

BY ORDER OF THE COMMANDER
AIR FORCE ROTC (AETC)

AFROTC INSTRUCTION 36-2011

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Personnel

CADET OPERATIONS

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This instruction implements various Air Force instructions supporting Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*. It establishes the life cycle for cadets from initial contact through commissioning or disenrollment. Violation of provisions in Chapter 18 by Enlisted Commissioning Program (ECP) students may result in punishment under Article 92 of the Uniform Code of Military Justice (UCMJ). This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this publication are 10 U.S.C. 2103-2107, 2110, and 8013. System of Records Notices F036 Air Education and Training Command (AETC) I, *Cadet Records*, and F036 AETC J, *Four-Year Reserve Officer Training Corps (AFROTC) Scholarship Program Files*, apply. Certifying and Approving authorities of implementing publications must ensure that local guidance does not conflict with nor is less restrictive than guidance contained within this publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. This instruction applies to AFROTC Headquarters, Regions and Detachments. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and should be completely reviewed in its entirety.

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CHAPTER 1 – POLICY, ROLES, AND RESPONSIBILITIES

Section 1 – Policy

1.1. General. The Air Force Reserve Officer Training Corps (AFROTC) program educates, trains, and motivates cadets for Air Force commissioned service (required by U.S.C. Title 10). This instruction provides guidance for AFROTC staff, regions, and detachments to execute the AFROTC mission.

1.1.1. Cadre and staff must conduct education and training in a professional and mutually respectful environment free of harassment, discrimination, hazing, maltreatment, and maltraining.

1.1.2. The AFROTC Commander (AFROTC/CC) will take action against any violations of the above standards.

1.2. Professional Relations. Cadre will abide by Department of Defense (DoD) Instruction (DoDI) 1304.33, *Protecting Against Inappropriate Relations During Recruiting and Entry Level Training*; Air Force Instruction (AFI) 36-2909, *Professional and Unprofessional Relationships*; AETCI 36-2909, *Recruiting, Education, and Training Standards of Conduct*; and AETCI 36-2909_AUSUP. Any discrepancy between guidance in the DODI guidance and AETCI guidance and Air University Supplement will be resolved by following the AETCI and Air University Supplement. Unprofessional relationships are those interpersonal relationships that erode good order, discipline, respect for authority, unit cohesion and mission accomplishment.

1.3. Recruit, Recruiter, Trainer, and Trainee. In AFROTC, a recruit is any applicant; a trainee is a cadet; a recruiter is a Regional Director of Admissions (RDA), Gold Bar Recruiter (GBR), and an Admissions Liaison Officer (ALO); and a trainer is any cadre member or a staff member who has direct contact with trainees for the purpose of planning, organizing, or conducting initial military training. Before any direct engagement with cadets and recruits, every cadre member or staff member, guest instructor, RDA and GBR will have a DD Form 2982 and AU Form 1 signed and certified within the past year. If a cadre member or staff member who has a current and signed DD Form 2982 on file is physically present at a cadet event, non-cadre members (ex. Non-AFROTC CGOs visiting the detachment for career day) do not need to complete a DD Form 2982 unless they are instructing as part of the AFROTC curriculum. The regions will maintain RDA and GBR forms. Reference the Glossary for the definition of a Guest Instructor. The United States Air Force Academy (USAF) is responsible for ensuring their ALOs maintain current and signed forms.

1.4. Cadets and Applicants. Cadets and applicants will complete a DD Form 2983 and AU Form 2 no later than (NLT) the first official event with the detachment, i.e. during Orientation Week, first Leadership Laboratory (LLAB), or first Aerospace Studies (AS) class, whichever occurs first. Detachments will maintain these forms until the individual enters Extended Active Duty (EAD), drops, or is disenrolled from the program.

1.5. Cadet Relations with Subordinates. Cadets are specifically forbidden from using their rank or position to take, or be perceived as taking, undue advantage of subordinates. Cadets are prohibited from hazing, maltraining, and maltreatment of others in accordance with (IAW) AETCI 36-2909.

1.6. Fundraising events. Cadre and cadets must avoid appearances of sponsorship or fundraising as part of AFROTC activities IAW HOLMCENTERI 51-601, *Civil Law and Command Succession*. Cadets participating in university events do not require coordination with AFROTC.

1.7. Military Decorum. Cadets who have been trained may practice military decorum rules IAW Holm Center T-203, *AFROTC Field Training (FT) Manual (FTMAN)*. For example, cadets preparing for Field Training (FT) may use the seven basic responses, square corners, greetings, come to attention with heels to the wall. This practice will be restricted to Practical Military Training (PMT) in specified locations and as a role-playing exercise rather than a standing policy.

1.8. Prohibitions.

1.8.1. Arnold Air Society (AAS) and cadet booster clubs. These activities are not considered PMT. Since AAS and Silver Wings (SW) have a connection to AFROTC, Detachment Commanders (Det/CCs) must report to AFROTC/CC, through their respective regions, any issues of maltraining, maltreatment, hazing, academic integrity violations and unprofessional relations IAW AETCI 36-2909.

1.8.2. Cadets can participate as private citizens in university, community, or civilian-sponsored events provided they do not wear a uniform or create the appearance of representing AFROTC (except for AAS and non-cadet wing honor/color guards). Cadets who participate do so voluntarily with the understanding that the activity is not sponsored by AFROTC, is not PMT, and injuries could result in loss of AFROTC status and benefits. Reference Chapter 10 for the definition of PMT events.

1.8.3. FT Preparation. FT preparation is designed to teach specific skills and knowledge from Holm Center T-203. Activities/exercises with the intention of simulating the stresses of the FT environment/experience are expressly prohibited. Prohibitions in the context of FT preparation activities include, but are not limited to:

1.8.3.1. Direct individual feedback with raised voices.

1.8.3.2. Using a merit/demerit system. AETC Form 341, *Excellence/Discrepancy Report*, may be used as a visual aid for instructional purposes only.

1.8.3.3. Any form of physical discipline

1.8.3.4. Actions including but not limited to sleep deprivation, uniform “superman” (quickly change uniforms) drills, performing time compressed activities (eating), etc.

Section 2 – Roles and Responsibilities

1.9. AFROTC Commander (AFROTC/CC). Commanders hold the authority and responsibility to act and to lead their unit to accomplish the mission.

1.9.1. May disenroll any contract cadet at any time with or without cause (Authority: 10 United States Code (U.S.C.), Section 2105, DODI 1215.08, *Senior Reserve Officers’ Training Corps (ROTC) Programs*, and AFI 36- 2011, *AFROTC Program*).

1.9.2. Directs implementation of AFROTC programs.

1.9.3. Initiates actions to establish Field Training Unit (FTU) and manage host-installation support agreements IAW AFI 36-2011.

1.10. AFROTC Director of Operations (AFROTC/DO).

1.10.1. Establishes and executes policies and procedures governing cadet field training, Professional Development Training (PDT), awards, and logistical support.

1.10.2. Provides oversight and maintains overall responsibility for the FT program, to include, determines and assigns region staff requirements, produces annual guidance, and conducts planning and review processes.

1.10.3. Develops comprehensive PDT strategy to progress cadets from academic experience to operational application and understanding.

1.10.4. Manages centralized logistics support for Detachments and Regions, field training contracts, and develops cadet awards program.

1.10.5. Collaborates with Standardization and Evaluation to validate the effectiveness of cadet training.

1.10.6. Partners with Holm Center Academic Affairs to align curriculum with AFROTC program objectives.

1.11. AFROTC Registrar (AFROTC/RR).

1.11.1. Establishes and executes policies and procedures governing AFROTC accessions.

1.11.2. Manages the Professional Officer Course (POC) Selection Process (PSP) and Air Force Specialty Code (AFSC) categorization process.

1.11.3. Establishes procedures and policies that govern scholarship programs.

1.11.4. Manages procedures, policies, and selection boards for Enlisted Commissioning Programs (ECPs).

1.11.5. Manages accession requirements, to include eligibility, enlistment, commissioning, and disenrollment.

1.11.6. Provides strategic direction and guidance for the AFROTC recruiting mission.

1.12. Region Commander (Region/CC). Commanders hold the authority and responsibility to act and to lead their unit to accomplish the mission.

- 1.12.1. Executes tasks and ensures adherence to policies, procedures, and guidance in their region.
- 1.12.2. Directs region and detachment administration, operations, and policy compliance.
- 1.12.3. Coordinates detachment waiver and Commander Retention Review (CRR) packages.
- 1.12.4. Identifies and validates host institutions in their region that qualify for Senior Military College (SMC) status.
- 1.12.5. Selects recipients for awards and recognition.
- 1.12.6. Manages FT staff assignments based on AFROTC/DO guidance.

1.13. Detachment Commander (Det/CC). Commanders hold the authority and responsibility to act and to lead their detachments to accomplish the mission.

- 1.13.1. May drop (“det-drop”) any non-contract cadet at any time, with valid basis.
- 1.13.2. Directs administration, operations, recruiting, and compliance at their detachment.
- 1.13.3. Ensures cadre manage personnel records for participants, applicants, and cadets.
- 1.13.4. Ensures every detachment Professor of Aerospace Studies (PAS) and Assistant PAS (APAS) serves as a primary instructor for at least one AS course each term.
- 1.13.5. Approves substitute AS class activities, tutorial instruction, and summer classes.
- 1.13.6. Ensures each instructor is evaluated IAW HCI 36-2601, *Faculty Development and Master Instructor Programs*.
- 1.13.7. Directs safety program, risk management, determination of high-risk activities IAW AFI 90-802, *Risk Management (RM)*, and AFI 91-202, *US Air Force Mishap Prevention Program*.
- 1.13.8. Approves high-risk PMT activities and sends RM plan to Region/CC prior to the event.
- 1.13.9. Serves as or designates a liaison or advisor to AFROTC-associated student organizations and non-federal entities (NFE).
- 1.13.10. Appoints an officer as the Operations Flight Commander (OFC), Education Officer (EO), and Recruiting Officer (RO).
- 1.13.11. Nominates cadets or select recipients for awards and recognition.
- 1.13.12. As required, appoints the Test Control Officer (TCO) and Test Examiner (TE) IAW AFI 36-2605, *Air Force Military Personnel Testing System, and AFROTC Supplement*.

- 1.13.13. Commands active duty ECP students.
- 1.13.14. Verifies and provides institution tuition rates to AFROTC/RR.
- 1.13.15. Ensures scholarship estimates are entered into Web Intensive New Gain System (WINGS) and timely submissions of tuition invoices are entered into WINGS.
- 1.13.16. Provides oversight of the High School Scholarship Program (HSSP) interview process.
- 1.13.17. Ranks cadets for each term for PSP, categorization, scholarships, and awards boards.
- 1.13.18. Reviews locally produced advertising and promotional (A&P) materials.
- 1.13.19. Reviews and approves the detachment recruiting plans.
- 1.13.20. Ensures applicants and cadets comply with accessions guidance, including AFI 36-2002, *Regular Air Force and Special Category Accessions*, and AFI 36-2903, *Dress and Appearance of Air Force Personnel*, to include compliance with tattoo and body piercing guidance.
- 1.13.21. Manages ROTC Monthly Status and Payment Report IAW HOLM CENTERI 65-101, *The AFROTC Cadet Payment Programs*.
- 1.13.22. Authorizes travel for cadets IAW DoDI 4515.13, *Air Transportation Eligibility*.

CHAPTER 2 – RECRUITING

2.1. General Information. The AFROTC recruiting mission is to recruit highly qualified candidates to meet Air Force officer accession goals. AFROTC recruiting is conducted in accordance with AFI 36-1901, *Recruiting Programs* and the AFROTC National Recruiting Strategy. The OPR for this chapter is AFROTC/RR.

Section 1 – Roles and Responsibilities.

2.2. Recruiting Branch (AFROTC/RRR). Leads recruiting efforts on a strategic level for AFROTC. AFROTC/RRR:

- 2.2.1. Publishes the AFROTC National Recruiting Strategy.
- 2.2.2. Chairs the AFROTC Recruiting Working Group.
- 2.2.3. Provides staff guidance and assistance to RDAs.
- 2.2.4. Directs the national marketing and advertising plan, national recruiting efforts, and the development of recruiting methods.
- 2.2.5. Coordinates with USAFA and Air Force Recruiting Service (AFRS) to maximize overall Air Force recruiting effectiveness.
- 2.2.6. Allocates recruiting Operations and Maintenance (O&M) budget to regions.
- 2.2.7. Provides detailed market analysis, including top high schools, to each RO.
- 2.2.8. Provides initial recruiter training for newly assigned RDAs, GBRs and cadre in coordination with AFROTC/CCT.
- 2.2.9. Plans, executes, and supports recruiting training for RDAs and GBRs.
- 2.2.10. Provides functional area expertise for staff visits and AFROTC inspection teams.

2.3. National Call Center (RRRN). Provides accurate and timely information to multi-media national inquiries. Manages the AFROTC.com website.

2.4. Targeted Recruiting Section (RRRT). Develops recruiting strategies through market research and guidance from Air Force leadership. Coordinates with Air Force agencies to determine target markets, including those based on diversity, skills, education or other goals. Obtains American College Test (ACT) and Scholastic Aptitude Test (SAT) results to identify quality prospects.

2.5. Advertising Section (RRRM). Oversees AFROTC marketing and advertising efforts. Develops print and multi-media ads, software, video and policy. Reviews locally-developed ads and print media annually. Maintains and approves special promotional items (SPIs) and A&P funds to provide AFROTC recruiting materials.

2.6. AFROTC/Recruiting Working Group. The purpose of the Recruiting Working Group is to communicate recruiting goals and strategies among HQ, regions, and detachments. The working group will meet monthly. It is comprised primarily of the AFROTC Recruiting Branch chief and the RDAs. Meetings will be held quarterly with detachment ROs.

2.7. Regional Director of Admissions (RDAs). Leads recruiting efforts within their regions:

- 2.7.1. Liaises with region detachments to support national AFROTC objectives.
- 2.7.2. Recruits students within their geographic area regardless of where the student chooses to attend AFROTC.
- 2.7.3. Ensures AFROTC participation at national and regional college fairs and conventions.
- 2.7.4. Review, and approve, detachment recruiting plans.
- 2.7.5. Maintains a relationship with other recruiting agencies in the region.
- 2.7.6. Performs additional duty as an ALO.
- 2.7.7. Manages region recruiting funds in coordination with the Region/CC.
- 2.7.8. Supervises Gold Bar Recruiters.
- 2.7.9. Document and evaluate all recruiting activities in standardized AAR and submit quarterly report on all region recruiting activities to AFROTC/RRR.
- 2.7.10. Provides initial and refresher training to ROs in coordination with AFROTC/CCT. Conducts and documents annual training and covers AFROTC scholarship, non-scholarship, and region-specific enrollment opportunities.

2.8. Gold Bar Recruiters (GBRs). GBRs are newly commissioned second lieutenants who support the AFROTC effort to recruit high quality, diverse officer candidates.

- 2.8.1. Contacts all nationally ranked high schools within a 3 hour radius of their assigned metropolitan statistical area (MSA) with emphasis on the schools with the most diverse population.
- 2.8.2. Maintains monthly contact (visit, email, and phone) with STEM schools within their assigned MSA to identify and recruit high-quality diverse applicants.
- 2.8.3. Develops and maintains relationships with key influencers in targeted high schools to promote the benefits of AFROTC and to identify and dispel and misconceptions about the program of service in the Air Force.
- 2.8.4. Participate in and support local and national college fairs to attract, inspire and recruit high-quality diverse applicants for the AFROTC program.

2.8.5. Partner, coordinate, and de-conflict AFROTC recruiting efforts as much as possible with other AF recruiting assets within assigned MSA.

2.8.6 Document and evaluate all recruiting activities in standardized AAR and submit to assigned RDA.

2.9. Recruiting Officer (ROs). Lead detachment initiatives to recruit in-college, high school, and enlisted members in their geographic area. ROs will:

2.9.1. Publish annual recruiting plans.

2.9.2. Ensure a cadre member is present at all times during off-campus recruiting events. Cadets are not allowed to recruit off-campus unsupervised. Blues are the required uniform for all recruiting events.

2.9.3. Establish and maintain a detachment website on their host institution server IAW AFI 35-107, *Public Web and Social Communication*, if allowed by the institution. Websites must be approved annually by Air University Public Affairs (AU/PA) through AFROTC/RRRM.

2.9.4. Document and evaluate all recruiting activities in standardized AAR and submit to assigned RDA.

Section 2 – Recruiting Operations

2.10. Lead Management. IAW AFI 36-1901, *Recruiting Program*, “leads” are defined as individuals who appear to possess, or may in the future possess, the potential and qualifications for enlistment or appointment as a commissioned officer. AFROTC personnel who perform recruiting functions must maintain leads IAW the National Recruiting Strategy.

2.11. Recruiting O&M Funds. Recruiting O&M funds are primarily used to support administrative functions for recruiting operations (e.g., postage, registration). Region/CCs authorize the use of allocated recruiting O&M funds within their geographic area.

2.12. Recruiting Advertising & Promotion (A&P) funds. Recruiting A&P funds are used primarily to support detachment recruiting needs. ROs may purchase detachment promotional items utilizing allocated A&P funding. ROs should not pay taxes on purchases. If vendor does not exempt federal purchases from taxes, include them as a separate line item in the request. To place an order, ROs will:

2.12.1. Coordinate with the vendor and arrange for services.

2.12.2. Obtain a proof of the product before AFROTC/RRRM purchases the product in quantity. ROs must proof all promotional items prior to ordering in final quantity.

2.12.3. Ensure work is not started by the vendor until AFROTC/RRRM authorizes purchase.

2.13. Funding Restrictions. Recruiting A&P and O&M funds cannot be used to purchase the

following: awards, uniforms for cadets or cadre, computers and computer accessories, or any single item valued at over \$25 without AFROTC/RRRM approval. Recruiting funds not obligated by the detachments or regions will be recovered by AFROTC/RRR for use in support of national recruiting and marketing initiatives.

2.14. Center of Influence (COI) Events. A COI event is a planned event where meals or snacks appropriate for the occasion are served to provide a setting for Air Force personnel to make a recruiting presentation to highly qualified leads or key influencers of highly qualified leads and/or applicants. COI events will be conducted in accordance with the Joint Travel Regulation and AFIs 65-114, *Travel-Policy in Procedures for Financial Services Offices and Finance Offices-Reserve Component*, and 36-1901. COI events must be approved by the AFROTC/CC or Region/CC, as applicable.

2.15. Printing Sources. Printing must be procured through the Document Automation & Production Service (DAPS) unless a waiver is granted by DAPS. IAW AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, if a waiver is granted, printing may be obtained locally using the GPC. All projects must comply with institution policy and be approved by AFROTC/RRRM before printing. Send printed copy with changes, text copy, or a rough layout to AFROTC/RRRM.

2.16. Travel and Temporary Duty (TDY) Management. RDA must pre-approve detachment cadre travel to support recruiting that requires reimbursement.

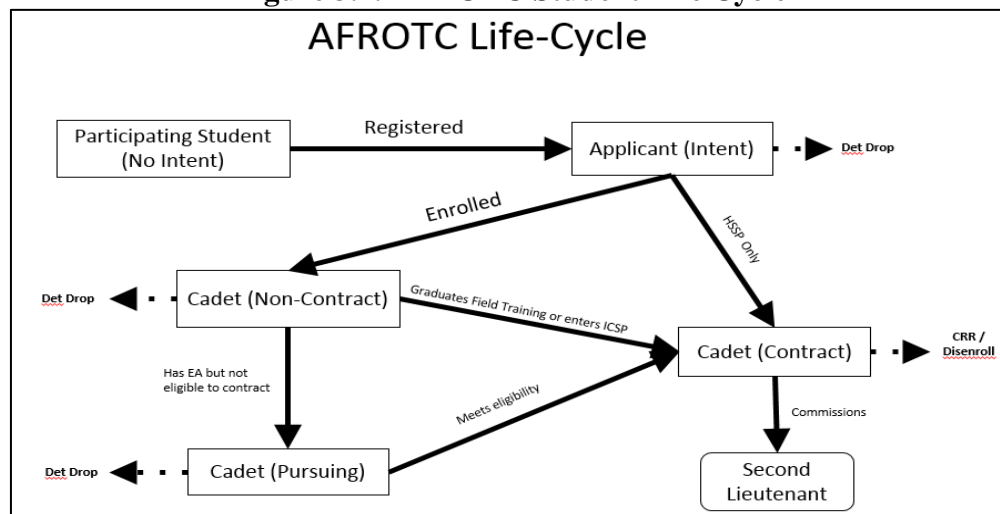
CHAPTER 3 – ENROLLMENT

Section 1–Enrollment Requirements

3.1. General Information. The core competency of AFROTC is to recruit and train individuals who are working on their first undergraduate degree and seek a commission in the Air Force. This section provides eligibility, application, and enrollment requirements for AFROTC cadets. It defines requirements for membership in the two major phases of the program, the General Military Course (GMC) and the Professional Officer Course (POC). For AFROTC, students registered for AS or without intent to commission are defined as Participating Students. Students who have intent to commission and enroll in the AFROTC program are defined as a cadet. The OPR for this chapter is AFROTC/RRF.

3.2. Liability and Insurance. AS courses are university-owned and are not classified as PMT; therefore, medical coverage for all enrolled students (participating students, applicants, pursuing and contract/non-contract cadets) will be through their university or personal insurance programs. IAW Title 10 U.S.C. 2109, *Practical Military Training*, PMT is specific AFROTC-sponsored training programs, such as Field Training (FT), PT, LLAB and Professional Development Training (PDT), under which enrolled students may be covered under the Department of Labor (DoL) for reimbursement of costs associated with medical treatment at civilian facilities. Reference Chapter 10 for a definition on PMT.

Figure 3.1. AFROTC Student Life Cycle



3.3. Participating Student. Participating students are those who are registered in AS courses but do not seek a commission. Participating students are not cadets, and the following apply:

- 3.3.1. Must create a WINGS record but are not required to complete an Application for AFROTC Membership.
- 3.3.2. May enroll in AFROTC classes for academic course credit only.
- 3.3.3. Will not be issued uniforms.

3.3.4. Are ineligible to compete in any selection program.

3.3.5. Cannot compete for an Enrollment Allocation (EA), contract, or commission.

3.4. Applicants. Applicants are individuals who seek a commission but are not yet qualified to be an active cadet. Individuals remain in Applicant status in WINGS until enrollment documentation is complete and required waivers are obtained. Upon completion of enrollment documentation and securing of required waivers, cadets will be placed in “Active” status in WINGS. Enrollment documentation must be completed prior to scholarship nomination or prior to PSP nomination, whichever occurs first.

3.5. Cadets. Cadets are students who have intent to commission and are enrolled in the AFROTC program. Membership does not confer active duty military status upon cadets. While contract cadets are enlisted into the Obligated Reserve Section (ORS) of the Individual Ready Reserves (IRR), they are in civilian status and are not subject to the provisions of the Uniform Code of Military Justice (UCMJ). Status as cadets and reservists can make cadets eligible for certain benefits, such as limited use of morale, welfare, and recreation (MWR) activities, reimbursement for travel to and from some AFROTC training events, and government-funded medical care for injuries related to AFROTC training. Cadets are ineligible for military legal services to include support in a Commander’s Retention Review (CRR).

3.6. Pursuing Cadet. Pursuing cadets are non-contract POC cadets who have enrolled in AS300 and/or 400 and LLAB and are a full-time student (except for the final academic term). A pursuing cadet is temporarily ineligible to enlist because of a condition that is expected to be corrected within one academic term (Exception: Guard and Reserve members, and Non-US citizens). Pursuing status is effective the first day of host institution classes and ends when the cadet is contracted or is dropped. Det/CCs must contract pursuing cadets within 1 academic term but NLT 10 workdays of the subsequent term. The Region/CC is the approval authority for extensions. Pursuing cadets are not entitled to stipend or retroactive payment if later contracted.

3.7. Family Member Prohibition. Family members or relatives of AFROTC cadre members are prohibited from enrolling as a cadet at the detachment where the cadre member is assigned. AFROTC/CC is the waiver authority.

3.8. Non-US Citizens. Non-US citizens are applicants while enrolled in the GMC and become pursuing cadets when they enter the POC. They must be able to become citizens prior to contracting and commissioning. Immigrants pursuing citizenship in the United States must provide the original Immigration Form I-551, *Permanent Resident Card* for verification to become applicants. All other Non-US citizens with no intent to commission may enroll as Participating Students. Non-US Citizens with Applicant status may compete for an EA and attend FT provided the Applicant can obtain US citizenship within 12 months after PSP results are announced. The Applicant is responsible for obtaining citizenship; failure to obtain citizenship will result in loss of EA. When EA results are announced, the Applicant must sign the following Statement of Understanding (Figure 3.2.):

Figure 3.2. Citizenship Statement of Understanding

<p>I understand that I am within the 12-month point for applying for my citizenship. I also understand that I cannot apply for citizenship until 90 days prior to my citizenship eligibility date. I am competing for an AFROTC enrollment allocation based on this timeframe. I will file for my citizenship 90 days prior to my eligibility. I will provide copies of my citizenship package to the Det/CC when filed. If I do not file the package at the 90-day point of my citizenship eligibility date, my enrollment allocation will be withdrawn. If I do not receive my citizenship, my enrollment allocation will be withdrawn.</p>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (Cadet Printed Name and Date)	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (Signature of Cadet)

3.9. Cadet Classifications. Enroll cadets into the appropriate AS class level based on the time they have remaining to complete AFROTC and their degree, not necessarily how the university classifies the student. Reference Table 3.1 for cadet classifications.

3.9.1. General Military Course (GMC) Cadets. The GMC normally covers the first two years in the program and consists of AS100 and AS200 classes and LLAB. The GMC entry date is the first day of host institutional classes at the beginning of the AS100 term.

Table 3.1. Cadet Classifications

AS Level	Definition (Applies to Cadets Only)	Status	Courses	Notes
100	Contract or non-contract cadets. They remain classified as AS100 cadets until disenrolled (contract only), dropped (non-contract), or enter into the AS200 course.	GMC	AS 100 LLAB	
200	Contract or non-contract cadets. They remain AS200 cadets until disenrolled (contract only), dropped (non-contract), or enter into the POC.	GMC	AS 200 LLAB	
250	Contract or non-contract cadets. AS250 cadets must meet all LLAB objectives for both AS 100 and AS 200 courses. A student remains an AS250 until disenrolled (contract only), dropped (non-contract only), no longer dual-enrolled in the GMC (contract and non-contract), or enter into the POC.	GMC	AS 100 AS 200 LLAB	When determining overall cadet enrollment, count AS250s as AS200s.
300	All cadets on contract or in pursuing status with AFROTC who are enrolled as a member of the first year of the POC. They remain AS300 cadets until disenrolled (contract only), dismissed (pursuing only), or enter into the AS400 course.	POC	AS 300 LLAB	
400	All cadets on contract with AFROTC who are enrolled as a member of the second year of the POC. They remain AS400 cadets until disenrolled, commissioned, or enter into extended cadet status.	POC	AS 400 LLAB	
500	Cadets who have completed the GMC and did not compete successfully for an EA the previous year, did not successfully complete FT and are awaiting disenrollment (scholarship cadets), are awaiting to compete for an EA for the POC, or are preparing for membership in the POC. They remain AS500 cadets until dropped, disenrolled, or enter into the POC.	GMC	LLAB	Eligible for scholarship nomination and award, but scholarship entitlements cannot be activated until entering the POC.

700	Non-scholarship contract cadet who has completed all AS and LLAB requirements but has not graduated.	Extended	LLAB	Authorized up to 900 days of stipend if in a SAF-approved 5-year major.
800	Scholarship contract cadet who has completed all AS and LLAB requirements but has not graduated.	Extended	LLAB	Still receive additional scholarship entitlements.
900	Cadets who have completed AS classes and their degree but are not yet qualified to commission.	Extended	None	Must meet all pre-commissioning requirements on time.

3.9.2. Professional Officer Course (POC) Cadets. The POC consists of AS300 and AS400 classes and LLAB. The POC entry date is the first day of host institutional classes at the beginning of the AS300 term.

3.9.2.1. POC Membership. Cadets can enter the POC if they successfully completed GMC requirements, have an EA, satisfactorily completed FT (or been properly deferred) and attend POC classes and LLAB while enrolled in school. POC scholarship cadets who lose their scholarship due to failure to meet academic retention standards may remain POC members if they continue to meet cadet retention standards.

3.9.2.2. POC Duration. The POC consists of two full academic years. Requests to commission with less than two years in the POC require a waiver from the Region/CC. The Det/CC may authorize a POC member to enroll simultaneously in two POC courses for a maximum of one academic term.

3.10. Abbreviated programs. Depending on the needs of the Air Force, AFROTC may establish abbreviated programs to include 1- or 2-year AFROTC programs. These programs are intended for university students who are within one or two years of degree completion, including AFROTC classes. Detachments must submit requests for program entry approval and Out of Cycle Enrollment Allocation (OOC EA).

3.10.1. 1-Year Cadets. Senior Military College (SMC) students (all other students by exception only) may apply. These cadets will enter the program as an AS400 with an OOC EA. They should attend FT after their AS400 year but before they commission. Approval authority will be on a case-by-case basis by the AFROTC/CC.

3.10.2. 2-Year Cadets. These cadets will enter the program as an AS300 with an OOC EA. They should attend FT between their AS300 and AS400 years.

3.11. Substance Abuse and Drug Demand Reduction Policy. Applicants are ineligible to enroll as cadets if they have ever used, possessed, manufactured, or distributed illegal drugs (reference para 3.11.2 for prior use of marijuana exemption). The AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*, must be used to screen and counsel applicants for drug abuse, particularly regarding AF policy that any future use is disqualifying. Applicants will ensure they understand the importance of listing required information when completing the AF Form 2030. Revealing pre-orientation drug use later, even if it were originally waiverable, may result in disenrollment or dismissal from AFROTC based on fraudulent entry.

3.11.1. Drug Policy Orientation. Orientation is the earliest date on which the applicant has been officially briefed on the AFROTC Drug Policy, and will occur during the HSSP interview, New Student Orientation, or the first official class or training event.

3.11.2. Pre-Orientation Drug Use. Pre-orientation marijuana use is not a disqualifier for program entry. Det/CCs are not authorized to ask questions regarding “pre-service use of marijuana” on the AF Form 2030 during entry into AFROTC.

3.11.3. Det/CC must contact Holm Center/JA for advice when independent evidence of an applicant’s or cadet’s drug or hemp usage is brought to their attention.

3.11.4. Post-orientation drug use (including marijuana) by applicants and cadets renders them ineligible for the program and is not waivable. Illegal drugs are defined on the AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*; hemp derivatives and synthetic cannabinoids (e.g. “Spice”) are also prohibited. Prescription drug use without a prescription is considered illegal drug use. AFROTC/CC may consider a waiver for convictions or adversely adjudicated offenses, including drug offenses, as outlined in AFI 36-2002, *Regular Air Force and Special Category Accessions*.

3.11.5. Drug Demand Reduction Program (DDRP). AFROTC follows the Air Force’s Zero Tolerance policy on illicit drug use. All cadets pursuing a commission are required to sign a DDRP Memorandum of Understanding (MOU) and are subject to drug testing any time after program entry, during the school year, or at field training (FT). When contracting and new student orientation occur on the same day, the AF Form 1056 is the source document for the DDRP program and the MOU is not required.

3.11.5.1. Failure to Comply/Report. Unless an authorized excusal exists, failure to comply or report for a random drug test is considered an unauthorized absence. Cadets who fail to report for a random drug test will immediately be asked to consent to drug testing. Failure to submit to a drug test will render them considered for disenrollment or det drop from the AFROTC program.

3.11.5.2. Positive Testing. Any individual testing positive on a drug test will be subject to dismissal from AFROTC.

Section 2–Application Procedures

3.12. Applicant Actions. Applicants must:

3.12.1. Meet age requirements in Table 3.2.

Table 3.2. Age Requirements

Action/Category/Program	Minimum Age	Maximum Age	Maximum Age With Waiver	Notes
Program Entry	14			1
Enlistments	17			1, 2
Scholarship	17	31 (as of 31 Dec)		1
Commissioning				
General	18	39	42	3

Rated	18	29	42 (RPA)	3
Non-Rated	18	39	42	3
Pre-Health Professions Program	18	47	49	
Base Visit	14			1
1. If under 18, Parent or Legal Guardian permission Required 2. Minimum age to sign an AF 1056 is 18 – 21, depending on state requirement to enter a legal contract. 3. AFROTC/RR will coordinate with AFPC on waivers required for commissioning over the age of 39.				

3.12.2. Enroll as a full-time student at an accredited college that hosts an AFROTC detachment or a university or junior college having a cross-town agreement IAW AFROTCI 36-2014, *AFROTC Enrollment and Relations with Host/Non-Host Institutions, Including Crosstown and Consortium Agreements*.

3.12.3. Enroll and participate in AS classes, LLAB, and PT.

3.12.4. Enter required application information into WINGS.

3.12.5. Present original birth certificate, proof of naturalization or current U.S. passport to certify U.S. citizenship.

3.12.6. Present original social security card.

3.12.7. Complete sports physical or qualified medical exam (certified DoD Medical Examination Review Board (DoDMERB) or Military Entrance Processing Station (MEPS) physical).

3.12.8. Provide an academic degree plan that demonstrates their ability to commission in their programmed fiscal year. Cadets must recertify their academic plan in the fall term each year. An exception is 4-Year HSSP winners, who may be an active cadet and contract without a completed academic degree plan, but are required to complete it NLT their first mid-term feedback.

3.12.9. Acknowledge AF Dependency Policy.

3.12.10. Complete DD Form 93, *Record of Emergency Data*.

3.12.11. Provide the following documents, if applicable:

3.12.11.1. DD Form 785, *Record of Disenrollment from Officer Candidate Training*

3.12.11.2. DD Form 214, *Certificate of Release or Discharge from Active Duty*

3.12.11.3. DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*

3.12.11.5. College transcript(s) and Advance Placement (AP) course certificate(s)

3.13. Detachment Actions. Detachments must:

3.13.1. Verify applicant's US citizenship with the original birth, naturalization certificate or

current U.S. passport. Detachments must also verify dual citizenship (if applicable).

