

**BY ORDER OF THE COMMANDER
AIR FORCE ROTC (AETC)**



AFROTC INSTRUCTION 36-2017

8 APRIL 2004

Personnel

AFROTC COLLEGE PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and complements Public Law 88-647, *Reserve Officer Training Corps Vitalization Act of 1964*, and AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC)*. It describes the AFROTC College Program and prescribes policies and procedures for its conduct. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS). This publication applies to AFROTC and field detachments.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This revision incorporates the following change from AFOATSI 36-2017, dated 8 Mar 2001: replaces Air Force Officer Accession and Training Schools Instruction (AFOATSI) with Air Force Reserve Officer Training Corps Instruction (AFROTCI) where appropriate; standardizes document structure with all other AFROTC Instructions; incorporates cadet officer terminology where appropriate to correspond to new guidance on cadet rank in paragraph 4.7.; changes completed cadet title to extended cadet; changes Aerospace Studies (AS) class and LLAB minimum attendance requirements to 80 percent (paragraphs 1.1.1., 2.9.1., 2.10.1., 4.6.1.1., and 4.6.5.); establishes requirement to meet minimum term PT attendance requirements to pass Leadership Laboratory (LLAB) (paragraphs 1.1.1.2., 1.1.1.3., and 4.6.1.1.); adds physical training (PT) to attendance requirements (paragraph 1.1.1.3.); adds educational materials listing internet address (paragraph 1.1.2.); clarifies the title of the Field Training Performance Report (paragraph 1.1.4.); clarifies region commanders' role in reviewing waiver requests (paragraph 1.2.2.1.); clarifies that the detachment commander serves as the Professor of Aerospace Studies (PAS) (paragraph 1.2.3.1.); separates the definition of detachment commander and detachment commander responsibilities (paragraph 1.2.3.1. and 1.2.3.2.); adds approval of substitute AS class activities

to detachment commander responsibilities (paragraphs 1.2.3.2.2. and 2.9.1.); clarifies whom detachment commander may delegate Practical Military Training (PMT) responsibilities to (paragraph 1.2.3.2.4.); adds the internet address for Headquarters AFOATS/JA and removes reference to posted Operating Instructions (paragraph 1.2.3.2.5.); adds reference to paragraph 4.5. (paragraph 1.2.3.2.6.); changes LLAB and PT hour requirements to correspond to LLAB classifications as opposed to AS class (paragraphs 1.2.3.2.6. and 3.2.1.2.); changes reference to paragraph 3.2. (paragraph 1.2.3.2.7.); adds requirement to appoint an officer as the unit admissions officer (UAO) (paragraph 1.2.3.2.14.); adds requirement for detachment commander to ensure AFROTCI 36-2005 requirements are met (paragraph 1.2.3.2.15.) and renumbers subsequent paragraphs as appropriate; adds detachment commander responsibility for ensuring Air Force Institute of Technology (AFIT) students and Recruiting Coordinators (RC) meet dress and appearance standards (paragraph 1.2.3.2.18.); adds paragraph on Honor Code (paragraph 1.2.3.3.2.) and renumbers subsequent paragraphs as necessary; adds reference to paragraph 4.18. (paragraph 1.2.3.3.4.); consolidates all guidance regarding credit for a leadership position in a student organization outside the cadet wing under one paragraph (paragraph 1.2.3.3.6.); adds specification that credit for leadership positions outside the cadet wing will only be granted to cadet officers (paragraph 1.2.3.3.6.); adds requirement for education officer (EO) to evaluate each instructor each term (paragraph 1.2.3.4.4.) and renumbers subsequent paragraphs as appropriate; consolidates the items necessary for retention in academic records under one paragraph (paragraph 1.2.3.4.17.); consolidates the items required in a tracking system into one paragraph (paragraph 1.2.3.4.18.); clarifies when educational inventory items become obsolete (paragraphs 1.2.3.4.21. and 1.2.3.4.22.); adds website requirements to EO requirements (paragraphs 1.2.3.4.24.); adds reference to paragraph 4.5. (paragraph 2.5.3.); clarifies that respective AS instructor, with PAS approval, will determine what substitute activities count towards AS class attendance (paragraph 2.9.1.); clarifies the PMT definition (paragraph 3.1.); specifies the hourly limits for PMT (paragraph 3.1.); adds paragraphs 3.1.1.1.1. and 3.1.1.1.2. to introduce difference between numbered LLAB and PT objectives; adds reference to T-508, *AFROTC Leadership Laboratory Cadet Instructor's Guide* to paragraphs 3.1.1.1.1., 3.1.1.1.2., and 3.3.3.; changes paragraph 3.1.1.1. and adds paragraphs 3.1.1.2. and 3.1.1.3. to clarify PMT guidance; clarifies difference between mandatory and voluntary PMT throughout instruction; specifies training activities considered PMT to include Physical Training (PT) (paragraph 3.1.1.); clarifies criteria necessary for AFROTC sponsorship (paragraph 3.1.2.); consolidates PMT safety under one paragraph (paragraph 3.1.3.); adds reference to AETC Supplement 1 to AFI 91-202, *The US Air Force Mishap Prevention Program* and requirement to use AETC Information Management Tool (IMT) 410, *High Risk Activities Worksheet* (paragraph 3.1.3.1.); consolidates PMT eligibility under one paragraph (3.1.5.); updates and clarifies reference on legal immigrant and non-immigrant non-US citizens to participate in PMT (paragraph 3.1.5.1.); removed paragraph 3.1.8. concerning PMT orders; specifies and consolidates hourly requirements for all PMT (paragraph 3.2.); changes PMT hour requirements to correspond to LLAB classifications as opposed to AS class (paragraph 3.2.1.); moves LLAB guidance from paragraph 3.2. to paragraph 3.3.; adds reference to paragraph 3.3.3. (paragraphs 3.2.1. and 3.3.); adds references to AFROTC Manual (AFROTCMAN) 36-201, *Cadet Physical Training Program* (paragraph 3.2.1.2.); adds guidance on amount of LLAB recommended prior to FT attendance (paragraphs 3.3.3.6., 3.6., and 4.7.2.1.3.); adds guidance on PT (paragraph 3.4.); adds reference to AFROTCMAN 36-201 (paragraphs 3.4., 3.4.1., and 3.4.3.); adds reference to AFROTCMAN 36-202, *Physical Training* (paragraphs 3.4.1. and 3.4.3.); deletes Enhanced PMT

(EPMT) guidance; removes all references to Enhanced Physical Fitness Training (EPFT); moves guidance regarding non-PMT activities from paragraph 4.1. to 3.5. and provides examples; clarifies the focus of Field Training (FT) preparation instruction and evaluation into one paragraph (paragraph 3.6.1.); allows cadets to practice FT-specific military decorum any time and allows detachment commander’s discretion doing so at PT (paragraph 3.6.2.); removes all references to the Cadet’s Guide to Field Training and replaces it with AFROTCMAN 36-203, *Field Training Manual* (paragraphs 3.6.1.3.1., 3.6.2., 3.6.3.); adds a paragraph to address Field Training practice and update from five to seven basic responses (paragraph 3.6.2.); deleted FT preparation prohibitions of keeping cadets at attention for feedback or instruction and having voluntary FT preparation activities outside of normal LLAB instruction (paragraph 3.6.3); added FT preparation prohibition of using a merit demerit system (paragraph 3.6.3.2.); moves military institution guidance to paragraph 4.1.; moves mission directive guidance to paragraph 4.2.; moves all mission directive requirements into one paragraph (paragraph 4.2.4.); adds references to paragraphs 4.14. and 4.15. (paragraph 4.2.4.5.); moves operations plan guidance to paragraph 4.3.; consolidates all operation order requirements into one paragraph (paragraph 4.3.3.3.); consolidates all scheduled activity requirements into one paragraph (paragraph 4.3.3.4.); moves LLAB syllabus guidance to paragraph 4.4.; moves LLAB requirements for concurrently enrolled cadets to paragraph 4.5.; clarifies that concurrently enrolled cadets can exceed maximum time limits to meet required LLAB objectives (paragraph 4.5.); moves LLAB grading and attendance criteria to paragraph 4.6.; adds AFROTC/DO waiver authority for LLAB failures to paragraph 4.6.1.2.; adds paragraph on cadet rank (paragraph 4.7.); moves extended cadet guidance to paragraph 4.8.; clarifies extended cadet responsibilities (paragraph 4.8.1.); clarifies extended cadets can retain highest rank held at detachment only (paragraph 4.8.2.); moves designation of cadet wing guidance to paragraph 4.9.; adds group designations guidance (paragraph 4.9.2.); moves cadet wing organization guidance to paragraph 4.10.; removed Figure 1 from the cadet wing organization and replaced with the statement “...organized to mirror the active-duty wing structure...” (paragraph 4.10.); moves functional organization guidance to paragraph 4.11.; removed reference to Figure 1 and adds statement “...strive to include positions similar to those found in active duty wings” (paragraph 4.11.); moves organizational chart guidance to paragraph 4.12.; moves job description guidance to paragraph 4.13.; moves cadet promotion system guidance to paragraph 4.14. and adds stipulation that “cadets should hold rank commensurate with their cadet positions and responsibilities;” moves cadet rotation guidance to paragraph 4.15.; moves leadership position guidance to paragraph 4.16. and adds reference to compliance with paragraph 4.7.; moves Unit Manning Document (UMD) guidance to paragraph 4.17.; consolidates all UMD requirements into one paragraph (paragraph 4.17.1.); clarifies UMD function requirement (paragraph 4.17.1.2.); removes paragraph 4.17.10. concerning position of assistant to cadet wing commander and renumbers paragraphs as appropriate; moves cadet publication guidance to paragraph 4.18.; moves web page guidance to paragraph 4.19.; adds more detailed website requirements (paragraphs 4.19.1. through 4.19.3.); moves guidance on relations with subordinates to paragraph 4.20.; clarifies and moves cadet evaluation board guidance to paragraph 4.21.; adds a Forms/IMTs adopted paragraph (paragraph 4.22). A star (★) indicates changed information from the previous version.

