

15 JULY 2010



Personnel

CADET TRAINING PROGRAMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the Maxwell Publications and Forms Management Office AF Portal web page for downloading.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AFROTC/DOT

Certified by: HQ AFROTC/DO (Col Daniel Doty)

Supersedes, AFROTCI 36-2010, 2 July 2007,

Pages: 56

AFROTCI 36-2012, 4 May 2009, and AFROTCI 36-2017, 29 August 2007

This instruction implements AFPD 36-20, *Accession of Air Force Military Personnel*. It prescribes policies, procedures, and responsibilities for the Professional Development Training (PDT), Field Training (FT), Base Visit, and the AFROTC Flight Orientation Programs. It prescribes policies and procedures governing all AFROTC programs and activities requiring support by military aircraft. It explains the requirements and policies for transporting AFROTC cadets, institutional officials, and representatives of news media by military aircraft in support of motivation, orientation, and retention programs. This instruction applies to all senior AFROTC detachments and region offices. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by Title 10, USC Chapters 33 and 103, and E.O. 9397. System of records notice F036 AETC I, *Cadet Records*, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61/afrims/afrims>.

SUMMARY OF CHANGES

This instruction has been substantially revised and must be reviewed in its entirety. This rewrite combines AFROTCI 36-2010, *AFROTC Field Training Program*, AFROTCI 36-2012, *AFROTC Professional Development Training (PDT) and Cadet Programs*, and AFROTCI 36-2017, *AFROTC College Program* into one comprehensive instruction governing cadet training, motivation, orientation, and retention programs. Other changes include: updating office symbol references from DOTT and DOTX to DOT and DOX due to office consolidation; adding FT pre-arrival, execution, and post-FT actions and an overview section to delineate FT roles and responsibilities; eliminates FTU staff descriptions, specifics on travel, and details on FTU execution actions as they are subject to frequent change and will be addressed more specifically

by additional guidance in the Field Training Staff Manual, ARMS messages, and other guidance as provided by HQ AFROTC/DO; a major re-write of the chapter pertaining to the PDT Program; deletes several figures and attachments no longer needed; deletes references to AF IMT 9 in regards to Base Visit program; updates the Base Visit GPC limit; and deletes references to obsolete AFROTC Forms 1, 2, 3, 7, 8, and 83.

Section A—AFROTC Cadet College Training Program

Chapter 1—Administration	5
1.1. Policy	5
Chapter 2—The Academic Classroom Program.....	6
2.1. The General Military Course (GMC)	6
2.2. The Professional Officer Course (POC)	6
2.3. Alternate-Year Arrangements.....	6
2.4. Guest Instruction.....	6
2.5. Adaptations of AFROTC Curriculum	7
2.6. Instructor Teaching Load.....	7
2.7. Lesson Plan	8
2.8. Supplemental Texts	8
2.9. Syllabus.....	8
2.10. Grading Procedures	8
Chapter 3—Cadet Activities: Practical Military Training (PMT) and Non-PMT.....	9
3.1. Practical Military Training (PMT).....	9
3.2. Hourly Requirements.....	11
3.3. Leadership Laboratory (LLAB).....	11
3.4. AFROTC Cadet Physical Training (PT) Program.....	12
3.5. Non-PMT Activities	12
3.6. Field Training Preparation.....	13
3.7. Leadership Lab Incentive Program (LLIP).....	14
Figure 3.1 LLIP Event Planning Spreadsheet Format	16
Figure 3.2. LLIP Event Planning Spreadsheet Format (Feedback)	17
Figure 3.3. Suggested LLIP Events	17
Chapter 4—Leadership Laboratory Program (LLAB)	18
4.1. Military Institutions	18
4.2. Mission Directive.....	18

4.3. Operations Plan (OPLAN).....	18
4.4. LLAB Syllabus	19
4.5. LLAB Requirements for Concurrently Enrolled Cadets	19
4.6. LLAB Grading and Attendance Criteria.....	20
4.7. Cadet Rank.....	21
4.8. Extended Cadets	22
4.9. Designation of Cadet Wing	22
4.10. The Cadet Wing Organization	23
4.11. Functional Organization	23
4.12. Organizational Chart.....	23
4.13. Job Descriptions.....	23
4.14. Cadet Promotion System	23
4.15. Cadet Rotation	23
4.16. Leadership Positions.....	23
4.17. Unit Manning Document (UMD)	24
4.18. Cadet Publications	24
4.19. Web Pages	24
4.20. Relations with Subordinates	25
4.21. Cadet-Led Evaluations and Feedback	25
<i>Section B—AFROTC Field Training Program</i>	
Chapter 5—Field Training Overview	26
5.1. Field Training Objectives	26
5.2. Field Training Unit (FTU) Information.....	26
5.3. Roles and Responsibilities.....	26
Chapter 6—Cadet Pre-Arrival Requirements and Actions.....	28
6.1. Cadet Eligibility.....	28
6.2. Deferrals	28
6.3. Processing Assignments	28
6.4. Cadet Orders and Travel Arrangements	29
6.5. Detachment Documentation Updates	29
6.6. Cadet Out-Processing from Detachment	29
Chapter 7—Staff Pre-Arrival Requirements and Actions.....	30
7.1. Pre-Departure Training.....	30

7.2. Staff TDY Orders and Travel	31
7.3. Staff Uniforms and Equipment.....	31
Chapter 8—Field Training Execution	31
8.1. Safety.....	31
8.2. In-Service-Training (IST).....	31
8.3. Cadet Arrival and In-Processing.....	31
8.4. Completion Requirements	32
8.5. Training, Counseling, and Evaluations.....	32
8.6. Release from FT	33
8.7. Department of Labor (DOL) Coverage	35
8.8. Cadet Awards.....	36
8.9. FTU Closeout.....	36
Chapter 9—Post Field Training Actions	37
9.1. Cadet Travel Vouchers	37
9.2. Cadet Counseling.....	37
9.3. FT Hotwash	37
<i>Section C—Motivation, Orientation, and Retention Programs</i>	
Chapter 10—PROFESSIONAL DEVELOPMENT TRAINING (PDT).....	37
10.1. Objectives.....	37
10.2. Additional Guidance.....	38
10.3. Documentation.....	38
Chapter 11—BASE VISIT PROGRAM.....	38
11.1. Overview.....	38
11.2. Program Responsibilities.....	38
11.3. Travel Eligibility.....	39
11.4. Funded Base Visit Authorizations.....	40
11.5. Transportation.....	40
11.6. Planning and Approval	43
Chapter 12—AFROTC FLIGHT ORIENTATION PROGRAM.....	46
12.1. Description.....	46
12.2. Objectives	46
12.3. Program Responsibilities	46

Chapter 13—ORIENTATION FLIGHTS.....	46
13.1. Objectives	46
13.2. Authorization for Orientation Flights	47
13.3. Planning Orientation Flights.....	47
13.4. Limitations.....	47
13.5. Cadet Flight Clothing	47
13.6. Reporting Orientation Flights	47
Chapter 14—SPACE AVAILABLE TRAVEL.....	47
14.1. Overview.....	47
14.2. Procedures.....	48
Chapter 15—FORMS.....	48
15.1. Adopted.....	48
15.2. Prescribed	49
Attachment 1—Glossary of References and Supporting Information.....	50
Attachment 2—Examples of Poor and Good Base Visit Itineraries	56

Section A—AFROTC Cadet College Training Program

CHAPTER 1

ADMINISTRATION

1.1. Policy. The OPR for this chapter is HQ AFROTC/DOT. 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, *HOLM CENTER Training Manual* (HCTM), 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) sessions.

1.1.1.3. Attend 80 percent of physical training (PT) sessions per term. Detachments must conduct PT a minimum of 2 times per week, 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 Holm Center/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 on the Holm Center restricted site).

1.1.3. Incompletes. To the maximum extent that university policy allows, Dets will comply with the following: The Det/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 no later than the end of the following term or it will constitute a failure.

1.1.4. Counseling. Comply with counseling requirements in this instruction. Document counseling on AFROTC Form 16, *Officer Candidate Counseling Record*. Counseling records are retained in cadet Unit Personnel Record Group (UPRG) for the duration of their enrollment in AFROTC and will be destroyed one year after commissioning or disenrollment from AFROTC.

1.1.5. 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.

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. 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 Dets have manning limitations or distance problems between servicing colleges and universities, the Det/CC may offer the GMC course on an alternate-year basis. Alternate-year teaching in the POC is not permitted without an approved waiver from Holm Center/CR.

2.4. Guest Instruction. AFROTC encourages Dets 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.

2.5. Adaptations of AFROTC Curriculum.

2.5.1. Regular Curriculum Option. Students with 4 years remaining in school may enroll in the program, and 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 this instruction. Any other concurrent enrollment in the POC must be requested with an AFROTC Form 22, *Cadet Personnel Action Request*, through 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 Det CC approval. The Det CC will decide to accredit this time or not, which will determine whether the student will attend standard or extended FT (with academics) 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 Det/CC 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 Det/CC 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 Holm Center/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 Dets 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. Holm Center/CR approved lesson plans are provided at the following address: <https://hq.afloats.af.mil/Learningcenter/AFROTC/Curriculum/Games.asp>.

2.7.1. If the lesson plans provided by Holm Center/CR are not used for academic classes, Det-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 all 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 AFROTC Instructor and with approval of the Det/CC) to receive a passing final grade unless host university policy requires a higher attendance percentage. Policy must also specify attendance requirements for academic only students.

2.9.2. Classroom Behavior. Dets should provide guidance and examples on cadet conduct in the classroom. At a minimum, Dets should specify food/drink policy within the classroom and expected customs/courtesies.

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

2.10.2. 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.

2.10.3. 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 Det will not use the pass/fail system in AS classes for cadets. When the department of aerospace studies must allow pass/fail registration, the Det 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 Holm Center or AFROTC instructions or the Det/CC designate as PMT. PMT activities must meet the requirements delineated 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 3.1.4

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 AFROTC Sup to AFI 36-2905, *Fitness Program*.

3.1.2. Voluntary PMT. Any AFROTC-sponsored training activity uniquely military that the Det/CC designates as voluntary PMT. Examples of voluntary PMT include, but are not limited to:

3.1.2.1. Mock deployments, base visits, drill team/honor guard membership, or FT preparation classes conducted in addition to normal LLAB hour requirements as well as AFROTC CAP Flight Orientation Program activities.

