



-- Compliance with this publication is mandatory --

This instruction prescribes procedures and responsibilities of AFROTC units (detachments and operating locations) in the management of cadet payments of the AFOATS program. It applies to all AFROTC senior units.

SUMMARY OF CHANGES

This revision changes all references to HQ AFOATS/FM and HQ AFOATS/FMP from HQ AFROTC/FM and HQ AFROTC/FMF adds subsistence payments continue during approved academic PNAs; adds units devise a tracking system for performing internal audits; adds flat-rate textbook payments effective for scholarships activated on or after 1 Jul 97; adds cadets not presently enrolled in the Direct-Deposit-of-Pay Program must be enrolled; adds payments received via the DoD Direct-Deposit-of-Pay Program; adds new procedures for payment of cadets' debts; identifies types of cadet payments processed through the DFAS Cadet Pay System; adds cadets receive Leave and Earning Statements (LES); and adds list of forms to be completed by cadets in order to receive payments. AFOATSI 65-101 is a total revision of AFROTICR 170-1, Section D. IMC 96-1 has been incorporated into this instruction. A ★ indicates a change from the previous edition.

1. Authority: The entitlements and procedures for subsistence, summer training, textbooks, and uniform commutation (military schools only) payments are based upon Public Law 88-647, the DoD Military Pay Manual, and AFM 177-373, Vol III, and DoD Directive 1215.8.

2. Subsistence Entitlement - Academic Year. A subsistence allowance is paid at the rate of \$150 per month during the academic year for cadets entitled to the allowance as indicated below. Except for the beginning and ending months of pay, subsistence is paid continuously at the monthly rate during the academic year.

2.1. General Military Course (GMC). Only those GMC members in the scholarship program are entitled to subsistence allowance. Total subsistence payments may not exceed 20 months (600 days) for GMC enrollment. Subsistence must be started and stopped for each academic year, and no subsistence is paid during summer vacation periods with the exception of cadets at units operating an accelerated program who attend classes during the summer.

2.2. Professional Officer Course (POC). All POC members, scholarship and nonscholarship, are entitled to subsistence allowance. Total subsistence payments may not exceed 20 months (600 days) for POC enrollment or 30 months (900 days) for cadets in a Secretary of the Air Force (SecAF)-approved 5-year program, and authorized extended subsistence entitlements as defined in paragraph 4 below. Subsistence is paid continuously for vacation periods between terms of POC enrollment. If a POC cadet is placed in conditional status and continues to participate, subsistence pay continues.

2.3 Accelerated Completion of Military Instruction. A member participating in the senior ROTC program at an institution which is withdrawing from participation in the AFROTC program may complete the third and fourth years of military training in the third year (or the fourth and fifth years of a SecAF-approved 5-year program in the fourth year) and be paid subsistence allowance during the fourth academic year (or the fifth year of a SecAF-approved 5-year program), as though enrolled for training in the fourth year (or the fifth year of a SecAF-approved 5-year program). This applies only when disestablishment action from the AFROTC program is planned and 2 years of training are compressed into 1 year.

2.4 Concurrent Enrollment in Two Terms of Aerospace Studies and Leadership Laboratory. When a period of nonattendance (PNA) is authorized and approved in accordance with guidance prescribed in AFROTICR 36-11 (to be

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AUL/LDEA - 1 cy)

replaced by AFROTCI 36-2011 on or about 22 August 1997), concurrent enrollment in two terms of aerospace studies and leadership laboratory may result. If concurrent enrollment in aerospace studies and leadership laboratory is authorized as a result of the approved PNA, subsistence is paid for the PNA as follows:

★2.4.1. When concurrent enrollment precedes or follows an approved academic PNA, payment is made during the PNA.

★2.4.2. If cadet is placed in completed status upon commencement of the PNA, payment is made during the PNA.

2.4.3. When nonacademic PNAs are approved, subsistence is temporarily stopped during the PNA.

2.5. Veterans. Veterans receiving compensation from the Veterans Administration may also receive subsistence allowance and other AFROTC benefits.

