

## **ATTACHMENT: TRAINING GUIDANCE**

### **Leadership Laboratory**

Current guidance provides the necessary flexibility for Det/CCs to determine the appropriate course of action for the **Fall 2021** semester in line with all restrictions.

**Reference: AFROTCI 36-2011V3, 10.2.7** states the OFC “ensures required LLAB objectives are presented in the academic year.” Detachments are not required to meet every LLAB objective each semester. Detachments have the entire academic year to meet the LLAB objectives.

**Reference: AFROTCI 36-2011V3, 10.5.3.** “SMCs must accomplish FT preparation and LLAB objectives that are unique to **AFROTC IAW AFROTCI 36-2011, VOL. 1**; the remainder of LLAB objectives are not required due to the training environment already provided in SMCs.”

**Reference: AFROTCI 36-2011V1** states “The Detachment Commander is the waiver authority for objective completion and proficiency level requirement for individual cadets unless delegated to the OFC.” The spirit and intent of this statement is not for Det/CCs to waive an entire semester or academic year, but provides authority for Det/CCs to waive LLAB requirements if they determine that a cadet is already proficient in specific LLAB objectives or is unable to meet those specific objectives due to extenuating circumstances.

**Guidance:** Options for Leadership Laboratory execution include:

1. Conduct face-to-face training if local, state, and university restrictions and guidelines allow and can be completed safely.
2. Conduct virtual training if face-to-face training is prohibited or restrictions prevent effective training to meet overall objectives. A depository of Detachment Best Practices for Virtual Training is available for Detachments to utilize and adapt as deemed appropriate.

### **Professional Development Training**

If cadets are unable to meet PDT requirements due to extenuating circumstances, the authority exists per AFROTCI 36-2011V3 to waive that requirement.

**Reference: AFROTCI 36-2011V3, 10.9.2.** “Each cadet must participate in at least one PDT as a GMC and one PDT as a POC. The Det/CC may waive the GMC PDT requirement on a case-by-case basis. The Region/CC is the approval authority for local PDTs and the waiver authority for the POC PDT requirement on a case-by-case basis.”

**Guidance:** For **Fall 2021**, the Det/CC is delegated approval authority for local PDTs and the waiver authority for POC PDT requirement.

## **Physical Fitness Assessment**

**Reference: AFI 36-2905 AFROTCSUP 8.4.3.** *“Term Requirements. Detachments must conduct one FA prior to 31 December for the Fall semester and prior to 30 June for the Spring semester.”*

**Reference: AFI 36-2905 AFROTCSUP 2.25.18.5.** *“At Senior Military Colleges (SMC) with PT programs that may exceed the requirements of the AFROTC cadet PT program, Detachment Commanders may elect to utilize the higher attendance and performance standards required by the SMC.”*

**Reference: DAFMAN 36-2905, 3.5.** Body Stature (Height) and Body Mass (Weight). *“Height and weight measurements will be obtained per DoD guidance (DoDI 1308.3). (T-0). Airman must be accomplish immediately prior to FA. (T-3) These measurements are not factored into the PFA composite score. The measurements will be logged on the AF Form 4446 and entered into AFFMS II.”*

**Guidance:** During the COVID-19 pandemic, the Air Force has provided updated guidance regarding the administration of the Air Force Physical Fitness Test. To meet the unique requirements of our training mission, HQ AFROTC is directing that the Physical Fitness Assessment (PFA) for cadets be administered. DAFMAN 36-2905, Attachment 2-Physical Fitness Charts have been updated based on the 60/20/20 split and should be used for all assessments.

**NOTE:** PFA’s can only be administered if University Rules/Policies with reference to COVID-19 restrictions allow. If a detachment is unable to administer the PFA due to university restrictions, the cadet’s last PFA will apply. All components of the PFA will be administered to include waist measurements along with height and weight measurements for upload into WINGS. If the most recent PFA is unsatisfactory, the cadet does not meet requirements to commission and a delay will need to be coordinated through existing policy and administrative actions.

