

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 36-2010**



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Personnel

***JUNIOR RESERVE OFFICERS'
TRAINING CORPS PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Department of the Air Force Policy Directive (DAFPD) 36-20, *Recruiting Programs and Accession of Air Force Military Personnel*. This instruction applies to Regular Air Force, United States Space Force (USSF), Air Force Reserve, and Air National Guard personnel, except where noted otherwise. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) and the Deputy Chief of Space Operations for Human Capital (SF/S1) develop personnel policy for the Department of the Air Force (DAF) Junior Reserve Officers' Training Corps (JROTC). Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility using Department of the Air Force Form (DAF Form) 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed to the office of primary responsibility for coordination, and all command-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. The authorities to waive wing, delta, garrison, or unit level requirements in this publication are identified with a tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See Department of Air Force Instruction Department of the Air Force Manual (DAFMAN) 90-161, *Publications Processes and Procedures*, for a description of the authorities associated with the tier numbers.

Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items.

SUMMARY OF CHANGES

This instruction is completely revised and must be reviewed in its entirety. Changes include updates in accordance with the reissuance of DoDI 1205.13, *Junior Reserve Officers' Training Corps Program* and updated organizational descriptions and key addresses as well as changes in program execution responsibilities.

1. Program Description and Purpose. JROTC is a congressionally mandated program designed to instill in students within secondary educational schools the value of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. Overall mission is to "Develop citizens of character dedicated to serving their nation and community." The statutory authority for implementing the JROTC program is in Title 10, United States Code, Sections 2031 et seq., (10 USC §§ 2031 et seq) *Junior Reserve Officers' Training Corps*.

2. Program Funding and Staffing.

2.1. **Funding.** The DAF jointly funds and administers the JROTC program with the high schools, consistent with 10 USC § 2031 and DoDI 1205.13.

2.2. **Staffing.** JROTC instructors are retired DAF commissioned and noncommissioned officers, as well as veterans, and current Guard and Reserve members in their civilian capacity.

Note: JROTC positions are separate from Reserve positions and are not Air Reserve Technician or Active Guard Reserve positions. Reservists must maintain a position in the AFR, i.e., Traditional Reservist or Individual Mobilization Augmentee, to maintain their selected reserve service. Instructors are certified by the Director of JROTC (Holm Center/JR), but are hired by the individual high schools as school employees.

3. Program Management Roles and Responsibilities.

3.1. Assistant Secretary of the Air Force Manpower and Reserve Affairs (SAF/MR) will:

3.1.1. Approve JROTC program detachment apportionment based on DAF active-duty end-strength ratios, e.g., if USSF end-strength is 10% of DAF's total active-duty end-strength USSF may be apportioned 10% of the funded JROTC detachments.

3.1.1.1. Ensure a maximum of region director-to-school oversight ratio of 1:30, not more than 30 programs per region director.

3.1.2. Serve as the approval authority for changes in apportionment and/or establishment of any new JROTC detachments.

3.1.3. Review and, if needed, approve an increased DAF cost-share of the Minimum Instructor Pay reimbursement to a school in the case that:

3.1.3.1. The school is determined to be an educationally and economically-deprived area.

3.1.3.2. The school is in an area that is under-represented by the JROTC and the school is financially unable to offer compensation that attracts and retains qualified instructors.

3.1.4. Approve all Headquarters JROTC developed public affairs releases prior to school notifications.

3.1.5. Ensure standardization of all support agreements in accordance with DoDI 1205.13.

3.1.6. Ensure all JROTC programs not deny participation in, discriminate against, or provide preferential treatment, of any person on the basis of their race, ethnicity, or sex. All JROTC programs should recognize achievement solely on the basis of individual merit.

3.1.7. Forward a copy of serious incident reports to Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)) via osd.pentagon.ousd-p-r.list.jrotc-cin-reporting@mail.mil within 72 hours of the DAF chain of command being informed.

3.2. Chief, Accession and Training Division, Headquarters Air Force (AF/A1PT) will:

3.2.1. Develop and monitor policy and legislative change proposals and issue approved proposals as guidance.

3.2.2. Advocate for appropriate funding to implement congressional and Office of the Secretary of Defense mandates.

3.2.3. Provide personnel data system access to Holm Center/JR for screening new instructor applicant records.

3.2.4. Coordinate with Accession and Recruiting Policy (SF/S1PT) for areas that impact USSF JROTC program detachments.

3.3. Air Force Medical Readiness Agency (AFMRA) provides Family Advocacy Program (FAPnet) access to Holm Center/JR personnel for the purpose of screening instructors during the Tier 1 with Child Care investigation in accordance with DoDI 1402.05, *Background Checks on Individuals in Department of Defense Child Development and Youth Programs* and Title 32, *Code of Federal Regulations*.

