BY ORDER OF THE COMMANDER
AIR FORCE ROTC (AETC)

AFROTC INSTRUCTION 36-2011, VOLUME 3

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Personnel

CADET OPERATIONS

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-20, *Recruiting Programs and Accession of Military Personnel*. It establishes the life cycle for cadets from initial contact through commissioning or disenrollment. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this publication are 10 U.S.C. 2103-2107, 2110, and 9013. The applicable System of Records Notices F036 AETC I, *Cadet Records*, and F036 AETC X, *College Scholarship Program (CSP)*, are available at https://dpcld.defense.gov/Privacy/SORNs/. Certifying and Approving authorities of implementing publications must ensure that local guidance does not conflict with nor is less restrictive than guidance contained within this publication. Compliance with attachments is mandatory. Failure to comply with paragraph 18.3.1 by Enlisted Commissioning Program (ECP) students is a violation of Article 92 of the *Uniform Code of Military Justice* (UCMJ) and may result in disciplinary action. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with DAFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Records Disposition Schedule (RDS) located within the Air Force Records Information Management System (AFRIMS). Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*, through your chain of command. The OPR has the authority to waive requirements as identified in this publication. This instruction applies to AFROTC headquarters, regions, and detachments. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Major changes include significant updates in terminology and verbiage throughout the document. Key updates include clarifying the definition of unprofessional relationships and updating definitions and requirements for recruits and trainees, reporting procedures have been deleted to streamline processes. New

activities not considered Practical Military Training (PMT) have been added, and reporting requirements for Det/CCs have been simplified. The title "AFROTC Registrar" (AFROTC/RR) has been changed to "AFROTC Director of Accessions (AFROTC/DA)" with expanded responsibilities for Space Force enrollment allocation (EA) and categorization processes. Quarterly audits of cadet records are now directed by the Region Commander to ensure data accuracy. Lead management procedures and terminologies have been updated, and detailed explanations and specific requirements for non-US citizens and foreign students participating in AFROTC have been added. The Substance Abuse Policy section has updated references and clarified procedures for drug testing and reporting. Academic Retention Standards have undergone significant changes to Grade Point Average (GPA) requirements and academic plan submissions, while Physical Fitness Standards now include requirements for passing the PFA and body composition waivers. Air Force Officer Qualification Test (AFOQT) requirements have updated deadlines and clarified retest policies. The notification and approval processes for changes in the Date of Commission (DOC) have been simplified, and the approval processes for academic major changes and their impact on scholarships have been clarified. Scholarship programs now include expanded details on eligibility and activation requirements, including the Brigadier General Charles McGee Leadership Award (CMLA). Enlisted Commissioning Programs have updated terminology and clarified requirements. Medical Examination Procedures have clarified the scheduling, reporting, and specific disqualification conditions for medical exams, while the Disenrollment Procedures section has consolidated and clarified the process for disenrollment, including conditions and investigative procedures. Removal from Field Training for cause policies have been revised. These changes aim to streamline procedures, enhance clarity, and ensure alignment with current policies and practices within the AFROTC program.

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CHAPTER 1 – POLICY, ROLES, AND RESPONSIBILITIES

Section 1 – Policy

1.1. General. The Air Force Reserve Officers' 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. Unprofessional relationships are those interpersonal relationships that erode good order, discipline, respect for authority, unit cohesion, and mission accomplishment. Cadre will abide by Department of Defense (DoD) Instruction (DoDI) 1304.33, *Protecting Against Inappropriate Relations During Recruiting and Entry Level Training,* DAFMAN 36-2032, *Military Recruiting and Accessions,* Air Force Instruction (AFI) 36-2909, *Air Force Professional Relationships and Conduct*, and all associated supplements or implementing guidance.

1.3. Recruiters and Trainers. In AFROTC, all cadre members are recruiters; and any cadre member or a staff member who has direct contact with trainees for the purpose of planning, organizing, or conducting initial military training is a trainer. Prior to having unsupervised contact with recruits and/or trainees, the above listed entities must review and sign a DD Form 2982, *Recruiter/Trainer Prohibited Activities Acknowledgment,* in accordance with (IAW) AFI 36-2909_AETCSUP*, Air Force Professional Relationships and Conduct.* Recruiters and trainers must annually review and re-certify the DD Form 2982. NOTE: 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 (e.g., Non-AFROTC Company Grade Officers 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.

1.4. Recruits and Trainees. In AFROTC, a recruit is any applicant, and a trainee is a cadet. Applicants and cadets will review and sign a DD Form 2983, *Recruit/Trainee Prohibited Activities Acknowledgement*, prior to the first official event with the detachment [e.g. during Orientation Week, first Leadership Laboratory (LLAB), or first Aerospace Studies (AS) class, etc.]. Detachments will maintain these forms until the individual enters Extended Active Duty (EAD), self eliminates from AFROTC, 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. AFROTC 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 AFI 34-223, *Private Organizations (PO) 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 Practical Military Training (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/Judge Advocate (JA) if there is any doubt as to an event funding source.

Table 1.1. Fiscal Law Matrix (Developed by the Holm Center Judge Advocate).

	Expense											
	Transportation			Lodging			Facility (2)			Meals		
	AF	Univ	NFE (1)	AF	Univ	NFE (1)	AF	Univ	NFE (1)	AF	Univ	NFE (1)
Base Exposure (mand)	Y	Y	N	Y	Y	N	Y	N	N	Y	Y	Y
Base Exposure (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
ODT (mand)	Y	Y	N	Y	Y	N	Y	Y	N	Y	Y	Y
ODT (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 AFI 34-223. Cadets participating in university events do not require coordination with AFROTC.

1.9. Prohibitions.

1.9.1. AAS, SW, i5 Space, and other clubs associated with AFROTC are not considered PMT. Det/CCs must report any issues with these clubs relating to maltraining, maltreatment, hazing, academic integrity violations, unprofessional relationships, and any other unacceptable conduct, actions, or circumstances inappropriate for cadets, through their respective chain of command to AFROTC/CC.

1.9.2. 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.

1.9.3. Any activities prohibited in training environments as specified in Departmental guidance to include (but not limited to) AFI 1-1, *Air Force Standards*, and AFI 36-2909_AETC Supplement, *Air Force Professional/Unprofessional Relationships and Conduct*.

1.9.4. While wearing an AFROTC uniform, cadets may not carry personal firearms IAW DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, and DAFI 31-117, *Arming and Use of Force by Air Force Personnel.*

Section 2 – Roles and Responsibilities

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

1.10.1. 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.)

1.10.2. Directs implementation of AFROTC programs.

1.10.3. Initiates actions to establish Field Training (FT) organizational structure and manage host-installation support agreements IAW DAFMAN 36-2032.

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

1.11.1. Establishes and executes policies and procedures governing cadet FT, Officer Development Training (ODT), awards, and logistical support.

1.11.2. 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. Unless otherwise directed by AFROTC/CC, serves as Field Training encampment commander.

1.11.3. Develops comprehensive ODT strategy to progress cadets from academic experience to operational application and understanding.

1.11.4. Manages centralized logistics support for detachments and regions, FT contracts, and develops cadet awards program.

1.11.5. Collaborates with Standardization and Evaluation (AFROTC/CCV) to validate the effectiveness of cadet training.

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

1.12. AFROTC Director of Accessions (AFROTC/DA).

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

1.12.2. Manages the Professional Officer Course (POC) Selection Process (PSP), Space Force Enrollment Allocation (EA), and Air Force Specialty Code (AFSC) categorization processes.

1.12.3. Establishes procedures and policies that govern scholarship programs.

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

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

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

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

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

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

1.13.3. Coordinates detachment waiver and Commander Retention Review (CRR) packages.

1.13.4. Identifies and validates host institutions in their region that qualify for Senior Military College (SMC) status.

1.13.5. Selects recipients for awards and recognition.

1.13.6. Directs quarterly audits of cadet records for data accuracy and currency.

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

1.14.1. Directs administration, operations, recruiting, and compliance at their detachment.

1.14.2. Ensures cadre manage personnel records for participants, applicants, and cadets.

1.14.3. Ensures all instructor-qualified cadre instruct at least one AS lesson each term.

1.14.4. Approves substitute AS class activities, tutorial instruction, and summer classes.

1.14.5. Ensures each instructor is trained and evaluated IAW AFROTCI 36-2011v2, *Cadre Training and Certification*.

1.14.6. Directs safety program, risk management (RM), and determination of high-risk activities for all detachment personnel IAW DAFI 90-802, *Risk Management*, and DAFI 91-202, *The Department of the Air Force (DAF) Mishap Prevention Program*.

1.14.7. Approves high-risk PMT activities and sends RM plan to Region/CC prior to the event.

1.14.8. May detachment drop ("det drop) any non-contract cadet.

1.14.9. Serves as or designates a liaison or advisor to AFROTC-associated student organizations and NFEs.

1.14.10. Appoints cadre members to perform detachment duties.

1.14.11. Nominates cadets or selects recipients for awards and recognition.

1.14.12. As required, appoints the Test Control Officer and Test Examiner (TE) IAW DAFMAN 36-2664_AFROTCSUP, *Personnel Assessment Program.*

1.14.13. Commands active duty ECP students and provides Administrative Control for Air Force Institute of Technology (AFIT) students.

1.14.14. Verifies and provides institution tuition rates to AFROTC/DA.

1.14.15. Ensures scholarship estimates and timely submissions of tuition invoices are entered into Web Intensive New Gains System (WINGS).

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

1.14.17. Ranks cadets at the end of each term for purposes of PSP, categorization, scholarships, award boards, or as required by HQ AFROTC. The Det/CC 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. Det/CCs should develop a grading rubric which mirrors the standard four major graded areas of Executing the Mission, Leading People, Managing Resources and Improving the Unit.

1.14.17.1. Det/CCs will not use factors for which cadets receive objective scores as a primary factor in their rankings. Measures such as GPA and PFA score are already combined with the cadet's static ranking to produce the cadet's overall Order of Merit.

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

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

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

1.14.19. Reviews and approves the detachment recruiting plan.

1.14.20. Ensures applicants and cadets comply with accessions guidance, including DAFMAN 36-2032, DAFI 36-2903, and all supplemental guidance.

1.14.21. Manages ROTC Monthly Status and Payment Report IAW Holm Center Instruction (HCI) 65-101, *The AFROTC Cadet Payment Programs.*

1.14.22. Ensure creation of Defense Travel System (DTS) profiles and travel orders for cadets IAW DoDI 4515.13, *Air Transportation Eligibility*.

1.14.23. Ensures non-US citizens do not attend FT, do not receive advanced training, and are not contracted.

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.

Section 1 – Roles and Responsibilities.

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

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 United States Air Force Academy (USAFA) and AFRS to maximize overall DAF 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 GBRs and AFROTC detachment cadre in coordination with AFRS.

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

2.2.9. Monitors AFROTC.com website and answers requests for information to customer's satisfaction. Additionally, ensure GBR’s contact information is available on the website.

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

2.2.11. Oversees AFROTC marketing and advertising efforts. Develops print and digital multi-media ads, software, video and policy. Reviews locally developed ads and print media annually. Maintains and approves special promotional items and A&P funds for AFROTC recruiting materials.

2.3. Detachment Commander (Det/CC). Ensures the detachment’s recruiting plan aligns with the National Recruiting Strategy. Cadets are allowed to recruit unsupervised provided they have been familiarized with the National Recruiting Strategy, the detachment recruiting strategy and have attended at least one recruiting event supervised by a detachment cadre member. Cadre and cadets will maintain a professional appearance for all recruiting events. It is the Det/CC’s responsibility to ensure professionalism regardless of the recruiting medium.

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. Review most recent publication of AFROTC RO Guide.

2.4.2. Generate detachment spend plan.

2.4.3. Establish and maintain a detachment website on their host institution server IAW host institution guidance.

2.4.4. Establish and maintain a web-based recruiting space (e.g., virtual teleconference software).

2.4.5. Document and evaluate all recruiting events in a standardized after-action report and submit to HQ AFROTC/DAR.

Section 2 – Recruiting Operations

2.5. Lead Management. AFROTC personnel who perform recruiting functions should maintain leads. Lead management must include protection of personally identifiable information. Refer to AFROTC RO Guide.

2.5.1. Manage contact worklist on a regular basis and follow-up with leads consistently to move them through the recruitment process.

2.5.2. Once a lead becomes an applicant, add their information in WINGS.

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 through AFROTC/DAR 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/DAR 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/DAR 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. Additionally, any single item valued at over $25 requires AFROTC/DAR approval. Recruiting funds not obligated by the detachments or regions will be recovered by AFROTC/DAR 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 AFROTC/DAR 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/DAR 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 Government Purchase Card (GPC). All projects must comply with institution policy and be approved by AFROTC/DAR before printing. Send printed copy with changes, text copy, or a rough layout to AFROTC/DAR.

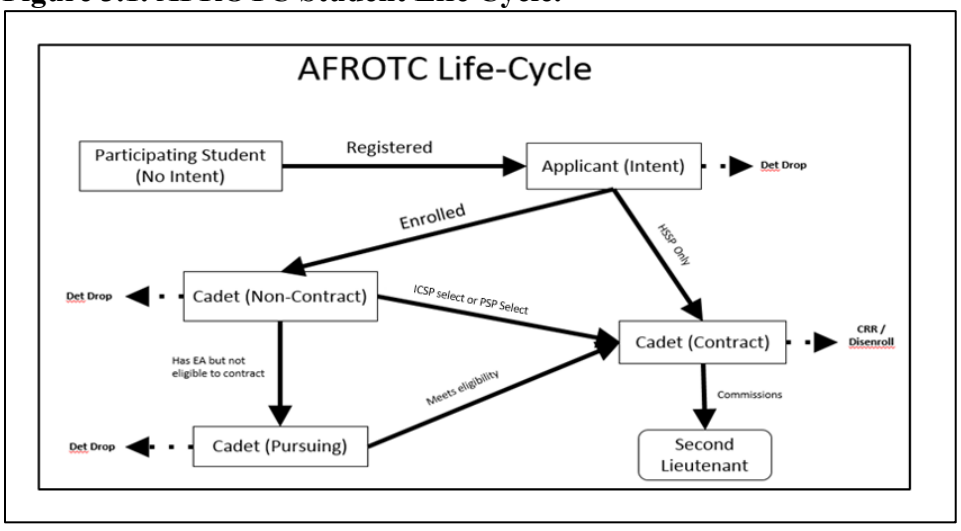
CHAPTER 3 – ENROLLMENT

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 are individuals pursuing their first undergraduate degree and they can accomplish all AFROTC requirements prior to graduation. Students pursuing a second undergraduate or graduate degree are eligible to join AFROTC if all other requirements are met, but they are not required to complete the additional degree. 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 GMC and the POC.

3.2. Liability and Insurance. AS courses are university-owned and are not classified as PMT; therefore, medical coverage for all enrolled students (participating students, applicants, pursuing and contract/non-contract cadets) will be through their university or personal insurance programs. IAW Title 10 U.S.C. 2109, *Practical Military Training*, PMT is specific AFROTC-sponsored training programs, such as FT, Physical Training (PT), LLAB and ODT, during which cadets may be covered under the Department of Labor (DoL) for reimbursement of costs associated with medical treatment at civilian facilities. Contracted cadets are covered under TRICARE when on orders. Reference Chapter 10 for the definition of 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 LLAB, PT, or any officer development programs. SMC Det/CCs may allow participation based on their university requirements.

3.3.4. Will not be issued uniforms.

3.3.5. Will not be included in Det/CC'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. The minimum requirements for a cadet to attend mandatory PMT (LLAB and PT) are a birth certificate, a sports physical, a signed DD Form 2983, and a WINGS account. Applicants will not be issued uniforms and are not eligible for scholarship nomination or PSP.

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 11.8)] Pursuing cadets are enrolled in both AS class and LLAB. Detachments will ensure these cadets are changed from Active (GMC) to Pursuing (POC) status in WINGS effective the first day of host institution classes following the cadet's successful completion of FT. Det/CCs must contract pursuing cadets within one academic term but no later than (NLT) 10 workdays after the start of subsequent term. The Region/CC is the approval authority for extensions. Once a cadet becomes eligible and is contracted, the 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 that have an intent to seek US citizenship and commission will be placed in applicant status while enrolled in the GMC. Non-US citizens that are pursuing citizenship in the United States must provide the original Immigration Form I-551, *Permanent Resident Card,* for verification to become applicants. Non-US citizens must be able to become

naturalized US citizens prior to entering the "advanced training" portion of the AFROTC program (per Title 10 U.S.C. Sections 2103, 2104, 2111b, and 12201). Advanced training includes FT, and the AS300 and AS400 level PMT. Non-US citizens are prohibited by law and DoD instructions from continuing in the junior [AS300] and senior [AS400/700/800/900] military training curriculum (advanced course) of the AFROTC program; however, they may enroll in upper-level academic (AS300 and AS400) courses as participating students. The applicant is responsible for obtaining citizenship. Once citizenship is obtained, follow guidelines for active cadets. All other non-US citizens with no intent to commission may enroll in the AFROTC program as participating students.

