

Experiential Learning Program

AFJROTC Cadet Guide

JROTC Contractor Support

8/21/2024

Overview of the AFJROTC Flight Academy Application Process

Table of Contents

System Overview 1

 Application Process 1

 Post Selection Process 1

Applicant Responsibilities 1

 Creating A New Account 3

 Sign In to the Portal 6

 My XLP Application(s) 8

 Contact Information..... 8

 Air Force JROTC Affiliation 12

 Demographics 16

 Parent/Guardian Info 17

 High School Info 19

 Questions/Acknowledgements..... 21

 Activity Sheet 23

 AFJROTC PFT Assessment 24

 Aviation Qualification Test (AQT)..... 26

 Submitting Your Application 27

 My XLP Planning..... 29

 Flight Suit Sizing 30

 Pre Attendance Documents 30

 Non Availability Dates 31

 Flight Logs 31

Experiential Learning Program

The Experiential Learning Program (XLP) is a universal program used by the AFJROTC for the Flight Academy application processes. It is also designed to support other groups for other programs. This document gives the applicants an overview of the process.

System Overview

Application Process

Cadets can begin applying for programs on the opening date. As applicants are completing their information, they will require feedback from their instructors.

When the applicant applies in the XLP system they will be assigned a “Contact ID” which will be displayed on their application page. They will need to use this Contact ID when they take the Aviation Qualification Test (AQT), for their scores to be matched back to their application.

Applicants will also be required to have completed a Fitness Assessment, which must have been loaded into WINGS by their instructors before they can submit their application.

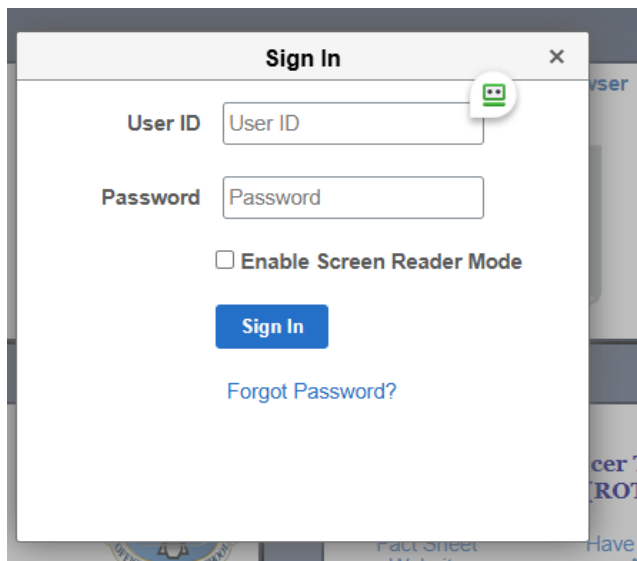
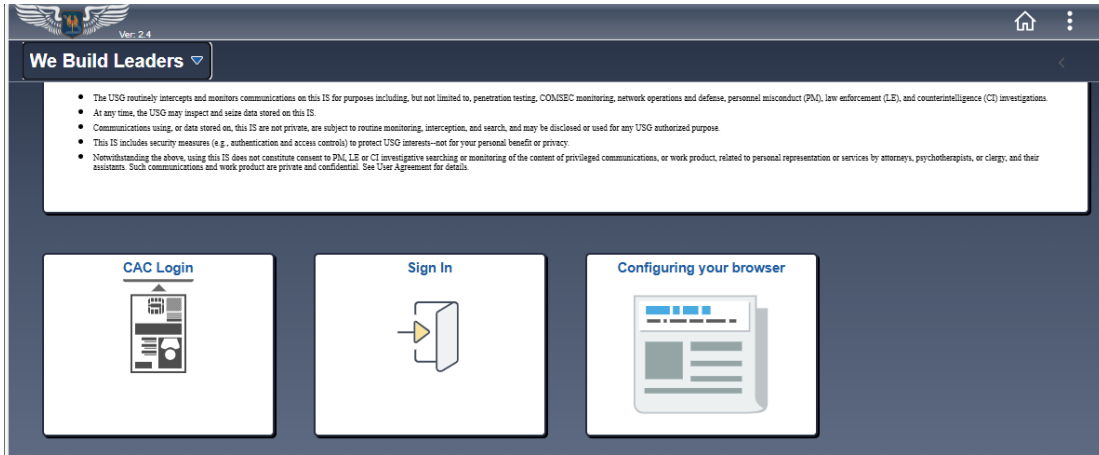
When applying for Flight Academy, applicants will need a High School Transcript, as well as a Letter of Recommendation from a high school official. All the applicants must complete their application requirements and submit them before the application due date. Instructors will also need to complete their feedback prior to the application due date.

Post Selection Process

When the selections have been posted, selectees can then log back into the XLP system and they should see the “My XLP Planning” tile. Here they will be able to complete post selection tasks, such as flight suit sizing, uploading additional documents, etc. This is outlined in the “Applicant Responsibilities” section below.

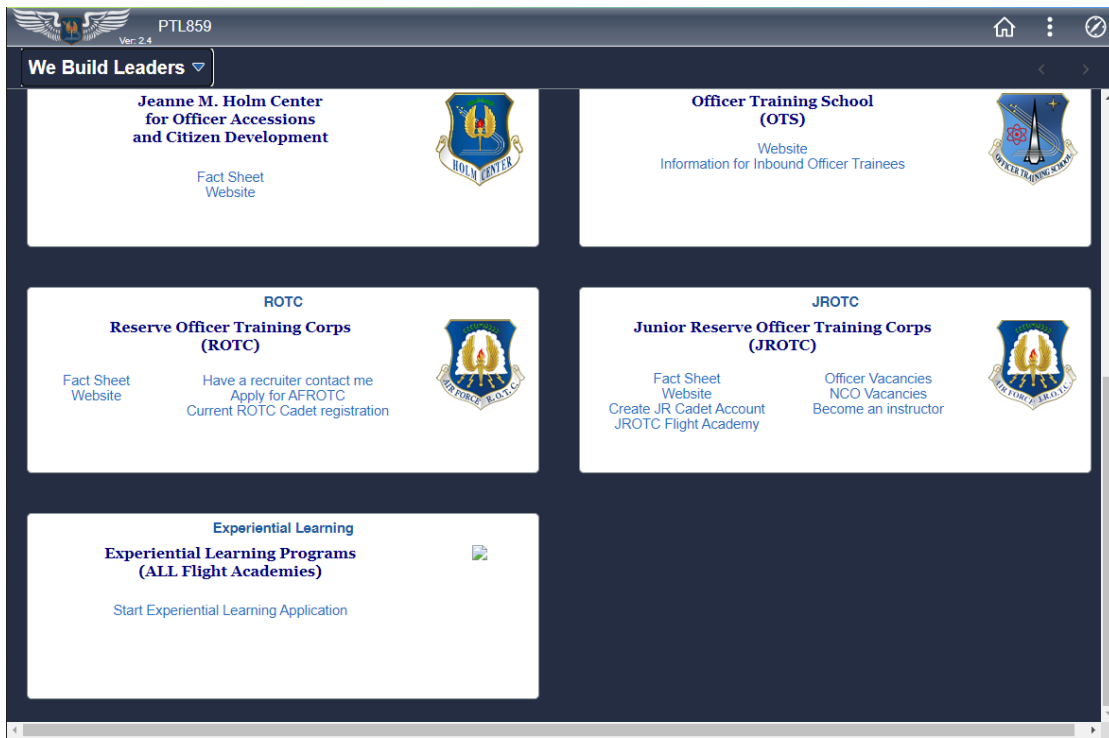
Applicant Responsibilities

When applying for an XLP program, applicants for any AFJROTC program must first navigate to the <https://wings.holmcenter.com> website. If you have previously applied for any Experiential Learning programs, you will need to log in using the account/email address which you previously used. From the HolmCenter home page you will click the Sign in link and log in.



When you log in, you may be prompted to change your password if it has expired. Once you change your password, you will then have to log in again.

If you have not previously created an XLP account, you will need to select the “Start Experiential Learning Application” link at the bottom of the page to create a new XLP account. Just as with legacy Flight Academy, you must use a valid email address that is able to receive emails from Holm Center to complete the email validation process.



Creating A New Account

The following screens outline the process you will experience while creating your XLP account.

Help

Experiential Learning Account Account Type XLP

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Chapter 41, Training; 5 U.S.C. 4103, Establishment of Training Programs; 5 U.S.C. 552a , Records maintained on individuals; 10 U.S.C. 2192, Improvement of education in technical fields; 10 USC 102 (Junior Reserve Officers' Training Corps); 10 U.S.C. 9013, Secretary of the Air Force implementing JROTC Air Force Instruction 36-2010, Junior Reserve Officers' Training Corps Program; 10 U.S.C. 2031, Junior Reserve Officers' Training Corps; 10 U.S.C. Chapter 907 Schools and Camps; 10 U.S.C. Chapter 102, Junior Reserve Officers' Training Program Corps, DoD Directive 1205.13; Executive Order 9397.

PURPOSE: To collect, process, and manage student application for an Experiential Learning Program including administration of selected program.

ROUTINE USES: As indicated in System of Record Notice (SORN) DoD0005 Training, Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force. This information may be disclosed to the National Archives and Records Administration for the purpose of records management inspections conducted under the authority of 44 U.S.C. 2904 and 2906, to a Member of Congress or staff acting upon the Member's behalf when the Member or staff requests the information on behalf of, and at the request of, the individual who is the subject of the record, to such recipients and under such circumstances and procedures as are mandated by Federal statute or treaty; to educational institutions or training facilities for purposes of enrollment and verification of attendance and performance, and to agencies, entities, and persons necessary to assist Components efforts with data breach remediation in connection to suspected or confirmed data compromise.

