

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](mailto: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

# AFJROTC Instructor Application

## Pre-Screen

### Privacy Act Statement

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 from 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).

☐ **Yes**

☐ **No**

# AFJROTC Instructor Application

## 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

# AFJROTC Instructor Application

## 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 not 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 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](mailto:jrotc.jri@au.af.edu) to discuss other application options.**

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

# AFJROTC Instructor Application

---

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](mailto: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:

☒ Yes  
☐ No

Basic Identifiers

\*First Name  MI  \*Last  Suffix

\*Date of Birth   \*Citizenship  Social Security #

Account Creation (Your email will be your userid).

\*Email

\*Password

\*Confirm Password

Min. Password Len: 12 Containing Min... Numbers 1 Upper Case 1 Lower Case

If you forget your password, we will email you a new one. Enter a question and your answer. Your answer will be used to authenticate you.

\*Question:

\*Response:

Submit

\* indicates required field

**Basic Identifiers**

\*First Name

John

MI

A

\*Last

JROTC

Suffix

\*Date of Birth

04/02/1962

\*Citizenship

Social Security #

**Account Creation (Your email will be your userid).**

\*Email

johnjrotc@gmail.com

\*Password

.....

\*Confirm Password

.....

Passwords are case sensitive

Min. Password Len:

12

Containing Min...

2

Special Chars

2

Numbers

1

Upper Case

1

Lower Case

If you forget your password, you can have a new password emailed to you.  
Enter a question and your response below. These will be used to authenticate you.

\*Question:

\*Response:

Submit

\* indicates required field

Favorite teacher in high school?

What is your favorite place to visit?

What is your oldest cousin's first name?

What is your second favorite college?

What was the name of your first pet?

Who was your best friend in elementary school?

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

## Activate Account

---

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](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](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.

**Sign In**

User ID

User ID

Password

Password

☐ **Enable Screen Reader Mode**

Sign In

[Forgot Password?](#)

**Selected the Tile below to Start the Instructor Application:**



**Personal Information:**

< We Build Leaders		JROTC Instructor To Do List	
Application Status		Empl ID	0295218
		New Applicant	
Checklist to Complete JROTC Application			
Personal Information	<input checked="" type="checkbox"/>		
Military Information	<input type="checkbox"/>		
Additional Information	<input type="checkbox"/>		
Required Documents	<input type="checkbox"/>		
Where Do I Want to Work	<input type="checkbox"/>		
Submit the Application	<input type="checkbox"/>		

Personal Information

Last Name

JROTC

Suffix

First Name

John

Empl ID

0295218

Middle Name

Andrew

Middle Initial

A

\*Gender

Male

\*Marital Status

Divorced

Date of Birth

Female

\*Number of Dependents

2

Male

Phone Number(s)

1 of 1

Primary

\*Phone

Type

☒

555/121-2256

Cell

eMail

1 of 1

Primary

\*Email Address

Type

☒

johnjrotc4@gmail.com

Home

Addresses:

1 of 1

☒ Primary

Type

Home

\*Addr

123 Main Street

\*City

Paris

\*State

AL

\*Zip

35112

\*Country

USA

☒ I certify that this information is true and accurate.

OK

Cancel

Apply

Personal Information

Last Name JROTC

Suffix

First Name John

Empl ID 0295218

Middle Name Andrew

Middle Initial A

\*Gender Male

\*Marital Status Divorced

Date of Birth 04/02/1962

\*Number of Dependents

Divorced

Married

Single

Phone Number(s)

1 of 1

Primary

\*Phone

Type



555/121-2256

Cell



eMail

1 of 1

Primary

\*Email Address

Type



johnjrotc4@gmail.com

Home



Addresses:

1 of 1



Primary

Type

Home



\*Addr

123 Main Street



\*City

Paris

\*State

AL

\*Zip

35112

\*Country

USA

☒ I certify that this information is true and accurate.

OK

Cancel

Apply

Personal Information

Last Name

JROTC

Suffix

First Name

John

Empl ID

0295216

Middle Name

Andrew

Middle Initial

A

\*Gender

Male

\*Marital Status

Divorced

Date of Birth

04/02/1962

\*Number of Dependents

2

Phone Number(s)

1 of 1

Primary

\*Phone

Type

☒

555/121-2256

Cell

eMail

1 of 1

Primary

\*Email Address

Type

☒

johnjrotc4@gmail.com

Cell

Home

Addresses:

1 of 1

☒ Primary

\*Addr

123 Main Street

\*City

Paris

\*Zip

36112

\*Country

USA

DSN

Fax

Home

Other

Parent

School

Work

☒ I certify that this information is true and correct.

