

Attachment 18

PRE-ENLISTMENT AND SEPARATION POLICY BRIEFING

NOTE: If the detachment has the cadet sign the pre-enlistment briefing statement at the end of this briefing then a separate AFROTC Form 16 documenting completion of the pre-enlistment briefing is not required. The detachment must obtain written documentation from the cadet that they have been briefed on these policies and this must be filed in the UPRG. See paragraph 6.10.

Figure A18.1. Pre-Enlistment and Separation Policy Briefing.

PART I. GENERAL INFORMATION AND STEP-BY-STEP BRIEFING:

- 1) Report to this detachment any changes in personal data that occur after completion of enlistment forms or during membership. (For example, change of name, address, telephone number, marital status, number of dependents, etc.)
- 2) Report any changes in medical status. (For example, pregnancy, change in eyesight, any serious illness or injury, unconsciousness, any operation, use of prescription drugs other than birth control, formal counseling sessions with mental health provider or psychologist, etc.)
- 3) I understand dress, appearance and grooming standards must be maintained. Weight or BMI must be maintained within prescribed limits for continued membership. In addition, I must pass the physical fitness assessment each term.
- 4) I am expected to attend classroom and Leadership Lab sessions; unexcused absences may result in disenrollment.
- 5) Detachment policies, procedures, and cadet responsibilities are outlined. These are available to me upon request.
- 6) Professional Officer Course (POC)/College Scholarship Program (CSP) membership does not confer military status upon cadets. Although I am enlisted in the Obligated Reserve Section (ORS) of the USAF Reserve, I am regarded as a civilian under the military justice system, so long as I retain my cadet status, and as such, am not subject to the provisions of the Uniform Code of Military Justice (UCMJ). **NOTE:** if I am involuntarily called to extended active duty (EAD) in my enlisted grade for breach of contract, no new oath will be given. HQ Air Force Personnel Center (AFPC) will publish orders calling me to EAD. At that point, I am subject to the UCMJ based on the original oath of enlistment into the ORS.
- 7) There is no guarantee of approval of an educational or administrative delay following commissioning to permit an AFROTC graduate to pursue graduate study.
- 8) No guarantee can be made as to my active duty career field unless I am a nurse, pre-health, or Graduate Law Program (GLP) selectee. Pilots and Combat Systems Officers will attend flying school. In all other assignments, the needs of the service and my academic discipline will determine my utilization. My academic discipline is considered in making assignments, but does not guarantee a career field that will specifically utilize the degree.

(Please initial next to each paragraph)

9) If I possess a graduate degree when commissioned, with the exception of the GLP, I am not guaranteed an assignment in, or related to, my academic discipline.

10) If I will study law following commissioning on an educational delay, I must complete a statement indicating I understand that completion of licensing requirements in no way constitutes a guarantee of assignment to judge advocate duties.

11) Should it be discovered that I was not qualified for membership or was erroneously enlisted, I will be disenrolled from AFROTC and discharged from the AF Reserve unless the condition has been corrected or a waiver can be obtained.

12) If it is discovered that I willfully falsified or concealed information that may have disqualified me from membership and it is determined that I fraudulently enlisted, I could be subject to civil legal action resulting in a fine of \$10,000 or imprisonment of not more than five years, or both, under Title 18, U.S.C. Amended, Section 1001.

13) While participating in Field Training (FT), enroute to and returning from FT, or while engaged in a flight or receiving flight instruction as a part of the AFROTC program, I may be covered by programs that provide medical treatment and disability and death benefits. The circumstances of each individual case will determine the type and extent of coverage.

14) My future AF duties may involve worldwide assignment, combat duty, remote tours, or association with nuclear weapon systems regardless of dependency status (e.g., married to civilian, unmarried with children, etc.). I am aware and clearly understand this commitment.

15) My total performance as a cadet and student will be evaluated in determining consideration for AFROTC Distinguished Graduate.

PART II. ACCESSION STANDARDS

1) If I fail to maintain the standards prescribed for AFROTC membership (academic standing, character, discipline, medical, etc.) I am subject to the following, unless a waiver of the deficiency is approved by the appropriate authority:

(a) Conditional Event: This is provided to a student on contract when a deficiency prevents them from meeting prescribed eligibility or retention standards. Cadets who receive 3 conditional events as a GMC or POC will be investigated for disenrollment. A deficiency requiring a fourth conditional event overall (for example, 2 GMC CEs and 2 POC CEs) will result in disenrollment investigation.

