



Personnel

ADMINISTRATION OF SENIOR AIR FORCE ROTC CADETS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes: AFOATSI 36-2011, 26 February 2001

Certified by: HQ AFROTC/RRF (Maj Roy J. Fullerton, Jr.)

Pages: 111

Distribution: F

This instruction provides the AFROTC unit commander and other unit personnel with detailed guidance for managing and administering the senior Air Force ROTC Program. It implements or explains provisions of numerous Air Force and Air Education and Training Command directives, and complements several AFOATS instructions.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this regulation are 10 U.S.C. 33 and 103. Privacy Act Statements required by AFDIR 37-144, Air Force Privacy Act Systems of Records Notices are in AFOATS Forms 20, Application for AFROTC Membership, 35, Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials, and 111, Student Status Statement of Understanding. System of records notice F045 AETC C, Cadet Records, applies.

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 03-1 and rescinds the authority to allow the detachment commander to waive the third conditional event for any cadet within 12 months of commissioning. A star (\*) indicates changed information from the previous edition.

Chapter 1 - Eligibility and Application Requirements

Paragraph

Table listing various requirements such as General Information, Membership Eligibility, Membership Ineligibility, Non-contract GMC Records and POC Application Records, Age, Adverse Involvements with Civil, Military, or School Authorities, Drug Abuse Screening, and Evaluation of Drug Use or Abuse, with corresponding paragraph numbers 1.1 through 1.8.

Paragraph

Table listing additional requirements such as AFROTC Substance Abuse and Hemp Derivative Policy, Chronic Alcohol Abuse, Drug Abuse or Use of Hemp Derivative after Orientation, Family Members, Air Force Officer Qualifying Test (AFOQT) Requirements, Membership Restrictions, Special Testing Requirements for Non-Native English-Speaking Cadets, and Waiver of Disenrollment from Previous Officer Training, with corresponding paragraph numbers 1.9 through 1.16.

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## Chapter 1

### ELIGIBILITY AND APPLICATION REQUIREMENTS

**1.1. General Information.** This chapter provides guidelines on the eligibility and application requirements for AFROTC cadets. It covers entrance and eligibility requirements common to both General Military Course (GMC) and the Professional Officer Course (POC).

**1.2. Membership Eligibility.** Each individual must:

1.2.1. Be a student enrolled at an accredited college that hosts an AFROTC unit or a college or junior college having a cross-town agreement or consortium arrangement established according to AFOATSI 36-2014, *AFROTC Enrollment and Relation with Host/Nonhost Instructions, Cross-town, and Consortium Institutions*.

1.2.2. Participate in both aerospace studies (AS) classes and leadership laboratory (LLAB) while enrolled in school to be considered a GMC or POC member. Completed GMC and POC members may participate in LLAB. (NOTE: See AFOATSI 36-2012, *AFROTC Professional Development Training Programs* to determine eligibility requirements for base visits.)

1.2.3. Be age 14 or older.

1.2.4. Be a United States citizen.

1.2.5. Be of good moral character. Good moral character is a prerequisite for initial and continued membership. The AFOATS Form 35, **Certification of Involvements with Civil, Military, or School/Law Enforcement Officials**, is the basic document used to evaluate the moral character of an applicant; however, it is not the only evidence that may be used.

**1.3. Membership Ineligibility.** The following individuals may not be members; however, **they may enroll as special students:**

1.3.1. Conscientious objectors.

1.3.2. Present or former commissioned officers of any component of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Merchant Marine. **NOTE:** Present or former warrant officers may be accepted for membership.

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

1.3.4. Individuals on active duty with any military service. **NOTE:** An enlisted member or warrant officer of the Reserve or National Guard of any service is eligible for entry and membership subject to requirements of this chapter.

1.3.5. Students who engage in or acknowledge homosexual or bisexual conduct do not meet Air Force standards and are not eligible for AFROTC membership; reference AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force*, Chapter 1 (Policy on Homosexual Conduct). Detachments that receive evidence of homosexual conduct by applicants, including non-contract GMC cadets should consult AFOATS/JA.

1.3.6. Students who do not or cannot meet the required standards of body fat, appearance, decorum, discipline, and military performance.

1.3.7. Individuals disenrolled from a previous officer-training program (reference paragraph 1.16.).

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

#### **1.4. Non-contract GMC Records and POC Application Records:**

1.4.1. The unit will establish a file folder to contain forms and other records associated with each non-contract GMC cadet's membership. When establishing a record for enlisted cadets, refer to par 4.4. Disposition instructions are contained in AFMAN 37-139, *Records Disposition Schedule*, table 10-14. Fitness results are completed IAW AFOATSI 36-2007, *AFROTC Weight and Fitness Programs* and recorded in the AFOATS Pilot Project (APP) data system.

1.4.2. Each non-contract GMC applicant will complete one copy of the following prior to acceptance as a GMC member: AFOATS Form 20, **Application for AFROTC Membership** (See NOTE below paragraph 1.4.3); AFOATS Form 35; AF Form 2030, **USAF Drug and Alcohol Abuse Certificate**; AF Form 3010, **USAF Statement of Understanding for Dependent Care Responsibility**; Statement of Understanding: Air Force Dependency Policy (Figure 1.1); and DD Form 2005, **Privacy Act Statement-Health Care Records** (2 copies; one for applicant and one for record). Provide an AF Form 883, **Privacy Act Statement - US Air Force Application Record** to the applicant. Also, provide the cadet with a copy of AFOATS Form 500, **Restrictions on Personal Conduct in the Armed Forces**, and attach a copy to the AFOATS Form 20.

1.4.3. Each POC or scholarship applicant will complete one copy of the following, if applicable: an AFOATS Form 20 (See NOTE below); an AFOATS Form 35; an AFOATS Form 48, **Planned Academic Program**, or equivalent (reference paragraph 1.20.); an AF Form 2030 [not required for Scholarships for Outstanding Airmen to ROTC (SOAR), Airmen Scholarship Commissioning Program (ASCP), and Early Release Program (ERP); reference AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*]; an AF Form 3010; a DD Form 93, **Emergency Data Card** (to be accomplished by the applicant in pencil), Statement of Understanding: Air Force Dependency Policy (Figure 1.1); and a DD Form 2005 (2 copies; one for applicant and one for record). Provide an AF Form 883 to the applicant. If the unit commander accepts the application, initiate an AFOATS Form 63, **AFROTC Membership Action Checklist**. Also, provide the cadet with a copy of AFOATS Form 500 and attach a copy to the AFOATS Form 20.

**NOTE:** The AF Form 56, **Application & Evaluation for Training Leading to a Commission in the United States Air Force** will replace the AFOATS Form 20 and the "initial" completion of the AFOATS Form 35 for all cadets in the enlisted commissioning programs. HQ AFROTC will forward the AF Form 56 to units for filing in the Unit Personnel Records Group (UPRG). Units must still accomplish the AFOATS Form 35 for recertification on the day of and prior to enlistment IAW chapter 4.

1.4.4. Initiate a new record for each cadet previously disenrolled or dropped from the AFROTC program. The new record will retain the original copies (if applicable) of the following: The AFOATS Form 35 and any AFOATS Forms 4, **Affidavit Civil Involvement** or 14, **Law Enforcement Inquiry** associated with the original document (recertify upon application for membership), all valid medical documentation to include previous certifications (obtain a statement from cadet that no medical problems existed since date of examination), AFOATS Form 48 or its equivalent (updated appropriately), AF Form 2030, Transcripts, DD Form 4, **Enlistment/Reenlistment Document – Armed Forces of the United States** from previous enlistment(s), AFOATS Form 708, **Field Training Performance Report**, and DD Form 785, **Record of Disenrollment From Officer Candidate-Type Training**. PREVIOUS COUNSELINGS ARE NOT RETAINED WITH NEW RECORD. All other documents associated with membership are reaccomplished.

1.4.5. Counsel non-contract GMC cadets concerning the requirements listed on the AFOATS Form 16, **Cadet Counseling Sheet**. (See paragraph 2.2.4).

1.4.6. After the AFOATS Form 20 is complete, add/update the cadet's information into APP. In addition, add all special and non-US citizen students to APP.

## 1.5. Age:

### 1.5.1. Minimum Age Requirement:

1.5.1.1. Minimum age for enlistment is 17; however, an individual who is 17 years old at the time of enlistment, unless married, must have parental or guardian consent before being enlisted. Obtain consent using the AF Form 1056, **Air Force Reserve Officer Training Corps (AFROTC) Contract**.

1.5.1.2. Minimum age for commissioning is 18 (AFI 36-2005).

### 1.5.2. Maximum Age Limitations for Commissioning:

1.5.2.1. Pilot and navigator category applicants must enter Undergraduate Flying Training (UFT) prior to age 30. Therefore, **AFROTC pilot and navigator candidates must be scheduled for commissioning before reaching 29 years of age**. This will allow AFPC the time necessary to schedule a selected pilot or navigator cadet into an appropriate training class (a cadet enters into flight training 8-12 months after commissioning).

1.5.2.2. Applicants must receive an enrollment allocation before reaching age 30. Unit Commanders may waive the maximum age restriction for applicants who meet the AFOQT outstanding and deserving criteria (see figure 1.2) and can be commissioned prior to age 34. HQ AFROTC may waive those applicants who do not meet the outstanding and deserving criteria. HQ AFPC may waive the maximum age restriction for individuals scheduled to commission after age 34 but prior to age 35. Public law 88-647 prohibits commissioning or active duty entrance after age 35.

**1.6. Adverse Involvements with Civil, Military, or School Authorities.** 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 on an AFOATS Form 35. This includes violations of school honor codes; Article 15/UCMJ actions; and administrative discharge, demotion, or letters of reprimand while in government or military service. Any adverse involvement affecting a cadet or an applicant for membership in AFROTC, regardless of the outcome or date of the offense, must be considered under this section to determine whether the involvement disqualifies the applicant for enlistment and/or continuation in the AFROTC program.

1.6.1. Unit commanders or their designated representatives must initially counsel applicants that they are required to report all civil involvements with civil, military or school authorities, regardless of the severity, disposition, or the date of the involvement, on the AFOATS Form 35 upon application to AFROTC (a formal written citation need not have been issued). If doubt exists as to the need to list an involvement, it must be listed to preclude future question regarding omissions from the AFOATS Form 35. Brief the applicant that, if they remain in the AFROTC program, they must continue to report all subsequent civil involvements to the detachment on the Form 35 within 72 hours after the involvement occurs, with the exception of involvements which occur during school break periods of more than 72 hours. In this case, the individual may wait to report the involvement NLT 72 hours after their return to classes following the break.

1.6.1.1. Applicants must report ALL involvements for which they were initially cited or charged by civil, military, or school authorities, regardless of final disposition. When a single civil involvement incident results in more than one offense, consider each charge a separate involvement and list each on the AFOATS Form 35 as separate entries. A finding of not guilty or advice by an attorney or court official to consider the record as clear does not constitute authority to omit the involvement from the

AFOATS Form 35. This includes involvements that resulted in state-sealed records or expungement relief with respect to juvenile records. Brief applicants and cadets that a National Agency Check, Local Agency Check and Credit Check (NACLC) is conducted as part of their security clearance investigation and should any unreported involvement be discovered, the individual may be disenrolled from the AFROTC program. The detachment commander **must sign** all Forms 35 that list civil involvements. **However, a completed AFOATS Form 35 without ANY involvement(s) listed does NOT require the Unit Commander's signature. Only in this instance, any cadre member may sign the AFOATS Form 35 after informing the cadet on the provisions of paragraph 1.6.1.**

1.6.1.2. Follow-on counseling each term via the AFOATS Form 16 is required for all cadets and pursuing students. Brief them that they must adhere to the 72-hour reporting policy. Recertify the individual's AFOATS Form 35 the day of, but just prior to, enlistment.

1.6.2. When an individual fails to report an involvement on the AFOATS Form 35, HQ AFROTC must review the circumstances to determine suitability for membership continuation. Normally, unreported involvements are detected when corroboration reflects other involvements or when a NACLC is returned to HQ AFROTC from the Defense Security Service (DSS) indicating a record of unreported involvements. When discovering that a cadet has failed to report an involvement, commanders should either investigate the cadet for possible disenrollment or submit an AFOATS Form 22, **Cadet Personnel Action Request**, to HQ AFROTC/RRFP requesting a waiver. In either case, have the individual prepare an AFOATS Form 4, and enter the involvement on the AFOATS Form 35. If the unreported involvement is detected during the security clearance process, HQ AFROTC/RR will normally direct an investigation.

1.6.2.1. Late reporting of civil involvements, when voluntarily reported by the individual, does not constitute "failure to report." If an individual fails to report an involvement within the required time frame, have the individual enter the involvement on the AFOATS Form 35 and prepare an AFOATS Form 4, describing the incident and the reason it was not reported. Attach the AFOATS Form 4 to the AFOATS Form 35. HQ AFROTC waiver approval is required only if the late recertification is not within the unit commander's waiver authority.

1.6.3. The procedures and documents listed below are designed to facilitate administrative processing of involvements and provide tools for evaluating character traits for officer candidates.

1.6.3.1. Initial Certification. The AFOATS Form 35 is the basic document used to record involvements. Once initially certified, the individual's AFOATS Form 35 becomes a permanent record; do not alter or reaccomplish it for any reason. Any additional involvements must be added to the original AFOATS Form 35.

1.6.3.2. Affidavits. When required, the individual must prepare an AFOATS Form 4. Prepare an affidavit based on the involvement originally cited by the law enforcement agency, not the lesser offense, if the charge is reduced. Multiple involvements may be explained in a single affidavit, but each separate charge must be clearly addressed. Affidavits must be subscribed and sworn to before a unit officer or another official authorized to administer oaths and filed in the cadet's AF Form 10, **Unit Personnel Record Group**. Affidavits are required to explain any involvement listed in Figure 1.3, Category 2 or any civil involvement that requires a HQ AFROTC waiver.

1.6.3.3. Consent for Corroboration. The cadet must give express, written consent for all necessary corroboration using the reverse side of the AFOATS Form 14.

1.6.3.3.1. Corroboration of Involvements. Obtain statements from civil, military, or school authorities describing the officially recorded facts and disposition using the AFOATS Form 14. Follow up by tracer, letter, or telephone conversation if statements are not made available in response to initial written requests. Place initial requests and all records of follow-up action in the cadet's AF Form 10. When

requesting waivers, use these statements in lieu of corroboration when corroboration is not available. If the laws of the state where the involvement occurred prohibit the release of corroboration and reply to corroboration requests, cite the specific law and make an entry in the remarks section of the AFOATS Form 35 citing the appropriate authority (for example, House Bill 1127).

1.6.3.3.2. Record of Corroboration. Normally corroboration is obtained through police authorities; however, in some cases, this is not possible. Therefore, obtain a certified copy of the court records whenever a police agency refuses to corroborate the circumstances surrounding a charge. The court proceedings are a matter of public record and cannot be withheld except in a few cases where a first-offender law is applied. **For all civil involvements, which require a waiver from headquarters, you must obtain police reports, charging documents (indictment, ticket, etc.) AND court disposition documents (court record of conviction, dismissal, etc.). Normally, this will require contacting both police and court officials.** The cadet is responsible for any charges associated with obtaining required records. If necessary, the applicant or cadet should contact the clerk of the court and request the certified copies, pay all fees, and have the document sent directly to the unit. In most cases, individuals are able to obtain their own records that have been sealed under a first-offender law. If court records are not available, attach correspondence addressing this situation to the waiver request. Letters from prosecutors or clerks of court explaining disposition of charges are satisfactory. Letters from defense counsel on behalf of the applicant or cadet are not adequate or appropriate corroboration.

1.6.4. If any discrepancy exists between the entry on the individual's AFOATS Form 35, the AFOATS Form 4, and the AFOATS Form 14 allow the individual an opportunity to explain, in writing, before further action is taken. Attach a copy of the individual's explanation to the AFOATS Form 35. If it appears there has been an attempt to conceal the seriousness of an involvement, the unit commander must initiate an investigation to refuse entry or possible disenrollment if the individual is already a cadet.

1.6.5. Waivers of Civil Involvement. Each reported involvement must be evaluated by the appropriate authority and waived for retention. The unit must receive corroboration prior to waiving civil involvements listed in Figure 1.3, Category 2.

1.6.5.1. AFROTC detachment commanders have waiver authority for non-criminal involvements and for minor misdemeanor criminal offenses, examples of which are listed in Figure 1.3. Offenses not listed in Figure 1.3, but of a similar nature, may also be waived by the detachment commander. **All other involvements not listed or not similar in nature to those listed in Figure 1.3 must be forwarded to HQ AFROTC for waiver consideration.** To determine the waiver authority for an adverse involvement, the offense should be characterized as it was charged in the original indictment, complaint, notification, or other charging document, even if a less serious offense is ultimately adjudicated. For example, a Driving Under the Influence charge that is later reduced to Careless Driving may not be waived by the detachment commander. Contact AFOATS/JA if in doubt about the misdemeanor or felony classification of a criminal charge.

1.6.5.2. Detachment commanders may not waive involvements listed in Figure 1.3, paragraph 2, until they have examined any available evidence (including police reports) and the court or administrative authority has resolved the charges or the accusations. "Resolved" is defined as conviction, acquittal, dismissal of charges, placement into a pretrial diversion program, dismissal after compliance with imposed conditions, or final determination of action by an administrative authority. In cases that are not resolved adversely to the applicant, commanders should base their decisions on their independent determination of the facts, based upon the evidence available to them. Acquittal, dismissal of charges, *nolle prosequi*, expunged record or pretrial diversion does not negate the significance of the underlying conduct. Applicants and cadets may not be contracted and enlisted until all civil involvements have been resolved via the appropriate waiver authority.

1.6.5.3. Detachment commanders should consult HQ AFROTC if they have any concerns in interpreting whether or not an involvement is waiverable and if the proposed waiver action is consistent with similar actions across AFROTC.

1.6.5.4. In the Unit Commander's absence, the senior APAS may be designated, in writing, to perform local waiver authority functions.

1.6.5.5. HQ AFROTC must consider waivers for any involvement in which the cadet or applicant is currently serving, or has finished serving within the last three months: a period of probation, suspended sentence, pretrial diversion, or any period of confinement or other court-imposed restraint for a conviction. EXCEPTION: Suspended sentences for minor traffic offenses.

1.6.5.6. Whenever a waiver of a civil involvement is granted counsel the cadet in writing on the AFOATS Form 35 that their conduct will be closely monitored and any future involvements with authorities may result in disenrollment from the AFROTC program.

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

1.6.5.8. Cadets who are pending HQ AFROTC evaluation for adverse involvements are not eligible for enlistment, a POC enrollment allocation, or FT attendance until waivers are approved and the commander signs the AFOATS Form 35.

**1.7. Drug Abuse Screening.** All applicants are required to qualify as follows:

1.7.1. Drug Abuse Orientation. AFD 36-27, *Social Actions*, is the basic directive that prescribes the drug abuse policy. Brief each applicant upon completion of the AFOATS Form 20, on the United States Air Force drug abuse policy. Use the AF Form 2030 to screen applicants and cadets for drug abuse and, as a minimum, explain each item on the AF Form 2030, especially the fact that any future use is disqualifying.

1.7.2. Initial Preparation. Each applicant must complete sections I through III of the AF Form 2030 **before** having the medical examination administered. Maintain the AF Form 2030 in the individual's file. Refer to AFOATSI 36-2019, *AFROTC Scholarship Programs* for 3-4YR CSP winners.

**1.8. Evaluation of Drug Use or Abuse.** When an applicant has indicated drug usage or use of any hemp plant derivative on the AF Form 2030, the following procedures apply:

1.8.1. Individual Evaluation Request. Have the applicant provide a handwritten statement in the Remarks Section of the AF Form 2030 concerning the circumstances. If necessary, continue on a separate page and attach it to the individual's AF Form 2030 that will be filed in the AF Form 10. (On the top and bottom of each page of the handwritten statement, print or stamp "FOR OFFICIAL USE ONLY," and treat as Privacy Act information.)

1.8.1.1. As a minimum, have the applicant include the following for all drug or hemp derivative use:

1.8.1.2. Dates and circumstances surrounding each occurrence. Include specific reasons for the incidents and total number of times used.

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

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

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

1.8.1.6. Describe any residual effects.

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

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

1.8.1.9. Sign and date the statement.

**1.9. AFROTC Substance Abuse and Hemp Derivative Policy.** The Air Force and AFROTC pre-orientation drug abuse policy is based on the fact that drug abuse is a serious crime. Therefore, the general rule is that applicants are not eligible for service in the Air Force if they have ever used, possessed, manufactured, or distributed any illegal drugs. The Air Force also has a policy that precludes its members from using any hemp derivative.

1.9.1. Waivers are permitted only in very exceptional cases for otherwise very highly qualified applicants whose pre-service drug use was limited in frequency and scope, experimental in nature, and unlikely to recur. Hemp derivative use is also waivable, however applicants must agree to discontinue use.

1.9.1.1. Unit commanders may waive use or possession of marijuana/hemp derivative that meets the requirements of paragraph 1.9.1, if no civil involvement resulted (see paragraph 1.8 to document cadet's statement). Use the applicant's statement, along with a personal interview, to determine if the requirements are met. Authorize program entry by annotating in the remarks section of the AF Form 2030 with the appropriate statement(s):

1. *"Preapplication limited experimental use of marijuana, unlikely to recur. I waive the use and grant program entry."*
2. *"Member has been briefed and agrees to abide by Air Force policy regarding the prohibited use of Hemp derivatives. Program entry is authorized."*

The unit commander will sign and date statement(s).

1.9.1.2. HQ AFROTC can grant waivers for use of a few other drugs as outlined in AFI 36-2002, *Regular Air Force and Special Category Accessions*. Currently, use of amphetamines, barbiturates, unprescribed anabolic androgenous steroids is waivable by HQ. In these situations, unit commanders may deny waiver consideration entirely or submit waiver requests to HQ AFROTC for applicants that meet the requirements of paragraph 1.9.1. **No other drugs will be considered for a waiver unless conditions in 1.9.1.3 are met.** HQ will not consider waiver requests for the illegal use or possession of more than one drug or grant waivers for manufacturing, or distribution. An exception to policy from HQ USAF/DP is required to allow program entry in such cases.

1.9.1.3. If an applicant indicated on their statement that they did not know the substance they were using was an illegal drug, the unit commander may submit a waiver request to HQ AFROTC even though the drug is not on the list of waivable drugs. Be certain the applicant includes on the AF Form 2030 an explanation of why they did not know they were ingesting an illegal drug and what residual effects or flashbacks they have experienced.

1.9.2. If the unit commander decides not to grant a waiver for substance abuse (or hemp derivative) or request HQ waiver consideration, the unit commander should refuse to authorize entry to the program. Applicants denied admission by the unit commander do not have any right to appeal to HQ AFROTC.

1.9.3. Independent Evidence of Drug/Hemp Use. When evidence of an applicant's or cadet's drug/hemp usage is brought to the attention of the unit commander by a third party, the unit commander will contact AFOATS/JA for advice on the appropriate course of action based on assessment of evidence and allegations. After consulting with AFOATS/JA, the following actions apply:

1.9.3.1. Gather and verify available independent evidence.

1.9.3.2. The unit commander will tell the cadet or applicant that evidence has been received of alleged drug/hemp usage.

1.9.3.3. The unit commander will ask the cadet or applicant for an explanation. Record all cadet comments.

1.9.3.4. If the cadet denies the alleged drug/hemp usage, contact AFOATS/JA to evaluate the evidence for possible dismissal. Closely monitor retained cadets.

**1.10. Chronic Alcohol Abuse.** Unit commanders may waive only those alcohol-related involvements listed in figure 1.3, paragraphs 1 and 2. Unit commanders may deny waiver consideration or submit waiver requests to HQ AFROTC/RRFP as they deem appropriate. Reference AF Form 2030, definition of terms section, for a description of alcohol abuse.

1.10.1. Voluntarily Reported Alcohol Abuse and Independent Evidence of Alcohol Abuse. Whenever a cadet or applicant voluntarily reports chronic alcohol abuse, independent of an involvement that must be recorded on an AFOATS Form 35, determine whether or not to dismiss (non-contract) or investigate for disenrollment (contract) the individual from the program. Whenever evidence of a cadet or applicant's chronic alcohol abuse is brought to the attention of the unit commander by a third party, refer to paragraph 1.9.3.

**1.11. Drug Abuse or Use of Hemp Derivative after Orientation.** Cadets are not eligible for enlistment or commissioning if they use illegal drugs as defined in AFI 44-121, *Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program* or use of hemp derivatives, following orientation to the Air Force Drug and Alcohol Abuse Policy as documented on the AF Form 2030 (see paragraph 1.7.1).

1.11.1. Contract Cadets. Conduct a disenrollment investigation in accordance with AFOATSI 36-2011, chapter 6 on a contract cadet who violates this policy. Open the investigation for failure to maintain military retention standards and ascertain all facts and circumstances pertaining to the violation. **Do not request a waiver of the disenrollment process.**

1.11.2. Non-contract Cadets: Drop or place in Special Student Status any non-contract cadet who violates this Air Force Policy. Counsel cadet in writing for failure to maintain military retention standards and document facts and circumstances pertaining to the violation. **(NON-WAIVERABLE)**

1.11.3. Following orientation, drug use brought to the attention of the unit commander by a third party must be reviewed and a course of action assessed IAW paragraph 1.9.3.

**1.12. Family Members.** For a definition of "family member" refer to AFI 36-2908, *Family Care Plans*.

1.12.1. Non-military Applicants. An applicant for enlistment into AFROTC who is unmarried, married to a military member, or married to a common-law spouse and is in legal or physical custody of another person incapable of self-care is not eligible for enlistment without a waiver. Also, an applicant wishing to enlist in pay grade E-3 or lower and is married to a civilian spouse with two or more family members incapable of self-care must obtain a waiver of this condition prior to enlistment. Waiver requests for these particular situations may be submitted to HQ AFROTC/RRFP via an AFOATS Form 22. In the remarks section, identify the applicant's family care arrangements are valid and will adequately cover the time period the applicant spends in AFROTC, plus any subsequent technical school training.

Forward

an AF Form 357, **Family Care Certification**, completed in accordance with AFI 36-2908, AF Form 3010, and Statement of Understanding: Air Force Dependency Policy (Figure 1.1); with the AFOATS Form 22.

1.12.1.1. If dependency disqualification is not waived, the applicant can only become eligible if they relinquish legal and physical custody of their family member(s) through a court order or adoption. It is not the intent or desire of the Air Force to require any person to relinquish custody of his or her children for enlistment. Therefore, **never counsel** such applicants to intentionally change their marital or custodial status for the purpose of enlistment qualification. If an applicant has, or plans to, relinquish physical and legal custody of family member(s) a dependency eligibility determination must be made to ensure the documentation is legally sufficient (see paragraph 1.12.1.2). Encourage cadets or their counsel to contact AFOATS/JA to ensure any court orders will be sufficient and will comply with AFROTC policy.

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

1.12.1.2. If after examining bona fide court orders relinquishing legal custody the commander determines the applicant has no legal dependants, the commander may allow entry into the AFROTC program. Complete the following statement and file in the applicants' UPRG;

*(Date)*

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

*Or*

*"I have reviewed the bona fide court order of (applicant's name) which was filed in (county) of (state) on (date, and I have consulted AFOATS/JA, if necessary). I verify that the permanent transfer of legal custody of the applicant's minor (family member) (family members) has been awarded to another individual as a result of adoption."*

*Commander's signature and signature block*

*Applicant's signature and typed name*

1.12.2. Military Applicants. Enlisted members applying for the AFROTC program, who are currently serving on active duty in the Air Force, or serving in the Air Force Reserve, Air National Guard, Army National Guard, Naval Reserves, or Marine Corps Reserves who are unmarried, married to a military member, married to a common-law spouse and are in legal or physical custody of another person incapable of self-care, or wishing to enlist in pay grade E-3 or lower and is married to a civilian spouse with two or more family members incapable of self-care; **with family care arrangements**, are eligible for enlistment. The following statement must accompany their application; "The applicant's family care arrangements are valid and will adequately cover the time period the applicant spends in AFROTC, plus any subsequent technical school training." Active duty Air Force applicants must complete the appropriate family care statement found in AFI 36-2013, attachment 11.

1.12.3. Cadets who become single, marry another military member, marry a common-law spouse and are in legal or physical custody of another person incapable of self-care, or marry a civilian spouse and previously enlisted in pay grade E-3 or lower and responsible for two or more family members

incapable of self-care, **after** contracting and enlistment, must obtain unit commander approval to remain in the program and must maintain a family care plan IAW AFI 36-2908.

1.12.4. Ensure that all applicants and cadets complete and recertify the AF Form 3010 **and** Statement of Understanding: Air Force Dependency Policy (Figure 1.1) at the appropriate times, i.e., upon application and just prior to enlistment.

**1.13. Air Force Officer Qualifying Test (AFOQT) Requirements.** All applicants will take the entire AFOQT. An individual who meets the requirements according to AFOATSI 36-2013, *AFROTC POC, Pilot and Navigator Allocations Management* is eligible for consideration.

**1.14. Membership Restrictions.** Applicants who complete FT and received an overall rating of “Marginal” or “Unsatisfactory” are not eligible for immediate enlistment or entry into the POC. Refer to AFOATSI 36-2013.

**1.15. Special Testing Requirements for Non-Native English-Speaking Cadets.** POC applicants at the two Puerto Rico detachments must take the Defense Language Institute's (DLI) English Comprehension Level (ECL) Test. They must also have an Oral Proficiency Interview (OPI) administered by representatives of the DLI who will visit these units periodically for this purpose. Senior cadets who have not already met the following ECL or OPI criteria for commissioning must be readministered these tests at least 90 days before the scheduled date of commission:

1.15.1. The following requirements also apply at other units to non-native English-speaking cadets who have English comprehension or speaking problems, as identified by the unit commander. The units in Puerto Rico have ECL testing capability. Other units may apply to the nearest military enlistment processing station (MEPS) or other adjacent agency possessing ECL testing capability. Units may schedule a **telephonic** OPI by contacting the DLI English Language Center at Lackland AFB, TX. Tests are accomplished at no cost to the cadet or unit.

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

1.15.2. The AFROTC Commander may waive the listed minimums for the ECL and the OPI field training or POC entry requirements at units where DLI testing would be impractical. Submit applications for waiver to HQ AFROTC/RRFP using an AFOATS Form 22.

1.15.3. The unit commander may waive OPI requirement prior to field training for those Puerto Rican 2-year applicants who apply too late for testing by DLI representatives. (In this case, enroll the cadet in pursuing status until the applicant successfully completes the DLI test.)

1.15.4. Units will normally limit the ECL testing of cadets to one administration per year. The following procedures apply:

1.15.4.1. The unit commander may administer the ECL during the freshman year to determine at the outset who is eligible for POC entry or commissioning. Before POC entry, it is not necessary to retest cadets who score 80 or above as freshmen. It is not necessary to ever retest cadets who score 90 or more.

1.15.4.2. Candidates for POC entry who have no scores (or disqualifying scores) may be tested at any time during the sophomore year, coincident with the selection process and commitment of enrollment allocations.

1.15.4.3. Units will not conduct any additional ECL testing except where the unit commander has firm reason to believe the current test score does not reflect the cadet's true ability (for example, wide

disparity between test score and observed fluency; wide unaccountable disparity between scores on two administrations; suspected cheating; etc.). No further testing for the purpose of determining eligibility is

authorized, although the unit commander may direct additional testing for the sole purpose of generating test data if desired. In no case may an ECL test be readministered within a period of 30 days.

1.15.5. AS 400 enrollees with ECL scores below 90 or OPI scores below 2+/2+ must be retested not later than 90 days before the scheduled date of commissioning. If a cadet does not attain a qualifying score on both tests by the 90-day point (or at units where DLI is impractical) the unit must submit an AFOATS Form 22 with appropriate recommendations to HQ AFROTC/RRFP for final determination.

#### **1.16. Waiver of Disenrollment from Previous Officer Training:**

1.16.1. The unit commander may approve waivers for the following: **(NOTE: Any cadet who resigns or is eliminated from another source, to include AFROTC and other services commissioning programs, for an honor code violation, regardless of the DD Form 785 recommendation, will not be allowed to compete for an enrollment allocation or enter the POC unless the AFOATS commander or designated representative approves a waiver.)**

1.16.1.1. Former AFROTC cadets, who received a recommendation for future officer training on the DD Form 785, section IV, blocks 1, 2, 3 or 6.

1.16.1.2. Former cadets from service academies or other service ROTC programs who received a recommendation for future officer training on the DD Form 785, section IV, blocks 1, 2, or 6. A USAF Academy disenrolled cadet (request and retain a copy of the DD Form 214, **Certificate of Release or Discharge from Active Duty**), with an active duty service commitment (ADSC), must provide proof of release from the ADSC from the Secretary of the Air Force, Air Force Personnel Council, and HQ AFPC/DPAAES to unit commander prior to nomination for an enrollment allocation or enlistment, whichever comes first.

1.16.2. When waiver is granted by the unit commander, place a waiver statement in section I of the AF Form 10. For previously disenrolled AFROTC cadets, contact HQ AFROTC/RRFP to regain the cadet to the AFOATS Pilot Project (APP).

1.16.3. HQ AFROTC/RR is the approval authority for all other waivers of disenrollment. An AFOATS Form 22 is required to request the waiver. In addition to the required attachments, include a copy of the DD Form 785 and a handwritten statement by the applicant stating the reason for disenrollment.

1.16.4. Maintain a copy of all previous DD Forms 4, of cadets disenrolled from former service academies or ROTC programs in member's UPRG. All DD Forms 4 are forwarded to HQ AFPC at time of commission and a date initial entry military service (DIEMS) is established.

**NOTE: NO waiver is required for any military academy preparatory school unless the individual was eliminated with prejudice.**

**1.17. Waiver of Prior Service.** Those applicants who were prior service members of any branch of the armed forces should have their prior service verified. This verification is accomplished using the DD Form 214.

1.17.1. Verify the DD Form 214 as outlined below:

1.17.1.1. All "non-notarized" copies of DD Forms 214, or "notarized" copies that omit the RE code, must have eligibility verified by HQ AFROTC/RRFP. Send a letter including the name, SSN, date of separation, and branch of service with a copy of the DD Form 214 to HQ AFROTC/RRFP for verification.

1.17.1.2. If presented with a "notarized" copy of the DD Form 214 which includes the RE code you may either send it to HQ AFROTC/RRFP for verification as detailed in paragraph 1.17.1.1 or contact an Air Force, Army, Navy, or Marine recruiter to determine if the RE code is qualifying for entry. If they

determine it is not, you may terminate the application or send a verification request to HQ AFROTC/RRFP as outlined in paragraph 1.17.1.1.

