

AIR FORCE ASSOCIATION, FLORIDA  
AEROSPACE EDUCATION

**GUIDELINES FOR ACTIVATION OF A NEW AFJROTC UNIT**

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**GUIDELINES**

It is suggested that immediately after it is officially announced that a new High School is to be constructed, In the State of Florida, the Aerospace Education Vice President (AEVP) of the AFA Chapter wherein the facility will be constructed, should take the following actions:

- A – Meet with the Superintendent of the County School District, explain benefits of the Cadet Program and offer activation of a new AFJROTC Unit at the new High School.
- B – Meet with the Principal of the new High School, explain benefits of the Cadet Program and offer Activation of a new AFJROTC Unit at the High School.
- C – Distribute to the Principal, AFJROTC pamphlets, brochures and related promotional documents.
- D – Describe the many scholastic, community and patriotic activities the cadets will perform bringing great credit to the School, the School District and the State of Florida.
- E – Inform the Principal that either his or her representative must complete the application Online by visiting the following website <http://www.afoats.af.mil/AFJROTC/AboutJROTC.asp> and then proceed as follows:
  - 1 – On new Screen on menu on left click on APPLY FOR A UNIT
  - 2 – “ “ “ left click on ONLINE APPLICATION
  - 3 – “ “ “ type AFJROTC inside the Password box & left click on OK
  - 4 – “ “ “ “ “ “ UNIT BROCHURE & APPLICATION
  - 5 – “ “ “ “ “ “ OPEN in the small box
  - 6 – “ “ “ “ “ “ ONLINE APPLICATION at bottom of page
- F – As soon as the application appears, follow all instructions until completion.
- G – At frequent intervals, the Principal should submit a follow up to AFOAST, Maxwell to determine status of the application and keep the Superintendent, the Chapter AEVP and the State AEVP informed.
- O – Instruct the Principal to keep current and accurate records of all phone calls, meetings, emails and related documents generated to activate the new AFJROTC Unit. It is further suggested the Chapter AEVP keep current files reflecting all actions taken and keep his AFA Chapter President, the AFA Area VP, and the AFA Florida AEVP informed concerning this matter.

**NOTE:** Should you encounter any problems submitting this application online, please contact the following Maxwell AFB office telephone number: 1-866-235-7682 Ext. 30260/34693 or (334)953-0260 - 4693

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