



AFROTC

Field Training Capstone

Execution Plan



OPR: AFROTC/DOT

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CAO: **17 Mar 23** (update 1)

Releasable to Cadets



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Update 1: Expect FT Assignments to be released on/about 14 Apr. Rosters due from Regions by 30 April.

Please help us improve this program by completing the Survey at the link below!

Cadet, Escort Cadre, Detachment Cadre, and Region Staff feedback are welcome.

<https://forms.office.com/r/Mx68K4WUn3>



CHAPTER 1 – PROGRAM DESCRIPTION

1.1. Select cadets from 2023 Field Training will follow-on to a mission experience Capstone (formerly “Ops AF”) event. Events will be held at various Air Force and Space Force installations and are targeted to cadets pursuing specific careers.

1.2. The intent of the Capstone is to enhance cadet’s understanding of Air Force and Space Force missions, be involved in day-to-day operations, and receive mentorship from CGOs. Objectives include:

- **Familiarization with the operational environment:** The training should provide cadets with an opportunity to familiarize themselves with the careers and units they will soon be working in. This may include mission briefings, demonstrations, efforts showing how units interact to accomplish a wing’s mission, and team building exercises.
- **Career skills development:** The training should provide cadets with an opportunity to develop practical skills and knowledge. This may include incentive flights, simulators, and embedding within unit’s day-to-day operations.
- **Mentorship and Professional Development:** Emphasis is placed on interaction with CGOs, FGOs, and NCOs to help cadets better understand the expectations of a new 2dLT at their first unit.

1.3. Several locations are TBD and will be populated using Ops Air Force allocations. We expect to have this information from the US Air Force Academy in late March/early April. The “Desired AFSCs” will be updated to reflect the base’s primary mission sets.

1.4. Air University has directed that AFROTC will not send cadre Ops AF procured locations. However, cadre are still required and will provide remote support to the host base director. A Cadet-in-Charge (CIC) and Deputy CIC will be appointed by the Cadre Escort for each session. Responsibilities are outlined in Chapter 2 and Attachment 4.

1.5. Cadets should receive their MAX assignments on/about 14 April. After receiving assignments, Detachments should nominate cadets to attend Capstone events listed for the MAX.

| MAX | Msn Exp Travel | Locations | Desired AFSCs | Cadets | Cadre |
|-------|--|---------------|---|--------|--------|
| MAX 1 | 21 Jun & 24 Jun | Moody AFB | Rated, Acft Mx, Afld Ops, LRS, CRO/STO, Intel, Sec Forces, Force Supt | 20 | 1 SER* |
| | | Pensacola NAS | Rated, Acft Mx, Afld Ops, Aero Psysio | 14 | 1 NWR* |
| | | Columbus AFB | Rated, Acft Mx, Afld Ops, Aero Psysio | 14 | 1 NER* |
| | | Pope AAF | TACPO, (STO/CRO limited) | 20 | 1 SWR* |
| MAX 2 | N/A Due to 4 th of July Holiday | | | | |
| MAX 3 | 11 Jul & 15 Jul | USSF TBD | PRI: USSF Selected Cadets Secondary Non-USSF: Contracting, Cyber, Intel, or Engineer/Scientist | 20 | 1 SWR |

| | | | | | |
|-------|-----------------|------------------|---|----|----------------|
| | | Moody AFB | Rated, Acft Mx, Afld Ops, LRS, CRO/STO, Intel, Sec Forces, Force Supt | 20 | 1 SER* |
| | | Pensacola NAS | Rated, Acft Mx, Afld Ops, Aero Psysio | 14 | 1 SWR* |
| | | Wright-Patt AFB | Engineers, Scientists, Acquisitions, Contracting, Force Supt | 20 | Local NER Supt |
| | | Pope AAF | TACPO, (STO/CRO limited) | 20 | 1 SER* |
| | | FE Warren AFB | Nuclear Ops, Missile Mx, Sec Forces, Helo Rated | 20 | 1 NER* |
| | | TBD – Ops AF Loc | TBD | 20 | 1 SWR |
| | | TBD – Ops AF Loc | TBD | 20 | 1 NWR |
| MAX 4 | 21 Jul & 29 Jul | TBD – Ops AF Loc | TBD | 20 | 1 NER |
| | | TBD – Ops AF Loc | TBD | 20 | 1 SWR |
| | | TBD – Ops AF Loc | TBD | 20 | 1 SER |
| | | TBD – Ops AF Loc | TBD | 20 | 1 NWR |
| | | TBD – Ops AF Loc | TBD | 20 | 1 SER |
| MAX 5 | 31 Jul & 5 Aug | USSF TBD | PRI: USSF Selected Cadets Secondary Non-USSF: Contracting, Cyber, Intel, or Engineer/Scientist | 40 | 1 SWR |
| | | Moody AFB | Rated, Acft Mx, Afld Ops, LRS, CRO/STO, Intel, Sec Forces, Force Supt | 20 | 1 SWR* |
| | | Wright-Patt AFB | Engineers, Scientists, Acquisitions, Contracting, Force Supt | 20 | Local NER Supt |
| | | FE Warren AFB | Nuclear Ops, Missile Mx, Sec Forces, Helo Rated | 20 | 1 NWR* |
| | | TBD – Ops AF Loc | TBD | 20 | 1 SWR |
| | | TBD – Ops AF Loc | TBD | 20 | 1 NWR |
| | | TBD – Ops AF Loc | TBD | 20 | 1 SER |

