

Air Force Junior ROTC Instructor Questionnaire Survey and Application Process V1.3

HOME > HOLM CENTER > AFJROTC > ARTICLE DISPLAY

Air Force Junior ROTC Instructor Application

AFJROTC / Published October 13, 2021



PRINT | E-MAIL

Greetings and thank you for your interest in becoming an AFJROTC Instructor! Please read **all of this** thoroughly BEFORE you start an application.

Am I obligated for applying? You incur *no* obligation for submitting an application. Once your application is approved, the decision to be nominated to any school, or to accept a hiring offer from any school is *your* choice.

Is my retired pay impacted in any way? Being an AFJROTC instructor has *no* impact on your military retired pay.

Minimum application requirements:

>>WAIVERS: Waiver requests must be resolved **BEFORE** an online application is attempted. Waivers are considered, based on the needs of the program. Email: jrotc.jri@au.af.edu with any waiver requests/questions.

>>INTEGRITY FIRST: Providing any false or misleading information during the application process is an integrity violation and will result in your disqualification. Bypassing the pre-screening questions with inaccurate answers, or failing to disclose adverse actions is providing false and misleading information.

1) Must be retiring/retired from a component of the US Air Force. All Air Force JROTC instructors must be retired from a component of the US Air Force. No waivers can be granted for this requirement.

2) Have retirement orders. With verification from AFPC (AD) or from ARPC (ANG/AFRES) that your retirement application has been APPROVED, an application can be started. However, we cannot finalize approval of any application until the actual, published retirement orders are provided to us.

3) Hold a retired grade of E6 to E9 or O4 to O6. Waivers for E5 and O3 *may* be possible for exceptionally qualified Airmen, if interested in a hard-to-fill location.

4) Be retiring no farther than 9 months (270 days) out or be retired no longer than 5 years. A waiver for someone retired longer than 5 years *may* be possible, depending on the location of interest. (Contact jrotc.jri@au.af.edu for questions on this)

5) Hold a minimum of a Bachelor's degree (major/minor is not relevant). For enlisted members who are actively pursuing their degree **and** are six (6) or fewer courses from completion of their Bachelor's degree, a waiver agreement *may* be possible. (Note: locations may be restricted, as waivers are not normally granted for locations that receive fully qualified applicants.) Contact jrotc.jri@au.af.edu if you are six (6) or fewer courses from degree completion and are interested in obtaining a waiver agreement.

6) Use a commercial e-mail address (may not use .mil email addresses). Remember to always check the "Junk" or "Bulk Mail" folder throughout this process.

7) Falsifications (including omissions of facts) on an application may result in application disapproval. Falsification of an application (or omission of facts) may result in decertification, even if discovered after being hired into a school, regardless of time.

- **ANG members only:** If you have any gaps in performance report coverage (any time period where a performance report **does not exist**), you must get this verified **in writing** by AFPC/ANGB/ARPC and provide the letter to us. This applies to periods of traditional service only, not periods of AGR service. Additionally, if you do not have a performance report within the 15 months preceding your official retirement date, you must submit a minimum of three letters of recommendation from your current/most recent commanders, supervisors and/or First Sergeants attesting to your quality of military service, professionalism, integrity, and leadership ability. It is the applicant's responsibility to contact AFPC/ANGB/ARPC to get copies of all performance reports or a letter verifying non-existence of specific reports.

- **OCCUPATIONAL SCREENING QUESTIONNAIRE:** You will need to fill out, sign, and submit an AFJROTC Occupational Screening Questionnaire. If you have a medical/physical condition that may limit you from fully performing AFJROTC instructor duties, you will need a note from your Physician explaining it all. This form can be downloaded in the online application module.

After you submit your application, Air Force Junior ROTC Instructor Management will perform a full review. If all is well, you will be instructed to schedule a visit with a current Senior instructor (a retired commissioned officer instructor only) to get an in-person interview and to have your weight and body fat measurements taken.

DO NOT schedule the interview until instructed to do so. Please do not get ahead of the regular application process.

APPLICATION INTERVIEW WORKSHEET: A Senior Aerospace Science Instructor (SASI) will conduct an in-person interview. This interview is from a current AFJROTC officer instructor at a high school in your area. This interview helps determine if you are a good fit for Air Force Junior ROTC instructor duty. The interview form is included as part of the final process of your application. To find the nearest Air Force Junior ROTC unit, go to <https://holmcenter.com/locator/>. You will see a map with "pins" where all the units are located. Just scroll down the page and you will see the listing with contact numbers. Please contact them to set up your interview. The SASI will have the interview form and will send the completed copy to our office. If they choose to give you a copy, you may send it to us as well.

