

# How to Get Hired as an AFJROTC Instructor

(For New Applicants)

## **THE BASICS:**

- ✓ If a person wants to become an AFJROTC instructor, they must first apply via the AFJROTC website. This is where the process begins to obtain an AFJROTC instructor certification.
  - ✓ There is a comprehensive background check process that all new applicants will undergo, regardless of any security clearance held. All persons must allow up to 60 days from their initial application submission to obtain an AFJROTC instructor certification, since the background check process may require extra time.
  - ✓ Only those individuals who possess a current instructor certification from Headquarters AFJROTC can be hired into, or remain employed in, an AFJROTC instructor position.
  - ✓ AFJROTC instructors are employees of the schools they work in. AFJROTC employment is public/civilian employment, not government/military employment. It does not count toward military service, and it does not impact any military pay.
  - ✓ The Minimum Instructor Pay for each instructor is based on rank category (officer or enlisted), academic degree, and location of school. Schools are encouraged to pay more but may not pay less. Minimum pay amounts are listed on the AFJROTC website.
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**LOOKING AT ADVERTISED VACANCIES:** When an actual or pending instructor vacancy is known, Headquarters AFJROTC will advertise that vacancy on the AFJROTC website. Individuals must be sure to look only for a vacancy that matches their rank category (officer or enlisted).

**CANDIDATES CONTACTING SCHOOLS:** Any person is welcome to contact any school at any time to discuss potential AFJROTC employment. However, if a person does not already have an AFJROTC instructor certification, they must notify the school of this right away, since the school may already be interviewing applicants who are. It is best to be certified before contacting any school.

**HIRING OF AN INSTRUCTOR:** Any candidate for hire must present a written certification letter from Headquarters AFJROTC. The school will endorse the candidate's certification letter and return it to Headquarters AFJROTC Instructor Management at [jrotc.jri@au.af.edu](mailto:jrotc.jri@au.af.edu) to confirm the intent to hire. Once Instructor Management receives this email, the person's AFJROTC instructor certification status will be verified. If all is well, Instructor Management will send information to the school about the candidate's Minimum Instructor Pay, as well as instructions for the other paperwork needed to finalize the hiring action, including the DD Form 2767.

**NOTE:** The official employment start date listed on the DD Form 2767 can be no earlier than 10 calendar days after the date Instructor Management is sent the completed DD Form 2767.

## **AFJROTC WEBSITE:**

<https://www.afaccessionscenter.af.mil/Holm-Center/AFJROTC/Article-Display/Article/4011152/prospective-instructors/>

**QUESTIONS:** Any questions on this process should be directed to Headquarters AFJROTC Instructor Management at [jrotc.jri@au.af.edu](mailto:jrotc.jri@au.af.edu).