* Coordinated outside Ops AF channels. Plan for a cadre to attend in-person at these locations.

CHAPTER 2 – PROGRAM RESPONSIBILITIES

2.1. The following information is used to administer the Field Training Capstone events.

2.1.1. HQ AFROTC

2.1.1.1. Announces training opportunity via ARMS and posts the Execution Plan on *the Reserve Officer Training Corps > DOT – Cadet Training Teams* page.

2.1.1.2. Releases MAX Assignments on/about **14 Apr.**

2.1.1.3. Provides funding for indicated number of AFROTC cadets participating at each location: transportation, lodging, and 3 meals per day at the DFAC. Provide funding for in-person cadre at designated locations: transportation, lodging, per diem, and rental vehicle (as required).

2.1.1.4. Coordinates transportation logistics for AFROTC cadets from Maxwell AFB to their follow-on location.

2.1.1.5. Update MAX FT roster, if needed, based on cadet Capstone assignment.

2.1.1.6. Places selected cadets on the Training Roster in WINGS and grants cadet PDT credit for their current AS level upon training completion.

2.1.2. Region CC

2.1.2.1. Selects the allocated number of cadets and cadre from their region to participate in the FT Capstone events and completes the roster on Teams by **30 Apr 23.**

2.1.2.2. 1 week prior to a cadet's departure for Field Training, the Field Training Capstone rosters will be locked. Cadets may only be dropped from the event at this time – there will be no further adds or swaps (to include activating alternates).

2.1.2.3. As much as possible, selected cadre should be familiar with the location (previously stationed or TDY) and/or be from the same career background to aid in scheduling more effective development experiences for cadets.

2.1.2.3.1. Cadre providing remote support may be assigned more than one event (in total or during the same MAX). Regions may coordinate for swaps and have final determination, but each session must have a cadre assign.

2.1.2.4. Manages Region allocations and aids allocation swaps between Regions as needed (notify AFROTC/DOT via email number of cadet or cadre slots relinquished/gained).

2.1.3. Detachment CC

2.1.3.1. Notifies cadets of the program opportunity and requirements for eligibility.

2.1.3.2. Verifies cadet eligibility; nominates the right cadets to receive the development training IAW this Execution Plan and Region guidance.

2.1.3.3. After nominated cadets are confirmed by HQ AFROTC, complete cadet's travel reservation in DTS, aid in coordinating additional pre-travel and medical requirements, and provide necessary uniform items.

2.1.3.4. Immediately inform HQ AFROTC (via the Region) if a primary or alternate cadet is no longer able to participate. 1 week prior to a cadet's departure for Field Training, the Field Training Capstone rosters will be locked. Cadets may only be dropped from the event at this time – there will be no further adds or swaps (to include activating alternates).

2.1.3.5. Ensures cadets complete a Cadet PDT Survey after their event concludes (link on page 2).

NOTE: *Regions and Detachments should assign cadets to opportunities for their assigned MAX that best fit their desired AFSC goals. DOF can re-assign a MAX if needed.*

2.1.4. Escort Cadre

2.1.4.1. Regardless of being in-person with cadets or providing remote support, cadre will:

2.1.4.1.1. Upon notification of selection, establish contact with HQ AFROTC/DOT (AFROTC.DOT.SharedCalendar@us.af.mil). You will be given the roster of cadets and host base director contact information.

2.1.4.1.2. Provide administration/oversight of cadets attending Field Training Capstone events in accordance with the *AFROTC PDT Guide* posted on *Teams > Reserve Officer Training Corps > DOT-Cadet Training > Files > [000 PDT Guide and Attachments](#)*. (Cadre providing remote support will comply to the max extent possible.)

2.1.4.1.3. Coordinates cadet lodging reservation, DFAC reservations/payments, transportation to/from the local airport, and transportation in/around the base IAW the PDT Guide and applicable attachments. Transportation will vary from location to location and must be coordinated with the base director.

2.1.4.1.4. While preliminary itineraries are being drafted, cadre will work with the base director to refine and enhance the schedule to maximize cadet development opportunities.

