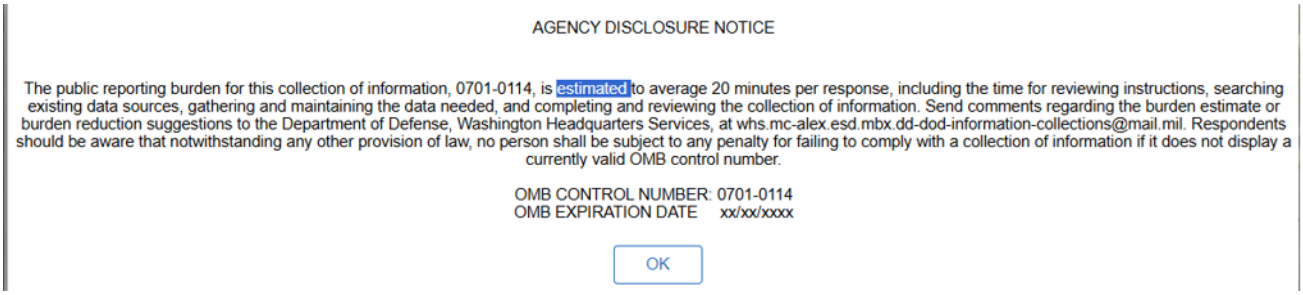
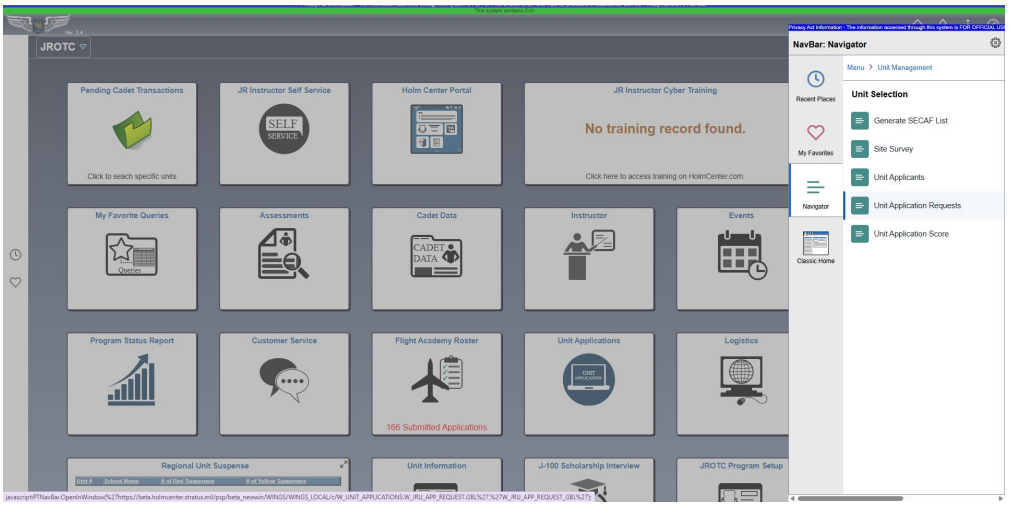
AFJROTC Unit Application Requests - WINGS

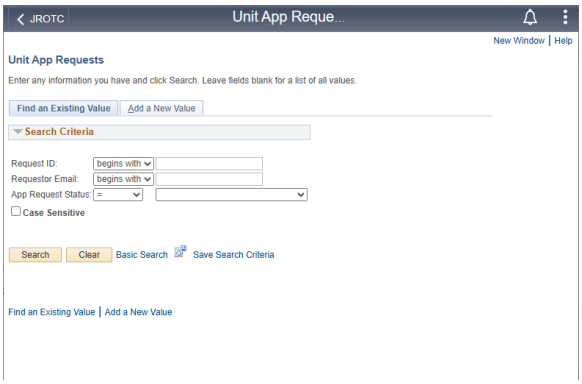
The following documents are the process & screen flow for the new unit application request process.