2.6. Cooperative Course Members. A member of the POC who participates in an academic work course which requires absence from the institution during portions of the school year is entitled to subsistence only for those periods in which the member participates in aerospace studies, leadership laboratory, institutional curriculum and for authorized vacation periods.

NOTE: An exception is a cadet, when in a SecAF-approved 5-year program during a term and enrolled in institutional classes but not aerospace studies classes, is authorized subsistence (subject to the 30-month maximum).

3. Subsistence Allowance - Nonqualifying Circumstances. A cadet is *NOT* authorized subsistence allowance:

3.1. While enrolled in a pursuing status, as a special student, or as a nonscholarship GMC member.

3.2. While a GMC scholarship is temporarily inactivated, suspended or terminated. See the Cadet Pay Guidebook for instructions on starting and stopping subsistence.

3.3. For the summer vacation periods between academic years of the GMC unless summer scholarship entitlements have been approved in accordance with guidance prescribed in AFROTCI 36-2019 and the cadet is enrolled in both aerospace studies classes and leadership laboratory, as well as institutional classes. (This applies to GMC scholarship cadets only.)

3.4. While on a period of nonattendance, except as in paragraphs 2.4. and 2.6.

3.5. While in completed status, except as in paragraph 2.4.2., and when authorized extended subsistence entitlements (SecAF-approved 5-year program).

3.6. In excess of the 20-month GMC or POC limitation, or the 30-month limitation when authorized extended subsistence entitlements (SecAF-approved 5-year program).

3.7. While not participating weekly in aerospace studies courses and leadership laboratory. Discontinue subsistence allowance when a member either stops participating in aerospace studies classes or leadership laboratory. A member must participate in both aerospace studies and leadership laboratory to qualify for subsistence allowance. Exceptions are during school vacations for POC members, as in paragraph 2.2., or when a completed POC cadet is in a SecAF-approved 5-year program during a term or terms while enrolled in institutional classes but not in aerospace studies classes, although leadership laboratory participation may be required.

3.8. When a disenrollment action is initiated (see paragraph 10.7).

3.9. During a term in which a cadet changes academic major without HQ AFROTC/RR prior or subsequent approval, leading to the cadet's disenrollment.

4. Prerequisites for Authorizing Extended Subsistence Entitlements (SecAF-Approved 5-Year Program).

The following eligibility requirements pertain to all cadets (scholarship and nonscholarship). These criteria are for determining eligibility for extended subsistence entitlements only. Refer to AFROTCI 36-2019 to determine extended scholarship entitlements. The unit commander must review the following five subparagraphs and sign a statement for each completed cadet stating the cadet has been considered for extended subsistence payment and whether the cadet is or is not entitled. If a cadet qualifies for extended subsistence entitlements, the cadet is automatically approved. The unit commander will add a statement on the back side of AFROTC Form 16. The statement will read, "I certify that Cadet _____ meets or does not meet the prerequisites for extended subsistence entitlements prescribed in AFROTCI 65-101, paragraph 4."

4.1. The cadet must be enrolled in a SecAF-approved academic major. Academic majors *not* listed in AFROTCI 36-2019 do not qualify for extended subsistence entitlements.

4.2. The cadet must be certified by the unit commander as requiring more than 4 years (8 semesters/12 quarters)

when the normal academic load is combined with AFROTC courses.

4.2.1. During the extended term, the cadet must be taking at least one institutional course approved on the academic plan. This course must not be one that is being repeated because of a previous failure.

4.2.2. Subsistence entitlements are limited to 5 total years (10 semesters or 15 quarters) and may not exceed a maximum of 900 total days subsistence in the POC.

4.2.3. If a cadet entering the POC in a SecAF-approved 5-year program with only 2 years (4 semesters or 6 quarters) remaining to be completed, extended subsistence entitlements are not authorized and cadet is limited to a maximum of 600 total days subsistence in the POC.

4.3. The cadet must have an established HQ AFROTC approved date of commissioning which is recorded on the academic plan and reflected in the Cadet Advanced Personnel System (CAPS).

4.4. The cadet must not require the additional term due to poor academic performance or PNA. A cadet who requires additional academic terms due to course failure or withdrawals is not eligible for additional subsistence entitlements.

4.5. The cadet must not require an additional term to fulfill requirements of a double major unless one of those majors is listed in AFROTCI 36-2019.

