MEMORANDUM FOR NEW AFROTC DETACHMENT 165 CADETS

FROM: AFROTC DET 165/RFC
Georgia Institute of Technology
O’Keefe Bldg, 2nd floor
151 6th St NW
Atlanta, GA 30332-0120

SUBJECT: Fall 2011 AFROTC New Student Orientation (NSO) Package

1. Congratulations on your decision to join the AFROTC program at Georgia Tech! We look forward to meeting you and working with you to achieve your goal of becoming a commissioned officer in the world’s greatest Air Force!

2. This information package is critical to your enrollment in AFROTC. You must follow all directions as indicated and fill out all paperwork COMPLETELY to ensure proper processing. It is also very important to pay attention to the appropriate office in which to turn in certain forms. AFROTC Det 165 will not process registration, cross-registration, and GT Health Center paperwork. It is YOUR responsibility to ensure that you are properly registered prior to all applicable deadlines.

3. Each semester, AFROTC Det 165 offers a New Student Orientation (NSO) Program for all new cadets. NSO is a one-day introduction and overview to AFROTC that is recommended for all new cadets. You may bring up to two guests to NSO. NSO includes a detailed AFROTC program overview, a briefing on AFROTC Scholarship opportunities, and an in-processing session that includes cadet records, your initial body mass index verification (weigh-in), and equipment/uniform issue. Attendance is not required, but it is highly encouraged and very beneficial to ALL new cadets.

4. NSO will be held on Friday, 19 August 2011. Please fill out and return ALL required forms, including the New Cadet Checklist, no earlier than 1 June 2011 and no later than 26 July 2011. Directions for submitting all required forms and documentation are included in the New Cadet Checklist (attachment 1).

5. In this package, you will find the following forms and guides:
   a. New Cadet Checklist (Attachment 1): The purpose of this checklist is to ensure that you complete all the required forms necessary to join AFROTC. Please note that not all forms will be submitted to the Detachment. This checklist is very important – please make sure that you understand this checklist and complete all applicable areas. Also, the New Cadet Checklist is used to build your cadet record and secure your reservation for NSO.
   b. Physical Training Uniform (PTU) Worksheet (Attachment 2): Please provide accurate sizing information so we can issue you the proper Physical Training Uniform items.
   c. Uniform Worksheet (Attachment 3): This form should be filled out by a tailor or seamstress if possible to ensure accurate sizing. This will help us order enough uniforms in the right sizes.
   d. Uniform Size Guide (Attachment 4): Use this guide to help you fill out the Uniform Worksheet
   e. AFROTC Form 28, Air Force ROTC Pre-Participatory Sports Physical (Attachment 5): This form MUST be filled out and SIGNED by a qualified physician. It is very important for your doctor to fill out this form completely. The weight standards on page 2 of the Form 28 reflect AFROTC-wide minimum and maximum allowable body weight for membership. The Air Force is committed to
maintaining a strictly professional military appearance and you must meet these standards before you are authorized to join AFROTC. If you are over or under weight, feel free to contact us if you wish to discuss your situation. Make sure your name is clearly written in Block 1 at the top of the page. The AFROTC Detachment (Block 2) is DET 165.

f. **AFROTC Form 35, Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials (Attachment 6):** In this form, you are required to provide us information on your past civil involvements (arrests, citations, etc). Read this form very carefully to ensure complete understanding. **You must fill out this form completely and honestly.** Make sure to write your name in the ‘Certificate’ block of Section I. If you have no civil involvements, please write “NONE” in the first line of Section II and sign and date where it says “Signature of Cadet.”

g. **Parking Map and Directions (Attachment 7)**

h. **Tentative NSO Schedule (Attachment 8):** Final agenda will be emailed no later than 10 AUG 2011.

i. **AFROTC Program Overview – Standard Program (Attachment 9):** This is a basic overview of the AFROTC program. It is intended to provide general information about the progression of classes that you will take as a cadet. *This is only a reference! Please refer to Attachment 12 for scheduling information.*

j. **AFROTC Program Overview – Dual-Enrolled GMC Program (Attachment 10):** This is a program overview for those applying for the three-year program. It is intended to provide general information about the progression of classes that you will take as a cadet. *This is only a reference! Please refer to Attachment 12 for scheduling information.*

k. **AFROTC Fall 2011 Curriculum (Attachment 11):** This is a “week-at-a-glance” view of the AFROTC courses offered in Fall 2011. *NOTE: Please refer to Attachment 12 for scheduling information.*

l. **Fall 2011 Class Scheduling Guide (Attachment 12):** Please use this guide to schedule the appropriate AFROTC courses. This guide also includes the course information required to complete the ARCHE Cross-Registration Application. If you have any questions, do not hesitate to contact us at the Detachment at 404-894-7386 or 404-894-4175.

