



TEXAS TECH

UNIVERSITY.

**Department of Aerospace Studies
AIR FORCE ROTC ORIENTATION MANUAL &
NEW CADET ORIENTATION PROCESSING
(NCOP) GUIDE/CHECKLIST/FORMS**

Current as of 13 July 2020


AFROTC DETACHMENT 820, TEXAS TECH UNIVERSITY
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ORIENTATION INFORMATION

*In this manual, you will find all required documents to enroll as a cadet and helpful information to keep throughout your time at Det 820. Please read this in its entirety before you attend your first day of Leadership Lab (LLAB) on _____ @ _____.

*New Students/Applicants are **highly encouraged** to attend AFROTC New Cadet Orientation Processing (NCOP) in Holden Hall, room _____, on _____ @ _____. **Monitor your school email (@ttu.edu) account for specific instructions.** Dress for the orientation is business casual. You will complete assorted application documents and ensure your "WINGS" account is valid.

Reference page 11 for all NCOP forms/documents to bring with you

CADET CONTACT INFORMATION (FILL OUT NEXT PAGE & TURN IN AT NCOP)

Cadet (Last, First, Middle Name): _____

Student ID/R#: _____

Primary Phone #: _____

Home of Record Address: _____

City, County, State, Zip: _____

Emergency Contact and Phone #: _____

Current Address if different than above (i.e. dorm bldg./room #): _____

TTU Email address: _____

Non-TTU Email address: _____



**Note* It is your responsibility to notify cadre of any address and/or phone number change*

WAYS TO PREPARE FOR AFROTC FITNESS

Your first physical Fitness Assessment (FA) will take place early in the Fall or Spring semester and consists of four major components: waist measurement, push-ups, sit-ups, and a 1.5 mile run.

The AFROTC website recommends the following tips to prepare for and pass the FA:

- **Develop a plan to improve your physical fitness understanding that you need not be an athlete to succeed on your FA.**
 - Take the entire test early to get a baseline for improvement
 - Develop an exercise plan to improve each component score
- **Set short and long-term goals.**
 - Set six-week goals
 - Semester goals
 - Field Training (FT) goals to increase your competitiveness for selection
- **Find a workout partner and push one another to improve scores.**
- **Clear your mind after a long study session by going for a run.**
 - Take study breaks and do some quick exercises.
- **You can work on sit-ups and push-ups in a variety of places to include your room.**
- **Overall, be resilient and never quit!**

CADET INFO

First Name Middle Name Last Name Suffix SSN DOB

Permanent Mailing Address

Street Address City State Zip Code
Yes No

Is the address above your current address (where you currently reside)?

Is the city and state above your legal residence?

Current Mailing Address

Street Address City State Zip Code

Marital Status

Number of Dependents

Legal Residence:

Single Married Divorced Widowed

City, State

Gender

Male Female

School AS Level Degree

Projected Date of Graduation

Parents in the U.S. Military (Past or Present) Parent's Phone #

Name	Start	End	Branch	Status	Current/Final Rank
(Last, first MI, suffix)	Date	Date			

GENERAL INFORMATION

THE DETACHMENT

Detachment 820 is structured much like the USAF functional wing structure. The Cadet Corps is called a “Wing” and is headed by the Cadet Wing Commander. The training objectives of AFROTC 820 are executed under the leadership of the Cadet Wing Commander and staff. These Cadet-leaders operate the Cadet Wing with oversight provided by the Active Duty Detachment Cadre.

THE CADRE

Experienced active duty officers and non-commissioned officers (NCOs) make up the Cadre. The officers perform the instructional and management aspects of the detachment. These professionals have been selected for their duties factoring in their temperament, background and qualification to lead, mentor and instruct future Air Force leaders. The NCOs work with the officers and administer all the administrative aspects associated with accession into the Air Force. Additionally, Detachment 820 are supported by one civilian administrative staff member provided by Texas Tech University.

GENERAL MILITARY COURSE (GMC)

The General Military Course (GMC) introduces Cadets to the United States Air Force and prepares them for competitive selection for attending Field Training (FT). First year Cadets are enrolled in the AERS 1105 (Foundation of U.S. Air Force) course which is designed to acquaint students with the U.S. Air Force and Air Force Reserve Officers’ Training Corps (AFROTC). Topics include mission and organization of the Air Force, professionalism, military customs and courtesies, Air Force officer opportunities, group leadership problems, and introduction to communication skills. Second year Cadets are enrolled in AERS 2103 (Evolution of U.S. Air & Space Power); course which is designed to motivate students to transition to the Professional Officers Course. Topics include Air Force heritage and leaders, introduction to air and space power, with the continued application of communication skills. GMC Cadets are considered Cadet Airmen. First year Cadets are classified as Cadet Fourth Class (C/4C) and second year Cadets are classified as Cadet Third Class (C/3C).

PROFESSIONAL OFFICER COURSE (POC)

This program is for Cadets who have successfully completed FT. It allows upper-level Cadets to practice the leadership skills they have developed during their time as GMC Cadets and during FT. The POC Cadets run the day-to-day operation of the Cadet Wing, including weekly LLAB and PT (Physical Training) as they prepare for their entrance onto active duty. Third year Cadets are enrolled into the AERS 3305 (Air Force Leadership Studies) course with Fourth year Cadets enrolled into the AERS 4303 (National Security Affairs/Preparation for Active Duty) course. POC Cadets are Cadet officers. Their rank corresponds with Cadet Wing positions that are awarded to them by the Cadet Wing Commander and Cadre.

LEADERSHIP LAB (LLAB)

Leadership laboratories (“Lead Labs” or “LLABs”) include briefings, inspections, leadership projects, drill and ceremony and much more. LLAB takes place once a week (Thursday from 1600-1800 hours) normally beginning in Holden Hall Room 150. These labs are attended by the entire AFROTC Cadet wing. LLAB helps to build your confidence and provides you with insight into the role of an Air Force officer. Some LLABs occur outside of Holden Hall and include more interactive activities and training (e.g. drill practice, team building exercise). Attendance at LLAB is mandatory and LLABs are planned and carried out by the POC Cadets and Cadet Wing Commander under the guidance of the Detachment Commander.



TEXAS TECH

UNIVERSITY.

WELCOME!

Texas Tech University Air Force ROTC Detachment 820 welcomes you to the family!

As a new Cadet, you are taking the first steps in preparing to commission as a Second Lieutenant in the United States Air Force. Your experience in the program will be both challenging and rewarding.

Please take the time to read this Cadet Orientation Guide. It contains valuable information that will help you get off to a great start.

Congratulations on your decision to enroll in Air Force ROTC at Texas Tech University. The Cadre and Cadets of Detachment 820 look forward to working with you as you train to become a future officer in the United States Air Force.

"Aim High...Fly-Fight-Win"





DEPARTMENT OF THE AIR FORCE
AFROTC DETACHMENT 820 (AETC)
TEXAS TECH UNIVERSITY TEXAS

13 July 2020

MEMORANDUM FOR AFROTC DETACHMENT (DET) 820 MEMBERS

MEMORANDUM FOR RECORD

FROM: AFROTC DET 820/CC

SUBJECT: Detachment 820 Welcome Letter

1. We are so excited to have you as part of AFROTC Detachment 820 at Texas Tech University! You are joining a detachment with a legacy of excellence with most of our alum noted for having made huge impacts on the United States Air Force – past and present!
2. Be advised, you are about to embark upon the journey of a lifetime should you obtain an officer's commission in the United States Air Force. In the immediate future, you are certain to begin forming fond memories and friendships -- forged in the shared experience that is Air Force ROTC.
3. The two-step secrets to success here at Detachment 820 are as follows: expect high standards – then exceed them. You'll know you're on your way to exceeding these standards when you're going "all-in" and not saving anything for the swim back! Specifically, you will be challenged physically and mentally along this path toward your leadership development.
4. In the end no matter where it may reside for you, you'll find yourself with more than enough built-up momentum to soar high and far exhibiting an unimpeachable *Integrity*; an acute dedication to *Service*; leaving a trail *Excellence* with impressive depth and breadth...Air Force Core values.

PALACIOS,CHRISTOPHER.M.1135993049
PHER.M.1135993049
CHRISTOPHER M. PALACIOS, Lt Col, USAF
Commander

Digitally signed by
PALACIOS,CHRISTOPHER.M.1135993049
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=USAF, cn=PALACIOS,CHRISTOPHER.M.1135993049
Date: 2020.07.13 15:41:39 -0500

PREPARING FOR NEW CADET ORIENTATION PROCESSING (NCOP) CHECKLIST

COMPLETED ON	MISSING	WHAT TO BRING	PAGE #
<i>These forms can be found in this guide on the following pages:</i>			
		New Cadet Information Worksheet	7
		AFROTC Form 28, AFROTC Pre-Participatory Sports Physical	23-24
		AF Form 2030, USAF Drug and Alcohol Abuse Certificate	25-26
		DD Form 93, Record of Emergency Data	27-30
		DD Form 2005, Privacy Act Statement – Health Records	31-32
		DD Form 2983, Prohibited Activities Acknowledgment	33-34
		Request & Consent for Release of Student Records	35-36
		Attachment 5, Drug Demand Reduction Program Memo of Understanding (MOU)	37-38
		Memo of Acknowledgment for Mail Access Authorization	39-40
The following items need to be brought with you to NCOP in addition to the forms listed above			
		Proof of registration for AERS _____ course & LLAB	
		Civil Involvement Documentation (i.e. ticket/citation)	
		Birth Certificate ***CADRE MUST SEE ORIGINAL***	
		Social Security Card ***CADRE MUST SEE ORIGINAL***	
		Copy of DD Form 214 (if applicable)	
		Copy of Selective Service Registration (males only) www.sss.gov	
		Copy of Completed Course Transcripts (if applicable)	
		Copy of ACT/SAT (if applicable)	
		Copy of JROTC/CAP/Eagle Scouts Completion Certs (if applicable)	
The following items need to be brought with you to NCOP if you are on an ROTC Scholarship (HSSP)			
		Attachment 2, Scholarship Program Statement of Understanding	41-42
		DD Form 2058, State of Legal Residence Certification	43-44
		FMS Form 11-92, Fast Start Direct Deposit	45-46
		SGLV 8286, Prudential Servicemember’s Group Life Insurance	47-52
		Form W-4	53-56
		Attachment 3, Academic Plan for Foreign Language or Technical Requirements for Non-Technical Scholarship Cadets	57
		Attachment 4, Secretary of the Air Force (SAF) approved 5-year majors (info only)	58
The following items need to be brought with you to NCOP if you are MARRIED or have Dependents			
		AF Form 3010, USAF Statement of Understanding for Dependent Care Responsibility	59-60

Purpose: Complete checklist requirements to gain entry to Texas Tech University, AFROTC Detachment 820.

Special Instructions: Please bring the forms and documentation with you (electronically **and** paper) to the New Cadet Orientation Processing (NCOP). It is highly recommended that you save the completed file/forms so if/when you need to re-accomplish any of them, you can access them easily. It is important that when you arrive to NCOP, that you have access to all these forms in case you need to make any edit or re-print a form.

In addition to the above checklist items, please ensure you bring a pen (black/blue ink), note pad and an electronic device (i.e. laptop or tablet) to retrieve your forms and access WINGS.

If you have any questions or concerns, please e-mail SSgt Canedo (Julieann.Canedo@ttu.edu) or MSgt Brandt (Jennifer.L.Brandt@ttu.edu) or call at 806-742-2143 for assistance.

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, but 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 NCOP in accordance with the above “Preparing for Orientation” checklist.
4. Once your Prospect To Do List is approved, you’ll return to WINGS and complete additional paperwork.
5. Attend NCOP on the date provided on our website (_____ @ _____).
6. Await further instructions for completing 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.DET820@TTU.EDU.

ADOBE ACROBAT REQUIREMENTS

To save the information in this application file you **MUST** be using the most current version of Adobe Acrobat Reader. Other PDF software will not allow you to save and print typed data correctly.

To update to the newest version:

1. Remove any existing versions of Adobe Acrobat Reader on your system
2. Go to <https://get.adobe.com/reader/>
3. Uncheck (de-select) the “Optional offers”
4. Download & install the software (restart if necessary)

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 preclude mistakes.

*Instructions in red 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 for NCOP.*

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

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 Internet Explorer (IE). If you have any issues completing your registration using Chrome/Firefox/Safari, switch to a current version of IE.

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)
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 Name (if you have one)
- Your current residence will be your permanent residence (likely your parents' address)
- Select "Yes" for your intent to commission

EDUCATION

- Follow the instructions/prompts
- If you are entering our program in the spring, and 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

ACKNOWLEDGMENTS

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. 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 legal guardian.

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 (e.g. “AFROTC IMT 28”) 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 FORM 28, PRE-PARTICIPATORY SPORTS PHYSICAL

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

SPECIFIC INSTRUCTIONS: Print your name, if not already typed.

INSTRUCTIONS AFTER PRINTING: Take **this** form to the TTU Student Wellness Center (806-743-2848) on campus or to your family doctor; we **cannot** accept similar forms that your doctor may utilize. This form must be signed, and name stamped by a licensed physician.