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Chapter 1

ADMINISTRATION

1.1. Policy. The AFROTC curriculum is the principal instrument by which AFROTC cadets are educated, motivated, and trained for Air Force commissioned service (required by U.S.C. Title 10). This instruction and T-700, *AFOATS Training Guide* (ATG) describe how education and training programs are conducted.

1.1.1. Attendance. The following information is used to determine the difference between pass/fail in the following areas. As a minimum, cadets must:

1.1.1.1. Attend 80 percent of Aerospace Studies (AS) classes.

1.1.1.2. Attend 80 percent of Leadership Laboratory (LLAB). Cadets must also meet all physical training attendance requirements to pass LLAB each academic term.

1.1.1.3. Attend 80 percent of physical training (PT) per term. Detachments must conduct PT a minimum of 2 times per week (Monday through Sunday), but must not require cadets to attend in excess of 3 hours of PT per week. Cadets must meet this requirement each term to pass LLAB.

1.1.2. Lesson Objectives. Instructors are required to accomplish all lesson objectives for each AS course and LLAB. Instructors may modify a lesson plan provided by AFOATS/CR as long as the lesson objective is presented. This includes using field trips and off-site

activities. Instructors should review all samples of behavior for a given lesson to ensure lesson objectives are met. Testable items are normally taken from samples of behaviors, as opposed to objectives. Accomplishment (instructor presentation) of lesson objectives ensures accomplishment of course objectives (see the educational materials listing under textbook management at <https://hq.afoats.af.mil/curriculum>).

1.1.3. Incompletes. To the maximum extent that university policy allows, detachments will comply with the following: The detachment commander (CC) must approve all “Incompletes” for AS classes and LLABs. “Incompletes” should be used for unusual or unavoidable circumstances such as an extended illness. “Incompletes” must not be used for make-up of unsatisfactory or delinquent work, or as a sanction for cadets who don’t return textbooks or cadet uniforms. “Incompletes” must be resolved not later than the end of the following term.

1.1.4. Counseling. Comply with counseling requirements in AFROTCI 36-2011, *Administration of Senior Air Force ROTC Cadets*. In addition, the COC (or other detachment officer, as needed) will counsel all cadets returning from Field Training (FT) as a debrief of their FT experience, and review the cadet’s **Field Training Performance Report**. Document counseling on AFOATS Information Management Tool (IMT) 16, **Officer Candidate Counseling Record**. Counseling records are permanently retained in student records.

1.1.4.1. Referrals. When a non-AFROTC problem is identified during counseling, refer cadets to appropriate professional personnel (i.e., academic advisors, campus counseling service, Dean of Students, scholarship and loan officers, health services, chaplain services, diagnostic and remedial reading services, etc.). Counsel the cadet on whether the problem and its resolution might reflect on the cadet’s AFROTC status and benefits.

1.2. Responsibilities.

1.2.1. AFOATS/HQ AFROTC:

1.2.1.1. The Chief, Operations Division (HQ AFROTC/DO) establishes policies and procedures governing all facets of AFROTC cadet training.

1.2.1.1.1. The Chief, Training Branch (HQ AFROTC/DOT) prescribes training program content, guides its implementation, and coordinates HQ level training waiver requests.

1.2.1.2. The Director, Curriculum Division (AFOATS/CR):

1.2.1.2.1. Establishes policies and procedures governing all facets of the AFROTC cadet education program (AS classes: AS 100 - AS 400).

1.2.1.2.2. Recommends teaching procedures, methods, and techniques.

1.2.1.2.3. Provides all educational materials and lesson plans required for AS classes.

1.2.1.2.4. Provides all training materials and lesson plans.

1.2.2. Region commanders:

1.2.2.1. Review all waiver requests to this instruction and either disapprove or forward to HQ AFROTC/DO or AFOATS/CR as appropriate for division chief approval.

1.2.2.2. Determine which host institutions within their region qualify for military institution exemption, and make written notification to detachment commanders at these institutions.

1.2.3. Detachments

1.2.3.1. Detachment CC is defined as the detachment CC on G-series orders, or the senior ranking officer (SRO) at a detachment when the CC on orders is incapacitated or is in the process of a Permanent Change of Station (PCS) and the replacement CC has not yet arrived on location. The detachment CC also serves as the Professor of Aerospace Studies (PAS). Refer to AFOATSI 51-601, *Civil Law and Command Succession* for further information.

1.2.3.2. The detachment commander will:

1.2.3.2.1. As a minimum, instruct at least one section of an AS course each term, and ensure all Assistant Professors of Aerospace Studies (APAS) instruct at least one section of an AS course each term. The region CC must approve any waiver to this requirement.

1.2.3.2.2. Approve the use of substitute AS class activities (see paragraph 2.9.1.), tutorial instruction, and summer classes, when necessary.

1.2.3.2.3. Evaluate each detachment instructor as required by AFOATSI 36-102, *AFOATS Faculty Development, Enrichment, and Evaluation*. Record evaluations using AETC IMT 620, **Academic Instructor Monitoring Checklist**. The detachment education officer will evaluate the PAS instruction. If the PAS serves as the detachment education officer, PAS evaluation will be done by the senior APAS.

1.2.3.2.4. Be accountable for the proper conduct and safe execution of all Practical Military Training (PMT). Detachment commanders may delegate responsibility for ensuring proper conduct and safe execution to any detachment staff member, willing military member associated with the host university or detachment, or trained personnel responsible for the training activity. PMT activities will always have on-site supervision. For PT, reference AFROTCMAN 36-201, *Cadet Physical Training Program*.

1.2.3.2.5. Ensure all cadet medical care guidance is followed in accordance with (IAW) posted regulations, forms, and documents on the Judge Advocate (JA) portion of the AFOATS restricted web site at <https://hq.foats.af.mil>.

1.2.3.2.6. Ensure detachment requirement for activities that count toward LLAB credit (to include PT) do not exceed 5 total hours per week for Initial Military Training (IMT) and Field Training Preparation (FTP) cadets and 6 total hours per week for Intermediate Cadet Leaders (ICL) and Senior Cadet Leaders (SCL). See paragraph 3.3.3. for classification of cadets in LLAB and paragraph 4.5. for guidance governing concurrently enrolled cadets.

1.2.3.2.7. Approve deviations in excess of the maximum time limit for LLAB, as specified in paragraph 3.2., in writing. Retain until mission directive is superseded.

1.2.3.2.8. Approve and sign the mission directive before the start of each academic year.

1.2.3.2.9. If designated a military institution, retain designation letter from the current region commander.

1.2.3.2.10. Serve as or designate Air Force liaisons to AFROTC associated student organizations and non-federal entities (NFE). Ensure cadet participation in these organizations reflects favorably on the Air Force and host institution. Refer to AFOATSI 51-601, for further information.

1.2.3.2.11. If applicable, approve in writing, cadets holding the same cadet wing position for two consecutive rotation periods.

1.2.3.2.12. Appoint an officer as the commandant of cadets (COC).

1.2.3.2.13. Appoint an officer as the education officer (EO).

1.2.3.2.14. Appoint an officer as the unit admissions officer (UAO) IAW AFROTCI 36-2005, *AFROTC Recruiting Program*. See AFROTCI 36-2005 for UAO responsibilities.