3.8.1 Foreign Students. IAW DoDI 1215.08, foreign students are those not seeking citizenship, a commission or enrollment as an AFROTC student and may attend classroom instruction but may not wear the uniform or participate in field exercises. Foreign students are international students who are approved by the Secretary of the Air Force (SECAF) to participate in all four years of the AFROTC program prior to returning to their home country. Cadre will not actively recruit foreign students.

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 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 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 have completed GMC requirements, hold an EA, 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 (AY). 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 to ensure AFROTC POC requirements are met. [Exception: occasional specific programs, such as Judge Advocate General (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 AS100 and AS200 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 enters 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 receive an enrollment allocation the previous year, did not successfully complete FT and are awaiting disenrollment (contracted cadets), or are attempting to compete/re-compete for an EA the following year. They remain AS500 cadets until dropped, disenrolled or enter the POC.	GMC	LLAB	Eligible for scholarship but scholarship entitlements cannot be activated until entering the POC.
700	Non-scholarship contract or pursuing cadet (including those who received a Charles McGee Leadership Award (CMLA)) who has completed all AS and LLAB requirements but has not graduated.	Extended	LLAB	If in a SECAF-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 an SECAF-approved 5-year major, may be authorized additional scholarship entitlements, and are authorized 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.

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 an Out of Cycle (OOC) EA via WINGS Category EA Change. Approvals will be made on a case-by-case basis by the AFROTC/CC.

3.10.1. 1-Year Cadets. 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 DAF 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 was 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 NLT initial enrollment or the new student orientation or the first official class/training event, whichever comes first. Cadre will brief the following, "AFROTC follows the Department of the Air Force's Zero Tolerance policy on illicit drug use. Drug and alcohol abuse by members of the Department of the Air Force violates standards of behavior and conduct and will not be tolerated. All applicants and cadets pursuing a commission are subject to drug testing any time after program entry, during the school year, or at Field Training. FROM THIS POINT ON, if you are implicated in partaking in drug use (including marijuana) or alcohol abuse, you will be rendered ineligible for the Department of the Air Force and removed from the AFROTC program."

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 AF Form 2030. AFROTC/DA is the waiver authority for all other pre-orientation drug use and drug-related convictions, or adversely adjudicated drug offenses and must be submitted via Cadet Personnel Action Request (CPAR).

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 DAF's Zero Tolerance policy on illicit drug use. All cadets pursuing a commission are required to sign a DDRP Memorandum of Understanding (MOU) or digital equivalent and are subject to drug testing any time after program entry, during the school year, or at FT. When contracting and new student orientation occur on the same day, the DAF Form 1056, *Air Force Reserve Officers' 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 if they are the same gender as the individual providing the sample. Detachments may contact other ROTC units, host-installation, region staffs, HQ AFROTC staff and assigned active-duty students to support collection efforts.

3.11.6.2. Det/CCs may perform random drug testing IAW DAFMAN 44-197. Prior to non-random testing, Det/CC must contact HC/JA to evaluate evidence that supports reasonable suspicion.

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 & ODTs	14	-	1
Enlistments	17	Before 42nd Birthday	1, 2
Scholarship Activation	17	30 (as of 31 December of Year of Commissioning)	1, 2
Commissioning	18	Before 42nd Birthday	3, 4
Pilot, Combat System Operator (CSO), Air Battle Manager (ABM)	18	Must Enter Rated Training Before 33rd Birthday	5, 6
Remotely Piloted Aircraft (RPA)	18	Before 40th Birthday	6
Health Professions	18	Varied	6

1. If a minor, Parent or Legal Guardian permission Required.
2. Minimum age to sign a DAF 1056 is 18 - 21, depending on state requirement to enter a legal contract.
3. Use an adjusted age for applicants with prior military service. To calculate, subtract the applicant's years of accredited service, from the applicant's age. See DAFMAN 36-2032 paragraph 5.4.6.1.3. for additional guidance
4. AFROTC/DA will coordinate with Air Force Personnel Center (AFPC) on age waivers required for commissioning.
5. See AFMAN 36-2100 for process.
6. DAFMAN 36-2032 paragraph 5.4.6.2. through 5.4.6.4. provide information on specific age restrictions and waivers.

3.12.2. Enroll as a full-time student IAW paragraph 5.1.3 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, birth document from an issuing authority, proof of naturalization, or current US passport to certify US citizenship. If the cadet is unable to acquire proof, use DD Form 372, *Request for Verification of Birth.*

3.12.6. Present original signed social security card.

3.12.7. Complete sports physical either via Military Treatment Facility (MTF) physical, AF Form 422, a university physical, National Collegiate Athletics Associations, 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]. The sports physical is valid for one year from the exam date.

3.12.8. Report all involvements with civil, military or school authorities, regardless of the severity, disposition, or the date of the involvement IAW with Chapter 6.

3.12.9. Provide the following documents, if applicable:

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

3.12.9.2. DD Form 214, *Certificate of Uniformed Service*

3.12.9.3. DD Form 368 *Request for Conditional Release*

3.12.9.4. College transcript(s)

3.13. Detachments Actions. Detachments must:

3.13.1. Verify the applicant's US citizenship with the original birth certificate, naturalization certificate, or current US passport (identifying the holder as a US 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 the applicant's social security number (SSN) with the original Social Security Card. If cadet has only entered a first and last name but has a middle name enter that in as well.

3.13.3. Verify the applicant is a full-time student in accordance with Chapter 5.

3.13.4. Build and/or verify applicant records containing the following items in WINGS (Note: applicants who are minors must accomplish hard copy forms with parental/legal guardian consent):

3.13.4.1. Home of Record (HOR).

3.13.4.2. Primary email address.

3.13.4.3. Emergency Contact Data.

3.13.4.4. Enter projected Date of Commissioning (DOC) based on remaining college semesters.

3.13.4.5. Ensure Selective Service number is added for male cadets who are 18 years or older and have registered through the Selective Service System.

3.13.4.6. Privacy Act Statement via WINGS enrollment module or DD Form 2005, *Privacy Act Statement–Health Care Records*.

3.13.4.7. DDRP MOU via WINGS enrollment module or Attachment 4.

3.13.4.8. Recruit/Trainee prohibited activities acknowledged via WINGS enrollment module or DD Form 2983.

3.13.4.9. Sports physical form or qualified medical exam in accordance IAW Chapter 8.

3.13.5. On the day of AFROTC enrollment:

3.13.5.1. Certify AF Form 2030, *USAF Drug and Alcohol Abuse Certificate* or WINGS enrollment module.

3.13.5.2. Certify Civil Involvements (CI) in WINGS.

3.13.5.3. Enroll Cadet in WINGS with correct AS-level, Term, DOC, etc.

3.13.6. If applicable, obtain the following forms:

3.13.6.1. DD Form 4, *Enlistment/Reenlistment Document - Armed Forces of the United States*. Used to verify current Guard or Reserves Status.

3.13.6.2. DD Form 369, *Police Record Check.*

3.13.6.3. DD Form 214, *Certificate of Uniformed Service*. Note: DD Form 214 needs to be certified by AFROTC/DAF for reenlistment eligibility. Exception: ASCP, SOAR, and POC-ERP selectees identified on the annual ECP PSDM.

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

3.13.6.5. Statement of Understanding (SOU) for dependent care responsibilities via WINGS module or Air Force Form 3010, *United States Air Force Statement of Understanding for Dependent Care Responsibilities.*

3.13.6.6. DAF Form 357, *Family Care Certification*.

3.14. Waiver of Disenrollment from Previous Officer Training Programs. The Det/CC may approve waivers for individuals who have previously been disenrolled from any commissioning source with a marking of "1" or "2" on the DD Form 785. 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 fewer 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 Senior ROTC, service academy training, or Civil Air Patrol (CAP) awards as outlined in Table 3.3. Verify JROTC participation using Air Force Junior Reserve Officers' Training Corps (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 will be documented via a WINGS Cadet Counseling.

Table 3.3. GMC/POC Accreditation.

<table>
<tr><th colspan="7">GMC Accreditation</th></tr>
<tr><td>JROTC</td><td>Military HS JROTC</td><td>CAP Awards</td><td>Service Academy/ Prep School/ Sister Service SROTC</td><td>Prior Military Service (Active Duty)</td><td>Prior Military Service (Reserve or Guard)</td><td>Maximum Semesters Accredited (see note)</td></tr>
<tr><td>2 Years</td><td rowspan="2">2 Years</td><td>Mitchell</td><td>1 Semester</td><td rowspan="4">180 or more days of consecutive military service</td><td rowspan="2">Basic Military Training and 1 creditable year of Reserve or Guard service</td><td>1</td></tr>
<tr><td>3 or 4 Years</td><td>Earhart</td><td>2 Semesters</td><td>2</td></tr>
<tr><td>N/A</td><td>3 Years</td><td>Spaatz, Eaker</td><td>3 Semesters</td><td>Airman Leadership School and 2 creditable years of service</td><td>3</td></tr>
<tr><td>N/A</td><td>4 Years</td><td>N/A</td><td>4 Semesters</td><td>4</td></tr>
<tr><td colspan="7">Note: Regardless of accredited semesters, all cadets must meet the PSP board or receive an OOC EA.</td></tr>
<tr><th colspan="7">POC Accreditation</th></tr>
<tr><td colspan="6">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.</td><td>1</td></tr>
</table>

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*, annual National Defense Authorization Acts, and DAFMAN 36-2032. The AFROTC/CC approves scholarship programs, selection cycle schedules, the number of scholarship awards, types of scholarships, and the qualification requirements for scholarship programs.

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 DAF accessions objectives. AFROTC scholarships are intended to provide financial assistance to cadets pursuing an undergraduate program qualifying them for commission into the DAF.

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) which includes the Brigadier General Charles McGee Leadership Award (CMLA), 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 regarding 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). Flagship Cadets must coordinate DLNSEO-funded Capstone entitlements with their respective Flagship program director. 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/DAU 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. This type of scholarship is no longer awarded as of AY24-25 but will continue to be administered for previously existing awards. The J-100 scholarships are a form of HSSP available exclusively to AFJROTC cadets selected by an AFJROTC convened board. These scholarships are 4-year, Type 1 scholarships, that come with a $10K per year housing benefit, full tuition, annual book allowance, and monthly stipend. J-100 scholarships are not restricted by academic major or university. 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).

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, enlisted and civilians in addition to the interview conducted by AFROTC. Those selected for this program will receive a 4-year HSSP scholarship and will receive priority consideration for selection during the Space Force Board after they have successfully competed for an enrollment allocation during the PSP board. Refer to the current year's HSSP Cycle Guide for board milestones.

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 may have their scholarship terminated, downgraded, or withdrawn as applicable, should they switch their major. This includes most HSSP scholarship awards (to include USSF scholarships), Express scholarship awards from the ICSP, and critical major scholarship upgrades from the ICSP general board.

4.5.2. 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. Submit IAW paragraph 5.6. Scholarship retention will be determined by AFROTC/DAU with AFROTC/DAF coordination.

4.6. Enlisted Commissioning Programs. ECPs provide 3- to 4-year scholarships to selected enlisted members to pursue a commission through AFROTC or to complete their undergraduate degree and commission through Officer Training School (OTS). ECPs consist of the Airman Scholarship & Commissioning Program (ASCP), the Scholarships for Outstanding Airmen to Reserve Officers' Training Corps (SOAR), the Professional Officer Course-Early Release Program (POC-ERP), the Senior Leader Enlisted Commissioning Program-Active-Duty Scholarship (SLECP-A), and the Nurse Enlisted Commissioning Program (NECP). For additional information on SCLEP-A and NECP, 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 three 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.

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 three- 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.

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 bachelor's 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. POC-ERP cadets may be eligible for a one-year CMLA as an AS400 after successful completion of Field Training. Participants will receive an OOC EA and attend FT between their AS300 and AS400 years.

4.6.4. Senior Leader Enlisted Commissioning Program-Active-Duty Scholarship 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 of this instruction 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. AFROTC/DA may at any time create additional scholarship type(s) to satisfy programmatic requirements or recruiting and retention needs.

Table 4.1. Scholarship Types.

Type	Scholarship Description	Program	Institution
1	Full tuition & fees (no cap).	HSSP, ICSP	Public or private
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.	HSSP, ICSP, ECP	Public or private
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. AFROTC no longer awards this type of scholarship but will continue to administer them for the remaining scholarship recipients who were previously awarded a Type 7 scholarship.	HSSP	Public only

Table 4.2. Scholarship Categories.

Category	Description
Critical	Degree programs that the DAF defines as a criticality rating of 1 or 2; covers all degrees designated by Headquarters AF Career Functional Managers in the Department of the Air Force Officer Classification Directory (DAFOCD) 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 DAF 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 DAFOCD and AF PGL. The current list can be found on the annual HSSP Applicant Guide and on the AFROTC TEAMS. Majors may require specific accreditation requirements IAW paragraph 9.17.
Non-Critical	Degree programs that the DAF defines as a criticality rating of 3 or 4; covers 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 degrees and foreign languages either not necessary to meet Air Force or Space Force PGL requirements or already in sufficient quantities that a scholarship incentive is not indicated.

Table 4.3. Scholarship Statuses.

Status	Description
Offer	Upon selection of an applicant/cadet from a scholarship board and prior to enrollment. Traditionally only seen during HSSP.
Awarded	Scholarship 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, traditionally 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 and cannot be reallocated to other terms. 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. Detachments must counsel cadets in WINGS on basic eligibility and activation requirements for all scholarships and awards as outlined in Table 4.4 and Table 4.5. Scholarship recipients will sign the SOU prior to scholarship activation, and detachments will file the SOU in the cadet’s virtual Unit Personnel Record Group (vUPRG).

All scholarships must be activated NLT the end of the university's academic 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 Scholastic Aptitude Test (SAT)/American College Test (ACT) standards for nomination as determined by AFROTC/CC.	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 (BMI) or Body Fat (BF) standards (unless waived for athletics) IAW Chapter 5.		X	X
E05	Must be a US citizen or able to obtain US citizenship by the activation deadline.	X	X	X
E06	Must not have attended a post-secondary institution as a full-time student.	X		
E07	Must meet the AFROTC PFA requirements.		X	X
E08	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/MEPS 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.	X		
A05	Must have a college Term GPA (TGPA) and Cumulative GPA (CGPA) of 2.50 or higher. TGPA is the GPA earned in the previous full-time term. Summer and abbreviated 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 EA, if competed prior to activation.		X	X
A07	Must meet the accessions height/weight BMI or BF standards (unless waived for athletics) IAW Chapter 5.	X	X	
A08	Must be a US citizen. For dual citizenship, refer to Chapter 11.	X	X	X

Notes:
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, *Request for Conditional Release*) from their unit.
Scholarships not activated by the end of the activation term and without an approved activation deferral will be withdrawn and cannot be recovered.
Requirements outlined in this table do not apply to SLECP-A and NECP members on scholarship. Refer to Chapter 18 of this instruction for requirements of members in these programs.
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 or Disenrollment. Exception: cadets unable to meet the 31 December deadline due to Medical Recheck Status (MRS) IAW paragraph 8.6 will complete the PFA as soon as possible IAW paragraph 8.6.2.
02	ICSP (see note 4)	Yes (see Note 3)	Yes	Cadets must have passed their most recent PFA.
03	ASCP, SOAR, POC-ERP	Yes	Yes	Official AF PFAs that meet testing timelines as prescribed in DAFMAN 36-2905_AFROTCSUP may be used to contract. Must be complete PFAs with no exempt portions.
Notes: For all categories, administer PFA IAW AFROTC Sup to DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*. 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. Must have achieved a passing score on the most recent official PFA administered to the cadet. 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 of this instruction.

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. Not-Used. The status of "Not Used" indicates a term of entitlement for which funding has not been expended. This may be reallocated to a future academic term that is not associated with a current term of entitlement, such as a Summer Term.

4.9.1.5. 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.

4.9.1.6. 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 existing, unused 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 or during an approved cadet PNA, taken to maintain DOC, or lighten academic load are not authorized under this paragraph. Requests must be approved by AFROTC/DAU prior to enrollment of the course(s) to be taken.

4.9.2.1. Requests for Summer terms and mini sessions must be submitted to afrotc.rrue.icsp@us.af.mil via Form 22 CPAR prior to 15 September of the academic year in which the courses are to be taken. The Form 22 must specify which unused term of entitlement the cadet would like to move to the Summer term. With the CPAR request, detachments must include all substantiating documentation such as, but not limited to: course catalog(s) highlighting the course is only offered during Summer/mini-terms; signed memos from academic advisors/instructors on university letterhead describing the requirement and availability constraints of the requested Summer/mini-term; any other documentation as necessary. Late requests will not be processed and will be automatically disapproved.

4.9.2.2. 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/DA 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. Funding requests must be submitted via Form 22 CPAR to AFROTC/DAU at afrotc.rrue.icsp@us.af.mil and must be received NLT 15 September 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.

4.9.4. 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 (PNA). If a cadet has an approved PNA-No Pay per paragraph 7.4, 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 Det/CC. 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.

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 except for those majors found in Attachment 3 SecAF-Approved 5-Year Majors

4.9.6.3. Requests to fund concurrent degree programs shall be submitted via CPAR. Approval authority is AFROTC/DA. 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, Historically Black Colleges and Universities (HBCU), Hispanic Serving Institutions (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. 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/CMLA funding may affect eligibility for MGIB benefits after entry onto active duty (see Attachment 12). 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, which includes payment for tuition or board, 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 Scholarship Terms. Reference Attachment 3, SECAF-approved 5-year majors.

4.10.1 Scholarship Cadets pursuing a SECAF-approved 5-year major may request up to a 1-year of Additional Scholarship Terms beyond their original contracted scholarship length and may be approved to do so by AFROTC/DAU pursuant to the following:

4.10.1.1 Must be certified by the owning Det/CC as being enrolled in a SECAF-approved 5-year academic major at the cadet's institution of primary enrollment 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.

4.10.1.2 Requirements that count towards the program length include all academic, non-academic (e.g., internships, co-ops, etc.), and AFROTC requirements. This does not include additional terms required because the cadet failed to balance coursework in earlier collegiate years (e.g., choosing to take only elective or non-major specific courses as an underclassman therefore necessitating completing all higher-level, major-specific courses as an upperclassman and a possible fifth year). Refer to paragraph 5.1.3 of this instruction for minimum academic load requirements.

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

4.10.1.4. Must be an HSSP or ICSP scholarship recipient; Additional Scholarship Terms are not available to ECP, Flagship, or CLMA recipients.

4.10.1.5. Be based on the specific SAF-approved 5-year major indicated on the cadet's initial acknowledgement on the AFROTC Form 88.

4.10.2. AFROTC Form 88 Processing. For scholarship cadets in an eligible SECAF-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 once a cadet has been approved for additional scholarship terms and no earlier than (NET) the conclusion of the AS300 Spring semester but NLT the conclusion of the AS400 Fall term. Complete Section III, Termination of Extended Scholarship Entitlements when additional scholarship terms are exhausted, or scholarship is terminated. For scholarship cadets who only received 4 years or less of total scholarship terms, annotate "0" for the additional ADSC block in Section III.

4.10.3. Additional scholarship term funding is authorized by AFROTC/DAU. Completion of Section I of the AFROTC Form 88 does not automatically qualify a cadet for additional scholarship terms. Cadets cannot use additional scholarship terms towards graduate-level coursework.

4.10.4. Dets must submit requests for Additional Scholarship Terms via Form 22. Only Unit Number, Cadet name, Emp ID, DOC and sections 21 and 23 are required. Email the Form 22 directly to AFROTC/DAU at afrotc.rrue.icsp@us.af.mil per the following timeline:

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

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

4.10.4.3. Submit Additional Scholarship Terms request per paragraph 4.10.4 NLT 31 December of AS300 year.

4.10.4.4. Once request is approved, file signed Form 22 in cadet's vUPRG.

4.10.5. Counseling subsistence entitlements for 5-year majors. Det/CC will ensure that cadets are counseled in writing for the following:

4.10.5.1. For a cadet in a SECAF-approved 5-year major who obtains approval of a major change to a non-SECAF-approved 5-year major, inform them that they are now only authorized up to 600 days stipend in the POC.

4.10.5.2. A cadet with any 5-year academic plan will be counseled during their AS400 year. Include this statement: "I certify that Cadet (meets/does not meet) the prerequisites for extended subsistence entitlements prescribed in Holm Center Instruction 65-101, paragraph 4."

4.11. High School Scholarship Program. The HSSP provides 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/SF PGL and DAFOCD.

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 and Deadlines. The HSSP application period will be announced by AFROTC/DAU annually and will normally occur between the months of July to January. Upon receipt of an application, AFROTC/DAU 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.

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

4.11.2.2. High school counselor certified transcripts. AFROTC/DAU will publish GPA requirements annually.

4.11.2.3. PFA scores and PFA letter of certification.

4.11.2.4. Extracurricular Activities.

4.11.3. 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 ALO or officer cadre from an available detachment. Det/CCs will determine if an interview will be in-person or virtual.

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

4.11.3.2. Interview Scheduling. Detachments will schedule an active-duty cadre officer 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 the established interview cutoff dates of the application year should contact one of the education technicians in AFROTC/DAU to transfer interviews to another detachment; however, they should first attempt to obtain assistance from one of the ALOs assigned to the area. Refer to the annual HSSP Cycle Guide for additional information.

4.11.4. 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 when dealing with drug or alcohol abuse situations.

4.11.5. HSSP Commander's Scholarship. If the AFROTC/CC approves an HSSP CS, Region/CCs, Det/CCs, or other approved entities 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.

4.11.6. HSSP Selection and Acceptance. AFROTC/DAU will notify each scholarship selectee and non-selectee of their status following each board. AFROTC/DAU 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/DAU will transfer the scholarship winners in WINGS to the detachment prior to the beginning of the academic year following the selection cycle, reference the current AY's Cycle Guide.

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

4.11.8. HSSP DoDMERB. AFROTC/DAU will provide a listing of HSSP scholarship selectees to DoDMERB. DoDMERB then schedules the physical examination for each selectee, notifies the selectee of their status, and sends the medical determination to the selectee's projected detachment.

4.11.9. HSSP Travel. All HSSP scholarship cadets are authorized Permanent Change of Station (PCS) travel allowance for travel to activate a scholarship whether the scholarship is eventually activated or not per AFMAN 65-114. 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/Support Directorate of Finance (SDF).

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

4.11.9.2. 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.

4.11.9.3. 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.

4.11.10. HSSP Activation. Cadets are required to meet all scholarship activation criteria IAW Table 4.4 and under this paragraph and its sub-paragraphs. Failure to meet all activation requirements by the end of the term will result in scholarship withdrawal IAW Table 4.11.

4.11.10.1. All HSSP scholarships must be activated starting the Fall term immediately following the scholarship award cycle and no later than the Fall term end date of his or her institution of primary enrollment in the AS100 year, unless properly deferred. They must also attend all required AFROTC courses, 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 AY immediately following award.

4.11.10.2. For HSSP cadets who are unable to activate their scholarship prior to the university's Fall term end date, cadets lose that term of entitlement. Cadets are not entitled to payment of tuition for periods for which they are unable to meet scholarship activation requirements. Retroactive payment is not authorized.

4.11.10.3. No activation deferments will be considered if the scholarship selectee does not meet the above requirements except as authorized in paragraph 4.11.11.

4.11.11. HSSP Activation Deferment. Activation deferments provide one additional term for cadets to obtain 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.

4.11.11.1. Activation Deferment Eligibility. For eligible cadets, an activation deferment may be requested from AFROTC/DAU via WINGS. Deferment requests shall be submitted via the Scholarship Deferment CPAR with a reason of "DoDMERB." With the CPAR request, detachments must include all substantiating documentation such as, but not limited to: a screenshot of their DoDMERB correspondence history and any other documentation that supports eligibility outlined in the subsequent paragraphs. To be eligible for an activation deferment a cadet:

4.11.11.1.1. Must be pending medical qualified certification. If a recipient has been medically disqualified, and the Accession Medical Waiver Division (AFRS/AMWD) has denied the waiver (regardless of whether an appeal is sought), the scholarship must be withdrawn.

4.11.11.1.2. Must meet all activation criteria IAW Table 4.4 at the end of the activation term.

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

4.11.11.1.4. Det/CCs may request deferments in extenuating circumstances.

4.11.11.2. Activation deferment requests must be submitted NLT 30 days prior to the end of the university's fall term end date. Deferments more than 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.

4.11.12. 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. Include the letter of declination in the cadet record. Cadet must enroll for at least one academic term without scholarship funding prior to activation.

4.12. The In-College Scholarship Program. The ICSP provides 2- to 3-year scholarship offers to GMC cadets to help AFROTC meet officer production goals as needed. Like the HSSP, cadets compete for the ICSP on a national board. Cadets should be briefed on ICSP eligibility and activation requirements upon enrollment in AFROTC. ICSP scholarships are reserved for highly qualified cadets whose documented in-college performance merits scholarship consideration. ICSP scholarships are designed to supplement those scholarships awarded during the HSSP board. Except as otherwise indicated prior to an ICSP scholarship board, ICSP scholarship awards are not major dependent. AFROTC/DAU will publish the requirements for the ICSP scholarship board annually NLT 1 week prior to the opening of the records review window.

4.12.1. ICSP Eligibility. The cadet's profile as reflected in WINGS 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.

4.12.2. ICSP Categories. ICSP selection boards comprise one or more categories as determined by AFROTC/CC. Available categories on a selection board are based on production goals, DAF priorities, and DAF needs. Not all categories are guaranteed to be available on a given board. 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	• As approved by AFROTC/CC • Cadets must meet all selection board eligibility requirements
EXPRESS	• Driven by critical DAF accession requirements • May be suspended at any time • May be tied to Fiscal (FY), academic major, or officer accession shortfall • May stipulate awarded cadets be vectored toward specific AFSC/SFSC (e.g., Developmental Engineering or Weather) • May preclude cadets from pursuing other opportunities (e.g., Rated)
ICSP-FL	• Must be pursuing an approved foreign language major
HBCU[1,3,4,5]	• Must be attending a 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's Office of Civil Rights Enforcement website
HSI[2,3,4,5]	• Must be attending a HSI with an active Title V grant as their primary university • Scholarship cannot be transferred to non-HSI universities
NURSING	• 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 or the Commission on Collegiate Nursing Education. • 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
PAS100/200	• General ICSP scholarship board for respective AS-levels

Notes:
1. See the United States Department of Education's Office of Civil Rights Enforcement for a list of HBCU classified universities.
2. Contact your HSI administration offices, if applicable, to obtain a copy of the Grant Award Notification to verify Title V grant status. Notify AFROTC/DAU of any new or expired Title V grants.
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 notifying regions regarding changes in HBCU/HSI status. Regions update statuses in WINGS through ROTC Unit Management module.
5. Nominees attending a 2-year HBCU or HSI (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.

4.12.3. ICSP Activation. All ICSP scholarship selectees must be fully contract eligible by the records cut-off date of the selection board and throughout the activation period. t. Cadets who are unable to activate their scholarship prior to the university's term end date will lose that term of entitlement. There will be no retroactive payment. For scholarships not activated by the activation deadline, withdraw the offer IAW Table 4.11, Rule 3.

4.12.4. ICSP Activation Deferment. For eligible cadets, an activation deferment may be requested from AFROTC/DAU via CPAR. Activation deferments provide additional time for final semester CGPA/TGPA to be posted. The cadet must meet all activation requirements IAW Table 4.4.

4.12.4.1. Must meet all activation criteria IAW Table 4.4 at the end of the activation term.

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

4.12.4.3. Det/CCs may request deferments in extenuating circumstances.

4.12.5. Activation deferment requests must be submitted NLT 30 days prior to the university's term end date. Deferments more than 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.

4.13. Brigadier General Charles McGee Leadership Award. Recipients of an enrollment allocation who meet AFROTC scholarship eligibility requirements will earn a 2-year tuition award of up to $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 FT. 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. Cadets who earn an enrollment allocation and successfully complete field training but who do not meet the eligibility requirements found in Table 4.4 will NOT be awarded a CMLA. AFROTC/DA may consider future award of the CMLA after cadets meet eligibility criteria, but this award would be limited only to the number of terms the cadet would have otherwise had left. For example, if a cadet does not meet TGPA or CGPA requirements at the end of their AS200 year, they will not be awarded a CMLA the Fall term of their AS300 year. If they subsequently meet TGPA and CGPA requirements at the end of that Fall term, they may be eligible for award of the CMLA starting the Spring term of their AS300 year, providing them 3.5 scholarship terms instead of the full 4.

4.13.2. CMLA recipients may decline the award. Detachments must counsel cadets in WINGS and notify AFROTC/DAU of the declination. Exception: CMLA recipients with an approved FT deferment may activate the CMLA if all other activation criteria are met.

4.13.3. The CMLA may be converted to a housing benefit of up to $10K/year (reference paragraph 4.14).

4.13.4. 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.

4.13.5. The CMLA will not be extended beyond two years.

4.13.6. Guard and Reserve members who have been released from their military contract and who present a signed DD Form 368 may receive a CMLA after contracting with AFROTC. They may also defer activation pending obtaining the signed DD Form 368 with an approved Exception to Policy (ETP) routed through the respective region to AFROTC/DA.

4.13.7. POC-ERP cadets who successfully complete Field Training may be eligible for CMLA for one AY, their AS400 year. This award would be activated the fall term immediately following their successful Field Training completion and may not be deferred. POC-ERP CMLAs will not extend beyond one year.

4.14. Conversion of Scholarship to Housing Benefit. Beginning AY22/23, all tuition scholarships and the CMLA may be converted into a housing scholarship. If converted, the conversion must be in total, in that all scholarship or award monies go to housing and none can be used for tuition. 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 NLT 31 August 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 the housing conversion form that must be signed by the requesting cadet and the Det/CC to AFROTC/DAU at afrotc.rrue.icsp@us.af.mil.

4.14.1. The value of the housing scholarship is capped at $10,000 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 WINGS and obtain a statement to file in the cadet record.

4.16. Scholarship Suspension. Once a scholarship is suspended, it is suspended for an 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 later, and the suspended term counts toward total authorized entitlements. After one term in suspended status, a cadet's scholarship may be reinstated. GMC cadets will not receive stipend payments when their scholarship is suspended. Note: for GMC scholarship suspensions, Det/CCs should suspend the scholarship on the first day of the following term if the intent is not to stop the stipend until the next term. 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 before the 45th day (Fall term only) or before the pecuniary liability date (all other terms), the financial impact of the suspension will take effect the current term, and WINGS will be updated with the date of infraction. All other suspensions will take effect on the first day of the following term. Use this date for scholarship suspension date in WINGS. 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).

4.17. Scholarship Termination. When scholarship termination is required for a GMC cadet the detachment must suspend the scholarship. If the Det/CC wishes to retain the cadet, 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, 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.

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 DOC so that the cadet exceeds the age of 30 years old as of 31 December (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 can only be reinstated if due to an administrative error. Cadets with a withdrawn scholarship may re-compete for a subsequent scholarship offer if eligible. 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 AFROTC/CC, Region/CC or Det/CC for failure to meet standards, or when a withdrawal is 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 para 4.11.12, 4.12.4, or 4.13.1.

04	Any condition met in Table 4.9, *Conditions for Scholarship Suspension* 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 4.12 for authorized and Table 4.13 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) that are required for reasonable progress toward degree completion, 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, athletics, library, student union, student publication costs, and similar fees that are 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 test that replaces a required course if the test is passed and accepted for credit toward degree requirements by the institution. The 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 para 7.4 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/DAF.

4.20.4. Non-duplication of Financial Aid Programs. Most federal assistance programs have a duplication clause that prohibits payment of the same educational benefit from more than one federally funded source. A scholarship selectee must check with the agency concerned to determine whether the duplication clause applies. Students may receive scholarship entitlements and Veterans Administration benefits simultaneously. Scholarship recipients must 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 estimated costs into WINGS for tuition and fees as ascertained from the institution.

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 and 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 must include the standard rate, ROTC cadet rate, ROTC cadet rate with scholarship, and applicable extra hour fees. Details should include any special incentives provided by the institution to AFROTC cadets. Update changes to tuition rates and 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.

4.21.4. Estimates for Additional Scholarship Terms. Do not include cadets with approved additional Scholarship Terms 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 not previously reported.

4.21.5.3. Deleted term of scholarship 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/SDF 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/SDF – Tuition Vouchers at tuition.vouchers@us.af.mil. For questions or assistance with processing textbook payments contact Holm Center/SDF – Cadet Pay at HOLMCENTER.SDFA.CadetPay@us.af.mil.

4.22.2. Invoice Deadlines. Detachments have five calendar days to process invoices. Holm Center/SDF will then process invoices, and Defense Finance and Accounting Service (DFAS) will make payments.

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/SDF 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. 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 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 standard may result in dismissal. Refer to Table 5.1.

5.1.1. GPA Requirements. Cadets must meet GPA requirements. Detachments will use CGPA/TGPA listed on the transcript from the cadet's school of primary attendance. All GPAs are based on the A = 4.00 scale.

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. Full-Time Student. The primary institution of attendance determines full-time student status. If the institution does not specify full-time enrollment, 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; this includes course re-takes which the school of primary attendance may remove from the transcript. Withdrawn courses and incomplete grades do constitute dropping below full-time status. Cadets are not required to maintain full-time status their final term. Audit courses do not count toward full-time status.

Table 5.1. Minimum GPA and Enrollment Status Requirements.

	For General AFROTC Membership	To Compete in PSP	To Attend FT	To Contract	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	2.0	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

* 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.
NOTE 3: Maintain the minimum term GPA requirement established by the institution or AFROTC (whichever is higher).
DA is the waiver authority for criteria outlined in Table 5.1

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. Physical Fitness Assessment, Body Mass Index (BMI), and Body Fat (BF) Standards. PFA, BMI, and BF 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.* Cadets must pass their most recent full PFA, with no exemptions, in the semester prior to contracting, attending FT, and commissioning. This data must be updated in WINGS.

