This is the Pre-Screening portion. The AFJROTC Instructor Application prescreening questionnaire is a tool for an individual to determine their eligibility to accomplish an AFJROTC instructor application. The prescreening is not linked to any individual and no personal information is collected by taking the prescreening questions. Should a respondent select an answer that is determined as disqualifying, they would be notified of their ineligibility to proceed further and accomplish an AFJROTC instructor application. No response rates are collected. If the person falsifies the answers just to make it past the prescreening, this would be revealed in the actual application documents they must provide. Simply put, if a person has certain factors, they cannot apply. This questionnaire saves man-hours by preventing those who are not qualified from creating and submitting an application that would certainly be disapproved.

AFJROTC Instructor Application

Pre-Screen

OMB CONTROL NUMBER: 0701-AFJR
OMB EXPIRATION DATE: XX-XX-XXXX

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0701-AFJR, is estimated to average 90 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestion to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Select "Yes" that you understand this disclosure notice.	
○ Yes	
○ No	

Pre-Screen

Privacy Act Statemen	Privacy	Act	Statemen	t
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AUTHORITY: 10USC 9013, Secretary of the Air Force: Powers and duties by ; implemented by AFI
36-2010, AFJROTC Sup 1, Air Force Junior Reserve Officer Training Corps (AFJROTC).
PURPOSE: To evaluate individual's qualifications for employment as an AFJROTC instructor.
ROUTINE USES: As indicated in system notice F036 AETC B, Air Force Junior ROTC (AFJROTC)
Applicant/Instructor System. Records from this system of records may be disclosed for any of the
blanket routine uses published by the Air Force.
DISCLOSURE: Furnishing information is voluntary. Failure to provide information could result in
non-selection of AFJROTC instructor duty
Select "Yes" to acknowledge that:
I have read and agree to provide personal information required to be a Junior ROTC Instructor.
○ Yes
○ No
Are you retiring/retired from a component of the Department of Air Force?
○ Yes ○ No
If already retired, have you been retired less than five years, or do you have an approved waiver fron
the Chief of Instructor Management to apply outside of the 5-year window?
(Note: those not yet retired should check "Yes")
○ Yes
○ No
Will your Retired Grade be Technical Sergeant through Chief Master Sergeant or Major through
Colonel, or do you have a grade waiver from the Chief of Instructor Management?
(Note: For AD officers, the "Retired Grade" and "Highest Grade Held" will differ if Time in Grade
requirements were not met before retirement). O Yes
O No.

Pre-Screen

Do you have published retirement orders (USAF Active Duty, Air National Guard, AF Reserve), or verification from AFPC (AD) or ARPC (ANG/AFRES) that your retirement application has been APPROVED?

(NOTE: We cannot finalize approval of your AFJROTC Instructor application until the actual, published retirement orders are provided.) Yes No
Do you have, or will you have upon retirement: 20 or more years of active duty service (or) at least 20 "good years" (for Gray Area Guard/Reserve only) (or) a medical retirement with at least 10 years of service Yes No
Do you have a minimum of a bachelor's degree in any discipline or you are 6 or fewer classes away and you already have an approved academic agreement from Instructor Management? Yes No
Do you understand that you must provide copies of 5 years of Performance Reports with no date gaps, lost, or missing reports (5 years back from retirement date)? Yes No
Do you understand that AFJROTC will require you to undergo a background check which specifically evaluates factors that will determine your suitability for working with minor children? Yes No
Do you have any record of non-judicial punishment (or civilian convictions) that include a charge of larceny (theft), misuse of rank or position, forgery, any violent or threatening act, child or spouse abuse, or any charge that is sexual-related, including pornography?
(Note: You MUST disclose any/all investigations (regardless of outcome), or negative Administrative or UCMJ actions that occurred throughout your career, even if you believe it was expunged, as they may show up in the AF Legal Database) Yes No

Pre-Screen

Do you have any civilian felony convictions or military courts martial convictions? Yes No
Do you understand that you may not use a ".mil" email address during this entire application process? Yes No
Do you understand that you must check your JUNK/SPAM email folders often to ensure you do no miss any application-related messages sent from Headquarters AFJROTC during this process? Yes No
Do you understand that negligently omitting or otherwise providing false or misleading information in this process may lead to a disapproved initial application, or if later employed as an AFJROTC instructor, permanent decertification? Yes No
Do you believe you currently meet AFJROTC height/weight/body fat standards? (Note: AF PFT results are not utilized. Maximum acceptable body fat percentages are 26% for males, 36% for females. Yes No
SUBMIT
If the pre-screen questionnaire is not successful, the following message will

If the pre-screen questionnaire is not successful, the following message will appear:

Based on your responses to the screening questions you are not eligible for to become an AFJROTC Instructor.

Please email jrotc.jri@au.af.edu to discuss other application options.

If the pre-screen questionnaire is successful, the following data collection screen will appear:

OMB CONTROL NUMBER: 0701-AFJR OMB EXPIRATION DATE: XX-XX-XXXX

AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, 0701-AFJR, is estimated to average 90 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestion to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Privacy Act Statement:

AUTHORITY: 10 United States Code (U.S.C.) 2031 - Junior Reserve Officers' Training Corps, 10 U.S.C. 2033 - Instructor Qualifications, 10 U.S.C. 9013 - Secretary of the Air Force implementing JROTC Air Force Instruction 36-2010 - Junior Reserve Officers' Training Corps Program, DoD Instruction 1205.13 - Junior Reserve Officers Training Corps (JROTC) Program, and Executive Order 9397 (SSN) - Numbering System for Federal Accounts Relating to Individual Persons.

