



PERSONNEL

**AFROTC ADMINISTRATION OF THE AIRMAN EDUCATION
AND COMMISSIONING PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements AFI 36-2013, Officer Training School and Airman Commissioning Programs, and establishes policies, procedures, and standards for Air Force personnel assigned to the Air Force Reserve Officer Training Corps (AFROTC) as Airman Education and Commissioning Program (AECMP) students. It details how to administer officer trainees enrolled in this program. This instruction applies to all senior units, regions, and AECMP students.

This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code (U.S.C.), Section 8013. Systems of Records notice is pending.

SUMMARY OF CHANGES

This revision clarifies promotion eligibility while an AECMP student (16); adds explanation of what AECMP students do if not attending full time (24.4.2) or during school breaks (31); adds DD Form 785, Record of Disenrollment to the disenrollment package (41.5); adds additional commissioning documents for nursing and physical therapists (45.2); deletes reference to transfer of military records (55); defines authorized and unauthorized tuition and fee entitlements (58/59).

Section A - Organization

1. General. AECMP provides an opportunity for carefully screened, career-minded airmen to complete an undergraduate education in selected academic disciplines, attend Basic Officer Training (BOT) or Commissioned Officer Training (COT), and receive a commission as a second lieutenant in the Air Force as an active duty reserve officer. AECMP students are assigned to AFROTC with duty as a student. The student's primary contact is the AFROTC unit commander, who assists the student in completing a program which satisfies an established United States Air Force (USAF) educational requirement. The unit staff is also available for advice and assistance. **Warning: Personnel who violate the specific prohibition and requirements of this instruction may be prosecuted under the Uniform Code of Military Justice (UCMJ).**

2. Organizational Structure:

2.1. Headquarters Air Force, Force Management Division (HQ USAF/DPXF) determines the degrees AECMP participants may pursue, based on anticipated Air Force needs in coordination HQ AFROTC.

2.2. Air Force Institute of Technology, Education and Counseling (AFIT/RRE), determines admission requirements for the various academic disciplines and issues airmen a memorandum of academic eligibility.

2.2.1. The memorandum of academic eligibility specifies the academic disciplines airmen may pursue based on their age, academic background, and the likelihood for obtaining a commission before age 35.

2.2.2. Gives unqualified airmen guidance on completing academic work necessary to gain entry.

2.3. HQ AFROTC Enlisted Commissioning Section (HQ AFROTC/RRUE):

2.3.1. Reviews applications to ensure applicants meet all program admission and commissioning prerequisites.

2.3.2. Establishes and announces board convening dates.

2.3.3. Selects and notifies board members.

2.3.4. Hosts the AECP selection board.

2.3.5. Ensures proper certification of medical examination reports.

2.3.6. Advises base education services officers (BESO) of program requirements and disciplines as needed.

2.3.7. Places students in civilian institutions commensurate with the student's academic background, Air Force educational requirement, and established directives.

2.3.8. Initiates assignment actions.

2.3.9. Manages AECP student officer accessions and arranges for BOT or COT allocations.

2.4. HQ Air Force Officer Accession and Training Schools (AFOATS) Accounting Section (HQ AFOATS/FMF):

2.4.1. Processes invoices for university tuition payments.

2.4.2. Authorizes payments for textbook reimbursements.

Section B - AFROTC Unit Responsibilities

3. General. The unit commander acts as the personal representative of the AFROTC Commander in all matters pertaining to active duty students assigned to the institution.

4. AFROTC Unit Commander Responsibilities.

4.1. May delegate any portion of this instruction that indicates unit commander responsibilities to another cadre officer.

4.2. Monitors student progress.

4.3. Maintains liaison with students.

4.4. Provides administrative support of students.

4.5. Maintains AECP student records and a personnel information file as required by Air Force instructions.

4.6. Helps the AECP student prepare an AFROTC Form 48, Academic Plan (or equivalent), and provide HQ AFROTC/RRUE with a program completion date, via memorandum, once the academic plan is completed (see paragraph 29).

4.7. Ascertains student's academic performance by conducting term counselings to include reviewing the academic plan for changes in program completion dates.

4.8. Ensures weight checks or body fat measurements are conducted when student is randomly selected, upon reassignment, or as deemed appropriate.

4.9. Ensures AECP students participate in annual aerobics testing.

4.10. Reports the following to HQ AFROTC/RRUE:

4.10.1. When an AECP student is placed on academic probation (see paragraph 35).

4.10.2. Any violation of UCMJ involving AECP students. In addition, report any UCMJ violations to HQ AFOATS/JA.

4.10.3. Any civil involvements (including DWI/DUI) requiring waiver by HQ AFROTC as directed by AFROTCI 36-2011, Administration of Senior Air Force ROTC Cadets. **NOTE:** Civil

involvements prior to entry into AECP were waived by HQ AFROTC.

4.10.3.1. Any incidents occurring while in AECP will be reported on an AFROTC Form 35, Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials and AFROTC Form 4, Affidavit Civil Involvement (if required).

4.10.3.2. The AFROTC unit will request corroboration as directed by AFROTCI 36-2011.

4.10.3.3. Forward a memorandum with waiver recommendation, the AFROTC Form 35, AFROTC Form 4 (if required) and corroboration to HQ AFROTC/RRUE for waiver's required by HQ AFROTC.

4.10.4. Entry of an AECP student into Phase I of the Weight Management Program (WMP) and any unsatisfactory progresses while in the WMP.

4.10.5. Any changes in the student's graduation completion date (see paragraph 29).

4.10.6. Any other significant incidents or situations not specifically covered in this instruction.

4.11. Briefs all new arrivals on local policies and procedures applicable to all active duty assigned (see paragraph 11).