3.4. Commander, Air Education and Training Command (AETC/CC) will:

3.4.1. Ensure appropriate funding is made available to implement congressional, Office of the Secretary of Defense (OSD), and Secretary of the Air Force (SecAF) mandates.

3.4.2. Advise the SecAF regarding the closing of units if sufficient funds are not appropriated to the program.

3.4.3. Through the AETC Surgeon General, advises JROTC on the medical suitability of an instructor applicant when requested.

3.5. Commander, Jeanne M. Holm Center for Officer Accessions and Citizen Development Headquarters (Holm Center/CC) will :

3.5.1. Provide routine oversight of the JROTC program.

3.5.2. Advocate for appropriate funding to implement congressional and OSD mandates.

3.5.3. Establish procedures to provide each JROTC unit with the necessary curriculum materials, equipment, supplies, and uniforms.

3.5.4. Serve as the final approval authority for all JROTC unit closings.

3.5.5. Ensure the development and/or acquisition and distribution of JROTC curriculum for implementation by JROTC instructors worldwide.

3.5.6. Maintain and coordinate support agreements between JROTC and DAF installations or other Department of Defense service installations, see paragraphs 4 and 5. Support agreements will meet requirements outlined in DoDI 1205.13.

3.5.7. Coordinate budget, legislative, and overarching guidance issues.

3.5.8. Account for cost incurred by the DAF in sponsoring, maintaining, or disestablishing a JROTC unit.

3.6. Holm Center/JR will:

3.6.1. Develop specific guidance and procedures for the day-to-day operation of the program.

3.6.2. Establish standards for unit operations, instructor qualifications, and cadet performance.

3.6.3. Screen, approve, and certify JROTC instructors that:

3.6.3.1. Are hired by the individual high schools as school employees in accordance with 10 USC § 2031.

3.6.3.2. Are non-sensitive positions that require a Tier 1 with child care investigation in accordance with DoDI 1402.05, *Background Checks on Individuals in Department of Defense Child Development and Youth Programs* and Title 32, *Code of Federal Regulations*.

3.6.4. When necessary, authorize substitution of noncommissioned officers for commissioned officers, and conversely, commissioned officers for noncommissioned officers when volunteers are unavailable and continuing the vacancy is deemed detrimental to the health of the unit.

3.6.5. Establish procedures to annually evaluate the operation, administration, and effectiveness of the overall JROTC Program and the individual units for contractual compliance, cost, and performance objectives.

3.6.6. In accordance with DoDI 1205.13, designated evaluators, for Air Force Junior Reserve Officers' Training Corps (AFJROTC) identified as region directors, must be qualified officials who are appropriately immersed in JROTC program expectations and operations, and who are not associated with the school district or JROTC unit concerned. Designated evaluators will:

3.6.6.1. Verify and recommend updates to MOAs with appropriate school district representatives.

3.6.6.2. Validate instructor prohibited activity acknowledgement as part of the instructor evaluation.

3.6.7. Open new JROTC units to meet congressional, OSD, and SecAF mandated unit strength, ensuring a fair and equitable distribution of units throughout the nation.

3.6.8. Develop procedures for routine JROTC unit closings and recommend unit closings to Holm Center/CC for final approval.

3.6.9. Review detachment apportionment biennially to determine if any changes are necessary. Headquarters JROTC is responsible for initiating the review, establishing review criteria, and making appropriate recommendations to the SAF/MR.

3.6.10. Ensure a maximum of region director -to-school oversight ratio in accordance with [para 3.1.1.1](#).

3.7. JROTC Instructors will:

3.7.1. Perform the day-to-day duties required to operate and administer a JROTC unit in accordance with law and higher directives.

3.7.2. Organize/coordinate official base visits and other educational field trips for cadets.

3.7.3. Meet and maintain instructor qualification standards in accordance with DoDI 1205.13.

3.8. Air Force Recruiting Service. Ensures JROTC students receive appropriate rank upon enlistment and/or placement in Air Force Reserve Officers' Training Corps (AFROTC) in accordance with Department of the Air Force Manual (DAFMAN) 36-2032, *Military Recruiting and Accessions*.

4. DAF Installations. DAF installations will provide host tenant support and services, as resources allow, to include:

4.1. Administrative support of the Freedom of Information Act in accordance with 5 USC § 552a, *Records maintained on individuals*, in accordance with DoD 5400.11-R, *Department of Defense Privacy Program*, Department of Defense Manual (DoDM) 5400.07_AFMAN33-302, *Freedom of Information Act Program*, and forms management and publishing programs.

4.2. Photographic support, including official photographs for the JROTC, 8x10 inch full length portraits, and passport photos for retirees applying for JROTC positions.

