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AIR FORCE ROTC (AETC)**

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Personnel

CADET OPERATIONS

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SUMMARY OF CHANGES

This interim change updates guidance pertaining to the Commissioning Qualifying Fitness Review. A margin bar (|) indicates newly revised material.

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CHAPTER 1 – POLICY, ROLES, AND RESPONSIBILITIES

Section 1 – Policy

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

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

1.2.1. Cadre and staff must conduct education and training in a professional and mutually respectful environment free of harassment, discrimination, hazing, and any other unacceptable conduct, actions, or circumstances inappropriate for cadets IAW DAFMAN 36-2032, *Military Recruiting and Accessions*, and AFI36-2909_AETCSUP, *Air Force Professional Relationships and Conduct*.

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

1.3. Recruit, Recruiter, Trainer, and Trainee. In AFROTC, a recruit is any applicant; a trainee is a cadet; a recruiter is a Regional Director of Admissions (RDA), Gold Bar Recruiter (GBR), an Admissions Liaison Officer (ALO), and all cadre members; and a trainer is any cadre member or a staff member who has direct contact with trainees for the purpose of planning, organizing, or conducting initial military training. Within the first 30 days of arrival or before any direct engagement with cadets and recruits, whichever comes first, every cadre member or staff member, guest instructor, RDA and GBR will sign a DD Form 2982, *Recruiter/Trainer Prohibited Activities Acknowledgment*. Cadre must recertify the DD Form 2982 annually and maintain this file at the detachment as directed by the Operations Flight Commander (OFC). If a cadre member or staff member who has a current and signed DD Form 2982 on file is physically present at a cadet event, non-cadre members (ex. Non-AFROTC CGOs visiting the detachment for career day) do not need to complete a DD Form 2982 unless they are instructing as part of the AFROTC curriculum. AFROTC/RRR will maintain RDA and GBR forms. Reference the Glossary for the definition of a Guest Instructor. The United States Air Force Academy (USAFA) is responsible for ensuring their ALOs maintain current and signed forms.

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

1.5. Cadet Relations with Subordinates. Cadets are specifically forbidden from using their rank or position to take, or be perceived as taking, undue advantage of subordinates. Cadets are prohibited from hazing, maltraining, maltreatment, and any other unacceptable conduct towards others IAW DAFMAN 36-2032.

1.6. Government Ethics and Fiscal Law. Air Force ROTC is a federal entity for purposes of applying government ethics rules and federal fiscal law. Cadet wings, cadet drill teams, cadet color guards and honor guards, and other cadet organizations set up or directed by detachment cadre are extensions of the detachment for ethics and fiscal law purposes. Relationships between AFROTC and private organizations must abide by provisions in DAFI 34-223, *Private Organizations Program*. Private organizations include, but are not limited to, Arnold Air Society (AAS) and Silver Wings (SW) chapters, Scabbard and Blade and Pershing Rifles chapters, alumni interest groups, cadet booster clubs, and office-based coffee funds.

1.7. Funding. In addition to AFROTC-allocated funds, detachments may accept university funds as the Aerospace Studies department if those funds are also available to other university departments. These funds may be used for all AFROTC operations, including mandatory PMT. Host universities may also provide scholarship funds directly to AFROTC cadets. Cadre may advise universities how to allocate such funds, but only in broad general categories (i.e. scholarship cadets, out-of-state cadets, etc.). These institutions may also provide funds to student organizations that are military oriented. Air Force units may not solicit for funds or raise funds. Cadre should consult with Holm Center/JA if there is any doubt as to an event funding source.

Table 1.1. Fiscal Law Matrix.

	Expense											
	Transportation			Lodging			Facility (2)			Meals		
	AF	Univ	NFE (1)	AF	Univ	NFE (1)	AF	Univ	NFE (1)	AF	Univ	NFE (1)
Base Visit (mand)	Y	Y	N	Y	Y	N	Y	N	N	Y	Y	Y
Base Visit (vol)	N	Y	Y	N	Y	Y	Y	N	N	N	Y	Y
PMT (mand)	Y	Y	N	Y	Y	N	Y	Y	N	Y	Y	Y
PMT (vol)	N	Y	Y	N	Y	Y	Y	Y	N	N	Y	Y
PDT (mand)	Y	Y	N	Y	Y	N	Y	Y	N	Y	Y	Y
PDT (vol)	N	Y	Y	N	Y	Y	Y	Y	N	N	Y	Y
Commissioning	Y	N	N	Y	N	N	Y	Y	N	Y	N	N
Dining-Out/-In	N	Y	Y	N	Y	Y	N	Y	Y	N	Y	Y

Note 1: Non-Federal Entities (NFE) funding may be accepted by students; and cadets may cover the activity expense out of their own funds.

Note 2: Facility expenses include rental of and entry to a facility or location for an event, to include other direct costs of obtaining access to the facility, such as usage fees.

1.8. Fundraising events. Cadre and cadets must avoid appearances of sponsorship or fundraising as part of AFROTC activities IAW DAFI 34-223. Cadets participating in university events do not require coordination with AFROTC.

1.9. Military Decorum. Cadets who have been trained may practice military decorum rules IAW Field Training Trainee Preparation Guide. For example, cadets preparing for Field Training (FT) may use the seven basic responses, square corners, give verbal greetings, and come to attention with heels to the wall. This practice will be restricted to Practical Military Training (PMT) in specified locations and as a role-playing exercise rather than a standing policy.

1.10. Prohibitions.

1.10.1. Arnold Air Society (AAS) and cadet booster clubs. These activities are not considered PMT. Since AAS and Silver Wings (SW) have a connection to AFROTC, Detachment Commanders (Det/CC) must report to AFROTC/CC, through their respective regions, any issues of maltraining, maltreatment, hazing, academic integrity violations, unprofessional relations, and any other unacceptable conduct, actions, or circumstances inappropriate for cadets IAW DAFMAN 36-2032.

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

1.10.3. FT Preparation. FT preparation is designed to teach specific skills and knowledge from Field Training Trainee Preparation Guide. Activities/exercises with the intention of simulating the stresses of the FT environment/experience are expressly prohibited. Prohibitions in the context of FT preparation activities include, but are not limited to:

1.10.3.1. Direct individual feedback with raised voices.

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

1.10.3.3. Any form of physical discipline.

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

Section 2 – Roles and Responsibilities

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

1.11.1. May disenroll any contract cadet at any time with or without cause (Authority: 10 United States Code (U.S.C.), Section 2105, DODI 1215.08, *Senior Reserve Officers’ Training Corps (ROTC) Programs*, and DAFMAN 36-2032.

1.11.2. Directs implementation of AFROTC programs.

1.11.3. Initiates actions to establish Field Training Unit (FTU) and manage host-installation support agreements IAW DAFMAN 36-2032.

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

1.12.1. Establishes and executes policies and procedures governing cadet Field Training, Professional Development Training (PDT), awards, and logistical support.

1.12.2. Maintains overall responsibility and provides oversight for the FT program, to include producing annual guidance, conducting planning and review processes, and determining and assigning region staff requirements.

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

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

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

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

1.13. AFROTC Registrar (AFROTC/RR).

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

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

1.13.3. Establishes procedures and policies that govern scholarship programs.

1.13.4. Manages procedures, policies, and selection boards for Enlisted Commissioning Programs (ECP).

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

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

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

1.14.1. Executes tasks and ensures adherence to policies, procedures, and guidance in their region.

1.14.2. Directs region and detachment administration, operations, and policy compliance.

- 1.14.3. Coordinates detachment waiver and Commander Retention Review (CRR) packages.
- 1.14.4. Identifies and validates host institutions in their region that qualify for Senior Military College (SMC) status.
- 1.14.5. Selects recipients for awards and recognition.
- 1.14.6. Manages FT staff assignments based on AFROTC/DO guidance.

1.15. Detachment Commander (Det/CC). Commanders hold the authority and responsibility to lead their units to accomplish the mission.

- 1.15.1. Directs administration, operations, recruiting, and compliance at their detachment.
- 1.15.2. Ensures cadre manage personnel records for participants, applicants, and cadets.
- 1.15.3. Ensures all instructor-qualified cadre instruct at least one AS lesson each term.
- 1.15.4. Approves substitute AS class activities, tutorial instruction, and summer classes.
- 1.15.5. Ensures each instructor is evaluated IAW Holm Center Instruction (HCI) 36-2601, *Faculty Development and Master Instructor Programs*, and paragraph 9.13 of this instruction.
- 1.15.6. Directs safety program, risk management, determination of high-risk activities of all detachment personnel IAW AFI 90-802, *Risk Management*, and DAFI 91-202, *The US Air Force Mishap Prevention Program*.
- 1.15.7. May drop (“Det Drop”) any non-contract cadet at any time, with valid basis.
- 1.15.8. Approves high-risk PMT activities and sends RM plan to Region/CC prior to the event.
- 1.15.9. Serves as or designates a liaison or advisor to AFROTC-associated student organizations and non-federal entities (NFE).
- 1.15.10. Appoints an officer as the Operations Flight Commander (OFC), Education Officer (EO), and Recruiting Officer (RO).
- 1.15.11. Nominates cadets or selects recipients for awards and recognition.
- 1.15.12. As required, appoints the Test Control Officer (TCO) and Test Examiner (TE) IAW DAFMAN 36-2664, *Personnel Assessment Program*, and the AFROTC Supplement.
- 1.15.13. Commands active duty ECP students and ADCON for Air Force Institute of Technology (AFIT) students.
- 1.15.14. Verifies and provides institution tuition rates to AFROTC/RR.
- 1.15.15. Ensures scholarship estimates are entered into Web Intensive New Gain System (WINGS) and timely submissions of tuition invoices are entered into WINGS.

1.15.16. Provides oversight of the High School Scholarship Program (HSSP) interview process.

1.15.17. Ranks cadets at the end of each term for purposes of PSP, categorization, scholarships, and awards boards. The Det Commander Ranking (DCR) will reflect cadets' relative standings amongst their peers within their cohort and is an assessment of a cadet's performance and potential for officership based on the whole person concept.

1.15.17.1. Assess cadet's ability to appropriately apply academic leadership/followership lessons through job performance within the cadet wing, contribute to and lead small teams, communicate effectively, apply lessons learned, follow instructions, and adhere to the Air Force Core Values.

1.15.17.2. Factors that should not be considered are those for which cadets receive other objective scores which are combined with the cadet's static ranking to produce the cadet's overall Order of Merit. This includes GPA, PFA score, FT rank etc.

1.15.17.3. General Military Course (GMC) cadets will be ranked within their AS classes.

1.15.17.4. Professional Officer Course (POC) cadets will be ranked within their fiscal year of commissioning.

1.15.18. Reviews locally produced advertising and promotional (A&P) materials.

1.15.19. Reviews and approves the detachment recruiting plans.

1.15.20. Ensures applicants and cadets comply with accessions guidance, including DAFMAN 36-2032 and DAFI 36-2903, *Dress and Appearance of United States Air Force and United States Space Force Personnel*, to include compliance with tattoo and body piercing guidance.

1.15.21. Manages ROTC Monthly Status and Payment Report IAW HOLM CENTER INSTRUCTION 65-101, *The AFROTC Cadet Payment Programs*.

1.15.22. Ensure creation of DTS profiles and travel orders for cadets IAW DoDI 4515.13, *Air Transportation Eligibility*.

CHAPTER 2 – RECRUITING

2.1. General Information. The AFROTC recruiting mission is to recruit highly qualified candidates to meet DAF officer accession goals. AFROTC recruiting is conducted in accordance with DAFMAN 36-2032 and the AFROTC National Recruiting Strategy. The OPR for this chapter is AFROTC/RR.

Section 1 – Roles and Responsibilities.

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

2.2.1. Publishes the AFROTC National Recruiting Strategy.

2.2.2. Provides staff guidance and assistance to detachment Recruiting Officers (RO).

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

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

2.2.5. Manages recruiting Operations and Maintenance (O&M) budget.

2.2.6. Provides detailed market analysis, including top high schools, to each RO.

2.2.7. Participates in initial recruiter training for newly assigned AFRS Gold Bar Recruiters and AFROTC detachment cadre in coordination with AFRS/RSO.

2.2.8. Provides functional area expertise for staff visits and AFROTC inspection teams.

2.2.9. National Call Center (RRRN). Monitors AFROTC.com website and answers requests for information to customer's satisfaction. Additionally, Gold Bar Recruiters contact information is available on the website.

2.2.10. Targeted Recruiting Section (RRRT). Develops recruiting strategies through market research and guidance from Air Force leadership. Coordinates with Air Force agencies to determine target markets, including those based on diversity, skills, education or other goals.

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

2.3. Detachment Commander (Det/CC). Ensures a cadre member is present at all times during off-campus recruiting events. Cadets are not allowed to recruit off-campus or virtually unsupervised.

2.3.1. Cadre/Cadets will maintain a professional appearance IAW DAFI 36-2903 for all recruiting events. It is the Det/CC's responsibility to ensure professionalism regardless of the recruiting medium.

2.3.2. When conducting virtual recruiting, cadre/cadets will ensure their virtual background is professional and their area is free of distractions/interruptions. Virtual name blocks should include Detachment--Rank, First Name and Last Name (i.e. "Det 123--Capt John Doe", "Det 123--Cadet Jane Doe").

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

2.4.1. Adhere to most recent publication of AFROTC Recruiting Officer Guide found in TEAMS RRR > Files > Recruiting Officer Resources > RO Training > RO Guidance

2.4.2. Generate Detachment Spend Plan found under TEAMS > Reserve Officer Training Corps > RRR > Detachment Spend Plans, and save under the detachment's region folder.

2.4.3. Establish and maintain a detachment website on their host institution server IAW DAFI 35-101, *Public Affairs Operations*, if allowed by the institution.

2.4.4. Establish and maintain a web-based recruiting space (e.g., Zoom, Microsoft Teams, FaceTime, etc.). Ensure audio/video checks are conducted prior to event start.

2.4.5. Document and evaluate all recruiting events in a standardized AAR and submit to HQ AFROTC/RRR.

Section 2 – Recruiting Operations

2.5. Lead Management. IAW DAFMAN 36-2032, "leads" are defined as individuals who appear to possess, or may in the future possess, the qualifications for enlistment or appointment as a commissioned officer. AFROTC personnel who perform recruiting functions must maintain leads IAW AFROTC Recruiting Guide. Lead management must include protection of personally identifiable information (PII).

2.5.1. Manage contact worklist on a regular basis, and follow-up with leads consistently to move them through the recruitment process. Once a lead becomes an applicant, add their information in WINGS. Applicant is defined as an individual who applies to AFROTC through HSSP or enrollment in GMC courses.

2.6. Recruiting Advertising & Promotion (A&P) Funds. Recruiting A&P funds are used primarily to support detachment recruiting needs. ROs may purchase detachment promotional items utilizing allocated A&P funding. ROs should not pay taxes on purchases. To place an order, ROs will:

2.6.1. Coordinate with the vendor and arrange for services.

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

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

2.7. Funding Restrictions. Recruiting A&P and O&M funds cannot be used to purchase the following: awards, uniforms for cadets or cadre, detachment beautification, construction, drones, computers and computer accessories, or any single item valued at over \$25 without AFROTC/RRRM approval. Recruiting funds not obligated by the detachments or regions will be recovered by AFROTC/RRR for use in support of national recruiting and marketing initiatives.

2.8. Center of Influence (COI) Events. A COI event is a planned event where meals or snacks appropriate for the occasion are served to provide a setting for DAF personnel to make a recruiting presentation to highly qualified leads or key influencers of highly qualified leads and/or applicants. COI events will be conducted in accordance with the Joint Travel Regulation and AFMAN 65-114, *Travel– Procedures for Financial Management Flights, Finance Offices-Reserve Components, Air Force Installation and Mission Support Center-Finance Component*, and DAFMAN 36-2032. Any COI event that is HQ-funded will be reviewed by HQ/RRRM and any COI event that is Det-funded will be reviewed by Det/CCs. Tax-free payable invoices for requested items must be submitted to AFROTC/RRRM for purchase.

2.9. Printing Sources. Printing must be procured through the Defense Logistics Agency (DLA) Printing Services, unless a waiver is granted. IAW DAFI 64-117, *Government Purchase Card Program*, if a waiver is granted, printing may be obtained locally using the GPC. All projects must comply with institution policy and be approved by AFROTC/RRRM before printing. Send printed copy with changes, text copy, or a rough layout to AFROTC/RRRM.

2.10. End of Course Survey. Ensure cadets complete End of Course Survey upon completion of ROTC program or when disenrolling from the program.

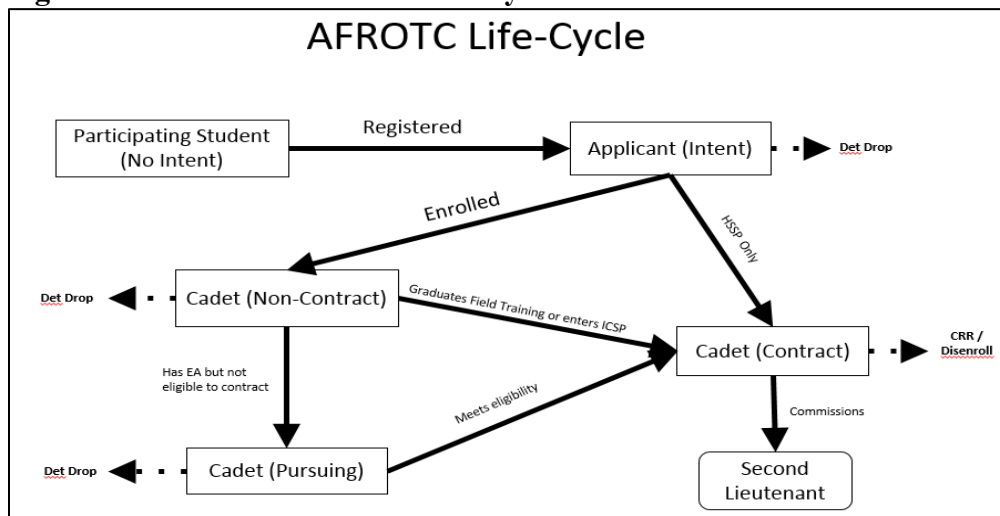
CHAPTER 3 – ENROLLMENT

Section 1–Enrollment Requirements

3.1. General Information. The core competency of AFROTC is to train individuals *seeking a commission* into a DAF military service. Traditionally these individuals are working on their first undergraduate degree, but students seeking a second undergraduate or graduate degree are eligible to join AFROTC as long as all other requirements are met and they are able to accomplish all AFROTC requirements prior to graduation. This section provides eligibility, application, and enrollment requirements for AFROTC cadets. It defines requirements for membership in the two major phases of the program, the General Military Course (GMC) and the Professional Officer Course (POC). The OPR for this chapter is AFROTC/RRF.

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

Figure 3.1. AFROTC Student Life Cycle.



3.3. Participating Student. Students who are not seeking a commission may choose to enroll in AFROTC academic courses. Participating students are not cadets, and the following apply:

3.3.1. Must create a WINGS record; however, students are not required to complete the application for AFROTC membership. Detachments will take the appropriate actions to establish a WINGS record for participating students.

3.3.2. May enroll in AFROTC classes for academic course credit only.

3.3.3. Will not participate in Leadership Laboratory, Physical Training, or any Professional Development Programs. SMC Det/CCs may allow participation based on their university requirements as long as it's mandated by the university.

3.3.4. Will not be issued uniforms.

3.3.5. Will not be included in Detachment Commander's Ranking.

3.3.6. Will not compete in any selection program.

3.3.7. Are ineligible for a contract or commission.

3.4. Applicant Cadet. Applicants are cadets who are seeking a commission but are not yet qualified to be an active cadet. Cadets will remain in Applicant status in WINGS until all enrollment documentation is complete and any required waivers are obtained. Applicants will not be issued uniforms, and are not eligible for scholarship nomination or PSP. Exception: cadets who are in applicant status based on citizenship requirements may compete for PSP and be issued uniforms prior to PSP selection at Det/CC discretion. See paragraph 3.8 for intent.

3.5. Active Cadet. Active cadets are students enrolled in the AFROTC program who are seeking a commission and have completed all enrollment requirements. Cadets are listed as Active in WINGS. Active status does not confer active duty military status upon cadets.

3.5.1. Active GMC can be either scholarship cadets who are contracted, or non-scholarship cadets who are not on contract.

3.5.2. POC must be eligible to contract to carry Active POC status. For POC cadets who are not yet eligible to contract, see paragraph 3.6 for correct WINGS cadet status.

3.6. Pursuing Cadet. Pursuing cadets are non-contract POC cadets who are temporarily ineligible to contract because of a condition that is expected to be corrected within one academic term (**EXCEPTION:** Guard and Reserve members (see paragraph 11.11), and Non-US citizens (see paragraph 3.8)). Pursuing cadets are enrolled in both AS class and LLAB. Detachments will ensure these cadets are changed from Active to Pursuing status in WINGS effective the first day of host institution classes following the cadet's successful completion of Field Training. Det/CCs must contract pursuing cadets within one academic term but NLT 10 workdays after the start of subsequent term. The Region/CC is the approval authority for extensions. Once cadet becomes eligible and is contracted, detachment will change cadet's status in WINGS back to Active. If cadet is unable to become eligible to contract within the required timeline, the detachment will det drop the student. Pursuing cadets are not entitled to stipend or retroactive payment if later contracted.

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

3.8. Non-US Citizens. Non-US citizens are applicants while enrolled in the GMC and become pursuing cadets when they enter the POC. They must be able to become citizens prior to

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

3.8.1. For cadets who actively pursued citizenship and can demonstrate accomplishment of citizenship requirements, but whose citizenship approval may be delayed beyond the 12-month deadline, the Region/CC may grant a waiver until the end of the AS300 year (AS400 year for 5-year cadets).

Figure 3.2. Citizenship Statement of Understanding.

I understand that I am within the 12-month point for applying for my citizenship. I also understand that I cannot apply for citizenship until 90 days prior to my citizenship eligibility date. I am competing for an AFROTC enrollment allocation based on this timeframe. I will file for my citizenship 90 days prior to my eligibility. I will provide copies of my citizenship package to the Det/CC when filed. If I do not file the package at the 90-day point of my citizenship eligibility date, my enrollment allocation will be withdrawn. If I do not receive my citizenship, my enrollment allocation will be withdrawn.

(Cadet Printed Name and Date)

(Signature of Cadet)

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

3.9.1. General Military Course (GMC) Cadets. The GMC normally covers the first two years in the program and consists of AS100 and AS200 classes and LLAB. The GMC entry date is the first day of host institutional classes at the beginning of the AS100 or AS250 term.

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

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

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

maximum of one academic term. (Exception: occasional specific programs, such as JAG One-Year Commissioning Program (OYCP) may not be subject to this paragraph.)

Table 3.1. Cadet Classifications.

AS Level	Definition (Applies to Cadets Only)	Status	Courses	Notes
100	Contract or non-contract cadets. They remain classified as AS100 cadets until disenrolled (contract only), dropped (non-contract), or enter into the AS200 course.	GMC	AS 100 LLAB	
200	Contract or non-contract cadets. They remain AS200 cadets until disenrolled (contract only), dropped (non-contract), enter into the POC, or become AS500s.	GMC	AS 200 LLAB	
250	Contract or non-contract cadets. AS250 cadets must meet all LLAB objectives for both AS 100 and AS 200 courses. A student remains an AS250 until disenrolled (contract only), dropped (non-contract only), no longer dual-enrolled in the GMC (contract and non-contract), or enter into the POC.	GMC	AS 100 AS 200 LLAB	When determining overall cadet enrollment, count AS250s as AS200s.
300	All cadets on contract or in pursuing status with AFROTC who are enrolled as a member of the first year of the POC. They remain AS300 cadets until disenrolled (contract only), dropped (pursuing only), or enter into the AS400 course.	POC	AS 300 LLAB	
400	All cadets on contract or in pursuing status with AFROTC who are enrolled as a member of the second year of the POC. They remain AS400 cadets until disenrolled, commissioned, or enter into extended cadet status.	POC	AS 400 LLAB	
500	Cadets who have completed the GMC and did not compete successfully for an enrollment allocation (EA) the previous year, did not successfully complete field training (FT) and are awaiting disenrollment (scholarship cadets), or are attempting to re-compete for an EA. They remain AS500 cadets until dropped, disenrolled, or enter into the POC.	GMC	LLAB	Eligible for scholarship nomination and award, but scholarship entitlements cannot be activated until entering the POC.
700	Non-scholarship contract or pursuing cadet (including those who received CMLA) who has completed all AS and LLAB requirements but has not graduated.	Extended	LLAB	If in a SAF-approved 5-year major, authorized up to 900 days of stipend. Not required to register for LLAB; attendance is required.
800	Scholarship contract cadet who has completed all AS and LLAB requirements but has not graduated.	Extended	LLAB	If in a SAF-approved 5-year major, authorized additional scholarship entitlements and up to 900 days of stipend. Not required to register for LLAB; attendance is required.
900	Cadets who have completed AS classes and their degree but are not yet qualified to commission.	Extended	None	Must meet all pre-commissioning

				requirements on time.
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3.10. Abbreviated Programs. Depending on the needs of the DAF, AFROTC may establish abbreviated programs to include 1- or 2-year AFROTC programs. These programs are intended for university students who are within one or two years of degree completion, including AFROTC classes. Detachments must submit requests for program entry approval and Out of Cycle Enrollment Allocation (OOC EA) via WINGS Category (EA) Change. Approval will be made on a case-by-case basis by the AFROTC/CC.

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

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

3.11. Substance Abuse and Drug Demand Reduction Policy. The AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*, must be used to screen and counsel applicants for drug use and/or abuse, particularly regarding AF policy that any future use is disqualifying. Illegal drugs are defined on the AF Form 2030. Use of prescription drugs without a prescription is considered illegal drug use. Hemp derivatives and synthetic cannabinoids (e.g. “Spice”) are also prohibited. Applicants will ensure they understand the importance of listing required information when completing the AF Form 2030. Revealing pre-orientation drug use later, even if it were originally waivable, may result in disenrollment or dismissal from AFROTC based on fraudulent entry. Additional guidance can be found in DAFMAN 44-197, Military Drug Demand Reduction Program.

3.11.1. Drug Policy Briefing. Briefing date is the earliest date the applicant is officially briefed in-person or virtually by a cadre member on the AFROTC Drug Policy and signs the AF Form 2030. This signature and acknowledgement will occur during the New Student Orientation or the first official class or training event, whichever occurs first.

3.11.2. Pre-Orientation Drug Use. Pre-orientation drug use (separate from drug offenses) is not a disqualifier for program entry. Det/CCs may, at their discretion, waive pre-orientation marijuana drug use based on an applicant’s responses on the Form 2030. AFROTC/RR is the waiver authority for all other pre-orientation drug use and drug-related convictions, or adversely adjudicated drug offenses, as outlined in DAFMAN 36-2032 Attachment 2.

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

3.11.4. Post-orientation drug use (including marijuana) by applicants and cadets renders them ineligible for the program and is not waivable.

3.11.5. Drug Demand Reduction Program (DDRP). AFROTC follows the Air Force’s Zero Tolerance policy on illicit drug use. All cadets pursuing a commission are required to sign a DDRP Memorandum of Understanding (MOU) and are subject to drug testing any time after

program entry, during the school year, or at field training (FT). When contracting and new student orientation occur on the same day, the DAF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*, is the source document for the DDRP program and the MOU is not required.

3.11.5.1. Failure to Comply/Report. Unless an authorized excusal exists, failure to comply or report for a random drug test is considered an unauthorized absence. Cadets who fail to report for a random drug test may be ordered to provide a urinalysis sample immediately. Any cadet who fails to submit to a drug test will be subject to dismissal from the AFROTC program.

3.11.5.2. Positive Testing. Any individual testing positive on a drug test will be subject to dismissal from AFROTC. Drug testing of AFROTC cadets is only for the purposes of determining eligibility for continued participation in AFROTC and does not subject cadets to criminal liability.

3.11.6. Detachment DDRP Training and Collection Procedures. Per DAFMAN 44-197, Chapter 4, host-installations are responsible for training Geographically Separated Units (GSUs) which include AFROTC detachments and providing drug testing material as required.

3.11.6.1. Det/CC will appoint a Drug Testing Program Administrative Manager (DTPAM) and provide the appointment letter to the host-installation DDRP program manager. All cadre members can be used for collection purposes as long as they are the same gender as the individual providing the sample. Detachments can reach out to other detachments, host-installation, region staffs and AFROTC HQ staff to support collection efforts when there are not enough collectors.

3.11.6.2. Det/CCs who want to perform a random drug testing, have a reasonable suspicion of drug use, or have received evidence indicating drug use within their detachment may order such urinalysis collection. Prior to testing, contact HC/JA to evaluate evidence that supports reasonable suspicion. If considering a full sweep or collection within the detachment work directly with your host-installation DDRP program manager and contact HC/JA prior to performing the collection.

Section 2–Application Procedures

3.12. Applicant Actions. Applicants must:

3.12.1. Meet age requirements in **Table 3.2**.

Table 3.2. Age Requirements.

Action/Category/Program	Minimum Age	Maximum Age	Notes
Program Entry	14		1
Enlistments	17		1, 2
Scholarship Activation	17	30 (as of 31 Dec of Year of Commissioning)	1, 2

Mission Exposure (Base Visit)	14		1
Commissioning	18	39	3, 4
Pilot, CSO, ABM	18	31	5, 6
RPA	18	39	6
Health Professions	18	varied	6
<p>1. If under 18, Parent or Legal Guardian permission Required.</p> <p>2. Minimum age to sign a DAF Form 1056 is 18 - 21, depending on state requirement to enter a legal contract.</p> <p>3. Use an adjusted age for applicants with prior military service. To calculate, subtract the applicant's years of satisfactory service, from the applicant's age. See DAFMAN 36-2032 paragraph 5.4.6.1.3. for additional guidance.</p> <p>4. AFROTC/RR will coordinate with AFPC on age waivers required for commissioning.</p> <p>5. AFPC/DP3 is the waiver authority for commissioning Pilot, CSO, and ABM officers over maximum age limits.</p> <p>6. AFMAN 36-2023 paragraphs 5.4.6.2. through 5.4.6.4. provide information on specific age restrictions and waivers.</p>			

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

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

3.12.4. Enter required application information into WINGS.

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

3.12.6. Present original signed social security card.

3.12.7. Complete sports physical either via AFROTC Form 28, *Air Force ROTC Pre-Participatory Sports Physical*, a university, NCAA, or state-approved physical form or have a qualified medical exam (certified DoD Medical Examination Review Board (DoDMERB) or Military Entrance Processing Station (MEPS) physical).

3.12.8. Provide an academic degree plan that demonstrates their ability to commission in their programmed fiscal year. Cadets must recertify their academic plan in the Fall term each year after consultation with a university academic advisor and detachment cadre. An exception is 4-Year HSSP recipients, who may be an active cadet and contract without a completed academic degree plan, but are required to complete it NLT their first mid-term feedback. University-provided or locally produced forms may be used at the Detachment Commander's discretion.

3.12.9. Provide the following documents, if applicable:

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

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

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

3.12.9.4. College transcript(s) and Advanced Placement (AP) course certificate(s).

3.13. Detachment Actions. Detachments must:

3.13.1. Verify applicant's US citizenship with the original birth certificate, naturalization certificate, or current U.S. passport (that identifies the holder as a U.S. citizen, not a non-citizen national). Detachments must also verify dual citizenship (if applicable). Refer to **Chapter 11** for information on citizenship requirements.

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

3.13.3. Build cadet records containing the following items using Section 1 of the AFROTC Form 63, *AFROTC Enrollment / Enlistment Checklist*:

3.13.3.1. Drug Demand Reduction MOU (**Attachment 4**).

3.13.3.2. AFROTC Form 28 or university, NCAA, or state-approved sports physical form or qualified medical exam IAW **Chapter 8**.

3.13.3.3. AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*. Not required for Scholarships for Outstanding Airmen to ROTC (SOAR), Airmen Scholarship Commissioning Program (ASCP) or POC Early Release Program (POC-ERP); reference DAFMAN 36-2032, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECPs)*.

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

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

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

3.13.3.7. If applicable, obtain the following forms:

3.13.3.7.1. AFROTC Form 14, *Law Enforcement Inquiry*.

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

3.13.3.7.3. DD Form 214, *Certificate of Release or Discharge from Active Duty* and verify applicant's eligibility for reenlistment.

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

3.13.3.7.5. Scholarship Program Statement of Understanding (SOU) (**Attachment 2**).

3.14. Waiver for Cadets Who Were Disenrolled from Previous Officer Training Programs.

The Det/CC may approve waivers for former cadets who were disenrolled from any commissioning source with a marking of “1” or “2” on the DD Form 785, Section IV, Recommendation for Future Officer Training. The Region/CC is the approval authority for other waivers of previous disenrollments. 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 enroll as a cadet in AFROTC without a waiver from AFROTC/CC. In all prior cadet enrollment request cases, include a copy of the DD Form 785, a signed statement by the applicant stating the reason for disenrollment, and DD Form 214 (if previously enlisted or at a service academy). A USAFA cadet with an Active Duty Service Commitment (ADSC) must provide proof of release from the ADSC. The following statement must be included in their handwritten statement: “I certify that I had no honor code incidents, involvements or resignation in lieu thereof.”

3.15. GMC/POC Accreditation. AFROTC is designed and structured as a 4-year program. In cases where cadets enter the AFROTC program with less than 4 years remaining in their academic degree program, Det/CCs may accredit cadets for completion of military training/service (including reserve and guard), Junior ROTC (JROTC), sister service ROTC, service academy training, or Civil Air Patrol (CAP) awards as outlined in [Table 3.3](#). Verify JROTC participation using AFJROTC Form 310, *AFJROTC Certificate of Completion*, DAF Form 1256, *Certificate of Training* or similar certificates from the other services, or high school transcripts. Accreditation documentation must be filed in cadet’s UPRG.

Table 3.3. GMC/POC Accreditation.

