

MAY 05



# JROTC INSTRUCTOR CERTIFICATION (Interim)

## Application Information



WEB PORTAL: [www.usarmyjrotc.com](http://www.usarmyjrotc.com)  
EMAIL: [jrotcim@usacc.army.mil](mailto:jrotcim@usacc.army.mil)

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## Section 1

### Overview - The Instructor Certification Process

1. Actions you must take to become certified for employment as a JROTC instructor:
  - a. Ensure that you meet the general eligibility requirements for JROTC employment. (Section 2)
  - b. Familiarize yourself with the duties of a JROTC instructor (Section 3) and other information contained in this bulletin to ensure that you want to be a JROTC instructor and to prepare for your interview.
  - c. Clarify any questions you have concerning the application process or JROTC employment.
 

Call: The Instructor Management Division	<b>DSN 680-4001</b>
JROTC Directorate, Cadet Command	<b>1-800-347-6641</b>
Email: <a href="mailto:jrotcim@usacc.army.mil">jrotcim@usacc.army.mil</a>	
  - d. Assemble the required documentation (Section 4) that must accompany your Application. (Section 7)
  - e. Mail the Application and required documentation to:
 

Headquarters, U.S. Army Cadet Command  
 ATTN: ATCC-IM-JR (Instructor Management)  
 Fort Monroe, Virginia 23651-5000
  - f. Complete the on-line Initial Qualification training (phase 1) and submit a copy of the certificate to Instructor Management Division and present a copy to the USACC Interviewer.
  - g. Be interviewed by a certified USACC interviewer. (Section 6)
2. Actions Cadet Command will take:
  - a. Review your application and inform you if any required materials are missing.
  - 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@usacc.army.mil](mailto:jrotcim@usacc.army.mil) )
  - c. Upon receipt of your interview results and completed application, determine whether you are qualified and suitable for JROTC employment.
  - d. Inform you in writing whether you have been certified as a JROTC instructor not later than 30 days after receiving your complete application and interview results.
  - e. If certified, you may contact any school on this list concerning employment. (Vacancies are also listed on the JROTC web portal). [www.usarmyjrotc.com](http://www.usarmyjrotc.com)
  - f. On a continuing basis, automatically provide your name, address and telephone number to high school hiring officials with vacancies in the state or states (you may list up to four) listed on your application. [Note: You may change the states in which you are willing to work by contacting the Instructor Management Division in writing. You may also request a nationwide listing of vacancies at any time.]
  - g. Maintain your file in an active status until employed by JROTC or for up to 3 years (the limit of your eligibility) from the date of certification.
    - For your file to remain in an active status, you must maintain current locator information with the Instructor Management Division and indicate continued interest, as indicated below, in JROTC employment.

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- Instructor Management will send you a letter each year asking whether you wish to continue to be considered for JROTC employment. Not responding to this request will cause your file to be inactivated.

## Section 2

### Eligibility

1. JROTC cadets are taught by retired officers, warrant officers and noncommissioned officers who are determined by Cadet Command to meet the requirements of Army Regulation 145-2 and Cadet Command requirements derived from Cadet Command Regulation 145-2. Basic qualifications:

- Be a citizen of the United States.
- For officers and warrant officers seeking to fill an officer position, have a Bachelor's or higher degree.
- For warrant officers seeking to fill an enlisted position, and for noncommissioned officers, be a high school graduate or have GED equivalency and a GT score of at least 100.
- If on active duty, be within one year of retirement with documentation confirming retirement.
- If retired, have been retired from active duty for less than 3 years, and be receiving retired or retainer 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 AR 40-501.
- 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 certification 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, spouse abuse). 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

- In addition, police record, references and other background checks are routinely conducted by schools prior to employment.

3. Waivers. Occasionally individuals request waiver of an eligibility requirement, such as the requirement to have been retired for less than 3 years. USACC normally has a standing list of about 2,000 personnel certified without waiver, and a need to employ perhaps 300 new personnel annually, there is no pressing military necessity for waivers to be granted.

4. School official's authority. AR 145-2 and CCR 145-2 provide that the Army and hiring officials have equal authority in approving the qualifications of prospective instructors. Approval by both the Army and school officials is required. In practice, all schools accept the Army's assessment of your professional 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 any such local requirements.

## Section 3

### The JROTC Program

#### 1. General.

a. 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.

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. The SAI and AI are responsible to the Army and the school for all aspects of the operation of the JROTC unit. They may be assisted in their duties by a Military Property Custodian (MPC), an agent of the school designated to requisition, receive and perform other functions associated with the government property, such as uniforms and equipment, furnished to the school by the Army. This may be (and often is) an additional duty performed by an instructor provided that it does not interfere with instructional duties.

d. 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. The SAIs are subordinate to the DAI. The 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 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 1,555 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 3,900 instructors for its 273,000 cadets.

#### 3. Military Service. JROTC is not a recruitment program for the military.

a. Participation in JROTC incurs no military obligation and instructors may not apply any pressure toward military service. Our mission is to build better citizens, not to steer students toward enlistment.

b. Under their operating rules, some schools cannot continue to offer JROTC if it becomes an unofficial recruitment agency. This is true for all teachers irrespective of the "corporation" involved - civilian or military.

c. It is also true, however, that because of their tremendously rewarding experience in JROTC and the outstanding personal example of the instructors, many of our graduating cadets choose to pursue military service. Those who choose to do so may receive advanced placement in college SROTC or early advancement to E-2 or E-3 following enlistment.

d. Instructors have just pride in the Army. However, it is entirely inappropriate for any JROTC instructor to attempt to dissuade a cadet from entering one of our sister services or to suggest that Navy, Marine or Air Force JROTC provides an any less outstanding opportunity for young people than does Army JROTC.

