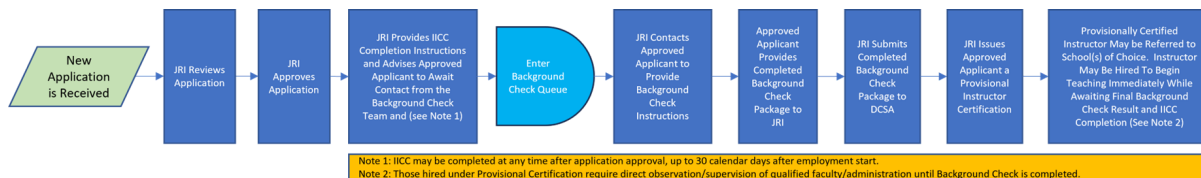




Prospective Instructors

Published Sept. 15, 2023

CURRENT INSTRUCTOR VACANCIES



Please read **ALL** of this information before viewing the current vacancy list.

NOTICE: We are experiencing delays in getting new applicants through the entire process. Your patience and understanding is appreciated.

PROCESS OVERVIEW: To get started, you must submit an instructor application via this website. Once your application is approved, our Suitability Branch will schedule you to begin the AFJROTC background check process. Once your background check package has been submitted for investigation, you can be granted a Provisional Certification and can then be referred to a school for employment consideration. Additionally, you must accomplish the Initial Instructor Certification Course (IICC). The IICC can be accomplished any time after your initial application is approved or delayed up to 30 calendar days after AFJROTC employment start. After your background check finds you suitable to be an AFJROTC instructor, and the IICC is completed, you will be fully Certified. Keep in mind, the vacancy lists are updated frequently, and any vacancy may be filled at any time. All applications and background checks are handled on a first in, first out basis.

INSTRUCTOR APPLICATION: The requirements within the instructor application are self-explanatory. Please note the requirement to be interviewed by a current instructor is for your initial application only and is not related to any specific school, or any hiring action. **Applications can take up to 30 days to be approved from the date the application package is submitted.** There are multiple steps to getting an application approved, and Headquarters AFJROTC will be in touch with all new applicants to guide them in the process. Watch your email (including junk mail) often. New applications are processed in the order they are received. Once you receive an approved application letter you will be provided directions on how to access and complete the training.

BACKGROUND CHECK PROCESS: The AFJROTC Background Check process is mandatory, regardless of any current security clearance you may possess. The Air Force will check your Law Enforcement and Medical history for factors related to your ability to work with children. Additionally, a comprehensive background investigation is performed by the Defense Counterintelligence and Security Agency (DCSA) focusing on factors that determine an applicant's suitability to work with children in the high school environment. Headquarters AFJROTC will assist you in getting your background

check package compiled and Headquarters will transmit your package to DCSA. All applicants must be found 'suitable' or 'fit' to continue in AFJROTC.

INITIAL INSTRUCTOR CERTIFICATION COURSE: All approved applicants will be provided instructions to access the Initial Instructor Certification Course (IICC). The IICC is all virtual and must be taken by all applicants, regardless of any previous instructional experience or courses taken. Completion of all IICC training can be accomplished any time after the initial application is approved or delayed up to 30 calendar days following AFJROTC employment start. It is highly recommended that any new AFJROTC instructors complete IICC prior to day 1 of employment to be as prepared as possible to perform AFJROTC duties.

PROVISIONAL CERTIFICATION: Once a new applicant's background check is submitted to DCSA, they will be considered Provisionally Certified. Provisional Certification remains in place until the background check is finalized and the IICC is complete. Provisional Certification allows a new instructor to be referred to a school for hiring consideration and to begin AFJROTC work in a school. Those whose background check not yet finalized may begin work in a school, but they must operate under the observation/supervision of a fully certified AFJROTC instructor, or qualified faculty/administration official.

BEING REFERRED TO A SCHOOL: Please do not contact any school about AFJROTC employment until you have obtained an AFJROTC certification and are officially referred by Headquarters AFJROTC as a certified applicant (this does not include the application interview discussed above). If it is determined that a particular individual is circumventing this official process, it can be viewed as an attempt to gain an unfair advantage over others, and that applicant may be rendered ineligible for that vacancy. Headquarters AFJROTC reserves the right to make that determination.

Certified applicants (provisional and/or fully certified) are only referred to schools of their choosing. Headquarters AFJROTC performs the official referral via email. The school and the certified applicant receive an email notification of the official referral and relevant contact information (email and phone) is shared. At that point, it is time for the certified applicant to reach out to the school to find out about any local application requirements and interview timelines.

All certified applicants who request to be referred to a school with a posted vacancy will be referred (unless the vacancy gets filled first). Referrals may not be immediate, if the school is normally competitive and other interested candidates are expected.

Vacancies that receive four or more qualified candidates in a short time may be removed from the vacancy list without notice, so all current candidates can be referred. This is done so a school is not overwhelmed by a large number of candidates to interview at one time. For example, San Antonio, TX schools are very popular and normally very competitive.

For harder to fill locations, qualified candidates may be referred to a school immediately upon request, with the vacancy will remaining posted.

ARE THERE ANY UPCOMING VACANCIES IN A CERTAIN AREA? No vacancies are hidden. We post all actual or pending vacancies as soon as we know of them. If a school is not listed as having a vacancy, that means we do not yet know of a vacancy at that school. Vacancies are removed from the listing once we simultaneously refer four or more candidates, or the school has made a hiring decision.

WHAT ABOUT DODEA SCHOOLS? AFJROTC instructor positions in DODEA schools are restricted to experienced AFJROTC instructors only (current and/or prior instructors who are in good standing). Ref: AFJROTCI 36-2010, Chapter 17.

HOW MANY SCHOOLS CAN I BE REFERRED TO AT ONCE? Certified applicants may volunteer for up to four schools at once. Please do not request referral to a particular school unless you are available and willing to travel to the school for an interview (if necessary). Any expenses for an interview are at the applicant's expense. Candidates who are nominated but fail to contact the school or fail to appear for a scheduled interview may be withdrawn from further hiring consideration.

HIRING SEASON IS ALL YEAR: Vacancies are filled throughout the calendar year. Even though a school is advertised as having a vacancy, this could change if the school makes a hiring decision. It is important that anyone interested in a

particular school focus first on getting their application approved, then seeing what vacancies are available.

INTERVIEW TIPS: Be punctual! Wear your service dress uniform during the interview. Be genuine in every way. All the school knows about you is your name, so everything you provide, say, and do will be part of your interview. Headquarters AFJROTC does not provide any of your application documents to the school. Therefore, if you want to present any documentation, it is up to you.

If you have read all of the above, please proceed to the current vacancy list(s).

[Click here to see the current instructor vacancy listing](#) (See Next 8 Pages)

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Unit #	School Name	City	State	ZIP	Number of Vacancies	Officer Vacancy?	Enlisted Vacancy?	Position Available Date	Notes	Date Posted
AK-20001	Ben Eielson Junior Senior High School	Eielson AFB	AK	99702	1	YES	YES	Now		14-Aug-23
AK-20041	South Anchorage High School	Anchorage	AK	99516	1	NO	YES	Now	10 mnth contract; \$4500.00 pay above MIP	13-Jun-23
AK-941	North Pole High School	North Pole	AK	99705	1	YES	NO	Now		28-Apr-23
AL-011	Robert E. Lee High School	Montgomery	AL	36107	1	NO	YES	Now	10 mnth contract	9-May-23
AL-091	Selma High School	Selma	AL	36701	1	NO	YES	Now	10 mnth contract; \$7500.00 stipend	4-Aug-23
AL-20171	Dr. Mae Jemison	Huntsville	AL	35810	2	YES	YES	Now	12 mnth contract	19-Dec-22
AL-20201	Park Crossing High School	Montgomery	AL	36117	1	NO	YES	Now	10 mnth contract	8-Dec-21
AL-937	Midfield High School	Midfield	AL	35228	1	YES	NO	Now	10 mnth contract	18-Nov-22
AR-022	Texarkana Arkansas Senior High School	Texarkana	AR	71854	1	YES	NO	Now		9-May-23
AR-20001	Greenwood High School	Greenwood	AR	72936	1	NO	YES	Now	12 mnth contract	22-May-23
AR-961	Greene County Tech High School	Paragould	AR	72450	1	YES	NO	Now	10-12 mnth contract	31-Jan-22
AZ-083	Peoria High School	Peoria	AZ	85345	1	NO	YES	Now	11 mnth contract; total teachers pay and CTE bonus up to \$4K; health insurance and retirement plan	25-Jul-23
AZ-20181	Monument Valley High School	Kayenta	AZ	86033	1	YES	NO	1-Jul-24	10 mnth contract; no additional Incentives	3-Apr-23
AZ-801	Westwood High School	Mesa	AZ	85201	1	NO	YES	Now	10 mnth contract; \$6042.00 above MIP; \$1000 possible performance pay; Health plan; AZ state retirement; paid sick leave	1-Jun-22
AZ-952	Nogales High School	Nogales	AZ	85621	1	YES	NO	Now	10 mnth contract; other benefits up to \$15K	30-Aug-23
CA-091	San Bernardino High School	San Bernardino	CA	92405	1	YES	YES	Now	Officer or NCO may be hired; 10 mnth contract; no additional Incentives	4-Aug-22
CA-20011	Vanden High School	Fairfield	CA	94533	1	YES	NO	Now	10 mnth contract plus 25 additional days	29-Dec-22
CA-20014	Lancaster High School	Lancaster	CA	93536	1	NO	YES	Now	12 mnth contract and CalSTRS retirement, health, dental and vision	6-Feb-23
CA-20015	Desert Senior High School	Edwards AFB	CA	93523	1	YES	NO	Now	11 mnth contract; \$15,000 annual stipend; CA State Teachers Retirement Health, Dental, Vision available	19-Jan-22
CA-20061	Corcoran High School	Corcoran	CA	93212	2	YES	YES	Now	10 mnth contract; no additional Incentives	11-Jul-22
CA-20067	Norco High School	Norco	CA	92860	1	YES	NO	Now	12 mnth contract; pay above MIP; CA State Teachers Retirement; Health, Dental, Vision available	21-Jun-23
CA-20143	Esperanza High School	Anaheim	CA	92807	2	YES	YES	Now	11 mnth contract; pay above MIP or \$10,000 (monthly) whichever is greater for officer; pay above MIP or \$8000.00 (monthly) whichever is greater for enlisted; \$4634.00 stipend; employee health and benefit plan; CalSTRS retirement	29-Dec-22
CA-20171	Lindhurst High School	Olivehurst	CA	95961	1	YES	YES	Now	10 mnth contract	9-Jan-23
CA-863	Del Campo High School	Fair Oaks	CA	95628	1	YES	NO	Now	11 mnth contract; Annual Commandant Stipend - \$4500; Annual Masters Degree Stipend- \$3000	10-Aug-23
CA-882	Crescenta Valley High School	La Crescenta	CA	91214	1	YES	NO	Now	10 mnth contract	8-Mar-19
CA-932	Rancho Verde High School	Moreno Valley	CA	92551	1	YES	NO	Now	11 mnth contract; \$3000 signing bonus	6-Jan-22
CA-936	Mira Mesa High School	San Diego	CA	92126	1	NO	YES	Now	11 mnth contract; \$5391.00 stipend; medical insurance	13-Jun-23
CA-944	Highland High School	Palmdale	CA	93551	1	NO	YES	Now		23-Aug-23
CA-945	Victor Valley High School	Victorville	CA	92395	1	YES	NO	Now	10 mnth contract	30-Nov-22
CA-951	La Quinta High School	La Quinta	CA	92253	1	YES	NO	Now	10 mnth contract; Increased pay w/yrs of exp; JROTC stipend; CalSTRS Ret plan; Health, vision, dental	1-Nov-22
CO-20021	Air Academy High School	USAFA- CO	CO	80840	2	NO	YES	Now	enhanced salary dependent upon educational level and experience; \$2398.50 drill coach stipend; CO PERA retirement plan	15-Dec-22
CO-20141	Glenwood Springs High School	Glenwood Springs	CO	81601	1	YES	YES	Now	Officer or NCO may be hired; 12 mnth contract; \$2000.00 stipend; insurance, paid time off; CO PERA retirement 2.5% annual growth	7-Sep-22
CO-961	Harrison High School	Colorado Springs	CO	80906	1	NO	YES	Now	10 mnth contract; MIP plus 10%; two coaching stipends of \$4402.00 each for a total of \$8804.00	9-Feb-23