6. If you are NOT a Georgia Tech Student, you MUST complete these additional requirements:

a. **Cross-Registration.** If you are student at one of our twelve “Cross-Town” schools you can join the AFROTC Program at Georgia Tech. Cross-Town cadets work towards a degree at their home school while attending AFROTC courses and training at Georgia Tech. Please refer to our website for a complete listing of all eligible colleges and universities. All cross-town students must register for AFROTC classes offered at Georgia Tech through the ARCHE Cross-Registration program. For information on the ARCHE Cross-Registration Program, including a list of Points of Contact by Institution, go to:


   To download the ARCHE Cross Registration Application go to:

   http://www.arche.org/LinkClick.aspx?fileticket=h1rnS6p5Jqc%3d&tabid=611

   Please read the form very carefully to ensure proper processing. The *Cross Registration Application* must be submitted directly to your home institution’s registrar office no later than 26 July, 2011 unless your home school has an earlier deadline. The Cross Registration Application must be completed on time or you will not be able to join AFROTC.
b. **Georgia Tech Health Center Requirements.** In order to cross-register at Georgia Tech, you must submit the Georgia Tech Medical Entrance Form and Certificate of Immunization directly to the Georgia Tech Health Center. These forms can be downloaded at:

http://www.health.gatech.edu/Documents/GTImmATL10.pdf

These forms must be submitted directly (by fax, as indicated) to the Georgia Tech Health Center. Follow the instructions on page one of the forms packet. For additional information on GT Health Center Requirements for cross-town cadets, go to:

http://www.health.gatech.edu/new_students/Pages/CrossRegistration%20Requirements.aspx

Failure to meet this requirement will result in a registration hold that will prevent you from being scheduled for AFROTC classes.

7. If you have prior military service, to include prior enrollment in a Service Academy, you must provide a copy of your DD Form 214 as indicated on the New Cadet Checklist. Also, if you have been administratively disenrolled from an officer candidate program in the past (military service academy or any ROTC program in college), you must provide your Form 785 and contact information for the Service Academy or ROTC Unit. In either case, please contact the Recruiting Flight Commander to discuss your particular situation.

8. All cadets in AFROTC will be scheduled for a medical examination through the Department of Defense Medical Examination Review Board (DODMERB). This is your “Military Entrance Physical.” Only High School Scholarship Program (HSSP) selectees are required to have a certified DODMERB physical before entering AFROTC. All other new cadets will be scheduled for their DODMERB physical within the first year of AFROTC. **You must be certified by DODMERB in order to continue with AFROTC.** If you have any medical concerns that you think may preclude you from military service, please refer to the DODMERB website: [https://dodmerb.tricare.osd.mil/Default.aspx](https://dodmerb.tricare.osd.mil/Default.aspx). **Detachment 165 does not have personnel on staff that are qualified to make a determination about your medical suitability for military service.** I will be happy to answer any questions you have, but keep in mind that I can only provide empirical information based on similar cases we have seen in the past. **DODMERB is the ONLY authority for all medical qualification issues.**

9. All required forms and documents (New Cadet Checklist items 1-5 and if applicable, items 6-10) must be returned to the Detachment **NO LATER THAN 26 JULY 2011.** Remember that New Cadet Checklist items 13-17 must be brought with you – do not send these items with your NSO Packet. Also, remember that New Cadet Checklist items 11 and 12 must be coordinated with the appropriate office; Detachment 165 **will not** process Cross-Registration (item 11) and Georgia Tech Health Center paperwork (item 12).

10. Congratulations on your decision to pursue a career in the United States Air Force! Most of your questions will be answered during NSO, but please don’t hesitate to contact the Recruiting Flight Commander, Captain Kyle Garwick, at recruiting@afrotc.gatech.edu or 404-894-7386 if you have any questions. You may also call the Det 165 Office Line at 404-894-4175 for assistance. On behalf of the Det 165 Staff, welcome to Det 165; we look forward to meeting you in the fall!

[Signature]

KYLE B. GARWICK, Captain, USAF
Recruiting Flight Commander
Attachments:
1. New Cadet Checklist
2. PTU Worksheet
3. Uniform Worksheet
4. Uniform Size Guide (Male/Female)
5. AFROTC Form 28, Pre-Participatory Sports Physical Form
6. AFROTC Form 35, Certification of Civil Involvements
7. Parking Map and Directions
8. Tentative NSO Schedule
9. AFROTC Program Overview – Standard Program
10. AFROTC Program Overview – Dual-Enrolled GMC Program
11. AFROTC Fall 2011 Curriculum
12. Fall 2011 Class Scheduling Guide
Attachment 1

2011 NEW CADET CHECKLIST

Name (Last, First MI.): ____________________________________________________________

Gender:   MALE   FEMALE   Social Security Number: ________________________________

Address: _______________________________________________________________________

City: _________________________    State: ______    Zip Code: ________________

Phone Number: ____________________    Date of Birth: __________________________

Email Address: ________________________________

College of Attendance: ____________________________

Major: ____________________________________________

Projected Graduation Date (MONTH AND YEAR): _________________________________

Will you be attending New Student Orientation on 19 AUGUST?    YES    NO

How many guests will you be bringing to NSO? (Up to two guests per new cadet)  0  1  2

If one or more of your guests are active duty military members, rank O-6 or above, or local, state, or federal government officials please provide their official title (and/or rank) and full name below:
________________________________________________________________________________

If you have any allergies or special dietary needs (e.g. vegetarian, vegan, etc.) please indicate:
________________________________________________________________________________

How did you hear about the Air Force ROTC Program at Detachment 165?
________________________________________________________________________________
You must complete the following forms and return them to the Detachment:

**Please initial each line to indicate completion**

1. *New Cadet Checklist (this form):*

2. *PTU Worksheet:*

3. *Uniform Worksheet:*
   (Preferably completed by tailor or seamstress)

4. *AFROTC Form 28, Pre-Participatory Sports Physical Form:*
   (MUST be filled out and signed by physician)

5. *AFROTC Form 35 Certification of Civil Involvements:*

Do any of the following apply? (please circle YES or NO)

6. *Previous Active Duty Military Service*  
   YES  NO
   If YES, you must submit a copy of your DD Form 214 with your NSO Package. Also, circle the Service in which you served and provide your total number of years of active duty service.
   
