SUPPORTING STATEMENT - PART A

Application for Establishment of Air Force Junior ROTC Program

OMB Control Number 0701-0114

Summary of Changes from Previously Approved Collection

- *Streamlined application:*
  - *Removed free response comments sections*
  - *Removed community demographics section*
  - *Removed mailing address and fax number*
- *Applications will now be submitted online via the WINGS system*

1. Need for the Information Collection

This information collection is essential for the administration of the Air Force Junior Reserve Officer Training Corps (AFJROTC) program. Title 10 U.S. Code, Section 2031 authorizes the Secretary of the Air Force to establish and maintain the program, whose mission is to "develop citizens of character dedicated to serving their nation and community." Furthermore, DoW Instruction 1205.13, "Junior Reserve Officers' Training Corps Program," mandates that all services have a certain number of host school partnerships in each state.

To fulfill this mandate, the Air Force must periodically establish new AFJROTC units at qualifying secondary educational institutions (high schools). High school governing authorities submit these applications to be considered for a new unit. AFJROTC is currently transitioning this collection from the traditional paper application (AFJROTC Form 59, "Application for Establishment of Air Force Junior ROTC Program") to a streamlined electronic process within the Air Force's Web intensive New Gain System (WINGS).

The information collected is necessary for Holm Center and HQ AFJROTC personnel to conduct comprehensive and consistent assessments of applicant schools and to support oversight, reporting, and leadership decision-making. Information regarding a school's academic environment, available resources, institutional support, and capacity to sustain a unit enables the Air Force to evaluate whether the school is positioned to successfully establish and maintain an AFJROTC program. This information supports responsible program expansion, long-term unit viability, and effective stewardship of government resources.

Without this collection, the Air Force would lack key information needed both to make informed, objective assessments of school readiness and to provide complete, timely, and accurate responses to congressional and leadership requests. The absence of this information could hinder oversight, create gaps in official reporting, and increase the risk of decisions or resource allocations being made without sufficient supporting data.

2. Use of the Information

Headquarters Air Force Junior ROTC (HQ AFJROTC) personnel use the collected data exclusively to manage the new unit application and selection process. Respondents are officials representing public and private high schools who voluntarily apply to host an Air Force and/or Space Force JROTC program. Their submission formally registers institutional interest and provides baseline demographic and academic data.

Interested schools initiate the process by contacting HQ AFJROTC to request access to the WINGS online portal, where they receive submission instructions. Moving away from mailed or emailed PDF forms, respondents now enter their location, enrollment numbers, and academic scheduling details directly into WINGS and receive an automated email notification upon successful submission.

Upon receipt, HQ AFJROTC staff review the data to verify the applicant school meets foundational program requirements. Key data points—such as institution type (public or private), accreditation status, and confirmation that the school can grant academic credit for the AFJROTC curriculum—drive this initial assessment. If a school fails to meet these basic criteria, the application is returned with an explanation, preventing further expenditure of time and resources on an ineligible candidate.

For schools that pass the initial screening, the application data becomes the basis for further evaluation. Data points such as student enrollment, demographics, and geographic location are used to build a comprehensive profile of the applicant institution. This profile allows HQ AFJROTC to assess the school's potential to support a viable unit and to rank it against other applicants. This profile is the first step in determining a school's placement on a candidate list. It precedes and informs any future physical site surveys, ensuring all schools are evaluated consistently from the outset.

3. Use of Information Technology

Once this revision request is approved, it is anticipated that 100 percent of responses will be received electronically in the WINGS system. This is a significant increase from the roughly 75 percent of AFJROTC Form 59s that are currently submitted via email, with the remaining applications received via postal mail. The use of WINGS will streamline the collection and reduce burden on respondents.

AFJROTC Form 59 may still be used in rare instances where the school can’t access WINGS.

4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

5. Burden on Small Businesses

This information collection does not impose a significant economic impact on a substantial number of small businesses or entities.

6. Less Frequent Collection

Information is collected on the occasion that a high school decides to apply. Applications are accepted on a rolling basis.

7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2).

8. Consultation and Public Comments

Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Wednesday, November 26. 2025. The 60-Day FRN citation is 90 FR 54307.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Thursday, November 12, 2026. The 30-Day FRN citation is 91 FR 72857.

Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

10. Confidentiality

A Privacy Act Statement is not required for this collection because we are not requesting individuals to furnish personal information for a system of records.

A System of Record Notice (SORN) is not required for this collection because records are not retrievable by PII.

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically.

Records Retention and Disposition:
Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.

11. Sensitive Questions

AFJROTC collects aggregate race/ethnicity data from applicant schools in alignment with the guidance in the 1997 edition of Statistical Policy Directive No. 15.

Demographic information is not used as a criterion in determining whether to establish an AFJROTC unit and does not affect the approval, ranking, or selection of applicant schools. However, it is collected to provide contextual information and to ensure HQ AFJROTC and Holm Center leadership can respond accurately and consistently to congressional inquiries, requests for information, and other authorized oversight requirements. Historically, these inquiries have requested demographic data for schools with active AFJROTC units, as well as schools that have applied.

12. Respondent Burden and its Labor Costs

PART A: ESTIMATION OF RESPONDENT BURDEN

1) Collection Instrument
   Application for Establishment of Air Force Junior ROTC Unit
   a) Number of Respondents: 25
   b) Number of Responses Per Respondent: 1
   c) Number of Total Annual Responses: 25
   d) Response Time: 20 minutes
   e) Respondent Burden Hours: 8.3 hours

2) Total Submission Burden
   a) Total Number of Respondents: 25
   b) Total Number of Annual Responses: 25
   c) Total Respondent Burden Hours: 8 hours

Part B: LABOR COST OF RESPONDENT BURDEN

1) Collection Instrument
   Application for Establishment of Air Force Junior ROTC Unit
   a) Number of Total Annual Responses: 25
   b) Response Time: 20 minutes
   c) Respondent Hourly Wage: $52.00
   d) Labor Burden per Response: $17.33
   e) Total Labor Burden: $433.33

2) Overall Labor Burden
   a) Total Number of Annual Responses: 25

b) Total Labor Burden: $433

Respondent hourly wage estimate is based on the national average salary for Principals (Source: https://www.salary.com/research/salary/recruiting/high-school-principal-salary).

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

1) Collection Instrument
   Application for Establishment of Air Force Junior ROTC Unit
   a) Number of Total Annual Responses: 25
   b) Processing Time per Response: 20 minutes
   c) Hourly Wage of Worker(s) Processing Responses: $43.88
   d) Cost to Process Each Response: $14.63
   e) Total Cost to Process Responses: $366

2) Overall Labor Burden to the Federal Government
   a) Total Number of Annual Responses: 25
   b) Total Labor Burden: $366

Part B: OPERATIONAL AND MAINTENANCE COSTS

1) Cost Categories
   a) Equipment: $0
   b) Printing: $0
   c) Postage: $0
   d) Software Purchases: $0
   e) Licensing Costs: $0
   f) Other: $0

2) Total Operational and Maintenance Cost: $0

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

1) Total Labor Cost to the Federal Government: $366

2) Total Operational and Maintenance Costs: $0

3) Total Cost to the Federal Government: $366

15. Reasons for Change in Burden

This is a reinstatement with change to an expired collection. The estimated respondent burden has decreased for the following reasons:

1. The application has been shortened.
2. The number of applications received annually has decreased.
3. The collection process is being streamlined with the introduction of online submission directly into the WINGS database.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

We do not request any exemptions from the provisions stated in 5 CFR 1320.9.