DISCLOSURE IS VOLUNTARY: Providing the requested information is voluntary. Failure to provide the requested information may prevent the ability to process your application and result in your application being closed before selections are made for a program.

Select "Yes" to acknowledge that:

- I am 13 years old or older AND
- I have read and agree to provide personal information required to fully participate in the Experiential Learning Program.

Yes

No

Help

Acct. Build

Account Creation (eMail addr will be your userid)

*E-Mail

Confirm E-Mail

DISCLOSURE IS VOLUNTARY: Providing the requested information is voluntary. Failure to provide the

The screenshot shows a window titled "Acct. Build" with a "Help" link in the top right. The main content is divided into two sections: "Account Creation (eMail addr will be your userid)" and "Confirm Password".

Account Creation (eMail addr will be your userid)

*E-Mail:

Confirm E-Mail:

Confirm Password

*Password:

*Confirm Password:

Min. Password Len: 12 Containing Min... 2 Special Chars 2 Numbers 1 Upper Case 1 Lower Case

This screenshot shows the same "Acct. Build" window, but with the "Password Hint" section expanded. The "Account Creation" and "Confirm Password" sections are visible above it.

Account Creation (eMail addr will be your userid)

*E-Mail:

Confirm E-Mail:

Confirm Password

*Password:

*Confirm Password:

Min. Password Len: 12 Containing Min... 2 Special Chars 2 Numbers 1 Upper Case 1 Lower Case

Password Hint

If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

*Question:

*Response:

The dropdown menu for the question is open, showing the following options:

- Favorite teacher in high school?
- What is your favorite place to visit?
- What is your oldest cousin's first name?
- What is your second favorite college?
- What was the name of your first pet?
- Who was your best friend in elementary school?

The screenshot shows a web browser window titled "Acct. Build". It contains three main sections for account creation:

- Account Creation (eMail addr will be your userid):** Includes fields for "*E-Mail" (tutor1@test.javadude.dev) and "Confirm E-Mail" (tutor1@test.javadude.dev).
- Confirm Password:** Includes fields for "*Password" and "*Confirm Password", both masked with asterisks. Below these fields, it lists password requirements: "Min. Password Len: 12", "Containing Min... 2 Special Chars", "2 Numbers", "1 Upper Case", and "1 Lower Case".
- Password Hint:** Includes instructions: "If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you." It features a "*Question:" dropdown menu with the selected option "What was the name of your first pet?", and a "*Response:" text input field containing "Dog". A "Submit" button is located below the response field.

A "Cancel" button is located at the bottom left of the window.

Verify Email Address

You will receive an activation code to verify your email Address. You will have to enter the activation code here to continue.

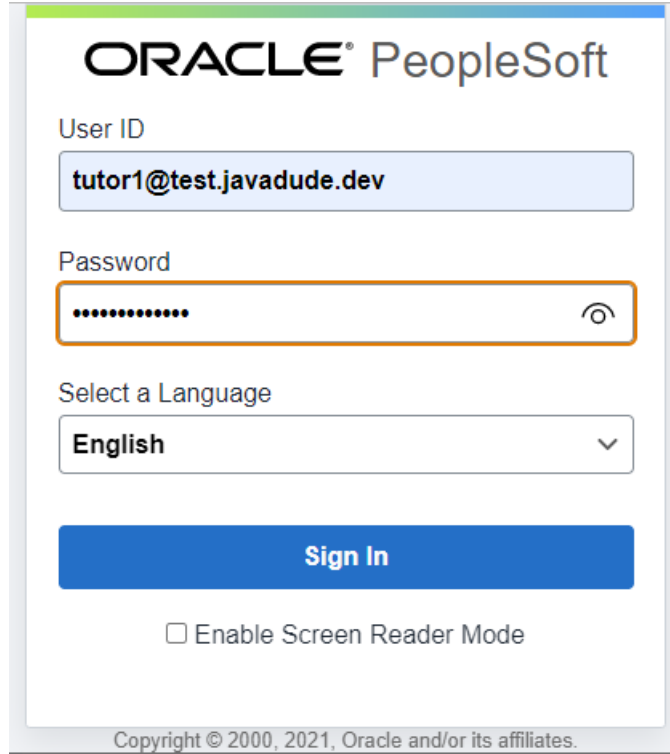
The screenshot shows an email verification page with the following content:

- Top right navigation: "New Window | Help | Personalize Page"
- User ID: "User ID: tutor1@test.javadude.dev"
- Instructions: "An activation code was sent via e-mail to tutor1@test.javadude.dev. Enter that code below to activate this account. NOTE: Please check your spam/junk folder if you do not see the e-mail in your Inbox. If you have questions or concerns, please email HOLMCENTER.WINGS.SUPPORT@us.af.mil for assistance."
- Next step: "After verification, sign on to continue your application."
- Buttons: "Resend Code" and "SUBMIT" (next to the activation code input field).
- Input field: "*Activation Code:" followed by a text input box.

Once you complete this, you will be taken to the sign in screen where you can sign-in with your new account.

Sign In to the Portal

From the public portal page once you have created an account, you can click on the Sign In page. You will need to enter your email address and password you established previously to continue.



ORACLE® PeopleSoft

User ID

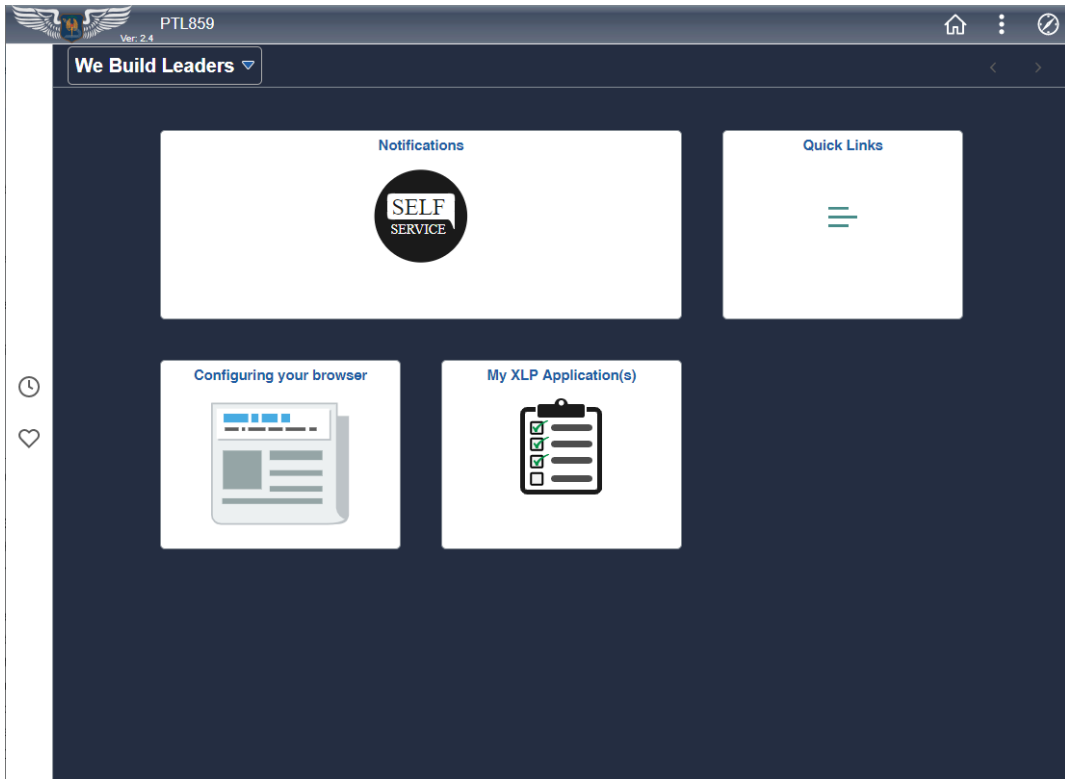
Password

Select a Language

Sign In

Enable Screen Reader Mode

Copyright © 2000, 2021, Oracle and/or its affiliates.



PTL859 Ver: 2.4

We Build Leaders

Notifications
SELF SERVICE

Quick Links

Configuring your browser

My XLP Application(s)

My XLP Application(s)

This is the main application hub for all application Types. You will use this tile for applying for any XLP programs in the future.

Contact Information

The first time you click on this tile you will have to enter your personal information. You will need your Social Security Number as well for verification purposes:

The screenshot shows a web application window titled "XLP Application...". The form is divided into three main sections:

- Personal:** This section is titled "Please provide Full Legal Name". It contains the following fields:
 - *First: Text input field
 - Middle: Text input field
 - *Last: Text input field
 - *Gender: Dropdown menu
 - *Date of Birth: Text input field with a calendar icon
 - *Citizenship: Dropdown menu
 - *Social Security #: Text input field
- Current Residence:** This section contains the following fields:
 - *Country: Text input field with "USA" and a search icon
 - *Street Address: Text input field
 - *City: Text input field
 - *State: Text input field with a search icon
 - *ZIP Code: Text input field
- Primary Phone Number:** This section contains one field:
 - *Phone #: Text input field

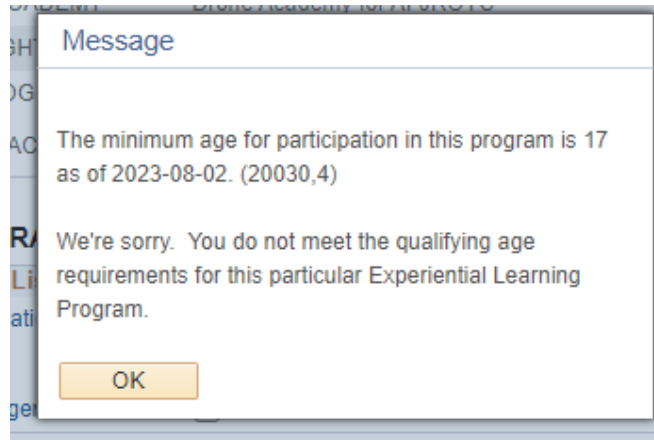
A "SUBMIT" button is located at the bottom right of the form.



