



**DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)**

19 Aug 2020

MEMORANDUM FOR ALL AFROTC REGION AND DETACHMENT COMMANDERS

FROM: HQ AFROTC/CC  
60 West Maxwell Blvd  
Maxwell AFB AL 36112

SUBJECT: AFROTC Guidance Memorandum Addendum to AFROTCI 36-2011, *Cadet Operations*

1. The following document is the “AFROTC Guidance Memorandum Addendum to AFROTCI 36-2011, *Cadet Operations*” that was sent out via 24 July 20. This guidance covers the areas of recruiting, scholarships, board processes, and cadet lifecycle management.

CHRISTOPHER L. BENNETT, Col, USAF  
Commander, Air Force ROTC

## **ATTACHMENT 3: RECRUITING GUIDANCE**

### **Recruiting**

Current guidance provides the necessary flexibility for Det/CCs to determine the appropriate course of action for the Fall 2020 semester in line with all restrictions. Recruiting events are being done virtually across the nation and this update will ensure Det/CCs are professionally executing recruiting events in the virtual domain.

**Reference: AFROTCI 36-2011\_AFROTCGM 2019-01, dated 15 Oct 2019**

**Guidance:** Section 2.9: *Recruiting Officer (RO) will be modified/updated to incorporate virtual delivery options and professionalism considerations:*

**(Replace)** 2.9.2. *Ensure a cadre member is present at all times during off-campus and virtual recruiting events. Cadets are not allowed to recruit off-campus or virtually unsupervised.*

**(Add)** 2.9.2.1 Cadre/Cadets will maintain a professional appearance IAW AFI 36-2903 for all recruiting events.

**(Add)** 2.9.2.2 All in-person and virtual recruiting events will be conducted in blues unless waived by the Det/CC. It is the Det/CC's responsibility to ensure professionalism regardless of the recruiting medium and shall designate the authorized uniform combination for each event.

**(Add)** 2.9.2.3 When conducting virtual recruiting, cadre/cadets will ensure their virtual background is professional and their area is free of distractions/interruptions. Virtual name blocks will include Detachment--Rank, First Name and Last Name (i.e. "Det 123--Capt John Doe", "Det 123--Cadet Jane Doe").

**(Add)** 2.9.3.1 Establish and maintain a virtual recruiting space (e.g. Zoom, Microsoft Teams, Facetime, etc.) IAW AFI 35-107. Ensure audio/video checks are conducted prior to event start (recommended 30 minutes prior).

## **ATTACHMENT 4: SCHOLARSHIPS GUIDANCE**

### **HSSP Interviews AY 2020-2021**

**Reference: AFROTCI 36-2011 4.7.4** states that “*qualified applicants are scheduled for an in-person interview with a detachment near their home of record zip code, generally the nearest detachment. AFROTC/RRUC must approve any changes of venue for interviews.*”

**Reference: AFROTCI 36-2011 4.7.5.** “*AFROTC/RRU will update and post the handbook on the current AFROTC intranet no later than 1 August each year. The handbook specifies a structured interview process that must be followed by detachment cadre and ALOs.*”

**Guidance:** Based on the fact that not all schools will return for face-to-face cadet interaction, the following interview methods are acceptable: in-person, virtual with video, or telephonic.

1. Conduct in-person or face-to-face interview if local, state, and university restrictions and guidelines allow and can be accomplished safely. This is the preferred method which will retain the best interview and maintains the inherent recruiting efforts associated with in-person interviews.
2. Conduct virtual interview with video if unable to conduct face-to face. This is an acceptable means. Best medium (Zoom, Webex, etc.) will be selected via Det/CC and coordinated appropriately with the applicant based on University/Det-specific requirements and systems.
3. Only as a last resort if face-to-face and virtual with video are unavailable for the applicant should a detachment use the telephone interview option. Keep in mind you will miss out on many of the non-verbal communications during the interview and be unable to assess their overall appearance and fitness demeanor utilizing this method.
4. Regardless of which method used, Det cadre will record the method in the interview (in-person, virtual with video, telephonic). This will assist in data collection and be specified in the Scholarships Handbook.
5. Scholarship interviews will transition from ALOweb to WINGS this year. Based on this change and the incorporation of other changes from COVID-19, expect the updated handbook to be posted around mid-August.
6. This year, as in previous years, Detachments who require assistance with reallocating interviews to other Detachments or ALOs will coordinate with the AFROTC Scholarships branch. Certain Detachments with historically high interview requirements (such as those in Colorado and the National Capital Region) will be assigned dedicated ALOs and will work with the AFROTC Scholarship branch to coordinate interviews reallocation. If an interview

is reallocated to another Detachment or ALO, it is assumed that the interview will be accomplished virtually.