1.17.2. If an applicant has a disqualifying RE code, you may terminate the application or submit an AFOATS Form 22 to HQ AFROTC/RRFP. In addition to the **required** attachments, include a copy of the DD Form 214 and a statement from the individual explaining the reason for release or discharge. If the applicant was discharged for hardship, they must furnish proof of the termination of the conditions existing at the time of discharge. As a minimum, the applicant's request must include:

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

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

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

**NOTE: If the individual's copy of the DD Form 214 cannot be furnished, be sure to include the following information: Full name, SSN or service number, date of discharge, and component.**

1.17.3. DD Forms 214 that do not need to be verified:

1.17.3.1. Former academy cadets (need waiver for disenrollment).

1.17.3.2. Former service academy prep school cadets.

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

1.17.3.4. Individuals entering AFROTC through the Airman Scholarship and Commissioning Program (AFROTC-ASCP), AFROTC Professional Officer Course (POC) Early Release Program (ERP), or Scholarships for Outstanding Airmen to ROTC (SOAR). (Reference AFI 36-2013, chapter 3.)

1.17.4. While DD Forms 214 are not required for enlistment of the aforementioned individuals, this form should be requested after their enlistment in the Obligated Reserve Section (ORS). This will ensure that all appropriate forms are included in the cadet's AF Form 10 for commissioning purposes, or in the event that discharge or disenrollment actions become necessary. Guard members with less than 90 consecutive days on EAD will not have a DD Form 214.

**1.18. AFOATS Form 48, Planned Academic Program (or equivalent).** The academic plan is designed to ensure each applicant meets graduation and program completion requirements in a realistic manner, while maintaining two years in the POC; and, within the fiscal year of commissioning indicated on the AF Form 1056. An AFROTC detachment may develop or use a university developed academic program guide in lieu of the AFOATS Form 48. If used, this optional plan must meet the requirement defined in paragraphs 1.18-1.20. **Unit personnel must ensure the cadet's academic program is realistic. Once the academic plan is established, at a minimum, all cadets must have their academic plan reevaluated and recertified by their academic advisor every Fall term. This will ensure the cadet is on schedule with their established graduation/commissioning date (see paragraph 1.20 for Fall reevaluation requirements).** The academic plan must be completed before an applicant may compete for an allocation or scholarship. The CSP winners from the 4-year scholarship board, including 3-year guaranteed winners, may complete it as soon as practical after enlistment, but not later than the end of the AS100 fall term. **NOTE:** Although foreign language ability

is not a requirement for commission, HQ AFROTC strongly encourages all cadets to take courses in a foreign language if their academic program permits.

1.18.1. Entry into the POC is programmed to permit concurrent completion of degree and commissioning requirements. The individual must program 2 academic years of full-time study, either undergraduate or graduate level, remaining in an accredited baccalaureate degree granting institution upon entry into the POC. The number of credit hours required for full-time student status during any academic term is the minimum number specified in the institutional catalog. If the institution does not specify a full-time enrollment, HQ AFROTC specifies a minimum of 12 hours for undergraduate level courses and 9 hours for graduate level courses, including AFROTC courses. If the institution does not give credit for AFROTC courses, then the number of hours required for minimum full-time status for POC or scholarship purposes for any given term may be reduced by an amount equal to the number of hours of the AFROTC course. (Refer to paragraph 2.17.4 for further guidance regarding full-time student status and courses authorized).

1.18.2. Time spent in a period of nonattendance (PNA) may be counted as part of the 2 academic years in those cases when concurrent POC enrollment is authorized. Do not submit applicants for POC membership whose academic programs show they will require a total of more than 1 academic year in completed status.

1.18.3. Individuals whose academic programs (AFOATS Form 48 or equivalent) show they will require more terms to complete degree requirements than the number for which they are entitled to scholarship benefits, or who will have more than 2 academic years remaining upon POC entry, will be programmed for a period of completed status not to exceed 1 academic year. PNA is not authorized in lieu of completed status.

**1.19. Preparation of the AFOATS Form 48.** The AFOATS Form 48 is prepared by the individual and gives a tentative schedule of all courses (including summer sessions) to be taken from the time of enlistment until commissioning. Prepare the AFOATS Form 48 in pen or pencil; signatures must be in blue or black ink. If the course titles of electives are not known, list "Elective" and enter the number of proposed credit hours. Add actual course titles when they become known. Use the following instructions if completing the AFOATS Form 48:

1.19.1. Section I - Administrative Data.

1.19.1.1. Block 1 (Name). Self-explanatory.

1.19.1.2. Block 2 (Academic Institution). Enter the institution from which the applicant or cadet will receive their degree and the AFROTC unit they are attending. If they are both the same, only one entry is required.

1.19.1.3. Block 3 (Academic Major). Enter **one** major field of study.

1.19.1.3.1. Cadets pursuing an **initial** baccalaureate degree must satisfy the commissioning requirement of completing an established baccalaureate academic program. These cadets must indicate a major and schedule courses that will satisfy program requirements in a realistic manner, while maintaining two years in the POC (must satisfy full-time student status, when applicable; see paragraph 2.17.4). Since the cadet does not have a baccalaureate degree at the present time, this major must be reflected on the AFOATS Form 1056.

1.19.1.3.2. Cadets who have completed a baccalaureate degree must be working towards (taking at least one "core" course from their selected major every term) a desired degree program; pursuing a second bachelor's degree program or a graduate degree program. These cadets must indicate the current pursuing major and schedule courses in a manner that will satisfy any full-time student requirement in the most realistic but expeditious time, while maintaining two years in the POC. Annotate the AFOATS Form 1056 with the "pursuing" major **ONLY** if the cadet will complete necessary requirements to obtain

a degree in the pursuing major. If the cadet will NOT successfully complete the necessary requirements associated with the pursuing major, annotate the AFOATS Form 1056 with the baccalaureate degree **previously** granted.

1.19.1.3.3. Minors and double majors CANNOT be reflected on the academic plan if doing such will impose on satisfying program objectives (receiving a baccalaureate degree). Cadets are authorized to pursue a double major or obtain a minor only upon receiving an academic plan signed by an academic advisor establishing a valid date of commission for ONE major. Once this is complete, the cadet may add additional hours to already existing certified academic plan to meet the requirements of a minor or a second major. Adding additional hours must not place the cadet at risk of taking too many hours a term or require unnecessary terms in completed status; or, change the already established commissioning date. If the cadet's academic plan satisfies this requirement, annotate the AFOATS Form 1056 with ONLY the major the cadet wishes to be accessed in the Air Force.

1.19.1.3.4. For scholarship cadets, refer to AFOATSI 36-2019 for additional guidance.

1.19.1.4. Block 4 (Institutional Official Review). Accomplished in ink by the student's college or university academic advisor. If the advisor refuses to review the plan, a unit officer must determine whether the individual can meet degree and commissioning requirements. This is accomplished by using the institutional catalog to ensure the courses listed for the applicable academic major are reflected on the AFOATS Form 48. If the unit officer concurs with the planned academic program, the unit officer must sign and date the AFOATS Form 48 in the space marked "Institutional Official's Signature/Date." Attach a memorandum stating the reason an academic advisor did not review the academic plan.

1.19.1.5. Block 5 (Initial Review). Enter the specific degree (BA, BS, etc.) and the month and year when the degree is scheduled for completion for which the member was contracted. **Ensure the determined date of commissioning (DOC) and date of graduation (DOG) is realistic; many technical majors take 4 ½ to 5 years to complete.** A cadet in an academic program that is traditionally 4 1/2 or 5 years in length should have a DOG and DOC reflecting that reality. Schedule such cadets for completed status. The student will then sign the appropriate block. A unit officer will carefully review all information on the form and sign and date block 5.

1.19.1.6. Block 6. **LEAVE BLANK UNTIL JUST PRIOR TO COMMISSIONING AND SIGN WHEN ALL PROGRAM REQUIREMENTS TO GRADUATE HAVE BEEN COMPLETED.** Cadet must sign and date certifying all degree requirements have been successfully completed and graduation will occur as stated in Block 5.

1.19.2. Section II - Academic Plan. Annotate all courses planned for each term. (NOTE: If using the AFOATS Form 48, the shaded areas are for unit personnel use only and will be accomplished during term reviews IAW paragraph 2.18.) Include summer terms, PNA, completed status, co-op, field training, and terms abroad.

1.19.2.1. Term. Enter the term designation such as fall, winter, spring, summer, and year for each academic term scheduled.

1.19.2.2. Course Number. Enter the appropriate information as listed in the school catalog.

1.19.2.3. Course Title. Provide short, abbreviated course titles when possible, (for example: "History and Principles of the Interpretation of the Bible" could be "Bible;" "General Psychology" could be "Gen Psy;" "Inorganic Medical Chemistry" could be "Inorg Med Chem;" etc.).

1.19.2.4. Credit Hours Attempted. Enter the number of credit hours for the specific term as specified for the course in the college catalog, regardless if the credit hours directly apply to the major. Once the credit hours for each course are annotated, add all hours under the column "Credit Hours Attempted" and place the sum value in the "Total Credit Hours Attempted" block.

**1.20. AFOATS Form 48 (or equivalent) Maintenance, Reevaluation and Reaccomplishment.**

Retain the academic plan as a permanent record. Corrections and revisions are acceptable. Make course changes by adding the new course in pen or pencil and lining out or erasing the changed course. Maintain only the current academic plan in the cadet's record. All other existing copies may be destroyed upon approval of change.

1.20.1. Reevaluation of academic plan. Once the academic plan is established; at a minimum, all cadets must have their academic plan reevaluated and recertified by their academic advisor **every subsequent Fall term**. It is recommended recertification be accomplished prior to term counseling; however, based on unit size, the unit commander may determine this impractical. During fall reevaluations, the academic advisor will review entire academic plan to ensure cadet is still on schedule to receive a degree and graduate as indicated on the academic plan; or, make any necessary changes. Upon reevaluating the academic plan, the academic advisor will sign/date in the "Remarks" section of the academic plan in the appropriate Fall term the review is conducted.

1.20.2. Reaccomplishment of academic plan. A cadet is required to reaccomplish the entire academic plan only when the cadet changes academic major, changes institutions, or requires a DOG and DOC change to a new fiscal year. To reaccomplish an academic plan, begin with the current term and then complete each additional term to graduation.

**1.21. Military Retention Standards.** Military retention standards are those standards expected of officer candidates to include, but not limited to, moral character, bearing and behavior, physical fitness, professional conduct and relationships, appearance, failure to meet contracted retention standards, and other standards as prescribed by Air Force directives. **Failure to meet any military retention standard could result in disenrollment.**

**1.22. Does Not Meet Standards for Field Training, POC Entry or a Commission.** Investigate for disenrollment or dismiss from the program.

**1.23. Undesirable Character Traits.** Cadets must not possess traits that interfere with their effectiveness and performance as officer candidates. Character traits and personal attributes that detract from the traditional officer values of self-discipline, pride, loyalty, integrity, commitment, and *esprit de corps* will not be tolerated in contract cadets.

**1.24. Weight or Physical Fitness.** Contract cadets and cadets competing for an enrollment allocation must successfully meet appropriate weight/body fat (BF) and physical fitness requirements IAW AFOATSI 36-2007. Contract cadets failing to meet standards any time during program participation will result in the following action (Refer to paragraph 2.19 for appropriate waiver authority and contract entry restrictions):

1.24.1. Failing to meet appropriate weight/BF and fitness standards to include retests and monthly weight/BF checks will result in a conditional. [EXCEPTION: Do NOT award a conditional to a cadet placed in Phase 0 of the Weight and Body Fat Management Program (WBFMP)].

1.24.2. Document weight/BF and fitness failures IAW paragraph 2.19.4, of this instruction.

**1.25. Special Student:**

1.25.1. Special students are not members (for non-US citizens, refer to paragraph 1.26). Special students may be:

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

1.25.1.2. Ineligible for membership and wish to take AS classes for academic credit only. See AFOATSI 36-2017, *AFROTC College Program*, for information on PMT restrictions.

1.25.2. Accreditation:

1.25.2.1. The unit commander may accredit GMC time spent in special student status. LLAB must be completed prior to accreditation.

1.25.2.2. Unit commanders may accredit up to 1 year of the POC for time spent in special student status. Special students desiring accreditation must attend AS classes, LLAB, and meet all other normal POC entry and retention requirements, unless waived by HQ AFROTC/RRFP. **Unit commanders should allow entry into AS300, for accreditation, in only very unusual situations. Using this method to allow an applicant, previously not selected during the selection process, to pursue an AFROTC allocation is not in the Air Force's best interest.**

1.25.3. An individual in special student status is not authorized:

1.25.3.1. A subsistence allowance.

1.25.3.2. Scholarship entitlements.

1.25.3.3. Travel at government expense.

1.25.3.4. Uniform commutation payments. (Exception: Individuals entering directly into AS300 and AS400; and, who have unit commander authorization to attend LLAB are authorized uniform commutation payments.)

1.25.3.5. To participate in LLAB without a waiver from the commander. Unit commanders should review AFOATSI 36-2017, prior to authorizing a waiver to participate. HQ AFROTC waiver is required if the individual was disenrolled from an officer commissioning program with a rating of 4 or 5 on their DD Form 785.

1.25.4. Use the AFOATS Form 16 to place an individual in special student status. When a student is removed from special student status by elimination, no action is required. Upon receipt of an enrollment allocation, use the AFOATS Form 16 to counsel cadets on the requirements of a GMC cadet.

**1.26. Non-US Citizen Student.** These students are considered **non-US citizen students** not POC members, special students, or pursuing students. Counsel these students using the appropriate block on the AFOATS Form 16. Non-US citizens are authorized to participate in the GMC, POC, and LLAB provided they are enrolled at a school hosting an AFROTC program or having a cross-town agreement or consortium agreement. No action is required to remove a student from non-US citizen student status for reasons of elimination. Upon obtaining US citizenship and an enrollment allocation, use the AFOATS Form 16 to counsel cadet on appropriate GMC/POC requirements.

1.26.1. Immigrants, regardless of their country of origin, who have been lawfully admitted for permanent residence, **pursuing citizenship** in the United States and have in their possession Immigration Form I-151 or I-551, Alien Registration Receipt Card, may participate.

1.26.2. Non-immigrant students (students **not intending to establish permanent residence in US**), who have been lawfully admitted in the United States and have enrolled and been accepted at host university may participate. Individuals in this status have acknowledged that they do not intend to apply for US citizenship.

1.26.3. Non-US citizen students are eligible to participate with the following exceptions:

1.26.3.1. They are not authorized to compete in **any** selection program.

1.26.3.2. They will not receive an enrollment allocation. (Exception: See paragraph 1.26.4.2)

1.26.3.3. They will not be enlisted.

1.26.3.4. They will not be commissioned.

1.26.3.5. They will not be administered the Oath of Allegiance.

1.26.3.6. They are ineligible for **any** scholarship or subsistence entitlements.

1.26.3.7. See AFOATSI 36-2017 for information on practical military training (PMT) restrictions.

1.26.4. Non-US citizen students participating in AFROTC are entitled to the following:

1.26.4.1. Wear of the uniform (commutation payment authorized).

1.26.4.2. High quality Non-US (immigrant) citizens may apply for an enrollment allocation and field training (FT) attendance only by submitting an AFOATS Form 22 package through the Region Commander to HQ AFROTC/RRFP; provided they can obtain their US citizenship within 12 months after the POC selection board date. For all other Non-US (immigrant) citizens pursuing a commission in the AFROTC program, submit a letter to HQ AFROTC/RRFP requesting FT attendance at either a standard or extended encampment. Individuals approved will be considered for an FT assignment, **without** an awarded allocation. **Non-US citizens are not members of the POC.** Place highly qualified individuals who received an allocation and successfully completed FT on pursuing status until receipt of US citizenship status.

1.26.5. Accreditation: Unit Commander may accredit time spent in non-US citizen student status IAW the guidelines outlined for special student status, paragraph 1.25.2.

1.26.6. The two major distinctions between a Special Student and a Non-US Citizen Student is that a non-US citizen is: 1) authorized commutation payment; and, 2) authorized to participate in LLAB IAW AFOATSI 36-2017.

**1.27. Military Status.** Membership does not confer active-duty military status upon cadets. While contract cadets are inactive reservists in the Individual Ready Reserve, they are in civilian status unless issued active duty for training (ADT) orders and as such, are not subject to the provisions of the Uniform Code of Military Justice (UCMJ). Status as cadets and reservists can make individuals eligible for certain benefits, such as limited use of morale, welfare, and recreation (MWR) activities, reimbursement for travel to and from some AFROTC training events, and Air Force-funded medical care for injuries related to AFROTC training.

**Figure 1.1. Statement of Understanding for Air Force Dependency Policy**

<b>STATEMENT OF UNDERSTANDING: AIR FORCE DEPENDENCY POLICY</b>	
<p>I (Cadet's Name) have been briefed on the Air Force policies concerning family care responsibility and family care responsibility as an AFROTC retention standard. (A family member is any person over whom I have legal or physical custody or control, or who relies primarily upon me for their care, maintenance, or support regardless of age.) In particular, I understand the following:</p>	
<p>a. (Applicant) If I am single, married to a military member, or have a common-law spouse and I have legal or physical custody of any person incapable of self-care; or, married to a civilian spouse and wish to enlist in the pay grade of E-3 or lower and have legal or physical custody of two or more family members incapable of self-care, I do not meet Air Force enlistment standards. In such a case, I will be placed on special student status with the understanding of my ineligibility to enlist or receive a commission in the United States Air Force unless HQ AFROTC or a higher headquarters grants a waiver. (This excludes Enlisted Commissioning Program cadets and cadets who have a conditional release from active duty Ready Reserve units of the ANGUS, USAFR, Army National Guard, Naval Reserves, or Marine Corps Reserves; however, a family care plan approved by the unit commander must be on file.)</p>	<p>b. (Contract Cadet) If I am unmarried, married to a military member (including another contract AFROTC cadet), or married to a common-law spouse, and become responsible for a family member or family members; or, married to a civilian spouse and enlisted in the pay grade E-3 or lower and have legal or physical custody of two or more family members incapable of self-care (through birth, marriage, court determination of parental or guardianship responsibility, divorce, or other means), I must create an adequate family care plan in accordance with Air Force Instruction 36-2908. If I am unable or unwilling to create or maintain such a family care plan, I may no longer meet AFROTC retention standards. In such a case, I would then be subject to disenrollment from AFROTC for failure to maintain military retention standards. If I am disenrolled, I will also be subject to recoupment of my scholarship benefits or call to active duty in my enlisted grade.</p>
<p>(CADET'S SIGNATURE AND DATE)                      CADET'S NAME (TYPED OR PRINTED)                      SIGNATURE OF AFROTC UNIT REPRESENTATIVE</p>	
<p>Recertified on _____</p>	
<p>(CADET'S SIGNATURE)                      CADET'S NAME (TYPED OR PRINTED)                      SIGNATURE OF AFROTC UNIT REPRESENTATIVE</p>	

**Figure 1.2. Outstanding and Deserving Profile Minimums to Request Age Waivers**

<b>Factor Performance</b>	<b>Minimum Standards of</b>
AFOQT Scores:	
Academic Aptitude	60
Verbal	60
Quantitative	50

**Figure 1.3. Uniform Guide - Offenses that may be Waived by the Detachment Commander**

**Category 1: Violations that do not require corroboration prior to detachment commander waiver.**  
This list is a guide, commanders may waive offenses of a similar nature (to include boating offenses).

- Blocking or retarding traffic
- Crossing yellow line, driving left of center
- Disobeying traffic lights, signs, or signals
- Driving on shoulder
- Driving uninsured vehicle
- Driving with blocked or impaired vision
- Driving with expired plates or without plates
- Driving with suspended or revoked license; or, without license
- Driving without registration or with improper registration
- Driving wrong way on a one-way street
- Failure to display inspection sticker
- Failure to have vehicle under control
- Failure to keep to right or in proper lane
- Failure to signal
- Failure to stop or yield to pedestrian
- Failure to yield right-of-way
- Faulty equipment (defective exhaust, horn, lights, etc., illegal window tint)
- Following too closely
- Improper backing
- Improper blowing of horn
- Improper passing
- Improper turn
- Improper parking
- Invalid or unofficial inspection sticker
- Leaving key in ignition
- License plates improperly displayed or not displayed
- Operating overloaded vehicle
- Playing vehicle radio/stereo too loud (noise/sound pollution)
- Seat belt violation
- Speeding
- Spinning wheels; improper start
- Zigzagging or weaving in traffic

Figure 1.3. Continued

**Category 2: Violations that require corroboration prior to detachment commander waiver.**

**Serious Traffic and Minor Nontraffic Offenses.** This list is a guide; commanders may waive offenses of a similar nature (to include boating offenses). When considering waivers for the offenses listed below you must ensure the state does not consider the offense a criminal or felony offense. If they do, the commander may not waive the offense, rather it must be considered at headquarters. You may normally determine the type of offense from the charging document, or by contacting AFOATS/JA.

- Abusive language under circumstances to provoke breach of peace
- Altered/False identification when intent is to purchase alcoholic beverages
- Careless or reckless driving (if alcohol related, a HQ AFROTC waiver is required)
- Committing or creating a nuisance
- Curfew violation
- Damaging road signs
- Disorderly conduct, creating a disturbance, boisterous conduct, disturbing the peace
- Failure to appear for minor traffic offenses
- Failure to comply with an officer's direction
- Fare evasion (includes failure to pay turnstile fees)
- Fighting, participating in a brawl
- Illegal betting; gambling, operating illegal handbook, raffle, lottery, or punchboard, watching a cockfight
- Juvenile noncriminal misconduct: beyond parental control, incorrigible, runaway, truant, or wayward
- Liquor or alcoholic beverage: unlawful possession or consumption in public place (includes minor in possession and open container)
- Littering or dumping refuse on or near highway or other prohibited place
- Loitering
- Possession of indecent publications or pictures (other than child pornography or obscenity)
- Purchase, possession, or consumption of alcoholic beverages by minor
- Racing, drag racing, contest for speed
- Shoplifting, larceny, petty larceny, or theft (committed under age 14 years and value of stolen goods is \$50 or less)
- Trespass on property
- Unlawful assembly
- Vagrancy
- Vandalism: defacing or injuring public property, if damages are \$100 or less
- Violation of fireworks law
- Violation of fish and game laws

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## Chapter 2

### GMC, POC, AND CONTRACT RETENTION STANDARDS

**2.1. General Information.** This chapter covers GMC, POC, and contract retention standards.

**2.2. GMC Membership.** Fully eligible students who formally participate in either AS 100 or AS 200 classes and LLAB while enrolled in school are members of the GMC and are GMC cadets. Cadets may be members of the GMC as a nonscholarship or scholarship cadet. GMC membership does not guarantee scholarship activation or POC entry. Special students are not GMC members.

2.2.1. Nonscholarship cadets:

2.2.1.1. May become GMC members on the first day they meet all eligibility requirements. Individuals excused from AS classes and LLAB by virtue of accreditation or equivalent training become GMC members only when they meet all eligibility requirements and begin attending institutional classes, AS classes, and LLAB.

2.2.1.2. Remain members of the GMC until they voluntarily withdraw or are placed in Special Student status.

2.2.1.3. Not selected for POC entry may continue in both AS classes and LLAB until completion of the AS 200 year.

2.2.2. Scholarship cadets (reference AFOATSI 36-2019, AFROTC Scholarship Programs).

2.2.3. Completed GMC (AS900) cadets are members who have completed all GMC requirements but desire to remain in the program for future POC selection consideration. These cadets do not have to attend classes but may participate in LLAB.

2.2.4. GMC Counseling. As a minimum, administer term counseling to all non-contract GMC cadets upon program entry and every subsequent Fall term. NOTE: GMC cadets on scholarship or scholarship designees must be counseled **each** term. Reference AFOATSI 36-2019.

**2.3. GMC Membership Duration.** The GMC normally covers 2 academic years. However, the unit commander may authorize completion of the GMC in 1 academic year (AS500 cadets), provided the cadet meets the requirements set forth in AFOATSI 36-2017. **NOTE: Concurrent enrollment in the GMC and POC is NOT authorized.**

**2.4. GMC Academic Requirements:**

2.4.1. Scholarship GMC Cadets. Reference AFOATSI 36-2019. (See AFOATSI 36-2011, paragraph 2.17)

2.4.2. Nonscholarship GMC Cadets:

2.4.2.1. Must meet military and academic retention requirements for selection program prior to submission for allocation. (See AFOATSI 36-2013)

2.4.2.2. Must receive a grade of "C-" or better in AS classes and LLAB (when LLAB is graded on a Pass/Fail system; cadets must receive a passing grade). **NOTE: Receipt of a "D" or an "F" in AS class or LLAB requires HQ AFROTC/RRFP approval for continuance in program.**

**2.5. GMC Accreditation.** If a cadet requests GMC accreditation, the unit commander may accredit the GMC for successful completion of military training as indicated below:

2.5.1. Military Service. The unit commander may accredit in writing the entire GMC for any verified periods of honorable service of 180 consecutive days or more, on extended active duty for training in enlisted status, where a break in service is less than two years. Time spent in enlisted status while enrolled in an officer-commissioning program qualifies only if the individual was already in enlisted status when they entered the program.

2.5.2. Junior ROTC (High School-Level). Certification of successful completion of the applicable phases of junior ROTC of any United States Armed Forces (including National Defense Cadet Corps Training) is necessary before granting credit for this type of training. AFOATS Form 310, **AFJROTC Certificate of Completion**, or AF Form 1256, **Certificate of Training**, are the only acceptable documents to verify successful completion of AFJROTC. Similar certificates from the other services or high school transcripts may be used to verify junior ROTC completion in another service. Attach proof of completion to the AFOATS Form 20 and place it in the cadet's UPRG. The unit commander may grant accreditation for such training at the cadet's request, as follows:

2.5.2.1. **Three or 4 years** of junior ROTC is considered equal to either year of the GMC. Normally, this is 2 semesters, 3 quarters, or an equivalent number of academic terms that comprise a maximum of 1 academic year.

2.5.2.2. **Two years** of junior ROTC is considered equal to any academic term of the GMC.

2.5.2.3. **No credit** is given for less than 2 years of junior ROTC.

2.5.3. Military School ROTC (High School-Level). The unit commander may accredit the GMC, or portions of the GMC, based on previous ROTC training of any United States Armed Forces component at a military school upon the request of the cadet or applicant. Use the AFOATS Form 310 to verify completion of 3 or 4 years of AFJROTC. Use the AF Form 1256 along with the individual's military high school transcript, to verify completion of 2 years of AFJROTC at a military school. After verification of training, grant equivalent credit as follows:

2.5.3.1. **Four years** of military school ROTC training is considered equal to the entire GMC.

2.5.3.2. **Three years** of military school ROTC training is considered equal to 3 semesters, 4 quarters, or an equivalent number of academic terms which comprise a maximum of 1 1/2 academic years.

2.5.3.3. **Two years** of military school ROTC training is considered equal to either year of the GMC.

2.5.3.4. **No credit** is given for less than 2 years of ROTC training at a military school.

2.5.4. Senior ROTC (College-Level). The unit commander may accredit, on a year-for-year or term-for-term basis, as much of the GMC as is considered equivalent to previous training received in the senior division of Army or Navy ROTC. Before granting credit for Army or Navy training however, the unit commander will correspond with the appropriate professor of military science (PMS) or professor of naval science (PNS) to ensure Army or Navy records indicate the individual is a satisfactory candidate for AFROTC training based on their past ROTC training. Applicants who have completed only the first or basic FT program of Army or Navy ROTC are validated as meeting the preliminary requirement of 90 contact hours for admission to the advanced course (POC) as prescribed by Public

Law 88-647, Section 2104. Cadets accredited the entire GMC will attend a standard encampment. For FT requirements, reference AFOATSI 36-2010, *Administration of the Air Force Reserve Officer Training Corps Field Training Program*.

2.5.5. Service Academy. The unit commander may accredit, on a year-for-year or term-for-term basis, as much of the GMC as is considered equivalent to previous training at a service academy (Army, Navy, Air Force, Coast Guard, or Merchant Marine) or a service academy preparatory school.

2.5.6. Civil Air Patrol (CAP) Awards. The unit commander may accredit portions of the GMC for receipt of a CAP award. Obtain a copy of the certificate of award from the individual, attach it to the AFOATS Form 20, and place it in the cadet's UPRG. Only the highest award is accredited. The awards are not cumulative.

2.5.6.1. The Carl A. Spaatz Award (may be shown as Phase 4) is considered as being equal to three semesters, four quarters, or an equivalent number of other academic terms that comprise a maximum of 1 1/2 academic years.

2.5.6.2. The Amelia Earhart Award is considered equal to either year of the GMC.

2.5.6.3. The Billy Mitchell Award is considered equal to any academic term of the GMC.

## **2.6. Transfer of GMC Cadets:**

2.6.1. Interservice Transfer. A nonscholarship GMC cadet may transfer to Army or Navy ROTC if accepted by the PMS or PNS. A member of the Army or Navy ROTC equivalent of the GMC may transfer to the GMC if qualified for membership.

2.6.2. Transfer of Nonscholarship Cadets between AFROTC Units. Nonscholarship GMC cadets may transfer to another unit. The gaining unit will request all pertinent cadet records (including member's physical fitness record) and a recommendation for continued membership. The losing unit must complete the transfer by updating APP. Ensure that designated enrollment allocation holders also comply with the provisions of AFOATSI 36-2013.

2.6.3. Transfer of Scholarship Cadets. For transfer of AFROTC scholarship cadets from school to school, reference AFOATSI 36-2019. For transfer of scholarship cadets to Army ROTC or Navy ROTC, submit requests for conditional release to HQ AFROTC/RRFP. Requests must include a letter of acceptance. Upon HQ AFROTC approval of conditional release, complete a disenrollment case file in accordance with chapter 6 within 72 hours of enlistment. Contract cadets accepted to the Air Force Academy are automatically released from AFROTC pending enlistment at USAFA.

**2.7. Transfer Before Enlistment.** If an individual elects to transfer to another school hosting AFROTC before being admitted for membership, the following procedures apply:

2.7.1. The enrollment allocation transfers with the student.

2.7.2. The losing unit must complete the transfer by updating APP.

2.7.3. Scholarship designees may request transfer to another school (reference AFOATSI 36-2019).

**2.8. The Professional Officer Course (POC).** The POC consists of AS 300 and AS 400 classes and LLAB. The POC normally is the third and fourth years of the 4-year program or the first and second years of the 2-year program. The POC entry date is the first day of institutional classes at the beginning of the POC. NOTE: Although cadets in pursuing status are not POC members; their time (normally one academic term; see paragraph 2.14 for further guidance) is accredited towards the POC. If LLAB is also

taken, update POC entry date retroactively to the first day of institutional classes in the term the cadet began participating in AS300 or AS400 classes.

**2.9. POC Membership.** Students who have met all eligibility requirements, have been enlisted in the Obligated Reserve Section (ORS), and who attend POC classes and LLAB while enrolled in school (or have a period of nonattendance authorized) are members of the POC.

2.9.1. Cadets become POC members on the first day of institutional classes.

2.9.2. POC scholarship cadets who lose their scholarship due to inability to meet scholarship academic retention standards (reference AFOATSI 36-2019) may remain POC members if they continue to meet contract cadet retention standards or as directed by HQ AFROTC.

**2.10. POC Membership Duration.** The POC consists of 2 full academic years. An individual remains a POC member until disenrolled or commissioned. **All cadets must be commissioned within 30 days after completion of POC or academic requirements, whichever is later.** Exceptions are as follows:

2.10.1. Concurrent Enrollment-AS600 Cadet (Unit Commander Authority). The unit commander may authorize a POC member to enroll concurrently in two POC courses for a maximum of 1 academic term, provided the period between the cadet's entry into the POC and graduation is not reduced to less than 2 academic years and provided the cadet is participating in an authorized PNA program (reference paragraph 2.25). Reference AFOATSI 36-2017 for completion of LLAB goals during the period of concurrent enrollment.

2.10.2. Concurrent Enrollment-AS600 Cadet (HQ AFROTC Authority). HQ AFROTC approval is required for a cadet to concurrently enroll in situations not covered in paragraph 2.10.1. Submit waiver requests to HQ AFROTC/RRFP.

**NOTE: Concurrent enrollment in the GMC and POC is NOT authorized.**

### **2.11. POC Academic Requirements:**

2.11.1. The individual must successfully complete the GMC and a standard encampment (2-year program applicants for the POC must complete the academic phase of an extended encampment) with an overall grade of 70 percent or higher.

2.11.2. The individual must be in good academic standing at the host and attending school.

2.11.3. The minimum term and cumulative grade point average (GPA) for admission into the POC is 2.0 on a 4.0 scale (including transfer courses if reflected in the school's evaluation, also see paragraph 5.4.2.14.4). If the individual's term or cumulative GPA does not meet the minimum requirements, consider the student "not" to be in good academic standing even if the school has not issued a formal notice (academic notice, warning, probation, etc.).

2.11.3.1. At those schools that do not specify a term or cumulative GPA for good standing, the unit commander must ensure the individual possesses a minimum term and cumulative GPA of 2.0 on a 4.0 scale. In the absence of a grading system that can be converted into a numerically expressed GPA, the school's requirement for good standing will apply.

2.11.3.2. When a situation is not specifically covered in paragraph 2.17, units must submit a waiver request to HQ AFROTC/RRFP outlining the school's policy along with recommended action.

2.11.3.3. If a transfer student is in good academic standing, the student may be admitted into the POC. If a transfer student is **not** in good academic standing (e.g., with host/attending school or recalculating grades), submit a waiver request to HQ AFROTC/RRFP. Do not give cadets a conditional if institutional policy places all transfer students in probational status for the first term.

2.11.4. For scholarship academic requirements, reference AFOATSI 36-2019.

## **2.12. Accreditation of POC:**

2.12.1. Unit Commander. The unit commander may accredit, on a year-for-year or term-for-term basis, up to 1 year of the POC for equivalent training during the last 2 years of a service academy or during the last 2 years of the senior division of Army or Navy ROTC.

2.12.2. HQ AFROTC. In addition to the credit that the unit commander may grant, submit requests to HQ AFROTC/RRFP in the format prescribed in chapter 5 for credit determination of the following:

2.12.2.1. One additional POC term for a former service academy cadet who was disenrolled from the academy after successful completion of the first half of the senior year. Former academy cadets must complete at least 1 semester or 2 quarters in the POC to be commissioned through AFROTC. Cadets will attend a standard encampment.

2.12.2.2. One additional POC term for a former senior division Army or Navy ROTC cadet who was disenrolled after successful completion of at least one academic term of the final year of senior division ROTC. Former Army or Navy ROTC cadets must complete at least 1 semester or 2 quarters in the AFROTC POC to be commissioned through AFROTC. If an ROTC cadet from another service has not spent a minimum of 1 semester or 2 quarters in the AFROTC POC, then the cadet must use the procedures contained in AFOATSI 36-2018, *AFROTC Special Actions Program* in order to secure an Air Force commission. These cadets will complete an extended encampment.

## **2.13. Transfer of POC Cadets:**

2.13.1. Interservice Transfer:

2.13.1.1. Transfer from Army or Navy ROTC to Air Force ROTC. A contract Army or Navy ROTC cadet may transfer to AFROTC subject to the written approval of the PMS or PNS and the AFROTC unit commander. Forward requests for an allocation to HQ AFROTC/RRFP and include a copy of the conditional release from AROTC or NROTC.

