



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

30 July 2024

MEMORANDUM FOR NEW DET 432 CADETS

FROM: AFROTC DET 432/CC

SUBJECT: Welcome to AFROTC Det 432

1. **WELCOME:** I applaud you on your decision to serve in the United States Air Force or Space Force – a decision that will open the door to amazing opportunities that less than 1% of Americans get to experience! Reading and adhering to the contents of this letter is the first step you will take to earn a commission as a Second Lieutenant; I am honored and excited that you have chosen to begin your career at the University of Southern Mississippi...welcome to the Air Force Reserve Officer Training Corps (AFROTC) Detachment 432 family!

2. **REQUIRED PAPERWORK:** In order to fully enroll you in the AFROTC program, you are required to fill out and/or provide documents listed in ATTACHMENT 1. Please contact the Cadet Records Office at (601) 266-5075/5074 to schedule an in-person or virtual meeting so we can provide you these documents and assist you with filling them out. The meeting must occur ***prior*** to **16 August 2024**.

3. **NEW STUDENT ORIENTATION:** You are required to attend New Student Orientation. Here, you will complete your enrollment, be informed of membership standards and expectations, be fitted for and issued uniforms (pending receipt of all enrollment documents), and meet both cadre and cadet leadership.

- a. **DATE:** 19 August 2024 (Monday)
- b. **TIME:** 12:00 pm – 5:00 pm (Snacks and refreshments will be provided)
- c. **LOCATION:** College Hall (CH), Room 101
- d. **UNIFORM OF THE DAY:** Modified Uniform. See ATTACHMENT 2 for guidance.
- e. **SPECIAL INSTRUCTIONS:** Bring a pencil, blue/black ink pen, and a notebook. Snacks and drinks are also permitted. If you were unable to provide all documentation during your meeting with the Cadet Records Office, you must bring the remaining items with you to new student orientation. Failure to do so will result in a delay of your enrollment.

4. **CONCLUSION:** My team and I look forward to welcoming you to the Det 432 Family! If you have any questions or concerns, you may reach out to Technical Sergeant Opaitz by phone at 601-266-5074 or by email at [Kristina.Opaitz@usm.edu](mailto:Kristina.Opaitz@usm.edu).

A handwritten signature in blue ink, appearing to read "Sheena M. Puleali", is located below the conclusion paragraph.

SHEENA M. PULEALI, Lt Col, USAF  
Commander

2 Attachments

1. Required Documents
2. Modified Uniform

## **ATTACHMENT 1**

### **Required Documents**

#### **a. Mandatory Items / Actions:**

- (1) AFROTC Form 28 – Sports Physical
- (2) AFROTC Form 48 – Academic Degree Plan
- (3) AF Form 2030 – Drug and Alcohol Abuse Certificate
- (4) AF Form 3010 – Statement of Understanding for Dependent Care Responsibility
- (5) DD Form 93 – Record of Emergency Data
- (6) DD Form 2983 – Recruit/Trainee Prohibited Activities Acknowledgement
- (7) Memo of Understanding – Drug Testing Policy
- (8) Consent Form – Transcript Release
- (9) Consent Form – Open/Verify Contents of Official DAF Correspondence
- (10) Birth Certificate (original; we will not keep this)
- (11) Social Security Number Card (original; we will not keep this)
- (12) High School Transcript
- (13) Create a WINGS Account: <https://wings.holmcenter.com/applyforafrotc>
- (14) Register for a Selective Service Number (males only): <https://www.sss.gov/register/>

#### **b. If any of the below items are applicable to you, provide item(s) to detachment:**

- (1) DD Form 4 – Record of Enlistment
- (2) DD Form 214 – Certificate of Release or Discharge from Active Duty
- (3) DD Form 368 – Request for Conditional Release (Guard/Reserve)
- (4) DD Form 785 – Record of Disenrollment from Officer Candidate-Type Training
- (5) Family Care Plan
- (6) HSSP Statement of Understanding
- (7) Transcript of prior college credits
- (8) JROTC Participation/Completion Certificate
- (9) Eagle Scout/Girl Scout Certificate
- (10) Private Pilot's License (PPL)
- (11) If born outside of the U.S., bring all documents to establish citizenship status
- (12) Affiliate Data Form (William Carey University students, only)

**ATTACHMENT 2**  
**Modified Uniform**

a. **SHIRT:** Plain Black Polo (small logo is okay). Appropriate examples include:



b. **PANTS:** Khakis. Appropriate examples include:



c. **ACCESSORIES:** Black/Brown Belt; Black/Brown Socks; Black/Brown Closed-toe Shoes (no heels). Appropriate examples include:

