**KANAWHA COUNTY SCHOOLS (KCS) & UNITED STATES AIR FORCE SEEKING QUALIFIED MILITARY RETIREES TO SERVE AS AIR FORCE JUNIOR ROTC INSTRUCTORS AT NITRO AND SOUTH CHARLESTON HIGH SCHOOLS**

Nitro High School and South Charleston High School in Kanawha County, WV have an urgent need for Air Force Junior ROTC Instructors to keep their programs viable and at full-strength. Nitro High School (Unit WV-953) is in need of a qualified United States Air Force or Air National Guard military retiree to fill the Non-commissioned Officer assistant instructor position (ASI), while South Charleston (Unit WV-951) is in need of a retired Commissioned Officer to fill their senior instructor slot (SASI). Both positions offer a 10.5-month contract (paychecks can be distributed 12-months out of the year) with dental and vision medical benefits. Retirement pension vestige (eligibility) begins after 5-years. Both AFJROTC programs have a long and distinguished history, with many national unit awards--South Charleston’s High School AFJROTC program was founded in 1991, Nitro High School’s program in 1995.

 After a successful military career, many dedicated Air Force leaders find it difficult to hang-up the uniform for good. Our military lifestyle of teamwork, discipline, dedication, hard work, and the experience of living our core values are ingrained into who we are. Those qualities, which are distinctive with Air Force retirees, are needed in high schools and in AFJROTC. As our society changes and the challenges facing our nation become more evident, the demand and need to mentor our youth has never been greater. They truly are the future of our great nation. More than ever before, negative influences often outweigh the positive. High school is where these young adults start to solidify the patterns, attitudes, and actions that carry forward into adulthood. We all know that one bad choice in the early stages of adulthood can be the difference between a successful and productive life and a life that fails to achieve all that is possible. Our youth need positive leaders, mentors, teachers and role models to help prepare them to make good decisions in life and become productive citizens and leaders for our nation.

AFJROTC is a Title 10 USC citizenship program for students in the 9th through 12th grades. Our program has nearly 900 units operating in high school locations world-wide. There are more than 120,000 high school cadets in the program and over 1,950 retired USAF officer and enlisted professionals who lead, mentor, guide, and teach our cadets. AFJROTC enjoys overwhelming support from schools and communities because of the huge positive impact on cadets, schools, and communities. In hundreds of American communities with no nearby military bases, the cadets and instructors of AFJROTC are truly “the face of the Air Force.”

The **mission** of the AFJROTC program is to “Develop citizens of character dedicated to serving their nation and community.” **The *goals* of the AFJROTC program are to instill** values of citizenship, service to the United States, personal responsibility, and a sense of accomplishment. The **objectives** of AFJROTC are to educate and train students in citizenship and life skills; promote community service; instill a sense of responsibility; and develop character and self-discipline through education and instruction in air and space fundamentals and the Air Force's core values of "Integrity First, Service Before Self and Excellence In All We Do."

As HQ AFJROTC Director, Colonel Paul C. Lipps remarked “If you want to continue to serve and make positive impacts in the lives of our nation’s high school students, then please consider applying to be an AFJROTC instructor. We are always seeking highly motivated retirees (Major – Colonel and TSgts – CMSgts with a 4-year degree) who have a passion for mentoring youth. We have vacancies across the nation and overseas for both officers and enlisted.

Information, including frequently asked questions (FAQs) and minimum application requirements, can be found below, as well as pertinent links to the Headquarters AFJROTC website.

**AFJROTC Frequently Asked Questions (Instructors)**

*Air Force Reserve Officer Training Corps, Maxwell AFB, AL*

**1.  What is the AFJROTC program?**
AFJROTC is *NOT* a recruiting program for the military.  AFJROTC exists only to instill (in high school students, grades 9-12) the values of citizenship, service to the United States, personal responsibility, and personal responsibility through education and mentoring.  The AFJROTC program is a 3 to 4-year course of military-based instruction (academics and leadership development requirements).  The curriculum includes an introduction to aviation history, aviation and space science, college and career readiness, global studies, practical leadership, and health and wellness.