3.1.2.2. 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 3.1.5 for any injuries sustained while performing activities as members of these organizations.

3.1.3. 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 Det cadre member must be present during these activities. Dets will only sponsor activities that have training value and meet the requirements delineated 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.

3.1.4. Safety. All PMT activity must be structured such that potential for incident is minimized. This includes, but is not limited to:

3.1.4.1. High Risk Activities. The Det/CC 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*, Attachment 6, as a guide. Dets will only sponsor high-risk activities or potentially high-risk activities after obtaining a waiver from the respective region commander. 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.

3.1.4.2. Climate Considerations. For ambient temperatures above 80 degrees Fahrenheit, determine the heat category (flag condition) using the AFROTC Wet Bulb Globe Temperature (WBGT) calculator. When the AFROTC WBGT Calculator indicates 80 degrees (Yellow Flag) or higher, do not conduct the Physical Fitness Assessment (PFA) unless authorized by the Det/CC.

3.1.5. Medical Care. Cadets may receive medical care at a military medical treatment facility or a military-authorized civilian treatment facility for injuries occurred during PMT. All forms applicable to medical care and reimbursement may be found on the Judge Advocate (JA) portion of HOLM CENTER Restricted Web site, and the DOT section of the Holm Center Restricted Web site.

3.1.6. PMT Eligibility. Per 10 U.S.C.2109(c)(1), *Practical Military Training*, "**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 Det/CC.

3.1.6.1. Special students and senior military college (SMC) students who will never qualify for the POC may not participate in PMT, including LLAB.

3.1.6.2. Title 10 U.S.C. 2103(b), *Eligibility for Membership*, and AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*, 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. Det/CCs 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. Other non-US citizens wishing to participate in the AFROTC program but who do not have intentions of pursuing citizenship/commissioning will be considered on a case-by-case basis.

3.1.7. New Student Orientation Program (NSOP). At their discretion, Dets may 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 Det officer must supervise NSOP.

3.1.8. Timeframe. Dets 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. Dets may require each cadet to attend no more than 5 hours of mandatory PMT activities per week (Monday through Sunday) for GMC cadets and no more than 6 hours per week for POC cadets. This is in addition to AS academics classes. Mandatory PMT activities are comprised of the following:

3.2.1.1. LLAB. Dets 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 GMC cadets and no more than 3 hours per week for POC 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. Dets 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 Det/CC 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. POC LLAB may be scheduled with GMC LLAB or separately.

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 Commandant of Cadets (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 and SMC students as outlined in paragraph 3.1.6, 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 cadet airmen.

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

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 cadet officers.

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 cadet officers.

3.3.3.5. Any cadet who does not fit into the above classifications will be classified according to the judgment of the Det/CC. Cadets should be assigned to the program that will provide the most benefit.

3.4. AFROTC Cadet Physical Training (PT) Program. PT is mandatory PMT. PT objectives and attendance are part of LLAB grading. PT includes, but is not limited to, Physical Fitness Assessment (PFA), and weekly PT activities. Refer to AFROTC Sup to AFI 36-2905.

3.5. Non-PMT Activities. There are many activities cadets participate in that are not training and/or are not sponsored by the Det 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 Det/CC 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 cadet staff or flight meetings conducted outside LLAB are considered non-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. Information on the legality of fundraising within AFROTC can be found in HOLMCENTERI 51-601, *Civil Law and Command Succession*, Chapter 1. Cadets and Dets must review this instruction. Documentation regarding any fundraising activity must specify differences between AFROTC versus university funds.

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. Det/CCs 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.

3.5.3. 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 Det/CC 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, Det/CCs should 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:

3.6.1.3.1. Know Holm Center T-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. Know the importance of wear and break-in of footwear.

3.6.1.3.3. Are familiar with AFMAN 10-100, *Airman's Manual*, 1 Mar 2009.

3.6.2. Practice. Unique military decorum rules from Holm Center T-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 Det/CC's discretion). This practice will be restricted to LLAB hours in specified locations and only as a role-play exercise, not as a standing policy.

3.6.3. Prohibitions. FT Preparation is designed to teach specific skills and knowledge from Holm Center T-203 and AFMAN 10-100. 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 AFROTC Form 341, *Excellence/Discrepancy Report*. AFROTC Form 341 may be used as a visual aid for instructional purposes only. The prohibition against using a merit/demerit system includes use of, but not limited to, "gig systems" used and tracked on individual cadets for open-ranks/uniform inspections, etc.

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 Discipline (PD) activities given as a consequence.

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

3.6.3.6. Actions that have traditionally been part of "mini-camps" including but is not limited to sleep deprivation, uniform "superman" drills, performing time compressed activities (eating) etc.

3.6.4. Det Oversight. During Voluntary PMT sessions, Det/CCs and COCs need to visit the FT Preparation session to ensure the session is accomplishing all training requirements IAW all applicable instructions. Det cadre who attended previous FT sessions should be utilized to observe and provide feedback to the COC and Det/CC.

3.7. Leadership Lab Incentive Program (LLIP). Enhance training through unique leadership-oriented activities incorporated into the leadership lab curriculum.

3.7.1. LLIP Guidance. LLIP activities are considered official LLAB functions and must be used to meet LLAB objectives. LLIP events are considered an official part of the LLAB curriculum, so attendance rules apply IAW this instruction. Events should meet the training needs of all the cadets in the corps and not be targeted for a specific group (i.e., AS200s for field training preparation). The only exception to this requirement is if more than one LLIP event is scheduled during the same academic year. The Det/CC has the authority to conduct

several LLIP events (pending funding availability). In this situation, attendance requirements are met as long as every cadet is required to attend at least one of these events.

3.7.2. Event Planning. Dets must submit their LLIP Event Planning Spreadsheet (Figure 3.1) to their respective Regions for approval no later than 3 weeks prior to the event. However, all plans must be submitted NLT 28 February of the current fiscal year or the unit risks losing its funding. Inputs will include the type of event, number of cadets expected to attend, LLAB objectives that will be accomplished, planned execution date and estimated cost (provide cost breakdown if all expenses are not included in facility fee). Once approved, the Det/CC may change an event, after receiving Region approval for the new activity.

3.7.2.1. Once events are approved at the Region level, an operations order will be required. A cadre member must be involved in the LLIP event planning to ensure cadets stay within the scope of the program and do not obligate government funds. Operational Risk Management will be considered to ensure safety is paramount.

3.7.3. Post Event Actions: Dets will provide feedback to their regions by the end of the semester in which their LLIP events occurred. Feedback will be updated using the LLIP Event Planning Spreadsheet (Figure 3.2). Complete the fields showing the actual date of execution, cost and number of cadets that attended the event. Also, provide a brief summary of the event to include a recommendation as to whether the event should be repeated.

3.7.4. Time Requirements. When planning a LLIP event, comply with the maximum allowable contact time limits for LLAB instruction per paragraph 3.2. Deviations from the maximum time limit must be approved in writing by the Det/CC and must be reasonable and justifiable. This event may be used in place of a scheduled LLAB.

3.7.5. LLIP Approved Activities: Activities covered include warrior projects and other reasonable activities identified in Figure 3.3 that support the leadership lab objectives. LLIP funds can also be used to purchase transportation and equipment or supplies to support the event. Equipment/supply items should be limited in scope (i.e., rope, compasses, flashlights, batteries), reusable to the full extent possible, and must be used to directly support the LLIP event. The focus of LLIP expenditures should be on the activity and not the purchase of supplies.

3.7.5.1. HQ AFROTC/DO granted waiver authority to all Region/CCs to approve or disapprove high-risk activities performed during LLIP events per paragraph 3.1.4

3.7.6. Restrictions: All guidelines encompassing the obligation of O & M funds must be followed. These funds cannot be used to purchase food (with the exception of MREs if the activity takes place under field conditions, occurs in an area where food is not easily acquired or if the cadets' appearance following the event will detract from a positive image of the Air Force). Additionally, hazardous materials (HAZMAT) cannot be purchased such as ammunition and CO2 cartridges. Events not authorized are sporting events (intramurals, field days, golf, and bowling, etc), entertainment, social events (picnics, movie nights, etc) and heritage events (dining in/out, military balls, award banquets, and commissioning ceremonies). Do not combine funds with recruiting or base visit events. Do not purchase

CHAPTER 4

LEADERSHIP LABORATORY PROGRAM (LLAB)

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 Det/CC must approve and sign the mission directive before the start of each academic year.

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 paragraph 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 Det/CC in creating a climate of understanding of and compliance with the Honor Code IAW T-508.

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 (at a minimum all LLAB and PT sessions). 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 for accomplishing LLAB objectives set forth in paragraph 3.2 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.

4.6.1.2. All cadets must attempt the PFA IAW AFROTC Supplement to AFI 36-2905. If a contract cadet receives a failing score on the PFA, this does not constitute a failure in LLAB. If a cadet meets all attendance requirements, but fails to attempt the PFA, they will fail LLAB. Waiver requests to retain cadets in AFROTC in spite of LLAB failure must be submitted via AFROTC Form 22 to AFROTC/RR.

4.6.1.2.1. **EXCEPTIONS:** Contract cadets on medical recheck status unable to take the PFA during the term, and non-contract cadets who have a bona fide medical excuse lasting throughout the term. Reference AFROTCI 36-2011, *Cadet Operations*.

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 Form 16 counseling documenting 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 Det 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. This primarily includes cadets enrolled in the GMC. This also includes any cadet prior to satisfactory completion of FT, including deferred cadets, 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. (Ref paragraph 8.34.) To the maximum extent possible, Det/CCs 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 Det, follow guidance in paragraph 8.25.2.2.1.

4.7.2.1.4. Cadets should be classified and assigned cadet rank commensurate with their position and level of responsibility within the cadet wing and respect to FT completion. The intent of classifying cadets into the two rank categories of Cadet Airman and Cadet Officers does not imply having cadet wing positions to include junior enlisted rank, NCO rank, senior NCO rank, Chief Master Sergeants, First Sergeants, or any other senior enlisted positions, such as Senior Enlisted Advisor. An example of proper use of positions for a Cadet Airman would be the use of a Senior GMC Advisor instead of a Senior Enlisted Advisor.

