

**24 AUGUST 2012**



**Personnel**

**CADET OPERATIONS**

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This instruction implements various Air Force instructions supporting 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 set forth in paragraphs 13.4, 13.5, and 13.15 by AECP/NECP students may result in punishment under Article 92 of the 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 AETC I, *Cadet Records*, and F036 AETC J, *Four-Year Reserve Officer Training Corps (AFROTC) Scholarship Program Files*, apply. 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 (AFIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61/afrims/afrims>. 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 Senior AFROTC 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 revision incorporates changes from Interim Change 1 and policy/procedural guidance released through policy messages. It converts many of the figures and tables previously embedded within the chapters to Attachments which are now located at the end of the instruction.

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## Chapter 1

### INTRODUCTION

**1.1. Purpose.** The offices of primary responsibility (OPR) for this instruction are HQ AFROTC/RR/DO/CR. Each chapter identifies the OPR for that chapter. The OPR for Chapter 1 is the AFROTC/CC. This instruction provides guidelines for cadet administration and training. The procedures included in this instruction are designed to provide Detachment/CCs and HQ AFROTC with the best possible information on which to make decisions at the lowest level possible.

### **1.2. Responsibilities.**

#### 1.2.1. The Director, Curriculum Division (Holm Center/CR).

1.2.1.1. Establishes policies and procedures governing all facets of the AFROTC cadet education program for Aerospace Studies (AS) classes: AS100 – AS400.

1.2.1.2. Recommends teaching procedures, methods, and techniques.

1.2.1.3. Provides all educational materials and lesson plans required for AS classes.

1.2.1.4. Provides all training materials and lesson plans.

1.2.1.5. Grants waivers to education program requirements.

#### 1.2.2. AFROTC Commander (AFROTC/CC).

1.2.2.1. Serves as the decision authority on AFROTC program changes.

1.2.2.2. Directs the convening of, and provides guidance and vision for, the AFROTC Awards Board.

1.2.2.3. Acting for the United States Air Force, 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 AFI36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*).

#### 1.2.3. AFROTC Director of Operations (HQ AFROTC/DO).

1.2.3.1. Establishes policies and procedures governing all facets of AFROTC cadet training.

1.2.3.2. Serves as Chairman of the AFROTC Cadet Awards Board and convenes the AFROTC Cadet Awards Board as directed by AFROTC/CC.

1.2.3.3. Makes recommendations to AFROTC/CC for cadet awards program changes.

1.2.3.4. Serves as waiver authority for cadet awards program matters.

1.2.3.5. Prescribes training program content, guides its implementation, and coordinates HQ level training waiver requests.

1.2.3.6. Grants waivers to training programs.

1.2.3.7. Supervises Regional Directors of Admission (RDAs) and Gold Bar recruiters.

1.2.4. AFROTC Registrar (HQ AFROTC/RR).

1.2.4.1. Establishes and executes, on behalf of AFROTC/CC, policies and procedures governing all facets of AFROTC cadet eligibility, enrollment, enlistments and disenrollments.

1.2.4.2. Manages the AFROTC scholarship program.

1.2.4.3. Establishes procedures and policies to govern the scholarship program to include the high school scholarship program (HSSP) and the in-college scholarship (ICSP) program.

1.2.4.4. Manages the flying class physical program for rated candidates and coordinates activities with Wright-Patterson AFB personnel.

1.2.4.5. Establishes procedures and policies to govern the enlisted commissioning programs and manages selection boards.

1.2.4.6. Represents Holm Center (OTS and AFROTC) at the Officer Accessions Conference (OAC).

1.2.4.7. Grants waivers for all cadet eligibility, scholarship and enlistment requirements outlined in this instruction.

1.2.5. Region Commanders (Region/CCs):

1.2.5.1. Approve all high-risk activity waiver requests in accordance with AFROTCI 36-2010, *Cadet Training Programs*.

1.2.5.2. Validatee which host institutions within their region qualify for military institution exemption, and make written notification to Detachment/CC at these institutions. A military institution is either a senior military college (SMC) or university that conducts its education program within a military training environment on or near its campus. Such locations will require cadets to wear uniforms and perform activities (e.g. drill and ceremonies) not directly associated with AFROTC, but still within specific regulations. As such, exemptions should be considered regarding wear of the AFROTC cadet uniform and other activities as necessary.

1.2.5.2.1. To better prepare AFROTC cadets, wear of the AFROTC uniform should be highly encouraged and coordinated between the host institution and detachment.



**NOTE:** SMC cadets are only authorized issue of the AFROTC uniform for FT and/or PDT purposes.

1.2.5.3. Nominate cadets to HQ AFROTC or select recipients for awards.

1.2.6. Detachment Commanders (Detachment/CC). Detachment/CC is defined as the officer on G-series orders, or the senior ranking officer (SRO) at a detachment when the commander on orders is incapacitated or is in the process of a Permanent Change of Station (PCS) and the replacement CC has not yet arrived on location. Refer to HOLMCENTERI 51-601, *Civil Law and Command Succession*, for further information. The Detachment/CC will:

1.2.6.1. As a minimum, instruct at least one section of an AS course each term and ensure all AFROTC instructors instruct at least one section of an AS course each term. The Region/CC must approve any waiver to this requirement.

1.2.6.2. Approve the use of substitute AS class activities, tutorial instruction, and summer classes, when necessary.

1.2.6.3. Evaluate each instructor as required by HOLMCENTERI 36-2201, *Faculty Development and Master Instructor Programs*. Record evaluations using AETC Form 620, *Academic Instructor Monitoring Checklist*. If the Detachment/CC serves as the education officer, Detachment/CC evaluation will be done by next highest ranking AFROTC instructor or competent university employee.

1.2.6.4. Be accountable for the proper conduct and safe execution of all Practical Military Training (PMT). Detachment/CCs may delegate responsibility for ensuring proper conduct and safe execution to any detachment staff member, willing military member associated with the Host University or detachment, or trained personnel responsible for the training activity. PMT activities will always have on-site supervision. For PT, reference AFI 36-2905, AFROTC Supplement, *Fitness Program*.

1.2.6.5. Ensure all cadet medical care guidance is followed in accordance with (IAW) posted regulations, forms/IMTs, and documents on the Director of Operations portion of the Holm Center restricted website at <https://hq.afaots.af.mil>.

1.2.6.6. Ensure detachment requirement for activities that count toward Leadership Laboratory (LLAB) credit (to include PT) do not exceed five total hours per week for GMC cadets and six total hours per week for POC cadets. These hours are in addition to classroom academics.

1.2.6.7. Approve deviations in excess of the maximum time limit for LLAB, as specified in AFROTCI 36-2010, in writing. Retain until mission directive is superseded.

1.2.6.8. Approve and sign the mission directive before the start of each academic year.

1.2.6.9. If designated a military institution, retain designation letter from the current Region/CC.

1.2.6.10. Serve as or designate Air Force liaisons to AFROTC-associated student organizations and non-federal entities (NFE). Ensure cadet participation in these organizations reflects favorably on the Air Force and host institution. Refer to HOLMCENTERI 51-601, for further information.

1.2.6.11. If applicable, approve in writing cadets holding the same cadet wing position for two consecutive rotation periods.

1.2.6.12. Appoint an officer as the Operations Flight Commander (OFC) in writing.

1.2.6.13. Appoint an officer as the Education Flight Commander (EFC) in writing.

1.2.6.14. Appoint an officer as the Recruiting Flight Commander (RFC) in writing.

1.2.6.15. Ensure officers are trained in evaluating cadet drill and ceremonies and proper wear of the cadet uniform per AFI 36-2903, AFROTC Supplement, *Dress and Personal Appearance of Air Force Personnel*.

1.2.6.16. Review and approve assignment of cadet officer rank designations made by the OFC for cadets satisfying the leadership position requirements through participation in a qualifying non-cadet wing student organization position. Approval is within the discretion of the commander; however, the commander should use established criteria to articulate his or her rationale for assignment of rank for such positions.

1.2.6.17. Ensure all Air Force members assigned to the detachment and/or operating location [including, but not limited to Regional Director of Admissions (RDA) and Air Force Institute of Technology (AFIT) students] meet standards of dress and appearance (as defined in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*) and all published Air Force physical fitness standards.

1.2.6.18. Nominate cadets or select recipients for awards as outlined in the awards and decoration chapter.

1.2.6.19. Ensure detachment adherence to this instruction.

1.2.6.20. Make recommendations to HQ AFROTC/DO for cadet awards program changes.

1.2.6.21. As required, appoint the Test Control Officer and Test Control Examiner IAW AFI36-2605, *Air Force Military Personnel Testing System*, and AFROTC Supplement.

1.2.6.22. As required, maintain oversight of the AECF/NECF students as outlined in Chapter 13 of this instruction.

1.2.6.23. Monitor university tuition rates and supply this information to HQ AFROTC when requested. Verify each scholarship cadet's tuition rates for expenditure.

1.2.6.24. Ensure proper scholarship estimates are entered into Web Intensive New Gain System (WINGS) and timely payments are made in WINGS upon receipt of tuition invoices from university Registrar/Bursars offices.

1.2.6.25. Provide oversight of the HSSP interview process at the detachment as outlined in Chapter 3 of this instruction.

1.2.6.26. Review the Student Management Roster (SMR) monthly.

1.2.6.27. Unless otherwise specified, submit cadet waivers via AFROTC Form 22 to HQ AFROTC/RR. Waivers are for outstanding and deserving cadets. Recruit the qualified individual; do not work to qualify the unqualified.

1.2.6.28. Counsel all cadets returning from Field Training (FT) as a debrief of their FT experience, and review the cadet's Field Training Performance Report with cadet. The Detachment/CC may designate another officer to counsel returning cadets. Document counseling on AFROTC Form 16, *Officer Candidate Counseling Record* (prescribed by this instruction Chapter 4). Retain counseling records in cadet Unit Personnel Record Group (UPRG).

1.2.6.29. Rank cadets based on officer potential each term.

1.2.7. The Detachment Operations Flight Commander (OFC) will:

1.2.7.1. Supervise the cadet wing in the conduct of LLAB activities as outlined in this instruction.

1.2.7.1.1. Ensure LLAB is cadet planned, organized, and executed.

1.2.7.1.2. Ensure all LLAB lesson objectives are presented each academic year.

1.2.7.1.3. Maintain LLAB attendance records and documentation showing accomplishment of lesson objectives based on the calendar year that the academic year ends in. Retain attendance records for current and previous academic year (with EFC if desired), and lesson objective documentation for current academic year for one calendar year following the end of the academic year. Example: if your attendance records ended in May for Spring 2010, you will keep the records until December 31 2011.

1.2.7.1.4. Approve all operations orders.

1.2.7.1.5. Ensure a merit/demerit system is not used.

1.2.7.1.6. Provide cadets access to a LLAB syllabus at the beginning of each term. This may be a written or electronic version.

1.2.7.2. Teach the purpose and intent of the Honor Code to all cadets each year IAW LLAB Curriculum (T-507 & T508). The Honor Code states, "We will not lie, steal or

cheat nor tolerate among us anyone who does.” Examples of Honor Code violations include giving or receiving aid on an assignment when not permitted, intentionally wearing unearned ribbons or badges, and failure to report another cadet who has violated the Honor Code.

1.2.7.3. Ensure cadets treat each other with proper dignity and that hazing, discrimination, sexual harassment, or other forms of maltreatment do not occur. Refer to the Holm Center Training Manual located on the Holm Center Curriculum Webpage on the Holm Center Restricted Website.

1.2.7.4. Ensure cadet publications are current.

1.2.7.5. Designate leadership positions in the cadet wing. Ensure each cadet officer serves at least one term in a qualifying leadership position. Cadets may, with the approval of the commander pursuant to paragraph 1.2.6.16., satisfy this requirement by holding officer-equivalent positions in student organizations. Retain documentation for one calendar year after the cadet officer is commissioned or is eliminated from the program.

1.2.8. The Detachment Education Flight Commander (EFC) will:

1.2.8.1. Conduct the In-Service Training (IST) program IAW HOLMCENTERI 36-2201.

1.2.8.2. Retain a record of in-service training meetings for each academic year, to include attendance and topics covered for one calendar year following the end of the academic year. Example: in-service training records for academic year 2009/2010 will be maintained until December 31 2011.

1.2.8.3. Ensure new instructors who did not attend the AFROTC Instructor Course are familiar with AFROTC educational principles and policies presented during the most recent summer's program. Use handouts from a recent attendee or contact Holm Center/CR for student materials. Document training until the instructor attends the appropriate instructor course or is reassigned.

1.2.8.4. Conduct at least one session annually to review the items addressed below. Resource material for these items are located in the Faculty Development section of the Holm Center Curriculum Web page.

1.2.8.4.1. AFROTC training procedures and policies in the Holm Center Training Manual.

1.2.8.4.2. AFROTC Form 48, *Planned Academic Program*, preparation and maintenance procedures.

1.2.8.4.3. AFROTC Form 16 procedures.

1.2.8.4.4. Cadet record and student management roster (SMR) review procedures.

1.2.8.4.5. Drill and ceremonies evaluation procedures.

1.2.8.4.6. Cadet uniform wear and grooming standards.

1.2.8.4.7. Fitness standards and Physical Fitness Assessment (PFA).

1.2.8.5. Review each instructor's course syllabus and grade book for compliance with requirements.

1.2.8.6. Review one exam by each instructor per academic year to assess effectiveness in testing lesson objectives. Retain review comments and test reviewed for one calendar year following completion of the academic year. Example: if you reviewed an exam in April 2010, you would keep the test and comments until December 31, 2011.

1.2.8.7. Maintain EOT survey/critique program. This program will consist of, as a minimum, all university EOT surveys/critiques and the Holm Center Curriculum Division EOT survey, which is to be given at the end of the Spring term. The Detachment/CC may administer other EOT surveys/critiques at his or her discretion. The EFC will review the results of all EOT surveys/critiques as part of their annual in-service training requirements. During the review, the EFC will identify and document issues needing resolution and annotate actions taken in an effort to meet Air University's "closed-loop" assessment requirements. Retain EOT survey/critique results for one calendar year following completion of the academic year. Example: If your EOT surveys were completed in April 2010, you would keep the results/surveys until December 31, 2011.

1.2.8.8. Include course descriptions in catalogs of host institutions and affiliated school campuses when practical. For individual AS course descriptions, refer to the course descriptions found in the Holm Center Catalog on the Holm Center Curriculum Web page. **NOTE:** For planning purposes, this is an annual document that will be republished on or about 1 August each year.

1.2.8.9. Monitor retention of academic records to ensure the following items are on file in the detachment:

1.2.8.9.1. Instructor training and evaluation data IAW Holm Center Instruction (HCI) 36-2201.

1.2.8.9.2. A syllabus for each AS and LLAB course offered. Syllabi should include attendance policy for cadets and academic-only students. Retain for one calendar year following the end of the academic term. Example: if the term ends in May 2010, keep the syllabus until December 31, 2011.

1.2.8.9.3. If Holm Center/CR lesson plans are not used, then detachment-generated lesson plans must be retained until revised (electronic copy will suffice). Once revised there is no requirement to maintain the old lesson plan. All detachment-generated lesson plans must still accomplish the lesson objectives found in the original Holm Center lesson plan.

1.2.8.9.4. A master copy of each examination. Retain until revised. Once revised, there is no requirement to maintain the old examination.

1.2.8.9.5. AS class and LLAB instructor grade books or similar documents must contain attendance records, scores for all graded items, points or percentages earned by students for each graded item, and a final course grade for each student. Retain the current academic year's grade book in the active file plan and the previous academic year's grade book in the inactive file plan unless the college or university requires a longer retention period.

1.2.8.10. Account for and inventory all educational material items issued to students, instructors, and in storage using WINGS. This includes accountable materials, reference materials, and student retention materials. Accountable materials are re-usable materials listed in the Education Materials Listing as accountable/active. This is found at the AFROTC Curriculum area of the Holm Center restricted website. Reference materials are materials sent to detachments for information and evaluation purposes, for detachment library core material, or as additional research material or support material. Inventory educational materials annually after the Spring term and prior to Fall term issue.

1.2.8.10.1. Retain all items on your inventory until the item becomes obsolete (not on active listing). Disposition is left to the Detachment/CC's discretion. Items may be retained as student reference material and/or as additions to the core materials in the detachment library.

1.2.8.10.2. Maintain a copy of the Educational Materials Listing in the active file plan until a new Educational Materials Listing is received. Obsolete material listings will no longer be provided.

1.2.8.11. Brief the Detachment/CC on university rules regarding academic records and instructor training which are more demanding than the requirements of this instruction.

1.2.8.12. To the extent practical, work with RFC and Client Support Administrator (CSA) to coordinate Internet links between cross-town institutions and detachment websites.

1.2.8.12.1. Web Pages. Cadet Wing web pages must comply with AU Public Affairs guidance.

1.2.8.12.2. Do not place any copyrighted academic material or information protected under the Privacy Act of 1974 on your Cadet Wing or university web page.

1.2.8.13. Ensure all students, staff and guest speakers are briefed/informed at the beginning of each academic term on Air University's policy regarding Academic Freedom and Academic Integrity IAW AUI 36-2308, *Academic Freedom*, and AUI 36-2609, *Academic Integrity*. Document briefing was given and retain documentation for one year following the briefing. Briefing materials can be found on the Holm Center Curriculum Web Page.

1.2.9. The Detachment Personnel NCO (DP) will:

1.2.9.1. Oversee cadet life-cycle personnel actions—medical, physical, enlistments, categorization and commissioning.

1.2.9.2. Manage cadet administrative and personnel updates via WINGS.

1.2.9.3. Manage personnel records for cadre, AFIT students, AECP/NECP students, and cadets.

1.2.9.4. Assist the Knowledge Operations Management (KOM) NCO with Unit Support administration.

1.2.9.5. Gain AECP/NECP students into WINGS and accomplish administrative actions as outlined in AFI 36-2013, AFROTC Supplement, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECPS)*, and Chapter 13 of this instruction.

1.2.10. The Detachment KOM NCO will:

1.2.10.1. Monitor and update all cadet pay actions--tuition, fees, subsistence and textbook funds.

1.2.10.2. Oversee office functions—publications and forms management, GPC, and computer resources.

1.2.10.3. Support the Personnel NCO in the management of cadet records administration.

**1.3. Waiver Requests.** When a waiver is required, submit the request through the appropriate office. Reference the paragraph in the instruction for which a waiver is required, and accurately describe the event/request in detail.

## Chapter 2

### RECRUITING PROGRAM

**2.1. Mission.** The OPR for this chapter is HQ AFROTC/DOR. The AFROTC recruiting mission is “To meet Air Staff production goals by identifying, contacting, and recruiting highly qualified applicants in order to produce the highest quality officers for the Air Force.” Plainly stated, AFROTC personnel must “interest the qualified, rather than qualify the interested.”

#### **2.2. Recruiting Process Overview.**

2.2.1. National-Level Recruiting. Along with providing oversight and direction for all AFROTC efforts, the HQ staff also conducts recruiting activities on a global and national scale through web (AFROTC.com), print, television/radio advertising, and promotional campaigns. HQ staff also manages the AFROTC National Call Center and direct mail programs.

2.2.2. Regional-Level Recruiting. Regional Director of Admissions (RDA) are strategically located to direct recruiting efforts within their AOR (Area of Responsibility).

2.2.3. Detachment-Level Recruiting. Recruiting Flight Commanders (RFC) manage detachment activities to recruit in-college, high school, and enlisted members in the local area. Recruiting emphasis generally shifts between these markets based on the time of year with scholarship deadlines, college orientation, and class registration schedules. All detachment personnel bear the responsibility to support efforts across all three markets.

#### **2.3. National-Level Recruiting.**

##### **2.3.1. Officer Recruiting Branch (DOR). Roles and Responsibilities:**

2.3.1.1. Develops and directs implementation of AFROTC recruiting plans to RDAs, Gold Bar Recruiters (GB), and RFCs via a National Recruiting Strategy (NRS) by 1 Jun each year.

2.3.1.2. Provides staff guidance and assistance on recruiting matters to detachments.

2.3.1.3. Directs the national marketing and advertising plan, regional recruiting efforts, and the development of recruiting methods.

2.3.1.4. Coordinates recruiting efforts globally, based on current recruiting guidance from Air Force leadership.

2.3.1.5. Coordinates with USAFA and Air Force Recruiting Service (AFRS) to maximize overall Air Force recruiting effectiveness.

2.3.1.6. Administers budget for travel, operations and maintenance (O&M), vehicle control, and recruiting activities nationwide.



### 2.3.2. HQ AFROTC/National Call Center (DORN). Roles and Responsibilities.

2.3.2.1. Serves as the first contact point for providing accurate and timely information to all call-in and email inquiries from high school, college, and enlisted personnel seeking information about the AFROTC programs.

### 2.3.3. HQ AFROTC/Target Recruiting Section (DORT). Roles and Responsibilities.

2.3.3.1. Develops and implements recruiting strategies through market research for target groups including the application of relevant marketing research and liaison with associated professional organizations in the target group demographic.

2.3.3.2. Administers Center of Influence/College Fair (COI/CF) requests and approval process.

2.3.3.3. Coordinates and supervises the national diversity recruiting effort for AFROTC including the management of all AFROTC targeted group and diversity programs.

2.3.3.4. Generates awareness of Air Force programs by working with professional and higher educational organizations, civic, and fraternal organizations.

2.3.3.5. Administers and publishes the AFROTC national college fair program and schedule in conjunction with HQ AFROTC/Marketing Section (DORM). This program provides a calendar of events for AFROTC participation at national-level college fairs and conventions.

### 2.3.4. HQ AFROTC/Strategic Marketing Section (DORM). Roles and Responsibilities.

2.3.4.1. Plans, coordinates, and supervises the national advertising effort for AFROTC recruiting operations.

2.3.4.2. Manages the advertising budget to develop market analysis, lead generation, and overall public awareness for AFROTC.

2.3.4.3. Maintains X-Net website (<https://xnet.afrotc.com/>) and Advertising and Promotion (A&P) supplies to provide AFROTC recruiting materials at no cost to subordinate units.

2.3.4.4. Provides HQ-level approval for artwork, print and detachment websites relating to AFROTC recruiting material

2.3.4.5. Develops all advertising policy and regulatory guidance for field units. HQ AFROTC/DORM will approve/disapprove within 48 hours.

2.3.4.6. Coordinates all advertising activities between AFRS, USAFA, and AFROTC.

2.3.4.7. Leads a contractor team developing ads, software, video, and manages the AFROTC.com website and all advertising media to meet mission critical Air Force accession priorities.

#### 2.3.5. HQ AFROTC/ Regional Recruiting (DORR). Roles and Responsibilities.

2.3.5.1. Directs RDAs and recruiting teams to necessary recruiting events, including college fairs.

2.3.5.2. Administers, oversees, and monitors all recruiting operational expenditures for RDAs.

2.3.5.3. Distributes and monitors RDA travel funds.

2.3.5.4. Assigns the specific geographical and senior unit areas of responsibility by region and designates the state and ZIP code for each AOR for RDAs and detachments.

2.3.5.5. Coordinates with WINGS system administrators to provide an effective means for recruiting personnel to track/manage local leads.

2.3.5.6. Instructs or provides an annual training workshop for newly assigned RDAs and RFCs and assists with training at AFROTC Aerospace Instructor Course (AIC) for new Detachment/CC and instructors.

2.3.5.7. Provides functional area expertise for region Staff Assistance Visit (SAV) teams and AFROTC Standardization and Evaluation Branch (HQ AFROTC/DOV).

2.3.5.8. Plans, executes, and supports recruiting conferences.

2.3.5.9 Oversees the GB Recruiting Program.

### 2.4. Regional-Level Recruiting.

#### 2.4.1. Regional Director of Admissions (RDA). Roles and Responsibilities.

2.4.1.1. RDAs are responsible for leading the recruiting efforts within their respective regions. Liaises with regional detachments, Admissions Liaison Officers (ALO), Air Force Base agencies, and Air Force recruiters to support national AFROTC objectives and needs.

2.4.1.2. Recruits students within their geographic area regardless of where the student chooses to attend AFROTC. Acts as the field recruiting point of contact for ALOs and local Air Force recruiters, in their respective AOR.

2.4.1.3. Ensures AFROTC participation at national and regional college fairs and conventions within their AOR.

2.4.1.4. Creates general awareness of Air Force opportunities throughout the assigned AOR, via newspaper, radio, and locally developed recruiting material.

2.4.1.5. Provides recruiting material to ALOs and AFRS personnel for distribution to high school guidance counselors and college admissions personnel.

2.4.1.6. Conducts annual review and approval of detachment recruiting plans.

2.4.1.7. Maintains a relationship with AFJROTC units by establishing contact and visiting the units when possible. Visits should be coordinated with HQ AFJROTC Operations Division.

2.4.1.8. Performs additional duty as an ALO.

2.4.1.8.1. Completes required training as prescribed by USAFA and outlined in the ALO Handbook.

2.4.1.8.2. Secures ALO ID number and access to the ALO website from USAFA.

2.4.1.9. Manages regional recruiting funds distributed from HQ AFROTC/DOR.

2.4.1.9.1. As a GPC cardholder, abides by instructions for using the GPC as outlined in the AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*. Completes annual Customer Automation and Reporting Environment (ACCESS Online) training, maintains a GPC purchase/surveillance folder, approve ACCESS account within 3 duty days of the end of the cycle. Copies of receipts will be sent to billing official directly after approving documents and statement in Access-On-Line.

2.4.1.9.2. Maintains a budget tracking system for COI/CF, O&M, Temporary Duty (TDY) and Advertising and Promotion (A&P) accounts.

2.4.1.9.3. Provides projected spend-plans (based on prior year funds) for the upcoming year NLT than 30 workdays after closeout (30 Sep).

2.4.1.10. Manages their assigned GSA vehicle IAW AFI 24-301\_AFROTCSUP, *Vehicle Operations*.

2.4.1.11. Training.

2.4.1.11.1. Provides one-on-one initial and refresher training to regional ALOs and RFCs. This training will be conducted and documented annually and will cover AFROTC scholarship and non-scholarship enrollment opportunities, the application process, and the applicant interview process. RDAs shall conduct training within 6 months of the arrival of newly assigned RFCs.

2.4.1.11.2. The RDA maintains a training file of assigned RFCs to include name, unit, date of initial assignment, and record of training sessions conducted. Keep current year record in active files.

2.4.1.11.3. For each training session, record the name of the individual/group of individuals, the date, and a brief synopsis of training conducted.

2.4.1.12. Reviews and approves the detachment recruiting plans. This is to be annotated on the AFROTC Form 19 and first review returned to the RFC NLT 1 Aug. Final AFROTC Form 19 annotating recruiting plan approval will be completed and returned to the RFC NLT 15 days after RFCs submission of final plan. RDAs will maintain copies of AFROTC Form 19 and final recruiting plans for all detachments within their AOR.

2.4.1.13. Ensures/coordinates AFROTC participation in annual ALO meetings within their AOR.

2.4.1.14. Maintains an RDA continuity book. At a minimum the book should include the following:

2.4.1.14.1. Copies or references to all applicable governing instructions, National Recruiting Strategy and ALO Handbook.

2.4.1.14.2. POC listing for Liaison Officer Directors (LOD), ALO's, base education offices, RFCs, AFRS commanders, and other organizations as appropriate.

2.4.1.14.3. Archived information concerning successful recruiting events (i.e., POC info, best time of year, cost, lessons learned for minimum of previous 2 fiscal years).

2.4.1.14.4. Copies or references to applicable briefings, ARMS messages, checklists, detachment recruiting plans and reviews, and any other official guidance.

2.4.1.15. Supervise the GB Recruiters in their AOR.

## 2.4.2. GB Recruiters.

2.4.2.1. General Information. GB Recruiters are newly commissioned second lieutenants who support the AFROTC effort to recruit diverse officer candidates IAW the National Recruiting Strategy.

### 2.4.2.2. Roles and Responsibilities.

2.4.2.2.1. Recruit the highest quality prospects with an emphasis on diversity recruiting.

2.4.2.2.2. Visit high schools and colleges and identify AFROTC scholarship opportunities. In addition, GBRs are required to attend various college fairs/events per RDA guidance.

2.4.2.2.3. Act as an extension of the RDAs and the AFROTC Recruiting team, expanding rather than competing with their activities, especially with respect to minority populations and in areas where there is a sparse Air Force recruiting presence.

## **2.5. Detachment-Level Recruiting.**

### **2.5.1. Detachment Commander. Roles and Responsibilities.**

2.5.1.1. Appoints a RFC to manage the local recruiting plan. While this individual has recruiting duties, every cadre member must participate in activities to ensure success of the campaign.

2.5.1.2. Reviews all locally produced A&P materials.

2.5.1.3. Reviews and approves the annual detachment recruiting plan.

### **2.5.2. Recruiting Flight Commanders (RFC). Roles and Responsibilities.**

2.5.2.1. Works closely with the RDAs, ALOs, GB Recruiters, local Air Force recruiters, and other RFCs to achieve recruiting objectives and avoid duplication of effort. Supports the AFROTC National Recruiting Strategy by conducting regular recruiting events to identify and recruit quality prospects from host and cross-town colleges/universities, area high schools, and Air Force installations located within their AOR.

2.5.2.2. Develops an annual detachment recruiting plan covering 1 Sep to 31 Aug to meet local and national recruiting needs.

2.5.2.2.1. Detachments will submit the plan to their supporting RDA by 1 Jul.

2.5.2.2.2. Detachments will submit a final signed plan to their supporting RDA by 1 Sep.

2.5.2.3. Uses WINGS Contact Management to enter and manage qualified recruiting leads and associated correspondence. Retain leads until prospects are not eligible or not interested in any Air Force program.

2.5.2.4. WINGS and other nationally produced contact rosters (such as HSSP) can facilitate lead generation and management. Use and release of this information is restricted.

2.5.2.4.1. RFCs are expressly prohibited from recruiting on a national basis or contacting HSSP applicants who have not expressed interest in their detachment.

2.5.2.4.2. RFCs are expressly prohibited from releasing to anyone a list of HSSP applicants who have not expressed interest in their detachment and indicated consent for release of their information.

2.5.2.4.3. RFCs are expressly prohibited from releasing to anyone any other AFROTC lists of potential or existing cadets who have not expressed interest in their detachment and indicated consent for release of their information.

2.5.2.5. Develops A&P materials in support of local recruiting efforts. Gains annual approval from HQ AFROTC/DORM for all locally produced material.

2.5.2.6. Ensures completion of recruiting training for all detachment personnel and cadet recruiting team members every Spring and Fall terms starting with the beginning of the Fall term. RFCs will ensure training is documented for all personnel.

2.5.2.7. Ensures updates to detachment and university information on AFROTC.com website within 30 days of change and will review detachment and cross-town information quarterly and provide updates to HQ AFROTC/DORM.

2.5.2.8. Coordinates HSSP scholarship presentations in AOR utilizing all members of the joint recruiting team.

2.5.2.8.1. Provides the presenter's name to the school, verifies school ceremony details, and forwards applicable information to the responsible RDA.

2.5.2.8.2. Provides ceremony details, scholarship details, and sample presentation speech to the presenter.

2.5.2.9. Conducts Center of Influence (COI) Events (reference para 2.5.8).

2.5.3. Recruiting Plans. Recruiting plans provide a source of continuity to identify detachment recruiting objectives, markets available, and a list of recruiting events. The recruiting plan is a living document and should be updated throughout the year. Recruiting plan format is not an IG inspection item. As a minimum, the plan will include the following items:

2.5.3.1. Record of Review

2.5.3.2. Table of Contents

2.5.3.3. Summary

2.5.3.3.1. General Summary of Detachment

2.5.3.3.2. AOR Map

2.5.3.3.3. Five Year History of Officer Production

2.5.3.3.4. Recruiting Successes

2.5.3.3.5. Recruiting Challenges

2.5.3.4. Recruiting Objectives Chart

2.5.3.5. Target Market

2.5.3.5.1. Host University

2.5.3.5.2. Cross-town Four-Year Universities

2.5.3.5.3. Cross-town Community Colleges

2.5.3.5.4. Top 10 Feeder High Schools

2.5.3.6. Time-Phased List of Events

2.5.3.7. Points of Contact

2.5.4. Detachment Web Pages. The easiest and most effective means of advertising is through a web page. RFCs should make every effort practical to host a detachment-specific site on their university server.

2.5.4.1. Detachments must coordinate their web pages through HQ AFROTC/DORM and AU/PA for annual approval. All changes to Detachment web pages within the approved annual cycle must be resubmitted to HQ AFROTC/DORM for approval. Dets are responsible for web page maintenance. The AFROTC Public Web-site Checklist is found on the AFROTC restricted web-site, at <https://hq.afoats.af.mil/>.

2.5.4.2. Detachment web pages will have a link to the AFROTC web page at <http://www.afrotc.com>.

2.5.4.3. Scholarship information is not permitted on detachment web pages unless it covers specific college/university subsidies.

2.5.5. Locally-Developed Ads and Print Media. Both the RFC and Detachment/CC must review all locally-developed recruiting material for accuracy of content and obtain artwork approval from HQ AFROTC/DORM prior to initial production of new media, and all reworked media. Locally-developed ads and print media must be reviewed annually by HQ AFROTC/DORM. Use the following guidelines and restrictions to develop or revise locally-developed material.

2.5.5.1. Printing Sources. All printing must be procured through the Document Automation & Production Service (DAPS) unless a waiver is granted. DAPS is the only agency that can approve a waiver. The waiver process is detailed in AFI 64-117. If a waiver is granted, printing may be obtained locally using the GPC. All projects must first be approved by HQ AFROTC/DORM before printing. Send printed copy with changes, text copy, or a rough layout via email to HQ AFROTC/DORM.

2.5.5.2. RFCs should also order/utilize AFROTC-produced brochures and posters from the AFROTC X-Net.

2.5.5.3. All locally-developed advertisement/marketing materials must clearly display the Air Force symbol and contact information. The symbol must remain proportional when sizes change.

2.5.6. Broadcast Media. Radio and TV are very valuable when trying to reach a targeted market. Products are furnished by AFRS to AFOTC/DORM and can be distributed upon request by the RFCs to radio and TV stations.

2.5.6.1. Public Service Announcement (PSA) Radio Spots. PSA radio spots can be ordered through AFRS (call commercial 210-565-0522, DSN 665-0522, Fax 210-565-0868). The RDA or RFC can contact the radio station to request PSA airtime.

2.5.6.2. TV PSA Spots. TV PSA spots cannot be purchased by local AFOTC detachments. Each quarter, current generic AFPSA products are produced by AFRS and sent directly to TV stations throughout the country. The TV PSA spots are 60, 30, 15, and 10 seconds in length and cover a wide variety of subjects.

2.5.6.3. All detachment-specific broadcast media must be approved by HQ AFOTC/DORM prior to release.

2.5.7. Promotional Items. Promotional items can provide a constant, tangible reminder of AFOTC. Promotional items purchased must be clearly marked with the AFOTC logo and contact information. If AF Symbol is used on any marketing materials, it must clearly display the AF Symbol and contact information. The symbol must remain proportional when change sizes. (See <http://www.trademark.af.mil> for guidance on use of AF Symbol). Detachments will include as much of their local contact information as is reasonably possible (e.g., local telephone number and/or detachment website) given the item type and size.

2.5.7.1. HQ AFOTC/DORM provides each RDA and each detachment with promotional items with DOR contact information. All items are distinctively marked with the Air Force or AFOTC logo. These items are available on a quarterly basis through the Recruiting X-Net. Only make one order per cycle, taking care to optimally execute annual budget. Split orders will not be permitted

2.5.7.2. RFCs may also elect to spend recruiting O&M funds to purchase detachment-specific promotional items. However, A&P and O&M funds cannot be used to purchase the following:

2.5.7.2.1. Awards of any kind.

2.5.7.2.2. Uniform items of any kind for cadets or cadre.

2.5.7.2.3. Computers and computer accessories or equipment.

2.5.7.2.4. Any single item over \$25 without HQ AFOTC/DORM approval.

2.5.7.2.5. Recruiting material orders (brochures). Make item requests to HQ AFOTC/DORM via X-Net.

2.5.8. Center of Influence (COI) Events. A COI 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. COI funds will be provided to sustain these programs. The true value



of a prospective applicant COI is demonstrated by how many people enroll in AFROTC, which may not be immediately evident. The COI program is not a protocol fund to reward people for past support.

2.5.8.1. Event Planning. Determine specific recruiting objectives for the event and whom to invite to achieve those objectives.

2.5.8.1.1. Plan all activities at least 30 days before the event to allow enough time to overcome problems and to provide a professional event. Select a time that does not conflict with social events, sports activities, etc. Detachments must adhere to all end-of-year funds obligation and execution deadlines. HQ AFROTC/DORT is the approval authority for all COI events. COI events must be obligated (event planned with a specific date and X-Net approval) NLT 31 May otherwise funds will be pulled by Holm Center on 1 Aug.

2.5.8.1.2. Request funding for the event through the X-Net at least 15 days before the event. All requests for a waiver must be submitted to HQ AFROTC/DORT before submitting the request in X-Net. The RFC or RDA must annotate the HQ AFROTC/DORT approver on the X-Net submittal. Approval or disapproval of the event will be distributed via X-Net.

2.5.8.1.3. Once an approval is secured, the requestor will make payment for food, drinks, gratuity or college fair via the detachment or RDA GPC. If the vendor does not accept the GPC, make every effort to secure another vendor. If no other vendor is available, contact HQ AFROTC/DORT for assistance.

2.5.8.1.4. Negotiate COI events only with vendors agreeing not to charge for no-shows. If a vendor will not agree to this, and the RFC or RDA still believes this is the best offer, contact HQ AFROTC/DORT for a waiver via X-Net.

2.5.8.1.5. Complete the after-action portion of the COI request via the X-Net no later than 5 duty days after the COI event. Any deviations from the original request must be annotated in the after-action portion.

2.5.8.2. COI Funds Management. COI funds are exclusively for consumable items (i.e., food and beverages excluding alcoholic beverages), gratuity expenses and college fairs. Complimentary alcoholic beverages cannot be, or appear to be, offered. COI funds cannot be used to pay for things such as plates, napkins, cups, plastic ware, charcoal, skate rental, greens fees, etc. Title 10USC, Section 520c specifies small meals and drinks (no alcohol) at recruiting functions. Small meals are not sit-down meals at a steak house, pasta restaurant, etc.

2.5.8.2.1. There are only two categories of COI attendees:

2.5.8.2.1.1. Lead – person eligible for the Air Force program being presented.

2.5.8.2.1.2. Guest – person not eligible for the Air Force program being presented. These are most often persons with direct influence over qualified students, e.g., counselors, instructors, school officials, parents/guardians.

2.5.8.2.2. Events may not exceed \$500 in total cost or the following cost for each individual:

2.5.8.2.2.1. Educators and professionals: \$25 each.

2.5.8.2.2.2. Prospective applicants and students: \$8 each.

2.5.8.3. AFROTC has been granted authority to allow AFROTC recruiting personnel (Detachments/RDAs) permission to use their Controlled Spend Account (CSA) to pay for COIs and college fairs. However, this should be utilized while on planned, official travel and only as a last resort. HQ AFROTC/DOR must be contacted in advance for approval, loading of funds and specific instructions.

2.5.8.4. Waiver Process. Under certain circumstances, the standards established for COI events may not meet the needs of the event.

2.5.8.4.1. Excessive Cost Waiver: At the discretion of the Detachment/CC, COI events may exceed the \$500 maximum cost. Waivers for these events must be pre-approved by the Detachment/CC prior to COI AO approval. Failure to provide Detachment/CC approval will delay the waiver process.

2.5.8.4.2. Personal Check: Approved in conjunction with college fairs/conferences.

2.5.8.4.3. Controlled Spend Account: Approved only in conjunction with official travel.

2.5.8.4.4. General Waivers: All other waivers will be evaluated on a case-by-case basis.

2.5.8.5. Attendance. An organized guest attendance roster must be used at COI events. Collect name and business contact information as a minimum. Personal information such as a social security number is not collected on this roster. When soliciting information subject to the Privacy Act of 1974, the following statement must be read, given, or shown to persons signing in:

2.5.8.5.1. “We will be happy to provide you more information about Air Force opportunities as authorized by Title 10 U. S. C. 503 and governing directives for AFRS. The information solicited will be used to determine eligibility and to allow follow-up contact. The routine use of this information will be for Air Force recruiting purposes only. Providing the information is voluntary; however, failure to provide sufficient information may prevent action on your inquiry.”

2.5.8.5.2. Do not have more than one military member or AFROTC cadet for every three civilian guests. In general, more value for the COI dollar is gained without

spouses. If the spouse of an influencer is included, count them as a civilian guest. When a military member's spouse attends, count them as a military representative subject to the one-to-three ratio. AFROTC cadets who are not on contract do not count as prospective applicants.

2.5.8.5.3. Limit military personnel to those with a role in the COI event, i.e., detachment cadre, RDAs, AFRS, reserve or guard personnel, and military guest.

2.5.8.6. After-Action Reports (AAR). The RDA or RFC who sponsors the event must document follow-up actions concerning leads who attended a COI within 5 business days of the event. The AAR is entered electronically through the X-Net. The RDA or RFCs must also maintain the sign-in roster of each event for the duration of the current and previous academic years of the event.

## **2.6. Recruiting Resources.**

2.6.1. Managing Recruiting Funds. This section covers areas where RDAs and detachments may utilize funds for recruiting purposes: COI/CF, O&M, and A&P items. These funds are provided annually by HQ AFROTC/DOR specifically for recruiting purposes.

2.6.2. Each respective funding source must be obligated and executed annually per the below DOR-designated dates. Waivers can be requested from HQ AFROTC/DOR. Any detachment or RDA funds not obligated by the designated date will be recovered by HQ AFROTC/DOR for use in support of national recruiting and marketing initiatives. Funds are not considered executed until they have been officially charged to the GPC. Likewise, funds are not considered fully obligated until they have been added to the GPC holder's ACCESS Online account log.

2.6.3. COI/CF funds are NOT considered obligated until they have been officially approved via the X-Net request procedure. Detachment spend plan submissions to Regional Resource Advisors must include proof of X-Net approval for COI/CFs and must be added to the cardholder's ACCESS log before they are considered officially obligated. A&P funds are not officially obligated until they have been approved via the X-Net. Funds are not considered executed until they have been officially charged to the GPC.

2.6.4. Funds approved in X-Net and not charged on the GPC must be annotated on the GPC cardholder's ACCESS log before the HQ AFROTC/DOR-designated date to be considered for official obligation.

2.6.5. GPC Procedures. This method allows RDAs and detachments to interact personally with vendors to ensure maximum flexibility. O&M funds will be executed through the GPC, however all A&P funds will be executed by the HQ AFROTC/DORM.

2.6.5.1. HQ AFROTC/DOR with the assistance of Holm Center/SDF will issue guidance and ensure completion of initial/refresher GPC training for RDAs. Detachment personnel will receive overview training during their initial visit to Maxwell AFB.

2.6.5.2. Single purchase limit may not exceed \$3,000 for commodities and \$2,500 for services.

2.6.5.3. Detachments and RDAs must comply with all GPC guidance and procedures established by HQ AFROTC/DORM and those generated by the Maxwell AFB contracting squadron GPC program section, and AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*. Contact HQ AFROTC/DORA personnel when questions arise.

2.6.6. O&M Funds. O&M funds are used primarily to support administrative functions pertaining to recruiting operations (e.g., postage). Detachment and RDA O&M funds are expended utilizing their respective GPCs. Cardholder procedures must be adhered to by all recruiting personnel.

2.6.7. Center of Influence/College Fair (COI/CF) Funds. COI/CF funds are used to enhance recruiting operations by hosting events designed to promote AFROTC opportunities to prospective cadets and influencers. These funds may also be available to fund recruiting personnel attendance at college/career fairs. Contact the COI/CF manager for approval.

2.6.7.1. Detachment and RDA COI/CF funds are executed using their respective GPCs.

2.6.7.2. COI/CF funds will not be used to support retention activities for existing cadets.

2.6.8. Advertising and Promotion (A&P).

2.6.8.1. The RDA or RFC will contact the vendor and arrange for services. Ensure the vendor does not perform work until authorized by HQ AFROTC/DORM. Most states will exempt federal government from paying taxes on purchases. Ask vendors to exempt your purchase. If individual states do not exempt federal purchases from taxes, include it as a separate line item in the request.

2.6.8.2. The RDA or RFC is responsible for ensuring the product will meet the needs of the Air Force. If possible, obtain a proof of the product before HQ AFROTC/DORM purchases the product in quantity. Ensure telephone numbers and website addresses are correct. RDAs and RFCs are responsible for proofing all promotional items prior to ordering in quantity.

2.6.8.3. HQ AFROTC/DORM will approve all purchases via X-Net, contact the vendor directly to arrange payment and have the item(s) shipped to the location given to the vendor by the requestor.

2.6.8.4. All marketing funds must be obligated by 1 Jun annually and executed by 15 Sep annually.

## **2.7. Travel and Temporary Duty (TDY) Management.**

2.7.1. General Service Administration (GSA) Vehicle. GSA vehicles are for official use only. Reporting of vehicle mileage is required by GSA IAW AFI 24-301\_AFROTCSUP.

Contact the Vehicle Control Officer (VCO) or Vehicle Control Non-Commissioned Officer (VCNCO) with specific questions.

2.7.2. The RDA is responsible for AFROTC recruiting outside the sphere of influence of individual detachments. The detachment's sphere of influence is defined as "the local area that does not require the use of per diem for travel."

2.7.3. RFCs conduct official travel for recruiting utilizing the GSA or university vehicle (where available) as the primary means of transportation. When conducting recruiting events, the first means of travel RFCs must use is the GSA vehicle, rather than a POV for out-and-back recruiting efforts.

2.7.4. Detachments can request the use of travel funds from their RDA for recruiting activities. If approved by the RDA, the cost of detachment travel is deducted from the RDA's allocation. The traveler(s) must adhere to the procedures for TDYs and travel conducted on behalf of the RDA.

2.7.4.1. If HQ AFROTC/DORR concurs with the travel request, then DTS will be used for all order processing. The member bears total responsibility for individual access to DTS at home station. Member must ensure the DTS order is routed through the HQ AFROTC/DOR routing list for approval.

2.7.4.2. Upon travel completion, the requestor is required to submit their Travel Voucher through DTS within 5 days of completion of travel. During September travel vouchers must be submitted within 2 days of travel completion.. All travel expenses will be charged against the RDA's budget. Requestor must report the voucher settlement amount to the RDA for account reconciliation. The requestor will be unable to travel under any other authorization until all actions are complete from the previous travel.

### Chapter 3

## AFROTC SCHOLARSHIP PROGRAMS

**3.1. Purpose.** The OPR for this chapter is HQ AFROTC/RRU. The AFROTC Scholarship Program is designed solely to support the overall AFROTC mission to recruit and retain students to meet United States Air Force officer production requirements. Furthermore, the program provides an incentive to attract and retain high quality individuals whose leadership potential, personal and physical qualities and academic specialties meet Air Force accession objectives.

**3.2. General Information.** This chapter provides guidelines for the administration of the AFROTC Scholarship Program for AFROTC Detachments. HQ AFROTC/RRU administratively manages the application and selection policies and procedures for all AFROTC scholarship programs. HQ AFROTC/RRF administratively manages all scholarship cadets upon enlistment and activation, regardless of source of the scholarship.

3.2.1. Annually, the AFROTC/CC will approve a scholarship program that specifies the number, types and qualification requirements for Commander's Scholarships, Express, Foreign Language Express, Historically Black Colleges and Universities, Hispanic Serving Institutions, In-College and High School Scholarship Program scholarships.

3.2.2. All scholarship cadets will major in an academic discipline identified as either "mandatory," "desired," or in a foreign language to qualify for an Air Force Specialty Code as listed in the Air Force Officer Classification Directory. This list is available on the Registrar section of the Holm Center Restricted webpage.

**3.3. Scholarship Authorization.** The AFROTC scholarship program is authorized by Title 10, United States Code, Section 2107, *Financial Assistance Program for Specially Selected Members*, amendments to 10 U.S.C. 2107, and annual National Defense Authorization Acts. The Detachment/CC is responsible for verifying a scholarship cadet's tuition rate. Guidance for scholarship authorizations by academic specialty is provided by the Air Force in response to officer production needs.

**3.4. Scholarship Programs.** The AFROTC scholarship program consists of three main parts: the High School Scholarship Program (HSSP), the In-College Scholarship Program (ICSP), and the Enlisted Commissioning Program (ECP).

3.4.1. The High School Scholarship Program Section (HQ AFROTC/RRUC) administers the 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. Applicants must meet all eligibility requirements.

3.4.2. The In-College Scholarship Program Section (HQ AFROTC/RRUE) administers the ICSP. The in-college programs outlined in this chapter include scholarships from 2- to 3.5 years in length targeted to college students pursuing undergraduate degrees. Students must meet all eligibility and applicable nomination requirements. Scholarship money will not be used for graduate degrees without prior approval of HQ AFROTC/RR. Cadets should be

prepared to activate their scholarship offers during the first term of the next academic year, unless noted otherwise.

3.4.3. The Enlisted Commissioning Programs Section (HQ AFROTC/RRUE) administers the ECP to include 2- to 4-year scholarships for active-duty Air Force enlisted members. Eligibility and nomination procedures for enlisted programs are covered in AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs (ECPS)*, and the Holm Center website:

<http://www.au.af.mil/au/Holmcenter/AFROTC/EnlistedComm/EnlistedCommissioning.asp>.

**3.5. Types of Scholarships.** HQ AFROTC/RR has established the following types of scholarships to be used only at AFROTC-affiliated schools.

3.5.1. Type 1 scholarship provides full tuition and fees (with no cap on tuition and authorized fees) and \$900 per year for textbooks.

3.5.2. Type 2 scholarship provides up to \$18,000 per year (up to \$9,000 per semester or up to \$6,000 per quarter) towards tuition and fees and \$900 per year for textbooks. 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.

3.5.3. Type 3 scholarship (ICSP only) provides up to \$9,000 per year (up to \$4,500 per semester or up to \$3,000 per quarter) towards tuition and fees and \$900 per year for textbooks. 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.

3.5.4. Type 6 scholarship (ICSP only) provides up to \$3,000 per year (up to \$1,500 per semester or up to \$1,000 per quarter) towards tuition and fees and \$900 per year for textbooks. 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.

3.5.5. Type 7 scholarship (HSSP only) provides full tuition and fees at the in-state rate and \$900 per year for textbooks. The Type 7 selectee must attend a school where he/she qualifies for the in-state tuition rate. Type 7 selectees are not allowed to attend a higher cost institution and pay the difference. If the annual tuition and fees increase after the scholarship has been awarded due to inflation adjustments, AFROTC will continue to pay the full amount.

3.5.5.1. 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 offer to a 3-year Type 2 offer with HQ AFROTC/RRUC approval prior to enrollment in AFROTC. In addition to controlling overall costs in the AFROTC scholarship program, the Type 7 helps AFROTC meet the public law requirement that 50% of all scholarships be paid at in-state tuition rates IAW 10 U.S.C. 2107. If a 4-year Type 7 selectee converts to a 3-year Type 2, the student must attend the same academic institution as a freshman (and complete

AS100 academics and LLAB) where they intend to activate the scholarship. They must also meet scholarship activation requirements at the end of their freshman year. **NOTE:** Cadets cannot contract/activate 3-year Type 2 scholarships until the AS200 year and therefore completely liable for all tuition and fee expenses the first year.

**3.6. Scholarship Grade Point Average (GPA) Requirements.** Cadets must have a TGPA and CGPA of 2.5 to nominate and activate a scholarship (Exception: 4-year HSSP cadets activating scholarship the freshman year without a college GPA yet). After scholarship activation, cadets must maintain a 2.5 TGPA to remain in good academic standing. If TGPA falls below 2.5, award a conditional event (CE) (reference Attachment 14 and Table 4.2 of this instruction).

**3.7. Scholarship Age Limits.** By law, scholarship recipients must be under age 31 as of 31 December of the calendar year during which commissioning is scheduled. Title 10, USC Section 2107 does not provide for waivers.

3.7.1. If a change in date of commissioning (DOC) places the recipient into a new calendar year (CY) that exceeds this age restriction, terminate the scholarship immediately.

3.7.2. The minimum age for activation of an AFROTC scholarship is 17.

**3.8. High School Scholarship Program (HSSP).** The primary purpose of the AFROTC HSSP is to attract high quality high school seniors (or high school graduates who have not attended college as full-time students) to AFROTC. The HSSP is targeted primarily to students interested in pursuing engineering, scientific/technical and foreign language degrees. Normally, some scholarships are also available each year to students pursuing non-technical degrees. The annual allocation of scholarships--total number, types, and academic categories--is based on fiscal considerations and Air Force officer production goals for AFROTC. The HSSP provides 4-Year Type 1, 4-Year Type 2, and 4-Year Type 7 scholarships to selected applicants. Students receiving 4-Year Type 7 scholarships have the option of converting to a 3-Year Type 2 scholarship.

3.8.1. HQ AFROTC/RRUC administratively manages the HSSP application and selection process and maintains primary scholarship administrative responsibility until contracting occurs. Upon enlistment into AFROTC and scholarship activation, HQ AFROTC/RRFP manages HSSP scholarship administrative responsibility.

3.8.2. HSSP Application and Information. The HSSP is announced annually through the Air Force ROTC website at [www.afrotc.com](http://www.afrotc.com). This website contains information regarding eligibility requirements, application procedures and an on-line application. Students must use the on-line application.

3.8.3. HSSP Detachment Handbook. HQ AFROTC/RRU will update and post the handbook on the Holm Center restricted website (under Registrar) no later than 1 August each year. The handbook contains information and procedures for the current HSSP cycle as well as historical data on the HSSP. The handbook specifies a structured interview process that must be followed by detachment cadre and admissions liaison officers.



3.8.4. HSSP Rosters. The following rosters are located on the Admissions Liaison Officer (ALO) website (ALOWeb) and Holm Center restricted website (under Registrar) for use by HQ AFROTC, detachment and recruiting personnel administering the HSSP.

3.8.4.1. Detachment Interview Roster (DIR). This roster contains the names of eligible HSSP applicants who are awaiting their scholarship interview. HQ AFROTC/RRUC assigns new eligible applicants to detachment for administrative purposes through the DIR based on the applicant's home zip code. This roster is updated Monday-Friday from August to May and is located on the ALOWeb.

3.8.4.2. Board Results Rosters. There are three rosters posted to the website following each board (select, non-select, and re-board). These rosters are updated two weeks after each board. Do not send congratulatory letters to non-selects or re-boards.

3.8.4.3. Letter of Admission (LOA) Roster. This roster contains HSSP selectees who have returned to HQ AFROTC/RRUC their LOA from AFROTC-affiliated university they plan to attend. The roster includes type, length and the academic major of the scholarship offer. This roster is updated every Thursday from March to October.

3.8.4.4. Decline Roster. This roster contains HSSP selectees who have declined the AFROTC scholarship offer. This roster is updated weekly from March to October and is posted to the RR section of the Holm Center restricted website.

**3.9. HSSP Process and Timelines.** To be considered for scholarship selection, all students must apply, gain eligibility and complete a scholarship interview as outlined below. The interview is the most critical aspect of the HSSP selection process.

3.9.1. The Application Period. The HSSP application period varies but historically runs from 1 May to 1 December each year. Students must submit initial applications to HQ AFROTC/RRUC NLT 1 December.

3.9.2. Basic Eligibility Criteria and Deadlines. Upon receipt of an application, HQ AFROTC/RRUC will determine the applicant's status (i.e., eligible or ineligible), and notify the applicant accordingly. Applicants must submit all required application items listed online at [www.afrotc.com](http://www.afrotc.com) by the published deadlines. To become eligible for scholarship consideration, applicants must:

3.9.2.1. Submit the results of the ACT or SAT college entrance examination. Test scores must be attained in one testing session (i.e., test scores from different dates cannot be combined) and in a standard testing environment.

3.9.2.2. Submit high school transcript(s) for grades 9 through 11.

3.9.2.3. To be eligible for scholarship consideration, an applicant must attain a minimum un-weighted CGPA of 3.0 (as measured at the end of the junior year in high school) and achieve either a minimum SAT total score of 1100 (verbal + math) or a minimum ACT composite score of 24.

3.9.2.4. Complete the Physical Fitness Assessment (PFA) and PFA Letter of Certification.

3.9.2.5. Complete/submit the Extracurricular Activity Sheet, submit high school counselor's certification with attached transcripts, and complete/submit a resume.

3.9.2.6. Be 17 years of age or older at time of the scholarship activation and enlistment.

3.9.2.7. Be a United States citizen or able to obtain citizenship by the last day of the first term of their freshman year for 4-year offers or the first term of their sophomore year for 3-year offers. **NOTE:** Cadets cannot contract/activate scholarship until becoming a sole US citizen.

3.9.2.8. Must not have attended a post-secondary institution as a full-time student, except as part of high school coursework. For purposes of administering the HSSP, US Air Force Academy Preparatory Schools are considered post-secondary institutions. Students who have participated in a joint high school/college credit program prior to high school graduation may still apply via the HSSP program (these students may even apply after receiving an Associate Degree, as long as they were never a full-time student at a post-secondary institution).

3.9.2.9. In recent years, many high schools have begun teaming with colleges and universities to offer college credit to high school students. As a result, many high school graduates are potentially able to complete their baccalaureate degree in less than 4 years. Nonetheless, since variances between detachments, universities, and high schools can generate unexpected consequences, AFROTC HSSP scholarships will continue to be 4-year offers. As such, a 4-year Type 7 HSSP recipient wishing to convert to a 3-year Type 2 offer may not activate his/her award during their first year of college despite the fact that he/she anticipates having only 3 years (or less) remaining towards a baccalaureate degree. After completing academic requirements for his/her baccalaureate degrees while completing training requirements for AFROTC, cadets may request to apply remaining scholarship entitlements towards graduate courses or they may be eligible to commission no more than one term early. Scholarship money will not be used for graduate degree courses without prior approval of HQ AFROTC/RR. Cadets cannot take the 5<sup>th</sup>- year of entitlement (for SAF approved 5-year majors) condense their baccalaureate degree academics and use scholarship entitlements during the fifth year for master level work. Once AFROTC classes and baccalaureate degree requirements are complete, the cadet must commission.

3.9.2.10. Active duty Airmen must apply through the ECP unless they have established a date of separation and meet the eligibility requirements for the HSSP outlined above.

3.9.3. The Scholarship Interview. Qualified applicants are scheduled for a personal interview with the detachment nearest their home of record zip code. To change the venue requires exceptional circumstances--HQ AFROTC/RRU must approve any such requests prior to the interview. In cases where the venue has been changed, the applicant will be

ineligible for the Commander's Scholarship (CS) for HSSP scholarship unless the change in venue was initiated by HQ AFROTC.

3.9.3.1. Detachment/CC Responsibilities. The Detachment/CC will:

3.9.3.1.1. Manage the college scholarship interview program through the Detachment Scheduling Official (DSO).

3.9.3.1.2. Schedule an officer to conduct the applicant interview. Only active duty cadre officers and Admissions Liaison Officers (ALOs) may conduct interviews. Second lieutenants are not allowed to conduct HSSP interviews. Detachment/CCs are required to conduct a portion of the interviews for their detachment to maintain proficiency and oversight of the HSSP interview and selection processes.

3.9.3.1.3. Ensure officers tasked to complete interviews are familiar with AFI 36-2249, *Evaluating USAF Academy (USAFA) Candidates and Air Force Reserve Officer Training Corps (AFROTC) College Scholarship Applicants*, the interview checklist and guidance contained in the most recent HSSP Detachment Handbook.

3.9.3.1.4. Once the interviewing officer has completed the on-line AF Form 4060, USAFA Candidate Evaluation/AFROTC College Scholarship Evaluation on ALOweb, ensure the overall remarks are consistent with the ratings. Upon approval, the Detachment/CC electronically forwards the interview to HQ AFROTC/RRUC within 30 days of interview notification.

3.9.3.1.5. Ensure all cadre understand that the interview is protected under the Privacy Act of 1974. HQ AFROTC will not release interview ratings and detachment personnel are not authorized to release interview ratings.

3.9.3.2. DSO Responsibilities. The DSO will:

3.9.3.2.1. Notify HQ AFROTC/RRUC of any changes or corrections of the name, address, phone number, or Social Security number of an applicant.

3.9.3.2.2. Schedule interview appointments by telephone or in writing (reference Attachment 3) and track them. If scheduling via telephone, ensure applicant is made aware of requirement to provide a résumé and the emphasis the selection board places on accomplishments in leadership positions. If an applicant cannot be contacted, declines, fails to show or to reschedule within 10 days, check the applicable block and put a comment on the 4060 in ALOweb. Also, when scheduling an interview, highly encourage a parent or guardian to attend with the applicant. This does not bear directly on the interview, but provides the family and the detachment staff the opportunity to discuss program dynamics.

3.9.3.3. Interviewing Officer Responsibilities. The interviewing officer will:

3.9.3.3.1. Prior to conducting the interview, review AFI 36-2249, this instruction, the interview checklist and guidance contained in the HSSP Detachment Handbook.

3.9.3.3.2. Explain scholarship types, lengths, activation procedures and requirements, and payment process to family and the interviewee.

3.9.3.3.3. Review academic major choices with applicant and ensure any changes are faxed to HQ AFROTC/RRUC. **NOTE:** Do not encourage applicants to list degrees they do not intend to pursue.

3.9.3.3.4. After dismissing family members, have applicant complete and sign the AFROTC Form 35 and AF Form 2030 IAW the guidance below. Do not complete these forms in the presence of the parents. Advise the applicant that any further civil involvement(s), alcohol-related incidents/use or drug use may result in the loss of scholarship or ineligibility for AFROTC. Brief applicants that pre-contracting misconduct may result in loss of scholarship offers. This includes the time between submitting background information to AFROTC and enrolling/contracting as cadets. In addition, applicants who intentionally withhold information may forfeit their scholarship.

3.9.3.3.4.1. Brief applicants that AFROTC policy is to withdraw the scholarship offer for students who failed to properly 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 obtain a required waiver. AFROTC policy is also to withdraw scholarship offers for students that use drugs after being briefed on the AF drug and alcohol policy during this interview process. Should subsequent drug use or alcohol abuse be waivable, AFROTC may waive for program continuation but without the HSSP scholarship. Contact HQ AFROTC/RRU for waiver guidance.

3.9.3.3.5. If civil involvement affidavit and corroboration are required, have the applicant complete the AFROTC Form 4, *Affidavit Civil Involvement*. Complete the AFROTC Form 14, *Law Enforcement Inquiry*, to request corroboration. Upon receipt of corroboration, forward all documentation to the DSO. **NOTE:** An applicant may have provided acceptable corroboration with the application. Check ALOweb under details on the specific individual to determine if the interviewee indicated corroboration was already provided. This may prevent unnecessary effort in obtaining additional information.

3.9.3.3.6. Detachments will use AFROTC Form 2030, *Air Force ROTC Applicant Drug and Alcohol Abuse Certificate*, to explain the Air Force policy on drug and alcohol abuse. Have the applicant complete the AF Form 2030. Emphasize to the applicant that **any** drug use (including marijuana) after the date of the interview is considered post-orientation and will render him/her **ineligible** for the Air Force. If the applicant indicates use of marijuana, amphetamines, barbiturates, steroids, or inhalants (paint, glue, or aerosol) continue the interview. Have the applicant provide complete details by answering the questions listed on page 2 of the AF Form 2030. Ensure the applicant answers each question for each occurrence. For example, if the applicant says he used marijuana two times, then the applicant should answer the questions for each occurrence. Ensure the applicant and witness certification blocks

are completed. If the applicant has indicated use of other illegal drugs and narcotics, to include, but not limited to, cocaine, club drugs, crack, hallucinogens, and opiates, have the applicant complete the AFROTC Form 2030, terminate the interview, and inform the applicant that he/she is ineligible—waivers will not be considered. Forward the completed form to the HQ AFROTC/RRUC.

3.9.3.3.7. Brief applicants on the AFROTC weight, Body Mass Index (BMI) limits and provide a current copy of the AFROTC physical fitness standards. Enter the applicant's current height and weight in the appropriate section on the AF Form 4060. Do not calculate the BMI. The interviewer must include comments on the applicant's fitness level and potential ability to meet and maintain AFROTC weight and fitness standards.

3.9.3.3.8. Electronically forward the AF Form 4060 to the Detachment/CC via ALO web. Upon the Detachment/CC's approval, fax or scan/email the AFROTC Form 35, *Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials* (with AFROTC Forms 4 and 14 if affidavit and corroboration is required), and AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*, to HQ AFROTC/RRUC, Fax 334-953-5624 or 7769. Detachments are required to maintain the original interview documents for a period of 2 years.

**3.10. HSSP Scholarship Selection Boards.** The boards are conducted in a fashion similar to AF promotion boards and are comprised of three-member panels. The panels are typically comprised of AFROTC Detachment/CCs and ALOs. HQ AFROTC/RRUC will normally release official board results within two weeks of the conclusion of each board and notify each applicant of his/her board result. For specific board dates, refer to the HSSP Detachment Handbook.

3.10.1. Scholarship Selection Letter. Each scholarship selectee will receive a congratulatory letter signed by HQ AFROTC/RR.

3.10.2. The Endorsement Letter and Checklist of Actions. Selectees will be asked to complete the Endorsement Letter and furnish a copy of their letter of admissions by 31 May. The Checklist of Required Actions for Scholarship Designees provides information about the scholarship offer, tuition and other financial benefits, as well as actions the selectee must successfully complete to activate the scholarship.

**3.11. Additional Detachment Post-Board Actions.** Detachments are also responsible for the following actions:

3.11.1. Selectee Contact. The gaining detachment will make contact with every selectee as their names appear on the LOA roster.

3.11.1.1. The gaining detachment should use this contact as an opportunity to help the applicant with the university admission and housing process and to ascertain the status of the DoDMERB physical. If a detachment is asked by a scholarship selectee for assistance in resolving a medical disqualification, the detachment must coordinate any actions through HQ AFROTC/RRUC.

3.11.1.2. The LOA Roster should be referenced in regards to the selectee's offered academic major. If the offered academic major is a technical degree and not Air Force-approved (e.g., Accreditation Board for Engineering and Technology (ABET)) or not offered at your host or cross-town institution, advise the selectee and notify HQ AFROTC/RRUC immediately. Technical degrees are listed at [www.afrotc.com](http://www.afrotc.com) (Scholarships/High School Scholarships/Schools and Majors) or [www.abet.org/accredited\\_programs.shtml](http://www.abet.org/accredited_programs.shtml).

3.11.2. Parent Letter. Gaining Detachment/CCs will send a letter to parents of selectees listed on the LOA roster as soon as practical but NLT 1 August. (See Attachment 4)

3.11.3. Scholarship Authorization. HSSP scholarship offers are loaded by RRUC into WINGS in July of each year. The scholarships will reflect as "awarded" in the scholarship area. The awarded scholarship in WINGS is the scholarship authorization; do not maintain a WINGS printout or a copy of the LOA roster in the cadet UPRG.

3.11.4. HSSP Tuition, Technical and Foreign Language Majors Data. HSSP Tuition, Technical and Foreign Language Majors Data are used in two ways: (1) To record the annual in-state and out-of-state tuition for each host and cross-town institution, and (2) to record the approved technical and foreign language majors in which AFROTC awards scholarships at each institution. The annual in-state/out-of-state tuition costs allow HQ AFROTC/RRUC, the detachment, and the applicant to determine if a 4-Year Type 7 selectee can attend a particular institution indicated on the selectee's Indorsement Letter (see para 3.10). With notification of a 4-Year Type 7 scholarship offer, HQ AFROTC/RRUC will ask the selectee to submit the Indorsement Letter indicating whether they will accept the 4-Year Type 7 offer or convert it to a 3-Year Type 2 offer. The Technical and Foreign Language Majors Data will determine whether or not a selectee with a scholarship offer in a technical degree can attend the particular school indicated on the selectee's Indorsement Letter. Detachments will review and update annual in-state/out-of-state tuition costs (including general fees) and approved technical and foreign language degrees for each host and cross-town institution. Data needs to be provided/updated in WINGS, NLT 1 September each year. If there are any changes after 1 September, please ensure data is updated immediately in WINGS.

**NOTE:** "Approved" HSSP technical majors can be found on the [www.afrotc.com](http://www.afrotc.com) website. Accredited engineering majors are listed on ABET Technology Commission website while architectural majors accreditation must be verified through National Architectural Accrediting Board (NAAB) website. Meteorology/Atmospheric Science (8FYY) majors must be reviewed at least every five (5) years by AFIT/ENEL. Non-engineering technical majors are approved if the university is accredited and the conferred degree is a Bachelor of Science, not a Bachelor of Arts. Reference paragraph 3.31. for specific degree accreditation requirements.

3.11.4.1. All scholarship cadets (except nurses) activating scholarships in Academic Year 2012 and beyond will successfully complete either 4 semesters/6 quarters of a single foreign language or 24 semester/36 quarter hours of math and physical science before they graduate/commission. To "successfully complete" this requirement a cadet must earn a minimum of a "C-." The decision of whether to complete the foreign

language or the math/physical science requirement is the cadet's. Failure to complete this requirement prior to commissioning may result in loss of scholarship and disenrollment from the AFROTC program. **NOTE:** Nursing students are exempt from this requirement since their major corresponds directly to a needed AFSC.

3.11.4.2. Prior to scholarship activation and during term counseling sessions, counsel applicable scholarship cadets on the requirement to complete applicable math/physical science or foreign language requirements prior to commissioning. Ensure each student signs the Scholarship Program Statement of Understanding (Attachment 7) at the start of the freshman year, prior to activating the scholarship. Review this requirement with the cadet each term during term counseling sessions. File the Statement in Section II of the cadet's UPRG.

3.11.4.2.1. The Academic Plan for Math/Physical Science or Foreign Language Requirement will be used to supplement the AFROTC Form 48 (See Attachment 8). The top portion of the page will be signed as soon as practical after the first four columns (to include "Total") are completed, but not later than the end of the first AS100 term (normally Fall). All math/physical science or foreign language course work will be entered prior to the cadet and cadre instructor signing the statement. During each term review, the statement will be reviewed with the cadet. Indicate which term the cadet successfully completed each required course. Once this is annotated, the cadre instructor and the cadet will initial the statement appropriately. Upon the cadet completing all required math/physical science or foreign language courses, a cadre instructor will certify the plan at the bottom. The plan will be filed in Section II of the cadet's UPRG and will remain a permanent part of the cadet's UPRG. **NOTE:** Since the cadet is responsible for completing and signing the statement of understanding, failure to accomplish term reviews or review the statement is not a reason for a request to retain scholarship if cadet does not appear to be on track to complete these requirements prior to commissioning. If cadet appears to be failing to meet this requirement, suspend the scholarship until the cadet corrects the situation.

**3.12. Commander's Scholarship (CS) for HSSP.** If the AFROTC/CC approves an HSSP CS, then each Detachment/CC will have one CS offer to award to HSSP applicants. The objective of the CS for HSSP is two-fold: (1) Increase the acceptance rate of HSSP selectees by making 4-Year scholarship offers as early as possible in the student's search for a college/university and funding, and (2) provide Detachment/CCs a powerful tool to recruit high quality students to their detachments to help establish and maintain a solid leadership core for the cadet wing. To ensure HSSP CS are being offered to high quality students, offers can only be made to students whose SAT or ACT scores meet or exceed the average SAT or ACT score for students who earned scholarships during the previous year's HSSP board cycle. The test score standard must be met in the appropriate category for the CS offer: technical, non-technical, and foreign language. The previous year's average test scores will be published annually in the HSSP Interview Detachment Guidebook.

3.12.1. All HSSP CS scholarships are 4-year offers. The offer is a Type 1 scholarship for technical majors and a Type 2 scholarship for non-technical major and foreign language majors.

3.12.2. All potential nominees must be listed on the UIR. Upon completion of the interview, the Detachment/CC must determine whether the applicant should be offered a HSSP CS.

3.12.3. Detachment/CCs cannot tender a HSSP CS to an applicant who: has already met a HSSP board, whose SAT/ACT scores are not equal to or greater than the mean SAT/ACT score of selects from the previous year's HSSP cycle in the appropriate category: technical, foreign language, nurse or non-technical, who did not submit his/her application on or before the 1 December application deadline, or who did not gain eligibility by the eligibility deadline.

3.12.4. If the applicant wants to attend the host school or an official cross-town school of the interviewing detachment, the Detachment/CC can tender a HSSP CS offer. The student must verbally accept the commander's offer within two weeks of the scholarship interview but no later than 28 February each year. This date is flexible; if more time is needed, contact HQ AFROTC/RRUC. Once the interviewee has verbally accepted the offer, the Detachment/CC will submit the AF Form 4060 and the HSSP CS nomination letter identifying the CS nominee to HQ AFROTC/RRUC. Do not submit the interview form until after the interviewee has accepted or declined the HSSP CS offer. The AF Form 4060 is required in case the applicant decides to turn down the HSSP CS offer later. If an applicant declines the CS offer, the detachment can nominate another applicant provided they have not met an HSSP Board.

3.12.5. If the applicant wants to attend a school not affiliated with the interviewing detachment, the interviewing Det/CC can, at his/her discretion, contact the desired institution's Det/CC and recommend the use of the latter's HSSP CS offer for the applicant. The decision to tender the offer rests solely with the second Det/CC. If desired, he/she will coordinate with the interviewing Det/CC. The interviewing Det/CC will submit the normal interview forms to AFROTC/RRUC along with the HSSP CS nomination letter which identifies the applicant as a nominee from the second detachment. (See Attachment 6).

3.12.6. Upon receipt of the interview results and HSSP CS nomination letter from the Detachment/CC, HQ AFROTC/RRUC will notify the applicant of his/her selection via letter. The applicant will indorse the letter and return to HQ AFROTC/RRUC.

3.12.7. If the applicant accepting a HSSP CS offer decides at a later date to attend a different school affiliated with a different detachment, the HSSP CS offer will be withdrawn and the applicant may compete on the next available HSSP board. If this occurs before the 28 February deadline, the detachment will coordinate the declination with HQ AFROTC/RRUC, and the Detachment/CC can then offer another HSSP CS no later than 28 February.

**3.13. DoDMERB Certification of Scholarship Physicals.** Periodically, HQ 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 HQ AFROTC/RRUC.

**3.14. Medical Waiver Procedures.** HQ AETC/SGPS is the waiver authority for all AFROTC physical exams, including scholarship exams. DoDMERB may automatically process a disqualified scholarship physical for waiver based on guidance from AETC/SGPS.

**3.15. In-College Scholarship Program (ICSP).** The ICSP is designed to help AFROTC meet officer production goals. ICSP is flexible by design, allowing AFROTC to tailor programs to meet specific officer production needs. The availability of in-college scholarships and incentives is directly linked to production goals, higher headquarters-directed budget considerations and the number of annual scholarship activations from the HSSP and enlisted commissioning programs. The ICSP consists of a series of discrete, computer-based, order of merit-driven selection boards in which nominated cadets compete. With the exception of the In-college Commander's Scholarship (ICS), cadets compete in the ICSP on a national basis. Annually, the AFROTC/CC will determine which, to what extent, and with what constraints ICSP programs will be active. Possible ICSP programs include In-College Scholarship Program, Express Scholarship Program, Foreign Language Scholarship Program, Historically Black Colleges and Universities Scholarship Program, Hispanic Serving Institution Scholarship Program, Nurse Scholarship Program and Commander's Program (Two-Year Detachments). Once contracted, cadets are no longer eligible for ICSP programs.

3.15.1. Prior to nomination, detachments will:

3.15.1.1. Ensure the nominee meets the scholarship eligibility requirements and completes all required actions.

3.15.1.2. Ensure every 3-year nominee for the ICSP will complete all General Military Course (GMC) requirements before entering the POC. Nominees who can complete the GMC through concurrent GMC enrollment or accreditation may apply for a 3-year scholarship. Concurrent enrollment in both the GMC and POC is not authorized.

3.15.1.3 Nominate for applicable scholarship in WINGS. This requirement also applies to walk-on nominees for ICSP Phase 2.

3.15.2. Withdrawing Nomination or Offer. Detachments will monitor performance from nomination until activation. Instruct nominees to inform detachment personnel of anything that may affect their scholarship eligibility or activation. If, at any time during this period, a nominee or selectee fails to maintain eligibility and activation standards, withdraw the nomination or offer. Document the withdrawal on an AFROTC Form 16 and update WINGS.

**3.16. ICSP Eligibility Requirements.** To be nominated for a scholarship through ICSP a cadet must meet the following eligibility requirements:

3.16.1. Must have a TGPA and CGPA of 2.50 or higher

3.16.2. Prior to the term of activation, all nominees must have completed at least one term of full-time, graded college-level work. This is not necessarily the previous term.

3.16.3. Once a scholarship is activated, a cadet is not eligible for ICSP. Cadets who have lost their scholarship and are permitted to continue in the AFROTC program may compete for another ICSP after going at least one term unfunded. In addition, cadets on an activated scholarship cannot “exchange” their current scholarship for a “better” offer (e.g., a cadet on a Type 3 scholarship in Electrical Engineering cannot exchange it for a Type 2 Express Scholarship). The following exceptions apply:

3.16.4. A contracted AS100 cadet may terminate his/her HSSP scholarship in writing, be disenrolled, and still be eligible to compete for an ICSP. Include the letter of declination in the cadet's UPRG. Counsel the cadet via AFROTC Form 16 that, if selected, the cadet must go one academic term (Fall, Winter, or Spring) without scholarship funding prior to activation.

3.16.5. An AS100 HSSP scholarship designee may decline his/her current offer in writing and compete for an ICSP. For example, a 3-Year Type 2 HSSP selectee in a technical major may want to compete for a non-technical scholarship via the ICSP. Include the letter of declination in the cadet's UPRG. Counsel the cadet via AFROTC Form 16 that the original offer cannot be reinstated if he/she is not selected for an ICSP scholarship.

3.16.6. Meet AFROTC membership requirements prior to nomination.

3.16.7. Meet the AFROTC weight and BMI and/or Body Fat standards.

3.16.8. Meet the AFROTC PFA requirements.

3.16.9. Meet the scholarship age requirements.

3.16.10. Have a qualified DoDMERB physical examination.

3.16.11. Be a U.S. citizen or able to obtain U.S. citizenship by the end of the projected term of activation. **NOTE:** A scholarship cannot be activated until citizenship is attained. Cadets possessing dual citizenship cannot activate a scholarship or be contracted until they renounce their non-U.S. citizenship.

3.16.12. Present and formerly contracted members of any officer-commissioning program or Service Academy cadets, to include members who leave during their summer training prior to beginning their freshmen year, must obtain a waiver from HQ AFROTC/RRFP prior to nomination.

3.16.13. Cadets under contract in another service ROTC program or any Service Academy, and ANG/AFRES personnel, must obtain a conditional release from their organization prior to nomination.

3.16.14. Active duty personnel (including those from other Services) will not be nominated for ICSP until they have been discharged. **NOTE:** All DD Forms 214, *Certificate of Release or Discharge from Active Duty*, must be verified by HQ AFROTC/RRFP.

3.16.15. Review and approve the AFROTC Form 48, or equivalent. Ensure courses listed (including electives) satisfy degree requirements for academic major of nomination.

3.16.16. For applicants in technical majors, ensure the technical major is accredited/approved.

3.16.17. GMC cadets with a suspended or temporarily inactivated scholarship as a result of a disenrollment investigation are ineligible to re-compete for further scholarship since they are still in contract status.

**3.17. Commander's In-College Scholarship (CICS) Program.** CICS helps AFROTC meet production goals by allowing Detachment/CCs to award scholarships to cadets, who have minimum qualifying SAT-E scores, that they believe have outstanding officer potential.

3.17.1. CICSs are 2.5- or 3.5-year offers and CICS cadets are not authorized a freshman option as prescribed in Chapter 12. A nominee for an CICS must be an active AS100, AS200, or AS250 in good academic standing during the Fall term (and Winter term, if applicable). Ensure CICS nominees SAT-E are greater than or equal to 1150. The cadets must have a minimum of 2.5 CGPA to activate.

3.17.2. The scholarship should be offered based on an applicant's demonstrated officer potential. As a guide, measures of aptitude, work ethic, leadership ability, bearing/verbal skills, fit with Air Force culture and personal fitness point to officer potential.

3.17.3. Detachment/CCs must tender CICS offers after Fall grades have been posted, but prior to 1 February. The nomination window will normally be open in WINGS 10 - 31 January.

3.17.4. Detachment/CCs will submit nomination via WINGS.

3.17.5. All detachments will activate the scholarship during the Spring term. No extensions will be granted beyond the last day of the Spring term.

**3.18. In-College Scholarship Program (ICSP) Phases 1 and 2.** Nominees for the ICSP boards will compete for 2- or 3-year scholarships. These scholarships will activate the following Fall term (unless a waiver is requested through HQ AFROTC/RRFP) after the release of the board results. Phase 2 nominees may be:

3.18.1. Phase 1 non-selects.

3.18.2. Cadets not submitted in time for the Phase 1 process.

3.18.3. AS200 cadets who were not selected for a Type 2 or Type 3 will be rank-ordered on a best-qualified basis and considered for Type 6. These awards are based on whether

scholarship funds remain after the completion of the other scholarship awarding programs. These scholarships activate the following Fall term.

**3.19. Nomination Process for ICSP.** Is a computer-based, order of merit-driven selection board in which nominated cadets compete on a national basis. ICSP is driven by Air Force accession requirements. The Detachment/CCs will rank-order all of their current cadets by AS class, whether competing or not, from most qualified to least qualified. WINGS will compute the Relative Standing Score (RSS) based on the Detachment/CC Ranking (DCR) and the class size. Detachment/CCs should rank cadets based on their officer potential.

3.19.1. HQ AFROTC/RRU will notify Detachment/CCs via ARMS to submit their qualified ICSP nominees using WINGS. The nomination window will be open as determined by HQ AFROTC/RR.

3.19.1.1. The nomination process consists of two steps: (1) rank order all cadets within their AS year, and (2) nominate only eligible non-scholarship cadets by AS year.

3.19.1.2. Do not submit nominees for the scholarship that you do not want to receive a scholarship.

3.19.2. The Detachment/CC will establish procedures to interview and/or evaluate each nominee to help establish the appropriate cadet ranking. Each nominee should be evaluated in terms of the "whole-person" concept, focusing on demonstrated leadership and officer potential, motivation to serve, physical fitness and overall academic performance. The Detachment Commander Ranking (DCR) and subsequent Relative Standing Score (RSS) is a critical aspect of the selection process.

**3.20. Commander's Scholarship (CS) (Two-Year Detachments).** Cadets at Two-Year Detachments are ineligible for ICSP, therefore the commander of each Two-Year Detachment may award two Type 2 scholarships during the Fall term (2-year; 4 semesters/6 quarters) or Spring term (1.5-year; 3 semesters/4 quarters) each year. In addition, each Detachment/CC may award Type 3 scholarships during the Fall term (2-year; 4 semesters/6 quarters) or Spring term (1.5-year; 3 semesters/4 quarters) each year. Do not nominate "walk-ons" who have not had an opportunity to demonstrate military potential. Detachment/CC will submit their nominations on separate AFROTC Form 22 to HQ AFROTC/RRFP (requesting an EA and the Type 2 Two-Year detachment CS) NET the first day of the Fall term and NLT the last day of the Fall term (for 2-year nominees) or NET the first day of the Spring term and NLT the last day of the Spring term (for 1.5-year nominees). Scholarships cannot be activated until approved by HQ AFROTC/RRFP via the AFROTC Form 22.

3.20.1. Type 2 Scholarships. Nominees must:

3.20.1.1. Meet all nomination requirements.

3.20.1.2. Be an AS300 cadet with an EA.

3.20.1.3. Have been fully evaluated by the Detachment/CC on the "whole person" concept.

3.20.1.4. Have a Scholastic Aptitude Test Equivalency (SAT-E) equal to or greater than the mean SAT-E of POC Selection Process (PSP) selects in the same category for each commissioning cohort during the most recent PSP board.

3.20.2. Type 3 Scholarships.

3.20.2.1. Nominees for Type 3 must meet all scholarship eligibility requirements.

3.20.2.2. Just prior to the start of each Fall term, HQ AFROTC/RR will determine the number of Type 3 scholarships available at each 2-year detachment using the following process:

3.20.2.2.1. Determine the number of AS300 cadets enrolled at the end of the previous Spring term. Multiply by the selection percentage utilized during the most recent AS200 Phase 1 board. The result is the number of Type 3 scholarships the detachment may award during the current Fall term. The Detachment/CC will be notified by HQ AFROTC/RRUE.

3.20.2.2.2. If selectees do not receive a certified DoDMERB physical exam in time to activate the scholarship during the Fall term, they may activate a 1.5-year Type 3 scholarship during the following Spring term once the DoDMERB physical has been certified. Detachments may request retroactive tuition payments for the Fall term via AFROTC Form 22 to HQ AFROTC/RRFP; however, retroactive payments will be the exception. **NOTE:** This option only applies to cadets who met every activation requirement except a certified DoDMERB physical exam during the Fall term and for whom the delay was not the cadet's fault. .

3.20.2.3. Have a SAT-E equal to or greater than the mean SAT-E of PSP selects in the same category for each commissioning cohort during last PSP cycle.

**3.21. Express Scholarship Program (EXSP).** EXSP is a computer-based, order of merit-driven selection board in which nominated cadets compete on a national basis. EXSP is driven by critical Air Force accession requirements and may be suspended at any time. HQ AFROTC/RRU will announce the requirements, applicable academic majors, and deadlines via ARMS.

3.21.1. Nominees for EXSP must:

3.21.1.1. Meet all eligibility requirements prior to nomination to include a certified DoDMERB.

3.21.1.2. Meet a critical Air Force officer accession requirement as announced by HQ AFROTC/RRU.

3.21.1.3. Be a non-contract cadet at time of nomination in a specified major and able to graduate in a specific fiscal year-group as announced by HQ AFROTC/RRU.

3.21.2. Detachment/CCs will submit their nomination via WINGS.

3.21.3. Review the academic plan of each nominee carefully and ensure his/her academic plan is realistic. We highly discourage nominating students who will require 18 or more credit hours each term in upper division courses to meet the FY commissioning requirement. These cases will likely result in a request for an extension of the DOC/DOG into the next FY, which will result in loss of their scholarship.

3.21.4. Nominations will be made during the Spring semester.

3.21.5. Any cadet receiving over 4 years (8 semesters / 12 quarters) of entitlements will need to complete the AFROTC Form 88 Section I and will incur an additional ADSC. Additional scholarship entitlements are limited to 5 total years of entitlements (10 semesters / 15 quarters) and EXSP scholarships MUST remain in their fiscal year of graduation. Terminate EXSP scholarships for cadets who cannot graduate in their contracted fiscal year, unless approved by HQ AFROTC/RRU. Submit approval requests through AFROTC Form 22; however, approval of additional entitlements will be the exception and only considered for cases outside of the cadet's control.

**3.22. Foreign Language Express Scholarship Program (FLEX).** FLEX is a computer-based, order of merit-driven selection board in which nominated cadets compete on a national basis. FLEX is driven by critical Air Force accession requirements and may be suspended at any time. HQ AFROTC/RRU will announce the requirements, applicable academic majors, and deadlines via ARMS. The FLEX scholarship program is open to AFROTC cadets majoring in one of the foreign languages identified on the scholarship matrix on the Holm Center restricted site.

3.22.1. Nomination Procedures.

3.22.1.1. Nominate via WINGS.

3.22.1.2. Nominee must be a non-contract cadet and meet all eligibility requirements.

3.22.2. Review the academic plan of each nominee carefully and ensure his/her academic plan is realistic. We highly discourage nominating students who will require 18 or more credit hours each term in upper division courses to meet the FY commissioning requirement. Terminate FLEX scholarships for cadets who cannot graduate in their contracted fiscal year, unless approved by HQ AFROTC/RRU. Submit approval requests through AFROTC Form 22; however, approval of additional entitlements will be the exception and only considered for cases outside of the cadet's control.

3.22.3. A FLEX Scholarship cannot be activated until the student has a certified DoDMERB physical.

3.22.4. Nominations will be made during the Spring semester.

**3.23. Historically Black Colleges and Universities (HBCU) Scholarship Program.** The HBCU program provides the host and cross-town HBCUs with a strong recruiting tool to attract students. Students attending an HBCU may be eligible for a 2 – 3-year scholarship. All offers are Type 2. Once activated, these scholarships cannot be transferred to a non-HBCU. If a host HBCU has a cross-town agreement with a non-HBCU institution, cadets attending the non-

HBCU are not eligible for HBCU scholarships. HBCU scholarship program is a computer-based, order of merit-driven selection board. HBCU is driven by critical Air Force accession requirements. The official list of HBCUs is maintained on the United States Department of Education (Office of Civil Rights Enforcement) website at <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>.

3.23.1. Nominees must meet all nomination requirements, to include a minimum SAT-E of 1100, and must be an AS200 or AS300 cadet in the upcoming Fall term. AS300 cadets must have an EA.

3.23.2. Nominees attending 2-year HBCU schools (Community Colleges) may be awarded an HBCU scholarship while attending a community college / junior college if the host school is also a HBCU and a cross-town agreement is in-place that stipulates that all community college / junior college classes will be accepted at the host (HBCU) institution. Also reference Para 4.30.3.1.5.4. for information regarding transferring from 2-year HBCU to a non-HBCU senior institution.

3.23.3. Detachment/CCs will submit their nomination via WINGS.

**3.24. Hispanic Serving Institutions (HSI) Scholarship Program.** The HSI program provides host and cross-town HSIs with a strong recruiting tool to attract students. Students attending an HSI may be eligible for a 2 - 3-year scholarship. HSI scholarship program is a computer-based, order of merit-driven selection board. All HSIs are Type 2. Once activated, these scholarships cannot be transferred to non-HSIs. HSI is driven by critical Air Force accession requirements. To be considered for an HSI scholarship, the university must be Title V grant winner. Additionally, Hispanic Serving Institutions Program 84.031S, are nonprofit institutions that has at least 25% Hispanic Full-time equivalent (FTE) enrollment, and of the Hispanic student enrollment, at least 50% are low income (low income is defined as 150% of the poverty level as determined by the Bureau of the Census). The institutions must be awarded Title V grants to receive HSI designation for 5 years by AFROTC. The HSI program provides host and cross-town HSIs with a strong recruiting tool to attract students. Any student attending an HSI may be eligible for a 2 - 3-year scholarship. All HSIs are Type 2.

3.24.1. To be eligible for an AFROTC HSI scholarship, the college/university must meet the following conditions:

3.24.1.1. Nominees for HSI must meet all nomination requirements, to include a minimum SAT-E of 1100, and be an AS200 or AS300 cadet in the upcoming Fall term. AS300 cadets must have an EA

3.24.1.2. Nominees attending 2-year HSI schools (Community Colleges) may be awarded an HSI scholarship while attending a community college / junior college if the host school is also an HSI and a cross-town or consortium agreement is in-place that stipulates that all community college / junior college classes will be accepted at the host (HSI) institution.

3.24.1.3. Detachment/CCs will submit nominations via WINGS.

**3.25. Nurse Scholarship Program (NSP).** The NSP provides detachments with a strong on-campus recruiting tool and is designed to fill critical Air Force nurse accession requirements and may be suspended at any time. The NSP is a computer-based, order of merit-driven selection board in which nominated cadets compete on a national basis. NSP offer lengths will vary depending on the needs of the Air Force.

3.25.1. Nominees for NSP must:

3.25.1.1. Meet all eligibility requirements.

3.25.1.2. Be pursuing a nursing major and planning on acceptance into a nursing program at a school where the major is accredited by either the National League of Nursing (NLN) or the Commission on Collegiate Nursing Education (CCNE).

3.25.2. If requesting 2-year or less length NSP, submit requests for EA (if required) via AFROTC Form 22.

3.25.3. Nominations will be made during the Spring semester. Submit scholarship nominations via WINGS.

3.25.4. NSP scholarship winners who fail to gain acceptance into the certified nursing will lose their NSP and will have to request a non-technical AFSC to remain in AFROTC.