**2. What is the mission of the AFJROTC program?**
The mission of the AFJROTC program is to develop citizens of character dedicated to serving their nation and community. More specifically, the program is designed to educate and train high school cadets in citizenship; promote community service; instill responsibility, character and self-discipline; and provide instruction in air and space fundamentals.

**3.  Who are the instructors in this course?**
Retired members of the United States Air Force.  Normally, one retired officer and one retired enlisted are employed by the school at each unit. The officer is designated as the Senior Aerospace Science Instructor (SASI), and the enlisted as the Aerospace Science Instructor (ASI).   Additional enlisted instructors are authorized if the cadet enrollment exceeds 151 and is sustained.  While AFJROTC instructors are retired military members, they continue to wear the Air Force uniform (at their retired grade) in the performance of their duties. As such, instructors are required to meet and maintain Air Force uniform wear, grooming and weight standards during their tenure as instructors.

**4.  Who may apply for the SASI position?**
Officers (Major thru Colonel) who meet the following prerequisites may apply: Bachelor degree or higher from an accredited institution; permanently retired as an officer with at least 20 years of active duty; retired less than 5 years from the effective date of employment; meet DODI/AFJROTC weight/body fat standards (26% for males/36% females), possess high standards of military bearing, appearance and moral character. Officers still on active duty may apply when within 9 months of a fixed retirement date.  Desirable prerequisites: a Master’s degree; teaching experience, command experience, and experience working with youth groups. Although AFJROTC provides certification training for applicants selected to teach AFJROTC, some schools may require instructors to be stated certified as a high school teacher or willing to work toward and achieve certification within a prescribed period.

**5.  Who may apply for the ASI position?**
Noncommissioned Officers (NCO’s) in grades of TSgt thru CMSgt who meet the following prerequisites may apply: Hold a minimum of an Bachelor degree, permanently retired with at least 20 years of active duty; retired 5 years or less from the effective date of employment; meets DODI/AFJROTC weight/body fat standards (26% for males/36% for females); possess high standards of military bearing, appearance and moral character.  NCOs still on active duty may apply when within 6 months of a fixed retirement date or terminal leave date. Desirable prerequisites: experience in supply, administration, and drill and ceremonies; classroom teaching experience; and experience working with youth groups.

**6.  Are retired Guard/Reservists eligible for SASI or ASI positions?**
Yes.  Effective under the FY 2007 National Defense Authorization Act (NDAA), “Gray-Area” Guard and Reserve members who retiree with a minimum of 20 “good years of service, but ineligible to draw their military retirement until age 60, may apply and would be subject to a Minimum Instructor Pay (MIP) formula established by AFJROTC not to exceed the MIP of a retired active duty member of the same grade IAW Title 10, United States Code, Section 2031(3)(1)(A) and (B).

**7.  What is the SASI’s job?**
The SASI manages the entire program.  Although they spend much of their time in the classroom, after school co-curricular activities (example: drill team practice and rocket club) are a fundamental part of the job.  Additionally, enrollment activities, such as briefings to school administrators, faculty, and community organizations to explain the program and elicit support; counseling of cadets and other students; and briefings to students from supporting junior high schools.  The SASI must be involved in: community relations, liaison with other Air Force and civilian agencies in the aerospace field, unit supply or administrative functions, career and performance counseling, and an extensive extracurricular program, such as a military ball, parent-cadet banquet, inter-JROTC sports competition, cadet news articles, drill team, honor guard, parades, flag raising, retreat ceremonies, presentation of awards, fundraising activities for the unit or charitable institutions. As classroom teachers, they will typically be required to teach five out of six periods in the school day.  They wear their Air Force uniform while performing AFJROTC duties. The job of the SASI is not as structured as most Air Force jobs. Although the Air Force provides significant guidance for managing the program, self-direction, initiative, and self-reliance are essential traits of the SASI.  Only officers who desire this flexibility in their work should apply.  For further information, refer to AFJROTCI 36-2010, *Air Force Junior Reserve Officer Training Corps*.