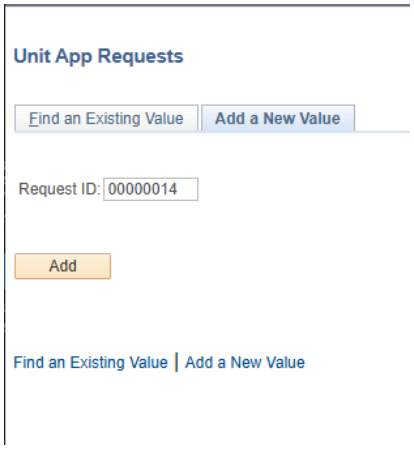


Request Initiation

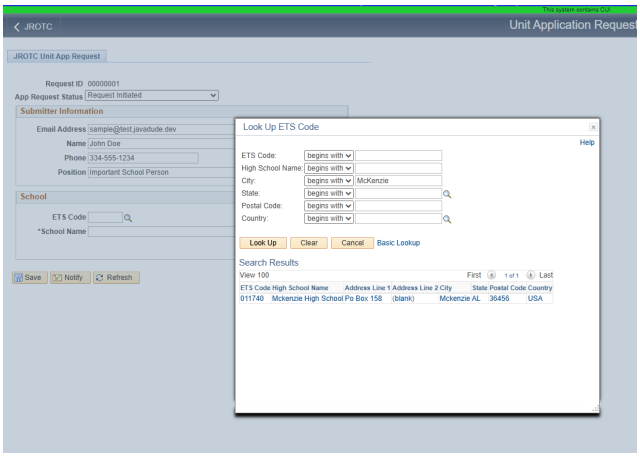
When a request is made for a new AFJROTC Unit, it must first be entered into WINGS under the new “Unit Application Requests” component:





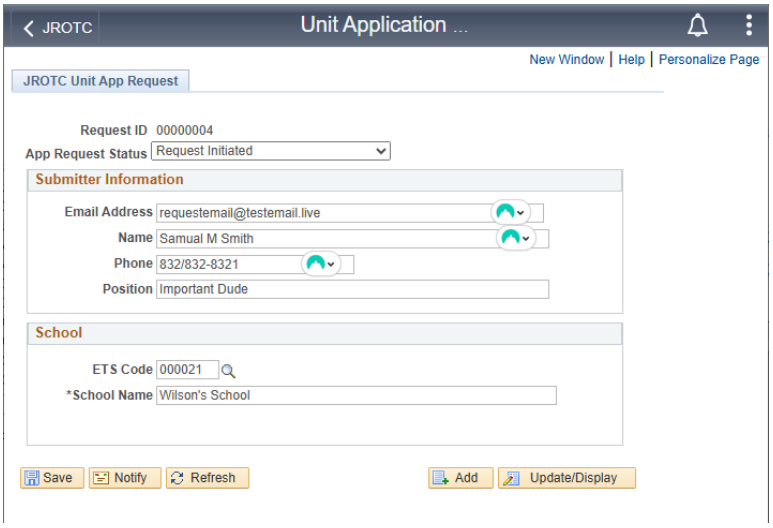


To begin the application request, select “Add a New Value”. A new Request ID number will be generated, then click “Add”:

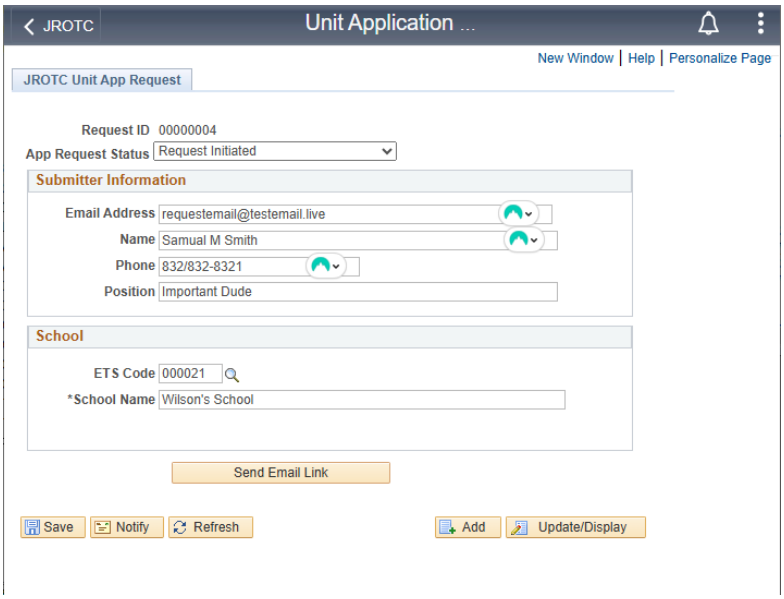


Fill out the requestor information and find the School ETS code

The following information must be entered, then click “Save”



