

Subj: MARINE CORPS JUNIOR RESERVE OFFICERS' TRAINING CORPS
(MCJROTC) INFORMATION AND CERTIFICATION PROCEDURES

Encl: (1) MCJROTC Information Handout
(2) Application for Certification as an Instructor
in the MCJROTC Program
(3) Certification Information
(4) MCJROTC Unit Listing

1. An outstanding opportunity exists for retiring Marines to continue utilization of their Marine Corps experience within the MCJROTC Program. Retired Marine officers serve as Senior Marine Instructors and retired Staff Noncommissioned officers as Marine Instructors in units located in high schools throughout the United States.

2. Enclosures (1) and (2) are provided for information on the qualifications required and characteristics of service in the MCJROTC Program. Should any additional information be required, please do not hesitate to write the Commanding General, Training and Education Command (C 46JR), MCCDC, 3300 Russell Road, Quantico, Virginia 22134-5001, or telephone (703) 784-3705/DSN 278-3705.

3. Enclosure (3) is required application additions (applicant's responsibility.)

4. Enclosure (4) is a MCJROTC Unit listing by state.

MCJROTC INFORMATION HANDOUT

1. Qualifications. Applicants from all retiring Marine officers and Staff Noncommissioned officers will be considered. The following are desirable characteristics for those selected for instructor duty:

a. Senior Marine Instructor (SMI)

- (1) Retired as an officer with at least 20 years of active duty and drawing retirement pay.
- (2) College graduate (mandatory).
- (3) At least one tour in one of the following:
 - (a) Training Command.
 - (b) Recruiting/OSO.
 - (c) Inspector-Instructor duty.
 - (d) And, other types of independent duty.
- (4) Exemplary military record.
- (5) Must be physically qualified according to Marine Corps standards.

b. Marine Instructor (MI)

- (1) Retired as an officer with at least 20 years of active duty and drawing retirement pay, but not possessing a college degree.
- (2) Retired, or transferred to the Fleet Marine Corps Reserve (FMCR), as a Staff Noncommissioned officer with at least 20 years active service and drawing either retirement pay or retainer pay.
- (3) High school graduate mandatory.

(4) At least one tour in one of the following:

(a) Training Command.

(b) Recruiting/OSO.

(c) Inspector-Instructor duty.

(d) Logistics/Supply.

(e) Administrative.

(f) And, other types of independent duty.

(5) Exemplary military record.

(6) Must be physically qualified according to Marine Corps standards.

2. Job Description

a. Senior Marine Instructor (SMI). The Senior Marine Instructor manages the MCJROTC Program at their respective school. They function as regular faculty members and, in most cases, have the same responsibilities as other teachers and department heads in the school. The uniform is worn in the discharge of their daily duties. The curriculum itself provides citizenship and leadership training, general military subjects, and drill, as well as weapons training and marksmanship. The SMI distributes the instructional workload with the MI. In addition to their teaching duties, the SMI will work with both the school and community in maintaining and strengthening the MCJROTC Program.

b. Marine Instructor (MI). The Marine Instructor normally manages the administrative and supply requirements of the unit in addition to their teaching responsibilities. They also wear their uniform in the discharge of daily duties that usually include the leadership, drill, and marksmanship portions of the curriculum. The MI functions as a regular faculty member, working for the SMI, but should also be prepared to work with other school officials and faculty members, as well as community leaders and parents to maintain and strengthen the program.

3. General Information

a. MCJROTC instructors will perform only those duties connected with the instruction, operation, and administration of the MCJROTC Program. Individuals employed as MCJROTC instructors will not perform duties or teach classes in any other discipline unless the performance of such duties or the teaching of such classes are outside the school's normal day of academic instruction and are contracted for between the school and the individual MCJROTC instructor at no expense to the Marine Corps. However, this provision is not intended to preclude MCJROTC instructors from serving on committees or performing other routine duties that are regularly rotated among faculty members.

b. MCJROTC instructors are, because of their duties, required to be in good physical condition. The demonstration of physical training techniques and the supervision of cadet activities can, at times, be strenuous.

