

**BY ORDER OF THE COMMANDER  
AIR UNIVERSITY (AETC)**

**AIR UNIVERSITY INSTRUCTION  
36-2613**



**15 OCTOBER 2019**

**Personnel**

**SUPPORT OF AIR FORCE INSTITUTE  
OF TECHNOLOGY, AIR FORCE  
FELLOWS, AND SCHOOL OF  
ADVANCED AIR AND SPACE STUDIES  
PERSONNEL ATTENDING CIVILIAN  
INSTITUTIONS BY AIR FORCE  
RESERVE OFFICER TRAINING CORPS  
(AFROTC) DETACHMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: AFIT/CI

Certified by: HQ AU/A1  
(Lt Col Craig Dorn)

Supersedes: AUI 36-2613, 22 May 2012

Pages: 6

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This instruction implements AFPD 36-26, *Total Force Development*. It outlines Air Force Reserve Officer Training Corps (AFROTC) support of Air Force Institute of Technology (AFIT) and Air Force Fellows personnel attending civilian institutions (CI) 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 AFIT, Air Force Fellows and School of Advanced Air and Space Studies (SAASS) Fellows personnel. This instruction does not apply to AFROTC-assigned personnel or AF Education Leave of Absence Program. AFROTC units may develop implementing publications as necessary. Submit draft publications to the OPR for coordination prior to certification and approval and provide OPR a copy of all approved implementing publications. Send a copy of any correspondence affecting this instruction to Air University Personnel and Manpower Directorate (AU/A1), 55 LeMay Plaza South, Maxwell AFB, AL 36112-6335 using the AF Form 847, *Recommendation for Change of Publication*. Submit requests for waivers to the publication OPR. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with

the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

### ***SUMMARY OF CHANGES***

**This document is substantially revised and must be completely reviewed.** This revision further defines and clarifies responsibilities for the AFIT Civilian Institution Programs (CIP) office, the Air Force Fellows program (AFF), the School of Air and Space Studies, and AFROTC detachments in the support of AFIT students attending AFIT CIP, Air Force Fellows attending fellows programs, and SAASS personnel in the Lorenz Fellowship program. Responsibilities for the AFIT CIP Liaison Officer (LO) and AFIT CIP student responsibilities have been deleted from this AUI as they are covered in AFITI 36-105, *Civilian Institution Programs*.

**1. Policy.** The goal of all parties to this instruction is to provide effective and efficient management of geographically separated students where practical with minimal impact on external organizations. Many AFIT CI students and some Air Force Fellows and SAASS Fellows attend universities where there is an AFROTC Detachment co-located or in close proximity. In these locations, the needs of the Air Force are best served by having AFIT CIP students and Fellows students administratively attached to the AFROTC detachment. Servicing base FSS/MPFs, Medical Groups, and Financial Management offices will also desire to “attach” AFIT CI students to the nearest AFROTC Detachment for administrative purposes.

**2. AFIT CIP, AFF and SAASS Responsibilities.** The AFIT CIP is responsible for all actions listed below pertaining to AFIT CI students. AFF is responsible for all actions pertaining to AF Fellows, and SAASS is responsible for all actions pertaining to SAASS Fellows. For its respective group, the AFIT CIP, AWC, and SAASS will:

2.1. Coordinate all UCMJ matters pertaining to AFIT CIP students through the AFIT or Air University Chain of Command for AF and SAASS Fellows.

2.2. Administer academic programs for AFIT CIP students and AF and SAASS Fellows.

2.3. Implement student disenrollment procedures IAW AUI 36-2602, *Total Force Development*, and disenrollment guidance established by AFIT (AFIT CIP students), AWC (AF Fellows), or SAASS (SAASS Fellows). Medical students will be disenrolled IAW AFI 41-117, *Medical Service Officer Education*.

2.4. Maintain accountability for AFIT CIP students and AF and SAASS Fellows.

2.5. Require AFIT CIP students and AF and SAASS Fellows to report to assigned AFROTC Detachment upon arrival on campus.

2.6. Notify AFROTC Det/CCs of those AFIT CIP students and AF and SAASS Fellows designated to be assigned to their Detachment during the course of the academic year as well as any changes to the list over the course of the year.

2.6.1. AFIT CIP notification procedures. The AFIT CIP maintains an automated roster of AFIT students assigned to AFROTC Detachments. The AFROTC Detachment staff can access the roster at any time via a secure module on the AFIT CIP website available through the main AFIT website at <https://www.afit.edu>. AFIT CIP will send e-mail

notifications on a quarterly basis to AFROTC Detachments with assigned AFIT CI students.

2.7. AFF and SAASS notification procedures. During the first week in July each year, AFF and SAASS will send a proposed student attachment roster by e-mail to the AFROTC Detachment. AFROTC Det/CCs are asked to reply to AFF and/or SAASS by e-mail that they acknowledge receipt of the roster.

2.8. As needed, AFIT CIP will appoint an AFIT LO (generally at locations with 2 or more AFIT students, O-3 or higher) and inform the AFROTC Det/CC of the name of the AFIT LO.

2.9. AFIT CIP will gain CIP students to Defense Travel System (DTS) under AFIT and review and certify all TDY travel and local travel documents funded under AFIT funding. AFF and SAASS will do likewise for their students.

