MEMORANDUM FOR NEW AFROTC DETACHMENT 165 CADETS

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

SUBJECT: Spring 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 Saturday, 1 December 2018. 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 Spring 2019 Schedule (Attachment 3)
   d. AFROTC Program Overview (Attachment 4)
   e. AFROTC Spring 2019 Class Enrollment Guide (Attachment 5)
   f. (Cross-Town Students Only) ARCHE Cross-Registration Coordinators (Attachment 6)
   g. Parking Map and Directions (Attachment 7)

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:

      The Cross Registration Application must be submitted directly to your home institution’s registrar office no later than Friday 15 November 2018 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:

http://health.gatech.edu/immunization/Pages/default.aspx

*(Click cancel when the box pops up)*

*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. 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 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@afrotc.gatech.edu or 404-894-7381 if you have any questions. On behalf of the Det 165 Cadre, welcome — we look forward to meeting you this fall!

[Signature]

JOAN SILVA JR, Lt Col, USAF
Commander, Detachment 165

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

New Cadet Information

Name (Last, First MI.): _____________________________________________________________

Gender: MALE    FEMALE

Date of Birth: _______________________________

Phone Number: ______________________________

Email Address: ____________________________________________________________________

College of Attendance: __________________________________________________________________

Major: ____________________________________________________________________________

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: _______/_______

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 Nov 18.

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

6. Once complete with steps 1-3 above, email Attachments 1 & 2 to recruiting@afrotc.gatech.edu. Paper copies will not be accepted. Google drive documents will not be accepted. Due No Later Than 1 Dec 18.
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:  
   ____________________________  (INITIAL)

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

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

E. High School/College Transcripts (can be unofficial):  
   ____________________________  (INITIAL)

Begin to gather items A-E 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 Det Recruiting Flight Commander. 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

____________________________  ____________________________  ____________  
PRINT NAME  SIGNATURE  DATE
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 last page for measurement descriptions and for reference on items with a *.

<table>
<thead>
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<th>Size</th>
<th>Female Items</th>
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<td>Size (4, 6, 8...etc)</td>
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</tr>
<tr>
<td>Length (Short, Reg, Long)</td>
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<td>Length (Short, Reg, Long)</td>
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<tr>
<td>Hat Size (7(\frac{3}{8}), 7(\frac{1}{2})...etc)</td>
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<td>Use Head Measurement</td>
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*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.*
UNIFORM SIZE GUIDE

**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.
## Attachment 03

### SPRING 2019 CURRICULUM

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<th>CRN</th>
<th>Course</th>
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### Time Table

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*NOTE: Your class registration times may not reflect the correct AFROTC schedule. Please refer to this document for Aerospace Studies and Leadership Laboratory class days/times.*
Standard AFROTC College Program

### 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

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

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**FA = Fall Semester**
**SP = Spring Semester**

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

- **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**

- **AS 250**
  - 2 - 1 Credit Classes
  - FA: AS1110, AS2210
  - SP: AS1120, 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

**Field Training**

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

**Graduate & Commission**

- Active Duty (4 years)

**Professional Development Training**

Programs may be Available during Summers not attending Field Training

*FA = Fall Semester
*SP = Spring Semester*
NEW CADET AFROTC CLASSES FOR SPRING 2019

Standard AFROTC College Program

If projected to graduate Fall 2021 or Spring 2022 register for the courses below:

1) **Course Title: Heritage and Values of the AF**
   - Day: TH (Thursday)
   - Subject (Dept. Prefix): AS
   - Course Number: 1120

   Select the Section that best fits your schedule, either A or B:

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<thead>
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<th>Section</th>
<th>Time</th>
<th>CRN</th>
<th>Credit Hours</th>
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<tr>
<td>A</td>
<td>0800 - 0850</td>
<td>20421</td>
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<tr>
<td>B</td>
<td>0930 - 1020</td>
<td>22484</td>
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2) **Course Title: Leadership Laboratory**
   - Day: TUE/TH (Tuesday/Thursday)
   - Subject (Dept. Prefix): AS
   - Course Number: 1121

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*NOTE: Your class registration times may not reflect the correct AFROTC schedule. Please refer to Attachment 3 for Aerospace Studies and Leadership Laboratory class days/times.*
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.

<table>
<thead>
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<th>Institutions</th>
<th>Cross-Registration Coordinations</th>
</tr>
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<tbody>
<tr>
<td>Agnes Scott College</td>
<td>Mary White 404-471-6137 404-471-5255 fax</td>
</tr>
<tr>
<td>Brenau University</td>
<td>Barbara Wilson 770-534-6198 770-538-4790 fax</td>
</tr>
<tr>
<td>Clark Atlanta University</td>
<td>Gladys Baldwin 404-880-8098 404-880-6083 fax</td>
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<td>Clayton State University</td>
<td>Rebecca Gmeiner 678-466-4150 678-466-4179 fax</td>
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<tr>
<td>Columbia Theological Seminary</td>
<td>Michael Medford 404-687-4576 404-687-4575 fax</td>
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<tr>
<td>Emory University</td>
<td>Tyhuna Nelson 404-727-6042 404-727-4997 fax</td>
</tr>
<tr>
<td>Georgia Gwinnett College</td>
<td>Nancy Gratton 678-407-5399 678-407-5747 fax</td>
</tr>
<tr>
<td>Georgia Institute of Technology</td>
<td>Eugenia Snead 404-894-4953 404-894-0167 fax</td>
</tr>
<tr>
<td>Georgia State University</td>
<td>Mavis Armstrong 404-413-2229 404-413-2249 fax</td>
</tr>
<tr>
<td>Interdenominational Theological Center</td>
<td>Bobbi Hall 404-527-5284 404-527-5282 fax</td>
</tr>
<tr>
<td>Kennesaw State University</td>
<td>David Rogerson 470-578-3657 470-578-9097 fax</td>
</tr>
<tr>
<td>Mercer University</td>
<td>Diana Hill 678-547-6131 678-547-6137 fax</td>
</tr>
<tr>
<td>Morehouse College</td>
<td>Angela Glenn 404-681-6504 404-215-2600 fax</td>
</tr>
<tr>
<td>Morehouse School of Medicine</td>
<td>Angela Freeman 404-752-1658 404-752-8686 fax</td>
</tr>
<tr>
<td>Oglethorpe University</td>
<td>Esker Ligon</td>
</tr>
</tbody>
</table>

*Coordinators: Please login to access ARCHE Cross Registration Handbook and Guidelines. The revised handbook is linked under Program Purpose.*
<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact Name</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCAD-Atlanta</td>
<td>LeTasha Risher</td>
<td>404-253-3103</td>
<td>404-253-3254</td>
<td>fax</td>
</tr>
<tr>
<td>Spelman College</td>
<td>Helene Moon</td>
<td>404-270-5230</td>
<td>404-270-5234</td>
<td>fax</td>
</tr>
<tr>
<td>University of Georgia</td>
<td>Aaron Weimer</td>
<td>706-542-4040</td>
<td>706-583-8162</td>
<td>fax</td>
</tr>
<tr>
<td>University of West Georgia</td>
<td>April Luallen</td>
<td>678-839-6438</td>
<td>678-839-6439</td>
<td>fax</td>
</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)

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.

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