



# **AFROTC**

## **Nursing**

### **(MACH-2)**

## **Execution Plan**



**OPR: AFROTC/DOT**

**AFROTC.DOT.SHAREDCALENDAR@US.AF.MIL**

**334-953-2607**

**CAO: 12 Feb 24 - Revision 1**

**Releasable to Cadets**



# TABLE OF CONTENTS



CHAPTER	PAGE
CHAPTER 1 – PROGRAM DESCRIPTION	3
CHAPTER 2 – PROGRAM RESPONSIBILITIES	3
CHAPTER 3 – AFROTC CADET ELIGIBILITY	4
CHAPTER 4 – NOMINATION PROCESS	4
CHAPTER 5 – TRAVEL PLANNING & CERTIFIED ORDERS CREATION	5
CHAPTER 6 – SUMMARY OF DATES AND SUSPENSES	6

Note: This EP has been revised on 12 Feb 24 to change the nomination suspense date to 8 Mar 24.

*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. HQ AFROTC is sponsoring 14 cadets to attend the Nursing ODT. Cadets will have the opportunity to speak with Active-duty members from various nursing career pathways, including Flight Nursing, Critical Care/Emergency, Operating Room, and more. From point of injury to definitive care at home station, cadets will be exposed to the full spectrum of nursing careers in the Air Force. Events include a tour of the Air Force's largest medical facility, Q&A panel, participating in Aeromedical Evacuation training (both ground and flight operations), familiarization with the Continency Response Wing nurse team, and hands-on training with the En Route Patient Staging team.

1.2. The UOD is OCPs and Physical Training Uniform. Special equipment needed and provided: work gloves

1.3. The ODT will take place at Travis AFB, CA from **6-10 August 2024 (including travel days)**.

## CHAPTER 2 – PROGRAM RESPONSIBILITIES

2.1. The following information is used to administer the Nursing ODT:

### 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. Provides funding for 14 AFROTC cadets and 1 cadre participating in the program: travel day per diem (for cadets on scholarship), transportation, lodging, and meals for cadets; per diem, lodging, and a rental vehicle (if needed) for cadre.

2.1.1.3. Places selected cadets on the Training Roster in WINGS and grants cadets ODT credit for their current AS level upon completion of the event.

### 2.1.2. Region

2.1.2.1. Selects the allocated number of cadets from detachment nominations to participate in the Nursing ODT and completes roster on Teams by ~~23 Feb 24~~ **8 Mar 24**.

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

### 2.1.3. Detachment

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

2.1.3.2. Verifies cadet eligibility; nominates cadets 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. Immediately inform HQ AFROTC (via the Region) if a primary or alternate cadet is no longer able to participate.

2.1.3.4. Ensures cadets complete a Cadet ODT Survey (link on page 2).

#### 2.1.4. Cadre Escort

2.1.4.1. Provides administration/oversight of cadets attending the ODT IAW the *AFROTC ODT Guide* posted on *Teams > Reserve Officer Training Corps > DOT-Cadet Training > Files > 000 ODT Guide and Attachments*.

2.1.4.2. Establishes contact with HQ AFROTC/DOT for event coordination and execution. (Ms. Carla Avery / [carla.avery.1@us.af.mil](mailto:carla.avery.1@us.af.mil) / (334) 953-2607)

2.1.4.3. Makes contact with all HQ Sponsored cadets NLT 3 weeks prior to travel. Provide your contact information and collect travel itinerary information from all cadets.

2.1.4.4. Assists in coordination of cadet logistics and transportation to include making lodging and DFAC reservations, transporting cadets to/from the airport, and around base.

2.1.4.5. Completes an escort survey at the conclusion of training and ensures cadets complete their survey (link on page 2).

### CHAPTER 3 – CADET ELIGIBILITY

3.1. The cadet **MUST** meet the following requirements to be eligible for the Nursing ODT:

3.1.1. AS300s or AS400s in 5-year program (not commissioning until at least Dec 24) selected for, competing for, or strongly desiring to compete for Nursing (46N).