OK

Cancel

Apply

Personal Information

Last Name JROTC

Suffix

First Name John

Empl ID 0295216

Middle Name Andrew

Middle Initial A

\*Gender Male

\*Marital Status Divorced

Date of Birth 04/02/1962

\*Number of Dependents 2

Phone Number(s)

Primary \*Phone Type  
☒ 555/121-2256 Cell

eMail

Primary \*Email Address Type  
☒ johnjrotc4@gmail.com Home

Addresses:

☒ Primary Type  
\*Addr  
123 Main Street  
\*City \*State \*Zip  
Paris AL 3

☒ I certify that this information is true and accurate.

OK

Cancel

Apply

Home

Home of Record

Other

Parent

School

Work

### Military Information:

**< We Build Leaders**

**JROTC Instructor To Do List**

---

Empl ID      0295218
New Applicant

### Application Status

Checklist to Complete JROTC Application	
Personal Information	<input checked="" type="checkbox"/>
Military Information	<input checked="" type="checkbox"/>
Additional Information	<input type="checkbox"/>
Required Documents	<input type="checkbox"/>
Where Do I Want to Work	<input type="checkbox"/>
Submit the Application	<input type="checkbox"/>

### Military Information

I am retired from (or soon to be retired from):

☒ Air Force Active Duty  
☐ Air National Guard  
☐ Air Force Reserve

---

\*Retirement Effective On

\*Highest Grade Held       \*Retired Grade

---

Did you retire with LES service?

☐ Yes, I am a Wounded Warrior  
☐ Yes, I retired under medical conditions  
☒ No, I retired without medical conditions

---

Service for Basic Pay:

\*Years       \*Days

---

Service per 10 USC 1401:

\*Years       \*Days

---

### Education Information

\*Highest Degree Held       \*Date of Graduation

☒ I certify that this information is true and accurate.

## Military Information

I am retired from (or soon to be retired from):

- ☒ Air Force Active Duty  
☐ Air National Guard  
☐ Air Force Reserve

\*Retirement Effective On 10/01/2021 

\*Highest Grade Held O6 Col 

\*Retired Grade O6 Col 

Did you retire with LESS THAN 20 years service?

- ☐ Yes, I am a Wounded Warrior  
☐ Yes, I retired under TERA  
☐ Yes, I was medically retired  
☒ No, I retired with 20 or more years of service

Service for Basic Pay:

\*Years 20 


\*Months 00 

\*Days 00 

Service per 10 USC 1405:


\*Years 20 

\*Months 00 

\*Days 00 

Education Information

\*Highest Degree Held Master's De 

\*Date of Graduation 04/01/2014 

☒ I certify that this information is true and accurate.

E6 TSgt

E7 MSgt

E8 SMSgt

E9 CMSgt

O4 Major

O5 Lt Col

O6 Col

Military Information			
I am retired from (Select one to be retired from):			
<input checked="" type="radio"/> Air Force	Active Duty		
<input type="radio"/> Air National Guard	and		
<input type="radio"/> Air Force Reserve	Active		
*Retirement Date	10/01/2021		
*Highest Grade	O6 Col	*Retired Grade	O6 Col
Did you retire with LESS THAN 20 years service?			
<input type="radio"/> Yes, I am a Retired Warrior			
<input type="radio"/> Yes, I am a Retired Warrior under TERA			
<input type="radio"/> Yes, I am a Retired Warrior fully retired			
<input checked="" type="radio"/> No, I have 20 or more years of service			
Service for			
*Years	20	*Months	00
		*Days	00
Service per 10 USC 1405:			
*Years	20	*Months	00
		*Days	00
Education Information			
*Highest Degree Held	Master's Degree	*Date of Graduation	04/01/2014
<input checked="" type="checkbox"/> I certify that this information is true and accurate.			

