



Personnel

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

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This instruction implements AFI 36-2011, *Air Force Reserve Officer Training Corps* (AFROTC), and Department of Defense (DoD) Directive 1215.8, *Senior Reserve Officer Training Corps*, provides guidance for management and administration of AFROTC detachment agreements with host and affiliated schools, and outlines instructions on completing the AFOATS Form 44, **Unit Information Report**.

SUMMARY OF REVISIONS

This revision uses the term cross-enrollment institutions to encompass non-host instruction, crosstown and consortium institutions. The AFROTC Form 44, **Unit Information Report**, has been changed to AFOATS Form 44 and this instruction updates the procedures for completion of the form in Attachment 2. The office of primary responsibility (OPR) for AFOATS Form 44 is HQ AFROTC/CCE. The OPR for educational services agreements (ESA) is AFOATS/SDF. The OPR for cross-enrollment agreements and this instruction is HQ AFOATS/SDX.

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 a Senior Air Force Reserve Officers' 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 could result in Air Force evaluation for discontinuation or modification of the program. 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/CCE and HQ AFOATS/SDX.

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 by means of AFOATS Form 44.

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

2.3. HQ AFOATS/SDX

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

2.3.2. Coordinates with HQ AFOATS/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 federal school code. Other highly important information 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 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. HQ AFROTC/CCE

2.4.1. Collects AFOATS Form 44 from each unit no later than 31 October. Initiates annual request for submission of AFOATS Form 44 and enforces suspense deadline.

2.4.2. Maintains a file on each AFROTC detachment that includes all cross-enrollment agreements and current AFOATS Form 44.

2.5. HQ AFOATS/SDF

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

2.5.2. 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 problem to the region commander or HQ AFROTC. Either direct contact or the AFOATS Form 44 may be used to identify instances of noncompliance.

3.7. **AFOATS Form 44.** Each unit submits the AFOATS Form 44 annually based on information available as of 15 October. Enter the information in the document, package and save it on your hard drive, and e-mail a copy to HQ AFROTC/CCE and the appropriate

region commander no later than 31 October. Notify the region commander and HQ AFROTC/CCE immediately if any significant information item changes. Maintain a current copy of the form at the detachment. See Attachment 2 for instructions on completing the AFOATS Form 44. Any changes to the AFOATS Form 44 throughout the year must be updated to reflect current information.

3.8. **Affiliated Schools' Policies.**

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

3.8.1.1. 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*.

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

3.8.2. 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.

3.8.3. Teaching the AFROTC program on the campus of a non-host institution requires a non-host instruction agreement. 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.

3.8.4. Cross-enrollee 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.

3.8.5. 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:

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

- 3.8.5.2. No TDY funds may be expended for travel between non-host and host locations.
- 3.8.5.3. Vicinity travel funds are not authorized for the non-host cadre for trips between their homes and the non-host location.
- 3.8.6. Crosstown and non-host instruction agreements should generally follow the formats provided in Attachments 3 and 4, 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.
- 3.8.7. 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.
- 3.8.8. 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 HQ AFOATS/SDX through the region commander.
- 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, 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. Average travel time should not exceed one hour (60 minutes) one way.

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, "FOR THE COMMANDER, AIR FORCE ROTC" on the final agreement.

4.2.2. The region commander will provide HQ AFROTC/CCE and HQ AFOATS/SDX 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 and HQ AFOATS/SDX.

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 and HQ AFOATS/SDX, 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 ESA.** If a cross-enrollment institution desires a separate ESA, the AFROTC detachment will provide the following information to HQ AFOATS/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).

GREG C. WINN, Colonel, USAF
Director, Support Directorate

Attachments:

1. Glossary of References and Supporting Information
2. AFOATS Form 44, Unit Information Report Preparation Instructions
3. Standard Crosstown Agreement
4. Non-Host Instruction Agreement

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

AFI 36-2011, *Air Force Reserve Officer Training Corps*

Department of Defense (DoD) Directive 1215.8, *Senior Reserve Officer Training Corps*

Title 10 United States Code Section 2101 et seq

Forms

AF Form 1268, **Application and Agreement for the Establishment of a Senior Air Force Reserve Officers' Training Corps Detachment**