## **Physical Training**

**Reference: AFROTCI 36-2011V3, 10.6. Physical Training (PT).** *“Detachments must require cadets to attend a minimum of two but no more than three PT sessions per week. Any PT sessions held in excess of the maximum limit must be strictly voluntary. Prior to attending their first PT, cadets must be presented and acknowledge the Sickle Cell Trait education video.”*

**Guidance:** For the **Fall 2021** semester, Det/CCs will establish a standardized PT plan with a minimum of two PT sessions per week. Cadets will attend no more than three **mandatory** sessions a week. PT can be conducted face-to-face (provided restrictions are met), virtually, cadet self-paced PT (Det provided workout), or any combination of the three at the **Det/CC’s discretion.**

For cadets executing ROTC-directed self-paced or virtual PT, they *may be* covered under Department of Labor (DoL) for reimbursement of costs associated with medical treatment even though a cadre member is not present. For it to be considered PMT, the workout must be prescribed and directed by AFROTC Detachment Cadre. DoL makes the final decision on coverage. See attachment 3 for DoL claims processing.

**Reference: AFROTCI 36-2011V3, 3.2. Liability and Insurance** states “*IAW Title 10 U.S.C. 2109, Practical Military Training, PMT is specific AFROTC-sponsored training programs, such as Field Training (FT), PT, LLAB and Professional Development Training (PDT), under which enrolled students may be covered under the Department of Labor (DoL) for reimbursement of costs associated with medical treatment at civilian facilities.*”

To file a DoL claim, cadets complete a CA-1 with statements from their medical provider as well as the syllabus or memo from the detachment directing the PT. Claims should be sent to AFPC/DP1TC, fax (210) 565-2952, e-mail [injury.compensation@us.af.mil](mailto:injury.compensation@us.af.mil) or mail 550 C Street West, JBSA Randolph TX 78150.

Once claims are filed, follow up can be made through DoL’s Claims Office in Cleveland, OH at (216) 902-5600. Their website is [http://www.dol.gov/esa/owcp\\_org.html](http://www.dol.gov/esa/owcp_org.html). Appeals can be submitted at <http://www.dol.gov/ecab/welcome.html>

## **BMI/BF**

**Reference: AFROTCI 36-2011V3, 5.3.2.** “*All cadets are responsible for meeting BMI or Body Fat standards in order to activate a scholarship, meet the PSP selection board, attend Field Training, contract, and commission. If over BMI, conduct body fat measurement according to procedures in AFMAN 36-2905. Cadets under the minimum BMI standard require a one-time evaluation by a physician to ensure there are no underlying medical conditions. Cadets are disqualified if not medically cleared.*”

**Reference: AFROTCI 36-2011V3, 5.3.2.1.** “*All cadets must meet BMI or Body Fat standards within 30 days prior to the scholarship activation date, PSP selection board nomination date, and commission.*”

**Reference: AFROTCI 36-2011V3, 5.3.2.3.** “*All cadets must meet BMI or Body Fat standards within 15 days prior to contracting.*”

**Reference: DAFMAN 36-2905, 3.5. Body Stature (Height) and Body Mass (Weight).** “*Height and weight measurements will be obtained per DoD guidance (DoDI 1308.3). (T-0). Airman must be accomplish immediately prior to FA. (T-3) These measurements are not factored into the PFA composite score.*”

**Reference: DAFMAN 36-2905, 6.1.3.1. Body Stature (Height) and Body Mass (Weight).** “*Maximum abdominal circumference of 39.0 inches male, 35.5 inches female or maximum body fat of 20% male, 28% female*”

**Guidance:** Cadets that have already been contracted this semester may continue under their current contract, no action will be taken retroactively to measure their BMI. The new requirement below will be implemented immediately for all new contracting/commissioning cadets.

The Department of Defense height-weight screening guidance establishes an upper limit of 27.5 kg/m<sup>2</sup> and lower limit of 25.0 kg/m<sup>2</sup> for maximum allowable weight. AFROTC cadets will be screened with the 25.0 kg/m<sup>2</sup> standard. If a cadet is not within the height/weight standards of the table below based on guidelines in DODI 1308.3 E2 ENCLOSURE 2 BODY MASS INDEX TABLE and DAFMAN 36-2905 paragraph 3.5 or 6.1.3.1, then the cadet has not met commissioning or contracting requirements. If the cadet fails the BMI standards, either minimum or maximum “*current DoD standards for 19 BMI (min weight) and 25 (max weight)*” then they can obtain a BF test in order to meet commissioning or contracting requirements, see attachment 6 for more information on how to perform the BF test (DoDI 1308.3, Enclosure 3). If they score within the maximum body fat of 20% male, 28% female then they meet the requirements to commission or contract into the service. Cadets under the minimum weight standard require a one-time evaluation by a physician, at their own expense, to ensure there are no underlying medical conditions.

