



**DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)**

17 December 2020

MEMORANDUM FOR AFROTC DET 025

FROM: AFROTC DET 025/CC

SUBJECT: Requirements for AFROTC Det 025 Crosstown Students

1. This memorandum provides guidance for cadets that commit to the AFROTC program at Arizona State University (ASU) and travel from alternate locations and colleges as a “crosstown” student.

a. You must complete the ASU Affiliate form with the front office no later than week two of the respective semester you entered the program. In addition, you must continue to verify your affiliate is updated each semester you remain as a crosstown student in the program.

b. Participation in mandatory PMT events with AFROTC at ASU is voluntary if it occurs while your academic institution is not in session (i.e. holidays, fall and spring breaks, etc.). Should a graded measure be scheduled during an academic break, the Operations Flight Commander (OFC) will schedule an alternate date. Note that makeup training on missed objectives may be required in accordance with AFROTCI 36-2011.

c. It is your responsibility to register for AFROTC courses (i.e. LLAB, PT, and AES) through your crosstown university. Additionally, you must provide a copy of your transcript to the detachment at the conclusion of each academic semester and when requested by cadre.

d. It is your responsibility to verify your access to the ASU Canvas sites for your Aerospace Studies (AES) classes and to notify your academic instructor if you encounter issues.

e. Crosstown students must check the cadet link and their ASU email daily. In addition, immediate response is required in the event of a command directed recall.

f. ASU has graciously permitted crosstown cadets free parking in Lot 3 until 0830 Monday through Friday. However, cadets are responsible for parking costs after 0830.

2. Direct any questions regarding the guidance provided to the Operations Flight Commander.

BRANDEE J. HARRAL, Lt Col, USAF  
Commander