4. Application and Certification Process. An application form is attached to this information bulletin. Completed applications should be returned to the Commanding General, Trng & Educ Com (C 46JR), MCCDC, 3300 Russell Road, Quantico, VA 22134-5001. Active duty personnel within one year, but no less than 60 days, of their approved retirement date from Manpower Management Separation and Retirement Branch (MMSR) may apply for certification. Once a decision has been made to apply for duty with the program, all Marines must include a current full-length picture in uniform, a copy of their Master Brief Sheet (MBS), and their Official Military File (OMPF) with the application. Applicants must also complete the enclosed application in detail, specifically relating education, professional experience, and youth-oriented activities. Resumes for all certified instructors are compiled from data listed on the individual's application. Upon receipt of the application, the Marine's official record will be reviewed by a certification board convened at Training and Education Command, Quantico, Virginia. The board meets during the first week of every month. Upon complete review of the record, the applicant will be notified by mail of the decision on the application.

5. Hiring Procedures

a. Vacancies in the MCJROTC Program are advertised in the Newsletter for Retired Marines, and other periodicals generally distributed to Marines and former Marines, and on the MCJROTC web site, <http://www.tecom.usmc.mil/jrotc>.

b. Interested certified applicants are requested to contact the appropriate Project Officer in order to arrange for an interview with pertinent school officials.

c. The Marine Corps does not pay for interview and travel expenses. These costs must be borne by the candidate. Each candidate negotiates their own contract with the school officials, and the salary established must at least equal the total salary, including allowances (except flight and special performance pay) they would receive on active duty. The school will pay at least one half of the difference between active and retired pay on a monthly basis for the period of employment. In some cases, schools may require or desire candidates to assume additional responsibilities. This, of course, should be negotiated for appropriate salary increase with school officials.

d. Instructors hired will be required to furnish supporting documentation required for original certification of BAH and OHA:

(1) Certification of Dependent(s)

(a) Spouse - copy of marriage certificate with seal.

(b) Child(ren) - copy of birth certificate with seal.

(c) Child(ren) - not in instructor's custody--divorce decree, legal separation agreement, court order.

(2) Secondary Dependent(s)

(a) Parent(s) or parent(s)-in-law - court order of guardianship.

(b) Ward - court order of guardianship.

(c) Student (age 21-22 in school) letter from learning institution verifying full-time enrollment.

(d) Handicapped child over age 21 - medical sufficiency statement.

(3) Verification of Government/Employer provided Quarters Assigned

(a) Letter from housing office if assigned to active duty spouse, or

(b) Certification letter from school.

e. Notification to the Commanding General, Trng & Educ Com (C 46JR), MCCDC, 3300 Russell Road, Quantico, VA 22134-5001, must be provided when applicants are hired for SMI or MI positions.

6. Recertification of SMI/MI. A recertification is valid for three years. Current four-year certifications are grandfathered. However, evaluation for recertification may be required sooner if an instructor engages in misconduct, if they or their unit fails to meet program expectations, or if it is probable the instructor does not consistently meet weight and personal appearance standards. In addition, certification may be withdrawn at the discretion of the CG, Training and Education Command, if revocation of the certification is in the best interests of the Marine Corps.

Recertification requires submission of a current photo in SS 'C' uniform accompanied by documentation from a physician verifying the instructor's general condition of health, height, weight and if necessary, body fat. Also required is a letter from the school principal addressing the instructor's satisfactory completion of continuing education in accordance with state and local requirements. MI applications will be endorsed by the SMI. All applications will be forwarded to the appropriate Recruiting District Commanding Officer who will forward the request to TECOM by endorsement.

7. Applicants who are Not Selected for Certification. A certification board will be convened in the case of an applicant who was considered by a board but not selected, if the action of that board was contrary to law, or involved material error of fact or material administrative error, or that the board did not have before it for consideration material information (other than that required to be provided by the applicant).

APPLICATION FOR CERTIFICATION AS AN INSTRUCTOR IN THE MCJROTC

INSTRUCTIONS. Complete each item of the application. A thorough response to each item is required. The photograph provided in Section III must be current, and the accuracy of the statement of height and weight will be certified by your signature directly thereafter.