2.13.1.2. Transfer from AFROTC to Army or Navy ROTC or Air Force Academy. HQ AFROTC must approve conditional release of contract cadets to AROTC and NROTC. Contract cadets accepted to the Air Force Academy are automatically released from AFROTC pending enlistment at USAFA. Submit requests for conditional release to HQ AFROTC/RRFP and include the written acceptance from the PMS or PNS. If HQ AFROTC approves the conditional release, the cadet may enlist in AROTC or NROTC. Upon enlistment, the following actions are required within 72 hours:

2.13.1.2.1. Complete the disenrollment case file in accordance with chapter 6.

2.13.1.2.2. Stop pay according to AFOATSI 65-101, *AFROTC Financial Management–Cadet Program*.

2.13.1.2.3. Notify HQ AFPC/DPPAO if an AFOATS Form 53, **Academic Information**, was submitted.

2.13.1.3. Transfer of Completed Cadets. A completed cadet may transfer to or from AFROTC in order to accept a direct appointment and commission as directed by AFOATSI 36-2018.

2.13.2. Transfer of POC Cadets Between AFROTC Units. Nonscholarship POC cadets may transfer between units with the written agreement of both unit commanders.

#### 2.13.2.1. Actions by the Losing Unit:

2.13.2.1.1. Upon receipt of the gaining unit's written notification that the cadet is attending institutional and AFROTC classes, the following actions are required:

2.13.2.1.1.1. Issue Reserve orders according to AFI 65-103, *Temporary Duty Orders/ AFOATS Supplement 1* transferring the cadet to the gaining unit. Distribute one copy of the orders to the gaining unit.

2.13.2.1.1.2. Provide the gaining unit with a statement of subsistence entitlement received.

2.13.2.1.1.3. Forward the cadet's UPRG and physical fitness record to the gaining unit.

2.13.2.1.1.4. Update APP.

2.13.2.1.2. If notified by the gaining unit that the cadet did not enroll in an AS class, LLAB, and institutional classes as a full-time student, initiate a disenrollment investigation.

#### 2.13.2.2. Actions by the Gaining Unit:

2.13.2.2.1. Review the AFOATS Form 48 (or equivalent) to verify the cadet is accepted by the institution in the academic major in which the cadet is currently contracted.

2.13.2.2.2. Verify that the currently contracted DOG and DOC indicated on the AFOATS Form 48 (or equivalent) can be met at the institution. Use of college academic advisors to verify the academic plan is highly encouraged.

2.13.2.2.3. Ensure the cadet is enrolled in an AS class, LLAB, and institutional classes as a full-time student. Notify the losing unit by letter of the cadet's continued enrollment.

2.13.2.2.4. If a cadet does not enroll in an AS Class, LLAB, and institutional classes as a full-time student in the currently contracted academic major by the first day of institutional classes, notify the losing unit by letter. Absolute responsibility and control for the continued participation in the AFROTC program is vested with the losing unit. Any administrative action relative to a cadet's continued participation remains the responsibility of the losing unit.

2.13.2.2.5. Update APP.

2.13.3. Transfer of Scholarship POC Cadets. Reference AFOATSI 36-2019.

### **2.14. Pursuing Student:**

2.14.1. Pursuing students are not POC members; however, they:

2.14.1.1. Hold an enrollment allocation.

2.14.1.2. Have attended or have had FT properly deferred.

2.14.1.3. Are temporarily ineligible to enlist as a result of a condition that is expected to be corrected within one academic term.

2.14.1.4. Have enrolled in AS 300 or 400 class and LLAB.

2.14.1.5. Must be a full-time student.

2.14.1.6. Are required to accomplish SF 86, **National Security Positions**, within 30 days of entry in pursuing status to initiate a request for a security clearance.

**NOTE: Contract cadets cannot be placed in pursuing status.**

2.14.2. Unit commanders may authorize POC applicants a maximum of one term of pursuing status.

2.14.3. Pursuing status is effective the first day of host institutional classes.

2.14.4. Pursuing students must either be enlisted into the POC within one academic term or within 10 workdays of the next term. If unable to enlist, an extension must be approved by HQ AFROTC/RRFP.

2.14.5. Pursuing status may be directed by HQ AFROTC/RRFP.

2.14.6. Time spent in pursuing status applies toward the 2 academic years of the POC.

2.14.7. Pursuing students are not entitled to subsistence allowance or retroactive payment if later admitted to contract cadet status.

2.14.8. Use the AFOATS Form 16 to counsel and place cadets in pursuing status; and, to place cadets on a consecutive term of pursuing status if approved by HQ AFROTC/RRFP. Ensure effective dates are accurately reflected on the AFOATS Form 16. If not enlisted or approved for a 2nd term of pursuing status, drop the cadet from APP.

**2.15. Completed Cadet.** These are cadets who have successfully completed all AS classes and LLAB requirements but have not yet finished degree requirements. Completed cadets must continue to meet all AFROTC military and academic retention standards, and continue to accomplish a term review each term.

2.15.1. A unit commander may authorize 1 year in completed status. This status begins **the day following completion** of AFROTC AS class and LLAB requirements.

2.15.2. A cadet in completed status is entitled to certain cadet benefits (for example, space available travel).

2.15.3. A cadet in completed status must continuously meet all POC retention standards.

2.15.4. Corps participation requirements for completed cadets are contained in AFOATSI 36-2017.

2.15.5. Use the AFOATS Form 16 to place cadets in completed status.

**2.16. Contract Cadet Counseling Requirements.** All contract cadets seeking an enrollment allocation must be counseled, in writing, that if they do not compete favorably against other applicants during the allocation cycle, an investigation for disenrollment may be accomplished. Meeting minimum scholarship retention standards does not guarantee the cadet an enrollment allocation. Counseling should identify positive achievements as well as address cadet deficiencies. Use the AFOATS Form 16 to document each counseling session. Also, counsel contract cadets each academic term on the following:

2.16.1 Academic retention standards (reference paragraph 2.17).

2.16.2. Military retention standards (reference paragraph 1.21-1.24).

2.16.3. Medical retention standards (reference chapter 3).

2.16.4. Scholarship activations, temporary inactivations, suspensions, reactivations, and terminations (if applicable), IAW AFOATSI 36-2019.

**2.17. POC (and GMC Contract) Academic Retention Standards.** Academic retention standards are those minimal institutional grade requirements and AFROTC term GPA, cumulative GPA, and grade requirements needed for retention in the AFROTC program or retention of a scholarship. These do not constitute a breach of the AFROTC contract if not met, provided a good faith effort was made. **Failure to meet any academic retention standard could result in a disenrollment.**

2.17.1. Minimum GPA and Grade Requirements for Scholarship Cadets. Reference AFOATSI 36-2019.

2.17.2. Minimum GPA and Grade Requirements for Nonscholarship Members:

2.17.2.1. Cumulative and Term GPA. The minimum GPA for retention is that established by the institution as meeting the requirement for good academic standing and graduation. NOTE: Cadets not in good academic standing at **host or attending school** do not meet requirements, unless corrective action is formerly recognized and the cadet's academic standing is changed by the university.

2.17.2.1.1. At those schools which do not specify a term or cumulative GPA for good standing, the unit commander must ensure contract cadets possess a minimum term and cumulative GPA of 2.0 on a 4.0 scale. See paragraph 2.17.2.1 if cadet is not in good academic standing with the host/attending school.

2.17.2.1.2. In the absence of a grading system that may be converted into a numerically expressed GPA, the school's requirement for good academic standing is acceptable. Refer to note in paragraph 2.17.2.1.

2.17.2.2. Grade Requirements:

2.17.2.2.1. Cadets must receive a grade of "C-" or better in AS Classes and LLAB. When LLAB is graded on a Pass/Fail system; cadets must receive a passing grade. When the cadet receives a grade of "D" or "F" in AS class or LLAB, the cadet must be investigated for disenrollment or submitted for a waiver request to HQ AFROTC/RRFP.

2.17.2.2.2. Cadets who receive a final grade of "F" or the institutional equivalent in a single academic term (regardless of number of courses failed in that term) are not maintaining AFROTC academic retention standards and must receive a conditional event.

2.17.2.2.3. An "I" (incomplete), or its equivalent (e.g., "DF," Deferred), requires a determination as to its cause:

2.17.2.2.3.1. If the "I" grade is determined to be a result of a cadet failure to complete academic responsibilities and not a result of extenuating or unplanned circumstances, the cadet will receive a conditional. Unless outside the cadet's control, the "I" must be resolved by the end of the next school term or another conditional event is awarded. Upon resolution of the grade, take appropriate actions for any grade that does not meet appropriate academic retention standards; this may also result in the cadet receiving another conditional event (reference AFOATSI 36-2019 for scholarship cadets). Documentation in the cadet's record is required.

2.17.2.2.3.2. If the "I" grade is determined to be outside of the cadet's control and was a result of extenuating or unplanned circumstances, no conditional event is awarded. Document the decision via AFOATS Form 16 and monitor the situation until the final grade is awarded. (Under normal circumstances, the "I" is expected to be resolved by the end of the next school term.) Upon resolution of the grade, take appropriate actions for any grade that does not meet appropriate academic retention standards (reference AFOATSI 36-2019 for scholarship cadets). Documentation in the cadet's record is required.

2.17.2.2.4. Summer or Mini-Session Terms. Reference AFOATSI 36-2019 for scholarship cadets. For AFROTC purposes, summer or mini-session terms are NOT considered a “regular” term. Although cadets may take anywhere from one to a full load of classes during this period, units will review and take necessary action *only* when the **cumulative GPA** does not meet retention standards (regardless of grades received during the summer or mini-session).

2.17.3. **Non-line** Cadets. Cadets contracted in certain non-line categories must meet additional academic requirements as indicated in paragraph 2.17.7.2.

2.17.4. Full-Time Student. Contract cadets and cadets in pursuing status must be a full-time student at, or a combination of, the host school, or at a college or junior college having a cross-town agreement or consortium arrangement except during summer terms. The number of credit hours required for full-time student status during any academic term is the minimum number specified in the institutional catalog. (NOTE: Except for pursuing status cadets, full-time student status is **not** a requirement for non-contract/nonscholarship cadets/students; to include the term prior to enlistment.)

2.17.4.1. If the institution does not specify a full-time enrollment, AFROTC specifies a minimum of 12 hours of undergraduate level courses or 9 hours of graduate level courses except during summer terms, including AFROTC courses. If a school does not give effective credit for AFROTC courses, the number of hours required for minimum full-time status for POC purposes for any given term may be reduced by an amount equal to the number of hours of the AFROTC course.

2.17.4.2. When requirements are met; correspondence, independent study, TV, internet, or other means of non-traditional courses may count toward the minimum number of credit hours which must be taken to qualify as a full-time student. To make a determination the unit must verify:

2.17.4.2.1. Course is accepted, accredited, and graded by the university the cadet is attending.

2.17.4.2.2. Not more than three non-traditional courses in any one year.

2.17.4.3. Audit courses do not count toward the minimum number of credit hours that must be taken to qualify as a full-time student unless approved by HQ AFROTC/RRFP in advance.

2.17.4.4. Classes taken at a college or university that does not have a cross-town or consortium agreement do not count towards the minimum number of credit hours that must be taken to qualify as a full-time student unless approved by HQ AFROTC/RRFP in advance.

2.17.4.5. Repeat coursework counts toward full-time student status (for scholarship cadets, reference AFOATSI 36-2019 for scholarship entitlements).

2.17.4.6. If a contract cadet fails to maintain full-time student status prior to their final term, unit commanders may waive on a **one-time** basis, the AFROTC full-time student requirement; but, the cadet must receive a conditional as prescribed in paragraph 2.19. The commander is waiving continuation in the program not the conditional. If the unit discovers, in a subsequent term, that a contract cadet fell below full-time student status, the commander may use the one-time less-than-full-time waiver but must give the cadet a conditional. (This does not apply to non-contract students.) A cadet is NOT required to maintain full-time status their last term; therefore, a waiver and conditional is not warranted. Any other situation not covered, or additional terms of less than full-time, must be approved by HQ AFROTC/RRFP.

2.17.5. Date of Graduation (DOG) and Date of Commissioning (DOC). Cadets must meet the DOG and DOC in the fiscal year (FY) stated on their AF Form 1056, AFROTC Contract (reference Table 4.1 for changing the AF Form 1056). When a cadet cannot meet a scheduled DOG and DOC for any reason, the unit must take immediate action to change the DOG and DOC or investigate for possible disenrollment. Notify AFPC when a DOG/DOC change occurs after submission of the AFOATS Form 53 (See AFOATSI 36-2018).

2.17.5.1. **Prior to submitting a cadet for a POC allocation**, the unit commander may approve an enlisted cadet who is in an SAF-approved 5-year program, a DOG and DOC change into a new fiscal year. During this same period, unit commanders may approve an **initial** change from an 0GY (General Studies) scholarship, awarded through the College Scholarship Program, to a specific major as declared by the cadet. Submit a letter approving the DOG and DOC or major change to HQ AFROTC/RRFP prior to submitting the cadet for a POC allocation. Any subsequent DOG/DOC change into a new fiscal year requires an AFOATS Form 22. Once a major is changed from 0GY to a specific major, any additional major changes must comply with procedures established in 2.17.6 below.

2.17.5.2. The unit commander may change a DOG and DOC on a contracted member if it falls within the same fiscal year. (Refer to AFOATSI 36-2019 for scholarship entitlements and AFI 36-2013 for POC-ERP students.)

2.17.5.3. If the unit commander desires to continue a POC contract cadet in AFROTC whose desired DOG and DOC change falls outside the cadet's presently contracted fiscal year, the unit must submit an AFOATS Form 22 requesting a "Change of DOG and DOC" to HQ AFROTC/RRFP. HQ AFROTC makes no guarantee that the cadet's category will remain the same if the request is approved.

2.17.6. Academic Major. Cadets must graduate in the academic major stated on their AF Form 1056 (reference table 4.1 for changing the AF Form 1056). When cadets cannot continue in their contracted academic major or when cadets desire to change academic majors, including cadets requesting major changes **after submitting for an enrollment allocation**; the following applies (Refer to AFOATSI 36-2019 for scholarship cadets):

2.17.6.1. If the new major will result in a DOG and DOC change outside the cadet's presently contracted fiscal year, and the unit commander concurs, submit an AFOATS Form 22 to HQ AFROTC/RRFP.

2.17.6.2. Officer candidates in **technical** majors (engineering and scientific-technical); allocated or contract cadet requests for academic major changes must be approved by HQ AFROTC/RRFP.

2.17.6.3. Officer candidates in **nontechnical** majors; allocated or contract cadet requests for an academic major change within the same FY and when the major change is from nontechnical to nontechnical or nontechnical to technical may be approved by the unit commander (in writing normally using an AFOATS Form 16). Once the unit commander approves the change, update APP. Anytime the system prevents update, forward the change via e-mail to RRFP requesting update.

2.17.6.4. Non-Line ONLY. Any non-line cadet requesting an academic major change that will alter the status of their present or upcoming contracted category or DOG and DOC must be approved by HQ AFROTC/RRFP via an AFOATS Form 22 request.

2.17.7. Enrollment Category/Allocation:

2.17.7.1. Cadets must be commissioned in the category stated on their AF Form 1056. Once an enrollment category/allocation is awarded, forward requests to change an enrollment category to HQ AFROTC/RRFP via an AFOATS Form 22.

2.17.7.2. Additional academic retention standards are required for cadets to retain certain categories. Cadets not meeting the following requirements after award of the category will lose their respective category and **MUST** re compete for a new category, once eligible. All individuals who lose their category are recategorized to "Officer Candidate."

2.17.7.2.1. Pre-Health/Dentistry. Cadets categorized as Pre-Health/Dentistry **MUST** maintain a cumulative GPA of 3.30.

2.17.7.2.2. Biomedical Science Corps (BSC)/Nursing. Cadets categorized in the BSC or Nurse category **MUST** maintain in good standing with the university.

2.17.7.3. Changes to the AF Form 1056, AFROTC contract (See Table 4.1).

**2.18. Term Reviews.** A unit officer will conduct term reviews using the following:

2.18.1. Review the cadet's academic performance during the previous term and annotate the cadet's academic plan. Using the cadet's grade report or transcript, ensure the cadet has made acceptable academic progress, annotate the "Credit Hours Completed" (if no credit is given for a class enter "0"), and any "Deviations" as explained in paragraph 2.18.3.

2.18.2. Review the cadet's academic plan for the current term. Ensure the cadet is enrolled in the courses listed on the academic plan, and that the cadet is a full-time student. Term reviews are considered complete when the "Student" and "Reviewer" enter their signatures (in ink) in the applicable blocks for the current term. If required, request a DOG and DOC change. Maintain the transcript or grade report used during this review in the cadet's AF Form 10 until a more current transcript is received. The thoroughness and accuracy of term reviews are important in determining a cadet's academic progression. **Complete term reviews by midpoint of the term.** If midterm grades are accessible, perform counseling within two weeks after grades are received.

2.18.3. Use the "Deviations" block to identify academic plan deviations normally resulting from substandard academic performance. Enter "F" for course failure, "I" for incomplete, or "W" for course withdrawals. If a cadet receives an "F" or equivalent, an incomplete, or withdraws from a required course, add the course to a future term and line it off the previous term. Since the entry is self-explanatory, no remarks are required. If a course change results from other factors, such as classes are full, student prefers to take a different class than originally planned, etc., simply line through or erase the old course and enter the new course. Do not enter deviation codes for such entries. If scholarship monies were obligated on any "Fs" or "Ws," ensure you comply with AFOATSI 36-2019.

2.18.4. Some suggested uses for the "Remarks" block are to explain course changes that result from other than substandard academic performance, to identify courses that receive partial or no academic credit, etc.

★**2.19. Conditional Event.** Contract members who fail to maintain academic or military retention standards **will** receive a "conditional." Counsel cadets **in writing** of the deficiency that resulted in the conditional. NOTE: Any time a cadet fails to meet a retention standard or if the unit commander deems warranted (e.g., excessive counseling), regardless of term (see paragraph 2.17.2.2.4), award a conditional and document accordingly. If a cadet fails to maintain two separate retention factors in a single term, document each incident. These count as two separate conditionals. Upon awarding a cadet a fourth and any subsequent conditional (**third, if the cadet is within 12 months of DOC**), submit a waiver to HQ AFROTC/RRFP if requesting an evaluation for continuation or investigate for disenrollment. Scholarship termination or initiation of a disenrollment investigation does **not** eliminate the requirement of providing the cadet with a conditional. A decision to retain a cadet receiving a fourth, or additional, conditional does **not** diminish AFROTC's right to cite the deficiency(s) as grounds for subsequent disenrollment.

2.19.1. Contract Entry. **DO NOT ENLIST** any cadet with a cumulative GPA of less than 2.0 prior to enlistment. Once eligibility requirements are met, contracting can resume.

2.19.2. Directed Conditional Event. A directed conditional is mandated by regulation or HQ AFROTC and "counts" as a conditional (unless stated otherwise in AFROTC instructions).

2.19.3. Government Liability. Actions based on failing to maintain retention standards may require scholarship suspension or possible termination. The suspension (loss of funding for one term) usually occurs in the current term. However, if the government is liable for tuition for the current term, the suspension must be enforced in the next term. For further guidance, refer to AFOATSI 36-2019.

2.19.4. Documentation. Use the AFOATS Form 16 to counsel cadets and document conditionals. Effective date of conditional is the date of event. However, if a retention failure occurs or is identified after the last day of host institutional classes; then the effective date will be the first day of host institutional classes in the subsequent regular term. NOTE: If additional time is required for documenting or determining a conditional; the effective date will be the date of the event that led to the conditional.

**2.20. Adverse Involvements with Civil, Military or School Authorities.** Reference paragraph 1.6 for eligibility requirements.

**2.21. Use of Illegal Drugs or Chronic Alcohol Abuse.** The following actions must be taken when a contract cadet uses illegal drugs or is identified as a chronic alcohol abuser:

2.21.1. Voluntarily Reported Drug Use. Cadets who voluntarily report drug use must be investigated for possible disenrollment.

2.21.2. Independent Evidence of Drug Usage. When evidence of a cadet's drug usage is brought to the attention of the unit commander by a third party, the unit commander will contact AFOATS/JA for advice on the appropriate course of action based on an assessment of evidence and allegations. After consulting with AFOATS/JA, the following actions apply:

2.21.2.1. Gather and verify available independent evidence.

2.21.2.2. The unit commander will tell the cadet that evidence has been received of alleged drug usage.

2.21.2.3. The unit commander will ask the cadet for an explanation. Record all cadet comments.

2.21.2.4. If the cadet admits the drug use, investigate for disenrollment. If the cadet denies the alleged drug usage, contact AFOATS/JA to evaluate the evidence for possible disenrollment. Closely monitor retained cadets.

2.21.3. Voluntarily Reported Alcohol Abuse and Independent Evidence of Alcohol Abuse. Whenever a contract cadet voluntarily reports chronic alcohol abuse independent of an involvement that must be recorded on an AFOATS Form 35, investigate for possible disenrollment. Whenever evidence of a contract cadet's chronic alcohol abuse is brought to the attention of the unit commander by a third party, the same procedures in paragraph 2.21.2 apply.

**2.22. Homosexual or Bisexual Conduct.** Homosexual or bisexual conduct is incompatible with military service. See paragraph 1.3.5 for policy.

2.22.1. Cadets who voluntarily report homosexual conduct must be investigated for possible disenrollment. When evidence of a cadet's homosexual conduct is brought to the attention of the unit commander by a third party, the commander will contact AFOATS/JA immediately for further guidance. After an appropriate investigation is conducted, forward the evidence through channels to HQ AFROTC/CC. HQ AFROTC/CC will review the evidence, determine the credibility, and then advise the unit commander whether or not to initiate an investigation for disenrollment.

2.22.2. A cadet will be disenrolled if one or more findings IAW AFI 36-2005, Chapter 1, are made and approved.

2.22.3. Nothing in this regulation requires that a cadet be investigated for disenrollment when a determination is made in accordance with regulations prescribed by the Secretary of the Air Force that:

2.22.3.1. The cadet engaged in acts, made statements, or married or attempted to marry a person of the same biological sex for the purpose of avoiding AFROTC membership; and

2.22.3.2. Disenrollment of the cadet would not be in the best interest of the Air Force.

**2.23. Dependency Status.** Cadets who become single, marry another military member, have a common-law spouse and are in legal or physical custody of another person incapable of self-care, or marry a civilian spouse and previously enlisted in pay grade E-3 or lower and responsible for two or more family members incapable of self-care, **after** contracting and enlistment, must obtain unit commander approval to remain in the program and must maintain a family care plan IAW AFI 36-2908. The following actions apply:

2.23.1. The unit commander must counsel the cadet according to AFI 36-2908 and ensure the cadet fully understands the Air Force policy on the relationship between family care responsibilities and accomplishment of military duties, both in peacetime and during contingency.

2.23.2. The cadet must provide a valid family care arrangement plan to the unit commander to include the time the cadet will be in AFROTC, plus any subsequent technical school training.

2.23.3. The unit commander, if satisfied with the cadet's family care arrangements, prepares and signs the following statement: "The applicant's family care arrangements are valid and will adequately cover the time period the applicant spends in AFROTC, plus any subsequent technical school training." File statement in section I of the cadet's AF Form 10. If the unit commander is not satisfied with the validity of the cadet's family care arrangements, the commander will initiate a disenrollment action for failure to maintain military retention standards.

**2.24. Other Retention Standards.** This includes all other standards that make a cadet ineligible for a commission. Examples include claim as a conscientious objector; refusal to accept assignment or duties involving the use of nuclear weapons or combat; inability to successfully complete a National Agency Check; etc.

2.24.1. Air Force ROTC members are prohibited from actively participating (active participation includes publicly demonstrating or rallying, fund raising, recruiting and training members, organizing, or leading) in the following types of dissident organizations:

2.24.1.1. Those supporting supremacist causes or advocating illegal discrimination, based on race, creed, color, sex, religion, national origin, or ethnic group.

2.24.1.2. Those advocating the use of force or violence, or otherwise engaging in efforts to deprive individuals of their civil rights.

2.24.2. Mere membership in these type of organizations is not prohibited.

**2.25. Period of Nonattendance (PNA) or Term Abroad.** A period of absence from school or AS classes and LLAB, which permits a contract cadet to meet mandatory academic requirements.

2.25.1. Unit commanders may authorize up to one term of PNA for **mandatory** academic absences (i.e., student teaching requirements, nursing school clinicals, etc.). Adjust academic plan to reflect dual enrollment for one term to ensure scheduled commissioning date is maintained. Any other situation should be requested through HQ AFROTC/RRFP for approval via an AFOATS Form 22.

2.25.2. For Term Abroad scholarship cadets, refer to AFOATSI 36-2019. Submit an AFOATS Form 22 for any cadet (to include nonscholarship) prior to authorizing the term abroad.

2.25.3. Use the AFOATS Form 16 to place on or remove from PNA or Term Abroad. Units must counsel cadets monthly, in writing or by telephone while school is in session. The unit commander will determine what is sufficient. The unit commander may require more frequent contacts if desired.

2.25.3.1. Cadets in overseas study programs are exempt from the monthly counseling requirements.

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## Chapter 3

### MEDICAL ADMINISTRATION

**3.1. General Information.** This chapter covers the medical requirements for entry into the POC, activating a scholarship, and commissioning into the Air Force.

**3.2. Medical Information.** The medical standards required to qualify for AFROTC entrance and commissioning are specified in AFI 48-123, *Medical Examination and Standards*. The United States Air Force Surgeon General (HQ USAF/SG) and Judge Advocate General (HQ USAF/JA) have deemed that state laws concerning the medical examination of minors (both male and female) do not apply to examinations administered for military membership. Consequently, parental consent is not required to schedule an applicant or cadet for a medical examination related to AFROTC membership.

**3.3. Counseling Requirements.** The unit commander or designated representative must counsel (in writing), all contract cadets and non-contract cadets who have had a physical administered on their responsibility to report changes in medical status (the AFOATS Form 16 may be used to satisfy this requirement). Specifically, cadets must be directed to report any medical treatment, illness, injury, or other change in medical status, including pregnancy. Process all reported changes in medical status as specified in paragraph 3.18.

#### **3.4. Department of Defense Medical Examination Review Board (DODMERB) Responsibilities:**

3.4.1. Responsibilities. DODMERB is the centralized certifying authority for medical examinations administered for entry to any of the service academies, ROTC scholarship programs, and the Uniformed Services University of Health Sciences (USUHS). Send all exams, including supplemental information, to DODMERB for review and initial physical certification before scholarship activation.

3.4.2. Restrictions. DODMERB is **not** the certifying authority for changes in a cadet's or an applicant's medical status following initial DODMERB certification of their scholarship physical. Once initially certified by DODMERB, HQ AETC/SGPS becomes the reviewing and certifying authority. DODMERB is not involved in certifying or processing commissioning physicals. In addition, DODMERB does not have medical waiver authority. Waiver authority rests solely with HQ AETC/SGPS.

3.4.3. Medical Disqualification (DQ) Process. If DODMERB disqualifies a physical and the reason for disqualification is a waiverable item, DODMERB will **automatically** forward the physical to HQ AETC/SGPS for waiver consideration. However, if the disqualification factor(s) is **non-waiverable** by Air Force standards, DODMERB will forward the detachment a letter (NOT the physical) indicating the disqualifying factor(s). DO NOT forward a waiver request to HQ AETC/SGPS on physicals that DODMERB disqualified based on non-waiverable factors.

3.4.4. Unit Restrictions and Responsibilities. AFROTC units are authorized to contact DODMERB only when a significant problem or question exists. **Routine telephone calls preclude timely processing of physicals received at the certifying agency.** Do not call or write DODMERB on 3- or 4-year guaranteed scholarship recipients (unless directed by DODMERB, HQs, or this instruction). DODMERB will transmit the front and back copy of the certification page of the physicals to HQ AFROTC/RRUC. The responsibility for **uncertified** 3-year guaranteed scholarship cadets on 1 January of their freshman year is transferred to the DODMERB College Branch. Units without certified physicals on 3-year guaranteed scholarship cadets on 1 January of their freshman year must send a letter

to DODMERB requesting the DD Form 2351, **DOD Medical Examination Review Board (DODMERB) Report of Medical Examination.** Once received, mail or fax a copy to RRUC to obtain a scholarship authorization label on the physical. If necessary to obtain a complete physical, forward a request to DODMERB via letter.

3.4.5. Status Checks. Routine status checks can be made by accessing the DODMERB's web site.

### 3.5. HQ AETC/SGPS Responsibilities:

3.5.1. Responsibilities. HQ AETC/SGPS serves as medical **waiver authority** for AFROTC in all categories and year groups. In addition, HQ AETC/SGPS serves as the action office following initial DODMERB certification, regardless of medical action addressed, and will accomplish all subsequent recertifications until a commissioning physical is administered.

3.5.2. Certification. HQ AETC/SGPS is a certifying authority for POC entry physicals (as required) and commissioning medical examinations (this includes rated and space/missile duty certification). HQ AETC/SGPS may grant waivers that are within their authority at the time they certify the commissioning medical examination.

**3.6. HQ AFSPC/SGP Responsibility.** Serves as medical **waiver** authority for space/missile duty certification. Units may forward any waivers to HQ AFSPC/SGPA, 150 Vandenberg Street, Suite 1105, Peterson AFB, CO 80914-4550.

### 3.7. Medical Entrance Processing Stations (MEPS) Responsibilities.

3.7.1. Responsibilities. MEPS are a certifying authority for POC entry physicals (nonscholarship) and commissioning physicals (commission certification ONLY). Common medical forms used by MEPS include DD Forms 2807-2, **Medical Prescreen of Medical History Report**, 2807-1, **Report of Medical History**, 2808, **Report of Medical Examination.**

3.7.2. Certification. Physicals certified by MEPS are annotated "Qualified" for commissioning (NOT stamped).

3.7.2.1. **POC Entry physicals** performed and qualified by MEPS are considered certifiable for field training attendance and enlistment. **DO NOT FORWARD TO HQ AETC/SGPS FOR CERTIFICATION.**

3.7.2.2. **Commissioning physicals** accomplished and "qualified" at MEPS are considered certifiable for commissioning purposes for any cadet requiring a "commission" ONLY certified physical (all other certifications MUST receive HQ AETC/SGPS stamp). **DO NOT FORWARD TO HQ AETC/SGPS FOR CERTIFICATION.** (e.g., a cadet requiring a "commission" certified physical for **commissioning** as a 36P – Personnel officer, may use a MEPS "qualified" physical to commission. A cadet requiring a Flying Class III physical for commissioning as a 13B – Air Battle Manager (ABM) officer, MUST have a HQ AETC/SGPS "certified" physical). MEPS physicals **cannot be used to obtain a rated**

**certification** without additional testing. Only certified Flight Surgeons may conduct flying medical examinations or the additional testing required.

3.7.3. Restrictions. MEPS is **not** the certifying authority for changes in a cadet's or an applicant's medical status following initial MEPS qualification. Once initially qualified by MEPS, HQ AETC/SGPS becomes the reviewing and certifying authority for **any** subsequent medical condition/illness. MEPS do not have medical waiver authority. Waiver authority rests solely with HQ AETC/SGPS. MEPS can **only** qualify a physical at the lowest level – “Commission Qualified.”

### 3.8. Performing the Physical – Authorized Personnel

3.8.1. **POC Entry -- nonscholarship physicals (including those eligible for the GMCI, POCl, ASCP, or SOAR):** These physicals are performed by any medical officer or physician employed by the armed services, regardless of active duty status, and by designated Air Force physician assistants (AFSC 42G or 43Y) or primary care nurse practitioners (AFSC 46N). These examinations should be completed at military entrance processing stations (MEPS) or local military treatment facilities (MTF) physical exam sections.

3.8.1.1. A POC entry physical must be administered to all applicants prior to nomination for selection/allocation. At a minimum, all nonscholarship cadets' physicals must be stamped/typed “qualified” by a military treatment facility or MEPS **prior to field training and enlistment**. **DO NOT FORWARD PHYSICALS TO HQ AETC/SGPS FOR CERTIFICATION UNLESS RECERTIFICATION OR A WAIVER IS REQUIRED.**

3.8.2. **Scholarship physicals (excluding GMCI, POCl, ASCP, or SOAR):** These physicals are performed by any medical officer or physician employed by the armed services, regardless of active duty status, and by designated Air Force physician assistants or primary care nurse practitioners. These examinations must be completed at a Department of Defense Medical Examination Review Board (DODMERB) contract facility or local MTF physical exam section. **All scholarship physicals must be certified by DODMERB** or receive a waiver of DODMERB disqualification from HQ AETC/SG (reference paragraph 3.17 for submission procedures). Whenever a physical examination is accomplished by other than a physician, it must be countersigned by a physician.

3.8.2.1. Physicals administered at a DODMERB contract facility must be certified by DODMERB (or waived by HQ AETC/SGPS if disqualified by DODMERB) prior to field training and enlistment.

3.8.2.2. Cadets requiring only a “Commission” certified-type physical for commissioning, may use a DODMERB physical that is within two years of examination if the physical is supplemented with **current** UDS and HIV tests. Both UDS and HIV tests must be administered within 6 months from commissioning date to signify “current.” Forward ALL requests to certify a DODMERB physical “Commission” only to HQ AETC/SGPS. If supplemental testing is accomplished at the MTF, the MTF will use supplemental funding funds as described in AFH 44-114, *Military Health Services System*, par 57.3.3, fitness for duty.

3.8.2.3. **All scholarship physicals (excluding GMCI, POCl, ASCP, and SOAR) must receive DODMERB certification (or waived by HQ AETC/SGPS if disqualified by DODMERB) prior to scholarship activation.**

3.8.3. **Commissioning physicals:** Commissioning physicals must be certified by MEPS or HQ AETC/SGPS (Commission certified ONLY) or HQ AETC/SGPS (ALL OTHERS). Reference paragraph 3.15 for HQ AETC/SGPS physical submission procedures. Commissioning physicals are performed by the following:

3.8.3.1. For pilot, navigator, and nonrated/rated operations (to include ABM) commissioning physicals: a currently rated or designated aerospace medicine physician (flight surgeon). **NOTE: MEPS cannot be used to obtain a rated certification**, due to the lack of additional test requirements. Only credential Flight Surgeons may conduct flying medical examinations or the additional testing required.

3.8.3.2. For all nonflying/nonrated commissioning physicals: an Air Force medical officer or MEPS physician. In some cases, HQ AETC/SGPS may authorize the use of Army or Navy physicians to accomplish nonflying/nonrated physicals. Submit a letter of justification to HQ AETC/SGPS through HQ AFROTC/RRFP.

### 3.9. Validity Periods:

3.9.1. Entry Physicals (for enlistment purposes):

3.9.1.1. All **POC entry** nonscholarship (to include GMCI and POCI) and enlisted commissioning program cadets: Normally, cadets must be enlisted within **24 months** from the **date of examination**. However, once qualified by MEPS or MTF and the unit is in receipt of the qualified physical; the physical can be used for enlistment, field training, or any other **AFROTC program requirement** with the physical automatically converting to a 36-month validity period from date of examination. (**NOTE: MEPS AND MTF** physicals that extend beyond the 24 month validity period and still require an initial

MEPS or MTF qualification or if the original physical is pending remedial action, will not be qualified; a new physical is required.)