(b) Scholarship cadets who fail to maintain accession standards may have their scholarship terminated, suspended (not paid) for a term or more, or may be given a conditional event depending upon the severity of their deficiency. If the scholarship of a POC cadet is terminated, the cadet may be retained on contract provided the cadet maintains retention standards required for POC membership.

(c) If I am disenrolled, I sever membership in AFROTC and may be discharged from the ORS. However, if disenrolled for reasons stated in Part I, paragraph 10, of the AF Form 1056, I

am subject to involuntary call to active duty in my enlisted grade or subject to recoupment of CSP funds. For each cadet disenrolled, a DD Form 785, *Record of Disenrollment from Officer Candidate – Type Training*, will be prepared containing a recommendation for or against future officer training. Once prepared, the DD Form 785 becomes a permanent record retained by the Air Force.

2) Enlisted Commissioning Program cadets. If I am selected for an AFROTC scholarship under the provisions of AFI 36-2013, *Officer Training Schools (OTS) and Enlisted Commissioning Programs*, and I am separated early from active duty to accept an AFROTC scholarship and if my scholarship is terminated for any reason, I will not be relieved of my Air Force or AFROTC obligations. Upon scholarship termination, program continuation is at the discretion of HQ AFROTC. If disenrolled as a freshman, my service commitment will be equivalent to the time not served on original enlistment contract when separated to accept an AFROTC scholarship or two years, whichever is more. If my service commitment is less than one (1) year at the time of release to enter AFROTC, I will be discharged and will not be called to EAD unless requested by me through HQ AFROTC. If I am disenrolled after my freshman year I may either return to active duty in an enlisted status for a period of two (2) years or may be subject to recoupment of scholarship monies expended. If selected for an EA into the POC under the provisions of AFI 36-2013 and am separated early from active duty to accept an allocation, and then later disenrolled, I may be returned to active duty in an enlisted status for a period of two (2) years.

PART III. ACADEMIC REQUIREMENTS

I understand I am expected to maintain the following academic standards: (Failure to do so could result in a conditional event, scholarship suspension, scholarship termination, or disenrollment.)

- 1) I must be enrolled and maintain full-time student status.
- 2) I must meet AFROTC's prescribed standard for good standing (e.g., 2.5 term Grade Point Average (GPA) progress toward meeting graduation requirements).
- 3) I must not receive one or more final grades of "F" or its equivalent during a term or have to retake a course for degree credit.
- 4) I must complete each aerospace studies course with a grade of "C-" or better and receive a passing grade in all LLAB courses.

PART IV. RECERTIFICATION REQUIREMENTS

- 1) **AFROTC Form 48**, *Planned Academic Program* or equivalent. At the beginning of each fall term, I must have my academic advisor review my academic program and progress toward my degree. In addition, each term I must have my AFROTC instructor review my academic progress using my AFROTC Form 48. I will sign this form and be primarily responsible for its accuracy.
- 2) **AFROTC Form 35**, *Certification of Involvements*. I am required to report each involvement regardless of seeming insignificance to my AFROTC detachment. Unless an exception is prescribed, the involvement is recorded on my AFROTC Form 35 and I am evaluated for continued membership. Excessive or serious involvements can result in disenrollment. If a National Agency Check or other source reveals an involvement was not reported, I am subject to

disenrollment. Involvements must be reported within 72 hours of the occurrence when school is in session or within 72 hours after return to school from a vacation period, FT, or other absence from campus.

PART V. SCHOLARSHIP RESTRICTIONS

1) Monetary. Scholarship money may not be used to defray the costs of the programs/services listed below:

(a) Secretarial and legal training (The Defense Appropriations Act restricts payments of tuition and fees for this type of training).

(b) Course overloads resulting from courses not required for a degree or those resulting from failures, incompletes, withdrawals, etc., or changes in academic majors and inter-institutional transfers made at the discretion of the individual. Exceptions to this policy are:

(b1) Overloads required as a result of changes in curriculum made by the institution subsequent to the approval of a degree plan.