**8.  What is the ASI’s job?** In the context of AFJROTC program operations, the ASI works for and reports to the SASI. In most units, they are responsible for the Leadership Education portion of the curriculum. This includes drill and ceremonies, principles of leadership and management, and communication skills. They assist the SASI in teaching Aerospace Science, particularly those areas where they have special competence because of their experience and training. They may give or grade tests, give career and performance counseling, and supervise cadet corps activities. They are also involved in the enrollment and co-curricular activities described in question 7. Typically, the ASIs are appointed Military Property Custodians and are responsible for uniforms and equipment and for other administrative matters. They wear their Air Force uniform while performing AFJROTC duties. The instructors, although not on active duty, are still working in and managing a military-type unit. The same NCO-officer, subordinate-supervisor relationship which existed on active duty must be maintained in the AFJROTC unit.  Only those NCOs who can support the objectives of AFJROTC and give their full loyalty, support, and cooperation to the SASI in achieving goals should apply. For further information, refer to AFJROTCI 36-2010, *Air Force Junior Reserve Officer Training Corps*

**9.  For whom do the instructors work?**
Instructors are employees of the school, but are certified to teach AFJROTC by the Air Force.  Instructors are responsible to both the school authorities and Air Force ROTC for the conduct of the program.  The SASI works for the principal and is the direct supervisor of the ASI (in the context all things AFJROTC). The school and each instructor mutually agrees on the length of the instructor’s contract (not less than 10 months per year).  Even though the instructor’s contract is with the school, the Air Force reserves the right to remove instructors from the program through decertification action if their performance or conduct is found to be unsatisfactory.

**10.  May the instructors teach non-AFJROTC subjects, such as math or social studies?**
No. AFJROTC instructors perform only those duties connected with the instruction, operation, and administration of the AFJROTC program.  Individuals employed as AFJROTC instructors will not perform duties or teach classes in any discipline other than AFJROTC-directed curriculum.  However, this provision is not intended to preclude AFJROTC instructors from serving on committees or performing other routine duties that are rotated regularly among other teachers in the school.

**11.  What is the relationship of the instructors to other members of the faculty?**
The SASI and ASI are members of the faculty and teach an integral part of the school’s curriculum. They are subject to the many of the same assignments and duties as other teachers (such as lunchroom monitor) and usually receive the same benefits of sick leave, holidays, and vacations as do the other teachers.  Some states/school districts may require the SASI and ASI to be certified as high school teachers above and beyond the basic AFJROTC instructor certification.  AFJROTC recommends that the SASI and ASI work toward those certifications.  In some states, the ASI is permitted to teach military subjects without certification and may serve as a classroom assistant without being teacher certified by the state.  See the web page called “*JROTC Certifications by State*.”

**12. What pay does the instructor receive?**
Instructors receive, as a minimum, an amount equal to the difference between active duty retired pay (this calculation also applies to ANG/AFRES under age 60) and the total compensation they would receive if ordered to active duty.  Active duty pay includes base pay, housing allowance (based on ZIP code), subsistence allowance, clothing allowance (NCOs), and variable housing allowance.  This is computed on a monthly basis, and then multiplied by the length of the contract.

For example: Assume your total active duty compensation to be $7000 and your retired pay to be $3000 monthly (ANG/AFRES under 60 not drawing retirement income must still use this method):
Pay & Allowances                               $7000
Less Retired Pay                             -  $3000
Minimum Pay from School              =  $4000 (per month of contract length)

Schools must pay the minimum (prescribed by Title 10, USC, Section 2031) but may pay above the minimum.  Any amount above the minimum is subject to negotiation between the instructor and the school.  The Air Force reimburses the school one-half of the minimum only for 10 months only.  Each active duty pay raise will result in an increase of the minimum pay from the school.  Conversely, each cost of living raise in retired pay could result in a decrease of the minimum pay.  Notwithstanding any other provision of law, AFJROTC instructors are not, while so employed, considered to be on active duty or inactive duty training for any purpose.  Only the pay is computed as though you were on active duty.

NOTE:  Gray-Area Guard and Reserve applicants--please refer to FAQ #6 and the Instructor Pay web page.

**13.  Will my retired pay and school pay equal my gross monthly active duty salary?**
Yes, based on the ZIP code of the school, with one exception. You will recall that any “allowances,” such as the housing allowance, are not taxable on active duty.  However, as an AFJROTC instructor, allowance calculations are considered part of the gross pay and are fully taxable.

