MEMORANDUM FOR NEW AFROTC DETACHMENT 165 CADETS

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

SUBJECT: Fall 2019 AFROTC New Student Enrollment (NSE) Package

1. Congratulations on your decision to join the AFROTC program at Detachment 165 at Georgia Tech! We look forward to helping you 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 complete the entire new student enrollment application to ensure you are properly enrolled in AFROTC.

3. All new students must accomplish the online AFROTC application via the https://wings.holmcenter.com website to be enrolled in the program. See the New Cadet Checklist (Attachment 1) for more instructions.

4. The online AFROTC application, New Cadet Checklist (Attachment 1) and Uniform Sizing Worksheet (Attachment 2) are due NO LATER THAN Thursday, 1 August 2019. Do not send the ARCHE Cross-Registration Application or GT Health Services Immunization Paperwork to the Detachment.

5. In this package, you will find the following forms and guides:
   a. New Cadet Checklist (Attachment 1)
   b. Uniform Sizing Worksheet (Attachment 2)
   c. AFROTC Fall 2019 Schedule (Attachment 3)
   d. AFROTC Program Overview (Attachment 4)
   e. (Cross-Town Students Only) ARCHE Cross-Registration Coordinators (Attachment 5)
   f. Parking Map and Directions (Attachment 6)

6. If you are NOT a Georgia Tech student, you MUST complete these additional requirements (a & b):
   a. Cross-Town Registration. If you are student at one of our eleven “Cross-Town” schools then you can join AFROTC 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:
      http://www.atlantasmered.org/collaboration/cross-registration/

      The Cross Registration Application must be submitted directly to your home institution’s registrar office no later than Monday 15 July 2019 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. Once your ARCHE application has been successfully submitted and processed, you will receive a GT ID number and instructions for submitting your medical forms.

   b. Georgia Tech Stamps Health Services Requirements. In order to cross-register at Georgia Tech, you must upload the Georgia Tech Medical Entrance Form and Certificate of Immunization directly to the Georgia Tech Stamps Health Services. These forms can be downloaded at:
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. 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.

8. All cadets in AFROTC will be scheduled for a medical examination their first semester in AFROTC through the Department of Defense Medical Examination Review Board (DODMERB). This is your “Military Entrance Physical.” 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. DODMERB is the ONLY authority for all medical qualification issues.

9. Congratulations on your decision to pursue a career in the United States Air Force! Feel free to contact the Recruiting Flight Commander at recruiting@afrotec.gatech.edu or 404-894-7386 if you have any questions. On behalf of the Det 165 Cadre, welcome -- we look forward to meeting you this fall!

Juan Silva Jr, Lt Col, USAF
Commander, Detachment 165

Attachments:
1. New Cadet Checklist
2. Uniform Sizing Worksheet
3. AFROTC Fall 2019 Schedule
4. AFROTC Program Overview
5. ARCHE Cross Registration Coordinator Roster (Contact only the coordinator at your institution)
6. Parking Map and Directions
NEW CADET CHECKLIST - SPRING 2019

New Cadet Information

Name (Last, First MI.): ___________________________________________________________________

Gender: MALE       FEMALE       Date of Birth: _______________________________

Phone Number: ____________________________

Email Address: _________________________________________________________________________

College of Attendance: __________________________________________________________________

Major: _______________________________________________________________________________

Current Cum GPA: _______________   (write ‘N/A’ if entering first semester of college)

Projected College Graduation Date (MONTH AND YEAR): ___________________________________

Follow the checklist below to accomplish a new student enrollment application:

   Select the “Apply for AFROTC” tab to begin the application
   Initial/date completion: _______/_______

   Ensure to keep a record of your username/password as you will use it throughout your cadet career.

2. Fill out the New Cadet Checklist (Attachment 1)

3. Fill out the Uniform Sizing Worksheet (Attachment 2)

4. (Cross-Town Students Only) Submit the ARCHE Cross-Registration Application by the appropriate deadline. GT will only accept typed (not handwritten) ARCHE forms. Due 15 Jul 19.