Represents Maximum Allowable Weights for AFROTC Cadets BMI of 25.0 kg/m <sup>2</sup> (regardless of age or gender)	
Height (inches)	58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80
Weight (pounds)	119 124 128 132 136 141 145 150 155 159 164 169 174 179 184 189 194 200 205 210 216 221 227

  

Represents Minimum Weights for AFROTC Cadet BMI of 19.0 kg/m <sup>2</sup> (regardless of age or gender)	
Height (inches)	58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80
Weight (pounds)	91 94 97 100 104 107 110 114 117 121 125 128 132 136 140 144 148 152 156 160 164 168 173

At this time Cadre only administer the BMI/BF if University Rules/Policies allow, with reference to COVID-19 restrictions. If a detachment is unable to take BMI/BF measurements due to university restrictions, there are other substitutes. The height and weight indicated in Blocks 11 and 12 on the DoDMERB Form 2351 will be utilized to activate a scholarship and the 30-day time requirement is waived for scholarship activations during **Fall 2021** semester. For contracting and commissioning, the cadet may submit a Self-BMI (*See Attachment 6 of this document*) if the detachment is unable to take the measurements due to restrictions. If a BF measurement is needed, the cadet must obtain a measurement from a physician at the cadet’s expense using the attached form. If a cadet has failed any previous BMI measurements while enrolled in AFROTC, but passes the current BF, the most recent BF measurement may be used. For unique circumstances not covered under these guidelines, Det/CCs will work within previously established processes and coordinate individually with the Region Commander.

For any other BMI/BF checks, the Det/CC may require a cadet to provide their own height and weight measurements utilizing the attached form in “Attachment 6: Cadet Lifecycle Management Guidance”.

## **ATTACHMENT 2: EDUCATION GUIDANCE**

### **Academic Grades**

**Reference: AFROCTI 36-2011V3, 5.1.1.** *“Cadets must meet GPA standards. Reference Table 5.1 for GPA requirements. Detachments will use T/CGPA that is listed on the transcript of the cadet’s school of primary attendance. All GPAs are based on the A = 4.00 scale. Failure to meet the General AFROTC Membership Cumulative GPA requirements will result in a Det Drop, investigation for disenrollment, or CRR. Refer to Table 5.3. for scholarship, academic grade requirements, and issuance of CEs.”*

**Guidance:** Use TGPA on the student’s institution transcript. Table 5.1 allows for Det/CCs to waive AS100s minimum 2.0 CGPA requirement for program participation (freshmen may not have additional grades to elevate a 0.0 GPA, if they utilized P/NC for all classes). Use the GPA that is on the student’s transcript. In the case of a 0.0, WINGS accepts this as a blank, and doesn’t affect GPA.

### **AS Curriculum Delivery**

**Reference: AFROCTI 36-2011V3, 9.3.** AS Courses. *“AS courses may be taught through distance learning, independent study, or one-on-one instruction for one term for extenuating circumstances with Det/CC approval. Further terms require Region/CC approval. Detachments must maintain attendance records and show that all AS class objectives were met for these methods of instruction. LLAB cannot be conducted through distance learning or independent study.”*

**Guidance:** Until further notice, Det/CCs may approve additional distance learning semesters in line with their universities planning and policies **due to COVID-19 response actions**. Decisions should mirror the university where a cadet is enrolled and how its policies affect the cadet. Ultimately this is a university-driven process, and Dets should work with their host and crosstown universities and AFROTC/HQ to determine the appropriate way-ahead.

**Reference: AFROTCI 36-2011V3, 9.7.** Lesson Objectives. *“Ensure instructors accomplish all lesson objectives for each AS course and LLAB. Instructors may modify a lesson plan provided by Holm Center/DE as long as the lesson objectives are presented.”*

**Guidance:** The below resources exist to assist curriculum execution during truncated semesters and/or changing education environments and requirements. The following exist for Det/CC discretion to implement as needed in extreme circumstances. Work with your host university to determine the best approach. These products should be used as a last resort, and every effort should be made to complete all material.