**3.26. Cadet Training Assistant Scholarship (CTAS).** The CTAS is a scholarship earned by contracted cadets who have demonstrated successful completion of leadership assignment as a Cadet Training Assistant (CTA) at AFROTC field training, as long as they meet ROTC academic (minimum CGPA 2.5) and military retention standards. CTAS may be recouped if a cadet is disenrolled. CTAS is not authorized to cadets with a suspended scholarship. Non-contract cadets are not authorized CTAS payments, but they may serve as a CTA. The CTAS can be used to supplement conventional scholarship, e.g. pay over the cap of an established scholarship. CTAS can only be paid for the academic year immediately following the summer a cadet performed CTA duty. The CTAS is limited to tuition, fees and books. The award is limited to a maximum of \$2,000 and when combined with other active scholarships (incrementally, up to \$1,000/semester or \$666/quarter) can be paid up to the maximum cost (combined tuition, fees and books) and only applies to an unpaid balance in the student's tuition/books account. CTAS cannot be combined into one term. It must be divided up to \$1,000/semester or \$666/quarter. No exceptions. If a cadet is unable/ineligible to use the supplement in the Fall, any remaining supplement may be used the following term(s) if retention standards are met IAW Chapter 4 of this instruction. CTAS for tuition must reflect on the tuition invoice. CTAS for textbooks are processed in WINGS and paid directly to the student. If the CTA is sent home from FT at any time for disciplinary reasons, then coordinate with HQ AFROTC/RRU prior to CTAS activation. Based on the reason the CTA was sent home and the recommendation of the FTU/CC, the scholarship offer may be withdrawn.

3.26.1. Scholarship age restrictions apply.

3.26.2. Cadets who will enter into extended status are only eligible for the CTAS if they are in a SAF-approved 5-year major.



3.26.3. Scholarship Cadets. The cadet must sign a memorandum containing the following statement: "I understand that CTAS is a supplement to normal scholarship entitlements and, like other scholarship entitlements, may be recouped should I fail to commission". Maintain the memorandum in the UPRG. There is no requirement to forward this letter to HQ AFROTC.

3.26.4. Non-Scholarship Cadets. Initiate a contract change page and update the scholarship type to "CTAS" and the length to 2 Semesters/3 Quarters prior to processing the tuition invoice.

3.26.5. CTAS will be loaded by HQ AFROTC/RRUE and the money will be added to tuition estimates in WINGS.

3.26.6. Cadets receiving a scholarship that covers the entire cost of their tuition and fees are not authorized to receive CTAS. They may, however, utilize CTAS to cover any book costs above the amount authorized by their scholarship.

3.26.6.1. If the CTAS will be utilized to pay for any textbooks, the detachment must collect receipts for all textbooks from the student prior to authorizing an increase in textbook entitlements. The detachment must keep copies of these receipts in the cadet's UPRG for the duration of the cadet's AFROTC membership.

3.26.7. CTAS will be loaded by HQ AFROTC/RRUE and the money will be added to tuition estimates in WINGS.

3.26.8. The CTAS may be used for summer tuition provided the summer session is after CTA duty and all POC standards are met. CTAS funding for summer coursework must be approved via AFROTC Form 22 package to HQ AFROTC/RRFP. Cadets who will complete their final AS400 class prior to the summer term must be in a SAF-approved 5-year major to use CTAS funding in the Summer term.

3.26.9. Ensure the cadet understands the impact the CTAS payment might have on their Montgomery GI Bill (MGIB) eligibility prior to acceptance. The CTAS is considered "scholarship funding" for MGIB purposes (reference Title 38, USC Section 3011(c) (3) (B), for further information on MGIB education benefits eligibility).

**3.27. Scholarship Action Dates.** Changes in scholarship status are completed within the affected term. The scholarship action date is the date that necessitated the change in scholarship status. For events occurring between terms or during the Summer break (except when a Summer entitlement is authorized) or prior to the end of the previous term, but not identified until after the term, the scholarship action date will be the first day of the host institution classes of the next regular (i.e., Fall, Winter, or Spring) term.

**3.28. Temporary Inactivation / Reactivation of Scholarships.** The purpose of temporary inactivation is to protect government funds in situations that may result in scholarship suspension, or termination, or in disenrollment from AFROTC.

3.28.1. Temporarily inactivate a scholarship whenever a cadet's scholarship continuation, or a cadet's retention in AFROTC, is in jeopardy. Examples of such situations include, but are not limited to, serious civil involvements, significant changes in medical status, or conduct that is incompatible with military service. 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 and signed the AFROTC Form 16). Once the issue is resolved, reactivate the scholarship, suspend, terminate, or disenroll, as appropriate.

3.28.2. If the cadet's scholarship is reactivated, the reactivation date is the day after the original temporary inactivation date. Thus GMC cadet stipend would not be adversely impacted.

**3.29. Suspending Scholarships.** Scholarships must be suspended when directed by AFROTC instructions. In addition, the Detachment/CC or HQ AFROTC/RR may direct suspension of a scholarship even though current instruction directs less severe action. That is, the Detachment/CC may suspend a scholarship any time a cadet's actions warrant suspension.

3.29.1. Once a scholarship is suspended, it is suspended for the entire term. Each suspension results in an unfunded term for the cadet. If AFROTC has already been obligated for the suspended term (e.g., suspension occurred after the 45th day of the Fall term), the next term will be unfunded. If another CE occurs during an already suspended term, and if that CE directs another suspension, the detachment must suspend the scholarship for another term.

3.29.2. 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. **NOTE:** 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.

3.29.3. Scholarship suspensions require loss of funds for a full term. 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.

**3.30. Scholarship Termination.** The Detachment/CC or HQ AFROTC may direct termination of a cadet's scholarship for failure to meet standards, or when a suspension is not considered to be in the best interest of the Air Force.

3.30.1. When Chapter 4, Table 4.1 or other circumstance requires termination of a POC cadet's scholarship, the detachment must terminate the scholarship and initiate an investigation for disenrollment. 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. (See HOLMCENTERI 65-101).

3.30.2. When Chapter 4, Table 4.1 or other circumstance requires termination of an AS100 or AS200 cadet's scholarship, the detachment must terminate the scholarship and initiate an

investigation for disenrollment. GMC cadets will **not** receive stipend payments when their scholarship is suspended or terminated. (See HOLCENTERI 65-101).

3.30.3. By law, GMC cadets may be on contract only if on scholarship.

3.30.4. For AS200 cadets, if the Detachment/CC wants to allow the AS200 cadet to continue in the program, do not terminate immediately. Instead, temporarily inactivate the scholarship and submit an AFROTC Form 22 package with justification to HQ AFROTC/RRFP requesting either scholarship retention or suspension of the scholarship with termination upon entry into the POC. This procedure allows HQ AFROTC the option to approve retention of the AS200 cadet without requiring a disenrollment investigation for loss of scholarship.

3.30.5. The Detachment/CC must initiate scholarship termination for the following conditions:

3.30.5.1. When directed by HQ AFROTC.

3.30.5.2. Death of the cadet.

3.30.5.3. When a scholarship cadet voluntarily removes himself/herself from the scholarship program (e.g., declines the scholarship, etc.).

3.30.5.4. When a scholarship cadet changes academic major without appropriate approval.

3.30.5.5. When a scholarship cadet transfers to a different school without appropriate approval.

3.30.5.6. When a scholarship cadet does not achieve passing AFOQT scores upon the second test.

3.30.5.7. When a scholarship cadet indicates intent not to complete the GMC, attend FT, or enter/complete the POC. Counsel the cadet via an AFROTC Form 16, obtain a written statement from the cadet, and file both in the cadet's UPRG.

3.30.5.8. When a scholarship cadet expends all of his/her scholarship entitlements, completion date is the last day of the term.

**3.31. 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 the Air Force Personnel Center as qualifying a cadet to be accessed into a technical AFSC and accredited as below:

3.31.1. Engineering majors must be accredited by the Engineering Accreditation Commission (EAC), which is a commission that acts under the Accreditation Board for

Engineering and Technology (ABET). See [www.abet.org](http://www.abet.org) to validate the status of the program at a specific school.

3.31.1.1. Many ABET-accredited engineering programs offer options or concentrations under an ABET-accredited “umbrella” program. In many cases, these options are not ABET-accredited (e.g., an ABET-accredited General Engineering degree that offers three non-certified options in electrical, mechanical, and computer engineering, respectively). “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. For example, if an ABET-accredited General Engineering program offers an option in electrical engineering, but the degree tendered by the university is a Bachelor of Science in General Engineering (Electrical emphasis), the student will be considered in “General Engineering” for AFROTC purposes. The program must be separately accredited by ABET for any “emphasis” or “option” programs to qualify under their unique title for AFROTC purposes.

3.31.2. The following majors must be properly accredited, without exception, by the listed agencies:

3.31.2.1. Meteorology/Atmospheric Science (8FYY) majors must be reviewed at least every five (5) years 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 the program accreditation. Detachments must submit review requests directly to AFIT/ENEL, 2950 Hobson Way, Wright-Patterson AFB OH 45433. AFIT/ENEL will return the completed evaluation directly to the detachment. Detachments will retain the completed evaluation received from AFIT. AFIT/ENEL can be contacted at commercial (937) 255-2259 ext 3003 or DSN 785-2259 ext 3003.

3.32.2.2. Architecture (2CAY) majors accredited by the National Architectural Accrediting Board (NAAB).

3.31.2.3. Nursing (7EAI, 7EAY, 7EYY) majors accredited by the National League of Nursing (NLN) or the Commission on Collegiate Nursing Education (CCNE). In addition, nursing majors accredited by the following six state boards are also acceptable: Iowa, Maryland, Missouri, Montana, New York and North Dakota.

3.31.2.4. Pharmacy (7ABV) majors accredited by the American Council on Pharmaceutical Education (ACPE).

3.31.2.5. Physical Therapy (7ABO) majors accredited by the Commission on Accreditation in Physical Therapy Education.

3.31.2.6. Occupational Therapy (7ABK) majors accredited by the Accreditation Council for Occupational Therapy (ACOTE).

3.31.2.7. Computer Science (0CYY) majors accredited by the Computing Accreditation Commission (CAC) of ABET IAW the Computer Science Accreditation Board (CSAB).

3.31.3. All other majors must be offered by schools that are accredited by one of the six regional accrediting associations and listed in the current Accredited Institutions of Postsecondary Education Directory (published by the American Council on Education), or the latest edition of the Higher Education Directory (published by Higher Education Publications, Inc.), or any other education publication which clearly indicates regional accreditation. It is the responsibility of each AFROTC detachment to review and verify the proper accreditation of its schools' academic programs under this policy.

3.31.4. 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 via a memo for record and maintain it in the files until the next reviews.

3.31.5. Majors not addressed by an accredited agency (such as unique or combination majors) may be sent to HQ AFROTC/RRU for approval. Requests should include all coursework requirements. Include comparisons to similar accredited majors at the same institution.

**3.32. Additional Terms of Entitlements.** The purpose of additional entitlements is to fund cadets in the 5<sup>th</sup> year of an undergraduate academic major provided the SAF has approved the major for 5<sup>th</sup>-year funding. AFROTC Form 88 is the source document for additional scholarship entitlements and the associated Active Duty Service Commitment (ADSC). Additional term funding is authorized only after completion of the last AS classes and only for 5-year SAF-approved majors. Initiate the AFROTC Form 88 Section I the day of, but prior to, enlistment (except as indicated in the note below) for scholarship cadets in a SAF-approved 5-year undergraduate major who are activating either a 4-yr or 3.5-yr scholarship. Completing Section I of the AFROTC Form 88 does not automatically qualify a cadet for additional terms of entitlements. Cadets cannot take the 5<sup>th</sup> year of entitlement (for SAF-approved 5-year majors) to condense their baccalaureate degree academics and use scholarship entitlements during the fifth year for graduate-level work. Once AFROTC classes and baccalaureate degree requirements are complete, the cadet should commission. **NOTE:** When a scholarship cadet enlists as an OGY or other non-tech major and later changes major to a SAF-approved 5-year major, initiate Section I 1 of the AFROTC Form 88 the day of, but prior to, completing the change page to the contract.

3.32.1. Extended scholarship entitlements are additional scholarship entitlements added on to a 4-year HSSP scholarship. Extended entitlements are limited to 5 total years of entitlements (10 semesters or 15 quarters). Activation of extended scholarship entitlements incurs an additional (ADSC) and requires the AFROTC Form 88.

3.32.2. Adjusted scholarship entitlements are additional scholarship entitlements granted to cadets with scholarships of less than 4 years and will incur an additional ADSC if the entitlements exceed 8 semesters / 12 quarters. Adjusted entitlements that exceed the 4 years (8 semesters / 12 quarters) of entitlements require the AFROTC Form 88 and an additional ADSC will be incurred.

3.32.3. Eligibility for additional term(s) of entitlements requires the following of scholarship cadets:

3.32.3.1. Already be enrolled in a SAF-approved 5-year academic major listed in Attachment 9.

3.32.3.2. Be certified by the Detachment/CC as requiring more than 4 years when the normal academic load is combined with 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.

3.32.3.3. Have a CGPA of at least 2.5 at time of award.

3.32.3.4. Not exceed the maximum age limits to receive scholarship funds.

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

3.32.4. The Detachment/CC must notify HQ AFROTC/RRUE via letter that they have awarded additional entitlements to a qualifying cadet. Eligible candidates must be submitted prior to the completion of their original scholarship award, usually during the Spring term of the AS400 year.

3.32.4.1. Prepare a letter with the following information identified: Cadet's name, SSN, EMPLID, length of scholarship, and the number of months (not terms) granted.

3.32.4.2. Cadets who extend past 4 years (8 semesters / 12 quarters) of entitlements must complete AFROTC Form 88, 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 and forward it along with the commissioning documents.

**3.33. Scholarship Entitlements.** Scholarship entitlements are limited to the number of terms prescribed in the scholarship authority source document or the number of terms required to complete AS academic requirements, whichever occurs first, unless additional terms are awarded. The number of terms authorized is limited to a maximum of 4 academic years (8 semesters or 12 quarters) for 4-year program members, 3 academic years (6 semesters or 9 quarters) for 3-year program members or 2 academic years (4 semesters or 6 quarters) for 2-year program members. Any half-year scholarship offers equate to only one additional term (1 semester or 1 quarter).

3.33.1. Scholarship entitlements end upon completion of AS course requirements, unless additional terms are authorized by HQ AFROTC/RRUE.

3.33.2. When additional terms of entitlements are authorized, the number of terms of scholarship entitlements authorized may not exceed 1 academic year after the completion of AS classes.

**3.34. Funding for Summer School and Mini-Sessions.** Funding for these courses is not programmed in the student's authorized terms of entitlements. Funding approval must be received by HQ AFROTC/RRUE prior to the start of the Summer term (no exceptions). All

cadets should be counseled on the ramifications of attending these courses. Funding for mandatory classes required for degree completion and only offered during the Summer does not equal a normal term of entitlement. In other words, it does not subtract from terms of entitlements already programmed; however, when added with funding already expended on the cadet during the current fiscal year, Summer funding cannot exceed the cap for the cadet's scholarship type, unless specifically approved by HQ AFROTC/RRFP. All cadets should be counseled on the ramifications of attending these courses.

3.34.1. Funding for Summer school and mini-sessions is only authorized when attendance is mandatory for all students in that 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.

3.34.1.1. Tuition and fees for the current academic year combined with the cost for requested summer entitlements cannot exceed the annual limit based on the scholarship type.

3.34.2. When Summer courses are required to remain in the university academic program due to year-round requirements (e.g., clinical for nurses).

3.34.3. Courses offered during the normal school year but need to be taken by the cadet to maintain their DOC/DOG or lighten their academic load will not be funded.

3.34.4. The detachment may request funding for mandatory courses by submitting a WINGS trouble ticket to HQ AFROTC/RRUE. Include the scholarship type and the amount AFROTC spent on tuition and fees for the current academic year by term.

**3.35. Authorized Tuition and Fee Entitlements.** These are 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. AFROTC will not pay fees not authorized by the Education Service Agreement (ESA) or personal fees if required of all students. AFROTC will only pay fees for an elective course when it is clearly academic in origin. The Detachment/CC determines if the course directly contributes to officer development and it is in the best interest of the Air Force and signs the commander statement (reference Figure 3.1.) to indicate these conditions have been met. Reimbursement is authorized for tuition and the following fees:

3.35.1. Registration and matriculation fees.

3.35.2. Laboratory fees and non-refundable deposits.

3.35.3. Cost of special fees and computer time. **NOTE:** Reimbursement of computer time is not authorized if it is related to student research.

3.35.4. The cost of a 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.

3.35.5. Costs of a course taken to meet AFROTC requirements.

3.35.6. Costs of course overloads are authorized, but are limited to:

3.35.6.1. Those required for reasonable progress toward degree completion.

3.35.6.2. Those that result from prerequisite requirements.

3.35.6.3. Those required as a result of changes in curriculum made by the institution.

3.35.6.4. Institutional transfers for the purpose of initial scholarship activation.

3.35.6.5. Scholarship continuation resulting from detachment inactivation.

3.35.6.6. Courses missed due to an injury or illness. Institutional authorities and the Detachment/CC must approve the absence.

3.35.7. Fees for health, student activity, athletic, library, student union, student publication costs, and similar fees required of all students enrolled in the institution.

3.35.7.1. 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.

3.35.8. Graduation, diploma, and cap and gown fees. **NOTE:** Fees must be billed through the university.

3.35.9. Cost of transportation required of all students.

3.35.10. Costs for up to 5 distance learning/correspondence courses per academic year. A distance learning course (non-traditional academic class that includes a method of direct interaction among students and instructor) must be accepted and/or offered by the cadet's host institution and begin/end within the academic term.

3.35.11. Authorized classes for which AFROTC has not paid previously.

**3.36. Textbook Reimbursement Entitlement for Scholarship Program.** Cadets on scholarship will receive an annual flat rate for textbooks. HQ AFROTC/RR will determine the flat-rate textbook amounts each academic year and any changes in rates will be forwarded to the detachments by separate letter. **NOTE:** The annual flat rate amount for textbooks will be paid each term. Cadets attending semester schools will receive one-half of the annual amounts each term. Cadets attending quarter schools will receive one-third of the annual amount each term.



Flat rate textbook reimbursements will not be made for Summer terms. Textbook payments are not authorized when the scholarship is not active (e.g., suspended or completed).

### **3.37. Procedures for Textbook Reimbursement.**

3.37.1. Computerized Transmission of Textbook Reimbursement. Textbook reimbursement is accomplished by computerized pay transmission to the DFAS Cadet Pay System. Refer to the WINGS User Guide for detailed instructions on how to transmit textbook reimbursement data.

3.37.2. Beginning of Academic Year Entitlement (First Term). For all scholarship cadets, textbook payments can only be submitted after the 45th day of the academic year start date. If a cadet drops out of the program within 45 days of the academic year start date, a textbook payment is not authorized.

3.37.3. During Academic Year Entitlement (Second Semester, Second Quarter, or Third Quarter). Textbook payments may be submitted anytime after the first day of classes. A 45-day waiting period is not required.

3.37.4. Graduating and Disenrolled Cadet. Submit textbook payments not later than the graduation date or disenrollment date. All textbook costs of the member not to exceed the annual cap, which are validated by the detachment prior to these dates, are reimbursable to the cadet.

3.37.5. Textbook Ownership. Textbooks purchased by or for the cadet become the cadet's personal property and may not be recovered by the Air Force for future sale or reissue.

**3.38. Tuition and Fees Not Authorized.** Detachments must advise scholarship applicants or cadets that reimbursement is not authorized to defray costs of the following programs or services listed:

3.38.1. Payment for any type of flying course where a cadet "gets into the air" or has 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.

3.38.2. Special expenses associated with field trips.

3.39.3. Expenses for optional projects, personal equipment (including personal computers), and supplies.

3.38.4. Special fees for social activities.

3.38.5. Yearbooks.

3.38.6. Gym lockers and laundry fees.

3.38.7. Courses not required by the catalog as a degree requirement. Detachments must ensure that cadet academic plans accurately reflect required courses for degree completion. Courses that do not count as a requirement or elective toward overall degree completion in the contracted major are not authorized for payment by AFROTC.

3.38.8. Equipment, equipment rental, and material costs, and those scholarship restrictions identified in the reenlistment briefing.

3.38.9. Secretarial and legal training which the National Defense Authorization Act restricts.

3.38.10. Costs of course overloads resulting from:

3.38.10.1. Courses not required for a degree.

3.38.10.2. Failures, incompletes, withdrawals, add/drop, etc.

3.38.10.3. Changes in academic major.

3.38.10.4. Transfers made at the discretion of the individual.

3.38.11. Penalties or fines for late registration or makeup examinations.

3.38.12. Additional costs associated with term abroad studies or similar programs.

3.38.13. Payment of suspended or inactivated terms.

3.38.14. Cost of repeat or remedial courses previously attempted as a scholarship cadet. Retaken courses count toward full-time status, but may NOT be funded.

3.38.14.1. If the institution bills by the course or course hour, the scholarship cadet pays for all remedial or repeat courses.

3.38.14.2. If the institution has a fixed fee for full-time students, the cadet must take enough new classes to equal the minimum load required to attain full-time student status or must pay on a prorated basis for remedial or repeated classes. For example, if at least 12 hours is required to attain full-time student status at a fixed cost of \$10,000 per term, the Air Force will pay the full cost for the cadet who takes 12 hours of new courses and 3 hours of remedial or repeat classes for a total of 15 hours. On the other hand, a cadet who takes 9 hours of new classes and 6 hours of remedial or repeated classes will receive only 9/12 of the \$10,000 fee (\$7,500). For capped scholarships, figure 9/12 of TOTAL tuition for the term. If the result is more than the capped amount, pay the capped amount. If the result is less than the capped amount, pay the lesser amount. The cadet must pay the difference. For example, if a Type 2 scholarship cadet takes 10 new credit hours and 3 repeat credit hours, 10/12 of \$10,000 is \$8,333. The cadet would receive the normal \$7,500 scholarship. If the cadet takes 8 new credit hours, 8/12 of \$10,000 is \$6,667. Pay only \$6,667 of the \$7,500 scholarship.

3.38.15. Costs of parking fees.

3.38.16. Additional academic expenses not authorized as scholarship entitlements and identified in the pre-enlistment briefing.

3.38.17. Costs incurred obtaining a professional license to include certification or exam fees.

3.38.18. Cost of immunizations and malpractice insurance, even though required of students.

3.38.19. Additional fees associated with a recreational-type elective course (e.g., equipment rental fee for a scuba course, equipment rental fees/lift tickets for a skiing course), even if the institution directly bills them.

**NOTE:** When a refund is due to the government from either a student or the university, the check or money order should be made out to Defense Finance and Accounting Service (DFAS) and forwarded along with a letter of explanation, to include the cadet's name, EMPLID, SSN, term, and fiscal year from the detachment to Holm Center/SDFA, ATTN: Scholarship Clerk, 551 E. Maxwell Blvd, Maxwell AFB AL 36112-6106.

**3.39. Payment or Termination of Scholarship Entitlements.** Provide institutions a list of cadets who are 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. Each notification must include the Educational Service Agreement (ESA) number.

3.39.1. Ensure WINGS reflects the cadet's correct scholarship status. When institutions receive notification, they are authorized to either claim reimbursement (as prescribed in the ESA) or terminate the university's incentives associated with a cadet's scholarship status. Review procedures in regarding temporary inactivation, suspension and termination. If a prorated share of tuition is due as of a termination date, ensure the institution is advised the cadet is responsible for any excess tuition.

3.39.2. Ensure the invoice submitted by the institution is reduced to the prorated amount. Tuition and fee 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.

3.39.3. Ensure cadet is counseled via AFROTC Form 16 on changes in his/her scholarship status.

**3.40. 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 receiving such benefits 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 for by any source, (e.g., a state scholarship that will pay tuition), AFROTC will not duplicate payment.

**3.41. 45-Day Rule.** The 45-day requirement applies only to the Fall term. All scholarship tuition and fees must be billed against the current fiscal year as of the 45th calendar day of institutional classes. Scholarship cadets must be enrolled in AFROTC and in an active status at close of business on the 45th day of classes (at each school) or after but not later than the last day of the term at the institution of attendance in order for AFROTC to pay tuition and fees. The 45-day rule applies to each institution a cadet attends if the institution charges for the course or courses. Scholarships that have not been activated by the last day of the term will be withdrawn, unless a prior waiver is obtained from HQ AFROTC/RRFP.

**3.42. Tuition Entries into WINGS.** The office of primary responsibility (OPR) for this paragraph is Holm Center/SDFA.

3.42.1. Detachments must enter estimated costs for tuition, fees, and laboratory expenses (ascertained from the institutional Bursar or Comptroller) for each academic term of the current academic year into WINGS. Report all active, temporarily inactivated, and awarded scholarship cadets. Tuition estimates must be entered for all terms for cadets anticipated to activate during current academic year. Data entered is used to verify membership, estimate budget requirements, and monitor scholarship costs.

3.42.2. Enter estimates for each term of the current AY by 1 September. Do not include cadets in extended status unless Section II of the AFROTC Form 88 is completed (cadets receiving more than 4 years of scholarship entitlements only) or the additional entitlements memorandum is completed. Provide the memorandum to HQ AFROTC/RRUE who in turn, will load the additional terms of entitlements in WINGS.

3.42.3. For new scholarship appointments, enter estimates for each term of the current AY within 5 workdays of the activation.

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

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

3.42.4.2. Deleted term due to suspension, non-attendance, transfer, or scholarship termination.

3.42.4.3. If you have an estimate in the system for a cadet who will not be paid for a term (e.g., temporarily inactivated cadets who have not been reinstated by the time the term has ended) access the Tuition Estimates Update screen in WINGS and check the "Billed in Full" box.

3.42.5. Print a report from WINGS of cadets with estimates. Verify report with estimates to ensure all expected scholarship cadets are listed on the report and the estimates are reasonable.

3.42.6. Include graduation fees in the scholarship estimate for the applicable term of entitlement up to, and not to exceed, the annual scholarship cap IAW the scholarship type.

3.42.7. AEC/NECP Students. 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.

### 3.43. Processing Scholarship Invoices for Reimbursement.

3.43.1. The Detachment/CC is responsible for establishing procedures for verifying and approving 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/CC is responsible for contacting 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.

3.43.2. The following guidelines will ensure accurate scholarship processing.

3.43.2.1. Upon receipt of the institutional invoices contact Holm Center/SDFA for a Bill ID. Date stamp and annotate on invoice “ Detachment XXX received on XXXX.”

3.43.2.2. Verify each invoice. Ensure students listed are contracted and in an active scholarship status.

3.43.2.3. Ensure each academic term total tuition and fees for a cadet under a capped scholarship do not exceed the maximum cost threshold established for the academic term being billed. The approved maximum term cost thresholds are:

3.43.2.4. Ensure no portion of the invoice has been previously submitted for payment.

**Table 3.1. Scholarship Type/Caps**

Scholarship Type	Semester	Quarter or Trimester
Type 1	Uncapped	Uncapped
Type 2	\$9,000	\$6,000
Type 3	\$4,500	\$3,000
Type 6	\$1,500	\$1,000
Type 7	At institution in-state rate	At institution in-state rate
CTAS	\$1,000	\$666

3.43.2.5. Ensure charges do not include unauthorized expenses; e.g., repeat courses, flight operations, personal equipment or services. (Some fees may not be authorized for payment even if the fees are charged to all students taking the same course.)

3.43.2.6. Check to ensure invoice prices agree with rates contained in applicable university publications or correspondence. Verify each line item to ensure proper pricing. Before authorizing payment for out-of-state tuition, verify the student does not qualify for in-state tuition. All invoices must be on “letterhead” from the university that is billing for the tuition and fees. If a cross-town does not have an Educational Service Agreement

(ESA), the billing institution is the host school. If changes are necessary, contact the institution for a new invoice with a current date.

3.43.2.7. Ensure the invoice is from the institution where payment is to be sent. The invoice cannot be from one school with payment to another. Invoices from cross-town schools without an ESA must be forwarded to the host institution and the host institution will bill for expenses. As part of the ESA agreement, the host institution will bill and reimburse the third party once payment is received.

3.43.2.8. Ensure all cadets listed on the invoice are in WINGS. Do not include payment for cadets whose scholarships are temporarily inactivated or suspended in WINGS. **NOTE:** If, as of the Pecuniary Liability Date (the date the government is liable for the tuition bill) the cadet scholarship is in an active status, tuition must be paid.

3.43.2.9. Ensure a staff member reviews all invoices for scholarship cadets and compares the curriculum or number of credit hours specified on the invoice with the cadet's AFROTC Form 48. In cases where curriculum and credit hour information is not provided, control scholarship entitlements by maintaining an updated academic plan and conducting personal interviews with the cadet. Use this management control to ensure:

3.43.2.9.1. The cadet is maintaining full-time student status.

3.43.2.9.2. The cadet is following the academic plan.

3.43.2.9.3. Payments are not made for unauthorized courses.

3.43.2.9.4. The cadet's in-state or out-of-state tuition rate is accurate and out-of-state tuition rates are not paid for any student entitled to in-state tuition rates.

3.43.2.10. Ensure the correct ESA number appears on ALL invoices.

3.43.2.11. The invoice is certified for payment by the Detachment/CC signing the Commander's Statement (Do not change the wording of the statement in Figure 3.1), as required by DFAS DE 7010.5. Invoices received by Holm Center/SDFA without this statement will be returned to the detachment. Maintain this statement on a separate sheet of paper and reference the invoice/invoices being paid.

3.43.2.11.1. Detachments have 5 calendar days to process an invoice; Holm Center/SDFA has 5 calendar days to process an invoice; and DFAS has 18 calendar days to make payment.

3.43.2.11.2. When putting date received in the Commander's Statements, calculate from the current date to figure when the payment can be made. If the expected pay date is during the term, the received date is the date Holm Center/SDFA or the detachment received the invoice first. The accepted date may be the same date as the received date or may be a later date, but no more than 5 days after the received date. (If detachment received invoice prior to Holm Center/SDFA, then the received date would be the date the detachment received it.)

- 3.43.2.11.3. If the expected pay date is after the term will end, the received date must be the last day of the term. The accepted date may be the same date as the received date or may be no more than 5 days after the received date.
- 3.43.2.11.4. Ensure invoice number assigned by WINGS is listed on each page of the invoice as “Payee Number” (must read “Payee Number XXXXXXXXXX”).
- 3.43.2.11.5. Ensure term start and stop dates are listed on each page of the invoice.
- 3.43.3. Charges on the invoice for each cadet are entered in WINGS by accessing the “Build Invoice” screen. The Build Invoice snapshot screen from WINGS must be sent with the invoice and SF 1034, *Public Voucher for Purchases and Services Other Than Personal*, for processing at HQ AFROTC.
- 3.43.4. Holm Center/SDFA must have a breakdown of charges for each course and fee unless the institution charges by a flat rate (reference Attachment 10). The invoice must be a consolidated invoice when submitted for payment. An example of an invoice was attached to the contract provided to the university. If a university is not following the guidance provided, ask them to adopt the invoice format.
- 3.43.5. Tuition payments are made by electronic funds transfer (EFT).
- 3.43.6. Holm Center/SDFA will notify the detachment when Central Contractor Registration (CCR) needs to be updated. This updates/validates the university’s banking information. **NOTE:** CCR information must be active and updated once a year by the university by accessing [www.ccr.gov](http://www.ccr.gov).
- 3.43.7. Submit the invoice, the Build Invoice screen shot from WINGS, and the SF 1034 (reference Attachment 11) to Holm Center/SDFA. Payee's name and address must appear exactly as indicated on the invoice. The university name must be on the first line. **NOTE:** When making corrections on the school invoice, draw one line through the item to be corrected, make the change, and initial each change. DO NOT use correction fluid, correcting tape, etc., to make changes, as the voucher will be rejected by DFAS. Invoice amounts can be decreased, but cannot be increased.
- 3.43.7.1. Distribute approved invoice, Build Invoice screen shot from WINGS, Commander’s letter, and SF 1034 as follows:
- 3.43.7.2. Send the SF 1034, the university invoice and all documentation sent by the university to support the invoice by secure email to [tuition.voucher@maxwell.af.mil](mailto:tuition.voucher@maxwell.af.mil) along with the Build Invoice screen shot from WINGS by the suspense date. Weekends and holidays do count. Detachments should always have a backup to process tuition vouchers in the event the primary tuition NCO is on leave/TDY. **NOTE:** DO NOT send completed tuition packages directly to DFAS.
- 3.43.7.3. Ensure the invoice number on the Build Invoice screen from WINGS is the same as the invoice number entered in the Payee's Account Number block on the SF 1034. The invoice number is generated automatically when invoices are created in

WINGS. Send a copy of the Build Invoice screen from WINGS to the school so they will be able to identify payment when the EFT is received.

3.43.8. Establish and maintain an accounting record file. Use files as a reference to verify the billing, or portion of it, if it has not previously been paid. The file must include voucher number, voucher date, invoices, and supporting documentation.

3.43.8.1. Allow 4 weeks after the invoice is sent to Holm Center/SDFA, then check in WINGS to see if the invoice has been paid. Obtain the date paid and the voucher number from WINGS by accessing either the “Bill Log” or build invoice screen from WINGS (reference the WINGS Users Guide for detailed instructions). Transfer the date paid and voucher number to the file copy of the SF 1034.

3.43.8.2. Maintain accounting records for one full FY year after cadet's participation in AFROTC ends.

3.43.9. Detachment personnel should run a Billed in Full report at least once every 2 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.

3.43.9.1. Contact university to request an invoice for any cadet listed on the Not Billed in Full report that should be paid.

3.43.9.2. Select the Billed in Full box in WINGS for those cadets not entitled to payment.

**3.44. Travel Authorization and Allowances.** All HSSP scholarship cadets are authorized PCS travel allowance for travel actually performed to activate a scholarship. If a student travels to the detachment with full intentions of activating the scholarship, regardless of whether the scholarship is eventually activated or not, the student is authorized the travel allowance. 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. Prepare a cadet travel order which includes the authority and citation for travel allowances. The student does not need to have the scholarship activated before filing the voucher. Although, HSSP 3-yr Type 2 scholarship winners do not activate the scholarship until the sophomore, they must process applicable travel vouchers upon arrival at the university as a freshman. Do not wait until the cadet activates the scholarship.

3.44.1. Detachments must provide selectees residing outside the continental United States (CONUS) with travel orders and instructions on how to use them before their travel date. These orders authorize the cadet to travel via government transportation on a space-required basis. The cadet may obtain a transportation request from any transportation officer. In the event government transportation is not available, he/she must obtain a statement to that effect from the transportation officer at the port of embarkation or from the United States air attaché in their country. If the travel is performed at the cadet's expense using commercial air (economy class) or commercial ship (minimal first-class accommodation), they may claim reimbursement for the actual cost (travel must be on a United States carrier). Submit certification of non-availability of government transportation, together with receipts for



actual costs of commercial travel, with claims for reimbursement. Selectees traveling to the CONUS by government or commercial carrier may elect to continue travel from the point of arrival in the CONUS to the institution by either commercial or private conveyance.

3.44.2. Detachments will assist claimants in filing DD Form 1351-2, *Travel Voucher or Subvoucher*, and ensure they understand the statement on the form before signing. The Detachment/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.

3.44.3. 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. The cadet must disenroll from the institution and actually perform the travel to their home of record. No action is required if the departing cadet does not desire to claim terminal travel allowance.

**3.45. Scholarship Pre-activation Actions.** Reference Chapter 6 for general enlistment procedures.

3.45.1. Detachment/CC should neither enlist selectees nor activate scholarships until the selectee is briefed on military appearance, dress, and grooming standards. In instances where there is an evident lack of motivation, unsuitability for military training, or other sufficient reason to question selectee's entry into AFROTC, withhold scholarship activation pending final determination of suitability. Document the scholarship activation delay on an AFROTC Form 16.

3.45.2. Verify the certified DoDMERB physical is in the cadet's UPRG before the cadet's scholarship is activated.

3.45.3. Brief all scholarship selectees that receipt of scholarship funding may affect their eligibility for MGIB benefits after entry onto active duty.

**3.46. Scholarship Activation Standards.** Cadets must meet all AFROTC membership requirements. In addition, the standards below must be met for a selectee to activate a scholarship (except where noted).

3.46.1. Scholarship selectees must have a TGPA and a CGPA of 2.50 or higher for scholarship activation (4-year HSSP selectees activating in the Fall term of the freshmen year are exempt from this requirement). Summer terms, while not funded, will be used in calculating CGPA for scholarship eligibility, but do NOT count for TGPA requirements.

3.46.2. ICSP selectees must have completed at least one term of full-time, graded college-level work.

3.46.3. Must be in good academic standing as defined by the university the cadet is attending. Detachments must verify good academic standing using procedures/criteria established by the university (e.g., academic probation or warning listed on current transcripts, internal links with registrar databases).

3.46.4. Scholarship selectees must have a current DoDMERB certified physical or a waiver approved by HQ AETC/SGPS.

3.46.5. Pass the PFA and meet the AFROTC weight/BMI standards. **NOTE:** 4- Year HSSP cadets contracting during the Fall semester are not required to pass the PFA prior to contracting.

3.46.6. AFOQT. The AFOQT is **NOT** required for scholarship activation, however cadets who have previously taken the AFOQT and did not pass the verbal and/or quantitative minimums may not activate a scholarship. Similarly, a previously activated scholarship is not affected by first-time AFOQT verbal and/or quantitative failures occurring after scholarship activation. Second-time AFOQT verbal and/or quantitative failures will result in scholarship inactivation and investigation for disenrollment.

3.46.7. 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 DoDMERB certification, but who have met all other activation requirements, request a waiver from HQ AFROTC/RRFP. If HQ AFROTC/RRFP grants an extension, then the offer must be activated by the last day of the next term; if not, withdraw the offer. Counsel the cadet via AFROTC Form 16. **EXCEPTION:** Cadets have until 31 Dec to meet weight / BMI standards. If still failing by 31 Dec, withdraw the offer.

3.46.7.1. In cases where the cadet was unable to activate a scholarship by the last day of the term, HQ AFROTC/RRFP may consider requests for retroactive payment of tuition for the previous term once the scholarship has been activated. Counsel cadets that such approval is not guaranteed, and is at the discretion of HQ AFROTC based on funding constraints, the needs of the Air Force, and the reason for late activation.

### Figure 3.1. Commander's Statement

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

**Table 3.2. PFA Requirements for Scholarship Nominations and Activations**

Category	PFA Required to Nominate?	PFA Required to Activate?	NOTES
<b>4-yr HSSP</b>	N/A	No	- Must pass PFA prior to 31 December of their freshman year; if not, terminate scholarship and investigate for disenrollment from the program.
<b>3-yr HSSP</b> (converted a 4-yr Type 7 scholarship to a 3-yr Type 2 scholarship)	N/A	Yes	-Counsel freshman 3-yr HSSP winners -- In order to activate their scholarship at the beginning of the AS200 Fall term, they must pass the PFA in the Spring of their AS100 year. -- Otherwise, they have until the end of the AS200 Fall term to pass the PFA and then activate their scholarship - Do not activate scholarship if they failed the PFA. If cadet is unable to pass the PFA prior to the end of Fall term as AS200, withdraw offer.
<b>ALL IN-COLLEGE SCHOLARSHIPS (e.g., ICSP, EXSP, NSP, CICS, HBCU, HSI, FLEX)</b>	Yes - During the previous or current semester	Yes - Must have a PFA for the current semester if contracting occurs outside the Fall or Spring contracting windows	- <b>Fall Semester Contracting Window:</b> 10 workdays before to 10 workdays after start of host university - may use PFA from FT or the Spring term PFA.  - <b>Spring Semester Contracting Window:</b> Host university term start date to 10 workdays after the host university start date -may use Fall term; otherwise, a PFA is required for the Spring term.  - <b>Winter Quarter Contracting Window:</b> Host university term start date to 10 workdays after the host university start date -may use Fall term; otherwise, a PFA is required for the Winter term.
<b>ASCP/SOAR/POC-ERP</b>	*	Yes	- Official AF PFAs that meet the testing timelines as prescribe in AFI 36-2905 may be used to contract. Update WINGS with AF PFA results prior to contracting.
* Reference Holm Center Web Site for ECP to determine program applicant requirements <a href="http://www.au.af.mil/au/Holmcenter/AFROTC/EnlistedComm/EnlistedCommissioning.asp">http://www.au.af.mil/au/Holmcenter/AFROTC/EnlistedComm/EnlistedCommissioning.asp</a>			
<b>NOTE For All Categories:</b> Administer official PFAs IAW AFROTC Sup to AFI 36-2905, <i>Fitness Program</i> .			

## Chapter 4

### ENROLLMENT OF SENIOR AIR FORCE ROTC CADETS

#### ELIGIBILITY AND APPLICATION REQUIREMENTS

**4.1. General Information.** The OPR for this chapter is HQ AFROTC/RRF. This section provides eligibility and application requirements for AFROTC cadets. It covers entrance and eligibility requirements common to both the General Military Course (GMC) and the Professional Officer Course (POC).

4.1.1. Although this chapter outlines the minimum standards for AFROTC membership, Detachment/CCs have the authority to set higher standards to accommodate limited detachment resources at their schools. Just because someone may meet the minimum standards does not necessarily mean they should be accepted for commission through AFROTC. For example, an applicant that has a CGPA of 2.1 during his sophomore year is less likely to compete well in PSP or complete the academic requirements outlined for AFROTC cadets. It may be prudent to dismiss these cadets sooner rather than providing false hope when historical data shows they will not complete the program. Another example uses PFA scores. Some Detachment/CCs have set a higher PFA standard than the minimum to qualify for submission for an EA since PFA scores can decrease by 5 to 7 points during summer FT at Maxwell AFB. Detachment personnel should be recruiting the best and brightest for the AF based on all AFROTC standards. Meeting minimum qualifications does not necessarily justify keeping a cadet in AFROTC or supporting the cadet for an EA.

**4.2. General Membership Eligibility.** The core competency of AFROTC is to recruit and train individuals working on their first undergraduate degree.

4.2.1. Each individual must:

4.2.1.1. Be a full-time undergraduate student enrolled at an accredited college that hosts an AFROTC Detachment or a university or junior college having a cross-town agreement or consortium arrangement established according to HOLMCENTERI 36-2014, *AFROTC Enrollment and Relations with Host/Non-Host Institutions, Including Crosstown and Consortium Agreements*. Individuals with a previously completed undergraduate or graduate degree are expected to pursue an AF commission through OTS.

4.2.1.2. Cadets who complete their undergraduate degree before completing AFROTC are authorized to take graduate courses as long as the period of the graduate work does not exceed 50 percent of their time in the POC.

4.2.1.2.1. Cadets cannot apply scholarship funds towards graduate level coursework without express HQ AFROTC/RRFP approval, via an AFROTC Form 22 package. These waivers will be the exception and only for hard to fill academic majors.

4.2.1.2.2. Without prior approval, scholarship funding must terminate once the original undergraduate degree is completed.

4.2.1.2.3. Counsel these cadets via Form 16 that there is no guarantee that they will finish a graduate degree. They will commission as soon as AS classes and FT are completed.

4.2.1.3. Students seeking to enter AFROTC to complete a second undergraduate degree or graduate degree must have approval from HQ AFROTC/RR for program entry unless majoring in critical technical majors identified on the restricted website, they meet O&D criteria and 3.0 CGPA. If these standards are met, Detachment/CCs may authorize program entry. AFROTC will not accept any applicant who has already completed a graduate degree.

4.2.1.3.1. Cadets entering AFROTC with a previous degree are not eligible for scholarship monies unless they are pursuing a hard-to-fill accession degree requirement as determined by HQ AFROTC/RR. Funding for these degrees must be approved by HQ AFROTC/RRFP via an AFROTC Form 22 package.

4.2.1.4. Participate in both AS classes and LLAB while enrolled in school to be considered a GMC or POC member. Completed GMC and POC members will participate in AFROTC activities as determined by the Detachment/CC.

4.2.1.5. Be age 14 or older (Reference paragraph 4.4. for maximum age limits).

4.2.2. GPA Requirements. All previous coursework attempted must be used to calculate the ROTC CGPA. Cadets must have a CGPA of 2.0 or greater to join AFROTC. Reference Attachment 13 for GPA minimums for contracting, scholarship nomination and activation, and the POC Selection Process (PSP).

4.2.2.1. Non-contract Cadets. Should a non-contract cadet fall below the CGPA of 2.0 requirement, counsel the cadet via Form 16 that they are not meeting AFROTC eligibility standards. The cadet may remain in the program for one additional term at the Detachment/CC's discretion. If, at the end of the subsequent term, the cadet's CGPA is still below 2.0, the Detachment/CC should counsel the cadet they are not eligible for continued membership. "Det Drop" the cadet in WINGS. The cadet can return to AFROTC once they have achieved the required 2.0 CGPA.

4.2.2.2. Contract Cadets. Should a contract cadet's CGPA drop below 2.5, investigate for disenrollment. Exception: first-term freshman HSSP scholarship winners. For these freshman cadets, suspend their scholarship. See Table 4.2.

4.2.2.3. Non-Contract Cadets with EA. Should a non-contract cadet with EA (AS200, AS250, or AS500) CGPA fall below 2.5, do not send to FT. Notify RRFP to withdraw EA and accomplish "Det Drop" in WINGS.

### **4.3. Application Records.**

4.3.1. The detachment will establish a cadet Unit Personnel Record Group (UPRG) folder to maintain forms and other records. File the documents in the following sections: Section I,

Guidance Records, Correspondence, and Orders; Section II, Evaluation Instruments; Section III, Records of Membership; and Section IV, Medical.

**NOTE 1:** Students enrolled in the AS class and taking the course for credit only are not required to complete the AFROTC Form 20 and a WINGS record does not have to be created. Enrollment in both the AS class and LLAB implies an intent to commission and as such warrants the establishment of an application/WINGS record.

**NOTE 2:** Non-scholarship GMC applicants are required to complete, and the detachment is required to maintain (at a minimum), only the AFROTC Forms 20 and 35, Sports Physical (if no qualified medical examination), the AF Forms 883 and 2030, the DD Form 2005, and the Drug Demand Reduction MOU. Cadets will remain in “Applicant” status in WINGS until all enrollment paperwork is complete and appropriate waivers are obtained. Upon completion of all enrollment paperwork and securing of all required waivers, cadets can be placed in “Active” status in WINGS. All enrollment documentation must be completed prior to scholarship nomination or prior to PSP nomination (whichever occurs first).

4.3.2. Each applicant will complete the following:

4.3.2.1. AFROTC Form 20, *Application for AFROTC Membership*, is used to screen applicants for membership into AFROTC.

4.3.2.1.1. For all cadets in the enlisted commissioning programs, the AF Form 56, *Application & Evaluation for Training Leading to a Commission in the United States Air Force*, will replace the AFROTC Form 20 and the “initial” completion of the AFROTC Form 35, *Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials*, HQ AFROTC will forward the AF Form 56 to detachments for filing in the UPRG.

4.3.2.1.2. After the AFROTC Form 20 is complete, update the cadet’s information into WINGS.

4.3.2.2. AFROTC Form 35, *Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials*, is used to document civil involvements and counseling of cadets who have civil involvements. Detachments must still accomplish the AFROTC Form 35 for recertification on the day of and prior to enlistment (reference chapter 4).

4.3.2.2.1. For HSSP winners, the AFROTC Form 35 from the HSSP interview will be placed in the UPRG with the new Form 35. It does not replace the requirement to accomplish a Form 35 during application or enlistment.

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

4.3.2.4. AFROTC Form 500, *Restrictions on Personal Conduct in the Armed Forces*, is used to provide cadets with policy on personal conduct.

4.3.2.5. AF Form 883, *Privacy Act Statement – US Air Force Application Record* (2 copies; one for applicant and one for record (cadet must sign the record copy)).

4.3.2.6. DD Form 2005, *Privacy Act Statement – Health Care Records* (2 copies; one for applicant and one for record).

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

4.3.2.7.1. For HSSP cadets, the AFROTC Form 2030 accomplished during the scholarship interview will serve as “application” AFROTC Form 2030 and will be filed in the UPRG.

4.3.2.8. AF Form 3010, *USAF Statement of Understanding for Dependent Care Responsibility*.

4.3.2.9. Air Force Dependency Policy Statement of Understanding (Attachment 15).

4.3.2.10. Detachment personnel must verify US citizenship by reviewing a birth or naturalization certificate (if applicable). Cadets must also reveal whether they are dual citizens. Generate, date/sign, and maintain in the a UPRG a MFR with the following statements/information:

4.3.2.10.1. Birth: Cadet was born in City, State (or Territory) on (Date of Birth).

4.3.2.10.2. Citizenship: Cadet is a US native – verified by birth certificate or a Naturalized Citizen, effective on (Date of naturalization). US citizenship has been verified with the original document.

4.3.2.11. Social Security Card. Annotate on the copy “verified with original document” and date/sign the file copy.

4.3.2.12. Drug Demand Reduction Program (DDRP) MOU (Attachment 12). **NOTE:** 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.

4.3.3. Completed by Detachment personnel: AFROTC Form 26, *AFROTC Cadet Record Inventory Section I – 4*, is used to inventory applicable administrative documents. AFROTC Form 63, *AFROTC Enrollment / Enlistment Checklist*, is used to document AFROTC membership eligibility.

4.3.4. Completed by Detachment personnel: AFROTC Form 26, *AFROTC Cadet Record Inventory Section I – 4*, is used to inventory applicable administrative documents. AFROTC Form 63, *AFROTC Membership Action Checklist*, is used to document AFROTC membership eligibility.

4.3.5. Initiate a new record for previously disenrolled cadets when there is a break in participation. Retain the original UPRG when cadet continues in the program with no break and re-accomplish the following forms: AF Form 2030, AF Form 3010, AFROTC Form 500, AFROTC Form 63.

**4.4. Age.** (Reference AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*)

4.4.1. Minimum age for:

4.4.1.1. Program entry is 14.

4.4.1.2. Enlistment is 17.

4.4.1.3. Commissioning is 18.

4.4.2. Maximum age limits:

4.4.2.1. Cadets in a rated category must commission before their 29<sup>th</sup> birthday to allow AFPC time to schedule appropriate training class prior to age 30 (a cadet normally enters into training 8-12 months after commissioning). Age restriction for rated duty is not waivable.

4.4.2.2. Non-rated cadets must commission before age 30 (up to age 35 with waiver).

4.4.2.3. When submitting cadets for enrollment allocations, ensure that they will meet the age limits IAW paragraphs 4.4.2.1 and/or 4.4.2.2.

4.4.2.4. Age waivers are restricted to high quality cadets. Detachment/CCs may waive the maximum age restriction for applicants who meet one of the academic Outstanding and Deserving (O&D) criteria (see Figure 4.1) and can be commissioned prior to age 34. Submit a WINGS trouble ticket for waiver updates within Detachment/CC authority. HQ AFROTC/RRFP may waive those applicants who do not meet the O&D criteria and can be commissioned prior to age 34, however waivers will only be approved for exceptional candidates. Submit age waiver requests via AFROTC Form 22. HQ AFPC may waive the maximum age restriction for individuals scheduled to commission after age 34 but prior to age 35 (commissioning only). Public Law 88-647 prohibits commissioning or active duty entrance after age 35, except for nurses, which can commission up to age 42.

**Figure 4.1. Outstanding and Deserving Profile Minimums**

<b>Factor</b>	<b>Minimum Standards of Performance</b>
AFOQT Academic Aptitude	61
ACT	27
SAT	1210



#### 4.5. Adverse Involvements with Civil, Military, or School Authorities.

4.5.1. Officer candidates must be morally and financially sound. When there are questions concerning an applicant's suitability, the Detachment/CC must waive the prior unsuitable incident or request a waiver through HQ AFROTC/RRFP IAW the guidance below. The procedures and documents listed below will facilitate administrative processing of involvements and provide tools for evaluating character traits for officer candidates. AFROTC cadets are not subject to UCMJ jurisdiction, therefore Article 31 of the UCMJ does not apply nor does the constitutional prohibition against compelled self-incrimination for the purpose of entry into the program. AFROTC cadets will continue to use the AFROTC Form 35 and AFROTC Form 4.

4.5.2. Civil Involvement Guidance for AFIT, AECP, and NECP students. AFIT, AECP and NECP students are not cadets. They are active duty members and fall under UCMJ authority. Under Article 31, UCMJ, compulsory self-incrimination is prohibited. No military member may interrogate, or request any statement from a person suspected of an offense unless the suspect is advised of his Article 31 rights and waives those rights. Investigative actions for AECP and NECP students will mirror those for any other active duty member. They may not be required to report civil involvements on an AFROTC Form 35, *Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials*, and AFROTC Form 4, *Affidavit Civil Involvement*, because such reporting requirements violate Article 31, UCMJ. Although they fall under UCMJ authority, they can be dismissed from the AECP/NECP program for failing to meet academic requirements, active duty requirements or commissioning standards.

4.5.3. The AFROTC Form 35 is the basic document used to record involvements.

4.5.3.1. 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. 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. 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 and or continuation in the AFROTC program. Once initially certified, the individual's AFROTC Form 35 becomes a permanent record; do not alter or re-accomplish it for any reason. Subsequent involvements must be added to the original AFROTC Form 35. Add additional AFROTC Forms 35 as needed.

4.5.3.2. Upon application to AFROTC, the Detachment/CC or their designated representative must initially counsel applicants that they are required to report all involvements with civil, military or school authorities, regardless of the severity, disposition, or the date of the involvement. If doubt exists as to the need to list an involvement, it must be listed to preclude future question regarding omissions.

- 4.5.3.2.1. Cadets must report **all** involvements regardless of final disposition. When a single incident results in more than one offense, consider each charge a separate involvement and list on the AFROTC Form 35 as a separate entry. 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 from the AFROTC Form 35. This includes involvements that resulted in state-sealed records or expungement relief with respect to juvenile records.
- 4.5.3.2.2. The Detachment/CC must sign all AFROTC Forms 35 that list civil involvements. However, a completed AFROTC Form 35 without ANY involvements listed does NOT require the Detachment/CC's signature. In this instance, any cadre member may sign the AFROTC Form 35.
- 4.5.3.2.3. When listing events on the Form 35, have cadets provide details to show the significance of the event. For example, when listing speeding, the cadet MUST indicate the speed he/she was traveling and the speed limit. This gives the Detachment/CC and reviewing authorities a clear picture of the cadet's behavior.
- 4.5.4. Brief the cadet that they must continue to report all subsequent civil involvements to the detachment within 72 hours after the initial involvement occurs. For involvements that occur during school break periods of more than 72 hours, the individual may wait to report the involvement NLT 72 hours after their return to classes following the break. **NOTE: The disposition information must be updated within 72 hours of final disposition.**
- 4.5.4.1. Late reporting of civil involvements, when voluntarily reported by the cadet, does not constitute "failure to report." Detachment/CCs may award a CE for failure to report within the 72 hour timeframe; however failure to report within 7 days is considered excessively late and should result in a CE. Have the individual enter the involvement on the AFROTC Form 35 and prepare an AFROTC Form 4, describing the incident and the reason it was not reported if an individual fails to report an involvement within the required timeframe due to an "honest" oversight. Attach the AFROTC Form 4 to the AFROTC Form 35. **NOTE: HQ AFROTC/RRFP waiver approval is required only if the late recertification is not within the Detachment/CC's waiver authority (reference Table 4.2).**
- 4.5.4.1.1. If the failure to report the incident was an effort to minimize the impact of the civil involvement by showing the reduced charge obtained through a plea bargain or other court action, consider this a failure to report and issue a CE for this failure to report in a timely manner and counsel the cadet via the AFROTC Form 16. Have the cadet complete the AFROTC Form 35 and prepare an AFROTC Form 4, describing the incident and the reason it was not reported. The Detachment/CC can initiate a disenrollment investigation if he/she believes the failure to report the involvement in this case constitutes an integrity violation or is a culmination of other failures to meet military retention standards.
- 4.5.4.2. If a cadet failed to report an involvement in an effort to deceive detachment personnel, this is considered an integrity violation, and the cadet must be investigated for

disenrollment. Have the cadet prepare an AFROTC Form 4 and enter the involvement on the AFROTC Form 35. Commanders will initiate a disenrollment investigation (contract) or dismiss the cadet (non-contract). No waivers will be considered for this type of deception.

4.5.5. AFROTC Form 4, *Affidavit Civil Involvement*. When required, the individual must prepare an AFROTC Form 4 based on the involvement originally cited by the law enforcement agency, not the lesser offense, if the charge is reduced. AFROTC Form 4 is used to get an account of the what, when, how and where of any civil involvement for which a cadet may have been cited. Multiple involvements may be explained in a single affidavit; however, each separate charge must be clearly addressed. Affidavits must be subscribed and sworn to before a detachment officer or another official authorized to administer oaths and filed in the cadet's UPRG. Affidavits are required to explain any involvement listed in Attachment 14, Category 4 or any civil involvement that requires a HQ AFROTC/RRFP waiver.

4.5.5.1. For alcohol/drug related incidents, the AFROTC Form 4 must include the amount consumed, over what period of time, time between last consumption and driving (if applicable), field sobriety test results, blood alcohol content, breathalyzer results, etc.

4.5.5.2. For drug related incidents, the AFROTC Form 4 must include dates and circumstances surrounding each occurrence, specific reasons for the use, total number of times used, specific drug or combination of drugs used (to include hemp derivatives), how used (orally, injected, skin-popping, sniffing, external application, etc.), effects produced (be specific) and a description of residual effects (None, relaxation, irritability, time or visual perception disturbance or distortion, panic, sleepiness, flashbacks, restlessness, loss of consciousness, increased insight, etc.).

4.5.6. Corroboration and AFROTC Form 14, *Law Enforcement Inquiry*. The cadet must give express, written consent for all necessary corroboration for civil involvements of cadet applicants. The AFROTC Form 14 supports this purpose.

4.5.6.1. Corroboration of Involvements. Obtain statements from civil, military, or school authorities describing the officially recorded facts and disposition using the AFROTC Form 14. Follow up by tracer, letter, or telephone conversation if statements are not made available in response to initial written requests. Place initial requests and all records of follow-up action in the cadet's UPRG. A cadet's statement will be used in lieu of corroboration, if corroboration is not available and a waiver is required. If the laws of the state where the involvement occurred prohibit the release of corroboration and reply to corroboration requests, cite the specific law and make an entry in the remarks section of the AFROTC Form 35 citing the appropriate authority (for example, ARS 1127).

4.5.6.2. Record of Corroboration. Corroboration must be obtained through police authorities; however, in some cases, this is not possible. Therefore, obtain a certified copy of the court records whenever a police agency refuses to corroborate the circumstances surrounding a charge. The court proceedings are a matter of public record and cannot be withheld except in a few cases where a first-offender law is applied.

4.5.6.3. Costs. The cadet is responsible for any expenses associated with obtaining required records. If necessary, the cadet should contact the clerk of the court and request the certified copies, pay all fees, and have the document sent directly to the detachment. In most cases, individuals are able to obtain their own records that have been sealed under a first-offender law. If court records are not available, attach correspondence addressing this situation to the waiver request. Letters from prosecutors or clerks of court explaining disposition of charges are satisfactory. Letters from defense counsel on behalf of the applicant or cadet are not adequate corroboration.

4.5.7. If any discrepancy exists between the entries on the individual's AFROTC Form 35, the AFROTC Form 4, and the AFROTC Form 14, allow the individual an opportunity to explain, in writing, before further action is taken. Attach a copy of the individual's explanation to the AFROTC Form 35. If it appears there has been an attempt to conceal the seriousness of an involvement, the Detachment/CC must initiate an investigation for disenrollment (contracted) or dismissal (non-contract).

#### 4.5.8. Waiver of Civil Involvement.

4.5.8.1. Detachment/CCs should consider a total of 10 independent civil involvements, or five independent civil involvements within the previous 18 months, as unacceptable for entry or retention in AFROTC. Additionally, Detachment/CCs should not continue to waive a series of significant involvements of a similar nature. For example, if a cadet continues to receive speeding tickets for clearly excessive speeds that represents willful disregard for the law, and retention in AFROTC would not be appropriate since the individual in question has not moderated their behavior after counseling.

4.5.8.2. Detachment/CCs have waiver authority for non-criminal involvements and for minor misdemeanor criminal involvements, categorized as Category 4 involvements (reference Attachment 14). Any involvements not listed or not similar in nature must be forwarded to HQ AFROTC/RRFP for waiver consideration via AFROTC Form 22, *Cadet Personnel Action Request*. To determine the waiver authority for an adverse involvement, the offense should be characterized as it was charged in the original indictment, complaint, notification, or other charging document, even if a less serious offense is ultimately adjudicated. For example, a DUI charge that is later reduced to Careless Driving may not be waived by the Detachment/CC. Contact Holm Center/JA if in doubt about the misdemeanor or felony classification of a criminal charge.

4.5.8.3. Detachment/CCs should contact HQ AFROTC/RRFP if they have any concerns in interpreting whether or not an involvement is waivable and if the proposed waiver action is consistent with similar actions across AFROTC.

4.5.8.4. Detachment/CCs may not waive involvements listed in Attachment 14, Category 4, until they have examined any available evidence (including police reports) and/or the court or administrative report. Once corroboration is received, the Detachment/CC can make a determination on whether to grant the waiver. The cadet MUST notify the Detachment/CC once the Category 4 involvement has been resolved. "Resolved" is defined as conviction, acquittal, dismissal of charges, placement into a pretrial diversion

program, dismissal after compliance with imposed conditions, or final determination of action by an administrative authority. Once the case is resolved, the Detachment/CC must document that the original waiver decision still stands on the AFROTC Form 35. If the Detachment/CC no longer supports a waiver based on court resolution, initiate a disenrollment investigation (contracted) or dismissal (non-contract). Examples of changes in the original waiver decision can include new information that came out in the final court proceedings, significant court-levied restitution, etc.

4.5.8.5. Detachment/CCs must base their waiver decisions on the original charges that were levied against the individual, not necessarily the adjudicated results of the case. Detachment/CCs must base their decisions on their independent determination of the facts, based upon the evidence available to them. Acquittal, dismissal of charges, nolle prosequi, expunged record or pretrial diversion does not negate the significance of the underlying conduct. Consider the following mitigating circumstances in detachment decisions: immaturity attributable to age at the time of the offense, isolated nature of the conduct, circumstances surrounding the offense, and transitory conditions contributing to the conduct (divorce, serious illness or death in immediate family, etc.).

4.5.8.6. Cadets may not be contracted until all civil involvements have been resolved via the appropriate waiver authority. Except for completion of community service, suspended sentences, and restraint for non-waiverable offenses, a 3-month waiting period is required prior to contracting a cadet following termination or completion of parole, probation (supervised or unsupervised), suspended sentence, or any period of confinement or restraint (legally imposed restrictions, such as confinement, suspended sentence confinement, parole, probation (supervised or unsupervised), work detail, pretrial confinement, restrictions from freedom of movement, periods of imposed community service, or required reporting to probation officer or other official.

4.5.8.7. For all civil involvements which require a waiver from HQ AFROTC/RRFP, detachments must obtain corroboration, (e.g. police reports, charging documents indictment, ticket, etc.) and court disposition documents (court record of conviction, dismissal, etc.). See paragraph 4.5.6. above.

4.5.8.8. Cadets pending HQ AFROTC/RRFP evaluation for adverse involvements are not eligible for scholarship activation, enlistment, an enrollment allocation, FT attendance or commissioning until waivers are approved and the commander signs the AFROTC Form 35.

4.5.8.9. Whenever a waiver of a civil involvement is granted, counsel/document on the AFROTC Form 35. Cadets must initial the counseling statement on the AFROTC Form 35.

#### **4.6. Alcohol Use and Abuse.**

4.6.1. AFROTC enforces a strict alcohol use and abuse policy.

4.6.2. Unlawful possession or consumption of alcohol; including Minor in Possession (MIP). Detachment/CCs may waive ONE incident of unlawful possession or consumption to include

“Minor in Possession,” or its local equivalent that was the result of a civil involvement for GMC and POC cadets. Waiver for this incident must not involve any other charge, like using a false ID to obtain the alcohol. A CE MUST be issued with the Detachment/CC waiver if the event occurred while the cadet was contracted in the AFROTC program. If the event occurred prior to entry in the program, no CE is warranted but the Detachment/CC can grant the appropriate waiver. The waiver of a pre-AFROTC MIP charge counts toward the one incident waivable by the Detachment/CC. All waivers must be appropriately documented on the AFROTC Form 35 and the cadet MUST be counseled via the AFROTC Form 16 that future alcohol-related incidents will result in investigation for disenrollment or dismissal from AFROTC if a waiver is not granted by HQ AFROTC/RRFP. (Reference paragraph 4.5.5.1, Attachment 14 and Table 4.2) Cadets (GMC or POC) who self-report a minor in possession that did not result in a civil involvement will receive a CE and stern warning that any future alcohol-related incidents will result in dismissal or investigation for disenrollment; Detachment/CC waiver is also required.

4.6.3. Any alcohol-related incident, other than unlawful possession or consumption resulting from a civil involvement, requires HQ AFROTC/RRFP waiver.

4.6.4. Purchase of alcohol for a minor. The purchase of alcohol for a minor, supplying alcohol to a minor, or taking no action to stop the supplying of alcohol to a minor in situations under their control (example: hosting party at their house/apartment, bringing alcohol to tailgate and not controlling it thereby allowing minors to obtain alcohol) will require an HQ AFROTC/RRFP waiver. Issue a CE and submit waiver request to HQ AFROTC/RRFP. Should the waiver not be approved, non-contract cadets will be released from AFROTC and contract cadets will be investigated for disenrollment.

4.6.5. Alcohol Related Incidents. HQ AFROTC considers the entirety of the situation such as issues like excess speed, single vehicle accident or false ID, which would outweigh a waiver for a singular event. When considering the severity of any alcohol-related incident, Detachment/CCs must use the following guidelines when considering waivers for MIP. **NOTE:** HQ AFROTC WILL NOT waive incidents that violate any of the following criteria.

4.6.5.1. Excessive Blood Alcohol Content (BAC). AFROTC policy defines excessive BAC as .12 or higher. If the individual refused to submit to a breathalyzer test, BAC level will be based on information provided in the police report.

4.6.5.2. Incidents where person lost consciousness.

4.6.5.3. Incidents where the individual was hospitalized.

4.6.5.4. Incidents that include violence, resisting arrest, not cooperating with police.

4.6.5.5. Incidents that include property damage of any kind or injury to another person.

4.6.6. Multiple alcohol-related incidents will be reviewed very closely when considering waiver requests. Multiple events that show an increase in alcohol use/abuse will not be waived. Alcohol incidents prior to coming to AFROTC will be considered in making the waiver decisions for multiple alcohol-related incidents, as well as those occurring while

members of AFROTC. For example, if a Detachment/CC has waived a MIP charge and the cadet later receives a DUI, a waiver is not warranted as the cadet has shown poor judgment with respect to alcohol and has not learned from the first event.

4.6.7. Detachment/CCs must look closely at the charge, corroboration, and cadet statement. On a few occasions, police may charge an individual with a higher/lesser charge which will not include the charge of an alcohol-related incident. However, when reading the corroboration or student statement the fact that the individual was under the influence of alcohol can be determined. This is considered an alcohol-related incident for AFROTC waiver consideration. List it as such on the Form 35. For example, a cadet may be charged with trespassing. This would be the charge initially listed on the Form 35. After obtaining corroboration, the police report says the individual was also inebriated. This event is now considered an alcohol-related incident for waiver consideration and must be identified as such on the Form 35 even if waivable by the Detachment/CC.

4.6.8. Detachment/CCs may waive only those alcohol-related involvements listed in Attachment 14. Detachment/CCs may deny waiver consideration or submit waiver requests to HQ AFROTC/RRFP via AFROTC Form 22, as they deem appropriate (reference AF Form 2030, definition of terms section, for a description of alcohol abuse).

4.6.9. Voluntarily Reported Alcohol Abuse and Independent Evidence of Alcohol Abuse. Whenever an applicant/cadet voluntarily reports chronic alcohol abuse, independent of an involvement that must be recorded on an AFROTC Form 35, determine whether to dismiss (non-contract) or investigate for disenrollment. When evidence of chronic alcohol abuse is brought to the attention of the Detachment/CC by a third party, contact Holm Center/JA for advice on the appropriate course of action based on assessment of evidence and allegations.

#### **4.7. AFROTC Substance Abuse, Hemp Derivative and Drug Demand Reduction Policy.**

4.7.1. Drug Abuse Orientation. AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, is the basic directive that prescribes the drug abuse policy.

4.7.1.1. The general rule is that applicants are not eligible for service in the Air Force if they have ever used, possessed, manufactured, or distributed any illegal drugs. The Air Force also has a policy that precludes its members from using any hemp derivative. Brief each applicant upon completion of the AFROTC Form 20 on the United States Air Force Drug Abuse Policy. Use the AF Form 2030 to screen applicants and cadets for drug abuse and, as a minimum, explain each item on the AF Form 2030, especially the fact that any future use (also known as post-orientation) is disqualifying (non-waivable). During the HSSP interview, detachments will use the AF Form 2030 to screen high school scholarship applicants.

4.7.1.2. Ensure the applicant understands the importance of listing required information when completing the AF Form 2030. Subsequently revealing pre-orientation drug use, even if it was originally waivable, may result in disenrollment or dismissal from AFROTC based on fraudulent entry.

4.7.2. Drug Demand Reduction Program (DDRP). HQ AFROTC executes the Department of the Air Force's Zero Tolerance policy on illicit drug use and will enhance cadets' training experience by introducing them to the DDRP. Therefore, all cadets pursuing a commission are subject to random drug testing anytime after program entry during the school year or at FT. Accordingly, they are required to sign a DDRP MOU (Attachment 12) upon program entry. **NOTE:** 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.

4.7.2.1. Failure to Comply/Report. Unless an authorized excusal exists, failure to comply or report for a mandatory urinalysis test will be considered an unauthorized absence and will result in individual command-directed screening or dismissal/disenrollment from the AFROTC program. Additionally, administrative action in the form of a CE may result.

4.7.2.2. Positive Testing. Any individual testing positive on a urinalysis test will be investigated for disenrollment or dismissed from the AFROTC Program IAW Chapter 11 of this instruction. All appeals will follow normal guidance.

4.7.3. AF Form 2030 Initial Preparation. Each applicant must complete sections I through III of the AF Form 2030 before having the medical examination administered. HSSP applicants will not see the AF Form 2030 prior to their DoDMERB physical. Maintain the AF Form 2030 in the individual's file.

4.7.4. Evaluation of Drug Use or Abuse.

4.7.4.1. When an applicant has indicated drug usage or use of any hemp plant derivative on the AF Form 2030, the following procedures apply:

4.7.4.1.1. Individual Evaluation Request. Have the applicant provide a handwritten statement in the Remarks Section of the AF Form 2030 concerning the circumstances of each drug use occurrence. If necessary, continue on a separate page and attach it to the cadet's AF Form 2030 that will be filed in the UPRG. On the top and bottom of each page of the handwritten statement, print or stamp "FOR OFFICIAL USE ONLY," and treat as Privacy Act information.

4.7.4.1.2. As a minimum, have applicants include the following for all drug or hemp derivative use occurrences:

4.7.4.1.2.1. Dates and circumstances surrounding each occurrence. Include specific reasons for the incidents and total number of times used. **NOTE:** Taking a total of 8 "inhalations" during an around-the-circle smoking game is ONE incident, not eight.

4.7.4.1.2.2. Specific drug or combination of drugs used (to include hemp derivatives).

4.7.4.1.2.3. Method of how it was used (orally, injected, skin-popping, sniffing, external application, etc.).



4.7.4.1.2.4. What effects were produced (be specific). Examples: none, relaxation, irritability, time or visual perception disturbance or distortion, panic, sleepiness, flashbacks, restlessness, loss of consciousness, increased insight, etc.

4.7.4.1.2.5. Describe any residual effects.

4.7.4.1.2.6. Indicate current feelings toward usage and whether or not applicant would use them again.

4.7.4.1.2.7. Include any other information that would be helpful in evaluation of waiver.

4.7.4.1.2.8. Sign and date the statement.

#### 4.7.5. Drug Use Waivers.

4.7.5.1. Waivers are permitted only in very exceptional cases for otherwise very highly qualified applicants whose pre-service drug use was limited in frequency and scope, experimental in nature, and unlikely to recur. A drug experimenter is defined as one who has illegally/improperly used a drug for reasons of curiosity, peer pressure or other similar reasons. Multiple instances of drug use may be considered recreational drug use and NOT experimental. Someone who says their drug use was social, to relieve stress, with the same group of friends over several periods, or to cope with their situation will be considered a recreational drug user no matter how many times used.

4.7.5.1.1. Hemp derivative use is also waiverable, however, applicants must agree to discontinue use.

4.7.5.2. Detachment/CC Waivers. Detachment/CCs may waive use or possession of marijuana/hemp derivative and designer drugs such as “spice” that meets the experimental requirements provided no civil involvement resulted, the drug use was experimental and drug use was limited in frequency and recency as defined below. The Detachment/CC must consider the severity of the individual’s drug use. If the severity meets the definition of recreational use as described above even if the use was within frequency and recency standards, do not grant a waiver. For AFROTC policy for HSSP recipients, see paragraph 4.8.

4.7.5.2.1. Use limited to 3 times or less. Detachment/CC may waive use or possession of marijuana/hemp derivative that meets the experimental requirements provided no civil involvement resulted, the drug use was experimental and drug use was limited to 3 times or less no matter what the recency. The Detachment/CC must consider the severity of the individual’s drug use.

4.7.5.2.2. Use between 4 and 5 times. Detachment/CC may waive use or possession of marijuana/hemp derivative that meets the experimental requirements provided no civil involvement resulted, the drug use was experimental, the drug use was limited to 4 or 5 times AND the recency of the applicant’s last use was not within the last 12

months from the date on the AF Form 2030. The Detachment/CC must consider the severity of the individual's drug use.

4.7.5.2.3. Use the applicant's statement, along with a personal interview, to determine if the requirements are met. The Detachment/CC will sign and date statements. For AFROTC policy for HSSP recipients, see paragraph 4.8. Authorize program entry by annotating in the remarks section of the AF Form 2030 with the following statements:

4.7.5.2.3.1. "Pre-application limited experimental use of marijuana or designer drug, unlikely to recur. I waive the use and grant program entry."

4.7.5.2.3.2. "Member has been briefed and agrees to abide by Air Force policy regarding the prohibited use of illegal drugs. Program entry is authorized."

4.7.5.3. The Detachment/CC may decide not to grant a waiver for substance abuse (or hemp derivative) that meets requirements.

4.7.5.4. HQ AFROTC/RRFP may grant waivers for drug use beyond the authority of Detachment/CCs.

4.7.5.4.1. HQ AFROTC/RRFP may consider marijuana usage experimental where usage is more than 5 times on a case-by-case basis.

4.7.5.4.2. HQ AFROTC/RRFP may consider waiver for use of a few other drugs as outlined in AFI 36-2002, *Regular Air Force and Special Category Accessions*. Currently, use of amphetamines, barbiturates or anabolic steroids may be waivable. No other drugs will be considered for a waiver. AFROTC cannot waive the illegal use of prescription drugs; e.g., using someone else's prescription. AFROTC will not waive the use of inhalants or mushrooms. Do not submit waiver requests for this use.

4.7.5.4.3. HQ AFROTC/RRFP will not consider waiver requests for the illegal use or possession of more than one drug or grant waivers for manufacturing or distribution.

4.7.5.4.4. If an applicant indicated on their statement that they did not know the substance they were using was an illegal drug, the Detachment/CC may submit a waiver request to HQ AFROTC/RRFP even though the drug is not on the list of waivable drugs. Be certain the applicant includes on the AF Form 2030 an explanation of why they did not know they were ingesting an illegal drug and what residual effects or flashbacks they have experienced. The intent of this paragraph is to consider a waiver for individuals who were unknowingly drugged by someone else. It is not intended to waive "I knew it was a drug, but I did not know which drug."

4.7.5.5. Independent Evidence of Drug/Hemp Use. When evidence of an applicant's/cadet's drug/hemp usage is brought to the attention of the Detachment/CC by a third party, the Detachment/CC must contact Holm Center/JA for advice on the appropriate course of action based on assessment of evidence and allegations. After consulting with Holm Center/JA, the following actions apply:

- 4.7.5.5.1. Gather and verify available independent evidence.
- 4.7.5.5.2. The Detachment/CC will counsel the applicant/cadet via AFROTC Form 16 that evidence has been received of alleged drug/hemp usage.
- 4.7.5.5.3. The Detachment/CC will ask the applicant/cadet for an explanation. Document all comments.
- 4.7.5.5.4. If the applicant/cadet admits the alleged drug/hemp usage, dismiss (non-contract) or investigate for disenrollment. If the applicant/cadet denies the alleged drug/hemp usage, contact Holm Center/JA to evaluate the evidence for possible dismissal. Closely monitor retained cadets.
- 4.7.5.6. Drug Abuse or Use of Hemp Derivative after Orientation
  - 4.7.5.6.1. Cadets are not eligible for enlistment or commissioning if they use illegal drugs as defined in AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, or use of hemp derivatives, following orientation to the Air Force Drug and Alcohol Abuse Policy as documented on the AF Form 2030. This is not waivable.
  - 4.7.5.6.2. Contract Cadets. Conduct a disenrollment investigation on a cadet who violates this policy. Initiate the investigation for failure to maintain military retention standards and ascertain all facts and circumstances pertaining to the violation. Do not request a waiver of the disenrollment process (reference Chapter 12, AFROTC Contract Cadet Disenrollment).
  - 4.7.5.6.3. Non-contract Cadets: Drop or place in Special Student Status any cadet who violates this Air Force Policy. Counsel cadets via AFROTC Form 16 for failure to maintain military retention standards.
  - 4.7.5.6.4. Following orientation, drug use brought to the attention of the Detachment/CC by a third party must be reviewed and a course of action assessed. Contact Holm Center/JA for guidance.

#### **4.8. Drug Use and/or Alcohol Use/Abuse or New Civil Involvements Waivers for High School Scholarship Program Recipients.**

- 4.8.1. Detachment/CCs cannot waive drug use or alcohol use, Category 4 or 5 civil involvements identifying alcohol or drug use or abuse on the AF Form 2030 and AFROTC Form 35 for High School Scholarship recipients. These waivers must come to HQ AFROTC/RRU for approval. The rationale is to ensure the scholarship was not obtained through fraudulent means by failing to identify drug use during the scholarship interview.
- 4.8.2. AFROTC policy is to withdraw the scholarship offer for students who failed to properly disclose civil involvements and for drug or alcohol abuse that occurred prior to the HSSP interview. These scholarships are considered obtained under fraudulent circumstances since the student failed to obtain a required waiver. Drugs or alcohol use after the

scholarship interview is considered “post orientation” since the AF Form 2030 is certified during the interview. IAW the AF Form 2030, Section III, Paragraph II, “any drug use (*including marijuana*) or any alcohol abuse as described above, **FROM THIS DATE FORWARD**, renders me ineligible for the Air Force”. Therefore, scholarship offer is withdrawn and applicant is not eligible for AFROTC.

#### 4.9. Family Members.

4.9.1. For a definition of “family member,” refer to AFI 36-2908, *Family Care Plans*.

4.9.2. Non-military Applicants. AFI 36-2011, *AFROTC Program*, requires all contracted members to meet AF enlistment standards in AFI 36-2002, *Regular Air Force and Special Category Accessions*. AFI 36-2002 A2.1.17 does not allow the contracting of an applicant that is single, divorced, separated, has a military spouse or common-law spouse and has legal or physical custody of any family member incapable of self-care. Also, an applicant wishing to enlist in pay grade E-3 or lower and is married to a civilian spouse with two or more family members incapable of self-care is ineligible for enlistment. Individuals meeting these definitions are ineligible for contracting/enlistment with AFROTC. No waivers will be considered.

4.9.3. Military Applicants. Enlisted members in the pay grade of E-3 or below applying for the AFROTC program, who are currently serving on active duty or serving in the guard or reserve who are unmarried (to include a common-law spouse) or married to a military member, and are in legal or physical custody of another person incapable of self-care, or is married to a civilian spouse with two or more family members incapable of self-care; with family care arrangements, are also ineligible for enlistment.

4.9.4. Contract Cadets. Contract cadets who become a single parent or marry another military member and are in legal or physical custody of another person incapable of self-care, or marry a civilian spouse and previously enlisted in pay grade E-3 or lower and are responsible for two or more family members incapable of self-care, after contracting and enlistment, must create and maintain a family care plan IAW AFI 36-2908. These cadets have the option of requesting release from AFROTC. If release is requested, accomplish a disenrollment investigation. If disenrolled, cadet will also be subject to recoupment of any scholarship benefits.

4.9.5. Detachment/CCs are authorized to approve dependency situations IAW paragraphs 4.9.2 - 4.9.4. Detachment/CCs must counsel the contract cadet according to AFI 36-2908 and ensure the cadet fully understands the Air Force policy on the relationship between family care responsibilities and accomplishment of military duties, both in peacetime and during contingency operations.

4.9.5.1. Cadets will complete and maintain an AF IMT 357, *Family Care Certification* IAW with AFI 36-2908. The AF IMT 357 must reflect time spent in AFROTC, plus any subsequent technical school training. Additionally, cadets must annotate the dependency situation on the AF Form 3010 (signed/dated by the cadet and an AFROTC representative). **NOTE:** Attachment 15, Statement of Understanding, must be recertified

by cadet and an AFROTC representative at time of enlistment (or any time change in dependency status occurs).

4.9.5.2. The Detachment/CC, if satisfied with the contract cadet's family care arrangements, prepares and signs the following statement: "The applicant's family care arrangements are valid and will adequately cover the time period the applicant spends in AFROTC, plus any subsequent technical school training." File statement in Section I of the UPRG. If the Detachment/CC is not satisfied with the validity of the cadet's family care arrangements, the commander will initiate a disenrollment action for failure to maintain military retention standards.

4.9.6. HQ AFROTC/RR is the final approval authority for dependency situation not defined in paragraphs 4.9.2 - 4.9.5. Forward the family care plan to HQ AFROTC/RRFP via AFROTC Form 22 for waiver approval and authority to continue the contracted cadet in the program.

4.9.6.1. If dependency disqualification is not waived, the contract cadet can only become eligible if they relinquish legal and physical custody of their family members through a court order or adoption. It is not the intent or desire of the Air Force to require any person to relinquish custody of his or her children for enlistment. Therefore, never counsel contract cadets to change their marital or custodial status for the express purpose of enlistment qualification. If a contract cadet has, or plans to, relinquish physical and legal custody of family members, a dependency eligibility determination must be made to ensure the documentation is legally sufficient. Encourage contract cadets or their counsel to contact Holm Center/JA to ensure any court orders will be sufficient and will comply with AFROTC policy.

4.9.6.2. A power of attorney or grant of joint custody to another is not sufficient to relinquish custody for eligibility purposes. If in doubt, contact Holm Center/JA to review the court order relinquishing custody to ensure that the requirements of this policy are met.

4.9.6.3. If after examining bona fide court orders relinquishing legal custody, the commander determines the applicant has no legal dependents, the commander may allow entry into the AFROTC program. Document one of the following statement/s (as applicable) on an AFROTC Form 16 and file in the applicant's UPRG:

4.9.6.3.1. I have reviewed the bona fide court order of (applicant's name) which was filed in (county) of (state) on (date). I verify that legal custody of this applicant's family member(s) has/have been awarded to another individual. I have determined that it is not a joint custody and contains no restrictions under which the applicant would resume custody.

4.9.6.3.2. I have reviewed the bona fide court order of (applicant's name) which was filed in (county) of (state) on (date), and I have consulted Holm Center/JA, if necessary). I verify that the permanent transfer of legal custody of the applicant's

minor (family member) (family members) has been awarded to another individual as a result of adoption.

4.9.7. Ensure that all applicants and cadets complete and recertify the AF Form 3010 and Air Force Dependency Policy Statement of Understanding (Attachment 15) at the appropriate times, (e.g., upon application, just prior to enlistment, prior to commissioning, and any time a change in dependency status occurs).

**4.10. Air Force Officer Qualifying Test (AFOQT) Requirements.** All cadets must take the AFOQT NLT 31 December of their AS300 year. The minimum scores required to commission are Verbal-15 and Quantitative-10. AFOQT scores are percentiles, so a score of 15 in the verbal portion means the person was in the bottom 15 percent of people taking the test. Cadets are not prohibited from taking the AFOQT sooner to meet the O&D criteria (Figure 4.1) for age waivers and graduate student/second undergraduate degree admission requests, and for the POC Selection Process (PSP). However, there are implications for failure to meet the minimum commissionable standards of Verbal-15 and Quantitative-10. The following are the possible impacts of taking the test earlier than the last day of Fall semester, AS300 year:

4.10.1. **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 investigation for disenrollment and attendant scholarship inactivation.

4.10.2. **POC Selection Process (PSP).** The AFOQT is not a disqualifier for the POC Selection Process (PSP); however, failure to have either an AFOQT, SAT, or ACT score in WINGS will result in a zero for that portion of the PSP order of merit. Cadets may take the ACT, SAT or AFOQT if they lack, but desire, a standardized test score to compete in PSP.

4.10.3. **ICSP/CICS Nomination and Contracting/Enlistment.** Cadets who achieve failing verbal and/or quantitative AFOQT scores are ineligible for scholarship nomination, award, activation or contracting into the POC. Cadets in this situation, upon POC entry, will be placed in pursuing status for one semester. Cadets placed in pursuing status for failing AFOQT scores must pass the AFOQT NLT the last day of the Fall semester of the AS300 year or be “Det Dropped”, unless a waiver is granted.

4.10.4. **Contracted cadets.** Contract cadets that do not pass the AFOQT prior to commissioning must be investigated for disenrollment and are subject to recoupment or call to EAD.

4.10.5. Cadets requesting rated duty consideration must have AFOQT scores in WINGS prior to board nomination. Chapter 9 of this instruction outlines minimum score requirements for rated eligibility and AFI 36-2605, AFROTC Supplement contains AFOQT programmatic information.

4.10.6. Detachment personnel should review ACT and SAT scores to establish a proactive academic plan for those candidates with low verbal or quantitative scores prior to the first testing of the AFOQT. This academic plan should provide opportunities for success in improving scores prior to their AFOQT test.

4.10.7. 180-Day Retest Waiting Period. See AFI 36-2605/AFROTC Sup for waiver request requirements.

4.10.8. Waiving Minimum Qualifying Scores. HQ AFROTC/RR has been granted limited waiver authority by HQ AFPC/DPPAES, so AFOQT test score waivers will remain the exception. In the event an applicant does not meet minimum qualifying scores upon a first retest (second test), the Detachment/CC may request a verbal or quantitative waiver via AFROTC Form 22. Include in the waiver request the dates and scores of all AFOQT, SAT and/or ACT scores; CGPA and FT ranking. To qualify for a waiver, a cadet must have earned a CGPA of at least 3.5 or finish FT as a distinguished graduate or superior performer. Cadets who do not obtain the minimum scores for a waiver will be investigated for disenrollment and subject to normal disenrollment consequences. **NOTE:** Waiving Minimum-Qualifying Scores for a cadet with English as Second Language (ESL). See paragraph 4.11 and Figure 4.2 for minimum Defense Language Institute (DLI) scores for English Comprehension Level (ECL) and Oral Proficiency Interview (OPI). These minimums will not be waived.

4.10.9. Re-testing for Rated Categorization. Historical data show a significant increase in the pilot composite score (10-25 percentile points) for cadets who re-took the AFOQT prior to the rated categorization board. Based on these results, HQ AFROTC/RR authorizes a voluntary retest of the AFOQT for cadets who desire rated categorization and who have only taken the AFOQT once. Retesting of these cadets is highly encouraged but **not** mandatory. For those cadets taking this test a second time to improve their rated scores, there is the slight possibility that the AFOQT verbal or quantitative score might drop below the required verbal or quantitative minimums for program entry. HQ AFROTC/RR will waive the verbal or quantitative scores for commissioning only. We cannot waive these scores to allow for competing on the rated categorization board. For any cadets who may require this waiver, commanders must submit an AFROTC Form 22 package requesting the waiver and clearly stating that this retest was for improving the AFOQT scores for rated categorization.

#### 4.11. Special Testing Requirements for Non-Native English-Speaking Cadets

4.11.1. POC applicants at the two Puerto Rico detachments must take the Defense Language Institute's (DLI) English Comprehension Level (ECL) Test. They must also have an Oral Proficiency Interview (OPI) administered by representatives of DLI who will visit these detachments periodically for this purpose. Senior cadets who have not met ECL or OPI criteria (Figure 4.2) for commissioning must be re-administered these tests at least 90 days before the scheduled date of commission.

**Figure 4.2. Minimum English Comprehension Level (ECL)/Oral Proficiency Interview (OPI) Scores**

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

4.11.2. The following requirements apply at other detachments with non-native English-speaking cadets who have English comprehension or speaking problems, as identified by the

Detachment/CC. Applicants may be referred to the nearest Military Enlistment Processing Station (MEPS) or other agency possessing ECL testing capability. Do not submit applicants for these tests until after their second AFOQT attempt. Every effort must be made between testing attempts to ensure the applicant improves his/her test area failure. Detachments may schedule a telephonic OPI by contacting the DLI English Language Center at Lackland AFB, TX. Tests are accomplished at no cost to the cadet or detachment. Per DLI, if the candidate has completed compulsory education (primary, middle, or secondary school) in the United States, then they do not normally qualify for OPI. Detachment/CCs should use caution and prudence when requesting ECL or OPI consideration. The OPI is not done for native English speakers. Using a second language in the home does not necessarily qualify a student for ESL consideration.

4.11.3. Detachments must limit the ECL testing of cadets to one administration per year. The following procedures apply:

4.11.3.1. The Detachment/CC may administer the ECL during the freshman year to determine who is eligible for POC entry or commissioning. Before POC entry, it is not necessary to retest cadets who score 80 or above as freshmen. Cadets who score 90 or more should not be retested.

4.11.3.2. AS200 cadets who have no scores (or disqualifying scores) may be tested at any time during the sophomore year, in-conjunction with, and preferably prior to, the POC Selection Process (PSP).

4.11.3.3. Detachments will not conduct any additional ECL testing except where the Detachment/CC has firm reason to believe the current test score does not reflect the cadet's true ability (e.g., wide disparity between test score and observed fluency, wide disparity between scores on two administrations; suspected cheating; etc.). No further testing for determining eligibility is authorized, although the Detachment/CC may direct additional testing for the sole purpose of generating test data if desired. In no case may an ECL test be re-administered within a period of 30 days.

4.11.4. AS400 cadets with ECL scores below 90 or OPI scores below 2+/2+ must be retested NLT 90 days before the scheduled date of commissioning (DOC). If a cadet does not attain a qualifying score on both tests by the 90-day point, the detachment must submit an AFROTC Form 22 to HQ AFROTC/RRFP for final determination.

4.11.5. The OPI is not given for native English speakers in the interest of saving time and money, but can be given with proper justification from the Detachment/CC. Contact HQ AFROTC/RRD prior to requesting the OPI.

#### **4.12. Waiver of Disenrollment from Previous Officer Training.**

4.12.1. The Detachment/CC may approve waivers for former AFROTC cadets who received a recommendation for future officer training on the DD Form 785, *Record of Disenrollment from Officer Candidate-Type Training*, section IV, blocks 1, 2 or 6.



4.12.1.1. When waiver is granted by the Detachment/CC, document on an AFROTC Form 16 and place in the UPRG. For previously disenrolled AFROTC cadets, contact HQ AFROTC/RRFP to reactivate the cadet's record in WINGS.

4.12.2. Former cadets from Service Academies or other service ROTC programs must receive a waiver of disenrollment approved by HQ AFROTC/RRFP prior to nomination for an EA or enlistment. Do not forward the USAFA IMT 34; HQ AFROTC/RRFP requires the DD Form 785 on all cadets.

4.12.2.1. HQ AFROTC/RRFP is the approval authority for all other waivers of previous disenrollments. In addition to the required attachments, include a copy of the DD Form 785, *Record of Disenrollment From Officer Candidate-Type Training*; a handwritten and signed statement by the applicant stating the reason for disenrollment; and DD Form 214, *Certificate of Release or Discharge from Active Duty*, (if previously enlisted or at a Service Academy). A USAFA cadet with an ADSC must provide proof of release from the ADSC from the SecAF and HQ AFPC/DPAAES to the Detachment/CC for inclusion in the AFROTC Form 22.

4.12.2.2. Former Service Academy Cadets. 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."

4.12.3. 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. Waiver requests are submitted to HQ AFROTC/RRFP through the normal AFROTC Form 22 process; however, AFROTC/CC is the waiver authority.

4.12.4. Maintain a copy of all previous DD Forms 4, *Enlistment/Reenlistment Document Armed Forces of the United States*, of cadets disenrolled from former Service Academies or ROTC programs in cadet's UPRG. All DD Forms 4 are forwarded to HQ AFPC at time of commission and a Date Initially Entered Military Service (DIEMS) is established.

#### **4.13. Waiver of Prior Service.**

4.13.1. Applicants who were prior service members of any branch of the armed forces must have their prior service verified prior to granting membership to verify reenlistment eligibility. This verification is accomplished using the DD Form 214.

4.13.2. All DD Forms 214 must have eligibility verified by HQ AFROTC/RRFP (except as indicated in paragraph 4.13.4.). For verification, submit the DD Form 214, Copy 4 (member copy) to HQ AFROTC/RRFP via email to [afrotc.rrfp@maxwell.af.mil](mailto:afrotc.rrfp@maxwell.af.mil).