1.2.3.2.15. Ensure requirements established in AFROTCI 36-2005 are met.

1.2.3.2.16. Ensure officers are trained in evaluating cadet drill and ceremonies; and proper wear of the cadet uniform.

1.2.3.2.17. Review and approve assignment of cadet officer rank designations made by the COC for cadets satisfying the leadership position requirement of paragraph 4.16. through participation in a qualifying non-cadet wing student organization position. Approval is within the discretion of the commander; however, the commander should use the criteria set forth in paragraph 1.2.3.3.6. to articulate his or her rationale for assignment of rank for such positions.

1.2.3.2.18. Ensure all Air Force members assigned to the detachment and or operating location (including, but not limited to Recruiting Coordinators (RC) and Air Force Institute of Technology (AFIT) students) meet standards of dress and appearance (as defined in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*) and all published Air Force physical fitness standards.

1.2.3.3. The COC will:

1.2.3.3.1. Supervise the cadet wing in the conduct of LLAB activities as outlined in this instruction.

1.2.3.3.1.1. Ensure LLAB is cadet planned, organized, and executed.

1.2.3.3.1.2. Ensure the minimum requirements for all LLAB lesson objectives are presented each academic year.

1.2.3.3.1.3. Maintain LLAB attendance records and documentation showing accomplishment of lesson objectives. Retain attendance records for current and previous academic year (with EO if desired), and lesson objective documentation for current academic year.

1.2.3.3.1.4. Approve all operations orders.

1.2.3.3.1.5. Ensure a merit/demerit system is not used.

1.2.3.3.1.6. Provide cadets access to a LLAB syllabus at the beginning of each term. This may be a written or electronic version. Provide a written copy to any cadet who requests one.

1.2.3.3.2. Teach the purpose and intent of the Honor Code to all cadets each year. The Honor Code states that “We will not lie, steal or cheat nor tolerate among us anyone who does.” Examples of Honor Code violations include giving or receiving aid on an assignment when not permitted, intentionally wearing unearned ribbons or badges, and failure to report another cadet who has violated the Honor Code.

1.2.3.3.3. Ensure cadets treat each other with proper dignity and that physical discipline, hazing, discrimination, sexual harassment, or other forms of maltreatment do not occur.

1.2.3.3.4. Ensure cadet publications are current (see paragraph 4.18.).

1.2.3.3.5. Designate leadership positions in the cadet wing. Ensure each cadet officer serves at least one term in a qualifying leadership position. Cadets may, with the approval of the commander pursuant to paragraph 1.2.3.3.6., satisfy this requirement by holding officer-equivalent positions in student organizations. Retain

documentation until the cadet officer is commissioned or is eliminated from the program.

1.2.3.3.6. The COC shall, upon the petition of any cadet officer, evaluate a cadet's non-cadet wing leadership position to determine whether or not that position satisfies AFROTC pre-commissioning leadership credit criteria (set forth in paragraph 1.2.3.3.6.3. below). If a cadet officer holds a leadership position in a student organization outside the cadet wing, he or she may, within the first two weeks of any term, apply to the detachment commander, through the COC, to be granted leadership credit and enhanced cadet officer rank (see paragraph 4.17.10.) for such participation. Only those leadership positions satisfying paragraphs 1.2.3.3.6.1. through 1.2.3.3.6.4. below will be considered under this provision. The burden is on the cadet officer to provide a sufficiently detailed description of the position to receive this credit. Leadership positions in a student organization outside the cadet wing satisfy this requirement only if held during a cadet's tenure as a cadet officer; positions held during a cadet's tenure as a cadet airman do not satisfy this requirement.

1.2.3.3.6.1. Concept. These rules are intended for two purposes. First, they are intended to give detachment commanders the flexibility to expand the breadth of meaningful leadership positions. Credit can be given for these positions so as to relieve the difficulty some detachments may face in providing enough meaningful leadership positions within the cadet wing for every cadet officer to satisfy this requirement. Second, they are intended to recognize extraordinary and notable involvement by individual cadet officers in campus activities that require significant cadet leadership skill, time, and energy. The granting of such credit should be judiciously managed with a strong preference toward cadet wing leadership positions, assuming there are enough such positions available to provide every cadet officer the opportunity to serve in one.

1.2.3.3.6.2. Aims/purposes of the student organization. The purposes of the student organization cannot be contrary to the goals and aims of the United States Air Force. Leadership credit cannot be awarded if the organization espouses the overthrow of the federal, state, or local government; if the organization promotes beliefs that are contrary to the Air Force's strong position against discrimination on the basis of race, color, religion, ethnic origin, or gender; or if the goals of the organization are otherwise service discrediting or support a position/policy counter to established Department of Defense (DoD) or Air Force policy.

1.2.3.3.6.3. Behaviors. The leadership positions should provide a cadet officer the opportunity to enhance communication and organization skills, as well as leadership fundamentals such as integrity, service, and excellence.

1.2.3.3.6.4. Complementing the AFROTC Mission. The student organization must in some tangible way, promote the aims or goals of AFROTC, whether that

be through direct officership training, recruiting, or promoting retention of AFROTC cadets.

1.2.3.3.6.5. COC actions. If the COC determines the cadet's leadership position satisfies paragraphs 1.2.3.3.6.1. through 1.2.3.3.6.4. above, the COC may recommend to the commander that the cadet be granted leadership credit for holding the position. In such a case, the COC should favorably endorse the cadet's application, provide rationale for the decision and the suggested rank for the position, and forward the petition to the commander. If the COC determines that the position fails to satisfy the leadership credit criteria, the COC should recommend rejection and forward the petition to the commander.

1.2.3.3.6.5.1. Detachment commander actions. The commander shall, upon receipt of the cadet petition, review the request to ensure (1) the position satisfies the criteria listed in paragraphs 1.2.3.3.6.1. through 1.2.3.3.6.4. above, and (2) the commander is satisfied with the COC's rationale for granting or rejecting the leadership credit and enhanced rank. The commander is the final decision authority for the granting or rejecting of leadership position credit and enhanced rank for non-cadet wing leadership positions. The cadet has no right to appeal this decision.

1.2.3.3.6.6. Subsequent Removal. If a cadet is removed from a qualifying position at any time during the term in which the cadet was granted leadership credit for the position, leadership credit for that position should be withdrawn. The cadet should be informed that he or she has failed to satisfy the pre-commissioning leadership credit requirement, and be counseled via AFROTC IMT 16 on the need to satisfy this requirement in a subsequent term. Removal from a qualifying leadership position is an administrative act and is not punitive in nature. If the cadet is removed from such a position due to misconduct, the underlying misconduct may be grounds for disenrolling the cadet (see AFROTCI 36-2011).

1.2.3.4. The EO will:

1.2.3.4.1. Conduct the In-Service Training (IST) program IAW AFOATSI 36-102.

1.2.3.4.2. Retain a record of in-service meetings for one academic year, to include attendance and topics covered.

1.2.3.4.3. Ensure new instructors who did not attend either the Professor of Aerospace Studies Instructor Course or the Assistant Professor of Aerospace Studies Instructor Course are familiar with AFROTC educational principles and policies presented during the most recent summer's program. Use handouts from a recent attendee or contact AFOATS/CR for student materials. Document training and retain until the instructor attends the appropriate instructor course or is reassigned.

1.2.3.4.4. Evaluate each detachment instructor each academic term using AETC IMT 620. If PAS is also EO, only one evaluation is required each term.

1.2.3.4.5. Ensure activities are provided to increase teaching effectiveness. Use on-campus instructor development and feedback programs when available.

1.2.3.4.6. Conduct at least one session per year to review AFROTC training procedures and policies in the ATG.

1.2.3.4.7. Conduct at least one session per year to review AFROTC IMT 48, **Planned Academic Program**, preparation and maintenance procedures, as outlined in AFROTCI 36-2011.

1.2.3.4.8. Conduct at least one session per year to review AFROTC IMT 16 procedures, as outlined in AFROTCI 36-2011.

1.2.3.4.9. Conduct at least one session per year to review cadet record and student management roster (SMR) review procedures.

1.2.3.4.10. Conduct at least one session per year to review drill and ceremonies evaluation procedures.

1.2.3.4.11. Conduct at least one session per year to review cadet uniform wear and grooming standards.

1.2.3.4.12. Conduct at least one session per year to review fitness standards and Physical Fitness Test (PFT) procedures. Refer to AFOATSI 36-2007, *AFOATS Weight and Fitness Programs* for guidance.

