



# AFROTC You Can Certify (AYCC) Execution Plan



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Releasable to Cadets



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## CHAPTER 1 – PROGRAM DESCRIPTION

- 1.1** The 2018 National Defense Strategy directs the Department of Defense to build a more lethal force; this requires each Service to recruit, develop, and retain a high-quality, diverse workforce. Our leaders must “out-think, out-maneuver, out-partner, and out-innovate” any potential threat actors. Today’s complex global challenges require leaders who can deliver creative solutions by leveraging a diversity of talent that cultivates creativity and innovation. The U.S. Air Force has proven its ability to recruit and retain the best of America’s diverse talent pool, and it will continue to strengthen that ability.

Air Force Instruction (AFI) 36-7001, Diversity & Inclusion, broadly defines diversity as “a composite of individual characteristics, experiences, and abilities consistent with the Air Force Core Values and the Air Force Mission. **Air Force diversity includes, but is not limited to: personal life experiences, geographic and socioeconomic backgrounds, cultural knowledge, educational background, work experience, language abilities, physical abilities, philosophical and spiritual perspectives, age, race, ethnicity, and gender.**”

**Program Intent:** (1) Create a robust and innovated Rated Officer applicant pool with diverse backgrounds that can solve tomorrow’s global challenges by providing combat air lethality with agility and resolve. (2) Increase awareness of rated careers with a compelling outreach designed to inform, influence, and inspire AFROTC cadets from underrepresented communities.

Detachment Commanders are empowered to select GMC/POC cadets for the opportunity to learn about and experience aviation through enrollment in a Private Pilot Certificate (PPC) program at a local Federal Aviation Administration (FAA) Part 141 Certified Flight School or Part 61 Certified Flight School using Sporty’s, Jeppessen, Gleim, or Cessna curriculum.

Selected cadets will receive a \$20,000 AYCC Grant.

## CHAPTER 2 – PROGRAM RESPONSIBILITIES

- 2.1.** The following information is used to administer the AYCC program:

### **2.1.1. HQ AFROTC**

- 2.1.1.1. Maintains overall AYCC program oversight and administration.
- 2.1.1.2. Coordinates with Holm Center/SDF for funding execution.
- 2.1.1.3. Coordinates with AYCC contractor to provide funding for AFROTC cadet participation (initial distribution of \$20,000 per cadet).

### 2.1.2. Region

2.1.2.1. Select the allocated number of cadets to participate in the AYCC program and provide AFROTC/DOT a final roster on Teams (see 4.1.1.1).

**NOTE:** Cadets need not wait until 11 Oct 24 to start if Region selections are accomplished before that date.

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

### 2.1.3. Detachment

2.1.3.1. Responsible for notifying cadets of program opportunity eligibility requirements, and deadlines.

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, detachments must:

2.1.3.3.1. Reports cadet training progress via the “Cadet Bi-Weekly Activity Report” **by COB Thursdays on the first and third weeks of the month.** Create and update 1 Tracker per cadet and email to 1Sync.

**NOTE:** AYCC Activity must be reported separately from AYCF activity. AYCC Activity should be emailed to [YouCanCertify@1synctech.com](mailto:YouCanCertify@1synctech.com)

2.1.3.3.2. The Activity Report template is located on Teams at *ROTC - Enterprise > E. Training (FT, ODTs, Det Training) > Files > HQ Sponsored ODTs > AFROTC You Can Certify (AYCC) > [Cadet Bi-Weekly Activity Report](#).*

**NOTE:** It is imperative that detachments update 1Sync bi-weekly with cadet progress to ensure payments are being made to flight schools. Lack of progress by cadets (without a valid alibi) may result in funds being reallocated.

2.1.3.4. Maintains oversight of participating cadets to ensure they are executing 100% of allocated funds. ***Detachments are responsible for ensuring their cadets are actively participating in flight training.***

2.1.3.5. Det/CC's have the authority to reassign funds because of extended cadet inactivity in the AYCC program. Inactivity can be defined as multiple weeks of no training without prior coordination with Det Cadre and 1 Sync Contractor. To reassign funds to a different cadet, contact 1Sync and AFROTC/DOT via email. See the AYCC FAQs for more information.

#### 2.1.4. Cadet

2.1.4.1. After HQ AFROTC confirms nomination, complete the following:

2.1.4.1.1. Research and select a local FAA Part 141 or Part 61 eligible Flight School. The **school's name, street address, contact information, and a point of contact** must be provided to the detachment cadre. The Aircraft Owners and Pilots Association (APOA) website can assist in your flight school selection:  
<https://www.aopa.org/learntofly/school/index.cfm>

2.1.4.2.2. Complies with all selected flight school requirements to enroll and continue training.

**NOTE:** Flight school must be "FAA Part 141" certified, or "FAA Part 61" certified using a Sporty's, Jeppesen, Gleim, or Cessna curriculum.

