



**AFROTC Detachment 432**



**New Student Orientation**

**Air Force (AF)**

**Reserve Officer Training Corps (ROTC)**

**23 January 2025**



# What's Happening Today

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- **Student Intro**
- **Commander's Welcome**
- **What is AFROTC**
- **Cadre Intro**
- **Membership Standards**
- **Cadet Uniforms**
- **Crash Course**
- **Key Dates and Times**
- **Paperwork**



## Tell Us Who You Are



- **State your name**
- **Where you are from**
- **What you are studying**
- **Why you have chosen to join AFROTC**
- **Your special talent / something unique about yourself**



# What is AFROTC?

- **AFROTC is a program designed to develop Air and Space Force leaders of character whom we expect to fight and win our nation's wars. Training & development is done while cadets earn their degree.**
- **Phase I: General Military Course (GMC) Cadets**
  - AS100s – Traditional Freshmen
  - AS200s – Traditional Sophomores
  - AS250s – Sophomores who joined the program late
  - AS500s – Juniors that did not get selected for FT, but would like to re-compete
- **Phase II: Field Training (FT) - Summer between a cadet's Sophomore and Junior year**
  - Nominations to attend are due in December of a cadet's Sophomore year
  - Selection to attend is based on CGPA, PFA, and Commander's Ranking
  - Notification of selection status March/April of a cadet's Sophomore year
- **Phase III: Professional Officer Course (POC) Cadets**
  - AS300s – Traditional Juniors
  - AS400s – Traditional Seniors





# AFROTC Continued...



- **AOS Classes**

- FALL

- AOS 101 - Foundation of the United States Air Force I
- AOS 201 - Evolution of USAF Air and Space Power I
- AOS 312 - Air Force Leadership Studies I
- AOS 412 - National Security Affairs

+ LLAB + PT

- SPRING

- AOS 103 - Introduction to the Air Force Today
- AOS 203 - Evolution of USAF Air and Space Power II
- AOS 313 - Air Force Leadership Studies II
- AOS 413 - Preparation for Active Duty

+ LLAB + PT

- **Leadership Laboratory (LLAB): Planned, organized, and executed by POC Cadets**

- Dress & Appearance, Customs & Courtesies, Air Force Organization & Structure, etc.
- Drill & Ceremony
- Field Training Preparation

- **Physical Training (PT): Three times a week– Tuesdays, Wednesdays, & Thursdays 0600-0700**



# AFROTC Schedule



- **AY2024– 2025 Schedule**

- **Tuesdays**

- 0600-0700: PT
- 0800-0915: AOS 201, College Hall, Rm 102
- 0930-1045: AOS 312, Southern Hall, Rm 214
- 1300-1545: AOS 412, McLemore, Rm 156

- **Wednesdays**

- 0600-0700: PT

- **Thursdays**

- 0600-0700: PT
- 0800-0915: AOS 101, Stout Hall, Room B
- 0930-1045: AOS 312, Southern Hall, Rm 214
- 1300-1545: LLAB, Stout Hall, Room B



# AFROTC Membership Standards



- **Academic.**
  - Scholarship: 2.5+ Term *and* Cumulative GPA
  - Non-scholarship: 2.0+ CGPA
- **Air Force Officer Qualification Test (AFOQT).**
  - A standardized test like the ACT and SAT.
  - All cadets will be given three attempts to pass the exam, of which the first attempt must be done prior to the end of a cadet's first-term in the program.
  - **You will be taking the AFOQT on Saturday, 5 Apr or 12 Apr 2025; attendance is mandatory!**
- **Attendance.** Students must meet the minimum attendance requirement in all classes listed below. Failure to reach the minimum is an automatic failure.
  - AOS Class = 80%
  - LLAB = 80%
  - Physical Training (PT) = 80%



# Sickle Cell Video



- <https://www.dvidshub.net/video/575236/sickle-cell-trait-awareness-warfighter-needs-know>





# AFROTC Membership Standards



- **Medical Clearance from Department of Defense Medical Examination Review Board (DoDMERB)**
  - Process initiated the Fall of a cadet's Freshman year—takes anywhere from 6mos-1yr for approval!
  - Must have a DoDMERB certification NLT December of their AS200 year!
- **Physical Fitness Assessment (PFA), Body Mass Index (BMI), and Body Fat (BF) Standards.**
  - **Monthly "mock" PFAs** to gauge progress; Official PFA once per semester
  - Minimums based off age and gender in **push-ups, sit-ups, 1.5 mile run**, and BMI/BF charts
  - Achieve 75/100 (**all cadets must attempt the PFA, contracted cadets and FT hopefuls are required to pass**)
  - DET 432 has partnered with the School of Kinesiology to improve cadet PFA scores. **ALL** cadets must sign up to receive a DXA Scan, which will collect bone density, muscle mass, and fat. (**See instructor for sign-up sheet**)



# AFROTC & Detachment Policies



- **Civil Involvement (CI) Notification Process:** Any offense, violation of law or ordinance, or any other incident causing adverse involvement or contact with civil, military, or school authorities as an adult or juvenile is considered a CI.
  - Initial disclosure will happen today
  - Any CIs incurred after today will need to be reported to Cadre **within 72hrs of occurrence**, to include periods away from campus (i.e., breaks or holidays); accumulation of 3+ could result in a "Det Drop"
- **Communications Policy / Etiquette:** Communication will be in-line with the Chain of Command and will be respectful and professional at all times. The Detachment 432 core office hours are Monday-Thursday, 0730-1630 and Friday, 0730-1200. Communication done outside of this time frame may not be addressed until the next duty day. (NOTE: If you are dealing with an emergency or need assistance from a Cadre member, please do not hesitate to call at any time, day or night.) All cadets are expected to acknowledge receipt of all communications and ask questions early.
- **Medical Notification Process:** All cadets who have a DoDMERB physical on file are required to report any changes to their medical status within 72 hours of discovery, including periods away from campus (i.e., summer break or holidays).



# Crash Course



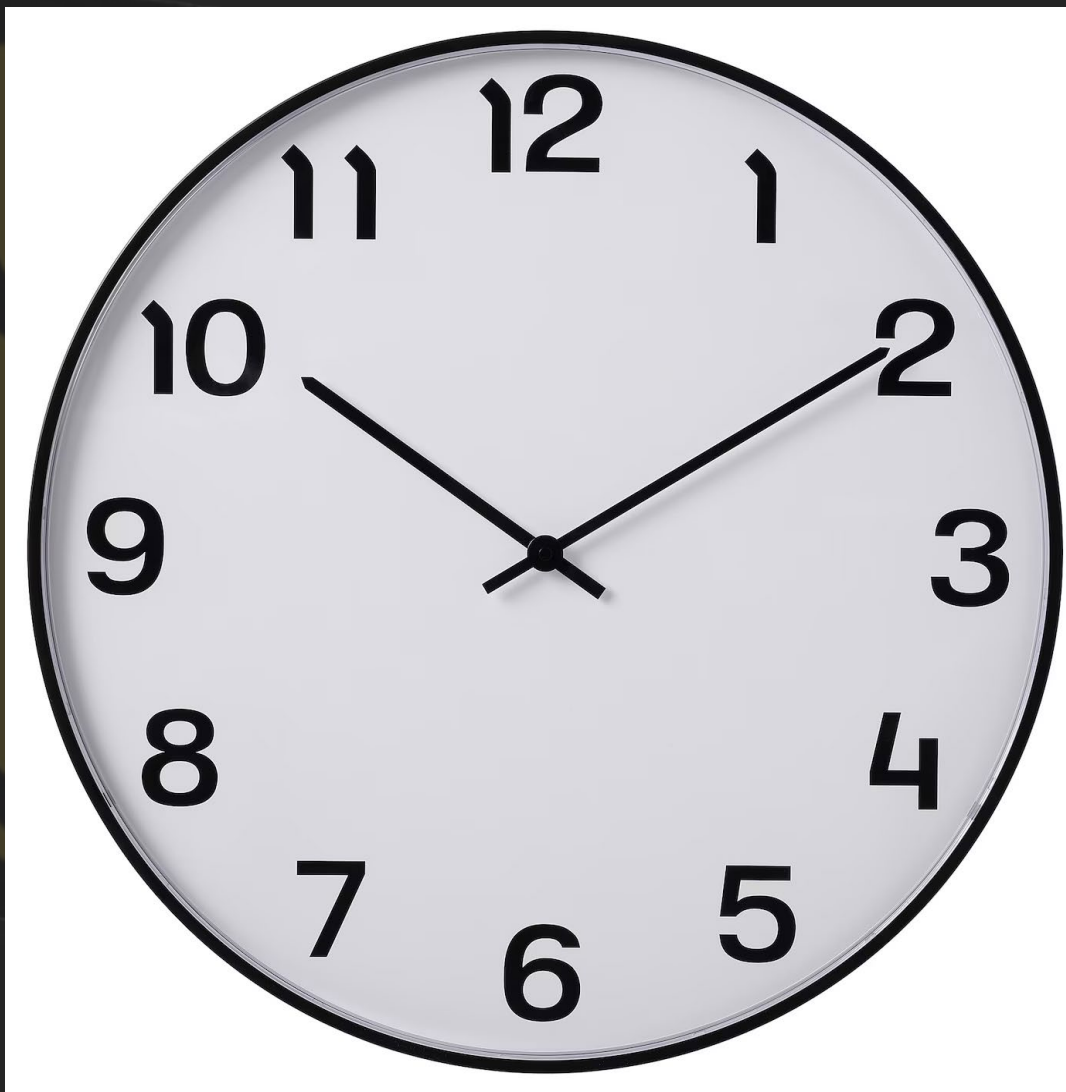


# Military Time



## Afternoon/Evening

Standard Time	Military Time
1:00 pm	1300
2:00 pm	1400
3:00 pm	1500
4:00 pm	1600
5:00 pm	1700
6:00 pm	1800
7:00 pm	1900
8:00 pm	2000
9:00 pm	2100
10:00 pm	2200
11:00 pm	2300
12:00 am	2400 / 0000





# Air Force Basics – Crash Course



- **Dress & appearance (LLAB Objectives 6.1, 6.2, 6.3)**
  - DAFI 36-2903
  - Male/female standards and guidelines for hair, fingernails, cosmetics, tattoos, piercings, etc.
  - Male/female instructions on how to properly wear the uniform, placement of patches, badges, etc.
- **Basic customs & courtesies (LLAB Objective 4.1)**
  - AFI 34-1201, Chapter 8
  - Saluting – junior ranking member initiates
  - Include Sir / Ma'am in your statements
  - Stand-up when someone of higher rank comes to speak to you
  - Stand-up and identify yourself when asking or answering a question (unless told otherwise)
  - Call the room to attention when your commander or General Officer enters (At DET 432, also applies to all uniformed Cadre members; for civilian Cadre members, simply stand out of respect.)