**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 curricular, extracurricular and other tasks performed by instructors:

- Conduct the JROTC program in accordance with applicable law, and Army and Cadet Command regulations and policies.
- Prepare an annual operational plan. Develop a schedule for the year reflecting school activities and JROTC objectives and activities. Include cadets in the planning. Organize cadets and resources toward objectives.
- Perform administrative tasks. Maintain student records; provide enrollment and other student reports as specified by Cadet Command; meet school administrative requirements.
- Carry out logistics tasks. Prepare requisitions. Maintain arms and supply operations in accordance with Army security requirements and other regulations.
- Recruit new students. Market the JROTC program. Maintain at least the minimum enrollment of 100 cadets or 10 percent of the school's total student enrollment, whichever is less. Conduct a public relations program in the school and community.
- 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.
- Counsel students on their academic performance and as members of the Corps of Cadets. Assist interested students in applying for SROTC scholarships and completing service academy applications.
- Accomplish required school tasks. Participate in staff meetings, school committees and student activities. Perform tasks required of all other teachers in the school.
- Plan, organize and conduct co-curricular activities: color guard, marksmanship (optional), drill teams, and JROTC social activities, such as an annual ball.
- Conduct risk assessment for all activities; observe and enforce all Army and school safety guidelines.
- Develop professional qualifications. Participate in recurring instructor conferences and other professional development opportunities. Meet any continuing education requirements of the state or school district.
- Prepare the unit for official visits and formal inspections.
- Coordinate annual camp attendance by cadets, attend camp, conduct training and other activities as prescribed by the camp commander.
- Provide 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.

Curricular instruction. Conduct instruction, generally 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. A teacher's basic pay is compensation for conducting curricular instruction.

- Co-curricular activities. 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, or instruction, are not part of the academic curriculum, 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. For JROTC instructors, they are not limited to, but may include:

- Color Guard
- Drill Team
- Marksmanship Team
- JROTC Camps
- 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 extracurricular activities; at least one weekend per year for the coordination and conduct of annual camps (1-2 weeks if part of the camp cadre) and 2-3 evenings per school year for banquets, awards ceremonies, military balls and other special activities
- Counseling. Time varies widely. All instructors have an obligation to counsel 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 camps. 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."***

It prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The program is a stimulus for promoting graduation

from high school, and it provides instruction and rewarding opportunities that will benefit the student, community, and nation.

This POI focuses on the development of better citizens through the instruction of skills in leadership, citizenship, life success, geography, and wellness, in a structured interactive environment.

**b. This Program Intends to Teach 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.
- Develop mental management abilities.
- 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.

Course Length: The course length is normally four years at a traditional high school (grades 9-12). Military institutes require a four-year program. High schools have the option to conduct a three-year program and are encouraged to use pertinent parts of the LET 4 curriculum.

JROTC Annual Camps are an additional component of the three and four-year programs and supplement the JROTC curriculum for selected upper class cadets. For those attending, additional focus is placed on developing cadets’ character and leadership skills, abilities, and potential.

**Course Prerequisites:** Completion of the eighth grade.

**Class Sizes** - Optimum: 20

Training Start Date: Training is conducted on a school-year basis. In year-round schools, JROTC will follow the school policy in establishing the start of a new school year.

**Courses include:**

Introduction to JROTC:				
A Character and Leadership	<u>LET 1</u>	<u>LET 2</u>	<u>LET 3</u>	<u>:LET 4</u>
Development Program	13.5	0.0	10.5	0.0
Leadership Theory and Application	31.5	25.5	27.5	54.0
Foundations for Success	21.0	27.0	30.0	0.0
Wellness, Fitness, and First Aid	25.0	32.5	11.5	16.5
Geography and Earth Science	1.5	3.0	5.5	5.5
Citizenship and American History	13.5	18.0	10.0	10.0
Administration/Testing/Inspections	24.0	24.0	24.0	24.0
Additional Required Lessons Hours	<u>0.0</u>	<u>0.0</u>	<u>11.0</u>	<u>20.0</u>
	<b>130.0</b>	<b>130.0</b>	<b>130.0</b>	<b>130.0</b>
	<u>50.0</u>	<u>50.0</u>	<u>50.0</u>	<u>50.0</u>
<b>GRAND TOTAL:</b>	<b>180.0</b>	<b>180.0</b>	<b>180.0</b>	<b>180.0</b>

## 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.
- 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 school pays you an amount above your retired pay. 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 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 the 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 personnel must re-verify VHA/BAQ annually or lose the equivalent of these allowances.
- The minimum salary you can be paid is adjusted whenever active duty pay and allowances or retired pay is changed. Both you and the school will be notified of the new minimum salary that must be paid whenever these amounts are adjusted.

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.

**8. Instructor Height/Weight Requirements.** Instructors must meet the initial Army procurement height/weight requirements prescribed in AR 40-501 for certification and continuing employment. These standards are rigorously enforced by Cadet Command.

- Personnel who exceed AR 40-501 standards (see Table, below), to include not meeting the body fat percentage limits, measured as prescribed in AR 600-9, will be denied initial certification 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.



- Those currently employed who do not meet these requirements will be placed on a formal, supervised weight control program. Instructors may be decertified should compliance with the program be unsatisfactory.

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	Max	Max	Height	Min	Max	Max
	(any age)	28-39	40/+		28-39	40/+	
	M/F	M/F	M/F		M/F	M/F	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 4

### Applicant Information Required

1. **Documentation.** In addition to the Application for Employment, Section VII, the following documentation must be submitted to be considered for certification for employment as a JROTC Instructor.

#### All personnel

- A one full page letter typed and signed stating why you want to become a JROTC instructor
- Copy of last **5 consecutive Official** evaluation reports (All 5 required 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)**)
- Current copy of ORB (Officer) or ERB (NCO) or Form 2a and 2-1(enlisted), or PQR 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 you exceed the height/weight table shown in this bulletin.
- Copy of Initial Qualification Certificate (phase I).

#### Active duty personnel (in addition to the “All personnel” requirements, above)

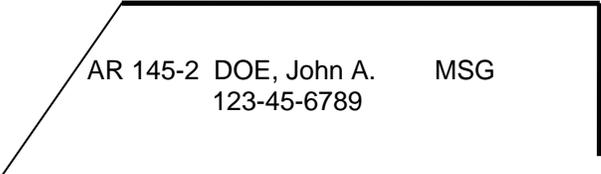
- A DA photograph in Class A uniform, 4”X6” [3/4 body] with name board taken within the last 5 years (no Polaroid’s)
- Memorandum signed within 1 year by local security manager stating date and type of security clearance (DA Form 873 will not be accepted)
- Copy of most recent physical exam, conducted within the last 5 years
- Copy of Retirement Orders OR DD Form 214, or an approved Retirement Letter for AGR Personnel
- To obtain missing Military documents please access your AKO account at [www.army.mil/ako](http://www.army.mil/ako)

#### Retired personnel (in addition to the “All personnel” requirements, above)

- A DA or DA-style photograph in Class A uniform (does not have to be produced by a post photo lab), approximate size as indicated above, showing name, SSN, date, and rank (can be written on back of photo), taken within the last year (no Polaroid’s)
- Copy of complete physical exam, taken within the last year

2. **Preparing your packet for submission.** The items listed above must be organized in a DA Form 201 (Military Personnel Records Jacket, obtainable on most installations) or a plain manila file folder for submission. Using the two-hole fasteners provided in the MPRJ (small commercial slide fasteners if using a plain folder), attach your materials to the file in the sequence shown below, with all items fastened at the top.

