



Marine Corps Junior ROTC Program

Instructor Application

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An outstanding opportunity exists for retiring or retired Marines to continue their Marine Corps experience within the Marine Corps Junior ROTC Program. Retired Marine Officers serve as Senior Marine Instructors and retired Staff Noncommissioned Officers serve as Marine Instructors in units located in high schools throughout the United States. This document provides information on the qualifications and characteristics of service required for application. Should any additional information be required, please visit our website www.mcjrotc.org or call MCJROTC HQ at 703-784-3746

Job Descriptions

Senior Marine Instructor (SMI)

Senior Marine Instructors manage the MCJROTC Program at their respective schools. They function as regular faculty members and have the same responsibilities as department heads in the school. The SMI distributes the instructional workload with the MI. In addition to teaching duties, the SMI works with both the school and community in maintaining and strengthening the MCJROTC program.

Marine Instructor (MI)

Marine Instructors normally manage the administrative and supply requirements of the unit in addition to their teaching responsibilities. The MI functions as a regular faculty member, working with the SMI, but may also work with other school officials, faculty members, as well as community leaders and parents to maintain and strengthen the program.

Individuals employed as MCJROTC Instructors will not perform duties or teach classes in any other discipline unless the performance of such duties does not interfere with both the curricular and extracurricular activities associated with the conduct of the MCJROTC Program. This provision is not intended to preclude MCJROTC Instructors from serving on committees or performing other routine duties that are regularly rotated among faculty members. Because of their duties, MCJROTC Instructors are required to be in good physical condition and able to demonstrate physical training techniques and supervise cadet activities.

MCJROTC Instructor Qualifications

Applications from all retiring or retired Marine Officers and Staff Non-Commissioned Officers (SNCO) will be considered. Applications may be submitted no earlier than 1 year from approved retirement date. **Check MCJROTC.ORG to ensure you are using the most current application, previous editions WILL NOT be accepted.** The following are requisite for consideration:

Senior Marine Instructor (SMI)

1. Officer or Warrant Officer with at least 20 years active duty, or Temporary Early Retirement Authority (TERA) program with 15 or more years active duty, who are eligible to receive retirement pay.
2. Confirmed retirement date from Manpower Management Separation and Retirement Branch.
3. Retiring or transferring to the Fleet Marine Corps Reserve (FMCR) as an Officer with at least 20 years active service and eligible for retirement pay.
4. Bachelor's Degree*.
5. Competitive military record.
6. Physically qualified according to MCJROTC standards (see more info at www.mcjrotc.org)

Marine Instructor (MI)

1. Warrant Officer (without a college Degree) or SNCO with at least 20 years active duty, or Temporary Early Retirement Authority (TERA) program with 15 or more years of active duty and eligible to receive retirement pay.
2. Confirmed retirement date from Manpower Management Separation and Retirement Branch.
3. Retiring or transferring to the Fleet Marine Corps Reserve (FMCR) as a SNCO with at least 20 years active service and eligible for either retirement pay or retainer pay upon EAS.
4. High school graduate. Complete an Associate's Degree* within 5 years of hire.
5. Competitive military record.
6. Physically qualified according to MCJROTC standards (see more info at www.mcjrotc.org)

***All college degrees will be verified for accreditation. Degrees from colleges, universities and institutions for higher education that cannot be verified as accredited, will not be accepted.**

Application Process

Active Duty personnel within one year of an approved retirement date from Manpower Management Separation and Retirement Branch (MMSR), & retired Marines, may apply to be a MCJROTC Instructor. Applicants must fill out the application packet in its entirety to be considered for selection. The following items must be included in your application package:

- A copy of the Master Brief Sheet (MBS)
- A letter of recommendation is required from **current reporting senior** or civilian supervisor.
- A Height/Weight verification from your Command on letterhead or from a Physician on their letterhead.
- Official Military File (OMPF) - Fill out Standard Form 180 (SF 180) and include in your application package. This form will be used to request a copy of your OMPF to be sent directly to the Board for review. Do NOT send your SF 180 to the address on page 2 of that form.

For more information on the instructor certification process visit <https://sites.google.com/marinecorpsjrotc.org/mcjrotcorg/instructor-certification-process?authuser=0>

Complete application packages will be sent via DoD SAFE email. **Contact Mrs. Anna Henson at Anna.Henson@usmc.mil for a DoD SAFE link.**

A Board will convene at TECOM, Quantico, Virginia on a bimonthly (Jan, Mar, May, July, Sep, Nov) basis to review each applicant's official Marine record and application. Upon complete review of the record, applicants will be notified by email of the decision on the application.

If approved by the board, applicants will receive a preliminary certification which will allow the applicant to interview for open Instructor positions (this letter is good for 3 years). Before an applicant can start to work as a MCJROTC Instructor, the applicant must provide MCJROTC with a school district's intent to hire letter.

Upon receipt of the intent to hire letter, MCJROTC will conduct a national criminal background check, followed by a suitability review. Upon a favorable suitability review, applicants will receive a 5 year letter of certification. This certification is applicable to the hiring school only. An instructor who leaves a school will return to preliminary status.

Approved applicants who are not employed as a JROTC instructor within three years will need to reapply for certification.



Marine Corps Junior ROTC Instructor Application

Applicant Instructions:

This form will be used as a resume and as a basis to determine qualifications for approval as a MCJROTC Instructor. Copies of your application will be maintained at MCJROTC Headquarters. A thorough response to each item is required.

Prior to beginning this application, verify you have the most current version at WWW.MCJROTC.ORG

Previous editions will NOT be accepted.