   AIR FORCE    ARMY    MARINE CORPS    NAVY    COAST GUARD
   
   Total Years of Service: __________________

7. *Previous enrollment in a Service Academy (any service)*  
   YES  NO
   If YES, you must submit a copy of your DD Form 214 as well as a copy of your Form 785 (or service equivalent) with your NSO Package and provide the following information:
   
   Service Academy Previously Attended: ______________________________
   
   Number of Years of Attendance: ______________________________
8. **Previous College (Senior) ROTC experience (any service)**

   YES  NO

   If YES, and if previously contracted, you must submit a copy of your disenrollment paperwork (Form 785 or equivalent) with your NSO Package and circle the appropriate ROTC Service Component and provide the contact information of your previous ROTC Unit.

   AIR FORCE ROTC  ARMY ROTC  NAVY/MARINE ROTC

   Host College of ROTC Unit: ___________________________________________________

   ROTC Unit Phone Number: ___________________________________________________

9. **Previous High School (Junior) ROTC experience (any service)**

   YES  NO

   If YES, include a copy of your JROTC completion certificate (if applicable) with your NSO Package and circle the appropriate JROTC Service Component and the number of years attended.

   AIR FORCE JROTC  ARMY JROTC  NAVY/MARINE JROTC

   Number of Years of Participation: ____________________

10. **Previous awards in Civil Air Patrol (CAP)**

    YES  NO

    If YES, include copies of all CAP Award Certificates with your NSO Package and list the names of the awards received below:

    CAP Awards Received: ______________________________________________________

    __________________________________________________________

If you answered YES to one or more of items 6-10, you may be eligible for accreditation of GMC AFROTC Courses; contact the Detachment Recruiting Flight Commander (RFC) for additional information.

**If you DO NOT attend Georgia Tech, you MUST complete items 11 and 12:**

   **Please initial each line to indicate completion**

11. **ARCHE Cross Registration Application:**

    (INITIAL)

   This Form must be submitted directly to your Home Institution’s Registrar Office by **26 JULY 2011** (or earlier if required by your school)
12. Georgia Tech Immunization Forms: 

The Georgia Tech Medical Entrance and Immunization Certification forms must be submitted directly to the Georgia Tech Health Center by fax as indicated by the instructions included with the forms. These forms must be processed prior to the beginning of the semester. It is very important to submit these forms as soon as possible – a hold will be placed on your registration until the Medical Entrance and Immunization forms are received and processed by the Georgia Tech Health Center.

DO NOT send items 11 and 12 to Detachment 165; Detachment staff WILL NOT process Cross-Registration or Immunization paperwork. Please ensure that both items are completed and submitted to the appropriate office WELL BEFORE the posted due dates. If you have any questions, call the Cross-Registration Coordinator for your institution, the Georgia Tech Health Center, or the Detachment.

You must bring the following documents with you to NSO:

**Please initial each line to indicate understanding of this requirement**

13. State certified birth certificate with raised seal: ____________________________ (INITIAL)

14. Social Security card: ____________________________ (INITIAL)

15. Selective Service card (males only): ____________________________ (INITIAL)

16. Official ACT/SAT scores: ____________________________ (INITIAL)

17. Most recent transcripts: ____________________________ (INITIAL)

Begin to gather items 13 – 17 now, but do not send them to the Detachment with your NSO Package! These documents must be physically brought with you to NSO. Also, all documents must be Original Documents. If you cannot obtain originals of these documents contact the Det Recruiting Flight Commander. Documents will be processed and returned during NSO.

Statement of Understanding

I certify that I have thoroughly read this entire NSO Package and understand all requirements and deadlines to join AFROTC. If I have questions, I will contact the Det 165 RFC.

____________________________________ __________________________________________
PRINT NAME  SIGNATURE  DATE

(Page 4 of 5)
When this checklist is complete, send items 1 – 5 (including this checklist), and items 6 – 10, if applicable, to the Recruiting Flight Commander by email, fax, or US Mail.

**E-Mail**
recruiting@afrotc.gatech.edu
Subject: New Student Orientation Program

**Fax**
404-894-6857
Attn: Recruiting Flight Commander

**US Mail**
New Student Orientation Program
AFROTC Det 165
151 6th Street NW
2nd Floor, O’Keefe Building
Atlanta, GA 30332-0120
**Attachment 2**

**PHYSICAL TRAINING UNIFORM (PTU) WORKSHEET**

NAME (Last, First, MI.)

