

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE OFFICER  
TRAINING CORPS (AFROTC)**

**AFROTC INSTRUCTION 36-2014**

**30 NOVEMBER 2016**



**Personnel**

**AFROTC ENROLLMENT AND RELATIONS WITH  
HOST/NON-HOST INSTITUTIONS, INCLUDING CROSSTOWN  
AND CONSORTIUM AGREEMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*, and addresses guidance contained in Department of Defense (DoD) Instruction 1215.08, *Senior Reserve Officers' Training Corps (ROTC) Programs*. It provides guidance for management and administration of AFROTC detachment agreements with host and affiliated schools. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. This publication may not be supplemented or further implemented/extended. Submit requests for waivers through the chain of command to the AFROTC Commander. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication applies to all AFROTC detachments and organizations.

**SUMMARY OF CHANGES**

This rewrite transfers ownership of this publication from Headquarters Holm Center to Headquarters AFROTC and updates the OPR, Certifying and Approving Authorities accordingly.

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**1. Scope.** The legal basis for AFROTC is Title 10 United States Code, Section 2101, et seq. The agreement between the host institution and the Secretary of the Air Force (AF Form 1268, *Application and Agreement for the Establishment of an Air Force Reserve Officer Training Corps Detachment*) is the operational policy for the on-campus AFROTC program. Lack of agreement on basic issues, failure of the institution to conduct the program according to established policies, or low enrollment or production numbers could result in Air Force evaluation for program discontinuation or modification. The host institution may ask for renegotiation of an existing agreement at any time. By the agreement and Air Force policy, AFROTC is an integral academic and administrative part of the institution, not an extracurricular activity. Facilities, support, and status should be provided to AFROTC on a basis comparable to other departments. "Program" in lieu of "department" may be used to describe AFROTC, provided there is no extracurricular connotation. The term "program" in this sense applies to AFROTC in the same manner as other academic programs within the institution.

## **2. Responsibilities:**

### **2.1. Region Commander:**

2.1.1. Approves cross-enrollment agreements submitted by the detachment commander.

2.1.2. Forwards copies of finalized agreements to HQ AFROTC/Command Section.

### **2.2. Detachment Commander:**

2.2.1. Negotiates with cross-enrollment institutions on non-host instruction, consortium, and crosstown agreements.

2.2.2. Recommends establishment or termination of cross-enrollment agreements to the region commander.

2.2.3. Files copies of agreements with cross-enrollment institutions, and related correspondence, in appropriate host institution unit folders.

2.2.4. Forwards copies of finalized agreements to appropriate institution officials.

2.2.5. Maintains a file of the basic agreement (AF Form 1268), any supplemental agreements or amendments, and any agreements with affiliated schools.

2.2.6. Disseminates the number, type and location of cross-enrollment schools within AFROTC.

2.2.7. Advises the region commander and the AFROTC Commander in writing should a cross-enrollment institution lose accreditation.

### 2.3. HQ AFROTC Command Section:

2.3.1. Maintains a master list of all cross-enrollment agreements for each detachment.

2.3.2. Coordinates with Holm Center/SDC to ensure the AFROTC management database is updated with the most current cross-enrollment information. The most critical information maintained in the database is the institution name, address and FICE Code (federal school code). Other highly important information to document includes whether the institution is 4 years vs. 2 years, public vs. private, the semester type (trimester, semester or quarter), whether the institution is a Historically Black College or University, Minority Institution, and/or Hispanic Serving Institution, whether it hosts Army or Navy ROTC, and the institution's Air Force Institute of Technology (AFIT) academic code.

### 2.4. HOLM CENTER/SDF:

2.4.1. Establishes educational services agreements (ESA) for host institutions and cross-enrollment institutions that desire a separate agreement from their host institution.

2.4.2. Determines whether an ESA should be terminated when a cross-enrollment agreement is modified or dissolved.

**3. Policies.** The following policies are supplemental to the basic agreement (AF Form 1268) between the Secretary of the Air Force and the institution. As such, they are also applicable to any cross-enrollment agreements.

3.1. Academic Credit. AFROTC does not insist upon degree credit being granted for Leadership Laboratory (LLAB) or summer field training. It is not mandatory to include AFROTC course grades in the cumulative grade point average (GPA), but it is highly desirable.

