



**Personnel**

**AFOATS CURRICULUM COORDINATION WORKING GROUPS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction prescribes the mission, organization, and responsibilities of the Air Force Officer Accession and Training Schools (AFOATS) Curriculum Coordination Working Groups (CCWG). It applies to the AFOATS Curriculum Division (AFOATS/CR), Officer Training School (OTS), Air Force Reserve Officer Training Corps (AFROTC) and Air Force Junior Reserve Officer Training Corps (AFJROTC). This instruction supersedes AFOATSI 36-103, *AFOATS Curriculum Coordination Committee and Working Groups*.

**SUMMARY OF REVISIONS**

All references to Curriculum Coordination Committee have been deleted and replaced with the functioning Curriculum Coordination Working Groups.

**1. Curriculum Coordination Working Groups (CCWG).**

**1.1. Mission.** To ensure coordination and communication between AFOATS curriculum developers and OTS, AFROTC, and AFJROTC instructors.

1.1.1. The CCWG serves as a forum for sharing information and coordinating all additions, deletions, and revisions to the OTS, AFROTC, and AFJROTC curriculums to ensure all new instructional blocks and lessons are sufficiently developed, reviewed and coordinated prior to major alterations to the OTS, ROTC, and AFJROTC courses. This includes, but is not limited to, exchanging information on curriculum issues, teaching materials, and instructional methodology.

**1.2. Terms:**

1.2.1. Curriculum Coordination Working Group. Representatives from AFOATS/CR, OTS, AFROTC, and AFJROTC are responsible for coordinating curriculum additions, deletions, and revisions.

1.2.2. CCWG Chairperson. The individual responsible for convening and presiding over the deliberations of the CCWG. A curriculum area manager (CAM) responsible for a particular

area of the AFOATS curriculum will chair the CCWG relating to their area of responsibility. The CCWG chairperson, in coordination with working group members, will determine meeting schedules, locations, agendas, and ensure the distribution of meeting minutes to the Director, AFOATS/CR, OTS/CC, AFROTC/CC, and the Director, AFJROTC.

1.2.3. Standing CCWGs. As a minimum, there will be a standing CCWG for OTS (addressing both the 23rd and 24th Training Squadrons) and AFROTC for each major division of the AFOATS core curriculum: leadership studies, profession of arms, communication skills, military studies/international security studies, and field leadership. AFJROTC will have one CCWG spanning all curriculum areas. Special interest CCWGs may be established, as appropriate.

1.2.4. Major Curriculum Change. One or more of the following conditions constitute a major curriculum change:

1.2.4.1. All new instructional blocks or lessons.

1.2.4.2. Any addition, revision, or deletion to AFROTC, AFJROTC or OTS judged to be significant by the AFOATS Commander, the Director of AFOATS Curriculum, the AFROTC Commander, the OTS Commander, or the AFJROTC Director.

1.2.4.3. A change in more than 25 percent of the content of an existing lecture, seminar or training exercise.

### **1.3. Policy**

1.3.1. Each CCWG chairperson will convene a meeting of the CCWG prior to the start of the AFOATS/CR text review cycle or at the beginning of each academic year. Quarterly meetings of the CCWGs will be convened thereafter, as necessary. Any member of the CCWG may call an out-of-cycle CCWG meeting at any time.

1.3.2. Major changes to the OTS, AFROTC, or AFJROTC curriculums will be referred to the respective school commander (OTS/CC, AFROTC/CC or Director, AFJROTC) the Director, AFOATS/CR and Chief, AFOATS/CRD for approval, prior to implementation.

### **1.4. Membership**

1.4.1. Each OTS CCWG is comprised of at least one representative from AFOATS/CR (chairperson), one from the 23rd Training Squadron, one from the 24th Training Squadron, one from OTS/CCV, and one from OTS/CCT. Each AFROTC CCWG is comprised of a representative from AFOATS/CR, at least one AFROTC instructor from each AFROTC

region and if possible a representative from AFROTC/DOT. Each AFJROTC CCWG is comprised of a representative from AFOATS/CR (chairperson) and a minimum of four AFJROTC instructors, selected by the Director, AFJROTC.

Dr. Charles J. Nath, III, GS-14  
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Attachment:  
Glossary of References

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

AFOATS - Air Force Officer Accession and Training Schools

AFJROTC – Air Force Junior Reserve Officer Training Corps

AFROTC – Air Force Reserve Officer Training Corps

CAM – Curriculum Area Manager

CCWG – Curriculum Coordination Working Group

OTS – Officer Training School