<table>
<thead>
<tr>
<th>PTU ITEM</th>
<th>SIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-Shirt</td>
<td></td>
</tr>
<tr>
<td>Shorts</td>
<td></td>
</tr>
<tr>
<td>Warm-up Jacket</td>
<td></td>
</tr>
<tr>
<td>Warm-up Pants</td>
<td></td>
</tr>
</tbody>
</table>

*Note: The PTU Shorts are runner’s shorts and tend to be a bit small, so please request one size bigger than what you would otherwise wear. Sizes range from S to XXL.*
NAME (Last, First MI.): ___________________________________________________________

Height (in.): _________________________ Weight (lbs.): ________________________________

Please fill in every applicable line. Take this to a tailor or seamstress in order to get accurate measurements. Then submit this form with the rest of your packet. This information will allow us to order uniform items to meet your needs. All uniforms will be fitted individually when you arrive. Please be as accurate as possible because some items can not be returned once worn.

Use the attached Uniform Size Guide on the next page for measurement descriptions and for reference on items with a *.

<table>
<thead>
<tr>
<th>Male Items</th>
<th>Size</th>
<th>Female Items</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Coat</td>
<td>Use chest size (40, 42…etc)</td>
<td>Service Coat*</td>
<td>Size (4, 6, 8…etc)</td>
</tr>
<tr>
<td></td>
<td>Length (Short, Reg, Long)</td>
<td>Length (Short, Reg, Long)</td>
<td></td>
</tr>
<tr>
<td>Blues Shirt</td>
<td>Neck (15, 15.5…etc)</td>
<td>Blues Shirt*</td>
<td>Size (4, 6, 8…etc)</td>
</tr>
<tr>
<td></td>
<td>Sleeve Length (28, 29…etc)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trousers</td>
<td>Waist (33, 34…etc)</td>
<td>Slacks*</td>
<td>Size (4, 6, 8…etc)</td>
</tr>
<tr>
<td></td>
<td>Length (Short, Reg, Long)</td>
<td>Length (Short, Reg, Long)</td>
<td></td>
</tr>
<tr>
<td>Shoes, Oxfords/Boots</td>
<td>Size</td>
<td>Shoes, Oxfords/Boots</td>
<td>Size</td>
</tr>
<tr>
<td>Flight Cap*</td>
<td>Hat Size (7(3/8), 7(1/2)…etc)</td>
<td>Flight Cap</td>
<td>Use Head Measurement</td>
</tr>
<tr>
<td>ABU Blouse</td>
<td>Use chest size (40, 42…etc)</td>
<td>ABU Blouse*</td>
<td>Size (4, 6, 8…etc)</td>
</tr>
<tr>
<td></td>
<td>Length (Short, Reg, Long)</td>
<td>Length (Short, Reg, Long)</td>
<td></td>
</tr>
<tr>
<td>ABU Pants</td>
<td>Waist (33, 34…etc)</td>
<td>ABU Pants*</td>
<td>Size (4, 6, 8…etc)</td>
</tr>
<tr>
<td></td>
<td>Length (Short, Reg, Long)</td>
<td>Length (Short, Reg, Long)</td>
<td></td>
</tr>
<tr>
<td>ABU Cap*</td>
<td>Hat Size (7(3/8), 7(1/2)…etc)</td>
<td>ABU Cap*</td>
<td>Hat Size (7(3/8), 7(1/2)…etc)</td>
</tr>
</tbody>
</table>
**Attachment 4**

**UNIFORM SIZE GUIDE**

<table>
<thead>
<tr>
<th>Men’s Hat Size Conversions (in inches)</th>
<th>Misses’ Body Measurements (in inches)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Size</strong></td>
<td><strong>XS</strong></td>
</tr>
<tr>
<td>Head</td>
<td>6⅜/8</td>
</tr>
<tr>
<td><strong>Size</strong></td>
<td>L</td>
</tr>
<tr>
<td>Head</td>
<td>21⅝/8</td>
</tr>
</tbody>
</table>

**How to make measurements:**

Head – Measure around the largest part of the head, with tape above brow. Males: convert to hat size using the chart above.

Neck (males) – Wrap tape around neck at point where collared shirt usually rests. Don’t make the tape too tight, or else the shirt will be tight.

Sleeve length – With arm relaxed at your side and slightly bent, measure from center of neck back, over point of shoulder, down the outside of the arm to the wrist.

Chest – Loop the measuring tape just under the arms and across the shoulder blades. Keep tape level and taught.

Waist – Measure around your natural waistline. Use other dress pants you have as a reference. If between sizes, order next larger size.

Inseam – Measure pants that fit you well. Lay them flat, with the front and back creased smooth. Measure along the inseam from crotch to bottom of leg hem.

Bust (females) – Measure around the chest at the fullest point of the bust.

Hips/Seat (females) – Measure around fullest point of seat while standing.
### AIR FORCE ROTC PRE-PARTICIPATORY SPORTS PHYSICAL

1. **CADET/APPLICANT NAME**

2. **AFROTC DETACHMENT**

**MEDICAL AUTHORITY:** Measure height and weight of cadet/applicant. Compare results to AF standards located below.

**AFROTC CADRE:** If cadet/applicant exceeds AF weight standards, conduct a Body Fat Measurement IAW 1308.3, then check the applicable block.

