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 20% and females 30%) 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.mcr-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:
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 in formation, 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
<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>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?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>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.)</td>
<td>Yes, No</td>
</tr>
<tr>
<td>Do you understand that any school which may wish to hire you will perform a thorough background check?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>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?</td>
<td>Yes, No</td>
</tr>
<tr>
<td>Do you have any civilian felony convictions or military courts martial convictions?</td>
<td>Yes, No</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>First Name</td>
<td>John</td>
</tr>
<tr>
<td>Last Name</td>
<td>JROTC</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>04/02/1952</td>
</tr>
<tr>
<td>Citizenship</td>
<td></td>
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<tr>
<td>Social Security #</td>
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### Account Creation (Your email will be your userid)

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<tr>
<td>Email</td>
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<tr>
<td>Password</td>
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</tr>
<tr>
<td>Confirm Password</td>
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<tr>
<td>Min. Password Len:</td>
<td>12</td>
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<tr>
<td>Containing Min...</td>
<td>Numbers</td>
</tr>
<tr>
<td></td>
<td>Upper Case</td>
</tr>
<tr>
<td></td>
<td>Lower Case</td>
</tr>
<tr>
<td>Question</td>
<td></td>
</tr>
<tr>
<td>Response</td>
<td></td>
</tr>
</tbody>
</table>

* Indicates required field

Passwords are case sensitive.

If you forget your password, you will be sent a new password by email to the address you have provided.
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:

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
Email Received by the Applicant:

Holm Center portal account activation

hcpportal@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=johnjrote4@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

Sign In

Forgot Password?
Selected the Tile below to Start the Instructor Application:

**Personal Information:**

![Image of JROTC Instructor Application with checklist and Empl ID 0255218]
**Personal Information**

Last Name: JROTC  
First Name: John  
Middle Name: Andrew  
Suffix:  
Empl ID: 0295218

Gender: Male  
Marital Status: Divorced  
Number of Dependents: 2

**Phone Number(s)**

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<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>555/121-2256</td>
<td>Cell</td>
</tr>
</tbody>
</table>

**eMail**

<table>
<thead>
<tr>
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<th>Email Address</th>
<th>Type</th>
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</thead>
<tbody>
<tr>
<td>✓</td>
<td><a href="mailto:johnjrotc4@gmail.com">johnjrotc4@gmail.com</a></td>
<td>Home</td>
</tr>
</tbody>
</table>

**Addresses:**

<table>
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<tbody>
<tr>
<td>✓</td>
<td>Home</td>
<td>123 Main Street</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Paris</td>
<td>AL</td>
<td>36112</td>
<td>USA</td>
</tr>
</tbody>
</table>

I certify that this information is true and accurate.

[OK] [Cancel] [Apply]
Personal Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>JROTC</td>
</tr>
<tr>
<td>First Name</td>
<td>John</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Andrew</td>
</tr>
<tr>
<td>Gender</td>
<td>Male</td>
</tr>
<tr>
<td>Marital Status</td>
<td>Divorced</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>04/02/1962</td>
</tr>
<tr>
<td>Number of Dependents</td>
<td>1 of 1</td>
</tr>
<tr>
<td>Phone Number(s)</td>
<td></td>
</tr>
<tr>
<td>Primary Phone</td>
<td>555/121-2256</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:johnjrotc4@gmail.com">johnjrotc4@gmail.com</a></td>
</tr>
<tr>
<td>Addresses</td>
<td></td>
</tr>
<tr>
<td>Primary Addr</td>
<td>123 Main Street</td>
</tr>
<tr>
<td>City</td>
<td>Paris</td>
</tr>
<tr>
<td>State</td>
<td>AL</td>
</tr>
<tr>
<td>Zip</td>
<td>36112</td>
</tr>
<tr>
<td>Country</td>
<td>USA</td>
</tr>
</tbody>
</table>

I certify that this information is true and accurate.