2.1.4.1.5. Serves as the liaison to detachments for questions regarding the program.

2.1.4.1.6. Contact all cadets attending your event NLT 3 weeks prior to the start of their Field Training MAX. At a minimum:

- Provide your contact information and base director's contact information
- Select a cadet to be the Cadet in Charge (CIC) and a cadet to be the Deputy CIC
- Establish daily check-in procedures (See Attachment 4)
- Communicate the transportation plan to/from the airport and around base
- Provide the lodging reservation confirmation number/check-in procedures and DFAC procedures (i.e. procedures from the PDT Guide Lodging and DFAC checklists)
- Any additional expectations

2.1.4.2. If cadre are providing remote support only, check-in daily with cadets at the start of the duty day and again at COB. Provide any applicable updates to HQ AFROTC/DOT IAW Attachment 4.

2.1.4.3. If cadre are participating in-person, accomplish risk management and mitigation prior to cadets participating in hands-on events throughout the duration of the program. Reference the PDT

Guide, Attachment 6 – *Cadet PDT Safety Guide* for contact information, common forms, procedures, and further guidance. Updates to DOT only required by exception for significant events.

2.1.4.4. At the conclusion of the events, all cadre will receive an out-brief from their cadets and Memorandum (AAR) which will be provided to HQ AFROTC/DOT. This will be used by HQ AFROTC to re-engage with bases to improve sessions later in the summer and for following years. See Attachment 5 for more details.

2.1.4.5. All cadre will complete an escort survey at the conclusion of training (link on page 2).

2.1.5. Cadet

2.1.5.1. The UOD for Field Training Capstone events is OCPs or PTUs. Cadets attending an event to Columbus AFB, NAS Pensacola, or other location that has a primary flying mission may bring flight suits to wear during potential incentive flights. (While at Field Training, flight suits will remain in luggage).

2.1.5.2. One cadet will be appointed as the Cadet In Charge (CIC) and one cadet will be appointed as the Deputy Cadet in Charge by the cadre escort. They are responsible for/tasked with:

2.1.5.2.1. Ensuring cadet accountability and professionalism.

2.1.5.2.2. Check in at least 2x daily (start of duty day and end of duty day) to the assigned cadre. Check-ins should include program progression, special recognition or events, and behavior issues or standards violations. Reportable incidents are listed in Attachment 4.

2.1.5.2.3. Ensure program execution according to their base director's schedule. CIC does not have the authority to excuse any cadet from a scheduled activity. Excusal requests must be routed to the cadre escort and base director.

2.1.5.2.4. Other duties as assigned by the cadre escort.

2.1.5.2.5. At the conclusion of the event, the CIC will out-brief the AFROTC cadre escort and provide an After Action Report (Memorandum For Record) which reflects on what they learned during the experience. See the template at Attachment 5 for more details. At a minimum, the out-brief and Memorandum will include:

- Summary of the career opportunities experienced, hands-on opportunities to integrate into a unit's day-to-day operations, and mentorship events
- Summary of how the participants will utilize what they learned during the Capstone to enhance training at their detachments and as future officers
- How the experience met (or failed to meet) the objectives listed in paragraph 1.2.
- Host base support (identify challenges with lodging, DFAC, transportation, or the schedule)
- Future recommendations for the program

2.1.5.4. Complete a Cadet PDT Survey (link on page 2).

2.1.6. Base Director

2.1.6.1. Lead planning, coordination, and execution of each event, tailoring the experience to their base's unique missions and opportunities. Support includes, but is not limited to lodging, transportation, meals, coordinating multiple AFSCs for cadets to shadow and security clearance verifications.

2.1.6.2. Maintain day-to-day oversight, enforce standards, and mentor cadets as needed. Consult AFROTC cadre escort as needed to help resolve cadet issues, adjudicate excusals, or pass requests to the assigned AFROTC cadre.

CHAPTER 3 – AFROTC CADET ELIGIBILITY

3.1. Cadets must meet the following requirements to be eligible for the Field Training Capstone program. Regions may add additional criteria.

3.1.1. Receive a 2023 Field Training Enrollment Allocation.

3.1.2. Desire / be competing for an indicated career based on the location and table in Chapter 1.

3.1.2.1. The intent for Pensacola NAS and Columbus AFB is for cadets to receive incentive flights and sample aspects of Undergraduate Pilot/CSO Training. To be nominated for one of these locations, cadets should not have any known medical conditions that would disqualify them from earning a pilot or CSO AFSC.

3.1.2.2. There is no DFAC at Columbus AFB. Cadets who attend this location should be on an AFROTC scholarship so they can receive per diem. At Columbus, cadets will pay for meals up front, but will receive full locality per diem reimbursement with their travel voucher. Non-AFROTC scholarship cadets are not entitled to per diem and if sent to Columbus, they will not receive any reimbursement for meals.

3.1.2.3. Pope AFB events are designed for cadets competing for TACPO. There will be no/very limited CRO/STO engagement opportunities at this event.