# Dress & Appearance Standards



- Air Force Instruction (AFI) 36-2903 (AFI 36-2903\_AFROTCSUP) – Dress and Personal Appearance of United States Air Force and United States Space Force Personnel
  - Male & female personal grooming standards include hair, sideburns, mustaches, beards, fingernail length, cosmetics, nail polish, etc.
  - Tattoos & body piercing
  - Uniform wear (to include outer garments, headgear, rank insignia, accessories, etc.)
- Throughout your cadet career, you will receive:
  - Physical Training (PT) Gear
  - Operational Camouflage Pattern (OCP)
  - Flight Suit (if rated)
  - Air Force Blues (short and long sleeve)
  - Service Dress





# Detachment 432 – Crash Course in Cadet Uniforms



## • AFROTC cadet rank (1.3)

Epaulet Rank Boards/Marks	Utility Uniform Rank Pins	Rank (Abbreviation)
		Cadet Colonel (C/Col)
		Cadet Lieutenant Colonel (C/Lt Col)
		Cadet Major (C/Maj)
		Cadet Captain (C/Capt)
		Cadet First Lieutenant (C/1Lt)
		Cadet Second Lieutenant (C/2Lt)
		Cadet Third Class (C/3C)
		Cadet Fourth Class (C/4C)

## • AFROTC Uniforms

- Modified Uniform
  - Detachment Polo
  - Khaki pants (self-purchase)
  - Closed-toe shoes (something comfortable to march in; self-purchase)
- Physical Training Gear (PTG)
- Blues
- Service Dress
- Operational Camouflage Pattern (OCP)
- Flight Suit (rated career field, only)





# Modified Uniform



*Are to be worn your first semester (AS100s & AS250s) during AOS class and LLAB (unless otherwise instructed)*

## Pop Quiz!!

### What is the modified uniform?

**Blue Det Polo**  
*\*are authorized to wear white v-neck t-shirt underneath*



**Brown or Black Belt**



**Tan, Brown or Black socks**  
*(no logos or patterns)*



**Brown or black belt and brown or black casual hard soled shoes**

*(No sneakers or open toe shoes)*







# Examples of the Modified Uniform





# Unauthorized Modified Uniforms



## Wrinkled Uniforms



## Tight Clothing

Clothing that reveals or accentuates undergarments or anatomical features is not permitted



## Soft soled Flats

or  
Slippers





# Detachment 432 – Crash Course in Cadet Uniforms

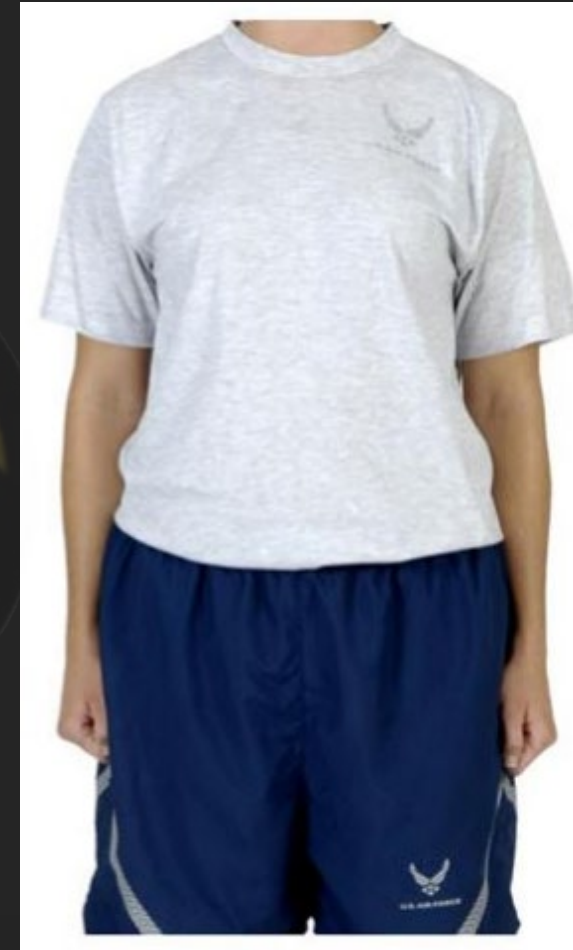




# Detachment 432 – Crash Course in Cadet Uniforms



- **Mid and full-length solid black, white or dark blue form fitting sportswear (i.e. spandex, lycra or elastic) may be worn and visible under both the PTG and optional PTG running shorts.**
- **Socks are mandatory;** Socks will be of conservative solid color (black, white, dark blue, gray, desert sand, tan, DLA issued green, or coyote brown) and may have small trademark logos.
- **Athletic style shoes are mandatory;** There are no restrictions on the color of the athletic shoes.
- **Headgear - Commanders may authorize wear of an optional solid black, white or dark blue baseball/sport cap and/or sweatband with the Air Force symbol or U.S. Air Force printed/embroidered on the front during organized PT. This is also authorized during individual PT.**
  - **If authorized, caps are to be worn outdoors only.**





# Detachment 432 – Crash Course in Cadet Uniforms



- Patches, large logos and multipatterned caps are not authorized.
- Additional unit or organizational issued hats are not authorized with the PTG.
  - Headgear may be worn during individual PT, but not indoors.
- Bandanas and other similar head-scarves/headgear are **not** authorized unless due to medical waiver condition.
- Undergarments are required to be worn with all PTG combinations.





# Detachment 432 – Crash Course in Cadet Uniforms



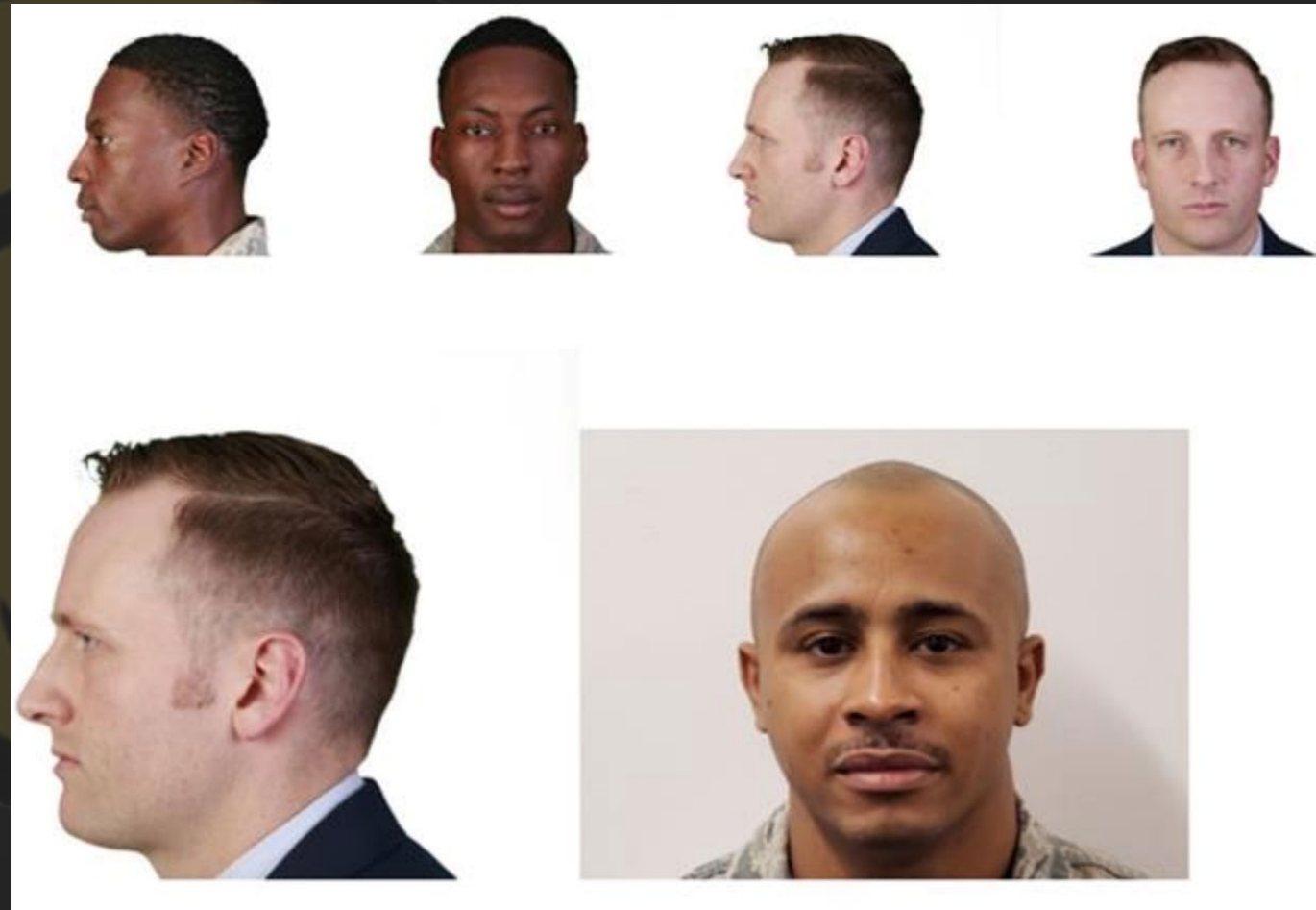
- **Cold weather accessories may be worn outdoors only.**
  - **Watch Cap. if worn, will be plain, solid black, dark blue, sage green, or coyote brown without logos (bandanas and other similar head-scarves/headgear are not authorized unless due to medical waiver conditions).**
  - **Gloves will be black or dark blue, small logos are authorized not to exceed 1 square inch.**
  - **Scarf will be black or dark blue, all wool or cotton simplex, with or without napped surface, and less than 10 inches in width.**
  - **Balaclava (black) may be worn with Physical Training Gear while performing physical fitness activities outdoors.**
    - **Tuck excess neck material into the physical training gear shirt.**
    - **Balaclavas may be made of any material.**
  - **Earmuffs will be solid, black or dark blue, made of any material and may wrap around either the top or rear of the head.**
  - **Fleece outerwear is not authorized to be worn with the PTG.**



# Male Hair Standards



- Tapered appearance on both sides and the back of the head
- Allowed: one (cut, clipped or shaved) front to back, straight-line part, not slanted or curved, on either side of head, above the temple. Part will not exceed 4 inches length or 1/4 inch width





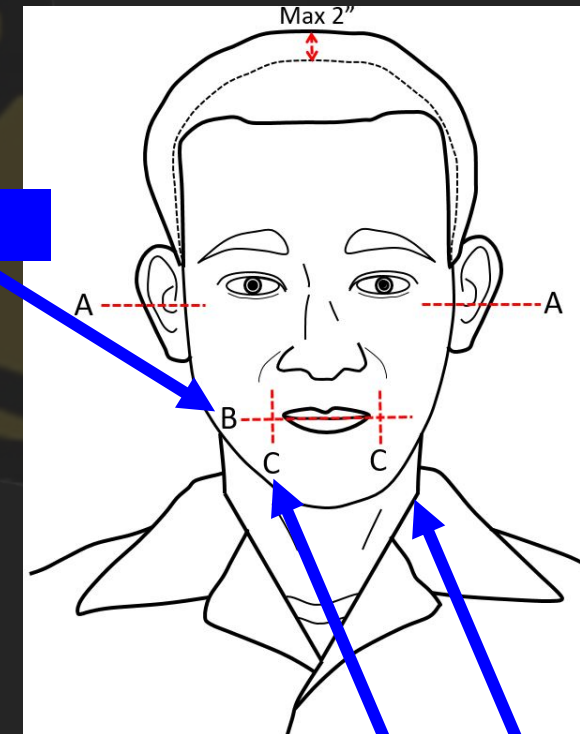
# Male Standards



- **Mustache:** Male Airmen may have mustaches
  - Will be conservative
  - Will not extend downward beyond the lip line of the upper lip
  - Will not extend sideways beyond a vertical line drawn upward from both corners of the mouth



lip line of the upper lip



vertical line drawn upward  
from both corners of the  
mouth

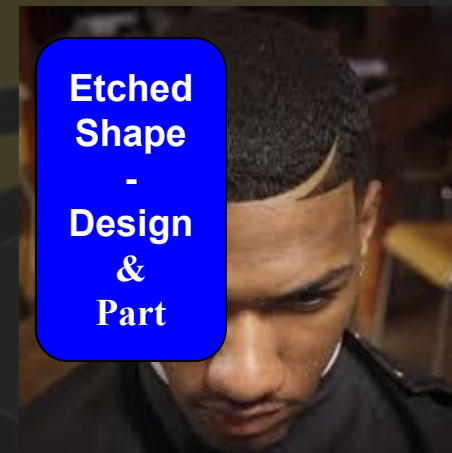
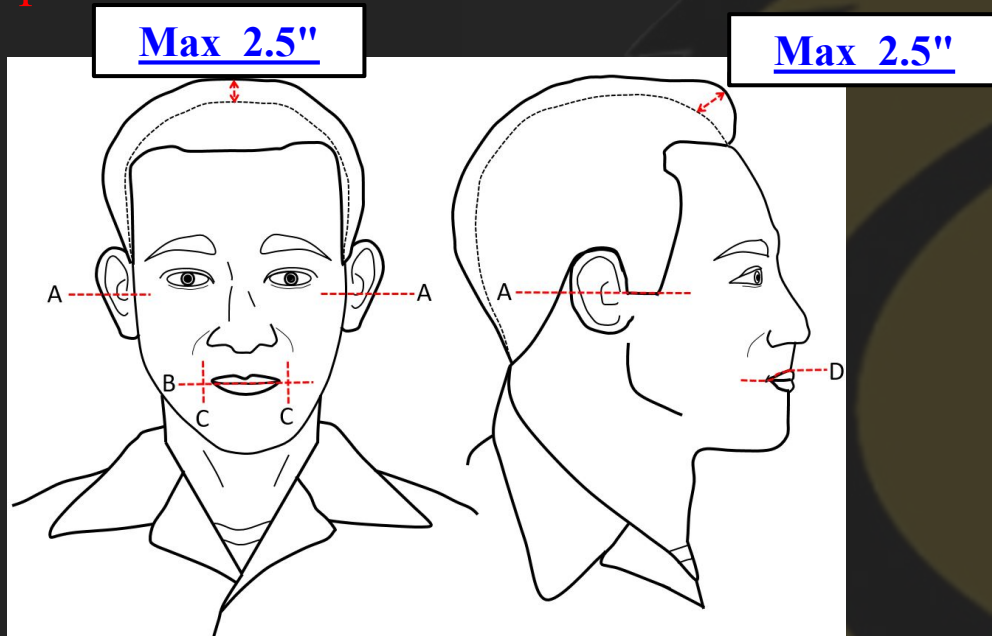




