



DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND



26 Aug 22

MEMORANDUM FOR ALL AFJROTC INSTRUCTORS AND UNITS

FROM: HQ AIR FORCE JUNIOR ROTC

SUBJECT: 2023 CSAF Private Pilot Scholarship Program (AFJROTC Flight Academy)

- CRITICAL DATES:**
- 1) 29 Aug - 14 Nov 22: Flight Academy application window
  - 2) 6 Sep - 10 Nov 22: Aviation Qualification Test (AQT)
  - 3) 29 Nov 22: Notify Select and Alternate cadets
  - 4) 29 Nov - 16 Dec 22: Cadet university preference(s) due in WINGS
  - 5) 29 Nov 22 - 27 Feb 23: Complete FAA Class I Flight Physical
  - 6) 29 Nov 22 - 27 Feb 23: Complete TSA Clearance (If Required)
  - 7) 29 Nov 22 - 27 Feb 23: Complete FAA Student Pilot Certificate
  - 8) 27 Feb 23: FAA Medical and Student Pilot Certs due in WINGS
  - 9) 27 Feb - 7 Mar 23: Selects matched to universities
  - 10) University program start dates WILL vary

**TASKER:** Instructors “should” nominate and submit applications for all eligible, highly motivated cadets for the AFJROTC Flight Academy Scholarship. Complete packages may be submitted any time during the application window but NLT than the suspense date listed above. Extensions will not be granted beyond the deadline.

1. **BACKGROUND/OVERVIEW:** The Air Force is funding 300 scholarships for AFJROTC cadets to attend private pilot training at public/private universities during the summer of 2023. Selected cadets will be identified through a competitive boarding process. The scholarship will pay for round-trip airfare, room and board, collegiate academics, and flight hours required to potentially earn a Private Pilot’s Certificate (PPC) through an in-residence collegiate program that is *approximately* eight (8) weeks in length.

Each university hosting students is an independent organization and provides its own management and oversight for students and programs. Cadets will be engaged in an intensive academic, flying training program and may have classes or flying training during weekend hours. Completion of the PPC is singularly dependent on each student’s academic and flying ability and the university’s determination and judgment to recommend a student.

2. **WHO MAY APPLY:** Applicants must be current sophomore, junior, or senior AFJROTC cadets (active or reserve status) who understand they are volunteering for a scholarship to a public/ private university. There is no military service commitment or obligation, nor does program completion justify acceptance to military service, ROTC scholarship, or military academy appointment. Applicants must be at least 17 years old by 31 July 2023, obtain a minimum fitness assessment score of **50**, and have a minimum cumulative GPA of 3.0 or better (on a 4.0 scale) to be nominated. Students must maintain GPA requirements to ensure admission to partner universities. Lastly, applicants must have a “strong” interest in aviation and a “never-quit” attitude.

3. **APPLICATION PROCESS:** Cadets/instructors must complete an application via WINGS and have parental/legal guardian signed approval. Cadets must complete an online AQT comprised of five (5) sub-tests, which includes the following: 1) math, 2) table reading, 3) aviation information, 4) instrument comprehension, and 5) weight perception. AQT instructions will be provided prior to the testing window. Additionally, cadets must have a current PFT score, and endorsements from the SASI and counselor. In order to ensure a complete application, please follow the detailed application instructions and upload all supporting documents in WINGS. Email application questions to [jrotc.fa@au.af.edu](mailto:jrotc.fa@au.af.edu) or WINGS related questions to the Help Desk at [jrotc.jrs.contractor.support@au.af.edu](mailto:jrotc.jrs.contractor.support@au.af.edu). To ensure a timely response, please include a detailed description and screen shot of the problem/error.

**\*Any late/missing documentation will render the application void and will not meet the board\***

4. **SELECTION BOARD:** The selection process will be a quantitative board based on application answers and official endorsements. An applicant's score will be comprised of five (5) parts: the AQT, endorsements, physical fitness, extracurricular and aviation experiences. These five parts will be weighted to comprise an overall score based on a 100-point scale. Weighting is as follows: AQT = 45% endorsements are weighted at 25%, and 10% each for all others. **SASIs/ASIs must verify all information to ensure cadets are preparing accurate packages. Failure to do so could negatively impact your cadet(s). Sophomores, juniors, and seniors will be selected based on program needs and university requirements.**

5. **MY CADET WAS SELECTED, NOW WHAT:** Select/Alternate cadets will be notified with additional instructions. These cadets must obtain a **Federal Aviation Administration (FAA) Student Pilot Certificate** and a **FAA Class I Flight Physical** within the prescribed dates. **A verified passing physical is required before your cadet can be matched to a university.** All non-US citizen selectees will also have to submit an application through the Transportation Security Administration (TSA) [Flight Training Security Program \(FTSP\)](#) in order to continue the process. The AFJROTC unit/high school should cover the costs of the physicals and FTSP application (if necessary); however, HQ AFJROTC **will** reimburse the unit for the cost. This is in accordance with (IAW) the Memorandum of Agreement to Establish and Operate an Air Force Junior ROTC Unit, (MOA), Section 2, paragraph F. 1.

a. Select/alternate cadets are encouraged to join the Civil Air Patrol (CAP). If successful and earn their PPC, they may continue flying a minimum of once per month and with a CAP instructor quarterly. This is dependent on program funding and CAP aircraft availability and will be at little or no cost to the cadet.

**\*Not every cadet has access to CAP, nor is CAP obligated to make accommodations outside of their normal operating procedure. \***

b. HQ AFJROTC will fund cadet transportation to and from the host university at the start and completion of the program. Funding is not available for any other travel needs (i.e. private auto). Transportation funding is defined as travel costs from the nearest airport, as determined by government contracted airfares, where the cadet attends AFJROTC, to the nearest airport to the matched university or as required.

c. Coordination of cost and payment for the flight physical and transportation will be a cooperative effort between the unit and HQ AFJROTC to ensure the cadet is supported and payment is made.

d. **EXPECTATIONS FOR SELECTED CADETS:** Cadets will be required to meet additional university admission requirements in order to be awarded a scholarship. All matching is final! If a cadet fails to meet admissions standards, their scholarship will be revoked and may be replaced by an alternate. While on scholarship, cadets will be expected to represent AFJROTC in a positive manner. Cadets will be required to adhere to appearance and grooming standards (regardless of

grade status). Failure to positively represent AFJROTC or adhere to university policies may result in the student being sent home.

e. **INSTRUCTOR GUIDANCE:** SASIs must verify all information to ensure cadets are preparing accurate packages. Further, the instructors should work closely with the school and HQ AFJROTC to ensure the reimbursement for the physicals are processed by the provided deadline.

6. If you have questions concerning this program, please contact your Headquarters Flight Academy team at [jrotc.fa@au.af.edu](mailto:jrotc.fa@au.af.edu).

Sincerely

JOHNNY R MCGONIGAL, Colonel, USAF  
Director, Air Force JROTC