5. (Cross-Town Students Only) Submit Immunization paperwork to GT Health Services by the appropriate deadline.

6. Once steps 1-3 are complete, email Attachments 1 & 2 (pg 1-2) to recruiting@afrotc.gatech.edu. Paper copies will not be accepted. Google drive documents will not be accepted. Due 1 Aug 19.
Note: You must bring the following documents with you on Day 1 (original AND a copy):

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

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

B. Social Security card (must be signed):  
   (INITIAL)

C. Selective Service card (males only):  
   (INITIAL)

D. ACT/SAT scores (printed from College-Board website):  
   (INITIAL)

E. College Transcripts (can be unofficial):  
   (INITIAL)

F. DD214, JROTC, CAP, Eagle Scout, or Billy Mitchell certificate of completion/participation (if applicable):  
   (INITIAL)

Begin to gather items A-F now, but do NOT send them to the Detachment with your NSE Package! These documents must be physically brought with you on Day 1. Also, all documents must be Original Documents. If you cannot obtain originals of these documents contact the Detachment Recruiting Officer. Documents will be processed, validated, and returned immediately.

**Statement of Understanding**

I certify that I have thoroughly read the entire NSE Package, understand all entry requirements and deadlines to join AFROTC. I understand that failure to provide all the information contained herein will result in entry refusal for the current semester.

Basic AFROTC Entrance Requirements:

- Must be enrolled Full-Time at Georgia Tech or one of our eleven Cross-Town Schools (website has full listing)
- Must be pursuing a bachelor’s degree and have at least 3 Years (6 Semesters) remaining of undergraduate studies
- Must have at least a 2.0 College Cumulative GPA*
- Must be a full time undergraduate student (at least 12 credit hours)
- Must be age 18-39 at the time of graduation/18-29 for Pilots (Some restrictions apply)
- Must be within Air Force Accessions BMI/Body Fat standards upon program entry
- Hold US Citizenship before contracting/commissioning as an Officer

*Does not apply to Incoming Freshmen from High School
**This list is NOT all-inclusive; other entrance standards may apply
Essay 1: Why do you want to be an officer in the United States Air Force?

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Essay 2: The Air Force Core Values are: Integrity First; Service Before Self; Excellence in all We Do
What do the Air Force Core Values mean to you?

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NAME (Last, First MI.): ___________________________________________________________

Height (inches): ____________________  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 last page for measurement descriptions and for reference on items with a *.

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<th>Size</th>
<th>Female Items</th>
<th>Size</th>
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<tr>
<td>Service Coat</td>
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<td>Service Coat*</td>
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</tr>
<tr>
<td>Use chest size (40, 42…etc)</td>
<td>_____</td>
<td>Size (4, 6, 8…etc)</td>
<td>_____</td>
</tr>
<tr>
<td>Length (Short, Reg, Long)</td>
<td>_____</td>
<td>Length (Short, Reg, Long)</td>
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<tr>
<td>Blues Shirt</td>
<td></td>
<td>Blues Shirt*</td>
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</tr>
<tr>
<td>Neck (15, 15.5…etc)</td>
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<td>Size (4, 6, 8…etc)</td>
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<tr>
<td>Sleeve Length (28, 29…etc)</td>
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</tr>
<tr>
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<td>Slacks*</td>
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</tr>
<tr>
<td>Waist (33, 34…etc)</td>
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<td>Size (4, 6, 8…etc)</td>
<td>_____</td>
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<tr>
<td>Length (Short, Reg, Long)</td>
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<td>Length (Short, Reg, Long)</td>
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<tr>
<td>Size</td>
<td>_____</td>
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<tr>
<td>Flight Cap*</td>
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<td>Flight Cap</td>
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</tr>
<tr>
<td>Hat Size (73/8, 71/2…etc)</td>
<td>_____</td>
<td>Use Head Measurement</td>
<td>_____</td>
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<tr>
<td>ABU Blouse</td>
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<td>ABU Blouse*</td>
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<tr>
<td>Use chest size (40, 42…etc)</td>
<td>_____</td>
<td>Size (4, 6, 8…etc)</td>
<td>_____</td>
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<tr>
<td>Length (Short, Reg, Long)</td>
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<td>Length (Short, Reg, Long)</td>
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<td>ABU Pants</td>
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<td>Size (4, 6, 8…etc)</td>
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<tr>
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<td>ABU Cap*</td>
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<td>Hat Size (73/8, 71/2…etc)</td>
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### Physical Training Gear (PTG)