Once you complete this, you may need to close your browser completely and log back in. If you go back into the “My XLP Application(s)” tile you should see the available programs. You should also see your unique Contact ID at the top right-hand corner of the page.



You should find the program you are applying to and select the checkbox to the left of that program. If you do not meet the minimum/maximum age requirements, or that program is not currently open, you may receive a message:



XLP Application...

Armendariz, Loralye K.

Contact ID

00000437565

My Experiential Learning Application(s)

Program Year 2024 Application ID 9812

Select the program(s) you wish to apply for...

<input type="checkbox"/> AIM HIGH FLIGHT ACADEMY	For high school students, AFROTC cadets, and USAFA Cadets	About...
<input type="checkbox"/> CYBER ACADEMY	Cyber Academy	About...
<input type="checkbox"/> AFJROTC FLIGHT ACADEMY	For AFJROTC Cadets only	About...
<input type="checkbox"/> NAVY FLIGHT ACADEMY	CNAF (Commander Naval Air Forces) NJROTC/MCJROTC Private Pilot Scholarship	About...

Program Year 2025 Application ID 9813

Select the program(s) you wish to apply for...

<input type="checkbox"/> AIM HIGH FLIGHT ACADEMY	For high school students, AFROTC cadets, and USAFA Cadets	About...
<input checked="" type="checkbox"/> AFJROTC FLIGHT ACADEMY	For AFJROTC Cadets only	About...
<input type="checkbox"/> NAVY FLIGHT ACADEMY	CNAF (Commander Naval Air Forces) NJROTC/MCJROTC Private Pilot Scholarship	About...

AFJROTC FLIGHT ACADEMY

Application To Do List...

Air Force JROTC Affiliation	<input type="checkbox"/>	Please identify yourself in the Air Force JROTC
Demographics	<input type="checkbox"/>	
Parent/Guardian Info	<input type="checkbox"/>	
High School Info	<input type="checkbox"/>	
Questions/Acknowledgements	<input type="checkbox"/>	
Activity Sheet	<input type="checkbox"/>	
AFJROTC PFT Assessment	<input type="checkbox"/>	Confirm your current PFT Assessment
Aviation Qualification Test (AQT)	<input type="checkbox"/>	

Support Phone 334/953-3050

Support Email jrotc.jrs.contractorsupport@au.af.edu

You will need to complete each of the items in the “Application To Do List” for the program you are applying to before you can hit the “Submit” button and submit the application.

11 | Page

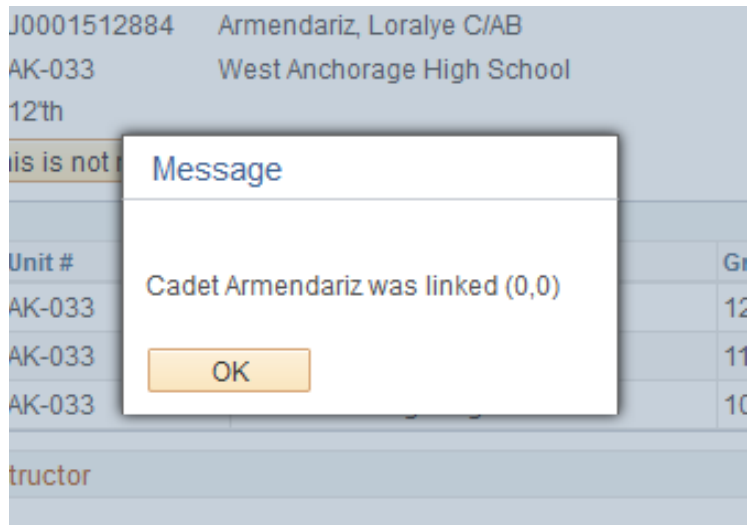
Air Force JROTC Affiliation

The “Air Force JROTC Affiliation” page allows us to link you to your AFJROTC information in WINGS. This helps us verify that you are an active cadet. It also allows you to select which ASI/SASI at your unit you want to designate as the sponsor. You will need your AFJROTC Cadet ID to complete this page:

The screenshot shows a web browser window titled "Salas, Diego J." with a contact ID of 00000747710. The main page displays "My Experiential Learning Application(s)" for Program Year 2023 and Application ID 17627. A modal window titled "AFJROTC Affiliation" is open, containing the following information and fields:

- Salas, Diego J. | Contact ID 00000747710 | Application ID 17627
- Section: Please enter your AFJROTC Information
- Text: In order to apply for this program you must be an active member of the Air Force JROTC program. Please select your AFJROTC unit and enter your AFJROTC Cadet ID number below. If you do not know this number your instructor can provide this to you.
- Form fields: State / Locale (TN), Unit # (TN-20181), and AFJROTC Cadet ID (empty).
- Buttons: SAVE, Close.

Below the modal, the main page shows a "SUBMIT" button and a "Submit Date" field.



AFJROTC Affiliation

Armendariz, Loralye K Contact ID 00000437565

Application ID 9813

Please enter your AFJROTC Information

Our records indicate that you are a member of the following AFJROTC Unit. If this is incorrect, please correct it.

JROTC Cadet ID J0001512884 Armendariz, Loralye C/AB
Unit # AK-033 West Anchorage High School
Grade 12th

Unit History

Academic Year	Unit #	School Name	Grade
2025	AK-033	West Anchorage High School	12 th
2024	AK-033	West Anchorage High School	11 th
2023	AK-033	West Anchorage High School	10 th

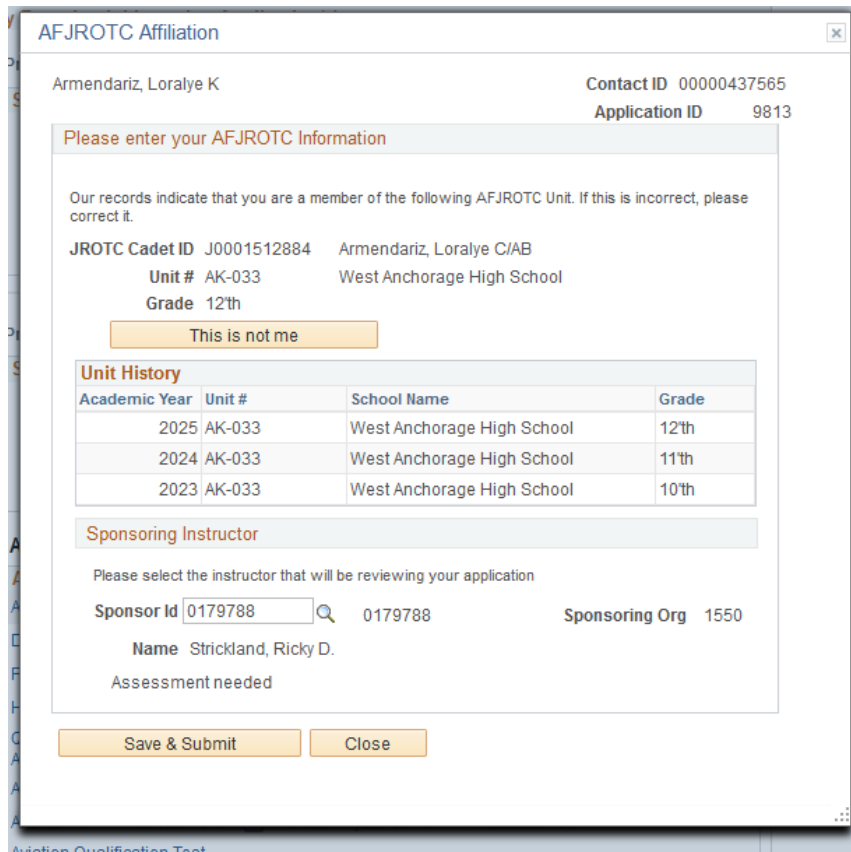
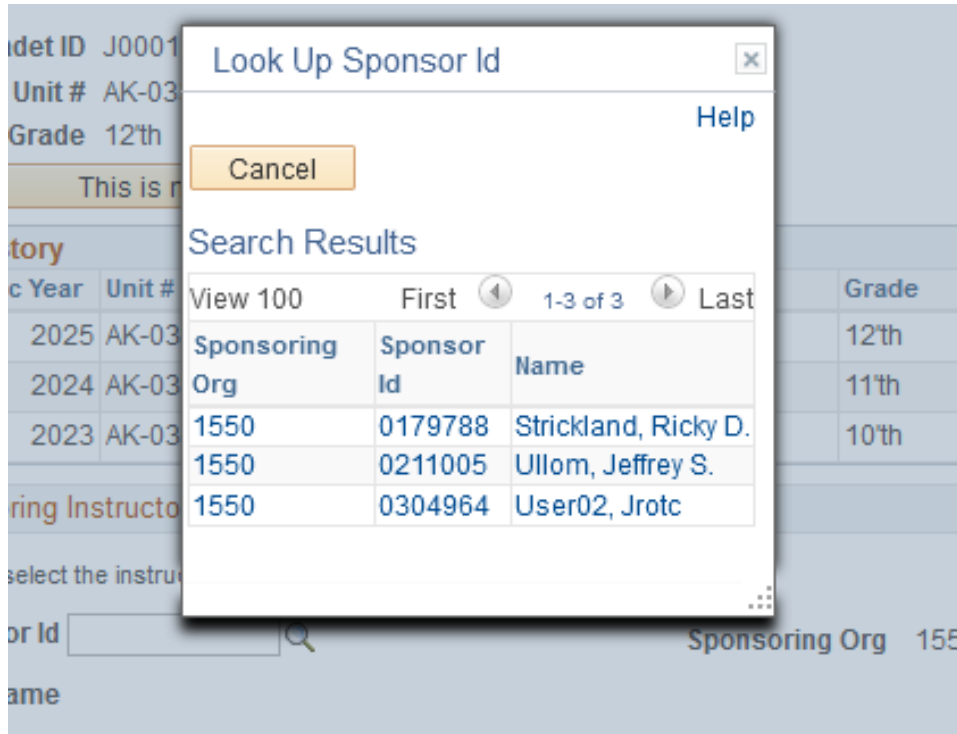
Sponsoring Instructor