3.13.2. Verify applicant's social security number (SSN) with the original Social Security Card.

3.13.3. Build cadet records containing the following using the AFROTC enrollment checklist:

3.13.3.1. *Drug Demand Reduction MOU* (Attachment 5)

3.13.3.2. Sports Physical or qualified medical exam IAW Chapter 8.

3.13.3.3. AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*. Not required for Scholarships for Outstanding Airmen (SOAR) to ROTC, Airmen Scholarship Commissioning Program (ASCP) or POC Early Release Program (POC-ERP); reference AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECPs)*.

3.13.3.4. DD Form 93, *Record of Emergency Data*

3.13.3.5. DD Form 2005, *Privacy Act Statement–Health Care*

3.13.3.6. DD Form 2983, *Recruiter/Trainer Prohibited Activities Acknowledgement*

3.13.3.7. AU MAC Form 2, *AU Student/Cadet/Officer Trainee Attachment to AU MAC Guidance*

If applicable, obtain the following forms:

3.13.3.7. AFROTC Form 14, *Law Enforcement Inquiry*

3.13.3.8. DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*

3.13.3.10. DD Form 214, *Certificate of Release or Discharge from Active Duty*

3.13.3.11. DD Form 785, *Record of Disenrollment from Officer Candidate-Type Training*

3.13.3.12. Scholarship Program Statement of Understanding (SOU) (Attachment 2)

3.14. Waiver of Disenrollment from Previous Officer Training. The Det/CC may approve waivers for former AFROTC cadets who received a recommendation for future officer training on the DD Form 785, section IV, blocks 1 or 2. Any cadet who resigns or is eliminated from another commissioning source for an honor code violation, regardless of the recommendation on the DD Form 785 or DD Form 214, will not be allowed to compete for an EA without a waiver from AFROTC/CC. The Region/CC is the approval authority for other waivers of previous disenrollments. Include a copy of the DD Form 785, a signed statement by the applicant stating the reason for disenrollment, and DD Form 214 (if previously enlisted or at a service academy). A USAFA cadet with an Active Duty Service Commitment (ADSC) must provide proof of release from the ADSC. The following statement must be included in their handwritten statement: "I certify that I had no honor code incidents, involvements or resignation in lieu thereof."

Table 3.3. GMC/POC Accreditation

GMC Accreditation						
JROTC	Military HS JROTC	CAP Awards	Service Academy/ Prep School/ Sister Service SROTC	Prior Military Service (Active Duty)	Prior Military Service (ARC)	Maximum Semesters Accredited
2 Years	2 Years	Mitchell	1 Semester	180 or more days of consecutive military service	BMT and 1 credible year of ARC service	1
3 or 4 Years		Earhart	2 Semester			2
N/A	3 Years	Spaatz, Eaker	3 Semester		ALS and 2 credible years of service	3
N/A	4 Years	N/A	4 Semester			4
POC Accreditation						
3 Years at a Service Academy/Sister Service SROTC						1
Note: Cadets must complete at least one semester or two quarters in the AFROTC POC to be commissioned. Region/CC can accredit an additional semester of POC for an equivalent senior year.						

CHAPTER 4 – SCHOLARSHIPS

4.1. General Information. This chapter provides guidelines for the administration of the AFROTC Scholarship Program. The AFROTC scholarship program is authorized by 10 U.S.C. 2107, Financial Assistance Program for Specially Selected Members and annual National Defense Authorization Acts (NDAA). The AFROTC/CC approves scholarship programs that specify the number, types and qualification requirements for scholarships. The OPR for this chapter is AFROTC/RRU.

4.2. Scholarship Programs and Types. The AFROTC scholarship program consists of the High School Scholarship Program (HSSP), the In-College Scholarship Program (ICSP) and the Enlisted Commissioning Program (ECP). Reference para 4.7 through 4.10 for a description of the scholarship programs. Table 4.1 displays the types of scholarships:

Table 4.1. Scholarship Types

Type	Scholarship Description	
1	Full tuition & fees (no cap).	
1U	Full tuition & fees (no cap). This is an upgrade from a high school Type 2 offer in a critical technical major, as identified on the RR site on the Holm Center intranet.	
2	Up to \$18,000 per year (up to \$9,000 per semester or up to \$6,000 per quarter) toward tuition & fees.	At schools where tuition and authorized fees are over the scholarship cap, students are liable for the difference even if the tuition is below the cap when the student starts at the school, but then increases above the cap during the student's academic program.
3 (ICSP)	Up to \$9,000 per year (up to \$4,500 per semester or up to \$3,000 per quarter) toward tuition & fees.	
6 (ICSP)	Up to \$3,000 per year (up to \$1,500 per semester or up to \$1,000 per quarter) toward tuition & fees.	
7 (HSSP)	Full tuition & fees (capped at in-state tuition rate). Type 7 selectees must attend a school where he/she qualifies for the in-state tuition rate. Type 7 selectees must not attend a higher cost institution and pay the difference. If annual tuition and fees increase after the scholarship has been awarded due to inflation, AFROTC will continue to pay the full in-state amount. Type 7 selectees who choose to attend an out-of-state public institution or a private school can convert their scholarship to a Type 2 for a 3-year academic term.	

4.3. Scholarship Eligibility and Activation. Scholarships can be activated only during normal school terms, i.e. not during summer or mini-sessions. Table 4.2 displays general eligibility and activation requirements, and Table 4.3 displays Fitness Assessment (FA) requirements for scholarships.

4.3.2. Scholarship Academic Majors. Scholarship cadets must major in an academic discipline that qualifies for an Air Force Specialty Code (AFSC) as listed in the Air Force Officer Classification Directory (AFOCD) or in an approved foreign language.

Table 4.2. Scholarship Eligibility and Activation Requirements

Eligibility and Activation Requirements	HSSP	ICSP
Meet GPA standards.	X	X
Meet SAT/ACT standards.	X	X
Meet scholarship age requirements – must be between the ages of 17 and no older than 30 (as of 31 December of commissioning year).	X	X
Must meet the AFROTC height/weight (BMI) or Body Fat standards.	X	X

Must have a passing Air Force Officer Qualifying Test (AFOQT) score. <u>Only required</u> if the cadet took the AFOQT; otherwise, an AFOQT score is <u>not required</u> .	X	X
Be a U.S. citizen. Can be awarded if U.S. citizenship can be obtained by the end of the projected term of activation, but cannot be activated until citizenship is attained. For dual citizenship, refer to Chapter 11.	X	X
To activate: have a qualified DoDMERB physical examination in cadet record	X	X
To activate: college TGPA and CGPA must be 2.50 or higher. TGPA is the GPA earned in the previous full-time term. Summer terms are used to calculate CGPA, but cannot be used as the TGPA to activate scholarships, regardless of how many hours were taken.	X	X
Must not have attended a post-secondary institution as a full-time student.	X	
Must meet the AFROTC Fitness Assessment (FA) requirements.		X
Must have completed at least one term of full-time, graded college-level work		X
NOTE 1: GMC cadets with a suspended or temporarily inactivated scholarship as a result of a CRR are ineligible to re-compete for a further scholarship since they are still in contract status. NOTE 2: Active duty personnel (including those from other services) will not be nominated for ICSP until they have been discharged. All DD Forms 214, <i>Certificate of Release or Discharge from Active Duty</i> , must be verified by AFROTC/RRFP. NOTE 3: Members of Reserve Forces (including those from other services) will not be nominated for ICSP until they have a conditional release (DD Form 368, <i>Request for Conditional Release</i>) from their unit.		

Table 4.3. FA Requirements for Scholarship Nominations & Activations

Category	FA Required to Nominate?	FA Required to Activate?	Guidance and Timelines
4-yr HSSP	N/A	No	Must pass FA prior to 31 December of their freshman year; if not, suspend scholarship; if cadet fails the FA the subsequent term, terminate the scholarship, and initiate CRR.
3-yr HSSP	N/A	Yes	<p>To activate their scholarship at the beginning of the AS200 fall term, cadets must pass the FA in the spring of their AS100 year; otherwise, cadets have until the end of the AS200 fall term to pass the FA for activation</p> <p>Do not activate the scholarship if they failed the FA. If cadet is unable to pass the FA prior to the end of fall term as AS200, withdraw offer.</p>
ICSP	Yes – Must have a passing score on the most recent FA		<p>Fall Term Contracting Window: 10 workdays before to 10 workdays after start of host university. Cadets may use their FA from FT or the spring term.</p> <p>Spring Semester Contracting Window: Host university term start date to 10 workdays after the host university start date. Cadets may use their fall term FA; otherwise, a FA is required in the spring term prior to activation.</p> <p>Winter Quarter Contracting Window: Host university term start date to 10 workdays after the host university start date. Cadets may use their fall term FA; otherwise, a FA is required in the spring term prior to activation</p>
ASCP, SOAR, POC-ERP	Program Dependent	Yes	Official AF FAs that meet testing timelines as prescribed in AFI 36-2905 may be used to contract. They must be complete FAs with no exempt portions
For all categories, administer FA IAW AFROTC Sup to AFI 36-2905, Fitness Program.			

4.3.1. Montgomery GI Bill (MGIB). Scholarship funding may affect eligibility for MGIB benefits after entry onto active duty. Reference Title 38, USC Section 3011I (3) (B), for further information on MGIB education benefits eligibility.

4.3.2. Cadets unable to activate by last day of term. If the scholarship has not been activated by

the last day of the expected activation term, withdraw the offer. For cadets unable to activate due to a pending DoD Medical Examination Review Board (DoDMERB) certification but meet all other activation requirements, a waiver may be requested from AFROTC/RRFP. If a waiver is granted, then the offer must be activated by the last day of the next term; if not, withdraw the offer. If a cadet was unable to activate their scholarship by the last day of the term, AFROTC/RRFP may consider requests for retroactive payment of tuition for the previous term once the scholarship has been activated.

4.3.3. Post-Activation Eligibility. Once a scholarship is activated, a cadet is not eligible for ICSP until their scholarship is terminated and they complete at least one term without a scholarship. Cadets on an activated scholarship cannot exchange their current scholarship for another offer. The following exceptions apply:

4.3.3.1. HSSP Termination Exception. AS100 HSSP cadets may terminate their scholarship, be disenrolled, and remain eligible to compete for an ICSP. Include the letter of declination in the cadet record. Cadet must enroll for at least one academic term without scholarship funding prior to activation.

4.3.3.2. HSSP Declination Exception. AS100 HSSP scholarship designees may decline their current offer and compete for an ICSP. Include the letter of declination in the cadet record. The original offer cannot be reinstated if he/she is not selected for an ICSP scholarship.

4.3.4. Scholarship Statement of Understanding (SOU). HSSP recipients will sign the SOU (Attachment 2) at the start of the freshman year. Other scholarship recipients will sign the SOU prior to scholarship activation. Detachments will file the SOU in the cadet record.

4.4. Scholarship Entitlements. Scholarship entitlements are limited to the number of terms in the scholarship contract or the number of terms required to complete AS academic requirements, whichever occurs first, unless additional terms are awarded. Reference Table 4.4.

Table 4.4. Scholarship Terms of Entitlements

Length:	Terms of Entitlement Authorized:
4-Year	4 academic years (8 semesters or 12 quarters)
3-Year	3 academic years (6 semesters or 9 quarters)
2-Year	2 academic years (4 semesters or 6 quarters)
1-Year	1 academic years (2 semesters or 3 quarters)
Any half-year scholarships (3.5 year, etc.) equal one additional term (1 semester or 1 quarter).	

4.4.1. Funding Graduate Courses. Cadets who complete baccalaureate degree requirements while completing AFROTC requirements may apply remaining scholarship entitlements towards graduate courses. Scholarship money will not be used for graduate degree courses without prior approval from AFROTC/RRFP.

4.4.2. Funding Additional Degree Courses. AFROTC will not fund scholarships for a second undergraduate degree or for those students who enroll in AFROTC while in a graduate program.

4.5. Additional Terms of Entitlement. Additional entitlements can fund cadets past the terms of entitlement authorized in the contracted scholarship length outlined in Table 4.4., provided the cadet

is pursuing a Secretary of the Air Force (SAF) approved 5-year major. Reference Attachment 4 for a list of SAF-approved 5-year majors. Cadets with an approved major can request additional terms of entitlement with scholarships of any length; however, any cadet whose total entitlements (normal entitlements plus additional entitlements) exceed 4 years (8 semesters/12 quarters) will incur an ADSC and will require an AFROTC Form 88, *Extended Terms of Scholarship Entitlements Acknowledgement and Certification*. Additional terms of entitlements may not exceed 1 academic year after the completion of AS classes and are capped at 5 total years of entitlements (10 semesters or 15 quarters).

4.5.1. AFROTC Form 88 Processing. For cadets with a 4- or 3.5-year scholarship in a SAF-approved 5-year undergraduate major, initiate Section I the day of, but prior to, enlistment for scholarship. Complete Section II, Cadet Acceptance, no earlier than 10 days prior to the cadet entering the first day of classes of the 5th academic year. Complete Section III, Termination of Extended Scholarship Entitlements, when entitlements are terminated.

4.5.2. Additional Terms of Entitlement Authorization. Additional term funding is authorized by AFROTC/RRU only after completion of the last AS class. Completing Section I of the AFROTC Form 88 does not automatically qualify a cadet for additional terms of entitlements. Cadets cannot take the 5th year of entitlement (for SAF-approved 5-year majors) to condense their baccalaureate degree academics and use scholarship entitlements during the 5th year for graduate-level work.

4.5.3. Additional Terms of Entitlement Accreditation. For Engineering, Architecture, Pharmacy, and Nursing, if a degree is not accredited, the cadet will not qualify for SAF 5th-year entitlements. Non-ABET-accredited Engineering and Architecture programs will be considered as a non-technical degree for scholarship nominations unless reviewed by AFROTC/RRU and approved as technical degrees.

4.5.4. Additional Terms of Entitlement Eligibility. To be eligible for additional term funding, scholarship cadets must:

4.5.4.1. Already be enrolled in a SAF-approved 5-year academic major.

4.5.4.2. Be certified by the Det/CC as requiring more than 4 years with the normal academic load (including AFROTC courses). A normal load is at least 12 semester/quarter hours per term (15 hours is recommended), or the institutional requirement for full-time student status.

4.5.4.3. Meet Scholarship Activation Requirements.

4.5.4.4. Continue in full-time student status during the 5th year, except for the final term before graduation/commissioning.

4.5.5. The Det/CC must notify AFROTC/RRUE for each cadet for whom they have awarded additional entitlements. Eligible candidates must be submitted prior to the completion of their original scholarship award; this usually occurs during the spring term of the AS400 year.

4.6. Science, Technology, Engineering, and Math (STEM) and Foreign Language Requirements. By HAF direction, scholarship cadets must complete or be accredited for 4 semesters (6 quarters) of

the same foreign language or 24 semester hours (36 quarter hours) of math, physics, chemistry, or engineering. Non-technical, scholarship cadets (except nurse and foreign language majors), will complete and certify Attachment 3 and file in cadet record. Technical scholarship cadets meet STEM requirements and Foreign Language cadets meet language requirements, therefore only non-technical scholarship cadets must complete the Attachment 3. Advanced Placement and collegiate level courses completed during high school that are accepted by the institution will count towards this requirement. These courses must appear on the student's official transcript.

4.7. High School Scholarship Program (HSSP). The HSSP provides 3- and 4-year scholarship offers to high school seniors and graduates who have no full-time college experience. Students who have participated in a joint high school/college credit program prior to high school graduation may still apply via the HSSP program. AFROTC/RRU administers the HSSP.

4.7.1. HSSP Application. The HSSP is announced annually through the Air Force ROTC website. Students must use the online application.

4.7.2. HSSP Application Period. The HSSP application period normally runs from 1 May to 1 December each year.

4.7.3. HSSP Deadlines. Upon receipt of an application, AFROTC/RRUC will determine the applicant's status and notify the applicant. Applicants must submit the following required items by the published deadlines:

4.7.3.1. ACT or SAT college entrance examination. Test scores must represent one testing session (test scores from different dates cannot be combined) and in a standard testing environment. AFROTC/RRU will publish SAT/ACT requirements annually.

4.7.3.2. High school counselor certified transcripts for grades 9 through 11. AFROTC/RRU will publish Grade Point Average (GPA) requirements annually.

4.7.3.3. Fitness Assessment (FA) and FA Letter of Certification.

4.7.3.4. Extracurricular Activities.

4.7.4. HSSP Scholarship Interview. Qualified applicants are scheduled for an in-person interview with a detachment near their home of record zip code, generally the nearest detachment. AFROTC/RRUC must approve any change of venue for interviews.

4.7.5. HSSP Detachment Handbook. AFROTC/RRU will update and post the handbook on the current AFROTC intranet no later than 1 August each year. The handbook specifies a structured interview process that must be followed by detachment cadre and ALOs.

4.7.5.1. Interview Scheduling. Detachments will schedule an active duty cadre officer (O-2 or above) or ALO to conduct interviews. Det/CCs are required to conduct a portion of the interviews for their detachment.

4.7.5.2. Civil Involvement and Drug/Alcohol Abuse. AFROTC will withdraw scholarship

offers for students who failed to disclose civil involvements and drug or alcohol abuse that occurred prior to the HSSP interview. These scholarships are considered obtained under fraudulent circumstances since the student failed to disclose.

4.7.6. HSSP Selection and Acceptance. AFROTC/RR will notify each scholarship selectee. AFROTC/RRUC must secure acceptance from the applicant to award the scholarship and in July of each year, will transfer the scholarship winners in WINGS to the detachment after acceptance is confirmed.

4.7.7. HSSP Scholarship Declination. Cadets who decline their scholarship, before or after activation, must sign a statement declining the scholarship.

4.7.8. HSSP Major Declaration. All HSSP scholarship cadets must declare their academic major in WINGS NLT the first day of their AS200 class.

4.7.9. HSSP SAF-Approved 5-year Major Changes. Cadets in a SAF-approved 5-year major who obtain approval for an academic major change will be counseled that scholarship entitlements end upon completion of AFROTC classes (AS400) unless their new major is also a SAF-approved 5-year major and, if applicable, are approved for additional terms of entitlements.

4.7.10. HSSP DODMERB. AFROTC/RRUC will provide a listing of HSSP scholarship selectees to DoDMERB. DoDMERB will then schedule the physical examination for each selectee and send the certification of the exam to AFROTC/RRUC.

4.7.11. HSSP Type 7 Conversion. HSSP selectees who want to attend a school where annual tuition and fees exceed the in-state rate can convert a 4-year Type 7 to a 3-year Type 2 with AFROTC/RRUC approval prior to enrollment in AFROTC. If converted, the student must attend the same academic institution as a freshman (and complete AS100 academics and LLAB) where they intend to activate the scholarship. Cadets cannot contract/activate 3-year Type 2 scholarships until their AS200 year and therefore are completely liable for all tuition and fees expenses the first year.

4.7.12 HSSP Travel. All HSSP scholarship cadets are authorized PCS travel allowance for travel to activate a scholarship, whether the scholarship is eventually activated or not. Reimbursement for such travel may not exceed the distance from selectee's permanent place of residence, school, or duty station at the time of appointment to the institution of enrollment.

4.7.12.1. The student does not need to have the scholarship activated before filing the voucher. For example, although HSSP 3-yr Type 2 scholarship winners do not activate the scholarship until their second year, they must process applicable travel vouchers upon arrival at the university in their first year.

4.7.12.2. Outside Continental United States (OCONUS) Travel. Detachments will coordinate with OCONUS HSSP selects to provide travel orders prior to departure. Government transportation will be directed if possible, otherwise the most economic form of transportation will be directed.

4.7.12.3. HSSP Travel Voucher. Detachments will assist claimants in filing the DD Form 1351-2, *Travel Voucher or Subvoucher*. The Det/CC or designated representative must sign the “Approving Officer Signature” block verifying the information and forward the voucher with three copies of the travel order to the finance office at the support base within 30 calendar days after travel is completed.

4.8. The In-College Scholarship Program (ICSP). The ICSP is designed to help AFROTC meet officer production goals. With the exception of the Commander’s In-College Scholarship (CICS), cadets compete in the ICSP on a national basis. Possible ICSP programs include Express Scholarship Program (EXSP), Foreign Language Scholarship Program, Historically Black Colleges and Universities (HBCU) Scholarship Program, Hispanic Serving Institution (HSI) Scholarship Program, Nurse Scholarship Program. AFROTC/RRU administers the ICSP.

4.8.1. EXSP is driven by critical Air Force accession requirements and may be suspended at any time. Express scholarships may be tied to Fiscal Year (FY), academic major, or officer accession shortfall. AFROTC/RRU will announce program requirements, applicable academic majors, and deadlines.

4.8.2. HBCU and HSI Scholarships are 2- to 3.5- year ICSPs for which students attending an HBCU or HSI may be eligible. Once activated, these scholarships cannot be transferred to a non-HBCU or non-HSI, and an HBCU scholarship cannot be used for an HSI, or vice versa. If a host HBCU or HSI has a cross-town agreement with a non-HBCU or non-HSI, cadets attending the non-HBCU or non-HSI are ineligible for HBCU/HSI scholarships.

4.8.2.1. HBCUs are officially identified on the United States Department of Education (Office of Civil Rights Enforcement) website.

4.8.2.2. HSIs must have a current and active Title V grant.

4.8.2.3. Nominees attending 2-year HBCU or HSI schools (Community Colleges) may be awarded an HBCU or HSI scholarship while attending a community college/junior college if the host school is also a HBCU or HSI and a cross-town agreement is in-place that stipulates that all community college/junior college classes will be accepted at the host (HBCU or HSI) institution. Reference para 7.4 for information regarding transferring from 2-year HBCU or HSI to a non-HBCU or non-HSI senior institution.

4.8.3. ICSP Nurse Scholarships. ICSP Nurse scholarship cadets must be pursuing a nursing major and planning acceptance into a nursing program at a school where the major is accredited by the National League of Nursing (NLN) or the Commission on Collegiate Nursing Education (CCNE). ICSP Nurse scholarship cadets who fail to gain acceptance into the certified nursing program will lose their scholarship and will have to request a non-technical EA to remain in AFROTC.

4.8.4. Cadet Training Assistant (CTA) Scholarship (CTAS). The CTAS is a scholarship earned by contracted cadets who have completed CTA duty. The CTAS is not authorized to cadets with a suspended scholarship. The CTAS can be used to supplement a conventional scholarship, e.g., pay over the cap of an established scholarship. The CTAS can only be paid for the academic year immediately following the summer CTA duty is performed. The award is limited to a maximum

of \$2,000 and, when combined with other active scholarships, can be paid up to the maximum cost (combined tuition or fees and books) and only applies to an unpaid balance in the student's tuition/books account. The CTAS is paid directly to the student via WINGS cadet pay transaction as "CTAS textbook payment." If the CTA is removed from training for disciplinary reasons, coordinate with AFROTC/RRU prior to CTAS activation. Based on situation of removal and the recommendation of the FTU/CC, the scholarship offer may be withdrawn.

4.8.4.1. Cadets who will enter extended status are only eligible for the CTAS if they are in a SAF-approved 5-year major or are granted a waiver by AFROTC/RR.

4.8.4.2. The CTAS payment might impact the cadet's Montgomery GI Bill (MGIB) eligibility. Reference para. 4.3.1.

4.9. Commander Scholarship Programs. AFROTC/CC can approve HSSP and ICSP Commander Scholarships.

4.9.1. HSSP Commander's Scholarship (HSSP CS). If the AFROTC/CC approves an HSSP CS, Region/CC and Det/CC may have one or more CS offers to award to HSSP applicants. Offers can be made only to students whose SAT or ACT scores meet or exceed the scores listed in the HSSP Handbook for the appropriate category: technical, non-technical, nurse, and foreign language. Reference the HSSP Handbook for HSSP CS selection and nomination process.

4.9.2. Commander's In-College Scholarship (CICS). AFROTC/CC can approve CICS of any length, but only 3.5-year ICSP selectees have the freshman self-initiated elimination (FSIE) option (reference para 16.4). The cadets must meet scholarship eligibility requirements in Table 4.2. AFROTC/RRU will notify detachments to submit their qualified ICSP nominees using WINGS. The nomination window will be open as determined by AFROTC/RR.

4.10. The Enlisted Commissioning Programs (ECP). AFROTC/RRU administers the ECP to include 2- to 4-year scholarships for active duty Air Force enlisted members to compete for Scholarships for Outstanding Airmen (SOAR), Airmen Scholarship Commissioning Program (ASCP) and POC Early Release Program (POC-ERP). Eligibility and nomination procedures for enlisted programs are covered in AFI 36-2013. For information regarding Senior Leader Enlisted Commissioning Program (SL ECP) and Nurse Enlisted Commissioning Program (NECP) refer to chapter 18.

4.11. Scholarship Suspension. Once a scholarship is suspended, it is suspended for the entire term. Reference Figure 4.1 for instances that drive scholarship suspension.

Figure 4.1. Scholarship Suspension

Suspend the scholarship when:
Directed by AFROTC/CC, Region/CC, or Det/CC, even though current guidance directs less severe action; a scholarship can be suspended any time a cadet's actions warrant suspension.
A cadet is issued a second Academic Conditional Event (CE).
A cadet earns a grade of "D" or "F" in an AS Course (any term including LLAB).

4.11.1. Suspension and Funds. Each suspension results in an unfunded term for the cadet. The lost funds cannot be recovered at a later date and the suspended term counts toward total authorized entitlements. After one term in suspended status, a cadet's scholarship may be

reinstated IAW retention standards.

4.11.2. 45th Day Rule. If the suspension occurs after the 45th day (fall term only) or after the pecuniary liability date (all other terms), the financial impact of the suspension will take effect the following term. The suspension date, however, will be the day of the infraction, or, if already temporarily inactivated, the last day of the term of host institution classes. For cadets in their final term of entitlement, the tuition payment for the current term is not affected if the suspension occurs after the pecuniary liability date.

4.12. Scholarship Temporary Inactivation. Temporarily inactivate a scholarship whenever a cadet's scholarship continuation or retention in AFROTC is in jeopardy. The temporary inactivation date is the date the commander decided to inactivate the scholarship (this date can be a date prior to the date the cadet was counseled). Once the issue is resolved, reactivate the scholarship, suspend, terminate, or initiate a CRR, as appropriate. If the cadet's scholarship is reactivated, the reactivation date is the day after the original temporary inactivation date. Reference Figure 4.2 for instances that drive temporary inactivation.

Figure 4.2. Scholarship Temporary Inactivation

Temporarily inactivate the scholarship when:
A CRR is initiated.
A cadet changes academic major without approval.
A cadet transfers to a different school without approval.
A cadet indicates intent not to: 1) complete the GMC; 2) attend FT; or 3) enter/complete the POC. Counsel the cadet and obtain a statement to file in the cadet record.
A cadet expends all scholarship entitlements, completion date is the last day of the term.

4.13. Scholarship Termination. When scholarship termination is required for a GMC cadet, the detachment must temporarily inactivate or suspend the scholarship and initiate a CRR if they desire to try and retain the cadet. If the cadet is retained, the scholarship will stay in suspended status until the cadet enters the POC, at which time it will be terminated. If the Det/CC wants to disenroll the GMC cadet, suspend the scholarship and complete a disenrollment package IAW chapter 16. When scholarship termination is required for a POC cadet, the Det/CC is the authority to terminate the scholarship. Reference Figure 4.3 for instances that drive scholarship termination.

Figure 4.3. Scholarship Termination

Initiate scholarship termination when:
Directed by Det/CC, Region/CC or AFROTC/CC for failure to meet standards, or when a suspension is not considered to be in the best interest of the Air Force.
A cadet voluntarily removes himself/herself from the scholarship program.
A cadet is issued a third Academic CE.
A cadet changes date of commissioning (DOC) so that the cadet exceeds the age of 30 years old as of 31 Dec (of the commissioning year).
A cadet dies.

4.13.1. Termination and Stipends. GMC cadets will not receive stipend payments when their scholarship is suspended or terminated. POC cadets will continue to receive a stipend while still an active member of AFROTC. Stipend will be terminated even though disenrollment has not been finalized if a POC cadet stops attending or is removed from AS classes.

4.13.2. Termination and Travel. HSSP scholarship recipients, whose scholarship appointments are later terminated, not including completion of entitlements, are authorized terminal travel allowance from the institution to their home of record. To be eligible for payment, the cadet must disenroll from the institution and travel to their home of record. No action is required if the departing cadet does not desire to claim terminal travel allowance or does not disenroll from the institution.

4.14. Authorized Tuition and Fee Entitlements. Reimbursement must not exceed the annual scholarship cap IAW the scholarship type and length, and is limited to tuition and fees associated with required and elective courses. A required course is a prerequisite for further advancement in the cadet's contracted major. An elective course is one required to meet graduation requirements but where the cadet has latitude in actual course selection. For a required course, AFROTC will also pay mandatory institutional fees that are incurred by all students. Reference Figure 4.4 for authorized reimbursements and Figure 4.5 for unauthorized reimbursements.

Figure 4.4. Authorized Reimbursement

Reimbursement is authorized for the following:
Courses taken to meet AFROTC requirements.
Course overloads are authorized, but are limited to courses: <ul style="list-style-type: none"> - Required for reasonable progress toward degree completion. - That result from prerequisite requirements. - Required as a result of changes in curriculum made by the institution.
Courses missed due to an injury or illness. Institutional authorities and the Det/CC must approve the absence.
Costs for distance learning/correspondence courses. Distance learning courses must be accepted and/or offered by the cadet's host institution and begin/end within the academic term.
Summer school and mini-sessions when attendance is mandatory for the major or school and the coursework is only offered in the summer. Classes and/or sessions cannot take place at a different school than the one the cadet attends. Total cost cannot exceed the annual limit based on the scholarship type. Must be approved by AFROTC/RR.
Scholarship continuation resulting from detachment inactivation.
Registration and matriculation fees.
Special fees for student activity, athletic, library, student union, student publication costs, and similar fees required of all students enrolled in the institution.
Payment of university health fees is authorized if it is mandatory for all students whether or not they have alternative insurance. If the university provides an option to either pay a university health fee or maintain their own private insurance, then payment of such fees are authorized if the cadet chooses the university's plan.
College Level Examination Program (CLEP) test that replaces a required course if the test is passed and accepted for credit toward degree requirements by the institution. Student must be on scholarship at the time of the test.
Computer access time is authorized if it is related to the degree.
Graduation, diploma, and cap and gown fees. Fees must be billed through the university.
Institutional transfers for the purpose of initial scholarship activation.
Laboratory fees and non-refundable deposits.
Transportation required of all students

Figure 4.5. Unauthorized Reimbursement

Reimbursement is not authorized for the following:
Courses that do not count as a requirement or elective toward overall degree completion in the contracted major.
Summer courses offered during the normal school year but need to be taken by the cadet to maintain their DOC or lighten their academic load will not be funded.

Flying courses, to include additional fees associated with actual flying activities, such as aircraft rental or instructor time. Cadets may take these courses if they meet degree requirements but they will pay the extraordinary fees (i.e., all costs associated with flying training must be paid by the student). If these costs are combined with tuition and fees, they must be itemized and the cadet becomes responsible for their payment.
Repeat or remedial courses. Retaken courses count toward full-time status but will not be funded. If the institution bills by the course or course hour, the scholarship cadet pays for all remedial or repeat courses.
Course overloads resulting from performance shortfalls, such as failures, incompletes, withdrawals, add/drop, etc.
Payment of suspended or inactivated terms.
Special expenses associated with field trips.
Additional fees associated with a recreational-type elective course (e.g., equipment rental fee for a scuba course), even if the institution directly bills them.
Optional projects, personal equipment (including personal computers), and supplies.
Equipment, equipment rental, and material costs, and those scholarship restrictions identified in the reenlistment briefing.
Additional costs associated with term abroad studies or similar programs (reference paragraph 7.5. for PNA terms).
Penalties or fines for late registration or makeup examinations.
Professional licenses to include certification or exam fees.
Transfers made at the discretion of the individual.
Special fees for social activities.
Gym lockers and laundry.
Yearbooks.
Parking.

4.15. Payment or Termination of Scholarship Entitlements. Detachments must provide institutions with a list of cadets expected to receive scholarship payments prior to each term and notify them of any scholarship suspension, termination, or temporary inactivation to include the effective date.

4.15.1. University Notification. The detachment must ensure WINGS reflects the cadet's correct scholarship status. After detachments notify the university of the cadet's scholarship status, the university is authorized to either claim reimbursement [as prescribed in the Educational Service Agreement (ESA)] or terminate the university's incentives associated with a cadet's scholarship status. If a prorated share of the cost is due as of the termination date, ensure the university is advised the cadet is responsible for any excess tuition.

4.15.2. Invoice Submission. Invoices submitted by the university must be reduced to the prorated amount. Payments may not be authorized for the Fall term if the scholarship or incentive is temporarily inactivated, suspended, or terminated prior to the close of business on the 45th day from the school start date. Temporarily inactivated scholarships or incentives reactivated before the end of the term will be paid.

4.15.3. 45-Day Rule. The 45-day requirement applies only to the fall term. All scholarship payments (tuition and fees), and textbooks must be billed against the next fiscal year no earlier than (NET) the 45th calendar day of institutional classes. For AFROTC to pay scholarship costs, cadets must be enrolled in AFROTC and in active status in WINGS at close of business on the 45th day of classes or after (at each school) but not later than the last day of the term at the institution of attendance. Scholarships that have not been activated by the last day of the term will be withdrawn, unless a prior waiver is obtained from AFROTC/RRFP.