(b2) Institutional transfers for the purpose of initial scholarship activation. (b3) Scholarship continuation resulting from detachment inactivation.

(b4) Those courses required to be completed because of injury or illnesses, which prevent a cadet from completing scheduled courses, provided the reason for the absence was approved by institutional authorities and the Detachment/CC.

(c) Flying courses, even if completion of these courses is a specified degree requirement

(d) Remedial courses or repeated courses taken to make up a deficiency.

(e) Correspondence or other nonresident courses unless approved by HQ AFROTC/RRFP.

(f) Penalties or fines for late registration or make up exams over and above would have been incurred through normal enrollment at member's host institution.

2) **General:** Scholarship selection was based upon my status at the time of nomination and subsequent changes may jeopardize my scholarship and or continuance in AFROTC.

(a) As a scholarship holder, I must receive permission from Detachment/CC to transfer to another school.

(b) As a scholarship holder, my scholarship benefits do not apply to summer terms. HQ AFROTC/RRFP must approve the use of scholarship entitlements to summer terms PRIOR to the start of the term and only in special circumstances.

(c) I understand I must consult with the AFROTC detachment staff and receive appropriate permission before changing academic majors. Failure to receive permission to change major constitutes a breach of contract.

(d) As a scholarship holder I understand I am not granted approval to compress my undergraduate studies in order to extend scholarship benefits into graduate school.

(e) If I am a scholarship recipient, I must be accepted by the appropriate department in my scholarship academic major as soon as my college allows me to declare an academic major and or be accepted by my department.

(f) Even though I have been awarded an AFROTC scholarship, I am not guaranteed an EA in the POC and will compete along with other applicants for each EA. Failure to compete favorably for an enrollment allocation will result in scholarship withdrawal, disenrollment from AFROTC, and recoupment of tuition/textbook monies paid.

PART VI. AF FORM 1056, *AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) CONTRACT*

1) I understand the AF Form 1056 is the basic document governing membership in the AFROTC program. It becomes effective the date of my enlistment in the ORS. It prescribes the terms of the membership and the obligations contracted by both the Air Force and me. A signed contract AF Form 1056, *Air Force Reserve Officer Training Corps (AFROTC) Contract*, between a cadet and the United States Air Force is not a guarantee that a commission will be offered to the cadet.

2) I will enlist in the ORS. The time spent in the ORS is not creditable towards my active duty pay, active duty military retirement, longevity, etc., once commissioned. All AFROTC graduates are appointed as Reserve officers and must receive a baccalaureate (or higher) degree. In addition, distinct AFROTC commissioning requirements can be imposed in addition to normal host academic institution degree requirements.

3) Freshman scholarship recipients incur an active duty service commitment effective the first day of attendance at AS classes or Leadership Lab in their sophomore year.

PART VII. ENLISTMENT CONTRACT:

1) Enlistment in the ORS for 8 years is a prerequisite for POC membership and/or scholarship activation. The DD Form 4 is used for this purpose. This enlistment contract is canceled when a cadet is commissioned or disenrolled from AFROTC without call to active duty as an Airman. If I violate the AF Form 1056, I may be involuntarily called to active duty in my enlisted grade for a period of time as specified on the AF Form 1056, or in the case of ASCP, SOAR, and POC-ERP cadets, for the period of time specified on my enlistment contract when I was separated from active duty:

(a) Two years as a POC non-scholarship member or POC HSSP member who has not completed the entire AFROTC course of instruction.

(b) Four years, if a POC or HSSP member who has completed the entire AFROTC course of instruction, but declined to accept a commission when offered.

2) If I am called to active duty in my enlisted grade as explained above, the time spent in the ORS as a member of AFROTC counts towards fulfilling the requirements of the 8-year military service obligation (MSO) enlistment.

_____ **PART VIII. SERVICE COMMITMENTS:**

All officers commissioned through the AFROTC program incur at least a 4-year active duty service commitment (reference AF Form 1056 for exceptions such as rated officers).

_____ **PART IX. FEDERAL MILITARY DRAFT REQUIREMENTS:**

1) Federal Military Draft Requirements. (MALE ONLY) Draft-eligible applicants must register with the Selective Service within 6 months after turning 18 to remain eligible for ORS. My enlistment constitutes registering for Selective Service.