Under the provisions of Public Law 93-579 (**Privacy Act of 1974**) the following information is furnished. The basis for requesting information on this form is Title 10, U.S. Code, Section 301 and Executive Order 9367 of 22 November 1943, which authorizes the use of your social security number. This form will be used as a resume and as a basis to determine qualifications for certification in the MCJROTC Program. Copies of this application will be provided to each Marine Corps district to maintain in the MCJROTC files at district headquarters. Additionally, upon application for a specific billet vacancy in a MCJROTC Unit, a copy of this application will be provided to school officials who are responsible for the hiring of MCJROTC Instructors.

Your social security number is used for purposes of individual identification. Providing this information is voluntary on your part; failure to submit this information will preclude certification and application for a position as a MCJROTC instructor.

APPLICANT SIGNATURE AND DATE

SECTION II

ON SEPARATE SHEETS OF PAPER, COMPLETE EACH OF THE FOLLOWING ITEMS.

1. Complete an autobiographical sketch of not more than 500 words. Do not provide a chronological summary of duty assignments.

2. In your own words, state why you desire to be an SMI or MI.

3. Describe the qualifications you possess that will enable you to successfully accomplish the duties of an SMI or MI.

4. Provide a narrative description of your participation in civic activities, community service organizations, and youth activities relating to this application.

5. Describe your present state of health and physical condition (physical deficiencies or physical challenges).

Official photograph
Service "C" without cover

DATE OF PICTURE _____ (IN UNIFORM)

HEIGHT _____ WEIGHT _____ BODY FAT % _____

SIGNATURE OF APPLICANT _____

SECTION IV

INSTRUCTIONS

1. FOR APPLICANT. Deliver this form to your current reporting senior for completion. Active duty personnel within one year, but no less than 60 days, of their approved retirement date from Manpower Management Separation and Retirement Branch (MMSR) may apply for certification.

COMMANDING GENERAL
TRNG & EDUC COM C 46JR
MCCDC
3300 RUSSELL ROAD
QUANTICO VA 22134-5001

FOR COMPLETION BY REPORTING SENIOR

1. Provide on the reverse of this form your estimate of this Marine's ability to perform as an instructor with the Marine Corps Junior Reserve Officers' Training Corps Program with particular emphasis on the following traits: integrity, moral character, ethics, ability to teach, ability to relate to/deal with civilians, knowledge of general military subjects, and ability to inspire and lead.

2. Provide any other evaluative comments you feel may be useful to the selection board considering the Marine's application for duty with the MCJROTC Program.

SIGNATURE DATE

GRADE BILLET (IF ACTIVE DUTY)

CONTACT TELEPHONE #

CERTIFICATION INFORMATION REQUIRED

APPLICANT'S RESPONSIBILITY

1. Application

- a. Official photograph (MCO P1070.12 IRAM).
- b. Letter of recommendation from reporting senior or professional associate.

2. Copy of SMART Transcript

SMART, the Sailor Marine ACE Registry Transcript, is an official record of a Marine's military and academic education. SMART is validated by ACE, the American Council on Education and assists service members in obtaining college credit for their military experience. Marine Corps JROTC requires instructor applicants to submit their SMART transcript to identify his/her academic credits. SMART may be found on the net at:
<https://smart.cnet.navy.mil>

3. Master Brief Sheet(MBS). Both a. and b. are required.

- a. MBS (fitness reports submitted in 1999 or later.
- b. MBS (fitness reports submitted prior to 1999.

4. Official Military Personnel File(OMPF). Request OMPF on disk.

Instructions to request a Marine's MBS and OMPF files may be obtained via the world wide web at www.mmsb.usmc.mil. Further guidance may also be heard by calling (800)268-3710.

Copies of the MBS and OMPF for all Marines may also be obtained by submitting a FAX with an enclosed signature to (703) 784-5792 or submitting a written requests to:

Commandant of the Marine Corps
Headquarters U.S. Marine Corps (MMSB-12)
2008 Elliot Road Suite 222
Quantico, VA 22134-5030

Marines submitting a written or faxed request for their MBS and OMPF must provide their full name, SSN, mailing address and signature.