**14.  What is the length of the contract?**
The MINIMUM instructor employment contract length is 10 months.  However, the lengths of contracts vary after that. The school’s budget, school policy, and individual negotiating skill affect longer contract lengths. Some schools cannot afford to offer an 11 or 12-month contract.  Those schools granting 11 or 12-month contracts must ensure that the instructors will be performing duties in direct support of AFJROTC throughout the duration of the contract.

**15.  Will the school or the Air Force reimburse me for interview or moving costs?**
No. The Air Force offers no reimbursement and most schools will not either. AFJROTC instructors selected for overseas positions in Department of Defense Dependent Schools (DoDDS) are handled by DoDDS rules.

**16.  Are regular officers affected by dual compensation laws?**
No.

**17.  What does the Air Force furnish the AFJROTC units?**
The Air Force supplies curriculum materials such as instructor guides, textbooks, training aids, lesson plans, uniforms for students, some training equipment, funding (O&M and MILPER), and one-half of an instructor’s minimum instructor pay (MIP) calculation.

**18.  What does the school furnish?**
The school furnishes 100% of instructor pay (reimbursed 50% of MIP by the Air Force), facilities for classroom instruction, equipment and uniform storage, a drill area, and the same supervision, support, and equipment normally provided other teachers and classes.

**19.  Where are the AFJROTC units located?**
AFJROTC operates in more than 870 schools in 49 states, 12 Department of Defense Dependent School (DoDDS), and 2 territories (2 in Guam/1 in Puerto Rico). Use this locator to find units: <https://holmcenter.com/locator/>.

**20.  Who is responsible for the success of the AFJROTC program?**
The success of the program in any school depends primarily on the SASI and ASI, but all faculty and school administrators have an important role.  For instructors, the differences in skill, experience, and grade enable each instructor to relate to the cadets in a different way and are thus complimentary.  This explains the team effort required for a successful unit and is a factor in determining whether the program will attract the required number and quality of students and, therefore, determine the viability of the unit and the tenure of the instructors.

**21.  How are applicants evaluated?**
Various factors, including performance report history and an interview conducted by a current SASI.  All factors are considered to approve or disapprove an application (see *Instructor Application* web page).

**22.  How does the hiring process work?**
Instructor vacancies are posted on the [AFJROTC website](https://airuniversity.usaf.afpims.mil/Holm-Center/AFJROTC/) (see question 23 for more detail).  Approved applicants may apply for vacancies by e-mailing their preferences to Holm Center/JRI.  Approved applicants are referred to schools of their choice.  School officials interview nominees and select the instructor they feel fits best into their school construct.  AFJROTC has no role in the interview or actual hiring of an instructor, other than screening applications and referring qualified candidates to the school.

**23.  How will I find out about available positions?**
Instructor vacancies are posted on the [AFJROTC website](https://airuniversity.usaf.afpims.mil/Holm-Center/AFJROTC/).  From the main page, find the accordion menu on the right-hand side bar and open the 'Instructors' section, then select either the 'Officer Vacancy Listing' or 'Enlisted Vacancy Listing' link as needed.  These links will open up a PDF file that lists the most current vacancy listings available.  The vacancy list is updated at least once per week. All known vacancies are posted as soon as we know about them.

**24.  What are my chances for selection?**
It is up to you, your interview skills and what you may bring to the table as an AFJROTC instructor.  Each school chooses who they want from the list of candidates sent.

**25.  When should I apply?**
If you are retired, you should apply immediately.  If you are not yet retired (Active Duty only), you can apply within 9 months of your retirement date (the application cannot be approved until published orders are obtained).  For ANG/AFRES members, you must have retirement orders in-hand before you can apply.

**26.  How long will my application be retained on file?**
Approved applications are good for 5 years from the retirement date.  Waivers to this are based on needs of AFJROTC.  Instructors who terminate employment and are eligible for reemployment consideration may remain as active applicants for five years after their date of termination.

**27.  Will you return my records, resume, or other data I provide at the time of application?**
No.  However, we take electronic documents, so this should not be an issue.

**28.  What if I retired with Air Force or VA disability?**
The fact of having retired with a disability does not matter.  What matters is that you ca fully perform the essential functions of an AFJROTC instructor. You will have to complete an Occupational Screening Questionnaire telling us if you can/cannot perform the essential functions of an AFJROTC instructor.