5.3.1. Contract cadets, cadets competing for an EA, and POC must successfully meet current Air Force physical fitness and body composition requirements IAW DAFMAN 36-2905_AFROTCSUP and this instruction.

5.3.1.1. All contracted cadets and POC must pass the PFA each semester (refer to Table 5.4). Cadets will be deferred from the PFA for the period of their MRS.

5.3.1.2. Unless exempted for temporary athletic body composition waiver, cadets are expected to maintain DoD BMI standards or BF standards over their entire cadet career. Cadets are responsible for maintaining the required body composition 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 DAF commissioning requirements while still being an effective athlete in their respective sport. 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.

5.3.2.1. 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 BF 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. Det/CCs

have discretion to use this progress model for cadets not on a waiver that are resuming activity after an extended MRS or other extenuating circumstances.

5.3.2.3. Cadets who require a temporary athletic body composition waiver for athletic performance reasons may commission, if 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. If over BMI, conduct body fat measurement according to procedures in DoDI 1308.03 and DAFMAN 36-2905_AFROTCSUP. If under BMI, cadet will require a one-time evaluation by a physician to ensure there are no underlying medical conditions. Cadets under BMI who are not medically cleared are disqualified.

5.3.3.1. All cadets must meet BMI or BF standards within 30 days prior to the scholarship activation date, contracting, the end of the Spring term immediately before Field Training attendance, and commissioning. BMIs/body fat measurements taken at these times must be entered into WINGS. Do not activate a scholarship, endorse for the PSP selection board, contract, send to FT, or commission a cadet if that cadet does not meet BMI or BF standards except for those covered by the temporary athletic body composition waiver.

5.3.3.2. 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.

5.3.3.3. Contact AFROTC/DOF to remove the FT assignment for any cadet that fails to meet the standards.

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

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

5.4. Air Force Officer Qualifying Test (AFOQT) Requirements. The minimum scores required to commission are Verbal-15 and Quantitative-10 IAW DAFMAN 36-2664, *Personnel Assessment Program*. 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 the AFOQT commissioning requirement for cadets who do not meet minimum criteria after three test attempts. Favorable consideration for an ETP may be granted to cadets who attain a grade of B or better in college level courses which address deficient areas on the AFOQT (i.e Algebra or English for failing Quantitative or Verbal subtests, respectively). A passing AFOQT score is not required for contracting. Nurses and JAG officer candidates are not required to pass the AFOQT but are not qualified for any other AFSC/SFSC without a passing score or ETP. Detachment Commanders may route ETP requests to Commander, AFROTC for decision via CPAR. Intermediate commanders and staff should

provide recommendations as part of the staffing process. Cadets granted an exception to policy are ineligible to compete for rated AFSCs.

5.4.1. Timing. All cadets must take the AFOQT NLT the end of their first term in AFROTC. The Region/CC may waive this requirement for AS100 cadets to NLT the end of the AS100 year. All cadets must have used their 3rd attempt, if required, to pass the AFOQT NLT the end of the Fall term of their AS300 year. Exceptions to policy for commissioning will not be considered prior to the first semester of the AS300 year. Exceptions to policy for commissioning will be submitted for AFROTC/CC consideration via CPAR. If an exception to policy is not approved by the AFROTC/CC, the cadet will be subject to disenrollment or det drop.

5.4.2. Retests: Cadets have up to three opportunities to pass/improve their scores. Cadets may retest NET 90 days after the previous attempt. Requests to waive the 90-calendar-day rule must be approved by AFROTC/DAF, via CPAR, prior to being submitted to the AFPC testing office for approval. Cadets must seek a waiver to qualify for a third attempt; the AFROTC/CC has delegated this waiver authority to the Region/CC.

5.4.3. Scholarships. A passing AFOQT score is not required to award/activate scholarships.

5.4.4. 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 5.4.2 but are not subject to that timeline due to the compressed time in AFROTC.

5.4.5. Special Testing Requirements for English as a Second Language Cadets. Non-native English-speaking cadets must meet the Defense Language Institute (DLI) English Language Center requirements before 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 CPAR module. Meeting minimum ECL/OPI scores (Table 5.2) does not automatically result in a waiver.

5.4.6. A cadet with an AFROTC/CC approved AFOQT exception to policy for commissioning who is subsequently not selected by AFPC for AFSC/USSF classification will be subject to an administrative disenrollment or det drop from the program.

Table 5.2. Minimum ECL/OPI Scores.

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

5.5. Date of Commission (DOC) Changes. Cadets must commission in their stated FY. When a cadet cannot meet a scheduled DOC, the detachment must take immediate action to change the

DOC, notify AFPC (if cadet is listed on the EAD spreadsheet), and update the DAF Form 1056 using the change page (if contracted cadet).

5.5.1. The Det/CC may approve a DOC change via 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 (e.g. Express Scholarship).

5.5.2. The Det/CC may approve a DOC change via CPAR to a later month in the same FY if the cadet holds an EA. The Det/CC may approve a DOC change within the same month via update to the member's Cadet Data Page. If a DOC change moves the cadet's DOC earlier in the same FY, it must be approved by AFROTC/DA.

5.5.3. The Det/CC may request a DOC change via 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/DA is the approval authority.

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 of any DOC changes via the EAD spreadsheet change tab.

5.6. Academic Major Changes. Academic majors and EAs are tied directly to AF/SF accession requirements and are managed by AFROTC/DA. Cadets must graduate with the major on their DAF Form 1056 and in WINGS. When cadets cannot continue in their contracted academic major or when cadets desire to change academic majors, the following apply: AFROTC/DA is the approving authority. Degree changes for all POC and contracted GMC cadets are evaluated against the criticality of the major; academic major change requests are not guaranteed, especially in cases where the change results in a lower criticality. Submit academic major change requests via CPAR. In cases where the major change would result in a change to the cadet's EA/Category, Det/CCs must submit a CPAR in WINGS for AFROTC/DA approval before the major change is approved. An approved EA/Category change does not guarantee the cadet will retain scholarship after the major change.

5.7. EA/Category. Cadets must commission in the EA/Category stated on their DAF Form 1056. Changes in category require coordination with AFROTC/DA via 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 CC's absence. CEs are classified into two major categories: Academic CEs and Military CEs. Reference Tables 5.3 and 5.4 for matrices and schedules 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 them that they are not meeting academic or military retention standards. Counsel them on the deficiency that resulted in the CE via the WINGS counseling module. CEs may be issued any time an applicant or cadet fails to meet a retention standard, or if the Det/CC deems warranted. Det drops, CRRs and disenrollments are usually reserved for the accumulation of military CEs, not Academic CEs. When an applicant or cadet fails to maintain two separate retention factors in a single term, document them as separate CEs.

Table 5.3. Academic Conditional Event.

This schedule applies to scholarship cadets 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:**	**Det/CC 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.

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. 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 the terms in writing and must meet the terms of the probation.

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. This table provides required follow-on actions by the detachment based on CEs accumulated. Depending on the behavior's severity, the Det/CC or Region/CC may direct scholarship suspension, temporary inactivation, termination, 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:**	**Det/CC 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] (POC and contracted GMC)	Issue Military CE if contracted cadet fails one of the following mandatory BMI and/or BF checks: 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 under BMI. Any BF failure outside the three mandatory checks or failure by non-contract GMC cadet is left to Det/CC discretion.
7	Official PFA Failure[3] (POC, Contract GMC, and those attending Field Training)	Issue Military CE.
8	Honor Code Violation	Issue Military CE. Det/CC may waive 1st GMC offense. Region/CC is waiver authority for any others.
9	Removal from FT for cause	Issue Military CE. Adhere to para 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 incidents, 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 must 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.

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. 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.

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. The method of reporting is at the discretion of Det/CC.

6.4. Cadet Statements. Cadets must provide a detailed statement in WINGS 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, 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 and should seek corroboration for all other category offenses. The cadet must give express, written consent for all necessary corroboration for civil involvements using the DD Form 369, Police Record Check. 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.

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. Table 6.1 outlines the authorities for these decisions. Cadets pending Cat 1, 2, and/or 3 waivers are not eligible for scholarship activation, contracting, EA, 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 conduct an independent review of the facts, based upon the evidence available to them and make a determination using a preponderance of the evidence standard. Reference Table 5.4 for CE requirements (not required for CIs prior to enrollment).

Table 6.1. CI Waiver Authorities.

<table>
<tr><th rowspan="2">CI Category</th><th colspan="2">Waiver Authority</th></tr>
<tr><th>Enrollment/Enlistment/Retention</th><th>Military CE</th></tr>
<tr><td>1</td><td>AFROTC/CC</td><td>AFROTC/CC</td></tr>
<tr><td>2</td><td>AFROTC/DA or CD</td><td rowspan="2">Region/CC</td></tr>
<tr><td>3</td><td>Region/CC</td></tr>
<tr><td>4</td><td rowspan="2">Det/CC</td><td rowspan="2">Det/CC</td></tr>
<tr><td>5</td></tr>
</table>

6.7. Post Adjudication Actions. The CI may be restricted based on the adjudication by the waiver authority. Cadets may not be contracted or commissioned 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. IAW 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. Cadet will be counseled 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. Detachments are responsible for ensuring completion for all cadet actions:

7.1.1. Cadet life-cycle personnel actions to include medical, physical, enlistment, categorization, waiver processing, disenrollment, commissioning, and EAD.

7.1.2. Gain and maintain personnel records including AFIT, SLECP-A, and NECP students.

7.1.3. Monitor unit support administration including GPC, uniforms, and Information Technology.

7.1.4. Manage pay, scholarship, and DTS actions.

7.2. Commander Retention Review. 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. Regions will determine CRR documentation requirements. Det/CCs will counsel the cadet in WINGS on the resolution of the CRR.

7.3. 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.

7.3.1. 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.

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

7.4. Period of Non-Attendance. A PNA is a period of authorized absence from school or AS classes and LLAB (e.g. study abroad, mission trips, etc.). PNA is "No Pay" unless the cadet is contracted and working towards degree requirements at their university. 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/DA. Detachments will counsel the cadet in WINGS to maintain standards and contact with the detachment for the duration of PNA. Note: PNA is not to be used for HSSP scholarship recipients who have not activated their scholarship or been contracted by the detachment. Scholarship activation may not be deferred for non-contracted cadets. Refer to paragraph 4.9.5.

7.4.1. 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 DAF 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.

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

7.4.3. Unless accredited or waived by Region/CC, cadets must take all required AFROTC academic classes.

7.5. Transfer of AFROTC Cadets.

7.5.1. Det drop any non-contracted cadet who transfers to Army or Navy ROTC.

7.5.2. AFROTC/DA must approve conditional release of contract cadets to sister service ROTC programs and academies. 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.

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

7.5.4. Cadets may transfer to another AFROTC detachment. The gaining detachment will request all pertinent cadet records and a recommendation for continued membership.

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

7.5.4.2. Contracted cadets must transfer into the same major or have prior approval to change majors.

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

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

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

7.5.4.5.1. Prepare a statement of scholarship and subsistence entitlements received and include it with the records forwarded to the gaining detachment. DO NOT terminate scholarship.

7.5.4.5.2. The losing detachment will transfer the cadet in WINGS (personnel actions/processes/transfer cadet).

7.5.4.5.3. Ensure uniform vendor is updated to reflect the transfer. Write-off cadet uniforms from the detachment inventory.

7.5.4.5.4. If notified by the gaining detachment that the cadet did not enroll in AS classes, the gaining detachment will transfer the cadet's WINGS account back to the losing detachment to initiate a CRR, disenrollment, or det drop.

7.5.4.6. When notified of a pending transfer, the gaining detachment will:

7.5.4.6.1. Notify the losing detachment when the cadet is gained in WINGS.

7.5.4.6.2. Update WINGS. Ensure “School of Primary Attendance” is updated.

7.5.4.6.3. Ensure that the transferred cadet is receiving scholarship money at the properly capped amount.

7.5.4.6.4. Execute DFAS actions in WINGS for detachment transfer (Financials/Cadet Transactions/Change Pay/Transfer Cadet/Execute).

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 DoDMERB, MEPS, or a MTF. For additional information refer to the AFRS/AMWD ROTC Cadet Medical Processing Guide (CMPG).

8.1.1. DoDMERB Physicals. DoDMERB is the centralized certifying authority. Certified DoDMERB physicals are used for scholarship activation, contracting, 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 an additional certifying authority. MEPS physicals are scheduled by detachment personnel through the local USAF Officer Recruiter or GBR. 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 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/identified for CSO and ABM, and non-rated operations (13XX/19Z) positions. 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 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. Register cadets via DoD Medical Exam Testing System as soon as they have completed the AF Form 2030 and the commander believes they are a viable candidate for the program. Cadets must then schedule physical/optometry exams. Note: Allow DoDMERB at least 60-90 days from the date of examination for processing.

8.2.2. Obtain medical examinations directly from DoDMERB (via help desk) for applicants who have completed a physical within the last 24 months with another program.

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. Upon receiving physical results, input data into WINGS Medical History module, Physical Exams section, and Rated Screening Exam module. Note: If physical does not include required information for rated screening, additional exam(s) may be required.

8.2.5. Detachments must report all drops on the same day as the enrollment status change to prevent unnecessary waiver processing. Email DoDMERB at dha.ncr.dod-merb.mbx.helpdesk@health.mil using the template: "The following cadet(s) are no longer part of our program. Please change the status to “withdrawn” for the following cadets: Cycle Year YYYY: Last Name, First Name (Last 4 SSN)." Confirm the status change on the DODMERB site.

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 contracting or nomination to the PSP board (whichever comes first), a one-time, one-year extension may be granted. Upload DD Form 2807-2 to WINGS (medical history) and annotate request on DAF 365 TEAMS AMWD.

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 and include the statement “qualified for accession without a deployment limitation.” Guard/Reserve cadets who elect to separate from enlisted service to continue as contract cadets and ECP cadets must contract within 24 hours of their date of separation. 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 current DoDMERB, MTF, or MEPS physical which will not expire before 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 review cadets' readiness for commission, dets must initiate a review of physicals for all final-year cadets via DD Form 2807-2. Upload DD Form 2807-2 to WINGS (medical history) and annotate request on DAF 365 TEAMS AMWD. Senior physical reviews may be started any time once inside 12 months from date of commissioning. EXCEPTION: Cadets who have accomplished or will accomplish specialized physicals (e.g. rated, MOD, Air Traffic Control (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/DA. 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 (e.g., 13H, 13M, 13N, 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.

8.3.7. All cadets with USSF EAs require a Space Operations Determination (SOD). Commissioning is not dependent on the result of the SOD but is used in SFSC classification which occurs post commissioning.

8.4. Rated and Specialty Non-Rated Operations Physicals. Refer to the Initial Flying Class (IFC) Guide, CMPG, and Table 8.1 for additional guidance on scheduling these physicals and verifying their results.

8.4.1. Initial Flying Class/Medical Flight Screening (MFS) Physicals. Pilot and RPA selects, or those identified by AFROTC/DA, will receive an IFC/MFS examination conducted by the USAF School of Aerospace Medicine (USAFSAM) located at Wright-Patterson AFB (WPAFB), OH. Pilot/RPA physicals are scheduled by the detachment in coordination with AFROTC/DA. CSO and ABM selects, or those identified by AFROTC/DA, will receive their physical from the host base flight clinic, scheduled by the detachment. AFRS/AMWD certifies IFC/MFS physicals.

8.4.2. 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.

8.4.3. Non-rated/non-flying physicals. Detachments will schedule appointments at their local/servicing MTF for cadets selected, or identified by AFROTC/DA, 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), 19Z Special Warfare Airman (SWA) and all USSF EA cadets.

Table 8.1. Rated and Specialty Non-Rated Physicals

Projected Specialty	Physical Type	Location of Physical Completion	Scheduling Responsibility
Pilot	FCI	WPAFB	AFROTC/DAF
CSO	FCIA	Local MTF	Detachments
RPA	GBO/RPA	WPAFB	AFROTC/DAF
19Z	SWA	Local MTF	Detachments
ABM, 13H	FCIII	Local MTF	Detachments
13N/13M	MOD/ATC	Local MTF	Detachments
USSF	SOD	AMWD	Detachments
NRL	DoDMERB	DoDMERB Facility	Detachments/Cadets

8.4.4. 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/AMWD. All Flying Class candidates that are Dental Class 3 and those not meeting DoDI 6130.03V1 commissioning standards who require corrections must have these conditions corrected within 2 months of notification from dentist. Cadets are instructed to provide the memorandum received from dental to detachment cadre.

8.4.5. Contact Lenses. Cadets scheduled for IFC/MFS 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 not be allowed to complete the exam.

8.5. 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.

8.6. 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 missile operations duty is AFGSC/SGP.

8.7. Medical Recheck Status (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, upload additional medical information to

WINGS and notify AFRS/AMWD. The cadet will remain on MRS until released by AFRS/AMWD. Note: Cadets cannot attend Field Training, complete an IFC/MFS, or commission while on MRS.

8.7.1. The Det/CC may place the cadet on a 30-day temporary medical deferral in lieu of MRS if the condition is minor in nature (sprained ankle, wisdom teeth extraction, flu, etc.). Document temporary medical deferral via a cadet counseling in WINGS. The cadet is excused from the PFA while on deferral. If the condition persists beyond 30 days, the detachment must follow MRS process.