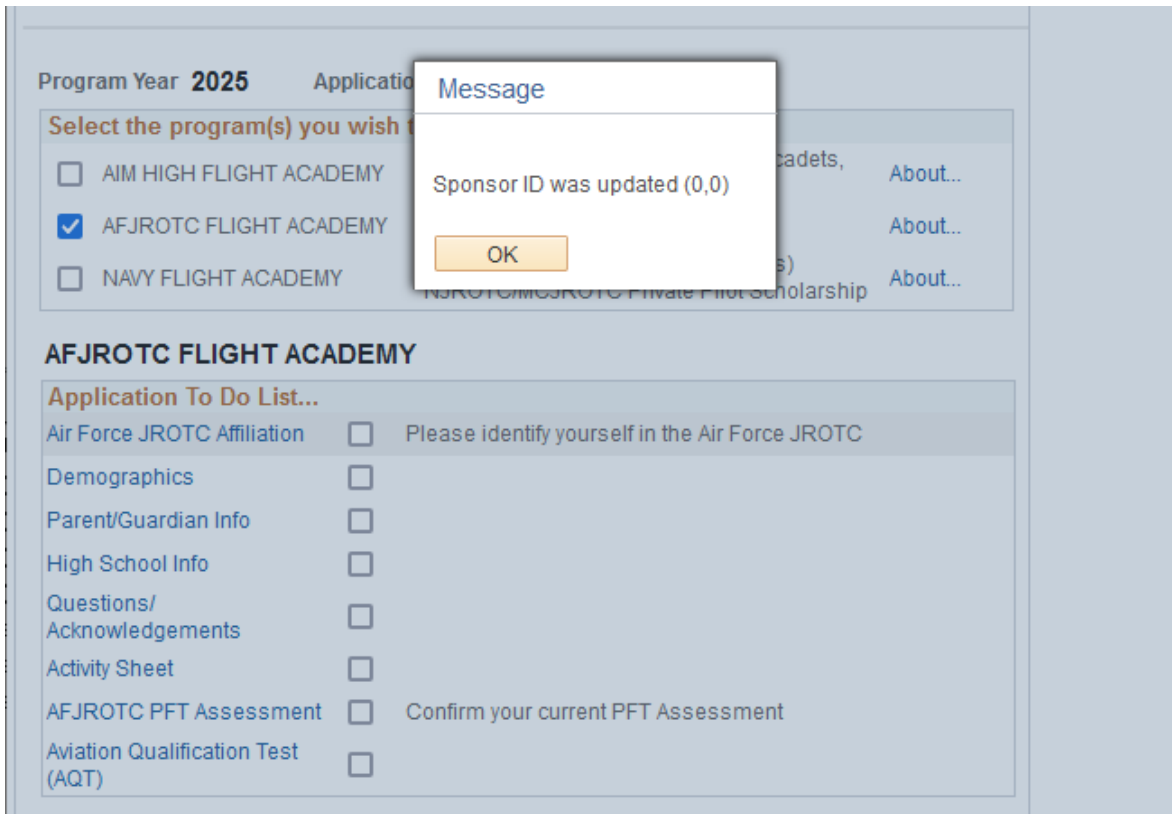
Please select the instructor that will be reviewing your application

Sponsor Id **Sponsoring Org** 1550

Name

Assessment needed





Demographics

You will need to complete the demographic information as shown below:

Demographics ✕ Help

Birth Information

Date of Birth

Gender ▼

Birth Country ▼

Birth State 🔍

Birth City

Citizenship

Citizenship ▼

*Dual Citizenship: Yes No

Race

American Indian/Alaska Native

Asian

Black or African American

Native Hawaiian/Other Pac Isl

White

Decline to Respond

Ethnicity

Hispanic/Latino

Not Hispanic/Latino

Decline to respond

Parent/Guardian Info

You will need to enter one or more of your legal guardians' information. You will need to print the provided permission slip, have it signed, and re-upload it here

XLP AFJROTC Setup / Usage Guide

Legal Guardian

Application ID 3051 Program JRX-FA Program Year 2023

In order for this application Checklist Item to be marked complete, all Legal Guardian Contact Info is required along with having a signed Permission Slip uploaded and Accepted by Flight Academy Admin staff.

Parent / Legal Guardian Contact Info Find First 1 of 1 Last

Last Name Clay First Name Cassius
Relationship Father Legal Guardian

Address Line 1 123 Rose Avenue
Address Line 2
City Louisville State KY Postal 83452

Phone 834/532-2345 Email cclay@test.javadude.dev

Print Permission Slip

Upload/View Permission Slip

Upload File
Status

Save & Close

Legal Guardian

Application ID 9813 Program JRX-FA Program Year 2025

In order for this application Checklist Item to be marked complete, all Legal Guardian Contact Info is required along with having a signed Permission Slip uploaded and Accepted by Flight Academy Admin staff.

Parent / Legal Guardian Contact Info Find First 1 of 1 Last

*Last Name Armendariz *First Name Mary
*Relationship Mother Legal Guardian

*Address Line 1 23 Sesame St
Address Line 2
City Apopka 8334

*Phone 523-534-4253

Print Permission Slip

Upload/View Permission Slip

Upload File
Status

Save & Close

File Attachment
Browse... ds_permission.pdf
Upload Cancel

Legal Guardian

Application ID 9813 Program JRX-FA Program Year 2025

In order for this application Checklist Item to be marked complete, all Legal Guardian Contact Info is required along with having a signed Permission Slip uploaded and Accepted by Flight Academy Admin staff.

Parent / Legal Guardian Contact Info Find First 1 of 1 Last

*Last Name Armendariz *First Name Mary

*Relationship Mother Legal Guardian

*Address Line 1 23 Sesame St

Address Line 2

City Apopka State FL *Postal 88334

*Phone 523/534-4253 *Email 123@test.javadude.dev

Print Permission Slip

Upload/View Permission Slip

View File Delete

Status

SUBMIT Save & Close

High School Info

You will need to enter your High School Information. You will also need your current non-weighted Grade Point Average (GPA), a transcript, and a Letter of Recommendation from a high school official:

High School Info

Application ID 9813 Program JRX-FA Program Year 2025

High School Info

Use this section to provide a Letter of Recommendation from a school official and the contact information for the who we can use to verify. Also supply your current cumulative GPA and upload the supporting transcript.

Graduation Year Home Schooled?

Yes No

School Name

Letter of Recommendation from School Official

Letter of Recommendation: Add Attachment

GPA / Supporting Transcript

GPA (4.0 Scale) Upload Transcript

Close

High School Info

Application ID 9813 Program JRX-FA Program Year 2025

High School Info

Use this section to provide a Letter of Recommendation from a school official and the contact information for the who we can use to verify. Also supply your current cumulative GPA and upload the supporting transcript.

Graduation Year: Home Schooled? Yes No

School Name:

Letter of Recommendation from School Official

Letter of Recommendation: [Delete Attachment](#)

GPA / Supporting Transcript

GPA: (4.0 Scale)

High School Info

Application ID 9813 Program JRX-FA Program Year 2025

High School Info

Use this section to provide a Letter of Recommendation from a school official and the contact information for the who we can use to verify. Also supply your current cumulative GPA and upload the supporting transcript.

Graduation Year: Home Schooled? Yes No

School Name:

Letter of Recommendation from School Official

Letter of Recommendation: [Delete Attachment](#)

Status: Pending Verification

GPA / Supporting Transcript

GPA: (4.0 Scale) [Delete Attachment](#)

High School Info

Application ID 9813 Program JRX-FA Program Year 2025

High School Info

Use this section to provide a Letter of Recommendation from a school official and the contact information for the who we can use to verify. Also supply your current cumulative GPA and upload the supporting transcript.

Graduation Year Home Schooled? Yes No

School Name

Letter of Recommendation from School Official

Letter of Recommendation: [ds_Transcript.pdf](#) [Delete Attachment](#)

Status: Pending Verification

GPA / Supporting Transcript

GPA (4.0 Scale) [ds_LetterOfRecommendation.pdf](#) [Delete Attachment](#)

[Close](#)

Questions/Acknowledgements

There are a few acknowledgement questions you must respond to.