# Male Hair Standards



Will not exceed 2 ½ inches in bulk, regardless of length and ¼ inch at natural termination point



Prohibited: Mohawk, mullet, cornrows, dreadlocks, hair extensions, or etched shapes and/or design



# Mustache Quiz





# Male Hair Standards Quiz







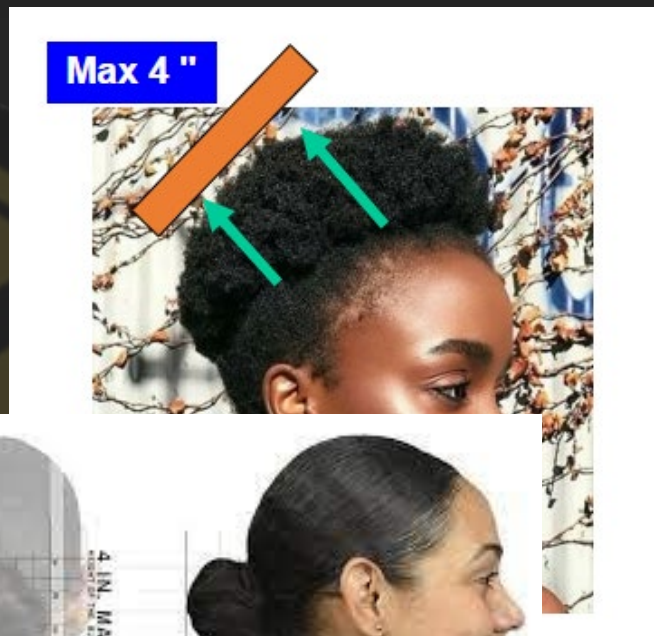
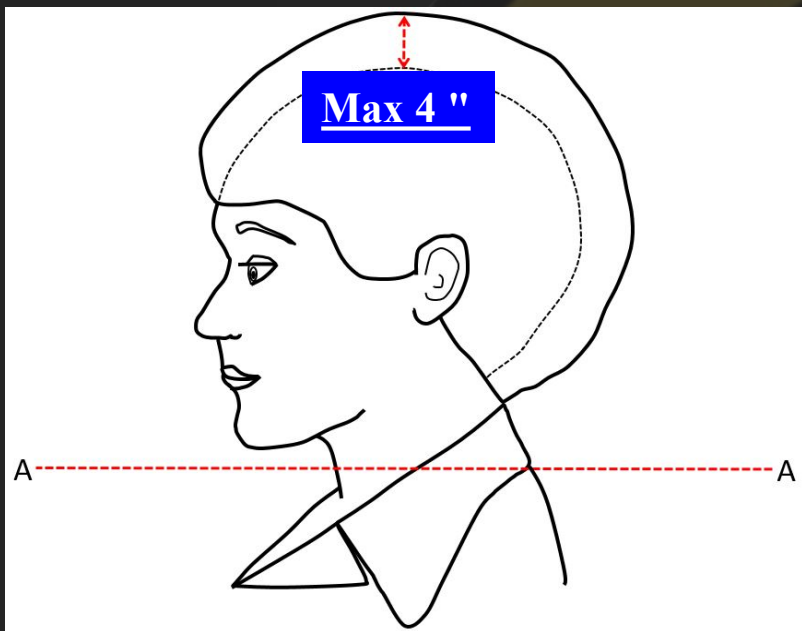




# Female Hair Standards



- No minimum hair length, to a maximum bulk of 4 inches from scalp



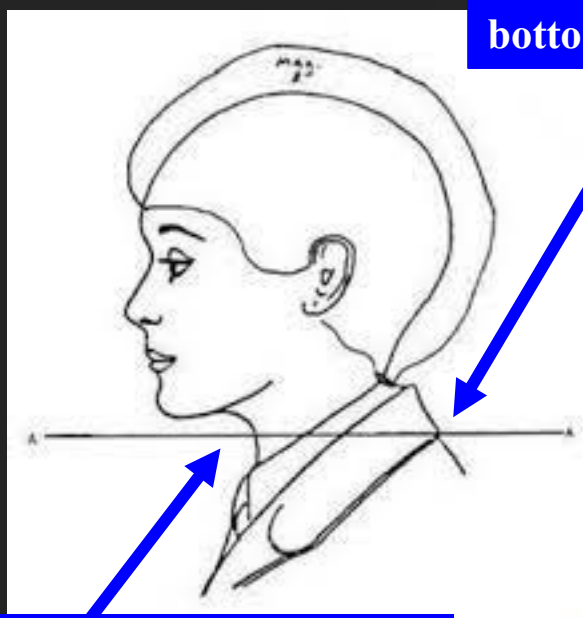
Max 4 "



# Female Hair Standards



- Hair will end above the bottom edge of collar
  - Will not extend below an invisible line drawn parallel to the ground,
  - Both front to back and side to side unless pulled back and secured or worn in an authorized ponytail or equivalent or long braid(s)



bottom edge of collar

invisible line drawn parallel to the ground, both front to back and side to side





# Female Hair Standards

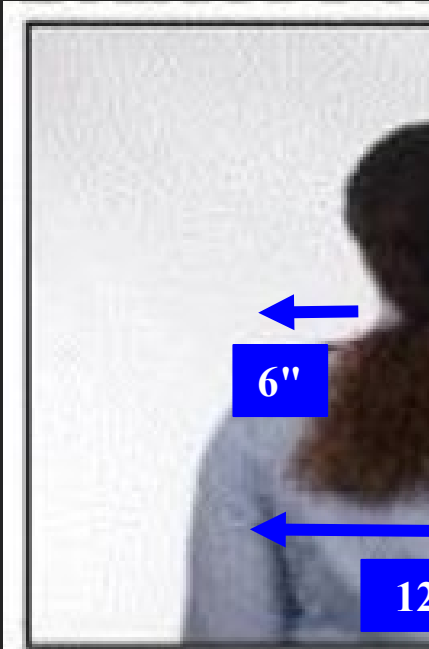


- If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered
- **Will not be fasten on the Crown of Head**
- i.e., no more than 6 inches to the left and 6 inches to the right, 12 inches protruding from



6 inch radius

Ponytail Fasten on the Crown of Head.



6"

12"



# Female Hair Standards



- One or two braids or a single ponytail or equivalent may be worn down the member's back
  - length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades.
- The braid(s) or ponytail or equivalent cannot be worn over the shoulder or pulled in front of the body.



## FEMALE GROOMING STANDARDS

UP TO 2 BRAIDS, SINGLE PONYTAIL, BANGS CAN NOW TOUCH EYEBROWS

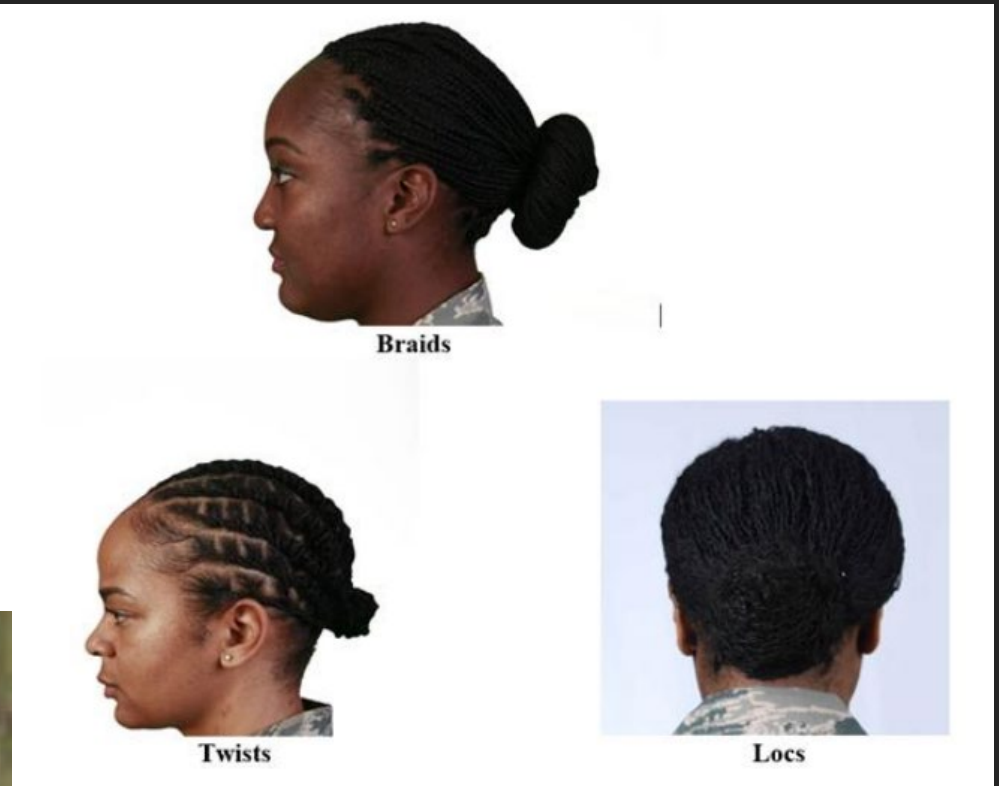
- UP TO TWO BRAIDS
- SINGLE PONYTAIL
- BANGS CAN TOUCH EYEBROWS
- BULK NOT TO EXCEED WIDTH OF HEAD
- LENGTH NOT LONGER THAN INSEAM OF EACH UNDER ARM



# Female Hair Standards



- Bangs, or side-swiped hair, may touch eyebrows but will not touch or cover eyes
- Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. If adding additional hair, it must be a natural-looking color





# Approved Nail Standards



- Male Airmen are not authorized to wear nail polish.
- Nail polish will be a single color that does not detract from the uniform, nor can the nail polish be extreme in color (purple, gold, blue, black, bright red and florescent colors)
- Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized
- Fingernails must not exceed  $\frac{1}{4}$  inch in length beyond the tip of the finger and must be clean and well groomed





# Not Approved Nail Standards





# Cosmetic Standards



- Male Airmen are not authorized to wear cosmetics
- Female Airmen may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste.
  - AFI 36-2903, 3.1.5. Winged liner not authorized
- Eyelash extensions are authorized; however, extensions will be Airman's natural eyelash color and will not exceed 14 millimeters in length.
- Eyelash extensions will not hinder wear of protective eye wear or any type of headgear
- Female Airmen will not wear shades of lipstick that detract from the uniform, or that are extreme colors.
  - Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors

## Eyelash Length





# Not Approved Cosmetic Standards

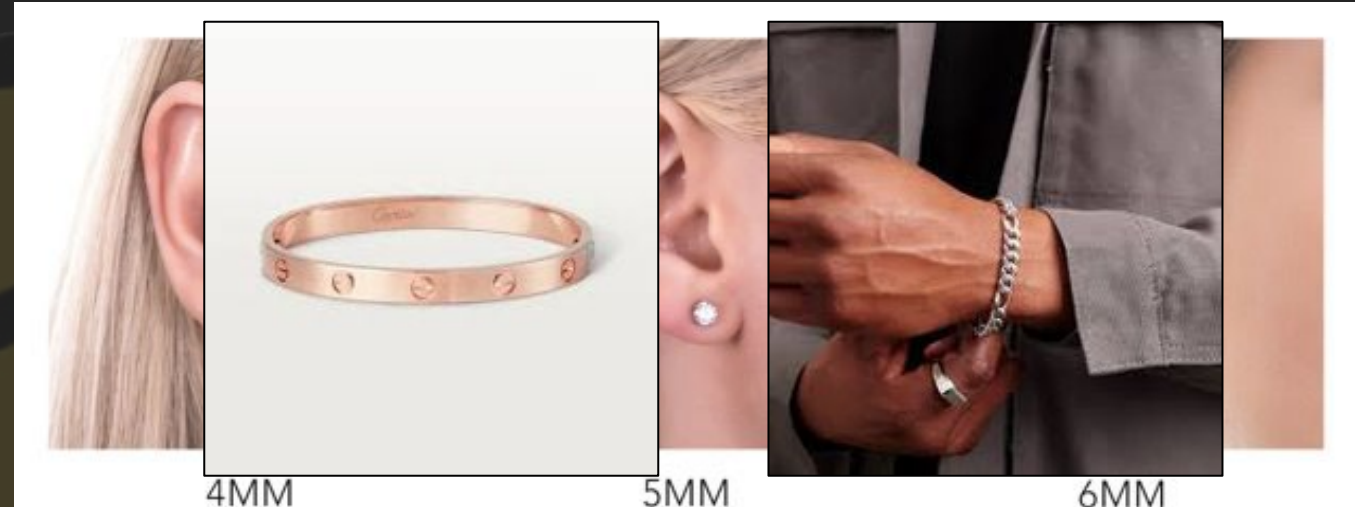




# Jewelry Standards



- ~~Male bracelets are not authorized.~~ Male Airmen are **NOT** authorized to wear earrings while in uniform or in civilian attire for official duty
- Airmen may wear one bracelet around their wrist. If worn, the bracelet will be conservative in design, no wider than 1/2 inch, gold or silver in color, and will not have any inappropriate pictures or wording
- Female Airmen may wear small (not exceeding six mm in diameter) conservative, round or square white diamond, gold, white pearl, or silver earrings as a set with any uniform combination. Gemstones/tennis bracelets may only be worn with the mess dress uniform.
- If member has multiple holes, only one set of earrings are authorized to be worn in uniform
  - will be worn in the lower earlobes
- When not wearing earrings, male and female Airmen are authorized to wear transparent piercing spacer(s) in lower earlobes while in uniform.
  - **Not** allowed in ear holes outside of the lower earlobes or any other piercing holes visible in uniform (nose, lip, eyebrow etc)
  - Local Det Policy: Non-contracted cadets may wear conservative clear spacers **ONLY** in ear cartilage/nose while in modified uniform or PT gear







# Approved Jewelry



- Watches. Must be conservative and only one can be worn around the wrist while in uniform, PTG, or civilian attire in an official capacity. Smart watches are authorized.
- Conservative examples (not all inclusive) are solid color black, brown, silver or gold.
- Airmen may wear a total of no more than three rings; wedding sets count as one ring when worn as a set.
- Rings will be worn at the base of the finger and may be worn on the thumb.
- Necklaces. Will not be visible at any time. If worn, will be concealed under a collar or undershirt.





# Unauthorized Jewelry





# Tattoos/Brands/Body Markings



- What is a Tattoo? What is a Brand?
- A tattoo is defined as a picture, design, or marking made on the skin or other areas of the body by staining it with an indelible dye, or by any other method, including pictures, designs, or markings only detectible or visible under certain conditions (such as ultraviolet or invisible ink tattoos).
- A brand is defined as a picture, design, or other marking that is burned into the skin or other areas of the body.



**Members who violate the prohibitions and mandatory provisions in paragraphs 3.4.1 and 3.4.2 are subject to prosecution under Article 92, UCMJ.**

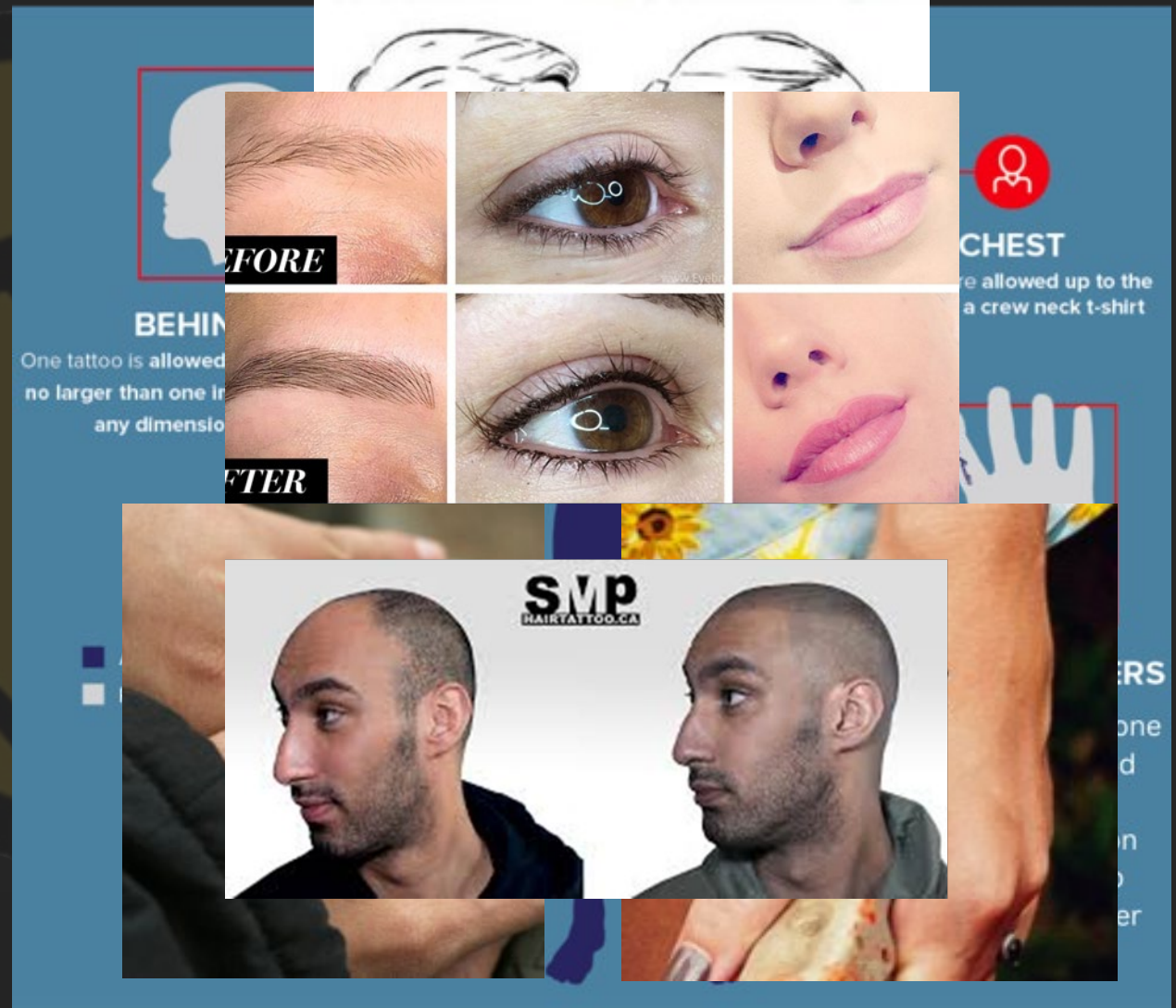


# Tattoos/Brands/Body Markings



## Authorized

- One tattoo on the back (excluding the collar uniform), arms, legs, feet, hands, and neck
  - Only be placed behind a vertical line at the opening of the ear
- Authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury
  - Hand, arm, leg, neck, and ring tattoos can be exposed
  - Ring visible while wearing any uniform combination(s)
    - One finger of each hand, no more than 3/8 of an inch in width below the knuckle and above the finger joint
- Chest and back tattoos will not be visible through any uniform combination(s) or visible while wearing an open collar uniform.
- Cosmetic tattooing is permitted for women if done to apply permanent facial makeup (and; eye brows, eyeliner) and the size of the formers made in any direction for scalp only (micropigmentation) to create a natural hair appearance.





# Tattoos/Brands/Body Markings

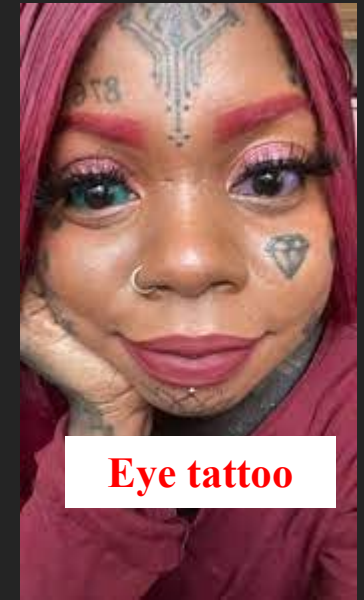


## Unauthorized

- Head, face, tongue, lips, eyes, and scalp
- Obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform
- Grossly offensive to modesty, decency, or propriety, or shocks the moral sense, because of its vulgar, filthy, or disgusting nature, or its tendency to incite lustful thought
- Airmen and Guardians may not cover up tattoos, brands, and/or body markings with bandages or make-up in order to comply with unauthorized content tattoo policy.



**Brand**



**Eye tattoo**



**Lip Tattoo**



**Head  
Face  
Extremist  
Religious Discrimination  
Grossly offensive**



# Detachment Procedures





# Detachment 432 – Crash Course in Procedures



- **Front Office Procedures**

- Entrance

- Approach the front office door, stop, **knock once**, and state, "Cadet entering the area"
- **Wait** for a visual or verbal cue to enter
- If no one appears to be around, state it again, this time, louder; someone is probably in a back room

- Appointment Scheduling

- Call/E-mail/Stop by and coordinate your request through Ms. Melanie
- You should be able to clearly tell her:
  - **Who** you want a meeting with
  - **What** you want to discuss
  - **When** you are available (provide three different days/times)
  - **Where** it should take place (if requesting a place other than their office)
  - and **Why** you want to meet. (5 W's).
- If you are directed to see a cadre member, you must **initiate** coordination within one business day



# Detachment 432 – Crash Course in Procedures



- **Sick Call Procedures:** In order for an absence from PT, Class, or LLAB to be excused, students must do the following *within 24 hours of developing symptoms:*
  - Print out Air Force ROTC Medical Excuse form from your class material in Canvas
  - Report to your preferred medical professional or the University's Moffett Health Clinic
  - Ensure the medical provider completes the Air Force ROTC Medical Excuse form
  - Submit the Air Force ROTC Medical Excuse form via USM's "*Request for Academic Notification*" site
- **Reasons for Absence(s) Other than Illness:** Refer to your class syllabus





# Detachment 432 – Crash Course in Procedures



## THE UNIVERSITY OF SOUTHERN MISSISSIPPI

DEPARTMENT OF AEROSPACE STUDIES

118 College Drive #5145 | Hattiesburg, MS 39406-0001  
Phone: 601.266.4468 | Fax: 601.266.4481 | [afrotc@groups.usm.edu](mailto:afrotc@groups.usm.edu) | [www.usm.edu](http://www.usm.edu)

### Air Force ROTC Medical Excuse

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

This verifies that the above patient has been treated at \_\_\_\_\_  
and is excused from the following:

- Upper body exercise
- Lower body exercise
- All physical activity
- Attendance at academic class

This medical excusal is valid from \_\_\_\_\_ to \_\_\_\_\_.

### Health Care Employee Information:

\_\_\_\_\_  
Name Date Time

\_\_\_\_\_  
Signature Office Phone

*Disclaimer: This excuse is not part of your medical record. Professors and/or instructors may verify the content of this excuse. Students in the Air Force ROTC Program are required to submit this and other substantiating documentation to USM's "Request for Academic Notification" site.*

Request for Academic Notification

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Hello, if you have reached this page it means you have experienced illness or other circumstances that impact class attendance and participation. We are here to help!

By submitting this form, the student is petitioning to have this office authenticate the documentation provided. The student and their instructor(s) will receive correspondence from our office advising whether or not the documentation submitted is authentic.