2.10. Leave Process: AFF and SAASS will manage all leave/PTDY requests for AF and SAASS Fellows, as applicable. AFIT CIP will provide leave process guidance to CIP students in AFIT 36-105 and through the AFIT CIP student portal.

2.11. Oversee/monitor the AF fitness program in accordance with AFI 36-2905, *Fitness Program*. Determine appropriate corrective/administrative action consistent with standards applied to AFIT in-resident students. Coordinate action with AFIT Chain of Command and Det/CC. AFF/SAASS will manage all fitness requirements for AF/SAASS Fellows, as applicable.

2.12. AFIT/CI in conjunction with AFIT Mission Support Personnel office will create and maintain an up-to-date "Guidebook" for AFROTC Detachment support of AFIT CIP students that can be referenced to assist with administrative issues. This reference will be accessible at the AFIT CIP website available through the main AFIT website at <https://www.afit.edu>.

### **3. AFROTC Det/CC Responsibilities.** The AFROTC Det/CC will:

3.1. Inform AFIT CIP, AFF, or SAASS, as appropriate, of any incident involving AFIT CIP students or AF/SAASS Fellows that results in safety, disciplinary action or embarrassment to the Air Force. This includes recommendations to AFIT CIP, AFF, or SAASS on disenrollment actions on any AFIT CIP student or AF/SAASS Fellow who fails to meet Air Force standards. Disciplinary actions are handled by AFIT CIP, AFF, or SAASS with assistance from the Detachment CC.

3.2. Quarterly, verify the roster of assigned AFIT CIP students as provided by AFIT CIP and AF/SAASS Fellows as provided by AFF/SAASS, as applicable (see paragraph 2.7).

3.3. Assist AFIT CIP, AFF, and SAASS with accountability and duty status for all designated AFIT CIP students and AF Fellows.

3.4. Include all designated AFIT CIP students and AF and SAASS Fellows in the AFROTC Detachment pyramid recall plan.

3.5. Provide the administrative support (leave requests, mishap reports, in and out processing through servicing MPF, etc.) to designated AFIT CIP students and AF and SAASS Fellows. See Guidebook for details.

3.6. Perform as the Trusted Agent for the Drug Demand Reduction Program in notifying AFIT CI students, AF Fellows, and SAASS Fellows to report as needed/required for Urinalysis screening.

3.7. Employ AFIT CIP students when not actively engaged in academic or clinical programs with prior coordination with AFIT CIP. The goal is to ensure effective utilization of those students who may require early reporting to school or are delayed PCS from school for periods longer than normally anticipated, or who have been disenrolled from their program and are awaiting PCS action.

3.8. Direct CIP motorcycle riders to the AFIT Safety Office for processing. CIP students are to contact the AFIT Safety Office within 2 weeks of their arrival at Commercial Phone (937) 255-6565, ext 3627.

3.9. Complete Pre-Departure Safety Briefings on CIP students prior to departing on leave, TDY, or PCS.

ANTHONY J. COTTON, Lieutenant General,  
USAF  
Commander and President

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References****Uniform Code of Military Justice*

AFI 36-3003, *Military Leave Program*, 11 May 2016

AFI 36-3802, *Force Support Readiness Programs*, 9 January 2019

AFI 36-2905, *Fitness Program*, 21 October 2013

DODI1342.19\_AFI 36-2908, *Family Care Plans*, 24 January 2019

AFI 41-117, *Medical Service Officer Education*, 25 March 2015

AFI 91-202\_AETCSUP, *The US Air Force Mishap Prevention Program*, 28 March 2016

AUI 36-2602, *Air University Operations*, 10 September 2018

AFITI 36-105, *Civilian Institution Programs*, 30 July 2012

***Abbreviations and Acronyms***

**AFIT**—Air Force Institute of Technology

**AFF**—Air Force Fellows

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

**AU**—Air University

**CI**—Civilian Institutions

**CIP**—Civilian Institution Programs

**FSS**—Force Support Squadron

**LO**—Liaison Officer

**PM**—Program Manager

**PTDY**—Permissive Temporary Duty

**SAASS**—School of Advanced Air and Space Studies

**TDY**—Temporary Duty

**UCMJ**—Uniform Code of Military Justice

***Terms***

**Air Force (AF) Fellow**—Any United States Air Force officer participating in an Air Force Fellowship program for which in-residence, force development credit is awarded. The Air Force Fellows (AFF) office at Maxwell AFB manages the Air Force Fellows program.

**AFIT Civilian Institution Programs (CIP) Student**—Any active-duty Air Force officer participating in an AFIT-sponsored program at a university, college, school, civilian organization, or hospital.

**AFIT Liaison Officer (LO)**—A senior-ranking AFIT CIP student at a university, college, school, industrial organization, or hospital designated by the AFIT CIP Office to perform the liaison officer function. The AFIT LO is the local representative of the AFIT Associate Dean for Students.

**AFIT Program Manager (PM)**—Serves as main AFIT POC for assigned students. An officer assigned to manage, track, and assist AF students selected to attend graduate degree and non-degree educational programs at civilian institutions, hospitals, civilian companies, or other military training locations. Manages/approves school placements, tracks program/academic progress, assists students with academic and leave travel, and assists students with a multitude of personnel requirements. Drafts training reports.