GMC Accreditation						
JROTC	Military HS JROTC	CAP Awards	Service Academy/ Prep School/ Sister Service SROTC	Prior Military Service (Active Duty)	Prior Military Service (ARC)	Maximum Semesters Accredited (see note)
2 Years	2 Years	Mitchell	1 Semester	180 or more days of consecutive military service	BMT and 1 creditable year of ARC service	1
3 or 4 Years		Earhart	2 Semester			2
N/A	3 Years	Spaatz, Eaker	3 Semester		ALS and 2 creditable years of service	3
N/A	4 Years	N/A	4 Semester			4
NOTE: Regardless of accredited semesters, all cadets must meet the PSP board as a GMC prior to entry into the POC. The only exceptions are programs which board-select cadets to enter the POC directly (POC-ERP, JAG programs, some SOAR/ASCP, etc.); those cadets receive out-of-cycle EAs.						
POC Accreditation						
3 Years at a Service Academy/Sister Service SROTC. (Region/CC can accredit one additional semester of POC for an equivalent Service Academy/Sister Service SROTC senior year.) Note: Cadets must complete at least one year in the AFROTC POC to be commissioned.						1

CHAPTER 4 – SCHOLARSHIPS

4.1. General Information. This chapter provides guidelines for the administration of AFROTC scholarship programs. The AFROTC scholarship programs are authorized by 10 U.S.C. 2107, *Financial Assistance Program for Specially Selected Members*, and annual National Defense Authorization Acts (NDAA), and DAFMAN 36-2032, *Military Recruiting and Accessions*. The AFROTC/CC approves scholarship programs, selection cycle schedules, the number of scholarship awards, types of scholarships, and the qualification requirements for scholarship programs. The OPR for this chapter is AFROTC/RRU.

4.2. Purpose & Intent. To provide merit-based academic scholarships as an incentive to attract, recruit, and retain a diverse, intellectual, and leadership-focused talent pool of high school seniors, high school graduates, and college students whose planned undergraduate fields of study meet Air & Space Force accessions objectives. AFROTC scholarships are intended to provide financial assistance to cadets pursuing an undergraduate program qualifying them for commission into the Air & Space Forces.

4.3. Scholarship Programs. AFROTC scholarships are offered through three primary programs consisting of the High School Scholarship Program (HSSP), the In-College Scholarship Program (ICSP), and the Enlisted Commissioning Program (ECP).

4.4. Special Scholarship Programs. As DAF requirements necessitate, AFROTC/CC may establish special scholarship programs to address specific accessions needs. To the maximum extent possible, these programs will remain consistent with enduring scholarship programs with regard to eligibility and selection.

4.4.1. Language Flagship Scholarships. Language Flagship Scholarships are foreign language scholarship opportunities available to eligible GMC cadets attending universities with an approved Language Flagship program. Language flagship scholarships have a 4-year maximum length. The capstone 5th year is paid by the Defense Language and National Security Education Office (DLNSEO). To be eligible for a Language Flagship Scholarship, cadets must be accepted into and enrolled in a Language Flagship program, pursuing an approved foreign language at an approved university, and meet all scholarship eligibility and activation requirements IAW **Table 4.4**. For more information regarding Language Flagship programs and a complete list of approved languages and universities visit <https://www.thelanguageflagship.org/> website. Flagship scholarships are not boarded; instead the Detachment must contact AFROTC/RRU for each cadet selected into a Flagship program to request award of the scholarship. The scholarship must be activated in the term the cadet is selected into the Flagship program; or, if cadet is selected during a summer term, the scholarship must be activated the next immediate Fall term.

4.4.2. AFJROTC J-100 Leadership Scholarships. The J-100 scholarships are a form of HSSP available exclusively to Air Force Junior ROTC cadets selected by an AFJROTC convened board. These scholarships are 4-year Type 1 scholarships with a housing benefit of \$5,000 per semester added in exchange for a reduction in the cadet textbook allowance. J-100 scholarships are not restricted by academic major or university. Except for the room reimbursement, J-100 scholarships are administered in the same way as other HSSP

scholarships. The housing benefit must be used in on campus housing or university contracted housing and must be invoiced by the university where the cadet is enrolled. Refer to paragraph 4.14 for more information about the housing benefit.

4.4.3. United States Space Force (USSF) Scholarships. These scholarships are a form of HSSP available to all HSSP program applicants who indicate a desire to ultimately obtain a commission as a Guardian in the United States Space Force. These applicants have indicated this choice while completing their online HSSP application. As a result, HSSP qualified applicants will be interviewed by a selection board of USSF officers in addition to the interview conducted by AFROTC. Those selected for this program will receive a 4-year Type 1 scholarship and will receive priority consideration for selection during the Space Board after they have successfully competed for an enrollment allocation during the POC selection Process Board. The USSF scholarship board occurs one month prior to the spring HSSP board. Therefore, HSSP applicants wishing to compete on the USSF board must have their HSSP application completed NLT 30 November.

4.5. Scholarship Academic Majors. Scholarship cadets must major in the category for which the scholarship was awarded. Refer to **Table 4.2**, *Scholarship Categories*, for potential award categories.

4.5.1. Cadets awarded a scholarship or scholarship upgrade that was **based on pursuit of a critical/technical major** will have their scholarship terminated, downgraded, or withdrawn as applicable, should they change their major. This includes most HSSP scholarship awards, USSF scholarships, Express scholarship awards from the In-College Scholarship Program (ICSP), and critical major scholarship upgrades from the ICSP general board. **EXCEPTION:** Recipients of the HSSP Commander's Scholarship (CS), the Commander's In-College Scholarship (CICS), and recipients of the AFJROTC J-100 scholarship.

4.5.1.1. A major change completed by a cadet without prior approval at the appropriate level regardless of category will result in loss of scholarship. No exceptions will be considered.

4.5.1.2. SAF-Approved 5-year Major Changes. Cadets in a SAF-approved 5-year major who obtain approval for an academic major change will be counseled in writing that scholarship entitlements end upon completion of AFROTC classes (AS400) unless their new major is also a SAF-approved 5-year major and they obtain approval for additional terms of entitlements IAW paragraph 4.10.

4.6. The Enlisted Commissioning Program (ECP). The ECP provides 2- to 4-year scholarships to specially selected enlisted members to pursue a commission through AFROTC or to complete their undergraduate degree and commission through OTS. The ECP consists of the Airman Scholarship & Commissioning Program (ASCP), the Scholarships for Outstanding Airmen to Reserve Officer Training Corps (SOAR), the Professional Officer Course-Early Release Program (POC-ERP), the Senior Leader Enlisted Commissioning Program (SLECP-A), and the Nurse Enlisted Commissioning Program (NECP). For additional information on ECPs, refer to **Chapter 18**, *Enlisted Commissioning Programs*.

4.6.1. Airman Scholarship & Commissioning Program. ASCP offers enlisted personnel the opportunity to earn a commission while completing their bachelor's degree as an AFROTC cadet. Scholarships range from two to four years in length. Members selected for ASCP separate from active duty and join AFROTC as traditional cadets. Participants receive a Type 2 scholarship for tuition and fees, an annual textbook allowance, and a monthly stipend. Any participants selected for this program with only two years remaining in their undergraduate program will receive an out-of-cycle EA, enroll directly into the POC, and attend field training between their AS300 and AS400 years. Refer to **Chapter 18** for additional information on the ASCP, detachment responsibilities, and member requirements.

4.6.2. Scholarships for Outstanding Airmen to Reserve Officers Training Corps. SOAR allocates scholarship quotas to MAJCOMs, field operating agencies, and direct reporting units who select outstanding Airmen for program participation. Qualified and selected airmen receive a two- to four-year scholarship to a college or university offering AFROTC. Members selected for SOAR separate from active duty and join AFROTC as traditional cadets. Participants receive a Type 2 scholarship for tuition and fees, an annual textbook allowance, and a monthly stipend. Any participants selected for this program with only two years remaining in their undergraduate program will receive an out-of-cycle EA, enroll directly into the POC, and attend field training between their AS300 and AS400 years. Refer to **Chapter 18** for additional information on the SOAR program, detachment responsibilities, and member requirements.

4.6.3. Professional Officer Course-Early Release Program. The POC-ERP is an avenue for enlisted Airmen with **no more than two years** of college remaining to apply for early release to attend college to finish earning their baccalaureate degree and commission through AFROTC. Selected participants separate from active duty join AFROTC as POC cadets. **POC-ERP participants do not receive a scholarship**, but do receive a monthly stipend. Participants will receive an out-of-cycle EA and attend field training between their AS300 and AS400 years.

4.6.4. Senior Leader Enlisted Commissioning Program and Nurse Enlisted Commissioning Program. Active-duty members selected through the SLECP-A and NECP programs remain on active duty through the duration of the programs. Refer to **Chapter 18** for additional information on the SLECP-A and NECP programs, detachment responsibilities, and member requirements.

4.7. Scholarship Types, Categories, & Statuses. AFROTC scholarship programs may offer various types and categories of scholarships to balance recruitment incentives, production requirements, and funding availability. Refer to **Table 4.1** for established scholarship types and **Table 4.2** for established scholarship categories.

Table 4.1. Scholarship Types.

Type	Scholarship Description	Program	Institution	Notes
1	Full tuition & fees (no cap).	HSSP, ICSP	Public or private	1

2	Up to \$18,000 per year (\$9,000 per semester or \$6,000 per quarter) toward tuition & fees. At schools where tuition and authorized fees are over the scholarship cap, students are liable for the difference even if the tuition is below the cap when the student starts at the school, but then increases above the cap during the student's academic program.	ICSP, ECP	Public or private	2, 3
7	Full tuition & fees (capped at in-state tuition rate). Only authorized for use at a school where the cadet qualifies for the in-state tuition rate.	HSSP	Public only	4

Notes:

1. All HSSP awards are Type 1. This also applies to CS and CICS awards.
2. All ICSP and ECP awards are initially awarded as Type 2. Where tuition rates exceed Type 2 award, detachments should pursue arrangements with host and crosstown universities to extend in-state tuition rates to AFROTC cadets where these rates are below the Type 2 award value. Contact AFROTC/RRU for assistance.
3. Initial awards may be upgraded based on needs of the Air Force.
4. Type 7 scholarships are no longer awarded although previously awarded scholarships may still be in effect.

Table 4.2. Scholarship Categories.

Category	Description
Critical	Covers all degrees designated by HAF Career Functional Managers in the Air Force Officer Classification Directory (AFOCD) as a mandatory degree requirement for accessions into a specific AFSC. A degree program is not considered critical solely because it is technical in nature but is rather based upon demand signals from the AF Program Guidance Letter (PGL). Critical degree examples: Meteorology, Computer Science, Chemistry, and most engineering disciplines. The list of critical majors is subject to change based on updates to the AFOCD and AF PGL. The current list can be found on the annual HSSP Applicant Guide and on the Scholarship Branch page on the TEAMS. Majors may require specific accreditation requirements IAW paragraph 9.17 .
Non-Critical	All degrees not listed on the most current critical major list are to be considered non-critical. Typical non-critical degree examples: Biology, Geology, History, Communication, Criminal Justice, and General Studies. The non-critical category may also include technical or STEM degrees and foreign languages either not necessary to meet Air Force Program Guidance Letter requirements or already in sufficient quantities that a scholarship incentive is not indicated.
Foreign Language	Applies to SAF-approved foreign language majors at universities with Language Flagship programs. Refer to https://www.thelanguageflagship.org/ for listing of programs and universities. NOTE: Some foreign languages not available as part of a flagship program may still be considered critical and will be reflected on the most current list published in the HSSP applicant guide, the Holm Center intranet under Scholarship Branch and on the Scholarship Branch TEAMS channel under HQ AFROTC.

Table 4.3. Scholarship Statuses.

Status	Description
Offer (pre-WINGS)	Upon selection of an applicant/cadet from a scholarship board, scholarships are classified as "Offer"
Awarded	Scholarships offers that have been accepted by the recipient and are ready to activate pending meeting activation requirements.
Activated	Scholarships that have been activated and are available for use by the scholarship recipient.
Completed	A scholarship that has been utilized by the cadet and no further obligation exists.
Declined	A scholarship offer that has been declined by the recipient. Once declined, the scholarship offer cannot be reinstated for any reason.

Nominated	A scholarship nomination, traditionally only seen during ICSP.
Not Awarded	A scholarship that was not awarded, typically only seen during ICSP.
Reactivate	A scholarship that was previously suspended or temporarily inactivated which has been reactivated. For administrative purposes, this status is equivalent to “Activated”
Suspended	A scholarship that has been suspended and is not available for use by the recipient. Refer to paragraph 4.16 for scholarship suspensions.
Temp Inactive	A scholarship that has been temporarily inactivated and is not available for use by the recipient. Refer to paragraph 4.15 for scholarship temporary inactivation situations.
Terminated	A scholarship that has been terminated IAW paragraph 4.17. Scholarships terminated for cause cannot be reinstated regardless of cadet’s continuation in the program.
Withdrawn	A scholarship that has been withdrawn IAW paragraph 4.18. Scholarships withdrawn for cause cannot be reinstated regardless of cadet’s continuation in the program.

4.8. Scholarship Eligibility and Activation Requirements. Basic eligibility and activation requirements for all scholarships are outlined in [Table 4.4, Basic Eligibility and Activation Requirements](#). Additional Physical Fitness Assessment (PFA) activation requirements are outlined in [Table 4.5, PFA Requirements for Scholarship Nominations and Activations](#). Requirements outlined in [Table 4.4](#) and [Table 4.5](#) apply to all scholarships regardless of program of award. All scholarships must be activated NLT than the end of the academic term following the term in which the scholarship was awarded unless otherwise indicated in this instruction.

Table 4.4. Basic Scholarship Eligibility and Activation Requirements.

Rule	Eligibility Requirements	HSSP	ICSP ¹	ECP ³
E01	Must meet GPA standards for nomination IAW Chapter 5 .	X	X	X
E02	Must meet SAT/ACT standards for nomination as determined by AFROTC/CC.	X	X	X
E03	Must be at least 17 years of age at time of contracting and projected to be under 30 as of 31 December of the calendar year of commission.	X	X	X
E04	Must meet the Body Mass Index or Body Fat standards (unless waived for athletics) IAW Chapter 5 .		X	X
E05	Must have a passing Air Force Officer Qualifying Test (AFOQT) score, super score, or valid AFOQT waiver (<u>Only required</u> if the cadet has taken the AFOQT)	X	X	X
E06	Must be a U.S. citizen or able to obtain U.S. citizenship by the activation deadline	X	X	X
E09	Must not have attended a post-secondary institution as a full-time student.	X		
E10	Must meet the AFROTC Physical Fitness Assessment (PFA) requirements.		X	X
E11	Must have completed at least one term of full-time graded college-level work.		X	X
Rule	Activation Requirements	HSSP	ICSP	ECP ³
A01	Must have a qualified DoDMERB physical examination in cadet record.	X	X	
A02 ²	Must activate the immediate term following the selection cycle from which the scholarship was awarded. 4-Year HSSP Exception: when late start is mandated by the institution of enrollment, activation must occur within the academic year following award.	X	X	X
A03	Must have a signed Form 422 indicating medical qualification for re-enlistment if contracted within 24 hours from the date of separation. If contracted beyond 24 hours from the date of separation, must meet Rule A01. (Refer to paragraph 11.6 and 11.7)			X
A04 ²	Must attend as a full-time student at the institution where the scholarship will be activated the immediate term following selection cycle (3-Year scholarship recipients)	X		

A05	Must have a college TGPA and CGPA of 2.50 or higher. TGPA is the GPA earned in the previous full-time term. Summer terms are used to calculate CGPA, but cannot be used as the TGPA to activate scholarships, regardless of how many hours were taken.	X ⁴	X	X
A06	Must have received an Enrollment Allocation (EA), if competed prior to activation.		X	X
A07	Must meet the accessions height/weight (BMI) or Body Fat standards (unless waived for athletics) IAW Chapter 5	X	X	
A08	Must be a U.S. citizen. For dual citizenship, refer to Chapter 11 .	X	X	X
Notes:				
1. Members of the Guard and Reserve forces (including those from other services) will not be nominated for ICSP until they obtain a conditional release (DD Form 368, <i>Request for Conditional Release</i>) from their unit.				
2. Scholarships not activated by the end of the activation term and without an approved activation deferral will be withdrawn and cannot be recovered.				
3. Requirements outlined in this table do not apply to SLECP and NECP members on scholarship. Refer to Chapter 18 for requirements of members in these programs.				
4. Applies to second semester HSSP scholarships activations.				

Table 4.5. PFA Requirements for Scholarship Nominations and Activations (see Note 1).

Rule	Applicability	Required to Nominate?	Required to Activate?	Guidance and Timelines
01	4-year HSSP (see Note 2)	No	No	Must pass PFA prior to 31 December of their freshman year; if not, suspend scholarship; if cadet fails the PFA the subsequent term, terminate the scholarship, and initiate CRR. Exception: cadets unable to meet the 31 December deadline due to MRS IAW paragraph 8.6 will complete the PFA as soon as possible IAW paragraph 8.6.2 .
02	3-year HSSP	No	Yes	To activate their scholarship at the beginning of the AS200 Fall term, cadets must have passed the PFA in the spring of their AS100 year. Do not activate the scholarship if cadet's most recent PFA is a failure. Cadets have until the end of the AS200 Fall term to pass the PFA for activation purposes. If the cadet is unable to pass the PFA prior to the end of Fall term as AS200, withdraw offer.
03	ICSP (see note 4)	Yes (see Note 3)	Yes	Cadets must have passed their most recent PFA, which must not be older than the previous term. Cadets returning from FT will use the PFA Score from FT.
04	ASCP, SOAR, POC-ERP	Yes	Yes	Official AF PFAs that meet testing timelines as prescribed in DAFMAN 36-2905 AFROTC Supplement may be used to contract. Must be complete PFAs with no exempt portions.
Notes:				
1. For all categories, administer PFA IAW AFROTC Sup to DAFMAN 36-2905, <i>Department of the Air Force Physical Fitness Program</i> .				
2. 4-Year HSSP recipients with an approved activation deferment to activate after 31 December of their freshman year are required to pass a PFA prior to scholarship activation.				
3. Must have achieved a passing score on the most recent official PFA administered to the cadet.				
4. CMLA will follow rules of ICSP for purposes of activation				

4.9. Scholarship Entitlements. Scholarship entitlements are awarded in the form of terms of entitlements based on the award length. Scholarship entitlements are limited to the number of terms in the scholarship contract, or the number of terms required to complete the first undergraduate degree, whichever occurs first, unless additional terms are awarded. Reference [Table 4.6](#).

4.9.1. Terms of Entitlement Statuses. The following statuses will be assigned to each term of entitlement of an awarded scholarship based on the state of the term of entitlement.

4.9.1.1. Awarded. The status of “Awarded” indicates an awarded term of entitlement eligible to be used by a cadet with an activated scholarship.

4.9.1.2. Estimated. The status of “Estimated” indicates an awarded term of entitlement with an estimated cost that is pending invoicing.

4.9.1.3. Used. The status of “Used” indicates a term of entitlement for which funding has been expended regardless of dollar value. Once used, any “unused” portion of a term of entitlement cap cannot be re-allocated to another term, awarded or otherwise.

4.9.1.4. Suspended. The status of “Suspended” indicates a term of entitlement that is ineligible for use by a cadet because the scholarship status is either in suspension or temporary inactivation.

4.9.1.5. Billed-in-Full (BIF). The BIF flag indicates a term of entitlement has been fully invoiced and there is no outstanding balance on the cadet’s account eligible to be covered by the scholarship for the respective term.

4.9.2. Funding Summer Terms/Mini-sessions. Cadets may request to apply scholarship entitlements to summer school and mini-sessions when attendance is mandatory for their major and the coursework is only offered during the summer term or mini-session. The total cost cannot exceed the annual limit based on the scholarship type. Courses offered during the normal school year, taken to maintain DOC/DOG, or taken to lighten academic load are not authorized under this paragraph. Requests must be approved by AFROTC/RR prior to enrollment of the course(s) to be taken.

4.9.2.1. Requests for summer terms and mini-sessions must be submitted via AFROTC Form 22, *Cadet Personnel Action Request*, prior to 15 September of the academic year in which the courses are to be taken. If approved, detachments will ensure accurate estimates are entered into WINGS within 14 days of request approval.

4.9.3. Funding Graduate Courses. Scholarship funding ceases upon completion of an undergraduate degree regardless of the original award length. Use of scholarship funds towards graduate courses is authorized by exception only, when funding is available. Requires AFROTC/CC approval no earlier than POC entry. If approved, only remaining entitlements from the original scholarship award will be authorized for use towards graduate courses.

4.9.3.1. Approved graduate funding may be applied only to courses taken at the cadet's detachment host institution or one of its affiliated crosstown institutions.

4.9.3.2. Graduate funding will not be authorized for cadets that choose to consolidate a four- or five-year program to complete all undergraduate requirements early.

4.9.3.3. Funding requests must be submitted via Cadet Personnel Action Request (CPAR) to AFROTC/RRU at afrotc.rrue.icsp@us.af.mil and must be received NLT 31 Aug of the academic year in which the cadet will complete their undergraduate work, but no earlier than enrollment in the POC. Requests should include any supporting documentation as applicable to help evaluate merit for approval. Late requests will not be processed and will be automatically disapproved.

4.9.3.4. Scholarship cadets who are not having their graduate courses funded may be eligible to receive the housing conversion.

4.9.4. Funding Additional Degree Courses. AFROTC will not extend scholarship entitlements for courses taken after first undergraduate degree is completed. In the case of cadets who have completed their first undergraduate degree but have not completed all AS academic requirements, scholarship entitlements will cover only AS academic requirements.

4.9.5. Period of Non-Attendance. If a cadet has an approved PNA per paragraph 7.5, they may request unused terms of entitlements from the PNA period be moved to the end of their scholarship upon returning to the program. If the cadet chooses to leave without an approved PNA, the scholarship shall be withdrawn or terminated as appropriate with an effective date of the cadet's departure from the program.

4.9.5.1. HSSP applicants selected for a scholarship and approved for a PNA must be contracted prior to beginning the PNA, then have their scholarships placed in temporarily inactive status until the end of the PNA. In cases where the PNA is for disciplinary reasons, the scholarship may be suspended for the duration of the PNA at the discretion of the detachment Commander. Suspended terms of entitlement are not recoverable.

4.9.5.2. Active cadets that are approved for a PNA prior to contracting and scholarship activation will have their scholarship activation term adjusted to the first term after the conclusion of the PNA period. For example, cadet expected to contract Fall 2021 is approved for a PNA of 1 year will have their activation term moved to Fall 2022.

4.9.6. Concurrent Degree Programs. Scholarship funding may be authorized for eligible technical concurrent degree programs. Concurrent degree programs are defined as academic programs in which both undergraduate and graduate diplomas are conferred at the end of the program. Programs where the undergraduate degree is conferred prior to graduate work beginning are not authorized.

4.9.6.1. Concurrent degree programs must comprise of both technical undergraduate and graduate programs (e.g., undergraduate in Electrical Engineering with a graduate in Electrical Engineering).

4.9.6.2. Non-technical and technical/non-technical combination concurrent degree programs are not authorized.

4.9.6.3. Requests to fund concurrent degree programs shall be submitted via CPAR to AFROTC/RRU at afrotc.rrue.icsp@us.af.mil. Approval authority is AFROTC/RR. Requests must be received NLT 60 days prior to the start of the AS200 year. Include any supporting documentation as applicable to help evaluate merit for approval. Late requests will not be processed and will be automatically disapproved.

4.9.7. Scholarship Transfers. Active scholarships may be transferred when a cadet has been approved to transfer detachments provided the scholarship award was not contingent upon the attendance at a specific institution or institution type (e.g., Commander's scholarships, HBCU, HSI, etc.).

4.9.7.1. A transferred scholarship will be capped at the tuition rate of the lower cost university regardless of scholarship type. Exception: If the cadet is transferring from a 2-year institution to a 4-year institution where the scholarship is eligible to be used normal scholarship caps apply.

4.9.7.2. 3-Year HSSP scholarship awards are not eligible for transfer prior to activation. Withdraw the scholarship offer if a cadet transfers prior to activating a 3-year HSSP offer.

4.9.7.3. Commander's scholarships awarded through any scholarship program are non-transferrable. Withdraw or terminate, as applicable, Commander's scholarships in the event the cadet transfers from the awarding detachment.

4.9.7.4. Withdraw or terminate (as applicable) scholarships in situations where the contingencies of award will not be met after transferring institutions and/or detachments.

4.9.8. Secondary Institutions. Scholarship entitlements are authorized for use towards eligible courses at an eligible institution other than the cadet's primary institution of enrollment. Cadets are not authorized to use scholarship entitlements at a school not associated with their detachment through either a host or crosstown agreement. To be funded, course(s) taken at a secondary institution must meet the following requirements:

4.9.8.1. The secondary institution must be an active host or crosstown to the cadet's detachment.

4.9.8.2. Course credit must be approved by the primary institution of enrollment and count towards the cadet's degree program.

4.9.8.3. Reimbursement will be capped at the lower cost institution rate.

4.9.9. Montgomery GI Bill (MGIB) & Post-9/11 GI Bill Eligibility. Scholarship funding may affect eligibility for MGIB benefits after entry onto active duty. Reference Title 38, U.S.C. Section 3011C (3) (B), for further information on MGIB education benefits eligibility. Commissioned officers that received an AFROTC scholarship are eligible for the Post-9/11 GI Bill after completing their initial service commitment resulting from receipt of scholarship entitlements.

Table 4.6. Scholarship Terms of Entitlements.

Length	Terms of Entitlement Authorized
4-Year	4 academic years (8 semesters or 12 quarters)
3-Year	3 academic years (6 semesters or 9 quarters)
2-Year	2 academic years (4 semesters or 6 quarters)
1-Year	1 academic years (2 semesters or 3 quarters)

Notes:

1. Half-year scholarships (3.5 year, etc.) equal one additional term (1 semester or 1 quarter).

4.10. Additional Terms of Entitlement. Cadets pursuing a SAF approved 5-year major may request up to a 1-year extension of scholarship entitlements beyond the contracted scholarship length. Cadets whose total entitlements (original entitlements plus extended entitlements) exceed 4 years (8 semesters/12 quarters) will incur an ADSC of 1 month for each additional month of scholarship benefits beyond 4-years IAW AFMAN 36-2100, *Military Utilization and Classification*, and are required to complete section II of the AFROTC Form 88, *Extended Terms of Scholarship Entitlements Acknowledgement and Certification*. Total terms of entitlements may not extend beyond one academic year after the completion of AS classes and are capped at 5 total years of entitlements (10 semesters or 15 quarters).

4.10.1. 5-Year Program Length Requirements. Extended entitlements are authorized for degree programs that have a prescribed length of five total years to include all requirements for graduation by the cadet's institution of primary enrollment. Requirements that count towards the program length include all academic, non-academic (e.g., internships, co-ops, etc.), and AFROTC requirements.

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

4.10.2.1. Be certified by the owning Det/CC as being enrolled in a SAF-approved 5-year academic major with a prescribed program length of five years or as requiring more than four years to complete the degree program with the normal academic load (including AFROTC courses) but not including courses not required for conferring of the undergraduate degree. Refer to paragraph 5.1.4 for minimum academic load requirements. Reference **Attachment 3**, SECRETARY OF THE AIR FORCE (SAF)-APPROVED 5-YEAR MAJORS for a list of SAF-approved 5-year majors.

4.10.2.2. Meet Scholarship Activation Requirements prior to the end of the cadet's original contracted scholarship length. Cadets with a suspended or temporarily inactive scholarship are ineligible to request additional entitlements.

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

4.10.3. AFROTC Form 88 Processing. For scholarship cadets in an eligible SAF-approved 5-year undergraduate program, initiate Section I, Cadet Acknowledgement on the day of, but prior to, enlistment for scholarship activation. Complete Section II, Cadet Acceptance no

earlier than 10 days prior to the cadet entering the first day of classes of the 5th academic year. Complete Section III, Termination of Extended Scholarship Entitlements when entitlements are exhausted, or scholarship is terminated.

4.10.4. Additional Terms of Entitlement Authorization. Additional term funding is authorized by AFROTC/RR. Completion of Section I of the AFROTC Form 88 does not automatically qualify a cadet for additional terms of entitlements. Granting of DOC/DOG extension is a requirement for submitting a request for additional terms of entitlement. Cadets cannot use additional terms of entitlement towards graduate-level coursework.

4.10.4.1. Requesting Additional Entitlements. Until a WINGS CPAR module is created, Dets must submit requests for additional terms of entitlement via Form 22. Only Unit Number, Cadet name, Emp ID, DOC/DOG and sections 21 and 23 are required. Email the Form 22 directly to AFROTC/RRU at afrotc.rrue.icsp@us.af.mil per the following timeline:

4.10.4.1.1. Ensure Form 88 (with Section I completed) and current academic plan uploaded to UPRG.

4.10.4.1.2. Ensure WINGS data reflects 5-year DOC. If not, submit 5th-year DOC request in WINGS via CPAR module. (Should be submitted NLT end of fall AS200 term to ensure approval prior to data closeout for PSP board, typically January of AS200 year.)

4.10.4.1.3. Submit entitlement request per paragraph [4.10.4.1](#) NLT 31 Dec of AS300 Year.

4.10.4.1.4. Once request is approved, file signed Form 22 in cadet's UPRG.

4.11. High School Scholarship Program (HSSP). The HSSP provides 3- and 4-year scholarship offers to high school seniors and graduates who have no full-time college experience. Students who have participated in a joint high school/college credit program prior to high school graduation may still apply via the HSSP program. The focus of the HSSP is to incentivize the study of those critical majors as influenced by the AF PGL and AFOCD. All critical major scholarships awarded under the HSSP program are subject to loss of scholarship in the event of a major change from a critical to a non-critical major.

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

4.11.2. HSSP Application Period. The HSSP application period will be announced by AFROTC/RRU annually and will normally occur between the months of July to January.

4.11.3. HSSP Deadlines. Upon receipt of an application, AFROTC/RRUC will determine the applicant's status and notify the applicant. Strict application deadlines are established for each selection cycle to ensure required actions are completed within a timely manner and facilitate a structured application and boarding process. Applicants are solely responsible for ensuring all required items are completed by the published deadlines to be considered for scholarship.

4.11.3.1. Standardized Test Results. Only official ACT or SAT test scores will be accepted. Test scores must be received by AFROTC/RRUC electronically from the test authority (e.g., College Board). AFROTC/RRU will publish test score requirements annually.

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

4.11.3.3. Physical Fitness Assessment (PFA) and PFA Letter of Certification.

4.11.3.4. Extracurricular Activities.

4.11.4. HSSP Scholarship Interview. Qualified applicants are scheduled for an in-person interview with a detachment near their home of record ZIP Code (generally the nearest detachment), or a virtual interview with an Air Liaison Officer (ALO) or officer cadre from an available detachment. Det/CCs will determine if an interview will be in-person or virtual.

4.11.4.1. HSSP Interview Guide. AFROTC/RRU will update and post the guide on the current AFROTC Intranet no later than 1 August each year. The guide specifies a structured interview process that must be followed by detachment cadre and ALOs.

4.11.4.2. Interview Scheduling. Detachments will schedule an active duty cadre officer (O-4 or above preferred; senior O-3 at Det/CC's discretion) or ALO to conduct interviews. Det/CCs should conduct assigned interviews personally to max extent practical, but are authorized to delegate overflow to trained cadre and ALOs when conditions require. Detachments who will be unable to complete scheduled interviews by 15 Feb of the application year should contact one of the education technicians in AFROTC/RRUC to transfer interviews to another detachment, however they should first attempt to obtain assistance from one of the ALOs assigned to the area. See annual HSSP Cycle guide for additional information.

4.11.5. Civil Involvement and Drug/Alcohol Abuse. AFROTC will withdraw scholarship offers for students who failed to disclose civil involvements and drug or alcohol abuse that occurred prior to scholarship award. These scholarships are considered obtained under fraudulent circumstances since the student failed to disclose. One or more incidents occurring post-scholarship award are not in and of themselves grounds for scholarship withdrawal as applicants are not officially counseled on Air Force policies until completion of the AF Form 2030. Refer to paragraph **3.11**, *Substance Abuse and Drug Demand Reduction Policy*, when dealing with drug or alcohol abuse situations.

4.11.6. HSSP Commander's Scholarship (HSSP CS). If the AFROTC/CC approves an HSSP CS, Region/CCs and Det/CCs may have one or more CS offers to award to HSSP applicants. Offers can be made only to eligible applicants that meet or exceed all HSSP requirements. The HSSP CS selection and nomination process is outlined in the current cycle's HSSP Cycle Guide. Once offered, these scholarships will be considered as any other HSSP offer and all acceptance, declination, award, activation, and withdrawal requirements will apply. The HSSP CS is non-transferrable; scholarship loss will result if cadet transfers to detachment other than the one from which the HSSP CS is awarded.

4.11.7. HSSP Selection and Acceptance. AFROTC/RRU will notify each scholarship selectee and non-selectee of their status following each board. AFROTC/RRUC must receive acceptance from the scholarship recipient by the published acceptance deadline to award the scholarship. After conclusion of the selection cycle and acceptance is confirmed, AFROTC/RRU will transfer the scholarship winners in WINGS to the detachment prior to the beginning of the academic year following the selection cycle.

4.11.8. HSSP Scholarship Declination. Scholarship recipients who decline their scholarship, before or after activation, must sign a statement declining the scholarship. If a scholarship is not accepted by the published annual deadline for acceptance, the scholarship is deemed declined, will not be awarded, and cannot be reinstated. Scholarship recipients who accept their scholarship but do not attend college during the immediate Fall term following the scholarship award cycle will have their scholarship withdrawn per paragraph 4.18.

4.11.8.1. Declination of accepted scholarship offers. Scholarship recipients may decline a scholarship offer after acceptance, but prior to activation, for any reason. For declined scholarship offers, include the letter of declination in the cadet's record.

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

4.11.10. HSSP DODMERB. AFROTC/RRUC will provide a listing of HSSP scholarship selectees to DoDMERB. DoDMERB then schedules the physical examination for each selectee, notify the selectee of their status, and send the medical determination to the selectee's projected detachment.

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

4.11.11.1. The student does not need to have the scholarship activated before filing the voucher.

4.11.11.2. Outside Contiguous United States (OCONUS) Travel. Detachments will coordinate with OCONUS HSSP selectees to provide travel orders prior to departure. Government transportation will be directed if possible. Otherwise, the most economic form of transportation will be directed.

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

4.11.12. HSSP Activation. All HSSP scholarships must be activated by 31 Dec of the cadet's AS100 year (for 4-year awards) or AS200 year (for 3-year awards). Cadets are required to

meet all scholarship activation criteria IAW [Table 4.4](#) and under this paragraph and its subparagraphs. Failure to meet all activation requirements by the end of the term will result in scholarship withdrawal IAW [Table 4.11](#).

4.11.12.1. All 4-year HSSP scholarship selectees must activate their scholarship while also attending all required AFROTC courses starting the fall term immediately following the scholarship award cycle, except in cases where late start is mandated by the institution of enrollment. In cases where late start is mandated, activation must occur during the cadet's first term and must be within the academic year immediately following award.

4.11.12.2. All 3-year HSSP scholarship selectees must attend the institution where the scholarship will be activated while also attending all required AFROTC courses starting the academic year immediately following the scholarship award cycle.