5. Terms for Which Extended Subsistence May Be Paid. Extended subsistence is authorized only for the number of terms in excess of 4 academic years which are required to complete the degree program if a full-time student load is taken each term. Subsistence is not authorized for any additional terms required because of poor academic performance or PNA. For example, if a cadet must attend two academic terms beyond the normal 4 years, and one academic term is due to degree requirements in accordance with paragraph 4, and one academic term is due to the cadet repeating courses which were failed in previous academic terms, the cadet is authorized extended subsistence for one term only.

6. Extended Subsistence for Summer Terms. Extended subsistence entitlements for the summer are authorized if a cadet attends only one summer term beyond 4 years. The cadet is also authorized subsistence entitlements through the summer if the cadet plans to return to attend a fifth year in the fall.

7. Extended Subsistence Payments for Terms Not Attending Aerospace Studies Courses. Completed cadets in SecAF-approved 5-year programs are not

required to participate weekly in aerospace studies courses and leadership laboratory in order to receive subsistence for the number of additional terms for which subsistence is authorized. Normally, the period the cadet does not attend aerospace studies classes and leadership laboratory occurs after the cadet has completed AFROTC courses and after the fourth academic year; i.e., in the "fifth" year. However, there may be exceptions when a cadet in a SecAF-approved 5-year program must participate in a PNA that has been approved in accordance with AFROTCR 36-11. The cadet is entitled to subsistence for the approved PNA provided the cadet has been enlisted and has entered the POC prior to the PNA. Payment for subsistence is made during the PNA. The following guidance applies to additional terms of subsistence entitlement for cadets in a SecAF-approved 5-year program:

7.1. When a cadet participates in an approved academic PNA to attend a program such as a term abroad where aerospace studies classes and leadership laboratory participation is not possible, subsistence is paid.

7.2. When a cadet participates in an approved non-academic PNA, subsistence is not paid.

8. Computing Subsistence Entitlement. Except for the beginning month of pay and the ending month of pay, subsistence allowance is based upon a monthly rate of \$150, and every month is considered to have 30 days. Once a cadet's pay record is entered into the automated pay system after the beginning month of pay, payment is automatically made for 30 days subsistence each month until the ending month of pay. The 31st is never a day of pay.

8.1. **Beginning Month of Subsistence.** Compute by counting the actual number of days from the first day of subsistence entitlement through the 30th of the month. Cadets are never authorized more than 30 days (\$150) subsistence for any one month.

8.2. **Ending Month of Subsistence.** Compute by counting the actual number of days from the first day of the month through the last day of subsistence entitlement for that month. However, in a month containing 31 days, if the last day of entitlement is the last day of the month, the cadet is entitled to only 30 days subsistence.

9. How to Determine the First Day of Subsistence Entitlement:

NOTE: The "first day of institutional classes" referred to below, is defined as the date shown in the official school calendar as the beginning date of classes.

9.1. **Initial Entry.** Allowance begins upon enlistment in the Obligated Reserve Service (ORS), upon official registration with the university, or on the first day of

institutional classes (not ROTC classes) for the member's first term, whichever is later.

9.2. GMC Scholarship Reactivation. If a GMC member's scholarship is temporarily inactivated and reactivated during the same academic term, the cadet is entitled to subsistence retroactive to the inactivation date. If a scholarship which has been temporarily inactivated or suspended is reactivated in a succeeding term, no retroactive subsistence is due and subsistence entitlement begins on the date of scholarship activation in the succeeding term. If a scholarship is reactivated between terms, the first day of subsistence entitlement is the first day of the institutional classes for the succeeding term.

9.3. Return from Period of Nonattendance. If subsistence was not paid during the PNA, subsistence entitlement is reinstated on the first day of institutional classes for the term in which the member reenters academic classes of the GMC (scholarship cadets only) or the POC.

10. How to Determine the Last Day of Subsistence Entitlement:

NOTE: Reference paragraph 11 for the definition of the "last day of institutional classes," referred to below.

10.1. Completion of AFROTC. The last date of entitlement to subsistence allowance is the last day of institutional classes for the term in which the member completes AFROTC.