3.9.1.2. All **scholarship** cadets (excluding enlisted commissioning program cadets, GMCI, and POCI): Must be enlisted within **24 months** from the date of examination, (**not the date of DODMERB certification**). If a scholarship is not activated the physical automatically converts to a nonscholarship POC entry physical with a 36 month validity period from date of examination.

**NOTE: Once enlisted, all entry physicals remain valid until commissioning physical is administered.**

3.9.2. Commissioning Physicals: For commissioning purposes, **certified (“qualified” as appropriate) nonflying, to include ABM**, commissioning medical examination is valid for **24 months** from the date of examination (item 6 of Standard Form (SF) 88, **Report of Medical Examination**) to the date the member enters active duty. A **certified flying** class 1 or 1A (pilot or navigator) commissioning medical examination is valid for **36 months** from the date of examination and must not expire before member enters active duty.

**NOTE: For nonscholarship cadets; physical exams that have a date of examination prior to 1 Mar 99 maintain a validity period of 36 months.**

3.9.3. For Army Airborne Training and Air Force Academy Basic Freefall Parachute Training the cadets must have a Flying Class III or higher physical completed within **12 months**. The validity period begins from the date of examination and must not expire before the cadet begins training.

### 3.10. Scheduling Medical Examinations for Scholarship and POC Entry:

3.10.1. Efficient Use of Resources:

3.10.1.1. Schedule a cadet or applicant for a physical as soon as the commander believes the individual is a viable candidate for the program. Commanders should use available data to make this decision.

This data can include grades, Scholastic Aptitude Test (SAT) or American College Testing (ACT) scores, AFOQT (if applicable), PFT score, body fat, etc..

3.10.1.2. Schedule the individual for the **highest level of physical examination** commensurate with the **individual's** categories (AFSC) of **preference**. (NOTE: It is highly recommended a cadet receives a HQ AETC/SGPS certified Flying Class physical prior to categorization. As previously indicated, the validity period of a Flying Class physical is 36 months from date of examination.)

3.10.1.3. Scheduling of medical examinations should enable the individual to meet as many medical requirements and respective validity periods as possible. For instance, schedule the POC entry examination to permit POC selection, FT attendance, and enlistment.

3.10.1.4. Allow at least 60-90 days for processing from the date of examination. Units may obtain medical examinations directly from DODMERB for nonselectees from the CSP or Air Force Academy who apply for AFROTC membership within 2 years from the date of their original medical examination. In such cases, forward a letter to DODMERB requesting the examination.

3.10.2. Examinations. There is a substantial difference in cost and workload between flying and nonflying medical examinations. Do not schedule individuals for a flying class physical with obvious disqualifiers (such as obesity, stuttering, stammering, or lack of flying motivation) for flying examinations. **NOTE: When completing the DD Form 2351 for submission to the examining facility for nonrated operations category applicants, use the "POC or CSP Entry Nonflying" examination.**

3.10.3. Examinations at a Medical Facility. Schedule mutually convenient appointments **as far in advance as possible** with the support base medical and dental facilities. Anticipate requirements and provide for peak periods of activity for both the base and the AFROTC unit when scheduling (for example, scheduled deployments, base exercises, school breaks, academic examination periods, etc.). When appointments are obtained, make every effort to ensure applicants and cadets report as scheduled and on time.

3.10.4. Examinations at MEPS. When requesting a MEPS physical, you should request the same physical that they would provide to an Officer Training School (OTS) candidate. Check with the MEPS facility for any local policies or procedures that your cadets must follow. Once appointments are made, ensure applicants and cadets report when scheduled and on time. Contact HQ AFROTC/RRFP immediately (while the cadet is at the MEPS) if a conflict occurs.

3.10.5. Unit Preparation of Cadets for scholarship and POC Entry Physicals:

3.10.5.1. Each applicant for GMC or POC membership must complete an AF Form 2030 before scheduling them for a medical examination (does not include 3- and 4-year guaranteed scholarship winners or airmen accepted under Enlisted Commissioning Programs). All scholarship cadets must comply with AFOATSI 36-2019.

3.10.5.2. Applicants who wear contact lenses are restricted from wearing their lenses for an amount of time to allow for a proper evaluation (see paragraph 3.12.2.3).

3.10.5.3. Applicants with active orthodontic appliances can be medically qualified for enlistment if the applicant provides the following items:

3.10.5.3.1. A statement from the applicant's dentist stating the suggested method of treatment (Beggs, Edgewise, etc.).

3.10.5.3.2. An estimate of the length of time in months, active treatment will be required.

3.10.5.3.3. A written statement from the applicant stating, "I acknowledge all financial responsibility for my dental treatment and do not hold the Air Force or AFROTC responsible."

3.10.5.3.4. See paragraph 3.12.2.2 for commissioning restrictions.

3.10.5.4. Accomplish body fat measurement (BFM) according to AFOATSI 36-2007 on each applicant over their maximum allowable weight (MAW) prior to departure (within 10 calendar days) for their entry physical. If they are not within BFM standards, **DO NOT** allow them to take their entry physical.

### **3.11. Potential Pilot Qualification (PPQ) and Potential Navigator Qualification (PNQ) Stamped Physicals:**

3.11.1. For categorization purposes **only**, cadets may receive a Potential Pilot Qualified (PPQ) and/or Potential Navigator Qualified (PNQ) stamped physical from HQ AETC/SGPS if they meet the following (NOTE: Physicals stamped PPQ or PNQ by DODMERB already meets necessary requirements and **DO NOT** require additional HQ AETC/SGPS review):

3.11.1.1. PPQ Stamped Physical. Uncorrected visual acuity of no worse than 20/70 (distant vision), 20/20 (near vision), refractive limits of +2.00/-1.50 in any meridian, and 0.75 astigmatism.

3.11.1.2. PNQ Stamped Physical. Uncorrected visual acuity of no worse than 20/200 (distant vision), 20/40 correctable to 20/20 (near vision), refractive limits of +3.00/-2.75 in any meridian, and 2.00 astigmatism.

3.11.2. A physical stamped PPQ/PNQ strictly applies for categorization and only indicates the "**potential**" of a rated certification; all cadets are still required to receive an appropriate **certified** flying class physical prior to commissioning. **DO NOT COMMISSION A CADET WITH "ONLY" A PPQ/PNQ STAMPED PHYSICAL.** (Units must verify appropriate qualification/certification is present on a "**Final**" **commissioning physical** prior to commissioning a cadet.)

### **3.12. Scheduling Medical Examinations for Commissioning:**

3.12.1. Unit Scheduling Procedures for Physicals. All cadets must receive a commissioning physical performed by a medical officer (a DODMERB certified commissioning physical or physicals stamped PPQ/PNQ are **NOT** commissioning physicals and cannot satisfy this requirement except as outlined in par 3.8.2.2). **Schedule the commissioning physical 15 months but no later than 13 months before the cadet's DOC.** This is to ensure you have an appropriate certified "commissioning" physical on-hand at time of commissioning. If you have previously completed a "commissioning" physical with the required tests (i.e., BAT, urinalysis, HIV, etc.) and the validity period has not expired; the physical may be used to satisfy this requirement. (NOTE: As a guide, physicals should remain valid 6 months past the date of commission to ensure a valid physical is on file the date the cadet enters active duty.)

3.12.1.1. **Schedule cadets who accept a rated slot, placed on rated alternate list(s); or, who indicate by any means (i.e., AFOATS Form 53) a preference for a rated position, space/missile operations, or a nonrated position a commensurate commissioning physical.** Receiving an appropriate physical for the cadet's preference will facilitate possible recategorization at a later date and avoid the need to accomplish a short notice physical upgrade (i.e., a cadet selected from the pilot alternate list for a primary pilot slot two months prior to commissioning).

3.12.1.1.1. Cadets categorized or interested in a pilot and/or navigator slot must receive a Flying Class I or 1A physical, respectively.

3.12.1.1.2. Cadets desiring nonrated operations (13XX) must receive a Flying Class III commissioning physical. Air Traffic Control AFSCs must have a Reading Aloud Test (RAT) and Adaptability Rating for Air Traffic Control (AR-ATC) results on the SF88 prior to certification. Cadets interested in the missile career field must have a certified commissioning physical with a Missile Crew Duty certification. An Adaptability Rating for Space and Missile Operations Crew Duty (ARSMOD) and RAT test results must be annotated on the SF88 prior to certification by HQ AETC/SGPS. Cadets selected involuntarily for nonrated or space/missile assignments by AFPC will complete appropriate physical/certification immediately. Cadets with Air Battle Manager as a preference must receive a certified physical stamped ABM.

3.12.2. Unit Preparation of Cadets for Commissioning Physicals:

3.12.2.1. Cadets will receive a drug and alcohol test during their commissioning physical.

3.12.2.1.1. Positive results on the drug portion of the test will result in an investigation for disenrollment.

3.12.2.1.2. Cadets found positive on the alcohol test will be evaluated for dependency by the physician performing the physical examination using the appropriate medical and psychiatric criteria.

3.12.2.2. All active orthodontic treatment must be completed before a cadet can be medically certified for commissioning. Ensure orthodontic appliances are removed prior to cadet's commissioning examination.

3.12.2.3. Contact lens requirements are as follows:

3.12.2.3.1. Cadets scheduled for a Flying Class 1 and 1A (pilot and navigator) physical are restricted from wearing their hard lenses for 90 days before the examination and soft lenses for 30 complete days before the examination to permit an accurate refraction evaluation. These restrictions also apply when forwarding a physical to HQ AETC/SGPS for PPQ or PNQ consideration.

3.12.2.3.2. For submission of nonflying category applicants to HQ AETC/SGPS, a statement should be entered in item 8 of the SF Form 93, **Report of Medical History**, stating what type of lenses are worn (for example, hard, soft, or retainer lenses) and a certification that the individual removed the hard or soft contact lenses 2 weeks before examination.

3.12.2.4. Pilot or navigator cadets failing the uncorrected portion of a depth perception test **MUST** receive trial lenses from the MTF and be examined while wearing the trial lenses to determine if they meet "corrected" requirements. Both uncorrected and corrected results must be annotated on the SF88 prior to submitting to HQ AETC/SGPS for a flying class certification.

3.12.2.5. Accomplish a BFM on each cadet who is over their MAW prior to departure (within 10 calendar days) for their commissioning physical. If they are not within BFM standards, **DO NOT** allow them to take the commissioning physical. If they are over their BFM, initiate appropriate action under AFOATSI 36-2007. If currently in phase 0 or 1 of the WMP, then schedule physicals after the BFM is within limits.

**3.13. Unit Submission of Scholarship Medical Examinations to DODMERB:** Following the medical examination, units will carefully review the completed forms (DD Form 2351 and DD Form 2492, **DOD Medical Examination Review Board (DODMERB) Report of Medical History**) for compliance with the requirements of AFJI 36-2018, *Medical Examination of Applicants for United States Service Academies, Reserve Officer Training Corps (ROTC) Scholarship Programs, Including 2- and 3- Year College Scholarships Programs (CSP) and the Uniformed Services of the Health Sciences (USUHS)* and this chapter before submitting them to DODMERB, 8034 Edgerton Drive, Suite 132, US Air Force Academy, Colorado Springs CO 80840-2200, for certification. **Stamp or print the detachment address on the DD Form 2351 in block 8 and place the detachment number on the top, right-hand**

**corner in the outside margin of form.** Assemble documents for submission to DODMERB as shown below. Submit the original and one copy. Note: DODMERB will not certify physicals that have been documented on the SF88.

3.13.1. DODMERB letter. Return the copy received from DODMERB when submitting the requested medical evidence (when applicable).

3.13.2. DD Form 2351.

3.13.3. DD Form 2492.

3.13.4. Each document associated with all previous examinations including SF 507, **Medical Record - Report on \_\_\_\_\_ or continuation of SF \_\_\_\_**, SF 513, **Medical Record - Consultation Sheet**, and SF 520, **Clinical Record Electrocardiographic Record**, with tracing of ECG.

3.13.5. Any approved weight waiver action, including unit commander's recommendation.

**3.14. DODMERB Certification.** AFROTC scholarship applicants must be medically qualified by DODMERB for their enrollment category or receive a waiver with medical certification by HQ AETC/SGPS prior to enlistment (reference paragraph 3.17 for waiver requests). The scholarship physical will be stamped for the highest-level qualification authorized. The following are the medical classes of physical examinations, in descending order of stringency, required for specific AFROTC enrollment categories (reference AFJI 36-2018 for additional requirements):

3.14.1. Pilot. Flying Class I (or 1P) certification.

3.14.2. Navigator. Flying Class IA (or 1N) certification.

3.14.3. Nonrated Operations. Flying Class III certification.

3.14.4. Space/Missile Operations Duty (SMOD). Space/Missile Crew Duty certification.

3.14.5. Technical and Nontechnical. Air Force commission (or commission-qualified) certification.

3.14.6. Disqualified:

3.14.6.1. DODMERB indicates medical disqualification by forwarding a letter to the unit and indicating the disqualifying factors (see par 3.4.3).

3.14.6.2. Upon notification of medical disqualification, the unit must terminate all scholarship applicant processing unless the unit commander initiates a command waiver request to HQ AFROTC/RR.

3.14.6.3. If required, DODMERB will request supplemental medical data and forward the request to the unit. The unit may schedule the individual for the requested supplemental examination at their local support base medical facility, or the applicant may acquire needed information from a health care provider of their own choice and at their own expense. Upon receipt of the supplemental medical data requested by DODMERB, the unit will submit all the medical documentation to DODMERB.

3.14.6.4. For a change in medical status, reference paragraph 3.18.

**3.15. Unit Submission of Physical to HQ AETC/SGPS.** Following the medical examination, units will carefully review the completed forms (SF 88 and SF 93) for compliance with the requirements of AFI 48-123 and this chapter before submitting them to HQ AETC/SGPS, 63 Main Circle, Suite 3, Randolph AFB TX 78150-4549, for certification. Assemble documents for submission to HQ AETC/SGPS as shown in paragraph 3.15.1 **through** 3.15.11. The same sequence applies regardless of the type of submission (initial, supplemental, medical recheck, or reevaluation). Submit **two of each** (the original and one copy), unless otherwise stated. Requests for status checks may be accomplished for

emergency situations only. **NOTE: Contact HQ AETC/SGPS on all cadets whose physicals are not certified and are dropped or disenrolled from the program.**

3.15.1. AFOATS Form 46, **Transmittal of AFROTC Physical Examination** (original and one copy). Place one staple in upper left hand corner to secure all attachments to the AFOATS Form 46. Clearly indicate in the Remarks Section the level of certification desired and the type of physical. (i.e., Flying Class I – FINAL COMMISSIONING PHYSICAL, PPQ/PNQ – ENTRY PHYSICAL)

3.15.2. HQ AETC/SGPS Letter (original and one copy). Return the copy received from HQ AETC/SGPS when submitting the requested medical evidence.

3.15.3. SF 88 or DD Form 2351 (original and **two copies**).

3.15.4. SF 93 or DD Form 2492 (original and one copy).

3.15.5. SF 520 with tracing of ECG attached (original and one copy). **NOTE: Two original ECGs are required on all pilot and navigator commissioning physicals. All ECGs must be properly mounted and interpreted.**

3.15.6. SF 507 or SF 513, if used (original and one copy).

3.15.7. Complete copy of any approved weight waiver actions, including unit commander's recommendation (original and one copy).

3.15.8. SF 88, supplement, if required (original and one copy).

3.15.9. Qualification or certification page of all previous SFs 88 or DD Forms 2351 (**a copy**). Copy must show the appropriate certification stamp or qualification statement.

3.15.10. **Self-addressed return envelope.**

3.15.11. Envelope containing dental x-rays properly mounted and identified (request only in conjunction with commissioning examination).

3.15.11.1. Do not submit commissioning physicals to HQ AETC/SGPS on pilot and navigator cadets who have dental defects. Follow the steps in paragraph 3.15.11.2 through 3.15.11.8 for correcting them before submission:

3.15.11.2. Transcribe dental defects listed in item 44 of the SF 88 to the DD Form 2480, **DOD Medical Examination Review Board (DODMERB) Report of Dental Examination**, item 3, and complete items 1 and 2.

3.15.11.3. Give the DD Form 2480 to the cadet for completion and certification by a civilian dentist. The dental X-rays may be loaned to the civilian dentist who treats the cadet, provided they are returned to the unit for submission to HQ AETC/SGPS.

3.15.11.4. Include the original and a copy of the DD Form 2480 with the medical examination submitted to HQ AETC/SGPS.

3.15.11.5. Pilot and navigator cadets who require correction of dental cavities must have this condition corrected within one term after the defect is identified.

3.15.11.6. **Cadets failing to meet this requirement will receive a conditional.**

3.15.11.7. Temporarily inactivate the scholarship of any cadet who fails to have dental cavities corrected within one term after the defect is identified.

3.15.11.8. Keep the scholarship inactivated until the defects are corrected. If the delay exceeds more than one term, contact HQ AFROTC/RRUA.

### **3.16. HQ AETC/SGPS Certification:**

3.16.1. Qualified. **The cadet's medical examination must be certified prior to commissioning for the category in which they are to enter the Air Force.** After HQ AETC/SGPS receives physical, an additional three week processing time is required prior to certification on all pilot and navigator type physicals (Flying Class I/IA) to allow for required electrocardiogram review at Brooks AFB.

3.16.2. Disqualified:

3.16.2.1. HQ AETC/SGPS indicates medical disqualification by stamping the SF 88 of a contract cadet "Medically Disqualified" and indicates the disqualifying factors on the SF 88 and/or the AFOATS Form 46.

3.16.2.2. Upon notification of medical disqualification, the unit must initiate disenrollment procedures for medical disqualification in accordance with chapter 6.

3.16.3. HQ AETC/SGPS may request supplemental medical data and return the physical to the unit. The physical will not be stamped certified or disqualified. The unit then schedules the cadet for the requested supplemental examination at the support base medical facility. If the support base cannot accomplish the examination, they will either arrange consultation with another base medical facility or contract the consultation out to a civilian facility. If cadets elect to have consultations accomplished through their own civilian means, they are responsible for expenses. Upon receipt of the supplemental medical data, resubmit the entire physical, plus supplemental data, to HQ AETC/SGPS.

3.16.4. **Pilot candidates** who fail the VTA-DP or the OVT-DP (depth perception exams) both uncorrected and corrected will be tested IAW AFI 48-123, Atch 6, paragraph 6.11. HQ AETC/SGPS will review results and consult with ophthalmologist. If satisfactory, the cadet will be cleared and a full examination for depth perception will be accomplished at Enhanced Flight Screening (EFS) at Brooks AFB prior to flying training.

3.16.5. **Navigator candidates** who fail the VTA-DP or the OVT-DP (depth perception exams) both uncorrected and corrected will be DISQUALIFIED for flying training. Prior to waiver consideration and after review by HQ AETC/SGPS, an Aeromedical Consultation Service (ACS) evaluation must be accomplished at Brooks AFB. If cadet is unable, for whatever reason, to get an ACS evaluation the cadet will remain disqualified. Transportation is at the cadet's expense.

3.16.6. For change in medical status, reference paragraph 3.18.

**3.17. Medical Waiver Requests.** Submit all medical waiver requests directly to HQ AETC/SGPS. Waiver requests and considerations are accomplished ONLY on "**Final**" commissioning physicals. (**EXCEPTION:** For Exception to Policy (ETP) requests, see paragraph 3.17.5.6.)

3.17.1. Philosophy. Each waiver request is a separate action based upon that particular applicant; however, the medical certifying authority must preclude incurring future public liability via disability retirements. Therefore, minimum physical standards have been established to protect the individual, reduce the demand for medical care, and preclude premature termination of military service for disability at the taxpayer's expense. In the best interest of the individual and the United States Government, only those applicants who meet minimum physical standards are accepted.

3.17.2. Waiver Approval Criteria. Medical conditions must remain static if a waiver is to continue in effect. Waivers previously granted are reevaluated each time a cadet is examined.

3.17.3. Maintenance Medication. Cadets who begin the use of maintenance medication such as immunotherapy, acne medication, or birth control pills (only if prescribed for other than birth control, e.g., excessive bleeding, cramps, etc.) subsequent to their commissioning physical must submit requests for a medical waiver.

3.17.4. Contract Cadet and Applicant Medical Waiver Request Justification. Contract cadets and applicants may obtain new medical evidence relating to their medical disqualification from their personal physician or they may be reexamined at a military medical facility using the AFOATS Form 46, NOTE 1, as the approval authority.

3.17.5. Medical Waiver Request Submission Procedures:

3.17.5.1. The medical waiver request must:

3.17.5.1.1. Be initiated by the unit commander. **(EXCEPTION: DODMERB initiates 3 and 4-year guaranteed scholarship applicant medical waivers).**

3.17.5.1.2. Possess supporting evidence as follows:

3.17.5.1.2.1. Evidence that the disqualifying defects have been corrected by surgery, therapy, or other medical procedure.

3.17.5.1.2.2. Evidence that challenges the original "Medically Disqualified" determination (NEW medical documentation). If a physical was disqualified due to "history of .....", new documentation will probably NOT change the original decision.

3.17.5.2. When submitting the examination of a cadet who previously received a waiver, ensure the SF 88 contains a waiver statement.

3.17.5.3. Ensure the AFOATS Form 46 also reflects the previous waiver.

3.17.5.4. Submit the waiver directly to HQ AETC/SGPS. Include the original physical examination **(plus one copy)**; any original supplements to the physical (plus one copy); and the original AFOATS Form 46.

3.17.5.5. HQ AFMOA/SGO is the office that screens all **vision** waivers that are not delegated to MAJCOMs and reviews all Flying Class 1/1A examinations that are disqualified due to failed vision requirements, but waiverable. HQ AETC/SGPS will **automatically** forward disqualified Flying Class 1/1A physicals to HQ AFMOA/SGO for review if waiverable vision factor(s) are present.

3.17.5.6. Exception to Policy (ETP) Requests: ETPs are requested **ONLY** after all waivers have been considered and only if justification supports such request. ETPs are not the "next level" of review and should be submitted **ONLY** for extraordinary cases. ETPs go directly from cadet to CSAF and **not** through the Air Force Chain of Command.

3.17.5.6.1. Commissioning Physicals: Forward ETP requests **directly** to CSAF (this includes UFT requests). Requests can **ONLY** be considered on a "final" commissioning physical. **DO NOT** forward an ETP request to CSAF for disqualified "entry" type physicals.

3.17.5.6.2. Application: Applications for ETPs are assembled accordingly: 1) Commander's Justification (if applicable), 2) Cadet's Statement, and 3) the **FINAL** commissioning physical. Once assembled, forward to: CSAF (Name), HQ USAF/CC, 1670 Air Force Pentagon, Washington DC 20330-1670.

**3.18. Change in Medical Status:**

3.18.1. If applicants or cadets who have been medically qualified or certified have a change in medical status, the medical status must be reevaluated by HQ AETC/SGPS. Temporarily inactivate a cadet's scholarship. 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. Examples include, but are not limited to:

3.18.1.1. Serious or prolonged illness, including mononucleosis.

3.18.1.2. Active orthodontic treatment.

3.18.1.3. Depression that results in treatment.

3.18.1.4. Surgery.

3.18.1.5. Changes in vision.

3.18.1.6. Broken bones.

3.18.1.7. Pregnancy.

3.18.1.8. Unconsciousness, etc. (reference AFI 48-123).

3.18.1.9. Illness or injury resulting in an inability to maintain military and academic retention standards.

3.18.1.10. The unit becomes aware of a possible medical disqualification via a school or Federal Aviation Administration (FAA) medical examination. (The change in medical status must be reevaluated by HQ AETC/SGPS.)

3.18.1.11. Maintenance medication (i.e., depression, acne, ADD, etc.)

3.18.2. Questionable conditions may be discussed with HQ AETC/SGPS by telephone to determine if they warrant evaluation.

3.18.3. Send changes in medical status directly to HQ AETC/SGPS via e-mail for evaluation.

**3.19. Submission to HQ AETC/SGPS for Reevaluation.** The unit will forward an e-mail of the medical diagnosis and prognosis to HQ AETC/SGPS. Include the detachment number, name, last four of SSAN, condition, date of injury, diagnosis, and any down time noted by the physician.

**3.20. Medical Recheck Status.** HQ AETC/SGPS may direct a period of medical recheck status. HQ AETC/SGPS will specify via return e-mail the length of time an applicant or contract cadet will remain in medical recheck status and will advise the unit of any required action or item necessary to remove the medical recheck status and reevaluate the physical. Extensions may be authorized via e-mail. Medical recheck extensions beyond the 6-month point are normally denied and the physical stamped disqualified for prolonged illness/injury. The following procedures apply for individuals placed in medical recheck status:

3.20.1. Applicants:

3.20.1.1. POC applicants cannot attend field training in medical recheck status. An AFOATS Form 22 must be submitted to HQ AFROTC/RRFP for field training deferral for an applicant to continue in the program. If medical recheck status occurs after field training and before POC entry and enlistment, the applicant cannot be enlisted and may be placed in pursuing status. An AFOATS Form 22 must be submitted to HQ AFROTC/RRFP for an applicant to pursue more than one academic term.

3.20.1.2. Reference AFOATSI 36-2019 for scholarship designees who cannot enlist due to a change in medical status prior to scholarship activation requiring placement in medical recheck status.

3.20.2. Counsel all contract cadets using an AFOATS Form 16. Scholarship cadets will have their scholarship reactivated once HQ AETC/SGPS directs placement in medical recheck status. Cadets in medical recheck status cannot attend field training. Field training must be deferred by HQ AFROTC/RRFP according to AFOATSI 36-2010. Cadets may be deferred from fitness testing (not weight checks) for the period of medical recheck according to AFOATSI 36-2007.

**3.21. Submission to HQ AETC/SGPS for Recertification.** At the conclusion of the prescribed period or upon presentation of medical evidence that the condition is corrected, the unit will forward the physician's documentation and any other forms or reports requested (in the initial returned e-mail that placed the cadet in medical recheck status) to HQ AETC/SGPS. Attach necessary items to the AFOATS Form 46. HQ AETC/SGPS will recertify, disqualify, or designate an additional period of medical recheck status. **Recertification is accomplished via e-mail, or if HQ AETC/SGPS deems necessary, will mail a copy of the recertified physical exam to the unit.**

3.21.1. If HQ AETC/SGPS recertifies the medical examination, POC applicants and scholarship designees are eligible to enlist, provided they meet all other enlistment standards. Use the AFOATS Form 16 to remove contract cadets from medical recheck status.

3.21.2. If HQ AETC/SGPS disqualifies the medical examination, dismiss POC applicants or scholarship designees from the program. Also, drop POC applicant's enrollment allocation. For contract cadets who are medically disqualified, initiate disenrollment procedures in accordance with chapter 6. Use the AFOATS Form 16 to counsel cadet of medical disqualification.

**3.22. Supplemental Medical Consultation.** The following forms are associated with supplemental medical consultations and should be given to the applicants or cadets for completion by the examining physicians (military or civilian):

3.22.1. When required, complete the SF 513 in one copy for scholarship and POC entry physicals and for commissioning physicals. When requesting a consultation, provide the consulting physician (military or civilian) with all applicable medical records available at the unit. Ensure a typed signature block, including the physician's title and address, appears on the SF 513.

3.22.2. DD Form 2480. Use this form to report correction of dental defects. General instructions for its use are contained in AFJI 36-2018.

3.22.3. DD Form 2370, **DOD Medical Examination Review Board (DODMERB) Three Day Blood Pressure and Pulse Check.** Use the DD Form 2370 when a recheck of blood pressure or pulse is requested. Prepare in one copy for scholarship and POC entry physicals and for commissioning physicals. When both a pulse and blood pressure recheck are required, prepare two DD Forms 2370.

3.22.4. Use SF 507 if supplemental information is reported and no special form is prescribed. Also use it as a continuation sheet for any medical form prescribed by AFI 48-123 or this chapter. Prepare the SF 507 in one copy for scholarship and POC entry physicals and for commissioning physicals.

**3.23. Upgrade Medical Examinations.** Contract cadets, non-contract cadets, and applicants who have a certified physical at one level of qualification may request that their physical examinations be upgraded by HQ AETC/SGPS to a higher level of qualification (e.g., from commission qualified to nonrated operations, navigator, or pilot). Individuals who request upgrade may use the support medical facility; however, civilian consults will be at the individual's expense.

3.23.1. The requirement to upgrade physicals can be minimized by ensuring all scholarship, POC, and commissioning **applicants** receive a physical **commensurate with their highest category of preference.** Provided there is reasonable expectation that an individual can qualify for another category, an appropriate medical examination may be requested.

3.23.2. Review the individual's most recent examination or medical documents to determine if the physical warrants consideration.

3.23.2.1. Prepare a new SF 88 and SF 93, with "SUPPLEMENTAL EXAMINATION" and the date on the top margin of the SF 88, and attach one copy of each medical form associated with the previous examination.

3.23.2.2. If medically certified for the new category by HQ AETC/SGPS, so indicate to HQ AFROTC/RRFP on the AFOATS Form 22 requesting recategorization and attach one copy of the certification.

3.23.3. When requested by HQ AFPC and upon voluntary or involuntary selection of a cadet for assignment to missile duty, submit the medical examination to HQ AETC/SGPS for certification.

**3.24. Additional Physical Requirements.** For physical requirements for the Advanced Training Program (ATP) or Airborne Training, reference AFOATSI 36-2012.

3.24.1. Forward a copy of the certification page (only) on all cadets categorized as pilot, navigator, and cadets receiving an assignment in the 13B and 13S career fields to HQ AFPC/DPPAO immediately upon receipt of physical certification. **This DOES NOT eliminate the requirement to forward the ORIGINAL physical as an attachment to the AF Form 24, Application for Appointment as Reserves of the Air Force or USAF without Component, package.**

**3.25. Transportation of Applicants and Contract Cadets for Medical Examinations.** The following procedures apply to transportation of applicants or cadets for the purpose of undergoing medical examinations:

3.25.1. Determining Mode of Travel. Determine the most practical mode of travel. For an applicant who is not enrolled in GMC classes, determine the mode of travel when the applicant is first interviewed.

3.25.1.1. Government Transportation. Transportation of applicants or cadets is by government conveyance or government transportation request. In most instances, use the unit vehicle or other available transportation options discussed in AFOATSI 24-101, *AFROTC Transportation Procedures*.

3.25.1.2. Personal Conveyance. As a final alternative, travel made by privately owned conveyance is reimbursable at the current rate. When a privately owned conveyance is used, submit invitational travel orders to AFOATS in accordance with AFI 65-103/ AFOATS Supplement 1.

3.25.2. Entitlement to use Billeting and Dining Facilities. Scholarship cadets are authorized per diem to cover expense of food and lodging. Nonscholarship cadets are not authorized per diem, 10 U.S.C. 2110; however all incidental expenses are reimbursable under JFTR U7025. Cadets may be offered a box lunch or meal ticket. Unit escort personnel must ensure applicants and nonscholarship cadets understand that whether or not offered a government-prepared meal, box lunch, or meal ticket, they may use dining, as well as billeting facilities.

**3.26. Use of Non-Air Force Medical Facilities.** The USAF Surgeon General has authorized the use of other-than-Air Force medical facilities for obtaining medical examinations for AFROTC applicants and cadets. See paragraph 3.25 for travel, dining, and billeting entitlements. The categories of these facilities and the procedures for their use are as follows:

3.26.1. DOD Medical Facilities. Non-Air Force DOD medical facilities may be used for physical examinations with the concurrence of the medical facility commander. Specific arrangements for use of such facilities must be between the unit and the consenting facility. It is essential that all medical forms are clearly legible for medical certification purposes by DODMERB or HQ AETC/SGPS, as

appropriate, and that non-Air Force medical facility personnel are aware of the specific Air Force standards for each category. All physicals at DOD alternate medical facilities are accomplished without charge.

3.26.2. Veterans Administration (VA) and United States Public Health Service (USPHS) Hospitals. VA and USPHS hospitals which possess the capability and willingness to perform cadet physicals may be considered when cost beneficial and after efforts to use Air Force, Army, and Navy facilities are exhausted. Prior approval must be obtained from AFOATS/CCR. Minimum information required for approval is the name of facility, the number and cost of physicals to be obtained, and reasons why DOD medical facilities are not suitable. The Air Force is billed a flat interagency rate for the use of VA and USPHS hospitals. When the AFROTC unit is billed, contact AFOATS/CCR.

3.26.3. Host Institution Health Services (University Infirmary) and FAA-Approved Civilian Medical Examiners. When facilities in paragraph 3.26.1 and 3.26.2 are unable to perform the required services, the use of civilian medical examiners may be approved. Do not obligate the government. This is done only by the support base procurement officer when written approval is obtained from AFOATS/CCR.

Submit requests to use institution health services or FAA-approved civilian medical examiners through AFOATS/CCR to HQ AETC/SGPS for approval. HQ AETC/SGPS must approve and AFOATS/CCR must allocate funds prior to the use of these services. Submit the following information:

3.26.3.1. Name of present medical support base or bases and the average number of examinations required per year by the AFROTC unit.

3.26.3.2. Complete name and location of the proposed medical facility or examiner and the concurrence of the medical facility or examiner to perform the physicals according to AFI 48-123.

3.26.3.3. The name of other facilities that are available in the area and why they cannot provide support.

3.26.3.4. Costs or charges for physicals. Specify any extra charges for x-rays, dental examinations, etc.

3.26.3.5. If Flying Class I and IA examinations are to be performed, state that a physician is available who is FAA-certified in aviation medicine and is authorized to issue flying-class medical certificates.

3.26.3.6. For nonflying examinations, a physician certified in aviation medicine is not required; however, clearly indicate the request is for a **nonflying examination** ONLY when submitting to AFOATS/CCR.

3.26.3.7. Complete justification (such as, cost effectiveness in transportation and manpower; current difficulties encountered in scheduling or transportation to the assigned support hospital, etc.).