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Unit #	School Name	City	State	ZIP	Number of Vacancies	Officer Vacancy?	Enlisted Vacancy?	Position Available Date	Notes	Date Posted
CT-021	Danbury High School	Danbury	CT	06811	1	NO	YES	Now	11 mnth contract; \$1500.00 stipend and other supplemental benefits	9-May-22
CT-081	Norwalk High School	Norwalk	CT	06851	1	YES	YES	Now	Officer or NCO may be hired; 10 mnth contract; CT state retirement Med, Dental, Vision and \$3K DH stipend	9-Jan-23
DE-801	Middletown High School	Middletown	DE	19709	2	YES	YES	Now	11 mnth contract; health insurance contributions and retirement plan	8-May-23
DE-941	Caesar Rodney High School	Camden	DE	19934	1	YES	NO	Now	10 mnth contract; \$5000 for Master's; up to \$5000 for extracurricular activities (drill color teams and community service, etc.) Health Insurance & Retirement Plan	28-Nov-22
FL-011	Melbourne High School	Melbourne	FL	32901	1	NO	YES	Now	10 mnth contract	7-Sep-23
FL-091	Oak Ridge High School	Orlando	FL	32809	1	YES	NO	Now	10 mnth contract	27-Jul-22
FL-20021	North Marion High School	Citra	FL	32113	1	YES	NO	Now		21-Jun-23
FL-20022	Bellevue High School	Bellevue	FL	34420	1	YES	YES	Now	11 mnth contract; FL State Retirement Plan; and Health, Dental, Vision available	28-Jul-22
FL-20024	Eustis High School	Eustis	FL	32726	1	YES	NO	Now	11 mnth contract	7-Apr-22
FL-20041	Timber Creek High School	Orlando	FL	32828	1	YES	YES	Now	Officer or NCO may be hired; extended contract days up to 20 add'l days; \$2770.00 stipend; paid health and life insurance; retirement benefits	1-Jun-23
FL-20052	Baker County High School	Glen St Mary	FL	32040	1	YES	NO	Now	10 mnth contract; \$2060.00 ROTC supplement a year; advance degree (Masters+) supplement base on degree level; employer contribution on employee selected medical plans	24-Jan-23
FL-791	Dillard High School	Fort Lauderdale	FL	33311	1	YES	NO	Now	10 mnth contract; \$1305 stipend for Instructor in Charge; \$652.00 supply stipend; café benefit of \$300.00; coach stipend of \$711.00; masters degree stipend of \$3650.00	7-Aug-20
FL-824	Lake Worth Community High School	Lake Worth	FL	33460	1	NO	YES	Now	4th position; 10 mnth contract	22-Apr-22
FL-921	Osceola High School	Kissimmee	FL	34741	1	YES	NO	Now	10 mnth contract	20-Mar-23
FL-931	Forest High School	Ocala	FL	34480	1	NO	YES	Now	re-advertised; 11 mnth contract; \$2500.00 annual leadership stipend	20-Apr-23
FL-9310	Coral Springs High School	Coral Springs	FL	33065	1	YES	NO	Now	10 mnth contract	27-Feb-23
FL-9311	Hialeah High School	Hialeah	FL	33013	2	YES	YES	Now		8-May-23
FL-934	Avon Park High School	Avon Park	FL	33825	1	YES	NO	Now	10 mnth contract	16-Dec-21
FL-935	Sebring High School	Sebring	FL	33870	1	YES	YES	Now	Officer or NCO may be hired; 10 mnth contract	22-Nov-21
FL-937	Martin County High School	Stuart	FL	34994	1	NO	YES	Now	10 mnth contract; \$1100.00 stipend per activity; eligible to purchase health care coverage, partially paid by district; eligible for FRS coverage	8-May-23
FL-939	Sandalwood High School	Jacksonville	FL	32246	1	YES	NO	Now	10 mnth contract; \$4095.00 stipend	8-Sep-23
FL-943	Hamilton County High School	Jasper	FL	32052	1	YES	YES	Now	Officer or NCO may be hired; \$2103.00 stipend/bonus	18-Oct-21
FL-952	F.W. Springstead High School	Spring Hill	FL	34609	1	YES	NO	17-Feb-24		10-Aug-23
GA-031	Washington County High School	Sandersville	GA	31082	1	YES	YES	Now	Officer or NCO may be hired (MSgt-CMSgt); 11-12 mnth contract; Coaching Supplement and additional Supplements	10-Dec-19
GA-032	Forest Park High School	Forest Park	GA	30297	2	YES	YES	SASI available SY 23-24/ASI available Now	11 mnth contract; contract is for 11 mnths and 12 months of MIP are paid	19-Oct-22
GA-041	Jonesboro High School	Jonesboro	GA	30236	1	YES	YES	Now	Officer or NCO may be hired; 11 mnth contract	27-Jan-22
GA-052	Wheeler High School	Marietta	GA	30068	1	YES	NO	Now	235 days contract; \$5,713-\$17,156 above MIP; \$1,874-\$2,343 additional compensation; and \$4,072 Supplement for performing Drill Team activities	8-Sep-23
GA-064	T. W. Josey Comprehensive High School	Augusta	GA	30901	1	NO	YES	Now	10 mnth contract	30-Aug-22
GA-20021	Marietta High School	Marietta	GA	30064	1	YES	NO	Now	10 mnth contract	13-Mar-23
GA-20052	Mundy's Mill High School	Jonesboro	GA	30238	2	YES	YES	Now	11 mnth contract	18-Mar-22
GA-20053	Troup County High School	LaGrange	GA	30241	1	YES	NO	Now		14-Sep-23
GA-20063	Dutchtown High School	Hampton	GA	30228	1	YES	NO	Now		5-May-23

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Unit #	School Name	City	State	ZIP	Number of Vacancies	Officer Vacancy?	Enlisted Vacancy?	Position Available Date	Notes	Date Posted
GA-20102	Ola High School	McDonough	GA	30252	1	YES	NO	Now	10 mnth contract; pays MIP plus 10% and \$6000.00 stipend split between instructors	19-Jul-23
GA-20121	New Hampstead High School	Savannah	GA	31302	1	NO	YES	1-Jul-24		8-Sep-23
GA-20133	Meadowcreek High School	Norcross	GA	30093	1	YES	NO	Now	11.5 mnth contract; additional stipend, District and State Teacher retirement plan	5-May-23
GA-20141	Howard High School	Macon	GA	31210	1	YES	NO	Now	11 mnth contract	30-Mar-23
GA-20171	Dacula High School	Dacula	GA	30019	2	NO	YES	Now	11.5 month contract and \$4000.00 stipend	12-Jul-23
GA-801	Ridgeland High School	Rossville	GA	30741-6009	2	YES	YES	SASI, Now; ASI, 1 Jul 24	12 mnth contract; Enhanced salary varies and TRS Retirement	7-Nov-22
GA-932	Houston County High School	Warner Robins	GA	31088	1	YES	NO	1-Sep-23		17-Aug-23
GA-937	Monroe Comprehensive High School	Albany	GA	31701	1	YES	NO	Now	10 mnth contract	11-Aug-22
GA-939	Greene County High School	Greensboro	GA	30642	2	YES	YES	Now	11.5 mnth contract; \$23,677.89 above MIP; \$3000.00 stipend; GA teacher's retirement system	2-Nov-22
GA-942	Bainbridge High School	Bainbridge	GA	39819	1	YES	YES	Now	Officer or NCO may be hired; 11 mnth contract	25-Jul-23
GA-944	Dunwoody High School	Dunwoody	GA	30338	1	YES	NO	Now	12 mnth contract; Stipends/Bonuses \$211/month	25-Mar-22
GA-9511	Tucker High School	Tucker	GA	30084	2	YES	YES	Now	re-advertised; 10 mnth and MIP	28-Mar-23
GA-955	Towers High School	Decatur	GA	30032	1	NO	YES	Now	10 mnth contract	10-Mar-22
GU-20171	Tiyan High School	Barrigada	GU	96913	1	NO	YES	Now	10 mnth contract	17-Jul-23
HI-931	Aiea High School	Aiea	HI	96701	1	NO	YES	Now	11 mnth contract; retirement plan; 21 paid vacation days; 21 paid sick days	7-Aug-23
IA-20051	West High School	Waterloo	IA	50702	1	YES	NO	Now	10 mnth contract	17-Jan-23
IA-20151	Educational Service Center	Sioux City	IA	51101	1	YES	NO	Now	10 mnth contract	29-Nov-22
ID-20141	Kuna High School	Kuna	ID	83634	1	YES	NO	Now	10 mnth contract	18-Nov-22
IL-20051	O'Fallon High School	O'Fallon	IL	62269	1	YES	NO	Now	10 mnth contract; \$800 (Dept Chair Stipend/SASI); \$1200 (50% Color Guard); Health, Dental, Vision, Life Insurance, Illinois Municipal Retirement Fund	14-Dec-22
IL-20081	Lincoln-Way East High School	Frankfort	IL	60423	1	YES	YES	Now	Officer or NCO may be hired; 10 mnth contract; pay above MIP is base upon units and experience; \$1500.00 drill team stipend; health, life, employment benefits, including, but not limited to dental, vision insurance and unpaid leave	10-Apr-23
IL-20141	West Aurora High School	Aurora	IL	60506	1	YES	NO	Now		31-Aug-23
IL-981	Alton High School	Alton	IL	62002	1	YES	NO	Now	11 mnth contract; stipends/bonuses: \$3600; Supplemental benefits: Health, Life, Dental and IMRF	8-Dec-21
IN-20011	Terre Haute North Vigo High School	Terre Haute	IN	47804	1	NO	YES	Now	10 Mnth contract; \$1000 stipend; health, dental, vision and life insurance	22-Dec-22
IN-20162	Memorial High School	Elkhart	IN	46514	1	NO	YES	Now	3 rd Position; 10 Mnth Contract and pay above MIP	11-May-21
JA-931	Edgren High School	APO	AP	96319-5040	1	YES	NO	23-Aug		8-May-23
KS-20061	Lyons High School	Lyons	KS	67554	2	YES	YES	Now	12-mnth contract; \$3000.00 over MIP; \$3000.00 signing bonus; moving reimbursement; small community; huge support	31-Jan-23
KS-20201	Dodge City High School	Dodge City	KS	67801	1	YES	NO	Now	12 mnth contract; Enhanced Salary: TBD based on qualifications; Stipends/Bonuses: \$8800 for coaching raiders/drill team; health/dental mileage	20-Apr-22
KY-051	Harrison County High School	Cynthiana	KY	41031	1	YES	NO	Now	10 mnth contract w/coach stipend, but open to 11 or 12 month; supplemental dental/vision	8-Feb-23
KY-20001	Hopkins County Central High School	Madisonville	KY	42431	1	YES	NO	Now		30-May-23
KY-20003	Nelson County High School	Bardstown	KY	40004	1	YES	YES	Now	Officer or NCO may be hired; 11 Mnth Contract (220 days); instructor pay base on Kentucky ESPB ranking or MIP whichever is higher	29-Jan-21
KY-20021	Franklin County High School	Frankfort	KY	40601	1	YES	NO	Now	10 mnth contract	17-Jan-23