Military Information		
I am retired from (or soon to be retired from):		
<input checked="" type="radio"/> Air Force Active Duty		
<input type="radio"/> Air National Guard		
<input type="radio"/> Air Force Reserve		
*Retirement Effective On: 10/01/2021		
*Highest Grade Held: O6 Col	*Retired Grade: O6 Col	
Did you retire with LESS THAN 20 years of service?		
<input type="radio"/> Yes, I am a Wounded Warrior		
<input type="radio"/> Yes, I retired under TERA		
<input type="radio"/> Yes, I was medically retired		
<input checked="" type="radio"/> No, I retired with 20 or more years of service		
Service for Basic Pay:		
*Years: 20	*Months: 00	*Days: 00
Service per 10 USC 1405:		
*Years: 20	*Months: 00	*Days: 00
Education Information		
*Highest Degree Held: Master's Degree	*Date of Graduation: 04/01/2014	
<input checked="" type="checkbox"/> I certify that this information is true and accurate.		

## Military Information

I am retired from (or soon to be retired from):

- ☒ Air Force Active Duty  
☐ Air National Guard  
☐ Air Force Reserve

\*Retirement Effective On 10/01/2021 

\*Highest Grade Held 06 Col 

\*Retired Grade 06 Col 

Did you retire with LESS THAN 20 years service?

- ☐ Yes, I am a Wounded Warrior  
☐ Yes, I retired under TERA  
☐ Yes, I was medically retired  
☒ No, I retired with 20 or more years of service

Service for Basic Pay:

\*Years 20 

\*Months 00 

\*Days 00 

Service per 10 USC 1405:

\*Years 20 

\*Months 00 

\*Days 00 

Education Information

\*Highest Degree Held Master's Degree 

\*Date of Graduation 04/01/2014 

☒ I certify that this information is true and accurate.

## Military Information

I am retired from (or soon to be retired from):

- ☒ Air Force Active Duty  
☐ Air National Guard  
☐ Air Force Reserve

\*Retirement Effective On 10/01/2021 

\*Highest Grade Held O6 Col 

\*Retired Grade O6 Col 

Did you retire with LESS THAN 20 years service?

- ☐ Yes, I am a Wounded Warrior  
☐ Yes, I retired under TERA  
☐ Yes, I was medically retired  
☒ No, I retired with 20 or more years of service

Service for Basic Pay:

\*Years 20 

\*Months 00 

\*Days 00 

Service per 10 USC 1405:

\*Years 20 

\*Months 00 

\*Days 00 

Education Information

\*Highest Degree Held Master's Degree 

\*Date of Graduation 04/01/2014 

☒ I certify that this information is accurate.

Bachelor's Degree

Doctoral Degree

Master's Degree

**Additional Information:**

Empl ID 0295218

### Application Status

New Applicant

### Checklist to Complete JROTC Application

Personal Information	<input checked="" type="checkbox"/>
Military Information	<input checked="" type="checkbox"/>
Additional Information	<input checked="" type="checkbox"/>
Required Documents	<input type="checkbox"/>
Where Do I Want to Work	<input type="checkbox"/>
Submit the Application	<input type="checkbox"/>

### Additional Information

## Civilian Events

Have you ever been detained, held, arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined, imprisoned or placed on probation, or have you ever been ordered to deposit bail or collateral for violation of any law, police regulations, or ordinance (excluding minor traffic violations for which a fine of \$200 or less) was imposed?

☒ Yes ☐ No

## Military Events

Have you ever been a defendant in a military court-martial?  
Have you ever received an Article 15 punishment?  
Have you ever received a Referral Performance Report?  
Have you ever had an Unfavorable Information File or were you ever placed on the Control Roster?  
Have you ever had a promotion delayed/removed due to behavior or performance?  
Have you ever been relieved of supervisory duties?

☐ Yes ☒ No

**Upload Additional Information**

Personalize   Find      First  1 of 1  Last				
Upload Document	Unique Sys Filename	Document Type		
1 Upload Document		<div><div></div></div>	Add Add'l Document	Delete Document

☒ I certify that this information is true and accurate.

OK

Cancel

### Apply

### Additional Information

## Civilian Events

Have you ever been detained, held, arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined, imprisoned or placed on probation, or have you ever been ordered to deposit bail or collateral for violation of any law, police regulations, or ordinance (excluding minor traffic violations for which a fine of \$200 or less) was imposed?

☐ Yes ☒ No

## Military Events

Have you ever been a defendant in a military court-martial?  
Have you ever received an Article 15 punishment?  
Have you ever received a Referral Performance Report?  
Have you ever had an Unfavorable Information File or were you ever placed on the Control Roster?  
Have you ever had a promotion delayed/removed due to behavior or performance?  
Have you ever been relieved of supervisory duties?