4.15.4. Non-duplication of Financial Aid Programs. Most federal assistance programs have a duplication clause that prohibits receipt of educational benefits from more than one source. A

scholarship selectee should check with the agency concerned to determine whether the duplication clause applies. Students may receive scholarship entitlements and Veterans Administration benefits simultaneously. Scholarship recipients should inform their financial aid offices that they are on AFROTC scholarships. If tuition, fees, or any part thereof are paid by any source, (e.g., state scholarship pays tuition), AFROTC will not duplicate payment.

4.16. Scholarship Cost Entry into WINGS. Detachments must enter into WINGS estimated costs for tuition and fees as ascertained from the institution. Report all active, temporarily inactivated, and awarded scholarship cadets. Each notification must include the ESA and University tax identification number.

4.16.1. Technical and Foreign Language Majors Data. Detachments will review and update WINGS with approved technical and foreign language degrees for their host and cross-town institutions NLT 1 September. Update changes after 1 September in WINGS immediately and notify AFROTC/RRUC.

4.16.2. Estimates for Scholarships. Estimates must be entered for all terms of the current academic year, including summer courses, by 1 September. This estimate includes all active scholarships as well as scholarships anticipated to be activated during the current academic year.

4.16.3. Estimates for Extended Cadets. Do not include cadets in extended status unless Section II of the AFROTC Form 88 is completed.

4.16.4. Any changes to the original estimate must be made within 5 workdays of the change. Examples of changes:

4.16.4.1. New scholarship appointments

4.16.4.2. Approved additional terms of scholarship entitlements not previously reported.

4.16.4.3. Deleted term of entitlement due to suspension, non-attendance, transfer, or scholarship termination.

4.16.4.4. An estimate in the system for a cadet who will not be paid for a term.

4.16.5. Senior Leader Enlisted Commissioning Program (SL-ECP)/Nurse Enlisted Commissioning Program (NECP) Estimates. Estimates for the following fall term must be entered by the end of the previous spring term since their tuition is paid with current FY funds and they do not require the 45-day waiting period.

4.17. Invoices. The Detachment must verify and approve institutional invoices for scholarship reimbursement before submitting them to Holm Center/SDFA for payment. No cadet can be submitted for payment until they are in an active status. The Detachment must notify the appropriate institution officials when invoices are not received for processing within 60 days after the beginning of the first term of the academic year or 30 days after the beginning of subsequent terms. Detachments must maintain records of attempts to obtain invoices from institutions.

4.17.1. Invoice Deadlines. Detachments have five calendar days to process an invoice; Holm Center/SDFA has five calendar days to process an invoice; and Defense Finance and Accounting Service (DFAS) has 18 calendar days to make payment.

4.17.2. Commander's Certification. The invoice is certified for payment by the Det/CC signing the Commander's Certification (use the exact wording in Figure 4.6), as required by DFAS DE 7010.5. Invoices received by Holm Center/SDFA without this statement will be returned to the detachment. Maintain statement on a separate sheet of paper and reference the invoice(s).

Figure 4.6. Commander's Certification

I certify services were received on _____ and accepted on _____ IAW the terms of the contract in the amount of \$ _____. Services have been rendered in accordance with the contract. Prices have been verified per the contract and DFAS-DE 7010.5-R, Chapter 5, paragraph C5.3.2.

(Signature of Unit Commander)

Typed Name and Rank

AFROTC Det 999/Commander

Complete Detachment address

4.17.3. Billed in Full. Detachment personnel will run a Billed in Full report at least once every two weeks starting the 60th day after classes start in the fall term and 30 days after classes start for all other terms until every cadet is completely paid for all terms.

4.17.4. Invoice Records. Maintain accounting records for one full calendar year (CY) after cadet's participation in AFROTC ends.

CHAPTER 5 – STANDARDS

5.1. Academic Retention Standards. Academic retention standards are those minimum institutional grade requirements and AFROTC grade requirements needed for retention in the AFROTC program. Failure to meet academic retention standards could result in a CRR. The OPR for this chapter is AFROTC/RR.

5.1.1. GPA Requirements. Cadet must meet GPA standards. Reference Table 5.1 for GPA minima. Detachments will use T/CGPA that is listed on the transcript of the cadet's school of primary attendance. All GPAs are based on the A = 4.00 scale. Refer to Table 5.3. for scholarship, academic grade requirements, and issuance of CEs.

5.1.2. Cadets will provide an academic degree plan at enrollment (and recertify each fall term) that demonstrates their ability to commission in their programmed fiscal year.

Table 5.1. Minimum GPA and Enrollment Status Requirements

	For General AFROTC Membership	To Nominate for Scholarship	To Activate Scholarship	To Compete in PSP	To Attend FT	To Contract as POC
Cumulative GPA (CGPA)	2.0	As determined by AFROTC/CC	2.5	2.0	2.0	2.0
**Term GPA (TGPA)	Not applicable	As determined by AFROTC/CC	2.5 in term previous to scholarship activation	Not applicable	2.0	2.0 in term prior to contracting
*Full Time Status Previous Term	Not applicable	Yes	Yes	Not applicable	Yes	Yes
* Semester, Quarter or Trimester; Do not consider summer or Mini-Terms ** Summer or Mini –Terms are not be used as TGPAs for scholarships and contracting NOTE 1: Summer terms can raise or lower CGPA NOTE 2: GPA requirements may be adjusted per specific board/nomination cycle. Look for board messages for exact requirements for a specific board.						

5.1.3. Full-Time Student. Full-time student status is defined by the primary school of attendance. If not defined by the school, AFROTC specifies a minimum of 12 hours of undergraduate level courses or 9 hours of graduate level courses except during summer terms. A combination of classes from other institutions (including distance learning) can be utilized in calculating full-time status. Failed courses do not constitute dropping below full-time status. This includes course re-takes which the host university removes from the transcript. A cadet is not required to maintain full-time status their final term.

5.1.3.1. Audit courses do not count toward the minimum number of credit hours that must be taken to qualify as a full-time student.

5.1.3.2. Classes taken at an institution that does not have a cross-town or consortium

agreement may count towards full-time student status if the university is an accredited institution and the cadet/applicant is properly registered for AFROTC classes at the host institution.

5.2. Military Retention Standards. Military retention standards include, but are not limited to, moral character, bearing and behavior, physical fitness, professional conduct and relationships, dress and appearance, meeting contracted retention standards, and other standards as prescribed by Air Force directives. Failure to meet any military retention standard may result in dismissal. Refer to Table 5.4 for issuance of CEs for failure to maintain military retention standards.

5.3. FA, Body Mass Index (BMI), and Body Fat Standards. FA, BMI and body fat standards remain part of accession physical standards and are used as entry criteria for AFROTC consistent with DoDI 1308.3, *DoD Physical Fitness and Body Fat Programs Procedures*, and AFI 36-2905, *Fitness Program*.

5.3.1. Contract cadets and cadets competing for an EA must successfully meet appropriate physical fitness requirements IAW AFI 36-2905, *Fitness Program*, and AFROTC Supplement.

5.3.2. Conduct BMI checks on all cadets within 15 days prior to contracting and within 30 days prior to commissioning. If over BMI, conduct body fat measurement in accordance with DoDI 1308.3. The maximum body fat standard is 18% for males and 26% for females. Cadets under the BMI standard require a one-time evaluation by a physician that the applicant is healthy and does not have an underlying medical condition, or they are disqualified.

5.3.3. Contract cadets are responsible for maintaining BMI and/or body fat standards. Cadets must meet Air Force BMI or body fat standards in order to activate and/or retain an AFROTC scholarship, meet the PSP selection board, to attend and complete FT, and to remain in good standing through commissioning. Refer to Table 5.4 for cadets who fail to meet prescribed standards. A cadet who receives a CE during the semester for failure to meet weight/body fat standards is required to meet the standards within 30 days into the next term or undergo a CRR.

5.3.4. Non-contract cadets must meet BMI or body fat standards prior to enlistment, scholarship activation, FT attendance, and commissioning. Det/CCs may det drop a non-contract cadet for not meeting BMI or body fat standards.

5.3.5. Conduct BMI checks within 30 days of the end of the spring term for cadets attending FT. Do not send cadets to FT if they are over their BMI and body fat prior to FT. Contact AFROTC/DOF to remove their FT assignment.

5.4. Air Force Officer Qualifying Test (AFOQT) Requirements. The minimum scores required to contract (exception refer to Table 4.2) and commission are Verbal-15 and Quantitative-10 IAW AFI 36-2605, *Air Force Military Personnel Testing System*.

5.4.1. Timing. All cadets must take the AFOQT NLT 31 December of their AS200 year.

5.4.2. Abbreviated Commissioning Programs. Cadets who are enrolled in abbreviated commissioning programs are required to meet minimum AFOQT standards before

commissioning. Cadets must follow retest guidance in section 5.4.3., but are not subject to the timeline (end of the AS300 year) due to the compressed time in AFROTC.

5.4.3. Retests: Cadets may retest NET 150 days after the previous attempt. To qualify for a third attempt the cadet must prove that they have meet the requirements IAW AFI 36-2605 guidance and the Det/CC recommends the third attempt. A waiver package will then be initiated, through the Region to AFROTC/RRFP, who will coordinate with AFPC on the request. When a third attempt is authorized, the retest will be accomplished before the end of their AS300 year.

5.4.4. Scholarships. Scholarships previously activated are not affected by first-time AFOQT verbal and/or quantitative failures. Second-time AFOQT verbal and/or quantitative failures will result in scholarship suspension.

5.4.5. Special Testing Requirements for English as a Second Language (ESL) Cadets. If the AFOQT Verbal portion is not passed after two attempts and the cadet has attended American schools less than five years, cadet may take the Defense Language Institute's (DLI) English Comprehension Level (ECL) Test and the Oral Proficiency Interview (OPI) and meet the criteria in Table 5.2. Commanders will initiate a CRR for cadets who have not met the criteria in Table 5.2 by 90 days prior to commissioning.

Table 5.2. Minimum ECL/OPI Scores

	POC Entry	Commissioning
ECL	80	90
OPI	1+/1+	2+/2+

5.5. Date of Commission (DOC) Changes. Cadets must commission in the FY stated on their AF Form 1056. When a cadet cannot meet a scheduled DOC, the detachment must take immediate action to change the DOC or initiate a CRR. Detachments must notify AFPC/DP2LT when a DOC change occurs after submission of the AFROTC Form 53.

5.5.1. The Det/CC may approve a DOC change via WINGS (Cadet Personnel Action Request) CPAR if the cadet does not have an EA and doing so does not put the cadet in completed status for more than one year or does not change the FY if a cadet received a scholarship tied to a specific FY.

5.5.2. The Det/CC may approve a DOC change in WINGS within the same month or to a later date in the same fiscal year if the cadet has an EA. If change moves cadets DOC earlier in the same FY it must be approved by AFROTC/RR.

5.5.3. The Det/CC may request a DOC change via WINGS CPAR post-PSP if the cadet needs to change to a new FY. AFROTC/RR is the approval authority for all other DOC changes.

5.6. Academic Major Changes. Academic majors and EAs are directly tied to AF accession requirements and managed by AFROTC/RR. Contracted cadets or those with scholarship offers must graduate with the major on their AF 1056 or their programmed major. Detachments must notify AFPC/DP2LT when a change to academic major occurs after submission of the AFROTC Form 53.

When cadets cannot continue in their contracted academic major or when cadets desire to change academic majors, the following apply:

5.6.1. Det/CCs can approve major changes from non-technical to non-technical or technical-to-technical within the programmed FY. The exception to this authority is when the initial major was a pre-requisite for a scholarship (e.g., Nurse, Foreign Language, Engineer scholarships). Det/CCs can approve major changes from non-technical to technical within the programmed FY, but must request an EA change (if the cadet has an EA) with AFROTC/RR via WINGS CPAR before the major change is approved.

5.6.2. Any major change not within the Det/CC's approval authority requires approval prior to the cadet changing majors. Submit a WINGS CPAR request to AFROTC/RR.

5.6.3. Cadets with a non-line EA who request an academic major change that will alter the status of their present or upcoming contracted category or DOC must be approved by AFROTC/RR via a WINGS CPAR.

5.7. EA/Category. Cadets must commission in the category stated on their AF Form 1056. Changes in category require coordination with AFROTC/RR via WINGS CPAR. Update the AF Form 1056 using the change page.

5.8. Conditional Event (CE). A CE is official documentation of a failure to maintain AFROTC retention standards. A CE can be given only if authorized by the Det/CC, or the officer in charge in the Commander's absence. CEs are classified into two major categories: Academic CEs and Military CEs. Reference Tables 5.3. and 5.4. for matrix and schedule for CEs.

5.8.1. Det/CCs should issue and document CEs as soon as possible to adjust an applicant or cadets behavior and to warn the applicant or cadet they are not meeting academic or military retention standards. Counsel the applicant or cadet on the deficiency that resulted in the CE. CEs may be issued any time, regardless of term, an applicant or cadets fails to meet a retention standard, or if the Det/CC deems warranted. If an applicant or cadet fails to maintain two separate retention factors in a single term, document each incident in a separate counseling. These count as two separate CEs.

5.8.2. Higher-level commanders may issue a CE.

5.8.3. Region/CCs are the approval authority to rescind a CE. Rescinding CEs is an absolute exception and rarely warranted.

5.9. Probation. A commander may place a cadet on probation with waiver approval or with a CRR. The terms of the probation will be documented by the issuing authority. A cadet offered waiver approval with probation is allowed to continue in the program. The cadet must agree to and meet the terms of the probation. Failure to meet the terms of the probation will result in disenrollment or det drop from the program.

Table 5.3. Academic Conditional Event

This schedule applies to scholarship cadets during terms for which AFROTC scholarship funds are provided and specifies required follow-on actions by the detachment based on Academic CEs accumulated by a cadet's failure to meet academic standards. Depending on the degree of the academic deficiency, the Det/CC or Region/CC may direct scholarship suspension, temporary inactivation, termination, or CRR.		
Rule	If cadet's academic performance reflects:	Detachment Commander will:
1	Receipt of a "D" or "F" or "F equivalent" in any AS course (any term, including LLAB)	Suspend scholarship and initiate CRR.
2	TGPA less than 2.5	Issue Academic CE.
Academic CEs		
1	No suspension required.	Det/CC may consider scholarship suspension
2	Suspend the scholarship.	Region/CC may waive scholarship suspension if there are mitigating circumstances.
3	Terminate the scholarship.	Region/CC may waive scholarship termination if there are mitigating circumstances.

Table 5.4. Military Conditional Event

Military Conditional Events apply to all cadets and are issued on a case by case basis depending on the severity of the offense and provides required follow-on actions by the detachment based on CEs accumulated. Depending on the severity of the behavior, the Det/CC or Region/CC may direct scholarship suspension, temporary inactivation, termination, as well as a det drop or a CRR. This table is not all inclusive. Det/CCs can issue a CE for any conduct that does not meet military standards.

Rule	If cadet's military training performance reflects:	The Detachment Commander will:
1	Civil Involvement Cat 1	Issue Military CE. AFROTC/CC may waive CE.
2	Civil Involvement Cat 2-3	Issue Military CE. Region/CC may waive CE.
4	Civil Involvement Cat 4	Issue Military CE. Region/CC may waive CE.
5	Civil Involvement Cat 5	Consider awarding Military CE.
6	Over Body Fat (Contract Cadets Only)	Issue Military CE upon initial failure (do not issue CE for being under BMI or body fat). Issue second Military CE if cadet does not meet standards within 30 days of the subsequent term.
7	Failure of Commissioning QFR	Issue Military CE. Initiate CRR upon second failure.
8	Official FA Failure (Contract Cadets Only)	Issue Military CE.
9	Honor Code Violation.	Issue Military CE. Det/CC may waive 1st GMC offense. Region/CC may waive CE all others.
10	Removal from FT with prejudice	Issue Military CE.
Military CEs		
2 CEs		Initiate a CRR or det drop. Region/CC can waive CRR or det drop under mitigating circumstances.
3 CEs or more		Initiate a CRR or det drop. AFROTC Commander can waive CRR or det drop under mitigating circumstances.

NOTES:

1. Civilian Involvement Categories are listed in AFI 36-2002, Attachment 3
2. Issue Military CE for the highest-level civil involvement when multiple offenses occur during a single event.
3. Issue only one Military CE for Over Body Fat condition and FA failure that occur during the same assessment.

CHAPTER 6 – CIVIL INVOLVEMENTS (CI)

6.1. General. Applicants and Cadets are required to report all involvements with civil, military or school authorities, regardless of the severity, disposition, or the date of the involvement. Underage involvements, sealed or expunged, must also be reported. If doubt exists as to the need to list an involvement, it must be listed to preclude future question regarding omissions. Offenses are categorized IAW AFI 36-2002, “AF Offense Category.” The OPR for this chapter is AFROTC/RR.

6.2. Reportable Involvement. Any offense, violation of law or ordinance, or any other incident causing adverse involvement or contact with civil, military, or school authorities as an adult or juvenile is an involvement for AFROTC purposes and must be reported in WINGS. This includes violations of school honor code; prior-service UCMJ/Article 15 actions; and administrative discharge, demotion, or letters of reprimand while in government or military service.

6.2.1. When a single incident results in more than one offense, consider each charge a separate involvement and list them as a separate entry.

6.2.2. A finding of not guilty or advice by an attorney or court official to consider the record as clear does not constitute authority to omit the involvement. This includes involvements that resulted in state-sealed records or expungement relief with respect to juvenile records.

6.3. Timeline. Applicants must report all on-going or previous incidents, regardless of final disposition, at time of application. Enrolled cadets must report an incident within 72 hours of the incident. Changes to ongoing involvements up to, and including, final disposition must also be reported within 72 hours.

6.4. Cadet Statements. Cadets must provide a detailed statement in the WINGS for AFI 36-2002, Category 1-4 offenses. Additional information is required for the following cases:

6.4.1. Alcohol-related incidents. The cadet statement must include, if available, the amount consumed, over what period of time, the time between last consumption and the civil involvement, field sobriety test results, blood alcohol content, and breathalyzer results.

6.4.2. Drug-related incidents. The cadet statement must include, if available, dates and circumstances surrounding each occurrence, total number of times used, specific drug or combination of drugs used, effects produced, and a description of any residual effects.

6.5. Corroboration. The detachment must seek to obtain corroborating information from appropriate authorities describing the officially recorded facts and disposition if the CI waiver authority is the AFROTC/CC. The Det/CC should seek corroboration for all other category offenses. The cadet must give express, written consent for all necessary corroboration for civil involvements using the AFROTC Form 14. The cadet is responsible for any expenses associated with obtaining required records. Detachments must obtain corroboration through police authorities or a certified copy of the court records, and must obtain a copy of the policy report. If the court records are sealed, advise the cadet to request a copy of these sealed records or provide a reason from the court as to why the sealed records cannot be released. Letters from prosecutors or clerks of court explaining disposition of charges are satisfactory. Detachments must include all requests for corroboration and documents

received in WINGS as attachments.

6.6. Adjudication. Any adverse involvement affecting a cadet or an applicant for membership in AFROTC, regardless of the outcome or date of the offense, must be considered under this section to determine whether the involvement disqualifies the applicant for enlistment or continuation in the program. A CE should be considered for each incident independent of the waiver to continue in the program (see Chapter 5). Table 6.1 outlines authorities for these decisions. Cadets pending Cat 1, 2, and/or 3 waivers are not eligible for scholarship activation, enlistment, enrollment allocation, FT attendance, or commissioning until waivers are approved in WINGS. Commanders must base their waiver decisions on the original event and not necessarily the adjudicated results of the case. Commanders must base their decisions on their independent determination of the facts, based upon the evidence available to them.

Table 6.1. CI Waiver Authorities

CI Category	Waiver Authority	
	Enrollment/Enlistment/Retention	Military CE
1	AFROTC/CC	AFROTC/CC
2	Region/CC	Region/CC
3		
4	Det/CC	Det/CC
5		

6.7. Post Adjudication Actions. The Civil Involvement (CI) may be restricted based on the adjudication by the waiver authority. Cadets may not be contracted until all CIs have been resolved via the appropriate waiver authority.

6.7.1. Waiver authorities may direct actions required for the cadet to continue in the program and may place cadets in probation status.

6.7.2. In accordance with AFI 36-2002, a 90-day waiting period is required prior to contracting a cadet following termination of parole, probation, suspended sentence, or any period of confinement for a conviction. The only exception is a suspended sentence for minor traffic offenses and completion of community service.

6.7.3. The Det/CC must counsel cadet upon adjudication of civil involvement. The WINGS CI record becomes a permanent record and must not be altered or re-accomplished after adjudication for any reason.

CHAPTER 7– CADET ACTIONS

7.1. General Information. The OPR for this chapter is AFROTC/RR.

7.2. Detachment Non-Commissioned Officer (NCO):

7.2.1. Manages cadet life-cycle personnel actions to include medical, physical, enlistment, categorization, waiver processing, disenrollment, and commissioning.

7.2.2. Manages personnel records for cadre, Air Force Institute of Technology (AFIT), SL-ECP and NECP students.

7.2.3. Accomplishes unit support administration.

7.2.4. Gains SL ECP and NECP students into WINGS and accomplishes appropriate administrative actions.

7.2.5. Monitors and updates cadet pay and scholarship actions.

7.2.6. Manages publications and forms, GPC, and information technology (IT) resources.

7.3. Commander Retention Review (CRR). A CRR is the Det/CC's preliminary examination of a cadet's failure(s) to maintain standards. Det/CCs will collect known information regarding the cadet's situation and coordinate findings and recommendation with the Region/CC, who will in turn determine whether the CRR will result in retention, probation, or disenrollment action.

7.4. Waivers. Det/CCs may request a waiver for cadets and applicants who fail to meet eligibility requirements or for contract cadets who fail to maintain retention standards.

7.4.1. AFROTC/RRFP will maintain a waiver processing guide on the Registrar section of the current AFROTC intranet.

7.4.2. Appeals. A waiver can be appealed to the next Commander in the chain. Ensure the original correspondence, any additional information, and the justification for the appeal is included in the package.

7.4.3. Cadet Notification. Cadets must be counseled in writing on results of all waiver requests.

7.5. Period of Non-Attendance (PNA). PNA is a period of authorized absence from school or AS classes and LLAB. PNA is "No Pay" unless the cadet is contracted and working towards degree requirements. Det/CCs may authorize PNA and dual enrollment in AS classes for one term. Longer PNAs require Region/CC approval. If it requires a DOC change, AFROTC/RR approval is required. Detachments will counsel the cadet to maintain standards and contact with the detachment for duration of the PNA.

7.5.1. PNA for academic purposes. Scholarship costs are capped at those costs the cadet would have had at the host institution and are paid through the host institution. The student is responsible

for any other costs. There is no Air Force allowance for travel, room, board, or any other costs incurred by the PNA. The student shall complete a statement of understanding in the WINGS counseling module.

7.5.2. Cadets are not authorized a PNA in their final term prior to commissioning without Region/CC approval.

7.6. Transfer of AFROTC Cadets.

7.6.1. Det drop any non-contracted cadet who transfers to Army or Naval ROTC.

7.6.2. AFROTC/RR must approve conditional release of contract cadets to Army ROTC (AROTC) or Navy ROTC (NROTC). Submit requests for conditional release waiver and include the written letter of acceptance from sister service ROTC. If approved, the cadet may enlist and terminate their AFROTC scholarship. The detachment will complete a non-investigative disenrollment.

7.6.3. Det/CC may approve a conditional release from AFROTC via Memorandum for Record (MFR) for contract cadets accepted to USAFA. Upon verification of USAFA enlistment, the detachment will complete a non-investigative disenrollment.

7.6.4. AFROTC Transfer. Cadets may transfer to another AFROTC detachment. The gaining detachment will request all pertinent cadet records and a recommendation for continued membership. The losing detachment completes the transfer by updating WINGS.

7.6.5. Cadet Transfers. Cadets or selectees may not transfer between institutions without prior approval of the losing Det/CC and acceptance by the gaining Det/CC.

7.6.5.1. For technical majors, the cadet must transfer into the same major or have prior approval to change majors.

7.6.5.2. If the transfer moves the DOC into a different fiscal year, the losing Det/CC must receive approval prior to the transfer.

7.6.5.3. If a transfer is approved, an activated scholarship will be capped at the tuition rate of the lower cost school regardless of the scholarship type. Exception: If the scholarship is dependent upon the status of the 2-year institution (e.g., HBCU), and the 4-year institution is not the same status, then the scholarship will be lost upon transfer.

7.6.5.4. If a transfer is approved, the losing detachment will:

7.6.5.4.1. Prepare a statement of scholarship and subsistence entitlements received and include it with the records forwarded to the gaining detachment.

7.6.5.4.2. Forward the cadet's record to the gaining detachment. Do not allow the cadet to hand carry records.

- 7.6.5.4.3. Ensure WINGS is updated to reflect the transfer.
- 7.6.5.4.4. Write-off cadet uniforms from the detachment inventory as a donation. The losing detachment must accomplish all WINGS uniform management actions prior to the cadet's transfer to the gaining detachment.
- 7.6.5.4.5. If notified by the gaining detachment that the cadet did not enroll in AS classes, initiate a CRR or det drop.
- 7.6.5.5. When notified of a pending transfer, the gaining detachment will:
 - 7.6.5.5.1. Notify the losing detachment when the cadet is gained in WINGS.
 - 7.6.5.5.2. Update WINGS. Ensure "School of Primary Attendance" is updated.
 - 7.6.5.5.3. Gain the cadet's uniforms with the "Receive Items" feature found in WINGS Logistics.
 - 7.6.5.5.4. Ensure that the transferred cadet is receiving scholarship money at the properly capped amount.
 - 7.6.5.5.5. Notify AFPC/DP2LT if an AFROTC Form 53, *Cadet Assignment Preference Worksheet*, has been submitted.

CHAPTER 8 – MEDICAL

8.1. General Information. This chapter covers the medical requirements for contracting a cadet (enlistment) and commissioning into the Air Force. Medical examinations can be obtained from the Department of Defense Medical Examination Review Board (DoDMERB), a Military Entrance Processing Station (MEPS), or a military treatment facility (MTF). For additional information refer to the AETC/SGPS ROTC Cadet Medical Processing Guide (CMPG). The OPR for this chapter is AFROTC/RR.

8.1.1. DoDMERB Physicals. DoDMERB is the centralized certifying authority for scholarship physicals. Certified DoDMERB physicals are used for scholarship activation, FT attendance, POC entry, and commissioning (non-rated and non-specialty only). AETC/SGPS serves as the action office following initial DoDMERB certification, regardless of medical action addressed, and will accomplish all subsequent recertification. The initial DoDMERB determination of “MEETS” or “DOES NOT MEET” medical accession standards are based on DoDI 6130.03, *Medical Standards for Appointment, Enlistment, and Induction into the Armed Forces*. For additional information regarding medical processing refer to the most current Medical Processing Guide.

8.1.2. MEPS Physicals. MEPS is a certifying authority for POC entry physicals (non-scholarship), FT attendance, and commissioning physicals (commission certification ONLY). MEPS physicals are scheduled by detachment personnel through the local MEPS unit. When requesting a MEPS physical, detachments should request a commissioning physical. Physicals certified by MEPS are annotated “Qualified” for commissioning in item 74a, page 3 of DD Form 2808, *Report of Medical Examination*, (NOT stamped) and are certified for commissioning purposes. Do not forward to AETC/SGPS for certification. MEPS is not the certifying authority for changes in a cadet/applicant’s medical status following initial MEPS qualification. Once initially qualified by MEPS, AETC/SGPS becomes the reviewing and certifying authority for any subsequent medical condition/illness.

8.1.3. Military Treatment Facility (MTF) Physicals. MTFs may provide entrance physicals for ECP cadets and will perform commissioning physicals for cadets selected into non-IFC/MFS rated physicals (FCIA, FCIII, ABM, etc.) and non-rated (13XX) positions. Cadets must be categorized/selected for the position prior to requesting a physical examination appointment with the MTF. Cadets will hand-carry any supporting medical documents maintained at the detachment so they may be available for review by the MTF personnel and copies uploaded into the Physical Exams Processing Program (PEPP) as required. This will ensure all the documents needed for review and certification by AETC/SGPS are available. Reference AFI 48-123, *Medical Examinations and Standards*, for additional information.

8.2. Detachment Responsibilities. Ensure cadets have the properly certified physicals for contracting or commissioning.

8.2.1. Schedule cadets or applicants for a physical as soon as the commander believes the individual is a viable candidate for the program. NOTE: Cadets must not be scheduled for a physical until they have completed the AF Form 2030. Allow DoDMERB at least 60-90 days from the date of examination for processing.

8.2.2. Obtain medical examinations directly from DoDMERB for applicants who have completed a physical within the last 24 months for another program. In such cases, forward a request via email to DoDMERB requesting the information.

8.2.3. All cadets who have had a physical administered must be counseled on their responsibility to report changes in medical status within 72 hours. Specifically, cadets must report any medical treatment (to include prescription medication other than birth control), illness, injury, or other change in medical status, including pregnancy. Reference 8.7.2. for the requirement to report behavioral health counseling.

8.2.4. Non-contract cadets who have not completed a DoDMERB physical are required to have a sports physical on file with the detachment to participate in LLAB/PT. A sports physical will expire NLT one-year after completed/dated; maintain all sports physicals in the cadet's record.

8.3. Validity Periods. Physicals are valid for a limited time depending on the purpose of the exam. Update all certified medical physicals in WINGS.

8.3.1. Accession Physicals (for enlistment purposes). IAW AFI 48-123, DoDMERB, MEPS, and MTF physicals are valid for 24 months from the date of exam for contracting. Contracting cannot occur until the examination has been certified by DoDMERB, MEPS, or AETC/SG (waivers or MTF exams). Update the physical exam expiration date in WINGS to 24 months from the date of exam and then, after a cadet enlists, adjust the expiration date to 48 months from the qualification date. ECP cadets must be enlisted within 24 months of the date on their AF Form 422, *Physical Profile Serial Report*.

8.3.2. Field Training (FT). To attend FT, the cadet must have qualified DoDMERB, MTF, or MEPS physical stamped with a date of exam within 48 months (regardless of contract status) of the FT end date. NOTE: ECP cadets may use the AF Form 422 for FT attendance.

8.3.3. Commissioning Physicals. Once contracted, physicals become valid for 48 months from the date of the certification stamp. If the physical is going to be older than 48 months at the time of commissioning, then the physical can be submitted for an extension. See the CMPG for extension process.

8.3.4. Medical Commissioning Requirements. All cadets must receive a commissioning physical. Schedule the commissioning physical NET 15 months, NLT 13 months prior to the cadet's DOC. If a previously completed commissioning physical with the required tests exists and the validity period has not expired, the physical may be used to satisfy this requirement. Commissioning physicals must be certified prior to commissioning. A "qualified" and "valid" MEPS examination does not require AETC/SGPS certification. A "disqualified" MEPS examination will be forward to AETC/SGPS for review.

8.3.5. ECP Cadets. Physical requirements for SL ECP and NECP students are contained in AFI 36-2013. ASCP/SOAR/POC-ERP cadets must meet the same commissioning physical requirements as AFROTC cadets.

8.3.6. Specialty Career Fields. A flight surgeon must accomplish commissioning physicals for all Pilot, Remotely Piloted Aircraft (RPA), Combat Systems Officer (CSO), Air Battle Manager (ABM), and non-rated operations. Please note that there are specific requirements for Special Tactics Officer (STO), Air Liaison Officer (ALO), and Combat Rescue Officer (CRO) duty. Contact the local MTF for further guidance.

8.4. Rated Physicals.

8.4.1. Potentially Qualified for Rated Duty. For rated categorization nomination purposes, cadets are required to have their current physical screened using WINGS. A physical screened as Potentially Pilot Qualified (PPQ)/Potentially RPA Qualified (PRQ)/Potentially CSO Qualified (PCQ)/Potentially ABM Qualified (PAQ) applies for rated categorization and only indicates the “potential” of a rated certification. Cadets are still required to receive an appropriate certified flying class physical prior to commissioning.

8.4.2. Initial Flying Class/Medical Flight Screening (IFC/MFS) Physicals. IFC/MFS physicals are for Pilot and RPA selects. These cadets will receive an IFC/MFS examination conducted by the USAF School of Aerospace Medicine (USAFSAM) located at Wright-Patterson AFB (WPAFB), OH. IFC/MFS physicals are scheduled by the detachment through WINGS. AETC/SGP certifies IFC/MFS physicals.

8.4.3. Dental Treatment. All active orthodontic treatment must be completed before a cadet can be medically certified for commissioning. Ensure orthodontic appliances are removed prior to a cadet’s commissioning examination. FCI/IA/IIU physical examinations will not be submitted with dental cavities until a statement from the dentist that corrections have been made has been received. Pilot, RPA, and CSO cadets who require correction of dental cavities must have this condition corrected within 2 months of notification from dentist.

8.4.4. Contact Lenses. Cadets scheduled for FCI/IA/IIU/FCIII physicals are restricted from wearing hard lenses 90 days before the examination and soft lenses 30 days before the examination. To permit an accurate refraction evaluation, cadets who fail to remove contact lenses within these timeframes will be sent home from Wright Patterson Air Force Base (WPAFB).

8.4.5. Non-IFC/MFS rated physicals. Detachments will schedule the appointment at the MTF and request that all cadets receive an Adaptability Rating Medical Assessment (ARMA) for Air Traffic Control (ATC), Missile Operations Duty (MOD), Space Operations Duty (SOD), as well as for flying.

8.4.6. Non-rated (13XX) physicals. Detachments will schedule the appointment at the MTF and request MOD/SOD evaluation, Reading Aloud Test (RAT) and color vision included for certification. Air Traffic Control AFSCs must have a RAT and Adaptability Rating for Air Traffic Control (AR-ATC), and Depth Perception results on the DD Form 2808 prior to certification. Cadets selected for missile career field must have a certified commissioning physical with a Missile Crew Duty certification. MOD and RAT test results must be annotated on the DD Form 2808, *Medical Record – Report of Medical Examination*, prior to certification by AETC/SGPS.