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Unit #	School Name	City	State	ZIP	Number of Vacancies	Officer Vacancy?	Enlisted Vacancy?	Position Available Date	Notes	Date Posted
KY-932	South Laurel High School	London	KY	40741	2	YES	YES	Now	10 mnth Contract; no additional incentives	22-Dec-20
LA-20025	Acadiana High School	Lafayette	LA	70506	1	YES	NO	Now	12 mnth contract	15-Mar-23
LA-932	Destrehan High School	Destrehan	LA	70047	1	YES	NO	Now	10 mnth contract; Base pay \$68,712.75, but could increase based on education & previous teaching experience. Additional stipend is paid: either 2.5% or 5% of base pay for lead SASI (5%) or ASI (2.5%). Eligible for TRSL pension, health, dental, and vision insurance, other supplemental benefits	28-Mar-23
MA-011	Springfield Central High School	Springfield	MA	01109	1	YES	NO	Now		27-Apr-23
MA-20001	Taunton High School	Taunton	MA	02780	1	YES	YES	Now	Officer or NCO may be hired; 10 Mnth Contract	19-Feb-21
MA-20011	South High Community School	Worcester	MA	01603	1	YES	YES	Now	Officer or NCO may be hired; 10 Mnth Contract	20-Mar-22
MA-841	North Quincy High School	Quincy	MA	02171	1	YES	YES	Now	Officer or NCO may be hired; 10 Mnth Contract	1-Apr-22
MA-941	Burncoat Senior High School	Worcester	MA	01606	1	YES	YES	Now	Officer or NCO may be hired; 10 mnth contract	17-Feb-23
MD-091	High Point High School	Beltsville	MD	20705	2	YES	NO	Now	10 Mnth contract	1-Feb-23
MD-802	Bladensburg High School	Bladensburg	MD	20710	1	NO	YES	Now	10 mnth contract	10-Feb-23
MD-931	Lackey High School	Indian Head	MD	20640	1	NO	YES	Now	10 Mnth Contract	18-May-22
MD-932	Patterson High School	Baltimore	MD	21224	1	NO	YES	Now	12 mnth contract	8-Sep-23
ME-891	Lewiston High School	Lewiston	ME	04240	1	NO	YES	1-Sep-23		29-Aug-23
MI-931	Anchor Bay High School	Fair Haven	MI	48023	1	YES	YES	Now	Officer or NCO may be hired; 11 Mnth contract; Stipends/Bonuses: \$6000; cost share medical insurance district provided dental and vision	27-Apr-22
MN-20061	North High School	N. St. Paul	MN	55109	2	YES	YES	1-Jul-24	12 mnth contract; \$6000.00 annual stipend for after school activities; \$5000.00 annual insurance allowance (to use Tricare), free dental, 30 days paid leave a year, retirement plan	13-Jul-23
MN-891	Woodbury Senior High School	Woodbury	MN	55125-2292	1	YES	NO	1-Jul-24		24-Aug-23
MO-20021	Branson R-IV Schools	Branson	MO	65616	1	YES	NO	Now	12 mnth contract	28-Mar-23
MO-20052	Knob Noster High School	Knob Noster	MO	65336	1	YES	NO	1-Jul-24	11 mnth contract; Enhanced Salary: \$80,000 - \$95,000; Stipend/Bonus: \$6,000 - \$10,000; and Paid Health/Dental Care, State Retirement, 5 miles proximity to Whiteman AFB	23-May-23
MO-20062	Bolivar High School	Bolivar	MO	65613	1	YES	NO	Now	10 to 10.5 mnth contract; \$4620 stipends/bonuses; employer contribution for health insurance, paid \$20K life insurance, and paid long term disability	13-Feb-23
MO-20181	Cape Central High School	Cape Girardeau	MO	63703	1	NO	YES	Now	10 Mnth Contract; MIP; \$1250.00 stipend; supplemental health; retirement plan	19-Nov-21
MO-851	Gateway STEM High School	Saint Louis	MO	63110	1	NO	YES	Now	11 Mnth Contract; \$1000.00 above MIP annually; up to \$3000.00 stipend for extra service pay for Drill Team Coach	2-Feb-21
MO-881	Soldan International Studies High School	St. Louis	MO	63108	2	YES	YES	Now	Officer or NCO may be hired; 11 mnth contract and \$1000.00 pay above MIP	7-Mar-23
MO-942	Blue Springs High School	Blue Springs	MO	64015	1	YES	1	Now	11 Mnth Contract; \$3239.00 stipend	10-Mar-22
MO-952	Lee's Summit North High School	Lee's Summit	MO	64086	1	NO	YES	1-Jul-23		29-Aug-23
MO-953	University City High School	University City	MO	63130-2911	1	YES	NO	Now	10 Mnth contract	1-Feb-23
MS-021	Columbus High School	Columbus	MS	39702	1	NO	YES	Now	12-Mnth Contract; Health, life insurance, dental, vision and MS retirement system	15-Jul-22
MS-20005	West Lowndes High School	Columbus	MS	39701	1	YES	NO	Now	10-mnth contract only	19-May-23
MS-932	Lafayette High School	Oxford	MS	38655	1	NO	YES	Now	12 mnth contract and \$5000.00 stipend	10-Jan-23
MT-20221	Lockwood High School	Lockwood	MT	59101	1	YES	YES	Now	Officer or NCO may be hired; 10 mnth contract	23-Aug-21
NC-021	Dudley High School	Greensboro	NC	27401	1	YES	YES	Now	12 mnth contract; \$10,000 stipend; health, dental and retirement	18-Oct-22
NC-031	Ashbrook High School	Gastonia	NC	28054	1	YES	YES	Now	Officer or NCO may be hired; 11 Mnth contract	9-Feb-21
NC-034	E. E. Smith High School	Fayetteville	NC	28301	1	NO	YES	Now	11 mnth contract	28-Sep-21

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Unit #	School Name	City	State	ZIP	Number of Vacancies	Officer Vacancy?	Enlisted Vacancy?	Position Available Date	Notes	Date Posted
NC-051	Central Cabarrus High School	Concord	NC	28025	1	YES	NO	Now	11 mnth contract; \$2928 Annual Supplement; Health, Dental, Vision and Retirement benefits	6-Dec-21
NC-071	Seventy-First Senior High School	Fayetteville	NC	28304	1	YES	NO	Now	11 mnth contract; State benefits/ retirement and 3.5% local supplement	2-Jun-22
NC-075	Tuscola High School	Waynesville	NC	28786	1	YES	NO	Now	11 mnth contract; paid health insurance, leave and retirement plan	28-Mar-23
NC-20022	Julius L. Chambers High School	Charlotte	NC	28262	1	YES	NO	Now	12 mnth contract; \$7498.00 stipend; paid health, dental, eye (Blue Cross Blue Shield) insurance; 10 years teaching credit/supplemental pay; NC is a tax free military retirement pay state	25-Jul-23
NC-20053	James B. Hunt, Jr., High School	Wilson	NC	27893	1	NO	YES	Now	Re-advertised; 11 mnth contract	12-Jan-23
NC-20054	Louisburg High School	Louisburg	NC	27549	1	YES	NO	Now	10 mnth contract	1-Mar-23
NC-20061	Currituck High School	Barco	NC	27917	1	YES	NO	Now	11 mnth contract; 8% supplemental benefits; full benefits include retirement and health insurance	25-May-23
NC-200612* (Space Force)	Warren County High School	Warrenton	NC	27589	1	YES	YES	Now	Officer or NCO may be hired; 10 mnth contract	10-Jan-22
NC-20068	Pasquotank High School	Elizabeth City	NC	27909	1	YES	NO	Now	10 mnth contract	18-Aug-22
NC-20201	Montgomery Central High School	Troy	NC	27371	1	YES	NO	Now	10 mnth contract and \$2,000.00 stipend; \$1500.00 retention bonus (if continued by district)	1-Nov-22
NC-801	Northern Nash High School	Rocky Mount	NC	27804	1	YES	YES	Now	Officer or NCO may be hired; 10 mnth-contract and 2 weeks for SLS	4-Oct-21
NC-802	Emsley A. Laney High School	Wilmington	NC	284058816	1	YES	NO	Now	12 mnth contract; state health plan; state retirement plan; dental, vision insurance	26-Jun-23
NC-937	Northeastern High School	Elizabeth City	NC	27909	1	YES	NO	Now	10 mnth contract ; \$1725.00 stipend	20-Jun-22
NC-942	Crest High School	Shelby	NC	28152	1	YES	YES	Now	Officer or NCO may be hired; 11 mnth contract; state benefits/retirement and 3.5% local supplement	14-Jun-22
NC-945	SouthWest Edgecombe High School	Pinetops	NC	27864	1	YES	NO	Now	12 mnth contract; 7% Local Supplement; State benefits/retirement	5-Feb-22
NC-946	Ralph L. Fike High School	Wilson	NC	27893-1720	1	NO	YES	Now	11 mnth contract	28-Apr-23
NC-954	Bunker Hill High School	Claremont	NC	28610	1	NO	YES	Now	Officer or NCO may be hired; 11 mnth contract; 8% supplemental benefits; full benefits include retirement and health insurance	18-Jun-21
ND-20061	Fargo South High School	Fargo	ND	58103	1	YES	NO	1-Jul-24	10 mnth contract; \$5,000 additional incentives	7-Sep-23
NE-20061	Grand Island Senior High	Grand Island	NE	68803	2	YES	YES	Now	Officer or NCO may be hired; Enhanced Salary: based on education & years teaching; Stipends/Bonuses: based on years as AFJROTC Instructor; Supplemental benefits: health/dental insurance, NE retirement system	9-Feb-21
NE-20091	Lincoln Northeast High School	Lincoln	NE	68507	1	YES	NO	Now	11 mnth contract and MP	21-Nov-22
NE-20181	Scottsbluff High School	Scottsbluff	NE	69361	1	YES	NO	Now	10 mnth contract; Enhanced Salary: \$11,200; \$3000 sign on bonus; and Nebraska Retirement Plan/added pay based on experience	14-Oct-22
NH-20002	Pinkerton Academy	Derry	NH	03038-1501	1	YES	NO	Now	10 mnth contract	7-Nov-22
NJ-20001	William L. Dickinson High School	Jersey City	NJ	07306	2	YES	YES	Now	10 mnth contract; no additional incentives	17-Sep-21
NJ-20021	Bridgeton High School	Bridgeton	NJ	08302	1	YES	NO	Now	10 mnth contract; no additional incentives	30-Nov-21
NJ-20091	Vineland High School - North Campus	Vineland	NJ	08361	1	YES	YES	Now	Officer or NCO may be hired; 10 mnth contract; no additional incentives	17-May-22
NJ-20131	Atlantic County Institute of Technology	Mays Landing	NJ	08330	1	YES	NO	Now	10 mnth contract	5-Apr-23
NJ-20172	Mount Olive High School	Flanders	NJ	07836	1	YES	NO	Now	10 mnth contract	20-Mar-23
NJ-20173	Sayreville War Memorial High School	Parlin	NJ	08859	1	YES	NO	Now	10 mnth contract; stipends, insurance and Extra Comp are available	8-Apr-22

