

NJROTC



Naval Junior Reserve Officers Training Corps

- HOW ARE APPLICANTS CERTIFIED AS NJROTC INSTRUCTORS?
- HOW DO CERTIFIED INSTRUCTORS SEEK EMPLOYMENT?
- WHO ARE THE NJROTC INSTRUCTORS?
- WHAT IS THE APPLICATION PROCEDURE?
- RECERTIFICATION PROCEDURES
- WHAT IS THE NJROTC INSTRUCTOR/HOST SCHOOL RELATIONSHIP?
- WHAT ARE THE DUTIES OF THE NJROTC INSTRUCTORS?
- HOW ARE INSTRUCTOR SALARIES DETERMINED?
- IS THERE A SPECIAL TRAINING OR COURSE FOR NJROTC INSTRUCTORS?
- WHAT ABOUT APPLICANTS WHO ARE NOT SELECTED FOR CERTIFICATION?
- HOW ARE NJROTC INSTRUCTORS TERMINATED OR DECERTIFIED WHEN NECESSARY?
- CAN DECERTIFIED INSTRUCTORS APPLY FOR RECERTIFICATION?

HOW ARE APPLICANTS CERTIFIED AS NJROTC INSTRUCTORS?

A certification board is convened semiannually by CNET. NAVPERSCOM requires specific information of all Navy applicants 6 weeks prior to the convening date of the board to ensure their service record will be available for review by the board members. CNET (NJROTC) furnishes this information to NAVPERSCOM based on information contained in the NJROTC Instructor Certification Application (CNET 1533/2). The board is normally composed of five officers (NJROTC area managers and NJROTC program administration personnel) and one recorder, and is usually in session for 1 week. The board will review the service record, and NJROTC instructor application package. Results can be obtained by visiting the NJROTC Web Site at <https://www.cnet.navy.mil/njrotc> after authorization to release the results has been granted. Applicants will be individually notified after the board has adjourned. The instructor certification will remain valid for 3 years except for applicants who have been retired more than 3 years from active duty. While employed, certification is extended on a year-to-year basis. Instructors whose employment at a school ends through no fault of their own (e.g., unit closure) or to accept another position will retain their certification for 1 year from the date of termination. If not reemployed in the program within the 1-year period, application for recertification may be made to CNET (NJROTC) within 6 years following termination of employment at a unit. Special boards may be convened by CNET if necessary on a case-by-case basis to consider certification requests or decertification actions.

A special board is convened to consider decertification when information regarding a prior screened applicant or actions of an NJROTC instructor indicates that, in the best interest of the NJROTC program, immediate action is necessary to consider continued certification.



HOW DO CERTIFIED INSTRUCTORS SEEK EMPLOYMENT?

Upon certification as an instructor in the NJROTC program, personnel will be furnished a letter of certification. Current vacancy information may be obtained on the NJROTC Web Site (<https://www.cnet.navy.mil/njrotc>). NJROTC area managers are available to assist prospective instructors in securing employment. **However, it is the responsibility of the individual to establish contact with host schools and to arrange for employment interviews.** The cost of travel to/from employment interviews must be borne by the individual or school.

Upon certification as an instructor in the NJROTC program, personnel will be furnished a letter of certification. Current vacancy information may be obtained on the NJROTC Web Site (<https://www.netc.navy.mil/njrotc>). NJROTC area managers are available to assist prospective instructors in securing employment. **However, it is the responsibility of the individual to establish contact with host schools and to arrange for employment interviews.** The cost of travel to/from employment interviews must be borne by the individual or school.

WHO ARE THE NJROTC INSTRUCTORS?

NJROTC instructors may be retired Navy, Marine Corps, or Coast Guard commissioned officers, warrant officers, and enlisted personnel, E-6 through O-6, who have served a minimum of 20 years of active duty or have retired under the Temporary Early Retirement Authority (TERA). The Head of the Department of Naval Science at a school hosting an NJROTC program is called the Senior Naval Science Instructor (SNSI). The SNSI is the commissioned officer or Warrant Officer employed by the school. Enlisted personnel employed by the school in the NJROTC program are called Naval Science Instructors (NSI). Either the SNSI or NSI must have retired from the United States Navy. The minimum education requirement for SNSIs is a baccalaureate degree from an accredited college or university. A high school diploma or its equivalent is required of NSIs. Specific instructor qualification requirements will remain the decision of school officials.