PURPOSE: To evaluate individual's qualifications for employment as an AFJROTC instructor. ROUTINE USES: As indicated in system notice F036 AETC B, Air Force Junior ROTC (AFJROTC)

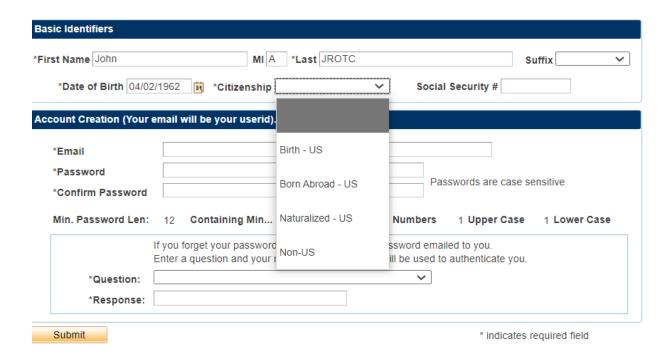
Applicant/Instructor System. Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. This information may be disclosed to federal, state, or local agencies maintaining civil, criminal, or other relevant enforcement information, obtain information concerning hiring or retention of an employee, issuance of a security clearance, letting of a contract, or issuance of a license, grant or other benefit; to a federal agency in response to its request in connection with the hiring or retention of an employee, issuance of a security clearance, reporting of an investigation of an employee, letting of a contract, issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; to NARA for records management functions; and to the Department of Justice for pending or potential litigation; to agencies, entities, and persons necessary to assist Components efforts with data breach remediation in connection to suspected or confirmed data compromise.

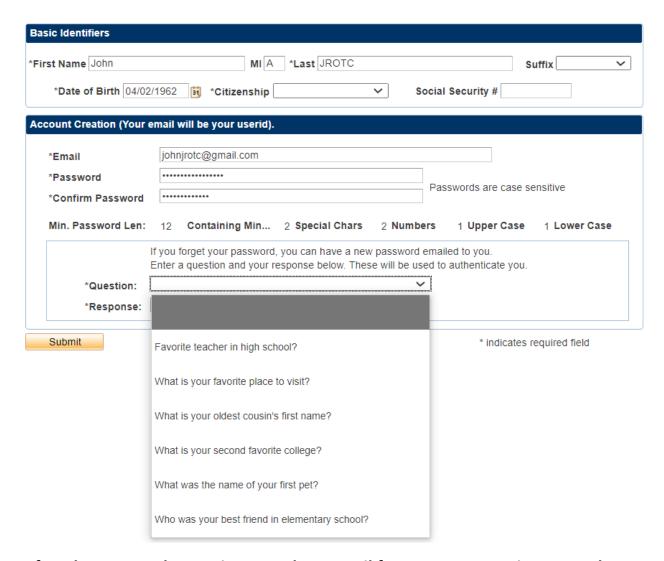
DISCLOSURE: Furnishing information is voluntary. Failure to provide information could result in non-selection of AFJROTC instructor duty.

Select "Yes" to acknowledge that:

I have read and agree to provide personal information required to be evaluated as for an AFJROTC Instructor position:

\bigcirc	Voc
=	163
\cup	No





After the SUBMIT button is pressed, an email for account setup is sent to the email address provided:

User ID: johnjrotc4@gmail.com

An activation code was send via e-mail to johnjrotc4@gmail.com. Enter that code below to activate this account. If you do not see your email please check your spam/junk folder.

After verification, sign on to continue your application

Resend Code

*Activation Code: K4IQD SUBMIT

Email Received by the Applicant:

Holm Center portal account activation Inbox x

hcportal@holmcenter.com

to me 🔻

Your activation code is K4IQD.

Enter this code in the space provided on the Activate Account page, or...

If you are currently Signed-On to WINGS, Click this link:

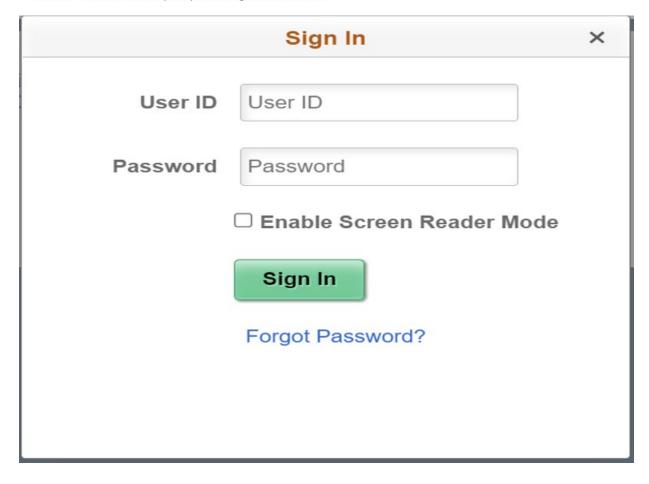
https://wings.holmcenter.com/psp/hcp/LANDING/PORT_HCP/c/W_SELF.W_ACTIVATE_JRIACCT.GBL?Page=W_ACTIVATE_JRIACCT&Action=U&OPRID=johnjrotc4@gmail.com&W_ACTIVATION_CODE=K4IQD

...to activate your account.

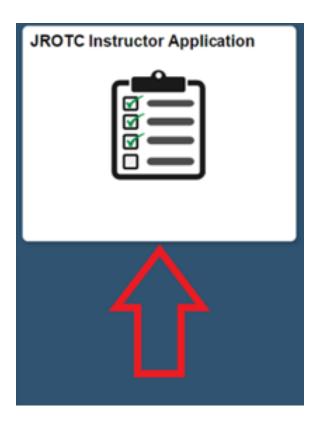
Otherwise, Sign-On to WINGS at https://wings.holmcenter.com/psp/hcp/LANDING/PORT_HCP/h/?tab=Home and then Click Activate My JROTC Account

Enter the Activation Code in the provided area

Submit. You will then be prompted to Sign In to WINGS.