4.12. Ensures each arrival receives initial and annual ancillary training and safety briefings as required.

4.13. Has the AECP students report, in uniform once a week, if practical. The practicality issue will be determined by the unit commander and the student involved. AECP students will not attend AFROTC academic classes and the time spent at the unit will not exceed that of the unit's weekly Leadership Lab. AECP students are encouraged to attend and participate in the weekly Leadership Lab, if that is determined to be in the best interests of the student and the USAF, as determined by the unit commander. Reasons that might preclude this are: time, distance to drive, and academic class schedule conflicts. These will be resolved on a case-by-case basis. The following main objectives will be met:

4.13.1. Ascertain student's academic performance.

4.13.2. Inspect the student in uniform.

4.13.3. Offer assistance in solving any problems the AECP student may be having.

4.13.4. Allow the students to concentrate on completing their academic degree prior to BOT or COT.

4.13.5. In addition to the weekly contact, an academic and personal counseling session will be documented each term.

4.13.6. Any other corps activities or functions (i.e., physical training, flight meetings, Arnold Air Society, base visits, etc.), will be strictly voluntary for AECP students. AFROTC's role is not to "instill" AFROTC academics and military training on these students at the expense of their requirement to graduate.

4.14. Continuously evaluates AECP students for officer potential by using the "whole person" concept. Although academic ability is one factor considered in the evaluation process, it is not the sole determinant of officer potential. Evaluations of an individual's moral and physical attributes are combined with an assessment of their mental alertness. AECP students are active duty airmen and must abide by Air Force directives accordingly. Failure to meet Air Force standards may result in disenrollment. It is very important each AECP student understands this continuous evaluation process and its importance to the successful pursuit of an Air Force commission.

4.15. Makes the most feasible arrangements to allow for telephone access for official duty calls.

4.16. Establishes a sponsorship program as appropriate.

4.17. Prepares AECP students for program conclusion (see section G).

Section C--AECP Student Responsibilities

5. General. AECP students are members of the Air Force and will conduct themselves accordingly. Their actions reflect directly on the image of the Air Force and AFROTC. Individuals who violate this instruction will be subject to adverse administrative and/or disciplinary action. Cases involving military personnel subject to the UCMJ may be handled as a violation of Article 92 of the UCMJ.

6. Dress and Appearance. Students will comply with the dress and grooming provisions of DoD Directive 5500.7, Standards of Conduct; AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, and AFROTC directives. Civilian clothing is normally worn for class attendance. The same standard of neatness required for the uniform is expected. All AECF students will wear the uniform 1 day per week. The unit commander will designate the day for uniform wear. The appropriate uniform will be worn when conducting official business at a military installation or when required by current directives.

7. Uniform Items. When required to wear a uniform, AECF students will wear all prescribed Air Force uniform items with the following exceptions:

7.1. They will wear the rank of AFROTC Cadet/Captain. Either hard board or soft epaulet shoulder insignia must be worn on outer garments.

7.2. They will wear Professional Officer Course (POC) insignia on flight caps with a silver braid.

7.3. They will wear the blue braid on the service coat.

7.4. They are authorized to wear awarded Air Force decorations and ribbons.

7.5. They are not authorized to wear battle dress uniforms (BDUs).

7.6. The initial set of POC insignia and hard and soft shoulder boards will be issued to each AECF student by HQ AFROTC/RRUE. Replacement rank and insignia will be purchased by the AECF students from the uniform custodian at commutation schools or the military uniform custodian at issue-in-kind schools. Custodians at commutation schools will deposit the money into the Unexpended Uniform Commutation Account at the university. Custodians at issue-in-kind schools will collect money back into the Reserve Personnel Appropriation (RPA). The blue braid and flight cap may be purchased at any clothing sales or through the custodian. AECF students are responsible for any alterations. Do not issue any uniform items to AECF students since it is illegal to use RPA funds for AECF students.

8. Academic Integrity. All students are expected to adhere to the highest standards of academic integrity. Students are to pursue their academic

programs without unauthorized assistance and are to give credit to others' words and ideas so as to avoid committing plagiarism.

9. Mobilization and Emergency Instructions. The campus is considered the duty station. Report to the AFROTC unit in the event of mobilization and follow instructions issued by the unit commander.

10. Off-duty Employment. AECF students are full-time students whose task is to complete their programs in the minimum time practicable and are expected to devote full-time to their academic programs. Off-duty employment includes any arrangement by which a student receives payment for their services and must be approved by the unit commander. Off-duty employment is normally not authorized. If authorized, the AECF student must complete an AF Form 3902, Application and Approval for Off-Duty Employment in accordance with DODD5500.7, Standards of Conduct and HQ AFOATS/JA policy.

Section D--General Personnel/Medical/Financial Information

11. Arrival on Campus. Immediately after arrival on campus, the student must report to the unit commander. At that time, the unit commander will provide guidance on the following matters:

11.1. Requirements for reporting to the unit.

11.2. Location of the servicing Financial Support Office (FSO) and Military Personnel Flight (MPF).

11.3. Availability of the local military installations for medical, exchange, and commissary facilities.

11.4. Housing information.

11.5. Accountability and leave procedures.

11.6. Academic responsibilities and procedures.

11.7. Location of faculty advisors and academic offices.

11.8. Official duty, medical, and vicinity travel policy.

12. School of Acceptance. Students who were accepted at more than one school will immediately notify the schools they are not attending to ensure the other schools are not expecting their arrival.

13. Medical Records. Personnel may retain their records until needed for treatment or turn them in to the medical facility they expect to use.

14. Record of Emergency Data (PA), (DD Form 93). The DD Form 93 is the only document used by the Air Force to notify next of kin in cases of serious illness, injury, or death, and to determine beneficiaries of pay and allowances. Changes in emergency data should be reported immediately to the servicing MPF. A copy of the DD Form 93 will be maintained by the AFROTC unit.

15. Performance Reports. AECF students will not receive enlisted evaluation reports.

16. Promotion. AECF students who served in the rank of staff sergeant or higher prior to entering the AECF and who reach the promotion eligibility date for the next higher rank prior to entering school will be considered for promotion along with their contemporaries. If selected, they will be notified by their servicing MPF of their promotion sequence number. Once an AECF student has entered school they are no longer eligible for promotion consideration.

17. Subsistence Allowance. AECF students are authorized a basic allowance for subsistence effective upon arrival at their civilian institution.

