may authorize active duty or retired active duty officers and noncommissioned officers (NCOs) as instructors.

### E2.2.2. Authorized Strength of Officer and NCO Instructors:

E2.2.2.1. Single JROTC units and each subunit of a multiple JROTC unit require one officer instructor and one enlisted instructor. When necessary, the Military Service concerned may authorize the substitution of officers for enlisted instructors, and conversely, within the authorization prescribed in paragraph E2.2.2.2. of this enclosure, below.

E2.2.2.2. When cadet enrollment at a unit reaches 151 cadets, a third instructor is authorized. Further increases are authorized when cadet enrollment increases by 100 (i.e., 251, 351, etc.). Additional instructors are normally retired enlisted personnel. However, the Military Service concerned may authorize officer substitutions.

E2.2.2.3. Military Services may implement the multiple unit concept where administrative personnel are authorized to oversee 5 or more subunits.

E2.2.2.4. The Secretary of the Military Department should advise the Assistant Secretary of Defense for Force Management Policy on exceptions to the 5 subunit requirement in paragraph E2.2.2.3. of this enclosure, above.

E2.2.3. Retired officer and NCO instructors are employees of the school and are responsible to school authorities for the conduct of the JROTC Program. The Military Service concerned shall hold the school authorities responsible for the conduct of the JROTC Program as prescribed. JROTC instructors must meet Military Service requirements and maintain standards acceptable to the Military Service concerned. JROTC instructors shall be certified by the Military Service to teach. Active duty officers and NCOs, although not employees of the school, are responsible to school authorities for the conduct of the JROTC Program.

### E2.3. ELIGIBILITY OF STUDENTS

E2.3.1. To enroll in JROTC, students shall be in a grade above the eighth grade. An exception is granted to students in Military Institutes that also conduct classes below the ninth grade level. Additionally, all students shall meet the physical standards prescribed by the Military Service concerned.

E2.3.2. The Military Service concerned may prescribe qualifying participation criteria in JROTC training.

### E2.4. SUPPLY AND MAINTENANCE

E2.4.1. The Military Services may authorize the issuance of equipment to a designated official of the educational institution concerned, as follows:

E2.4.1.1. Military equipment needed for the prescribed curriculum, if the equipment is not needed for training of their Regular and Reserve components.

E2.4.1.2. Surplus or excess military equipment, allied to military requirements for particular technical training courses (DoD 4160.21-M, reference (d)), when, in the judgment of the Military Service concerned, the training requirement is warranted.

E2.4.1.3. Spare parts, tools, cleaning materials, technical publications, and other materials necessary for maintenance of the equipment.

E2.4.1.4. Instructional materials, training aids, equipment, supplies, uniforms, and other items as deemed necessary by the Military Service to support and conduct the JROTC program.

E2.4.2. The Military Service concerned shall pay transportation charges, including packaging and handling, for shipment to and from the institution. That institution shall pay all other costs incident to maintenance, local storage, and safeguarding of the property.

### E2.5. DISESTABLISHMENT OF JROTC UNITS

E2.5.1. When a Military Service determines that a JROTC unit does not meet the

standards specified in Military Service directives (other than for enrollment), school authorities concerned shall be notified that the unit has been placed on probationary status. Disestablishment of the unit shall be effective at the conclusion of the probationary period if the reason for the probationary status has not been resolved.

E2.5.2. JROTC units in the third year of enrollment that do not have the statutory minimum of the number of students enrolled shall be placed on probation. No later than the end of the school year, the Military Service concerned shall evaluate potential to attain the minimum enrollment on the fall opening of school. If it is probable that the enrollment minimum will not be met, the Military Service concerned shall encourage school authorities to concur in disestablishment of the unit at the end of that current school year. The Military Service concerned shall make the final determination on the school capability to meet the enrollment minimum. When Military Service evaluation indicates that minimum enrollment probably will be met at the beginning of the fall school term, the unit may be continued. No later than 90 days following the beginning of the next school term, the sponsoring Military Service shall determine whether the enrollment minimum has been met. If it has not, the school shall be officially notified of unit disestablishment, and physical termination shall be scheduled for no later than the end of that school year. The Military Services may authorize extensions of probation periods in special circumstances.

## E2.6. JROTC IN DOD DEPENDENT SCHOOLS (DODDS) HIGH SCHOOLS

E2.6.1. The requesting high school principal shall forward applications for establishment of individual JROTC units through established school channels in each geographic area to the Military Service.

E2.6.2. The nomination of retired officer and NCO instructors shall be in accordance with applicable regulations of the Military Services. The respective Military Services shall submit the names of nominees to the Director, DoDDS, ATTN: Teacher Recruitment, for final selection and appointment to positions in the DoDDS high schools. JROTC instructors shall be employed in accordance with DoD Directive 1342.6 (reference (e)).

### E3. ENCLOSURE 3

#### EXAMPLES: PROCEDURES FOR THE COMPUTATION OF JROTC INSTRUCTOR COMPENSATION

The procedures for the computation of the amount due to the JROTC instructor from the U.S. Government and educational institutions are illustrated in the examples in sections E3.1.through E3.5.,below:

#### E3.1. EXAMPLE A

E3.1.1. A JROTC instructor agrees to instruct, administer, and operate a JROTC unit for 12 months at Windsor High School. Windsor High School remains open 12 months of the year without the usual summer recess.