4.13.3. If an applicant has a disqualifying Re-Enlistment (RE) code, you may terminate the application or submit a waiver via AFROTC Form 22 to HQ AFROTC/RRFP. Include a copy of the DD Form 214 and a statement from the individual explaining the reason for release or discharge. If the applicant was discharged for hardship, they must furnish proof of the termination of the condition existing at the time of discharge. **NOTE:** If the member's

copy of the DD Form 214 cannot be furnished, be sure to include the following information: full name, SSN or service number, date of discharge, and component. As a minimum, the request must include:

4.13.3.1. A personal statement that the hardship no longer exists.

4.13.3.2. Statements by members of the community who are familiar with the hardship conditions confirming the hardship no longer exists.

4.13.3.3. A statement of understanding that another hardship discharge may not be granted for similar reasons if hardship was due to chronic illness of parent or parent-in-law or other immediate family member.

4.13.4. DD Form 214 that does not need to be verified:

4.13.4.1. Active Reserve or Guard members conditionally released for the specific purpose of entering AFROTC.

4.13.4.2. Members entering AFROTC through Enlisted Commissioning Programs (ECP) (Reference AFI 36-2013).

4.13.4.3. While DD Form 214 is not required for enlistment, it must be requested after enlistment in the ORS. This will ensure that all appropriate forms are included in the UPRG for commissioning purposes or in the event that discharge or disenrollment actions become necessary. Guard members with less than 90 consecutive days on EAD will not have a DD Form 214.

#### **4.14. AFROTC Form 48, *Planned Academic Program*, or Equivalent.**

4.14.1. The academic plan is designed to ensure each applicant meets graduation and program completion requirements in a realistic manner while maintaining two years in the POC and within the fiscal year of commissioning indicated on the AF Form 1056. A sound, realistic academic plan is critical to ensuring academic success, is the source document for a cadet's projected graduation date, and guides the cadet and detachment staff to that graduation. The detachment may develop or use a locally-developed academic program guide in lieu of the AFROTC Form 48. If used, this optional plan must meet the requirements as defined in this section. Detachment personnel must ensure the cadet's academic program is realistic. Once the academic plan is established, at a minimum, all cadets must have their academic plan reevaluated and recertified by their academic advisor every Fall term. This will ensure the cadet is on schedule with their established graduation/commissioning date. The Form 48 is not complete until it is certified by a university official.

4.14.1.1. HSSP scholarship freshmen must complete an academic plan by the end of their first term. This includes the 3-year Type 2 scholarship freshmen who will not activate scholarships until the beginning of their sophomore year.

4.14.1.2. Non-scholarship freshmen interested in competing for a scholarship must have an university-approved/certified academic plan prior to competing for a scholarship.

4.14.1.3. Sophomore cadets wishing to compete for an enrollment allocation must have a university-approved/certified academic plan by the end of their Fall term.

4.14.1.4. Detachment personnel must enter required cadet data into WINGS for all cadets taking AFROTC courses at the time of enrollment.

4.14.1.5. All cadets must have an university-approved/certified academic plan prior to contracting with the exception of the 4-yr HSSP cadet activating a scholarship in the Fall of the freshman year.

4.14.1.6. Use the academic plan to determine the appropriate AS class for a cadet. For example, a cadet may have enough hours to be classified as a sophomore with the university, but still have four years remaining to graduate based on his academic plan. In this case, place the cadet in AS100. This increases scholarship opportunities and allows the cadre more time to evaluate the cadet's officership potential.

4.14.1.7. Completion of the academic plan 48 is a combined responsibility. AFROTC requires support of the university counselor in assisting with the building of a realistic academic plan. The cadre should review the academic plan to make sure it is realistic and achievable based on the student's past academic performance. Compare the academic plan with the university catalog for the academic degree and discuss with the university counselor if necessary. The ultimate responsibility for a realistic academic plan falls on the student. The cadet should understand their own academic abilities.

4.14.2. Entry into the POC is programmed to permit concurrent completion of degree and commissioning requirements. The individual must program two academic years of full-time study remaining in an accredited degree granting institution upon entry into the POC. The number of credit hours required for full-time student status during any term is the minimum number specified in the institutional catalog. If the institution does not specify a full-time enrollment, HQ AFROTC specifies a minimum of 12 hours for undergraduate level courses and 9 hours for graduate level courses, including AFROTC courses.

4.14.2.1. Time spent in a period of non-attendance (PNA) may be counted as part of the two academic years in those cases when concurrent POC enrollment is authorized. Do not submit applicants for POC membership whose academic programs show they will require a total of more than 1 academic year in completed status.

4.14.3. Individuals whose academic programs show they will require more terms to complete degree requirements than the number for which they are entitled to scholarship benefits, or who will have more than 2 academic years remaining upon POC entry, will be programmed for a period of completed status not to exceed one academic year. PNA is not authorized in lieu of completed status.

4.14.4. See Attachment 16 for instructions on completing the AFROTC Form 48.

4.14.5. Academic Plan maintenance, re-evaluation, and re-accomplishment.

4.14.5.1. Retain the complete academic plan in the cadet UPRG. Corrections and revisions are acceptable. Make course changes by adding the new course and lining out or erasing the changed course. **NOTE:** An AFROTC Form 48 is only considered “complete” when all previously completed course work has been incorporated into the new plan.

4.14.5.1.1. When requesting a new major through HQ AFROTC/RRFP, do NOT discard the old academic plan until the new major has been approved and a new “complete” academic plan has been obtained.

4.14.5.1.2. When releasing the academic plan to the cadet for university reviews, be sure to make a copy, just in case it is lost.

4.14.5.2. Reevaluation of academic plan. Once the academic plan is established, at a minimum, all cadets must have their academic plan reevaluated and recertified by their university academic advisor every Fall term. During Fall reevaluations, the academic advisor will review the entire academic plan to ensure the cadet is still on schedule to receive a degree and to graduate as indicated on the academic plan or make any necessary changes. Upon reevaluating the academic plan, the academic advisor will sign/date in the “remarks” section of the academic plan in the appropriate Fall term the review is conducted.

4.14.5.3. Re-accomplishment of academic plan. A cadet is required to complete a new academic plan when he/she changes academic major, institutions, or requires a DOG and/or DOC change into a new fiscal year. Reaccomplished academic plan will include previous coursework and detachments will annotate previous cadre term reviews and academic advisor Fall term reviews.

4.14.5.4. Non-technical scholarship cadets (except Nurses) must accomplish the Academic Plan for Foreign Language or Technical Requirements For Scholarship Cadets (Attachment 8) to supplement the AFROTC Form 48.

#### **4.15. Special Student.**

4.15.1. Special students are not normally AFROTC program members working toward a commission. These students may enroll in AFROTC classes for academic course credit only. They are not to be issued a uniform and do not participate in LLAB without a waiver from the Detachment/CC. Detachment/CCs should review Chapter 8 of this instruction prior to granting a waiver. Document waiver on AFROTC Form 16. Do not enroll a cadet who is pursuing a commission into POC classes without an enrollment allocation. Special students may be:

4.15.1.1. Eligible for membership, but do not wish to pursue a commission.

4.15.1.2. Ineligible for membership and wish to take AS classes for academic credit only.

4.15.1.2.1. Conscientious objectors.

4.15.1.2.2. Present or former commissioned officers of any branch of the Armed Forces. **NOTE:** Present or former warrant officers may be accepted for membership.

4.15.1.3. Officers of the Health Services and Mental Health Administration and members of the National Oceanic and Atmospheric Administration.

4.15.1.4. Individuals on active duty with any military Service (does not include cadets contracted under Airman Education and Commissioning Program). **NOTE:** An enlisted member or warrant officer of the Reserve or National Guard of any service is eligible for entry and membership subject to requirements of this chapter.

4.15.1.5. Individuals disenrolled from a previous officer-training program, except as described in paragraph 4.13.

4.15.1.6. Individuals who received severance pay, separation pay, readjustment pay, Voluntary Separation Incentive, or Special Separation Benefit pay when released from active duty or discharged from any uniformed service.

4.15.1.7. Non-U.S. or Dual citizens.

#### **4.16. Special Student Accreditation.**

4.16.1. The Detachment/CC may accredit GMC time spent in special student status. LLAB must be completed prior to accreditation.

4.16.2. Detachment/CCs may accredit up to 1 year of the POC for time spent in special student status. Special students desiring accreditation must attend AS classes, LLAB, and meet all other normal POC entry and retention requirements, unless waived by HQ AFROTC/RRFP. Detachment/CCs must coordinate entry into AS300 with HQ AFROTC/RRFP. This is only allowed for very unusual situations and **MUST** be approved prior to allowing entry for accreditation purposes. Using this method to allow an applicant, previously not selected during the selection process, to pursue an AFROTC allocation is not in the Air Force's best interest and will not be approved.

4.16.2.1. AS200 cadets who were not selected for an EA may remain in AFROTC as a completed GMC cadet (AS500), not as a special student (AS300). If their DOC is changed to new fiscal year to allow two full years in the POC, they may re-compete for an enrollment allocation in the following year's PSP cycle. Cadets in this situation may enroll in LLAB only.

4.16.3. Use the AFROTC Form 16 to place an individual in special student status. When a student is removed from special student status by elimination, no action is required except to use "Det Drop" to remove cadet from WINGS.

#### **4.17. Non-US and Dual Citizen Students.**

4.17.1. Non-US and dual citizen students are not considered GMC/POC members or pursuing students. Counsel these students using the appropriate block on the AFROTC Form

16. Non-US and dual citizens are authorized to participate in the GMC, POC, and LLAB (with Detachment/CC waiver) provided they are enrolled at a school hosting an AFROTC program or having a cross-town agreement or consortium agreement. No action is required to remove a student from the program who fails to obtain US citizenship or who does not renounce the other country (dual citizens) except to update a “Det Drop” in WINGS.

4.17.2. Immigrants, regardless of their country of origin, who have been lawfully admitted for permanent residence, pursuing citizenship in the United States and have in their possession Immigration Form I-151 or I-551, *Alien Registration Receipt Card*, may participate. Counsel the cadet, use the AFROTC Form 16, to ensure that there is no misunderstanding that being approved to participate in AFROTC (GMC or POC levels) is no guarantee that an EA will be available when citizenship is obtained (see paragraph 4.17.5).

4.17.3. Non-immigrant students (students not intending to establish permanent residence in US), who have been lawfully admitted in the United States and have enrolled and been accepted at host university may participate in AFROTC academic classes. Individuals in this status have acknowledged that they do not intend to apply for US citizenship. These students will are not required to be placed in Special Student status.

4.17.4. Non-US and dual citizen students are eligible to participate with the following exceptions:

4.17.4.1. They are not authorized to compete in any selection program.

4.17.4.2. They will not receive an EA. (**Exception: See paragraph 4.17.5**)

4.17.4.3. They will not be enlisted.

4.17.4.4. They will not be commissioned.

4.17.4.5. They will not be administered the Oath of Allegiance (AFROTC Form 20, page 2).

4.17.4.6. For information on PMT restrictions reference Chapter 8 of this instruction.

4.17.5. Non-US and dual citizen students participating in AFROTC may compete for an EA and FT attendance IAW the following guidelines: 3.00 CGPA and O&D criteria outlined in Figure 4.1.

4.17.5.1. Detachments will submit an AFROTC Form 22 package to HQ AFROTC/RRFP provided the cadet can obtain sole US citizenship within 12 months after PSP for their commissioning year or for cadets who have submitted documentation to renounce the other country of citizenship. Since proof of submission for citizenship (copy of citizenship application from the U.S. Citizenship and Immigration Service with package) cannot be obtained or submitted until 3 months prior to eligibility date, Detachment/CCs can still compete cadets for an EA at the 12-month point. Cadets must sign the statement of understanding in paragraph 4.17.5.1.1. Place cadets who received an EA and successfully complete FT in pursuing status until receipt of US citizenship status

or the citizenship of the other country has been renounced (dual citizens). Counsel these cadets that failure to obtain citizenship or failure to renounce the other citizenship will result in loss of EA and that satisfactorily completing requirements for citizenship is their responsibility. HQ AFROTC/RRFP will not grant EA changes to next FY to cover delays in obtaining citizenship.

4.17.5.1.1. Statement of Understanding Statement to compete for PSP without proof of citizenship: "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 3 months prior to my citizenship eligibility date. I am competing for an AFROTC enrollment allocation based on this timeframe. I will file for my citizenship at 3 months prior to my eligibility. I will provide copies of my citizenship package to the Detachment/CC when filed. If I do not file the package at the 3-month 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. My citizenship eligibility date is \_\_\_\_\_. The three-month point to apply for my citizenship begins: \_\_\_\_\_."

4.17.5.2. Depending on individual's timing for requesting citizenship, it may be beneficial for non-US citizens, pursuing a commission, to attend FT without an enrollment allocation. Detachment/CCs should verbally discuss this option with HQ AFROTC/RR prior to submitting the AFROTC Form 22 package. A complete timeline identifying citizenship eligibility date, required 3 month point for application submission, anticipated FT dates, PSP date, DOC/DOG and other pertinent dates will need to be established to determine if this course of action is in the best interest to the Air Force (not necessarily the individual's best interest). Individuals approved will be considered an FT assignment without an EA.

4.17.5.3. Non-US or dual citizens are not members of the POC. They cannot be contracted until citizenship is received and verified. Failure to receive sole US citizenship will result in loss of EA.

4.17.6. Accreditation. Detachment/CC may accredit time spent in non-US citizen student status IAW the guidelines outlined for special student status.

**4.18. Military Status.** AFROTC membership does not confer active-duty military status upon cadets. While contract cadets are inactive reservists in the Individual Ready Reserve, they are in civilian status and are not subject to the provisions of the Uniform Code of Military Justice. Status as cadets and reservists can make cadets eligible for certain benefits, such as limited use of morale, welfare, and recreation activities, reimbursement for travel to and from some AFROTC training events, and Air Force-funded medical care for injuries related to AFROTC training. It does not make the cadet eligible for legal services, including support in disenrollment investigations.

#### 4.19. GMC Membership.

4.19.1. Eligible students who formally participate in AS100 and/or AS200 classes and LLAB while enrolled in school may be members of the GMC and are GMC cadets. Cadets may be members of the GMC as a non-scholarship or scholarship cadet. GMC membership does not guarantee scholarship activation or POC entry. 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. For example, a walk-on cadet is classified by the university as a junior due to the number of class hours completed but still has six terms remaining until his DOC/DOG. This cadet should be enrolled as an AS200 cadet. Use the academic plan to help you determine the length of time remaining to graduation. DO NOT automatically use the university classification for the student.

4.19.2. Non-scholarship cadets:

4.19.2.1. Remain members of the GMC until they voluntarily withdraw, are dismissed, are placed in Special Student status, or enter the POC.

4.19.2.2. Not selected for an enrollment allocation may continue in both AS classes and LLAB until completion of the AS200 year.

4.19.3. Scholarship cadets remain members of the GMC until they enter the POC or are disenrolled.

4.19.4. Completed GMC (AS500) cadets are non-contract cadets who have completed all GMC requirements and desire to remain in the program for future POC selection consideration. AS500 cadets are do not attend AS classes (Exception: SMCs) but must participate in LLAB to a level determined by the Detachment/CC. AS500 cadets are eligible for scholarship nomination and award; however, scholarship entitlements cannot be activated until entering the POC.

4.19.5. GMC Counseling. As a minimum, administer term counseling to all non-contract GMC cadets upon program entry and every fall term. GMC cadets on scholarship must be counseled each term.

**4.20. GMC Membership Duration.** The GMC normally covers two academic years. However, the Detachment/CC may authorize dual enrollment in the GMC (AS250). Cadets must complete all of the GMC academics prior to FT attendance. **NOTE:** Concurrent enrollment in the GMC and POC is NOT authorized.

#### 4.21. GMC Accreditation.

4.21.1. If a cadet requests GMC accreditation, the Detachment/CC may accredit the GMC for successful completion of military training as indicated below: Counsel cadet on AFROTC Form 16. Cadets with four or more years of academics remaining are ineligible for GMC accreditation without prior HQ AFROTC/RRFP approval via AFROTC Form 22 package. If approved, complete memorandum indicating length and type of accreditation granted signed by the Detachment/CC and file in cadet's UPRG



4.21.1.1. Military Service. The Detachment/CC may accredit up to the entire GMC for any verified periods of honorable service of 180 consecutive days or more, on extended active duty for training in enlisted status, and where a break in service is less than three years. Time spent in enlisted status while enrolled in an officer-commissioning program qualifies only if the individual was already in enlisted status when they entered that program.

4.21.1.2. Junior ROTC (High School-Level). Certification of successful completion of the applicable phases of junior ROTC of any United States Armed Forces (including National Defense Cadet Corps Training) is necessary before granting credit for this type of training. AFJROTC Form 310, *AFJROTC Certificate of Completion*, or AF Form 1256, *Certificate of Training*, is the only acceptable documents to verify successful completion of AFJROTC. Similar certificates from the other services or high school transcripts may be used to verify junior ROTC completion in another service. Attach proof of completion to the AFROTC Form 20 and place it in the cadet's UPRG. The Detachment/CC may grant accreditation as follows:

4.21.1.2.1. Three or four years of junior ROTC is considered equal to one year of the GMC. Normally, this is 2 semesters, 3 quarters, or an equivalent number of academic terms that comprise a maximum of one academic year.

4.21.1.2.2. Two years of junior ROTC is considered equal to one academic term of the GMC.

4.21.1.2.3. No credit is given for less than 2 years of junior ROTC.

4.21.2. Military School ROTC (High School-Level). The Detachment/CC may accredit the GMC, or portions of the GMC, based on previous ROTC training of any United States Armed Forces component at a military school. Use the AFJROTC Form 310 to verify completion of 3 or 4 years of AFJROTC. Use the AF Form 1256 along with the individual's military high school transcript, to verify completion of 2 years of AFJROTC at a military school. Similar certificates from the other services or high school transcripts may be used to verify junior ROTC completion in another service. Attach proof of completion to the AFROTC Form 20 and place it in the cadet's UPRG. After verification of training, grant equivalent credit as follows:

4.21.2.1. 4 years of military school ROTC training is considered equal to the entire GMC.

4.21.2.2. 3 years of military school ROTC training is considered equal to 3 semesters, 4 quarters, or an equivalent number of academic terms which comprise a maximum of 1 1/2 academic years.

4.21.2.3. 2 years of military school ROTC training is considered equal to either year of the GMC.

4.21.2.4. No credit is given for less than 2 years of ROTC training at a military school.

4.21.3. Senior ROTC (College-Level). The Detachment/CC may accredit, on a year-for-year or term-for-term basis, as much of the GMC as is considered equivalent to previous training received in the senior division of Army or Naval ROTC. Before granting credit for Army or Naval training however, the Detachment/CC will correspond with the appropriate professor of military science (PMS) or professor of naval science (PNS) to ensure Army or Naval records indicate the individual is a satisfactory candidate for AFROTC training based on their past ROTC training. Applicants who have completed only the first or basic FT program of Army or Naval ROTC are validated as meeting the preliminary requirement of 90 contact hours for admission to the advanced course (POC) as prescribed by Public Law 88-647, Section 2104 and may be accredited the entire GMC.

4.21.4. Service Academy. The Detachment/CC may accredit, on a year-for-year or term-for-term basis, as much of the GMC as is considered equivalent to previous training at a Service Academy (Army, Navy, Air Force, Coast Guard, or Merchant Marine) or a service academy preparatory school.

4.21.5. Civil Air Patrol (CAP) Awards. The Detachment/CC may accredit portions of the GMC for receipt of a CAP award. Obtain a copy of the certificate of award from the individual, attach it to the AFROTC Form 20, and place it in the cadet's UPRG. Only the highest award is accredited. The awards are not cumulative.

4.21.5.1. The Carl A. Spaatz Award (may be shown as Phase 4) is considered as being equal to three semesters, four quarters, or an equivalent number of other academic terms that comprise a maximum of 1 1/2 academic years.

4.21.5.2. The Amelia Earhart Award is considered equal to either year of the GMC.

4.21.5.3. The Billy Mitchell Award is considered equal to any academic term of the GMC.

#### **4.22. Leadership Lab Grade Failures and Field Training Results.**

4.22.1. LLAB Grade Failures and PFA. All cadets must attempt the PFA. If a contract cadet receives a failing score on the PFA this does not constitute a failure of LLAB, but does warrant a CE. If a cadet meets all attendance requirements, but fails to attempt the PFA, they will fail LLAB. Waiver requests to retain cadets in AFROTC in spite of LLAB failure must be submitted via AFROTC Form 22 to HQ AFROTC/RRFP.

4.22.1.1. **EXCEPTIONS:** Contract cadets on medical recheck status unable to take the PFA during the term, and non-contract cadets who have a bona fide medical excuse lasting throughout the term. For cadets on medical recheck status, refer to guidelines in Chapter 5 and AFROTC Sup to AFI 36-2905.

4.22.1.2. Failure to Meet Standards (Contract) or Make Satisfactory Progress (Non-Contract).

4.22.1.2.1. For contract cadets, the following events constitute a failure to meet AFROTC fitness standards: failure to pass any official PFA or failure to meet PT attendance requirements for the term.

4.22.1.2.2. For non-contract cadets, the following events constitute a failure to make satisfactory progress: failure to attempt an official PFA during any term; three consecutive semesters or five quarters with PFA failures; any official PFA failure after having passed a PFA; and/or failure to meet PT attendance requirements for the term.

4.22.2. Counseling requirements for cadets removed from FT *with prejudice* (e.g., self-initiated elimination, inability to pass the PFA, honor code violations, failure to adapt to the military environment, etc.).

4.22.2.1. Prior to FT attendance, counsel on a Form 16 all cadets competing for an EA that their retention in AFROTC is dependent on satisfactorily completing FT. Cadets who do not satisfactorily complete FT are not permitted to enter the POC or enroll in AS300 class (EXCEPTION: SMC may enroll in AS300 academic course as required by the university). Award a CE to all contract cadets who are removed from FT with prejudice, place them in AS500 status (which has no academic portion), and ensure they continue to attend LLAB until the disenrollment is resolved. Withdraw their current EA. Temporarily inactivate scholarship until receipt of a HQ AFROTC/RR decision. Non-contract cadets removed from FT with prejudice will be “Det Dropped” from AFROTC.

4.22.2.1.1. Cadets removed from FT *with prejudice* may be considered for deferral on a case-by-case basis. Such requests are normally initiated by the Detachment/CC and routed through the respective Region/CC via the AFROTC Form 22. If the Region/CC non-concurs the deferral process ends and the cadet will be investigated for disenrollment. If the Region/CC concurs then the request is submitted to HQ AFROTC/DO for coordination within AFROTC/DO and AFROTC/RR for final determination by AFROTC/CC. Temporarily inactivate scholarship until receipt of a HQ AFROTC/CC decision. If the cadet was scheduled to be commissioned upon completion of FT, take immediate action to extend the DOC and notify AFPC.

4.22.2.1.2. Unsatisfactory Ratings: Cadets returning from FT with an “Unsatisfactory” rating in any area on the Field Training Report will be made AS500 and will be investigated for disenrollment (contract cadets) or discontinued (non-contract cadets). Cadets with an “Unsatisfactory” rating are ineligible to re-compete for a new EA in the following PSP cycle.

4.22.2.2. Cadets removed from FT *without prejudice* (e.g., injury/illness, family emergency, personal hardship, etc.) may attend a later FT encampment the same year if the situation is resolved. The Detachment will submit these requests through HQ AFROTC/DOT. Cadets unable to return to a later encampment the same year will retain their original enrollment allocations but must be properly deferred from FT in WINGS. Detachment must submit a WINGS trouble ticket to request a deferral NLT 1 Oct.

**4.23. Professional Officer Course (POC).** The POC consists of AS300 and AS400 classes and LLAB. The POC is the third and fourth years of the 4-year program or the first and second years of the 2-year program. The POC entry date is the first day of institutional classes at the beginning of the POC. Although cadets in pursuing status are not POC members, their time (one academic term; reference paragraph 4.28) is accredited towards the POC. Update POC entry date retroactively to the first day of institutional classes in the term the cadet began participating in AS300 or AS400 classes. **NOTE:** Cadets properly deferred for FT may be eligible for enlistment if otherwise qualified and should wear the AS200 rank until FT is completed.

**4.24. POC Membership.**

4.24.1. Students who have met all eligibility requirements, have been enlisted in the ORS, and attend POC classes and LLAB while enrolled in school (or have a PNA authorized), are members of the POC.

4.24.2. Cadets become POC members on the first day of host institutional classes.

4.24.3. POC scholarship cadets who lose their scholarship due to inability to meet scholarship academic retention standards (reference paragraph 4.37) may remain POC members if they continue to meet contract cadet retention standards or as directed by HQ AFROTC.

**4.25. POC Membership Duration.**

4.25.1. The POC consists of two full academic years. An individual remains a POC member until disenrolled or commissioned. All cadets must be commissioned in their contracted FY within 30 days after completion of POC and academic degree requirements and upon meeting all other requirements (medical, NCLEX, etc.) HQ AFROTC/RRFP must approve delays in commissioning that result in change of FY unless the delay is due to NCLEX testing/retesting. The only allowable exception is to enable a POC cadet to participate in an authorized PNA.

4.25.1.1. Concurrent Enrollment – AS450 Cadet. The Detachment/CC may authorize a POC member to enroll concurrently in two POC courses for a maximum of 1 academic term, provided the period between the cadet's entry into the POC and graduation is not reduced to less than 2 academic years and provided the cadet is/was participating in an authorized PNA program (reference paragraph 4.37). Reference AFROTC 36-2010 for completion of LLAB goals during the period of concurrent enrollment. **NOTE:** Concurrent enrollment in the GMC *and* POC is NOT authorized.

4.25.1.2. Cadets must complete the full two years in the POC. Requests to commission early (less than two years in the POC) require HQ AFROTC/RRFP approval and will be granted only in exceptional cases.

**4.26. POC Entrance Requirements.**

4.26.1. The cadet must successfully complete the GMC (as applicable), have a POC EA and attend FT (or be properly deferred).

4.26.2. All applicants for the POC must complete and pass all of the GMC academics prior to FT attendance.

4.26.3. The cadet must be in good academic standing. Cadets on academic probation cannot enter the POC and must be placed in pursuing status (unless already contracted with a scholarship).

4.26.4. Cadets must meet minimum CGPA requirements to compete for an EA (reference Attachment 13 and Chapter 8 of this instruction). Non-contract cadets must have both a TGPA and CGPA of 2.5 to contract into the POC. Non-contract cadets will lose their previously awarded EA if they fail to achieve a CGPA of 2.5 by the end of the Spring semester. However, non-contract cadets are authorized to attend FT if they have a CGPA of 2.5 or greater yet they have a substandard Spring TGPA. Upon successful completion of FT, non-contract cadets are placed in pursuing status for one semester to meet the TGPA standard. Failure to meet the TGPA standard within one semester will result in dismissal. Contract cadets who do not meet Spring TGPA standards are awarded a CE IAW Table 4.2 and processed for disenrollment IAW Table 4.1 if necessary; otherwise they enter the POC upon successful completion of FT. Contract cadets are not authorized to attend FT while undergoing a disenrollment investigation.

4.26.4.1. At those schools that do not specify a term and/or CGPA for good standing or without a grading system convertible to a numerical grade, the Detachment/CC must ensure the individual meets GPA standards as defined in Attachment 13. Because CGPA is a factor for scholarships, PSP, and rated categorization, cadets attending these universities will not be able to compete for those programs. They can, however, attend AS classes/LLAB as a Special Student while in good standing with their university; provided that the university has a cross-town/consortium agreement with the detachment host university.

4.26.4.2. If a transfer student is in good academic standing, the student may be admitted into the POC. If a transfer student is **not** in good academic standing, submit a waiver request to HQ AFROTC/RRFP. Adverse action is not necessary if institutional policy places all transfer students in probation status for the first term.

4.26.5. For scholarship academic requirements, reference paragraph 4.32. of this instruction.

#### **4.27. Accreditation of POC.**

4.27.1. Detachment/CC may accredit, on a year-for-year or term-for-term basis, up to 1 year of the POC for equivalent training during the last 2 years of a Service Academy or during the last 2 years of the senior division of Army or Naval ROTC.

4.27.1.1. When considering POC accreditation, only credit as little as necessary. Place the new cadet in AS class corresponding to DOC. For example, if a Navy ROTC cadet has had 300 level classes, but requires 2 years to complete a degree, place the cadet in AS300 class. This will allow for two full years of AFROTC experience in POC.

4.27.2. Submit requests via AFROTC Form 22 to HQ AFROTC/RRFP for accreditation of the following:

4.27.2.1. One additional POC term for a former Service Academy cadet who was disenrolled from the academy after successful completion of the first half of the senior year. Former academy cadets must complete at least 1 semester or 2 quarters in the POC to be commissioned through AFROTC.

4.27.2.2. One additional POC term for a former senior division Army or Naval ROTC cadet who was disenrolled after successful completion of at least one academic term of the final year of senior division ROTC. Former Army or Naval ROTC cadets must complete at least 1 semester or 2 quarters in the AFROTC POC to be commissioned through AFROTC. If an ROTC cadet from another service has not spent a minimum of 1 semester or 2 quarters in the AFROTC POC, then the cadet must use the procedures contained in Chapter 12 of this instruction (AF Appointment of ROTC graduates from another Service).

#### 4.28. Pursuing Student.

4.28.1. Pursuing students are not POC members; however, they:

4.28.1.1. Hold an EA.

4.28.1.2. Have attended FT or been properly deferred.

4.28.1.3. Are temporarily ineligible to enlist because of a condition that is expected to be corrected within one academic term.

4.28.1.4. Have enrolled in AS300 or 400 class and LLAB.

4.28.1.5. Must be a full-time student. Contract cadets cannot be placed in pursuing status.

4.28.2. Detachment/CCs may authorize POC applicants a maximum of one term of pursuing status.

4.28.3. Pursuing status is effective the first day of host institution classes.

4.28.4. Pursuing students must be enlisted into the POC either within 1 academic term or within 10 workdays of the next term. If unable to enlist, an extension may be requested via AFROTC Form 22 to HQ AFROTC/RRFP. **Exception: Guard/Reserve members may remain in pursuing status until 30 days prior to projected DOC with an authorized conditional release from the Guard/Reserve. The member must contract with AFROTC prior to the expiration date of the conditional release.**

4.28.5. Time spent in Pursuing status applies toward the two academic years of the POC.

4.28.6. Pursuing students are not entitled to subsistence allowance or retroactive payment if later contracted.

4.28.7. Use the AFROTC Form 16 to counsel and place cadets in Pursuing status and to place cadets on a consecutive term of Pursuing status if approved by HQ AFROTC/RRFP. Ensure effective dates are accurately reflected on the AFROTC Form 16. If not enlisted or approved for a second term of pursuing status, “Det Drop” the cadet from WINGS and notify HQ AFROTC/RRFP that the EA is no longer needed.

#### **4.29. Extended and Completed Cadets (AS700, AS800, and AS900).**

4.29.1. AS700 and AS800 are extended cadets who have successfully completed all AS classes but have not yet finished degree requirements. Specifically, an AS700 is a non-scholarship cadet (but may receive up to 900 days of stipend if in a SAF-approved 5-Year major) who has completed all AS classes and LLAB requirements but has not graduated. An AS800 is a scholarship cadet in a SAF approved 5-Year major who has completed all AS classes and Leadership Lab requirements, and is still eligible for additional scholarship entitlements and stipend. AS700 and AS800 cadets must continue to participate in LLAB at a level determined by the Detachment/CC, maintain AFROTC military and academic retention standards, and continue to receive a term review each term. Extended cadets are only authorized 1 academic year in extended status--no exceptions. An AS900 is a cadet has completed all AFROTC and graduation requirements and is awaiting commissioning due to a delay. Nurses awaiting their NCLEX is the most common cause for AS900 status. AS900 cadets are not required to attend AS or LLAB. AS900 cadets DO need to complete all pre-commissioning requirements on time.

4.29.2. Detachment/CCs may authorize an extended cadet no more than one academic year in completed status. This status begins the day following completion of AS classes.

4.29.3. An extended cadet is entitled to certain cadet benefits (for example, space available travel).

4.29.4. An extended cadet must continue to meet all POC retention standards until commissioning.

4.29.5. Corps participation requirements for extended cadets are contained in AFROTCI 36-2010.

4.29.6. Use the AFROTC Form 16 to place cadets in extended status.

#### **4.30. Transfer of AFROTC Cadets.**

##### **4.30.1. Transfer of GMC Cadets**

4.30.1.1. Inter-Service Transfer. A non-scholarship GMC cadet may transfer to Army or Naval ROTC if accepted by the PMS or PNS. Update a “Det Drop” in WINGS. A member of the Army (AROTC) or Naval (NROTC) equivalent of the GMC may transfer to the GMC if qualified for membership. Add them to WINGS for proper accountability.

4.30.1.2. Non-scholarship GMC 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 must complete the transfer by updating WINGS.

4.30.1.3. Scholarship GMC Cadet Inter-Service Transfer. Since GMC cadets are only contracted when on scholarship, HQ AFROTC/RRFP must approve conditional release of contract cadets to AROTC and NROTC. Submit requests for conditional release via AFROTC Form 22 to HQ AFROTC/RRFP and include the written letter of acceptance from the PMS or PNS. If approved, the cadet may enlist in AROTC or NROTC. Contract cadets accepted to the USAFA are automatically approved for conditional release from AFROTC pending enlistment at USAFA. Upon verification of enlistment, the following actions are required:

4.30.1.3.1. Complete the disenrollment case file (reference Chapter 11).

4.30.1.3.2. Stop pay according to HCI 65-101, *AFROTC Cadet Payment Programs*.

#### 4.30.2. Transfer Before Enlistment

4.30.2.1. If a cadet elects to transfer to another school hosting AFROTC before being contracted, the following procedures apply:

4.30.2.2. The EA transfers with the student.

4.30.2.3. The losing detachment must complete the transfer by updating WINGS.

#### 4.30.3. Scholarship Cadet Transfers.

4.30.3.1. General Policy. Scholarship cadets or selectees may not transfer between institutions without prior approval of the losing Detachment/CC. If the losing detachment determines a cadet has already transferred to another school prior to obtaining approval, the losing detachment will immediately temporarily inactivate the scholarship and investigate for disenrollment.

4.30.3.1.1. The school to which the cadet wants to transfer must be affiliated with AFROTC.

4.30.3.1.2. For scholarship cadets in technical majors, the transfer school must have an approved program in the same major.

4.30.3.1.3. The cadet must complete an academic plan and have this plan approved by the new detachment and institution prior to the losing Detachment/CC authorizing the transfer request.

4.30.3.1.4. If the transfer moves the DOC/DOG into a different fiscal year, the losing Detachment/CC must request approval of the change and the transfer via an AFROTC Form 22 package to HQ AFROTC/RRFP.



4.30.3.1.5. 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. (For example, if a cadet starts at a school with tuition of \$5,000 per year and then transfers to one with tuition at \$12,000 per year, the scholarship is capped at \$5,000 per year). Exception: If the transfer involves a GMC scholarship selectee, he/she may activate a scholarship while attending a 2-year junior or community college, provided the following:

4.30.3.1.5.1. The GMC selectee's academic plan must reflect attendance at both schools. The academic program must be authorized under a formal matriculation agreement (frequently known as "2+2" agreements) between the community/junior college and the senior institution and be listed in the catalog of either institution as a transfer program. Under these agreements, all courses from the community/junior college transfer to the senior institution and meet degree or graduation requirements for a 4-year degree. In addition, the community/junior college must have a cross-town or consortium agreement with AFROTC and the senior institution.

4.30.3.1.5.2. The GMC cadet must sign a statement agreeing to transfer to the 4-year baccalaureate degree granting institution as reflected in the approved academic plan and which is affiliated with the same AFROTC detachment as the community/junior college the cadet attends. This transfer request is consummated with the student activating the scholarship at the community/junior college. No AFROTC Form 22 action is required.

4.30.3.1.5.3. The tuition will be capped at the programmed 4-year institution's cost.

4.30.3.1.5.4. 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. These cadets may compete during ICSP Phase 2--this is an exception to the normal policy that does not permit current scholarship cadets to compete. The cadet will not be disenrolled at the conclusion of the AS200 year since they will be eligible for POC entry after successful completion of FT (or appropriate deferral). Suspend scholarship and terminate upon POC entry. Upon entry to an AFROTC-affiliated 4-year institution, the AF Form 1056 will be changed to reflect the loss of the HBCU/HSI scholarship, and, if applicable, activation of the new ICSP scholarship. Loss of an HBCU/HSI scholarship under these circumstances will not normally result in adverse action (e.g., recoupment) unless specific details warrant such action.

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

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

4.30.3.1.6.2. Forward the cadet's UPRG to the gaining detachment. Do not allow the cadet to hand carry the UPRG.

4.30.3.1.6.3. Ensure WINGS is updated to reflect the transfer.

4.30.3.1.6.4. If notified by the gaining detachment that the cadet did not enroll in AS classes, initiate an investigation for disenrollment. Although the cadet UPRG may have been forwarded to the gaining detachment, absolute responsibility and control for continued participation in the AFROTC program is vested with the losing detachment. Any administrative action relative to a cadet's continued participation remains the responsibility of the losing detachment until the gaining detachment submits the necessary changes.

4.30.3.1.7. When notified of a pending transfer, the gaining detachment will:

4.30.3.1.7.1. Request the losing detachment forward the cadet's UPRG to the gaining detachment.

4.30.3.1.7.2. Verify that losing Detachment/CC approved a request for transfer in writing.

4.30.3.1.7.3. Notify the losing detachment in writing of a cadet's enrollment status in AFROTC classes on the first day of institutional classes.

4.30.3.1.7.4. Update WINGS. Ensure "School of Primary Attendance" is updated.

4.30.4. National Student Exchange (NSE). Contract cadets may transfer from one detachment to another to participate in NSE with the concurrence of both the losing and gaining commanders and with HQ AFROTC/RRFP approval on an AFROTC Form 22. Participating cadets are limited to exchange terms only between institutions with affiliated AFROTC programs. Scholarship cadets assume responsibility for any costs, including tuition and fees, which are over and above those they would have incurred through normal enrollment at the losing institution. The student shall complete a statement of understanding in the format outlined in Figure 4.3. Upon completion of the NSE program, the cadet will transfer back to the original detachment.

**Figure 4.3. National Student Exchange (NSE) Program Statement of Understanding**

**NATIONAL STUDENT EXCHANGE (NSE) PROGRAM**

**STATEMENT OF UNDERSTANDING**

I, (Cadet's Name), acknowledge that any costs associated with the National Student Exchange, including tuition and fees, which are over and above those I would have incurred at (Losing Detachment), become my personal responsibility.

(Signature)	(Date)	(Signature of Detachment Representative) (Include Rank and Service)
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#### 4.30.5. Transfer of POC Cadets

##### 4.30.5.1. Inter-Service Transfer:

4.30.5.1.1. Transfer from the AROTC or NROTC to AFROTC. A contract AROTC or NROTC cadet may transfer to AFROTC subject to the written approval of the PMS or PNS and the AFROTC Detachment/CC. Forward requests for an EA via AFROTC Form 22 to HQ AFROTC/RRFP and include a copy of the conditional release from NROTC or AROTC.

4.30.5.1.2. Transfer from AFROTC to AROTC, NROTC, or USAFA. HQ AFROTC/RRFP must approve conditional release of contract cadets to AROTC and NROTC. Submit requests via AFROTC Form 22 to HQ AFROTC/RRFP and include the written acceptance from the PMS or PNS. If HQ AFROTC approves the conditional release, the cadet may enlist in AROTC or NROTC. Contract cadets accepted to the USAFA are automatically approved for conditional release from AFROTC pending enlistment at USAFA. Upon verification of enlistment, the following actions are required:

4.30.5.1.2.1 Complete the disenrollment case file in accordance with Chapter 11.

4.30.5.1.2.2. Stop pay according to HOLMCENTERI 65-101.

4.30.5.1.2.3. Notify HQ AFPC/DPSIP if an AFROTC Form 53, *Cadet Assignment Preference Worksheet*, was submitted.

4.30.5.1.3. Transfer of Extended Cadets. An extended cadet may transfer to or from AFROTC in order to accept a direct appointment and commission as directed by Chapter 12.

4.30.5.2. Transfer of POC cadets between AFROTC detachments. Non-scholarship POC cadets may transfer between detachments with the agreement of both commanders.

##### 4.30.5.2.1. Actions by the losing detachment:

4.30.5.2.1.1. Upon receipt of notification from the gaining detachment that the cadet is attending institutional and AFROTC classes, the following actions are required:

4.30.5.2.1.2. Provide the gaining detachment with a statement of subsistence entitlement received.

4.30.5.2.1.3. Forward the cadet's UPRG to the gaining detachment.

4.30.5.2.1.4. Update WINGS.

4.30.5.2.2. If notified by the gaining detachment that the cadet did not enroll in an AS class, LLAB, and institutional classes as a full-time student, initiate a disenrollment investigation.

4.30.5.2.2.1. If the transfer moves the DOC/DOG into a different fiscal year, the losing Detachment/CC must request approval of the change and the transfer via an AFROTC Form 22 package to HQ AFROTC/RRFP.

4.30.5.2.3. Actions by the gaining detachment:

4.30.5.2.3.1. Review the new academic plan and verify the cadet has been accepted by the institution in the academic major in which the cadet is currently contracted. Use of college academic advisors to verify the academic plan is highly encouraged.

4.30.5.2.3.2. Verify with the losing detachment that the fiscal year of commissioning indicated on the AF Form 1056 is consistent with the DOG and DOC indicated on the academic plan and can be met at the institution.

4.30.5.2.3.3. Ensure the cadet is enrolled in an AS class, LLAB, and institutional classes as a full-time student.

4.30.5.2.3.4. If a cadet does not enroll in an AS class, LLAB, and institutional classes as a full-time student in the currently contracted academic major by the first day of institutional classes, notify the losing detachment. Responsibility and control for the continued participation in the AFROTC program is vested with the losing detachment. Any administrative action relative to a cadet's continued participation remains the responsibility of the losing detachment.

4.30.5.2.3.5. Update WINGS. Ensure "School of Primary Attendance" is updated.

#### **4.31. Cadet Counseling Requirements and Term Reviews.**

4.31.1. General. Counseling provides the means to ensure a cadet understands the retention standards and the consequences should these standards not be met and to review performance. These sessions provide an opportunity to identify positive achievements as well as to address deficiencies. Counseling provides the necessary documentation trail should adverse actions become necessary. Use the AFROTC Form 16 to document each counseling session.

4.31.2. For any situation that could adversely affect a cadet's continuation in the program, the detachment must take immediate action to notify and counsel the cadet. Use all means available to contact the student and document these attempts in the UPRG.

4.31.3. All contract cadets seeking an EA must be counseled that if they do not compete favorably against other applicants during PSP, an investigation for disenrollment will be

initiated. Meeting minimum scholarship retention standards does not guarantee the cadet an EA. Counsel contract cadets each academic term on the following:

4.31.3.1. Academic retention standards

4.31.3.2. Military retention standards

4.31.3.3. Medical retention standards (reference Chapter 5).

4.31.4. Counseling Scholarship Cadets and Selectees. Counseling provides the means to ensure a scholarship cadet understands the entitlements of the scholarship, to review retention standards and the consequences should these standards not be met, and to review the cadet's performance. These sessions provide an opportunity to mentor the cadet, to identify positive performance areas, to review deficiencies in the cadet's performance as it relates to the scholarship, and to motivate the cadet to take action to improve performance. Counseling provides the necessary documentation trail should adverse actions such as scholarship suspension, termination, or disenrollment from AFROTC become necessary.

4.31.4.1. For any situation that could adversely affect a cadet's continuation in the AFROTC program, or place a cadet's scholarship in jeopardy, the detachment must take immediate action to notify and counsel the cadet. Use all means available to contact the student and document these attempts in the cadet's UPRG.

4.31.4.1.1. It is especially important to counsel immediately after notification for Conditional Events so the rehabilitative qualities can take effect. A CE for poor grades in the Spring term is of diminished value if the detachment waits until November of the Fall term during the mid-term counseling to tell the cadet that their scholarship is at risk if the Fall term grades are poor. Detachments also cannot wait until the 45<sup>th</sup> day of the Fall term to tell the cadet that they will not be funded that term due to multiple CEs.

4.31.4.2. Scholarship activation, temporary inactivation, suspension, reactivation, and termination (if applicable), (reference Chapter 3). **NOTE:** Detachment Pay Monitor must initial and Detachment/CC must sign all AFROTC Forms 16s affecting pay.

4.31.4.3. Counseling cadets or selectees who decline the scholarship. Cadets, who decline their scholarship, before or after activation, must sign a statement declining the scholarship. Include the statement in the cadet's UPRG.

4.31.4.4. All HSSP scholarship cadets must declare their academic major NLT the first day of their AS200 classes. Technical academic major (as indicated on the original scholarship offer) must remain technical. Non-technical majors can remain non-technical or may be switched to technical.

4.31.4.5. Term counseling. Counsel each contract cadet at least once each Fall and Spring term. During this counseling, the cadre will also:

- 4.31.4.5.1. Review the entitlements of the scholarship, retention standards and the consequences should these standards not be met (reference Table 4.1 and 4.2). Review the cadet's performance during the most recently completed term, as well as progress during the cadet's tenure in AFROTC. The counselor should identify positive performance areas. If the cadet's performance is deficient, the counselor must document and recommend specific actions and provide a plan for improvement.
- 4.31.4.5.2. Ensure each cadet understands that changing an academic major must be pre-approved. Failure to do so may result in scholarship termination, withdrawal of the scholarship offer, or disenrollment from AFROTC.
- 4.31.4.5.3. Each contract cadet on the semester system must receive a formal counseling each term. Each contract cadet on the quarter system must receive two (2) formal counselings per year (one during the Fall and one during the Winter or Spring terms). Detachment personnel MUST review grades at the end of each term (quarter or semester) to ensure AFROTC academic standards are met and award appropriate CEs.
- 4.31.4.6. Ensure each cadet understands that transferring to another college or university must be pre-approved by the losing Detachment/CC (ref. para 4.30.3) and the tuition will be capped at the rate of the lower cost institution.
- 4.31.4.7. Ensure each scholarship cadet understands that summer school and mini-sessions are not normal terms of entitlement.
- 4.31.4.7.1. Substandard performance in such coursework could adversely affect scholarship retention if GPA falls below standards.
- 4.31.4.8. Ensure each cadet currently in a SAF-approved 5-year major, who obtains approval of a major change, understands that scholarship entitlement ends upon completion of AFROTC requirements (AS400), unless their new major is also a SAF-approved 5-year major and they are approved for extended entitlements.
- 4.31.4.9. Ensure each cadet currently in a SAF-approved 5-year major, who obtains approval of a major change to a non-SAF-approved 5-year major, understands that stipend is restricted to 600 days in the POC and, therefore, will possibly terminate before completion of degree.
- 4.31.4.10. Ensure each freshman HSSP cadet or selectee understands that he/she must complete the academic plan NLT the last day of the first term of their freshman year.
- 4.31.5. Term Reviews. The thoroughness and accuracy of term reviews are important in determining a cadet's academic progression.
- 4.31.5.1. A detachment officer will conduct term reviews as follows:

4.31.5.1.1. Verify commissioning FY and academic major annotated on the AF Form 1056 matches information listed on the Student Management Roster (SMR) and the academic plan. Crosscheck that the university transcript shows the same major.

4.31.5.1.2. Conduct term reviews using the AFROTC Form 16.

4.31.5.2. Review the cadet's academic performance during the previous term and annotate the cadet's academic plan. Using the cadet's grade report or transcript, ensure the cadet has made acceptable academic progress, annotate the "Credit Hours Completed" (if no credit is given for a class enter "0"), and any "deviations." The term review requires the cadre to review the cadet's progress towards meeting degree requirements with the cadet. The cadre should use the university catalog for the academic degree to assist with that review and comparison of the Form 48 requirements.

4.31.5.2.1. Review the cadet's academic plan for the current term. Ensure the cadet is enrolled in the courses listed on the academic plan and that the cadet is a full-time student. Term reviews are considered complete when the "Student" and "Reviewer" enter their signatures (in ink) in the applicable blocks of the academic plan for the current term and an AFROTC Form 16 is signed. Maintain the transcript or grade report used during this review in the cadet's UPRG until a more current transcript is received. Complete term reviews by midpoint of the term. If midterm grades are accessible, perform counseling within two weeks after grades are received.

4.31.5.2.2. Use the "deviations" block to identify academic plan deviations normally resulting from substandard academic performance. Enter "F" for course failure, "I" for incomplete, "W" for course withdrawals, or "NC" for course not creditable towards degree requirements. If a cadet receives an "F" (or equivalent), or withdraws from a required course, add the course to a future term and line it off the previous term. Since the entry is self-explanatory, no remarks are required. If a course change results from other factors, such as classes are full, student prefers to take a different class than originally planned, etc., simply line through and enter the new course. Do not enter deviation codes for such entries.

**4.32. Scholarship Retention Standards.** Cadets must maintain scholarship retention standards in order to be in good academic standing in AFROTC. These standards include, but are not limited to, minimum TGPA of 2.5 and full-time student status. Any course failures, or course grades which require retaking the course for degree credit are handled in accordance with Table 4.2. **NOTE:** Except where otherwise indicated, these standards also apply for summer terms and mini-sessions when funded by AFROTC.

**4.33. Academic Retention Standards.** Cadets must maintain academic and military retention standards as specified below:

4.33.1. Academic retention standards are those minimal institutional grade requirements and AFROTC grade requirements needed for retention in the AFROTC program or retention of a scholarship. Failure to meet academic retention standards could result in an investigation for disenrollment.

4.33.2. For minimum GPA and grade requirements for scholarship cadets refer to Attachment 13. All GMC cadets (scholarship and non-scholarship) must meet military and academic retention requirements for the PSP prior to submission for an EA (Attachment 13 and Chapter 8).

4.33.3. At institutions where transfer credits and/or AS classes are not recognized as part of the GPA, complete the GPA calculation.

4.33.4. Grade Requirements.

4.33.4.1. Cadets must receive a grade of “C-” or better in AS classes and LLAB. LLAB is graded on a Pass/Fail system; cadets must receive a passing grade. When the cadet receives a grade of “D” or “F” in AS class or LLAB, the cadet must be investigated for disenrollment (contract cadets) or dismissed from the program (non-contract cadets). Cadet’s who fail AS class and/or LLAB are not authorized to return to AFROTC.

4.33.4.2. Contract cadets who receive a final grade of “F” or the institutional equivalent in a single academic term are not maintaining AFROTC academic retention standards and must receive a CE. See paragraph 4.39 and Table 4.2. **NOTE:** In situations where the Detachment/CC feels further information regarding the failure is warranted, AFROTC Form 704, *Academic Performance Inquiry*, may be used to obtain information from academic instructors regarding the AFROTC cadet’s academic efforts in courses in which academic standards have not been met.

4.33.4.3. For contract cadets only, any grade (in a core course) which requires a course to be retaken for degree accreditation is considered an “F equivalent.” For example, if a grade of “D” in a senior-level core course is not acceptable for the degree and must be retaken, it is a failure to maintain academic standards (reference Table 4.1 and 4.2). Additionally, if a cadet fails a class needed to meet a core requirement and has to repeat a class of any type to meet that core requirement, even if another class is taken, then issue a CE. **NOTE:** A CE is not required for courses taken during summer or mini-sessions not funded by AFROTC; however, summer and mini-session GPAs will be computed into the AFROTC CGPA. Multiple core course failures which occur during the same semester warrant one CE.

4.33.4.4. For contract cadets only, an “I” (incomplete) or its equivalent (e.g., “DF,” Deferred). If the “I” grade is not resolved by the end of the next academic term or the cadet receives a failing grade, award a CE. In all cases, monitor the “I” until there is resolution and a final grade has been awarded. Counsel via AFROTC Form 16.

4.33.4.5. Summer or mini-session terms are **not** considered a “regular” term unless scholarship payment is authorized. Detachments will review and take action any time a cadet receiving summer entitlements fails to meet applicable academic standards (reference Table 4.1 and 4.2).

4.33.4.5.1. Do not issue a CE for these terms unless the cadet received scholarship payment for that term.



4.33.4.5.2. For scholarship activation, the summer or mini term cumulative GPA must be used to determine scholarship activation. For example, a cadet has an HSSP 3-year Type 2 scholarship with Fall term activation, but their freshman Spring term CGPA is below 2.5 due to a poor first term in college, then this scholarship cannot be activated. If the cadet completes a Summer term and brings their CGPA above the 2.5 requirement, scholarship activation is authorized in the Fall term. Conversely, if a scholarship cadet recipient has a CGPA of 2.50 at the end of the Spring term, completes a Summer term which drops the CGPA below 2.50, the scholarship is lost unless a scholarship retention waiver is approved by HQ AFROTC/RRFP.

4.33.4.6. Timely grade changes based on mistakes or a reevaluation by an instructor should be accepted. Commanders should not consider grade changes done after a cadet's initial failure to complete academic responsibilities. In such cases, use the initial grade to determine appropriate actions. Also, use the initially issued GPA for the next term. For subsequent terms, use the GPA on the transcripts. Document all grade changes and maintain in the cadet's records for the life of the UPRG.

4.33.4.7. AFROTC will not recognize GPAs based on non-traditional grading programs such as "forgiveness," "grade substitution," or "grade exclusion" rules. For example, some institutions may allow students to drop low or failing grades without calculating them into the TGPA or CGPA. Others may allow the student to retake a class and recalculate the GPAs based only on the new grade(s).

4.33.4.7.1. Detachments will use all college-level course grades in determining a cadet's qualifications for program entry, retention, scholarship, enrollment allocation, and special categorization boards. Detachments will calculate term TGPA and CGPA based on all college courses taken and documentation for these calculations must be maintained in the cadet record for the duration of the cadet's tenure in AFROTC.

4.33.4.7.2. For cadets transferring in from another university, detachments will calculate the CGPA to include all previously attempted course work whether or not accepted for transfer credit. Be careful NOT to include graded transfer credit twice. For example, a cadet transfers in from another university. The new university accepts 20 of the cadet's 50 hours in transfer and includes the grade on the new university's transcript. Do NOT include those 20 hours of graded transfers a second time. Some universities just give credit for the class without associating a grade with it. In such a case, all 50 hours would be calculated into the AFROTC CGPA.

4.33.4.8. Non-Line Cadets. Pre-health and dental candidates must maintain a CGPA of 3.30 or higher based on a 4.0 scale in their major to maintain their non-line EA. Detachments must request a category change for cadets that do not meet CGPA requirement. If HQ AFROTC/RRFP cannot allocate a tech or non-tech EA to the cadet, the Detachment/CC must initiate an investigation for disenrollment.

4.33.4.9. Full-Time Student. GMC / POC members and cadets in pursuing status must be full-time students at the host school or a combination of the host school and an institution having a cross-town or consortium arrangement (except during Summer

terms). The number of credit hours required for full-time student status during any academic term is the minimum number specified in the institutional catalog. **NOTE:** A cadet is NOT required to maintain full-time status their final term.

4.33.4.9.1. If the institution does not specify a full-time enrollment, AFROTC specifies a minimum of 12 hours of undergraduate level courses or 9 hours of graduate level courses except during Summer terms, including AFROTC courses. Failed courses do not constitute dropping below full-time status.

4.33.4.10. Non-Traditional Courses. Correspondence, independent study, TV, internet, or other means of non-traditional courses may count toward the minimum number of credit hours which must be taken to qualify as a full-time student. AFROTC places great emphasis on the classroom environment. Detachment/CCs must monitor the use of non-traditional courses to ensure cadets are maximizing the traditional course opportunities. To make a determination, the detachment must verify:

4.33.4.10.1. Course is accepted, accredited, and graded by the university the cadet is attending.

4.33.4.10.2. Not more than five non-traditional courses in any one academic year.

4.33.4.10.3. Cadets cannot take more than three non-traditional courses in any single term without HQ AFROTC waiver.

4.33.4.11. Audit courses do not count toward the minimum number of credit hours that must be taken to qualify as a full-time student. The goal is to keep the student on their contracted DOC/DOG.

4.33.4.12. Classes taken at an institution that does not have a cross-town or consortium agreement do not count towards the minimum number of credit hours that must be taken to qualify as a full-time student unless approved by Detachment/CC in advance.

4.33.4.13. Repeat coursework counts toward full-time student status for scholarship cadets (reference Chapter 4). **NOTE:** AFROTC will NOT pay for courses repeated.

4.33.4.14. If a contract cadet fails to maintain full-time student status prior to their final term, award a CE as prescribed in paragraph 4.39

4.33.4.15. All GPAs are based on the A = 4.00 scale. When applying GPA standards throughout this instruction, use the most recent TGPA and cumulative ROTC calculated CGPA. If AFROTC course grades are not included, calculate the GPAs to include them.

4.33.4.16. Advance placement credit may not be used to recalculate GPA unless the course was taken at an accredited college or university and a letter grade was awarded.

4.33.4.17. Round all GPAs to the nearest hundredth if they are reported to more significant digits by the institution (e.g., 2.495 rounds to 2.50 and 2.494 rounds to 2.49).

**4.34. Date of Graduation (DOG) and Date of Commission (DOC).**

4.34.1. Cadets must graduate and commission in the fiscal year (FY) stated on their AF Form 1056. When a cadet cannot meet a scheduled DOG and DOC for any reason, the detachment must take immediate action to change the DOG and DOC or investigate for disenrollment. **NOTE:** Detachments must notify AFPC when a DOG/DOC change occurs after submission of the AFROTC Form 53 (reference Chapter 12).

4.34.2. Prior to submitting a contracted cadet for an EA, the Detachment/CC may approve a DOC/DOG change into a new fiscal year provided doing so does not put the cadet in completed status for more than one year and does not change the FY of a major predicated on the specific FY, e.g. EXPRESS scholarships. During this same period, Detachment/CCs may approve an initial change from an 0GY (General Studies) scholarship, awarded through ICSP, to a specific major as declared by the cadet. Detachment/CCs will ensure that WINGS reflects the correct DOC/DOG or major prior to submitting the cadet for an EA. Post-PSP DOC/DOG changes to a new fiscal year require an AFROTC Form 22 to HQ AFROTC/RRFP. Once a major is changed from 0GY to a specific major, any additional major changes must comply with procedures established below. For approved changes, update the AF Form 1056, change page to reflect the new major and/or FY. See Attachment 18.

4.34.3. The Detachment/CC may approve a DOG/DOC change within the same fiscal year providing the change does not result in less than two years in the POC. (Reference Chapter 3 for scholarship entitlements and AFI 36-2013 for POC-ERP students).

**4.35. Academic Major.**

4.35.1. Cadets must graduate in the academic major stated on their AF Form 1056. When cadets cannot continue in their contracted academic major or when cadets desire to change academic majors, including cadets requesting major changes after submitting for an EA, the following applies:

4.35.1.1. Detachment/CCs can approve major changes from non-technical to non-technical within the programmed fiscal year. If the request would move the projected DOC/DOG into a different fiscal year, the commander must submit an AFROTC Form 22 to HQ AFROTC/RRFP. The exception to this authority is when the initial technical major was a pre-requisite for a scholarship, e.g. Nurse or Foreign Language scholarships.

4.35.1.2. Detachment/CCs can approve major changes from non-technical to technical within the programmed fiscal year. If the request would move the projected DOC/DOG into a different fiscal year, the commander must submit an AFROTC Form 22 to HQ AFROTC/RRFP.

4.35.1.3. Detachment/CCs can approve major changes from technical to technical within the programmed fiscal year for non-scholarship cadets. Submit a WINGS Trouble Ticket requesting the change. The exception to this authority is when the initial technical major was a pre-requisite for a scholarship, e.g. EXPRESS scholarships.

4.35.1.4. Any major change not within the Detachment/CC's approval authority requires approval prior to the cadet changing majors. Submit an AFROTC Form 22 to HQ AFROTC/RRFP.

4.35.1.5. Upon approval of a major change request, verify WINGS has been updated and if not, forward the change via a trouble ticket through WINGS.

4.35.1.6. **Non-Line ONLY.** Any non-line cadet requesting an academic major change that will alter the status of their present or upcoming contracted category or DOG/DOC must be approved by HQ AFROTC/RRFP via an AFROTC Form 22 request.

4.35.1.7. **Detachments must notify AFPC when a DOC change occurs after submission of the AFROTC Form 53** (reference Chapter 12).

4.35.2. Scholarship Cadet Academic Major Changes. This section applies only to scholarship cadets and selectees.

4.35.2.1. When they wish to request an academic major change, scholarship selectees fall into four main categories. Follow the procedures based on the appropriate category.

4.35.2.1.1. **Category 1: HSSP Scholarship Selectee, Prior to Start of Classes Freshman Year.** The cadet must formally request a change via letter to HQ AFROTC/RRUC. They must present a formal approval response from HQ AFROTC/RRUC to their detachment prior to activating their scholarship and signing a contract (AF Form 1056).

4.35.2.1.2. **Category 2: HSSP Scholarship Selectee, After Start of Classes But Prior to Scholarship Activation.** The cadet must follow the same guidelines as Category 4 cadets.

4.35.2.1.3. **Category 3: ICSP Scholarship Selectee, Prior to EA and Scholarship Activation.** Cadets must notify their detachment staff and complete all pertinent documentation, especially the academic plan. Formal approval is not required for non-tech to non-tech major changes except for foreign language; however, tech to non-tech major changes must be approved by HQ AFROTC/RRUC. Additionally, changes to the DOC/DOG may impact the cadet's AFROTC status. In addition, the length of the ICSP scholarship offer will not change even if the DOC/DOG changes. The major change could impact the scholarship offer therefore the detachment staff should consider and counsel the cadet on the potential impacts to change their academic major.

4.35.2.1.4. **Category 4: Scholarship Cadets on Contract or With an EA.** If an ICSP scholarship selectee has not yet activated their scholarship, but they have received an EA, or if a scholarship cadet (regardless of scholarship source) has activated their scholarship and they are now on contract, they will follow the guidelines in this category. Detachment/CCs will adhere to the following guidelines when considering academic major changes within this category:

4.35.2.1.4.1. A cadet's request to change majors from a SAF-approved 5-year major to a non-SAF-approved 5-year major must be approved by HQ AFROTC/RRFP. If approved, counsel the cadet via AFROTC Form 16 that scholarship funding will end upon entering completed status.

4.35.2.1.4.2. Ensure the cadet completes an academic plan in the new major prior to Detachment/CC approval of the major change or submission of the request to HQ AFROTC/RRFP.

4.35.2.1.4.3. Detachment/CCs can approve major changes from non-technical to non-technical within the programmed fiscal year. If the request will move the projected DOC/DOG into a different fiscal year or if the cadet's scholarship is specifically tied to a major (e.g. FLEX, NSP, etc.), the commander must submit an AFROTC Form 22 and receive written approval from HQ AFROTC/RRFP.

4.35.2.1.4.4. Detachment/CCs can approve major changes from non-technical to technical within the programmed fiscal year. If the request will move the projected DOC/DOG into a different fiscal year, the commander must submit an AFROTC Form 22, and receive approval from HQ AFROTC/RRFP. **NOTE:** Detachments should call HQ AFROTC/RRFP to request cadet's categorization be updated in WINGS from "Officer (N)" to "Officer (T)."

4.35.2.1.4.5. Detachment/CCs can approve major changes from technical to technical within the programmed fiscal year. If the request will move the projected DOC/DOG into a different fiscal year or if the scholarship is specifically tied to a major or DOC/DOG (e.g. EXPRESS, FLEX, etc.) the commander must submit an AFROTC Form 22, and receive approval from HQ AFROTC/RRFP. **EXCEPTION:** For 4-year HSSP cadets, the requested technical major must be on the Technical Majors list posted at [www.afrotc.com/scholarships/hsschol/schools](http://www.afrotc.com/scholarships/hsschol/schools). The request must be made prior to AFSC classification. If after the start of AFSC classification, submit an AFROTC Form 22 to HQ AFROTC/RRFP to request approval.

4.35.2.1.4.6. Any major change not within the Detachment/CC's approval authority requires approval from HQ AFROTC/RRFP prior to the cadet changing majors, including all requests to switch from a technical major to a non-technical major. Specify in the request whether or not the major change, if approved, would also move the projected DOC/DOG into a different fiscal year. Include the old and the new academic plans with the request.

4.35.2.1.4.7. Upon approval of a major change request, verify that WINGS has been updated. If not, forward the change via a trouble ticket through WINGS.

4.35.2.1.5. Scholarship cadets must graduate in the academic major stated on their AF Form 1056. Either the Detachment/CC or HQ AFROTC/RRFP must approve all major changes prior to the cadet changing majors. If the detachment determines the

cadet has, or may have, already changed majors prior to approval, the detachment will immediately temporarily inactivate the scholarship.

#### **4.36. EA/Category.**

4.36.1. Cadets must be commissioned in the category stated on their AF Form 1056.

4.36.2. Additional academic retention standards are required for cadets to retain certain categories. Cadets not meeting the following requirements after award will lose their respective category and must re-compete once eligible. All individuals who lose their category are re-categorized to "Officer Candidate."

4.36.2.1. Pre-Health/Dentistry. Cadets categorized as Pre-Health/Dentistry **MUST** maintain a CGPA of 3.30 to maintain their pre-health/dental EA. Detachments must request a category change for cadets that do not maintain CGPA minimums. If HQ AFROTC/RRFP cannot allocate a tech or non-tech EA to the cadet, the Detachment/CC must initiate an investigation for disenrollment.

4.36.2.2. Biomedical Science Corps (BSC)/Nursing. Cadets categorized in the BSC or Nurse category must maintain good academic standing with the institution.

4.36.3. Changes in category require coordination with HQ AFROTC/RRFP and update the AF Form 1056 using the changes page (reference Attachment 18).

#### **4.37. Period of Non-Attendance (PNA) for Contract Cadets Only.**

4.37.1. PNA is a period of authorized absence from school and/or AS classes and LLAB.

4.37.2. Detachment/CCs may authorize up to one term of PNA for mandatory academic absences only (e.g., student teaching requirements, nursing school clinicals, etc.). Adjust academic plan to reflect dual enrollment for one term to ensure scheduled commissioning date is maintained.

4.37.3. Approval for any other situation should be requested through HQ AFROTC/RRFP via an AFROTC Form 22.

4.37.4. Use the AFROTC Form 16 to document PNA status. Counsel the cadet to maintain standards while in PNA status. Cadets PNA for more than one year for non-academic reasons (e.g., 2-year church mission), must be contacted in writing once a term.

**4.38. Term Abroad Program.** These programs broaden AFROTC cadets experience and help support Air Staff efforts to support an expeditionary Air Force in terms of cultural awareness and language proficiency. The Detachment/CC may approve a term abroad which is mandatory for a degree; however, HQ AFROTC/RR waiver is required if the term abroad is not mandatory and/or extends beyond one term. Cadets attending a term abroad course of study must be placed in Term Abroad status in WINGS.

4.38.1. Detachments must maintain phone/email contact with cadet for duration of overseas study. Term counseling must be completed while the cadet is abroad. Ensure the host institution has signed off on the academic plan approving the term abroad as part of the core curriculum.

4.38.2. Cadet must make-up missed AS classes and meet all LLAB requirements. This is usually done by dual enrollment.

4.38.3. Coursework must fulfill contracted degree requirements.

4.38.4. Participation must not alter the projected DOC/DOG.

4.38.5. Scholarship costs will be capped at those costs the cadet would have had at the host institution. The student is responsible for any other costs. The student shall complete a statement of understanding in the format outlined in Figure 4.4. Counsel cadet via AFROTC Form 16 that he/she must maintain retention standards, e.g., fitness, weight, civil involvement, drugs, etc.

4.38.5.1. There is no Air Force allowance for travel, room, board, or any other costs incurred by the term abroad program.

4.38.5.2. The period of study may not exceed one academic term, unless approved by HQ AFROTC/RRFP.

4.38.6. Cadets are not authorized term abroad in final term unless approved by HQ AFROTC/RRFP.

**Figure 4.4. Term Abroad Program Scholarship Cadet Statement of Understanding**

<b>TERM ABROAD PROGRAM</b> <b>STATEMENT OF UNDERSTANDING FOR SCHOLARSHIP CADETS</b>		
<p>I, (Cadet's Name), acknowledge that any costs associated with the Term Abroad Program, including tuition and fees, travel, room, board or any other costs incurred by the term abroad program which are over and above those I would normally incur at (Institution Enrolled), are my personal responsibility.</p>		
<p>_____ (Signature)</p>	<p>_____ (Date)</p>	<p>_____ (Signature of Detachment Representative) (Include Rank and Service)</p>

**4.39. Conditional Event (CE).** A CE is official documentation of a failure to maintain AFROTC retention standards.

4.39.1. Detachment/CCs should issue CEs in an effort to adjust cadet behavior and warn the cadet they are not meeting AFROTC academic or military retention standards. Issue CEs to contract and non-contract cadets per the guidance below. Counsel the cadet via AFROTC Form 16 on the deficiency that resulted in the CE. CEs may be issued any time, regardless of term, a cadet fails to meet a retention standard or if the Detachment/CC deems warranted (e.g., excessive counseling). If a cadet fails to maintain two separate retention factors in a

single term, document each incident on a separate AFROTC Form 16. These count as two separate CEs. Reference Tables 4.1 and 4.2 for matrix and schedule for CEs.

4.39.1.1. Contract Cadet CEs. Contract cadets (scholarship and non-scholarship) who fail to maintain retention standards **must** receive a CE. Upon awarding a contract cadet a fourth and any subsequent CE (third if the cadet is within 12 months of DOC or has 3 CEs ALL for academic failures), investigate for disenrollment. Scholarship termination or initiation of a disenrollment investigation does not eliminate the requirement to issue the CE. A decision to retain a cadet receiving a fourth, or additional CE does not diminish AFROTC's right to cite the deficiencies as grounds for subsequent disenrollment. **ACADEMIC CE EXCEPTION:** If a cadet receives more than one failing grade (to include "I" incomplete) in a given term or the term GPA drops below 2.5 as a result of the failing grades in that term, only count as one CE. On the other hand, an "F" grade and less than full-time student status are separate failures and warrant two CEs.

4.39.1.2. Non-Contract Cadet CEs. Detachment/CCs reserve the option to issue CEs to non-contract cadets. This should be considered the most severe warning/counseling for a non-contract cadet. Detachment/CC-issued CEs to non-contract cadets should not be included in the count of CEs that initiate the disenrollment process.

4.39.2. HQ-Directed CE. HQ AFROTC can direct a CE to contract and non-contract cadets. If HQ AFROTC directs a CE to a non-contract cadet, it should not be included in the count of CEs that begins the disenrollment process.

4.39.3. Conditional Probation. HQ AFROTC may direct a CE with probation period for contract and non-contract cadets. Should a non-contract cadet violate the terms of the probation, dismiss them from the AFROTC program. This does not require HQ AFROTC approval and must be documented on AFROTC Form 16. Should a contract cadet violate the terms of probation, investigate for disenrollment.

4.39.4. Documentation. Use the AFROTC Form 16 to counsel the cadet and to document the award of the CE and to update WINGS. The date of event is the effective date of the CE unless otherwise directed. If a retention failure occurs or is identified after the last day of host institution classes, then the effective date will be the first day of host institution classes in the subsequent regular term. If additional time is required for documenting or determining the requirement for a CE, the effective date will be the date of the event that led to the CE. Because the purpose of a CE is to modify behavior, the CE should be awarded as soon after the event as possible and should NOT be delayed until the term counseling.

4.39.5. Timing. For maximum rehabilitative effect, CEs should be awarded and documented as soon after earned as possible. The rehabilitative effect is reduced significantly if a cadet is not given a CE for Spring term grades until November during the Fall term mid-term counseling. It is especially critical when a scholarship suspension (no funding) will result from the CE.



**Table 4.1. Schedule of Scholarship/Disenrollment Actions for CEs**

The schedule below provides follow-on actions REQUIRED by the detachment based on cumulative CEs accumulated by a cadet's failure to meet military and/or academic standard(s). This table should be used in conjunction with Table 4.2. Depending on the severity of the behavior that prompted the issuance of the CE even if this is the cadet's first CE, the Detachment/CC or HQ AFROTC (if the Detachment/CC requested a waiver), may direct dismissal or a disenrollment investigation.	
<b>Number</b>	<b>Contract Cadet</b>
<b>First CE</b>	No suspension required (if reason for CE is severe, Detachment/CC can use discretion and suspend scholarship).  EXCEPTION: Suspend scholarship for cadets who receive a TGPA below 2.0 during any term of scholarship.
<b>Second CE</b>	Suspend scholarship.  <b>NOTE: IAW Table 4.2, Rule 8, investigate for disenrollment if contract cadet receives two CEs for exceeding BMI and Body Fat.</b>
<b>Third CE</b>	Terminate scholarship.  <b>NOTE: If all three CEs were awarded for academic failure, or if the third CE is within 12 months of DOC, investigate for disenrollment.</b>
<b>Fourth CE</b>	Terminate scholarship; investigate for disenrollment.

4.39.5. Rescinding a CE. Once a CE is issued it can only be rescinded by HQ AFROTC/RRFP. Rescinding CEs is the absolute exception and normally granted only when the detachment erroneously issued the CE or when serious mitigating circumstances are revealed after the CE is issued.

#### **4.40. Probation.**

4.40.1. HQ AFROTC may direct probationary periods with waiver approvals (for example, with a civil involvement waiver approval) or with a disenrollment investigation. The terms of the probation will be outlined with the HQ AFROTC response. For probation resulting from a disenrollment investigation, see Chapter 11.

4.40.2. Probation Offer. A cadet offered probation with waiver approval is allowed to continue in the AFROTC program. The cadet must agree to and meet the terms of the probation. Counsel the cadet on their probationary requirements via AFROTC Form 16. Failure to meet the terms of the probation will result in dismissal from the AFROTC program for non-contract cadets and a disenrollment investigation for contract cadets. The terms of the probation can include, but are not limited to, a period of time for watching behavior, civil involvement or alcohol restrictions, alcohol/drug/sexual awareness training class to be paid at the student's expense, loss of previously awarded competitive selections (e.g., rated categorization), and/or any other action AFROTC believes will help change or improve cadet behavior.

4.40.3. Non-Contract Cadet Probation. Should a non-contract cadet violate the terms of probation for any reason, dismiss the cadet and withdraw the EA (if awarded). Accomplish “Det Drop” in WINGS. HQ AFROTC will not consider additional waiver requests for non-contract cadets who violate the terms of the probation.

4.40.4. Contract Cadet Probation. Only in rare circumstances will a contract cadet be granted probation with a waiver request. For contract cadets, a disenrollment investigation will be directed and probation may be the outcome of that investigation. For probation resulting from a disenrollment investigation, see Chapter 11.

#### **4.41. Military Retention Standards.**

4.41.1. Military retention standards are those standards expected of officer candidates to include, but not limited to, moral character, bearing and behavior, physical fitness, professional conduct and relationships, 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 or investigation for disenrollment.

##### **4.41.2. Undesirable Character Traits:**

4.41.2.1. Cadets must not possess traits that interfere with their effectiveness and performance as officer candidates. Character traits and personal attributes that detract from the traditional officer values of self-discipline, pride, loyalty, integrity, commitment, and *esprit de corps* will not be tolerated in cadets.

4.41.2.2. Undesirable character traits are learned attitudes and perspectives, which are difficult to “unlearn.” Examples include dishonesty, racism, bigotry, gender chauvinism, etc.

4.41.3. Physical Fitness, Body Mass Index (BMI) and Body Fat. Contract cadets and cadets competing for an EA must successfully meet appropriate physical fitness requirements IAW AFI 36-2905 *Fitness Program*, AFI 36-2905, AFROTC Supplement, and paragraph 4.43. Additionally, they must meet BMI and body fat standards. Refer to Table 4.2 for contract cadets who fail to meet prescribed standards. A cadet who receives a CE event 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 be investigated for disenrollment.

#### **4.42. Other Retention Standards.**

4.42.1. This section includes other standards that make a cadet ineligible for a commission. Examples include: claim to be a conscientious objector; refusal to accept assignment or duties involving the use of nuclear weapons or combat; inability to successfully complete a National Agency Check, etc.

4.42.2. AFROTC members are prohibited from actively participating (active participation includes publicly demonstrating or rallying, fund raising, recruiting and training members, organizing, or leading) in the following types of organizations:

4.42.2.1. Those supporting supremacist causes or advocating illegal discrimination, based on race, creed, color, sex, religion, national origin, or ethnic group.

4.42.2.2. Those advocating the use of force or violence, or otherwise engaging in efforts to deprive individuals of their civil rights.

4.42.2.3. Mere membership in these types of organizations, while discouraged, is not prohibited.

**4.43. BMI and Body Fat Standards.** BMI and body fat determinations 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 AFRSI 36-2001, *Recruiting Procedures for the Air Force*. Conduct BMI checks on all cadets within 15 days prior to enlistment or scholarship activation. If over BMI, conduct body fat measurement in accordance with DoDI 1308.3. The maximum body fat standard is 20% for males and 28% for females.

4.43.1. Non-contract GMC cadets must meet BMI or body fat standards prior to enlistment, scholarship activation, and/or FT attendance.

4.43.2. Do not send cadets to FT if they are over their BMI and body fat at the end of the Spring term prior to FT. Contact HQ AFROTC/DO to remove their FT assignment and HQ AFROTC/RRFP to remove their EA. No waivers will be granted.

4.43.3. 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 successfully complete FT, and to remain in good standing as a member of the POC through commissioning.

**Table 4.2. CE Decision Matrix for Substandard Performance for Contract Cadets**

Rule	If cadet's academic or military training performance reflects:	...then the Detachment/CC, as a minimum, will:
1	Receipt of a "D" or "F" in any AS course (any term, including LLAB)	Suspend scholarship, award a CE, and dismiss or investigate for disenrollment. If cadet has an EA, withdraw it and notify RRFP.
2	TGPA less than 2.5	Award CE (Reference Table 4.1 and Note 1 of this table).
3	TGPA below 2.0 during any term for all scholarship cadets	Award CE and suspend scholarship for one term. <b>DO NOT</b> wait for the second term to suspend scholarship for freshmen since CGPA below 2.0 is disqualifying for AFROTC membership.
4	An "F" or "F equivalent" (e.g., "U" (unsatisfactory), "WF" (withdrawal, failing), "N" (no pass), or "NP" (not pass), or institutional equivalent). See para 4.33.4.2.	Award CE (Reference Table 4.1 and Note 1 of this table).
5	Any grade which requires course repeat for degree credit See para 4.33.4.3.	Award CE (Reference Table 4.1 and Note 1 of this table).

6	An incomplete grade	Award CE if warranted IAW para 4.33.4.4 (Reference Table 4.1 and Note 1 of this table).
7	Less than full-time status (not required in final term) See para 4.33.4.14.	Award CE (Reference Table 4.1 and Note 1 of this table).
8	Over BMI and Body Fat	Award CE upon initial failure. Award second CE if cadet does not meet standards within 30 days of the subsequent term and investigate for disenrollment.  Scholarship cadets - Temporarily inactivate upon initial failure and terminate scholarship upon subsequent failure.
9	For deficiencies other than academics and BMI/Body Fat; (e.g., PFA failure, any military retention standards, etc.)	Award CE (Reference Table 4.1 and Notes 2 and of this table).
10	First time Honor Code Violations for GMC cadets Note: The intent is to give the GMC cadets time to internalize the AF Core Values.	Award CE. Significant Honor Code violations warrant a disenrollment investigation. If this is the second minor integrity violation, investigate for disenrollment.
10A	Honor Code Violations for POC cadets	Award CE and investigate for disenrollment. This includes POC cadet walk-ons.
11	Significant Civil Involvement	Award CE. Note: Based on the civil involvement, RRFP waiver may be required. Additionally, RR may direct a disenrollment investigation.
12	First MIP if event occurred while the cadet was enrolled in the AFROTC program and waiverable by Detachment/CC. See paragraph 4.6	Award CE.
13A	DUI, if outside waiverable limits	Award CE and investigate for disenrollment.
13B	DUI, if within the waiverable limits	Award CE and submit to HQ AFROTC/RRFP for waiver.
14	Providing alcohol to a minor, taking no action to stop minors from drinking at functions under the individuals control, supplying alcohol to minors	Award CE and submit to HQ AFROTC/RRFP for waiver.
15	Failure to report Civil Involvement within 72 hours.	Detachment/CC should, but is not required to, award CE.
16	Failure to meet military retention standards as determined by Detachment/CC	Award CE.
17	Changing majors without Detachment/CC or HQ AFROTC approval	Award CE.
18	All contract cadets who are removed from FT with prejudice	Award CE, place in AS500 status, begin disenrollment investigation, and ensure they continue to attend LLAB until the disenrollment is resolved.
19	Plagiarism	Award CE and investigate for disenrollment.

20	Failure of Commissioning QFR	Award CE and investigate for disenrollment regardless of the number of CEs.
21	Failure of AFOQT After Contracting	Award CE for each failure. Investigate for disenrollment after 2 <sup>nd</sup> failure.

**NOTES:** This table is not all inclusive but provides guidance on the most common CEs.

1. If a cadet receives more than one failing grade (to include “I” incomplete) in the given term OR the TGPA drops below 2.5 as a result of failing grades in that term, only count as **one** CE. This rule does not apply to low TGPA and failing to maintain full time student status, which would result in two CEs.

2. Detachments will not award a CE for PFA failures that occur while at FT. Detachments will not award a CE for PFA failures for 4-Yr HSSP cadets (fall semester only) unless still failing as of 31 Dec.

3. Do not issue a conditional event for summer terms unless the cadet received scholarship payment for that term.

## Chapter 5

### MEDICAL ADMINISTRATION

**5.1. General Information.** The OPR for this chapter is HQ AFROTC/RRF. This chapter covers the medical requirements for entry into the POC, activating a scholarship, and commissioning into the Air Force.

**5.2. Medical Information.** The initial DoDMERB (Department of Defense Medical Examination Review Board) determination of MEETS or DOES NOT MEET medical accession standards is based on DoDI 6130.3, *Medical Standards for Appointment, Enlistment, and Induction into the Armed Forces*. If the DoDMERB determination is does NOT meet medical accession standards, then a medical waiver may be considered by AETC/SGP. AFI 48-123, *Medical Examinations and Standards*, is the source document for Medical Examination and Standards.

**5.3. Counseling Requirements.** The cadre must counsel via AFROTC Form 16 all cadets who have had a physical administered on their responsibility to report changes in medical status. Specifically, cadets must report any medical treatment (to include prescription medication), illness, injury, or other change in medical status, including pregnancy. Process all reported changes in medical status as specified in paragraphs 5.26 and 5.27. For additional information refer to the AETC Medical Standards Processing Guide available on the Registrar section of the Holm Center restricted website.

#### **5.4. Department of Defense Medical Examination Review Board (DoDMERB).**

5.4.1. Responsibilities. DoDMERB is the centralized certifying authority for medical examinations administered for entry to any of the Service Academies, ROTC scholarship programs, and the Uniformed Services University of Health Sciences (USUHS).

5.4.2. Restrictions. DoDMERB is not the certifying authority for changes in a cadet's or an applicant's medical status following initial DoDMERB certification of their scholarship physical. Once initially certified by DoDMERB, HQ AETC/SGPS becomes the reviewing and certifying authority. DoDMERB cannot certify or process commissioning physicals. In addition, DoDMERB does not have medical waiver authority. Waiver authority rests solely with HQ AETC/SGPS. **NOTE:** DoDMERB physicals are mandatory for scholarship activation.

#### **5.5. Does Not Meet Medical Standards (DQ) Process.**

5.5.1. If DoDMERB determines an applicant DOES NOT MEET medical standards, they will place the examination into a secure waiver website, which allows HQ AETC/SGPS to review and certify it. See below for instructions on requesting HQ AETC/SGPS review of disqualifications.

5.5.2. For ICSP case reviews:

5.5.2.1. Detachments must request review of ICSP cases to HQ AETC/SGPS via email. The email must include applicant's full name and social security number. Cases are reviewed by the date the email is received. Only cases that are "Pending Waiver Authority Review" on the DoDMERB site can be reviewed (Reference HQ AETC/SGPS Continuity Guide).

5.5.2.2. When a case is reviewed and certified, HQ AETC/SGPS will update the DoDMERB site with certification action. They will also send a letter indicating certification to the detachment.

5.5.2.3. If additional info, tests or consults are needed, HQ AETC/SGPS will request a remedial through the DoDMERB site and the cadet (4-year applicant) or detachment will be notified by DoDMERB with instructions on how to obtain the requested information.

5.5.2.3.1. Once the remedial has been accomplished, the detachment will forward it to DoDMERB for their review and inclusion into the cadet's case file. Detachments will send an email 10 days after the remedial information has been forwarded to DoDMERB requesting a review of the new medical information.

5.5.2.3.2. DoDMERB will post the physical examinations that are found to MEET standards or that receive a waiver action for retrieval by the detachment via the DoDMERB website.

## **5.6. High School Scholarship Program (HSSP) Case Reviews.**

5.6.1. HSSP cases are reviewed continually as personnel and time permit based on the date posted to the DoDMERB site. There is no requirement to send an email on these cases.

5.6.2. When reviewed and determined to MEET medical standards, DoDMERB will send a letter of notification to the applicant and update the DoDMERB website. When a waiver determination is rendered, HQ AETC/SGPS will send a letter indicating certification action to the applicant and DoDMERB will update the DoDMERB website.

5.6.2.1. If additional info, tests or consults are needed, HQ AETC/SGPS will request a remedial through the DoDMERB site and the applicant will be notified by DoDMERB with instructions on how to obtain the requested information. When remedial has been completed it must be returned to DoDMERB to update the case file and re-post for HQ AETC/SGPS review.

5.6.2.2. DoDMERB will post the physical examinations that are found medically qualified or that receive a waiver action for retrieval by the detachment from HQ AFROTC. They will not post physical examinations that are found medically disqualified.

## **5.7. Detachment Restrictions and Responsibilities.**

5.7.1. Detachments are authorized to contact DoDMERB and HQ AETC/SGPS only when a significant problem or question exists. Routine telephone calls hamper timely processing of

physicals received at the certifying agency. Do not call or write DoDMERB on 3- or 4-year scholarship recipients (unless directed by DoDMERB, HQAETC/SGPS, or this instruction). DoDMERB will transmit the front and back copy of the certification page of the physical to HQ AFROTC/RRUC. The responsibility for **uncertified** 3-year scholarship cadets is transferred to the DoDMERB College Branch on 1 January of their freshman year. Detachments without certified physicals on 3-year scholarship cadets (after 1 January of their freshman year), must send a letter to DoDMERB requesting the DD Form 2351, *DoD Medical Examination Review Board (DoDMERB) Report of Medical Examination*. If a copy of the complete physical is needed, forward a request to DoDMERB via letter at 8034 Edgerton Drive, Suite 132, US Air Force Academy, Colorado Springs CO 80840-2200.

5.7.2. Status Checks. Routine status checks can be made by accessing the DoDMERB web site at <https://DoDMERB.tricare.osd.mil>.

## 5.8. Physical Certification for Scholarship Activation or Enlistment.

5.8.1. Scholarship applicants must have a qualified DoDMERB physical or receive a waiver with medical certification stamp from HQ AETC/SGPS prior to enlistment into the program (reference paragraph 5.5.2.1 for waiver requests).

5.8.2. Medical Disqualification. Upon notification of medical disqualification or HQ AETC/SG waiver denial, the detachment must terminate all scholarship applicant processing.

## 5.9. HQ AETC/SGPS Responsibilities.

5.9.1. Responsibilities. HQ AETC/SGPS serves as medical **waiver authority** for cadets in all categories and year groups. In addition, HQ AETC/SGPS serves as the action office following initial DoDMERB certification, regardless of medical action addressed, and will accomplish all subsequent recertification.

5.9.2. Certification. HQ AETC/SGPS is a certifying authority for entry physicals (as required) and commissioning medical examinations (to include rated and space/missile duty certification). HQ AETC/SGPS may grant waivers that are within their authority at the time they certify the commissioning medical examination.

**5.10. HQ AFSPC/SGP Responsibility.** Serves as medical **waiver** authority for space/missile operations duty (SMOD) certification. Waiver requests will be forwarded initially to HQ AETC/SGPS for AF Commission review/certification prior to AFSPC/SGP waiver review for SMOD duty.

## 5.11. Military Entrance Processing Stations (MEPS) Responsibilities.

5.11.1. Responsibilities. MEPS is a certifying authority for POC entry physicals (non-scholarship) and commissioning physicals (commission certification ONLY). Common medical forms used by MEPS include DD Forms 2807-2, *Medical Prescreen of Report of Medical History*, 2807-1, *Report of Medical History*, and 2808, *Report of Medical Examination*. MEPS will require medical records for any illness listed by the cadet on medical forms.



5.11.2. Certification. Physicals certified by MEPS are annotated “Qualified” for commissioning in item 74a, page 3 of DD Form 2808 (NOT stamped).

5.11.2.1. Field training. POC entry physicals performed and qualified by MEPS are considered certified for field training attendance and enlistment, not scholarship activation. Do not forward to HQ AETC/SGPS for certification.

5.11.2.2. Commissioning physicals accomplished and “qualified” at MEPS are considered certified for commissioning purposes for any cadet requiring a “commission-only” certified physical. Do not forward to AETC/SGPS for certification. **NOTE:** MEPS physicals CANNOT be used to obtain a rated/FCIII/ATC/SMOD certification. Only certified Flight Surgeons may conduct flying medical examinations or the additional testing required. (For example, a cadet requiring a “commission” certified physical for commissioning as a 38F – Force Support officer, may use a MEPS “qualified” physical to commission. A cadet requiring a Flying Class III physical for commissioning as a 13B – Air Battle Manager (ABM) officer is required to go to their local Medical Treatment Facility (MTF). The physical MUST be a HQ AETC/SGPS “certified/qualified” stamped physical).

5.11.2.3. Restrictions. MEPS is not the certifying authority for changes in a cadet’s/applicant’s medical status following initial MEPS qualification. Once initially qualified by MEPS, HQ AETC/SGPS becomes the reviewing and certifying authority for any subsequent medical condition/illness. MEPS does not have medical waiver authority. Waiver authority rests solely with HQ AETC/SGPS. MEPS can only qualify a physical “Commission Qualified” or “Disqualified.” All disqualified MEPS physicals need to be sent to HQ AETC/SGPS for waiver review.

## 5.12. Performing the Physical.

5.12.1. MEPS or MTF physicals – POC Entry. MEPS or MTF physicals are for *non-scholarship* cadets (including those eligible for ASCP or SOAR): These physicals are performed by any medical officer or physician employed by the armed services, regardless of active duty status, and by designated Air Force physician assistants (AFSC 42G or 43Y) or primary care nurse practitioners (AFSC 46N). These examinations can be completed at a MEPS or a local MTF physical exam sections.

5.12.1.1. MEPS entry physical must be stamped/typed “qualified” by MEPS. MTF entry physicals must be certified by HQ AETC/SGPS prior to nomination for EA. Do not forward MEPS physicals to HQ AETC/SGPS for certification unless recertification or a waiver is required.

5.12.2. DoDMERB physicals. Scholarship cadets must have a DoDMERB physical (excluding ASCP or SOAR): These physicals are performed by any medical officer or physician employed by the armed services, regardless of active duty status, and by designated Air Force physician assistants or primary care nurse practitioners. These examinations must be completed at a DoDMERB contract facility or local MTF physical exam section. All scholarship physicals must be certified by DoDMERB or receive a waiver

of DoDMERB disqualification from HQ AETC/SG prior to scholarship activation, FT attendance or enlistment.

5.12.2.1. Physicals administered at a DoDMERB contract facility must be certified by DoDMERB (or waived by HQ AETC/SGPS if disqualified by DoDMERB) prior nomination for EA.

5.12.2.2. All scholarship physicals (excluding ASCP and SOAR) must receive DoDMERB certification (or waived by HQ AETC/SGPS if disqualified by DoDMERB) prior to scholarship activation.

5.12.3. Commissioning physicals: Commissioning physicals must be certified by MEPS (Commission certified ONLY) or HQ AETC/SGPS (all others) prior to commissioning. A “qualified” and “valid” MEPS examination does not require HQ AETC/SGPS certification (reference paragraph 5.20 for HQ AETC/SGPS physical submission procedures). Commissioning physicals are performed by the following:

5.12.3.1. For pilot, RPA, combat systems officer, and non-rated/rated operations (to include ATC, ABM and SMOD) commissioning physicals: a currently rated or designated Flight Surgeon. **NOTE: MEPS cannot be used to obtain a rated certification due to the lack of the ability to complete additional test requirements.** Only Flight Surgeons may conduct flying medical examinations or the additional testing required. A valid MEPS, DoDMERB, or MTF physical examination may be supplemented, by appropriate medical authority, for other classes of physical examinations. Please note that there are specific requirements for Special Tactics and Combat Rescue Officer (STO/CRO) Duty. Contact the local MTF for further guidance.