4.11.12.3. No activation deferments will be considered if the scholarship selectee does not meet the above requirements except as authorized in paragraph [4.11.14](#).

4.11.13. HSSP Activation Deferment. Activation deferments provide one additional term for cadets to obtain initial medical qualification determination (qualified or disqualified). Applicants that opt to take a gap semester or year(s) for any reason will have their HSSP scholarship offers withdrawn IAW [Table 4.11](#) and may reapply to HSSP during a later application cycle or may pursue an ICSP scholarship once in college. Applicants should be reminded that they cannot attend a post-secondary institution as a full-time student during gap-year(s) period if they wish to reapply for an HSSP scholarship.

4.11.13.1. Activation Deferment Eligibility. For eligible cadets, an activation deferment may be requested from AFROTC/RR. Deferment requests shall be submitted via the Scholarship Deferment CPAR with a reason of "DoDMERB." To be eligible for an activation deferment a cadet:

4.11.13.1.1. Must be awarded a 4-year HSSP scholarship.

4.11.13.1.2. Must be pending initial medical qualified certification.

4.11.13.1.3. Must meet all activation criteria IAW [Table 4.4](#) at the end of the activation term.

4.11.13.1.4. Must be enrolled as a full-time student participating in AFROTC beginning the fall term immediately following the selection cycle.

4.11.13.2. Activation Deferment Ineligibility. Scholarship recipients are ineligible for an activation deferment when:

4.11.13.2.1. The scholarship recipient opts not to accept or activate an awarded scholarship with intent to take one or more gap years.

4.11.13.2.2. The scholarship recipient was previously approved for an activation deferment. Multiple activation deferments are not authorized.

4.11.13.2.3. The scholarship recipient has been medically disqualified (regardless of whether a waiver or appeal is sought).

4.11.13.3. Scholarship deferments not covered under paragraph 4.11.14 may be submitted for cadets in extenuating circumstances. Requests are considered on a case-by-case basis evaluated on merit and best interest of the Air Force.

4.11.13.4. Activation deferment requests must be submitted NLT 30 days prior to the end of the activation deadline. Deferments in excess of one term are not authorized. If granted, the offer must be activated by the last day of the cadet's next full term; if not approved, withdraw the offer IAW Table 4.11.

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

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

4.11.15. Scholarship Statement of Understanding (SOU). Scholarship recipients will sign the SOU prior to scholarship activation. Detachments will file the SOU in the cadet's record within the system of record.

4.12. The In-College Scholarship Program (ICSP). The ICSP provides 2- to 3-year scholarship offers to GMC cadets to help AFROTC meet officer production goals. Similar to the HSSP, cadets compete in the ICSP on a national basis. Cadets should be briefed on ICSP eligibility and activation requirements upon enrollment in AFROTC. ICSP scholarships are reserved for highly qualified cadets whose documented performance merit scholarship consideration. ICSP scholarships supplement those awarded during the HSSP board. Except as otherwise indicated prior to an ICSP scholarship board, ICSP scholarship awards are not major dependent.

4.12.1. ICSP Selection Phases. ICSP scholarship boards are offered in phases as needed, generally during the fall and/or spring term. AFROTC/RRU will announce a selection phase approximately 1 week prior to the opening of the records review window. Selection phase announcements will include specific nomination eligibility requirements, applicable academic majors (if applicable), board categories available, and the deadlines for each phase. Selection phase schedules are established with hard deadlines to facilitate predictable and timely nominations, boards, and selection notifications.

4.12.2. ICSP Eligibility. The cadet's profile as reflected in the system of record is used to determine eligibility. To be eligible for ICSP consideration, cadets must meet all requirements outlined in Table 4.4 unless otherwise stipulated in the selection phase announcement by the selection phase records cut-off date.

4.12.3. ICSP Categories. ICSP selection phases comprise of one or more categories as determined by AFROTC/CC. Available categories in a selection phase are based on production goals, DAF priorities, and DAF needs. Not all categories are guaranteed to be available in a given selection phase. **Table 4.7** outlines ICSP board categories, special eligibility requirements, and general information about each category.

Table 4.7. ICSP Board Categories & Requirements.

Board Category	Requirements & Notes
CICS	<ul style="list-style-type: none"> • As approved by AFROTC/CC • Cadets must meet all selection phase eligibility requirements • Non-transferrable, loss of scholarship will result if cadet transfers to a detachment other than the one from which the CICS is awarded
EXPRESS	<ul style="list-style-type: none"> • Driven by critical DAF accession requirements • May be suspended at any time • May be tied to Fiscal Year (FY), academic major, or officer accession shortfall • May stipulate awarded cadets be vectored toward specific AFSCs (e.g., Developmental Engineering or Weather) • May preclude cadets from pursuing other opportunities (e.g., Rated)
ICSP-FL	<ul style="list-style-type: none"> • Must be pursuing an approved foreign language major. Please see the RRU – Scholarships Branch Teams channel for approved majors
HBCU ^{1,3,4,5}	<ul style="list-style-type: none"> • Must be attending a Historically Black College or University (HBCU) as their primary university • Scholarship cannot be transferred to non-HBCU universities • University must be an HBCU per the United States Department of Education\ (Office of Civil Rights Enforcement) website
HSI ^{2,3,4,5}	<ul style="list-style-type: none"> • Must be attending a Hispanic Serving Institution (HSI) with an active Title V grant as their primary university • Scholarship cannot be transferred to non-HSI universities
NURSING	<ul style="list-style-type: none"> • Must be pursuing a nursing major and planning acceptance into a nursing program at a school where the major is accredited by the National League of Nursing (NLN) or the Commission on Collegiate Nursing Education (CCNE). • Nursing scholarship cadets who fail to gain acceptance into the certified nursing program will lose their scholarship and will have to request a non-technical EA to remain in AFROTC.
PxAS100/200	<ul style="list-style-type: none"> • General ICSP scholarship board for respective AS-levels

Notes:

1. See the United States Department of Education (Office of Civil Rights Enforcement) for a list of HBCU classified universities.
2. Contact your HSI universities administration offices, if applicable, to obtain a copy of the Grant Award Notification to verify Title V grant status. Notify AFROTC/RRUE of any new or expired Title V grants at afrotc.rrue.icsp@us.af.mil.
3. A host HBCU or HSI has a cross-town agreement with a non-HBCU or non-HSI, cadets attending the non-HBCU or non-HSI are ineligible for HBCU/HSI scholarships
4. Detachments are responsible for ensuring their school(s) are appropriately designated as HBCUs or HSIs in WINGS.
5. Nominees attending 2-year HBCU or HSI schools (Community Colleges) may be awarded an HBCU or HSI scholarship while attending a community college/junior college if the host school is also a HBCU or HSI and a cross-town agreement is in-place that stipulates that all community college/junior college classes will be accepted at the host (HBCU or HSI) institution.

4.12.4. ICSP Activation. All ICSP scholarship selectees must be fully contract eligible by the records cut-off date of the selection phase and throughout the activation period. Cadets must activate scholarships immediately following the selection cycle; for Fall awards must activate by 31 May and for spring awards must activate by 31 December. For scholarships not activated by the activation deadline, withdraw the offer IAW [Table 4.11](#), Rule 3.

4.13. Brigadier General Charles McGee Leadership Award (CMLA). Effective with the start of AY22/23, recipients of an enrollment allocation who meet AFROTC scholarship standards will earn a 2-year tuition award of \$18K/year. This award is distinct from a typical In-College Scholarship in that it is granted to all qualified individuals who are selected for an enrollment allocation and complete field training. The award recognizes cadets who have demonstrated the ability and intent to continue into the POC and commission. The intent of the award is to allow cadets to better focus on their academics and leadership development and mitigate tuition or housing expenses associated with college attendance. The CMLA activation requirements are the same as those for ICSP awards and are activated in the same way as ICSP scholarships within WINGS.

4.13.1. CMLA recipients have until 31 December of the Fall activation term immediately following award to meet activation requirements (see [Table 4.4](#)). Failure to activate the CMLA by that date, without an approved ETP, will result in withdrawal of the CMLA for the remainder of the recipient's POC years. CMLA recipients may decline the award by notifying AFROTC/RRU at afrotc.rrue.icsp@us.af.mil.

4.13.1.1. Exception: CMLA recipients with an approved FT deferment may activate the CMLA if all other activation criteria are met.

4.13.2. The CMLA may be converted to a housing benefit of up to \$10K/year (reference paragraph [4.14](#). for more information on the optional housing benefit conversion).

4.13.3. The CMLA is not tied to a particular major but can only be used for undergraduate degrees. The CMLA will not be used to fund graduate work or credit hours toward graduate work.

4.13.4. The CMLA will not be extended beyond two years and is not upgradeable regardless of degree plan or major.

4.13.5. Guard and Reserve members who have been released from their military contract and who present a signed DD Form 368, Request for Conditional Release, may receive a CMLA after contracting with AFROTC. They may also defer activation pending obtaining the signed DD Form 368 with an approved ETP routed through the Region HQ to AFROTC/RR.

4.14. Conversion of Scholarship to Housing Benefit. Beginning AY22/23, all tuition scholarships and the CMLA may be converted into a housing scholarship. This is useful for cadets who have other means to pay their tuition and would secure more benefit from a scholarship conversion that can be applied to housing. Scholarships activated prior to AY22-23 will follow the scholarship rules that were in place at the time of award and are not eligible for the housing conversion option. All conversion requests must be received prior to the start of the academic year in which the cadet wishes the change to take effect and will remain in effect for not less than one academic year. Cadets will not receive the funds directly and they cannot be used for any other purpose. Conversion requests will be sent via MFR signed by the requesting cadet and the detachment commander to AFROTC/RRU at afrotc.rue.icsp@us.af.mil.

4.14.1. The value of the housing scholarship is capped at \$10K per year and bills must be submitted through the university bursar's office. Housing scholarship may be used for only on-campus housing or university contracted off-campus housing.

4.14.2. Boarding costs (i.e., food and utilities) must be separated from the room cost.

4.14.3. Tuition scholarships converted into a housing scholarship may not be converted back into tuition scholarships within the same AY.

4.15. Scholarship Temporary Inactivation. Temporarily inactivate a scholarship whenever a cadet's scholarship continuation or retention in AFROTC is in jeopardy. The temporary inactivation date is the date the commander decided to inactivate the scholarship (this date can be a date prior to the date the cadet was counseled). Once the issue is resolved, reactivate the scholarship, suspend, terminate, or initiate a CRR, as appropriate. If the cadet's scholarship is reactivated, the reactivation date is the day after the original temporary inactivation date. Reference **Table 4.8** for conditions that drive temporary inactivation.

Table 4.8. Conditions for Scholarship Temporary Inactivation.

Rule	Temporarily inactivate the scholarship when:
01	Directed by AFROTC/CC, Region/CC, or Det/CC, even though current guidance directs less severe action; a scholarship can be temporarily inactivated any time a cadet's actions require a change to scholarship status but suspension is not warranted.
02	A CRR or disenrollment action is initiated.
03	A cadet changes academic major without approval.

04	A cadet transfers to a different school without approval.
05	A cadet indicates intent not to: 1) complete the GMC; 2) attend FT; or 3) enter/complete the POC. Counsel the cadet in writing and obtain a statement to file in the cadet record.
06	A cadet expends all scholarship entitlements, completion date is the last day of the term.

4.16. Scholarship Suspension. Once a scholarship is suspended, it is suspended for the entire term. Reference [Table 4.9](#) for conditions that drive scholarship suspension.

4.16.1. Suspension and Funds. Each suspension results in an unfunded term for the cadet. The lost funds cannot be recovered at a later date and the suspended term counts toward total authorized entitlements. After one term in suspended status, a cadet's scholarship may be reinstated IAW retention standards. GMC cadets will not receive stipend payments when their scholarship is suspended. POC cadets will continue to receive a stipend while still an active member of AFROTC. Refer to paragraph [4.17.1](#) for stipend guidance for suspended scholarships subsequently terminated.

4.16.2. 45-Day Rule. If the suspension occurs after the 45th day (Fall term only) or after the pecuniary liability date (all other terms), the financial impact of the suspension will take effect the following term. The suspension date will be the day of the infraction or the last day of the term of host institution classes if already temporarily inactivated. 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.

Table 4.9. Conditions for Scholarship Suspension.

Rule	Suspend the scholarship when:
01	Directed by AFROTC/CC, Region/CC, or Det/CC, even if current guidance directs less severe action; a scholarship can be suspended any time a cadet's actions warrant suspension.
02	A cadet is issued a second Academic Conditional Event (CE).
03	A cadet earns a grade of "D" or "F" in an AS Course (any term including LLAB).
04	A cadet is unable to meet the minimum contract/commissioning requirements after their 2 nd AFOQT attempt.

4.17. Scholarship Termination. When scholarship termination is required for a GMC cadet, the detachment should temporarily inactivate the scholarship first. If the detachment wishes to retain the cadet, suspend the scholarship and initiate a CRR. If the cadet is retained, the scholarship will remain in suspended status until the cadet enters the POC, at which time it will be terminated. If the Det/CC wants to disenroll the GMC cadet, suspend the scholarship and complete a disenrollment package IAW [Chapter 16](#). Reference [Table 4.10](#) for conditions that drive scholarship termination.

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

4.17.2. Termination and Travel. HSSP scholarship recipients, whose scholarship appointments are later terminated, not including completion of entitlements, are authorized terminal travel

allowance from the institution to their home of record. To be eligible for payment, the cadet must disenroll from the institution and travel to their home of record. No action is required if the departing cadet does not desire to claim terminal travel allowance or does not disenroll from the institution.

Table 4.10. Conditions for Scholarship Termination.

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

4.18. Scholarship Withdrawal. Awarded scholarships that have not yet been activated may be withdrawn for cause IAW [Table 4.11](#). Once withdrawn, scholarships cannot be reinstated. Cadets with a withdrawn scholarship may re-compete for a subsequent scholarship offer if eligible. Please refer to [Table 4.11](#) for conditions to withdraw a scholarship offer.

Table 4.11. Conditions for Scholarship Withdrawal

Rule	Initiate scholarship termination when:
01	Directed by Det/CC, Region/CC or AFROTC/CC for failure to meet standards, or when a withdrawal is considered to be in the best interest of the DAF.
02	A cadet voluntarily removes himself/herself from the scholarship program prior to activation.
03	A cadet fails to meet activation criteria by the end of the activation term and is not approved for deferment IAW paragraph 4.11.14 .
04	Any condition met in Table 4.9 , <i>Conditions for Scholarship Suspension</i> , prior to scholarship activation.

4.19. Authorized Tuition and Fee Entitlements. Reimbursement for authorized entitlements must not exceed the annual scholarship cap IAW the scholarship type and length, and is limited to tuition and fees associated with required and elective courses. A required course is a prerequisite for further advancement in the cadet's contracted major. An elective course is one required to meet graduation requirements but where the cadet has latitude in actual course selection. For required courses, AFROTC will also pay mandatory institutional fees when those fees are incurred by all students. Reference [Table 4.11](#) for authorized reimbursements and [Table 4.12](#) for unauthorized reimbursements.

Table 4.12. Authorized Reimbursement.

Rule	Reimbursement is authorized for the following:
01	Courses taken to meet AFROTC requirements.
02	Course overloads are authorized, but are limited to courses: 1) are required for reasonable progress toward degree completion, or 2) that result from prerequisite requirements, or 3) are required as a result of changes in curriculum made by the institution.

03	Courses missed due to an injury or illness. Institutional authorities and the Det/CC must approve the absence.
04	Costs for distance learning/correspondence courses. Distance learning courses must be accepted and by the cadet's primary institution enrollment, be offered by either the cadet's primary institution of enrollment or an institution associated with the cadet's detachment, and begin/end within the academic term.
05	Scholarship continuation resulting from detachment inactivation.
06	Registration and matriculation fees.
07	Special fees for student activity, athletic, library, student union, student publication costs, and similar fees required of all students enrolled in the institution.
08	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 is authorized if the cadet chooses the university's plan.
09	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.
10	Computer access time is authorized if it is related to the degree.
11	Graduation, diploma, and cap and gown fees. Fees must be billed through the university.
12	Institutional transfers for the purpose of initial scholarship activation.
13	Laboratory fees and non-refundable deposits.
14	Transportation to official events when required of all students.
15	Co-op fees when the co-op is a degree requirement.

Table 4.13. Unauthorized Reimbursement.

Rule	Reimbursement is not authorized for the following:
01	Courses that do not count as a requirement or elective toward overall degree completion in the contracted major.
02	Flying courses, to include additional fees associated with actual flying activities, such as aircraft rental, equipment, or instructor time. Cadets may take these courses if they meet degree requirements but they will pay the extraordinary fees (e.g., 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.
03	Repeat or remedial courses. Retaken courses count toward full-time status but will not be funded. If the institution bills by the course or course hour, the scholarship cadet pays for all remedial or repeat courses.
04	Courses taken at a university other than the cadet's detachment host or crosstown university. Courses taken by a cadet at a university associated with another detachment or with no AFROTC association are not authorized.
05	Course overloads resulting from course failures, incompletes, withdrawals, add/drop, etc.
06	Reimbursement of suspended or inactivated terms.
07	Special expenses associated with field trips.

08	Additional fees associated with a recreational-type elective course (e.g., equipment rental fee for a scuba course), even if the institution directly bills them.
09	Optional projects, personal equipment (including personal computers), and supplies.
10	Equipment, equipment rental, and material costs, and those scholarship restrictions identified in the reenlistment briefing.
11	Additional costs associated with term abroad studies or similar programs (reference paragraph 7.5. for PNA terms).
12	Penalties or fines for late registration or makeup examinations.
13	Professional licenses to include certification or exam fees.
14	Transfers made at the discretion of the individual.
15	Special fees for social activities.
16	Gym lockers and laundry.
17	Yearbooks.
18	Parking.

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

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

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

4.20.3. 45-Day Rule. The 45-day requirement applies only to the Fall term. All scholarship payments (tuition and fees), and textbooks must be billed against the next fiscal year no earlier than (NET) the 45th calendar day of institutional classes. For AFROTC to pay scholarship costs, cadets must be enrolled in AFROTC and in active status in WINGS at close of business on the 45th day of classes or after (at each school) but not later than the last day of the term at the institution of attendance. Scholarships that have not been activated by the last day of the term will be withdrawn, unless a prior waiver is obtained from AFROTC/RRFA.

4.20.4. Non-duplication of Financial Aid Programs. Most federal assistance programs have a duplication clause that prohibits receipt of educational benefits from more than one source. A scholarship selectee should check with the agency concerned to determine whether the

duplication clause applies. Students may receive scholarship entitlements and Veterans Administration benefits simultaneously. Scholarship recipients should inform their financial aid offices that they are on AFROTC scholarships. If tuition, fees, or any part thereof are paid by any other federal educational assistance program (e.g., GI Bill, Pell Grants, etc.) AFROTC will not duplicate payment.

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

4.21.1. Technical and Foreign Language Majors Data. Detachments will review and update WINGS with approved technical and foreign language degrees for their host and crosstown institutions annually NLT 31 August. Update changes after 31 August in WINGS immediately upon the notification by the university.

4.21.2. Tuition Rates and Details. Detachments will review and update WINGS with the tuition rates & Details for each academic year for their host and crosstown institutions annually NLT 31 August. Tuition rates are broken out between in-state and out-of-state students and should include the standard rate, ROTC cadet rate, ROTC cadet rate with scholarship, and extra hour fee. Details should include any special incentives provided by the institution to AFROTC cadets. Make update changes to tuition rates & details occurring after 31 August as soon as the change is known to the detachment.

4.21.3. Estimates for Scholarships. Estimates must be entered for all terms of the current academic year, including summer courses, by 31 August. This estimate includes all active scholarships as well as scholarships anticipated to be activated during the current academic year. **Note: Dets who fail to meet the suspense may not be considered for ICSP opportunities.**

4.21.4. Estimates for Extended Cadets. Do not include cadets in extended status with approved additional entitlements unless Section II of the AFROTC Form 88 is completed.

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

4.21.5.1. New scholarship appointments.

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

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

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

4.22. Invoices. The detachment must verify and approve host and crosstown invoices for scholarship reimbursement before submitting them to Holm Center/SDFA for payment. An invoice may only be submitted for a cadet with an active scholarship term of entitlement for the

term to which the invoice applies and the cadet is in active status in the AFROTC program. The detachment must notify the appropriate institution officials when invoices are not received for processing within 60 days after the beginning of the first term of the academic year or 30 days after the beginning of subsequent terms. Detachments must maintain records of attempts to obtain invoices from institutions.

4.22.1. Invoicing assistance. For questions or assistance with processing tuition and housing invoices contact Holm Center/SDFA – Tuition Vouchers at tuition.vouchers@us.af.mil. For questions or assistance with processing textbook payments contact Holm Center/SDFA – Cadet Pay at HOLMCENTER.SDFA.CadetPay@us.af.mil.

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

4.22.3. Commander's Certification. The invoice is certified for payment by the Det/CC signing the Commander's Certification (use the exact wording in **Figure 4.1.**), as required by DFAS DE 7010.5. Invoices received by Holm Center/SDFA without this statement will be returned to the detachment. Maintain statement on a separate sheet of paper and reference the invoice(s).

Figure 4.1. Commander's Certification.

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

(Signature of Unit Commander) Typed Name and Rank AFROTC Det 999/CC Complete Detachment address

4.22.4. Billed-in-Full (BIF). Mark cadet terms of entitlements BIF when all invoices for that term have been processed. Once a term of entitlement is marked BIF the estimate cannot be adjusted and it cannot be invoiced. Detachment personnel will run a BIF report at least once every two weeks starting the 60th day after classes start in the Fall term and 30 days after classes start for all other terms until every cadet is completely paid for all terms.

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

CHAPTER 5 – STANDARDS

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

5.1.1. GPA Requirements. Cadets must meet GPA standards. Reference [Table 5.1](#) for GPA requirements. Detachments will use T/CGPA that is listed on the transcript from the cadet's school of primary attendance. All GPAs are based on the A = 4.00 scale. Failure to meet the general AFROTC membership cumulative GPA requirements will result in a det drop or investigation for disenrollment. Refer to [Table 5.3](#) for scholarship, [Table 5.1](#) for academic grade requirements, and issuance of CEs.

5.1.2. Cadets must earn a “C” or better in all AS classes to be eligible to continue in the program. Det/CCs may allow a cadet to retake an AS class the following year, however the cadet will not advance in the program during the intervening period.

5.1.3. Cadets will provide an academic degree plan at enrollment (and recertify each fall term and prior to POC Selection Process (PSP) nomination) that demonstrates their ability to commission in their programmed fiscal year. Academic degree plans should be uploaded to the cadet's vUPRG in WINGS each fall term as part of midterm counseling, and when substantially changed (i.e., major change, DOC/DOG change, etc.).

5.1.4. Full-Time Student. Full-time student status is defined by the primary school of attendance. AFROTC specifies a minimum of 12 semester-hours of undergraduate level courses or 9 semester-hours of graduate level courses. A combination of classes, to include distance learning, non-traditional, or courses from other institutions, can be utilized in calculating full-time status if they meet the requirements and are accepted by the institution conferring the degree. Failed courses do not constitute dropping below full-time status. Withdrawn courses and incomplete grades do constitute dropping below full-time status. Cadets are not required to maintain full-time status their final term nor are they required to take additional classes not required for degree completion to maintain full-time status during any other term. However, the cadet's academic plan will make maximum use of unused credit space below the full-time requirement (including that for electives) to either enroll in the appropriate AS class or other classes that meet the undergraduate degree requirement. Note: IAW [Table 3.1](#), AS 700/800 cadets are not required to take AS classes but are required to attend LLAB.

5.1.4.1. Audit courses do not count toward full-time status.

5.1.4.2. Classes taken at an institution without a cross-town or consortium agreement may count towards full-time student status if the university is an accredited institution and the cadet/applicant is properly registered for AFROTC classes at the host institution.

Table 5.1. Minimum GPA and Enrollment Status Requirements.

	For General AFROTC Membership	To Compete in PSP	To Attend FT	To Contract as POC	To Nominate for Scholarship	To Activate Scholarship	To Maintain Scholarship
Cumulative GPA (CGPA)	2.0 (Det/CC waivable for first-term AS100s)	2.0 (and C or better in all AS classes)	2.0	2.0	As determined by AFROTC/CC	2.5	2.5
**Term GPA (TGPA)	Not applicable	Not applicable	2.0	2.0	As determined by AFROTC/CC	2.5	See Table 5.3
Enrolled as Full-Time Student	Yes (Except for Final Term)	Yes (Spring AS200)	Yes (Spring AS200)	Yes	Yes	Yes	See Table 5.3
*Full-Time Status Previous Term	Not applicable	Yes (Fall AS200)	Yes (Fall AS200)	Yes	Yes	Yes	See Table 5.3
<p>* Semester, Quarter or Trimester; Do not consider summer or Mini Terms. ** Summer or Mini Terms are not used as TGPAs for scholarships, contracting, or Academic CEs. NOTE 1: Summer terms can raise or lower CGPA NOTE 2: GPA requirements may be adjusted per specific board/nomination cycle. Look for board messages for exact requirements for a specific board. RR is the waiver authority for criteria outlined in Table 5.1</p>							

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

5.3. PFA, Body Mass Index (BMI), and Body Fat Standards. PFA, BMI and body fat standards remain part of accession physical standards and are used as entry criteria for AFROTC consistent with DoDI 1308.03, *DoD Physical Fitness/Body Composition Program*, and DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*.

5.3.1. Contract cadets and cadets competing for an EA must successfully meet current Air Force physical fitness and body composition requirements IAW DAFMAN 36-2905 AFROTC Supplement and this instruction. Unless exempted for temporary athletic body composition waiver, cadets are expected to maintain DoD BMI standards or BF standards, and abdominal circumference measurement screening over their entire cadet career. Cadets are responsible for maintaining the required body composition standards. Detachment Commanders are the OPR for administering and monitoring cadet compliance with these standards.

5.3.2. Temporary Athletic Body Composition waivers. Det/CCs may approve cadets for a temporary adjustment to body composition standards for athletic performance reasons. The program fundamentals will help ensure cadets are postured to meet the AFROTC and Air Force commissioning requirements while still being an effective athlete in their respective sport.

5.3.2.1. The Det/CC will have the cadet sign the adjustment waiver acknowledging he or she is still required to meet all AFROTC standards and pass the USAF fitness assessment to receive a commission.

5.3.2.2. Once a cadet no longer has a valid competitive requirement for a temporary body composition waiver, the Det/CC will immediately provide initial counseling in which the cadet acknowledges that they must meet DoD BMI/BF standards to be allowed to commission and must show progress. Satisfactory progress for males and females is three pounds of weight loss or one half inch (1/2”) abdominal circumference reduction or one percent reduction in body fat composition each month until within standards. Monthly weight and taping measurements will occur no sooner than every 28 calendar days, but no later than every 32 calendar days. An additional 3 calendar days may be granted for females to account for changes in weight during menstrual cycles. Failure to make satisfactory progress will result in administrative action, up to and including disenrollment.

5.3.2.3. Cadets who require a temporary athletic body composition waiver for athletic performance reasons may commission as long as they are making satisfactory progress (as defined in paragraph 5.3.2.2 above), satisfy the AF FA requirement, and have an approved waiver for BMI requirements from AFROTC/CC.

5.3.3. All cadets are responsible for meeting BMI or Body Fat standards in order to activate a scholarship, meet the PSP selection board, attend Field Training, contract, and commission. If over BMI, conduct body fat measurement according to procedures in DoDI 1308.03 and DAFMAN 36-2905 AFROTC Supplement. Cadets are disqualified if not medically cleared. Cadets over the maximum BMI standard who are athletes must have a temporary athletic body composition waiver in their cadet record while participating in their school’s sports program but must meet BMI/BF standards to commission unless waived per paragraph 5.3.2.3.

5.3.3.1. All cadets must meet BMI or Body Fat standards within 30 days prior to the scholarship activation date, PSP selection board nomination date, and commission. Cadets covered by the temporary athletic body composition waiver may receive a scholarship or meet the PSP selection board but must meet the BMI/BF standards for commissioning unless waived per paragraph 5.3.2.3.

5.3.3.2. All cadets must meet BMI or Body Fat standards within 30 days prior to the end of the spring term immediately before Field Training attendance except for those covered by the temporary athletic body composition waiver. Contact AFROTC/DOF to remove the FT assignment for any cadet that fails to meet the standards.

5.3.3.3. All cadets must meet BMI or Body Fat standards within 30 days prior to contracting except for those covered by the temporary athletic body composition waiver.

5.3.4. Det/CCs must issue a CE for contract cadets who fail to meet Body Fat standards at designated times stated in Table 5.4. A contract cadet who receives a CE during the semester for failure to meet Body Fat standards is required to meet the standards within 30 days into the next term or the Det/CC will initiate a CRR or investigate for disenrollment.

5.3.5. Det/CCs may issue a CE or Det Drop any cadet that does not meet Body Fat standards at any time not explicitly stated in Table 5.4.

5.3.6. Do not activate a scholarship, submit for the PSP selection board, contract, send to Field Training, or commission if a cadet does not meet BMI or Body Fat standards except for those covered by the temporary athletic body composition waiver.

5.4. Air Force Officer Qualifying Test (AFOQT) Requirements. The minimum scores required to contract (exception refer to Table 4.4) and commission are Verbal-15 and Quantitative-10 IAW DAFMAN 36-2664, *Personnel Assessment Program*. Cadets will have up to three opportunities to pass the verbal and quantitative sections. Superscoring will be used across all composites. For superscoring, an applicant's best composite score on any test attempt will be used as the score of record. AFROTC/CC may consider an exception to policy for cadets who do not meet minimum criteria.

5.4.1. Timing. All cadets must take the AFOQT NLT 31 December of their AS200 (or 250) year. All cadets must pass the AFOQT NLT the end of their AS300 year.

5.4.2. Abbreviated Commissioning Programs. Cadets who are enrolled in abbreviated commissioning programs are required to meet minimum AFOQT standards before commissioning. Cadets must follow retest guidance in section 5.4.3, but are not subject to that timeline due to the compressed time in AFROTC.

5.4.3. Retests: Cadets may retest NET 90 days after the previous attempt. Requests to waive the 90-calendar-day rule must be approved by AFROTC/RRF (via Cadet Personnel Action Request) prior to being submitted to the AFPC testing office for approval. To qualify for a third attempt, the cadet must prove that they have met the requirements IAW DAFMAN 36-2664, paragraph A2.6.2, and seek a waiver; the AFROTC/CC has delegated this waiver authority to the Region/CC. When a third attempt is authorized, the retest will be accomplished NLT the end of their AS300 year.

5.4.4. Scholarships. Scholarships previously activated are not affected by first-time AFOQT verbal and/or quantitative failures. Failure to successfully meet the minimum scores for verbal and/or quantitative sections after the second testing, or first retest, will result in scholarship suspension.

5.4.5. Special Testing Requirements for English as a Second Language (ESL) Cadets. Non-native English-speaking cadets must meet the Defense Language Institute (DLI) English Language Center requirements before entry into POC and commissioning if they fail to attain the minimum Verbal requirement on the AFOQT, IAW DAFMAN 36-2032, paragraph 6.5.2.1.6. Det/CC will include DLI English Comprehension Level (ECL) Test and Oral Proficiency Interview (OPI) scores as part of supporting documentation to seek an AFOQT exception to policy from the AFROTC/CC via waiver in the WINGS CPAR module. Meeting minimum ECL/OPI Scores does not automatically result in a waiver.

Table 5.2. Minimum ECL/OPI Scores.

	Scores
ECL	85
OPI	2+/2 or 2/2+

5.5. Post-EA Date of Commission (DOC) Changes. Cadets must commission in the FY stated on their DAF Form 1056. When a cadet cannot meet a scheduled DOC, the detachment must take immediate action to change the DOC (or initiate CRR), and notify AFPC according to the following procedures.

5.5.1. The Det/CC may approve a DOC change via WINGS Cadet Personnel Action Request (CPAR) if the cadet does not have an EA and doing so does not put the cadet in completed status for more than one year or does not change the FY if a cadet received a scholarship tied to a specific FY. No notification to AFPC is required.

5.5.2. The Det/CC may approve a DOC change via WINGS CPAR within the same month or to a later date in the same fiscal year if the cadet holds an EA. If change moves cadets DOC earlier in the same FY it must be approved by AFROTC/RR. Once the DOC change CPAR is executed in WINGS, notify AFPC according to 5.5.4. Update the DAF Form 1056 using the change page.

5.5.3. The Det/CC may request a DOC change via WINGS CPAR if the cadet holds an EA and needs to change to a new FY. Post-EA DOC changes to a new FY will be granted only to meet the needs of the DAF. AFROTC/RR is the approval authority. Once the DOC change CPAR is executed in WINGS, notify AFPC according to 5.5.4.

5.5.4. If cadet is listed on the EAD spreadsheet (which normally occurs during the Fall of the second-to-last year), detachment will notify AFPC via the EAD spreadsheet change tab..

5.6. Academic Major Changes. Academic majors and EAs are tied directly to AF/SF accession requirements and managed by AFROTC/RR. Contracted cadets or those with scholarship offers must graduate with the major on their DAF Form 1056 or their programmed major. When cadets cannot continue in their contracted academic major or when cadets desire to change academic majors, the following apply:

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

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

5.6.3. Cadets with a non-line EA who request an academic major change that will alter the status of their present or upcoming contracted category or DOC must be approved by AFROTC/RRF via a WINGS CPAR. Update the DAF Form 1056 using the change page.

5.6.4. Major changes will not be approved once the AFSC/SFSC classification process has begun. Once cadets receive a non-rated AFSC, Detachments must request major changes from RRF via CPAR. RRF will seek approval for the new major from AFPC and/or the owning career field.

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

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

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

5.8.2. Higher-level commanders may issue a CE.

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

5.9. Probation. A commander may place a cadet on probation with waiver approval or with a CRR. The terms of the probation will be documented by the issuing authority. A cadet offered waiver approval with probation is allowed to continue in the program. The cadet must agree to and meet the terms of the probation. Failure to meet the terms of the probation will result in disenrollment or Det Drop from the program. See [Table 5.3](#) and [Table 5.4](#) for information on waivers.

Table 5.3. Academic Conditional Event.

This schedule applies to scholarship cadets regardless of scholarship status and specifies required follow-on actions by the detachment based on Academic CEs accumulated by a cadet's failure to meet academic standards. Depending on the degree of the academic deficiency, the Det/CC or Region/CC may direct scholarship suspension, temporary inactivation, termination, or CRR.		
Rule	If cadet's academic performance reflects:	Detachment Commander will:
1	Receipt of a "D" or "F" or "F equivalent" in any AS course (any term, including LLAB)	Suspend scholarship and initiate CRR.
2	TGPA less than 2.5	Issue Academic CE.
3	Failure to maintain Full time Student status upon term completion.	Issue Academic CE. Region/CC may waive the CE if cadet dropped below full time status due to proper withdrawal from a University course and withdrawal does not result in a change to FY DOC.
Academic CEs		
1	No scholarship actions required.	Det/CC may consider scholarship suspension.
2	Suspend the scholarship.	Region/CC may waive scholarship suspension if there are mitigating circumstances.

