

Air Force Junior Reserve Officer Training Corps



**J-100 Character-in-Leadership Scholarship
Program
Selection Packet
Effective 1 March 2021**



**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

1 March 2021

MEMORANDUM FOR ALL J-100 AFJROTC CHARACTER-IN-LEADERSHIP SCHOLARSHIP
SELECTS

FROM: AFJROTC/JRX

SUBJECT: **FY21 J-100 AFJROTC Character-in-Leadership Scholarship Selection Packet**

1. Congratulations on your conditional selection to receive a J-100 AFJROTC Character-in-Leadership Scholarship! Your selection is a significant first step on your journey to success and a demonstration of your hard work and dedication to becoming a Department of the Air Force officer.
2. This Scholarship Selection Packet contains information and post-selection actions vital to ensuring your ability to activate your scholarship upon arrival at school for the Fall 2021 semester. It is imperative that you read through the selection packet thoroughly to understand your responsibilities as a scholarship recipient. Should there be any change to your intent to attend college or enroll in AFROTC beginning the Fall 2021 semester, please contact HQ AFJROTC/JRX immediately.
3. Failure to accomplish post-selection actions by the applicable deadlines or inform HQ AFROTC of changes to your eligibility status will result in the withdrawal of your scholarship offer. Should you have any questions regarding the information contained within this selection packet, post-selection actions, or eligibility requirements, contact HQ AFJROTC/JRX at (334)-953-5611/5149 or email jrotc.j100@au.af.edu.

//SIGNED//
ANTHONY TODD TAYLOR
Headquarters, Air Force Junior ROTC
Chief, Program Development Division

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Chapter 1. Scholarship Overview

IMPORTANT: *You must accept your scholarship no later than 31 May 2021. Failure to adhere to established deadlines or meet scholarship activation requirements will result in the withdrawal of your scholarship offer.*

1.1. Introduction. Congratulations on your selection for a J-100 AFJROTC Character-in-Leadership Scholarship! In cases where information within this packet contradicts official Department of the Air Force (DAF), AFJROTC, or AFROTC instructions, the respective instructions shall take precedence over this packet.

1.2. Your Responsibilities. It is your responsibility as the scholarship select to ensure all post-selection actions and scholarship activation requirements are met by the established deadlines. Failure to do so will result in the withdrawal of your scholarship offer. Scholarship offers withdrawn for failure to accomplish post-selection actions and/or meet activation requirements will not be reinstated.

1.3. AFROTC Detachment Contact. The AFROTC detachment at your chosen university should contact you within 30 days of the beginning of the 2021-2022 academic year to discuss reporting requirements. If not contacted within this time period, it is important that you reach out to the detachment to discuss reporting requirements, documents necessary to contract and activate your scholarship, and any detachment specific processes you will be required to adhere to during your career in AFROTC.

1.4. Post-Selection Deadlines. Adherence to deadlines as established on your post-selection checklist is critical to ensure that you are prepared to activate your scholarship upon arrival to your chosen institution and AFROTC detachment.

1.5. Scholarship Offer Details. The J-100 is an AFJROTC high school scholarship that provides a pathway into the AFROTC program. Refer to Table 1.1 and Table 1.2 below for details regarding the J-100 scholarship type and category.

Table 1.1 - FY21 J-100 Scholarship FIRM OFFER

Type	Length	Tuition & Fees	Institution Type
J-100	4 Years	Full tuition & fees, partial book allowance	Public/Private
Note: 1. The partial book allowance is 75% of the authorized ROTC book allowance. The amount of the partial book allowance is subject to change.			

Table 1.2 - FY21 J-100 ON CAMPUS HOUSING OFFER PENDING

Type	Length	Tuition & Fees	Institution Type
J-100	4 Years	Up to \$5,000 per semester (not to exceed \$10,000 annually) for on-campus housing	Public/Private
Note: 1. The on-campus housing authority is pending final approvals and an additional notification will follow shortly.			

Chapter 2. Scholarship Administrative Information

2.1. General Information. The information and requirements outlined here are key requirements to activate and maintain your scholarship. You should contact the AFROTC detachment at your intended institution of enrollment to discuss AFROTC participation requirements. Failure to meet scholarship requirements or AFROTC standards is grounds for scholarship withdrawal, suspension, or termination.

2.2. Standards. As a condition for receiving your J-100 scholarship, you are required to meet and maintain all AFROTC requirements and standards. Failure to adhere to AFROTC standards will result in the withdrawal or termination of your scholarship.

