



Air Force ROTC Detachment 175

Preparing for Orientation

Getting Ready for the Training Environment

Athletic Attire

- The following will be worn to Physical Training until your Physical Training Gear (PTG) is issued:
 - Plain grey crew neck shirt with sleeves (small logos are acceptable)
 - Plain black athletic shorts (at least three-quarters of the thigh in length; spandex is authorized as an undergarment only)
 - White or black socks and athletic shoes (must be visible when wearing sneakers)

Business Casual Attire

- Will be worn to Leadership Lab and ROTC class until your blues uniform is issued.
- Khaki slacks, any brand, in a tan or light brown color
- Short-sleeve, navy polo-style shirt, any brand, can have a conservative logo, e.g., Polo's horse or Izod alligator.
- Black or brown leather shoes (no canvas/sports shoes or open-toe/open-heel shoes)
- Black or navy-blue socks
- Black or brown belt (to match shoes), with shirt tucked into trousers.
- Black jackets are authorized over polos.
- If you cannot procure the above items, consult with Cadre.

Military Grooming Standards

- Males:
 - Clean shaven every morning before PT, training and/or Aerospace classes
 - Hair has a tapered appearance and will not touch ears and will not exceed 1 ¼ Inches in bulk.
 - No visible piercings including tongue.
- Females
 - All hair pulled up tightly (bun cannot exceed 3.5" in bulk), ponytails no longer than the top of the sleeve inseam are acceptable.
 - Conservative make-up and nail polish colors
 - Only one earring per ear: small diamond, pearl, or gold/silver spherical shape studs
- Consult [DAFI36-2903](#) Chapter 3.1 for guidance

Physical Fitness

- MUST have sports physical (AFROTC Form 28) **SIGNED AND STAMPED** by a Doctor. The AFROTC Form 28 is attached at the end of this guide.
- Fitness Assessment consists of:
 - Abdominal Circumference (Waist) Measurement
 - 1-minute push-ups
 - 1-minute sit-ups
 - 1.5-mile run
 - Visit <https://manoa.hawaii.edu/undergrad/airforcerotc/physical-training/> for score charts



Getting Ready for New Cadet Orientation

Classes

- ☐ Register for AS101 & AS101L (Fall) or AS 102 & AS 102L (Spring). FALL ENROLLMENT ONLY: If you plan to enroll in the three-year (AS250) program, please email us at afrotc@hawaii.edu to determine if you meet eligibility requirements.

Paperwork

- ☐ For all Cadets: Accomplish a sports physical with your physician and bring the AFROTC Form 28 to NSO. Bring the below items and requested information.
- ☐ For Cadets ages 17 and younger: If you are under the age of 18 **AND** your parent or legal guardian will not be attending New Student Orientation with you, please print and carefully fill out the additional attached documents and bring them with you to NSO.

Along with the paperwork from the In-Processing Guide, bring each of the following...

Birth Certificate or Naturalization Certificate

- ☐ Original, no certified copies

Social Security Card signed by applicant.

- ☐ Original, no certified copies

Selective Service Number (Males only)

- ☐ Bring a copy or Print-out from "Check a Registration" at www.SSS.gov
- ☐ Selective Service Number is: _____

Fall Term Registration

- ☐ Full Time Status Above 12 Credits
- ☐ Bring copy of degree plan for verification

SAT/ACT Scores (If taken)

- ☐ Copy of all SAT and/or ACT test scores (unofficial or official)

College Transcripts (as applicable)

- ☐ Transcripts of all completed college work credited towards your undergraduate degree (unofficial copies are acceptable, but must show the hours and quality points for each class)
- ☐ CPGA Above 2.0

Certificates or Documentation (as applicable):

- | | |
|---|--|
| <input type="checkbox"/> Junior ROTC | <input type="checkbox"/> DD Form 214 (prior military enlistment) |
| <input type="checkbox"/> Civil Air Patrol | <input type="checkbox"/> DD Form 785 (prior service academy or officer accession training program) |
| <input type="checkbox"/> Eagle Scout | |

High school diploma and/or transcripts proving completion.

