

“Motivating Young People To Be Better citizens”



# ***INSTRUCTOR QUALIFICATION PACKET***

US Army Cadet Command, Fort Knox Kentucky 40121

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# Section 1

## The JROTC Program

### 1. General.

a. The Junior Reserve Officers' Training Corps (JROTC) is a course of instruction taught for academic credit in high schools by retired officers and noncommissioned officers. In public schools, students select JROTC as an elective course. In some private schools, such as military schools, enrollment in JROTC may be a mandatory part of the curriculum. The Senior Army Instructor (SAI) and Army Instructor (AI) are responsible to the Army and the school for all aspects of the operation of the JROTC unit.

b. Students enrolled in JROTC are referred to as Cadets. They are organized into units with a Cadet chain of command. Cadets are taught in the classroom and supervised in all their activities by a minimum of two instructors, normally consisting of one retired officer (the Senior Army Instructor, or SAI) and one noncommissioned officer (the Army Instructor or AI). Additional AI staffing may be authorized for enrollments above 150 Cadets, on the basis of one AI for each additional 100 Cadets.

c. In many school districts with a large number of JROTC units (typically 5 or more), a Director of Army Instruction (DAI) and support staff members may be authorized at the district level. DAIs has oversight and responsibility for the unified school district. DAI coordinates JROTC activities for all units on behalf of the school district and manages centralized administration and supply. For instance, it is normal for a DAI to requisition publications and uniforms for all units.

### 2. History.

a. The Junior Reserve Officers' Training Corps has a long and proud tradition of service to the nation through the betterment of its youth. Founded as part of the National Defense Act of 1916, the Secretary of War was authorized to issue equipment to those secondary schools desiring military training programs. Subsequent legislation revalidated the JROTC concept, made it an integral part of the school's curriculum, and most recently, in 1993, undertook an expansion program to increase the number of JROTC units from 856 to its current level of approximately 1,645 units.

b. JROTC now has programs in all 50 states, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, Japan, Korea and Germany. It employs about 4,000 instructors for its 277,000 Cadets.

**3. Military Service.** JROTC is not a recruitment program for the military. Participation in JROTC incurs no military obligation and instructors may not apply any pressure toward military service. Our mission is ***"To motivate young people to be better citizens."***

**4. Duties of a JROTC Instructor.** JROTC officers and noncommissioned officers observe the same military courtesies and general roles they did on active duty, but there is no practical distinction between their major duties: a typical unit has only two personnel and both must be fully capable of meeting all requirements. It is incumbent upon every new instructor to gain full personal proficiency in all JROTC responsibilities as rapidly as possible. Major duties and other tasks performed by instructors (not all inclusive):

- Conduct the JROTC program in accordance with applicable law, and Army and Cadet Command regulations and policies.
- Prepare an annual Master Training Plan. Develop a schedule for the year reflecting school activities and JROTC objectives and activities. Include Cadets in the planning phase and organize Cadets and resources toward the objectives.

- Perform administrative tasks. Maintain electronic student records; provide enrollment and other student reports as required by United States Army Cadet Command (USACC); meet school administrative requirements.
- Carry out logistics tasks. Prepare requisitions. Maintain arms and supply operations in accordance with regulatory guidance.
- Recruit and retain new students. Market the JROTC program in the school and community. Maintain the minimum enrollment of 100 Cadets or 10 percent of the school's total student enrollment
- Teach JROTC Cadets. Achieve the curricular requirements and learning standards of the Program of Instruction. Attain and improve proficiency in all military and other subjects taught. Continuously improve instruction by staying abreast of new and alternative instructional and motivational techniques. Recommend changes to the curriculum and teaching methodology.
- Counsel and mentor students on their academic performance as members of the Corps of Cadets. Assist interested students in applying for the Senior Reserve Officers' Training Corps (SROTC) scholarships and completing service academy applications.
- Accomplish required school tasks. Participate in staff meetings, school committees, and student activities. Perform duties required of other teachers in the school.
- Plan, organize and conduct hands-on training that build from instructions in the classroom: color guard, marksmanship (optional), drill teams, and JROTC social activities, such as an annual ball.
- Conduct risk assessment to mitigate the possibility of an accident for all activities; observe and enforce Army and school safety guidelines.
- Develop professional qualifications. Participate in recurring instructor conferences and other professional development opportunities offered by the school district. Meet any continuing education requirements of the state, school district and USACC.
- Prepare the unit for official visits by dignitaries, Tri-annual formal inspections, and mandated assist visits from higher headquarters.
- Plan and coordinate Cadet and instructor's attendance to the annual JROTC Cadet Leadership Challenge (JCLC), conduct training, and other activities as prescribed by the JCLC commander.
- Set an outstanding personal example of professional, social and personal behavior and appearance for Cadets, colleagues and the community.
- Perform other duties as assigned.

