

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE OFFICER
TRAINING CORPS (AETC)**

AIR FORCE ROTC INSTRUCTION 36-2012

4 MAY 2009



Personnel

**AFROTC PROFESSIONAL DEVELOPMENT TRAINING (PDT)
AND CADET PROGRAMS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-20, *Accession of Air Force Military Personnel*. It prescribes policies and procedures for managing the Professional Development Training (PDT) Program, the Base Visit Program, and the Air Force Reserve Officer Training Corps (AFROTC) Flight Orientation Program. It prescribes the 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 Chapter 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 AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force 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: changes office symbol references from DOTX and DOTT to DOX due to office consolidation; includes a major re-write of Chapter 1 (to include the creation of the PDT Manual, found on the Holm Center Restricted Site); deletes figures: 1.1 and 2.1; deletes 6 attachments; deletes references to obsolete AFROTC Forms 3, 7 and 8; deletes references to AF IMT 9 in regards to Base Visit program; Base Visit (**GPC limit is \$3,000**).

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Chapter 1

PROFESSIONAL DEVELOPMENT TRAINING (PDT)

1.1. Objectives. The objective of Professional Development Training (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.

1.2. 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.

1.3. 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:

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

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

1.3.3. AFROTC Form 9, *PDT Volunteer Statement*

1.4. Deviations and Waivers. Do not deviate from the policies and guidance in this Air Force Reserve Officer Training Corps Instruction (AFROTCI), except when necessary to protect personnel or equipment from an unsafe situation not covered by this AFROTCI, and immediate action is required. Report deviations or exceptions without waiver through the proper channels to HQ AFROTC/DOX (e-mail afrotc.dox@maxwell.af.mil or telephone commercial (334) 953-0251/2816/3321). Waiver authority for the contents of this document is HQ AFROTC/DO unless otherwise specified in this instruction.

Chapter 2

BASE VISIT PROGRAM

2.1. Overview.

2.1.1. Program Objectives. The objectives of this program are to motivate applicants toward entry into AFROTC and members of the General Military Course (GMC) toward entry into the Professional Officer Course (POC) by:

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

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

2.1.2. 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.

2.2. Program Responsibilities.

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

2.2.2. HQ AFROTC/DOX will:

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

2.2.2.2. Produce transportation orders.

2.2.2.3. Coordinate all transportation (bus) requirements with the Maxwell Transportation Management Office (TMO).

2.2.3. HQ AFROTC/DOS will serve as point of contact for cadet lodging and meal payments (see paragraph 2.4.).

2.2.4. Detachment Commanders will:

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

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

2.2.4.3. Determine applicants' eligibility to participate in base visits.

2.2.4.4. Approve the passenger list for all visits.

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

2.2.4.6. Ensure cadets are placed on base visit orders in the Web Intensive New Gains System (WINGS).

2.2.5. Detachment Escorts will produce active duty travel orders through the Defense Travel System (DTS).

2.3. Travel Eligibility.

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

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

2.3.2.1. Age 14 or older.

2.3.2.2. Completed junior year of high school.

2.3.2.3. US citizen or eligible for US citizenship.

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

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

2.3.3. 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.

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

2.3.5. 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).

2.3.6. Non-US citizens may participate in base visits per AFROTCI 36-2017, *AFROTC College Program*. However, they are not entitled to reimbursement for personal expenses incurred on a base visit and must travel on space available basis only. Detachment commanders should use discretion in allowing participation when a non-US citizen does not meet other non-citizenship related cadet membership standards.

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

2.3.8. Airman Education Commissioning Program (AECF) personnel are not eligible to participate in base visits.

2.4. Funded Base Visit Authorizations.

2.4.1. 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.

2.4.2. 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, NCO, or civilian (GS-6 or higher), 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.

2.4.3. Detachments located outside the CONUS (Detachments 001, 175, 755, and 756) may be authorized commercial air for those individuals listed in paragraph 2.3.1 for one base visit per fiscal year.

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

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

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

2.5.1.1. Chartered Ground Transportation. Transportation will be contracted through the Maxwell AFB Traffic Management Office (TMO), by HQ AFROTC/DOX.

2.5.1.2. 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.

2.5.1.3. 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. GSA mileage allocation is handled at the region level.

2.5.1.4. 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 TMO passenger section. Payment for the rental vehicle can only be made by the Government Purchase Card (GPC) held by HQ AFROTC/DOX. 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.

2.5.2. Military Airlift.

2.5.2.1. Military airlift is limited to those individuals listed in paragraph 2.3.1. They must be in uniform, on an authorized absence from school, and travel must be within the CONUS.

2.5.2.2. 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.

2.5.2.3. 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.

2.5.2.4. 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:

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

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

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

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

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

2.5.2.4.6. Block 5: Leave blank.

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

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

2.5.2.4.9. Blocks 7 and 8: Leave blank.

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

2.5.2.4.11. Block 10: Leave blank.

2.5.2.4.12. 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."

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

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

2.5.2.4.15. Block 13: Leave blank.

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

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

2.5.2.5. 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.

2.5.3. Commercial Air. Commercial air is authorized only for detachments located outside the CONUS. Only those individuals listed in paragraph 2.3.1 are eligible for funded transportation. Reservations and ticketing must be arranged through the detachment's servicing Commercial Ticketing Office (CTO) (e.g. Sato Travel).

2.6. Planning and Approval.

2.6.1. Planning Requirements.

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

2.6.1.2. 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.