- ☐ Original

University of Hawai'i (or Cross-town School) Student ID number: _____

Emergency Contact Information

Name: _____ Phone Number: _____

Address: _____ City/State/Zip: _____

Permanent Address

Phone Number: _____

Address: _____ City, State, Zip: _____

College Address (where you physically live) if different than above

Phone Number: _____

Address: _____ City/State/Zip: _____

AFROTC DETACHMENT 175 IN-PROCESSING GUIDES

OVERVIEW

This package is designed to assist you in completing the paperwork required to join Air Force ROTC. Any errors in your paperwork will result in delays in your acceptance into our cadet corps. This will be a lengthy process, so be sure to read all instructions, questions, and disclosures fully.

Applying for the program will be a six-step process:

1. Register for a WINGS account (WINGS is our web-based portal where the majority of your records will be stored)
2. Complete the WINGS “ROTC Prospect to Do List”
3. Prepare for New Cadet Orientation in Accordance With (IAW) the above “Preparing for Orientation” checklist.
4. Attend New Cadet Orientation on the date provided on our website.
5. Await further instructions for completing the remaining WINGS paperwork.

This guide will help step you through the paperwork aspect of the process above. If at any point you have a question or concern, you can contact our staff by emailing afrotc@hawaii.edu.

GENERAL INSTRUCTIONS FOR COMPLETING FORMS

All of the sections contain instructions that should provide sufficient explanations for completing all the required forms correctly. Please read all information carefully to prevent mistakes.

Instructions in green and italics are for after you print out the filled-out forms. Most of these involve where to initial and sign. Note that some forms should NOT be signed until you arrive at the detachment.

Save the completed file so when you need to re-accomplish any of the forms you don't have to start over. Ensure you can access this file even after you arrive at the detachment in case we need to edit or reprint a form.

Let's get started on your WINGS registration...

AFROTC DETACHMENT 175 IN-PROCESSING GUIDE

WINGS REGISTRATION

WINGS is our Online portal where your records will be maintained. Once you register, you'll provide some preliminary information that will help to build several of your required forms and will also build your profile in the system so that we will know you are an applicant for our program.

Browser Requirements: WINGS works best with Google Chrome. If you attempt to create your WINGS account on Firefox, Microsoft Edge, or another browser, you will have issues.

To register:

1. Go to www.afrotc.com and click "LOG IN" at the top of the screen.
2. Once re-directed to the portal, select "Apply for AFROTC."
3. Read the disclosure and select "YES" if you agree to the terms.
4. Enter your university email address, a smart password, and a security question (If you do not have a university email, enter your preferred email address.) Please keep track of which email and password you used. You will use this from here on out to access your account.
5. Use the code sent to your email address to finalize your registration.

Maintaining Your Credentials: You will utilize WINGS throughout your cadet career, so it is important to maintain your login credentials. There are several ways to store and protect your usernames and passwords, but a simple and free way is to create an encrypted Word or Excel document that contains login information for all of your accounts. To do so, just create your document or spreadsheet then: Click **File > Info > Protect Workbook/Document > Encrypt with Password** (just be sure that your encryption password isn't one you may forget!)

ROTC Prospect to Do List

My Profile

- Be sure to enter your Middle Initial (if you have one)
- Your current residence will be your local (Hawai'i) permanent residence.
- Select "Yes" for your intent to commission.

Education

- Follow the instructions/prompts.
- If you are entering our program in the spring, amend your enrollment answer to your status for the upcoming Spring semester.
- To update your Preferred Colleges/Universities:
 1. Select the state of the institution (WINGS will auto-populate associated institutions)
 2. Select "View All" if your preferred institution isn't on the first page.
 3. Select your institution and submit.
 4. Add/Remove additional schools, as necessary.
 5. Select SAVE

Acknowledgements

Answer each prompt according to your understanding; if you agree/understand, select YES; if you disagree, select NO. Note that some answers will be YES, and some will be NO—there is no "right" answer.