- **BODY FAT ASSESSMENT (Not BMI):** You will actually be weighed and/or measured during your Application Interview with a current SASI. Per AFJROTCI 36-2010, members must meet weight and/or body fat standards. We use the long-standing DoD standards for Air Force Junior ROTC. Air Force PT Test results are not accepted. If you are 29.0 BMI and under, no body fat measurements are needed. If you are found to be over 29.0 BMI, you must be measured for body fat percentage. If you are under the maximum allowable body fat (males 26% and females 36%) you are still eligible to be approved. If you are over your maximum body fat, your application cannot be approved.

- You must have an **APPROVED** instructor application before you can be nominated for any current vacancies. We do not send your nomination prior to your application being approved.

- Do not contact any school regarding a vacant AFJROTC instructor position until you are approved and nominated to that school by our office. Discussing potential employment before being officially referred gives you an unfair advantage over other applicants. Doing this may permanently disqualify you from the program.

If you have read all of the above, and you are confident that you have everything you need....

CLICK HERE to start your Instructor Application

AFJROTC Instructor Application

Pre-Screen

OMB CONTROL NUMBER: 0701-XXXX
OMB EXPIRATION DATE: XX-XX-XXXX

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0701-XXXX, is estimated to average 60 Minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Privacy Act Statement:

AUTHORITY: 10 United States Code (U.S.C.) 2031 - Junior Reserve Officers' Training Corps, 10 U.S.C 2033 - Instructor Qualifications, 10 U.S.C. 9013 - Secretary of the Air Force implementing JROTC Air Force Instruction 36-2010 - Junior Reserve Officers' Training Corps Program, DoD Instruction 1205.13 - Junior Reserve Officers Training Corps (JROTC) Program, and Executive Order 9397 (SSN) - Numbering System for Federal Accounts Relating to Individual Persons.

PURPOSE: To evaluate individual's qualifications for employment as an AFJROTC instructor.

ROUTINE USES: As indicated in system notice F036 AETC B, Air Force Junior ROTC (AFJROTC) Applicant/Instructor System. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. This information may be disclosed to federal, state, or local agencies maintaining civil, criminal, or other relevant enforcement information, obtain information concerning hiring or retention of an employee, issuance of a security clearance, letting of a contract, or issuance of a license, grant or other benefit; to a federal agency in response to its request in connection with the hiring or retention of an employee, issuance of a security clearance, reporting of an investigation of an employee, letting of a contract, issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; to NARA for records management functions; and to the Department of Justice for pending or potential litigation; to agencies, entities, and persons necessary to assist Components efforts with data breach remediation in connection to suspected or confirmed data compromise.

DISCLOSURE: Furnishing information is voluntary. Failure to provide information could result in non-selection of AFJROTC instructor duty.

Select "Yes" to acknowledge that:

I have read and agree to provide personal information required to be evaluated as for an AFJROTC Instructor position.

Yes

No

Are you retiring/retired from a component of the US Air Force?

- Yes
 No

If already retired, have you been retired less than five years, or do you have an approved waiver from the Chief of Instructor Management to apply outside of the 5-year window?

(Note: those not yet retired should check "Yes")

- Yes
 No

Will your Retired Grade be Technical Sergeant through Chief Master Sergeant or Major through Colonel, or do you have a grade waiver from the Chief of Instructor Management?

(Note: For AD officers, the "Retired Grade" and "Highest Grade Held" will differ if Time in Grade requirements were not met before retirement).

- Yes
 No

Do you have published retirement orders (USAF Active Duty, Air National Guard, AF Reserve), or verification from AFPC (AD) or ARPC (ANG/AFRES) that your retirement application has been APPROVED?

(NOTE: We cannot finalize approval of your AFJROTC Instructor application until the actual, published retirement orders are provided.)

- Yes
 No

Do you have:

- 20 or more years of active duty service (or)
- at least 20 "good years" (for Gray Area Guard/Reserve only) (or)
- a medical retirement
- TERA

- Yes
 No

Do you have a minimum of a Bachelor's Degree in any discipline or an approved waiver agreement from the Chief of Instructor Management to complete your degree in a specified timeframe in order to apply for a specific hard-to-fill location?

Yes

No

Do you believe you currently meet AFJROTC height/weight/body fat standards? (Note: AF PFT results are not utilized. Maximum acceptable body fat percentages are 26% for males, 36% for females.

Yes

No

Do you understand that any school which may wish to hire you will perform a thorough background check?

Yes

No

Do you have any record of non-judicial punishment (or civilian convictions) that include a charge of larceny (theft), misuse of rank or position, forgery, any violent or threatening act, child or spouse abuse, or any charge that is sexual-related, including pornography?

Yes

No

Do you have any civilian felony convictions or military courts martial convictions?

Yes

No

Do you understand that you may not use a ".mil" email address during this entire application process?