[Options: OK, Cancel, Apply]
Military Information:

<table>
<thead>
<tr>
<th>Military Information</th>
<th></th>
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<tbody>
<tr>
<td>Personal Information</td>
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</tr>
<tr>
<td>Additional Information</td>
<td></td>
</tr>
<tr>
<td>Required Documents</td>
<td></td>
</tr>
<tr>
<td>Where Do I Want to Work</td>
<td></td>
</tr>
<tr>
<td>Submit the Application</td>
<td></td>
</tr>
</tbody>
</table>

I am retired from (or soon to be retired from):
- Air Force Active Duty
- Air National Guard
- Air Force Reserve

*Retirement Effective On: 10/01/2021*

*Highest Grade Held: O6 Col*

*Retired Grade: O6 Col*

Did you retire with LES?
- Yes, I am a Wounded Warrior
- Yes, I retired under the EAC
- Yes, I was medically retired
- No, I retired with a Classification of service

Service for Basic Pay:
- Years: 20
- Days: 00

Service per 10 USC 14072:
- Years: 20
- Days: 00

Education Information:
- *Highest Degree Held: Master's Dr*
- *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 10/01/2021
- [ ] Highest Grade Held 06 Col
- [ ] Retired Grade 06 Col

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 20
- [ ] Months 00
- [ ] Days 00

Service per 10 USC 1405:
- [ ] Years 20
- [ ] Months 00
- [ ] Days 00

Education Information
- [ ] Highest Degree Held Master's De
- [ ] Date of Graduation 04/01/2014

I certify that this information is true and accurate.
<table>
<thead>
<tr>
<th>Military Information</th>
</tr>
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<tbody>
<tr>
<td>I am retired from (or soon to be retired from):</td>
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<tr>
<td>☐ Air Force Active Duty</td>
</tr>
<tr>
<td>☐ Air National Guard</td>
</tr>
<tr>
<td>☐ Air Force Reserve</td>
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<tr>
<td><em>Retirement Effective On</em></td>
</tr>
<tr>
<td><em>Highest Grade Held</em></td>
</tr>
<tr>
<td>Did you retire with LESS THAN 20 years of service?</td>
</tr>
<tr>
<td>☐ Yes, I am a Wounded Warrior</td>
</tr>
<tr>
<td>☐ Yes, I retired under TERA</td>
</tr>
<tr>
<td>☐ Yes, I was medically retired</td>
</tr>
<tr>
<td>☐ No, I retired with 20 or more years of service</td>
</tr>
<tr>
<td>Service for Basic Pay:</td>
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<tr>
<td><em>Years</em></td>
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<tr>
<td>Service per 10 USC 1405:</td>
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<tr>
<td><em>Years</em></td>
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<tr>
<td>Education Information</td>
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<tr>
<td><em>Highest Degree Held</em></td>
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<tr>
<td><em>Date of Graduation</em></td>
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<tr>
<td>I certify that this information is true and accurate.</td>
</tr>
</tbody>
</table>
**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* 10/01/2021

*Highest Grade Held* O6 Col

*Retired Grade* H6 Col

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* 20
*Months* 00
*Days* 00

Service per 10 USC 1405:

*Years* 20
*Months* 00
*Days* 00

**Education Information**

*Highest Degree Held* Master’s De

*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* 10/01/2021

*Highest Grade Held* O6 Col

*Retired Grade* O6 Col

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* 20
- *Months* 00
- *Days* 00

Service per 10 USC 1405:
- *Years* 20
- *Months* 00
- *Days* 00

**Education Information**

*Highest Degree Held* Bachelor's Degree

*Date of Graduation* 04/01/2014

I certify that this information is accurate.
**We Build Leaders**

**JROTC Instructor To Do List**

**Application Status**

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>0295218</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Applicant</td>
<td></td>
</tr>
</tbody>
</table>

**Checklist to Complete JROTC Application**

| Personal Information |   |
| Military Information |   |
| **Additional Information** |   |
| Required Documents |   |
| Where Do I Want to Work |   |
| Submit the Application |   |

**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
  - [x] 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/increased due to behavior or performance?
- Have you ever been relieved of supervisory duties?

  - [ ] Yes
  - [x] No

**Upload Additional Information**

<table>
<thead>
<tr>
<th>Upload Document</th>
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<td></td>
</tr>
</tbody>
</table>

- I certify that this information is true and accurate.