2.6.1.2.1. Observing Air Force personnel at work, to include:

2.6.1.2.1.1. Shadowing active duty officers.

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

- 2.6.1.2.2. 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.
- 2.6.1.2.3. 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.
- 2.6.1.2.4. Other activities are authorized provided provisions of paragraph 2.6.1.2 are met. **NOTE:** Use of government vehicles or appropriated funds are authorized for activities of a government or military nature only.
- 2.6.1.3. Visits are not authorized to any point outside the continental United States. Exceptions: Detachments in Alaska and Hawaii may visit in-state installations. Detachments in Puerto Rico may visit installations inside the continental United States.
- 2.6.1.4. 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.
- 2.6.1.5. 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. See WINGS User Guide for more information.
- 2.6.1.6. 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.
- 2.6.1.6.1. 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.
- 2.6.1.6.2. The National Air & Space Museum constitutes sufficient Air Force history and may constitute up to 3 hours of the mandatory 5 hour requirement.
- 2.6.1.6.3. 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.

2.6.2. Initial Planning.

2.6.2.1. 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.

2.6.2.2. 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.

2.6.2.3. 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.

2.6.2.4. Contact the base billeting office to arrange billeting. Escorts must be lodged in the same type of facilities (co-located or close proximity) as cadets. If on-base billeting 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. 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.

2.6.2.5. 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.

2.6.2.6. 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.

2.6.3. Approval.

2.6.3.1. 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.

2.6.3.2. 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.

2.6.3.3. 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.

2.6.4. Post-Approval Actions.

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

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

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

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

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

2.6.4.6. Detachments will ensure lodging facility provides HQ AFROTC/DOS with faxed 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.

2.6.4.7. 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 3

AFROTC FLIGHT ORIENTATION PROGRAM

3.1. 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 Web site).

3.2. 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.

3.3. Program Responsibilities.

3.3.1. 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.

3.3.2. 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 email to the AFROTC Detachment's organizational email account. The email states the date and number of flying hours CAP is requesting payment for. The email contains instructions on how to report these flights to AFROTC/DOX. No other reporting is required.

3.3.3. 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 4

ORIENTATION FLIGHTS

4.1. 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.

4.2. Authorization for Orientation Flights.

4.2.1. 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, para. 1.9.4.7.1.6.3. **NOTE:** Cadets under legal age (18 years in most states) require parental approval in writing.

4.2.2. 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, *AFOATS Public Affairs Program*.

4.3. Planning Orientation Flights. The detachment commander or non-cadet designated representative 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.

4.4. 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.

4.5. 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.

4.6. Reporting Orientation Flights. Detachments must report/track orientation flights in accordance with HQ AFROTC/DOX guidance.

Chapter 5

SPACE AVAILABLE TRAVEL

5.1. Overview.

5.1.1. 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*).

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

5.1.2.1. Travel is within and between the CONUS, Alaska, Hawaii, and US Territories only (see DoD 4515.13-R, *Air Transportation Eligibility*).

5.1.2.2. They have a valid military ID card.

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

5.2. 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:

5.2.1. 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.

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

Chapter 6

FORMS

6.1. Adopted. DD Form 1853, *Verification of Reserve Status for Travel Eligibility*; DD Form 2768, *Military Air Passenger/Cargo Request*; AFROTC Form 20, *Application for AFROTC Membership*; AFROTC Form 22, *Cadet Personnel Action Request*.

6.2. 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*.

JOHN M. McCAIN, Col, USAF
Commander, AFROTC

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

DoD 4515.13-R, *Air Transportation Eligibility*

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

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

AFI 34-246, *AF Lodging Program*

AFI 36-3003, *Military Leave Program*

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

AFI 48-123, *Medical Standards for Flying Duty*

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

AFOATSI 31-101, *Personnel and Information Security Program Management*

AFOATSI 36-2007, *AFOATS Fitness Program*

AFOATSI 36-2018, *AFROTC Special Actions Program*

AFOATSI 65-101, *AFROTC Cadet Payment Programs*

AFROTCI 24-301, *Transportation Procedures*

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

AFROTCI 36-2010, *AFROTC Field Training Program*

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

AFROTCI 36-2015, *AFROTC Contract Cadet Disenrollment*

AFROTCI 36-2017, *AFROTC College Program*

AFROTCI 36-2022, *AFROTC Administration of the Airman Education and Commissioning Program*

AFROTC/CAP Memorandum of Agreement

AUI 35-101, *AFOATS Public Affairs Program*

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

CAP—Civil Air Patrol

CONUS—Continental United States

CSP—College Scholarship Program

CTO—Commercial Ticketing Office

DODPM—Department of Defense Pay Manual

DODMERB—Department of Defense Medical Review Board

DTS—Defense Travel System

EAD—Extended Active Duty

FPRG—Field Personnel Record Group

FT—Field Training

GMC—General Military Course

GPC—Government Purchase Card

GSA—General Services Administration

GTR—Government Transportation Request

IAW—In Accordance With

ID—Identification

JCIP—Joint Cultural Immersion Program

JFTR—Joint Federal Travel Regulation

MTF—Medical Treatment Facility

MWR—Morale, Welfare and Recreation

NCO—Non-commissioned Officer

NLT—No later than

OPR—Office of Primary Responsibility

PA—Public Affairs

PDT—Professional Development Training

PFT—Physical Fitness Test

POC—Professional Officer Course

POD—Point of Departure

POV—Privately Owned Vehicle

SGLI—Servicemember's Group Life Insurance

SPACE-A—Space Available

TMO—Traffic Management Office

VAQ—Visiting Airman's Quarters

VOQ—Visiting Officer's Quarters

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 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