- Yes
 No

Do you understand that you must check your JUNK/SPAM email folders often to ensure you do not miss any application-related messages during this process?

- Yes
 No

Do you understand that negligently omitting or otherwise providing false or misleading information in this process may lead to a disapproved initial application, or if later employed as an AFJROTC instructor, permanent decertification?

- Yes
 No

SUBMIT

If the prescreen questionnaire survey is not successful, the following message will appear:

Based on your responses to the screening questions you are not eligible for to become an AFJROTC Instructor.

Please email jrotc.jri@au.af.edu to discuss other application options.

If the prescreen questionnaire survey is successful, the following data collection screen will appear:

Basic Identifiers

*First Name MI *Last Suffix
*Date of Birth  *Citizenship Social Security #

Account Creation (Your email will be your userid)

*Email
*Password Passwords are case sensitive
*Confirm Password
Min. Password Len: 12 Containing Min... Numbers 1 Upper Case 1 Lower Case
If you forget your password, a new password will be emailed to you.
Enter a question and your response. This question and response will be used to authenticate you.
*Question:
*Response:

- Birth - US
- Born Abroad - US
- Naturalized - US
- Non-US

* indicates required field

Basic Identifiers

*First Name MI *Last Suffix
*Date of Birth *Citizenship Social Security #

Account Creation (Your email will be your userid).

*Email
*Password Passwords are case sensitive
*Confirm Password
Min. Password Len: 12 Containing Min... 2 Special Chars 2 Numbers 1 Upper Case 1 Lower Case

If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

*Question:
*Response:

* indicates required field

- Favorite teacher in high school?
- What is your favorite place to visit?
- What is your oldest cousin's first name?
- What is your second favorite college?
- What was the name of your first pet?
- Who was your best friend in elementary school?

After the SUBMIT button is pressed, an email for account setup is sent to the email address provided--be sure to also watch your junk/spam email:

Activate Account

User ID: johnjrotc4@gmail.com

An activation code was send via e-mail to johnjrotc4@gmail.com. Enter that code below to activate this account.

After verification, sign on to continue your application

*Activation Code:

Email Received by the Applicant:

Holm Center portal account activation Inbox x

hcportal@holmcenter.com

to me ▾

Your activation code is K4IQD.

Enter this code in the space provided on the Activate Account page, or...

If you are currently Signed-On to WINGS, Click this link:

https://wings.holmcenter.com/psp/hcp/LANDING/PORT_HCP/c/W_SELF.W_ACTIVATE_JRIACCT.GBL?Page=W_ACTIVATE_JRIACCT&Action=U&OPRID=johnjrotc4@gmail.com&W_ACTIVATION_CODE=K4IQD

...to activate your account.

Otherwise, Sign-On to WINGS at https://wings.holmcenter.com/psp/hcp/LANDING/PORT_HCP/h/?tab=Home and then

Click Activate My JROTC Account

Enter the Activation Code in the provided area

Submit. You will then be prompted to Sign In to WINGS.

Sign In ×

User ID

Password

Enable Screen Reader Mode

[Forgot Password?](#)

Selected the Tile below to Start the Instructor Application:



Personal Information:

< We Build Leaders

JROTC Instructor To Do List

Empl ID 0295218

Application Status

New Applicant

Checklist to Complete JROTC Application

Personal Information	<input checked="" type="checkbox"/>
Military Information	<input type="checkbox"/>
Additional Information	<input type="checkbox"/>
Required Documents	<input type="checkbox"/>
Where Do I Want to Work	<input type="checkbox"/>
Submit the Application	<input type="checkbox"/>

Personal Information

Last Name JROTC

Suffix

Empl ID 0295216

First Name John

Middle Name

Middle Initial A

*Gender

*Marital Status

Date of Birth

*Number of Dependents

Female

Male

Phone Number(s) 1 of 1

Primary	*Phone	Type
<input checked="" type="checkbox"/>	555/121-2256	Cell

eMail 1 of 1

Primary	*Email Address	Type
<input checked="" type="checkbox"/>	johnjrotc4@gmail.com	Home

Addresses: 1 of 1

Primary	Type
<input checked="" type="checkbox"/>	Home

*Addr

*City *State *Zip *Country

I certify that this information is true and accurate.

OK Cancel Apply

Personal Information



Last Name JROTC

Suffix

Empl ID 0295218

First Name John

Middle Name

Middle Initial A

*Gender

*Marital Status

Date of Birth 04/02/1962

*Number of Dependents

- Divorced
- Married
- Single

Phone Number(s) | 1 of 1

Primary *Phone Type

eMail | 1 of 1

Primary *Email Address Type

Addresses: | 1 of 1

Primary Type

*Addr

*City *State *Zip *Country

I certify that this information is true and accurate.