18. Required Examinations and Immunizations. Students should be notified by their servicing MPF through their AFROTC unit if they require a dental appointment, physical examination, or immunization. Personal involvement may be necessary to ensure routine exams are scheduled.

19. Precommissioning Physical. See paragraph 45.

20. Billing Procedures for Routine and Emergency Medical Treatment to Include Travel. Students will follow the billing and travel procedures established by the unit commander and the local medical facility.

21. Travel Reimbursement (excluding medical travel). AECF students are authorized to drive vehicles assigned to the AFROTC unit. Each AECF student is required to perform official travel based on the availability of such transportation. If however, the AECF student is only able to schedule appointments when transportation is not available,

they may be eligible to receive reimbursement for official travel. In order to receive reimbursement, the following criteria will be met.

21.1. Any travel performed that will take less than 10 hours and costs under \$25.00 may be approved by the AFROTC unit commander prior to the travel being performed. Forward a completed SF Form 1164, Claim for Reimbursement for Expenditures on Official Business to HQ AFROTC/RRUE after travel has been accomplished for fund certification.

21.2. Any travel performed that will take less than 10 hours and costs over \$25.00 must be approved by HQ AFROTC/RRUE prior to the travel being performed. This can be accomplished via telecon. Forward a completed SF Form 1164 to HQ AFROTC/RRUE after travel has been accomplished for fund certification.

21.3. Any travel performed that will take over 10 hours must be approved by HQ AFROTC/RRUE prior to travel being performed. This travel request must be forwarded to RRUE using a DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel. The DD Form 1610 must include all estimated costs. Please ensure that RRUE has enough time to process the orders and return them to the member before travel is accomplished.

Section E--Academic Program Management

22. AECF Program Lengths. Air Force personnel are enrolled in AECF programs to meet established Air Force educational requirements. AECF students will follow HQ AFROTC guidance and will arrange their programs accordingly. Maximum allowable program lengths have been established by Air Force; however, individual program lengths will vary according to the nature of the program, degree level, and academic background of the student.

22.1. AECF students are allowed a maximum of 36 months to complete their academic program, regardless of discipline, but are expected to graduate in as short a time as possible. Those who do not make satisfactory academic progress or who cannot complete their degree within the 36-month maximum may be disenrolled.

22.2. AECF students will make every effort to complete their academic programs in minimum time. Therefore, they should arrange with their academic advisors to receive academic credit for basic courses

in which they have expertise. This may be accomplished through the College Level Examination Program (CLEP), by completing advanced standing examinations, or by receiving credit for Air Force training programs, and other military experience. The Community College of the Air Force (CCAF) offers another means of validating and crediting such experience.

23. Completion/Termination Date.

23.1. Completion date, also referred to as termination date, graduation date, or availability date, is the exact date of program completion. During the course of the student's program, the official completion, which governs reassignment action, will be determined from the academic plan as approved by the unit commander.

23.2. The student's program completion dates determine when they will be forecast for reassignment and must depart from campus. Therefore, students must keep the unit commander informed of the accuracy of the date which is in the APDS and of any factors which affect this date. The completion date is normally the last day of final examinations of the term during which the student completes all degree requirements.

24. Academic Program Planning. Although the unit commander may occasionally direct certain academic options, course sequences, and major or minor fields, it is the student's academic advisor at the university who assists the student in planning the academic program, before the unit commander approves it. Students should inform their advisor of applicable Air Force policies such as program length and the nature of their most likely follow-on assignment. In addition, the student and advisor should be aware of the following restrictions and guidelines:

24.1. Required and core courses should be scheduled as early as possible.

24.2. Electives and minor course requirements should be scheduled later or as needed to fill term loads to an acceptable level.

24.3. Upon the recommendation of the academic advisor and with the approval of the unit commander, the student may audit courses, or retake courses for which credit has previously been granted. However, such courses will usually be carried in addition to the

minimum course load noted in paragraph 25. **NOTE:** Students will be financially responsible for any such audits or courses retaken if additional cost is incurred.

24.4. All students will schedule at least a full-time academic load unless a specific exception has been granted by the unit commander. (Overloads are not recommended during the first term.) The uses of the word "hour" are references to semester hours. Students at institutions using the quarter hour system must make appropriate conversions (2 semester hours = 3 quarter hours).

24.4.1 Exceptions will be granted for students at institutions with course load restrictions which prevent compliance with this instruction providing the exception is requested by the student via a letter to the unit commander.

24.4.2. Students who have been granted an exception to full-time status must perform duty equivalent to a 40 hour work week at the AFROTC unit or by special project, whichever the unit commander feels is appropriate. (Full time status (12 hours) is equivalent to a 40-hour work week.)

24.5. Elective courses will be selected on the basis of benefit to the student's Air Force career. Courses such as insurance, real estate, investments, typing, music, art, religion, and photography will not be scheduled. Exceptions will be considered by unit commanders when a course fulfills a degree requirement and there is not a more suitable alternative to fulfill the same requirement. Preferable free electives outside an academic major are those which enhance general skills desired of all Air Force members (i.e., foreign language courses) or those which are compatible with a student's academic major.

24.6. Correspondence or extension courses which directly support the required academic program may be scheduled, but you must gain unit commander approval before committing the Air Force to pay for a course. Failure to complete the courses by the projected completion date may result in the student being placed on academic probation. The actual enrollment date and the anticipated completion date of correspondence courses must be clearly indicated on the academic plan. Generally, correspondence courses over 12 months in duration will not be approved.

24.7. Advanced standing examinations are encouraged if they will expedite fulfillment of degree

requirements, especially when the school will not transfer credits for courses completed elsewhere.

24.8. AFROTC courses are not authorized.

24.9. Students must obtain advance approval from their unit commander before enrolling in courses conducted at other than the host university, extension, or other special courses or before taking language or advanced standing examinations for which a fee is charged. Failure to obtain such approval will result in personal liability for the cost involved.

25. Regular Terms. Full time for undergraduate is either 12 semester or quarter hours (or university equivalent). Full time for graduate is equivalent to 9 semester hours.

