



Personnel

**SUPPORT OF AIR UNIVERSITY (AU) EDUCATION PROGRAM  
PERSONNEL ATTENDING CIVILIAN INSTITUTIONS BY AIR FORCE  
RESERVE OFFICER TRAINING CORPS (AFROTC) DETACHMENTS**

----- **Compliance with this publication is mandatory** -----

This instruction outlines Air Force Reserve Officer Training Corps (AFROTC) support of Air University-assigned (AU-assigned) personnel attending civilian institutions that host AFROTC detachments and those individuals located within the proximity of support and oversight to the AFROTC host institution. This instruction applies to active-duty, AU-assigned personnel and Air Force personnel on inactive (obligated) reserve status who participate in the Air Force Health Professions Scholarship (AFHPS), financial assistance, and Education Delay programs. This instruction does not apply to AFROTC-assigned personnel, AU education program personnel in the Air Force Institute of Technology (AFIT) Excess Leave Legal Education Program, or Operation Bootstrap temporary duty officers in graduate programs of 26 weeks or longer who are monitored by AFIT for academic program administration. (These and other Operation Bootstrap students are the responsibility of their unit of assignment.) Send a copy of any correspondence affecting this instruction to HQ Air Education and Training Command, Plans and Operations Division (HQ AETC/EDX), 55 Lemay Plaza South, Maxwell AFB 36112-6335.

### **SUMMARY OF REVISIONS**

Deletes all references to AFROTC responsibilities for Airman Education Commissioning Program students. Establishes concurrent Article 15, UCMJ authority and AFROTC accountability over all AU-assigned personnel at AFROTC detachment host institutions and those individuals located within the proximity of support and oversight to the AFROTC host institution.

**1. Policy.** AU/CC desires to maximize local support and oversight of all AU education program personnel without causing undue individual hardship. AFROTC, through the Commandant, AFROTC, has concurrent Article 15, UCMJ authority and provides administrative support and oversight to designated AU-assigned personnel according to this instruction. The effectiveness of AFROTC detachment support will be monitored during staff visits and Quality Air Force Assessments. AETC/EDX and AFIT/Civilian Institutions (CI) will identify AU education program personnel as defined in this instruction. The AFROTC detachment commander (AFROTC Det/CC) will determine which AU education program personnel may feasibly be supported by his or her unit based on reasonable distance and travel time from the AFROTC detachment. Type and frequency of oversight will vary between individuals and will be based on a variety of factors.

### **2. Definitions and Terms:**

**2.1. Air Force Fellow.** Any United States Air Force (USAF) officer participating in an Air Force Fellowship program for which professional military education credit is awarded. AETC/EDX manages the Air Force Fellowship program.

**2.2. AFIT Civilian Institutions (CI) Student.** Any active-duty USAF officer participating in an AFIT-sponsored program at a university, college, school, industrial organization, or hospital. This category includes any military organization.

**2.3. AFIT Liaison Officer (LO).** A senior-ranking AFIT CI student at a university, college, school, industrial organization, or hospital designated by AFIT/CI to perform the liaison officer function.

**2.4. AU-Assigned Personnel.** All active-duty personnel involved in an AU-sponsored education or training program and

Supersedes AETCR 11-1, 12 June 1992  
OPR: HQ AETC/ED (Project Office:  
HQ AU/XOOC [Ms D. Taylor])

Certified by: HQ AETC/EDX (Col R. Wooten)  
Pages: 5/Distribution: F; X;  
HQ AFIA/IMP - 1  
AUL/LSD - 1



assigned to AU for the duration of that program. Personnel in this category include individuals involved in Air Force Fellowship programs, AFIT/CI students, and others as directed by AU/CC.

**2.5. AU Education Program Personnel.** All active-duty AU-assigned personnel and inactive (obligated) reserve personnel involved in an AU-sponsored education or training program.