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Unit #	School Name	City	State	ZIP	Number of Vacancies	Officer Vacancy?	Enlisted Vacancy?	Position Available Date	Notes	Date Posted
NJ-20181	Pennsauken High School	Pennsauken	NJ	08110	2	YES	YES	Now	12 mnth contract; MIP or \$10,000.00 a month; stipends offered, various amounts negotiable; health, medical vision, dental and prescription benefits offered; retirement plan	10-Aug-22
NJ-20221	Millville High School	Millville	NJ	08332	1	YES	NO	Now	New Unit; 10 Month Contract; Enhanced salary: pay above MIP and Stipends/bonuses: \$40 an hour	13-Jun-22
NJ-20222	Egg Harbor Township High School	Egg Harbor Township	NJ	08234	1	YES	NO	Now	New unit; 11 mnth contract; \$15,000.00 pay above MIP; \$5000.00 stipend; health benefits, pension and PTO	6-Jul-22
NJ-20223	Saint John Vianney High School	Holmdel	NJ	07733	2	YES	YES	Now	New unit; 10 Month Contract; \$8000.00 pay above MIP; \$2000.00 stipend ; other supplemental benefits as per Trenton Diocese Policy	11-Jul-22
NJ-781	Cherry Hill High School West	Cherry Hill	NJ	08002	1	NO	YES	Now	11 mnth contract	18-Jul-23
NJ-782	Jackson Memorial High School	Jackson	NJ	08527	1	NO	YES	Now		28-Jul-23
NJ-852	Plainfield High School	Plainfield	NJ	07060	2	YES	YES	Now	Officer or NCO may be hired; 10 mnth contract; pay up to \$10K above MIP based on education/experience; \$4,200 activities stipend	26-Sep-22
NJ-861	East Orange Campus High School	East Orange	NJ	07017	1	YES	YES	Now	Officer or NCO may be hired; 10 mnth contract	1-Apr-22
NM-20011	Alamogordo High School	Alamogordo	NM	88310	1	YES	NO	Now	10 mnth contract	2-Dec-22
NM-951	Sandia High School 550	Albuquerque	NM	87110-3797	1	YES	NO	1-Jan-24	12 mnth contract; pay above MIP varies if possesses teaching license; Stipends/Bonuses: \$6,820; plus AF contribution to MIP returned to instructor	26-Jul-23
NV-031	Rancho High School	Las Vegas	NV	89101	1	YES	NO	Now		17-Jul-23
NV-091	Western High School	Las Vegas	NV	89107	1	YES	NO	Now	10 mnth contract; \$1056.50 per semester additional incentives	25-Apr-23
NV-20052	Canyon Springs HS + Leadership + Law Prep Academy	North Las Vegas	NV	89032	1	YES	NO	Now	10 mnth contract; no additional incentives	7-Sep-22
NV-20061	Shadow Ridge High School	Las Vegas	NV	89131	1	YES	NO	Now		9-May-23
NY-093	Patchogue-Medford High School	Medford	NY	11763	1	NO	YES	Now	10 mnth contract	3-Nov-21
NY-095	Newburgh Free Academy	Newburgh	NY	12550	1	YES	YES	Now	Officer or NCO may be hired; 10 mnth contract	25-May-21
NY-20011	Truman High School	Bronx	NY	10475	1	YES	NO	Now		10-Aug-23
NY-20051	John Bowne High School	Flushing	NY	11367	1	NO	YES	Now	10 mnth contract; pay above MIP	6-Jun-23
NY-961	Franklin K Lane Educational Campus	Brooklyn	NY	11208	1	YES	NO	Now	10 mnth contract	26-Apr-22
OH-20051	Trumbull Career + Technical Center	Warren	OH	44483	1	YES	NO	Now	10 mnth contract	29-Dec-22
OH-20061	Bellbrook High School	Bellbrook	OH	45305	1	NO	YES	Now	10 mnth contract; \$3950.00 stipend	3-Aug-23
OH-20091	Newark High School	Newark	OH	43055	1	NO	YES	10-Jun-24	12 mnth contract	8-Aug-23
OH-20181	Edgewood High School	Trenton	OH	45067	1	YES	YES	Now	Officer or NCO may be hired; 10 mnth contract	3-Aug-21
OH-881	Tecumseh High School	New Carlisle	OH	45344	1	NO	YES	Now		19-Jul-23
OK-20001	Carl Albert High School	Midwest City	OK	73130	1	YES		Now	10 mnth contract; Stipends/Bonuses: \$1103	11-Jul-22
OK-20012	Union High School	Tulsa	OK	74133	1	YES	NO	Now	12 mnth contract	9-Aug-23
OK-943	Southeast High School	Oklahoma City	OK	73129	1	YES	NO	Now	11 mnth contract; \$2400 additional compensation; Master an additional \$600	26-Apr-23
OR-931	Henley High School	Klamath Falls	OR	97603	1	NO	YES	Now	11 mnth contract; Pay above MIP based on qualifications; Health benefits/retirement plan	16-Mar-21
PA-011	Louis E. Dieruff High School	Allentown	PA	18109	1	YES	NO	Now	10 mnth contract	8-Dec-22
PA-20031	West Mifflin Area High School	West Mifflin	PA	15122	1	YES	YES	Now	10 mnth contract	31-Oct-22
PA-20051	Seneca High School	Erie	PA	16509	1	YES	YES	Now	Officer or NCO may be hired; 12 mnth contract	21-Apr-22
PA-20062	North Penn High School	Lansdale	PA	19446	1	NO	YES	Now	10 mnth contract	22-Feb-22
PA-20142	Phoenixville Area High School	Phoenixville	PA	19460	1	NO	YES	Now		9-May-23
PA-20201	Kiski Area High School	Leechburg	PA	15690	2	YES	YES	Now	Contract is negotiable; Enhanced salary is negotiable; Various supplemental contracts available	10-Mar-22
PA-20221	New Castle Senior High School	New Castle	PA	16101	1	YES	NO	Now	10 mnth contract	13-Jun-22
PA-20223	Eastern York High School	Wrightsville	PA	17368	1	NO	YES	Now	New unit; 10 mnth contract	26-Aug-22
RI-20221	North Providence High School	North Providence	RI	02904	1	YES	NO	Now	10 mnth contract	13-Jun-22
SC-042	Orangeburg-Wilkinson High School	Orangeburg	SC	29115	1	YES	NO	Now	12 mnth contract	27-Feb-23
SC-065	C. A. Johnson High School	Columbia	SC	29204	1	YES	NO	Now		12-Jun-23
SC-20021	Edisto High School	Cordova	SC	29039	1	NO	YES	Now	12 mnth contract	23-May-22
SC-20022	Berea High School	Greenville- SC 29617	SC	29617	2	YES	YES	Now	10 mnth contract	27-Feb-23

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SC-20024	Broome High School	Spartanburg	SC	29307	1	NO	YES	Now	11 mnth contract; 8% pay above MIP adjusted each January; sick leave accrued at 1.5 days per month up to a maximum of 90 days; FMLA per stature; paid parental leave per board policy	7-Jun-23
SC-931	Manning High School	Manning	SC	29102	1	YES	NO	Now	11 mnth contract	20-Jan-23
SC-954	Wade Hampton High School	Greenville	SC	29609	1	YES	YES	Now	Officer or NCO may be hired; 12 mnth contract; \$1,836 - \$3,060 stipend based on experience; and State Retirement, vision and dental	27-Feb-23
SC-955	Southside High School	Greenville	SC	29605	1	YES	NO	Now	12 mnth contract; Stipends/Bonuses: \$1,836/yr min. (bases on yrs of exp.); Paid Vacation/Sick Leave, SC Retirement Plan	17-Jan-23
TN-791	Heritage High School	Maryville	TN	37804	1	NO	YES	1-Jun-24	10 mnth contact and \$215.00 stipend	26-Jul-23
TN-792	Coffee County Central High School	Manchester	TN	37355	1	YES	NO	Now	11 mnth contract, medical, dental, vision, life and supplemental insurances; retirement plan	29-Jun-23
TN-941	Cane Ridge High School	Antioch	TN	37013	1	YES	NO	1-Jul-24	10 mnth contract	19-Jan-23
TX-031	Venture High School	Arlington	TX	76018	1	NO	YES	Now	11.5 mnth contract; \$3000.00 stipend; one position available now and one position available July 2023	15-Aug-22
TX-20002	Lockhart High School	Lockhart	TX	78644	1	YES	NO	Now	10 mnth contract	20-Oct-22
TX-20054	Brazoswood High School	Clute	TX	77531	1	YES	NO	Now	10 mnth contract	7-Jan-21
TX-20056	John H. Guyer High School	Denton	TX	76210	1	NO	YES	Now	11 mnth contract; \$2000.00 stipend	7-Jul-23
TX-20066	Coldspring-Oakhurst High School	Coldspring	TX	77331	1	YES	NO	Now	10 mnth contract	28-Jul-22
TX-20081	Forney High School	Forney	TX	75126	1	NO	YES	Now	11 mnth contract	11-May-23
TX-20092	Kingwood Park High School	Kingwood	TX	77339	2	YES	YES	Now	11 mnth contract; \$5,000 stipends/bonuses	25-Apr-23
TX-20104	Dobie High School	Houston	TX	77089	1	YES	NO	Now	Pay above MIP and receives 20 days of vacation each year	9-Jan-23
TX-20161	Rowlett High School	Rowlett	TX	75088	1	NO	YES	Now	12 mnth contract	8-May-23
TX-20201	Cypress Lakes High School	Katy	TX	77449	1	YES	NO	Now		21-Jan-23
TX-794	Cooper High School	Abilene	TX	79605-7099	1	YES	NO	Now	10 mnth contract; \$1200 Drill Stipend; and \$1000 Masters Degree Stipend	9-Feb-23
TX-911	United High School	Laredo	TX	78045	1	YES	NO	1-Feb-24		24-Apr-23
TX-924	I.H. Kempner High School	Sugar Land	TX	77498	1	YES	NO	Now		7-Sep-23
TX-934	McNeil High School	Austin	TX	78729	1	YES	NO	Now	12-mnth contract	18-May-23
TX-946	Palo Duro High School	Amarillo	TX	79107	1	YES	NO	Now	12 mnth contract; \$20,059 enhanced salary; and \$6,442.20 paid towards "employee Only" Medical Coverage	18-Jan-23
TX-952	Corsicana High School	Corsicana	TX	75110	1	YES	YES	Now	Officer or NCO may be hired; 11 mnth contract	26-Apr-23
TX-957	Cedar Hill High School	Cedar Hill	TX	75104	1	NO	YES	Now	10 mnth contract; \$3000.00 stipend	23-Jan-23
TX-959	Temple High School	Temple	TX	76504	1	YES	NO	Now	11 mnth contract	1-Jun-22
UT-20061	Dixie High School	St George	UT	84770	1	YES	YES	SY 23-24	Officer or NCO may be hired; 12 mnth contract; \$2500 stipend; 10% toward 401K, Dental Insurance, paid retirement plan	12-Sep-23
UT-20141	Utah Military Academy-Hill Field	Riverdale	UT	84405	3	YES	YES	Now	10 mnth and contract	14-Feb-23
UT-20161	Pine View High School	St. George	UT	84770	1	YES	YES	Now	Officer or NCO may be hired; 12 mnth contract; 6% paid toward 401K; paid retirement plan, dental insurance; potential stipend	7-Dec-22
UT-20201	Utah Military Academy-Camp Williams Campus	Lehi	UT	84043	2	YES	YES	Now	11 mnth contract and pay above MIP is negotiable; matching 401K; medical insurance; if needed	26-Jan-22
UT-931	Northridge High School	Layton	UT	84041	1	YES	NO	Now	re-advertised	28-Jul-23
VA-20011	Franklin County High School	Rocky Mount	VA	24151	1	YES	YES	Now	Officer or NCO may be hired; 10 Mnth Contract; \$2000.00 drill team stipend; VRS (retirement plan) offered	23-Jun-22
VA-20062	C.D. Hylton High School	Woodbridge	VA	22193	1	NO	YES	Now	re-advertised	18-May-23
VA-951	Mecklenburg County High School	Baskerville	VA	23915	1	YES	YES	Now	Officer or NCO may be hired; 10 mnth contract; \$6500 annual stipend (payable monthly) for the extra-curricular activities	6-Jan-21