3	Terminate the scholarship.	Region/CC may waive scholarship termination if there are mitigating circumstances.
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Table 5.4. Military Conditional Event.

Military Conditional Events apply to all cadets and are issued on a case-by-case basis depending on the severity of the offense and provides required follow-on actions by the detachment based on CEs accumulated. Depending on the severity of the behavior, the Det/CC or Region/CC may direct scholarship suspension, temporary inactivation, termination, as well as a Det Drop, investigation for disenrollment, or a CRR. This table is not all inclusive. Det/CCs can issue a CE for any conduct that does not meet military standards.		
Rule	If cadet's military training performance reflects:	The Detachment Commander will:
1 ^{1,2}	Civil Involvement Cat 1	Issue Military CE. AFROTC/CC may waive CE.
2 ^{1,2}	Civil Involvement Cat 2	Issue Military CE. Region/CC may waive CE.
3 ^{1,2}	Civil Involvement Cat 3	Issue Military CE. Region/CC may waive CE.
4 ^{1,2}	Civil Involvement Cat 4	Issue Military CE. Det/CC may waive CE.
5 ^{1,2}	Civil Involvement Cat 5	Consider issuing Military CE.
6	Over Body Fat (BF) ³ (Contract Cadets Only)	Issue Military CE if contracted cadet fails one of the following mandatory BMI and/or BF checks: <ul style="list-style-type: none"> 1. Pre-PSP Selection Board 2. Pre-Field Training Attendance 3. Pre-Commissioning Issue a second Military CE if cadet does not meet standards within 30 days of the subsequent term. The Det/CC will not issue a CE for being <u>under</u> BMI. Any BF failure outside the three mandatory checks or failure by non-contract cadet is left to Det/CC discretion.
7	Failure of Commissioning QFR ³	Issue Military CE. Initiate CRR or investigate for disenrollment upon second failure.
8	Official PFA Failure ³ (Contract Cadets and those attending Field Training)	Issue Military CE.
9	Honor Code Violation.	Issue Military CE. Det/CC may waive 1st GMC offense. Region/CC is waiver authority for any others.
10	Removal from FT with prejudice	Issue Military CE. Initiate removal from AFROTC program IAW paragraph 10.8.3 .
Military CEs		
2 CEs		Initiate a CRR, investigate for disenrollment, or Det Drop. Region/CC can approve CRR or waive disenrollment or Det Drop actions under mitigating circumstances.
3 CEs or more		Initiate a CRR, investigate for disenrollment, or Det Drop. AFROTC Commander can approve CRR or waive disenrollment or Det Drop actions under mitigating circumstances.
NOTES:		
1. Civil Involvement Categories are listed in DAFMAN 36-2032, Attachment 2.		
2. Issue Military CE for the highest-level civil involvement when multiple offenses occur during a single event.		
3. Issue only one Military CE for Over Body Fat condition and PFA failure that occur during the same assessment.		

CHAPTER 6 – CIVIL INVOLVEMENTS (CI)

6.1. General. Applicants and Cadets are required to report all involvements with civil, military or school authorities, regardless of the severity, disposition, or the date of the involvement. Offenses are categorized IAW DAFMAN 36-2032, “AF Offense Category.” Applicants and cadets must be informed that they should be aware that underage involvements, sealed or expunged records may still be found during a federal background check. AFROTC cannot mandate applicants disclose sealed or expunged records; the applicants and cadets may consider disclosing this information upfront if they so choose. If applicants or cadets fail to advise the detachment of sealed or expunged records this shall not be viewed as an omission or integrity violation. **Sealed and expunged records are the legal processes by which criminal records are removed or masked from databases of local, state and some federal law enforcement agencies. This process is done through a judicial court order and is aimed at allowing the individual to reintegrate into society. The judicial order advises the individual whose records have been sealed or expunged that they, by law, no longer have to disclose the criminal conviction when seeking employment. Each state has their own laws on how and what types of records may be sealed or expunged and what an employer in that state may consider or ask for when making employment decisions. Federal law allows limited circumstances where these records may be considered for employment such as for military security clearances.** The OPR for this chapter is AFROTC/RR.

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

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

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

6.3. Timeline. Applicants must report all on-going or previous incidents, regardless of final disposition, at time of application. Enrolled cadets must report an incident within 72 hours of the incident, including periods away from campus (i.e., summer break or holidays). Changes to ongoing involvements up to, and including, final disposition must also be reported within 72 hours. Method of reporting is at the discretion of Detachment Commander.

6.4. Cadet Statements. Cadets must provide a detailed statement in the WINGS counseling module for DAFMAN 36-2032, Category 1-4 offenses. Additional information is required for the following cases:

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

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

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

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

Table 6.1. CI Waiver Authorities.

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

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

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

6.7.2. In accordance with DAFMAN 36-2032, a 90-day waiting period is required prior to contracting a cadet following termination of parole, probation, suspended sentence, or any

period of confinement for a conviction. The only exception is a suspended sentence for minor traffic offenses and completion of community service.

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

CHAPTER 7– CADET ACTIONS

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

7.2. Detachment Non-Commissioned Officer (NCO):

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

7.2.2. Manages personnel records for cadre, Air Force Institute of Technology (DAFIT), SLECP and NECP students.

7.2.3. Accomplishes unit support administration.

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

7.2.5. Monitors and updates cadet pay and scholarship actions.

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

7.3. Commander Retention Review (CRR). A CRR is the Det/CC's preliminary examination of a cadet's failure(s) to maintain standards. Det/CCs may forego a CRR altogether and initiate disenrollment actions IAW [Chapter 16](#), should the situation dictate. Det/CCs will collect known information regarding the cadet's situation and coordinate findings and recommendation with the Region/CC, who will in turn determine whether the CRR will result in retention, probation, or disenrollment action.

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

7.4.1. Appeals. A denied waiver can be appealed by the Det/CC to the next Commander in the chain. Ensure the original correspondence, any additional information, and the justification for the appeal is included in the package.

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

7.5. Period of Non-Attendance (PNA). A PNA is a period of authorized absence from school or AS classes and LLAB. PNA is "No Pay" unless the cadet is contracted and working towards degree requirements. Det/CCs may authorize a PNA and dual enrollment in AS classes for one term. Longer PNAs require Region/CC approval. If a PNA results in a change to the cadet's current DOC, approval is required from AFROTC/RR. Detachments will counsel the cadet in writing to maintain standards and contact with the detachment for duration of the PNA. **NOTE:** PNA is not to be used for HSSP scholarship recipients who have not been contracted by the detachment or activated their scholarship. Activation may not be deferred for non-contracted cadets. Please refer to paragraph [4.9.5](#).

7.5.1. PNA for academic purposes. Scholarship costs are capped at those costs the cadet would have had at the host institution and are paid through the host institution. The student is responsible for any other costs. There is no Air Force allowance for travel, room, board, or any other costs incurred by the PNA. The student shall complete a statement of understanding in the WINGS counseling module.

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

7.6. Transfer of AFROTC Cadets.

7.6.1. Det Drop any non-contracted cadet who transfers to Army or Navy ROTC.

7.6.2. AFROTC/RR must approve conditional release of contract cadets to Army ROTC (AROTC) or Navy ROTC (NROTC). Submit requests for conditional release waiver and include the written letter of acceptance from sister service ROTC. If approved, the cadet may enlist and terminate their AFROTC scholarship. Upon verification of enlistment (i.e. DD Form 4 in hand, the detachment will submit an administrative release disenrollment IAW **Chapter 16** of this instruction.

7.6.3. For contract cadets accepted to USAFA, Det/CC may approve a conditional release from AFROTC via Memorandum for Record (MFR). Upon verification of USAFA enlistment, the detachment will complete an administrative release disenrollment IAW **Chapter 16** of this instruction.

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

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

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

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

7.6.5.3. Scholarships of transfer cadets should be processed IAW **Chapter 4**, paragraph **4.9.7**.

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

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

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

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

CHAPTER 8 – MEDICAL

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

8.1.1. DoDMERB Physicals. DoDMERB is the centralized certifying authority for scholarship physicals. Certified DoDMERB physicals are used for scholarship activation, FT attendance, POC entry, and commissioning (non-rated and non-specialty only). The initial DoDMERB determination of “MEETS” or “DOES NOT MEET” medical accession standards is based on DoDI 6130.03V1, *Medical Standards for Military Service: Appointment, Enlistment, or Induction*. For additional information regarding medical processing refer to the most current CMPG. AFRS/AMWD serves as the action office following initial DoDMERB certification for contract cadets, regardless of medical action addressed, and will accomplish all subsequent recertification (reference paragraph 8.6). If a change in medical status occurs with a non-contract cadet, DoDMERB is the action office (reference paragraph 8.7).

8.1.2. MEPS Physicals. MEPS is a certifying authority for POC entry physicals (non-scholarship), FT attendance, and commissioning physicals (commission certification ONLY). MEPS physicals are scheduled by detachment personnel through the local USAF Recruiter. When requesting a MEPS physical, detachments should request a commissioning physical. Physicals certified by MEPS are annotated with a Physical Profile Serial System grade (known as PULHES) on the DD Form 2808, *Report of Medical Examination*, (NOT stamped) and are certified for commissioning purposes. Do not forward to AFRS/AMWD for certification. If a medical waiver is required, MEPS will automatically send it to AFRS/AMWD for review. MEPS is not the certifying authority for changes in a cadet/applicant’s medical status following initial MEPS qualification. Once initially qualified by MEPS, AFRS/AMWD becomes the reviewing and certifying authority for any subsequent medical condition/illness.

8.1.3. Military Treatment Facility (MTF) Physicals. MTFs may provide entrance physicals for ECP cadets and cadets who are concurrently serving in the Guard/Reserve. MTFs will perform commissioning physicals for cadets selected into CSO and ABM, and non-rated operations (13XX/19Z) positions. Cadets must be categorized/selected for the position prior to requesting a physical examination appointment with the MTF. Cadets will hand-carry any supporting medical documents maintained at the detachment so they may be available for review by the MTF personnel and copies uploaded into the Physical Exams Processing Program (PEPP) as required. This will ensure all the documents needed for review and certification by AFRS/AMWD are available. Reference CMPG and DAFMAN 48-123, *Medical Examinations and Standards*, for additional information.

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

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

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

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

8.2.4. Non-contract cadets who have not completed a DoDMERB physical are required to have an AFROTC Form 28 or a university, NCAA, or the state-approved sports physical form on file with the detachment to participate in LLAB/PT. If required, it must be accomplished no earlier than 30 days before the beginning of each academic year and is valid for that academic year only.

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

8.3.1. Accession Physicals (for enlistment purposes). Cadets may not contract until physical examination has been certified by DoDMERB, MEPS, or AFRS/AMWD (waivers or MTF exams). IAW DAFMAN 48-123, DoDMERB, MEPS, and MTF physicals are valid for 24 months from the date of exam for contracting.

8.3.1.1. Detachments will update the physical exam expiration date in WINGS to 24 months from the date of exam.

8.3.1.2. If an initial qualified or waived physical examination will expire prior to a cadet completing PSP and Field Training, a one-time one-year medical certification extension may be granted via DD Form 2807-2 request sent to AFRS.AMWDAFROTC.Workflow@us.af.mil. See CMPG for detailed instructions on completing this request.

8.3.1.3. After a cadet contracts, adjust the expiration date to 60 months or 5 years from the date of certification stamp.

8.3.2. For ECP cadets and cadets who are concurrently serving in the Guard/Reserve, AF Form 422, *Physical Profile Serial Report*, qualification date must be within 24 months to be valid for contracting.

8.3.2.1. ECP cadets must contract within 24 hours of their date of separation from active duty. If they fail to meet this requirement, the AF Form 422 becomes expired and cadet will require a DoDMERB physical. (See also paragraphs [11.6](#) and [11.7](#))

8.3.2.2. Guard/Reserve cadets who elect to separate from enlisted service to continue as contract cadets (see paragraph [11.11](#)) must contract within 24 hours of their date of separation from the Guard or Reserve. If they fail to meet this requirement, the AF Form 422 becomes expired and cadet will require a DoDMERB physical.

8.3.3. Field Training (FT). To attend FT, cadet must have a qualified DoDMERB, MTF, or MEPS physical stamped with a date of exam within 48 months or 4 years (regardless of contract status) of the FT end date. **NOTE:** AF Form 422, *Notification of Air Force Member's Qualification Status*, is sufficient to meet this requirement for ECP and Guard/Reserve cadets if there is no change to medical status since latest certification.

8.3.4. Senior Physical Review. For contracted cadets, physicals are valid for 60 months or 5 years from the date of the certification stamp. To re-validate cadets' readiness for commission, cadets must initiate a review of physicals for all final-year cadets via DD Form 2807-2. See Senior Physical Review in CMPG for processing instructions. **EXCEPTION:** Cadets who have accomplished or will accomplish specialized physicals (Rated, MOD, ATC, or SWA) do not need to follow this process as their new physicals will replace the DoDMERB physical.

8.3.5. Physical requirements for SLECP and NECP students are contained in DAFMAN 36-2032. The remainder of this paragraph applies only to ASCP/SOAR/POC-ERP cadets. Do NOT schedule any ASCP/SOAR/POC-ERP cadets for DoDMERB physicals unless coordinated with AFROTC/RR.

8.3.5.1. ASCP/SOAR/POC-ERP cadets must meet the same Senior Physical Review requirements as all other AFROTC cadets.

8.3.6. Specialty Career Fields. Specialized physicals must be accomplished for all rated AFSCs as well as several non-rated operations AFSCs (13H, 13M, 13N, 13S, and 19Z). These physicals must be completed and certified prior to commissioning for each affected cadet; commissioning a cadet in any of these AFSCs without a certified physical constitutes an erroneous commission. For further information, consult paragraph [14.7](#) and the CMPG.

8.4. Rated and Specialty Non-Rated Operations Physicals.

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

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

(WPAFB), OH. IFC/MFS physicals are scheduled by the detachment in coordination with RRFA. AFRS/AMWD certifies IFC/MFS physicals.

8.4.3. Dental Treatment. All active orthodontic treatment must be completed before a cadet can be medically certified for commissioning. Ensure orthodontic appliances are removed prior to a cadet's commissioning examination. Physical examinations for all Flying Class candidates with a Dental Class 3 will be medically disqualified until all corrective dental documents have been received/processed by USAFSAM/FECM and/or AFRS/RSG (AMWD). All Flying Class candidates that are Dental Class 3 and those not meeting DoDI commissioning standards who require corrections must have these conditions corrected within 2 months of notification from dentist.

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

8.4.5. Non-Rated flight physicals. Detachments will schedule appointments at their local/servicing MTF for cadets selected for non-rated flight duty, to include 13H, Aerospace Physiology.

8.4.6. Non-rated/non-flying physicals. Detachments will schedule appointments at their local/servicing MTF for cadets selected for non-rated/non-flying career fields which require medical qualification above the normal DoDMERB physical. These include 13M, Airfield Operations (ATC), 13N Missile Operations (MOD), 13S Space Operations (SOD), and 19Z Special Warfare Airman (SWA). Refer to the IFC Guide and the Cadet Medical Processing Guide.

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

8.6. Medical Recheck Status (MRS) (Contracted Cadets only). MRS allows a cadet temporarily not medically qualified for commissioning to continue receiving monetary benefits and to meet selection boards while healing. When a change in medical status occurs, the previously certified physical is temporarily no longer considered a "qualified/certified" physical. Immediately upon notification of a change in a cadet's medical status, forward a request for MRS to AFRS/AMWD IAW the CMPG. The cadet will remain on MRS until released by AFRS/AMWD. **NOTE: Cadets cannot attend Field Training, proceed to MFS for IFC physical, or commission while on MRS.**

8.6.1. The Det/CC may place the cadet on a 30-day temporary medical deferral if the condition is considered to be minor in nature (sprained ankle, wisdom teeth extraction, flu); document temporary medical deferral via a cadet counseling in WINGS. The cadet must be excused from the PFA while on deferral. If the condition persists beyond 30 days, the detachment must forward a request to AFRS/AMWD for placement on MRS IAW the CMPG.

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

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

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

8.6.2.3. Situations where the cadet has been diagnosed or admitted with behavioral health condition by a Psychiatrist, Clinical Psychologist, or PsyD, AFRS/AMWD requires the cadet to provide a copy of those records to the detachment for MRS submission. If any doubt exists regarding the cadet's condition, please call AFRS/AMWD or submit the medical documents for review.

8.6.3. Send changes in medical status directly to AFRS/AMWD IAW the CMPG.

8.6.3.1. AFRS/AMWD may direct a period of MRS not to exceed 6 months. MRS extensions beyond the 6-month point must be requested from the Region/CC via CPAR. AFRS/AMWD will be notified when an extension is requested and the final decision. The request must be initiated prior to the expiration of the MRS. Granting the extension beyond the 6-month point will not occur except in rare cases. If an extension is granted, it will not exceed an additional 3 months. The request for the extension must include a prognosis/diagnosis from the attending physician and a get-well date within the 3-month period. If the get-well date extends beyond the 3-month period, do not submit the waiver request and initiate a medical DI.

8.6.3.2. MRS due to pregnancy will exceed the normal 6 months. Reference paragraph **8.9**.

8.6.3.3. MRS due to orthopedic conditions and/or injuries may exceed the normal 6 months. Cadets will initially be placed on 6-month MRS. Detachments should send medical documents to AFRS/AMWD as soon as possible for assessment. MRS can be

extended up to a total of 12 months. If surgical treatment is required, MRS can be granted up to 12 months from date of surgery, but not to exceed a combined total of 18 months.

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

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

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

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

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

8.7.3. Once recertified (either qualified or disqualified), attach documentation to the original examination and file in the cadet’s record. If a waiver is required, send e-mail request to AFRS/AMWD; refer to CMPG for additional guidance.

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

8.9. Pregnancy. Once a cadet pregnancy is reported, a contract cadet will be put on MRS immediately and the detachment can extend the cadet’s DOC into the next FY (if the cadet is unable to commission as originally scheduled) to accommodate for pregnancy. The cadet’s DOC must be updated to NET six months from the completion of pregnancy, per DoDI 6130.03.

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

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

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

8.10. Transgender. The gender transition process is highly individualized, and each case must be worked independently. A transgender person is someone whose gender identity or gender expression does not correspond with their sex assigned at birth. Some may experience gender dysphoria, which is diagnosed by a medical provider per DoDI 1300.28, *In-Service Transition for Transgender Service Members*. AFROTC personnel will only provide contact information for DODMERB personnel to begin the intake process.

8.10.1. For non-contract cadets, the medical POC is DODMERB. Detachment commanders will provide the DODMERB POC with the applicant or cadet's name, cell phone number, and email address. Per DODMERB, they will contact the cadet and perform an intake ASAP to determine where the applicant or cadet is on the transgender spectrum and determine the proper course of action. DODMERB communicates with the cadet and detachment commander once a final determination is made.

8.10.1.1. An applicant for appointment must disclose all medical history, to include submitting medical records, including the names of the cadet's current and past medical insurers and providers. Applicants will also provide DOD authorization to request and obtain their medical records. All cadets contracted and non-contracted, will require an evaluation or physical to determine if they meet accession qualifications and may be disqualified per DoDI 6130.03, Vol 1.

8.10.1.2. A history of cross-sex hormone therapy associated with gender transition is disqualifying for contracting or accession unless the individual has been stable on such hormones for 18 months or no longer requires such hormones, as certified by a licensed medical provider per DoDI 6130.03.

8.10.1.3. A history of sex reassignment, genital reconstruction surgery, or gender dysphoria is disqualifying for contracting or accession unless a period of 18 months has elapsed since the date of the most recent of any such surgery and no functional limitations or complications persist, and no additional surgery is required per DoDI 6130.03.

8.10.2. Contract cadets must coordinate with their detachment commander on how to submit all required civilian medical and mental health documents to AFRS/AMWD for clinical and administrative review for appropriate case disposition. Any changes in medical status must be reported immediately. Detachment Commanders will follow up on concerns with a member's treatment plan or ETP within 30 days but the decision authority resides with AFRS/AMWD.

8.10.2.1. AFRS/AMWD forwards cases to the Transgender Health Medical Evaluation Unit (THMEU) to validate civilian diagnosis, medical treatment plan (MTP), and to determine the estimated date transition is complete in accordance with associated timeline. The MTP will usually include Real Life Experience (RLE), which may include an approved ETP.

8.10.2.1.1. Recommend reword to "The ETP will be annotated in WINGS, the closest thing AFROTC has to a DEERS equivalent, by detachment staff. ETP considerations for university/college facilities will be the responsibility of the student/cadet to work with their university/college. AFROTC personnel will not be responsible for policy considerations at the university level.

8.10.2.2. A contracted cadet is subject to placement on medical leave of absence/medical recheck status or medical disenrollment from ROTC based on a medical condition that impairs the individual's ability to complete training or be accessed into the Air Force or Space Force. A cadet may be disenrolled for medical disqualification within 180 days after becoming a contracted cadet or disenrolled as otherwise permitted under applicable regulations.

8.10.2.3. All Contracted cadets must meet DoD and DAF accession standards at graduation and prior to commissioning. Any changes in medical status must be reported immediately to their detachment and AFRS/AMWD.

8.10.3. Identity Validation is the responsibility of AFROTC detachment cadre once a final determination is made and the cadet submits the required documentation demonstrating a change in the cadet's gender marker. AFROTC personnel will ensure appropriate information is updated in WINGS of an individual's identity, using one of the following documents to validate an applicant's gender, a certified true copy of a state birth certificate reflecting self-identified gender, a certified true copy of a court order reflecting self-identified gender, or a U.S. Passport reflecting self-identified gender.

8.10.4. A cadet must perform a Physical Fitness Assessment in the gender assigned in WINGS, the closest AFROTC has to a DEERS equivalent. During treatment and surgery recovery, members may receive medical profiles and exemptions for components to the Physical Fitness Assessment, just as they would for any other medical conditions. Medical providers may issue medical profiles and exemptions for fitness components. A cadet receiving cross-sex hormone treatment for their transition may request a total exemption from the Region/CC after their detachment commander certifies the member made a full and clear effort but are unable to meet fitness standards. A fitness failure is not required for exemption.

8.10.5. When permissible, AETC/CC will grant Exceptions to Policy (ETPs) contained in the governing directives and regulations cited herein, such as dress, appearance, and fitness, as the Wing Commander equivalent. Control of facilities on campus is controlled by the educational institution. ETP denial authority is withheld to AF/A1 or SF/S1.

CHAPTER 9 – EDUCATION

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

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

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

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

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

9.2.4. Verifies that cadre complete annual In-Service Training (IST) and all other Continuation Training requirements.

9.2.5. Maintains and conducts course surveys IAW paragraph 9.14 of this instruction.

9.2.6. Manages academic records.

9.2.7. Ensures all students, staff, and guest speakers are briefed on AUI 36-2602, *Command, Governance and Administration Policy*, at the beginning of each academic term or prior to lecture/speaking engagements.

9.2.8. Ensures cadre know how to use the learning management system or various system the university/school uses to deliver the AS curriculum.

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

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

9.5. Course Descriptions. The detachment EO will provide host institutions and cross-towns with updated course descriptions to be included in course catalogs and on institution websites. For individual AS course descriptions, refer to the AFROTC Course Catalog. This is an annual document that is typically published before 1 August. The EO can shorten the AS course descriptions to meet institutional requirements, as necessary.

9.6. Curriculum. Holm Center Academic Affairs will provide approved curriculum and lesson plan templates.

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

9.8. Grades. All instructors are responsible for reviewing AS course grades at the end of each term to ensure academic standards are met as defined by paragraph 5.1.2 of this instruction.

9.9. GPA Standards. The Det/CC must verify students meet GPA standards IAW Table 5.1. Cadets attending universities that do not provide an equivalent grading system will not be able to compete for AFROTC programs. They can, however, enroll as a Participating Student provided there is a cross-town/consortium agreement with the detachment host university or if the Participating Student is registered as a part-time student at the detachment host university.

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

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

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

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

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

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

9.10.4. Does not require students to purchase commercial texts.

9.10.5. For LLAB syllabus, include a numbered list of LLAB objectives.

9.11. Cadet Counseling. Cadet counseling provides:

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

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

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

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

9.11.5. WINGS will be used to document counseling and is not to be a replacement for face-to-face counseling.

9.12. Term Counseling. Det/CC and/or APAS cadre must counsel all applicants and cadets and document in WINGS at least once each Fall term and at least once each Winter or Spring term. The term counseling must be accomplished via face-to-face to the maximum extent possible; for this, either in-person or via video conferencing (i.e., Zoom™, Teams™, etc.) will meet the intent of face-to-face. Refer to **Attachment 16** for face-to-face counseling requirements. As a last resort, telephone may be used. Cadre will at a minimum:

9.12.1. Ensure the cadet understands academic, military, and medical retention standards and the consequences of not meeting standards. At a minimum, the cadre member will ensure the cadet is briefed that:

9.12.1.1. All cadets are prohibited from certain activities and relationships with cadre IAW DD Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgement*, and paragraph **1.4** of this instruction.

9.12.1.2. All cadets are subject to the Air Force's Zero Tolerance policy on illicit drug use and drug testing IAW paragraph **3.11.5** of this instruction.

9.12.1.3. All cadets are required to meet physical fitness and BMI and/or Body Fat standards IAW paragraph **5.3** of this instruction.

9.12.1.4. All cadets must display an aptitude and judgment expected of an officer, not exhibit undesirable character traits that are unbecoming of an officer, and not display an indifference to military training.

9.12.1.5. All cadets must report any civil involvements with civil, military or school authorities within 72 hours IAW paragraph **6.3** of this instruction.

9.12.1.6. All cadets must maintain minimum GPA and enrollment requirements based upon their status IAW **Table 5.1** of this instruction.

9.12.1.7. Cadets must maintain a “C” or better in all AS courses IAW paragraph 5.1.2 and Table 5.3 of this instruction and all cadets must pass both AS courses and LLAB IAW paragraph 9.10.2.1 of this instruction.

9.12.1.8. All cadets must report any changes in medical status, to include behavioral health diagnoses, within 72 hours IAW paragraph 8.2.3 and 8.7.2 of this instruction. Refer to AFRS CMPG for further information about reportable changes in medical status.

9.12.2. Review the cadet’s performance and progress. Cadre will document the session in the WINGS Cadet Feedback module to generate an AFROTC Form 704, *Academic Performance Inquiry*. This form will be used to assess and discuss standards, behavior, and performance with the cadet.

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

9.12.4. Ensure the cadet has confirmed accuracy of all information contained in WINGS via the cadet SURF.

9.13. Cadre Training. The OPR for Cadre Training is AFROTC/CCVT.

9.13.1. Det/CCs will ensure all faculty are properly trained, certified, and maintain their currency IAW the AFROTCI 36-2011V2, *AFROTC Cadre Training and Certification*.

9.13.1.1. All cadre must accomplish Initial Qualification Training at the first availability. Region/CC is the deferral authority.

9.13.1.2. All cadre must accomplish Mission Qualification Training within the first 90 days of completing initial training or 90 days after arrival at the detachment, whichever occurs later. In addition, all NCOs must accomplish Job Qualification Standard (JQS) training in addition to their MQT.

9.13.2. Det/CCs will ensure all faculty academic instructor performance in the classroom, LLAB, and during other cadet training opportunities are assessed by a qualified Det/CC or APAS IAW the AFROTC 36-2011V2. Det/CCs, APAS, and 8B3s are required to be assessed in a minimum of one classroom instruction each school year. The AFROTC Form 13, *AFROTC Individual Assessment*, will be utilized for the assessment. Assessment standards and criteria are available in the AFROTCI 36-2011V2. PMT does not count toward the annual classroom instruction assessment for cadre members, but the Det/CC may evaluate an instructor at any time.

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

9.15. Academic Records. The detachment EO will ensure the following items are on file in the detachment. When a university or college has more restrictive record retention requirements, follow the more restrictive guidance. Except for grade books and attendance records, retain all items for one academic year. The institution's learning management system may be used if all requirements can be met.

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

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

9.15.3. A master copy of each examination.

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

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

9.17. Academic Degree Accreditation Requirements. All accreditation requirements are based on DAFMAN 36-2032 and DAFMAN 36-2100. In order to qualify for technical scholarship funding, a cadet's degree program must be judged by Air Force Personnel Center (AFPC) as qualifying a cadet to be accessed into a technical AFSC and accredited.

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

9.17.2. Meteorology/Atmospheric Science (8FYY) majors must be reviewed by DAFIT/ENEL to validate accreditation of the program. The major must be reviewed by DAFIT immediately if any program changes occur that may impact program accreditation. To initiate the periodic review, submit review requests directly to DAFIT/ENEL by sending the host/crosstown university's course catalogue and descriptions to ENELGradEdDivision@DAFIT.edu. Detachments will retain the completed evaluation received from DAFIT until the next review. Majors not addressed by an accredited agency (such as unique or combination majors) may be sent to AFROTC/RRU for approval. Requests should include all coursework requirements. Include comparisons to similar accredited majors at the same institution.

CHAPTER 10 – TRAINING

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

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

10.2.1. Supervises cadet wing (or equivalent) in the planning of all PMT events that accomplish Leadership Laboratory (LLAB) objectives IAW the current AFROTCI 36-2011, VOL. 1, *AFROTC Cadet's Guide to Leadership Laboratory Curriculum*.

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

10.2.3. Ensures cadets are enrolled in LLAB. Note: AS700-800 cadets are not required to register for LLAB but must attend.

10.2.4. Ensures all LLAB events are supervised IAW paragraph [10.3.1.1](#).

10.2.5. Ensures cadets treat each other with proper dignity and that hazing, discrimination, harassment, and any other unacceptable conduct, actions or circumstances, inappropriate for cadets participating in the AFROTC program do not occur. Refer to AFI 36-2909, and AETC Supplement.

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

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

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

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

10.2.10. Ensures cadets are counseled and documented in WINGS following non-detachment hosted PMT/PDT events (e.g. FT and AFROTC hosted PDT). At a minimum, cadets should be debriefed on the logistics process, their performance, and their major lessons learned.

10.2.11. Ensures POC cadets serve at least one leadership position within the cadet wing (or equivalent) during their AFROTC career. A cadet wing leadership position is defined as "POC cadets directly responsible for supervising one or more cadets." The OFC can award leadership credit for CTA duty and non-wing leadership positions.

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

10.2.13. Approves and signs the Operation Plan (OPLAN) prior to the first mandatory PMT event of the semester. The OPLAN is designed to provide the Cadet Wing, or equivalent, an

OFC approved training roadmap for a specific semester. At a minimum, OPLANs must include:

10.2.13.1. When the required training objectives are to be presented within the semester. If any training objectives for the academic year will not be presented during the semester, the current OPLAN must account for these missed objectives in either a previous or subsequent OPLAN that falls within the same academic year.

10.2.13.2. When concurrently enrolled cadets (e.g. AS250 Cadets) are to be presented all required training objectives IAW the current academic year's AFROTCI 36-2011, Vol. 1.

10.2.13.3. The authorized positions for POC Cadets to include the organizational chart, leadership position designation, and duty descriptions.

10.2.13.4. The plan for the Cadet Wing, or equivalent, to acquire and track attendance for all Mandatory PMT events.

10.2.14. Approves and signs Operations Orders (OPORD). The OPORD is designed to provide cadets and cadre a detailed and structured plan of how the Cadet Wing, or equivalent, plans to present the training objectives for a specific mandatory PMT event. An OPORD must be created by the Cadet Wing, or equivalent, for all mandatory PMT events, may cover more than one event, and must be signed by cadet leadership prior to the first event listed on the OPORD. At a minimum, OPORDs must include:

10.2.14.1. The date(s), start/stop times, uniform(s), and location(s) for each event. Det/CC approval and justification is required if the 6 hour PMT limit per week is exceeded.

10.2.14.2. How the training objectives will be presented and to which cadet classification.

10.2.14.3. The risk management assessment and mitigation plans for all activities IAW AFI 90-802, *Risk Management*. Det/CC approval is required for any activities determined to be high-risk IAW DAFI 91-202

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

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

10.3.1.1. Mandatory PMT. Any AFROTC sponsored training activity designed to present training objectives IAW the current academic year's AFROTCI 36-2011, Vol. 1. Mandatory PMT events include but are not limited to LLAB and PT and must be supervised, authorized, facilitated and/or provided resources by an authorized cadre member. A qualified cadre member must be present during all mandatory PMT scheduled activities and ensure all cadets are under the supervision of a qualified cadre member, to include qualified NCO cadre. The all cadre members, to include APAS contractors, must be present for all LLAB events. The Det/CC may excuse individual cadre from LLAB events on a case-by-case basis.

10.3.1.2. Voluntary PMT. Any AFROTC sponsored, military-related training activity that the Det/CC designates as voluntary PMT. Examples include but are not limited to mock deployments, FT preparation classes conducted in addition to normal LLAB hour requirements and drill team/honor guard membership. AFROTC may hold medical liability for voluntary PMT activities. Detachment commanders should use appropriate command authority and decision-making processes to determine cadre presence at voluntary PMT events.

10.3.2. PMT funding must be IAW paragraph 1.7 and Table 1.1 that outline specific funding restrictions between mandatory and voluntary PMT.

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

10.3.4. Detachments must:

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

10.3.4.2. Conform to guidance in DAFI 48-151, *Thermal Stress Program*.

10.3.4.3. Confirm annual certification for non-DoD obstacle, challenge, confidence, or training courses (as defined in DAFMAN 36-2611, *Air Force Obstacle Course Program*) used for PMT. Unless delegated, AETC/A3S is the approving agency for use of sister-service, joint, coalition, Department of Defense courses, or other entity owned (including University owned) obstacle, ropes, and challenge courses.

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

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

10.3.5. AFROTC/DO will establish objectives, policy, and oversee resources/training support for PMT events. The Det/CC will provide oversight and maintain overall responsibility for all detachment PMT events.

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

10.3.7. Medical Care. Cadets may receive medical care at a military medical treatment facility or a military-authorized civilian treatment facility for injuries that occurred during mandatory or voluntary PMT. Detachments will assist cadets in filing Department of Labor (DoL) claims for reimbursement of costs associated with medical treatment at civilian facilities. Guidance and forms for this process are provided on the legal and DO sections of the AFROTC Teams page.