3.1.2.4. MAX 3 and MAX 5 "USSF Only" events are only for cadets who receive a USSF Enrollment Allocation and will commission into the Space Force. If USSF EAs are not awarded or if there is still availability for the event, Regions may select cadets desiring to compete for Contracting, Cyber, Intel, or Engineer/Scientist AFSCs.

CHAPTER 4 – NOMINATION PROCESS

4.1. AFROTC Regions and detachments must follow the steps below to select cadets to participate in the Field Training Capstone.

4.1.1. Region will nominate cadets and alternates via the roster on TEAMS at *Reserve Officer Training Corps > DOT – Cadet Training > Files > 002 HQ Sponsored PDTs > Field Training Capstone > [MAX # - FT Capstone Roster.xlsx](#)*. (Each MAX has its own roster.)

4.1.1.1. Most events will have 20 cadets. Cadet allocations for each are as followed:

| | NWR | NER | SER | SWR |
|-----------------------------|------------|------------|------------|------------|
| Pri Cadets Per Event | 4 | 4 | 6 | 6 |
| Alt Cadets Per Event | 1 | 1 | 1 | 1 |

4.1.1.2. Columbus AFB and NAS Pensacola are only able to support 14 cadets per session. Cadet allocations are as followed:

| | NWR | NER | SER | SWR |
|-----------------------------|------------|------------|------------|------------|
| Pri Cadets Per Event | 3 | 3 | 4 | 4 |
| Alt Cadets Per Event | 1 | 1 | 1 | 1 |

4.1.1.3. There will be two “USSF Only” events with 20 cadets from MAX 3 and 40 cadets from MAX 5. These sessions are for only cadets who meet criteria outlined in 3.1.2.4. The MAX 3 event will use the same allocation breakdown as 4.1.1.1. and the MAX 5 event will use:

| | NWR | NER | SER | SWR |
|-----------------------------|------------|------------|------------|------------|
| Pri Cadets Per Event | 8 | 8 | 12 | 12 |
| Alt Cadets Per Event | 2 | 2 | 2 | 2 |

4.1.1.4. Fill in all information requested on the nomination roster – Columns B through S. Regions may coordinate date and allocation swaps, but not exceed the overall total number per session.

4.1.1.5. The last day for roster changes is 1 week prior to the cadet’s departure to Field Training. Inside this window, cadets may only be dropped. There will be no adds or swaps, (to include activating alternates).

4.1.1.6. Cadre allocations are listed in the table in chapter 1. If Regions do not have a cadre available for the date or the respective mission set, they may coordinate swaps with other Regions who can fill the position. Some events were coordinated outside of Ops AF and a waiver will be routed for cadre to attend in person at these events. Cadre will support virtually for “traditional” Ops AF events.

4.1.2. Detachments will nominate cadets IAW this execution plan and additional Region guidance.

CHAPTER 5 – IMPLEMENTATION AND TRAVEL PLANNING

5.1. Upon notification from your Region (DOT will directly email Region CD and DO) that your cadet has been selected to participate in a Field Training Capstone event, detachments will complete the following steps to begin travel planning and certified order production.

5.1.1. Notify cadet of their selection and have them complete the following required documents posted on Teams *DOT – Cadet Training > Files > 002 HQ Sponsored PDTs > [000 PDT Guide and Attachments](#)*. (Do not send to DOT.)

5.1.1.1. AFROTC Form 6, *Professional Development Training (PDT) Unit Processing Checklist*

5.1.1.2. AFROTC Form 5, *Cadet PDT Assignment Briefing Checklist*

5.1.2. Complete cadet's Field Training and Field Training Capstone travel reservation on a **single DTS Authorization NLT the date indicated in the FT23 Execution Plan** for their respective MAX. Build orders in accordance with the most current *Cadet Travel Order Execution Plan* located on Teams *Reserve officer Training Corps > Travel (Cadet DTS-Cadre GTC) > Files > [Guidance and Regulations](#)*. Steps to add a second LOA are detailed in Attachment 3. For DTS authorizations use the following information below and at Attachment 1 (Cadets) and Attachment 2 (Cadre) in this guide:

| | |
|----------------------------|--|
| Travel Dates: | See Attachment 1 (cadets) or Attachment 2 (cadre) |
| TDY Location: | See Attachment 1 (cadets) or Attachment 2 (cadre) |
| Traveling by: | Travel to Field Training IAW the Trainee Prep Guide 3.1.g. For travel to the follow-on location, cadets will travel via the method listed in Attachment 1. <i>(Also, see paragraph 5.1.4. of this execution plan about driving a POV to Field Training).</i> |
| Trip Type: | Temporary Duty Travel |
| Purpose: | Training |
| Description: | MAX # and Capstone to [Location] |
| Conference: | No |
| Cadet LOA 1: | 23 Field Trng (FT Arrival through day <u>before</u> FT departure date) |
| Cadet LOA 2: | 23 PDT (FT departure through end of Capstone dates) |
| Cadet Routing List: | Field Trng |
| Cadre LOA: | 23 ROTC/PDT |
| Cadre Routing List: | ROTC DO |

5.1.3. Travelers must depart from and return to either their Permanent Duty Station (PDS) or residence. All travel must originate and terminate at the same location.