Should I submit this form if:

"My car would not start?" No

"I overslept." No

"I missed the due date on Canvas." No

"My work schedule changed." No

You should address these types of issues with your instructor.

**This correspondence does not "excuse", nor does it guarantee that the student will be permitted to make up tests or other missed assignments; it simply documents that the student's circumstance(s) indicates that the student is/was unable to participate in class.**

5:37 PM 8/16/2023 92°F



# Detachment 432 – Crash Course in Det Point System



- Fall Semester:**  
 Cadets must attain a minimum of 20 points across two of the three subjects to earn the privilege of wearing their OCPs in the Spring Semester.
- Spring Semester:**  
 Points will continue to accrue for both individual and team awards, ribbons, and decorations.

## AFROTC DETACHMENT 432 POINT SYSTEM

**FALL SEMESTER:** Cadets must attain a minimum of 20 points to earn the privilege of wearing the OCP uniform in the Spring Semester. Additionally, flight points will be tallied to determine who wins Warrior Flight for the semester and the privilege of having the Guidon Streamer.

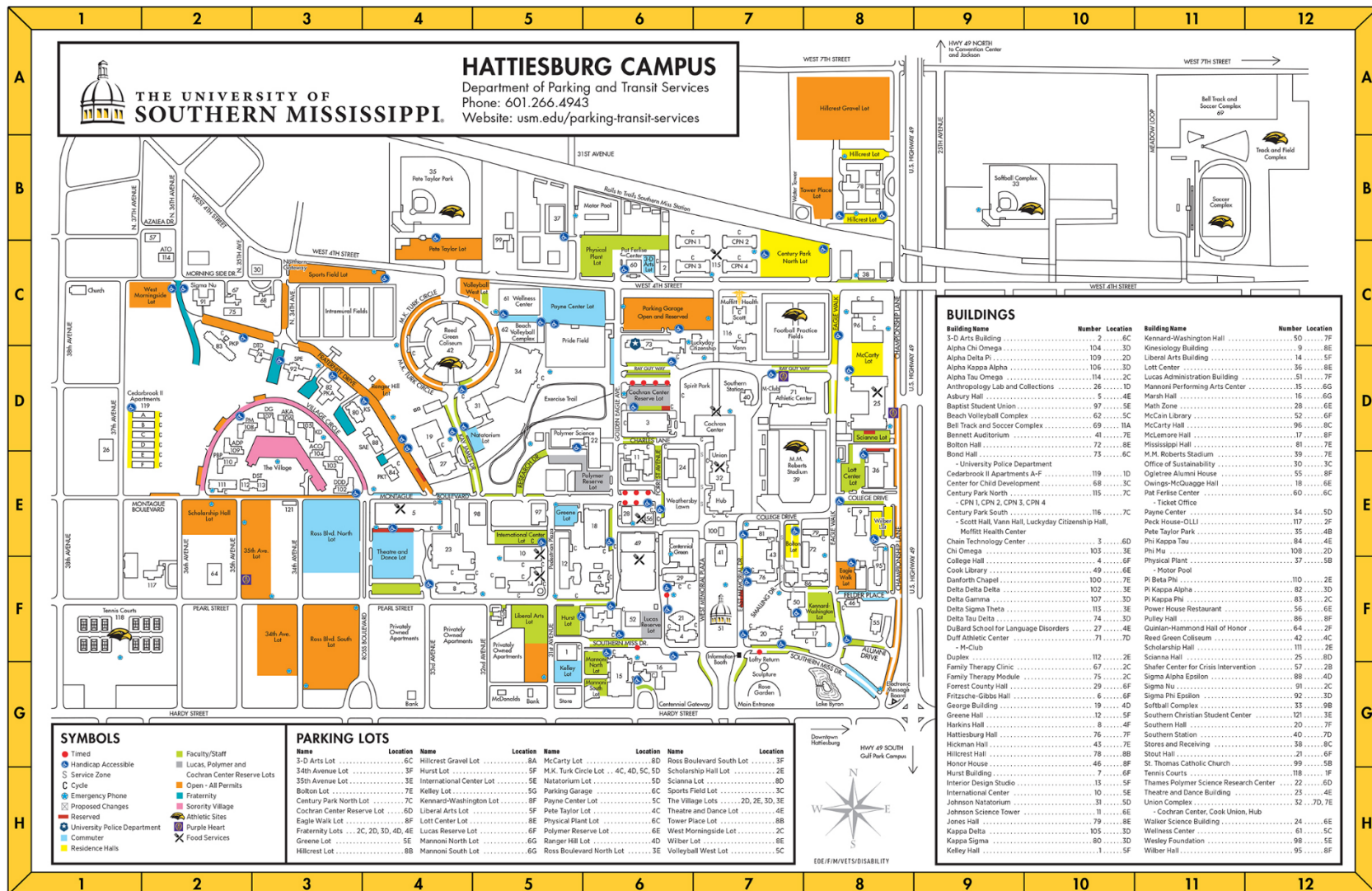
**SPRING SEMESTER:** Points will continue to accrue and will go towards eligibility for Detachment-level awards, decorations, and ribbons. Additionally, flight points will be tallied to determine which flight wins Warrior Flight for the semester and the privilege of having the Guidon Streamer.

**NOTE:** Points will be awarded for each occurrence. For example: A cadet that participates in two Home Football Game Carting Events will be awarded 8 points.

Points	Event / Item
<b>EDUCATION / TRAINING</b>	
4	Achieve Perfect Attendance at AS Class (4 pts), LLAB (4 pts), and/or PT (4 pts)
4	Hold and Successfully Complete a GMC Leadership Position
4	Hold and Successfully Complete a POC Leadership Position
2	Attend Optional Lecture or Informational Briefing
1	Attend a Professional Development Training (PDT) Event
1	Attend a Cadet FLT/CC Meeting and/or Drill Practice
<b>EXTRA CURRICULARS</b>	
4	Perform at a Color Guard Event
4	Participate in a cadre-approved Recruiting Event
4	Participate in a Home Football Game Carting Event
1	Attend a Morale Event
1	Complete a Fundraising Event
<b>PHYSICAL FITNESS / HEALTH</b>	
4	Attain a 100 on a mock or official PFA
3	Attain a 90-99 on a mock or official PFA
2	Attain a 80-89 on a mock or official PFA
1	Attain a 75-79 on a mock or official PFA



# Important AFROTC Locations



## Campus Map QR Code





# Conclusion

---



Questions?

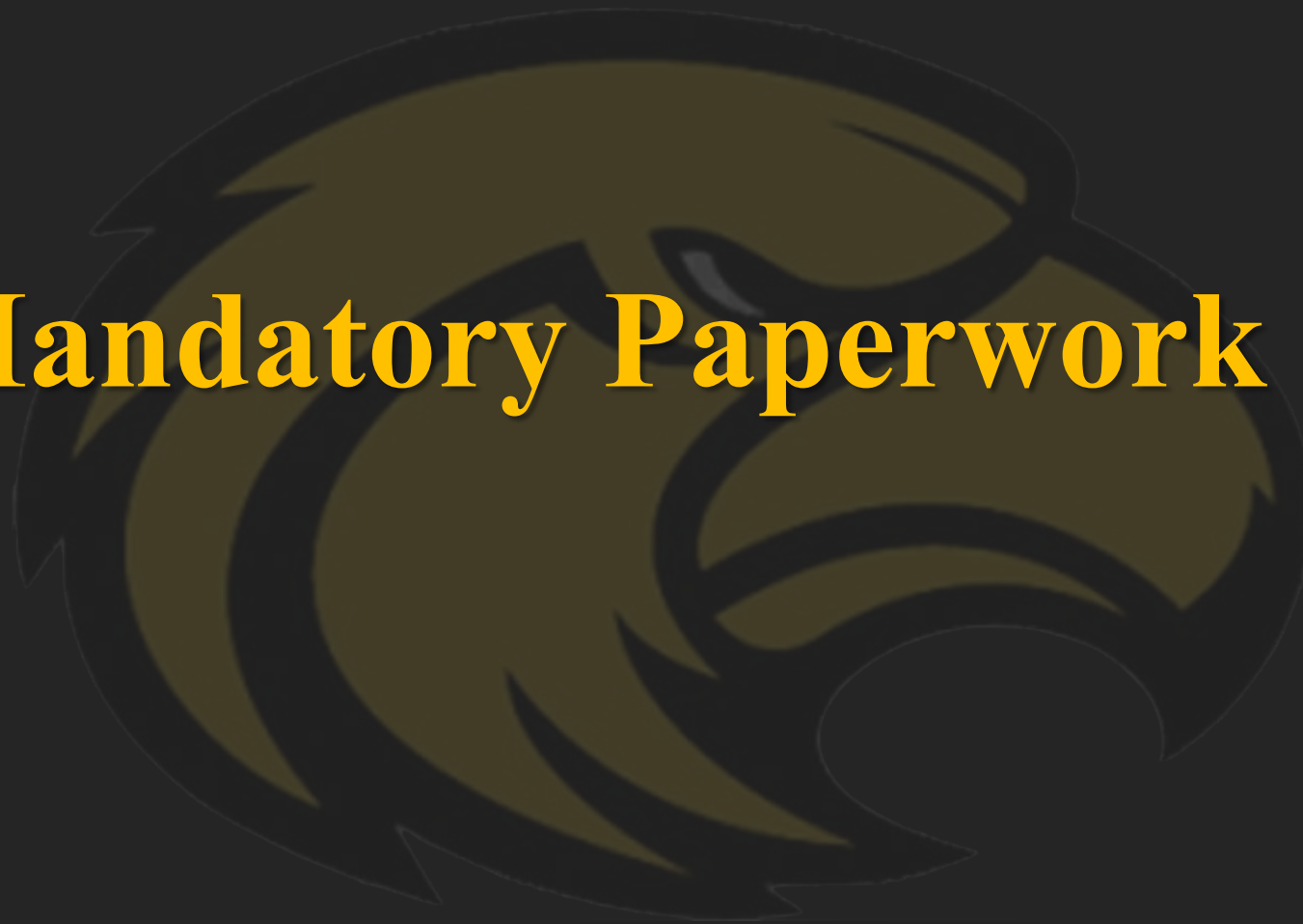


**5 Min Break**





# Mandatory Paperwork





# Uniform Policy and Responsibilities



**DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND  
RESERVE OFFICER TRAINING CORPS DETACHMENT 432**

24 Aug 2023

MEMORANDUM FOR RECORD

FROM: AFROTC DET 432/CC

SUBJECT: AFROTC Uniform Issuance and Return Policy

1. **PURPOSE.** By order the Commander, this memorandum *summarizes* the Air Force ROTC uniform issuance and return policy mandated in *Air Force ROTC Instruction (AFROTCI) 23-1001, Materiel Management* and *AFROTCI 36-2011 V3, Cadet Operations*. All applicable instructions can be found on the Department of the Air Force E-Publishing website (<https://www.e-publishing.af.mil/Product-Index/>).



# Uniform Policy and Responsibilities



## 2. AFROTC UNIFORM ISSUANCE AND COLLECTION.

a. AFROTC Detachment 432 cadre will not issue uniform items to students who are:

- (1) Enlisted Commissioning Program (ECP) students
- (2) Classified as “*Participating Students*”, which are students who are not seeking a commission into the United States Air Force
- (3) Classified as an “*Applicant Cadet*”, which are students who are seeking a commission but are not yet qualified to be an active cadet. Cadets will remain in *Applicant* status in WINGS until all enrollment documentation is complete and any required waivers are obtained. Exception: Cadets who are in *Applicant* status based on citizenship requirements may be issued uniforms at DET/CCs’ discretion.

b. AFROTC Detachment 432 cadre will issue uniform items to eligible students in accordance with ATTACHMENT 1, *Cadet Uniform Allowances*. KYLOC will serve as the inventory of record for all uniform items issued to cadets; AFROTC Detachment 432 will maintain a locally-created inventory of items in stock and not available for purchase through KYLOC (i.e., rank, ribbons, etc.).

c. AFROTC Detachment 432 cadre will collect uniform items in accordance with ATTACHMENT 2 when students:

- (1) Are no longer in the AFROTC program (Det Drop, Disenrollment, etc.)
- (2) Commission and do not wish to purchase their uniforms
- (3) Are given instructions to return items





# Uniform Policy and Responsibilities

## 3. STUDENT RESPONSIBILITIES.

a. Students are authorized to have their blues pants altered to correct the length of garment to fit within regulations; students must contact the AFROTC Detachment 432 front office to make an alterations appointment within two weeks of uniform issuance.

b. Students are expected to regularly clean their uniforms according to the care instructions on the garments' laundry tag.

c. Students are expected to return all issued uniform items upon leaving the AFROTC program, whether voluntarily or involuntarily, with the exception of items listed in ATTACHMENT 2, *Items Not Required to Return* or with the exception of purchasing upon commissioning. Students will remit all required uniform items by the suspense date given; uniforms will be cleaned and pressed before turn-in, in accordance with the care instructions on the garments' laundry tag. Failure to abide by these instructions risk having an "ALL SERVICE" hold placed on a student's record, which may impact a student's ability to register for classes, receive financial aid, or obtain official transcripts.