7. Regardless of the method of interview, there are resources available to help educate applicants on AFROTC and assist in recruiting. Consider going to [www.afrotc.com](http://www.afrotc.com) and navigate “Home”, “About AFROTC”, “Campus Life”, and “Scholarships” section for appropriate videos to consider.

## **HSSP Requirements AY 2020-2021**

**Reference: AFROTCI 36-2011 4.7.3** “HSSP Deadlines. Upon receipt of applications, AFROTC/RRUC will determine the applicant’s status and notify the applicant. Application must submit the following required items by the published deadlines:

**4.7.3.1** *ACT or SAT college entrance examination. Test scores must represent one testing session (test scores from different dates cannot be combined) and in a standard testing environment. AFROTC/RRU will publish SAT/ACT requirements annually.*

**4.7.3.2.** *High school counselor certified transcripts for grades 9 through 11. AFROTC/RRU will publish Grade Point Average (GPA) requirements annually.*

**4.7.3.3.** *Fitness Assessment (FA) and FA Letter of Certification*

**4.7.3.4.** *Extracurricular Activities*

**Guidance:** For AY 2020-2021, there will be no change to the major requirements for the HSSP scholarship.

1. ACT/SAT requirements will remain 26/1240 for this year. There is a recognition that applicants who may have waited to test may find it difficult to test this year. However, there is no current substitution for the standardized testing necessary to narrow the application pool and balance the more subjective GPA. This is currently in-line with both Army and Navy ROTC scholarship programs who will both continue to use ACT/SAT requirements. ACT is working at an “in-home” test option for students to take the standardize test virtually and may be rolled out in late fall/early winter. In addition to high school testing locations, ACT/SAT will still be able to administer tests at testing facilities across the nation while following social-distancing constraints.
2. No change to GPA. The requirement will remain 3.0 this year.
3. In previous years, per the Scholarships Handbook, applicants who were homeschooled were permitted to have a parent/guardian certify the diagnostic PFA. For high schools which remain virtual, the same consideration will be extended. The applicant will need to explain their school is virtual or unable to accommodate testing and coordinate with RRU to have a parent/guardian administer the diagnostic PFA.

4. In addition, height and weight will be added to the PFA form. If the interview is face-to-face, cadre may continue to obtain height and weight on their own for validation purposes and the interviewer is still responsible for recording height and weight as part of the interview session regardless of how height and weight are ascertained. Regardless of method of interview, if the application is not within BF standards, the interviewer must still address their assessment of fitness in the write-up.
5. No change to extracurricular activities except that interviewers should expect fewer student activities logged from Mar '20 forward based on COVID-19 restrictions across the nation.
6. Finally, the DoD stood up a D&I task force to conduct a comprehensive review of policies or procedures which unfairly impact minorities. A specific item to be reviewed is all standardized testing (ACT/SAT/AFOQT/etc.). Based on the results of these reviews, the AFROTC enterprise may expect possible changes to HSSP and ICSP requirements in future years as appropriate.

### **HSSP Deferment Requests (Fall 2020)**

**Reference: AFI 36-2905 4.3.3** *“Cadets unable to activate by last day of term. If the scholarship has not been activated by the last day of the expected activation term, withdraw the offer. For cadets unable to activate due to a pending DoD Medical Examination Review Board (DoDMERB) certification but meet all other activation requirements, a waiver may be requested from AFROTC/RRFP. If a waiver is granted, then the offer must be activated by the last day of the next term; if not, withdraw the offer. If a cadet was unable to activate their scholarship by the last day of the term, AFROTC/RRFP may consider requests for retroactive payment of tuition for the previous term once the scholarship has been activated.”*

**Guidance:** There has already been a small number of applicants that were awarded and accepted scholarships who now wish to take a “gap year” due to post-COVID implications. Det/CCs will advise those awardees of the following guidance:

1. If the awardee chooses not to participate in the program and activate in Fall 2020, the scholarship will be withdrawn.
2. However, the applicant can choose to re-compete their previous package “as is” in this year’s board process. The applicant will NOT receive another interview or update their package. Instead, the package will be re-boarded alongside this year’s applicant pool.
3. The applicant should be advised that their package is competing against another group of applicants and therefore it is no guarantee they will re-earn a scholarship or that they will be awarded the same scholarship type (Type 1, 2, & 7). Furthermore, the upgrade of scholarships to Type 1 at sixteen previously identified schools via ARMS 20-029 was only advertised for AY2020-2021, and therefore there is no guarantee that the upgrade will be extended for subsequent year awardees.

4. If the applicant is still interested in turning down the scholarship this year and re-boarding for next AY, they need to contact their scholarship technician at AFROTC/RRU. RRU will verify with the applicant and then pull their previous package to re-compete this year for AY2021-2022.

In addition, some schools have decided to truncate semesters this year, some ending as early as the week of Thanksgiving. Based on these irregular schedules, all Detachments will have until 31 December 2020 to activate incoming HSSP scholarships from the FY2020 cycle vs. the last day of the host Detachment's Fall term. These HSSP scholarship recipients are still expected to meet all activation requirements. If the student is not available at the University due to virtual-only or the semester has ended, contracting the cadet and activating the scholarship can be accomplished virtually per previous guidance. If a recipient is still unable to activate the scholarship by 31 December 2020 due to a pending DODMERB qualification, route an exception to policy request via Form 22 per paragraph 4.3.3. Exceptions to Policy for any other reason are not authorized.

This updated contracting date of 31 December 2020 applies only to incoming HSSP scholarship recipients from the FY20 cycle. This does not apply to any other scholarship activations (to include 3-year HSSP recipients from the FY19 HSSP cycle who are activating scholarships as rising AS200s or ICSP scholarship recipients) nor any other contracting scenario.

### **Period of Non-Attendance (PNA)**

**Reference:** AFROTCI 36-2011 7.5. **Period of Non-Attendance (PNA).** *“PNA is a period of authorized absence from school or AS classes and LLAB. PNA is “No Pay” unless the cadet is contracted and working towards degree requirements. Det/CCs may authorize PNA and dual enrollment in AS classes for one term. Longer PNAs require Region/CC approval. If it requires a DOC change, AFROTC/RR approval is required. Detachments will counsel the cadet in writing to maintain standards and contact with the detachment for duration of the PNA.”*

**Guidance:** Given unique circumstances associated with each university's COVID-19 response, Det/CCs may authorize a PNA for cadets if the situation warrants it. Examples include cadets that are unable to return to the university for AS classes, LLAB, or PT during the semester or cannot adequately participate virtually due to technological limitations. AFROTCI 36-2011 guidance will be followed.

## **ATTACHMENT 5: BOARD PROCESSES GUIDANCE**

### **Air Force Officer Qualifying Test (AFOQT)**

**Reference: AFROTCI 36-2011 5.4.1.** *“All cadets must take the AFOQT NLT 31 December of their AS200 year.”*

**Reference: AFROTCI 36-2011 12.6.** *“Each applicant for an EA must meet the minimum standards identified in the annual announcement, to include the following:  
12.6.1. AFOQT or SAT-Equivalent, FA, GPA, and medical.”*

**Reference: AFROTCI 36-2011 17.9.2.** *“Before commissioning and entry on active duty however, the Air Force requires:  
17.9.2.5. Results of AFOQT and FA.”*

**Reference: AFMAN 36-2664. 3.7.1.1.** *A minimum AFOQT Quantitative score at the 10th percentile or higher and AFOQT Verbal score at the 15th percentile or higher are required for commissioning of all line officers by all accession sources in their governing directives.*

**Guidance:** An AFOQT attempt will not be required by the original 31 December 2020 deadline for the FY21 POC Selection Process (PSP). However, if Detachments operating under normal or hybrid circumstances are able to administer the test while adhering to state/university social distancing guidelines, they are highly encouraged to do so. AFOQT test scores will provide both Det/CCs and cadets better fidelity on cadet qualification potential prior to PSP nomination.

**Note:** A passing AFOQT score remains a requirement for commissioning, post-Field Training contracting, and competing in the Rated Categorization Board.

### **Field Training Performance Report (FTPR)**

**Reference: AFROTCI 36-2011 10.8.2.** *FT Performance Report (FTPR). Upon completion or removal, cadets will receive a FTPR that will inform the Detachment on the cadet's performance at FT.*

**Reference: AFROTCI 36-2011 14.2.6. Rated Categorization Requirements. Table 14.2. Rated Order of Merit (OM).** *“AFROTC/CC will determine the weights and the OM factors.”*

**Guidance:** Due to COVID-19 and over half of the rising AS300s not attending Field Training 2020, the FTPR ranking will not be calculated into the FY22 Rated Categorization Board OM. This will ensure that all cadets are held to equal standards for the board. The Rated Categorization Board OM formula will be determined at a later date.