1.2.3.4.13. Review each instructor's course syllabus and grade book for compliance with requirements of this instruction (see paragraphs 2.9. and 2.10.).

1.2.3.4.14. Review one exam by each instructor per academic year to assess effectiveness in testing lesson objectives. Retain until next review.

1.2.3.4.15. Conduct end of course surveys/critiques for LLAB and each AS course, for both instructor (AS classes only) and course feedback, unless the university provides instructor and course feedback. Analyze results of detachment or university conducted end of course surveys/critiques and provide to respective instructors and the detachment commander. COC receives results of end of course LLAB survey.

1.2.3.4.16. Include course descriptions in catalogs of host institutions and affiliated school campuses when practical. Sample AS and LLAB course descriptions are found at the AFROTC Curriculum web page at <https://hq.afots.af.mil/curriculum>.

1.2.3.4.17. Monitor retention of academic records to ensure the following items are on file in the detachment:

1.2.3.4.17.1. Instructor training and evaluation data IAW AFOATSI 36-102.

1.2.3.4.17.2. A syllabus for each AS and LLAB course offered. Retain for one calendar year.

1.2.3.4.17.3. If AFOATS/CR lesson plans are not used, then detachment-generated lesson plans must be retained until revised (electronic copy will suffice).

1.2.3.4.17.4. A master copy of each examination. Retain until revised.

1.2.3.4.17.5. AS class and LLAB instructor grade books or similar documents must contain attendance records, all graded items, points or percentages earned by students for each graded item, and a final course grade for each student. Retain for the current and previous academic year unless the college or university requires a longer retention period.

1.2.3.4.18. Establish a tracking system, manual or automated, to maintain accountability for all educational materials. This includes accountable materials and student retention materials. Accountable materials are re-usable material listed in the *Education Materials Listing* as accountable/active. This is found at the AFROTC Curriculum web page at <https://hq.afoats.af.mil/curriculum>. Student retention materials are materials issued to students that they will keep and will not be returned to the detachment. Reference materials are materials sent to detachments for information and evaluation purposes, for detachment library core material, or as additional research material or support material.

1.2.3.4.19. Record any changes in stock level, which permanently alters the number of items at the detachment. The total reflected on the tracking system output includes all items issued to students, instructors, and in storage.

1.2.3.4.20. Inventory educational materials annually after the spring term and prior to fall term issue. Sign and date the annual inventory certifying the inventory results are complete and accurate.

1.2.3.4.21. Retain all items on your inventory until the item becomes obsolete (not on active listing). Disposition is left to the detachment commander's discretion. Items may be retained as student reference material and/or as additions to the core materials in the detachment library.

1.2.3.4.22. Maintain a copy of the *Educational Materials Listing*. Obsolete material listings will no longer be provided.

1.2.3.4.23. Brief the PAS on university rules regarding academic records and instructor training which are more demanding than the requirements of this instruction.

1.2.3.4.24. Supervise administration of detachment websites.

1.2.3.4.24.1. To the greatest extent possible, coordinate Internet links between cross-town institutions and detachment websites.

1.2.3.4.24.2. Ensure detachment websites provide an Internet link to www.afrotc.com labeled "Apply for Scholarships."

1.3. Waiver Requests. HQ AFROTC/DO grants waivers to training program requirements and AFOATS/CR grants waivers to education program requirements relevant to this instruction. When a waiver is required, submit the request through the appropriate region commander. Reference the paragraph in the instruction for which a waiver is requested and accurately describe the event/request in detail.

Chapter 2

THE ACADEMIC CLASSROOM PROGRAM

2.1. The General Military Course (GMC). The GMC is a two-year course, consisting of AS 100 and AS 200, designed to motivate and prepare cadets for entry into the professional officer course (POC). Each course is designed as a weekly, one academic-hour course.

2.2. The Professional Officer Course (POC). The POC is a two-year course, consisting of AS 300 and AS 400, designed to prepare cadets for active duty as Air Force officers. Each course in the POC is designed as a weekly, three academic-hour course.

2.3. Guest Instruction. AFROTC encourages detachments to use guest instructors. There are no Air Force funds for guest instructors. The respective AS class instructor, or if unavailable, another AFROTC instructor, must attend the class.

2.4. Alternate-Year Arrangements. The optimum instructional flow is to offer all four AS courses each year. Deviations from this normal flow can have adverse effects on a student's educational program. If detachments have manning limitations or distance problems between servicing colleges and universities, the detachment commander may offer the GMC course on an alternate-year basis. Alternate-year teaching in the POC is not permitted without an approved waiver (see paragraph 1.3.).

2.5. Adaptations of AFROTC Curriculum.

2.5.1. Regular Curriculum Option. Students with 4 years remaining in school may enroll in the program, then apply for standard FT for the summer preceding their final 2 years in school.

2.5.2. Compressed POC Curriculum Option (less than two years). Cadets may concurrently enroll in POC classes for one term if they have a period of nonattendance (PNA) per the guidelines in AFROTCI 36-2011. Any other concurrent enrollment in the POC must be requested with an AFROTC IMT 22, **Cadet Personnel Action Request** through the Registrar Division (HQ AFROTC/RRFP). If, however, the cadet is available to attend LLAB during the PNA for AS class, the cadet will attend LLAB.

2.5.3. Compressed GMC Option. Students with 3 or 3 1/2 years remaining in school when they begin may concurrently enroll in AS 100 and AS 200 academic classes to complete the entire GMC in 1 or 1 1/2 years, with detachment CC approval. The detachment CC will decide to accredit this time or not, which will determine whether the student will attend standard or extended FT during the next summer. Ensure students entering or completing the GMC in this manner complete all lesson objective requirements for AS 100 and AS 200 classes. See paragraph 4.5. for LLAB enrollment requirements of concurrently enrolled academic cadets.

2.5.4. Tutorial Instruction/Independent Study. The detachment commander may approve tutorial instruction/independent study that involves regularly scheduled face-to-face meetings between the instructor and student. Correspondence methods are prohibited for this type of instruction. Attendance records must be maintained and documentation must be retained to clearly demonstrate how the appropriate AS lesson objectives were accomplished.

2.5.5. Summer Classes. The detachment commander may schedule summer AFROTC classes including tutorial classes/independent study when circumstances prevent students from enrolling in courses during the regular term. Attendance records must be maintained and documentation must be retained to clearly demonstrate how the appropriate AS lesson objectives were presented.

2.5.6. Distance Learning. Any AFROTC classes to be taught using distance-learning methods (the instructor and students in two different physical locations) must be approved in writing by the region CC and AFOATS/CR.

2.6. Instructor Teaching Load.

2.6.1. Maximum teaching load. The maximum GMC teaching load is 10 hours per week; the maximum POC teaching load is 9 hours per week. Region commanders may approve exceptions to the hourly limits.

2.6.2. Concurrent instruction. At detachments with four or more instructors assigned, obtain a waiver from the region commander before an instructor teaches both POC courses, or a POC course and a GMC course concurrently.

2.7. Lesson Plan. AFOATS/CR approved lesson plans are provided at the following address: <https://hq.afots.af.mil/curriculum>.

2.7.1. If the lesson plans provided by AFOATS/CR are not used for academic classes, detachment-generated lesson plans must contain the following as a minimum:

2.7.1.1. Lesson objectives.

2.7.1.2. Main points and samples of behavior.

2.7.1.3. Teaching methods and student activities.

2.7.1.4. Required student preparation and assignments.

2.7.1.5. Time allocation.

2.8. Supplemental Texts. Do not require cadets to purchase commercial texts for an AFROTC course.

2.9. Syllabus. At the beginning of each term, provide access to a syllabus to students in each AS course. This may be a written or electronic version. Provide a written copy to any cadet who requests one. Include the following information:

2.9.1. Attendance Policy. Cadets must attend a minimum of 80 percent of scheduled AS classes (or substitute activities determined by the respective AS instructor and with approval of the PAS) to receive a passing final grade (see paragraph 1.1.1.1.) unless host university policy requires a higher attendance percentage.

2.9.2. Classroom Department. Provide guidance on cadet conduct.

2.9.3. Grading and Evaluation Procedures. Clearly list each graded item, indicate how much weight each item has been assigned, and include the grading scale (point ranges for each letter grade).

2.9.4. Scheduling Information. Indicate class meeting dates, holidays, and breaks.

2.10. Grading Procedures.

2.10.1. Instructors may consider class attendance in determining a student's final grade in AS classes, but attendance must be subordinate to measurable performance based on lesson objectives. However, in cases where student attendance falls below 80 percent, attendance becomes the main determinant in the student's final grade and the student receives a failing grade for the class.