10.4. Non-PMT Activities. There are many activities cadets participate in that are not training and/or are not sponsored by the detachment or cadet wing. Non-PMT activities include those events that are neither part of the scheduled coursework, part of the curricular activities, nor within

the definition of PMT, but have social, public relations, or educational value. Do not use class or LLAB time for non-PMT activities. Examples of Non-PMT activities include, but are not limited to Arnold Air Society, Silver Wings, booster club, and intramural sports activities.

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

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

10.5. Leadership Laboratory (LLAB). LLAB is any PMT that is designed to accomplish required LLAB objectives IAW the current academic year's AFROTCI 36-2011, Vol. 1. Objectives must be covered during LLAB and credit cannot be applied for objectives covered in AS curriculum.

10.5.1. Extended cadets (except AS900 cadets) must attend LLAB, regardless of university enrollment status. They will assist with PMT and/or be given special projects (i.e., dining out, joint service event planning, etc.) to be worked during LLAB time. This provides extended cadets needed opportunities to further develop their leadership skills.

10.5.2. LLAB grading is based on only three criteria:

10.5.2.1. PFA. Attempt the PFA IAW AFROTC Supplement to DAFMAN 36-2905, unless on MRS or other medical excuse as determined by the Det/CC. A failing score does not constitute a failure in LLAB, but may impact cadet retention status IAW [Chapter 5](#).

10.5.2.2. Attendance. Meet attendance requirements IAW paragraph [9.10.1](#).

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

10.5.3. SMCs must accomplish FT preparation and LLAB objectives that are unique to AFROTC IAW AFROTCI 36-2011, VOL 1; the remainder of LLAB objectives are not required due to the training environment already provided in SMCs.

10.6. Physical Training (PT). PT is PMT that includes, but is not limited to, the PFA and weekly PT sessions. PT associated with LLAB objectives and attendance are part of LLAB grading, unless PT is recognized as a separate course at the host University. Detachments must require cadets to attend a minimum of two but no more than three PT sessions per week. SMCs may use SMC physical training program instead of separate AF PT sessions. Any PT sessions held in excess of the maximum limit must be strictly voluntary. Prior to attending PT, cadets must be presented and acknowledge the Sick Cell Trait education video IAW AFROTCSUP to DAFMAN 36-2905 and must have a valid sports physical/qualified DoDMERB on file.

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

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

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

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

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

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

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

10.7.5.2. POC cadets who have successfully completed or been properly deferred from FT are authorized the ranks of cadet officers (C/2d Lt – C/Col); Det/CC approves rank and position for deferred and 1-year cadets.

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

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

10.8.2. FT Performance Report (FTPR). Upon completion or removal, cadets will receive an AFROTC Form 27, *Field Training Performance Report*, that will inform the detachment on the cadet's performance at FT. Additional forms used during FT to determine cadets' performance are (guidance on use of these forms will be provided at FT):

10.8.2.1. AFROTC Form 17, *Cadet Field Training Counseling Record*;

10.8.2.2. AFROTC Form 82, *AFROTC Cadet Sign Out/In Register*.

10.8.3. FT Removal. Issue a CE to cadets who are removed from FT with prejudice (reference [Table 5.4](#)). Non-contract cadets removed from FT with prejudice will be Det Dropped unless

waived by AFROTC/CC. Contract cadets who do not satisfactorily complete FT are not permitted to enter the POC or enroll in AS300 class if the Det/CC initiates a disenrollment. In rare cases, a Det/CC may request retention of a cadet removed from FT with prejudice. If the Det/CC would like to retain the cadet, initiate a CRR, withdraw their EA, place them in AS500 status, temporarily inactivate scholarship, and ensure they continue to attend LLAB until the CRR is resolved. The CRR must include a remedial training plan with milestones and the Det/CC must re-assess the cadet's potential before nominating him/her during the next (POC Selection Process) PSP cycle. If a cadet is awarded the opportunity to attend FT again, they are not allowed to be awarded a Distinguished Graduate (DG) title.

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

10.9. Professional Developmental Training (PDT). PDTs are an integral component to the 4-year AFROTC curriculum and are comprised of outside-the-classroom events intended to motivate and inspire GMC cadets and to further develop and enhance leadership skills for POC cadets. PDTs are designed to progress cadets from academic experience into operational application and understanding of the Air Force. Per paragraph 3.2, DOL medical coverage is available for approved PDT activities.

10.9.1. Each PDT event is unique and will vary in size, scope, and duration. GMC involvement will be primarily participatory while POC cadets' experience should involve planning, product development, and mission execution. AFROTC/DOT will disseminate guidance as PDT programs become available.

10.9.2. Each cadet must participate in at least one PDT as a GMC and one PDT as a POC. The Det/CC may waive one PDT requirement (GMC or POC) on a case-by-case basis and is the approval authority for local PDTs not requiring HQ AFROTC funding. The Region/CC is the approval authority for local PDTs requiring HQ AFROTC funding and the waiver authority for a second PDT requirement on a case-by-case basis. Accomplish the following forms as appropriate for cadet PDTs; AFROTC Form 5, *Cadet PDT Assignment Briefing Checklist*, AFROTC Form 6, *Professional Development Training Unit Processing Checklist*, AFROTC Form 9, *PDT Volunteer Statement*.

CHAPTER 11 – ENLISTMENT

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

11.2. Authority. Cadets selected for POC membership or a GMC scholarship will be enlisted in the ORS before becoming a contracted member in AFROTC. Authority for AFROTC enlistment is Title 10, Section 2104.

11.3. Eligibility to Enlist. Before enlistment in the ORS, a cadet or scholarship designee must fulfill all eligibility requirements. Submit waivers for eligibility criteria IAW paragraph 7.4.

11.3.1. Do not enlist cadets unless they meet the GPA requirements in [Table 5.1](#).

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

11.3.3. Do not enlist cadets who do not meet BMI and/or body fat determinations IAW paragraph 5.3. Conduct BMI checks on all cadets within 30 days prior to enlistment or scholarship activation. If over BMI, conduct body fat test in accordance with DAFMAN 36-2905_AFROTCSUP. Non-contract cadets must meet BMI or body fat standard prior to enlistment, scholarship activation, and FT attendance.

11.3.4. Do not enlist cadets without a certified physical examination IAW paragraph 8.3 of this instruction. For POC that have not successfully completed Field Training due to medical, AFOQT, etc., a waiver from AFROTC/RR is required to contract.

11.3.5. Do not enlist cadets who have a failing verbal or quantitative AFOQT. See paragraph 5.4.5 and [Table 5.2](#) for process and eligibility for AFOQT waivers.

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

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

11.3.6.2. For cadets with dual citizenship, reference DAFMAN 36-2032 and DODM 5200.02_AFMAN 16-1405, *Air Force Personnel Security Program*. Individuals who claim dual citizenship must, in writing, express their willingness to renounce their citizenship to another country and relinquish any foreign passports. Note: this requirement does not constitute an official renouncement of citizenship to another country.

11.3.6.2.1. As stated in DAFMAN 36-2032, paragraph 5.4.2.4, “Dual citizenship in and of itself is not an automatic disqualifier. Dual citizenship and particularly the exercise of dual citizenship, to include foreign military service, is a condition raising a security

concern and may be a disqualifying factor in a security clearance eligibility determination in accordance with DoDM 5200.02_AFMAN 16-1405.”

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

11.3.7.1. The minimum age to sign the DAF Form 1056 varies from 18 to 21 years of age, depending on the age required to enter into a legal contract as determined by the laws of the state where the cadet signs the contract (all states are 18, except in Alabama and Nebraska the age is 19; Puerto Rico is 21). Parental consent is required if the cadet is, for the purpose of entering into contracts, considered a minor by the state in which enlistment occurs. Obtain consent by having the parent or guardian co-sign the DAF Form 1056. A notary must be present at the location if a parent is not present. Contact Holm Center/JA for final determination and advice on minimum age to enter into a contract.

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

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

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

11.3.10. Dependency policy. Cadets who have dependents incapable of self-care must establish a family care plan IAW DODI 1342.19_DAFI 36-2908, *Family Care Plans*.

11.3.11. For applicants with prior military service, cadre must verify member’s DD214 for reenlistment eligibility.

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

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

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

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

11.4.3.1. Certify Civil Involvements in WINGS.

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

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

11.6. Eligible ECP Selectees (ASCP, POC-ERP, and SOAR). Eligible persons must be enlisted within 24 hours of their separation date as required by DAFMAN 36-2032 and DAFI 36-3211, *Military Separations*.

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

11.8. DAF Form 1056, Air Force Reserve Officer Training Corps (AFROTC) Contract. Complete the DAF Form 1056 ([Attachment 5](#)) and file the original in the cadet's record and provide a copy to the cadet. A signed DAF Form 1056 is not a guarantee that a commission will be offered to the cadet.

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

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

enlistment. The cadet must complete a DAF Form 1056 “Changes Page” according to [Attachment 5](#)

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

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

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

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

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

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

11.11.1. Sister Service Reserve Components (all statuses), Air National Guard and the Air Force Selected Reserve (Active)/Individual Mobilization Augmentees (IMAs). If an individual is a member of a sister Service Reserve component regardless of status, a member of the National Guard, or a member of the Air Force Selected Reserve, a clearance from the service must be received before enlisting in the ORS. Request a conditional release utilizing the DD Form 368 and forward the request IAW paragraphs [11.11.2](#) through [11.11.6](#). Complete Section I, Blocks 1-4 of the DD Form 368 and annotate the ORS enlistment NLT date (DOC minus 30 days) in Section II, Block 5. Upon receipt of approval (DD Form 368, Part II), or written notification of the clearance, the individual may enlist in the ORS if otherwise fully qualified to contract. With certain restrictions, cadets may participate concurrently in AFROTC and the Guard or Reserve based on current benefits associated with their participation. Prior to competing for an EA, cadets must secure a conditional release. Upon successful completion of FT and if the cadet meets all POC entry standards, they are authorized to enter the POC in

pursuing status per paragraph 3.6. Cadets will remain in pursuing status until the valid date of the conditional release (DOC minus 30 days, or earlier if accepting a scholarship). Enlistment must occur NLT 30 days prior to the projected commissioning date. Cadets placed in pursuing status must meet appropriate POC military and academic retention standards, meet AS class and LLAB objectives, obtain necessary waivers as required, meet appropriate physical fitness requirements, GPA requirements and may compete for rated categorization. They will be held to contracted cadet standards.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

11.12.2.1. Was not medically qualified for enlistment.

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

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

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

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

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

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

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

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

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

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

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

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

11.12.2.14. Entered the POC (2-year program) without successful completion of FT or FT deferral with an AFROTC/RR contract waiver.

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

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

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

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

11.12.2.19. Had a failing AFOQT score of less than 15 Verbal and 10 Quantitative without approved waiver.

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

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

11.13.2. A previous disenrollment as a contract member of an officer training program without proper re-entry waiver approval.

11.13.3. Failure to meet, misrepresentation, or omission of current academic standing with the university or AFROTC GPA standards.

11.13.4. Omission or failure to disclose complete medical history or information on their physical exam.

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

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

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

11.14.2. The cadet did not properly complete the 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 [11.12.2.16](#) applies.

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

11.14.4. An ASCP, SOAR, or POC-ERP cadet was not enlisted in the ORS on the day following separation from active duty according to DAFI 36-3211.

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

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

11.14.7. The AF Form 2030 was not recertified at time of enlistment. (Administrative error exists only if the cadet attests to "No Change."). If the cadet recertifies and lists substance abuse, the enlistment is erroneous and paragraph [11.2](#) applies.

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

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

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

11.14.9.2. Correction of the DD Form 4: Correction tape must be used, no white out or strikethroughs, unless it is a date or signature, and correction must be TYPED in or clearly written. Correct the entry and have member and Air Force representative initial the changes. Annotate the form at the top as "Corrected Copy." If an incorrect entry is detected after submission of the DD Form 4 to AFPC, follow the guidance above and send a copy of the corrected form to AFPC along with a letter requesting they change their copy of the

form. Changes in personal data, such as name changes, do not require a correction to the DD Form 4.

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

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

CHAPTER 12 – POC SELECTION PROCESS

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

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

12.3. Selection Boards. PSP selection boards convene at HQ AFROTC. Separate boards may be considered to meet the needs of the DAF. Potential categories include, but are not limited to Space Force interest, rated interest, tech majors, critical majors, etc. as required to meet PGL numbers.

12.4. PSP Nomination Period. The nomination period will normally be announced each December via announcement message. A nomination panel in WINGS will normally open in January, during which Det/CCs will be able to nominate cadets. Based on annual requirements, the board may occur earlier or later at the discretion of AFROTC/RR

12.5. Nurse Non-Line Selection Board. All cadets in a degree which awards a Bachelor of Science in Nursing (BSN), whether or not they have been accepted into a Nursing program, should meet the Nurse PSP for a Nurse EA.

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

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

12.6. PSP Criteria. Detachments are encouraged to nominate motivated and qualified cadets.

12.6.1. Each applicant for an EA must meet the minimum standards identified in the annual announcement, to include the following:

12.6.1.1. AFOQT, PFA, GPA, and medical.

12.6.1.2 Det/CC Ranking (DCR) and OM. The DCR is an evaluation of officership potential based on performance as a cadet using the "whole person" concept. Rank all eligible cadets competing for an EA. WINGS will compute the Relative Standing Score (RSS) based on the DCR and the class size.

12.6.2. PSP Order of Merit (OM) factors will be determined and announced prior to each board and will be structured to award EAs to the most qualified cadets. The AFROTC/CC may adjust OM factors and weighting. Examples of factors included in the Order of Merit calculation include, but are not limited to Cumulative GPA, PFA, SAT-E, AFOQT-Verbal, AFOQT-

Quantitative, and RSS. The formula for calculating RSS is: $((1-R/C)+0.5/C)*100$, where R=DCR and C=Class Size.

12.7. Notification to Detachments. Once the PSP nomination window is closed, each Region will convene a Data Verification Team (DVT). AFROTC/RRF will send raw PSP data to the DVT to verify and correct errors in data for cadets meeting the board. Once the board is complete, AFROTC/RRF will send a draft list to Regions for final verification prior to public release.

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

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

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

12.8.3. Contract cadets who do not receive an EA during PSP are subject to disenrollment. The AFROTC/CC, or designee, will determine whether release or recoupment of scholarship funds will be accomplished. Once the contract is terminated the cadet may reenter the program IAW paragraph 12.8.1 and paragraph 3.14.

12.9. Out-of-Cycle (OOC) EA Process. Once the PSP board has convened, any further awards must be requested with justification through a Category (EA) Change request in WINGS.

CHAPTER 13 – SECURITY CLEARANCE

13.1. General Information. Personnel assigned to national security positions or required to perform national security duties will be subject to investigation to determine whether they are and will remain reliable, trustworthy, of good conduct and character, and loyal to the United States and whether granting or continuing national security eligibility is clearly consistent with the national interest. Investigation requests are processed via the Electronic Questionnaire for Investigations Processing (e-QIP) program or the successor system, electronic Application (e-APP). Detachment security managers will monitor progress of the investigation through the Defense information System for Security (DISS) or the successor system, National Background Investigation Services (NBIS). The OPR for this chapter is AFROTC/RRFP.

13.2. Submission Timeline. Detachment Security Manager (SM) will submit cadets for a Tier 3 (secret) investigation once the cadet is contracted and selected to advance into the Professional Officer Course (POC). Upon AFSC classification, only cadets requiring a Tier 5 (Top Secret) clearance will be submitted for this investigation. This requirement will be found in the AF Officer's Classification Directory (AFOCD) or a Personnel Processing Code (PPC) associated with an assignment. Detachments will not submit a security investigation on non-contract cadets (Exception: guard/reserve members with approved conditional release per paragraph 11.11 can be submitted for clearance investigation).

13.3. Responsibilities. Cadets must complete the SF 86, *Questionnaire for National Security Positions*, in e-QIP or eAPP upon initiation of the investigation by the Detachment SM. Detachment SMs are responsible for the management of DISS/NBIS, to include submitting cadet security investigations, monitoring status, responding to inquiries, and correcting errors. Detachment SMs will also update security investigation information in WINGS.

13.3.1. Detachment SMs will coordinate with HQ AFROTC/RRFP in establishing new DISS accounts and with their Region SM in establishing new NBIS accounts.

13.3.2. Detachment SMs will ensure cadets report any travel internationally, changes in marital status, personal/criminal conduct, and significant changes in financial status (such as bills in collection) as these items may impact their security clearances.

13.3.3. HQ AFROTC/RRFP is the liaison between detachment security managers and outside agencies (OPM, DCSA, etc.).

13.4. Completing Investigation Requests. Once SF 86 is complete, ensure e-QIP or eAPP is used for final validation, printing, and submission. Detachment SMs should utilize Fieldprint if available to submit electronically-scanned fingerprints. Detachment SMs must maintain a copy of the completed and signed SF 86 package until either the clearance is adjudicated or the individual enters active duty. Cadets should also be informed to print an archival copy of their SF-86 before releasing the investigation.

13.5. Tracking. Detachment SMs will track the status of open security clearance investigations in e-QIP/eAPP and DISS/NBIS bi-weekly (every other week) until a clearance is adjudicated, the individual enters active duty, or the clearance is denied or withdrawn. Coordinate with AFROTC/RRFD and AFROTC/RRFP for disenrolled cadets.

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

13.7. Investigations for Prior-Service.

13.7.1. Prior-service cadets requiring a secret clearance can commission if their security clearance meets both of the following:

13.7.1.1. The current investigation is in scope or there is a continuous evaluation for Deferred Investigation dated within scope (not to exceed 9 years and six months).

13.7.1.2. Does not have a break in service exceeding 24 months between the date of separation from active duty and the contract date.

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

13.7.2.1. The current investigation is in scope or there is a continuous evaluation for Deferred Investigation dated within scope (not to exceed 5 years and six months).

13.7.2.2. Does not have a break in service exceeding 24 months between the date of separation from active duty/reserves and the contract date.

13.8. Security Clearances. Contracted cadets must have at least an open security investigation IAW their AFOCD and/or their PPC before they can be commissioned. If a previously adjudicated security clearance or an open security clearance is placed on “Hold” status, do not commission until the security clearance has been re-opened.

13.8.1. If a cadet does not have a favorably adjudicated clearance at the time of commissioning, the cadet must sign the Statement of Understanding ([Attachment 8](#)) no earlier than three duty days prior to commissioning. Detachments will track the open investigation until it is granted by the Central Adjudication Service (CAS). Detachments must maintain the original, signed statement until either the adjudication is complete or the individual enters active duty.

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

CHAPTER 14 – CATEGORIZATION

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

14.2. US Space Force (USSF) Officer Board. The purpose of this board is to select cadets for commission into the USSF. As of 2023, future Guardians will be selected during the POC Selection Process in the Spring of their AS200 year. Cadets will then be classified into one of the five core USSF career fields in the FY prior to commissioning coincident with Air Force Rated and Non-Rated Line selection processes. USSF will administer this process IAW Chief of Space Operations guidance via Space Selection Board ARMS.

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

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

14.3.2. Rated and Special Selection Programs. Special selection programs (Special Warfare, OSI, Space, JAG, Reserve, Medical, etc.) take precedence over Rated and Non-Rated Line AFSC selection; competing for them assumes they are the cadet's #1 choice. Therefore, cadets already selected under special selection programs are ineligible to compete for rated categorization. In cases where special selection program windows overlap the rated board process, cadets may compete for both, but are expected to accept the higher-precedence selection if offered.

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

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

14.3.5. Approximate Schedule of Events. The rated categorization board announcement will typically be released between November and January. The nomination window normally opens in January or February and the board is normally conducted in February or March. Dates are subject to change based on changing accessions requirements.

14.3.6. Rated Categorization Requirements.

14.3.6.1. Detachments must ensure the latest physical exam data is in WINGS. Cadets must meet the standard in the rated screening exam for their desired category prior to submission. Meeting the medical pre-screening eligibility criteria prior to the board only establishes "potential" qualification and does not guarantee eligibility. See [Chapter 8](#) for medical qualification.

14.3.6.2. Candidates must meet the AFOQT minimum scores shown in [Table 14.1](#). These scores cannot be waived for rated classification, even if previously waived for enlistment into the ORS.

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

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

14.3.6.3. Cadets meeting the rated board and who meet "potentially qualified" medical standards for Pilot and RPA must complete the Test of Basic Aviation Skills (TBAS) so a Pilot Candidate Selection Method (PCSM) score can be computed and documented prior to rated categorization.

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

14.3.6.5. The PCSM is used for categorization processing if applying for Pilot and RPA. The AFOQT-CSO is used for categorization processing if applying for CSO. The AFOQT-ABM is used for categorization processing if applying for ABM.

14.3.6.6. OM factors include AFOQT/PCSM, RSS, CGPA, PFA, and FT Ranking. AFROTC/CC will determine the weights of each factor.

14.3.6.7. Cadets properly deferred from FT will have their OM normalized to exclude the FT score.

14.3.7. Cadets must submit preferences to the Det/CC via WINGS prior to the nomination board window. Cadets are volunteering for any rated duty position for which they are medically qualified. Cadets competing for Pilot must indicate whether they are volunteers for Euro-NATO Joint Jet Pilot Training (ENJJPT) or Helicopter Training Next (HTN). (Cadets may select either ENJJPT or HTN or neither, but not both.)

14.3.8. Upon acceptance of a cadet's rated categorization, detachments will complete a change page to the DAF Form 1056 within 10 school days.

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

14.3.10. AFROTC/RRFA must be notified for EA re-categorization if the cadet:

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

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

14.3.10.3. Is medically disqualified from rated duty. AFROTC/RR will revoke the rated position EA upon receipt of medical disqualification from AFRS/AMWD. Detachments will coordinate with AFROTC/RRFA for reclassification/assignment into a new AFSC. Notify AFROTC/RRFA if cadet is later deemed medically qualified for rated duty and they may be added to the alternate list commensurate with their Order of Merit (OM).

14.3.10.4. Is dismissed from the program.

14.3.11. Post-Board Rated Nomination. Cadets who desire rated categorization after the board convenes may be added to the alternate list post-board at the discretion of AFROTC/RR. Cadets must be potentially medically qualified (PPQ, PCQ, etc.) for at least one rated category. Submit a request to AFROTC/RRFA with appropriate rated preferences, PCSM score, and DCR. AFROTC/RRFA will add cadets to any rated alternate list for which cadet is qualified commensurate with their OM.

14.3.12. Continuation Board. The Continuation Board will occur each August to allow updates to PCSM scores and/or FT rankings. AFROTC/RR will notify detachments of Continuation Board data cutoff date so detachments can ensure PCSM scores are updated in WINGS prior to OM refresh.

14.3.13. Supplemental Board. All cadets nominated for rated duty will remain on the alternate lists for which they are qualified until all rated positions are exhausted or cadet commissions, whichever comes first. A supplemental board will only be conducted if dictated by an increase in accessions requirements that cannot be filled by the alternate list, or when directed by HAF or AFPC. Detachments should not expect a supplemental board to occur as a matter of course.

14.3.14. Alternate List. An alternate list will be maintained for each rated category to backfill slots vacated by previously-selected cadets. Cadets who are qualified in multiple categories will be listed on each alternate list for which they are qualified.

14.3.14.1. Cadets selected for a rated category on the primary board will not be placed on alternate lists to fill vacancies in categories "above" the one for which they have been selected (i.e., CSO-selects will not be placed on the Pilot alternate list, and so forth).

14.3.14.2. Cadets will be selected from alternate lists as vacancies become available without regard to their order of preference.

14.3.14.3. Cadets who choose to decline the rated position they are offered as an alternate will not be allowed to remain on other alternate lists. Cadet may be reverted to NRL or could be disenrolled based on the needs of the Air Force at that time.

14.3.15. Cadets are removed from rated consideration upon commissioning.

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

14.4.1. AFROTC Form 53. Contracted cadets and Guard and Reserve in pursuing status, must complete a web-based AFROTC Form 53 NLT the date specified by AFPC/DPMLT for each accession classification cycle. The Region, with AFROTC/RRFA as a backup, establishes accounts for staff members (technician and commander); detachment personnel establish cadet accounts. **NOTE:** This process is under review at AFPC and is subject to future process updates.

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

14.4.2.1. Phase 1 classifies cadets into an AFSC according to AF requirements established by higher headquarters. Cadets will indicate their top six AFSC preferences based on their qualifications and interests. Cadets should consult the Air Force Officer Classification Directory (AFOCD), including the Classification of Instructional Programs (CIP) Education Matrices at the back to determine interest and educational qualifications for each career field. Cadets with technical majors should request appropriate technical AFSCs. Cadets should not request career fields for which they are not qualified. Cadets who do not complete an AFROTC Form 53 will be classified to the needs of the Air Force.

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

14.4.3. Changes to AFROTC Form 53. Once the AFROTC Form 53 database has been closed, detachments can no longer make changes to cadet preferences. In extenuating circumstances, dets should contact AFROTC/RRF to coordinate changes to the information listed on a cadet's Form 53. Dets will not contact AFPC to discuss cadet AFSC/SFSC selections.

14.5. Non-Line and Special Selection Processes.

14.5.1. Cadets are eligible to compete for active duty boards for the following programs: Medical Corps, Dental Corps, Biomedical Service Corps, Medical Service Corps, Judge Advocate General, STO, CRO, TACPO, and Office of Special Investigations. Cadets who have a line EA but would like to compete for a non-line career field can use [Attachment 6](#) to request a change to their EA. AFROTC/RRFP will notify detachments of the application process and timeline.

14.5.2. Nurses are non-line officers and are managed by AFPC/DP2NN. Cadets receiving Nursing EAs are thus managed by AFPC/DP2NN instead of DPMLT. Any changes in status affecting a Nursing cadet's ability to commission as a Nurse must be coordinated through DP2NN (via RRFA). DP2NN also manages Nursing cadets' assignments and EAD process; Nursing cadets do not appear on the EAD spreadsheet and do not participate in the AFCAPS/Form 53/other directed assignment process unless they are removed from Nursing and recategorized to Line of the Air Force.

14.6. Graduate Law Program (GLP) and One-Year College Program (OYCP). The Graduate Law Program and the One Year College Program offer opportunities for law students to commission as JAG officers through AFROTC. The Graduate Law Program is a two-year AFROTC commissioning program for eligible first-year law students and the One Year College Program is a one-year AFROTC commission program for eligible second-year law students.

14.6.1. Eligibility. Eligibility requirements are described in detail in DAFI 51-101, *The Air Force Judge Advocate General's Corps Operations, Accessions, And Professional Development*.

14.6.1.1. Graduate Law Program. Be in their first year of law school. Part-time law students undergoing a four-year J.D. program may apply in their second year of law school.

14.6.1.2. One Year College Program. Be in their second year of law school. Part-time law students undergoing a four-year J.D. program may apply in their third year of law school.

14.6.1.3. Be attending an American Bar Association-approved law school with an AFROTC detachment (host school) or be attending an American Bar Association-approved law school with a cross-town agreement with an AFROTC detachment at another institution.

14.6.1.4. Meet AFROTC enrollment requirements IAW [Chapter 3](#).

14.6.1.5. Receive certified DoDMERB physical IAW [Chapter 8](#).

14.6.1.6. Maintain AFROTC standards IAW [Chapter 5](#).

14.6.2. Training Requirements. The Det/CC has the sole discretion to determine whether to enroll a GLP or OYCP applicant as a cadet if accepted into the JAG Corps. An applicant must interview with the Det/CC. During the interview, the Det/CC must counsel the applicant on academic and PMT requirements, and evaluate the applicant on suitability for AFROTC enrollment. If the Det/CC determines the applicant meets AFROTC requirements and standards for acceptance as a cadet, the Det/CC must provide the applicant with a conditional acceptance memorandum. Furthermore, if accepted into the JAG Corps, GLP/OYCP cadets must:

14.6.2.1. Complete all AS classes while attending law school.

14.6.2.2. Attend LLAB and PT. Serving in a leadership position is highly recommended.

14.6.2.3. Attend Field Training prior to their final year of law school. Field Training preparation must be accomplished before attending Field Training. The Det/CC is responsible for the preparation of GLP and OYCP cadets accordingly upon acceptance into the programs.

14.6.3. Commissioning. Upon completion of AFROTC requirements and graduation from law school, cadets are commissioned as second lieutenants and placed in an inactive, non-pay status. AFROTC is responsible for the scrolling and commissioning process to appoint cadets

as second lieutenants. Officers will enter active duty as first lieutenants upon completion of legal licensing requirements. The JAG Corps is responsible for the scrolling process to appoint the officers as first lieutenants in the Regular component.

14.7. Specialized Medical. Some AFSCs require additional medical examinations beyond the basic DoDMERB commissioning physical. These physicals are conducted at a local MTF or the USAF School of Aerospace Medicine (USAFSAM) at Wright-Patterson AFB, OH. All special physicals must be certified by USAFSAM prior to commissioning. Do not commission a cadet without a current, certified physical for their AFSC as this constitutes an erroneous commissioning. Refer to the Initial Flying Class (IFC) Guide for additional guidance on scheduling these physicals and verifying their results. The Cadet Medical Processing Guide (published by AFRS/AMWD) is an additional resource.

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

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

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

14.7.4. Cadets categorized in AFSC 92T3 (RPA) must have a Ground Based Operator (GBO) physical and Medical Flight Screening (previously called FCII) conducted by USAFSAM at Wright-Patterson AFB, OH, as well as an FAA Class III medical certificate.

14.7.5. Cadets categorized in AFSC 13H (Aerospace Physiology) must have a FCIII physical.

14.7.6. Physicals for cadets classified into AFSC 13M1 (Airfield Operations) must include successful completion of a Read Aloud Test and have an Adaptability Rating-Air Traffic Control (AR-ATC) examination by an aeromedical provider.

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

14.7.8. Cadets categorized into 13S1 (USSF) do not require an additional physical. However, cadets must follow instructions in CMPG regarding certifying color vision requirements for Space Operations Duty prior to commissioning.

14.7.9. Cadets categorized into Special Warfare AFSC (ALO, CRO, STO) will require specialized physicals prior to commissioning. Follow specific guidance from Special Warfare community to complete medical actions as required.

14.8. Personnel Reliability Assurance Program (PRAP). The purpose of PRAP is to ensure only the most reliable cadets are selected to perform duties associated with nuclear weapons. PRAP encompasses the Personnel Reliability Program (PRP) and Arming and Use of Force by Air Force Personnel (AUoF). Cadets who are classified into one of the nuclear AFSCs (13N, 21M, and 31P) require PRAP clearance. Detachment PRAP monitor must initiate the PRAP process within 30 days of notification. Do not commission a cadet until all AFSC-specific requirements are met. Governing documents for PRAP are DODM5210.42_AFMAN13-501, *Nuclear Weapons*

Personnel Reliability Program (PRP), and AFI 31-117, Arming and Use of Force by Air Force Personnel.

14.8.1. All 13N and 21M cadets are required to complete the PRP Prescreening Process. In addition, 13N cadets must have an approved Missile Officer Duty (MOD) physical.

14.8.2. 21M cadets assigned the “I” or “N” shred will be required to complete the PRP Administrative Qualification Process. These shreds indicate the cadets are assigned to a nuclear mission. They will also have the Personnel Processing Code (PPC) of HRA; which indicate a critical position under PRP.

14.8.3. Detachments must monitor the EAD roster as updates occur frequently. 21A cadets assigned a PPC of HRA will also be required to undergo PRP Administrative Qualification process.

14.8.4. All cadets assigned to the 31P AFSC must go through AUoF process.

14.8.5. PRAP continuity materials, checklist, forms and other information are located in TEAMS: Reserve Officer Training Corps / RRF – Force Management / Programs (tab) / 3. PRAP.

14.9. DAFIT-Sponsored Fellowships, Scholarships, and Grants. The DAFIT-sponsored fellowships, scholarships, and grants allow new commissionees to compete for an opportunity to further their education, earning an advanced degree. Boards are held at DAFIT, which determine participants in this program. The program allows a predetermined number of newly commissioned lieutenants who have been offered a scholarship, fellowship, or grant for graduate study to pursue their education as DAFIT students. 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 AFMAN 36-2100. This program differs from others in that funding for the individual’s education comes from an DAFIT-approved source, rather than from DAFIT itself.

14.10. Educational Delays. Educational delays extend the time between commissioning and reporting for EAD. AFPC/DPMLT is the OPR. AFPC approves delays IAW DAFMAN 36-2032. Should Air Force needs change, an approved educational delay does not assure assignment to duties in or related to the individual's academic specialty. If the delay results in the EAD changing to a new CY, cadets will be re-categorized. This will also result in a change to training dates as well.

14.11. Administrative Delays. Administrative delays are an agreement between AFPC/DPMLT and the cadet delaying their EAD; but is not guaranteed. Under normal EAD circumstances, delays can be up to 365 days from the DOC. Reference DAFMAN 36-2032 for processing requests.

CHAPTER 15 – RECOGNITION

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

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

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

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

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

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

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

15.2.2.2. Ensure the Source of Commissioning (SOC) code reflects the DG selection on the Reserve commissioning order IAW [Attachment 12](#).

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

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

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

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

15.3.3. The AFROTC Awards Board will convene to select award recipients and consider changes to the Cadet Awards Program. The AFROTC Awards Board consists of: AFROTC/DOS (chair) and two officers appointed from AFROTC. The AFROTC/CC is the final selection authority.

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

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

15.4.2 There are two types of AFROTC valor awards:

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

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

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

15.5. FT Awards. FT awards are those awards given for individual and flight (team) performance at FT. Final selection lies with the FTU/CC. Reference [Table 15.1](#) for eligibility.

Table 15.1. Field Training Cadet Awards.

Award Name	Eligibility	Description
Outstanding Cadet Training Assistant Award	This award recognizes the single most outstanding CTA from each FT encampment as determined by the FTU leadership.	The selection authority for this award rests with the FTU leadership comprised of the FTU/CC and their leadership team. FTU leadership will select this cadet based on nominations from the FT staff. Nominated CTAs must have demonstrated leadership in FT positions and projects, and demonstrated qualities of dependability, good character, patriotism, and military discipline.
Field Training Distinguished Graduate Award	Cadets graduating FT with an overall cadet ranking within the top 10 percent will be designated as a distinguished graduate and will be awarded the FTDG ribbon including silver star device.	This ranking is based on a cadet's overall FT performance and is derived from many inputs such as the FTM test score, PFA score, and other evaluation points.