5.1.4. Cadets attending Capstone events will **not** return to Maxwell AFB. To maintain group integrity, they are not authorized to drive a POV to their Capstone location. Therefore, cadets selected for a Capstone should not leave a vehicle at Maxwell for Field Training – have a plan to be dropped off. After the Capstone, all cadets will return home via air travel or will need to be picked up.

5.1.5. Cadets requiring air transportation to get to their Capstone location will be bused to Atlanta Hartsfield International Airport (ATL) from Maxwell AFB and are required to fly to/from the Airport listed in Attachment 1 of this Execution Plan. **Flights must not depart ATL until after 1100 Eastern Daylight Time.** Cadets should arrive to their follow-on destination airport NLT 1800L. (Inform the assigned cadre escort if cadets will be arriving later than this time.)

5.1.6. When returning home from the Capstone, cadets should depart the airport designated in Attachment 1 no earlier than 1000L, unless coordinated and approved by the cadre escort and base director.

5.1.7. There is no DFAC at Columbus AFB and cadets attending this location may receive full rate per diem **IF THEY ARE ON AN AFROTC SCHOLARSHIP**. They must pay for all meals out of pocket but will be reimbursed the standard per diem rate on the voucher. Non-AFROTC Scholarship cadets are not entitled to per diem and will not receive any reimbursement for meals.

5.1.8. Cadre who will attend in person will reference attachment 2 for travel instructions.

5.1.9. Detachments will provide each cadet a copy of their travel orders, itinerary, and Attachment 5 (Cadet Travel Printout) from the *Cadet Travel Order Execution Plan* prior to their departure.

5.1.10. Travel vouchers must be submitted in DTS for all travelers within 5 days of return.

CHAPTER 6 – SUMMARY OF DATES AND SUSPENSES

- **9 Apr 23** – Last day to submit FT exclusionary dates
- **On/About 14 Apr 23** – HQ AFROTC releases initial MAX Assignments
- **30 Apr 23** – Regions complete nomination roster on Teams
- **Complete DTS Auths by** – (See FT23 Execution Plan)

| MAX | Auth Submit NLT |
|-----|-----------------|
| 1 | 30 Apr 23 |
| 2 | 10 May 23 |
| 3 | 20 May 23 |
| 4 | 30 May 23 |
| 5 | 9 Jun 23 |

- **19 May 23** – (*NLT*) Base Directors and cadre make initial contact
- **4 Jun 23** – Cadets travel to MAX 1
- **21 Jun 23** – Cadets travel from MAX 1 to follow-on Capstone
- **24 Jun 23** – Cadets travel to MAX 3; Cadets return home from MAX 1 Capstone
- **4 Jul 23** – Cadets travel to Max 4
- **11 Jul 23** – Cadets travel from MAX 3 to follow-on Capstone
- **14 Jul 23** – Cadets travel to MAX 5
- **15 Jul 23** – Cadets return home from MAX 3 Capstone

- **21 Jul 23** – Cadets travel from MAX 4 to follow-on Capstone
- **29 Jul 23** – Cadets return home from Max 4 Capstone
- **31 Jul 23** – Cadets travel from MAX 5 to follow-on Capstone
- **5 Aug 23** – Cadets return home from MAX 5 Capstone
- **5 Days after return from event** – Cadet Travel Voucher submitted in DTS