## **5. Physical Duties and Time Required.**

Teaching Requirements (not all inclusive). Teach 4 - 6 hours per day, plus related administrative time. Usually 5 days per week, or as addressed in the instructor contract with the school. Generally, these are the same days and hours as for the other teachers under contract by the school.

- Integrated Curriculum Training. These activities reinforce classroom instruction and offer Cadets the opportunity to enhance their personal skills, discipline, teamwork, and self-esteem. They require instructor supervision, participation, teaching, and are conducted in addition to the hours of classroom and administrative duties. The school's pay system determines whether compensation is due, and in what amount, for the conduct of these activities. As JROTC instructors, they are not limited to, but may include:

- Color Guard
  - Drill Team
  - Marksmanship Team
  - JROTC Cadet Leadership Challenge (JCLC)
  - Other special activities selected by the Cadets and their instructors and approved by the school, such as banquets and ceremonies. An instructor can expect to devote one full Saturday each month to Cadet integrated curriculum training; at least one weekend per year for the coordination and conduct of annual JCLC (1-2 weeks if part of the JCLC cadre) and 2-3 evenings per school year for banquets, awards ceremonies, military balls and other special activities
- Mentoring/Counseling. Time varies widely. All instructors have an obligation to counsel and mentor Cadets on their military and academic performance. Instructors must use their own judgment in determining the extent to which their skills, limitations and time permit them to become involved in the personal lives of their Cadets.
  - Physical and medical fitness. JROTC Cadets are very active physically, and instructors must have a physical and medical fitness level that permits them to participate fully in JROTC activities. This includes participating in marching, the ability to lift and move boxes of curricular materials and other equipment and the stamina to conduct a full day's training for a week at a time annual JCLC. If you have anything but complete confidence that your physical and medical condition will permit you to keep up with and lead vigorous, enthusiastic and very active high school students, select some other post-retirement occupation.
  - Mental fitness. Mental and emotional stresses are facts of life for school teachers. It is an occupation filled with tremendous rewards and, on occasion, profound disappointments. JROTC instructors, who perform full time as teachers, after normal classroom hours are the equivalent of coaches whose teams are always in season. In these circumstances, stress is often higher than for the typical high school teacher. This is particularly true because providing leadership by personal example is fundamental to JROTC. Instructors must have the mental strength to provide consistency in judgment and behavior and exhibit a positive, supportive outlook toward Cadets and the program.

## 6. The Program of Instruction (POI).

a. The Program of Instruction POI is designed to teach high school students the value of citizenship, leadership, service to the community, personal responsibility, and a sense of accomplishment, while instilling in them self-esteem, teamwork, and self-discipline. Its focus is reflected in its mission statement, ***"To motivate young people to be better citizens."***

b. The Goals of JROTC is teaching Cadets to:

- Appreciate the ethical values and principles that underlie good citizenship.
- Develop leadership potential, while living and working cooperatively with others.
- Be able to think logically and to communicate effectively with others, both orally and in writing.
- Appreciate the importance of physical fitness in maintaining good health.
- Understand the importance of high school graduation for a successful future, and learn about college and other advanced educations and employment opportunities.

- Become familiar with military history as it relates to America's culture, and understand the history, purpose, and structure of the military services.
  - Develop the skills necessary to work effectively as a member of a team.
- c. The course length is normally four years at a traditional high school (grades 9-12). Military Institutes require a four-year program. The prerequisite to enroll in JROTC is the completion of the eighth (8<sup>th</sup>) grade. The optimum class size is normally 20-30 students per class.

## **7. Instructor contracts, salary, and cost-sharing.**

### a. There are two contracts associated with JROTC.

- Between the school and the Army. This is the basic agreement that provides for the establishment, staffing, pay, and other aspects of the operation of JROTC. *DD Form 2767 JROTC Instructor Annual Certification of Pay and Data Form.*
- Between the school and the instructor. Instructors are employees of the school or school system, not the Army. The school enters into a contract with each teacher, usually annually. This is normally a standard school contract whose general provisions apply to all teachers at the school. However, specific provisions, such as salary (which may not be less than as described below), the contract length (months) and other matters are as negotiated between the individual and the school.