AFROTC DETACHMENT 175 IN-PROCESSING GUIDE

Some prompts may require additional information if you select YES. If an additional dialogue box appears, enter the information exactly as requested.

Citizenship

If you have any questions regarding your citizenship, consult your parents or closest relative. You may join ROTC without Citizenship, but you **must** be able to obtain it before contracting or commissioning.

Review & Submit

- Validate all of your info/answers and re-enter your Date of Birth and SSN
- Answer the final disclosure and submit.

We're done with WINGS for now, let's move on to paperwork.

APPLICATION PAPERWORK

The following pages provide concise instructions for completing each required form. Each underlined header will specify the applicable form number followed by the name of the form.

Remember that incorrect forms may delay your acceptance, so take your time and **follow the instructions**. If the instructions do not explicitly tell you to do something, don't do it. And remember to pay close attention to the ***INSTRUCTIONS AFTER PRINTING*** which will tell you what you need to do after completing and printing each form.

AFROTC DETACHMENT 175 IN-PROCESSING GUIDE

ALL STUDENTS

AFROTC FORM 28, Pre-Participatory Sports Physical

PURPOSE: This form is used to establish medical authorization for participation in an AFROTC physical training program.

***INSTRUCTIONS AFTER PRINTING:** Print your name in Block 1. Take **this** form to the health Center on campus or to your family doctor; we cannot accept similar forms that your doctor may utilize. Have your doctor fill out Sections 3 - 11 and provide examination date and their signature in the provided blocks. This form **MUST BE SIGNED AND STAMPED** by a physician. This must be returned **BEFORE** participation in any AFROTC physical training.*

ONLY CADETS 17 AND UNDER WITHOUT PARENT PRESENT AT NSO

DDRP MEMO, Drug Demand Reduction Program Memorandum

PURPOSE: To inform you that as a cadet in the SROTC program you may be randomly selected for Urinalysis drug testing at any time.

SPECIFIC INSTRUCTIONS:

Read this form in its entirety.

***INSTRUCTIONS AFTER PRINTING:** Print name in the space provided. Sign and date in space provided. Parent/Guardian sign and date in space provided. Notary sign, stamp, and date in space provided.*

REQUEST AND CONSENT FOR RELEASE OF STUDENT RECORDS

PURPOSE: This memo allows AFROTC to obtain copies of your transcripts to be used for award packages and commissioning.

SPECIFIC INSTRUCTIONS: Read this memo in its entirety.

INSTRUCTIONS AFTER PRINTING:

*Print your name in the space provided after "Memorandum for Cadet." Write today's DATE in the space provided at the **BOTTOM**, and SIGN on the line labeled "Student's Signature." Parent/Guardian sign in the space provided.*

CONSENT FOR RELEASE OF STUDENT RECORDS

PURPOSE: This memo provides the university authorization to release records to AFROTC for the purpose of official AFROTC business.

SPECIFIC INSTRUCTIONS: Read this memo in its entirety.

INSTRUCTIONS AFTER PRINTING:

Write today's DATE in the DATE block, print your name after FROM: CADET, and provide the requested information in the spaces provided, and SIGN on the line labeled "Student's Signature." Parent/guardian sign in the space provided.

MAIL RELEASE AUTHORIZATION

PURPOSE: This memo provides Cadre permission to open correspondence delivered to the detachment addressed to Cadets.

SPECIFIC INSTRUCTIONS: Read this memo in its entirety. Enter your name in the block at the top after “CADET” and complete the Student ID, SSN and DOB fields.

INSTRUCTIONS AFTER PRINTING:

Sign and date in the space provided. Parent/Guardian sign and date in the space provided. Notary sign, date, and stamp in the space provided.

