

# NJROTC INSTRUCTOR CERTIFICATION APPLICATION

## Privacy Act Notification

Under the authority of 5 USC 301, the information regarding your former military service, educational background, and present personal data is required in order to evaluate for certification as an NJROTC instructor. The authority for requesting your social security number is E. O. 9397. The requested information will be used by officials within DOD who are involved with the administration of the NJROTC program and are engaged in certification review, and by the NJROTC area manager in the area where you are seeking employment. Providing the requested information is voluntary, however, failure to do so may result in your not being considered as an NJROTC instructor.

## APPLICANTS MUST COMPLETE ALL PARTS

### PART 1 – BASIC INFORMATION

NAME (last, first, middle initial)		RANK/RATE	BRANCH (USN, USNR, etc.)		DESIG/PNEC	SSN
RETIRE DATE	YEARS ACTIVE DUTY		BIRTH DATE	TELEPHONE (home)	(work)	
CURRENT HOME ADDRESS/E-MAIL ADDRESS						
DESIRED GEOGRAPHICAL AREA OF EMPLOYMENT						
RETIREMENT/POST RETIREMENT CONTACT CONTACT'S NAME, ADDRESS, AND PHONE NUMBER (permanent address)						

### PART 2 – EDUCATION

HIGH SCHOOL LAST ATTENDED (name, city, state)		GRADUATE			DATE COMPLETED
		YES	NO	GED	
COLLEGE(S) ATTENDED (name, city, state)	MAJOR	YEARS ATTENDED	TYPE DEGREE		DATE RECEIVED
SERVICE SCHOOLS ATTENDED (2 weeks or longer)	YEAR COMPLETED	(service schools continued)			YEAR COMPLETED

**PART 3 – ACTIVE DUTY**

INSTRUCTOR DUTY (type, place)			FROM (mo/yr)	TO (mo/yr)
DUTY STATIONS (from present or last duty, use continuation sheet if stations outnumber spaces)				
FROM (mo/yr)	TO (mo/yr)	ACTIVITY	DUTIES	
			PRIMARY	
			COLLATERAL	
			PRIMARY	
			COLLATERAL	
			PRIMARY	
			COLLATERAL	
			PRIMARY	
			COLLATERAL	
			PRIMARY	
			COLLATERAL	
			PRIMARY	
			COLLATERAL	
			PRIMARY	
			COLLATERAL	
			PRIMARY	
			COLLATERAL	

DECORATIONS/AWARDS/COMMENDATIONS		

**PART 4 – CIVILIAN EMPLOYMENT**

EMPLOYMENT SINCE RETIREMENT			
EMPLOYER NAME & ADDRESS	JOB DESCRIPTION	FROM (mo/yr)	TO (mo/yr)
PRESENT SUPERVISOR'S NAME, TITLE, & TELEPHONE			

**PART 5 – PERSONAL DATA**

MARITAL STATUS	CHILDREN (list ages)	OTHER INFORMATION (include community involvement, clubs, athletics, youth work, etc.)
HOBBIES		

**PART 6 – REMARKS**

**Please answer the following questions on a separate piece of paper and attach to this form:**

1. Why do you want to become an NJROTC instructor?
2. Why do you believe that you would be a good NJROTC instructor?
3. Have you ever received NJP or been convicted of a UCMJ or civil offense? YES                      NO  
**(If yes, explain on a separate sheet of paper)**

---

No action will be taken on this application unless the following are attached:  
Current Semi-Annual Physical Fitness Assessment. If Assessment data has not been updated during the past year, add the attached Personal Appearance/Body Fat Measurements (CNET 6110/4), completed by Health Care Professional.  
Current photograph (not more than one year old). The uniform for this photograph shall be Summer Khaki to provide maximum photographic clarity. Summer White may be used where Khaki is not authorized: however, significant loss of detail may occur in the resulting photograph. The photograph shall display a full-length three-quarter view of the applicant in the prescribed uniform, uncovered, with the left shoulder forward, against a plain contrasting background, in a size approximately 4 inches in width and 5 inches in height. Background shall be flat and provide sufficient contrast to highlight details of uniform. When an authorized Navy photographic laboratory or an alternate support facility is unavailable, any photograph may be produced which complies as closely as possible with the requirements specified above. For officers, these are the same requirements specified for official file photographs. Navy E-6 applicants may wear Summer White or Winter Working Blue, depending on the season. Marine Corps and Coast Guard applicants are to be photographed in a comparable uniform as specified for Navy applicants.  
Date of photograph:

---

I authorize release of my military personnel file on microfiche to NSTC (NJROTC) to review for certification consideration.

I understand that I am responsible for contacting the NJROTC area manager nearest my present location to schedule the required Navy interview. This interview must be completed prior to the NJROTC Instructor Certification Board’s convening date.

SIGNATURE	DATE
-----------	------

Mail this completed application to:    Naval Service Training Command  
   NSTC (NJROTC)  
   Attn: Instructor Admin  
   250 Dallas St., STE A  
   Pensacola, FL 32508-5268