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Personnel

ADMINISTRATION OF SENIOR AIR FORCE ROTC CADETS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*, and explains provisions of numerous other Air Force and Air Education and Training Command directives, and complements several AFOATS and AFROTC instructions. It provides the AFROTC detachment commander and other detachment personnel with detailed guidance for managing and administering the senior Air Force ROTC Program. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this regulation are 10 U.S.C. 33 and 103. Privacy Act Statements required by AFDIR 37-144, *Air Force Privacy Act Systems of Records Notices*, are in AFROTC IMTs: 20, **Application for AFROTC Membership**; 35, **Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials**. System of records notice F045 AETC C, *Cadet Records*, applies. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) (available at <https://afirms.amc.af.mil>). This instruction applies to Senior AFROTC Regions and Detachments.

SUMMARY OF REVISIONS

This publication has been completely re-written and must be reviewed in its entirety. Major revisions are: These changes delete and renumber several paragraphs; incorporates additional guidance for program membership (1.3); adds requirement for standardized cadet record coversheets (1.3 and Attachment 4); clarify eligibility for age waiver (1.4); change requirement for processing alcohol related civil involvements (1.5); update AFROTC IMT 48, **Planned Academic Program**, requirement (1.15); adds a Note to paragraph 1.16; redefines dependency policy and adds a Note to Figure 1.1; adds an exception to Figure 1.3 (Cat 2); updates program membership requirements (2.1 and 2.7); redefines AS500 status (2.1.4); changes POC entrance requirements (2.9); raises academic retention standards for

contract/scholarship program and redefines requirement for failing grade/incomplete (2.15 and Table 2.1); clarifies procedure for change of major (2.17); changes policy for award of conditional events (2.20 and Table 2.1 (Schedule)); changes validity period for physical exams (3.13); and adds a Note to pre-enlistment brief (4.10). A star (★) indicates revised material from the previous edition.

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Chapter 1

ELIGIBILITY AND APPLICATION REQUIREMENTS

1.1. General Information

1.1.1. This chapter provides the eligibility and application requirements for AFROTC cadets. It covers entrance and eligibility requirements common to both the General Military Course (GMC) and the Professional Officer Course (POC).

1.2. General Membership Eligibility

1.2.1. Each individual must:

1.2.1.1. Be a full-time undergraduate or graduate student enrolled at an accredited college that hosts an AFROTC detachment or a university or junior college having a cross-town agreement or consortium arrangement established according to AFROTCI 36-2014, AFROTC Enrollment and Relation with Host/Non-host Instruction, Cross-town, and Consortium Institutions.

1.2.1.1.1. Participate in both aerospace studies (AS) classes and leadership laboratory (LLAB) while enrolled in school to be considered a GMC or POC member. Completed GMC and POC members must participate in LLAB.

1.2.1.2. Be age 14 or older. (Reference paragraph 1.4.4 for maximum age requirements)

1.2.1.3. Be a United States citizen (or naturalized).

★1.3. Application Records:

1.3.1. The detachment will establish an AF Form 10, **Unit Personnel Record Group (Folder)** to contain forms/IMTs and other records. File the documents in the following sections: Section I, Guidance Records, Correspondence, and Orders; Section II, Evaluation Instruments; Section III, Records of Membership; and Section IV, Medical.

1.3.2. Each applicant will complete the following:

1.3.2.1. AFROTC IMT 20, **Application for AFROTC Membership**, is used to screen applicants for membership into AFROTC. The AF IMT 56, **Application & Evaluation for Training Leading to a Commission in the United States Air Force**, will replace the AFROTC IMT 20, **Application for AFROTC Membership**, and the "initial" completion of the AFROTC IMT 35, **Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials**, for all cadets in the enlisted commissioning programs. The AFROTC IMT 35 is used to document civil involvements and counseling of cadets who have civil involvements. Units must still accomplish the AFROTC IMT 35 for recertification on the day of and prior to enlistment (reference chapter 4). HQ AFROTC will forward the AF IMT 56 to units for filing in the UPRG.

1.3.2.1.1. After the AFROTC IMT 20 is complete, update the cadet's information into Web Intensive New Gains System (WINGS). Fitness results are completed IAW AFROTCI 36-2007, AFROTC Weight and Fitness Programs, and updated in WINGS.

1.3.2.2. AFROTC IMT 35, **Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials**, is used to document civil involvements and counseling of cadets who have civil involvements.

1.3.2.3. AFROTC IMT 48, **Planned Academic Program**, is used to develop AFROTC cadet academic plans for their 4 or 5 year college careers.

1.3.2.4. DD Form 93, **Record of Emergency Data**, (to be accomplished by the applicant in pencil)

1.3.2.5. AFROTC IMT 500, **Restrictions on Personal Conduct in the Armed Forces**, is used to provide cadets with policy on personal conduct.

1.3.2.6. AF IMT 883, **Privacy Act Statement - US Air Force Application Record**

1.3.2.7. DD Form 2005, **Privacy Act Statement-Health Care Records**, (2 copies; one for applicant and one for record)

1.3.2.8. AF IMT 2030, **USAF Drug and Alcohol Abuse Certificate** [not required for Scholarships for Outstanding Airmen to ROTC (SOAR), Airmen Scholarship Commissioning Program (ASCP), and Early Release Program (ERP); reference AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*].

1.3.2.9. AF IMT 3010, **USAF Statement of Understanding for Dependent Care Responsibility**

1.3.2.10. Statement of Understanding: Air Force Dependency Policy (figure 1.1)

1.3.2.11. Cadet must provide certified true copy of the birth certificate, SSN and naturalization certificate (if applicable) for duplication and placement in the UPRG. Annotate file copy "verified with original document" and signature of individual verifying source document.

1.3.3. Completed by detachment personnel: AFROTC IMT 26, **AFROTC Cadet Record Inventory Section 1 – 4**, is used to inventory applicable administrative documents. AFROTC IMT 63, **AFROTC Membership Action Checklist**, is used to document AFROTC membership eligibility..

1.3.4. Initiate a new record for previously disenrolled cadets when there is a break in participation. Retain the original UPRG when cadet continues in the program with no break and reaccomplish the following IMTs: AF IMT 2030, AF IMT 3010, AFROTC IMT 500, AFROTC IMT 63.