### b. Salary.

- You continue to receive your retired pay from the government while you are a JROTC instructor. This is not affected by your contract with the school.
- The contract between the Army and the school requires that the salary paid to an instructor by the school, when added to the retirement pay that the instructor receives from the government, be at least what the instructor would receive in monthly salary if the individual were on active duty in the retired grade. This is the minimum instructor salary. You may be eligible for or negotiate a higher amount in accordance with local school rules concerning salary.
- Computation of the active duty pay you would receive excludes any incentive or special pay, such as airborne or flight pay. It includes active duty allowances, such as quarters, uniform maintenance and subsistence, plus any variable allowance (VHA) that a person on active duty would receive if stationed at the school's location. However, unlike the active duty pay system; while you receive the dollar equivalent of active duty allowances, this money is not tax free.
- Instructors must notify Instructor Management Division any time that the number of dependents, marital status or other changes take place that would affect active duty pay and allowances. In addition, all instructors must re-verify VHA/BAQ annually or lose the equivalent of these allowances. This is done by submitting DD Form 2754
- The minimum instructor salary is adjusted whenever active duty pay and allowances or retired pay is changed. The instructor and the school will be notified of the new minimum salary that must be paid whenever these amounts are adjusted by notification on the monthly pay statements.

c. Cost-Sharing. Periodically the Army reimburses the school for a portion of the minimum salary the school must pay you. Usually, this is for half the minimum amount the school must pay. Thus, the Army and the school split the difference between your retired pay and active duty pay. In some cases, through a special prior agreement with the Army, a school might be reimbursed more than half of this difference, or it might have agreed not to be reimbursed. However, this does not change the amount of salary paid to you.

## Section 2

### Eligibility Requirements

1. JROTC Cadets are taught by retired officers, warrant officers and noncommissioned officers who are certified by USACC that meet the requirements of Army Regulation 145-2 and Cadet Command Regulation 145-2. Basic eligibility requirements:

- Be a citizen of the United States.
- Officers and warrant officers seeking to fill a Director of Army Instruction (DAI), Senior Army Instructor (SAI) position must have a Bachelor's degree as a minimum.
- Noncommissioned officers seeking to fill an Army Instructor (AI) position must possess a minimum of an Associate's degree 5 years from initial hire date
- If on active duty, be within one year of retirement with retirement orders.
- If retired, have been retired for less than 3 years, and be receiving retirement pay.
- Be retired in the grades of E-6 through E-9, WO-1 through WO-5, and O-3 through O-6.
- Have no court martial, civil convictions, or lost time.
- Meet the retention medical fitness standards and weight standards of CCR 145-2.
- Have an excellent record of military performance.
- Have the mentality, personality, appearance and bearing to represent the Army well in the civilian community.
- Have good moral character, instructional ability and be able to challenge, motivate, and influence young people in a positive manner.
- Meet the administrative requirements of the qualification process, have a satisfactory interview, and be determined by Cadet Command to meet the criteria outlined above.

2. Those who need **NOT** apply:

- Persons whose evidence is anything less than the highest ethical standards (lying, cheating, stealing), inability to relate appropriately to persons of the opposite gender (sexual harassment). Persons who would cause the Army to have less than complete confidence in their reliability (alcohol abuse, drugs, financial irregularity) or trustworthiness to be in the classroom with Cadets (child abuse).
- Persons whose background checks, which are conducted by the Army for every person as part of the hiring process, would produce information inconsistent with eligibility. National level checks include:
  - FBI records
  - FBI fingerprint
  - Defense Security Service records
  - Military records
  - Central Registry of Spouse and Child Abuse

3. School official's authority. AR 145-2 and CCR 145-2 states that the Army and hiring officials have equal authority in approving the hiring of prospective instructors. Approval by both the Army and school officials is required. Normally, schools will accept the Army's assessment of your professional attributes and qualifications. However, this does not guarantee that you qualify for employment from the school's point of view. For instance, a state may require that all teachers, including JROTC instructors, hold an Associate, Bachelor's or higher level degree or meet other minimum requirements. USACC has no influence over local school district policies and educational requirements.

4. Instructor Height/Weight Requirements. Instructors must meet the initial Army procurement height/weight requirements prescribed in CCR 145-2 for qualification and continuing employment. These standards are rigorously enforced by Cadet Command.