AF FORM 2030, USAF DRUG AND ALCOHOL ABUSE CERTIFICATE

PURPOSE: To determine enlistment/commissioning eligibility, and process qualified applicants. To determine classification and assignment actions after enlistment or commissioning. All documents are source documents in determining benefits/entitlements.

SPECIFIC INSTRUCTIONS: Read this form in its entirety. Print your name, if not already typed. **INITIAL** the Yes/No boxes as applicable for Section II and III.

INSTRUCTIONS AFTER PRINTING: **DO NOT SIGN/DATE** the form. Detachment personnel must witness signature.

DD FORM 93, RECORD OF EMERGENCY DATA

PURPOSE: This form provides current emergency information on each member. It serves as an official document that is required by law for designating the beneficiaries of unpaid pay and allowances.

SPECIFIC INSTRUCTIONS:

Block 1-2: Provide your name and SSN, if not already typed

Block 4a-b: Provide this information for your spouse, if applicable. If you are not married, leave both blocks blank. Check the appropriate box to indicate whether you are single, divorced, or widowed.

Block 5-7b: Provide the requested information. Be sure to include a full address, including zip code.

Block 8a-b: If you do not want us to notify one of your parents in an emergency, indicate that here. You can also provide an alternate contact if desired.

Block 11a-d: Should you die while on active orders (ex: Field Training), you will be entitled to a death gratuity. Indicate who this should be paid to. Percentages must add up to 100%.

Block 12a-13b: Again, should you die on active orders, who should any unpaid allowances be paid to and who should take possession of your body (13a).

INSTRUCTIONS AFTER PRINTING: **DO NOT SIGN/DATE!** Detachment personnel must witness signature.

DD FORM 2005, PRIVACY ACT STATEMENT – HEALTH RECORDS

PURPOSE: This form provides you the advice required by The Privacy Act of 1974. The personal information will facilitate and document your health care. The Social Security Number (SSN) of member or sponsor is required to identify and retrieve health care records.

SPECIFIC INSTRUCTIONS: Read this form in its entirety. Print your SSN, if not already typed.

INSTRUCTIONS AFTER PRINTING: DO NOT SIGN/DATE the form. Detachment personnel must witness signature.

DD FORM 2983, TRAINEE PROHIBITED ACTIVITIES ACKNOWLEDGMENT

PURPOSE: To inform you of Department of Defense policies prohibiting inappropriate relations between recruiters and recruits, and trainers and trainees.

SPECIFIC INSTRUCTIONS:

Block 1: Provide your name

Block 2: Pay Grade is "Cadet"

Block 3: Training Command is "AFROTC/Det 820"

Block 4: Address is "Lubbock, TX 79409"

INSTRUCTIONS AFTER PRINTING:

Block 5: *Do not write the DATE. Detachment personnel must witness signature.*

Block 6: *Do not SIGN. Detachment personnel must witness signature.*

Block 7: *Read and acknowledge each statement by initialing on the corresponding line.*

Block 8: *List any exceptions.*

Block 9: *Read and acknowledge the statement by initialing on the corresponding line.*

REQUEST AND CONSENT FOR RELEASE OF STUDENT RECORDS

PURPOSE: These memos provides the university authorization to release records to AFROTC for the purpose of official AFROTC business. It also allows AFROTC to obtain copies of your transcripts to be used for award packages, commissioning.

SPECIFIC INSTRUCTIONS: Read this memo in its entirety. Enter your name in the block at the top after "CADET."

INSTRUCTIONS AFTER PRINTING:

Write today's DATE in the bottom DATE block, and SIGN on the line labeled "Student's Signature."

If you are under the age of 18, your parent or legal guardian must sign on the line next to your signature

DRUG DEMAND REDUCTION PROGRAM MEMORANDUM OF UNDERSTANDING

PURPOSE: Memorandum of understanding that you are subjected to drug testing while participating in reserve officer training corps (ROTC).

SPECIFIC INSTRUCTIONS: Read the memorandum.

INSTRUCTIONS AFTER PRINTING: DO NOT SIGN/DATE the form. Detachment personnel must witness signature. If you are under the age of 18, your parent or legal guardian must sign on the line next to your signature.

MEMORANDUM OF ACKNOWLEDGMENT FOR MAIL ACCESS AUTHORIZATION RELEASE

PURPOSE: Grants the cadres the authorization to open your 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.

INSTRUCTIONS AFTER PRINTING:

Write today's DATE in the bottom DATE block, and SIGN on the line labeled "Cadet Signature and Date." If you are under the age of 18, your parent or legal guardian must sign on the line next to your Signature.

We're done with all of the forms and paperwork for now, let's move on to additional documents to bring to NCOP...

ADDITIONAL DOCUMENTS REQUIRED

CERTIFICATION OF INVOLVEMENTS WITH CIVIL, MILITARY, OR SCHOOL AUTHORITIES/LAW ENFORCEMENT OFFICIALS

PURPOSE: The WINGS module is the basic document used for evaluating the moral character of an applicant. Good moral character is a prerequisite for AFROTC membership. Note that after you enlist/contract, a check of national agencies will be made, and all discrepancies will need to be explained. Therefore, it is important to make certain that the information you supply is complete and as accurate as possible.

SPECIFIC INSTRUCTIONS: We will walk you through on how to create/submit a Civil Involvement (CI) in WINGS. You must gather all your **Civil Involvement documentation (copy of citation/tickets, Police/Incident Report, Court Disposition) and bring it to the orientation.**

SPECIAL INSTRUCTIONS:

*Due to associated legalities, AFROTC will **no longer require** cadets to report civil involvements that have been sealed or expunged. But, they may be required to report any such instances when it is time to apply for a security clearance prior to commissioning, or if not required to report, those incidents may nevertheless come to light in the process of background checks made pursuant to a security clearance investigation.*

BIRTH CERTIFICATE

PURPOSE: To verify your sole US citizenship. If you are not a US citizen, or you are a dual citizen, don't worry. Talk to the cadre and we can explain the process for you.

SPECIFIC INSTRUCTIONS: ***Cadre will scan the original and give back to you*** Ensure your Birth Certificate has the raised seal, includes all birth information, to include the CITY you were born in. If your Birth Certificate does not list your city of birth, you will need to order a "long form" from the state department.

SOCIAL SECURITY CARD (SSN)

PURPOSE: To verify your identity and your US citizenship. Ensure your SSN card is signed before turning in.

SPECIFIC INSTRUCTIONS: ***Cadre will scan the original and give back to you***

SELECTIVE SERVICE NUMBER

PURPOSE: To ensure all males, over the age of 17.5 have registered for the Selective Service. Ensure your selective service number card is signed before turning in.

SPECIFIC INSTRUCTIONS: You can obtain a copy of your Selective Service Number by going to www.sss.gov and you will need to bring this with you to NCOP.

COMPLETE COLLEGE COURSE TRANSCRIPTS

PURPOSE: To verify your college credits and your academic progress towards your degree. We will also use this to determine what AS level you should be in.

SPECIFIC INSTRUCTIONS: Provide ALL college course level transcripts, including High School transcripts if you took AP classes and received college level credit. If you have not taken ANY college courses, this will not apply to you at this time. Please note that your academic degree progress will be checked once per semester with your academic advisor and your AS instructor.

ACT/SAT SCORES

PURPOSE: If you have taken the ACT or SATs, your scores need to be updated in WINGS by Cadre. It is important that your scores are updated so we can compete you for scholarships throughout your AFROTC career.

SPECIFIC INSTRUCTIONS: Provide a copy of your ACT or SAT scores, must include your name on them for verification.

DD214 (IF APPLICABLE)

PURPOSE: To verify any prior service connection and eligibility.

SPECIFIC INSTRUCTIONS: This is required if you were in any military branch, including the USAFA, for any amount of time.

CERTIFICATES (JROTC, EAGLE SCOUTS, CIVIL AIR PATROL)

PURPOSE: If you completed JROTC, Eagle Scouts or Civil Air Patrol, you could be eligible for a higher pay grade when you enlist/contract with AFROTC.

SPECIFIC INSTRUCTIONS: Provide completion certificates or card showing you participated in one of these programs. Failure to provide this to Cadre could result in the wrong pay data being updated when you enlist/contract.

REQUIRED FORMS IF YOU ARE ON A SCHOLARSHIP

ATTACHMENT 2 – SCHOLARSHIP PROGRAM STATEMENT OF UNDERSTANDING

PURPOSE: Memorandum of understanding that you are required to maintain certain academic standards to remain on scholarship and to continue receiving benefits from USAF while participating in reserve officer training corps (ROTC).

SPECIFIC INSTRUCTIONS: Read the memorandum.

INSTRUCTIONS AFTER PRINTING: DO NOT SIGN/DATE the form. Detachment personnel must witness signature. If you are under the age of 18, your parent or legal guardian must sign on the line next to your signature.

DD FORM 2058, JAN 2018 – STATE OF LEGAL RESIDENCE CERTIFICATE

PURPOSE: To identify your State of Legal Residence to establish your pay record with DFAS.

SPECIFIC INSTRUCTIONS: Fill out the form and bring with you to NCOP.

INSTRUCTIONS AFTER PRINTING: SIGN/DATE the form in ink (no digital signature)

FMS FORM 11-92 – FAST START DIRECT DEPOSIT

PURPOSE: To identify your bank account in which you will receive your monthly stipend & benefits from USAF while in ROTC. Recommended to bring a voided check with you so we can verify the information on your form matches your bank account information. *Note* We will NOT make any copy of personal checks*

SPECIFIC INSTRUCTIONS: Complete form to the best of your ability, Cadre will go over this more in-depth as needed.

INSTRUCTIONS AFTER PRINTING: SIGN/DATE the form, section 5 at the bottom.

SGLV 8286, 10/2017 – PRUDENTIAL SERVICEMEMBER GROUP LIFE INSURANCE

PURPOSE: To identify your election to receive SGLI or to decline it.

SPECIFIC INSTRUCTIONS: Complete form to the best of your ability, following the instructions provided on the form.

INSTRUCTIONS AFTER PRINTING: SIGN/DATE the form in section 5 (regardless of your SGLI election).

FORM W-4 (2020)

PURPOSE: To establish your pay record with USAF.

SPECIFIC INSTRUCTIONS: Complete all sections to the best of your ability. Contact your guardian if you have questions about filling this out.

INSTRUCTIONS AFTER PRINTING: SIGN/DATE the form once complete (bottom of first page between 7 & 8).

ATTACHMENT 3 – ACADEMIC PLAN FOR FOREIGN LANGUAGE OR TECHNICAL REQUIREMENT FOR NON-TECHNICAL SCHOLARSHIP CADETS

PURPOSE: Memorandum of understanding that you are required to take certain classes when not seeking a technical degree while participating in reserve officer training corps (ROTC).

SPECIFIC INSTRUCTIONS: Read the memorandum and fill out applicable course information.

INSTRUCTIONS AFTER PRINTING: DO NOT SIGN/DATE the form. Detachment personnel must witness signature & AS instructor must go over this with you.

ATTACHMENT 4 – SECRETARY OF THE AIR FORCE (SAF) – APPROVED 5-YEAR MAJORS

PURPOSE: This is just for information regarding SAF approved 5-year majors.

SPECIFIC INSTRUCTIONS: No action required.

REQUIRED FORMS IF YOU ARE MARRIED OR HAVE DEPENDENTS

AF FORM 3010, 20170620 – USAF STATEMENT OF UNDERSTANDING FOR DEPENDENT CARE RESPONSIBILITY

PURPOSE: Memorandum of understanding that you are subjected to maintain certain care for your spouse and/or dependents while participating in reserve officer training corps (ROTC).

SPECIFIC INSTRUCTIONS: Complete section I; read section II and initial next to each statement.

INSTRUCTIONS AFTER PRINTING: DO NOT SIGN/DATE the form. Detachment personnel must witness signature and go over this form with you.

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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, (<i>print name</i>) _____, 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

USAF DRUG AND ALCOHOL ABUSE CERTIFICATE

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 U.S.C., Chapter 31, Sections 504, 505, 508, 513; Chapter 807, Section 8067; Chapter 833, Section 8258; Chapter 1205, Sec12201, and Executive Order 9397 (SSN), as amended.

PURPOSE: To determine enlistment/commissioning eligibility, and process qualified applicants. To determine classification and assignment actions after enlistment or commissioning. All documents are source documents in determining benefits/entitlements.

ROUTINE USES: Disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act outside the DoD as a routine use. 'Blanket Routine Uses' apply.

DISCLOSURE: Voluntary; however, failure to furnish personal identification information may negate the enlistment/commissioning application.

SORN(s): F036 AF PC H, Air Force Enlistment/Commissioning Records System.

SECTION I. DEFINITION OF TERMS

ADVERSE ADJUDICATION: An adverse adjudication (*adult or juvenile*) 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.

AIR FORCE: Includes active Air Force, Air Force Reserve, Air National Guard, and Air Force Academy.

ALCOHOL ABUSE: Alcohol use confirmed by competent medical authority that the individual is emotionally, mentally, or physically dependent on alcohol.

NOTE: 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.

DRUG ABUSE: The illegal, wrongful, or improper use of marijuana, any narcotic substance, hallucinogens, or any illegal drug.