5.12.3.2. Cadets requiring only a “Commission” certified-type physical for commissioning may use a valid DoDMERB physical that is less than 48 months old from the date of certification.

### 5.13. Validity Periods.

5.13.1. Accession Physicals (for enlistment purposes):

5.13.1.1. IAW AFI 48-123, DoDMERB, MEPS, and MTF physicals are valid for 24 months from the **date of exam** for accession. Accession is defined as contracting/enlistment for AFROTC program purposes. This applies to all cadet contracting. In addition, contracting cannot occur until the examination has been certified by DoDMERB, MEPS, or AETC/SG (waivers or MTF exams). ECP cadets must be enlisted within 24 months of the date on their AF Form 422, *Physical Profile Serial Report*.

5.13.1.2. Update the physical exam expiration date in WINGS to 24 months from the date of exam and then adjust the expiration date to 48 months from the certification date after a cadet enlists.

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

5.13.2. Commissioning Physicals. After enlistment, AETC/SGPS automatically extends accession physical validity to 48 months from the certification date for DoDMERB, MEPS or MTF physicals. Accession physicals remain valid until/and may be used for commissioning unless there is a change in medical status and a specialized examination is not required for the AFSC. An extension certification or stamp is not required, it is automatic if there is no break in service. Exception: If a cadet is disenrolled and returns/continues, a new physical will be required for FT attendance and/or POC entry if the exam is more than 48 months old.

5.13.2.1 2-Year Extension. HQ AETC/SG can grant a 2-year extension for commissioning purposes upon confirmation from the Detachment/CC that no significant medical changes have occurred. Document this review using a DD Form 2807-1, *Report of Medical History* or DD Form 2492, *DoD Medical Examination Review Board (DoDMERB) Report of Medical History*. Cadet must state there has been “no change in medical history from the date of the last certified physical.” If a change in medical status has occurred, HQ AETC/SGPS will require all medical documentation to include any MRS paperwork for review prior to certification. **NOTE:** If an extension is required, to cover the cadet through commissioning, one will be considered to the graduation/commissioning date but in no case will it be greater than 2 years. If a greater than 2 year extension is required the cadet will need to accomplish a new medical exam. The extension policy applies to “AF Commission” only physicals. Detachments cannot extend any other class of physical (e.g. SMOD, FCI/IA/III, ATC, etc.).

5.13.2.1.1. To request an extension the following information must be forwarded to AETC/SGPS not earlier than 180 days and not later than 60 days prior to commissioning, (reference HQ AETC/SG continuity binder):

5.13.2.1.1.1. A completed DD Form 2807-1 Report of Medical History or DD Form 2492, *DoD Medical Examination Review Board (DoDMERB) Report of Medical History*, signed and dated by the cadet.

5.13.2.1.1.1. Email one copy of the accession physical and any interim evaluations or certifications. Include the cadet’s date of contract and commissioning date in the body of the email.

5.13.3. For commissioning purposes, FCIII, ATC and SMOD medical examinations are valid for 24 months from the date of examination (as annotated in item 6 of DD Form 2808, *Report of Medical Examination*). FCI/IA/IIU (pilot, combat systems officer, RPA) commissioning medical examinations are valid for 48 months from the date of examination. Schedule the individual for the highest level of physical examination commensurate with the individual's category (AFSC).

#### **5.14. Scheduling Medical Examinations for Scholarship and POC Entry.**

5.14.1. Schedule a cadet or applicant 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 (does not apply to HSSP). See Attachment 17 for general physical exam timelines.

5.14.1.1. Allow at least 60-90 days for processing from the date of examination. Detachments may obtain medical examinations directly from DoDMERB for non-selectees from the HSSP or Air Force Academy who apply for AFROTC membership within 24 months from the date of their original medical examination. In such cases, forward a request via email to DoDMERB requesting the information.

**5.15. Examinations at MEPS.** When requesting a MEPS physical, detachments should request a commissioning physical. Check with the MEPS facility for any local policies or procedures that the cadets must follow.

#### **5.16. Preparation of Cadets for Scholarship and POC Entry Physicals.**

5.16.1. Applicants who wear contact lenses (CL) are restricted from wearing their lenses (Soft CL for a min of 3 days and Hard CL for 10 days) to allow for a proper evaluation.

5.16.2. Applicants with active orthodontic appliances may be medically qualified for enlistment if the applicant provides the following items:

5.16.2.1. A statement from the applicant's dentist stating the suggested method of treatment (Beggs, Edgewise, etc.).

5.16.2.2. An estimate of the length of time in months active treatment will be required.

5.16.2.3. A written statement from the applicant stating, "I acknowledge all financial responsibility for my dental treatment and will not hold the Air Force responsible."

#### **5.17. Potentially Pilot Qualified (PPQ), Potentially RPA Qualified (PRPQ), Potentially CSO Qualified (PCQ), Potentially ABM Qualified (PAQ).**

5.17.1. For rated categorization nomination purposes, cadets are required to have their current physical screened for using WINGS. Follow the procedures in the WINGS User Guide. It is important that detachments update this at least 12 months from categorization to identify any cadets who may require corneal refractive surgery (CRS) in order to qualify. See HQ AETC/SGPS Continuity Binder on CRS procedures.

5.17.1.1. A physical screened as PPQ/PRPQ/PCQ/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. **NOTE:** Detachments must verify appropriate qualification/certification is present on a "Final FCI/IA/II/III/IV" commissioning physical prior to commissioning a Pilot, RPA, CSO, or ABM cadet.

**5.18. AECP/ASCP/SOAR Medical Commissioning Requirements.**

5.18.1. For AECP/NECP students see AFROTC Sup 1 to AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECPS)*, and Chapter 13.

5.18.2. ASCP/SOAR cadets must meet the same commissioning physical requirements as an AFROTC cadet.

**5.19. Medical Examinations for Commissioning.** All cadets must receive a commissioning physical performed by a medical officer. Schedule the commissioning physical NET 15 months, NLT 13 months prior to the cadet's DOC. This is to ensure you have an appropriately certified "commissioning" physical on-hand at time of commissioning. If you have previously completed a "commissioning" physical with the required tests (i.e., Reading Aloud Test (RAT), etc.) and the validity period has not expired; the physical may be used to satisfy this requirement. A DoDMERB-certified physical is valid for 48 months from the certification date for commissioning, not including any extension. The following paragraphs outline the specialized exam requirements for certain career fields.

5.19.1. Initial Flying Class/Medical Flight Screening (IFC/MFS) for pilot, RPA, and top pilot alternate candidates. These cadets will receive an IFC/MFS examination conducted by the USAF School of Aerospace Medicine (USAFSAM) located at Wright-Patterson AFB OH. Detachments will schedule the appointment through WINGS for all cadets in this category as soon as the classification results are released.

5.19.1.1. Upon scheduling a cadet for IFC/MFS, cadets must complete the following questionnaires and the detachment will compile a package comprised of the following:

5.19.1.1.1. Pre-Examination Medical History - Confirmation Code, generated from PEPP, Personal Data Form, Accession Physical (DoDMERB/Prior Exam), PPQ/PRPQ/PNQ/PAQ printout from WINGS, and the Holm Center Form 46.

5.19.1.1.2. Corneal Refractive Surgery (PRK/LASIK/LASEK/EPI-LASEK) medical documents from the surgery center, to include pre-exam, operation paperwork, 1 week, 1 month, 3 month, 6 month, 12 month follow-up exams (post exam).

5.19.1.2. The medical package must be sent to USAFSAM at Wright-Patterson AFB OH NLT 45 days from the scheduled appointment. The package must be sent in its entirety vs. piece- by-piece or as it comes available. The subject line of the email package should contain the cadet's name and date of appointment. If all info cannot be sent in one email, please send additional emails (example: Cadet DOE, JOHN – 4 Jul 09 – Email 1 of 2). Emails are to be addressed to [usafsam.med.flt.scr@wpafb.af.mil](mailto:usafsam.med.flt.scr@wpafb.af.mil). As an alternative, packages may also be faxed as a whole to (937) 904-6312. In either case, it is the detachment's responsibility to ensure the package was received. The POCs for all required medical records can be reached for confirmation at (937) 938-2647. All info regarding the IFC1/MFS for pilot cadets program is posted on the Holm Center restricted webpage: <https://hq.afaots.af.mil/AFOATSOp/Mission/RR/Enroll-disenroll.asp#MedicalInformation>. Detachment POCs for the IFC/MFS program should

review the pertinent information and become familiar with the procedures of the program.

5.19.1.3. The cadet will hand carry their FAA MedExpress confirmation number and forms. The cadet must log-in and fill out the forms NLT two weeks prior to their appointment arrival date and hand carry these forms to the appointment.

5.19.1.4. IFC/MFS cadets must proceed to Wright-Patterson AFB via Dayton, OH airport. Cadets residing within 350 mile radius are authorized to drive their POV to Wright-Patterson AFB. Cadets will depart from their location on Sunday (except Hawaii & Alaska,, who depart on Saturday) and return on Friday unless released early by USAFSAM personnel. For example, if released on Wednesday, the cadet will not depart earlier than Thursday morning. Cadet drivers are not authorized to depart early. Once released, the cadet must notify the detachment and contact the airline to change their return flight. If the cadet cannot change their flight, they will contact the detachment which in turn will change flights through their servicing travel agency. Cadets will use taxi service between Dayton, OH airport and Wright-Patterson AFB lodging. Lodging will be secured by USAFSAM personnel. Transportation from lodging to DFAC and USAFSAM facility will be accomplished in a GOV.

5.19.2. MTF Examinations. All non-IFC/MFS rated physicals (FCIA, FCIII, ABM, etc.) are administered by the servicing MTF. Cadets must be categorized/selected for the position prior to requesting a physical examination appointment with the Medical Treatment Facility. Request that all cadets receive an Adaptability Rating Medical Assessment (ARMA) for ATC, SMOD, as well as for flying. This will save time if the cadet is re-categorized after the physical is completed and certified by SGPS.

5.19.2.1. Schedule mutually convenient appointments as far in advance as prudent with the support base medical and dental facilities. For FCIA examinations, the cadet must have been categorized/selected by HQ AFROTC/RRFP. Anticipate requirements and provide for peak periods of activity for both the base and the detachment when scheduling (e.g. scheduled deployments, base exercises, school breaks, academic examination periods, etc.). When appointments are obtained, make every effort to ensure applicants and cadets report as scheduled and on time. This includes any repeat or follow-up medical evaluations that may be required. Detachments will provide the examining MTF with the following:

5.19.2.1.1. All supporting documents maintained at the detachment on cadets (done for every review requested or required by SGPS), entry DoDMERB or MEPS physical, WINGS (PPQ/PRPQ/PNQ/PAQ) work sheet, consults etc. must be hand carried by the cadet 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 HQ AETC/SGPS are available. **NOTE:** The physical exam/waiver review and certification process may be held up until the required documents are uploaded into PEPP.

5.19.2.2. Cadets desiring non-rated operations (13XX) must receive a commissioning physical with the Adaptability Rating for Space and Missile Operations Duty (ARSMOD) evaluation, 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 SF88 prior to certification. Cadets selected for missile career field must have a certified commissioning physical with a Missile Crew Duty certification. ARSMOD and RAT test results must be annotated on the DD Form 2808, *Medical Record – Report of Medical Examination*, prior to certification by HQ AETC/SGPS. Cadets selected involuntarily for non-rated or space/missile assignments by HQ AFPC must complete appropriate physical/certification immediately. Cadets selected for ABM must receive a certified FCIII physical stamped “ABM”. If the applicant is found disqualified or requires a medical waiver, ensure the MTF enters the case into the Aeromedical Information Management Waiver Tracking System (AIMWTS).

## **5.20. Preparation of Cadets for Commissioning Physicals.**

5.20.1. 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 corrected to include a statement from the dentist that corrections have been made. Pilot, RPA, and CSO cadets who require correction of dental cavities must have this condition corrected within 2 months of notification (notification from dentist) or risk loss of rated categorization. **NOTE:** Cadets failing to meet this requirement should be issued a CE for Failure to Maintain Military Retention Standards (FTMMRS). Upon issuing the CE, contact HQ AFROTC/RRFP to determine if the rated allocation will be removed.

5.20.1.1. FCI/IA/IIU cadets that need dental cavities corrected. The detachment will be notified by HQ AETC/SGPS of the cavities that require correction. The cadet will need to provide a statement from the dentist that the corrections have been made.

5.20.2. Contact lens requirements. Cadets scheduled for a FCI/IA/IIU/FCIII physicals are restricted from wearing hard lenses for 90 days before the examination and soft lenses for 30 days before the examination. To permit an accurate refraction evaluation, cadets who fail to remove contact lenses within these timeframes and are sent home from WPAFB will be issued a CE for FTMMRS. **NOTE:** Upon issuing the CE, contact HQ AFROTC/RRFP to determine if the rated allocation will be removed.

**5.21. Submission of Physical to HQ AETC/SGPS.** All physicals accomplished by the MTF or USAFSAM will be forwarded to HQ AETC/SGPS through PEPP by the examining agency. After certification, AETC/SGPS will provide pertinent physical exam data on all commissioning physicals conducted at USAFSAM or the servicing MTF to AFPC/DPSIP and to the detachment. AFPC will utilize the data to verify medical qualification for commissioning and EAD. Detachments are required to update the commission data in WINGS. MEPS physicals and requests for extensions for commissioning should be emailed to the ROTC program managers for review and certification by the detachment staff. The following address can be used if the

physical/case is deemed too large for emailing: HQ AETC/SGPS, 63 Main Circle, Suite 3, Randolph AFB TX 78150-4549.

## **5.22. HQ AETC/SGPS Certification.**

5.22.1. Qualified. The cadet's medical examination must be certified prior to commissioning for the category in which they are to enter the Air Force (e.g., pilot must have qualified FCI, CSO a FCIA, etc.).

5.22.1.1. HQ AETC/SGPS may request supplemental medical data. The detachment then schedules the cadet for the requested supplemental examination at the support base medical facility. If the support base cannot accomplish the examination, they will either arrange consultation with another base medical facility or contract the consultation out to a civilian facility. If cadets elect to have consultations accomplished through their own civilian means, they are responsible for expenses, and should ensure the requested civilian data will be accepted by HQ AETC/SGPS. Upon receipt of the supplemental medical data, resubmit to HQ AETC/SGPS. **NOTE:** Sports physicals are not required for PT attendance once a cadet receives a qualified medical exam.

5.22.2. Disqualified:

5.22.2.1. HQ AETC/SGPS indicates medical disqualification by stamping the DD Form 2808 "Medically Disqualified" and provides the disqualifying factor/s.

5.22.2.2. Upon notification of medical disqualification that will prevent commissioning, the detachment must initiate disenrollment procedures in accordance with Chapter 11 of this instruction. **NOTE:** Cadets who have been medically disqualified cannot participate in the PT program without HQ AFROTC/RR authorization.

## **5.23. Medical Waiver Requests.**

5.23.1. Philosophy. Each waiver request is a separate action based upon that particular applicant; additionally, the medical certifying authority must preclude incurring future public liability via disability retirements. Therefore, minimum physical standards have been established to protect the individual, to reduce the demand for medical care, and to preclude premature termination of military service for disability at the taxpayers' expense. In the best interest of the individual and the United States Government, only those applicants who meet minimum physical standards are accepted.

5.23.2. Waiver Approval Criteria. Medical conditions must remain static if a waiver is to continue in effect. Waivers previously granted are reevaluated each time a cadet is examined.

5.23.2.1. Maintenance Medication. Cadets who begin the use of any medication for greater than 30 days require coordination and review with HQ AETC/SGPS.

5.23.2.2. Contract Cadet and Applicant Medical Waiver Request Justification. Contract cadets and applicants may obtain new medical evidence in rebuttal to their medical



disqualification from their personal physician or they may be request reexamination at a military medical facility using the AFROTC Form 46.

#### **5.24. Rebuttal Procedures for HQ AETC/SGPS Disqualified Physical Examinations.**

5.24.1. The medical disqualification rebuttal request must:

5.24.1.1. Be initiated by the Detachment/CC. **EXCEPTION:** DoDMERB initiates 3- and 4-year HSSP applicant medical waivers.

5.24.1.2. Possess supporting evidence as follows:

5.24.1.2.1. Evidence that the disqualifying defects have been resolved or corrected by surgery, therapy, or other medical procedure.

5.24.1.2.2. Evidence that challenges the original "medically disqualified" determination (NEW medical documentation). If a physical was disqualified due to "history of ....," new documentation will probably NOT change the original decision. **NOTE:** The above will not affect the disqualification if it was made for a "history of" a disease or process or after a certain age (e.g., asthma after age 13, or medications used for that diagnoses after age 13). A negative Methocholine Challenge Test (MCT) at 16, does not negate a history of the disease after age 13.

5.24.1.3. When submitting the examination of a cadet who previously received a waiver, ensure the DD Form 2808 contains a waiver statement (or the copy includes certification stamp).

#### **5.25. Exception to Policy (ETP) Requests.**

5.25.1. ETPs are requested ONLY after all waivers have been considered and only if justification supports such request. An ETP is a unique CSAF-directed provision to allow accession and training opportunities for AFROTC cadets despite a valid medical disqualification. While the provision to request an ETP exists, they are intended only for rare and truly exceptional candidates who are backed by the full chain of command indorsement. ETPs are primarily for cadets who have been initially medically qualified for contract status, but are not qualified on their commissioning and/or flying class physical. **NOTE:** This program is not approved for those initially seeking scholarship or entry into the POC and consideration for scholarship or stipend.

5.25.1.1. Routing: All ETPs originate at the detachment level and must be a result of a previous medical disqualification. They must pass through the Region, HQ AFROTC, AU and AETC en route to the CSAF. Packages forwarded outside the appropriate chain of command will be placed in the appropriate channels or returned to the detachment. Do not send an ETP case directly to HQ AETC/SGPS for review.

5.25.2. Staffing: Each ETP is a line issue and the responsibility of the individuals detachment. The ETP must be researched and compiled in accordance with this guidance. Processing time for ETPs will vary (up to 6 months). All ETPs should contain a transmittal

cover letter signed by the Detachment/CC, an AF Form 1786, *Staff Summary Sheet* (SSS), and associated documentation for Holm Center/CC signature. The ETP initially enters the staffing system through the Region and is forwarded to HQ AFROTC/RR. It must contain a hardcopy of the entire staff summary package and a disk containing as many relevant documents as possible. Once it arrives, it is examined for completeness and conformity to established format and routing requirements. It is then forwarded to AFROTC/CC for internal coordination. Once complete, the SSS is forwarded to Holm Center/CC for signature and dispatched to HQ AU/CC, HQ AETC/CC and to CSAF, in turn, for consideration. NOTE: ETPs are internally staffed at each level of consideration and any commander in the chain may disapprove. If a cadet's military or academic performance clearly indicates that a waiver is not in the best interests of the Air Force, Holm Center/CC may disapprove the SSS.

5.25.2.1. Staff Summary Sheet: ETP packages should contain a similar structure. The well packaged ETP contains several elements: it's succinct, well written, and does not offer evidence or information that has not been independently verified by official channels or medical authorities. It must NOT infer, assess, or guess at the accuracy or validity of information. An SSS transmits each package and must be no more than one page in length. The SSS should contain the following five sections: *Purpose*, *AFROTC Background*, *Medical Condition*, *Discussion* and *Recommendation*. The *Purpose* is short and to the point—obtain a ruling on an ETP request. The *AFROTC Background* should address why the cadet needs an ETP and why they feel it should be granted. It should then provide an assessment and or overview of the cadet's academic and military performance. The *AFROTC Background* must clearly place the cadet in the top tier of his or her peer group in academic, physical and military performance—ranking or percentages provide the best assessment of a cadet's relative position with respect to his or her peers. Include cadet's major, copy of cadet's most recent academic transcript to verify GPA, and type and length of scholarship if applicable, and number of years in AFROTC. The *Medical Condition* clearly defines the medical condition that caused the disqualification, the disqualification standard, and any other relevant medical information. The *Discussion* is a catchall that may contain any other non-medical information relevant to the cadet's situation such as an examination of the condition as it affects or does not affect performance. Extracurricular activities or external support such as Members of Congress, general officers, or supporting comments, etc., may also be added. The *Recommendation* simply asks CSAF to approve the request or AETC/CC to disapprove the request.

5.25.2.1.1. All subordinate paragraphs should be lettered or numbered, as appropriate, and only one period should be placed after each paragraph title. Finally, 4 tabs are used to attach information to further explain the SSS, although some SSS may contain more tabs depending on the situation, condition and supporting documentation. Tab 1 is the cadet's request for an ETP; Tab 2 contains the Detachment/CC's recommendation; Tab 3 is a thorough explanation of the medical condition and prognosis, copy of cadet's physical, medical records, DoDMERB ruling, etc; and Tab 4 contains any other detachment documentation, letters of recommendation, transcripts, or any other information not contained in the other 3 tabs. The SSS must be 12pt, Times New Roman.

5.25.3. Closing the Loop: Once the ETP package is forwarded to HQ AU for release to AETC/CC, periodic updates must be obtained to ensure the package reaches CSAF within a reasonable period of time. Holm Center/CAG is the POC to monitor ETP progress beyond AU. AFROTC/CCE will provide updates in response to detachment requests. Do not call Holm Center/CAG directly. The first indication that a package is approved is when the cadet receives a letter from the CSAF. A copy of the completed package and its response will eventually work its way back to Holm Center/CAG. Once received, the response will then be filed with the UPRG. Use the responses as templates for future responses. Disapprovals will also be returned to the detachment and should be placed in the cadet's files.

## **5.26. Medical Recheck Status (MRS) (Contracted Cadets only).**

5.26.1. Contracted Cadets who have a change in medical status must be evaluated for placement on MRS. A request needs to be forwarded to HQ AETC/SGPS via email requesting MRS immediately upon notification of a change in a cadet's medical status. When a change in medical status occurs, the physical is temporarily no longer considered a "qualified/certified" physical until the cadet is released from MRS or the physical is recertified by HQ AETC/SGPS. NOTE: If condition is considered to be minor in nature the Detachment/CC may place the cadet on a 30 day temporary medical deferral by counseling via AFROTC Form 16. The detachment must monitor the cadet's condition and if the condition persists beyond 30 days, forward a request to HQ AETC/SGPS for placement in MRS. If the cadet is in the 30 day deferral by the Detachment/CC, the cadet must be excused from the PFA. A copy of the Detachment/CC's temporary medical deferral must accompany the request for further MRS action (Reference HQ AETC/SG continuity binder). Examples of medical conditions that require placement in MRS include, but are not limited to:

5.26.1.1. Serious or prolonged illness, including mononucleosis.

5.26.1.2. Depression that results in treatment and/or medication.

5.26.1.3. Surgery.

5.26.1.4. Broken bones.

5.26.1.5. Pregnancy.

5.26.1.6. Unconsciousness, etc. (reference AFI 48-123).

5.26.1.7. Illness or injury resulting in an inability to maintain military and academic retention standards.

5.26.1.8. The detachment becomes aware of a possible medical disqualification via a school, MEPS, MTF or Federal Aviation Administration (FAA) medical examination, etc. (The change in medical status must be reevaluated by HQ AETC/SGPS)

5.26.1.9. Any medication taken in excess of 30 days, for example, medication taken for depression, ADD/ADHD, etc.

5.26.2. A cadet in/or pending MRS by HQ AETC/SG is excused from PT until the cadet's medical condition is reviewed and the cadet is released from MRS. Once released from MRS, the cadet will enter a 45-day reconditioning period, during which time he or she may participate in PT. Counsel the cadet in writing via AFROTC Form 16 that he or she must pass the PFA no later than the 60th calendar day after removal from MRS. If the 60th day occurs during a break between terms, the MRS waives the requirement to successfully complete the PFA for the previous term. Schedule the cadet to take the first PFA of the next term. Achieving a passing score on this PFA will fulfill both the current and previous term requirements. **NOTE:** While a cadet cannot be forced to take the PFA during the 45-day reconditioning period, he or she may elect to take the PFA at any time after release from MRS. If the cadet requests a 45-day waiver, the PFA will be official and documented as such. Counsel the cadet via AFROTC Form 16 that the PFA will be recorded as such.

5.26.2.1. MRS for administrative-type procedures does not excuse cadets from PFA requirements. For example, a cadet may be in MRS for 12 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 PFA in spite of MRS

5.26.2.2. Send changes in medical status directly to HQ AETC/SGPS via email for evaluation with any medical documentation scanned in and attached in PDF format for HQ AETC/SGPS review. The email must include full name, SSAN, date contracted, medical condition warranting MRS and detachment information (phone/fax number and detachment). Faxes must be pre-authorized by HQ AETC/SGPS.

5.26.3. HQ AETC/SGPS may direct a period of MRS not to exceed 6 months. **EXCEPTION:** MRS due to pregnancy or eye surgery will exceed the normal 6 months. HQ AETC/SGPS will specify via return email the length of time contract cadets will remain in MRS and will advise the detachment of any required actions to remove the MRS status and reevaluate the physical. Counsel the cadet via AFROTC Form 16 that 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 in-activated until documentation has been provided. Cadets may be deferred from fitness testing (weight checks) for the period of MRS (reference AFI 36-2905, AFROTC Sup). **NOTE:** Ensure MRS data is updated in WINGS.

5.26.3.1. MRS extensions beyond the 6-month point must be requested from HQ AFROTC/RRFP via AFROTC Form 22. The request must be initiated prior to the expiration of the MRS. Granting the extension beyond the six 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 investigate for disenrollment. If a cadet requires another extension after the previously granted 3-month extension, investigate for disenrollment. **NOTE:** MRS extensions may be denied and the physical is then stamped disqualified due to prolonged illness/injury.

5.26.3.2. Contract Cadets may compete for PSP but cannot attend FT or participate in AFROTC physical activities while in MRS. **EXCEPTION:** Cadets in MRS due to CRS may attend once the treating physician (reference HQ AETC/SG Continuity Binder) clears the cadet. Contact HQ AFROTC/RRFP for field training deferral due to change in medical status. If change in medical status occurs after field training and before POC entry and enlistment, the cadet cannot be enlisted and may be placed in pursuing status. An AFROTC Form 22 must be submitted to HQ AFROTC/RRFP for an applicant to pursue more than one academic term (reference Chapter 3 for scholarship designees who cannot enlist due to a change in medical status prior to scholarship activation). **NOTE:** Cadets cannot commission in MRS.

#### 5.26.4. Submission to HQ AETC/SGPS for Removal of MRS.

5.26.4.1. At the conclusion of the prescribed MRS period or upon presentation of medical evidence that the condition is corrected, the detachment will forward, by email (with scanned documents attached in PDF format) or mail, the physician's statement returning the cadet to "full and unrestricted activity" and all medical documentation outlining the diagnosis, treatment and prognosis and any other forms or reports requested (in the initial email that placed the cadet in medical recheck status) to HQ AETC/SGPS. If mailed, attach the required documentation to the AFROTC Form 46. HQ AETC/SGPS will recertify, disqualify, or return to detachment for forwarding to HQ AFROTC/RRFP for additional period of MRS.

5.26.4.2. If HQ AETC/SGPS removes the cadet from MRS, POC applicants and scholarship designees are eligible to enlist, provided they meet all other enlistment standards. Counsel via AFROTC Form 16 to remove contract cadets from medical recheck status and update WINGS.

5.26.4.3. If HQ AETC/SGPS disqualifies the medical examination, investigate for disenrollment. Counsel cadet via AFROTC Form 16 on medical disqualification.

### 5.27. Change in Medical Status (Non-Contract Cadets).

5.27.1. HQ AETC/SGPS 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. Counsel cadet via AFROTC Form 16.

5.27.1.1. Questionable conditions should be submitted via email with full name and SSAN to HQ AETC/SGPS to determine if they warrant evaluation.

5.27.2. Send changes in medical status directly to HQ AETC/SGPS via email for evaluation with any medical documentation scanned in and attached in PDF Format for HQ AETC/SGPS review. The email will include cadet's full name, SSAN, medical condition warranting evaluation, and detachment information (phone/fax number and detachment). Faxes must be pre-authorized by HQ AETC/SGPS.

5.27.3. Once recertified (either Qualified or Disqualified), attach documentation to the original examination and file in cadet UPRG. Counsel cadet via AFROTC Form 16 regarding outcome of evaluation.

5.27.4. Non-contract AS200/250 cadets will follow similar guidance as contract cadets placed in MRS. Non-contract AS200 cadets who cannot attend FT training due to a medical issue which has lasted longer than six months will lose their EA, but may, if they desire, become AS500 (with appropriate DOG/DOC) and compete in PSP the following year if their medical problem is resolved.

5.27.4.1. These procedures apply to a single type medical problem, e.g. broken bone. It is possible to have 2 separate medical problems which extend beyond the 6-month limitation. For example, broken ankle for 4 months then 4-month shoulder separation a month after recovering from the ankle injury. These events would be handled as two separate events. On the other hand, a shoulder separation for 4 months followed by a shoulder instability for 4 months would be considered a medical problem exceeding 6 months.

## 5.28. Supplemental Medical Consultation.

5.28.1. The following forms are associated with supplemental medical consultations and should be given to the cadets for completion by the examining physicians (military or civilian):

5.28.1.1. When required, complete the SF 513, *Medical Record – Consultation Sheet*, in one copy for scholarship and POC entry physicals and for commissioning physicals. When requesting a consultation, provide the consulting physician (military or civilian) with all applicable medical records available at the detachment to include any medical evaluation requests by HQ AETC/SGPS. Ensure a typed signature block, including the physician's title and address, appears on the SF 513.

5.28.1.2. Three-Day Blood Pressure and Pulse Check. Use the web-based questionnaire when a recheck of blood pressure or pulse is requested. The questionnaire is available on the DoDMERB web site, DoD Forms: <https://DoDMERB.tricare.osd.mil/forms.asp>.

5.28.1.3. Use SF 507, *Medical Record*, if supplemental information is reported and no special form is prescribed. Also use it as a continuation sheet for any medical form/IMT prescribed by AFI 48-123 or this chapter. Prepare the SF 507 in one copy for scholarship and POC entry physicals and for commissioning physicals.

## 5.29. Upgrading Medical Examinations.

5.29.1. Cadets who have a certified physical at one level of qualification may have their physical examinations upgraded by HQ 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 a FCI exam to ensure overall qualification in the

event of category upgrade to pilot by HQ AFROTC/RR if the host base can support the request.

5.29.2. The requirement to upgrade physicals can be minimized by ensuring all scholarship, POC, and commissioning cadets receive a physical commensurate with the position designated by HQ AFROTC/RR and the needs of the Air Force. Provided there is reasonable expectation that an individual can qualify for another category, an appropriate medical examination may be requested.

5.29.2.1. Review the individual's most recent examination or medical documents to determine if the physical warrants consideration. If medically certified for the new category by HQ AETC/SGPS, send AFROTC Form 22 to HQ AFROTC/RRFP requesting re-categorization and attach one copy of the certification.

5.29.2.2. When requested by HQ AFPC and upon selection of a cadet for assignment to space and missile duty, submit a valid medical examination with the AR-SMOD results (obtained at MTF) to HQ AETC/SGPS for certification. This step is completed if requested and done when the final commissioning PE was scheduled.

### **5.30. Transportation/Per Diem for Medical Examinations.**

5.30.1. The following procedures apply to transportation of applicants or cadets for the purpose of undergoing medical examinations:

5.30.1.1. Determining Mode of Travel. Determine the most practical mode of travel. For an applicant who is not enrolled in GMC classes, determine the mode of travel when the applicant is first interviewed.

5.30.1.1.1. Government Transportation. Transportation of applicants or cadets is by government conveyance or government transportation request. In most instances, use the detachment vehicle or other available transportation options discussed in AFI 24-301\_AFROTCSUP.

5.30.1.1.2. Personal Conveyance. As a final alternative, travel made by privately owned conveyance is reimbursable at the current rate.

5.30.1.2. Entitlement to use Lodging and Dining Facilities. Scholarship cadets are authorized per diem to cover expense of food and lodging. Non-scholarship cadets are not authorized per diem, IAW 10 U.S.C. 2110; however all incidental expenses are reimbursable under JFTR U7154. Cadets may be offered a box lunch or meal ticket. Detachment escort personnel must ensure applicants and non-scholarship cadets understand that whether or not offered a government-prepared meal, box lunch, or meal ticket, they may use dining, as well as lodging facilities. Refer to HOLMCENTERI 65-101, *The AFROTC Cadet Payment Programs*.

**5.31. Use of Non-Air Force Medical Facilities.**

5.31.1. The United States Air Force Surgeon General has authorized the use of other-than-Air Force medical facilities for obtaining medical examinations for AFROTC applicants and cadets. See paragraph 5.30 for travel, dining, and lodging entitlements. The categories of these facilities and the procedures for their use are as follows:

5.31.1.1. DoD Medical Facilities. Non-Air Force DoD medical facilities may be used for physical examinations with the concurrence of the medical facility commander. Specific arrangements for use of such facilities must be between the detachment and the consenting facility. It is essential that all medical forms are clearly legible for medical certification purposes by DoDMERB or HQ AETC/SGPS, as appropriate, and that non-Air Force medical facility personnel are aware of the specific Air Force standards for each category. All physicals at DoD alternate medical facilities are accomplished without charge.



## Chapter 6

### ENLISTMENT PROCEDURES

**6.1. General Information.** The OPR for this chapter is HQ AFROTC/RRF. This chapter provides guidelines for enlistment.

**6.2. Enlistment in the United States Air Force Obligated Reserve Section (ORS).** Applicants 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, U.S.C. 2104 and 2107; AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*; AFI 36-2002, *Regular Air Force and Special Category Accessions*; and AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and the United States Air Force*.

**6.3. Eligibility to Enlist.** Before enlistment in the ORS, a POC applicant or scholarship designee must fulfill all eligibility requirements. All waivers of eligibility criteria must be approved prior to enlistment. Forward a waiver request via AFROTC Form 22 to HQ AFROTC/RRFP on individuals unable to meet established standards. Detachment/CCs have the following options regarding such POC designees not meeting enlistment eligibility requirements: dismissal from AFROTC with the option to re-compete later (must withdraw EA); special student status (must withdraw EA) with the option to gain eligibility; pursuing status if the disqualifying academic factor can be realistically corrected in one academic term and the cadet has successfully completed field training or been properly deferred. Enlistment eligibility requirements include:

6.3.1. Do not enlist applicants unless they meet the term/cumulative GPA standards as defined in Attachment 13. Certain non-line designees must meet appropriate GPA requirements prior to enlisting in the applicable non-line category IAW appropriate Air Force and AFROTC instructions.

6.3.2. Do not enlist cadets who do not meet physical fitness standards (excluding 4-year HSSP designees). **EXCEPTION:** PFA completed at FT may be used to satisfy fitness requirements for enlistment provided contracting occurs within 10 workdays before or after the start of the Fall term; however, a height/weight check is still required. To prevent the requirement of a fitness retest, ensure all enlistment eligibility requirements are met prior to fulfilling any fitness testing. For more detailed requirements on scholarship cadets, refer to Chapter 3. For fitness requirements, refer to AFI 36-2905, AFROTC Supplement. For enlisted commissioning program cadets, refer to AFI 36-2013 and Chapter 13 of this instruction.

6.3.3. BMI and/or body fat determinations remain an accession standard and are used as entry criteria for AFROTC. 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.

6.3.3.1. Non-contract cadets must meet BMI or body fat standards prior to enlistment, scholarship activation, and/or FT attendance.

6.3.4. Do not enlist applicants without a certified physical examination. **NOTE:** A DoDMERB is required for scholarship activation enlistments.

6.3.5. Do not enlist applicants who have a failing AFOQT. The AFOQT is not a requirement for enlistment. However, if a cadet takes the AFOQT and fails to achieve passing verbal and/or quantitative scores prior to POC entry, they are ineligible to contract into the POC. Upon POC entry, cadets in this situation will be placed in pursuing status for one semester. Cadets placed in pursuing status for failing AFOQT scores must pass the AFOQT NLT the last day of the Fall Semester of the AS300 year or be "Det Dropped."

**6.4. Citizenship Requirements.** Cadet must be a sole US citizen, either by birth or by naturalization. The applicant has 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 applicants, verify the document that established citizenship and file in the cadet's UPRG. (Reference AFRSI 36-2001, *Recruiting Procedures for the Air Force*).

**6.5. Enlistment Age.** Obtain consent of a parent or legal guardian if the enlistee is a minor as defined by the law of the jurisdiction where the contract is signed. This is usually determined by the state where the applicant signs the contract, not the state in which the applicant is living or is a current resident.

6.5.1. 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.

6.5.2. 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 applicant signs the contract. Parental consent is required if the applicant or 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 cosign the AF Form 1056.

6.5.2.1. Contact Holm Center/JA to determine minimum age to enter into a contract.

6.5.3. Verification of Age. The burden of proof is upon the applicant. Detachment must physically verify the birth/citizenship paperwork to ensure it is a certified true copy (raised seal). Do not accept a cadet for enlistment until this requirement has been met. File copies of these documents in the UPRG.

**6.6. Social Security Number (SSN).** Each applicant must possess a SSN when enlisted. If the individual does not possess or has lost their SSN card, refer cadet to Social Security Administration. Detachment must physically verify the social security card before entering the number into WINGS. **NOTE:** Detachment must ensure verification of SSN is filed in UPRG once enlisted.

**6.7. Selective Service Number.** Each male applicant who is 18 years or older must be registered through the Selective Service System (SSS) at the time of enlistment. If enlisting prior to the age of 18, completion of the DD Form 4, constitutes registration with the SSS in accordance with the

Military Selective Service Act. To obtain verification of registration, log into WINGS and click the link to selective service verification located on the extended data tab of the cadet data screen.

## **6.8. Enlistment Processing.**

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

6.8.2. Pre-Enlistment Actions. The detachment may complete all administrative actions prior to enlistment date except entering the date on and signing the AF Form 1056, DD Form 4 (Part E), and recertification of the items listed below. The date of enlistment is determined by the DD Form 4.

6.8.3. Pre-Enlistment Review of Qualifications.

6.8.3.1. Detachments will use the AFROTC Form 63, Medical Examination, AFROTC Form 48 and SMR to ensure that the individual is qualified for enlistment. For scholarship designees, the scholarship entitlement must be awarded in WINGS before contracting occurs. **NOTE:** HSSP entitlements are loaded by HQ AFROTC/RRUC in July of each year.

6.8.3.2. On the day of, and prior to, enlistment have the applicant:

6.8.3.2.1. Recertify the AFROTC Form 35.

6.8.3.2.2. Recertify the AFROTC Form 2030 (excluding ASCP, SOAR, and POC-ERP cadets). If drug (or hemp) abuse is reported which occurred subsequent to the original certification or was not reported upon a previous certification, the individual is normally denied enlistment. If evaluation for possible waiver is considered appropriate (for example, due to inadvertent use), the Detachment/CC may enroll the individual into the POC as a pursuing student and forward a waiver via AFROTC Form 22 to HQ AFROTC/RRFP. For HSSP designees, see paragraph 3.9.3.3 and 4.8 of this instruction.

6.8.3.2.3. Recertify the AF Form 3010.

6.8.3.2.4. Recertify the Air Force Dependency Policy Statement of Understanding (Attachment 15).

6.8.3.2.5. Recertify the AFROTC Form 500.

6.8.3.2.6. To satisfy the recertification requirement for an ASCP, SOAR, or POC-ERP cadet, the cadet must “initially” complete/sign the required forms (except AF Form 2030). Since initially completing the form signifies recertification, the recertification areas of required forms are not used.

**6.9. 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. Extreme care must be exercised to enlist only those individuals who are fully qualified, as enlistment cannot be invalidated. Enlistment must occur within 10 workdays before/after the start of host institution classes (Fall term) for fully qualified cadets. For cadets not fully qualified at the start of institution classes, enlist the cadet immediately after qualification requirements are met. Since subsistence is tied to enlistment, detachments must ensure procedures exist to enlist qualified individuals in a timely manner and should not establish administrative requirements that cause extra delays. A Detachment/CC can always delay an enlistment for cause, but the POC applicant or scholarship designee must be counseled via AFROTC Form 16 as to the reason for delay beyond 10 workdays. If not enlisted within 10 workdays after the start of host institution classes and the POC applicant meets the criteria for pursuing status, place the cadet in pursuing status. GMC scholarship designees may not be placed in pursuing status since they do not hold an EA; however, these scholarship designees must be counseled on their continuing designee status. Under no circumstances enlist an individual more than 10 workdays before the beginning of host institution classes (Fall term) and cadets cannot under any circumstances be contracted after a term ends. For cross-town/consortium schools base first and last day of classes off the host institution's schedule (See HOLMCENTERI 65-101).

6.9.1. Eligible ECP selectees (ASCP, POC-ERP, and SOAR): Eligible persons must be enlisted within 24 hours of separation as required by AFI 36-2013 , *Officer Training School (OTS) and Enlisted Commissioning Programs (ECP)*, and AFI 36-3208, *Administrative Separation of Airmen*.

6.9.2. Ineligible ECP Selectees: If an ECP selectee reports to the detachment and is ineligible for immediate enlistment, the detachment must take one of the following actions:

6.9.2.1. A selectee separated/discharged from active duty concurrent with normal expiration term of service (ETS) has successfully fulfilled the required active duty military service obligation (MSO). Therefore, the requirement to enlist the selectee within 24 hours is not a factor. To verify if discharge was concurrent with ETS, contact HQ AFPC/DPPRS. Do not enlist a selectee who does not meet appropriate enlistment requirements. Enlistment is authorized ONLY when the factors that necessitated the selectee's ineligibility no longer exist and all necessary waivers are processed.

6.9.2.1.1. Although the discharge does not have to be delayed if ETS coincides with MSO, the individual not contracting with 24 hours of separation is no longer qualified to contract using medical retention standards and must therefore have a certified entrance physical prior to contracting.

6.9.2.2. A selectee discharged from active duty prior to normal ETS has not fulfilled the necessary active duty MSO. Therefore, the discharge must be placed on an administrative hold until a decision can be made on enlistment. Notify HQ AFPC/DPPRS and the losing Military Personnel Section (MPS) Separations office that the discharge needs to be placed on "hold" for a specified number of days (time needed to resolve the ineligibility factor). A new discharge date is established based on the time specified to resolve

actions. If the selectee meets enlistment eligibility requirements, enlist within 24 hours of the newly established discharge date. If the selectee fails to meet appropriate enlistment requirements, contact HQ AFPC and the MPS to have the selectees' discharge papers pulled to allow the individual's return to active duty. Anytime an ECP selectee is returned back to active duty, the detachment must contact HQ AFROTC/RRFP.

**6.10. Pre-Enlistment Briefing.** The day of, but prior to, each enlistment, a detachment representative must advise the cadet of their rights and obligations using the pre-enlistment briefing at Attachment 20 of this instruction. The pre-enlistment briefing must be maintained with the AF Form 1056 in the UPRG. The purpose of the briefing is not to recruit but to ensure complete understanding and, if candidates are unable to accept, preclude enlistment. In addition to the pre-enlistment briefing the following items must be covered:

6.10.1. All points of the multiple and complex forms/IMTs must be covered, even if negative (such as subject to worldwide, remote duty regardless of family member or marital status), since these are the directed DoD, Air Force, AFROTC, and individual enlistment and retention standards, obligations, and conditions.

6.10.2. Have applicants review the forms/IMTs that pertain to their membership in AFROTC as contract cadets that are mentioned during the briefing. Instruct them to review the entries on the forms/IMTs for accuracy and have them refer to social security cards to ensure the respective numbers are correct.

6.10.3. Advise applicants to question any portion of the briefing they do not understand.

6.10.4. Advise applicants that after the briefing and before enlistment, a break is taken to permit them to ask questions of a private nature which they may not want to discuss or ask in the group setting.

**6.11. AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*.**

6.11.1. Complete the AF Form 1056 (Attachment 18) and file the original in the cadet's UPRG 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.

6.11.2. Completion of the Contract. The AF Form 1056 must be executed before the individual is admitted to contract cadet status. Ensure the applicant's signature is witnessed by two adults not related to the applicant. Applicant, witnesses, and AFROTC detachment officer representative signatures are not signed until the day of, but prior to, the oath of enlistment, unless paragraph 6.11.3 applies.

6.11.3. 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 applicant and two adult witnesses not related to the applicant 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 applicant must complete an AF Form 1056 “Changes Page” according to Attachment 18.

6.11.4. Scholarship Nomination. A POC applicant nominated for a scholarship must be completely processed for scholarship membership (possess a valid DoDMERB physical) before enlistment, but will complete the AF Form 1056 as a POC cadet if the scholarship is not awarded by the time of enlistment and the applicant does not want to enroll in pursuing status. If the applicant receives the scholarship following POC entry, the applicant must complete an AF Form 1056 “Changes Page” according to Attachment 18.

## **6.12. Scholarship Activation Actions.**

6.12.1. 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 HQ AFROTC/RRFP via an AFROTC Form 22. **NOTE:** Stipends are never paid retroactively.

6.12.2. Complete Section I of the AFROTC Form 88, Extended Terms of Scholarship Entitlements Acknowledgment and Certification, for 4-year and 3.5-year scholarship cadets in a SAF-approved 5-year undergraduate major. The AFROTC Form 88 is used to verify extended terms of scholarship entitlements, acknowledgement, and certification.

6.12.3. Complete and process travel vouchers for HSSP freshmen cadets. **NOTE:** 3-year HSSP winners must complete the travel voucher as freshman although they are not eligible to contract until the AS200 year.

6.12.4. Update WINGS within 5 workdays of any scholarship action.

## **6.13. Enlistment.** Accomplish enlistment by administering the Oath of Enlistment and completing the DD Form 4.

6.13.1. Completion of DD Form 4. Complete the DD Form 4 according to instructions contained in AFI 36-2606, Figure 3.1. Original signatures on each copy are not required. Place the original in the cadet’s UPRG. Provide a copy to the cadet/enlistee. **NOTE:** In AFROTC, the term “annexes” refer to the AF Form 1056; therefore, it is not required to line out this term or attach the AF Form 1056. Additionally, “X-ing” out areas not applicable to the individual, is not required.

6.13.2. Reserve Orders (Attachment 19):

6.13.2.1. Publication. Publish Reserve Orders when the individual enlists or reenlists in the ORS as a POC or scholarship member.

6.13.2.2. Distribution. Distribute Reserve Orders as follows:

6.13.2.2.1. One copy in the cadet’s UPRG.

6.13.2.2.2. One copy to the cadet.

6.13.2.2.3. One copy to the organization that granted a conditional release to permit a member of a Reserve component to enlist in the ORS.

6.13.2.3. Protection of Privacy Act Data. Multiple cadets may reflect on the same reserve order. "Black out" other cadets' personal identifying information (SSN, DOB, etc.) before filing in the cadet's records or providing the cadet a copy.

6.13.3. Reserve ID Card. The Detachment/CC must verify eligibility or designate in writing individuals responsible for preparing and verifying a cadet's eligibility for a DD Form 1172, *Application for Uniformed Services Identification Card DEERS Enrollment*. Reference AFI 36-3026V1\_(I), *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*. The member is responsible for obtaining the Reserve ID card from the support base Military Personnel Flight Customer Service branch. This requirement may be omitted if it is not reasonable to prepare the DD Form 1172 (i.e., cadet has no intention of getting the Reserve ID due to the distance to the support base, or if the support base does not require a DD Form 1172). When completing the DD Form 1172, under "Privileges Authorized," place a "Y" in the "EU" (exchange unlimited) and the "MWR" (morale, welfare, and recreation) block. All other blocks must have an "N." The expiration date should be expected date of graduation. **NOTE:** Cadets should not attempt to obtain ID cards until 30 days after enlistment.

#### 6.14. Members of Reserve Forces.

6.14.1. Air Force Reserve (Individual Ready Reserve (IRR), Inactive, or Standby). If the POC or scholarship applicant or scholarship designee is already a member of the Air Force Reserve, the applicant 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. It is not necessary to obtain a conditional release (DD Form 368, *Request for Conditional Release*) before reenlisting; however, 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 HQ ARPC). Upon enlisting scholarship and POC members, forward a copy of the applicant's DD Form 4 to HQ ARPC/DPAAD, 18420 E Silver Creek Ave, Bldg 390 MS68, Buckley AFB, CO 80011.

6.14.2. 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 Air National Guard or Army 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 paragraph 6.14.2.1. 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, applicants 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, and may compete for rated categorization. The pursuing student will not be eligible for subsistence or scholarship, to include incentive programs. HQ AFROTC may withdraw a student's EA if retention is determined not to serve the best interest of the Air Force. If the conditional release request is disapproved, place the student in special student status. For conditional release for Marine Corps Standby Reserve, see Attachment 21.

6.14.2.1. Submit requests for clearance:

6.14.2.1.1. For a member of the Army National Guard or Air National Guard to the appropriate State Adjutant General.

6.14.2.1.2. For a member of the United States Army Reserve:

6.14.2.1.2.1. Ready Reserve - to the detachment of assignment.

6.14.2.1.2.2. 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.

6.14.2.1.3. For a member of the United States Naval Reserve:

6.14.2.1.3.1. Ready Reserve - to the detachment of assignment.

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

6.14.2.2. For a member of the United States Marine Corps Reserve:

6.14.2.2.1. Ready Reserve - to the detachment of assignment.

6.14.2.2.2. Standby Reserve - to the appropriate Marine Corps District Headquarters (Attachment 21).

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

6.14.2.3. 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.

6.14.2.4. 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.

**6.15. Reenlistment in the ORS.** An applicant 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.

**6.16. Erroneous Enlistment, Fraudulent Enlistment, and Administrative Error.** Erroneous enlistments that are identified during HHQ SAVs and Inspections must be immediately corrected.

6.16.1. Erroneous enlistment is one the Air Force should not have accepted, and 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.

6.16.1.1. All erroneous enlistment waiver requests require HQ AFROTC/RRFP approval via an AFROTC Form 22.

6.16.1.2. Examples of Erroneous Enlistment. An erroneous enlistment exists when a cadet was enlisted who:

6.16.1.2.1. Reported an involvement on the AFROTC Form 35 correctly, the involvement required HQ AFROTC waiver, but the waiver was not obtained.

6.16.1.2.2. Was not medically qualified for enlistment.

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

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

6.16.1.2.5. Did not meet AFROTC academic standards and did not receive a waiver.

6.16.1.2.6. 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.

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

6.16.1.2.8. Indicated conscientious objector status.

6.16.1.2.9. Was not a sole US citizen.

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

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

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

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

6.16.1.2.14. 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.

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

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

6.16.1.2.17. Had not successfully completed required prerequisite training (GMC, FT, or its equivalent) but entered the POC without a waiver from higher headquarters.

6.16.1.2.18. Had been properly administered the PFA prior to enlistment, but failed.

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

6.16.1.2.20. Did not meet the required TGPA and CGPA requirement for the previous term.

6.16.1.2.21. Had a failing AFOQT score (see paragraph 6.3.5).

6.16.2. Fraudulent enlistment is one involving deliberate material misrepresentation, omission, or concealment that, if known at any time in the enlistment process, might have resulted in rejection.

6.16.2.1. Fraudulent enlistments must be investigated for disenrollment. Advise the cadet, via AFROTC Form 16 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.

6.16.2.2. Examples of Fraudulent Enlistment. A fraudulent enlistment exists when a cadet was enlisted who deliberately failed to report or materially misrepresented:

6.16.2.2.1. A civil involvement that happened before enlistment.

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

6.16.2.2.3. Not in good academic standing.

6.16.2.2.4. Information on their physical exam.

6.16.2.2.5. 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.

6.16.3. Administrative error is made on the part of the Air Force.

6.16.3.1. Administrative error must be corrected by the detachment holding the cadet's records even if the cadet was enlisted at a MPS or another detachment. When the items are corrected, an MFR must be placed in section I of the cadet's UPRG listing the errors and corrections made.

6.16.3.2. Correction of the DD Form 4:

6.16.3.2.1. 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 within paragraph 6.16.3.2.1. 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, etc., do not require a correction to the DD Form 4.

6.16.3.3. Examples of Administrative Error. An administrative error in the enlistment process exists when:

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

6.16.3.3.2. The cadet did not properly complete the PFA prior to enlistment. Administrative error exists only if the cadet subsequently passed the PFA in the first attempt after enlistment. If they did not pass, the enlistment is erroneous and paragraph 6.16.1.2.20 applies.

6.16.3.3.3. 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 6.16.1.2.21 applies.

6.16.3.3.4. 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, *Administrative Separation of Airmen*.

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

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

6.16.3.3.7. The AFROTC Form 35 was not recertified on the day of, but prior to, enlistment. Administrative error exists only when the cadet recertifies and lists no additional involvements, or lists additional involvements that are waivable by the Detachment/CC, and the Detachment/CC waives them. If involvements are listed that require HQ AFROTC/RRFP approval, then the enlistment is erroneous and paragraph 6.16.2.2.1 applies. **NOTE:** A separate certification is required for enlistments that occur on the date of application as these two processes are separate, distinct events.

6.16.3.3.8. 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 6.16.1.2.11 applies.

6.16.3.3.9. 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.

6.16.3.3.10. Enlisted based on meeting all eligibility requirements (reference Chapter 3) for a fully-qualified scholarship program (e.g., Express, etc.), but failed to properly receive HQ AFROTC/RRUE approval via WINGS. If it determined that the individual was actually not eligible to activate the scholarship at the time of enlistment, then it is an erroneous enlistment.

## **6.17. Name or SSN Changes After Enlistment and Before Commissioning.**

6.17.1. Use the following procedures to update a cadet's records whenever a name change occurs after enlistment:

6.17.1.1. 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.

6.17.1.2. AFROTC Detachment Responsibilities:

6.17.1.2.1. Update the cadet's UPRG using locally available documentary proof (copy of marriage license, etc.). **NOTE:** Existing cadet records at the detachment such as the AF Form 1056 and DD Form 4/1 do not require correction, but the DD Form 93 must be updated.

6.17.1.2.2. Update WINGS.

## Chapter 7

### CADET PERSONNEL ACTION REQUEST

**7.1. General Information.** The OPR for this Chapter is HQ AFROTC/RRF. This chapter explains the procedures to request waivers, or other actions, as specified in this instruction.

**7.2. Specific Use.**

7.2.1. The AFROTC *Form 22, Cadet Personnel Action Request (CPAR)*, is used to request waivers, outline Detachment/CC's disenrollment comments and recommendations, or other actions, as specified in this instruction.

7.2.2. Waivers. Detachments may request waivers for cadets and applicants who fail to meet eligibility requirements or for contract cadets who fail to maintain academic, military, or other retention standards.

**7.3. Submission Guidelines.**

7.3.1. Make no commitment to the individual, even if previous conversations with HQ AFROTC personnel indicate favorable consideration.

7.3.2. Temporarily inactivate scholarships as required.

7.3.3. Submit a separate AFROTC Form 22 for each individual. The Form 22 may contain multiple requests, but for only one individual.

7.3.4. Submit AFROTC Form 22 to HQ AFROTC/RRFD for disenrollment actions. All others are to be sent to HQ AFROTC/RRFP. Confirmation of receipt and disposition action for all actions submitted to HQ AFROTC/RRFP will be forwarded via email to the detachment email address. Detachments must allow 60 day for processing of disenrollment actions and 20 days (minimum) for waivers and all other requests. **NOTE:** If a detachment is not sure a situation requires CPAR (other than for disenrollment action), they are encouraged to call HQ AFROTC/RRFP.

7.3.5. Submit waiver requests to HQ AFROTC/RRFP via email (with all supporting documentation) to [afrotc.rrfp@maxwell.af.mil](mailto:afrotc.rrfp@maxwell.af.mil). Maintain a copy in the cadet UPRG for reference along with the final disposition from is received. **NOTE:** ALL disenrollment packages must be mailed to HQ AFROTC/RRFD IAW Chapter 11 of this instruction.

**7.4. AFROTC Form 22, *Cadet Personnel Action Request*, Completion.**

7.4.1. Complete instructions for the AFROTC Form 22 are located at Attachment 22. Since HQ AFROTC decisions are based on the whole-person concept, it is vital that all information shown is correct, complete, and current. If an item does not apply, enter N/A or leave blank.

**7.5. Appeals.** Whenever Detachment/CCs desire to appeal an AFROTC Form 22 that was previously disapproved by HQ AFROTC/RRFP, they must request re-consideration directly to

HQ AFROTC/RR.. Ensure the correspondence includes any additional support that may not have been included in the 22 package. Decisions will be returned to the detachment via email.

## **7.6. WINGS Trouble Ticket Waivers.**

7.6.1. The following actions may be approved through trouble ticket in WINGS.

7.6.1.1. FT deferral based on medical reasons. Submit request with specifics of medical reason if deferral is before departure to FT. **NOTE:** Cadets returned from FT for medical reasons without prejudice are not automatically deferred to FT the following summer. Detachments may request another FT assignment in the same year through HQ AFROTC/DOT provided space is available. If there are no open billets or if the cadet is unable to complete FT during the same summer, detachments must request deferral via trouble ticket in WINGS.

7.6.1.2. Period of Non-Attendance to attend university-mandated church missions. Include date of departure & return.

7.6.1.3. Major and DOC/DOG changes within the Detachment CCs waiver authority. **NOTE:** HQ AFROTC/RRFP maintains oversight of these changes to ensure scholarship entitlement are not affected.

7.6.1.4. Corrections to cadet data not correctable by detachment personnel.

7.6.2. Disapproved WINGS trouble tickets. A WINGS trouble ticket disapproval may be appealed only by submitting an AFROTC Form 22 to HQ AFROTC/RRFP.

**7.7. Cadet Notification.** Cadets must be counseled via AFROTC Form 16 on results of all disenrollment actions and waiver requests. Submit AFROTC Form 16 for disenrollment actions to HQ AFROTC/RRFD via e-mail to [afrotc.rrfd@maxwell.af.mil](mailto:afrotc.rrfd@maxwell.af.mil).

## Chapter 8

### POC AND NON-LINE SELECTION PROCESSES

**8.1. General Information.** The OPR for this chapter is HQ AFROTC/RRF. This chapter explains the purpose of enrollment allocations (EA) and establishes selection procedures for POC applicants. It also explains basic eligibility requirements common to EAs and provides an event schedule. Nominate the applicant for an EA through WINGS; reference the WINGS checklists located at <https://hq.afmils.edu> for applicable instructions. The POC Selection Process (PSP) and non-line selection process will follow the rated categorization process by four to six weeks. The PSP and non-line selection boards are paper boards based on the cadet's Order of Merit (OM).

**8.2. Purpose.** Cadets are selected as officer candidates in either technical, non-technical, foreign language, or nursing areas based on academic major. Selection normally occurs in the applicant's AS200/250 year. A cadet cannot be contracted in the POC or enroll in AS300/400 classes without an EA unless they are Special Students with no intent to commission. AFROTC will consider medical and dental candidates (line-to-non-line) one year prior to commissioning (the same time the rated boards are held).

**8.3. PSP Eligibility Requirements.** Applicants must meet all eligibility requirements in Chapter 4, or have a HQ AFROTC/RRFP waiver.

8.3.1. Cadets competing for an enrollment allocation through PSP must have a CGPA of at least 2.5 on a 4.0 scale. Use the AFROTC calculated CGPA as outlined in paragraph 4.33.4.7. TGPA is not a factor for eligibility.

8.3.2. Applicants in graduate school (reference para 4.2.1.3) must factor in their ROTC calculated undergraduate CGPA.

**8.4. Schedule of Events.** Estimated timeline:

8.4.1. On 1 June (or earlier): Begin working physical examinations for applicants.

8.4.2. First duty day in January: Start of nomination period.

8.4.3. Second week in February: Detachment deadline for PSP inputs.

8.4.4. First week of March: PSP boards held.

8.4.5. Third week of March: PSP and non-line selection results released via Automated Response Message System (ARMS).

**8.5. Notification to Detachments.** Detachments will be notified of selection of EA and non-line categories 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, "officer-N" if the cadet is given an EA in a non-technical major and will remain blank if not selected.



**8.6. POC Enrollment Allocations (EA).** Each applicant for an EA must meet these minimum standards:

8.6.1. Pass the PFA and meet standards according to AFI 36-2905, AFROTC Supplement. Enter the most recent PFA score into WINGS.

8.6.2. Standardized testing requirements:

8.6.2.1. The Air Force Officer Qualifying Test (AFOQT) is not a disqualifier for POC selection; however, the Scholastic Aptitude Test-Equivalency (SAT-E) is part of the OM used for selection. Therefore, a cadet must have at least one of the three standardized tests (AFOQT, SAT, ACT) to be competitive. Since the selection algorithm chooses the highest of the scores entered into WINGS, (only the most recent AFOQT scores can be considered), detachments should strive to enter as many as possible. The SAT-E can be established using either the SAT, ACT, or the AFOQT-AA scores. Cadets who do not have SAT or ACT scores are authorized to take the AFOQT in order to obtain an SAT-E score; otherwise, they will receive zero points for the SAT-E OM factor. Verify the applicant's most recent scores as they appear in WINGS and on the Student Management Roster (SMR) since this is the score of record. The PSP algorithm uses the highest of the cadet's AFOQT/SAT/ACT score to calculate the SAT-E portion of the OM. Contact HQ AFROTC/RRFP if there is a discrepancy. Chapter 4 of this instruction outlines procedures for requesting a waiver if a cadet fails to achieve the minimum passing scores.

8.6.3. Ensure any waiver requests (civil involvements, age, etc.) are approved prior to submitting applicants for EAs. Use the eligibility requirements outlined in Chapter 4 of this instruction and on the AFROTC Form 63, *AFROTC Enrollment / Enlistment Checklist* when considering applicants for EA.

8.6.4. Nominees must have a valid/qualified/certified physical examination prior to nomination. The physical exam data must be entered before WINGS will allow the PSP nomination. **NOTE:** Sports physicals may not be used for PSP nomination.

**8.7. Detachment Screening Process.** Screen applicants to determine their motivation toward pursuing an Air Force commission. Do not nominate unqualified or unmotivated applicants. Do not use the PSP process as a screening process for selection. That is, if detachments believe a cadet should not be enrolled in the POC, make the cut; do not use the PSP as the go/no-go decision. Detachment screening should include, but is not limited to, drug use and alcohol abuse, civil involvements, and academic goals.

**8.8. POC Selection Process.**

8.8.1. Detachment Commander Ranking (DCR) and OM.

8.8.1.1. 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. As a guide, measures of aptitude, work ethic, leadership ability, bearing/verbal skills, fit with Air Force culture and personal fitness point to officer

potential. WINGS will compute the Relative Standing Score (RSS) based on the DCR and the class size (see Table 8.1).

8.8.1.2. Do not award an undeserved ranking in an effort to overcome lower objective factors such as a poor GPA, PFA or standardized test score.

8.8.1.3. The PSP OM is determined using a selection model weighted: 50% Detachment/CC ranking, 20% CGPA, 15% SAT-E, and 15% PFA score.

**Table 8.1. PSP Order of Merit (OM) Factors**

<b>FACTORS</b>	<b>WEIGHT</b>
<b>RSS (Note 1)</b>	<b>50%</b>
<b>Cumulative GPA</b>	<b>20%</b>
<b>PFA</b>	<b>15%</b>
<b>SAT-E (Note 2)</b>	<b>15%</b>
<b>NOTES:</b> 1. The formula for calculating RSS is: $(10(1-R/C)+0.5/C))$ , where R=DCR and C=Class Size  2. The SAT-E is the best of the SAT-R, ACT or AFOQT-AA, converted to SAT-E used only for selection processing (see conversion chart Attachment 23)	

**8.9. Non-Line (Nursing, Pre-Health, and Dental) Selection Process.** Cadets selected for a non-line enrollment allocation are ineligible to compete for any rated category and are ineligible to apply for an educational delay.

**8.9.1. Nurse Non-line Selection Board.** This board will convene following the PSP board. Nursing candidates must be in an have a minimum CGPA of 2.5 or higher based on a 4.0 scale, and be in good standing with the university. All nursing non-line candidates should submit a memorandum to the Detachment/CC requesting nomination for non-line (Attachment 24). All nursing candidates majoring in nursing and requiring either two or three years to graduate/commission will be nominated for the “Nurse” EA. Cadets majoring in nursing who have not been accepted into a nursing program should be nominated for a “Nurse” EA along with those who are currently in a nursing program. A “Nurse” EA will be awarded to those who would have made the non-technical order-of-merit cutoff. A “Nurse Only” EA will be awarded to those who would not have made the non-tech cutoff but who have been accepted into a certified nursing program. HQ AFROTC/RRFP will contact detachments during the data verification process to validate nursing program acceptance in order to determine the “Nurse Only” EA. Detachments may request an out-of-cycle (OOC) “Nurse Only” EA via Form 22 for PSP non-selects who are later accepted into the certified nursing program. Nursing candidates who would not have been selected for a non-technical EA are ineligible for line consideration

**8.9.2. Pre-health and Dental Selection Boards.** Pre-health and dental selection occurs after the rated selection board and one year prior to commissioning (AS300 year for 4-year program cadets and AS400 year for 5-year program cadets). All pre-health and dental non-

line candidates should submit a memorandum to the Detachment/CC requesting nomination for a non-line EA (Attachment 24). Upon receipt of the memorandum, the detachment will verify the applicant's eligibility for the requested category, update WINGS and file the memorandum in the cadet's UPRG.

8.9.2.1. The following guideline explains the post-selection actions for cadets awarded a pre-health or Dental EA.

8.9.2.1.1. Cadets should schedule and complete the Medical Category Aptitude Test (MCAT) or Dental Admission Test (DAT) during Spring of junior year.

8.9.2.1.2. Gain acceptance into an accredited medical school, USUHS, or dental school.

8.9.2.1.3. Provide the letter to the detachment. Detachment will forward the acceptance letter to HQ AFPC/DPAM.

8.9.2.1.4. HQ AFPC/DPAM mails contract/pay package to detachment.

8.9.2.1.5. Cadet completes documents, returns it to detachment, and detachment forwards completed contract/pay package and copy of commissioning physical to HQ AFPC/DPAM.

8.9.2.1.6. Detachment commissions cadet as a line officer in the Air Force upon graduation and reappoints cadet into the MSC upon notification from HQ AFPC/DPAM.

8.9.2.2. Cadets who are unable to meet their respective non-line categorization board may request consideration via AFROTC Form 22. The decision to allow categorization/recategorization will be based on the needs of the Air Force. Cadets who want to compete for a non-line category after the board cut-off must meet all eligibility requirements for the desired category. Submit an AFROTC Form 22 package to HQ AFROTC/RRFP. Include the cadet's preference and DCR. **NOTE:** Cadets who require a change of DOC to a new FY will lose their non-line category and are subject to reclassification based on the needs of the Air Force.

8.9.2.3. Cadets not selected may apply to participate in AFHPSP or USUHS if accepted to an accredited medical or dental school prior to commissioning. Detachments must contact HQ AFROTC/RRFP via email for permission to apply and include a scanned copy of the letter of acceptance. If approved, the cadet will be authorized to pursue application for AFHPSP. Selection boards for AFHPSP are generally held monthly from October to April. AFROTC cadets on educational delay to attend medical school may apply for a three-year AFHPSP scholarship.

8.9.3. Pre-Health Professions Program (Pre-HPP) Description.

8.9.3.1. AFROTC currently awards the pre-health EA and provides the selectee names to AFPC/DPAMN which, in turn, manages the Air Force Health Professional Scholarship

Program (AFHPSP) and the Uniformed Services University of Health Sciences (USUHS) allocation. (Reference AFI 41-110, *Medical Health Care Professions Scholarship Programs*.)

8.9.3.2. Pre-HPP Designation. The Pre-HPP interfaces with the Armed Forces Health Professions Scholarship and Financial Assistance Program (AFHPS/FAP). Pre-HPP cadets (Category Selection "Premedical" or "Dental" in WINGS) are guaranteed an AFHPS/FAP graduate medical school scholarship provided they obtain acceptance to an accredited medical school in the United States or Puerto Rico before April 15th of their senior year. Cadets who obtain acceptance to an accredited medical or dental school after April 15th but prior to their commissioning date, will be considered for medical or dental school scholarship award on a case-by-case basis through AFPC/DPAME and DPAMD respectively. Cadets are not guaranteed selection for admission to USUHS. Pre-HPP (pre-medical) cadets can apply simultaneously to USUHS and other medical schools for completion of their studies; however they will be required to make a decision on accepting the USUHS or the HPSP scholarship NLT the beginning of April in the year of their AFROTC graduation date. USUHS will notify HQ AFPC/DPAME of AFROTC cadets selected to attend USUHS. AFPC/DPAME will send the detachment a contract package to be completed by the cadet. The detachment will ensure the contract package is returned to DPAME by the established suspense date. Detachments will commission these individuals into the line of the Air Force upon completion of their undergraduate degree and reappoint them into the Medical Service Corps the next day. HQ AFPC/DPAMF2 will initiate appointment orders to include orders to enter active duty for medical school training.

8.9.3.2.1. Acceptance or declination of a pre-health identifier is required within 7 days of notification. Counsel each cadet receiving a pre-health identifier via Form 16 and document their acceptance or declination within the 7 days and file in the cadet UPRG. If the cadet declines the Pre-health designator then the cadet will be awarded an EA allocation consistent with their degree (tech or non-tech).

8.9.3.3. Non-Pre-HPP. Cadets who are not designated Pre-HPP, but who desire an Air Force career as a physician, dentist, or a select Biomedical Sciences Corps (BSC) officer specialty identified in the annual program announcement may apply for these programs. Upon receipt of acceptance to an accredited medical, dental, or applicable allied health graduate or post-graduate school, the cadet, through their Det, must send a copy of the memorandum of acceptance to HQ AFPC/DPAME (medical), DPAMD (dental), or DPAMW (biomedical sciences) to apply for an AFHPSP scholarship. Prospective BSC officer candidates may also apply for an educational delay (at individual expense) for appropriate graduate-level health profession studies. During their final year of the advanced education program, the candidate may then apply to AFPC/DPAMW for the selection to the qualifying AFSC. If selected, he/she will be reappointed into the Air Force Biomedical Sciences Corps (BSC) upon program completion.

8.9.4. Nursing Program Description.

8.9.4.1. Students engaged in the pursuit of a nursing-related baccalaureate or higher degree from a National League of Nursing (NLN) or a Commission on Collegiate Nursing Education (CCNE) school of nursing or from certain schools recognized by the United States Department of Education and acceptable to the United States Air Force Surgeon General (see Attachment 25 for state accrediting approval agencies) may enroll in AFROTC and commission in the United States Air Force Nurse Corps.

8.9.4.2. Detachments may obtain additional information concerning the Air Force Nurse Program by contacting HQ AFPC/DPAMN (DSN 665-3226 or (800) 531-5811).

#### 8.9.5. Pre-Health and Dental Non-line Categorization Requirements.

8.9.5.1. Cadets must be awarded an EA during PSP to be considered for a Pre-Health or Dental EA.

8.9.5.2. Pre-health and dental candidates must have a CGPA of 3.50 or higher based on a 4.0 scale and should major in any pre-medical academic major such as biology, microbiology, zoology, chemistry, biochemistry, etc.; however, all majors that qualify a cadet for medical or dental school are eligible.

8.9.5.3. Age Requirements. Pre-HPP cadets must commission before their 35th birthday to be eligible to compete for the AFHPS/FAP program.

8.9.5.4. Enlistment Requirements. Procedures for enlisting pre-health and nursing candidates in the ORS are the same as those required by other individuals entering AFROTC.

8.9.5.5. Commissioning Requirements. Special commissioning requirements are outlined in Chapter 12 of this instruction.

#### 8.9.6. Detachment Non-line (Pre-health, Dental and Nursing) Categorization Processing.

8.9.6.1. The Detachment/CC or representative should brief cadets on the non-line categorization process in preparation for categorization process.

8.9.6.2. The Detachment/CC will assign each individual a DCR based on the entire FY class, regardless of when the individual is competing for a non-line category. WINGS will compute the RSS based on the DCR and class size.

8.9.6.3. Nominate pre-health, dental and nursing candidates by entering data into WINGS. WINGS will compute each candidate's OM score using the most current information available.

#### 8.9.7. Non-Line Categorization Board and Detachment Notification.

8.9.7.1. Cadets who are unqualified for, or do not desire, a non-line category will retain "Officer" in "category selection" and remain "line" officers.

8.9.7.2. Enrollment Allocations. WINGS will reflect the selection results. When HQ AFROTC/RRFP awards a nursing EA the CAT-SEL block in WINGS will reflect "Nurse". If selected for Pre-health or Dental, the CAT-SEL block of the SMR will change from officer candidate "Officer" to the new category ("Pre-Health" or "Dental" in WINGS. Upon receipt of the new production category from HQ AFROTC/RRFP, complete a change page to the AF Form 1056 within 10 workdays/school days of cadet's notification. If the cadet does not complete the change page to the contract, contact HQ AFROTC/RRFP to pull the allocation.

8.9.7.3 The non-line OM is determined using a selection model weighted: 60% CGPA, 25% Detachment/CC ranking, 15% PFA score.

## 8.10. PSP Nomination Period.

8.10.1. The nomination period normally begins the first duty day of January through the second week of February. Detachment/CCs may submit nominees anytime during this period. Detachment/CCs are strongly encouraged to submit nominations as early as possible.

8.10.2. Cadets on scholarship, cadets who are pending scholarship activation, and cadets with scholarship applications pending must be counseled, via AFROTC Form 16, that failure to receive an EA will result in withdrawal of scholarship offer.

8.10.3. For any cadet who previously completed FT successfully, submit an AFROTC Form 22 to HQ AFROTC/RRFP requesting an EA and accreditation of FT. For applicants who have previously attended FT but not completed (returned with prejudice), submit the AFROTC Form 22 to HQ AFROTC/RRFP requesting authorization to repeat FT and continue in program.

8.10.4. Selection Boards and Notification to Detachments.

8.10.4.1. PSP and non-line selection boards convene at HQ AFROTC. Board rosters will be aligned by OM. To meet the needs of the Air Force, separate boards (e.g., academic major, foreign language ability) may be considered. For a cadet to meet the board, all selection data, especially DOG/DOC and academic major, must be correct, input, received, and verified by HQ AFROTC/RRFP prior to the established cut-off dates.

8.10.4.1.1. To qualify for a foreign language EA, a cadet must be majoring in a foreign language or demonstrate a 1+1 level of proficiency in the particular foreign language

8.10.4.2. WINGS must include all cadet wishing to be considered for selection. Check each entry to ensure all information is correct, **especially DOG/DOC and academic major.**

8.10.4.3. When a cadet is selected for an EA, CAT-SEL appears in WINGS. Cadets cannot not be scheduled for FT without an EA. Cadets must have an EA prior to enlisting into the POC or enrolling in AS300 class unless the cadet falls under the

provisions of Special Student Status (see Chapter 4). The Detachment/CC is responsible for ensuring no cadet is allowed to attend FT or enter the POC without an EA.

8.10.4.4. At the HQ AFROTC/CC's discretion, an alternate PSP may be used to expedite selection when a central selection board is not required.

8.10.5. Options for Pre-HPP Non-Selects. Cadets not selected for Pre-HPP will be placed on the alternate list. If not selected, they will commission in their previously awarded EA.

**8.11. Non-Pre-HPP Cadets.** Cadets who are not categorized "Pre-Medical" desiring an AFHPSP scholarship must apply and compete for sponsorship through HQ AFPC/DPAME (medical), DPAMD (dental), or DPAMW (biomedical sciences).. AFHPSP selection boards are held on a recurring basis from October through April. Non-Pre-HPP cadets who are accepted to an accredited medical, dental, or applicable allied health graduate or post-graduate school, and wish to apply for the AFHPSP, should notify their detachment. The detachment will forward a copy of the cadet's acceptance memorandum to HQ AFPC/DPAM, who will advise the detachment of application procedures. Cadets must obtain written approval from HQ AFPC/DPSIP to apply for a selection board. Contact HQ AFPC for a sample memorandum to request release from their line classification. Include the written approval in the application package. Cadets must complete all written confirmation, contracts, and required forms and return as directed by HQ AFPC/DPAME. (Reference Attachment 25 for mailing address).

**8.12. Uniformed Services University of Health Sciences (USUHS) Information.** USUHS was formed in 1972 to educate medical students for careers as physicians in the Army, Navy, Air Force and US Public Health Service. The F. Edward Hebert School of Medicine is a fully accredited, 4-year institution dedicated to academic excellence, scientific rigor, humanism, professionalism, and the advancement of military medicine. USUHS is located on the grounds of the Naval Medical Center in Bethesda, Maryland. USUHS is the only fully government-sponsored medical school. Students receive full officer pay and allowances as a second lieutenant and free tuition and books.

**8.13. Armed Forces Health Professions Scholarship Program (AFHPSP) Information.** AFHPSP allows individuals to attend a civilian HPSP programs based on annual requirements and availability of HPSP graduate programs with Air Force sponsorship. To be eligible to apply for the program, all applicants for the program must have an acceptance letter from an accredited academic institution in the program area described in the HPSP availability announcement inside the United States or Puerto Rico. All applicants must be at least 18 years of age but less than 35 years of age at the time of commissioning. One, two and three - year scholarships are available. AFHPSP participants are commissioned as Second Lieutenants, MSC, Inactive Obligated Air Force Reserves. Students enrolled in the AFHPSP will attend an accredited civilian institution inside the United States or Puerto Rico. The Air Force pays all tuition, required books and fees and gives participants a monthly stipend.

**8.14. Additional Information.** Cadets should contact HQ AFPC/DPAME at DSN 665-2638 or (800) 531-5800 for more information about medical school programs; DPAMD at DSN 665-0646 or Comm (210) 565-0646 for more information about dental school programs; or DPAMW

at DSN 665-3821 or Comm (210) 565-3821 about allied health programs. Additionally, Attachment 26 contains information pertaining to medical, dental, and allied health scholarships.

### **8.15. Actions Required by Cadets.**

8.15.1. Memorandum of Acceptance. Pre-HPP cadets must notify the detachment upon receiving an acceptance to medical school (including USUHS) before commissioning. The detachment, in turn, will forward a copy of the acceptance memorandum to HQ AFPC/DPAME to initiate HPP contract processing.

8.15.2. Nursing students must provide the detachment documentation of acceptance into a certified Nursing Program. This normally occurs no later than the junior year.

### **8.16. Out-Of-Cycle (OOC) EA Process.**

8.16.1. Once the PSP board has convened there are a limited number of OOC Line EAs available for award. Since the PSP board is the primary method for awarding EAs, OOC EAs will only be granted if there were not enough candidates selected through PSP, especially in critical majors. The majority of the limited number of EAs not awarded during the PSP process are pre-designated for the senior military colleges, 2-year detachments, US Merchant Marine Academy, HBCU/HSIs and the tech intern program.

8.16.2. OOC EAs are awarded to students who were unable to compete in the PSP board process. These individuals did not meet eligibility requirements, e.g. pending grades, physical fitness, etc., prior to board nomination or recent walk-ins who can graduate and commission in 1½ or 2 years as determined by the AFROTC Form 48, *Planned Academic Program* (or equivalent). Cadets who met the PSP board and were not selected will not be submitted for an OOC EA.

8.16.2.1. Cadets must be fully qualified to be eligible for OOC EA consideration and submitted to HQ AFROTC/RRFP via AFROTC Form 22. Package must include DCR and class size.

8.16.2.2. HQ AFROTC/RRFP will provide specific guidance following the PSP on requirements for requesting an OOC EA.

8.16.2.3. In order to compete for an OOC EA, the applicant will need to meet minimum CGPA, PFA and AFOQT-AA/SAT-E scores as established by the PSP board results and outlined in OOC EA guidance from HQ AFROTC/RR. This guidance should be provided via ARMS message within 30 days following the release of the PSP board results.

8.16.2.4. For those cadets that are already in the POC who require an OOC EA because of a change in DOG/DOC, availability will be based on the availability of an EA and the reason for the change. If the change is due to academic deficiency, course failures, or other failure to maintain academic retention standards, a disenrollment investigation may be directed. If the change is due to unforeseen change(s) by the academic institution



(e.g., course cancellation, course rearrangement, etc), it is likely to be approved if OOC EAs are available.

### **8.17. Withdrawal/Discontinuation of EA.**

8.17.1. HQ AFROTC/RRFP may withdraw the EA of any cadet who fails to maintain retention standards after selection.

8.17.2. PSP selection takes into account normal attrition. Backfilling PSP vacancies is rarely, if ever, required. After the PSP nomination suspense and prior to the award of the EA, notify HQ AFROTC/RRFP immediately if a nominee no longer wishes to be considered for PSP or if the Detachment/CC determines that the nominee should no longer be given consideration. This issue is time sensitive so the preferred means of notification is telephone or email. This is critical because it affords another otherwise qualified nominee an opportunity for PSP selection.

8.17.3. When a cadet with an EA leaves the program prior to FT attendance or cannot attend FT due to medical reasons, notify HQ AFROTC/DOT and HQ AFROTC/RRFP immediately. The preferred means of notification is via a WINGS trouble ticket. This is critical as every effort is made to backfill FT positions.

8.17.4. If a non-contract cadet leaves FT or completes FT and decides not to enter (contract) into the POC, accomplish a “Det Drop”. HQ AFROTC notification is not required as this situation is factored into the normal attrition.

**8.18. Cadets Not Receiving an EA during PSP.** Contract cadets who do not receive an EA during PSP must be disenrolled from the AFROTC program. The AFROTC/CC will determine if release or recoupment of scholarship funds will be accomplished for these contract cadets. Accomplish disenrollment actions IAW with Chapter 11.

8.18.1. For those cadets who did not receive an EA, counsel via Form 16 to ensure they understand their options. Non-contract cadets who did not receive an EA should be “Det Dropped” at the end of the current term unless they wish to re-compete the following year (see below).

8.18.1.1. Cadets who have completed the GMC requirements with a DOC in the FYs considered in PSP that did not receive an EA must be identified in WINGS as AS500 (completed GMC) the next Fall if they decide to continue in the program. Cadets wishing to re-compete for the PSP, must adjust their projected DOC to the Spring of the next FY and must complete 2 full years in the POC if selected. These cadets can enroll in LLAB ONLY for the next academic year and re-compete for an EA in the next PSP cycle. Do not allow these cadets to attend AS300 classes, except for those mandatory at SMCs.

8.18.1.2. All non-selects should complete the school term in their current AS class. Their non-selection for PSP will NOT be a factor in their grade in AFROTC classes. This does not mean that the root cause of non-selection, e.g. poor class attendance, poor performance, poor timeliness, etc. is to be ignored in their grades. Award grades fairly and equitably as spelled out in your syllabus (your expectations and standards for class.)

8.18.1.3. Assure cadets that non-selection for the POC is NOT the “end of the world.” There are many DoD options still available; including re-competing for the POC the following year, applying for OTS, applying for DoD Government Service employment, or entering the Army or Navy ROTC programs.

8.18.1.4. If this is a cadet’s second opportunity to compete in PSP, then accomplish a “Det Drop”. The cadet is released without any commitment.

8.18.2. Temporarily inactive the cadet’s scholarship to stop GMC pay on the date the disenrollment investigation is initiated (the date cadet is served with the letter of notification (IMT Form 10)). The AF Form 1056, AFROTC Contract, clearly states, “If I am not selected for entry into the POC, I understand that I may be disenrolled from the AFROTC program.” Additionally, each Form 16 used in counseling cadets reminds them that failure to compete favorably for an EA is a failure to maintain standards.

8.18.3. Cadets who may wish to re-enter AFROTC. If the cadet wishes to reenter AFROTC, they may become an AS500 and follow the procedures outlined below for AS500 cadets. Do not put contract cadets in AS500 status until the disenrollment investigation is complete and the cadet has been informed on the status of their disenrollment investigation. **NOTE:** The Detachment/CC can waive a DD Form 785 rating of “1”, “2”, or “6” if the cadet is disenrolled from AFROTC only. Submit a Form 22 package for any requests to waive all other DD Form 785 recommendations.

8.18.3.1. AS500 Status: Cadets non-selected for an EA **CANNOT** become AS300 cadets. (The sole exception is for the Senior Military Colleges where ROTC attendance is mandatory. In those cases, the cadets will be carried as “Special Student – No Intent to Commission”). Those non-selected who want to re-compete next year will have to have a DOG three years out, if they do not already. The non-selected cadets who have completed the GMC will become AS500 (completed GMC) cadets and follow procedures for AS500 cadets, generally taking only LLAB and PT. No data in the next board will reflect that it is their second PSP so they have a fair, equitable opportunity to earn an EA. Cadets who compete twice and do not receive an EA will be “Det Dropped” without further commitment.

8.18.3.2. Cadets pending scholarship activation. Cadets pending scholarship activation cannot activate their scholarship if they were not awarded an EA on this board. HQ AFROTC will withdraw the scholarship offer for these individuals. Should the cadet wish to continue in AFROTC, they may do so as an AS500.

## Chapter 9

### CATEGORIZATION AND SPECIAL PROGRAMS

**9.1. General:** The OPR for this chapter is HQ AFROTC/RRF. This chapter explains the categorization procedures for rated AFSCs and provides information pertaining to non-line AFSCs and other specialized officer career fields.

#### Section 9A—Rated Categorization

**9.2. Purpose.** To categorize cadets into Pilot, Remotely Piloted Aircraft (RPA), Combat Systems Operator (CSO), Air Battle Manager (ABM) or selected non-line career fields.

9.2.1. In categorization, AFROTC senior officers place cadets in categories to meet Air Force officer production objectives. For officer candidates competing for a Pilot/RPA/CSO/ABM slot, categorization occurs in the FY prior to commissioning (AS300 year for 4-year program cadets and AS400 year for 5-year program cadets).

9.2.2. The rated categorization board will be separate from the PSP selection board.

#### 9.3. Eligibility Requirements.

9.3.1. Cadets competing in the rated categorization process must have a CGPA of at least 2.5 on a 4.0 scale. TGPA is not a factor for eligibility. The ROTC CGPA must reflect all courses taken to include repeat courses, transfer credits, and those forgiven by the university.

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

9.3.1.2. The selection rate for certain critical majors (e.g., Electrical Engineering and Computer Engineering) can be constrained in order to satisfy 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.

9.3.2. Cadets must be medically screened in WINGS. Pilot candidates must be PPQ, RPA candidates must be PRPQ, and CSO candidates must be PCQ, and ABM candidates must be PAQ in WINGS in order to compete.

#### 9.4. Schedule of Events.

9.4.1. 1 June (or earlier): Begin working physical examinations for applicants. Review and ensure physical examinations for cadets requesting pilot/RPA/CSO/ABM categories meet appropriate Air Force Medical Support Agency (AFMSA) standards by updating the pilot/RPA/CSO screen exam information in WINGS. This will identify if the cadet is potentially qualified for pilot, RPA, or CSO.

9.4.2. NLT first week of January: Complete second testing of Test of Basic Aviation Skills (TBAS), if required, so Pilot Candidate Selection Model (PCSM) can be updated and entered

into WINGS. In addition, update accrued flying hours in order to ensure the PCSM score is accurate/current. PCSM is required to compete for pilot and RPA operator.

9.4.3. First week of February: Categorization board held.

9.4.4. Third week of February: Categorization board results announced via ARMS message and results updated in WINGS.

9.4.5. Last week in August: Deadline for all FT result inputs for the categorization continuation process.

9.4.6. Last week of September: Categorization continuation process and Euro-NATO Joint Jet Pilot Training (ENJJPT) selection process completed.

9.4.7. First week in October: Categorization continuation process and ENJJPT results released.

**9.5. Rated Categorization Board and Detachment Notification.** Detachments will be notified of selection for a rated category through WINGS. The SMR will reflect categorization decisions. When HQ AFROTC/RRFP awards a rated allocation, the CAT- SEL field will change from “Officer” to the new category (“Pilot,” “RPA,” “CSO,” or “ABM”).

9.5.1. Line Cadets. HQ AFROTC/RRFP will only categorize cadets with EA into pilot, RPA, CSO, and ABM categories. Senior year cadet who are unqualified for or do not desire these categories will retain “Officer” in CAT- SEL field on the SMR and be assigned an Air Force Specialty Code (AFSC) by the Air Force Personnel Center (AFPC) via the AFROTC Form 53, *Academic Information*.

9.5.2. The pilot categorization board will convene prior to the RPA board, the RPA board prior to the CSO board, and the CSO board will convene prior to the ABM board. Cadets selected for one board will not meet the subsequent board(s).

9.5.3. Upon receipt of the new production category from HQ AFROTC/RRFP, complete a change page to the AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract* IAW this instruction to reflect the new category within 10 workdays/school days of cadet’s notification. If the cadet does not complete the change page to the contract, contact HQ AFROTC/RRFP to pull the allocation. In addition, submit SSBI security clearance documentation to OPM within 30 days of cadet’s completion of the contract change page.

## **9.6. Rated Categorization Requirements.**

9.6.1. All eligible cadets may compete for a rated category slot. Cadet physicals for pilot/RPA/CSO must meet the most restrictive AFMSA standard in the pilot/RPA/CSO screen exam in WINGS for their desired category prior to submission. Meeting the medical pre-screening eligibility criteria prior to the board does not guarantee the cadet will be qualified on the appropriate flight physical; this process only establishes “potential” qualification. If a cadet does not meet AFMSA standards for the requested category in time to meet the submission deadline, consider the cadet unqualified for the category and do not

nominate. If the cadet later meets AFMSA standards and wants to request pilot/RPA/CSO categorization, submit an AFROTC Form 22 package to HQ AFROTC/RRFP. Cadets who undergo Corneal Refractive Surgery (CRS) will need to supplement their current physical with a new eye examination provided by their ophthalmologist. The eye examination cannot be given earlier than 3 months after the operation and results must be evaluated/certified by HQ AETC/SG prior to submission. Update the physical (including the supplemental eye examination) information in the pilot/RPA/CSO screen exam in WINGS to determine if the cadet is qualified for their desired category. Counsel each cadet who meets the rated categorization board that they will be required to pass a IFCI/MFS physical at WPAFB (if selected as a pilot), a FCIIU physical (if selected as an RPA) (also conducted at WPAFB), a FCIA physical (if selected as a CSO), or a FCIII physical (if selected as an ABM) after rated selection, but prior to commissioning.

9.6.2. Candidates must meet the Air Force Officer Qualifying Test (AFOQT) minimum scores shown in Table 9.1. These scores are not waivable, even for candidates who previously received an AFOQT waiver for enlistment.

**Table 9.1. Minimum AFOQT Scores (non-waiverable for rated duty)**

	Pilot	CSO (Nav)	Pilot + CSO	Verbal	Quantitative
<b>Pilot</b>	25	10	50	15	10
<b>RPA</b>	25	10	50	15	10
<b>CSO</b>	10	25	50	15	10
<b>ABM</b>			50	15	10

9.6.3. Pilot and RPA candidates must complete the Test of Basic Aviation Skills (TBAS) so a Pilot Candidate Selection Model (PCSM) score can be computed prior to categorization. TBAS testing requirements are outlined in AFI36-2605, *Air Force Military Personnel Testing System*. Only two test administrations are authorized per individual. Do not administer a retest (second testing) until at least 180 days have passed from the date of initial testing. The detachment TBAS monitor must inform cadets that only one TBAS retest is authorized. The PCSM office will automatically invalidate third and subsequent TBAS data. Similar to the administration of the AFOQT, 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. **This is not waivable.**

9.6.3.1. The TBAS must be taken by the HQ AFROTC-established cut-off date to ensure a valid PCSM score is available. Ensure cadets take the TBAS early enough to allow for a second test prior to 1 Jan of the categorization year. PCSM scores may be obtained from the HQ AETC/SAS homepage: <https://pcsm.aetc.af.mil>.

9.6.3.2. Flying hours must be accrued before 1 January and forwarded to HQ AETC/SAS prior to the established cut-off date. Procedures for updating PCSM scores are located on the PCSM homepage. Flying hours obtained after 1 January will not be used to update the PCSM score.

9.6.4. Cadets competing for rated categorization must commission before age 29 to allow AFPC time to schedule training prior to age 30. This is not waivable.

### 9.7. Rated Categorization Processing.

9.7.1. The Detachment/CC will assign each individual a DCR based on the entire FY commissioning class. As with PSP selection, consider the cadet's potential based on performance as a cadet before assigning the DCR. WINGS will compute the RSS based upon the DCR and class size.

**Table 9.2. Rated Order of Merit**

FACTOR	RANGE	WEIGHT
AFOQT-N (Note 2)	1-99	40%
PCSM (Note 2)	1-99	40%
AFOQT-AA	1-99	40%
RSS (Note 1)		20%
PFA	75-100	15%
FT		15%
Cumulative GPA	2.0-4.0	10%
<b>Notes:</b> 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-N is used for categorization processing if applying for CSO. The AFOQT-AA is used for categorization processing if applying for ABM.		