3.1.2. AS200s that (1) are desiring to compete for Nursing, (2) receive an EA, and (3) and are attending Field Training may be nominated.

### CHAPTER 4 – NOMINATION PROCESS

4.1. AFROTC Regions and Detachments must follow the steps below to nominate and select cadets to participate in the Nursing ODT. All nominations are due by **23-Feb-24 8 Mar 24**.

#### 4.1.1. Regions

4.1.1.1. Enters selected cadets and cadre escort information on TEAMS at *Reserve Officer Training Corps > DOT – Cadet Training > Files > 002 HQ Sponsored ODTs > Nursing > Nursing Nominations*. All information requested on the spreadsheet must be filled out.

4.1.1.2. Allocations are as followed. (Regions may coordinate allocation swaps.)

	NWR	NER	SER	SWR
<b>Primary</b>	3	3	4	4
<b>Alternates</b>	1	1	1	1
<b>Cadre Escort</b>	1 Pri (and 1 Alt) cadre determined by Region Consensus			

#### 4.1.2. Detachments

4.1.2.1. Nominate cadets IAW this execution plan and additional Region guidance.

### CHAPTER 5 – TRAVEL PLANNING AND CERTIFIED ORDERS CREATION

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

5.1.1. Detachments will notify cadet of their selection and have them complete the following required documents posted on Teams at *Reserve Officer Training Corps > DOT – Cadet Training > Files > 002 HQ Sponsored ODTs > [000 Guidance](#)*. (Do not send to DOT.)

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

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

5.1.2. Complete travel reservation and certified orders in DTS **NLT 21 Jun 24** in accordance with the most current *Cadet Travel Order Execution Plan* located on Teams at *Reserve Officer Training Corps > Travel (Cadet DTS-Cadre GTC) > Files > [Guidance and Regulations](#)*. For DTS authorizations use the following information:

**Cadet Travel Dates:** 6 August and 10 August 2024

**Location:** Travis AFB, CA

**Type:** Temporary Duty Travel

**Purpose:** Training

**Description:** Nursing ODT

**Cadet LOA:** 24 PDT

**Cadet Routing List:** PDT

**Cadre LOA:** 24 ROTC/PDT

**Cadre Routing List:** AFROTC/DO

**NOTE:** Cadets must use their official personal address in WINGS or detachment addresses for travel and must return to the location from which they departed. Exceptions made for extreme circumstances only or in regard to follow-on TDYs for HQ AFROTC training. HQ AFROTC will pay for flights originating from PODs located overseas only if the personal address or detachment is located in Alaska, Hawaii, or US territories (Puerto Rico, Guam, Virgin Islands, or America Samoa).

5.1.3. Cadets requiring air transportation are required to fly to/from the **Sacramento International Airport (SMF)** and must arrive **NLT 1600 PST** on the designated arrival day. Cadets may depart SMF **NET 0700 PST**.

5.1.4. Do NOT book cadet lodging through DTS. This will be coordinated by the cadre escort and HQ AFROTC/DOT.

5.1.5. Cadre will **arrive Sunday, 4 Aug and depart Saturday, 10 Aug 24**. If Travis AFB is unable to provide a 15-Pax van, they will be authorized to rent one. Coordinate rental and/or alternate arrival/departure dates with HQ AFROTC/DOT.

5.1.6. Detachments will provide each cadet a copy of their travel orders, itinerary, and the *Cadet Travel Print-Off* (Attachment 5 of the *Cadet Travel Order Execution Plan*) before departing for the ODT.

5.1.7. Travel vouchers must be submitted in DTS for all travelers within 5 days of return from ODT IAW *Cadet Travel Order Execution Plan*.

## **CHAPTER 6 – SUMMARY OF DATES AND SUSPENSES**

- ~~23 Feb~~ **8 Mar 24** – Regions complete nomination roster on Teams
- **21 Jun** – All cadet Travel Authorizations completed in DTS
- **4 Aug** – Cadre travel to Travis AFB
- **6 Aug** – Cadets travel to Travis AFB
- **10 Aug** – Cadets return from Travis AFB
- **15 Aug** – Travel Voucher submitted in DTS