26. Summer Terms. The definition of a "normal" summer academic load varies from institution to institution. Students are required to use the summer terms as fully as possible in order to keep their program length to a minimum. Unit commanders may reduce loads depending on the student's ability or the difficulty of the scheduled courses; however, students should not register for, or plan, a reduced load, without their unit commander's prior approval. The intent is that students fully utilize the summer term to complete degree requirements in the minimum time and/or enhance their value to the Air Force by taking career-oriented enrichment courses.

27. Pre- and Post-Summer Sessions. At institutions with pre- or post-summer sessions, 2 to 3 hours will be taken each session in addition to the normal summer term loads.

28. School Breaks. During school breaks AECP students are required to perform duty at the AFROTC unit or equivalent as determined by the unit commander. If not performing duty the student must be on leave or pass as defined in AFI 36-3003, Military Leave Program.

29. Preparation of the Academic Plan. The academic plan is used by AFROTC for academic and financial management. The unit commander's approval of the academic plan authorizes the expenditure of government funds under an educational services agreement (ESA) with the institution. Failure to obtain unit commander approval of the education plan may result in disciplinary action.

29.1. The academic plan will cover the entire period required to satisfy degree requirements and will be completed as accurately as possible.

29.2. The initial academic plan should be submitted to the unit commander within 21 days of the term starting date. Students unable to comply with this time requirement must explain the circumstances to the unit commander prior to the suspense date. Contact the AFROTC unit for instructions on how to prepare an academic plan. The AFROTC unit must notify HQ AFROTC/RRUE of the projected graduation date once the academic plan is complete.

30. Changes in Academic Plans. All changes in academic plans must be approved by the unit commander in advance. Whenever any program change is anticipated, students must submit a revised academic plan for unit commander approval. All students must adhere to their current academic plans without deviation. Students who drop, add, or change a course without prior approval of the unit commander may be required to pay for the course. By deviating from an approved course of study, students may be subject to disciplinary action.

31. Grade Reports. Each student is responsible for forwarding grade reports to the unit commander, if required, immediately after the close of each term. Grade reports must include clarification notes whenever incomplete, deferred, or substandard grades are reported. The clarification must specifically identify any impact the grades have upon the student's program and the approach (including a time line) that will be taken to correct deficiencies that may prevent or delay graduation. See paragraph 36 for academic standards.

32. Attendance at Scheduled Classes. AECP students will attend all scheduled classes, regardless of university policy, unless excused by the unit commander. Students must coordinate class absences with the pertinent faculty member prior to contacting the unit commander to be excused from attendance. Classes missed as a result of leave or due to an illness must have prior approval by the unit commander. The unit commander will ensure that each student is briefed on local procedures of accountability. Failure to attend scheduled classes, or failure to comply with local personnel accountability procedures may result in administrative action, disciplinary action, and/or withdrawal from the AECP program.

33. Change of Academic Status Due to University Action. All students will notify their unit commander of any university action which changes their status (for example, probation, advancement to candidacy, or full graduate standing, suspension, reinstatement, etc.) The notification must provide complete details including the reason for action, effect on academic program, date the situation is expected to change (if applicable), and required student action. Students notified of suspension will advise their unit commander within one duty day of their suspension. The unit commander will provide instructions concerning duty requirements.

34. Academic Recognition. Students receiving recognition for outstanding academic achievement or election to membership in honorary fraternities or societies should notify their unit commander. If the recognition includes compensation of monetary value then the student must request permission to accept the compensation via letter to the unit commander. This request must include copies of documents which clearly describe the intent and value of the compensation and a statement from the student indicating how the compensation will be used. In no case will the student accept and use compensation without approval. Students are encouraged to participate in such activities when academic programs permit.

35. Academic Probation. Students failing to meet minimum academic standards will be placed on probation by the unit commander. This action constitutes a warning and failure to improve may result in withdrawal from the AECF program. The student on probation is given extra attention by the unit commander to ensure that every effort is being made to correct the problem. Students are expected to take positive actions to correct the deficiencies and to inform the unit commander regularly of their progress. Students will be removed from probation after deficiencies are corrected.

35.1. Students who do not meet the minimum standards should submit a letter of explanation to their unit commander detailing the reasons and any extenuating circumstances underlying their failure to meet academic standards.

35.2. Students on probation will phone in their mid-term grades. Final grades will be phoned in as soon as they are known, to be followed by an appropriate grade report.

35.3. If a student doesn't make satisfactory progress to cause removal from probationary status after the probationary term, or, if appropriate, following a second nonsuccessive deficient term, the unit commander will notify the student that they will be recommended for disenrollment unless adequate justification for retention is received within 10 calendar days.

35.4. The unit commander will provide HQ AFROTC/RRUE with a recommendation concerning removal or retention of the AECF student. See paragraph 41.

36. Minimum Academic Standards. An AECF student will be placed on probation when:

36.1. Cumulative Grade Point Average (GPA) falls below 2.50 on a 4.0 scale. A cumulative GPA cannot be established until after two terms. (**NOTE:** AECF students who entered prior to Fall 96 are required only to maintain a "C" average or equivalent.)

36.2. Term GPA falls below 2.35 on a 4.0 scale. (**NOTE:** AECF students who entered prior to Fall 96 are required only to maintain a 2.0 term GPA.)

36.3. Placed on academic probation by the institution.

36.4. Receives an "F", "I", or institution equivalent in any course. Including summer school or mini-sessions. Two "Ds" equal one "F".

36.4.1. If the institution awards "WF" (withdrawal, failing), "N" (no pass), "U" (unsatisfactory), or "NP" (no pass) grades, they are considered the equivalent of an "F".

36.4.2. All "I" grades require a determination as to their cause. If the "I" grade is determined to be a result of a student failure to complete academic responsibilities and not a result of extenuating or unplanned circumstances, take the appropriate action. If that is not the case, document the decision and monitor the situation until the final grade is awarded. Documentation in the student's record is required.

36.5. Academic performance, as determined by the unit commander, is substandard, such as deteriorating grades or low grades in core courses.