**2.6. Concurrent Article 15, UCMJ Authority.** AFI 51-202, *Nonjudicial Punishment*, allows concurrent exercise of Article 15 authority by any commander appointed under special orders over any AF member attached to his or her element or organization along with the commander of an AF member's element or organization of permanent assignment.

**2.7. Designated AU Education Program Personnel.** All AU education program personnel appearing on an AFROTC detachment's AU personnel support roster based upon the AFROTC Det/CC determination. Designated AU education program personnel will *not* include those AU-assigned personnel or AFHPS, financial assistance program, or Education Delay personnel completing their education, fellowship program, or medical internship or residency at military organizations with which AETC/EDX or AFIT/CI have memorandums of understanding.

**2.8. Inactive (Obligated) Reserve Personnel.** Any inactive (obligated) reserve USAF officer participating in an AFIT-managed AFHPS or financial assistance program at a medical university or hospital or an Education Delay student completing a graduate degree program at a college or university.

**3. AETC/EDX (AU/XO) and AFIT/CI Responsibilities.** AETC/EDX is responsible for all actions pertaining to AF Fellows. AFIT/CI is responsible for all actions pertaining to AFIT CI students and inactive (obligated) reserve personnel. For its respective group, AETC/EDX and AFIT/CI will:

3.1. Monitor the effectiveness of support to AU education program personnel.

3.2. Administer academic programs for AU education program personnel.

3.3. Maintain disenrollment authority for AU education program personnel.

3.4. Develop, with HQ AFROTC, procedural guidance for administrative control of designated AU education program personnel.

3.5. Accomplish training reports on AU-assigned personnel.

3.6. Require designated AU-assigned personnel to report to the AFROTC detachment to which they are assigned upon arrival on campus.

3.7. At least 90 days before each academic term, provide the AFROTC Det/CC with a list of new universities, colleges, schools, industrial organizations, or hospitals that AU-assigned personnel requiring administrative support and oversight request to attend. The AFROTC Det/CC will notify AETC/EDX and AFIT/CI which institutions on the list the detachment will support (ordinarily, those within reasonable distance and travel time from the AFROTC detachment). Provide a final roster of designated AU education program personnel to the AFROTC Det/CC, with a copy to HQ AFROTC/DP, no later than 30 days before the beginning of the academic term.

3.8. Keep the AFROTC Det/CC informed of policies on AU-assigned personnel wear of the uniform on campus.

3.9. Brief all AU education program personnel on their respective chains of command.

3.10. Inform designated AU-assigned personnel of their responsibilities to act as disinterested officers on inquiries and investigations as directed by the AFROTC Det/CC. These inquiries or investigations may pertain to AFROTC or other AU-assigned personnel.

3.11. Take action on all matters of concern reported by the AFROTC Det/CC.

3.12. Pursue MOUs for the support of those AU-assigned personnel who are being educated in a military organization.

3.13. In addition, AFIT/CI will:

3.13.1. Inform the AFROTC Det/CC of the name of the current AFIT LO.

3.13.2. Require the AFIT LO to keep the AFROTC Det/CC informed on all matters of mutual concern.

3.13.3. Whenever possible, assign AFIT CI students to institutions that allow AFROTC oversight and support.

**4. AFIT LO Responsibilities.** The AFIT LO will:

4.1. Assist the AFROTC Det/CC with all matters involving designated AU education program personnel.

4.2. Provide AFIT CI students to assist with in-processing

new designated AU-assigned personnel, as requested by AFROTC Det/CC.

4.3. Maintain current personnel support roster of all designated AU-assigned personnel (other than AFROTC personnel) and a pyramid recall plan. Provide a copy within 15 days after the start of the academic term to the AFROTC Det/CC, AETC/EDX, and AFIT/CI.

**5. Commandant, AFROTC, Responsibilities.** The Commandant, AFROTC, will:

5.1. Monitor the effectiveness of AFROTC detachment support of designated AU education program personnel.

5.2. Notify AETC/EDX or AFIT/CI and AU/CC when administrative or UCMJ action is required on designated AU-assigned personnel.