10.2. Completion of GMC. When a cadet completes the GMC, the last day of subsistence entitlement is the last day of institutional classes for the academic term in which the member completes the GMC. ***The subsistence entitlement must be stopped. Subsistence payments for the GMC and the POC are separate entitlements, and cadets are not entitled to subsistence for any period of time between the date they complete the GMC and the date they begin the POC.*** FOR EXAMPLE, if a cadet completes the GMC in a term for which the last day of institutional classes is 15 December and enters the POC in a term for which the first day of institutional classes is 3 January, the member is entitled to 15 days subsistence in the GMC for December and 28 days subsistence in the POC for January (3-31 January). In this example, the member is not entitled to any subsistence for the period between 16 December and 2 January.

10.3. Maximum Subsistence Entitlement. The maximum entitlement to subsistence is 20 months (600 days) for CSP members of the GMC, 20 months (600 days) for POC members, or 30 months (900 days) for POC members in a SecAF-approved 5-year program. The last date of subsistence entitlement is the day the member reaches the maximum subsistence.

10.4. Period of Nonattendance (PNA). If subsistence is not paid during the PNA, the last date of subsistence entitlement is the day prior to the start of institutional classes for the semester, quarter, or trimester in which the member enters a period of nonattendance.

10.5. Termination, Suspension, or Temporary Inactivation of GMC Scholarship. When a GMC cadet converts from scholarship to nonscholarship status during an academic term, the last day of subsistence is the effective date of scholarship inactivation, suspension, or termination. When a GMC scholarship is terminated, suspended, or temporarily inactivated between academic terms, the last day of subsistence is the last day of institutional classes of the last term in which the member was in scholarship status.

10.6. Disenrollment Action. Temporarily stop GMC pay on the date a disenrollment action is initiated (the date cadet is served with a letter of notification). If the cadet is not disenrolled, in accordance with paragraph 9.2., cadet is entitled to pay retroactive to date pay was temporarily stopped. If cadet is disenrolled, cadet is entitled to pay in accordance with paragraph 10.5.

10.7. Disenrollment. For POC cadets who are participating in the program up until the time of disenrollment, the last day of subsistence is the effective date of disenrollment. See paragraph 10.9. for the last date of subsistence entitlement for members who stop participating.

10.8. Failure to Reenroll in or Return to Institutional or Aerospace Studies Classes. When a member fails to enroll in or to attend either institution or aerospace studies classes for the next academic term, the last date of subsistence entitlement is the day prior to the first day of institutional classes in which the member stopped participating. An exception to this provision is that a cadet in a SecAF-approved 5-year program is not required to be enrolled in aerospace studies classes and leadership laboratory during the terms enrolled in institutional classes for the extended subsistence entitlement period.

10.9. Nonparticipation. When a member stops attending either institutional classes or aerospace studies classes and leadership laboratory during an academic term, the last day of subsistence is the last day the member attended.

10.10. Transfer from Air Force ROTC to Other Service ROTC. The last date of subsistence entitlement is the date of discharge from the ORS.

10.11. Death. When a member dies, the last date of subsistence entitlements is the date of death.

11. How to Determine the Last Day of Institutional Classes:

11.1. Institutional Class Dates - General. The last day of institutional classes is defined as the date shown in the official school calendar as the last day of classes. If the official school calendar specifies the last day of final examinations, use that date. If the final examination dates are not included in the school calendar, use the date classes officially end. In addition:

11.1.1. All students are paid to the final date whether they individually attend or not. Students who are excused from the final examinations or complete them early, are paid up to the final date in the calendar.

11.1.2. Students who complete their examinations before the end of the official final examination dates are paid to the final date even if they depart the campus.

11.2. Students who postpone their final examinations to a date beyond the official published date are paid only to the date published in the school calendar.

12. Institutional Class Dates for Crosstown Schools.

For those students who are enrolled in the AFROTC program through crosstown agreements, the first and last day of institutional classes for the ROTC host institution may be used. *Using the host calendar provides a better audit trail.* If for some reason, this is not practical, the crosstown calendar may be used to start and stop cadets' subsistence. The same official calendar must be used for the entire academic year by all cadets attending the same crosstown institution.