Telephonic requests for the MBS and OMPF will not be taken.

Encl (3)

SCHOOLS PARTICIPATING IN THE MCJROTC PROGRAM

Alabama

J. O. Johnson High School
Huntsville 35810-1499

Jefferson Davis High School
Montgomery 36111-1896

Northview High School
Dothan 36303-2357

Smiths Station High School
Smiths 36877-2333

Arizona

Casa Grande Union High School
Casa Grande 85222-1019

Coolidge High School
Coolidge 85228-1499

Ray High School
Kearny 85237-0428

Tolleson Union High School
Tolleson 85353-2898

Tuba City High School
Tuba City 86045-0067

Westview High School
Avondale 85323-3799

Arkansas

Catholic High School
Little Rock 72205-3093

California

Carson High School
Carson 90745-4525

Crenshaw High School
Los Angeles 90043-4896

Desert Hot Springs High School
Desert Hot Springs 92240-3000

Eisenhower High School
Rialto 92376-3261

El Rancho High School
Pico River 90660-3399

Fontana Unified High School
Fontana 92334-5095

J. F. Kennedy High School
Sacramento 95831-2098

John C. Fremont High School
Los Angeles 90003-2399

Leigh High School
San Jose 95124-5616

Mount Pleasant High School
San Jose 95127-4799

Murrieta Valley High School
Murrieta 92562-6235

North High School
Bakersfield 93308-1789

Oceanside Unif. High School
Oceanside 92054-3080

Orange High School
Orange 92667-6898

Ramona High School
Riverside 92504-3627

Redondo High School
Redondo Beach 90277-3125

Selma High School
Selma 93662-2499

Sweetwater High School
National City 91950-7495

Encl (4)