OK

Cancel

Apply

Personal Information

Last Name JROTC

Suffix

Empl ID 0295218

First Name John

Middle Name

Middle Initial A

*Gender

*Marital Status

Date of Birth 04/02/1962

*Number of Dependents

Phone Number(s) 1 of 1

Primary *Phone Type

eMail 1 of 1

Primary *Email Address Type

Addresses: 1 of 1

Primary
*Addr
*City *Zip *Country

I certify that this information is true and accurate.

OK

Cancel

Apply

- Cell
- DSN
- Fax
- Home
- Other
- Parent
- School
- Work

Personal Information

Last Name JROTC

Suffix

Empl ID 0295216

First Name John

Middle Name

Middle Initial A

*Gender

*Marital Status

Date of Birth 04/02/1962

*Number of Dependents

Phone Number(s)

Primary	*Phone	Type		
<input checked="" type="checkbox"/>	555/121-2256	Cell	<input type="text"/>	<input type="text"/>

eMail

Primary	*Email Address	Type		
<input checked="" type="checkbox"/>	johnyrotc4@gmail.com	Home	<input type="text"/>	<input type="text"/>

Addresses:

Primary	Type			
<input checked="" type="checkbox"/>	Home	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Addr

*City *State *Zip

I certify that this information is true and accurate.

OK

Cancel

Apply

- Home
- Home of Record
- Other
- Parent
- School
- Work

Military Information:

Empl ID 0295218

Application Status

New Applicant

Checklist to Complete JROTC Application

Personal Information	<input checked="" type="checkbox"/>
<u>Military Information</u>	<input checked="" type="checkbox"/>
Additional Information	<input type="checkbox"/>
Required Documents	<input type="checkbox"/>
Where Do I Want to Work	<input type="checkbox"/>
Submit the Application	<input type="checkbox"/>

Military Information

I am retired from (or soon to be retired from):

Air Force Active Duty
 Air National Guard
 Air Force Reserve

*Retirement Effective On

*Highest Grade Held *Retired Grade

Did you retire with LES service?

Yes, I am a Wounded Warrior
 Yes, I retired under medical conditions
 Yes, I was medically retired
 No, I retired with normal service

Service for Basic Pay:

*Years *Days

Service per 10 USC 1408:

*Years *Days

Education Information

*Highest Degree Held *Date of Graduation

I certify that this information is true and accurate.

Military Information

I am retired from (or soon to be retired from):

- Air Force Active Duty
- Air National Guard
- Air Force Reserve

*Retirement Effective On

*Highest Grade Held

*Retired Grade

Did you retire with LESS THAN 20 years service?

- Yes, I am a Wounded Warrior
- Yes, I retired under TERA
- Yes, I was medically retired
- No, I retired with 20 or more years of service

Service for Basic Pay:

*Years

*Months

*Days

Service per 10 USC 1405:

*Years

*Months

*Days

E6 TSgt

E7 MSgt

E8 SMSgt

E9 CMSgt

O4 Major

O5 Lt Col

O6 Col

Education Information

*Highest Degree Held

*Date of Graduation

I certify that this information is true and accurate.

Military Information

I am retired from:

- Air Force
- Air National Guard
- Air Force Reserve

on to be retired from):
Active Duty
and
Reserve

*Retirement Date

10/01/2021

*Highest Grade

O6 Col

*Retired Grade

O6 Col

Did you retire with less than 20 years service?

- Yes, I am a Retired Warrior
- Yes, I am a Retired TERA
- Yes, I am a Retired Reserve
- No, I have 20 or more years of service

Service for

*Years 20

*Months 00

*Days 00

Service per 10 USC 1405:

*Years 20

*Months 00

*Days 00

Education Information

*Highest Degree Held Master's Degree

*Date of Graduation 04/01/2014

I certify that this information is true and accurate.

Military Information

I am retired from (or soon to be retired from)

- Air Force Active Duty
- Air National Guard
- Air Force Reserve

*Retirement Effective On

*Highest Grade Held

*Retired Grade

Did you retire with LESS THAN 20 years of service?

- Yes, I am a Wounded Warrior
- Yes, I retired under TERA
- Yes, I was medically retired
- No, I retired with 20 or more years of service

Service for Basic Pay:

*Years

*Months

*Days

Service per 10 USC 1405:

*Years

*Months

*Days

Education Information

*Highest Degree Held

*Date of Graduation

I certify that this information is true and accurate.

Military Information

I am retired from (or soon to be retired from):

- Air Force Active Duty
- Air National Guard
- Air Force Reserve

*Retirement Effective On

*Highest Grade Held

*Retired Grade

Did you retire with LESS THAN 20 years service?