ILLEGAL DRUGS: Any drug or narcotic that is habit forming or has a potential for abuse because of its stimulant, depressant, or hallucinogenic effect. Includes, but not limited to: cocaine, crack, hallucinogens, (*to include lysergic acid diethylamide (LSD), phencyclidine (PCP), tetrahydrocannabinol (THC) in non-marijuana form, and others*), opium, morphine, heroin, dilaudid, codeine, Demerol, inhalants (*paint, glue, and others*), amphetamines (*speed*), methamphetamines (*ice*), barbiturates(*downers*), and anabolic steroids.

MARIJUANA: Any intoxicating organic or synthetic cannabis or tetrahydrocannabinol (THC) type substance. Organic forms from the hemp plant include marijuana, hashish and all derivatives of cannabis sativa. Synthetically, in the form of an herbal and chemical product which, when consumed mimics the effects of cannabis, includes salviadivorum or salvinorum or any product known under such names as "Spice", "Genie", "DaScents", "Zohia", "K-2", and "KO Knockout 2" or variant thereof by whatsoever name it may be called.

SECTION II. CERTIFICATION AT TIME OF APPLICATION

WARNING: YOU MUST BE TOTALLY HONEST IN COMPLETING THIS FORM. 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. **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.** Such action includes, but is not limited to, elimination from training or discharge under less than honorable conditions.

INITIAL YES/NO BOXES AS APPLICABLE	YES	NO
I have read and understand the definition of the terms above.		
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?		

SECTION III. STATEMENTS OF UNDERSTANDING

INITIALS

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.	
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, FROM THIS DATE FORWARD , 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.	

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.

DATE	NAME (<i>Last, First, M.I.</i>) AND SSN OF APPLICANT	SIGNATURE

WITNESS

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
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REMARKS

SECTION IV. RECERTIFICATION AT TIME OF ENLISTMENT, COMMISSIONING, OR APPOINTMENT

I have read and fully understand all the information on this form.	INITIALS
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I hereby state that there has been no change in my status since I originally provided this information on the date on front of this form.	INITIALS
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I hereby certify that I have not used any drug, including marijuana, and that I have not been in any alcohol related abuse incidents, since I originally completed this form.	INITIALS
---	----------

DATE	NAME (Last, First, M.I.) AND SSN OF APPLICANT	SIGNATURE
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WITNESS

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
------	---	-----------

RECORD OF EMERGENCY DATA

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 552, 10 USC 655, 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.

INSTRUCTIONS TO SERVICE MEMBER

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.

INSTRUCTIONS TO CIVILIANS

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.

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.

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 checked="" 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)			

SECTION 2 - BENEFITS RELATED INFORMATION

11a. BENEFICIARY(IES) FOR DEATH GRATUITY <i>(Military only)</i>	b. RELATIONSHIP	c. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER	d. PERCENTAGE
12a. BENEFICIARY(IES) FOR UNPAID PAY/ALLOWANCES <i>(Military only)</i> NAME AND RELATIONSHIP	b. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER		c. PERCENTAGE
13a. PERSON AUTHORIZED TO DIRECT DISPOSITION (PADD) <i>(Military only)</i> NAME AND RELATIONSHIP	b. ADDRESS <i>(Include ZIP Code)</i> AND TELEPHONE NUMBER		
14. CONTINUATION/REMARKS			
15. SIGNATURE OF SERVICE MEMBER/CIVILIAN <i>(Include rank, rate, or grade if applicable)</i>	16. SIGNATURE OF WITNESS <i>(Include rank, rate, or grade as appropriate)</i>		17. DATE SIGNED <i>(YYYYMMDD)</i>

INSTRUCTIONS FOR PREPARING DD FORM 93

(See appropriate Service Directives for supplemental instructions for completion of this form at other than MEPS)

All entries explained below are for electronic or typewriter completion, except those specifically noted. If a computer or typewriter is not available, print in black or blue-black ink insuring a legible image on all copies. Include "Jr.," "Sr.," "III" or similar designation for each name, if applicable. When an address is entered, include the appropriate ZIP Code. If the member cannot provide a current address, indicate "unknown" in the appropriate item. Addresses shown as P.O. Box Numbers or RFD numbers should indicate in Item 14, "Continuations/Remarks", a street address or general guidance to reach the place of residence. In addition, the notation "See Item 14" should be included in the item pertaining to the particular next of kin or when the space for a particular item is insufficient. If the address for the person in the item has been shown in a preceding item, it is unnecessary to repeat the address; however, the name must be entered. Those items that are considered not applicable to civilians will be left blank.

ITEM 1. Enter full last name, first name, and middle initial.

ITEM 2. Enter social security number (SSN).

ITEM 3a. Service. **Military:** Mark X in appropriate block. **Civilian:** Mark two blocks as appropriate. Examples: an Army civilian would mark Army and either Civilian or Contractor; a DoD civilian, without affiliation to one of the Military Services, would mark DoD and then either Civilian or Contractor as appropriate.

ITEM 3b. Reporting Unit Code/Duty Station. See Service Directives.

ITEM 4a. Spouse Name. Enter last name (if different from Item 1), first name and middle initial on the line provided. If single, divorced, or widowed, mark appropriate block.

ITEM 4b. Address and Telephone Number. Enter the "actual" address and telephone number, not the mailing address. Include civilian title or military rank and service if applicable. If one of the blocks in 4a is marked, leave blank.

ITEM 5a-d. Children. Enter last name (only if different from Item 1) first name and middle initial, relationship, and date of birth of all children. If none, so state. Include illegitimate children if acknowledged by member or paternity/maternity has been judicially decreed. Relationship examples: son, daughter, stepson or daughter, adopted son or daughter or ward. Date of birth example: 19950704. For children not living with the member's current spouse, include address and name and relationship of person with whom residing in item 5d.

ITEM 6a. Father Name. Last name, first name and middle initial.

ITEM 6b. Address and Telephone Number of Father. If unknown or deceased, so state. Include civilian title or military rank and service if applicable. If other than natural father is listed, indicate relationship.

ITEM 7a. Mother Name. Last name, first name and middle initial.

ITEM 7b. Address and Telephone Number of Mother. If unknown or deceased, so state. Include civilian title or military rank and service if applicable. If other than natural mother is listed, indicate relationship.

ITEM 8. Persons Not to be Notified Due to Ill Health.

a. List relationship, e.g., "Mother," of person(s) listed in Items 4, 5, 6, or 7 who are not to be notified of a casualty due to ill health. If more than one child, specify, e.g., "daughter Susan." Otherwise, enter "None".

b. List relationship, e.g., "Father" or name and address of person(s) to be notified in lieu of person(s) listed in item 8a. If "None" is entered in Item 8a, leave blank.

ITEM 9a. This item will be used to record the name of the person or persons, if any, other than the member's primary next of kin or immediate family, to whom information on the whereabouts and status of the member shall be provided if the member is placed in a missing status. Reference 10 USC, Section 655. **NOT APPLICABLE to civilians.**

ITEM 9b. Address and telephone number of Designated Person(s). **NOT APPLICABLE to civilians.**

ITEM 10. Contracting Agency and Telephone Number (**Contractors only**). **NOT APPLICABLE to military personnel.** Civilian contractors will provide the name of their contracting agency and its telephone number. Example: XYZ Electric, (703) 555-5689. The telephone number should be to the company or corporation's personnel or human resources office.

ITEM 11a. Beneficiary(ies) for Death Gratuity (**Military only**). Enter first name(s), middle initial, and last name(s) of the person(s) to receive death gratuity pay. A member may designate one or more persons to receive all or a portion of the death gratuity pay. The designation of a person to receive a portion of the amount shall indicate the percentage of the amount, to be specified only in 10 percent increments, that the person may receive. If the member does not wish to designate a beneficiary for the payment of death gratuity, enter "None," or if the full amount is not designated, the payment or balance will be paid as follows:

- (1) To the surviving spouse of the person, if any;
- (2) To any surviving children of the person and the descendants of any deceased children by representation;
- (3) To the surviving parents or the survivor of them;
- (4) To the duly appointed executor or administrator of the estate of the person;
- (5) If there are none of the above, to other next of kin of the person entitled under the laws of domicile of the person at the time of the person's death.

The member should make specific designations, as it expedites payment.

INSTRUCTIONS FOR PREPARING DD FORM 93

(Continued)

ITEM 11a. (Continued) Seek legal advice if naming a minor child as a beneficiary. If a member has a spouse but designates a person other than the spouse to receive all or a portion of the death gratuity pay, the Service concerned is required to provide notice of the designation to the spouse. **NOT APPLICABLE to civilians.**

Item 11b. Relationship. **NOT APPLICABLE to civilians.**

ITEM 11c. Enter beneficiary(ies) full mailing address and telephone number to include the ZIP Code. **NOT APPLICABLE to civilians.**

ITEM 11d. Show the percentage to be paid to each person. Enter 10%, 20%, 30%, up to 100% as appropriate. The sum shares must equal 100 percent. If no percent is indicated and more than one person is named, the money is paid in equal shares to the persons named. **NOT APPLICABLE to civilians.**

ITEM 12a. Beneficiary(ies) for Unpaid Pay/Allowance (**Military only**). Enter first name(s), middle initial, last name(s) and relationship of person to receive unpaid pay and allowances at the time of death. The member may indicate anyone to receive this payment. If the member designated two or more beneficiaries, state the percentage to be paid each in item 10c. If the member does not wish to designate a beneficiary, enter "By Law." The member is urged to designate a beneficiary for unpaid pay and allowances as payment will be made to the person in order of precedence by law (10 USC 2271) in the absence of a designation. Seek legal advice if naming a minor child as beneficiary. **NOT APPLICABLE to civilians.**

ITEM 12b. Enter beneficiary(ies) full mailing address and telephone number to include the ZIP Code. **NOT APPLICABLE to civilians.**

ITEM 12c. If the member designated two or more beneficiaries, state the percentage to be paid each in this section. The sum shares must equal 100 percent. **NOT APPLICABLE to civilians.**

ITEM 13a. Enter the name and relationship of the Person Authorized to Direct Disposition (PADD) of your remains should you become a casualty. Only the following persons may be named as a PADD: surviving spouse, blood relative of legal age, or adoptive relatives of the decedent. If neither of these three can be found, a person standing in loco parentis may be named. **NOT APPLICABLE to civilians.**

ITEM 13b. Address and telephone number of PADD. **NOT APPLICABLE to civilians.**

ITEM 14. Continuations/Remarks. Use this item for remarks or continuation of other items, if necessary. Prefix entry with the number of the item being continued; for example, 5/John J./son/ 19851220/321 Pecan Drive, Schertz TX 78151. Also use this item to list name, address, and relationship of other persons the member desires to be notified. Other dependents may also be listed. This block offers the greatest amount of flexibility for the member to record other important information not otherwise requested but considered extremely useful in the casualty notification and assistance process. Besides continuing information from other blocks on this form, the member may desire to include additional information such as: NOK language barriers, location or existence of a Will, additional private insurance information, other family member contact numbers, etc. If additional space is required, attach a supplemental sheet of standard bond paper with the information.

ITEM 15. Signature of Service Member/Civilian. Check and verify all entries and sign all copies in ink as follows: First name, middle initial, last name. Include rank, rate, or grade if applicable. May be electronically signed (see DoD Instruction 1300.18 for guidelines).

ITEM 16. Signature of Witness. Have a witness (disinterested person) sign all copies in ink as follows: First name, middle initial, last name. Include rank, rate, or grade as appropriate. A witness signature is not required for electronic versions of the DD Form 93 (see DoD Instruction 1300.18).

ITEM 17. Date the member or civilian signs the form. This item is an ink entry and must be completed on all copies.

PRIVACY ACT STATEMENT - HEALTH CARE RECORDS

This form is not an authorization or consent to use or disclose your health information.

1. AUTHORITY FOR COLLECTION OF INFORMATION INCLUDING SOCIAL SECURITY NUMBER (SSN):

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.

2. PRINCIPAL PURPOSES FOR WHICH INFORMATION IS INTENDED TO BE USED:

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.

3. ROUTINE USES:

Information in your records may be disclosed to:

- 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;
- Government agencies to determine your eligibility for benefits and entitlements;
- Government and nongovernment third parties to recover the cost of MHS provided care;
- Public health authorities to document and review occupational and environmental exposure data; and
- Government and nongovernment organizations to perform DoD-approved research.

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: <http://dpcl.d.defense.gov/privacy/SORNsIndex/BlanketRoutineUses.aspx>.

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.

4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:

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.

5. SIGNATURE OF PATIENT OR SPONSOR

6. SOCIAL SECURITY NUMBER OR
DOD IDENTIFICATION NUMBER
OF MEMBER OR SPONSOR

7. DATE (YYYYMMDD)

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RECRUIT/TRAINEE PROHIBITED ACTIVITIES ACKNOWLEDGMENT

PRIVACY ACT STATEMENT

AUTHORITY: 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.
PRINCIPAL PURPOSE(S): To document your understanding of the prohibitions identified in section 7 of this form.
ROUTINE USE(S): The DoD Blanket Routine Uses found at <http://dpclo.defense.gov/Privacy/SORNsindex/BlanketRoutineUses.aspx> apply to this collection.
DISCLOSURE: 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.