## **ATTACHMENT 6: CADET LIFECYCLE MANAGEMENT GUIDANCE**

### **Enrollment**

**Reference: AFROTCI 36-2011 3.12.7.** *“Complete sports physical via AFROTC Form 28, Air Force ROTC Pre-Participatory Sports Physical, or qualified medical exam (certified DoD Medical Examination Review Board (DoDMERB) or Military Entrance Processing Station (MEPS) physical.”*

**Guidance:** A sports physical or military screening process is required to fully enroll and allow a cadet to participate in AFROTC. In the event that a cadet is unable to procure the examination due to COVID-19 restrictions, Detachments may pursue a case by case Exception to Policy request in order to enroll. This would only be used in extreme circumstances and requires Region coordination and approval.

**Reference: AFROTCI 36-2011 3.12.5.** *“Present original birth certificate, proof of naturalization or current U.S. passport to certify U.S. citizenship.”*

**Guidance:** In the event that a cadet is in an all virtual environment and will not be able to present original citizenship documentation, cadets must present the documents to a notary public and receive a notarized letter stating the notary has reviewed the documents and they are originals.



**ATTACHMENT 7: AFROTC Self-BMI Submission (UPDATED)**



**DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)**



MEMORANDUM FOR AFROTC Det \_\_\_\_\_  
FROM: CADET \_\_\_\_\_  
SUBJECT: AFROTC Self-BMI Submission

1. Due to the unique circumstances regarding COVID-19, AFROTC has suspended in-person BMI measurements between cadre and cadets until further notice. In its place, all AFROTC cadets will self-report BMI measurements to detachment cadre for input into WINGS.
2. I understand that any integrity violations found with regard to my self-BMI submission could be met with an immediate removal from the program (non-contracted) or a disenrollment investigation (contracted).
3. My BMI measurements are:

HEIGHT (inches) \_\_\_\_\_ WEIGHT (lbs) \_\_\_\_\_

\_\_\_\_\_, Cadet, AFROTC  
Detachment \_\_\_\_\_

LAW COVID-19 Guidance, for contracting and commissioning the cadet may submit a Self-BMI. If a Body Fat measurement is needed the cadet must obtain a measurement from a physician at the cadet's expense. If a cadet has a history of BMI failures but passes the BF the most recent BF measurement may be used.

MALE:  
WAIST MEASUREMENT (inches) \_\_\_\_\_ (taken at naval)  
NECK MEASUREMENT (inches) \_\_\_\_\_

FEMALE:  
WAIST MEASUREMENT (inches) \_\_\_\_\_ (taken at thinnest portion of the abdomen)  
NECK MEASUREMENT (inches) \_\_\_\_\_  
HIP MEASUREMENT (inches) \_\_\_\_\_

\_\_\_\_\_  
Physicians Signature

## Body Fat Instructions for Physicians

### Body Fat Measurements (IAW DoDI 1308.3, E3.1.5):

1. Take all circumference measurements three times and record them to the nearest 1/2 inch. If any of the three measurements differs by more than **one inch** from the other two, take an additional measurement and compute a mathematical average of the three closest measurements to the nearest 1/2 inch and record this value.
2. Each set of measurements will be completed sequentially to discourage assumption of repeated measurement readings. For males, complete 1 set of abdomen and neck measurements, **not**, for example, three abdomen circumferences followed by three neck circumferences. Continue the process by measuring the abdomen and neck in series until you have three sets of measurements. For females, complete one set of waist, hip, and neck, measurements, **not**, for example, three waist measurements followed by 3 hip measurements. Continue the process by measuring the waist, hip, neck series until you have 3 sets of measurements.

### Circumference sites and landmarks for males (IAW DoDI 1308.3, E3.1.6):

1. Abdomen. Measure abdominal circumference against the skin at the navel (belly button), level and parallel to the floor. Arms are at the sides. Record the measurement at the end of member's normal, relaxed exhalation. Round abdominal measurement down to the nearest 1/2 inch and record.
2. Neck. Measure the neck circumference at a point just below the larynx (Adam's Apple) and perpendicular to the long axis of the neck. Do not place the tape measure over the Adam's Apple. The member should look straight ahead during measurement, with shoulders down (not hunched). The tape will be as close to horizontal as anatomically feasible (the tape line in the front of the neck should be at the same height as the tape line in the back of the neck). Care should be taken so as not to involve the shoulder/neck muscles (trapezius) in the measurement. Round neck measurement up to the nearest 1/2 inch and record.