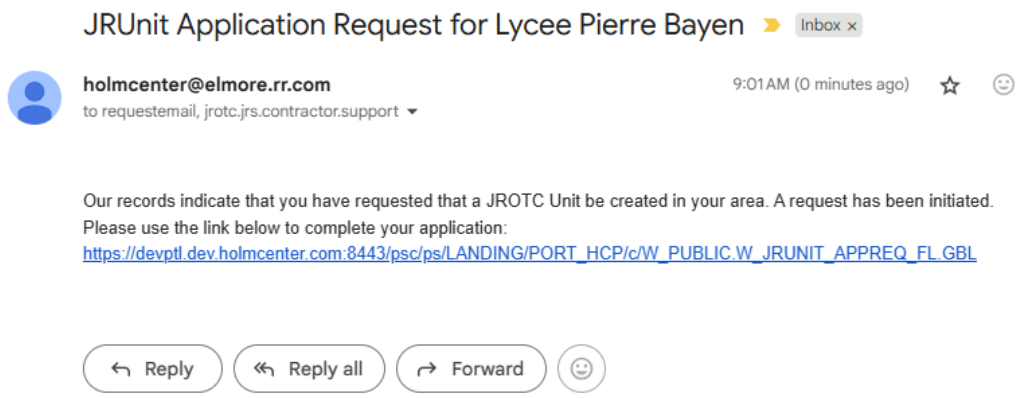
Once you save this, a “Send Email Link” will appear. Click this to send an email to the person requesting the unit:



An email will be send to the requestor at the above email address

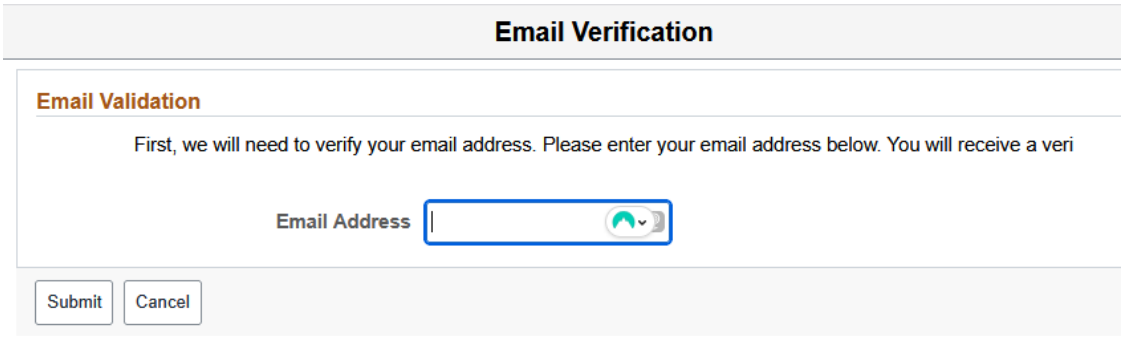
Step 2: Requestor fills out the application

After you sendtheEmail Link the person requestiong the unit should receive an email similar to this one with a link:

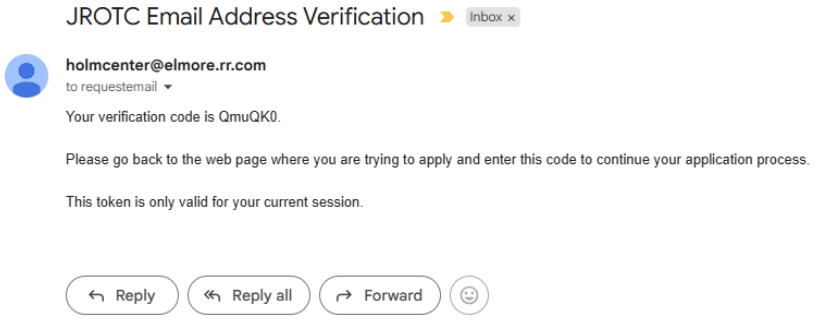


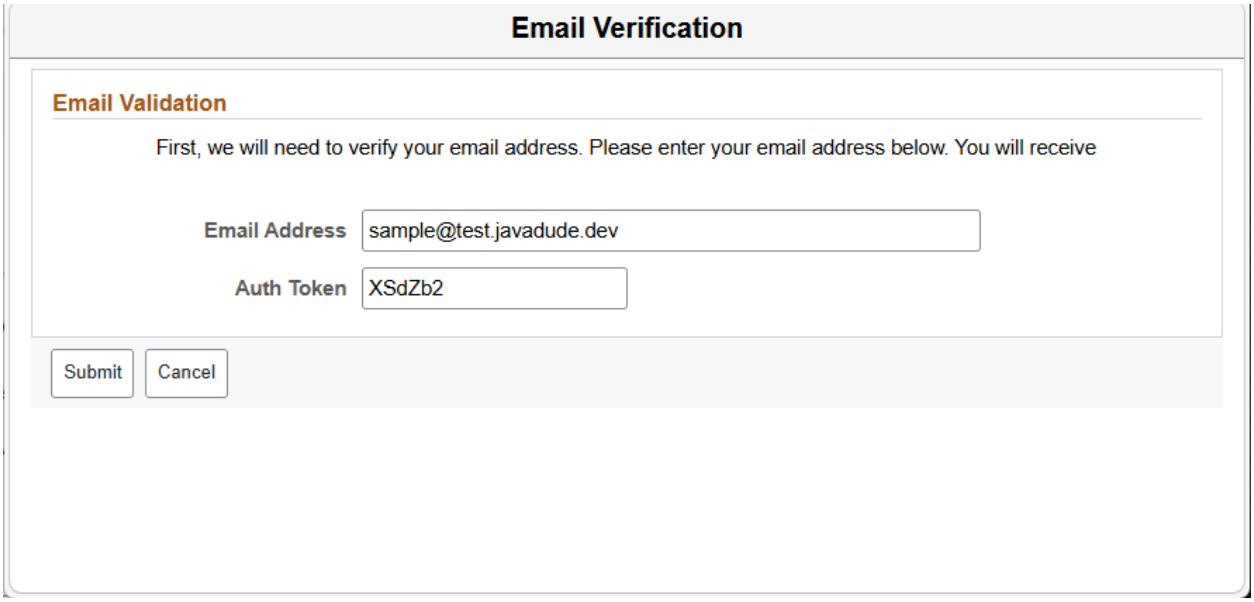
Unit Application Form

The requestor will click on the link in the email that was sent to them to begin the unit application request. First, they will have to validate their email address:

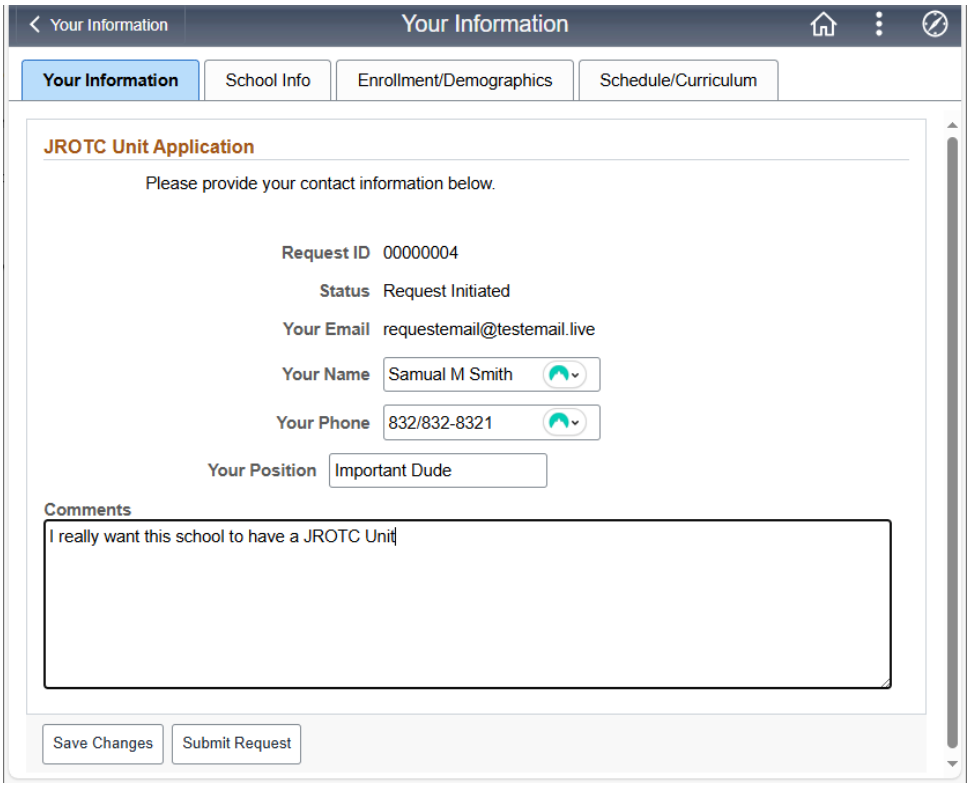


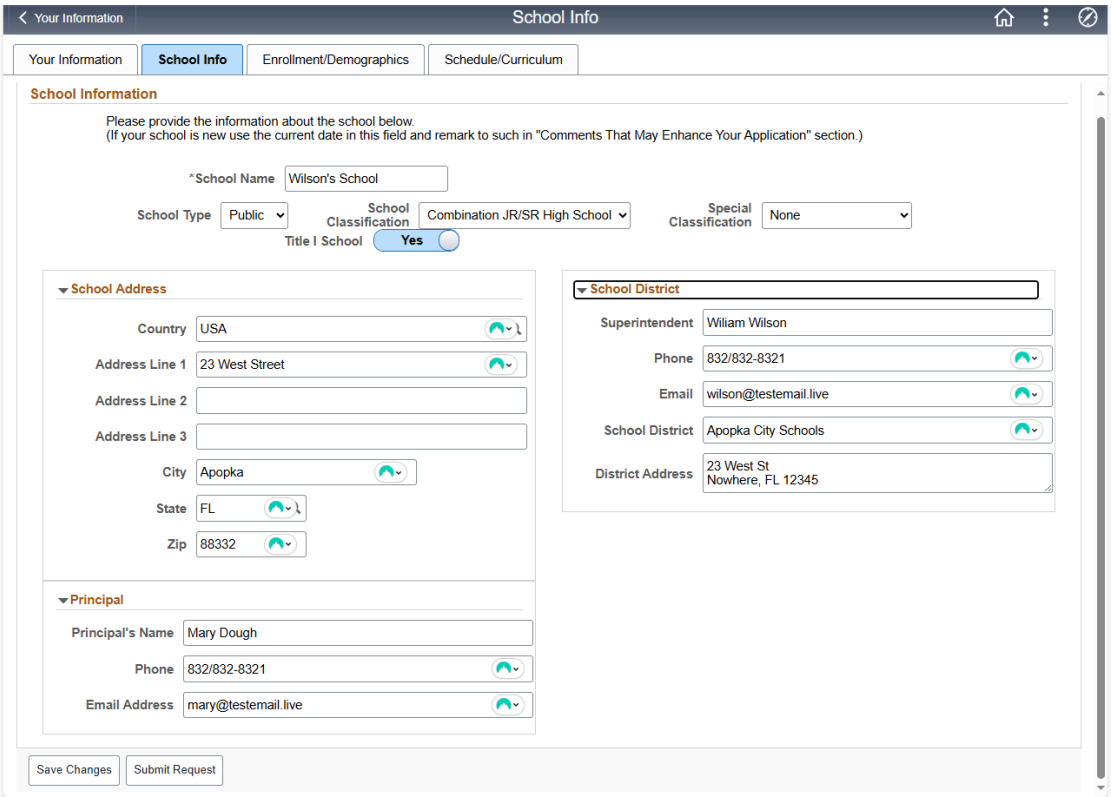
After entering their email address, a token will be sent to them which they will have to type in:

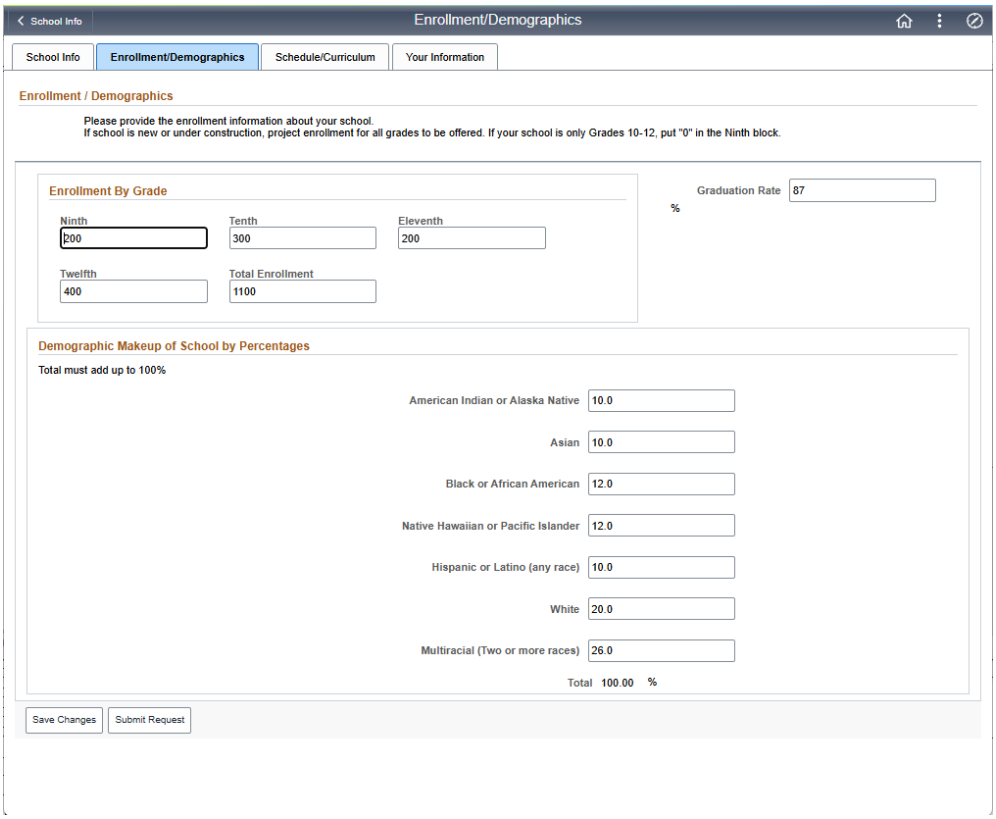


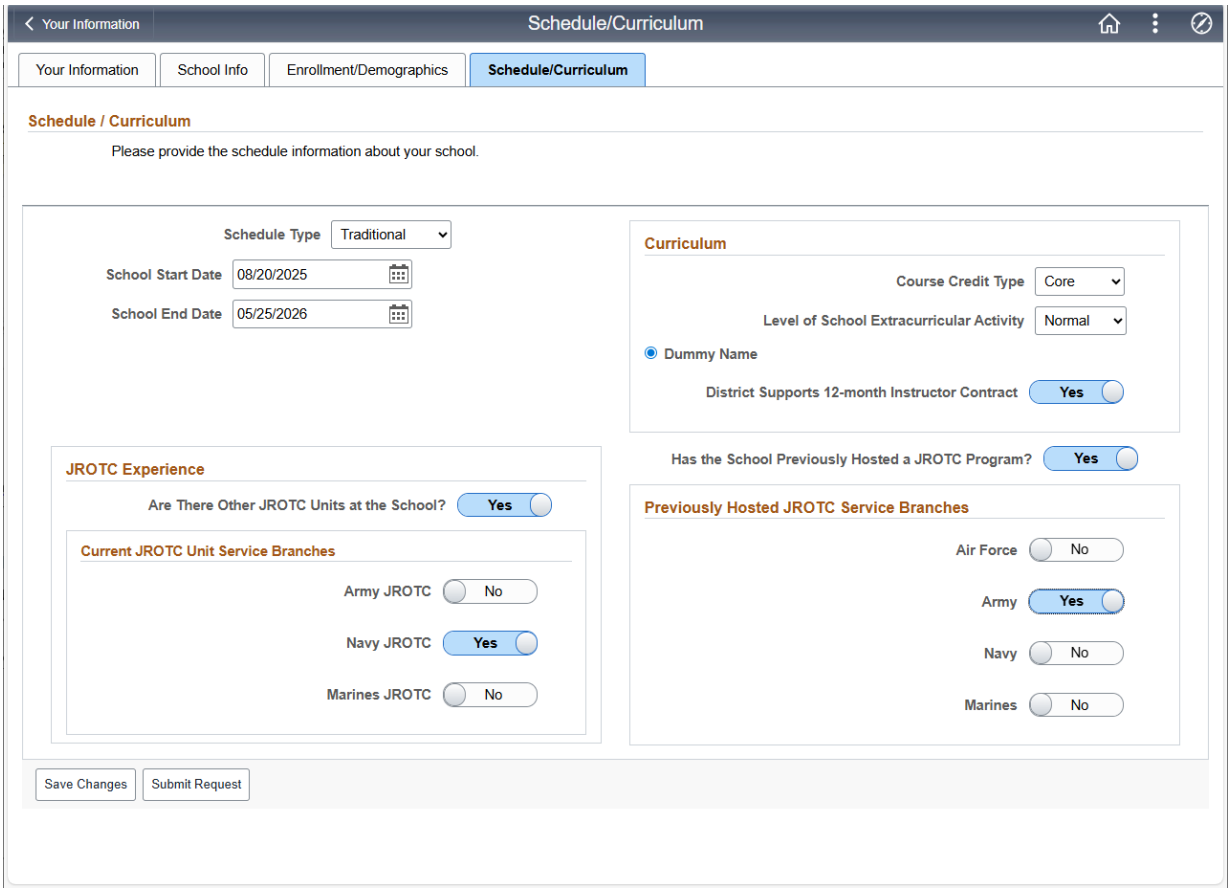


Once the email has been validated, they can begin entering the application information:

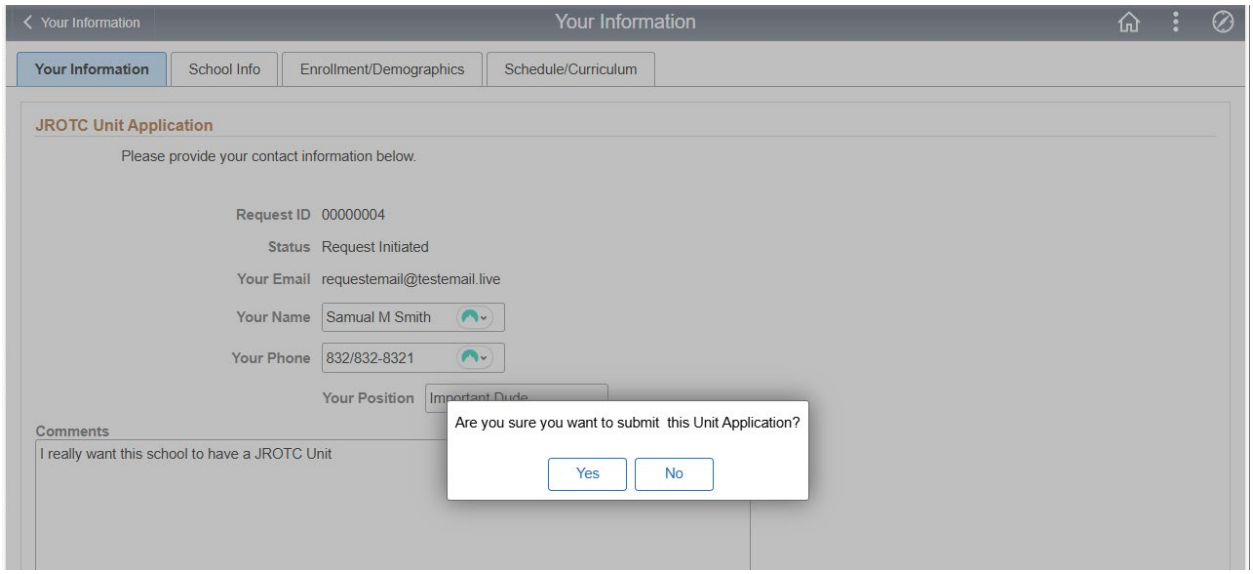

Your Information
Your Information
Your Information
School Info
Enrollment/Demographics
Schedule/Curriculum
JROTC Unit Application
Please provide your contact information below.
Request ID 00000004
Status Request Initiated
Your Email requestemail@testemail.live
Your Name Samual M Smith
Your Phone 832/832-8321
Your Position Important Dude
Comments
I really want this school to have a JROTC Unit
Save Changes
Submit Request


Your Information
School Info
Your Information
School Info
Enrollment/Demographics
Schedule/Curriculum
School Information
Please provide the information about the school below.
(If your school is new use the current date in this field and remark to such in "Comments That May Enhance Your Application" section.)
*School Name Wilson's School
School Type Public
School Classification Combination JR/SR High School
Special Classification None
Title I School Yes
School Address
Country USA
Address Line 1 23 West Street
Address Line 2
Address Line 3
City Apopka
State FL
Zip 88332
School District
Superintendent Wiliam Wilson
Phone 832/832-8321
Email wilson@testemail.live
School District Apopka City Schools
District Address 23 West St
Nowhere, FL 12345
Principal
Principal's Name Mary Dough
Phone 832/832-8321
Email Address mary@testemail.live
Save Changes
Submit Request


School Info
Enrollment/Demographics
School Info
Enrollment/Demographics
Schedule/Curriculum
Your Information
Enrollment / Demographics
Please provide the enrollment information about your school.
If school is new or under construction, project enrollment for all grades to be offered. If your school is only Grades 10-12, put "0" in the Ninth block.
Enrollment By Grade
Ninth
200
Tenth
300
Eleventh
200
Twelfth
400
Total Enrollment
1100
Graduation Rate
87
%
Demographic Makeup of School by Percentages
Total must add up to 100%
American Indian or Alaska Native
10.0
Asian
10.0
Black or African American
12.0
Native Hawaiian or Pacific Islander
12.0
Hispanic or Latino (any race)
10.0
White
20.0
Multiracial (Two or more races)
26.0
Total
100.00
%
Save Changes
Submit Request

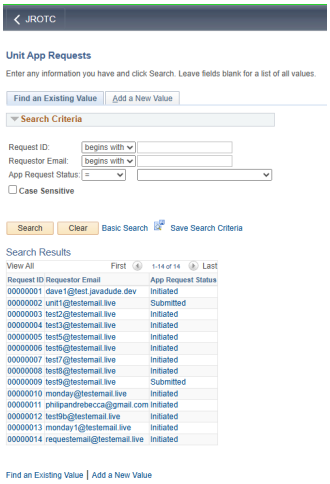

Your Information
Schedule/Curriculum
Your Information
School Info
Enrollment/Demographics
Schedule/Curriculum
Schedule / Curriculum
Please provide the schedule information about your school.
Schedule Type
Traditional
School Start Date
08/20/2025
School End Date
05/25/2026
Curriculum
Course Credit Type
Core
Level of School Extracurricular Activity
Normal
Dummy Name
District Supports 12-month Instructor Contract
Yes
Has the School Previously Hosted a JROTC Program?
Yes
JROTC Experience
Are There Other JROTC Units at the School?
Yes
Current JROTC Unit Service Branches
Army JROTC
No
Navy JROTC
Yes
Marines JROTC
No
Previously Hosted JROTC Service Branches
Air Force
No
Army
Yes
Navy
No
Marines
No
Save Changes
Submit Request

After all of the information has been entered, they must click on the “Submit Request” to submit their application.



Submitted Applications

In WINGS, under the JROTC Unit App Request component, you can see all of the application requests:



Click on a submitted application to see the information that was entered by the requestor.