1. Instructors can use the Competency Prioritization listing to determine the prioritized competencies (and lessons) and adjust their instruction plans accordingly
2. Instructors can use online Computer Based Training (CBT) and Internet-Based Research (IBR) products to substitute for listed lesson plans.

3. Both of these products can be found at Holm Center portal → Curriculum and CBTs → ROTC Instructor Materials.
4. AFROTC/DO remains approval authority for waiving curriculum requirements

**Reference: AFROTCI 36-2011V3, 9.10.1.** Attendance Policy. *“Cadets and Participating Students must achieve at least 80% attendance over the course of the term to pass each of the following: AS Class, LLAB, and PT. All absences will initially be categorized as unexcused and will count against the 80% attendance requirement. At the discretion of the primary instructor, the absence may be marked as excused after the cadet completes missed objectives. Excused absences will count towards meeting the 80% attendance requirement.”*

**Guidance:** Det/CCs continue to have the discretion to decide what counts as attendance and/or excused absences. Current guidance does not identify “face-to-face” as the only means to count as “attending” a class. Det/CCs & APAS instructors must utilize all resources available to them in accordance with their university’s teaching execution plan. Face-to-face, virtual, or a hybrid of the two are acceptable means of curriculum delivery.

**Reference: AFROTCI 36-2011V3, 9.10.2.** Grading Procedures. *“The detachments will maintain a letter grading system for all AS classes. If the Host University mandates a pass/fail or credit/fail system, the detachment will maintain normal letter grades in cadet records. Clearly list each graded item, indicate how much weight each item has been assigned, and include the grading scale (percentage and/or point ranges for each letter grade). Final course grades must consider only subject matter knowledge, writing, and briefing assignments. Class participation may be considered if desired but will not exceed 10 percent of the final grade. A curve system will not be utilized for course grades. Offer LLAB on a pass/fail or credit/fail system, unless the institution requires letter or numerical grades.”*

**Guidance:** For clarification, Detachments can allow Pass/No Credit grading for AS classes in line with a university grading policies and options. However, Detachments will maintain a letter grade, in accordance with existing AFROTCI 36-2011V3 guidance, in the cadet records (not on the transcript) to ensure the cadet meets the minimum AS class grade requirement.

**Reference: AFROTCI 36-2011V3, 9.12.** Term Counseling. *“Det/CC and/or APAS cadre must counsel all applicants and cadets and document in WINGS at least once each fall term and at least once each winter or spring term. The term counseling must use Attachment 17 and be accomplished via face-to-face to the max extent possible; for this, either in person or via video teleconferencing (i.e. Zoom, Teams, etc) will meet the intent of face-to-face. As a last resort, telephone may be used. Cadre will at a minimum:”*

**Guidance:** Det/CCs have the authority to waive the face-to-face requirement for term counseling if their local COVID-19 environment prohibits it. When unable to meet face-to-face, instructors can conduct term counseling virtually (Zoom, Microsoft Teams, etc.) with Det/CC approval.

## **ATTACHMENT 3: RECRUITING GUIDANCE**

### **Recruiting**

Current guidance provides the necessary flexibility for the Recruiting Branch (AFROTC/RRR) and for the Det/CCs to determine the appropriate course of action for recruiting in line with all restrictions. Virtual recruiting has surged during the COVID-19 Pandemic and this update.

**Reference: AFROTCI 36-2011 Vol 3, dated 4 Aug 21**

**Guidance: *Follow all guidance as written in Chapter 2. Additionally, detachments must follow all local, state, federal, and university COVID-19 policies and guidelines.***

## **ATTACHMENT 4: SCHOLARSHIPS GUIDANCE**

### **HSSP Interviews AY 2022-2023**

**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), or a virtual interview with an ALO or officer cadre from an available detachment. Det/CCs will determine if an interview will be in-person or virtual.*”