☒ Yes ☐ No

**Upload Additional Information**

Upload Document		Unique Sys Filename	Document Type	<a href="#">Personalize</a>   <a href="#">Find</a>   <a href="#">[2]</a>   <a href="#">[icon]</a>	<a href="#">First</a>   <a href="#">1 of 1</a>   <a href="#">[icon]</a>   <a href="#">Last</a>
1	Upload Document		<div>Document Type</div> <div>▼</div>	<a href="#">Add Add'l Document</a>	<a href="#">Delete Document</a>

☒ I certify that this information is true and accurate.

OK

Cancel

### Apply

## Additional Information

### Civilian Events

Have you ever been detained, held, arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined, imprisoned or placed on probation, or have you ever been ordered to deposit bail or collateral for violation of any law, police regulations, or ordinance (excluding minor traffic violations for which a fine of \$200 or less) was imposed?

☐ Yes ☒ No

### Military Events

Have you ever been a defendant in a military court-martial?  
Have you ever received an Article 15 punishment?  
Have you ever received a Referral Performance Report?  
Have you ever had an Unfavorable Information File or were you ever placed on the Control Roster?  
Have you ever had a promotion delayed/removed due to behavior or performance?  
Have you ever been relieved of supervisory duties?

☐ Yes ☒ No

☒ I certify that this information is true and accurate.

OK

Cancel

Apply

## Required Documents:

<a href="#">← We Build Leaders</a>		<b>JROTC Instructor To Do List</b>	
		Empl ID	0295218
<b>Application Status</b>		New Applicant	
Checklist to Complete JROTC Application			
Personal Information	<input checked="" type="checkbox"/>		
Military Information	<input checked="" type="checkbox"/>		
Additional Information	<input checked="" type="checkbox"/>		
Required Documents	<input type="checkbox"/>		
Where Do I Want to Work	<input checked="" type="checkbox"/>		
Submit the Application	<input type="checkbox"/>		