AFOATS Form 44, **Unit Information Report**

Abbreviations and Acronyms

AECP	Airman Education and Commissioning Program
AFIT	Air Force Institute of Technology
AFOATS	Air Force Officer Accession and Training Schools
AFROTC	Air Force Reserve Officer Training Corps
AS	Aerospace Studies
BAH	Basic Allowance for Housing
CSP	College Scholarship Program
ESA	Educational Services Agreement
GMC	General Military Course
GPA	Grade Point Average
LLAB	Leadership Laboratory
MOA	Memorandum of Agreement
OPR	Office of Primary Responsibility

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION (Continued)**

PAS Professor of Aerospace Studies

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

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION (Continued)

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**AFOATS FORM 44, UNIT INFORMATION REPORT
PREPARATION INSTRUCTIONS****1. Header Information:**

1.1. Enter date of report in YYYYMMDD format. May 01, 2002 would be written 20020501.

1.2. To: HQ AFROTC/CCE
551 E Maxwell Blvd
Maxwell AFB, AL 36112-6106

1.3. From: Enter unit number, region, and detachment address as follows:
DET XX, XX Region
University Name
Address

1.4. Enter unit phone number, PAS business phone, unit fax number, and detachment e-mail address.

2. Section 1, ROTC Information, Part 1, Head of Institution/Address. Enter the head of institution and address. Include courtesy title (Mr., Dr., President, Rev., Father, Chancellor, etc.). The following items are most important and must be verified by unit personnel: how the individual wishes to be addressed in correspondence (Example: James A. Thomas, J.A Thomas, or J. Allen Thomas); position title (President, Chancellor, etc.); salutation for correspondence (Dear President, Dear Dr., etc.); and office telephone (include area code).

3. Section 1, ROTC Information, Part 2, Military Coordinator/Department/Address. Enter the military coordinator and department (this is the individual to whom the PAS reports directly). Include courtesy title (Dr., Mr., Dean, Provost, etc.), name as listed in catalog or bulletin, position title (Dean, Provost, Academic Vice President, etc.), and office telephone (include area code).

4. Section 1, ROTC Information, Part 3, Unit Personnel. Enter the pay grades and names of the unit personnel in the first two columns. In the second column, include "go by" names of cadre members in parentheses. In the third column, enter the AS year taught by the corresponding individual (if applicable), and their significant additional duties. For officers, use only the following additional duty abbreviations: COC (Commandant of Cadets); ED (Education Officer); IM (Information Management Officer); AAS (Arnold Air Society Advisor); ANF (Angel Flight Advisor); TCO (Test Control Officer); or AO (Admissions Officer). For NCOs, use the following additional duty abbreviations: NCOIC; IM (Information Management); DP (Detachment Personnel); LGS (Logistics/Supply); or TE (Test Examiner). NOTE: Also include the name and principal duty of each civilian who is regularly employed by the institution and who works in or for the unit. Do not include the names of short time or part-time helpers.

Attachment 2**AFOATS FORM 44, UNIT INFORMATION REPORT
PREPARATION INSTRUCTIONS (Continued)**

Continue listing names of unit personnel on a separate sheet if sufficient space is not available, and at the bottom of the block include the phrase, "(Continued on separate sheet)."

5. **Section 1, ROTC Information, Part 4, Number of Attached Personnel.** Enter the number of attached personnel. Indicate the number of Air Force Institute of Technology (AFIT) and Airman Education and Commissioning Program (AECP) students. Indicate the number of all other students.
6. **Section 1, ROTC Information, Part 5, Support Base Information.** Enter the name of the support base, type of support received (i.e. supply, medical, legal, etc.), and distance from the detachment to the support base. Indicate if and where military housing is available to cadre members.
7. **Section 1, ROTC Information, Part 6, Cadet Information.** Enter number of cadets commissioned in the previous FY. Then enter current (as of 15 October) cadet corps size (broken down by GMC or POC), number of scholarships by class, minority information, and cadet corps size by gender. Information should coincide with figures given for the annual SMS data call.
8. **Section 1, ROTC Information, Part 7, When is the ROTC Leadership Lab Held?** Indicate what days and times leadership labs are held.
9. **Section 1, ROTC Information, Part 8, Term Start and End Dates.** Enter term start and end dates as they appear on the institution's academic calendar for the host and cross-enrollment (crosstown and consortium) institutions. Include graduation and commissioning dates. Indicate dates in YYYYMMDD format. For school type (the second-to-last column), indicate how many terms the school offers. For instance, if a school has three semesters (Fall, Spring, Summer), put a "3" in the box. For term type (the last column), indicate whether the school is on the semester system (S), quarter system (Q), or trimester system (T) by placing the appropriate letter in the box.
10. **Section 2, Institutional Information, Part A, Host Institution Size.** Enter the undergraduate population size at the school hosting the detachment. Also, give the total number of females and total number of minorities.
11. **Section 2, Institutional Information, Part B, Cross-Enrollment Information.** Enter the names of any cross-enrollment schools and the number of cadets currently enrolled through those schools. NOTE: Any schools listed in this section should also be listed in Section 1, Part 8.
12. **Section 2, Institutional Information, Part C, Other Collocated ROTC Detachments.** Indicate if the institution also hosts Army or Navy ROTC programs.