2.3. Benefits. Your on-campus housing funding benefit is pending final approval. An additional notice will follow upon final approval. The housing benefit will potentially pay up to \$5,000 per semester (not to exceed \$10,000 annually) for on-campus housing. Your J-100 scholarship covers full tuition and fees and 75% of the ROTC authorized book allowance. Refer to Tables 1.1 and 1.2 for details.

2.4. Duplication of Benefits. Most federal assistance programs have a duplication clause prohibiting receipt of education benefits from more than one source. If you will be receiving educational assistance from other sources, it is your responsibility to contact those sources to ensure receipt of the J-100 scholarship will not impact those benefits.

2.4.1. J-100 scholarship recipients may receive scholarship entitlements and Veterans Administration benefits simultaneously.

2.4.2. You should inform your institution’s financial aid office that you will be receiving a scholarship administered by AFROTC. If tuition, fees, or any part thereof are paid by another source (e.g., a state scholarship pays tuition), AFROTC will not duplicate payment.

2.5. Major Degree Options. Available major options at specific institutions may be found in the AFROTC HSSP State and Majors section of the WINGS portal. Contact the applicable AFROTC detachment with any degree availability questions or to verify degree offerings prior to accepting your scholarship offer.

2.6. Civil Involvements. You must be cleared of any civil involvements with school or law enforcement authorities regardless of your age at the time of the involvement or adjudication. AFROTC may deny enrollment to J-100 scholarship recipients who commit misconduct between the time of their initial application and up to contracting as cadets. You must update information provided to AFJROTC/AFROTC as part of the admissions process on all drug, alcohol, or civil involvements. Failure to inform AFJROTC/AFROTC of any changes is grounds for withdrawal of your scholarship offer.

2.7. Freshman Self-Initiated Elimination Option. As a scholarship recipient, you may self-eliminate from AFROTC no later than (NLT) the first day of your sophomore year without any service or scholarship repayment obligation. Regardless of reason, if disenrollment from AFROTC occurs after the first day of your sophomore year you are personally liable for the repayment of all scholarship funds paid by AFROTC and may be required to fulfill accrued service obligation as an enlisted member.

2.8. Scholarship Payments. After scholarship activation, AFROTC will begin paying tuition, fees, and textbook allowance following the 45th day of the activation term. It is recommended that you inform your institution that you will be receiving a scholarship administered by AFROTC and request payment deferment. Your detachment can provide confirmation of scholarship to the institution.

2.8.1. Institution Payment Requirements. Each institution has its own requirements for payments to include advance deposits. You should be prepared to pay for the first semester in the event your scholarship cannot be activated or you are not granted a payment deferment to avoid late payment penalties or fines.

2.8.2. Tuition and Fees Reimbursement. Tuition and fees reimbursement for payments you have made prior to your scholarship coverage beginning, will be made by the university after receipt of scholarship entitlements. Retain all receipts for tuition and fees payments you have personally made to your institution. Reimbursements will not be made until after scholarship activation and no earlier than the 45th day following the beginning of the academic year.

Chapter 3. Scholarship Acceptance, Declination, and Activation

3.1. Offer Acceptance. You must accept your scholarship offer ***NLT 11:59pm (CT) on 31 May 2021*** via the Offers Section of the WINGS portal. When accepting your scholarship, you must identify your intended institution of attendance, upload a copy of your Letter of Admission/School of Acceptance, and declare the major you intend to pursue during your academic career.

IMPORTANT: FAILURE TO ACCEPT YOUR SCHOLARSHIP BY 31 MAY 2021 WILL RESULT IN WITHDRAWAL OF THE SCHOLARSHIP OFFER.

IMPORTANT: *If your scholarship status remains unchanged in WINGS two duty days following submission of your acceptance, contact HQ AFJROTC/JRX immediately.*

3.1.1. Acceptance Review. Upon receipt of your scholarship acceptance, AFROTC will review and validate all requirements have been met. In the event there are missing or insufficient items, your acceptance packet will be returned with comments for rework.

3.1.2. Letter of Admission. The Letter of Admission (LOA) submitted with your scholarship acceptance must identify the institution at which you intend to enroll and the major you have been accepted to pursue at the institution. LOAs with missing information will be rejected and your acceptance will be returned to you with comments for rework. In the event of LOA rejection, you will be required to re-submit your scholarship acceptance with a new LOA meeting requirements.