8.7.2. A cadet in or pending MRS is excused from portions of PT as required until the cadet's medical condition is reviewed, and the cadet is released from MRS. The cadet's medical provider must specifically indicate which physical activities the cadet should be excused from participating in. 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 may be temporarily inactivated until documentation has been provided. Cadets will be deferred from the PFA for the period of MRS (reference DAFMAN 36-2905_AFROTCSUP). 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.

8.7.2.1. 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.

8.7.2.2. 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 or Laser-Assisted In-Situ Keratomileusis 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.

8.7.2.3. In situations where the cadet has been diagnosed or admitted with a 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. Upload additional medical information to WINGS (medical history) and notify AFRS/AMWD. Detachments must request removal from MRS from AFRS/AMWD.

8.7.3.1. 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 an administrative disenrollment for medical disqualification.

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

8.7.3.3. 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.

8.7.4. Contracted cadets may compete for PSP but cannot attend FT or participate in AFROTC physical activities while on MRS. EXCEPTION: Cadets in MRS due to Corneal Refractive Surgery may attend FT and participate in physical activities once the treating physician clears the cadet for full unrestricted duty.

8.8. Change in Medical Status (Non-Contract Cadets). DoDMERB must reevaluate non-contract cadets who have been medically qualified/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.

8.8.1. 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.

8.8.2. If a cadet has been diagnosed or admitted with a 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.

8.8.3. 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.

8.9. Pregnancy. Once a cadet pregnancy is reported, a contract cadet will be put on MRS, and the cadet's DOC must be updated to NET six months from the completion of pregnancy, per DoDI 6130.03 (DOC change into the next FY is authorized).

8.9.1. Cadets who are on MRS due to pregnancy will have their MRS extended twelve weeks beyond the completion of the pregnancy. Follow MRS procedures in paragraph 8.7.

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 and PSP 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. All cadets who seek to begin gender-affirming care (e.g. starting hormone therapy or obtaining surgery) will be treated like any other cadet with a change in medical status. All cadets who identify as transgender will notify DoDMERB of this change in medical status. Requirements for a transgender cadet to receive DoDMERB medical qualification are outlined in DoDI 6130.01 V1, para 6.24.

8.10.1. AFRS/AMWD is the medical point of contact for all transgender cadets. Cadets will submit all civilian medical/mental health documentation regarding the member's transition and treatment plan to the AFRS/AMWD, who will then forward it to the Transgender Health Medical Evaluation Unit (THMEU) to validate the diagnosis, treatment plan, and estimated date of completed transition (as outlined in DAFPM 2021-36-01, *Accessions and In-Service Transition for Persons Identifying as Transgender*). THMEU will approve (or not) the transition plan and notify the AFRS/AMWD, who will notify the Detachment/cadet of approval to proceed. The member will remain in a medically disqualified status until waiver criteria is met. Cadets must coordinate with their Det/CC on how to submit all required civilian medical and mental health documents to AFRS/AMWD for clinical and administrative review for appropriate case disposition. Det/CC will follow up on concerns with a member's treatment plan as needed but the decision authority resides with AFRS/AMWD.

8.10.2. Cadets may seek an ETP for fitness, dress and appearance standards, and lodging. The approval authority for non-contracted cadets is the AFROTC/CC. The approval authority for contracted cadets is the AETC/CC, and if AETC/CC non-concurs, the denial authority is AF/A1 or SF/A1. Detachments must submit the ETP request. Once a non-contracted transgender cadet with a previously AFROTC/CC-approved ETP contracts, detachments must resubmit a new ETP request to AETC/CC. Det/CCs may continue to allow the AFROTC/CC-approved ETP provisions to remain in place during the staffing process. Upon approval, the ETP will be annotated in WINGS, the closest thing AFROTC has to a Defense Enrollment Eligibility Reporting System (DEERS) equivalent, by detachment staff. ETP considerations for university facilities will be the responsibility of the cadet to work with their university. AFROTC personnel will not be responsible for policy considerations at the university level.

8.10.3. 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 Det/CC certifies the member made a full and clear effort but is unable to meet fitness standards. A fitness failure is not required for exemption.

8.10.4. 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.

CHAPTER 9 – EDUCATION

9.1. General Information. This chapter covers the AFROTC Education Program.

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

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 (CT) requirements.

9.2.5. Maintains and conducts course surveys (reference paragraph 9.14).

9.2.6. Manages academic records as described in this instruction and maintains a record of each instructor's DD Form 2982 history by filing documents in the instructor's Training and Evaluation Folder (TEF).

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 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. 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.

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

9.6. 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.

9.7. Grades. All instructors are responsible for reviewing AS course grades at the end of each term to ensure academic standards are met.

9.8. GPA Standards. Cadre must verify students meet GPA standards (reference Table 5.1). Cadets attending universities that do not provide an equivalent grading system will not be able to compete for AFROTC programs and may enroll as a participating student.

9.9. Syllabus. All instructors shall provide a syllabus (written copy if requested) to students. Every syllabus must contain the following:

9.9.1. Attendance Policy. Cadets and Participating Students must achieve at least 80 percent 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 percent attendance requirement. Absences may be marked as excused after the cadet completes missed objectives, under discretion of cadre. Excused absences will count towards meeting the 80 percent attendance requirement.

9.9.2. 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.

9.9.2.1. 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.

9.9.2.2. 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 and be entered into WINGS as such for GPA computations.

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

9.9.4. Textbooks. Does not require students to purchase commercial texts.

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

9.10. Cadet Counseling. Cadet counseling provides:

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

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

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

9.10.4. 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.

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

9.10.6. Face-to-face counselings will be accomplished for conditions outlined in Attachment 16.

9.11. Initial and Term Counseling. The Det/CC or cadre must complete and document both an Initial and a Term Counseling each Fall term and Winter or Spring term in WINGS. Commanders must ensure an initial counseling is conducted covering the requirements outlined in paragraph 9.12.1, which may be accomplished during a Commander's Call, conference, LLAB, or mass brief. The term counseling must be accomplished via face-to-face to the maximum extent possible; for this, either in-person or via video teleconferencing will meet the intent of face-to-face. As a last resort, telephone may be used.

9.11.1. **Initial Counseling.** 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:

9.11.1.1. 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.

9.11.1.2. All cadets are subject to the DAF's Zero Tolerance policy on illicit drug use and drug testing (reference paragraph 3.11.5).

9.11.1.3. All cadets are required to meet physical fitness and BMI and/or Body Fat standards (reference paragraph 5.3).

9.11.1.4. 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.

9.11.1.5. All cadets must report any civil involvements with civil, military or school authorities within 72 hours (reference paragraph 6.3).

9.11.1.6. All cadets must maintain minimum GPA and enrollment requirements based upon their status (reference Table 5.1).

9.11.1.7. All cadets must maintain a "C" or better in all AS courses (reference paragraph 5.1.2 and Table 5.3) and pass LLAB (reference paragraph 9.10.2.1).

9.11.1.8. All cadets must report any changes in medical status, to include behavioral health diagnoses, within 72 hours (reference paragraph 8.2.3 and 8.7.2).

9.11.2. **Term Counseling.** May be accomplished in one or more sessions and will cover the following:

9.11.2.1. Review the cadet's performance and progress. Cadre will use the Cadet Counseling module in WINGS to generate the *Record of Cadet Development Feedback* (CDF). This form will be used to assess and discuss standards, behavior, and performance with the cadet. For first-term cadets, explain the purpose and structure of CDF prior to documenting.

9.11.2.2. Review academic plan, to verify commissioning FY, academic major, and that the cadet is still on track to graduate. Cadets will provide an academic degree plan during their first term then recertify or update each Fall term and whenever there is a substantial change (i.e., major change, DOC change, etc.). Detachments will determine format and upload the final product to the Cadet GPA module in WINGS.

9.11.2.3. Ensure the cadet has confirmed accuracy of all information contained in their WINGS cadet SURF.

9.12. End-of-Term Survey/Critique Program. This program will consist of, at a minimum, university-mandated end-of-term 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.

9.13. Academic Records. The detachment will ensure the following items are on file. 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.

9.13.1. Instructor training and evaluation data IAW HOLMCENTERI 36-2601, *Faculty Development and Master Instructor Programs*.

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

9.13.3. A master copy of each examination.

9.13.4. 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.

9.14. 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.

9.15. Academic Degree Accreditation Requirements. All accreditation requirements are based on DAFMAN 36-2032 and DAFMAN 36-2100. To qualify for technical scholarship funding, a cadet's degree program must be judged by AFPC as qualifying a cadet to be accessed into a technical AFSC/SFSC and accredited.

9.15.1. Accreditation. Detachments associated with schools accredited by one of the six regional accrediting associations and listed in the current accredited institutions of post-secondary dictionary 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.

9.15.2. Meteorology/Atmospheric Science (8FYY) majors must result in a Bachelors of Science (BS) and be included on the National Weather Association (NWA) University Listing to be considered a technical degree for scholarship purposes. The NWA University Listing can be found at https://nwas.org/membership/committees/education/colleges-universities/. For programs not listed on the NWA University Listing, contact AFROTC/DA for clarification.

CHAPTER 10 – TRAINING

10.1. General Information. This chapter covers PMT for cadets.

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 LLAB objectives IAW the current AFROTCI 36-2011v1, *AFROTC Cadet's Guide to Leadership Laboratory Curriculum.*

10.2.2. Ensures cadets are enrolled in LLAB. Note: AS700-800 cadets are not required to register (unless required by the university) for LLAB but must attend.

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

10.2.4. Ensures all LLAB events are supervised IAW 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 AFI 36-2909_AETCSUPP.

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 in WINGS following non-detachment hosted PMT/ODT events. 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 in a leadership position within the cadet wing (or equivalent) at least once 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 Cadet Cadre 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 36-2011v1.

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 (OPORDs). 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), objective(s), and location(s) for each event.

10.2.14.2. The risk management assessment and mitigation plans for all activities IAW AFI 90-802.

10.2.14.3. Requires Det/CC approval if the OPORD PMT exceeds 6 hours 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 36-2011v1. Mandatory PMT events include but are not limited to LLAB and PT and must be supervised, authorized, facilitated and/or provided resources by a cadre member. A cadre member must be present during all mandatory PMT. All cadre members, to include Associate Professor of Aerospace contractors, should be present for all LLAB events.

10.3.1.2. Voluntary PMT. Any AFROTC sponsored, military-related training activity that the Det/CC designates as voluntary PMT. AFROTC may hold medical liability for

voluntary PMT activities. Det/CC 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, which outlines specific funding restrictions between mandatory and voluntary PMT.

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

10.3.4. Detachments must:

10.3.4.1. Authorize high-risk PMT activities through the Det/CC IAW 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, DoD 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) unless approved by Det/CC.

10.3.4.5. Cadets are not required to attend PMT when their academic institution is not in session (i.e., holidays, fall, and spring breaks, etc.). However, all cadets must be evaluated on LLAB objectives IAW AFROTCI 36-2011v1.

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. Cadets on Title 10 orders are covered under TRICARE. Cadets not on Title 10 orders are not covered under TRICARE but may file a claim for reimbursement of costs associated with treatment at civilian facilities with the Department of Labor (DoL). Detachments will assist cadets in filing claims.

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, Honor Guard, booster club, and intramural sports activities.

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

10.4.2. The Det/CC may prohibit uniform wear for non-PMT activities.

10.5. Leadership Laboratory. LLAB is any PMT that is designed to accomplish required LLAB objectives IAW the current academic year's AFROTCI 36-2011v1. 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 DAFMAN 36-2905_AFROTCSUP, 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 adapt 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 36-2011v1; the remainder of LLAB objectives are not required due to the training environment already provided in SMCs.

10.6. Physical Training. 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.

10.6.1 Sickle Cell Trait (SCT). Prior to attending PT, cadets must be presented and acknowledge the Sickle Cell Trait education video IAW DAFMAN 36-2905_AFROTCSUP and must have a valid sports physical or qualified DoDMERB on file. Based on the DAFMAN 48-123 SCT testing requirements, AFROTC cadets are not required to be SCT tested prior to arrival at their first permanent duty station.

10.6.2 Automated External Defibrillators. Per DAFMAN 36-2905, PFA Administrators will conduct official PFAs and PT with an AED present (within building, or within 100 feet). Furthermore, AEDs will remain on-site until PFA participants leave the area. AFROTC Regions and Detachments should establish an MOU or documented support agreement with the supporting Medical Group (MDG) at their assigned Host Base.

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 DAF practice and mirror active-duty organizational structure.

10.7.2. Rotate cadet officer positions at least once during the academic year. No POC may hold the same position for two consecutive terms, either in the same or in consecutive academic years, without Det/CC approval.

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 have 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 POC. AFROTC will issue guidance each year on requirements for FT attendance.

10.8.1. Cadet Counseling. Counsel cadets in WINGS 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 (for cause or not for cause) on their FT performance.

10.8.2. FT Performance Report (FTPR). Upon completion or removal, cadets will receive a FTPR, that will inform the detachment on the cadet's performance at FT. Additional forms used during FT may be provided as deemed appropriate by the Field Training Commander.

10.8.3. The FT/CC may remove cadets from FT at any time, for cause or not for cause, based on published guidance and/or individual situations (e.g., medical, SIE, assessment failures, etc.).

10.8.3.1. Removal for Cause (e.g., Failed to meet syllabus requirements, disciplinary issues, etc.).

10.8.3.1.1. Det/CCs will issue a CE to cadets who are removed from FT for cause (reference Table 5.4). Cadets removed from FT for cause are not permitted to enter the POC or enroll in AS300 class.

10.8.3.1.2. Det/CC must recommend the cadet's disenrollment or retention in the program via CRR based on their overall performance as a student and a cadet. The Region/CC is the approval authority to retain a cadet removed from FT for cause. If a Det/CC recommendation to retain the cadet is approved, retain their EA, place them in AS500 status, and temporarily inactivate scholarship. If a cadet attends FT again, they are ineligible to earn any individual superlative/award from FT. If the Region/CC disapproves a CRR to retain, initiate a Disenrollment Investigation (DI).

10.8.3.1.3. If a cadet removed from FT is retained, the Det/CC must ensure the cadet's DOC still allows two years as POC.

10.8.3.2. Removal not for Cause. (e.g. Medical removal) Det/CCs may either reschedule or defer cadets who are removed from FT not for cause to another FT opportunity once the conditions which caused their removal are resolved/remedied.

10.8.4. FT Deferral. Detachments may submit a deferral request to AFROTC/DAF 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 already assigned to a Field Training Unit (FTU).

10.9. Officer Development Training. ODTs 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. ODTs are designed to progress cadets from academic experience into operational application and understanding of the DAF. DoL or TRICARE medical coverage (dependent on whether the cadet is on Title 10 orders) is available for approved ODT activities IAW paragraph 3.2.

10.9.1. Each ODT 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 ODT programs become available.

10.9.2. Each cadet should participate in at least one ODT as a GMC and one ODT as a POC. The Det/CC approves local ODTs not requiring HQ AFROTC funding. The Region/CC approves local ODTs requiring HQ AFROTC funding. Accomplish counseling in WINGS IAW with the ODT's Execution Plan.

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/DA.

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.

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. Must be complete PFAs with no exempt portions. 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.

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

11.3.5.1. Cadets must be a US citizen by birth or naturalization. The cadet has the burden of proof for citizenship. The substantiation must be in the form of an original or true copy (raised seal) birth certificate that has been filed through vital statistics. “Certificates of Live Birth” are not acceptable forms of documentation of citizenship. For all other cadets, verify the document that established citizenship and update WINGS. For most this is a certificate of naturalization or current, valid US passport.

11.3.5.2. 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. 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.”

11.3.6. 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.

11.3.6.1. AFROTC will obtain consent of a parent or legal guardian if the enlistee is a minor as defined by the law of jurisdiction where the contract is signed. Contact Holm Center/JA for final determination and advice on minimum age to enter into a contract.

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

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

11.3.8. 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*. If applicable, cadets must complete DAF Form 357.

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

11.4. Detachment Actions for Contracting/Enlistment. 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 may not administer the oath. Refer to AFI 36-2606, *Reenlistment and Extension of Enlistment in the United States Air Force*.

11.4.1. For GMC Cadets. Once all requirements are met, enlistment must occur within 30 days, but no earlier than 10 days prior to the first day of school. For cadets not fully qualified, they should enlist promptly after meeting qualification requirements. Scholarship winners must contract NLT the end of the term in which their scholarship was awarded unless waived by AFROTC/DA. For cross-town/consortium schools, the first and last day of classes are based on the host institution's schedule. For PSP selects, enlistment must occur within 30 days of EA acceptance.

