



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

27 September 2024

### MEMORANDUM FOR ALL AFJROTC HOST SCHOOLS

FROM: Holm Center/CC  
130 West Maxwell Blvd  
Maxwell AFB AL 36112

SUBJECT: AF/SF JROTC Memorandum of Agreement Expiration and Renewal

1. I sincerely value the partnership we have with each school willing to host an Air Force or Space Force Junior Reserve Officers' Training Corps (AF/SF JROTC) program. Our shared goal to *Develop Citizens of Character* is critically important to our youth and to our Nation.
2. The current Memorandum of Agreement (MOA) between your host school and the Air Force expires on 30 June 2025. To continue your host school's AF/SF JROTC program in School Year 2025/2026 and beyond, the Air Force must have a new MOA on file no later than 31 March 2025. Each host school must have a separate, signed MOA, even if they are in the same school district.
3. The new MOA is the Department of Defense (DD) Form 3202, *Memorandum of Agreement to Establish and Operate a Junior Reserve Officers' Training Corps Unit*. This new MOA is substantially revised, and all areas must be thoroughly reviewed. Please note, the Air Force addendum to section I.6 of the DD Form 3202 is finalized as presented, with no changes or modifications permitted. Additionally, no further amendments, codicils, etc., to any section of this MOA will be accepted.
4. To accept the new MOA, please complete the open sections on the DD Form 3202 and obtain signature from the host school superintendent or equivalent. Each school's Senior Aerospace Science Instructor can help guide the MOA through their host school district's process. Only the completed DD Form 3202 needs to be returned, as the section I.6 addendum is identically worded in all AF/SF JROTC MOAs. Once signed, please scan, and email all five pages of the DD Form 3202 to [jrotc.jrs.support@au.af.edu](mailto:jrotc.jrs.support@au.af.edu) no later than 31 March 2025. AFJROTC Headquarters will obtain the Air Force representative's signature and upload a fully signed copy to our database. Once both signatures are obtained, the new agreement is valid. Your AFJROTC instructors can retrieve a signed MOA from the AFJROTC database, if necessary.
5. If a host school does not wish to continue their AFJROTC program, please send a confirmatory letter to the same email address, signed by the host school superintendent or equivalent.
6. Please direct any questions of concerns to AFJROTC Headquarters at [jrotc.jrs.support@au.af.edu](mailto:jrotc.jrs.support@au.af.edu).

JOSEPH L. SHEFFIELD  
Brigadier General, USAF  
Commander