2.10.2. Final course grades must consider subject matter knowledge and communicative skills development.

2.10.3. Students will not enroll in AFROTC academic courses on a pass/fail or credit/fail system unless the host university approves it. If given the option, the detachment will not use the pass/fail system in AS classes for cadets. When the department of aerospace studies must allow pass/fail registration, the detachment will continue to maintain normal letter grades in cadet records for all cadets.

Chapter 3

CADET ACTIVITIES: PRACTICAL MILITARY TRAINING (PMT) AND NON-PMT

3.1. Practical Military Training (PMT). PMT is **any** AFROTC-sponsored training activity uniquely military or that AFOATS or AFROTC instructions or the detachment commander designate as PMT. All detachment PMT will be limited by paragraph 3.2. of this instruction. See paragraph 1.2.3.2.4. for detachment commander accountability for PMT and supervisory requirements. PMT activities must meet the requirements set forth in paragraphs 3.1.1. through 3.1.3. below.

3.1.1. Training activities. Training activities that are PMT must have training value, a supervision plan, and be structured to conform to safety requirements of paragraph 3.1.3.

3.1.1.1. Mandatory PMT. Examples of mandatory PMT include, but are not limited to:

3.1.1.1.1. Numbered LLAB objectives implemented IAW T-508, *AFROTC Leadership Laboratory Cadet Instructor's Guide*.

3.1.1.1.2. PT objectives implemented IAW T-508 and AFROTCMAN 36-201.

3.1.1.2. Voluntary PMT. **Any** AFROTC-sponsored training activity uniquely military that the detachment commander designates as voluntary PMT. Examples of voluntary PMT include, but are not limited to:

- 3.1.1.2.1. Mock deployments, base visits, or FT preparation classes conducted in addition to normal LLAB hour requirements as well as AFROTC Flight Orientation Program activities and drill team/honor guard competitions.
- 3.1.1.3. Arnold Air Society and cadet booster clubs, although recognized by AFROTC, **are not** AFROTC-sponsored groups and do not qualify as PMT. Cadets are not authorized medical care under paragraph 3.1.4. for any injuries sustained while performing activities as members of these organizations.
- 3.1.2. AFROTC sponsorship. **AFROTC sponsors an activity when** an active duty member assigned within AFROTC authorizes, plans, facilitates and/or provides resources for the activity. A detachment cadre member must be present during these activities. Detachments will only sponsor activities that have training value and meet the requirements of paragraph 3.1.1. above. Activities that do not conform to paragraph 3.1.1. are non-PMT events (see paragraph 3.5.). Care should be taken when announcing or posting activities so that differences between mandatory PMT, voluntary PMT, and non-PMT activities are clearly understood.
- 3.1.3. Safety. All PMT activity must be structured such that potential for incident is minimized. This includes, but is not limited to:
- 3.1.3.1. High Risk Activities. The detachment commander will determine if an activity is high-risk. Commanders should use AETC Supplement 1 to AFI 91-202, *The US Air Force Mishap Prevention Program* as a guide. Detachments will only sponsor high-risk activities or potentially high-risk activities after obtaining a waiver in accordance with paragraph 1.3. of this instruction. In the waiver request, describe the event fully, explain the training value, supervision plan, safety considerations, pre-event training, and expertise of the primary trainers provided. If an individual cadet wishes to participate in high-risk activities on his or her own time, COCs must first counsel using AETC IMT 410, *High Risk Activities Worksheet*.
- 3.1.3.2. Climate Considerations. For ambient temperatures above 70 degrees Fahrenheit, determine the heat category (flag condition) using the AFROTC Wet Bulb Globe Temperature (WBGT) calculator. When the AFROTC WBGT Calculator indicates 85 degrees (Yellow Flag) or higher, do not conduct the PFD or PFT unless authorized by the detachment commander.
- 3.1.4. Medical Care. Cadets may receive medical care at a military medical treatment facility or a military-authorized civilian treatment facility for injuries occurring during PMT (see paragraph 1.2.3.2.5).
- 3.1.5. PMT Eligibility. Per 10 U.S.C.2109(c)(1), "A person who is not qualified for, and...will not be able to become qualified for, advanced training (POC), ...shall not be permitted to participate in...practical military training." Persons that fall into this category may however, attend PMT events as guests to view the events, listen to guest speakers, or attend field trips on a space available basis at the discretion of the detachment commander.

Special students, who will never qualify for the POC, may not participate in PMT including LLAB.

3.1.5.1. 10 U.S.C. 2103(b) and AFI 36-2011, paragraph 1.26 allow legal immigrant and non-immigrant non-US citizens actively seeking US citizenship to participate in PMT and be the only exception to this rule. Detachment commanders may use discretion in allowing participation when a non-US citizen currently does not meet other non-citizenship related cadet membership standards but is progressing toward meeting them in the future.

3.1.6. New Student Orientation Program (NSOP). At their discretion, detachments can conduct a NSOP for incoming students. If conducted prior to the start of the academic term, cadet involvement must be strictly voluntary. NSOP should introduce cadets to the education and training programs. NSOP conducted like a "boot camp" and activities that involve hazing, maltreatment, disrespect or physically, mentally, or emotionally abusive rites of passage are not authorized and will not be tolerated. An active duty detachment officer must supervise NSOP.

3.1.7. Timeframe. Detachments will not direct any mandatory PMT (PT or LLAB) during periods when academic classes of a cadet's academic institution are not in session (i.e., holidays, fall and spring breaks, etc.). Any PMT conducted during these times must be strictly voluntary.

3.2. Hourly Requirements. The hourly requirements for PMT activities are:

3.2.1. Mandatory PMT Activities. Detachments may require each cadet to attend no more than 5 hours of mandatory PMT activities per week (Monday through Sunday) for IMT and FTP cadets and no more than 6 hours per week for ICL and SCL cadets. See paragraph 3.3.3. for classification of cadets in LLAB. Mandatory PMT activities are comprised of the following:

3.2.1.1. LLAB. Detachments may require each cadet to attend no more than 2 hours of activities that count toward numbered LLAB objectives per week (Monday through Sunday) for IMT and FTP cadets and no more than 3 hours per week for ICL and SCL cadets.

3.2.1.2. PT. Each cadet will attend a minimum requirement of two PT activities per week, but cannot be required to attend in excess of 3 hours of PT per week (Monday through Sunday). IAW AFROTCMAN 36-201, detachments are encouraged to conduct PT activities three to five times per week to facilitate maximum opportunity for cadet participation. Any cadet participation in PT above the maximum required 3 hours per week must be strictly voluntary.

3.2.2. Exceptions. Deviations from the mandatory PMT maximum time limits must be approved by the detachment commander in writing and must be reasonable and justifiable.

3.2.3. Voluntary PMT. There are no hourly restrictions on voluntary PMT. Cadets may participate in as many voluntary activities as they wish. However, cadre members should monitor voluntary PMT activities for cadets that may be over-committing themselves and counsel as appropriate.

3.3. Leadership Laboratory (LLAB). All LLAB activities are mandatory PMT. ICL and or SCL LLAB may be scheduled with the IMT and or FTP LLAB or separately. See paragraph 3.3.3. for classification of cadets in LLAB.

3.3.1. LLAB includes the following activities:

3.3.1.1. Scheduled LLAB classes.

3.3.1.2. Alternate LLAB or LLAB make-up activities for cadets with valid scheduling conflicts which prevent them from attending regularly scheduled LLAB activities. Cadets must provide documentation supporting the scheduling conflict to the COC.

3.3.1.3. Any activities counting toward LLAB grading performed by cadets as members of the cadet wing in support of LLAB objectives (outside scheduled LLAB classes). This does not include LLAB preparation time.

3.3.2. Concept. Except for special students, all students enrolled in AS courses must also enroll in LLAB. LLAB curriculum supports classroom efforts by providing cadets with knowledge and practical command and staff leadership experiences.

3.3.2.1. LLAB must be cadet planned, directed, and centered. The cadre will permit wide latitude in allowing the cadet wing to conduct this training program.

3.3.3. Classification. Cadets are classified and assigned to a LLAB course with respect to FT attendance and commissioning. The mandatory LLAB objectives are found in T-508 and are grouped using the following categories:

3.3.3.1. Initial Military Training (IMT). Cadets who are part of the GMC but are not scheduled to attend FT; normally AS 100 cadets.

3.3.3.2. Field Training Preparation (FTP). Cadets scheduled to attend FT in the upcoming year; normally AS 200 cadets.

3.3.3.3. Intermediate Cadet Leaders (ICL). Cadets who have satisfactorily completed FT, but are not scheduled to commission in the upcoming year; normally AS 300 cadets.