8.5. Medical Waiver Requests. AETC/SGPS serves as medical waiver authority for cadets in all categories and year groups with one exception. The waiver authority for space/missile operations duty is AFSPC/SGP.

8.6. Medical Recheck Status (MRS) (Contracted Cadets only). When a change in medical status occurs, the previously certified physical is temporarily no longer considered a “qualified/certified” physical. MRS allows a cadet temporarily not medically qualified to continue receiving monetary benefits while healing. Immediately upon notification of a change in a cadet’s medical status, forward a request for MRS to AETC/SGPS. The cadet will remain on MRS until released by AETC/SGPS. Cadets cannot commission while on MRS.

8.6.1. The Det/CC may place the cadet on a 30-day temporary medical deferral if the condition is considered to be minor in nature; document temporary medical deferral. The cadet must be excused from the FA while on deferral. If the condition persists beyond 30 days, the detachment must forward a request to AETC/SGPS for placement on MRS and attach a copy of the Commander’s temporary medical deferral.

8.6.2. A cadet in/or pending MRS is excused from Physical Training (PT) until the cadet’s medical condition is reviewed and the cadet is released from MRS. Counsel the cadet he or she has been placed in MRS and that he or she has 10 calendar days to provide medical documentation or the scholarship will be temporarily inactivated until documentation has been provided. Cadets will be deferred from the FA for the period of MRS (reference AFI 36-2905_AFROTC Sup). Ensure MRS data is updated in WINGS. Once released from MRS, the cadet will enter a 42-day reconditioning period, during which time he or she may participate in PT. The cadet must pass the FA no later than the 60th calendar day after removal from MRS. Unless that date occurs during a break between terms, in which case MRS waives the FA requirement for that term and the cadet completes a FA at the next reasonable point.

8.6.2.1. A cadet cannot be forced to take the FA during the 42-day reconditioning period. However, a cadet may elect to take the FA at any time after release from MRS. If the cadet waives the reconditioning period, counsel the cadet the FA will be official and documented as such.

8.6.2.2. MRS for administrative-type procedures does not excuse cadets from FA requirements. For example, a cadet may be in MRS for 6 months awaiting final certification for Photorefractive Keratectomy (PRK) or Laser-Assisted In-Situ Keratomileusis (LASIK) surgery. Once they are cleared for full activity by the operating doctor, they are expected to participate in PT and FA while awaiting official removal from MRS.

8.6.3. Send changes in medical status directly to AETC/SGPS IAW the CMPG.

10.3.4.1. AETC/SGPS may direct a period of MRS not to exceed 6 months. MRS extensions beyond the 6-month point must be requested from the Region/CC. AETC/SGPS will be notified when an extension is being requested and the final decision. The request must be initiated prior to the expiration of the MRS. Granting the extension beyond the 6-month point will not occur except in rare cases. If an extension is granted, it will not exceed an additional

3 months. The request for the extension must include a prognosis/diagnosis from the attending physician and a get-well date within the 3-month period. If the get-well date extends beyond the 3-month period, do not submit the waiver request and initiate a medical CRR.

10.3.4.2. MRS due to pregnancy will exceed the normal 6 months. AETC/SGPS will specify via return email the length of time contracted cadets will remain in MRS and will advise the detachment of any required actions to remove the MRS status and reevaluate the physical.

8.6.4. Contracted cadets may compete for PSP but cannot attend FT or participate in AFROTC physical activities while on MRS. If change in medical status occurs after FT and before POC entry and enlistment, the cadet cannot be enlisted and may be placed in Pursuing Status. EXCEPTION: Cadets in MRS due to Corneal Refractive Surgery (CRS) may attend FT and participate in physical activities once the treating physician clears the cadet for full unrestricted duty (reference CMPG).

8.6.5. To remove the cadet from MRS, refer to the CMPG.

8.7. Change in Medical Status (Non-Contract Cadets). DoDMERB must reevaluate non-contract cadets who have been medically qualified or certified who have a change in medical status prior to contracting once medical situation has been resolved. When a change in medical status occurs, the physical is no longer a “qualified/certified” physical until reevaluation is complete and the physical is recertified. Questionable conditions should be submitted via email with full name and last four of SSN to DoDMERB to determine if they warrant evaluation.

8.7.1. Send changes in medical status directly to DoDMERB via email for evaluation with any medical documentation scanned in and attached in PDF Format for DoDMERB review. The email will include cadet’s full name, last four of SSN, medical condition warranting evaluation, and detachment information (phone/fax number and detachment). Faxes must be pre-authorized by DoDMERB.

8.7.2. If a cadet has been diagnosed with a behavioral health condition, by a Psychiatrist, Clinical Psychologist, or PsyD, AETC/SGPS requests the cadet provide a copy of those records to the detachment for MRS submission. If any doubt exists regarding the cadet’s condition please call AETC/SGSP or submit the medical documents for review.

8.7.3. Once recertified (either qualified or disqualified), attach documentation to the original examination and file in the cadet’s record.

8.8. Upgrading Medical Examinations. Cadets who have a certified physical at one level of qualification may have their physical examinations upgraded by AETC/SGPS to a higher level of qualification (e.g., from commission qualified to non-rated operations, CSO, or Pilot). Cadet examinations cannot be upgraded to FCI/IA prior to categorization and selection. Exception: A cadet selected for CSO duty can be scheduled for an FCI exam to ensure overall qualification in the event of category upgrade to Pilot by AFROTC/RR if the host base can support the request.

8.9. Pregnancy. Once a cadet pregnancy is reported, a contract cadet will be put on MRS immediately and the detachment can extend the cadet’s DOC into the next FY (if the cadet is unable to commission as originally scheduled) to accommodate for pregnancy. The cadet’s DOC must be

updated to NET six months from the completion of pregnancy, per DODI 6130.03.

8.9.1. Cadets who are on MRS due to pregnancy will have their MRS extended twelve weeks beyond the completion of the pregnancy. Send changes in medical status directly to AETC/SGPS. When the cadet is no longer pregnant, detachments must notify AETC/SGPS so the MRS expiration date can be adjusted.

8.9.2. Cadets must take the FA NLT the first reasonable opportunity after 12 months post-conclusion of pregnancy.

8.9.3. Non-contract cadets will not be allowed to contract or commission until six months after the conclusion of the pregnancy. The cadet can be nominated for a scholarship, but must meet all AFROTC membership requirements to activate scholarships.

CHAPTER 9 – EDUCATION

9.1. General Information: The OPR for this chapter is AFROTC/DO.

9.2. Education Officer (EO): The Education Officer is responsible for ensuring completion of all instruction-related activities. The EO:

9.2.1. Ensures all cadets are enrolled in their applicable AS course(s).

9.2.2. Reviews each instructor's course syllabus and gradebook for compliance and retains documentation for one academic year.

9.2.3. Reviews one exam by each instructor per academic year to assess effectiveness in testing lesson objectives and retains review documentation for one academic year.

9.2.4. Conducts In-Service Training (IST) program.

9.2.5. Maintains and conducts course surveys.

9.2.6. Manages academic records.

9.2.7. Ensures all students, staff, and guest speakers are briefed on AUI 36-2608, *Academic Freedom*, and AUI 36-2609, *Academic Integrity*, at the beginning of each academic term or prior to lecture/speaking engagements.

9.2.8. Ensures cadre use the learning management system to deliver the AS curriculum.

9.3. AS Courses. AS courses may be taught through distance learning, independent study, or one-on-one instruction for one term for extenuating circumstances with Det/CC approval. Further terms require Region/CC approval. Detachments must maintain attendance records and show that all AS class objectives were met for these methods of instruction. LLAB cannot be conducted through distance learning or independent study.

9.4. Academic Instructor Course (AIC). All instructors must attend and complete AIC prior to instructing cadets IAW Holm Center Instruction (HCI) 36-2601, *Faculty Development and Master Instructor Programs* prior to instructing cadets.

9.5. Course Catalogs. Include AS course descriptions in catalogs of host institutions and affiliated school campuses (when possible). For individual AS course descriptions, refer to the Holm Center Catalog. This is an annual document that is typically published 1 August.

9.6. Curriculum. Holm Center/DE will provide approved curriculum and lesson plan templates.

9.7. Lesson Objectives. Ensure instructors accomplish all lesson objectives for each AS course and LLAB. Instructors may modify a lesson plan provided by Holm Center/DE as long as the lesson objectives are presented.

9.8. Grades. Ensure detachment personnel review AS course grades at the end of each term to ensure academic standards are met.

9.9. GPA Standards. The Det/CC must ensure students meet GPA standards. Cadets attending universities that do not provide an equivalent grading system will not be able to compete for AFROTC programs. They can, however, enroll as a Participating Student provided there is a cross-town/consortium agreement with the detachment host university.

9.10. Syllabus. Ensure all instructors provide a syllabus (written copy if requested) to Participating Students, applicants and cadets. Every syllabus must contain the following:

9.10.1. Attendance Policy. Cadets and Participating Students must achieve at least 80% attendance over the course of the term to pass each of the following: AS Class, LLAB, and PT. All absences will initially be categorized as unexcused and will count against the 80% attendance requirement. At the discretion of the primary instructor, the absence may be marked as excused after the cadet completes missed objectives. Excused absences will count towards meeting the 80% attendance requirement.

9.10.2. Grading Procedures. The detachments will maintain a letter grading system. If the Host University mandates a pass/fail or credit/fail system, the detachment will maintain normal letter grades in cadet records. Clearly list each graded item, indicate how much weight each item has been assigned, and include the grading scale (percentage and/or point ranges for each letter grade). Final course grades must consider only subject matter knowledge, writing, and briefing assignments. Class participation may be considered if desired but will not exceed 10 percent of the final grade. A curve system will not be utilized for course grades.

9.10.2.1. Failed AS Classes. Cadet may apply for re-entry, but the failed class(es) will have to be re-accomplished for AFROTC credit.

9.10.2.2. Incompletes. The Det/CC must approve all “Incompletes” for AS classes and LLAB. “Incompletes” should be used for unusual or unavoidable circumstances, such as an extended illness. “Incompletes” must not be used for make-up of unsatisfactory or delinquent work, or as a sanction for cadets who do not return uniforms. An “Incomplete” must be resolved NLT the end of the following term or it will constitute a failure.

9.10.3. Scheduling. Must indicate class meeting dates, holidays, and breaks.

9.10.4. Do not require students to purchase commercial texts.

9.10.5. For LLAB Syllabus, include a numbered list of LLAB and PT objectives.

9.11. Cadet Counseling. Cadet counseling provides:

9.11.1. A means to review performance and verify that cadets understand retention and scholarship standards, scholarship entitlements (if applicable), and the consequences for not meeting standards.

9.11.2. A means to mentor cadets, identify positive performance areas, review deficiencies in the cadets' performance, and to motivate cadets to improve performance.

9.11.3. Provides the necessary documentation for adverse actions such as dismissal, scholarship suspension, termination, or disenrollment become necessary.

9.11.4. A means to address any situation that could adversely affect a cadet's continuation in the program or place a cadet's scholarship or stipend in jeopardy.

9.12. Midterm Reviews. Officers must counsel each cadet through WINGS at least once each fall term and at least once each winter or spring term. During midterm reviews, the instructor will:

9.12.1. Ensure the cadet understands academic, military, and medical retention standards and the consequences of not meeting standards.

9.12.2. Review the cadet's performance and progress.

9.12.3. Review academic plan to verify commissioning FY, academic major, and that the cadet is still on track to graduate. Counsel a cadet in a SAF-approved 5-year major who obtains approval of a major change to a non-SAF-approved 5-year major that they are now only authorized to 600 days stipend in the POC.

9.13 Cadre Training. The OPR for IST is AFROTC/CCT.

9.13.1. Cadre Documentation. The OFC is responsible for the documentation of cadre certifications, IST attendance IAW HCI 36-2601, and maintaining cadre training and evaluation folders.

9.13.2. Det/CCs will assess faculty academic instructor performance in the classroom, LLAB, and during other cadet training opportunities as required by the AFROTC/CC. The AETC Form 620 will be utilized for the assessment. Evaluation standards and criteria are available in the AFROTC Instructor Training, Evaluation, and Standardization Guide.

9.13.3. Recurring Training and Faculty Development. All cadre members will complete and document recurring training every academic year. The AFROTC/CC will provide training guidelines.

9.14. EOT Survey/Critique Program. This program will consist of, at a minimum, university-mandated EOT surveys/critiques and will be given at the end of the spring term (or as directed). During the review, the EO will identify and document issues needing resolution and annotate actions taken. Retain results for one academic year.

9.15. Academic Records. Verify the following items are on file in the detachment. When a university or college has more restrictive record retention requirements, follow the more restrictive guidance. Except for grade books and attendance records, retain all items for one academic year.

9.15.1. Instructor training and evaluation data IAW HCI 36-2601.

9.15.2. A syllabus for each AS and LLAB course offered.

9.15.3. A master copy of each examination.

9.15.4. AS class and LLAB instructor grade books (or equivalent) and attendance records and, when applicable, scores for all graded items, points or percentages earned by students for each graded item, and a final course grade for each student. Retain for two academic years.

9.16. University Academic Records. Brief the Det/CC on university rules regarding academic records and instructor training which are more demanding than the requirements of this instruction.

9.17. Cross-Town and Detachment Websites. Ensure cross-town and host institution course catalogs display accurate Aerospace Studies course information.

9.18. Academic Degree Accreditation Requirements. All accreditation requirements are based on AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories— Reserve of the Air Force and United States Air Force*, and AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*. In order to qualify for technical scholarship funding, a cadet's degree program must be judged by Air Force Personnel Center (AFPC) as qualifying a cadet to be accessed into a technical AFSC and accredited.

9.18.1. Accreditation. Detachments associated with schools accredited by the appropriate agency will maintain documentation (course catalog, departmental letter, etc.) identifying the accreditation and review it at least every five (5) years. Annotate this review in an MFR and maintain until the next review.

9.18.2. Accreditation Board for Engineering and Technology (ABET) Accreditation. Engineering majors must be accredited by the Engineering Accreditation Commission (EAC), which is a commission under the ABET. Many ABET-accredited engineering programs offer options or concentrations under an ABET-accredited "umbrella" program. In many cases, these options are not ABET-accredited. "Options" or "emphasis areas" under a broader-titled degree that is ABET-accredited are considered accredited only for the actual degree tendered by the institution. The program must be separately accredited by ABET for any "emphasis" or "option" programs to qualify under their unique title for AFROTC purposes. Meteorology/Atmospheric Science (8FYY) majors must be reviewed by AFIT/ENEL to validate accreditation of the program. The major must be reviewed by AFIT immediately if any program changes occur that may impact program accreditation. To initiate the periodic review, submit review requests directly to AFIT/ENEL by sending the host/crosstown university's course catalogue and descriptions to ENELGradEdDivision@AFIT.edu. Detachments will retain the completed evaluation received from AFIT until the next review. Majors not addressed by an accredited agency (such as unique or combination majors) may be sent to AFROTC/RRU for approval. Requests should include all coursework requirements. Include comparisons to similar accredited majors at the same institution.

CHAPTER 10 – TRAINING

10.1. General Information. This chapter covers Practical Military Training (PMT) for cadets. The OPR for this chapter is AFROTC/DO.

10.2. Detachment Operations Flight Commander (OFC). The OFC is the primary instructor for all PMT at the detachment. The OFC:

10.2.1. Supervises cadet wing (or equivalent) in the planning of all PMT events that accomplish Leadership Laboratory (LLAB) objectives IAW the current T-508, *AFROTC Cadet's Guide to Leadership Laboratory Curriculum*.

10.2.2. Ensures students enrolled in LLAB have access to the current LLAB syllabus.

10.2.3. Ensures cadets are enrolled in LLAB.

10.2.4. Ensures PMT events are supervised by at least one cadre member.

10.2.5. Ensures cadets treat each other with proper dignity and that hazing, discrimination, harassment, or other forms of maltreatment do not occur. Refer to AFI 36-2909, and AETCI 36-2909 and the AU Supplement.

10.2.6. Ensures the Honor Code is taught to all cadets each academic year. The Cadet Honor Code states, "We will not lie, steal or cheat nor tolerate among us anyone who does."

10.2.7. Ensures required LLAB objectives are presented in the academic year.

10.2.8. Documents all required LLAB objectives are met by concurrently enrolled cadets (e.g. AS250 Cadets) and cadets who have missed a term (e.g. PNA).

10.2.9. Tracks LLAB attendance and grading criteria for each cadet.

10.2.10. Ensures cadets are counseled following non-detachment PMT events (e.g. FT and PDT).

10.2.11. Ensures POC cadets serve at least one leadership position within the cadet wing (or equivalent) during their AFROTC career. The OFC can award leadership credit for CTA duty and non-wing leadership positions.

10.2.12. Approves cadet rank and duty descriptions listed on the cadet wing organizational chart.

10.2.13. Approves and signs the Operation Plan (OPLAN).

10.2.14. Approves and signs Operations Orders (OPORDs). Cadets must produce an OPORD for all PMT events that are designed to accomplish LLAB objectives. The OPORD can cover one or more PMT events but must specify how each LLAB objective will be met.

10.3. Practical Military Training. PMT for AFROTC includes LLAB, PT, FT and Professional

Development Training (PDT). PMT is AFROTC-sponsored training that is uniquely military and meets the requirements in Title 10 U.S.C. 2109, *Practical Military Training*.

10.3.1. There are two types of PMT; mandatory and voluntary. All PMT must be clearly identified as either mandatory or voluntary when posted and announced.

10.3.1.1. Mandatory PMT. AFROTC sponsored training activity when an active duty member assigned within AFROTC authorizes, plans, facilitates and/or provides resources for the activity. A detachment cadre member must be present during these activities. Mandatory PMT events include but are not limited to LLAB and PT.

10.3.1.2. Voluntary PMT. Any AFROTC sponsored, military-related training activity that the Det/CC designates as voluntary PMT. Examples include, but are not limited to mock deployments, base visits, FT preparation classes conducted in addition to normal LLAB hour requirements and drill team/honor guard membership. AFROTC holds no medical or legal liability for voluntary PMT activities.

10.3.2. PMT funding must be IAW HCI 51-601, which outlines specific funding restrictions between mandatory and voluntary PMT.

10.3.3. PMT at the detachment should be primarily cadet planned, directed, and executed.

10.3.4. Detachments must:

10.3.4.1. Authorize high-risk PMT activities through the Det/CC IAW AFI 91-202.

10.3.4.2. Conform to guidance in AFI 48-151, *Thermal Injury Prevention Program*.

10.3.4.3. Confirm annual certification for non-Air Force obstacle, challenge, confidence, or training courses (as defined in AFI 36-2202, *Air Force Obstacle Course Program*) used for PMT. Courses certified by an Association for Challenge Course Technology (ACCT) certified inspector do not require approval. AFROTC/CC has been delegated approval authority.

10.3.4.4. Limit PMT to no more than 6 hours per week (Monday through Sunday). The Det/CC holds approval authority to exceed the weekly limit.

10.3.4.5. Not require cadets to attend PMT when their academic institution is not in session (i.e., holidays, fall, and spring breaks, etc.).

10.3.5. AFROTC/DO will provide oversight and maintain overall responsibility for PMT events.

10.3.6. Only applicants and cadets (active and pursuing status) are authorized to participate in PMT IAW 10 U.S.C. 2109(c)(1).

10.3.7. Medical Care. Cadets may receive medical care at a military medical treatment facility or a military-authorized civilian treatment facility for injuries that occurred during mandatory PMT.

Detachments will assist cadets in filing Department of Labor (DoL) claims for reimbursement of costs associated with medical treatment at civilian facilities. Guidance and forms for this process are provided on the legal and DO sections of the AFROTC intranet site.

10.4. Non-PMT Activities. There are many activities cadets participate in that are not training and/or are not sponsored by the detachment or cadet wing. Non-PMT activities include those events that are neither part of the scheduled coursework, part of the curricular activities, nor within the definition of PMT, but have social, public relations, or educational value. Do not use class or LLAB time for non-PMT activities. Examples of Non-PMT activities include, but are not limited to Arnold Air Society, Silver Wings, booster club, and intramural sports activities.

10.4.1. AFROTC holds no medical or legal liability for non-PMT activities.

10.4.2. The detachment commander may prohibit uniform wear for non-PMT activities.

10.5. Leadership Laboratory (LLAB). LLAB is any PMT that is designed to accomplish required LLAB objectives IAW the current academic year's T-508.

10.5.1. Extended cadets will be assigned responsibilities to further develop their leadership skills. They will assist with PMT and/or be given special projects (i.e. dining out, joint service event planning, etc.) to be worked during LLAB time.

10.5.2. LLAB grading is based on only three criteria:

10.5.2.1. FA. Attempt the FA IAW AFROTC Supplement to AFI 36-2905, unless on MRS or other medical excuse as determined by the Det/CC. A failing score does not constitute a failure in LLAB, but may impact cadet retention status IAW chapter 5.

10.5.2.2. Attendance. Meet attendance requirements IAW chapter 9.

10.5.2.3. Attitude towards training. The inability or refusal to conform to PMT may result in immediate failure and/or dismissal from the course as determined by the Det/CC.

10.5.3. SMCs must accomplish FT preparation and LLAB objectives that are unique to AFROTC IAW T-508; the remainder of LLAB objectives are not required due to the training environment already provided in SMCs.

10.6. Physical Training (PT). PT is PMT that includes, but is not limited to, the FA and weekly PT sessions. PT associated with LLAB objectives and attendance are part of LLAB grading, unless PT is recognized as a separate course at the host University. Detachments must require cadets to attend a minimum of two but no more than three PT sessions per week. Any PT sessions held in excess of the maximum limit must be strictly voluntary.

10.7. Organization. Cadet organizational structures are comprised of cadets at the host and cross-town institutions (if applicable). The Det/CC determines the designation level (e.g., Wing, Group, or Squadron) each term and may also form cross-town institution cadets into separate cadet organizations. The cadet organization must:

10.7.1. Conform to current USAF practice and mirror active duty organizational structure IAW AFI 38-101, *Air Force Organization*.

10.7.2. Rotate cadet officer positions at least once during the academic year. No POC may hold the same position for two consecutive rotational periods without Det/CC approval. The OFC may approve a cadet to hold the Drill Team Commander for two consecutive terms.

10.7.3. Produce an organizational chart for all POC cadet positions each rotation. The chart must be clearly displayed for all cadets to reference and at a minimum must include: the cadet's name, rank, and position title.

10.7.4. Cadets' should use a cadet-led evaluation and feedback process.

10.7.5. Cadet ranks are designed to provide cadets with knowledge and practical applications of active duty officer rank structure and must be commensurate with their AS level and their assigned positions within the cadet wing (or equivalent). The word "cadet" must precede any reference to the cadet's rank. No cadet is authorized to hold "enlisted" cadet rank or any grade above Cadet Colonel (C/Col).

10.7.5.1. GMC cadets and cadets that have not successfully completed FT are only authorized the ranks of Cadet Fourth Class (C/4C) for AS100 cadets and Cadet Third Class (C/3C) for AS200 cadets. Concurrently enrolled GMC cadets (e.g., AS250 cadets or 2-year cadets) will wear C/4C during their first term and C/3C during their second term.

10.7.5.2. POC cadets who have successfully completed FT are authorized the ranks of cadet officers (C/2d Lt - C/Col).

10.7.5.3. Det/CC approves rank and position for deferred and 1-year cadets.

10.8. Field Training (FT). The FT program will train cadets in the AF institutional competencies and evaluate cadet suitability for entry into the Professional Officer Corps (POC). AFROTC will issue guidance each year on requirements for FT attendance.

10.8.1. Cadet Counseling. Counsel cadets upon selection to FT and prior to attendance that their retention in AFROTC is dependent on satisfactorily completing FT. Counsel cadets upon completion or removal (with or without prejudice) on their FT performance.

10.8.2. FT Performance Report (FTPR). Upon completion or removal, cadets will receive a FTPR that will inform the detachment on the cadet's performance at FT.

10.8.3. FT Removal. Award a CE to cadets who are removed from FT with prejudice (reference Table 5.4). Non-contract cadets removed from FT with prejudice will be det dropped unless waived by AFROTC/CC. Contract cadets who do not satisfactorily complete FT are not permitted to enter the POC or enroll in AS300 class if the Det/CC initiates a disenrollment. In rare cases, a Det/CC may request retention of a cadet removed from FT with prejudice. If the Det/CC would like to retain the cadet, initiate a CRR, withdraw their EA, place them in AS500

status, temporarily inactivate scholarship, and ensure they continue to attend LLAB until the CRR is resolved. The CRR must include a remedial training plan with milestones and the Det/CC must re-assess the cadet's potential before nominating him/her during the next (POC Selection Process) PSP cycle. If a cadet is awarded the opportunity to attend FT again, they are not allowed to be awarded a Distinguished Graduate (DG) or Superior Performer (SP) title.

10.8.4. FT Deferral. Detachments may submit a deferral request to AFROTC/RRFP via WINGS when a cadet is unable to attend FT in the summer assigned. Detachments must also notify AFROTC/DOF immediately when a deferral request is submitted on any cadet who has already been assigned to an FTU.

10.9. Professional Developmental Training (PDT). The objective of PDT is to progress cadets from academic experience to operational application/understanding of AF institutional competencies. AFROTC/DOT will disseminate guidance as PDT programs become available.

CHAPTER 11 – ENLISTMENT

11.1. General Information. This chapter provides guidelines for enlistment in the Obligated Reserve Section (ORS) of the Individual Ready Reserve (IRR). The OPR for this chapter is AFROTC/RR.

11.2. Authority. Cadets selected for POC membership or a GMC scholarship will be enlisted in the ORS before becoming a contracted member in AFROTC. Authority for AFROTC enlistment is Title 10.

11.3. Eligibility to Enlist. Before enlistment in the ORS, a cadet or scholarship designee must fulfill all eligibility requirements. Submit waivers for eligibility criteria IAW chapter 7.

11.3.1. Do not enlist cadets unless they meet the GPA requirements in Table 5.1.

11.3.2. Do not enlist cadets who do not meet physical fitness standards IAW para 5.3. Exception: 4-year HSSP designees only require a height/weight check.

11.3.3. Do not enlist cadets who do not meet BMI and/or body fat determinations IAW para 5.3. Conduct BMI checks on all cadets within 15 days prior to enlistment or scholarship activation. If over BMI, conduct body fat test in accordance with DoDI 1308.3. Non-contract cadets must meet BMI or body fat standard prior to enlistment, scholarship activation, and FT attendance.

11.3.4. Do not enlist cadets without a certified physical examination.

11.3.5. Do not enlist cadets who have a failing verbal or quantitative AFOQT. Exception: HSSP or ICSP scholarship designees are authorized to enlist if they have not taken the AFOQT.

11.3.6. Citizenship Requirements. Verify cadet is a US citizen in WINGS prior to contracting.

11.3.6.1. Cadet must be a US citizen by birth or naturalization. The cadet has the burden of proof for citizenship. Substantiation must be in the form of an original or true copy (raised seal) birth certificate that has been filed through vital statistics. For all other cadets, verify the document that established citizenship and update WINGS. For most this is a certificate of naturalization or current, valid U.S. passport.

11.3.6.2. For cadets with dual citizenship, reference AFI 36-2005 and AFI 31-501, *Personnel Security Program Management*. Individuals who claim dual citizenship must, in writing, express their willingness to renounce their citizenship to another country and relinquish any foreign passports.

11.3.7. Enlistment Age. The minimum age for enlistment is 17. An individual who is 17 years old at the time of enlistment, unless married, must have a parent or guardian's consent on the AF Form 1056 before being enlisted. Contact Holm Center/JA for assistance if required.

11.3.7.1. The minimum age to sign the AF Form 1056 varies from 18 to 21 years of age, depending on the age required to enter into a legal contract as determined by the laws of the state where the cadet signs the contract. Parental consent is required if the cadet is, for the

purpose of entering into contracts, considered a minor by the state in which enlistment occurs. Obtain consent by having the parent or guardian co-sign the AF Form 1056. A notary must be present at the location if a parent is not present. Contact Holm Center/JA to determine minimum age to enter into a contract by state.

11.3.7.2. Cadre must verify age in WINGS prior to contracting.

11.3.8. Cadre must verify that the cadet's SSN in WINGS matches their contracting documents (DD Form 4 and AF Form 1056) prior to contracting.

11.3.9. Cadre must verify each male cadet who is 18 years or older has registered through the selective service system.

11.3.10. Cadets must establish a family care plan IAW AFI 36-2908, *Family Care Plans*, if they have dependents incapable of self-care.

11.4. Enlistment Processing. Any commissioned officer (active duty, guard, reserve, or retired) or oath-administering official may enlist scholarship designees and POC cadets. Officers who resigned their commissions, and were transferred to the ORS or the non-affiliated reserve sections (NARS) may not administer the oath. Refer to AFI 36-2606, *Reenlistment in the United States Air Force*.

11.4.1. Pre-Enlistment Actions. The detachment may complete pre-enlistment administrative actions outside of the normal contracting window. Actual dating and signing of the AF Form 1056, DD Form 4 (Part E), and recertification of the items listed in paragraph 11.4.3 must occur on the date of enlistment as determined by the DD Form 4.

11.4.2. Enlistment must occur within the timeframes outlined in Table 4.3. For cadets not fully qualified at the start of institution classes, enlist immediately after qualification requirements are met. Scholarship winners must contract NLT the end of the term in which their scholarship was awarded unless waived by AFROTC/RR. For cross-town/consortium schools, the first and last day of classes is based on the host institution's schedule.

11.4.3. Pre-Enlistment Review of Qualifications. Detachments must use the AFROTC Form 63, *Enrollment and Enlistment Checklist*, to ensure that the individual is qualified for enlistment. For scholarship designees, the scholarship entitlement must be awarded in WINGS before contracting. On the day of, but prior to enlistment, have the cadets recertify the following:

11.4.3.1. Civil Involvements in WINGS.

11.4.3.2. AF Form 2030 (ASCP, SOAR, and POC-ERP cadets must complete a new form). If drug (or hemp) abuse is reported which occurred subsequent to the original certification or was not reported upon a previous certification, the cadet is normally denied enlistment. If evaluation for possible waiver is considered appropriate, the Det/CC may enroll the individual into the POC as a pursuing student and forward a waiver through command channels to AFROTC/CC or the appropriate waiver authority.

11.5. Effective Date of Enlistment. The enlistment of an individual may not, under penalty of law,

be postdated or predated. The actual date the individual is administered the Oath of Enlistment is the effective date of enlistment into the ORS. Enlist only individuals who are fully qualified; an enlistment cannot be invalidated. A Det/CC can delay an enlistment for cause and counsel the cadet as to the reason for delay. Place the POC cadet in pursuing status.

11.6. Eligible ECP selectees (ASCP, POC-ERP, and SOAR): Eligible persons must be enlisted within 24 hours of their separation date as required by AFI 36-2013 and AFI 36-3208, *Administrative Separation of Airmen*.

11.7. Ineligible ECP Selectees. If an ECP selectee does not contract with AFROTC within 24 hours of date of separation, they are ineligible to contract until they have a certified DoDMERB exam. Verify the actual date of separation via the DD Form 214 or through AFPC/DPSOS.

11.8. AF Form 1056, Air Force Reserve Officer Training Corps (AFROTC) Contract. Complete the AF Form 1056 (Attachment 6) and file the original in the cadet's record and provide a copy to the cadet. A signed AF Form 1056 is not a guarantee that a commission will be offered to the cadet.

11.8.1. Completion of the Contract. The AF Form 1056 must be executed before the individual is admitted to contract cadet status. Ensure the cadet's signature is witnessed by two adults not related to the cadet. Cadet, witnesses, and AFROTC detachment officer representative signatures are not signed until the day of, but prior to, the oath of enlistment, unless paragraph 11.8.2. applies.

11.8.2. Enlistment of Minors. If the individual is considered a minor by the state in which the enlistment occurs, obtain consent (signature) of the parent or guardian, unless the individual is married. The cadet and two adult witnesses not related to the cadet will sign the AF Form 1056 prior to consent. If the parent or guardian cosigns giving consent to enlist, a notary public must witness all applicable signatures if not in the presence of a detachment representative (officer or enlisted may witness). If consent is necessary; individual witness and parental/guardian signatures are required prior to enlistment but not required on the day of enlistment. A detachment officer representative will sign the form the day of, but prior to, the enlistment. The cadet must complete an AF Form 1056 "Changes Page" according to Attachment 6.

11.9. Enlistment. Accomplish enlistment by administering the Oath of Enlistment and completing the DD Form 4.

11.9.1. Reserve Orders Publication. Publish Reserve Orders through WINGS when the individual enlists or reenlists in the ORS as a POC or scholarship member. Complete Manual Special Orders and travel vouchers for all HSSP winners as freshman.

11.9.1.1. The day the DD Form 4 and AF Form 1056 are signed will be the scholarship activation date. Scholarship entitlements cannot be paid retroactively for a term that ended before the scholarship activation date, unless approved by AFROTC/RRFP. Stipends are never paid retroactively.

11.9.1.2. Complete Section I of the AFROTC Form 88, for scholarship cadets in a SAF-approved 5- year undergraduate major. Section 2 of AFROTC Form 88 is used to verify

extended terms of scholarship entitlements, acknowledgement, and certification.

11.10. Reserve ID Card. Cadets are responsible for obtaining the Reserve ID card from the support base Military Personnel Flight Customer Service branch. Cadets should not attempt to obtain ID cards until 30 days after enlistment.

11.11. Members of Reserve Forces. Air Force Reserve Inactive or Standby IRR. If the POC or scholarship cadet or scholarship designee is already a member of the Air Force Reserve, the cadet or designee must be discharged and immediately reenlisted in the ORS. This break in service must occur since POC or scholarship members do not accrue service credit for time spent in the ORS. If the member does not have a conditional release (DD Form 368, *Request for Conditional Release*) before contracting, the detachment must coordinate with the Reserve unit and obtain approval via official memorandum for discharge and subsequent enlistment into the ORS. (If inactive Air Force Reserve, the unit is ARPC). Upon enlisting scholarship and POC members, forward a copy of the Participating Student's DD Form 4 to ARPC/DPTTS, 18420 E Silver Creek Ave, Bldg. 390 MS68, Buckley AFB, CO 80011.