36.6. Scheduled correspondence courses are not completed in accordance with the academic plan

37. Curtailment. Since reassignment action and campus departure depend upon a student's official completion date, the student should immediately notify the unit commander, by letter or by a revised academic plan, if early program completion is anticipated. Otherwise, reassignment notification and orders publication may be delayed.

38. Extension. Extensions beyond official completion dates should be discussed with the unit commander as early as possible. Most extensions are a HQ AFROTC decision and approval is far less likely when requested late in a program (e.g., during the last term). AFPC career monitors begin reassignment actions as early as 11 months prior to program completion. The later an extension is requested, the more likely it will be denied. A formal request via memorandum will be forwarded to HQ AFROTC/RRUE to include:

38.1. The unit commander's recommendation for approval or disapproval.

38.2. A memorandum from the student explaining the need for the extension.

38.3. A revised academic plan, signed by the student and advisor, showing all courses taken and courses to be taken during the period of extension.

39. Program Change. Since the student is in school to fulfill a specific Air Force educational requirement, requests for program changes from one academic specialty to another will normally not be honored. However, students who can provide exceptional justification for such requests should provide their unit commanders with written requests, supported by full documentation, including a revised academic plan. The request must be submitted to HQ AFROTC/RRUE for approval.

Section F--Disenrollment from AECF

40. General. AFCAT 36-2223, USAF Formal Schools, as supplemented, is the governing directive for any disenrollment action. A student may be disenrolled from AECF for a variety of reasons such as failure to meet institutional academic standards, academic or administrative standards, dismissal or suspension by the institution attended, self-initiated elimination (SIE), lack of officer potential, or by direction of HQ USAF or HQ AFPC. No student will be disenrolled by AFROTC for any reason, including SIE, without the approval of the AFROTC

Commander, who has final authority to remove a student. Disenrollments fall into two categories:

40.1. Any student wishing to voluntarily disenroll (SIE) from AECF should immediately contact their unit commander, who will counsel the student and advise on the required procedure to initiate a disenrollment request. Voluntary disenrollment action, depending on the circumstances, can be prejudicial to future entry into a commissioning program and to career progression in the Air Force.

40.2. The unit commander will make a recommendation to the AFROTC Commandant concerning involuntary removal of AECF students from their programs. The AECF student will be advised of a pending disenrollment and afforded the opportunity to respond to such action.

41. Disenrollment Package. Students removed from AECF for any reason require disenrollment and are issued a DD Form 785, Record of Disenrollment from Officer Candidate-Type Training. Submit disenrollment packages to HQ AFROTC/RRFD for processing as follows:

41.1. Unit commander's recommendation for removal.

41.2. Evidence supporting removal (i.e., transcripts, institutional dismissal/suspension, requests to voluntarily disenroll, documentation of lack of officer potential, medical disqualification, etc.).

41.3. Written notice of removal to the cadet.

41.4. Cadet's written statement or rebuttal of removal

41.5. DD Form 785. See AFROTCI 36-2011, Chapter 6, for instructions on how to complete the DD Form 785.

41.6. Miscellaneous documentation (counselings, statements, etc.) pertaining to removal.

42. Disposition of Disenrolled AECF Students. AECF students who are withdrawn from school are considered "surplus airmen" and will be forecast in accordance with AFI 36-2110, Assignments, immediately after the AFROTC Commandant's approval.

42.1. AECF students are required to forward an AF Form 392, Airman Assignment Preference

Statement, to their servicing MPF when notified of pending disenrollment.

42.2. AECF students promoted to staff sergeant on entering AECF, will be demoted to their former grades according to AFI 36-2503, Administrative Demotion of Airmen (PA).

42.3. During the period between withdrawal and departure from their duty station, disenrolled students will be assigned duties as determined by the unit commander.

Section G--Accession, Program Conclusion, and Departure from School

43. Graduation Ceremony Policy. The student's official completion governs campus departure date. While attending university graduation ceremonies is encouraged, the student will not normally be allowed to remain on campus for the ceremony if there are more than 7 days between the completion of final examinations and the ceremony unless the student takes leave (delay en route to their next assignment). Students will, therefore, ensure that their attendance at the graduation ceremony is not a mandatory requirement for award of a degree.

44. Security Clearance Procedures. AECF students must have at least a SECRET security clearance based upon an Entrance National Agency Check (ENTNAC) prior to their departure for BOT or COT. The AFROTC unit must confirm each AECF student's security clearance level with their servicing MPF upon initial assignment. Contact your servicing security police organization if you determine that the AECF student does not have the appropriate security clearance. Ensure that a security clearance is requested as required by Air Force instructions.

45. AFROTC Form 53, Academic Information. The AFROTC Form 53 must be completed seven months prior to degree completion, in three copies. Reference AFROTCI 36-18, Special Actions, on how to complete the form. Forward the original AFROTC Form 53 to HQ AFROTC/RRUE NLT six months before projected DOG. Maintain one copy of the AFROTC Form 53 in the student's file at the unit. **NOTE:** Date of commissioning (DOC) for students attending BOT will be the scheduled BOT completion date. For nurses, the DOC will be the date the student will be licensed. For physical therapists, the DOC will be the date of program completion.

45.1. In addition to the AFROTC Form 53, attach a current records review listing obtained from your servicing MPF.

45.2. Nursing and physical therapy students must also include:

45.2.1. AF Form 24, Application for Appointment as Reserves of the Air Force or USAF Without Component (no attachments).

45.2.2. On plain bond the following information:

45.2.2.1. Current Mailing Address.

45.2.2.2. Home of Record.

45.2.2.3. Address the member is planning to depart from.

45.2.2.4. Phone number to include area code.

45.2.2.5. List of all dependents, relationship and date of birth.

45.3. If submission deadline cannot be met, notify HQ AFROTC/RRUE the reason for delay and anticipated submission date. Notify HQ AFROTC/RRUE of status every 30 days.

