

Steps to Get Hired as an AFJROTC Instructor

Read this carefully and plan ahead

Step 1: Be fully eligible to apply.

Step 2: Submit an online AFJROTC instructor application. Ensure all required documents are uploaded and provide all other requested information. Read the application carefully to ensure accuracy!

Step 3: If your instructor application is approved, you will receive an application approval letter along with a *Confirmation of Filed Application (COFA)* worksheet (Save this worksheet!). You will also get instructions on how to complete the Initial Instructor Certification Course (IICC) which should be completed ASAP, but no later than 30 days after employment begins.

Step 4: Contact a high school with an advertised AFJROTC vacancy in your rank category (watch for any specific grade or academic degree requirements) and apply for employment at that school. (NOTE: You can apply, interview, etc. with a school but make sure they know that you cannot start employment until after all paperwork and official forms are completed in the appropriate order. Do not try and get ahead of the process as it will create unnecessary delays).

Step 5: Present your COFA worksheet to the school you applied to and have them fill it out.

Step 6: Return your completed COFA worksheet to HQ AFJROTC as indicated on the worksheet (please only return one COFA even if you apply at multiple schools).

Step 7: When HQ AFJROTC receives your COFA, you will be placed in the queue for the AFJROTC Childcare Background Check. This is mandatory regardless of any other background check you may have undergone with a school, or any security clearance you may possess.

Step 8: When the HQ AFJROTC Background Check team contacts you, provide all items as requested, as expeditiously as possible.

Step 9: Once your background check package has been completed and transmitted to the investigating agency, HQ AFJROTC will issue you a certification letter (Save this letter!).

Step 10: Present your certification letter to the school where you accept a job offer. Do not present your certification letter to more than one school.

Step 11: The school will endorse your certification letter and return it to HQ AFJROTC as indicated on the letter. Ask that they copy you when they send that message.

Step 12: HQ AFJROTC will send all required information to the school to finalize your hiring. This information will include the Minimum Instructor Pay amount, a blank DD Form 2767 (with instructions) and a blank DD Form 3200.

Step 13: The school will fill out and sign the DD Form 2767, and you will also sign. The DD Form 3200 requires you to initial in multiple areas, then sign, plus it requires a school official's signature.

Step 14: The school must return both fully completed forms to HQ AFJROTC **BEFORE employment starts or the paperwork will have to be redone.**

Step 15: Prepare for employment! You will be provided with your AFJROTC WINGS and M365 accounts on or after the first day of employment (as reflected on your DD Form 2767). Likely the school will have many things for you to do as well.

Step 16: If you haven't finished IICC, please do that before the 30th day of employment!