NJROTC instructors are conspicuous military representatives in the civilian community. As such, they are expected to uphold traditional military standards of decorum and personal appearance. Instructors are required to wear the prescribed uniform while instructing and at other appropriate times. Cost of uniform acquisition and maintenance is borne by the individual instructor. Particular attention to the maintenance of proper uniforms and personal appearance standards is essential. Instructors must meet the Navy screening tables for weight by height or the percent of body fat standards set in OPNAVINST 6110.1D.

WHAT IS THE APPLICATION PROCEDURE?

Retired sea service personnel (E-6 through O-6) who have at least 20 years of active duty service or have retired under the TERA, and who have not been retired or a member of the fleet reserve for more than 6 years may apply for a 3 year certification as a SNSI or NSI with the understanding that their certification will expire 6 years after retirement. Personnel, who have been medically retired with less than 20 years of active duty service, are not eligible until they are receiving permanent retired pay. Active duty personnel within 1 year of retirement may apply

for certification.

Applicants must complete the NJROTC Instructor Certification Application (CNET 1533/2) and NJROTC Instructor Applicant Checklist (CNET 1533/94). These forms may be obtained from the NJROTC Web Site at <https://www.cnet.navy.mil/njrotc>. Note the requirement to answer two questions, either hand written or typed, in essay format. The following must also be included with the application and checklist:

Copy of Current Semi-Annual Physical Fitness Assessment. If assessment data has not been updated during the past year, use the Personal Appearance/Body Fat Measurements (CNET 6110/4), completed by a Health Care Professional. No action will be taken on an application that does not meet personal appearance/body fat standards.

Current photograph (not more than 1 year old). The uniform for this photograph shall be Khaki to provide maximum photographic clarity. Summer Whites may be used where Khakis are not authorized: However, significant loss of detail may occur in resulting photograph. Navy E-6 applicants may wear Summer White or Winter Working Blues, depending on the season. Coast Guard applicants are to be photographed in a uniform comparable to that specified for Navy applicants. 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 the 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.

A Navy interview is required for the certification process. The applicant must contact the NJROTC area manager nearest to his/her location to schedule the interview. The NJROTC Area Managers Directory may be accessed on the Web Site at <https://www.cnet.navy.mil/njrotc>. The applicant must make all arrangements and bear any costs of the interview (including travel). However, the area manager will make every effort to schedule the interview as close as possible to the applicant's location. Active duty applicants assigned overseas may ask a senior naval officer at their location to conduct the interview and may obtain the interview form from CNET or any area manager's office. The results of the interview will be forwarded to CNET by the interviewer.

Coast Guard applicants must request Coast Guard officials to provide a copy of the applicant's service record for review by the certification board. Coast Guard applicants must write to Commandant, U.S. Coast Guard (CGPC-adm-3), 2100 Second Street S.W., Washington, DC 20593-0001, cite the Privacy Act, and request that the service record be mailed directly to: Chief of Naval Education and Training, CNET (NJROTC), 250 Dallas Street, Pensacola, FL 32508-5220. The service record copy will be returned to the applicant after review by the NJROTC board.

Marine Corps applicants who have not served as instructors with the Marine Corps JROTC, must provide **Part I - Basic Information** of the NJROTC Instructor Application, and a copy of their

Marine Corps Certification letter.

Marine Corps applicants who have previously served or are currently serving as instructors with the Marine Corps JROTC, must provide **Part I - Basic Information** of the NJROTC Instructor Application, a copy of their Marine Corps Certification letter, and Instructor Evaluations covering the last 3 years of employment as an instructor. If an instructor has worked for less than three years, provide evaluations for the period of employment. If formal instructor evaluations are not available, a letter from a school official documenting performance must be provided.

Marine Corps Junior Reserve Officers Training Corps (MCJROTC) Certification can be obtained from Head Training Programs Branch, Training and Education Division C462R, MCCDC, 2034 Barnett Avenue Suite 201, Quantico, VA 22134-5012, or telephone at (703)784-3705/DSN 278-3705.

RECERTIFICATION PROCEDURES

Applicants (who have not been employed in the NJROTC program) with a current certification nearing expiration may apply for recertification if they are still within 6 years of active duty service with the understanding that their certification will expire 6 years after retirement. It will be necessary to furnish current personal appearance/body fat measurements, a photograph as specified previously, and a narrative outlining work history, education, and volunteer activities since originally certified.

Applicants who are within 6 years of employment as an NJROTC instructor may apply for recertification. It will be necessary to furnish current personal appearance/body fat measurements, a photograph as specified previously, and a narrative outlining work history, education, and volunteer activities since resignation from the NJROTC program. These documents plus prior instructor evaluations will be submitted to the NJROTC Instructor Certification Board.

WHAT IS THE NJROTC INSTRUCTOR/HOST SCHOOL RELATIONSHIP?