**Table 3.1. PHYSICAL PROCESSING**

TYPE PHYSICAL	AS101	AS102	AS201	AS202	And certifying authority is,
4 or 3YR CSP (Physical scheduled while in High School)	If enlisted, physical valid for Field Training. Another physical is not required until commissioning physical				MUST be certified by DODMERB
All other scholarships (excluding GMCI, POCL, ASCP, SOAR)	Scheduled if considered for an application. Schedule these physicals through a DODMERB contracting agency (Concorde) or an MTF (if MTF uses DD Forms 2351/2492). If enlisted, physical is valid for Field Training. Another physical is not required until commissioning physical				MUST be certified by DODMERB
Nonscholarship (Entry)			Begin scheduling physicals in the beginning of Fall term. All physicals should be scheduled NLT midpoint of Fall term. Physicals conducted at a MEPS or MTF		Must be "qualified" by MTF or MEPS or certified by HQ AETC/SGPS (if not qualified)

NOTES:

1. Use the same guidance for nonscholarship type physicals for processing GMCI, POCL, ASCP, and SOAR scholarships
2. Entry physicals must be administered prior to the POC selection process and qualified before attending Field Training, and enlistment. Once enlisted, the two-year validity period is irrelevant. Physical will remain valid until commissioning physical is scheduled and certified.
3. HQ AETC/SGPS does not need to certify POC entry physicals for enlistment, unless disqualified by examiner.
4. POC entry physicals, if qualified and in receipt by unit, are valid for 36 months from date of examination (CANNOT substitute for a commissioning physical); ALL cadets must receive a commissioning physical. HQ AETC/SGPS certified nonflying **commissioning** physicals are valid for **24 months** from date of examination (certified flying 1 or 1A commissioning physicals are valid for 36 months); and DODMERB certified physicals are valid 24 months from date of examination. If cadet is NOT enlisted/commissioned within this time period, a new physical is required.
5. If cadet does not activate a scholarship (excluding GMCI and POCL) and the DODMERB physical is certified and in receipt by unit; the DODMERB physical automatically converts to a POC entry physical with a 36 month validity period from date of examination. (CANNOT substitute for a commissioning physical).

TYPE PHYSICAL	AS202	AS301	AS302	AS401	AS402	Certifying authority is:
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PPQ or PNQ certification	For categorization, in beginning of SP term forward entry physical for proper stamp (prior to nomination)		DODMERB or HQ AETC/SGPS
Commissioning		All cadets must receive a commissioning physical. Schedule NET 15 months and NLT 13 months before DOC. Physicals conducted at a MEPS or MTF	HQ AETC/SGPS (or MEPS for physicals certified commission ONLY)
Flying Class 1/1A/III/Space and Missile		Conducted at MTF (Must be seen by Flight Surgeon)	HQ AETC/SGPS

## Chapter 4

### ENLISTMENT PROCEDURES

**4.1. General Information.** This chapter provides guidelines for enlistment and records management for AFROTC cadets.

**4.2. Enlistment in the United States Air Force Obligated Reserve Section (ORS).** Every applicant selected for POC membership normally will be enlisted in the ORS before becoming a POC member. Every CSP and SAP designee must be enlisted in the ORS before their scholarship can be activated. Authority for AFROTC enlistment is Title 10, U.S.C. 2104 and 2107; AFI 36-2011, *Air Force Reserve Officer Training Corps*; and AFI 36-2002.

**4.3. Eligibility to Enlist.** Before enlistment in the ORS, a POC applicant or scholarship designee must normally fulfill all eligibility requirements. Reference AFOATSI 36-2018 for additional law, nurse, and pre-health professions requirements. All waivers of eligibility criteria must be approved before enlistment. Applicants must not be admitted to the POC if failing to meet a 2.0 cumulative GPA. Nonscholarship (except Pursuing Status cadets) and cadets/students awaiting GMCI or POCI activation are NOT required to maintain full time student status the term prior to enlistment. NOTE: Certain **non-line** designees must meet appropriate GPA requirements prior to enlisting in the applicable non-line category IAW appropriate AFOATS instructions. Forward a waiver or a request for recategorization to HQ AFROTC/RRFP on individuals unable to meet established standards. Unit commanders have the following options regarding such POC designees: dismissal from AFROTC with the option to re compete later (must withdraw enrollment allocation); special student status (must withdraw enrollment allocation) with the option to gain eligibility; pursuing status if the disqualifying academic factor can be realistically corrected in one academic term **and** the cadet has successfully completed field training; or request HQ AFROTC/RRFP authority for enlistment via an AFOATS Form 22. All cadets must be physically and AFOQT qualified prior to enlistment; and meet all fitness requirements within 15 workdays (schooldays) prior to enlistment or beginning of term, whichever is later. **(EXCEPTION: If a cadet has taken the PFT within the current term, passed all three events, scored 180 or more and the reason for a delay was not due to a change in medical status; a new PFT is not required for enlistment during the current term.)** To prevent the possibilities of a fitness retest, ensure **all** enlistment eligibility requirements are met to include a qualified physical prior to fulfilling any fitness requirements; (for exceptions and more detailed requirements on scholarship cadets, refer to AFOATSI

36-2019; for fitness requirements, refer to AFOATSI 36-2007; and, for enlisted commissioning program cadets, refer to AFI 36-2013).

**4.4. AF Form 10, Unit Personnel Records Group (UPRG).** Establish and maintain an AF Form 10 for each contract cadet at time of enlistment. File the documents in the following sections: Section I, Guidance Records, Correspondence, and Orders; Section II, Evaluation Instruments; Section III, Records of Membership; and Section IV, Medical.

**4.5. Citizenship Requirements.** Each contract cadet must be a citizen of the United States, either by birth or naturalization. For applicants born in the United States, verification must be made by an original or true copy (raised seal) birth certificate that has been filed through vital statistics. For all other applicants, verify the document that establishes citizenship. To verify citizenship of an applicant, refer to AETCI 36-2002, *Recruiting Procedures for the Air Force*.

**4.6. Enlistment Age Requirements:**

4.6.1. The minimum age for enlistment is 17; however, an individual who is 17 years old at the time of enlistment, unless married, must have parental or guardian consent on the AF Form 1056 before being enlisted.

4.6.2. The minimum age to sign the AF Form 1056, AFROTC Contract, varies from 18 to 21 years of age, depending on the age required to enter into a legal contract as determined by the laws of the state where the applicant signs the contract. Parental consent is required if the applicant or cadet is, for the purpose of entering into contracts, considered a minor by the state in which enlistment occurs. Obtain consent by having the parent or guardian cosign the AF Form 1056.

4.6.3. Verification of Age. The burden of proof is upon the applicant (reference AFI 36-2002).

**4.7. Social Security Number (SSN).** Each applicant must possess an SSN when enlisted. If the individual does not possess or has lost their SSN card, refer to AETCI 36-2002.

**4.8. AF Form 1056, Air Force Reserve Officer Training Corps (AFROTC) Contract.** Complete the AF Form 1056 (reference figure 4.1). File the original in the cadet's AF Form 10 and provide a copy to the cadet.

**Table 4.1. Changes to AF Form 1056, AFROTC Contract**

<b>Rule</b>	<b>If the Change</b>	<b>then</b>	<b>and</b>
1	is between any category	prepare an AF Form 1056 "Changes Page"	obtain consent of parent or guardian if member is considered to be a minor by the state at the time the AF Form 1056 "Changes Page" is signed. Type the parent/legal guardian's statement from page 5 in the block on the bottom of the "Changes Page" and obtain parent or legal guardian's signature
2	is from nonscholarship to scholarship		
3	is from scholarship to nonscholarship		
4	is anything not covered in rules 1 through 3 above		

NOTES (applies to all rules above):

1. If using AF Form 1056 dated Aug 87, and need to make any change, reaccomplish the AF Form 1056 using the most recent version of the form. After the personal data area and below the first paragraph under the heading "IMPORTANT," include the statement: "This contract supersedes AF Form 1056 signed date".
2. Counsel cadet via AFOATS Form 16 when activating or terminating a scholarship.
3. Successively number and attach all AF Form 1056 "**Changes Pages**" to the AF Form 1056.
4. Attach a copy of the previous version(s) AF Form 1056 to the new AF Form 1056 (including Addendums) if the form is reaccomplished 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 unit commander makes the change, (and contacts headquarters RRFP or 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 member's notification. Individuals failing to sign appropriate change will lose awarded category and automatically revert to previous category, if still qualified. Counsel cadet in writing and notify HQ AFROTC/RRFP immediately upon loss of category.

4.8.1. **Original Completion of the Contract.** The AF Form 1056 must be executed before the individual is admitted to contract cadet status. Ensure the applicant's signature is witnessed by two adults not related to the applicant. Applicant, witnesses, and AFROTC unit officer representative signatures are not signed until the day of, but prior to, the oath of enlistment, unless paragraph 4.8.2 applies.

4.8.2. **Enlistment of Minors.** If the individual is considered a minor by the state in which the enlistment occurs, obtain consent (signatures) of the parent or guardian, unless the individual is married. The applicant and two adult witnesses not related to the applicant will sign the forms prior to consent. If the parent or guardian cosigns giving consent to enlist, a notary public must witness the signatures if not in the presence of a unit representative (if consent is necessary; individual, witnesses and parental/guardian signatures are required prior to enlistment but not required on the day of enlistment). The AFROTC unit officer representative will sign the form the day of, but prior to, the enlistment.

4.8.3. **Scholarship Nomination.** A POC applicant nominated for a scholarship must be completely processed for scholarship membership before enlistment, but will complete the AF Form 1056 as a POC cadet if the scholarship is not awarded by the time of enlistment and the applicant does not want to enroll in pursuing status. If the applicant receives the scholarship following POC entry, the applicant must complete an AF Form 1056 "**Changes Page**" according to table 4.1. Obtain consent of the parent or guardian on all copies of the AF Form 1056, if required.

**4.9. Selective Service Number.** Each male applicant who is 18 years or older must be registered through the Selective Service System at time of enlistment. If enlisting prior to the age of 18, completion of the DD Form 4, constitutes registration with the Selective Service System in accordance with the Military Selective Service Act.

**4.10. Enlistment Processing.** Any commissioned officer may enlist scholarship designees and POC applicants.

4.10.1. **Pre-Enlistment Actions.** The unit may complete all administrative actions prior to the enlistment date except entering the date on and signing the AF Form 1056; DD Form 4, part E; and recertification of the items listed in paragraph 4.10.2.2. The date of enlistment is determined by the DD Form 4.

4.10.2. **Pre-Enlistment Review of Qualifications:**

4.10.2.1. Use the AFOATS Form 63 to ensure that the individual is qualified for enlistment.

4.10.2.2. On the day of and prior to the actual administration of the oath, have the applicant:

4.10.2.2.1. Recertify the AFOATS Form 35.

4.10.2.2.2. Recertify the AF Form 2030, back side (**excluding** ASCP, SOAR, and POC-ERP cadets). If drug (or hemp) abuse is reported which occurred subsequent to the original certification or was not reported upon a previous certification, the individual is normally denied enlistment. If evaluation for possible waiver is considered appropriate (for example, due to inadvertent use), the unit commander may enroll the individual in the POC as a pursuing student pending evaluation.

4.10.2.2.3. Recertify child dependency status (figure 1.1) and file it in section I of the cadet's AF Form 10.

4.10.2.2.4. Recertify the AF Form 3010.

4.10.2.2.5. Recertify the AFOATS Form 500.

**NOTE: To satisfy the recertification requirement for an ASCP, SOAR, or POC-ERP cadet, the cadet must “initially” complete/sign the required forms (except AF Form 2030). Since initially completing the form signifies recertification, the recertification areas of required forms are not used.**

4.10.3. Effective Date of Enlistment. The enlistment of an individual **may not**, under penalty of law, be postdated or predated. The actual date the individual is administered the Oath of Enlistment is the effective date of enlistment into the ORS. Extreme care must be exercised to enlist only those individuals who are fully qualified, as enlistment cannot be invalidated. Enlistment must occur within 10 workdays (before or after) the start of host institutional classes or immediately after qualification requirements are met. Since subsistence is tied to enlistment, units must ensure procedures exist to enlist qualified individuals in a timely manner, and should not establish administrative requirements that cause extra delays. A unit commander can always delay an enlistment for cause, but the POC applicant or scholarship designee **must** be counseled in writing as to the reason for delay beyond 10 workdays. If not enlisted within 10 workdays of the start of host institutional classes and the POC applicant meets the criteria for pursuing status, place the cadet in pursuing status. Scholarship designees who are not also POC applicants may not be placed in pursuing status since they do not hold an enrollment allocation; however, these scholarship designees must be counseled as to their continuing designee status. Under no circumstances enlist an individual more than 10 workdays before the beginning of host institutional classes or after a term ends unless HQ AFROTC/RRFP has approved a specific exception.

4.10.3.1. **Eligible** Enlisted Commissioning Program (ECP) Selectees: Must be enlisted within 24 hours of separation as required by AFI 36-2013 and AFI 36-3208, *Administration Separation of Airmen*.

4.10.3.2. **Ineligible** ECP Selectees: If an ECP selectee reports to the detachment and is ineligible for immediate enlistment, the unit must take one of the following actions:

4.10.3.2.1. A selectee separated/discharged from active duty concurrent with normal ETS has successfully fulfilled the required active duty military service obligation (MSO). Therefore, the requirement to enlist the selectee within 24 hours is not a factor. To verify if discharge was concurrent with ETS, contact HQ AFPC/DPPRS. Do not enlist a selectee who does not meet appropriate enlistment requirements. Enlistment is authorized **ONLY** when the factors that necessitated the selectee's ineligibility no longer exist and all necessary waivers are processed.

4.10.3.2.2. A selectee discharged from active duty prior to normal ETS has not fulfilled the necessary active duty MSO. Therefore, the discharge must be placed on an administrative hold until a decision can be made on enlistment. Notify HQ AFPC/DPPRS and the losing MPF Separations Section that the discharge needs to be placed on "hold" for a specified number of days (time needed to resolve the ineligibility factor). A new discharge date is established based on the time specified to resolve actions. If the selectee meets enlistment eligibility requirements, enlist within 24 hours of the newly established discharge date. If the selectee fails to meet appropriate enlistment requirements, contact HQ AFPC and the MPF to have the selectees' discharge papers pulled to allow the individual's return to active duty. Anytime an ECP selectee is returned back to active duty, the unit must contact HQ AFROTC/RRFP.

4.10.4. Pre-Enlistment Briefing. Before each enlistment, a unit representative must advise the cadet of their rights and obligations using the pre-enlistment briefing guideline at attachment 2.

4.10.5. Enlistment. Accomplish enlistment by administering the Oath of Enlistment and completing the DD Form 4. Prepare the DD Form 4 in duplicate unless the individual is already a member of a Reserve component other than the ORS, in which case, prepare in triplicate.

4.10.5.1. Completion of DD Form 4. Complete DD Form 4 according to instructions contained in AFI 36-2606, Figure 3.1. (NOTE: in AFROTC, the term "annexes" refer to the AF Form 1056; therefore, it is not required to line out this term or attach the AF Form 1056. Additionally, "Xing" out areas not applicable to the individual, is not required.) Original signatures on each copy are not required. Place the original in the cadet's AF Form 10. Provide a copy to the enlistee.

4.10.5.2. Correction of DD Form 4:

4.10.5.2.1. Before submission of the AF Form 24 package to HQ AFPC, line out erroneous entry, insert correct entry, and have member and Air Force representative initial the changes. Include a short statement in a clear area on the form to identify the item corrected, date corrected, and the activity making the correction. This statement is signed by both the member and the Air Force representative making the change. In addition, annotate the form at the top as "Corrected Copy."

4.10.5.2.2. If an incorrect entry is detected after submission of the DD Form 4 to HQ AFPC, follow the guidance in paragraph 4.10.5.2.1 above and send a copy of the corrected form to HQ AFPC along with a letter requesting they change their copy of the form. Changes in personal data, such as name changes, etc., do not require a correction to the DD Form 4.

4.10.6. Reserve Orders:

4.10.6.1. Publication. Publish Reserve Orders when the individual enlists or reenlists in the ORS as a POC or scholarship member.

4.10.6.2. Distribution. Distribute Reserve Orders as follows:

4.10.6.2.1. One copy in the cadet's AF Form 10.

4.10.6.2.2. One copy to the cadet.

4.10.6.2.3. One copy to the organization that granted a conditional release to permit a member of a Reserve component to enlist in the ORS.

4.10.7. Reserve ID Card. The Unit Commander must designate in writing individuals responsible for preparing and verifying a DD Form 1172, **Application for Uniformed Services Identification Card DEERS Enrollment**, for each enlistee according to AFI 36-3026(I), *ID Cards for Members of the Uniformed Services, Their Family Members and Other Eligible Personnel*. The member is responsible for obtaining the Reserve ID card from the support base Pass and ID branch. This requirement may be omitted if it is not reasonable to prepare the DD Form 1172 (i.e., cadet has no intention of getting the Reserve ID due to the distance to the support base). When completing the DD Form 1172, under "Privileges Authorized," place a "Y" in the "EU" (exchange unlimited) and the "MWR" (morale, welfare, and recreation) block. All other blocks must have an "N." The expiration date should be 90 days after projected commissioning date.

#### 4.11. Members of Reserve Forces:

4.11.1. Air Force Reserve (Active, Ready, Inactive, or Standby). If the POC or scholarship applicant or scholarship designee is already a member of the Air Force Reserve, applicant or designee must be discharged and immediately reenlisted in the ORS. This break in service must occur since POC or scholarship members do not accrue service credit for time spent in the ORS. It is not necessary to obtain a conditional release before reenlisting; however, units must coordinate with the individual's active

Reserve unit and obtain approval for discharge and subsequent enlistment into the ORS. (If inactive Air Force Reserve, the unit is HQ ARPC). Upon enlisting scholarship and POC members, forward a copy of the applicant's DD Form 4 to HQ ARPC/DPAAD, 6760 East Irvington Place, #1700, Denver CO 80280-1700.

4.11.2. Reserve Components Other than Air Force Reserve. If an individual is a member of a Reserve component or a member of the Air Force or Army National Guard, a clearance from the service must be received before enlisting in the ORS. Use the DD Form 368, **Request for Discharge or Clearance from Reserve Component**, to request a clearance so the individual may enlist in the ORS. Complete part I of the DD Form 368. Upon receipt of approval (DD Form 368, part II), or written notification of the clearance, the individual may be enlisted. Do not ask for a discharge when requesting a clearance for enlistment. For conditional release for Marine Corps Standby Reserve, see attachment 3.

**NOTE: With certain restrictions, cadets may participate concurrently in AFROTC and the Guard or Reserve forces based on current benefits associated with their participation. Applicants for this program must meet all POC entry standards, compete and receive an enrollment allocation during the POC selection board. Prior to competing for an enrollment allocation (PSP) applicants must secure a conditional release. Complete Sections 1-4 of the DD Form 368 and in Section 5 annotate a date, in the space provided, that is 30 days prior to the date the cadet is due to commission. Forward the request IAW paragraph 4.11.2.1. If the request is approved and upon successful completion of Field Training, the cadet is automatically authorized placement in pursuing status until the valid date of the conditional release at which time the cadet will enlist in the ORS. Cadets placed in pursuing must meet appropriate POC military and academic retention standards, meet AS class and LLAB objectives, obtain necessary waivers as required, meet appropriate physical fitness requirements, and may compete for rated categorization. The pursuing student will not be eligible for subsistence or scholarship, to include incentive programs. HQ AFROTC may withdraw a student's enrollment allocation if retention is determined not to serve the best interest of the Air Force. If the conditional release request is disapproved, place the student in Special Student status.**

4.11.2.1. Submit requests for clearance:

4.11.2.1.1. For a member of the Army National Guard or Air National Guard to the appropriate State Adjutant General.

4.11.2.1.2. For a member of the United States Army Reserve:

4.11.2.1.2.1. Ready Reserve - to the unit of assignment.

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

4.11.2.1.3. For a member of the United States Naval Reserve:

4.11.2.1.3.1. Ready Reserve - to the unit of assignment.

4.11.2.1.3.2. Standby Reserve - to the Commanding Officer, Naval Reserve Personnel Center, ATTN: 411, 4400 Dauphine, New Orleans LA 70149-7800.

4.11.2.1.4. For a member of the United States Marine Corps Reserve:

4.11.2.1.4.1. Ready Reserve - to the unit of assignment.

4.11.2.1.4.2. Standby Reserve - to the appropriate Marine Corps District Headquarters (see attachment 3).

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

4.11.2.2. 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.

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

**4.12. Reenlistment in the ORS.** An applicant for POC or scholarship readmission who was previously disenrolled from the ORS, must be enlisted in the ORS in the same manner as an initial enlistee.

**4.13. Erroneous Enlistments, Fraudulent Entry, and Administrative Errors:**

4.13.1. Definitions:

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

4.13.1.2. Fraudulent Entry. A fraudulent entry is one involving deliberate material misrepresentation, omission, or concealment that, if known at any time in the enlistment process, might have resulted in rejection.

4.13.1.3. Administrative Error. An administrative error is made on the part of the Air Force.

4.13.2. Required Actions:

4.13.2.1. All erroneous enlistment waiver requests require HQ AFROTC/RRFP approval via an AFOATS Form 22.

4.13.2.2. Fraudulent entry must be investigated for disenrollment. Advise the cadet, by letter, 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 in the letter to the individual.

4.13.2.3. Administrative error must be corrected by the unit holding the cadet's records even if the cadet was enlisted at a Military Personnel Flight (MPF) or another unit. When the items are corrected, a **memo for record must be placed in section I** of the cadet's AF Form 10 listing the errors and corrections made. Reference paragraph 4.10.5.2 for corrections to DD Form 4.

4.13.3. **Examples of Erroneous Enlistments.** An erroneous enlistment exists when a cadet was enlisted who:

4.13.3.1. Reported an involvement on the AFOATS Form 35 correctly, the involvement required HQ AFROTC waiver, but the waiver was not obtained.

4.13.3.2. Was not medically qualified for enlistment.

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

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

4.13.3.5. Was not AFOQT qualified (reference AFOATSI 36-2019 for 4-year guaranteed scholarship winners).

4.13.3.6. Did not meet AFROTC academic standards and did not receive a waiver from higher headquarters.

4.13.3.7. 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.

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

4.13.3.9. Indicated conscientious objector status.

4.13.3.10. Was not a United States citizen.

4.13.3.11. Had properly disclosed information on the AF Form 2030 that was either disqualifying; or required a HQ AFROTC waiver, but the waiver was not obtained.

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

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

4.13.3.14. Was a member of any active or reserve component of the armed forces, except Air Force Reserve or US Army Standby Reserve, and did not have a conditional release.

- 4.13.3.15. 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.
- 4.13.3.16. Had prior military service, but the DD Form 214 indicated a reenlistment code disqualifying for reenlistment.
- 4.13.3.17. Entered the POC (2-year program) without successful completion of field training or HQ AFROTC/RRFP deferral of FT.
- 4.13.3.18. Had not successfully completed required prerequisite training (GMC, FT, or its equivalent) but entered the POC without a waiver from higher headquarters.
- 4.13.3.19. Is a male cadet 18 years or older who has not registered for the Selective Service.
- 4.13.3.20. Had been properly administered the PFT prior to enlistment, but failed.
- 4.13.3.21. Had been properly administered a height, weight, and body fat (if necessary) check prior to enlistment, but exceeded body fat standards.
- 4.13.4. **Examples of Fraudulent Entry.** A fraudulent entry exists when a cadet was enlisted who deliberately failed to report or materially misrepresented:
- 4.13.4.1. An involvement that happened before enlistment.
- 4.13.4.2. A previous disenrollment as a contract member of an officer training program.
- 4.13.4.3. Less than good academic standing.
- 4.13.4.4. Information on their physical exam.
- 4.13.5. **Examples of Administrative Errors.** An administrative error in the enlistment process exists when:
- 4.13.5.1. The cadet inadvertently failed to report an involvement that happened before enlistment.
- 4.13.5.2. The cadet did not properly complete the PFT prior to enlistment. Administrative error exists only if the cadet subsequently passes(ed) the PFT in the first attempt after enlistment. If they do (did) not pass, the enlistment is erroneous and paragraph 4.13.2.1 applies.
- 4.13.5.3. The cadet did not properly have height, weight, and body fat (if applicable) checked prior to enlistment. Administrative error exists only if the cadet subsequently passes(ed) height, weight, and body fat (if applicable) in the first check after enlistment. If they do (did) not, the enlistment is erroneous and paragraph 4.13.2.1 applies.
- 4.13.5.4. An ASCP, SOAR, or POC Early Release cadet was not enlisted in the ORS on the day following separation from active duty according to AFI 36-3208, *Administrative Separation of Airmen*.
- 4.13.5.5. Errors occur in the preparation of the DD Form 4.
- 4.13.5.6. Uninitialed corrections or erasures occur on the AF Form 1056.
- 4.13.5.7. The AFOATS Form 35 was not recertified on the date of but prior to enlistment. Administrative error exists only when the cadet recertifies and lists no additional involvements; or lists additional involvements that are waivable by the unit commander, and the unit commander waives them. If involvements are listed that require HQ AFROTC review, then the enlistment is erroneous and paragraph 4.13.2.1 applies.

4.13.5.8. The AF Form 2030 was not recertified at time of enlistment. (Administrative error exists only if the cadet attests to "No Change.") If the cadet recertifies and lists substance abuse, the enlistment is erroneous and paragraph 4.13.2.1 applies.

4.13.5.9. The cadet had prior military service and was contracted before receipt of the reenlistment code and DD Form 214 from the appropriate agency, or who was contracted based on a review of the individual's copy of the DD Form 214. If the DD Form 214 is reviewed and the cadet was not eligible for enlistment, the enlistment is erroneous and paragraph 4.13.2.1 applies.

**4.14. Change or Correction of Name or SSN after Enlistment and Before Commissioning.** Use the following procedures to update a cadet's records whenever a name change occurs after enlistment:

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

4.14.2. AFROTC Unit Responsibilities:

4.14.2.1. Update the cadet's AF Form 10 using locally available documentary proof (copy of marriage license, etc.). **NOTE: Existing cadet records at the unit such as the AF Form 1056 and DD Form 4-1 do not require correction, but, the DD Form 93 must be updated.**

4.14.2.2. Update APP and notify HQ AFROTC/RRFP in writing.

**4.15. Security Clearance.** All contract cadets must have a security clearance before they can be commissioned. Cadets without prior service must have a national agency check, local agency check, and credit check (NACLC). Cadets with prior service must have at least an NACLC. Reference paragraph 4.16 for requesting recertification of prior security clearances.

4.15.1. Responsibilities:

4.15.1.1. Cadets: Complete the necessary information on the SF86, **National Security Positions.**

4.15.1.2. Unit Security Manager: Responsible for the management of Sentinel Key; to include establishing detachment accounts and submitting cadet requests for clearances.

4.15.1.3. Region Security Manager: Responsible for assisting detachments in establishing and maintaining required accounts.

4.15.1.4. HQs Security Manager: Acts as the liaison between the Region Security Manager and outside agencies.

4.15.2. The 30-Day Requirement. The unit will forward a request for an NACLC for all non-prior service cadets no later than 30 days after enlistment or entry in pursuing status (**EXCEPTION: Freshman cadets activating a scholarship/enlisting will forward a NACLC request 30 days after start of host institutional classes of the Sophomore year/AS200.**) Forward the request based on one of the two requirements below:

4.15.2.1. If a cadet has overseas leads (one who has lived, worked or attended school in a foreign country; **excluding** vacationing/traveling overseas), the request is transmitted electronically via Electronic Personnel Security Questionnaire (EPSQ), to Defense Security Service (DSS). Once submitted, the unit will obtain a receipt through the DSS web site.

4.15.2.2. If a cadet does NOT have any overseas leads, the cadet will complete an EPSQ, however, do not transmit the EPSQ to DSS. Mail a **hard-copy** of the EPSQ with two DJFDs 258, **FBI Applicant**

**Fingerprint Card**, and signed release forms to the GSA Office of Personnel Management (OPM) at the address below. An OPM Agency Use Form and Cover Sheet must be attached to each EPSQ submitted to OPM; EPSQs submitted without these forms will be rejected. OPM will acknowledge receipt of the EPSQ via e-mail to the Confirmatin Address provided to them on the Cover Sheet. Guidance can be found on the Registrar's page of the HQ AFROTC restricted web site.

4.15.3. SF 86, **National Security Positions**. AFI 31-501, *Personnel Security Program Management*, is the governing instruction for completing the SF86. Units must maintain one copy of the completed SF86 and the receipt until the NACLIC is completed; and, provide a copy to the cadet. Mail to the appropriate agency (DSS or OPM) one original FD-258, **FBI Applicant Fingerprint Card**. If using EPSQ, ensure you only use the Security Officer Edition for final validation and print before submission.

4.15.3.1. DSS: Defense Security Service (DSS), Personnel Investigations Center, PO Box 28989, Baltimore MD 21240-8989.

4.15.3.2. OPM: U.S Office of Personnel Management (OPM), Federal Investigations Processing Center, PO Box 700, Attention: AF Staff, 1137 Branchton Road, Boyers PA 16018-0700.

**NOTE: Personnel submitting requests through Sentinel Key MUST have an active Clearance Access and Verification System (CAVS) account.**

4.15.4. Tracking. All units must track the status of a pending security clearance until a clearance is granted. After submitting and receiving the receipt of a clearance request; an initial status check in Sentinel Key will be accomplished 150 days later and every 60 days thereafter until a security clearance

has been finalized. Units must track the following: AS Year, Name, Date of Enlistment (or placement in pursuing status), Date Receipt Received (from the initial submit), 150-day (indicate actual status, i.e., pending, opened, and date of status), 60-day Checks (indicate the actual status of each 60-day interval), Date Clearance Granted, and Clearance Received (Secret, Top Secret, etc.).

4.15.5. Inquiries. Inquiries to HQ AFROTC can only be made within 3 months of commissioning or departure for the advanced training program (ATP), if a clearance is mandatory for participation. Inquiries for cadets contracted during AS200 year can only be made 15 months after enlistment.

4.15.6. Canceling an Investigation. If an NACLIC is still pending, notify the investigation agency (reference paragraph 4.15.3) when a cadet is dropped or disenrolled. Document notification and indicate at a minimum the cadet's full name, SSN, the date the SF 86 was submitted, and the date of enlistment.

**4.16. Prior Investigations.** NACLICs are required on all prior service cadets if their break in service is two years or more (determined from their date of separation from active duty and date enlisted into the Air Force Reserve (ORS)). If their break in service is less than two years, request recertification of prior security clearance. If the cadet is prior service Air Force, use the Request Recertification link on the cadet's Person Summary screen in Sentinel Key/CAVS. When requesting recertification, provide the cadet's date of separation from active duty and date enlisted into the Air Force Reserve (ORS); and, indicate the recertification is for commissioning purposes. If the cadet is not prior service Air Force, contact HQ AFROTC/RRFP with the cadet's Full Name, SSAN, Branch of Service, DOB, and Place of Birth; based on information provided, HQs will gain the cadet to Sentinel Key/CAVS. Once the cadet is loaded, the unit must request the recertification as outlined above. After the request is submitted, follow-up every 60 days until clearance is recertified.

#### Figure 4.1 AF Form 1056 Instructions

##### PAGE 1

**STUDENT'S NAME:** Enter cadet's last name, first name and middle initial (or NMI, if none).

**SSN:** Enter cadet's Social Security Number.

**NAME AND ADDRESS OF INSTITUTION:** Enter the address where the cadet attends college.

**DATE OF BIRTH:** Enter cadet's date of birth (YYMMDD).

**ACADEMIC MAJOR IN WHICH DEGREE IS TO BE ATTAINED:** Enter the academic major for which the cadet will/has complete/(ed) a bachelors degree. If the cadet will pursue a graduate degree or second bachelor's degree, and will complete it prior to commissioning you may enter that degree at the cadet's request.

**FISCAL YEAR COMMISSION IS TO BE ADMINISTERED:** Enter the full fiscal year, e.g., 2001, 2002, etc., the commission is to be administered based on completion of a bachelor's degree and all AFROTC training requirements, i.e., field training and all required AFROTC course work.

**SCHOLARSHIP PROGRAM:** "X" if cadet is activating an AFROTC scholarship or incentive (any type, including GMCI/POCI).

**PROFESSIONAL OFFICER COURSE (POC):** "X" if cadet is entering the POC.

**NOTE:** "X" both SCHOLARSHIP PROGRAM and POC blocks if cadet is activating a scholarship and entering the POC concurrently.

**TYPE OF SCHOLARSHIP:** Enter the type, as applicable, of scholarship being activated, e.g., Type 1, Type 2, Type 6, etc., **or** Not Applicable.

#### Figure 4.1. Continued

**LENGTH OF SCHOLARSHIP:** Enter either number of years, semesters or quarters (e.g., 2 years, 4 semesters, or 8 quarters) **or** Not Applicable.

**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.

**TYPE OF COMMISSION:** Follow the instructions on page 1 of AF Form 1056.

**CATEGORY:** Follow the instructions on page 1 of AF Form 1056.

**ENLISTMENT PAY GRADE/RANK:** Enter appropriate pay grade/rank according to AFI 36-2002.

**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 hereinafter referred to as the Cadet...

#### PAGE 5

#### **PART II:**

**In paragraph 4** enter the type of scholarship or incentive, e.g., Type 1, Type 2, Type 6, etc., which is being activated **or** Not Applicable.

#### **PART III:**

**DATE:** Enter the date the form is signed (YYMMDD).

**NAME OF APPLICANT/SIGNATURE/SSN:** Enter the cadet's name and Social Security Number as entered on page one. Cadets must sign their name as printed on the contract.

**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 as a witness.

**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)

**NAME OF AFROTC UNIT OFFICER REPRESENTATIVE:** Complete date block (YYMMDD), name block and obtain the unit officer representative's signature the day of, but prior to enlistment. The unit officer representative cannot also sign as a witness.

### **CHANGES PAGE**

**COMPLETE** the first sentence by filling in the appropriate date, month, year and cadet's name (the same as entered on the contract).

**COMPLETE** the change blocks as appropriate, filling in the data change FROM blocks and the data change TO blocks.

**DATE:** Enter date the cadet and the unit commander signs the Changes Page (YYMMDD).

**PRINT NAME OF STUDENT:** Enter the cadet's name as printed on the Page 1.

### **Figure 4.1. Continued**

**PRINTED NAME OF PAS:** Enter unit commander's name, rank and USAF.

**SSN:** Enter the cadet's Social Security Number.

**DUTY TITLE:** Enter the unit commander's duty title.

**SIGNATURE OF STUDENT:** Cadets must sign their name as printed on the contract.

**SIGNATURE OF PAS:** Unit commander signs.

**ENTER** attachment number as applicable and print the cadet's full name (as printed on Page 1).

**SUCCESSIVELY** enter the page numbers of the "Changes Page" starting with number 6.

## **Chapter 5**

### **CADET PERSONNEL ACTION REQUEST**

**5.1. General Information.** This chapter explains the procedures to request waivers, disenrollments, or other actions, as specified in this regulation.

**5.2. Specific Use.** The AFOATS Form 22 is used to request waivers, disenrollments, or other actions, as specified in this regulation.

5.2.1. Waivers:

5.2.1.1. May be requested for cadets and applicants who fail to meet eligibility requirements.

5.2.1.2. May be requested for contract cadets who fail to maintain academic, military, or other retention standards.

5.2.2. Appeals. Whenever unit commanders desire to appeal an AFOATS Form 22 action that was previously disapproved by HQ AFROTC, they must resubmit the original AFOATS Form 22 package with a cover letter justifying the reconsideration to their respective region commander. Region commanders may either endorse the cover letter recommending approval and forward to HQ AFROTC/RRFP for reevaluation or disapprove the appeal at their level and return it to the unit. HQ AFROTC decisions will be returned to the unit with an information copy to the region commander.