4. CONCLUSION. This memo supersedes all previous letters, same subject.

SHEENA M. PULEALI'I, Lt Col, USAF  
Commander

2 Attachments:

1. Cadet Uniform Allowance
2. Items Not Required to Return



# Uniform Policy and Responsibilities



Cadet Counseling

Help

Cadet Counseling

██████████ Empl ID 0 ██████████

Type of Counseling  General Information Briefing  Conditional Event

Reason for Counseling

Uniform Issue#1

Counseling Content

I have read and understand the above information. I am aware of my student responsibilities as outlined in paragraph 3 and agree to abide by the terms within. I understand that failure to do so may result in an "ALL SERVICE" hold placed on my record, which could impact my ability to register for courses, receive financial aid, or obtain my official transcript.

AFROTC\_Form\_16\_ -  
Uniform Issue 1 -  
██████████

Counseled By

Signed By ██████████ du 10/08/2021

OK Cancel Apply



# Uniform Policy and Responsibilities



**ATTACHMENT 1, Uniform Allowance Cadets**

Issued	Item	Quantity	Comment
<b>Initial Issue in Student's First Semester of AFROTC</b>	<b>Physical Fitness (PT) Gear</b>		
	Shorts, PT	2	
	T-Shirt, PT	2	
	Jacket, PT	1	
	Pants, PT	1	
	<b>Blues Uniform (Class B)</b>		
	Shirt - Short sleeve, Blues	1	
	Necktie (m) / tab (f)	1	
	Trousers (m) / slacks (f)	1	
	Belt with buckle, Blues	1	
	Lightweight Blues Jacket	1	
	Black socks, dress	2 pairs	
	Shoes, Oxford	1 pair	
	Officer Flight Cape, Blues	1	
	Name tag, Blues	1	
	Soft Rank, Blues	2 pair	
	Hard Rank, Blues	1 pair	
	U.S. Insignias, Blues	1 pair	
	<b>Service Dress Uniform (Class A)</b>		
	USAF Service Coat	1	
Silver Name Tag	1		
<b>Issue at Student's Second Semester of Program After Earning the Appropriate Amount of Detachment OCP Points</b>	<b>Occupational Camouflage Pattern (OCP)</b>		
	Cap, OCP	1	
	Nametape, OCP	3	
	USAF Tape	2	
	ROTC Patch, OCP	1	
	Flag, OCP	1	
	Pants, OCP	1	
	Blouse, OCP	1	
	Fleece Jacket, OCP	1	
	T-Shirt, Coyote Brown	1	
	Boots, Coyote Brown	1	
	Web Belt w/Buckle	1	
	Boot Socks, Coyote Brown	1 pair	
	Velcro Rank, OCP	2 pair	
	USAF Velcro Tape, OCP	2 pair	
American Flag Patch, OCP	1		
DET 432 AFROTC Patch*	At Cadets own expense. Have cadet see cadet leadership		
USAF ROTC Patch, OCP	1		
<b>Issue prior to FT</b>	<b>Flight Suit</b>		
	Flight Suit	1	
	Name Patch	1	
	Color ROTC Patch	1	
	Flag Patch	1	
<i>Flight suits are only authorized for cadets categorized as Pilots, Combat Systems Officers, Air Battle Managers, Space and Missile Officers, Remote Piloted Aircraft Officers, or Aerospace Physiologist and can be ordered through AFROTC/DOS.</i>			
<b>Field Training</b>			
<b>Issue prior to FT</b>	Green Duffel Bag	1	
	Flash Light	1	
<i>Items are to be returned after Field Training</i>			

**ATTACHMENT 2, Items Not Required to Return**

ITEM
Shoes (Oxford, Boots)
Socks (Blues, OCP)
Belts (Blues, Web Belt)
PT Gear (Shirts, Shorts, Jackets, Pants)
T-Shirts (OCPs)
Headgear



# Uniform Policy and Responsibilities



## ATTACHMENT 1, *Uniform Allowance Cadet:*

Issued	Item	Quantity	Comment	
<b>Physical Fitness (PT) Gear</b>				
	Shorts, PT	2		
	T-Shirt, PT	2		
	Jacket, PT	1		
	Pants, PT	1		
<b>Blues Uniform (Class B)</b>				
<b>Initial Issue in Student's First Semester of AFROTC</b>	Shirt – Short sleeve, Blues	1		
	Necktie (m) / tab (f)	1		
	Trousers (m) / slacks (f)	1		
	Belt with buckle, Blues	1		
	Lightweight Blues Jacket	1		
	Black socks, dress	2 pair		
	Shoes, Oxford	1 pair		
	Officer Flight Cape, Blues	1		
	Name tag, Blues	1		
	Soft Rank, Blues	2 pair		
	Hard Rank, Blues	1 pair		
	U.S. Insignias, Blues	1 pair		
	<b>Service Dress Uniform (Class A)</b>			
		USAF Service Coat	1	
		Silver Name Tag	1	

<b>Occupational Camouflage Pattern (OCP)</b>			
<b>Issue at Student's Second Semester of Program After Earning the Appropriate Amount of Detachment OCP Points</b>	Cap, OCP	1	
	Nametape, OCP	3	
	USAF Tape	2	
	ROTC Patch, OCP	1	
	Flag, OCP	1	
	Pants, OCP	1	
	Blouse, OCP	1	
	Fleece Jacket, OCP	1	
	T-Shirt, Coyote Brown	1	
	Boots, Coyote Brown	1	
	Web Belt w/Buckle	1	
	Boot Socks, Coyote Brown	1 pair	
	Velcro Rank, OCP	2 pair	
	USAF Velcro Tape, OCP	2 pair	
	American Flag Patch, OCP	1	
DET 432 AFROTC Patch*	<i>At Cadets own expense. Have cadet see cadet leadership</i>		
USAF ROTC Patch, OCP	1		
<b>Flight Suit</b>			
	Flight Suit	1	
	Name Patch	1	
	Color ROTC Patch	1	
	Flag Patch	1	
<i>Flight suits are only authorized for cadets categorized as Pilots, Combat Systems Officers, Air Battle Managers, Space and Missile Officers, Remote Piloted Aircraft Officers, or Aerospace Physiologist and can be ordered through AFROTC/DOS.</i>			
<b>Field Training</b>			
<b>Issue prior to FT</b>	Green Duffel Bag	1	
	Flash Light	1	
<i>Items are to be returned after Field Training</i>			



# Uniform Policy and Responsibilities



## ATTACHMENT 2, *Items Not Required to Return*

ITEM
Shoes (Oxford, Boots)
Socks (Blues, OCP)
Belts (Blues, Web Belt)
PT Gear (Shirts, Shorts, Jackets, Pants)
T-Shirts (OCPs)
Headgear

### Uniform Exchanges

- With the exception of the Non-Returnable Items listed above, all uniform items may be exchanged
- Reasons for exchange include, but are not limited to: Unserviceable (worn through or torn), too long, too short, too small, too large



# AF IMT 2030



- Read all Items and Initial after all Items in Section I
- Read Section II
- Initial in box Corresponding to your answer
- Read Each item and Initial in the box for all items in Section III
- Date, Print and Sign

USAF DRUG AND ALCOHOL ABUSE CERTIFICATE <small>(This form is subject to the Privacy Act of 1974, Use AF Form 883)</small>		
<b>SECTION I. DEFINITION OF TERMS</b>		
<p><b>ADVERSE ADJUDICATION:</b> An adverse adjudication (<i>adult or juvenile</i>) is a finding, decision, sentence, or judgment, other than unconditionally dropped, dismissed, or acquitted. If the adjudicating authority places a condition or restraint that leads to dismissal, dropped charges, or acquittal, the adjudication is adverse. Suspension of sentence, pardon, not processed, or dismissal after compliance with imposed conditions is adverse adjudication.</p> <p><b>AIR FORCE:</b> Includes active Air Force, Air Force Reserve, Air National Guard, and Air Force Academy.</p> <p><b>ALCOHOL ABUSE:</b> Alcohol use confirmed by competent medical authority that the individual is emotionally, mentally, or physically dependent on alcohol.</p> <p><b>NOTE:</b> When not confirmed by medical authority, self-admitted alcohol use that leads to a person's misconduct or unacceptable behavior; to the impairment of work performance, physical or mental health, financial responsibility or personal relationships; must be reported during the medical examination for determination of alcohol abuse.</p> <p><b>DRUG ABUSE:</b> The illegal, wrongful, or improper use of marijuana, any narcotic substance, hallucinogens, or any illegal drug.</p> <p><b>ILLEGAL DRUGS:</b> Any drug or narcotic that is habit forming or has a potential for abuse because of its stimulant, depressant, or hallucinogenic effect. Includes cocaine, crack, hallucinogens, (to include <i>lysergic acid diethylamide (LSD), phencyclidine (PCP), tetrahydrocannabinol (THC)</i> in non-marijuana form, and others), opium, morphine, heroin, dilaudid, codeine, Demerol, inhalants (<i>paint, glue, and others</i>) amphetamines (<i>speed</i>), methamphetamines (<i>ice</i>), barbiturates (<i>downers</i>), and anabolic steroids.</p> <p><b>MARIJUANA:</b> The intoxicating products of the hemp plant, to include hashish and all natural derivatives of cannabis sativa.</p> <p><b>SUPPLIER, DISTRIBUTOR or TRAFFICKER:</b> One who illegally, wrongfully, or improperly delivers any of the drugs defined above to the possession of another. This includes the actual, constructive, or attempted transfer of an item, whether or not an agency relationship exists. This also includes the cultivation or manufacture of any drug described above.</p>		
<b>SECTION II. CERTIFICATION AT TIME OF APPLICATION</b>		
<p><b>WARNING: YOU MUST BE TOTALLY HONEST IN COMPLETING THIS FORM.</b> If you are truthful now and are accepted by the Air Force, no punitive action can or will be taken against a civilian applicant as a result of any information you reveal. <b>HOWEVER, YOU ARE CAUTIONED THAT SHOULD YOU CONCEAL DRUG OR ALCOHOL ABUSE INFORMATION AT THIS TIME, AND IT IS DISCOVERED AFTER YOUR ENTRY INTO THE AIR FORCE, PUNITIVE ACTION MAY BE TAKEN AGAINST YOU BASED UPON THE FALSE INFORMATION YOU HAVE PROVIDED.</b> Such action includes, but is not limited to, elimination from training or discharge under less than honorable conditions.</p>		
<b>INITIAL YES/NO BOXES AS APPLICABLE</b>		
I have read and understand the definition of the terms above.	YES	NO
Have you ever used or experimented with marijuana? ( <i>Prior marijuana use is not disqualifying for enlistment or appointment, unless you are determined to be a chronic user or psychologically dependent, have been convicted or adversely adjudicated for marijuana involvement. Preservice marijuana use may render you ineligible for certain skills.</i> )		
Have you ever experimented with, used, or possessed any illegal drug or narcotic?		
Have you ever been a supplier or distributor of or a trafficker in marijuana, or other illegal drugs or narcotics?		
Have you ever been treated or undergone rehabilitation for drug or alcohol abuse?		
Have you consumed hemp seed oil or any products containing hemp seed oil in the last 45 days?		
<b>SECTION III. STATEMENTS OF UNDERSTANDING</b>		
During my medical examination I will be tested and screened for drug and alcohol abuse. I understand that any detection of drug use ( <i>including marijuana</i> ) or alcohol abuse will render me ineligible for the Air Force. I understand I will undergo further drug and alcohol screening after entry in the Air Force, and I may be discharged based on the results of such screening.	<b>INITIALS</b>	
Service in the United States Air Force places me in a position of special trust and responsibility. Drug or alcohol abuse after this date will be considered evidence of my inability to meet the standards of behavior expected of me as a member of the Air Force. Therefore, any drug use ( <i>including marijuana</i> ) or any alcohol abuse as described above, <b>FROM THIS DATE FORWARD</b> , renders me ineligible for the Air Force.		
Drug and alcohol abuse by members of the U.S. Air Force violates Air Force standards of behavior and conduct and will not be tolerated. If I am identified as a drug or alcohol abuser while a member of the Air Force, appropriate disciplinary or administrative action may be taken against me, to include trial by court martial or discharge under less than honorable conditions.		
I understand that certain skill areas in the Air Force cannot be performed by persons who have abused drugs or alcohol. My unit commander will have final approval authority regarding my actual assignment to sensitive skill positions. If I am not acceptable for such duties due to information I have revealed on this form, I will be reassigned to another position in my skill or reclassified into another skill. If it is established that I have used any substance beyond that which I have indicated on this form, I understand my enlistment, commissioning, or appointment may be declared fraudulent and I may be discharged.		
<p><b>KNOWING AND UNDERSTANDING ALL THE INFORMATION ABOVE, AND REALIZING THAT THIS DOCUMENT WILL BE USED ONLY TO DETERMINE MY ELIGIBILITY AND RECORD MY CERTIFICATION OF ELIGIBILITY, I HEREBY STATE THAT THE ABOVE INFORMATION AS TO MY PREVIOUS DRUG OR ALCOHOL INVOLVEMENT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.</b></p>		
DATE	NAME (Last, First, M.I.) AND SSN OF APPLICANT	SIGNATURE
<b>WITNESS</b>		
I CERTIFY THE ABOVE INDIVIDUAL SIGNED THIS CERTIFICATE OF HIS/HER OWN FREE WILL.		
DATE	NAME (Last, First, M.I.) AND GRADE OF WITNESS	SIGNATURE