5.3. Coordinate the final report of investigation and recommendations resulting from the UCMJ action with AETC/EDX or AFIT/CI before submission.

**6. AFROTC Det/CC Responsibilities.** The AFROTC Det/CC will:

6.1. Possess concurrent Article 15, UCMJ authority over designated AU-assigned personnel.

6.2. Develop and maintain a list of all institutions supported by his or her detachment.

6.3. Verify and forward to HQ AFROTC the AU personnel support roster, using the most current information from AETC/EDX and AFIT/CI of designated AU education program personnel supported by the AFROTC detachment. Send a copy to AETC/EDX or AFIT/CI within 30 days after the beginning of the academic term. Add to or delete names from the AU personnel support roster in coordination with AETC/EDX and AFIT/CI.

6.4. Provide semiannual counseling, including general guidance, to designated AU-assigned personnel with fewer than 3 years of service as follows:

6.4.1. Maintain a written record of each counseling session. Maintain a personnel information folder (PIF).

6.4.1.1. Provide counseling records to the Chief, Education Plans and Operations, AETC/EDX, and the Dean, AFIT/CI, upon request.

6.4.1.2. Counseling records should include the date of the session; name, grade, and social security number of the student; and pertinent comments on military appearance and bearing as well as general quality of life issues.

6.4.2. Write to AETC/EDX or AFIT/CI about any serious problem discovered during a counseling session.

6.5. Provide counseling for other designated AU-assigned personnel as needed or as requested by AETC/EDX, AFIT/CI, or AFIT LO.

6.6. Inform HQ AFROTC/CC and AETC/EDX or AFIT/CI of any incident involving designated AU-assigned personnel that could result in disciplinary action or embarrassment to the Air Force. Give initial details of the incident and plan for investigation.

6.6.1. Unless otherwise directed by higher authority (to include AFIT Commandant), promptly conduct an inquiry and take appropriate action. (If required, disinterested designated AU-assigned officers may be appointed to conduct the inquiry.)

6.6.2. Provide a final report of instruction and recommendations to AFROTC/CC, with copies to AETC/EDX or AFIT/CI.

6.7. Ensure active-duty designated AU-assigned personnel comply with Air Force grooming and appearance standards (AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*) and designate the day of the week (during the academic term) designated AU-assigned personnel will wear the uniform. Work exemptions with AETC/EDX or AFIT/CI.

6.8. Account for all designated AU-assigned personnel. Appropriate methods of accountability include contact through personal and telephone conversations, sign-in sheets, commander's calls, or detachment support activities. AFROTC Det/CC will weigh all factors to determine the frequency and type of interface with each individual. Factors include but are not limited to distance, travel time, class workload, and schedule of academic program.

6.9. Recommend to AFROTC/CC and AETC/EDX or AFIT/CI disenrollment action on any designated AU-assigned personnel who fail to meet Air Force standards.

6.10. Include all designated AU-assigned personnel listed on the personnel support roster provided by AFIT LO in the AFROTC detachment pyramid recall plan.

6.11. Provide the following administrative support to designated AU-assigned personnel and inactive (obligated) reserve personnel:

6.11.1. Distribute correspondence to and from the military personnel flight (MPF). Designated AU-assigned personnel must respond to all MPF requests.

6.11.2. Conduct initial interview and in-process all new designated AU-assigned personnel as follows:

6.11.2.1. **In-processing Responsibilities:**

6.11.2.1.1. Update DD Form 93, **Record of Emergency Data**.

6.11.2.1.2. Update VASGLV Form 8286, **Servicemen's Group Life Insurance Election and Certification**, when requested by the member.

