

How to Get Hired as an AFJROTC Instructor

(For New Applicants)

THE BASICS:

- ✓ If a person wants to become an AFJROTC instructor, they must *first* apply via the AFJROTC website. This is where the process begins to obtain an AFJROTC instructor certification.
- ✓ There is a comprehensive background check process that all new applicants will undergo, regardless of any security clearance held. All persons must allow up to 60 days from their initial application submission to obtain an AFJROTC instructor certification, since the background check process may require extra time.
- ✓ Only those individuals who possess a current instructor certification from Headquarters AFJROTC can be hired into, or remain employed in, an AFJROTC instructor position.
- ✓ AFJROTC instructors are employees of the schools they work in. AFJROTC employment is public/civilian employment, not government/military employment. It does not count toward military service, and it does not impact any military pay.
- ✓ The Minimum Instructor Pay for each instructor is based on rank category (officer or enlisted), academic degree, and location of school. Schools are encouraged to pay more but may not pay less. Minimum pay amounts are listed on the AFJROTC website.

LOOKING AT ADVERTISED VACANCIES: When an actual or pending instructor vacancy is known, Headquarters AFJROTC will advertise that vacancy on the AFJROTC website. Individuals must be sure to look only for a vacancy that matches their rank category (officer or enlisted).

CANDIDATES CONTACTING SCHOOLS: If an AFJROTC instructor certification is not yet obtained, a person cannot be hired. Any person is welcome to contact any school at any time to discuss potential AFJROTC employment. However, if a person does not already have an AFJROTC instructor certification, they must notify the school of this right away. The school cannot hire any person who is not yet certified. Also, the school may already be interviewing applicants who are already certified. It is best to get certified before contacting any school to avoid confusion.

HIRING OF AN INSTRUCTOR: Once a school decides on a certified instructor to hire, *the school must* contact Headquarters AFJROTC Instructor Management by email at jrotc.jri@au.af.edu to communicate the name of the person and the desired *future* employment start date. Once Instructor Management receives this email, the person's AFJROTC instructor certification status will be verified. If all is well, Instructor Management will send information to the school about the candidate's Minimum Instructor Pay, and provide any other paperwork needed to finalize the hiring action. NOTE: The official employment start date must be after Instructor Management provides the verification of the candidate's status and provides the necessary paperwork needed to confirm their employment.

AFJROTC WEBSITE:

airuniversity.af.edu/Holm-Center/AFJROTC/Display/Article/3155947/prospective-instructors/

QUESTIONS: Any questions on this process should be directed to Headquarters AFJROTC Instructor Management at jrotc.jri@au.af.edu.