INSTRUCTIONS

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.

1. RECRUIT/TRAINEE NAME (Last, First, Middle)	2. PAY GRADE	3. RECRUITING OFFICE/TRAINING COMMAND Texas Tech University - AFROTC Det 820
4. RECRUITING OFFICE/TRAINING COMMAND ADDRESS (City, State, ZIP Code) Lubbock, TX 79409	5. DATE SIGNED (YYYYMMDD)	6. SIGNATURE

7. I ACKNOWLEDGE AND UNDERSTAND THAT AS A RECRUIT OR TRAINEE, I WILL NOT:

(Initial) _____	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.
_____	b. Establish a common household with a recruiter/trainer, that is, share the same living area in an apartment, house, or other dwelling.
_____	c. Consume alcohol with a recruiter/trainer on a personal social basis.
_____	d. Attend social gatherings, clubs, bars, theaters or similar establishments on a personal social basis with a recruiter/trainer.
_____	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.
_____	f. Gamble with a recruiter/trainer.
_____	g. Make sexual advances toward, or seek or accept sexual advances or favors from, a recruiter/trainer.
_____	h. Lend money to, borrow money from, or otherwise become indebted to a recruiter/trainer.

8. EXCEPTIONS. 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.
DESCRIPTION OF EXCEPTION(S):

(Initial) _____	9. VIOLATIONS. Violations of any part of paragraph 7.a. through 7.h., not granted an exception in paragraph 8, may result in disciplinary action.
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10. APPROVED BY

a. NAME (Last, First, Middle Initial)	b. TITLE	c. DATE SIGNED (YYYYMMDD)	d. SIGNATURE/RANK
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**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND (AETC)**

DATE: _____

MEMORANDUM FOR CADET _____

FROM: Air Force Reserve Officer Training Corps (AFROTC) Detachment (Det) 820

SUBJECT: Request and Consent for Release of Student Records

1. In compliance with 10 U.S.C. 2012 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 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 Detachment 820 Representative

DATE: _____

1st Ind, Cadet _____

MEMORANDUM FOR AFROTC Detachment 820

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 Detachment 820 personnel or to the appropriate DOD agency any and all official records, files, and data for their use as requested above.

Cadet Signature and Date

Parent/Guardian Signature and Date (**ONLY** if cadet is under 18 years of age)

Attachment:
Consent for Release of Student Records



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

DATE: _____

MEMORANDUM FOR _____

FROM: Cadet _____

SUBJECT: Consent for Release of Student Records

In compliance with 10 U.S.C. 2012 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 820 to conduct official AFROTC business. I therefore authorize appropriate school officials to release to Detachment 820 personnel or to the appropriate DOD agency any and all official records, files, and data for their use in official AFROTC business.

Cadet Signature and Date

Parent/Guardian Signature and Date (ONLY if
cadet is under 18 years of age)

Attachment 5

DRUG DEMAND REDUCTION PROGRAM MOU

Figure A5.1. Drug Demand Reduction Program MOU.

<p>DEPARTMENT OF THE AIR FORCE AIR UNIVERSITY (AETC)</p> <p>MEMORANDUM OF UNDERSTANDING FOR DRUG TESTING POLICY FOR CADETS PARTICIPATING IN RESERVE OFFICER TRAINING CORPS (ROTC)</p> <p>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.</p>	
<p>_____</p> <p>Cadet Signature and Date</p>	<p>_____</p> <p>Parent/Guardian Signature and Date (Only for applicants under legal age of majority. Must be notarized if not signed in presence of detachment personnel)</p>
<p>_____</p> <p>Printed Name and Signature Witness (or Notary) and Date</p>	

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DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND (AETC)

DATE: _____

MEMORANDUM FOR RECORD

FROM: Cadet _____

SUBJECT: Memorandum of Acknowledgement for Mail Access Authorization Release

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 include (but not limited to): 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 (HHQ). 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 of Witness (or Notary) and Date

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**(REPLACE via GM 19-01) ATTACHMENT 2 - SCHOLARSHIP PROGRAM
STATEMENT OF UNDERSTANDING**

FOUR-YEAR SCHOLARSHIP SELECTEES (4YR HSSP). I understand I must be enrolled as a full-time student each term and be enrolled and participating in AFROTC courses and Leadership Laboratory each term. I understand that I must pass the FA prior to 31 December of my freshman year or my scholarship will be suspended. If I fail to pass the FA during the subsequent term, I understand that my scholarship will be terminated. I understand I must achieve a Cumulative Grade Point Average (CGPA) of 2.5 or higher while I am contracted. If I do not, my scholarship eligibility may be impacted, suspended, or terminated. If I am disenrolled from AFROTC as an AS100 cadet, I will not be subject to recoupment of scholarship funding or call to active duty. I have been counseled by an AFROTC representative on the scholarship activation and retention standards prescribed in AFROTC instructions and I understand the activation and retention standards. Even if I achieve GPA standards but my Det/CC does not feel my performance warrants scholarship retention, I understand my scholarship can be suspended or terminated immediately. In such case, I may, at the discretion of my Det/CC, continue in AFROTC on a non-scholarship basis.

THREE-YEAR SELECTEES (3YR HSSP). I understand that I must be enrolled as a full-time student through the entire freshman year at the school where I will activate my scholarship and that I must be enrolled in and attending AFROTC classes and Leadership Laboratory each term. I understand that I must have a Term Grade Point Average (TGPA) of 2.5 during the spring term of my freshman year and have a CGPA of 2.5 or higher by the end of my freshman year to activate my scholarship in the fall of my sophomore year. I understand that once the scholarship is activated, I must be enrolled as a full-time student each term and be enrolled and participating in AFROTC courses and Leadership Laboratory each term. I also understand that I must achieve a TGPA of 2.5 or higher during all terms while I am contracted. I have been counseled by an AFROTC representative on the scholarship activation and fitness and retention standards prescribed in AFROTC instructions. I understand the activation and retention standards and that I must pass the FA NLT the fall term of my AS200 year to keep my scholarship but I must have a passing FA before my scholarship can be activated. If I fail to meet any of these standards, my scholarship offer will be withdrawn. In such case, even if I achieve these standards and my Det/CC does not feel my performance warrants scholarship retention, I understand my scholarship offer can be withdrawn immediately.

Cadet Signature / Date

Parent/Guardian Signature / Date
(Only for Applicants under Minimum Enlistment Age)

Printed Name Witness / Date

Witness Signature

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STATE OF LEGAL RESIDENCE CERTIFICATE

PRIVACY ACT STATEMENT

AUTHORITY: 50 U.S.C 571, Residence for tax purposes and 37 U.S.C., Pay and Allowances of the Uniformed Services.

PURPOSE: Information is required for determining the correct State of legal residence for purposes of withholding State income taxes from military pay.

ROUTINE USES: Additional routine uses are listed in the applicable system of records notices, T7340, Defense Joint Military Pay System-Active Component, and T7344, Defense Joint Military Pay System-Reserve Component are located at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/DFAS-Article-List/>. M01040-3, Marine Corps Manpower Management Information System Records, located at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-Component-Notices/>.

DISCLOSURE: Voluntary, however, if not provided, State income taxes will be withheld based on the tax laws of the applicable State, based on your home of record.

1. NAME (Last, First, Middle Initial)

2. DOD ID NUMBER

3. LEGAL RESIDENCE/DOMICILE (City or county and State)

INSTRUCTIONS FOR CERTIFICATION OF STATE OF LEGAL RESIDENCE

The purpose of this certificate is to obtain information with respect to your legal residence/domicile for the purpose of determining the State for which income taxes are to be withheld from your "wages" as defined by Section 3401(a) of the Internal Revenue Code of 1954. PLEASE READ INSTRUCTIONS CAREFULLY BEFORE SIGNING.

The terms "legal residence" and "domicile" are essentially interchangeable. In brief, they are used to denote that place where you have your permanent home and to which, whenever you are absent, you have the intention of returning. The Soldiers' and Sailors' Civil Relief Act protects your military pay from the income taxes of the State in which you reside by reason of military orders unless that is also your legal residence/domicile. The Act further provides that no change in your State of legal residence/domicile will occur solely as a result of your being ordered to a new duty station.

You should not confuse the State which is your "home of record" with your State of legal residence/domicile. Your "home of record" is used for fixing travel and transportation allowances. A "home of record" must be changed if it was erroneously or fraudulently recorded initially.

Enlisted members may change their "home of record" at the time they sign a new enlistment contract. Officers may not change their "home of record" except to correct an error, or after a break in service. The State which is your "home of record" may be your State of legal residence/domicile only if it meets certain criteria.

The formula for changing your State of legal residence/domicile is simply stated as follows: physical presence in the new State with the simultaneous intent of making it your permanent home and abandonment of the old State of legal residence/domicile. In most cases, you must actually reside in the new State at the time you form the intent to make it your permanent home. Such intent must be clearly indicated. Your intent to make the new State your permanent home may be indicated by certain actions such as: (1) registering to vote; (2) purchasing residential property or an unimproved residential lot; (3) titling and registering your automobile(s); (4) notifying the State of your previous legal residence/domicile of the change in your State of legal residence/domicile; and (5) preparing a new last will and testament which indicates your new State of legal residence/domicile. Finally, you must comply with the applicable tax laws of the State which is your new legal residence/domicile.

Generally, unless these steps have been taken, it is doubtful that your State of legal residence/domicile has changed. Failure to resolve any doubts as to your State of legal residence/domicile may adversely impact on certain legal privileges which depend on legal residence/domicile including among others, eligibility for resident tuition rates at State universities, eligibility to vote or be a candidate for public office, and eligibility for various welfare benefits. If you have any doubt with regard to your State of legal residence/domicile, you are advised to see your Legal Assistance Officer (JAG Representative) for advice prior to completing this form.

I certify that to the best of my knowledge and belief, I have met all the requirements for legal residence/domicile in the State claimed above and that the information provided is correct.

I understand that the tax authorities of my former State of legal residence/domicile will be notified of this certificate.

4. SIGNATURE OF APPLICANT

5. CURRENT MAILING ADDRESS (Include Zip Code)

6. DATE (YYMMDD)

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FAST START



INSTRUCTIONS FOR PROCESSING FEDERAL EMPLOYEE PAYMENTS

Use: For processing Federal employee net salary, allotments, and other agency - approved payments associated with Federal employment (i.e. travel reimbursement, uniform allowance, etc). Employee must complete items 1,2,3 and 5. Complete item 4 only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form.

1. EMPLOYEE INFORMATION
(SSN) EMPLOYEE PAYROLL IDENTIFICATION NUMBER []
EMPLOYEE NAME (as on payroll records) [] (Last, First, Initials)
TELEPHONE NUMBER (WORK) [] (HOME) []

2. TYPE OF ACCOUNT
[] Checking
[] Savings

TYPE OF PAYMENT
[] Net Pay
[] Travel
[] Other Federal employment related payments

3. DIRECT DEPOSIT ACCOUNT INFORMATION - NET PAY/TRAVEL/OTHER (Use Sec. 4 for allotments)
A voided personal check/sharedraft may be attached in lieu of completing this section. See instructions on back of this form.
ROUTING TRANSIT NUMBER [] Check Digit []
ACCOUNT NUMBER []
ACCOUNT TITLE (Account Holder's Name)
FINANCIAL INSTITUTION NAME

4. ALLOTMENT INFORMATION
Complete this section only if you want to start, cancel or change the amount of a savings or discretionary allotment - see instructions on back of form.

TYPE OF ALLOTMENT (Check One)
[] Savings (whole dollar amounts only)
[] Discretionary or Third Party
TYPE OF ACCOUNT (Check One)
[] SAVINGS
[] CHECKING
ACTION (Check One)
[] START
[] CANCEL
[] CHANGE
AMOUNT (Check One)
[] INCREASE TO:
[] DECREASE TO:
New Total \$

ALLOTTEE NAME (person/company who will receive allotment) []
ALLOTTEE'S ROUTING NUMBER [] Check Digit []
ALLOTTEE'S ACCOUNT NUMBER []
ALLOTTEE'S ACCOUNT TITLE (Account Holder's Name)
FINANCIAL INSTITUTION NAME

5. AUTHORIZATION
* EMPLOYEE'S SIGNATURE DATE

6. AGENCY USE:

PRIVACY ACT STATEMENT

The collection of the information you are requested to provide on this form is authorized under 31 CFR 209 and/or 210. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent.

INSTRUCTIONS FOR PROCESSING FASTSTART AUTHORIZATION

PURPOSE

You may use this form to provide instructions for processing your net salary. You may also use this for to provide instructions for processing allotments and other agency - approved payments associated with your Federal employment.

1. EMPLOYEE INFORMATION (always complete this section)
2. TYPE OF ACCOUNT/PAYMENT (Put an "X" in the appropriate space to indicate a checking or savings account and type of payment.)
3. DIRECT DEPOSIT ACCOUNT INFORMATION
 - ROUTING TRANSIT NUMBER (your financial institution's 9-digit routing transit number)
 - ACCOUNT NUMBER (your account number at your financial institution)
 - ACCOUNT TITLE (the depositor's name on the account to which payments are to be directed)
 - FINANCIAL INSTITUTION NAME (the name of the institution to which payments are to be directed)

The Routing Transit Number (RTN) can be obtained from the financial institution or found on the bottom of a check.