3.2. Institutional Committees. AFROTC faculty members may participate on faculty committees in their professional capacity when asked to do so by institutional officials.

3.3. AFROTC and the Public. Information requested by committees, the news media, or other agencies, should be processed according to applicable directives governing release of information to the public and news media.

3.4. Negotiation with Institutional Officials. AFROTC unit personnel are not authorized to negotiate or agree to any procedure that does not conform to the AF Form 1268. Institutional officials must request exceptions and revisions to the AFROTC agreement in writing, through the appropriate region commander, to the AFROTC Commander.

3.5. AFROTC Fees and Fund. Host institutions will not charge laboratory fees for AFROTC LLAB. A cadet activity fund may be established to support social activities such as Dining-Ins, military balls, etc. This fund must be voluntary and administered entirely by a cadet organization, such as a booster club.

3.6. Monitoring of Agreement Compliance. HQ AFROTC/CCE is the OPR for agreement compliance problems. The detachment commander should make a reasonable attempt to resolve the discrepancy before elevating the problems to the region commander or HQ AFROTC.

3.7. Affiliated Schools' Policies.

3.7.1. Cross-enrollment institutions may be one of the following:

3.7.1.1. A regionally accredited baccalaureate degree-granting institution or a regionally accredited two-year institution as referred to in Peterson's Guide to Colleges and Universities.

3.7.1.2. A professional institution (law, medicine, theology, etc.) that is regionally accredited or accredited by an appropriate professional accrediting agency.

3.7.2. Cross-enrollment is permitted when host and non-host institutions are directly linked by a cross-enrollment (non-host instruction, crosstown, or consortium) agreement. The region commander must approve initiation or termination of non-host instruction and crosstown agreements. Authority to approve a cross-enrollment agreement is delegated to the region commander. The distance between the host institution and cross-enrollment institutions must be realistic both in terms of commuting time and distance, as determined by the detachment commander.

3.7.3. Teaching the AFROTC program on the campus of a non-host institution requires a non-host instruction agreement (see Attachment 3). Normally, the non-host institution should have been affiliated with AFROTC for at least one year under a crosstown or consortium agreement. Non-host instruction institutions should be within one-hour driving time (one way) from the host institution.

3.7.4. Cross-enrollment instruction and administration, to include non-host instruction, is conducted using currently authorized manpower and funding resources. Travel between host and non-host instruction institutions may be reimbursed through vicinity travel funds only. TDY expenses are not reimbursed. Additional manpower and funds are not to be authorized solely on the basis of workload and expenses cross-enrollment agreements may generate.

3.7.5. Unit commanders may authorize (but not require) the cadre teaching at non-host instruction institutions to live away from the host school, nearer the non-host institution. These guidelines apply:

3.7.5.1. Basic allowance for housing (BAH) is paid at the rate in effect at the host unit location.

3.7.5.2. No TDY funds may be expended for travel between non-host and host locations.

3.7.5.3. Vicinity travel funds are not authorized for the non-host cadre for trips between their homes and the non-host location.

3.7.6. Crosstown and non-host instruction agreements should generally follow the formats provided in Attachments 2 and 3, respectively. Local modifications that significantly alter the provisions of the agreements provided must be forwarded through the region commander to HQ AFROTC for review and approval.

3.7.7. Each cross-enrollment school should review AFROTC courses to determine credit on the same basis as other courses at the institution. Maximum credit should be granted. If credit is questioned, the institution should recommend changes to make the courses credit worthy. Denial of degree credit would not, in itself, prevent approval of a request to initiate a crosstown or non-host instruction institution agreement. In these cases, approval authority resides with the AFROTC Commander. Regardless of the amount of credit granted, AFROTC course grades should appear on the student's transcript.

3.7.8. Non-host instruction institution agreements must include the specific level of support to be provided by the institution where AFROTC instruction will be conducted. As a minimum, classroom and office space must be provided.

#### **4. Procedures:**

4.1. Establishment of Non-Host Instruction Institution and Crosstown Agreements. The procedures for establishment of cross-enrollment agreements are:

4.1.1. The unit commander will ensure there is no existing consortium agreement before attempting to establish a crosstown agreement. If a consortium agreement exists which provides all the features of a standard crosstown agreement, then no further agreement is required. New consortium agreements should be reported to HQ AFROTC/CCE and Holm Center/CCX through the region commander. See Attachment 2.