11.11.1. Sister Service Reserve Components (all statuses) and the Air Force Selected Reserve (Active)/Individual Mobilization Augmentees (IMAs). If an individual is a member of a sister Service Reserve component regardless of status, a member of the National Guard, or a member of the Air Force Selected Reserve, a clearance from the service must be received before enlisting in the ORS. Request a conditional release utilizing the DD Form 368 and forward the request IAW paragraphs 11.11.2 through 11.11.5. Complete Section I, Blocks 1-4 of the DD Form 368 and annotate the ORS enlistment NLT date (DOC minus 30 days) in Section II, Block 5. Upon receipt of approval (DD Form 368, Part II), or written notification of the clearance, the individual may enlist in the ORS if otherwise fully qualified to contract. With certain restrictions, cadets may participate concurrently in AFROTC and the Guard or Reserve based on current benefits associated with their participation. Prior to competing for an EA, cadets must secure a conditional release. Upon successful completion of FT and if the cadet meets all POC entry standards, they are authorized to enter the POC and remain in pursuing status until the valid date of the conditional release (DOC minus 30 days). Enlistment must occur NLT 30 days prior to the projected commissioning date. Cadets placed in pursuing status must meet appropriate POC military and academic retention standards, meet AS class and LLAB objectives, obtain necessary waivers as required, meet appropriate physical fitness requirements, GPA requirements and may compete for rated categorization. They will be held to contracted cadet standards.

11.11.2. Submit requests for clearance: for a member of the National Guard to the appropriate unit commander.

11.11.3. For a member of the United States Army Reserve: submit requests for clearance: Ready Reserve - to the detachment of assignment.

11.11.3.1. Standby Reserve - US Army Regulations do not require a conditional release on a member of the United States Army Standby Reserve in order to permit enlistment in any Service. Furnish the US Army Administration Center, 9700 Page Boulevard, St Louis MO 63132-1528, a copy of the cadet's DD Form 4 following enlistment.

11.11.4. For a member of the United States Naval Reserve: Ready Reserve - to the detachment of assignment.

11.11.4.1. Standby Reserve - to the Commanding Officer, Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans LA 70149-7800.

11.11.5. For a member of the United States Marine Corps Reserve: Ready Reserve - to the detachment of assignment.

11.11.5.1. Standby Reserve - to the appropriate Marine Corps District Headquarters.

11.11.5.2. USMC Platoon Leaders Course (PLC) - to the Commanding General, Marine Corps Recruiting Command, 2 Navy Annex, Washington DC 20380-1775.

11.11.6. For a member of the United States Coast Guard - to the detachment of assignment.

11.11.6.1. USCG Personnel Service Center, CG-PSC-RPM-1, 2703 Martin Luther King Jr. Blvd, SE Stop, Washington DC 20593.

11.11.7. When enlistment is completed, notify the agency granting the clearance via DD Form 368 by completing Part III, Notice of the Enlistment, or by letter. Furnish a copy of the cadet's DD Form 4 and the Reserve Order announcing enlistment in the ORS and request the individual be discharged effective the day before enlistment in the ORS.

11.11.8. If, for any reason, the individual is not enlisted in the ORS, the agency that granted the conditional release must be notified so the conditional release can be terminated.

11.11.9. Reenlistment in the ORS. A cadet for POC or scholarship readmission who was previously disenrolled from the ORS must be enlisted in the ORS in the same manner as an initial enlistee.

11.12. Erroneous Enlistment. Erroneous enlistments that are identified must be immediately corrected. Detachments may only take action to resolve correctable erroneous enlistments through the standard waiver process in WINGS. Approval authority for erroneous enlistment conditional waivers is Region/CC.

11.12.1. Erroneous enlistment is one the Air Force should not have accepted, but it does not involve fraud. Errors in the enlistment process occur when the Air Force does not have the true facts or does not take the correct actions.

11.12.2. All erroneous enlistment waiver requests require Region/CC approval. An erroneous enlistment exists when a cadet was enlisted who:

11.12.2.1. Was not medically qualified for enlistment.

11.12.2.2. Had subsequent medical determination that invalidated the initial medical certification.

11.12.2.3. Was a previously disenrolled member of an officer training program, required AFROTC waiver for reenry, but the waiver was not obtained.

11.12.2.4. Did not meet AFROTC standards and did not receive a waiver.

11.12.2.5. Had not attained the minimum age for enlistment or would exceed the maximum age for commissioning according to their established commissioning date, but did not receive a waiver from the appropriate authority.

11.12.2.6. Was 17 years old, unless married, or signed the AF Form 1056 before achieving legal age requirements according to the state where enlistment occurred and failed to receive parental consent.

11.12.2.7. Indicated conscientious objector status or was not a US citizen.

11.10.2.8. Had properly disclosed information on the AF Form 2030 that was either disqualifying or required an AFROTC waiver, but the waiver was not obtained.

11.12.2.9. Was not fully enrolled in the institution and tentatively scheduled to receive a baccalaureate degree in the contracted fiscal year (FY).

11.12.2.10. Failed to complete an AF Form 1056 on the day of enlistment (excluding parental consent, if required).

11.12.2.11. Was a member of any active or reserve component of the armed forces, except Air Force Reserve (Individual Ready Reserve (IRR), Inactive, or Standby), or Army Standby Reserve and did not have a conditional release.

11.12.2.12. Was a present or former commissioned officer, an officer in the Health Services and Mental Health Administration, or a member of the National Oceanic and Atmospheric Administration.

11.12.2.13. Had prior military service, but the DD Form 214 was not certified by AFROTC/RRFP for reenlistment.

11.12.2.14. Entered the POC (2-year program) without successful completion of FT or AFROTC/RRFP deferral of FT.

11.12.2.15. Had not successfully completed required prerequisite training (GMC, FT, or its equivalent) but entered the POC without a waiver from AFROTC/RR.

11.12.2.16. Had been properly administered the FA prior to enlistment, but failed.

11.12.2.17. Had been properly administered a BMI check prior to enlistment, but exceeded body fat standards.

11.12.2.18. Did not meet the required TGPA and CGPA requirement for the previous normal (non-summer or mini-) term.

11.12.2.19. Had a failing AFOQT score of less than 15 Verbal and 10 Quantitative.

11.13. Fraudulent Enlistment. Enlistments involving material misrepresentation, omission, or concealment that, if known at any time in the enlistment process, might have resulted in rejection. A fraudulent enlistment exists when a cadet was enlisted who deliberately failed to report or materially misrepresented. AFROTC/CC is the waiver authority. Fraudulent enlistments must be investigated for disenrollment. Counsel the cadet that the enlistment was not a valid enlistment as it was not authorized by existing directives and service performed during the enlistment is not creditable for any purpose. Clearly identify the disqualifying factor that made the enlistment invalid. Examples of Fraudulent Enlistment:

11.13.1. A civil involvement that happened before enlistment that the cadet failed to report.

11.13.2. A previous disenrollment as a contract member of an officer training program.

11.13.3. Not in good academic standing.

11.13.4. Medical history or information on their physical exam.

11.13.5. Admission of pre-service drug use after denying such use at time of entry. This may be found out when cadet completes other required documentation such as commissioning physical, security paperwork, etc.

11.14. Administrative Error. Enlistments with mistakes committed by the Air Force. The waiver authority for administrative errors is the Det/CC. An administrative error exists when:

11.14.1. The cadet inadvertently failed to report an involvement that happened before enlistment.

11.14.2. The cadet did not properly complete the FA prior to enlistment. Administrative error exists only if the cadet subsequently passed the FA in the first attempt after enlistment. If they did not pass, the enlistment is erroneous and paragraph 11.12.2.16 applies.

11.14.3. The cadet did not properly have height, weight, and BMI/Body Fat (if applicable) checked prior to enlistment. Administrative error exists only if the cadet subsequently passed height, weight, and BMI/Body Fat in the first check after enlistment. If they did not, the enlistment is erroneous and paragraph 11.12.2.17 applies.

11.14.4. An ASCP, SOAR, or POC-ERP cadet was not enlisted in the ORS on the day following separation from active duty according to AFI 36-3208.

11.14.5. Errors occur in the preparation of the DD Form 4.

11.14.6. Did not initial corrections or erasures on the AF Form 1056.

11.14.7. The AF Form 2030 was not recertified at time of enlistment. (Administrative error exists only if the cadet attests to "No Change."). If the cadet recertifies and lists substance abuse, the enlistment is erroneous and paragraph 11.10.2.8 applies.

11.14.8. The cadet had prior military service and was contracted before receipt of the reenlistment code and DD Form 214 from the appropriate agency, or who was contracted based on a review of the individual's copy of the DD Form 214. If the DD Form 214 is reviewed and the cadet was not eligible for enlistment, the enlistment is erroneous.

11.14.9. Enlisted based on meeting all eligibility requirements (reference Chapter 3) for a fully-qualified scholarship program, but failed to receive AFROTC/RRUE approval. If it is determined that the individual was ineligible to activate the scholarship at the time of enlistment, then it is an erroneous enlistment.

11.14.9.1. Administrative error must be corrected by the detachment holding the cadet's records even if the cadet was enlisted at a Military Personnel Section (MPS) or another detachment. When the items are corrected, an MFR listing the errors and corrections made must be placed in the cadet record.

11.14.9.2. Correction of the DD Form 4: Correction tape must be used, no white out or strikethroughs, unless it is a date or signature and correction must be TYPED in. Correct entry, and have member and Air Force representative initial the changes. Annotate the form at the top as "Corrected Copy." If an incorrect entry is detected after submission of the DD Form 4 to AFPC, follow the guidance above and send a copy of the corrected form to AFPC along with a letter requesting they change their copy of the form. Changes in personal data, such as name changes, do not require a correction to the DD Form 4.

11.14.9.3. Name or SSN Changes After Enlistment and Before Commissioning. Follow the guidance in AFI 36-2606.

11.14.9.4. Cadet Responsibilities. From the nearest United States Post Office or Social Security Office, obtain and complete an SS-5, *Application for a Social Security Card*. Provide a reproduced copy of this form and all other documentary proof of the name change to the detachment.

CHAPTER 12 – POC SELECTION PROCESS

12.1. General Information. This chapter explains the purpose of enrollment allocations (EAs) and establishes the POC Selection Process (PSP). It also explains basic eligibility requirements common to EAs. The OPR for this chapter is AFROTC/RR.

12.2. Purpose. Cadets are selected to advance into the POC based on Air Force needs. Selection normally occurs in the applicant's AS200/250/500 year. A cadet cannot be contracted in the POC or enroll in AS300/400 classes without an EA.

12.3. Selection Boards. PSP selection boards convene at AFROTC. Separate boards may be considered to meet the needs of the AF. For example, AFROTC/RR may hold a tech board to select enough tech majors to meet AF tech AFSC accessions goals and a rated-interest board to select enough cadets with rated interest to meet AF rated accessions goals.

12.4. PSP Nomination Period. The nomination period will normally be announced each January via announcement message. A nomination panel in WINGS will normally open in March, during which Det/CCs will be able to nominate cadets. Detachments must ensure all selection data, especially DOC and academic major, are correct and accurate in WINGS prior to the established cut-off dates. Cadets who are pending scholarship applications or activation must be counseled that failure to receive an EA will result in withdrawal of scholarship offer.

12.5. Nurse Non-line Selection Board. All cadets majoring in Nursing, whether or not they have been accepted into a Nursing program, should meet the Nurse PSP for a Nurse EA.

12.5.1. Cadets pursuing a Nursing degree must provide the detachment documentation if they have been accepted into the certified Nursing Program. Cadets with a Nurse EA who are not subsequently accepted into a certified nursing program or who are dropped from a certified nursing program will have to request a non-technical EA, be det dropped, or have a CRR initiated. If on a Nurse scholarship, they will have their scholarship suspended pending re-application and acceptance into a certified nursing program, or terminated.

12.5.2. Cadets selected for a non-line EA are ineligible to compete for any rated category.

12.6. PSP Criteria. Detachments must not nominate unqualified or unmotivated cadets. Each applicant for an EA must meet the minimum standards identified in the annual announcement, to include the following:

12.6.1. AFOQT or SAT-Equivalent, FA, GPA, and medical.

12.6.2. Det/CC Ranking (DCR) and OM. The DCR is an evaluation of officership potential based on performance as a cadet. Rank all eligible cadets competing for an EA. Evaluate each cadet based upon the "whole person" concept. WINGS will compute the Relative Standing Score (RSS) based on the DCR and the class size IAW Table 12.1. Do not award an undeserved ranking in an effort to overcome lower objective factors such as a poor GPA, FA, or standardized test score.

Table 12.1. PSP Order of Merit (OM) Factors

FACTORS	WEIGHT
RSS (Note 1)	TBD
Cumulative GPA	TBD
FA	TBD
SAT-E (Note 2)	TBD
NOTES: 1. The formula for calculating RSS is: $((1-R/C)+0.5/C)*10)$, where R=DCR and C=Class Size 2. The SAT-E is the best of the SAT, ACT or AFOQT-AA, converted to SAT-E 3. The AFROTC/CC may adjust factors and weighting.	

12.7. Notification to Detachments. Detachments will be notified of EA selection through WINGS in the Category Selection (CAT-SEL) field. The field will state “Officer(T)” if the cadet is given an EA in a technical major (“Rated-Tech” if the cadet had rated intent), “Officer(N)” if the cadet is given an EA in a non-technical major (“Rated” if the cadet had rated intent), “Nurse” if the cadet is given an EA for nursing, and will remain blank if not selected.

12.8. Cadets Not Receiving an EA during PSP. Counsel cadets who did not receive an EA so they understand their options.

12.8.1. If the Det/CC wishes to recomplete a non-selected cadets in PSP the following year, the cadet must have a DOC three years out in order to complete two full years in the POC if selected. The detachment will update them as AS500s (completed GMC) in WINGS the next fall and may re-compete them for an EA in the next PSP cycle.

12.8.2. Non-contracted cadets who are not selected are det dropped or enter AS500 IAW paragraph 12.8.1. If this is a cadet’s second opportunity to compete in PSP, then accomplish a det drop. The cadet is released without any commitment.

12.8.2. Contract cadets who do not receive an EA during PSP are subject to a disenrollment investigation. The AFROTC/CC, or designee, will determine whether release or recoupment of scholarship funds will be accomplished. Once the contract is terminated the cadet may reenter the program IAW paragraph 12.8.1.

12.9. Out-Of-Cycle (OOC) EA Process. Once the PSP board has convened, there are a limited number of OOC Line EAs available for award. Detachments can request an OOC EA via WINGS for newly qualified nominees.

CHAPTER 13 – SECURITY CLEARANCE

13.1. General Information. This chapter covers the security clearance requirements for contracted cadets seeking a commission. Security clearances are processed on the SF-86, *Questionnaire for National Security Positions*, in the Electronic Questionnaire for Investigations Processing (e-QIP) program, Office of Personnel Management (OPM) and Joint Personnel Adjudication System and/or Defense Information System for Security (JPAS/DISS). The OPR for this chapter is AFROTC/RR.

13.2. Submission Timeline. Detachments will submit cadets for a secret security clearance after they are both contracted and POC. AFROTC security managers will determine the timeline annually for the submission of security clearance requests based on current investigative and adjudicative conditions nationwide. Only cadets requiring a top secret security clearance will be submitted directly for a Single Scope Background Investigation (SSBI) clearance. Detachments will not submit a security clearance application on non-contract cadets.

13.3. Responsibilities. Cadets must complete the SF 86 in e-QIP. Detachment security managers are responsible for the management of JPAS/DISS, to include submitting cadet security clearance applications from e-QIP to the OPM and updating data in WINGS. Detachments should coordinate with AFROTC/RRFP in establishing JPAS/DISS accounts. The AFROTC security manager is the liaison between detachment security managers and outside agencies.

13.4. Completing Investigation Requests. Once SF 86 is complete, ensure e-QIP is used for final validation, printing, and submission. Submit electronically-scanned fingerprints using Secure Web Fingerprint Transmission (SWFT). Detachments must maintain a copy of the completed and signed SF 86 package until either the clearance is adjudicated or the individual enters active duty.

13.5. Tracking. All detachments must track the status of open security clearance investigations in e-QIP and JPAS/DISS bi-weekly until a clearance is adjudicated, the individual enters active duty, or the clearance is denied or withdrawn. For disenrolled cadets, coordinate with AFROTC/RRFD.

13.6. Inquiries. Detachments may submit a request for research/upgrade (RRU) for inquiries regarding closed investigations that have not been adjudicated. All other status inquiries should be directed to AFROTC/RRFP.

13.7. Investigations for Prior-Service.

13.7.1. Prior-service cadets requiring a secret clearance are able to commission if they have a secret or top secret clearance that meets both of the following:

13.7.1.1. The investigation closure date does not exceed 9 years and 6 months prior to DOC.

13.7.1.2. Any break in service that does not exceed 24 months between the date of separation from active duty and the contract date.

13.7.2. Prior-service cadets requiring a top secret clearance are able to commission if they have a top secret clearance that meets both of the following:

13.7.2.1. The investigation closure date does not exceed five years and six months prior to DOC.

13.7.2.2. Any break in service that does not exceed 24 months between the date of separation from active duty and the contract date.

13.8. Security Clearances. All contract cadets must have at least an open security clearance IAW their Personnel Processing Codes (PPC) for their AFSC before they can be commissioned. If a previously adjudicated security clearance or an open security clearance is placed on “Hold” status, do not commission until the security clearance has been re-opened.

13.8.1. If a cadet does not have a favorably adjudicated clearance at the time of commissioning, the cadet must sign the Statement of Understanding (Attachment 10) no earlier than three duty days prior to commissioning. Detachments will track the open investigation until it is granted by the Central Adjudication Facility (CAF). Detachments must maintain the original, signed copy of the statement until either the adjudication is complete or the individual enters active duty.

13.8.2. Newly commissioned lieutenants with open investigations must hand-carry a hard copy of their completed SF 86 to their initial duty station.

CHAPTER 14 – CATEGORIZATION

14.1. General Information. This chapter explains the categorization procedures for line officer AFSCs and provides information pertaining to non-line AFSCs and other specialized officer career fields. The OPR for this chapter is AFROTC/RR.

14.2. Rated Categorization Board. The purpose of this board is to categorize cadets into Pilot, CSO, RPA, or ABM career fields. Cadets must volunteer for Air Force rated positions and will be boarded in the FY prior to commissioning.

14.2.1. Cadets volunteering for rated duty must understand that they may be assigned to any rated categorization for which they are qualified.

14.2.2. Cadets already selected for a non-line EA (nurse, medical, dental) are ineligible to compete for any rated category.

14.2.3. The selection rate for certain critical majors (Electrical Engineering, Meteorology, Nuclear Engineering, etc.) may be constrained in order to satisfy those Air Force accessions requirements. Cadets in critical majors are eligible to compete, but the selection rate may be less than the board average selection rate.

14.2.4. Cadets must be potentially medically qualified for the categories in which they compete.

14.2.5. Approximate Schedule of Events. The rated categorization board announcement will be released NLT the first week in December. The nomination window normally opens in January and the board is normally conducted in February.

14.2.6. Rated Categorization Requirements.

14.2.6.1. Detachments must ensure the latest physical exam data is in WINGS. Cadets must meet the standard in the rated screen exam for their desired category prior to submission. Meeting the medical pre-screening eligibility criteria prior to the board only establishes “potential” qualification and does not guarantee eligibility. See chapter 8 for medical qualification.

14.2.6.2. Candidates must meet the AFOQT minimum scores shown in Table 14.1. These scores are not waivable, even if previously waived for enlistment into the ORS, per AFI 36-2205, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs*.

Table 14.1. Minimum AFOQT Scores (non-waivable for rated duty)

	Pilot	CSO (Nav)	ABM	Verbal	Quantitative
Pilot	25			15	10
RPA	25			15	10
CSO		25		15	10
ABM			25	15	10

14.2.6.3. Pilot and RPA candidates must complete the Test of Basic Aviation Skills (TBAS) so a Pilot Candidate Selection Method (PCSM) score can be computed prior to categorization. TBAS testing requirements are outlined in AFI 36-2605. The TBAS data from the most recent test will be used as the score of record for those individuals with more than one set of scores.

14.2.6.4. The Det/CC will assign each individual a Detachment Commander Ranking (DCR) based on the entire FY commissioning class.

Table 14.2. Rated Order of Merit (Note 1)

FACTOR	WEIGHT
PCSM (Note 2)	40%
AFOQT-CSO (Note 2)	40%
AFOQT-ABM (Note 2)	40%
RSS	TBD (Note 1 & 3)
FA	TBD (Note 3)
FT	TBD (Note 1 & 3)
Cumulative GPA	TBD (Note 3)
Notes: <ol style="list-style-type: none"> 1. The formula for calculating RSS and FT is $(10*((1-R/C)+0.5/C))$ where R=DCR and C=Class Size 2. The PCSM is used for categorization processing if applying for Pilot and RPA. The AFOQT-CSO is used for categorization processing if applying for CSO. The AFOQT-ABM is used for categorization processing if applying for ABM. 3. AFROTC/CC will determine the weights and the OM factors 	

14.2.6.5. Cadets not completing FT prior to the board will automatically receive FT score of “0”. Once FT is complete, upward adjustment to the OM is recalculated based on FT results only and will occur automatically.

14.2.7. Cadets must submit preferences to the Det/CC prior to the nomination board window. Cadets are volunteering for any rated duty position for which they are medically qualified and are required to mark high interest for at least one category in which they are qualified. Cadets competing for Pilot must indicate their Undergraduate Pilot Training (UPT)/Euro-NATO Joint Jet Pilot Training (ENJJPT) preferences (Attachment 8).

14.2.8. Upon receipt of a category change, Detachments will complete a change page to the AF Form 1056 within 10 school days of cadet’s notification.

14.2.9. Counseling Requirements. Counsel rated categorized cadets that they will lose their categorization if they require a DOC change to a new FY or are medically disqualified. Cadets who do not receive a certified flight physical within one year after selection or 30 days prior to commissioning, whichever is earlier, will lose their rated categorization.

14.2.10. AFROTC/RRFP must be notified for EA re-categorization if the cadet:

14.2.10.1. Refuses to sign the change-page to the contract.

14.2.10.2. No longer desires the requested category. Cadets who decline a rated slot after selection will be ineligible to re-apply for rated duty while in AFROTC.

14.2.10.3. Medically disqualified from rated duty. AFROTC/RR will revoke the rated position EA upon receipt of medical disqualification from AETC/SGPS in order to facilitate rated allocation management. Detachments will coordinate with AFPC/DP2LT for reclassification/assignment into a new AFSC. Notify AFROTC/RRFP if cadet is later deemed medically qualified for rated duty and they may be added to the alternate list commensurate with Order of Merit (OM).

14.2.10.4. Dismissed from the program.

14.2.11. Post-Board Rated Nomination. Cadets who desire rated categorization after the board convenes must be potentially medically qualified for the desired category. Submit a request to AFROTC/RRFP with appropriate rated preferences (Attachment 8), PCSM score, and DCR. AFROTC/RRFP will add cadets to the rated alternate list commensurate with their OM.

14.2.12. Continuation Board. The purpose of the Continuation Board is to re-compete cadets boarded in the primary rated board after updating FT rankings. The FT ranking will be automatically updated in the OM by AFROTC/RRFP; no action is required from the detachment.

14.2.13. Supplemental Board. After the Continuation Board, all the cadets nominated for rated duty after the primary rated board will be added to the board commensurate with the OM. Everyone nominated for rated duty will remain on the alternate lists for which they're qualified.

14.2.14. Alternate List. The alternate list will be maintained for each category to backfill vacated slots by previously-selected cadets.

14.2.15. Cadets are removed from rated consideration upon commissioning.

14.3. Non-Rated Line of the Air Force (LAF) Classification and Accession. AFROTC classification and assignments are based primarily on the needs of the Air Force at the time of entry. AFPC/DP2LT manages AFSC classification and AFPC/DP1TAM will provide EAD orders to detachments.

14.3.1. AFROTC Form 53. Contracted cadets, and Guard and Reserve in pursuing status, must complete a web-based AFROTC Form 53 NLT the date specified by AFPC/DP2LT for each accession classification cycle. The Region, with AFROTC/RRFP as a backup, establishes accounts for staff members (technician and commander); detachment personnel establish cadet accounts.

14.3.2. There are two phases to the AFROTC Form 53 process:

14.3.2.1. Phase 1 classifies cadets into an AFSC according to AF requirements established by higher headquarters. AFPC/DP2LT will publish a "target list" of higher need AFSCs for the subject FY. Cadets use the target list to decide the AFSCs for which they may be qualified and

for which they are interested in volunteering. It is imperative cadets fill in a choice for their top six preferences. Cadets with technical majors should request appropriate technical AFSCs. Cadets who do not complete an AFROTC Form 53 will be classified to the needs of the Air Force.

14.3.2.2. Phase 2 assigns cadets to AF units based on their AFSC, needs of the AF, and cadet preference.

14.3.3. Changes to AFROTC Form 53. Once the AFROTC Form 53 database has been closed, detachments can no longer make changes directly but may coordinate with AFPC/DP2LT.

14.4. Non-Line and Battlefield Airmen Selection Process. Cadets are eligible to compete for active duty boards for the following programs: Medical Corps, Dental Corps, Biomedical Service Corps, Medical Service Corps, STO, CRO, ALO, Weather, Judge Advocate General, and Office of Special Investigations. Cadets who have a line EA but would like to compete for a non-line career field can use Attachment 7 to request a change to their EA. AFROTC/RRFP will notify detachments of the application process and timeline.

14.5. Medical. Specific AFSC's require cadets to have a current medical examination for their AFSC certified by AETC/SGPS or MEPS for cadets requiring a commission-qualified physical. Do not commission a cadet without a currently certified physical for their AFSC as this will constitute an erroneous commissioning.

14.5.1. Physicals for cadets classified into AFSC 13M1 (Airfield Operations) must include successful completion of a Read Aloud Test and have an ARATC.

14.5.2. Cadets categorized in AFSC 92T0 (Pilot) must have a Flying Class (FC) I physical.

14.5.3. Cadets categorized in AFSC 92T1 (CSO) must have a FCIA physical.

14.5.4. Cadets categorized in AFSC 92T3 (RPA) must have a FCIIU physical.

14.5.5. Cadets categorized in AFSC 92T2 (ABM) must have a FCIII physical.

14.5.6. Cadets categorized into 13N1 (Missile Operations) must have a MOD certified physical and be PRP qualified.

14.5.7. Cadets categorized into 13S1 (Space Operations) must have a SOD certified physical.

14.5.8. Cadets categorized into Battlefield Airmen AFSC (ALO, CRO, STO) must have a FCIII physical.

14.6. Personnel Reliability Program (PRP). PRP is required for members working in the nuclear enterprise. AFROTC/RRFP will contact the detachment if a cadet requires PRP processing after AFSC classification.

14.7. AFIT-Sponsored Fellowships, Scholarships, and Grants. The AFIT-sponsored fellowships, scholarships, and grants allow new commissionees to compete for an opportunity to further their

education, earning an advanced degree. Boards are held at AFIT, which determine participants in this program. The program allows a predetermined number of newly commissioned cadets who have been offered a scholarship, fellowship, or grant to pursue their education as AFIT students and is governed by AFI 36-2302_AUSUP, *Professional Development (Advanced Academic Degrees and Professional Continuing Education)*. Individuals enrolled in the program are on active duty, engaged in full-time study or research, and agree in writing to serve the ADSC specified in AFI 36-2107, *Active Duty Service Commitments (ADSC)*. This program differs from others in that funding for the individual's education must be from an AFIT-approved source, not from AFIT itself.

14.8. Educational Delays. Educational delays extend the time between commissioning and reporting for EAD. AFPC/DP2LT is the OPR. AFPC approves delays IAW AFI 36-2009, *Delay in Active Duty for AFROTC Graduates*. If the delay results in the EAD changing to a new CY, they will be re-categorized. This will also result in a change to training dates.

14.9. Administrative Delays. Administrative delays are an agreement between AFPC/DP2LT and the cadet delaying their EAD; but is not guaranteed. Under normal EAD circumstances, delays can be up to 365 days from the DOC. Reference AFI 36-2009 for processing requests.

CHAPTER 15 – RECOGNITION

15.1. General Information. This chapter covers the Distinguished Graduate (DG), Cadet Awards and Decorations, and Detachment level award programs. The OPR for this chapter is AFROTC/DO.

15.2. DG Program. The DG Program is established to recognize the top 10% of commissioning cadets during each FY. DG selection is accomplished through the Detachment Quota or Regional Selection Boards. Detachments must ensure DOC data in WINGS is correct prior to October for eligible cadets. Detachments are allotted one DG for every ten FY commissionees; this quota will be verified by the Region. Detachments will notify the region of their DG designees.

15.2.1. Regional Selection Boards. There are two types of regional selection boards: Aggregate and Carry-over. Detachments must follow formatting and timelines IAW regional guidance.

15.2.1.1. Regional Aggregate Boards are used to select DG candidates from detachments with less than ten FY commissionees. These detachments may nominate one cadet to this board.

15.2.1.2. Regional Carry-Over Boards are used to designate remaining DG allocations following the Quota and Aggregate Boards. All detachments may nominate their next most deserving cadets, but must be in rank order if nominating more than one. Aggregate Board cadets not selected as a DG candidate are automatically included in the Carry-over Board.

15.2.2. After designation and irrespective of the DG selection method, detachments must:

15.2.2.1. Prepare the designation memorandum and the AFROTC Form 402, *DG Certificate* and present them at the end of their final term and at an appropriate time prior to departing the detachment.

15.2.2.2. Ensure the Source of Commissioning (SOC) code reflects the DG selection on the Reserve commissioning order IAW Attachment 14.

15.2.3. If a cadet loses DG designation (e.g. disciplinary, academic, administrative reasons), the designation returns to the commander at the appropriate selection level (detachment quota back to the detachment and Region selection to Region for alternate selection).

15.3. Awards and Decorations Program. The Cadet Awards and Decorations Program recognizes cadet achievements. See AFI 36-2903_AFROTCSUP for awards order of precedence. Detachments will follow administrative procedures and specific nomination requirements from AFROTC/DO.

15.3.1. AFROTC Sponsored Awards. AFROTC sponsored awards recognize excellence, which consist of ribbons, medals, coins and congratulatory letters. Detachments obtain and distribute all AFROTC sponsored awards devices.

15.3.2. Only awards and decorations authorized in this instruction are authorized for wear on the cadet uniform. AFROTC/DO is the waiver authority for exceptions.

15.3.3. The AFROTC Awards Board will convene to select award recipients and consider changes

to the Cadet Awards Program. The AFROTC Awards Board consists of: AFROTC/DOS (chair) and two officers appointed from AFROTC. The AFROTC/CC is the final selection authority.

15.4. Valor Awards. Valor Awards are intended to recognize cadets who distinguish themselves through acts of heroism. If awarded multiple valor awards for the same act, wear only one. If AFROTC is one of those organizations, wear only the AFROTC valor award. Cadets are authorized to wear valor awards on the AFROTC uniform, as listed below:

15.4.1. Prior service AD valor awards will be worn above all AFROTC awards (e.g. Silver Star, Purple Heart, Airman's Medal, any medal or ribbon with "V" device). AFJROTC valor awards are equivalent to the AFROTC award. CAP, Army ROTC and Navy ROTC valor awards will be worn beneath AFROTC valor awards but above all other awards. AROTC and NROTC valor awards will be worn beneath AFROTC valor awards but above all other awards.

15.4.2 There are two types of AFROTC valor awards:

15.4.2.1. Gold Valor Award. Awarded for acts of heroism involving personal risk of life.

15.4.2.2. Silver Valor Award. Awarded for acts of heroism that do not meet the risk of life standard of the Gold Valor Award.

15.4.3. Nomination. Det/CCs submit nomination packages which include: a nomination memorandum to the AFROTC/CC for the Gold or Silver Valor Award; a proposed 12-14 line citation; supporting documentation (e.g., newspaper clippings, statements by victims and observers, etc.); and an AETC Form 114, *Indorsement for Decoration*. Unless the cadet is unavailable, an official statement of the event by the nominated cadet must be included.

15.4.4. Processing. Nomination package will be routed through the chain of command to the AFROTC Awards Board and can be disapproved, upgraded or downgraded to another level award. Commanders may request further information to support the nomination.

15.5. FT Awards. FT awards are those awards given for individual and flight (team) performance at FT. FT awards are based upon specific FT criteria reflected on the FTPR or as determined by a FT encampment awards board. Refer to the current FT Manual for more information. Final selection authority lies with the FTU/CC.

15.6. Detachment-Level Cadet Awards. These awards are selected by the Detachment cadre and cadets to recognize excellence. Reference Table 15.1 for eligibility criteria and description.