- Personnel who exceed CCR 145-2 standards (see Table, below), to include not meeting the body fat percentage limits, measured as prescribed in CCR 145-2, will be denied initial qualification and employment. **NOTE:** If you exceeded the limits of the table below on your most recent physical or OER/EER, you must submit a tape test (Form 5500-R) taken within the last 6 months, with your application.
- You are almost certain to gain weight during retirement. In general, if you have had problems in recent years in meeting the Army's active duty height/weight requirements, you are very likely to experience difficulty in this area as a JROTC instructor.

### **Table of Height/Weight Minimums/Maximums**

Height	Min (any age) M/F	Max 28-39 M/F	Max 40+ M/F	Height	Min M/F	Max 28-39 M/F	Max 40+ M/F
<b>58</b>	-/90	-/119	-/122	<b>71</b>	127/122	201/177	204/182
<b>59</b>	-/92	-/123	-/126	<b>72</b>	131/125	206/183	210/188
<b>60</b>	100/94	143/127	146/130	<b>73</b>	135/128	212/188	216/193
<b>61</b>	102/96	148/131	151/135	<b>74</b>	139/130	218/194	222/198
<b>62</b>	103/98	153/137	156/139	<b>75</b>	143/133	224/200	228/204
<b>63</b>	104/100	158/141	161/144	<b>76</b>	147/136	230/206	234/209
<b>64</b>	105/102	163/145	166/148	<b>77</b>	151/139	236/211	240/215
<b>65</b>	106/104	168/149	171/153	<b>78</b>	153/141	242/216	247/220
<b>66</b>	107/106	173/154	177/158	<b>79</b>	159/144	248/222	253/226
<b>67</b>	111/109	179/159	182/162	<b>80</b>	166/147	255/227	258/232
<b>68</b>	115/112	184/164	187/167				
<b>69</b>	119/115	189/168	193/172				
<b>70</b>	123/118	195/173	199/177				

**Maximum Body Fat: Male**  
28-39: 28% 40+: 30%

**Female**  
28-39: 34% 40+: 36%

## Section 3

### Applicant Responsibilities

1. Actions you must take to become qualified as a JROTC instructor:
  - a. Ensure that you meet the eligibility requirements for JROTC qualification.
  - b. Be familiarized with the duties of a JROTC instructor and other information to prepare for the interview process.
  - c. Clarify any questions you have concerning the application or qualification process via email to [jrotcim@usaac.army.mil](mailto:jrotcim@usaac.army.mil) or:  
  
Call: Instructor Management Division  
JROTC Directorate, Cadet Command
  - d. Assemble the required documentation (Section 4) that must accompany the Application. (Section 7)
  - e. Mail the Application and required documentation to:

Headquarters, U.S. Army Cadet Command  
ATTN: ATCC-J-10 (Instructor Management)  
1307 Third Avenue  
Fort Knox, Kentucky 40121

**NOTE:** The most expedient method to complete the qualification process is to scan all documents and send electronically to: [jrotcim@usaac.army.mil](mailto:jrotcim@usaac.army.mil).

**IMPORTANT: Scan and package 'like documents together in separate emails (e.g., DA Photo separate; ORB/ERB separate, DD214 or Orders together; application separate; Medical Evaluation and VA Disability rating together; 3 evaluations together; an Initial Qualification Certificate separate). Most internet providers (AOL, MSN, HOTMAIL, etc.) will not deliver attachments exceeding 4MB combined.**

- f. Complete the on-line Initial Qualification Training and submit a copy of the certificate of training to Instructor Management Division and provide a copy of the certificate of training to the USACC Interviewer.
  - g. Be interviewed by a certified USACC interviewer. The hyperlink, located below the 'Instructor Qualification Packet' link, will provide a list of certified interviewers for you to call or email to schedule an interview appointment. Our certified interviewers are busy with their daily operations in JROTC. Therefore, you must call and schedule an appointment in a timely manner. Telephonic interviews are not authorized and will not be accepted.