Colorado

Adams City High School
Commerce City 80022-2381

Connecticut

Wilby High School
Waterbury 06704-1296

Woodland Regional High School
Prospect 06712-1629

Delaware

Indian River High School
Frankford 19945-9522

Woodbridge High School
Bridgeville 19933-1213

Florida

A. C. Mosley High School
Lynn Haven 32444-5609

Apopka High School
Apopka 32712-3598

Chamberlain High School
Tampa 33612-7893

Clearwater High School
Clearwater 34624-6399

Deerfield Beach High School
Deerfield Beach 33441-6299

Edgewater High School
Orlando 32804-3598

Gateway High School
Kissimmee 34744-4437

Jean Ribault Senior High School
Jacksonville 32208-2998

Lake Region High School
Eagle Lake 33839-3086

Leon High School
Tallahassee 32308-4995

Palm Bay High School
Melbourne 32901-6899

Stranahan High School
Fort Lauderdale 33312-7699

University High School
Orlando 32817-3500

Venice High School
Venice 34285-2291

Georgia

Colquitt County High School
Moultrie 31768-5199

Dougherty High School
Albany 31705-3399

East Coweta High School
Sharpsburg 30277-9380

George B. Butler High School
Augusta 30906-3598

Glynn Academy High School
Brunswick 31520-1678

Lithia Springs Comp High School
Lithia Springs 30057-2799

Newton High School
Covington 30014-1956

North Forsyth High School
Cumming 30130-3279

Parkview High School
Lilburn 30047-5422

Rockdale/Heritage High Schools
Conyers 30207-6299

Southeast High School
Macon 31204-6210

Westover High School
Albany 31707-3099

Hawaii

James B. Castle High School
Kaneohe 96744-2248

Idaho

Kellogg High School
Kellogg 83837-2097

Illinois

Benito Juarez High School
Chicago 60608-4409

Curie Metro High School
Chicago 60632-3695

Dwight D. Eisenhower High School
Blue Island 60406-1822

Noble Street Charter School
Chicago 60622-4011

Richwoods High School
Peoria 61614-3453

Romeoville High School
Romeoville 60441-1898

Indiana

Ben Davis High School
Indianapolis 46214-6699

James W. Riley High School
South Bend 46613-2598

Michigan City High School
Michigan City 46360-9221

Portage (Township) High School
Portage 46368-5199

Southside High School
Muncie 47302-5897

Iowa

North High School
Des Moines 50313-4955

North High School
Davenport 52806-2294

Kansas

Northeast Magnet High School
Wichita 67214-1489

Topeka High School
Topeka 66612-1687

Kentucky

Betsy Layne High School
School
Betsy Layne 41605-0437

Fern Creek Traditional High

Fern Creek 40291-2799

Greenup County High School
Greenup 41144-9616

Holmes High School
Covington 41014-1697

Jeffersontown High School
Jeffersontown 40299-3299

Seneca High School
Louisville 40220-2390

Shelby County High School
Shelbyville 40066-0069

Louisiana

Alexandria High School
Alexandria 71303-2396

Amite High School
Amite 70422-3131

Franklinton High School
Franklinton 70438-6156

G. W. Carver High School
New Orleans 70126-5499

Jesuit High School
New Orleans 70119-6883

Mandeville High School
Mandeville 70448-3099

Plaquemine High School
Plaquemine 70764-0326

Ponchatoula High School
Ponchatoula 70454-9106

Maryland

Chesapeake High School
Baltimore 21221-1799

Crossland High School
Temple Hills 20748-5298

Franklin High School
Reisterstown 21136-3091

Milford Mill Academy
Baltimore 21244-3799

Overlea High School
Baltimore 21206-1499

Parkville High School
Baltimore 21234-4390

Pocomoke High School
Pocomoke City 21851-3049

Snow Hill High School
Snow Hill 21863-1299

Massachusetts

Beverly High School
Beverly 01915-5533

Gloucester High School
Gloucester 01930-2595

Haverhill High School
Haverhill 01832-2526

Jeremiah E. Burke High School
Dorchester 02121-3105

Lynn English High School
Lynn 01902-2699

Madison Park Technical
Vocational High School
Roxbury 02120-3198

Montachusett Regional
Vocational Technical School
Fitchburg 01420-4649

Salem High School
Salem 01970-2829

Michigan

Buena Vista High School
Saginaw 48601-4829

River Rouge High School
River Rouge 48218-1118

Minnesota

Como Park Senior High School
Saint Paul 55117-4042

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Mississippi

East Marion High School
Columbia 39429-8239

Gulfport High School
Gulfport 39507-1903

Oxford High School
Oxford 38655-3416

Missouri

Forsyth High School
Forsyth 65653-0187

Hickman Mills High School
Kansas City 64138-3398

Mountain Grove High School

Pacific High School

Mountain Grove 65711-0806

Pacific 63069

Roosevelt High School
St Louis 63118-2106

Ruskin High School
Kansas City 64134-3399

Willow Springs High School
Willow Springs 65793-1119

Nevada

Basic High School
Henderson 89015-6028

Desert Pines High School
Las Vegas 89110-2181

New Hampshire

Winnacunnet Cooperative High School
Hampton 03841-2282

New Jersey

Abraham Clark High School
