



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.marines.mil or call MCJROTC HQ at 703-784-3705.

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 Noncommissioned Officers (SNCO) will be considered. Applications may be submitted not earlier than 1 year with an approved retirement date nor later than 3 years after the effective date of retirement.

Check the MCJROTC website 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.marines.mil "General" tab, then select "Downloads:" to find *MCJROTC Personal Appearance and Grooming Standards*).

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. Provide GT score from Armed Services Vocational Aptitude Battery (ASVAB).
6. Competitive military record.
7. Physically qualified according to MCJROTC standards (see more info at www.mcjrotc.marines.mil "General" tab; then select "Downloads" to find *MCJROTC Personal Appearance and Grooming Standards*).

***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), up to three years after retirement, 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:

1. A current, full-length picture in service "C" uniform, with date of the picture less than 3 months old.
2. A copy of the Master Brief Sheet (MBS)
3. Sailor Marine ACE Registry Transcript (SMART) transcript <https://jst.doded.mil/smart/signIn.do> and/or a copy of accredited college degree(s) and unofficial college transcripts verified at www.chesapeake.org (if applicable).
4. A letter of recommendation is required for all applicants from their current reporting senior/civilian supervisor.
5. If applicable: Copy of Divorce Decree and Court Ordered Child Support Payment Agreement.
6. Official Military File (OMPF). Your OMPF must be less than 6 months old. Copies of the OMPF will not be accepted. Submit an original, full OMPF disc to stay with your file. Marines must submit a written or faxed request for their OMPF disc*** and must provide their full name, SSN, mailing address, signature and specific request for "complete OMPF to include the MBS".

*****To ensure you receive an OMPF disc, state that you are applying to the TECOM board for MCJROTC Instructor certification.** The mailing address for requesting your OMPF is:

**Commandant of the Marine Corps (MMSB-10)
Headquarters U. S. Marine Corps
2008 Elliot Road
Quantico, VA 22134-5030**

OMPF Fax: 703-432-1572

Telephonic requests for OMPF will not be taken. Further guidance can be heard by calling 800-268-3710 or for information on how to submit an electronic request (only from .mil email) visit <https://www.mmsb.usmc.mil>.

Complete application packages should be sent to the appropriate address as follows, depending on your chosen method of delivery.

UNITED STATES POSTAL SERVICE (USPS)

Commanding General
TECOM (C46JR)
1019 Elliot Road
Quantico, VA 22134-5001

OR

FED EX or UPS

Commanding General
TECOM (C46JR)
2034 Barnett Ave, Room 200
Quantico, VA 22134-5001

A Board will convene at TECOM, Quantico, Virginia on a monthly basis to review each applicant's official Marine record and application. Upon complete review of the record, each applicant will be notified by mail of the decision on the application.

Upon hire, approved applicants will receive a five year certification, the first year of that certification will be probationary. Those applicants who obtain initial employment at a MCJROTC unit must attend the MCJROTC New Instructor Orientation Training (MCJROTC NIOT) held at MCB Quantico (typically in July each year) within one year of initial employment by a school district.

Approved applicants who are not employed as a JROTC instructor within three years will no longer be eligible 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.marines.mil

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. To complete and save this application, be sure you have Adobe Reader 8 or above installed on your computer and you should enable JavaScript when prompted. To download or learn more about Adobe, visit www.adobe.com or Google "Adobe Reader".

Section I - Background Information

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

DOB YYYY/MM/DD Age Current status (select one): ☐ Active ☐ Retired ☐ Reserve (Gray Area) 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.chea.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 Code*

*If drawing BAH for support of parent or sibling, choose *parent or *sibling from the drop down and list their name under "Child/Dependent's Name"

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 Corps publications

☐ MCJROTC website

☐ TAP class

☐ other (please explain):

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(This is a "fillable" form and should be completed on a computer)

List all civilian education beginning with most recent first.

Dates Attended	Name of School	City, State	Major Subjects	Degree/Certificate Earned

List all military education beginning with most recent first.

GT Score

Dates Attended	Title	Length	Major Subjects

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

List all duty assignments beginning with most recent first (outline entire career).

[illegible]

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.

Section III - MCJROTC Current Official Photograph

Photo attached must be less than 3 months old

Attach a 4"x 6" official promotion photograph in Service "C" uniform without cover. Photo must be **less than 3 months old**.

Inside the picture list the date of picture, height, weight and body fat %. You may print this info on a whiteboard or piece of paper and stand next to it when taking the picture, making sure it is legible in the photo.

Also include these measurements below, signing and dating the form after printing.