2.1.4.2. Once enrolled, cadets will have the flight school contact 1 Sync ([YouCanCertify@1sync.tech](mailto:YouCanCertify@1sync.tech)) to confirm enrollment and communicate their desired payment method.

**NOTE:** It is the cadet's responsibility to convey to the flight school to work with 1Sync for all payments.

2.1.4.3. Cadets may not execute any training or obligate themselves to any associated expenses until a payment method is established between the flight school and 1Sync.

2.1.4.4. Cadets will report training and/or associated expenses to their detachment cadre within 1 business day of completing events.

2.1.4.5. Cadets will diligently work to utilize all funds IAW the suspense dates in Chapter 5 of this plan. Progress will be monitored by 1 Sync and if cadets are unable to meet any of the suspenses, they must coordinate a spend plan with 1 Sync and HQ ROTC (coordinate through your detachment cadre). All funds must be utilized before 31 Jul 25 unless a plan has been approved and in place.

### CHAPTER 3 – AFROTC CADET ELIGIBILITY

**3.1.** The cadet **MUST** meet the following eligibility requirements to participate in AYCC:

3.1.1. Be a US citizen (*Title 49 of the United States Code of Federal Regulations Part 1552 prohibits a flight school from providing flight training in an aircraft or aircraft simulator to non-U.S. Citizens without TSA approval.*)

3.1.2. Be an Applicant, Active, or Pursuing cadet IAW AFROTCI 36-2011.

3.1.3. AS100, AS200, AS300, or AS500. AS400s may be nominated by exception at the Region Commander's discretion. AS700s, AS800s, or AS900s are not eligible.

3.1.4. Be enrolled in one of the 274 Covered Institutions (HBCU + Minority Institutions as defined by the Flight Act). The Covered Institutions can be located in Attachment 1 or on Teams at:

*ROTC - Enterprise > E. Training (FT, ODTs, Det Training) > Files > HQ Sponsored ODTs > AFROTC You Can Certify (AYCC) > AY24-25 > [AFROTC Flight Act Eligibility Matrix](#).*

3.1.5. Have or be able to obtain a FAA Class III or higher Flight Physical.

**NOTE:** This is separate from DODMERB/IFC medical exam. Some flight schools may require the FAA Class III physical prior to first flight, and it is mandatory per the FAA prior to solo flight. Cadets should check with their flight school for requirements. Exams must be administered by an Aviation Medical Examiner (AME). A listing of AMEs can be found at <https://www.faa.gov/pilots/amelocator/>

## CHAPTER 4 – NOMINATION PROCESS

**4.1. AFROTC Regions and Detachments** must follow the steps below to select cadets to participate in AYCC.

### 4.1.1. Regions

4.1.1.1. Compile nominations from detachments and update the excel spreadsheet by 11 Oct 24. The roster is located on Teams at:

*ROTC - Enterprise > E. Training (FT, ODTs, Det Training) > Files > HQ Sponsored ODTs > AFROTC You Can Certify (AYCC) > AY24-25 > [00 AY24-25 AYCC ROSTER.xlsx](#).*

**NOTE:** Please ensure cadet EMPLIDs are filled out correctly! Do not include the “0” on the EMPID number.

*Each Region has their own Tab at the bottom of the nomination spreadsheet. Ensure you are using the correct one for your Region.*

	NWR	NER	SER	SWR
Cadets	10	10	15	15
Max Funds*	\$210,000	\$210,000	\$300,000	\$300,000

### 4.1.2. Detachments

4.1.2.1. Nominate cadets IAW this execution plan’s eligibility requirements and Region guidance.

4.1.2.2. Detachment Commanders may award \$20,000 to selected cadets. Indicate the initial amount to award in the “Amount Awarded” (column J) of the Nomination spreadsheet.

## **CHAPTER 5 – EVENT TIMELINE**

**11 Oct 24** Regions finalize selection roster and send to DOT

**15 Nov 24** Selected cadets must be enrolled in a flight school and that school must request activation of funding from 1 Sync. Cadets may begin training as soon as funds are sent to their flight school.

If not activated, Detachments will provide alibis for non-activated funds to 1 Sync and Regions with an action plan to activate by 15 Dec 24.

**Bi-Weekly** Detachments provide Activity Report to 1Sync via email for all participating cadets.

**15 Dec 24** Selected cadets must initiate funds (i.e., have begun training) with flight school or risk losing their scholarship.

Detachments provide 1Sync & Regions alibis for cadets with zero activity or reallocate funds within Detachment.