Table 15.1. Detachment-Level Cadet Awards

Award Name	Eligibility	Description
Meritorious Service Award	Award to cadets each academic term to no more than 5 percent of the corps.	Recognizes outstanding performance for single exemplary acts of achievement or term service. (Consider outstanding performance in leadership positions, project officer duties, training other cadets, or det service project leadership).
Commendation Award	Award to cadets each academic term to no more than 10 percent of the corps.	Recognizes superior performance for single superior acts of achievement or academic term service that does not rise to the level of the Meritorious Service Award.
Achievement Award	Award to cadets each academic term to no more than 15 percent of the corps.	Recognizes superior performance for single acts of achievement or academic term service that does not rise to the level of the Commendation Award.
Academic Honors Award.	Award to cadets with a TGPA of 3.0 or above (on a scale of 4.0) for one full academic term; must have an average of 4.0 in AS courses for the duration of period.	Recognizes academic excellence.
Warrior Spirit Award	Award to one cadet in each AS class. Extended cadets cannot be considered.	Recognizes the cadet in each AS class who best exemplifies the Air Force warrior spirit. (This is the same ribbon as the FT Warrior Spirit Award. Once the ribbon is awarded, cadets can continue to wear it throughout their duration in AFROTC).
Honor Flight Ribbon.	All cadets in that flight will be authorized to wear the Honor Flight Ribbon.	Recognizes one flight per detachment each academic term will be designated as the Honor Flight based on criteria approved by the Det/CC. Designation as the Warrior Flight is not a disqualifier for designation as the Honor Flight.
Warrior Flight Ribbon.	All cadets in that flight will be authorized to wear the Warrior Flight Ribbon.	One flight per detachment each academic term will be designated as the Warrior Flight based on criteria approved by the Det/CC. Designation as the Honor Flight is not a disqualifier for designation as the Warrior Flight.
Fitness Award.	Cadets who score a 90 or above in the Fitness Assessment.	Recognizes cadets who score a 90 or above on the FA. The Detachment may choose to increase the minimum score required. This award may be received only once per term.
Fitness Award Silver Star Device.	Cadets who score a 100 on the Fitness Assessment for the first time.	Recognizes a cadet who receives a perfect 100 points on the FA for the first time, whether at FT or at the detachment. Only one Silver Star device will be worn and will be worn centered on the ribbon or to the wearer's right in relation to oak leaf clusters.
College Scholarship Recipient Ribbon.	Contracted cadet with an active scholarship.	Recognizes cadets who earned and activated an AFROTC scholarship. A bronze oak leaf cluster may be added at the completion of each scholarship year.
Recruiting Award.	Award to cadets each academic term based on recommendation of the RO.	Recognizes outstanding effort in support of detachment recruiting activities. Detachments may impose additional criteria based on local standards and needs.
Drill Team Membership Ribbon.	Award to cadets who have participated for one calendar year with at least one drill team performance.	Recognizes cadets who were on an AFROTC or joint service-sponsored drill team, rifle team, military musical marching unit, or military band. (No temporary wear of the ribbon is authorized. See AFROTC SUP to AFI 36-2903 for definition of Drill Team and Color/Honor Guard).
Color/Honor Guard Membership Ribbon.	Award to cadets who have participated for one calendar year with a minimum of three Color Guard and/or Honor Guard performances before being awarded the ribbon.	Recognizes a cadet for active participation in an AFROTC or joint Service-sponsored Color Guard or Honor Guard.

15.7. Annual Detachment Award Categories (Team). Detachments will be categorized into the following categories based on the fall Semester's enrollment: Large, Medium, and Small.

15.7.1. High Flight (HF) Award refers to the top detachment in each fall enrollment category within a region. The nomination consists of an AF Form 1206 with five categories: Production, Education, Recruiting and Retention, University and Public Relations, Cadet Activities.

15.7.2. Right of Line (ROL) Award refers to the top detachment in each fall enrollment category within AFROTC. ROL award winner is chosen by the AFROTC/CC from the four region's HF winners in each category.

15.8. Organization Sponsored Awards. Organization Sponsored Awards recognize cadets for outstanding individual achievement in academics, military performance, leadership, athletics, extracurricular endeavors, etc. They normally consist of medals, ribbons, and/or certificates. Award elements (ribbons, medals, certificates, etc.) for awards sponsored by national organizations are donated through their national headquarters or local chapters. Additional sets may be purchased by the cadet. Detachments will follow administrative procedures and specific nomination requirements on the AFROTC intranet.

CHAPTER 16 – DISENROLLMENT

16.1. General Information. This chapter covers the guidelines for disenrollment action. Only contract cadets are disenrolled. Contract cadets are scholarship cadets in the GMC and all cadets in the POC (except cadets in pursuing status). Contract cadets are subject to disenrollment at any time up until commissioning. The OPR for this chapter is AFROTC/RR.

16.2. Authority. The AFROTC/CC or the AFROTC/CC's designee at HQ AFROTC has the authority to disenroll any contract cadet at any time with or without cause. Authority to release, recoup or call the individual to EAD is outlined in Title 10 USC, Sections 2105, DoDI 1215.08 and AFI 36-2011. A signed AF Form 1056 contract is not a guarantee that a commission will be offered to the cadet.

16.3. Purpose. Disenrollment is the removal of any contracted cadet from their AFROTC contract or the program before its completion. Disenrollment does not affect an individual's service status. However, the decision to disenroll may raise the question of whether further retention of the cadet in the AFROTC program or on active duty is in the best interest of the Air Force.

16.4 Types of Disenrollment. This instruction authorizes two disenrollment procedures: administrative release and disenrollment investigation. AFROTC/RRFD will maintain a Disenrollment Processing Guide within the Registrar section on the AFROTC Intranet.

16.5. Administrative Release. Does not require a disenrollment. Reasons for administrative release disenrollment includes the following:

16.5.1. Death of a cadet. The Det/CC must sign an MFR attesting to the death of the cadet.

16.5.2. Conditional release. Submit request once a conditional release has been granted and the cadet has enlisted into the other commissioning program.

16.5.3. Freshman Self-Initiated Elimination (FSIE). AS100 (except enlisted commissioning program cadets) may request FSIE prior to the start date of host institutional AFROTC classes of their AS200 (sophomore) year. The request must be submitted in writing to the Det/CC. The cadet must indicate whether they intend to continue attending AS classes during the current term. The detachment will then immediately counsel and ensure the cadet understands that FSIE may preclude future entry into any commissioning program.

16.5.4. Medical Disqualification. AETC/SGPS has medically disqualified for commissioning a cadet for reasons beyond the cadet's control and knowledge. Immediately terminate stipend upon notification that a cadet is medically disqualified for commission. The effective date is the date of medical disqualification by AETC/SGPS.

16.6. Disenrollment Investigation. When a cadet is being considered for disenrollment and faces possible involuntary EAD or recoupment of scholarship benefits, the disenrollment requires the appointment of an investigating officer, to review and investigate the circumstances associated with the basis for such action. The cadet will be provided 5 business days to prepare a response to the disenrollment. Reasons for disenrollment review with investigation are outlined in chapter 6 of AFI 36-2011.

16.6.1. Humanitarian consideration and personal hardship beyond the cadet's control that is not temporary. Request for humanitarian release must be made in writing by the cadet and submitted to the Det/CC.

16.6.2. Failure to maintain military standards necessary to become a commissioned officer.

16.6.3. Indifference to training occurs when a cadet displays an apathetic attitude toward training.

16.6.4. Breach or anticipatory breach of the AFROTC contract occurs when a cadet fails to meet any terms of their contract or expresses a clear and convincing intention to breach the contract, but has not yet done so.

16.7. Disenrollment Procedures. The Det/CC (or senior officer present on G-series orders, in the commander's absence) will initiate disenrollment actions IAW the Disenrollment Processing Guide. The investigation is a non-adversarial process to gather all the facts in the cadet's case so the Det/CC can make an informed recommendation to the Region/CC for call to EAD, recoupment, or release. The investigation is an extended opportunity for the cadet to dispute their failure(s) which triggered the investigation or to submit mitigating/extenuating circumstances.

16.7.1. Appoint an Investigating Officer (IO). The IO should be the most unbiased, impartial officer reasonably available. The IO may be a cadre staff member, AFIT student, RDA, or an active duty officer from another ROTC unit, support base, or other military service. The IO may not be a Gold Bar Recruiter (GBR). If the Det/CC has no satisfactory individual to appoint as IO, contact the Region/CC for assistance.

16.7.2. The cadet can voluntarily waive, in writing, their right to a disenrollment investigation to the Det/CC within 5-business-days of notification of pending disenrollment.

16.8. Personal Appearance. The personal appearance is the cadet's opportunity to present their case directly to the IO. At the personal appearance, the cadet may make an oral statement and present written materials/evidence to the IO. The cadet may provide other individuals to offer testimonial evidence on the cadet's behalf. Any individual offering testimonial evidence at the personal appearance shall be sworn in by the IO using the following oath: "Do you swear (or affirm) that the statements you are about to make in this matter shall be the truth, the whole truth, and nothing but the truth, so help you God?" The interviewee has the option to omit "so help you God." The IO should prepare a summary of statements given by the cadet and any other witness and include that summary in the Report of Investigation (ROI). Do not prepare a verbatim transcript of the cadet's oral statement or witnesses' testimony.

16.9. The Report of Investigation (ROI). The ROI is a factual summary of all evidence compiled by the IO during the investigation. All facts cited in the ROI will be supported by attached documentation. The IO will not include any opinions, conclusions, or recommendations in the ROI. If a cadet prefers EAD or recoupment, the IO must include a memorandum signed by the cadet stating that desire.

16.9.1. The cadet will be afforded the opportunity to review final ROI with attached

evidence.

16.9.2. The cadet will be afforded 5 business days to submit a response to the ROI.

16.10. Detachment Actions after AFROTC Decision. For all disenrollment outcomes, once a decision is final and the detachment has been notified, the detachment must notify the cadet in writing within 5-business-days.

16.10.1. If EAD is the final decision, the cadet must certify their current and permanent mailing addresses, present student status, and scheduled graduation date. AFPC/DPPAES is the approving office for educational delays. The detachment must advise the cadet that AFPC will notify the cadet of the call to EAD. If the cadet has any questions, the cadet may contact AFPC/DP2LT, 550 C Street West, Suite 10, JBSA Randolph TX 78150-4712, commercial (210) 565-3569.

16.10.2. If recoupment of scholarship funds is the final decision, the cadet must certify their current and permanent mailing addresses for contact. The cadet will be contacted by Defense Finance and Accounting Services (DFAS) regarding repayment of scholarship debt.

16.10.3. If release is the final decision, the cadet must certify their current and permanent mailing addresses. ARPC will send a copy of the discharge order to AFROTC/RRFD and the cadet when completed.

16.11. Termination of AFROTC Scholarship Recoupment of prior Disenrolled Cadets. AFROTC/RR will consider terminating the recoupment debt of disenrolled cadets who complete at least 2 years of continuous enlisted active duty service or who receive an active duty commission (with any branch of the United States Armed Forces). A commission or enlistment in the Guard or Reserves does not apply unless 2 years of continuous active duty service is completed. Proof of service is the responsibility of the disenrolled cadet. Procedures are outlined in the Disenrollment Processing Guide. To request termination, contact AFROTC/RRFD for guidance.

16.12. Termination of AFROTC Scholarship Recoupment for Reenlisted/Contracted Cadets. A previously disenrolled AFROTC cadet who receives a new enrollment allocation and recontracts/reenlists can request AFROTC terminate the recoupment of scholarship money by submitting a memorandum to AFROTC/RRFD IAW the Disenrollment Processing Guide. Counsel the cadet that termination of the recoupment of scholarship money is contingent upon receipt of an Air Force commission. If subsequently disenrolled will be liable for scholarship funds from their first disenrollment as well as current enrollment.

16.13. Rescind Call to EAD for Reenlisted Cadet. A disenrolled cadet called to EAD who receives a new enrollment allocation may request termination of the call to EAD prior to recontracting/reenlistment. Det/CC must endorse and submit a memorandum requesting rescinding of the EAD to AFROTC/RRFD IAW the Disenrollment Processing Guide. Counsel cadets that termination of the call to EAD is contingent upon receipt of an Air Force commission.

16.14. Appealing the Disenrollment. Disenrolled cadets may appeal their disenrollment, call to EAD, or recoupment action one time. Suspension and probation cannot be appealed. Requests for reconsideration of the disenrollment decision will always be reviewed; however, changes to the

decision will be considered only if new evidence is presented that was not available during the initial investigation. Cadet must submit appeals in writing to the AFROTC/CC NLT 1-year from the individual's effective date of disenrollment listed on the DD Form 785. Requests received after the 1-year cutoff date will not be considered. The cadet is not permitted or authorized to make personal appearances with AFROTC personnel to discuss their case.

16.15. Release of Cadet Records. At any time during the disenrollment process, a cadet is permitted to review their records upon request under the supervision of detachment cadre. A cadet desiring copies of specific records must submit a written request, citing the Privacy Act of 1974, to the detachment. The detachment must remove any Privacy Act information about other individuals before releasing copies of the records to the cadet.

16.15.1. The detachment will keep cadet records only 1-year after disenrollment IAW the AF Record Disposition Schedule.

16.15.2. After disenrollment, AFROTC/RRFD will keep the disenrollment case files IAW AF Record Disposition Schedule. Cadets may obtain copies of the disenrollment case file by submitting a written request to the Freedom of Information Act (FOIA) and Privacy Act (PA) office, 42 CS/SCOKR, 50 LeMay Plaza South, Maxwell AFB AL 36112, (334) 953-3165 or online at www.foia.af.mil. The request must list the specific information desired.

CHAPTER 17 – COMMISSIONING

17.1. General. This chapter outlines pre-commissioning, commissioning and post-commissioning requirements. Cadets must be fully qualified to commission (medical, academics, fitness, BMI, Body Fat, etc.) and must commission NLT 30 days after completing academic degree and AFROTC requirements, whichever occurs later. Commissioning must occur within the fiscal year (FY) associated with the enrollment allocation. Therefore, it is possible for a cadet to complete both AFROTC and degree requirements but not commission until 1 Oct of the next FY. Requests to change FY must be routed to AFROTC/RRFP. The POC for this chapter is AFROTC/RR.

17.1.1. Character. Do not commission cadets who have pending civil involvements that could require a waiver. Cadets who were placed on supervised probation by the court cannot be commissioned until the end of their probation. If this probationary period pushes the cadet to the next FY, conduct a CRR. If the cadet is placed on unsupervised probation, the cadet can commission; ensure the civil involvement is adjudicated in WINGS.

17.1.2. Failure to Meet Commissioning Requirements. If a cadet is not commissioned on the date scheduled but will meet commissioning requirements within the same FY, the Det/CC may change the DOC. Ensure the medical examination is valid for the new DOC. Notify AFPC/DP2LT and AFROTC/RRFP, then update WINGS.

17.1.3. If a cadet is not commissioned on the date scheduled and will not meet commissioning requirements within the FY, initiate a CRR. Exception: prior to initiating a CRR on nursing and law cadets who cannot commission in their designated FY, detachments must contact AFROTC/RRUE and AFPC/DP2NN (for nurses) or AF/JAX (for law cadets).

17.1.4. Declination of Appointment. If a cadet declines appointment as a commissioned officer, initiate a disenrollment action. Change the DOC in WINGS to the end of the contracted FY and notify AFPC/DP2LT of potential disenrollment.

17.2. Program Completion.

17.2.1. Graduation. A cadet is eligible for commissioning only after the detachment receives an official transcript indicating degree awarded or written certification from the university registrar or other institutional official confirming the cadet has completed all degree requirements (Attachment 9).

17.2.2. DOC. Do not commission the cadet in a FY other than that associated with the DOC, unless AFROTC/RR approves an enrollment allocation for a different FY.

17.2.3. Commissioning Qualifying Fitness Review (QFR). The QFR must be administered by cadre prior to commissioning and accomplished IAW AFI 36-2905 and AFI 36-2905_AFROTC Supplement. The QFR consists of a FA and BMI measurement NET 30 calendar days prior to commissioning but NLT the day prior to commissioning. Cadets must pass the FA. Cadets not within BMI standards are commission qualified if they meet body fat standards IAW DODI 1308.3. The QFR can be counted as the current term FA. The QFR FA is a certified AF FA that can be updated in the Air Force Fitness Assessment System (AFFMS); detachments will provide

cadets an AF Form 4446, *Air Force Fitness Assessment Scorecard* for in-processing on Active Duty.

17.2.3.1. Cadets are authorized two attempts at the QFR. Refer to Table 5.4 for QFR failures and CE actions, but take no CRR or disenrollment action until after a second failure. Cadets who fail the retest will be issued another CE and be subject to a disenrollment regardless of the total number of CEs. If they pass the retake, take no action on the QFR CEs provided they meet all other commissioning requirements.

17.2.3.2. SL-ECP and students are required to meet height, weight and BMI standards outlined in AFI 36-2013 and AFI 36-2905 for accessions into OTS. These measurements will be conducted during all annual FAs and prior to departure for OTS. Failure to meet this requirement could result in withdrawal of OTS slot allocation.

17.2.4. Prior to commissioning, cadets who are not in the pre-Health Professions Program (pre-HPP), who are selected for Uniformed Services University of the Health Sciences (USUHS), are commissioned as line officers and incur a 4-year ADSC, plus the specified ADSC cited in the USUHS contract. Those who are accepted to a civilian medical school and approved for an educational delay are commissioned as line officers, incur a 4-year ADSC, and retain the line commission through medical school. AFPC/DPAME policy prohibits extensions to cadets who fail to meet this contractual requirement, even if they are subsequently admitted to medical school. Only pre-HPP designated cadets are guaranteed the Air Force Health Professions Scholarship/Financial Assistance Program (AFHPS/FAP) if accepted into a medical school before undergraduate graduation and commissioning as stated on AF Form 1056.

17.3. Commissioning Actions.

17.3.1. Detachments must use the AFROTC Form 64, *Commissioning Checklist*, and the guidance contained within this chapter to ensure the cadet is qualified to commission.

17.3.2. Using the Cadet Data section of WINGS, verify cadet has been scrolled before commissioning. If no nomination or approval date is loaded, contact AFROTC/RRD to verify commissioning eligibility.

17.3.3. Recertify the AF Form 2030 by completing page 2 of a new AF Form 2030. The AFROTC representative must sign the form. Attach the recertified form to the original AF Form 2030.

17.3.4. Accomplish the AF Form 3010, *USAF Statement of Understanding Care Responsibility*, for commissionees with dependents only. The AFROTC representative must sign the form.

17.3.5. Completion of AF Form 133. In accordance with AFI 36-2006, complete the AF Form 133, *Oath of Office (Military Personnel) and Certificate of Commission*, and the Certificate of Commissioning and the instructions contained on the AF Form 133.

17.3.5.1. The grade entered is "Second Lieutenant, USAF."

17.3.5.2. The type of commission for AFROTC cadets will be "Reserve of the Air Force".

17.3.5.3. The individual commissioning and the officer administering the oath do not sign the AF Form 133 until after the oath has been administered. The date the AF Form 133 is signed is the effective date of appointment.

17.3.6. Memorandum of Appointment. Prepare a memorandum of appointment according to Attachment 12 for all commissionees. Present the original to the cadet at the commissioning ceremony and forward one copy with the commissioning documents.

17.3.7. DD Form 1AF, *Certificate of Commission*. Prepare the DD Form 1AF according to AFI 36-2006 for each commissionee and present the certificate to the cadet at time of commissioning.

17.3.8. Memorandum of Instruction. Prepare a memorandum of instruction according to Attachment 15 for all commissionees and present the certificate to the cadet at time of commissioning.

17.3.9. Reserve Appointment Order (Attachment 13). Ensure each cadet's SOC code is correct on this order. The SOC codes are listed in Attachment 14. Maintain the original appointment order in detachment files and issue a copy to the commissionees.

17.3.10. Health Insurance Statement (Attachment 20). IAW FY04 and FY06 National Defense Authorization Acts, Reserve officers awaiting EAD are entitled to active duty health care benefits. New second lieutenants are eligible for TRICARE coverage after commissioning and before EAD. Dependents are not entitled to medical benefits until the officer enters EAD. Newly commissioned officers must drop Other Health Insurance (OHI) benefits and be enrolled under TRICARE. This is accomplished by not checking "Has health insurance" in WINGS. Detachments are required to update their graduates in WINGS. AFROTC must provide a weekly OHI roster to USAF/REPX for DEERS eligibility updating.

17.3.10.1. Commissionees who elect TRICARE Medical Coverage: Check the block and provide the date the statement was signed. After inputting the date, uncheck the block in WINGS

17.3.11. Annotate termination of extended entitlements by completing the AFROTC Form 88, Section III. Note: applicable only for SAF-Approved 5-Yr scholarship cadets who receive more than 4 years of tuition payments.

17.3.12. Non-line Commissioning Requirements. Detachments should follow procedures IAW AFI 41-110, *Medical Health Care Professions Scholarship Programs*, Chapter 3 or 5, for commissioning Pre-HPP and non-Pre-HPP cadets who desire a career as an Air Force physician, dentist, nurse anesthetist, pharmacist, and those selected for Air Force Health Professions Scholarship Program (AFHPSP) and Uniform Services University of Health Services (USUHS).

17.3.14. Commissioning for GLP/OYCP Students. Graduate Law Program (GLP) and One Year Commissioning Program (OYCP) cadets are commissioned as line officers in the grade of second lieutenant upon completion of AFROTC and their law degree. Upon successful completion of all GLP/OYCP requirements, including successfully passing a state Bar Exam, candidates are called

to EAD in the judge advocate career field in the grade of first lieutenant and are typically promoted to the grade of captain after six months. The minimum ADSC is four years. Note: do not enter the Judge Advocate Category on the AF Form 133. In the event of licensing failure (failure to pass a state Bar Exam), GLP/OYCP commissionees are not discharged, but must serve on EAD in a non-JAG line AFSC in the initial grade of second lieutenant.

17.3.15. Nurse Commissioning Requirements. The following procedures apply for commissioning nurse cadets.

17.3.15.1. Licensing. Nursing student cadets will not be commissioned until verification of passing the National Council Licensure Examination for Registered Nurses (NCLEX- RN). The cost of the licensure exam is paid by the individual.

17.3.15.2. The graduate needs to take the NCLEX-RN as soon as possible post-graduation. Nurses failing the NCLEX-RN will schedule a second exam as soon as possible to enable commissioning before the end of the FY. If NCLEX is pushed beyond the contracted FY, contact AFROTC/RR to determine if a disenrollment is required. A second failure results in reclassification as a line officer or disenrollment. There will be no waivers or exceptions to policy after a second NCLEX failure.

17.3.15.3. Nurse Transition Program (NTP). Registered nurses with less than one year full-time (minimum 24 hours per week) experience in inpatient (acute care) clinical nursing will attend the NTP as their first duty assignment. The NTP is a 9 to 11 weeks transition program at one of four medical centers across the country.

17.3.15.4. Commissioning Nurses. Upon meeting all baccalaureate nurse degree requirements, obtaining passing scores on the NCLEX-RN and receipt of completed requested forms (Attachment 11) by AFPC/DP2NN, nurse cadets will be commissioned into the Air Force Nurse Corps.

17.4. Detachment Post-Commissioning Actions.

17.4.1. Within five duty days after appointment, forward the commissioning package (with attachments) to AFPC/DP1TAM.

17.4.2. Update WINGS for commissioned cadets NLT three workdays after appointment.

17.4.3. College Transcripts. AFIT is required to establish an academic file for all newly commissioned officers. The detachment must forward an official transcript indicating the degree awarded with appropriate seals, embossments, or authentication, to AFIT Academic Coding Branch NLT 90 days after commissioning.

17.4.5. Retention of Records. File and maintain copies of all commissioning documents in the cadet's records for one year. Final disposition instructions for cadet records are contained in the Records Disposition Schedule (RDS) in AFRIMS. Do not retire any cadet records to the staging area; destroy IAW the RDS in AFRIMS at the detachment.

17.4.6. Safety Brief. The Det/CC will provide commissioned 2Lts a pre-departure safety briefing IAW HCI 91-101, *Holm Center Safety Program*, and document this on AF Form 4392, *Pre-departure Safety Briefing*.

17.5. Commissioning at Location Other Than Detachment. Cadets requesting to commission at a location other than their assigned detachment must confirm the desired date and obtain prior written permission from the owning Det/CC and from the agency performing the commissioning.

17.5.1. The detachment will prepare the following forms and send to the commissioning location prior to the commissioning:

17.5.1.1. AF Form 2030; recertification is accomplished by completing only page 2 of a new AF Form 2030 on day of but prior to commissioning.

17.5.1.2. Prepare the DD Form 1AF with the following exception: do not complete Rule 6 of Table 1 in AFI 36-2006. The commissioning agency will complete this rule. Place the DD Form 1AF in the appropriate presentation binder.

17.5.1.3. Original AF Form 133.

17.5.2. After Commissioning, the commissioning agency will send these forms back to the owning detachment.

17.5.3. The owning detachment will attach the Form 2030 to the original form in the cadet's records and send the completed commissioning package to AFPC/DP2LT.

17.6. Mock Commissioning.

17.6.1. Det/CCs are the authority for mock commissioning.

17.6.2. The prerequisites for mock commissioning are:

17.6.2.1. Cadet has completed degree requirements but not commissioning requirements.

17.6.2.2. Cadet must meet military retention standards and not be on probation.

17.6.2.3. Cadet requests mock commission via official memorandum and certifies that he/she, family, friends and guests all understand that the mock commissioning is ceremonial only and he/she will not be commissioned until a future date when official paperwork would be signed. The Det/CC approved memorandum must be filed in cadet records.

17.6.2.4. Commissioning documents cannot be "mock" signed or actually signed under any circumstances.

17.7. Fraudulent and Erroneous Commissions and Administrative Errors.

17.7.1. Fraudulent commissions are those involving deliberate material misrepresentation, omission, or concealment that, if known at any time in the commissioning process, might have resulted in rejection. Prior to EAD, fraudulent commissions will normally result in the investigation of the causes and possible, subsequent AF actions. Process all requests through AFROTC/RR.

17.7.2. Erroneous commissions are those the Air Force should not have accepted but do not involve fraud. Errors occur in the commissioning process when the Air Force does not have the true facts or does not take the correct actions. Prior to EAD, erroneous commissions require immediate notification to the Region/CC and subsequent AF actions.

17.7.3. Administrative errors are made on the part of the Air Force. Prior to EAD, administrative errors can be corrected by the detachment.

17.8. Post-Commissioning Responsibilities. Following commissioning but prior to reporting for active duty, cadets awaiting EAD are on inactive reserve status and assigned to ARPC. Detachments must complete all actions on the AFROTC Form 64. Detachments should maintain contact with these cadets and serve as the cadet's first line of support. If the Det/CC becomes aware of misconduct on the part of a newly commissioned 2Lt waiting for EAD, they should contact the HC/JA. The HC/JA will coordinate follow on actions with ARPC/JA.

17.9. Air Force Appointment of ROTC Graduates from another Service. An ROTC graduate of another service may request consideration for appointment as a commissioned officer in the Air Force, provided the individual meets the eligibility requirements listed below and is granted a conditional release from the current commissioning service. Approved applicants are ordered to active military service with the Air Force as an Air Force officer and are required to serve their ADCS associated with their AFSC.

17.9.1. Eligibility. An applicant must meet minimum AFROTC eligibility requirements as outlined in Chapter 4 of this instruction.

17.9.2. Application Procedures. A cadet who desires appointment in the Air Force must apply under the instructions of the current commissioning service. Before commissioning and entry on active duty however, the Air Force requires:

17.9.2.1. An AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF without Component*.

17.9.2.2. DD Form 2808, *Report of Medical Examination*

17.9.2.3. SF 93, *Report of Medical History*

17.9.2.4. DD Form 2807-1, *Report of Medical History*, in duplicate.

17.9.2.5. Results of AFOQT and FA

17.9.2.6. Transcripts of college work as evidence of the applicant's degree completion.

17.9.2.7. AF Form 56, *Application & Evaluation for Training Leading to a Commission in the United States Air Force*, completed by the applicant and the Det/CC.

17.9.2.8. Professor of Military Science (PMS) or Professor of Naval Sciences (PNS) cross-commissioning conditional release (Attachment 17).

17.9.2.9. A signed/dated statement of reasons for requesting transfer.

17.9.3. Processing Procedures. Forward applications to AFROTC/RRFP. Include the documents listed in paragraph 17.9.2. above as attachments. If approved, AFROTC/RRFP will award an EA. The detachment must then contract the individual into the ORS and contact AFROTC/DOF for a FT assignment. Provide a copy of the completed DD Form 4 and the Reserve Order to the releasing service to secure the individual's release. Ensure the individual is gained to WINGS according to proper procedures.

17.9.4. Ensure the application process is initiated early enough to allow sufficient processing time for FT attendance. If an application is not received in time for FT attendance, the individual will be required to meet AFROTC enrollment requirements for an additional year to allow FT attendance the following summer or must commission with their original commissioning service.

CHAPTER 18 – ENLISTED COMMISSIONING PROGRAMS

18.1. General Information. This chapter covers the Senior Leader Enlisted Commissioning Program (SL ECP) and the Nursing Enlisted Commissioning Program (NECP) IAW AFI 36-2013. For ASCP, SOAR, and POC-ERP cadets reference paragraph 4.10. The OPR for this chapter is AFROTC/RR, which will also provide all post-selection and pre-arrival guidance to the respective detachments.

18.1.1. SL ECP students are active duty Airmen who are selected by the Air Force's Senior Leaders and are pursuing a baccalaureate degree. Maximum program participation will not exceed 36 months.

18.1.2. NECP students are active duty Airmen pursuing a baccalaureate degree in nursing. Maximum program participation will not exceed 24 months.

18.2. Active Duty Status. ECP students are active duty enlisted Airmen whose duty is to obtain a baccalaureate degree.

18.2.1. ECP students are not cadets and are subject to all the same UCMJ and Air Force standards and requirements as active duty detachment cadre. Detachments must immediately notify AFROTC/RRU, AFPC/DP2NN (NECP only), and HC/JA if an ECP student violates or allegedly violates the UCMJ.

18.2.2. Promotion. ECP students are ineligible for promotion consideration while enrolled on or before the Promotion Eligibility Cutoff Date (PECD) IAW AFI 36-2502, *Airman Promotion/Demotion Programs*. Qualified Airmen with a line number to TSgt or above, will be promoted on the normal effective date IAW AFI 36-2013.

18.2.3. Enlisted Performance Reports (EPRs). ECP students will not receive an EPR unless removed from the program. If directed, the EPR will be effective the date of removal from the commissioning program and will document the performance that resulted in the removal.

18.2.4. Medical. ECP students and dependents will comply with the TRICARE guidance and follow the travel procedures established by the Det/CC and billing IAW local MTF. Medical records are maintained IAW AFI 41-210, *Tricare Operations and Patient Administration Functions*.

18.2.5. Basic Allowance for Housing (BAH) and Basic Allowance for Subsistence (BAS) are authorized. Rate is determined by the detachment zip code.

18.2.6. ECP students must use detachment assigned vehicles for official travel, if available, except for routine and emergency medical treatment. With prior approval, students may be eligible for reimbursement.

18.3. Detachment Responsibilities. Detachments must ensure all ECP students:

18.3.1. Meet and abide by all Air Force directives and standards. Detachments will not issue or allow purchase of uniform items to ECP students, as they receive a uniform allowance. Failure

to comply with Dress and Appearance IAW AFI 36-2903 or maintaining DD Form 93, *Virtual Record of Emergency Data*, is a violation of Article 92, UCMJ, and may result in disciplinary action.

18.3.2. Meet annual and semi-annual FA requirements. ECP students are authorized to participate in cadet-led PT sessions and complete their FA with AFROTC cadets.

18.3.3. Meet required BMI and FA accessions requirements.

18.3.3.1. SL ECP students must be administered an FA NET 30 calendar days and NLT the day prior to attending Total Force Officer Training (TFOT).

18.3.3.2. NECP students must be administered an FA NET 30 calendar days and NLT the day prior to commissioning IAW chapter 17.

18.3.4. ECP students must meet the same academic requirements as contracted scholarship AFROTC cadets IAW chapter 4.

18.3.4.1. AFROTC/RRU must be notified of any academic changes to status (e.g., probation, advancement to candidacy, suspension).

18.3.4.2. Det/CC must approve any changes to the academic timeline/plan unless date of graduation is affected.

18.3.4.3. AFROTC/RRU and AFPC/DP2NN (NECP only) must approve any date of graduation changes or request to exceed the program limits of 36 months for SL ECP and 24 months for NECP.

18.3.4.4. Deviations from the academic plan without approval may result in disciplinary actions and will be at the student's expense.

18.3.5. Are included in the detachment recall roster. The campus is considered the duty station and will be the reporting location in the event of a mobilization or emergency recall.

18.3.6. Perform duty equivalent to a 40-hour work week as a full-time student, at the AFROTC detachment, or by special project. Detachments must ensure ECP students are in class, on leave, or supporting AFROTC at the discretion of the Det/CC.

18.3.6.1. Full-time student status (12 semester hours or equivalent) equals a 40-hour work week. Regardless of university or class attendance policy, ECP students must attend all classes unless excused by Det/CC. Failure to attend scheduled classes or to comply with local personnel accountability procedures will result in disciplinary action and or removal from ECP. Absences due to illness require medical documentation.

18.3.6.2. During co-op terms, SL ECP students will be considered full-time students. Normal tuition and fees associated with the co-op terms will be paid. SL ECP students with co-op requirements must still complete their degree within the 36-month time limit.

18.3.6.3. Summer Terms and Breaks. ECP students must maintain full time student status during the summer terms in order to minimize program length requirements. At institutions with pre- or post-summer sessions, 2 to 3 hours will be taken each session in addition to the normal summer term loads.

18.3.6.3.1. Det/CC may approve a reduction in course load over the summer term.

18.3.6.3.2. SL ECP students may be tasked to support AFROTC summer PMT programs. Tasking must not conflict with summer courses.

18.3.6.3.3. NECP students may be tasked to support AFROTC summer PMT programs. Tasking must not conflict with summer courses and approval must be obtained by AFPC/DP2NN.

18.4. In-processing.

18.4.1. Counsel ECP students that failure to maintain standards will lead to disenrollment actions.

18.4.2. Counsel students who were promoted to SSgt for the purpose of entry into ECP of demotion if disenrolled from the program.

18.5. Tuition Guidance. SL ECP/NECP students are on scholarships capped at \$18,000 and receive a textbook allowance. They are not authorized stipend since they receive full military pay and benefits. Also, tuition and fees are paid at the beginning of the fall term, unlike AFROTC scholarships which are paid after day 45 of the fall term.

18.5.1. VA regulations specifically prohibit the payment of educational benefits to active duty personnel if the course(s) are paid for, in whole or in part, by the Armed Forces. Reference chapter 3 for guidance on non-duplication of financial aid.