9.7.2. Submit rated candidates to HQ AFROTC/RRFP by entering categorization data into WINGS prior to nomination cut-off. WINGS will compute each candidate's OM score using the most current information available. Once the OM is calculated and the applicant has met the categorization process, the OM will not be adjusted. **Exception:** 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 authorized based on FT results **only** and happens automatically.

9.7.3. Cadets: Must submit preferences via memorandum to the commander prior to the established cut-off date.

9.7.3.1. Cadets competing for pilot must indicate their Undergraduate Pilot Training (UPT) preference (Attachment 27). Preferences must be updated in WINGS prior to nomination cut-off. **NOTE:** Cadets volunteering for ENJJPT must understand that ENJJPT is a fighter-oriented program and if eliminated from ENJJPT, they will not be eligible for any other UPT.

9.7.4. Submit security clearances upgrade to Office of Personnel Management (OPM) within 30 days of the cadet's notification once selected.

9.7.5. Notify HQ ROTC/RRFP (preferred method of notification via email) when the cadet:

9.7.5.1. Does not complete the change page to the contract. Withdraw the rated EA.

9.7.5.2. No longer desires the requested category.

9.7.5.3. Medically disqualified for rated duty.

9.7.5.4. Disenrollment.

**9.8. Out-of-Cycle Categorization.** Cadets who desire to categorize into pilot, RPA, CSO, or ABM after the board cut-off must meet appropriate AFMSA standards for the desired category. Submit an AFROTC Form 22 package to HQ AFROTC/RRFP with appropriate track preferences (Attachment 27). **NOTE:** Cadets who require a change of DOC into a new FY will lose their pilot/RPA/CSO/ABM categorization and are subject to reclassification based on the needs of the Air Force. Cadets who previously competed for pilot/RPA/CSO/ABM allocations and were not selected are not eligible for recategorization to pilot/RPA/CSO/ABM in subsequent years without HQ AFROTC/RRFP approval. HQ AFROTC/RRFP will only approve these changes if shortages in rated positions exist.

9.8.1. **Cadets wishing to categorize after the rated board.** Detachments will submit an AFROTC Form 22 package requesting categorization into pilot/RPA/CSO/ABM for any cadet wishing to categorize after the board. The package **MUST** include the requested category or categories, DCR, PCSM score (if requesting pilot categorization), and ENJJPT preferences.

9.8.2. Notify HQ AFROTC/RRFP immediately if a rated cadet no longer desires the rated category, becomes medically disqualified, or requests disenrollment (preferred method of notification is via email). Cadets who decline UFT (pilot, RPA, CSO, or ABM) after selection will be ineligible to re-apply for UFT per AFI 36-2205, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs*.

9.8.3. HQ AFROTC/RRFP will initiate action to revoke rated EA upon receipt of medical disqualification from AETC/SG in order to facilitate efficient/effective rated allocation management and to ensure that rated allocations do not go unfilled. It is detachment responsibility to coordinate with AFPC/DPSIP for reclassification/assignment in new AFSC. Notify HQ AFROTC/RRFP via WINGS trouble ticket if a cadet is later deemed medically qualified for rated duty and cadet will be added to the alternate list commensurate with order of merit.

**9.9. Continuation Process.** Because the OM includes FT performance and some cadets have not yet attended FT, a portion of the rated allocations will not be allocated pending post-FT evaluation.

9.9.1. Only cadets who met the February board (but were not selected) will compete during the continuation process.

9.9.2. Applicants must attend FT the summer immediately following the February board in order to have their FT standing adjusted.

**9.10. Counseling Requirements.** Counsel, via AFROTC Form 16, all rated categorized cadets that they will lose this category if they require a change of DOC to a new FY or are medically disqualified by HQ AETC/SG. In addition, cadets who do not receive a certified FCI/FCIU/FCIA/FCIII physical within one year after selection or 30 days prior to

commissioning, whichever is earlier, will lose their rated category. Finally, cadets who receive probation as a result of a disenrollment investigation may lose their rated categorization as a stipulation of probation. See paragraph 4.40.

**9.11. Alternate List.** Once all of the rated slots are awarded, an alternate list will be maintained for each category to backfill slots vacated by previously selected cadets. Throughout the year, slots are returned for issues such as cadets deciding not to fly, being medically disqualified, or not being able to commission in the applicable FY, or removed as a term of probation.

9.11.1. The alternate list will be created by placing all of the categorization board non-selects and any post-board nominees on a list. The list will be sorted by OM calculated from the approved formula for rated categorizations.

9.11.1.1. The OM will not be changed from the original “snapshot” from the Rated Board or post-Rated Board nomination. The only exception will be to update the OM for cadets who attended FT after the board and therefore need a new, valid FT score.

9.11.2. As rated slots become available, the top alternate on the applicable list will be offered the slot. The top alternate is defined as the cadet with the highest OM on the alternate list.

9.11.2.1. If the top alternate refuses the slot, the cadet will be removed from the alternates list. The new top alternate is then offered the available slot. This process continues until a cadet accepts the available slot or until the alternate list is exhausted.

9.11.2.2. If the top alternate being offered a slot from the alternate list already has a rated slot, the cadet will have the option of remaining in the current category or accepting the new slot. For example, if a cadet has a CSO slot and is subsequently offered a pilot slot, the cadet may decline the pilot slot and retain the CSO slot.

9.11.3. AFROTC rated slots can only be offered to cadets prior to commissioning and not to newly commissioned lieutenants. Thus, when an AFROTC cadet on the alternate list is commissioned, they are removed from alternate list consideration

9.11.4. An alternate list will be maintained for each of the rated categories until the end of the FY.

## **Section 9B—Special Programs**

### **9.12. Biomedical Sciences Corps (BSC) and Medical Service Corps (MSC).**

9.12.1. The **BSC** is a non-line, medically oriented Corps that usually has a minimum mandatory education requirement of a master's degree in a specific field such as clinical social work, speech therapy, industrial hygiene, health physics, medical physics, public health, entomology, microbiology, physician assistant studies, etc. In addition, some require doctoral degrees for entry, such as clinical psychology, physical therapy, optometry, podiatry, audiology, veterinary medicine, and pharmacy. The following BSC career fields require a bachelor's degree; medical technology, architecture, bioenvironmental engineering,



dietetics, occupational therapy, and aerospace physiology. Exceptions to the education requirements are made on a case by case basis by the respective BSC Associate Corps Chief and HQ AFPC/DPAMW. Since the number required in each field is quite small and most members are granted direct commissions as Air Force officers, the allocations are largely given to the Recruiting Service to fill and not to AFROTC. (Reference the Biomedical Science Corps Webpage at AFPC:

[https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/13765/kw/42x/p/8%2C9/r\\_id/100169](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/13765/kw/42x/p/8%2C9/r_id/100169)).

9.12.1.1. At the beginning of each fiscal year, HQ AFPC/DPAMW publishes a program announcement identifying those allied health specialties for which HPSP scholarships will be available. HQ AFROTC will ensure that this announcement is sent to all detachments. Detachment/CCCs will identify to HQ AFROTC those graduating cadets eligible and interested in applying. If released to compete, cadets should apply for available programs seeking acceptance to the applicable program. Cadets who receive an acceptance letter from an accredited program, must take a copy of the letter to their detachment as soon as possible. The detachment will forward a copy of that acceptance letter to HQ AFPC/DPAMW. The cadets may then meet a selection board and if selected for a BSC HPSP scholarship, they will be contacted by HQ AFPC/DPAMW. HQ AFPC/DPAMW will work closely with cadets to complete required contracts and other documents. HQ AFPC/DPAMW will send the appropriate detachment a contract package to be completed by the cadet. The detachment will make sure the contract package is completed and returned to HQ AFPC/DPAMW by the suspense date. Detachments will commission these individuals as line officers in the Air Force upon completion of their undergraduate degree and reappoint them into the MSC the following day. HQ AFPC/DPAMW will cut Appointment orders for the MSC as well as EAD orders on these individuals. The following guideline outlines the general application and acceptance requirements for the cadet and cadre.

9.12.1.1.1. At the beginning of the senior year, check HQ AFPC/DPAMW program announcement for available BSC HPSP scholarship specialties.

9.12.1.1.2. Obtain release from HQ AFROTC/RR (and HQ AFPC/DPSIP if necessary) to apply for BSC HPSP.

9.12.1.1.3. Complete GRE as required by the program for which the cadet will be applying.

9.12.1.1.4. Gain acceptance into accredited institution with the appropriate degree program.

9.12.1.1.5. Take acceptance letter to detachment.

9.12.1.1.6. Detachment forwards letter to HQ AFPC/DPAMW.

9.12.1.1.7. If cadet is selected, HQ AFPC/DPAMW mails contract package to detachment.

9.12.1.1.8. Cadet completes paperwork and returns it to detachment, detachment sends completed contract/pay package and copy of commissioning physical to HQ AFPC/DPAMW.

9.12.1.1.9. Detachment commissions cadet as a line officer in the Air Force upon graduation and reappoints cadet into the BSC upon approval from AFPC..

9.12.2. The **MSC** is a non-line officer career field in healthcare administration. Undergraduate qualifying degrees to apply for the MSC have historically included Health Care Administration, Hospital Administration, Health Services Administration, Health Administration, Public Administration, Business Administration, Business Management, Health Management and Policy, Information Systems Management, Computer Science, Finance, Accounting, Statistics, Marketing, Economics, Clinical or Health Systems Engineering, or other closely-related degree as specified in the MSC Applicant Information Guide published annually by HQ AFPC/DPAMS. Cadets (or detachments with cadets) interested in applying should contact HQ AFPC/DPAMS at DSN 665-4094 or Comm (210) 565-4094 NLT the Spring Semester of the AS300 (junior) year for application instructions. (Reference the AFPC Medical Service Corps Officer Webpage at <https://kx.afms.mil/mscutilizationandeducation>).

9.12.3 Cadets must obtain written approval from HQ AFPC/DPSIP to apply for either of these selection boards. In addition, cadets categorized as a pilot, RPA, combat systems officer, or ABM are ineligible to apply for these programs unless they have a waiver from HQ AFROTC/RRFP.

9.12.4. Application procedures for BSC/MSC. Application procedures for BSC/MSC. Seniors must have an appropriate academic degree according to AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, and according to the annual program announcements/accession guides published by HQ AFPC/DPAMW (for BSCs) or DPAMS (for MSCs). All other application procedures will be identified via ARMS each year. Approvals are based on applicant's own merit, but are specifically driven by production goals and Air Force needs.

9.12.5. Qualified cadets may independently apply for an Air Force medical technology internship and other health programs such as the Health Professions Scholarship Program (HPSP) if released by HQ AFPC/DPSIP. The Biomedical Sciences Corps will annually provide HQ AFROTC information on the programs available during that fiscal year.

**9.13. Special Tactics Officer (STO).** The STO programs offer qualified male officers a unique opportunity for field leadership. Those interested in STO should download the current application from the "Officer Opportunities" section at <http://afsoc.af.mil/specialtactics>.

**9.13.1. Career Field Description.** STOs are career special operators that lead Special Tactics (ST) forces in the full spectrum of military operations. Special Tactics Squadrons (STS) consist of combat controllers (CCT), pararescuemen (PJs), special operations weathermen (SOWT), and tactical air control specialists (TACP). ST personnel are designated as combat forces assigned to Air Force Special Operations Command (AFSOC).

ST core competencies include assault zone assessment, establishment, and control; combat search and rescue/personnel recovery; battlefield trauma care; terminal attack control (controlling and sequencing air strikes); and tactical weather observations and forecasting. ST forces execute a wide variety of missions such as: Direct Action, Counter-Terrorism, Foreign Internal Defense, Unconventional Warfare, Humanitarian Assistance, Coalition Support, Counter-Drug, Combat Search and Rescue, and Special Reconnaissance missions. STOs routinely operate alongside their joint special operations teammates, including members of the Army's Special Forces Groups and Ranger Regiment, the Marine Special Operations Battalions, and the Navy SEAL Teams. Operating in all climates, day or night, ST forces maintain the highest standards of physical fitness, proficiency in the use of mission specific equipment, light and heavy weapons, and demolitions.

**9.13.2. Training.** All candidates are required to complete the STO training pipeline. This includes the Combat Control Selection Course (4 weeks), Combat Control Operator Course (15 weeks), Army Airborne School (3 weeks), SERE School (3 weeks), Combat Control Apprentice Course (13 weeks), SCUBA School (4 weeks), Military Freefall School (4 weeks), and an additional year of advanced skills training. Many STOs will also become qualified as Joint Terminal Attack Controllers, Instructors and Evaluators (JTAC) and Static-Line and Freefall Jumpmasters.

**9.13.3. Application Procedures.** Cadets should apply during their junior year (for a 4-year program cadet) or senior year (for 5 year program cadets). There are two selection cycles per year (Fall and Spring). This allows the cadet adequate time to prepare for and complete all selection requirements. AFPC will currently allow cadets classified in another career field to apply for STO prior to commissioning. See current STO application on the AFROTC website for specific application requirements.

**9.14. Combat Rescue Officer (CRO).** CROs (13DXA) are non-rated aircrew officers that lead and command personnel recovery operations as direct combatants for HQ ACC. They perform duties as mission planners and provide personnel recovery (PR) expertise to command and battle staffs on recovery operations, to include survival, evasion, resistance, and escape programs.

**9.14.1. Career Field Description.** CROs provide advocacy and oversight to the Pararescue and Survival, Evasion, Resistance and Escape (SERE) enlisted career fields. The primary mission of a combat rescue team is to provide rescue and recovery capability and emergency medical treatment, in both peacetime and combat situations, while in austere, permissive, and non-permissive environments. Personnel deploy by air-land-sea tactics into forward, non-permissive environments, and participate in a wide variety of PR operations, to include Search and Rescue (SAR), SAR Security Teams and Combat SAR missions. Combat Rescue Officers lead and command combat rescue operations as direct combatants.

**9.14.2. Training.** All candidates are required to complete the STO training pipeline as described in 9.13.2.

**9.14.3. Application Procedures.** Cadets may apply after completion of FT and prior to the awarding of an AFSC. AFPC will allow cadets classified in another career field to apply for STO prior to commissioning. Therefore, Air Combat Command (ACC) will accept

applications from any junior or senior if they can be released from their AFSC. CRO selections are made at HQ ACC/A3J. Applications should be emailed to HQ ACC/A3J at [cro.selection@langley.af.mil](mailto:cro.selection@langley.af.mil). The CRO selection process normally has two phases: board selection phase followed by a summer capabilities selection process. Selected applicants will be invited to attend Phase II Selection, normally the last week of March and September, respectively. This will be a TDY for the cadet. See current CRO application on the AFROTC website for specific application requirements.

**9.15. STO/CRO Eligibility Criteria.** Cadets must:

- 9.15.1. Be male. These programs are currently not available to females IAW Department of Defense (DoD) policy.
- 9.15.2. Be able to obtain a Top Secret Security Clearance after Phase II selection.
- 9.15.3. Have three years retainability.
- 9.15.4. Be a volunteer for hazardous, parachute, and combat diver (scuba) duties.
- 9.15.5. Have an outstanding cadet resume.
- 9.15.6. Be able to obtain a FCIII physical for Combat Control, Marine Diving and Airborne Duty after Phase II selection.
- 9.15.7. Cadets selected for rated categorization may apply for STO/CRO programs but must decline their rated category if selected to be a STO/CRO.
- 9.15.8. Be in excellent physical condition. As a minimum, an applicant must be able to satisfactorily complete the Physical Ability Stamina Test consisting of underwater and surface swims, running and calisthenics exercises (pull-ups, flutter kicks, push-ups, and sit-ups).

**9.16. Basic Meteorology Program (BMP).** The BMP is an Air Force Institute of Technology (AFIT) program that provides AFROTC cadets the opportunity for an assignment in the 15WX career field. (Refer questions pertaining to BMP to AFIT/ENEL (DSN 785-2259 x3003 or 1-800-543-3577 x3003). **NOTE:** Cadets categorized as a rated are ineligible to apply for these programs unless they have a waiver from HQ AFROTC/RRFP.

- 9.16.1. BMP is an opportunity for newly accessed officers to pursue a post-baccalaureate program, with follow-on inclusion into the weather officer career field (15W). The program is managed by AFIT Civilian Institutions Programs, averages approximately 11 months in length, and consists of a minimum of 24 semester hours of upper-level (possibly some graduate) courses in meteorology, with three full semesters of course work in meteorology (normally 45 credit hours). Collateral study in mathematics and computer science may be included as part of the program.
- 9.16.2. Cadets wishing to be considered for this program should possess a bachelor's degree in a technical field such as mathematics or physics upon commissioning. Students can be

accepted with degrees in other areas provided they meet minimum requirement of 6 semester hours in calculus and 6 semester hours in calculus-based physics.

9.16.3. Cadets who wish to apply should list 15W as their first AFSC preference on their AFROTC Form 53. Cadets must indicate on the 53 that they possess or will complete the necessary coursework required prior to commissioning. Cadets will be selected for BMP through the classification process.

### **9.17. Air Force Office of Special Investigation (AFOSI).**

9.17.1. Cadets desiring entrance into AFOSI must accomplish one of the following: participate in Operation Air Force with AFOSI (when available and active); set up a shadow program on their own and at their own expense; or obtain an interview with an AFOSI detachment prior to applying. Cadets applying for Computer Crime Investigator (CCI) positions must also interview with an AFOSI CCI agent. Applicants are evaluated for their potential for AFOSI duty after these criteria are met.

9.17.2. Cadets categorized as rated are eligible to apply for this program, however they must decline their rated category if selected by AFOSI. Detachments must notify HQ AFROTC/RRFP for withdrawal of rated category.

9.17.3. Cadets must send a new AFROTC Form 53 with AFOSI (71S) as their first AFSC preference, résumé, and no more than three letters of recommendation (do not include a letter of recommendation from the Detachment/CC as their comments are on the AFROTC Form 53) to:

HQ AFPC/DPASBO  
550 C Street West, Suite 33  
Randolph AFB TX 78150

An AFOSI selection board will evaluate all complete packages. Those selected will then undergo an extensive background check. Successful completion of this background check results in acceptance into AFOSI.

9.17.4. HQ AFPC/DPASBO will establish deadlines for package submission based on the dates HQ AFPC/DPSIP classifies cadets. HQ AFROTC/RRFP will notify detachments of the suspense when it is established. All packages must be completed and received by HQ AFPC/DPASBO no later than the established suspense date.

### **9.18. AFROTC Law Programs.**

9.18.1. Objective. To assist TJAG Corps in obtaining adequate numbers of commissioned legal officers. AFROTC cadets are eligible to apply to the Educational Delay Program (Chapter 12). AFROTC is responsible for managing the ROTC portion of the Graduate Law Program (GLP) and the One-Year College Program (OYCP) for law students selected by The Judge Advocate General IAW AFI 51-101, *Judge Advocate Accession Program*.

9.18.2. Educational Delay Program. The Educational Delay Program is a three -year program for current AFROTC cadets who want to delay their entry on extended active duty to study law. Cadets must compete for selection both for entry into the program and again for entry into TJAGC upon successful completion of the program. Applicants selected to attend law school under the program are not guaranteed a position as an Air Force judge advocate.

9.18.2.1. Entrance into the Educational Delay Program. The central HQ USAF/JAX board reviews applications of AFROTC cadets who desire such a delay. The initial application process for entry into the program is done in two parts. First, cadets apply through their AFROTC detachment to the AFIT at the beginning of the Spring semester of their last year of undergraduate school IAW AFI 36-2009. Next, students complete the JAG application and schedule a hiring interview with an active duty Staff Judge Advocate (SJA) at any active duty Air Force base. Applicants need to schedule their SJA interview appointment as early as possible, but before the 15th of January. Applicants will give the completed JAG application package to the SJA conducting the interview. After the interview, the SJA prepares a written report that is forwarded to HQ USAF/JAX along with the application package. The deadline for completion of all application paperwork and the hiring interview is 1 February. Selected cadets receive a three-year delay of their entry onto EAD to attend law school. Applicants must apply and be admitted to an American Bar Association (ABA)-accredited law school before their scheduled commissioning date. Upon graduation and completion of AFROTC, cadets are commissioned and placed on inactive status during their educational delay. Detachments forward a copy of the signed AF Form 133, *Oath of Office (Military Personnel)*, to HQ USAF/JAX, 1500 W. Perimeter Road, Suite 3330, Joint Base Andrews, MD 20762. Interested applicants should call 1-800-JAGUSAF or visit [www.airforce.com/jag](http://www.airforce.com/jag).

9.18.3. Graduate Law Program (GLP) and the One Year College Program (OYCP). The GLP is available to first-year law students attending an ABA-accredited law school. The OYCP is available to second-year law students attending an ABA-accredited law school.. Applicants meet a central HQ USAF/JAX board and enroll in AFROTC. Judge advocate duty upon commissioning is guaranteed before actual enlistment into the Professional Officer Course (POC). This guarantee is contingent upon successful completion of all law school and AFROTC requirements, certification of medical qualification, passing the applicable bar requirements, and admission to the highest court of any state or federal court. For students attending HBCUs or HSI refer to Chapter 3 of this instruction for scholarship eligibility.

9.18.3.1. GLP/OYCP Eligibility. Applicants must be enrolled as first-year or second-year law students at an ABA-accredited law school that hosts an AFROTC program or is affiliated through a cross-town agreement and have two academic years remaining in their law program curriculum. Additionally, applicants must be in good academic standing.

9.18.3.2. GLP/OYCP Selection Process. HQ USAF/JAX selection board convenes annually in February to evaluate applicants using the “whole person” concept. The board forwards recommendations to The Judge Advocate General of the Air Force, who makes the final decision on selections..

9.18.3.3. EA and FT Attendance. Once selected, HQ AFROTC/RRFP will announce the results via ARMS message. The detachment must ensure the applicant is entered into the WINGS and will submit a WINGS trouble ticket informing HQ AFROTC/RRFP that the cadet has inprocessed. HQ AFROTC/RRFP will award the “Legal” EA in WINGS. NOTE: GLP cadets will enroll in AS300 class. OYCP cadets will enroll as an AS450. GLP and OYCP cadets must complete the supplementary GMC academic program prior to FT attendance.

9.18.3.4. Law Category Application. Applicants must have an interview with an active duty SJA prior to 1 February of their first year of law school. Applicants need to schedule their SJA interview appointment as early as possible, but before the 15th of January. The SJA forwards the application to HQ USAF/JAX. The application includes the following:

9.18.3.4.1. Detachment/CC's memorandum of evaluation or recommendation.

9.18.3.4.2. A copy of the AFROTC Form 48 or Equivalent, *Planned Academic Program*.

9.18.3.4.3. All forms and documents required on the AF Form 1759, *Air Force Attorney Application Instructions and Forms*, can be obtained directly from HQ USAF/JAX by calling (800) JAG-USAF (524-8723). These forms can also be obtained on-line at [www.airforce.com/jag](http://www.airforce.com/jag).

9.18.3.5. Enlistment for GLP/OYCP Cadets. Procedures for enlistment in the ORS are the same as those required of other individuals entering the POC.

**9.19. AFIT-Sponsored Fellowships, Scholarships, and Grants.** The AFIT-sponsored Fellowships, Scholarships, and Grants program allows new commissionees (and active duty officers) the opportunity to compete to further their education, earning a master's degree or Ph.D. Boards are held at AFIT which determines participants in this program. A board is conducted semi-annually in April and October. The program allows a predetermined number of newly commissioned cadets (and active duty officers) who have been offered a scholarship, fellowship, or grant to pursue their education as AFIT students and is governed by AFI 36-2302, *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.

9.19.1. Approved sources may include non-foreign tax-exempt corporations, foundations, funds, or educational institutions organized primarily for scientific, literary, or educational purposes. A simple offer of employment (e.g., as a teaching assistant, does not qualify as a fellowship, scholarship, or grant).

9.19.2. Participation in this program involves a series of steps described below. This guidance should be compared with information offered at the AFIT/ENEL website (<https://www.afit.edu/cip/>) and with the current AFIT program manager responsible for the fellowship, scholarship, or grant program.

9.19.2.1. Cadets should research the various fellowship, scholarships and/or grants for which they are interested in competing and determine if they fall within the guidance established by AFI 36-2302. Only offers based on academic competition will be considered by AFIT.

9.19.2.2. Once it is determined where the cadet wishes to apply, the cadet must send a memorandum to AFIT/ENEL requesting permission to compete for one or several fellowships, scholarships and/or grants (Attachment 28). Send this and other correspondence to AFIT/ENEL, 2275 D Street Bldg 16, Rm 120 Wright-Patterson AFB OH 45433-7221. The fax number is commercial (937) 255-5371 or DSN 785-5371.

9.19.2.3. The AFIT program manager will inform the cadet if they may apply, and if not, will provide justification.

9.19.2.4. Once the cadet receives AFIT's approval, they may apply to the organizations offering the fellowship, scholarship, or grant. It is the cadets' responsibility to ensure they meet AFIT's suspense throughout the application process.

9.19.2.5. Once the cadet receives confirmation that they are accepted to the school and they are awarded the fellowship, scholarship, or grant, the cadet must forward an application package to AFIT/ENEL. The package consists of: Application to Accept Fellowship, Scholarship, or Grant cover letter (Attachment 29); financial statement (Attachment 30); narrative outline of work to be undertaken; school acceptance letter; letter of fellowship, scholarship, or grant offer; official transcripts from all colleges attended; and appropriate letters of recommendation (addressed to the AFIT Scholarship Board).

9.19.2.6. The AFIT Scholarship Board will convene and rank the packages based on many different factors to include the Air Force relevancy of the proposed research, fellowship, scholarship, or grant coverage, GPA, etc. The board results are reviewed and approved or disapproved by the Dean of Civilian Institution Programs. AFPC is the final approval authority to determine if cadets may pursue their requested degree or if AF needs dictate they serve in their AFSC.

9.19.2.7. AFIT/ENEL will notify all applicants of results following the board process.

9.19.3. Contact the AFIT scholarship program manager at (800)-543-3490 for more information.



## Chapter 10

### CADET AWARDS AND DECORATIONS

**10.1. General Information.** The OPR for this chapter is HQ AFROTC/DOS. The Cadet Awards and Decorations Program fosters morale, incentive, *esprit de corps*, and recognizes achievements of AFROTC cadets. See Figure 10.1 for awards order of precedence. Administrative procedures and specific nomination requirements are provided by HQ AFROTC/DOS.

10.1.1. Only those awards and decorations authorized in this instruction are authorized for wear on the cadet uniform. Waiver requests should be sent through the Region to HQ AFROTC/DOS for approval.

10.1.2. Refer to AFROTC Sup to AFI 36-2903 for instructions on wear of awards and decorations on the cadet uniform.

10.1.3. Refer to Figure 10.2 of this instruction for information on proper use of ribbon devices.

10.1.4. AFROTC-sponsored Awards. AFROTC-sponsored awards may be obtained from the detachment uniform custodian.

10.1.5. Organization Sponsored Awards. Award elements (ribbons, medals, certificates, etc.) for awards sponsored by national organizations are donated through their national headquarters or local chapters where available. If national organizations are unable to furnish award elements, detachments may purchase them. If unable to locate an award through normal insignia companies, contact HQ AFROTC/DOSP. Detachment funds may only be used to purchase these items if they are not provided by the organization, and then only one set will be purchased with detachment MilPers funds. Additional sets must be purchased by the cadet.

10.1.6. Locally Sponsored Awards. Except as authorized in paragraph 10.1.1. above, locally sponsored awards may not be worn on the uniform.

10.1.7. FT Awards. Refer to the current year's FT Manual for a list of FT Awards to include eligibility criteria and presentation timelines.

### 10.2. AFROTC Awards Board.

10.2.1. Schedule. The AFROTC Awards Board will meet as required for each award to be considered. Additionally, the AFROTC Awards Board will convene as necessary to consider recommended changes to the AFROTC cadet awards program and wear of awards and decorations on the cadet uniform.

10.2.2. Members. The AFROTC Awards Board will consist of the following personnel:

10.2.2.1. Chair: HQ AFROTC/DO.

10.2.2.2. Scoring members: Minimum of four officers from HQ AFROTC.

10.2.3. Selection. Nomination packages requiring AFROTC Awards Board selection will be reviewed and scored by each board member. Packages are rank ordered by each board member. The package with the lowest average ranking will be the award winner; the second lowest ranking will be the second award winner (if applicable), etc.

10.2.3.1. HQ AFROTC/DO will review the proceedings to ensure fairness and break any ties.

10.2.3.2. AFROTC/CC maintains final selection authority.

### **10.3. Administration.**

10.3.1. Detachments will set up the most effective selection process for their detachment, as applicable. Detachments may impose additional criteria to meet local standards and needs at universities where academic class rank is not calculated. A letter from a university official will document that a cadet's academic performance warrants consideration for an award.

10.3.2. The Awards Management Table at Table 10.2 provides a chronological format for tracking the AFROTC-sponsored and non-AFROTC-sponsored awards.

10.3.3. Use Issue-in-Kind (IIK) funds to purchase ribbons and devices. Do not use appropriated or nonappropriated funds to purchase award elements.

10.3.4. Unless otherwise covered in the nomination package, ensure award eligibility criteria for awards is addressed on the AF IMT 1206, *Nomination for Award*. Use AF IMT 1206 for nominating cadets for AFROTC-specific awards. Additional administrative procedures and nomination requirements are provided by HQ AFROTC/DOS.

### **10.4. Presentation and Publicity.**

10.4.1. Present awards at the ceremonies and, if possible, in the presence of institution and local civil officials. Invite sponsor representatives to make award presentations. Detachment/CCs will make appropriate presentation if organization representatives are unavailable. Detachment/CCs will ensure Air Force endorsement of any agency's product or service is neither stated nor implied.

10.4.2. Whenever possible, detachments should send information on the award recipient and presentation to the award sponsoring organization. Send this information to the address listed in the processing section of each award. Include the name of the award; place and date of presentation; name, title, and organization of award presenter; name, age, and hometown of award recipient; and at least one 5-inch by 7-inch photograph of the award presentation, if possible. Identify all individuals in the photograph on a separate sheet of paper.

**10.5. AFROTC-Sponsored Cadet Awards.** These awards recognize individuals who achieve excellence in valor, meritorious service, marksmanship, academics, recruiting, drill team/honor/color guard or field training to include fitness, warrior spirit, honor flight and warrior

flight. The awards consist of ribbons, medals, coins and/or congratulatory letters. A cadet may receive more than one award. Individual awards are established for specific purposes and are presented at various times during the year or as deemed appropriate by the commander. See paragraph 10.10. for specific categories, titles, and selection criteria.

#### **10.6. Organization-Sponsored Cadet Awards and Decorations – General Information.**

These awards recognize cadets for outstanding individual achievement in academics, military performance, leadership, athletics, extracurricular endeavors, or a combination thereof. Award winners are announced each year. The awards consist of medals, ribbons, and/or certificates. Awards are established for specific purposes and are presented at various times during the year or as deemed appropriate by the commander. See paragraph 10.12. for specific titles and selection criteria.

**10.7. Organization-Sponsored Scholarship Awards.** These awards recognize cadets who have distinguished themselves by outstanding performance and achievement in individual academic disciplines or specialized areas of interest. Specialty awards are established for specific purposes and are presented at various times during the year. These awards are under the general jurisdiction of the Awards Board with the responsible departments or activities providing specific administration. Specialty awards are limited to a monetary value established by each sponsoring organization and normally consist of a scholarship, plaque, or some other form of appropriate recognition. See paragraph 10.13. for titles, selection criteria, and presentation details.

#### **10.8. Valor Awards.** (Selection Authority: AFROTC/CC)

10.8.1. Purpose. AFROTC Valor Awards are intended to recognize cadets who have distinguished themselves through voluntary acts of heroism. If awarded a valor award from more than one organization for the same act of heroism, 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, if awarded by an organization listed below:

10.8.1.1. Awards for valor while performing active or reserve service in any branch of the United States Armed Forces prior to participating in AFROTC. If approved, wear above all AFROTC awards. These awards may include, but are not necessarily limited to, the Silver Star, Purple Heart, Airman's Medal (or other Service equivalent), any medal or ribbon with "V" device, and any other valor award.

10.8.1.2. Award for valor in CAP. Cadets are authorized to wear the CAP valor award on the AFROTC uniform. Wear CAP valor awards beneath AFROTC valor awards but above all other awards.

10.8.1.3. Award for valor while a cadet in AFJROTC. Cadets are authorized to continue wear of the valor award on the AFROTC uniform.

10.8.1.4. AROTC and NROTC Valor Awards. AFROTC cadets who have earned an award for valor in AROTC or NROTC are authorized to wear the AROTC or NROTC valor award on the AFROTC uniform. Wear AROTC and NROTC valor awards beneath AFROTC valor awards but above all other awards.

### 10.8.2. Eligibility.

10.8.2.1. Gold Valor Award. Awarded for voluntary acts of heroism involving obvious risk of life.

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

10.8.2.3. Description. Consists of a gold or silver medal and gold or silver (white) ribbon, respectively.

**10.9. Field Training (FT) Awards.** (Selection Authority: FTU/CC). 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 Field Training Performance Report (FTPR) or as determined by an FTU awards board. Refer to Field Training Manual for more information.

### 10.10. Detachment-Level Cadet Awards.

10.10.1. AFROTC Meritorious Service Award. (Selection Authority: Detachment Officer). Recognizes outstanding performance for single exemplary acts of achievement or academic term service. Examples of duties that may warrant consideration may include, but are not limited to, outstanding performance in cadet staff or leadership positions, project officer duties, training other cadets, or detachment service project leadership. Award each academic term to no more than 5 percent of the cadet corps.

10.10.2. AFROTC Commendation Award. (Selection Authority: Detachment Officer). 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. Examples of duties that may warrant consideration may include, but are not limited to, outstanding performance in cadet staff or leadership positions, project officer duties, training other cadets, or detachment service project performance. Award each academic term to no more than 10 percent of the cadet corps.

10.10.3. AFROTC Achievement Award. (Selection Authority: Detachment Officer). Recognizes superior performance for single acts of achievement or academic term service that does not rise to the level of the Commendation Award. Award each academic term to no more than 15 percent of the cadet corps.

10.10.4. Warrior Spirit Award. (Selection Authority: Detachment Officer). Recognizes the cadet in each AS class who best exemplifies the Air Force warrior spirit. Criteria should include appearance, attitude, enthusiasm in duty performance, and physical fitness, as well as teamwork, impact on flight morale, impact on flight performance, motivation, and contribution to team events (such as group projects or team physical activities). Award each academic term to one cadet in each AS class. Extended cadets may not be considered for this award.

**NOTE:** This is the same ribbon as the FT Warrior Spirit Award.

10.10.5. Academic Honors Award. (Selection Authority: Detachment Officer). Recognizes academic excellence as signified by maintenance of academic term grade point average of 3.0 (on a scale of 4.0) or above for one full academic term. The cadet must have an average of 4.0 in AS courses for the duration of this period.

10.10.6. Honor Flight Ribbon. (Selection Authority: Detachment Officer). One flight per detachment each academic term will be designated as the Honor Flight based on criteria approved by the Detachment/CC. All cadets in that flight will be authorized to wear the Honor Flight Ribbon. Once the ribbon has been awarded, cadets can continue to wear it throughout their duration in AFROTC.

**NOTE:** This is the same ribbon as the FT Honor Flight Ribbon.

10.10.7. Warrior Flight Ribbon. (Selection Authority: Detachment Officer). One flight per detachment each academic term will be designated as the Warrior Flight based on criteria approved by the Detachment/CC. All cadets in that flight will be authorized to wear the Warrior Flight Ribbon. Designation as the Honor Flight is not a disqualifier for designation as the Warrior Flight. Once the ribbon has been awarded, cadets can continue to wear it throughout their duration in AFROTC.

**NOTE:** This is the same ribbon as the FT Warrior Flight Ribbon.

10.10.8. College Scholarship Recipient Ribbon. (Selection Authority: Detachment Officer). Recognizes cadets who have earned and activated an AFROTC scholarship. A bronze oak leaf cluster may be added at the completion of each scholarship year.

10.10.9. Fitness Award. Recognizes cadets who score a minimum of 9 points on the pushup event, 9 points on the sit-up event, 18 point for abdominal circumference and 54 points on the 1.5 mile run of the Physical Fitness Assessment (PFA). This award may be received only once per academic term.

10.10.9.1. Silver Star Device. A silver star device will be worn for the first time a cadet receives a perfect 100 points on the PFA, 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 (see Figure 10.3).

**NOTE:** This is the same ribbon as the FT Fitness Award.

10.10.10. Recruiting Award. (Selection Authority: Detachment Officer). Recognizes outstanding effort in support of detachment recruiting activities. Award each academic term based on recommendation of the RFC. Detachments will set up most effective selection process for their detachment, as applicable. Detachments may impose additional criteria based on local standards and needs.

10.10.11. Drill Team Membership Ribbon. (Selection Authority: Detachment Officer). Award this ribbon to cadets after active participation on an AFROTC or joint service-sponsored drill team, rifle team, military musical marching unit, or military band. Cadets must have participated for one calendar year with a minimum of one drill team

performance before being awarded the ribbon. No temporary wear of the ribbon is authorized. See AFROTC SUP to AFI 36-2903 for definition of Drill Team.

10.10.12. Color/Honor Guard Membership Ribbon. (Selection Authority: Detachment Officer). Award this ribbon to cadets after active participation in an AFROTC or joint Service-sponsored Color Guard or Honor Guard. Cadets must have participated for one calendar year with a minimum of three Color Guard and/or Honor Guard performances before being awarded the ribbon. No temporary wear of the ribbon is authorized. See AFROTCI supplement 1 to AFI 36-2903 for definition of Color/Honor Guard.

**10.11. United States Military Awards and Decorations.** Other Military Ribbons. No active or reserve duty ribbons are authorized for wear.

**10.12. Organization-Sponsored Cadet Awards and Decorations – Definitions.**

10.12.1. Legion of Valor Bronze Cross for Achievement. (Selection Authority: Region Commander selects one cadet per region). The Legion of Valor is an association of those whose valor has been recognized by award of the Medal of Honor, the Distinguished Service Cross, Navy Cross, or Air Force Cross. Recognizes one outstanding AS300 (rising AS400) cadet in each AFROTC region who has demonstrated excellence in military and academic performance. Recipients of this award are considered for the Olmsted Scholarship Program during their active duty service.

10.12.1.1. Eligibility. Each cadet must be in the upper 10 percent of both the AS300 class and possess demonstrated outstanding leadership qualities.

10.12.1.2. Description. This award consists of a bronze cross medal, certificate, and ribbon with a bronze Maltese cross device.

10.12.2. Society of American Military Engineers (SAME) Award. (Selection Authority: Region commanders select 5 cadets for each of the “last” and “next-to-last” year categories to receive the award from their respective region). Recognizes 20 outstanding AFROTC cadets in both the “next-to-last” and “last” year of an engineering course of study (5 from each region for each category). The purpose of this award is to impress upon undergraduate engineering students, by appropriate recognition of meritorious promise of achievement in the field, the importance of engineering to national security. **NOTE:** The terms “next-to-last” and “last” year are used in lieu of “junior” and “senior” to include cadets in both 4- and 5-year engineering courses

10.12.2.1. Eligibility. Cadet must be attending an institution with undergraduate engineering curriculum accredited by the ABET and that awards baccalaureate degrees. Each cadet must be pursuing a 4- or 5-year engineering degree, rank in the top 25 percent of the engineering class (if order of merit is not available, the cadet must have at least a “B” average in math, science, and engineering courses), be enrolled in either of the last 2 years of the accredited undergraduate engineering curriculum (Cadets in 5-year engineering courses are eligible during the fourth and fifth years only) and rank in the upper 25 percent of the AS class. Each nominee must be recommended in writing by the

Detachment/CC and by the Dean of Engineering (or equivalent) as “The Outstanding AFROTC Engineering Student of the Year” in his or her year group.

10.12.2.2. Description. This award consists of a bronze medal and a bronze key replica. A cadet winning the award for the second time is presented a bronze eagle clasp in lieu of another medal.

10.12.3. Air Force Association (AFA) Award. (Selection Authority: Detachment Officer). Recognizes the most outstanding AS300 cadet at each detachment.

10.12.3.1. Eligibility. Each cadet must possess characteristics contributing to leadership and future value in positions of responsibility such as a positive attitude toward AFROTC and school, personal attributes (initiative, judgment, and self-confidence), personal appearance (excellent uniform, posture, and grooming), courtesy (promptness, obedience, and respect for customs), and officer potential (capacity for responsibility, high productivity, adaptability to change, possession of the highest personal and ethical standards, and strong personal convictions).

10.12.3.2. Description. This award consists of a silver medal, a ribbon, and a certificate.

10.12.4. Daughters of the American Revolution (DAR) Award. (Selection Authority: Detachment Officer). Recognizes one outstanding AS400 cadet at each detachment.

10.12.4.1. Eligibility. Each cadet must rank in the upper 25 percent of both the AS400 class and the institution’s graduating class and demonstrate qualities of dependability and good character, adherence to military discipline, leadership ability, and a fundamental and patriotic understanding of the importance of AFROTC training.

10.12.4.2. Description. This award consists of a gold medal and ribbon.

10.12.5. American Legion Scholastic Excellence Award. (Selection Authority: Detachment Officer). Recognizes one AS100, one AS200, one AS300, and one AS400 cadet at each detachment for scholastic achievement.

10.12.5.1. Eligibility. Each cadet must rank in the upper 10 percent of the academic class, rank in the top 25 percent of each AS class, demonstrate outstanding qualities in military leadership, and actively participate in constructive student activities such as student organizations or sports.

10.12.5.2. Description. (If earned more than once, only the highest award will be worn.)

10.12.5.3. For AS300 and AS400 cadets, a gold medal accompanied by a ribbon with an attachment depicting a scholastic scroll.

10.12.5.4. For AS200 cadets, a silver medal and ribbon with an attachment depicting a scholastic scroll.

10.12.5.5. For AS100 cadets, a bronze medal and ribbon with an attachment depicting a scholastic scroll.

10.12.5.6. A certificate is also available for presentation. If the certificate is not presented by the local chapter, one can be obtained from the American Legion Emblem Sales, 1-888-4 LEGION, [www.emblem.legion.org](http://www.emblem.legion.org).

10.12.6. American Legion General Military Excellence Award. (Selection Authority: Detachment Officer). Recognizes one AS100, one AS200, one AS300, and one AS400 cadet at each AFROTC detachment for general military excellence.

10.12.6.1. Eligibility. Each cadet must rank in the top 25 percent of each respective AS class and demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

10.12.6.2. Description. (If earned more than once, only the highest award will be worn.)

10.12.6.3. For AS300 and AS400 cadets, a gold medal accompanied by a ribbon with a distinctive attachment depicting a torch for military excellence.

10.12.6.4. For AS200 cadets, a silver medal and ribbon with a distinctive attachment depicting a torch for military excellence.

10.12.6.5. For AS100 cadets, a bronze medal and ribbon with a distinctive attachment depicting a torch for military excellence.

10.12.6.6. A certificate is also available for presentation. If the certificate is not presented by the local chapter, one can be obtained from the American Legion Emblem Sales, 1-888-4 LEGION, [www.emblem.legion.org](http://www.emblem.legion.org).

10.12.7. National Defense Industrial Association (NDIA) Award. (Selection Authority: Detachment Officer). Recognizes one outstanding AS400 cadet at each detachment.

10.12.7.1. Eligibility. Each cadet must: rank in the upper 50 percent of the graduation class, receive no less than a "B" in all Professional Officer Course (POC) academics, rank in the upper 20 percent of the AS400 class, participate actively in athletics or campus activities, and demonstrate outstanding leadership qualities. Nominations consist of a brief nomination letter to the NDIA.

10.12.7.2. Description. This award consists of a medal, ribbon, and certificate.

10.12.8. National Defense Transportation Association (NDTA) Award. (Selection Authority: Detachment Officer). Recognizes one outstanding AS400 cadet at each detachment.

10.12.8.1. Eligibility. Each cadet must demonstrate outstanding leadership qualities, academic achievement, aptitude for military service, meritorious achievement, and noteworthy service in the promotion of safety or security of people or property. Special



consideration should be given, but not limited to, those cadets selected for service as a 21R1, Logistics Readiness Officer.

10.12.8.2. Description. This award consists of a silver medal and ribbon.

10.12.9. Armed Forces Communications and Electronics Association (AFCEA) Honor Certificate Award. (Selection Authority: Detachment Officer). Recognizes one outstanding AS300 cadet at each detachment who has demonstrated leadership and achievement in academics. This award is separate and distinct from the AFCEA scholarship awards and the AFCEA Award for Distinguished Performance.

10.12.9.1. Eligibility. Each cadet must be a preparing to enter AS400 with a major in communications engineering, electronics, electrical engineering, mathematics, computer technology, or intelligence systems; and be academically strong.

10.12.9.2. Description. The award includes a framed parchment certificate with the honoree's name prominently inscribed and an AFCEA ribbon. Also refer to [www.afcea.org/education/undergrad.asp](http://www.afcea.org/education/undergrad.asp) for additional information.

10.12.10. Reserve Officers Association (ROA) Award. (Selection Authority: Detachment Officer). This award recognizes one outstanding cadet from each AS200, AS300, and AS400 class at each AFROTC detachment for their performance during the previous academic year.

10.12.10.1. Eligibility. Each cadet must possess individual characteristics contributing to leadership, such as a positive attitude toward the Air Force, personal appearance, officer potential, and courtesy and rank in the top 10 percent of their AS class.

10.12.10.2. Description. These awards consist of a medal, ribbon, and a parchment certificate. If earned more than once, wear only the highest medal and ribbon earned with a bronze OLC to designate more than one award. The gold award is presented to an AS400 cadet, the silver to an AS300 cadet and the bronze award to an AS200 cadet.

10.12.11. Military Officers Association of America (MOAA) Award. (Selection Authority: Detachment Officer). Recognizes one outstanding AS300 cadet at each detachment who shows exceptional potential for military leadership.

10.12.11.1. Eligibility. Each cadet must be an AS300 cadet in good academic standing; be of high moral character, show a high order of loyalty to the detachment, school, and country; and show exceptional potential for military leadership.

10.12.11.2. Description. This award consists of a ribbon with a medal pendant and a certificate.

10.12.12. Veterans of Foreign Wars (VFW) Award. (Selection Authority: Detachment Officer). Recognizes one outstanding cadet at each detachment who is actively engaged in the AFROTC program and who possesses individual characteristics contributing to leadership.

10.12.12.1. Eligibility. Each cadet must maintain a “B” average in the AFROTC curriculum and a “C” average in all remaining subjects with no failing grades in the previous semester; be active in at least one student extra-curricular activity (music, athletics, government, etc.); and demonstrate positive attitude towards the AFROTC program, satisfactory progress in the cadet program, outstanding achievement in community service and/or the cadet program, outstanding leadership in the cadet program, high moral character, exceptional professionalism in appearance and actions, outstanding military bearing and conduct in and out of uniform, potential and willingness to assume higher levels of responsibility, and be involved in patriotic programs, such as drill team, color guard, Arnold Air Society, recruiting, etc.

10.12.12.2. Description. This award consists of a medal pendant with a ribbon.

10.12.13. Society of the War of 1812 Award. (Selection Authority: Detachment Officer). Recognizes one outstanding AS200 cadet at each detachment who encourages and demonstrates the ideals of Americanism.

10.12.13.1. Eligibility. Each cadet must be enrolled in AS200, rank in the top 20 percent of their academic class, rank in the top 10 percent of their AS class, and encourage and demonstrate the ideals of Americanism by deed, conduct, or both.

10.12.13.2. Description. This award consists of a certificate and ribbon in the colors of the General Society of the War of 1812 which traces its origins to the defense of Baltimore and Fort McHenry on 14 September 1814.

10.12.14. National Sojourners Award. (Selection Authority: Detachment Officer). Recognizes one outstanding AS200 or AS300 cadet at each detachment who contributed the most to encourage and demonstrate Americanism within the corps of cadets and on campus.

10.12.14.1. Eligibility. Each cadet must rank in the top 25 percent of their academic class, encourage and demonstrate the ideals of Americanism by deed and conduct, demonstrate a potential for outstanding leadership, and not have been a previous recipient of this award.

10.12.14.2. Description. This award consists of a ribbon with medal pendant and a certificate.

10.12.15. Scottish Rite Southern Jurisdiction Award. (Selection Authority: Detachment Officer). This award is sponsored by the Scottish Rite of Freemasonry.

10.12.15.1. Purpose. recognizes one outstanding AS200 or AS300 cadet at each detachment.

10.12.15.2. Eligibility. The cadet must rank in the top 25 percent of his or her academic class; have contributed the most among cadets on campus to encourage and demonstrate patriotism by deeds or conduct during participation in extracurricular activities or community projects; have demonstrated a potential for outstanding leadership by

exhibiting qualities of dependability, good character, self-discipline, good citizenship, and patriotism; and have not previously received this award.

10.12.15.3. Description. This award consists of a ribbon, medal, and a certificate. The ribbon is purple with a single gold stripe down the center. The medal depicts the heraldic double-headed eagle logo of the Scottish Rite of Freemasonry, and the words “ROTC Education and Americanism” call attention to two of the major focal points of the Scottish Rite.

10.12.16. Daughters of Founders and Patriots of America Award. (Selection Authority: Detachment Officer). Recognizes one AS200 cadet at each detachment.

10.12.16.1. Eligibility. Each cadet must rank in the upper 10 percent of the AS200 class and demonstrate qualities of dependability, character, military discipline, leadership, patriotism, and an understanding of the importance of the American heritage.

10.12.16.2. Description. This award consists of a gold medal and ribbon.

10.12.17. Military Order of the Purple Heart Award. (Selection Authority: Detachment Officer). Recognizes one AS300 cadet at each detachment who excels academically and displays exceptional leadership traits.

10.12.17.1. Eligibility. Each cadet must display a positive attitude toward AFROTC and country, hold a leadership position in the corps, be active in school/community affairs, have attained a B or higher for all subjects in the previous semester, and is not a previous recipient of the award.

10.12.17.2. Description. This award consists of a certificate, medal, and ribbon.

10.12.18. Sons of the American Revolution (SAR) Award. (Selection Authority: Detachment Officer). Recognizes one AS300 cadet at each detachment.

10.12.18.1. Eligibility. Each cadet must demonstrate outstanding leadership qualities, military bearing, and all-around excellence in AFROTC studies and activities, and not be a previous recipient of the SAR award.

10.12.18.2. Description. This award consists of a silver medal with a ribbon and sword device.

10.12.19. Military Order of World Wars (MOWW) Award. (Selection Authority: Detachment Officer). Recognizes cadets at each detachment who demonstrate an outstanding desire to serve AFROTC and the United States and who are considered most improved in the categories of military and scholastic excellence. This award is intended to recognize one cadet at each detachment. However, with approval from the local MOWW chapter, Detachment/CCs may award to one cadet from each of the AS100, AS200, and AS300 classes.

10.12.19.1. Eligibility. Cadets must excel in all military and scholastic aspects of the AFROTC program at the time of selection and presentation of the award. Cadets must plan to enroll in the next AS class with a goal of earning a commission.

10.12.19.2. Description. The ribbon and citation may be awarded in lieu of a medal when monetary limitations preclude award of the actual medal. If earned more than once, wear only the highest medal and ribbon earned with a bronze OLC to designate more than one award. The gold award is presented to an AS300 cadet, the silver award to an AS200 cadet and the bronze award to an AS100 cadet.

10.12.20. American Veterans (AMVETS) Award. (Selection Authority: Detachment Officer). Recognizes one cadet at each detachment at the end of his or her first year in the AFROTC program. ("First year" is not restricted to AS100 cadets.)

10.12.20.1. Eligibility. Each cadet must demonstrate a positive attitude toward the Air Force and AFROTC, demonstrate a neat personal appearance (uniform wear, posture, and grooming), demonstrate outstanding personal attributes (initiative, dependability, judgment, and self-confidence), demonstrate officer potential (responsibility, adaptability, high personal standards), have attained a grade of "A" in AFROTC during the most recent grading period, and be in good academic standing in all university course work.

10.12.20.2. Description. This award consists of a medal and a ribbon.

10.12.21. United States Air Force Cadet of the Year Award. (Selection Authority: CSAF. HQ AFROTC submit nominees to forward to CSAF). This award is sponsored by the Air Squadron (a private organization of high ranking British citizens who are aviation enthusiasts) and was established to pay tribute to the United States military for supporting the United Kingdom over the years. Recognizes the most outstanding cadet in a USAF commissioning program. Cadets will compete against the other commissioning sources (Officer Training School and the Air Force Academy).

10.12.21.1. Eligibility. Each cadet nominated must be enrolled in AFROTC as an AS400 or completed cadet in the current academic term, or a recent graduate (graduated during current academic year) of AFROTC. Although only current academic year cadets are considered, nominations should consider the entirety of the cadet's AFROTC service, and should address the following three areas:

10.12.21.1.1. Military performance such as leadership, officership, initiative or organizational skills, discipline, personal appearance, etc., which are exhibited through additional duties, drill and ceremonies, shooting skills, personal inspections, and so forth.

10.12.21.1.2. Academics demonstrated through academic tests, briefing skills, and writing exercises.

10.12.21.1.3. Physical fitness demonstrated through FT and detachment PFA scores.

10.12.21.2. Description. The overall winner will receive a citation and a sterling silver coin, recognizing them as the winner of the Air Squadron Sword, which is permanently displayed at the Pentagon.

10.12.22. AFA W. Randolph Lovelace Memorial Award. (Selection Authority: Region Commanders). Recognizes the most outstanding AS300 Air Force Association (AFA) Award winner from each AFROTC region.

10.12.22.1. Eligibility. Each cadet must be a recipient of the AFA Award (see paragraph 10.12.3) and be enrolled in AS300. **NOTE:** The AFA also encourages consideration of these criteria: (1) academics—a balance in achievement versus complexity of studies is preferable to the use of a simple GPA; (2) athletics—consider physical fitness testing scores, intramural involvement, and participation in any wide-ranging collegiate athletic program including individual competition sports; (3) military performance—consider teamwork, leadership, and organizational ability in support and service activities. Factors, such as Arnold Air Society membership, help identify the cadet as an individual who better manages time and personal resources to permit extra performance and the capacity to take on extra responsibility.

10.12.22.2. Description. This award consists of a wooden pylon trophy with a metal plaque affixed. Region winners wear a bronze star device on their AFA Award ribbon and medal (see Figure 10.3).

10.12.23. AFA Outstanding Cadet of the Year Award. Recognizes the most outstanding AS300 AFA Award winner (see paragraph 10.12.3.).

10.12.23.1. Eligibility. Each cadet must be a recipient of the AFA Award (see paragraph 10.12.3.) and be enrolled in AS300.

**NOTE:** The AFA also encourages consideration of these criteria: (1) academics—a balance in achievement versus complexity of studies is preferable to the use of a simple GPA; (2) athletics—consider physical fitness testing scores, intramural involvement, and participation in any wide-ranging collegiate athletic program including individual competition sports; (3) military performance—consider teamwork, leadership, and organizational ability in support and service activities. Factors, such as Arnold Air Society membership, help identify the cadet as an individual who better manages time and personal resources to permit extra performance and the capacity to take on extra responsibility.

10.12.23.2. Description. This award consists of a plaque and a silver star device worn on the AFA ribbon and medal (see Figure 10.1).

10.12.24. The Major General Jeanne M. Holm Leadership Excellence Award. (Selection Authority: Region Commanders). The Air Force Women Officers Associated (AFWOA), in honor of Major General Jeanne M. Holm, the first female general officer in the United States Air Force, sponsors this award. Recognizes one graduating AS400 cadet earning a Liberal Arts degree in each region.

10.12.24.1. Eligibility. Cadets must have a minimum GPA of 3.0 on a 4.0 scale in a Liberal Arts degree. Consider leadership positions held and participation in the detachment, military discipline, character, and community involvement.

10.12.24.2. Description. The award consists of an individual recognition certificate. In addition, the recipient's name will be displayed on a plaque in the regional headquarters for which he or she is selected as the regional winner.

10.12.25. AFCEA Major General Robert E. Sadler, USAF Honor Award. (Selection Authority: HQ AFROTC Selection board). Recognizes the highest-ranking AFROTC AS400 cadet majoring in electrical engineering or communications sciences (computer related).

10.12.25.1. Eligibility. Each cadet must be a US citizen in their final term of study with a major in either electrical engineering or communications sciences; possess good moral character; and have varied interests, as demonstrated in academic and student activities.

10.12.25.2. Description. This award consists of a personally engraved Seth Thomas clock.

10.12.26. Freedoms Foundation at Valley Forge Patriots Award. (Selection Authority: Freedoms Foundation). The Freedoms Foundation at Valley Forge, Pennsylvania, conducts an annual essay contest for cadets in ROTC programs. The competition is inter-service and nationwide and recognizes cadets writing outstanding essays on given topics.

10.12.26.1. Eligibility. Any student enrolled in AFROTC.

10.12.26.2. Description. Awards are combined for all Services. The overall winner receives a \$100 United States Savings Bond and an encased George Washington Honor Medal. Runners-up receive the medal and a \$50 United States Saving Bond. There is no limit to the number of possible second place award recipients.

10.12.27. United Services Automobile Association (USAA) Spirit Award. (Selection Authority: Detachment Officer). Recognizes the AFROTC student at each detachment who best displays the traits and characteristics that embody the spirit of service to others.

10.12.27.1. Eligibility. Each cadet must demonstrate exceptional service to the military, school, or community, and not have been a previous recipient of the award.

10.12.27.2. Description. This award consists of an engraved brass mantle clock.

10.12.28. USAA Award for Field Training "Top Gun" Cadets. Recognizes cadets at FT designated as the "Top Gun" (number one ranked cadet) in each flight.

10.12.28.1. Eligibility. Cadets must be ranked as the number one cadet in their respective flights at FT as determined by the FTPR score.

10.12.28.2. Description. This award consists of a USAA Patriotic Medallion.

10.12.29. Bank of America “Rising Eagle” Award for Warrior Spirit. Recognizes cadets at FT designated as the recipient of the AFROTC Warrior Spirit Award in each flight.

10.12.29.1. Description. This award consists of a Bank of America engraved coin.

10.12.30. The Lieutenant General Joseph J. Redden Award. (Selection Authority: HQ AFROTC Selection Board). This award is given in honor of retired Lieutenant General Joseph J. Redden, former commander of Air University, and, at the time of his retirement, the pilot with the most flight hours, having logged over 4,900 hours in eight different aircraft. The award recognizes the highest ranked AFROTC pilot and CSO candidates in the order of merit.

10.12.30.1. Eligibility. Each cadet must be the highest in the order of merit in the current year’s initial selection boards IAW this instruction.

10.12.30.2. Description. The award consists of a plaque and the addition of the winners’ names to permanent plaques on display at HQ AFROTC.

10.12.31. Cadet Research Award. (Selection Authority: The Air Force Chief Scientist. HQ AFROTC selects the nominees to forward to the Chief Scientist). Recognizes AFROTC cadets or teams for noteworthy achievements furthering USAF research in a science or technology area. One award is given each year in the AFROTC category.

10.12.31.1. Eligibility. Any AFROTC cadet or cadet team majoring in some area of science or technology is eligible for this award.

10.12.31.2. Description. The award consists of a certificate of recognition. In addition, recipients may wear the Air Force Recognition Ribbon.

10.12.32. Air Force Cadet Officer Mentor Program (AFCOMAP) Award. (Selection Authority: AFCOMAP). Recognizes outstanding academic and military achievement and rewards one cadet who demonstrates potential in the national interest and to the USAF.

10.12.32.1. Eligibility. AS100, 200, and 300 cadets who have an academic cumulative grade point average of 3.0 or higher on a 4.0 scale. They must also demonstrate solid leadership ability and play an active role in the ROTC detachment, as well as campus or local community activities.

10.12.32.2. Description. The award consists of a plaque and a cash reward.

### **10.13. Organization-Sponsored Scholarship Awards – Definitions**

10.13.1. AFCEA Scholarship Award. (Selection Authority: AFCEA). The AFCEA Scholarship Awards Program assists outstanding and deserving cadets in the completion of their education in the fields of communications engineering, electronics, electrical engineering, aerospace engineering, mathematics, physics, computer technology, and intelligence systems.

10.13.1.1. Eligibility. Each cadet must be of good moral character and have varied interests as demonstrated in academic and student activities, working toward a degree in electronics, communications engineering, electrical engineering, aerospace engineering, mathematics, physics, computer technology, or intelligence systems (not business or Bachelor of Arts), be in need of financial assistance, and be enrolled in AFROTC. An AFROTC or other scholarship is not disqualifying. Please see the AFCEA web page (<http://www.afcea.org/education/undergrad.asp>) for more information on qualifying majors.

10.13.1.2. Description. These awards consist of:

10.13.2.1. \$2,000 scholarships awarded to AS200 cadets who have been accepted or qualified for admission to the POC. (Number of scholarships awarded varies from year to year.)

10.13.2.2. \$2,000 scholarships awarded to AS300 cadets. (Number of scholarships awarded varies from year to year.)

10.13.2. USAA Scholarship Awards. (Selection Authority: Region/CCs select AS200 winners. HQ AFROTC Awards Board selects AS300 winners). Recognizes outstanding AS200 and AS300 cadets.

10.13.2.1. Eligibility:

10.13.2.1.1. AS200. Each cadet must rank in the upper 10 percent of the AS200 class and demonstrate achievement in leadership, organizational ability, teamwork, and academics.

10.13.2.1.2. AS300. Each cadet must rank in the upper 10 percent of the AS300 class and the upper 25 percent of the graduating class; have a balance of academic achievement in complex academic studies versus simply a high GPA; and demonstrate leadership, organizational ability, and teamwork.

10.13.2.2. Description. These awards consist of:

10.13.2.2.1. AS200 (rising AS300). These awards consist of brass clocks and four \$1,200 scholarships awarded to region designees.

10.13.2.2.1. AS300 (rising AS400). These awards consist of brass clocks and one \$2,000 scholarship for the overall national winner, four \$1,200 scholarships for the four region designees, and one \$1,200 scholarship for an “at large” designee.

10.13.3. Armed Forces Insurance (AFI) Scholarship Award. (Selection Authority: Region/CCs). Recognizes four outstanding cadets who have excelled in academic and military disciplines.

10.13.3.1. Eligibility. Each cadet must: be a rising AS400 cadet; have a CGPA of 3.0 or higher on a 4.0 scale, demonstrate active leadership in important cadet corps or university



positions and projects, demonstrate qualities of dependability, good character, patriotism, and military discipline, and have a need for financial assistance.

10.13.3.2. Description. Description. This award is donated by Armed Forces Insurance and consists of four \$1,000 scholarships presented annually.

10.13.4. The National Society, United States Daughters of 1812 (USD 1812) Award. (Selection Authority: Detachment Officer).

10.13.4.1. Eligibility. Be in good standing in all military aspects and scholastic grades at the time of selection and presentation of the award. Exhibit a high degree of merit with respect to leadership qualities, military bearing, all-around excellence in ROTC activities, and community service. Have indicated by military and scholastic grades, integrated-curricular activities, or individual endeavor a desire to serve his or her country. Not have previously received this award. Cadets must be pursuing a degree in science, technology, engineering or math and are participating in his/her campus ROTC program; demonstrate qualities that represent ROTC with dignity and pride, and display potential for leadership and the ability to inspire future/prospective military cadets

10.13.4.2. Description and information. This award which consists of a bronze medal pendant, ribbon bar, and a certificate. Requests for sponsorship of the USD 1812 award may be made by the DAI/SAI to the local USD 1812 Chapter President. The Presidents are listed on the National website (See [www.usdaughters1812.org/](http://www.usdaughters1812.org/)). If local contacts are unavailable, information may be obtained from the National Defense Committee, National Society, United States Daughters of 1812, 1461 Rhode Island Avenue, N.W., Washington, DC 20005-5402.

10.13.5. Air Force Historical Foundation (AFHF) Awards. (Selection Authority: AFHF). Recognizes leadership, citizenship, and outstanding academic and military achievement. Additionally, it rewards an individual who will pursue graduate study in a field beneficial to the Air Force.

10.13.5.1. Eligibility. Each nominee must be a spring graduate of the current year who will pursue a graduate degree in educational delay status.

10.13.5.2. Description. This award consists of a 1-year membership in the AFHF.

10.13.6. The Order of Daedalians Colonel Charles W. Getchell Memorial Scholarships and Daedalian AFROTC Scholarships. (Selection Authority: HQ AFROTC Awards Board). The Order of Daedalians is a national fraternity of commissioned military pilots organized to perpetuate the spirit of patriotism, love of country, and ideals of self-sacrifice, which place service to the nation above personal safety or position. See <http://www.daedalians.org/> for additional information.

10.13.6.1. Purpose.

10.13.6.1.1. The purpose of the Order of Daedalians Colonel Charles W. Getchell Memorial Scholarships is to recognize the five most outstanding pilot candidates in AFROTC.

10.13.6.1.2. The purpose of the Order of Daedalians AFROTC Scholarships is to recognize outstanding pilot candidates in the AFROTC program.

10.13.6.2. Eligibility. Each nominee must: be a cadet with a pilot allocation; ranked in the upper 20 percent of the AS class and the upper 25 percent of the graduating class; and demonstrate qualities of leadership, teamwork, good moral character, integrity, and organizational ability.

**NOTE:** Consideration is given to need for financial aid. Cadets who are competing for a pilot allocation, but have not yet received it, may compete but will be withdrawn from competition if they are not selected for a pilot allocation.

10.13.6.3. Description.

10.13.6.3.1. The Order of Daedalians Colonel Charles W. Getchell Memorial Scholarships consist of five \$2,000 awards and Daedalian plaques. They are in honor of the late Colonel C. W. Getchell, USAF, Retired, who was a founding member of the Order of Daedalians. The scholarships are made possible by a grant from Mrs. Getchell and the Daedalian Foundation.

10.13.6.3.2. The Order of Daedalians AFROTC Scholarships consist of eight \$2,000 awards to be awarded along with Daedalian certificates.

10.13.7. 9th Air Force Association Memorial Scholarship Award. (Selection Authority: Region Commander). This award recognizes leadership, citizenship, patriotism, professionalism, academic achievement, and ROTC accomplishments.

10.13.7.1. Eligibility. Rising AS300 cadets will compete for the award. Cadets must be in the top 10% of their AS class, top 25% of their scholastic program or class, have a PT score of 90 or above, and demonstrate leadership qualities within the detachment and community. Cadets must have some financial need (Detachment/CCs will verify). Due to the uniqueness of this award, Detachment/CCs and OFCs will select cadets with unwavering dedication and the highest probability of completing the ROTC program.

10.13.7.2. Description. The 9th AFA Scholarships consists of four \$1,000 awards to be awarded to one rising AS300 cadet from each region.

10.13.8. The Lieutenant Jay Smith Memorial Scholarship Award (Selection Authority: HQ AFROTC Awards Board). Recognizes outstanding AS300 (rising AF 400) cadets.

10.13.8.1. Eligibility. Each cadet nominated must be of good moral character, have varied interests as demonstrated in academic and student activities, have completed FT, and entered the POC.

10.13.8.2. Description. This award consists of as \$2,000 scholarship.

10.13.9. USAA Outstanding Cadet Training Assistant (CTA) Scholarship Award. (Selection Authority: HQ AFROTC Awards Board). Recognizes the most outstanding CTA in the performance of CTA duties at FT. This award is intended to be based purely on performance as a CTA with no regard to performance at the detachment or at the university.

10.13.9.1. Eligibility. The cadet must: serve as a CTA; demonstrate active leadership in FT positions and projects, and demonstrate qualities of dependability, good character, patriotism, and military discipline; and be the FTU selection for Outstanding CTA.

10.13.9.2. Description. This award is donated by USAA and consists of a \$2000 scholarship. Additionally, the cadet selected wears a silver star device on the Outstanding CTA ribbon and medal.

10.13.10. Airlift and Tanker Association Scholarships for Arnold Air Society (AAS) and Silver Wings (SW) (Selection Authority: ATA & AAS/SW selection committee comprised of at least five (5) members, who will select the top 7 papers to receive the scholarship awards). The mission of the Airlift and Tanker Association (ATA) scholarship program is to foster interest and knowledge for the air mobility mission of the United States Air Force. The AAS/SW Board of Trustee-sponsored scholarships are named scholarships on behalf of the late Brig Gen Ed Brya and the late Lt Col Bill Morley who both spent the majority of their military careers in the mobility mission and were long term members of the ATA. See [www.afa.org](http://www.afa.org) and [http://www.ffvf.org/aw\\_natl.htm](http://www.ffvf.org/aw_natl.htm) for more information.

10.13.10.1. Eligibility. Open to all AS200, AS300 and AS400 non-graduating cadets in good standing enrolled in AFROTC and are members of AAS. The scholarships are also open to all members of Silver Wings that are Sophomores, Juniors and non-graduating Seniors. Applicants must demonstrate financial need. The selection committee will rely on the judgment of the nominating Detachment Commanders who must include a supporting statement as to the financial need of the applicant in his/her letter of recommendation. Applicants must have a minimum 2.0 GPA.

10.13.10.2. Description. Seven (7) \$2,000.00 scholarships will be awarded annually; ATA will sponsor 5 and the AAS/SW Board of Trustees will sponsor 2 scholarships.

10.13.11. AFA Scholarship Award. (Selection Authority: AFA). Recognizes two highly-qualified cadets entering their junior or senior year who are committed to a course of study in science, technology, engineering or mathematics.

10.13.11.1. Eligibility. Applicants must be a dependent child, stepchild or in loco-parentis student of active duty, Reserve, or Guard Airman (enlisted or officer). Applicants must also be a current AFROTC cadet in good standing, enrolled full time as an incoming junior or senior. Must be currently enrolled in the POC and attending both the AS class and LLAB each semester. Must also rank in top 10% of graduating class, and have a CGPA of 3.5 or better on a 4.0 scale.

10.13.11.2. Description. Created in partnership with the First Command Educational Foundation to provide two scholarships in the amount of \$5,000 to two highly-qualified cadets.

10.13.11.3. Additional Requirements. Recipient must be available to receive the award at the AFA annual conference. Must also provide a digital photo to the AFA AFROTC uniform to be used for press releases by the AFA, ROTC, and award sponsor as needed. Recipient must provide thank-you note to the AFA stating what the scholarship means to the individual.

10.13.12. Air Command and Staff College (ACSC) Gathering of Eagles Scholarship. (Selection Authority: Gathering of Eagles). Recognizes outstanding AS300 cadets.

10.13.12.1. Eligibility. Open to all AS300 cadets in good standing.

10.13.12.2. Description. One \$1,500 scholarship will be awarded annually. The winner will be invited to attend the Gathering of Eagles program at Maxwell AFB, AL.

10.13.13. Air Force Association (AFA) Michael Wilson Scholarship. (Selection Authority: HQ AFROTC).

10.13.13.1. Eligibility. Rising AS300 and AS400 cadets. Additional Requirements: The applicant must currently be enrolled in the Professional Air Force ROTC Officer Course program and attending both the Aerospace Studies class and LLAB each semester, have completed at least two years of undergraduate work, have a CGPA of 2.8 or better on a 4.0 scale.

10.13.13.2. Additional Requirements. Nominee must complete three essays of at least 500 words (suggested questions). Detachment/CC must forward an endorsement letter and FTPR to HQ AFROTC.

10.13.13.3. Description. This scholarship program was created by the Air Force Association in partnership with Brian Wilson, to fund the Michael Wilson Scholarship to provide two scholarships in the amount of \$15,000 each to highly qualified AFROTC cadets, coming into their junior or senior year in the Fall.

10.13.14. Hispanic Engineer National Achievement Awards Corporation (HENAAC) Award. (Selection Authority: HQ AFROTC). This program provides the tools tomorrow's commissioned officers will draw upon to add to the strength and diversity of our services. Each region should submit one nomination to HQ AFROTC/DO. Nomination packages should include the following: 1. 1 600 dpi jpg digital color photograph (head and shoulders). 2. A type-written citation (single spaced, not to exceed twelve lines, 12-pitch font, with one inch margins) summarizing the nominee's accomplishments as a student and youth role model. 3. A recommendation letter from a senior officer in the cadet's commissioned chain of command.

10.13.14.1. Eligibility. The cadets must be part of the ROTC program and working toward obtaining a degree in science, technology, engineering or math and are

participating in his/her campus ROTC program; demonstrate qualities that represent ROTC with dignity and pride, and display potential for leadership and the ability to inspire future/prospective military cadets

10.13.14.2. Description. This award is similar to the HENAAC Military Academy Cadet Awards. The ROTC cadet honors are presented to outstanding college students from across the country. The selected ROTC cadet must be willing to address a group of over 300 middle/high school students on their decision to enroll in the military, or on a day in the life of a ROTC Cadet.

#### **10.14. Detachment Awards.**

10.14.1. Annual Award Categories (Team): Team will be categorized as Large, Medium, and Small. See Table 10.1. Numbers will be based on the Fall Semester's enrollment of cadets loaded in the Student Management Roster.

10.14.1.1. HIGH FLIGHT (HF) - Refers to the number one AFROTC detachment within a geographical region.

**Table 10.1. Team Categories**

<b>CATEGORY</b>	<b># OF CADETS</b>
Large Detachment	100 or more
Medium Detachment	99-60
Small Detachment	59 or less

10.14.1.1.1. The High Flight nomination consists of one typed page on the front side of an AF Form 1206, with the following categories: PRODUCTION; EDUCATION; RECRUITING AND RETENTION; UNIVERSITY AND PUBLIC RELATIONS; CADET ACTIVITIES.

10.14.1.1.2. The period of service is 1 Jun – 30 May. The HF nominations are collected by the Regions NLT 30 Jun. Regions will choose a winner for each of the categories.

10.14.1.1.3. Each Region Commander submits their HF winners in the Small, Medium, and Large categories to AFROTC/CCE NLT: 30 July.

10.14.1.2. RIGHT of LINE (ROL) AWARD - Refers to the number one detachment in AFROTC.

10.14.1.2.1. The ROL award winner will be chosen by the AFROTC/CC from the four region HF winners in the small, medium and large categories. AFROTC/CC will announce the ROL winner at the annual ROTC Detachment/CC conference and present the respective Detachment/CC with the award.

Table 10.2. Award Selection Authority

Month Due (Detachment Suspense)	Day Due	Award	SELECTION AUTHORITY				AWARD TYPE				REFERENCE
			D E T A C H M E N T / C C	R E G I O N / C C	H Q A F R O T C	O R G A N I Z A T I O N	R I B B O N	M E D A L	S C H O L A R S H I P	O T H E R	
January	10	Air Force Cadet Officer Mentor Program (AFCOMAP) Award				X				X	10.12.33.
	15	AFA Award	X				X	X			10.12.3.
	15	National Sojourners Award	X				X	X			10.12.14.
	15	Air Force Association (AFA) W. Randolph Lovelace Memorial Award		X						X	10.12.23.
February	1	Society of American Military Engineers (SAME) Award		X			X				10.12.2.
	1	National Defense Transportation Association (NDTA) Award	X				X	X			10.12.8.
	1	Veterans of Foreign Wars (VFW) Award	X				X	X			10.12.12.
	1	AFA Outstanding Cadet of the Year Award			X					X	10.12.24.
	15	Cadet Research Award				X	X				10.12.32.
	15	Military Order of the Purple Heart Award	X				X	X			10.12.17.
	15	Airlift and Tanker Association (ATA) Scholarships for Arnold Air Society and Silver Wings				X			X		10.13.10.
	15	ACSC Gathering of Eagles Scholarship.				X			X		10.13.12.
March	1	Major General Jeanne M. Holm Leadership		X						X	10.12.25.

Month Due (Detachment Suspense)	Day Due	Award	SELECTION AUTHORITY				AWARD TYPE				REFERENCE
			D E T A C H M E N T / C C	R E G I O N / C C	H Q A F R O T C	O R G A N I Z A T I O N	R I B B O N	M E D A L	S C H O L A R S H I P	O T H E R	
		Excellence Award									
	1	AFA Scholarship Award				X			X		10.13.11.
	1	Society of the War of 1812 Award	X				X				10.12.13.
	1	AFCEA Scholarship Award				X			X		10.12.26.
	15	Air Force Historical Foundation (AFHF) Award				X				X	10.13.5.
April	1	Daughters of the American Revolution (DAR) Award	X				X	X			10.12.4.
	1	National Defense Industrial Association (NDIA) Award	X				X	X			10.12.7.
	1	AFCEA Honor Certificate	X				X				10.12.9.
	1	Military Officers Association of America (MOAA) Award	X				X	X			10.12.11.
	1	Scottish Rite Award	X				X	X			10.12.15.
	1	Daughters of Founders & Patriots of America Award	X				X	X			10.12.16.
	1	Sons of the American Revolution (SAR) Award	X				X	X			10.12.18.
	1	Military Order of World Wars (MOWW) Medal	X				X	X			10.12.19.
	1	AMVETS Award	X				X	X			10.12.20.
	1	USAA Spirit Award	X							X	10.12.28.
	15	American Legion Scholastic Excellence	X				X	X			10.12.5.

Month Due (Detachment Suspense)	Day Due	Award	SELECTION AUTHORITY				AWARD TYPE				REFERENCE
			D E T A C H M E N T / C C	R E G I O N / C C	H Q A F R O T C	O R G A N I Z A T I O N	R I B B O N	M E D A L	S C H O L A R S H I P	O T H E R	
		Award									
	15	American Legion General Military Excellence Award	X				X	X			10.12.6
	15	Order of Daedalians Colonel Charles W. Getchell Memorial Scholarships and Daedalian AFROTC Scholarships			X				X		10.13.6.
June	1	Legion of Valor Bronze Cross for Achievement		X			X				10.12.1.
	1	USAA Scholarship Awards		X					X		10.13.2.
	1	Lt Jay Smith Memorial Scholarship Award and First Command Educational Foundation Awards		X					X		10.13.8.
	1	Freedom Foundation Valley Forge Patriots Award				X				X	10.12.27
	30	High Flight (HF)		X						X	10.14.1.1.
July	30	Right of Line (ROL) Award			X					X	10.14.1.2.
August	1	Armed Forces Insurance (AFI) Scholarship Award		X					X		10.13.3.
	1	Michael Wilson Scholarship		X					X		10.13.13



[illegible]

Month Due (Detachment Suspense)	Day Due	Award	SELECTION AUTHORITY				AWARD TYPE				REFERENCE
			D E T A C H M E N T / C C	R E G I O N / C C	H Q A F R O T C	O R G A N I Z A T I O N	R I B B O N	M E D A L	S C H O L A R S H I P	O T H E R	
N/A	N/A	AFROTC Achievement Award	X				X				10.10.3.
N/A	N/A	College Scholarship Recipient	X				X				10.10.8.
N/A	N/A	Fitness Award	X				X				10.10.9.
N/A	N/A	Recruiting Award	X				X				10.10.10.
N/A	N/A	Drill Team Membership Ribbon	X				X				10.10.11.
N/A	N/A	Color/Honor Guard Membership Ribbon	X				X				10.10.12.
N/A	N/A	United States Daughters of 1812	X				X	X			10.13.4
N/A	N/A	HENAAC		X	X					X	10.13.14.

Figure 10.1. AFROTCVA 36-3, *AFROTC Ribbon Chart*

AFROTCVA 36-3, May 04

Supersedes: AFOATSVA 36-3, Sep 96

OPR: HQ AFROTC/DOS

Distribution: F

### Figure 10.2. Awards and Decorations Devices

**Bronze Oak Leaf Cluster (OLC).** Denotes a second or later award of the same ribbon. (See Example 1, 2, and 3)

**Example:** Ribbon equals one award. Ribbon with 1 bronze OLC equals 2 awards. Ribbon with 2 bronze OLC equals 3 awards.

**Silver Oak Leaf Cluster.** Denotes 5 bronze OLC. When worn with bronze OLC, silver OLC are to the wearer's right (toward the shirt buttons). (See Example 2)

**Example:** Ribbon equals one award. Ribbon with 1 silver OLC equals 6 awards. Ribbon with 1 silver OLC and 1 bronze OLC equals 7 awards.

**Bronze Star Device.** The bronze star device is worn on the AFROTC Expert Marksmanship Ribbon (see Example 7). Additionally, AFA Award winners selected as the region W. Randolph Lovelace Award winner will wear a bronze star device on the AFA Award medal and ribbon (see Example 6).

**Silver Star Device.** The silver star device is worn on the Physical Fitness Ribbon (earned at FT or detachment, see Example 3), the Field Training Distinguished Graduate ribbon (see Example 4), and the national winner of the Outstanding CTA Award (see Example 6). Additionally, the cadet selected as the AFA Outstanding Cadet of the Year will wear a silver star device on the AFA Award medal and ribbon (see Example 7). Star devices are not worn on any other medal or ribbon.

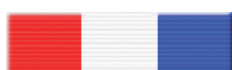
Devices awarded as part of an organizational award (Legion of Valor Bronze Cross for Achievement, American Legion Awards, Reserve Officers Association, Military Order of World Wars, etc.) will be worn centered on the ribbon. No more than one device may be worn, even if the recipient has earned the award more than once. If various levels of the award have been earned denoted by different devices, only the highest level award device will be worn.

**Example 1. Ribbon with 1 Bronze OLC and 2 Bronze OLC (Physical Fitness Award).**



**Example 2. Ribbon with 1 Silver OLC, with 1 Silver / 1 Bronze OLC (Academic Honors Award).**



**Example 3. Physical Fitness Ribbon with Silver Star and Oak Leaf Clusters.****Example 4. Field Training Distinguished Graduate (FTDG) Award.****Example 5. Field Training Outstanding Cadet Training Assistant National Winner.****Example 6. Air Force Association (AFA) Tiered Awards with Devices.****AFA Award****AFA W. Randolph  
Lovelace Memorial  
Award****AFA Outstanding  
Cadet of the Year  
Award****Example 7. AFROTC Expert Marksmanship Ribbon (Two Weapon Qualification).**

## Chapter 11

### CONTRACT CADET DISENROLLMENT

#### 11.1. Purpose.

11.1.1. The OPR for this chapter is HQ AFROTC/RRFD. Contract cadets are scholarship cadets in the GMC and all cadets in the POC. Contract cadets are subject to disenrollment at any time up until commissioning. **Only** contract cadets are disenrolled.

11.1.2. Non-contract cadets who fail to meet standards at any time prior to activation of a scholarship or entry into the POC, and/or fail to demonstrate the aptitude of an officer candidate, will be made Special Students and will only participate in AS classes (not attend Leadership Lab or other professional military training) for the duration of the semester in which the infraction occurred. Non-contract cadets are dismissed from the AFROTC program upon cessation of the term in which the infraction occurred, or sooner if desired by the cadet. Detachment personnel must counsel the cadet via AFROTC Form 16 on the reason for the release. Accomplish “Det Drop” in WINGS.

11.1.3. The procedures included in this chapter are designed to provide Detachment/CCs and HQ AFROTC with the best possible information with which to make decisions. These internal procedures are not intended to create any rights for cadets other than those listed in the AFROTC Form 10, *Administrative Disenrollment Action Worksheet*, Attachment 31. The AFROTC Form 10 is used by AFROTC detachments and cadets in obtaining complete and consistent information to include cadet notification of disenrollment, cadet elections during disenrollment, and cadet receipt of Report of Investigation (ROI) during the disenrollment process. **NOTE:** Utilize the AFROTC Form 11, *Administrative Disenrollment Action Worksheet for Active Duty Airman*, for AECP/NECP students (Reference Attachment 31).

**11.2. Authority.** The AFROTC/CC, acting for the United States Air Force, may disenroll any contract cadet at any time with or without cause. Authority to release, recoup or call the individual to Extended Active Duty (EAD) is outlined in Title 10 USC, Sections 2105, DoDI 1215.08 and AFI 36-2011. A signed contract AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*, between a cadet and the United States Air Force is not a guarantee that a commission will be offered to the cadet.

#### 11.3. General Disenrollment Guidance.

11.3.1. AFROTC Class Attendance: During the course of the disenrollment, and until final disposition is made by HQ AFROTC, cadets must continue attending all AS classes and LLAB, in addition to maintaining all other contractual obligations. Failure to do so is a breach of the AFROTC contract and could negatively affect the resolution of the disenrollment. This policy protects the cadet’s rights if the disenrollment decision places the cadet on probation or directs retention. There are two circumstances for which HQ AFROTC/RR will consider allowing a cadet to stop attending AS classes and LLAB: financial/personal hardship and detrimental conduct. The Detachment/CC must submit a request to allow the cadet to stop attending AS classes to HQ AFROTC/RR (email is sufficient).

11.3.1.1. Humanitarian (financial/personal hardship): If a cadet is unable to attend AS classes due to humanitarian reasons, the request must be submitted in writing to HQ AFROTC/RR. The request must be accompanied by sufficient documentation to substantiate the financial/personal hardship. It is the cadet's responsibility to provide proof of how not attending classes will help resolve the financial/personal hardship. Upon approval, place a copy of the approval with the disenrollment package and annotate the last day the cadet attended AFROTC. This request for financial/personal hardship is for the purpose of not attending AFROTC during resolution of the case. It is independent of any financial/personal hardship claimed as a reason for leaving AFROTC. Approval not to attend AFROTC for financial/personal hardship does not guarantee that recoupment or call to EAD will not be the result of the disenrollment.

11.3.1.2. Detrimental conduct. If the Detachment/CC is convinced that allowing the cadet to continue attending classes would be harmful to the morale and good order of the cadet corps due to the nature of the offense or continued poor behavior of the cadet, the Detachment/CC should advise HQ AFROTC/RR in writing and follow university procedures to exclude them from class.

#### 11.3.2. Termination of Stipend.

11.3.2.1. Detachments must terminate the stipend for cadets who quit attending AFROTC during the disenrollment and state their intentions not to return. (Reference HOLMCENTERI 65-101).

11.3.2.2. All intentions must be documented in writing. From a legal standpoint, every effort should be made to have the cadet sign a statement to no longer continue in AFROTC. Email is acceptable documentation if the cadet refuses to formally sign a letter. This is to prevent possible conflicts regarding termination of stipend.

11.3.2.3. In the following situations, detachments may use a Memorandum for Record (MFR) to document the circumstances and cause for discontinuing stipend:

11.3.2.3.1. The cadet makes the intent verbally.

11.3.2.3.2. The disenrollment is in absentia.

11.3.3. Scholarship Status. Detachment/CC must temporarily inactivate scholarship upon initiation of the disenrollment process to ensure scholarship funds are not improperly expended.

#### 11.3.4. Disenrollment Effective Date. Determine the effective date as follows:

11.3.4.1. If the cadet stops attending AS classes without notification to the Detachment/CC (withdraws from the university, etc.), use the day following the last date attended.

11.3.4.2. If the cadet does provide written notification, but elects to continue participating in the class (to prevent the potential of failing grades), use the last day of

host institution term in which the cadet self-eliminated. **NOTE:** Scholarship and stipend are terminated upon cadet notification.

11.3.4.3. Death of cadet. Use the date of death.

11.3.4.4. Transfers to another commissioning programs. Use the day prior to enlistment in the other commissioning program.

11.3.4.5. Freshman Self-Initiated Elimination (FSIE). Use the date the written FSIE request is received by the detachment.

11.3.4.6. Good of the Service. Use the date of HQ AFROTC action (block 14 of DD Form 785, *Record of Disenrollment from Officer Candidate – Type Training*).

11.3.4.7. Medical Disqualification. Disenrollment effective date is the date of HQ AFROTC action on block 14 of DD Form 785.

11.3.5. If cadet's effective date of disenrollment is before the end of a term, update WINGS as a "Special Student, with no intent."

11.3.6. Although cadets may maintain uniforms until the disenrollment decision is finalized by HQ AFROTC, the final decision as to when cadets should turn in uniforms rests with the Detachment/CC.

#### **11.4. Disenrollments Reasons.**

##### **11.4.1. Reasons for Non-Investigative Disenrollment**

11.4.1.1. Death of a cadet. The detachment must obtain and attach the original or certified copy of the death certificate to the AFROTC Form 22, *Cadet Personnel Action Request*, package (IAW) Attachment 37, under Column 1.

11.4.1.2. Transfer to another military commissioning program. If the cadet is transferring to the Air Force Academy, the Detachment/CC can approve the conditional release.

11.4.1.2.1. Other transfers. HQ AFROTC/RRFP must approve a conditional release prior to the transfer. For cadets requesting transfer to any Service's commissioning program other than AFROTC, submit the request for conditional release via an AFROTC Form 22 IAW Chapter 4 of this instruction. Once a conditional release has been granted and the cadet has enlisted into the other commissioning program (i.e., orders in hand), submit a disenrollment case file IAW paragraph 11.5 of this instruction. If the cadet fails to meet the terms of the conditional release (i.e., fails to enlist in the other military commissioning program), the conditional release is void and the cadet remains obligated under the AFROTC contract. If the cadet fails to maintain the terms of the AFROTC contract, investigate for disenrollment IAW paragraph 11.6 of this instruction. Do not submit a disenrollment case file until a



conditional release has been granted and the cadet has enlisted into the other commissioning program.

11.4.1.3. Freshman Self-Initiated Elimination (FSIE). Except as provided below, AS100 cadets may request FSIE. The request must be submitted in writing to the Detachment/CC or OFC. The detachment will then immediately counsel and document via AFROTC Form 16 to ensure the cadet understands that FSIE may preclude future entry into any commissioning program. The preclusion does not apply if the AS100 (HSSP scholarship) cadet exercises FSIE for the purposes of discontinuing the scholarship, and wishing to recompile for an ICSP scholarship in the AS200 year. HQ AFROTC must still approve the disenrollment and issue the DD Form 785. Attach the written FSIE request and AFROTC 16 to the AFROTC Form 22 and forward to HQ AFROTC/RRFD IAW Attachment 37, Column 1. AS100 cadets conditionally released from active duty to enroll in AFROTC are not disenrolled under this section (see paragraph 11.6.).

11.4.1.3.1. AS100 cadets wishing to FSIE must do so prior to the start date of host institutional classes of their AS200 (sophomore) year. They must also indicate whether they intend to continue attending AS classes during the current term. Upon notification to the Detachment/CC, they are considered Special Students until effective date of disenrollment or the end of the term, whichever is earlier.

11.4.1.3.2. AS100 scholarship cadets who do intend to pursue a commission, but are unable to continue in their contracted academic major must undergo the disenrollment process. They may continue in the AFROTC program, as a non-contract cadet, at the discretion of the Detachment/CC. (For information on reapplying for a scholarship, reference Chapter 3).

11.4.1.4. Good of the Service. Upon AFROTC/CC's determination that it is in the best interest of the Air Force to disenroll a cadet, the detachment may begin a non-investigative disenrollment.

11.4.1.5. Medical Disqualification. Cadets must be medically disqualified for commissioning by HQ AETC/SG and the reason for medical disqualification must have been beyond the cadet's control and knowledge. (See paragraph 11.4.2.4 for medical disqualification to which the cadet contributed.)

11.4.1.5.1. Counsel cadets via AFROTC Form 16 that they are medically disqualified; and if they later become medically qualified, they may apply for reentry into the program.

11.4.1.5.2. Cadets medically disqualified for their contracted category, but who remain commission-qualified, will be recategorized.

#### 11.4.2. Reasons for Investigative Disenrollment

11.4.2.1. Failure to Maintain Academic Retention Standards (FTMARS). Refer to Chapter 4 of this instruction, regarding award of CEs for substandard academic performance and when to initiate an investigative disenrollment.

11.4.2.1.1. Academic retention standards for scholarship cadets and POC cadets are given in Chapters 3 and 4 of this instruction. FTMARS for any reason is a basis for disenrollment and activation of the cadet's contractual obligation (call to EAD or recoupment of scholarship benefits).

11.4.2.1.2. Falling below full-time student status without AFROTC approval. If the investigation is the result of falling below full time student status, include both failure to maintain academic retention standards and breach of AFROTC contract on the Form 10 as the reason for the disenrollment.

11.4.2.1.3. In cases of FTMARS, the AFROTC Form 704, *Academic Performance Inquiry*, may be submitted as part of the investigation for disenrollment

11.4.2.1.3.1. If the AFROTC Form 704 shows a lack of effort by the cadet, include FTMARS and Breach of Contract as the reasons for the disenrollment on the AFROTC Form 10.

11.4.2.2. Compromise of academic integrity. Refer to AUI 36-2309, *Academic Integrity*, for definitions. If the cadet is being investigated for plagiarism, also include failure to maintain military retention standards as a reason for investigation since this can be considered an integrity issue.

11.4.2.3. Failure to Maintain Military Retention Standards (FTMMRS). The Detachment/CC may investigate for disenrollment at any time, even for an initial offense, depending on its severity.

11.4.2.3.1. The investigation must include documentation of the cadet's failure to maintain these standards and address whether or not the failure was within the cadet's control. FTMMRS may include, but are not limited to:

11.4.2.3.1.1. Fraudulent enlistment.

11.4.2.3.1.2. Illegal drug use.

11.4.2.3.1.3. Alcohol-related offenses. **NOTE:** The Detachment/CC may waive a one-time incident of MIP for a GMC or POC cadet (refer to Chapter 4).

