



AFROTC

AY24-25 National Character and Leadership Symposium Execution Plan (MACH 1)



This ODT is not TRICARE/Title 10 eligible.

<https://forms.office.com/r/c0YSVGJCH5>



OPR: AFROTC/DOT

AFROTC.DOT.SharedCalendar@us.af.mil

334-953-5571

CAO: 23 Oct 24

Releasable to Cadets



TABLE OF CONTENTS



CHAPTER	PAGE
CHAPTER 1 – PROGRAM DESCRIPTION	3
CHAPTER 2 – PROGRAM RESPONSIBILITIES	4
CHAPTER 3 – AFROTC CADET ELIGIBILITY	5
CHAPTER 4 – NOMINATION PROCESS	5
CHAPTER 5 – TRAVEL PLANNING & CERTIFIED ORDERS CREATION	6
ATTACHMENT	
ATTACHMENT 1 – SUMMARY OF SUSPENSE DATES	9

CHAPTER 1 – PROGRAM DESCRIPTION

1.1. The annual National Character and Leadership Symposium (NCLS) is the United States Air Force Academy's (USAFA) flagship event on character and leadership. It brings together distinguished scholars, military leaders, corporate executives, and world-class athletes to motivate and equip participants for honorable living and effective leadership. It will take place on **19-21 February 2025** at the Air Force Academy in Colorado Springs, Colorado.

NCLS 2025 will explore the theme of Warrior Ethos as Airmen and Guardians as it influences the journey to become a leader of character. Warrior ethos is the embodiment of the warrior spirit: tough-mindedness, tireless motivation, an unceasing vigilance, a commitment to be the world's premier air, space, and cyberspace force, and if necessary, a willingness to sacrifice one's life for the defense of the nation. Air Force and Space Force warfighters exemplify warrior ethos by examining the profession of arms and the nature of war through many perspectives and cultural dynamics. NCLS connects participants with powerful speakers from all walks of life, in presentations and discussion sessions throughout the year, to encourage reflection and motivate personal action.

For general information regarding NCLS visit the website:

<https://www.usafa.edu/character/national-character-leadership-symposium-ncls/>

1.2. HQ AFROTC will fund 75 cadets and 4 cadre escorts (USAFA will only accept a maximum of 4 students per university). **HQ funded Cadets and Cadre WILL NOT register on the NCLS website above.** After nominations are confirmed, selectees will be provided a unique registration invitation and further instructions via NCLS POCs.

1.2.1. HQ sponsored cadets will have their registration fees waived through the unique registration invitation.

1.2.2. HQ sponsored cadre may be required to pay the registration fee at the time of registration; however, it can be reimbursed when filing the travel voucher. Meals at the Falcon Club for cadre are optional and may be declined during registration. Cadre may dine off campus or use the campus food court however, lines are long during NCLS for lunch. (Cadre receive full Per Diem meal rate.)

1.3. USAFA cannot support any additional AFROTC cadets or cadre in person, sponsored by the unit, but any additional interested parties are welcome to join us virtually. Virtual registration will be open in January 2025.

NOTE: Undergraduate Student participants aged 18-26, who have completed the registration requirements process as Visiting Students, will be housed at no cost in the Air Force Academy Cadet Dormitories. The two Academy dorms, Vandenberg Hall and Sijan Hall, are co-ed dorms with gender-separate shower facilities. When registering, students may request a specific USAFA cadet with whom they wish to room. Although not every request can be guaranteed, they will do their best to accommodate the request.

Cadets over the age of 26, can participate as a self-funded registration. They will be required to register as a Community Participant NET January and must secure off-base lodging. Lodging will need to be funded by the cadet, not the unit.

CHAPTER 2 – PROGRAM RESPONSIBILITIES

2.1. The following information is used to administer the NCLS Program:

2.1.1. USAFA

2.1.1.1. Maintains program oversight, admin, and overall responsibility for NCLS.

2.1.1.2. Provides cadet lodging in USAFA dorms.

2.1.1.3. Provides transportation to and from the Colorado Springs Airport.

2.1.2. HQ AFROTC

2.1.2.2. Announces event opportunity via ARMS and posts NCLS Execution Plan on Teams.

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

2.1.2.4. Provides funding for AFROTC cadets/escort cadre participating in NCLS: transportation, escort cadre lodging, a cadre rental vehicle (if needed), and per diem.