- Inside top right:
- File label (as showed →)
- Inside left :



AR 145-2 DOE, John A. MSG  
123-45-6789

- DA/DA style photo [top item]
- DD Form 2807-1 and DD Form 2808 (complete physical)
- Tape test results [bottom item] Inside right:
- Application form
- One full page letter “Why you want to teach JROTC” [top item]

- DD Form 214 (if retired), or /retirement orders if still active duty
- Memorandum from Security Manager (For those still on active duty)
- Form 2A and 2-1 or ORB or ERB or PQR
- Copies of last five evaluations (most recent first) [bottom item]

**NOTE:** Please do **NOT** enclose your materials in plastic document protectors, attach an index or tabs, or use a special folder to “dress up” your application. This is wasted effort, as the staff must disassemble your work of art apart, throw away the excess, and reassemble your file for formal board consideration. Keep your packet professional. It will serve as your permanent record throughout your employment with JROTC.

### 3. Obtaining missing Military Records.

- Active duty personnel: contact the custodian of your MPRJ.

Officers:

Commander, U.S. Army HRC  
ATTN: DAPC-PDR-R  
200 Stovall Street  
Alexandria, VA 22332-0400

Enlisted:

Commander, USAEREC  
ATTN: PCRE - FF  
8899 East 56th Street  
Indianapolis, IN 46249-5301

- Retired personnel: Send a written request to the National Personnel Records Center (NPRC).

National Personnel Records Center  
ATTN: Army Records  
9700 Page Blvd  
St. Louis, MO 63132-5000

- Request must include:

Full name  
SSN  
Commercial telephone number (not DSN)  
Approximate dates of service  
Place of discharge  
Return address  
Reason for request: Army JROTC employment.

The NPRC will provide you a form for making this request if you wish. Leave a voice mail request at (314) 592-0000 ext 0555.

Give yourself plenty of time to obtain these records. Informal feedback indicates that, except for Freedom of Information Act requests, response to your request is likely to take in the neighborhood of 120 days.

## Section 5

### Certification and Hiring

1. Your initial JROTC certification is subject to annual validation. This means that if you are not currently employed as a JROTC Instructor, Instructor Management will send you a letter each year, asking of your continued interest in actively seeking JROTC employment. A positive response on your part will keep your file in an active status. No response, or mail that is "Returned to Sender -Address Unknown" will cause your file to be inactivated. After 1 year in an inactive status, your file will be retired.

- Active duty personnel: you must submit a copy of your DD 214 upon retirement.

2. Schools notify USACC when they project a JROTC vacancy. The USACC sends the school the name, address and telephone number of all certified personnel whose files are in an active status (preceding paragraph) and have indicated a willingness to accept a job in the state.

Exception: The DoD Dependent School (DODDS) system has its own procedures for advertising and filling its JROTC vacancies for its high schools in Germany (13), Japan (2) and Korea (3). USACC is rarely contacted concerning these vacancies. Usually personnel are certified in-country and vacancies are filled by local retiring/retired personnel. 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

Tel. (703) 696-3094 / -3081  
ext. 131  
DSN: 426-3094 / -3081

3. The school decides what happens next. The school is not obligated to contact everyone on the list provided by the Army. However, schools usually send a letter to all personnel on the certified list inviting the submission of a resume (not the application you submitted for certification) and perhaps a form they use for personnel actions. Based upon this information, the school selects personnel to interview. This initial interview might be by telephone. Typically, the school next conducts an in-person interview of the "finalists," selects the person it will hire.

4. Prior to actually placing you under contract, schools ordinarily contact the people you listed as a supervisor or as reference, and in most states the school must run a records check with law enforcement authorities.

**NOTE: Approval to hire applicant will not be granted prior to receipt of their retirement orders or DD 214 by USACC, Instructor Management Division**

5. Notify USACC when you have been selected for employment. When your selection is verified by the school in writing, you will be mailed the following documents, which you must complete and return:

- JROTC instructors are required to have a background check upon initial hire, unless such a check has been conducted within the past 5 years. Instructor Management Division will notify the instructor to complete an SF 85P using the Electronic Personnel Security Questionnaire (EPSQ) program, Subject Version, to initiate a background investigation conducted by the Defense Security System (DSS). The EPSQ program software can be
  - Downloaded from the internet at [www.dss.mil/epsq](http://www.dss.mil/epsq) either on a personal computer or at the school. An instructional guide will be provided to the newly hired instructor for assistance in completing this task.
  - FD 258, fingerprint card, and must accompany the EPSQ SF 85P. Fingerprinting does not have to be done at a military installation. A legible copy must be returned.
  - Authorization to Stop/Start VHA/BAQ accompanied by required documentation.

6. USACC's approval of your initial employment is conditional. Should the results of your background check produce significant adverse information, you and the school will be notified that your authorization for employment is withdrawn.

7. The BAQ/VHA Form is required for finance personnel to compute your BAQ/VHA. This form 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 will need to resubmit this form if your rent/mortgage or dependency status changes.

8. Instructor Management personnel do not have the means to compute officially the minimum pay you must receive. This is done by Finance personnel 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.

9. The first 2-years of your employment is probationary. 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 Distant Learning Course (phase II) and attend the JROTC School of Cadet Command (JSOCC) at Fort Monroe, Virginia. Failure to meet these requirements will result in the revocation of your certification as a JROTC Instructor.

10. Records update. Once you are employed, your physical examination expires three years from the date it was administered and your photograph expires after 5 years from the date it was taken. In accordance with current Army policy, you must complete and forward to USACC a new medical examination and photo.

