NJROTC INSTRUCTOR CERTIFICATION

Certification boards are usually held in Spring and Fall. The basic application must reach NSTC 60 days prior to the board. If all items on this checklist are not submitted with your basic application, indicate on the checklist when the item(s) will be forwarded to NSTC. Detailed information on the required items can be found on "HOW ARE APPLICANTS CERTIFIED AS NJROTC INSTRUCTORS" obtained from the NJROTC web site - https://www.njrotc.navy.mil.

If you have any further questions or desire additional information, please contact NJROTC Instructor Administration at COMM: (850) 452-9511, DSN: 922-9511/9510 or 1-800-628-7682 then, enter extension number 29511 or 29510.

APPLICANT CHECKLIST

- ☐ Application completed, signed, and dated: _____
- ☐ Brief answers provided in essay format to questions in part 6 of application.
- ☐ Copy of current Semi-Annual Physical Fitness Assessment. If Assessment data has not been updated during the past year, complete NSTC CD 6110/1 (8-06) - Personal Appearance/Body Fat Measurements form.
- ☐ Current NSTC CD 6110/1 (8-06) - Personal Appearance/Body Fat Measurements form.
- ☐ Current photograph taken: _____
- ☐ Navy Interview scheduled with _____ on _____ (will be submitted to NSTC via Area Manager).
- ☐ **Coast Guard** applicants. Provide the date you requested your service record: _____ **REMEMBER** your service record must be mailed directly to NSTC from Coast Guard Headquarters.

Marine Corps Personnel should only complete **Part I – Basic Information and Part II – Education** of NSTC CD 1533/2 (12-06) - NJROTC Instructor Certification Application and provide a copy of their Marine Corps Certification letter. Submission of complete application, answers to essay questions in part 6 of the application, photo, or interview is not required.

NAME: _____ Rank/Rate: _____ Date: _____

NOTE: RETURN THIS COMPLETED CHECKLIST WITH YOUR APPLICATION