#### 2. Actions Cadet Command will take:

- a. Review your application and inform you if any required materials are missing via email. It is vital to the overall qualification process that you have a current email account and you should check it daily.
  - b. Receive the results of your interview directly from the interviewer via fax or email. The interviewer can email the complete interview packet to: [jrotcim@usaac.army.mil](mailto:jrotcim@usaac.army.mil).
  - c. Upon receipt of your interview results and complete application, using the whole-person concept determine your potential as a JROTC instructor.

d. Inform you via email whether you qualify as a JROTC instructor in less than 30 days after receiving your complete application and interview results.

e. If you meet the qualification requirements, you may contact any school listed on the vacancy list for possible employment. The vacancies list can be accessed through the JROTC Web Portal at [www.usarmyjrotc.com](http://www.usarmyjrotc.com).

f. Maintain your file in an active status until employed by JROTC up to 3 years from the date of qualification. It is your responsibility as a potential instructor to keep your files updated. All documents sent to USACC become the property of USACC and will be destroyed after the 3 year period.

## Section 4

### Required Applicant Documents

1. **Documentation.** In addition to the Application for Qualification, the following documentation must be submitted to be considered for qualifying for as a JROTC Instructor:

**All personnel:** (active duty and retired)

- Copy of last **3** consecutive official evaluation reports (All 3 required with no gaps or courtesy copies), academic evaluations included (to obtain missing military documents, please access your AKO account at [www.army.mil/ako](http://www.army.mil/ako))
- Most recent copy of ORB (Officer) or ERB (NCO). PQR or DA 2-1 for AGR personnel.
- Copy 4 (Member Copy) of DD Form 214. (Active duty personnel must provide a copy of the retirement orders, until copy of DD 214 is available.)
- A copy of Form 5500-R (tape test) taken within 6 months (if needed)
- Copy of Initial Qualification Training Certificate.
- A current DA photograph in Class A uniform, 4"X6" [3/4 body] with name board or information placed on the back, taken within the last year (no Polaroid's).
- Copy of most recent physical exam, conducted within the last 12 months
- Copy of Retirement Orders OR DD Form 214, or an approved Retirement Letter for AGR Personnel
- Copy of your diploma from an accredited college
- Reservists must submit a copy of their: NGB Form 22 (Report of Separation and Record of Service); DA Form 1506 (Statement of Service); or the ARP C Form 249 (Chronological Statement of Retirement Points); which ever is applicable
- To obtain missing military documents please access your AKO account at [www.army.mil/ako](http://www.army.mil/ako)

2. **Preparing your packet for submission.** The items listed above must be submitted as a packet. Incomplete packets will not be processed. All documents submitted for consideration, become the property of the U.S. Army and will not be returned to sender. Files received will be digitally stored and the paper copy destroyed --DO NOT SEND ORIGINALS. If you have the capability to scan and email your documents to: [jrotcim@usaac.army.mil](mailto:jrotcim@usaac.army.mil). it is the most expedient method for the qualification process. Failure to follow guidance below will only slow the processing of your packet for qualification.

3. **Obtaining missing Military Records.**

- **Active duty personnel:** Contact your Human Resources Center or use your AKO account to access your personal information.
- **Retired personnel:** Use the following link to access your personal file and download the required documents: <http://www.archives.gov>.

## Section 5

### Interview Process for Qualifying

A successful interview is required to qualify as a JROTC instructor, so you are encouraged to review the contents of this bulletin carefully and research the JROTC web portal prior to the interview. This will ensure that you have a good understanding of the JROTC mission, the conduct of the program, and your duties and responsibilities as an instructor.

The certified interviewer will send the results of your interview directly to Instructor Management via email or fax. When this and your complete application packet are received, Instructor Management will process your application and inform you via email of the results within 30 days.

The interview is designed to provide an exchange of information. Take advantage of this opportunity to clear up any questions you might have concerning the program and to obtain more detailed information concerning specific aspects of JROTC.

This should also help prepare you for your employment interview by school hiring officials. You are reminded that these officials, not the Army, select the personnel they wish to interview.

The following steps will be followed prior to scheduling an interview with a certified interviewer:

- a. Do not take your completed application to the interview. Scan and email or mail your complete Instructor Qualification Packet to Instructor Management.
- b. Complete the Initial Qualification Training and print a certificate of training that you will need prior to the interview.
- c. Wear Class A or Army Service Uniform to the interview with all awards and decorations.
- d. Take a copy of your Officer Record Brief (ORB), Enlisted Record Brief (ERB), Form 2-1 or a PQR for AGR.
- e. Ensure you retain a file copy of the complete application.
- f. It is also advisable to visit a local program to see if JROTC is for you.