In order that the maximum coordination possible is achieved between the NJROTC unit and other academic departments, the staff of the Department of Naval Science shall be given full membership in the high school's faculty in appropriate ranks and be accorded the rights and privileges of faculty members. The SNSI is the Head of the Naval Science Department, and is accorded the same privileges as other host school department heads. It is desired that the SNSI encourage the high school authorities, when appropriate, to use the naval science staff members on faculty committees in order that their services may be utilized in the same manner as are the services of all other members of the faculty.

The selection and employment of retired officer and enlisted personnel for duty with NJROTC units and relief there from are functions of the local institution. Although retired personnel hired as NJROTC instructors are employees of the school, and are responsible to the school administrators, CNET retains ultimate responsibility and authority for the NJROTC program. Therefore, it is expected that the instructors will meet requirements and standards prescribed by

CNET, as well as those of the host school administration.

All traditional military courtesies and respect will be accorded SNSIs/NSIs by virtue of their rank or rate; however, they are in a civilian status while employed in the NJROTC program.

WHAT ARE THE DUTIES OF THE NJROTC INSTRUCTORS?

The SNSIs shall perform those duties pursuant to current regulations, policies, and procedures as established by CNET and the host school. The SNSI also reports to the NJROTC area manager for administrative and logistical support. The NSI is the assistant to the SNSI, and shall perform duties as assigned by the SNSI. In addition to the specific duties listed below, they may perform those collateral duties normally performed by and rotated among other faculty members, providing such duties do not interfere with the administration and operation of the NJROTC program. Specific duties and responsibilities of the SNSI and NSI include:

- Teaching the prescribed 3- or 4-year Naval Science curriculum.
- Instructing in military drill.
- Counseling students in the NJROTC program.
- Writing/updating lesson plans for the NJROTC curriculum and other lesson preparation requirements.
- Requisitioning all government furnished equipment (includes uniforms, training aids, books, drill rifles, air rifles, organizational equipment).
- Arranging for cleaning and tailoring of uniforms.
- Surveying old and worn uniforms and other government property.
- Performing simple preventive maintenance of training aids and devices.
- Inventory control of all government furnished equipments/materials (including annual wall-to-wall inventory).
- Ensuring proper physical security of all government furnished equipment/materials.
- Planning extracurricular activities for the NJROTC unit (including color/honor guard ceremonies, drill team and rifle teams competitive meets, field trips, mini-boot camps, ship cruises, etc).
- Preparing periodic reports on program administration and logistics.
- Keeping current and abreast of new developments and organizations within the Navy.
- Assessing unit progress to assure NJROTC program objectives are met.
- Attending Navy-sponsored training to keep abreast of current requirements of program management.
- Taking courses of instruction to improve teaching abilities.
- Establishing rapport with school counselors and faculty members.
- Making annual presentations of the NJROTC program to students at feeder schools for the purpose of recruiting new cadets into the program.
- Maintaining financial accounts of operating budget.
- Preparing financial vouchers to the Navy for reimbursement of expenditures to the school, made in support of the NJROTC program.
- Establishing contact with civic groups to obtain their recognition and support of the NJROTC program.

HOW ARE INSTRUCTOR SALARIES DETERMINED?

** Minimum Salary. Personnel employed shall receive a salary at least equal to the difference between their retired pay and the active duty pay and allowances, excluding incentive pay, which they would receive if ordered to active duty. The institution is the employing agency and shall pay the full salary due to the individual employed. The amount reimbursed to the school is one-half of the minimum salary for each instructor.

** Minimum Salary Changes. The minimum salary for instructors normally changes at least twice a year. The January adjustment is based on changes in active duty pay and allowances and retired CPI adjustments. A second change occurs when the variable housing allowance (VHA) for geographic area is adjusted. In any case, CNET will provide schools and individual instructors with written notification of changes as they occur. The school notification will be routed via the SNSI.

** Method of Salary Reimbursement Computation. The reimbursement computation shall be based on a 30-day month. When employment begins or ends during the month, pay entitlement will be 1/30 of the minimum monthly salary for each day of the employment. For example: An instructor hired on the 10th day of any month, including February, shall be paid for 21 days (30 days less 9 days not employed = 21). The computation for a minimum monthly salary of \$2,557.52 divided by 30 = \$85.25 x 21 = \$1,790.25 (minimum to be paid by school). Reimbursement by the Navy to the school would be \$1,790.25 divided by 2 = \$895.13. The Navy is prohibited from reimbursing the school for personnel still on active duty, i.e., terminal leave.

