

AFJROTC Instructor Vacancy and Hiring Process

(For Schools)

THE BASICS:

- ✓ All AFJROTC programs must operate with at least two certified instructors, normally one officer and one enlisted. Two instructors are required regardless of enrollment in AFJROTC classes.
 - ✓ Schools are the employer of AFJROTC instructors and Headquarters AFJROTC is the certifier.
 - ✓ Only those individuals who possess a current instructor certification from Headquarters AFJROTC can be hired into, or remain employed in, an AFJROTC instructor position.
 - ✓ The Minimum Instructor Pay for each instructor is prescribed by Headquarters AFJROTC. Schools are encouraged to pay more but may not pay less.
-

ADVERTISING AN AFJROTC VACANCY: When an actual or pending instructor vacancy is known, Headquarters AFJROTC will advertise that vacancy on the AFJROTC website. Schools may also advertise these positions using any manner they choose, along with instructions that anyone interested should visit the AFJROTC website to make sure they are qualified and to start their application and certification process.

CANDIDATES CONTACTING SCHOOLS: Headquarters AFJROTC no longer officially refers candidates to schools as was done in the past. This means a school may be contacted by anyone at any time about an AFJROTC vacancy. There are no AFJROTC-imposed restrictions on discussing potential AFJROTC employment or interviewing anyone at any time. However, it is recommended that any person who is not yet in AFJROTC instructor application and certification process, be reminded to do so as soon as possible.

HIRING OF AN INSTRUCTOR: No person can be hired into an AFJROTC instructor position unless 1) they possess a written AFJROTC instructor certification and 2) Headquarters AFJROTC Instructor Management is involved in their hiring process. Once a school has a candidate they wish to hire, Headquarters AFJROTC Instructor Management must be contacted by email at jrotc.jri@au.af.edu to communicate the name of the person and the desired future employment start date. Once Instructor Management receives this email, the person's AFJROTC instructor certification status and eligibility to be hired will be verified. If all is well, Instructor Management will send information to the school about the candidate's Minimum Instructor Pay, and provide any other paperwork needed to finalize the hiring action. NOTE: The official employment start date must be after Instructor Management provides the verification of the candidate's status and provides the necessary paperwork needed to confirm their employment.

AFJROTC WEBSITE:

airuniversity.af.edu/Holm-Center/AFJROTC/Display/Article/3155947/prospective-instructors/

QUESTIONS: Any questions on this process should be directed to Headquarters AFJROTC Instructor Management at jrotc.jri@au.af.edu.