- [ ] OK
- [ ] Cancel
- [ ] Apply

**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
  - [x] No

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  - [ ] Yes
  - [x] No

**Upload Additional Information**

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<td></td>
<td></td>
</tr>
</tbody>
</table>

- I certify that this information is true and accurate.

- [ ] OK
- [ ] Cancel
- [ ] Apply
**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.
Required Documents:

<table>
<thead>
<tr>
<th>Application Status</th>
<th>Empl ID 0255218</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Applicant</td>
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</table>

Checklist to Complete JROTC Application

- Personal Information
- Military Information
- Additional Information
- Required Documents
- Where Do I Want to Work
- Submit the Application

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 280**
  - 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

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 AFROTC Instructor. Furnishing of any/all information is voluntary. However, failure to provide all required information could result in an incomplete application for AFROTC Instructor opportunities. Only fully completed applications may receive favorable consideration.

INSTRUCTIONS: Carefully complete this document and submit it along with the remaining required documents (as listed in Section III below) via the online AFROTC application. All signatures must be wet signatures.

I. APPLICANT

NAME (Last, First, Middle Initial) ________________________________

RETIRED GRADE ________________________________

II. RELEASE OF PERSONAL RECORDS

1. As an applicant for employment consideration as an Air Force ROTC Instructor, I am aware that the Privacy Act of 1974, P.L. 93-579, imposes certain restrictions on disclosure by federal agencies of records pertaining to individuals that are maintained or used by those agencies.

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 ROTC 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 AFROTC to evaluate my qualifications for employment as an AFROTC Instructor.

3. Additionally, I authorize Holm Center/RI to disclose information requested by school officials when I am being considered for nomination and/or hiring action.

4. It is understood that my consent is provided to AFROTC 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.

DATE ______________________ SIGNATURE OF APPLICANT ________________________________

III. REQUIRED DOCUMENTS

As part of my AFROTC application, I understand I will need to provide the following:

1. An email address that does not end in “mil” (only commercial email addresses may be used in your application).

2. AFROTC Form 200 (this form).

3. Occupational Screening Questionnaire (can be downloaded in the online application itself).

4. Published Retirement Orders. (NOTE: ANG/AFRES members must also include their Points Summary showing a minimum of 10 satisfactory years of service).

5. Last 10 Performance Reports (EPR/VPR).

6. College degree verification (transcript/diploma) showing a minimum of Bachelor’s degree in any discipline.

7. Photo in blue uniform (shirt/jacket, 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. AFROTC Communications acknowledgment (can be downloaded in the online application itself).

NOTE: All signatures must be wet signatures. All documents must be scanned and uploaded in PDF format.

__________________________
(initial here) I understand that failure to provide all required information may render my application incomplete.

__________________________
(initial here) I understand that failure to report any derogatory information on my application may be grounds for removal of my certification to teach AFROTC.

DATE ______________________ SIGNATURE OF APPLICANT ________________________________

IV. AIR FORCE JUNIOR ROTC INSTRUCTOR UNDERSTANDING

Although a retired Air Force member, I understand that if I am selected for employment as an AFROTC 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 AFROTC Instructor. As such, I understand that I will be required to meet military standards of conduct, performance, military decorum and appropriate RCO-Officer military relationships of respect, grooming, and uniform wear, to include weight/body fat standards as outlined in AFROTC Instructions. I further understand that a failure, inability, or refusal to meet these standards may result in permanent decertification as an AFROTC Instructor.

DATE ______________________ SIGNATURE OF APPLICANT ________________________________

AFROTC FORM 200, 2010
AFROTC 10-30-2010
AFJROTC New-Applicant Communications Acknowledgement

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.