Field Training "Ironman" Award	The FT Ironman Award recognizes one male and one female cadet in each encampment with the top PFA score at FT.	All components of the PFA must be completed to qualify. In the event of a tie, cadets will be given additional points - based on the age/gender appropriate Physical Fitness Assessment Chart from DAFI 36-2905 - as follows: 1 point for each pushup and each sit-up beyond the numbers listed for maximum Muscle Fitness points; and 1 point for each 5 seconds faster than the time listed for maximum Cardiorespiratory Endurance points. The faster 1.5-mile run time will be used to break any ties.
Warrior Spirit Award	Peer-nominated recognizing a single cadet in each FT flight.	This is awarded to the cadet that best exemplifies the Air Force warrior spirit. Criteria should include appearance, attitude, enthusiasm in duty performance, and physical fitness. Awarded to one cadet in each FT flight. Ties will be decided by the FTO. (NOTE: This is the same ribbon as the detachment Warrior Spirit Award.)
Honor Flight Award	Honor Flight Award is given to a single FT flight for exceptional performance	Honor Flight is awarded based on academic performance, evaluation performance of individual evaluations, and professionalism. Criteria examples are FTM test scores, SBIs, ORIs, evaluation from leadership scenarios, and overall flight performance. (NOTE: This is the same ribbon as the detachment Honor Flight Award.)
Warrior Flight Award	Warrior Flight Award is given to a single FT flight for exceptional performance	Warrior Flight is awarded based upon the warrior flight challenge. (NOTE: This is the same ribbon as the detachment Warrior Flight Award.)
Physical Fitness Award	Cadets who score a 90 percent or above on the Physical Fitness Assessment	This is the same ribbon as the detachment Physical Fitness Award. (NOTE: The silver star device is not eligible to be earned from a FT fitness assessment.)

15.6. Detachment-Level Cadet Awards. These awards are selected by the Detachment cadre and cadets to recognize excellence. Reference [Table 15.2](#) for eligibility criteria and description.

Table 15.2. Detachment-Level Cadet Awards.

Award Name	Eligibility	Description
Meritorious Service Award.	Award to cadets each academic term to no more than 5 percent of the corps.	Recognizes outstanding performance for single exemplary acts of achievement or term service. (Consider outstanding performance in leadership positions, project officer duties, training other cadets, or det service project leadership).
Commendation Award.	Award to cadets each academic term to no more than 10 percent of the corps.	Recognizes superior performance for single superior acts of achievement or academic term service that does not rise to the level of the Meritorious Service Award.
Achievement Award.	Award to cadets each academic term to no more than 15 percent of the corps.	Recognizes superior performance for single acts of achievement or academic term service that does not rise to the level of the Commendation Award.
Academic Honors Award.	Award to cadets with a TGPA of 3.0 or above (on a scale of 4.0) for one full academic term; must have an average of 4.0 in AS courses for the duration of period.	Recognizes academic excellence.

Warrior Spirit Award.	Award to one cadet in each AS class. Extended cadets cannot be considered.	Recognizes the cadet in each AS class who best exemplifies the Air Force warrior spirit. (This is the same ribbon as the FT Warrior Spirit Award. Once the ribbon is awarded, cadets can continue to wear it throughout their duration in AFROTC).
Honor Flight Ribbon.	All cadets in that flight will be authorized to wear the Honor Flight Ribbon.	Recognizes one flight per detachment each academic term will be designated as the Honor Flight based on criteria approved by the Det/CC. Designation as the Warrior Flight is not a disqualifier for designation as the Honor Flight.
Warrior Flight Ribbon.	All cadets in that flight will be authorized to wear the Warrior Flight Ribbon.	One flight per detachment each academic term will be designated as the Warrior Flight based on criteria approved by the Det/CC. Designation as the Honor Flight is not a disqualifier for designation as the Warrior Flight.
Fitness Award.	Cadets who score a 90 or above in the Physical Fitness Assessment.	Recognizes cadets who score a 90 or above on the PFA. The Detachment may choose to increase the minimum score required. This award may be received only once per term.
Fitness Award Silver Star Device.	Cadets who score a 100 on the Physical Fitness Assessment for the first time.	Recognizes a cadet who receives a perfect 100 points on the PFA for the first time at the detachment. Only one Silver Star device will be worn and will be worn centered on the ribbon or to the wearer's right in relation to oak leaf clusters.
College Scholarship Recipient Ribbon.	Contracted cadet with an active scholarship.	Recognizes cadets who earned and activated an AFROTC scholarship. A bronze oak leaf cluster may be added at the completion of each scholarship year.
Recruiting Award.	Award to cadets each academic term based on recommendation of the RO.	Recognizes outstanding effort in support of detachment recruiting activities. Detachments may impose additional criteria based on local standards and needs.
Drill Team Membership Ribbon.	Award to cadets who have participated for one calendar year with at least one drill team performance.	Recognizes cadets who were on an AFROTC or joint service-sponsored drill team, rifle team, military musical marching unit, or military band. (No temporary wear of the ribbon is authorized. See AFROTC SUP to DAFI 36-2903 for definition of Drill Team and Color/Honor Guard).
Color/Honor Guard Membership Ribbon.	Award to cadets who have participated for one calendar year with a minimum of three Color Guard and/or Honor Guard performances before being awarded the ribbon.	Recognizes a cadet for active participation in an AFROTC or joint Service-sponsored Color Guard or Honor Guard.

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

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

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

15.8. Organization Sponsored Awards. Organization Sponsored Awards recognize cadets for outstanding individual achievement in academics, military performance, leadership, athletics,

extracurricular endeavors, etc. They normally consist of medals, ribbons, and/or certificates. Award elements (ribbons, medals, certificates, etc.) for awards sponsored by national organizations are donated through their national headquarters or local chapters. Additional sets may be purchased by the cadet. Detachments will follow administrative procedures and specific nomination requirements on the AFROTC Intranet.

CHAPTER 16 – DISENROLLMENT

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

16.2. Authority. The AFROTC/CC or the AFROTC/CC's designee at HQ AFROTC has the authority to disenroll any contract cadet at any time with or without cause. Authority to release, recoup or call the individual to EAD is outlined in Title 10, USC, Sections 2105 and 2107, DoDI 1215.08 and DAFMAN 36-2032. A signed DAF Form 1056 contract is not a guarantee that a commission will be offered to the cadet.

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

16.4. Types of Disenrollment. There are two types of Disenrollments; Administrative Release and Investigative Disenrollment.

16.5. Administrative Release. The following are circumstances for which cadets may be disenrolled without an investigation or AFROTC Form 10, *Disenrollment Action Worksheet for AFROTC Cadet*. The Det/CC will submit the disenrollment IAW the Disenrollment Processing Guide. Reasons for administrative release disenrollment includes the following:

16.5.1. Death of a cadet. The Det/CC must sign a Memorandum for Record (MFR) attesting to the death of the cadet.

16.5.2. Transfer to another military commissioning program (Conditional release). Submit request once a conditional release has been granted IAW [Chapter 7](#) of this instruction and the cadet has enlisted into the other commissioning program (i.e., DD Form 4, *Enlistment/Reenlistment Document, Armed Forces of the United States*).

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

16.5.4. Medical Disqualification. Cadet must be medically disqualified by AFRS/AMWD and the reason for medical disqualification must have been beyond the cadet's control. (See paragraph [16.6.2](#) for medical disqualification to which the cadet contributed.) Counsel the cadet in writing that they are medically disqualified and if they later become medically qualified, they may apply for reentry into the program. Immediately terminate stipend upon

notification that a cadet is medically disqualified for commission. The effective date is the date of medical disqualification by AFRS/AMWD.

16.6. Investigative Disenrollment. 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 and requires the initiation of an AFROTC Form 10, *Disenrollment Action Worksheet for AFROTC Cadet*. Cadets may be considered for disenrollment for the following reasons as outlined in Chapter 6 of AFMAN 36-2032:

16.6.1. Humanitarian consideration or personal hardship beyond the cadet's control that is not temporary. Request must be made in writing by the cadet and submitted to the Det/CC. Establishing proof of hardship is the cadet's responsibility. Additionally, the request must be accompanied by sufficient documentation to substantiate the hardship. The following examples are situation that potentially could be considered hardship.

16.6.1.1 Financial Hardship. A summary of the cadet's financial condition must include income statement, statement of living expenses, copies of bills and past due noticed (if any), and bank statements (both checking and savings). 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. If the cadet is not of legal age or 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 documentation will not be approved and should not be submitted.

16.6.1.2. 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 statement from family members, clergy, physicians or other personal knowledge of the cadet's circumstances.

16.6.1.3. The hardship is not temporary.

16.6.1.4. The condition arose or became aggravated after the cadet entered AFROTC.

16.6.1.5. The cadet made every reasonable effort to alleviate the situation.

16.6.1.6. There are no readily available means to alleviate the situation other than disenrollment.

16.6.2. 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:

16.6.2.1. Failure to report a disqualifying condition.

16.6.2.2. Injuries or illnesses resulting from a lack of good judgement.

16.6.2.3. Failure to report any changes in medical status within 72 hours IAW **Chapter 8** of this instruction. **NOTE:** First determine the nature of the change and allow the cadet the opportunity to explain about the failure to report.

16.6.3. Failure to Meet or Maintain AFROTC or institution scholastic standards (FTMARS). Refer to **Chapter 5** of this instruction, regarding academic retention standards for scholarship and POC cadets, award of CEs for substandard scholastic standards and when to initiate an investigative disenrollment. FTMARS may include, but are not limited to:

16.6.3.1. Falling below full-time student status without AFROTC approval.

16.6.3.2. Compromise of academic integrity. If the cadet is being investigated for cheating or plagiarism, also include failure to maintain military retention standards as a reason for investigation since this can be considered an integrity issue.

16.6.4. Failure To Meet or Maintain Military Retention Standards (FTMMRS). Disenrollment resulting from FTMMRS may disqualify a cadet from accession into officer and enlisted programs. The Detachment/CC may conduct an investigation for disenrollment based on FTMMRS at any time, even for an initial offense, depending on its severity. 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. Examples may include, but are not limited to:

16.6.4.1. Fraudulent Enlistment.

16.6.4.2. Illegal Drug Use.

16.6.4.3. Alcohol-related incidents.

16.6.4.4. Integrity violation.

16.6.4.5. Failure to maintain BMI and Body Fat standards. (Refer to **Chapter 5**).

16.6.4.6. Failure to complete FT satisfactorily.

16.6.4.7. Failure to compete with applicants for an enrollment allocation (EA).

16.6.4.8. Ineptitude, to include failure to exercise the maturity and/or judgment expected of an officer candidate, or unacceptable adjustment to the military environment.

16.6.4.9. Demonstrating undesirable character traits

16.6.4.10. Misconduct resulting in adverse civil involvement. (Refer to **Chapter 5**).

16.6.4.11. Misconduct that would constitute an offense under the Uniform Code of Military Justice (UCMJ).

16.6.5. Indifference to training occurs when a cadet displays an apathetic attitude toward 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 predetermined period). Examples include, but are not limited to:

16.6.5.1. Failure to meet uniform, grooming, or appearance standards.

16.6.5.2. Failure to perform assigned tasks or corps duties.

16.6.5.3. Failure to meet AS class and/or LLAB attendance requirements.

16.6.5.4. Receipt of a failing grade in LLAB.

16.6.6. Breach/Anticipatory Breach of the AFROTC Contract. This occurs when a cadet fails to meet any terms of their contract or expresses a clear and convincing intention to breach the contract, but has not yet done so. (**NOTE:** This does not apply to AS100 contract cadets desiring to exercise the FSIE option). Examples include, but are not limited to:

16.6.6.1. Attempting Self-Initiated Elimination.

16.6.6.2. Failing to enroll in required AFROTC courses or dropping AFROTC courses without AFROTC approval.

16.6.6.3. Inability to meet contracted DOC/DOG due to circumstances within the cadet's control.

16.6.6.4. Inability to meet contracted major requirements due to circumstances within the cadet's control.

16.6.6.5. 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.

16.6.6.6. Refusal to accept a commission as an Air Force Officer when actually tendered.

16.6.6.7. When a cadet elects on the AFROTC Form 10, Disenrollment Action Worksheet For AFROTC Cadets, they will not continue AFROTC training or will not accept a commission if one were offered to them.

16.6.6.8. Failure to meet officer accession standards. For example, a cadet who fails to pass the AFOQT after the maximum number of authorized attempts.

16.7. Disenrollment Procedures.

16.7.1. Administrative Release Procedures. See paragraph **16.5** for list of reasons for administrative release. The Det/CC will submit the package IAW the Disenrollment Processing Guide. **NOTE:** If the cadet was listed on the EAD spreadsheet, the detachment must notify AFPC/DPMLT (AFPC.DPMLT.Workflow@us.af.mil) of the cadet's pending

disenrollment. If the cadet is disenrolled AFROTC/RRFD will provide official notification to AFPC.

16.7.2. Investigative Disenrollment Procedures. Detachment/CC will initiate investigative disenrollment actions when evidence as defined in paragraph 16.6 exists. Region/CC and HQ AFROTC 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. **NOTE:** If the cadet was listed on the EAD spreadsheet, the detachment must notify AFPC/DPMLT (AFPC.DPMLT.Workflow@us.af.mil) of the cadet's pending disenrollment. If the cadet is disenrolled AFROTC/RRFD will provide official notification to AFPC.

16.7.2.1. Detachment/CC (or senior officer, in the commander's absence) will initiate investigative action using the AFROTC Form 10, *Disenrollment Action Worksheet for AFROTC Cadets*, and AFROTC Form 111, *Student Status Statement of Understanding*, as follows:

16.7.2.1.1. Will complete part I of the AFROTC Form 10 by indicating the reason(s) for initiating the disenrollment action and appoint both a Military Advisor (MA) and an Investigating Officer (IO). (**NOTE:** Neither of these positions can be filled by the Det/CC).

16.7.2.1.1.1. The military advisor will be an officer or non-commissioned officer (NCO) and can be a member of detachment cadre. The MA will assist the cadet in obtaining copies of the cadet's military record and instructional guidance relevant to AFROTC disenrollments, and advise the cadet on matters regarding military bearing. The MA must be available to assist the cadet until the Report of Investigation (ROI) is sent to HQ AFROTC. The MA may not be a judge advocate or paralegal.

16.7.2.1.1.2. The Investigating Officer must be a commissioned officer in active duty status, and should be the most unbiased, impartial officer reasonably available. The IO may be a cadre member, AFIT student, officer from another AFROTC or sister service unit, or from a local support base. The IO should be an officer with suitable experience and temperament to conduct the investigation effectively. The IO **may not** be a Second Lieutenant, Gold Bar Recruiter (GBR) or contractor cadre. If the Det/CC has no satisfactory individual to appoint as IO, contact the Region/CC for assistance.

16.7.2.1.2. Completes Section I of the AFROTC Form 111. The AFROTC Form 111 is used to verify mailing address and the current DOG.

16.7.2.1.3. Attach evidence supporting initiation of disenrollment action to the AFROTC Form 10.

16.7.2.1.4. Reviews Part II of AFROTC Form 10 with the cadet. Ensures the cadet initials lines 1 through 8 and writes the current date in line 8 before releasing a copy to the cadet. (See paragraph 16.7.2.2 for specific instructions for the cadet on completing the AFROTC Form 10.)

16.7.2.1.5. Reviews and completes the AFROTC Form 111 with the cadet. Ensures all applicable blocks are filled and form is signed and dated by the cadet and a witness.

16.7.2.1.6. Once the AFROTC Form 10 is issued, the cadet has 24 hours to consider his/her rights to an investigation. (**NOTE:** If the cadet cannot or does not return or sign the AFROTC Form 10 within 24 hours, process the case in absentia. See paragraph [16.7.2.7.9](#) for instructions.)

16.7.2.1.7. Once the AFROTC Form 10 is signed by the cadet, the disenrollment investigation process must be completed through final disposition. If the Det/CC believes disenrollment is no longer warranted, he/she may recommend probation/retention.

16.7.2.1.8. During this meeting Det/CC may ask cadet whether, in the event of disenrollment, cadet would prefer recoupment of scholarship or EAD. This is not required, but is, in some cases, a useful data point. Remind cadet regardless of his/her preference, AFROTC/CC is the final decision authority. Document cadet's preference as part of Form 22 narrative.

16.7.2.2. The cadet will complete Part II of the AFROTC Form 10 as follows:

16.7.2.2.1. Acknowledges receipt and understanding of the AFROTC Form 10 by initialing next to statements in Part II of the form.

16.7.2.2.2. Indicates whether they will continue AFROTC training and accept a commission through AFROTC, by circling "WILL" or "WILL NOT," as appropriate, and initialing lines 9 and 10. (**NOTE:** Choosing "WILL NOT" constitutes breach of the AFROTC contract and is a basis for disenrollment).

16.7.2.2.3. Indicates whether they waive the right to a disenrollment investigation by circling "DO" or "DO NOT," as appropriate, and initialing on line 11. (**NOTE:** If the cadet selects "DO" waive their right to an investigation, Part III is not applicable because there will be no ROI. If the cadet selects "DO NOT" waive their right to an investigation, Part III will be filled out by the cadet after receipt of the ROI).

16.7.2.2.4. Fills in the date and signature block, and signs at the bottom of Part II and returns it to the Det/CC within 24 hours of the date in line 8.

16.7.2.2.5. The cadet may change elections made on the AFROTC Form 10 up until the completed case file is forwarded to the Region for coordination. 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.

16.7.2.3. Disenrollment action where the cadet "waives" his/her right to an investigation:

- 16.7.2.3.1. The Det/CC will provide the cadet a copy of the AFROTC Form 10 with Parts I and II completed. Regardless of their choice to waive the investigation, the cadet will have 5 business days from the date in Part II to submit written matters on their behalf. The cadet may elect to waive the 5-business day response time by signing an MFR stating his/her intent.
- 16.7.2.3.2. The Det/CC may direct that an investigation be conducted despite the cadet's desire to waive. The commander will do so by signing a memorandum to that effect and provide a copy of the AFROTC Form 10 (with the memorandum attached) to the Investigating Officer (IO).
- 16.7.2.3.3. If the cadet waived the right to a disenrollment investigation and the 5 business days response period, and the initiating commander did not direct a disenrollment investigation, then the AFROTC IMT 10 is complete. The Det/CC will submit the disenrollment action IAW the Disenrollment Processing Guide.
- 16.7.2.4. Disenrollment action where the cadet "does not waive" his/her right to an investigation (does desire an investigation):
- 16.7.2.4.1. The Det/CC will provide a copy of the signed AFROTC Form 10 with Parts I and II completed, and evidence supporting initiation of disenrollment action to the cadet and the IO. Provide a copy of the AFROTC IMT 10 to the MA. Retain the original.
- 16.7.2.4.2. The IO will conduct the disenrollment investigation and prepare the ROI using the template in the Disenrollment Processing Guide.
- 16.7.2.4.3. The IO has 10 business days from the date the cadet signs the AFROTC Form 10, Part II, to complete the ROI.
- 16.7.2.5. The Investigation. The investigation is intended to be a non-adversarial, fact-finding process to gather all details in the cadet's case so the Det/CC can make an informed recommendation to the Region/CC for retention or disenrollment. The investigation is the cadet's opportunity to dispute his/her failure(s) that triggered the investigation, present facts/evidence supporting his/her position, or to submit mitigating/extenuating circumstances to the Det/CC and the disenrollment authority at HQ AFROTC.
- 16.7.2.6. 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 his/her case. The initiating commander will consider the challenge in consultation with Holm Center/JA and will appoint a new IO if the challenge is justified. If not justified, the Det/CC will prepare a memorandum explaining why the challenge is not justified, provide a copy to the cadet, and include a copy in the disenrollment case file.
- 16.7.2.7. Personal Appearance.
- 16.7.2.7.1. Upon receipt of the AFROTC Form 10, the IO must contact the cadet to offer an opportunity for a personal appearance to discuss issues pertaining to the

investigation. The personal appearance should occur within 5-business days of the cadet signing the AFROTC Form 10. An extension beyond 5-business days may be granted; however, the reason(s) for the extension must be explained in the ROI. If the cadet is unwilling to make an appearance before the IO, the meeting may be conducted by telephone, video teleconference, or similar technology.

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

16.7.2.7.3. A civilian attorney or member of the cadet's immediate family may attend the personal appearance if the cadet desires. The IO has the authority and may use discretion to limit the number of individuals present at the personal appearance to ensure 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 personal appearance, the IO may disallow their attendance.

16.7.2.7.4. 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 representative to attend.

16.7.2.7.5. The IO will review every aspect of the cadet's record during the investigation to ensure all AFROTC instructions were observed.

16.7.2.7.6. Documentary Evidence. The cadet may submit evidence on his/her behalf at any time during the disenrollment investigation. The IO will attach evidence provided by the cadet to the ROI.

16.7.2.7.7. Other Investigative Steps. 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 shall 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?" (the witness has the option to omit "so help you God") or "Do you affirm that the statements you are about to make in this matter will be the truth, the whole truth, and nothing but the truth?" The IO will reference that they placed the cadet facing disenrollment and all witnesses under oath in the final IO report.

16.7.2.7.7.1. The IO should investigate any issues or allegations made by the cadet during the disenrollment investigation not already established by the evidence. The IO will either interview applicable individuals to obtain information required to address the cadet's issues, or explain in the ROI why further investigation was unnecessary.

16.7.2.7.7.2. If any Equal Opportunity and Treatment (EOT) issues arise during the investigation (e.g., sexual harassment or unlawful discrimination), the IO should contact Holm Center/JA for guidance before contacting the detachment's servicing Military Equal Opportunity office for military personnel or the university's Title IX office for cadets/students.

16.7.2.7.7.3. If any other criminal activity arises during the investigation, the IO should contact Holm Center/JA for legal guidance, not the servicing base legal office.

16.7.2.7.8. The Report of Investigation (ROI). The IO will prepare the ROI IAW the Disenrollment Processing Guide. The ROI is a factual summary of all evidence compiled by the IO during the investigation. All facts cited in the ROI will be supported by attached documentation. **THE IO WILL NOT INCLUDE OPINIONS, CONCLUSIONS, OR RECOMMENDATIONS IN THE ROI.**

16.7.2.7.8.1. The IO will provide a copy of the ROI to the cadet for review. The cadet will acknowledge receipt of the ROI by dating and signing Part III of the AFROTC Form 10. The cadet has 5-business days from the date he/she acknowledges receipt of the ROI to submit any further rebuttals or challenges to the ROI for inclusion in the disenrollment case file. The cadet may waive the 5-business day response time by signing a memorandum stating his/her intent. If the cadet submits matters prior to the end of the 5-business day period, the IO shall determine if the cadet is waiving the remainder of the response period. If so, IO will document that waiver in a memorandum or indorsement to the ROI signed by the IO or the cadet and forward the ROI to the commander.

16.7.2.7.8.2. If cadet has not submitted a response within 5-business days, a signed memorandum statement from the Det/CC or IO stating "cadet did not present matters on his/her behalf by the end of the 5-business day response time" must accompany the disenrollment case file for processing.

16.7.2.7.8.3. If the cadet provides new evidence in the ROI response, the IO will investigate the additional information and supplement the ROI. The 5-business day response process outlined above must be repeated.

16.7.2.7.8.4. After the 5-business day response period, or after the cadet waives the 5-business day rebuttal period, the IO (or the detachment staff) submits the ROI with all attachments (to include the cadet's rebuttal/response, if any) to the Det/CC.

16.7.2.7.9. Investigative Disenrollment in Absentia. 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.

16.7.2.7.9.1. If the detachment is unable to serve the AFROTC Form 10 to the cadet in person, forward the AFROTC Form 10 (with attached evidence supporting the initiation of the disenrollment investigation) and AFROTC Form 111 with 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. If your university mail does not support any of those requirements, use the United States Postal Service. 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 Det/CC 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 of efforts to contact the cadet. In the event there is no contact, an ROI will be required.

16.7.2.7.9.2. If the cadet responds to the AFROTC Form 10 within 30 days and waives the right to a disenrollment investigation, the Det/CC will complete the AFROTC Form 22 with all evidence and forward to the Region/CC for coordination prior to submission to AFROTC/RRFD.

16.7.2.7.9.3. If the cadet responds to the AFROTC Form 10 within 30 days and does not waive the right to a disenrollment investigation, the Det/CC will provide a copy of the AFROTC Form 10 (with attachments) to the IO. The IO will then investigate and prepare the ROI. If the cadet is unable to make an appearance before the IO, the meeting may be conducted by telephone, video teleconference, or similar technology.

16.7.2.7.9.4. Provide a copy of the final ROI to the cadet via certified mail, return receipt requested, and restricted delivery. Keep copies of receipts, emails, etc. If the cadet does not respond within 30 days, the initiating commander will prepare the AFROTC Form 22 and submit the case file.

16.7.2.7.10. Reopening Investigations.

16.7.2.7.10.1. Further Investigation. In the event the Det/CC, Region/CC or AFROTC/RR determines a case file needs additional information, the investigation action may be reopened.

16.7.2.7.10.2. 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 substantial changes to the ROI must be made, complete a new AFROTC Form 10 for the cadet and IO to review and make changes as necessary. Otherwise, amend

the original ROI as required to add additional facts/details. Attach the new AFROTC Form 10 to the old one if required. DO NOT DISCARD ANY PREVIOUS DOCUMENTS. The Det/CC will ensure the cadet is afforded all rights as requested.

16.7.2.7.10.3. 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.

16.7.2.7.10.4. Ensure the cadet is granted the opportunity to:

16.7.2.7.10.4.1. Challenge the new IO for cause.

16.7.2.7.10.4.2. Review all new evidence gathered and respond to this evidence.

16.7.2.7.10.4.3. Receive a copy of changes/additions to the ROI.

16.7.2.7.10.4.4. Submit matters in rebuttal to the ROI.

16.7.2.7.10.4.5. The Det/CC prepares a new AFROTC Form 22 and submits the case file to the Region.

16.7.2.7.11. Final Actions of the Det/CC. The Det/CC will review the case file:

16.7.2.7.11.1. The commander will ensure the ROI thoroughly addresses the reason or reasons for the disenrollment actions and has addressed all issues or allegations raised by the cadet. The ROI should not contain any opinions, conclusions, or recommendation by the IO. The commander ensures the cadet was allowed 5 business days to respond to information presented in the case file or has waived the 5 business-day period in writing.

16.7.2.7.11.2. The Det/CC will make recommendation concerning the cadet's continuation or disenrollment and suggested DD Form 785, *Record of Disenrollment from Officer Candidate-Type Training*, rating to HQ AFROTC via an AFROTC Form 22 through the Region/CC to AFROTC/RRFD.

16.7.3. Appoint a Military Advisor. Generally, the military advisor will be an officer or non-commissioned officer (NCO) and can be an officer or NCO at the detachment. The military advisor will assist the cadet in obtaining copies of the cadet's military record and relevant instructions and advise the cadet on matters regarding military bearing. The MA is not an attorney. Additionally, the investigating officer or the commander cannot represent the cadet or give the cadet legal advice.

16.7.4. The cadet can voluntarily waive, in writing, their right to a disenrollment investigation to the Det/CC. This documentation will also be attached to the AFROTC Form 10.

16.8. Termination of AFROTC Scholarship Recoupment of prior Disenrolled Cadets. AFROTC/RR will consider terminating the recoupment debt of disenrolled AFROTC cadets who

complete at least 2 years of continuous enlisted active duty service or who receive an active duty commission (with any branch of the United States Armed Forces). A commission or enlistment in the Guard or Reserves does not apply unless 2 years of continuous active duty service is completed. Proof of service is the responsibility of the disenrolled cadet. To request termination, contact AFROTC/RRFD for guidance.

16.9. Termination of AFROTC Scholarship Recoupment for Reenlisted/Contracted Cadets.

Scholarship cadets who are disenrolled and identified for recoupment of scholarship money are not prevented from reentering the AFROTC program as long as they meet the criteria for a waiver of disenrollment. The goal of AFROTC is to produce qualified officers; therefore, AFROTC will terminate recoupment of scholarship money for any cadet who receives a new AFROTC enrollment allocation, successfully completes field training, and recontracts/reenlists. The cadet must submit a letter of request to terminate scholarship recoupment using the memorandum format in **Attachment 17**. The Det/CC must endorse and submit the memorandum via official email to AFROTC/RRFD (afrotc.rrfd@us.af.mil). Counsel cadet in writing that termination of the recoupment of scholarship money is contingent upon receipt of a DAF commission. If subsequently disenrolled, the cadet will be liable for scholarship funds from their first disenrollment as well as current enrollment.

16.10. Rescind Call to EAD for Reenlisted/Contracted Cadets. A prior disenrolled AFROTC cadet called to EAD who receives a new AFROTC enrollment allocation and recontracts/reenlists may request rescission of their call to EAD. Cadet must submit a letter of request to rescind EAD action using the memorandum format in **Attachment 18**. The Det/CC must endorse and submit the memorandum via official email to AFROTC/RRFD (afrotc.rrfd@us.af.mil). Counsel cadet in writing that termination of the call to EAD is contingent upon receipt of a DAF commission.

16.11. Disenrollment Appeal Process. Disenrolled cadets may appeal their disenrollment, call to EAD, or recoupment action one time. Suspension and probation cannot be appealed. AFROTC/CC is the appeal authority for AFROTC disenrollments. Requests for reconsideration of the disenrollment decision will always be reviewed; however, changes to the decision will be considered only if new evidence is presented that was not available during the initial investigation. Cadet must submit appeals in writing NLT 1-year from the individual's effective date of disenrollment listed on the DD Form 785. Submit written appeal to the following address: AFROTC/CCX, 60 Maxwell Blvd, Maxwell AFB, AL 36112 or via email at afrotc.ccx@us.af.mil. (**NOTE:** Requests received after the 1-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).

16.12. Release of Cadet Personnel Records. At any time during the disenrollment process, a cadet is permitted to review their vUPRG upon request under the supervision of detachment cadre. If the cadet desires copies of specific records from their vUPRG they must submit a written request to the detachment cadre. The detachment must remove any Privacy Act Information about other individuals before releasing copies of the records to the cadet. The detachment will keep the cadet's vUPRG IAW the AF Record Disposition Schedule.

16.13. Release of Cadet Disenrollment Case File. After disenrollment, Cadets may obtain copies of the disenrollment case file by submitting a written request to the Freedom of Information Act

(FOIA) and Privacy Act (PA) office, 42 CS/SCOKR, 50 LeMay Plaza South, Maxwell AFB AL 36112, (334) 953-3165 or online at www.foia.af.mil. The request must list the specific information desired. AFROTC/RRFD will keep the cadet's disenrollment case files IAW AF Record Disposition Schedule.

CHAPTER 17 – COMMISSIONING

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

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

17.1.2. Failure to Meet Commissioning Requirements. If a cadet is not eligible to commission by the date scheduled but will meet commissioning requirements within the same FY, detachment must take immediate action to change the DOC. Ensure the medical examination is valid for the new DOC. Per paragraph 5.5, update the DOC in WINGS via CPAR. As soon as the CPAR is Executed, notify AFPC via the EAD Spreadsheet change tab.

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

17.1.4. Declination of Appointment. If a cadet declines appointment as a commissioned officer, initiate a disenrollment action IAW [Chapter 16](#) of this instruction. Change the DOC in WINGS to the end of the contracted FY and notify AFPC/ DPMLT (AFPC.DPMLT.Workflow@us.af.mil) of potential disenrollment. Upon disenrollment, AFROTC/RRFD will notify AFPC.

17.2. Program Completion.

17.2.1. Graduation. A cadet is eligible for commissioning only after the detachment receives an official transcript indicating degree awarded or written certification from the university registrar or other institutional official confirming the cadet has completed all degree requirements ([Attachment 7](#)). DAFMAN 36-2032, paragraph 6.8.1.2, is the governing directive.

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

17.2.3. Commissioning Qualifying Fitness Review (QFR). The QFR must be administered by cadre prior to commissioning and accomplished IAW DAFMAN 36-2905 and DAFMAN 36-2905_AFROTC Supplement. The QFR consists of a PFA and BMI measurement and will be accomplished no earlier than the cadet's last semester prior to commissioning. Cadets must

pass the PFA/QFR. The QFR can count as the current term PFA but the requirement to measure the BMI/BF within 30 days of commissioning is still required.

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

17.2.3.2. SLECP and NECP students are required to meet height, weight and BMI standards outlined in DAFMAN 36-2032 and DAFMAN 36-2905 for accessions into OTS. These measurements will be conducted during all annual FAs and prior to departure for OTS. Failure to meet this requirement could result in withdrawal of OTS slot allocation.

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

17.3. Commissioning Actions.

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

17.3.2. Using the Cadet Data section of WINGS, verify cadet has been scrolled before commissioning. If no nomination date is listed within 4 months of commissioning date, or no approval date is listed within 30 days of commissioning, contact AFROTC/RRFA to verify commissioning eligibility.

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

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

17.3.5. Completion of AF Form 133, *Oath of Office (Military Personnel) and Certificate of Commission*. In accordance with DAFMAN 36-2032, complete the AF Form 133 and the Certificate of Commissioning and the instructions contained on the AF Form 133.

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

17.3.5.2. The type of commission for AFROTC cadets will be “Reserve of the Air Force.”
Note: Space Force officers initially commission as Reserve of the Air Force on their DOC. Space Force officers will then re-commission into the Space Force on their EAD date.

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

17.3.6. Memorandum of Appointment. Prepare a memorandum of appointment according to **Attachment 10** for all commissionees. Present the original to the cadet at the commissioning ceremony and forward one copy with the commissioning documents.

17.3.7. DD Form 1AF, *Certificate of Commission*. Prepare the DD Form 1AF according to DAFMAN 36-2032 for each commissionee and present the certificate to the cadet at time of commissioning.

17.3.8. Memorandum of Instruction. Prepare a memorandum of instruction according to **Attachment 13** for all commissionees and present a copy to the cadet at time of commissioning.

17.3.9. Commissioning Reserve Appointment Order (**Attachment 11**). Ensure each cadet’s SOC code is correct on this order. The SOC codes are listed in Attachment 12. Maintain the original appointment order in detachment files and issue a copy to the commissionees.

17.3.10. Health Insurance Statement (**Attachment 14**). IAW FY04 and FY06 National Defense Authorization Acts, Reserve officers awaiting EAD are entitled to active-duty health care benefits. New second lieutenants are eligible for TRICARE coverage after commissioning and before EAD. Dependents are not entitled to medical benefits until the officer enters EAD. Newly commissioned officers must drop Other Health Insurance (OHI) benefits and be enrolled under TRICARE. This is accomplished by not checking "Has health insurance" in WINGS. Detachments are required to update their graduates in WINGS. Commissionees who elect TRICARE Medical Coverage must check the block and provide the date the statement was signed. After inputting the date, uncheck the block in WINGS.

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

17.3.12. Non-line Commissioning Requirements. Detachments should follow procedures IAW DoDI 6000.13_DAFI 41-110, *Medical Health Care Professions Scholarship Programs*, for commissioning Pre-HPP and non-Pre-HPP cadets who desire a career as an Air Force physician, dentist, nurse anesthetist, pharmacist, and those selected for Air Force Health Professions Scholarship Program (AFHPSP) and Uniform Services University of Health Services (USUHS).