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WA-083	Washington High School	Tacoma	WA	98444	1	NO	YES	Now	10 Mnth Contract; stipend: \$8000.00 special assignment pay (extra duties); health insurance, retirement, other optional benefits	4-Aug-22
WA-20021	Charles Francis Adams High School	Clarkston	WA	99403	1	YES	NO	Now	12 mnth contract	1-Apr-22
WA-20222	Bonney Lake High School	Bonney Lake	WA	98931	1	NO	YES	Fall 2023	new unit; 10 mnth contract	28-Jun-22
WV-781	Parkersburg South High School	Parkersburg	WV	26101	1	NO	YES	Now	11 mnth contract;\$2000.00 +/- pay above MIP;\$2640.00 stipend; health and dental insurance available; retirement plan available; sick leave bonus;\$10k group term life available at no cost	22-Sep-22
WV-931	Woodrow Wilson High School	Beckley	WV	25801	1	YES	NO	Now	10 mnth contract and MIP	29-Jun-23
WV-951	South Charleston High School	South Charleston	WV	25309	2	YES	YES	Now	10 mnth contract and MIP	21-Mar-23

[Click here to see an interactive map of all instructor vacancies](#)

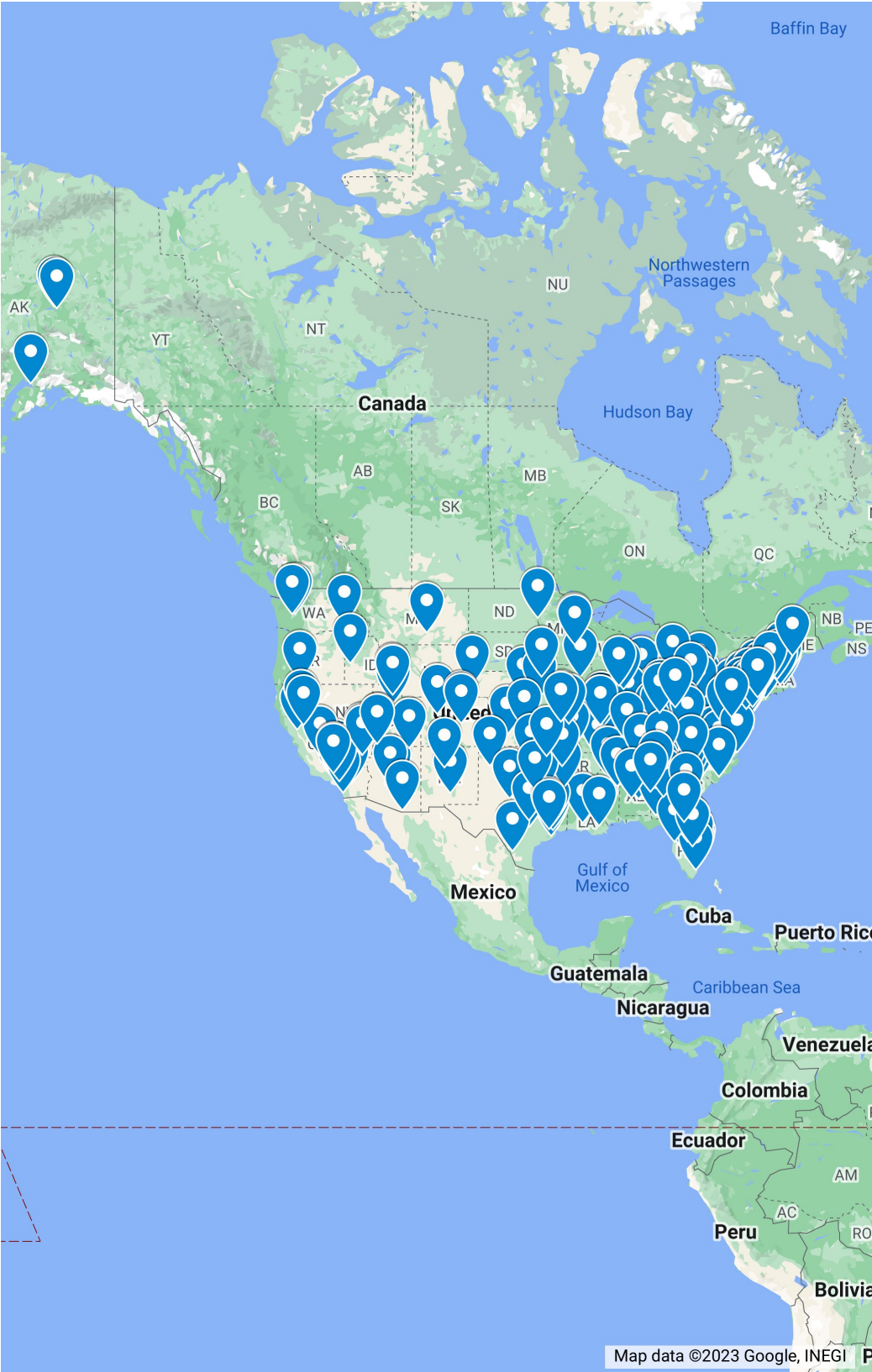
AFJROTC Instructor Vacancies

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All items

An interactive map with the locations of all current AFJROTC Instructor vacancies.



JOB DESCRIPTION

The success of Air Force Junior ROTC would not be possible without the expertise and dedication of the more than 1,600 retired Airmen who serve as Aerospace Science Instructors.

Air Force Junior ROTC is a full program and is not confined to the “regular” school day, nor just the classroom. Air Force Junior ROTC instructors conduct academic classes during the regular school day, but also supervise Leadership Development Requirements (LDRs) after regular school hours. LDRs are experiential learning activities like drill teams, academic bowl teams, marksmanship teams, etc. A robust and successful AFJROTC program will have several active LDRs throughout the year.

Air Force Junior ROTC Program Staffing. Each Air Force Junior ROTC program must be staffed with a minimum of two instructors. More instructors are added as enrollment grows. An Air Force Junior ROTC unit typically has one retired officer and one retired enlisted instructor.

Officer instructors are retired officers who have at least a bachelor’s degree. Over 90 percent of them have master’s degrees with backgrounds in teaching, extensive experience managing complex programs, and many have significant experience working with youth groups.

Enlisted instructors are retired noncommissioned officers who normally have at least a bachelor’s degree. All enlisted instructors have extensive experience in leadership, supply, administration, drill and ceremony, teaching, and many have significant experience working with youth groups.

Responsibilities of All Instructors. Instructors will exhibit only the highest levels of personal and professional conduct while serving as an Air Force Junior ROTC instructor. The proverbial “glass house” analogy certainly applies here. Instructors perform duties, accept responsibilities, and meet standards as prescribed by applicable Department of Defense (DoD), Air Force and Air Force Junior ROTC instructions. Instructors will directly supervise all cadets participating in official AFJROTC unit events, AFJROTC community service events, and other unit activities (e.g. drill competitions, curriculum-in-action trips, base visits, etc.) that enhance or supplement the program.

All Air Force Junior ROTC instructors are deeply involved in their communities. They teach Air Force Junior ROTC aerospace science and leadership education curricula. They also serve as liaisons between the Air Force and civilian agencies in the aerospace field, and perform career and performance counseling for AFJROTC cadets.

Instructors devote themselves to cadets in the classroom and during LDRs. Their hard work and devotion have resulted in an Air Force Junior ROTC program that’s highly acclaimed at the local and national level.

Essential Functions of All Air Force Junior ROTC Instructors. To successfully serve as an AFJROTC Instructor, an applicant must be able to:

- 1) **Conduct Academic Classes.** An Air Force Junior ROTC Instructor is expected to prepare for and teach periods of instruction of 45 to 90 minutes each, for as many as 4 to 6 periods per day, depending on a particular school’s schedule. Each class period may contain 30 students (possibly more in unusual circumstances) holding a range of ages and maturity levels, and coming from different socioeconomic backgrounds. Teaching academic classes involves significant organizational, interpersonal, and communication skills, as well as a high degree of patience.
- 2) **Lead Before and/or After-School Activities.** An Air Force Junior ROTC Instructor is expected to coordinate and lead a variety of school activities, possibly held before or after each school day, both indoors and outdoors. These activities may include physical training events, academic clubs, rocketry teams, marksmanship teams, along with performing drill instruction and demonstrating drill sequences. Leading extracurricular activities involves significant organizational skills, strong teambuilding skills, and physical stamina.
- 3) **Lead Off-Campus Events.** An Air Force Junior ROTC instructor is expected to lead field trips to historical sites, visits to local government agencies and military installations, and to march in parades with their cadets. Leading off campus events involves significant organizational skills, physical stamina, and the ability to remain calm in stressful situations.
- 4) **Be an Ambassador of the Air Force.** An Air Force Junior ROTC instructor is expected to exemplify a positive image of the Air Force at all times by conducting themselves in a highly professional manner in both their words and their actions. Additionally, an Air Force Junior ROTC instructor is expected to maintain a professional military appearance in uniform, and to comply with Air Force Junior ROTC weight and body fat standards.
- 5) **Complete any additional state and/or local school district mandated teacher certification or continuing education requirements.** Any additional certification requirements above the basic Air Force Junior ROTC instructor certification must be accomplished at no expense to the Air Force.
- 6) **Successfully incorporate Air Force Junior ROTC-approved interactive learning software/hardware with classroom instruction, and have a competent knowledge of curriculum planning, Air Force educational programs, drill and ceremonies, and educational administration, including tests and measurements.** Academic, administrative, logistical, financial support tasks, and after-school activities will be equally shared by all instructors as regular duties.
- 7) **Complete the mandatory Air Force Junior ROTC Instructor Certification Course (JICC) as a condition of certification.**

FREQUENTLY ASKED QUESTIONS

1. What is the Air Force Junior ROTC program?

Air Force Junior ROTC is not a recruiting program for the military. Air Force Junior ROTC exists only to instill (in high school students, grades 9-12) the values of citizenship, service to the United States, and personal responsibility through education and mentoring. The Air Force Junior ROTC program is a 3 to 4-year course of military-based instruction (academics and leadership development requirements). The curriculum includes an introduction to aviation history, aviation and space science, college and career readiness, global studies, practical leadership, and health and wellness.