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:** Deferred cadets will be treated on a case by case basis as determined by the Det/CC.

4.8. Extended Cadets.

4.8.1. Fitness requirements. Extended cadets will meet requirements outlined in paragraph 1.1.1.3 of this instruction as well as all requirements prescribed by the AFROTC Sup to AFI 36-2905.

4.8.2. Position and Rank. At the option of the Det/CC, 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 Det. However, non-extended cadets must have priority in the assignment of leadership positions.

4.8.3. AS500 cadets. AS 500 cadets are 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.

4.8.4. AS700 cadets. Contract cadets who have completed all AS class and LLAB requirements but have not graduated. No scholarship funds involved.

4.8.5. AS800 cadets. Contract cadets who have completed all AS class and LLAB requirements but have not graduated and are still receiving additional scholarship entitlements and or stipend.

4.8.6. AS900 cadets. Cadets who have completed all AFROTC and graduation requirements and are waiting commissioning due to a delay.

4.8.7. LLAB. Level of involvement will be determined by the Det/CC.

4.8.8. Uniform requirements. Reference AFROTC Supplement to AFI 26-2903, *Dress and Personal Appearance of Air Force Personnel*.

4.9. Designation of Cadet Wing.

4.9.1. Nomenclature. The nomenclature of the cadet wing will include the appropriate AFROTC Det 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 the cadet's name, rank, position and 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. If a promotion system is in place, 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 will not hold the same position for two consecutive rotational periods without Det/CC approval except the drill team commander. Drill team Commander may be granted leadership credit.

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. **EXCEPTION:** In special circumstances, the COC will discuss cases involving Airman Education and Commissioning Program (AECPP) and deferred cadets holding either higher cadet rank and/or leadership positions with the Det/CC. The Det/CC will consider these issues on a case-by-case basis.

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 the cadet petitioning for leadership credit, in writing, with Det/CC approval, 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 Det/CC 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 Det must maintain documentation of what cadets have applied for leadership credit and enhanced cadet rank pursuant to paragraph 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 AUI 35-101, *Air Force Officer Accession and Training Schools 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 Webpage.

4.19.2. Detachments must follow established guidance concerning web pages in AFROTCI36-2011, *Cadet Operations*.

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

4.19.4. Detachment Work Group Managers will be responsible for website maintenance.

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, physical discipline, or deprivation of any right or privilege to which they are legally entitled as cadets or students.

4.20.2. Cadets in the cadet chain of command should refrain from engaging in social relationships (dating), with other cadets within the chain of command. This behavior has the potential to undermine discipline and morale in the cadet wing by creating a perception of favoritism and potentially become an unprofessional relationship. Det/CCs will discuss this subject with the cadet chain of command, especially after cadet leaders have rotated leadership positions. Det/CCs will also discuss this issue with the cadet wing in appropriate forums to ensure all cadets understand this guidance.

4.20.3. If the Det/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.

4.21. Cadet-Led Evaluations and Feedback. The following activities are **not required**, but may be introduced into the cadet wing processes in order to provide exposure to realistic Active Duty Air Force administrative functions.

4.21.1. 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.

4.21.2. Cadet Feedback. POC cadets may provide performance feedback to GMC cadets, contingent on cadet rank and position, to help identify strengths and potential areas of

improvement. A POC cadet will serve as a rater of the GMC cadet based on cadet rank and position. The rater will initially discuss the feedback process with the cadet at the beginning of the term and identify AFROTC standards, responsibilities, and expectations. Raters should have a midterm session with the GMC cadet and discuss if the cadet has met those standards or requires improvement. A final feedback session should be conducted prior to the end of the term. Dets may use the AF IMT 724, *Company Grade Officer Performance Feedback Worksheet (2Lt thru Capt)* (prescribed by AFI 36-2406, *Officer and Enlisted Evaluation System*), or develop a Det-specific version of a feedback tool. POC cadets should first learn about the feedback process in their respective AS classes before conducting an actual performance feedback with GMC cadets.

4.21.3. Performance Reports. Cadets may use Det-developed Cadet Officer Performance Reports to document cadet performance during a semester. Cadets will use Employee ID (EMPLID) Numbers instead of Social Security Numbers on any such forms. Cadets should become familiar with Air Force guidance on writing performance reports in their respective AS classes before attempting to write such report. If a form is used, COCs must review and initial the form to verify that it has been reviewed and validated by Det cadre.

Section B—AFROTC Field Training Program

CHAPTER 5

FIELD TRAINING OVERVIEW

5.1. Field Training Objectives. The primary objectives of FT are to evaluate military discipline and Air Force leadership potential, stratify cadet performance and to determine readiness for entry into the POC.

5.2. Field Training Unit (FTU) Information.

5.2.1. Standard FTU. A summer training course conducted for AFROTC cadets in the 4-year program. This includes cadets who will have completed the entire General Military Course (GMC) by standard enrollment, dual enrollment, accreditation by the detachment CC per AFROTCI 36-2011, or any combination thereof.

5.2.2. Extended FTU. Provided for cadets who are not eligible to attend a standard FTU. The same as a standard FTU, except being preceded by academic instruction.

5.2.3. Location, size, number, and start/stop dates of FTUs will be determined by HQ AFROTC.

5.3. Roles and Responsibilities.

5.3.1. AFROTC/CC will:

5.3.1.1. Initiate actions to establish FTUs and manage host-installation support agreements IAW AFI 36-2011.

5.3.1.2. Retain Uniform Code of Military Justice (UCMJ) authority over all AFROTC FT staff.

5.3.2. AFROTC/DO will:

5.3.2.1. Provide oversight and maintain overall responsibility for the FT program.

5.3.2.2. Determine FT staff requirements, assign FTUs to regions, and approve all FT staff assignments.

5.3.2.3. Produce and/or update annual FT guidance, to include manuals, documentation, messages, etc.

5.3.2.4. Schedule an FTU Conference each spring.

5.3.3. Region/CCs will:

5.3.3.1. Manage FT staff assignments based on HQ AFROTC/DO guidance.

5.3.3.2. Verify all staff members have a passing PFA which is valid through the duration of FT. All medical profiles must be waived by the Region/CC.

5.3.3.3. Ensure cadre selected for certain staff positions, e.g. FTU/COC, FTU/ADO, and AEF/CD, have prior FT experience and preferably a recommendation to return to FT from their FTU/CC and/or AEF/CC. The staff positions in question will be determined each year by the HQ AFROTC/DO.

5.3.3.4. Confirm selected Cadet Training Assistants (CTA) are on contract and have at least one term remaining after FT. Every attempt will be made to have one CTA from each detachment. Regions will forward a consolidated list of nominations to HQ AFROTC/DOT when requested.

5.3.4. Det/CCs will:

5.3.4.1. Ensure detachment staff selected for FT duty meet Air Force standards, to include fitness, medical, and dress and appearance.

5.3.4.2. Ensure cadets are qualified, prepared, and equipped to attend FT. Must identify FT cadets as standard or extended cadets and verify school stop and start dates. Request cadet drops, swaps, or additions as necessary.

5.3.4.3. Nominate and rank order qualified CTA candidates for selection to his or her respective Region. CTAs should have received a FT Distinguished Graduate, FT Superior Performer, or other "top third" rating and an endorsement to return as a CTA on their AFROTC Form 27, *Field Training Performance Report*. Exceptions to this policy can be made by the Region/CC.

5.3.5. FTU/CCs will:

5.3.5.1. Report to the AFROTC/CC through the AFROTC/DO.

5.3.5.2. Command and oversee the effective operations of the FTU and provide FTU status as requested.

5.3.5.3. Provide an after-action/discrepancy report to AFROTC/DO after each initial FTU cadet in-processing line. As a minimum, the report should include any discrepancies noted in the cadets FT file, the cadet's name, detachment, and action taken – if any. This report should also include, but is not limited to, any recommendations as to how to make the FTU in-processing line more effective in the future.

CHAPTER 6

CADET PRE-ARRIVAL REQUIREMENTS AND ACTIONS

6.1. Cadet Eligibility.

6.1.1. Reference AFROTCI 36-2011 for cadet eligibility requirements.

6.1.2. Cadets must have an appropriate qualified and certified physical. **NOTE:** Non-contracted cadets must be able to contract prior to the expiration of their physical.

6.1.2.1. Dets should review the dates of cadet physicals to ensure they meet FT requirements. If the Det is aware of any medical issue (e.g. broken leg, major surgery, etc.) since the completion of a qualifying physical they should ensure the cadet has the required documentation to participate in FT.

6.1.3. Cadets will have an Enrollment Allocation (EA) (Refer to AFROTCI 36-2011).

6.1.4. Cadets, to include CTAs, must pass the FT Qualifying Fitness Review (QFR). (Refer to AFROTCI 36-2011). **NOTE:** Cadets who exceed both their maximum allowable weight and maximum allowable body fat percentage will not be allowed to attend FT.

6.2. Deferrals.

6.2.2. Detachments must submit a deferral request when a cadet is unable to attend FT in the summer he or she is assigned. Submit via an AFROTC Form 22, *Cadet Personnel Action Request*.

6.2.3. Detachments must notify HQ AFROTC/DOT immediately when a deferral request is submitted on any cadet who has already been assigned to a FTU and initiate drop actions in WINGS.

6.3. Processing Assignments.

6.3.1. HQ AFROTC/DO is responsible for determining cadet FTU assignments.

6.3.2. Detachments will use WINGS to input cadet availability, receive assignments and generate orders based on provided HQ AFROTC guidance.

6.3.2.1. Detachments will use WINGS to identify cadets required to attend an extended FTU.

6.3.2.2. Detachments will use WINGS trouble ticket system to process change requests, e.g. cadet FTU swaps. HQ AFROTC/DO is the final approval authority for all change requests.

6.3.2.3. Cadets who have an EA but no FT assignment will be placed as alternates on a FTU waiting list. These cadets must be on stand-by and ready to depart with 24 hours notice. If not sent to that FTU, the cadet may request to be placed on other FTU waiting lists or request a deferral.