ATTACHMENT 1 – CADET TRAVEL MATRIX

| MAX | FT Travel Dates | Location | Airport | Msn Exp Trvl Dates | Location | Travel Via | Capstone Embarking Airport | Capstone Arrive/Depart Airport |
|-------|-----------------|-------------|--------------------------|--------------------|-----------------|------------|-----------------------------------|--------------------------------|
| MAX 1 | 4 Jun & 21 Jun | Maxwell AFB | (ATL) Atlanta Hartsfield | 21 Jun & 24 Jun | Moody AFB | Other | N/A - Travel Via Bus from Maxwell | (ATL) Atlanta Hartsfield Int'l |
| | | | | | Pensacola NAS | Other | N/A - Travel Via Bus from Maxwell | (PNS) Pensacola International |
| | | | | | Columbus AFB | Other | N/A - Travel Via Bus from Maxwell | (GTR) Golden Triangle Regional |
| | | | | | Pope AAF | Air | (ATL) Atlanta Hartsfield Int'l | (FAY) Fayetteville Regional |
| MAX 3 | 24 Jun & 11 Jul | | | 11 Jul & 15 Jul | USSF TBD | TBD | (ATL) Atlanta Hartsfield Int'l | TBD |
| | | | | | Moody AFB | Other | N/A - Travel Via Bus from Maxwell | (ATL) Atlanta Hartsfield Int'l |
| | | | | | Pensacola NAS | Other | N/A - Travel Via Bus from Maxwell | (PNS) Pensacola International |
| | | | | | Wright-Patt AFB | Air | (ATL) Atlanta Hartsfield Int'l | (DAY) Dayton International |
| | | | | | Pope AAF | Air | (ATL) Atlanta Hartsfield Int'l | (FAY) Fayetteville Regional |
| | | | | | FE Warren AFB | Air | (ATL) Atlanta Hartsfield Int'l | (DEN) Denver International |
| | | | | | TBD | Air | (ATL) Atlanta Hartsfield Int'l | TBD |
| | | | | | TBD | Air | (ATL) Atlanta Hartsfield Int'l | TBD |
| | | | | | TBD | Air | (ATL) Atlanta Hartsfield Int'l | TBD |
| MAX 4 | 4 Jul & 21 Jul | | | 21 Jul & 29 Jul | TBD | TBD | (ATL) Atlanta Hartsfield Int'l | TBD |
| | | | | | TBD | TBD | (ATL) Atlanta Hartsfield Int'l | TBD |
| | | | | | TBD | TBD | (ATL) Atlanta Hartsfield Int'l | TBD |
| | | | | | TBD | TBD | (ATL) Atlanta Hartsfield Int'l | TBD |
| | | | | | TBD | TBD | (ATL) Atlanta Hartsfield Int'l | TBD |
| MAX 5 | 14 Jul & 31 Jul | | | 31 Jul & 5 Aug | USSF TBD | TBD | (ATL) Atlanta Hartsfield Int'l | TBD |
| | | | | | Moody AFB | Other | N/A - Travel Via Bus from Maxwell | (ATL) Atlanta Hartsfield Int'l |
| | | | | | Wright-Patt AFB | Air | (ATL) Atlanta Hartsfield Int'l | (DAY) Dayton International |
| | | | | | FE Warren AFB | Air | (ATL) Atlanta Hartsfield Int'l | (DEN) Denver International |
| | | | | | TBD | TBD | (ATL) Atlanta Hartsfield Int'l | TBD |
| | | | | | TBD | TBD | (ATL) Atlanta Hartsfield Int'l | TBD |
| | | | | | TBD | TBD | (ATL) Atlanta Hartsfield Int'l | TBD |

*Locations must be listed exactly as above - using the city or county of the installation is incorrect and affects per diem rates.
 All cadets will be bused from Maxwell to ATL or the Follow-On Location.*

ATTACHMENT 2 – CADRE TRAVEL INSTRUCTIONS *(IN-PERSON ESCORT ONLY)*

| Capstone Trvl Dates | Location | Capstone Arrive/Depart Airport |
|----------------------------|-----------------|--|
| 19 Jun & 24 Jun | Moody AFB | (ATL) Atlanta Hartsfield Int'l |
| | Pensacola NAS | (PNS) Pensacola International |
| | Columbus AFB | (GTR) Golden Triangle Regional |
| | Pope AAF | (FAY) Fayetteville Regional |
| 9 Jul & 15 Jul | Moody AFB | (ATL) Atlanta Hartsfield Int'l |
| | Pensacola NAS | (PNS) Pensacola International |
| | Wright-Patt AFB | (DAY) Dayton International |
| | FE Warren AFB | (DEN) Denver Int'l or (CYS) Cheyenne Reg |
| | Pope AAF | (FAY) Fayetteville Regional |
| 27 Jul & 5 Aug | Moody AFB | (ATL) Atlanta Hartsfield Int'l |
| | Wright-Patt AFB | (DAY) Dayton International |
| | FE Warren AFB | (DEN) Denver Int'l or (CYS) Cheyenne Reg |

Tentative list of locations where cadre will escort cadet in-person.

A2.1. Cadre should first attempt to reserve a 15-Pax van from their base’s LRS motorpool. If the base is unable to provide one, cadre may include a rental on your DTS Authorization.

A2.2. For Per Diem, cadre are authorized to eat at the installation’s DFAC. Select “Government Meals Available” on the Authorization. If cadre miss a meal due to the event’s schedule, picking up cadets, etc., update the voucher accordingly.

A2.3. All cadets and cadre must be lodged in the same facility. Cadre will coordinate lodging reservations for their cadets using the procedures in the PDT Guide, Attachment 2. If on-base lodging is not available for the entire group, cadre may reserve off-base accommodations with a Letter of Non-Availability from the base lodging office.