4.1.2. Non-host instruction institution agreements must be established if instruction is to occur on a cross-enrollment campus, regardless of the existence of a valid crosstown or consortium agreement.

4.1.3. Operating location commanders will submit proposals for non-host instruction institution and crosstown agreements through their respective detachment commander and to the region commander, for approval.

4.1.4. Detachment commanders will submit proposals for non-host instruction institution and crosstown agreements to the region commander for initial approval. Detachment commanders will not make commitments to institutions or students until the appropriate authority has approved a proposed agreement.

4.1.5. Requests for authority to negotiate non-host instruction institution and crosstown agreements should contain the following information:

4.1.5.1. Non-host instruction or crosstown institution name, address, undergraduate enrollment, type of program (2/4-year, General Military Course (GMC)/Professional Officer Course (POC)), term type (semester, trimester, quarter, or other), predominant academic majors, engineering enrollment, highest degree granted, and the regional association that has accredited the institution.

4.1.5.2. Projected number of cross-enrollment students anticipated for entry in each enrollment category for each aerospace studies (AS) year.

4.1.5.3. A statement of the impact the proposed agreement will have on regularly scheduled AFROTC classes, including LLAB. Consider non-host instruction institution agreements in terms of current unit manpower.

4.1.5.4. Distance in miles and average travel time between host and non-host institutions.

4.1.5.5. The degree of acceptability of AFROTC to the cross-enrollment institution administration, faculty, and students.

4.1.5.6. Acceptability of AFROTC academic credit by the institution.

#### 4.2. Approval process:

4.2.1. Once non-host instruction institution or crosstown agreements are negotiated, the unit commander obtains the appropriate school official signatures and sends a copy to the region commander for final approval. The region commander signs the agreement and writes, "FOR THE COMMANDER, AIR FORCE ROTC" on the final agreement.

4.2.2. The region commander will provide HQ AFROTC/CCE with a copy of the signed non-host instruction institution or crosstown agreement. The region commander will then forward copies of completed agreements to the detachment commander for distribution to the appropriate university officials.

#### 4.3. Renegotiation of Agreements:

4.3.1. The unit commander will submit proposals for renegotiation of any cross-enrollment agreement to the region commander for approval.

4.3.2. Requests for authority to renegotiate a previous agreement must include:

4.3.2.1. Non-host instruction or crosstown institution name and address.

4.3.2.2. Date of original agreement that is to be renegotiated.

4.3.2.3. Reasons for renegotiating the agreement.

4.3.3. When a limited number of items are the cause for a renegotiation, a Memorandum of Agreement (MOA) should be used in lieu of renegotiating the entire agreement. All institutions included in the original agreement should provide signatories on the MOA.

4.3.4. The region commander approves renegotiating to downgrade non-host instruction institution agreements to crosstown agreements. The region commander will forward a copy of the new agreement to HQ AFROTC/CCE.

#### 4.4. Termination of Agreements:

4.4.1. Termination of crosstown or non-host instruction agreements are approved by the region commander. HQ AFROTC/CC will be notified prior to terminating an agreement that could prove controversial. Termination requests must include full justification. The region commander will notify HQ AFROTC/CCE in writing, if an agreement is terminated.

4.4.2. Any party may terminate cross-enrollment agreements at the end of any school year by giving the notification required in the specific agreement to all other parties.

4.5. Request for Educational Services Agreement (ESA). If a cross-enrollment institution desires a separate ESA, the AFROTC detachment will provide the following information to Holm Center/SDF:

4.5.1. Name and complete mailing address of non-host institution.

- 4.5.2. Name and telephone number of institution official to be contacted.
- 4.5.3. Estimated annual enrollment of College Scholarship Program (CSP) cadets.
- 4.5.4. Estimated annual cost for a CSP cadet (tuition and fees).