<table>
<thead>
<tr>
<th>3. CADET/APPLICANT MEASUREMENTS</th>
<th>HEIGHT</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. AIR FORCE WEIGHT STANDARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Tables on Page 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. BODY FAT MEASUREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MALES: WAIST - NECK</td>
</tr>
<tr>
<td>FEMALES: WAIST + HIP - NECK</td>
</tr>
</tbody>
</table>

**Note:** To be done if candidate exceeds maximum AF weight

<table>
<thead>
<tr>
<th>AIR FORCE BODY FAT STANDARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEMALE</td>
</tr>
<tr>
<td>29 YEARS AND YOUNGER - 28%</td>
</tr>
<tr>
<td>30 YEARS AND OLDER - 32%</td>
</tr>
<tr>
<td>MALE</td>
</tr>
<tr>
<td>29 YEARS AND YOUNGER - 20%</td>
</tr>
<tr>
<td>30 YEARS AND OLDER - 24%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. CHECK APPLICABLE BOX</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ IS WITHIN AIR FORCE WEIGHT STANDARDS</td>
</tr>
<tr>
<td>☐ EXCEEDS AIR FORCE WEIGHT STANDARDS</td>
</tr>
<tr>
<td>☐ IS BELOW AIR FORCE WEIGHT STANDARDS</td>
</tr>
</tbody>
</table>

**MEDICAL AUTHORITY CERTIFICATION**

7. **(FOR MEDICAL AUTHORITY):** Please review the above information. Conduct counseling below in applicable areas, and sign at the bottom.

8. **(IF CADET/APPLICANT IS BELOW AIR FORCE WEIGHT STANDARDS)**

9. **(FOR CADET/APPLICANT EXCEEDS AIR FORCE WEIGHT STANDARDS)**

10. **(FOR ALL)**

11. **NOTE:** If a medical condition/physical impairment exists that may preclude the individual from participating, please explain.

<table>
<thead>
<tr>
<th>PHYSICIAN OR MEDICAL AUTHORITY SIGNATURE</th>
<th>EXAMINATION DATE</th>
</tr>
</thead>
</table>

AFROTC FORM 28, 20080422
# Maximum and Minimum Air Force Allowable Weight Standards

## Table 1. Maximum Allowable Weights for BMI of 27.5 (Regardless of Age) (58 - 80 Inches)

| Height (Inches) | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 |
|-----------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Maximum Weight (Pounds) | 131 | 136 | 141 | 145 | 150 | 155 | 160 | 165 | 170 | 175 | 180 | 186 | 191 | 197 | 202 | 205 | 214 | 220 | 225 | 231 | 237 | 244 | 250 |

## Table 2. Minimum Allowable Weights for BMI of 19.0 (58 - 80 Inches)

| Height (Inches) | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 |
|-----------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Maximum Weight (Pounds) | 91 | 94 | 97 | 100 | 104 | 107 | 110 | 114 | 117 | 121 | 125 | 128 | 132 | 136 | 140 | 144 | 148 | 152 | 156 | 160 | 164 | 168 | 172 |
Attachment 6  CERTIFICATION OF INVOLVEMENTS WITH CIVIL, MILITARY OR SCHOOL
AUTHORITIES/LAW ENFORCEMENT OFFICIALS

I. STATEMENT TO THE APPLICANT/CADET

A. The Detachment Commander must know if you have ever been arrested, convicted, involved with law enforcement officials or authorities for him/her to determine if you meet the character requirements for membership in Air Force ROTC. It is necessary for you to report any involvement with civil, military, or school authorities/law enforcement officials regardless of its insignificance, disposition, or finding on the certification provided below. Include traffic violations and any incidents which resulted in your being judged a juvenile offender. A finding of not guilty or advice by an attorney, court official, or anyone else to consider your record as clear does not constitute authority to leave the involvement off of the certification.

B. In the future, you must report any civil involvements to the Detachment Commander or his/her designated representatives within 72 hours following its occurrence. If such incidents occur during a period of leave from the institution (e.g., student teaching or foreign study), attendance at Field Training, or during normal vacation periods, the 72-hour time limit will apply effective with the official date of your return to the institution.

C. Concealing or failing to report an involvement with civil, military, or school authorities/law enforcement officials, giving false information or claiming subsequent to initial certification that you were unaware of the contents of this document may result in elimination from consideration for membership in the Air Force ROTC program; or, if already a member, may result in your discontinuance from the Air Force ROTC program. The information reported on this certification form will be treated as confidential matter, subject to the provisions of the Privacy Act of 1974 and the Freedom of Information Act.