6.3.2.4. Detachments will notify both HQ AFROTC/DOT and HQ AFROTC/RRFP immediately if a cadet is disqualified for any reason.

6.4. Cadet Orders and Travel Arrangements.

6.4.1. Detachments will produce cadet orders and schedule cadet arrival and departure according to annual HQ AFROTC/DO guidance. Input all travel information into WINGS.

6.4.2. All travel arrangements will be made IAW the Joint Federal Travel Regulation (JFTR), Vol. I.

6.4.3. Tickets must be procured from an authorized government ticketing agent.

6.5. Detachment Documentation Updates.

6.5.1. Ensure the following information is updated in WINGS after it is updated in a cadet's UPRG. Ensure a record is built in DFAS, as applicable. Do not send this information hardcopy to FT.

6.5.1.1. DD Form 93, *Record of Emergency Data*.

6.5.1.2. VA Form SGLV-8286, *Servicemember's Group Life Insurance (SGLI) Election and Certificate*. All cadets, including CTAs, are eligible for SGLI. Exception: Non-US citizens are not eligible for SGLI.

6.5.1.3. TD Form W-4, *Employees Withholding Allowance Certificate*.

6.5.1.4. SF 1199A, *Direct Deposit Sign-up Form*.

6.5.1.5. DD Form 2058, *State of Legal Residence Certificate*.

6.5.1.7. DD Form 2266, *Hometown News Release Information*. Cadet participation in this program is voluntary. Refer to AUI 35-101.

6.6. Cadet Out-Processing from Detachment

6.6.1. Detachments must complete the *Cadet Field Training Assignment Briefing* checklist as provided by AFROTC/DOT and maintain a copy in the UPRG. **NOTE:** QFR portion of the checklist must be completed **prior** to administering the QFR.

6.6.2. Detachments must administer the FT QFR in accordance with AFROTCI 36-2011. The QFR score must be entered into WINGS prior to the cadet's departure to FT.

6.6.3. Detachments must ensure cadets obtain all required items on the *Field Training Uniform and Equipment Checklist*, supplied annually by HQ AFROTC/DO.

6.6.3.1. Det/CCs will ensure all uniforms fit properly and that cadets meet dress and appearance standards.

6.6.3.2. Cadets should not bring high value items (e.g., expensive jewelry, eyeglasses, watches, cameras, etc.) to FT.

6.6.4. Detachments will prepare a Cadet Field Training package for each cadet attending FT IAW HQ AFROTC/DO guidance to be provided on an annual basis. The cadet will hand carry this sealed package to FT. **NOTE:** This FT package does not apply to CTAs.

6.6.5. Cadets will be allowed to bring certain medications to FT.

6.6.5.1. Cadets may retain certain prescription medications provided the medications are accompanied by a doctor's note (birth control pills do not require a note). The note should detail recommendations for use, plus any potential limitations that could impact full involvement in FT activities to include PT, PFA, Obstacle course, assault course, expeditionary skills training, and written tests.

6.6.5.2. Authorized non-prescription medications are listed in the *Field Training Manual* (FTM).

6.6.5.3. FT medical staff will review and approve all medications (prescription and non-prescription) during cadet in-processing at FTU.

CHAPTER 7

STAFF PRE-ARRIVAL REQUIREMENTS AND ACTIONS

7.1. Pre-Departure Training.

7.1.1. Active duty FT staff is required to have current Cardio Pulmonary Resuscitation (CPR) and Self Aid Buddy Care (SABC) certifications, and any other training as required by HQ AFROTC/DO.

7.1.2. All FT staff members, including CTAs, must review this instruction, the FTM, the *Field Training Staff Manual* (FTSM), the Holm Center Training Manual, and any other HQ AFROTC/DO provided guidance prior to FT.

7.1.3. HQ AFROTC/DO may conduct a FT conference and will determine which FT staff members are required to attend.

7.2. Staff TDY Orders and Travel.

7.2.1. Detachment staff members attending FT will complete their orders via the Defense Travel System (DTS) per HQ AFROTC/DO guidance.

7.2.2. Detachments will ensure CTA orders and travel arrangements are made per HQ AFROTC/DO guidance.

7.3. Staff Uniforms and Equipment.

7.3.1. All FT staff members will report with the required uniforms as directed by HQ AFROTC/DO.

7.3.2. Detachments will issue necessary uniform items to CTAs.

7.3.3. HQ AFROTC/DOS will provide CTA badges at the FTUs for presentation upon completion of FT duty.

CHAPTER 8

FIELD TRAINING EXECUTION

8.1. Safety.

8.1.1. Safety is paramount. FTU/CC will ensure staff members are aware of current environmental, health, and weather concerns. FTU/CCs will ensure compliance with AETCI 48-101, *Prevention of Heat Stress Disorders*.

8.1.2. HQ AFROTC/DO will conduct an Operational Risk Management assessment for select FT events such as PT, Leadership Reaction Course (LRC), and Warrior Runs.

8.2. In-Service-Training (IST). All staff—to include CTAs—will arrive at their respective FTUs prior to cadet arrival for IST. HQ AFROTC/DO will schedule IST dates.

8.3. Cadet Arrival and In-Processing.

8.3.1. Cadets will in-process upon arrival. The following will be conducted:

8.3.1.1. Verification of Cadet Field Training package contents.

8.3.1.2. Verification of medical information, to include immunization records.

8.3.1.3. Height/weight/abdominal circumference measurements.

8.3.1.4. Initial interview with the cadet's FLT/CC.

8.4. Completion Requirements.

8.4.1. In order to satisfactorily complete FT, a cadet must:

8.4.1.1. Complete 80 percent of the presented curriculum hours as prescribed in the *Field Training Syllabus*.

8.4.1.2. Pass a PFA. There will be a make-up PFA(s) offered to those who fail the first PFA or not able to take the first PFA. The scheduling of PFAs and make-up PFAs will be determined by the FTU/CC.

8.4.1.3. Successfully complete the academic portion (extended FTU), if required

8.4.1.4. Not be marked "Not Complete" on the AFROTC Form 27.

8.5. Training, Counseling, and Evaluations.

8.5.1. All training and counseling will be conducted in accordance with the T-700, *Holm Center Training Manual (HCTM)*.

8.5.2. FLT/CCs will conduct initial, midterm, and final feedback with all cadets.

8.5.3. All staff members are responsible for noting and documenting significant training results and training or discipline deficiencies as they occur. The following forms will be used in the course of FT to train, evaluate, and counsel:

8.5.3.1. AFROTC Form 341, *Excellence/Discrepancy Report*, for "on the spot" notations of cadet excellence or discrepancies in behavior or discipline. (Cadets will have three of these on their person at all times).

8.5.3.2. AFROTC Form 17, *Cadet Field Training Counseling Record*, used to counsel cadets on areas such as inspection failures, PFA failures, security violations, and military performance deficiencies.

8.5.3.3. AFROTC Form 82, *AFROTC Cadet Sign Out/In Register*, used for cadet accountability.

8.5.3.4. AFROTC Form 84 *Dormitory Checklist of Authorized Items (male)*, or AFROTC Form 84-1 *Dormitory Checklist of Authorized Items (female)*, and AFROTC Form 85, *Squadron Area Inspection Report*, for dorm and dorm room inspections.

8.5.3.5. AFROTC Form 204-1, *Flight Drill Performance Rating Profile*, to evaluate flight drill abilities.

8.5.4. FLT/CCs must complete an AFROTC Form 27, *Field Training Performance Report*, on all of their assigned cadets.

8.5.4.1. The purpose of the AFROTC Form 27 is to give the Det/CC meaningful information on each cadet's leadership performance.

8.5.4.2. The FTU/CC must sign **all** AFROTC Forms 27 for cadets who are: FTDG or FTSP award winners, or marked "Not Complete". Either the FTU/CC or the FTU/CV may sign all other reports.

8.5.4.3. Receiving a "Not Complete" for any reason requires the FTU commander to explain why the cadet did not complete field training in the FTU/CC Comments block of the AFROTC Form 27.

8.5.4.3.1. The FLT/CC and FTU/CC must collectively provide enough information to sufficiently address any unsatisfactory or marginal behavior and substantiate the assigned rating.

8.5.4.4. FTU/CCs will contact the respective Det/CC regarding any cadet who receives a "Not Complete" on the AFROTC Form 27, preferably before the cadet returns to the Detachment. This includes cadets eliminated for any reason, with or without prejudice.

8.5.5. FLT/CCs are responsible for maintaining supporting documentation on each cadet during Field Training.

8.5.5.1. FLT/CC will maintain all records and documentation on each cadet as required in the Field Training Staff Manual.

8.5.5.2. HQ AFROTC will maintain the supporting documentation for three calendar years following the completion of FT.

8.6. Release from FT.

8.6.1. The reasons a cadet may be released without prejudice are: Administrative and Medical. The reasons a cadet can be released with prejudice are: Failure to Meet Military Performance Standards and SIE. If a cadet is released from field training (with or without prejudice), their AFROTC Form 27 must be marked "Not Complete".

8.6.1.1. Administrative Release. Includes circumstances outside the cadet's control that preclude him or her from completing FT. For example, emergency absences or missing/incomplete paperwork that cannot be resolved.

8.6.1.1.1. In an emergency or extraordinary circumstances, FTU/CCs may authorize cadet absences from FT for a maximum of 72 consecutive hours. However any training missed will count against the requirement to complete 80 percent of the curriculum.

8.6.1.2. Medical Release. FT goals can only be accomplished when cadets are active participants in all areas. Arrange a medical examination for cadets who are injured or become ill to determine if they are physically able to continue training.

8.6.1.2.1. For serious illnesses or injuries requiring hospitalization or follow-on treatment, the FTU/CC will contact the host base hospital to arrange for treatment according to AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS)*.

8.6.1.2.2. Ensure all pertinent DOL paperwork is completed and forwarded to the Detachment and a copy sent to the 42d Medical Group.

8.6.1.3. Failure to Meet Military Performance Standards. The FTU/CC may remove a cadet for failure to meet standards at any time during FT as specified below. The cadet will receive a "Not Complete" and will be released with prejudice.