SHERRY L. STEARNS-BOLES, Col, USAF  
Commander



**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10 United States Code Section 2101 et seq

Department of Defense (DoD) Instruction 1215.08, *Senior Reserve Officers' Training Corps (ROTC) Programs*, 26 June 2006

AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*, 18 December 2006

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1268, *Application and Agreement for the Establishment of an Air Force Reserve Officer Training Corps Detachment*

***Abbreviations and Acronyms***

**AECP**—Airman Education and Commissioning Program

**AFIT**—Air Force Institute of Technology

**AFROTC**—Air Force Reserve Officer Training Corps

**AS**—Aerospace Studies

**BAH**—Basic Allowance for Housing

**CSP**—College Scholarship Program

**ESA**—Educational Services Agreement

**FICE**—Federal Interagency Committee on Education (reference number assigned to colleges and universities)

**GMC**—General Military Course

**GPA**—Grade Point Average

**LLAB**—Leadership Laboratory

**MOA**—Memorandum of Agreement

**OPR**—Office of Primary Responsibility

**POC**—Professional Officer Course

**TDY**—Temporary Duty

### *Terms*

**Academic Term**—A semester, trimester, quarter, or other comparable unit of an academic year.

**Academic Major**—College or university degree sought by a student.

**Academic Year (AY)**—Consists of two semesters, three quarters, or the equivalent combination of other academic terms.

**Aerospace Studies (AS)**—The official designation of the Air Force Reserve Officer Training Corps (AFROTC) program of instruction.

**AFROTC Graduate**—A contract cadet who successfully completes the academic and military requirements of the AFROTC Professional Officer Course, including prescribed field training, and is awarded at least a baccalaureate degree.

**Applicant**—An individual who makes written application for membership in the GMC, POC or CSP.

**Cadet**—A student who meets all applicable eligibility requirements and is admitted to membership in the GMC or POC. To remain a cadet, the individual must maintain prescribed retention standards.

**College Scholarship Program (CSP)**—Scholarship program for students to obtain AFROTC scholarships while still in high school. Also used to refer to an offer from this program such as “4-Year CSP.”

**Completed Cadets**—Contract cadets who have successfully completed all aerospace studies academic requirements and all LLAB training requirements, including Field Training (FT), but who have not completed institutional degree requirements. Completed cadets may continue to attend and actively participate in LLAB at the discretion of the Commandant of Cadets (COC). (They remain completed cadets until disenrolled or commissioned.)

**Consortium Agreement**—An agreement which two or more colleges or universities make for their mutual benefit to permit cross-enrollment of their students. AFROTC, as a department of a consortium school, shares as a beneficiary of the consortium agreement and can enroll students from any consortium non-host institution without a crosstown agreement, provided the non-host institution is an accredited baccalaureate degree-granting or two-year non-baccalaureate degree-granting institution. The non-host institution agrees to grant appropriate academic credit applicable toward graduation for the successful completion of courses offered by the Department of Aerospace Studies.

**Crosstown Agreement**—An agreement between AFROTC, a host institution, and a non-host institution, which either is accredited and grants baccalaureate degrees or is a two-year institution

not authorized to grant baccalaureate degrees. The agreement permits students from the cross-enrollment institution to enroll in the AFROTC program conducted by the host institution and attend those classes at the host institution.

**Cross-Enrollment Agreement**—A collective term used to describe non-host instruction, crosstown, and consortium agreements.

**Cross-Enrollment Institution**—A college or university that is directly linked by a cross-enrollment (non-host instruction, crosstown, or consortium) agreement to an institution that hosts an AFROTC detachment.

**Crosstown Institution**—A college or university that does not host an AFROTC detachment, but that has signed an agreement with an institution that does, in order to make the AFROTC General Military Course and/or Professional Officer Course available to its qualified students on the campus of the institution that does host the AFROTC detachment.

**Host Institution**—A college or university which has a Department of Aerospace Studies, of which a United States Air Force Reserve Officer Training Corps (AFROTC) detachment is the central part.

**Non-Host Institution**—A college or university whose students receive instruction from a Department of Aerospace Studies that belongs to another institution.

**Non-Host Instruction Institution Agreement**—Similar to a crosstown agreement, it is an agreement between AFROTC, a host institution, and a non-host institution. It permits students from the non-host institution to enroll in the AFROTC program of the host institution, with the exception that the instruction of the students from the non-host institution is conducted on the campus of the non-host institution instead of the host institution, as in a crosstown agreement.