13. Internal Audit Program - Cadet Subsistence Pay.

Internal audit is a valuable and necessary tool of management used to validate subsistence entitlements. Internal audits will serve to reduce and eliminate errors, if properly used. The unit commander will appoint an officer or NCO other than either the End of Month Verification Report (EOM report) certifying official or Monthly Status and Payment Report (257 Report) certifying official to perform the audits. The appointed auditor will perform the audit monthly using a unit devised tracking system. (Refer to sample format in Cadet Pay Guidebook.)

14. Textbook Reimbursement Entitlement for the College Scholarship Program. Scholarship cadets will be reimbursed for textbooks under one of the following three programs:

★14.1. Cadets on scholarships activated on or after 1 July 1997 will receive an annual flat rate for textbooks. The flat-rate textbook amounts will be determined by HQ AFROTC/RR each academic year and forwarded to the units by separate letter. Do not complete an AFROTC

Form 140, Textbook Reimbursement Worksheet, for these cadets.

NOTE: The annual flat rate amount for textbooks will be paid each term. Cadets attending semester schools will receive one-half of the annual amount each term. Cadets attending quarter schools will receive one-third of the annual amount each term. Flat rate textbook reimbursements will not be made for summer terms.

14.2. Cadets on POCI incentive will receive a flat rate for books of \$150 per semester or \$100 per quarter. Do not complete an AFROTC Form 140 for these cadets.

14.3. Cadets on scholarships activated before 1 July 1997 are entitled to full reimbursement for the procurement of textbooks which are a requirement of the academic courses of the institution. The member may procure textbooks through the institutional bookstore or through a commercial store approved by the institution. Reimbursement is made for the texts and related workbooks, provided the member is enrolled in the required course during the term for which scholarship status is granted. Reimbursement is not authorized for any type of equipment or expendable supplies. Scholarship textbook reimbursement is not authorized for courses for which scholarship tuition payments are not authorized in accordance with AFROTCI 36-2019. The information in paragraphs 14.3.1. through 14.3.8. pertains only to cadets receiving full reimbursement for textbooks.

14.3.1. Textbooks are those books which are required by the school to pursue the academic course satisfactorily. **Reimbursement is made only** for textbooks which all students taking the course are **required to purchase**. Examples of reimbursable items substituted for a textbook are:

14.3.1.1. The monthly subscription cost of a periodical required as a text is reimbursable only for those months the scholarship member is enrolled in the required course.

14.3.1.2. The purchase cost of instructional materials already contained on computer diskettes, audio cassettes, video cassettes, *etc.*, that are required as a text is reimbursable. (Blank diskettes, cassettes, tapes, *etc.*, are supplies and are not reimbursable.)

14.3.1.3. The cost of a *specific* dictionary required as a text is reimbursable. (An instructor's requirement to purchase *any* dictionary is construed to be a supplemental aid and not reimbursable.)

14.3.2. The full cost of the required texts, **including tax**, is reimbursable.

14.3.3. The member may request reimbursement on the basis of a purchase, whether by cash or by credit. Date of receipt must reflect the texts were purchased for the

current term. Texts purchased for a previous term, before the cadet was enlisted in the scholarship program, are not reimbursable even if the texts may be required for a course during a current term for which scholarship status is granted.

14.3.4. HQ AFOATS/FM will not reimburse replacements for lost, stolen, or destroyed textbooks or for textbooks required to pursue a course which constitutes a second enrollment in that course, if a different text is required.

14.3.5. Unit commanders will encourage textbook retailers to supply and offer used texts. In addition, units must investigate purchase discount policies in effect and negotiate the best discount terms available with the bookstore or institution, as applicable.

14.3.6. Cadets are encouraged to purchase used textbooks if they are available and in a condition that would not be detrimental to the satisfactory completion of the course. Reimbursement will not be made for the cost of a new textbook if a suitable used textbook was available. If a cadet chooses to purchase a new textbook when a suitable used textbook is available, HQ AFOATS will reimburse only the cost of the used textbook.