A list of certified interviewers can be downloaded from the JROTC web portal under Instructor Management (Certified Interviewers) [www.usarmyjrotc.com](http://www.usarmyjrotc.com). It is your responsibility to contact the interviewer and schedule an appointment with an interviewer in your geographical location.

It is also advisable to visit a local Army JROTC program to see if JROTC is for you.

## Section 6

### Selection and Hiring Process

1. Schools notify Instructor Management Division when they project a JROTC vacancy. Brigades will provide the school the name, address, and telephone number of all qualified personnel whose files are in an active status and have indicated a willingness to accept a job in the states assigned to their respective Brigade. The school will decide what happens next. The school is not obligated to contact everyone on the list provided by Instructor Management for a possible interview.

Exception: The Department of Defense Dependent School (DODDS) system has its own procedures for advertising and filling its JROTC vacancies for its high schools in Germany (11), Japan (2) and Korea (2). USACC is rarely contacted concerning these vacancies. Usually, vacancies are filled by local retiring/retired personnel in that country. Coordinators for these programs are listed in Section VI of this bulletin. You may contact them directly. On occasion, the overseas coordinators contact DODDS in the U.S. to fill vacancies. Interested personnel may contact the following concerning overseas vacancies in Germany, Japan and Korea:

DODDS Personnel Center  
ATTN: Recruitment Unit  
4040 North Fairfax Drive  
Arlington, VA 22203-1634

2. The BAQ/VHA Form is required for finance personnel to compute your BAQ/VHA. **DD Form 2754** must be accompanied by documentation such as marriage certificate, child's birth certificate, your current rent or mortgage, and other information (detailed instructions will be provided with this form). The equivalent of BAQ/VHA will not be allowed until this form and its associated documentation are complete. You **must** resubmit this form if you change the District/School where you work, or if your rent/mortgage or dependency status changes; however, a rent or mortgage statement is only required for overseas instructors.

3. Instructor Management Pay Technician have the means to compute officially the minimum pay you must receive. This is based upon their review of your DD 214 (creditable active federal service), marital status, location, and other information. Finance (DFAS) will notify you and the school of this minimum monthly pay due, and they will update it as pay and allowances change. However, when Instructor Management notifies the school that you are approved for hire, an initial estimate of your pay (less any local cost adjustments) will automatically be included in your approval letter.

4. The first 2 academic years of your employment is a probationary status. At the end of each school year, you will receive an evaluation report, which the Army will consider together with other reports and information to determine if the overall manner of your performance is satisfactory. Additionally, you are required to complete the mandatory JROTC Distant Learning Course and attend the JROTC School of Cadet Command (JSOCC) Instructor Training Course at Fort Knox, Kentucky. Failure to meet these requirements will result in the termination of your certification as a JROTC Instructor.

5. Records update. Once you are employed, your photograph expires after 5 years from the date it was taken. It is your responsibility to update your photo and forward it to Instructor Management a new photo.

6. Reemployment. Former instructors not employed in JROTC for a period of 2 years records will be destroyed and their certification will not be renewed.

**Army Junior ROTC Instructor Qualification Application**

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<b>Army Junior ROTC Instructor Qualification Application</b>				
<b>PART I – GENERAL INFORMATION</b>				
Last Name:		First Name:		Middle Name:
SSN:		Branch/MOS (RA/AGR/NG/Reservist)		Current Grade:      Years of Active Svc:
Date of Birth:	Place of Birth:	Marital Status: Married      Single		Retirement Date:      Retirement Grade/ Rank:
Mailing Address (include zip code):			Telephone (home):	Telephone (work):
AKO E-mail address, home/personal (mandatory):		Permanent address (include zip code):		
<b>PART II – EDUCATION</b> (All applicants must have either a high school diploma or equivalency degree).				
	Major	University/College	Diploma Received	Hrs Completed / No. of Credits
AS/AA:				
BA/BS:				
MA/MS:				
PHD:				
OTHER:				
<b>PART III – PREVIOUS INSTRUCTOR ASSIGNMENTS/EXPERIENCE</b> (The ability to teach in a high school is a vital qualifying criterion. Indicate any experience you have in this area).				
Previous instructor experience:				
Briefly explain Administrative and Logistical experience:				
Name and address of previous employer (include zip code)			Telephone	