11. Decertification. The great majority of JROTC instructors serve honorably and well for many years; indeed, there is no Army-dictated "mandatory retirement" age. However, few must be decertified each year because of poor performance, inability to maintain minimum enrollment, legal problems (DUI, drugs) or noncompliance with requirements (including inability to meet height/weight standards). Decertification means that you are no longer authorized to be employed as a JROTC instructor, and the school stops receiving compensation for your salary. If you continue to work for the school, it must be in a non-JROTC capacity that is fully funded by the school.

12. Reemployment. Former instructors not employed in JROTC for a period of 12 months or more, must submit a current photograph, proof of a current physical examination, and other data as requested. Your eligibility terminates 2 years after the date you left JROTC employment.

## Section 6

### The Interview

As you complete your application packet, contact one of the personnel listed on the following pages for an interview.

Wear the Class A uniform to the interview, and provide the interviewer a copy of your Initial Qualification Certificate (phase I), Officer Record Brief (ORB), Forms 2a and 2-1, or a PQR for AGR equivalent. Some interviewers might require you to bring a copy of your completed application to the interview.

Do not take your completed application to the interview: Mail it directly to USACC as soon as it is completed to expedite processing. However, **ensure you retain a file copy of the complete application for any future reference.**

A successful interview is required to be certified as a JROTC instructor, so you are encouraged to review the contents of this bulletin carefully 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.

Your interviewer will send the results of your interview directly to USACC via email or fax. When this and your completed application packet are received, USACC will process your application and inform you in writing 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.

## Cadet Command Interviewers

Interviewer	School	City/State	Phone	Email
DAI	Birmingham High School	Birmingham, AL	(205) 231-3259/55	<a href="mailto:jr25d047@aol.com">jr25d047@aol.com</a>
SAI	Austin High School	Decatur, AL	(256) 308-2317	<a href="mailto:jrotc250905@ahs.dcs.edu">jrotc250905@ahs.dcs.edu</a>
SAI	Enterprise High School	Enterprise, AL	(334) 393-0978	<a href="mailto:jrotc250926@alaweb.com">jrotc250926@alaweb.com</a>
DAI	DAI, Mobile County PS	Mobile, AL	(251) 221-5110	<a href="mailto:jrotc25003@mcpss.com">jrotc25003@mcpss.com</a>
SAI	Williamson High School	Mobile, AL	(251) 221-5100	<a href="mailto:jrotc210948@mcpss.com">jrotc210948@mcpss.com</a>
SAI	Sidney Lanier High School	Montgomery, AL	(334) 269-3723	<a href="mailto:jrotc250950@aol.com">jrotc250950@aol.com</a>
OPERATION	8th Bde, Western Region	Redstone Arsenal, AL	(256) 955-7575	
OPERATION	8 <sup>th</sup> Bde, Western Region	Redstone, Arsenal, AL	(256) 876-0121	
SAI	A.J. Diamond High School	Anchorage, AK	(907) 243-2621	<a href="mailto:jrotc410002@aol.com">jrotc410002@aol.com</a>
SAI	Lathrop High School	Fairbanks, AK	(907) 452-6735	
SAI	Colony High School	Palmer, AK	(907) 746-9542	
SAI	El Dorado High School	El Dorado, AR	(870) 864-5151	
SAI	Malvern High School	Malvern, AR	(501) 332-6905	<a href="mailto:jrotc240012@mhs77.dsc.k12.ar.us">jrotc240012@mhs77.dsc.k12.ar.us</a>
SAI	Marked Tree High School	Marked Tree, AR	(870) 358-3953	<a href="mailto:jrotc240013@msn.com">jrotc240013@msn.com</a>
SAI	North Little Rock High School	North Little Rock, AR	(501) 771-8217/8133	<a href="mailto:jrotc240015@nlreast.nlrsd.k12.ar.us">jrotc240015@nlreast.nlrsd.k12.ar.us</a>
OPERATION	American Samoa Dept of Education	Pago Pago	(684) 633-5051	
DAI	DAI, Phoenix UHSD	Phoenix, AZ	(602) 764-1343	
SAI	Flowing Wells High School	Tucson, AZ	(520) 293-1751	<a href="mailto:jrotcfwhs@aol.com">jrotcfwhs@aol.com</a>
SAI	Sheridan High School	Sheridan, AR	(870) 942-3137	
AI	Skyline High School	Berkley, CA	(510) 597-0615	
SAI	Fullerton High School	Fullerton, CA	(714) 626-3852	<a href="mailto:jrotc4301200@aol.com">jrotc4301200@aol.com</a>
DAI	DAI, Los Angeles USD	Los Angeles, CA	(213) 745-1915	<a href="mailto:jrotc43d14@aol.com">jrotc43d14@aol.com</a>
DAI	Oakland USD	Oakland, CA	(510) 879-8358	
OPERATION	14th Bde, Western Region	Presidio of Monterey,	(831) 242-6999	<a href="mailto:reas@pom-emh1.army.mil">reas@pom-emh1.army.mil</a>
SAI	Foothill High School	Sacramento, CA	(916) 286-1369	
DAI	San Diego USD	San Diego, CA	(858) 496-8203	<a href="mailto:wjacksows@mail.sandi.net">wjacksows@mail.sandi.net</a>
DAI	DAI, Denver Public Schools	Denver, CO	(303) 375-5707	
SAI	George Washington High School	Denver, CO	(303) 394-8600	
OPERATION	11 <sup>th</sup> Bde, Western Region	Fort Carson, CO	(719) 526-8626	
SAI	Loveland High School	Loveland, CO	(970) 663-3758	<a href="mailto:jrotc420139@hotmail.com">jrotc420139@hotmail.com</a>
SAI	Centennial High School	Pueblo, CO	(719) 549-7357	<a href="mailto:rotc0134@pueblo60.k12.co.us">rotc0134@pueblo60.k12.co.us</a>
SAI	Bloomfield High School	Bloomfield, CT	(860) 286-2630 Ext 120	<a href="mailto:jrotc110421@yahoo.com">jrotc110421@yahoo.com</a>
DAI	DAI, DC Public Schools	Washington, DC	(202) 724-4771	
SAI	DC Public Schools	Washington, DC	(202) 724-4771	
SAI	Sussex Central High School	Georgetown, DE	(302) 855-2140	<a href="mailto:jrotc140425@cc.net">jrotc140425@cc.net</a>
DAI	DAI, Boward County Schools	Fort Lauderdale, FL	(954) 765-8871	<a href="mailto:jracol@aol.com">jracol@aol.com</a>
SAI	Bayshore High School	Bradenton, FL	(941) 753-0808	<a href="mailto:jrotc160481@aol.com">jrotc160481@aol.com</a>
SAI	Chipley High School	Chipley, FL	(850) 638-6100 Ext 519	<a href="mailto:jrotc161163@lycos.com">jrotc161163@lycos.com</a>
SAI	East Bay High School	Gibsonton, FL	(813) 671-5134 Ext 70	<a href="mailto:jrotc160502.hswanson@sdhc.k12.fl.us">jrotc160502.hswanson@sdhc.k12.fl.us</a>
SAI	South Dade High School	Homestead, FL	((305) 247-4244	