Questions/Acknowledgements

Ali, Mohammad

APPLICANT AFFIRMATION/ACKNOWLEDGEMENT STATEMENTS

Question
I am voluntarily applying for a scholarship to attend a public or private institution at AFJROTC discretion.

Answer
 YES NO

Question
I understand the Air Force is not liable for my personal conduct or health.

Answer
 YES NO

Question
I certify no guarantees have been given to me concerning my selection.

Answer
 YES NO

Question
I understand that my continuation in the selection process is contingent upon meeting the requirements of a Federal Aviation Administration (FAA) Flying Class I flight physical and appropriate medical clearance.

Answer

Once all the Questions/Acknowledgements have been answered and you save it, the Questions/Acknowledgements should be checked on the To Do list. If not, you need to go back and verify that all the questions have been answered.

AFJROTC FLIGHT ACADEMY

Application To Do List...

Air Force JROTC Affiliation	<input checked="" type="checkbox"/>	Please identify yourself in the Air Force JROTC
Demographics	<input checked="" type="checkbox"/>	
Parent/Guardian Info	<input type="checkbox"/>	
High School Info	<input type="checkbox"/>	
Questions/ Acknowledgements	<input checked="" type="checkbox"/>	
Activity Sheet	<input type="checkbox"/>	
AFJROTC PFT Assessment	<input type="checkbox"/>	Confirm your current PFT Assessment
Aviation Qualification Test (AQT)	<input type="checkbox"/>	

Activity Sheet

The “Activity Sheet” is like your resume, it is where you can provide relevant experience and information as it relates to the program. Once you have completed all the items on the activity sheet you will need to click the “I certify that ALL 9th-12th grade activities are entered.” And click Save and Close.

The screenshot shows a web browser window titled "Activity Sheet" for a user named "Ali, Mohammad". The form contains the following sections:

- Instructions:** "Please complete the following sheet by listing your Activities. When you are sure you have entered all of your Activities, please click the checkbox stating that you certify ALL 9th - 12th grade activities are entered and then click the 'Save and Close' button."
- Certification:** A checkbox labeled "I certify that ALL 9th-12th grade activities are entered." and a "Save and Close" button.
- Aviation Experience:** A section for "Airframe & Powerplant Education Experience".
- Aviation Flight Training:** A section with radio button options for flight hours: "0-1 Flight Hours", "2-3 Flight Hours", "4-5 Flight Hours", "6-20 Flight Hours", and "Over 20 Flight Hours".
- Aviation Ground School Training:** A section with an "Add Activities" button.
- Flight Simulator Training:** A section with an "Add Activities" button.
- Civil Air Patrol Participation and Awards:** A section with a "Member" checkbox.
- JROTC Experience:** A section with radio button options for grade levels: "9th", "10th", "11th" (checked), and "12th". Below this are checkboxes for "Air Force", "Multi-Copter Team", and "Rocketry Team Member".
- Music Participation:** A section with a "Band" checkbox.
- Non-School Clubs:** A section with no visible options.

Activity Sheet

Please list any Aviation Ground Schools you attended, City, State, FAA ID# (if known) and Training Certificate type.

asfsasf

Flight Simulator Training [Add Activities](#)

Camp Fire [Add Activities](#)

Girl Scouts

Member 9th 10th 11th 12th Grade N/A

- Bronze/Silver/Gold Award

Drama Club

Stage Manager 9th 10th 11th 12th Grade N/A

JROTC Experience

Air Force 9th 10th 11th 12th Grade N/A

- Historian Officer 9th 10th 11th 12th Grade N/A

School Clubs

Student Body/Council/Government 9th 10th 11th 12th Grade N/A

- Secretary 9th 10th 11th 12th Grade N/A

Work - Summer Jobs

Employee 9th 10th 11th 12th Grade N/A

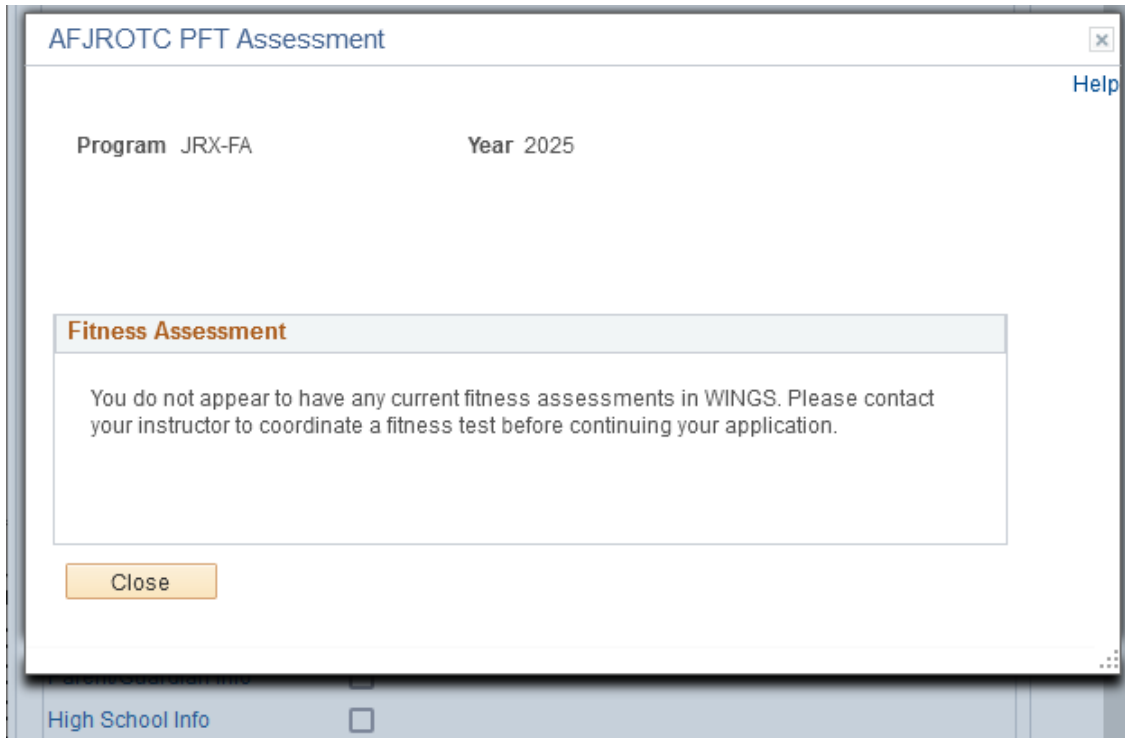
- 20-29 Hours per week 9th 10th 11th 12th Grade N/A

I certify that ALL 9th-12th grade activities are entered.