11.4.2. Contracting/Enlistment Review of Qualifications. Detachments must ensure that the individual is qualified for enlistment. For scholarship designees, the scholarship entitlement must be awarded in WINGS before contracting. Detachments must complete/verify the following:

11.4.2.1. CGPA and TGPA

11.4.2.2. Full-time student status

11.4.2.3. PFA

11.4.2.4. BMI (must be within the last 30 days)

11.4.2.5. Medical Physical qualification status and expiration date

11.4.2.6. US citizenship

11.4.2.7. Age

11.4.2.8. Preparation of enlistment documents (name, SSN, date, rank, DD Form 4/DAF Form 1056)

11.4.2.9. If applicable, confirm the following forms:

11.4.2.9.1. DD Form 369

11.4.2.9.2. DD Form 214. Note: DD Form 214 needs to be certified by AFROTC/DAF for reenlistment eligibility.

11.4.2.9.3. DD Form 785

11.4.2.9.4. AF Form 3010

11.4.2.9.5. DAF Form 357

11.4.2.9.6. Scholarship Program SOU (Attachment 2)

11.4.2.10. Beneficiary data, accomplished via WINGS enrollment module or DD Form 93.

11.4.3. Day of Contracting/Enlistment. The detachment will complete the following actions on the day the contracting/enlistment is conducted:

11.4.3.1. Recertify AF Form 2030. If any drug (or hemp) abuse is reported that occurred after the original certification, the cadet will be denied enlistment. If any drug (or hemp) abuse was not previously reported that occurred prior to the original certification, the cadet will be denied enlistment without an approved waiver. The Det/CC may enroll the individual into the POC as a pursuing student while a waiver request is being routed for approval. ASCP, SOAR, and POC-ERP cadets must either recertify their existing AF Form 2030 or complete a new form.

11.4.3.2. Recertify CIs

11.4.3.3. Recertify family screening (AF Form 3010/DAF Form 357)

11.4.3.4. Complete DD Form 4. 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 the delay. If this occurs, place the POC cadet in pursuing status.

11.4.3.5. Complete DAF Form 1056. For cadets contracting after EA acceptance check the POC box & leave the scholarship section blank. Provide a copy to the cadet and verify it is filed in WINGS. A signed DAF Form 1056 is not a guarantee that a commission will be

offered to the cadet. 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. If cadet is a minor, paragraph 11.4.4 applies.

11.4.3.6. Change Status in WINGS.

11.4.4 Enlistment of Minors. If the individual is a minor according to the state laws where the enlistment takes place, obtain consent (signature) from the parent or guardian, unless the individual is married. The cadet and two adult witnesses, who are not related to the cadet, must sign the DAF Form 1056 before obtaining parental or guardian consent.

11.4.4.1. If the parent or guardian cosigns to give consent for enlistment, a notary public must witness all signatures unless they are signed in the presence of a detachment representative (officer or enlisted personnel can witness).

11.4.4.2. All required signatures (individual, witness, and parental/guardian) must be obtained before the enlistment but do not need to be signed on the day of enlistment. A detachment officer representative must sign the form on the day of enlistment, but before the enlistment itself.

11.4.4.3. The cadet must also complete a DAF Form 1056 "Changes Page" IAW Attachment 5.

11.4.5. Post-Contracting/Enlistment Actions:

11.4.5.1. Reserve ID Card. Cadets are responsible for obtaining the Reserve ID card from the support base Military Personnel Section Customer Service branch or nearest available RAPIDS ID Card Office (https://idco.dmdc.osd.mil/idco/). Cadets should attempt to obtain ID cards as soon as they're able but may have to wait until 30 days after enlistment due to DEERS enrollment. Dets can contact the region to verify DEERS enrollment.

11.4.5.2. Physicals. Verify and update physical expiration date

11.4.5.3. Security Clearance. Verify the security clearance process has been initiated IAW the submission timelines listed in paragraph 13.2 of this instruction.

11.4.5.4. DFAS Account Setup. Verify and complete DFAS account setup

11.4.5.5. DTS Account Setup. Verify and complete DTS account setup

11.5. 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*. Detachments must check the annual PSDM published by AFPC to validate selection prior to contracting.

11.6. 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.

11.7. Enlistment. Accomplish enlistment by administering the Oath of Enlistment and completing the DD Form 4. Note: Enlisted rank IAW DAFMAN 36-2032, Table 3.1, Entry Grade Determination for Non-Prior Service Enlistees.

11.7.1. 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.

11.7.2. 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/DAU. Stipends are never paid retroactively.

11.7.3. Complete Section I of the AFROTC Form 88, for scholarship cadets in a SECAF-approved 5-year undergraduate major IAW paragraph 4.10 of this instruction. Section II of AFROTC Form 88 is used to verify extended terms of scholarship, acknowledgement, and certification.

11.8. Members of Reserve, Guard, 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.

11.8.1. Sister Service Reserve Components (all statuses). 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 11.8.2 through 11.8.6. Complete Section I, Blocks 1-4 and Section II, Block 5 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, or written notification of the clearance, the individual may enlist in the ORS if otherwise fully qualified to contract.

11.8.1.1. 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).

11.8.1.2. 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.

11.8.2. National Guard. Submit requests for clearance to the appropriate unit commander.

11.8.3. United States Army Reserve. For Ready Reserve, submit requests for clearance to the unit of assignment. For Standby Reserve, the US Army does not require a conditional release 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.

11.8.4. United States Naval Reserve. For Ready Reserve, submit requests to the unit of assignment. For Standby Reserve, submit requests to the Commanding Officer, Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans LA 70149-7800.

11.8.5. United States Marine Corps Reserve. For Ready Reserve, submit requests to the unit of assignment. For Standby Reserve, submit requests to the appropriate Marine Corps District Headquarters. For members of the USMC Platoon Leaders Course (PLC), submit requests to the Commanding General, Marine Corps Recruiting Command, 2 Navy Annex, Washington DC 20380-1775.

11.8.6. United States Coast Guard. Submit requests to the USCG Personnel Service Center, CG-PSC-RPM-1, 2703 Martin Luther King Jr. Blvd, SE Stop, Washington DC 20593.

11.8.7. 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.

11.8.8. 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.

11.8.9. 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.

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

11.9.1. 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.

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

11.9.2.1. Was not medically qualified for enlistment.

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

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

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

11.9.2.5. 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.

11.9.2.6. Was a minor, 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.

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

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

11.9.2.9. Was not fully enrolled in the institution and tentatively scheduled to receive a bachelor’s degree in the contracted FY.

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

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

11.9.2.12. 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 (NOAA).

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

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

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

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

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

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

11.10. 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. Submit waiver requests via WINGS CPAR module. If AFROTC/CC denies the waiver request, the fraudulent enlistment 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:

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

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

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

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

11.10.5. 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.

11.11. Administrative Error. Enlistments with mistakes committed by the DAF. The waiver authority for administrative errors shall be the Det/CC, unless specifically noted below. An administrative error exists when:

11.11.1. The cadet inadvertently failed to report an involvement that happened before enlistment. The waiver authority for this paragraph shall be in accordance with Table 6.1.

11.11.2. 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 11.9.2.16 applies.

11.11.3. 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 11.9.2.17 applies.

11.11.4. 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.

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

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

11.11.7. 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 11.9 applies.

11.11.8. 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.

11.11.9. Enlisted based on meeting all eligibility requirements (reference Chapter 3) for a fully qualified scholarship program but failed to receive AFROTC/DAU 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.

11.11.9.1. 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.

11.11.9.2. 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.

11.11.9.3. Name or SSN Changes After Enlistment and Before Commissioning. Follow the guidance in DAFI 36-2608, *Military Personnel Records Systems*, Table A6.3.

11.11.9.4. 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 PSP. It also explains basic eligibility requirements common to EAs.

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. Cadets that received an OOC EA (such as ECP cadets or JAG program selects) are not required to meet the PSP board.

12.3. Selection Boards. PSP selection boards convene at HQ AFROTC. Separate boards may be considered to meet the needs of the DAF. Once a cadet receives an EA categorization (Tech EA, Non-tech EA, Nursing, or USSF EA), any major changes that drive a change in EA categorization after the PSP board are subject to the needs of the DAF and may result in disenrollment.

12.3.1. Line (Technical and Non-Technical). Cadets compete for line officer allocations based on the degrees they are pursuing. Technical are determined based on needs of the Air Force.

12.3.2. Nurse Non-Line Selection Board. All cadets in a degree which awards a Bachelor of Science in Nursing (BSN), whether they have been accepted into a Nursing program, should meet the Nurse PSP for a Nurse EA.

12.3.2.1. 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 have their scholarship terminated.

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

12.3.3. Space Force. Cadets desiring to join the Space Force must elect to compete for a Space Force EA on the PSP board. Cadet's must follow all application requirements outlined by the Space Force, including completing both the online application request and interview to be considered for a Space Force EA. The Space Force will select cadets from among their applicants that exceed the overall EA Order of Merit (OM) cut line on the AFROTC PSP selection board. If a cadet is selected for a Space Force EA, they will not be eligible to compete on any subsequent USAF boards (e.g. rated, OSI, Health Professionals Scholarship Program, etc). Cadets who apply for a Space Force EA, but are not selected by the Space Force, and who exceed the overall PSP EA OM cut line, will receive an Air Force EA.

12.4. PSP Nomination Period. The nomination period will be announced NLT December via announcement message. A nomination panel in WINGS will 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/DA

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

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

12.5.1.1. AFOQT (attempted), PFA, BMI/BF, GPA, and medical.

12.5.1.2 DCR. 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.

12.5.2. PSP OM factors will be determined and announced prior to each board and EAs will be awarded 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.

12.6. Notification to Detachments. Once the PSP nomination window is closed, each region will convene a Data Verification Team (DVT). AFROTC/DAF 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/DAF will send a draft selection list to regions for final verification prior to public release.

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

12.7.1. 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.

12.7.2. Non-contracted cadets who are not selected are det dropped or enter as an AS500. If this is a cadet's second opportunity to compete in PSP, then accomplish a det drop. The cadet is released without any commitment.

12.7.3. 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 as a non-contract AS500.

12.8. Out-of-Cycle 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 National Background Investigation Services (NBIS) program or the successor system, electronic Application (e-APP). Detachment security managers will monitor progress of the investigation through adjudication

13.2. Submission Timeline. Detachment Security Manager (SM) will submit cadets for the appropriate security using the guidance below. Detachment will initiate the initial security clearance based upon service selection from the PSP board.

13.2.1. Once the cadet is awarded an Air Force EA from the PSP board and contracted (if required), submit cadet for a Tier 3 (secret) investigation.

13.2.2. Once the cadet is selected for a Space Force EA and contracted (if required), submit the cadet for a Tier 5 (top secret) investigation.

13.2.3. Upon AFSC classification or preselection by AFROTC/DA, only cadets requiring a Tier 5 (Top Secret) clearance will be submitted for this investigation. This requirement will be found in the DAFOCD, 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 investigations.

13.3. Responsibilities. Cadets must complete the SF 86, *Questionnaire for National Security Positions*, in NBIS 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/DAFP 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 international travel, 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/DAFP is the liaison between detachment security managers and outside agencies (OPM, DCSA, etc.).

13.4. Completing Investigation Requests. Once the SF 86 is complete, ensure NBIS 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 NBIS/eAPP and DISS 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/DAFD and AFROTC/DAFP for disenrolled cadets.

13.6. Inquiries. Detachments may submit a Customer Service Request (CSR) via DISS for inquiries regarding closed investigations that have not been adjudicated. All other status inquiries should be directed to AFROTC/DAFP.

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 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 DAFOCD 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. Detachments must maintain the original, signed statement until either the adjudication is complete or the individual enters active duty.

13.8.2. As with all service members, newly commissioned lieutenants with open investigations must hand-carry a hard copy of their completed SF 86 to their initial duty station IAW DODMAN 5200.02_DAFMAN 16-1405, *Department of Air Force Personnel Security Program.*

CHAPTER 14 – CATEGORIZATION

14.1. General Information. This chapter explains the categorization procedures for line officer AFSC/SFSC career fields.

14.2. US Space Force 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 be classified as Space Force students upon commissioning and will receive their SFSC upon completion of the USSF Officer Training Course. USSF will administer this process IAW Chief of Space Operations guidance via Space Selection Board. Cadets who are selected for the USSF Selection Board may not be allowed to compete for any future USAF selection boards or special commissioning opportunities (e.g. rated, Special Warfare, OSI, Non-line, etc.) dependent on DAF requirements.

14.3. Line of the Air Force 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/DP1TAM will provide EAD orders to detachments.

14.3.1. The Officer Accession Classification Working Group instituted a new officer assignment categorization process to replace the legacy Form 53 process. SAF/MR directed AFPC to utilize this new One Market Approach for all officer assignment categorization. The One Market Approach matches DAF officer assignments for USAF rated and NRL AFSCs, or a USSF commission. Only specially boarded AFSCs (OSI, Special Warfare, JAG, etc.) and Non-Line positions (e.g. Nurse) are not included in the One Market Approach.

14.3.2. The One Market Approach assignment matching process currently takes cadet inputs in three phases. If AFPC modifies the process, AFROTC/DA will announce any changes to the One Market Approach via ARMS message. Cadets will receive emails directly from APFC via the survey process to fill out their surveys. Detachment cadre will not have the ability to directly comment on the cadet inputs but are highly encouraged to mentor cadets on their inputs for career field preferences. Detachment cadre will ensure all cadets have received the Phase 1 email, and any subsequent survey emails as phases occur. AFPC will consolidate all inputs and work with AFROTC/DA to provide the field with the complete list of cadets' career field preferences from the first round of inputs. This will allow detachment cadre to provide additional counseling to cadets on their career field preferences prior to the final input phase. Cadets with USSF EAs will select "USSF" when participating in the assignment matching process. Cadets without USSF EAs will not select "USSF" as a preference.

14.3.2.1. Phase 1: Talent Questionnaire (mandatory) and Work Interest Survey (optional). A survey will be emailed to cadets' personal email address loaded in WINGS. The intent of this phase is to collect information on a cadet's academic and life experiences, as well as their work interests, to help inform Career Field Managers regarding best possible fits for an AFSC. AFPC will provide links to informational videos to assist cadets in this process. AFROTC/DA will provide suspense dates.

14.3.2.2. Phase 2: AFPC will collect a list of a cadet's Top 10 AFSC preferences and will consider them as "highly desirable." Cadets will also be asked to provide a list of their 3

least desired AFSCs. Note: needs of the DAF may still dictate that a cadet could be matched to one of their least desirable AFSCs. Cadets should consult the DAFOCD, 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. Matching will be based on the cadet's desires, needs of the DAF, and CIP code.

14.3.2.2.1. Rated Interest. Cadets will be asked about rated career field interest. If a cadet desires to apply for a rated AFSC, they must rank order those preferences with any non-rated line preferences. Cadets MUST also apply for a rated position via the AFROTC Rated Board module in WINGS to be eligible for a rated AFSC. The WINGS Rated Board module is a pre-screening process that generates the OM to assist the One Market Approach process. If an AFROTC cadet does not apply for the WINGS Rated Board, they will be removed from consideration for a rated AFSC on the One Market Approach assignment matching process because AFPC will not have data on their eligibility and OM. AFROTC/DA will open the module for rated inputs in the Spring semester in order to generate data for the One Market Approach assignment matching process.

14.3.2.3. Phase 3: This phase is a repeat of Phase 2 to collect final inputs. Cadets will be asked to provide reasons if they have made changes. Recommend cadets take a screenshot of their preferences prior to submitting to AFPC. Inputs are final at this point and AFPC will initiate the AFSC matching process.

14.3.3. AFPC will provide categorization results to AFROTC/DA once SAF/MR approves the assignments. AFROTC/DA will release assignments to the field for notification to cadets. AFSC assignment matches from the One Market Approach process are final. Any cadet who wishes to decline their AFSC assignment will be subject to disenrollment or det drop for breach of contract.

14.4. Rated Applications: Rated AFSCs are awarded via AFPC's One Market Approach assignment matching process. AFROTC/DA executes a rated pre-screening process via WINGS to generate the list of qualified candidates for each rated AFSC. The purpose of this pre-screening process is to generate an OM list for the Pilot, CSO, RPA, and ABM career fields for AFPC to utilize in the One Market Approach assignment matching process. Cadets must volunteer for Air Force rated positions and will apply for rated consideration in the FY prior to commissioning.

14.4.1. Cadets volunteering for rated duty must understand that they may be assigned to any rated category for which they are qualified IAW the One Market Approach process.

14.4.2. The selection rate for certain critical majors (e.g. Electrical Engineering, Computer Engineering, Meteorology, Nuclear Engineering) may be constrained 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. AFPC is the decision authority for AFSC matches.

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

14.4.4. Approximate Schedule of Events. The rated application announcement will typically be released between November and January. The nomination window normally opens in January or February and applicant verification is normally conducted in February or March to align with AFPC's One Market Approach data collection timelines. Dates are subject to change based on changing accessions requirements.

14.4.5. Rated Categorization Requirements.

14.4.5.1. 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.

14.4.5.2. Candidates must meet the AFOQT minimum scores shown in Table 14.2. 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

14.4.5.3. Cadets applying for rated AFSCs 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.

14.4.5.4. The Det/CC will assign each individual a DCR based on the entire FY commissioning class.

14.4.5.5. The PCSM is used for OM scoring if applying for Pilot and RPA. The AFOQT-CSO is used for OM scoring if applying for CSO. The AFOQT-ABM is used for OM scoring if applying for ABM. All manned pilot and RPA pilot training applicants from all accession sources must have a minimum PCSM score of 10.