** Relocation Costs. If relocation is necessary to secure employment, it is the responsibility of selected instructors to relocate at their own expense to the area where they are hired. The Navy interposes no objection if the school provides reimbursement for all or part of these expenses. This subject should be discussed during the employment interview.

** Benefits. Instructors in the NJROTC program normally receive the same benefits (sick leave, vacation, holiday, retirement, etc.) afforded other teachers in the local school district. It is highly recommended, however, that such benefits be thoroughly discussed in the employment interview.

** Employment Notification. In order to expedite NJROTC instructor pay computations upon employment, the following documentation must be forwarded to the NJROTC instructor pay desk:

1. A copy of discharge DD214.
2. A copy of your current Retiree Account Statement (RAS) from Defense Finance Accounting Service (DFAS), Cleveland, OH.
3. Form DD2767, Dec 1998 (JROTC Instructor Annual Certification of Pay and Data Form).
4. Form DD2754, Dec 1998 (JROTC Instructor Pay Certification Worksheet for Entitlement Computation). For those instructors who are authorized to draw Basic Allowance for Housing (BAH) with dependents, a copy of your marriage certificate/license or final

divorce decree should accompany the DD2754.

Mail all documents together to the following address: CNET, NJROTC, 250 Dallas Street, Pensacola, FL 32508. For further assistance, call the Instructor Pay desk at DSN 922-9490 or (850) 452-9490.

** Additional Duties. The primary responsibility of the SNSI and NSI employed by an institution with an NJROTC unit shall be that of instruction and administration of the NJROTC program. Compensation for duties assigned by the institution other than NJROTC duties, shall be resolved by the NJROTC instructor and the local institution officials on a separate contractual basis.

▲

IS THERE A SPECIAL TRAINING OR COURSE FOR NJROTC INSTRUCTORS?

A course of instruction to indoctrinate new SNSIs and NSIs is held annually, normally the end of July. All instructors are required to attend this orientation training during the first year of their employment.

Schools are requested to provide travel funds to the instructor. A letter will be sent to the instructor announcing the training and indicating the amount of per diem/travel expenses authorized. Schools will be reimbursed by CNET upon submittal of Standard Form 1034.

Personnel still on active duty (or terminal leave) at the time of the orientation training, but who have signed a contract with the school, may be issued Temporary Additional Duty orders by their command utilizing CNET accounting data.

▲

WHAT ABOUT APPLICANTS WHO ARE NOT SELECTED FOR CERTIFICATION?

An applicant may not be reconsidered if not selected.

A special certification board will be convened in the case of an applicant who was considered by a board but not selected, if it is determined that 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).

An applicant shall be reconsidered in cases where an error or omission in the applicant's record precluded the applicant's proper consideration. Applicants will not be considered by a special certification board if, in exercising reasonable diligence, the applicant could have taken timely corrective action prior to the convening of the certification board.

▲

HOW ARE NJROTC INSTRUCTORS TERMINATED OR DECERTIFIED WHEN NECESSARY?

An instructor's employment status may be terminated when the school dismisses the instructor or fails to renew the instructor's annual contract. Additionally, CNET may rescind an instructor's letter of certification when further continuation of an instructor is not in the best interest of the

Navy or the NJROTC program. Instructors may also be placed on probation for unsatisfactory performance or in evaluation status for failure to conform to Navy appearance standards. When this occurs the instructor will be formally advised of the action taken and be given a reasonable period of time in which to correct the deficiency. Certifications will be revoked for instructors who resign while in a probationary or personal appearance evaluation status, effective the last day of employment. Instructors placed in appearance evaluation status will be required to weigh-in weekly and obtain a body fat measurement monthly from a health care professional (e.g., school nurse, family physician, etc.). The information will be forwarded to the instructor's area manager monthly. The area manager will personally evaluate the instructor's weight/body fat and progress during annual inspections and other unit visits. If satisfactory progress is not made, the case will be referred to the NJROTC Instructor Certification Board to determine whether or not the instructor certification to teach in the NJROTC program should be continued. In order to maintain a high quality of performance, host schools and area managers are required to conduct annual evaluations of the instructors. In addition, SNSIs are required to evaluate their NSIs.

▲

CAN DECERTIFIED INSTRUCTORS APPLY FOR RECERTIFICATION?

NJROTC instructors decertified for performance are ineligible for recertification.

NJROTC instructors decertified for personal appearance reasons are eligible to apply for recertification any time after notification of decertification, up to 1 year following the effective date of decertification. Individuals who meet weight/body fat standards may request consideration for recertification by letter to CNET (NJROTC). The letter must include current physical exam results and a photograph as specified previously.