The diagram shows a check with the following fields and callouts:

- 3** points to the top section: NAME OF DEPOSITOR, STREET ADDRESS, CITY, STATE.
- 1** points to the bottom left: ROUTING NUMBER (021001082).
- 2** points to the bottom middle: ACCOUNT NUMBER (123 456 789).
- 4** points to the middle left: NAME OF YOUR BANK.
- 5** points to the middle left: Payable Through Another Bank.
- The check also shows: PAY TO THE ORDER OF: _____ \$ _____ DOLLARS; For: _____; CHECK NUMBER: 0101.

1. ROUTING TRANSIT NUMBER - Here you would put "021001082"
2. ACCOUNT NUMBER - Here you would put "123-456-789". Note the use of the dash symbol (Include dashes where the symbol ■ ■ ■ appears on the check or card.)
3. ACCOUNT TITLE (must include employee name)
4. FINANCIAL INSTITUTION NAME
5. If your check or sharedraft includes "payable through" under the bank name, contact the financial institution to help obtain the correct Routing Transit Number for Direct Deposit processing.

4. ALLOTMENT INFORMATION

ALLOTMENT TYPE

SAVINGS (If this option is checked, this will allow the specified allotment to be credited to an account owned by the payee.) Savings allotments are limited to two. Savings allotments must be in whole dollar amounts (no cents). The dollar amount of allotments may not exceed the pay due an employee per pay period.

DISCRETIONARY OR THIRD PARTY (If this option is checked, this will allow the specified allotment to be credited to an account not owned by the payee.) Certain restrictions may apply as to the kind of allotments your agency will allow. Check with your agency to determine what kinds of allotments it will allow. ANY CHANGES TO THE ALLOTMENT INFORMATION FURNISHED ON THIS REQUEST MUST BE MADE USING A NEW FASTSTART FORM.

- TYPE OF ACCOUNT (Put an "X" in the appropriate space to indicate a checking or savings account.)
- ACTION (Put an "X" in the appropriate space to indicate start/cancel/change.)
- AMOUNT (Put an "X" in the appropriate space to indicate if an allotment is an increase, decrease and always indicate \$ amount.)

ALLOTTEE'S ROUTING NUMBER: Enter person's/company financial institution 9-digit routing transit number.
 ALLOTTEE'S ACCOUNT NUMBER: Enter the account number to which the allotment payment will be deposited.
 ALLOTTEE'S ACCOUNT NUMBER: Enter account holder's name on the account at the financial institution.
 FINANCIAL INSTITUTION NAME: Enter the name of the financial institution to which the payment should be sent.

5. AUTHORIZATION

Sign and date the request form after you have carefully read the instructions and Privacy Act Statement.

6. AGENCY USE (This space is reserved for agency use.)

CHANGES AND CANCELLATIONS - Contact your agency for instructions.



The SGLI Online Enrollment System (SOES) is the official system of record for Servicemembers' Group Life Insurance for the United States Navy, the United States Army and the United States Air Force. All coverage and beneficiary elections for members of the Navy, the Army and the Air Force should be made in SOES. This form should only be used in special circumstances as defined by the United States Navy, the United States Army and the United States Air Force.

1. About You

<input type="text"/>	<input type="text"/>	<input type="text"/>
Print Name (First, Middle, Last)	Rank, title or grade	Social Security Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Duty Location	Branch of Service	Current Amount of SGLI
<input type="checkbox"/> Married <input type="checkbox"/> Single	<input type="text"/>	<input type="text"/>
	If married, spouse's name	Spouse's Date of Birth

2. About Your Coverage *This form replaces all prior designations.*

I am completing this form to: (Check all that apply)

- Name or update my SGLI beneficiary. *You must complete sections 3 & 5.*
- Increase or restore my SGLI coverage to \$ _____. *You must complete sections 3, 4, & 5. (Increasing SGLI does not automatically increase FSGLI, if FSGLI was < \$100,000.)*
- Reduce my SGLI coverage to \$ _____. *You must complete sections 3 & 5.*
- Decline or cancel SGLI coverage. Write below "I do not want insurance at this time." *You must complete section 5 only.*
" _____ "

SGLI coverage is available in increments of \$50,000 up to a maximum of \$400,000. Traumatic Injury Protection (TSGLI) coverage is automatic with SGLI coverage.

3. About Your Beneficiaries *Please always complete this section unless you are declining coverage. If you do not specifically name beneficiaries, your insurance will be paid by law. Please read the information on page 3 before selecting your beneficiaries.*

Primary Name and Address	Social Security Number (If available)	Relationship to you	Share to each (%) – The sum of shares must equal 100%. Each share must be greater than 0%.	Payment Option (Lump sum* or 36 equal monthly payments)
1.	<input type="text"/>			
2.	<input type="text"/>			
3.	<input type="text"/>			
4.	<input type="text"/>			

Secondary Name and Address

Social Security Number
(If available)

Relationship to you

Share to each (%) – The sum of shares must equal 100%. **Each share must be greater than 0%.** Payment Option (Lump sum* or 36 equal monthly payments)

1.

2.

3.

4.

Have more beneficiaries? Check this box if 1) You have additional beneficiaries and are completing the Supplemental SGLI Beneficiary Form, SGLV 8286S or, 2) You are attaching additional documentation to complete your beneficiary designation noted above.

*If the insured member elects a lump sum payment, the beneficiary(ies) will be given the option of receiving the lump sum payment through the Prudential Alliance Account®, by check, or Electronic Funds Transfer (EFT). Alliance Account is not available for payments less than \$5,000, payments to individuals residing outside the United States and its territories, and certain other payments. These will be paid by check.

The Bank of New York Mellon is the Administrator of the Prudential Alliance Account Settlement Option, a contractual obligation of The Prudential Insurance Company of America, located at 751 Broad Street, Newark, NJ 07102-3777. Draft clearing and processing support is provided by The Bank of New York Mellon. **Alliance Account balances are not insured by the Federal Deposit Insurance Corporation (FDIC).** The Bank of New York Mellon is not a Prudential Financial company.

4. About Your Health Complete this section ONLY if you are restoring or increasing coverage.

Your date of birth (MM, DD, YYYY)

Your weight

Your height

Your gender Female Male

Have you had, been treated for, or had known indications of:

- a. A heart condition?
- b. High blood pressure?
- c. A neurological disorder?
- d. Diabetes?
- e. Cancer or tumors?
- f. Have you ever been diagnosed as having a disease of the immune system?
- g. Do you have any known physical impairments, deformities, or ill health not covered above?

- | Yes | No |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

Did you answer "YES" to any question? If so, reference the question by letter and list date, duration and details below. Please attach additional documentation if necessary.

If you answered "yes" to any question above, a request to increase coverage does not take effect until approved by the Office of Servicemembers' Group Life Insurance (OSGLI). If you answered "no" to all the questions above, your request for increased coverage takes effect immediately.

5. Your Signature *You must complete this section.*

I have read the information on page 3 and instructions on page 4 and understand that:

- This form replaces any prior beneficiary or payment instructions.
- I can have SGLI and Veterans' Group Life Insurance (VGLI) at the same time, but the combined amount cannot be more than \$400,000. VGLI is lifetime renewable post-separation coverage available to Service Members who separate with SGLI coverage.
- Reducing SGLI coverage can affect the amount of my family coverage (FSGLI) and VGLI coverage (see instructions on page 4).
- By declining or canceling SGLI coverage, I am also declining family coverage (FSGLI) and Traumatic Injury Protection (TSGLI). I am also not eligible for any post-separation coverage (see instructions on page 4).

Please take note:

If my spouse is...	and...	then...
also a member of the uniform services	we married on or after January 2, 2013	spouse SGLI coverage is not automatic, but I may apply for spouse coverage by completing SGLV 8286A.
not a member of the uniformed services	I am married, or get married after completing this form, and have not declined SGLI,	spouse SGLI automatically covers my spouse. I must register my spouse in DEERS so my branch of service can deduct premiums from my pay. Failure to do so will result in a debt for unpaid premiums. I can decline spouse coverage by completing SGLV 8286A.

- I am free to name anyone I want as my beneficiary. I understand if I am married and have designated someone other than my spouse or child as my beneficiary, the person I have named is the person I intend to receive my insurance proceeds. I also understand that my spouse may be notified that he/she (or my child) is not my designated beneficiary.

I certify that, to the best of my knowledge and belief, the above statements are complete and true. Any deception or false statement, either by reference, omission, or otherwise can result in loss of coverage or denial of a claim for benefits. If declining or reducing SGLI coverage, I have received the appropriate general information concerning life insurance from my Unit Personnel Clerk.

Service Member Signature	Social Security Number	Date Signed (MM, DD, YYYY)

Address

Submit this form to your Unit Personnel Clerk. By completing this section the Unit Personnel Clerk acknowledges that they have counseled the Service Member in regards to the information provided on page 4 of this form.

For Branch of Service Use Only	For OSGLI Use Only
Name of Personnel Clerk	Representative
Rank, title or grade	Approve <input type="checkbox"/>
Contact telephone/email	Disapprove <input type="checkbox"/>
Date	Date
Address	

Information for the Service Member

About your SGLI Coverage

Servicemembers' Group Life Insurance (SGLI) is granted under title 38, United States Code, and is subject to the provisions of that title and its amendments, and title 38 Code of Federal Regulations.

The following charts provide information you should review before naming a beneficiary or selecting a payment option.

Naming Beneficiaries who will receive the insurance

If you ...	Then ...
are married and decline coverage upon entry into service	your spouse shall be notified in writing, by the Branch of Service, of this election.
are married and designate any person other than your spouse or child for any amount of insurance	your spouse shall be notified in writing, by the Branch of Service, that he/she or your child is not the named beneficiary, unless: – your spouse has been previously notified, OR – your spouse is not designated as beneficiary for any amount of insurance prior to the new election.
are married and your spouse is designated as beneficiary and you decline coverage or elect less than maximum coverage, and that election reduces your coverage from the automatic maximum or from a previously elected amount of coverage	your spouse shall be notified in writing of your election to decline or reduce coverage.
have any life event such as marriage, divorce, or children after completing this form	you should complete a new beneficiary form. Beneficiaries are not automatically changed by life events.
name more than one beneficiary	the sum of the shares must equal 100% or the full dollar amount of your insurance.
want to name more than four primary or secondary beneficiaries	you must complete the SGLI Supplemental Beneficiary Form, SGLV 8286S or attach additional documentation to complete your beneficiary designation.
name minors as beneficiaries	<ul style="list-style-type: none"> ■ OSGLI will pay the insurance benefit to the court-appointed guardian of the minor's estate if the beneficiary is a minor at time of claim; or ■ you can establish a trust for the benefit of the minor and name the trustee of the trust as beneficiary. ■ naming a trust as a beneficiary on this form does NOT create a trust.
name more than one primary beneficiary and one or more of them predeceases you	OSGLI will pay the shares equally among the remaining primary beneficiaries.
want to name a Trust as a beneficiary	you must create a trust. Please consult with a military attorney, professional financial planner, or estate planner to help you create Trust documents. (Please note: Do not send Trust documents to OSGLI until the time of claim.)
have no surviving primary beneficiaries	OSGLI will pay the insurance benefit to the secondary beneficiaries, if any.
do not name a beneficiary or there are no surviving primary or secondary beneficiaries OR indicate that payment should be made by law	OSGLI will pay the insurance benefit in the following order: <ol style="list-style-type: none"> 1. Widow or widower 2. Children in equal shares (the share of any deceased child will be distributed equally among the descendants of that child) 3. Parent(s) in equal shares or all to surviving parent 4. A duly appointed executor or administrator of your estate 5. Other next of kin

Payment Options

If you want the beneficiary to ...	Then ...
receive the insurance proceeds in one lump sum	write the phrase "lump sum" under Payment Options. If you elect a lump sum payment, your beneficiary(ies) will be given the option of receiving the lump sum payment through the Prudential Alliance Account ^{®*} , by check, or Electronic Funds Transfer (EFT). *Alliance Account is not available for payments less than \$5,000, payments to individuals residing outside the United States and its territories, and certain other payments. These will be paid by check.
receive the insurance proceeds in 36 equal monthly payments	<ul style="list-style-type: none"> ■ write "36" under the Payment Option. ■ your beneficiary cannot change this payment option.
have a choice	write the phrase "lump sum" under Payment Option or leave blank.