2. What is the mission of the Air Force Junior ROTC program?

The mission of the Air Force Junior ROTC program is to develop citizens of character dedicated to serving their nation and community. More specifically, the program is designed to educate and train high school cadets in citizenship, promote community service, instill responsibility, character and self-discipline, and provide instruction in air and space fundamentals.

3. Who are the instructors in this course?

Instructors are all retired members of the United States Air Force. Normally, one retired officer and one retired enlisted are employed by the school at each program. The officer is designated as the Senior Aerospace Science Instructor (SASI), and the enlisted as the Aerospace Science Instructor (ASI). Additional enlisted instructors are authorized if the cadet enrollment exceeds 151. While Air Force Junior ROTC instructors are retired military members, they continue to wear their Air Force uniform (at their retired grade) in the performance of their duties. As such, instructors are required to meet and maintain Air Force uniform wear, grooming and weight standards during their tenure as instructors.

4. Who may apply for the SASI position?

Officers (Major thru Colonel) who meet the following qualifications may apply: Bachelor's degree or higher from an accredited institution; permanently retired less than 5 years from the effective date of employment; meet DODI/AFJROTC weight/body fat standards (26% for males/36% females), possess high standards of military bearing, appearance and moral character. Officers still on active duty may apply when they receive an approved retirement date. Desirable prerequisites: Master's degree, teaching experience, command experience, and experience working with youth groups. Although AFJROTC provides certification training for applicants selected to teach AFJROTC, some schools may require instructors to be state-certified as a high school teacher or willing to work toward and achieve certification within a prescribed period.

5. Who may apply for the ASI position?

Noncommissioned Officers (NCO's) in the grades of TSgt thru CMSgt who meet the following prerequisites may apply: Hold a minimum of a Bachelor's degree, permanently retired 5 years or less from the effective date of employment, meet DODI/AFJROTCI weight/body fat standards (26% for males/36% for females), possess high standards of military bearing, appearance, and moral character. NCOs still on active duty may apply when they have an approved retirement date. Desirable qualifications: experience in supply, administration, drill and ceremonies, classroom teaching, and working with youth groups.

6. Are retired Guard/Reservists eligible for SASI or ASI positions?

Yes! Effective under the FY 2007 National Defense Authorization Act (NDAA), "Gray-Area" Guard and Reserve members who retire with a minimum of 20 "good years of service," but ineligible to draw their military retirement until age 60, may apply and would be subject to a Minimum Instructor Pay (MIP) formula established by AFJROTC. A Gray Area retiree's MIP may not exceed the MIP of a retired active duty member of the same grade IAW Title 10, United States Code, Section 2031(3)(1)(A) and (B). Once drawing retired pay, the calculation remains the same, in that the active duty calculation still applies.

7. What is the SASI's job?

The SASI manages the entire program. Although they spend much of their time in the classroom, after school co-curricular activities (example: drill team practice and rocket club) are a fundamental part of the job. Additionally, enrollment activities, such as briefings to school administrators, faculty, and community organizations to explain the program and elicit support, counseling of cadets and other students, and briefings to students from supporting junior high schools are key job elements. The SASI must be involved in community relations, liaising with other Air Force and civilian agencies in the aerospace field, unit supply or administrative functions, career and performance counseling, and an extensive extracurricular program, such as a military ball, parent-cadet banquet, inter-JROTC sports competitions, cadet news articles, drill team, honor guard, parades, flag raising, retreat ceremonies, presentation of awards, and fundraising activities for the unit or charitable institutions. As classroom teachers, they will typically be required to teach five out of six periods in the school day. They wear their Air Force uniform while performing AFJROTC duties. Although the Air Force provides significant guidance for managing the program, self-direction, initiative, and self-reliance are essential traits of the SASI. For further information, refer to AFJROTCI 36-2010, Air Force Junior Reserve Officer Training Corps.

8. What is the ASI's job?

In the context of Air Force Junior ROTC program operations, the ASI is supervised by the SASI. In most units, they are responsible for the Leadership Education portion of the curriculum. This includes drill and ceremonies, principles of leadership and management, and communication skills. They assist the SASI in teaching Aerospace Science, particularly those areas where they have special competence because of their experience and training. They may give or grade tests, give career and performance counseling, and supervise cadet corps activities. They are also involved in the enrollment and co-curricular activities described in question 7. Typically, the ASIs are appointed Military Property Custodians and are responsible for uniforms and equipment and for other administrative matters. They wear their Air Force uniform while performing Air Force Junior ROTC duties. The instructors, although not on active duty, are still working in and managing a military-type unit. The same NCO-officer, subordinate-supervisor relationship which existed on active duty must be maintained in the Air Force Junior ROTC unit. Only those NCOs who can support the objectives of Air Force Junior ROTC and give their full loyalty, support, and cooperation to the SASI in achieving goals should apply. For further information, refer to AFJROTCI 36-2010, Air Force Junior Reserve Officer Training Corps.

9. For whom do the instructors work?

Instructors are employees of the school but are certified to teach Air Force Junior ROTC by the Air Force. Instructors are responsible to both the school authorities and Air Force Junior ROTC for the conduct of the program. The SASI works for the principal and is the direct supervisor of the ASI (in the context all things Air Force Junior ROTC). The school and each instructor mutually agree on the length of the instructor's contract (not less than 10 months per year, up to 12 months). Even though the instructor's contract is with the school, the Air Force reserves the right to remove instructors from the program through decertification action if their performance or conduct is found to be unsatisfactory.

10. May the instructors teach non-Air Force Junior ROTC subjects, such as math or social studies?

No. Air Force Junior ROTC instructors perform only those duties connected with the instruction, operation, and administration of the AFJROTC program. Individuals employed as Air Force Junior ROTC instructors will not perform duties or teach classes in any discipline other than AFJROTC-directed curriculum. However, this provision is not intended to preclude Air Force Junior ROTC instructors from serving on committees or performing other routine duties that are rotated regularly among other teachers in the school.

11. What is the relationship of the instructors to other members of the faculty?

The SASI and ASI are members of the faculty and teach an integral part of the school's curriculum. They are subject to the many of the same assignments and duties as other teachers (such as lunchroom monitor) and usually receive the same benefits of sick leave, holidays, and vacations as do the other teachers. Some states/school districts may require the SASI and ASI to be certified as high school teachers above and beyond the basic Air Force Junior ROTC instructor certification. Air Force Junior ROTC recommends that the SASI and ASI work toward those certifications. In some states, the ASI is permitted to teach military subjects without certification and may serve as a classroom assistant without being teacher certified by the state. See the web page called "JROTC Certifications by State."

12. What pay does the instructor receive?

Instructors receive, at a minimum, pay equal to the difference between active duty retired pay (this calculation also applies to retired ANG/AFRES members) and the total compensation they would receive if ordered to active duty. Active duty pay includes base pay, housing allowance (based on the ZIP code of the employing school), subsistence allowance, clothing allowance (NCOs), and COLA, if applicable. This is computed on a monthly basis, and then multiplied by the length of the contract.

For example: Assume your total active duty compensation to be \$7,000 and your retired pay (or active duty equivalent retired pay for ANG/AFRES retirees) to be \$3,000 monthly:

Pay & Allowances	\$7,000
Less Retired Pay	- \$3,000
Minimum Pay from School	= \$4,000 (per month of contract length)

Schools may not pay less than the minimum (prescribed by Title 10, USC, Section 2031) but may pay above the minimum. Any amount above the minimum is subject to negotiation between the instructor and the school. The Air Force reimburses the school one-half of the minimum only, each month, for a minimum of 10 months, up to a maximum of 12 months. Each active duty pay raise will result in an increase of the minimum pay from the school. Conversely, each cost-of-living raise in retired pay could result in a decrease of the minimum pay. Notwithstanding any other provision of law, AFJROTC instructors are not, while so employed, considered to be on active duty or inactive duty training for any purpose. Only the pay is computed as though you were on active duty. Note: MIP does not have to be met while an instructor is on Terminal Leave.

NOTE: Gray-Area Guard and Reserve applicants--please refer to FAQ #6 and the Instructor Pay web page.

13. Will my retired pay and school pay equal my gross monthly active duty salary?

For active duty retirees, yes. For ANG/AFRES members, the calculation is based on an active duty retirement amount. Keep in mind that any "allowances," such as the housing allowance, are not taxable on active duty. However, as an AFJROTC instructor, "allowance" calculations are considered part of the gross pay and are fully taxable.

14. What is the length of the contract?

The MINIMUM instructor employment contract length is 10 months each school year. However, the lengths of contracts vary after that. The school's budget, school policy, and individual negotiating skill affect longer contract lengths. Some schools cannot afford to offer an 11 or 12-month contract. Schools granting 11 or 12-month contracts must ensure that the instructors will be performing duties in direct support of AFJROTC throughout the duration of the contract.

15. Will the school or the Air Force reimburse me for interview or moving costs?

ONLY if the position was advertised that way by AFJROTC. There is a specific process that dictates which vacancies have that benefit offered. If it is not advertised that way, it is not being offered. Experienced AFJROTC instructors selected for overseas positions in Department of Defense Dependent Schools (DoDDS) are handled by DoDDS rules, which are normally funded PCS-type moves. (NOTE: If you are just retiring, you may be entitled to a paid move provided by the Air Force. You must check with your local TMO to determine if you are eligible).

16. Are regular officers affected by dual compensation laws?

No.

17. What does the Air Force furnish the AFJROTC units?

The Air Force supplies curriculum materials such as instructor guides, textbooks, training aids, lesson plans, uniforms for students, some training equipment, limited funding (O&M and MILPER), and one-half of an instructor's minimum instructor pay (MIP) calculation (as a reimbursement to the school).

18. What does the school furnish?

The school furnishes 100% of each instructor's salary (reimbursed 50% of MIP by the Air Force in arrears), facilities for classroom instruction, equipment and uniform storage, a drill area, and the same supervision, support, and equipment normally provided other teachers and classes.

19. Where are the AFJROTC units located?

Air Force Junior ROTC is mandated to sustain 870 schools in 49 states, 12 Department of Defense Dependent School (DoDDS), and 2 in Guam. Use this locator to find units.