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SAI	Paxon School	Jacksonville, FL	(904) 739-5315	
SAI	Merritt Island High School	Merritt Island, FL	(321) 454-1010	<a href="mailto:jrotc160479@brevard.k12.fl.us">jrotc160479@brevard.k12.fl.us</a>
SAI	Taylor County High School	Perry, FL	(850) 838-2525 Ext 229	
SAI	Rockledge High School	Rockledge, FL	(321) 632-4454	
SAI	Southwest Miami High School	Miami, FL	(305) 274-2168	<a href="mailto:jrotc160454@pshrotc.com">jrotc160454@pshrotc.com</a>
DAI	DAI, Lee County Schools	North Ft Myers, FL		<a href="mailto:tomm3@lee.k12.fl.us">tomm3@lee.k12.fl.us</a>
DAI	DAI, Atlanta Public Schools	Atlanta, GA	(404) 827-8861	
DAI	DAI, Muscogee CSD	Columbus, GA	(706) 649-0810	
SAI	Evans High School	Evans, GA	(706) 863-1198	<a href="mailto:jrotc16400@aol.com">jrotc16400@aol.com</a>
SAI	Robert W. Groves High School	Garden City, GA	(912) 965-2563	<a href="mailto:jrotc160561@savannah.chatham.k12.ga.us">jrotc160561@savannah.chatham.k12.ga.us</a>
OPERATION	Shaw HS	Columbus, GA	(706) 641-4119	<a href="mailto:jrotc160555@yahoo.com">jrotc160555@yahoo.com</a>
SAI	Crisp County High School	Cordele, GA	(229) 276-3430 Ext 222	<a href="mailto:jrotc161366@crisp.k12.ga.us">jrotc161366@crisp.k12.ga.us</a>
SAI	Hephzibah High School	Hephzibah, GA	(706) 592-2089 Ext 12	<a href="mailto:jrotc160546heph@aol.com">jrotc160546heph@aol.com</a>
SAI	Windsor Forest High School	Savannah, GA	(912) 961-3426	
DAI	DAI, Fulton County Schools	Union City, GA	(770) 306-3535	
SAI	Wuerzburg High School	Wuerzburg, Germany	093 889 6377	
OPERATION	HQ, USAREUR	Hiedelberg, Germany	06221-573370 DSN 370	
DAI	HQ, USAREUR	Hiedelberg, Germany	06221-677316 DSN 388	
SGM DAI Office	Operations SGM	MSU, Guam	(671) 475-0518	<a href="mailto:jrotcl@ite.net">jrotcl@ite.net</a>
DAI	DAI, Hawaii Multiple School Unit	Fort Shafter, HI	(808) 438-4522	
SAI	McKinley High School	Honolulu, HI	(808) 594-0474	<a href="mailto:jefftomsf@yahoo.com">jefftomsf@yahoo.com</a>
		<b>IDAHO (NONE)</b>		
SAI	Cahokia High School	Cahokia, IL	(618) 332-1912	<a href="mailto:jrotc240970@yahoo.com">jrotc240970@yahoo.com</a>
DAI	DAI, Chicago Public Schools	Chicago, IL	(773) 534-9770	
OPERATION	9th Bde, Western Region	Fort Sheridan, IL	(847) 266-3106	
SAI	Mattoon High School	Mattoon, IL	(217) 238-7835	
SAI	Manual High School	Peoria, IL	(309) 647-8847	<a href="mailto:jrotc241008@netscape.net">jrotc241008@netscape.net</a>
DAI	DAI, Indianapolis PS	Indianapolis, IN	(317) 226-3906	<a href="mailto:jrotc22d034@aol.com">jrotc22d034@aol.com</a>
SAI	Herbert Hoover High School	Des Moines, IA	(515) 242-7315	<a href="mailto:jrotc420162@hotmail.com">jrotc420162@hotmail.com</a>
		<b>JAPAN (NONE)</b>		
DAI	DAI, Wichita Public Schools	Wichita, KS	(316) 973-4571	
SAI	Warren High School	Bowling Green, KY	(270) 842-7302	<a href="mailto:jrotc231080@bellsouth.com">jrotc231080@bellsouth.com</a>
SAI	Corbin High School	Corbin, KY	(606) 526-0196	<a href="mailto:jrotc231039@corbin.k12.ky.us">jrotc231039@corbin.k12.ky.us</a>
OPERATION	7th Bde, Eastern Region	Elizabethtown, KY	(502) 624-1496	
SAI	Ft Campbell High School	Fort Campbell, KY	(931) 431-5056	
LTC	7th Bde, Eastern Region	Fort Knox, KY	(502) 624-2247	<a href="mailto:y.mil">y.mil</a>
MAJ	7th Bde, Eastern Region	Fort Knox, KY	(502) 625-6883	
OPERATION	HQ, Eastern Region	Fort Knox, KY	(502) 624-4214	
SAI	East Carter High School	Grayson, KY	(606) 474-0294	<a href="mailto:jrotc231042@aol.com">jrotc231042@aol.com</a>
SAI	Henderson County Schools	Henderson, KY	(270) 831-8873	<a href="mailto:jrotc2311047@henderson.k12.us">jrotc2311047@henderson.k12.us</a>
SAI	Eastern HS	Middleton, KY	(502) 485-8422	<a href="mailto:jrotc231054@earthlink.net">jrotc231054@earthlink.net</a>

