



PERSONNEL AND  
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-4000

JUN 15 2007

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS

SUBJECT: Junior Reserve Officer Training Corps (JROTC) Instructor Certification

This directive-type memorandum establishes policy and provides guidance on the certification of retired officers and noncommissioned officers as JROTC instructors.

In 2001, the "No Child Left Behind" Act (NCLB) established a new definition of "highly qualified teachers" which caused some discussion as to how JROTC instructors fit into the redefined standards. As a result of those discussions between the Departments of Defense and Education, additional legislative language was proposed and included in the 2007 National Defense Authorization Act (NDAA) further clarifying JROTC instructor qualifications. Section 539 of NDAA 2007, attached, provides an outline of the credentials required of both Senior and Non-Senior Military Instructors and levies on the Secretaries of the Military Departments the authority to further determine the requirements and award certification. This certification will then be equal to that awarded by the states under NCLB for the teaching of JROTC and embedded subject areas such as physical education, health/wellness, and civics.

In conjunction with input from the Services, we have established the following standards for JROTC instructor base certification and subsequent recertification (every 5 years):

Senior Military Instructor (retired officer)

- Bachelor's Degree
- Completion of Service-specific JROTC Instructor Training Curriculum
- Service-specific Basic Skills Requirement
- Nationally Accredited Distance Learning courses, to include but not limited to, Classroom Management, Learning and the Brain, Education Psychology, and Secondary Methods
- Completion of Computer Literacy Training
- Award of Advanced Certification by the Military Department concerned IAW title 10, chapter 102 and these criteria

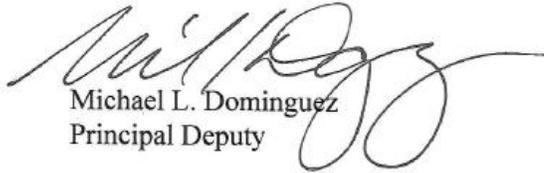
Non-Senior Military Instructor (retired noncommissioned officer)

- Associate's Degree within 5 years of employment (or from the date of this policy letter, whichever is later)
- Same additional requirements as for Senior Instructors



This memorandum is effective immediately. The guidance in this directive-type memorandum shall be incorporated in DoD Instruction 1215.13, "Junior Reserve Officers' Training Corps (JROTC) Program" at the next opportunity.

My POC for this issue is Lt Col Brenda Leong, USAF; she can be reached at DSN 225-5529, commercial (703) 695-5529, or [brenda.leong@osd.mil](mailto:brenda.leong@osd.mil).

  
Michael L. Dominguez  
Principal Deputy

Attachment:  
As stated

**SEC. 539. JUNIOR RESERVE OFFICERS' TRAINING CORPS INSTRUCTOR QUALIFICATIONS.**

(a) In General- Chapter 102 of title 10, United States Code, is amended by adding at the end the following new section:

**Sec. 2033. Instructor qualifications**

(a) In General- In order for a retired officer or noncommissioned officer to be employed as an instructor in the program, the officer must be certified by the Secretary of the military department concerned as a qualified instructor in leadership, wellness and fitness, civics, and other courses related to the content of the program, according to the qualifications set forth in subsection (b)(2) or (c)(2), as appropriate.

(b) Senior Military Instructors-

(1) ROLE- Senior military instructors shall be retired officers of the armed forces and shall serve as instructional leaders who oversee the program.

(2) QUALIFICATIONS- A senior military instructor shall have the following qualifications:

(A) Professional military qualification, as determined by the Secretary of the military department concerned.

(B) Award of a baccalaureate degree from an institution of higher learning.

(C) Completion of secondary education teaching certification requirements for the program as established by the Secretary of the military department concerned.

(D) Award of an advanced certification by the Secretary of the military department concerned in core content areas based on--

(i) accumulated points for professional activities, services to the profession, awards, and recognitions;

(ii) professional development to meet content knowledge and instructional skills; and

(iii) performance evaluation of competencies and standards within the program through site visits and inspections.

`(c) Non-Senior Military Instructors-

`(1) ROLE- Non-senior military instructors shall be retired noncommissioned officers of the armed forces and shall serve as instructional leaders and teach independently of, but share program responsibilities with, senior military instructors.

`(2) QUALIFICATIONS- A non-senior military instructor shall demonstrate a depth of experience, proficiency, and expertise in coaching, mentoring, and practical arts in executing the program, and shall have the following qualifications:

`(A) Professional military qualification, as determined by the Secretary of the military department concerned.

`(B) Award of an associates degree from an institution of higher learning within five years of employment.

`(C) Completion of secondary education teaching certification requirements for the program as established by the Secretary of the military department concerned.

`(D) Award of an advanced certification by the Secretary of the military department concerned in core content areas based on--

`(i) accumulated points for professional activities, services to the profession, awards, and recognitions;

`(ii) professional development to meet content knowledge and instructional skills; and

`(iii) performance evaluation of competencies and standards within the program through site visits and inspections.'

(b) Clerical Amendment- The table of sections at the beginning of such chapter is amended by adding at the end the following new item:

`2033. Instructor qualifications.'