

Marine Corps Junior ROTC Program
Instructor Application – Background Information



Table of Contents

MCJROTC INFORMATION AND CERTIFICATION PROCEDURES	2
Introduction	2
Qualifications	2
Senior Marine Instructor (SMI)	2
Marine Instructor (MI)	2
Job Descriptions	3
Senior Marine Instructor (SMI)	3
Marine Instructor (MI)	3
General Information	3
Application and Certification Process	3
Hiring Procedures	4
Recertification	5
Resignation/Retirement of Instructor (SMI / MI)	5

MCJROTC INFORMATION AND CERTIFICATION PROCEDURES

Introduction

An outstanding opportunity exists for retiring or retired Marines to continue their Marine Corps experience within the MCJROTC Program. Retired Marine Officers serve as Senior Marine Instructors and retired Staff Noncommissioned Officers 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 certification. Should any additional information be required, please do not hesitate to write the **Commanding General, Training and Education Command (C 46JR), 1019 Elliot Road, Quantico, VA 22134-5001**.

Qualifications

Applications from all retiring or retired Marine Officers and Staff Noncommissioned Officers will be considered. Applications may be submitted not earlier than 1 year nor later than 3 years after the effective date of retirement. The following are requisite for selection:

Senior Marine Instructor (SMI)

1. Officer or Warrant Officer with at least 20 years of active duty and eligible to receive retirement pay upon release from active duty
2. Bachelors Degree
3. Competitive military record
4. Physically qualified according to Marine Corps standards. Applicants using Body Composition Program (BCP) will not exceed 18% for males, and 26% for females.

Marine Instructor (MI)

1. Warrant Officer with at least 20 years of active duty and eligible to receive retirement pay upon release from active duty
2. Retiring, or transferring to the Fleet Marine Corps Reserve (FMCR), as a Staff Noncommissioned Officer with at least 20 years active service and eligible for either retirement pay or retainer pay upon EAS
3. High school graduate. (Note: Those certified as MI's must complete an Associates Degree within 5 years of initial employment.)
4. Minimum GT score of 100 on the Armed Services Vocational Aptitude Battery (ASVAB)
5. Competitive military record

Marine Corps Junior ROTC Program
Instructor Application – Background Information

6. Physically qualified according to Marine Corps standards. Applicants using Body Composition Program (BCP) will not exceed 18% for males, and 26% for females.

Job Descriptions

Senior Marine Instructor (SMI)

The Senior Marine Instructor manages 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)

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

General Information

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 able to demonstrate physical training techniques and supervise cadet activities.

Application and Certification Process

An application form is attached to this information bulletin. Active duty personnel within one year of an approved retirement date from Manpower Management Separation and Retirement Branch (MMSR) may apply for certification. Applications must include a current full-length picture in service “C” uniform, a copy of their Master Brief Sheet (MBS), their Smart Transcript and their Official Military File (OMPF). Applicants must also complete the enclosed application, specifically outlining education, professional experience, and youth-oriented activities. A letter of recommendation is required for all applicants, usually from the current

Marine Corps Junior ROTC Program
Instructor Application – Background Information

reporting senior. Upon receipt of the application, a certification board convened at Training and Education Command, Quantico, Virginia will review the Marine's official record. The Board meets during the first week of every month. Upon complete review of the record, the applicant will be notified by mail of the decision on the application. Applicants approved for initial certification will receive a two-year provisional certification. Those applicants who obtain initial employment at a MCJROTC unit must attend the resident MCJROTC Instructor Orientation Course (MCJROTC-IOC) held at MCB Quantico (normally in June/July of each year) within one year of initial employment. Failure to attend the MCJROTC-IOC within one year of initial employment will reflect negatively when being considered for recertification. Applicants not employed as a JROTC instructor by their two year provisional certification ending date are not eligible for recertification, and will have their package destroyed.