## Cadet Command Interviewers

Mr. H	DODDS Seoul- American HS	Yongsan, ROK	011-822-7918-7423	
SAI	DODDS Seoul- American HS	Yongsan, ROK	011-822-7918-4138	
SAI	Central High School	Baton Rouge, LA	(225) 261-3438	<a href="mailto:jrotc251105@aol.com">jrotc251105@aol.com</a>
DAI	DAI, New Orleans PS	New Orleans, LA	(504)942-7633/7654	
SAI	Marion Abramson HS	New Orleans, LA	(504) 243-5716	<a href="mailto:jrotc251119@aol.com">jrotc251119@aol.com</a>
SAI	Caddo Parrish Schools	Shreveport, LA	(318) 603-6423	
SAI	Salmen HS	Slidell, LA	(985) 643-2340	
SAI	Brockton HS	Brockton, MA	( 508) 580-7023	<a href="mailto:jrotc110577@hotmail.com">jrotc110577@hotmail.com</a>
SAI	East Boston HS	East Boston, MA	(617) 561-4983	
SAI	Methuen HS	Methuen, MA	(978) 681-1357	<a href="mailto:jrotc579@aol.com">jrotc579@aol.com</a>
SAI	High School of Commerce	Springfield, MA	(413)787-7041	
SAI	Atholton High School	Columbia, MD	(410) 313-7076	<a href="mailto:jrotc140594@hotmail.com">jrotc140594@hotmail.com</a>
SAI	Old Town High School	Old Town, ME	(207) 827-3918	
DAI	DAI, Detroit Public Schools	Detroit, MI	(313) 873-9600	<a href="mailto:jrotc22d037@aol.com">jrotc22d037@aol.com</a>
SAI	Grand Rapids Public Schools	Grand Rapids, MI	(616) 771-3048	<a href="mailto:jrotc22m106@msn.com">jrotc22m106@msn.com</a>
SAI	St. Thomas Academy	Mendota Heights, MN	(651) 454-4547	
DAI	DAI, Rankin County	Brandon, MS	(601) 825-8981	<a href="mailto:jr251233@netdoor.com">jr251233@netdoor.com</a>
DAI	DAI, Jackson Public Schools	Jackson, MS	(601) 987-4931/4955	
SAI	McCluer HS	Florissant, MO	(314) 524-5818	<a href="mailto:jrotc241187@yahoo.com">jrotc241187@yahoo.com</a>
DAI	10th Bde, Western Region	Ft Leonard Wood, MO	(573) 596-0114	<a href="mailto:vandenbb@wood.army.mil">vandenbb@wood.army.mil</a>
DAI	DAI, Kansas City PS	Kansas City, MO	(816) 418-5272	
SAI	Central HS	St. Joseph, MO	(816) 671-4360	
SAI	Charles Summer HS	St. Louis, MO	(314) 371-1054/1048	<a href="mailto:jr241197@aol.com">jr241197@aol.com</a>
DAI	DAI, Omaha Public Schools	Omaha, NE	(402) 557-2460	
SAI	Bonanza High School	Las Vegas, NV	(702) 799-4000 ext 240	<a href="mailto:fnieess@interact.ccsd.net">fnieess@interact.ccsd.net</a>
DAI	DAI, Wahoe County Schools	Reno, NV	(775) 333-5068	
SAI	Fall Mountain Regional HS	Landgon, NH	(603) 835-6318 ext 130	<a href="mailto:jrotc110699@hotmail.com">jrotc110699@hotmail.com</a>
SAI	Irvington High School	Irvington, NJ	(973) 399-2140	<a href="mailto:jrotc120704@aol.com">jrotc120704@aol.com</a>
SAI	Delsea High School	Franklinville, NJ	(856) 694-2046	
SAI	Riverside High School	Riverside, NJ	(856) 461-1255 Ext 152	<a href="mailto:jrotc120716@aol.com">jrotc120716@aol.com</a>
SAI	Albuquerque HS	Albuquerque, NM	(505) 767-0589	<a href="mailto:jrotc450193@aps.edu">jrotc450193@aps.edu</a>
SAI	Fort Hamilton High School	Brooklyn, NY	(718) 876-3955	<a href="mailto:jrotc120728@aol.com">jrotc120728@aol.com</a>
DAI	DAI, Buffalo City Schools	Buffalo, NY	(716) 882-5026	<a href="mailto:jrotc110721@aol.com">jrotc110721@aol.com</a>
SAI		Staten Island, NY	(718) 816-1962	<a href="mailto:jrotc120731@aol.com">jrotc120731@aol.com</a>
SAI	Minisink Valley HS	West Point, NY	(845) 355-5178	<a href="mailto:jrotc120734@minisink.com">jrotc120734@minisink.com</a>
SAI	Olympic Senior HS	Charlotte, NC	(980) 343-3800 ext 263	<a href="mailto:cmsjrotc06@aol.com">cmsjrotc06@aol.com</a>
OPERATION	5th Bde, Eastern Region	Fort Bragg, NC	(910) 396-4066	<a href="mailto:peryc@rotc1.bragg.army.mil">peryc@rotc1.bragg.army.mil</a>
OPERATION	5th Bde, Eastern Region	Fort Bragg, NC	(910) 396-6399	<a href="mailto:jamesg@rotc1.bragg.army.mil">jamesg@rotc1.bragg.army.mil</a>
OPERATION	5th Region HQ ROTC	Fort Bragg, NC	(910) 396-6384	<a href="mailto:jenkinsb@rotc1.bragg.army.mil">jenkinsb@rotc1.bragg.army.mil</a>
SAI	East Forsyth High	Kemersville, NC	(336) 727-8546	
SAI	N. Brunswick High School	Leland, NC	(910) 371-6354	<a href="mailto:melhbcswan.net">melhbcswan.net</a>

