

Army Junior ROTC Instructor Qualification Application

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PART I – GENERAL INFORMATION

Last Name:		First Name:		Middle Name:	
SSN:		Branch/MOS (RA/AGR/NG/Reservist)		Current Grade:	Years of Active Svc:
Date of Birth:	Place of Birth:	Marital Status:		Retirement Date:	Retirement Grade/ Rank:
Mailing Address (include zip code):		STATE:	ZIP CODE:	Telephone (home):	Telephone (work):
E-mail address, home/personal (mandatory):			Permanent address (include zip code):		

PART II – EDUCATION

(All applicants must have either a high school diploma or equivalency degree).

	Major	University/College	Diploma Received	Hrs Completed / No. of Credits
AS/AA:				
BA/BS:				
MA/MS:				
PHD:				
OTHER:				

PART III – PREVIOUS INSTRUCTOR ASSIGNMENTS/EXPERIENCE

(The ability to teach in a high school is a vital qualifying criterion. Indicate any experience you have in this area).

Previous instructor experience:	
Briefly explain Administrative and Logistical experience:	
Name and address of previous employer (include zip code)	Telephone

PART IV – MEDICAL HISTORY

(If you answer yes to any of the questions below provide details in Part 7: Remarks)

	YES	NO
Do you receive payment for veterans' disability? If so, what percentages were you awarded?		
Have you had any serious illnesses since retirement?		
Do you have any speech defects?		
Do you have any hearing defects?		
Do you have any uncorrected visual defects?		
Have you ever had any drinking/drug problems?		

PART V – MILITARY RECORD

(If you answer yes to any of the questions below provide details in Part 7: Remarks)

	YES	NO
Have you ever been tried by court martial or received an Article 15?		
Have you ever had any adverse actions, letters of reprimand, or other UCMJ actions taken against you?		
Have you ever been detained, held, arrested, indicted or summoned to court as a defendant in a criminal proceeding within?		
Have you ever been convicted, fined, imprisoned or placed on probation?		
Have you ever been ordered to deposit bail or collateral for the violation of any law, police regulation or ordinance (excluding minor traffic violations for which a fine or forfeiture of \$50 or less was imposed)?		

PART VI – PREFERRED LOCATION FOR EMPLOYMENT

(You may list up to three states or countries. Do not list a state unless you are willing to pay to relocate yourself to the job. Overseas hires ordinarily include relocation costs.)

Location:

1.

2.

3.

PART VII – REMARKS

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

Data required by the Privacy Act of 1974:

Title of Form: JROTC Instructor Qualification Packet. Authority: Title 10, United States Code, Section 2031. Prescribing Directives: AR 145-2 and CCR 145-2. Principal Purpose: To check the professional qualifications of prospective Army JROTC Instructors or Military Property Specialist (MPS). Mandatory or voluntary disclosure and effect on individual not providing information: Disclosure of information is voluntary, but failure to do so will preclude the individual from further consideration as a certified JROTC Instructor. Qualification packets received by Instructor Management become property of the U.S. Government and will not be returned to the sender.

I certify that the information provided in this application is correct to the best of my knowledge. I understand that knowingly providing untrue information on this application will disqualify me from qualifying by USACC, and if employed, will result in withdrawal of certification and termination as a JROTC instructor or MPS regardless of how long I may have been employed. I further agree to maintain prescribed standards of dress and personal appearance, including the height/weight standards of CCR 145-2, as conditions of qualifying and continued certification.

Date: _____

Signature of Applicant: _____

NOTES to the Applicant:

1. Upon receipt your packet Instructor Management will notify you via email of the status and if additional documentation is needed.
2. Instructor Qualification Packets received by Instructor Management are the property of the U.S. Government and will not be returned to the sender.
3. Allow **4-6** weeks prior to inquiring about the status of your application.
4. Do not send the originals of the requested documents. Maintain a copy of the complete packet for your records.
5. Using express or overnight mail will not expedite the process.

Check your packet for the following enclosures prior to e-mailing or mailing:

- ✓ DA Photograph (4x6 with current rank, awards and decorations) within the last **12 months**
- ✓ Physical Exam (DD Form 2808 and 2807-1 OR CCF 211-R) within the last **12 months** (Include Veterans' Disability Rating, summary and explanation, **if awarded a rating of 30% or greater**).
- ✓ Tape Test, DA Form 5500 (Male)/5501 (Female) (Current Version) taken within the last **6 months** (if you exceed the height/weight standards).
- ✓ Application (signed and dated).
- ✓ Most recent ORB (Officers); ERB (Enlisted); or PQR for AGR Personnel.
- ✓ Retirement Orders, DD Form 214 (Member 4 Copy), **DA Form 5016 (Chronological Statement of Retirement Points) Reservists ONLY, or NGB-22 National Guard ONLY.**
- ✓ Last 3 consecutive evaluation reports or DD Form 1059 (if a gap exists)
- ✓ Copy of Official **Transcript** from an accredited institution of higher learning recognized by the U.S. Department of Education (only the highest level of education attained is needed).

Online Training (issued within the last 12 months):

- Copy of Initial Qualification Training Certificate.
- Copy of Good Teacher Ethics Training Course Certificate.

Mail to: **Headquarters, US Army Cadet Command**
ATTN: ATCC-J-10
394 2nd Dragoon Road, Building 6573
Ft Knox, KY 40121

Questions? Please e-mail us at
USARMY.KNOX.USACC.MBX.HQ-JROTC-IM@MAIL.MIL

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