3.3.3.4. Senior Cadet Leaders (SCL). Cadets who have satisfactorily completed FT and are scheduled to be commissioned in the upcoming year; normally AS 400 cadets.

3.3.3.5. Any cadet who does not fit into the above classifications will be classified according to the judgment of the detachment commander. Cadets should be assigned to the program that will benefit them most.

3.3.3.6. To the maximum extent possible, detachment commanders will ensure that cadets have completed 1 year of LLAB prior to FT attendance.

3.4. Physical Training (PT). PT is mandatory PMT. PT objectives and attendance are part of LLAB grading. PT includes, but is not limited to, the Physical Fitness Diagnostic (PFD), Physical Fitness Test (PFT), and weekly PT activities. As with all PMT, follow accountability requirements of AFROTCMAN 36-201.

3.4.1. PT Programs. Reference AFROTCMAN 36-201 and AFROTCMAN 36-202, *Physical Training* in developing a PT program. Regardless of other factors, PT programs should:

3.4.1.1. Enhance the physical fitness level of cadets and ready them to meet Air Force fitness standards.

3.4.1.2. Motivate cadets to pursue a physically fit lifestyle.

3.4.2. PT Program Implementation. Proper consideration must be given to student academic loads and schedules, work requirements, and other commitments. On a case-by-case basis, the detachment commander may waive the requirement for a cadet to attend the mandatory PT program for the term. Examples include in-season intercollegiate athletes and hardship cases caused by extreme travel distance, scheduling conflicts, etc. In these circumstances, the goals of the PT Program must still be met via (a) enrollment in an appropriate host institution physical education or kinesiology course, (b) participation in a sister service's PT program at a cross-town location where it is not possible for AFROTC to facilitate PT twice per week, or (c) an individual workout regimen approved by the detachment commander. In any case, the student must be required to submit a weekly fitness report to the COC describing the type and duration of PT activities accomplished. If a cadet is participating in PT (or any other activity) and is unsupervised by an active duty cadre member, the activity is not considered PMT, and AFROTC is not liable for any injury sustained by the student.

3.4.3. Physical Training Activities. A PT activity is any AFROTC sponsored activity classified as moderate or hard work IAW AETCI 48-101. PT activities include, but are not limited to, conditioning exercises, calisthenics, 1.5-mile run, the Physical Fitness Diagnostic (PFD), the Physical Fitness Test (PFT), Warrior Runs, etc. Please refer to AFROTCMAN 36-201 and AFROTCMAN 36-202 for further guidance.

3.5. Non-PMT Activities. There are many activities cadets participate in that are not training and/or are not sponsored by the detachment or cadet wing. Non-PMT activities include those events that are neither part of the scheduled coursework, part of the curricular activities, nor within the definition of PMT, but have social, public relations, or educational value. AFROTC is not liable for non-PMT activities. Do not use class or LLAB time or give LLAB credit for

non-PMT activities. The detachment commander may designate any non-PMT activity as off limits for uniform wear. Care should be taken when non-PMT activities are announced or posted such that non-PMT activities are not confused with PMT. Activities such as drill team/honor guard practices and performances and cadet staff or flight meetings conducted outside LLAB are not considered PMT, regardless of whether or not participants wear the AFROTC uniforms.

3.5.1. Extracurricular Cadet Activities. Cadets can participate as private citizens in university, community, or civilian sponsored events provided they do not wear a uniform or create the appearance of representing AFROTC. Any cadet who participates does so voluntarily with the understanding that the activity is not sponsored by AFROTC, is not PMT, and that injuries could result in loss of AFROTC status and benefits. The following are non-PMT extracurricular activities, which include, but are not limited to:

3.5.1.1. Fundraising.

3.5.1.2. PT not supervised by active duty cadre.

3.5.2. University-Sponsored Events. If cadets participate in university events, they do not require any coordination with AFROTC. Detachment commanders must avoid any impression that AFROTC sponsors the event. The Air Force is not liable for medical care when cadets participate in non-AFROTC sponsored events. If there is any coordination or interaction with AFROTC, care must be taken to ensure the cadet understands the event is not sponsored by AFROTC and is not PMT.

3.5.2.1. Intramural activities as part of a campus intramural program are not PMT, even if the team is composed solely of AFROTC cadets.

3.5.2.2. Local university courses involving such activities as rock-climbing, rappelling, ropes, etc, as part of the university curriculum are non-PMT.

3.5.2.3. AS 100-400 academic classes are considered part of the normal university curriculum, sponsored by the university, and are not PMT.

3.5.3. Civilian/Community, DoD, other federal or non-federal entity sponsored activities are generally not PMT, unless the activity has training benefits to the Air Force and the detachment commander specifically identifies the activity as PMT (see paragraph 3.1.).

3.6. Field Training Preparation. Field Training Preparation should be accomplished within LLAB. To the maximum extent possible, detachment commanders will ensure that cadets have completed 1 year of LLAB prior to FT attendance.

3.6.1. Instruction and evaluation for Field Training Preparation will focus on:

3.6.1.1. Ensuring cadets are physically fit.

3.6.1.2. Ensuring cadets are competent in drill and ceremonies.

3.6.1.3. Ensuring cadets know:

3.6.1.3.1. The AFROTCMAN 36-203, *Field Training Manual* and FT military decorum. **NOTE:** The lesson objectives and samples of behavior in the FTP LLAB lessons provide the basis for FT preparation.

3.6.1.3.2. The importance of wear and break-in of footwear.

3.6.2. Practice. Unique military decorum rules from AFROTCMAN 36-203 may be practiced at any time, but may be required **during LLAB only**, after cadets have been instructed. This includes requiring cadets preparing for FT to use the seven basic responses, square corners, greet, come to attention with heels to the wall, etc. (this may apply to PT at the detachment commander's discretion). This practice will be restricted to LLAB hours in specified locations only, as a role-play exercise.

3.6.3. Prohibitions. FT Preparation is designed to teach specific skills and knowledge from AFROTCMAN 36-203. Activities/exercises with the intention of simulating the stresses of the FT environment/experience are expressly **prohibited**. Prohibitions in the context of FT preparation activities include, but are not limited to:

3.6.3.1. Giving direct individual feedback with raised voices.

3.6.3.2. Using a merit/demerit system. **NOTE:** Cadets should be instructed on proper use of AETC IMT 341, **Excellence/Discrepancy Report**. AETC IMT 341 may be used as a visual aid for instructional purposes only.

3.6.3.3. Any cadets acting as Cadet Training Assistants (CTA) or officers acting as Flight Training Officers (FTO).

3.6.3.4. Physical activities given as a consequence.

3.6.3.5. Using FT-specific Group Leadership Problems (GLP). Use only AFOATS/CR-approved GLPs.

3.6.3.6. Any actions that have traditionally been part of "mini-camps."

Chapter 4

LEADERSHIP LABORATORY (LLAB) PROGRAM AND CADET WING REQUIREMENTS

4.1. Military Institutions. Military Institutions as determined in writing by the current region commander, are exempt from the requirements of this section where not practical, due to the nature of their programs. Ensure unique AFROTC LLAB lesson objectives are presented to cadets.

4.1.1. Minimum requirements for FTP objectives found in the T-508 must be presented to all cadets going to FT in the upcoming year.

4.2. Mission Directive.

4.2.1. The mission directive must be published annually prior to the start of each academic year, and provided to the cadet wing prior to the first LLAB. Additional mission directive supplements may be published periodically. Retain until superseded.

4.2.2. The mission directive must direct what is to be done, not how to do it.

4.2.3. The detachment commander must approve and sign the mission directive.

4.2.4. As a minimum, the mission directive must require cadets to:

4.2.4.1. Present all LLAB lesson objectives over the course of the academic year.

4.2.4.2. Develop a cadet wing organizational chart.

4.2.4.3. Provide the COC with written job descriptions for each position on the cadet wing organizational chart.

4.2.4.4. Develop a unit manning document (UMD).

4.2.4.5. Implement the cadet appointment and rotation system (see paragraphs 4.14. and 4.15.).

4.2.4.6. Publish an operations plan (OPLAN) for each cadet wing staff rotation.

4.2.4.7. Publish operations orders for all mandatory PMT.

4.2.4.8. Assist the COC and PAS in creating a climate of understanding of and compliance with the Honor Code.

4.3. Operations Plan (OPLAN). Cadets produce the OPLAN each time the cadet wing positions rotate.

4.3.1. The OPLAN will state how and when LLAB lesson objectives will be presented, and which lesson objectives will be addressed in a subsequent OPLAN (if necessary).