Instructions for Personnel Clerk and the Service Member

1. A representative of the Uniformed Services must complete the “For Branch of Service Official Use Only” section to indicate receipt of the form from the member after reviewing the following table:

If the service member ...	The Personnel Clerk shall advise the service member...	Then the Personnel Clerk should...
has just entered the service	he or she is automatically insured for \$400,000 SGLI, unless the service member declines or reduces coverage.	have the service member designate beneficiaries by completing SGLV 8286.
is increasing or restoring SGLI	he or she must complete Section 4, <i>About Your Health</i> .	<ul style="list-style-type: none"> ■ approve form if the responses to questions 4a through 4g are “No” and forward the form to payroll to change SGLI premium deductions. ■ send form to OSGLI if any answer to questions 4a through 4g are “Yes.” Only inform payroll when approved by OSGLI.
Reduces, declines, or cancels SGLI	<ul style="list-style-type: none"> ■ of the following, and furnish the member general information concerning <ul style="list-style-type: none"> – the purpose and role of life insurance in financial planning. – the difference between term life insurance and whole life insurance. – the availability of commercial life insurance. – the relationship between SGLI and VGLI. ■ declining or canceling SGLI will also cancel Family SGLI—both spouse and dependent child coverage and Traumatic Injury Protection (TSGLI). The member will be ineligible to apply for VGLI. ■ reducing SGLI may also impact FSGLI spouse coverage and will reduce the amount of VGLI available at separation. 	<ul style="list-style-type: none"> ■ forward the form to payroll to change SGLI premium deductions. ■ if canceling SGLI, have the service member complete SGLV 8286A to end payment of Family SGLI premiums. No form is required to end TSGLI premium deductions. ■ if the member is married and reduces, declines, or cancels SGLI, inform the member that his/her spouse shall be notified in writing, by the Branch of Service, of the member’s election based on Title 38, USC 1967 (f).
gets married to another member of the uniformed services on or after January 2, 2013	spouse SGLI coverage is not automatic and the member may apply for spouse SGLI coverage by completing SGLV 8286A.	if the member wants spouse SGLI coverage, provide the member with SGLV 8286A, Spouse Coverage Election and Certificate, and follow the instructions therein.
is married or gets married after completing this form and is not married to another member of the uniformed services	<ul style="list-style-type: none"> ■ spouse SGLI automatically covers spouse. ■ he or she must register their spouse in DEERS for payroll to deduct premiums. ■ If the member wants to decline coverage or take a lesser amount of spouse coverage, the member must complete SGLV 8286A. 	if applicable, forward the form to payroll to begin premium deductions for the spouse coverage.
has questions about this form	the advice of a military attorney is available at no expense.	direct them to the appropriate resource.
wants to designate more beneficiaries than the form allows	he or she must complete the Supplemental SGLI Beneficiary Form SGLV 8286S or attach additional documentation to complete your beneficiary designation.	attach the Supplemental Beneficiary Form to the SGLV 8286 or attach additional documentation to complete your beneficiary designation.
designates any person other than his/her spouse or child for any amount of insurance	<ul style="list-style-type: none"> ■ while the member is free to designate anyone he or she chooses as beneficiary, the member must certify that he or she is designating someone other than a spouse or child and the person named will receive the benefit. ■ if the member is married, the member’s spouse will be notified in writing, by the Branch of Service, that he/she or the member’s child is not the named beneficiary, unless: <ul style="list-style-type: none"> – the spouse has been previously notified, OR – the spouse is not designated as beneficiary for any amount of insurance prior to the new election. 	have the member sign SGLV 8286 to certify that he/she understands that: <ul style="list-style-type: none"> ■ he/she is free to name anyone as beneficiary. ■ if he/she designated someone other than his/her spouse or child as beneficiary, the person the member has named is the person he/she intends to receive the insurance proceeds. ■ if married, the spouse will be notified that he/she (or any child) is not the designated beneficiary.

2. After the form is completed, Personnel Clerk should:

- File a copy in the member’s official personnel file
- Provide a copy to the service member
- Provide a copy of the form to the payroll office for the member’s unit
- Submit the form to OSGLI ONLY if the member is increasing or restoring SGLI coverage and answered “Yes” to one or more of the health questions

OSGLI

PO Box 41618

Philadelphia, PA 19176-1618

If a member is making a Beneficiary change only, the form DOES NOT have to be forwarded to OSGLI.

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Employee's Withholding Certificate

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
 ▶ **Give Form W-4 to your employer.**
 ▶ **Your withholding is subject to review by the IRS.**

2020

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____ Multiply the number of other dependents by \$500 ▶ \$ _____ Add the amounts above and enter the total here 3 \$ _____		
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$ _____

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	▶ _____ ▶ Employee's signature (This form is not valid unless you sign it.)		▶ _____ ▶ Date

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)
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General Instructions

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505.

Exemption from withholding. You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 **and** you expect to have no federal income tax liability in 2020. You had no federal income tax liability in 2019 if (1) your total tax on line 16 on your 2019 Form 1040 or 1040-SR is zero (or less than the sum of lines 18a, 18b, and 18c), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 16, 2021.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as the additional Medicare tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option **(a)** most accurately calculates the additional tax you need to have withheld, while option **(b)** does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option **(c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. Step 3 of Form W-4 provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2020 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b) – Multiple Jobs Worksheet (Keep for your records.)



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on only ONE Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs. If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3
2 Three jobs. If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a
b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b
c Add the amounts from lines 2a and 2b and enter the result on line 2c
3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc.
4 Divide the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in Step 4(c) of Form W-4 for the highest paying job (along with any other additional amount you want withheld)

Step 4(b) – Deductions Worksheet (Keep for your records.)



- 1 Enter an estimate of your 2020 itemized deductions (from Schedule A (Form 1040 or 1040-SR)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income
2 Enter: { \$24,800 if you're married filing jointly or qualifying widow(er); \$18,650 if you're head of household; \$12,400 if you're single or married filing separately }
3 If line 1 is greater than line 2, subtract line 2 from line 1. If line 2 is greater than line 1, enter "-0-"
4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040 or 1040-SR)). See Pub. 505 for more information
5 Add lines 3 and 4. Enter the result here and in Step 4(b) of Form W-4

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

Married Filing Jointly or Qualifying Widow(er)

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$220	\$850	\$900	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,210	\$1,870	\$1,870
\$10,000 - 19,999	220	1,220	1,900	2,100	2,220	2,220	2,220	2,220	2,410	3,410	4,070	4,070
\$20,000 - 29,999	850	1,900	2,730	2,930	3,050	3,050	3,050	3,240	4,240	5,240	5,900	5,900
\$30,000 - 39,999	900	2,100	2,930	3,130	3,250	3,250	3,440	4,440	5,440	6,440	7,100	7,100
\$40,000 - 49,999	1,020	2,220	3,050	3,250	3,370	3,570	4,570	5,570	6,570	7,570	8,220	8,220
\$50,000 - 59,999	1,020	2,220	3,050	3,250	3,570	4,570	5,570	6,570	7,570	8,570	9,220	9,220
\$60,000 - 69,999	1,020	2,220	3,050	3,440	4,570	5,570	6,570	7,570	8,570	9,570	10,220	10,220
\$70,000 - 79,999	1,020	2,220	3,240	4,440	5,570	6,570	7,570	8,570	9,570	10,570	11,220	11,240
\$80,000 - 99,999	1,060	3,260	5,090	6,290	7,420	8,420	9,420	10,420	11,420	12,420	13,260	13,460
\$100,000 - 149,999	1,870	4,070	5,900	7,100	8,220	9,320	10,520	11,720	12,920	14,120	14,980	15,180
\$150,000 - 239,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,190	16,050	16,250
\$240,000 - 259,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	12,790	13,990	15,520	17,170	18,170
\$260,000 - 279,999	2,040	4,440	6,470	7,870	9,190	10,390	11,590	13,120	15,120	17,120	18,770	19,770
\$280,000 - 299,999	2,040	4,440	6,470	7,870	9,190	10,720	12,720	14,720	16,720	18,720	20,370	21,370
\$300,000 - 319,999	2,040	4,440	6,470	8,200	10,320	12,320	14,320	16,320	18,320	20,320	21,970	22,970
\$320,000 - 364,999	2,720	5,920	8,750	10,950	13,070	15,070	17,070	19,070	21,290	23,590	25,540	26,840
\$365,000 - 524,999	2,970	6,470	9,600	12,100	14,530	16,830	19,130	21,430	23,730	26,030	27,980	29,280
\$525,000 and over	3,140	6,840	10,170	12,870	15,500	18,000	20,500	23,000	25,500	28,000	30,150	31,650

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$460	\$940	\$1,020	\$1,020	\$1,470	\$1,870	\$1,870	\$1,870	\$1,870	\$2,040	\$2,040	\$2,040
\$10,000 - 19,999	940	1,530	1,610	2,060	3,060	3,460	3,460	3,460	3,640	3,830	3,830	3,830
\$20,000 - 29,999	1,020	1,610	2,130	3,130	4,130	4,540	4,540	4,720	4,920	5,110	5,110	5,110
\$30,000 - 39,999	1,020	2,060	3,130	4,130	5,130	5,540	5,720	5,920	6,120	6,310	6,310	6,310
\$40,000 - 59,999	1,870	3,460	4,540	5,540	6,690	7,290	7,490	7,690	7,890	8,080	8,080	8,080
\$60,000 - 79,999	1,870	3,460	4,690	5,890	7,090	7,690	7,890	8,090	8,290	8,480	9,260	10,060
\$80,000 - 99,999	2,020	3,810	5,090	6,290	7,490	8,090	8,290	8,490	9,470	10,460	11,260	12,060
\$100,000 - 124,999	2,040	3,830	5,110	6,310	7,510	8,430	9,430	10,430	11,430	12,420	13,520	14,620
\$125,000 - 149,999	2,040	3,830	5,110	7,030	9,030	10,430	11,430	12,580	13,880	15,170	16,270	17,370
\$150,000 - 174,999	2,360	4,950	7,030	9,030	11,030	12,730	14,030	15,330	16,630	17,920	19,020	20,120
\$175,000 - 199,999	2,720	5,310	7,540	9,840	12,140	13,840	15,140	16,440	17,740	19,030	20,130	21,230
\$200,000 - 249,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
\$250,000 - 399,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,440	19,730	20,830	21,930
\$400,000 - 449,999	2,970	5,860	8,240	10,540	12,840	14,540	15,840	17,140	18,450	19,940	21,240	22,540
\$450,000 and over	3,140	6,230	8,810	11,310	13,810	15,710	17,210	18,710	20,210	21,700	23,000	24,300

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$830	\$930	\$1,020	\$1,020	\$1,020	\$1,480	\$1,870	\$1,870	\$1,930	\$2,040	\$2,040
\$10,000 - 19,999	830	1,920	2,130	2,220	2,220	2,680	3,680	4,070	4,130	4,330	4,440	4,440
\$20,000 - 29,999	930	2,130	2,350	2,430	2,900	3,900	4,900	5,340	5,540	5,740	5,850	5,850
\$30,000 - 39,999	1,020	2,220	2,430	2,980	3,980	4,980	6,040	6,630	6,830	7,030	7,140	7,140
\$40,000 - 59,999	1,020	2,530	3,750	4,830	5,860	7,060	8,260	8,850	9,050	9,250	9,360	9,360
\$60,000 - 79,999	1,870	4,070	5,310	6,600	7,800	9,000	10,200	10,780	10,980	11,180	11,580	12,380
\$80,000 - 99,999	1,900	4,300	5,710	7,000	8,200	9,400	10,600	11,180	11,670	12,670	13,580	14,380
\$100,000 - 124,999	2,040	4,440	5,850	7,140	8,340	9,540	11,360	12,750	13,750	14,750	15,770	16,870
\$125,000 - 149,999	2,040	4,440	5,850	7,360	9,360	11,360	13,360	14,750	16,010	17,310	18,520	19,620
\$150,000 - 174,999	2,040	5,060	7,280	9,360	11,360	13,480	15,780	17,460	18,760	20,060	21,270	22,370
\$175,000 - 199,999	2,720	5,920	8,130	10,480	12,780	15,080	17,380	19,070	20,370	21,670	22,880	23,980
\$200,000 - 249,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
\$250,000 - 349,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,770	24,870
\$350,000 - 449,999	2,970	6,470	8,990	11,370	13,670	15,970	18,270	19,960	21,260	22,560	23,900	25,200
\$450,000 and over	3,140	6,840	9,560	12,140	14,640	17,140	19,640	21,530	23,030	24,530	25,940	27,240

Attachment 4

SECRETARY OF THE AIR FORCE (SAF)-APPROVED 5-YEAR MAJORS

Table A4.1. Secretary of the Air Force (SAF)-Approved 5-Year Majors.

TECHNICAL	ENGINEERING		NON-TECHNICAL
Architecture	Aeronautical	Engineering Science	Business Administration **
Computer Science	Aerospace	Environmental	Economics **
Mathematics	Architectural	General	Foreign Area Studies **
Meteorology (Atmospheric Science)	Astronautical	Industrial	Foreign Language **
Physics	Chemical	Mechanical	Management **
Chemistry	Civil	Metallurgical	Pharmacy
	Computer	Nuclear	Nursing
	Electrical	Systems	
	Engineering Physics	Materials Science and Engineering Ceramic	

NOTE: Academic majors not listed do not qualify for additional terms of entitlements.

** To qualify for additional terms of entitlements, cadets in these majors must have also completed the following courses: **Calculus I & II (or a math minor), Statistics I, and Operations Research/Management Science**. The Calculus and Statistics courses must come from the school's Mathematics (or equivalent) Department (not Business, Social Sciences, etc.). These courses are required by SAF and are non-waiverable.

NOTE: Degrees must be Bachelor of Science degrees. (Example: Switching from a B.S. in Mathematics to a B.A. in Mathematics will lead to a loss of scholarship.)