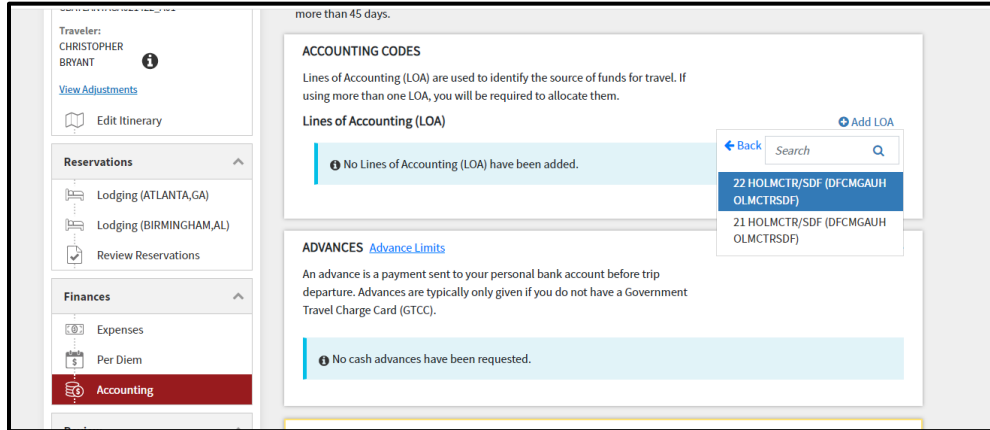
A2.4. Cadre are planned to arrive to the location and have 1 full duty day prior to cadet arrival in order to familiarize themselves with the base and complete any pre-arrival actions. Cadre are planned to depart the same day as the cadets. Contact DOT if you require an earlier arrival date to prepare or later departure.

A2.4. If cadre do not see the Routing List or Line of Accounting in DTS from paragraph 5.1.2, send an encrypted email to Ms. Cheryl Tabit-el (cheryl.tabit-el@us.af.mil) with your SSN and the routing/LOA you require to be cross-org’d to.

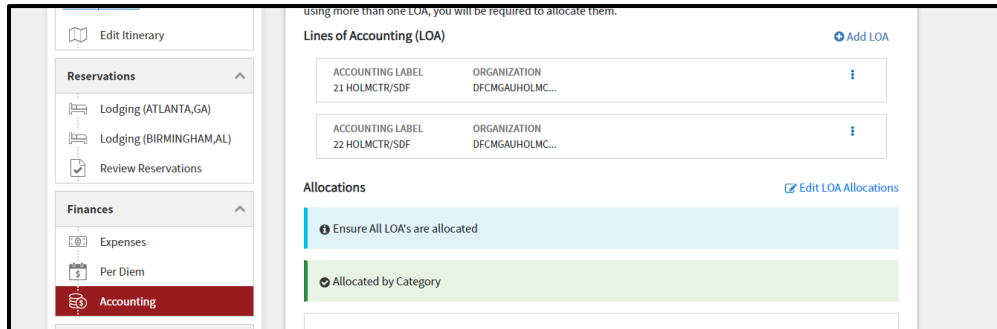
ATTACHMENT 3 – SELECTING MULTIPLE LOAs IN DTS

Field Training will use the “Field Trng” Line of Accounting and the Capstone will use the “PDT” Line of Accounting. To select multiple Lines of Accounting in DTS, accomplish the following steps:

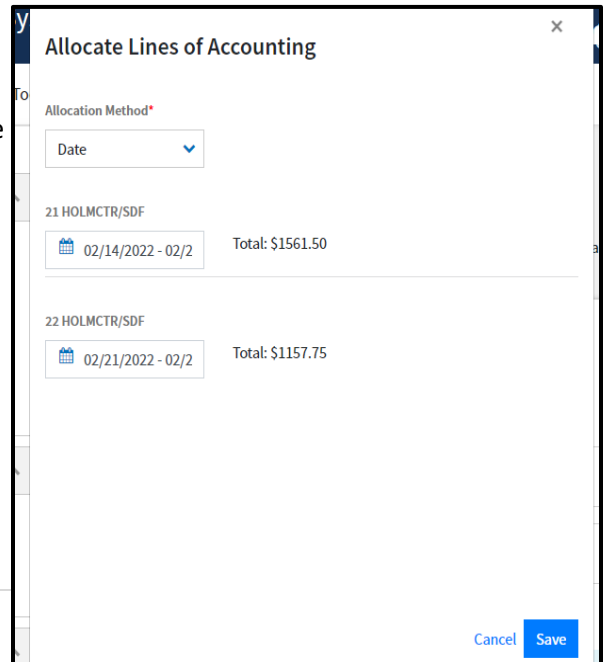
1. Select the Accounting Tab.
2. Click the “Add LOA” link. Select 1st LOA needed (Field Trng).



3. Click “Add LOA” link again. Select 2nd LOA needed (PDT).
4. Click “Edit LOA Allocations” link.



5. Click drop down menu and select “Date”.
6. Input the date range for each specific LOA.
 - a. **23 Field Trng:** FT Arrival to the day before FT departure
 - b. **23 PDT:** FT Departure to the end of the Msn Exp
7. Click Save.