20. Who is responsible for the success of the Air Force Junior ROTC program?

The success of the program in any school depends primarily on the instructor team, but all faculty and school administrators have an important role. For instructors, the differences in skill, experience, and grade enable each instructor to relate to the cadets in a different way and are thus, complimentary. A team effort is required for a successful program, and is key in determining whether the program will attract the required number and quality of students. Therefore, a collaborative effort is imperative to the viability of the program and instructor tenure.

21. How are applicants evaluated?

Various factors, including performance report history and an interview conducted by a current SASI. All factors are considered to approve or disapprove an application (see Instructor Application web page). Once the initial application is approved, a Tier 1 with Childcare Inquires background check must be accomplished. Also, mandatory initial training must be completed. If all is found to be satisfactory, then applicants are issued a certification and are then considered instructors.

22. How does the hiring process work?

Instructor vacancies are posted on the AFJROTC website (see question 23 for more detail). Certified instructors may apply for vacancies by emailing their preferences to Holm Center/JRI (jrotc.jri@au.af.edu). Instructors are referred to schools of their choice. School officials interview nominees and select the instructor they feel fits best into their school construct. Air Force Junior ROTC has no role in the interview or actual hiring of an instructor, other than certifying new applicants and referring them to the school.

23. How will I find out about available positions?

Instructor vacancies are posted on the AFJROTC website. On the main page, click the "Instructor Vacancy List" on the scrolling menu near the top of the screen. The vacancy list is updated at least once per week. All known vacancies are posted as soon as we know about them.

24. What are my chances for selection?

It is up to you, your interview skills and what you may bring to the table as an Air Force Junior ROTC instructor. Each school chooses who they want from the list of candidates sent.

25. When should I apply?

If you are already retired, you should apply immediately. If not, with verification from AFPC (AD) or ARPC (ANG/AFRES) that your retirement application has been APPROVED, an application can be started. However, we cannot finalize initial approval of any application until the actual, published retirement orders are provided.

26. How long will my application be retained on file?

Certifications are good for five years from the retirement date. Instructors who terminate employment and are eligible for reemployment consideration for five years after their date of termination.

27. Will you return my records, resume, or other data I provide at the time of application?

No. However, we only accept electronic documents, so this should not be an issue.

28. What if I retired with Air Force or VA disability?

The fact of having retired with a disability is not an issue. What matters is that you can fully perform the essential functions of an Air Force Junior ROTC instructor. You will complete an Occupational Screening Questionnaire telling us if you can perform the essential functions of an Air Force Junior ROTC instructor.

29. When will I be eligible for nomination to a position?

You are eligible for nomination when Holm Center/JRI has received all necessary items, processed and evaluated your application, training, and background check and provides you a certification.

30. Why and what type of photo is required with my application?

A current, color full-length (head-to toe pose) .jpeg or PDF photo in Air Force short-sleeved or long-sleeved blue shirt and blue slacks is preferred. If an Air Force short-sleeved or long-sleeved blue shirt and blue slacks is not readily available, civilian business attire is acceptable. The photo does not need to be taken by a professional photographer. Digital photo taken by family or friend is acceptable. No jackets, coats, or large, loose clothing, please.

31. As an Air Force Junior ROTC instructor, will my retirement status change?

No, your retired status does not change. You are not on active duty, and you are not in the active Air Force Reserves. Although you teach aerospace science and are associated with the Air Force as an Air Force Junior ROTC instructor, you are a school employee.

INSTRUCTOR PAY INFORMATION

Military retirement pay is not impacted or changed in any way by being an AFJROTC instructor.

This page explains how the monthly minimum pay for AFJROTC Instructors is calculated. This pay is known as the Minimum Instructor Pay or “MIP.” MIP is the difference between retired pay and the active duty pay and allowances (excluding hazardous duty and special pays) that an Air Force Junior ROTC instructor would receive if ordered to active duty.

MIP is not the final take-home pay. MIP is the total minimum compensation package a school must provide. As with any compensation package, common deductions such as federal and state taxes, healthcare premiums, retirement plans, or union dues are deducted from the total compensation amount. The total compensation amount cannot be less than the MIP. There are times when an individual can choose to opt-in/opt-out of a certain benefit or retirement package. Other times, participation is mandatory. Those individual situations will impact the final take home pay.

For all Air Force Junior ROTC instructors, regardless if they are retired from the Active Duty, Guard or Reserve, the MIP calculations are accomplished in the same manner. Per Department of Defense policy (ref: OSD memo 22 Oct 2007), MIP for Gray Area and Guard/Reserve retirees (in receipt of retired pay or not) will be accomplished using a “computed” retired pay method. The “computed” retired pay amount is derived from the member’s grade and total creditable years of service, then applied to an active duty-based retirement pay calculation. The resulting retired pay amount would be identical to that of an active duty retiree possessing the same grade and years of service. The resulting retired pay amount is used in the instructor’s MIP calculation. The “computed” retirement pay method ensures that no individual (with the same grade and years of service) presents a disproportionate cost to a host school. Meaning, the MIP for retired Guard or Reserve members is calculated in the same manner as Active Duty, as if the person was receiving retired Active Duty member retired payments. To be clear: Retired Guard and Reserve members may not receive their monthly retired pay until they reach a certain age, but the MIP calculation is handled as if they are receiving Active Duty retiree payments now. This is a Secretary of Defense policy and is applicable to all branches. Therefore, the MIP for a retiree of the same rank, years of service and location would be the same regardless if they are a retired Active Duty, retired Guard, or retired Reserve member.

The Air Force reimburses the school one half of the monthly MIP amount, each month, up to 12 months. The total amount paid by the school is taxable income. All changes in active duty and retired pay (i.e., COLA increases) affect the minimum pay calculation.

Many schools elect to pay more than the MIP to attract and retain the most qualified instructors. Schools are also encouraged to adjust instructor pay based upon the individual’s qualifications and experience.

The Air Force will not reimburse the school for any amount paid to an instructor if they are employed while on Terminal Leave. This also means MIP does not have to be met while on Terminal Leave. Reimbursement will start on the effective date of retirement as stated on the official retirement orders. Any contract length above 10 months and any pay above the MIP are a matter of negotiation between the instructor and the school.

You can compute the approximate amount of your MIP by using the pay guide below. Keep in mind the figures determined here are estimates only. Official MIP amounts are generated by Air Force finance experts, after a school hires you.

Army JROTC online MIP Calculator: <https://www.usarmyjrotc.com/pay/>

For current rates:

BAH

CONUS COLA

www.dfas.mil/militarymembers.html

Pay Computation Worksheet:

A	MONTHLY BASIC PAY (for <u>retired</u> grade and years of service)	\$
B	BASIC ALLOWANCE FOR HOUSING (USE SCHOOL ZIP CODE)	+\$
C	SUBSISTENCE ALLOWANCE (BAS)	+\$
D	CLOTHING ALLOWANCE (Enlisted Only)	+\$
E	CONUS COLA (If Applicable)	+\$
F	TOTAL CURRENT ACTIVE DUTY PAY CALCULATION (Add A through E)	\$
G	SUBTRACT GROSS RETIREMENT PAY Active Duty Retirees: Use your actual gross retired pay or projection of actual. Guard/Reserve Retirees: Calculate retired pay as if you are receiving the ACTIVE DUTY gross retirement pay amount each month. Do not use "0" (zero) and do not use any projections of your post-age 60 retirement pay)	-\$
H	MINIMUM MONTHLY COMPENSATION THAT MUST BE PROVIDED BY SCHOOL (Subtract G from F)	\$

Initial Application Process: Before any retired Airman can be considered for hire by a school, they must have received a certification from Headquarters AFJROTC.

The initial application process screens candidates for general suitability, including time since retirement, service history, college degrees, weight and body fat standards, and desire to teach in the high school environment. Not all applications are approved. If the initial application is approved, the applicant must complete the Initial Instructor Certification Course (IICC) and then a Tier 1 background check with Childcare Inquiries. If all of the aforementioned items are satisfactory, the applicant is then certified to teach AFJROTC.

All applications are taken via this website. Those who do not meet the initial screening requirements for use of the online application may still be considered on a case-by-case basis if they receive a waiver from the Chief of Instructor Management. An example: if the applicant's time since retirement has exceeded five years, and they desire to apply for an extended vacancy or hard-to-fill location.

School Referral and Interviews: All vacancies are filled with volunteers only. HQ AFJROTC cannot force anyone to apply for a particular location. If we have no volunteers, we have no names to refer.

Once a person has received a certification with HQ AFJROTC, they are eligible to volunteer for a vacancy of their choice. All known vacancies or pending vacancies are posted on our website under the "Instructors" menu. If a certified instructor is interested in a particular school, their name can be forwarded without delay (unless DoDEA). Referrals are sent via email to the school principal with the applicant's name and contact information included. Each referred applicant receives a separate confirmation email telling them to which school they were referred.

HQ AFJROTC's goal is to provide and maintain a fair and equitable nomination process so that any instructor has an equal chance at a particular vacancy. Anyone interested in a particular vacancy should not attempt to interview with the school directly until HQ AFJROTC officially refers them as a certified instructor. If it is determined that an instructor is circumventing the official process in an attempt to gain an advantage, that applicant may be rendered ineligible for that vacancy. HQ AFJROTC Instructor Management reserves the right to make that determination.

Department of Defense Education Activity (DoDEA Schools): Due to the high-visibility locations, proficiency in AFJROTC required, and increased cost of Headquarters visits to overseas locations, all instructors interested in AFJROTC vacancies in DoDEA are limited to experienced AFJROTC instructors (current and prior instructors only). Current AFJROTC instructors must meet the transfer criteria as stated in AFJROTCI 36-2010 to be considered. Prior instructors must have been in good standing when they departed their last school, and they must have received a satisfactory AFJROTC Form 99 from their previous school. Only those names screened, approved, and referred to DoDEA by HQ AFJROTC are eligible for consideration.

Interview Process: It is up to the school and the instructor to establish communication and accomplish any district paperwork, school-conducted background checks, or other items necessary to complete the interview process. HQ AFJROTC does not track all application/hiring requirements within the 630 school districts that host AFJROTC Programs. Therefore, each school must guide all instructors accordingly. Be sure to ask questions!

Travel costs for an interview are at the instructors expense. Instructors are reminded not to volunteer for a position unless they are available and willing to travel to the school for an interview. Instructors who are nominated but fail to contact the school or appear for a scheduled interview show insincerity unfavorable to the Air Force. Such instructors may be permanently withdrawn from further consideration. Note: In unusual cases where travel is prohibitive, schools may grant an instructor an interview via an internet-based video chat or other medium of their choice.

Instructors being interviewed must put their best foot forward. Wearing the Service Dress Uniform is the first choice for an in-person interview, since AFJROTC Instructors are required to wear the blue service uniform in the course of AFJROTC duties.

Hiring Process: NOTE: Please DO NOT accept an offer of employment without fully understanding the contract length and the salary! The school must offer a minimum of a 10-month contract at the Minimum Instructor Pay (MIP). They do not have to offer more than that, but many do. (NOTE: While on Terminal Leave, MIP is not mandated to be met.) The schools have the final say on which instructor they choose to hire. Once a school makes an offer to an instructor and the instructor accepts, the school will notify HQ AFJROTC Instructor Management. At that point, the school will be asked for any additional information needed, including completion of a DD Form 2767, Annual Certification of Pay and Data Form.