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<td>PTG Shorts</td>
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<tr>
<td>PTG Warm-up Jacket</td>
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<tr>
<td>PTG Warm-up Pants</td>
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</tbody>
</table>

*Notes:

- The PTG **SHIRTS** tend to run large, so please request one size smaller than what you would otherwise wear.

- The PTG **SHORTS** are runner’s shorts and tend to run small, so please request one size larger than what you would otherwise wear.
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
UNIFORM WEAR EXAMPLES
**Attachment 03**

**FALL 2019 CURRICULUM**

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<th>CRN</th>
<th>Course</th>
<th>Sect</th>
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<tr>
<td>91113</td>
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<td>O'Keefe 209</td>
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</table>

**Please register for one AS 1110 (section A or B) AND AS 1000**

If you are on an approved 3-year, 6-semester program:

- Please register for one AS 1110 course (section A or B)
- AND one AS 2210 course (section A or B)
- AND AS 1000

Note: Many cadets do not take other academic classes during Tues or Thurs to be available for ROTC meetings and other activities, especially crosstown cadets due to travel time and parking.
Attachment 4
Standard AFROTC College Program

General Military Course

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

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

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

Professional Officer Course

GRADUATE & COMMISSION
Active Duty (4 years)

Field Training

Summer between AS 200 and AS 300
2-4 Week Training Program
Maxwell AFB, AL

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

FA = Fall Semester
SP = Spring Semester
## Dual-Enrolled GMC Program

### General Military Course

<table>
<thead>
<tr>
<th>AS 250</th>
<th>AS 300</th>
<th>AS 400</th>
<th>AS 700/800</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FA = Fall Semester</strong>&lt;br&gt;<strong>SP = Spring Semester</strong></td>
<td><strong>FA = Fall Semester</strong>&lt;br&gt;<strong>SP = Spring Semester</strong></td>
<td><strong>FA = Fall Semester</strong>&lt;br&gt;<strong>SP = Spring Semester</strong></td>
<td><strong>FA = Fall Semester</strong>&lt;br&gt;<strong>SP = Spring Semester</strong></td>
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<tr>
<td><strong>Sophomore</strong></td>
<td><strong>Junior</strong></td>
<td><strong>Senior</strong></td>
<td><strong>5th Year</strong></td>
</tr>
<tr>
<td>2 - 1 Credit Classes&lt;br&gt;FA: AS1110, AS2210&lt;br&gt;SP: AS1120, AS2220</td>
<td>3 Credit Class&lt;br&gt;FA: AS3310&lt;br&gt;SP: AS3320</td>
<td>3 Credit Class&lt;br&gt;FA: AS4410&lt;br&gt;SP: AS4420</td>
<td>Only Approved 5-year Technical Majors&lt;br&gt;“Completed Cadet”&lt;br&gt;1 Credit LAB&lt;br&gt;FA: AS4411&lt;br&gt;SP: AS4421</td>
</tr>
<tr>
<td>1 Credit LAB&lt;br&gt;FA: AS2211&lt;br&gt;SP: AS2221</td>
<td>1 Credit LAB&lt;br&gt;FA: AS3311&lt;br&gt;SP: AS3321</td>
<td>1 Credit LAB&lt;br&gt;FA: AS4411&lt;br&gt;SP: AS4421</td>
<td>1 Credit LAB&lt;br&gt;FA: AS4411&lt;br&gt;SP: AS4421</td>
</tr>
<tr>
<td><strong>Field Training</strong>&lt;br&gt;Summer between AS 250 and AS 300</td>
<td><strong>Field Training</strong>&lt;br&gt;Summer between AS 300 and AS 400</td>
<td><strong>Field Training</strong>&lt;br&gt;Summer between AS 400 and AS 700/800</td>
<td><strong>Field Training</strong>&lt;br&gt;Summer between AS 700/800 and AS 700/800</td>
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</table>