ATTACHMENT 4 - CHECK-IN AND INCIDENT REPORTING

HQ AFROTC/DOT: AFROTC.DOT.SharedCalendar@us.af.mil | (334) 953-5571 / 6958 / 0251

A4.1. Cadre escorts providing remote support will report to HQ AFROTC/DOT via email or phone at the following times:

A4.1.1. On arrival day, report accountability after all cadets arrive to the base. If a cadet did not make it to their location, provide their current location, lodging status, and ETA to the base.

A4.1.2. If any of the events listed in Table A4.1. or other significant event (natural disaster, lockdown, etc) occurs.

A4.1.3. On departure day, report accountability when all cadets have arrived at the airport. Additionally, report if cadets encounter significant delays (i.e. require overnight lodging) on their return leg.

A4.2. The Cadet In Charge (CIC) or Deputy CIC will check-in at least 2x daily with their assigned AFROTC cadre escort and base director. The cadre escort will establish the method and procedures for check-in. CIC or deputy will:

A4.2.1. On arrival day, report accountability after all cadets have arrived at the base. If a cadet(s) has not arrived, report their current location, current enroute lodging status, and ETA to the base.

A4.2.2. Report start-of-day accountability NLT 0900L every morning. Also include applicable updates regarding program progression, special recognition or events, & behavior issues or standards violations.

A4.2.3. Report end-of-day accountability NLT 1800L every evening. Also include applicable updates regarding program progression, special recognition or events, & behavior issues or standards violations.

A4.2.4. On the departure day, report group arrival to the airport.

NOTE: *If a cadet is having unplanned travel delays/issues, the cadet will contact the cadre escort and their detachment for assistance. The CIC and/or Deputy should NOT miss their own scheduled flight to assist another cadet with travel issues.*

TABLE A4.1. This list is the minimum required incidents to be reported promptly to the cadre escort and base director via phone call.

| Event |
|--|
| DEATH or SERIOUS INJURY of a cadet. Serious injury is defined as potential loss of life, limb or eyesight, or injuries which place the individual in guarded or worse medical condition. |
| Any cadet Suicide Ideation and/or hospitalization. |
| <u>Unrestricted</u> report of Sexual Assault of a cadet. <u>NOTE: First call will be to SARC & OSI.</u> |
| Admittance to hospital or ER visit for significant medical issue/injury. |
| Any situation which may bring discredit to the Air Force or Space Force (to include undue media attention). |
| Admittance to hospital or ER visit for significant medical issue/injury. |

Any cadet involved in an accident or misconduct in which civil or military law enforcement personnel have made an official police report (not including minor traffic or parking violations).

Any cadet involved in an alcohol related incident. Examples include: DUI, drunk on duty, drunk and disorderly conduct, underage drinking, etc.

Any event, action or circumstance which involves overtly discriminatory behaviors (e.g., due to race, gender, ethnicity, religion, or physical condition). *(If after duty hours, send an immediate email, and follow-up with a phone call at the start of the next duty day.)*

Incidents involving cadets where Security Forces or local Police are involved. *(If after duty hours, send an immediate email, and follow-up with a phone call at the start of the next duty day.)*

Significant damage to government property. *(If after duty hours, send an immediate email, and follow-up with a phone call at the start of the next duty day.)*

ATTACHMENT 5 – CADET AFTER ACTION REPORT

At the conclusion of the event, the Cadet in Charge will out-brief the cadre escort to reflect on what they learned during the experience and complete an After Action Report using the template below. Save the report as a PDF with the file name "Installation Name, Max #, FT Capstone AAR". Cadre will forward the report to HQ AFROTC/DOT.

Do NOT include any cadet disciplinary, legal, personally identifiable, controlled, or classified information.

[Insert Date]

MEMORANDUM FOR HQ AFROTC/DOT

FROM:

SUBJECT: [Installation Name] - MAX [#], Field Training Capstone After Action Report

1. Event Summary.

[Include the event dates, number of participants, and summarize the career opportunities experienced, hands-on opportunities to integrate into a unit's day-to-day operations, and mentorship events]

2. Describe how the overall experience met (or failed to meet) the objectives listed in paragraph 1.2.

3. Summarize how participants will utilize what they learned during the Capstone to enhance training at their detachments and as future leaders in the Air Force and Space Force.

4. Lessons Learned, Best Practices, and Challenges.

[Include notable good and bad experiences. Do NOT include specific disciplinary or legal issues. Those will be address to the cadre escort separately.]

Topic/Issue:

Observation:

Discussion:

Recommendation:

5. Cadet contact information.

FIRST NAME LAST NAME, C/3C, AFROTC
MAX #, [Base Name] Cadet In Charge