AF IMT 2030, 19991201, V1

PREVIOUS EDITIONS ARE OBSOLETE.



# DD Form 93

- Fill out all information in Section 1
- Item 3a. is Air Force
- Item 3b. is Det 432, AFROTC
- Only fill out Items 4 and 5 if they apply to you
- Fill out 11a – 13b (immediate family)
- Sign Item 15

RECORD OF EMERGENCY DATA			
<b>PRIVACY ACT STATEMENT</b>			
<small>AUTHORITY: 5 USC 552, 10 USC 2635, 1475 to 1480 and 2771, 38 USC 1970, 44 USC 3101, and EO 9397 (SSN). PRINCIPAL PURPOSES: This form is used by military personnel and Department of Defense civilian and contractor personnel, collectively referred to as civilians, when applicable. For military personnel, it is used to designate beneficiaries for certain benefits in the event of the Service member's death. It is also a guide for disposition of that member's pay and allowances if captured, missing or interned. It also shows names and addresses of the person(s) the Service member desires to be notified in case of emergency or death. For civilian personnel, it is used to expedite the notification process in the event of an emergency and/or the death of the member. The purpose of soliciting the SSN is to provide positive identification. All items may not be applicable. ROUTINE USES: None. DISCLOSURE: Voluntary; however, failure to provide accurate personal identifier information and other solicited information will delay notification and the processing of benefits to designated beneficiaries if applicable.</small>			
<b>INSTRUCTIONS TO SERVICE MEMBER</b>		<b>INSTRUCTIONS TO CIVILIANS</b>	
<small>This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty (other family members or fiancé), and, to designate beneficiaries for certain benefits if you die. IT IS YOUR RESPONSIBILITY to keep your Record of Emergency Data up to date to show your desires as to beneficiaries to receive certain death payments, and to show changes in your family or other personnel listed, for example, as a result of marriage, civil court action, death, or address change.</small>		<small>This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty. Not every item on this form is applicable to you. This form is used by the Department of Defense (DoD) to expedite notification in the case of emergencies or death. It does not have a legal impact on other forms you may have completed with the DoD or your employer.</small>	
<small>IMPORTANT: This form is divided into two sections: Section 1 - Emergency Contact Information and Section 2 - Benefits Related Information. READ THE INSTRUCTIONS ON PAGES 3 AND 4 BEFORE COMPLETING THIS FORM.</small>			
SECTION 1 - EMERGENCY CONTACT INFORMATION			
1. NAME (Last, First, Middle Initial)		2. SSN	
3a. SERVICE/CIVILIAN CATEGORY <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> AIR FORCE <input type="checkbox"/> DoD <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR		b. REPORTING UNIT CODE/DUTY STATION	
4a. SPOUSE NAME (if applicable) (Last, First, Middle Initial) <input type="checkbox"/> SINGLE <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED		b. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER	
5. CHILDREN a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH (YYYYMMDD)	d. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER
6a. FATHER NAME (Last, First, Middle Initial)		b. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER	
7a. MOTHER NAME (Last, First, Middle Initial)		b. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER	
8a. DO NOT NOTIFY DUE TO ILL HEALTH		b. NOTIFY INSTEAD	
9a. DESIGNATED PERSON(S) (Military only)		b. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER	
10. CONTRACTING AGENCY AND TELEPHONE NUMBER (Contractors only)			
DD FORM 93, JAN 2008		PREVIOUS EDITION IS OBSOLETE.	



# Memorandum of Understanding for Drug Testing Policy for Cadets Participating in Senior Reserve Officer Training Corps (SROTC)



- **Read the Paragraph**
- **If you are under 21 you and parents must sign. NOTE: must be witnessed by staff or notarized.**



DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)

## MEMORANDUM OF UNDERSTANDING FOR DRUG TESTING POLICY FOR CADETS PARTICIPATING IN SENIOR RESERVE OFFICER TRAINING CORPS (SROTC)

By direction of the Secretary of the Air Force, I understand as an Air Force ROTC cadet participating in a SROTC program, I will be subject to random urinalysis drug testing. I understand that if I am randomly selected, I must provide the requested sample within the specified time limits. I understand failure to report for a mandatory urinalysis test will be considered an Unauthorized Absence (UA) and will result in individual command-directed screening. I understand that any individual refusing to submit a urinalysis sample or testing positive on a urinalysis test will be processed for release from the Air Force ROTC or specific officer commissioning program.

\_\_\_\_\_  
Cadet Signature and Date

\_\_\_\_\_  
Parent/Guardian Signature and Date  
(Only for applicants under legal age of  
consent. Must be notarized if not signed in  
presence of det personnel)

\_\_\_\_\_  
Printed Name and Signature Witness (or Notary) and Date





# Recruit/Trainee Prohibited Activities Acknowledgment DD Form 2983



- Fill out the information
- Date
- Sign
- Initial: 7a – 7h & 9

RECRUIT/TRAINEE PROHIBITED ACTIVITIES ACKNOWLEDGMENT			
<b>PRIVACY ACT STATEMENT</b>			
<p><b>AUTHORITY:</b> 10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; DoD Instruction 1304.33, Standardized Protection Policies Prohibiting Inappropriate Relations Between Recruiters and Recruits, and Trainers and Trainees.</p> <p><b>PRINCIPAL PURPOSE(S):</b> To document your understanding of the prohibitions identified in section 7 of this form.</p> <p><b>ROUTINE USE(S):</b> The DoD Blanket Routine Uses found at <a href="http://dpclo.defense.gov/Privacy/SORN/Index/BlanketRoutineUses.aspx">http://dpclo.defense.gov/Privacy/SORN/Index/BlanketRoutineUses.aspx</a> apply to this collection.</p> <p><b>DISCLOSURE:</b> Voluntary. However, if you fail to provide the requested information or complete this form, you might not be able to complete your enlistment or receive training.</p>			
<b>INSTRUCTIONS</b>			
<p>In accordance with DoDI 1304.33, this form will be read and signed no later than the first visit with a recruiter following a recruit's entry into the Delayed Entry Program or read and signed no later than the first day of entry-level training for a trainee. As a minimum, the signed original will be retained in the recruit's file until they enter active duty or in the trainee's file until they detach from the training command or school they are attending. Please initial beside each entry acknowledging that you have read and understand the statement.</p>			
1. RECRUIT/TRAINEE NAME (Last, First, Middle)	2. PAY GRADE	3. RECRUITING OFFICE/TRAINING COMMAND	
4. RECRUITING OFFICE/TRAINING COMMAND ADDRESS (City, State, ZIP Code)	5. DATE SIGNED (YYYYMMDD)	6. SIGNATURE	
<p><b>7. I ACKNOWLEDGE AND UNDERSTAND THAT AS A RECRUIT OR TRAINEE, I WILL NOT:</b></p> <p><i>(Initial)</i></p> <p>a. Develop, attempt to develop, or conduct a personal, intimate, or sexual relationship with a recruiter or trainer. This includes, but is not limited to, dating, handholding, kissing, embracing, caressing, and engaging in sexual activities. Prohibited personal, intimate, or sexual relationships include those relationships conducted in person or via cards, letters, e-mails, telephone calls, instant messaging, video, photographs, social networking, or any other means of communication.</p> <p>b. Establish a common household with a recruiter/trainer, that is, share the same living area in an apartment, house, or other dwelling.</p> <p>c. Consume alcohol with a recruiter/trainer on a personal social basis.</p> <p>d. Attend social gatherings, clubs, bars, theaters or similar establishments on a personal social basis with a recruiter/trainer.</p> <p>e. Allow entry of any recruiter/trainer in my dwelling or privately-owned vehicle except to conduct official business. Exceptions are permitted for official business when the safety or welfare of the recruiter/trainer is at risk.</p> <p>f. Gamble with a recruiter/trainer.</p> <p>g. Make sexual advances toward, or seek or accept sexual advances or favors from, a recruiter/trainer.</p> <p>h. Lend money to, borrow money from, or otherwise become indebted to a recruiter/trainer.</p>			
<p><b>8. EXCEPTIONS.</b> Exceptions may be granted to accommodate relationships that existed prior to the start of the recruiting process or prior to the trainee starting the formal training process. These relationships include, but are not limited to, family members. Only the Recruit's or Trainee's Commander, O-4 or higher, or higher level authority, has the authority to approve these exceptions. Approved exceptions will be documented below and signed by the Recruit's or Trainee's Commander, O-4 or higher, or a higher-level authority.</p> <p><b>DESCRIPTION OF EXCEPTION(S):</b></p>			
<p><i>(Initial)</i></p> <p><b>9. VIOLATIONS.</b> Violations of any part of paragraph 7.a. through 7.h., not granted an exception in paragraph 8, may result in disciplinary action.</p>			
<b>10. APPROVED BY</b>			
a. NAME (Last, First, Middle Initial)	b. TITLE	c. DATE SIGNED (YYYYMMDD)	d. SIGNATURE/RANK

DD FORM 2983, JAN 2015

Adobe Designer 9.0



# AU Form 19

- Fill out the information on the top of the form
- Read and initial boxes 1-12
- Date and sign the bottom of form