E3.1.2. From the U.S. Government. Annual military retirement pay is \$24,000.

E3.1.3. From the School District. MINIMUM due 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.

#### E3.1.4. Active Duty Pay and Allowances

E3.1.4.1. Basic pay.

E3.1.4.2. Basic allowance for quarters.

E3.1.4.3. Allowance for variable housing.

E3.1.4.4. Allowance for CONUS cost-of-living.

E3.1.4.5. Allowance for overseas housing.

E3.1.4.6. Allowance for cost of living.

E3.1.4.7. Allowance for uniforms (enlisted only).

E3.1.4.8. Basic allowance for subsistence.

E3.1.4.9. All other pay and allowances are excluded unless permitted by specific revision to DoD Instruction 1205.13.

E3.1.5. TOTAL is \$52,000.

E3.1.6. DIFFERENCE (active duty pay and allowances minus retirement pay) is \$28,000.<sup>1</sup>

E3.1.7. MINIMUM due instructor from institution is \$28,000.

E3.1.8. JROTC instructor total compensation is \$52,000.

<sup>1</sup> Reimbursable to the school district from the Federal Government (one-half of \$28,000) (\$14,000)

### E3.2. EXAMPLE B

E3.2.1. If the school district in section E3.1., above, believes that the JROTC instructor should be compensated more than the minimum, they may do so.

E3.2.1.1. From the U.S. Government. Annual military retirement pay is \$24,000.

E3.2.1.2. From the School District

E3.2.1.2.1. Minimum annual compensation (see computation in section E3.1. of this enclosure, above) is \$28,000.<sup>1</sup>

E3.2.1.2.2. Any additional compensation for JROTC-related responsibilities is \$4,000.

E3.2.1.3. JROTC instructor total compensation is \$56,000.

<sup>1</sup> Reimbursable to the school district from the Federal Government (one-half of \$28,000) (\$14,000)

### E3.3. EXAMPLE C

E3.3.1. Windsor High School wanted 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. (See enclosure 2, subsection E2.1.4.)

3.3.1.1. From the U.S. Government. Annual military retirement pay is \$24,000.

E3.3.1.2. From the School District

E3.3.1.2.1. Minimum JROTC compensation (see computation in section A. of this enclosure, above) is \$28,000.<sup>1</sup>

E3.3.1.2.2. Any additional compensation for JROTC-related responsibilities is \$4,000.

E3.3.1.2.3. Compensation for separately contracted responsibilities for coaching the football team is \$2,000.

E3.3.1.3. JROTC instructor total compensation is \$58,000.

<sup>1</sup> Reimbursable to the school district from the Federal Government (one-half of \$28,000) (\$14,000)

E3.4. EXAMPLE D

E3.4.1. Newington High School is open 9 months of the year for instruction and a total of an additional month for pre-registration activities, such as preparing curricula and counseling students in August, and post-academic activities in June, such as recording permanent grades and taking inventory of teaching materials needed for the coming academic year. As an instructor at Newington High School, the JROTC instructor shall participate in those required duties.

E3.4.2. The JROTC instructor has accepted a 10-month contract with Newington High School to provide instruction, administration, and operation of the JROTC unit. His or her compensation is calculated in paragraph E3.4.2.1. through E3.4.2.3. of this enclosure, below.

E3.4.2.1. From the U.S. Government . Annual military retirement pay is \$24,000.

E3.4.2.2. From the School District

E3.4.2.2.1. Minimum JROTC instructor compensation prorated to a 10-month period.

E3.4.2.2.2. Annual military retirement pay is \$24,000.

E3.4.2.2.3. Annual pay and allowances if called to active duty is \$52,000.

E3.4.2.2.4. Annual difference is \$28,000.

E3.4.2.2.5. MINIMUM amount due to the JROTC instructor from the school district is 10/12 of \$28,000, which is \$23,333.<sup>1</sup>

E3.4.2.3. JROTC instructor total compensation is \$47,333.

<sup>1</sup> Reimbursable to the school district from the Federal Government (one-half of \$23,333) (\$11,667)

### E3.5. EXAMPLE E

E3.5.1. The JROTC instructor in section E3.4. of this enclosure, above, has elected to have his or her compensation from the school district paid in 12 equal payments during the year. That does not change the annual minimum compensation due from the institution in paragraphs E3.5.1.1. through E3.5.1.3. of this enclosure, below, as the following computation indicates.

E3.5.1.1. From the U.S. Government. Annual military retirement pay is \$24,000.<sup>1</sup>

E3.5.1.2. From the School District

E3.5.1.2.1. Minimum JROTC instructor compensation prorated to a 10-month period (see computation in Example D in section E3.4., above) is \$23,333.<sup>1</sup>

E3.5.1.2.2. Paid in 12 monthly checks in the amount of \$1,944.41 each equalling \$23,333.

E3.5.1.3. JROTC instructor total compensation is \$47,333.

<sup>1</sup> Reimbursable to the school district from the Federal Government (one-half of \$23,333) (\$11,667)