11.4.2.3.1.4. PFA failure.

11.4.2.3.1.5. Failure to complete FT satisfactorily.

11.4.2.3.1.6. Failure to maintain BMI and Body Fat standards (refer to Chapter 4 of this instruction).

11.4.2.3.1.7. Integrity violation.

11.4.2.3.1.8. Failure to pass the AFOQT by the start of the AS400 year.

11.4.2.3.1.9. Inadequate family care plan, if required. Allow the cadet the opportunity to correct the deficiency of the plan. If still inadequate or if the cadet is unable to perform military/academic duties as a result, investigate for disenrollment.

11.4.2.3.1.10. Inability to successfully complete a National Agency Check or otherwise fail to qualify for a security clearance.

11.4.2.3.1.11. Ineptitude, to include failure to exercise the maturity and/or judgment expected of an officer candidate, or unacceptable adjustment to the military environment.

11.4.2.3.1.12. Misconduct resulting in adverse civil or school involvement.

11.4.2.3.1.13. Misconduct that would constitute an offense under the Uniform Code of Military Justice (UCMJ).

11.4.2.3.1.14. Demonstrating undesirable character traits.

11.4.2.3.1.15. Failure to compete favorably with applicants for an (EA).

11.4.2.4. Medical Disqualification (due to circumstances within the cadet's control). This occurs when a cadet becomes medically disqualified for commissioning or for a category of commissioning due to circumstances within the cadet's control. Examples include, but are not limited to:

11.4.2.4.1. Alcohol-related injuries.

11.4.2.4.2. Injuries caused by hazing, fighting, or pranks.

11.4.2.4.3. Injuries or illnesses resulting from a lack of good judgment.

11.4.2.4.4. Failure to report a known disqualifying condition.

11.4.2.4.5. Failure to report within 72 hours any change in medical status. (**NOTE:** First, determine the nature of the change and allow the cadet the opportunity to explain about the failure to report).

11.4.2.4.6. Medical disqualification coupled with an expressed desire to withdraw from the AFROTC program.

11.4.2.5. Indifference to Training. (**NOTE:** The Detachment/CC or designated representative should first use the means necessary to counsel the cadet on the lack of performance and provide the cadet the opportunity to improve the deficiency within a pre determined period). Examples include, but not limited to:

11.4.2.5.1. Failure to wear the appropriate uniform when required.

11.4.2.5.2. Failure to meet uniform, grooming, or appearance standards.

11.4.2.5.3. Failure to perform assigned corps duties.

11.4.2.5.4. Receipt of a failing grade in LLAB.

11.4.2.5.5. Failure to meet AS class and/or LLAB attendance requirements.

11.4.2.6. Breach/Anticipatory Breach of the AFROTC Contract.

11.4.2.6.1. Anticipatory Breach occurs when a cadet expresses a clear and convincing intention to breach the contract, but has not yet done so. This does not apply to AS100 contract cadets desiring to exercise the FSIE option. Examples include:

11.4.2.6.1.1. Attempting SIE. Only non-prior service AS100 contract cadets may FSIE from AFROTC without penalty (paragraph 11.4.1.3).

11.4.2.6.1.2. Failing to enroll in required AFROTC courses.

11.4.2.6.1.3. Failure to participate in required AFROTC training. (This basis for disenrollment exists the moment that a cadet misses enough AS classes or PMT that it becomes impossible for the cadet to successfully complete or receive a passing grade for that class or PMT).

11.4.2.6.1.4. Dropping an AS class without AFROTC approval.

11.4.2.6.1.5. Changing academic major without AFROTC approval.

11.4.2.6.1.6. SIE from FT.

11.4.2.6.1.7. Failure to fulfill any term or condition of the AFROTC contract. **(NOTE:** The detachment should make every effort to periodically remind cadets of requirements of their contract, throughout their duration in the program. If the cadet intentionally fails to fulfill the condition, investigate for disenrollment).

11.4.2.6.1.8. Refusal to accept a commission as an Air Force Officer when actually tendered.

11.4.2.6.1.9. Failure to put forth a good faith effort to maintain academic retention standards. Lack of good faith academic effort includes a failure to attend classes regularly, failure to complete required assignments in a timely or satisfactory manner, or failure to take exams. Lack of good faith effort can be verified by completion of the AFROTC Form 704.

11.4.2.6.1.10. Claiming conscientious objector status.

11.4.2.6.1.11. Inability to meet contracted DOG/DOC due to circumstances within the cadet's control.

11.4.2.7. Humanitarian Release (personal hardship beyond the cadet's control). Request for humanitarian release must be made in writing by the cadet and submitted to the Detachment/CC. Approving disenrollment for a humanitarian reason is entirely discretionary. The request must be accompanied by sufficient documentation to substantiate the personal hardship. Establishing proof of hardship is the cadet's responsibility. The following examples are situations that potentially could be considered hardship.

11.4.2.7.1. Financial Hardship. A summary of the cadet's financial condition must include income statements, statement of living expenses, copies of bills, past due notices (if any), and bank statements (both checking and savings). Additional documentation may include income tax returns, statements from employers and creditors, or statements from the college or university financial aid department. The documentation must substantiate the cadet's inability to meet financial obligations necessary to continue in school. The documentation must be logically summarized and organized in an order that can be followed and cross-referenced for reviewing officials. If the cadet is not of the legal age of majority according to their state of residence, their parent's financial condition may also be required. A request for disenrollment because of financial hardship without the necessary documentation will not be approved and should not be submitted.

11.4.2.7.2. Other Personal or Family Hardship. Family separation or the inconveniences usually incident to military service does not necessarily constitute a personal or family hardship. A cadet must provide evidence of the following to substantiate the existence of a personal or family hardship. Evidence may include statements from family members, clergy, physicians, or other persons with personal knowledge of the cadet's circumstances.

11.4.2.7.2.1. The hardship is not temporary.

11.4.2.7.2.2. Conditions arose or became aggravated after the cadet entered AFROTC.

11.4.2.7.2.3. The cadet made every reasonable effort to alleviate the situation.

11.4.2.7.2.4. Disenrollment will eliminate or materially alleviate the condition.

11.4.2.7.2.5. There are no readily available means to alleviate the situation other than disenrollment.

## **11.5. Non-Investigative Disenrollment.**

11.5.1. Overview. Non-Investigative disenrollments do not require an investigation. A cadet may be disenrolled when there is no possibility that the cadet will be required to fulfill

their contractual obligation (i.e., call to involuntary extended active duty (EAD) or recoupment of scholarship benefits).

11.5.2. FSIE. See Paragraph 11.4.1.3.

11.5.3. Non-Investigative Disenrollment Procedure. Detachment/CCs may request a non-investigative disenrollment action for the reason outlined above. Region/CCs and the AFROTC/CC may direct non-investigative disenrollment. Complete the AFROTC Form 22 and attach all required documentation (Attachment 37, column 1). HQ AFROTC/RR is the approval authority for these non-investigative disenrollment requests. HQ AFROTC/RRFD will note the disenrollment action on the reverse of the AFROTC Form 22 and return it to the detachment. The detachment then notifies the cadet of the decision via AFROTC Form 16. A copy of the “cadet certified” AFROTC Form 16 must be sent to HQ AFROTC/RRFD immediately upon completion.

11.5.3.1. HQ AFROTC/RR may direct non-investigative disenrollment without a formal request from a detachment or Region/CC. HQ AFROTC/RR directs non-investigative disenrollment via notification memorandum sent to the Detachment/CC. The Detachment/CC notifies the cadet via an AFROTC Form 16 of the non-investigative disenrollment. The Detachment/CC then follows procedures outlined in this paragraph and Attachment 37.

## **11.6. Investigative Disenrollment.**

11.6.1. When a cadet is being considered for disenrollment and faces the possibility of contract fulfillment (i.e., call to involuntary EAD or recoupment of scholarship benefits), the case must be processed as an investigative disenrollment.

11.6.2. All contract cadets desiring not to accept a commission must decline in writing to the Detachment/CC. They must also indicate whether they intend to continue attending AS classes during the current term. These students must go through the investigative disenrollment process.

11.6.3. Investigative Disenrollment Procedure. Detachment/CCs will initiate investigative disenrollment actions when evidence as defined in paragraph 11.4.2 exists (refer to Attachment 38 for a quick-reference list of steps). Region/CCs and the AFROTC/CC may direct investigative disenrollment. In a commander’s absence, the senior officer assigned to the detachment may initiate disenrollment action on the commander’s behalf.

11.6.3.1. Initiate investigative disenrollment action using the AFROTC Form 10 (see Attachment 31). The officer initiating the disenrollment action completes Part I of the AFROTC Form 10 in black ink or typed as follows:

11.6.3.1.1. Fill in the cadet’s full name.

11.6.3.1.2. Check the box indicating the reason for initiating the disenrollment action. If necessary, check more than one box.

11.6.3.1.3. In the space provided under the heading “Specifically,” briefly describe the circumstances leading to the disenrollment action. Attach a continuation sheet if necessary.

11.6.3.1.4. Select an officer or non-commissioned officer (NCO) to serve as the cadet’s Military Advisor (MA), notify the MA using the AFROTC Form 10, required even if investigation is waived by cadet. (Upon request by the cadet, the MA advises the cadet in matters of military bearing, assists the cadet with preparation of documents in a professional, military format, and assists the cadet in obtaining copies of instructional guidance relevant to AFROTC disenrollments.) The MA must be available to assist the cadet until the ROI is sent to HQ AFROTC. The MA may not be a judge advocate or paralegal. Type or print the MA’s name and rank in the space provided.

11.6.3.1.5. Select an officer to serve as the Investigating Officer (IO), notify the IO using the AFROTC Form 10 (required even if investigation is waived by the cadet). 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 AFROTC detachment, support base, or Service. The IO should be an officer with suitable experience and temperament to conduct the investigation effectively. The IO may not be a Gold Bar recruiter. If there is no satisfactory individual to appoint as IO, contact the Region/CC for assistance.

11.6.3.1.6. Fill in the date and signature block, and sign at the bottom of Part I.

11.6.3.1.7. Attach evidence supporting the disenrollment action to the AFROTC Form 10.

11.6.3.1.8. Instructions for the AFROTC Form 10 for cadets not receiving an EA during PSP.

11.6.3.1.8.1. Cadets under investigation for disenrollment for cause prior to release of PSP results. Cadets who were nominated for PSP but subsequently required a disenrollment investigation for cause (for example, 3rd CE for academics, civil involvement, etc.) and DID NOT receive an EA during PSP will be investigated for disenrollment under the original disenrollment investigation for cause. In addition to the other reasons for disenrollment include on the AFROTC Form 10, Part I by checking “other” and adding the following: “In addition to cadet’s failure to maintain academic or military retention standards as indicated above prior to PSP release of PSP results, Cadet XXXX failed to receive an EA during the PSP process.” Cadets with a previously initiated disenrollment investigation prior to release of PSP results WILL BE considered for recoupment of scholarship monies. Their DD Form 785 will be marked appropriately for the reason in the original disenrollment (reason for cause). They will not get special consideration as PSP results had no impact on the Detachment/CC’s decision to begin the disenrollment investigation.

11.6.3.1.8.2. Disenrollment investigations for failure to compete favorably for an EA. Completed the AFROTC Form 10, Part I by checking “other” and state the following: “failure to compete favorably with applicants for a POC Enrollment Allocation (EA).”

11.6.3.1.8.3. Cadets who did not receive an EA during PSP and while undergoing the disenrollment investigation for not receiving an EA committed an offense that would have resulted in a disenrollment investigation. Follow the guidance for paragraph 11.6.3.1.8.2 above but also include on the Form 10 the other incident that would have driven the disenrollment investigation. For example, a cadet did not receive an EA and required disenrollment. While the disenrollment investigation was being accomplished, the cadet received a DUI with BAC of .17. Include this information in the disenrollment investigation by amending the Form 10 for failure to maintain military retention standards. Include all required information for this event in the disenrollment investigation. The Detachment/CC should include his/her recommendation for future continuation in the program as a result of this new information. Their DD Form 785 will be marked appropriately based on the additional information.

11.6.3.1.8.4. Barring any revelation of negative information (as described in paragraphs 11.6.3.1.8.1 and 11.6.3.1.8.3 above), the DD Form 785, *Record of Disenrollment from Officer Candidate – Type Training*, for cadets disenrolled for not receiving an EA in PSP will include the following statement in Section III – Reasons and Circumstances for disenrollment:

11.6.3.1.8.4.1. Disenrolled under the provisions of AFI 36-2011, paragraph 6.1.5 and AFROTCI 36-2011, failure to compete favorably with applicants for a POC Enrollment Allocation (EA). Although meeting AFROTC minimum requirements for membership, Cadet XXXX was not successful in competing against peers for promotion into the Professional Officer Course (POC), or the upper-class of AFROTC. For this FY, the number of qualified applicants exceeded the number of enrollment allocations for commissioning slots available. Selection criteria included class ranking among peers, cumulative grade point average (GPA) in college courses, physical fitness scores, and performance on standardized tests.

11.6.3.1.8.4.2. On the DD 785 – Section IV – Evaluation to be considered in the future for determining acceptability for other officer training, select Option 6. OTHER REMARKS.

11.6.3.2. Complete the AFROTC Form 111, *Student Status Statement of Understanding*. The AFROTC Form 111 is used to verify mailing address and the contracted DOG in black ink or typed as follows:

11.6.3.2.1. TO Block: HQ AFROTC/RRFD, 551 East Maxwell Blvd, Maxwell AFB AL 36112-6106



11.6.3.2.2. FROM Block: Detachment mailing address

11.6.3.2.3. Section I (Cadet Personal Data): Enter in appropriate information.

11.6.3.2.4. Section II: Have the cadet read and complete both the permanent and temporary mailing address if different. The cadet should acknowledge one statement at block 7. Be sure to list his current academic institution and scheduled graduation date as required. The form should be signed by the cadet and witnessed.

11.6.4. When Part I of the AFROTC Form 10 has been completed and signed by the initiating commander (or senior officer, in the commander's absence) serve the AFROTC IMT 10 on the cadet along with the AFROTC Form 111.

11.6.5. The cadet has 24 hours to consider available options, complete Part II, and return the AFROTC Form 10 to the Detachment/CC. If the cadet cannot or does not return the AFROTC Form 10 within 24 hours, process the case in absentia in accordance with paragraph 11.15.

11.6.6. The cadet completes Part II of the AFROTC Form 10 as follows:

11.6.6.1. Acknowledges receipt of the AFROTC Form 10 and understanding of facts relevant to investigative disenrollment by placing their initials next to each statement, 1 through 8. The Detachment/CC should do items 1 through 8 with the cadet before releasing the paperwork.

11.6.6.2. Indicates willingness or refusal to continue AFROTC training and accepting a commission by selecting "WILL" or "WILL NOT," as appropriate, and placing their initials on lines 9 and 10.

11.6.6.3. Indicates whether they dispute that they will owe a debt to the government for failure to complete the contracted active duty service commitment by selecting "DO" or "DO NOT," as appropriate, and place their initials on line 11.

11.6.6.4. Indicates whether they waive the right to a disenrollment investigation by selecting "DO" or "DO NOT," as appropriate, and placing their initials on line 12a.

11.6.6.5. Indicates that they waive the right to a disenrollment investigation, and whether or not they also waive the 10-day period to submit a written statement of evidence by selecting "DO" or "DO NOT," as appropriate, and placing their initials on line 12b.

11.6.5.6. Fill in the date and signature block, and sign at the bottom of Part II.

11.6.7. Once the AFROTC Form 10 is served on the cadet, a disenrollment investigation must be completed (unless waived by the cadet) and the case file reviewed by the Detachment/CC and forwarded to HQ AFROTC/RRFD for review and final action. If the Detachment/CC believes the case no longer warrants disenrollment, he/she may make that case on the Form 22 Comments and request retention. Once the Form 10 is issued, the disenrollment investigation process must run through until completion.

11.6.8. The cadet may change elections made on the AFROTC Form 10 until the case file is forwarded to HQ AFROTC. Changes may be made by pen and ink amendment of the AFROTC Form 10; the cadet will date and initial all changes. Election changes can also be made by accomplishing a new AFROTC Form 10 and attaching the original AFROTC Form 10 to the new one or by attaching a memorandum to the original AFROTC Form 10.

11.6.8.1. Anticipatory breach may be rescinded by the cadet prior to completing the Part II of the AFROTC Form 10, Receipt of Notification (RON). However, once the cadet has signed Part II indicating refusal to continue training or accept a commission, the anticipatory breach is complete and may not be rescinded.

11.6.8.2. If the desires of the cadet change and they wish to continue in the program after signing Part II of the AFROTC Form 10, the cadet may offer statements to that effect during the disenrollment investigation as evidence in their behalf. If this occurs, HQ AFROTC may disenroll, place on disenrollment probation, or retain the cadet, whichever is in the best interest of the Air Force.

11.6.9. Disenrollment actions where the cadet “WAIVES” the right to a disenrollment investigation (does not wish to be investigated).

11.6.9.1. Provide a copy of the AFROTC Form 10 with Parts I and II completed and evidence supporting the disenrollment action to the cadet. Retain the original.

11.6.9.2. The initiating commander may direct that a disenrollment investigation be conducted despite the cadet’s waiver. Do so by signing a memorandum to that effect and providing a copy of the AFROTC Form 10 (with the memorandum attached) to the IO. Conduct the disenrollment investigation IAW paragraph 11.6.

11.6.9.2.1. If the cadet waived the right to a disenrollment investigation and a 10-day response period, and the initiating commander did not direct a disenrollment investigation, then the AFROTC Form 10 is complete. When the AFROTC Form 10 is complete:

11.6.9.2.1.1. The detachment staff prepares a draft DD Form 785 (do not sign the form). Only HQ AFROTC/RR can sign the DD Form 785 for AFROTC cadets.

11.6.9.2.1.2. The initiating commander prepares the AFROTC Form 22 IAW Chapter 7 of this instruction.

11.6.9.2.1.3. Attach the draft DD Form 785, original AFROTC Form 10, and evidence supporting the disenrollment action to the AFROTC Form 22 and forward it to HQ AFROTC/RRFD IAW Attachment 37.

11.6.10. Disenrollment actions where the cadet “DOES NOT WAIVE” the right to a disenrollment investigation (does wish to be investigated).

11.6.10.1. Provide a copy of the AFROTC Form 10 with Parts I and II completed and evidence supporting the disenrollment action to the cadet and the IO. Retain the original.

11.6.10.2. The IO conducts the disenrollment investigation IAW this Chapter and prepares the ROI (Attachment 32). The IO has 10 calendar days to complete the ROI.

11.6.10.3. When the ROI is complete, the IO should meet with the cadet as soon as possible after the 10-day period has elapsed. The IO or the detachment staff serves a copy of the ROI (with all attachments) to the cadet. The cadet acknowledges receipt by completing Part III of the AFROTC Form 10.

11.6.10.4. The cadet has 10 calendar days from the date they acknowledge receipt of the ROI to submit matters in response to the ROI. The cadet may waive the 10-day response period by circling the appropriate option in Part III of the AFROTC Form 10.

11.6.10.5. When the 10-day response period has lapsed (or been waived), the IO will submit the ROI with all evidence and attachments to the Detachment/CC. The initiating commander prepares the AFROTC Form 22. Attach a completed draft DD Form 785, the original AFROTC Form 10, the original AFROTC Form 111, the ROI, and any statements/evidence submitted by the cadet to the AFROTC Form 22 and forward it to HQ AFROTC/RRFD IAW Attachment 37. Make a copy of the entire package for inclusion in the cadet's UPRG.

11.6.11. Utilize the AFROTC Form 11, *Administrative Disenrollment Action Worksheet for Active Duty Airman* for AECP/NECP students (Reference Attachment 31).

## **11.7. The Disenrollment Investigation.**

11.7.1. The disenrollment investigation is a non-adversarial process to gather all the facts in each cadet's case so the Detachment/CC can make an informed recommendation to HQ AFROTC for retention, disenrollment, involuntary EAD, recoupment, probation, and/or release. The investigation must be conducted so the cadet has the opportunity to present evidence for consideration by the Detachment/CC, and the disenrollment authority at HQ AFROTC. The disenrollment investigation is the cadet's opportunity to dispute whether they will owe any debt to the government for failure to fulfill the contracted active duty service commitment.

11.7.2. The cadet may challenge the IO for cause by submitting a memorandum to the initiating commander stating reasons why the IO is biased or otherwise cannot act in an impartial manner in their case. The initiating commander considers the challenge in consultation with Holm Center/JA. Appoint a new IO if the challenge is justified. If not justified, the Detachment/CC prepares a memorandum explaining why the challenge is not justified, provides a copy to the cadet, and includes a copy in the disenrollment case file.

11.7.3. Upon receipt of the AFROTC Form 10, the IO must contact the cadet and arrange a time for the cadet to make a personal appearance before the IO. The personal appearance should occur within 10 days of the cadet's receipt of the AFROTC Form 10. The IO may grant an extension beyond 10 days, but should note and explain any such delay beyond 10 days in the ROI.

### **11.8. Personal Appearance.**

11.8.1. 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 to the IO. The cadet may provide for other individuals to offer testimonial evidence in the cadet's behalf. Any individual offering testimonial evidence at the personal appearance should 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 IO should prepare a summary of statements given by the cadet and any other witness and include that summary in the ROI. Do not prepare a verbatim transcript of the cadet's oral statement or witnesses' testimony.

11.8.2. The cadet may also point out issues the cadet believes are relevant to a full and fair consideration of the disenrollment action without presenting direct evidence. The IO should note all issues raised by the cadet and investigate them if appropriate. (If the cadet feels the IO's investigation or discussion of any matter in the ROI is inadequate, the cadet may submit written evidence in response to the ROI.)

11.8.3. A civilian attorney or a member of the cadet's immediate family may attend the personal appearance, if the cadet desires. However, the IO has the discretion and authority to limit the number of individuals present at the personal appearance at any one time to insure safety, efficiency, and good order and discipline. The personal appearance is not a trial or hearing and the IO is not a judge. Rules of evidence or procedure applicable in courts do not apply. If others in attendance interfere in any way with the hearing, the IO may disallow their attendance.

11.8.4. If a representative of the cadet's college or university requests to be present at the personal appearance, the IO ensures arrangements are made for the school representative to attend.

### **11.9. Documentary Evidence.**

11.9.1. The IO should review the cadet's UPRG and any other relevant documents. Include copies of relevant documents in the ROI.

11.9.2. The cadet may submit documentary evidence on their behalf at any time during the disenrollment investigation. While the cadet has the right to make a personal appearance before the IO, any matter the cadet believes will be significant in deciding the case should be presented in written or documentary form to the IO. The IO includes all documentary evidence provided by the cadet in the ROI.

### **11.10. Other Investigative Steps.**

11.10.1. The IO may perform any other investigative steps necessary to fully document the facts of a cadet's case. This may include locating and interviewing witnesses. Witnesses may be sworn in using the following oath: "Do you swear (or affirm) that the statements you are about to make in this matter will be the truth, the whole truth, and nothing but the truth, so help you God?"

11.10.2. The IO should investigate any issues or allegations made by the cadet during the disenrollment investigation which are not already established or disproved by the evidence (e.g., unfair treatment by detachment personnel, administrative errors, false or incorrect information) on which the disenrollment action is based, or inconsistencies between detachment evidence and evidence submitted by the cadet. The IO will either interview applicable individuals to obtain the information necessary to address the cadet's issues or explain in the ROI why further investigation was unnecessary. If any Equal Opportunity and Treatment (EOT) issues arise during the course of the investigation, (e.g., sexual harassment or unlawful discrimination), consult with Holm Center/JA before contacting the detachment's servicing Military Equal Opportunity office. If any other criminal activity arises in the course of the investigation contact Holm Center/JA.

#### **11.11. The Report of Investigation (ROI).**

11.11.1. The IO will prepare the ROI IAW Attachment 32. 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 SHOULD NOT INCLUDE ANY OPINIONS, CONCLUSIONS, OR RECOMMENDATIONS IN THE ROI.

11.11.2. The IO (or the detachment staff) provides a copy of the ROI to the cadet for review. The cadet acknowledges receipt of the ROI by signing Part III of the AFROTC Form 10. The cadet has 10 calendar days to submit any further rebuttals or challenges to the ROI for inclusion in the disenrollment case file. The cadet may waive the 10 calendar day response time in Part III of the AFROTC Form 10. If a cadet has not submitted a rebuttal, a signed memorandum statement from the Detachment/CC or investigating officer stating one of the following must accompany the disenrollment case file for processing by HQ AFROTC/RRFD:

11.11.2.1. The cadet refused to sign Part III of the AFROTC Form 10,

11.11.2.2. The cadet declined the rebuttal, or

11.11.2.3. The cadet failed to meet the 10-day response period.

11.11.3. After the 10 calendar day response period, the IO (or the detachment staff) submits the final ROI with all evidence and attachments (including the cadet's rebuttal/response, if any) to the Detachment/CC.

#### **11.12. Final Actions of the Detachment/CC.**

11.12.1. The Detachment/CC reviews the case file. If the investigation was not waived, the commander ensures the ROI thoroughly addresses the reason or reasons for the disenrollment actions and all issues or allegations raised by the cadet. The ROI should not contain any opinions, conclusions, or recommendations by the IO. The commander ensures the cadet has either had 10 calendar days to respond to information in the case file or has waived the 10-day response period in the AFROTC Form 10.

11.12.2. The Detachment/CC completes an AFROTC Form 22 and makes a specific recommendation concerning the cadet's disenrollment or continuation in the AFROTC program, and a recommendation for the DD Form 785, Section 4.

11.12.3. Forward the disenrollment package to HQ AFROTC/RRFD.

### **11.13. HQ AFROTC/RRFD Process.**

11.13.1. Upon receipt of a package by HQ AFROTC/RRFD, it is entered into the disenrollments database, then reviewed for completeness and accuracy.

11.13.2. Return Without Action (RWOA). HQ AFROTC/RRFD may RWOA a case file due to legal insufficiency (lack of evidence, regulatory guidance not followed, poor package, missing documents, etc.) or need for further investigation. If a case file contains minor errors, HQ AFROTC/RRFD will call the detachment and request additional information or documents. **The detachment then has 2 weeks to provide requested information before the package is accepted or RWOA.**

11.13.3. Review process. Once the package has been reviewed for completeness and accuracy, the review process begins with the disenrollment section NCOIC. The disenrollment NCOIC makes recommendations via an AFROTC Form 24, **Disenrollment Review**. The package is then forwarded to the Chief of Disenrollments who reviews the case file and makes a recommendation on the AFROTC Form 24. The HQ AFROTC/RRD then makes a recommendation and forwards it to the Holm Center/JA. Holm Center/JA reviews the case file for legal sufficiency and forwards to HQ AFROTC/RR for a final decision. For all recommendations for EAD, the disenrollment package will be reviewed by the Holm Center Superintendent or First Sergeant (in the Superintendent's absence) for an enlisted perspective recommendation to the AFROTC/CC. If EAD is the recommendation, then the package must be routed to AFROTC/CC for final decision. The cadet is not permitted or authorized to make personal appearances with HQ AFROTC personnel to discuss their case. Any additional information required by HQ AFROTC will be obtained by working through the Detachment/CC.

### **11.14. Out-Process/Detachment Actions upon HQ AFROTC Decision.**

11.14.1. Once a final decision has been made, there are several more steps that occur depending on the outcome. All packages return to HQ AFROTC/RRFD for distribution and final actions. HQ AFROTC/RRFD updates WINGS to prepare the cadet record for final action by the detachment. Copies are made and a package is prepared for the detachment.

11.14.1.1. For all outcomes, once a decision is final and the detachment has been notified, the detachment must notify the cadet via an AFROTC Form 16 (or MFR if in absentia). The detachment should forward to HQ AFROTC/RRFD a copy of the final Form 16 for all call to EAD, release, and recoupment decisions. The detachment is also responsible for final actions in WINGS, to include updating the loss codes (Attachment 35).

11.14.1.2. The detachment can verify that HQ AFROTC/RRFD has received the final AFROTC Form 16 by reviewing the Disenrollment - Form 16 Report located on the Restricted website under Disenrollment Information – RRFD.

11.14.2. Cadets are enlisted members in ORS. Several options are considered in the disenrollment decision. All AS100 cadets are released from their AFROTC contract as long as the scholarship was not obtained through fraudulent means (e.g., failing to disclose a civil involvement, drug use, or medical condition). AS200 normally have their scholarship funds recouped. This includes scholarship monies expended during the AS100 year. All POC cadets are considered for call to active duty unless there is a moral or physical reason that would prevent them from serving in their enlisted grade.

11.14.2.1. EAD. If EAD is the final decision, HQ AFROTC/RRFD puts together and forwards a package to AFPC and the detachment. AFPC is not required to allow the cadet to continue in school until the DOG on the AFROTC Form 111. AFPC will normally bring a disenrolled cadet on active duty based on the cadet's contracted graduation date, unless the cadet has stopped attending school. Since the disenrolled cadet is no longer a member of AFROTC, HQ 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 HQ AFPC/DPSOAA, 550 C Street West, Suite 10, Randolph AFB TX 78150-4712, commercial (210) 565-3569. The detachment must also have the cadet certify a current and permanent mailing address, present student status, and scheduled graduation date. The detachment should also forward a Form 16 counseling record signed by the cadet acknowledging receipt and their understanding of the actions taken to HQ AFROTC/RRFD within 10 workdays of notification.

11.14.2.2. Recoupment. If recoupment of scholarship funds is the final decision, HQ AFROTC/RRFD prepares separate distribution packages and forwards them to HQ ARPC, Holm Center/SDFA, and to the detachment. The detachment should notify the cadet of the outcome within 10 workdays. The cadet will be contacted by Defense Finance and Accounting Services (DFAS) regarding repayment of scholarship debt.

11.14.2.3. Release. If release is the final decision, HQ AFROTC/RRFD prepares and forwards a distribution package to HQ ARPC and the detachment. The detachment should notify the cadet in writing and provide a copy of the DD Form 785 within 10 workdays. HQ ARPC will send a copy of the discharge order to HQ AFROTC/RRFD and the cadet when completed. HQ AFROTC/RRFD will forward a copy to the detachment.

11.14.2.4. Retain/Probation. If retain and/or probation is the final decision, the package will be returned to the detachment with further instructions in Section IV of the AFROTC Form 22.

**11.15. Investigative Disenrollment in Absentia.**

11.15.1. Rules of Engagement. An investigative disenrollment action may be processed in absentia when the cadet is not available to participate in person, declines to participate, or fails to respond to notification of the disenrollment action. Additionally, if a cadet becomes physically unavailable or ceases to participate in the disenrollment action, process the case as an in absentia disenrollment from that point forward.

11.15.2. If the detachment is unable to serve the AFROTC Form 10 on the cadet in person, forward the AFROTC Form 10 (with attached evidence supporting the disenrollment action) under cover of a letter explaining the action, and direct the cadet to complete and return the AFROTC Form 10 within 30 calendar days of receipt. Do not forward original copies of evidence. Send the AFROTC Form 10 to the cadet's last known address via certified mail, return receipt requested, and restricted delivery. Keep all receipts to document efforts to contact the cadet. If the cadet does not respond to the AFROTC Form 10 sent by certified mail, the commander should exhaust all reasonable attempts to contact the cadet. Consider leaving messages with known friends, classmates, teachers, roommates, parents, or work locations. Maintain a copy of all documentation and mail receipts, as well as MFRs efforts to contact the cadet. If the cadet responds to the AFROTC Form 10 within 30 days and waives the right to a disenrollment investigation, the Detachment/CC completes the disenrollment action IAW paragraph 11.6.8.

11.15.3. If the cadet fails to respond within 30 days, or if the cadet responds and does not waive the right to a disenrollment investigation, the Detachment/CC provides a copy of the AFROTC Form 10 (with attachments) to the IO. The IO then conducts an investigation and prepares the ROI. If the cadet is unable or unwilling to make an appearance before the IO, the personal appearance may be conducted by telephone, video teleconference, or similar technology.

11.15.4. Serve the ROI on the cadet via certified mail, return receipt requested, and restricted delivery. Keep copies of receipts. If the cadet does not respond within 30 days, the initiating commander prepares the AFROTC Form 22 and submits the case file to HQ AFROTC/RRFD.

**11.16. Reopening Investigations.**

11.16.1. Further Investigation. The Detachment/CC may determine that a case file needs further information prior to forwarding the case to HQ AFROTC, or HQ AFROTC/RRD may reject a case file without action due to legal insufficiency (lack of evidence, regulatory guidance not followed, etc.) or need for further investigation. In such cases, the investigation action must be reopened.

11.16.2. To reopen an investigation notify the cadet, MA, and IO in writing that the investigation is reopened and the cadet has the same rights as before. If new changes must be made, complete a new AFROTC Form 10 for the cadet and IO to review and make changes as necessary. Attach the new Form 10 to the old one. DO NOT DISCARD ANY



PREVIOUS DOCUMENTS. The Detachment/CC will ensure the cadet is afforded all rights as requested.

11.16.3. The first investigation will be used by the IO and it will be attached to the new investigation for consideration by the Detachment/CC and/or HQ AFROTC/RRD, unless directed otherwise by the HQ AFROTC/RR.

11.16.4. If the original IO is unavailable or has developed a bias in the case, a new IO must be appointed in writing and be granted the opportunity to review the case file.

11.16.5. Ensure the cadet is granted the opportunity to:

11.16.5.1. Challenge the new IO for cause.

11.16.5.2. Review all new evidence gathered and to respond to this evidence.

11.16.5.3. Receive a copy of changes/additions to the ROI IAW paragraph 11.11.

11.16.5.4. The initiating commander prepares a new AFROTC Form 22 and submits the case file to HQ AFROTC/RRFD.

#### **11.17. Suspended Disenrollment with Probation.**

11.17.1. Upon review of a disenrollment package, HQ AFROTC/RR may offer the cadet suspended disenrollment and probation in lieu of disenrollment. HQ AFROTC/RR will determine the probation conditions and length. A cadet offered probation is allowed to continue in AFROTC. Failure to meet any term or condition of probation, or failure to meet any other AFROTC retention standard is a basis to revoke probation and execute the suspended disenrollment. The specific terms of the probation will be outlined in the HQ AFROTC/RR response.

11.17.2. Probation Offer. The offer of suspended disenrollment with probation will come from HQ AFROTC/RR. If the cadet does not accept the probation, the cadet will be disenrolled. The cadet acknowledges acceptance of the terms of probation by signing an AFROTC Form 16 with the offer and terms of probation. Failure to meet the terms of the probation will result in release from the AFROTC program for non-contract cadets and a disenrollment investigation for contract cadets. The terms of the probation can include, but are not limited to, a period of time for watching behavior, civil involvement or alcohol restrictions (i.e., any further civil involvements will result in release or disenrollment from AFROTC), or any other action AFROTC believes will help change or improve cadet behavior.

11.17.2.1. HQ AFROTC may require, as a term of probation, any or combination of the following.

11.17.2.1.1. Award of a CE.

11.17.2.1.2. For alcohol-related incidents, attendance to an alcoholic dependency class at the cadet's own expense.

11.17.2.1.3. Suspension or termination of scholarship for the duration of the probation.

11.17.2.1.4. Loss of competitive selections.

11.17.2.1.5. Additional counseling at the cadet's expense.

11.17.2.1.6. Re-enlistment by completing a new AF Form 1056 and/or a new DD Form 4, Enlistment/Reenlistment Document Armed Forces of the United States.

### **11.18. Revocation.**

11.18.1. If the Detachment/CC believes the cadet has failed to meet a term or condition of probation or has failed to meet an AFROTC retention standard, the commander assembles evidence supporting the failure and notifies the cadet of intent to revoke probation. Advise the cadet that he/she has 10 calendar days to respond to the new evidence. After 10 days, the Detachment/CC will assemble the new evidence with the cadet's written response (if any), the original disenrollment case file and forward it to HQ AFROTC/RRFD under cover of a new AFROTC Form 22.

11.18.2. HQ AFROTC/RR may direct a new disenrollment investigation in unique or unusual cases. The cadet does not have the right to a new disenrollment investigation since the original disenrollment action afforded the cadet all rights available under applicable law and regulations and was legally sufficient for disenrollment actions.

### **11.19. Reentering AFROTC.**

11.19.1. Termination of Scholarship Recoupment.

11.19.1.1. AFROTC will terminate the recoupment of scholarship money for any cadet who obtains a waiver of prior disenrollment, competes for and receives a POC enrollment allocation and then recontracts/reenlists. The cadet must submit a memorandum requesting to terminate scholarship recoupment (Attachment 33). Counsel the cadet via AFROTC Form 16 that termination of the recoupment of scholarship money is contingent upon receipt of an Air Force commission. If the cadet is commissioned, any AFROTC scholarship money previously recouped by the government will be refunded to the cadet.

11.19.1.2. HQ AFROTC 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 two years of continuous active duty service is completed. Proof of service is the responsibility of the disenrolled cadet. To request termination, contact HQ AFROTC/RRFD for guidance.

11.19.1.3. Cadets disenrolled with recoupment who return to AFROTC, contract into AFROTC, and are subsequently disenrolled with recoupment again will be liable for scholarship funds from their first disenrollment as well as current enrollment.

11.19.2. Rescind Call to EAD. A disenrolled cadet called to EAD who receives a new enrollment allocation, and recontracts/reenlists may request rescission of the call to EAD. Detachments must indorse and submit a memorandum requesting rescinding of the EAD to HQ AFROTC/RRFD (using the letter format at Attachment 34). Counsel cadets via AFROTC Form 16 that termination of the call to EAD is contingent upon receipt of an Air Force commission.

**11.20. Disenrollment Appeals Process.** Disenrolled cadets may appeal their disenrollment, call to EAD, or recoupment action once. Suspension and probation cannot be appealed. Requests for reconsideration of the disenrollment decision will always be reviewed; however, changes will only be made based upon new evidence that was not available during the initial investigation. Submit appeals in writing to the AFROTC/CC no later than one (1) year from the individual's effective date of disenrollment listed on the DD Form 785. Requests received after the one-year cutoff date will not be considered. The cadet is not permitted or authorized to make personal appearances with HQ AFROTC personnel to discuss their case.

**11.21. Miscellaneous Matters.** Release of Cadet Records. At any time during the disenrollment process, a cadet is permitted to review their UPRG upon request. After disenrollment, a cadet desiring copies of specific records from the UPRG must submit a written request, citing the Privacy Act of 1974, to the detachment records custodian. Remove any Privacy Act information about individuals other than the cadet before releasing copies of the records. Cadets may obtain completed 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, citing the FOIA or PA. The request must list the specific information desired.

#### **11.22. Cadet Identification Card.**

11.22.1. During the disenrollment process, the Detachment/CC may authorize the cadet to retain the military identification card. If not retained in the program, the cadet will immediately surrender the ID card to the Detachment/CC. No action is required if the cadet is a dependent of a military member.

11.22.2. Disposition. The detachment should immediately forward disenrolled cadet ID cards to host MPS. The host MPS will remove the affected individual from DEERS as needed. Once removal has been verified, the DD Form 2 will be destroyed and the DD Form 2842 will be filled appropriately for recycling as required in appropriate guidance. Detachment/CC or a designated individual shall remove any vehicle decals and/or confiscate any extended passes received from a base vehicle registration office. Decals and passes will be returned to the host base vehicle registration office.

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

11.23.1. See Attachment 36 for sample DD Form 785. For all disenrollment case files, complete the DD Form 785 by filling out Sections I, II, and IV (remarks only). HQ AFROTC/RRFD completes Sections III and IV. The only people authorized to sign the DD Form 785 are the AFROTC/CC and the designated representative at HQ AFROTC. Refer to AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training – DD Form 785*, for further guidance.

11.23.2. The majority of disenrollments from AFROTC warrant a Block 3 recommendation on the DD Form 785, especially when the disenrollment resulted from issues within the cadet's control. Medical disenrollments normally warrant a Block 4 recommendation.

11.23.3. Upon disenrollment, the DD Form 785 is the only permanent record of disenrollment and is filed at the National Personnel Records Center, 9700 Page Avenue, St Louis, MO, 63132-5100. The cadet must submit a memorandum to this organization should they misplace their copy.

## Chapter 12

### COMMISSIONING

**12.1. General Information.** The OPR for this chapter is HQ AFROTC/RRF. This chapter outlines precommissioning, commissioning, and post-commissioning requirements, programs, and actions required for entry onto EAD. Cadet must be fully qualified to commission (Medical, GPA, PFA, Ht/Wt/BMI/Body Fat, etc.) and must commission NLT 30 days after completing their degree and AFROTC, whichever occurs last. Additionally, commissioning must occur within the FY associated with the enrollment allocation. Therefore, it is possible for a cadet to complete both the AFROTC requirements and the degree but not commission until 1 Oct of the next FY. For exceptions, contact HQ AFROTC/RRFP.

#### **12.2. Distinguished Graduate (DG) Program.**

12.2.1. Objective. To ensure the best-qualified current fiscal year (FY) commissionees are selected as DG recipients.

12.2.2. DG Program Selection. The Detachment/CC selects cadets from the current FY commissioning class for designation as, or nomination for DG. ***Cadets must have a minimum cumulative GPA of 2.50 on a 4.00 scale.*** Commanders must ensure they submit their most deserving cadets. Detachment suspense for submitting earned, carry-over and aggregate DG nominations is determined by the region. Region DG lists (submitted electronically) are due to HQ AFROTC/RRFP by the last duty day in November.

12.2.3. The nomination package for carry-over and aggregate DG must include the AFROTC Form 68, *Air Force Reserve Officer Training Corps (AFROTC) Special Actions Nomination* and the Field Training Performance Report.

12.2.4. Detachments earn one DG quota for each group of ten FY commissionees they have in October. For example, if a detachment has 18 commissionees they earn one DG quota. Detachments must ensure all required WINGS information is correct and validated prior to October DOC/DOG. Detachments must turn in any unused quotas to their Region/CC. (Reference paragraph 12.2.4.3. if a detachment has less than 10 commissionees)

12.2.4.1. Detachments earning DGs must notify their region of selection via memorandum.

12.2.4.2. Detachments earning DG quotas may also submit additional DG nominations for a carry-over board. Attach a memorandum to the documents, listed in paragraph 12.2.3, indicating who the carry-over nominations are in rank order.

12.2.4.3. Detachments not earning a DG quota may nominate one cadet for an aggregate board. These cadets will compete against others from detachments not earning a DG quota. Those not selected by the aggregate board will compete again at the region carry-over board. Attach a memorandum indicating the aggregate nomination to the documents listed in paragraph 12.2.3.

12.2.4.4. Detachments not earning a DG quota may submit additional DG nominations for consideration at the region carry-over board. Attach a memorandum to the documents listed in paragraph 12.2.3., indicating who the additional nominations are, in rank order.

12.2.5. Cadets are designated as DGs by memorandum prepared by the Detachment/CC (e.g. those selected by the Detachment/CC as well as those selected at the regions' aggregate and carry-over boards). Present the memorandum and AFROTC Form 402, *AFROTC Distinguished Graduate Certificate*, during the commissioning ceremony. Additionally, the Source of Commissioning (SOC) code must reflect DG selection on the Reserve commissioning order. Reference paragraph 12.8 and Attachment 48.

### 12.3. Pre-Commissioning.

12.3.1. Classification and Accession to EAD. A detachment officer must counsel each cadet that classification and assignments are primarily based on the needs of the Air Force at the time of entry onto EAD (exceptions are non-line categories). All AFSCs must reflect the entry level only (for example, 34M1 rather than 34M4), with the appropriate suffix, if applicable. AFPC Officer Accessions (HQ AFPC/DPSIP) will provide EAD orders to detachments. (Reference the ETCA Database for utilization requirements and AFSC.) Contact AFPC/DPSIP, 210-565-4478, for additional guidance and information as necessary. (It is imperative that detachment personnel keep the WINGS database and AFPC updated with any changes in DOC/DOG.) .) Detachments will assist cadets with contacting their gaining unit to request sponsorship and instruct cadets to utilize the MilitaryHOMEFRONT website to obtain PCS information. The website address is:

<http://apps.mhf.dod.mil/pls/psgprod/f?p=MHF:RELO:942993686826602>.

12.3.2. AFROTC Form 53, *Cadet Assignment Preference Worksheet*. Contracted cadets, and Guard and Reserve in pursuing status, must complete a web-based AFROTC Form 53 NLT the date specified by HQ AFPC/DPSIP for each accession cycle. The AFROTC Form 53 website is: <https://w11.afpc.randolph.af.mil/Raw/Form53/Pages/SecurityLogin.asp>. HQ AFROTC/RRFP will notify detachments of the suspense date once AFPC/DPSIP establishes it. If this suspense cannot be met for valid reasons (e.g., pending DOC/DOG change, disenrollment, etc.), notify AFPC/DPSIP by memorandum with the cadet's name, SSN, reason for delay, and anticipated submission date. HQ AFROTC/RRFP and HQ AFPC/DPSIP establishes accounts for staff members (technician and commander); detachment personnel establish cadet accounts.

12.3.2.1 There are two phases to the AFROTC Form 53 process:

12.3.2.1.1. Phase 1 classifies cadets into an AFSC according to AF requirements established by higher headquarters. HQ AFPC/DPSIP will publish a "target list" of higher need AFSCs for the subject calendar year. Cadets use the target list to decide which AFSCs for which they may be qualified and for which they are interested in volunteering. Other than cadets selected for rated duty, cadets with technical majors should request appropriate technical AFSCs. AFPC/DPSIP will not classify a cadet who does not complete an AFROTC Form 53.

12.3.2.1.2. Phase 2 assigns cadets to AF units based on their classification, needs of the AF and cadet preference. AFPC/DPSIP will announce, through HQ AFROTC/RRFP, when the AFROTC Form 53 website will reopen for phase 2. Each cadet's AFROTC Form 53 will be tailored according to his or her AFSC. They will be presented with current available assignments from which to volunteer for in the drop-down windows of the AFROTC Form 53.

12.3.2.2. Specific instructions for completing the Form 53 are contained on the website.

12.3.2.3. Changes to AFROTC Form 53. When significant changes occur (DOC/DOG, category, AFSC, assignment preference, etc.), submit a corrected copy of AFROTC Form 53 with changes to AFPC/DPSIP. Changed AFROTC Forms 53 do not have to be original. "White out" the changes on the UPRG copy, type in the new information, underline the changes and annotate the word "CHANGE" on the top and bottom of the front of the form. Fax the changed copy to HQ AFPC/DPSIP at (210) 565-4382 or DSN 665-4382. Ensure all updates are made in WINGS

12.3.3. Educational Delays. Detachment officer must brief each cadet on applying for an educational delay 8 to 12 months prior to commissioning. Ensure all application packages are submitted to AFIT/ENEL, 2275 D Street Bldg 16, Rm 120, Wright-Patterson AFB OH 45433-7221, NET 240 days, but NLT 90 days prior to commissioning. Upon receipt of graduate school acceptance, the cadet must immediately provide a copy of the acceptance letter to AFIT/ENEL. If the delay results in the cadet's EAD date changing to a new fiscal year, the cadet will recompile for AFSC selection by AFPC/DPSIP. This may result in a change in training date or the cadet being classified into a new AFSC. (Reference AFI 36-2009, *Delay in Active Duty for AFROTC Graduates*, for application procedures.)

12.3.4. Administrative Delays. An administrative delay is merely an agreement by AFPC that a cadet is not called to EAD during the delay; *however, this is not guaranteed*. Under normal EAD circumstances, delays can be up to 365 days. If a cadet has an earlier EAD date and they want to delay it, they must submit a request for an administrative delay. The maximum length of approval is 12 months from the DOC.

12.3.4.1. The cadet submits the request for administrative delay by memorandum to the Detachment/CC, who indorses the request and forwards it to AFPC/DPSIP for consideration.

12.3.4.2. Submit the request 60-120 days prior to commissioning. Include, as a minimum, the cadet's name, SSN, DOC, reason for, and length of, delay.

**12.4. Legal Licensing Delay Requirements and Internships.** Procedures for requesting these programs are covered in AFI 36-2009.

**12.5. Application for Appointment.** Each commissioning cadet must complete an AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF without Component*. Prepare one original AF Form 24 and distribute the AF Form 24 and the associated commissioning documents as prescribed in Attachment 41.

**12.6. Review of Cadet Qualifications.** During the weeks prior to commissioning, ensure the cadet meets the prerequisites for appointment. If the cadet does not meet all commissioning prerequisites, take appropriate actions to change the DOC, qualify the cadet, obtain waivers, or investigate for disenrollment, as applicable. Detachments will use the AFROTC Form 64, *AFROTC Commissioning Checklist*, and the guidance contained within this chapter to ensure the cadet is qualified to commission.

12.6.1. Medical. Each cadet must have a current medical examination certified for their AFSC by HQ AETC/SGPS or MEPS for cadets requiring only a commission-qualified physical). Do not commission a cadet in medical recheck status or without a current physical certified for their AFSC as this constitutes an erroneous commissioning. Physicals for cadets classified into AFSC 13M1 (Airfield Operator) must include successful completion of a Read Aloud Test and have an Adaptability Rating For Air Traffic Controllers (ARATC). Cadets categorized in AFSC 92T0 (Pilot) must have an FCI physical. Those who are categorized in AFSC 92T1 (CSO) must have an FCIA physical. Cadets categorized in AFSC 92T2 must have an FCIIU physical. Cadets classified into 13B1 (Air Battle Management) must have a FCIII physical. Cadets classified into 13S1 (Space and Missile Operations) must have a SMOD certified physical and be PRP qualified.

12.6.2 Security Clearances. All contract cadets must have an open security clearance IAW their Personnel Processing Codes (PPC) for their AFSC before they can be commissioned. See Attachment 43 for a complete list of AFSCs requiring mandatory SSBI clearance. 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-instated.

12.6.2.1. Dual Citizenship. Cadets who hold dual citizenship with a foreign country could be ineligible for a security clearance. It will be necessary for them to renounce their citizenship with the foreign country through the state consulate. Documentation received from the consulate once foreign citizenship has been renounced must be included when submitting clearance paperwork.

12.6.2.2. Responsibilities:

12.6.2.2.1. Cadets: Complete the necessary information on the SF 86, *Questionnaire for National Security Positions*.

12.6.2.2.2. Detachment Security Manager: Responsible for the management of Joint Personnel Adjudication System (JPAS), to include submitting cadet security clearance applications from the Electronic Questionnaires for Investigations Processing (e-QIP) program to the Office of Personnel Management (OPM) and maintaining information in WINGS from initiation to granting of clearance on all applicable cadets. Detachments should coordinate with their region to establish a JPAS account. Further instructions are located on the Holm Center restricted website under the Registrar link.

12.6.2.2.3. AETC IP: Responsible for assisting detachments in establishing and maintaining JPAS accounts to include unlocking accounts or resetting passwords.



12.6.2.2.4. HQ Security Manager: Acts as the liaison between the Region Security Manager and outside agencies.

12.6.2.3. Submission Timeline. Detachments will submit cadets for a security clearance NLT 30 days after cadet is notified of their AFSC. Cadets requiring a top secret security clearance will be submitted directly for an SSBI clearance. Similarly, cadets requiring a secret security clearance will be submitted directly for the NACLC. See paragraph 6.19 for prior investigation processing and clearance validity periods. Cadets must be on contract prior to submission. Non-contract cadet data is not in JPAS, therefore security clearance applications for these cadets will be rejected. For information regarding upgrades on security clearances, refer to Chapter 13. Forward the request as follows:

12.6.2.3.1 Complete the SF 86. Ensure e-QIP is used for final validation, printing and submission. AFI 31-501, *Personnel Security Program Management*, is the governing instruction for completing the SF 86.

12.6.2.3.2. Mail to U.S. Office of Personnel Management (OPM) one original FD-258, *FBI Applicant Fingerprint Card*. Use the fingerprint card cover sheet available on the Holm Center restricted website under the Registrar link. For initial Secret and Top Secret clearances, the address is: U.S. Office of Personnel Management (OPM), Federal Investigations Processing Center, PO Box 700, Attention: AF Staff, 1137 Branchton Road, Boyers PA 16018-0700. For periodic reinvestigations, use the same address as above except use P.O. Box 49. Detachments must maintain one copy of the completed/signed e-QIP SF 86 package until the clearance is granted. If you receive a receipt from OPM, file with the SF 86.

12.6.2.4. Tracking. All detachments must track the status of a pending security clearance in WINGS until a clearance is granted, cadet is commissioned or the clearance is withdrawn. After submitting and receiving the receipt of a clearance request; an initial status check in JPAS will be accomplished 150 days later and every 60 days thereafter until a security clearance has been finalized or commissioning has occurred. **NOTE:** Detachments must ensure information is accurately reflected in WINGS by the last duty day of March, June, September, and December to allow HQ AFROTC/RRFP to pull quarterly statistics.

12.6.2.5. Inquiries. All clearance status requests can be made using JPAS under research/eligibility or by contacting the Region Security Manager.

12.6.2.6. Canceling an Investigation. If an NACLC is still pending, notify the investigation agency when a cadet is dropped or disenrolled. Document notification and indicate at a minimum the cadet's full name, SSN, the date the SF 86 was submitted, and the date of enlistment.

12.6.2.7. Prior Investigations. Clearance eligibility for prior-service cadets is based on three factors: what type of clearance is required for commissioning, date of current investigation and whether there is any break in service. If a cadet does not meet any of the criteria outlined below, submit clearance as stated in paragraph 12.6.4.

12.6.2.7.1. Secret clearances that meet *both* of the following conditions are acceptable for commissioning: 1) The date of the *investigation* (ENTNAC, NACLC or Periodic Re-investigation) must be less than 9 years, 6 months old at time of commission; 2) There must be less than a 24-month break in service between the date of separation from active duty and the date enlisted into the Inactive Reserve/ORS. Recertification is not required.

12.6.2.7.2. Top Secret clearances that meet *both* of the following conditions are acceptable for commissioning when only a Secret clearance is required: 1) The date of the *investigation* must be less than 9 years, 6 months old at time of commission; 2) There must be less than a 24-month break in service between the date of separation from active duty and the date enlisted into the Inactive Reserve/ORS. Recertification is not required.

12.6.2.7.3. Top Secret clearances that meet both of the following conditions are acceptable for commissioning when a Top Secret clearance is required: 1) The date of the clearance investigation must be less than 4 years, 6 months old at time of commission; 2) There must be less than a 24-month break in service between the date of separation from active duty and the date enlisted into the Inactive Reserve/ORS. Recertification is not required.

12.6.2.8. Security Clearance. If a cadet's secret clearance investigation has been opened by the OPM, but not granted, the cadet must sign the Statement of Understanding (Attachment 42) no earlier than 3 duty days prior to commissioning. Detachments will track the open investigation until it is granted by Air Force Central Adjudication Facility (AFCAF). Detachments must maintain the original, signed copy of the statement separate from the cadet records due to the disposition of cadet records. Each detachment is responsible for tracking the pending clearance until granted by the adjudication agency.

12.6.2.9. Cadets classified into 13B1, Air Battle Manager, 13S1, Space and Missile Operations, 14N1, Intelligence Officer, or 92T0-Pilot Trainee, 92T1-CSO Trainee, 92T3-RPA Trainee must have a TS SSBI clearance initiated. Other cadets may need a TS clearance based on specific assignment and the PPC associated with the assignment. The TS clearance must be opened before commissioning and before AFPC will provide the EAD orders. Cadets requiring a TS clearance must hand-carry a hard copy of their completed SF 86 or e-QIP package to their initial duty station if TS eligibility has not been granted prior to commissioning. If the Secret clearance has been opened but not closed by OPM and TS is required, send a letter to OPM stating there is a TS requirement due to AFSC reclassification. Fax the letter to 724-794-1412, OPM Corrections Office, with name, SSN, the date the secret clearance was opened by OPM and the case number. Please confirm OPM receipt.

### 12.6.3. Personnel Reliability Program (PRP).

12.6.3.1. Personnel Reliability Program (PRP) Pre-screening Process. Cadets classified into 13S1, 21M1 "I and N" Shred and 31P1 will receive the PRP pre-screening by the detachment and HQ AFROTC. AFROTC will ensure all cadets classified into 13S1,

21M1I/N and 31P1 are properly pre-screened prior to EAD and departure to the training location or first duty assignment. Documents necessary to complete PRP prescreening are located on the Registrar Section of the Holm Center restricted website and the PRP pre-screening process is outlined at Attachment 44.

12.6.3.1.1. Once a cadet has been classified, the detachment PRP monitor will notify cadet of AFSC selection and have the cadet complete Section I of the PRP Questionnaire, provide nuclear surety briefing and PRP pamphlet. Both cadet and Detachment PRP monitor will initial pre-screening portion on the questionnaire.

12.6.3.1.2. The Detachment PRP monitor will upload the PRP documents to the vUPRG in WINGS and notify the HQ AFROTC PRP monitor. HQ AFROTC PRP monitor will review cadets personnel records to assess their reliability and ability to perform PRP related duties. The Commanders PRP Risk Assessment Tool "CRAT" will be utilized as a guideline for standards. HQ AFROTC PRP monitor will make a recommendation on the classification memorandum and sign the PRP Prescreening portion on the PRP Questionnaire. Upon completion of the cadet(s) personnel records, if there is green PDI the detachment PRP monitor will forward the classification memorandum, PRP Questionnaire and cadets physical to the MTF CMA. Note: If the cadet has been identified as a 13S1, send the cadet to the MTF CMA to initiate Space and Missile Operations Duty physical (SMOD). Detachment PRP monitor must ensure the MTF CMA has made a recommendation on the classification memorandum and signed the PRP Prescreening portion on the PRP Questionnaire Note: Section III of the PRP Questionnaire will only be signed during the administrative qualification process. Medical screening is not required if the cadet(s) do not qualify upon review of their personnel records. This portion of the classification memorandum may be "N/A." The Detachment/CC will make a recommendation on the classification memorandum. Detachment PRP monitor will forward the completed classification memorandum to HQ AFROTC PRP monitor. A completed classification memorandum will be forwarded to AFPC/DPSIP; Line Officer Accessions for classification and completion of EAD orders.

#### 12.6.3.2. Personnel Reliability Program (PRP) Administrative Qualification Process.

12.6.3.2.1. Detachments must complete administrative qualification on all cadets classifying in 31P and 21M1 "I and N" Shred, IAW DoD 5210.42-R/AFMAN 10-3902, *Nuclear Weapons Personnel Reliability Program (PRP)*, Chapter 3. Ensure you are utilizing the most recent PRP Questionnaire and How to Checklist. **NOTE:** The technical training school house will complete the administrative qualification process for cadets classified into 13S1. For all qualified 13S1 cadets, HQ AFROTC PRP monitor will forward the PRP Questionnaires completed during the PRP prescreening to the technical training school house.

12.6.3.2.2. PRP Questionnaire. The PRP Questionnaire already contains information from the PRP pre-screening process. Ensure there have been no changes in the cadets status for questions in section I and III. Complete section II of the PRP questionnaire

and provide cadet nuclear surety briefing. Ensure the cadet(s) dates and initials in section II, question six stating they have received the nuclear surety briefing.

12.6.3.2.3. AF Form 286. Initiate the AF Form 286, *Personnel Reliability Program (PRP) Qualification/Certification Action*. All AF Form 286/286A's will be completed with "wet" signatures since cadets do not have common access cards (CAC) with digital signature capability. Upon completion of section I and verifying a recommendation was made from the security manager in section II, forward the AF Form 286, a copy of the cadet's physical and the PRP Questionnaire to the Medical Treatment Facility (MTF) Competent Medical Authority (CMA). The MTF CMA will make a recommendation in section II of the AF Form 286 and sign section III of the PRP Questionnaire. Note: If there have been no changes since the cadet(s) was PRP prescreened (e.g.; new medical PDI) other methods may be utilized to have the MTF CMA review/sign the AF Form 286 and section III of the PRP Questionnaire (e.g., email documents to CMA). Ensure a recommendation is made after review of the cadet(s) personnel files. The Detachment/CC will then conduct a personal interview and make a recommendation in section II of the AF Form 286 and sign section IV of the PRP Questionnaire. If there is no potentially disqualifying information (PDI), the Detachment/CC will complete the administrative qualification IAW DoD 5210.42-R/AFMAN 10-3902, C3.2.7.2.

12.6.3.2.4. The detachment PRP monitor will forward the completed AF Form 286 and PRP Questionnaire to HQ AFROTC PRP monitor. The HQ AFROTC PRP monitor will forward the AF Form 286 to the gaining installation PRP monitor for use in certification.

12.6.3.2.5. IAW DoD 5210.42-R AFMAN 10-3902, C3.2.7.2, if PDI is found, the losing commander/director will forward the PDI to the gaining certifying official (CO) after records screening and CC interview to allow the gaining CO to review and consider acceptance. The commander/director and gaining CO must personally communicate the PDI. If gaining CO accepts, the losing commander/director completes administrative qualification. If not accepted, gaining CO will provide rationale relevant to PRP standards and losing commander/director will annotate/update disqualification. Once the individual is administratively qualified, continuous monitoring procedures as outlined in paragraph C3.2.7.4 will apply. Any time prior to certification in the PRP, if mandatory disqualifying information (see para C5.3.2) is found, the candidate must be permanently disqualified using the AF Form 286A.

12.6.3.2.6. PRP Qualifications. The detachment PRP monitor will forward the AF Form 286 and PRP Questionnaire to HQ AFROTC PRP monitor. HQ AFROTC PRP monitor will review PRP documentation for accuracy and electronically send completed AF Form 286 to the gaining installation PRP monitor for use in certification. HQ AFROTC PRP monitor will be required to maintain a copy of the AF Form 286 on file for at least 180 days from cadet(s) RNLTED or upon receipt of verification from the gaining installation PRP monitor, whichever is later.

12.6.3.2.7. PRP Disqualifications. The detachment PRP monitor will forward the AF Form 286/286A and PRP Questionnaire to HQ AFROTC PRP monitor. HQ AFROTC PRP monitor will upload AF Form 286 or AF Form 286A to AFPC PRP processing utilizing the Case Management System (CMS) for filing in the Automated Records Management System (ARMS). HQ AFROTC will ensure MilPDS is updated accordingly (MilPDS update is currently under review).

12.6.3.3. Continuous monitoring. IAW DoD 5210.42-R AFMAN 10-3902 para C3.2.7.4, once administrative qualification is complete, continuous monitoring is required. Continuous monitoring is the process for ensuring the individual maintains PRP assignment eligibility while in training and enroute for assignment. The Detachment/CC will continue to pass to the gaining CO any PDI or situation that may affect the individual's PRP assignment eligibility.

12.6.3.3.1. Detachments are responsible for continuous monitoring for 13S1, 21M1 I/N shred, or 31P1 2nd Lts. It is the detachments responsibility to inform the cadet of the importance of continuous monitoring and self reporting IAW DoD 5310.42-R, AFMAN 10-3902 para C2.6 and C3.2.7.3. For example, the cadet will inform the losing detachment of any misdemeanors or potentially disqualifying information (PDI) (e.g., traffic tickets, arrests, medical situations, etc.) after commissioning and prior to arrival at their gaining unit. Detachments will notify the HQ AFROTC PRP Monitor ASAP of any new PDI.

12.6.3.4. The Air Force PRP informational website for training, sample documents, PSD Administrative Qualification and end-user tools is located at: <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=sF575FC8E23D21F6E0123FD054D26070B>.

12.6.4. Character. Do not commission individuals who have criminal charges pending against them or are pending waiver of any involvement with civil, military, or school authorities. Cadets who have received a Detachment/CC or HQ AFROTC waiver for a civil involvement but were subsequently placed on supervised probation by the court cannot be commissioned until the end of their probation. If the cadet is placed on unsupervised probation, then the cadet can commission. If this probationary period pushes the cadet to the next FY, investigate for disenrollment. Review AFROTC Form 35, *Certification of Involvement with Civil, Military, School Authorities/Law Enforcement Officials*, and supporting documents of each cadet to ensure all actions specified in Chapter 4 are accomplished. If criminal charges are pending against the cadet, forward an AFROTC Form 22 package to HQ AFROTC/RRFP.

12.6.5. Program Completion. Cadets must successfully complete the entire AFROTC program.

12.6.6. Graduation. A cadet is eligible for commissioning only after the detachment receives an official transcript indicating degree awarded or written certification from the Registrar or other institutional official authorized confirming the cadet has completed all degree requirements (Attachment 40). Do not proceed with commissioning if the university official

indicates any pending requirements for degree completion. 12.6.7. DOC/DOG. Ensure the DOC/DOG is correct in WINGS.

12.6.7. A BMI measurement will be administered to all cadets NET 30 calendar days and NLT the day prior to commissioning. Conduct the commissioning BMI check IAW DODI 1308.3. Cadets must be within BMI standards and satisfactorily pass the PFA. Cadets not within BMI standards are commissioning qualified if they meet body fat standards.

12.6.7.1. All AECP and NECP students are required to meet height, weight, BMI and body fat standards outlined in AFI 36-2013, para. 3.9.2.6 and AFI 36-2905 for accessions into OTS. This additional requirement will be administered prior to departure for OTS and during all annual PFAs while in the program. Failure to meet this requirement could result in a CE and/or non attendance at OTS and subsequent investigation for disenrollment from the AECP/NECP program. (See Chapter 13)

12.6.8. Commissioning Qualifying Fitness Review (QFR). The commissioning QFR is administered to cadets scheduled to graduate and be commissioned in the United States Air Force. It is accomplished IAW AFI 36-2905. Cadets must meet AF standards for the PFA. Conduct BMI checks as part of the commissioning QFR. Commissioning QFRs must be accomplished NET 30 days prior to commissioning date. For example, a cadet who is graduating and commissioning on 15 May can be tested as early as 15 April. **Score sheets should be provided to the cadet upon commissioning.**

12.6.8.1. Cadets who fail the commissioning QFR will receive a CE and be investigated for disenrollment regardless of the number of CEs.

12.6.8.2. The QFR can be administered during any term, contingent on the cadet's commissioning date. This QFR should be administered separately from the term PFAs.

12.6.8.3. Detachments at elevations greater than 5000 feet above sea level will adjust the 1.5 mile run time (regardless of gender) IAW AFI 36-2905.

12.6.9. Non-line Commissioning Requirements. The following procedures apply for commissioning Pre-HPP and non-Pre-HPP cadets who desire a career as an Air Force physician.

12.6.9.1. Pre-HPP cadets who:

12.6.9.1.1. Complete AFROTC and receive a baccalaureate degree before beginning medical school cannot commission until designated entry into the Medical Service Corps, per instructions from HQ AFPC/DPAME. Copies of the appointment letter and appointment orders, as well as a copy of AF Form 133 for the Medical Service Corps, will be sent to HQ AFPC/DPAME. Cadets in this situation incur an ADSC associated with AFHPS scholarships, to be served consecutively with the ADSC incurred through AFROTC participation. **NOTE:** The oath of office must be re-administered. (Reference AFI 36-2107 *Active Duty Service Commitments (ADSC)*.)

12.6.9.1.2. Are not accepted to medical school prior to completing their undergraduate degree. Detachments must request a change of category via AFROTC Form 22, *Cadet Personnel Action Request*. Before recategorization can be considered, cadets must be denied admission by at least three different medical schools. Cadets in this situation will be commissioned as line officers (if there are available EAs) and incur an 4-year ADSC. Submit a AFROTC Form 22 requesting recategorization.

12.6.9.1.3. Are accepted to medical school, but decline the AFHPS monies, will require recategorization. Detachments must request a change of category via AFROTC Form 22, *Cadet Personnel Action Request*. If re-categorized, cadets will be commissioned as line officers and incur a 4-year ADSC. Submit a AFROTC Form 22 requesting recategorization.

12.6.9.2. Prior to commissioning, Non-Pre-HPP cadets who:

12.6.9.2.1. Apply independently and are selected for USUHS, are commissioned as line officers and incur a 4-year ADSC, plus the specified ADSC cited in the current USUHS contract.

12.6.9.2.2. Are accepted to a 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. Current HQ AFPC/DPAME policy is not to grant an extension to cadets who fail to meet this contractual requirement, even if they are subsequently admitted to medical school. **NOTE:** Only Pre-HPP ("Pre-Medical" designation) cadets are guaranteed the AFHPS/FAP if accepted into a medical school before undergraduate graduation and commissioning as stated on AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*.

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

12.6.10.1. Assignment and Accession to EAD. Each nurse cadet will complete an AFROTC Form 53 during the classification process. HQ AFPC/DPAMN will make the Nurse Transition Program (NTP) and follow-on assignment post-graduation based on staffing requirements. Assignments will be made during the assignments cycle of which the member will graduate. Upon validation of successful completion of the NCLEX licensing exam and receipt of completed requested forms to HQ DPAMN (see Attachment 45). HQ AFPC/DPAMN will process the EAD orders. Contact HQ AFPC/DPAMN for Join Spouse or special needs of the Air Force assignments.

12.6.10.2. Nurse Transition Program (NTP). All 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 9-11 week transition program at one of four medical centers.

12.6.10.3. Licensing. Nursing student cadets will be commissioned upon verification of passing the National Council Licensure Examination for Registered Nurses (NCLEX-

RN). The cost of the licensure exam is paid by the individual and is at no expense to the government.

12.6.10.4. Commissioning. Upon meeting all baccalaureate nurse degree requirements and obtaining passing scores on the NCLEX-RN and receipt of completed requested forms (see Attachments 46 and 47) by HQ AFPC/DPAMN, nurse cadets will be commissioned into the United States Air Force Nurse Corps. The graduate needs to register for, and take, the NCLEX-RN at the earliest possible date post-graduation. Nurses failing the NCLEX-RN will schedule a second exam as soon as possible. A second failure will result in reclassification as a line officer or disenrollment, based on Air Force needs. There will be no waivers or exceptions to policy granted after a second NCLEX failure.

#### 12.6.11. Commissioning for GLP/OYCP Students.

12.6.11.1. GLP and OYCP cadets are commissioned as line officers in the grade of second lieutenant. Upon successful completion of all GLP/OYCP requirements, candidates are called to EAD in the judge advocate career field in the grade of first lieutenant and 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.

12.6.11.2. In the event of licensing failure, GLP/OYCP commissionees are not discharged, but must serve on EAD in a non-JAG line AFSC in the initial grade of second lieutenant.

**12.7. Failure to Meet Commissioning Requirements.** If a cadet is not commissioned on the date scheduled, but will meet commissioning requirements within the fiscal year, the commander may change the DOC according to Chapter 4. Notify HQ AFPC/DPSIP and HQ AFROTC/RRFP, then update WINGS. Also, ensure the certified medical examination is valid for the new DOC. Otherwise, initiate a disenrollment investigation IAW Chapter 11 of this instruction.

**12.8. Declination of Appointment.** If for any reason a cadet declines appointment as a commissioned officer, initiate disenrollment action. Change the DOC in WINGS to the end of the contracted FY. Immediately notify AFPC/DPSIP of pending disenrollment action.

**12.9. Commissioning Actions.** The following procedures apply.

12.9.1. Brief cadets on the provisions of AFROTC Form 500, Restrictions on Personal Conduct in the Armed Forces, AFROTC Form 35, Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials, AF Form 3010, USAF Statement of Understanding for Dependent Care Responsibility, and the AF Form 2030, USAF Drug and Alcohol Abuse Certificate. Recertify the forms on the day of, but prior to, commissioning.

12.9.1.1. Recertification of AF Form 2030 is accomplished by completing page 2 of a new AF Form 2030. Similarly, recertification of the AF Form 3010 is accomplished by



signing the “Applicant Final Certification” section of a new form. The AFROTC representative must sign both forms. Once completed, attach the recertified form to the original AF Form 2030/AF Form 3010, respectively.

12.9.2. Completion of AF Form 133. Complete the AF Form 133 according to AFI 36-2006, *Oath of Office (Military Personnel) and Certificate of Commission*, and Certificate of Commissioning and the instructions contained on the form. The grade entered is "Second Lieutenant, USAF." Pharmacy and Physical Therapy cadets are commissioned as non-line in their appropriate category. The type of commission for AFROTC cadets will be “Reserve of the Air Force”. 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. (Reference paragraphs 12.6.11 for GLP, 12.6.10 for nurses, and 12.6.9 for Pre-HPP commissioning.)

12.9.3. Memorandum of Appointment. Prepare a memorandum of appointment according to Attachment 46 for all commissionees. Present the original to the cadet at the commissioning ceremony and forward one copy with the commissioning documents. (Reference paragraphs 12.9.10 and. 12.10.1.)

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

12.9.5. Presentation of Detachment/CC's DG memorandum and AFROTC Form 402. The Detachment/CC prepares the memorandum as deemed appropriate. Forward a copy of the memorandum with commissioning documents.

12.9.6. Memorandum of Instruction. Provide each commissionee an information memorandum, maintain one in the cadet's UPRG, and forward one to HQ AFPC/DPSIP. (Reference Attachment 49)

12.9.7. Reserve Appointment Order (Attachment 47. Ensure each cadet's Source of Commission (SOC) code is correct on this order. The SOC codes are listed in Attachment 48. Maintain the original appointment order in detachment files and issue copies according to Attachment 39 (AF Form 24 package).

12.9.8. Health Insurance Statement. 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. Benefits are only extended to members without Other Health Insurance (OHI) provided through a civilian company. Dependents are not entitled to medical benefits until the officer enters EAD. To be “eligible” for benefits, newly commissioned Lieutenants must be updated in DEERS. Detachments are required to update their graduates “other health insurance” certification in WINGS within 3 days of commissioning. HQ AFROTC will provide a weekly OHI roster to HQ USAF/REPX for DEERS eligibility updating. The following are possible scenarios and corresponding action:

12.9.8.1. WINGS prevents updating commissioning data without the detachment personnel verifying the “Cadet Has Personal Medical Insurance” block. Detachment

personnel must update WINGS with the date the commissionee signed the Health Insurance Statement (Attachment 50) prior to the commissioning date. The following are possible scenarios and corresponding action:

12.9.8.1.1. **Commissionees with Personal Medical Coverage until EAD:** Check the block and update the date the statement was signed.

12.9.8.1.2. **Commissionees with Personal Medical Coverage that expires after commissioning but prior to EAD:** Check the block and update the date the statement was signed. After inputting the date, uncheck the block. Instruct the commissionee that TRICARE eligibility will begin after expiration of the personal medical coverage.

12.9.8.1.3. **Commissionees without any Personal Medical Coverage:** Check the block and provide the date the statement was signed. After inputting the date, uncheck the block.

12.6.9. Ensure cadets complete the AFROTC Form 48, Block 6 or equivalent to certify degree completion.

12.9.10. Airman's Coin. The Detachment/CC presents this coin to each commissionee during the commissioning ceremony.

12.9.11. Annotate termination of extended entitlements by completing the AFROTC Form 88, Section III. **NOTE:** Applicable only for SAF-Approve 5-Yr scholarship cadets who receive more than 4 years of tuition payments.

## **12.10. Post-Commissioning Actions.**

12.10.1. Transmittal of AF Form 24 Package (Commissioning Package). Within five workdays after appointment, forward the AF Form 24 package (with attachments) to AFPC/DPSIPV with a memorandum of transmittal letter (USAF/JAX for GLP; AFPC/DPAME for Pre-HPP). (Reference Attachment 39)

12.10.1.1. Memorandum of Transmittal. This letter must include the following: name, category, SSN, DOC, SOC, College Scholarship Program (CSP) status, CSP terms completed, and CSP termination date.

12.10.2. Finalize all updates to commission a cadet in WINGS NLT three work days after appointment. Reference WINGS user guide.

12.10.3. Submission of Transcripts to AFIT. 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.

12.10.4. Retention of Records. File and maintain copies of all documents in the cadet's UPRG for one year. Final disposition instructions for AFROTC cadet records are contained

in the Records Disposition Schedule (RDS) in AFRIMS. Do not retire any cadet records to the staging area.

**12.11. Commissioning at Location Other Than Detachment.** Cadets requesting to commission at a location other than their assigned detachment must first obtain written permission from the Detachment/CC and from the agency performing the commissioning. Cadets who will commission at a location other than their detachment must provide the date they will commission. Use these dates when completing forms requiring date of commission. Responsibilities are as follows:

**12.11.1. Detachment Responsibilities.**

12.11.1.1. If the cadet will commission at another agency, include in the AF Form 24 package (Attachment 39) a letter addressed to the commissioning agency, signed by the Detachment/CC, certifying the cadet is commission eligible.

12.11.1.2. The AF Form 24 package will be prepared as follows:

12.11.1.2.1. Provide the original AFROTC Form 500 to the commissioning agency. Maintain a copy in the cadet's UPRG. Provide instructions for the proper completion of this form, to include returning the completed form to the detachment with the completed, original AF Form 133.

12.11.1.2.2. Provide the original AF Form 2030 to the commissioning agency. Refer to paragraph 12.9.1.1 for recertification instructions. **NOTE:** Recertification of AF Form 2030 is accomplished by completing page 2 only of a new AF Form 2030. Once completed, attach to the original form in the cadet's UPRG, Section 4.

12.11.2. DD Form 1AF. Prepare the DD Form 1AF IAW paragraph 12.10.4 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.

12.11.3. Airman's Coin. Include an Airman's Coin, in a sealed envelope labeled "Airman's Coin."

**12.11.4. Commissioning Agency Responsibilities.**

12.11.4.1. The commissioning agency will certify receipt of the commissioning paperwork according to postal / carrier procedures.

12.11.4.2. Document Certification. The commissioning agency will have the commissionee recertify AFROTC Form 500, AFROTC Form 2030, AFROTC Fm 35, and the AF Form 3010 IAW paragraph 12.9.1., the day of, but prior to, commissioning. If the cadet refuses to certify either document, do not administer the oath and contact the cadet's detachment immediately.

12.11.4.3. The commissioning agency will enter the location the oath was administered, the administering official's information, the date of administration, and obtain the signatures of the commissionee and the administering official in the appropriate locations on the AF Form 133.

12.11.4.4. Present the DD Form 1AF to the commissionee after the oath has been administered.

12.11.4.5. Present the Airman's Coin to the commissionee.

12.11.4.6. Mail the completed, **original** AF Form 133, completed AFROTC Form 500, completed AF Form 2030, and the completed AF Form 3010 back to the commissionee's detachment in the postage-paid, pre-addressed envelope provided within one duty day after commissioning.

**12.12. Commissioning Discrepancies.** If an individual is commissioned and is later discovered ineligible for a commission, notify HQ AFROTC/RRFP immediately.

**12.13. Erroneous/Fraudulent Commissions and Administrative Errors.**

12.13.1. Definitions:

12.13.1.1 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.

12.13.1.2. 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.

12.13.1.3. Administrative Errors are made on the part of the Air Force.

12.13.2. Required actions prior to EAD:

12.13.2.1. Erroneous commissions require immediate HQ AFROTC/RRFP notification and approval.

12.13.2.2. Fraudulent commissions, which are discovered prior to EAD, will normally result in the commissions being voided. Process all request through HQ AFROTC/RRFP for approval.

12.13.2.3. Administrative Errors can be corrected by the detachment.

**12.14. Post-Commissioning Responsibilities.** Following commissioning but prior to reporting for active duty, cadets awaiting their call to EAD are on inactive reserve and belong to ARPC. Detachments should maintain contact with cadets and serve as the cadet's first line of support. If the Detachment/CC becomes aware of misconduct on the part of a newly commissioned 2d Lt

waiting for EAD, they should contact the Holm Center/JA. The Holm Center/JA will coordinate details and work with ARPC/JA on the correct course of action.

**12.15. 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 at least four years of active service before becoming eligible for separation or release from active duty. Applicants for flying training incur 6 years (RPA, CSO and Air Battle Manager) or 10 years (pilot) ADSCs after award of aeronautical rating.

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

12.15.2. 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:

12.15.2.1. An AF Form 24.

12.15.2.2. SF 88, *Medical Record – Report of Medical Examination*/DD Form 2808, *Report of Medical Examination*, and SF 93, *Report of Medical History*/DD Form 2807-1, *Report of Medical History*, in duplicate. **NOTE:** Flying training applicants must be administered a flight physical by an Air Force flight surgeon or flight medical officer for the appropriated rated category.

12.15.2.3. Results of the AFOQT.

12.15.2.4. Results of PFA.

12.15.2.5. Transcripts of college work as evidence of the applicant's educational level.

12.15.2.6. AF Form 56, *Application & Evaluation for Training Leading to a Commission in the United States Air Force*, completed by the applicant and the Detachment/CC. The form can be obtained from the Air Force electronic publications website (<http://www.e-publishing.af.mil>).

12.15.2.7. Conditional Release granted by the PMS or PNS (Attachment 51).

12.15.2.8. A statement of reasons for requesting transfer, dated and signed by the applicant.

12.15.3. Processing Procedures. Forward applications to HQ AFROTC/RRFP via AFROTC Form 22. Include the documents listed in paragraph 12.15.2. above as attachments. If approved, HQ AFROTC/RRFP will award an EA. The detachment must then contract the individual into the ORS and contact HQ AFROTC/DOT for a FT assignment. Provide a copy of the completed DD Form 4, *Enlistment/Reenlistment Document – Armed Forces of*

*the United States*, 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. Contact HQ AFPC/DPSIP for guidance on submitting an AFROTC Form 53. Ensure the application process is initiated early enough to allow sufficient processing time for Field Training attendance. If an application is not received in time for Field Training attendance, the individual will be required to meet AFROTC enrollment requirements for an additional year to allow Field Training attendance the following summer or must commission with their original commissioning service.

## Chapter 13

### AECP/NECP STUDENT MANAGEMENT

#### SECTION 13A—GENERAL INFORMATION

**13.1. General Information.** The OPR for this chapter is HQ AFROTC/RRU. This chapter outlines detachment requirements for management of AECP and NECP students once enrolled at host or cross-town schools. For exceptions, contact HQ AFROTC/RRUE. Requirements regarding NECP students will be coordinated by HQ AFROTC/RRUE through AFPC/DPAMN. Detachments should contact HQ AFROTC/RRUE with any issues regarding NECP students.

**13.2. Detachment Commander Responsibilities.** The Detachment/CC acts as the personal representative of the AFROTC Commander in all matters pertaining to active duty students assigned to the institution.

13.2.1. May delegate any portion of this instruction that indicates Detachment/CC responsibilities to another cadre officer.

13.2.2. Maintain oversight of student progress.

13.2.3. Maintain liaison with students.

13.2.4. Help the AECP/NECP student prepare an AFROTC Form 48 or equivalent and provide HQ AFROTC/RRUE with a program completion date via memorandum, once the academic plan is completed (see paragraph 13.29.).

13.2.5. Ascertain student's academic performance by conducting term counseling to include reviewing the academic plan for changes in program completion dates. Academic and personal counseling sessions will be documented each term

13.2.5.1. Ensure any changes to the AFROTC Form 48 are forwarded to HQ AFROTC/RRUE (forward to AFPC/DPAMN for NECP students).

13.2.6. Ensure BMI checks and a PFA are conducted annually, within 30 days of attending Basic Officer Training (BOT), or as deemed appropriate IAW DODI 1308.3, *DoD Physical Fitness and Body Fat Programs Procedures*, and AFI 36-2905, *Fitness Program*. NECP students must be administered PFA NET 30 calendar days and NLT the day prior to commissioning IAW Chapter 12. AECP/NECP students may participate in the cadet-led PT sessions but cannot complete their PFA with the AFROTC cadets. Counsel the AECP/NECP student via AFROTC Form 16, as to their continuance in AECP/NECP. Failure to maintain standards will result in the issuance of CEs (See paragraph 13.39).

13.2.7. Report the following to HQ AFROTC/RRUE (AFPC/DPMAN for NECP students):

13.2.7.1. Academic probation of AECP/NECP student (see paragraph 13.35).

13.2.7.2. Any violation of UCMJ involving AECP/NECP students. In addition, report any UCMJ violations to Holm Center/JA.

13.2.7.3. Any adverse civil involvements including driving while intoxicated (DWI) and driving under the influence (DUI). **NOTE:** Civil involvements prior to entry into AECP were waived by HQ AFROTC. AFPC/DPMAN waived involvements for NECP students prior to entry.

13.2.7.3.1. Civil Involvement Guidance for AECP, and NECP students. Under Article 31, UCMJ, compulsory self-incrimination is prohibited. No military member may interrogate, or request any statement from a person suspected of an offense unless the suspect is advised of his Article 31 rights and waives those rights. AECP/NECP students are not cadets. They are active duty members and fall under UCMJ authority. They may not be asked to report civil involvements on an AFROTC Form 35 and AFROTC Form 4 because such reporting requirements violate Article 31, UCMJ. Investigative actions for AECP/NECP students will mirror those for any other active duty member. AECP/NECP students can be dismissed from the program utilizing the AFROTC Form 11.

13.2.7.4. Any changes in the student's graduation date (see paragraph 13.30).

13.2.7.5. Any other significant incidents or situations not specifically covered in this instruction.

13.2.7.6. Issuance of 2d CE and/or 3d CE for retention consideration.

13.2.8. Brief all new arrivals on local policies and procedures applicable to all active duty members assigned (see paragraph 13.11).

13.2.9. Confirm AECP student's security clearance level with their servicing MPS upon initial assignment.

13.2.10. Ensure each arrival receives initial and annual ancillary training (Anti-terrorism, Law of Armed Conflict, Information Assurance, etc.) and safety briefings as required.

13.2.11. Monitor use of Isolated Unit Funds. As active duty members, AECP/NECP students must be invited/included in events where IUF funds are expended.

13.2.12. Continuously evaluate AECP/NECP students for officer potential by using the "whole person" concept. Although academic ability is one factor considered in the evaluation process, it is not the sole determinant of officer potential. Evaluations of an individual's moral and physical attributes are combined with an assessment of their mental alertness. AECP/NECP students are active duty Airmen and must abide by Air Force directives. Failure to meet Air Force standards may result in disenrollment. It is very important each AECP and NECP student understands this continuous evaluation process and its importance in the successful pursuit of an Air Force commission.

13.2.13. Establish a sponsorship program for arriving AECP/NECP students as appropriate.



13.2.14. Prepare AECP/NECP students for program conclusion (see section 13E).

### **13.3. Detachment Staff Personnel Responsibilities.**

13.3.1. Load student data into WINGS on inbound AECP/NECP students upon receipt of new student package from HQ AFROTC/RRUE NLT 15 Jul of each year. NECP new student package will come from AFPC/DPAMN. Complete and accurate tuition estimates will be loaded upon receipt of package. This is crucial for HQ AFROTC fiscal year budgeting.

13.3.2. Notify HQ AFROTC/RRUE of student's arrival.

13.3.3. Provide administrative support of students (LeaveWeb, TDY processing, PFAs, etc.).

13.3.4. Maintain AECP/NECP student records in their personnel information file (PIF) as required by Air Force instructions.

13.3.4.1. Place a copy of the student's AF Form 899, *Request and Authorization for Permanent Change of Station – Military*, in student's PIF.

13.3.4.2. Ensure AF Form 899, block 3 reflects 9T100 as the AFSC. **NOTE:** If AFSC reflected is not 9T100, notify HQ AFROTC/RRUE for correction of AFSC.

13.3.4.3. Ensure the student completes or updates the following forms:

13.3.4.3.1. Electronic DD Form 93, *Record of Emergency Data* (vRED) (print copy to file in PIF).

13.3.4.3.2. AF IMT 357, *Family Care Certification* (if applicable).

13.3.4.4. AECP/NECP students, although participating in AFROTC, are active duty members. Do not have AECP/NECP students complete DD Form 4, *Enlistment/Reenlistment Document – Armed Forces of the United States*, or AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*. They are obligated to participate by virtue of being assigned to the detachment via PCS orders.

13.3.4.5. Ensure the student completes a Standard Form 1199A, *Direct Deposit Sign-up Form*, for textbook allowance.

## **SECTION 13B—AECP/NECP STUDENT RESPONSIBILITIES**

**13.4. AECP/NECP Student Responsibilities.** AECP/NECP students are active duty members and will conduct themselves accordingly. Their actions reflect directly on the image of the Air Force. Failure by military personnel to comply with Dress and Appearance standards and to maintain the Electronic DD Form 93 (vRED) is a violation of Article 92, UCMJ, and could result in disciplinary action.

**13.5. Dress and Appearance.** Violation of provisions set forth in this paragraph may result in punishment under Article 92 of the UCMJ. Students will comply with the dress and grooming provisions of AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, while assigned to the detachment to include adhering to grooming standards when they are attending classes. The appropriate uniform will be worn when conducting official business at a military installation or when required by current directives. Commanders will set policy to have students wear uniform at the detachment at least once a month to ensure students are in compliance with AFI 36-2903 and detachment policy.

**13.6. Uniform Items.** Do not issue uniform items to AECP/NECP students since they receive an annual clothing allowance. When required to wear a uniform, AECP/NECP students will wear the uniform IAW AFI 36-2903. They are not authorized to purchase uniform items from the detachment at any time. They are authorized to wear the Airman Battle Uniform (ABU) when mandated by the Detachment/CC.

**13.7. Academic Integrity.** All students are expected to adhere to the highest standards of academic integrity. Students are to pursue their academic programs without unauthorized assistance and are to give credit to others' words and ideas so as to avoid committing plagiarism. Confirmed plagiarism is cause for removal from AECP or NECP.

**13.8. Mobilization and Emergency Instructions.** The campus is considered the duty station and therefore AECP/NECP students must be included on the detachment recall roster. AECP/NECP students will report to the AFROTC detachment in the event of mobilization and follow instructions issued by the Detachment/CC.

**13.9. Off-Duty Employment.** AECP/NECP students are full-time students whose task is to complete their degree programs in the minimum time practical and are expected to devote full-time to their academic programs. NECP are not authorized off-duty employment per AFPC/DPMAN (no waivers considered). Off-duty employment includes any arrangement by which a student receives payment for their services. Off-duty employment for AECP cadets is normally not authorized. To request approval for off-duty employment an AECP student must complete an AF IMT 3902, *Application and Approval for Off-Duty Employment*, in accordance with DoD 5500.07-R, *Joint Ethics Regulation (JER)*, and Holm Center policy.

## **SECTION 13C—GENERAL PERSONNEL/MEDICAL/FINANCIAL INFORMATION**

**13.10. Post-Selection/Pre-Arrival of AECP Student.** Once the student is selected for participation in AECP, they prepare for entry and arrival to their projected AFROTC detachment. This is a two-phase process to ensure proper entry into the program.

13.10.1. First, the student must complete the post-selection requirements of AECP. The student must submit the following documents to HQ AFROTC/RRUE NET than 90 days prior to their projected class start date:

13.10.1.1. The Enlisted Commissioning Program Return Letter and their Statement of Understanding (located on the enlisted commissioning website at <http://www.au.af.mil/au/Holmcenter/AFROTC/EnlistedComm/post.asp>).

13.10.1.2. Submit the PFA and BMI letters stating the latest results. Selectee must take and pass the PFA IAW AFI 36-2905 and meet BMI standards IAW DODI 1308.3, Table E2.T1 and Enclosure 3. These must be taken NET 90 days prior to their projected class start date. The letters must be signed by their first sergeant, section commander, or Detachment/CC.

13.10.2. Once the student has provided the above documents, HQ AFROTC/RRUE will request through HQ AFPC Assignments for reassignment to attend school in the AFSC of 9T100. HQ AFROTC/RRUE then prepares arrival preparation documents to be forwarded to the student's gaining AFROTC detachment. The following documents will be forwarded to the detachment to initiate in-processing.

13.10.2.1. AF Form 56.

13.10.2.2. Transcripts.

13.10.2.3. Records Review Listing.

13.10.2.4. Letter of Admission.

13.10.2.5. PFA & BMI Results.

13.10.2.6. AF Form 422.

13.10.2.7. AFROTC Form 48 or equivalent.

13.10.3. AECP/NECP students will report to the detachments NET 14 days and NLT 5 days prior to their class start date. Once the student arrives at the detachment, the detachment will notify HQ AFROTC/RRUE via telecom or email. Detachments will enter the student in WINGS. Once the student has been entered, HQ AFROTC/RRUE will activate the student's participation in AECP/NECP.

**13.11. Arrival on Campus.** Immediately after arrival on campus, the student must report to the Detachment/CC in uniform. At that time, the Detachment/CC will provide, at a minimum, guidance on the following matters:

13.11.1. Scheduling in-processing appointments for assignment to the Detachment.

13.11.2. Location of the servicing Financial Support Office (FSO) and Military Personnel Section (MPS).

13.11.3. Availability of the local military installations for medical, exchange, and commissary facilities.

13.11.4. Housing information.

13.11.5. Accountability and leave procedures.

13.11.6. Academic responsibilities and procedures.

13.11.7. Official duty, medical, and vicinity travel policy.

13.11.8. Government Travel Card.

13.11.9. Security Clearance (see paragraph 13.43).

**13.12. Active Duty Requirements.** All AECP/NECP students are required to complete all ancillary training requirements, to participate in the Demand Reduction Program, and any other programs deemed appropriate by HQ AFROTC/RRUE and detachment personnel.