- Yes, I am a Wounded Warrior
- Yes, I retired under TERA
- Yes, I was medically retired
- No, I retired with 20 or more years of service

Service for Basic Pay:

*Years

*Months

*Days

Service per 10 USC 1405:

*Years

*Months

*Days

Education Information

*Highest Degree Held

*Date of Graduation

I certify that this information is true and accurate.

Military Information

I am retired from (or soon to be retired from):

- Air Force Active Duty
- Air National Guard
- Air Force Reserve

*Retirement Effective On

*Highest Grade Held

*Retired Grade

Did you retire with LESS THAN 20 years service?

- Yes, I am a Wounded Warrior
- Yes, I retired under TERA
- Yes, I was medically retired
- No, I retired with 20 or more years of service

Service for Basic Pay:

*Years

*Months

*Days

Service per 10 USC 1405:

*Years

*Months

*Days

Education Information

*Highest Degree Held

*Date of Graduation

I certify that this information is accurate.

Bachelor's Degree

Doctoral Degree

Master's Degree

Additional Information:

Empl ID 0295218

New Applicant

Application Status

Checklist to Complete JROTC Application

Personal Information	<input checked="" type="checkbox"/>
Military Information	<input checked="" type="checkbox"/>
Additional Information	<input checked="" type="checkbox"/>
Required Documents	<input type="checkbox"/>
Where Do I Want to Work	<input type="checkbox"/>
Submit the Application	<input type="checkbox"/>

Additional Information

Civilian Events

Have you ever been detained, held, arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined, imprisoned or placed on probation, or have you ever been ordered to deposit bail or collateral for violation of any law, police regulations, or ordinance (excluding minor traffic violations for which a fine of \$200 or less) was imposed?

Yes No

Military Events

Have you ever been a defendant in a military court-martial?
 Have you ever received an Article 15 punishment?
 Have you ever received a Referral Performance Report?
 Have you ever had an Unfavorable Information File or were you ever placed on the Control Roster?
 Have you ever had a promotion delayed/removed due to behavior or performance?
 Have you ever been relieved of supervisory duties?

Yes No

Upload Additional Information

Upload Document	Unique Sys Filename	Document Type	
1 Upload Document			<input type="button" value="Add Add'l Document"/> <input type="button" value="Delete Document"/>

I certify that this information is true and accurate.

Additional Information

Civilian Events

Have you ever been detained, held, arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined, imprisoned or placed on probation, or have you ever been ordered to deposit bail or collateral for violation of any law, police regulations, or ordinance (excluding minor traffic violations for which a fine of \$200 or less) was imposed?

Yes No

Military Events

Have you ever been a defendant in a military court-martial?
 Have you ever received an Article 15 punishment?
 Have you ever received a Referral Performance Report?
 Have you ever had an Unfavorable Information File or were you ever placed on the Control Roster?
 Have you ever had a promotion delayed/removed due to behavior or performance?
 Have you ever been relieved of supervisory duties?

Yes No

Upload Additional Information

Upload Document	Unique Sys Filename	Document Type	
1 Upload Document			<input type="button" value="Add Add'l Document"/> <input type="button" value="Delete Document"/>

I certify that this information is true and accurate.

Additional Information

Civilian Events

Have you ever been detained, held, arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined, imprisoned or placed on probation, or have you ever been ordered to deposit bail or collateral for violation of any law, police regulations, or ordinance (excluding minor traffic violations for which a fine of \$200 or less) was imposed?

Yes No

Military Events

Have you ever been a defendant in a military court-martial?
Have you ever received an Article 15 punishment?
Have you ever received a Referral Performance Report?
Have you ever had an Unfavorable Information File or were you ever placed on the Control Roster?
Have you ever had a promotion delayed/removed due to behavior or performance?
Have you ever been relieved of supervisory duties?

Yes No

I certify that this information is true and accurate.

OK

Cancel

Apply

Required Documents:

[← We Build Leaders](#) **JROTC Instructor To Do List**

Empl ID 0295218

Application Status New Applicant

Checklist to Complete JROTC Application

Personal Information	<input checked="" type="checkbox"/>
Military Information	<input checked="" type="checkbox"/>
Additional Information	<input checked="" type="checkbox"/>
Required Documents	<input type="checkbox"/>
Where Do I Want to Work	<input checked="" type="checkbox"/>
Submit the Application	<input type="checkbox"/>

Required Documents: Download using the links below:

Instructions for Applicants: All checklist items listed above must be completed prior to being able to submit your application. Once you have completed a section a checkmark will appear next to the item to identify that the section is complete.