### **5.3. Submission Guidelines:**

5.3.1. Make no commitment to the individual on whose behalf an AFOATS Form 22 is submitted, even if previous conversations with HQ AFROTC personnel indicate favorable consideration.

5.3.2. Temporarily inactivate scholarships as required (see AFOATSI 36-2019).

5.3.3. Submit a separate AFOATS Form 22 for each individual.

5.3.4. Accomplish an original plus two copies. **Submit the original form (front and back) and one copy along with required attachments;** file the other copy in section I of the AF Form 10.

5.3.5. Submit AFOATS Forms 22 for disenrollments to HQ AFROTC/RRFD (reference chapter 6). All others are to be sent to HQ AFROTC/RRFP. If sending a 22 package via FAX, do NOT submit another copy through the mail system.

**5.4. Completing the AFOATS Form 22, Cadet Personnel Action Request.** Since HQ AFROTC decisions are based on the whole-person concept, it is vital that all information shown is correct, complete, and current. If an item does not apply, enter "NA." DO NOT USE THE ENTRY "No Change."

5.4.1. Section I. Self-explanatory (SE).

5.4.2. Section II. Personal Data.

5.4.2.1. Block 1 through 5. SE.

5.4.2.2. Block 6. Check the actual or projected program. Cadets who will complete the **entire** GMC (including dual enrollment or accreditation) are 4-year program cadets. All other individuals are 2-year program cadets. In limited circumstances, based on special programs (e.g., OYCP), a cadet is in a 1-year program.

5.4.2.3. Block 7. Enter the actual or projected date of POC entry as a member, pursuing student, or special student. POC entry is the first day of attendance in POC class (either AS 300 or AS 400) or LLAB as either a POC member, pursuing member, or special student.

5.4.2.4. Block 8. Enter actual or projected ORS enlistment date.

5.4.2.5. Block 9. Enter scheduled date of graduation (as projected on the AFOATS Form 48) and the scheduled date of commissioning (as projected on the AFOATS Form 1056).

5.4.2.6. Block 10. Enter individual's AFOQT scores.

5.4.2.7. Block 11. Enter the individual's current AS year. Choices are: 100, 200, 300, 400, 700, 800, and 900. If the individual is concurrently enrolled (AS500 or AS600), indicate the **higher** level of the two courses and explain in section III, block 23. Cadets are not raised to the next AS level until the start of school.

5.4.2.8. Block 12. For contract cadets, enter the **current** enrollment category. For other individuals, enter the projected enrollment category and so indicate. Example: O, P, N, Q, etc; or (PROJ: O).

5.4.2.9. Block 13. Check the appropriate blocks.

5.4.2.10. Block 14. Check the appropriate blocks. In the space provided; indicate: Type - Numeric or by-name type such as I, II, VII (or Target), 6 (or POCI), 8, 9 (or GMCI), etc.; Length - 4, 3.5, 3, 2.5, 2, etc. (in years); Source - For Enlisted Programs use "AECF," "ASCP," "SOAR," or "ERP;" for High School offer use "HS;" for Primary or Supplemental Board use "College;" for other offers use "Express," "HBCU," "GMCI," "POCI," "BSC Board," "Pre-Health," "Commander's Leadership Scholarship (CLS)."

5.4.2.11. Block 15. Indicate **current** academic major with code. If the request asks for a change of academic major, list the requested major with code in section III, block 24.

5.4.2.12. Block 16. Enter credit hours as follows:

5.4.2.12.1. Block 16A. Enter the number of credit hours that constitutes full-time enrollment at the institution at which the cadet or applicant attends.

5.4.2.12.2. Block 16B. Enter the number of credit hours the cadet or applicant is enrolled in this term, or if an AFOATS Form 22 is submitted between terms, in the term just completed.

5.4.2.13. Block 17. Enter either the year field training was attended or the year the individual is projected to attend. If deferred from field training, enter the date the deferral was approved.

5.4.2.14. Block 18:

5.4.2.14.1. Enter the start and end dates of this term, or if an AFOATS Form 22 is submitted between terms, use the term just completed.

5.4.2.14.2. If the school's grading scale is other than A=4.0, convert to A=4.0 scale.

5.4.2.14.3. Enter the term and cumulative GPAs required for good standing in the individual's curriculum and year at the school. (NOTE: Enter "NA" in term GPA if your host institution uses only cumulative GPA to determine good standing.)

5.4.2.14.4. Enter the individual's most recent term and cumulative GPAs as reported by the school. All grade point averages (GPA) are based on the A=4.00 scale. When applying GPA standards throughout this instruction, units should use the most recent term and cumulative GPAs as reflected on the transcript or grade report from the current school of attendance. If AFROTC course grades are not included, recompute the GPAs to include them. Units must also include any transfer courses accepted by the degree-granting institution towards degree requirements that are not already included in the cumulative GPA. In the interests of fairness to the applicants and cadets, commanders may also elect to include all other college-level coursework (to include undergraduate-level work for cadets enrolled in a graduate program) previously completed, but they must document their decision to do so, and these other courses must be included in all subsequent cumulative GPA calculations throughout the cadet's tenure in AFROTC. Round all GPAs to the nearest hundredth if they are reported to more significant digits by the institution (i.e. 2.495 rounds to 2.50). NOTE: For graduate cadets competing for an enrollment allocation, the unit MUST factor in the cadet's undergraduate cumulative GPA as shown on transcript (see AFOATSI 36-2013).

5.4.2.14.5. Indicate if the individual is in good academic standing. **NOTE: If the individual's term and cumulative GPAs do not meet school requirements, consider them "not" in good academic standing even if the school has not issued a formal notice.**

5.4.2.15. Block 19:

5.4.2.15.1. If the individual is or was on active duty or is prior service, indicate in which branch of Armed Forces.

5.4.2.15.2. Enter the date the individual was enlisted into the Armed Forces.

5.4.2.15.3. Enter the date the individual was separated or discharged, or the individual's projected date of separation.

5.4.2.15.4. Complete if the individual is currently on EAD or in an enlisted commissioning program.

5.4.2.16. Block 20. Check appropriate block(s).

5.4.2.17. Block 21. Enter the number of the conditional event, the date the conditional was awarded, and the reason for each conditional event.

5.4.3. Section III. Request(s):

5.4.3.1. Block 22: Request must be specific and complete. For example, DOG/DOC change from 21 Jun 02 to 15 Dec 02.

5.4.3.2. Block 23. Indicate in the appropriate space(s) provided the changes(s) you are **requesting** for review. **DO NOT INDICATE CURRENT INFORMATION.** For example, a mechanical engineer (4MYE) wants to change major to an electrical engineer (4IYE) and extend his DOG/DOC from 01 Jun 02 to 15 Dec 02; indicate the following: Major - Electrical Engineer; Code - 4IYE; DOC - 15 Dec 02; DOG - 15 Dec 02.

5.4.3.3. Block 24. Tell briefly why the request is necessary. Do not cloud the issue with laudatory comments.

5.4.3.4. Block 25. Unless otherwise specified, submit attachments in only 1 copy (no originals).

5.4.3.4.1. Attachments in block 25A are required for all waiver requests and other actions (excludes disenrollments). Reference chapter 6 for required attachments to the AFOATS Form 22 when it is used to forward a disenrollment package to HQ AFROTC. Line through those attachments not included in the request.

5.4.3.4.1.1. Transcripts:

5.4.3.4.1.1.1. Complete unofficial transcripts or grade cards for all completed terms are required for all requests. **Exceptions:** If a transcript or grade card for the most recently completed term is not available, submit a statement of the individual's academic performance for that term. The statement, as in the case of transcripts, must include titles of all courses attempted, credit hours per course, grade earned in each, and both term and cumulative GPA for each term.

5.4.3.4.1.1.2. **Underline in red or highlight all AFROTC courses on the transcript. Units must provide readable, usable products. The product must clearly identify the student, the institution of attendance, and academic performance for each term of attendance. If necessary, write or type this information on the product. Products that are difficult to read or understand, or that contain**

**excessive amounts of extraneous data (such as computer comments) will cause the entire package to be returned for reaccomplishment.**

5.4.3.4.1.2. Weight/Fitness Report. Submit a copy of the Fitness Report documenting the cadet's entire height, weight, body fat, and fitness history.

5.4.3.4.1.3. AFOATS Form 708. Required for all requests. **Exception:** If the cadet or applicant has not attended FT, ensure section II, block 19, reflects the projected attendance date.

5.4.3.4.2. Attachments in block 25B are used to forward a disenrollment package to HQ AFROTC/RRFD. Required attachments to the disenrollment package are listed in chapter 6, as applicable to the circumstances surrounding the disenrollment.

5.4.3.4.3. Attachments in block 25C are submitted as required. Circle the number beside the attachment if it is included with the request. Requirement is determined by AFROTC instructions, the specific nature of the request, and as directed by HQ AFROTC.

5.4.3.4.3.1. AFOATS Form 35/Affidavit(s). Submit AFOATS Forms 35 and 4 on **any** involvement for which a waiver is being requested or for other reasons as required by HQ AFROTC or the unit commander.

5.4.3.4.3.2. Corroboration. Submit corroboration on any involvement for which waiver approval is being requested.

5.4.3.4.3.3. Counseling Records. Submit copies of counseling records relevant to the request.

5.4.3.4.3.4. Institution Documentation. May be required to show an individual's standing with school as regards enrollment, full-time status, date of graduation, financial aid, class attendance, homework completion, etc.

5.4.3.4.3.5. Previous HQ AFROTC correspondence. Submit copies of all previous correspondence with HQ AFROTC relevant to the request.

5.4.3.4.3.6. Cadet Statements. Submit copies of cadet statements or when directed by HQ AFROTC.

5.4.3.4.3.7. DD Form 214. Include if requesting waiver of reenlistment ineligibility.

5.4.3.4.3.8. DD Form 785. Include if requesting waiver of prior disenrollment.

5.4.3.4.3.9. AF Form 2030. Include on all drug waiver requests.

5.4.3.4.3.10. SF 88 or DD Form 2351. Include when requesting a category change or deferral from FT.

5.4.3.4.3.11. AFOATS Form 48 (or equivalent). Include if pertinent to the request or when directed by HQ AFROTC.

5.4.3.4.4. OTHER. Indicate any other documents submitted as attachments that are pertinent to the request.

5.4.3.5. Block 26. The unit commander's signature, or when absent, the commander's designated representative's signature, must appear on all copies of the AFOATS Form 22.

5.4.4. Section IV. HQ AFROTC USE ONLY. This section is used by HQ AFROTC to indicate a decision.

**5.5. Telephonic Waivers.** Many waiver requests can be approved telephonically. Detachments are encouraged to call HQ AFROTC/RRFP prior to completing an AFOATS Form 22.

5.5.1. Approved requests will be given a telephone waiver number. The detachment must annotate this waiver in a memo for record, signed by the commander, and filed in the cadet's AF Form 10.

5.5.2. Denied telephonic waivers are not final disapprovals. A telephonic denial may be appended only by submitting an AFOATS Form 22 to HQ AFROTC/RRFP. Do not request additional telephonic review.

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## Chapter 6

### CONTRACT CADET DISENROLLMENTS

**6.1. General Information.** The OPR for this chapter is HQ AFROTC/RRFD. This chapter provides guidelines for disenrolling contract cadets. **Only contract cadets are disenrolled.**

6.1.1. The procedures included in this chapter are designed to provide unit commanders and HQ AFROTC with the best possible information on which to make decisions. These internal procedures are not intended to create any rights for cadets other than those listed in the Letter of Notification (LON).

**6.2. Authority for Disenrollments.** The United States Air Force can disenroll any contract cadet at any time with or without cause (Authority: 10 USC, sections 2104 and 2107; 50 App USC 456; and EO 9397.) A signed contract (AF Form 1056) between a cadet and the United States Air Force is not a guarantee that a commission will be offered to the cadet.

6.2.1 If the United States Air Force wishes to disenroll a cadet for cause and implement the cadet's obligation (call to extended active duty or recoupment of scholarship benefits), it is necessary to conduct an investigation for disenrollment. The investigation provides the cadet with due process by giving them notice and an opportunity to be heard.

6.2.2. During the course of the investigation, the cadet may submit a written request to the unit records custodian for specific copies desired from the cadet's UPRG. **(Remove any Privacy Act information about individuals other than the cadet before release.)**

6.2.3. The AFROTC Commander or the Commander's designee at HQ AFROTC has the authority to disenroll a contract cadet and choose whether to require recoupment, call to EAD or release without obligation.

6.2.4. Turning-In Identification Card. Upon initiation of any disenrollment action, the unit commander will obtain and hold the cadet's DD Form 2, **Armed Forces of the United States Geneva Convention Identification Card (Red Reserve ID Card)** pending outcome of the disenrollment action. During the disenrollment process, the unit commander may authorize the cadet the use of the ID card, if required. If retained in the program, the ID card will be returned to the cadet. Immediately forward disenrolled cadets ID card to host security forces, Pass and Registration office for destruction. Notify cadet of their responsibility of turning in any vehicle decals or extended passes received from a base vehicle registration office.

**6.3. Disenrollment Appeals.** Once the disenrollment has been finalized, an individual can make an appeal to AFROTC/CC. Requests for reconsideration of the disenrollment decision will always be

reviewed; however, changes will normally only be made based upon new evidence that was not presented during the investigation.

6.3.1. Cadets may obtain documents in their disenrollment cases file by submitting a written request to 42 CS/SCBR (FOIA), 170 W. Selfridge Street C-5, Maxwell AFB, AL 36112-6610, citing the Privacy Act or Freedom of Information Act. The requests must list the specific information desired.

**6.4. The DD Form 785, Record of Disenrollment from Officer Candidate-Type Training.** Submit a completed DD Form 785 (IAW Figure 6.1) with all disenrollment case files. Upon disenrollment, the DD Form 785 is the only permanent record of disenrollment and is filed at the National Personnel Records Center, 9700 Page Blvd, St Louis, Missouri, 63132-5100. Complete only sections I and II and the remarks. HQ AFROTC/RRFD completes sections III and IV. The AFROTC Commander or the Commander's designated representative at HQ AFROTC is the only person authorized to sign the DD Form 785.

**6.5. No Investigation Required.** The following are circumstances for which cadets may be disenrolled from AFROTC without an investigation:

6.5.1. Medical Disqualification. Cadets must be medically disqualified for commissioning by HQ AETC/SG and the reason for medical disqualification must have been beyond the cadet's control. (See paragraph 6.8.7 for medical disqualification to which the cadet contributed.)

6.5.1.1. Counsel cadets that they are medically disqualified and if they later become medically qualified, they may apply for reentry into the program.

6.5.1.2. Cadets medically disqualified for their contracted category, but who remain commission-qualified, will be recategorized.

6.5.1.3. Cadet deaths are included in this reason for disenrollment. **Include an original death certificate or official certification of death with the disenrollment package.**

6.5.2. Transfer to Another Military Commissioning Program. This action must be approved and a conditional release granted prior to the transfer. For cadets requesting transfer to Army ROTC, Navy ROTC, the Air Force Academy, or any service-commissioning program (reference chapter 2), submit the request for conditional release to HQ AFROTC/RRFP via an AFOATS Form 22. **Do not submit a disenrollment case file until a conditional release has been granted and the cadet has enlisted into the other commissioning program.**

6.5.3. HQ AFROTC-Directed Disenrollments. HQ AFROTC can direct the disenrollment of any contract cadet for any lawful reason. This includes ASCP, SOAR or AFROTC POC Early Release cadets who have a remaining active duty military service obligation.

6.5.4. Disenrollment of AS 100 Cadets (Except ASCP and SOAR cadets) for Any Reason. AS 100 cadets whose scholarship is either voluntarily (self-initiated) or involuntarily (unit commander or HQ AFROTC) terminated must be disenrolled. Cadets who voluntarily withdraw from AFROTC will be disenrolled for breach or anticipatory breach of the AFROTC contract. **Advise AS 100 cadets, in writing, disenrollment may preclude future entry into a commissioning program.**

6.5.5. AS 100 cadets requesting to withdraw from AFROTC are required to submit a written explanation for their request.

**NOTE: Disenrolled ASCP and SOAR cadets are subject to recall to extended active duty (EAD) or recoupment of scholarship benefits, and therefore, are entitled to an investigation; however, the investigation process may be waived at the cadet's request (paragraph 6. 10)**

**6.6. Submission of Case Files for AS 100 Cadets (Except ASCP and SOAR Cadets) and Medically Disqualified Cadets.** Submit case files under cover of an AFOATS Form 22 (original and

one copy) completed by the unit commander. **For AS 100 disenrollments, include a specific evaluation of the cadet's corps performance and future officer potential.** The effective date of disenrollment will be the date the cadet is **counseled** on the discontinuance in the program due to medical disqualification; or, **counseled** that the submission of a case file will result in a disenrollment from the program. Take immediate action regarding subsistence payments IAW AFOATSI 65-101.

6.6.1. Assemble the case file and submit to HQ AFROTC/RRFD IAW Figure 6.2, paragraph 1.

**6.7. Submission of Case Files for Directed Disenrollments and Conditional Releases.** In cases where HQ AFROTC directs disenrollment of a cadet or grants conditional release to another commissioning program to a cadet in response to a previously submitted AFOATS Form 22, forward the case file to HQ AFROTC/RRFD under cover of the unit commander-endorsed directed disenrollment or conditional release letter (**not** under cover of another AFOATS Form 22). The effective date of disenrollment for directed disenrollments will be the date the cadet is advised of disenrollment.

6.7.1. For conditional releases, proof of enlistment in the new commissioning program is required. Submit a DD Form 4 reflecting the enlistment into the new commissioning program. For AF Academy enlistments, a copy of special order of enlistment (AH-Series Number) is issued in lieu of the DD Form 4. The disenrollment date for conditional release cadets will be the day prior to enlistment in the new commissioning program.

6.7.2. Assemble the directed disenrollment and conditional release case files and submit to HQ AFROTC/RRFD IAW Figure 6.2, paragraph 1 (**omit the AFOATS Form 22**).

**6.8. Disenrollment Investigations:** Investigations for disenrollment will be conducted in all cases where the cadet is subject to being involuntarily called, or recalled, to enlisted active duty or recouplement

of scholarship benefits as a means of contract fulfillment. **However, with the unit commander's approval, the cadet may waive the right to an investigation process (paragraph 6.10).** Cadets may be considered for disenrollment for the following reasons:

6.8.1. Humanitarian Considerations (Personal Hardship Beyond the Cadet's Control). A disenrollment for this reason must be requested in writing by the cadet and submitted to the unit commander. The request must be accompanied by sufficient documentation to substantiate the personal hardship. The proof of hardship is the cadet's responsibility. The following are examples of hardship and the documentation required for review.

6.8.1.1. Financial Hardship. A summary of the cadet's financial condition must include the following: income statements, living expenses, copies of bills, past due notices (if any), and bank statements (both checking and savings). Additional documentation may include income tax returns, statements from employers and creditors, or statements from the college or university financial aid department. The documentation must substantiate the cadet's inability to meet financial obligations necessary to continue in school. The documentation must be logically summarized and organized in an order that can be followed and cross-referenced by reviewing officials. A request for disenrollment because of financial hardship without the necessary documentation will not be approved and should not be submitted.

6.8.1.2. 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 statements from family members, clergy, physicians, or other persons with personal knowledge of the cadet's circumstances):

6.8.1.2.1. The hardship is not temporary.

6.8.1.2.2. Conditions arose or became more aggravated after the cadet entered AFROTC.

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

6.8.1.2.4. Disenrollment will eliminate or materially alleviate the condition.

6.8.1.2.5. There are no readily available means to alleviate the situation other than disenrollment.

6.8.2. Failure to Maintain Academic Retention Standards (FTMARS) (Failure to Maintain AFROTC or Institution Academic Standards). This may include failure to meet the contracted DOG and DOC outside of the cadet's control.

6.8.2.1. In cases of FTMARS, AFOATS Forms 704, **Academic Performance Inquiry**, are submitted to instructors to determine the cadet's academic effort. Immediately upon determining a cadet has FTMARS, **the unit will** submit AFOATS Forms 704 to the cadet for completion of instructor names and release approval. Cadets are not responsible for obtaining completion of the Forms 704 from the instructors. Submit the Forms 704 to instructors in courses where the cadet received a failing grade, or any other grade that resulted in a FTMARS, to include "Ds" if unacceptable for graduation requirements, incompletes and withdrawals. AFOATS Form(s) 704 should be submitted and obtained from instructors in the term in where the cadet's FTMARS led to the disenrollment action. Although not mandatory, AFOATS Forms 704 may be submitted to instructors from previous terms where the cadet FTMARS to provide a more detailed history of the cadet's overall performance.

6.8.2.2. Completed Forms 704 must be attached as evidence to the Letter of Notification of Disenrollment (LON) when the cadet is served notice of the disenrollment action. If an instructor no longer teaches at the university or fails to return the AFOATS Form 704 within 5 workdays, document efforts to contact the instructor and attach a copy of the AFOATS Form 704 and a memo for record to

the LON as evidence. If the 704s show a lack of effort by the cadet, include both FTMARS and Breach by Failure to Put Forth a Good Faith Effort (paragraph 6.8.6.9) as the reasons for the disenrollment on the LON. **The unit commander will review the Forms 704 with the cadet prior to any approval of waiver of the investigation process.**

6.8.2.3. In cases where the cadet claims FTMARS was due to circumstances beyond the cadet's control, investigate those circumstances in a disenrollment investigation. The following are examples of circumstances beyond the cadet's control:

6.8.2.3.1. Illness or Injury. An illness or injury that renders a cadet unable to meet academic standards must be reported to academic and AFROTC instructors **during the term**, and must be investigated. Cadets are required to report illness or injury to detachment personnel in accordance with paragraph 3.3 and document by physician's statements, records or other evidence from health care providers. Evaluation by HQ AETC/SG is required when:

6.8.2.3.1.1. Illness or injury constitutes a change in medical status as outlined in paragraph 3.18.

6.8.2.3.1.2. Illness or injury exceeds a period of 30 days.

6.8.2.3.1.3. Medical documentation supports failure to maintain academic requirements (absences, failure to complete assignments, or take exams) was directly related to illness or injury.

6.8.2.3.2. Serious Family Problems. Domestic problems such as divorce or other marital problems are normally not sufficient evidence of circumstances beyond the cadet's control. Evidence may include statements from family members, clergy, or other individuals with personal knowledge of the family's circumstances.

6.8.3. Failure to Maintain Military Retention Standards. Failure to maintain the military standards necessary to become a commissioned officer can include failure to compete favorably with applicants

for the POC, civil or school involvements, undesirable character traits, homosexual conduct, inaptitude to include failure to attain the level of maturity expected of an officer candidate, unacceptable adjustment to the military environment, fraudulent enlistment, failure to maintain fitness or body fat standards, and failure to successfully complete required AFROTC training (FT, PDT, etc). The investigation must include documentation of the cadet's failure to maintain these standards and address whether or not the failure to maintain standards was within the cadet's control.

6.8.4. Indifference - to AFROTC - Training. Evidence for lack of concern or interest in, or apathy toward, AFROTC training objectives must include documented examples of the cadet's deficiencies (i.e., counseling records, memorandums for record, and letters). Examples of indifference to training are:

6.8.4.1. Failure to meet AFROTC academic class and LLAB attendance requirements.

6.8.4.2. Failure to wear the appropriate uniform when required.

6.8.4.3. Failure to meet uniform or grooming standards.

6.8.4.4. Failure to perform assigned cadet corps duties.

6.8.4.5. Receipt of a failing grade in LLAB.

6.8.4.6. Any other examples of the cadet's unwillingness to accomplish required AFROTC training intended to develop the cadet into an effective Air Force officer.

6.8.5. Anticipatory Breach of the AFROTC Contract. This occurs when a cadet expresses a clear and convincing intention to do, but has not yet done, one or more of the following:

6.8.5.1. Change academic major without AFROTC approval.

6.8.5.2. Drop an AFROTC class without AFROTC approval.

6.8.5.3. Drop below full-time student status without AFROTC approval.

6.8.5.4. Withdraw from the institution without AFROTC approval.

6.8.5.5. Refuse to attend field training or other required training.

6.8.5.6. Complete AFROTC training but refuse to accept a commission as an Air Force officer.

6.8.5.7. Refuse to complete AFROTC training, but is willing to accept a commission as an Air Force officer.

6.8.5.8. Refuse to fulfill any other term or condition of the AFROTC contract.

6.8.6. Breach of the AFROTC Contract. This occurs when a cadet has already done one or more of the following:

6.8.6.1. Changed academic major without AFROTC approval.

6.8.6.2. Dropped an AFROTC class without AFROTC approval.

6.8.6.3. Dropped below full-time student status without AFROTC approval.

6.8.6.4. Withdrew from the institution without AFROTC approval.

6.8.6.5. Refused to attend field training or other required training.

6.8.6.6. Withdrew from field training.

6.8.6.7. Withdrew from other required training (e.g., flight training for a cadet with a pilot allocation).

6.8.6.8. Completed AFROTC training, but refused to accept a commission as an Air Force officer.

6.8.6.9. Failed 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 (including periodic quizzes). Lack of good faith effort is primarily established by completion of AFOATS Forms 704.

6.8.6.10. Failed to complete academic degree requirements by the contracted date because of circumstances within the cadet's control.

6.8.6.11. Failed to fulfill any other term or condition of the AFROTC contract, including refusal to accept a commission when offered.

6.8.6.12. Claimed to be a conscientious objector (CO). **Cadets claiming CO status must complete a CO questionnaire for review. Contact HQ AFROTC/RRFD for the questionnaire.**

6.8.7. Medical - Disqualification under Circumstances Within the Cadet's Control. This occurs when a cadet becomes medically disqualified for commissioning, or for category of commissioning, due to circumstances within the cadet's control. Examples include:

6.8.7.1. Alcohol-related injuries.

6.8.7.2. Injuries caused by hazing, fighting, or pranks.

6.8.7.3. Injuries or illnesses resulting from a lack of good judgment.

6.8.7.4. Failure to initially report a known disqualifying factor.

## **6.9. Investigation Process - General.**

6.9.1. The disenrollment investigation is intended to be a nonadversarial process to gather all the facts in each cadet's case so the unit commander can make an informed recommendation to HQ AFROTC for retention or disenrollment. The investigation must be conducted so the cadet has the opportunity to present evidence for consideration by the IO, unit commander, and the disenrollment authority at HQ AFROTC.

6.9.2. The unit commander or senior officer present at the detachment (in the absence of the commander) determines when a cadet becomes subject to disenrollment for one of the reasons in paragraph 6.8. **NOTE: For simplicity, further references to the unit commander will include the senior officer at the detachment.** The unit commander assembles the unit's evidence and other documentation to support the reason for disenrollment and initiates the actions as follows:

6.9.3. Appoints an Investigating Officer (IO) (IAW figure 6.4) The IO should be the most unbiased, impartial officer reasonably available. The IO may be a cadre staff member, AFIT student, RDA, or an active duty officer from another ROTC unit, support base, or other military service. The IO should be an officer with suitable experience and temperament to effectively conduct the investigation. The IO may not be an ADD or a Gold Bar lieutenant. If the unit commander has no satisfactory individual to appoint as IO, contact the region commander for assistance.

6.9.4. Serves the Letter of Notification (LON) of Disenrollment (IAW figure 6.5). The LON is one of the most important parts of the disenrollment process. It notifies the cadet of the specific reasons the

disenrollment action has been initiated. The LON includes as attachments the Receipt of Notification (RON) of Disenrollment Letter, the AFOATS Form 111 and evidence to support the action.

**NOTE: Once the LON is served on the cadet, the investigation must be completed or waived by the cadet and forwarded to HQ AFROTC for review and final action.**

6.9.5. Receipt of Notification (RON) of Disenrollment Letter. Prepare the RON IAW figure 6.6. The RON is the document in which the cadet acknowledges receipt of the LON, is advised of available rights during the disenrollment process, and method to request waiver of the investigation process.

6.9.6. Return of the LON. The cadet has 24 hours to complete and return the LON and attachments to the unit commander (reasonable extensions may be granted by the unit commander). **The IO should be present when the LON is returned to the unit commander in order to hold the initial meeting with the cadet if an investigation is desired.** The unit commander will review the LON and RON with the cadet to answer any questions and ensure the cadet has a complete understanding of the action. The unit commander will ensure the following:

**NOTE: If the cadet changes any choice on the RON, have the cadet document the change on the RON by marking through both choices and writing in the new choice. Have the cadet initial and date next to the change.**

6.9.6.1. An active duty military member is appointed to assist the cadet during the disenrollment if requested (IAW figure 6.7). The military member shall provide administrative assistance to the cadet in questions of military bearing, proper format for submitting documentation, interpretation of instructional guidance, etc. The military member may be from any branch of service, but must be available to assist the cadet until the ROI is sent to HQ AFROTC. **The member may not be a judge advocate or paralegal.**

6.9.6.2. If the cadet challenges the IO for cause, the cadet must submit the objection in writing. The unit commander must determine if the challenge is justified (commander should consult the AFOATS/JA). If justified, a new IO must be appointed IAW paragraph 6.9.3, and the cadet notified. If not justified, the unit commander will notify the cadet and provide documentation of the decision for inclusion in the disenrollment case file.

6.9.6.3. The cadet has received copies of all evidence gathered to support initiation of the investigation (as attachments to the LON).

6.9.6.4. The cadet understands the consequences of possible call to extended active duty (EAD) or recoupment of scholarship benefits if disenrolled. Further, the decision for EAD or recoupment rests with HQ AFROTC IAW the AFROTC contract.

6.9.7. If a disenrollment investigation is desired by the cadet, the IO and cadet may hold their initial meeting immediately following return of the LON. Delay of the initial meeting may be granted by the IO.

**6.10. Waiver of the Investigation Process:** The cadet may request to waive the right to a disenrollment investigation (DOD Directive 1215.8, *Senior Reserve Officers Training Corps (ROTC) Program*). The unit commander has the option to approve or disapprove the cadet's waiver request on a case-by-case basis. **Prior to approving a request to waive the investigation, the unit commander must ensure the LON contains evidence to support the disenrollment action (to include AFOATS Forms 704 for FTMARS) and the cadet has reviewed this evidence. Under no circumstances will any unit staff member encourage, persuade, or counsel a cadet to waive their right to an investigation.**

6.10.1. If the investigation process is waived, the unit commander will ensure all applicable rights requested on the RON are afforded the cadet and documented in the case file. The unit commander will ensure the following:

6.10.2. The IO is notified of the waiver of the investigation and relieved from appointment. No Report of Investigation (ROI) will be required.

6.10.3. The case file contains all evidence and documentation submitted by the cadet within 10 calendar days of the cadet's waiver request.

6.10.4. The case file is assembled IAW Figure 6.2, paragraph 2 for submission to HQ AFROTC.

### **6.11. Investigating Officer (IO) Responsibilities:**

6.11.1. The IO's primary responsibility is to act as fact-finder for the unit commander. The IO must be as impartial, unbiased, and objective as possible. An IO's previous contact with the cadet does not automatically disqualify the officer from serving as IO. The IO should start the disenrollment investigation without any preconceived convictions and compile all available facts surrounding the cadet's disenrollment actions and tenure in the AFROTC program.

6.11.2. The IO is the individual responsible for conducting the disenrollment investigation; therefore, the IO must control the course of the investigation. For example, exercise discretion regarding cadet requests for extensions of the initial meeting, disenrollment hearing, or the presentation of evidence. The IO will not permit a military member assisting the cadet or the cadet's attorney to disrupt or unnecessarily delay the disenrollment hearing. Further, because the investigation is a fact-finding administrative process, the rules of evidence are more relaxed and representatives of the cadet are not entitled to cross-examine witnesses. The cadet may, however, point out various matters the cadet wants the IO to address during the investigation.

6.11.3. During the initial meeting, the IO will review the RON with the cadet and ensure the following:

**6.11.3.1. If the cadet changes any of the choices, have the cadet document the changes on the RON by marking through both choices and writing in the new choice. Have the cadet initial and date next to the change.**

6.11.3.2. Establish a time, date, and place for the disenrollment hearing, not to exceed ten calendar days (justified extensions may be granted by the IO and must be documented in the ROI).

6.11.3.3. Advise the cadet of the right to submit written or oral statements (e.g., personal statements, character references, etc.). It is the cadet's responsibility to obtain and submit these statements to the IO.

6.11.4. Disenrollment Hearing: The disenrollment hearing will be held ten calendar days following the initial meeting unless the IO grants an extension. The IO may delay the disenrollment hearing if more time is needed to gather evidence (extension/delays must be documented in the ROI).

6.11.4.1. Invite a college or university official to observe the hearing (figure 6.9) if requested by the cadet. The cadet may request a particular official, otherwise the IO will choose an official. **If the official invited declines to attend, the IO will notify the cadet and attach documentation of the official's declination as part of the ROI.**

6.11.4.2. During the disenrollment hearing, the IO will:

6.11.4.2.1. Review the cadet's rights on the RON. Should the cadet request any changes or request more time to prepare matters to submit to the IO, the IO will evaluate and grant the extension if justified. Extensions will be documented in the ROI.

6.11.4.2.2. Accept the cadet's written documentation for inclusion in the disenrollment ROI.

6.11.4.2.3. Prepare a written summary of the cadet's oral statement (if applicable) and attach it to the ROI. **Do not prepare a verbatim transcript of the cadet's oral statement.**

6.11.4.2.4. Document any allegations or requests by the cadet for further investigation of matters relevant to the disenrollment.

6.11.4.2.5. If any Equal Opportunity and Treatment (EOT) issues arise during course of investigation (e.g., sexual harassment or unlawful discrimination), consult with AFOATS/JA before contacting the unit's servicing Military Equal Opportunity office.

6.11.5. Completing the Investigation. After the disenrollment hearing, the IO should investigate any further issues or allegations made by the cadet which are not already established or disproved by the evidence (e.g., unfair treatment by unit personnel, administrative errors, incorrect administration of the weight management or physical fitness programs, incorrect grades, false or incorrect information) on which the disenrollment action is based, or inconsistencies between unit evidence and evidence submitted by the cadet. The IO will either interview applicable individuals to obtain the information necessary to address the cadet's issues or explain in the ROI why further investigation was unnecessary. The IO will prepare written summaries of the interviews and attach them as evidence to the ROI.

6.11.6. The IO will prepare the ROI IAW figure 6. 3. The ROI is a factual summary of all evidence compiled by the IO during the investigation. All facts cited in the ROI will be supported by attached documentation. **THE IO SHOULD NOT INCLUDE ANY OPINIONS, CONCLUSIONS, OR RECOMMENDATIONS IN THE ROI.** If the cadet exercised any specific rights in the RON, such as attendance of a university official at the disenrollment hearing or assistance of military counsel, the IO should specifically address in the ROI whether those requests were fulfilled and, if not, why.

6.11.7. The IO will provide a copy of the ROI to the cadet for review. The cadet has 10 calendar days to submit any further rebuttals or challenges to the ROI for inclusion in the disenrollment case file. If the cadet affirmatively waives the 10-calendar day response time, document that waiver in a memo or indorsement to the ROI signed by the IO or the cadet and forward the ROI to the commander.