Date of Picture in Uniform (shown above)

Height (Inches)

Weight (Pounds)

Body Fat %

Signature of Applicant (handwritten after printing this form)

Date (handwritten)

Section IV - Criminal Record

List the circumstances of each event, if applicable. Each will be considered when screening your application.

1. Have you ever been convicted, imprisoned, given probation or parole? (Includes felonies, firearms or 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

Section V - Letter of Recommendation

Applicant: This is **NOT** a "fillable" form on your computer. Print and deliver this form to your current reporting senior or current civilian supervisor for completion along with a letter of recommendation. Include this form and the letter of recommendation with the entire, completed application package.

FOR COMPLETION BY REPORTING SENIOR OR CIVILIAN SUPERVISOR IN PROVIDING A LETTER OF RECOMMENDATION:

1. Attach this form to your evaluation (typed) of this applicant's ability to perform as an instructor with the Marine Corps Junior Reserve Officers' Training Corps (MCJROTC) Program. Place particular emphasis on the following traits; integrity, moral character, ethics, ability to teach, ability to relate to civilians, knowledge of general military subjects, and ability to inspire and lead.
2. Provide any other evaluative comments you feel may be useful to the selection board considering this candidate's application for duty with the MCJROTC Program.
3. Please make your letter of recommendation no longer than 2 pages, typed.

Candidate First and Last Name

Reporting Senior/Civilian Supervisor Signature

Date

Printed First and Last Name of Reporting Senior/Civilian Supervisor

Grade/Billet (if active duty)

Contact Phone Number

Email Address

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Section VI - Applicant Checklist, Specific Instructions and Authorization

Return this completed checklist and signed authorization (sign in gray box below) with your application package. **Ensure all items from this checklist are complete and included in your application package or it will not be considered.** If you have questions or need assistance please call the MCJROTC Instructor Management Assistant 703-784-0598.

- ☐ Current official photograph inserted including height, weight and body fat %, complete with applicant's signature and date.
- ☐ Letter of recommendation from reporting senior or civilian supervisor, complete and attached to signature page.
- ☐ Official Military Personnel File (OMPF) in disc format, must be less than 6 months old. **Original disc required, no copies.**
- ☐ Copies of Master Brief Sheet (MBS) covering entire career. The MBS is found on the OMPF CD in the folder titled "performance".
- ☐ If applicable: Copy of your accredited college degree or transcripts.
- ☐ For MI applicants: Copy of Sailor Marine ACE Registry Transcript (SMART) <https://jst.doded.mil/smart/signIn.do>
- ☐ If applicable: Copy of Divorce Decree and Court Ordered Child Support Payment Agreement.
- ☐ Verify this is the most **current application** via www.mcjrotc.marines.mil Print, sign and submit entire **current application** package (not including the first 3 pages of directions) using the delivery method of your choice below.

Mail application by USPS to:

Commanding General
TECOM (C46JR)
1019 Elliot Road
Quantico, VA 22134-5001

OR

Fed Ex or UPS application to:

Commanding General
TECOM (C46JR)
2034 Barnett Ave, Room 200
Quantico, VA 22134-5001

PRIVACY ACT STATEMENT

AUTHORITY: Under the provisions of Public Law 93-579 (Privacy Act of 1974) the following information is furnished. The basis for requesting information on this form is Title 10, U.S. Code, Section 301 and Executive Order 9367 of 22 November 1943, which authorizes the use of your social security number.

PRINCIPAL PURPOSE: To evaluate the applicant as a MCJROTC Instructor.

ROUTINE USE: The requested information will be used by officials, employees and contractors within the Department of Defense (DOD) and the United States Marine Corps (USMC), who are involved with the administration of the MCJROTC Program and by other such personnel within the USMC and other DOD components who have a need to know the information in the performance of their official duties.

DISCLOSURE: Providing the requested information is voluntary. However, failure to do so may result in you not being considered for certification and therefore render you ineligible for employment as an MCJROTC instructor.

AUTHORITY FOR RELEASE OF INFORMATION

I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation prescribed by law or regulation and I consent to the release of information concerning my capacity and fitness by employers, educational institutions, and other individuals and agencies to duly accredited investigators, Human Resources Personnel and other authorized employees of the Federal Government for that purpose.

CERTIFICATION

I certify that all of the statements made by me are true and sign this application under penalty of perjury and understanding the penalty for perjury is a fine or imprisonment for not more than five years, or both, pursuant to 18 U.S.C. Sec. 1621 and 18 U.S.C. Sec. 3571.

I authorize the release of my military personnel file for MCJROTC for review.

Applicant Signature (handwritten)

Date (handwritten)