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

**Reference: AY22-23 High School Scholarship Program Interview Guide, Effective 1 Jul 2021, para 1.2.** “*Interview Methods. The preferred medium for conducting the AFROTC applicant interview is face-to-face at the detachment nearest to the applicant’s place of residence. In certain situations a virtual interview may be conducted when face-to-face interviews are not feasible. When a virtual interview is to be conducted, consider what platform will be used. Coordinate with the applicant early to ensure that all technical requirements are met in order to facilitate a smooth interview process. Platform options include but are not limited to social media and peer-to-peer video conferencing solutions (Zoom, Facebook, Skype, etc.).*”

**Guidance:** Based on the fact that not all schools will continue 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. See **AY22-23 HSSP** Interview Guide para 2.1.2 for further in-person considerations.
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. See **AY22-23 HSSP** Interview Guide para 2.1.3 for further virtual interview considerations.
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. See **AY22-23 HSSP** Interview Guide para 2.1.3. for telephone interview considerations.
4. Regardless of which method used, Det cadre will record the method in the interview (in-person, virtual with video, telephonic) using the WINGS interview module. This will assist in data analysis.
5. Scholarship interviews are scheduled and recorded in WINGS using the Interview Module. ALOweb will no longer be used for AFROTC Interviews.



6. This year, as in previous years, Dets which require assistance with reallocating interviews to other Detachments or ALOs will coordinate with the AFROTC Scholarships branch. Certain Dets 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 for Upcoming Academic Year**

**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 **upcoming academic year**, there will be no change to the major requirements for the HSSP scholarship.

1. ACT/SAT requirements will remain 26/1240 for this year.
2. No change to GPA. The requirement will remain 3.0 this year.
3. Height and weight have been added to the PFA form and therefore eliminate the need to conduct measurements during the interview process. If the interview is face-to-face, cadre may continue to obtain height and weight on their own for validation purposes. If virtual, take the height and weight from the PFA form and add it to the interview data. 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.
4. No change to extracurricular activities except that interviewers may expect fewer student activities logged based on COVID-19 restrictions across the nation.

## **HSSP Activation (Fall 2021)**

**Reference: AFROTCI 36-2011 4.7.15 HSSP Activation.** All 4-year HSSP scholarship selectees must activate their scholarship while attending all required AFROTC courses starting the immediate fall term following the scholarship award cycle except in cases when late start is mandated by the institution of enrollment. In cases where late start is mandated, activation must occur during the cadet's first term and must be in the immediate academic year following award. If the scholarship has not been activated by the last day of the activation term, withdraw the offer. All 3-year HSSP scholarship selectees must attend the institution where the scholarship will be activated while attending all required AFROTC courses starting the immediate academic year following the scholarship award cycle. No deferments to activate the scholarship will be considered if the scholarship selectee does not meet the above requirements except as permitted in paragraph 4.7.1

**Guidance:** In the event of irregular schedules, Dets have until 31 December 2021 to activate incoming HSSP scholarships from the FY2021 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 2021 due to a pending initial DODMERB qualification, a waiver has been granted. Follow guidance in ARMS-AFROTC-21-026-POLICY-021 COVID-19 HSSP ACTIVATION DEFERMENT FOR AS100 CADETS for fall 21 term.

This updated contracting date of 31 December 2021 applies only to incoming HSSP scholarship recipients from the AY21-22 selection cycle. This does not apply to any other scholarship activations (to include 3-year HSSP recipients from the AY21-22 HSSP selection 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).** *“A 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 a PNA and dual enrollment in AS classes for one term. Longer PNAs require Region/CC approval. If a PNA results in a change to the cadet's current DOC, approval is required from AFROTC/RR. 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 who are unable to return to the university for AS classes, LLAB, or PT during the semester or who 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 36-2011V3, 5.4** *“Air Force Officer Qualifying Test (AFOQT) Requirements. The minimum scores required to contract (exception refer to Table 4.2) and commission are Verbal-15 and Quantitative-10 IAW AFMAN 36-2664, Personnel Assessment Program.”*

**Reference: AFROTCI 36-2011V3, 5.4.1.** *Timing. “All cadets must take the AFOQT NLT 31 December of their AS200 year.”*

**Reference: AFROTCI 36-2011V3, 12.6.** *PSP Criteria. “Detachments are encouraged to nominate motivated and qualified cadets. 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, PFA, GPA, and medical.*