3.1.3. Institution of Attendance. Due to the shortened timeline of the inaugural J-100 application cycle, and applicants' potential inability to meet university admission timelines, the Holm Center Commander has determined the J-100 Scholarship will be transportable to any host AFROTC Detachment/University. Therefore, you may choose to stay with your J-100 university of choice, or if you can meet university admission requirements you may take this scholarship to any AFROTC Host University you desire. You must be accepted for enrollment at this institution.

3.1.4. Non-Binding Acceptance. Accepting your scholarship offer is non-binding and you are not committed to joining AFROTC, enlisting, or commissioning into the DAF.

3.1.5. Service Academies and ROTC Programs. Should you enroll or enlist into any service academy or sister service ROTC program, your AFROTC scholarship will be forfeited and cannot be recovered at a later date.

3.2. Offer Declination. If you choose to decline your scholarship offer, you must do so ***NLT 11:59pm (CT) on 31 May 2021*** via the Offers Section of the WINGS portal. Declined offers are not recoverable.

3.3. Activation Requirements. To activate your scholarship you must meet all AFROTC enlistment and scholarship activation requirements in accordance with AFROTCI 36-2011, Chapters 4 & 5. Contact your detachment with any questions regarding AFROTC program and scholarship requirements. Failure to maintain standards after scholarship activation is grounds for scholarship termination. The below items consist of major activation requirements and are not all inclusive. Contact your AFROTC detachment for details on requirements to activate and maintain your scholarship.

3.3.1. Institution Requirement. Scholarships must be activated and used at an institution IAW paragraph 3.1.3.

3.3.2. Physical Fitness Test (PFT). All scholarship recipients must pass a fitness test by the end of the Fall 2021 term. For details on what is required for the PFT please visit www.afrotc.com/what-it-takes/fitness/.

3.3.3. Grade Point Average (GPA). Post-activation, you are required maintain a minimum of a 2.50 term and cumulative GPA in order to retain your scholarship. Failure to meet this academic standard is grounds for scholarship termination and disenrollment from AFROTC.

IMPORTANT: *Your scholarship **must be activated NLT the last day of the Fall 2021 term at your institution.** Failure meet activation requirements and activate your scholarship by this deadline will result in the withdrawal of your scholarship offer and it cannot be recovered.*

3.4. Non-Recoverable Scholarships. Scholarship offers that are unclaimed, declined, or withdrawn due to failure to meet requirements and/or standards cannot be reinstated.

3.5. Service Commitment. Upon commissioning, you will incur a minimum of a 4-year active duty service commitment and a 4-year inactive reserve commitment. Certain career fields (e.g., pilot, navigator, physician, etc.) may require longer service commitments. Contact your AFROTC detachment for service commitment information.

3.6. Air Force Specialty Code Non-Guarantee. Each career field is designated by an Air Force Specialty Code (AFSC). AFROTC does not guarantee that you will commission into a career field which specifically utilizes your academic degree. The Department of the Air Force will try to accommodate your desires, but Air Force or Space Force needs will always take priority in determining career field selection.

3.7. Operational and Non-Line Opportunities. If you are interested in pursuing an operations career (e.g., pilot, navigator, missile operations, air battle management, etc.) or a non-line career (e.g., physician, nursing, biomedical sciences, legal, etc.), contact your AFROTC detachment for information regarding these opportunities.

3.8. Air Force Officer Qualifying Test (AFOQT). All commissioning candidates must take and pass the AFOQT. AFROTC cadets must take and pass the AFOQT by the first term of their junior year.

Chapter 4. DoDMERB Certification

4.1. Medical Clearance Requirement. Department of Defense policy requires that J-100 scholarship recipients complete a DoDMERB certified medical exam. Your scholarship cannot be activated without the medical certification from DoDMERB. It is therefore critical that you be proactive throughout the process. Failure to receive medical certification from DoDMERB will result in the withdrawal of your scholarship offer.

4.1.1. Invalid Medical Clearance Sources. A physical exam and/or certification from other sources (e.g., MEPS, colleges and universities, sporting-related activities, etc.) is not valid

for activation of the J-100 scholarship. You must receive medical clearance from by DoDMERB to meet medical requirements for scholarship activation.

4.1.2. Prior Medical Certification. In the event that you have had a prior physical for any other branch of service to include the service academies and it is still current, you will not be required to accomplish a new physical. DoDMERB will verify your medical requirements for AFROTC using the current prior physical.