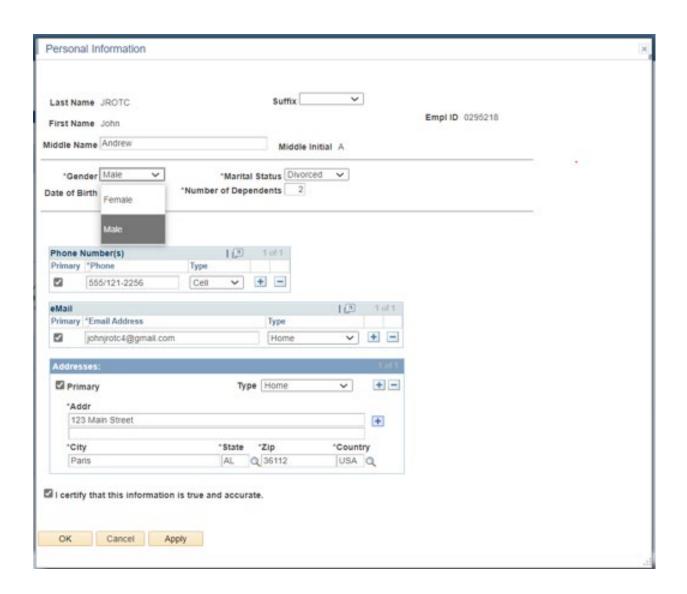


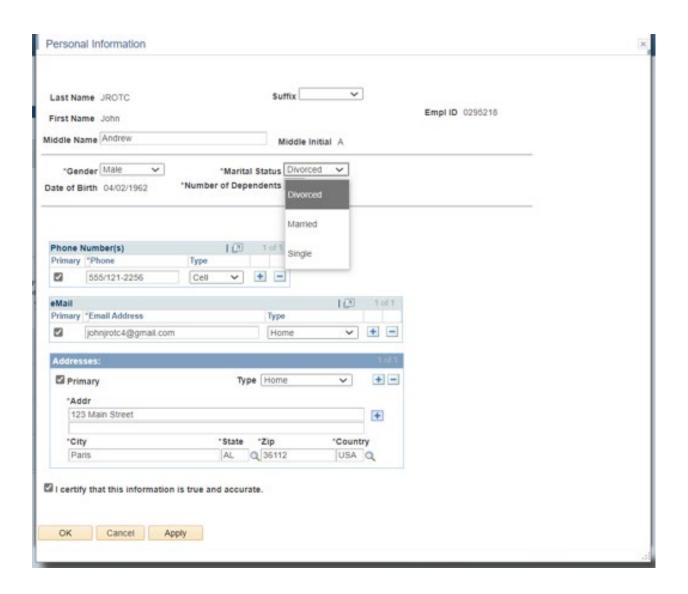
Selected the Tile below to Start the Instructor Application:

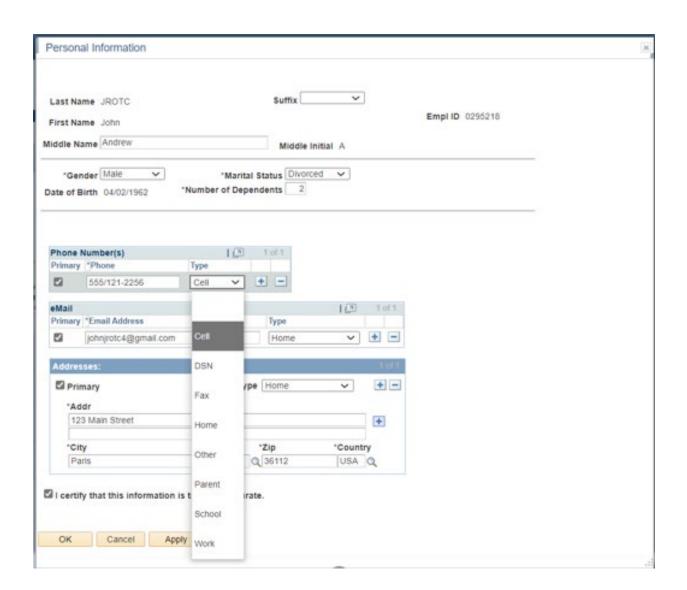


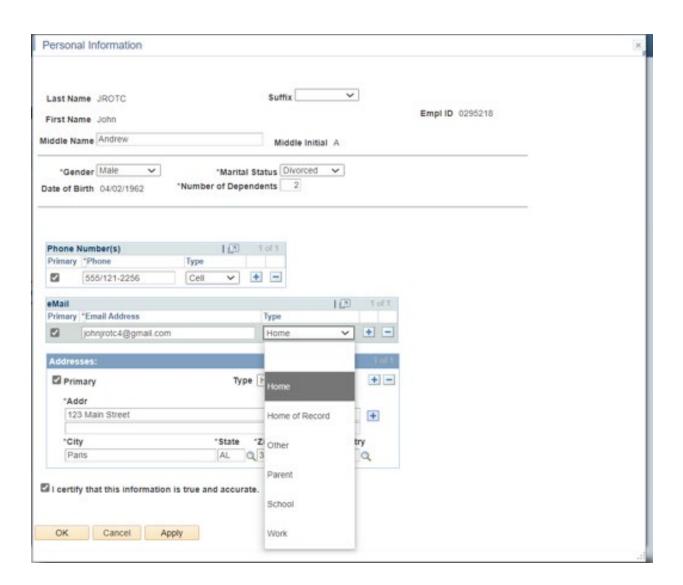
Personal Information:



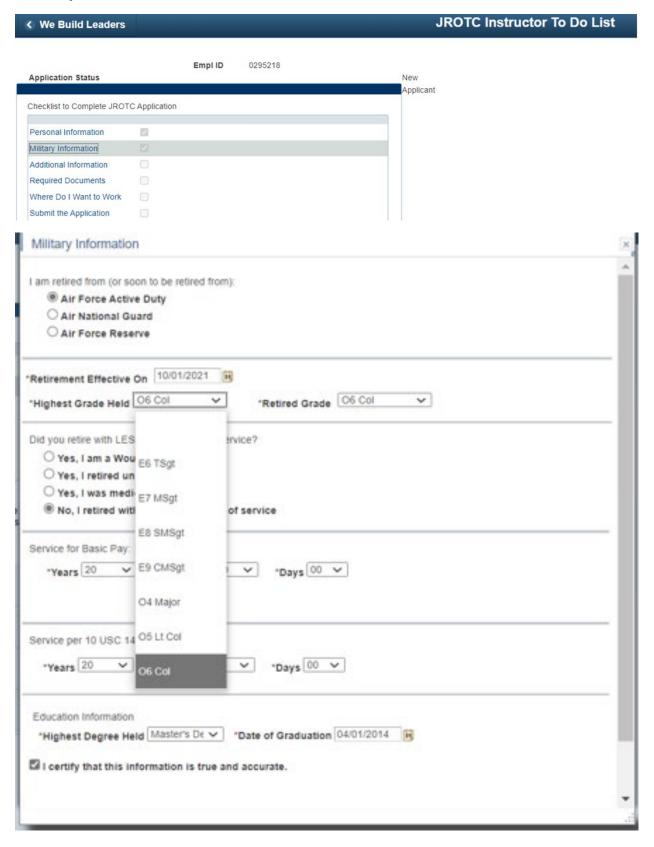


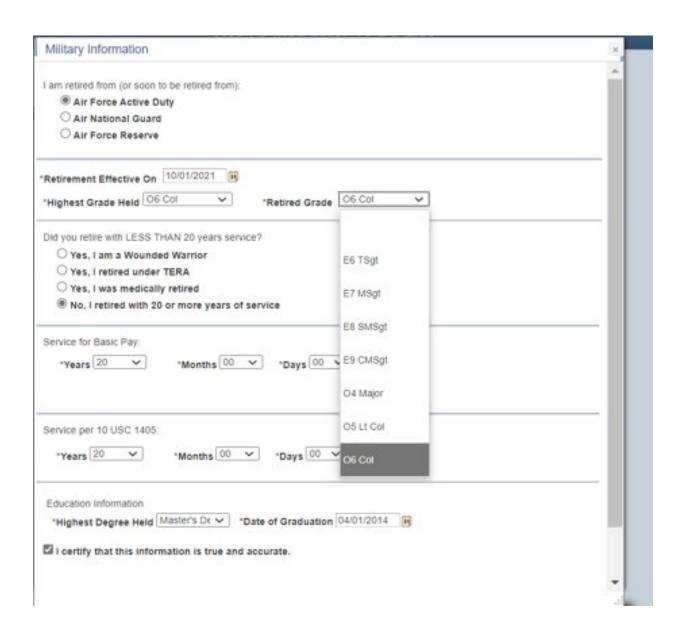


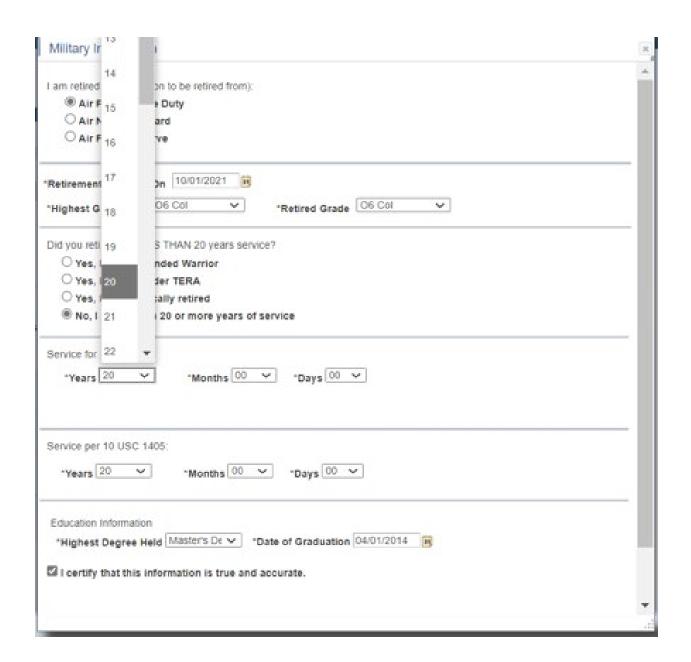


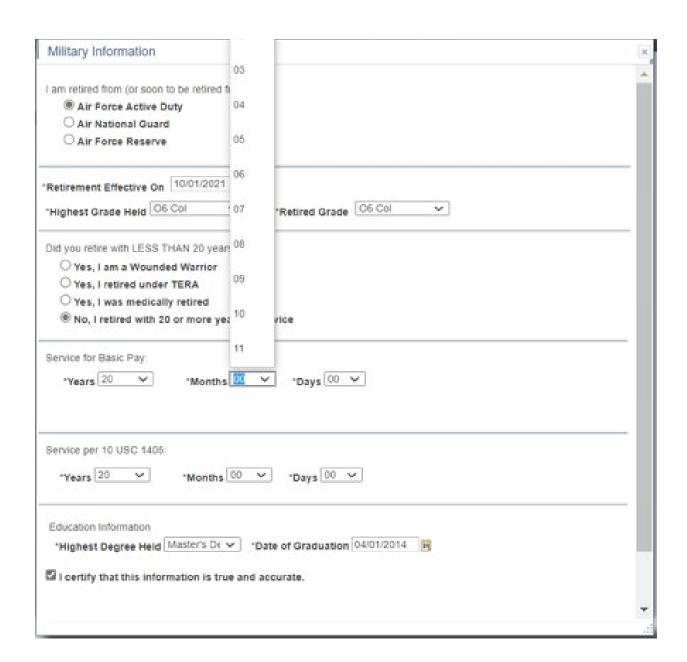


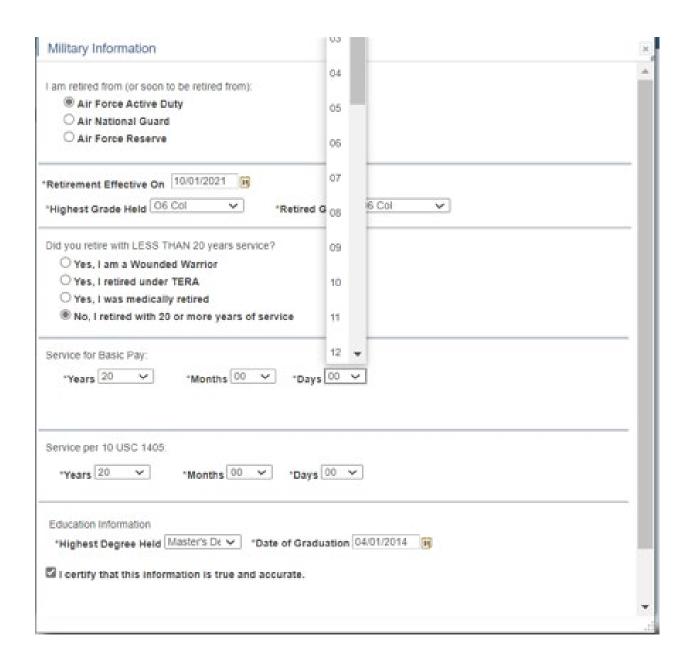
Military Information:

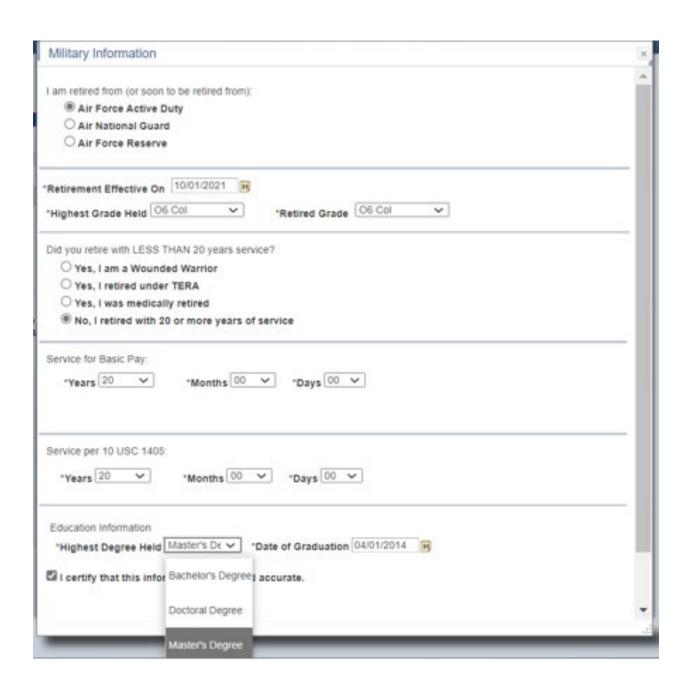




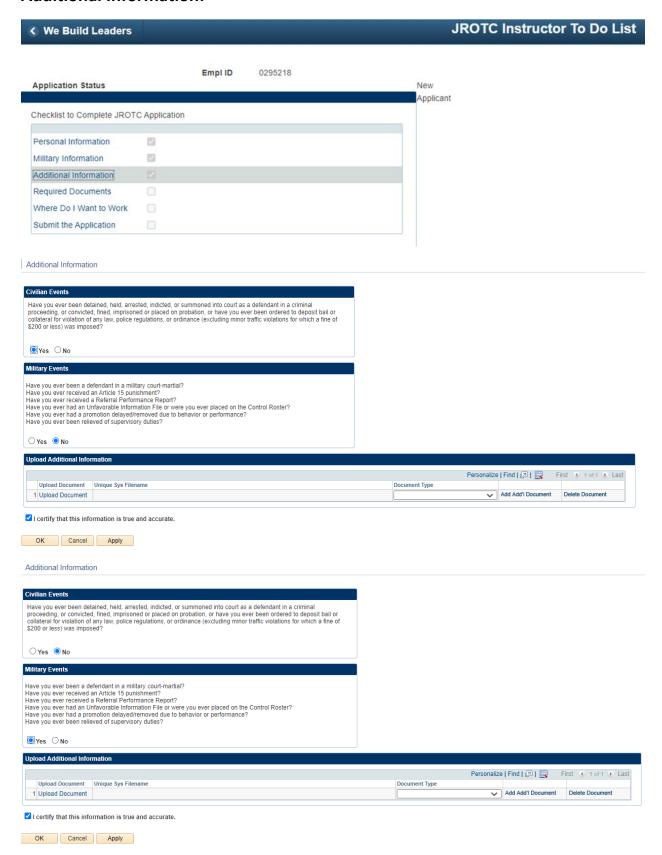


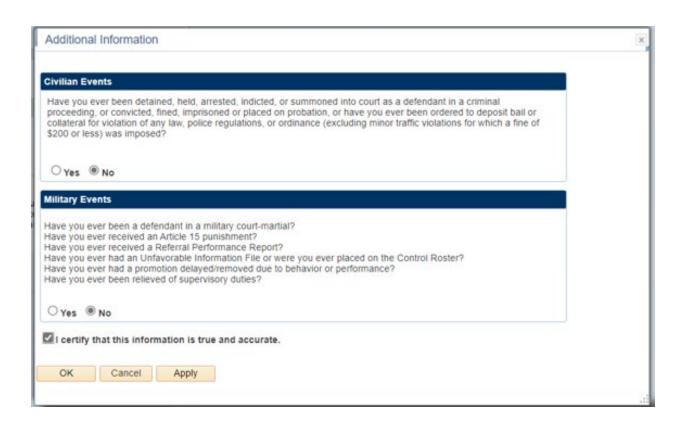






Additional Information:





Required Documents:



Required Documents: Download using the links below:

Instructions for Applicants: All checklist items listed above must be completed prior to being able to submit your application. Once you have completed a section a checkmark will appear next to the item to identify that the section is complete.

Forms Needed for Application

AFJROTC Form 200



AFROTC Form 200

an AFJROTC In	purpose of this form is to ascertain a		
application for A			nd collect an applicant's acknowledgment for employment a de all required information could result in an incomplete favorable consideration.
	Carefully complete this document a Capplication. All signatures must be		ed documents (as listed in Section III below) via the
L		APPLICANT	
NAME (Last, First,	Middle Initial)		RETIRED GRADE
II.		RELEASE OF PERSONAL RECORD	os
certain restriction 2. Notwithstam Department of Imme shall include duty performan employment as 3. Additionally, hiring action. 4. It is understr	ons on the disclosure by federal agen ting the protections of privacy affords Defense to release to Air Force JRO personnel records, investigative re- ce, administrative records, medical re- an AFJROTC Instructor. I authorize Holm Center/JRI to disclo- ted that my consent is provided to Ai- e in working with school officials as re-	ocies of records pertaining to individuals that ad by that act and in accordance with the cor TC any and all records that pertain to me per cords prepared by investigatory and law enfo ecords, and any other records considered ne ose information requested by school officials	asent provisions of the act, I authorize any agency within the sonally. This consent for release of records pertaining to recement agencies, records relating to my promotion and cessary by AFJROTC to evaluate my qualifications for when I am being considered for nomination and/or at agency to evaluate my qualifications for initial employmen
III.		REQUIRED DOCUMENTS	
		d I will need to provide the following:	
2. / 3. (4. 8 5. 1 6. (7. 8 8. 1 9. / NOTE: All 8	AFJROTC Form 200 (this form). Docupational Screening Questionnair Published Retirement Orders. (NOTE satisfactory years of service). ast 10 Performance Reports (EPR/College degree verification (transcript Photo in Blue uniform (shirt/pants, no Three references from non-family me AFJROTC Communications acknowledgenatures must be wet signatures. A initial here) I understand that failure to IROTC.	