Forms Needed for Application

[AFJROTC Form 200](#)

Mandatory Form

[AFJROTC Communications Acknowledgement](#)

Mandatory Form

[AFJROTC Applicant References](#)

Mandatory Form

[AFJROTC Occupational Screening](#)

Mandatory Form

AFROTC Form 200

APPLICATION ACKNOWLEDGEMENT FOR AIR FORCE JUNIOR ROTC INSTRUCTOR DUTY	
<p>PURPOSE: The purpose of this form is to ascertain an individual's release of personal records and collect an applicant's acknowledgment for employment as an AFJROTC Instructor. Furnishing of any/all information is voluntary. However, failure to provide all required information could result in an incomplete application for AFJROTC Instructor opportunities. Only fully completed applications may receive favorable consideration.</p>	
<p>INSTRUCTIONS: Carefully complete this document and submit it along with the remaining required documents (as listed in Section III below) via the on-line AFJROTC application. All signatures must be wet signatures.</p>	
I. APPLICANT	
NAME (Last, First, Middle Initial)	RETIRED GRADE
II. RELEASE OF PERSONAL RECORDS	
<p>1. As an applicant for employment consideration as an Air Force JROTC Instructor, I am aware that the Privacy Act of 1974, P.L. 93-579, imposes certain restrictions on the disclosure by federal agencies of records pertaining to individuals that are maintained or used by those agencies.</p> <p>2. Notwithstanding the protections of privacy afforded by that act and in accordance with the consent provisions of the act, I authorize any agency within the Department of Defense to release to Air Force JROTC any and all records that pertain to me personally. This consent for release of records pertaining to me shall include personnel records, investigative records prepared by investigatory and law enforcement agencies, records relating to my promotion and duty performance, administrative records, medical records, and any other records considered necessary by AFJROTC to evaluate my qualifications for employment as an AFJROTC Instructor.</p> <p>3. Additionally, I authorize Holm Center/JRI to disclose information requested by school officials when I am being considered for nomination and/or hiring action.</p> <p>4. It is understood that my consent is provided to AFJROTC for the sole purpose of enabling that agency to evaluate my qualifications for initial employment and for their use in working with school officials as required, subject to the provisions of the Privacy Act of 1974.</p>	
DATE	SIGNATURE OF APPLICANT
III. REQUIRED DOCUMENTS	
<p>As part of my AFJROTC application, I understand I will need to provide the following:</p> <ol style="list-style-type: none"> 1. An email address that does not end in ".mil" (only commercial email addresses may be used in your application). 2. AFJROTC Form 200 (this form). 3. Occupational Screening Questionnaire (can be downloaded in the on-line application itself). 4. Published Retirement Orders. (NOTE: ANG/AFRES members must <u>also</u> include their Points Summary showing a minimum of 20 satisfactory years of service). 5. Last 10 Performance Reports (EPR/OPR). 6. College degree verification (transcripts/diploma) showing a minimum of Bachelor's degree in any discipline. 7. Photo in Blue uniform (shirt/pants, no coat/jacket) Must be uploaded in .JPG/.PDF format. 8. Three references from non-family members (each must include 10-digit telephone number and email address). 9. AFJROTC Communications acknowledgment (can be downloaded in the on-line application itself). <p>NOTE: All signatures must be wet signatures. All documents must be scanned and uploaded in in PDF format.</p> <p>_____ (initial here) I understand that failure to provide all required information may render my application incomplete.</p> <p>_____ (initial here) I understand that failure to report any derogatory information on my application may be grounds for removal of my certification to teach AFJROTC.</p>	
DATE	SIGNATURE OF APPLICANT
IV. AIR FORCE JUNIOR ROTC INSTRUCTOR UNDERSTANDING	
<p>Although a retired Air Force member, I understand that if I am selected for employment as an AFJROTC Instructor, I must continue to wear the Air Force uniform daily and present a positive image of the Air Force in the completion of my duties as an AFJROTC Instructor. As such, I understand that I will be required to meet military standards of conduct, performance, military decorum and appropriate NCO-Officer military relationships of respect, grooming, and uniform wear, to include weight/body fat standards as outlined in AFJROTC Instructions. I further understand that a failure, inability, or refusal to meet these standards may result in permanent decertification as an AFJROTC Instructor.</p>	
DATE	SIGNATURE OF APPLICANT

AFJROTC FORM 200, 20180627
AFJROTCI 36-2010

AFJROTC Communications Acknowledgement

AFJROTC New-Applicant Communications Acknowledgment

Applicants must read and sign as indicated.

1) I understand that, should my AFJROTC instructor application be approved, my name and contact information will be provided to the school(s) that have opening(s) for which I wish to be referred for hiring consideration.

2) I understand that, should I be hired into a school to teach AFJROTC, the Air Force JROTC Director will provide and hold my certification to teach within AFJROTC. I understand that my current certification status, or any changes to my certification status, will be communicated between Headquarters AFJROTC and my employing school.