**30 Jan 25** Selected Cadets should be 25% through their funding (\$5,000)

**31 Mar 25** Selected Cadets should be 50% through their funding (\$10,000)

**31 May 25** Selected Cadets should be 75% through their funding (\$15,000)

**31 July 25** Selected Cadets should be 100% through their funding (\$20,000)

**1 Sep 25** All FY24 AYCC funds must be obligated.

## ATTACHMENT 1- AY24-25 FAQs

### 1) What is the payment process?

After the cadet has officially enrolled in an approved flight school:

- The cadet will have the flight school send an email to [YouCanCertify@1synctech.com](mailto:YouCanCertify@1synctech.com) to make payment arrangements.
- Cadets will request their flight school contact 1 Sync to initiate funds payment by **17 Nov 24 for Fall Awardees**.
- Once the email is received, a representative from the accounts department will reach out to the school for payment arrangements.

### 2) What method of payments does 1 Sync Technologies, LLC use to pay schools?

The preferred payment method is credit card, or ACH/Wire transfer. Other options such as check, PayPal, or Zelle are available in extenuating circumstances.

### 3) What expenses are covered by the You Can Certify allocation?

The YCC allocation can be used for expenses associated with the flight training activities. (i.e. medical exam, insurance, books, headsets, training). Cadets should not make any purchases outside of flight hours, or ground instruction without first gaining approval from 1 Sync. For any questions about expenses not listed please contact 1 Sync at [YouCanCertify@1synctech.com](mailto:YouCanCertify@1synctech.com).

### 4) Can funds be paid to cadets directly? Or can cadets be reimbursed for any fees, etc. they have paid to the flight schools from their own personal accounts, credit cards, etc.?

Per HQ AFROTC, all AYCC funds must be paid directly to the flight schools. Cadets must NOT obligate themselves to any expenditure prior to approval from 1 Sync. If a cadet does incur expenses prior to receiving approval, they will have to work with their Detachment leadership and request HQ AFROTC for an exception to policy.

### 5) What flight schools are approved to participate in the You Can Certify program?

All FAA 141 flight schools are approved by AFROTC HQ to participate in the AYCC program. In addition to this, AFROTC HQ has also granted approval to part 61 flight schools that use either the Gleim, Sporty's, Cessna, or Jeppesen curriculum. If a cadet desires to use a part 61 flight school that does not use an approved curriculum, then the cadet will have the flight school email their syllabus to [YouCanCertify@1synctech.com](mailto:YouCanCertify@1synctech.com) so that it can be submitted to AFROTC HQ for



approval. Cadets can research eligible flight schools at:  
<https://www.aopa.org/learntofly/school/index.cfm>

**6) What are the requirements of the flight school once the funds have been received?**

Flight schools must report all flight activity to [YouCanCertify@1synctech.com](mailto:YouCanCertify@1synctech.com) for tracking. At a minimum, reports will include the amount spent, and flight and/or ground instruction received.

*It is the cadet's responsibility to ensure their flight schools are providing required information to 1 Sync or they risk losing funds.*

**7) What are the cadet's requirements after training has begun?**

Cadets will report all training to their detachment cadre within 1 business day of completing the event. Detachments will report training Bi-weekly to 1 Sync ([YouCanCertify@1synctech.com](mailto:YouCanCertify@1synctech.com)) using the template provided.

NLT 15 Dec 24, cadets must show training activity or risk losing their scholarship.

All Fall Awardee funds should be expended by 30 Apr 25 or a spend plan in place with 1 Sync and DOT to utilize funds over the summer. (All funds, Fall and Spring, must be expended by 1 Sep 25)

**8) If a Cadet has already received funds (been sent to an FBO) and either drops from the program voluntarily or is removed from the program, what is the process for utilizing those funds/transferring those funds to another Cadet?**

There are several options for this situation, listed below in order of preference. In each case, the funds should remain within the Detachment, and the Detachment Commander (Det/CC) should identify a new Cadet to receive the remaining funds.

1. The Det/CC selects a cadet that is willing to enroll at the same FBO where the funds currently reside to eliminate the need to transfer funds between FBOs.
2. The Det/CC selects a cadet from their Detachment; however, the Cadet chooses to enroll in an FBO other than where the funds currently reside. In this example, the new cadet is responsible for coordinating the transfer of the funds between the two FBOs.
3. The Det/CC requests the funds be added to the account of a previously selected Cadet. If that Cadet is already enrolled at the same FBO where the funds reside no further action is required. If that cadet is at a different FBO, then that cadet is responsible for coordinating the transfer of funds between the two flight schools.

The transfer of funds should be conducted as a 1:1 exchange. To initiate the transfer, the

Detachment should email their Region and 1 Sync, indicating their intent to move the funds. If the Cadet chosen is a new AYCC nominee, the Cadet's Full Name, EMPLID#, DET#, University name, Region, and Year Group should be included within the email. Upon receipt of this information, 1 Sync will update the records accordingly.

***Once funds have been received by the FBO they are under no obligation to refund or transfer them.***