Roselle 07203-2081

Elizabeth High School
Elizabeth 07202-0312

Emerson High School
Union City 07087-4488

Rahway High School
Rahway 07065-1898

St. Peter's High School
New Brunswick 08901-1944

Weequahic High School
Newark 07112-3096

New Mexico

Cibola High School
Albuquerque 87114-5101

Eldorado High School
Albuquerque 87111-2699

Grants High School
Grants 87020-0008

La Cueva High School
Albuquerque 87122-2807

Laguna-Acoma High School
New Laguna 87038-0076

Rio Grande High School
Albuquerque 87105-3104

Rio Rancho High School
Rio Rancho 87124-6562

Shiprock High School
Shiprock 87420-6003

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New York

Amsterdam High School
Amsterdam 12010-0670

Grover Cleveland High School
Buffalo 14213-2595

Hempstead High School
Hempstead 11550-4718

Lincoln High School
Yonkers 10704-2723

Lindenhurst High School
Lindenhurst 11757-2580

Mexico Academy and Central High
School
Mexico 13114-9597

Springfield Gardens High School
Springfield Gardens 11413-3240

Thomas Jefferson High School
Brooklyn 11207-4799

Tottenville High School
Staten Island 10312-9299

North Carolina

Asheville High School
Asheville 28803-2690

East Gaston High School
Mount Holly 28120-9037

High Point Central High School
High Point 27262-4798

Lejeune High School
Camp Lejeune 28547-2520

R. S. Central High School
Rutherfordton 28139-1119

Reidsville High School
Reidsville 27320-6899

South Iredell High School
Statesville 28677-9018

South Stokes High School
Walnut Cove 27052-9750

Ohio

Beaver Local High School
Lisbon 44432-9552

Diamond Oaks Career
Development Center
Cincinnati 45247-7898

East High School
Akron 44305-4222

Ripley Union Lewis Huntington
Jr./Sr. High School
Ripley 45167-1232

Springfield South High School
Springfield 45505-1941

Oklahoma

Bixby High School
Bixby 74008-0160

Sapulpa High School
Sapulpa 74066-4698

U.S. Grant High School
Oklahoma City 73119-4988

Pennsylvania

Ambridge High School
Ambridge 15003-2060

Bensalem High School
Bensalem 19020-3898

Chester High School
Chester 19013-4226

Reading Senior High School
Reading 19604-3691

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Pennsylvania (Continued)

Sun Valley High School
Aston 19014-1893

West Allegheny High School
Imperial 15126-9770

South Carolina

Battery Creek High School
Burton 29902-5899

Carvers Bay High School
Hemingway 29554-3318

Central High School
Pageland 29728-9489

Cheraw High School
Cheraw 29520-7006

Fort Mill High School
Fort Mill 29715-9486

Jasper County High School
Ridgeland 29936-0760

Mullins High School
Mullins 29574-9803

South Dakota

Lincoln High School
Sioux Falls 57105-5199

Sturgis Brown High School
Sturgis 57785-0339

Tennessee

Daniel Boone High School
Gray 37615-9740

Hendersonville High School
Hendersonville 37075-3701

Mount Juliet High School
Mount Juliet 37122-3099

Texas

Alief Hastings High School
Houston 77072-1105

Alvin High School
Alvin 77511-3300

Brenham High School
Brenham 77833-5099

Caprock High School
Amarillo 79103-5599

Donna High School
Donna 78537-2999

Granbury High School
Granbury 76048-1888

Hereford High School
Hereford 79045-4408

Irving High School
Irving 75061-4595

Jack C. Hays High School
Buda 78610-9390

James Pace High School
Brownsville 78520-4601

LaMarque High School
LaMarque 77568-3634

Marine Military Academy
Harlingen 78550-3698

McAllen High School
McAllen 78501-9221

Midway High School
Hewitt 76643-2970

New Braunfels High School
New Braunfels 78130-5299

Pasadena High School
Pasadena 77506-2097

Robert E. Lee High School
Baytown 77520-6598

Round Rock High School
Round Rock 78681-4997

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Texas (Continued)

Ross Sterling High School
Baytown 77521-2397

United South High School
Laredo 78046-6044

W. T. White High School
Dallas 75244-7524

Willowridge High School
Houston 77053-4299

Virginia

Churchland High School
Portsmouth 23703-2074

Culpeper High School
Culpeper 22701-1699

Gar-Field Senior High School
Woodbridge 22192-4704

Heritage High School
Lynchburg 24502-2499

Hermitage High School
Richmond 23228-1907

Highland Springs High School
Highland Springs 23075-1709

J. R. Tucker High School
Richmond, VA 23294-4402

Mount Vernon High School
Alexandria 22309-2015

Phoebus High School
Hampton 23633-2199

Quantico Middle/High School
Quantico 22134-2101

Washington

Kentwood High School
Covington 98042-8248

Snohomish High School
Snohomish 98290-2794

Woodrow Wilson High School
Tacoma 98406-3299

West Virginia

Saint Albans High School
Saint Albans 25177-3199

Sissonville High School
Charleston 25312-9444

Japan

Dependent Schools Pacific
Kubasaki High School
Unit #35008
FPO AP 96373-5008