14.3.7. For institutions that operate under a textbook rental system, the rental fee is usually not reimbursable under the textbook reimbursement program since it is normally paid as a fee under the tuition program. If the cadet is given an option of purchasing the required texts instead, cadet may use the rental system or the textbook purchase system, or a combination of both systems, as long as the total cost for the cadet does not exceed what the total cost would be for the textbook purchase system for used books.

14.3.8. Procedures before Reimbursement:

14.3.8.1. Action by the Cadet. When a cadet incurs a reimbursable expense, the cadet must obtain an invoice from the vendor or a signed receipt if purchased from an individual, itemizing each purchase and reflecting total cost. If the vendor will not furnish the cadet with an invoice, then a cash register receipt is acceptable. The cadet must complete an AFROTC Form 140, Textbook Reimbursement Worksheet. The cadet must list each class for which scholarship benefits are authorized, each textbook required for each class, the cost of each textbook purchased, and indicate whether the textbook purchased

was new or used. When a cadet indicates a new book was purchased, the cadet must also indicate whether a used textbook was available. If a used book was available, unit personnel must determine the cost of a used textbook and authorize payment for only that amount. The cadet must sign the form to certify all information is correct. Receipts must be attached to the AFROTC Form 140. **The cadet has the responsibility to process the textbook reimbursement expeditiously, within several weeks after the start of the term for which the textbooks were purchased.**

14.3.8.2. Action by the Unit. Upon receipt of the completed AFROTC Form 140, an approving official appointed by the unit commander will review the form to ensure that each textbook procured is required by the institution and reimbursement is authorized. Unit personnel are not required to verify the accuracy of information provided on the AFROTC Form 140 as to whether or not a used book was available. The approving official will submit the amount approved for payment according to the procedures described in the Cadet Pay Guidebook. The unit will retain the AFROTC Form 140 and all receipts as substantiating records. The unit will develop follow-up procedures to ensure textbook reimbursement is processed expeditiously, within several weeks after the start of the term for which textbooks are purchased.

15. Procedures for Textbook Reimbursement:

★15.1. Computerized Transmission of Textbook Reimbursement. Textbook reimbursement is accomplished by computerized pay transmission to the DFAS Cadet Pay System. Refer to the Cadet Pay Guidebook for detailed instructions on how to transmit textbook reimbursement data.

15.2. Beginning of Academic Year Entitlement (First Term). At the beginning of *each* academic year, textbook payments can only be submitted after the 45th day of the school academic year start date. The cadet does not have to be in the College Scholarship Program (CSP) status for 45 continuous days to be authorized textbook payment. If a cadet drops out of the program within 45 days of the school academic year start date, a textbook payment is not authorized.

15.3. During Academic Year Entitlement (Second Semester, Second Quarter, or Third Quarter). Textbook payments may be submitted anytime after the first day of classes. A 45-day waiting period is not required.

15.4. Graduating and Disenrolled Members. Submit textbook payments not later than the graduation date or disenrollment date. All textbook costs of the member

which are validated by the unit prior to these dates are reimbursable to the member.

15.5. Textbook Ownership. Textbooks purchased by or for the CSP member become the member's personal property and may not be recovered by the Air Force for future sale or reissue.

16. Verification of Subsistence Entitlements:

16.1. The End-of-Month Pay Verification Report must be printed and signed each month to certify the entitlements to be paid.

16.2. All verification reports must be signed and dated by the unit commander. A facsimile signature is not authorized. The signed and dated verification reports must be kept on file at the unit for each month.

17. Payment Procedures:

★17.1. Electronic Funds Transfer (EFT). Cadets must receive all payments through EFT. If checks are received by the unit due to incorrect bank information, call HQ AFOATS/FMP for guidance.

★17.2. Leave and Earning Statement (LES). Each time a cadet has a payment or change of administrative information, the cadet will receive an LES. The LES will be sent to the unit address during the school year and to the cadet's home of record during the summer, if requested. (Refer to the Cadet Guidebook for example of an LES.)

17.3. Refusal to Accept Entitlements. When a member refuses to accept authorized entitlements or payments, prepare a statement in the format shown at attachment 1 and forward it to HQ AFOATS/FMP. **Do not alter this statement in any manner.**

17.4. Procedures for Payments Upon Notification of Death of a Cadet Member. (Call HQ AFOATS/FMP if there are any questions.)