6.11.8. After the 10 calendar day period afforded the cadet, the IO will submit the final ROI with all evidence and attachments to the unit commander.

## **6.12. Final Actions of the Unit Commander:**

6.12.1. The unit commander will review the ROI and ensure the IO has thoroughly addressed the reason(s) for the disenrollment actions and has addressed all issues or allegations raised by the cadet. **The ROI should not contain any opinions, conclusions, or recommendations by the IO.**

6.12.2. In cases where the cadet waives the investigation process, the cadet has 10 calendar days from the date the investigation is waived to submit matters. The unit commander will ensure all evidence is attached to the LON and any evidence submitted by the cadet has been included for submission to HQ AFROTC.

6.12.3. Review the RON and ensure any rights requested by the cadet have been afforded and documented in the ROI.

6.12.4. Complete an AFOATS Form 22 and make a specific recommendation concerning the cadet's disenrollment or continuation in the AFROTC program.

6.12.5. Forward the case file to HQ AFROTC/RRFD. The case file may be forwarded through the region commander for endorsement or input prior to submission to HQ AFROTC/RRFD; however, this is not a requirement.

**6.13. Investigations Conducted in Absentia:** Disenrollment investigations may be conducted in absentia in cases where the cadet is not available to participate in person, declines to participate or fails to respond to notification of the disenrollment action.

6.13.1. In cases conducted in absentia, the unit commander will forward the LON with attachments under cover of a letter explaining the action and will direct the cadet to complete and return the RON and attachments within 30 calendar days of receipt. Do not forward original copies of evidence. **FORWARD THE LON VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED, RESTRICTED DELIVER TO ENSURE DELIVERY AND TO DOCUMENT EVERY ATTEMPT MADE TO DELIVER. KEEP ALL RECEIPTS.** The commander should exhaust all reasonable attempts to contact the cadet. Consider leaving messages with known friends, classmates, teachers, roommates, parents, or work locations. Maintain a copy of all documentation and mail receipts.

6.13.2. If the cadet fails to respond after expiration of a 30-day period, the unit commander will provide a copy of the LON (with attachments) to the IO. The IO then conducts an investigation and prepares the ROI IAW with this chapter.

6.13.3. If the cadet responds to the LON and requests waiver of the investigation, the unit commander may grant approval of the waiver. The unit commander will then complete the disenrollment case IAW paragraph 6.10.

6.13.4. If a cadet is unable to participate in the disenrollment hearing in person, the IO may conduct the investigation via telephone and/or mail. The IO will talk to the cadet by telephone to resolve any issues or allegations if necessary. Correspondence may continue for as long as necessary to thoroughly investigate or resolve all issues.

6.13.5. If during the investigation conducted in absentia, the cadet fails to or ceases to cooperate, the IO will complete the disenrollment investigation IAW paragraph 6.11.5, and prepare an ROI. The IO will forward a copy of the complete ROI to the cadet, with notification the investigation was completed without further input from the cadet due to lack of cooperation. The IO will submit the original ROI to the unit commander for review IAW paragraph 6.11.8.

**6.14. Submission of Disenrollment Case File with a Report of Investigation.** Submit case files with an ROI (including directed investigations) to HQ AFROTC/RRFD via an AFOATS Form 22. The unit commander accomplishes an AFOATS Form 22 requesting "Disenrollment" or "Retention" in section III, block 23, as a cover document. Unit commanders will use section III, block 25, of the AFOATS Form 22 to state their recommendations based solely upon the evidence contained in the ROI.

6.14.1. Assemble the case file for submission to HQ AFROTC/RRFD IAW Figure 6.2, paragraph 2. **NUMBER ATTACHMENTS IN THE RIGHTHAND CORNER WITH A PENCIL OR PEN---DO NOT TAB ATTACHMENT. FOR ATTACHMENTS THAT ARE NOT APPLICABLE, INSERT A SHEET OF PAPER WITH THE ATTACHMENT NUMBER AND "N/A".**

**6.15. Submission of Disenrollment Case File When Investigation Has Been Waived.** Assemble the case file IAW Figure 6.2, paragraph 2--with omission of the Report of Investigation (ROI).

**6.16. Reopening Investigations.** HQ AFROTC may return a case file without action due to legal insufficiency (lack of evidence, regulatory guidance not followed, etc.), or need for further investigation. In such cases, the investigation action must be reopened.

6.16.1. To reopen an investigation, notify the cadet, in writing, that the investigation is reopened and the cadet has the same rights as before. The cadet will be granted the opportunity to review the RON and make changes as desired. The unit commander will ensure the cadet is afforded all rights as requested. The first investigation will be used by the IO and attached to the new investigation for consideration by the unit commander and HQ AFROTC unless RRFD directs otherwise.

6.16.2. If the original IO is unavailable or has developed a bias towards the case, a new IO must be appointed. Ensure the cadet is granted the opportunity to challenge the new IO for cause.

6.16.3. Ensure the cadet is granted the opportunity to review all new evidence gathered and is given the opportunity to refute the evidence. The IO will provide the cadet a copy of any changes or additions to the ROI IAW paragraph 6.11.7.

**6.17. Suspended Disenrollment and Probation.** Upon review of a disenrollment package, HQ AFROTC may offer the cadet suspended disenrollment and probation in lieu of disenrollment. HQ AFROTC will determine the probation conditions and length. Probationary status allows for the cadet's continuation with the condition another failure of standards will result in an immediate disenrollment action.

6.17.1. Offer - The offer of suspended disenrollment and probation will come from HQ AFROTC and must be accepted by both the unit commander and the cadet. If the commander or cadet does not accept the probation, the cadet will be disenrolled.

6.17.2. Revocation - In probation cases, a new disenrollment investigation is not required. If the unit commander has reason to believe that the probation should be revoked, the commander will assemble the evidence supporting execution of the suspended disenrollment and notify the cadet. The cadet will be provided the opportunity to review the evidence gathered and provide written or oral comments within 10 calendar days. The unit commander will attach the evidence and statements to the original disenrollment case file and forward it to HQ AFROTC under cover of a new AFOATS Form 22.

**NOTE: In probation cases, HQ AFROTC reserves the right to direct a disenrollment investigation if needed.**

**6.18. Submission of Request for Termination of Scholarship Recoupment for Reenlisted Cadets.** Scholarship cadets who are disenrolled and identified for recoupment of scholarship money are not prevented from reentering the AFROTC program as long as they meet the criteria for a waiver of disenrollment (paragraph 1.16). The cadet must compete for a new enrollment allocation and reenter the AFROTC program under contract. The goal of AFROTC is to produce qualified officers; therefore, AFROTC will terminate the recoupment of scholarship money for any cadet who can receive an enrollment allocation, successfully complete field training, and then reenlist. The cadet must submit a letter of request to terminate scholarship recoupment and sign an addendum to the AFROTC contract (figures 6.10 and 4.6). This addendum grants the cadet a second opportunity to receive a commission while protecting government funds. Cadets should be counseled to ensure they understand they are not relieved of the obligation to repay scholarship money and that termination of the recoupment of scholarship money is contingent upon receipt of an Air Force commission. Any money paid to the government will be refunded to the cadet. Termination requests should be submitted to HQ AFROTC **immediately** following the cadet's reenlistment.

6.18.1. HQ AFROTC will consider terminating the recoupment debt of prior disenrolled cadets who complete two years of continuous enlisted active duty service or who receive an active duty commission. A commission or enlistment in the Guard or Reserves does not apply unless two years of continuous active duty service is completed. To request termination, contact HQ AFROTC/RRFD for guidance. Termination requests must meet the criteria above and be submitted to HQ AFROTC NLT 5

years from the individual's date of disenrollment listed on the DD Form 785. Requests received after the 5-year cut-off date will not be considered.

**6.19. Submission of Request to Rescind Call to EAD for Reenlisted Cadets.** Prior disenrolled cadets called to EAD who receive a new enrollment allocation, successfully complete field training, and then reenlist may request rescission of the call to EAD. Submit the request using the letter format at figure 6.11. Disenrolled scholarship cadets called to EAD must also sign the addendum to the AFROTC contract (reference figure 4.6) and submit it with the request to rescind the call to EAD.

Figure 6.1. DD Form 785, Record of Disenrollment From Officer Candidate - Type Training.

RECORD OF DISENROLLMENT FROM OFFICER CANDIDATE - TYPE TRAINING				DATE SUBMITTED	
				LEAVE BLANK	
TO: (Appropriate agency of the service concerned) (Include Zip Code)			FROM: (Appropriate agency of the service concerned) (Include Zip Code)		
			HQ AFROTC/RR 551 East Maxwell Blvd Maxwell AFB AL 36112-6106		
SECTION I - IDENTIFICATION INFORMATION ON STUDENT AT TIME DISENROLLED					
1. LAST NAME - FIRST NAME - MIDDLE INITIAL		2. RATE OR GRADE	3. BRANCH OF ARMED FORCES	4. FILE OR SERVICE NUMBER	5. SOCIAL SECURITY NUMBER
DOE, John D.		AB (E-1)	AF Res (ORS)		111-11-1111
6. BIRTH	a. DATE	b. PLACE			7. SEX
	1 Jan 80	City XX (state abbreviation)			Male
8. HOME OF RECORD ADDRESS			9. OTHER		
1 Main Street City XX 12345			Local Address		
SECTION II - PROGRAM INFORMATION APPLICABLE AT TIME DISENROLLED					
10. TRAINING STATION ADDRESS		11. TYPE OF PROGRAM (OCS, ROTC, Academy, NavCad, etc.)		12. SPECIFIC TYPE OF TRAINING (Supply, Pilot training, Bombardier, Infantry, Artillery, etc.)	
AFROTC Det 001, State University City XX 12345		AFROTC (AS 100)		Officer Candidate, Pilot or Navigator	
13. DATE ENTERED PROGRAM		14. DATE DISENROLLED		15. DATE SCHEDULED FOR COMMISSION (If training had been completed successfully)	
1 January 2000 (from DD Form 4)		LEAVE BLANK		JANUARY 2003 (From AF Form 1056)	
SECTION III - REASONS AND CIRCUMSTANCES FOR DISENROLLMENT					
LEAVE SECTIONS III AND IV BLANK EXCEPT FOR THE REMARKS SECTION.					
SECTION IV - EVALUATION TO BE CONSIDERED IN THE FUTURE FOR DETERMINING ACCEPTABILITY FOR OTHER OFFICER TRAINING					
1. <input type="checkbox"/> HIGHLY RECOMMENDED 2. <input type="checkbox"/> RECOMMENDED AS AN AVERAGE CANDIDATE 3. <input type="checkbox"/> SHOULD NOT BE CONSIDERED WITHOUT WEIGHING THE "NEEDS OF THE SERVICE" AGAINST THE REASONS FOR THIS DISENROLLMENT 4. <input type="checkbox"/> RECOMMENDED IF PHYSICAL DEFECTS ARE CORRECTED OR IF SUCH DEFECTS ARE NOT DISQUALIFYING FOR OTHER PROGRAMS 5. <input type="checkbox"/> DEFINITELY NOT RECOMMENDED 6. <input type="checkbox"/> OTHER REMARKS					
REMARKS Program type (2 or 4 year); CSP length; dollar amount of subsistence (cadet pay); Field Training length (4 or 6-week) and month and year completed; AFOQT Scores					
TYPED NAME AND GRADE			SIGNATURE		

Figure 6.2. Case Files

<p><b>1. No Investigation Case Files:</b> Submit original of all documents unless otherwise stated.★</p> <ol style="list-style-type: none"> <li>1. <u>AFOATS Form 22 (original &amp; one copy)</u> - omit for directed disenrollments or conditional release files</li> <li>2. <u>DD Form 785, Record of Disenrollment</u> - complete IAW Figure 6.1</li> <li>3. <u>Documentation establishing cadet was advised of specific reason for disenrollment</u></li> <li>4. <u>DD Form 4, (AFROTC enlistment)</u></li> <li>5. <u>DD Form 214</u> - prior service cadets</li> <li>6. <u>AF Form 1056 w/all addenda</u> (original &amp; one copy)</li> <li>7. <u>All medical records</u> (SF 88, DD Form 2351 and 2492, etc.)</li> <li>8. <u>Fitness Report</u></li> <li>9. <u>AFOATS Form 20 (or AF Form 56 for ECP cadets)</u></li> <li>10. <u>AFOATS Form 708</u> - if applicable</li> <li>11. <u>Unofficial Transcripts</u> - from all college-level schools attended. Include an explanation of or key for all grading systems</li> <li>12. <u>Reserve Assignment Orders</u></li> <li>13. <u>AFOATS Forms 16 changing effective date/status of scholarship</u> (CSP or GMCI/POCI) (i.e., temporary inactivation, suspension, reactivation, and effective date of termination). Include any previous orders in the cadet's file awarding a scholarship or changing scholarship status (i.e., temporary inactivation, suspension, termination, etc.)</li> </ol> <p><b>NOTE: Maintain original of documents and submit a clear copy to RRFD for cadets who may be submitted for PSP</b></p>	<p><b>2. Investigation and Waiver of Investigation Case Files:</b> Submit the original of all documents unless otherwise stated.</p> <ol style="list-style-type: none"> <li>1. <u>AFOATS Form 22 (original &amp; one copy)</u></li> <li>2. <u>AFOATS Form 785, Record of Disenrollment</u> -complete IAW Figure 6.1</li> <li>3. <u>Report of Investigation (ROI) with attachments</u> (i.e., 1. Ltr of Aptmnt of IO; 2. LON of Disenrollment; 3. Receipt of Notification (RON); 4. AFOATS Form 111; and, 5. evidence to support the disenrollment action)</li> <li>4. <u>Letter Appointing a Military Member</u></li> <li>5. <u>Letter of Notification of Military Member</u></li> <li>6. <u>Letter inviting a college official to attend the hearing, if requested</u></li> <li>7. <u>Cadet (Name) 's Written Evidence</u></li> <li>8. <u>Summary of Cadet (Name)'s Oral Statement</u></li> <li>9. <u>Miscellaneous Documentation</u> (i.e. counselings, MFRs, etc.)</li> <li>10. <u>DD Form 4</u> (AFROTC Enlistment)</li> <li>11. <u>DD Form 214</u> - Prior service cadets</li> <li>12. <u>AF Form 1056 w/all addenda</u> (original &amp; one copy)</li> <li>13. <u>All Medical Documents</u> (includes SF 88 and 93, DD Forms 2351 and 2492, etc.)</li> <li>14. <u>Fitness Report</u></li> <li>15. <u>AFOATS Form 20 (or AF Form 56 for ECP cadets)</u></li> <li>16. <u>AFOATS Form 35</u></li> <li>17. <u>AFOATS Form 2030</u></li> <li>18. <u>AFOATS Form 708</u></li> <li>19. <u>Unofficial Transcripts</u> - all college-level schools attended and grading key</li> <li>20. <u>Reserve Assignment Order</u></li> <li>21. <u>AFOATS Forms 16 changing effective date/status of scholarship (or GMCI/POCI) status</u> (i.e., temporary inactivation, suspension, reactivation, and effective termination). Include any previous orders in the cadet's file awarding a scholarship or changing scholarship status (i.e., temporary inactivation, suspension, termination, etc.)</li> </ol>
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Figure 6.3. Format for Disenrollment Report of Investigation.

**(Letterhead)**

(Date)

MEMORANDUM FOR (Name and Rank of Unit Commander)

FROM: (Name and Rank of Investigating Officer)

SUBJECT: Disenrollment Report of Investigation: (Cadet's Name)

1. In response to your (date) appointment letter, I conducted an investigation into the circumstances surrounding the disenrollment action you initiated against Cadet (Name) on (date of LON).
2. During the investigation with Cadet (Name), we reviewed (his or her) rights as explained in the receipt of notification (RON) of disenrollment action. Cadet (Name) had the following questions concerning (his or her) rights. (Briefly describe any questions the cadet had concerning the rights.) Cadet (Name) had no questions. Cadet (Name) (presented or did not present) written evidence for my consideration. (He or She) (made or did not make) an oral statement. Cadet (Name) (did or did not) request (military counsel)(the presence of a university official), and that request (was/was not) fulfilled (explain).
3. **FACTUAL SUMMARY:** Prepare a factual summary of the material compiled during the disenrollment investigation. The summary should only include a synopsis of the events and circumstances leading up to the disenrollment action, a summary of the evidence against the cadet, and a summary of the evidence the cadet presented. The summary must also address any issues raised or allegations made by the cadet. Ensure that if a fact is mentioned in the ROI, a piece of evidence is attached to substantiate the fact. **The ROI is only a summary, whereas, the evidence gives specifics.** Discuss any inconsistencies between the unit's evidence and material submitted by the cadet. **(NOTE: DO NOT INCLUDE ANY OPINIONS, CONCLUSIONS, OR RECOMMENDATIONS IN THE REPORT OF INVESTIGATION.)**

(IO's Signature Block)

Attachments:

1. Letter of Appointment of Investigating Officer (IO)
2. Letter of Notification (LON) of Disenrollment
3. Receipt of Notification (RON) of Disenrollment
4. AFOATS Form 111, Statement of Understanding
5. Evidence to support disenrollment action

I served a copy of this ROI on the cadet at \_\_\_\_\_ hours on \_\_\_\_\_ (date). The cadet did/did not waive the right to ten calendar days to submit materials in rebuttal.

\_\_\_\_\_ IO Signature \_\_\_\_\_

**Figure 6.4. Format for Appointment of Investigating Officer.**

<b>(Letterhead)</b>	
	(Date)
MEMORANDUM FOR (NAME)	
FROM: AFROTC Det ( )/CC	
SUBJECT: Appointment as Investigating Officer	
<ol style="list-style-type: none"> <li>1. Pursuant to AFI 36-2011 and AFOATSI 36-2011 [<i>and with the concurrence of your commander (see note)</i>], you are hereby appointed to conduct an investigation into the disenrollment action initiated against Cadet (Name).</li> <li>2. Familiarize yourself with the provisions of AFOATSI 36-2011, chapter 6; conduct the disenrollment investigation; and prepare your Report of Investigation.</li> <li>3. If the cadet chooses to waive the right to a disenrollment investigation and I approve that waiver, you will be notified of that action and this letter will be rescinded.</li> </ol>	
Unit Commander's Signature Block	
Attachment: Copy of Ltr of Notification (LON) of Disenrollment Action, w/Evidence Supporting Reasons for Disenrollment	
<b>NOTE: Add this language when the IO is not assigned to the same unit as the unit commander appointing the IO.</b>	

**Figure 6.5. Letter of Notification (LON) of Disenrollment Action.****(Letterhead)**

(Date)

MEMORANDUM FOR (CADET'S NAME)

FROM: AFROTC Det ( )/CC

SUBJECT: Letter of Notification (LON) of Disenrollment Action Under AFI 36-2011 and AFOATSI 36-2011

1. I am initiating action against you under AFI 36-2011, chapter 6, paragraph 6.1.( ), and AFOATSI 36-2011, paragraph 6.8.( ).
2. I am initiating this action for the following reasons: (state the exact reason for the disenrollment action (e.g., breach, failure to maintain academic standards, etc. Then elaborate on the basis for the disenrollment action.) Although I am initiating this action against you because of these reasons, your possible disenrollment from AFROTC is not limited to these particular reasons. Attached is a copy of documentary evidence to support this action.
3. I appointed (Rank and Name) as the investigating officer (IO).
4. The attached receipt of notification (RON) of disenrollment action defines your rights during the disenrollment investigation. Read the RON and make the appropriate choices therein. Complete and sign the AFOATS Form 111. You have 24 hours to return the original RON and the AFOATS Forms 111 to me.
5. You are entitled to an investigation for disenrollment if you so desire. The investigation is a nonadversarial fact-finding process. The investigation is your opportunity to be heard and to ensure all information relevant to your potential disenrollment from the AFROTC program is presented and considered. You may waive the right to the investigation process. If I approve your waiver request, the attached evidence pertaining to this disenrollment action along with any written information you submit within 10 calendar days of requesting the waiver, will be forwarded to HQ AFROTC for review and final disposition.
6. If you are disenrolled, AFROTC will complete a DD Form 785, **Record of Disenrollment from Officer Candidate-Type Training**. That DD Form 785 will contain a recommendation as to whether you should be considered for future officer training in any US Armed Service.
7. Also be advised that if you are disenrolled, you will probably be involuntarily called to active duty in your enlisted grade or be subject to recoupment of scholarship monies. (See Note 1.)
8. During the course of the disenrollment, and until final disposition is made by HQ AFROTC, you must continue to attend all AFROTC academic and LLAB classes, in addition to maintaining all other contractual obligations. **Failure to do so could be construed as a breach of your AFROTC contract and could significantly impact the resolutions of the investigation.** (See Note 2.)

Unit Commander's Signature Block

**Figure 6.5. Continued.**

## Attachments:

1. Receipt of Notification
2. AFOATS Form 111
3. Evidence to Support Reason for Disenrollment (See Note 3.)

## Notes:

1. Does not apply for an investigation pertaining to an AS 100 cadet.
2. This paragraph is still required even if the cadet has voluntarily left school. Omit this paragraph only if cadet is prohibited from attending classes (for example, academically dismissed or substantiated financial inability to register), or modify for a completed cadet.
3. Supporting documents include counseling records, memoranda for record, witness statements, medical records (if disenrollment involves medical reasons), AFOATS Forms 35 with corroboration (police records, affidavits, etc., in cases concerning civil involvements), Fitness Report (in weight and PFT cases), AFOATS Forms 48 (or equivalent) and 704 (in cases involving academics, including failure to meet DOG/DOC due to academics), and any other evidence which supports the reasons for disenrollment.

**Figure 6.6. Receipt of Notification (RON) of Disenrollment Action.****(Letterhead)**

(Date)

MEMORANDUM FOR AFROTC ( )/CC

FROM: (Cadet's Name)

SUBJECT: Receipt of Notification (RON) of Disenrollment Investigation

1. I received the Letter of Notification with attachments at \_\_\_\_ hours on \_\_\_\_\_ (date). That letter notified me that you have appointed an investigating officer who will document the facts of my case in a Report of Investigation (ROI). I understand that HQ AFROTC will use the ROI to determine whether I should be disenrolled and, if I am disenrolled, whether I should be involuntarily called to enlisted active duty or be required to pay back my scholarship benefits.

**Figure 6.6. Continued**

2. I understand that the following statement of benefits is an estimate prepared from AFROTC unit records. The official amount will be determined by HQ AFROTC/CCR.

- a. Subsistence Allowance Paid to Date: \_\_\_\_\_
- b. Scholarship Monies: \_\_\_\_\_
- Tuition \_\_\_\_\_
- Fees \_\_\_\_\_
- c. Book Allowance \_\_\_\_\_
- d. Total \_\_\_\_\_

3.a. I **(WILL)(WILL NOT)** continue AFROTC training if given the opportunity. Explain if not:

\_\_\_\_\_

\_\_\_\_\_

b. I **(WILL)(WILL NOT)** accept a commission as an officer in the Air Force if one is tendered to me through AFROTC. Explain if will not:

\_\_\_\_\_

\_\_\_\_\_

4. I will meet with the Investigating Officer (IO) and arrange a time, date, and place for the disenrollment hearing. The disenrollment hearing will be held within 10 calendar days from the date of service in paragraph 1, (not counting the day of service) unless the IO grants me an extension. I understand that the investigating officer's job is to document the facts of my case as presented by me, my unit, and any other witnesses who come forth. I understand the disenrollment investigation is a nonadversarial, fact-finding investigation.

5. If I believe that the investigating officer (IO) is biased against me, I have the right to challenge the IO for cause. I must present the written challenge, stating the reasons that I feel the IO cannot be unbiased, to my detachment commander within 24 hours of the time of notification listed in paragraph 1 above.

6. At the disenrollment hearing I may present any matters, written or oral, or both, I want the IO to consider in preparing the disenrollment ROI. I may question witnesses at the hearing but I have no right to cross-examine them. I may submit evidence to clarify, explain, or rebut material relevant to my disenrollment, although further investigation is at the discretion of the IO. Although the IO will prepare written summaries of oral presentation to include in the report, I understand that any information that I feel is important should be submitted in writing to make sure HQ AFROTC has complete information.

7. I have the right to request that the detachment commander appoint an active duty military member to assist me. The member can be from any military service and must be reasonably available. I **(DO)(DO NOT)** request the appointment of a military member to assist me. If I want the help of a particular military member, I will write the name here:

\_\_\_\_\_ (The commander cannot appoint a military lawyer or paralegal.)

**Figure 6.6. Continued**

8. The Air Force will not provide me with an attorney at government expense. At my own expense, I may hire, consult with, and be represented by a civilian attorney of my choosing. I understand however, that the disenrollment investigation process will not be delayed to accommodate my attorney's availability.

9. I have the right to have a college or university official invited by the detachment to be present at the disenrollment hearing. I **(DO)(DO NOT)** wish to have a college or university official invited by the Air Force to be present at the disenrollment hearing. If I wish a particular official be invited, I will write the name here: \_\_\_\_\_

10. A conscientious objector is defined as one who has or had a firm, fixed and sincere objection by reason of religious training or belief to participate in war in any form, or the bearing of arms. I **(DO)(DO NOT)** claim to be a conscientious objector.

11. I understand that I have a right to inspect and copy my contract with AFROTC and any matters contained in my UPRG.

12. I understand that I will be notified when the ROI is completed, that I have a right to inspect and copy the completed ROI, and that I may submit additional matters in writing within 10 calendar days of being notified that the ROI is complete.

13. I understand that I may waive my right to a disenrollment investigation. I understand that the investigation will continue unless the detachment commander approves my request. I understand that the investigative process is my formal opportunity to ensure all information relevant to my case is fairly presented and considered. I understand that even though I waive my right to an investigation, AFROTC may still call me to active duty or require me to pay back my scholarship benefits. I have been given the opportunity to review the evidence presented supporting initiation of this disenrollment action. I **(DO)(DO NOT)** request to waive my right to a disenrollment investigation. I understand that I can request that this waiver be withdrawn up until the time the case file is sent to HQ AFROTC.

CADET'S FULL NAME

1st Ind, AFROTC Det ( )/CC

(Date)

TO: (Cadet's Name)

I approve/disapprove (Cadet' Name) request to waive the investigation for disenrollment.

Unit Commander's Signature Block

Figure 6.7. Format for Appointment as Military Counsel.

<b>(Letterhead)</b>
(Date)
MEMORANDUM FOR (NAME)
FROM: AFROTC Det ( )/CC
SUBJECT: Appointment as Military Counsel
1. Pursuant to AFI 36-2011 and AFOATSI 36-2011, you are hereby appointed as military counsel for Cadet (Name) from now until the ROI is sent to HQ AFROTC.
2. Familiarize yourself with the provisions of AFI 36-2011, chapter 6, and AFOATSI 36-2011, chapter 6, and be available to assist Cadet (Name).
 Unit Commander's Signature Block
Attachment: Copy of Ltr to Cadet
<b>(NOTE: The military counsel cannot be a Judge Advocate or Paralegal.)</b>

Figure 6.8. Format for Notification of Appointment of Military Counsel.

<b>(Letterhead)</b>
(Date)
MEMORANDUM FOR (CADET'S NAME)
FROM: AFROTC Det ( )/CC
SUBJECT: Notification of Military Counsel
This is to inform you that (Rank/Name), USAF, has been appointed as military counsel on your behalf. (Rank/Name) will be at your disposal from now until the Report of Investigation is sent to HQ AFROTC.
 Unit Commander's Signature Block

**Figure 6.9. Format for Letter Inviting College or University Official to Observe the Disenrollment Hearing.**

**(Letterhead)**

(Date)

AFROTC Det ( )  
Address of Unit

(Name and Address of College or University Official)

Dear (Name)

(Rank and Name of Unit Commander, unit number) initiated a disenrollment action against Cadet (Name) and appointed me to conduct the investigation into Cadet (Name) case. Cadet (Name) requested that I invite a college or university official to observe the disenrollment hearing presently scheduled for (time) on (date) at (place).

Please complete the indorsement below. If you have questions or want to discuss rescheduling, you can call me at (phone) or fax me at (fax).

Sincerely

IO's Signature Block

1st Indorsement for Investigation Officer

I **DO/DO NOT** desire to attend the disenrollment hearing.

\_\_\_\_\_ I can attend at the scheduled time.

\_\_\_\_\_ Please call me to discuss scheduling. My telephone number is \_\_\_\_\_.

\_\_\_\_\_  
Signature of Official

**Figure 6.10. Format for Letter Requesting Action to Recoup Scholarship Funds be Terminated.**

<b>(Letterhead)</b>	
	(Date)
MEMORANDUM FOR AFROTC DET ( )/CC	
FROM: Cadet (Name)	
SUBJECT: Terminate Scholarship Recoupment	
<p>I request the action to recoup my scholarship funds be terminated. I received a waiver of disenrollment, successfully completed field training, and reenlisted into the AFRES (ORS) 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.</p>	
	Typed Name of Cadet
1st Ind, AFROTC Det ( )/CC	(Date)
TO: HQ AFROTC/RRFD	
<p>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).</p>	
	Unit Commander's signature block
Attachment: Copy of AF Form 1056 w/Addendum	

**Figure 6.11. Format for Letter Requesting Action to Rescind Call to Involuntary Extended Active Duty (EAD).**

<b>(Letterhead)</b>	
	(Date)
MEMORANDUM FOR AFROTC DET ( )/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, successfully completed field training, and reenlisted into the AFRES (ORS) program.	
Typed Name of Cadet	
1st Ind, AFROTC Det ( )/CC	Date)
TO: HQ AFROTC/RRFD	
Please rescind the call to EAD on Cadet (Name). Cadet (Name) was previously disenrolled on (date) and was contracted into the AFROTC (ORS) program on (date).	
Unit Commander's signature block	
Attachment: Copy of AF Form 1056 w/Addendum (if applicable)	

J.C. MANN, Colonel, USAF  
Registrar, Air Force ROTC

**Attachment 1**  
**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

**References**

AFI 31-501, Personnel Security Program Management  
 AFI 34-501, Mortuary Affairs Program  
 AFI 36-2002, Regular Air Force and Special Category Accessions  
 AFI 36-2005, Appointment in Commissioned Grades and Designation and Assignment in Professional Categories – Reserve of the Air Force and United States Air Force  
 AFI 36-2011, Air Force Reserve Officer Training Corps  
 AFI 36-2013, Officer Training School (OTS) and Airman Commissioning Programs  
 AFI 36-2606, Reenlistment in the United States Air Force  
 AFI 36-2908, Family Care Plans  
 AFI 36-3026(I), ID Cards for Members of the Uniformed Services, Their Family Members and Other Eligible Personnel  
 AFI 36-3208, Administrative Separation of Airmen  
 AFMAN 37-139, Records Disposition Schedule  
 AFDIR 37-144, Air Force Privacy Act Systems of Records Notices  
 AFI 41-115, Authorized Health Care and Health Care Benefits in the Military Health Services Systems (MHSS)  
 AFI 44-121, Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program  
 AFI 48-123, Medical Examination and Standards  
 AFI 51-501, Tort Claims  
 AETCI 36-2002, Recruiting Procedures for the Air Force  
 AFOATSI 24-101, AFROTC Transportation Procedures  
 AFOATSI 36-2014, AFROTC Enrollment and Relation with Host/Nonhost Instruction, Cross-town, and Consortium Institutions  
 AFOATSI 36-2007, AFROTC Weight and Fitness Programs  
 AFOATSI 36-2010, AFROTC Field Training Program  
 AFOATSI 36-2012, AFROTC Professional Development Training Programs  
 AFOATSI 36-2013, AFROTC POC, Pilot and Navigator Allocations Management  
 AFOATSI 36-2017, AFROTC College Program  
 AFOATSI 36-2018, AFROTC Special Actions Program  
 AFOATSI 36-2019, AFROTC Scholarship Programs  
 AFOATSI 65-101, AFROTC Financial Management – Cadet Program

**Supporting Forms**

AF Form 10, Unit Personnel Record Group  
 AF Form 56, Application & Evaluation for Training Leading to a Commission in the United States Air Force  
 AF Form 883, Privacy Act Statement - US Air Force Application Record

AF Form 1056, Air Force Reserve Officer Training Corps Contract  
 AF Form 1256, Certificate of Training  
 AF Form 2030, USAF Drug and Alcohol Abuse Certificate  
 AF Form 3010, USAF Statement of Understanding for Dependent Care Responsibility  
 DD Form 2, Armed Forces of the United States Geneva Convention Identification Card (Red Reserve ID Card)  
 DD Form 4, Enlistment/Reenlistment Document – Armed Forces of the United States  
 DD Form 93, Emergency Data Card  
 DD Form 214, Certificate of Release or Discharge from Active Duty  
 DD Form 368, Request for Discharge or Clearance from Reserve Component  
 DD Form 785, Record of Disenrollment from Officer Candidate – Type Training  
 DD Form 1172, Application for Uniformed Services Identification Card DEERS Enrollment  
 DD Form 2005, Privacy Act Statement-Health Care Records  
 DD Form 2351, DOD Medical Examination Review Board (DODMERB) Report of Medical Examination  
 DD Form 2370, DOD Medical Examination Review Board (DODMERB) Three Day Blood Pressure and Pulse Check  
 DD Form 2480, DOD Medical Examination Review Board (DODMERB) Report of Dental Examination  
 DD Form 2492, DOD Medical Examination Review Board (DODMERB) Report of Medical History  
 DD Form 2807-1, Report of Medical History  
 DD Form 2807-2, Medical Prescreen of Medical History Report  
 DD Form 2808, Report of Medical Examination  
 SF 86, National Security Positions  
 SF 88, Report of Medical Examination  
 SF Form 93, Report of Medical History  
 SF 507, Medical Record - Report on \_\_\_\_\_ or continuation of SF \_\_\_\_  
 SF 513, Medical Record - Consultation Sheet  
 SF 520, Clinical Record Electrocardiographic Record  
 SF 1034, Public Voucher for Purchases and Services Other Than Personal  
 DJFD-258, FBI Applicant Fingerprint Card  
 AFOATS Form 4, Affidavit Civil Involvement  
 AFOATS Form 14, Law Enforcement Inquiry  
 AFOATS Form 16, AFROTC Cadet Counseling Record  
 AFOATS Form 20, Application for AFROTC Membership  
 AFOATS Form 22, Cadet Personnel Action Request  
 AFOATS Form 35, Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials  
 AFOATS Form 46, Transmittal of AFROTC Physical Examination  
 AFOATS Form 48, Planned Academic Program  
 AFOATS Form 53, Academic Information  
 AFOATS Form 63, AFROTC Membership Action Checklist  
 AFOATS Form 111, Student Status Statement of Understanding  
 AFOATS Form 310, AFJROTC Certificate of Completion  
 AFOATS Form 500, Restrictions on Personal Conduct in the Armed Forces  
 AFOATS Forms 704, Academic Performance Inquiry  
 AFOATS Form 708, Field Training Performance Report

## **Abbreviations and Acronyms**

**ACT** - American College Testing  
**ADSC** - Active Duty Service Commitment  
**AECP** – Airman Education Commissioning Program  
**AFIT** – Air Force Institute of Technology  
**AFJROTC** – Air Force Junior Reserve Officer Training Corps  
**AFOATS** – Air Force Officer Accession and Training Schools  
**AFOQT** – Air Force Officer Qualifying Test  
**AFPC** – Air Force Personnel Center  
**AFROTC** – Air Force Reserve Officer Training Corps  
**AFSC** – Air Force Specialty Code  
**ANGUS** – Air National Guard of the Uniformed Services  
**APAS** – Assistant Professor of Aerospace Studies  
**APP** – AFOATS Pilot Project  
**AROTC** – Army Reserve Officer Training Corps  
**ARSMOD** - Adaptability Rating for Space and Missile Operations Crew Duty  
**AS** – Aerospace Studies  
**ASCP** – Airman Scholarship Commissioning Program  
**ATC** – Air Traffic Control  
**ATP** - Advanced Training Program  
**AY** – Academic Year  
**BA** – Baccalaureate of Arts  
**BAT** – Blood and Alcohol Test  
**BFM** – Body Fat Measurement  
**BS** – Baccalaureate of Science  
**BSC** – Biomedical Sciences Corps  
**CAP** - Civil Air Patrol  
**CLS** - Commander’s Leadership Scholarship  
**CO** – Conscientious Objector  
**CSP** – College Scholarship Program  
**DG** – Distinguished Graduate  
**DIEMS** - Date Initial Entry Military Service  
**DLI** - Defense Language Institute  
**DOB** – Date of Birth  
**DOC** – Date of Commissioning  
**DODMERB** - Department of Defense Medical Examination Review Board  
**DOG** – Date of Graduation  
**DSS** - Defense Security Service  
**EAD** – Extended Active Duty  
**ECL** - English Comprehension Level  
**ECP** – Enlisted Commissioning Program  
**EOT** - Equal Opportunity and Treatment  
**EPSQ** - Electronic Personnel Security Questionnaire  
**ERP** - Early Release Program  
**FAA** - Federal Aviation Administration

**FICE** - Federal Institution Code  
**FT** – Field Training  
**FTMARS** - Failure to Maintain Academic Retention Standards  
**FY** – Fiscal Year  
**GLP** – Graduate Law Program  
**GMC** – General Military Course  
**GMCI** – General Military Course Incentive  
**GPA** - Grade Point Average  
**HBCU** – Historically Black Colleges and Universities  
**HIV** – Human Immuno Deficiency  
**HS** – High School  
**IAW** – In Accordance With  
**IO** - Investigating Officer  
**JA** – Judge Advocate  
**JFTR** – Joint Federal Travel Regulation  
**LLAB** - Leadership Laboratory  
**LON** – Letter of Notification  
**MAW** – Maximum Allowable Weight  
**MEPS** - Military Entrance Processing Station  
**MPF** - Military Personnel Flight  
**MSO** – Military Service Obligation  
**MTF** – Military Treatment Facility  
**NA** – Not Applicable  
**NACLC** - National Agency Check, Local Agency Check, and Credit Check  
**NET** – No Earlier Than  
**NLT** – No Later Than  
**NROTC** – Navy Reserve Officer Training Corps  
**OPI** – Oral Proficiency Interview  
**OPR** – Office of Primary Responsibility  
**ORS** - Obligated Reserve Section  
**OSD** - Office of the Secretary of Defense  
**OTS** – Officer Training School  
**PAS** – Professor of Aerospace Studies  
**PDT** - Professional Development Training  
**PFT** – Physical Fitness Test  
**PMS** – Professor of Military Science  
**PMT** - Professional Military Training  
**PNA** – Period of Nonattendance  
**PNQ** – Potential Navigator Qualified  
**PNS** – Professor of Naval Science  
**POC** – Professional Officer Course  
**POCI** – Professional Officer Course Incentive  
**PPQ** - Potential Pilot Qualified  
**PSP** – Professional Officer Course Selection Program  
**RAT** – Reading Aloud Test  
**RDA** – Regional Director of Admissions  
**RE** – Reenlistment Eligibility

**ROI** – Report of Investigation  
**RON** – Receipt of Notification  
**ROTC** – Reserve Officer Training Corps  
**SAF** – Secretary of the Air Force  
**SAP** - Scholarship Actions Program  
**SAT** - Scholastic Aptitude Test  
**SBTPEN** - State Board Test Pool Examination in Nursing  
**SE** – Self-Explanatory  
**SMOD** - Space/Missile Operations Duty  
**SOAR** - Scholarships for Outstanding Airmen to ROTC  
**SSB** - Special Separation Benefit  
**SSN** – Social Security Number  
**UFT** - Undergraduate Flying Training  
**UPRG** – Unit Personnel Records Group  
**UCMJ** - Uniform Code of Military Justice  
**USAFA** – United States Air Force Academy  
**USAFR** – United States Air Force Reserves  
**USPHS** - United States Public Health Service  
**USUHS** - Uniformed Services University of Health Sciences  
**USC** – United States Code  
**VA** - Veterans Administration  
**VSI** - Voluntary Separation Incentive  
**YR** – Year

### **Terms Explained**

**Academic Term.** A semester, trimester, quarter, or other comparable unit of an academic year.

**Academic Year (AY).** Consists of two semesters, three quarters, or the equivalent combination of other academic terms.