DPR). s/diploma) showing a minimum of Bachelor's coat/jacket) Must be uploaded in .JPG/.PDf mbers (each must include10-digit telephone edgment (can be downloaded in the on-line a lift documents must be scanned and uploaded to provide all required information may render	tion itself). their Points Summary showing a minimum of 20 s degree in any discipline. F format. number and email address). spplication itself). d in in PDF format.
IV.	AIR F	ORCE JUNIOR ROTC INSTRUCTOR UNDE	ERSTANDING
uniform daily as required to mee uniform wear, t	nd present a positive image of the Air et military standards of conduct, perfo o include weight/body fat standards a result in permanent decertification as	Force in the completion of my duties as an a armance, military decorum and appropriate N as outlined in AFJROTC Instructions. I furthe	FUROTC Instructor, I must continue to wear the Air Force AFJROTC Instructor. As such, I understand that I will be ICO-Officer military relationships of respect, grooming, and er understand that a failure, inability, or refusal to meet these

AFJROTC Communications Acnowledgement

AFJROTC New-Applicant Communications Acknowledgment

Applicants must read and sign as indicated.

- I understand that, should my AFJROTC instructor application be approved, my name and contact information will be provided to the school(s) that have opening(s) for which I wish to be referred for hiring consideration.
- 2) I understand that, should I be hired into a school to teach AFJROTC, the Air Force JROTC Director will provide and hold my certification to teach within AFJROTC. I understand that my current certification status, or any changes to my certification status, will be communicated between Headquarters AFJROTC and my employing school.
- 3) I understand that, should I be hired into an AFJROTC position at a school, that both the employing school and Headquarters AFJROTC personnel have an inherent need to openly communicate with each other on all matters related to my employment status, my behavior, my duty performance, and my certification status.
- 4) Should I be hired into an AFJROTC position at a school, I authorize, without restriction, any two-way communication and two-way sharing of information between Headquarters AFJROTC personnel and my employing school relating to my employment status, my behavior, my duty performance, and my certification status.

By signing below, I am indicating my full understanding of all items listed above and I give my authorization for all communications as listed above.