**13.13. Enrollment Allocations.** AECP/NECP students are guaranteed to receive an EA. EAs will be requested by the detachment through WINGS upon confirmation of the student's arrival. HQ AFROTC/RRUE will update the EA in WINGS.

**13.14. Medical Records.** In accordance with AFI 41-210, *Patient Administration Functions*, paragraph 6.4.7, personnel and their family members may maintain their own medical records when the nearest MTF is not accessible. However, if they are enrolled at an MTF near their location, the records must be maintained at the MTF of enrollment.

**13.15. Electronic DD Form 93, Virtual Record of Emergency Data (vRED).** The vRED located in the vMPF is the only document used by the Air Force to notify next of kin in cases of serious illness, injury, or death, and to determine beneficiaries of pay and allowances. The electronic form fulfills the requirement. Changes in emergency data must be updated immediately via vMPF. A copy of the vRED printout will be maintained by the detachment in the student's PIF. Failure to maintain ones vRED is punishable under Article 92 of the UCMJ.

**13.16. Enlisted Performance Reports.** AECP/NECP students will not receive EPRs.

**13.17. Promotion.** In accordance with AFI 36-2502, *Airman Promotion/Demotion Programs*, paragraph 3.1, Airmen are ineligible for promotion consideration when entering Air Force commissioning programs on or before the Promotion Eligibility Cutoff Date (PECD). Airmen in the grades of SrA and below will be promoted to SSgt effective 1 day prior to departure from losing base, but NET the 11th day before their RNLTD. MPSs will remove the projected promotions of SSgt selects from PDS when the Promotion Selection Number (PSN) is after program entry and place letters in their records indicating grade, cycle and PSN. IAW AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECP)*, Table 2.6, Rule 9, qualified Airmen selected for promotion to the grade of TSgt or above, will be promoted on the normal effective date. Counsel students who were promoted to SSgt for the purpose of entry into AECP/NECP via AFROTC Form 16 of demotion if disenrolled from AECP or NECP.

**13.18. Basic Allowance for Housing and Basic Allowance for Subsistence.** NECP/AECP students are authorized basic allowance for housing at the local rate and for subsistence effective upon arrival/in-processing at their AFROTC detachment.

**13.19. Required Examinations and Immunizations.** Students should be notified by their servicing MTF through their AFROTC detachment of required annual dental appointments, physical health assessments (PHA), or immunizations. Personal involvement by the member may be necessary to ensure routine exams are scheduled with minimum interruption of classes.

**13.20. Billing Procedures for Routine and Emergency Medical Treatment to Include Travel.** Students will follow the billing and travel procedures established by the Detachment/CC and the local medical facility. Students and their dependents must check with their regional TRICARE service center to ensure compliance with procedures and entitlements available under their selected TRICARE option. Students requiring medical exams (e.g., renewing the AF Form 422) follow guidance in paragraph 13.21 below.

**13.21. Travel Reimbursement (excluding routine and emergency medical treatment).** AECP/NECP students are authorized to drive vehicles assigned to the AFROTC detachment. Each AECP/NECP student is required to perform official travel based on the availability of such transportation. If however, the AECP/NECP student is only able to schedule appointments when transportation is not available, they may be eligible to receive reimbursement for official travel. In order to receive reimbursement, the following criteria will be met.

13.21.1. Any travel performed that will take less than 10 hours and costs under \$25.00 must be submitted through DTS and must be approved by the Detachment/CC prior to the travel being performed. **NOTE:** Nursing students are not authorized TDY travel for clinicals.

13.21.2. Any travel performed that will take less than 10 hours and costs over \$25.00 must be approved by HQ AFROTC/RRUE prior to the travel being performed. This can be accomplished via email. Forward a completed SF 1164 to HQ AFROTC/RRUE after travel has been accomplished for fund certification. SF 1164 must be signed by the Detachment/CC as verification of travel.

13.21.3. Any travel performed that will take over 10 hours must be approved by HQ AFROTC/RRUE prior to travel being performed. The travel request must be forwarded to HQ AFROTC/RRUE using a DD Form 1610, *Request and Authorization for TDY Travel of DOD Personnel*, five working days prior to the projected departure date. The DD Form 1610 must include all estimated costs.

**13.22. AECP/NECP Program Lengths.** Air Force personnel are enrolled in AECP/NECP programs to meet established Air Force educational requirements. AECP/NECP students will follow HQ AFROTC guidance and will arrange their programs accordingly. Maximum allowable program lengths have been established by the Air Force; however, individual program lengths will vary according to the nature of the program, degree level, and academic background of the student.

13.22.1. AECP students are allowed a maximum of 36 months (24 months for NECP students) to complete their academic program, but must graduate in as short a time as possible. Those who do not make satisfactory academic progress or who cannot complete their degree within the maximum time allotted will be disenrolled.

13.22.2. AECP students will make every effort to complete their academic programs in minimum time. Therefore, they should arrange with their academic advisors to receive academic credit for basic courses in which they have expertise. This may be accomplished through the College Level Examination Program (CLEP), by completing advanced standing examinations, or by receiving credit for Air Force training programs, and other military

experience. The Community College of the Air Force (CCAF) offers another means of validating and crediting such experience (for enlisted-friendly schools).

### **13.23. Completion/Termination Date.**

13.23.1. Completion date, also referred to as termination date, graduation date, or availability date, is the exact date of program completion. During the course of the student's program, the official completion, which governs reassignment action, will be determined from the academic plan as approved by the Detachment/CC.

13.23.2. The student's program completion date determines when they will be forecasted for reassignment and departure from campus. Therefore, students must keep the Detachment/CC informed of the accuracy of the date which is in the WINGS and of any factors which affect this date. The completion date is normally the date the detachment receives confirmation via letter from the school that the student has completed all degree requirements and will graduate.

**13.24. Academic Program Planning.** Although the Detachment/CC may occasionally direct certain academic options, course sequences, and major or minor fields, it is the student's academic advisor at the university who assists the student in planning the academic program. The Detachment/CC then approves it. Students should inform their advisor of applicable Air Force policies such as program length and the nature of their most likely follow-on assignment. In addition, the student and advisor should be aware of the following restrictions and guidelines:

13.24.1. Required and core courses should be scheduled as early as possible.

13.24.2. Electives and minor course requirements should be scheduled later or as needed to fill term loads to an acceptable level.

13.24.3. Upon the recommendation of the academic advisor and with the approval of the Detachment/CC, the student may audit courses or retake courses for which credit has previously been granted. However, such courses will usually be carried in addition to the minimum course load noted in paragraph 13.25. **NOTE:** Students will be financially responsible for any such audits or courses retaken if additional cost is incurred.

13.24.4. All students will schedule, at a minimum, a full-time academic load unless a specific exception has been granted by the Detachment/CC. Overloads are not recommended.

13.24.4.1. Exceptions will be granted for students at institutions with course load restrictions which prevent compliance with this instruction providing the exception is requested by the student via a letter to the Detachment/CC.

13.24.4.2. Students who have been granted an exception to full-time status must perform duty equivalent to a 40-hour work week at the AFROTC detachment or by special project. Duty performed is at the discretion of the Detachment/CC. Full time status (12 semester hours or 18 quarter hours) is equivalent to a 40-hour work week.

13.24.5. Elective courses will be selected on the basis of benefit to the student's Air Force career. Courses such as insurance, real estate, investments, typing, music, art, and photography will not be scheduled. Exceptions will be considered by HQ AFROTC/RRUE when a course fulfills a degree requirement and there is not a more suitable alternative to fulfill the same requirement. Preferable free electives outside an academic major are those which enhance general skills desired of all Air Force members (e.g., foreign language courses, area studies, history) or those which are compatible with a student's academic major.

13.24.6. AECP students will participate in cooperative (Coops) education (Internship) programs only if required by their academic curriculum. AECP students must have approved off-duty employment forms on file prior to performing Coops. Coops should be accomplished in the local area or state. For academic curricula with no local Coops but offering distant Coops, the AECP student must attend the Coop nearest the school they attend, or provide strong justification for not attending a Coop nearest the school. Submit requests for Coops outside the local area or state to HQ AFROTC/RRUE as early as possible, but NLT 60 days prior to the Coop.

13.24.6.1. For approved Coops outside the local area, AECP students are authorized TDY and receive TDY funding.

13.24.6.2. During Coops, AECP students will be considered in full-time student status. Normal tuition and fees will be paid for participation in the Coop term.

13.24.6.3. AECP students with required Coop requirements must complete their degree requirements within 36 months from entry into the AECP program.

13.24.7. Advanced standing examinations are encouraged if they will expedite fulfillment of degree requirements, especially when the school will not transfer credits for courses completed elsewhere.

**13.25. Regular Terms.** Full time for undergraduate is either 12 semester hours/18 quarter hours (or university equivalent) per term.

**13.26. Summer Terms.** The definition of a "normal" Summer academic load varies from institution to institution. Students are required to use the Summer terms to the maximum extent possible in order to keep their program length to a minimum. Detachment/CCs may reduce loads depending on the student's ability or the difficulty of the scheduled courses; however, students should not register for, or plan, a reduced load, without their Detachment/CC's prior approval. The intent is to allow students full utilization of the summer term to complete degree requirements in the minimum time and/or enhance their value to the Air Force by taking career-oriented enrichment courses. During the summer term, AECP students must be in class, on leave, or working at the detachment; the combining of these will be at the commander's discretion.

13.26.1. NECP Students. During the Summer term, NECP students must be in class. If electives are scheduled during the Summer term and will not impact graduation, NECP students must request approval from AFPC/DPAMN to work at the detachment, or be on leave.

**13.27. Pre- and Post-Summer Sessions.** 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.

**13.28. School Breaks.** When school is not in session, AECP/NECP students are required to perform duty at the AFROTC detachment or equivalent as determined by the Detachment/CC. They will wear the duty uniform. If not performing duty, the student must be on leave or pass as defined in AFI 36-3003, *Military Leave Program*.

**13.29. Preparation of the Academic Plan.** Process the academic plan in accordance with Chapter 3 of this instruction. The detachment must notify updated WINGS with the projected graduation date once the academic plan is complete. Notify HQ AFROTC/RRUE of any changes in courses that may negatively impact program completion by planned date of graduation.

**13.30. Changes in Academic Plans.** All changes in academic plans must be approved by the Detachment/CC in advance. Whenever any program change is anticipated, students must submit a revised academic plan for Detachment/CC approval. All students must adhere to their current academic plans without deviation. Students who drop, add, or change a course without prior approval of the Detachment/CC will be required to pay for the course. By deviating from an approved course of study, students are subject to disciplinary action. HQ AFROTC/RRUE (AFPC/DPAMN for NECP students) must approve all DOG changes. Any changes that will require the student to exceed 36 months (24 months for NECP) of total program time require HQ AFROTC/RRUE approval. See paragraph 13.37 or curtailment and extension request details.

**13.31. Grade Reports.** Each student is responsible for forwarding grade reports to the Detachment/CC immediately after the close of each term. Grade reports must include clarification notes whenever incomplete, deferred, or substandard grades are reported. The clarification must specifically identify any impact the grades have upon the student's program and the approach (including a time line) that will be taken to correct deficiencies that may prevent or delay graduation. See paragraph 13.36 for academic standards.

**13.32. Attendance of Scheduled Classes.** AECP/NECP students will attend all scheduled classes, regardless of university policy, unless excused by the Detachment/CC. Students must coordinate class absences with their academic instructors/counselors prior to contacting the Detachment/CC to be excused from attendance. The Detachment/CC will ensure that each student is briefed on local procedures of accountability. Failure to attend scheduled classes or failure to comply with local personnel accountability procedures will result in administrative action, disciplinary action, and/or removal from the AECP/NECP program. Absences due to illness require documentation from their Primary Care Manager (PCM) or equivalent (e.g., quarters slips, convalescent leave). If seen by non-MTF physician, paperwork will need to be coordinated through the servicing MTF.

**13.33. Change of Academic Status Due to University Action.** All students will notify their Detachment/CC of any university action which changes their status (for example, probation, advancement to candidacy or full graduate standing, suspension, reinstatement, etc.) The notification must provide complete details including the reason for action, effect on academic program, date the situation is expected to change (if applicable), and required student action. Students notified of any adverse action by the university will advise their Detachment/CC within



one duty day of their receipt of notification. The Detachment/CC will provide instructions concerning duty requirements and will notify HQ AFROTC/RRUE.

**13.34. Academic Recognition.** Students receiving recognition for outstanding academic achievement or election to membership in honorary fraternities or societies must notify their Detachment/CC. If the recognition includes compensation of monetary value then the student must request permission to accept the compensation via letter to the Detachment/CC. This request must include copies of documents which clearly describe the intent and value of the compensation and a statement from the student indicating how the compensation will be used. In no case will the student accept and use compensation without approval. Students are encouraged to participate in such activities when academic programs permit.

**13.35. Academic Probation.** Students failing to meet minimum academic standards will be placed on probation by the Detachment/CC. Use AFROTC Form 16 to document and counsel the student concerning minimum academic standards. This action constitutes a warning and failure to improve may result in withdrawal from the AECP/NECP program. At no time will the AECP/NECP student's scholarship be suspended or terminated. The student on probation is given extra attention by the Detachment/CC to ensure that every effort is being made to correct the problem. Students are expected to take positive actions to correct the deficiencies and to inform the Detachment/CC regularly of their progress. Students will be removed from probation after deficiencies are corrected.

13.35.1. Students not meeting minimum academic standards must submit a letter of explanation to their Detachment/CC detailing the reasons and any extenuating circumstances underlying their failure to meet academic standards.

13.35.2. Students on probation will provide their mid-term grades. Final grades will be provided as soon as they are known, to be followed by appropriate grade report.

13.35.3. If a student doesn't make satisfactory progress warranting removal from probationary status after the probationary term, or, when appropriate, following a second non-consecutive deficient term, the Detachment/CC will notify the student of their intent to recommend the student for disenrollment from the program. The student must forward justification for retention to the commander within 10 calendar days of notification of intent to initiate disenrollment actions.

13.35.4. The Detachment/CC will provide HQ AFROTC/RRUE with a recommendation concerning removal or retention of the AECP student (see paragraph 13.38.).

**13.36. Minimum Academic Standards.** The Detachment/CC will place an AECP/NECP student on academic probation when:

13.36.1. CGPA falls below 2.50 on a 4.0 scale.

13.36.2. TGPA falls below 2.50 on a 4.0 scale.

13.36.3. Placed on academic probation by the institution.

13.36.4. Receives an “F”, “I”, or institution equivalent in any course, to include summer school or mini-sessions. Two “Ds” in one semester warrants probation.

13.36.4.1. If the institution awards “WF” (withdrawal, failing), “N” (no pass), “U” (unsatisfactory), or “NP” (no pass) grades, the grades are considered the equivalent of an “F”.

13.36.4.2. All “I” grades require a determination as to their cause. If the “I” grade is determined to be a result of a student’s failure to complete academic responsibilities and not a result of extenuating or unplanned circumstances, the detachment will treat the “I” grade as an “F” and give the student a CE (see paragraph 13.39) and place them on academic probation. If not the case, document the decision and monitor the situation until the final grade is awarded. Place documentation in the student’s PIF.

13.36.4.3. Any grade which requires the course to be repeated for degree credit is treated as an “F.” For example, in many programs, a “D” in a core class must be repeated for degree credit.

13.36.5. Academic performance, as determined by the Detachment/CC, is substandard, such as deteriorating grades or low grades in core courses.

**13.37. AFROTC Form 22, *Cadet Personnel Action Request, Package Requests*.** Submit all requests to include, but not limited to, curtailment, extension, and academic major change to HQ AFROTC/RRUE.

13.37.1. Curtailment. Since reassignment action and campus departure depend on a student’s official completion date, the student must immediately notify the Detachment/CC, by memorandum, to include a revised academic plan, if early program completion is anticipated. Otherwise, reassignment notification and orders publication may be delayed. Place documentation in student’s PIF and forward copies to HQ AFROTC/RRUE. HQ AFROTC/RRUE will coordinate with AFPC and OTS.

13.37.2. Extension. Requests for extensions beyond scheduled completion dates must be discussed with the Detachment/CC as early as possible. Extensions are approved at HQ AFROTC and approval is far less likely when requested late in the program (e.g., during the last term). AFPC initiates reassignment actions as early as 8 months prior to program completion. Late extension requests will most likely be denied. A formal request via memorandum must be forwarded to HQ AFROTC/RRUE (can be faxed) to include:

13.37.2.1. A memorandum from the student justifying the need for the extension.

13.37.2.2. A revised academic plan, signed by the student, advisor, and detachment, showing all courses taken and the courses to be taken during the period of extension.

13.37.2.3. The Detachment/CC’s recommendation for approval or disapproval detailed on an AFROTC Form 22.

13.37.3. Academic Major Change. Since the student is in school to fulfill a specific Air Force educational requirement, program changes from one academic major to another are normally not allowed. However, students with exceptional justification for major change must provide their Detachment/CC with written requests, supported by full documentation, to include a revised academic plan signed by the student and advisor, and detachment. Major changes are approved at HQ AFROTC. The request must be submitted to HQ AFROTC/RRUE (can be faxed) to include:

13.37.3.1. The Detachment/CC's recommendation for approval or disapproval detailed on an AFROTC Form 22.

13.37.3.2. A memorandum from the student justifying the need for major change.

13.37.3.3. A revised academic plan signed by the student, advisor, and detachment, showing all courses taken and courses to be taken towards completion of requested major. Include original academic plan, as well.

## **SECTION 13D—CONDITIONAL EVENTS/DISENROLLMENT FROM AECP/NECP**

**13.38. General on Conditional Events and Disenrollments of AECP/NECP Students.** AFI 36-2011, *Air Force Reserves Officer Training Corps (AFROTC) Program*, as supplemented, is the governing directive for any disenrollment action. A student can be disenrolled from AECP/NECP for a variety of reasons such as failure to meet institutional and/or detachment academic or administrative standards, dismissal or suspension by the institution attended, self-initiated elimination (SIE), lack of officer potential, or by direction of HQ USAF or HQ AFPC. No student will be disenrolled by AFROTC for any reason, including SIE, without the approval of the AFROTC/CC, who has final authority concerning disenrollments. For NECP students, the final approval for disenrollment is AFPC/DPAMN. HQ AFROTC/RR will complete the disenrollment review process and forward a recommendation to AFPC/DPAMN. AFPC/DPAMN will finalize the disenrollment decision and complete the DD Form 785 and notify AFPC of re-assignment requirements. Disenrollments fall into two categories:

13.38.1. Voluntary. Any student wishing to disenroll voluntarily (SIE) from AECP/NECP should immediately contact their Detachment/CC, who will counsel the student and advise on the required procedure to initiate a disenrollment request. Voluntary disenrollment action, depending on the circumstances, can be prejudicial to future entry into a commissioning program and to career progression in the Air Force.

13.38.2. Involuntary. The Detachment/CC will make recommendations to the AFROTC/CC concerning involuntary removal of AECP or NECP students from the program via an AFROTC Form 22. The AECP/NECP student will be notified of a pending disenrollment and afforded the opportunity to respond to such action.

**13.39. Conditional Events (CE).** For AECP/NECP students, the issuance of CEs is different from AFROTC students. AECP/NECP students are not subject to suspension or termination of scholarships normally associated with CEs. For AECP/NECP students, CEs are used to document failure(s) to maintain academic and military standards which may lead to disenrollment. Document all counseling and CEs using the AFROTC Form 16. Additionally,

failures to meet military standards will be handled IAW established Air Force disciplinary processes. Initiate disenrollment investigation upon the student's receipt of their second CE. The following constitutes a schedule based on CEs accumulated by a student's failure to meet military and or academic standard(s).

13.39.1. First CE – Document using AFROTC Form 16, no action.

13.39.2. Second CE (AEC/NECP) – Document using AFROTC Form 16, initiate disenrollment investigation (see Figure 13.1).

13.39.2.1. NECP Student: Initiate disenrollment investigation (NECP students only). 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).

13.39.3. The Detachment/CC may issue letters of admonishment, counseling, and reprimand when they feel it is appropriate. Consult with Holm Center/JA for legal questions.

**Figure 13.1 Example Email to HQ AFROTC/RRUE for Notification of Conditional Event**

Email: AFROTC.RRUE@maxwell.af.mil

SUBJECT: FOUO: Det XXX, AEC/NECP CE, [Student Last Name]

This email contains FOR OFFICIAL USE ONLY (FOUO) information, which must be protected under the Privacy Act and AFI 33-332.

NAME: John E. Boyd

Conditional Event: 2

Reason: Term GPA <2.50

Other Pertinent Info: LOC for failure to maintain grooming standards

Date: 2 Dec 2007

CE #1 – 2nd Failure to maintain grooming standards

Date: 16 Jan 2008

Det POC contact info:

**13.40. Disenrollment Package.** Students removed from AEC/NECP for any reason require disenrollment investigation and are issued a DD Form 785, *Record of Disenrollment from Officer Candidate-Type Training*. Submit disenrollment packages to HQ AFROTC/RRFD IAW Chapter 12 of this instruction.

**13.41. Disposition of Disenrolled AEC/NECP Students.** AEC/NECP 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.

13.41.1. AECP/NECP Appeals. Since the AFROTC/CC is the decision authority on AECP disenrollments, appeals must be made to the Holm Center/CC within 30 days of the date on the DD Form 785. The reason for this timeline is to quickly accommodate a decision since AECP students are active duty members. Appeals will only be considered based on new evidence which was not available at the time of disenrollment, not because the airman did not like the disenrollment decision. For NECP students, the decision of AFPC/DPMAN is final; no appeals are authorized and will not be entertained.

## **SECTION 13E—ACCESSION, PROGRAM CONCLUSION, AND DEPARTURE FOR OTS OR COT**

**13.42. Graduation Ceremony Policy.** 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, therefore, ensure that their attendance at the graduation ceremony is not a mandatory requirement for award of a degree.

**13.43. Security Clearance Procedures.** AECP/NECP students must have at least a SECRET security clearance based on an Entrance National Agency Check (ENTNAC) prior to their commissioning. They may use their ENTNAC from their enlisted active duty service according to AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*. The detachment must confirm each AECP/NECP student's security clearance level with their servicing MPS upon initial assignment. Contact the servicing security forces organization if the detachment determines that the AECP/NECP student does not have the appropriate security clearance. Ensure that a security clearance is requested as required by Air Force instructions.

**13.44. Assignment/OTS Processing for AECP Students (Other than Nurses).** The AFROTC Form 53 must be completed during the classification and assignment processing cycle for their FY of commissioning. **The first line in the remarks section of the AFROTC Form 53 must state that the member is an AECP student.** Submit the AFROTC Form 53 to HQ AFPC/DPPAO via both the AFROTC Form 53 database and fax as requested by HQ AFPC. Upon selection of AFSC and assignment, AFPC will load the student's assignment. AECP students must work all PCS actions (out-processing, household goods shipments, housing, etc.) in advance of their actual departure for Basic Officer Training (BOT), which they will be required to complete en route to their assignment. To accomplish these tasks, the AECP student must have valid PCS orders from AFPC.

13.44.1. HQ AFROTC/RRUE will coordinate BOT attendance upon publication of OTS schedule and will project training requirement in the Military Personnel Data System (MILPDS).

13.44.2. HQ AFPC/DPSIP will forward training requirement to the student's servicing MPS for orders processing.

13.44.3. Detachments will ensure that the following actions occur prior to departure for BOT:

13.44.3.1. All out-processing through detachment and servicing MPS accomplished to include Traffic Management Office requirements.

13.44.3.2. AECP students report to BOT with copies of PCS orders, original college transcripts, DD Form 4, copies of all EPRs and decorations, and an updated vRED printout.

13.44.3.3. Additional requirements for OTS and BOT can be found at the following website: <http://www.afoats.af.mil/OTS/BOT/index.asp>.

13.44.4. OTS will commission AECP students upon successful completion of training.

**13.45. Commissioning AECP Nursing Students and NECP Students.** Upon receiving proof of their Bachelor of Science in Nursing (BSN) and successful completion of the NCLEX the detachment will then commission, but **will not** separate, the student. Reference Attachment 45 for commissioning procedures.

13.45.1. Nursing students must take the NCLEX as soon as possible after graduation, but NLT three months post-graduation. If student fails first NCLEX exam, they must retake exam as soon as possible. No more than six months will pass from graduation to passing the NCLEX if a second test is required. A second failure will result in disenrollment and return of student to their previous enlisted AFSC. There will be no waivers or exceptions to policy granted.

13.45.2. Once HQ AFPC/DPAMN receives all of the required documents IAW Attachment 45 they will schedule and prepare the order for the student to attend Commissioned Officer Training (COT), Nursing Transition Program (NTP), and their next duty assignment. **NOTE:** The member will hold dual status as a Reserve Officer and be on active duty as an enlisted member (See AFI 36-3208, *Administrative Separation of Airmen*, Section 6, Section G). The member will continue to wear the enlisted rank and receive enlisted pay until they depart for COT. HQ AFPC/DPAMN will coordinate the separation of the AECP student.

**13.46. Commissioning Physical.** AECP students must be medically certified for commissioning. Use the guidelines IAW AFI 48-123, *Medical Examinations and Standards*, Attachment 2, Retention. **NOTE:** If the student is medically disqualified, notify HQ AFROTC/RRUE immediately.

**13.47. Qualifying Fitness Assessment (QFA).** All AECP and NECP students are required to meet physical fitness, height/weight/BMI and body fat standards (if exceeding BMI) as outlined in AFI 36-2013, para. 3.9.2.6, AFRSI 36-2001, and AFI 36-2905 for accessions into OTS. This BMI and body fat assessment administered during all annual PFAs while in the program and prior to departure for OTS. Failure to meet this requirement could result in a CE and/or non attendance at OTS and subsequent investigation for disenrollment from the AECP/NECP programs.

**13.48. Transcripts:** Detachments will obtain a completed transcript with confirmation of degree. Forward original transcript to AFIT/RRE and maintain a copy in the student's PIF.

**13.49. Flying Training.** AECF students are not eligible to apply for any rated program until after commissioning and arrival at their first duty station.

**13.50. Assignments.** Students will receive detailed processing instructions from their servicing MPS.

**13.51. Departure Dates.** All students departing will comply with the reporting dates specified in their orders. Emergency situations requiring a change in reporting dates must be referred to the servicing MPS through the Detachment/CC. Students desiring to remain on station prior to the projected reporting date will be utilized by the AFROTC detachment as directed by the commander.

**13.52. Movement of Dependents and Household Goods.** Students proceeding TDY en route to their next duty station are not authorized transportation of dependents or household goods to the TDY station at government expense. However, students assigned in overseas areas where travel of dependents is prohibited or delayed for 20 weeks or more may move dependents and household goods to a designated location.

**13.53. Unused Leave Balance.** All positive leave balances for AECF/NECF students will be transferred to their new leave accounts after commissioning. Students cannot sell back unused leave at the time of commissioning.

## **SECTION 13F—TUITION AND TEXTBOOK ENTITLEMENTS, FUNDING, AND REPORTING**

**13.54. Tuition and Fees Estimates.** AECF/NECF students attend on scholarships capped at \$15,000 and receive a textbook allowance. They are not authorized to attend schools costing over \$15,000 per year in tuition and fees. AECF/NECF students are not authorized stipend since they receive full military pay and benefits. Detachments must input estimates or actual cost into WINGS for tuition and fees for each term in the FY NLT 1 Sep of the year. The FY is determined by actual class start date, no later than 30 September of each year. For new AECF/NECF appointments, estimates must be loaded into WINGS within 5 workdays of notification of the terms to be paid remaining in the FY. **NOTE:** Unlike AFROTC scholarships which are paid after day 45 of the Fall term, AECF/NECF tuition and fees are paid at the beginning of the Fall term.

**13.55. Authorized Tuition and Fee Entitlements.** These are limited to tuition and fees associated with required and elective courses. A required course is a prerequisite for further advancement towards the student's selected major. An elective course is one required to meet graduation requirements, but where the student has latitude in actual course selection. AFROTC will pay fees billed to all students for all required and elective courses. For a required course, AFROTC will also pay mandatory institutional fees that are incurred by all students incident to course registration (e.g., laboratory fees for a chemistry course, computer user fees for a computer course, etc.). AFROTC will only pay these fees for an elective course when the elective course is clearly academic in origin (physics, chemistry, speech, foreign language, etc.)

and it is not in paragraph 13.55 and the Detachment/CC determines the course directly contributes to officer development and it is in the best interest of the Air Force to do so. The Detachment/CC's signature on the invoice indicates these conditions have been met and no other documentation is required. Reimbursement is authorized for tuition and the following fees:

13.55.1. Registration and matriculation fees.

13.55.2. Laboratory fees and nonrefundable deposits.

13.55.3. Costs of special fees, computer time and services.

13.55.4. The cost of a CLEP test that replaces a required course if the test is passed and accepted for credit toward degree requirements by the institution. Students must be active in the AECP program at the time of the testing.

13.55.5. Costs of course overloads are authorized, but are limited to:

13.55.5.1. Those required for smooth progress toward degree completion.

13.55.5.2. Those which result from prerequisite requirements.

13.55.5.3. Those required as a result of changes in curriculum made by the institution.

13.55.5.4. Courses missed due to an injury or illness. The absence must be approved by the institutional authorities and the Detachment/CC.

13.55.6. Fees for health service, student activity, athletic, library, student union, student publication costs, and similar fees required on all students enrolled in the institution. **NOTE:** Since AECP/NECP students are covered under TRICARE, university health insurance fees are not reimbursable. Payment of university health service fees are authorized if it is mandatory for all students.

13.55.7. Authorized classes that AFROTC has not paid for previously.

13.55.8. Costs for up to 3 distance learning/correspondence courses per academic year (not more than 1 per term). A distance learning course (defined as any non-traditional academic class that includes a method of direct interaction among students and instructor) must be accepted and/or offered by the student's host institution, must begin and end within the normal academic term, plus meet all other requirements set forth in paragraph 13.54.

13.55.9. Costs of transportation required of all students.

**13.56. Tuition and Fees Not Authorized.** Reimbursement is not authorized to defray costs of the following programs or services:

13.56.1. Payment for any type of cost associated with flying training.

13.56.2. Special expenses associated with field trips.



13.56.3. Expenses for optional projects, personal equipment and supplies.

13.56.4. Special fees for social activities.

13.56.5. Courses not required by the catalog as a degree requirement or those electives not approved by HQ AFROTC/RRUE.

13.56.6. Costs of course overloads resulting from:

13.56.6.1. Courses not required for a degree.

13.56.6.2. Failures, incompletes, withdrawals, etc.

13.56.6.3. Changes in academic major.

13.56.7. Costs of repeat or remedial courses previously attempted as an AECP/NECP student.

13.56.7.1. If the institution bills by the course or course unit, the student pays for all remedial or repeat courses.

13.56.7.2. If the institution has a fixed fee for full-time students, the student must take enough new classes to equal the minimum load required to attain full-time student status or must pay on a prorated basis for remedial or repeated classes. For example, if at least 12 hours are required to attain full-time student status at a fixed cost of \$2,500 per term, the Air Force will pay the full costs for the student who takes 12 hours of new courses and 3 hours of remedial or repeated classes for a total of 15 hours. On the other hand, a student who takes 9 hours of new classes and 6 hours of remedial or repeated classes will receive only 9/12 of the \$2,500 fee. The student must pay the difference.

13.56.8. Costs of parking fees.

13.56.9. Costs incurred obtaining a professional license.

13.56.10. Costs of immunizations and malpractice insurance, even if required of all nursing and physical therapy students.

13.56.11. Additional fees associated with a recreational-type elective course (e.g., equipment rental fee for a scuba course, equipment rental fees/lift tickets for a skiing course), even if they are directly billed by the institution.

13.56.12. Penalties or fines for late registration or makeup examinations over and above which would have been incurred through normal enrollment at the students host institution.

13.56.13. Equipment, equipment rental and material costs.

13.56.14. Yearbooks.

13.56.15. Gym lockers and laundry fees.

13.56.16. If uncertain about any fee, the student should consult the Detachment/CC.

**13.57. Graduate Record Examination (GRE).** AFROTC will not reimburse AECP students who complete the GRE or other graduate school admissions exams.

**13.58. Resident Status.** Many schools grant reduced or in-state tuition rates to active duty members permanently assigned to an organization within the state. Each AFROTC detachment and student should check with the school's registrar to determine resident status. Students who qualify as residents should ensure the bursar is aware of their status and AFROTC is billed accordingly. Students with spouses employed full-time at their schools should also investigate the possibility of being granted resident status, as some universities grant such status to full-time employees and immediate family members.

**13.59. Veterans Affairs (VA) Benefits and Air Force Tuition Assistance.** VA regulations specifically prohibit the paying of educational benefits to active duty personnel if the course or courses are paid for, in whole or in part, by the Armed Forces. All active duty students in programs where AFROTC pays tuition and fees are, therefore, not eligible for either VA benefits or other Air Force tuition assistance. Exceptions to this general rule may exist for certain programs, (e.g., Scholarship and Fellowship students and Educational Delay). However, students are to check with their Detachment/CC prior to accepting any outside tuition assistance while enrolled in AECP or NECP. In general, no AECP/NECP student is eligible for Air Force tuition assistance because they are full-time students and, therefore, do not qualify under the terms of this formal program. **NOTE:** The MGIB may be used since it pays the member for educational related expenses and the payment is not made directly to the university.

**13.60. Other Benefits.** Undergraduate students may be eligible for federal Basic Educational Opportunity Grants (BEOG) or similar state-funded programs. Students are encouraged to check with appropriate university financial aid offices to see whether they might be eligible for such supplemental assistance; however, AECP students must inform their university that the Air Force is paying all tuition and fees for their programs and providing a book allowance. If offered any assistance, be certain that it is not credited to the student's tuition account at the university.

**13.61. Reimbursement of Application Fees.** Students are authorized reimbursement of one school application fee. Reimbursement will only be made for the school attended; other application fees for schools students applied to, but did not attend, cannot be reimbursed. Ensure this is included on the school's scholarship invoice for reimbursement.

**13.62. Processing Tuition Invoices for Reimbursement.** The Detachment/CC is responsible for establishing procedures for verifying and approving institutional invoices for AECP/NECP scholarship reimbursement before submitting to Holm Center/SDF for payment. The Detachment/CC is responsible for contacting the appropriate institution officials when invoices are not received for processing within 30 days after the beginning of each term. The Detachment/CC ensures invoices arrive at Holm Center/SDF no later than 45 days after the beginning of each term. The following procedures apply:

13.62.1. Ensure students are covered by valid written authorization such as PCS orders.

13.62.2. Ensure no portion of the billing has been previously submitted for payment.

13.62.3. Ensure charges do not include unauthorized expenses.

13.62.4. Check to ensure invoice prices agree with rates contained in applicable university publications or correspondence. Verify each line item to ensure proper pricing. Before authorizing payment for out-of-state tuition, verify the student does not qualify for in-state tuition.

13.62.5. Ensure the invoice is from the institution where payment is to be made. The invoice cannot be from one school with payment to another. All invoices must be on letterhead from the university that is billing for the tuition and fees. Invoices from cross-town schools without an ESA must be forwarded to the host institution and the host institution will bill for expenses.

13.62.6. Ensure a staff member reviews all invoices for AECP/NECP students and compares the curriculum or number of credit hours specified on the invoice with the students' planned academic program. In cases where curriculum and credit hour information is not provided, control tuition entitlements by maintaining an updated academic plan and conducting personal interviews with the student. Use this management control to ensure:

13.62.6.1. AECP/NECP students are maintaining full-time student status.

13.62.6.2. AECP/NECP students are following the planned academic program from their academic plan.

13.62.6.3. Payments are not made for courses unauthorized for tuition entitlements.

13.62.6.4. The correct ESA number appears on all invoices.

13.62.6.5. The invoice is certified for payment by the Detachment/CC by signing the statement at Figure 13.2, annotated on the invoices or separate sheet of bond paper, as required by DOD 7000.14-R, Volume 10, *Contract Payment Policy and Procedures*. Date stamp the invoice when received by detachment (i.e. Detachment XXX received on YYYYMMDD). Invoices received by Holm Center/SDF without this statement will be returned to the detachment. A stamp with the certification statement may be used. Signatures cannot be by a stamp.

13.62.6.5.1. Detachments have 5 calendar days to process an invoice. Holm Center/SDFA has 5 calendar days to process an invoice and DFAS has 14 calendar days to make payment.

13.62.6.5.2. When putting date received in the commander's statement, calculate from the current date to figure when the payment can be made. If the expected pay date is during the term, the received date is the date received at the detachment. The accepted date may be the same date as the received date or may be a later date, but no more than 7 days after the received date. (If detachment received invoice prior to Holm Center/SDFA, then the received date would be the date the detachment received it.)

13.62.6.5.3. If the expected pay date is after the term will end, the received date must be the last day of the term. The accepted date may be the same date as the received date or may be no more than 7 days after the received date.

13.62.6.5.4. Ensure invoice number assigned in WINGS is listed on each page of the invoice as “Payee Number” (must read “Payee Number XXXXXXXXXX”).

13.62.6.5.5. Ensure term start and stop dates are listed on each page of the invoice.

**Figure 13.2. Certification Statement.**

I certify services were received on XXXX and accepted on XXXX IAW the terms of the contract in the amount of \$XXX. Services have been rendered in accordance with the contract. Prices have been verified per the contract and DFAS-DE 7010.2-R, paragraph 11-3b.

(Signature of Unit Commander)

Typed Name and Rank

AFROTC DET ###/Commander

Complete Detachment Address

Detachment Commander’s Phone Number

13.62.7. When the ESA was provided to the university, an example of an invoice was attached. If a school has not adopted the format of the sample invoice, request they do so. This will save processing time for detachments and speed payments to schools. Tuition payments will be made by EFT.

13.62.8. Submit the invoice and the SF 1034, *Public Voucher for Purchases and Services Other Than Personal*, to Holm Center/SDF via tuition email box. Payee’s name and address must appear exactly as indicated on the invoice. The university name must be on the first line.

13.62.9. Distribute approved invoice and SF 1034 as follows:

13.62.9.1. Scan and email to [tuition.vouchers@maxwell.af.mil](mailto:tuition.vouchers@maxwell.af.mil) the SF 1034 and invoice to Holm Center/SDF. **Do not send to the Accounting Office at Maxwell AFB or Defense Finance and Accounting Service (DFAS).**

13.62.9.2. Maintain copies for one calendar year after member’s participation in AECP/NECP.

13.62.9.3. Provide copy of the “Build Invoice” screen to university’s bursar office for payment. This ensures that the university knows where to apply the payment.

13.62.10. Establish and maintain an accounting record file. Use files as a reference source to verify the billing, or portions of it, that have not previously been paid. Maintain accounting records for 1 calendar year after member’s participation in AECP/NECP ends. Final

disposition instructions for AFROTC accounting records are contained in the Records Disposition Schedule (RDS) in AFRIMS.

13.62.11. Allow 4 weeks after invoice is sent to Holm Center/SDFA, then check WINGS database for a paid date and voucher number.

13.62.12. Detachment personnel must run a “Not Billed” 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 student is completely paid for all terms.

13.62.12.1. Contact institution to request invoice for any student listed on the Not Billed report that should be paid.

13.62.12.2. Follow the AECP student database procedures for amounts listed for a student that will not be paid. (Select the “Billed in Full” box in the AECP student database.)

**13.63. Textbook Allowance.** AECP/NECP students will receive an annual textbook allowance. Payments are made within 3 months after entering the program for the quarters remaining in the current fiscal year and NLT December for those already active. Students must be enrolled at least 60 days of their first FY quarter in order to receive a textbook payment. Textbook allowance for subsequent quarters will be paid if the student is enrolled in the quarter at least 30 days. Students must submit a SF 1199A, *Direct Deposit Sign-Up Form*, via their detachment, to Holm Center/SDF by 30 Oct of each year to ensure funds are transferred into the proper account. Payment will be made via EFT into the student’s specified account. **NOTE:** This is an allowance and is intended to defray book costs; it is not intended to completely reimburse students for these expenses.

JEFFERSON S. DUNN, Col, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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- 10 U.S.C 2104, *Eligibility for Advanced Training*
- 10 U.S.C. 2105, *Advanced Training; Failure to Complete or Accept Commission*
- 10 U.S.C. 2106, *Advanced Training; Commission on Completion*
- 10 U.S.C. 2107, *Financial Assistance Program for Specially Selected Members*
- 10 U.S.C. 2110, *Logistical Support*
- 10 U.S.C. 2603, *Acceptance of Fellowships, Scholarship, or Grants*
- 10 U.S.C. 8013, *Secretary of the Air Force*
- 18 U.S.C. 1001, *Statements or Entries Generally*
- 38 U.S.C. 3011, *Basic Educational Assistance Entitlement for Service on Active Duty*
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- AFPD 36-27, *Equal Opportunity (EO)*, 22 May 2009
- AFI 24-301, *Vehicle Operations*, 1 November 2008
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- AFI 31-501, *Personnel Security Program Management*, 27 January 2005
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- AFI 36-2009, *Delay in Active Duty for AFROTC Graduates*, 1 June 1999
- AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*, 18 December 2006
- AFI 36-2012, *Record of Disenrollment from Officer Candidate-Type Training—DD Form 785*, 31 July 1998
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AFI 36-2302, *Professional Development (Advanced Academic Degrees and Professional Continuing Education)*, 11 July 2001

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AFI 36-2604, *Service Dates and Dates of Rank*, 2 December 2004

AFI 36-2605, *Air Force Military Personnel Testing System*, 24 September 2008

AFI 36-2605\_AFROTCSUP, *Air Force Personnel Testing System*, 6 January 2010

AFI 36-2606, *Reenlistment in the United States Air Force*, 9 May 2011

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-2903\_AFROTCSUP, *Dress and Personal Appearance of Air Force Personnel*, 25 February 2010

AFI 36-2905, *Fitness Program*, 1 July 2010

AFI 36-2905,\_AFROTCSUP, *Fitness Program*, 1 July 2010

AFI 36-2908, *Family Care Plans*, 1 October 2000

AFI 36-3003, *Military Leave Program*, 26 October 2009

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*ALO Handbook*

*Education and Training Course Announcements (ETCA) Database*, <https://etca.randolph.af.mil>

*HSSP Detachment Guide*

*Joint Federal Travel Regulations*

*National Recruiting Strategy*



***Prescribed Forms***

AFROTC Form 4, *Affidavit Civil Involvement*

AFROTC Form 10, *Administrative Disenrollment Action Worksheet for AFROTC Cadets*

AFROTC Form 11, *Administrative Disenrollment Action Worksheet for Active Duty Airman*

AFROTC Form 14, *Law Enforcement Inquiry*

AFROTC Form 16, *Officer Candidate Counseling Record*

AFROTC Form 19, *RDA Review of Unit Recruiting Plan*

AFROTC Form 20, *Application for AFROTC Membership*

AFROTC Form 22, *Cadet Personnel Action Request*

AFROTC Form 24, *Disenrollment Review*

AFROTC Form 26, *AFROTC Cadet Record Inventory Section 1-4*

AFROTC Form 31, *PRP Certification Questionnaire*

AFROTC Form 35, *Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement*

AFROTC Form 46, *Transmittal of AFROTC Physical Examination*

AFROTC Form 48, *Planned Academic Program*

AFROTC Form 53, *Cadet Assignment Preference Worksheet*

AFROTC Form 63, *AFROTC Enrollment/Enlistment Checklist*

AFROTC Form 64, *AFROTC Commissioning Checklist*

AFROTC Form 68, *Air Force Reserve Officer Training Corps (AFROTC) Special Actions Nomination*

AFROTC Form 88, *Extended Terms of Scholarship Entitlements Acknowledgement and Certification*

AFROTC Form 111, *Student Status Statement of Understanding*

AFROTC Form 123, *AFROTC Scholarship Statement of Intent*

AFROTC Form 302, *AFROTC Certificate of Recognition*

AFROTC Form 402, *AFROTC Distinguished Graduate Certificate*

AFROTC Form 500, *Restrictions on Personal Conduct in the Armed Forces*

AFROTC Form 704, *Academic Performance Inquiry*

***Adopted Forms***

SF Form 88, *Medical Record - Report of Medical Examination*

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 1172, *Application for Uniformed Services Identification Card - DEERS Enrollment*

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*

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 IMT 60, *Request For Sponsor*

AF IMT 133, *Oath Of Office (Military Personnel)*

AF Form 286, *Personnel Reliability Program (PRP) Qualification/Certification Action*

AF IMT 357, *Family Care Certification*

AF Form 422, *Notification Of Air Force Member's Qualification Status*

AF Form 526, *ANG/USAFR Point Credit Summary*

AF IMT 766, *Extended Active Duty Order*

AF IMT 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 IMT 1206, *Nomination For Award*

AF Form 1256, *Certificate of Training (LRA)*

AF IMT 2030, *USAF Drug and Alcohol Abuse Certificate*

*AF IMT 3010, USAF Statement of Understanding For Dependent Care Responsibilities*

*AF IMT 3902, Application And Approval For Off-Duty Employment*

*AF Form 4060, USAFA Candidate Evaluation/AFROTC Scholarship Evaluation*

*AETC Form 620, Academic Instructor Monitoring Checklist*

*AFROTC Form 341, Excellence/Discrepancy Report*

*AFJROTC Form 310, AFJROTC Certificate of Completion*

*NGB Form 22, Report of Separation and Record of Service*

*Field Training Performance Report*

### ***Abbreviations and Acronyms***

**AAC** – Assignment Availability Code

**A&P** – Advertising and Promotion

**AAFMAA** – Army and Air Force Mutual Aid Association

**AAR** – Action-Action Report

**AAS** – Arnold Air Society

**ABA** – American Bar Association

**ABET** - Accreditation Board for Engineering and Technology

**ABM** – Air Battle Management or Air Battle Manager

**ACT** - American College Test

**ADD Lt** - Active Duty at Detachment Lt

**ADSC** – Active Duty Service Commitment

**AEA** – Advanced Enrollment Allocation

**AACP** – Airman Education Commissioning Program

**AETC** - Air Education and Training Command

**AFA** – Air Force Association

**AFCEA** – Armed Forces Communications and Electronics Association

**AFCOMAP** – Air Force Cadet Officer Mentor Action Program

**AFHF** – Air Force Historical Foundation

**AFHPS/FAP** – Armed Forces Health Professions Scholarship/Financial Assistance Program

**AFI** – Armed Forces Insurance or Air Force Instruction

**AFIT** – Air Force Institute of Technology

**AFJROTC** – Air Force Junior Reserve Officer Training Corps

**AFMSA** – Air Force Medical Support Agency

**AFOATS** – Air Force Officer Accession and Training Schools (Now Holm Center but AFOATS)

is still in use in certain areas)

**AFOQT** – Air Force Officer Qualifying Test

**AFOSI** – Air Force Office of Special Investigations

**AFPC** – Air Force Personnel Center

**AFROTC** – Air Force Reserve Officer Training Corps

**AFROTC/DOR** – Recruiting Branch

**AFROTC/RR** – Registrar Division

**AFRS** – Air Force Recruiting Service

**AFSC** – Air Force Specialty Code

**AFWOA** – Air Force Women Officers Associated

**AIC** – Aerospace Instructor Course

**ALO** – Admissions Liaison Officer or Accounting Liaison Office or Air Liaison Officer

**AMVETS** – American Veterans Association

**ANGUS** – Air National Guard of the United States

**AOR** – Area of Responsibility

**APDS** – Automated Personnel Data System

**ARATC** – Adaptability Rating for Air Traffic Controllers

**ARMS** – Automated ROTC Mail System

**AROTC** – Army Reserve Officer Training Corps

**ARSMOD** – Adaptability Rating for Space and Missile Operations Crew Duty

**AS** – Aerospace Studies

**ASCP** – Airman Scholarship Commissioning Program

**ATC** – Air Traffic Control

**ATP** – Advanced Training Program

**AU/PA** – Air University Public Affairs

**AY** – Academic Year

**BA** – Bachelor of Arts

**BAC** – Blood Alcohol Content

**BAS** – Basic Allowance for Subsistence

**BEOG** – Basic Educational Opportunity Grants

**BESO** – Base Education Service Office

**BFM** – Body Fat Measurement

**BMI** – Body Mass Index

**BMP** – Basic Meteorology Program  
**BOT** – Basic Officer Training  
**BS** – Bachelor of Science  
**BSC** – Biomedical Sciences Corps  
**BSN** – Bachelor of Science in Nursing  
**CAP** – Civil Air Patrol  
**CAT-SEL** – Category Selection  
**CCNE** – Commission on Collegiate Nursing Education  
**CCT** – Combat Control Team  
**CE** – Conditional Event  
**CGPA** – Cumulative Grade Point Average  
**CICS** – Commander’s In-College Scholarship  
**CLEP** – College Level Examination Program  
**COI** – Center of Influence  
**CONUS** – Continental United States  
**COP** – Community of Practice  
**COT** – Commissioned Officer Training  
**CRS** – Corneal Refractive Surgery  
**CS** – Commander’s Scholarship  
**CSD** – Class Start Date  
**CSO** – Combat Systems Operator (navigator)  
**CSP** – College Scholarship Program  
**CTAS** – Cadet Training Assistant Scholarship  
**CWO** – Combat Weather Officer  
**CWT** – Combat Weather Team  
**CY** – Calendar Year  
**DAPS** – Documentation Automation & Production Service  
**DAR** – Daughters of the American Revolution  
**DCR** – Detachment Commander Ranking  
**DEROS** – Date of Estimated Return from Overseas  
**DSO** – Detachment Scheduling Officer  
**DFAS** – Defense Finance and Accounting Service  
**DG** – Distinguished Graduate

**DIEMS** – Date Initially Entered Military Service

**DIN** – Data Identification Number

**DIR** – Detachment Interview Roster

**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

**DOR** – Regional Recruiting Branch

**DORA** – Advertising and Marketing Section

**DORN** – AFROTC National Call Center

**DORR** – Regional Recruiting Section

**DORT** – Target Recruiting Section

**DOV** – Standardization and Evaluation

**DR** – Regional Director of Recruiting

**DUI** – Driving Under the Influence

**DWI** – Driving While Intoxicated

**EA** – Enrollment Allocation

**EAC**– Engineering Accreditation Commission

**EAD** – Extended Active Duty

**ECL** – English Comprehension Level

**ECP** – Enlisted Commissioning Program

**EFC** – Education Flight Commander

**EFT** – Electronic Funds Transfer

**EHBCU** – Enhanced Historically Black College and University Scholarship Program

**EHSI** – Enhanced Hispanic Serving Institution Scholarship Program

**ENJJPT** – Euro-NATO Joint Jet Pilot Training

**ENTNAC** – Entrance National Agency Check

**EOT** – Equal Opportunity and Treatment and End of Term

**EPSQ** – Electronic Personnel Security Questionnaire

**ERP** – Early Release Program

**ESA** – Educational Services Agreement

**ESO** – Education Service Officer

**ETP** – Exception to Policy

**EXSP** - Express Scholarship Program

**FAA** – Federal Aviation Administration

**FCI** – Flying Class I

**FCIA** – Flying Class IA

**FCIU** – Flying Class IIU

**FCIII** – Flying Class III

**FICE** – Federal Interagency Committee on Education

**FICE** – Federal Interagency on Committee for Education

**FSIE** – Freshman Self-Initiated Elimination

**FT** – Field Training

**FTDG** – Field Training Distinguished Graduate

**FTMARS** – Failure to Maintain Academic Retention Standards

**FTMMRS** – Failure to Maintain Military Retention Standards

**FTO** – Flight Training Officer

**FTPR** – Field Training Performance Report

**FTSP** – Field Training Superior Performance/Performer

**FTU** – Field Training Unit

**FY** – Fiscal Year

**GLP** – Graduate Law Program

**GMC** – General Military Course

**GPA** – Grade Point Average

**GPC** – Government-Wide Purchase Card

**GSA** – General Services Administration

**GTC** – Government Travel Card

**HADC** – Jeanne M. Holm Center for Officer Accessions and Citizen Development

**HBCU** – Historically Black Colleges and Universities

**HCI** – Holm Center Instruction

**HPP** – Health Professions Program

**HS** – High School

**HSI** – Hispanic Serving Institution

**HSSP** – High School Scholarship Program

**IAW** – In Accordance With

**ICSP** – In-College Scholarship Program

**IMT** – Information Management Tool

**IO** – Investigating Officer

**JA** – Judge Advocate

**JAG** – Judge Advocate General

**JFTR** – Joint Federal Travel Regulation

**JSUNT** – Joint Strike Under-graduate CSO Training

**LLAB** – Leadership Laboratory

**LOA** – Letter of Admission

**LOC** – Letter of Certification

**LON** – Letter of Notification

**MA** – Military Advisor

**MAW** – Maximum Allowable Weight

**MBA** – Master of Business Administration

**MEPS** – Military Entrance Processing Station

**MFR** – Memorandum for Record

**MFS** – Military Flight Screening

**MGIB** – Montgomery GI Bill

**MOAA** – Military Officers Association of America

**MILPDS** – Military Personnel Data System

**MOWW** – Military Order of World Wars

**MPS** – Military Personnel Section

**MSC** – Medical Service Corps

**MTF** – Military Treatment Facility

**NA** – Not Applicable

**NAAB** - National Architectural Accrediting Board

**NACLC** – National Agency Check, Local Agency Check, and Credit Check

**NCLEX-RN** – National Council of Licensure Examination – Registered Nurse

**NCO** – Non-Commissioned Officer

**NDIA** – National Defense Industrial Association

**NDTA** – National Defense Transportation Association

**NET** – No Earlier Than



**NLN** – National League of Nursing  
**NLT** – No Later Than  
**NP** – Not Pass  
**NROTC** – Navy Reserve Officer Training Corps  
**NRS** – National Recruiting Strategy  
**NSE** – National Student Exchange  
**NSP** – Nursing Scholarship Program  
**NTP** – Nurse Transition Program  
**OAC** –Officer Accessions Conference  
**O&M** – Operation and Maintenance  
**OFC** – Operations Flight Commander  
**OLC** – Oak Leaf Cluster  
**OM** – Order of Merit  
**OPI** – Oral Proficiency Interview  
**OPR** – Office of Primary Responsibility  
**ORS** – Obligated Reserve Section  
**OSD** – Office of the Secretary of Defense  
**OTS** – Officer Training School  
**OYCP** – One Year College Program  
**PAE** – Physical Aptitude Exam  
**PAQ** – Potential ABM Qualified  
**PAS** – Professor of Aerospace Studies  
**PAST** – Physical Ability Stamina Test  
**PCSM** – Pilot Candidate Selection Model  
**PDI** – Potentially Disqualifying Information  
**PDT** – Professional Development Training  
**PFA** – Physical Fitness Assessment  
**PIF** – Personnel Information File  
**PMS** – Professor of Military Science  
**PMT** – Practical Military Training  
**PNA** – Period of Non-Attendance  
**PNQ** – Potential CSO Qualified  
**PNS** – Professor of Naval Science

**POC** – Professional Officer Course  
**POC-ERP** – Professional Officer Course-Early Release Program  
**POV** – Privately Owned Vehicle  
**PPQ** – Potential Pilot Qualified  
**PR** – Personnel Recovery  
**PRK** – Photorefractive Keratectomy  
**PRP** – Personnel Reliability Program  
**PSA** – Public Service Announcement  
**PSB** – Primary Scholarship Board  
**PSP** – POC Selection Program  
**QAR** – Quarterly Activity Report  
**RAT** – Reading Aloud Test  
**RDA** – Regional Director of Admissions  
**RE** – Reenlistment Eligibility  
**RFC** – Recruiting Flight Commander  
**RN** – Registered Nurse  
**ROI** – Report of Investigation  
**ROTC** – Reserve Officer Training Corps  
**RR** – AFROTC Registrar Division  
**RSS** – Relative Standing Score  
**SAF** – Secretary of the Air Force  
**SAME** – Society of American Military Engineers  
**SAP** – Scholarship Actions Program  
**SAR** – Search and Rescue  
**SAR** – Sons of the American Revolution  
**SAT** – Scholastic Aptitude Test  
**SAT1** Scholastic Aptitude Test 1: Reasoning Test  
**SAV** – Staff Assist Visit  
**SES** – Senior Executive Service  
**SIE** – Self-Initiated Elimination  
**SJA** – Staff Judge Advocate  
**SMOD** – Space and Missile Operations Duty  
**SMR** – Student Management Roster

**SOAR** – Scholarships for Outstanding Airmen to ROTC

**SOC** – Source of Commission

**SOF** – Special Operations Forces

**SSB** – Special Separation Benefit

**SSBI** – Single Scope Background Investigation

**SSN** – Social Security Number

**TBAS** – Test of Basic Aviation Skills

**TDY** – Temporary Duty

**UCMJ** – Uniform Code of Military Justice

**UDS** – Urine Drug Screen

**UFT** – Undergraduate Flying Training

**UIF** – Unfavorable Information File

**UPRG** – Unit Personnel Record Group

**UPT** – Undergraduate Pilot Training

**USAA** – United Services Automobile Association

**USAF** – United States Air Force

**USAFA** – United State Air Force Academy

**USAFR** – United States Air Force Reserve

**USAFSAM** – USAF School of Aerospace Medicine

**USC** – United States Code

**USPHS** – United States Public Health Service

**VA** – Veterans Administration

**VCNCO** – Vehicle Control Non-Commissioned Officer

**VCO** – Vehicle Control Officer

**VFW** – Veterans of Foreign Wars

**vRED** – Virtual Record of Emergency Data

**VSI** – Voluntary Separation Incentive

**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 5<sup>th</sup> 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/DOR, 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/DOR). 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 field training, 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.

**Airmen Education Commissioning Program (AECF).** AECF provides an opportunity for carefully screened, career-minded Airmen to complete an undergraduate education in selected academic disciplines and receive a commission as a second lieutenant in the Air Force as an

active duty reserve officer. AECP students are assigned to AFROTC with duty as a student and attend Officer Training School (OTS) after degree completion.

**ALOWeb.** Website maintained by the Air Force Academy to submit USAFA and AFROTC applicant interview comments.

**Applicant Roster.** This roster contains data on all HSSP applicants for detachment use to aid in recruiting those applicants indicating an interest in the host university or affiliated cross-town.

**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).

**AS100 Cadets.** Contract (scholarship) or non-contract (non-scholarship) cadets enrolled in the first (freshman) AS course and LLAB. They remain AS100 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.

**AS450 Cadets.** Scholarship or non-scholarship cadets on contract with AFROTC who, with approval of HQ AFROTC only, are dual-enrolled in the POC and are attending the third (junior) and fourth (senior) years of AS courses, simultaneously. These approved cadets must meet ALL LLAB objectives for both courses. When determining overall cadet enrollment in the corps, count dual-enrolled POC cadets (AS450) as AS400 cadets. They remain AS450 cadets until disenrolled, discontinued from one of the classes and no longer dual-enrolled in the POC, 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 field training 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.

**Board Results Rosters.** These rosters identify the selectees selected or not selected.

**Cadet.** A student who meets all applicable eligibility requirements and is admitted to membership in the GMC or POC. To remain a cadet, the individual must maintain prescribed retention standards.

**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 field training.

**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 Detachment/CC to exceptional high school applicants or GMC cadets.

**Completed Cadets.** Contract cadets who have successfully completed all AS and LLAB training requirements, including Field Training (FT), and all institutional degree requirements. They are simply awaiting commissioning (often delayed due to medical issues requiring resolution). 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 result of a contract 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.

**Cumulative GPA (ROTC CGPA).** The GPA that includes all college courses ever taken (advance placement credits, non-transfer credits taken at other universities, transfer credits, repeat courses, and failing grades).

**Designation.** A term used in conjunction with non-line officer accessions indicating a cadet is "on-track" for categorization in their particular specialty.

**Detachment Commander's Ranking (DCR).** For PSP, the DCR is the numerical ranking given by the Detachment/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 Interview Roster (DIR).** Unit specific roster listing student applicants who are eligible for their HSSP interview.

**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 RFC to guide annual recruiting and retention activities.

**Detachment Scheduling Official (DSO).** Individual at detachment level charged with scheduling interviews for the HSSP.

**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 Flight Commander (EFC).** 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 for services and payment of tuition and fees. Each agreement is given a number used for accounting allowance.

**Enrollment.** Admission of students into Aerospace Studies (AS) courses which entitles them to neither AFROTC membership nor subsistence allowance

**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.

**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 PFA, 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.

**Federal Interagency Committee for Education (FICE) Code.** Unique federally-assigned number for each college or university.

**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.

**Forgiveness Rule.** Term relating to college or university practice of erasing or averaging grades for repeated courses.

**Four-Year Program.** The GMC and POC. Includes 4 years of AS classroom instruction, (attended or accredited), LLAB, and a standard field training 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 and AS200.

**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.

**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.

**Invoice Validation Listing.** List generated from the AFROTC student database listing students and amount of scholarship money to be paid.

**Involvement.** Any offense, violation of law or ordinance, or any other incident causing involvement with civil, military, or school authorities, regardless of final disposition.

**Joint Specialized Undergraduate CSO Training (JSUNT).** A joint Air Force and Navy Undergraduate CSO/Naval Flight Officer Training Program.

**Lead.** An individual who has provided biographical or qualification data and has been entered into a Lead Management System

**Leadership Laboratory (LLAB).** Non-academic portion of the AFROTC program conducted during the normal academic year.

**Letter of Admission (LOA) Roster.** Detachment specific roster listing HSSP selectees who have indicated they will attend your detachment.

**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).

**National Student Exchange (NSE).** Recognized exchange program where cadets may study at a different school and received full credit at their home school toward their degree.

**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.

**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.

**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 Flight Commander (RFC).** 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/DOR. 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 RFC in the prescribed recruiting area.

**Relative Standing Score (RSS).** A value calculated by comparing the DCR to the class size.

**Report of Bills Paid.** WINGS available report that shows if payments have been processed and sent to the school.

**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.

**Special Student Status.** An individual, without an enrollment allocation, who wishes to enroll in AS courses as a non-member or who is ineligible for AFROTC membership and may participate in AS classes and LLAB.

**Student Management Roster (SMR).** Report available from WINGS that details critical information on enrolled cadets.

**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 (formally the AF Form 10) created on cadets that is used to maintain cadet documents.

**WINGS.** Web-based database used to track all cadet actions.

## Attachment 2

## OFFICERSHIP STANDARD BENCHMARKS

**A2.1. Character/Core Values:** Military officers do the right thing for the right reasons, all the time. It means doing the right thing whether someone is watching or not. They are loyal first to the Constitution and nation, then to the institutional Air Force, then to their units, then to their wingmen, and finally to themselves. They do not tolerate deviations from what is right from subordinates, peers, superiors or friends.

Table A2.1. Benchmarks for Character/Core Values

Rating (Choose only one)	Benchmarks for: Character/Core Values
Score = 1	<b>Unsatisfactory.</b> Demonstrated poor character—lacks an understanding of integrity or lives in a way inconsistent with it; would be judged as rejecting AF core values.
Score = 2	<b>Marginal.</b> Demonstrated barely adequate character—has a shallow understanding of integrity and occasionally lives according to that understanding; would be judged as occasionally accepting of AF core values.
Score = 3	<b>Satisfactory.</b> Demonstrated adequate character—has an acceptable understanding of integrity and mostly lives according to that understanding; would be judged as mostly accepting of AF core values.
Score = 4	<b>Exceptional.</b> Demonstrates good character—has a sound understanding of integrity and lives according to that understanding; would be judged as generally accepting AF core values.
Score = 5	<b>Outstanding.</b> Demonstrates excellent character—has an advanced understanding of integrity and lives according to that understanding; would be judged as virtually always accepting of AF core values.

**A2.2. Self Confidence:** Military officers are self-confident. They are confident in their ability to accomplish assigned missions and their ability to control themselves. They project a calm, unflappable, martial image regardless of how challenging the environment so as to inspire confidence among their subordinates. Military officers know how to be, and are, in charge when appropriate.

Table A2.2. Benchmarks for Self-Confidence.

Rating (Choose only one)	Benchmarks for: Self-Confidence
Score = 1	<b>Unsatisfactory.</b> Demonstrated poor self-confidence—slouched; nervous and ill-at-ease; avoided eye contact; quavering voice, volunteered little information; timid during introduction, did not offer handshake or identify themselves.
Score = 2	<b>Marginal.</b> Demonstrated barely adequate self-confidence—tended to slouch, almost blended into the background; occasionally maintained

	eye contact, frequently averted their gaze; voice was low when responding, had to ask them to speak up; volunteered some information; hesitated during introduction, shook hands.
Score = 3	<b>Satisfactory.</b> Demonstrated adequate self-confidence—average bearing/posture, occasionally slouched; worked at maintaining eye contact; verbal delivery was generally good, halting at times; volunteered some information; generally overcame anxiety during introduction.
Score = 4	<b>Exceptional.</b> Demonstrated good self-confidence—above average bearing/posture; generally maintained eye contact; very good verbal delivery, occasionally spoke fast; able to discuss personal accomplishments; assertive at times; good introduction.
Score = 5	<b>Outstanding.</b> Demonstrated excellent self-confidence—stood and sat tall, leaned forward to engage with interviewer; maintained constant eye contact; clear and well-paced verbal delivery; provided complete answers with examples to questions; very assertive, but appropriate; firm handshake and forceful introduction.

**A2.3. Human Relations:** Military officers are comfortable working in teams and they value the inherent strengths that come from teams made up of people with different backgrounds and perspectives. They are respectful of others. They understand that high performing teams are characterized by common goals, shared responsibility for success and appropriate leadership-followership relationships.

**Table A2.3. Benchmarks for Human Relations.**

Rating (Choose only one)	Benchmarks for: Human Relations
Score = 1	<b>Unsatisfactory.</b> Demonstrated inadequate human relations skills—a loner, poor team-player; intolerant of other people and their views; values personal success over group success and mission accomplishment, it's all about them.
Score = 2	<b>Marginal.</b> Demonstrated barely adequate human relations skills—prefers working alone, even when a group might produce a better outcome; has some difficulty respecting other viewpoints; believes that by taking care of themselves they will be taking care of the group.
Score = 3	<b>Satisfactory.</b> Demonstrated adequate human relations skills—prefers working alone, but is comfortable in group setting; tolerant of others and their views; helpful in achieving group goals; accepts the notion that individual differences improve group performance but cannot cite an example where they have experienced it.
Score = 4	<b>Exceptional.</b> Demonstrated good human relations skills—prefers working with others rather than of alone when the task permits; relates well with and respects others; generally concerned with advancing group goals as a way of advancing their personal goals; has experienced the benefit of differing perspectives during group problem-solving.

Score = 5	<b>Outstanding.</b> Demonstrated excellent human relations skills—consummate team-player, significant experience working with others and advancing group goals; genuinely concerned with and respectful of others and these perspectives are apparent in how they related to the interviewer; embraces the differences in people and values the inherent strength of complementary perspectives found in a work group.
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**A2.4. Planning and Organizing:** Military officers get things done. They are able determine how best to divide large tasks into smaller parts and then develop plans to accomplish them. They are able to set priorities and manage their time accordingly, then organize themselves and others to accomplish the priority tasks. Then, they relentlessly apply themselves until they get the job done.

**Table A2.4. Benchmarks for Planning and Organizing.**

Rating (Choose only one)	Benchmarks for: Planning and Organizing
Score = 1	<b>Unsatisfactory.</b> Demonstrated poor planning and organizing skills—could not identify a single instance when they had successfully planned, organized and accomplished a significant project. Unable to prioritize tasks and manage time.
Score = 2	<b>Marginal.</b> Demonstrated barely adequate planning and organizing skills—gave one example of having planned and organized to accomplish a task. Unconvincing regarding ability to prioritize tasks, manage time and demonstrate a willingness to work hard to get a project done.
Score = 3	<b>Satisfactory.</b> Demonstrated adequate planning and organizing skills—a few examples of having developed plans to accomplish tasks, organized to do so, then set priorities and managed their time to accomplish these tasks. Generally worked on the projects until completion.
Score = 4	<b>Exceptional.</b> Demonstrated good planning and organizing skills—several examples of having developed solid plans to accomplish significant tasks, organized well, then generally set useful priorities to accomplish these tasks and managed their time accordingly. Persistently worked on the projects until completion.
Score = 5	<b>Outstanding.</b> Demonstrated excellent planning and organizing skills—many examples of having developed excellent plans to accomplish significant tasks; of having organized appropriately; then set insightful priorities to accomplish these tasks, while they ruthlessly managed their time accordingly. Relentlessly worked on the projects until completion.

**A2.5. Communication Skills:** Military officers are clear verbal communicators. They recognize that clear communication requires effective listening, careful thought, and articulate and appropriate responses. They have an exceptional verbal delivery.

**Table A2.5. Benchmarks for Communication Skills**

<b>Rating (Choose only one)</b>	<b>Benchmarks for: Communication Skills</b>
Score = 1	<b>Unsatisfactory.</b> Demonstrated poor communication skills—failed to listen to questions or didn't understand them and gave an inappropriate responses; spoke without thinking, rambled on without a point; inarticulate, poor vocabulary/mostly slang; very poor verbal delivery—tone of voice, pace of delivery, annunciation.
Score = 2	<b>Marginal.</b> Demonstrated barely adequate communication skills—seemed to listen to questions and understand them but gave inappropriate responses; frequently spoke without thinking; relatively inarticulate—groped for the correct word, below average vocabulary/frequently used slang; poor verbal delivery—tone of voice, pace of delivery, annunciation.
Score = 3	<b>Satisfactory.</b> Demonstrated adequate communication skills—seemed to listen to the questions; sometimes thought before speaking, other times not; some of the time gave well conceived and appropriate response, other times not; somewhat articulate, occasional use of slang; acceptable verbal delivery—tone of voice, pace of delivery, annunciation.
Score = 4	<b>Exceptional.</b> Demonstrated good communication skills—listened to the questions; generally thought before speaking; generally gave well conceived and appropriate response; articulate, rare use of slang; good verbal delivery—tone of voice, pace of delivery, annunciation.
Score = 5	<b>Outstanding.</b> Demonstrated excellent communication skills—listened intently to the questions; gathered their thoughts; gave well conceived and appropriate responses; very articulate, similar to speaking with a college professor; exceptional verbal delivery—tone of voice, pace of delivery, annunciation.

**A2.6. Leadership:** Military officers are effective leaders. They are skilled at influencing and directing others in order to accomplish a task. They have a knack for employing group problem-solving, developing commitment from teammates, delegating and following-up on tasks, and motivating the people they work with to accomplish a group goal.

**Table A2.6. Benchmarks for Leadership.**

<b>Rating (Choose only one)</b>	<b>Benchmarks for: Leadership</b>
Score = 1	<b>Unsatisfactory.</b> Demonstrated poor leadership skills— Does not have any leadership experience; shows no initiative; does not accept responsibility; reluctant to make decisions; no attempts to influence/direct others to accomplish a task.
Score = 2	<b>Marginal.</b> Demonstrated barely adequate leadership skills —Limited leadership experience; shows little initiative; reluctantly accepts responsibility; few attempts to influence/direct others to accomplish a task.

Score = 3	<b>Satisfactory.</b> Demonstrated adequate leadership skills — Some leadership experience; displays some initiative; accepts responsibility, but generally does not seek out leadership roles; sometimes influences/directs others to accomplish a task.
Score = 4	<b>Exceptional.</b> Demonstrated good leadership skills — Significant leadership experience; high degree of initiative; seeks out leadership roles by volunteering and accepts responsibility; frequently influences/directs others to accomplish a task.
Score = 5	<b>Outstanding.</b> Demonstrated excellent leadership skills — Outstanding leadership experience; initiative personified; eagerly seeks out responsibility/leadership roles; consistently influences/directs others to accomplish a task.



## Attachment 3

## HSSP PERSONAL INTERVIEW SAMPLE LETTER

DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

dd mmm yy

AFROTC Detachment 9000/RFC  
University of Anywhere  
Classroom Bldg, Room 201  
City ST 47809-2245

Mr. John Doe  
2412 Garfield Avenue  
Terre Haute IN 47808-0000

Dear Mr. Doe

Congratulations on becoming an eligible applicant in the Air Force ROTC High School Scholarship Program. This letter is to confirm your appointment for a scholarship interview, the final step before you meet one of our scholarship selection boards. We have scheduled your interview for **(day of week), (date) at (time)**. Your interview will take place at (Air Force ROTC Detachment XXX, located in ...). Attached is a map and directions to help you find us. If you know right now that you can't make the appointment as scheduled, please give me a call at the number noted below and we will schedule a new appointment.

The interview itself will last about an hour and will be conducted by an Air Force officer. Friends or family members may accompany you to the Detachment. They may find out more about the AFROTC scholarship process, but will not be allowed to be with you during the personal interview session. Because the scholarship interview is one of the most important aspects of our scholarship selection process, here are some tips to help you prepare for it:

1. Arrive a few minutes early.
2. Dress appropriately—no need for a suit and tie/dress; neat casual clothing is acceptable.
3. **Definitely bring a résumé and extracurricular activities sheet** We are most interested in your specific accomplishments that demonstrate leadership and officer potential rather than merely listing achievements or activities you've participated in. We want to know how your leadership has affected the organization, teams and projects you worked on. No pictures.
4. Be prepared to discuss your high school career and your accomplishments—don't make the interviewer pull information out of you. Remember that he/she knows nothing about you and

only has one hour to gather enough information to make a scholarship recommendation.

5. Don't be nervous—there are no “trick questions.” The purpose of the interview is to evaluate you for a scholarship, not to test you, to put you on the spot, or to quiz you.

6. Ask questions if you have them—the interview is the perfect opportunity for you to learn more about the Air Force and about ROTC so you can determine if it is something you want to pursue.

After we complete your interview, we will send the results to the College Scholarship Section at Headquarters Air Force ROTC. Your application will then meet the next available selection board.

We look forward to meeting you. If you have any questions, please call me anytime at 999-111-1111.

Sincerely

JAMES B. SMITH, Capt, USAF  
DSO

Attachment:  
Directions/map

**Attachment 4****HSSP SELECTEE PARENTAL LETTER**

DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

dd mmm yy

Commander, AFROTC Detachment 9000  
University of Anywhere  
City ST 47809-2245

Parent of John Doe  
3816 Main Street  
Bloomington IN 47884-0000

Dear Parent

As the proud parent of an Air Force ROTC scholarship selectee, welcome to our Air Force family. We want to assist your (son/daughter) in (his/her) transition from high school to college student. We know most AFROTC scholarship selectees are anxious to get to college and activate the scholarship as soon as possible. We also know many selectees and parents have questions regarding the AFROTC scholarship activation and retention requirements. We are here to help answer those questions.

There are a number of actions that need to be completed so (selectee's first name) can be ready to activate (his/her) scholarship. These actions were outlined in the congratulatory letter and scholarship notification package HQ AFROTC has already sent to (selectee's first name). The following is a review of some of the important elements of our scholarship program. We ask that you review this information, complete the enclosed acknowledgement, and return it to us as soon as possible:

a. Your (son/daughter) must complete a medical exam and have it certified by the Department of Defense Medical Examination Review Board (DoDMERB) before we can activate the scholarship. Air Force officers must be medically certified for worldwide duty. For this reason, certain medical problems can be disqualifying for active duty in the Air Force. More detailed information on the DoDMERB process is contained in the scholarship notification package.

b. All scholarship cadets must meet AFROTC height/weight standards before scholarship activation. In addition, they must pass the AFROTC Physical Fitness Assessment (PFA) by the last day of the Fall semester as an AFROTC cadet (exact requirements will be explained upon arrival at detachment). Your (son/daughter) should prepare for these standards before (he/she) arrives on campus.

c. All scholarship cadets must be enrolled as full-time students and be enrolled in AFROTC classes and Leadership Laboratory during each academic term. Scholarship cadets must meet specific academic requirements to retain the scholarship. For example, your (son/daughter) must attain at least a 2.50 CGPA by the end of the Spring term of the freshman year and maintain at least a 2.5 GPA every term thereafter.

d. If your (son/daughter) was involved in any civil involvements with law enforcement or school authorities, or involved with illegal drugs of any kind, regardless of age at time of the incident, we will need to review these involvements to determine whether we can activate the scholarship.

e. AFROTC will not provide tuition until after the 45<sup>th</sup> day of the Fall term. We must be able to activate the scholarship by the last day of the Fall term so we can provide tuition for the Fall term. You or your (son/daughter) may be responsible for the tuition for the Fall term (contact the university for details). After the scholarship is activated, HQ AFROTC will pay the university the allowable tuition and the university should reimburse your (son/daughter). If your (son/daughter) is unable to meet the activation requirements by the last day of the Fall term, we may withdraw the scholarship offer. If your (son/daughter) activates the scholarship and then decides to withdraw from AFROTC classes or from school prior to the 45<sup>th</sup> day of the Fall term, we will withdraw or terminate the scholarship and not provide tuition for the Fall term.

f. We expect scholarship cadets, to include 3-Year Type 2 selectees, to graduate from the college or university where they begin their freshman year. A transfer to another college or university is subject to HQ AFROTC approval and transfer requests from one institution to another, even within the same AFROTC detachment, will normally result in the scholarship being capped at the cost of the lower cost school. For example, if a student starts at a school that costs \$3,000 annually, even if the scholarship has not been activated, and then is approved for a transfer to a school that costs \$8,000 annually, the scholarship will be capped at \$3,000. The student must pay any additional tuition expense.

g. Requests for academic major changes must be approved in advance of a change in major, and decisions are based on the needs of the Air Force. It's important to understand your (son/daughter) was offered an AFROTC scholarship based on (his/her) intention to graduate with a specific academic degree. The Air Force awards scholarships to outstanding high school students primarily in scientific and engineering degrees because the Air Force needs officers with these degrees.

h. The contract your (son/daughter) will sign to activate the scholarship states, *"Recoupment of scholarship money or call to extended active duty in (his/her) enlisted grade will be instituted if (he/she) is disenrolled for cause before AFROTC commissioning."* These provisions take effect after the first AFROTC class or leadership laboratory session (whichever occurs first) of (selectee's first name) second year in AFROTC. (Selectee's first name) has the right to relinquish scholarship benefits and be disenrolled without any obligation any time during the freshman year. Such action, however, may jeopardize (his/her) future entry into any commissioning program.

i. We know there is a great deal of information regarding the AFROTC scholarship that can be somewhat intimidating. That being said, we want to reassure you that we are one family in AFROTC and we will do everything we can to resolve any question, to expedite (selectee's first name)'s scholarship activation and to make this transition period as comfortable and seamless as possible. I would appreciate any comments or suggestions you may have for improving the administration of our scholarship program. Please include them with your acknowledgment or call me at 999-111-1111.

j. Finally, (selectee's first name)'s enrollment in AFROTC and scholarship activation is truly a first step on the journey to becoming an officer in the United States Air Force. (He/She) is about to embark on one of the most rewarding periods of (his/her) life. We wish (him/her) well in (his/her) college experience and are delighted to have (him/her) in our program.

Sincerely

JEREMY O. JONES, Lt Col, USAF  
Commander, AFROTC Detachment 9000

Attachment:  
Acknowledgment of Scholarship

DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

Return to: Commander, AFROTC Detachment 9000  
University of Anywhere  
City ST 47809-2245

Scholarship selectee's name: \_\_\_\_\_

1. Comments or suggestions:

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2. I received the college scholarship notification letter on \_\_\_\_\_.  
(Date)

\_\_\_\_\_  
(Parent or Guardian Signature) (Date)

(NOTE: Detachments should furnish a stamped, self-addressed envelope with each letter)

## Attachment 5

**HSSP CS NOMINATION – APPLICANT ATTENDING INTERVIEWING  
DETACHMENT**

DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

dd mmm yy

MEMORANDUM FOR HQ AFROTC/RRUC

FROM: AFROTC DETACHMENT 9000/CC  
University of Anywhere  
STREET  
CITY STATE ZIP

SUBJECT: Nomination of Commander's Scholarship for High School Scholarship Program

1. I nominate the following HSSP applicant for a Commander's Scholarship (CS):

Doe, John E.  
9999 (LAST 4 OF SSAN)

2. The interview was completed on DD MMM YY and associated forms are attached. The nominee has verbally accepted this offer and plans on attending Detachment 9000, University of Anywhere with academic major of \_\_\_\_\_.

3. If there are any questions, please contact me at 999-111-1111 (comm.) or email at detachment9000@maxwell.af.mil.

// Signed //  
JEREMY O. JONES, Lt Col, USAF  
Commander, AFROTC Detachment 9000

Attachments:

1. AF Form 2030
2. AFROTC Form 35
3. AFROTC Form 4 (if required)
4. AFROTC Form 14 (if required)

**Attachment 6****HSSP CS NOMINATION – APPLICANT NOT ATTENDING INTERVIEWING  
DETACHMENT**

DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

dd mmm yy

MEMORANDUM FOR HQ AFROTC/RRUC

FROM: AFROTC DETACHMENT 9000/CC  
University of Anywhere  
STREET  
CITY STATE ZIP

SUBJECT: Nomination of Commander's Scholarship for High School Scholarship Program

1. In coordination with, and on behalf of, Lt Col Jackson, Detachment 9001, we nominate the following HSSP applicant for a Commander's Scholarship (CS):

Doe, John E.  
9999 (LAST 4 OF SSAN)

2. The interview was completed on DD MMM YY and associated forms are attached. The nominee has verbally accepted this offer and plans on attending Detachment 9001, State University and with academic major of \_\_\_\_\_.

3. If there are any questions, please contact me at 999-111-1111 (comm.) or email at detachment9000@maxwell.af.mil.

// Signed //  
JEREMY O. JONES, Lt Col, USAF  
Commander, AFROTC Detachment 9000

Attachments:

1. AF Form 2030
2. AFROTC Form 35
3. AFROTC Form 4 (if required)
4. AFROTC Form 14 (if required)

cc: Detachment 9001/CC



## Attachment 7

## 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 PFA 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 Detachment/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 Detachment/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 PFA during the Spring term of my freshman 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 Detachment/CC does not feel my performance warrants scholarship retention, I understand my scholarship offer can be withdrawn immediately.

**ALL SCHOLARSHIP SELECTEES (EXCEPT NURSES).** I understand that I must complete a minimum of 24 semester/36 quarter hours of math and physical science 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.

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Cade Signature / Date

---

Parent/Guardian Signature / Date  
(Only for Applicants Under Min Enlistment Age)

---

Printed Name Witness Date

---

Witness Signature

## Attachment 8

**ACADEMIC PLAN FOR FOREIGN LANGUAGE OR  
TECHNICAL REQUIREMENT FOR 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 mathematics and/or physical sciences. 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 Scheduled	Term Completed	Cadet Initials	Cadre Initials
<b>Total:</b>						

Acceptable courses are: Any language offered by the university other than the native language of the cadet.

\_\_\_\_\_  
Cadet Signature      Date

\_\_\_\_\_  
Cadre Signature      Date

\_\_\_\_\_  
Typed/Printed Cadet Name

\_\_\_\_\_  
Typed/Printed Cadre Name

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*FOR CADRE USE ONLY -- TO BE COMPLETED AT THE BEGINNING OF THE  
AS400 YEAR*

---

I have 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 mathematics and/or physical sciences.

\_\_\_\_\_  
AS Instructor

\_\_\_\_\_  
Date

## Attachment 9

## SECRETARY OF THE AIR FORCE (SAF)-APPROVED 5-YEAR MAJORS

Table A9.1. 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 10

## SCHOLARSHIP PROGRAM SAMPLE TUITION INVOICE

**(Name of Institution)**

State University

**(What Semester or Quarter)**

Fall Semester AY 20XX/20XX or Fall Quarter AY 20XX/20XX

**(Address and inclusive dates)**

State University/Bursar's office

26 Aug 20XX -20 Dec 20XX

TTN: John Doe

Street

CITY STATE ZIP

The following is a list of who and what AFROTC Detachment XXX needs to pay State University for mandatory total curriculum hours, tuition, tuition courses, course fees, and fees:

NAME:	CLASS/TYPE of FEE	CREDITS	TUITION/COST
SMITH, John R.	Math 108	5	N/A
	Chem 105	5	N/A
	Eng 101	3	N/A
	ROTC 103	3	N/A
	Chem 105 (Lab Fee)	0	\$25.00
	Application Fee	0	\$15.00
	Student Activity Fee	0	\$10.00
	Tuition for all Classes	0	\$8,200.00
Total for Class Credits and Tuition with Fees: (\$10,250 x 80% = \$8,2000)		16	\$10,250.00
WALL, Sam B.	Physics 330	4	N/A
	Phys 330L (Lab Fee)	0	\$25.00
	Diploma Fee	0	\$50.00
	Poli Sci 302	3	N/A
	Math 373	3	N/A
	Math 373L (Lab Fee)	0	\$25.00
	Student Activity Fee	0	\$10.00
	German 310	4	N/A
Total for Class Credits and Tuition with Fees:	Tuition for all Classes	0	\$15,000.00
		14	\$15,110.00
Grand Total:			\$25,360.00

## Attachment 11

**SAMPLE SF1034 PUBLIC VOUCHER FOR PURCHASES AND SERVICES  
OTHER THAN PERSONAL**

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFSI-4-2000 1034-122		<b>PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL</b>				VOUCHER NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION HOLM CENTER / SDF FINANCIAL MANAGEMENT 551 E MAXWELL BLVD MAXWELL AFB, AL 36112-6106 DSN: 493-1622/COMM: 334-953-1622			DATE VOUCHER PREPARED 1 SEP 11		SCHEDULE NO.		
			CONTRACT NUMBER AND DATE F01600-96-D-0023		PAID BY		
			REQUISITION NUMBER AND DATE				
PAYEE'S NAME AND ADDRESS	UNIVERSITY OF ONE UNIVERSITY BLVD 123 WOODS HALL CITY, ST 00000-0000  AFROTC DET 000-CSP			CAGE CODE#: 4G315 DUNNS# 804883825		DATE INVOICE RECEIVED 25 AUG 11	
						DISCOUNT TERMS	
						PAYEE'S ACCOUNT NUMBER 000FA12011286	
						GOVERNMENT B/L NUMBER	
SHIPPED FROM			TO			WEIGHT	
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	QUAN- TITY	UNIT PRICE COST PER		AMOUNT ( <sup>1</sup> )	
STARTING DATE	29 AUG 11	TUITION & FEES FOR 4 CSP STUDENTS FALL SEMESTER	1	\$10,513.40		\$10,513.40	
ENDING DATE	20 DEC 11  AY11	FY 11					
(Use continuation sheets if necessary) (Payee must NOT use the space below)						TOTAL \$10,513.40	
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR = \$		EXCHANGE RATE = \$1.00	DIFFERENCES			
	TITLE		Amount verified; correct for <i>(Signature or initials)</i>				
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.							
(Date)		(Authorized Certifying Officer) <sup>2</sup>			(Title)		
ACCOUNTING CLASSIFICATION							
CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER	ON (Name of bank)			
CASH \$	DATE		PAYEE <sup>3</sup>				
			PER				
			TITLE				

Previous edition usable

NSN 7650-00-634-4206

**PRIVACY ACT STATEMENT**  
The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

## Attachment 12

**DRUG DEMAND REDUCTION PROGRAM MOU****DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)****MEMORANDUM OF UNDERSTANDING FOR DRUG TESTING POLICY  
FOR CADETS PARTICIPATING IN SENIOR RESERVE OFFICER TRAINING CORPS  
(SROTC)**

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  
consent. Must be notarized if not signed  
in presence of detachment personnel)

---

Printed Name and Signature Witness (or Notary) and Date

## Attachment 13

## GPA REQUIREMENTS

Table A13.1. GPA Requirements.

	<b>For General AFROTC Membership</b>	<b>To Nominate for Scholarship</b>	<b>To Activate Scholarship</b>	<b>To Compete in PSP</b>	<b>To Contract as a POC Cadet</b>
<b>Cumulative GPA (CGPA)</b>	2.0 or greater	2.50 or greater	2.50 or greater	2.50 or greater	2.50 or greater
<b>Term GPA (TGPA)</b>	Not applicable	2.50 or greater	2.50 or greater in term previous to scholarship activation	Not applicable	2.50 or greater in term prior to contracting
<b>*Full Time Status Previous Term</b>	Not applicable	Not applicable	Yes	Not applicable	Yes
* Semester, Quarter or Trimester; Do not consider Summer or Mini-Terms <b>NOTE:</b> Summer terms can raise or lower CGPA					

## Attachment 14

## MORAL AND CIVIL INVOLVEMENTS

**Table A14.1. Moral and Civil Involvements.**

<p>When considering waivers for the offenses listed below, Detachment/CCs must look at the details of the event to be certain that a detachment-level waiver is appropriate.</p> <p>AFI 36-2002, Attachment 3 outlines all civil involvements into five categories that the AF must consider for waiver. Listed here are the civil involvements the Detachment/CC can waive. ALL other involvements not listed must be waived by HQ AFROTC. Use AFI 36-2002, Attachment 3 to help determine if an involvement is similar if it is not listed here.</p> <p><b>If violation appears severe (e.g., excessive alcohol level, arrest or confinement, etc.), contact HQ AFROTC/RRFP for consideration.</b></p> <p><b>Alcohol-related incidents:</b> Refer to paragraph 4.6 to determine if detachment-level waiver can be granted or if HQ AFROTC will consider a waiver request.</p> <p><b>Parking Tickets:</b> Count and document tickets written for parking in prohibited zones, regardless of location. Do not count or document any overtime parking tickets (expired meters).</p>	
Category 5 Involvements	Category 4 Involvements
<p><b>Detachment/CCs can waive without corroboration.</b> This list is a guide; commanders may waive offenses of a similar nature (to include boating offenses).</p>	<p><b>Detachment/CCs MUST have corroboration to grant waiver.</b> Serious traffic and minor non-traffic offenses.</p> <p>Detachment/CC should seriously consider issuing CEs for any of the offenses if they occurred while the cadet was enrolled in AFROTC.</p>
Blocking or retarding traffic Crossing yellow line, driving left of center Disobeying traffic lights, signs, or signals Driving on shoulder Driving uninsured vehicle Driving with blocked or impaired vision Driving with expired plates or without plates Driving with suspended or revoked license; or, without license Driving without registration or with improper registration Driving wrong way on a one-way street Failure to display inspection sticker Failure to have vehicle under control Failure to keep to right or in proper lane Failure to signal Failure to stop or yield to pedestrian Failure to yield right-of-way	Abusive language under circumstances to provoke breach of peace Careless or reckless driving ( <b>if alcohol related, a waiver is required</b> ) Committing or creating a nuisance Curfew violation Check: \$50 or less, insufficient funds, or worthless Damaging road signs Disorderly conduct, creating a disturbance, boisterous conduct and disturbing the peace ( <b>if alcohol related, waiver is required</b> ) Failure to appear for minor traffic offenses Failure to comply with an officer's direction Fare evasion (includes failure to pay turnstile fees) Fighting, participating in a brawl ( <b>if alcohol</b>



When considering waivers for the offenses listed below, Detachment/CCs must look at the details of the event to be certain that a detachment-level waiver is appropriate.

AFI 36-2002, Attachment 3 outlines all civil involvements into five categories that the AF must consider for waiver. Listed here are the civil involvements the Detachment/CC can waive. ALL other involvements not listed must be waived by HQ AFROTC. Use AFI 36-2002, Attachment 3 to help determine if an involvement is similar if it is not listed here.

**If violation appears severe (e.g., excessive alcohol level, arrest or confinement, etc.), contact HQ AFROTC/RRFP for consideration.**

**Alcohol-related incidents:** Refer to paragraph 4.6 to determine if detachment-level waiver can be granted or if HQ AFROTC will consider a waiver request.

**Parking Tickets:** Count and document tickets written for parking in prohibited zones, regardless of location. Do not count or document any overtime parking tickets (expired meters).

Category 5 Involvements	Category 4 Involvements
<p><b>Detachment/CCs can waive without corroboration.</b> This list is a guide; commanders may waive offenses of a similar nature (to include boating offenses).</p>	<p><b>Detachment/CCs MUST have corroboration to grant waiver.</b> Serious traffic and minor non-traffic offenses.</p> <p>Detachment/CC should seriously consider issuing CEs for any of the offenses if they occurred while the cadet was enrolled in AFROTC.</p>
<p>Failure to display inspection sticker            Failure to have vehicle under control            Failure to keep to right or in proper lane            Failure to signal            Failure to stop or yield to pedestrian            Failure to yield right-of-way            Faulty equipment (defective exhaust, horn, lights, etc., illegal window tint)            Following too closely            Improper backing            Improper blowing of horn            Improper passing            Improper turn            Improper parking (to include parking tickets on/off campus)            Invalid or unofficial inspection sticker            Leaving key in ignition            License plates improperly displayed or not displayed            Operating overloaded vehicle            Playing vehicle radio/stereo too loud (noise/sound pollution)</p>	<p><b>related, a waiver is required)</b>            Illegal betting; gambling, operating illegal handbook, raffle, lottery, or punchboard, watching            Cockfighting            Juvenile non-criminal misconduct: beyond parental control, incorrigible, runaway, truant, or wayward            Liquor or alcoholic beverage: unlawful possession or consumption (<b>if cadet is a minor, reference paragraph 4.6</b>)            Littering or dumping refuse on or near highway or other prohibited place            Loitering            Possession of indecent publications or pictures (other than child pornography or obscenity) (Cont.)            Racing, drag racing, contest for speed            Shoplifting, larceny, petty larceny, or theft (committed under age 14 years and value of stolen goods is \$50 or less)            Tobacco; unlawful possession or purchase            Trespass on property</p>

When considering waivers for the offenses listed below, Detachment/CCs must look at the details of the event to be certain that a detachment-level waiver is appropriate.

