

The American Legion  
Department of North Carolina  
JROTC Officer and NCO Instructor of the Year  
Application Form

Date: \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Legion Membership # \_\_\_\_\_

Branch of Service \_\_\_\_\_

Home Address: \_\_\_\_\_ Email \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone \_\_\_\_\_

Length of Service as Officer: \_\_\_\_\_ or NCO \_\_\_\_\_ Instructor (Check one only)

Name & Address of High School: \_\_\_\_\_  
\_\_\_\_\_

Name and Phone # of High School Principal: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

JROTC Area Manager Name and Phone #: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Area Manager Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Post Submitting Nomination: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone \_\_\_\_\_

Post Commander: \_\_\_\_\_

(Signature)

Post Commander: \_\_\_\_\_

(Printed Name)

Post Adjutant: \_\_\_\_\_

(Signature)

Post Adjutant: \_\_\_\_\_

(Printed Name)

## **RULES FOR SELECTION OF DEPARTMENT JROTC OFFICER AND NCO OF THE YEAR**

1. Nominee(s) for North Carolina's American Legion JROTC Officer or NCO instructor of the year must be submitted by a chartered Post of the American Legion Department of North Carolina.
2. Nominee(s) must be submitted by a chartered post and approved at a regular meeting of the sponsoring American Legion post.
3. Name of the nominee(s) with supporting written documentation must reach Department Headquarters *two weeks prior* to the Department Mid-Winter Conference.

Judging will be done by the Department JROTC Special Task Force Committee at the Department Mid-Winter Conference.

4. Presentation of awards will be at the Annual Department Convention following the Mid-Winter conference.
5. A Post may submit only one (1) nominee for Officer, or NCO.
6. Criteria for judging to be used by the Department JROTC Special Task Force Committee will include:
  - a. Nominee(s) may be male or female, must be a citizen of the United States, and are required to be Veterans.
  - b. Nominee(s) must be a living, active, full-time staff member of a city, county, or community high school JROTC program.
  - c. Nominee(s) must have been a resident for a minimum of one year in the City, or County in which the sponsoring American Legion post is located.
  - d. Judging acceptance of the nominee(s) will be based on their activities in Americanism, citizenship, youth activities, and other community involvement above, and beyond assigned duties of the position of employment.
7. Post application packets for the nominee(s) should include, and be submitted in the following order:
  - a. Completed application form.
  - b. A 5"X7" current photograph of each nominee
  - c. A minimum of 2, pages of service documentation. (This is in addition to the application). It must include the nominee(s) service narrative, community service narrative (most important), and include supporting citations, and other documentation, including press articles related to their JROTC unit.
  - d. Nominee(s) will be graded on the following categories, and assigned up to the number of points shown:
    - 1) Community Service-----25 Points
    - 2) Professional Career (as a JROTC instructor)-----25 Points
    - 3) Leadership (within the JROTC organization)-----40 Points
    - 4) Letters of recognition, news, and other documents-----10 Points
8. Information that may be included:

Documentation of Community Service: Outstanding service to the community, State, or Nation in both on-duty, and off-duty activities should be explained for the past academic school year. This will include, for example, awards, and/or supporting letters from City, or County Commissioners, letters from State Officials, letters from the American Legion Department, and/or Posts, or from individuals, and/pr groups attesting to, and commending the nominee(s) for their community service contributions. Remember, that the major aim of the award program is to select well-rounded individuals whom have demonstrated a distinct pattern of community service, above, and beyond assigned duty requirements.