18.5.2. AFROTC will not reimburse any graduate exam fees.

18.5.3. ECP students will receive an annual textbook allowance. Payments are made within 3 months after entering the program for the quarters/terms remaining in the current FY and NLT December for those already active. Students must be enrolled for at least 60 days of their first FY quarter/term in order to receive a payment. Textbook allowance for subsequent quarters/terms will be paid if the student is enrolled in the quarter/term for at least 30 days.

18.6. ECP Disenrollments. Detachments will follow disenrollment procedures IAW chapter 16. Students removed from ECP for any reason are issued a DD Form 785. Submit disenrollment packages to AFROTC/RRFD.

18.6.1. The two categories of disenrollments are:

18.6.1.1. Voluntary. Any student wishing to voluntarily disenroll should immediately contact their Det/CC. The Det/CC will counsel the student and advise them on the required procedure.

Voluntary disenrollment action can be prejudicial to future entry into a commissioning program and to career progression in the Air Force.

18.6.1.2. Involuntary. The Det/CC will make recommendations to the AFROTC/CC via the chain of command concerning removal IAW chapter 16. The ECP student will be notified of a pending disenrollment and afforded the opportunity to respond.

18.6.2. ECP students who are withdrawn from school are considered "surplus Airmen" and will be forecasted for reassignment within the AFSC held prior to entry into the program in accordance with AFI 36-2110, *Assignments*, immediately after disenrollment.

18.6.3. For NECP students, the final approval for disenrollment is AFPC/DP2NN. AFROTC/RR will complete the disenrollment review process and forward a recommendation to AFPC/DP2NN who will complete the DD Form 785. For NECP student disenrollment actions, reference Memorandum of Agreement dated 13 Aug 07 between the United States AF Assistant Surgeon General for Force Development (SGI) and Headquarters AF Officer Accession and Training Schools (AFOATS).

18.6.4. Disenrollment Appeals.

18.6.4.1. For SL ECP students, the AFROTC/CC is the decision authority. Disenrollment appeals must be made to the HC/CC within 30 days of the date on the DD Form 785.

18.6.4.2. For NECP students, the decision of AFPC/DP2NN is final; no appeals are authorized and will not be entertained.

18.7. SL ECP Classification. SL ECP students are classified for their AFSC when they are selected for the program. Once AFRS/RSOCL assigns them a Total Force Officer Training (TFOT) class date AFPC/DP2LT will reach out to the member for their assignment preferences.

18.8. Graduation Guidance.

18.8.1. Ceremony Guidance. The student's official completion governs campus departure date. While attending university graduation ceremonies are encouraged, the student normally will not be allowed to remain on campus for the ceremony if there are more than 7 days between the completion of final examinations and the ceremony unless the student takes leave (delay en-route to their next assignment). Students will verify their attendance at the graduation ceremony is not a mandatory for degree completion. If attendance is mandatory, the departure date will be adjusted and the student will work at the detachment or be on leave.

18.8.2. Detachments will obtain a transcript with confirmation of degree completion. Forward original transcript to AFIT/RRE and maintain a copy in the student's Personnel Information File (PIF).

18.9. Commissioning Guidance.

18.9.1. SL ECP students will be commissioned by OTS upon successful completion of TFOT.

18.9.1.1. SL ECP students must be medically certified for commissioning. Use the guidelines IAW AFI 48-123. If the student is medically disqualified, notify AFROTC/RRUE.

18.9.1.2. PCS Guidance. SL ECP students must have valid PCS orders and work all PCS actions in advance of their actual departure to TFOT. AFROTC/RRUE will coordinate TFOT attendance upon publication of OTS schedule and will work with AFPC/DP2LT to project training requirements in the Military Personnel Data System (MilPDS).

18.9.1.3. SL ECP students will report to TFOT with copies of PCS orders, original college transcripts, DD Form 4, copies of all EPRs and decorations, and an updated Virtual Record of Emergency Data (vRED) printout.

18.9.2. NECP students are commissioned at the detachments IAW chapter 17. Following commissioning, NECP students will hold dual status as a Reserve Officer and be on active duty as an enlisted member IAW AFI 36-3208. The member will continue to wear the enlisted rank and receive enlisted pay until they arrive at Commissioning Officer Training.

TAMMY M. KNIERIM, Col, USAF
Commander, AFROTC

ATTACHMENT 1 - GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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DoD Instruction 1304.33, *Protecting Against Inappropriate Relations During Recruiting and Entry Level Training*, 5 April 2017

DoD Instruction 1308.03, *DoD Physical Fitness and Body Fat Programs Procedures*, 5 November 2002

DoD Instruction 1322.06, *Fellowships, Scholarships, Training with Industry (TWI), and Grants for DOD Personnel*, 12 October 2016

DoD Instruction 4515.13, *Air Transportation Eligibility*, 31 March 2016

DoD Instruction 6130.3, *Medical Standards for Appointment, Enlistment, and Induction into the Armed Forces*, 13 September 2011

VA Manual M22-4, *Educational Procedures*

HOLMCENTERI 36-2601, *Faculty Development and Master Instructor Programs*, 8 January 2016

HOLMCENTERI 51-601, *Civil Law and Command Succession*, 26 August 2013

HOLMCENTERI 65-101, *The AFROTC Cadet Payment Programs*, 17 June 2017

HOLMCENTERI 91-101, *Holm Center Safety Program*, 2 February 2012

HOLMCENTER T-203, *AFROTC Field Training (FT) Manual (FTMAN)*

HOLMCENTER T-508, *AFROTC Cadet's Guide to Leadership Laboratory (LLAB) Curriculum ALO Handbook*

Education and Training Course Announcements (ETCA) Database, <https://etca.randolph.af.mil>

HSSP Detachment Guide

Waiver Processing Guide

Tuition and Invoice Guide

Joint Federal Travel Regulations

National Communication Strategy

Prescribed Forms

AFROTC Form 10, *Administrative Disenrollment Action Worksheet for AFROTC Cadets*
AFROTC Form 14, *Law Enforcement Inquiry*
AFROTC Form 16, *Officer Candidate Counseling Record*
AFROTC Form 19, *RDA Review of Unit Recruiting Plan*
AFROTC Form 22, *Cadet Personnel Action Request*
AFROTC Form 24, *Disenrollment Review*
AFROTC Form 26, *AFROTC Cadet Record Inventory Section 1-4*
AFROTC Form 53, *Cadet Assignment Preference Worksheet*
AFROTC Form 63, *AFROTC Enrollment/Enlistment Checklist*
AFROTC Form 64, *AFROTC Commissioning Checklist*
AFROTC Form 88, *Extended Terms of Scholarship Entitlements Acknowledgement and Certification*
AFROTC Form 111, *Student Status Statement of Understanding*
AFROTC Form 402, *AFROTC Distinguished Graduate Certificate*
AFROTC Form 704, *Academic Performance Inquiry*

Adopted Forms

SF 86, *Questionnaire for National Security Positions*
SF 93, *Report of Medical History*
SF 1034, *Public Voucher for Purchases and Services Other than Personal*
SF 1164, *Claim for Reimbursement for Expenditures on Official Business*
DD Form 1AF, *Certificate of Commission*
DD Form 2, *US Armed Forces ID Card*
DD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*
DD Form 93, *Record Of Emergency Data*
DD Form 214, *Certificate of Release or Discharge from Active Duty*
DD Form 368, *Request for Conditional Release*
DD Form 785, *Record of Disenrollment from Officer Candidate – Type Training*
DD Form 1351-2, *Travel Voucher or Subvoucher*
DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*
DD Form 2005, *Privacy Act Statement – Health Care Records*
DD Form 2351, *DoDMERB Report of Medical Examination*
DD Form 2492, *DoDMERB Report of Medical History*
DD Form 2807-1, *Report of Medical History*
DD Form 2808, *Report of Medical Examination*
DD Form 2842, *DoD Public Key Infrastructure Certificate of Acceptance and Acknowledgement of Responsibilities*
DD Form 2982, *Recruiter/Trainer Prohibited Activities Acknowledgment*

DD Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgment*

AU Form 1, *AU Instructor/Recruiter/Cadre Member/Faculty/Staff*

AU Form 2, *AU Student/Cadet/Officer Trainee*

AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF Without Component*

AF Form 56, *Application & Evaluation for Training Leading To a Commission in the United States Air Force*

AF Form 60, *Request For Sponsor*

AF Form 133, *Oath of Office (Military Personnel)*

AF Form 286, *Personnel Reliability Program (PRP) Qualification/Certification Action*

AF Form 357, *Family Care Certification*

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 526, *ANG/USAFR Point Credit Summary*

AF Form 766, *Extended Active Duty Order*

AF Form 833, *Multimedia Work Order*

AF Form 847, *Recommendation for Change of Publication*

AF Form 899, *Request and Authorization for Permanent Change of Station – Military*

AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*

AF Form 1206, *Nomination for Award*

AF Form 1256, *Certificate of Training (LRA)*

AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*

AF Form 3010, *USAF Statement of Understanding for Dependent Care Responsibilities*

AF Form 3902, *Application and Approval for Off-Duty Employment*

AF Form 4060, *USAF Candidate Evaluation/AFROTC Scholarship Evaluation*

AF Form 4391, *High-Risk Activities Worksheet*

AF Form 4392, *Predeparture Safety Briefing*

AF Form 4446, *Air Force Fitness Assessment Scorecard*

AETC Form 114, *Indorsement for Decoration*

AETC Form 620, *Academic Instructor Monitoring Checklist*

AETC Form 341, *Excellence/Discrepancy Report*

AFJROTC Form 310, *AFJROTC Certificate of Completion*

I-551, *Permanent Resident CardSS-5, Application for a Social Security Card*

NGB Form 22, *Report of Separation and Record of Service*

NGB Form 23, *Retirement Points History*

Leadership Evaluation and Development Performance Report

Field Training Performance Report

Abbreviations and Acronyms

A&P – Advertising and Promotion

AAS – Arnold Air Society

ABET – Accreditation Board for Engineering and Technology

ABM – Air Battle Management or Air Battle Manager

ACCT – Association for Challenge Course Technology
ACT – American College Test
ADSC – Active Duty Service Commitment
AFFMS - Air Force Fitness Management System
AFHPSP - Air Force Health Professionals Scholarship Program
AFHPS/FAP – Armed Forces Health Professions Scholarship/Financial Assistance Program
AFIT – Air Force Institute of Technology
AFJROTC – Air Force Junior Reserve Officer Training Corps
AFOCD – Air Force Officer Classification Directory
AFOQT – Air Force Officer Qualifying Test
AFIT – Air Force Institute of Technology
AFPC – Air Force Personnel Center
AFROTC – Air Force Reserve Officer Training Corps
AFRS – Air Force Recruiting Service
AFSC – Air Force Specialty Code
AIC – Aerospace Instructor Course
ALO – Admissions Liaison Officer or Accounting Liaison Office or Air Liaison Officer
AP – Advanced Placement
APAS – Associate Professor of Aerospace Studies
ARATC – Adaptability Rating for Air Traffic Controllers
ARMS – Automated ROTC Mail System
AROTC – Army Reserve Officer Training Corps
AS – Aerospace Studies
ASCP – Airman Scholarship Commissioning Program
ATC – Air Traffic Control
BAH – Basic Allowance for Housing
BAS – Basic Allowance for Subsistence
BMI – Body Mass Index
CAF – Combat Air Forces
CAP – Civil Air Patrol
CCNE – Commission on Collegiate Nursing Education
CE – Conditional Event
CGPA – Cumulative Grade Point Average
CI – Civil Involvement
CICS – Commander's In-College Scholarship
CLEP – College Level Examination Program
CMGP – Cadet Medical Processing Guide
CPAR – Cadet Personnel Action Request
CRO – Combat Rescue Officer
CRR – Commander Retention Review
CRS – Corneal Refractive Surgery
CS – Commander's Scholarship
CSO – Combat Systems Operator (navigator)
CTA – Cadet Training Assistant
CTAS – Cadet Training Assistant Scholarship
CY – Calendar Year
DAPS – Documentation Automation & Production Service

DCR – Detachment Commander Ranking
DDRP – Drug Demand and Reduction Program
DEERS – Defense Eligibility and Enrollment System
DFAS – Defense Finance and Accounting Service
DG – Distinguished Graduate
DISS – Defense Information System for Security
DLI – Defense Language Institute
DOB – Date of Birth
DOC – Date of Commissioning
DoD – Department of Defense
DoDMERB – Department of Defense Medical Examination Review Board
DOG – Date of Graduation
DOL – Department of Labor
EA – Enrollment Allocation
EAC – Engineering Accreditation Commission
EAD – Extended Active Duty
ECL – English Comprehension Level
ECP – Enlisted Commissioning Program
ENJJPT – Euro-NATO Joint Jet Pilot Training
EO – Education Officer
EOT – Equal Opportunity and Treatment and End of Term
E-QIP – Electronic Questionnaire for Investigations Processing
ESA – Educational Services Agreement
ESL – English as a Second Language
FCI – Flying Class I
FCIA – Flying Class IA
FCIIU – Flying Class IIU
FCIII – Flying Class III
FSIE – Freshman Self-Initiated Elimination
FA – Fitness Assessment
FT – Field Training
FTMARS – Failure to Maintain Academic Retention Standards
FTMMRS – Failure to Maintain Military Retention Standards
FTPR – Field Training Performance Report
FTU – Field Training Unit
FY – Fiscal Year
GBR – Gold Bar Recruiter
GLP – Graduate Law Program
GMC – General Military Course
GPA – Grade Point Average
GPC – Government-Wide Purchase Card
HBCU – Historically Black Colleges and Universities
HCI – Holm Center Instruction
HF – High Flight
HPP – Health Professions Program
HSI – Hispanic Serving Institution
HSSP – High School Scholarship Program

IAW – In Accordance With
ICSP – In-College Scholarship Program
IFC – Initial Flying Class
IO – Investigating Officer
IRR – Individual Ready Reserve
IST – In Service Training
IT – Information Technology
JA – Judge Advocate
JAG – Judge Advocate General
JPAS – Joint Personnel Accountability System
JROTC – Junior Reserve Officer Training Corp
LAF – Line of the Air Force
LLAB – Leadership Laboratory
LASIK – Laser-Assisted In-Situ Keratomileusis
LOA – Letter of Admission
MEPS – Military Entrance Processing Station
MFR – Memorandum for Record
MFS – Military Flight Screening
MGIB – Montgomery GI Bill
MilPDS – Military Personnel Data System
MOD – Missile Operations Duty
MOU – Memorandum of Understanding
MPS – Military Personnel Section
MRS – Medical Recheck Status
MSA - Metropolitan Statistical Area
MSC – Medical Service Corps
MTF – Military Treatment Facility
MWR – Morale, Welfare, and Recreation
NARS – Non-affiliated Reserve Section
NCLEX-RN – National Council of Licensure Examination – Registered Nurse
NCO – Non-Commissioned Officer
NDAA - National Defense Authorization Acts
NECP – Nurse Enlisted Commissioning Program
NET – No Earlier Than
NFE – Non-Federal Entities
NLN – National League of Nursing
NLT – No Later Than
NROTC – Navy Reserve Officer Training Corps
NTP – Nurse Transition Program
OCONUS – Outside CONUS
O&M – Operation and Maintenance
OFC – Operations Flight Commander
OHI – Other Health Insurance
OM – Order of Merit
OOC – Out-of-Cycle
OPI – Oral Proficiency Interview
OPLAN – Operations Plan

OPM – Office of Personnel Management
OPORD – Operations Order
OPR – Office of Primary Responsibility
ORS – Obligated Reserve Section
OTS – Officer Training School
OYCP – One-Year College Program
PAQ – Potential ABM Qualified
PAS – Professor of Aerospace Studies
PCSM – Pilot Candidate Selection Model
PCQ – Potentially CSO Qualified
PDT – Professional Development Training
PECD – Promotion Eligibility Cutoff Date
PEPP – Physical Exams Processing Program
PIF – Personnel Information File
PMS – Professor of Military Science
PMT – Practical Military Training
PNA – Period of Non-Attendance
PNS – Professor of Naval Science
POC – Professional Officer Course
POC-ERP – Professional Officer Course-Early Release Program
POV – Privately Owned Vehicle
PPC – Personnel Processing Code
PPQ – Potential Pilot Qualified
PRK – Photorefractive Keratectomy
PRP – Personnel Reliability Program
PRQ – Potentially RPA Qualified
PSP – POC Selection Program
PT – Physical Training
QAR – Quarterly Activity Report
QFR – Qualifying Fitness Review
RAT – Reading Aloud Test
RDA – Regional Director of Admissions
RM – Risk Management
RN – Registered Nurse
RO – Recruiting Officer
ROI – Report of Investigation
ROL – Right of Line
RPA – Remotely Piloted Aircraft
RRR – Director of Recruiting
RRU – Request for research/upgrade
RSS – Relative Standing Score
RWOA – Return Without Action
SAF – Secretary of the Air Force
SAP – Scholarship Actions Program
SAT – Scholastic Aptitude Test
SL ECP – Senior Leader Enlisted Commissioning Program
SMC – Senior Military College

SOAR – Scholarships for Outstanding Airmen to ROTC
SOC – Source of Commission
SOD – Space Operations Duty
SOU – Statement of Understanding
SPI -Special Promotional Items
SSBI – Single Scope Background Investigation
SSN – Social Security Number
STO – Special Tactics Officer
SW – Silver Wings
SWFT – Secure Web Fingerprint Transmission
TBAS – Test of Basic Aviation Skills
TCO – Test Control Officer
TE – Test Examiner
TFOT – Total Force Officer Training
TDY – Temporary Duty
UCMJ – Uniform Code of Military Justice
UPT – Undergraduate Pilot Training
USAFA – United State Air Force Academy
USAFR – United States Air Force Reserve
USAFSAM – USAF School of Aerospace Medicine
USC – United States Code
USUHS – Uniformed Services University of the Health Sciences
vRED – Virtual Record of Emergency Data
WINGS – Web Intensive New Gain System
YR – Year

Terms Explained

Academic Major. College or university degree sought by a student.

Academic Term. A semester, trimester, quarter, or other detachment comparable of an academic year.

Academic Year (AY). Consists of two semesters, three quarters, or the equivalent combination of other academic terms.

Additional Terms of Entitlements. Umbrella term used to address both adjusted and extended entitlements for cadets in SAF-approved majors authorized for 5th year scholarship funding.

Adjusted Terms of Entitlements. Additional scholarship entitlements authorized in a SAF approved 5-year major for cadets who received scholarships of less than 4-years in length.

Admissions Liaison Officer (ALO). An Air Force active duty, Air Force Reserve, Air National Guard, or retired officer who provides counseling information and guidance to high school students, civilian educators, and other civilians concerning the USAFA admissions, AFROTC programs and other Air Force enlistment and commissioning programs. The ALO program is administered and managed by the USAFA Director of Admissions in coordination with AFROTC. All Regional Directors of Admissions (RDA) are trained as ALOs and recruit for the USAFA and AFROTC.

Advanced Enrollment Allocation (AEA). AEAs are awarded to an applicant whose date of commission (DOC) normally falls three years after the current FY (normally applicants enrolled in five-year majors). Individuals are awarded an Officer Candidate category (or Nurse candidate if applicable).

Advertising and Promotion (A&P). A national or local effort to convince students to enroll in

AFROTC and inform student influencers about AFROTC programs by means of public service announcements, presentations before interested groups, and participation in various civic functions. Various print or audio-visual media are provided for recruiting personnel through HQ AFROTC/RRR, Air Force Recruiting Service (AFRS), RDAs and host institutions. Serves as recruiting team director for one of the four AFROTC regional recruiting teams located at AFROTC Recruiting Branch (HQ AFROTC/RRR). Responsible for directing recruiting activities with prospective AFROTC cadets. Establishes and conducts recruiting operations at college fairs and other required recruiting events. Maintains on-going relations with host universities or geographically separated units. RDAs located at eight field locations serve as regional recruiting team members with additional duties as required.

Aerospace Studies (AS). The official designation of the Air Force Reserve Officer Training Corps (AFROTC) program of instruction.

AFROTC Graduate. A contract cadet who successfully completes the academic and military requirements of the AFROTC Professional Officer Course, including prescribed FT, and is awarded at least a baccalaureate degree.

Airman Scholarship Commissioning Program (ASCP). A program that awards AFROTC scholarships to Airmen on active duty and provides for their discharge from active duty to enter the AFROTC program under scholarship.

ALOWeb. Website maintained by the Air Force Academy to submit USAFA and AFROTC applicant interview comments.

Applicant. An individual who makes written application for membership in the General Military Course (GMC), Professional Officer Course (POC), College Scholarship Program (CSP), or High School Scholarship Program (HSSP). A non-U.S. or dual citizen with intent to commission is an applicant.

AS100 Cadets. Contract (scholarship) or non-contract (non-scholarship) applicants or cadets enrolled in the first (freshman) AS course and LLAB. They remain AS100 applicants or cadets until disenrolled (contract only), dismissed from LLAB, dropped (non-contract), or entered into the AS200 course.

AS200 Cadets. Contract (scholarship) or non-contract (non-scholarship) cadets in the second (sophomore) aerospace studies course and LLAB. They remain AS200 cadets until disenrolled (contract only), dismissed from LLAB, dropped (non-contract), or entered into the POC.

AS250 Cadets. Contract (scholarship) or non-contract (non-scholarship) cadets dual-enrolled in the first (freshman) and second (sophomore) AS, simultaneously. These cadets must meet ALL LLAB objectives for both courses. When determining overall cadet enrollment in the corps, count dual enrolled GMC cadets (AS250) as AS200 cadets. A cadet remains an AS250 until disenrolled (contract only), dismissed from LLAB, discontinued from both AS classes (non-contract only), discontinued from one of the classes and no longer dual-enrolled in the GMC (contract and non-contract), or entered into the POC.

AS300 Cadets. Scholarship or non-scholarship cadets on contract or in pursuing status with AFROTC who are enrolled as a member of the first year of the POC and are attending the third (junior) year of AS courses and are participating in LLAB. They remain AS300 cadets until disenrolled (contract only), dismissed (pursuing only), or entered into the AS400 class.

AS400 Cadets. Scholarship or non-scholarship cadets on contract with AFROTC who are enrolled as a member of the second year of the POC and are attending the fourth (senior) year of the AS courses and are participating in LLAB. They remain AS400 cadets until disenrolled, commissioned, or entered into extended cadet status.

AS500 Cadets. Cadets who have either completed the GMC and did not compete successfully for a

POC allocation the previous year or are preparing for membership in the POC. They may also be cadets who did not successfully complete FT and are awaiting disenrollment (scholarship cadets) and/or awaiting to compete for an enrollment allocation for the POC. These cadets will participate in LLAB only. They remain AS500 cadets until dropped, disenrolled, or entered into the POC. AS500 cadets are eligible for scholarship nomination and award; however, scholarship entitlements cannot be activated until entering the POC.

AS700 Cadets. Non-scholarship contract cadet who has completed all AS and LLAB requirements but has not graduated. AS700 cadets are authorized up to 900 days of stipend if in a SAF-approved 5-year major.

AS800 Cadets. Contract cadet who has completed all AS and LLAB requirements but has not graduated and is still receiving additional scholarship entitlements.

AS900 Cadets. Cadets who have completed all AFROTC and graduation requirements and are awaiting commissioning due to a delay. They do not need to participate in AFROTC classes or LLAB but must meet all pre-commissioning requirements on-time.

Cadet. Cadets are students who have intent to commission and are enrolled in the AFROTC program.

Cadet Training Assistant Scholarship (CTAS). A financial incentive that provides up to \$2,000 in tuition and or textbooks for qualified cadets who perform duties as a CTA during FT.

Calendar Year. One full calendar year, regardless of the month in which counting begins. Any portion of a month counts as the entire month. (e.g., September – August, December – November, July – June).

Category. A classification used to identify applicants and cadets with a potential career area utilization as determined by Air Force requirements, the individual's qualifications, and personal desires. The contract categories used in AFROTC are: O(N) (officer candidate, non-tech major); O(T) (officer candidate, tech major); P (Pilot); N (CSO); Q (nurse); R (Pre-Health); J (physical therapy); U (pharmacy); H (physician assistant); T (occupational therapy); L (lawyer); and A (Air Battle Manager).

Commander's Scholarship (CS). Scholarship offered by Det/CC to exceptional high school applicants or GMC cadets.

Completed Cadets. Contract cadets who have successfully completed all AS and LLAB training requirements, including FT, and all institutional degree requirements. They are simply awaiting commissioning. Completed cadets may continue to attend and actively participate in LLAB at the discretion of the OFC. They remain completed cadets until disenrolled or commissioned.

Completed Status. A classification used to identify cadets who have completed all AS course requirements and have not yet earned an EA (GMC).

Concurrent Enrollment. Simultaneous enrollment in two courses of the GMC or POC. (**NOTE:** Concurrent enrollment in a GMC and a POC is not authorized.)

Conditional Event. A cadet failing to maintain academic or military retention standards.

Consortium Arrangement. An agreement which two or more colleges or universities make for their mutual benefit to permit cross-enrollment of their students. AFROTC, as a department of a consortium school, shares as a beneficiary of the consortium agreement and can enroll students from any consortium non-host institution without a cross-town agreement provided the non-host institution is an accredited baccalaureate degree-granting or 2-year non-baccalaureate degree-granting institution. The non-host institution agrees to grant appropriate academic credit applicable toward graduation for the successful completion of courses offered by the Department of Aerospace Studies.

Contact. An individual who has requested information about AFROTC or USAFA.

Contract Cadet. An AFROTC cadet who has executed an AF Form 1056, *Air Force Reserve Officer Training Corps Contract*, enlisted in the United States Air Force Reserve [Obligated

Reserve Section (ORS)] under the provisions of Title 10 U.S.C. 2104 or 2107, and is a member of the POC or on scholarship.

Cross-town Agreement. An agreement between AFROTC, a host institution, and a non-host institution that either is accredited and grants bachelor's degrees or is a 2-year institution not authorized to grant bachelor's degrees. The agreement permits students from the non-host institution to enroll in the AFROTC program conducted by the host institution.

Designation. A term used in conjunction with non-line officer accessions indicating a cadet is "on-track" for categorization in their particular specialty.

Det Drop. Non-contracted cadets who are removed from the AFROTC program by the Det/CC.

Detachment Commander's Ranking (DCR). For PSP, the DCR is the numerical ranking given by the Det/CC reflecting an applicant's standing among all cadets in their peer group from the same detachment. For rated categorization, it is the applicant's standing among all cadets in their commissioning fiscal year group from the same detachment.

Detachment Recruiting Objectives. Targets are established each year and forwarded to detachments. These targets are based on past officer production and the available market.

Detachment Recruiting Plan. A document prepared by each RO to guide annual recruiting and retention activities.

Disenrollment. The elimination of a contract GMC or POC cadet from program membership.

Distinguished Graduate (DG). A cadet recognized as having graduated in the top 10 percent of his AFROTC fiscal year group commissioning class.

Early Release Program (ERP). The POC-ERP program awards AFROTC allocations to Airmen on active duty and provides for their discharge from active duty to enter the AFROTC POC program.

Education Officer (EO). An officer at an AFROTC detachment assigned specific responsibility for all aspects of education and curriculum.

Educational Services Agreement (ESA). Outlines responsibilities and procedures between AFROTC and the University Services and payment of tuition and fees. Each agreement is given a number used for accounting allowance.

Enrollment. Individuals who apply for membership in the AFROTC program and have intent to commission. Enrollment is completed upon the completion of the application paperwork.

Enrollment Allocation (EA). Provides authorization to enter the POC. Individuals are awarded an Officer Candidate category.

Euro-NATO Joint Jet Pilot Training (ENJJPT). A joint Pilot training program with NATO allied nations held at Sheppard AFB TX. After completion of ENJJPT, most Pilots will normally receive a fighter or bomber assignment.

Express Scholarship (EXSP). Streamlined scholarship application with quick approval for hard-to-fill Air Force officer accession requirements. Typically tied to specific Fiscal Year.

Extended Cadets. Contract cadets who have successfully completed all AS and LLAB requirements and FT, but who have not completed institutional degree requirements. Extended cadets must continue to attend and actively participate in LLAB. They remain in extended status until disenrolled or commissioned. Extended cadets must continue to meet all retention standards to include FA, height, weight, and academic.

Extended Terms of Entitlements. Additional scholarship entitlements authorized in a SAF-approved 5-year major for cadets who received 4-year or 3.5-year scholarship offers.

Fiscal Year (FY). Government accounting year starting three months ahead of the calendar year. Defined as the period from 1 October through 30 September. For example, FY 06 is 1 October 05 through 30 September 06.

Four-Year Program. The GMC and POC. Includes 4 years of AS classroom instruction, (attended

or accredited), LLAB, and a standard FT encampment. Cadets in the AFROTC program for more than POC, for example, 3 years, are considered in the four-year program.

Full-Time Student. An individual enrolled in authorized courses and taking at least the minimum number of credit hours specified in the institutional catalog for designation as a full-time student. If the institution does not specify minimum criterion, the student will enroll in at least the minimum number of credit hours specified by AFROTC.

General Military Course (GMC). The first and second years of the 4-year program consisting of AS100, AS200, AS250, and AS500.

Good Academic Standing. Academic performance that meets or exceeds the minimum guidelines of the host or attending institution for good academic standing. Grade requirements are published in the catalog or other official school publication or document. The individual's academic record must not indicate academic deficiency (probation, warning, etc.) as determined by the host university.

Guest Instructor. Someone who leads the class in place of instructor. Anyone who presents with the instructor present, is not an instructor but a briefer.

Hispanic Serving Institution (HSI) Scholarship Program. Program designed to support HSIs by providing broad scholarship opportunities at these schools.

Historically Black Colleges and Universities (HBCU) Scholarship Program. Program designed to support HBCUs by providing broad scholarship opportunities at these schools.

High School Scholarship Program (HSSP). Scholarship program for students to obtain AFROTC scholarships while still in high school. Also used to refer to an offer from this program such as "4-Year HSSP."

HSSP Freshman Review Statement of Understanding. Statement outlining retention standards required for freshman HSSP cadets to retain an active scholarship or pending scholarship offer past the end of the freshman academic year.

Involvement. Any offense, violation of law or ordinance, or any other incident causing adverse involvement or contact with civil, military, or school authorities as an adult or juvenile is an involvement for AFROTC purposes and must be reported in WINGS.

Leadership Laboratory (LLAB). Non-academic portion of the AFROTC program conducted during the normal academic year.

Line. The category used to identify all applicants except Q (nurse); R (Pre-Health); D (dental); J (physical therapy); U (pharmacy); H (physician assistant); T (occupational therapy).

Nonattendance. A period (other than an institutional vacation period) in which a contract cadet not in completed/extended status is excused from attending AS courses and LLAB.

Non-line. A category used to identify applicants competing for a career in Pre-Health, Dentistry and nursing. For example: R (Pre-Health); D (dental); Q (nurse). Others categories include; but 22 are not selected by HQ AFROTC are: J (physical therapy); U (pharmacy); H (physician assistant); and T (occupational therapy).

Non-US Citizen Student. A foreign national eligible to participate in the AFROTC program under the provisions of 10 U.S.C. 2103(b) and AFI 36-2012.

Obligated Reserve Section (ORS). The reserve element in which AFROTC cadets are assigned.

Offer. Conditional scholarship award tendered to a student that may be accepted or turned down. All conditions must be met before an offer can be activated.

Officer Candidate. The line category awarded during the PSP process.

Officer Training Corps Contract. Enlisted in the ORS under the provisions of 10 U.S.C. 2104 or 2107 and is a member of the POC or on scholarship.

One-Year College Program (OYCP). Program used to meet commissioning requirements in about one year and under special circumstances.

Operations Flight Commander (OFC). An officer at an AFROTC detachment assigned specific responsibility for all aspects of training and LLAB activities.

Order of Merit (OM). The national ranking by which applicants compete for an enrollment allocation and rated categorization.

Out-of-Cycle EA (OCEA). An enrollment allocation that is awarded at other than the scheduled PSP Board.

Participating Students. Those who are registered in AS courses but do not seek a commission.

Pecuniary Liability. Term used to define what portion of a cadet's tuition and fees the government is obligated to pay.

Period of Non-Attendance (PNA). A period of absence by a cadet from AFROTC, the university, or both.

Pilot Candidate Selection Model (PCSM). The PCSM is used for categorization processing for a Pilot slot. The PCSM score is comprised of three factors: the Test of Basic Aviation Skills (TBAS), the AFOQT-P, and flying hours.

Practical Military Training (PMT). PMT for AFROTC includes LLAB, PT, FT and Professional Development Training (PDT). PMT is AFROTC-sponsored training that is uniquely military and meets the requirements in Title 10 U.S.C. 2109, Practical Military Training.

POC Selection Process (PSP). Board process whereby cadets are selected for an enrollment allocation (slot in a commissioning class).

Professional Officer Course (POC). Normally, the third and fourth years of the 4-year program or the first and second years of the 2-year program consisting of AS300 and AS400 courses as prescribed under 10 U.S.C. 2104.

Pursuing Status. Identifies any applicant who has an EA, has attended FT, or has had FT deferred, and is temporarily ineligible to enlist or does not wish to enlist, as a result of a condition that is expected to be corrected within one academic term.

Recruiting Officer (RO). An officer at an AFROTC detachment assigned specific responsibility for directing local and on-campus recruiting activities.

Recruiting Market. Categories of qualified students who are potential candidates for AFROTC enrollment. The market includes high school and college students, and enlisted members who want to attend college and receive an Air Force commission.

Regional Director of Admissions (RDA). An active duty Air Force officer who conducts a coordinated regional recruiting program under the supervision of HQ AFROTC/RRR. This officer is responsible for a specific geographical region and serves to expand recruiting contacts beyond the capabilities of detachment personnel. This officer is responsible for all recruiting activities including those of RO in the prescribed recruiting area.

Relative Standing Score (RSS). A value calculated by comparing the DCR to the class size.