4.2. Medical Certification Process. The medical certification process is administered by DoDMERB. It is important that you remain proactive throughout the medical clearance process to ensure all requirements are met within required timelines. Failure to obtain medical clearance from DoDMERB by the scholarship activation deadline will result in the withdrawal of your scholarship offer. Scholarship offers withdrawn due to failure to meet medical requirements cannot be reinstated if medical requirements are met at a later date.

4.2.1. Scheduling. DoDMERB should contact you via email within two weeks after receiving your scholarship offer. If you are not contacted within this timeframe, contact DoDMERB at 215-587-9600 immediately to schedule your medical exam. Concorde, Inc. is contracted by DoDMERB to assist in the medical certification process and may be the one to contact you with regard to scheduling your medical exam.

4.2.2. DoDMERB Determination. Once DoDMERB has made a medical determination, DoDMERB will notify you in writing of your status.

4.3. Disqualifying Condition Rebuttal. In the event DoDMERB disqualifies you for the scholarship, you may opt to rebut the disqualifying condition. The rebuttal must address the specific reason for disqualification. Submit rebuttals directly to DoDMERB along with substantiating documents (e.g., additional medical information, test results, etc.) for consideration. Keep your detachment informed of your intent to rebut DoDMERB disqualifying decision.

4.4. Medical Certification Questions. For questions regarding the medical clearance process, remedials, rebuttals, or waivers contact DoDMERB at usaf.dodmerb.helpdesk@mail.mil.

Chapter 5. Travel Authorization & Allowances

5.1. Activation Travel Allowance. As a J-100 scholarship recipient, you are authorized Permanent Change of Station (PCS) travel allowance for travel performed to activate your scholarship. Reimbursement is only for your personal travel expenses incurred. Advanced payments are not authorized. Travel from a residence outside the continental United States is subject to special regulations and must be coordinated with your detachment in advance. Contact your AFROTC detachment for information on this process.

5.2. Termination Travel Allowance. As a J-100 scholarship recipient, you are authorized terminal travel allowance from the institution of enrollment to your home of record. Scholarship completion does not constitute termination. To be eligible, you must disenroll from the institution of enrollment and perform the travel to your home of record. Contact your AFROTC detachment for information on this process.

Attachment 1. Post-Selection Acceptance Checklist

Use the following checklist to help ensure key actions are accomplished and to track completion dates. If you have any questions or need assistance, use the following guidelines:

A. For questions prior to accepting the J-100 scholarship, contact HQ AFJROTC/JRX, between the hours of 9:00 a.m. and 3:00 p.m. (CT), Monday – Friday.

Last name: A - H
Sandra Glenn
(334)-953-5149

Last name: I - Q
Christian Hodge
(334)-953-6822

Last name: R - Z
Sherry Stearns-Boles
(334)-953-5116

Email for all 3 above: jrotc.j100@au.af.edu

B. For questions after accepting the J-100 scholarship, contact AFROTC scholarship technicians between the hours of 9:00 a.m. and 3:00 p.m. (CT), Monday – Friday.

Last name: A -K
Robert Scott, 1-866-423-7682, ext 1, afrotc.hssp2@us.af.mil

Last name: L - Z
Dean Allen, 1-866-423-7682, ext 1, afrotc.hssp3@us.af.mil

√	Task	Instructions	Deadline
	Degree Program Verification	<p>Check the HSSP State and Majors section of the WINGS portal for available majors at your intended institution of attendance.</p> <p>Contact the AFROTC detachment at your institution with any questions or concerns regarding available majors.</p>	31 May 2021
	Scholarship Acceptance	<p>Navigate to the Offers Section of the WINGS portal to accept your scholarship. Contact your scholarship technician if you encounter difficulties.</p> <p>You <i>MUST</i> upload a Letter of Admission and complete the Offers Section to accept your scholarship. Failure to accomplish this will result in the withdrawal of your scholarship offer.</p>	31 May 2021 (by 11:59pm CT)
	DoDMERB Certification	<p>Complete your DoDMERB certification. If not contacted by DoDMERB within two weeks of your scholarship award notification, contact DoDMERB immediately at 215-587-9600 to schedule your appointment.</p> <p>Physical Exam Date: _____</p> <p>Remedial Letter Date: _____ (if applicable)</p> <p>Medical Certification Date: _____</p>	Last day of the Fall 2021 school term at your institution.