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SAI	Richmond Senior HS	Rockingham, NC	(910) 997-9855	<a href="mailto:rshsjrotc@carolina.net">rshsjrotc@carolina.net</a>
SAI	Green Central High School	Snow Hill, NC	( )	<a href="mailto:jrotc150636@aol.com">jrotc150636@aol.com</a>
SAI	Ashe County HS	West Jefferson, NC	(336) 246-2330	<a href="mailto:jrotc150605@ashe.k12.nc.us">jrotc150605@ashe.k12.nc.us</a>
CSM DAI Office	CNMI JROTC OPS NCO	Saipan, Marinas Island	(670) 664-3842	<a href="mailto:csmnda@vzpacific.net">csmnda@vzpacific.net</a>
SAI	Columbus West HS	Columbus, OH	(614) 365-5955 ext 256	<a href="mailto:jrotc231260@aol.com">jrotc231260@aol.com</a>
SAI	Colonel White High School	Dayton, OH		<a href="mailto:jrotc231249@dps.k12.us">jrotc231249@dps.k12.us</a>
SAI	Shaw HS	East Cleveland, OH	(216) 268-6511	
SAI	Eisenhower HS	Lawton, OK	(580) 355-9144 ext 159	<a href="mailto:majoj@sunnet.net">majoj@sunnet.net</a>
DAI	DAI, Tulsa Public Schools	Tulsa, OK	(918) 746-6496	<a href="mailto:riddite@tulsaschools.org">riddite@tulsaschools.org</a>
DAI	Butler Area School District	Butler, OK	(724) 214-3432	<a href="mailto:jrotc20744@aol.com">jrotc20744@aol.com</a>
DAI	DAI, Philadelphia Public Schools	Philadelphia, PA	(215) 299-3599	
SAI	Oliver High School	Pittsburgh, PA	(412) 323-3272	<a href="mailto:jrotc120743@aol.com">jrotc120743@aol.com</a>
SAI	Valley Forge Military Academy	Wayne, PA	(610) 989-1386	
SAI	Antilles High School	Fort Buchanan, PR	(787) 273-8265	<a href="mailto:jl60764@caribe.net">jl60764@caribe.net</a>
SAI	Sonovista Alternative Schools	Hartsville, SC	(843) 857-3146	
SAI	Wil Lou Gray Opportunity	West Columbia, SC	(803) 896-6459	
SAI	Central Hs	Rapid City, SD	(605) 394-4001ext 360	
SAI	Washington HS	Sioux Falls, SD	(605) 367-7682	
DAI	DAI, Hamilton County Schools	Chattanooga, TN	(423) 209-5485	
SAI	Clarksville-Montgomery County HS	Clarksville, TN	(931) 920-7925	
DAI	DAI, Memphis City Schools	Memphis, TN	(901) 775-7465	<a href="mailto:jrotc25d042@mcsk12.net">jrotc25d042@mcsk12.net</a>
DAI	DAI, Memphis City Schools	Memphis, TN	(901) 775-7465	
DAI	DAI, Rutherford County Schools	Murfreesboro, TN	(615) 898-7974	
DAI	DAI, Dallas Public Schools	Dallas, TX	(972) 925-4858	
DAI	Yselata ISD	El Paso, TX		
DAI	DAI, El Paso ISD	El Paso, TX	(915) 832-6748	
DAI	DAI, Ysleta ISD	El Paso, TX	(915) 434-0731	
Major JROTC	12th Bde, Western Region	Ft Sam Houston, TX	(210) 295-2009	
DAI	12th Bde, Western Region	Ft. Sam Houston, TX	(210) 295-2017	
DAI	12th Bde, Western Region	Ft. Sam Houston, TX	(210) 295-2017	
DAI	DAI, FT Worth ISD	Forth Worth, TX	(817) 871-3256	<a href="mailto:herr@ftworth.isd.tenet.edu">herr@ftworth.isd.tenet.edu</a>
DAI	Houston ISD	Houston, TX	(713)-636-6454	
SAI	C.E. Ellison HS	Killeen, TX	(254) 501-0600	
SAI	McAllen HS	McAllen, TX	(956) 632-3158	
SAI	DAI, San Antonio ISD	San Antonio, TX	(210) 224-8931	
SAI	Central Catholic Marianist HS	San Antonio, TX	(210) 225-6794 ext 219	
SAI	Roosevelt HS	San Antonio, TX	(210) 650-1200 ext 270	<a href="mailto:ruffrider06@aol.com">ruffrider06@aol.com</a>
SAI	Wichita Falls ISD	Wichita Falls, TX	(940) 720-3258	
SAI	Independence HS	Provo, UT	(801) 370-4614	<a href="mailto:jimd@provo.edu">jimd@provo.edu</a>
SAI	Hayfield Secondary School	Alexandria, VA	(703) 924-7477	<a href="mailto:jrotc140844@fcps.edu">jrotc140844@fcps.edu</a>
SAI	Liberty High School	Bealton, VA	(540) 439-4237	

## Cadet Command Interviewers

<b>OPERATION</b>	<b>3rd Bde, Eastern Region</b>	<b>Fort Belvoir, VA</b>	<b>(703) 805-4526</b>	
<b>Operations</b>	<b>HQ, Cadet Command, JROTC</b>	<b>Fort Monroe, VA</b>	<b>(757) 788-4306</b>	
<b>Instr Mgt Div</b>	<b>HQ, Cadet Command, JROTC</b>	<b>Fort Monroe, VA</b>	<b>(757) 788-3435</b>	<a href="mailto:jrotcim@usacc.army.mil">jrotcim@usacc.army.mil</a>
<b>Training</b>	<b>HQ, Cadet Command, JROTC</b>	<b>Fort Monroe, VA</b>	<b>(757) 788-4582</b>	
<b>Eastern Region</b>	<b>HQ, Cadet Command, JROTC</b>	<b>Fort Monroe, VA</b>	<b>(757) 788-2716</b>	<a href="mailto:jrotcim@usacc.army.mil">jrotcim@usacc.army.mil</a>
<b>Western Region</b>	<b>HQ, Cadet Command, JROTC</b>	<b>Fort Monroe, VA</b>	<b>(757) 788-4605</b>	<a href="mailto:jrotcim@usacc.army.mil">jrotcim@usacc.army.mil</a>
<b>Training Tech</b>	<b>HQ, Cadet Command, JROTC</b>	<b>Fort Monroe, VA</b>	<b>(757) 788-4895</b>	
<b>DAI</b>	<b>DAI, Richmond Public Schools</b>	<b>Richmond, VA</b>	<b>(804) 780-4778</b>	<a href="mailto:jrotc14d222@aol.com">jrotc14d222@aol.com</a>
<b>SAI</b>	<b>Smithfield HS</b>	<b>Smithfield, VA</b>	<b>(757) 357-0056</b>	
<b>Operation Sgt</b>	<b>13th Bde, Western Region</b>	<b>Fort Lewis, WA</b>	<b>(253) 967-8227</b>	
<b>SAI</b>	<b>Lakes High School</b>	<b>Lakewood, WA</b>	<b>(253) 583-5573</b>	<a href="mailto:grosenba@cloverpark.k12.wa.us">grosenba@cloverpark.k12.wa.us</a>
<b>SAI</b>	<b>Capital High School</b>	<b>Charleston, WV</b>	<b>(304) 348-1916</b>	<a href="mailto:rotc@capitalhigh.org">rotc@capitalhigh.org</a>
<b>SAI</b>	<b>Princeton High School</b>	<b>Princeton, WV</b>	<b>(304) 425-0270</b>	<a href="mailto:majorg@hotmail.com">majorg@hotmail.com</a>

