

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

**AIR FORCE INSTRUCTION 36-2010**

**19 JULY 2018**



**Personnel**

**JUNIOR RESERVE OFFICERS'  
TRAINING CORPS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available for downloading on the e-publishing web site at <http://www.e-publishing.af.mil>.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: AF/A1PT

Certified by: AF/A1  
(Dr. Todd A. Fore)

Supersedes: AFI36-2010, 9 June 2006

Pages: 7

---

This publication implements Department of Defense Instruction 1205.13, *Junior Reserve Officers' Training Corps Program*, and Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*. This instruction applies to Regular Air Force, 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 Air Force Junior Reserve Officers' Training Corps. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Records Disposition Schedule 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 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/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 AFI 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 requestors commander for non-tiered compliance items.

## ***SUMMARY OF CHANGES***

This instruction is completely revised and must be reviewed in its entirety. Major changes include updated organizational descriptions and key addresses as well as changes in program execution responsibilities.

### **1. Program Description and Purpose.**

1.1. Air Force Junior Reserve Officers' Training Corps (JROTC) is a congressionally mandated program designed to instill in students within secondary educational institutions 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 Air Force JROTC program is in Title 10, United States Code, Sections 2031 et seq.

### **2. Program Funding and Staffing:**

2.1. The Air Force jointly funds and administers the Air Force JROTC program with the high schools, consistent with Title 10, United States Code, Section 2031 and Department of Defense Instruction 1203.13, *Junior Reserve Officers' Training Corps Program*.

2.2. Air Force JROTC instructors are retired Total Force Air Force commissioned and noncommissioned officers. Instructors are certified by the Director of Air Force JROTC (Holm Center/JR), but are hired by the individual high schools as school employees.

### **3. Program Management Roles and Responsibilities.**

#### **3.1. Chief, Accession and Training Division, Headquarters Air Force will:**

3.1.1. Develop general policy.

3.1.2. Provide guidance.

3.1.3. Advocate for appropriate funding to implement congressional and Office of the Secretary of Defense (OSD) mandates.

#### **3.2. Commander, Air Education and Training Command (AETC) will:**

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

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

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

#### **3.3. Commander, Jeanne M. Holm Center for Officer Accessions and Citizen Development (Holm Center/CC) will:**

3.3.1. Provide routine oversight of the Air Force JROTC program. (T-3)

3.3.2. Advocate for appropriate funding to implement congressional and OSD mandates. (T-3)

3.3.3. Establish procedures to provide each Air Force JROTC unit with the necessary curriculum materials, equipment, supplies, and uniforms. **(T-0)**

3.3.4. Serve as the final approval authority for all Air Force JROTC unit closings. **(T-3)**

3.3.5. Ensure the development and/or acquisition and distribution of Air Force JROTC curriculum for implementation by Air Force JROTC instructors worldwide. **(T-0)**

3.3.6. Maintain and coordinate support agreements between Air Force JROTC and Air Force bases or other Department of Defense service installations (see [paragraphs 4 and 5](#)). **(T-3)**

3.3.7. Approve an increased Air Force cost-share of the Minimum Instructor Pay reimbursement to an institution, if the following applies:

3.3.7.1. The school is determined to be an educationally and economically deprived area; **(T-0)** and

3.3.7.2. The school is in an area that is under-represented by Air Force JROTC and the school is financially unable to offer compensation that attracts and retains qualified instructors. **(T-3)**

3.3.8. Coordinate budget, legislative, and overarching policy issues. **(T-3)**

3.3.9. Account for cost incurred by the Air Force in sponsoring, maintaining, or disestablishing a JROTC unit. **(T-0)**

**3.4. Director, Air Force JROTC (Holm Center/JR) will:**

3.4.1. Develop specific policy and procedures for the day-to-day operation of the program. **(T-3)**

3.4.2. Establish standards for unit operations, instructor qualifications, and cadet performance. **(T-0)**

3.4.3. Screen, approve, and certify Air Force JROTC instructors. **(T-0)**

3.4.4. When necessary, authorize substitution of noncommissioned officers for commissioned officers, and conversely, enlist for officer when volunteers are unavailable and continuing the vacancy is deemed detrimental to the health of the unit. **(T-0)**

3.4.5. Establish procedures to annually evaluate the operation, administration, and effectiveness of the overall Air Force JROTC Program and the individual units for contractual compliance, cost, and performance objectives. **(T-0)**

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

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

3.4.8. 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 Air Force JROTC or other service JROTC program. **(T-0)** See Air Force

Instruction 36-2011, *Air Force Reserve Officers' Training Corps (AFROTC) Program*, for additional guidance.