14.4.5.6. OM factors include AFOQT/PCSM, RSS, CGPA, PFA, and FT Ranking (if applicable). AFROTC/CC will determine the weights of each factor.

14.4.5.7. Cadets deferred from FT will have their OM normalized to exclude the FT score (if applicable).

14.4.6. Cadets must submit preferences to the Det/CC via WINGS prior to the nomination deadline. 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.

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

14.4.8. 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.

14.4.9. AFROTC/DAF must be notified for EA re-categorization if the cadet:

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

14.4.9.2. Is dismissed from the program.

14.4.10. Post-Application 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/DA. Cadets must be potentially medically qualified for at least one rated category. Submit a request to AFROTC/DAF with appropriate rated preferences, PCSM score, and DCR. AFROTC/DAF will add cadets to any rated alternate list for which cadet is qualified commensurate with their OM.

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

14.4.12. 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 DAF or AFPC. Detachments should not expect a supplemental board to occur as a matter of course.

14.4.13. 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.

14.4.13.1. Cadets selected for a rated category on the primary board may be placed on alternate lists to fill vacancies in categories "above" the one for which they have been selected. AFPC is the decision authority for recategorizing a rated select from one category into another category (i.e. CSO-selects may be placed on the Pilot alternate list, and so forth).

14.4.13.2. Cadets will be selected from alternate lists as vacancies become available without regard to their order of preference, based upon the needs of the DAF.

14.4.13.3. 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 non-rated line (NRL) or could be disenrolled based on the needs of the Air Force at that time.

14.4.14. Cadets are removed from rated consideration upon commissioning.

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, Special Warfare, JAG, Chaplain, and OSI. Cadets who have a line EA but would like to compete for a special selection career field can use Attachment 6 to request a change to their EA. AFROTC/DAFP will notify detachments of the application process and timeline.

14.5.2. Special selection programs (Special Warfare, OSI, 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 assignment matching process, cadets may compete for both, but are expected to accept the higher-precedence special selection program assignment if offered.

14.5.3. 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 DAFA). DP2NN also manages Nursing cadets' assignments and EAD process. Nursing cadets do not appear on the EAD spreadsheet and do not participate in the One Market or other-directed assignment process unless they are removed from Nursing and recategorized to Line of the Air Force.

14.6. Graduate Law Program and One-Year College Program. 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. Cadets must 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. Cadets must 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. Cadets must 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. Cadets must meet AFROTC enrollment requirements IAW Chapter 3

14.6.1.5. Cadets must receive a certified DoDMERB physical IAW Chapter 8.

14.6.1.6. Cadets must maintain AFROTC standards IAW Chapter 5, except for the AFOQT requirement outlined in paragraph 5.4.

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 or be properly accredited for AS100 and/or AS200 classes.

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. The Det/CC is responsible for ensuring GLP and OYCP cadets meet required PMT objectives.

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 AFSC/SFSCs require additional medical examinations beyond the basic DoDMERB commissioning physical. Refer to paragraph 8.4.

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 (AUoF) by Air Force Personnel. Cadets who are classified into one of the nuclear AFSCs (13N, 21M, and 31P) or preselection by AFROTC/DA 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_DAFMAN13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*, and DAFI 31-117.

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 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.

14.9. Air Force Institute of Technology Sponsored Fellowships, Scholarships, and Grants. The AFIT-sponsored fellowships, scholarships, and grants allow new commissionees to compete for an opportunity to further their education, earning an advanced degree. Boards are held at AFIT, and 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 AFIT 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.

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 DAF 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 FY, cadets will be re-categorized. This will result in a change to training dates.

14.11. Administrative Delays. Administrative delays are an agreement between AFPC/DPMLT and the cadet delaying their EAD but are 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.

15.2. Distinguished Graduate 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 DAF 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 listed in order of preference 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 DG designation, detachments must:

15.2.2.1. Prepare the designation memorandum and the AFROTC Form 402, *AFROTC Distinguished Graduate 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. Field Training Awards. Specific awards and criteria will be announced annually by the FT/CC or as enduring guidance is published.

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

Table 15.1. Detachment-Level Cadet Awards.

Award Name	Eligibility	Description
Meritorious Service Award	Award to cadets each academic term to no more than 5 percent of the corps.	Recognizes outstanding performance for single exemplary acts of achievement or term service. (Consider outstanding performance in leadership positions, project officer duties, training other cadets, or det service project leadership).
Commendation Award	Award to cadets each academic term to no more than 10 percent of the corps.	Recognizes superior performance for single superior acts of achievement or academic term service that does not rise to the level of the Meritorious Service Award.

Achievement Award	Award to cadets each academic term to no more than 15 percent of the corps.	Recognizes superior performance for single acts of achievement or academic term service that does not rise to the level of the Commendation Award.
Academic Honors Award	Award to cadets with a TGPA of 3.0 or above (on a scale of 4.0) for one full academic term; must have an average of 4.0 in AS courses for the duration of period.	Recognizes academic excellence.
Warrior Spirit Award	Award to one cadet in each AS class. Extended cadets cannot be considered.	Recognizes the cadet in each AS class who best exemplifies the Air Force warrior spirit. (This is the same ribbon as the FT Warrior Spirit Award. Once the ribbon is awarded, cadets can continue to wear it throughout their duration in AFROTC).
Honor Flight Ribbon	All cadets in that flight will be authorized to wear the Honor Flight Ribbon.	Recognizes one flight per detachment each academic term will be designated as the Honor Flight based on criteria approved by the Det/CC. Designation as the Warrior Flight is not a disqualifier for designation as the Honor Flight.
Warrior Flight Ribbon	All cadets in that flight will be authorized to wear the Warrior Flight Ribbon.	One flight per detachment each academic term will be designated as the Warrior Flight based on criteria approved by the Det/CC. Designation as the Honor Flight is not a disqualifier for designation as the Warrior Flight.
Fitness Award	Cadets who score a 90 or above in the 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 a DAF 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 provided by AFROTC.

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, EA recipients, and all cadets in the POC (except cadets in pursuing status). Contract cadets are subject to disenrollment at any time up until commissioning (reference the Disenrollment Guide).

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.

16.3. Purpose. Disenrollment is the removal of any contracted cadet from their AFROTC contract or the program before its completion.

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*. Reasons for administrative release disenrollment include the following:

16.5.1. Death of a cadet. The Det/CC must sign a 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). Contracted AS100s (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. Cadets may be considered for disenrollment for the following reasons as outlined in Chapter 6 of DAFMAN 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 situations which could potentially 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 notice(s) (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.

16.6.1.2.1. The hardship is not temporary.

16.6.1.2.2. The condition arose or became aggravated after the cadet entered AFROTC.

16.6.1.2.3. The cadet made every reasonable effort to alleviate the situation.

16.6.1.2.4. 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 Academic Retention Standards (FTMARS). Includes AFROTC and institution scholastic standards. Refer to Chapter 5 of this instruction, regarding academic retention standards for scholarship and POC cadets, award of CEs for substandard performance 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 Det/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 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 UCMJ.

16.6.5. Indifference to Training. Indifference to training occurs when a cadet displays an apathetic attitude toward training. (Note: The Det/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 written approval.

16.6.6.3. Inability to meet contracted DOC 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 that they will not continue AFROTC training or will not accept a commission if one were offered to them.

16.6.7. Failure to meet officer accession standards. Refer to Chapter 5.

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/DAFD will provide official notification to AFPC.

16.7.2. Investigative Disenrollment Procedures. Det/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/DAFD will provide official notification to AFPC.

16.7.2.1. Det/CC (or senior officer, in the commander's absence) will initiate investigative action using the AFROTC Form 10 and AFROTC Form 111, *Student Status Statement of Understanding*, as follows:

16.7.2.1.1. Completes Part I of the AFROTC Form 10 by indicating the reason(s) for initiating the disenrollment action and appoints 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 MA 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 will not be a judge advocate or paralegal as their assistance could be interpreted as legal advice.

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 will not be a Second Lieutenant, 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 date of graduation.

16.7.2.1.3. Attaches 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 6A-6H and writes the current date in line 6A 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 the cadet whether, in the event of disenrollment, the cadet would prefer recoupment of scholarship or EAD. This is not required but can be a useful data point. Remind the 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 initiating "WILL" or "WILL NOT," as appropriate, on lines 7A and 7B. (NOTE: Choosing "WILL NOT" constitutes a 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 7C. (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 6a.

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 draw one line through the information that requires a change, write in the correct information, then 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 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 Form 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 Form 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. The IO will request extensions for additional time, in writing, from the Det/CC.

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. Any written statements or character statements must be signed. 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. If a witness provides a written statement, the statement must be signed and included 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 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. 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. The ROI should not be changed once signed. If changes are required, complete an amendment to the ROI.

16.7.2.7.8.1. The IO will provide a copy of the ROI with PII redacted to the cadet for review. DO NOT provide the cadet with the PII of any witnesses. Names of witnesses are not considered PII and should not be redacted. 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, the 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 the cadet has not submitted a response within 5 business days, a signed memorandum 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. Any supplements to the ROI must be provided to the cadet. The 5 business day response process outlined above must be repeated to allow the cadet the opportunity to respond to the additional information.

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 to request the cadet's most up to date contact information. Share only the minimum information required about the reason for the call in order to preserve the cadet's privacy. 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/DAFD.

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 with PII redacted 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/DA 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 a 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/DAF.

16.7.3. Detachment Action after AFROTC Decisions. For all disenrollment outcomes, once a decision is final and the detachment has been notified, the detachment must notify the cadet in writing within 5 business days. Refer to the Disenrollment Processing Guide and include the DD Form 785, if applicable.

16.8. Termination of AFROTC Scholarship Recoupment of prior Disenrolled Cadets. AFROTC/DA 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/DAFD for guidance at afrotc.rrfd@us.af.mil.

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 if they meet the criteria for a waiver IAW paragraph 3.14 of this instruction. 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/DAFD at 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/DAFD. 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.

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/DAFD 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 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/DAF.

17.1.1. Character. Do not commission cadets who have pending civil involvements which 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. Cadets will recertify their civil involvements in WINGS within 24 hours of commissioning.

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/DAF 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/DAFD 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/DA 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 full PFA, without exemptions, and BMI measurement and will be accomplished no earlier than the cadet's last semester prior to

commissioning. Cadets must pass the 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-A 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 PFAs 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 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 into appropriate service component (USSF requires both USAF and USSF scroll dates) 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/DAFA 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 DD Form 1AF*, Certificate of Commission*. In accordance with DAFMAN 36-2032, complete the AF Form 133 and the DD Form 1AF 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. Detachments will then re-commission Space Force officers 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. 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). 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 benefits to 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 additional terms of scholarship entitlements by completing the AFROTC Form 88, Section III. Note: applicable only for SECAF-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 and USUHS.

17.3.13. Commissioning for GLP/OYCP Students. These 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/DA 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 bachelor's degree requirements in nursing, 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 myFSS. 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

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

17.4.3. College Transcripts. AFIT is required to establish an academic file for all newly commissioned officers. The detachment must notify the officer of the requirement to provide the AFIT Coding Branch an official transcript indicating the degree awarded with appropriate

seals, embossments, or authentication. Newly commissioned officers should direct their institution's registrar to email official transcripts to AFIT (afit.msp.transcripts@us.af.mil) or to send an unopened copy of the official transcripts by mail (AFIT Academic Coding Branch, 2950 Hobson Way, Wright-Patterson AFB, OH 45433-7765) no later than 30 days after receipt of EAD orders. 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 DAF actions. Process all requests through AFROTC/DA.

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 DAF 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 errors made by 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 2d Lt waiting for EAD, they should contact the HC/JA. The HC/JA will coordinate follow on actions with ARPC/JA.

17.9. DAF Appointment of ROTC Graduates from another Service. An ROTC graduate of another service may request consideration for appointment as a commissioned officer in the DAF, 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/SFSC.

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 an appointment in the DAF must apply under the instructions of the current commissioning service. Before commissioning and entry on active duty however, the DAF requires:

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

17.9.2.2. Standard Form (SF) 93, *Report of Medical History*.

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

17.9.2.4. Results of AFOQT and PFA.

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

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

17.9.2.7. Professor of Military Science (PMS) or Professor of Naval Sciences (PNS) cross-commissioning conditional release (Attachment 15).

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

17.9.2.9. (USSF) Azimuth complete. Waiver approval authority is AFROTC/CC.

17.9.3. Processing Procedures. Forward applications to AFROTC/DAFA. Include the documents listed in paragraph 17.9.2 above as attachments. AFROTC/DA will approve or disapprove these requests based on the needs of the Air Force. If approved, AFROTC/DAFA 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 – SLECP-A and NECP

18.1. SLECP-A and NECP. SLECP-A students are Active-Duty Airmen who are selected by the Air Force's Senior Leaders and are pursuing a bachelor's degree. Maximum program participation will not exceed 36 months. Detachments must check the annual PSDM published by AFPC to validate selection prior to contracting. NECP students are Active-Duty Airmen pursuing a bachelor's 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 bachelor's 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/DAUE, AFPC/DP2NN (NECP only), and HC/JA if an ECP student violates or allegedly violates the UCMJ. Detachments must notify AFROTC/DAUE 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 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 Brief (EPB). ECP students will not receive an EPB unless removed from the program. If directed, the EPB 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.*

18.2.5. Basic Allowance for Housing and Basic Allowance for Subsistence 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 standards IAW DAFI 36-2903 or failure to maintain DD Form 93, *Record of Emergency Data (or digital equivalent)*, 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-A students must be administered a PFA NET 30 calendar days and NLT the day prior to attending Total Force Officer Training.

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/DAF and AFROTC/DAU 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/DAU if student receives two LOCs for academics; DAU 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/DAF or AFPC/DP2NN (NECP only) must approve any date of graduation changes or request to exceed the program limits of 36 months for SLECP-A 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 Det/CC'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-A students will be considered full-time students. Normal tuition and fees associated with the co-op terms will be paid. SLECP-A 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 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-A 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. SLECP-A and NECP students should arrive with a completed AF Form 56. Dets will upload the AF Form 56 into the student's vUPRG.

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-A/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. Veterans Affairs 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 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-A 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/DAU.

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-A 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-A Classification. SLECP-A students are classified for their AFSC when they are selected for the program. Once AFRS/RSOCL assigns them an OTS class date AFPC/DPMLT will reach out to the member for their assignment preferences.

18.8. Graduation Guidance. 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 in-route to their next assignment). Students will verify their attendance at the graduation ceremony is not 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-A students will be commissioned upon successful completion of OTS.

18.9.1.1. SLECP-A students must be medically certified for commissioning. Use the guidelines IAW DAFMAN 48-123. If the student is medically disqualified, notify AFROTC/DAF.

18.9.1.2. PCS Guidance. SLECP-A students must have valid PCS orders and work all PCS actions in advance of their actual departure to OTS. AFROTC/DA 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.

18.9.1.3. SLECP-A 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 printout.

18.9.2. NECP students are commissioned at the detachments IAW Chapter 17 and DAFMAN 36-2032. 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 OTS. Members will arrive at their duty station, attend NTP as a temporary duty (TDY), and then return to their duty station.