USAF STATEMENT OF UNDERSTANDING FOR DEPENDENT CARE RESPONSIBILITY

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C.; Chapter 31, Enlistments; AFI 36-2002, Enlisted Accessions; AFI 36-2013, Officer Training School (OTS) and Enlisted Commissioning Programs (ECPS); Executive Order 9397 (SSN), as amended.

PURPOSE: To determine enlistment/commissioning eligibility or process qualified applicants; classification and assignment actions after enlistment or commissioning.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). DoD 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of system of records notices apply.

DISCLOSURE: Voluntary. However failure to furnish personal identification information may negate the enlistment/commissioning application.

SORN(s): F036 AF PC H, Air Force Enlistment/Commissioning Records System.

I. MARITAL STATUS

<input type="checkbox"/> SINGLE	<input type="checkbox"/> MARRIED (Civilian)	<input type="checkbox"/> MARRIED (Military)	<input type="checkbox"/> SEPARATED	<input type="checkbox"/> DIVORCED	<input type="checkbox"/> WIDOWED
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II. STATEMENT OF UNDERSTANDING

I understand:

My eligibility is based on my marital and dependency status and failure to claim all my dependents may result in my involuntary separation from the Air Force. I have read and understand the following definitions the Air Force considers a dependent for accession purposes. 1. A spouse. 2. Any person under the age of 18 for whom the applicant or spouse has legal or physical custody, control, care, maintenance, or support. includes children from a previous marriage, a relative by blood or marriage and stepchildren or adopted children of the applicant or spouse. 3. Any unmarried natural children of the applicant or spouse regardless of current residence. For male applicants, the term natural child includes those born out of wedlock. 4. Any person who is dependent upon the applicant or spouse for their care, maintenance, or support regardless of age. (5) FOR MALE APPLICANTS ONLY. An unborn child of the spouse or one claimed by a court order determines is his. ()

It is my responsibility to provide legal documents (marriage certificate, birth certificate, etc.) to substantiate my dependent(s) and it is my responsibility to support myself and my dependent(s) on the pay and allowances I receive. I also understand arrangements for care of my dependent(s) is my personal responsibility and will not interfere with my assigned Air Force duties, including shift work, weekend duty, temporary duty away from my assigned duty station and short notice deployments and evacuations. I further understand my dependent(s) will not prevent me from being available for worldwide assignment and failure to perform my military dependent(s) may result in disciplinary action, to include involuntary discharge. ()

If applying for an enlisted program, my dependent(s) are not permitted to accompany me during basic training, and it is recommended they not accompany me during any technical training. If applying for an officer program, it is strongly recommended my dependent(s) not accompany me while attending training. I also understand government family quarters are assigned based on application date, grade, date of grade, number of dependents, and availability. ()

Military couples with dependent(s) are required to make dependent care arrangements that allow both members to meet all military obligations and duties. I also understand each member is considered to be serving in his or her own right and must be available for worldwide assignment regardless of marital or dependent status. Additionally, I understand married Air Force couples may apply for a join spouse assignment, but there is no guarantee they will be assigned together. ()

III. REMARKS

IV. APPLICANT CERTIFICATION

I have read the information on this form and understand how it applies to me and my dependent(s). I also understand the needs of the Air Force come first and I may be involuntarily discharged should I violate any of these provisions. I certify the information on this form is of my personal knowledge and is true and correct and my recruiter did not advise me to conceal any dependency information.

DATE	NAME (Last, First, Middle Initial)	SSN	SIGNATURE
------	------------------------------------	-----	-----------

V. RECRUITER CERTIFICATION

I certify the information on this form was explained to the applicant and I verified the applicant's dependent(s) and marital status from appropriate source documents.

DATE	RECRUITER'S NAME/GRADE	SIGNATURE
------	------------------------	-----------

VI. APPLICANT FINAL CERTIFICATION

On the date of enlistment or commissioning or appointment and prior to signing the oath, I reviewed the information on this form and hereby reaffirm complete knowledge and understanding of the statements contained herein. I further certify all changes to my marital or dependent status since initiation of this form are explained in Section III.

DATE	SIGNATURE
------	-----------

VII. AIR FORCE REPRESENTATIVE FINAL CERTIFICATION

I have verified all known changes to the applicant's marital or dependent status since initiation of this form and certify they are explained in Section III.

DATE	NAME/GRADE OF AIR FORCE REPRESENTATIVE	SIGNATURE
------	--	-----------

INSTRUCTIONS

This form is mandatory for all applicants applying for enlistment, commissioning or appointment in the Air Force (AF). Complete in accordance with AFI 36-2002 and the following instructions:

Section I, Marital Status.

Applicant marks the applicable marital status.

Section II, Statement of Understanding.

Applicant initials all paragraphs to acknowledge his/her understanding. (NOTE: When applicant furnishes proof of permanent transfer of all rights to the legal, physical, or other responsibility for the custody, control, care, maintenance, and support of a dependant under 18-years of age through formal adoption, they will not be considered a dependant for accession purposes.)

Section III, Remarks.

If a dependency eligibility/waiver is required and approved; list date of approval, approving official, and position. If there are no comments, enter "None" and applicant must initial.

Section IV, Applicant Certification.

Self explanatory.

Section V, Recruiter Certification.

Self explanatory.

Section VI, Applicant Final Certification.

Complete on date of final enlistment, commissioning or appointment. (NOTE: Do not complete at time of delayed enlistment program (DEP) entry.)
Ensure all changes to applicant's marital and dependent status are annotated in Section III.

Section VII, Air Force Representative.

Complete on date of final enlistment, commissioning, or appointment. (NOTE: Do not complete at time of DEP entry.) Ensure all changes to applicant's marital and dependent status are annotated in Section III.



PREPARING FOR THE TRAINING ENVIRONMENT...

FITNESS ASSESSMENT (FA)

- Must have a sports physical (AFROTC Form 28) submitted at orientation
- FA consists of the following 4 components; to view the score charts – see Attachment 2
 - Abdominal Circumference (Waist) Measurement
 - 1-minute push-ups
 - 1-minute sit-ups
 - 1.5-mile run

ATHLETIC ATTIRE

- Physical Training Gear (PTG). The following is required before your is issued:
 - Orientation paperwork completed (be classified as an “Active Cadet”)
 - Pass first official FA
- 32oz. bottle filled with water
- *Recommend bringing a white towel to PT when held outside*
- Athletic Shoes with white socks
- White or black athletic apparel (black shorts/pants with white shirt, until PTG is issued)
- Cold weather athletic apparel – lightweight jacket (black or blue, no logos)
- Athletic undergarments
 - Compression shorts (solid black or blue)
 - Sports bra
 - Undershirts (must be white, light gray or black)

BUSINESS CASUAL ATTIRE

- Will be worn to Leadership Lab (LLAB) and ROTC class until your ABUs or Blues uniform is issued
- Khaki slacks in tan or light brown color
- Short-sleeve polo-style shirt (red)
- Black or brown leather dress shoes; no canvas or sports shoes; no open toe/high heels
- Black or white socks
- Black or brown belt (to match shoes), with shirt tucked into trousers
- Lightweight jacket or fleece (black or blue, no logos)

MILITARY GROOMING STANDARDS

- Gentlemen
 - Clean shaven every morning (including Physical Training days)
 - Hair will not touch ears, and will be tapered not to exceed ¼” at start of taper
 - No visible piercings to include tongue
- Ladies
 - All hair pulled up, ponytail is acceptable in PTG
 - Conservative make-up and nail polish colors
 - Only one earring per ear; diamond; pearl; or gold/silver spherical shape studs

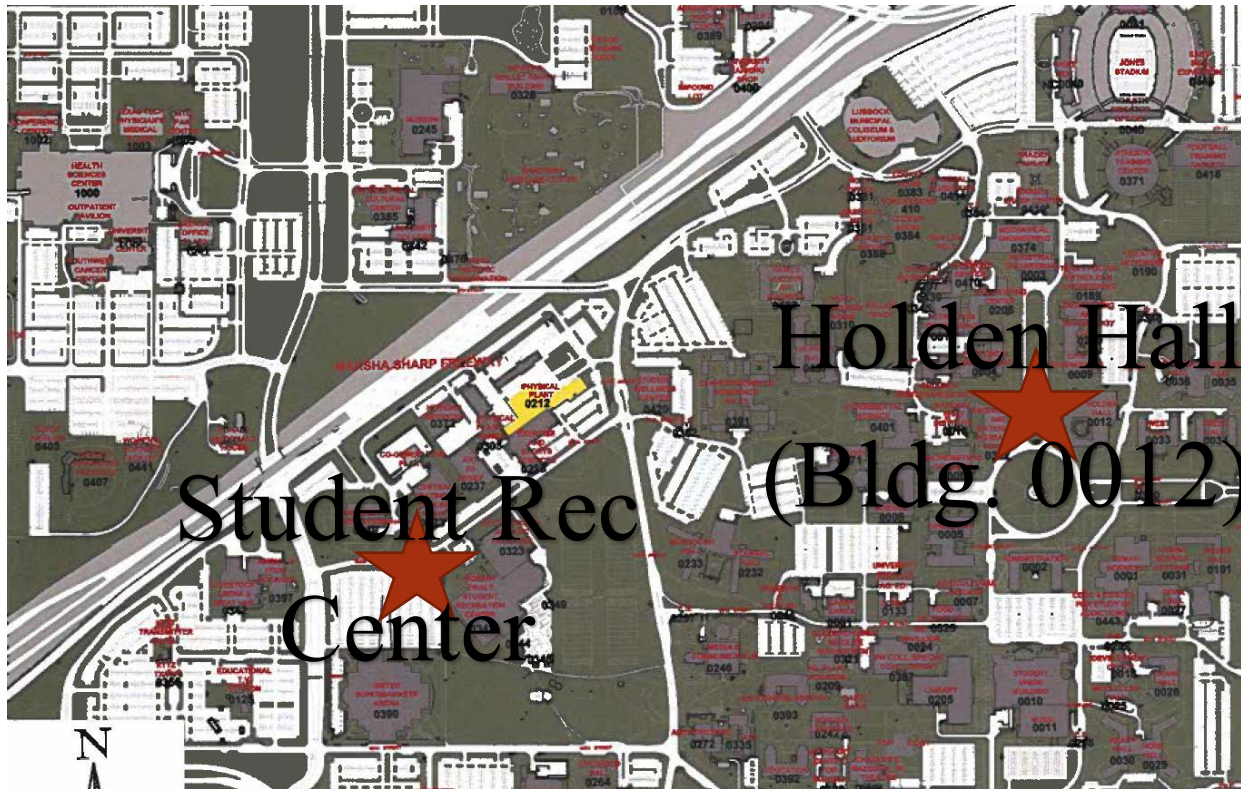
ADDITIONAL ITEMS FOR LEADERSHIP LAB (LLAB)

- Black book bag/backpack (uniform standard – solid black, no logos)
- Pens/pencils and a notebook

SERVICE DRESS EQUIVALENT – REQUIRED FOR THE DINING OUT

- Sport or dress coat
- Conservative button-down shirt, tucked in (**men only**: conservative tie)
- Knee length dress/skirt with sleeves (no straps)

KEY AFROTC LOCATIONS ON CAMPUS



STUDENT RECREATION CENTER (SRC): Physical training sessions will normally occur begin/end at this facility on Tuesday and Thursday mornings from **0610-0710** hours. Physical Training Gear is required.

HOLDEN HALL: Location of AFROTC Detachment 820's administrative offices. Here you will find the Cadre offices (room 03), the shared classroom for AERS100/200/300/400 courses (room 07) and the Cadet Collaboration Space (03). The collaboration space is open to accommodate various Cadet needs/requirements. Attire for AERS class & LLAB is Khaki with a black or brown belt, Det issued or red collared shirt, (tucked in) and conservative footwear until issued uniform. Leadership Lab (LLAB) assembly occurs in room 150 on Wednesday afternoons at 1600 hours.

REPORTING MEDICAL INVOLVEMENTS

Because of the stringent physical qualification necessary to enter the Air Force and certain career fields, All **AFROTC Cadets** must report any medical changes which occur no matter how minor. Those changes include but are not limited to broken or fractured bones, prolonged illness lasting more than thirty (30) days, prescribed medications, allergies, severe sprains or muscle pulls and pregnancy. Failure to disclose any changes in your medical status may result in dismissal from the AFROTC program. Medical status changes must be reported to the detachment NCOs.

REPORTING CIVIL INVOLVEMENTS

ALL AFROTC Cadets must report any involvement with law enforcement, school officials, military authorities or any other civilian authorities within 72 hours of the incident. Involvements can include receiving a moving violation (speeding ticket, etc.) or being charged by a civil, military or University authority. Reporting is required regardless of the individual's perception of significance. The reporting requirements remains true despite the final disposition of the offense/incident.

Note: A National Agency Check is required for commissioning and any unreported involvement(s); charges of breach of contract may result in dismissal from the AFROTC program. Parking tickets do not need to be reported.

To report a civil involvement, Cadets initiate a report through their WINGS account on a computer, **NOT A MOBILE DEVICE**, within 72 hours of the incident. Training for making this type of report will take place during orientation on _____ @ _____. The Cadet must also immediately notify one of the detachment NCOs by email that they have filed an incident report in WINGS. Follow up actions will be discussed with the Cadet by the Cadre after submission of the report.