3) I understand that, should I be hired into an AFJROTC position at a school, that both the employing school and Headquarters AFJROTC personnel have an inherent need to openly communicate with each other on all matters related to my employment status, my behavior, my duty performance, and my certification status.

4) Should I be hired into an AFJROTC position at a school, I authorize, without restriction, any two-way communication and two-way sharing of information between Headquarters AFJROTC personnel and my employing school relating to my employment status, my behavior, my duty performance, and my certification status.

By signing below, I am indicating my full understanding of all items listed above and I give my authorization for all communications as listed above.

Printed Name

Signature

Date

AFJROTC Applicant References

AFJROTC New Instructor Application: References

NOTE: At least one reference will be your current/most recent Air Force supervisor.

Reference #1: Current/most recent Air Force supervisor or commander.	
Rank/Name (Last, First)	
Telephone Number:	
Contact Email:	

Reference #2	
Name (Last, First)	
Relationship to you:	
Telephone Number:	
Contact Email:	

Reference #3	
Name (Last, First)	
Relationship to you:	
Telephone Number:	
Contact Email:	

References should not be related to you.

All references must be able to be reached at the contact information you provide.

AFJROTC Occupational Screening Form

Air Force Junior Reserve Officer Training Corps (AFJROTC) Occupational Screening Form	
<p>Purpose: To assess an applicant's ability to perform the essential functions of an AFJROTC Instructor. Completion of this form is voluntary, however, failure to complete this form as indicated will render an individual application incomplete.</p> <p>Once completed, this form becomes <i>For Official Use Only</i> and must be protected from unauthorized disclosure. This form and any accompanied documentation will be placed in the applicant's permanent AFJROTC application file in WINGS. This form and any accompanying documents may be provided to the hiring authorities in a specific school to assist them in evaluating a candidate for hire.</p>	
Applicant Name:	Retired Grade:
Essential Functions of an AFJROTC Instructor:	
<p>Conduct Academic Classes. An AFJROTC Instructor is expected to prepare for and teach periods of instruction of 45 to 90 minutes each, for as many as 4 to 6 periods per day, depending on a particular school's schedule. Each class period may contain as many as 30 students in a range of ages and maturity levels, and coming from different socio/economic backgrounds. Teaching academic classes involves significant organizational, interpersonal and communication skills, and a high degree of patience.</p> <p>Lead After-School Activities. An AFJROTC Instructor is expected to coordinate and lead a variety of after school activities, possibly held after each school day, both indoors and outdoors. These after school activities may include physical training events, academic clubs, rocketry teams, marksmanship teams, along with performing drill instruction and demonstrating drill sequences. Leading after school activities involves significant organizational skills, strong teambuilding skills, and physical stamina.</p> <p>Lead Off-Campus Events. An AFJROTC instructor is expected to lead field trips to historical sites, visits to local government agencies and military installations, and to march in parades with their cadets. Leading off campus events involves significant organizational skills, physical stamina, and the ability to remain calm in hectic situations.</p> <p>Effectively Work as a Member of a Team. An AFJROTC instructor is expected to work as an integral member of a larger team. An AFJROTC instructor is expected to be highly organized, flexible, and oriented toward achieving the goals of the AFJROTC program while operating in a dynamic high school environment. Effectively working as an integral member of a larger team involves significant interpersonal and teambuilding skills, broad knowledge of policy and operating procedures, and the ability to negotiate and compromise when appropriate.</p> <p>Be an Ambassador of the Air Force. An AFJROTC instructor is expected to exemplify a positive image of the Air Force at all times by conducting themselves in a highly professional manner, in both their words and their actions. Additionally, an AFJROTC instructor is expected to maintain a professional military appearance in uniform, and to comply with published AFJROTC weight and body fat standards.</p>	
Certification: Sign in Block 1 or 2 (whichever is applicable)	
<p>1. Without Limitations: I have no known limitations which would hinder my ability to perform the essential functions of an AFJROTC instructor. I certify that I am both mentally and physically capable of fully performing the essential functions of an AFJROTC instructor.</p>	
Applicant Signature:	Date:
-- OR --	
<p>2. With Limitations: I have a known condition which may limit my ability to fully perform one or more of the essential functions of an AFJROTC instructor. I understand I must provide this form, an accompanying letter from a qualified physician detailing what limitations exist, <u>and</u> a separate written request from myself for any accommodations I am requesting related to those limitations. I understand that if reasonable accommodations cannot be made as defined by the Americans with Disabilities Act, this may affect my eligibility to be an approved applicant or to be hired by a school. I understand this form, any physician's note(s), and my accommodation request may be forwarded to any school for which I request to be nominated for employment. I understand that even if I am approved by AFJROTC to be considered for hire as an instructor, the ultimate decision on hiring and available accommodations is a decision that rests with the school to which I am nominated for hiring consideration.</p>	
Applicant Signature:	Date:

Required Documents

Name JROTC, John

Based on the answers you provided, please upload the following documents:

Required Documents

Find

First



1-10 of 10



Last

Upload Communications Acknowledgement

Add Add'l Document

Delete Document

Add Attachment

Must upload a signed copy of the AFJROTC Communications Acknowledgement.