**29.  When will I be eligible for nomination to a position?**
You are eligible for nomination when Holm Center/JRI has received all necessary items, processed and evaluated your application, and approved you as an applicant.

**30. Why and what type of photo is required with my application?**
A current, color full-length (head-to toe pose) .jpeg or PDF photo in Air Force short-sleeved or long-sleeved blue shirt and blue slacks is preferred.  If an Air Force short-sleeved or long-sleeved blue shirt and blue slacks is not readily available, civilian business attire is acceptable.  The photo does not need to be taken by a professional photographer.  Digital photo taken by family or friend is acceptable. No jackets, coats, or large, loose clothing, please.

**31.  As an Air Force Junior ROTC instructor, will my retirement status change?**
Your retired status does not change.  You are not on active duty, and you are not in the active Air Force Reserves.  Although you teach aerospace science and are associated with the Air Force as an AFJROTC instructor, you are a school employee.

**Minimum application requirements:**

**1) Must be retired from a component of the US Air Force.**

**2) Have published retirement orders. (Note: Active duty retirees only can apply with a retirement application approval message from AFPC, but the application cannot be approved until the actual order is published and made part of the application)**

**3) Hold a retired grade of E6 to E9 or O4 to O6.** (Waivers are possible if interested in a hard to fill location)

**4) Be retiring no farther than 9 months out or be retired no longer than 5 years.** (Waivers for those retired longer than 5 years are possible, depending on the location of interest)

**5) Hold a minimum of a Bachelor’s degree (major/minor is not relevant).**Note: A waiver agreement (applicant agrees to complete the degree within a specified timeframe) may be executed for those who are seeking employment at a designated hard-to-fill location only.

**6) Have a commercial e-mail address (may not use .mil email addresses).**

**7) Be sure that you have read and understand ALL of the following information.**

If you meet the minimum requirements stated above, the following information lists the items you will need to complete your application.

**• RETIREMENT ORDERS:** We must have a copy of your Retirement Orders!

• Active Duty: We will accept a copy of the on-line retirement application APPROVAL from AFPC in lieu of the retirement orders until receipt of actual orders. However, we cannot approve your application until we receive the actual retirement orders.

• ANG/AFRES: You must have the actual retirement orders in hand prior to beginning your application. Sorry, there are no exceptions or workarounds to this.

**• GRAY AREA RETIREES (NATIONAL GUARD/RESERVE MEMBERS):**  You must include a Points Summary showing verification of at least 20 satisfactory service years. You can request this via HQ ARPC.

**• RETIRED GRADE:** All AFJROTC instructors will wear, and will be addressed as, the grade they are officially retired as, which may not be the highest grade held for officers who retired prior to completing mandatory time in grade.  For officers, the retirement orders will show both the retired grade and highest grade held.  If there is a conflict between the official retirement orders and what an applicant believes he/she is authorized to wear, it is the applicant’s responsibility to contact AFPC/ARPC/NGB to get their retirement orders updated, or to obtain an official clarifying document which fully explains the situation.

**• DEROGATORY INFORMATION:** If you have any derogatory information in your past you must disclose it. Disclosing it does not necessarily disqualify you, it is about the actual information.  However, failing to report any derogatory information can certainly disqualify you. You must fully explain any derogatory information and include supporting documents with your application package. Any and all negative information needs to be disclosed at this time and explained. Failure to do so could result in your application being permanently withdrawn.  (NOTE: Automatic disqualification may stem from a civilian felony conviction, a military courts-martial conviction, or military non-judicial punishment records (or civil convictions) involving a violent act, a threatening act, domestic violence, child or spouse abuse, sexual abuse or sexual-related offenses (physical or verbal), pornography, larceny (theft), forgery, or abuse of rank/position.)  Please be advised that all applicants will be screened through an Air Force Legal Office for previous judicial/non-judicial punishment records.

**• PHOTO:** A current full-length photograph showing head to toe, in short sleeve or long sleeve blues shirt and pants. No Coat/Jacket. This does not need to be professional photo, but be sure it is in jpeg or PDF format only. No faxed photos please. We must to be able to clearly see that you are within Air Force Dress and Appearance standards since all AFJROTC instructors wear the blue uniform daily.