4.3.2. The OPLAN will state how and when all other taskings in the mission directive will be accomplished, and which taskings will be addressed in a subsequent OPLAN.

4.3.3. Operations Orders. Cadets must produce an operations order prior to each mandatory PMT. Operations orders provide details from the OPLAN for a specific PMT activity.

4.3.3.1. The cadet wing commander signs all operations orders.

4.3.3.2. The COC approves all operations orders.

4.3.3.3. Each operations order must contain as a minimum:

4.3.3.3.1. Date of PMT (LLAB or PT).

4.3.3.3.2. Start and stop time of PMT.

4.3.3.3.3. Uniform of the day.

4.3.3.3.4. Operational risk management (safety) considerations.

4.3.3.3.5. Inclement weather plan.

4.3.3.4. For each scheduled activity within the operations order, the following must be listed:

4.3.3.4.1. Activity.

4.3.3.4.2. Location.

4.3.3.4.3. Time.

4.3.3.4.4. Associated LLAB lesson objective presented.

4.3.3.4.5. Point of contact.

4.4. LLAB Syllabus. The COC must provide cadets with the following information in writing (either written or electronic format is acceptable) at the beginning of each term:

4.4.1. Attendance policy for LLAB (including PT).

4.4.2. A list of the numbered LLAB lesson objectives and/or PT objectives for the appropriate course.

4.4.3. Grading and evaluation procedures.

4.5. LLAB Requirements for Concurrently Enrolled Cadets. Cadets concurrently enrolled in AS classes will only enroll in the appropriate LLAB course determined by the student's status in relation to FT per paragraph 3.3.3. It is the responsibility of the cadet and the COC to ensure the cadet obtains any missed objectives because of concurrent enrollment. For example, an FTP cadet may need knowledge of some IMT LLAB objectives in order to accomplish the FTP objectives. Because IMT and FTP cadets are often working on different objectives, it may be necessary for the cadet to meet with his or her flight commander or COC to obtain the required knowledge to successfully complete FTP objectives. For this reason, concurrently enrolled cadets may be allowed to exceed the maximum time limits set forth for accomplishing LLAB objectives set forth in paragraph 3.2.1.1. of this instruction.

4.6. LLAB Grading and Attendance Criteria.

4.6.1. Each cadet must satisfy three requirements in order to receive a passing grade for LLAB:

4.6.1.1. All cadets must attend a minimum of 80 percent of LLAB activities. Cadets must also meet the 80 percent PT attendance requirement to pass LLAB each academic term (see paragraph 1.1.1.).

4.6.1.2. All cadets must attempt the PFT IAW AFOATSI 36-2007. **EXCEPTIONS:** Contract cadets on medical recheck status unable to take the PFT during the term, and non-contract cadets who have a bona fide medical excuse lasting throughout the term. For cadets on medical recheck status, refer to guidelines in AFOATSI 36-2007. **NOTE:** Refer to AFOATSI 36-2007 and retention standards of AFROTCI 36-2011 for contract cadets. If a contract cadet receives a failing score on the PFT, this does not constitute a failure in LLAB. In the event a cadet meets all PT attendance requirements and still does not make satisfactory progress on the PFD, they will be unable to take the PFT (see AFROTCMAN 36-201), and therefore fail LLAB. Waiver requests to retain cadets in AFROTC in spite of LLAB failure must be submitted via AFROTC IMT 22 to AFROTC/RR.

4.6.1.3. Cadets must not show indifference to military training. Normally, a cadet demonstrating a problem with attitude or adjustment will have multiple AFROTC IMT 16 counselings, which document the cadet staff and cadre attempts to intervene and correct the undesirable behavior. This passing requirement is assumed to be met by all cadets, unless otherwise documented.

4.6.2. Offer LLAB on a pass/fail or credit/fail system, unless the institution requires letter or numerical grades.

4.6.3. LLAB attendance records and documentation showing accomplishment (program presentation) of required minimum LLAB lesson objectives is mandatory.

4.6.4. Performance in LLAB must not affect the AS course grade.

4.6.5. If LLAB is conducted during a time when a cross-town school is not in session, the detachment must have alternatives for the cross-town school cadets to make up the missed training if needed to meet the 80 percent attendance requirement.

4.7. Cadet Rank.

4.7.1. Concept. Cadet rank is designed to provide cadets with knowledge and practical applications of the active duty rank structure commensurate with different positions and levels of responsibility within the cadet wing.

4.7.2. Classification. Cadets are classified and assigned cadet rank commensurate with their position and level of responsibility within the cadet wing and with respect to FT completion. Cadets are classified into the following two rank categories:

4.7.2.1. Cadet airmen. Cadet airmen are cadets who have not satisfactorily completed FT. Although this primarily includes cadets enrolled in the GMC, this includes any cadet prior to satisfactory completion of FT, regardless of AS class enrollment. All cadet airmen will wear either C/4C or C/3C rank insignia based on the following criteria:

4.7.2.1.1. Cadets enrolled in the 4-year AFROTC program will wear Cadet Fourth Class (C/4C) insignia during their first academic year in the AFROTC program and Cadet Third Class (C/3C) insignia during their second academic year in the program.

4.7.2.1.2. Cadets concurrently enrolled in AS 100 and AS 200 classes will wear C/4C insignia during the fall/winter term and C/3C insignia during the academic term directly preceding FT. This also applies to 2-year cadets who have not satisfactorily completed FT and are in their first academic year in the AFROTC program.

4.7.2.1.3. One-year cadets. All cadets in the 1-year AFROTC program that have not yet attended FT will wear C/3C rank during the first academic term in the AFROTC program, and will be mentored by a cadet officer IAW T-508 LLAB objectives to learn the roles and responsibilities associated with being a cadet officer. One-year cadets will hold their cadet officer leadership positions in their last academic term and will wear any cadet officer rank (C/2d Lt – C/Col) commensurate with those duties. See paragraph 4.16. To the maximum extent possible, detachment commanders will ensure that one-year cadets have completed 1 year of LLAB prior to FT attendance. For one-year cadets that satisfactorily complete FT prior to their one year in the AFROTC program at the detachment, follow guidance in paragraph 4.7.2.2.1.

4.7.2.2. Cadet officers. Cadet officers are POC cadets that have satisfactorily completed FT (received a rating of Satisfactory or higher on their FT Performance Report). A cadet

that has completed FT with a rating of Unsatisfactory or Marginal will not hold cadet officer rank. Cadet officers will wear C/2d Lt – C/Col rank.

4.7.2.2.1. Cadet officers will wear cadet company grade officer rank (C/2d Lt – C/Capt) commensurate with their cadet wing duties during the academic term following satisfactory completion of FT. These cadets will be eligible to wear any cadet officer rank (C/2d Lt – C/Col) in subsequent academic terms based upon cadet wing position. EXCEPTION: One-year cadets that have not yet satisfactorily completed FT (see paragraph 4.7.2.1.3.).

4.8. Extended Cadets. As defined in AFROTCI 36-2011.

4.8.1. Fitness requirements. Extended cadets will meet fitness requirements of AFOATSI 36-2007, uniform wear requirements of AFROTCI 36-2008, *AFROTC Senior Uniforms and Insignia*, meet all LLAB and PT requirements IAW paragraph 1.1.1., and report to the COC or detachment commander at least once per month.

4.8.2. Position and rank. At the option of the detachment commander, extended cadets may be integrated into the cadet wing and given rank commensurate with their assigned responsibilities, or retain the highest rank previously held at the detachment. However, non-extended cadets must have priority in the assignment of leadership positions.

4.8.3. AS 500 cadets. As defined in AFROTCI 36-2011, GMC cadets who have completed AS 100 and AS 200 but have not yet entered the POC. AS 500 cadets must attend LLAB and PT and continue to wear the AFROTC uniform if they have, or are pursuing, an enrollment allocation to FT. These cadets will be assigned to the applicable LLAB course (see paragraph 3.3.3.).

4.9. Designation of Cadet Wing.

4.9.1. Nomenclature. The nomenclature of the cadet wing will include the appropriate AFROTC detachment number. For example, the cadet wing at Det 595 would be the 595th AFROTC Cadet Wing.

4.9.2. Designations.

4.9.2.1. Groups. Groups will be designated by number and function, and will adhere to current Air Force structure to the greatest extent practical. For example, 595th AFROTC Operations Group.

4.9.2.2. Squadrons. Squadrons may be designated by number and function or by number alone. For example, 595th AFROTC Training Squadron, or AFROTC Squadron 1 etc.