CERTIFICATE

I. CERTIFY THAT THE INFORMATION CONTAINED IN THE FOLLOWING CERTIFICATIONS INCLUDES ALL ARRESTS, DETENTIONS, CONVICTIONS, INVOLVEMENTS, ETC., THAT I HAVE HAD WITH CIVIL, MILITARY (INCLUDING ART. 15S), OR SCHOOL AUTHORITIES/LAW ENFORCEMENT OFFICIALS REGARDLESS OF DISPOSITION OR SEEMING INSIGNIFICANCE. THE LISTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

II. CERTIFICATION I

<table>
<thead>
<tr>
<th>TYPE OF INVOLVEMENT / ORIGINAL CITATION</th>
<th>DATE OF INVOLVEMENT</th>
<th>NAME AND ADDRESS OF ARRESTING AUTHORITY/COURT</th>
<th>DISPOSITION/FINDING AND SENTENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WERE YOU DETAINED, CONFINED, OR PLACED ON PROBATION FOR ANY OF THE ABOVE? [ ] YES  [ ] NO

WAS THE USE OF DRUGS OR ALCOHOL CITED? [ ] YES  [ ] NO

ACTION

[ ] NO ACTION REQUIRED
[ ] CORROBORATION REQUESTED
[ ] WAIVER GRANTED
[ ] CORROBORATION RECEIVED
[ ] WAIVER DENIED

REQUEST FOR WAIVER FORWARDED TO AFROTC/RRFP

[ ] APPROVED  [ ] DISAPPROVED

SIGNATURE OF CADET

DATE

REMARKS/COUNSELING

Cadet has been counseled that his/her conduct will be closely monitored and any future involvements with authorities may result in disenrollment investigation/dismissal. Cadet’s initials of acknowledgement: ________

SIGNATURE OF AUTHORIZED REPRESENTATIVE

GRADE

DATE

AFROTC FORM 35, 20100719  PREVIOUS EDITIONS ARE OBSOLETE.
III. CERTIFICATION II

<table>
<thead>
<tr>
<th>TYPE OF INVOLVEMENT / ORIGINAL CITATION</th>
<th>DATE OF INVOLVEMENT</th>
<th>NAME AND ADDRESS OF ARRESTING AUTHORITY/COURT</th>
<th>DISPOSITION/FINDING AND SENTENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Were you detained, confined, or placed on probation for any of the above?

☐ Yes ☐ No

Was the use of drugs or alcohol cited?

☐ Yes ☐ No

Action

☐ No action required ☐ Corroboration requested ☐ Waiver granted

☐ Corroboration received ☐ Waiver denied ☐ Request for waiver forwarded to AFROTC/RRFP

☐ Approved ☐ Disapproved

Signature of Cadet

Date

Remarks/Counseling

Cadet has been counseled that his/her conduct will be closely monitored and any future involvements with authorities may result in disenrollment/ investigation/dismissal. Cadet’s initials of acknowledgement: ________

Signature of Authorized Representative

Grade

Date

IV. CERTIFICATION III

<table>
<thead>
<tr>
<th>TYPE OF INVOLVEMENT / ORIGINAL CITATION</th>
<th>DATE OF INVOLVEMENT</th>
<th>NAME AND ADDRESS OF ARRESTING AUTHORITY/COURT</th>
<th>DISPOSITION/FINDING AND SENTENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Were you detained, confined, or placed on probation for any of the above?

☐ Yes ☐ No

Was the use of drugs or alcohol cited?

☐ Yes ☐ No

Action

☐ No action required ☐ Corroboration requested ☐ Waiver granted

☐ Corroboration received ☐ Waiver denied ☐ Request for waiver forwarded to AFROTC/RRFP

☐ Approved ☐ Disapproved

Signature of Cadet

Date

Remarks/Counseling

Cadet has been counseled that his/her conduct will be closely monitored and any future involvements with authorities may result in disenrollment/ investigation/dismissal. Cadet’s initials of acknowledgement: ________

Signature of Authorized Representative

Grade

Date

AFROTC FORM 35, 20100719 REVERSE
Attachment 7

Air Force ROTC Det 165 New Student Orientation Parking

**Det Address:**
151 6th Street NW
Atlanta, GA 30313

**Garage Address:**
770 Spring St NW
Atlanta, GA 30308

**O’Keefe Building**
Go to middle entrance; if there is not a cadet at the door, dial 001 on the call box. Go to the second floor.

**DRIVING DIRECTIONS**

Driving north on I-75/85 into Atlanta:
Take Exit #250 (10th/14th St). Turn left (west) onto 10th St at the top of the exit ramp. Continue down 10th St and turn left onto Fowler St. Then take the 2nd left onto 6th St. O’Keefe Bldg sits at top of hill on the left.

Driving south on I-75/85 into Atlanta:
Take Exit #249D (North Ave). At the top of the exit ramp, turn right onto North Ave. Turn right onto Techwood Dr (the first light). Techwood ends at 6th St. O’Keefe Bldg sits directly in front of Techwood Dr.

**MARTA:**
North/South to Mid Town station. Walk three blocks west on 10th St to campus. Take a left onto Fowler St then left onto 6th St.

**Limited Metered Parking**
Located around the Detachment on 6th and 8th Streets

**Recommended Parking**
Tech Square Parking Deck
(enter garage from Spring St $10 Max Daily Rate)
Attachment 8

TENTATIVE
New Student Orientation Agenda

0900  Registration/Reception
0915  Welcome & Introductions
0930  AFROTC Program Overview
1015  Foreign Language Program Briefing
1030  Cadet Wing Commander Welcome
1045  Breakout Sessions
     - Paperwork
     - Weigh-In / Uniform Issue
     - Scholarship Briefing
     - Q&A Session with UAO, COC, Cadet Panel
1230  Lunch
     - Current Cadet Panel Discussion
1330  Breakout Session
     - Paperwork
     - Weigh-In / Uniform Issue
     - Scholarship Briefing
     - Q&A Session with UAO, COC, Cadet Panel
1500  Conclusion (Approximate)
Attachment 9
Standard AFROTC College Program

