



DEPUTY SECRETARY OF DEFENSE
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 WASHINGTON, DC 20301-1010

MAR 25 2024

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS

SUBJECT: Junior Reserve Officers' Training Corps Instructor Pay

Reference: Department of Defense Instruction 1205.13, "Junior Reserve Officers' Training Corps (JROTC) Program," May 21, 2021

As part of fostering the values of citizenship, public service, and greater awareness of the opportunities afforded by military service, Junior Reserve Officers' Training Corps (JROTC) is an important way that DoD engages with communities across America. JROTC instructors are often the face of DoD and the U.S. military in those communities, and their caliber, good conduct, professionalism, and compensation should meet clear standards. Accordingly, and per section 553 of the National Defense Authorization Act for Fiscal Year 2024 (Public Law 118-31), this memorandum establishes a pay formula known as JROTC Standardized Instructor Pay Scale (JSIPS) for new JROTC instructors. Pursuant to the guidance below, and until the reference can be updated, you may certify future retirees, certain qualified veterans, and members of the Selected Reserve for employment as JROTC instructors and use the following pay formula to reimburse host schools that employ JROTC instructors.

Unless employed by the DoD Education Activity Federal school system, JROTC instructors are not Federal employees and are ineligible for any Federal benefits or entitlement associated with the Office of Personnel Management General Schedule (GS). JROTC instructors are not on active duty nor inactive duty training for any purpose. JROTC instructors are paid by the host school, with the sponsoring Military Service reimbursing the school 50 percent of the minimum instructor pay (MIP). JSIPS sets the MIP that the Military Services will reimburse the host school. Any salary negotiations above that are between the employee and the hiring school district. An administrator or instructor currently employed under 10 U.S.C. § 2031 on the date of enactment of JSIPS shall not be subject to a reduction in total compensation due to its enactment. Federal employees paid under the Federal GS pay system are not impacted by this establishment.

As the Military Services prepare JROTC instructor certification actions for hiring school districts, please note the following requirements:

1. JSIPS Minimum Pay Scale Determination. The employing school's physical address should determine which GS locality table must be used. Based on that, use these tables to determine an instructor's minimum pay for equivalency purposes only.

All Enlisted Instructors.

JS-1	Less than an Associate Degree	<i>Equivalency</i> GS-10, Step 2
JS-2	Associate Degree	<i>Equivalency</i> GS-10, Step 3
JS-3	Bachelor's Degree	<i>Equivalency</i> GS-10, Step 4
JS-4	Master's Degree	<i>Equivalency</i> GS-10, Step 5
JS-5	Juris Doctor Degree, Doctorate Degree	<i>Equivalency</i> GS-10, Step 6



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All Officer Instructors.

JS-6	Bachelor's Degree	<i>Equivalency</i> GS-11, Step 6
JS-7	Master's Degree	<i>Equivalency</i> GS-11, Step 7
JS-8	Juris Doctor Degree, Doctorate Degree	<i>Equivalency</i> GS-11, Step 8

2. Enlisted Instructors filling Senior Instructor Roles. Enlisted instructors granted a Military Service Headquarters waiver to fill a senior instructor role shall merit a two step-level JSIPS pay scale increase, which will continue during the time that the enlisted instructor remains at the same school either as an enlisted instructor or a senior instructor. At the conclusion of the enlisted instructor's service at the same school, the waiver and increase shall not be transferred to a new school. The two step-level increase will remain in effect if the enlisted instructor remains at the same school, even if the enlisted instructor is no longer filling the senior instructor role.
3. Warrant Officers (WOs) and Chief Warrant Officers (CWOs). These officers may or may not have degrees. They would enter the appropriate JSIPS scale, depending on the degree they possess and the instructor position. The determination of the appropriate JSIPS scale for WOs and CWOs certified as a JROTC instructor is solely within the discretion of the respective Secretary of the Military Department or their designee.
4. Attaining Additional Degrees. Achievement of a higher academic degree shall merit a JSIPS pay grade increase. Pay increases will be effective at the beginning of the next instructor contract year. JSIPS pay scale increases shall not be awarded for the attainment of additional degrees at the same level (e.g., a second master's degree), or any certifications. Degrees must be attained from an accredited institution and verified by the Military Service Headquarters.
5. Relocations/Transfers. Instructors relocating/transferring to a different JROTC unit will fall under the JSIPS locality table for the new school. Enlisted instructors who earned a two step-level pay increase for filling the senior instructor role will not carry the two step-level increase to the new location. The pay scale used for relocations/transfers will be based solely on grade and highest academic degree held. Relocation assistance allowance may be available for JROTC instructors who relocate to fill hard-to-fill locations pursuant to 10 U.S.C. § 2031(f)(1).
6. JSIPS Adjustments. Whenever the Federal GS pay scale is adjusted based on nationwide changes in the cost of living and/or wages and salaries of private industry workers, JROTC instructors' minimum pay will be increased by the same percentage at the beginning of the next school year. There will be no other adjustments.

We remain profoundly committed to our educational community partners by providing the support and resources necessary to supplement the development and prosperity of our great Nation and the future leaders that will serve her cause.