8.6.1.3.1. Cadets who exceed both their maximum allowable weight and maximum allowable body fat percentage will be released from FT with prejudice. The Health and Wellness Center (HAWC) will complete a body fat measurement on all those who fail their weight. Ultimately, FTU/CCs will have the final decision as to whether or not a cadet warrants release from FT due to being over body fat.

8.6.1.3.2. Cadets who do not pass a PFA will be released from FT with prejudice.

8.6.1.3.3. Cadets who exhibit serious misconduct, lack of discipline, honor code violations, indifference to training, or drug or alcohol involvement will be released from FT. Misconduct en route to and from FT or during academics (extended FTUs) may also be sufficient cause for removal.

8.6.1.4 Self-Initiated Elimination (SIE).

8.6.1.4.1. Ensure any cadet desiring to SIE from FT has been briefed on the consequences and is making an informed decision.

8.6.1.4.2. Do not accept verbal requests to SIE. Instruct the cadet to prepare a memorandum stating the reasons for the SIE.

8.6.1.4.3. Once the decision is made, separate that cadet from all other cadets and initiate the removal process.

8.6.1.4.4. The FTU/CC will counsel the cadet, in writing, identifying the consequences of the SIE, and the cadet will endorse the document.

8.6.1.4.5. Advise **contract** cadets that withdrawal jeopardizes their future status as candidates for a commission in any of the United States Armed Forces and will likely result in their disenrollment, as well as possible involuntary call to extended active duty in their enlisted grade and/or repayment of scholarship benefits.

8.6.1.4.6. Advise **non-contract** cadets that withdrawal from FT will jeopardize their future status as candidates for a commission in any of the United States Armed Forces.

8.6.2. Procedures for Release.

8.6.2.1. The FTU/CC will immediately notify HQ AFROTC/DO of any cadet released from FT.

8.6.2.2. The FTU/CC will interview and clear all cadets released from FT to determine their suitability to travel. The FTU/CC will then telephone the respective Det/CC.

8.6.2.3. The FTU/CC will submit a memorandum to the Det/CC explaining the decision to release from training, along with the cadet's endorsement acknowledging the reasons for and consequences of the release. The package should include all pertinent data, such as line of duty determinations, medical records, counseling documents, memorandums, etc. The FTU/CC will investigate any cadet allegations as appropriate, without delaying the cadet's departure, and include the results in the release package.

8.6.2.4. Cadet's items will be recovered by their respective Dets once they return home.

8.6.2.5. Complete an AFROTC Form 27 for all cadets. Include specific details and reasons for the release and mark the cadets form as "Not Complete".

8.6.2.6. FTU staff will arrange return travel for early FT releases. Allow the cadet the opportunity to contact a friend or family member.

8.6.2.7. Cadets **released** from FT *without prejudice* are not automatically deferred. Detachments may request another FT assignment in the same year if HQ AFROTC/DOT provided space is available. If there are no open billets, or if the cadet is unable to return to another FTU during the same summer, detachments **must** submit an AFROTC Form 22 to AFROTC/RRFP in order to request deferral and FT assignment in the following year.

8.6.2.8. Cadets **removed** from FT *with prejudice* (i.e., self-initiated elimination, inability to pass the PFT, honor code violations, failure to adapt to the military environment, etc.) may be considered for deferral on a case-by-case basis. Such requests are routed through the respective Region Commander (CC) via the AFROTC Form 22. These requests **must be endorsed** in turn by the Detachment CC, Region CC, and respective FTU/CC prior to being submitted to HQ AFROTC/DO for concurrence. If DO concurs, it will be forwarded to HQ AFROTC/RRFP for AFROTC/RR approval. Each commander's endorsement will recommend either "*concur*" or "*non-concur*" with an explanation attached.

8.7. Department of Labor (DOL) Coverage.

8.7.1. Ensure the following forms are completed for cadets treated for injuries at on-base and off-base medical facilities:

8.7.1.1. CA-1, *Federal Employee Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*, or CA-2, *Notice of Occupational Disease and Claim for Compensation*, as appropriate;

8.7.1.2. CA-16, *Authorization for Examination And/Or Treatment*; and

8.7.1.3. CA-20, *Attending Physician's Report*, (or release paperwork) endorsed by a physician (not a physician assistant or nurse).

8.7.2. Complete line of duty determinations (LOD) on **all** cadets injured at FT (and for injuries or illnesses that may require follow-on medical care) using a memo format addressed to the Department of Labor Office of Workers' Compensation Program. Do not use an AF IMT 348, *Line of Duty Determination*. **IMPORTANT:** LODs are needed for all injured or ill cadets treated on base or off so detachments can coordinate Department of Labor coverage for follow-on care after FT if necessary.

8.7.3. Send originals of DOL documents and LODs to the cadets' detachments at the conclusion of the FTU. Scan/copy all documentation for HQAFROTC records. Once the new DOL module is on-line in WINGS, scan all DOL documents into WINGS.

8.8. Cadet Awards.

8.8.1. Reference AFROTCI 36-2011 for award criteria.

8.8.2. FTU staff may announce and recognize all award winners at an awards ceremony. However, all ribbons/medals will be presented at the detachments.

8.8.3. CTA badges will be presented at the ceremony.

8.9. FTU Closeout.

8.9.1. Cadet Records. Ensure a signed copy of the AFROTC Form 27, *Field Training Performance Report*, medical records/documents, and the AF IMT 522, *USAF Ground Weapons Training Data* (for cadets who score "expert" only), are made available to respective detachments.

8.9.2. Executive Summary. Complete an executive summary for the FTU and deliver to HQ AFROTC/DO NLT 7 calendar days after the conclusion of the FTU. The Executive Summary will include any lessons learned and other pertinent data, such as staff rankings. Examples of the Executive Summary will be provided by HQ AFROTC/DOT.

8.9.3. Staff Evaluations and Awards.

8.9.3.1. Evaluate all active duty staff members below the grade of O-5 upon FTU closeout. Document using the AF Form 77, *Letter of Evaluation*. Forward copies as follows:

8.9.3.1.1. Original to Det/CC.

8.9.3.1.2. Copy to the member.

8.9.9.1.3. Copy to appropriate Region/CC.

8.9.3.2. Second-term FTU cadre will be considered for an Air Force Achievement Medal. First-term FTU cadre will be considered on a case-by-case basis. AFROTC/DOT will provide guidance on decoration submission. Second-term FTU cadre should bring their Décor 6, PFA, and SURF to the FTU.

8.9.4. Evaluate all CTAs upon FTU closeout. Document using the AFROTC Form 16, *Officer Candidate Counseling Record*. Provide the original to the detachment.

8.9.4.1. FTU/COCs will submit Outstanding CTA nomination package to the CTA's Region NLT 7 business days following FTU completion. Regions will submit Outstanding CTA names to AFROTC/DO the following spring.

8.9.5. FTU Closeout. Each FTU/CC will ensure all FTU close out items are accomplished and all equipment is turned-in and/or accounted for before the FTU/CC is given permission to release FTU personnel by AFROTC/DO.

CHAPTER 9

POST-FIELD TRAINING ACTIONS

9.1. Cadet Travel Vouchers. Cadet travel vouchers, to include CTAs, must be reviewed and approved by a detachment cadre member.

9.2. Cadet Counseling. Detachments will counsel cadets in writing on their FT performance.

9.2.1. Detachments will ensure any cadet released from field training whether with or without prejudice are counseled IAW AFROTCI 36-2011.

9.3. FT Hotwash. HQ AFROTC/DO may schedule a post-FT Hotwash and will determine attendees and agenda.

Section C—Motivation, Orientation, And Retention Programs

CHAPTER 10

PROFESSIONAL DEVELOPMENT TRAINING (PDT)

10.1. Objectives. The objective of PDT is to help cadets gain knowledge of the management challenges in leadership and human relations encountered by a junior Air Force officer, motivate cadets toward becoming an Air Force officer through a variety of summer training programs, and provide a general orientation in Air Force specialties.

10.2. Additional Guidance. In addition to this instruction, HQ AFROTC/DO will release supplementary guidance as necessary. Such guidance will include (but is not limited to) PDT Manual, Cadet PDT Briefing, PDT summer calendar, PDT Cadre allocations, etc. All additional guidance will be available on the Holm Center Restricted Site as it becomes available.

10.3. Documentation. There are several AFROTC forms required in the day-to-day operation of PDT management. Once complete, these forms shall be filed in the cadet's Field Personnel Record Group (FPRG). More information on the use of these forms can be found in the PDT Manual. These forms include:

10.3.1. AFROTC Form 5, *Cadet PDT Assignment Briefing Checklist*.

10.3.2. AFROTC Form 6, *Professional Development Training (PDT) Unit Processing Checklist*.

10.3.3. AFROTC Form 9, *PDT Volunteer Statement*.

CHAPTER 11

BASE VISIT PROGRAM

11.1. Overview.

11.1.1. Program Objectives. The objectives of this program are to:

11.1.1.1. Motivate applicants toward entry into AFROTC and members of the General Military Course (GMC) toward entry into the Professional Officer Course (POC) by:

11.1.1.1.1. Acquainting cadets with specific duties performed by Air Force officers to assist them in selecting a specific career field.

11.1.1.1.2. Allowing cadets and applicants to observe Air Force operations and experience Air Force life.

11.1.2. Program Methodology. To meet program objectives, AFROTC detachments visit installations to observe Air Force operations. Visits should be planned to expose GMC cadets to a variety of Air Force missions to show the range of career fields that exist for officers. Considering that the base visit may be the first exposure cadets have to the "real" Air Force, activities should be geared towards inspiring cadets towards service as an Air Force Officer.

11.2. Program Responsibilities.

11.2.1. HQ AFROTC/DO will provide oversight and maintain overall responsibility for the base visit program.

11.2.2. HQ AFROTC/DOX will:

11.2.2.1. Serve as approval authority for base visits requiring HQ AFROTC funding.

11.2.2.2. Produce transportation orders.

11.2.2.3. Coordinate all transportation (bus) requirements with the Maxwell Transportation Management Function (TMF).

11.2.3. Holm Center/SDF will serve as point of contact for cadet lodging and meal payments.

11.2.4. Detachment Commanders will:

11.2.4.1. Be responsible for the development of the detachment's base visit program.

11.2.4.2. Ensure the objectives of the base visit program are being met.

11.2.4.3. Approve the passenger list for all visits.

11.2.4.4. Validate all participants requiring funded transportation meet eligibility requirements.

11.2.4.5. Ensure cadets are placed on base visit orders in WINGS.

11.2.5. Detachment Escorts will produce active duty travel orders through DTS.

11.3. Travel Eligibility.

11.3.1. The following individuals are eligible to attend base visits: AFROTC cadets, AFROTC applicants, and approved escorts.