2.1.2.5. Approves cadet travel and vouchers via DTS.

2.1.3. Region CC

2.1.3.1. Selects the allocated number of cadets from detachment nominations to participate in NCLS and completes roster on Teams NLT **8 Nov 24**.

2.1.4. Detachment CC

2.1.4.1. Notifies cadets of event opportunity, eligibility requirements.

2.1.4.2. Verifies cadet eligibility; nominates allocated number of cadets from their detachment on NCLS nomination spreadsheet via Teams IAW this execution plan and supplemental Region guidance.

2.1.4.3. Notifies cadets selected by their Region for the event from the ARMS announcement and ensures they are available, provides them the registration link/information, and ensures they are registered by the deadline annotated on the selection announcement.

2.1.4.4. Coordinates travel and timely production of certified travel orders and vouchers via DTS.

2.1.4.5. Ensures cadets complete the post ODT survey. A link will be provided at a later date.

2.1.5. AFROTC Escort Cadre

2.1.5.1. Provides administration/oversight of cadets attending NCLS at USAFA in accordance with the *HQ AFROTC ODT Guide*.

2.1.5.2. Serves as the liaison to detachments for all questions regarding NCLS at their assigned location.

2.1.5.3. Ensures participating cadets are registered for NCLS by the deadline date.

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

CHAPTER 3 – AFROTC CADET ELIGIBILITY

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

3.1.1. Students must be between the ages of 18 and 26 to be a HQ AFROTC sponsored attendee due to dorm requirements.

3.1.1.1. Cadets over the age of 26 are eligible to participate but must register as a Community Participant NET January and be self-funded. They will be required to utilize lodging off base, funded by the cadet, not the unit.

3.1.2. Not attended NCLS in the past.

3.1.3. Be of the highest moral character and professionalism as they will be the “face” of AFROTC during the event.

CHAPTER 4 – NOMINATION PROCESS

4.1. AFROTC regions and detachments must follow the steps below to nominate and select cadets to participate in NCLS.

4.1.1. Detachment

4.1.1.1. Notifies eligible cadets of the program opportunity and nominate cadets IAW this guide and Region instruction.

4.1.2. Region

4.1.2.1. Enters selected cadets and escort cadre on TEAMS by **8 Nov 24** at *ROTC - Enterprise > E. Training(FT, ODTs, Det Training) > Files > HQ Sponsored ODTs > USAFA NCLS (National Character and Leadership Symposium) > FY25 > NCLS Cadet and Cadre Nominations.xlsx*.

	NWR	NER	SER	SWR
Pri Cadets	14	15	24	22

Alt Cadets	2	2	2	2
Cadre Escort	4 Primary Cadre Total Agreed upon & determined by Regions			

CHAPTER 5 – TRAVEL PLANNING AND CERTIFIED ORDERS CREATION

5.1. Upon notification from your Region (released in separate announcement late Oct/early Nov) that your cadet has been selected to participate in NCLS, detachments will complete the following steps to begin travel planning and certified orders production.

5.1.1. Notify cadet of their selection and have them complete the following required documents posted in Teams at *ROTC - Enterprise > E. Training (FT, ODTs, Det Training) > Files > -ODT Guide and Attachments*.

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. Ensures selected cadet and/or escort cadre member self-registers for the symposium by following the instructions in the selection announcement. Cadet and Cadre NCLS registrations must be complete **NLT 04 December 2024** (USAFA deadline). Cadets that are registering as a Community Participant attendee will **not** register until January. Complete registration and file in the cadet's record. Do not send copies to HQ AFROTC.