EUGENE A. MOORE III, Col, USAF
Commander, AFROTC

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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AFROTC Form 64, *AFROTC Commissioning Checklist*

AFROTC Form 88, *Extended Terms of Scholarship Entitlements Acknowledgement and Certification*

AFROTC Form 111, *Student Status Statement of Understanding*

AFROTC Form 402, *AFROTC Distinguished Graduate Certificate*

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 (or digital equivalent)*

DD Form 214, *Certificate of Uniformed Service*

DD Form 368, *Request for Conditional Release*

DD Form 369, *Police Record Check*

DD Form 372, *Request for Verification of Birth*

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DD Form 1351-2, *Travel Voucher or Subvoucher*

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AF Form 286, *Personnel Reliability Program (PRP) Qualification/Certification Action*

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AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 766, *Extended Active-Duty Order*

AF Form 833, *Multimedia Work Order*

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DAF Form 1206, *Nomination for Award*

DAF Form 1256, *Certificate of Training (LRA)*

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AF Form 3010, *USAF Statement of Understanding for Dependent Care Responsibilities*

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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*

AFJROTC Form 310, *AFJROTC Certificate of Completion*

I-551, *Permanent Resident Card*

SS-5, *Application for a Social Security Card*

Abbreviations and Acronyms

A&P – Advertising and Promotion

AAS – Arnold Air Society

ABM – Air Battle Manager

ACT – American College Test

ADSC – Active-Duty Service Commitment

AFIT – Air Force Institute of Technology

AFJROTC – Air Force Junior Reserve Officer Training Corps

AFOQT – Air Force Officer Qualifying Test

AFPC – Air Force Personnel Center

AFROTC – Air Force Reserve Officers' Training Corps

AFRS – Air Force Recruiting Service

AFSC – Air Force Specialty Code

ALO – Admissions Liaison Officer

AMWD – Accession Medical Waiver Division

AS – Aerospace Studies

ASCP – Airman Scholarship & Commissioning Program

ATC – Air Traffic Control

BMI – Body Mass Index

BF – Body Fat

CAP – Civil Air Patrol

CE – Conditional Event

CGPA – Cumulative Grade Point Average

CI – Civil Involvement

CICS – Commander's In-College Scholarship

CIP – Classification of Instructional Programs

CMPG – Cadet Medical Processing Guide

CMLA – Charles McGee Leadership Award

CPAR – Cadet Personnel Action Request

CRR – Commander Retention Review

CS – Commander's Scholarship

CSO – Combat Systems Operator

DAF – Department of the Air Force

DAFI – Department of the Air Force Instruction

DAFOCD – Department of the Air Force Officer Classification Directory

DCR – Detachment Commander Ranking

DDRP – Drug Demand and Reduction Program

DEERS – Defense Enrollment Eligibility Reporting System

DFAS – Defense Finance and Accounting Service

DG – Distinguished Graduate

DISS – Defense Information System for Security

DLI – Defense Language Institute

DOC – Date of Commissioning

DoD – Department of Defense

DoDMERB – Department of Defense Medical Examination Review Board

DoL – Department of Labor

DVT – Data Verification Team

EA – Enrollment Allocation

EAD – Extended Active Duty

ECL – English Comprehension Level

ECP – Enlisted Commissioning Program

ENJJPT – Euro-NATO Joint Jet Pilot Training

EO – Education Officer

ESA – Educational Services Agreement

ETP – Exception to policy

FCI – Flying Class I

FCIA – Flying Class IA

FCIII – Flying Class III

FSIE – Freshman Self–Initiated Elimination

FT – Field Training

FTMARS – Failure to Meet or Maintain Academic Retention Standards

FTMMRS – Failure to Meet or Maintain Military Retention Standards

FTPR – Field Training Performance Report

FTU – Field Training Unit

FY – Fiscal Year

GBR – Gold Bar Recruiter

GLP – Graduate Law Program

GMC – General Military Course

GPA – Grade Point Average

GPC – Government-Wide Purchase Card

HBCU – Historically Black Colleges and Universities

HCI – Holm Center Instruction

HF – High Flight

HPP – Health Professions Program

HSI – Hispanic Serving Institution

HSSP – High School Scholarship Program

HTN – Helicopter Training Next

IAW – In Accordance With

ICSP – In-College Scholarship Program

IFC – Initial Flying Class

IO – Investigating Officer

IRR – Individual Ready Reserve

JA – Judge Advocate

JAG – Judge Advocate General

JROTC – Junior Reserve Officers' Training Corp

LLAB – Leadership Laboratory

MEPS – Military Entrance Processing Station

MFR – Memorandum for Record

MFS – Military Flight Screening

MGIB – Montgomery GI Bill

MOU – Memorandum of Understanding

MPS – Military Personnel Section

MRS – Medical Recheck Status

MTF – Military Treatment Facility

NBIS – National Background Investigation Services

NCLEX-RN – National Council of Licensure Examination – Registered Nurse

NCO – Non-Commissioned Officer

NECP – Nurse Enlisted Commissioning Program

NET – No Earlier Than

NFE – Non-Federal Entities

NLT – No Later Than

NRL – Non-Rated Line

NTP – Nurse Transition Program

O&M – Operations and Maintenance

OCONUS – Outside CONUS

ODT – Officer Development Training

OFC – Operations Flight Commander

OM – Order of Merit

OOC – Out-of-Cycle

OPI – Oral Proficiency Interview

OPLAN – Operations Plan

OPORD – Operations Order

OPR – Office of Primary Responsibility

ORS – Obligated Reserve Section

OTS – Officer Training School

OYCP – One-Year College Program

PCS – Permanent Change of Station

PCSM – Pilot Candidate Selection Model

PFA – Physical Fitness Assessment

PGL – Program Guidance Letter

PRAP – Personnel Reliability Assurance Program

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

PPC – Personnel Processing Code

PRP – Personnel Reliability Program

PSP – POC Selection Program

PT – Physical Training

QFR – Qualifying Fitness Review

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

RSS – Relative Standing Score

SAF – Secretary of the Air Force

SDF - Support Directorate of Finance

SAT – Scholastic Aptitude Test

SLECP-A – Senior Leader Enlisted Commissioning Program-Active Duty Scholarship

SMC – Senior Military College

SOAR – Scholarships for Outstanding Airmen to ROTC

SOC – Source of Commission

SOD – Space Operations Duty

SOU – Statement of Understanding

SSN – Social Security Number

SW – Silver Wings

TBAS – Test of Basic Aviation Skills

TGPA – Term GPA

TDY – Temporary Duty

UCMJ – Uniform Code of Military Justice

USAFA – United State Air Force Academy

USAFSAM – USAF School of Aerospace Medicine

USSF – United States Space Force

USUHS – Uniformed Services University of the Health Sciences

WINGS – Web Intensive New Gain System

Terms

Academic Major. College or university degree sought by a student.

Academic Term. A semester, trimester, quarter, or other period 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 SECAF-approved majors authorized for 5th-year scholarship funding.

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 RDAs are trained as ALOs and recruit for the USAFA and AFROTC.

Advanced Enrollment Allocation (AEA). AEAs are awarded to an applicant whose date of commission (DOC) normally falls three years after the current FY (normally applicants enrolled in five-year majors). Individuals are awarded an Officer Candidate category (or Nurse candidate if applicable).

Advertising and Promotion (A&P). A national or local effort to convince students to enroll in AFROTC and inform student influencers about AFROTC programs by means of public service announcements, presentations before interested groups, and participation in various civic functions.

Aerospace Studies. The official designation of the 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 bachelor's 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 GMC, Professional Officer Course (POC), College Scholarship Program (CSP), or High School Scholarship Program (HSSP). A non-US 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 SECAF-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 (CY). 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 (ABM).

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 (CE). A cadet failing to maintain academic or military retention standards.

Consortium Agreement. 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 bachelor's degree-granting or 2-year non-bachelor's 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 (AFROTC) Contract*, enlisted in the United States Air Force Reserve 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 specialty.

Det Drop. Removal of a non-contracted cadet from the AFROTC program by the Det/CC.

Det/CC 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 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.

Education Officer. An officer at an AFROTC detachment assigned specific responsibility for all aspects of education and curriculum.

Educational Services Agreement. 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. The process by which students with an intent to commission officially join the AFROTC program after completion and certification of required application documentation.

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. 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 Entitlements. Additional scholarship entitlements authorized in a SECAF- 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 25 is 1 October 2024 through 30 September 2025.

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. 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.

Hispanic Serving Institutions Scholarship. Program designed to provide broad scholarship opportunities to students at HSIs.

Historically Black Colleges and Universities Scholarship Program. Program designed to provide broad scholarship opportunities to students at HBUCs.

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."

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.

Lead. Individuals who appear to possess, or may in the future possess, the qualifications for enlistment or appointment as a commissioned officer.

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 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 (OOC). 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 Method (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 Officer Development Training (ODT). 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.

Professional Officer Course-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.

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.

Regional Director of Admissions (RDA). An active-duty Air Force officer who conducts a coordinated regional recruiting program under the supervision of HQ AFROTC/DAR. 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 Reserve Officers' Training Corps (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 and 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.

Attachment 2

SCHOLARSHIP PROGRAM STATEMENT OF UNDERSTANDING

Figure A2.1. Scholarship Program Statement of Understanding.

FOUR-YEAR SCHOLARSHIP SELECTEES ONLY. 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. 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.
HSSP/ICSP/CMLA SELECTEES. I understand I must maintain full-time student status 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 each term. If I do not, a military Conditional Event (CE) will be issued. Two military CEs will initiate Commander Retention Review or Disenrollment. I understand I must achieve a "C" or higher in any AS course and **TGPA and CGPA** of 2.5 or higher while I am contracted. If I do not, scholarship/award may be suspended, temporarily inactivated, or terminated. I understand that if I am awarded a scholarship or scholarship upgrade that was based on pursuit of a major, I may have my scholarship terminated, downgraded, or withdrawn as applicable, should I switch my major. If I am disenrolled from AFROTC, I could 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. I may, at the discretion of my Det/CC, continue in AFROTC on a non-scholarship basis.
HSSP & ICSP 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. If I choose to change majors, I understand that a change in the criticality based on AFROTC/DAU determination could result in loss of scholarship and potential recoupment of scholarship funds Cadet Signature / Date Parent/Guardian Signature / Date
(Only for Applicants under Minimum Enlistment Age)
Printed Name Witness / Date Witness Signature

_____ _____

_____

Attachment 3

SECAF APPROVED 5-YEAR MAJORS

Table A3.1. SECAF-Approved 5-Year Majors (Based on Related CIP Codes).

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**	

NOTE: Academic majors **not** listed **do not** qualify for additional terms of entitlements.

** To qualify for additional scholarship terms, 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's and Master's degree in same subject).

NOTE: Degrees must be Bachelor of Science degrees. (Example: Switching from a B.S. in Mathematics to a B.A. in Mathematics will lead to a loss of scholarship.)

Attachment 4

DRUG DEMAND REDUCTION PROGRAM MOU

Figure A4.1. Drug Demand Reduction Program MOU.

DEPARTMENT OF THE AIR FORCE
AIR FORCE ACCESSIONS CENTER (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, I will be subject to random urinalysis drug testing. I understand that if I am randomly selected, I must provide the requested sample within the specified time limits. I understand failure to report for a mandatory urinalysis test will be considered an Unauthorized Absence (UA) and will result in individual command-directed screening. I understand that any individual refusing to submit a urinalysis sample or testing positive on a urinalysis test will be processed for disenrollment or dismissal from Air Force ROTC or specific officer commissioning program.

_____ _____

Cadet Signature and Date

Parent/Guardian Signature and Date
(Only for applicants under legal age of majority. Must be notarized if not signed in presence of detachment personnel)

_____

Printed Name and Signature Witness (or Notary) and Date

Attachment 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 (DDMMMYYYY).
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
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 (DDMMMYYYY).
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 (DDMMMYYYY), 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 (DDMMMYYYY).
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 DAF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*, dated 20241211, 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 DAF Form 1056 signed date".

2. Counsel cadet when activating or terminating a scholarship.

3. Successively number and attach all DAF Form 1056 "**Changes Pages**" to the DAF Form 1056.

4. Attach a copy of the previous versions DAF 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/DAFDAFA 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/DAF immediately.

Attachment 6

NON-LINE POSITION CONSIDERATION MEMORANDUM

Figure A6.1. Non-Line Position Consideration Memorandum.

DEPARTMENT OF THE AIR FORCE
AIR FORCE ACCESSIONS CENTER (AETC)

[DATE]

MEMORANDUM FOR AFROTC DETACHMENT 123

FROM: Cadet Terry L. Harris

SUBJECT: Non-line Position Consideration

1. I wish to compete for non-line in the [type] category. [Enter Pre-Health, or Dental; **enter only one category**].

2. I understand that receiving a non-line enrollment allocation does not guarantee that I will be selected to medical or dental school. If I am not selected for medical or dental school, there is no guarantee that I will be continued in the AFROTC program and allowed to commission. My ability to remain in the program and commission will be contingent on the needs of the AF and the availability of a new enrollment allocation based on my academic major.

3. I understand that if I am selected for any of these programs, I am ineligible to apply for an educational delay.

[signature]
Terry L. Harris

Attachment 7

DEGREE CERTIFICATION LETTER

Figure A7.1. Degree Certification Letter.

DEPARTMENT OF THE AIR FORCE
AIR FORCE ACCESSIONS CENTER (AETC)

(Date)

MEMORANDUM FOR REGISTRAR, [CADET'S PRIMARY SCHOOL]

FROM: AFROTC Detachment XXX/CC
[Host University Address]
[Street]
[City, State, ZIP]

SUBJECT: Request for Confirmation of Degree Completion

1. Cadet [name, student number], is a student at your university pursuing a [type of degree and major]. He/She is tentatively scheduled to commission into the Department of the Air Force on [date of commission] through the Air Force ROTC program. Before we can offer Cadet [name] a commission, we must have confirmation from his/her university that all requirements for completion of his/her degree have been met. If Cadet [name] has met all degree completion requirements, please complete the 1st Indorsement below by signing and affixing your Registrar's Seal and return this memorandum to me at the address above. If Cadet [name] has not met all degree completion requirements, please DO NOT complete the 1st Indorsement below. Instead, please return this memorandum to me at the address above and include a letter stating which requirements have not been met.

2. If you have any questions, please feel free to contact me at [999-9999].

KURT L. RODDY, Colonel, USAF
Commander

1st Ind, Registrar, 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 Department of the 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 a Department of the 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 Department of 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-A /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-A/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 OTS. (SLECP-A only)
5.	If spouse is AD, copy of orders (DAF only supports join spouse within DoD)
6.	DAF 1056 (AFROTC Cadets Only)
7.	Commissioning Physical: SLECP-A/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, *DoDMERB Report of Medical History*, or DD Form 2351, *DoDMERB Report of Medical Examination*.
8.	Commissioning Fact Sheet (*Accessions will only be reimbursed for travel from the address listed on the AF Form 766 (EAD orders), Active Duty Order Block 1. Accessions can only ship household goods from the two addresses listed on the AF Form 766, Block 1 and/or Block 5, Home of Record*
9.	Official transcripts with GPA or completion letter from school with date **Bachelor in Science of Nursing** degree conferred.
10.	DD Form 4 (SLECP-A only)
11.	AF Form 1466 is needed for each family member if going overseas
12.	Did the member marry after graduation **AND** change their last name? Marriage certificate **ONLY** if they changed their last name.
13.	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 FORCE ACCESSIONS CENTER (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 (Date same day as commissioning oath)
RO-000

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 June 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 August 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 October 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 SECOND 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/Medical Service Corp 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 (AFIT) manages your educational program. The mailing address is:

AFIT/ENEL (Educational Delay Program) 2275 D Street, Bldg 16 Rm 120
Wright-Patterson AFB OH 45433-7765
DSN 785-2259 x3039/3033 Comm: (937) 255-2259 x3039/3033

AFIT will correspond with you periodically to verify your academic progress and personal status. It is imperative that you reply promptly to these inquiries to preclude possible termination of your educational delay and call to early EAD. When your educational delay nears completion, AFIT will refer you to AFPC for assignment processing as prescribed in paragraph 2. Be aware that the TRICARE benefits mentioned in paragraph 4 do not apply to educational delay participants until you are on EAD orders. You will be responsible for your own healthcare.

6. Your EAD orders indicate your first in-processing stop. Normally, your initial processing includes reporting to the customer service and special actions office at the Military Personnel Section (MPS), followed by a visit to the military pay section at the accounting and finance office. These stops should minimize initial payroll problems. You should nonetheless be prepared for a 4-week delay in getting your first paycheck. In addition, take an official copy of your school transcript for presentation to the base education office. You should also have copies of all important papers; for example, EAD orders, birth certificate, marriage license, Social Security card, car registration, driver's license, auto insurance policy, etc.

7. You are reminded that complete compliance with DAFI 36-2903, *Dress and Personal Appearance of Department of the Air 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- MGIB Information: For those individuals coming on active-duty 1 July 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. I understand 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 CONTROLLED UNCLASSIFIED INFORMATION (CUI) 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 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/DAF
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.

***NOTE*:** Below instances require both **face-to-face** counseling and documentation	
SCHOLARSHIPS	
1.	Scholarship Temporary Inactivation (Table 4.8)
2.	5-Year SECAF-Approved Maj Changes (paragraph 4.5.1.2)
STANDARDS	
3.	Receiving a Conditional Event (CE) (paragraph 5.8.1)
CIVIL INVOLVEMENTS	
4.	Civil Involvement (CI) Adjudication (paragraph 6.7.3)
CADET ACTIONS	
5.	Results of Waiver Requests (paragraph 7.3.2)
6.	PNA Status (paragraph 7.4)
7.	SOU for PNA and Scholarship Limitations (paragraph 7.4.1)
MEDICAL	
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)
EDUCATION	
11.	Term Counseling (Fall/Spring) (paragraph 9.12)
12.	Changes from AFROTC/CC to non-AFROTC/CC Approved Major (paragraph 4.5.1.2)
TRAINING	
13.	Non-detachment PMT (FT, ODT) (paragraph 10.2.10)
14.	FT Attendance/Selection & Removal/Completion (paragraph 10.8.1)
ENLISTMENT	
15.	Enlistment Delayed for Cause (paragraph 11.5)
16.	Fraudulent Enlistment (paragraph 11.13)

POC SELECTION PROCESS	
17.	No EA at PSP Results in Scholarship Withdrawal (paragraph 12.7)
18.	Did not Receive an EA (paragraph 12.7)
CATEGORIZATION	
19.	Rated Categorization (paragraph 14.3.9)
DISENROLLMENT	
20.	FSIE (paragraph 16.5.3)
21.	Scholarship Recoupment (paragraph 16.12)
22.	Termination of Call to EAD (paragraph 16.13)
ENLISTED COMMISSIONING PROGRAMS	
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 FORCE ACCESSIONS CENTER (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/DAFD

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 FORCE ACCESSIONS CENTER (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/DAFD

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