

PRIVACY ACT STATEMENT

AUTHORITY: 5. U.S.C. § 301 (Authorizing Departmental Forms and Regulations); Executive Order 9397 of Nov 1943 (Authorizing use of Social Security Numbers)

PRINCIPAL PURPOSE(S): To evaluate the applicant for certification as an NJROTC/NNDCC Instructor.

ROUTINE USE (S): The requested information will be used by officials, employees and contractors within the Department of Defense (DOD) and the Department of the Navy who are involved with the administration of the NJROTC & NNDCC Program and by other such personnel within the Navy and other DOD components who have a need to know the information in the performance of their official duties.

DISCLOSURE: Providing the requested information is voluntary. However, failure to do so may result in you not being considered for certification and therefore render you ineligible for employment employment as an NJROTC/NNDCC instructor.

NJROTC & NNDCC INSTRUCTOR CERTIFICATION APPLICATION

APPLICANTS MUST COMPLETE ALL PARTS

PART 1 –BASIC INFORMATION

1. Name (last, first, middle initial)		2. Rank/Rate	3. Branch (USN, USNR, etc.)	4. Design/PNEC	5. SSN
6. RETIREMENT DATE	7. YEARS ACTIVE DUTY	8. BIRTH DATE	9. TELEPHONE (home)	(work)	(cell)
10. CURRENT HOME ADDRESS					
11. DESIRED GEOGRAPHICAL AREA OF EMPLOYMENT					
12. RETIREMENT/POST RETIREMENT CONTACT CONTACT'S NAME, ADDRESS, AND PHONE NUMBER (permanent address)					

PART 2 - EDUCATION

13. HIGH SCHOOL LAST ATTENDED (name, city, state)			14. GRADUATE YES NO GED		15. DATE COMPLETED
16. COLLEGE(s) ATTENDED (name, city, state)	MAJOR	YEARS ATTENDED	DEGREE	DATE COMPLETED	
17. SERVICE SCHOOLS ATTENDED (2 wks or longer)	YEAR COMPLETED	(service schools continued)		YEAR COMPLETED	

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PART 3 – ACTIVE DUTY

18. INSTRUCTOR DUTY (type, place)	FROM (mo/yr)	TO (mo/yr)

19. DUTY STATIONS (from present or last duty, use continuation sheet if stations outnumber spaces)

FROM (mo/yr)	TO (mo/yr)	ACTIVITY	DUTIES
			PRIMARY
			COLLATERAL
			PRIMARY
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			PRIMARY
			COLLATERAL

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20. DECORATIONS/AWARDS/COMMENDATIONS

PART 4 – CIVILIAN EMPLOYMENT

21. EMPLOYMENT SINCE RETIREMENT

EMPLOYER NAME & ADDRESS	JOB DESCRIPTION	FROM (mo/yr)	TO (mo/yr)
PRESENT SUPERVISOR'S NAME, TITLE & PHONE			

PART 5 – PERSONAL DATA

22. MARITAL STATUS	23. CHILDREN (list ages)	25. OTHER INFORMATION (include community involvement, clubs, athletics, youth work, etc.)
24. HOBBIES		

NJROTC INSTRUCTOR CERTIFICATION APPLICATION

26. Please answer the following questions in the additional remarks provided on the following page.

a. Why do you want to become an NJROTC/NNDCC Instructor?

b. Why do you believe that you would be a good NJROTC/NNDCC instructor?

c. Have you ever received NJP, been convicted of a UCMJ, criminal or civil offense? YES NO

d. Have you received adverse administrative or disciplinary action within the last five years of military service (measured for those still on active duty from the date of this application)? YES NO

(If yes, please explain in the addition remarks section on the following page, and provide any additional documentation you wish the board to consider.)

27. No action will be taken on this application unless the following are attached:

a. Current Semi Annual Physical Fitness Assessment. If Assessment data has not been updated during the past year, add the attached NSTC 5761/105 (11-12) – Personal Appearance/Body Fat Measurements, completed by Health Care Professional.

b. Current Photograph (not more than 12 months old). The uniform for this photograph shall be Summer Khaki or the Navy Service Uniform to provide maximum photographic clarity. The photograph shall display a full-length three-quarter view of the applicant in the prescribed uniform, uncovered, with the left shoulder forward, against a plain contrasting background, in a size approximately 4 inches in width and 5 inches in height. Background shall be flat and provide sufficient contrast to highlight details of uniform. When an authorized Navy photographic laboratory or an alternate support facility is unavailable, any photograph may be produced which complies as closely as possible with the requirements specified above. For officers, these are the same requirement specified for official file photographs. Marine Corps and Coast Guard applicants are to be photographed in a comparable uniform as specified for Navy applicants.

Date of photograph: _____

28. I authorize the release of my military personnel file on microfiche or CD to NSTC (NJROTC/NNDCC) to review for certification consideration.

I understand that I am responsible for contacting NJROTC Area Manager nearest to my present location to schedule the required Navy interview. This interview must be completed prior to the NJROTC/NNDCC Instructor Certification Board's convening date.

Signature _____ Date _____

Mail this application to: COMMANDER NAVAL SERVICE TRAINING COMMAND
NAVAL JUNIOR RESERVE OFFICERS TRAINING CORPS
250 DALLAS STREET SUITE A
PENSACOLA FL 32508-5268
ATTN INSTRUCTOR

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PART 6 – REMARKS