Upload Performance Reports

Add Add'l Document

Delete Document

Add Attachment

Must upload last 10 performance reports (no LOEs).
(Note: ANG members only: if your performance reports do not exist, a minimum of three current letters of

Upload Photo

Add Add'l Document

Delete Document

Add Attachment

Must be a current head to toe color photograph (jpg or pdf) wearing Air Force blue shirt/blouse and Air Force blue pants/slacks (no jacket/coat).

Upload Occupational Questionnaire

Add Add'l Document

Delete Document

Add Attachment

Must upload a signed AFJROTC Occupational Screening Questionnaire and any applicable physician/accommodation letters.

Upload References

Add Add'l Document

Delete Document

Add Attachment

Must provide three references with daytime contact information (complete phone numbers).

Upload Retirement Orders

[Add Add'l Document](#) [Delete Document](#)

[Add Attachment](#)

Must upload a copy of the published retirement orders.
Note 1: Active Duty only may upload a copy of the email approval to retire from AFDC. Note 2: No application can

Upload Point Summary

[Add Add'l Document](#) [Delete Document](#)

[Add Attachment](#)

ANG/AFRES members must upload a copy of their Points Summary showing a minimum of 20 good years.

Upload AFJROTC Form 200

[Add Add'l Document](#) [Delete Document](#)

[Add Attachment](#)

Must upload a signed release of personal records form.

Upload Official Transcripts

[Add Add'l Document](#) [Delete Document](#)

[Add Attachment](#)

Must upload a copy of the transcripts or diploma of the highest degree attained.

Upload Optional Uploads

[Add Add'l Document](#) [Delete Document](#)

[Add Attachment](#)

I certify that this information is true and accurate.

[Save & Close](#)

[Cancel](#)

Where Do I Want to Work?

Empl ID 0295218

Application Status

New Applicant

Checklist to Complete JROTC Application

Personal Information	<input checked="" type="checkbox"/>
Military Information	<input checked="" type="checkbox"/>
Additional Information	<input checked="" type="checkbox"/>
Required Documents	<input type="checkbox"/>
Where Do I Want to Work	<input checked="" type="checkbox"/>
Submit the Application	<input type="checkbox"/>

Where I Want To Work

Where would you like to teach Aerospace and Leadership Education?

Preference Order	Zip Code	City	State	Max Radius		
1	1 42718	CAMPBELLSVILLE	KY	100	+	-
2					+	-

Max Radius Definition
Is the distance from the zip code that you are will accept a JROTC position.

2 thru 250 distance in miles
1 = within zip code only
999 = any where within the state of the zip code

I certify that this information is true and accurate.

OK Cancel Apply

Submit Application:

We Build Leaders		JROTC Instructor To Do List	
	Empl ID	0295218	
Application Status			New Applicant
Checklist to Complete JROTC Application			
Personal Information	<input checked="" type="checkbox"/>		
Military Information	<input checked="" type="checkbox"/>		
Additional Information	<input checked="" type="checkbox"/>		
Required Documents	<input type="checkbox"/>		
Where Do I Want to Work	<input checked="" type="checkbox"/>		
<u>Submit the Application</u>	<input type="checkbox"/>		

Submit Application

Your AFJROTC instructor application is complete and appears ready to submit. But first, read this entire message.

By clicking the OK button below, you will be finalizing your official application. Be sure the documents and other information you have provided is true and correct. If you are not sure, go back and check.

Once you click OK, your application will be placed in the queue for processing at Headquarters AFJROTC Instructor Management. Your information will be locked down and your Application Status (above the checklist) will change to submitted. All applications are processed in the order they are received. Once your application is reviewed, you will receive an e-mail message letting you know the status of your application, if any additional documents or information may be needed, and the next steps.

Before contacting Instructor Management to inquire about the status of your application, please allow 14 calendar days from the date you submit your application. If 14 days elapses and you have not heard back, you may contact HQ AFJROTC Instructor Management at:

~~HQ-InstructorMgmt@AFJROTC.COM~~ jrotc.jri@au.af.edu

Lastly, DO NOT contact any school about any vacant AFJROTC position until officially authorized to do so by Instructor Management. Contacting a school when not authorized to do so may be considered an attempt to gain an unfair employment advantage, which may render your ineligible for a specific vacancy, or worse-ineligible for any AFJROTC position.

I certify that this information is true and accurate.

OK

Apply

After the application is submitted, it will be reviewed by the JROTRC staff.