AFI 36-2002, Attachment 3 outlines all civil involvements into five categories that the AF must consider for waiver. Listed here are the civil involvements the Detachment/CC can waive. ALL other involvements not listed must be waived by HQ AFROTC. Use AFI 36-2002, Attachment 3 to help determine if an involvement is similar if it is not listed here.

**If violation appears severe (e.g., excessive alcohol level, arrest or confinement, etc.), contact HQ AFROTC/RRFP for consideration.**

**Alcohol-related incidents:** Refer to paragraph 4.6 to determine if detachment-level waiver can be granted or if HQ AFROTC will consider a waiver request.

**Parking Tickets:** Count and document tickets written for parking in prohibited zones, regardless of location. Do not count or document any overtime parking tickets (expired meters).

Category 5 Involvements	Category 4 Involvements
<p><b>Detachment/CCs can waive without corroboration.</b> This list is a guide; commanders may waive offenses of a similar nature (to include boating offenses).</p>	<p><b>Detachment/CCs MUST have corroboration to grant waiver.</b> Serious traffic and minor non-traffic offenses.</p> <p>Detachment/CC should seriously consider issuing CEs for any of the offenses if they occurred while the cadet was enrolled in AFROTC.</p>
<p>Illegal talking/texting on a mobile device while driving            Seat belt violation            Speeding            Spinning Wheels, Improper Start            Zigzagging or weaving in traffic            Improper Parking (does not include overtime parking) See instructions in this table.</p>	<p>Unlawful assembly            Vagrancy            Vandalism: defacing or injuring public property, if damages are \$100 or less            Violation of fireworks law            Violation of fish and game laws</p>

## Attachment 15

**AIR FORCE DEPENDENCY POLICY STATEMENT OF UNDERSTANDING**

I (Cadet's Name) have been briefed on the Air Force policies concerning family care responsibility and family care responsibility as an AFROTC retention standard. (A family member is any person over whom I have legal or physical custody or control, or who relies primarily upon me for their care, maintenance, or support regardless of age). In particular, I understand the following:

a. **(Non-contract Cadet)** If I am/become unmarried (to include a common-law spouse) or marry a military member, and I have legal or physical custody of any person incapable of self-care; or, married to a civilian spouse and wish to enlist in the pay grade of E-3 or lower and have legal or physical custody of two or more family members incapable of self-care, I do not meet Air Force enlistment standards. In such a case, I will be released from the AFROTC program. NO waivers are authorized.

b. **(Contract Cadet)** If I am unmarried (to include a common-law spouse) or married to a military member (including another contract AFROTC cadet), and become responsible for a family member or family members; or, married to a civilian spouse and enlisted in the pay grade E-3 or lower and have legal or physical custody of two or more family members incapable of self-care (through birth, marriage, court determination of parental or guardianship responsibility, divorce, or other means), I can continue in AFROTC only if granted a waiver by HQ AFROTC/RRFP. I must create an adequate family care plan in accordance with Air Force Instruction 36-2908. If I am unable or unwilling to create or maintain such a family care plan, I will no longer meet AFROTC retention standards. In such a case, I would then be subject to disenrollment from AFROTC for failure to maintain military retention standards. If I am disenrolled, I will also be subject to recoupment of my scholarship benefits.

**1<sup>st</sup> Ind, Application,**

\_\_\_\_\_  
Cadet Signature / Date

\_\_\_\_\_  
Cadre Signature

**2<sup>nd</sup> Ind, Enlistment**

\_\_\_\_\_  
Cadet Signature / Date

\_\_\_\_\_  
Cadre Signature

**NOTE: Cadet and detachment representative must sign statement at time of application. Statement must be recertified by the cadet and detachment representative at time of enlistment.**

## Attachment 16

### AFROTC FORM 48 PREPARATION

A16.1. The AFROTC Form 48 is prepared by the cadet and reflects a tentative schedule of all courses (including summer sessions) from program entry until commissioning. Prepare the AFROTC Form 48 in pen or pencil; signatures must be in blue or black ink. If the course titles of electives are not known, list "Elective" and enter the number of proposed credit hours. Add actual course titles when they become known. Use the following instructions if completing the AFROTC Form 48:

#### **Figure A16.1. Instructions for Completing AFROTC Form 48. Section I – Administrative Data.**

**Block 1 (Name).** Self-explanatory.

**Block 2 (Academic Institution).** Enter the institution from which the applicant or cadet will receive their degree and the AFROTC detachment they are attending. If they are both the same, only one entry is required.

**Block 3 (Academic Major).** Enter one major field of study.

Cadets pursuing an initial baccalaureate degree must satisfy the commissioning requirement of completing an established baccalaureate academic program. These cadets must indicate a major and schedule courses that will satisfy program requirements in a realistic manner, while maintaining two full years in the POC. Since the cadet does not have a baccalaureate degree now, this major must be reflected on the AF Form 1056.

Cadets who have completed a baccalaureate degree must be working towards (taking at least one “core” course from their selected major every term) a desired degree program, pursuing a second bachelor’s degree program or a graduate degree program. These cadets must indicate the current pursuing major and schedule courses in a manner that will satisfy any full-time student requirement in the most realistic but expeditious time, while maintaining two years in the POC. Annotate the AF Form 1056 with the “pursuing” major **ONLY** if the cadet will complete necessary requirements to obtain a degree in the pursuing major. If by the time AFROTC training is completed the cadet will NOT successfully complete the necessary requirements associated with the pursuing major, annotate the AF Form 1056 with the baccalaureate degree **previously** granted.

Minors and double majors **cannot** be reflected on the academic plan if doing so will hinder satisfying program objectives (receiving a baccalaureate degree). Cadets are authorized to pursue a double major or obtain a minor only upon the detachment’s receipt of an academic plan signed by an academic advisor establishing a valid date of commission for one major. Once this is complete, the cadet may add additional hours to already existing certified academic plan to meet the requirements of a minor or a second major. Adding additional hours must not place the cadet at risk of taking too many hours per term, require additional terms, or change the already established commissioning date. If the cadet’s academic plan

satisfies this requirement, annotate the AFROTC Form 1056 with **only** the major in which the cadet wishes to be accessed in the Air Force.

**Block 4 (Institutional Official Review).** Accomplished by the institution academic advisor. If the advisor refuses to review the plan, a detachment officer must determine whether the individual can meet degree and commissioning requirements using the institutional catalog to ensure the courses listed for the applicable academic major are reflected on the AFROTC Form 48. If the detachment officer concurs with the planned academic program, he/she must sign and date the AFROTC Form 48 in the space marked "Institutional Official's Signature/Date." Attach a memorandum stating the reason an academic advisor did not review the academic plan.

**Block 5 (Initial Review).** Enter the specific degree (BA, BS, etc.) and the month and year (include fiscal year) the contracted degree is scheduled for completion. **Ensure the determined date of graduation (DOG) and DOC are realistic; many technical majors take 4.5 to 5 years to complete.** A cadet in an academic program that is traditionally 4.5 or 5 years in length should have a DOG and DOC reflecting that reality. Schedule such cadets for extended status. The cadet will then sign the appropriate block. A detachment officer will review all information on the form, sign and date block 5.

**Block 6.** Cadet must sign and date after all degree requirements have been successfully completed and graduation will occur as stated in Block 5.

**Section II – Academic Plan.** Annotate all courses planned for each term. Include summer terms, PNA, extended status, co-op, field training, and terms abroad. **NOTE:** If using the AFROTC Form 48, the shaded areas are for detachment personnel use only and will be accomplished during term reviews.

**Term.** Enter the term designation such as Fall, Winter, Spring, Summer, and year for each academic term scheduled; e.g., Spring '05.

**Course Number.** Enter the appropriate information as listed in the school catalog.

**Course Title.** Provide short, abbreviated course titles when possible. For example: "History and Principles of the Interpretation of the Bible" could be "Bible;" "General Psychology" could be "Gen Psy;" or "Inorganic Medical Chemistry" could be "Inorg Med Chem".

**Credit Hours Attempted.** Enter the number of credit hours for the specific term as specified for the course in the college catalog, regardless of whether the credit hours directly apply to the major. Once the credit hours for each course are annotated, add all hours under the column "Credit Hours Attempted" and place the sum value in the "Total Credit Hours Attempted" block.

## Attachment 17

## PHYSICAL PROCESSING CHART

Table A17.1. GMC Physical Processing.

TYPE PHYSICAL	AS100	AS200	Certifying Authority
DoDMERB 3 or 4 YR HSSP (Physical scheduled while in High School)	Once enlisted, another physical is not required until commissioning physical		DoDMERB or HQ AETC/SGPS (if waiver is required)
All other scholarships (excluding ASCP and SOAR)	Scheduled if considered for an application. Schedule these physicals through a DoDMERB contracting agency (Concorde). Once contracted, physical is valid for Field Training and another physical is not required until commissioning physical.		DoDMERB or HQ AETC/SGPS (if waiver is required)
POC Entry physical for non-scholarship GMC cadets (DoDMERB, MEPS or MTF)	Submit for entry physical. Physical can be obtained from DoDMERB, MEPS, or servicing MTF facility. Must be completed prior to POC Selection Process nomination.		DoDMERB or HQ AETC/SGPS (if waiver is required)
PPQ/PRPQ/PCQ screening in WINGS	Update upon receipt of qualifying exam		

Table A17.2. POC Physical Processing.

TYPE PHYSICAL	AS300	AS400	Certifying authority is:
POC entry physical (DoDMERB, MEPS or MTF)	See GMC Chart		
<u>Commissioning</u>  Non-Rated Cadet			All cadets must have a commissioning physical for their AFSC. Non-rated AFSCs can use the DoDMERB or MEPS (commission ONLY) exam for commissioning. DoDMERB and MEPS physicals are valid for 48 months from the date of certification examination. DoDMERB physicals can

TYPE PHYSICAL	AS300	AS400	Certifying authority is:
			be extended up to 72 months by AETC/ SG.
FCI/IIU and Top Pilot Alternates (IFC/MFS)		Conducted at Wright-Patterson AFB by USAFSAM	HQ AETC/SGPS
FCIA/III/Space and Missile, ATC		Conducted at MTF (Must be seen by Flight Surgeon)	HQ AETC/SGPS

**NOTES:**

1. All certified exams are valid for 24 months from date of exam for contracting. Physical automatically converts to 48 months from certification date after contracting.
2. All certified exams are valid for 48 months for Field Training attendance regardless of contract status and must be valid as of the Field Training encampment start date.

## Attachment 18

## AF FORM 1056 - INSTRUCTIONS AND CHANGE PAGES

Table A18.1. AF Form 1056 Instructions.

<b><u>PAGE 1</u></b>	
<b>1</b>	<b>STUDENT'S NAME:</b> Enter cadet's last name, first name and middle initial (or NMI, if none).
<b>2</b>	<b>NAME AND ADDRESS OF INSTITUTION:</b> Enter the school name and address where the cadet attends college.
<b>3</b>	<b>DATE OF BIRTH:</b> Enter cadet's date of birth (YYMMDD).
<b>4</b>	<b>ACADEMIC MAJOR, WHICH DEGREE IS TO BE ATTAINED:</b> Enter the 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), AFROTC Form 48 and SMR to verify.
<b>5</b>	<b>FISCAL YEAR COMMISSION IS TO BE ADMINISTERED:</b> Enter the full fiscal year, e.g., 2014, 2015, etc., the commission is to be administered based on completion of a bachelor's degree and all AFROTC training requirements; i.e., field training and all required AFROTC course work. Use the AFROTC Form 48 and SMR to verify.
<b>6</b>	<b>SCHOLARSHIP PROGRAM:</b> "X" if cadet is activating an AFROTC scholarship (any type, including incentives).
<b>7</b>	<b>PROFESSIONAL OFFICER COURSE (POC):</b> "X" if cadet is entering the POC.
<b>8</b>	<b>TYPE OF SCHOLARSHIP:</b> Enter the type, as applicable, of scholarship being Activated; e.g., Type 1, Type 2, Type 6, etc., <b>or</b> Not Applicable.
<b>NOTE:</b> "X" both SCHOLARSHIP PROGRAM and POC blocks if cadet is activating a scholarship and entering the POC concurrently.	
<b>9</b>	<b>LENGTH OF SCHOLARSHIP:</b> Enter either number of years, semesters or quarters (e.g., 2 years, 4 semesters, or 8 quarters) <b>or</b> Not Applicable. <b>Do not include extended (AS800) entitlements.</b>
<b>10</b>	<b>TYPE OF ENLISTED COMMISSIONING PROGRAM:</b> As applicable, enter the type of enlisted commissioning program through which the cadet entered AFROTC; e.g., POC-ERP, SOAR, ASCP, etc., <b>or</b> Not Applicable.
<b>11</b>	<b>TYPE OF COMMISSION:</b> Follow the instructions on page 1 of AF Form 1056.
<b>12</b>	<b>CATEGORY:</b> Follow the instructions on page 1 of AF Form 1056.
<b>13</b>	<b>ENLISTMENT PAY GRADE/RANK:</b> Enter appropriate pay grade/rank according to AFI 36-2002.
<b>14</b>	<b>ENTER THE CADET'S FIRST NAME, MIDDLE INITIAL AND LAST NAME ON THE LINE FOLLOWING:</b> This agreement is entered into between the Department of the Air Force and...



15	<b>In paragraph 4</b> enter the type of scholarship or incentive; e.g., Type 1, Type 2, Type 6, etc., which is being activated <b>or</b> Not Applicable
<b><u>PAGE 6</u></b>	
<b>PART II:</b>	
16	<b>DATE:</b> Enter the date the form is signed (YYMMDD)
<b>PART III:</b>	
17	<b>NAME OF APPLICANT/SIGNATURE/SSN:</b> 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	<b>SIGNATURE OF WITNESSES:</b> Two adults, not related to the cadet, must witness the cadet's signature. If a notary public signs, only their signature is required as a witness.
19	<b>COMPLETE</b> Parent/legal guardian consent <b>if applicable.</b> (If applicable, the cadet and parent/legal guardian are authorized to sign the contract prior to the day of enlistment).
20	<b>NAME OF AFROTC DETACHMENT OFFICER REPRESENTATIVE:</b> Complete date block (YYMMDD), name block and obtain the detachment officer representative's signature (Detachment/CC or other officer cadre member) the day of, but prior to enlistment. The detachment officer representative cannot also sign as a witness.
21	<b>COMPLETE</b> the first sentence by filling in the appropriate date, month, year and cadet's name (the same as entered on the contract).
<b><u>CHANGES PAGE</u></b>	
22	<b>COMPLETE</b> the change blocks as appropriate, filling in the data change FROM blocks and the data change TO blocks.
23	<b>DATE:</b> Enter date the cadet and the Detachment/CC signs the Changes Page (YYMMDD).
24	<b>PRINT NAME OF STUDENT:</b> Enter the cadet's name as printed on the Page 1.
25	<b>PRINTED NAME OF DETACHMENT/CC:</b> Enter Detachment/CC's name, rank and USAF.
26	<b>SSN:</b> Enter the cadet's Social Security Number.
27	<b>DUTY TITLE:</b> Enter the Detachment/CC's duty title.
28	<b>SIGNATURE OF STUDENT:</b> Cadet must sign their name as printed on the Contract.
29	<b>SIGNATURE OF DETACHMENT/CC:</b> Detachment/CC signs.
30	<b>SUCCESSIVELY</b> enter the page numbers of the "Changes Page" starting with number 7.

**Table A18.2. Changes to AF Form 1056.**

AF Form 1056: 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
2	is from non-scholarship to scholarship	bottom of the "Changes Page" and obtain parent or legal guardian's signature	
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 via AFROTC Form 16 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 Detachment/CC makes the change, (and contacts HQ 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 via AFROTC Form 16 and notify HQ AFROTC/RRFP immediately.

## Attachment 19

## ENLISTMENT RESERVE ORDER

RESERVE ORDER

8 Dec 11

RO-12-04

The following individual, PAFSC 9T000, has enlisted in the United States Air Force Reserve for eight years on 12/8/2011 and is assigned to HQ ARPC/ORS (HQ AFROTC) with attachment to AFROTC Detachment XXX, University of Kentucky, Lexington, KY. AUTHORITY: AFROTCI 36-2011.

<u>GRADE</u>	<u>NAME</u>	<u>SSAN</u>	<u>PLACE OF RESIDENCE</u>
E-2 (Amn)	Douglas A. Urbino	xxx-xx-XXXX	23035 Stoneridge Mission Viejo, CA 92692

Detachment/CC, Rank and Name  
Commander, AFROTC Detachment XXX

## DISTRIBUTION

1 - UPRG

1 - Each Cadet

RO-12-04

## Attachment 20

### PREENLISTMENT AND SEPARATION POLICY BRIEFING

**Note: If the detachment has the cadet sign the pre-enlistment briefing statement at the end of this briefing then a separate AFROTC Form 16 documenting completion of the pre-enlistment briefing is not required. The detachment must obtain written documentation from the cadet that they have been briefed on these policies and this must be filed in the UPRG. See para 6.10.**

#### PART I. GENERAL INFORMATION AND STEP-BY-STEP BRIEFING:

- 1) Report to this detachment any changes in personal data that occur after completion of enlistment forms/IMTs or during membership. (For example, change of name, address, telephone number, marital status, number of dependents, etc.)
- 2) Report any changes in medical status. (For example, pregnancy, change in eyesight, any serious illness or injury, unconsciousness, any operation, use of prescription drugs other than birth control, formal counseling sessions with mental health provider or psychologist, etc.)
- 3) I understand dress, appearance and grooming standards must be maintained. Weight or BMI must be maintained within prescribed limits for continued membership. In addition, I must pass the physical fitness assessment each term.
- 4) I am expected to attend classroom and Leadership Lab sessions; unexcused absences may result in disenrollment.
- 5) Detachment policies, procedures, and cadet responsibilities are outlined. These are available to me upon request.
- 6) Professional Officer Course (POC)/College Scholarship Program (CSP) membership does not confer military status upon cadets. Although I am enlisted in the Obligated Reserve Section (ORS) of the USAF Reserve, I am regarded as a civilian under the military justice system, so long as I retain my cadet status, and as such, am not subject to the provisions of the Uniform Code of Military Justice (UCMJ). **NOTE:** if I am involuntarily called to extended active duty (EAD) in my enlisted grade for breach of contract, no new oath will be given. HQ Air Force Personnel Center (AFPC) will publish orders calling me to EAD. At that point, I am subject to the UCMJ based on the original oath of enlistment into the ORS.
- 7) There is no guarantee of approval of an educational or administrative delay following commissioning to permit an AFROTC graduate to pursue graduate study.
- 8) No guarantee can be made as to my active duty career field unless I am a nurse, pre-health, or Graduate Law Program (GLP) selectee. Pilots and Combat Systems Officers will attend flying school. In all other assignments, the needs of the service and my academic discipline will determine my utilization. My academic discipline is considered in making assignments, but does not guarantee a career field that will specifically utilize the degree.
- 9) If I possess a graduate degree when commissioned, with the exception of the GLP, I am not guaranteed an assignment in, or related to, my academic discipline.
- 10) If I will study law following commissioning on an educational delay, I must complete a statement

indicating I understand that completion of licensing requirements in no way constitutes a guarantee of assignment to judge advocate duties.

11) Should it be discovered that I was not qualified for membership or was erroneously enlisted, I will be disenrolled from AFROTC and discharged from the AF Reserve unless the condition has been corrected or a waiver can be obtained.

12) If it is discovered that I willfully falsified or concealed information that may have disqualified me from membership and it is determined that I fraudulently enlisted, I could be subject to civil legal action resulting in a fine of \$10,000 or imprisonment of not more than five years, or both, under Title 18, U.S.C. Amended, Section 1001.

13) While participating in Field Training (FT), enroute to and returning from FT, or while engaged in a flight or receiving flight instruction as a part of the AFROTC program, I may be covered by programs that provide medical treatment and disability and death benefits. The circumstances of each individual case will determine the type and extent of coverage.

14) My future AF duties may involve worldwide assignment, combat duty, remote tours, or association with nuclear weapon systems regardless of dependency status (e.g., married to civilian, unmarried with children, etc.). I am aware and clearly understand this commitment.

15) My total performance as a cadet and student will be evaluated in determining consideration for AFROTC Distinguished Graduate.

## **PART II. RETENTION STANDARDS**

1) If I fail to maintain the standards prescribed for AFROTC membership (academic standing, character, discipline, medical, etc.) I am subject to the following, unless a waiver of the deficiency is approved by the appropriate authority:

(a) Conditional Event: This is provided to a student on contract when a deficiency prevents them from meeting prescribed eligibility or retention standards. Cadets who receive 3 conditional events for academic deficiencies, or who receive a third conditional event and is within 12 months of commissioning, will be investigated for disenrollment. A deficiency requiring a fourth conditional will automatically result in disenrollment investigation.

(b) Scholarship cadets who fail to maintain retention standards may have their scholarship terminated, suspended (not paid) for a term or more, or may be given a conditional depending upon the severity of their deficiency. If the scholarship of a POC cadet is terminated, the cadet may be retained on contract provided the cadet maintains retention standards required for POC membership.

2) If I am disenrolled, I sever membership in AFROTC and may be discharged from the ORS. However, if disenrolled for reasons stated in Part I, paragraph 10, of the AF Form 1056, I am subject to involuntary call to active duty in my enlisted grade or subject to recoupment of CSP funds. For each cadet disenrolled, a DD Form 785, *Record of Disenrollment from Officer Candidate – Type Training*, will be prepared containing a recommendation for or against future officer training. Once prepared, the DD Form 785 becomes a permanent record retained by the Air Force.

3) Enlisted Commissioning Program cadets. If I am selected for an AFROTC scholarship under the provisions of AFI 36-2013, *Officer Training Schools (OTS) and Enlisted Commissioning Programs*, and I am separated early from active duty to accept an AFROTC scholarship and if my scholarship is

terminated for any reason, I will not be relieved of my Air Force or AFROTC obligations. Upon scholarship termination, program continuation is at the discretion of HQ AFROTC. If disenrolled as a freshman, my service commitment will be equivalent to the time not served on original enlistment contract when separated to accept an AFROTC scholarship or two years, whichever is more. If my service commitment is less than one (1) year at the time of release to enter AFROTC, I will be discharged and will not be called to EAD unless requested by me through HQ AFROTC. If I am disenrolled after my freshman year I may either return to active duty in an enlisted status for a period of two (2) years or may be subject to recoupment of scholarship monies expended. If selected for an EA into the POC under the provisions of AFI 36-2013 and am separated early from active duty to accept an allocation, and then later disenrolled, I may be returned to active duty in an enlisted status for a period of two (2) years.

### **PART III. ACADEMIC REQUIREMENTS**

I understand I am expected to maintain the following academic standards: (Failure to do so could result in a conditional event, scholarship suspension, scholarship termination, or disenrollment.)

- 1) I must be enrolled and maintain full-time student status.
- 2) I must meet AFROTC's prescribed standard for good standing (e.g., 2.5 term Grade Point Average (GPA) progress toward meeting graduation requirements).
- 3) I must not receive one or more final grades of "F" or its equivalent during a term or have to retake a course for degree credit.
- 4) I must complete each aerospace studies course with a grade of "C-" or better and receive a passing grade in all LLAB courses.

### **PART IV. RECERTIFICATION REQUIREMENTS**

- 1) AFROTC Form 48, *Planned Academic Program* or equivalent. At the beginning of each Fall term, I must have my academic advisor review my academic program and progress toward my degree. In addition, each term I must have my AFROTC instructor review my academic progress using my AFROTC Form 48. I will sign this form and be primarily responsible for its accuracy.
- 2) AFROTC Form 35, *Certification of Involvements*. I am required to report each involvement regardless of seeming insignificance to my AFROTC detachment. Unless an exception is prescribed, the involvement is recorded on my AFROTC Form 35 and I am evaluated for continued membership. Excessive or serious involvements can result in disenrollment. If a National Agency Check or other source reveals an involvement was not reported, I am subject to disenrollment. Involvements must be reported within 72 hours of the occurrence when school is in session or within 72 hours after return to school from a vacation period, FT, or other absence from campus.

### **PART V. SCHOLARSHIP RESTRICTIONS**

- 1) Monetary. Scholarship money may not be used to defray the costs of the programs/services listed below:
  - a) Secretarial and legal training (The Defense Appropriations Act restricts payments of tuition and fees for this type of training).

b) Course overloads resulting from courses not required for a degree or those resulting from failures, incompletes, withdrawals, etc., or changes in academic majors and inter-institutional transfers made at the discretion of the individual. Exceptions to this policy are:

(b1) Overloads required as a result of changes in curriculum made by the institution subsequent to the approval of a degree plan.

(b2) Institutional transfers for the purpose of initial scholarship activation.

(b3) Scholarship continuation resulting from detachment inactivation.

(b4) Those courses required to be completed because of injury or illnesses, which prevent a cadet from completing scheduled courses, provided the reason for the absence was approved by institutional authorities and the Detachment/CC.

(c) Flying courses, even if completion of these courses is a specified degree requirement

(d) Remedial courses or repeated courses taken to make up a deficiency.

(e) Correspondence or other nonresident courses unless approved by HQ AFROTC/RRFP.

(f) Penalties or fines for late registration or make up exams over and above would have been incurred through normal enrollment at HSSP member's host institution.

2) General: Scholarship selection was based upon my status at the time of nomination and subsequent changes may jeopardize my scholarship and or continuance in AFROTC.

(a) As a scholarship holder, I must receive permission from Detachment/CC to transfer to another school.

(b) As a scholarship holder, my scholarship benefits do not apply to summer terms. HQ AFROTC/RRFP must approve the use of scholarship entitlements to summer terms PRIOR to the start of the term and only in special circumstances.

(c) I understand I must consult with the AFROTC detachment staff before changing academic majors. Failure to receive permission to change major constitutes a breach of contract.

(d) As a scholarship holder I understand I am not granted approval to compress my undergraduate studies in order to extend scholarship benefits into graduate school.

(e) If I am a scholarship recipient, I must be accepted by the appropriate department in my scholarship academic major as soon as my college allows me to declare an academic major and or be accepted by my department.

(f) Even though I have been awarded an AFROTC scholarship, I am not guaranteed an EA in the POC and will compete along with other applicants for each EA. Failure to compete favorably for an enrollment allocation will result in scholarship withdrawal, disenrollment from AFROTC, and recoupment of tuition/textbook monies paid.

**PART VI. AF FORM 1056, AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) CONTRACT**

1) I understand the AF Form 1056 is the basic document governing membership in the AFROTC program. It becomes effective the date of my enlistment in the ORS. It prescribes the terms of the membership and the obligations contracted by both the Air Force and me. A signed contract AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*, between a cadet and the United States Air Force is not a guarantee that a commission will be offered to the cadet.

2) I will enlist in the ORS. The time spent in the ORS is not creditable towards my active duty pay, active duty military retirement, longevity, etc., once commissioned. All AFROTC graduates are appointed as Reserve officers and must receive a baccalaureate (or higher) degree. In addition, distinct AFROTC commissioning requirements can be imposed in addition to normal host academic institution degree requirements.

3) Freshman scholarship recipients incur an active duty service commitment effective the first day of attendance at AS classes or Leadership Lab in their sophomore year.

**PART VII. ENLISTMENT CONTRACT:**

1) Enlistment in the ORS for 8 years is a prerequisite for POC membership and/or scholarship activation. The DD Form 4 is used for this purpose. This enlistment contract is canceled when a cadet is commissioned or disenrolled from AFROTC without call to active duty as an Airman. If I violate the AF Form 1056, I may be involuntarily called to active duty in my enlisted grade for a period of time as specified on the AF Form 1056, or in the case of ASCP, SOAR, and POC-ERP cadets, for the period of time specified on my enlistment contract when I was separated from active duty:

(a) Two years as a POC non-scholarship member or POC HSSP member who has not completed the entire AFROTC course of instruction.

(b) Four years, if a POC or HSSP member who has completed the entire AFROTC course of instruction, but declined to accept a commission when offered.

2) If I am called to active duty in my enlisted grade as explained above, the time spent in the ORS as a member of AFROTC counts towards fulfilling the requirements of the 8-year military service obligation (MSO) enlistment.

**PART VIII. SERVICE COMMITMENTS:**

All officers commissioned through the AFROTC program incur an 8-year service commitment (reference AF Form 1056 for categorized officers).

**PART IX. FEDERAL MILITARY DRAFT REQUIREMENTS:**

1) Federal Military Draft Requirements. (MALE ONLY) Draft-eligible applicants must register with the Selective Service within 6 months after turning 18 to remain eligible for ORS. My enlistment constitutes registering for Selective Service.

2) Selective Service Act (50 USC App 453) states that “any person who has been or may hereafter be selected for enrollment or continuance in the senior division, Air Force Reserve Officer Training



Corps...shall not be exempt from registration.”

- (a) I understand that failure to register could lead to criminal prosecution and subsequently to disenrollment from AFROTC.

## **PART X. COUNSELING ON DEPENDENT CARE RESPONSIBILITIES**

1) Reference AFI 36-2908, *Family Care Plans*. All present and potential members must know/learn the Air Force policy on the relationship between dependent care responsibilities and the accomplishment of military duties and obligations. I will acknowledge this requirement by signing the AF Form 3010 and statement of understanding prescribed in this instruction.

2) Single parents or married military- to-military (cadet-to-cadet is considered military-to-military) with dependents are not eligible to commission. I understand that I must notify my detachment if I acquire dependents.

## **PART XI. VETERANS' EDUCATIONAL ASSISTANCE ACT OF 1984-MONTGOMERY GI BILL (MGIB):**

For those individuals coming on active duty 1 July 1985 or later, entry in the MGIB program is automatic. Accounting and Finance will initiate a \$100 a month allotment for 12 months unless the 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. AFROTC scholarship graduates are INELIGIBLE for the MGIB. The Office of the Secretary of Defense (OSD) directs that any AFROTC commissionee who graduates or completes AS400 while on scholarship, or has used all scholarship entitlements at the time of graduation, is an “AFROTC scholarship graduate” and is, therefore, ineligible for the MGIB. This includes any length of scholarship and not just 4-year recipients. Cadets are eligible for the MGIB if either they receive \$3,400 or less in scholarship benefits in any one year on scholarship. 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.

## **PART XII. REQUIREMENT TO PARTICIPATE IN THE DIRECT DEPOSIT OF PAY PROGRAM**

I understand that IAW DoD policy, I am required to receive my pay through direct deposit/electronic fund transfer.

## **PART XIII. APPLICANT BRIEFING ITEM ON SEPARATION POLICY**

Military members occupy a unique position in society. They represent the military establishment. This special status brings with it the responsibility to uphold and maintain the dignity and high standards of the U.S. Armed Forces at all times and in all places. The Armed Forces must also be ready at all times for worldwide deployment. This fact carries with it the requirement for military units and their members to possess high standards of morale, good order and discipline, and cohesion. As a result, military laws, rules, customs and traditions include restrictions on your personal behavior that may be different from civilian life. Members of the Armed Forces may be involuntarily separated before their enlistment or term of service ends for various reasons established by law and military regulations. Some unacceptable conduct may be grounds for involuntary separation, such as:

- (a) Establishing a pattern of disciplinary infractions, discreditable involvement with civil or military authorities or causing dissent, disrupt or degrade the mission of your detachment. This may also

include conduct of any nature that would bring discredit on the Armed Forces in the view of the civilian community.

(b) The inability to perform military duties satisfactorily or failure to remain available for worldwide assignment/deployment due to parental responsibilities.

(c) Failure to maintain weight control and fitness standards.

I also agree to and understand that I may be directed to provide a random urinalysis sample for drug screening purposes. Failure to consent to testing or positive test findings will result in disenrollment from AFROTC and recoupment of all scholarship monies received.

#### **PREENLISTMENT BRIEFING CERTIFICATION**

I certify that I have received a thorough pre-enlistment briefing I have been given the opportunity to ask questions during the course of the briefing and also prior to my actual enlistment. I have been provided an opportunity to review forms/IMTs pertaining to my enlistment in the AFROTC program and understand I will be provided copies of contracts upon enlistment.

**NOTE:** Once completed, ensure the cadet signs the following statement:

“I certify that I have received a thorough Pre-Enlistment briefing and have been given an opportunity to ask questions prior to my enlistment. I have been provided an opportunity to review forms/IMTs pertaining to my enlistment in the AFROTC program and understand I will be provided copies of contracts upon enlistment. I certify and acknowledge understanding all of the items contained with this briefing.”

---

(date)

---

Cadet's signature

**Attachment 21****MARINE CORPS STANDBY RESERVE CONDITIONAL RELEASE DIRECTORY****1st Marine Corps District: HQ 1st Marine Corps District**

Address: 605 Stewart Ave  
Garden City NY 11530-4703

Area of Jurisdiction: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey (counties of Monmouth, Middlesex, Hunterdon, Morris, Sussex, Somerset, Union, Warren, Essex, Passaic, Bergen, and Hudson)

**4th Marine Corps District: HQ 4th Marine Corps District**

Address: Building 54, Suite 3  
PO Box 806  
New Cumberland PA 17072-0806

Area of Jurisdiction: Pennsylvania, Delaware, Maryland, West Virginia, Kentucky, Ohio (less counties shown in 9th district), New Jersey, (less counties shown in 1st district), North Carolina (counties of Gates, Pasquotank, Camden, Currituck, Chowan, and Perquimans), District of Columbia, Virginia, Indiana (counties of Dearborn, Ohio, Gibson, Debois, Crawford, Jefferson, Warwick, Posey, Harrison, Switzerland, Pike, Perry, Clark, Spencer, Vanderburgh, and Floyd), and permanent addresses situated outside the continental United States or its territorial possessions which are not within a designated Marine Corps District.

**6th Marine Corps District: HQ 6th Marine Corps District**

Address: PO Box 19201 Paris Is.  
SC 29905-9201

Area of Jurisdiction: South Carolina, Georgia, Florida, Alabama, Tennessee, Mississippi, North Carolina (less counties shown in the 4th district).

**9th Marine Corps District: HQ 9th Marine Corps District**

Address: 3805 E 155th Street, Bldg 710  
Kansas City MS 64147-1309

Area of Jurisdiction: Michigan, Illinois, Wisconsin, Minnesota, Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas, Colorado, Wyoming, Ohio (counties of Ottawa, Sandusky, Lucas, Wood, Fulton, Henry, Williams, and Defiance), Indiana (less counties shown in the 4th district).

**12th Marine Corps District: HQ 12th Marine Corps District**

Address: 3704 Hochmuth Avenue  
San Diego CA 92140-5191

Area of Jurisdiction: California, Arizona, Utah, Hawaii, Alaska, Montana, Oregon, and Washington.

## Attachment 22

## AFROTC FORM 22 INSTRUCTIONS

**Figure A22.1. AFROTC Form 22 Instructions.**

Section I. Self-explanatory.

Section II. Personal Data.

Block 1 through 5. Self-explanatory.

Block 6. GMC (including dual enrollment or accreditation) are 4-year program cadets. All other individuals are 2-year program cadets. In limited circumstances, based on special programs (e.g., OYCP), a cadet is in a 1-year program.

Block 7. Enter the actual or projected date of POC entry. If entering projected date, use “(proj)” in front of the date.

Block 8. Enter actual or projected ORS enlistment date. If entering projected date, use “(proj)” in front of the date.

Block 9. Enter scheduled date of graduation and commissioning as projected on the AFROTC Form 48, AF Form 1056 and or SMR.

Block 10. Enter individual's most recent AFOQT scores.

Block 11. Enter the individual's current AS year. Choices are: 100, 200, 250, 300, 400, 450, 500, 700, 800, and 900. **NOTE:** Cadets are not raised to the next AS level until the start of school, except extended cadets.

Block 12. Enter current EA/category as indicated on the SMR. Example: O, P, N, Q, etc.

Block 13. Check the appropriate block(s).

Block 14. Check the appropriate block(s). In the space provided; indicate: Type - Numeric or by-name type such as 1, 2, 7, etc.; Length - 4, 3.5, 3, 2.5, 2, etc. (in years); Source - For Enlisted Programs use “AECF,” “ASCP,” “SOAR,” or “ERP;” for High School offer use “HSSP;” for other offers use “Express,” “ICSP,” “HBCU,” “NSP,” “HSI.” **NOTE:** For scholarship length, do not include extended entitlements.

Block 15. Indicate current academic major with code. If the request asks for a change of academic major, list the requested major with code in section III, block 23.

Block 16. Enter credit hours as follows:

Block 16A. Enter the number of credit hours that constitutes full-time enrollment at the institution at which the cadet or applicant attends.

Block 16B. Enter the number of credit hours the cadet or applicant is enrolled in this term, or if an AFROTC Form 22 is submitted between terms, in the last term completed.

Block 17. Check the appropriate block and enter either the year field training was attended or the year the individual is projected to attend and circle the appropriate status (attended/projected).

Block 18: If the school's grading scale is other than A=4.0, convert to A=4.0 scale.

- Enter the start and end dates of the current term, or if an AFROTC Form 22 is submitted between terms, use the term last completed.
- Enter the individual's most recent Air Force ROTC adjusted TGPA and CGPA. **NOTE:** For graduate cadets competing for an EA, the detachment must factor in the cadet's undergraduate Air Force ROTC adjusted cumulative GPA.
- Indicate if the individual is in good academic standing. **NOTE:** If the individual's term and/or cumulative GPA does not meet school requirements, consider them "not" in good academic standing even if the school has not issued a formal notice.

Block 19:

A: Enter the Branch of Service (Current or Prior service).

B: Enter the date the individual was enlisted into the Armed Forces.

C: Enter the date the individual was separated or discharged, or the individual's projected date of separation.

D: Complete only if the individual has time remaining in current enlistment (i.e., Enlisted Commissioning Programs).

Block 20. Check appropriate blocks.

Block 21. Enter the number of each conditional event, the date the conditional was awarded, and the reason for each conditional event.

### Section III. Requests:

Block 22: Request must be specific and complete. (e.g., DOG/DOC change, Disenrollment from AFROTC, etc.). More than one request may be entered on an individual's Form 22.

Block 23. Indicate in the appropriate spaces provided the changes you are requesting for review. Do not annotate current information in this block. For example, a mechanical engineer (4MY Y) wants to change major to an electrical engineer (4IYY) and extend his DOG/DOC from 01 Jun 04 to 15 Dec 04; indicate the following: Major - Electrical Engineer; Code - 4IYY; DOC - 15 Dec 04; DOG - 15 Dec 04.

Block 24. State the rationale for the request. Ensure commander's comments are clear and concise to include a specific recommendation and cadet's current AS class ranking.

Block 24A, Items 1-3 **ARE REQUIRED** in all instances for **waivers/data change requests only**.

1. Transcripts:

Complete unofficial transcripts or grade cards for all completed terms are required for all requests. Exceptions: If a transcript or grade card for the most recently completed term is not available, submit a statement of the individual's academic performance for that term. The statement, as in the case of transcripts, must include titles of all courses attempted, credit hours per course, grade earned in each, and both term and cumulative GPA for each term.

Detachments must provide readable, usable products. The product must clearly identify the student, the institution of attendance, and academic performance for each term of attendance. If necessary, write or type this information on the product. Products that are difficult to read or understand, or that contain excessive amounts of extraneous data (such as computer comments) will cause the entire package to be returned for re-accomplishment.

Include AFROTC GPA recalculation sheet with transcripts, if applicable.

2. Weight/Fitness Report. Submit a copy of the fitness report from WINGS documenting the cadet's entire height, BMI, and fitness history. **Do not send screenshots from WINGS.**

3. Field Training Performance Report (FTPR). Required for all requests. Exception: If the cadet or applicant has not attended FT, ensure section II, block 17, reflects the projected attendance date.

4. Supporting Documentation **AS REQUIRED FOR THE REQUEST:**

AFROTC Form 48 (or equivalent). **NOTE:** Old and new AFROTC Forms 48 must be included (as separate documents) for request involving change of major and/or DOC/DOG.

AFROTC Form 35/Affidavits. Submit AFROTC Forms 35 (and AFROTC Form 4/AFROTC Form 14, with corroboration where applicable) on any involvement for which a waiver is being requested or for other reasons as required by HQ AFROTC/RRFP or the Detachment/CC. **NOTE:** DUI waiver requests require blood/alcohol content test results and or field sobriety test results.

Counseling Records. Submit copies of counseling records only if relevant to the request.

Institution Documentation. This may be required to show an individual's standing with school with regard to enrollment, full-time status, date of graduation, financial aid, class attendance, homework completion, etc.

Cadet Statements. Submit copies of cadet statements if appropriate or when directed by HQ AFROTC/RRFP.

DD Form 214. Include if requesting waiver of reenlistment ineligibility.

DD Form 785. Include if requesting waiver of prior disenrollment.

AF Form 2030. Include on all drug waiver requests.

SF 88 or DD Form 2351. Include when requesting a category change or deferral from FT.

OTHER. Indicate any other documents submitted as attachments that are pertinent

Block 24B is for disenrollment actions only and documents are submitted IAW Attachment 37.

Block 25. The Detachment/CC's signature, or when absent, the commander's designated representative's signature, must appear on all copies of the AFROTC Form 22.

Section IV. LEAVE BLANK

## Attachment 23

## SAT EQUIVALENCY (SAT-E) CHART

AFOQT AA	ACT COMP	SAT-R TOTAL
1		400-740
2		750
3, 4		760
5	16	770
6		780
7		790
8, 9		800
10		810
11	17	820
12, 13		830
14		840
15		850
16	18	860
17, 18		870
19		880
20		890
21, 22		900
23	19	910
24		970
25		930
26, 27		940
28	20	950
29		960
30, 31		970
32		980
33	21	990
34		1000
35, 36		1010
37		1020
38	22	1030
39, 40		1040
41		1050
42	23	1060
43		1070
44, 45		1080
46		1090
47	24	1100
48		1110
49, 50		1120
51		1130
52	25	1140
53, 54		1150
55		1160
56	26	1170
57, 58		1180
59		1190
60		1200
61	27	1210

AFOQT AA	ACT COMP	SAT-R TOTAL
63, 63		1220
64		1230
65	28	1240
66, 67		1250
68		1260
69		1270
70	29	1280
71, 72		1290
73		1300
74		1310
75, 76	30	1320
77		1330
78		1340
79		1350
80, 81	31	1360
82		1370
83		1380
84, 85		1390
86		1400
87	32	1410
88		1420
89, 90		1430
91		1440
92		1450
93	33	1460
94, 95		1470
96		1480
97		1490
98		1500
99		1520-1540
97		1480
98		1490
99		1510
		1520
	34	1530
		1550
		1560
		1570
	35	1580
	36	1600



## Attachment 24

## 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 Nurse, 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 nursing, medical or dental school. If I am not selected for nurse, 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 25****IMPORTANT MAILING ADDRESSES**

AFIT/(all office symbols)  
2950 Hobson Way  
Wright-Patterson AFB OH 45433-7765

HQ AFROTC/(all office symbols)  
551 East Maxwell Blvd  
Maxwell AFB AL 36112-6106

HQ AFPC/DPSIP  
/DPPAOS  
550 C Street West, Suite 10  
Randolph AFB TX 78150-4712

HQ USAF/JAX  
1420 Air Force Pentagon  
Room 5E425  
Washington DC 20330-1420

HQ AFPC/DPAME  
/DPAMN  
/DPAMW  
550 C Street West, Suite 27  
Randolph AFB TX 78150-4729

HQ AFOSI/DPASBO  
550 C Street West, Suite 33  
Randolph AFB TX 78150

**STATE AGENCIES APPROVED BY THE US DEPARTMENT OF EDUCATION TO ACCREDIT THE PROFESSIONAL CONTENT (PROGRAM) OFFERED BY SCHOOLS OF NURSING IN THEIR RESPECTIVE STATES**

Iowa State Board of Nursing  
400 SW 8th St, Suite B  
Des Moines IA, 50309  
Phone: 515-281-3255

New York State Board of Regents  
State Education Department  
Office of the Professions (Nursing Education)  
Albany NY 12224  
(518) 474-5844

Kansas State Board of Nursing  
Landon State Office Building  
900 S W Jackson Street, Suite 1051  
Topeka KS 66612-1230  
(785) 296-4929

North Dakota Board of Nursing  
919 South 7<sup>th</sup> Street, Suite 504  
Bismarck ND 58504-5881  
(701) 328-9778

Maryland Board of Nursing  
4140 Patterson Ave  
Baltimore MD 21215  
(410) 585-1900

Missouri State Board of Nursing  
PO Box 656  
3605 Missouri Boulevard  
Jefferson City MO 65102  
(573) 751-0681

Montana State Board of Nursing  
PO Box 200513  
Helena MT 59620-0513  
(406) 841-2340

**NOTE: Units in affected states must contact the appropriate agency and obtain a current listing of accredited nursing schools.**

**Attachment 26****MEDICAL SCHOOL SCHOLARSHIPS**

**A26.1. General.** The Air Force offers individuals the opportunity to attend medical school under two medical school scholarship programs: the Uniformed Services University of the Health Sciences (USUHS) and Armed Forces Health Professions Scholarship Program (AFHPSP).

**A26.2. Uniformed Services University Of The Health Sciences (USUHS)**

A26.2.1. USUHS is located in Bethesda, Maryland. USUHS is a DoD-run medical school where members of the Air Force, Army and Navy all attend medical school together. It is highly competitive, receiving over 1,700 applications for the 164 available scholarships that are divided between services. The Air Force sponsors approximately 50 students to attend USUHS each year. Individuals selected to participate as an Air Force member of the program are commissioned in the rank of Second Lieutenant in the Medical Service Corps (MSC) and are considered to be on active duty while attending USUHS. These individuals are given all pay and benefits commensurate with their rank.

A26.2.2. USUHS accepts applications from civilian, ROTC, Service Academies, Active Duty and Reserve personnel. For further information, call USUHS at (800) 381-0660.

**A26.3. Armed Forces Health Professions Scholarship Program (AFHPSP)**

A26.3.1. AFHPSP allows individuals to attend a civilian medical school of their choice with Air Force sponsorship. To be eligible to apply for the program, all applicants for the program must have an acceptance letter from an accredited medical school inside the United States or Puerto Rico. All applicants must be at least 18 years of age but less than 35 years of age at the time of commissioning. Three- and four- year scholarships are available.

A26.3.2. AFHPSP participants are commissioned as Second Lieutenants, MSC, Inactive Obligated Air Force Reserves. Students enrolled in the AFHPSP will attend an accredited civilian medical school inside the United States or Puerto Rico. The Air Force pays all tuition, required books and fees and gives participants a monthly stipend. Currently, HPSP participants are allowed to apply for both active duty and civilian residency programs through the Joint Services GME Board.

A26.3.3. Air Force ROTC cadets should contact HQ AFPC/DPAME at DSN 665-2638 or (800) 531-5800 for more information about this program.

**A26.4. Pre-Health Cadets.** Each year, HQ AFROTC identifies members to enter the Pre-Health program. These cadets are guaranteed an Air Force scholarship if they are accepted into a medical school or USUHS prior to graduating from their undergraduate commissioning program. Cadets selected for the pre-health program should apply for civilian medical schools at the end of their junior year. Cadets who receive an acceptance letter from an accredited medical school must take a copy of the letter to their detachment as soon as possible. The detachment will forward a copy of that acceptance letter to HQ AFPC/DPAME. When HQ AFPC/DPAME

receives confirmation of selection, they will mail a contract and pay package to the appropriate AFROTC detachment. Cadets going into the AFHPSP program will be commissioned as a line officer upon completion of their undergraduate degree and will be reappointed into the MSC the following day. These cadets are ineligible for educational delay.

A26.4.1. USUHS will notify HQ AFPC/DPAME of Pre-Health cadets selected to attend USUHS. HQ AFPC/DPAME will send the appropriate detachment a contract package to be completed by the cadet. The cadet will make sure the contract package is completed and returned to HQ AFPC/DPAME by the suspense date. Detachments will commission these individuals as line officers in the Air Force upon completion of their undergraduate degree and reappoint them into the MSC the following day. HQ AFPC/DPAME will cut Appointment orders for the MSC as well as EAD orders on these individuals.

A26.4.2. Steps to be completed by ROTC Pre-Health Cadets:

A26.4.2.1. Get acceptance into the pre-health program during the POC Selection Process for a pre-health enrollment allocation.

A26.4.2.2. Schedule and complete the Medical Category Aptitude Test (MCAT) during Spring of junior year.

A26.4.2.3. Get acceptance into an accredited medical school or USUHS.

A26.4.2.4. Take acceptance letter to detachment.

A26.4.2.5. Detachment forwards letter to HQ AFPC/DPAME.

A26.4.2.6. HQ AFPC/DPAME mails contract / pay package to detachment.

A26.4.2.7. Cadet completes paperwork and returns it to detachment.

A26.4.2.8. Detachment sends completed contract/pay package and copy of commissioning physical to HQ AFPC/DPAME.

A26.4.2.9. Detachment commissions cadet as a line officer in the Air Force upon graduation.

A26.4.2.10. Detachment reappoints cadet into the MSC.

A26.5. Cadets not selected during PSP may apply to participate in AFHPSP or USUHS if accepted to an accredited medical school prior to commissioning. Detachments must contact HQ AFROTC/RRFP via email for permission to apply and include a scanned copy of the letter of acceptance. If approved, the cadet will be provided application guidance regarding AFHPSP. Selection boards for AFHPSP are generally held monthly from October to April. *AFROTC cadets on educational delay to attend medical school may apply for a three-year AFHPSP scholarship.* For more information on these programs, contact HQ AFPC/DPAME at 800-531-5800

## Attachment 27

## RATED CONSIDERATION MEMORANDUM

DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

[DATE]

MEMORANDUM FOR AFROTC DETACHMENT 123

FROM: Cadet Terry L. Harris

SUBJECT: Rated Position Consideration

1. I [DO or DO NOT] want to compete for a rated position. [Use “DO” or “DO NOT”, not both] [If you **do not** want to apply, skip items 2 – 4 and enter signature element below this statement.]

2. I want to compete for the following rated positions: [list all that apply]

a. PILOT [must include item 3]

b. RPA

b. CSO

c. ABM

3. The following Pilot Applicant information applies:

a. I [DO or DO NOT] have a private pilot’s license. [Use “DO” or “DO NOT”, not both]

b. 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 and sign 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 if I successfully complete the course, I will be assigned to a fighter or bomber unit based on United States Air Force needs. If I am eliminated from ENJJPT, I will not be eligible for any other undergraduate pilot training.

\_\_\_\_\_ [signature]

Terry L. Harris

## Attachment 28

## AFIT APPLICATION TO COMPETE

DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

(Date)

MEMORANDUM FOR AFIT/ENEL

FROM: (Individual's name and address)

SUBJECT: Application to Compete for a (Fellowship, Scholarship, or Grant)

I, (Name, Grade and SSN), request permission to compete for the following award:

a. The (fellowship/scholarship/grant) is (include complete information on the type of fellowship, scholarship, or grant).

b. The sponsoring (agency, school, or research project) is (name of agency).

c. Award covers the period (date) to (date).

d. I will be conducting my research or studies at (institution/location).

e. This (fellowship/scholarship/grant) is selected based upon academic competition. (Confirm this is true. You cannot apply for any fellowship, scholarship, or grant that is not based upon academic competition.)

Signature  
(Typed Name and Rank)Attachments:  
(As applicable)

Phone:

Email:

Address:

SSN:

## Attachment 29

## AFIT APPLICATION FOR ACCEPTANCE

DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

(Date)

MEMORANDUM FOR AFIT/ENEL

FROM: (Individual's name and address)

SUBJECT: Application to Accept a (Fellowship, Scholarship, or Grant)

1. I (Name, Grade and SSN), request permission to accept the following award:

a. The (fellowship/scholarship/grant) is (include complete information on the type of fellowship, scholarship, or grant offered).

b. The sponsoring (agency, school, or research project) is (name of agency).

c. Award covers the period (date) to (date). (If this period does not cover the entire period necessary to complete the program, include a statement from the sponsoring agency as to its willingness to offer an extension contingent upon successful completion of the initial program.)

d. I will be conducting my research or studies at (institution/location).

e. Successful completion of this offer results in the granting of a (indicate degree level and academic discipline when applicable) degree.

f. The sponsoring agency desires to be informed of decision to accept this offer no later than (suspense date).

2. Acceptance of this offer obligates me to serve an active duty service commitment in accordance with AFI 36-2107.

Signature  
(Typed Name and Rank)

Attachments:

1. Financial Statement
2. Copy of Offer of Award, School Acceptance Letter
3. Narrative Outline of Work to Be Undertaken
4. Letters of Recommendation
5. Official Transcript of all Colleges Attended

## Attachment 30

## AFIT FINANCIAL STATEMENT

1. (Name of fellowship, scholarship, grant, or stipend) was proffered to me on (date). Total amount is (Note whether in cash or in kind) for the period (date) to (date).

2. The classes begin on (date). The date of the last scheduled exam is (date).

3. The following are covered by the (fellowship, scholarship, or grant):

a. Tuition:

Fees:	\$ (amount)
Books:	\$ (amount)
Directly related expenses (itemize):	\$ (amount)

Total: \$ (amount)

b. Travel:

Transportation of Household Goods:	\$ (amount)
Oversea Cost-of-Living Allowance:	\$ (amount)
Housing Allowance (Quarters):	\$ (amount)
Subsistence:	\$ (amount)
Other (itemize):	\$ (amount)

Total: \$ (amount)

Grand Total (3a and b): \$ (amount) =====

4. I understand that 10 U.S.C. 2603, DoD Instruction 1322.06, and AFI 36-2302 limit the benefits I may accept under a fellowship, scholarship, grant, or stipend to an amount not exceeding the cost of sending me to the same school at government expense. I further understand that if the total value of the benefits (in cash or in kind) exceeds the cost of sending me to the same school at government expense, I may not accept the excess.

5. If funds listed in paragraph 3a do not cover the full cost of tuition and fees, AFIT will pay the difference.

6. I understand that if I receive funds from the fellowship, scholarship, grant, or stipend for items listed in paragraph 3b, I may not receive reimbursement from the Air Force for the same expenses. For example, if I accept a travel allowance from the scholarship, my Air Force travel allowance will be withheld.

\_\_\_\_\_  
(Signature)



## Attachment 31

## AFROTC FORM 10 SAMPLE

ADMINISTRATIVE DISENROLLMENT ACTION WORKSHEET	
<b>PART I: NOTIFICATION</b>	
<i>(Completed by detachment commander or by senior officer assigned, if in detachment commander's absence)</i>	
I am initiating disenrollment action IAW AFROTCI 36-2015 against Cadet <u>John Doe</u> .	
I am initiating this action for the following reason or reasons: <i>(check all that apply)</i> :	
<input checked="" type="checkbox"/> Failure to Maintain Academic Retention Standards (FTMARS) <input checked="" type="checkbox"/> Failure to Maintain Military Retention Standards (FTMMRS) <input checked="" type="checkbox"/> Indifference to training <input checked="" type="checkbox"/> Breach of the AFROTC contract <input type="checkbox"/> Anticipatory Breach <input type="checkbox"/> Humanitarian <input checked="" type="checkbox"/> Other: <u>Medical DQ-history of asthma requiring medication</u>	Specifically:  <u>Received 1.79 Term GPA ; cited for DUI and failed</u> <u>to report within 72hrs; receipt of "F" in LLAB;</u> <u>failed to enroll in academic and AFROTC courses</u>    
Although I'm initiating this action for this reason or reasons, the cadet's possible disenrollment from AFROTC is not limited to these particular reason or reasons.  <u>TSgt James Doe</u> is hereby appointed <i>(with the concurrence of the commander concerned, if necessary)</i> to serve as the cadet's Military Advisor (MA). If requested by the cadet, the MA will advise the cadet on matters regarding military bearing, will assist the cadet in obtaining copies of the cadet's military records (including AFROTC contract and UPRG) and relevant instructions, and will provide general administrative assistance to the cadet. The MA is not an attorney and cannot represent the cadet or give the cadet legal advice.  <u>Capt Jane Doe</u> is hereby appointed <i>(with the concurrence of the commander concerned, if necessary)</i> to serve as the Investigating Officer (IO). The IO will review the attached evidence and conduct any additional investigation necessary to discover and document facts relevant to this disenrollment action. The IO will:  1) Upon request of the cadet, allow the cadet to make a personal presentation before you.  2) Upon request of the cadet's college/university, allow a college/university official or faculty member to be present as an observer during meetings with the cadet.  3) Prepare a Report of Investigation (ROI) IAW AFROTCI 36-2015, Attachment 3. The report is due to me 10 days after the cadet signs acknowledging notification of this disenrollment action in Part II below. <i>(The detachment commander may grant extensions)</i> . The ROI will be used to determine whether the cadet should be disenrolled and, if so, whether they should be ordered to enter active duty or required to repay scholarship benefits received.  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;">DATE: _____</div> <div style="width: 45%;">(SIGNATURE) _____   <u>Roger Doe, Lt Col, USAF</u>            COMMANDER (NAME, RANK)         </div> </div>	
<b>Part II: RECEIPT OF NOTIFICATION (RON) / CADET ELECTIONS</b> <i>(Completed by cadet)</i>	
You must initial each item below acknowledging notification of the following:	
1. _____ I acknowledge receipt of this notification of disenrollment action and understand that I must return this worksheet with Part II completed along with the AFROTC IMT 111, Student Status Statement of Understanding, to my detachment commander within 24 hours.  2. _____ If I am disenrolled, AFROTC will complete a DD Form 785, Record of Disenrollment from Officer Candidate-Type Training. The DD Form 785 will contain a recommendation as to whether I should be considered for future officer training in any United States Armed Service.	

3. \_\_\_\_\_ If I am disenrolled, I will probably be involuntarily called to extended active duty (EAD) in my enlisted grade for 2 to 4 years or be ordered to repay scholarship monies paid. HQ AFROTC decides whether to order EAD or repayment of scholarship monies; it is not my choice. I understand the following statement of benefits is an estimate prepared from AFROTC unit records and HQ AFOATS/SDF will determine the official amount.

a. Subsistence Allowances Paid to Date: \$12,000.00

b. Scholarship Monies:

Tuition and Fees: \$21,000.00

Books: \$3,500.00

c. Total: \$36,500.00

4. \_\_\_\_\_ During the course of this disenrollment action, and until final disposition of my case by HQ AFROTC, I must continue to attend all AFROTC academic and LLAB classes in addition to maintaining all other contractual obligations.

5. \_\_\_\_\_ The disenrollment investigation is a non-adversarial, fact-finding investigation. The IO's job is to document the facts of my case. I have the right to make a personal appearance before the IO and to present witnesses and other evidence in my behalf at that personal appearance. Although the IO will include written summaries of oral presentations in the report, I understand that any information I feel is important to my case should be submitted in writing to insure reviewing authorities have it.

6. \_\_\_\_\_ If I believe that the Investigating Officer (IO) is biased against me, I have the right to challenge the IO for cause. I must present a written challenge, stating the reasons that I feel the IO cannot be unbiased, to my detachment commander within 24 hours of the time I received this notification.

7. \_\_\_\_\_ If I believe that the Military Advisor (MA) is biased against me, I have the right to challenge the MA for cause. I must present a written challenge, stating the reasons that I feel the MA cannot be unbiased, to my detachment commander within 24 hours of the time I received this notification.

8. \_\_\_\_\_ The Air Force will not provide me with an attorney at government expense. I may retain and consult with a civilian attorney of my choosing at no expense to the government. The disenrollment investigation process will not be delayed to accommodate my attorney's availability.

You must make the following elections (select applicable answers and initial beside):

9. \_\_\_\_\_ I (WILL) (WILL NOT) continue AFROTC training if given the opportunity. (WARNING: Choosing "WILL NOT" constitutes breach of the AFROTC contract and is a basis for disenrollment and recoupment or call to enlisted active duty.)

10. \_\_\_\_\_ I (WILL) (WILL NOT) accept a commission as an Air Force officer if one is tendered to me through AFROTC. (WARNING: Choosing "WILL NOT" constitutes breach of the AFROTC contract, and is a basis for disenrollment and recoupment or call to enlisted active duty.)

11. \_\_\_\_\_ I (DO) (DO NOT) contest that I will owe a debt to the government if I fail to complete my contracted active duty service commitment.

12a. \_\_\_\_\_ I (DO) (DO NOT) waive my right to a disenrollment investigation. (If you choose "DO," no disenrollment investigation will occur unless the detachment commander or higher headquarters specifically directs an investigation. If you waive your right to a disenrollment investigation, you will have 10 days to submit written matters in your behalf. Even if you waive your right to a disenrollment investigation, AFROTC may still call you to active duty or require you to repay scholarship benefits. You may revoke your waiver at any time before your case is submitted to HQ AFROTC by submitting a written memorandum to that effect.)

Make the election below only if you choose to waive your right to a disenrollment investigation.

12b. \_\_\_\_\_ I (DO) (DO NOT) waive my right to a 10-day period in which I may submit written matters in my behalf.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

John Doe

\_\_\_\_\_  
CADET, AFROTC (PRINTED NAME)

Distribution, upon completion of Parts I and II: Original - retained in case file  
Cadet, MA, IO - one copy each

### Part III: SERVICE OF REPORT OF INVESTIGATION (Completed by cadet)

I acknowledge receipt of the Report of Investigation (ROI) into my potential disenrollment from AFROTC. I understand that I have 10 days to submit matters in response to the ROI. Any matters I submit will become part of the record. I (DO) (DO NOT) waive my right to a 10-day response period.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

John Doe

\_\_\_\_\_  
CADET, AFROTC (PRINTED NAME)

## Attachment 32

## DISENROLLMENT REPORT OF INVESTIGATION

DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

(Date)

MEMORANDUM FOR (Name and Rank of Detachment/CC)

FROM: (Name and Rank of Investigating Officer)

SUBJECT: Disenrollment Report of Investigation (ROI): (Cadet or AEC/NECP Student's Name)

1. In response to your (date) appointment letter, I conducted an investigation into the circumstances surrounding the disenrollment action you initiated against Cadet or AEC/NECP Student (Name) on (date of AFROTC Form 10/11).

2. During the investigation with Cadet or AEC/NECP Student (Name), we reviewed (his or her) rights as explained in the AFROTC Form 10/11. Cadet or AEC/NECP Student (Name) had the following questions concerning (his or her) rights. (Briefly describe any questions the cadet had concerning the rights.) Cadet or AEC/NECP Student (Name) had no questions. Cadet or AEC/NECP Student (Name) (presented or did not present) written evidence for my consideration. (He or She) (made or did not make) an oral statement. Cadet or AEC/NECP Student (Name) (did or did not) request (military counsel) (the presence of a university official) and that request (was or was not) fulfilled (explain).

**3. FACTUAL SUMMARY:** Prepare a factual summary of the material compiled during the disenrollment investigation. The summary should only include a synopsis of the events and circumstances leading up to the disenrollment action, a summary of the evidence against the cadet, and a summary of the evidence the cadet presented. The summary must also address any issues raised or allegations made by the cadet. Ensure that if a fact is mentioned in the ROI, a piece of evidence is attached to substantiate the fact. The ROI is only a summary, whereas, the evidence gives specifics. Discuss any inconsistencies between the detachment's evidence and material submitted by the cadet. (NOTE: DO NOT INCLUDE ANY OPINIONS, CONCLUSIONS, OR RECOMMENDATIONS IN THE REPORT OF INVESTIGATION.)

IO's Signature Block

Attachments:

1. AFROTC Form 10/11, Administrative Disenrollment Action Worksheet
2. AFROTC Form 111, Student Status Statement of Understanding (If applicable)
3. Evidence to Support Disenrollment Action

I served a copy of this ROI on the cadet at (TIME) hours on (Date). The cadet or AEC/NECP Student / did/did not waive the right to 10 calendar days to submit materials in rebuttal.

\_\_\_\_\_  
IO Signature/date

The cadet did/did not submit materials in rebuttal within 10 calendar days.

\_\_\_\_\_  
IO Signature/date

## Attachment 33

**SCHOLARSHIP RECOUPMENT ACTION TERMINATION REQUEST****DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)**

(Date)

MEMORANDUM FOR AFROTC DETACHMENT XXX/CC

FROM: Cadet (Name)

SUBJECT: Terminate Scholarship Recoupment

I request the action to recoup my scholarship funds be terminated. I received a waiver of disenrollment and reenlisted into the AFROTC program. I request any money I have paid be refunded to me. I also understand that the debt will be reinstated if I fail to commission into the United States Air Force.

(Cadet signature)  
(Typed Name of Cadet )

1st Ind, AFROTC Detachment XXX/CC (Date)

TO: HQ AFROTC/RRFD

Please terminate the recoupment of scholarship funds on Cadet (Name). Cadet (Name) was previously disenrolled on (Date) and was contracted into the AFROTC (ORS) program on (Date).

(Detachment/CC's Signature Block)

Attachments:

1. Copy of DD Form 4
2. Copy of AF Form 1056
3. Copy of Reserve Order

## Attachment 34

## REQUEST TO RESCIND INVOLUNTARY CALL TO EXTENDED ACTIVE DUTY

DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

(Date)

MEMORANDUM FOR AFROTC DETACHMENT XXX/CC

FROM: Cadet (Name)

SUBJECT: Rescind Call to Involuntary Extended Active Duty (EAD)

I request my call to EAD be rescinded. I received a waiver of disenrollment and reenlisted into the AFROTC program. I also understand that termination of my call to EAD is contingent upon my receipt of an Air Force commission.

(Typed Name of Cadet)  
(Cadet Signature)

1st Ind, AFROTC Detachment XXX/CC (Date)

TO: HQ AFROTC/RRFD

Please rescind the call to EAD on Cadet (Name). Cadet (Name) was previously disenrolled on (Date) and was contracted into the AFROTC (ORS) program on (Date).

(Detachment/CC's Signature Block)

## Attachments:

1. Copy of DD Form 4
2. Copy of AF Form 1056
3. Copy of Reserve Order

**Attachment 35****DISENROLLMENT LOSS CODES****Figure A35.1. CODE DEFINITION**

BD – Medically disqualified  
BE – Failure to maintain academic retention standards  
BF – Humanitarian considerations  
BG – Failure to maintain military retention standards  
    10-Physical fitness  
    20-Eliminated from Field Training  
    30-Body Fat  
    40-Maturity & Judgment  
    50-Undesirable Character Traits  
    70-Poor Performance  
    80-Fraudulent Enlistment  
BH – Indifference to AFROTC training  
BI – Breach or anticipatory breach of the AFROTC contract  
BJ – Transfer to other military commissioning program  
BK – Disenrollment without discredit (Includes erroneous enlistment)  
BM – Death of a cadet

**Figure A35.2. BG SUB-CODES**

10 – Physical Fitness  
20 – Eliminated from Field Training  
    201 - Physical Fitness  
    202 - Body Fat  
    203 - Maturity & Judgment  
    204 - Undesirable Character Traits  
30 – Body Fat  
40 – Maturity & Judgment  
50 – Undesirable Character Traits  
70 – Poor Performance  
80 – Fraudulent Enlistment  
90 – Other

## Attachment 36

## DD FORM 785 SAMPLE

<b>RECORD OF DISENROLLMENT FROM OFFICER CANDIDATE - TYPE TRAINING</b>					DATE SUBMITTED  LEAVE BLANK
TO: (Appropriate agency of the service concerned) (Include Zip Code)  LEAVE BLANK			FROM: (Appropriate agency of the service concerned) (Include Zip Code)  LEAVE BLANK		
<b>SECTION I - IDENTIFICATION INFORMATION ON STUDENT AT TIME DISENROLLED</b>					
1. LAST NAME - FIRST NAME - MIDDLE INITIAL  DOE, JOHN D.		2. RATE OR GRADE  AB (E-1)	3. BRANCH OF ARMED FORCES  AF Res (ORS)	4. FILE OR SERVICE NUMBER  LEAVE BLANK	5. SOCIAL SECURITY NUMBER  999-99-9999
6. BIRTH	a. DATE  DD MMM YY	b. PLACE  City XX (State Abbreviation)			7. SEX  Male or Female
8. HOME OF RECORD ADDRESS			9. OTHER  CURRENT MAILING ADDRESS CITY STATE ZIP CODE		
<b>SECTION II - PROGRAM INFORMATION APPLICABLE AT TIME DISENROLLED</b>					
10. TRAINING STATION ADDRESS AFROTC DET ###, Address City State Zip Code			11. TYPE OF PROGRAM (OCS, ROTC, Academy, NavCad, etc.)  AFROTC (AS Year)	12. SPECIFIC TYPE OF TRAINING (Supply, Pilot training, Bombardier, Infantry, Artillery, etc.)  Officer Candidate, Pilot, etc.....	
13. DATE ENTERED PROGRAM  DD MMM YYYY (DD Form 4, Section A. Block 5)		14. DATE DISENROLLED  LEAVE BLANK		15. DATE SCHEDULED FOR COMMISSION (If training had been completed successfully)  MMM YYYY (AF IMT 1056)	
<b>SECTION III - REASONS AND CIRCUMSTANCES FOR DISENROLLMENT</b>					
LEAVE SECTIONS III AND IV BLANK EXCEPT FOR THE REMARKS SECTION					
<b>SECTION IV - EVALUATION TO BE CONSIDERED IN THE FUTURE FOR DETERMINING ACCEPTABILITY FOR OTHER OFFICER TRAINING</b>					
1. <input type="checkbox"/> HIGHLY RECOMMENDED 2. <input type="checkbox"/> RECOMMENDED AS AN AVERAGE CANDIDATE 3. <input type="checkbox"/> SHOULD NOT BE CONSIDERED WITHOUT WEIGHING THE "NEEDS OF THE SERVICE" AGAINST THE REASONS FOR THIS DISENROLLMENT 4. <input type="checkbox"/> RECOMMENDED IF PHYSICAL DEFECTS ARE CORRECTED OR IF SUCH DEFECTS ARE NOT DISQUALIFYING FOR OTHER PROGRAMS 5. <input type="checkbox"/> DEFINITELY NOT RECOMMENDED 6. <input type="checkbox"/> OTHER REMARKS					
REMARKS Program Type (1, 2 or 4 years (from AFROTC IMT 22 or 1056); CSP or POCI Length (1, 2, 3, or 4 from AFROTC IMT 22 or 1056); Subsistence Amount (dollar amount); Field Training Length (4, 5, or 6 weeks); Field Training Completed (MM/YY); AFOQT Scores (AA-##, P-##, N-##, V-##, Q-##)					
TYPED NAME AND GRADE  LEAVE BLANK			SIGNATURE  LEAVE BLANK		

DD Form 785, JUN 1968 (EG)

REPLACES EDITION OF 1 MAR 64 WHICH IS OBSOLETE AFTER 31 DEC 68.

Designed using Perform Pro, WHS/DIOR, Jan 97  
APD PE v1.00

## Attachment 37

## DISENROLLMENT FILES CHECKLIST

1. Non-Investigative Disenrollment	2. Investigative Disenrollment
Submit the ORIGINAL of all documents unless otherwise stated.	Submit the ORIGINAL of all documents unless otherwise stated.
1. AFROTC Form 22 (original & one copy). Fill out IAW this instruction.	1. AFROTC Form 22 (original & one copy). Fill out IAW this instruction.
2. DD Form 785, Record of Disenrollment (Attachment 36)	2. DD Form 785, Record of Disenrollment (Attachment 36)
3. Death Certificate (original or certified copy)	3. Report of Investigation (ROI) with attachments (i.e., AFROTC Form 10; AFROTC Form 111; and evidence to support the disenrollment action, including AFROTC Form 704)
4. FSIE Memo (from cadet)	4. Cadet (Name) 's written evidence
5. DD Form 4, (AFROTC enlistment)	5. Summary of Cadet (Name)'s oral statements
6. DD Form 214, <b>Certificate of Release or Discharge from Active Duty</b> (prior service cadets)	6. Miscellaneous documentation (e.g., counselings, MFRs, etc.)
7. AF Form 1056 (original & one copy)	7. DD Form 4 (AFROTC enlistment)
8. <b>All</b> medical documents (including such forms as SF 88, <b>Medical Record-Report of Medical Examination</b> , and SF 93, <b>Report of Medical History</b> , DD Form 2351, <b>DoD Medical Examination Review Board (DoDMERB) Report of Medical Examination</b> , and DD Form 2492, <b>DoD Medical Examination Review Board (DoDMERB) Report of Medical History</b> , etc.)	8. DD Form 214 (prior service cadets)
9. Fitness Report (includes ht/wt and PFA scores)	9. AF Form 1056 (original & one copy)
10. Statement of Benefits MFR (Scholarship, Tuition & Fees, Books, Subsistence paid to date)	10. <b>All</b> medical documents (including such forms as SF 88 and 93, DD Forms 2351 and 2492, etc.)
11. AFROTC Form 20 (or AF Form 56, <b>Application &amp; Evaluation for Training Leading to a Commission in the United States Air Force</b> for ECP cadets)	11. AF Form 2030, USAF Drug and Alcohol Abuse Certificate
12. Field Training Performance Report	12. AFROTC Form 20 (AF Form 56 for ECP cadet)
13. Unofficial Transcripts (from all college-level schools attended). <b>Include a key for all grading systems. Highlight all AFROTC courses.</b> If grades are calculated, include spreadsheet.	13. AFROTC Form (s) 35, AFROTC Form (s) 4
14. Reserve Assignment Orders	14. Fitness Report (include ht/wt and PFA scores)
15. <b>ALL</b> AFROTC Forms 16	15. Field Training Performance Report
16. <b>When disenrollment is final, complete an AFROTC Form 16 to notify the cadet of the disenrollment action and forward a copy to HQ AFROTC/RRFD</b>	16. AFROTC Form 48, <b>Planned Academic Program</b> , and Unofficial Transcripts (from all college-level schools attended). <b>Include a key for all grading systems. Highlight all AFROTC courses.</b> If grades are calculated, include spreadsheet.
	17. Reserve Assignment Orders
	18. <b>ALL</b> AFROTC Forms 16
	<b>When disenrollment is final, complete an AFROTC Form 16 to notify the cadet of the disenrollment action and forward a copy to HQ AFROTC/RRFD</b>



## Attachment 38

## DISENROLLMENT INVESTIGATION CHECKLIST

NOTE: The following is intended to be a guide – not all-inclusive. This guide identifies the action and the action officer.

1. Detachment/CC appoints the Investigating Officer (IO) and military advisor (MA). Use the AFROTC Form 10 as the appointment notification. **NOTE:** Utilize the AFROTC Form 11, *Administrative Disenrollment Action Worksheet for Active Duty Airman* for AEC/NECP students.
2. Detachment/CC fills out Part I of the AFROTC Form 10, Administrative Disenrollment Action Worksheet (Attachment 31), identifying IO and MA.
3. Detachment/CC meets with the cadet and presents the AFROTC Form 10.
4. The cadet has 24 hours to complete and return the AFROTC Form 10 and Part II of the AFROTC Form 10 to the IO.
5. If the cadet does not return the AFROTC Form 10 within 24 hours, process the case in absentia (IAW Chapter 11).
6. IO will provide a copy of the AFROTC Form 10 with Parts I and II completed and a copy of evidence supporting the disenrollment action to the cadet. IO will also provide a copy to MA if one is appointed. IO will maintain all originals.
7. IO will then conduct a disenrollment investigation. IO should meet with cadet within 10 days of cadet receiving the AFROTC Form 10.
8. IO prepares a report of investigation (ROI) and serves a copy with all attachments to the cadet.
9. The cadet acknowledges receipt by completing part III of the AFROTC Form 10.
10. The cadet has 10 days from the date the cadet acknowledges receipt of the ROI to submit matters in response to the ROI. Cadet may waive the 10-day period by circling the appropriate option in Part III of the ROI.
11. When 10-day response period has elapsed (or been waived), the IO will submit the ROI with all evidence and attachments to the PAS.
12. Detachment/CC prepares the AFROTC Form 22, attaches all required documentation (as Noted in Attachment 37), makes a copy and forwards original package to HQ AFROTC/RRFD.
13. Once decision is final and detachment has been notified, Detachment/CC will notify cadet via an AFROTC Form 16 and provide a copy to HQ AFROTC/RRFD.

## Attachment 39

## AF FORM 24 PACKAGE DISTRIBUTION

Table A39.1. AF Form 24 Package Distribution.

Documents	AFPC	UPRG	Commissionee
AF Form 24	1 Copy	1 Original	1 Copy
SF 88 or DD Form 2808, <i>Report of Medical Examination</i>	N/A	1 Original	1 Copy
SF 93 or DD Form 2807-1, <i>Report of Medical History</i>	N/A	1 Original	1 Copy
All other medical documents associated with the cadet's commissioning examination	N/A	1 Original	1 Copy
DD Form 2005, <i>Privacy Act Statement – Health Care Records</i>	N/A	1 Original	1 Copy
AF Form 1056, with addendums	1 Copy	1 Original	1 Copy
DD Form 4, <i>Enlistment/ Reenlistment Document-Armed Forces of the United States</i>	1 Copy	1 Original	1 Copy
DD Form 214, <i>Certificate of Release or Discharge from Active Duty</i>	1 Copy	1 Original	1 Copy
NGB Form 22, <i>Report of Separation &amp; Record of Service</i> (as applicable)	1 Copy	1 Original	1 Copy
DD Form 785, <i>Record of Disenrollment from Officer Candidate-Type Training</i> (as applicable)	1 Copy	1 Original	1 Copy
AF Form 526, <i>ANG/USAFR Point Credit Summary</i> (as applicable)	1 Copy	1 Original	1 Copy
Discharge Order (as applicable)	1 Copy	1 Original	1 Copy
AF IMT 766, <i>Extended Active Duty Order</i> (with amendments, if applicable)	N/A	1 Original	1 Copy
Health Insurance Statement (Signature Page Only)	1 Copy	1 Original	1 Copy
AF Form 133	1 Copy	1 Original	1 Copy
AFROTC Form 88, <i>Extended Terms of Scholarship Entitlements Acknowledgment and Certification</i> (if applicable)	1 Copy	1 Original	1 Copy
Memorandum of Appointment	1 Copy	1 Original	1 Copy
Reserve Appointment Order	1 Copy	1 Original	1 Copy
DG Memorandum (if applicable)	1 Copy	1 Original	1 Copy
AF Manual 10-100 Receipt	N/A	1 Original	N/A
Commissioning PFA Results/Documentation	N/A	N/A	1 Copy
SERE Training Certificate	N/A	N/A	1 Copy

## Attachment 40

## 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 1<sup>st</sup> 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 1<sup>st</sup> 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  
Commander1<sup>st</sup> 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 41****AF FORM 24 INSTRUCTIONS**

A41.1. All cadets being commissioned require an AF Form 24 (reference paragraph 6.8.), which is due 3 workdays after commissioning (reference paragraph 6.14.1). All entries must be typed.

A41.2. Place an "X" in the "APPOINTMENT AS A RESERVE MEMBER OF THE AIR FORCE."

**Figure A41.1. AF Form 24 Instructions.**

ITEM 1: Address application to: HQ AFPC/DPSIPV (USAF/JAX for GLP; HQ AFPC/DPAMN for nurses; or HQ AFPC/DPAME for Pre-HPP).

ITEM 2: Enter the AFSC the cadet was classified in. For approved educational delays, enter "N/A, Educational Delay".

ITEM 3-5: Self-explanatory

ITEM 6: The HOR does not have to be the same address as recorded on their DD Form 4.

ITEM 7: Self-explanatory

ITEM 8: Annotate an address where the cadet plans to be *after* commissioning if other than their HOR.

ITEM 9-12: Self-explanatory

ITEM 13: Place an "X" in the first block ("To fill an active force...") and leave remaining blocks blank *EXCEPT* last three blocks for cadet's initials.

ITEM 14: High school and colleges attended. Month and year of attendance is acceptable. If attended a university or college but did not obtain a degree, indicate academic major. Also, indicate academic major in which degree is awarded. Indicate any military schools attended.

ITEM 15: Enter "N/A."

ITEM 16: N/A

ITEM 17: Enter the following information in the order indicated:

- Periods of prior military service (show active and inactive periods as separate entries).
- Period of attendance at field training and all advanced training programs (ATP).
- Periods of contract cadet status according to the following:
  - From date: Date of enlistment in the Obligated Reserve Section (ORS).

- To date: Date of Commission (DOC).
- Highest grade: Enter grade cadet was enlisted in the ORS (reference their DD Form 4).
- Organization: Enter your detachment (e.g., AFROTC Detachment 585).
- If the cadet was disenrolled from the ORS and was later contracted again in the ORS, use two lines to show inclusive dates.
- If the cadet was a pursuing student or if time as a special student was accredited, explain and give inclusive dates in the remarks section, item 33.

ITEM 18: Check "Yes" and enter "AFRES (ORS)."

ITEM 19: Enter "N/A" unless cadet has prior service.

ITEMS 20 - 24: All entries should be checked "No."

ITEM 25: Enter "N/A."

ITEM 26: Transcribe all civil involvements recorded on AFROTC Form 35, *Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials*.

ITEM 27: If cadet answers "yes," process for disenrollment according to Chapter 11.

ITEM 28-32: Self-explanatory

ITEM 33: Disregard the preprinted remarks as they are for Recruiting Service Use Only.

HAVE CADET SIGN *FULL (FIRST, MIDDLE, AND LAST )* NAME ON ALL COPIES.

**Attachment 42****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 43

## MANDATORY SSBI REQUIREMENTS FOR OFFICER AFSCS

<b>AFSC</b>	<b>AFSC DESCRIPTION</b>
10C	Operations Commander
11B	Bomber Pilot
11F	Fighter Pilot
11G	Generalist Pilot
11R	Reconnaissance/Surveillance/Electronic Warfare Pilot
11S	Special Operations Pilot
12B	Bomber CSO
12F	Fighter CSO
12G	Generalist CSO
12R	Reconnaissance/Surveillance/Electronic Warfare CSO
12S	Special Operations CSO
13B	Air Battle Manager
13D	Control And Recovery
13L	Air Liaison Officer
13S	Space And Missile Operations
14N	Intelligence
15W	Weather
16F	Foreign Area
16G	Air Force Operations Staff Officer
16R	Planning And Programming
17D	Cyber Space Operations
20C	Logistics Commander
21M	Munitions and Maintenance
32E3H	CE, Explosive Ordinance Disposal
60C	Program Director
65A	Audit
71S	Special Investigations
84H	Historian
85G	United States Air Force Honor Guard
86P	Command And Control
88A	Aide-De-Camp
90G	General Officer
91W	Wing Commander
92T0	Pilot Trainee
92T1	Combat Systems Operator Trainee
92T2	Air Battle Manager Trainee
92T3	Remotely Piloted Aircraft Trainee

## Attachment 44

**PERSONNEL RELIABILITY PROGRAM (PRP) PRE-SCREENING CHECKLIST**  
**AFSCs: 31P1/21M1(I and N)/13S1C**

Table A44.1. PRP Pre-Screening Checklist

STEP	ACTION OWNER	NARRATIVE
1.	AFPC	Opens FM 53 for cadets to submit AFSC choices (Junior Year- Early Spring)
2.	AFPC	Closes FM 53 and makes AFSC match (Senior Year- Early Fall)
3.	HQ AFROTC PRP Monitor	Sends reminder to Detachments of initiate PRP Pre-Screening for cadets classified into 31P, 21M “I and N” Shred and 13S “C” Shred
4.	Detachment PRP Monitor	Notifies cadet of AFSC selection into 31P1, 21M1 “I and N” Shred or 13S1 “C” Shred
5.	AFPC	Reopens FM 53 for cadet to input assignment choices
6.	Detachment PRP Monitor	Ensures cadet completes Sec I of PRP Questionnaire and provides Nuclear Surety Briefing and PRP Pamphlet to cadet
7.	Cadet and Detachment PRP Monitor	Both cadet and Detachment PRP monitor initial PRP Pre-screening portion on questionnaire
8.	Detachment PRP Monitor	Email PRP Questionnaire, physical and CC Rec/Non-Rec memo to CMA for completion of PRP Pre-screening portion
9.	Detachment PRP Monitor	<b>13S1C ONLY</b> - Place cadet on travel orders to proceed to MTF (if there is no yellow/orange PDI after reviewing Sec I of PRP Questionnaire and CRAT)
10.	Cadet	<b>13S1C ONLY</b> - Proceeds to MTF for SMOD physical and AF FM 422
11.	CMA and Detachment PRP Monitor	CMA completes Rec/Non Rec Memo and forwards back to Detachment PRP Monitor. Det PRP Monitor has Detachment CC sign memo and uploads PRP Questionnaire and memo to vUPRG in WINGS
12.	HQ AFROTC PRP Monitor	If NO PDI or GREEN PDI (determined by CRAT), AFROTC will forward CMA/CC rec memos to AFPC Line Officer Accessions
13.	HQ AFROTC PRP Monitor	If YELLOW PDI is found, cadet is not eligible for AFSC selection (unless YELLOW PDI is negotiable-AFROTC will contact A10 for determination)
14.	HQ AFROTC PRP Monitor	If YELLOW PDI is not negotiable, Detachment CC signs non-rec letter and AFROTC will forward to AFPC Line Officer Accessions for reclassification

**\*\*All items must be accomplished before the individual is commissioned.**

**References:**

-DoD 5210.42-R\_AFMAN 10-3902/AFROTCI 36-2011

-PRP Website: <https://www.a3a5.hq.af.mil/a3s/a3sn/events/prp/index.asp>

Contact HQ AFROTC PRP Monitor at 334-953-3562 for further guidance



## Attachment 45

## AFROTC CADET/AECP/NECP COMMISSIONING PROCESS

(NOTE: Scan forms and EMAIL to AFPC/DPAMN Workflow (afpc.dpamn2@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 (AECP 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: AECP/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 IMT 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 IMT 766 (EAD orders), Active Duty Order Block 1. Accessions can only ship household goods from the two addresses listed on the AF IMT 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 (AECP 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 (Attachment 52)
15. Reserve Order (Attachment 53) (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 46

## MEMORANDUM OF APPOINTMENT

DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

(1st day of month of commissioning)

MEMORANDUM FOR 2ND 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., Chapter 103.

KAREN E. BILTZ, Colonel, USAF  
Commander\* **NOTE:** If Nurse commissionee (Category Q), enter “(NC)”

## Attachment 47

## COMMISSIONING RESERVE APPOINTMENT ORDER

(Unit Heading)

(Date)

RESERVE ORDER  
RO-000TO: 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 HQ 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 HQ 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/DPSIP

1 – Individual

1 – UPRG

\* - All commissionees will be assigned to HQ 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 48

## Attachment 48

## 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 eligible to receive scholarship funds?

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 49

## COMMISSIONING MEMORANDUM OF INSTRUCTION

MEMORANDUM FOR 2D LIEUTENANT \_\_\_\_\_ (Cadet's full name)

FROM: AFROTC Detachment 999/CC  
Getsmart University  
123 4<sup>th</sup> Street  
Mytown NY 01010-0000

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 (HQ ARPC) in Denver, Colorado, Headquarters Air Force Personnel Center (HQ 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 HQ AFPC immediately at:

HQ AFPC/DPSIP  
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:

HQ AFPC/ DPAMN (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 Military Medical Support Office (MMSO) at 1-888-647-6676. Additional instructions may also be found on the MMSO website at <http://mmsso.med.navy.mil>. 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 HQ 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. If your AFSC is

10. 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.

11. 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. BOLES, Colonel, USAF  
Commander

Attachment  
Health Insurance Statement

## Attachment 50

**HEALTH INSURANCE STATEMENT**

I, \_\_\_\_\_ (Cadet's Full Name) \_\_\_\_\_, SSAN: \_\_\_\_\_, certify that I do / do not have medical insurance coverage that will remain in force upon my graduation and commissioning. I understand that if I acquire health insurance between my commissioning and extended active duty date, my eligibility for TRICARE will terminate. I further acknowledge that my TRICARE benefit will not start again until I begin extended active duty. Finally, I understand that my dependents are not eligible for TRICARE coverage until I begin extended active duty.

**FOR COMMISSIONEES WITH HEALTH INSURANCE:**

My coverage is with:

Company: (Company Name)

Effective Date of Coverage: (Date)

\_\_\_\_\_  
Signature Block/Signature of Commissionee      Signature Block/Signature of Witness (Cadre)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

**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 51

## CROSS-COMMISSIONING CONDITIONAL RELEASE REQUEST

Letterhead)

(Date)

MEMORANDUM FOR AFROTC DETACHMENT 340/CC  
HQ 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]

## Attachment 52

## SPECIAL ORDER OF APPOINTMENT TO 2D LT/CALL TO EAD

**DEPARTMENT OF THE AIR FORCE**  
**HQ AFROTC (AETC)**  
**MAXWELL AIR FORCE BASE ALABAMA 36112-6106**

SPECIAL ORDER (Date)

AB-XXX

1. The following individual is relieved from assignment/attachment, Detachment XXX, University of XXXX (AETC), USAF, this base, and honorably discharged effective **(DATE)**. Accrued or excess leave carried forward. CAFSC: 9T100. No travel involved. Authority: AFI 36-2005 and 36-2013.

2. By the direction of the President, the following individual, assigned/attached Detachment XXX, University of XXX, City, State, USAF, AETC, is appointed as a Reserve officer of the Air Force in the grade of Second Lieutenant, effective (DATE). Source of commission is a graduate of Air Force Reserve Officer Training Corps, USAF. PSD, TYSD and TFCSD are (Date--1 Day after discharge date). Authority: AFI 36-2005 and Title 10 USC 12203 subparagraph B58.

3. By the direction of the President, the following 2d Lt, USAFR, with effective date of reserve appointment of (Date 1 day after discharge date) is ordered to extended active duty (voluntary) per 10 USC 672(d) effective **(date assigned by AFPC officer assignments)** for a period of (number of months), unless sooner relieved. ADN: 019. The officer is presently at AFROTC Detachment XXX, University of XXX, City, State and will be accessed into the roles of the Air Force on concurrent orders assigning him to his duty station.

<b>NAME</b>	<b>GRD</b>	<b>SSAN</b>	<b>DOB</b>
Dole, Janet R. TSG		xxx-xx-1234	MM/DD/YYYY 01/26/1972

FOR THE COMMANDER  
SIGNATURE BLOCK

2 – AFROTC Detachment XXX  
1 – Servicing MPS

## Attachment 53

## RESERVE ORDER OF DISCHARGE/CALL TO READY RESERVE

## RESERVE OF THE AIR FORCE APPOINTMENT

AIR UNIVERSITY (AETC)  
AFROTC DETACHMENT XXX

RESERVE ORDER (Date)

RO-XX

1. The following individual is relieved from assignment/attachment, HQ AFROTC (AETC), USAF, Detachment XXX, and honorably discharged effective **Date** in the grade indicated. Accrued or excess leave carried forward. CAFSC: 46X. No travel involved. Authority: AFIs 36-2005, 36-2013, and 36-3209.

2. By the direction of the President, the Air Force appoints the following individual as a Reserve of the Air Force in the grade of Second Lieutenant, Ready Reserve, effective **(Date, 1 day after discharge date)**. Source of commission is a graduate of Air Force Reserve Officer Training, Code W. PSD, TYSD and TFCSD are **(Date, 1 day after discharge date)**. Authority: AFIs 36-2005, 36-2011 and Title 10 USC 12203 (b).

3. By the direction of the President, the following individual is ordered to extended active duty (voluntary) per Title 10 USC 12203 (b), effective **(Date, 1 day after discharge date)** for an indefinite term. This officer is presently assigned to AFROTC Detachment XXX, while administratively attached to (servicing AFB, State), and will be accessed into the roles of the Air Force on concurrent orders assigning the individual to his or her next permanent duty station.

NAME	GRD	SSN	DOB MM/DD/YYYY	PRIMARY AFSC	PERMANENT RESIDENCE
Robertson, John A.	SSG	xxx-xx-1234	08/15/1973	62E1H	1234 Smith Dr Norman OK 12345

## BY ORDER OF THE SECRETARY OF THE AIR FORCE

NAME, RANK, USAF  
Commander

## DISTRIBUTION:

1 – HQ AFPC/DPPAMN  
1 – Individual  
2 – AFROTC Detachment XXX  
1 – Servicing MPS

RO-XX