**Attachment 2****STANDARD CROSSTOWN AGREEMENT  
(To Extend AFROTC Instruction to Students at Institutions Not Hosting AFROTC)**

This agreement is among the governing authorities of \_\_\_\_\_ (institution name) (hereinafter known as Institution A) which hosts Air Force ROTC Detachment \_\_ (#) \_\_, the governing authorities of \_\_\_\_\_ (institution name) (hereinafter known as Institution B) which does not host an AFROTC unit, and the Air Force ROTC Commander. It is the purpose of this agreement to make the Air Force ROTC General Military Course and/or Professional Officer Course available to qualified students of Institution B who desire to earn appointments as commissioned officers in the United States Air Force.

**AGREEMENT**

1. Contingent upon acceptance of this agreement and upon the initial and continuing fulfillment of all the conditions enumerated in paragraphs 2, 3, 4, and 5 following, the Air Force ROTC Commander, will:
  - a. Provide AFROTC instruction in the General Military Course and/or Professional Officer Course to qualified and selected applicants who are students of Institution B. Air Force ROTC instruction will be provided to those selected students of Institution B on the campus of Institution A.
  - b. Enroll qualified students of Institution B who are selected for the General Military Course and/or the Professional Officer Course as members of the Air Force ROTC detachment at Institution A.
  - c. Provide uniforms, in accordance with the existing agreement between Institution A and the Secretary of the Air Force, for all Air Force ROTC cadets who are enrolled as members of the Air Force ROTC detachment at Institution A.
  - d. Provide subsistence allowance, in accordance with existing policies, to all Air Force ROTC cadets who are enrolled as members of the Air Force ROTC detachment at Institution A.
  - e. Provide tuition and fees, in accordance with existing policies:
    - (1) To Institution A for all Air Force ROTC cadets on scholarship status who are enrolled as members of the Air Force ROTC detachment at Institution A.
    - (2) To Institution B for all Air Force ROTC cadets on scholarship status who are enrolled as members of the Air Force ROTC detachment at Institution A if a separate educational services agreement exists between the Department of the Air Force and Institution B.
2. Contingent upon the acceptance of this agreement and upon fulfillment of the conditions enumerated in paragraph 1, the governing authorities of Institution A agree to:

- a. Provide adequate classroom and related administrative facilities to support the aerospace studies instruction of all enrolled members of its Air Force ROTC detachment who receive instruction on its campus.
  - b. Report estimated and actual costs of tuition and fees for each fiscal year to the AFROTC detachment at Institution A. This report will be the basis for funding obligations for each fiscal year.
3. Contingent upon the acceptance of this agreement and upon fulfillment of the conditions enumerated in paragraphs 1 and 2, the governing authorities of Institution B agree to:
  - a. Include in appropriate publications announcement of the aerospace studies courses of Air Force ROTC available to its students.
  - b. Grant appropriate academic credit applicable for the successful completion of courses offered by the Department of Aerospace Studies at Institution A.
  - c. Report, if a separate educational services agreement exists between the Department of the Air Force and Institution B, the estimated and actual costs of tuition and fees for each fiscal year to the AFROTC detachment at Institution A. This report will be the basis for funding obligations for each fiscal year.
4. The governing authorities of Institutions A and B will either negotiate a formal written agreement whereby Institution A transfers tuition and fees to Institution B for those students on scholarship status from Institution B enrolled in Air Force ROTC at Institution A, or concur that a separate educational service agreement between the Department of the Air Force and Institution B is desired.
5. The governing authorities of Institution B affirm that:
  - a. The following regional association accredits it (as a baccalaureate degree granting institution or a two-year degree granting institution):  
\_\_\_\_\_ (association name) \_\_\_\_\_.
  - b. For good and valid mutual consideration, and as a condition precedent to acceptance and continuation of this agreement, the institution warrants and represents that it does not, and will not, discriminate in any way with respect to the admission or subsequent treatment of students on the basis of race, color, sex, or national origin. It is further mutually agreed that a violation of the covenant, as determined by the Secretary of the Air Force or a designee may be regarded as a breach of this agreement, justifying termination thereof, at no cost to the government, by the Secretary or designee.

6. All parties agree that:

- a. This agreement becomes effective \_\_\_\_\_ (date) \_\_\_\_\_.
- b. This agreement may be terminated at the end of any school year by any of the parties hereto by giving six (6) months notice of such intent to both other parties.