THIS IS A "FILLABLE" FORM WHICH SHOULD BE COMPLETED ON A COMPUTER AND THEN PRINTED FOR SUBMISSION. Handwritten (other than required signatures/designated areas) or typewritten versions of this form will NOT be accepted.

Section I - Background Information

Name: Last, First, MI Rank/Grade SSN / EDIPI

DOB YYYY/MM/DD Age Current status (select one): ☐ Active ☐ Retired ☐ Reserve (Gray Area) Approved Retirement Date

Current Street Address City State Zip +4

Home Phone Email

Cell Phone Secondary Email

Permanent Street Address City State Zip +4

Education Level - select highest level of education completed and provide a copy of diploma/degree and college transcripts; if applicable. Verify if your college or university is accredited and will be accepted by visiting www.chca.org

☐ GED ☐ HS Diploma ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctorate

Major/Areas of Study YYYY/MM Diploma/Degree Earned YYYY/MM Last Attended

Marine Corps Junior ROTC - Instructor Application
(This is a "fillable" form and should be completed on a computer)

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed

If married,
spouse's first
and last name

Active Duty (ACDU) Spouse?

☐ Yes ☐ No

ACDU Spouse
SSN/Branch

If married, are you living with your dependents?

☐ Yes ☐ No

If divorced, do you have Primary Custody?

☐ Yes ☐ No

If shared custody, do you pay "court ordered" child support?

☐ Yes ☐ No

If yes, provide a copy of court ordered payment agreement

Monthly child support paid \$

List all children/dependents below*

Child/Dependent's Name; Last, First, MI

Date of Birth YYYY/MM/DD

Relationship *

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

*If drawing BAH for
support of parent, sibling, or
child

Do you have any disabilities?

☐ Yes ☐ No

If yes, list all in the box below:

List Language Qualifications

State Desired
(in order of preference)

Choice 1

Choice 2

Choice 3

Specific School Request ?

Interested in Guam? ☐ Yes ☐ No

Interested in Japan? ☐ Yes ☐ No

How did you hear about the Marine Corps Junior ROTC program/instructor opportunities? (check any that apply):

☐ JROTC instructor(s) ☐ another Marine ☐ Marine On Line MCJROTC ☐ Marine Corps website ☐ TAP class

☐ Other (Please
expln)

MARINE CORPS JROTC INSTRUCTOR APPLICATION				
EDUCATION				
1. High School				
Date (YY-YY)	Name of School	City/State	Graduated (Y/N)	
2. AA Degree				
Date (YY-YY)	Name of School	City/State	Major	Degree
3. Undergraduate				
Date (YY-YY)	Name of School	City/State	Major	Degree
4. Graduate				
Date (YY-YY)	Name of School	City/State	Major	Degree
5. Doctorate				
Date (YY-YY)	Name of School	City/State	Major	Degree
Military Instructor Duty				
Drill Instructor (Y/N)	Recruiter (Y/N)	MSG (Y/N)	MOI / AMOI (Y/N)	Formal School Instruc (Y/N)
Military Schools (last 10 years with most recent first)				
Year	Title		MOS	

MARINE CORPS JROTC INSTRUCTOR APPLICATION

List all duty assignments for the past 10 years

Date (YY-YY)	Your Grade	Billet	Location

Section II - Essay Section

Complete the following essay question below. This is a "fillable" form and should be completed on a computer.

1. Complete an autobiography that does not exceed 500 words. **Do NOT provide a chronological summary of duty assignments or military biography.**

Section II - Essay Section (continued)

Complete the following essay question below. This is a "fillable" form and should be completed on a computer.

2. In your own words, state why you desire to be a MCJROTC instructor, describing the qualifications you possess that will enable you to successfully accomplish the duties of an SMI or MI.

Section II - Essay Section (continued)

Complete the following essay questions below. This is a "fillable" form and should be completed on a computer.

3. Provide a narrative description of your participation in civic activities, community service organizations, and youth activities.

4. Describe your present state of mental and physical health, noting any deficiencies or challenges.

Criminal Record

List the circumstances of each event, if applicable. Each will be considered when screening your application. **Failure to disclose any arrest regardless of the courts final finding, will result in immediate disqualification.**

1. Have you ever been convicted, imprisoned, given probation or parole? (Includes felonies, firearms or explosives violations, misdemeanors and all other offenses, excluding minor traffic violations) *If "yes" explain below, providing date, violation, place of occurrence and the name of police department or court involved.*

☐ Yes ☐ No

2. Have you ever had an NJP or been convicted of a UCMJ or civil offense? *If "yes" explain below, providing date, violation, place of occurrence and the name of police department or court involved.*

☐ Yes ☐ No

3. Have you ever been arrested or charged with a crime involving a child or minor? *If "yes" explain below, providing date, violation, place of occurrence and the name of police department or court involved.*

☐ Yes ☐ No

4. Are you currently under any charges for violation of law? *If "yes" explain below, providing date, violation, place of occurrence and the name of police department or court involved.*

☐ Yes ☐ No

5. Have you ever been fired from any job for any reason, did you quit after being told you would be fired, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? *If "yes" explain below, providing date, circumstances and place of occurrence.*

☐ Yes ☐ No

Name: _____

SSN/EDIPI

NOTE: This application is signed under penalty of perjury, as permitted by United States Code (18 U.S. Code § 1621). Any individual found to have committed perjury by false statement or any false written testimony, declaration, or certification on this application is subject to fine or imprisonment for not more than five years, or both. This section is applicable whether such statement is executed within or without the United States.

☐ I declare (certify, verify, or state) under penalty of perjury that the foregoing information is true and correct.

Printed Name: _____

Date

Signature: _____