45.4. Upon receipt of the airman's AFROTC Form 53, HQ AFROTC/RRUE will update the Procurement Management Information System (PROMIS) and forward the AFROTC Form 53 to AFPC as a means to officially forecast the AECF student for initial officer assignment. The specific assignment is determined by AFPC or the gaining MAJCOM. At that time, the "shipping" Air Force Specialty Code (AFSC) and Directed Duty Assignment (DDA) will be assigned by AFPC. For nurses and physical therapists see paragraph 49.

46. Commissioning Physical. AECF students must be medically certified for commissioning prior to their departure for BOT or COT. The AFROTC unit must schedule a commissioning physical NLT the eighth month prior to their graduation. The exam is processed as follows:

46.1. The medical examination office will prepare a report of the exam and forward that report to the AFROTC unit.

46.2. The AFROTC unit forwards the exam results to the Air Education and Training Command (AETC) Surgeon General (AETC/SG) (using the guidelines for submission of physicals in AFROTCI 36-2011) for a determination of medical acceptability of the student for commissioning.

46.3. AETC/SG will direct the results of their determination to the AFROTC unit. **NOTE:** If the student is medically disqualified, notify HQ AFROTC/RRUE immediately.

46.4. The AFROTC unit will notify the MPF outbound assignments section via memorandum of the results of the physical. MPFs are not permitted to prepare permanent change of station (PCS) orders until a final determination has been made by AETC/SG.

46.5. The AFROTC unit will forward the original AETC/SG-certified physical to HQ AFROTC/RRUE as soon as possible. The physical will be handcarried to BOT or mailed to AFPC as required.

47. Transcripts and Certificate of Completion:

47.1. Students who graduate at the time they depart school must provide their unit commanders with an official university, raised-seal transcript with degree posted as soon as it is available. The student should arrange with the School Registrar to forward the transcript directly to the AFROTC unit. The transcript enables AFIT to update the student's official Air Force records.

47.2. If degree requirements will be satisfied before departing school, but if the degree will not be awarded until 30 or more days after the student's scheduled departure date, the student must attach a letter signed by the major department head certifying that all degree requirements have been completed and indicating the date the degree will be awarded to an interim transcript.

47.3. Students unable to satisfy degree requirements prior to departing the school, and who intend to graduate in absentia, must arrange for a final transcript with degree posted to be sent to the losing AFROTC unit.

47.4. The AFROTC unit will forward an official, legible copy of each graduate's final college transcript, with appropriate seals, embossments, or authentication, indicating the degree awarded, to

AFIT/RRA, as soon as possible, but not later than 90 days after commissioning. Include in the letter of transmittal the AECF student's name, SSN, and year of birth.

47.5. Official military records at AFPC will not be changed to reflect the award of the degree without an official university transcript with degree posted.

47.6. AECF students must have evidence of degree completion when reporting to BOT or COT. Students will need either an official transcript with degree posted, or, if such is unavailable, an official letter from the registrar, dean, or department chairman at the school certifying degree requirements have been met. Students without a transcript to present upon arrival to BOT or COT, must have the school mail one to 22 TSS/DON, 50 Chennault Circle, Maxwell AFB AL 36116-6416. A letter certifying degree requirements have been completed will permit students to begin BOT or COT, but BOT or COT must have an official transcript prior to commissioning.

48. Line Candidates. All line candidates will attend BOT. To assist in the orderly progress of the reassignment process the following actions must be completed:

48.1. The AECF student must keep the unit commander advised of their precise graduation date since it is the basis for timing of all reassignment actions.

48.2. Approximately 90 days prior to the AECF student's BOT class start date, and with the input from the AFROTC Form 53 provided by the student, HQ AFPC will make their assignment selection known to the student's servicing MPF.

48.3. Upon receipt of an assignment message and proof of medical certification from HQ AETC/SG, the student's servicing MPF will prepare and issue PCS orders. These orders will contain the student's next permanent assignment, BOT class number, reporting dates, and AFSC. This information is firm and cannot be changed without AETC and AFPC approval. These PCS orders will direct TDY enroute for attendance at BOT and authorize relocation of dependents to the new unit of assignment. Dependents are not authorized at BOT. For additional information on the reassignment process, students should contact their servicing MPF.

48.4. BOT information will be provided to AECP students approximately 3 months before DOG. They should become familiar with this information before departure from campus. Ensure an official transcript with degree posted is sent to BOT.

48.5. AECP students will not depart their campus area unless they have valid orders and proof of degree completion (official transcript or letter from their school's registrar). BOT-bound students must strictly comply with reporting dates and times found on their PCS orders. EARLY REPORTING IS NOT AUTHORIZED.

48.6. AECP students attending BOT are permitted to exceed the 90-day storage limitation on household goods. If the TDY to BOT will exceed 90 days, the student should provide documentation and a copy of the orders to the appropriate transportation officer, who will authorize a household goods storage extension.

49. Nursing Candidates. HQ AFROTC/RRUE will forward the AFROTC Form 53, AF Form 24, certified commissioning physical, and address information for nursing candidates to HQ AFPC/DPAMN (Medical Service Officer Management Directorate, Medical Officer Utilization and Education Division) for assignments. These students may contact AFPC at DSN 487-6320 or Commercial: (210) 652-6320 for any specific questions about the nurse transition program.

49.1. Once the nursing student has been licensed, immediately forward a copy of the license and proof of degree completion to HQ AFPC/DPAMN. HQ AFPC/DPAMN will authorize commission and forward assignment instructions. After commissioning send the original AF Form 133, Oath of Office (Military Personnel), to HQ AFPC/DPAMN. Discharge nurse candidates and publish active duty orders, in conjunction with the servicing MPF reassignment instructions from HQ AFPC/DPAMN.

49.2. Although commissioned, nursing AECP students will not receive pay as a second lieutenant until they are discharged from the enlisted corps and brought back on active duty (within 24 hours), normally the first day of travel to COT.

49.3. Until licensing, these students will continue to perform duties as the AFROTC unit commander directs.

49.4. Nurses will attend COT.

50. Physical Therapy Candidates. HQ AFROTC/RRUE will forward the AFROTC Form 53, AF Form 24, certified commissioning physical, and address information sheet for physical therapy candidates to HQ AFPC/DPAMW for accession and assignments. These students may contact AFPC at DSN 487-3821 or Commercial: (210) 652-3821 for any specific questions about Biomedical Science Corps accessions.