Printed Name		
riiiteu Naiile		
Signature	Date	

AFJROTC Applicant References

Rank/Name (Last, First) Telephone Number: Contact Email: Reference #2 Name (Last, First) Relationship to you: Telephone Number: Contact Email: Reference #3 Name (Last, First) Relationship to you: Telephone Number: Contact Email: Reference #3 Name (Last, First) Relationship to you: Telephone Number: Contact Email: All references should not be related to you. All references must be able to be reached at the contact information you provide.	Rank/Name (Last, First) Felephone Number: Contact Email: Reference #2 Name (Last, First) Relationship to you: Telephone Number: Contact Email: Reference #3 Name (Last, First) Relationship to you: Telephone Number: Contact Email: Reference #3 Name (Last, First) Relationship to you: Telephone Number: Contact Email:		rence #1: Current/most recent Air Force supervisor or commander.
Reference #2 Name (Last, First) Relationship to you: Telephone Number: Contact Email: Reference #3 Name (Last, First) Relationship to you: Telephone Number: Contact Email: Reference #3 Name (Last, First) Relationship to you: Telephone Number: Contact Email:	Reference #2 Name (Last, First) Relationship to you: Telephone Number: Contact Email: Reference #3 Name (Last, First) Relationship to you: Telephone Number: Contact Email: Reference #3 Name (Last, First) Relationship to you: Telephone Number: Contact Email:	Rank/Name (Last, First)	
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AFJROTC Occupational Screening Form

Air Force Junior Reserve Officer Training Corps (AFJROTC) Occupational Screening Form

Purpose: To assess an applicant's ability to perform the essential functions of an AFJROTC Instructor. Completion of this form is voluntary, however, failure to complete this form as indicated will render an individual application incomplete.

Once completed, this form becomes For Official Use Only and must be protected from unauthorized disclosure. This form and any accompanied documentation will be placed in the applicant's permanent AFJROTC application file in WINGS. This form and any accompanying documents may be provided to the hiring authorities in a specific school to assist them in evaluating a candidate for hire.

Applicant Name: Retired Grade:

Essential Functions of an AFJROTC Instructor:

Conduct Academic Classes. An AFJROTC 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 as many as 30 students in a range of ages and maturity levels, and coming from different socio/economic backgrounds. Teaching academic classes involves significant organizational, interpersonal and communication skills, and a high degree of patience.

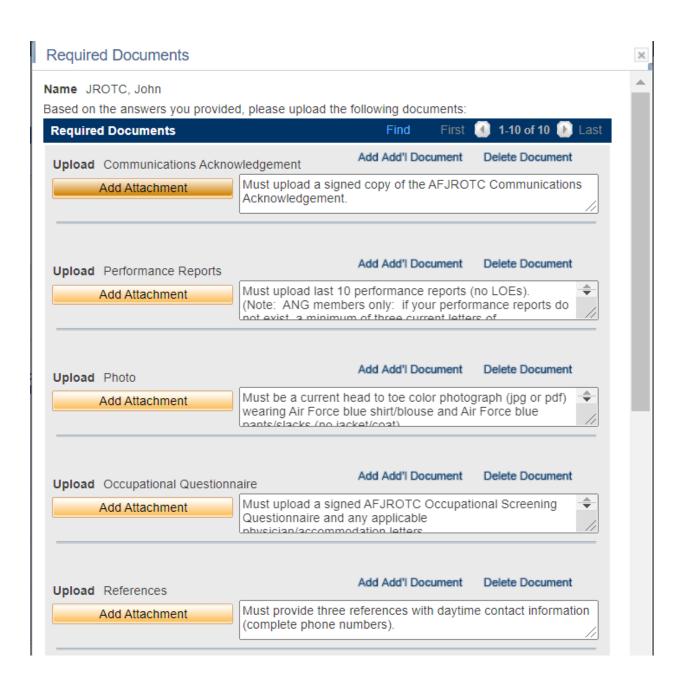
Lead After-School Activities. An AFJROTC Instructor is expected to coordinate and lead a variety of after school activities, possibly held after each school day, both indoors and outdoors. These after school activities may include physical training events, academic clubs, rocketry teams, marksmanship teams, along with performing drill instruction and demonstrating drill sequences. Leading after school activities involves significant organizational skills, strong teambuilding skills, and physical stamina.

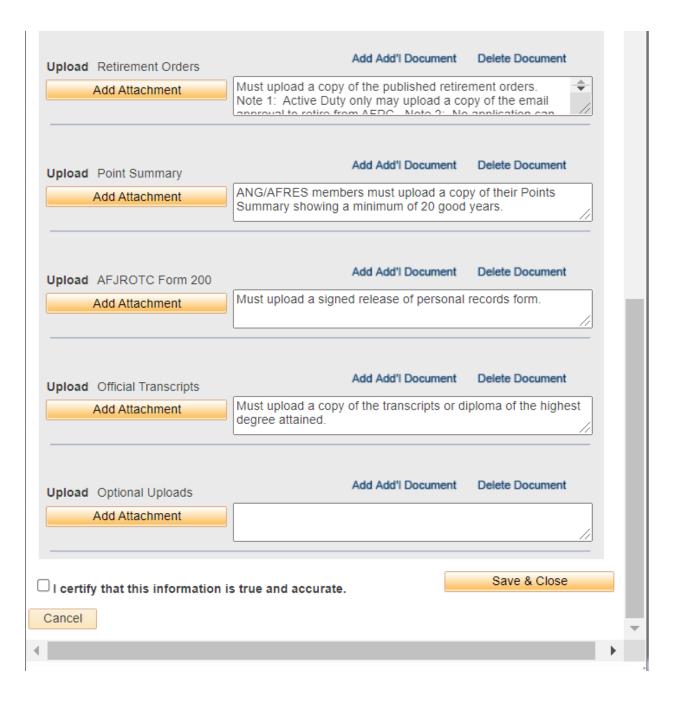
Lead Off-Campus Events. An AFJROTC instructor is expected to lead field trips to historical sites, visits to local government agencies and military installations, and to march in parades with their cadets. Leading off campus events involves significant organizational skills, physical stamina, and the ability to remain calm in heetic situations.