4.3. Access and use of reimbursable food service and related dining facilities during official base visits, cadet leadership Courses, or other Headquarters JROTC established academies or courses as requested.

4.4. In coordination with the Defense Health Agency will provide emergency medical/dental care for cadets who become injured or ill during official base visits, cadet leadership courses, or other Headquarters JROTC established academies or courses as requested.

4.5. Transient housing facilities and/or temporary visiting quarters to cadets during official base visits, cadet leadership courses, or other Headquarters JROTC established academies or courses on a space available basis.

4.6. Access to centralized printing or copy services, if available.

4.7. DoD vehicle and/or shuttle support, to include DoD taxi services when available, while on official base visits or attending cadet leadership courses.

4.8. Packing, crating, and shipping support to JROTC units(s) to ship materials to Holm Center/JR, 60 West Maxwell Blvd, Maxwell Air Force Base AL 36112-6106, or other official destination.

4.9. Orientation flights in Air Force aircraft, as requested and resources available in accordance with DAFMAN 11-401, *Aviation Management*.

5. Other Service Installations and Bases. Other service installations and bases will provide host tenant support and services in accordance with the support agreement with JROTC Headquarters, see [paragraph 3.4.6](#).

6. Procedures and Guidance. Additional guidance and procedures can be found in applicable JROTC instructions located on the AETC publications website, in uniform and awards supplements for JROTC, weight and body standards for JROTC, and local JROTC detachment guides.

GWENDOLYN R. DEFILIPPI
Acting Assistant Secretary of the Air Force
Manpower and Reserve Affairs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

5 USC § 552a, *Records maintained on individuals*

10 USC §§ 2031 et seq., *Junior Reserve Officers' Training Corps*

20 USC § 1681, *Sex*

DoD 5400.11-R, *Department of Defense Privacy Program*, 14 May 2007

DoDI 1205.13, *Junior Reserve Officers' Training Corps Program*, 21 May 2021

DoDI 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*, 11 September 2015

DAFPD 36-20, *Recruiting Programs and Accession of Military Personnel*, 11 March 2024

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFMAN 11-401, *Aviation Management*, 27 October 2020

DAFMAN 36-2032, *Military Recruiting and Accessions*, 16 January 2025

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DoDM 5400.07_AFMAN 33-302, *Freedom of Information Act Program*, 26 April 2018

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFROTC—Air Force Reserve Officers' Training Corps

DAF—Department of the Air Force

DAFI—Department of Air Force Instruction

DAFMAN—Department of Air Force Manual

DAFPD—Department of the Air Force Policy Directive

DAF Form—Department of Air Force Form

DoDI—Department of Defense Instruction

DoDM—Department of Defense Manual

JROTC—Junior Reserve Officers' Training Corps

OSD—Office of the Secretary of Defense

SecAF—Secretary of the Air Force

USC—United States Code

USSF—United States Space Force

Office Symbols

AETC/CC—Commander, Air Education and Training Command

AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services

AF/RE—Chief of Air Force Reserve

AF/A1PT—Chief, Accession and Training Division, Headquarters Air Force

AFMRA—Air Force Medical Readiness Agency

ASD(M&RA)—Assistant Secretary of Defense for Manpower and Reserve Affairs

Holm Center/CC—Commander, Jeanne M. Holm Center for Officer Accessions and Citizen Development Headquarters

Holm Center/JR—Director of JROTC

NGB/CF—Director of the Air National Guard

SAF/MR—Assistant Secretary of the Air Force Manpower and Reserve Affairs

SF/S1—Deputy Chief of Space Operations for Human Capital

SF/S1PT—Accession and Recruiting Policy

Terms

Academic Year—The period of time necessary to complete one JROTC course.

High Schools—Public and private secondary educational schools other than those defined as “Military Junior Colleges” and “Military Institute Schools” (defined below).

Instructor Pay—For calculating JROTC instructor pay, active duty pay and allowances shall be limited to basic pay, basic allowance for housing, Continental United States cost-of-living allowance, overseas housing allowance, cost of living allowance, allowance for uniforms (enlisted only), and basic allowance for subsistence, which the individual would receive if called to active duty.

Junior Reserve Officers’ Training Corps—The JROTC program conducted at the secondary education school (high school).

Junior Reserve Officers’ Training Corps Unit—An organized group of JROTC students and faculty at one secondary education school (high school).

Military Institute Schools—Military schools at the secondary level of instruction that: Require a 4-year course in military training; organize their military students as a Corps of Cadets under constantly maintained military discipline; require all members of the Corps, including those members enrolled in military training, to be in uniform when on campus; 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.

Military Junior Colleges—Military schools that provide high school and college instruction, but do not confer baccalaureate degrees.