**(FOR THE INSTITUTIONS)**

**Name of Institution A:** \_\_\_\_\_ (institution name) \_\_\_\_\_

Name of Signing Official, Title: \_\_\_\_\_ (name) \_\_\_\_\_

Signature: \_\_\_\_\_ (signature) \_\_\_\_\_

Date: \_\_\_\_\_ (date) \_\_\_\_\_

**Name of Institution B:** \_\_\_\_\_ (institution name) \_\_\_\_\_

Address: \_\_\_\_\_ (street, city, state) \_\_\_\_\_

Term Type: (i.e., Quarter, Semester, or Trimester)

Other ROTC Units on Campus: (i.e., Army, Navy, or None)

Special Status: (List all that apply: HBCU (Historically Black College or University); HSI (Hispanic Serving Institution); Minority Institution; Two-Year Institution; Private School; Military Institution)

Name of Signing Official, Title: \_\_\_\_\_ (name, title) \_\_\_\_\_

Signature: \_\_\_\_\_ (signature) \_\_\_\_\_

Date: \_\_\_\_\_ (date) \_\_\_\_\_

**(FOR THE AIR FORCE)**

**Detachment Commander**

Name: \_\_\_\_\_ (name, rank) \_\_\_\_\_

Detachment #: \_\_\_\_\_ (#) \_\_\_\_\_

Signature: \_\_\_\_\_ (signature) \_\_\_\_\_

Date: \_\_\_\_\_ (date) \_\_\_\_\_

**Region Commander**

Name: \_\_\_\_\_ (name, rank) \_\_\_\_\_

Title: \_\_\_\_\_ (duty title) \_\_\_\_\_

Signature: \_\_\_\_\_ (signature) \_\_\_\_\_

Date: \_\_\_\_\_ (date) \_\_\_\_\_

**(FOR HOLM CENTER)**

**AFIT Academic Code:** \_\_\_\_\_ (enter code) \_\_\_\_\_

FICE: \_\_\_\_\_ (enter code) \_\_\_\_\_

Date Processed: \_\_\_\_\_ (date) \_\_\_\_\_

**Attachment 3****NON-HOST INSTRUCTION AGREEMENT  
(To Extend AFROTC Instruction to Students at Institutions Not Hosting AFROTC)**

This agreement is among the governing authorities of \_\_\_\_\_ (institution name) (hereinafter known as Institution A) which hosts Air Force ROTC Detachment \_\_ (#) \_\_, the governing authorities of \_\_\_\_\_ (institution name) (hereinafter known as Institution B) which does not host an AFROTC unit, and the Air Force ROTC Commander. It is the purpose of this agreement to make the Air Force ROTC General Military Course and/or Professional Officer Course available to qualified students of Institution B who desire to earn appointments as commissioned officers in the United States Air Force.

**AGREEMENT**

1. Contingent upon acceptance of this agreement and upon the initial and continuing fulfillment of all the conditions enumerated in paragraphs 2, 3, 4, and 5, the Air Force ROTC Commander, will:
  - a. Provide AFROTC instruction in the General Military Course and/or Professional Officer Course to qualified and selected applicants who are students of Institution B. Air Force ROTC instruction will be provided to those selected students of Institution B on the campus of Institution B.
  - b. Enroll qualified students of Institution B who are selected for the General Military Course and/or the Professional Officer Course as members of the Air Force ROTC detachment at Institution A.
  - c. Provide uniforms, in accordance with the existing agreement between Institution A and the Secretary of the Air Force, for all Air Force ROTC cadets who are enrolled as members of the Air Force ROTC detachment at Institution A.
  - d. Provide subsistence allowance, in accordance with existing policies, to all Air Force ROTC cadets who are enrolled as members of the Air Force ROTC detachment at Institution A.
  - e. Provide tuition and fees, in accordance with existing policies:
    - (1) To Institution A for all Air Force ROTC cadets on scholarship status who are enrolled as members of the Air Force ROTC detachment at Institution A.
    - (2) To Institution B for all Air Force ROTC cadets on scholarship status who are enrolled as members of the Air Force ROTC detachment at Institution A if a separate educational services agreement exists between the Department of the Air Force and Institution B.