<table>
<thead>
<tr>
<th>Reference #1</th>
<th>Current/most recent Air Force supervisor or commander</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rank/Name (Last, First)</td>
<td></td>
</tr>
<tr>
<td>Telephone Number:</td>
<td></td>
</tr>
<tr>
<td>Contact Email:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Last, First)</td>
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<td>Relationship to you:</td>
</tr>
<tr>
<td>Telephone Number:</td>
</tr>
<tr>
<td>Contact Email:</td>
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</table>

<table>
<thead>
<tr>
<th>Reference #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (Last, First)</td>
</tr>
<tr>
<td>Relationship to you:</td>
</tr>
<tr>
<td>Telephone Number:</td>
</tr>
<tr>
<td>Contact Email:</td>
</tr>
</tbody>
</table>

References should not be related to you.

All references must be able to be reached at the contact information you provide.
Air Force Junior Reserve Officer Training Corps (AFJROTC) Occupational Screening Form

**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. Once completed, this form becomes For Official Use Only 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.

<table>
<thead>
<tr>
<th>Applicant Name:</th>
<th>Retired Grade:</th>
</tr>
</thead>
</table>

**Essential Functions of an AFJROTC Instructor:**

- **Conduct Academic Classes.** An AFJROTC Instructor is expected to prepare for and teach periods of instruction of 45 to 50 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.

- **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, robotics 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.

- **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-camp events involves significant organizational skills, physical stamina, and the ability to remain calm in hectic situations.

- **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.

- **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.

**Certification: Sign in Block 1 or 2 (whichever is applicable):**

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.
   - **Applicant Signature:**
   - **Date:**

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, and 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 any 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.
   - **Applicant Signature:**
   - **Date:**

AFJROTC Occupational Screening Form 8 Aug 2018
<table>
<thead>
<tr>
<th>Upload</th>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications Acknowledgement</td>
<td>Must upload a signed copy of the AFJROTC Communications Acknowledgement.</td>
</tr>
<tr>
<td>Performance Reports</td>
<td>Must upload last 10 performance reports (no LOEs). (Note: ANG members only: if your performance reports do not exist, provide a minimum of three current letters of.</td>
</tr>
<tr>
<td>Photo</td>
<td>Must be a current head to toe color photograph (jpg or pdf) wearing Air Force blue shirt/blouse and Air Force blue pants/stocks (no jacket/coat).</td>
</tr>
<tr>
<td>Occupational Questionnaire</td>
<td>Must upload a signed AFJROTC Occupational Screening Questionnaire and any applicable physical/medical/medical accommodation letters.</td>
</tr>
<tr>
<td>References</td>
<td>Must provide three references with daytime contact information (complete phone numbers).</td>
</tr>
<tr>
<td>Upload</td>
<td>Add Add'l Document</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Retirement Orders</td>
<td>Add Attachment</td>
</tr>
<tr>
<td>Point Summary</td>
<td>Add Attachment</td>
</tr>
<tr>
<td>AFJROTC Form 200</td>
<td>Add Attachment</td>
</tr>
<tr>
<td>Official Transcripts</td>
<td>Add Attachment</td>
</tr>
<tr>
<td>Optional Uploads</td>
<td>Add Attachment</td>
</tr>
</tbody>
</table>

- **Upload Retirement Orders**: 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**: ANG/AFRES members must upload a copy of their Points Summary showing a minimum of 20 good years.

- **Upload AFJROTC Form 200**: Must upload a signed release of personal records form.

- **Upload Official Transcripts**: Must upload a copy of the transcripts or diploma of the highest degree attained.

- **Upload Optional Uploads**: Add Attachment

I certify that this information is true and accurate.

Save & Close

Cancel
Where Do I Want to Work?

Where I Want To Work

Where would you like to teach Aerospace and Leadership Education?

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

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

I certify that this information is true and accurate.

OK  Cancel  Apply
Submit Application:

<table>
<thead>
<tr>
<th>Application Status</th>
<th>Empl ID 0295218</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checklist to Complete JROTC Application</td>
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<tr>
<td>Personal Information</td>
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<tr>
<td>Military Information</td>
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<tr>
<td>Additional Information</td>
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<tr>
<td>Required Documents</td>
<td>☑</td>
</tr>
<tr>
<td>Where Do I Want to Work</td>
<td>☑</td>
</tr>
</tbody>
</table>

[Submit the Application]
After the application is submitted, it will be reviewed by the JROTRC staff.