Completed applications should be mailed as follows:

United States Post Office (USPS)

**Commanding General
TECOM (C 46JR)
1019 Elliot Road
Quantico, VA 22134-5001**

Fed Ex or UPS

**Commanding General
TECOM (C 46JR)
2034 Barnett Avenue, Room 200
Quantico, VA 22134-4005**

Hiring Procedures

1. Vacancies in the MCJROTC Program are on the MCJROTC website at: <http://www.mcjrotc.org>.
2. Interested certified applicants are requested to contact the appropriate MCJROTC Project Officer located at the Recruiting District Headquarters in order to arrange for an interview with school officials. Effective 01 October 2007, interested certified applicants are requested to contact the school directly in order to arrange for an interview with school officials. Applicants are directed to notify this Headquarters of all scheduled interviews with school officials. Notification will be via email to: MCJROTC@USMC.MIL. The contents of the email will contain the applicants name, date of interview, and position interviewing for – SMI or MI. The Marine Corps does not pay for interview and travel expenses.
3. Each applicant negotiates an individual contract with school officials. It is suggested that applicants review Department of Defense Instruction (DODI) 1205.13, February 6, 2005 for detailed information on Authorized Federal Government Reimbursement Amounts, and examples of an applicant bargaining a contract with school officials for "Additional" pay. The JROTC instructor shall receive retired or retainer pay from the U.S. Government. The amount payable from the institution (school) is the amount equal to the difference between retired or retainer pay and the active duty pay and allowances that the JROTC instructor would receive if ordered to active duty.

Marine Corps Junior ROTC Program
Instructor Application – Background Information

4. Instructors will, within 3 working days after being hired, provide this Headquarters with a completed and signed DD Form 2754 (JROTC Instructor Pay Certification Worksheet for Pay Computation) with required documentation listed on page 2 of the form. Within 30 days of employment, ensure the hiring school provides this Headquarters with a completed and signed DD Form 2767 (JROTC Instructor Annual Certification of Pay and Data Form). A copy of all required documentation will be maintained in the Instructor's file at the Marine Corps MCJROTC Headquarters, Quantico VA.

Recertification

1. The recertification period is four years. Evaluation for recertification may be required sooner if an instructor engages in misconduct, fails to meet Marine Corps weight and personal appearance standards, or if they or their unit fails to meet program expectations. In addition, certification may be withdrawn at the discretion of the CG, Training and Education command, if revocation of the certification is in the best interest of the Marine Corps.
2. Recertification requires submission of a current photo in service 'C' uniform accompanied by documentation from a physician verifying the Instructor's general condition of health, height, weight and if necessary, body fat. The Physician's certification must specifically address any health condition that may adversely impact on an Instructor's ability to perform their regular duties. Also included in the recertification request will be documentation of education and training classes, and a letter of recommendation from the school Principal. MI applications will be endorsed by the SMI. All applications will be to Training and Education Command (TECOM) via the appropriate Recruiting District Commanding Officer. Effective 01 October 2007, all applications will be sent to Training and Education Command (TECOM) via the appropriate Regional Coordinator no earlier than 3 months, and no later than 1 month from the expiration date of current certification.
3. Instructors found to be not suitable for recertification will be notified of the pending decertification action, provided an opportunity to review all pertinent information, and permitted to submit a rebuttal statement. Further, a certification review board will be convened in the case of any recertification application that was considered but not approved if the action of that board was contrary to law, or involved material error of fact or material administrative error, or that the board did not have before it for consideration material information (other than that required to be provided by the applicant).

Resignation/Retirement

1. Instructors wishing to resign their position at the end of the school year should notify this headquarters in writing as soon as possible. This will allow proper advertisement of the position to all qualified applicants. Instructors must also notify school officials who are required to modify the DD Form 2767 (JROTC INSTRUCTOR ANNUAL CERTIFICATION OF PAY AND DATA FORM) if a different ending date (contract

Marine Corps Junior ROTC Program
Instructor Application – Background Information

modification) is being requested than is currently on the form. The school official should submit the DD Form 2767 to this Headquarters.

2. The above procedures should also be followed for personnel wishing to retire from the school district at the end of the current school year.
3. This headquarters must be notified immediately by the individual him/herself of a resignation not of routine nature.