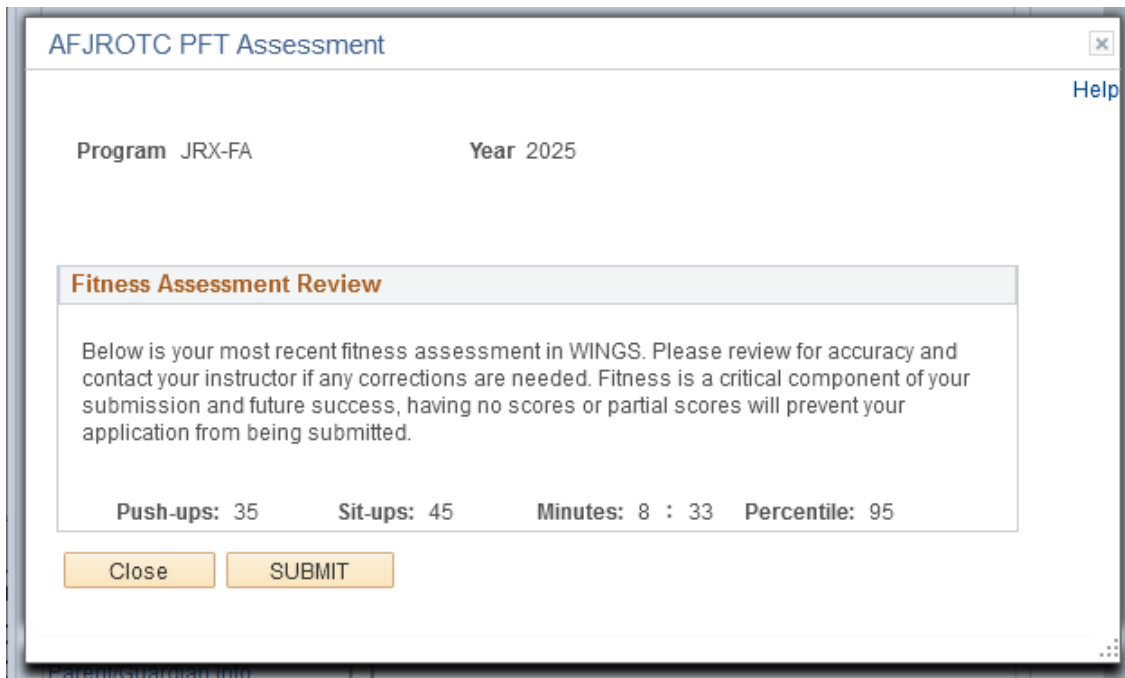
AFJROTC PFT Assessment

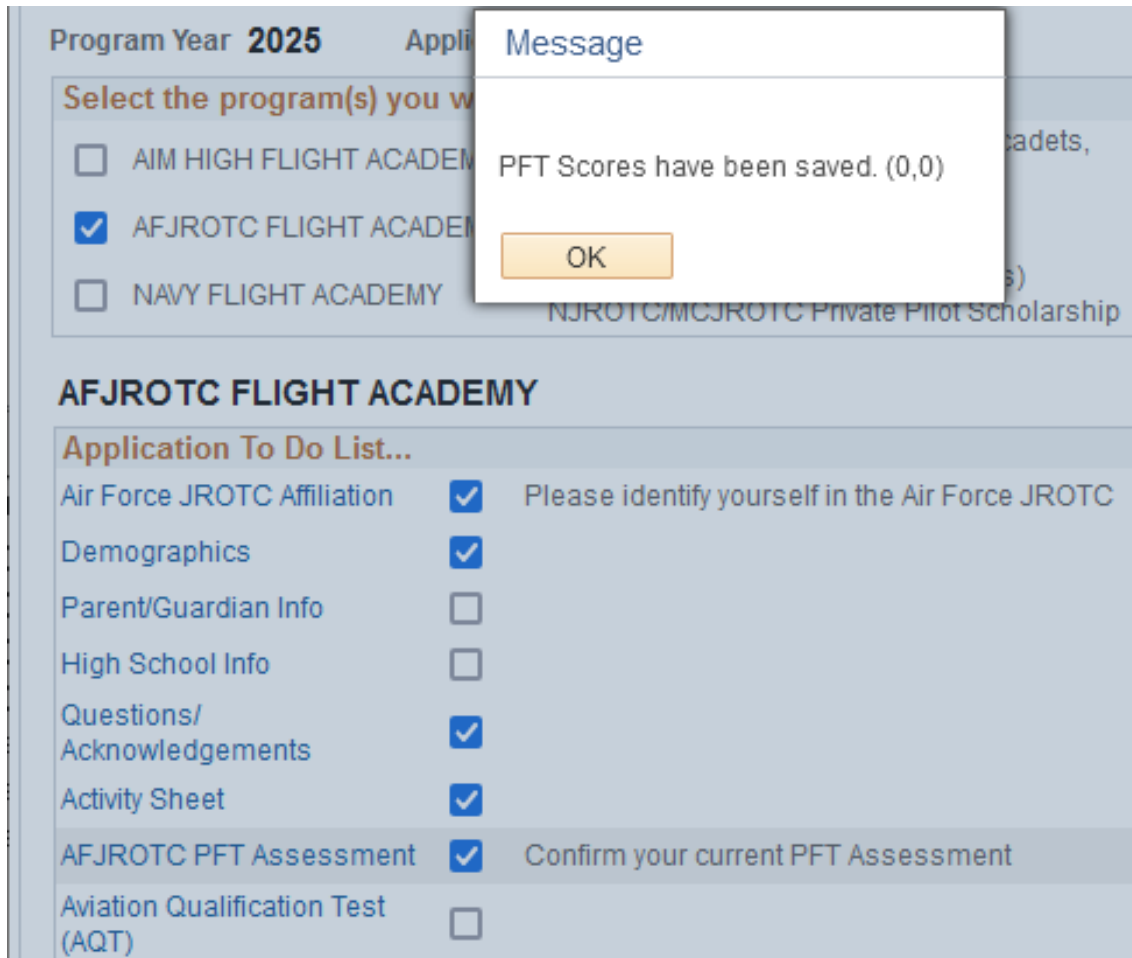
You will need to have a current PFT Fitness Assessment to apply. You will need to verify and submit your fitness score to complete the application.

If you do not have a current fitness score, you will see this:



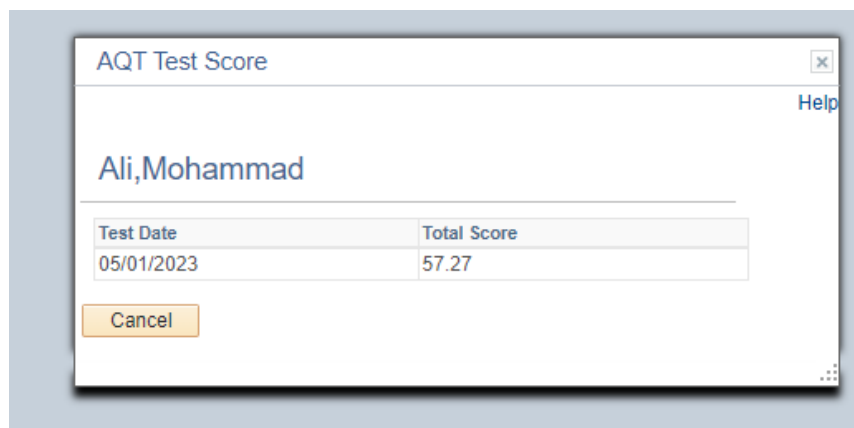
Otherwise, you will see your current Fitness Assessment score. You must verify that your scores are correct BEFORE you click the "Submit" button. Once you submit, you will NOT be able to go back.





Aviation Qualification Test (AQT)

When you complete the AQT and your scores are uploaded by JRX Staff, you will be able to view your score here. Once the score has been uploaded, a checkmark will show up on the Application To Do list.



AFJROTC FLIGHT ACADEMY		
Application To Do List...		
Air Force JROTC Affiliation	<input checked="" type="checkbox"/>	Please identify yourself in the Air Force JROTC
Demographics	<input checked="" type="checkbox"/>	
Parent/Guardian Info	<input checked="" type="checkbox"/>	
High School Info	<input checked="" type="checkbox"/>	
Questions/ Acknowledgements	<input checked="" type="checkbox"/>	
Activity Sheet	<input checked="" type="checkbox"/>	
AFJROTC PFT Assessment	<input checked="" type="checkbox"/>	Confirm your current PFT Assessment
Aviation Qualification Test (AQT)	<input checked="" type="checkbox"/>	

Submitting Your Application

You MUST submit your application after you have completed all the Application to Do List Items. Your application will not be boarded unless it has been submitted.

Once all the Application to do List items have been completed, including AQT Scores, Sponsor Assessments, Document/Transcript Approval, a Submit button will show up at the bottom of the My XLP Applications page:

Tcheou, Ton M.

Tcheou, Ton M.
Contact ID
00000437566

My Experiential Learning Application(s)

Program Year **2024** Application ID **9814**

Select the program(s) you wish to apply for...

<input type="checkbox"/> AIM HIGH FLIGHT ACADEMY	For high school students, AFROTC cadets, and USAFA Cadets	About...
<input type="checkbox"/> CYBER ACADEMY	Cyber Academy	About...
<input type="checkbox"/> AFJROTC FLIGHT ACADEMY	For AFJROTC Cadets only	About...
<input type="checkbox"/> NAVY FLIGHT ACADEMY	CNAF (Commander Naval Air Forces) NJROTC/MCJROTC Private Pilot Scholarship	About...

Program Year **2025** Application ID **9815**

Select the program(s) you wish to apply for...

<input type="checkbox"/> AIM HIGH FLIGHT ACADEMY	For high school students, AFROTC cadets, and USAFA Cadets	About...
<input checked="" type="checkbox"/> AFJROTC FLIGHT ACADEMY	For AFJROTC Cadets only	About...
<input type="checkbox"/> NAVY FLIGHT ACADEMY	CNAF (Commander Naval Air Forces) NJROTC/MCJROTC Private Pilot Scholarship	About...

AFJROTC FLIGHT ACADEMY

Application To Do List...

Air Force JROTC Affiliation	<input checked="" type="checkbox"/>	Please identify yourself in the Air Force JROTC
Demographics	<input checked="" type="checkbox"/>	
Parent/Guardian Info	<input checked="" type="checkbox"/>	
High School Info	<input checked="" type="checkbox"/>	
Questions/ Acknowledgements	<input checked="" type="checkbox"/>	
Activity Sheet	<input checked="" type="checkbox"/>	
AFJROTC PFT Assessment	<input checked="" type="checkbox"/>	Confirm your current PFT Assessment
Aviation Qualification Test (AQT)	<input checked="" type="checkbox"/>	

Support Phone 334/953-3050

Support Email jrotc.jrs.contractorsupport@au.af.edu

SUBMIT

You must click on the Submit button to complete your application.

AFJROTC FLIGHT ACADEMY

Application To Do List...

Air Force JROTC Affiliation	<input checked="" type="checkbox"/>	Please identify yourself in the Air Force JROTC
Demographics	<input checked="" type="checkbox"/>	
Parent/Guardian Info	<input checked="" type="checkbox"/>	
High School Info	<input checked="" type="checkbox"/>	
Questions/ Acknowledgements	<input checked="" type="checkbox"/>	
Activity Sheet	<input checked="" type="checkbox"/>	
AFJROTC PFT Assessment	<input checked="" type="checkbox"/>	Confirm your current PFT Assessment
Aviation Qualification Test (AQT)	<input checked="" type="checkbox"/>	

Status Submitted **Submit Date** 07/18/24 11:33:03AM

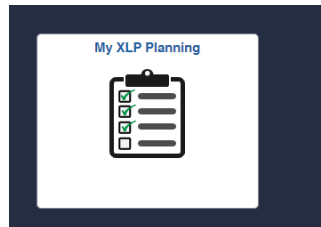
Your application has been received and is currently under review. Continue to check back periodically for updates.