# Application for Certification in the Junior ROTC Program

DATA REQUIRED BY THE PRIVACY ACT OF 1974:

MAY 05

TITLE OF FORM: Application for Approval of Employment in the JROTC Program AUTHORITY: Title 10, United States Code 2031 PRESCRIBING DIRECTIVE: AR 145-2 and CCR 145-2 PRINCIPAL PURPOSE: To check the Professional qualifications of prospective JROTC Instructors or Military Property Custodian (MPC) MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Disclosure of information is voluntary, but failure to do so will preclude the individual from further consideration as a prospective JROTC Instructor.

Please type or print legibly

## Part 1: General Information

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Social Security Number:</b>		
<b>Current Grade:</b>	<b>Years of Active Service:</b>	
<b>Grade at Retirement:</b>	(If different from current grade, attach documentation or explain in Part 7: Remarks.)	
<b>Date of Retirement:</b>	<b>Date Available for Employment:</b>	
<b>Branch/MOS:</b>		
<b>Date of Birth:</b>	<b>Place of Birth:</b>	
<b>Mailing Address (include zip code):</b>		
<b>Email Address:</b>		
<b>Home Telephone (include area code): (    )</b>		
<b>Work Telephone (include AUTOVON if available): (    )</b>		
<b>I may be reached at the above location until (date):</b>		

## Part 2: Education

<b>High school graduate?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> GED Date:
<b>College/University credit/degree?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	# yrs    Degree
<b>Graduate/Postgraduate credit/degrees?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	# yrs    Degree
<b>Name of College or University</b>	<b>Field of Study</b>	<b>Yrs Attended</b>	<b>Degrees/Hrs Completed</b>
<b>(If necessary, continue in Part 7: Remarks.)</b>			

## Part 3: Instructor/Assignment/Employment Experience

**Cadet Command Interviewers**

**Instructional ability is a vital qualifying criterion. Be sure to indicate any experience you have in this area. Use Part 7: Remarks, if necessary.**

**Have you ever had experience in any of the following:**

<b>JROTC instructor?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
<b>School</b>		<b>Year</b>	
<b>SROTC Instructor?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
<b>School</b>		<b>Year</b>	
<b>Service School Instructor?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
<b>School</b>		<b>Year</b>	
<b>Civilian Instructor?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
<b>School</b>		<b>Year</b>	
<b>Other Instructor/teaching experiences?</b>			
<b>Subjects taught:</b>			
<b>Administrative Experience?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
<b>Supply Experience?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	
<b>Employment since retirement:</b>			
<b>Employer</b>	<b>Job Description</b>	<b>Dates</b>	<b>Reason for Change</b>
<b>Name and address of supervisor in current job (include zip code):</b>			
<b>Telephone (include area code):</b>			

**Part 4: Medical History**

**Cadet Command Interviewers**

<b>Did you retire with any physical disability: If so, what percent?</b>	<input type="checkbox"/> Yes	%	<input type="checkbox"/> No
<b>Have you had any serious illnesses since retirement?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Do you have any speech defects?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Do you have any hearing defects?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Do you have any uncorrected visual defects?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Have you ever had any drinking/drug problems?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>If you answered "yes" to any of the above questions, give details in Part 7: Remarks.</b>			
<b>Date of last physical examination (Must be within 5 years if active duty, within 1 year if retired)</b>			
	<b>HEIGHT</b>		<b>WEIGHT</b>

**Part 5: Service Record**

<b>Were you ever dishonorably discharged from any previous enlistment or prior service?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Have you ever been tried by court martial or received an Article 15?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Have you ever been detained, held, arrested, indicted or summoned into court as a defendant in a criminal proceeding within the past 7 years?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Have you ever been convicted, fined, imprisoned or placed on probation within the past 5 years?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Have you ever been ordered to deposit bail or 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) within the past 5 years?</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>If you answered "yes" to any of the above questions, give full detailed explanation in Part 7: Remarks.</b>			

**Part 6: Preferred Location for Employment**

(You may list up to four 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.)

1.	3.
2.	4.

**Part 7: Remarks**

## Cadet Command Interviewers

**Use this section for any details, explanation or completion of Parts 1 through 6.  
If necessary, attach a continuation sheet.**

I certify that the information provided in this application is correct to the best of my knowledge. I authorize Cadet Command to verify the information I have provided from official military personnel records, a national security agency check or other information that may be available. **I understand that knowingly providing untrue information on this application will disqualify me from employment by JROTC, and if employed, will result in withdrawal of certification and termination as a JROTC instructor or MPC regardless of how long I might have been employed.**

I accept that I must maintain prescribed standards of dress and personal appearance, including the weight standards of AR 40-501, as conditions of initial certification and continuing employment.

I authorize Cadet Command to release copies of this application and the documents in my application packet to school officials considering me for employment. (Note: Granting this authorization is voluntary. If you wish you may elect to authorize such release only on a case by case basis.)

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Enclosures: **(Check before mailing)** Photograph, Memo from security manager (active duty only), last five evaluation reports, ORB or ERB or Forms 2a and 2-1, DD 214 or PQR for AGR (upon retirement for active duty personnel), physical exam, typed and signed one page letter stating why you want to be an instructor, and tape test if over height/weight standards. **Retain a copy of everything for your records!**

**Mail to:** Headquarters, US Army Cadet Command  
ATTN: ATCC-JR-IM  
Ft Monroe, VA 23651-5000

**Questions?** Call---JROTC  
DSN: 680-4001 or  
1-800-347-6641

**Electronic application and documentation can be email to:** [jrotcim@usacc.army.mil](mailto:jrotcim@usacc.army.mil)