17.3.13. Commissioning for GLP/OYCP Students. Graduate Law Program (GLP) and One Year Commissioning Program (OYCP) cadets are commissioned as line officers in the grade of second lieutenant upon completion of AFROTC and their law degree. Upon successful

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

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

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

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

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

17.3.14.4. Commissioning Nurses. Upon meeting all baccalaureate nurse degree requirements, obtaining passing scores on the NCLEX-RN and receipt of completed requested forms ([Attachment 9](#)) by AFPC/DP2NN, nurse cadets will be commissioned into the Air Force Nurse Corps.

17.4. Detachment Post-Commissioning Actions.

17.4.1. Within five duty days after appointment, submit the commissioning package (with attachments) electronically to AFPC/DP1TSA via the MyPers module. Cadre must retain a copy of the confirmation page in the Lieutenant's file until EAD orders have been provided to the member. In cases of extended system outage, commissioning packages may be mailed to DP1 at the address in [Figure 17.1](#).

Figure 17.1. AFPC/DP1TSA Mailing Address.

DP1TSA 550 C St West Ste 10 JBSA – Randolph AFB TX 78150
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17.4.2. Update WINGS for commissioned cadets NLT three workdays after appointment.

17.4.3. College Transcripts. DAFIT 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 DAFIT Academic Coding Branch NLT 90 days after commissioning. Detachments may email official transcripts to DAFIT (afit.msp.transcripts@us.af.mil). If email is used, ensure file size is less than 4mb and rename each transcript pdf with full name and last four of Social Security Number. For multiple transcripts, use DoD SAFE (Secure Access File Exchange).

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

17.4.5. Safety Brief. The Det/CC or designated officer will provide commissioned second lieutenants a pre-departure safety briefing IAW HOLMCENTERI 91-101, *Holm Center Safety Program*, and document this on AF Form 4392, *Predeparture Safety Briefing*.

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

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

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

17.5.1.2. Prepare the DD Form 1AF IAW DAFMAN 36-2032. Place the DD Form 1AF in the appropriate presentation binder.

17.5.1.3. Original AF Form 133.

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

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

17.6. Mock Commissioning.

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

17.6.2. The prerequisites for mock commissioning are:

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

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

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

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

17.7. Fraudulent and Erroneous Commissions and Administrative Errors.

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

17.7.2. Erroneous commissions are those the DAF should not have accepted but do not involve fraud. Errors occur in the commissioning process when the DAF does not have the true facts or does not take the correct actions. Prior to EAD, erroneous commissions require immediate notification to the Region/CC and subsequent AF actions. Notable examples of erroneous commissions are incomplete medical clearances, proper security clearance not initiated, and PPC code requirements not verified.

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

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

17.9. Air Force Appointment of ROTC Graduates from another Service. An ROTC graduate of another service may request consideration for appointment as a commissioned officer in the Department of 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 as an Air Force or Space Force officer and are required to serve their ADSC associated with their AFSC.

17.9.1. Eligibility. An applicant must meet minimum AFROTC eligibility requirements as outlined in [Chapter 4](#) of this instruction.

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

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

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

17.9.2.3. SF 93, *Report of Medical History*.

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

17.9.2.5. Results of AFOQT and PFA.

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

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

17.9.2.8. Professor of Military Science (PMS) or Professor of Naval Sciences (PNS) cross-commissioning conditional release ([Attachment 15](#)).

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

17.9.3. Processing Procedures. Forward applications to AFROTC/RRFA. Include the documents listed in paragraph [17.9.2](#) above as attachments. AFROTC/RR will approve or disapprove these requests based on the needs of the Air Force. If approved, AFROTC/RRFA will award an EA. The detachment must then contract the individual into the ORS and contact AFROTC/DOF for a FT assignment. Provide a copy of the completed DD Form 4 and the Reserve Order to the releasing service to secure the individual's release. Ensure the individual is gained to WINGS according to proper procedures.

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

CHAPTER 18 – ENLISTED COMMISSIONING PROGRAMS

18.1. The Enlisted Commissioning Programs (ECP). Active duty Air Force enlisted members may compete for 2-4 year scholarships through Scholarships for Outstanding Airmen (SOAR) and Airmen Scholarship Commissioning Program (ASCP), or non-scholarship opportunities through the 2-year POC Early Release Program (POC-ERP). Eligibility and nomination procedures for these enlisted programs are covered in chapter 4 of this document and in DAFMAN 36-2032. The Senior Leader Enlisted Commissioning Program (SLECP) and Nursing Enlisted Commissioning Program (NECP) are covered in the chapter below IAW DAFMAN 36-2032. The OPR for SLECP and NECP is AFROTC/RRU, which will also provide all post-selection and pre-arrival guidance to the respective detachments.

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

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

18.2. Active Duty Status. SLECP-A and NECP students are Active Duty enlisted Airmen whose duty is to obtain a baccalaureate degree. ASCP, SOAR, and POC-ERP Airmen are cadets.

18.2.1. ECP students are subject to all the same UCMJ and Air Force standards and requirements as Active Duty detachment cadre. Detachments must immediately notify AFROTC/RRUE, AFPC/DP2NN (NECP only), and HC/JA if an ECP student violates or allegedly violates the UCMJ. Detachments must notify AFROTC/RRUE if an ECP student receives one LOR or two LOCs for academic or military issues to determine eligibility to continue in the program.

18.2.2. Promotion. ECP students are ineligible for promotion consideration while enrolled on or before the Promotion Eligibility Cutoff Date (PECD) IAW DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*. Qualified Airmen with a line number to TSgt or above, will be promoted on the normal effective date IAW DAFMAN 36-2032.

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

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

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

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

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

18.3.1. Meet and abide by all Air Force directives and standards. Detachments will not issue or allow purchase of uniform items to ECP students, as they receive a uniform allowance. Failure to comply with Dress and Appearance IAW DAFI 36-2903 or maintaining DD Form 93, *Record of Emergency Data*, is a violation of Article 92, UCMJ, and may result in disciplinary action.

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

18.3.3. Meet required BMI and PFA accessions requirements.

18.3.3.1. SLECP students must be administered a PFA NET 30 calendar days and NLT the day prior to attending Total Force Officer Training (TFOT).

18.3.3.2. NECP students must be administered a PFA NET 90 calendar days but NLT 60 calendar days prior to their EAD date.

18.3.4. Meet the same academic requirements as contracted scholarship AFROTC cadets IAW [Chapter 4](#).

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

18.3.4.2. Det/CC must administer LOC for ECP student who receives a TGPA below 2.5. Notify AFROTC/RRU if student receives two LOCs for academics; RRU will coordinate actions for removal from the program.

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

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

18.3.4.5. Provide an academic degree plan that demonstrates their ability to commission in their programmed fiscal year. ECP students must recertify their academic plan in the Fall term each year after consultation with a university academic advisor and detachment cadre. University-provided or locally produced forms may be used at the Detachment Commander's discretion.

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

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

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

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

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

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

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

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

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

18.3.7. For SLECP students only, the SLECP student should arrive with a completed AF Form 56, *Application & Evaluation for Training Leading to a Commission in the United States Air Force*. File in student's UPRG. Contact RRU if student does not arrive with AF Form 56.

18.4. In-processing.

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

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

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

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

18.5.2. AFROTC will not reimburse any graduate exam fees.

18.5.3. ECP students will receive an annual textbook allowance. Payments are usually made within 3 months after entering the program for the quarters/terms remaining in the current FY and NLT December for those already active unless there are delays in funding. If delayed funds will be distributed as soon as possible to the student's account. Students must be enrolled for at least 60 days of their first FY quarter/term in order to receive a payment. Textbook allowance for subsequent quarters/terms will be paid if the student is enrolled in the quarter/term for at least 30 days.

18.6. SLECP and NECP Removal. The Det/CC will make recommendations to the AFROTC/CC concerning removal of students from the program via an AFROTC Form 22 through the Region/CC to AFROTC/RRU.

18.6.1. The two categories of disenrollment are:

18.6.1.1. Voluntary. Any student wishing to voluntarily disenroll should immediately contact their Det/CC. The Det/CC will counsel the student in writing and advise them on the required procedure. Voluntary disenrollment action can be prejudicial to future entry into a commissioning program and to career progression in the Air Force.

18.6.1.2. Involuntary. The Det/CC will make recommendations to the AFROTC/CC via the chain of command concerning removal.

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

18.6.3. Disenrollment Appeals.

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

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

18.7. SLECP Classification. SLECP students are classified for their AFSC when they are selected for the program. Once AFRS/RSOCL assigns them An Officer Training School (OTS) class date AFPC/DPMLT will reach out to the member for their assignment preferences.

18.8. Graduation Guidance.

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

18.9. Commissioning Guidance.

18.9.1. SLECP students will be commissioned upon successful completion of OTS.

18.9.1.1. SLECP students must be medically certified for commissioning. Use the guidelines IAW DAFMAN 48-123. If the student is medically disqualified, notify AFROTC/RRF.

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

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

18.9.2. NECP students are commissioned at the detachments IAW [Chapter 17](#). Following commissioning, NECP students will hold dual status as a Reserve Officer and be on Active Duty as an enlisted member IAW DAFI 36-3211. The member will continue to wear the enlisted rank and receive enlisted pay until they arrive at Commissioning Officer Training.

COREY M. RAMSBY, Col, USSF
Commander, AFROTC

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- 10 U.S.C. 651, *Members: required service*
- 10 U.S.C. 2103, *Eligibility for Membership*
- 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. 9013, *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*
- DAFPD 36-20, *Recruiting Programs and Accession of Military Personnel*, 3 March 2023
- AFPD 36-27, *Equal Opportunity (EO)*, 18 March 2019
- AFI 24-301, *Ground Transportation*, 22 October 2019
- AFI 31-117, *Arming and Use of Force by Air Force Personnel*, 6 August 2020
- DAFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
- AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 March 2020
- DAFI 34-223, *Private Organizations Program*, 13 December 2018
- DAFI 35-101, *Public Affairs Operations*, 20 November 2020
- DAFI 36-2110, *Total Force Assignments*, 15 November 2021
- DAFI 36-2502, *Enlisted Airman Promotion and Demotion Programs*, 16 April 2021
- AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*, 19 September 2019
- DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, 7 February 2020
- DAFI 36-2903_AFROTCSUP, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, 18 November 2021
- DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022
- DAFMAN 36-2905_AFROTCSUP, *Department of the Air Force Physical Fitness Program*, 28 April 2023

AFI 36-2909, *Air Force Professional Relationships and Conduct*, 14 November 2019

AFI 36-2909_AETCSUP, *Air Force Professional Relationships and Conduct*, 27 October 2020

DAFI 36-3003, *Military Leave Program*, 24 August 2020

AFI 36-3026V1, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, 4 August 2017

DAFI 36-3211, *Military Separations*, 24 June 2022

AFI 38-101, *Manpower and Organization*, 29 August 2019

AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program*, 18 July 2018

DAFI 48-151, *Thermal Stress Program*, 2 May 2022

DAFI 51-101, *The Air Force Judge Advocate General's Corps (AFJAGC) Operations, Accessions, and Professional Development*, 29 November 2019

DAFI 64-117, *Government Purchase Card Program*, 19 May 2022

DAFI 90-160, *Publications and Forms Management*, 14 April 2022

DAFI 90-802, *Risk Management*, 1 April 2019

DAFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020

DAFMAN 36-2032, *Military Recruiting and Accessions*, 27 September 2019

AFMAN 36-2100, *Military Utilization and Classification*, 7 April 2021

DAFMAN 36-2604, *Service Dates and Dates of Rank*, 7 October 2022

DAFMAN 36-2664, *Personnel Assessment Program*, 18 January 2023

DAFMAN 36-2664_AFROTCSUP, *Personnel Assessment Program*, 12 April 2023

AFMAN 41-210, *Tricare Operations and Patient Administration*, 10 September 2019

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DoDI 1342.19_DAFI 36-2908, *Family Care Plans*, 10 March 2023

DoDI 4515.13, *Air Transportation Eligibility*, 22 January 2016

DoDI6000.13_DAFI41-110, *Medical Health Care Professions Scholarship Programs*, 23 December 2020

DoDI 6130.03V1, *Medical Standards for Military Service: Appointment, Enlistment, or Induction*, 6 May 2018

DoDI 1300.28, *In-Service Transition for Transgender Service Members*, 30 April 2021

DoDM 5200.02_AFMAN 16-1405, *Air Force Personnel Security Program*, 1 August 2018

VA Manual M22-4, *Educational Procedures*

HOLMCENTERI 36-2601, *Faculty Development and Master Instructor Programs*, 13 April 2020

HOLMCENTERI 65-101, *The AFROTC Cadet Payment Programs*, 27 June 2012

HOLMCENTERI 91-101, *Holm Center Safety Program*, 5 March 2019

HOLMCENTER T-203, *AFROTC Field Training (FT) Manual (FTMAN)*

ALO Handbook

Education and Training Course Announcements (ETCA) Database, <https://etca.randolph.af.mil>

HSSP Detachment Guide

Waiver Processing Guide

Tuition and Invoice Guide

Joint Federal Travel Regulations National Communication Strategy

Prescribed Forms

AFROTC Form 5, *Cadet PDT Assignment Briefing Checklist*

AFROTC Form 6, *Professional Development Training Unit Processing Checklist*

AFROTC Form 9, *PDT Volunteer Statement*

AFROTC Form 10, *Disenrollment Action Worksheet for AFROTC Cadets*

AFROTC Form 13, *AFROTC Individual Assessment*

AFROTC Form 14, *Law Enforcement Inquiry*

AFROTC Form 16, *Cadet Counseling Record*

AFROTC Form 17, *Cadet Field Training Counseling Record*

AFROTC Form 22, *Cadet Personnel Action Request*

AFROTC Form 27, *Field Training Performance Report*

AFROTC Form 53, *Cadet Assignment Preference Worksheet*

AFROTC Form 63, *AFROTC Enrollment/Enlistment Checklist*

AFROTC Form 64, *AFROTC Commissioning Checklist*

AFROTC Form 82, *AFROTC Cadet Sign Out/In Register*

AFROTC Form 88, *Extended Terms of Scholarship Entitlements Acknowledgement and Certification*

AFROTC Form 111, *Student Status Statement of Understanding*

AFROTC Form 341, *Excellence/Discrepancy Report*

AFROTC Form 402, *AFROTC Distinguished Graduate Certificate*

AFROTC Form 704, *Academic Performance Inquiry*

Adopted Forms

SF 86, *Questionnaire for National Security Positions*

SF 93, *Report of Medical History*

SF 1034, *Public Voucher for Purchases and Services Other than Personal*

DD Form 1AF, *Certificate of Commission*

DD Form 2, *US Armed Forces ID Card*

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

DD Form 93, *Record of Emergency Data*

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

DD Form 368, *Request for Conditional Release*

DD Form 785, *Record of Disenrollment from Officer Candidate – Type Training*

DD Form 1351-2, *Travel Voucher or Subvoucher*

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

DD Form 2005, *Privacy Act Statement – Health Care Records*

DD Form 2807-1, *Report of Medical History*

DD Form 2808, *Report of Medical Examination*

DD Form 2842, *DoD Public Key Infrastructure Subscriber Certificate of Acceptance and Acknowledgement of Responsibilities*

DD Form 2982, *Recruiter/Trainer Prohibited Activities Acknowledgment*

DD Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgment*

AF Form 24, *Application for Appointment as Reserve of the Air Force or USAF Without Component*

AF Form 56, *Application & Evaluation for Training Leading to a Commission in the United States Air Force*

AF Form 133, *Oath of Office (Military Personnel)*

AF Form 286, *Personnel Reliability Program (PRP) Qualification/Certification Action*

AF Form 357, *Family Care Certification*

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 766, *Extended Active Duty Order*

AF Form 833, *Multimedia Work Order*

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 899, *Request and Authorization for Permanent Change of Station – Military*

DAF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*

AF Form 1206, *Nomination for Award*

DAF Form 1256, *Certificate of Training (LRA)*

AF Form 2030, *USAF Drug and Alcohol Abuse Certificate*

AF Form 3010, *USAF Statement of Understanding for Dependent Care Responsibilities*

DAF Form 3902, *Application and Approval for Off-Duty Employment*

AF Form 4060, *USFAFA Candidate Evaluation/AFROTC Scholarship Evaluation*

AF Form 4391, *High-Risk Activities Worksheet*

AF Form 4392, *Predeparture Safety Briefing*

AETC Form 114, *Indorsement for Decoration*

AETC Form 341, *Excellence/Discrepancy Report*

AFROTC Form 8, *Incident Information Report*

AFROTC Form 28, *Air Force ROTC Pre Participatory Sports Physical*

AFJROTC Form 310, *AFJROTC Certificate of Completion*

I-551, *Permanent Resident Card*

SS-5, *Application for a Social Security Card*

NGB Form 22, *Report of Separation and Record of Service*

NGB Form 23, *Retirement Points History*

Abbreviations and Acronyms

A&P – Advertising and Promotion

AAR – After Action Review

AAS – Arnold Air Society

ABM – Air Battle Management or Air Battle Manager

ACCT – Association for Challenge Course Technology

ACT – American College Test

ADSC – Active Duty Service Commitment

AFMS - Air Force Fitness Management System

AFHPSP – Air Force Health Professionals Scholarship Program

AFHPS/FAP – Armed Forces Health Professions Scholarship/Financial Assistance Program

DAFIT – Air Force Institute of Technology

AFJROTC – Air Force Junior Reserve Officer Training Corps

AFOCD – Air Force Officer Classification Directory

AFOQT – Air Force Officer Qualifying Test

DAFIT – Air Force Institute of Technology

AFPC – Air Force Personnel Center

AFROTC – Air Force Reserve Officer Training Corps

AFRS – Air Force Recruiting Service **AFSC** – Air Force Specialty Code

AIC – Aerospace Instructor Course

ALO – Admissions Liaison Officer or Accounting Liaison Office or Air Liaison Officer

AP – Advanced Placement

APAS – Associate Professor of Aerospace Studies

ARATC – Adaptability Rating for Air Traffic Controllers

ARMS – Automated ROTC Mail System

AROTC – Army Reserve Officer Training Corps

AS – Aerospace Studies

ASCP – Airman Scholarship Commissioning Program

ATC – Air Traffic Control

BAH – Basic Allowance for Housing

BAS – Basic Allowance for Subsistence

BMI – Body Mass Index

CAF – Combat Air Forces

CAP – Civil Air Patrol

CCNE – Commission on Collegiate Nursing Education

CE – Conditional Event

CGPA – Cumulative Grade Point Average

CI – Civil Involvement

CICS – Commander’s In-College Scholarship

CLEP – College Level Examination Program

CMGP – Cadet Medical Processing Guide

CPAR – Cadet Personnel Action Request

CRO – Combat Rescue Officer

CRR – Commander Retention Review

CRS – Corneal Refractive Surgery

CS – Commander’s Scholarship

CSO – Combat Systems Operator (navigator)

CTA – Cadet Training Assistant

CTAS – Cadet Training Assistant Scholarship

CY – Calendar Year

DAF – Department of the Air Force

DAPS – Documentation Automation & Production Service

DCR – Detachment Commander Ranking

DDRP – Drug Demand and Reduction Program

DEERS – Defense Eligibility and Enrollment System

DFAS – Defense Finance and Accounting Service

DG – Distinguished Graduate

DISS – Defense Information System for Security

DLI – Defense Language Institute

DOB – Date of Birth

DOC – Date of Commissioning

DoD – Department of Defense

DoDMERB – Department of Defense Medical Examination Review Board

DOG – Date of Graduation

DOL – Department of Labor

EA – Enrollment Allocation
EAC – Engineering Accreditation Commission
EAD – Extended Active Duty
ECL – English Comprehension Level
ECP – Enlisted Commissioning Program
ENJJPT – Euro-NATO Joint Jet Pilot Training
EO – Education Officer
EOT – Equal Opportunity and Treatment and End of Term
E-QIP – Electronic Questionnaire for Investigations Processing
ESA – Educational Services Agreement
ESL – English as a Second Language
FCI – Flying Class I
FCIA – Flying Class IA
FCIU – Flying Class IIU
FCIII – Flying Class III
FSIE – Freshman Self-Initiated Elimination
PFA – Physical Fitness Assessment
FT – Field Training
FTMARS – Failure to Maintain Academic Retention Standards
FTMMRS – Failure to Maintain Military Retention Standards
FTPR – Field Training Performance Report
FTU – Field Training Unit
FY – Fiscal Year
GBR – Gold Bar Diversity Recruiter
GLP – Graduate Law Program
GMC – General Military Course
GPA – Grade Point Average
GPC – Government-Wide Purchase Card
HBCU – Historically Black Colleges and Universities
HCI – Holm Center Instruction
HF – High Flight
HPP – Health Professions Program
HSI – Hispanic Serving Institution

HSSP – High School Scholarship Program
HTN – Helicopter Training Next
IAW – In Accordance With
ICSP – In-College Scholarship Program
IFC – Initial Flying Class
IO – Investigating Officer
IRR – Individual Ready Reserve
IST – In Service Training
IT – Information Technology
JA – Judge Advocate
JAG – Judge Advocate General
JPAS – Joint Personnel Accountability System
JQS - Job Qualification Standard
JROTC – Junior Reserve Officer Training Corp
KYLOC - Kentucky Logistics Operations Center
LAF – Line of the Air Force
LLAB – Leadership Laboratory
LASIK – Laser-Assisted In-Situ Keratomileusis
LOA – Letter of Admission
MEPS – Military Entrance Processing Station
MFR – Memorandum for Record
MFS – Military Flight Screening
MGIB – Montgomery GI Bill
MilPDS – Military Personnel Data System
MOD – Missile Operations Duty
MOU – Memorandum of Understanding
MPS – Military Personnel Section
MRS – Medical Recheck Status
MSA – Metropolitan Statistical Area
MSC – Medical Service Corps
MTF – Military Treatment Facility
MWR – Morale, Welfare, and Recreation
NARS – Non-affiliated Reserve Section

NCLEX-RN – National Council of Licensure Examination – Registered Nurse

NCO – Non-Commissioned Officer

NDAA – National Defense Authorization Acts

NECP – Nurse Enlisted Commissioning Program

NET – No Earlier Than

NFE – Non-Federal Entities

NLN – National League of Nursing

NLT – No Later Than

NROTC – Navy Reserve Officer Training Corps

NTP – Nurse Transition Program

OCONUS – Outside CONUS

O&M – Operation and Maintenance

OFC – Operations Flight Commander

OHI – Other Health Insurance

OM – Order of Merit

OOC – Out-of-Cycle

OPI – Oral Proficiency Interview

OPLAN – Operations Plan

OPM – Office of Personnel Management

OPORD – Operations Order

OPR – Office of Primary Responsibility

ORS – Obligated Reserve Section

OTS – Officer Training School

OYCP – One-Year College Program

PAQ – Potential ABM Qualified

PAS – Professor of Aerospace Studies

PCSM – Pilot Candidate Selection Model

PCQ – Potentially CSO Qualified

PDT – Professional Development Training

PECD – Promotion Eligibility Cutoff Date

PEPP – Physical Exams Processing Program

PGL – Program Guidance Letter

PIF – Personnel Information File

PMS – Professor of Military Science
PMT – Practical Military Training
PNA – Period of Non-Attendance
PNS – Professor of Naval Science
POC – Professional Officer Course
POC-ERP – Professional Officer Course-Early Release Program
POV – Privately Owned Vehicle
PPC – Personnel Processing Code
PPQ – Potential Pilot Qualified
PRK – Photorefractive Keratectomy
PRP – Personnel Reliability Program
PRQ – Potentially RPA Qualified
PSP – POC Selection Program
PT – Physical Training
QAR – Quarterly Activity Report
QFR – Qualifying Fitness Review
RAT – Reading Aloud Test
RDA – Regional Director of Admissions
RM – Risk Management
RN – Registered Nurse
RO – Recruiting Officer
ROI – Report of Investigation
ROL – Right of Line
RPA – Remotely Piloted Aircraft
RRR – Director of Recruiting
RRU – Request for research/upgrade
RSS – Relative Standing Score
RWOA – Return Without Action
SAF – Secretary of the Air Force
SAP – Scholarship Actions Program
SAT – Scholastic Aptitude Test
SLECP – Senior Leader Enlisted Commissioning Program
SMC – Senior Military College

SOAR – Scholarships for Outstanding Airmen to ROTC
SOC – Source of Commission
SOD – Space Operations Duty
SOU – Statement of Understanding
SPI – Special Promotional Items
SSBI – Single Scope Background Investigation
SSN – Social Security Number
STO – Special Tactics Officer
SW – Silver Wings
SWFT – Secure Web Fingerprint Transmission
TBAS – Test of Basic Aviation Skills
TCO – Test Control Officer
TE – Test Examiner
TFOT – Total Force Officer Training
TDY – Temporary Duty
UCMJ – Uniform Code of Military Justice
UPT – Undergraduate Pilot Training
USAFA – United State Air Force Academy
USAFR – United States Air Force Reserve
USAFSAM – USAF School of Aerospace Medicine
USC – United States Code
USSF – United States Space Force
USUHS – Uniformed Services University of the Health Sciences
vRED – Virtual Record of Emergency Data
WINGS – Web Intensive New Gain System
YR – Year

Terms

Academic Major. College or university degree sought by a student.

Academic Term. A semester, trimester, quarter, or other detachment comparable of an academic year.

Academic Year (AY). Consists of two semesters, three quarters, or the equivalent combination of other academic terms.

Additional Terms of Entitlements. Umbrella term used to address both adjusted and extended entitlements for cadets in SAF-approved majors authorized for 5th-year scholarship funding.

Adjusted Terms of Entitlements. Additional scholarship entitlements authorized in a SAF-approved 5-year major for cadets who received scholarships of less than 4-years in length.

Admissions Liaison Officer (ALO). An Air Force active duty, Air Force Reserve, Air National Guard, or retired officer who provides counseling information and guidance to high school students, civilian educators, and other civilians concerning the USAFA admissions, AFROTC programs and other Air Force enlistment and commissioning programs. The ALO program is administered and managed by the USAFA Director of Admissions in coordination with AFROTC. All Regional Directors of Admissions (RDA) are trained as ALOs and recruit for the USAFA and AFROTC.

Advanced Enrollment Allocation (AEA). AEs are awarded to an applicant whose date of commission (DOC) normally falls three years after the current FY (normally applicants enrolled in five-year majors). Individuals are awarded an Officer Candidate category (or Nurse candidate if applicable).

Advertising and Promotion (A&P). A national or local effort to convince students to enroll in AFROTC and inform student influencers about AFROTC programs by means of public service announcements, presentations before interested groups, and participation in various civic functions. Various print or audio-visual media are provided for recruiting personnel through HQ AFROTC/RRR, Air Force Recruiting Service (AFRS), RDAs and host institutions. Serves as recruiting team director for one of the four AFROTC regional recruiting teams located at AFROTC Recruiting Branch (HQ AFROTC/RRR). Responsible for directing recruiting activities with prospective AFROTC cadets. Establishes and conducts recruiting operations at college fairs and other required recruiting events. Maintains on-going relations with host universities or geographically separated units. RDAs located at eight field locations serve as regional recruiting team members with additional duties as required.

Aerospace Studies (AS). The official designation of the Air Force Reserve Officer Training Corps (AFROTC) program of instruction.

AFROTC Graduate. A contract cadet who successfully completes the academic and military requirements of the AFROTC Professional Officer Course, including prescribed FT, and is awarded at least a baccalaureate degree.

Airman Scholarship Commissioning Program (ASCP). A program that awards AFROTC scholarships to Airmen on active duty and provides for their discharge from active duty to enter the AFROTC program under scholarship.

ALOWeb. Website maintained by the Air Force Academy to submit USAFA and AFROTC applicant interview comments.

Applicant. An individual who makes written application for membership in the General Military Course (GMC), Professional Officer Course (POC), College Scholarship Program (CSP), or High School Scholarship Program (HSSP). A non-U.S. or dual citizen with intent to commission is an applicant.

AS100 Cadets. Contract (scholarship) or non-contract (non-scholarship) applicants or cadets enrolled in the first (freshman) AS course and LLAB. They remain AS100 applicants or cadets

until disenrolled (contract only), dismissed from LLAB, dropped (non-contract), or entered into the AS200 course.

AS200 Cadets. Contract (scholarship) or non-contract (non-scholarship) cadets in the second (sophomore) aerospace studies course and LLAB. They remain AS200 cadets until disenrolled (contract only), dismissed from LLAB, dropped (non-contract), or entered into the POC.

AS250 Cadets. Contract (scholarship) or non-contract (non-scholarship) cadets dual-enrolled in the first (freshman) and second (sophomore) AS, simultaneously. These cadets must meet ALL LLAB objectives for both courses. When determining overall cadet enrollment in the corps, count dual enrolled GMC cadets (AS250) as AS200 cadets. A cadet remains an AS250 until disenrolled (contract only), dismissed from LLAB, discontinued from both AS classes (non-contract only), discontinued from one of the classes and no longer dual-enrolled in the GMC (contract and non-contract), or entered into the POC.

AS300 Cadets. Scholarship or non-scholarship cadets on contract or in pursuing status with AFROTC who are enrolled as a member of the first year of the POC and are attending the third (junior) year of AS courses and are participating in LLAB. They remain AS300 cadets until disenrolled (contract only), dismissed (pursuing only), or entered into the AS400 class.

AS400 Cadets. Scholarship or non-scholarship cadets on contract with AFROTC who are enrolled as a member of the second year of the POC and are attending the fourth (senior) year of the AS courses and are participating in LLAB. They remain AS400 cadets until disenrolled, commissioned, or entered into extended cadet status.

AS500 Cadets. Cadets who have either completed the GMC and did not compete successfully for a POC allocation the previous year or are preparing for membership in the POC. They may also be cadets who did not successfully complete FT and are awaiting disenrollment (scholarship cadets) and/or awaiting to compete for an enrollment allocation for the POC. These cadets will participate in LLAB only. They remain AS500 cadets until dropped, disenrolled, or entered into the POC. AS500 cadets are eligible for scholarship nomination and award; however, scholarship entitlements cannot be activated until entering the POC.

AS700 Cadets. Non-scholarship contract cadet who has completed all AS and LLAB requirements but has not graduated. AS700 cadets are authorized up to 900 days of stipend if in a SAF-approved 5-year major.

AS800 Cadets. Contract cadet who has completed all AS and LLAB requirements but has not graduated and is still receiving additional scholarship entitlements.

AS900 Cadets. Cadets who have completed all AFROTC and graduation requirements and are awaiting commissioning due to a delay. They do not need to participate in AFROTC classes or LLAB but must meet all pre-commissioning requirements on-time.

Cadet. Cadets are students who have intent to commission and are enrolled in the AFROTC program.

Calendar Year. One full calendar year, regardless of the month in which counting begins. Any portion of a month counts as the entire month. (e.g., September – August, December – November, July – June).

Category. A classification used to identify applicants and cadets with a potential career area utilization as determined by Air Force requirements, the individual's qualifications, and personal

desires. The contract categories used in AFROTC are: O(N) (officer candidate, non-tech major); O(T) (officer candidate, tech major); P (Pilot); N (CSO); Q (nurse); R (Pre-Health); J (physical therapy); U (pharmacy); H (physician assistant); T (occupational therapy); L (lawyer); and A (Air Battle Manager).

Commander's Scholarship (CS). Scholarship offered by Det/CC to exceptional high school applicants or GMC cadets.

Completed Cadets. Contract cadets who have successfully completed all AS and LLAB training requirements, including FT, and all institutional degree requirements. They are simply awaiting commissioning. Completed cadets may continue to attend and actively participate in LLAB at the discretion of the OFC. They remain completed cadets until disenrolled or commissioned.

Completed Status. A classification used to identify cadets who have completed all AS course requirements and have not yet earned an EA (GMC).

Concurrent Enrollment. Simultaneous enrollment in two courses of the GMC or POC. (**NOTE:** Concurrent enrollment in a GMC and a POC is not authorized.)

Conditional Event. A cadet failing to maintain academic or military retention standards.

Consortium Arrangement. An agreement which two or more colleges or universities make for their mutual benefit to permit cross-enrollment of their students. AFROTC, as a department of a consortium school, shares as a beneficiary of the consortium agreement and can enroll students from any consortium non-host institution without a cross-town agreement provided the non-host institution is an accredited baccalaureate degree-granting or 2-year non-baccalaureate degree-granting institution. The non-host institution agrees to grant appropriate academic credit applicable toward graduation for the successful completion of courses offered by the Department of Aerospace Studies.

Contact. An individual who has requested information about AFROTC or USAFA.

Contract Cadet. An AFROTC cadet who has executed a DAF Form 1056, *Air Force Reserve Officer Training Corps Contract*, enlisted in the United States Air Force Reserve [Obligated Reserve Section (ORS)] under the provisions of Title 10 U.S.C. 2104 or 2107, and is a member of the POC or on scholarship.

Cross-town Agreement. An agreement between AFROTC, a host institution, and a non-host institution that either is accredited and grants bachelor's degrees or is a 2-year institution not authorized to grant bachelor's degrees. The agreement permits students from the non-host institution to enroll in the AFROTC program conducted by the host institution.

Designation. A term used in conjunction with non-line officer accessions indicating a cadet is "on-track" for categorization in their particular specialty.

Det Drop. Non-contracted cadets who are removed from the AFROTC program by the Det/CC.

Detachment Commander's Ranking (DCR). For PSP, the DCR is the numerical ranking given by the Det/CC reflecting an applicant's standing among all cadets in their peer group from the same detachment. For rated categorization, it is the applicant's standing among all cadets in their commissioning fiscal year group from the same detachment.

Detachment Recruiting Objectives. Targets are established each year and forwarded to detachments. These targets are based on past officer production and the available market.

Detachment Recruiting Plan. A document prepared by each RO to guide annual recruiting and retention activities.

Disenrollment. The elimination of a contract GMC or POC cadet from program membership.

Distinguished Graduate (DG). A cadet recognized as having graduated in the top 10 percent of his AFROTC fiscal year group commissioning class.

Early Release Program (ERP). The POC-ERP program awards AFROTC allocations to Airmen on active duty and provides for their discharge from active duty to enter the AFROTC POC program.

Education Officer (EO). An officer at an AFROTC detachment assigned specific responsibility for all aspects of education and curriculum.

Educational Services Agreement (ESA). Outlines responsibilities and procedures between AFROTC and the University Services and payment of tuition and fees. Each agreement is given a number used for accounting allowance.

Enrollment. Individuals who apply for membership in the AFROTC program and have intent to commission. Enrollment is completed upon the completion of the application paperwork.

