



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

REPLY TO
ATTENTION OF

Thank you for your continued support of Army Junior Reserve Officers Training Corps (AJROTC) and the difference your school has made in the lives of hundreds of students. The Army recognizes JROTC as a key element in the success of our youth; however, impending budgetary constraints are impacting our ability to sustain resources at the current level.

Due to future budget uncertainties and requirements to find efficiencies within the future budget, we regrettably inform your school district that the Army is reducing the level of funding available to support the JROTC Program. Effective 1 January 2015, the Army will fund newly hired instructors for 310 days a year, which includes 10 days for summer events and logistical requirements. The DD Form 2767 should only reflect 300 days. The additional 10 days should be reported to us on a memorandum with the exact dates of the summer training events and logistical requirements. Also, if the summer events fall within the 300 days then a memorandum is not required, this is the present process. All currently employed instructors, or transfer instructors within the same school districts, will remain on their current cost-shared status, unless further financial constraints require us to amend the agreements, which is the last resort. Any current instructor that accepts a new position outside of their current school district will be considered a new hire and cost-shared for 310 days a year. As the hiring official, you may elect to pay employees above the cost-share allocation, provided the agreement is at no cost to the government.

Thank you for your support in achieving our mutual goal of "Motivating Young People to be Better Citizens".

I greatly appreciate your understanding and if you have any questions, please feel free to contact the undersigned at william.l.richardson.mil@mail.mil.

Very respectfully,

A handwritten signature in black ink, reading "William L. Richardson", is positioned above the typed name.

WILLIAM L. RICHARDSON
Colonel, US Army
Director, Army Junior ROTC