17.4.1. If payments have been made and the cadet is due the entire amount, write a memo for record, signed by the unit commander, stating the amount of payments due, and noting the circumstances of when and how the payments were made.

17.4.2. If the cadet is due additional money, payment due will be deferred pending receipt of a claim by the beneficiary obtained as follows:

17.4.2.1. The unit commander forwards a copy of a statement in the format shown at attachment 2 to the cadet's beneficiary indicated on DD Form 93, Record of Emergency Data, with a cover letter requesting the

beneficiary sign and complete the statement, obtain the signatures of two witnesses, and return the statement to the unit commander.

17.4.2.2. Upon receipt of the completed statement from the beneficiary, the unit commander prepares a letter addressed to HQ AFOATS/FMP explaining the circumstances surrounding the death of the member and reporting the amount of any payments due at the time of the member's death.

17.4.2.3. The unit forwards the unit commander's letter, the beneficiary's statement, and a copy of the DD Form 93 to HQ AFOATS/FMP for processing and payment to the designated beneficiary.

18. Debts and Collections.

★18.1 When a cadet receives an LES with a debt amount, the following procedures apply:

★18.1.1. If the cadet is still in the AFROTC program and expects to receive future payments through the DFAS Cadet Pay System, the cadet should not pay the debt. The system will collect the money owed from future payments.

★18.1.2. If the cadet is no longer in the program or has received all payments due, the cadet must reimburse the Air Force. The cadet should forward a check or money order with a copy of the LES showing the debt information to DFAS-DE/FJFA, 6760 E. Irvington Pl, Denver CO 80279-3000.

★18.2. If the cadet receives a debt letter from DFAS-DE or a collection agency, the cadet must respond to the instructions contained in the letter.

19. The Pay System: (Refer to the Cadet Pay Guidebook for pay procedures and processing.)

19.1. Purpose. The Cadet Pay Module is the first of many AFOATS Financial Cadet Logistics Information System (AFCLIMS) modules to be reengineered. Until the entire system is completed, it will be necessary to update information in the current CAPS system as well as the cadet pay module. There is no direct linkage between CAPS databases and the cadet pay databases with the exception of the initial load. (See the Cadet Pay Guidebook for load instructions.) Data entered into the DFAS Cadet Pay System will be transmitted to HQ AFOATS/SDC every evening Monday through Thursday. All unit updates should be entered each day as they occur.

19.2. The pay system is designed to pay the following:

19.2.1. Subsistence Payments. After the unit updates cadet payroll data to start subsistence payments at the

beginning of the school year, pay is automatic each month at \$150, 30-day, rate unless the unit initiates and transmits a transaction changing subsistence entitlement. The units are responsible for inputting subsistence data.

19.2.2. Scholarship Textbooks. Paid only to scholarship cadets. The units are responsible for inputting textbook payments and collections.

19.2.3. Summer Training Pay. Paid to cadets attending field training or professional development training. These pay transactions are input by HQ AFOATS/FMP.

19.2.4. Military Uniform Commutation. Paid to cadets attending the five military schools. The five military school units are required to transmit uniform pay data twice a year.

★20. Administration of the Direct-Deposit-of-Pay Program. Under DoD Policy, ROTC cadets are required to participate in the Direct-Deposit-of-Pay Program. Cadets not presently enrolled must enroll immediately.

21. Unit Administration of Cadet Payments. The unit commander is responsible for the proper administration and control of payments for subsistence, textbooks, summer training, and uniform commutation (military schools only).

21.1. Responsibility to Administer and Review Procedures. During each academic year, the unit commander will review procedures for certifying, processing, and verifying cadet payments. Upon completion of the review, the unit commander will prepare a memo either stating procedures are adequate and are being followed, or that there were inadequacies noted, improvements initiated, areas reviewed, and how the review was conducted. The unit commander will sign the memo and place it in the records. The unit commander also must:

21.1.1. Ensure required duties are segregated and personnel are appointed in writing to perform all required duties.

21.1.2. Ensure a continuity notebook is established for use of personnel to provide guidance.

21.1.3. Ensure appointed personnel are adequately performing all responsibilities and are knowledgeable of regulations and procedures required by their duties.