**• REFERENCES:** Three references with daytime contact information (complete phone numbers) are required to complete your application. One reference should be your most recent/current supervisor. None of the references should be related to you in any way. A standardized set of questions will be used when references are contacted. The completion/approval of your application is contingent upon reaching all references. Please note: the JRI staff will not attempt to find alternate contact information so the burden to provide quality contact information is placed on the applicant. You may include the references in an email or within a word document.

**• COLLEGE DEGREE TRANSCRIPTS:** Include a copy of the diploma or transcripts reflecting the degree(s) you were awarded from an accredited institution. You must have a minimum of a completed/awarded Bachelor’s degree. (Location-specific waivers are possible for those enlisted applicants who are near a Bachelor's degree, but have not yet completed.  An agreement to complete the degree within a specified timeframe will be required.)

**• PERFORMANCE REPORTS:** The last 10 Performance Reports (not to include any LOEs). If you do not have copies of your performance reports, retirement orders, and/or DD Form 214, you may request them from:  <http://www.archives.gov/veterans>

• ANG members only: If your performance reports are not available, a minimum of three *current* letters of recommendation are required from your commanders, supervisors, and/or First Sergeants attesting to your quality of military service, professionalism, integrity and leadership ability.

**• Occupational Screening Questionnaire:** You will need to fill out, sign and submit an AFJROTC Occupational Screening Questionnaire. If you have any condition that may limit you from fully performing AFJROTC instructor duties, you will need a note from your Physician explaining it all.

 **The following items will be required when by AFJROTC Instructor Management after you submit an online application:**

**INTERVIEW WORKSHEET:** A Senior Aerospace Science Instructor (SASI) interview is required with your package. This interview is from an AFJROTC SASI at a high school in your area. This interview helps determine if you are a good fit for AFJROTC instructor duty. The interview form is included as part of the final process of your application. To find the nearest AFJROTC unit, go to <https://holmcenter.com/locator/>. You will see a map with “pins” where all the units are located. Just scroll down the page and you will see the listing with contact numbers. Please contact them to set up your interview. The SASI will have the worksheets that are needed (AFJROTC Form 102 and Weight and Body Fat Measurement Worksheet) and will send the completed copies to our office. If they choose to give you copies you may send it to us as well.

**BODY FAT ASSESSMENT (Not BMI):** Per AFJROTCI 36-2010, members must meet weight and body fat standards. We use the long-standing DoD standards for AFJROTC. Air Force PT Test results are not accepted. You will be weighed and measured during your Interview with a current Senior Aerospace Science Instructor. If you are over your maximum weight but under the calculated maximum allowable body fat (males 26% and females 36%) you are still eligible to apply. If you are over your maximum body fat, your application will not be processed.

You must have an APPROVED instructor application on file at HQ AFJROTC before you are authorized to be nominated for any current positions. Please do not send your nominations prior to being approved.  Please do not contact any schools regarding vacant positions until you are approved and nominated by our office. Otherwise, you may be disqualified from the program.

If you are confident that you have everything and you are ready to begin an application, [CLICK HERE to start your Instructor Application](https://wings.holmcenter.com/psp/hcp/LANDING/PORT_HCP/c/W_JROTC.W_JRINS_PRESCREEN.GBL?FolderPath=PORTAL_ROOT_OBJECT.JROTC.W_JRINS_PRESCREEN_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2cIsFolder)

**KEY LINKS**

AFJROTC Home Page:

<https://www.airuniversity.af.edu/Holm-Center/AFJROTC/>

AFJROTC Heritage:

 <https://www.airuniversity.af.edu/Holm-Center/AFJROTC/Heritage/>

AFJROTC FAQs (Instructor):

<https://www.airuniversity.af.edu/Holm-Center/AFJROTC/Display/Article/953375/>

AFJROTC Instructor Job Description:

<https://www.airuniversity.af.edu/Holm-Center/AFJROTC/Display/Article/987560/general-job-description/>

\*\*AFJROTC Instructor Application:

<https://www.airuniversity.af.edu/Holm-Center/AFJROTC/Display/Article/1078719/>

AFJROTC Instructor Pay:

<https://www.airuniversity.af.edu/Holm-Center/AFJROTC/Display/Article/953415/>