11.3.1.1. For the purpose of base visits, an AFROTC applicant is a student who meets these requirements.

11.3.1.1.1. Age 14 or older.

11.3.1.1.2. Completed junior year of high school.

11.3.1.1.3. US citizen or eligible for US citizenship.

11.3.1.1.4. Not have any conditions that make the student ineligible for AFROTC membership.

11.3.1.1.5. Completed an AFROTC Form 20, *Application for AFROTC Membership*.

11.3.2. The following individuals may be authorized, on a case-by-case basis by HQ AFROTC/DOX, to attend base visits provided no additional Government funds are expended to transport them (i.e. space is available on the bus; the bus will not be upsized in effort to accommodate additional passengers): Silver Wings members, spouses of cadets, special students (i.e. enrolled students that are not being pursued for a commission), ROTC

cadets from other services, and additional detachment staff members on leave status. If approved by HQ AFROTC/DOX, these individuals are responsible for their meal and lodging costs. Intent is not to sponsor mass outside participation, but select opportunities on a case-by-case basis.

11.3.3. Up to five officials from the host institution may participate on a base visit on a space-available basis.

11.3.4. Members of the news media may participate on a base visit only with coordination and approval from HQ Air University, Public Affairs Office (HQ AU/PA).

11.3.5. Non-US citizens may participate in base visits per AFROTCI 36-2011, *Cadet Operations*. However, they are not entitled to reimbursement for personal expenses incurred on a base visit and must travel on space available basis only.

11.3.6. Family members of detachment staff are specifically prohibited from participating in base visits unless they fall into one of the eligible categories.

11.3.7. Airman Education Commissioning Program (AECP) and Nurse Enlisted Commissioning Program (NECP) personnel are not eligible to participate in base visits.

11.4. Funded Base Visit Authorizations.

11.4.1. AFROTC may fully fund one base visit each fiscal year per detachment. Funding will cover cadet transportation and escort officer per diem as well. Base visits are not formal training; therefore, cadets are not entitled to any pay or reimbursements (i.e., meals and lodging are at cadet expense). However, HQ AFROTC/DO has the discretion to cover cadet expenses if funding is available. On-base lodging and meals should be used to help limit cadet out-of-pocket expenses.

11.4.1.1. One escort is authorized for every 25 students. This authorization is based upon the number of students that actually go on the visit. An escort, either officer or NCO, will accompany cadets on the base visit and are held responsible for the actions and conduct of the cadets in their charge. Escorts must belong to the detachment's cadre. Civilian overtime pay is not authorized during base visits.

11.4.2. Due to having no active Air Force bases in Puerto Rico Detachments 755 and 756 may be authorized commercial air for those individuals listed in paragraph 11.3.1 for one base visit per fiscal year. Commercial air travel is not authorized for any other detachments.

11.4.3. Detachments with over 150 AFROTC cadets may be authorized 2 funded base visits each fiscal year.

11.5. Transportation. POVs are not authorized for funded base visits.

11.5.1. Ground Transportation. Ground transportation is limited to 700 miles one-way from the point of departure. Ground transportation is authorized by the following methods:

11.5.1.1. Chartered Ground Transportation. Transportation will be contracted through the Maxwell AFB Traffic Management Function (TMF), by HQ AFROTC/DOX.

11.5.1.2. Government Vehicles. Government vehicles obtained from the support base Transportation Squadron may be used if it is at no cost to AFROTC, including fuel. O&M funds may be used to cover TDY costs for a support base driver/escort. The driver must be a military member or government employee and related TDY costs must not exceed the cost of chartering ground transportation.

11.5.1.2.1. Use of U.S. General Services Administration (GSA) vehicles in connection with the base visit program may be used within the constraints of the AFROTC GSA program. **NOTE:** HQ AFROTC/DO is unable to authorize additional mileage for GSA vehicles assigned to detachments.

11.5.1.3. Commercially Rented Vehicles. Commercial rental vehicles will be authorized when suitable government contracted transportation is not available. Requests and reservations for commercial vehicle rentals, including university vehicles, should be directed through the support base TMF passenger section. Payment for the rental vehicle can be made by the Government Purchase Card (GPC) held by HQ AFROTC/DOX or the military member's Government Travel Card (GTC). Payment for the rental vehicle will not be made prior to the Base Visit. The escort officer will pay for fuel and will be reimbursed upon travel voucher settlement. Cadets are not authorized to drive rental vehicles.

11.5.2. Military Airlift.

11.5.2.1. Military airlift is limited to those individuals listed in paragraph 7.3.1.1. They must be in uniform, on an authorized absence from school, and travel must be within the CONUS.

11.5.2.1.1. Media members may be authorized to accompany the group provided permission has been obtained from HQ AFROTC/CC. Forward these requests to HQ AU/PA. HQ AU/PA will coordinate with HQ AETC/PA and the MAJCOM owning the aircraft prior to submitting the request to HQ AFROTC/CC for approval. State the names and media affiliation of personnel accompanying the cadets and include justification for the trip. Provide notification of intent NO LATER THAN 45 days before travel date.

11.5.2.2. Detachments seeking military airlift for a base visit must have written verification from the airlift unit that AFROTC will not be charged for the airlift. Authority for cadets to travel on military aircraft is contained in DoD 4515.13-R, *Air Transportation Eligibility*. **NOTE:** Space required (mission essential and directed) military airlift is prohibited.

11.5.2.3. Most units providing airlift need validation of the requirement to transport cadets. If required, detachments will use a DD Form 2768, *Military Air Passenger/Cargo Request*, to request validation. Submit unsigned DD Form 2768 to HQ AFROTC/DOX with the indicated blocks filled in with the following information:

11.5.2.3.1. Block 1: Check the box prior to "Priority 3."

11.5.2.3.2. Blocks 2a and 2c: Leave blank.

11.5.2.3.3. Block 2b: Enter the statement, "Participate in Air Force ROTC Base Visit."

11.5.2.3.4. Block 3: Fill in with total number of passengers.

11.5.2.3.5. Block 4: Enter the name, rank, and duty title of the senior passenger (escort officer).

11.5.2.3.6. Block 5: Leave blank.

11.5.2.3.7. Block 6, Leg 1: Fill in information for outbound trip (detachment to base).

11.5.2.3.8. Block 6, Leg 2: Fill in with information for return trip (base to detachment).

11.5.2.3.9. Blocks 7 and 8: Leave blank.

11.5.2.3.10. Block 9: Enter Point of Contact information for a person at the detachment who will not be on the aircraft.

11.5.2.3.11. Block 10: Leave blank.

11.5.2.3.12. Block 11: Enter the following statement, "Request travel on the dates indicated on the front of form for Air Force ROTC cadets and staff. Travel must be at no cost to AFROTC."

11.5.2.3.13. Block 12: Enter the information for the AFROTC Detachment Commander.

11.5.2.3.14. Block 12f: AFROTC Detachment Commander's signature.

11.5.2.3.15. Block 13: Leave blank.

11.5.2.3.16. Block 14: Enter the information for the same person listed in Block 4.

11.5.2.3.17. Block 14f: Signature of person listed in Block 14a.

11.5.2.4 If the group is stranded during a base visit due to unforeseen unavailability of military aircraft to return the group to its point of origin, contact HQ AFROTC/DOX to arrange the most cost effective means of completing the base visit. The priority is to get the travel party back to their detachment, not to ensure students meet their normal class schedules.

11.6. Planning and Approval.

11.6.1. Planning Requirements.

11.6.1.1. Base visit trips are limited to 4 days total with a maximum of one travel day in each direction. No extra day waiver requests will be approved.

11.6.1.2. Itineraries for each non-travel day of a base visit must include at least 5 hours of Air Force centered activities. Examples of poor and good base visit itineraries are at Attachment 2.

11.6.1.2.1. Observing Air Force personnel at work includes:

11.6.1.2.1.1. Shadowing active duty officers.

11.6.1.2.1.2. Touring Air Force bases and units. Unless a direct "Joint" association can be determined, Army, Navy, and Marine Corps bases will not be authorized.

11.6.1.2.2. Visiting museums whose primary focus is on the history of the Air Force or the current Air Force is permitted. (Examples: Air Force Museum, Wright-Patterson AFB OH; Air Force Armament Museum, Eglin AFB FL; Air Force Security Forces Museum, Lackland AFB TX). Visits to these museums may constitute up to 3 hours of the mandatory 5 hours.

11.6.1.2.3. Meals, shopping stops (e.g. exchange, clothing sales, etc.), stops at MWR facilities, and Leadership Laboratory events (e.g. running confidence courses, drill practices, etc.) are not counted towards the minimum hours.

11.6.1.2.4. Other activities are authorized provided provisions of paragraph 7.1. are met. **NOTE:** Use of government vehicles or appropriated funds are authorized for activities of a government or military nature only.

11.6.1.3. Visits are not authorized to any point outside the continental United States. Exceptions: Detachments in Alaska and Hawaii may visit installations located in their respective states.

11.6.1.4. The United States Air Force Academy, United States Naval Academy, and United States Military Academy (West Point) are prohibited as base visit destinations. Visits to these institutions may be scheduled as a side trip on a base visit.

11.6.1.5. To request approval and funding for a base visit, submit your request in WINGS NO LATER THAN 45 days prior to the proposed date of departure from the detachment. Due to end-of-year fiscal constraints, any base visits planned for August or September must be requested NLT 31 May. See WINGS User Guide for more information.

11.6.1.6. Base Visits to the Washington DC area and other areas around the country of historical significance must adhere to the following guidelines and must be Air Force focused.

11.6.1.6.1. A tour of the White House or Capitol Building, in and of itself, does not comprise sufficient Air Force focus to count towards the mandatory 5 hours; however, if an Air Force officer, from the White House, Capitol Building or the Pentagon, is actively guiding and or participating in such a tour, the time may contribute to the mandatory 5 hour requirement.