<b>PART IV – MEDICAL HISTORY</b>		
(If you answer yes to any of the questions below provide details in Part 7: Remarks)	<b>YES</b>	<b>NO</b>
Do you receive payment for veterans' disability? If so, what percentages were you awarded? %		
Have you had any serious illnesses since retirement?		
Do you have any speech defects?		
Do you have any hearing defects?		
Do you have any uncorrected visual defects?		
Have you ever had any drinking/drug problems?		
<b>PART V – MILITARY RECORD</b>		
(If you answer yes to any of the questions below provide details in Part 7: Remarks)	<b>YES</b>	<b>NO</b>
Have you ever been tried by court martial or received an Article 15?		
Have you ever been detained, held, arrested, indicted or summoned into court as a defendant in a criminal proceeding within?		
Have you ever been convicted, fined, imprisoned or placed on probation?		
Have you ever been ordered to deposit bail or collateral for the violation of any law, police regulation or ordinance (excluding minor traffic violations for which a fine or forfeiture of \$50 or less was imposed)?		
<b>PART VI – PREFERRED LOCATION FOR EMPLOYMENT</b>		
(You may list up to three states or countries. Do not list a state unless you are willing to pay to relocate yourself to the job. Overseas hires ordinarily include relocation costs.)		
<b>Location:</b>		
1.		
2.		
3.		
<b>PART VII – REMARKS</b>		
(Use this section for any details, explanation or completion of Parts 1 through 6. If necessary, attach a continuation sheet.)		
<b>Data required by the Privacy Act of 1974:</b> <b>Title of Form:</b> JROTC Instructor Qualification Packet. <b>Authority:</b> Title 10, United States Code, section 2031. <b>Prescribing Directives:</b> AR 145-2 and CCR 145-2. <b>Principal Purpose:</b> To check the professional qualifications of prospective Army JROTC Instructors or Military Property Specialist (MPS). <b>Mandatory or voluntary disclosure and effect on individual not providing information:</b> Disclosure of information is voluntary, but failure to do so will preclude the individual from further consideration as a certified JROTC Instructor. <b>Qualification packets received by Instructor Management become property of the U.S. Government and will not be returned to the sender.</b>		

I certify that the information provided in this application is correct to the best of my knowledge. I understand that knowingly providing untrue information on this application will disqualify me from certification by USACC, and if employed, will result in withdrawal of certification and termination as a JROTC instructor or MPS regardless of how long I might have been employed. I further agree to maintain prescribed standards of dress and personal appearance, including the height/weight standards of CCR 145-2, as conditions of qualifying and continued certification.

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

NOTES to the Applicant:

1. Upon receipt your packet Instructor Management will notify you via email of the status and if additional documentation is needed via your AKO account.
2. Applicants have 30 days from the date of the email to provide Instructor Management with the requested missing documents. Failure to provide requested document within the 30 days will result in your records being destroyed.
3. Instructor Qualification Packets received by Instructor Management is the property of the U.S. Government and will not be returned to the sender.
4. The preferred and most expedient method for a quick turnaround time is to scan all documents and email through your AKO account to: [jrotcim@usaac.army.mil](mailto:jrotcim@usaac.army.mil).
5. Allow 3-4 weeks prior to inquiring the status of your application.
6. Do not send the original of the requested documents. Maintain a copy of the complete packet.
7. Using Federal Express or overnight mail does expedite the process. Recommend using regular mail.

Check the packet for the following enclosures prior to emailing or mailing:

- ✓ DA Photograph (4x6 with current rank, awards and decorations) within the last 12 months
- ✓ Physical Exam (Include Veterans' Disability Rating, summary and explanation, if applicable) within the last 12 months
- ✓ Tape Test (if exceeded the height/weight standards) within the last 6 months
- ✓ Application (sign and dated)
- ✓ Initial Qualification Certificate
- ✓ ORB (Officers); ERB (Enlisted)
- ✓ DA Form 2-1, Retirement Orders, DD Form 214 or PQR for AGR (upon retirement for active duty personnel)
- ✓ Last 3 consecutive evaluation reports or DD Form 1059
- ✓ Copy of your diploma from an accredited college
- ✓ Reservists copy of NGB Form 22; DA Form 1506 or ARPC Form 249

Mail to: Headquarters, US Army Cadet Command                      Questions?  
ATTN: ATCC-J-10  
Ft Knox, KY 40121

Call the appropriate Human Resource Assistant for all relevant information if your last name begins with the corresponding letter.

**COMM: (502-624); DSN: (464) - (A-F) 2422 (G-L) 2467(M-R) 2243 (S-Z) 2448**

Revised: 1 May 2011