General Military Course

Freshman

AS 100
- 1 Credit Class
  FA: AS1110
  SP: AS1120
- 1 Credit LAB
  FA: AS1111
  SP: AS1121

Sophomore

AS 200
- 1 Credit Class
  FA: AS2210
  SP: AS2220
- 1 Credit LAB
  FA: AS2211
  SP: AS2221

Junior

AS 300
- 3 Credit Class
  FA: AS3310
  SP: AS3320
- 1 Credit LAB
  FA: AS3311
  SP: AS3321

Senior

AS 400
- 3 Credit Class
  FA: AS4410
  SP: AS4420
- 1 Credit LAB
  FA: AS4411
  SP: AS4421

5th Year

AS 700/800
- Only Approved 5-year Technical Majors
- “Completed Cadet”
- 1 Credit LAB
  FA: AS4411
  SP: AS4421

Field Training
Summer between AS 200 and AS 300
4 Week Training Program
Maxwell AFB, AL

Professional Officer Course

Professional Development Training Programs may be Available during Summers not attending Field Training

GRADUATE & COMMISSION
Active Duty (4 years)

FA = Fall Semester
SP = Spring Semester
Attachment 10

Dual-Enrolled GMC Program

General Military Course

AS 250
- 2 - 1 Credit Classes
  - FA: AS1110, AS2210
  - SP: AS1120, AS2220
- 1 Credit LAB
  - FA: AS2211
  - SP: AS2221

Field Training
  Summer between AS 250 and AS 300
  4 Week Training Program
  Maxwell AFB, AL

FA = Fall Semester
SP = Spring Semester

Professional Officer Course

AS 300
- 3 Credit Class
  - FA: AS3310
  - SP: AS3320
- 1 Credit LAB
  - FA: AS3311
  - SP: AS3321

AS 400
- 3 Credit Class
  - FA: AS4410
  - SP: AS4420
- 1 Credit LAB
  - FA: AS4411
  - SP: AS4421

AS 700/800
- Only Approved 5-year Technical Majors
- “Completed Cadet”
- 1 Credit LAB
  - FA: AS4411
  - SP: AS4421

GRADUATE & COMMISSION
Active Duty (4 years)

FA = Fall Semester
SP = Spring Semester

Field Training
Programs may be Available during Summers not attending Field Training

5th Year
Curriculum

Cadet Physical Training (PT): Wed, Fri – 0600-0700; Tues, Thurs – 1535-1635 -- 2 per week are required

For course scheduling information, please refer to the “Fall 2011 Class Scheduling Guide” (Attachment 12)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Cred. Hrs.</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>81389</td>
<td>AS</td>
<td>1110</td>
<td>A</td>
<td>1</td>
<td>Foundations of the AF I</td>
<td>T</td>
<td>10:35 am - 11:25 am</td>
<td>O'Keefe 202</td>
</tr>
<tr>
<td>81393</td>
<td>AS</td>
<td>1110</td>
<td>B</td>
<td>1</td>
<td>Foundations of the AF I</td>
<td>T</td>
<td>01:35 pm - 02:25 pm</td>
<td>O'Keefe 202</td>
</tr>
<tr>
<td>81390</td>
<td>AS</td>
<td>1111</td>
<td>A</td>
<td>1</td>
<td>Leadership Laboratory</td>
<td>TR</td>
<td>12:05 pm - 12:55 pm</td>
<td>O'Keefe 209</td>
</tr>
<tr>
<td>81396</td>
<td>AS</td>
<td>2210</td>
<td>B</td>
<td>1</td>
<td>US Air &amp; Space Power I</td>
<td>R</td>
<td>01:35 pm - 02:25 pm</td>
<td>O'Keefe 202</td>
</tr>
<tr>
<td>81397</td>
<td>AS</td>
<td>2211</td>
<td>A</td>
<td>1</td>
<td>Leadership Laboratory</td>
<td>TR</td>
<td>12:05 pm - 12:55 pm</td>
<td>O'Keefe 209</td>
</tr>
<tr>
<td>81401</td>
<td>AS</td>
<td>3310</td>
<td>A</td>
<td>3</td>
<td>Leadership Studies I</td>
<td>TR</td>
<td>01:35 pm - 02:25 pm</td>
<td>O'Keefe 202</td>
</tr>
<tr>
<td>81403</td>
<td>AS</td>
<td>3311</td>
<td>A</td>
<td>1</td>
<td>Leadership Laboratory</td>
<td>TR</td>
<td>12:05 pm - 12:55 pm</td>
<td>O'Keefe 209</td>
</tr>
<tr>
<td>81404</td>
<td>AS</td>
<td>4410</td>
<td>A</td>
<td>3</td>
<td>Prep for Active Duty</td>
<td>TR</td>
<td>10:05 am - 11:25 am</td>
<td>O'Keefe 202</td>
</tr>
<tr>
<td>81414</td>
<td>AS</td>
<td>4411</td>
<td>A</td>
<td>1</td>
<td>Leadership Laboratory</td>
<td>TR</td>
<td>12:05 pm - 12:55 pm</td>
<td>O'Keefe 209</td>
</tr>
</tbody>
</table>