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 IAW 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 - 26% MALE - 18%	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. I, <u>(print name)</u> _____, 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 / 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: REVIEW THE INFORMATION ENTERED ABOVE AND SIGN BELOW:			
DATE		AFROTC CADRE SIGNATURE	

ACCESSION HEIGHT AND WEIGHT STANDARDS & BODY FAT MEASUREMENT (BFM) STANDARDS
 (Per DoDI 1308.3, *DoD Physical Fitness and Body Fat Programs Procedures*)

HEIGHT (INCHES)	POUNDS	
	MINIMUM (BMI = 19 kg/m)	MAXIMUM (BMI = 25.0 kg/m)
58	91	119
59	94	124
60	97	128
61	100	132
62	104	136
63	107	141
64	110	145
65	114	150
66	117	155
67	121	159
68	125	164
69	128	169
70	132	174
71	136	179
72	140	184
73	144	189
74	148	194
75	152	200
76	156	205
77	160	210
78	164	216
79	168	221
80	173	227



**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 disenrollment or dismissal from Air Force ROTC or specific officer commissioning program.

Cadet Signature and Date

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

Printed Name and Signature Witness (or Notary) and Date



**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION & TRAINING COMMAND (AETC)**

Date: _____

MEMORANDUM FOR CADET _____

FROM: Air Force Reserve Officer Training Corps (AFROTC) Detachment (Det) 175

SUBJECT: Request and Consent for Release of Student Records

1. In compliance with 10 U.S.C. 2102 et seq., your consent is required to permit the educational institution in which you are/were enrolled to release official copies of your transcripts of grades and/or other student records, files, or data that are a part of your student records to AFROTC and Department of Defense (DOD) agencies, as may be required by these agencies.

2. It is mutually understood that the purposes of this request for official copies of student records is necessary for AFROTC screening and evaluation of its present and potential cadet members and those cadets commissioned or disenrolled from the AFROTC program. It is further understood that the privacy of the information collected by means of the request will be maintained in accordance with the Privacy Act of 1974 and the Freedom of Information Act, and the information will be used for official AFROTC purposes only.

AFROTC Det 175 Representative

1st Ind, Student

DATE: _____

MEMORANDUM FOR AFROTC Det 175

I have read and understand your request for official copies of my school records. I hereby voluntarily consent to the release of such official records as you may require in your above-stated request and have signed the attached authorization for appropriate school officials to release to Det 592 personnel or to the appropriate DOD agency any and all official records, files, and data for their use as requested above.

(Student's Signature)

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

Attachment:
Consent for Release of Student Records



**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION & TRAINING COMMAND (AETC)**

Date: _____

MEMORANDUM FOR UNIVERSITY OF HAWAI'I - MANOA

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 175 to conduct official AFROTC business. I therefore authorize appropriate school officials to release to Det 175 personnel or to the appropriate DoD agency any and all official records, files, and data for their use in official AFROTC business.

INSTITUTION NAME: _____

STUDENT ID #: _____

SSN: _____

DOB: _____

(Student's Signature)

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

**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

The Detachment Commander (CC), the Personnel NCO (DP), and the Information Management NCO (IM) need to open official US Air Force (USAF) correspondence delivered to the detachment addressed to cadets. Access to these documents is for the verification and accuracy of the contents ONLY. Specific documents we open are: assignment orders for cadets entering active duty, cadet travel summaries, and cadet Leave and Earnings Statements (LES). We must verify these documents when received to ensure accuracy and to immediately correct or report any discrepancies to higher headquarters. In accordance with the Privacy Act, we must have your permission to access this mail. Therefore, request you sign your payroll signature below to consent to our access. Giving consent is strictly voluntary. However, if you do not give your consent, delays may be encountered in processing these vital items. Only OFFICIAL USAF correspondence specifically approved by the detachment commander will be opened. Please sign below if you agree to authorize cadre members to open OFFICIAL USAF mail addressed to you.

Cadet Signature and Date

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

Printed Name and Signature Witness (or Notary) and Date