50.1. AFROTC units will forward proof of degree completion to HQ AFPC/DPAMW. HQ AFPC/DPAMW will authorize commission at which time the AFROTC unit will complete the AF Form 133 and send the original form to HQ AFPC/DPAMW. Discharge physical therapist candidates and publish active duty orders, in conjunction with the servicing MPF, on receipt of commissioning packages and reassignment instructions from HQ AFPC/DPAMW.

50.2. Although commissioned, physical therapy AECP students will not receive pay as a second lieutenant until they are discharged from the enlisted corps and brought back on active duty (within 24 hours), normally the first day of travel to COT.

50.3. Physical therapists will attend COT as directed.

51. Flying Training. AECP students are not eligible to apply until after commissioning.

52. Assignment Outside CONUS. Students assigned overseas will receive detailed processing instructions from their servicing MPF.

53. Departure Dates. All students departing will comply with the reporting dates specified in their orders. Emergency situations requiring a change in reporting dates must be referred to the servicing MPF through the AFROTC unit commander. Students who desire to remain on station prior to the reporting date will be utilized by the AFROTC unit as directed by the commander.

54. Movement of Dependents and Household Goods. Students proceeding TDY en route to their next duty station are not authorized transportation of dependents or household goods to the TDY station at government expense. However, students assigned in overseas areas where travel of

dependents is prohibited or delayed for 20 weeks or more may move dependents and household goods to a designated location.

55. AFIT Direct Accessions Program. AECF students who are interested in the AFIT Direct Accessions Program may apply under the provisions of AFROTCI 36-2018 Chapter 6.

55.1. Applications must be forwarded through the unit commander to HQ AFROTC/RRUE. After review and if recommended, HQ AFROTC/RRUE will forward the nomination to AFIT/RRE.

55.2. AECF does not have specific quotas and nominations may be submitted at any time during the AECF students senior year.

56. Unused Leave Balance. All positive leave balances for AECF students will be transferred to their new leave accounts after commissioning. Unused leave cannot be turned in for cash payment at the time of commissioning. (See AFM 177-373, Vol II, Joint Uniform Military Pay System (JUMPS) Unit Procedures.)

Section H--Tuition and Textbook Entitlements, Funding and Reporting

57. Tuition and Fees Estimates. Units must forward estimates or actual cost for tuition and fees for each term in the *fiscal year* (1 October - 30 September) to HQ AFOATS/FMF no later than 15 September. For new AECF appointments, send estimates within 5 workdays of notification of the terms to be paid remaining in the fiscal year. Include the following in this estimate letter:

57.1. Name of student.

57.2. SSN.

57.3. Terms. (Name (winter, spring, summer, fall, or pre-session), inclusive dates, and year.)

57.4. Estimated cost of tuition and fees for each term of that specific fiscal year.

58. Authorized Tuition and Fee Entitlements. These are limited to tuition and fees associated with required and elective courses. A required course is a prerequisite for further advancement in the students selected major. An elective course is one required to meet graduation requirements, but where the student

has latitude in actual course selection. AFROTC will pay any fees that are paid by all students for all required and elective courses. For a required course, AFROTC will also pay mandatory institutional fees that are incurred by all students incident to course registration (i.e., laboratory equipment fees for a chemistry course, computer user fees for a computer course, etc.) AFROTC will only pay these fees for an elective course when the elective course is clearly academic in origin (physics, chemistry, speech, foreign language, etc.) and it is not in paragraph 59 and the unit commander determines the course directly contributes to officer development and it is in the best interest of the Air Force to do so. The unit commander's signature on the invoice indicates these conditions have been met, and no other documentation is required. Reimbursement is authorized for tuition and the following fees:

58.1. Registration and matriculation fees.

58.2. Laboratory fees and nonrefundable deposits.

58.3. Costs of special fees, computer time and services.

58.4. The cost of a College Level Examination Program (CLEP) test that replaces a required course if the test is passed and accepted for credit toward degree requirements by the institution. Must be an AECF student at the time of the test.

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

58.5.1. Those required for smooth progress toward degree completion.

58.5.2. Those which result from prerequisite requirements.

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

58.5.4. Courses missed due to an injury or illness. The absence must be approved by the institutional authorities and the unit commander.

58.5.5. Fees for health, student activity, athletic, library, student union, student publication costs, and similar fees required of all students enrolled in the institution. Payment of university health fees is authorized if it is mandatory for all students.

58.5.6. Authorized classes that AFROTC has not paid for previously.

59. Tuition and Fees Not Authorized.

Reimbursement is not authorized to defray costs of the following programs or services:

59.1. Payment for any type of cost associated with flying training.

59.2. Special expenses associated with field trips.

59.3. Expenses for optional projected and personal equipment and supplies.

59.4. Special fees for social activities.

59.5. Courses not required by the catalog as a degree requirement.

59.6. Costs of course overloads resulting from:

59.6.1. Courses not required for a degree.

59.6.2. Failures, incompletes, withdrawals, etc..

59.7. Cost of repeat or remedial courses previously attempted as an AECF student.

59.7.1. If the institution bills by the course or course unit, the student pays for all remedial or repeat courses.

59.7.2. If the institution has a fixed fee for full-time students, the cadet must take enough new classes to equal the minimum load required to attain full-time student status or must pay on a prorated basis for remedial or repeated classes. For example, if at least 12 hours is required to attain full-time student status at a fixed cost of \$2500 per term, the Air Force will pay the full costs for the student who takes 12 hours of new courses and 3 hours of remedial or repeated classes for a total of 15 hours. On the other hand, a student who takes 9 hours of new classes and 6 hours of remedial or repeated classes will receive on 9/12 of the \$2500 fee. The cadet must pay the difference.

59.8. Costs of parking fees.

59.9. Costs incurred obtaining a professional license.

59.10. Costs of immunizations and malpractice insurance, even if required of all nursing and physical therapy students.

59.11. Additional fees associated with a recreational-type elective course (i.e., equipment rental fee for a scuba course, equipment rental fees/lift tickets for a skiing course), even if they are directly billed by the institution.