**Professional Officer Course**

- **Field Training**

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

- **Professional Development Training Programs may be Available during Summers not attending Field Training**
ARCHE Cross Registration Program

ARCHE’s Cross Registration Program allows students at member institutions to broaden their academic experience by registering for courses at other member colleges and universities. It shares the vast resources of ARCHE member specialties by offering students access to courses not offered at their home institution, and allows them a chance to experience a different campus environment.

Registration is handled through a student’s home institution. Students must contact their college or university’s Cross Registration Coordinator.

Institutions | Cross-Registration Coordinations
--- | ---
Agnes Scott College | Mary White  
Cross-registration page for this institution >  
404-471-6137  
404-471-5255 fax

Brenau University | Barbara Wilson  
Cross-registration page for this institution >  
770-534-6198  
770-538-4790 fax

Clark Atlanta University | Gladys Baldwin  
Cross-registration page for this institution >  
404 880 8098  
404 880 6083 fax

Clayton State University | Rebecca Gmeiner  
Cross-registration page for this institution >  
678-466-4150  
678-466-4179 fax

Columbia Theological Seminary | Michael Medford  
Cross-registration page for this institution >  
404-687-4576  
404-687-4575 fax

Emory University | Tyhuna Nelson  
Cross-registration page for this institution >  
404-727-6042  
404-727-4997 fax

Georgia Gwinnett College | Nancy Grant  
Cross-registration page for this institution >  
678-407-5399  
678-407-5747 fax

Georgia Institute of Technology | Eugenia Snead  
Cross-registration page for this institution >  
404-894-4953  
404-894-0167 fax

Georgia State University | Mavis Armstrong  
Cross-registration page for this institution >  
404-413-2229  
404-413-2249 fax

Interdenominational Theological Center | Bobbie Hall  
Cross-registration page for this institution >  
404-527-5284  
404-527-5262 fax

Kennesaw State University | David Rogerson  
Cross-registration page for this institution >  
470-578-3657  
470-578-9097 fax

Mercer University | Diana Hill  
Cross-registration page for this institution >  
678-547-6131  
678-547-6137 fax

Morehouse College | Angela Glenn  
Cross-registration page for this institution >  
404-681-6504  
404-215-2600 fax

Morehouse School of Medicine | Angela Freeman  
Cross-registration page for this institution >  
404-752-1658  
404-752-8686 fax

Oglethorpe University | Esker Ligon
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<th>Phone 2</th>
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<tr>
<td>SCAD-Atlanta</td>
<td>LeTasha Risher</td>
<td>404-253-3103</td>
<td>404-253-3254</td>
<td></td>
</tr>
<tr>
<td>Spelman College</td>
<td>Helene Moon</td>
<td>404-270-5230</td>
<td>404-270-5234</td>
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<tr>
<td>University of Georgia</td>
<td>Aaron Weimer</td>
<td>706-542-4040</td>
<td>706-583-8162</td>
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</tr>
<tr>
<td>University of West Georgia</td>
<td>April Luallen</td>
<td>678-839-6438</td>
<td>678-839-6439</td>
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</tr>
</tbody>
</table>
AFROTC Det 165 Address/Buzzcard/Parking Permit Info

**Det Address:**
151 6th Street NW  
2nd Floor  
Atlanta, GA 30313

**Buzzcard Office:**
48 5th Street NW  
2nd Floor  
Atlanta, GA 30308

**GT Parking Office:**
828 W. Peachtree St NW  
Atlanta, GA 30332

**Tech Square Garage:**
770 Spring St NW  
Atlanta, GA 30308

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

**Buzzcard Office**
Located at 2nd Floor Barnes & Noble – **Must Be Completed Prior to Day 1**

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

**GT Parking Permit Office** – Complete immediately after receiving Buzzcard – ask for E65 (Student Rate)

**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.