**Aerospace Studies (AS).** The official designation of the Air Force Reserve Officer Training Corps (AFROTC) program of instruction.

**AFROTC Graduate.** A contract cadet who successfully completes the academic and military requirements of the AFROTC Professional Officer Course, including prescribed field training, and is awarded at least a baccalaureate degree.

**Airman Scholarship Commissioning Program (ASCP).** A program that awards AFROTC scholarships to airmen on active duty and provides for their discharge from active duty to enter the AFROTC program under scholarship.

**AS 100 Cadets.** Contract (scholarship) or non-contract (nonscholarship) cadets enrolled in the first (freshman) aerospace studies course and LLAB. They remain AS 100 cadets until disenrolled (contract only), dismissed from LLAB (non-contract only), dropped (non-contract), or entered into the AS 200 course.

**AS 200 Cadets.** Contract (scholarship) or non-contract (nonscholarship) cadets in the second (sophomore) aerospace studies course and LLAB. They remain AS 200 cadets until disenrolled

(contract only), dismissed from LLAB (non-contract only), dropped (non-contract), or entered into the POC.

**AS 300 Cadets.** Scholarship or nonscholarship 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 aerospace studies course and are participating in LLAB. They remain AS 300 cadets until disenrolled (contract only), dismissed (pursuing only), or entered into the AS 400 class.

**AS 400 Cadets.** Scholarship or nonscholarship 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 aerospace studies course and are participating in LLAB. They remain AS 400 cadets until disenrolled, commissioned, or entered into completed cadet status.

**AS 500 Cadets.** Contract (scholarship) or non-contract (nonscholarship) cadets dual enrolled in the first (freshman) and second (sophomore) aerospace studies courses, simultaneously. These cadets must meet ALL LLAB objectives for both courses. When determining overall cadet enrollment in the corps, count dual enrolled GMC cadets (AS500) as AS200 cadets. A cadet remains an AS500 until disenrolled (contract only), dismissed from LLAB (non-contract only), 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.

**AS 600 Cadets.** Scholarship or nonscholarship cadets on contract with AFROTC who, with approval of HQ AFROTC ONLY, are dual enrolled in the POC and are attending the third (junior) and fourth (senior) years of aerospace studies courses, simultaneously. These approved cadets must meet ALL LLAB objectives for both courses. When determining overall cadet enrollment in the corps, count dual enrolled POC cadets (AS600) as AS400 cadets. They remain AS600 cadets until disenrolled, discontinued from one of the classes and no longer dual enrolled in the POC, commissioned, or entered into completed cadet status.

**AS 700 Cadets.** Contract cadet who has completed all AS class and Leadership Lab requirements but has not graduated. No funds involved.

**AS 800 Cadets.** Same as AS 700 cadet but still receiving additional scholarship entitlements and/or subsistence.

**AS 900 Cadets.** Non-contract (nonscholarship) cadets who have either completed the GMC and did not compete for POC selection the previous year or are preparing for membership in the POC. These cadets may participate in LLAB. They remain AS 900 cadets until dropped or entered into the POC.

**Non-US Citizen Student.** A foreign national eligible to participate in the AFROTC program under the provisions of 10 U.S.C. 2103(b) and AFI 36-2012.

**Applicant.** An individual who makes written application for membership in the General Military Course (GMC), Professional Officer Course (POC), or College Scholarship Program (CSP).

**Cadet.** A student who meets all applicable eligibility requirements and is admitted to membership in the GMC or POC. To remain a cadet, the individual must maintain prescribed retention standards.

**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 (officer candidate); P (pilot); N (navigator); Q (nurse); R (prehealth); J (physical therapy); U (pharmacy); H (physician assistant); T (occupational therapy); and L (lawyer).

**Completed Cadets.** Contract cadets who have successfully completed all aerospace studies academic requirements and all LLAB training requirements, including Field Training (FT), but who have not completed institutional degree requirements. Completed cadets may continue to attend and actively participate in LLAB at the discretion of the Commandant of Cadets (COC). (They remain completed cadets until disenrolled or commissioned.) Completed cadets must continue to meet all retention standards to include PFT, height, weight, and BFM.

**Concurrent Enrollment.** Simultaneous enrollment in two courses of the GMC or POC. (NOTE: Concurrent enrollment in a GMC **and** a POC class is not authorized.)

**Conditional Event.** A result of a contract cadet who fails to maintain academic or military retention standards. Cadets receiving a conditional are counseled in writing of the deficiency that resulted in the conditional.

**Consortium Arrangement.** An agreement which two or more colleges or universities make for their mutual benefit to permit cross enrollment of their students. AFROTC, as a department of a consortium school, shares as a beneficiary of the consortium agreement and can enroll students from any consortium nonhost institution without a cross-town agreement provided the nonhost institution is an accredited baccalaureate degree-granting or 2-year nonbaccalaureate degree-granting institution. The nonhost institution agrees to grant appropriate academic credit applicable toward graduation for the successful completion of courses offered by the Department of the Aerospace Studies.

**Contract Cadet.** An AFROTC cadet who has executed an AF Form 1056, Air Force Reserve Officer Training Corps Contract, enlisted in the United States Air Force Reserve [Obligated Reserve Section (ORS)] under the provisions of 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 nonhost institution that either is accredited and grants bachelors degrees or is a 2-year institution not authorized to grant bachelors degrees. The agreement permits students from the nonhost institution to enroll in the AFROTC program conducted by the host institution.

**Family Member Eligibility Determination.** A determination the AFROTC Unit Commander makes when the applicant is single, married to a military member, or has a common-law spouse, and awarded legal custody of family members to another person or family members have been adopted by another person. If awarded legal custody of family members to another person or if the family members have been adopted, the applicant can be determined not to have, and therefore, eligible to apply for commissioning based on restrictions.

**Disenrollment.** The elimination of a contract GMC or POC cadet from program membership.

**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 program. Individuals may be eligible for the POCI.

**Enrollment.** Admission of students into AS courses that entitles them to neither AFROTC membership nor subsistence allowance.

**Four-Year Program.** The GMC and POC (includes 4 years of AS classroom instruction, attended or accredited, LLAB and a standard encampment).

**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. This is **not** a requirement for non-contract/nonscholarship cadets/students; to include the term prior to enlistment

**General Military Course (GMC).** The first and second years of the 4-year program consisting of AS 100 and AS 200.

**Good Academic Standing.** Academic performance for any particular point in time 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 or attending university.

**Involvement.** Any offense, violation of law or ordinance, or any other incident causing involvement with civil, military, or school authorities, regardless of final disposition.

**Member.** A student who meets all applicable eligibility requirements and is admitted to membership in the GMC, POC, or on scholarship. To remain a member, the individual must maintain prescribed retention standards.

**Nonattendance.** A period (other than an institutional vacation period) in which a contract cadet not in completed status is excused from attending AS courses and LLAB.

**Obligated Reserve Section (ORS).** The reserve element against which AFROTC cadets are assigned.

**Professional Officer Course (POC).** Normally, the third and fourth years of the 4-year program or the first and second year of the 2-year program consisting of AS 300 and AS 400 as prescribed under 10 U.S.C. 2104.

**Pursuing Student Status.** Any applicant who has an enrollment allocation, 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.

**Scholarships for Outstanding Airmen to ROTC (SOAR).** A program that allows MAJCOM, FOA, and DRU commanders to select or nominate active duty airmen for AFROTC scholarships and provides for their discharge from active duty to enter the AFROTC program under scholarship.

**Special Student Status.** An individual, without an enrollment allocation, who wishes to enroll in an AS course as a nonmember, or who is ineligible for AFROTC membership and may participate in AS classes and LLAB.

**Two-Year Program.** A program consisting of an extended encampment, the POC, and LLAB.

**Transcript.** A school-prepared cumulative record of an individual's academic performance. Such records need not contain the official seal, embossment, signature of the institutional registrar, or comparable authentication, unless otherwise specified in this instruction.

**A2.1. Preparation:**

A2.1.1. This briefing is a guide only. It is **not** a briefing to simply read point by point. It can and should be modified by units to reflect **their** individual students and be as "upbeat" as they feel is justified and effective. However, **all** points of the multiple and complex forms must be covered, even if negative (such as subject to worldwide, remote duty regardless of family member or marital status), since these are the directed DOD, Air Force, AFROTC, and individual enlistment and retention standards, obligations, and conditions. The purpose of the briefing is not to recruit but to ensure complete understanding and, if candidates are unable to accept, **preclude** enlistment. Anything less might conceivably be construed as enlistment fraud.

A2.1.2. If required, ensure applicant's accreditation of time spent as a special student before enlistment is granted.

A2.1.3. Provide applicants with copies of the forms that pertain to their membership in AFROTC as contract cadets that are mentioned during the briefing. Instruct them to review the entries on the forms for accuracy and have them refer to Social Security cards to ensure the respective numbers are correct.

A2.1.4. Advise applicants to question any portion of the briefing they do not understand.

A2.1.5. Advise applicants that after the briefing and before enlistment, a break is taken to permit them to ask questions of a private nature.

**A2.2. Briefing:**

A2.2.1. General Information:

A2.2.1.1. Report to this unit any changes in personal data that occur after completion of these forms or during membership (for example, change of name, permanent or temporary address or telephone number, marital status, number of family members, etc.).

A2.2.1.2. Once an entry physical is administered, report to this unit any change in physical condition (for example, pregnancy, change in eyesight, any illness or injury, any surgery, etc.). Also, weight or body fat must be maintained within prescribed limits for continued membership.

A2.2.1.3. Review appearance standards and uniform wear requirements. No one is enlisted who fails to meet these standards.

A2.2.1.4. Outline classroom and LLAB attendance requirements.

A2.2.1.5. Review unit policies, procedures, and cadet responsibilities.

A2.2.1.6. Advise that scholarship or POC membership does not confer military status upon cadets. Although they are enlisted in the ORS, they are regarded as civilians and are not subject to the provisions of the Uniform Code of Military Justice (UCMJ) (reference AFOATSI 36-2011, AFOATSI 36-2019; and UCMJ, Articles 1(6) and 2(a)). (NOTE: If involuntarily called to EAD in enlisted grade for breach of contract, no new oath is given. HQ AFPC publishes orders calling the cadet to EAD. At this point, the cadet becomes an active duty member subject to the UCMJ based on the original oath of enlistment into the ORS.)

A2.2.1.7. Advise that there is no guarantee of approval of an educational or administrative delay following commissioning to permit an AFROTC graduate to pursue graduate study.

A2.2.1.8. Advise that there is no guarantee as to the career field an AFROTC graduate is assigned to when called to active duty with the exception of individuals categorized in an approved health profession or law. Pilots and navigators will attend flying school. In all other assignments, the needs of the service will determine the individual utilization. Emphasize that the cadet's academic discipline is considered in making assignments, but does not guarantee a career field that will specifically utilize the degree.

A2.2.1.9. Advise that applicants who possess a graduate degree when commissioned, with the exception of GLP and other non-line categorized graduates, are not guaranteed an assignment in or related to any academic discipline.

A2.2.1.10. Advise that applicants who are studying law or other non-line programs following commissioning on an educational delay must complete a statement indicating they understand that completion of licensing requirements in no way constitutes a guarantee of assignment to judge advocate duties.

A2.2.1.11. Advise that should it be discovered an individual was not qualified for membership and was erroneously enlisted, the cadet is disenrolled from AFROTC and discharged from the Air Force Reserve unless the condition has been corrected or a waiver can be obtained.

A2.2.1.12. Advise that if it is discovered an individual willfully falsified or concealed information that may be disqualifying from membership and it is determined that the person fraudulently enlisted, the cadet could be subject to civil legal action resulting in a fine of \$10,000 or imprisonment of not more than 5 years, or both, under Title 18, U.S.C. Amended, Section 1001.

A2.2.1.13. Advise that while participating in field training, and enroute to and returning from field training, or while engaged in a flight or in flight instruction as a part of the AFROTC program, the cadet may be covered by programs that provide medical treatment and disability and death benefits. Because the circumstances of each individual case at the time determine the type and extent of coverage, no attempt should be made during the briefing to discuss these programs in detail (reference AFOATSI 36-2017; DOD Pay Manual, part I; AFI 51-501, *Tort Claims*; AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services Systems (MHSS)*; and AFI 34-501, *Mortuary Affairs Program*).

A2.2.1.14. Advise that even though a cadet has been awarded a 4- or 3-year scholarship, it **does not** guarantee an enrollment allocation in the POC and scholarship cadets must compete along with other applicants for each enrollment allocation.

A2.2.1.15. Advise that future Air Force duty may involve worldwide assignment, combat duty, remote tours, or association with nuclear weapons systems, regardless of dependency status; for example, cadet married to civilian, unmarried cadet with children, etc. If this is unacceptable to the student, they should be denied membership since it is a commitment they freely enter into by signing the AF Form 1056.

A2.2.1.16. Advise that all performance as a cadet and student is evaluated in determining consideration as an AFROTC distinguished graduate (DG).

A2.2.1.17. Advise 3- and 4-year scholarship students that they must meet AFOQT criteria prior to the start of their AS 200 year. Failure to qualify on the AFOQT will result in the loss of their scholarship. They must test during the first academic term so if they receive disqualifying scores they may be retested before the AS 200 year.

A2.2.1.18. Scholarship recipients must be accepted by the appropriate department in their scholarship academic major as soon as the college allows students to declare an academic major and be accepted by a department.

A2.2.2. Retention Standards. Cadets who fail to maintain the standards prescribed for AFROTC membership (academic standing, character, discipline, medical, etc.) are subject to the following, unless a waiver of the deficiency is approved by appropriate authority.

A2.2.2.1. Conditional Event: This is provided to a student on contract when a deficiency prevents them from meeting prescribed eligibility or retention standards.

A2.2.2.1.1. POC nonscholarship cadets receiving a conditional are normally allowed retention in the AFROTC program. A deficiency requiring a fourth conditional will normally result in disenrollment unless the additional conditional is approved by AFROTC.

A2.2.2.1.2. Scholarship cadets who fail to maintain retention standards may have their scholarship terminated, suspended (not paid) for a term or more, or may be given a conditional depending upon the severity of their deficiency according to AFOATSI 36-2019. A fourth failure of retention standards can be authorized only by HQ AFROTC and then only if the unit commander believes the request is warranted. Tuition for the fourth term however, is not obligated pending headquarters review. If the scholarship of a POC cadet is terminated, the cadet may be retained on contract provided the cadet maintains retention standards required for POC membership.

A2.2.2.2. Disenrollment. Cadets who are disenrolled sever membership in AFROTC and may be discharged from the ORS. However, if disenrolled for reasons stated in part I, paragraph 10, of the AF Form 1056, they are subject to involuntary call to active duty in their enlisted grade or subject to recoupment of scholarship funds. For each cadet disenrolled, a DD Form 785 will be prepared containing a recommendation for or against future officer training. Once prepared, the DD Form 785 becomes a permanent record retained by the Air Force.

A2.2.2.3. Enlisted Commissioning Program cadets. If selected for an AFROTC scholarship under the provisions of AFI 36-2013, Officer Training Schools (OTS) and Airman Commissioning Programs, and are separated early from active duty to accept an AFROTC scholarship and the cadet's scholarship is terminated for any reason, the cadet will not be relieved of their Air Force or AFROTC obligations. Upon scholarship termination, program continuation is at the discretion of HQ AFROTC. If disenrolled as a freshman, the cadet's service commitment will be equivalent to the time not served on original enlistment contract when separated to accept an AFROTC scholarship. If the cadet's service commitment is less than one (1) year at the time of release to enter AFROTC, the cadet will be discharged and will not be called to EAD unless requested by cadet through HQ AFROTC. Cadets disenrolled after their freshman year may either be returned to active duty in an enlisted status for a period of two (2) years or subject to recoupment of scholarship monies expended. If selected for an allocation into the Professional Officer Corps under the provisions of AFI 36-2013 and are separated early from active duty to accept an allocation; and then later disenrolled, may be returned to active duty in an enlisted status for a period of two (2) years.

A2.2.3. Academic Requirements. Each cadet is expected to maintain academic standards. (Failure to do so could result in the receipt of a conditional, scholarship termination, and/or disenrollment.) Each cadet must:

A2.2.3.1. Be enrolled as a full-time student.

A2.2.3.2. Meet the school's prescribed standard for good standing; for example: term GPA, cumulative GPA, progress toward meeting graduation requirements.

A2.2.3.3. Not receive one or more final grades of "F" or its equivalent during a term.

A2.2.3.4. Complete each aerospace studies course and LLAB (or accredited) with a grade of "C-" or better (when LLAB is graded on a Pass/Fail system; cadets must receive a passing grade).

A2.2.3.5. Successfully complete applicable scholarship requirements (AFOATSI 36-2019).

A2.2.3.6. Maintain a term GPA of 2.0 on a 4.0 scale (scholarship cadets refer to AFOATSI 36-2019). Additionally, the cadet must meet any GPA requirements for their academic major.

A2.2.4. Recertification Requirements:

A2.2.4.1. AFOATS Form 48, Planned Academic Program (or equivalent). During each term, each cadet's academic program and progress toward their degree is reviewed. The academic plan is used to record this review. The cadet signs the form and has primary responsibility for its accuracy.

A2.2.4.2. AFOATS Form 35, Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials. Every cadet is required to report each involvement, regardless of seeming insignificance, to the AFROTC unit. Unless an exception is prescribed, the involvement is recorded on the cadet's AFOATS Form 35 and the cadet is evaluated for continued membership. Excessive or serious involvements can result in disenrollment. If an NACLC or other source reveals an involvement was not reported, the cadet is subject to disenrollment. Involvements must be reported within 72 hours of the occurrence when school is in session or within 72 hours after return to school from a vacation period, FT attendance, or other absence from the campus.

A2.2.5. Scholarship Restrictions:

A2.2.5.1. Monetary. Scholarship applicants must be advised that scholarship monies may **not** be used to defray the costs of the programs or services listed below:

A2.2.5.1.1. The Defense Appropriations Act restricts payment of tuition and fees for secretarial and legal training.

A2.2.5.1.2. Course overloads resulting from courses not required for a degree or those resulting from failures, incompletes, withdrawals, etc; or changes in academic major and interinstitutional transfers made at the discretion of the individual. Exceptions to this policy are for:

A2.2.5.1.2.1. Overloads required as a result of changes in curriculum made by the institution subsequent to the approval of a degree plan.

A2.2.5.1.2.2. Institutional transfers for the purpose of initial scholarship activation.

A2.2.5.1.2.3. Scholarship continuation resulting from unit inactivation.

A2.2.5.1.2.4. Those courses required to be completed because of injury or illnesses which prevent a cadet from completing scheduled courses, provided the reason for the absence was approved by institutional authorities and the unit commander.

A2.2.5.1.3. Flying courses, even if completion of these courses is a specified degree requirement.

A2.2.5.1.4. Remedial courses or repeated courses taken to make up a deficiency (when host institution bills by the individual unit or course).

A2.2.5.1.5. Non-traditional type courses or other nonresident courses that exceed the three (3) authorized per year unless approved by HQ AFROTC/RRFP.

A2.2.5.1.6. Penalties or fines for late registration or makeup examinations over and above which would have been incurred through normal enrollment at scholarship member's host institution.

A2.2.5.2. General. Scholarship applicants must also be advised that:

A2.2.5.2.1. Scholarship selection was based upon their status at the time of nomination and subsequent changes may jeopardize their scholarship or continuance in the AFROTC program.

A2.2.5.2.2. Designees are not enlisted until appearance, dress, and grooming standards are met. Where there is evident lack of motivation, suitability for military training, or other sufficient reasons to question a designee's entry into the AFROTC program as a scholarship recipient, the unit commander is authorized to withhold the scholarship.

A2.2.6. The AF Form 1056 is the basic document governing membership in the AFROTC program. It becomes effective the date of enlistment in the ORS. It prescribes the terms of membership and obligations contracted by both the cadet and the Air Force. Even though it repeats items previously addressed, it must be explained in detail to **ensure** the cadets clearly understand the obligations they will assume. The key elements of the contract discussed below correspond to the paragraphs on the AF Form 1056.

A2.2.6.1. Part I:

A2.2.6.1.1. Paragraphs 1 through 7. Self-explanatory.

A2.2.6.1.2. Paragraph 8. All cadets are enlisted in the ORS at the present time. The time spent in the ORS as a cadet is not creditable towards active duty pay, active duty military retirement, longevity, etc., **once commissioned**. All AFROTC graduates are appointed as Reserve officers and must receive a baccalaureate (or higher) degree. In addition, distinct AFROTC commissioning requirements can be imposed in addition to normal host academic institution degree requirements.

A2.2.6.1.3. Paragraph 9. Self-explanatory.

A2.2.6.1.4. Paragraphs 10 through 12. Self-explanatory.

A2.2.6.1.5. Paragraph 13a through 13f. Self-explanatory. (Emphasis should be placed on the cadet's responsibility of payment.)

A2.2.6.1.6. Paragraph 13g. For freshman scholarship recipients, ensure they understand they incur an active duty service commitment effective the first day of attendance at AS classes or LLAB in their sophomore year.

A2.2.6.1.7. Paragraphs 13h through 15. Self-explanatory.

A2.2.6.2. Part II:

A2.2.6.2.1. Paragraphs 1 through 3. Self-explanatory.

A2.2.6.2.2. Paragraph 4. Self-explanatory. (Enter the cadet's type of scholarship -- ensure cadet understands difference in Type I, Type II, GMCI, POI, Target, and etc.)

A2.2.6.3. Part III: Self-explanatory.

A2.2.7. Enlistment Contract. Enlistment in the ORS is a prerequisite for POC or scholarship membership. The DD Form 4 is used for this purpose. scholarship, ASCP, SOAR, and POC cadets are

enlisted for 8 years. This enlistment contract is canceled when a cadet is commissioned or disenrolled from AFROTC without call to active duty as an airman. It should be emphasized that a cadet who violates the AF Form 1056 may be involuntarily called to active duty in their enlisted grade for a period of time as specified on the AF Form 1056, or, in the case of ASCP, SOAR, and ERP cadets, for the period of time remaining on their enlistment contract when they separated from active duty:

A2.2.7.1. Two years, if a POC nonscholarship member or POC scholarship member who has not completed the entire AFROTC course of instruction.

A2.2.7.2. Four years, if a POC or scholarship member who has completed the entire AFROTC course of instruction, but declined to accept a commission when offered.

**NOTE: If a cadet is called to active duty in their enlisted grade as explained above, the time spent in the ORS as a member of AFROTC counts toward fulfilling the requirements of the 8-year military service obligation (MSO) enlistment.**

A2.2.8. Service Commitments. All officers commissioned through the AFROTC program (male and female, scholarship and nonscholarship, including those with prior service) incur at least an 8-year commitment (reference AF Form 1056).

A2.2.9. Federal Military Draft Requirements. Draft-eligible applicants who have not registered **are not eligible for ORS enlistment.**

A2.2.9.1. Selective Service Act (50 U.S.C. App 453) states that, "Any person who has been or may hereafter be selected for enrollment or continuance in the senior division, Air Force Reserve Officer Training Corps...shall not be exempt from registration."

A2.2.9.2. Ensure the applicant understands that failure to register could lead to criminal prosecution and subsequently to disenrollment from AFROTC.

A2.2.10. Counseling on Dependent Care Responsibilities. Reference AFI 36-2908,. All present and potential members must be informed of the Air Force policy on the relationship between dependent care responsibilities and the accomplishment of military duties and obligations. Ensure cadets sign necessary dependent statements. (NOTE: A counseling checklist is provided in AFI 36-2908.)

A2.2.11. Veteran's Educational Assistance Act of 1984 (GI Bill). For those individuals coming on active duty 1 July 1985 or later, entry in the new GI Bill program is automatic. Accounting and Finance will initiate a \$100 a month allotment for 12 months **unless an individual formally declines the new GI Bill**. Once the allotment has started, it cannot be stopped. The declination must occur within 14 days of the individual's active duty date. AFROTC scholarship graduates are ineligible for the new GI Bill. For more information on GI Bill eligibility requirements, contact any VA office.

A2.2.12. Requirement to Participate in the Direct Deposit of Pay Program. Advise applicants that in accordance with DOD policy, members are required to receive their pay through direct deposit/electronic funds transfer, unless they obtain a waiver of this requirement from the unit commander. They must acknowledge this requirement by signing a statement of understanding prescribed in AFOATSI 65-101.

**A2.2.13. Below is the Applicant Briefing Item on Separation Policy. All applicants must be briefed on this policy, verbatim, prior to Oath of Enlistment:**

### Applicant Briefing Item on Separation Policy

As military members, you occupy a unique position in society. You represent the military establishment. This special status brings with it the responsibility to uphold and maintain the dignity and high standards of The U.S. Armed Forces at all times and in all places. The Armed Forces must also be ready at all times for worldwide deployment. This fact carries with it the requirement for military units and their members to possess high standards of morale, good order and discipline, and cohesion. As a result, military laws, rules, customs and traditions include restrictions on your personal behavior that may be different from civilian life. Members of the Armed Forces may be involuntarily separated before their enlistment or term of service ends for various reasons established by law and military regulations. Some unacceptable conduct may be grounds for involuntary separation, such as:

You establish a pattern of disciplinary infractions, discreditable involvement with civil or military authorities or you cause dissent, or disrupt or degrade the mission of your unit. This may also include conduct of any nature that would bring discredit on the Armed Forces in the view of the civilian community.

Because of parental responsibilities you are unable to perform your duties satisfactorily or you are unavailable for worldwide assignment or deployment.

You fail to meet the weight control standards.

Although we have not and will not ask you whether you are a heterosexual, a homosexual, or a bisexual, you should be aware that homosexual acts, statements that demonstrate a propensity or intent to engage in homosexual acts, and homosexual marriages or attempted marriages are grounds for discharge from the Armed Forces. This means that if you do one of the following, you could be involuntarily separated before your term of service ends:

- **HOMOSEXUAL ACTS.** You engage in, attempt to engage in, or solicit another to engage in a homosexual act or acts. A "Homosexual Act" means touching a person of your same sex or allowing such a person to touch you for the purpose of satisfying sexual desires. (For example, handholding or kissing, or other physical contact of a sexual nature.)

- **HOMOSEXUAL STATEMENTS.** You make a statement that demonstrates a propensity or intent to engage in homosexual acts. This may include a statement by you that you are a homosexual or bisexual, or words to that effect. It also may include behavior that a reasonable person would believe was intended to convey the statement that you are a homosexual or bisexual.

- **HOMOSEXUAL MARRIAGE.** You marry or attempt to marry a person of your same sex.

You will not necessarily be discharged if you do or say these things solely to end your military service. You may, however, be disciplined.

The Armed Forces do not tolerate harassment or violence against any service member, for any reason.

**Attachment 3**  
**DIRECTORY FOR OBTAINING CONDITIONAL RELEASES FROM THE MARINE CORPS**  
**STANDBY RESERVE**

**1st Marine Corps District:** HQ 1st Marine Corps District  
605 Stewart Ave  
Garden City NY 11530-4703

Area of Jurisdiction: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey (counties of Monmouth, Middlesex, Hunterdon, Morris, Sussex, Somerset, Union, Warren, Essex, Passaic, Bergen, and Hudson)

**4th Marine Corps District:** HQ 4th Marine Corps District  
Building 54, Suite 3  
PO Box 806  
New Cumberland PA 17072-0806

Area of Jurisdiction: Pennsylvania, Delaware, Maryland, West Virginia, Kentucky, Ohio (less counties shown in 9th district), New Jersey, (less counties shown in 1st district), North Carolina (counties of Gates, Pasquotank, Camden, Currituck, Chowan, and Perquimans), District of Columbia, Virginia, Indiana (counties of Dearborn, Ohio, Gibson, Debois, Crawford, Jefferson, Warwick, Posey, Harrison, Switzerland, Pike, Perry, Clark, Spencer, Vanderburgh, and Floyd), permanent addresses situated outside the continental United States or its territorial possessions which are not within a designated Marine Corps District.

**6th Marine Corps District:** HQ 6th Marine Corps District  
PO Box 19201  
Paris Is. SC 29905-9201

Area of Jurisdiction: South Carolina, Georgia, Florida, Alabama, Tennessee, Mississippi, North Carolina (less counties shown in the 4th district).

**9th Marine Corps District:** HQ 9th Marine Corps District  
3805 E 155<sup>th</sup> Street, Bldg 710  
Kansas City MS 64147-1309

Area of Jurisdiction: Michigan, Illinois, Wisconsin, Minnesota, Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas, Colorado, Wyoming, Ohio (counties of Ottawa, Sandusky, Lucas, Wood, Fulton, Henry, Williams, and Defiance), Indiana (less counties shown in the 4th district).

**12th Marine Corps District:** HQ 12th Marine Corps District  
3704 Hochmuth Avenue  
San Diego CA 92140-5191

Area of Jurisdiction: California, Arizona, Utah, Hawaii, Alaska, Montana, Oregon, and Washington.

**Attachment 4**

**INTERIM CHANGE 2003-1**

IC 03-1 to AFOATSI 36-2011, Administration of Senior Air Force ROTC Cadets

23 October 2003

**SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 03-1 and rescinds the authority to allow the detachment commander to waive the third conditional event for any cadet within 12 months of commissioning. A star (★) indicates changed information from the previous edition.

CHANGE: AFOATSI 36-2011 is changed as follows:

Paragraph 2.19. Change line 6, “Upon awarding a cadet a fourth, and any subsequent conditional, submit a waiver to HQ AFROTC/RRFP if requesting an evaluation for continuation; or, investigate for disenrollment.” **To read**, “Upon awarding a cadet a fourth and any subsequent conditional (**third, if the cadet is within 12 months of DOC**), submit a waiver to HQ AFROTC/RRFP if requesting an evaluation for continuation or investigate for disenrollment.”

FOR THE COMMANDER

//Signed//

BARRY S. ABBOTT, Colonel, USAF  
Registrar, Air Force ROTC