4.9.2.3. Flights. Flights will normally be designated by letters. For example, A Flight, B Flight, etc.

4.10. The Cadet Wing Organization. The cadet wing is organized to mirror the active-duty wing structure and comprised of AFROTC cadets at host and, if appropriate, non-host institutions. Non-host institution cadets may form into sister units as appropriate.

4.11. Functional Organization. The functional organization must be a wing and strive to include positions similar to those found in active duty wings. Add other positions within the cadet wing as needed. Titles and office symbols must conform to current Air Force practice.

4.12. Organizational Chart. An organizational chart must be maintained and updated showing all cadet officer positions in the cadet wing.

4.12.1. The organizational chart must clearly indicate positions designated as leadership positions by the COC.

4.12.2. The organizational chart must be posted for cadet reference. This may be an electronic version. Provide a non-electronic copy to any cadet who requests one.

4.13. Job Descriptions. The cadet wing commander must provide the COC a job description for each position on the organizational chart.

4.14. Cadet Promotion System. A cadet promotion system is not required. However, cadets should hold rank commensurate with their cadet positions and responsibilities.

4.15. Cadet Rotation. Cadet officers will rotate positions at least once during the academic year. Cadet officers must not hold the same position for two consecutive rotational periods without detachment commander approval.

4.16. Leadership Positions. Although not required to have an assigned cadet position each term, a cadet officer must serve at least one term in a leadership position. The COC is responsible for ensuring and documenting this requirement. See paragraph 1.2.3.3.6. for guidance on awarding leadership position credit for officer-equivalent positions in student organizations. The COC must also ensure compliance with paragraph 4.7. of this instruction regarding rank and cadet officer leadership positions for one-year cadets.

4.17. Unit Manning Document (UMD). The UMD sets limits on cadet grades and positions.

4.17.1. All cadet wing officer positions above the rank of cadet first lieutenant must appear on the UMD. The UMD must show the following for each position:

4.17.1.1. Office symbol.

4.17.1.2. Function (i.e., Operations, Mission Support, or Maintenance).

4.17.1.3. Position title.

4.17.1.4. Maximum grade authorization.

- 4.17.2. The names of individual cadets must not appear on the UMD.
- 4.17.3. The cadet wing commander will hold the rank of cadet colonel.
- 4.17.4. No grade is authorized above cadet colonel.
- 4.17.5. There is no limitation on the number of cadet lieutenant positions.
- 4.17.6. Cadet ranks must be limited to the number of available positions in a given grade as shown on the UMD.
- 4.17.7. Cadets may hold a lower rank than that authorized for the position by the UMD.
- 4.17.8. Extended cadet ranks must appear on the UMD if the cadet holds a position in the cadet wing.
- 4.17.9. Cadet ranks must not be used interchangeably with United States Air Force ranks. The word "cadet" must be a part of any reference to the cadet's rank.
- 4.17.10. No special rank may be awarded to encourage a cadet to join. However, if a cadet officer qualifies for leadership credit as a result of participation in a student organization pursuant to paragraphs 1.2.3.3.5. and 1.2.3.3.6. of this instruction, the cadet may be given enhanced cadet officer rank. The rank given should be commensurate with an analogous position within the cadet wing (i.e., a position with nearly equivalent responsibilities). In no event will any such cadet be awarded a rank above cadet colonel. The detachment commander assigns the particular rank to be awarded.
- 4.17.11. Cadet officer ranks and positions awarded as a result of involvement with non-cadet wing organizations need not appear on the UMD; however, the detachment must maintain documentation of what cadets have applied for leadership credit and enhanced cadet rank pursuant to paragraphs 1.2.3.3.5., 1.2.3.3.6., and 4.16. of this instruction.

4.18. Cadet Publications. If used, they must use proper format of Air Force publications and information management practices. The COC must ensure cadet publications are current.

4.19. Web Pages. Refer to AFOATSI 35-101, *AFOATS Public Affairs Program*, for instructions concerning cadet wing web pages.

- 4.19.1. **Do not** place any copyrighted academic material or information protected under the Privacy Act of 1974 on your cadet wing or university web page.
- 4.19.2. All detachment websites will provide an Internet link to www.afrotc.com labeled "Apply for Scholarships."

4.19.3. To the greatest extent possible, coordinate Internet links between cross-town institutions and detachment websites.

4.20. Relations with Subordinates.

4.20.1. Cadets are specifically forbidden from using their rank or position to take or be perceived as taking undue advantage of subordinates. Cadets are prohibited from maltreating each other, including discrimination, sexual or other types of harassment, hazing, disrespectful treatment or language, oppression, abusive initiations or rites of passage, or deprivation of any right or privilege to which they are legally entitled as cadets or students.

4.20.2. If the detachment CC becomes aware of a personal social relationship between cadets that could be detrimental to the cadet chain of command, the commander must evaluate the impact on the cadet wing and the extent to which the relationship and the cadet's responsiveness to counseling reflects on the cadet's potential for officership and take administrative action if appropriate.

4.21. Cadet Evaluation Boards. Cadets may only use cadet evaluation boards for internal matters within the cadet wing, such as repeated poor performance of cadet duties. Do not use this process for more serious infractions when official AFROTC action such as a conditional event, suspension or termination of scholarship benefits, or disenrollment investigation are considered as likely actions against the cadet.

4.22. Forms/IMTs Adopted. AETC IMT 341, **Excellence/Discrepancy Report**; AETC IMT 410, **High Risk Activities Worksheet**; AETC IMT 620, **Academic Instructor Monitoring Checklist**; AFROTC IMT 16, **Officer Candidate Counseling Record**; AFROTC IMT 22, **Cadet Personnel Action Request**; AFROTC IMT 48, **Planned Academic Program**.

ALLEN E. THOMPSON
Colonel, USAF
Commander, Air Force ROTC

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, United States Code

Privacy Act of 1974

Public Law 88-647, *Reserve Officer Training Corps Vitalization Act of 1964*

AETCI 48-101, *Prevention of Heat Stress Disorders*

AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC)*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFOATSI 35-101, *AFOATS Public Affairs Program*

AFOATSI 36-102, *AFOATS Faculty Development, Enrichment, and Evaluation*

AFOATSI 51-601, *Civil Law and Command Succession*

AFROTCI 36-2005, *AFROTC Recruiting Program*

AFOATSI 36-2007, *AFOATS Weight and Fitness Programs*

AFROTCI 36-2008, *AFROTC Senior Uniforms and Insignia*

AFROTCI 36-2011, *Administration of Senior Air Force ROTC Cadets*

AFROTCMAN 36-201, *Cadet Physical Training Program*

AFROTCMAN 36-202, *Physical Training*

AFROTCMAN 36-203, *Field Training Manual*

T-508, *AFROTC Leadership Laboratory Cadet Instructor's Guide*

T-700, *The AFOATS Training Guide*

Abbreviations and Acronyms

AFI - Air Force Instruction

AFIT - Air Force Institute of Technology

AFOATS - Air Force Officer Accession and Training Schools

AFOATSI - Air Force Officer Accession and Training Schools Instruction

AFROTC - Air Force Reserve Officer Training Corps

AFROTCI - Air Force Reserve Officer Training Corps Instruction

AFROTCMAN - Air Force Reserve Officer Training Corps Manual

APAS - Assistant Professor of Aerospace Studies

AS - Aerospace Studies

ATG - AFOATS Training Guide

CC - Commander

COC - Commandant of Cadets

CTA - Cadet Training Assistant

DoD - Department of Defense

EO - Education Officer

FT - Field Training

FTO - Flight Training Officer

FTP - Field Training Preparation

GLP - Group Leadership Problem

GMC - General Military Course

IAW - In Accordance With

ICL - Intermediate Cadet Leader

IMT - Information Management Tool (applies to forms)

IMT - Initial Military Training (applies to cadets)

IST - In-Service Training

JA - Judge Advocate

LLAB - Leadership Laboratory

NFE - Non-Federal Entity

NSOP - New Student Orientation Program

OPLAN - Operations Plan
PAS - Professor of Aerospace Studies
PCS - Permanent Change of Station
PFD - Physical Fitness Diagnostic
PFT - Physical Fitness Test
PMT - Practical Military Training
PNA - Period of Nonattendance
POC - Professional Officer Course
PT - Physical Training
RC - Recruiting Coordinator
SCL - Senior Cadet Leader
SMR - Student Management Roster
SRO - Senior Ranking Officer
UAO - Unit Admissions Officer
UMD - Unit Manning Document
USC - United States Code
WBGT - Wet Bulb Globe Temperature