Instructor Transfer Process: Instructors may not request a transfer until they are serving in their second or subsequent school year with their current school. Instructors may not contact school officials concerning vacancies unless specifically referred by HQ AFJROTC. They must also resign their current positions effective the end of the current school year. Instructors contacting school officials without a proper referral may be considered ineligible for the position. NOTE: Current instructors, who interview for, are offered, and decline a position may be ruled ineligible for transfer for one (1) additional school year.

Certification Process: HQ AFJROTC provides the basic certification for all AFJROTC Instructors to teach in AFJROTC. No instructor can become (or remain) an AFJROTC instructor without the certification granted by HQ AFJROTC.

Each state or district may levy additional certification or professional development requirements on their faculty, including AFJROTC Instructors. HQ AFJROTC does not prohibit any such requirements, but additional requirements should be carefully measured, since AFJROTC instructors can only teach AFJROTC-approved curriculum.

NEW INSTRUCTOR APPLICATION

Greetings and thank you for your interest in becoming an AFJROTC Instructor! Please read all of this thoroughly BEFORE you start an application.

Am I obligated for applying? You incur no obligation for submitting an application. Once you receive a certification, the decision to be nominated to any school, or to accept a hiring offer from any school is your choice.

Is my retired pay impacted in any way? Being an AFJROTC instructor has no impact on your military retired pay.

Minimum application requirements:

>>WAIVERS: Waiver requests must be resolved BEFORE an online application is attempted. Waivers are considered, based on the needs of the program. Email: jrotc.jri@au.af.edu with any waiver requests/questions.

>>INTEGRITY FIRST: Providing any false or misleading information during the application or background check process is an integrity violation and will result in your disqualification. Bypassing the pre-screening questions with inaccurate answers or failing to disclose adverse actions is providing false and misleading information.

1) Must be retiring/retired from a component of the Department of the Air Force. All Air Force JROTC instructors must be retired from the Department of the Air Force (Air Force or Space Force), active, guard or reserve components. No waivers can be granted for this requirement. NOTE: The law has changed to allow non-retired ANG/AFRES personnel and certain qualified veterans to apply, but this ON HOLD until we get the associated pay system approved from DoD (no projected date on that).

2) Have retirement orders. With verification from AFPC (AD) or from ARPC (ANG/AFRES) that your retirement application has been APPROVED, an application can be started. However, we cannot finalize approval of any application until the actual, published retirement orders are provided to us.

3) Hold a retired grade of E6 to E9 or O4 to O6. Waivers for O3 retirees may be possible for exceptionally qualified Airmen, if interested in a hard-to-fill location.

4) BODY FAT ASSESSMENT (Not BMI): Per AFJROTCI 36-2010, members must meet weight and/or body fat standards. We use the long-standing DoD standards for Air Force Junior ROTC. Air Force PT Test results are not accepted. If you are 29.0 BMI and under, no body fat measurements are needed. If you are found to be over 29.0 BMI, you must be measured for body fat percentage. If you are under the maximum allowable body fat (males 26% and females 36%) you are still eligible to be approved. If you are over your maximum body fat, your application cannot be approved. This worksheet will be provided by Headquarters when required.

5) Hold a minimum of a bachelor's degree (major/minor is not relevant). For enlisted members who are actively pursuing their degree and are six (6) or fewer courses from completion of their bachelor's degree, they may apply if they complete an academic agreement with JRI first. (Note: some locations may require a completed bachelor's degree to be completed already). Please contact jrotc.jri@au.af.edu if you are six (6) or fewer courses from degree completion and are interested in entering into an academic agreement. The agreement will be for you to complete the remaining courses in a set amount of time while allowing you to apply and be potentially hired as an instructor. If you wish to pursue this option, you must have an approved Academic Agreement before attempting an application. There are no further waivers or exceptions to this requirement.

6) Use a commercial e-mail address (may not use .mil email addresses). Remember to always check your "Junk," "Spam," or "Bulk Mail" folders throughout this process.

7) Falsifications (including omissions of facts) on an application may result in application disapproval. Falsification of an application (or omission of facts) may result in decertification, even if discovered after being hired into a school, regardless of time.

8) Be sure that you have read and understand ALL of the following information. If you meet all the minimum requirements stated above, the following information lists the items you will need to complete your application:

- RETIREMENT ORDERS: We will accept verification of an approved retirement from AFPC/ARPC to allow you to begin an application with AFJROTC. Please understand that we cannot approve your AFJROTC application until we receive a copy of your actual, published retirement orders.

- GRAY AREA RETIREES (ANG/AFRES Members): You must include a Points Summary (with the cover sheet!) showing verification of at least 20 satisfactory service years. You can request this via HQ ARPC.

- RETIRED GRADE: All Air Force Junior ROTC instructors will display on their uniform, and will be addressed as, the grade in which they were officially retired. This may or may not be the grade held at retirement. Why? Active Duty officer retirement orders show a "retired grade" and "highest grade held." Officers who do not complete the mandatory time-in-grade requirements before retiring (or get a time-in-grade waiver from AFPC) will be officially retired in the next lower grade.

NEW INSTRUCTOR APPLICATION

NOTE: If an applicant believes his/her retirement orders are incorrect, it is the applicant's responsibility to contact AFPC/ARPC/NGB to get their retirement orders updated/corrected, or to obtain an official clarifying document which fully explains the discrepancy. We do not accept other documents, such as a DD Form 214, to validate anyone's retired grade.

- **DEROGATORY INFORMATION / ADVERSE ACTIONS:** If you have any derogatory/adverse information in your past, you must disclose it. Disclosing it does not necessarily disqualify you--that decision will be based on the actual information. However, failing to report any derogatory information can certainly disqualify you. You must fully explain any derogatory information and include supporting documents with your application package. Any and all negative information needs to be disclosed at this time and explained. Failure to do so could result in your application being permanently disapproved. (NOTE: Automatic disqualification may stem from a civilian felony conviction, a military courts-martial conviction, or military non-judicial punishment records (or civil convictions) involving a violent act, a threatening act, domestic violence, child or spouse abuse, sexual abuse or sexual-related offenses (physical or verbal), pornography, larceny (theft), forgery, or abuse of rank/position.) Please be advised that all applicants will be screened through an Air Force Legal Office for previous judicial/non-judicial punishment records, as well as a Teir 1 with Childcare Inquiries background check. Furthermore, please know that schools will also do a thorough background check prior to employment.

- **PHOTO:** Photos are required to 1) identify an applicant, and 2) to assess their military image. A current full-length photograph showing head-to-toe, in short sleeve or long sleeve blues shirt and pants. No Coat/Jacket. This does not need to be professional photo but be sure it is in jpeg or PDF format only. No faxed photos please. We must be able to clearly see that you are within Air Force Dress and Appearance standards since all AFJROTC instructors wear an Air Force uniform daily.

- **BODY FAT ASSESSMENT (Not BMI):** This worksheet can be downloaded from inside the application. Per AFJROTCI 36-2010, members must meet weight and/or body fat standards. We use the long-standing DoD standards for Air Force Junior ROTC. Air Force PT Test results are not accepted. If you are 29.0 BMI and under, no body fat measurements are needed. If you are found to be over 29.0 BMI, you must be measured for Body Fat percentage. If you are under the maximum allowable body fat (males 26% and females 36%) you are still eligible to be approved. If you are over your maximum Body Fat, our application cannot be approved, but may be placed on hold until you are within standards.

- **REFERENCES:** Three references with daytime contact information (complete phone numbers) are required to complete your application. One reference should be your most recent/current supervisor. None of the references should be related to you in any way. A standardized set of questions will be used when references are contacted. Please note: the JRI staff will not attempt to find alternate contact information so the burden to provide quality contact information is placed on the applicant. You may include the references in an email or within a word document.

- **COLLEGE DEGREE:** Include a copy of the diploma or transcripts reflecting the degree(s) you were awarded from an accredited institution. You must have a minimum of a completed/awarded bachelor's degree. (Location-specific waivers may be possible for those enlisted applicants who are very close to completion of a bachelor's degree but have not yet completed it. A written agreement to complete the degree within a specified timeframe will be required.)

- **PERFORMANCE REPORTS:** You must provide copies of your last 5 years of Performance Reports. The full 5-year timeframe (5 years prior to retirement date) must be accounted for within the dates of the actual Performance Reports. Any date gap or missing mandatory performance report in that 5-year history will be disqualifying. NOTE: Effective 2016 all Air Force members, regardless of component, required either an annual report or a bi-annual report. LOEs that only state a Performance Report was not accomplished, is lost, or is missing cannot be accepted in the AFJROTC application process.

Note on Final Performance Report. Applicants who did not have/will not have a final performance report accomplished within 12 months of their final retirement date will require an explanatory letter from the applicant detailing why the final report was not accomplished. There can be no gaps in an applicant's mandatory performance report history. See AFI 36-2406 for details on mandatory performance reports.

It is the applicant's responsibility to contact AFPC/ANGB/ARPC to get copies of all performance reports. If you do not have copies of your last 5 years performance reports, you may request them from: <http://www.archives.gov/veterans> or <https://www.ebenefits.va.gov/ebenefits/homepage> (log-in required; search for "DPRIS")

- **OCCUPATIONAL SCREENING QUESTIONNAIRE:** You will need to fill out, sign, and submit an AFJROTC Occupational Screening Questionnaire. If you have a medical/physical condition that may limit you from fully performing AFJROTC instructor duties, or that requires any sort of accommodation, you will need a note from your Physician explaining it all. This form can be downloaded in the online application module.

- **APPLICATION INTERVIEW WORKSHEET:** A current AFJROTC instructor must conduct an in-person interview with you. This interview is from an experienced AFJROTC instructor at a high school in your area. This interview helps determine that you understand the overarching aspects of being an instructor and if you are a good fit for an Air Force Junior ROTC instructor position. To find the nearest Air Force Junior ROTC unit, go to <https://www.google.com/maps/d/viewer?mid=1Zh9Kwbe3F2OM3kwG1QRfjdI-6dPDaW5J&ll>. You will see a map with "pins" where all the units are located. Just scroll down the page and you will see the listing with contact numbers. Please contact them to set up your interview. The instructor will have the interview form and will send the completed copy to our office. If they choose to give you a copy, you may send it to us as well.

NEW INSTRUCTOR APPLICATION

- Getting an approved instructor application is the first step. After you receive an approved instructor application, you must have your background check submitted to the Defense Counterintelligence and Security Agency before you can receive a Provisional Certification. You must have a certification before you can be nominated to any school to potentially fill any current vacancies. Additionally, the Initial Instructor Training Course must be completed no later than the 30th calendar day following employment start but can be completed much sooner. You will receive instructions on all of that once you have an approved application.

- Do not contact any school regarding a vacant AFJROTC instructor position until you are approved and nominated to that school by our office. Discussing potential employment before being officially referred gives you an unfair advantage over other instructors. Doing this may permanently disqualify you from the program.

If you have read all of the above, and you are confident that you have everything you need....

CLICK HERE to start your Instructor Application

Having application issues? Review the step-by-step guide at this link: <http://www.airuniversity.af.edu/Holm-Center/AFJROTC/Articles/Tag/75689/afjrotc/>