AU MAC STUDENT STANDARDS OF CONDUCT TRAINING AGREEMENT	
SECTION I. STUDENT/CADET/OFFICER TRAINEE INFORMATION	
NAME: (Last, First, MI)	RANK:
ORGANIZATION:	PHONE:
CLASS/FLIGHT:	
SECTION II. OBLIGATIONS	
READ ALL STATEMENTS CAREFULLY	
<i>NOTE: Initial only after careful review. Failure to comply could result in disciplinary action.</i>	
	INITIALS
1. I have read and understand AFI 36-2909, <i>Professional and Unprofessional Relationships</i> , AETCI 36-2909, <i>Recruiting, Education, and Training Standards of Conduct</i> , and AU Mission Area Commander Guidance.	
2. I understand that AFI 36-2909, AETCI 36-2909 and AU MAC Guidance applies to all individuals assigned or attached to, or operating in an AU unit as an instructor, recruiter, cadre member, faculty or staff member, as well as to students, cadets, trainees, DoD civilians, international military or civilian personnel, and contractor personnel. I understand that the AETCI 36-2909 applies from initial contact with an applicant and continues to apply throughout all entry level and initial skills training, including breaks in between. It also applies when an individual returns to AU as a student for continuing professional education or training courses.	
3. I understand military members who violate AFI 36-2909, AETCI 36-2909, or the AU MAC Guidance are subject to prosecution or disciplinary actions under Article 92 of the Uniform Code of Military Justice (UCMJ), as well as any other applicable article of the UCMJ, Civilian personnel who violate AFI 36-2909, AETCI 36-2909, or AU MAC Guidance are subject to disciplinary action under AFI 36-704, <i>Discipline and Adverse Actions</i> .	
4. I understand a "student", "cadet", and "officer or enlisted trainee" includes military and civilian personnel who are assigned or on temporary duty to other AETC bases, wings, detachments, or schools to attend training or courses of instruction for officer training and accessions, entry level training, initial skills training, technical training, reporting to their permanent duty stations, professional continuing education, or other training and developmental courses.	
5. I understand these rules apply to personnel who are awaiting or have completed training or instruction, as well as those who have been eliminated or disenrolled from training or instruction and are awaiting reassignment or discharge. I understand my special responsibilities apply to ALL AETC students, cadets, trainees, or other entry level or initial skills students, in every AETC course of instruction, under every circumstance, until six months after they complete initial skills training, and are no longer a student, cadet, or trainee but are signed in as a permanent party of their duty location.	
6. I understand that instructors, recruiters, faculty and staff must also follow these rules and must dedicate themselves to conduct that is professional and in line with Air Force standards of conduct.	
7. In accordance with the above regulations, I WILL NOT do the following with ANY instructor, recruiter, cadre member, faculty or staff:	
a. Engage in any social contact of a personal nature while in a training environment.	
b. Establish or attempt to establish personal, social contact or develop a relationship of a personal, intimate or sexual nature. This includes but is not limited to: kissing, hand holding, embracing, caressing and engaging in sexual activities. <i>Personal social contact or personal relationships are prohibited whether conducted face-to-face or via cards, letters, emails, telephone calls, instant messages, video, photograph or by any other means.</i>	
c. Make, seek or accept sexual advances or favors	
d. Gamble	
e. Lend or borrow money, hire for services (babysitting, moving, etc.) or establish a business together	
f. Establish a common household (share the same living area) unless required by military operations	
g. Attend social gatherings, other than approved official functions, or frequent clubs, bars or theaters together unless it is an outside the classroom event approved by my commander	
h. Accept or consume alcohol unless it is at an event approved by my commander	
8. I WILL NOT allow even the appearance of an unprofessional relationship exist between myself and an instructor, recruiter, cadre member, faculty or staff member.	
9. I WILL NOT engage in, nor tolerate in others, maltreatment, maltraining, or hazing under any circumstances.	
10. I WILL dedicate myself to conduct that is professional and beyond reproach.	
11. I understand I should report any allegations of a violation of AETCI 36-2909.	
12. I WILL REPORT any and all incidents of maltreatment, maltraining, hazing, unprofessional relationship, or inappropriate social conduct about which I learn, whether through personal observation, end of course surveys, critiques (anonymous or otherwise), or oral accounts from any party (students, cadets, officer or enlisted trainees, instructors, recruiters, cadre members, faculty or staff).	
<i>I WILL BE ALERT TO ANY VIOLATION, OR PERCEIVED VIOLATION, OF THE GUIDELINES ABOVE. I WILL ALWAYS REMAIN AN EXAMPLE OF PROFESSIONALISM AND HONOR.</i>	
DATE _____	SIGNATURE _____


AU FORM 19, 20171201  
AUSUP/AFI 36-2909



# Consent for Release of Student Records



- **Date**
- **Print Name**
- **Sign if over 18 yrs of age**

 **DEPARTMENT OF THE AIR FORCE**  
**AIR EDUCATION AND TRAINING COMMAND**

DATE: \_\_\_\_\_

MEMORANDUM FOR UNIVERSITY OF SOUTHERN MISSISSIPPI

FROM: Cadet \_\_\_\_\_

SUBJECT: Consent for Release of Student Records

In compliance with 10 U.S.C. 2102 et seq., I hereby voluntarily consent to the release of such official records as may be required by Air Force Reserve Officer Training Corps (AFROTC) Headquarters and AFROTC Detachment (Det) 432 to conduct official AFROTC business. I therefore authorize appropriate school officials to release to Det 432 personnel or to the appropriate DOD agency any and all official records, files, and data for their use in official AFROTC business.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Parent's Signature if student is under age 18 years of age)



# DD Form 2005

- Read items 1-4
- Sign block 5
- Print SSN in block 6
- Date block 7

PRIVACY ACT STATEMENT - HEALTH CARE RECORDS		
<i>This form is not an authorization or consent to use or disclose your health information.</i>		
<b>1. AUTHORITY FOR COLLECTION OF INFORMATION INCLUDING SOCIAL SECURITY NUMBER (SSN):</b>  10 U.S.C. 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. Chapter 55, Medical and Dental Care; 42 U.S.C. Chapter 32, Third Party Liability for Hospital and Medical Care; 32 CFR Part 199, Civilian Health and Medical Program of the Uniformed Services (CHAMPUS); DoDI 6055.05, Occupational and Environmental Health (OEH); and E.O. 9397 (SSN), as amended.		
<b>2. PRINCIPAL PURPOSES FOR WHICH INFORMATION IS INTENDED TO BE USED:</b>  Information may be collected from you to provide and document your medical care; determine your eligibility for benefits and entitlements; adjudicate claims; determine whether a third party is responsible for the cost of Military Health System (MHS) provided healthcare and recover that cost; evaluate your fitness for duty and medical concerns which may have resulted from an occupational or environmental hazard; evaluate the MHS and its programs; and perform administrative tasks related to MHS operations and personnel readiness.		
<b>3. ROUTINE USES:</b>  Information in your records may be disclosed to: <ul style="list-style-type: none"><li>• Private physicians and Federal agencies, including the Department of Veterans Affairs, Health and Human Services, and Homeland Security (with regard to members of the Coast Guard), in connection with your medical care;</li><li>• Government agencies to determine your eligibility for benefits and entitlements;</li><li>• Government and nongovernment third parties to recover the cost of MHS provided care;</li><li>• Public health authorities to document and review occupational and environmental exposure data; and</li><li>• Government and nongovernment organizations to perform DoD-approved research.</li></ul> Information in your records may be used for other lawful reasons which may include teaching, compiling statistical data, and evaluating the care rendered. Use and disclosure of your records outside of DoD may also occur in accordance with 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, which incorporates the DoD Blanket Routine Uses published at: <a href="http://dpcld.defense.gov/privacy/SORNsIndex/BlanketRoutineUses.aspx">http://dpcld.defense.gov/privacy/SORNsIndex/BlanketRoutineUses.aspx</a> .  Any protected health information (PHI) in your records may be used and disclosed generally as permitted by the HIPAA Privacy Rule (45 CFR Parts 160 and 164), as implemented within DoD by DoD 6025.18-R. Permitted uses and disclosures of PHI include, but are not limited to, treatment, payment, and healthcare operations.		
<b>4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:</b>  Voluntary. If you choose not to provide the requested information, comprehensive health care services may not be possible, you may experience administrative delays, and you may be rejected for service or an assignment. However, care will not be denied.  This all inclusive Privacy Act Statement will apply to all requests for personal information made by MHS health care treatment personnel or for medical/dental treatment purposes and is intended to become a permanent part of your health care record.  Your signature merely acknowledges that you have been advised of the foregoing. If requested, a copy of this form will be furnished to you.		
<b>5. SIGNATURE OF PATIENT OR SPONSOR</b>	<b>6. SOCIAL SECURITY NUMBER OR DOD IDENTIFICATION NUMBER OF MEMBER OR SPONSOR</b>	<b>7. DATE (YYYYMMDD)</b>



# AFROTC Form 28

- You should already have this form. This was in your Email. Needs to be completed prior to PT on **Tuesday Aug 27<sup>th</sup> at 0600**
- All Cadets are required to wear compression shorts under their PT gear

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 listed on reverse, check block 7 and certify as requested below.		
AFROTC CADRE: If cadet/applicant exceeds AF weight standards, conduct a Body Fat Measurement (AW DoDI 1308.3).		
3. CADET/APPLICANT MEASUREMENTS	HEIGHT	WEIGHT
4. AIR FORCE WEIGHT STANDARDS (found on reverse)	MINIMUM	MAXIMUM
5. BODY FAT MEASUREMENT	6. BODY FAT STANDARDS: FEMALE - 28% MALE - 20%	
7. CHECK APPLICABLE BOX	<input type="checkbox"/> IS WITHIN AIR FORCE WEIGHT STANDARDS <input type="checkbox"/> EXCEEDS AIR FORCE WEIGHT STANDARDS <input type="checkbox"/> IS BELOW AIR FORCE WEIGHT STANDARDS	
8 MEDICAL AUTHORITY: PLEASE REVIEW THE ABOVE INFORMATION. CONDUCT COUNSELING BELOW IN APPLICABLE AREAS, AND SIGN.		
1. (print name) _____, HAVE EXAMINED THIS CADET/APPLICANT AND REVIEWED HIS/HER MEDICAL HISTORY. THE FOLLOWING ARE THE RESULTS:		
9 (IF CADET/APPLICANT IS BELOW AIR FORCE WEIGHT STANDARDS) I CERTIFY THIS CADET/APPLICANT'S LEAN BODY MASS POSES NO HEALTH RISK, NO SIGNS OF EATING DISORDERS EXIST. I HAVE DISCUSSED THE IMPORTANCE OF NUTRITION AND WEIGHT MANAGEMENT. _____ (Medical Authority Initials)		
10. (IF CADET/APPLICANT EXCEEDS AIR FORCE WEIGHT STANDARDS) I HAVE DISCUSSED APPROPRIATE AND SAFE WEIGHT LOSS WITH THE CADET/APPLICANT. _____ (Medical Authority Initials)		
11. (FOR ALL CADETS/APPLICANTS) I DID / I DID NOT (please circle) FIND MEDICAL CONDITION(S) OR PHYSICAL IMPAIRMENT(S) THAT WOULD PRECLUDE THIS CADET/APPLICANT FROM PARTICIPATING IN A RIGOROUS PHYSICAL TRAINING PROGRAM. IF A MEDICAL CONDITION/PHYSICAL IMPAIRMENT EXISTS THAT MAY PRECLUDE THE INDIVIDUAL FROM PARTICIPATING, PLEASE EXPLAIN:		
EXAMINATION DATE	PHYSICIAN OR MEDICAL AUTHORITY SIGNATURE	
AFROTC CADRE: A DISQUALIFIED DODMERB OR MEPS PHYSICAL SUPERSEDES THIS FORM. A CADET MAY NOT PARTICIPATE IN THE AFROTC PHYSICAL TRAINING PROGRAM IF THEY HAVE A DISQUALIFIED DODMERB OR MEPS PHYSICAL.		
DATE	AFROTC CADRE SIGNATURE	

AFROTC FORM 28, 20141030



# Form 48 Initiation



Air Force ROTC Detachment 432  
Form 48 - Academic Plan

## SECTION I: ADMINISTRATIVE DATA

1. STUDENT (Last, First, MI):

2. HOST UNIVERSITY:

3. CROSSTOWN INSTITUTION:

4. ACADEMIC DEGREE TYPE:  4.B. OTHER

5. DECLARED FIELD OF STUDY: (MAJOR)

(MINOR)

6. TYPE OF DEGREE TO BE AWARDED:  7. TOTAL CR HOURS NEEDED:

8. ACADEMIC ADVISOR(S):

1.	<input type="text"/>	<input type="text"/>
	Name	Email
2.	<input type="text"/>	<input type="text"/>
	Name	Email

## SECTION II: TRANSFER CREDITS

COURSE #	COURSE TITLE	CR HRS COMPLETED	CR HRS ACCEPTED
TOTAL CREDITS APPLIED TO STUDENT'S RECORD:			0



# Conclusion

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Questions?