6.11.2.1.3. Complete locator cards for the MPF.

6.11.2.1.4. Assist member in completing travel vouchers.

6.11.2.1.5. Send AF Form 1240, **Personnel Status Report**, to MPF.

6.11.2.2. **Dependent Care Responsibilities:**

6.11.2.2.1. Provide initial and annual dependent care counseling to individuals.

6.11.2.2.2. Maintain dependent care responsibility plans.

6.11.3. Conduct a commander's call for designated AU-assigned personnel at least twice each academic year.

6.11.4. Review and certify all travel and pay documents pertaining to designated AU-assigned personnel sent to the local Air Force accounting and finance officer.

6.11.5. Supervise and document the use of nonappropriated funds provided by AU (AFI 34-202, *Protecting Nonappropriated Fund Assets*) to ensure morale, welfare, and recreation services are available to all designated AU-assigned personnel attending the host institution.

6.11.6. Authenticate and process AF Forms 988, **Leave Request/Authorization**, for designated AU-assigned personnel.

6.11.7. Monitor individual weight management programs (WMP) according to AFI 40-502, *The Weight Management Program*, for all active-duty designated AU-assigned personnel as follows:

6.11.7.1. Maintain individual physical fitness and weight evaluation record. **NOTE:** HQ AETC/XOM letter, 20 June 1995, provides waiver for ergonometry testing for designated AU-assigned personnel.

6.11.7.2. Conduct weight program according to AFI 40-502.

6.11.7.3. Take appropriate corrective action when any individual fails to meet weight standards. Notify AETC/EDX or AFIT/CI as soon as practical of individuals who fail to meet weight standards.

6.11.7.4. Conduct monthly weigh-ins for individuals in Phases I and II of the WMP. Monitor progress and take appropriate action according to AFI 40-502.

6.11.8. Provide other administrative support for designated AU-assigned personnel as follows:

6.11.8.1. **Awards and Decorations.** Ensure an appropriate presentation ceremony is held.

6.11.8.2. **Identification (ID) Card Applications.** Review and verify ID card applications.

6.11.8.3. **Promotion Certification and Notification.** Notify designated AU-assigned personnel participating in AFIT CI program of their selection or nonselection for promotion, and certify promotion according to MPF instructions. AF Fellows will be notified of promotion by AETC/EDX.

6.11.8.4. **Security Clearance.** Obtain necessary forms and help designated AU-assigned personnel complete and process clearance requests.

6.11.8.5. **Outprocessing.** Notify designated AU-assigned personnel of assignment and provide them with the official assignment notification forwarded by the MPF.

6.11.8.6. **Duty Information.** Inform the MPF of any change in a designated AU-assigned personnel's student status. In addition, provide the MPF with duty information on either AF Form 2096, **Classification/On-The-Job Training Action**, or AF Form 2098, **Duty Status Change**.

6.11.9. Except when informed otherwise by AETC/EDX or AFIT/CI, may task designated AU-assigned personnel, graduates and eliminees until their permanent change of station (PCS) departure.

**NOTE:** The AFROTC Det/CC has no responsibilities for non-active-duty AFIT CI students participating in the Excess Leave Legal Education Program or Operation Bootstrap temporary duty officers in graduate programs except when requested by AFIT/CI or any inactive (obligated) reserve personnel involved in an AU-sponsored education or training program.

6.12. Provide administrative support to inactive (obligated) reserve personnel as follows:

6.12.1. Certify height and weight for inactive (obligated) reserve personnel as follows:

6.12.1.1. Certify height and weight on an annual basis as requested by AFIT/CI.

6.12.1.2. Conduct quarterly weigh-ins for individuals not meeting standards as requested by AFIT/CI. AFIT/CIM will monitor for satisfactory or unsatisfactory progress.

HQ ARPC/SG, in coordination with AFIT/CIM, will take appropriate action according to Air Force Mission Directive 51, 1 March 1996.

**7. Communication.** Direct communication among AETC/EDX, AFIT, HQ AFROTC, AFROTC detachments, and AFIT LO is authorized and encouraged in carrying out the provisions of this instruction.

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