11.6.1.6.2. The National Air & Space Museum constitutes sufficient Air Force history and may constitute up to 3 hours of the mandatory 5 hour requirement.

11.6.1.6.3. While representing significant times in our military history, the monuments, war memorials, and museums around Washington DC and other national monuments across the country do not meet the intent of the base visit program. Escorts are encouraged to facilitate opportunities for cadets to visit these places, but they will not count towards the mandatory 5 hours.

11.6.2. Initial Planning.

11.6.2.1. Contact the installation to be visited to ensure they will be able to support the visit. The detachment commander may communicate directly with the wing commander for this purpose, if necessary.

11.6.2.2. Contact the public affairs office at the base to be visited to set a date for the visit and establish a tentative itinerary. Inform the base Public Affairs (PA) office of the number of cadets participating, number of proposed days for the visit, and if overnight stays are anticipated.

11.6.2.3. Confirm with the installation which facilities will be available for use by the cadets and other participants. Cadets, institution officials, and other civilians on a base visit are normally considered guests of the base commander. The base visit does not automatically provide for the use of on-base facilities such as the officers' club, theater, dining halls, gym, etc. If the escort officers are not members of the officers' club at their support base or another Air Force base, cadets cannot expect use of the base club facilities without prior permission of the wing commander.

11.6.2.4. Contact the base lodging office to arrange lodging. Escorts must be lodged in the same type of facilities (co-located or close proximity) as cadets. If on-base lodging is not available for the entire group, plan for off-base lodging. Escort orders will state the group must be billeted together for crew integrity. Ensure lodging facility (whether on or off-base) contacts HQ AFROTC/DOS prior to the start of the base visit to arrange for cost estimates and to ensure payment rules are understood (e.g. When funding is available AFROTC pays for cadets only; AFROTC will not pay for bus driver rooms; do not charge cadre credit cards for cadet rooms; etc.). **NOTE:** Check with your host base finance office if they require a statement from billeting for reimbursement for off-base lodging.

11.6.2.5. For trips involving air travel, do not forget to include plans for ground transportation at the base visit location. HQ AFROTC/DOX will coordinate ground transportation unless rental vans that cost less than \$3000 total are available. If rental vans are available the escort should arrange the transportation. Payment will be made via HQ AFROTC/DOX's Government Purchase Card.

11.6.2.6. Check with nearby detachments. If passenger space is available for a base visit, make every effort to use this space by making seats available to cadets from other detachments. This will increase the availability of a base visit for cadets.

11.6.3. Approval.

11.6.3.1. Submit a complete base visit request package via WINGS no later than 45 days prior to the planned departure date from the detachment. After completing the request, ensure the Detachment Commander approves it in WINGS. AFROTC/DOX will not act on any visit that has not been approved by the Detachment Commander. The request must include a memorandum of financial release if military airlift is planned.

11.6.3.2. HQ AFROTC/DOX will notify detachments by e-mail as to whether the visit has been approved, disapproved, or requires additional information/clarification to process. Until approval is received from HQ AFROTC/DOX, detachments are prohibited from entering into any agreements that obligate government funds.

11.6.3.2.1. Base visits may be disapproved for failure to meet base visit program requirements or for excessive cost per cadet. Once disapproved, another 45 day window applies.

11.6.4. Post-Approval Actions.

11.6.4.1. HQ AFROTC/DOX will generate transportation orders if needed.

11.6.4.2. HQ AFROTC/DOX will coordinate with the detachments and vendors for those payments made through GPC.

11.6.4.3. HQ AFROTC/DOS will coordinate with lodging and meal facilities to arrange payment for cadet meals and lodging.

11.6.4.4. Detachments will verify continued cadet interest. Contracts with transportation vendors often contain penalty clauses if they are cancelled.

11.6.4.5. Detachments will generate base visit orders for cadets in WINGS and invitational orders for other participants.

11.6.4.6. Detachments will ensure lodging facility provides HQ AFROTC/DOS with a fixed cost estimate and lodging facility accounting office point of contact or manager (not the front desk clerk) prior to the start of the base visit.

11.6.4.7. Detachments will ensure host base dining facility point of contact name and phone number is provided to HQ AFROTC/DOS prior to the start of the base visit. Dining facility must be an appropriated fund, AF Dining Facility for reimbursement to be possible. HQ AFROTC cannot reimburse non-appropriated fund locations such as the Enlisted Club or Officers' Club.

CHAPTER 12

AFROTC Flight Orientation Program

12.1. Description. This program is designed to assist recruiting and retention initiatives. AFROTC cadets in good standing are eligible to participate in the AFROTC Flight Orientation Program. Cadets may receive up to 4 front seat and 4 back seat sorties during their entire tenure in AFROTC. The total number of participating AFROTC detachments is limited by fiscal constraints and the ability of the local Civil Air Patrol (CAP) wing to provide orientation flight support (see *AFROTC/CAP Memorandum of Agreement*, located on the Holm Center Restricted Website).

12.2. Objectives. The program is intended to be a recruiting and retention tool, provide an avenue to share resources between the two organizations, instill interest in joint air and space activities, and provide an orientation flight program for participating AFROTC cadets in each detachment.

12.3. Program Responsibilities.

12.3.1. HQ AFROTC/DOX is responsible for coordinating with HQ CAP-USAF/XO on detachment participation, flying hours per detachment, program administration, changes to the memorandum of agreement, and certifying receipt of cadet orientation flights.

12.3.2. AFROTC detachment commanders are responsible for accurate reporting. After CAP provides flights for cadets they file for payment in the CAP accounting system. This system is programmed to send an e-mail to the AFROTC Detachment's organizational e-mail account. The e-mail states the date and number of flying hours CAP is requesting payment for. The e-mail contains instructions on how to report these flights to AFROTC/DOX. No other reporting is required.

12.3.3. Scheduling orientation flights is a joint responsibility of the supporting CAP wing and the AFROTC detachment. An effective working relationship is essential for a successful program.

CHAPTER 13

ORIENTATION FLIGHTS

13.1. Objectives. Orientation flights are designed to give cadets a practical indoctrination to Air Force flight operations. Aircraft serve as flying laboratories to demonstrate flying methods and techniques. Orientation flights aboard fixed or rotary-wing aircraft are designed to supplement the cadets' classroom instruction and motivate qualified cadets towards service as an Air Force officer.

13.2 Authorization for Orientation Flights.

13.2.1. The detachment commander is the designated authority to approve orientation flights for cadets, applicants, and institutional officials IAW AFI 11-401, *Aviation Management*, Table 1.1, line 14 and the AETC Supplement to AFI 11-401, paragraph 1.9.4.7.1.6.3. **NOTE:** Cadets under legal age (18 years in most states) require parental approval in writing.

13.2.2. Prior approval from HQ AU/PA is required for orientation flight requests for civilians, institution officials, dignitaries (i.e., mayor or congressman) or representatives of the information media (i.e., press or TV). These requests must be submitted to HQ AU/PA in accordance with AUI 35-101.

13.3. Planning Orientation Flights. The detachment commander or other cadre member will make all arrangements for support through direct coordination with the base or unit furnishing the airlift. This includes support from the Air National Guard and AF Reserve. The detachment commander will designate an officer or non-commissioned officer (NCO) as the primary escort for the purpose of supervising cadet groups on orientation flights.

13.4. Limitations. Flights must terminate at the point-of-origin and have no en-route stops of more than 2 hours. Furthermore, flights are not authorized to any point outside the continental limits of the United States. Exception: Orientation flights within Alaska, Hawaii, and Puerto Rico and between CONUS for Detachments 001, 175, 755, and 756 are authorized (see DoD 4515.13-R, *Air Transportation Eligibility*). Flights that require absence from the detachment in excess of 12 hours are considered a base visit and therefore require submission of a formal base visit request.

13.5. Cadet Flight Clothing. Cadets will wear their uniform during all visits to Air Force installations and during all flights in United States Air Force aircraft.

13.6. Reporting Orientation Flights. Detachments must report/track orientation flights in accordance with the CAP Flight Orientation Program Memorandum of Agreement found on the DOX restricted web site.

CHAPTER 14

SPACE AVAILABLE TRAVEL

14.1. Overview.

14.1.1. Description. The detachment commander may authorize travel for AFROTC cadets who are on contract. This privilege applies only to travel aboard military aircraft (see DoD 4515.13-R, *Air Transportation Eligibility*).

14.1.2. Limitations. High School Scholarship Program (HSSP) and Professional Officer Course (POC) cadets may travel Space-A during authorized absences from school if they are not commissioned and:

14.1.2.1. Travel is within and between the CONUS, Alaska, Hawaii, and US Territories only (see DoD 4515.13-R).

14.1.2.2. They have a valid military ID card.

14.1.2.3. The cadet has a completed DD Form 1853, *Verification of Reserve Status for Travel Eligibility*, Part B, in their possession.

14.2. Procedures. Cadets desiring Space-A travel will submit a written request to the detachment commander. Before completing the DD Form 1853, the detachment commander will ensure each individual meets the standards of dress and personal appearance expected of AFROTC cadets. In addition, thoroughly brief cadets before departure on the following:

14.2.1. The appropriate uniform is required while traveling space available. Maintain a high standard of dress and personal appearance at all times. Failure in any area can result in refusing permission to board the aircraft or removal at intermediate stops.

14.2.2. Cadet priority for travel is low and there is no guarantee travel can be completed within the planned time period.