### Circumference sites and landmarks for females (IAW DoDI 1308.3, E3, 1.7):

1. Neck. Measure neck circumference at a point just below the larynx (Adam's Apple) and perpendicular to the long axis of the neck. The Service member should look straight ahead during measurement, with shoulders down (not hunched). Round the neck measurement up to nearest 1/2 inch and record.
2. Waist. Measure the natural waist circumference, against the skin, at the point of minimal abdominal circumference, usually located about halfway between the navel and the lower end of the sternum (breast bone). When you cannot easily see this site, take several measurements at probable sites and use the smallest value. Be sure that the tape is level and parallel to the floor. The Service member's arms must be at the sides. Take measurements at the end of member's normal relaxed exhalation. Round the natural waist measurement down to the nearest 1/2 inch and record.
3. Hip. Measure the hip circumference while facing the Service member's right side by placing the tape around the hips so that it passes over the greatest protrusion of the gluteal muscles (buttocks) as viewed from the side. Make sure the tape is level and parallel to the floor. Apply sufficient tension on the tape to minimize the effect of clothing. Round the hip measurement down to the nearest 1/2 inch and record.

## **ATTACHMENT 8: CONTRACTING NON-FT GRADUATED AS300s**

### **Entering POC**

Current guidance explains POC entry and provides effective guidance in the existing Guidance Memorandum as detailed below.

**Reference: AFROTCI 36-2011\_AFROTCGM2019-01 3.9.2.1** states “Cadets can enter the POC if they successfully completed GMC requirements, have an EA, satisfactorily completed FT (or been properly deferred) and attend POC classes and LLAB while enrolled in school.

**Guidance:** Options for mission execution include:

1. Those cadets who earned an EA, are medically qualified, have met all other requirements for POC entrance, and who were eligible to attend Field Training but were not given an assignment to FT20 due to the limited availability under COVID-19 operations, *are* considered “properly deferred” by HQ AFROTC and in line with the above reference. Therefore, they *are* eligible to be POC.

### **Contracting as POC**

Current guidance is updated to address contracting otherwise eligible POC who did not attend field training in FY20 due to being properly deferred.

**Reference: AFROTCI 36-2011\_AFROTCGM2019-01 3.6** states “Pursuing cadets are non-contract POC cadets who have enrolled in AS300 and/or 400 and LLAB and are a full-time student (except for the final academic term). A pursuing cadet is temporarily ineligible to enlist because of a condition that is expected to be corrected within one academic term (Exception: Guard and Reserve members, and Non-US citizens). Pursuing status is effective the first day of host institution classes and ends when the cadet is contracted or is det dropped. Det/CCs must contract pursuing cadets within 1 academic term but NLT 10 workdays of the subsequent term. The Region/CC is the approval authority for extensions. Pursuing cadets are not entitled to stipend or retroactive payment if later contracted.

**Reference: AFROTCI 36-2011\_AFROTCGM2019-01 11.3.4** states “For POC that have not successfully completed Field Training due to medical, AFOQT, etc. a waiver from AFROTC/RR is required to contract.”

**Reference: AFROTCI 36-2011\_AFROTCGM2019-01 11.12.2.14.** regarding Erroneous Enlistments, states that it is an erroneous enlistment if the cadet “Entered the POC (2-year program) without successful completion of FT or FT deferral with an AFROTC/RR contract waiver.”

**Reference: AFROTCI 36-2011\_AFROTCGM2019-01 11.12.2.15.** regarding Erroneous Enlistments, states that it is an erroneous enlistment where the cadet “Had not successfully completed required prerequisite training (GMC, FT, or its equivalent) but entered the POC without a deferral and waiver from AFROTC/RR.”

**Reference: 26 March 2020 AFROTC Town Hall w/Col Bennett.**

**Guidance:** Options for mission execution include:

1. An AS300 cadet (first year POC) IS able to be contracted under the following circumstances without having attended and successfully graduated from Field Training:

- a. Otherwise fully eligible (DoDMERB, Passing AFOQT, Passing Fitness Assessment, Meet BMI/BF, Awarded EA, Verified US Citizenship, etc)
  - b. Properly deferred for Field Training SPECIFICALLY due to COVID-19 reduced allocations. This means that any cadet who earned an EA, did not receive a slot to attend Field Training in summer 2020, but who would have otherwise been eligible to attend, and has been deferred to a later date by HQ AFROTC.
2. If a rising AS300 cadet did attend Field Training during Summer 2020 and successfully graduated, but who is ineligible to contract, that cadet shall NOT be contracted until fully eligible (i.e. failed AFOQT) and will be entered into "Pursuing" status IAW above reference until such time the cadet is contracted or det dropped.