2. Contingent upon the acceptance of this agreement and upon fulfillment of the conditions enumerated in paragraph 1, the governing authorities of Institution A agree to:

  - a. Report estimated and actual costs of tuition and fees for each fiscal year to the AFROTC detachment at Institution A. This report will be the basis for funding obligations for each fiscal year.
3. Contingent upon the acceptance of this agreement and upon fulfillment of the conditions enumerated in paragraph 1, the governing authorities of Institution B agree to:

  - a. Provide adequate classroom, office, and related administrative facilities and equipment such as office supplies, telephone service, and secretarial assistance to support the aerospace studies instruction of all enrolled members of Air Force ROTC Detachment \_\_\_\_ (#) who receive instruction on its campus.
  - b. Include in appropriate publications announcement of the aerospace studies courses of Air Force ROTC available to its students.
  - c. Grant appropriate academic credit applicable for the successful completion of courses offered by the Department of Aerospace Studies at Institution A.
  - d. Report the estimated and actual costs of tuition and fees for each fiscal year to the AFROTC detachment at Institution A, if a separate educational service agreement exists between the Department of the Air Force and Institution B. This report will be the basis for funding obligations for each fiscal year.
4. Contingent upon the acceptance of this agreement and upon fulfillment of the conditions enumerated in paragraph 1, the governing authorities of Institutions A and B agree to one of the following:

  - a. Negotiate a formal written agreement whereby Institution A transfers tuition and fees to Institution B for those students on scholarship status from Institution B enrolled in Air Force ROTC at Institution A.
  - b. Concur that a separate educational service agreement between the Department of the Air Force and Institution B is desired.
5. The governing authorities of Institution B affirm that:

  - a. The following regional association accredits it (as a baccalaureate degree granting institution or a two-year degree granting institution):  
\_\_\_\_\_  
(association name)
  - b. For good and valid mutual consideration, and as a condition precedent to acceptance and continuation of this agreement, the institution warrants and represents that it does not, and will not, discriminate in any way with respect to the admission or subsequent treatment of students on the basis of race, color, sex, or national origin. It is further mutually agreed



that a violation of the covenant, as determined by the Secretary of the Air Force or a designee, may be regarded as a breach of this agreement, justifying termination thereof, at no cost to the government, by the Secretary or designee.

6. All parties agree that:

- a. This agreement becomes effective \_\_\_\_ (date) \_\_\_\_.
- b. This agreement may be terminated at the end of any school year by any of the parties hereto by giving six (6) months notice of such intent to both other parties.
- c. This agreement supersedes all existing agreements between the Secretary of the Air Force or the Secretary's designee and the above institutions pertaining to the establishment of an Air Force Reserve Officer Training Corps detachment crosstown.

**(FOR THE INSTITUTIONS)**

**Name of Institution A:** \_\_\_\_ (institution name) \_\_\_\_

Name of Signing Official, Title: \_\_\_\_ (name) \_\_\_\_

Signature: \_\_\_\_ (signature) \_\_\_\_

Date: \_\_\_\_ (date) \_\_\_\_

**Name of Institution B:** \_\_\_\_ (institution name) \_\_\_\_

Address: \_\_\_\_ (street, city, state) \_\_\_\_

Term Type: (i.e., Quarter, Semester, or Trimester)

Other ROTC Units on Campus: (i.e., Army, Navy, or None)

Special Status: (List all that apply: HBCU (Historically Black College or University); HSI (Hispanic Serving Institution); Minority Institution; Two-Year Institution; Private School; Military Institution)

Name of Signing Official, Title: \_\_\_\_ (name, title) \_\_\_\_

Signature: \_\_\_\_ (signature) \_\_\_\_

Date: \_\_\_\_ (date) \_\_\_\_

**(FOR THE AIR FORCE)**

**Detachment Commander**

Name: \_\_\_\_ (name, rank) \_\_\_\_

Detachment #: \_\_\_\_ (#) \_\_\_\_

Signature: \_\_\_\_ (signature) \_\_\_\_

Date: \_\_\_\_ (date) \_\_\_\_

**Region Commander**

Name: \_\_\_\_ (name, rank) \_\_\_\_

Title: \_\_\_\_ (duty title) \_\_\_\_

Signature: \_\_\_\_ (signature) \_\_\_\_

Date: \_\_\_\_ (date) \_\_\_\_

**(FOR HOLM CENTER)**

**AFIT Academic Code:** \_\_\_\_ (enter code) \_\_\_\_

FICE: \_\_\_\_ (enter code) \_\_\_\_

Date Processed: \_\_\_\_ (date) \_\_\_\_