CHAPTER 15

FORMS

15.1. Adopted. CA-1, *Federal Employee Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*; CA-2, *Notice of Occupational Disease and Claim for Compensation*; CA-16, *Authorization for Examination And/Or Treatment*; CA-20, *Attending Physician's Report*; SF 88, *Medical Record-Report of Medical Examination*; SF 93, *Report of Medical History*; SF 1164, *Claim for Reimbursement for Expenditures on Official Business*; SF 1199A, *Direct Deposit Sign-up Form*; TD Form W-4, *Employees Withholding Allowance Certificate*; DD Form 93, *Record of Emergency Data*; DD Form 730, *Receipt for Unused Transportation Requests and/or Tickets, Including Unused Meal Tickets*; DD Form 1131, *Cash*

Collection Voucher; DD Form 1351-2, Travel Voucher or Subvoucher; DD Form 1853, Verification of Reserve Status for Travel Eligibility; DD Form 2058, State of Legal Residence Certificate; DD Form 2266, Hometown News Release Information; DD Form 2351, DOD Medical Examination Review Board [DODMERB] Report of Medical Examination; DD Form 2768, Military Air Passenger/Cargo Request; DD Form 2807-1, Report of Medical History; DD Form 2807-2, Medical Prescreen of Medical History Report; DD Form 2492, DOD Medical Examination Review Board [DODMERB] Report of Medical History; DD Form 2768, Military Air Passenger/Cargo Request; DD Form 2808, Report of Medical Examination; DD Form 2870, Authorization for Disclosure of Medical or Dental Information; VA Form SGLV-8286, Servicemember's Group Life Insurance Election and Certification; AF Form 77, Letter of Evaluation; AF IMT 348, Line of Duty Determination; AF IMT 422, Physical Profile Serial Report; AF Form 475, Education/Training Report; AF IMT 522, USAF Ground Weapons Training Data; AF IMT 724, Company Grade Officer Performance Feedback Worksheet (2Lt thru Capt); AF Form 1042, Medical Recommendation for Flying or Special Operational Duty; AF IMT 1297, Temporary Issue Receipt; AETC Form 29B, Predeparture Safety Briefing; Holm Center Form 2, Leadership Competency Evaluation; AFROTC Form 16, Officer Candidate Counseling Record; AFROTC Form 20, Application for AFROTC Membership; AFROTC Form 22, Cadet Personnel Action Request; AFROTC Form 48, Planned Academic Program.

15.2. Prescribed: AFROTC Form 5, *Cadet PDT Assignment Briefing Checklist*, AFROTC Form 6, *Professional Development Training (PDT) Unit Processing Checklist*, AFROTC Form 9, *PDT Volunteer Statement*; AFROTC Form 17, *Cadet Field Training Counseling Record*; AFROTC Form 27, *Field Training Performance Report*; AFROTC Form 82, *AFROTC Cadet Sign Out/In Register*; AFROTC Form 84, *Dormitory Checklist of Authorized Items (male)*; AFROTC Form 84M, *Maxwell Dormitory Checklist of Authorized Items (male)*; AFROTC Form 84-1, *Dormitory Checklist of Authorized Items (female)*; AFROTC Form 84-1M, *Maxwell Dormitory Checklist of Authorized Items (female)*; AFROTC Form 85, *Squadron Area Inspection Report*; AFROTC Form 204-1, *Flight Drill Performance Rating Profile*; AFROTC Form 341, *Excellence/Discrepancy Report*.

JOHN M. McCAIN, Col, USAF
Commander, AFROTC

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

E.O. 9397, *Numbering System for Federal Accounts Relating to Individual Persons*

Title 10, United States Code, Chapter 33, *Original Appointments of Regular Officers in Grades Above Warrant Officer Grades*

Title 10, United States Code, Chapter 103, *Senior Reserve Officers' Training Corps*

Title 10, United States Code, Chapter 2103, *Eligibility for Membership*

Title 10, United States Code, Chapter 2109, *Practical Military Training*

Joint Federal Travel Regulation (JFTR)

DoD 4515.13-R, *Air Transportation Eligibility*

DOD 6025.18-R, *DoD Health Information Privacy Regulation*

DOD 7000.14-R, *Department of Defense Financial Management Regulations*

DFAS-DEM 7073-3, *Air Reserve Forces Pay and Allowances*

AFPD 36-20, *Accession of Air Force Military Personnel*

AFMAN 10-100, *Airman's Manual*

AFI 36-2905, *Fitness Program*, and AFROTC Supplement

AFI 11-401, *Aviation Management*, and AETC Supplement

AFI 23-111, *Management of Government Property in Possession of the Air Force*

AFI 24-301, *Vehicle Operations*, and AETC Supplement

AFI 34-246, *AF Lodging Program*

AFI 35-101, *Public Affairs Policies and Procedures*

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

AFJI 36-2018, *Medical Examination of Applicants for United States Service Academies, Reserve Officer Training Corps (ROTC) Scholarship Programs, Including 2- and 3-Year College Scholarship Programs (CSP), and the Uniformed Services University of Health Sciences (USUHS)*

AFMAN 36-2203, *Drill and Ceremonies*

AFI 36-2226, *Combat Arms Program*

AFI 36-2406, *Officer and Enlisted Evaluation Systems*

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

AFI 36-2910, *Line of Duty (Misconduct) Determination*

AFI 36-3003, *Military Leave Program*

AFI 36-3020, *Family Member Travel*

AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS)*

AFI 48-123, *Medical Examinations and Standards*

AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*

AFI 91-202, *The Air Force Mishap Program*, and AETC Supplement

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

AUI 35-101, *Air Force Officer Accessions and Training Schools Public Affairs Program*

AFOATSI 31-101, *Personnel and Information Security Program Management* (will convert to HOLMCENTERI 31-101)

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

AFOATSI 65-101, *AFROTC Cadet Payment Programs* (will convert to HOLMCENTERI 65-101)

AFROTCI 24-301, *Transportation Procedures*

AFROTCVA 36-3, *AFROTC Ribbon Chart*

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

AFROTCI 36-2011, *Cadet Operations*

AFROTC/CAP Memorandum of Agreement

T-203, *Field Training Manual*

T-204, *Field Training Staff Manual*

T-700, *The Holm Center Training Manual*

Abbreviations and Acronyms

AECP—Airman Education and Commissioning Program

AETC—Air Education and Training Command

AFROTC—Air Force Reserve Officer Training Corps

AFROTCI—AFROTC Instruction

AFSC—Air Force Specialty Code

AS—Aerospace Studies

CAP—Civil Air Patrol

CC—Commander

COC—Commandant of Cadets

CONUS—Continental United States

CSP—College Scholarship Program

CTA—Cadet Training Assistant

CTO—Commercial Ticketing Office

DFAS—Defense Accounting and Finance Office

DODPM—Department of Defense Pay Manual

DODMERB—Department of Defense Medical Review Board

DOL—Department of Labor

DTS—Defense Travel System

EA—Enrollment Allocation

EAD—Extended Active Duty

FLT/CC—Flight Commander

FPRG—Field Personnel Record Group

FT—Field Training

FTDG—Field Training Distinguished Graduate

FTM—Field Training Manual

FTP—Field Training Preparation

FTSM—Field Training Staff Manual

FTSP—Field Training Superior Performance/Performer

FTU—Field Training Unit

GLP—Group Leadership Problem

GMC—General Military Course

GPC—Government Purchase Card

GSA—General Services Administration

GTR—Government Transportation Request

HAZMAT—Hazardous Material

IAW—In Accordance With

ICL—Intermediate Cadet Leader

ID—Identification

IMT—Initial Military Training or Information Management Tool

IST—In-Service Training

JFTR—Joint Federal Travel Regulation

LLAB—Leadership Laboratory

LLIP—Leadership Lab Incentive Program

LOD—Line of Duty Determination

LRC—Leadership Reaction Course

MHSS—Military Health Services System

MTF—Medical Treatment Facility

MWR—Morale, Welfare and Recreation

NCO—Non-commissioned Officer

NLT—No later than

NSOP—New Student Orientation Program

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

PA—Public Affairs

PDT—Professional Development Training

PFA—Physical Fitness Assessment

PNA—Period of Nonattendance

POC—Professional Officer Course

POD—Point of Departure

POV—Privately Owned Vehicle

PT—Physical Training

QFR—Quality Fitness Review

SCL—Senior Cadet Leader

SGLI—Servicemember's Group Life Insurance

SIE—Self-Initiated Elimination

SPACE-A—Space Available

TDY—Temporary Duty

TMF—Traffic Management Function

UCMJ—Uniform Code of Military Justice

UMD—Unit Manning Document

UPRG—Unit Personnel Record Group

VAQ—Visiting Airman's Quarters

VOQ—Visiting Officer's Quarters

WBGT—Wet Bulb Globe Temperature

WINGS—Web Intensive New Gains System

Attachment 2

EXAMPLES OF POOR AND GOOD BASE VISIT ITINERARIES

POOR BASE VISIT ITINERARY

7 Mar 08: 0600: Depart University 1500: Arrive AF Base	9 Mar 08: 0630: PT 0900: Civil War Monuments 1100: Lunch 1230: Wing Mission Brief 1400: Bowling Social 1600: Dinner 1730: Free Time 2100: Lights Out	10 Mar 08: 0630: PT 0800: Breakfast 0900: Free Day 1900: Accountability 2100: Lights Out
8 Mar 08: 0630: PT 0900: Breakfast 1000: Tour Base 1500: Gym Time 1600: Tour of City 2100: Lights Out		11 Mar 08: 0600: Depart AF Base 1500: Arrive University

Reasons for being Poor:

- Visit is scheduled for 5 days when 4 days is maximum
- 8 Mar: No details for 5 hours of base tour
- 9 Mar: Only 1.5 hours of Air Force specific time
PT and eating do not count towards mandatory 5 hours
Civil War Monuments are not Air Force focused and must be done outside of 5 hours
- 10 Mar: No Air Force specific activities

GOOD BASE VISIT ITINERARY

7 Mar 08: 0600: Depart University 1500: Arrive AF Base	9 Mar 08: 0630: PT 0800: Breakfast 0900: Tower Tour (1) 1000: Maint Hangar Tour (1) 1100: Lunch and BX 1300: Simulator Demo (1.5) 1430: Observe Aircraft Launch (1) 1530: Tour AF Museum (1) 1630: Change to go Downtown 1700: Civil War Monuments 2000: Dinner 2100: Lights Out	10 Mar 08: 0600: Depart AF Base 1500: Arrive University
8 Mar 08: 0630: PT 0800: Breakfast 0900: Wing Mission Brief (1) 1000: Base Windshield Tour (1) 1100: Lunch 1230: Shadow CGOs (3.5) 1600: Change for Sports 1700: Dinner 2100: Lights Out		

Reasons for being Good:

- 4 days total
- Air Force Specific Hours are highlighted
- Air Force Museum is Air Force specific history
- PT, Sports, BX, eating, and Monuments done outside of mandatory 5 hours