

**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 Air Force Policy Directive (AFPD) 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) develops 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 Air Force Form 847, *Recommendation for Change of Publication*; route Air Force Forms 847 from the field through the appropriate functional chain of command. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by DoD 5400.11-R, *Department of Defense Privacy Program*. 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 Major 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 (DAFI) 33-360, *Publications and Forms Management*, 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. The integration of Space Force into the JROTC and associated responsibilities have been included in this instruction. Major changes include updated organizational descriptions and key addresses as well as changes in program execution responsibilities.

1. Program Description and Purpose.

1.1. 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."

1.2. The statutory authority for implementing the JROTC program is in Title 10, United States Code (USC), Sections (§§) 2031 et seq.

2. Program Funding and Staffing.

2.1. The DAF jointly funds and administers the JROTC program with the high schools, consistent with 10 USC § 2031 and DoDI 1205.13, *Junior Reserve Officers' Training Corps Program*.

2.2. JROTC instructors are retired Total Force Air Force and Space Force commissioned and noncommissioned officers. 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). **(T-0)**.

3.1.2. Serve as the approval authority for changes in apportionment and/or establishment of any new JROTC detachments. **(T-0)**.

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; **(T-0)**. and

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. **(T-0)**.

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

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

- 3.2.1. Develop general guidance.
- 3.2.2. Provide guidance.
- 3.2.3. Advocate for appropriate funding to implement congressional and Office of the Secretary of Defense mandates.
- 3.2.4. Provide personnel data system access to Holm Center/JR for screening new instructor applicant records.

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

- 3.3.1. Ensure appropriate funding is made available to implement congressional, Office of the Secretary of Defense (OSD), and Secretary of the Air Force (SecAF) mandates.
- 3.3.2. Advise the SecAF regarding the closing of units if sufficient funds are not appropriated to the program.
- 3.3.3. Through the AETC Surgeon General, advises JROTC on the medical suitability of an instructor applicant when requested.

3.4. Commander, Jeanne M. Holm Center for Officer Accessions and Citizen Development Headquarters will:

- 3.4.1. Provide routine oversight of the JROTC program. **(T-1)**.
- 3.4.2. Advocate for appropriate funding to implement congressional and OSD mandates. **(T-1)**.
- 3.4.3. Establish procedures to provide each JROTC unit with the necessary curriculum materials, equipment, supplies, and uniforms. **(T-0)**.
- 3.4.4. Serve as the final approval authority for all JROTC unit closings. **(T-1)**.
- 3.4.5. Ensure the development and/or acquisition and distribution of JROTC curriculum for implementation by JROTC instructors worldwide. **(T-0)**.
- 3.4.6. Maintain and coordinate support agreements between JROTC and DAF installations or other Department of Defense service installations (see paragraphs 4 and 5). **(T-1)**.
- 3.4.7. Coordinate budget, legislative, and overarching guidance issues. **(T-1)**.
- 3.4.8. Account for cost incurred by the DAF in sponsoring, maintaining, or disestablishing a JROTC unit. **(T-0)**.

3.5. Holm Center/JR will::

- 3.5.1. Develop specific guidance and procedures for the day-to-day operation of the program. **(T-3)**.
- 3.5.2. Establish standards for unit operations, instructor qualifications, and cadet performance. **(T-0)**.
- 3.5.3. Screen, approve, and certify JROTC instructors. **(T-0)**.

3.5.4. 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. **(T-0)**.

3.5.5. 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. **(T-0)**.

3.5.6. Open new JROTC units to meet congressional, OSD, and SecAF mandated unit strength, ensuring a fair and equitable distribution of units throughout the nation. **(T-0)**.

3.5.7. Develop procedures for routine JROTC unit closings and recommend unit closings to Holm Center/CC for final approval. **(T-3)**.

3.5.8. Credit not less than one year in the Air Force Reserve Officers' Training Corps program for a student presenting evidence of successful completion of 3 academic years of the JROTC or other service JROTC program. **(T-0)**. See Air Force Manual (AFMAN) 36-2032, *Military Recruiting and Accessions*.

3.5.9. 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 Principal Deputy Assistant Secretary for Manpower and Reserve Affairs (SAF/MR). **(T-1)**.

3.6. JROTC Instructors will:

3.6.1. Perform the day-to-day duties required to operate and administer a JROTC unit in accordance with law and higher directives. **(T-0)**.

3.6.2. Organize/coordinate official base visits and other educational field trips for cadets. **(T-3)**.

3.6.3. Meet and maintain instructor qualification standards as defined by law and higher directives. **(T-0)**.

3.7. Air Force Recruiting Service. Ensures students presenting evidence of successful completion of at least 2 academic years of the JROTC or other service JROTC program are entitled to advanced promotion to the rank of no less than E-2 on initial enlistment in a Regular or Reserve component of the DAF. At its discretion, the DAF may award the rank of E-3 for successful completion of 3 academic years of the JROTC or other service JROTC program. **(T-0)**.

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

4.1. Administrative support in the area of Freedom of Information Act in accordance with 5 USC § 552a, *Records maintained on individuals*, Privacy Act in accordance with DoD 5400.11-R, DoD *Privacy Program*, Department of Defense Manual (DoDM) 5400.07_AFMAN33-302, *Freedom of Information Act Program*, and forms management and publishing programs. **(T-0)**.

4.2. Photographic support, including official photographs for the JROTC Unit Chain of Command, 8x10 inch full length portraits, and passport photos (for retirees applying for JROTC positions). **(T-3)**.

4.3. Access and use of food service and related dining facilities during official base visits, Cadet Leadership Courses, or other Headquarters JROTC established academies or courses as requested. **(T-3)**.

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. **(T-3)**.

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. **(T-3)**.

4.6. Access to centralized printing or copy services, if available. **(T-3)**.

4.7. Vehicle/shuttle support (to include taxi services when available) while on official base visits or attending Cadet Leadership Courses. **(T-3)**.

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. **(T-3)**.

4.9. Orientation flights in Air Force aircraft, as requested and resources available. **(T-3)**.

5. Other Service Installations/Bases 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.

JOHN A. FEDRIGO
Acting Assistant Secretary of the Air Force
(Manpower and Reserve Affairs)

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

Privacy Act of 1974

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

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

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

DoDI 1205.13, *Junior Reserve Officers' Training Corps Program*, 12 May 2021

DoDM 5400.07_AFMAN 33-302, *Freedom of Information Act Program*, 27 April 2018

AFPD 36-20, *Recruiting Programs and Accession of Air Force Military Personnel*, 19 February 2019

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

AFMAN 36-2032, *Military Recruiting and Accessions*, 27 September 2019

DAFI 33-360, *Publications & Forms Management*, 1 December 2015

Adopted Forms

AF 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

DAFI—Department of Air Force Instruction

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

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.