Scholarship. Financial grant offered to a student under provisions of 10 U.S.C. 2107 and this instruction.

Scholarships for Outstanding Airmen to ROTC (SOAR). A program that allows MAJCOM, FOA, and DRU commanders to select or nominate active duty Airmen for AFROTC scholarships and provides for their discharge from active duty to enter the AFROTC program under scholarship.

Selectee. Student or cadet with a scholarship offer that has not yet been activated.

Substandard Performance. Performance below established AFROTC standards in the areas of academic or military retention.

Summer or Mini Session. One or more of the non-standard terms offered by a school. These terms are usually shorter than the regular terms and are usually not required terms of attendance.

Suspension. Term used in conjunction with scholarship administration meaning a cadet receives no scholarship funding (tuition and fee payments) for a term.

Temporary Inactivation. Term used in conjunction with scholarship administration meaning a “hold” has been placed on the scholarship. Payment of tuition and fees may or may not be resumed.

Term Abroad. Overseas study opportunity for students offered by many schools with credit applicable at the host school toward the student’s degree.

Termination. Term used in conjunction with scholarship administration meaning the scholarship, and entitlements under that scholarship, are at an end.

Test of Basic Aviation Skills. A test to measure a Pilot applicant’s eye-hand coordination.

Transcript. A school-prepared cumulative record of an individual's academic performance.

Two-Year Program. A program consisting of an extended encampment, the POC, and LLAB.

University List. This roster contains data on HSSP applicants who have consented to the release of their Privacy Act Information to the university.

Unit Personnel Record Group. A folder created on cadets that is used to maintain cadet documents.

WINGS. Web-based database used to track all cadet actions.

ATTACHMENT 2- SCHOLARSHIP PROGRAM STATEMENT OF UNDERSTANDING

FOUR-YEAR SCHOLARSHIP SELECTEES (4YR HSSP). I understand I must be enrolled as a full-time student each term and be enrolled and participating in AFROTC courses and Leadership Laboratory each term. I understand that I must pass the FA prior to 31 December of my freshman year or my scholarship will be terminated and I will be disenrolled from AFROTC. I understand I must achieve a Term Grade Point Average (TGPA) of 2.5 or higher during all terms while I am contracted. If I do not, my scholarship eligibility may be impacted. If I am disenrolled from AFROTC as an AS100 cadet, I will not be subject to recoupment of scholarship funding or call to active duty. I have been counseled by an AFROTC representative on the scholarship activation and retention standards prescribed in AFROTC instructions and I understand the activation and retention standards. Even if I achieve GPA standards and my Det/CC does not feel my performance warrants scholarship retention, I understand my scholarship can be terminated immediately. In such case, I may, at the discretion of my Det/CC, continue in AFROTC on a non-scholarship basis.

THREE-YEAR SELECTEES (3YR HSSP). I understand that I must be enrolled as a full-time student through the entire freshman year at the school where I will activate my scholarship and that I must be enrolled in and attending AFROTC classes and Leadership Laboratory each term. I understand that I must have a TGPA of 2.5 during my spring term of my freshman year and have a Cumulative Grade Point Average (CGPA) of 2.5 or higher by the end of spring term of my freshman year to activate my scholarship in the fall of my sophomore year. I understand I must achieve a TGPA of 2.5 or higher during all terms while I am contracted. I have been counseled by an AFROTC representative on the scholarship activation and fitness and retention standards prescribed in AFROTC instructions. I understand the activation and retention standards and that I must pass the FA NLT the fall term of my AS200 year. If I fail to meet any of these standards, my scholarship offer will be withdrawn. In such case, even if I achieve these standards and my Det/CC does not feel my performance warrants scholarship retention, I understand my scholarship offer can be withdrawn immediately.

ALL SCHOLARSHIP SELECTEES. I understand that I must complete a **minimum of 24 semester/36 quarter hours of Math/Physics/Chemistry/ Engineering or four semesters/six quarters of the same foreign language before I commission.** I understand that if I fail to complete this requirement, or appear to not be on-track to complete this requirement, then I will lose my scholarship and may be disenrolled from the program. In such situations, I understand that I may be required to repay the scholarship funds or be called to serve on active duty for a period of 2 years. I understand that being a scholarship cadet does not guarantee me a POC enrollment allocation. I understand that failure to compete favorably for an enrollment allocation will result in loss of scholarship, disenrollment from AFROTC, and could result in recoupment of scholarship funds. **This does not apply to 1-2-year scholarship winners.**

Cade Signature / Date

Parent/Guardian Signature / Date
(Only for Applicants Under Min Enlistment Age)

Printed Name Witness Date

Witness Signature

ATTACHMENT 3 - ACADEMIC PLAN FOR FOREIGN LANGUAGE OR TECHNICAL REQUIREMENT FOR NON-TECHNICAL SCHOLARSHIP CADETS

I understand that as a scholarship recipient I am required to take and pass a minimum of 4 semesters /6 quarters of the same foreign language or 24 semester/36 quarter hours of Math/Physics/Chemistry/Engineering. I understand that I must maintain at least a "C-" or the institutional equivalent in each course. I also understand that failure to accomplish this requirement prior to commissioning could result in loss of my scholarship and/or disenrollment from the AFROTC program. If disenrolled, I may have to repay my scholarship or be called to serve on active duty in my enlisted grade for a period of two years. In order to fulfill this requirement, I plan to take the following courses:

Course #	Course Title	Hours	Term Schedule	Term Complete	Cadet Initial	Cadre Initial
Total:						

Cadet Signature Date

Cadre Signature Date

Typed/Printed Cadet Name

Typed/Printed Cadre Name

I reviewed the completed course work for Cadet _____ and verify that he/she has completed a minimum of 4 semesters /6 quarters of the same foreign language or 24 semester/36 quarter hours of Math/Physics/Chemistry/Engineering, or will complete this requirement prior to commissioning (Except Nurses and 1-2-year scholarship winners).

AS Instructor

Date

**ATTACHMENT 4 - SECRETARY OF THE AIR FORCE (SAF)-APPROVED 5-YEAR
MAJORS**

TECHNICAL	ENGINEERING		NON-TECHNICAL
Architecture	Aeronautical	Engineering Science	Business Administration **
Computer Science	Aerospace	Environmental	Economics **
Mathematics	Architectural	General	Foreign Area Studies **
Meteorology (Atmospheric Science)	Astronautical	Industrial	Foreign Language **
Physics	Chemical	Mechanical	Management **
Chemistry	Civil	Metallurgical	Pharmacy
	Computer	Nuclear	Nursing
	Electrical	Systems	
	Engineering Physics	Materials Science and Engineering Ceramic	

NOTE: Academic majors **not** listed **do not** qualify for additional terms of entitlements.

** To qualify for additional terms of entitlements, cadets in these majors must have also completed the following courses: **Calculus I & II (or a math minor), Statistics I, and Operations Research/Management Science**. The Calculus and Statistics courses must come from the school's Mathematics (or equivalent) Department (not Business, Social Sciences, etc.). These courses are required by SAF and are non-waiverable.

NOTE: Degrees must be Bachelor of Science degrees. (Example: Switching from a B.S. in Mathematics to a B.A. in Mathematics will lead to a loss of scholarship.)

ATTACHMENT 5 - DRUG DEMAND REDUCTION PROGRAM MOU**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)****MEMORANDUM OF UNDERSTANDING FOR DRUG TESTING POLICY
FOR CADETS PARTICIPATING IN RESERVE OFFICER TRAINING CORPS (ROTC)**

By direction of the Secretary of the Air Force, I understand as an Air Force ROTC cadet participating in a SROTC program, I will be subject to random urinalysis drug testing. I understand that if I am randomly selected, I must provide the requested sample within the specified time limits. I understand failure to report for a mandatory urinalysis test will be considered an Unauthorized Absence (UA) and will result in individual command-directed screening. I understand that any individual refusing to submit a urinalysis sample or testing positive on a urinalysis test will be processed for disenrollment or dismissal from Air Force ROTC or specific officer commissioning program.

Cadet Signature and Date

Parent/Guardian Signature and Date (Only for applicants under legal age of majority. Must be notarized if not signed in presence of detachment personnel)

Printed Name and Signature Witness (or Notary) and Date

ATTACHMENT 6 - AF FORM 1056 - INSTRUCTIONS AND CHANGE PAGES

PAGE 1	
1	STUDENT'S NAME: Enter cadet's last name, first name and middle initial (or NMI, if none).
2	NAME AND ADDRESS OF INSTITUTION: Enter the school name and address of the Host University. .
3	DATE OF BIRTH: Enter cadet's date of birth (DDMMYYYY).
4	ACADEMIC MAJOR, WHICH DEGREE IS TO BE ATTAINED: Enter the clear text academic major that the cadet will/has complete(d) a bachelor's degree. If the cadet will pursue a graduate degree or second bachelor's degree, and will complete it prior to commissioning, enter that degree at the cadet's request. Use the LOA Roster (HSSP only), and WINGS to verify.
5	FISCAL YEAR COMMISSION IS TO BE ADMINISTERED: Enter the full fiscal year, e.g., 2017, 2018, etc., the commission is to be administered based on completion of a bachelor's degree and all AFROTC training requirements; i.e., FT and all required AFROTC course work. Use the WINGS to verify.
6	SCHOLARSHIP PROGRAM: "X" if cadet is activating an AFROTC scholarship (any type, including incentives).
7	PROFESSIONAL OFFICER COURSE (POC): "X" if cadet is entering the POC.
8	TYPE OF SCHOLARSHIP: Enter the type, as applicable, of scholarship being Activated; e.g., Type 1, Type 2, Type 7, etc., or Not Applicable.
NOTE: "X" both SCHOLARSHIP PROGRAM and POC blocks if cadet is activating a scholarship and entering the POC concurrently.	
9	LENGTH OF SCHOLARSHIP: Enter either number of years, semesters or quarters (e.g., 2 years, 4 semesters, or 8 quarters) or Not Applicable. Do not include extended (AS800) entitlements.
10	TYPE OF ENLISTED COMMISSIONING PROGRAM: As applicable, enter the type of enlisted commissioning program through which the cadet entered AFROTC; e.g., POC-ERP, SOAR, ASCP, etc., or Not Applicable.
11	TYPE OF COMMISSION: Follow the instructions on page 1 of AF Form 1056.
12	CATEGORY: Follow the instructions on page 1 of AF Form 1056.
13	ENLISTMENT PAY GRADE/RANK: Enter appropriate pay grade/rank according to AFI 36-2002.
14	ENTER THE CADET'S FIRST NAME, MIDDLE INITIAL AND LAST NAME ON THE LINE FOLLOWING: This agreement is entered into between the Department of the Air Force and...
15	In paragraph 4 enter the type of scholarship or incentive; e.g., Type 1, Type 2, Type 7, etc., which is being activated or Not Applicable

<u>PAGE 6</u>	
PART III:	
16	DATE: Enter the date the form is signed (DDMMYYYYYY)
17	NAME OF APPLICANT/SIGNATURE/SSN: Enter the cadet's name as entered on page one. Enter the Social Security Number. Cadets must sign their name as printed on the contract.
18	SIGNATURE OF WITNESSES: Two adults, not related to the cadet, must witness the cadet's signature. If a notary public signs, only their signature is required
19	COMPLETE Parent/legal guardian consent if applicable. (If applicable, the cadet and parent/legal guardian are authorized to sign the contract prior to the day of enlistment).
20	NAME OF AFROTC DETACHMENT OFFICER REPRESENTATIVE: Complete date block (DDMMYYYYYY), name block and obtain the detachment officer representative's signature (Det/CC or other officer cadre member) the day of, but prior to enlistment. The detachment officer representative cannot also sign as a witness.
<u>CHANGES PAGE</u>	
21	COMPLETE the change blocks as appropriate, filling in the data change FROM blocks and the data change TO blocks.
22	DATE: Enter date the cadet and the Det/CC signs the Changes Page (DDMMYYYYYY).
23	PRINT NAME OF STUDENT: Enter the cadet's name as printed on the Page 1.
24	PRINTED NAME OF DET/CC: Enter Det/CC's name, rank and USAF.
25	SSN: Enter the cadet's Social Security Number.
26	DUTY TITLE: Enter the Det/CC's duty title.
27	SIGNATURE OF STUDENT: Cadet must sign their name as printed on the Contract.
28	SIGNATURE OF DET/CC: Det/CC signs.
29	SUCCESSIVELY enter the "Changes Page" starting with Attachment 1.

Changes to AF Form 1056

Rule	If the change	then	and
1	is between any category	Prepare an AF Form 1056 "Changes Page"	Obtain consent of parent or guardian if member is considered to be a minor by the state at the time the AF Form 1056 "Changes Page" is signed. Type the parent/legal guardian's statement from page 5 in the block on the bottom of the "Changes Page" and obtain parent or legal guardian's signature
2	is from non-scholarship to scholarship		
3	is from scholarship to non-scholarship		
4	is anything not covered in rules 1 through 3 above		

NOTE: (applies to all rules above):

1. If using AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*, dated 1 Aug 06, and need to make any change, re-accomplish the AF Form 1056 using the most recent version of the form. After the personal data area and below the first paragraph under the heading "IMPORTANT," include the statement: "This contract supersedes AF Form 1056 signed date".
2. Counsel cadet when activating or terminating a scholarship.
3. Successively number and attach all AF Form 1056 "**Changes Pages**" to the AF Form 1056.
4. Attach a copy of the previous versions AF Form 1056 to the new AF Form 1056 (including addendums) if the form is re-accomplished on a newer version form.
5. Changes Page: Refusal to sign "**Changes Page**" does not relieve the cadet from the terms of the contract. If the cadet refuses to sign the "**Changes Page**," the Det/CC makes the change, (and contacts AFROTC/RRFP or Holm Center/JA) and attaches an appropriate explanation as to why the changes were required and an indication that the cadet refused to sign the changes.
6. Category Changes: The contract must be changed to reflect awarded category within 10 workdays/schooldays of cadet's notification. Individuals failing to sign appropriate change may lose awarded category and automatically revert to previous category, if still qualified. Counsel cadet and notify AFROTC/RRFP immediately.

ATTACHMENT 7 - NON-LINE POSITION CONSIDERATION MEMORANDUM

DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

[DATE]

MEMORANDUM FOR AFROTC DETACHMENT 123

FROM: Cadet Terry L. Harris

SUBJECT: Non-line Position Consideration

1. I wish to compete for non-line in the [type] category. [Enter Pre-Health, or Dental; **enter only one category**].
2. I understand that receiving a non-line enrollment allocation does not guarantee that I will be selected to medical or dental school. If I am not selected for medical or dental school, there is no guarantee that I will be continued in the AFROTC program and allowed to commission. My ability to remain in the program and commission will be contingent on the needs of the AF and the availability of a new enrollment allocation based on my academic major.
3. I understand that if I am selected for any of these programs I am ineligible to apply for an educational delay.

[signature]
Terry L. Harris

ATTACHMENT 8 - RATED CONSIDERATION MEMORANDUM**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

[DATE]

MEMORANDUM FOR AFROTC DETACHMENT [Number of detachment]

FROM: Cadet [Name]

SUBJECT: Rated Position Consideration

1. I want to compete for a rated position. I understand that I am volunteering for all rated positions for which I am qualified and may be selected for any rated position. I understand that my ability to compete is contingent upon certification of appropriate medical clearance and compliance with requirements of AFROTCI 36-2011.

2. I want to compete for the following rated positions: [circle a, b, c, or d]

- | | | | | |
|---------------------------------------|------|-----|-----|---------------|
| a. PILOT interest level (Circle one): | High | Med | Low | Not qualified |
| b. CSO interest level (Circle one): | High | Med | Low | Not qualified |
| c. RPA interest level (Circle one): | High | Med | Low | Not qualified |
| d. ABM interest level (Circle one): | High | Med | Low | Not qualified |

3. I [DO or DO NOT] have a private Pilot's license. [Circle "DO" or "DO NOT", not both]

4. I [AM or AM NOT] a volunteer for Euro-NATO Joint Jet Pilot Training (ENJJPT). [Use "AM" or "AM NOT", not both.]

[If volunteering for ENJJPT, include the Statement of Understanding below.]

Statement of Understanding (ENJJPT)

I would like to be considered for ENJJPT. I understand that this is a fighter-based orientation program, and as such, is more demanding than other AF Pilot training. If I am eliminated from ENJJPT, I will not be eligible for any other undergraduate Pilot training.

_____[signature]_____

[Printed Name]

ATTACHMENT 9 - DEGREE CERTIFICATION LETTER**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

(Date)

MEMORANDUM FOR REGISTRAR, [CADET'S PRIMARY SCHOOL]

FROM: AFROTC Detachment XXX/CC [Host University Address] [Street]
[City, State, Zip]

SUBJECT: Request for Confirmation of Degree Completion

1. Cadet [name, student number], is a student at your university pursuing a [type of degree and major]. He/She is tentatively scheduled to commission into the United States Air Force on [date of commission] through the Air Force ROTC program. Before we can offer Cadet [name] a commission, we must have confirmation from his/her university that all requirements for completion of his/her degree have been met. If Cadet [name] has met all degree completion requirements, please complete the 1st Indorsement below by signing and affixing your Registrar's Seal and return this memorandum to me at the address above. If Cadet [name] has not met all degree completion requirements, please DO NOT complete the 1st Indorsement below. Instead, please return this memorandum to me at the address above and include a letter stating which requirements have not been met.
2. If you have any questions, please feel free to contact me at [999-9999].

KURT L. RODDY, Colonel, USAF
Commander

1st Ind, Registrar, and Skidmore College Date: ____

MEMORANDUM FOR AFROTC DETACHMENT XXX/CC

Cadet [name, student number] has satisfactorily met all requirements for degree completion.

ATTACHMENT 10 - SECURITY CLEARANCE STATEMENT OF UNDERSTANDING

(AFI 36-2005, Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force)

“I, (Full Name), understand that my appointment as a commissioned officer in the United States Air Force is being accomplished prior to completion of the required National Agency Check.

I further understand that if, as a result of completion of the post commissioning investigation process, I am determined ineligible or unqualified for original appointment as an Air Force commissioned officer under the laws and instructions applicable on the date of accelerated appointment, or the laws and instructions applicable on the date the investigation is finally reviewed by the Air Force, or if the investigation discovers information which, if known, could have permissively prevented tender of commission, I will be subject to discharge.”

Cadet's Printed Name/Date

Cadet's Signature

Witness' Printed Name/Date

Witness' Signature

ATTACHMENT 11 - AFROTC CADET NURSING SL ECP /NECP COMMISSIONING PROCESS

(NOTE: Scan forms and email to AFPC Workflow (AFPC.DP2NN.WORKFLOW@us.af.mil) inbox as completed. Do not commission member prior to approval from AFPC.)

ITEM

1. Nursing track: Medical/Surgical or Obstetrics (coordinate with this office)
2. NCLEX exam: Date/State for which taking the test is to be provided to this office as soon as it has been scheduled.
3. Online Verification: After student has completed the NCLEX; please notify this office. AFPC will verify RN license number is available.

This process can take up to 5 business days.

4. Statement of understanding for COT (SL ECP only)
5. If spouse is AD; copy of orders (AF only supports join spouse within DoD)
6. AF 1056 (AFROTC Cadets Only)
7. Commissioning Physical: SL ECP/NECP can use the AF Form 422. The exam must be less than 2 years old prior to EAD. AFROTC cadets may use DD Form 2808/2807 with all 8 pages sent or DD Form 2492/2351.
8. AF Form 24 (Pages 1 – 5) Note: page 4, question 2 needs to be initialed by nursing candidates in all statements
9. Commissioning Fact Sheet (*Accessions will only be reimbursed for travel from the address listed on the AF Form 766 (EAD orders), Active Duty Order Block 1. Accessions can only ship household goods from the two addresses listed on the AF Form 766, Block 1 and/or Block 5, Home of Record*)
10. Official transcripts with GPA or completion letter from school with date **Bachelor in Science of Nursing** degree conferred.
11. DD Form 4 (SL ECP only)
12. AF Form 1466 is needed for each family member if going overseas
13. Did the member marry after graduation **AND** change their last name? Marriage certificate **ONLY** if they changed their last name.
14. AF FORM 133 (Oath of office) (category is NC and Reserve is type of commission Appt as Reserve of the AF (date is to be the first day of the month of commissioning
15. Reserve Order (date same day as oath) (DAFSC is 46X)

Note: *The Oath of Office cannot be dated before the member has successfully passed the NCLEX (nursing exam).*

ATTACHMENT 12 - MEMORANDUM OF APPOINTMENT**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

(1st day of month of commissioning)

MEMORANDUM FOR 2d LT CARLOS N. RODRIGUEZ, Res AF [(NC)]*

FROM: AFROTC Detachment 215/CC 814 E. Third Street Bloomington IN 47405-5701

SUBJECT: Appointment as a Reserve of the Air Force

1. By authority of the Secretary of the Air Force, the Commander AFROTC, has directed me to inform you, by direction of the President, you are tendered an indefinite term appointment as a Reserve of the Air Force in the grade shown above. Appointment is effective on date of acceptance.
2. Execution of the accompanying Oath of Office constitutes acceptance of your appointment; no other evidence is required. You are requested to do this at once. If you do not accept this Tender of Appointment within the month in which this memorandum is dated, it is canceled and must be returned with an explanation immediately.
3. You will not perform the duties of an officer under this appointment until specifically ordered.
4. Authority for this appointment is 10 U.S.C., Section 2106.

KAREN E. BILTZ, Colonel, USAF
Commander

* **NOTE:** If Nurse commissionee (Category Q), enter “(NC)”

ATTACHMENT 13 - COMMISSIONING RESERVE APPOINTMENT ORDER

(Unit Heading)

(Date)

RESERVE ORDER
RO-000

(Date same day as commissioning oath)

TO: 2D LT JOHN ERIC DOLE
123 ANY STREET
YOUR TOWN, AL 36113-6106

1. By direction of the President, the Air Force appoints JOHN ERIC DOLE, XXX-XX-XXXX, as a Reserve of the Air Force in the grade of 2d Lt.

- a. Date of Birth: 21 Jun 90
- b. Permanent Residence: (Same as above, unless otherwise indicated)
- c. Primary AFSC: 36P1 (obtain from assignment notification)
- d. Date of Appointment: 19 May 12 (same as DOC)
- e. Date of enlistment in Air Force Reserve (ORS): 21 Aug 08

2. Member is assigned to ARPC* effective 19 May 12; TYSD: 19 May 12; PDS: 19 May 12; TFCSD: 19 May 12**. Source of Commission: ROTC Code S***. Authority: AFI 36-2011.

3. Member is relieved from assignment to ARPC (ORS) and Honorably Discharged from USAFR enlisted status, enlisted grade E-1, effective the day proceeding acceptance of commission. Authority: AFI 36-3209.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

(commander's signature element)

DISTRIBUTION: 1 – AFPC/DP2LT
1 – Individual
1 – CADET RECORD

* - All commissionees will be assigned to ARPC until they enter EAD

** - Effective date, TYSD, PDS, and TFCSD will be the same as the date of commission

*** - Source of Commissioning Code as applicable, Reference Attachment 14

ATTACHMENT 14 - SOURCE OF COMMISSIONING CODES

A48.1. Eligibility. Currently, under Title 38, *United States Code*, Section 3011(c)(3)(B), Air Force ROTC cadets who commission and enter active duty after 1 Oct 96 are eligible to participate in the MGIB if they received \$3,400 or less in tuition, fees, and books during any year of eligibility. The eligibility window for MGIB starts the day the cadet contracts and ends upon commissioning. For the purpose of administering this program, a “year of eligibility” is defined as **an academic year (fall semester/term through the following fall semester/term), in which the cadet received or was supposed to have received scholarship funding.**

SECTION 1 - Cadets eligible for the Montgomery GI Bill use one the following codes (see Notes)

If the cadet is a:	SOC Code
Distinguished Graduate, 4-year institution	C
Non-Distinguished Graduate, 4-year institution	J
Distinguished Graduate, 2-year institution	T
Non-Distinguished Graduate, 2-year institution	U

SECTION 2 - Cadets ineligible for the Montgomery GI Bill use one the following codes (see Notes)

If the cadet is a:	SOC Code
Distinguished Graduate, 4-year institution	R
Non-Distinguished Graduate, 4-year institution	S
Distinguished Graduate, 2-year institution	V
Non-Distinguished Graduate, 2-year institution	W

SECTION 3. MGIB ELIGIBILITY DECISION

Question 1: Did the cadet receive any AFROTC scholarship monies (scholarship or incentive)?

If no, STOP HERE...cadet is eligible for the MGIB. If yes, go to Question 2.

Question 2: Did the cadet receive more than \$3,400 in scholarship funds (including tuition, fees, and books) during EVERY academic year the cadet was on scholarship?

If yes, STOP HERE...cadet is NOT ELIGIBLE for the MGIB.
If no, STOP HERE...cadet is ELIGIBLE for the MGIB.

NOTE 1: In accordance with VA Manual, 22-4, Part V, paragraph 1.17g(1), an individual who declines the scholarship during the last semester in AFROTC and receives \$3,400 or less in total scholarship assistance during the final year of eligibility in AFROTC remains eligible for MGIB. In addition, for cadets whose tuition, fees, and books exceed \$3,400 in a year of eligibility, AFROTC can pay (tuition, fees, and books) a maximum of \$3,400 during any year of eligibility and the cadet must pay the difference above \$3,400 to remain eligible for the MGIB. Cadets whose scholarships are suspended or terminated (e.g., poor grades, etc.) and receive \$3,400 or less during that academic year are eligible for the MGIB.

NOTE 2: Prior service members who previously established an MGIB entitlement (i.e., accepted the program and served 30 months on active duty prior to entering AFROTC) retain their MGIB even if they are receiving an Air Force ROTC scholarship.

ATTACHMENT 15 - COMMISSIONING MEMORANDUM OF INSTRUCTION

MEMORANDUM FOR 2D LIEUTENANT _____ (Cadet's full name)

FROM: AFROTC Detachment 999/CC
Getsmart University
123 4th Street
Mytown NY 01010-000

SUBJECT: Memorandum of Instruction

1. On behalf of the detachment staff, I want to take this opportunity to congratulate you on your appointment as a second lieutenant in the United States Air Force and wish you success in your career.

2. Although you are assigned to Headquarters Air Reserve Personnel Center (ARPC) in Denver, Colorado, Headquarters Air Force Personnel Center (AFPC) maintains your records. If you have questions concerning your assignment or if any changes occur in your status (for example, serious civil involvements [e.g., felony charge], or a potentially disqualifying physical condition), you must contact AFPC immediately at:

AFPC/DP2LT
550 C Street West, Suite 10
Randolph AFB TX 78150-4712
Toll Free 1-800-531-5507

Nurse, Pre-HPP, Physical Therapy, Pharmacy and all other BSC/MSC commissionees contact:

AFPC/ DP2NN (Nurse, Toll Free (800) 531-5811) opt 1 ext 565-2637
DPAMS (Pre-HPP, Toll Free (800) 531-5811) opt 1 ext 565-4094
DPAMW (For all others, Commercial (800) 531-5811) opt 1 ext 565-2775
550 C Street West Suite 27
Randolph AFB TX 78150-4729

3. Pending actual receipt of your extended active duty (EAD) orders, we advise that you not make any major personal decisions such as terminating employment or canceling a lease. Do not report to your assigned duty location until the dates specified in your orders. You are also cautioned not to begin travel until the effective travel date specified in your orders. To do so will subject you to forfeiture of travel pay. Use the sponsorship program to resolve relocation problems and to preclude early reporting for personal reasons. Until you begin your official EAD travel, you are a commissioned member of the Inactive Reserve, and therefore, not eligible for commissary privileges for yourself or your dependents.

4. To bridge the gap between commissioning and entry into active duty, you are entitled to active duty medical benefits (only if you do not have other medical coverage). This benefit only applies to you--not your dependents. Additionally, you will forfeit the benefit if you subsequently acquire medical insurance (through parent, spouse or self-purchase.) Benefits will not start again until you

begin extended active duty. If you require medical care, seek care at the nearest Military Treatment Facility (MTF). If you are not near an MTF, contact either the TRICARE office at the nearest MTF or the Defense Health Agency (DHA). Additional instructions may also be found on the DHA website at <http://tricare.mil/tma/default.aspx>. If you need emergency (threat to life, limb, or eyesight) care, you should maintain receipts for any medical care costs incurred outside the direct care system for eventual reimbursement. Be aware that since TRICARE authorized costs for each procedure are almost certainly less than the current "market value," reimbursement may not cover the entire bill. It may also take a while to process the claim.

(NOTE: Only include paragraph 5 if the commissionee is actually in receipt of an educational delay.)

5. Since you have received an educational delay, you will remain a commissioned member of the Inactive Reserve until completion of your academic program and call to EAD. Until then, the Air Force Institute of Technology (AFIT) manages your educational program. The mailing address is:

AFIT/ENEL (Educational Delay Program) 2275 D
Street, Bldg 16 Rm 120
Wright-Patterson AFB OH 45433-7765
DSN 785-2259 x3039/3033 Comm: (937) 255-2259 x3039/3033

AFIT will correspond with you periodically to verify your academic progress and personal status. It is imperative that you reply promptly to these inquiries to preclude possible termination of your educational delay and call to early EAD. When your educational delay nears completion, AFIT will refer you to AFPC for assignment processing as prescribed in paragraph 2. Be aware that the TRICARE benefits mentioned in paragraph 4 do not apply to educational delay participants until you are on EAD orders. You will be responsible for your own healthcare.

6. Your EAD orders indicate your first in-processing stop. Normally, your initial processing includes reporting to the customer service and special actions office at the Military Personnel Section (MPS), followed by a visit to the military pay section at the accounting and finance office. These stops should minimize initial payroll problems. You should nonetheless be prepared for a 4-week delay in getting your first paycheck. In addition, take an official copy of your school transcript for presentation to the base education office. You should also have copies of all important papers; for example, EAD orders, birth certificate, marriage license, Social Security card, car registration, driver's license, auto insurance policy, etc.

7. You are reminded that complete compliance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and AFI 36-2905, *Fitness Program*, is required of all commissionees. Specifically, you must report for initial active duty in proper uniform and have available all uniform items necessary for the performance of your duties. Take them with you instead of shipping them. You are required to continue to meet Air Force physical fitness standards while awaiting call to EAD. Reporting to active duty unfit will subject you to administrative actions that may prove detrimental to your career.

8. Veteran's Educational Assistance Act of 1984-Montgomery GI Bill (MGIB) Information: For those individuals coming on active duty 1 Jul 1985 or later, enrollment in the MGIB program is automatic. Accounting and Finance will initiate a \$100 per month allotment for 12 months **unless an individual formally declines the MGIB**. Once the allotment has started, it cannot be stopped. The

declination must occur within 14 days of the individual's active duty date. Individuals not eligible for the MGIB must notify their servicing Accounting and Finance office of their ineligibility within 14 days of their active duty date. Failure to do so will result in the initiation of the 12-month allotment. Individuals commissioned after 27 Dec 01 are eligible if they received \$3,400 or less in scholarship benefits (tuition, fees, and textbooks) in any one academic year on contract. Prior active duty service cadets are not eligible regardless of the above conditions since they already had their one-time opportunity to contribute when they initially enlisted. ***Please ensure your Source of Commission (SOC) code is correct prior to departing the detachment.*** This code is used to verify MGIB eligibility upon entry on active duty.

9. One final reminder. Although your initial active duty service commitment is normally between 4 and 10 years, depending on your category, all candidates who do not successfully complete their initial Air Force training requirements are liable for release from EAD depending on Air Force requirements at that time. This may also result in prorated recoupment of any scholarship funds. Therefore, it is imperative that you do your best in any training situation to preclude jeopardizing your continuation on active duty.

10. While your affiliation with the detachment has technically ended, we must maintain accurate contact information for you (home phone/cell phone/non-university email address) to contact you in the event there are changes to training, your gaining base, TRICARE updates etc. Finally, we remain available to assist you in any way possible and are anxious to hear about your impressions of active duty.

JOHN R. DOE, Colonel, USAF
Commander

Attachment
Health Insurance Statement

ATTACHMENT 16 - HEALTH INSURANCE STATEMENT

I, _____ SSAN: _____, certify that:
(Cadet's Full Name)

Initial which applies (select ONE):

_____ "I do" have medical insurance coverage that expires after commissioning but prior to EAD.
I understand TRICARE eligibility will begin after expiration of the personal medical coverage.

_____ "I do not" have medical insurance coverage my TRICARE benefit will begin after commissioning.

Initial if cadet has or will have dependents:

_____ I understand that my dependents are not eligible for TRICARE coverage until I begin extended active duty.

FOR COMMISSIONEES WITH HEALTH INSURANCE:

Insurance Company

Date coverage ends prior to EAD

Signature Block/Signature of Commissionee
Date Signed

Signature Block/Signature of Witness (Cadre)
Date Signed

The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

NOTE: Maintain the ORIGINAL in the detachment record, include copy in the AF 24 package sent to AFPC, and provide the commissionee with a copy.

ATTACHMENT 17 - CROSS-COMMISSIONING CONDITIONAL RELEASE REQUEST

(Letterhead)

(Date)

MEMORANDUM FOR AFROTC DETACHMENT 340/CC
AFROTC/RRFP IN TURN

FROM: [Current commissioning unit PMS or PNS and address]

SUBJECT: Conditional Release to Commission as an Officer of the Air Force

1. [Cadet/Midshipman] Kerry N. Robins, XXX-XX-XXXX, will complete [Army/Naval] ROTC on [date] and is currently scheduled to commission into the United States [Army/Navy/Marine Corps] on [date]. She has requested to commission into the United States Air Force through Air Force ROTC. I support her decision and recommend she be allowed to commission into the United States Air Force.
2. She is granted a conditional release effective for 90 days from the date of this memorandum.
3. (Any additional comments may be added; otherwise, do not use this paragraph.)
4. If you have any questions, please contact [POC] at [phone number].

[Signature block of PMS/PNS]