Attachment 2**AFOATS FORM 44, UNIT INFORMATION REPORT
PREPARATION INSTRUCTIONS (Continued)**

13. **Section 2, Institutional Information, Part D, Cross-Enrollment Remarks.** Elaborate on cross-enrollment schools if needed. (i.e. Historically Black Colleges and Universities, Hispanic Serving Institutions, Minority Institutions, or other necessary information according to Department of Education guidelines)
14. **Section 2, Institutional Information, Part E, Institutional Compliance.** Indicate what the institution provides as administrative or operating budgets, and break dollar amounts into specific categories. Address any compliance problems in Part I, Host Institution Remarks.
15. **Section 2, Institutional Information, Part F, Academic Credit.** In block 1, if credit is not awarded in terms of semester hours, show the formula used to convert quarter hours, trimester hours, or other measures to semester hours. In block 2, indicate all credit awarded for AFROTC classes in semester hours.
16. **Section 2, Institutional Information, Part G, Institutional Organization.** Indicate the institution's organizational element to which AFROTC is administratively aligned.
17. **Section 2, Institutional Information, Part H, Scholarship Report.** Indicate if the institution allows out-of-state supplemental CSP students to pay in-state rates. Indicate if the institution offers supplemental benefits. If yes, explain.
18. **Section 2, Institutional Information, Part I, Host Institution Remarks.** Use the remarks section to elaborate on any agreement compliance problems you have or to explain entries in previous parts (A-H) of section 2.
19. **Signature Block.** Date and sign the Unit Information Report. To electronically sign and e-mail, use the following format: //signed//abc(initials)/dd mmm yy/

Attachment 3**STANDARD CROSSTOWN AGREEMENT
(To Extend AFROTC Instruction To Students At Institutions Not Hosting AFROTC)**

This agreement is among the governing authorities of _____ (hereinafter known as Institution A) which hosts Air Force ROTC Detachment _____, the governing authorities of _____ (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, to Institution A 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.

Attachment 3**STANDARD CROSSTOWN AGREEMENT (Continued)**

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. Furnish necessary uniforms and accessories to all enrolled members of the Air Force ROTC unit, which it hosts.
 - b. 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.
 - c. 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 toward graduation 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):

Attachment 3**STANDARD CROSSTOWN AGREEMENT (Continued)**

- 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 _____.
- 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, Institution A)****(Name, Institution B)**

 (Title) _____
 (Signature) _____
 (Date) _____

 (Title) _____
 (Signature) _____
 (Date) _____

FOR THE AIR FORCE:**(Detachment Commander)****(Region Commander)**

(Name) _____
 (Detachment #) _____
 (Signature) _____
 (Date) _____

(Name) _____
 (Title) _____
 (Signature) _____
 (Date) _____

Attachment 4**NON-HOST INSTRUCTION AGREEMENT
(To Extend AFROTC Instruction To Students At Institutions Not Hosting AFROTC)**

This agreement is among the governing authorities of _____ (hereinafter known as Institution A) which hosts Air Force ROTC Detachment _____, the governing authorities of _____ (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, to Institution A 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.

Attachment 4**NON-HOST INSTRUCTION AGREEMENT (Continued)**

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. Furnish necessary uniforms and accessories to all enrolled members of the Air Force ROTC unit, which it hosts.
 - 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 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 toward graduation 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:

Attachment 4

NON-HOST INSTRUCTION AGREEMENT (Continued)

a. The following regional association accredits it (as a baccalaureate degree granting institution or a two-year degree granting institution):

_____.

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 _____.

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, Institution A)

(Name, Institution B)

(Title) _____

(Title) _____

(Signature) _____

(Signature) _____

(Date) _____

(Date) _____

FOR THE AIR FORCE:

(Detachment Commander)

(Region Commander)

(Name) _____

(Name) _____

(Detachment #) _____

(Title) _____

(Signature) _____

(Signature) _____

(Date) _____

(Date) _____