## 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](#)

Mandatory Form

#### [AFJROTC Communications Acknowledgement](#)

Mandatory Form

#### [AFJROTC Applicant References](#)

Mandatory Form

#### [AFJROTC Occupational Screening](#)

Mandatory Form

## AFROTC Form 200

APPLICATION ACKNOWLEDGEMENT FOR AIR FORCE JUNIOR ROTC INSTRUCTOR DUTY	
<p><b>PURPOSE:</b> The purpose of this form is to ascertain an individual's release of personal records and collect an applicant's acknowledgment for employment as an AFJROTC Instructor. Furnishing of any/all information is voluntary. However, failure to provide all required information could result in an incomplete application for AFJROTC Instructor opportunities. Only fully completed applications may receive favorable consideration.</p>	
<p><b>INSTRUCTIONS:</b> Carefully complete this document and submit it along with the remaining required documents (as listed in Section III below) via the on-line AFJROTC application. All signatures must be wet signatures.</p>	
I. APPLICANT	
NAME (Last, First, Middle Initial)	RETIRED GRADE
II. RELEASE OF PERSONAL RECORDS	
<p>1. As an applicant for employment consideration as an Air Force JROTC Instructor, I am aware that the Privacy Act of 1974, P.L. 93-579, imposes certain restrictions on the disclosure by federal agencies of records pertaining to individuals that are maintained or used by those agencies.</p> <p>2. Notwithstanding the protections of privacy afforded by that act and in accordance with the consent provisions of the act, I authorize any agency within the Department of Defense to release to Air Force JROTC any and all records that pertain to me personally. This consent for release of records pertaining to me shall include personnel records, investigative records prepared by investigatory and law enforcement agencies, records relating to my promotion and duty performance, administrative records, medical records, and any other records considered necessary by AFJROTC to evaluate my qualifications for employment as an AFJROTC Instructor.</p> <p>3. Additionally, I authorize Holm Center/JRI to disclose information requested by school officials when I am being considered for nomination and/or hiring action.</p> <p>4. It is understood that my consent is provided to AFJROTC for the sole purpose of enabling that agency to evaluate my qualifications for initial employment and for their use in working with school officials as required, subject to the provisions of the Privacy Act of 1974.</p>	
DATE	SIGNATURE OF APPLICANT
III. REQUIRED DOCUMENTS	
<p>As part of my AFJROTC application, I understand I will need to provide the following:</p> <ol style="list-style-type: none"> <li>1. An email address that does not end in ".mil" (only commercial email addresses may be used in your application).</li> <li>2. AFJROTC Form 200 (this form).</li> <li>3. Occupational Screening Questionnaire (can be downloaded in the on-line application itself).</li> <li>4. Published Retirement Orders. (NOTE: ANG/AFRES members must <u>also</u> include their Points Summary showing a minimum of 20 satisfactory years of service).</li> <li>5. Last 10 Performance Reports (EPR/OPR).</li> <li>6. College degree verification (transcripts/diploma) showing a minimum of Bachelor's degree in any discipline.</li> <li>7. Photo in Blue uniform (shirt/pants, no coat/jacket) Must be uploaded in .JPG/.PDF format.</li> <li>8. Three references from non-family members (each must include 10-digit telephone number and email address).</li> <li>9. AFJROTC Communications acknowledgment (can be downloaded in the on-line application itself).</li> </ol> <p>NOTE: All signatures must be wet signatures. All documents must be scanned and uploaded in in PDF format.</p> <p>_____ (initial here) I understand that failure to provide all required information may render my application incomplete.</p> <p>_____ (initial here) I understand that failure to report any derogatory information on my application may be grounds for removal of my certification to teach AFJROTC.</p>	
DATE	SIGNATURE OF APPLICANT
IV. AIR FORCE JUNIOR ROTC INSTRUCTOR UNDERSTANDING	
<p>Although a retired Air Force member, I understand that if I am selected for employment as an AFJROTC Instructor, I must continue to wear the Air Force uniform daily and present a positive image of the Air Force in the completion of my duties as an AFJROTC Instructor. As such, I understand that I will be required to meet military standards of conduct, performance, military decorum and appropriate NCO-Officer military relationships of respect, grooming, and uniform wear, to include weight/body fat standards as outlined in AFJROTC Instructions. I further understand that a failure, inability, or refusal to meet these standards may result in permanent decertification as an AFJROTC Instructor.</p>	
DATE	SIGNATURE OF APPLICANT

AFJROTC FORM 200, 20180627  
AFJROTCI 36-2010

## AFJROTC Communications Acknowledgement

### AFJROTC New-Applicant Communications Acknowledgment

Applicants must read and sign as indicated.

- 1) 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

---

Signature

---

Date

## AFJROTC Applicant References

### AFJROTC New Instructor Application: References

NOTE: At least one reference will be your current/most recent Air Force supervisor.

Reference #1: Current/most recent Air Force supervisor or commander.	
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:	

References should not be related to you.

All references must be able to be reached at the contact information you provide.

## AFJROTC Occupational Screening Form

Air Force Junior Reserve Officer Training Corps (AFJROTC) Occupational Screening Form	
<p><b>Purpose:</b> 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.</p> <p>Once completed, this form becomes <i>For Official Use Only</i> and must be protected from unauthorized disclosure. This form and any accompanying 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.</p>	
Applicant Name:	Retired Grade:
<p align="center"><b>Essential Functions of an AFJROTC Instructor:</b></p> <p><b>Conduct Academic Classes.</b> 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.</p> <p><b>Lead After-School Activities.</b> 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.</p> <p><b>Lead Off-Campus Events.</b> 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 hectic situations.</p> <p><b>Effectively Work as a Member of a Team.</b> 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.</p> <p><b>Be an Ambassador of the Air Force.</b> 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.</p>	
<p align="center"><b>Certification: Sign in Block 1 or 2 (whichever is applicable)</b></p>	
<p><b>1. Without Limitations:</b> I have no known limitations which would hinder my ability to perform the essential functions of an AFJROTC instructor. I certify that I am both mentally and physically capable of fully performing the essential functions of an AFJROTC instructor.</p>	
Applicant Signature:	Date:
-- OR --	
<p><b>2. With Limitations:</b> I have a known condition which may limit my ability to fully perform one or more of the essential functions of an AFJROTC instructor. I understand I must provide this form, an accompanying letter from a qualified physician detailing what limitations exist, <u>and</u> a separate written request from myself for any accommodations I am requesting related to those limitations. I understand that if reasonable accommodations cannot be made as defined by the Americans with Disabilities Act, this may affect my eligibility to be an approved applicant or to be hired by a school. I understand this form, any physician's note(s), and my accommodation request may be forwarded to any school for which I request to be nominated for employment. I understand that even if I am approved by AFJROTC to be considered for hire as an instructor, the ultimate decision on hiring and available accommodations is a decision that rests with the school to which I am nominated for hiring consideration.</p>	
Applicant Signature:	Date:

## Required Documents

**Name** JROTC, John

Based on the answers you provided, please upload the following documents:

### Required Documents

[Find](#)

[First](#)



1-10 of 10



[Last](#)

#### Upload Communications Acknowledgement

[Add Add'l Document](#)

[Delete Document](#)

[Add Attachment](#)

Must upload a signed copy of the AFJROTC Communications Acknowledgement.

#### Upload Performance Reports

[Add Add'l Document](#)

[Delete Document](#)

[Add Attachment](#)

Must upload last 10 performance reports (no LOEs).  
(Note: ANG members only: if your performance reports do not exist, a minimum of three current letters of

#### Upload Photo

[Add Add'l Document](#)

[Delete Document](#)

[Add Attachment](#)

Must be a current head to toe color photograph (jpg or pdf) wearing Air Force blue shirt/blouse and Air Force blue pants/slacks (no jacket/coat).

#### Upload Occupational Questionnaire

[Add Add'l Document](#)

[Delete Document](#)

[Add Attachment](#)

Must upload a signed AFJROTC Occupational Screening Questionnaire and any applicable physician/accommodation letters.

#### Upload References

[Add Add'l Document](#)

[Delete Document](#)

[Add Attachment](#)

Must provide three references with daytime contact information (complete phone numbers).

**Upload** Retirement Orders

[Add Add'l Document](#)

[Delete Document](#)

[Add Attachment](#)

Must upload a copy of the published retirement orders.  
Note 1: Active Duty only may upload a copy of the email  
approval to retire from AFRO. Note 2: No application can

**Upload** Point Summary

[Add Add'l Document](#)

[Delete Document](#)

[Add Attachment](#)

ANG/AFRES members must upload a copy of their Points  
Summary showing a minimum of 20 good years.

**Upload** AFJROTC Form 200

[Add Add'l Document](#)

[Delete Document](#)

[Add Attachment](#)

Must upload a signed release of personal records form.

**Upload** Official Transcripts

[Add Add'l Document](#)

[Delete Document](#)

[Add Attachment](#)

Must upload a copy of the transcripts or diploma of the highest  
degree attained.

**Upload** Optional Uploads

[Add Add'l Document](#)

[Delete Document](#)

[Add Attachment](#)

☐ I certify that this information is true and accurate.

[Save & Close](#)

[Cancel](#)

## Where Do I Want to Work?

Empl ID 0295218

### Application Status

New  
Applicant

#### Checklist to Complete JROTC Application

Personal Information	<input checked="" type="checkbox"/>
Military Information	<input checked="" type="checkbox"/>
Additional Information	<input checked="" type="checkbox"/>
Required Documents	<input type="checkbox"/>
Where Do I Want to Work	<input checked="" type="checkbox"/>
Submit the Application	<input type="checkbox"/>

### Where I Want To Work

#### Where would you like to teach Aerospace and Leadership Education?

View All					
	Preference Order	Zip Code	City	State	Max Radius
1	<input type="text" value="1"/>	<input type="text" value="42718"/>	CAMPBELLSVILLE	KY	<input type="text" value="100"/>
2	<input type="text"/>	<input type="text"/>			<input type="text"/>

#### Max Radius Definition

Is the distance from the zip code that you are will accept a JROTC position.

-----  
2 thru 250 distance in miles  
1 = within zip code only  
999 = any where within the state of the zip code

☒ I certify that this information is true and accurate.

OK

Cancel

Apply

## Submit Application:

<a href="#">← We Build Leaders</a>		JROTC Instructor To Do List	
Empl ID		0295218	
Application Status		New Applicant	
Checklist to Complete JROTC Application			
Personal Information	<input checked="" type="checkbox"/>		
Military Information	<input checked="" type="checkbox"/>		
Additional Information	<input checked="" type="checkbox"/>		
Required Documents	<input type="checkbox"/>		
Where Do I Want to Work	<input checked="" type="checkbox"/>		
Submit the Application	<input type="checkbox"/>		

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](mailto: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.

---

☐ I certify that this information is true and accurate.

OK

Apply

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