Effectively Work as a Member of a Team. An AFJROTC instructor is expected to work as an integral member of a larger team. An AFJROTC instructor is expected to be highly organized, flexible, and oriented toward achieving the goals of the AFJROTC program while operating in a dynamic high school environment. Effectively working as an integral member of a larger team involves significant interpersonal and teambuilding skills, broad knowledge of policy and operating procedures, and the ability to negotiate and compromise when appropriate.

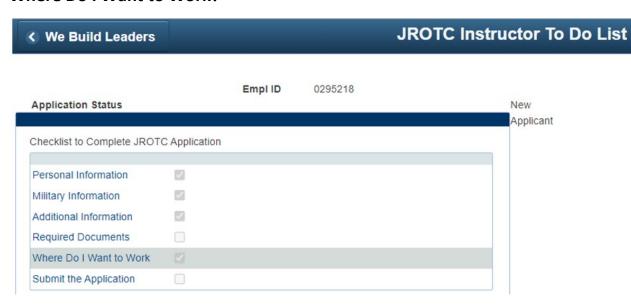
Be an Ambassador of the Air Force. An AFJROTC instructor is expected to exemplify a positive image of the Air Force at all times by conducting themselves in a highly professional manner, in both their words and their actions. Additionally, an AFJROTC instructor is expected to maintain a professional military appearance in uniform, and to comply with published AFJROTC weight and body fat standards.

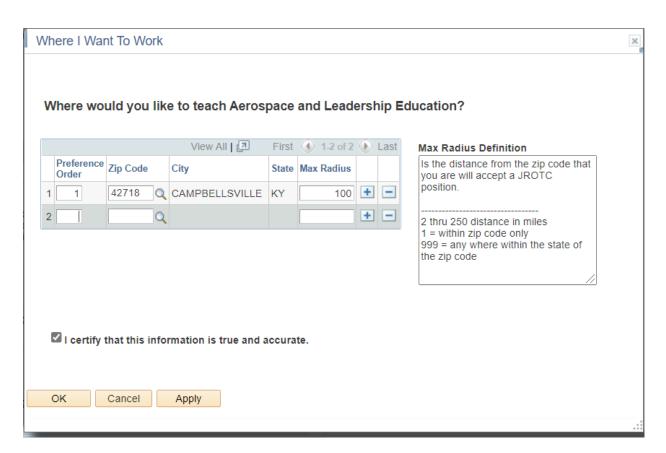
Certification: Sign in Block 1 or 2 (whichever is applicable)	
1. Without Limitations: I have no known limitations which would hinder my ability to perform the essential functions of an AFJROTC that I am both mentally and physically capable of fully performing the essential functions of an AFJROTC in	
Applicant Signature:	Date:
OR	
2. With Limitations: I have a known condition which may limit my ability to fully perform one or more of the essential functions of instructor. I understand I must provide this form, an accompanying letter from a qualified physician detailing exist, and a separate written request from myself for any accommodations I am requesting related to those limunderstand that if reasonable accommodations cannot be made as defined by the Americans with Disabilities my eligibility to be an approved applicant or to be hired by a school. I understand this form, any physician's accommodation request may be forwarded to any school for which I request to be nominated for employment even if I am approved by AFJROTC to be considered for hire as an instructor, the ultimate decision on hiring accommodations is a decision that rests with the school to which I am nominated for hiring consideration.	what limitations itations. I Act, this may affect note(s), and my . I understand that
Applicant Signature:	Date:





Where Do I Want to Work?





Submit Application:



Your AFJROTC instructor application is complete and appears ready to submit. But first, read this entire message. By clicking the OK button below, you will be finalizing your official application. Be sure the documents and other information you have provided is true and correct. If you are not sure, go back and check. Once you click OK, your application will be placed in the queue for processing at Headquarters AFJROTC Instructor Management. Your information will be locked down and your Application Status (above the checklist) will change to submitted. All applications are processed in the order they are received. Once your application is reviewed, you will receive an e-mail message letting you know the status of your application, if any additional documents or information may be needed, and the next steps. Before contacting Instructor Management to inquire about the status of your application, please allow 14 calendar days from the date you submit your application. If 14 days elapses and you have not heard back, you may contact HQ AFJROTC Instructor Management at: irotc.iri@au.af.edu Lastly, DO NOT contact any school about any vacant AFJROTC position until officially authorized to do so by Instructor Management. Contacting a school when not authorized to do so may be considered an attempt to gain an unfair employment advantage, which may render your ineligible for a specific vacancy, or worse-ineligible for any AFJROTC position.
entire message. By clicking the OK button below, you will be finalizing your official application. Be sure the documents and other information you have provided is true and correct. If you are not sure, go back and check. Once you click OK, your application will be placed in the queue for processing at Headquarters AFJROTC Instructor Management. Your information will be locked down and your Application Status (above the checklist) will change to submitted. All applications are processed in the order they are received. Once your application is reviewed, you will receive an e-mail message letting you know the status of your application, if any additional documents or information may be needed, and the next steps. Before contacting Instructor Management to inquire about the status of your application, please allow 14 calendar days from the date you submit your application. If 14 days elapses and you have not heard back, you may contact HQ AFJROTC Instructor Management at: irotc.iri@au.af.edu Lastly, DO NOT contact any school about any vacant AFJROTC position until officially authorized to do so by Instructor Management. Contacting a school when not authorized to do so may be considered an attempt to gain an unfair employment advantage, which may render your ineligible for a
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☐ I certify that this information is true and accurate.
OK Apply

After the application is submitted, it will be reviewed by the AFJROTC staff.