2) Selective Service Act (50 USC App 453) states that “any person who has been or may hereafter be selected for enrollment or continuance in the senior division, Air Force Reserve Officer Training Corps...shall not be exempt from registration.”

(a) I understand that failure to register could lead to criminal prosecution and subsequently to disenrollment from AFROTC.

_____ **PART X. COUNSELING ON DEPENDENT CARE RESPONSIBILITIES**

1) Reference AFI 36-2908, *Family Care Plans*. All present and potential members must know/learn the Air Force policy on the relationship between dependent care responsibilities and the accomplishment of military duties and obligations. I will acknowledge this requirement by signing the AF Form 3010 and statement of understanding prescribed in this instruction.

_____ **PART XI. VETERANS' EDUCATIONAL ASSISTANCE ACT OF 1984-MONTGOMERY GI BILL (MGIB):**

1) For those individuals coming on active duty 1 July 1985 or later, entry in the MGIB program is automatic. Accounting and Finance will initiate a \$100 a month allotment for 12 months unless the individual formally declines the MGIB. Once the allotment has started, it cannot be stopped. The declination must occur within 14 days of the individual's active duty date. AFROTC scholarship graduates are INELIGIBLE for the MGIB. The Office of the Secretary of Defense (OSD) directs that any AFROTC commissionee who graduates or completes AS400 while on scholarship, or has used all scholarship entitlements at the time of graduation, is an “AFROTC scholarship graduate” and is, therefore, ineligible for the MGIB. This includes any length of scholarship and not just 4-year recipients. Cadets remain eligible for the MGIB if they receive \$3,400 or less in scholarship benefits in any one year on scholarship. Prior active duty service cadets are not eligible regardless of the above conditions since they already had their one-time opportunity to contribute when they initially enlisted.

_____ **PART XII. REQUIREMENT TO PARTICIPATE IN THE DIRECT DEPOSIT OF PAY PROGRAM**

1) I understand that IAW DoD policy, I am required to receive my pay through direct deposit/electronic fund transfer.

PART XIII. APPLICANT BRIEFING ITEM ON SEPARATION POLICY

1) Military members occupy a unique position in society. They represent the military establishment. This special status brings with it the responsibility to uphold and maintain the dignity and high standards of the U.S. Armed Forces at all times and in all places. The Armed Forces must also be ready at all times for worldwide deployment. This fact carries with it the requirement for military units and their members to possess high standards of morale, good order and discipline, and cohesion. As a result, military laws, rules, customs and traditions include restrictions on your personal behavior that may be different from civilian life. Members of the Armed Forces may be involuntarily separated before their enlistment or term of service ends for various reasons established by law and military regulations. Some unacceptable conduct may be grounds for involuntary separation, such as:

- (a) Establishing a pattern of disciplinary infractions, discreditable involvement with civil or military authorities or causing dissent, disrupt or degrade the mission of your detachment. This may also include conduct of any nature that would bring discredit on the Armed Forces in the view of the civilian community.
- (b) The inability to perform military duties satisfactorily or failure to remain available for worldwide assignment/deployment due to parental responsibilities.
- (c) Failure to maintain weight and fitness standards.

2) I also agree to and understand that I may be directed to provide a random urinalysis sample for drug screening purposes. Failure to consent to testing or positive test findings will result in disenrollment from AFROTC and recoupment of all scholarship monies received.

PREENLISTMENT BRIEFING CERTIFICATION

1) I certify that I have received a thorough pre-enlistment briefing I have been given the opportunity to ask questions during the course of the briefing and also prior to my actual enlistment. I have been provided an opportunity to review forms pertaining to my enlistment in the AFROTC program and understand I will be provided copies of contracts upon enlistment.

NOTE: Once completed, ensure the cadet signs the following statement:

"I certify that I have received a thorough Pre-Enlistment briefing and have been given an opportunity to ask questions prior to my enlistment. I have been provided an opportunity to review forms pertaining to my enlistment in the AFROTC program and understand I will be provided copies of contracts upon enlistment. I certify and acknowledge understanding all of the items contained with this briefing."

(date)

Cadet's signature