5.1.3. Complete cadet's NCLS travel reservation and certified orders in DTS **NLT 05 February 2024** in accordance with the most current *Cadet Travel Order Execution Plan* located on Teams at *ROTC - Enterprise > E. Training (FT, ODTs, Det Training) > Files > Travel Info & DTS > [000 Cadet Travel Order EP & Attachments](#)*. For DTS authorizations use the following information:

Travel Dates: 19 and 22 February 2025

Location: US Air Force Academy, CO

NOTE: DO NOT select "COLORADO SPRINGS, CO" – this is incorrect and affects per diem rates.

TDY Type: Training, non-conference

TDY Name: NCLS

Cadet LOA: 25 ODT

Cadet Routing List: ODT

Escort Cadre Routing LOA: 25 ROTC/ODT

Escort 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 regarding 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 in Alaska, Hawaii, or US territories (Puerto Rico, Guam, Virgin Islands, or America Samoa).

5.1.3.1. Cadets are required to fly to/from the **Colorado Springs (COS) Airport** and must arrive **NLT 1400 MST** to ensure prompt registration and attendance at orientation events.

5.1.3.2. Ground transportation will be provided by USAFA. Transportation from Colorado Springs Airport will be available on Wednesday, February 19th. Shuttles will depart the airport for the Academy every 1.5 hours beginning at 11 a.m. and concluding at 10 p.m. Arriving participants who indicated they require transportation to the Academy can find shuttle personnel outside the baggage claim area.

On Saturday, February 22nd, shuttles will again be available to transport participants from the Academy to the Colorado Springs Airport. Saturday shuttles will depart the Cadet Area for the Falcon Club at 4 a.m., 6 a.m., 8 a.m., and 10:30 a.m. They will depart the Falcon Club at 4:15 a.m., 6:15 a.m., 8:15 a.m., and 10:45 a.m. respectively and arrive at the Colorado Springs Airport approximately 45 minutes later.

Shuttles will not run to or from Colorado Springs Airport on Thursday, February 20th, or Friday, February 21st. Transportation will not be provided to or from Denver International Airport or other local locations. Participants will be required to coordinate their own travel arrangements.

5.1.3.3. Lodging for escort cadre will not be available on base. To facilitate transportation, all cadre should attempt to select the same hotel off-base outside/near the North or South gate.

5.1.3.4. 1 rental van for the group is authorized to transport all cadre, late arriving cadets due to airline delays, and in the event of cadet medical emergencies. Cadre will determine among themselves who will reserve and claim the vehicle in DTS.

5.1.4. Meals for HQ Sponsored Cadets will be provided at no cost at the Mitchell Hall DFAC. Meals from other locations are at the cadet's expense.

5.1.5. Cadre receive full per diem meal rate to cover meal costs. Meal package available at registration is \$225 for Wed dinner and all meals Thursday and Friday, however, government per-diem does not cover the cost entirely. Cadre can elect to decline the meal package at the time of registration.

5.1.6. Provide each cadet the following before departing for NCLS:

5.1.6.1. Copy of orders and travel itinerary.

5.1.6.2. *Cadet Travel Print-off* (Attachment 5 of the *Cadet Travel Order Execution Plan*)

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*.

ATTACHMENT 1 – SUMMARY OF SUSPENSE DATES

Regions Finalize Selection Roster:.....8 Nov 24

ROTC - Enterprise > E. Training (FT, ODTs, Det Training) > Files > HQ Sponsored ODTs > USAFA NCLS (National Character and Leadership Symposium) > FY25 > NCLS Cadet and Cadre Nominations.xlsx

Selected Cadets/Cadre Registration: 04 Dec 24

Selection announcement will be sent late early Nov with instructions and a link

Complete all DTS Authorizations:05 Feb 25

Conference Arrival Travel Day:19 Feb 25

Cadets must arrive to Colorado Springs (COS) airport NLT 1400 MST

Conference Event Dates:20-21 Feb 25

Conference Departure Travel Day: ...22 Feb 25

Shuttles run to COS airport between 0415 MST and 1045 MST

Complete all DTS Vouchers:.....28 Feb 25