21.1.4. Ensure alternate personnel are appointed and trained to perform duties if the primary is on leave. This is especially important during the summer months when personnel are rotating, attending summer training, or on leave.

21.2. Safeguarding Checks. The unit must develop procedures to ensure checks are protected until checks are distributed, to include storing in a locked cabinet.

21.3. Responsibility to Segregate Required Duties. Personnel must be appointed and perform all functions listed below. The unit commander may perform any of the required duties or may appoint other unit personnel. The certifying official for the End of Month Verification Report and the certifying official for the Monthly Status and Payment Report (257 Report) must not be the same individual and these two individuals may not serve as internal auditor or the textbook approving official.

★21.3.1. Certifying Official for End of Month Verification Report. By signing this report, the unit commander states that all payments listed are authorized in accordance with regulations and are accurate and valid. Cadets listed are entitled to subsistence and textbooks payment.

★21.3.2. Certifying Official for Monthly Status and Payment Report (257 Report). This may be any unit member appointed by the unit commander. By signing the 257 Report, the certifying official states that cadets have been paid correctly.

21.3.3. Internal Auditor (paragraph 13). This person may be any unit officer or NCO appointed by the unit commander. They are responsible for ensuring that monthly internal audits are performed on each cadet receiving payments.

21.3.4. Textbook Approving Official (paragraph 14.3). This may be any unit member appointed by the unit commander. This person will review each textbook purchase by CSP cadets to ensure reimbursement is authorized.

★22. Required Forms. Cadets scheduled to receive payments for subsistence, scholarship textbooks, summer training, or uniform commutation (military schools only) must complete the following forms (examples are in the Cadet Pay Guidebook):

22.1. SF 1199A, Direct Deposit Sign-Up Form. All cadet payments are paid through Electronic Funds Transfer (EFT). Cadets must have a bank account, either checking or savings, and complete an SF Form 1199A.

22.2. DD Form 2058, State of Legal Residence. (Summer Training)

22.3. Form W-4, Employee's Withholding Allowance Certificate. (Summer Training)

22.4. SGLV 8286, Servicemember's Group Life Insurance Election and Certificate. (Summer Training)

23. Cadet Pay Inquiries:

★23.1. Subsistence, Summer Training Pay and Textbooks - HQ AFOATS/FMP, DSN 493-5527 or commercial (334) 953-5527.

★23.2. Military Uniform Commutation - HQ AFOATS/FMP, DSN 493-1624 or commercial (334) 953-1624.

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

Attachments:

1. Format for Cadet Members Refusing Entitlements
2. Claim by Beneficiary Statement Form

FORMAT FOR CADET MEMBERS REFUSING ENTITLEMENTS

I, _____, recognizing my appointment in the Air Force Reserve Officer Training Corps may authorize me to receive financial assistance in the form of, scholarship tuition benefits, subsistence payments, textbook payments, training pay, and uniform payments (military schools only), hereby declare I no longer will accept, request, or demand such monetary benefits and allowances. The Air Force is hereby authorized to stop all such payments and allowances as set forth in the preceding sentence. I understand that by signing this waiver I forfeit the only right I may have to obtain the above described monetary pay and allowances during the entire course of my participation in the Air Force Reserve Officer Training Corps Program and forever thereafter. I freely and voluntarily waive these rights.

(Signature of Cadet Member)

(Date Signed)

(Signature of First Witness)

or

(Signature of Notary Public)

(Signature of Second Witness)

CLAIM BY BENEFICIARY STATEMENT FORMAT

I, _____ (Type or Print Name) _____, certify that to the best of my knowledge and belief, I am the person designated by _____ (Name of Decedent) _____, AFROTC member, to receive the cadet payments due at their death, and I hereby make claim for said amount from the United States.

(Signature of Claimant)

(Date)

(Street Address)

(City, State and ZIP Code)

We certify we are well acquainted with _____, whose signature above was affixed in our presence.

(Signature of Witness)

(Signature of Witness)

(Street Address)

(Street Address)

(City, State, and ZIP Code)

(City, State, and ZIP Code)