**3.5. Commander, Air Force Recruiting Service will:**

3.5.1. Ensure students presenting evidence of successful completion of at least 2 academic years of the Air Force JROTC or other service JROTC program is entitled to advanced promotion to the rank of no less than Airman (grade of E-2) on initial enlistment in a Regular or Reserve component of the Air Force. At its discretion, the Air Force may award the rank of Airman First Class (grade of E-3) for successful completion of 3 academic years of the Air Force JROTC or other service JROTC program. **(T-0)**

**3.6. Air Force JROTC Instructors will:**

3.6.1. Perform the day-to-day duties required to operate and administer an Air Force 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)**

**4. Air Force Installations/Bases** will provide host tenant support and services (as resources allow) to include:

4.1. Administrative support in the area of Freedom of Information Act, Privacy Act, and forms management and publishing programs. **(T-3)**

4.2. Photographic support such as 8x10 inch full length portraits, passport photos (for retirees applying for Air Force JROTC positions). **(T-3)**

4.3. Air Force JROTC staff and instructors access to all Services' facilities, recreational programs, and community services. **(T-3)**

4.4. Access and use of food service and related dining facilities during official base visits, Cadet Leadership Courses, or Aerospace and Technology Honors Camps as requested. **(T-3)**

4.5. Emergency medical/dental care for cadets who become injured or ill during official base visits, Cadet Leadership Courses, or Aerospace and Technology Honors Camps. **(T-3)**

4.6. Transient housing facilities and/or temporary visiting quarters to cadets during official base visits, Cadet Leadership Courses, or Aerospace and Technology Honors Camps on a space available basis. **(T-3)**

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

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

4.9. Packing, crating, and shipping support to Air Force 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)**

4.10. Introductory 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 between Air Force JROTC (see [paragraph 3.3.6.](#))

SHON J. MANASCO  
Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

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

Title 10, United States Code, Section 2031 et seq., *Junior Reserve Officers' Training Corps*

Department of Defense Instruction 1205.13, *Junior Reserve Officers' Training Corps (JROTC) Program*, 6 Feb 2006

Air Force Policy Directive 36-20, *Accession of Air Force Military Personnel*, 22 Dec 2015

Air Force Instruction 33-360, *Publications & Forms Management*, 1 Dec 2015

Air Force Instruction 36-2011, *Air Force Reserve Officers' Training Corps (AFROTC) Program*, 24 Apr 2018

Air Force Manual 33-363, *Management of Records*, 1 Mar 2008

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**Holm Center/JR**—Director of Air Force Junior Reserve Officers' Training Corps

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

**JROTC**—Junior Reserve Officers' Training Corps

**OSD**—Office of the Secretary of Defense

**SecAF**—Secretary of the Air Force

***Terms***

**Academic Year**—The period of time necessary to complete one Junior Reserve Officers' Training Corps course

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

**Instructor Pay**—For calculating Junior Reserve Officers' Training Corps 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 Junior Reserve Officers' Training Corps program conducted at the secondary educational institution school (high school).

**Junior Reserve Officers' Training Corps Unit**—An organized group of Junior Reserve Officers' Training Corps students and faculty at one secondary educational institution school (high school).

**Military Institute Schools**—Military schools at the secondary level of instruction that:

- (1) Require a 4-year course in military training.
- (2) Organize their military students as a Corps of Cadets under constantly maintained military discipline.
- (3) Require all members of the Corps, including those members enrolled in military training, to be in uniform when on campus.
- (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.

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

**Tier Numbers**—The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority as defined in Air Force Instruction 33-360.