



UNITED STATES MARINE CORPS
TRAINING AND EDUCATION COMMAND
1019 ELLIOT ROAD
QUANTICO, VIRGINIA 22134-5027

IN REPLY REFER TO:
1533
C46JR
25 MAR 2015

MCJROTC POLICY LETTER 2-15

From: Director, Marine Corps Junior Reserve Officers' Training
Corps (MCJROTC)
To: Distribution
Subj: MCJROTC INSTRUCTOR APPROVAL/CERTIFICATION/RE-CERTIFICATION
Ref: (a) MCO P1533.6E

1. Per the reference, certifications and re-certifications of MCJROTC Instructors are currently 4 years. Effective immediately, and until such time changes can be incorporated into the rewrite of the reference, the following are the new approval, certification, and re-certification processes.


a. Certification.

(1) Applicants approved as Instructors will receive a **letter of approval** for a 3 year period in order to search for employment. Instructors, when offered employment, will receive a **certification letter** as a MCJROTC Instructor for a 5 year period, expiring five years from the date of hire. The first year of certification is a probationary period. The certification expiration date will be 30 June of the fifth year.

b. Re-Certification.

(1) Instructor re-certifications will be submitted to Headquarters, MCJROTC, via their Regional Director, **no earlier than 1 March, but no later than 30 April** of the year of expiration. The year of expiration is defined as 1 July of the current year through 30 June of the following year. Re-certification will be for a 5 year period with an expiration date of 30 June of the fifth year, unless special circumstances dictate a shorter expiration.

2. The point of contact for this Policy Letter is Ms. Barbara Janos-Morin, Management Support Assistant at (703)784-3706 or barbara.janos-morin@usmc.mil.


R. G. OLTMAN

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Region Directors
MCJROTC Instructors