Air Force Aerospace Studies

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>0600</td>
<td></td>
<td></td>
<td>0600 - 0700</td>
<td></td>
<td>0600 - 0700</td>
</tr>
<tr>
<td>0630</td>
<td></td>
<td></td>
<td>PT Session #2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0930</td>
<td></td>
<td>AS4410</td>
<td>AS4410</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td></td>
<td>AS1110</td>
<td>AS2210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1030</td>
<td>AS1110</td>
<td>SECTION A</td>
<td>AS2210</td>
<td>SECTION A</td>
<td></td>
</tr>
<tr>
<td>1100</td>
<td>AS1110</td>
<td>1035-1125</td>
<td>AS2210</td>
<td>1035-1125</td>
<td></td>
</tr>
<tr>
<td>1130</td>
<td></td>
<td>1005-1125</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1200</td>
<td>LLAB</td>
<td>1205-1255</td>
<td>LLAB</td>
<td>1205-1255</td>
<td></td>
</tr>
<tr>
<td>1230</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1300</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1330</td>
<td>AS1110</td>
<td>SECTION A</td>
<td>AS2210</td>
<td>SECTION A</td>
<td></td>
</tr>
<tr>
<td>1400</td>
<td>AS1110</td>
<td>1335-1425</td>
<td>AS2210</td>
<td>1335-1425</td>
<td></td>
</tr>
<tr>
<td>1430</td>
<td></td>
<td>1335-1455</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1500</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1530</td>
<td>1535 - 1635</td>
<td></td>
<td>1535 - 1635</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1600</td>
<td></td>
<td>PT Session #1</td>
<td></td>
<td>PT Session #3</td>
<td></td>
</tr>
</tbody>
</table>
To be eligible for membership in Air Force ROTC, you must have a projected graduation date of **SPRING 2014 or later.** If your projected graduation date is prior to SPRING 2014, please call the Recruiting Flight Commander before submitting a NSO Package or signing up for AFROTC courses.

**If your projected graduation date is Fall 2013, there may be an opportunity for an eligibility waiver that will allow you to join AFROTC. A waiver is not guaranteed and may not be granted at the time of program entry. In order to join AFROTC with a projected graduation date of Fall 2013, you must discuss your particular situation with the Recruiting Flight Commander before submitting a NSO Package.**

### NEW CADET AFROTC CLASSES FOR FALL 2011

#### Standard AFROTC College Program

**Projected Graduation Date of SPRING 2015 (or later):**

1) **Course Title: Foundations of the AF I**
   - Day: T (Tuesday)
   - Subject (Dept. Prefix): AS
   - Course Number: 1110
   
   Schedule the Section that best fits your schedule:

<table>
<thead>
<tr>
<th>Section</th>
<th>Computer Number (CRN)</th>
<th>Time</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>81389</td>
<td>10:35am – 11:25am</td>
<td>1</td>
</tr>
<tr>
<td>B</td>
<td>81393</td>
<td>1:35pm – 2:25pm</td>
<td>1</td>
</tr>
</tbody>
</table>

2) **Course Title: Leadership Laboratory**
   - Days: T R (Tuesday and Thursday)
   - Subject (Dept. Prefix): AS
   - Course Number: 1111

<table>
<thead>
<tr>
<th>Section</th>
<th>Computer Number (CRN)</th>
<th>Time</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>81390</td>
<td>12:05pm -12:55pm</td>
<td>1</td>
</tr>
</tbody>
</table>
Dual-Enrolled GMC Program

Projected Graduation Date of SPRING 2014:

1) **Course Title: **Foundations of the AF I  
   Day: T (Tuesday)  
   Subject (Dept. Prefix): AS  
   Course Number: 1110  
   Schedule the Section that best fits your schedule:

<table>
<thead>
<tr>
<th>Section</th>
<th>Computer Number (CRN)</th>
<th>Time</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>81389</td>
<td>10:35am – 11:25am</td>
<td>1</td>
</tr>
<tr>
<td>B</td>
<td>81393</td>
<td>1:35pm – 2:25pm</td>
<td>1</td>
</tr>
</tbody>
</table>

2) **Course Title: **US Air & Space Power I  
   Day: R (Thursday)  
   Subject (Dept. Prefix): AS  
   Course Number: 2210  
   Schedule the Section that best fits your schedule:

<table>
<thead>
<tr>
<th>Section</th>
<th>Computer Number (CRN)</th>
<th>Time</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>81395</td>
<td>10:35am – 11:25am</td>
<td>1</td>
</tr>
<tr>
<td>B</td>
<td>81396</td>
<td>1:35pm – 2:25pm</td>
<td>1</td>
</tr>
</tbody>
</table>

3) **Course Title: **Leadership Laboratory  
   Days: T R (Tuesday and Thursday)  
   Subject (Dept. Prefix): AS  
   Course Number: 2211  

<table>
<thead>
<tr>
<th>Section</th>
<th>Computer Number (CRN)</th>
<th>Time</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>81397</td>
<td>12:05pm -12:55pm</td>
<td>1</td>
</tr>
</tbody>
</table>

If your projected graduation date is PRIOR TO SPRING 2014:  

**Contact the Recruiting Flight Commander**

(Page 2 of 2)