59.12. Penalties or fines for late registration or makeup examinations over and above which would have been incurred through normal enrollment at the student's host institution.

59.13. Equipment, equipment rental and material costs.

59.14. If uncertain about any fee, the student should consult the unit commander.

60. Graduate Review Examination (GRE).

AFROTC will reimburse AECF students who complete the GRE. Submit an SF Form 1164 with a copy of the receipt to HQ AFROTC/RRUE for payment.

61. Resident Status. Many schools grant reduced or in-state tuition rates to active duty members permanently assigned to an organization within the state. Each AFROTC unit and student should check with the school's registrar to determine resident status. Students who qualify as residents should ensure the bursar is aware of their status and AFROTC is billed accordingly. Students with spouses employed full-time at their schools should also investigate the possibility of being granted resident status, as some universities grant such status to full-time employees and immediate family members.

62. VA Benefits and Air Force Tuition Assistance.

VA regulations specifically prohibit the paying of educational benefits to active duty personnel if the course or courses are paid for, in whole or in part, by the Armed Forces. All active duty students in programs where AFROTC pays the required tuition and fees for that program are, therefore, generally not eligible for either VA benefits or other Air Force tuition assistance. Exceptions to this general rule may exist for certain programs, (e.g., Scholarship and Fellowship students and Educational Delay). However, students are to check with their unit commander prior to accepting

any outside tuition assistance while enrolled in AECP. In general, no AECP student is eligible for Air Force tuition assistance because they are full-time students and, therefore, do not qualify under the terms of this formal program.

63. Other Benefits. Undergraduate students may be eligible for federal Basic Educational Opportunity Grants (BEOG) or similar state-funded programs. Students are encouraged to check with appropriate university financial aid offices to see whether they might be eligible for such supplemental assistance; however, AECP students must inform their university the Air Force is paying all tuition and fees for their programs and providing a quarterly book allowance. If offered any assistance, be certain that it is not credited to the student's tuition account at the university.

64. Reimbursement of Application Fees. Students are authorized reimbursement of one school application fee. Reimbursement will only be made for the school attended; other application fees for schools students applied to, but did not attend, cannot be reimbursed. Ensure this is included on the school's scholarship invoice for reimbursement.

65. Processing Tuition Invoices for Reimbursement. The unit commander is responsible for establishing procedures for verifying and approving institutional invoices for AECP scholarship reimbursement before submitting to HQ AFOATS/FMF for payment. The unit commander is responsible for contacting the appropriate institution officials when invoices are not received for processing within 30 days after the beginning of each term. The unit commander ensures invoices arrive at HQ AFOATS/FMF no later than 45 days after the beginning of each term. The following procedures apply:

65.1. Ensure students are covered by valid written authorization such as PCS orders.

65.2. Ensure no portion of the billing has been previously submitted for payment.

65.3. Ensure charges do not include unauthorized expenses.

65.4. Check to ensure invoice prices agree with rates contained in applicable university publications or correspondence. Verify each line item to ensure proper pricing. Before authorizing payment for out-

of-state tuition, verify the student does not qualify for in-state tuition.

65.5. Ensure the invoice is from the institution where payment is to be mailed. The invoice cannot be from one school with payment to another.

65.6. Ensure a staff member reviews all invoices for AECP students and compares the curriculum or number of credit hours specified on the invoice with the students' planned academic program. In cases where curriculum and credit hour information is not provided, control tuition entitlements by maintaining an updated academic plan and conducting personal interviews with the student. Use this management control to ensure:

65.6.1. AECP students are maintaining full-time student status.

65.6.2. AECP students are following the planned academic program from their academic plan.

65.6.3. Payments are not made for courses unauthorized for tuition entitlements.

65.6.4. Student's in-state or out-of-state tuition rates are accurate and out-of-state tuition rates are not paid for students entitled to in-state tuition rates.

65.6.5. The Correct ESA Number Appears On All invoices..

65.6.6. The invoice is certified for payment by the unit commander by signing the statement at figure 1, annotated on the invoices, as required by AFR 177-102, Commercial Transactions at Base Level. Invoices received by HQ AFOATS/FMF without this statement will be returned to the unit. A stamp with the certification statement may be used.

Services have been rendered in accordance with the contract. Prices have been verified per the contract and AFR 177-102, paragraph 11-3b.

(Signature of Unit Commander)
Typed Name and Rank
AFROTC DET ###/Commander

Figure 1. Certification Statement.

65.7. When the ESA was provided to the university, an example of an invoice was attached. If a school

has not adopted the format of the sample invoice, request they do. This will save processing time for units and speed payments to schools.

65.8. Submit the invoice and the SF 1034, Public Voucher for Purchases and Services Other Than Personal, to HQ AFOATS/FMF. Payee's name and address must appear exactly as indicated on the ESA. The university name must be on the first line.

65.9. Distribute approved invoice and SF 1034 as follows:

65.9.1. Send the original and four copies of the SF 1034 and invoice to HQ AFOATS/FMF. Leave carbons in the SF 1034. **Do not send to the Defense Accounting Office at Maxwell AFB or the Operating Location at Limestone ME.**

65.9.2. Maintain copies for unit files as needed.

65.10. Establish and maintain an accounting record file. Use files as a reference source to verify the billing, or portions of it, that have not previously been paid. Maintain accounting records for 1 full year after member's participation in AECP ends.

66. Textbook Allowance. AECP will receive an annual textbook allowance. Payments are made within 3 months after entering the program for the quarters remaining in the current fiscal year and NLT December for those already active. Students must be enrolled at least 60 days of their first FY quarter in order to receive a textbook payment. Textbook allowance for subsequent quarters will be paid if the student is enrolled in the quarter at least 30 days. These payments are automatic. Checks will be sent to the units for distribution. **NOTE: This is an allowance and is intended to defray book costs; it is not intended to completely reimburse students for these expenses.**

ROBERT C. LEWIS, JR., Lt Col, USAF
Chief, Communications Branch