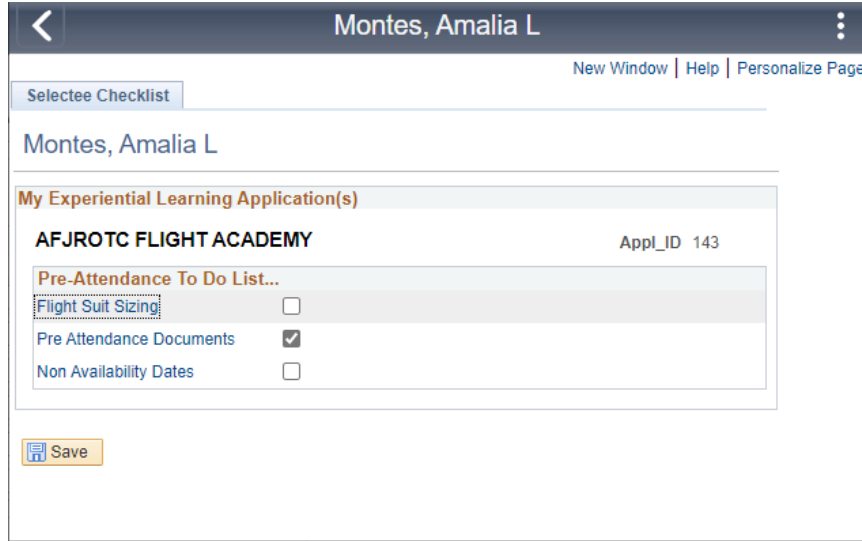
Support Phone 334/953-3050

Support Email jrotc.jrs.contractorsupport@au.af.edu

My XLP Planning

When you have been selected for a program, you will have a new tile on your homepage, "My XLP Planning".

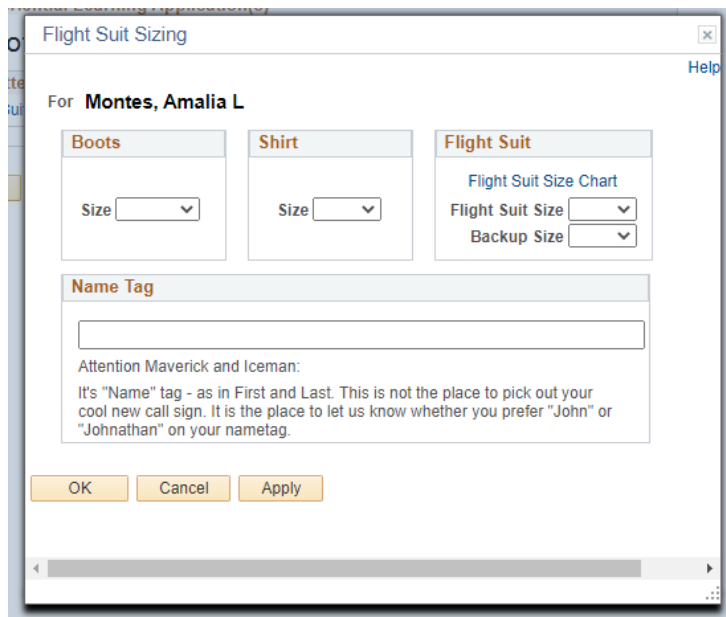




This is where you will need to complete additional tasks before/during their time in the program.

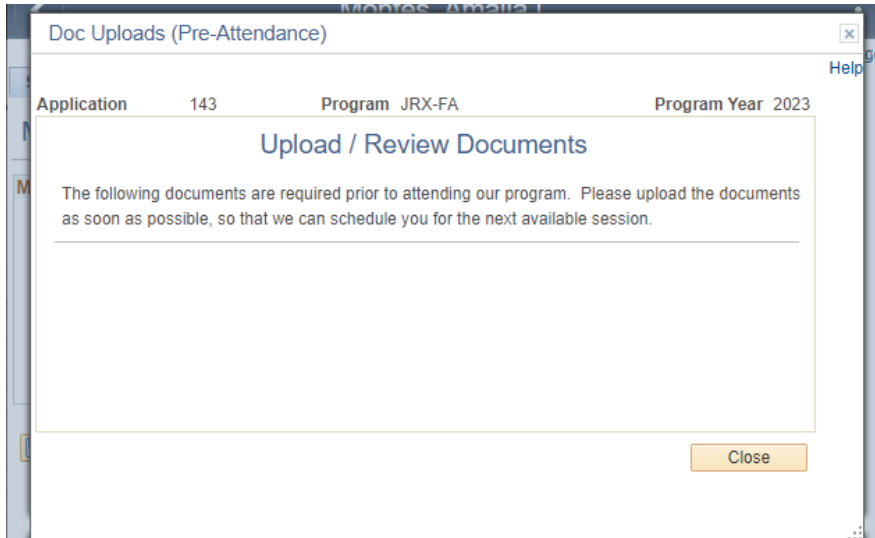
Flight Suit Sizing

Flight suit sizing is where you will identify size requirements and type your name for your name tag.



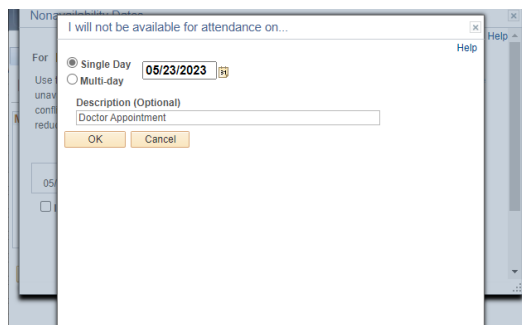
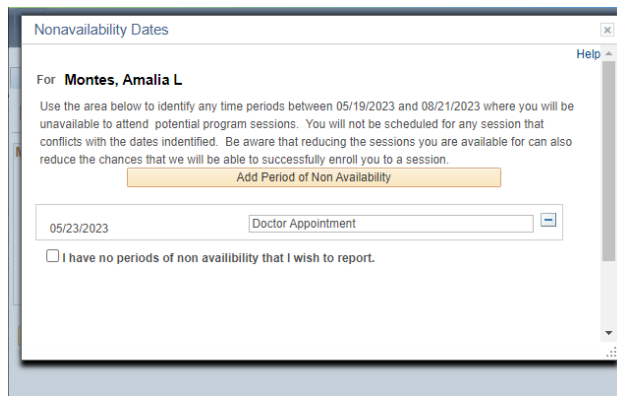
Pre Attendance Documents

The documents required for the program (such as health forms, etc.) can be uploaded in the “Pre-Attendance Documents” section. The documents are identified by JRX Staff in the setup process under the “Experiential Learning Program” component.



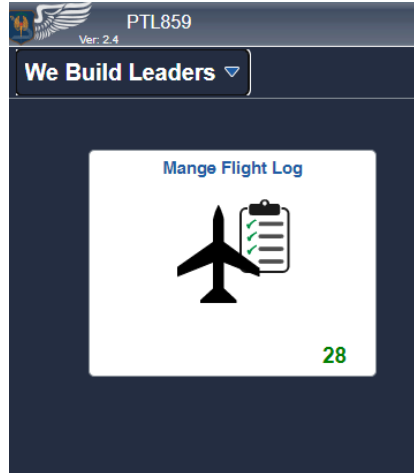
Non Availability Dates

If there are dates you will not be able to attend, you can be identified in the “Non-availability Dates” section:



Flight Logs

The “Flight Logs” component is where you can upload your flight log data into the system. Once an applicant status has been changed to a selectee, you will have access to the “Flight Log” tile.



The “Manage Flight Log” page displays a log of all the flights entered. You can add flight activity, edit activity, delete activity, and export flight records to a CSV file.

Manage Flight Log

You can manage your Flight Logs and activity here. Log information about your Flights below.

Cadet ID J0001323722 Contact 00000427110

Total Flight Times

Flight Time 42.2			
PIC Time 10.0	Dual Time 32.2	Actual Time	Simulator Time 3.0

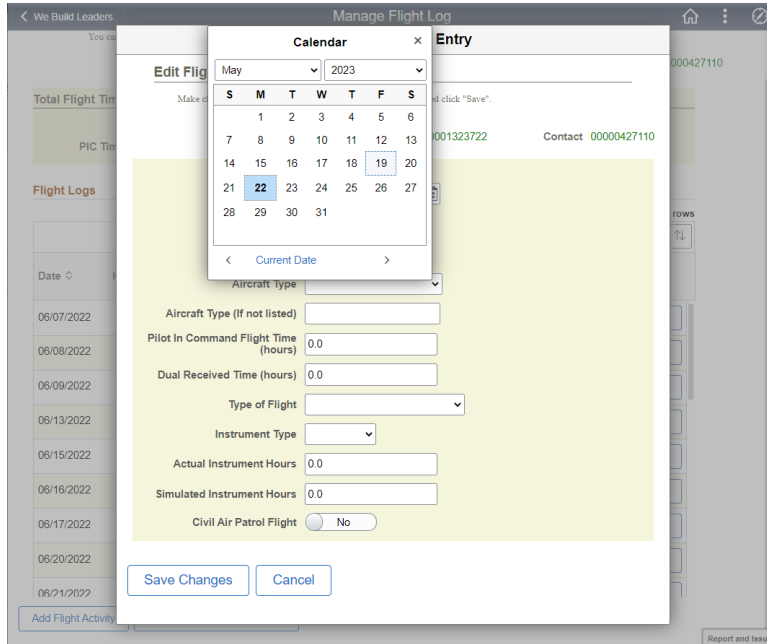
Flight Logs 26 rows

Date	PIC Hours	Dual Hours	CAP	Type	Aircraft Type	Instrument Type	Flight Time		
06/07/2022		1.2	No	Visual Flight Rules (VFR)	C-150/152	Actual	1.2	Edit	Delete
06/08/2022		1.6	No	Visual Flight Rules (VFR)	C-150/152	Actual	1.6	Edit	Delete
06/09/2022		2.0	No	Visual Flight Rules (VFR)	C-150/152	Actual	2.0	Edit	Delete
06/13/2022		2.0	No	Visual Flight Rules (VFR)	C-150/152	Actual	2.0	Edit	Delete
06/15/2022		1.2	No	Visual Flight Rules (VFR)	C-172	Actual	1.2	Edit	Delete
06/16/2022		1.3	No	Visual Flight Rules (VFR)	C-150/152	Actual	1.3	Edit	Delete
06/17/2022		1.7	No	Visual Flight Rules (VFR)	C-150/152	Actual	1.7	Edit	Delete
06/20/2022		1.3	No	Visual Flight Rules (VFR)	C-150/152	Actual	1.3	Edit	Delete
06/21/2022		1.4	No	Visual Flight Rules (VFR)	C-150/152	Actual	1.4	Edit	Delete

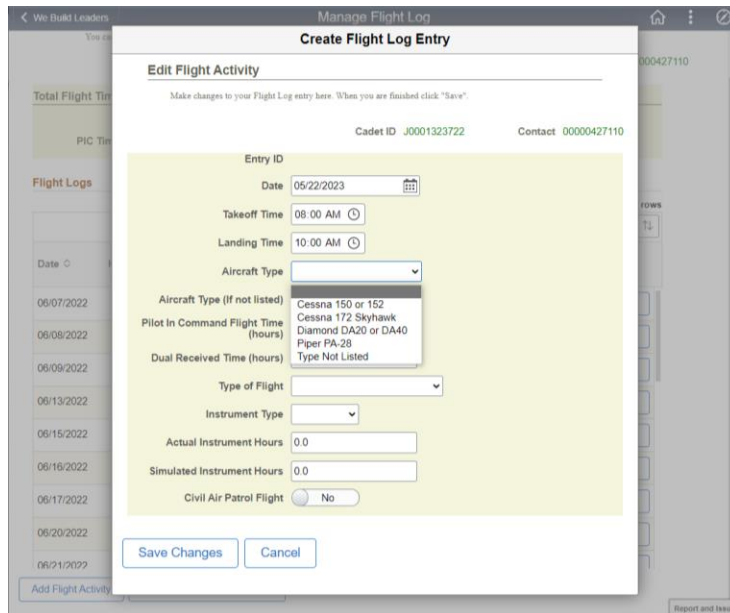
[Add Flight Activity](#)
[Export Flight Records to CSV](#)
[Report and Issue](#)

Adding Flight Activity

After you finish your flight activity, click on the “Add Flight Activity” button and enter the details of the flight:



NOTE: The Flight date cannot be in the future



The screenshot shows the 'Create Flight Log Entry' form in a mobile application. The form is titled 'Edit Flight Activity' and includes the following fields and values:

- Cadet ID: J0001323722
- Contact: 0000427110
- Entry ID: (empty)
- Date: 05/22/2023
- Takeoff Time: 08:00 AM
- Landing Time: 10:00 AM
- Aircraft Type: Type Not Listed (dropdown menu)
- Aircraft Type (if not listed): (text input field)
- Pilot In Command Flight Time (hours): 0.0
- Dual Received Time (hours): 0.0
- Type of Flight: (dropdown menu)
- Instrument Type: (dropdown menu)
- Actual Instrument Hours: 0.0
- Simulated Instrument Hours: 0.0
- Civil Air Patrol Flight: No (radio button)

Buttons at the bottom include 'Save Changes' and 'Cancel'.

For the aircraft type, if you select “Type Not Listed” you must enter a value in the “Aircraft Type” field below the drop-down.

The screenshot shows the 'Create Flight Log Entry' form with the following updated values:

- Aircraft Type: Piper PA-28 (dropdown menu)
- Aircraft Type (if not listed): (text input field)
- Pilot In Command Flight Time (hours): 1.0
- Dual Received Time (hours): 1.0
- Type of Flight: Instrument Flight Rules (IFR) (dropdown menu)
- Instrument Type: Instrument Flight Rules (IFR) (dropdown menu)
- Actual Instrument Hours: 0.0
- Simulated Instrument Hours: 0.0
- Civil Air Patrol Flight: No (radio button)

Buttons at the bottom include 'Save Changes' and 'Cancel'.

Create Flight Log Entry

Edit Flight Activity

Make changes to your Flight Log entry here. When you are finished click "Save".

Cadet ID J0001323722 Contact 00000427110

Entry ID

Date 05/22/2023

Takeoff Time 08:00 AM

Landing Time 10:00 AM

Aircraft Type Piper PA-28

Pilot In Command Flight Time (hours) 1.0

Dual Received Time (hours) 1.0

Type of Flight Instrument Flight Rules (IFR)

Instrument Type

Actual Instrument Hours

Simulated Instrument Hours

Civil Air Patrol Flight No

Save Changes Cancel

Create Flight Log Entry

Edit Flight Activity

Make changes to your Flight Log entry here. When you are finished click "Save".

Cadet ID J0001323722 Contact 00000427110

Entry ID

Date 05/22/2023

Takeoff Time 08:00 AM

Landing Time 10:00 AM

Aircraft Type

Pilot In Command Flight Time (hours)

Dual Received Time (hours)

Type of Flight Instrument Flight Rules (IFR)

Instrument Type Actual

Actual Instrument Hours 0.0

Simulated Instrument Hours 0.0

Civil Air Patrol Flight No

Save Changes Cancel

Flight Log Record has been added

OK Cancel

Edit Flight Activity

Click on the "Edit" button next to an activity to make corrections:

XLP AFJROTC Setup / Usage Guide

Manage Flight Log

Cadet ID: J0001323722 Contact: 00000427110

Total Flight Times

Flight Time 44.2			
PIC Time 11.0	Dual Time 33.2	Actual Time	Simulator Time 3.0

Flight Logs 27 rows

Date	PIC Hours	Dual Hours	CAP	Type	Aircraft Type	Instrument Type	Flight Time	
06/07/2022		1.2	No	Visual Flight Rules (VFR)	C-150/152	Actual	1.2	Edit Delete
06/08/2022		1.6	No	Visual Flight Rules (VFR)	C-150/152	Actual	1.6	Edit Delete
06/09/2022		2.0	No	Visual Flight Rules (VFR)	C-150/152	Actual	2.0	Edit Delete
06/13/2022		2.0	No	Visual Flight Rules (VFR)	C-150/152	Actual	2.0	Edit Delete
06/15/2022		1.2	No	Visual Flight Rules (VFR)	C-172	Actual	1.2	Edit Delete
06/16/2022		1.3	No	Visual Flight Rules (VFR)	C-150/152	Actual	1.3	Edit Delete
06/17/2022		1.7	No	Visual Flight Rules (VFR)	C-150/152	Actual	1.7	Edit Delete
06/20/2022		1.3	No	Visual Flight Rules (VFR)	C-150/152	Actual	1.3	Edit Delete
06/21/2022		1.4	No	Visual Flight Rules (VFR)	C-150/152	Actual	1.4	Edit Delete

[Add Flight Activity](#) [Export Flight Records to CSV](#)

Modify Flight Log Entry

Edit Flight Activity

Make changes to your Flight Log entry here. When you are finished click "Save".

Cadet ID: J0001323722 Contact: 00000427110

Entry ID: 2

Date: 06/08/2022

Takeoff Time: 01:30 PM

Landing Time: 03:00 PM

Aircraft Type: Cessna 150 or 152

Pilot In Command Flight Time (hours): 0.0

Dual Received Time (hours): 1.6

Type of Flight: Visual Flight Rules (VFR)

Instrument Type: Actual

Actual Instrument Hours: 0.0

Simulated Instrument Hours: 0.0

Civil Air Patrol Flight: No

[Save Changes](#) [Cancel](#)

Takeoff Time: 01:30 PM

Landing Time: 03:00 PM

Aircraft Type: Cessna 150 or 152

Pilot In Command Flight Time (hours): 0.0

Dual Received Time (hours): 1.6

Type of Flight: Visual Flight Rules (VFR)

Flight Log Record 2 has been updated.

[OK](#) [Cancel](#)

Delete Flight Activity

You can delete records by clicking the “Delete” button next to an activity

The screenshot shows the 'Manage Flight Log' interface. At the top, it displays 'Cadet ID J0001323722' and 'Contact 00000427110'. Below this is a 'Total Flight Times' summary table:

Total Flight Times			
Flight Time 44.2			
PIC Time	Dual Time	Actual Time	Simulator Time
11.0	33.2		3.0

Below the summary is a 'Flight Logs' table with 27 rows. The table has columns for Date, PIC Hours, Dual Hours, CAP, Type, Aircraft Type, Instrument Type, and Flight Time. Each row includes 'Edit' and 'Delete' buttons. At the bottom of the table are buttons for 'Add Flight Activity' and 'Export Flight Records to CSV'.

A confirmation dialog box is displayed over the flight log table. The dialog text reads: 'Are you sure you want to delete this entry. This will remove this Flight log entry from your records, which will remove it from your flight totals.' There are 'Yes' and 'No' buttons at the bottom of the dialog.

A confirmation dialog box is displayed over the flight log table. The dialog text reads: 'Flight Log entry has been deleted'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog.

Export Flight Records to CSV

You can export your records to a comma separated value file, which can be used to import into other flight log systems. To do this, just click the “Export Flight Records to CSV” at the bottom of the page.