Enrollment Allocation (EA). Provides authorization to enter the POC. Individuals are awarded an Officer Candidate category.

Euro-NATO Joint Jet Pilot Training (ENJJPT). A joint Pilot training program with NATO allied nations held at Sheppard AFB TX. After completion of ENJJPT, most Pilots will normally receive a fighter or bomber assignment.

Express Scholarship (EXSP). Streamlined scholarship application with quick approval for hard-to-fill Air Force officer accession requirements. Typically tied to specific Fiscal Year.

Extended Cadets. Contract cadets who have successfully completed all AS and LLAB requirements and FT, but who have not completed institutional degree requirements. Extended cadets must continue to attend and actively participate in LLAB. They remain in extended status until disenrolled or commissioned. Extended cadets must continue to meet all retention standards to include 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.

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 2005 through 30 September 2006.

Four-Year Program. The GMC and POC. Includes 4 years of AS classroom instruction, (attended or accredited), LLAB, and a standard FT encampment. Cadets in the AFROTC program for more than POC, for example, 3 years, are considered in the four-year program.

Full-Time Student. An individual enrolled in authorized courses and taking at least the minimum number of credit hours specified in the institutional catalog for designation as a full-time student. If the institution does not specify minimum criterion, the student will enroll in at least the minimum number of credit hours specified by AFROTC. **Courses enrolled in, then withdrawn from,**

audited, or otherwise not completed, do not count toward meeting the full-time requirement in any given semester, regardless of university policy.

General Military Course (GMC). The first and second years of the 4-year program consisting of AS100, AS200, AS250, and AS500.

Good Academic Standing. Academic performance that meets or exceeds the minimum guidelines of the host or attending institution for good academic standing. Grade requirements are published in the catalog or other official school publication or document. The individual's academic record must not indicate academic deficiency (probation, warning, etc.) as determined by the host university.

Guest Instructor. Someone who leads the class in place of instructor. Anyone who presents with the instructor present, is not an instructor but a briefer.

Hispanic Serving Institution (HSI) Scholarship Program. Program designed to support HSIs by providing broad scholarship opportunities at these schools.

Historically Black Colleges and Universities (HBCU) Scholarship Program. Program designed to support HBCUs by providing broad scholarship opportunities at these schools.

High School Scholarship Program (HSSP). Scholarship program for students to obtain AFROTC scholarships while still in high school. Also used to refer to an offer from this program such as "4-Year HSSP."

HSSP Freshman Review Statement of Understanding. Statement outlining retention standards required for freshman HSSP cadets to retain an active scholarship or pending scholarship offer past the end of the freshman academic year.

Involvement. Any offense, violation of law or ordinance, or any other incident causing adverse involvement or contact with civil, military, or school authorities as an adult or juvenile is an involvement for AFROTC purposes and must be reported in WINGS.

Leadership Laboratory (LLAB). Non-academic portion of the AFROTC program conducted during the normal academic year.

Line. The category used to identify all applicants except Q (nurse); R (Pre-Health); D (dental); J (physical therapy); U (pharmacy); H (physician assistant); T (occupational therapy).

Nonattendance. A period (other than an institutional vacation period) in which a contract cadet not in completed/extended status is excused from attending AS courses and LLAB.

Non-line. A category used to identify applicants competing for a career in Pre-Health, Dentistry and nursing. For example: R (Pre-Health); D (dental); Q (nurse). Other 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). Cadets from American Samoa are considered US Nationals but are not US Citizens without naturalization.

Obligated Reserve Section (ORS). The reserve element in which AFROTC cadets are assigned.

Offer. Conditional scholarship award tendered to a student that may be accepted or turned down. All conditions must be met before an offer can be activated.

Officer Candidate. The line category awarded during the PSP process.

Officer Training Corps Contract. Enlisted in the ORS under the provisions of 10 U.S.C. 2104 or 2107 and is a member of the POC or on scholarship.

One-Year College Program (OYCP). Program used to meet commissioning requirements in about one year and under special circumstances.

Operations Flight Commander (OFC). An officer at an AFROTC detachment assigned specific responsibility for all aspects of training and LLAB activities.

Order of Merit (OM). The national ranking by which applicants compete for an enrollment allocation and rated categorization.

Out-of-Cycle EA (OCEA). An enrollment allocation that is awarded at other than the scheduled PSP Board.

Participating Students. Those who are registered in AS courses but do not seek a commission.

Pecuniary Liability. Term used to define what portion of a cadet's tuition and fees the government is obligated to pay.

Period of Non-Attendance (PNA). A period of absence by a cadet from AFROTC, the university, or both.

Pilot Candidate Selection Model (PCSM). The PCSM is used for categorization processing for a Pilot slot. The PCSM score is comprised of three factors: the Test of Basic Aviation Skills (TBAS), the AFOQT-P, and flying hours.

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

POC Selection Process (PSP). Board process whereby cadets are selected for an enrollment allocation (slot in a commissioning class).

Professional Officer Course (POC). Normally, the third and fourth years of the 4-year program or the first and second years of the 2-year program consisting of AS300 and AS400 courses as prescribed under 10 U.S.C. 2104.

Pursuing Status. Identifies any applicant who has an EA, has attended FT, or has had FT deferred, and is temporarily ineligible to enlist or does not wish to enlist, as a result of a condition that is expected to be corrected within one academic term.

Recruiting Officer (RO). An officer at an AFROTC detachment assigned specific responsibility for directing local and on-campus recruiting activities.

Recruiting Market. Categories of qualified students who are potential candidates for AFROTC enrollment. The market includes high school and college students, and enlisted members who want to attend college and receive an Air Force commission.

Regional Director of Admissions (RDA). An active duty Air Force officer who conducts a coordinated regional recruiting program under the supervision of HQ AFROTC/RRR. This officer is responsible for a specific geographical region and serves to expand recruiting contacts beyond the capabilities of detachment personnel. This officer is responsible for all recruiting activities including those of RO in the prescribed recruiting area.

Relative Standing Score (RSS). A value calculated by comparing the DCR to the class size.

Scholarship. Financial grant offered to a student under provisions of 10 U.S.C. 2107 and this instruction.

Scholarships for Outstanding Airmen to ROTC (SOAR). A program that allows MAJCOM, FOA, and DRU commanders to select or nominate active duty Airmen for AFROTC scholarships and provides for their discharge from active duty to enter the AFROTC program under scholarship.

Selectee. Student or cadet with a scholarship offer that has not yet been activated.

Substandard Performance. Performance below established AFROTC standards in the areas of academic or military retention.

Summer or Mini Session. One or more of the non-standard terms offered by a school. These terms are usually shorter than the regular terms and are usually not required terms of attendance.

Suspension. Term used in conjunction with scholarship administration meaning a cadet receives no scholarship funding (tuition and fee payments) for a term.

Temporary Inactivation. Term used in conjunction with scholarship administration meaning a “hold” has been placed on the scholarship. Payment of tuition and fees may or may not be resumed.

Term Abroad. Overseas study opportunity for students offered by many schools with credit applicable at the host school toward the student’s degree.

Termination. Term used in conjunction with scholarship administration meaning the scholarship, and entitlements under that scholarship, are at an end.

Test of Basic Aviation Skills. A test to measure a Pilot applicant’s eye-hand coordination.

Transcript. A school-prepared cumulative record of an individual's academic performance.

Two-Year Program. A program consisting of an extended encampment, the POC, and LLAB.

University List. This roster contains data on HSSP applicants who have consented to the release of their Privacy Act Information to the university.

Unit Personnel Record Group. A folder created on cadets that is used to maintain cadet documents.

WINGS. Web-based database used to track all cadet actions.

Attachment 2

SCHOLARSHIP PROGRAM STATEMENT OF UNDERSTANDING

Figure A2.1. Scholarship Program Statement of Understanding.

FOUR-YEAR SCHOLARSHIP SELECTEES (4YR HSSP). I understand I must be enrolled as a full-time student each term. I understand I must be enrolled and participating in the AFROTC course 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 suspended. If I fail to pass the PFA during the subsequent term, I understand that my scholarship will be terminated. I understand I must achieve a Cumulative Grade Point Average (CGPA) of 2.5 or higher while I am contracted. If I do not, my scholarship eligibility may be impacted, suspended, or terminated. 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 but my Det/CC does not feel my performance warrants scholarship retention, I understand my scholarship can be suspended or terminated immediately. In such case, I may, at the discretion of my Det/CC, continue in AFROTC on a non-scholarship basis.

THREE-YEAR SELECTEES (3YR HSSP). I understand that I must be enrolled as a full-time student each term, including the entire freshman year at the school where I will activate my scholarship. I understand I must be enrolled in and participating in AFROTC classes and Leadership Laboratory each term. I understand that I must have a Term Grade Point Average (TGPA) of 2.5 during the spring term of my freshman year and have a CGPA of 2.5 or higher by the end of my freshman year to activate my scholarship in the fall of my sophomore year. I understand that once the scholarship is activated, 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 also understand that 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 NLT the Fall term of my AS200 year to keep my scholarship, but I must have a passing PFA before my scholarship can be activated. If I fail to meet any of these standards, my scholarship offer will be withdrawn. In such case, even if I achieve these standards and my Det/CC does not feel my performance warrants scholarship retention, I understand my scholarship offer can be withdrawn immediately.

ALL SCHOLARSHIP SELECTEES. I understand that 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 potential recoupment of scholarship funds. This does not apply to 1-2-year scholarship winners.

Cadet Signature / Date

(Only for Applicants under Minimum Enlistment Age)

Parent/Guardian Signature / Date

Printed Name Witness / Date

Witness Signature

Attachment 3

SECRETARY OF THE AIR FORCE (SAF)-APPROVED 5-YEAR MAJORS

Table A3.1. Secretary of the Air Force (SAF)-Approved 5-Year Majors.

TECHNICAL	ENGINEERING		NON-TECHNICAL
Architecture	Aeronautical	Engineering Science	Business Administration **
Computer Science	Aerospace	Environmental	Management **
Mathematics	Architectural	General	Pharmacy
Meteorology (Atmospheric Science)	Astronautical	Industrial	Nursing
Physics	Chemical	Mechanical	
Chemistry	Civil	Metallurgical	
	Computer	Nuclear	
	Electrical	Systems	
	Engineering Physics	Materials Science and Engineering Ceramic	
<p>NOTE: Academic majors not listed do not qualify for additional terms of entitlements.</p> <p>** 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-waivable. Must be concurrent degree programs (simultaneous award of Bachelor and Master's degree in same subject).</p> <p>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.)</p>			

Attachment 4

DRUG DEMAND REDUCTION PROGRAM MOU

Figure A4.1. Drug Demand Reduction Program MOU.

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

**MEMORANDUM OF UNDERSTANDING FOR DRUG TESTING POLICY
FOR CADETS PARTICIPATING IN RESERVE OFFICER TRAINING CORPS (ROTC)**

By direction of the Secretary of the Air Force, I understand as an Air Force ROTC cadet participating in a SROTC program, I will be subject to random urinalysis drug testing. I understand that if I am randomly selected, I must provide the requested sample within the specified time limits. I understand failure to report for a mandatory urinalysis test will be considered an Unauthorized Absence (UA) and will result in individual command-directed screening. I understand that any individual refusing to submit a urinalysis sample or testing positive on a urinalysis test will be processed for disenrollment or dismissal from Air Force ROTC or specific officer commissioning program.

<p>_____</p> <p>Cadet Signature and Date</p>	<p>_____</p> <p>Parent/Guardian Signature and Date (Only for applicants under legal age of majority. Must be notarized if not signed in presence of detachment personnel)</p>
<p>_____</p> <p>Printed Name and Signature Witness (or Notary) and Date</p>	

Attachment 5

DAF FORM 1056 - INSTRUCTIONS AND CHANGE PAGES

Table A5.1. DAF Form 1056 – Instructions.

PAGE 1	
1	STUDENT'S NAME: Enter cadet's last name, first name and middle initial (or NMI, if none).
2	NAME AND ADDRESS OF INSTITUTION: Enter the school name and address of the Host University.
3	DATE OF BIRTH: Enter cadet's date of birth (DDMMYYYY).
4	ACADEMIC MAJOR, WHICH DEGREE IS TO BE ATTAINED: Enter the clear text academic major that the cadet will/has complete(d) a bachelor's degree. If the cadet will pursue a graduate degree or second bachelor's degree, and will complete it prior to commissioning, enter that degree at the cadet's request. Use the LOA Roster (HSSP only), and WINGS to verify.
5	FISCAL YEAR COMMISSION IS TO BE ADMINISTERED: Enter the full fiscal year, e.g., 2017, 2018, etc., the commission is to be administered based on completion of a bachelor's degree and all AFROTC training requirements; i.e., FT and all required AFROTC course work. Use WINGS to verify.
6	SCHOLARSHIP PROGRAM: "X" if cadet is activating an AFROTC scholarship (any type, including incentives).
7	PROFESSIONAL OFFICER COURSE (POC): "X" if cadet is entering the POC.
8	TYPE OF SCHOLARSHIP: Enter the type, as applicable, of scholarship being Activated; e.g., Type 1, Type 2, Type 7, etc., or Not Applicable.
NOTE: "X" both SCHOLARSHIP PROGRAM and POC blocks if cadet is activating a scholarship and entering the POC concurrently.	
9	LENGTH OF SCHOLARSHIP: Enter either number of years, semesters or quarters (e.g., 2 years, 4 semesters, or 8 quarters) or Not Applicable. Do not include extended (AS800) entitlements.
10	TYPE OF ENLISTED COMMISSIONING PROGRAM: As applicable, enter the type of enlisted commissioning program through which the cadet entered AFROTC; e.g., POC-ERP, SOAR, ASCP, etc., or Not Applicable.
11	TYPE OF COMMISSION: Follow the instructions on page 1 of DAF Form 1056.
12	CATEGORY: Follow the instructions on page 1 of DAF Form 1056.
13	ENLISTMENT PAY GRADE/RANK: Enter appropriate pay grade/rank according to DAFMAN 36-2032, Table 3.1
14	ENTER THE CADET'S FIRST NAME, MIDDLE INITIAL AND LAST NAME ON THE LINE FOLLOWING: This agreement is entered into between the Department of the Air Force and...

15	In paragraph 4 enter the type of scholarship or incentive; e.g., Type 1, Type 2, Type 7, etc., which is being activated or Not Applicable.
PAGE 6	
PART III:	
16	DATE: Enter the date the form is signed (DDMMYYYY).
17	SIGNATURE/SSN. Enter the Social Security Number. Cadets must sign their name as printed on the contract.
18	SIGNATURE OF WITNESSES: Two adults, not related to the cadet, must witness the cadet's signature. If a notary public signs, only their signature is required
19	COMPLETE Parent/legal guardian consent if applicable. (If applicable, the cadet and parent/legal guardian are authorized to sign the contract prior to the day of enlistment).
20	NAME OF AFROTC DETACHMENT OFFICER REPRESENTATIVE: Complete date block (DDMMYYYY), name block and obtain the detachment officer representative's signature (Det/CC or other officer cadre member) the day of, but prior to enlistment. The detachment officer representative cannot also sign as a witness.
CHANGES PAGE	
21	COMPLETE the change blocks as appropriate, filling in the data change FROM blocks and the data change TO blocks.
22	DATE: Enter date the cadet and the Det/CC signs the Changes Page (DDMMYYYY).
23	PRINT NAME OF STUDENT: Enter the cadet's name as printed on the Page 1.
24	PRINTED NAME OF DET/CC: Enter Det/CC's name, rank and USAF.
25	SSN: Enter the cadet's Social Security Number.
26	DUTY TITLE: Enter the Det/CC's duty title.
27	SIGNATURE OF STUDENT: Cadet must sign their name as printed on the Contract.
28	SIGNATURE OF DET/CC: Det/CC signs.
29	SUCCESSIVELY enter the "Changes Page" starting with Attachment 1.

Table A5.2. DAF Form 1056 – Change Pages.

Rule	If the change	then	and
1	is between any category	Prepare a DAF 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 DAF Form 1056 “Changes Page” is signed. Type the parent/legal guardian’s statement from page 5 in the block on the bottom of the “Changes Page” and obtain parent or legal guardian’s signature.
2	is from non-scholarship to scholarship		
3	is from scholarship to non-scholarship		
4	is anything not covered in rules 1 through 3 above		

NOTE: (applies to all rules above):

1. If using AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*, dated 1 Aug 06, and need to make any change, re-accomplish the DAF Form 1056 using the most recent version of the form. After the personal data area and below the first paragraph under the heading “IMPORTANT,” include the statement: “This contract supersedes AF Form 1056 signed date”.
2. Counsel cadet when activating or terminating a scholarship.
3. Successively number and attach all (D)AF Form 1056 “**Changes Pages**” to the DAF Form 1056.
4. Attach a copy of the previous versions AF Form 1056 to the new DAF Form 1056 (including addendums) if the form is re-accomplished on a newer version form.
5. Changes Page: Refusal to sign “**Changes Page**” does not relieve the cadet from the terms of the contract. If the cadet refuses to sign the “**Changes Page**,” the Det/CC makes the change, (and contacts AFROTC/RRFA or Holm Center/JA) and attaches an appropriate explanation as to why the changes were required and an indication that the cadet refused to sign the changes.
6. Category Changes: The contract must be changed to reflect awarded category within 10 workdays/schooldays of cadet’s notification. Individuals failing to sign appropriate change may lose awarded category and automatically revert to previous category, if still qualified. Counsel cadet and notify AFROTC/RRFA immediately.

Attachment 6

NON-LINE POSITION CONSIDERATION MEMORANDUM

Figure A6.1. Non-Line Position Consideration Memorandum.

<p>DEPARTMENT OF THE AIR FORCE AIR UNIVERSITY (AETC)</p>	<p>[DATE]</p>
<p>MEMORANDUM FOR AFROTC DETACHMENT 123</p>	
<p>FROM: Cadet Terry L. Harris</p>	
<p>SUBJECT: Non-line Position Consideration</p>	
<p>1. I wish to compete for non-line in the [type] category. [Enter Pre-Health, or Dental; enter only one category].</p>	
<p>2. I understand that receiving a non-line enrollment allocation does not guarantee that I will be selected to medical or dental school. If I am not selected for medical or dental school, there is no guarantee that I will be continued in the AFROTC program and allowed to commission. My ability to remain in the program and commission will be contingent on the needs of the AF and the availability of a new enrollment allocation based on my academic major.</p>	
<p>3. I understand that if I am selected for any of these programs, I am ineligible to apply for an educational delay.</p>	
<p><u>[signature]</u> Terry L. Harris</p>	

Attachment 7

DEGREE CERTIFICATION LETTER

Figure A7.1. 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		
<p>1. Cadet [name, student number], is a student at your university pursuing a [type of degree and major]. He/She is tentatively scheduled to commission into the United States Air Force on [date of commission] through the Air Force ROTC program. Before we can offer Cadet [name] a commission, we must have confirmation from his/her university that all requirements for completion of his/her degree have been met. If Cadet [name] has met all degree completion requirements, please complete the 1st Indorsement below by signing and affixing your Registrar's Seal and return this memorandum to me at the address above. If Cadet [name] has not met all degree completion requirements, please DO NOT complete the 1st Indorsement below. Instead, please return this memorandum to me at the address above and include a letter stating which requirements have not been met.</p> <p>2. If you have any questions, please feel free to contact me at [999-9999].</p>		
KURT L. RODDY, Colonel, USAF Commander		
1st Ind, Registrar, Skidmore College,	Date: _____	
MEMORANDUM FOR AFROTC DETACHMENT XXX/CC		
Cadet [name, student number] has satisfactorily met all requirements for degree completion.		

Attachment 8

SECURITY CLEARANCE STATEMENT OF UNDERSTANDING
 (DAFMAN 36-2032, *Military Recruiting and Accessions*)

Figure A8.1. Security Clearance Statement of Understanding.

“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 9

AFROTC CADET NURSING SLECP /NECP COMMISSIONING PROCESS

(NOTE: Scan forms and email to AFPC Workflow (AFPC.DP2NN.WORKFLOW@us.af.mil) inbox as completed. Do not commission member prior to approval from AFPC.)

Table A9.1. AFROTC Cadet Nursing SLECP/NECP Commissioning Process.

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 (SLECP only)
5.	If spouse is AD, copy of orders (AF only supports join spouse within DoD)
6.	DAF 1056 (AFROTC Cadets Only)
7.	Commissioning Physical: SLECP/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, <i>DoDMERB Report of Medical History</i> , or DD Form 2351, <i>DoDMERB Report of Medical Examination</i> .
8.	AF Form 24 (Pages 1 – 5) NOTE: page 4, question 2 needs to be initialed by nursing candidates in all statements.
9.	Commissioning Fact Sheet (<i>Accessions will only be reimbursed for travel from the address listed on the AF Form 766 (EAD orders), Active Duty Order Block 1. Accessions can only ship household goods from the two addresses listed on the AF Form 766, Block 1 and/or Block 5, Home of Record</i>)
10.	Official transcripts with GPA or completion letter from school with date Bachelor in Science of Nursing degree conferred.
11.	DD Form 4 (SLECP 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))

Note: *The Oath of Office cannot be dated before the member has successfully passed the NCLEX (nursing exam).*

Attachment 10

MEMORANDUM OF APPOINTMENT

Figure A10.1. Memorandum of Appointment.

DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

(1st day of month of commissioning)

MEMORANDUM FOR 2D LT CARLOS N. RODRIGUEZ, Res AF [(NC)]*

FROM: AFROTC Detachment 215/CC *"full address not required if in the letterhead"*
814 E. Third Street
Bloomington IN 47405-5701

SUBJECT: Appointment as a Reserve of the Air Force

1. By authority of the Secretary of the Air Force, the Commander AFROTC, has directed me to inform you, by direction of the President, you are tendered an indefinite term appointment as a Reserve of the Air Force in the grade shown above. Appointment is effective on date of acceptance.
2. Execution of the accompanying Oath of Office constitutes acceptance of your appointment; no other evidence is required. You are requested to do this at once. If you do not accept this Tender of Appointment within the month in which this memorandum is dated, it is canceled and must be returned with an explanation immediately.
3. You will not perform the duties of an officer under this appointment until specifically ordered.
4. Authority for this appointment is 10 U.S.C., Section 2106.

KAREN E. BILTZ, Colonel, USAF
Commander

* **NOTE:** If Nurse commissionee (Category Q), enter "(NC)"

Attachment 11

COMMISSIONING RESERVE APPOINTMENT ORDER

Figure A11.1. Commissioning Reserve Appointment Order.

(Unit Heading)	(Date)
RESERVE ORDER RO-000	(Date same day as commissioning oath)
TO: 2D LT JOHN ERIC DOLE 123 ANY STREET YOUR TOWN, AL 36113-6106	
1. By direction of the President, the Air Force appoints JOHN ERIC DOLE, XXX-XX-XXXX, as a Reserve of the Air Force in the grade of 2d Lt.	
a. Date of Birth: 21 Jun 90	
b. Permanent Residence: (Same as above, unless otherwise indicated)	
c. Primary AFSC: 36P1 (obtain from assignment notification)	
d. Date of Appointment: 19 May 18 (same as DOC)	
e. Date of enlistment in Air Force Reserve (ORS): 21 Aug 14	
2. Member is assigned to ARPC* effective 19 May 18; TYSD: 19 May 18; PDS: 19 May 18; TFCSD: 19 May 18**. Source of Commission: ROTC Code S***. Authority: DAFMAN 36-2032.	
3. Member is relieved from assignment to ARPC (ORS) and Honorably Discharged from USAFR enlisted status, enlisted grade E-1, effective the day proceeding acceptance of commission. Authority: DAFI 36-3211.	
BY ORDER OF THE SECRETARY OF THE AIR FORCE	
(commander's signature element)	
DISTRIBUTION: 1 – AFPC/DPMLT 1 – Individual 1 – CADET RECORD	

* - All commissionees will be assigned to ARPC until they enter EAD

** - Effective date, TYSD, PDS, and TFCSD will be the same as the date of commission

Attachment 12

SOURCE OF COMMISSIONING CODES

A12.1. 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.**

Table A12.1. 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

Table A12.2. 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

Figure A12.1. MGIB Eligibility Decision.

Question 1: Did the cadet receive any AFROTC scholarship monies (scholarship or incentive)?

If no, STOP HERE...cadet is eligible for the MGIB.

If yes, go to Question 2.

Question 2: Did the cadet receive more than \$3,400 in scholarship funds (including tuition, fees, and books) during EVERY academic year the cadet was on scholarship?

If yes, STOP HERE...cadet is NOT ELIGIBLE for the MGIB.

If no, STOP HERE...cadet is ELIGIBLE for the MGIB.

NOTE 1: In accordance with VA Manual, 22-4, Part V, paragraph 1.17g(1), an individual who declines the scholarship during the last semester in AFROTC and receives \$3,400 or less in total scholarship assistance during the final year of eligibility in AFROTC remains eligible for MGIB. In addition, for cadets whose tuition, fees, and books exceed \$3,400 in a year of eligibility, AFROTC can pay (tuition, fees, and books) a maximum of \$3,400 during any year of eligibility and the cadet must pay the difference above \$3,400 to remain eligible for the MGIB. Cadets whose scholarships are suspended or terminated (e.g., poor grades, etc.) and receive \$3,400 or less during that academic year are eligible for the MGIB.

NOTE 2: Prior service members who previously established an MGIB entitlement (i.e., accepted the program and served 30 months on active duty prior to entering AFROTC) retain their MGIB even if they are receiving an Air Force ROTC scholarship.

Attachment 13

COMMISSIONING MEMORANDUM OF INSTRUCTION

Figure A13.1. Commissioning Memorandum of Instruction.

MEMORANDUM FOR 2D LIEUTENANT _____ (Cadet's full name)

FROM: AFROTC Detachment 999/CC *"full address not required if in the letterhead"*
 ?????? University
 123 4th Street
 Mytown NY 01010-000

SUBJECT: Memorandum of Instruction

1. On behalf of the detachment staff, I want to take this opportunity to congratulate you on your appointment as a second lieutenant in the United States Air Force and wish you success in your career.

2. Although you are assigned to Headquarters Air Reserve Personnel Center (ARPC) in Denver, Colorado, Headquarters Air Force Personnel Center (AFPC) maintains your records. If you have questions concerning your assignment or if any changes occur in your status (for example, serious civil involvements [e.g., felony charge], or a potentially disqualifying physical condition), you must contact AFPC immediately at:

AFPC/DPMLT
 550 C Street West, Suite 10
 Randolph AFB TX 78150-4712
 Toll Free 1-800-531-5507

Nurse, Pre-HPP, Physical Therapy, Pharmacy and all other BSC/MSC commissionees contact:

AFPC/DP2ND Medical Service Corps (AFSC 41AX) (210) 565-0675
 AFPC/DP2NN Nurse Corps (AFSC 46XX) (210) 565-0690/0676
 AFPC/DP2NP General Medical Education (Med Pre-Health) (210) 565-0656/0655
 AFPC/DP2NW Biomedical Sciences Corps (AFSC 42XX/43XX) (210)-565-0696/0681
 550 C Street West Suite 27
 Randolph AFB TX 78150-4729

3. Pending actual receipt of your extended active duty (EAD) orders, we advise that you not make any major personal decisions such as terminating employment or canceling a lease. Do not report to your assigned duty location until the dates specified in your orders. You are also cautioned not to begin travel until the effective travel date specified in your orders. To do so will subject you to forfeiture of travel pay. Use the sponsorship program to resolve relocation problems and to preclude early reporting for personal reasons. Until you begin your official EAD travel, you are a commissioned member of the Inactive Reserve, and therefore, not eligible for commissary privileges for yourself or your dependents.

4. To bridge the gap between commissioning and entry into active duty, you are entitled to active

duty medical benefits (only if you do not have other medical coverage). This benefit only applies to you--not your dependents. Additionally, you will forfeit the benefit if you subsequently acquire medical insurance (through parent, spouse or self-purchase.) Benefits will not start again until you begin extended active duty. If you require medical care, seek care at the nearest Military Treatment Facility (MTF). If you are not near an MTF, contact either the TRICARE office at the nearest MTF or the Defense Health Agency (DHA). Additional instructions may also be found on the DHA website at <https://tricare.mil/>. <http://tricare.mil/tma/default.aspx> If you need emergency (threat to life, limb, or eyesight) care, you should maintain receipts for any medical care costs incurred outside the direct care system for eventual reimbursement. Be aware that since TRICARE authorized costs for each procedure are almost certainly less than the current "market value," reimbursement may not cover the entire bill. It may also take a while to process the claim.

(NOTE: Only include paragraph 5 if the commissionee is actually in receipt of an educational delay.)

5. Since you have received an educational delay, you will remain a commissioned member of the Inactive Reserve until completion of your academic program and call to EAD. Until then, the Air Force Institute of Technology (DAFIT) manages your educational program. The mailing address is: DAFIT/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

DAFIT 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, DAFIT will refer you to AFPC for assignment processing as prescribed in paragraph 2. Be aware that the TRICARE benefits mentioned in paragraph 4 do not apply to educational delay participants until you are on EAD orders. You will be responsible for your own healthcare.

6. Your EAD orders indicate your first in-processing stop. Normally, your initial processing includes reporting to the customer service and special actions office at the Military Personnel Section (MPS), followed by a visit to the military pay section at the accounting and finance office. These stops should minimize initial payroll problems. You should nonetheless be prepared for a 4-week delay in getting your first paycheck. In addition, take an official copy of your school transcript for presentation to the base education office. You should also have copies of all important papers; for example, EAD orders, birth certificate, marriage license, Social Security card, car registration, driver's license, auto insurance policy, etc.

7. You are reminded that complete compliance with DAFI 36-2903, *Dress and Personal Appearance of United States Air Force and United States Space Force Personnel*, and DAFMAN 36-2905, *Department of the Air Force 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 180 to 270 days of the individual's active duty date (90 day window). Individuals not eligible for the MGIB must notify their servicing base education office personnel of their ineligibility (if required). Failure to make an election within the 90 day MGIB election window 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. Direct questions to your servicing base education office personnel."

9. One final reminder. Although your initial active duty service commitment is normally between 4 and 10 years, depending on your category, all candidates who do not successfully complete their initial Air Force training requirements are liable for release from EAD depending on Air Force requirements at that time. This may also result in prorated recoupment of any scholarship funds. Therefore, it is imperative that you do your best in any training situation to preclude jeopardizing your continuation on active duty.

10. While your affiliation with the detachment has technically ended, we must maintain accurate contact information for you (home phone/cell phone/non-university email address) to contact you in the event there are changes to training, your gaining base, TRICARE updates etc. Finally, we remain available to assist you in any way possible and are anxious to hear about your impressions of active duty.

JOHN R. DOOLEY, Colonel, USAF
Commander

Attachment:
Health Insurance Statement

Attachment 14

HEALTH INSURANCE STATEMENT

Figure A14.1. Health Insurance Statement.

I, _____, SSAN: _____, certify that:
 (Cadet's Full Name)

Initial which applies (select ONE):

_____ "I do" have medical insurance coverage that expires after commissioning but prior to EAD. I understand TRICARE eligibility will begin after expiration of the personal medical coverage.

_____ "I do not" have medical insurance coverage my TRICARE benefit will begin after commissioning.

Initial if cadet has or will have dependents:

_____ I understand that my dependents are not eligible for TRICARE coverage until I begin extended active duty.

FOR COMMISSIONEES WITH HEALTH INSURANCE:

Insurance Company	Date coverage ends prior to EAD
Signature Block/Signature of Commissionee Date Signed	Signature Block/Signature of Witness (Cadre) Date Signed

The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

NOTE: Maintain the ORIGINAL in the detachment record, include copy in the AF Form 24 package sent to AFPC, and provide the commissionee with a copy.

Attachment 15

CROSS-COMMISSIONING CONDITIONAL RELEASE REQUEST

Figure A15.1. Cross-Commissioning Conditional Release Request.

(Letterhead)	(Date)
MEMORANDUM FOR AFROTC DETACHMENT 340/CC AFROTC/RRFA 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 16

CADET COUNSELING TABLE

Table A16.1. Cadet Counseling Table.

<i>NOTE:</i> Below instances require both <u>face-to-face</u> counseling and documentation	
<u>SCHOLARSHIPS</u>	
1.	Scholarship Temporary Inactivation (Table 4.8)
2.	5-Year SAF Approved Maj Changes (paragraph 4.5.1)
<u>STANDARDS</u>	
3.	Receiving a Conditional Event (CE) (paragraph 5.8.1)
<u>CIVIL INVOLVEMENTS</u>	
4.	Civil Involvement (CI) Adjudication (paragraph 6.7.3)
<u>CADET ACTIONS</u>	
5.	Results of Waiver Requests (paragraph 7.4.2)
6.	PNA Status (paragraph 7.5)
7.	SOU for PNA and Scholarship Limitations (paragraph 7.5.1)
<u>MEDICAL</u>	
8.	Changes in Medical Status (paragraph 8.2.3)
9.	Providing Medical Documentation for Scholarship (paragraph 8.6.2)
10.	Waiving 42-day Reconditioning Period for PFA (paragraph 8.6.2.1)
<u>EDUCATION</u>	
11.	Term Counseling (Fall/Spring) (paragraph 9.12)
12.	Changes from SAF to non-SAF Approved Major (paragraph 9.12.3)
<u>TRAINING</u>	
13.	Non-detachment PMT (FT, PDT) (paragraph 10.2.10)
14.	FT Attendance/Selection & Removal/Completion (paragraph 10.8.1)
<u>ENLISTMENT</u>	
15.	Enlistment Delayed for Cause (paragraph 11.5)
16.	Fraudulent Enlistment (paragraph 11.13)

<u>POC SELECTION PROCESS</u>	
17.	No EA at PSP Results in Scholarship Withdrawal (paragraph 12.8.3)
18.	Did not Receive an EA (paragraph 12.8)
<u>CATEGORIZATION</u>	
19.	Rated Categorization (paragraph 14.3.9)
<u>DISENROLLMENT</u>	
20.	FSIE (paragraph 16.5.3)
21.	Scholarship Recoupment (paragraph 16.12)
22.	Termination of Call to EAD (paragraph 16.13)
<u>ENLISTED COMMISSIONING PROGRAMS</u>	
23.	ECP Student Standards (paragraph 18.4.1)
24.	ECP Students Promoted to SSgt (paragraph 18.4.2)
25.	Voluntary Disenrollment for ECP (paragraph 18.6.1.1)

Attachment 17

SCHOLARSHIP RECOUPMENT ACTION TERMINATION REQUEST

Figure A17.1. 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 DAF Form 1056	
3. Copy of Reserve Order	

Attachment 18

REQUEST TO RESCIND INVOLUNTARY CALL TO EXTENDED ACTIVE DUTY

Figure A18.1. 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 DAF Form 1056	
3. Copy of Reserve Order	