*12.6.2. Det/CC Ranking (DCR) and OM. The DCR is an evaluation of officership potential based on performance as a cadet using the “whole person” concept. Rank all eligible cadets competing for an EA. WINGS will compute the Relative Standing Score (RSS) based on the DCR and the class size IAW Table 12.1.”*

**Reference: AFROTCI 36-2011V3, 17.9.2.** *Application Procedures. “A cadet who desires appointment in the Air Force must apply under the instructions of the current commissioning service. 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:** *If Detachments operating under normal or hybrid circumstances are able to administer the AFOQT while adhering to state/university social distancing guidelines, they must do so. If they cannot, an AFOQT attempt will not be required by the 31 December 2021 deadline for the FY22 POC Selection Process (PSP). However, 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 36-2011V3, 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 36-2011V3, 14.3.6.** *Rated Categorization Requirements. Table 14.3. Rated Order of Merit (OM). “AFROTC/CC will determine the weights and the OM factors.”*

**Guidance:** *Due to most cadets have now been able to complete Field Training on time, the FY23 Rated Categorization Board OM formula will factor in FTPR ranking.*

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

### **Enrollment**

**Reference: AFROTCI 36-2011V3, 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 allow a cadet to enroll and participate in AFROTC.

**Reference: AFROTCI 36-2011V3, 3.12.5.** *“Present original birth certificate, proof of naturalization or current U.S. passport to certify U.S. citizenship.”*

**Reference: AFROTCI 36-2011V3, 3.12.6.** *“Present original signed social security card.”*

**Reference: AFROTCI 36-2011V3, 11.3.6.1.** *“Cadet must be a US citizen by birth or naturalization. The cadet has the burden of proof for citizenship. Substantiation must be in the form of an original or true copy (raised seal) birth certificate that has been filed through vital statistics. For all other cadets, verify the document that established citizenship and update WINGS. For most this is a certificate of naturalization or current, valid U.S. passport.”*

**Guidance:** In the event that a cadet is in an all virtual environment and not able to present original citizenship documentation, cadets must present to a notary public one of the following: 1) birth certificate 2) naturalization document 3) passport. The cadet will also present their signed social security card as well. The cadet will request the notary public endorse a letter that the cadet has presented the requested documents, they appear to be originals, and match the identification of the cadet.

### **BMI/Body Fat (BF)**

**Guidance:** If Detachments operating under normal or hybrid circumstances are able to administer the BMI/BF measurements while adhering to state/university social distancing guidelines, they must do so. If not, the BMI/BF MFR included in the following page will replace the example included in the previous Guidance Memorandum. Instructions on how to conduct BF measurements IAW DoDI 1308.3, E3.1.6 are included as well. Reference pages 4-5 of this PGM for the specific height/weight charts which establish the requirements for contracting/commissioning a cadet.



DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

Date \_\_\_\_\_

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 \_\_\_\_\_

I AW COVID-19 Guidance, for contracting and commissioning the cadet may submit a Self-BMI measurement. 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 to comply with contracting and commissioning requirements.

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) \_\_\_\_\_

\_\_\_\_\_  
Physician's 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 7: 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 36-2011V3, 3.9.2.1 POC Membership**, “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. POC scholarship cadets who lose their scholarship due to failure to meet academic retention standards may remain POC members if they continue to meet cadet retention standards.”

**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 unable to attend due to COVID-19 will be required to submit an exception to policy to have their Field Training properly deferred."

### **Contracting as POC**

Current guidance is updated to address contracting otherwise eligible POC who did not attend field training in FY21 due to being properly deferred.

**Reference: AFROTCI 36-2011V3, 3.6 Pursuing Cadet**, “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 following the cadet's successful completion of Field Training and ends when the cadet is either contracted or 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 36-2011V3, 11.3.4** states “Do not enlist cadets without a certified physical examination IAW Para 8.3 of this instruction and/or GMC that are not on scholarship. 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 36-2011V3 11.12.2.14.** 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 36-2011V3 11.12.2.15.** 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. Any cadet who earned an EA but was unable to attend due to COVID-19, but who would have otherwise been eligible to attend, must properly defer their Field Training to a later date.
2. If a rising AS300 cadet did attend Field Training 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.