BASIC GROOMING STANDARDS

Cadets are expected to adhere to basic grooming standards when attending ROTC activities. For more information, you can reference **AFI 36-2903**, Chapter 3.

HYGIENE/HEALTH AND WELLNESS:

- Groom regularly
- Get plenty of rest
- Eat healthy and take care of yourself – don't skip meals
- Keep all clothing clean and neat

JEWELRY (MALE & FEMALE – IN UNIFORM)

- Watches and bracelets must be conservative, not present a safety hazard, and worn around the wrist. Conservative examples (not all inclusive) are solid color black, brown, silver or gold. Prohibited examples are diamond-covered, neon, bright colors, and bands that exceed 1-inch width.
- A maximum of three (3) rings on both hands combined may be worn
- Necklaces will not be visible at any time and if worn, must be concealed under a collar or undershirt.
- Males are not allowed to wear earrings at any time that they are in the Detachment building. Females may wear one earring in each ear which must be small (not exceeding 6mm in diameter) spherical, conservative, round white diamond, gold, white.

COSMETICS (FEMALES ONLY – IN UNIFORM)

- Male Cadets are not allowed to wear cosmetics
- Female Cadets may wear cosmetics; however, if worn, they will be conservative (moderate, being within reasonable limits; not excessive or extreme) and in good taste. Female Cadets will not wear shades of lipstick that distinctly contrast with their complexion; detract from the uniform or are of extreme colors. Some examples of extreme (unacceptable) colors include purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.
- Male Cadets are not allowed to wear nail polish
- Female Cadets may wear nail polish; however, if worn, nail polish will be a single color that does not distinctly contrast with their complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors include, but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French Manicures are acceptable.

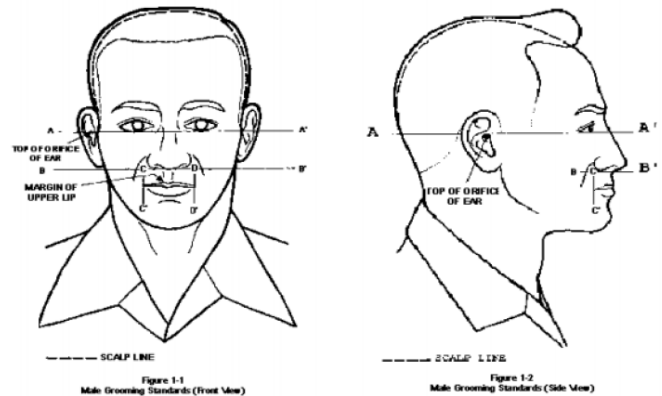
HAIR:

Hair must be well maintained and neat. If dyed, hair must look natural. Hair may not contain any excessive amount of visible grooming aids, nor touch the eyebrows or protrude below the front band of properly worn headgear (men only).

MALES: SEE FIGURE 3.1

Hair must not exceed one and a quarter (1 ¼) inches in bulk and will not touch the ears or collar. Mustaches, if worn, will not extend downward beyond the upper lip or sideways beyond a vertical line drawn upward from the corner of the mouth.

Figure 3.1. Male Hair Grooming Standards.

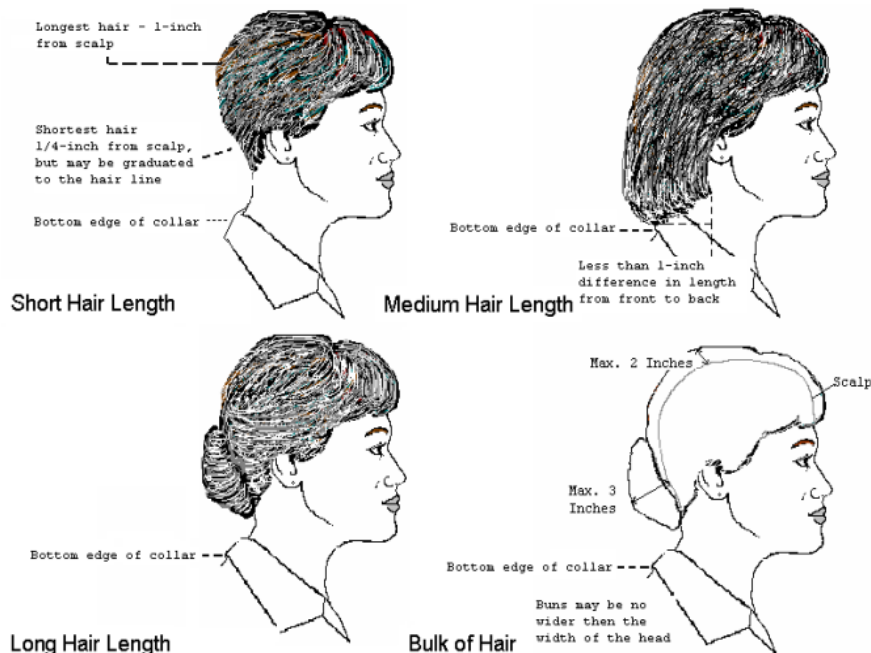


FEMALES: SEE FIGURE 3.2

Hair must not exceed three (3) inches in bulk, must not prevent proper wear of headgear, will not touch the eyebrows and will not extend past the bottom edge of the collar.

Exception: While wearing PTG, long hair will be secured, but may have loose ends and may extend below the bottom edge of the collar. Hair may be pinned-up by using hairpins, combs, headbands, elastic bands, or barrettes. Any accessories used MUST be conservative in nature and match the hair color. Ornaments and scrunches are NOT authorized.

Figure 3.2. Female Hair Grooming Standards



UNIFORM WEAR AND ISSUE

Until you are issued a uniform, the LLAB uniform for new Cadets is Khaki or jeans, conservative brown or black belt, red collared shirt (tucked in), and conservative footwear. During “service dress” days, new Cadets will wear khakis or tan dress slacks, conservative brown or black belt, conservative button-down shirt (tucked in), conservative tie (men only), sport or dress coat (if available), and business casual shoes.

Cadets who have not yet been issued uniforms will wear the LLAB uniform equivalent all-day on Wednesdays and to their AFROTC class.

Upperclassmen Cadets wear the designated uniform of the day to their respective Air Force ROTC courses in addition to the all-day Wednesday uniform wear.

PHYSICAL TRAINING GEAR (PTG) ITEMS

New Cadets entering the program will be issued two (2) PT t-shirts and two (2) PT shorts once you are made an “Active Cadet” in WINGS & have passed your first Fitness Assessment (FA)

Later, normally during the Spring SEM of their AS 200 year, Cadets who’ve received a Field Training (FT) Enrollment Allocation (EA), will be issued two (2) additional sets of PTG.

One set of cold weather PTG (jacket and pants) will be issued to a Cadet upon their successful completion of FT and that are officially “contracted.” This outer wear will be issued to Professional Officer Course (POC) Cadets only.

BLUES UNIFORM ITEMS

Once you have started your **second** semester in the program, after the drop/add date, if the following are accomplished, you may be issued Blues Uniform items:

- Completed and signed AFROTC Form 48
 - Certified DoDMERB
 - Passing Fitness Assessment (FA)
 - Comply with Body Mass Index and Body Fat Assessment (BMI/BFA) accession standards
- Upon being selected for FT, Cadets will receive an additional blue plastic name tag
 - Upon entering POC status, Cadets will be issued one “props and wings” insignia for the garrison cap and one silver name tag before the first LLAB of the Fall semester.

AIR FORCE UTILITY UNIFORM(S) ITEMS

No uniform will be issued to an AS100 cadet until 10 days after drop/add date following their first completed semester. For example, if a cadet starts the program in Fall 2020, they will be issued uniforms in Spring 2021, no earlier than 10 days after the drop/add date.

The uniform custodian will be prepared to issue utility uniforms ABUs to Cadets attending FT prior to departure. Upon return from FT, Cadets will return these issued items.

ITEMS COMMENSURATE WITH UNIFORMS

Physical Training Gear:	Utility Uniform:	Blues Uniform:	Service Dress Uniform:
Black conservative shorts similar in style to PTG, plain white crew-neck t-shirt similar in style to PTG	Business Casual: Khaki colored slacks or skirt and red polo shirt, conservative black dress shoes, belt	Business Casual: Slacks/skirt, dress shirt, conservative black dress shoes	Business Formal: Suit or slacks and sport coat, skirt with conservative blouse

CUSTOMS AND COURTESIES

PROPER VERBAL GREETINGS

- When addressing an officer or an NCO, always use proper titles. Proper titles include rank (alone); rank and last name, or Sir/Ma'am. Some examples are below:
 - “Good morning, Lieutenant Colonel Gugas” (preferred), “Good morning Major”, “Good morning Sir or Ma'am”.
 - “Good evening Master Sergeant Brandt” (preferred), “Good evening Sergeant”, “Good evening Sir or Ma'am”.
 - Address other Cadets as “Cadet (last name) and their rank”

SALUTING

Believed to have originated with the knights during the middle ages, saluting is essentially a ceremonial manner of greeting a fellow service member. Whenever outdoors and both parties are in official uniform, excluding PTGs, the greeting must be accomplished with a salute. In the Cadet Wing, a salute is used as a way to greet both Cadets and active duty Officers, and there are several rules to keep in mind. In the Air Force tradition, a salute indoors is rendered only when reporting to a senior officer or receiving an award.

WHO/WHAT TO SALUTE:

- The President of the United States
- Air Force Officers
- Officers from other services (including foreign services)
- Warrant officers from other services
- Cadet officers (the POC)
- The U.S. flag
 - When being raised, lowered, or carried
 - During the national anthem when it is being played outdoors and in uniform

WHEN TO SALUTE:

- When you are outside and you walk past an officer, or an officer walk past you
 - Render a salute and appropriate verbal greeting (“Good morning Sir/Ma'am”)
 - If both parties are in uniform, walking or standing and not in formation
 - The salute should be offered early enough to allow the officer time to return it
- When reporting in

WHEN NOT TO SALUTE:

- When walking by enlisted personnel; however, you should render a verbal greeting
- Carrying items in both hands (still render verbal greeting)
- Riding a bicycle (prohibited while in blues)
- In a Crosswalk

Note: The junior member always initiates the salute and greeting.

REPORTING IN

*When reporting to an officer (active duty or Cadet), certain procedures are followed. These procedures are outlined below:

- When reporting to an officer, knock **once** on the door. When told to enter, walk directly squaring any corners – unless on carpet) to within two (2) paces of the desk, come to attention (heels together, feet at a 45° angle, back straight, arms by your side, head and eyes forward) and **salute** and say “Sir (Ma'am), Cadet (last name) reports as ordered.”
- If you are reporting without being told to state appropriately: “Sir (Ma'am), Cadet (last name) reports.”

- Continue to hold your salute until a salute has been returned and await directions
- If you are asked to sit down, you must sit at attention. The proper way to sit at attention is to have your feet as though you were standing at attention, with your back straight. Your hands should also be held as though you were standing at attention, but placed on top of your thighs, toward the back of your kneecap. Your arms should be straight, and your head and eyes forward as well. You should be sitting on the front 6" of the chair.
- At the end of the conversation ask, "will that be all, sir (ma'am)?" The officer will acknowledge; then from the same location you reported in, stand, and salute and state, "good morning (afternoon or evening), sir (ma'am)." After your salute is returned, drop your salute, and render the appropriate exit greeting then depart.

RESPONSES

Remember, as an Air Force ROTC Cadet, you are always representing the US Air Force, AFROTC Detachment 820, Texas Tech University, your family and yourself.

PHONE & EMAIL ETIQUETTE

We recommend you check your TTU email every night to stay current on AFROTC events and information. Respond to all emails in a timely manner (not to exceed 24 hours). You should **acknowledge all emails** from Cadre regarding any task you are to complete.

PHONE

Never forget the benefits of a phone call. With a voice conversation, issues may be dealt with faster, there is less room for a misunderstanding, you can gather context and relay emotion or other concerns that would normally be lost in a written correspondence. The Cadre and Cadet Wing will use your cell phone number to contact you when necessary. *You must immediately notify the Detachment of any contact information changes.*

EMAIL

Immediately after receiving a "@ttu.edu" email account, begin using this instead of your previous account for professional purposes. The Cadre and Cadet's corps will **only** use your school specific account to communicate with you electronically.

- | | |
|---|---|
| <input type="checkbox"/> Do have a clear subject line | <input type="checkbox"/> Be sure to proofread your message before sending |
| <input type="checkbox"/> Don't forget your signature block | <input type="checkbox"/> Don't ever assume the recipient knows what you are talking about |
| <input type="checkbox"/> Be sure to use a professional salutation | <input type="checkbox"/> Be sure to reply to all emails in a timely manner and within 24 hours of receipt |
| <input type="checkbox"/> Don't use humor, sarcasm or all caps | <input type="checkbox"/> Use the following examples as a guide: |
| <input type="checkbox"/> Don't use fancy fonts or color | |

AIR FORCE ROTC RANK STRUCTURE

	Epaulet Rank Boards/Marks	Utility Uniform Rank Pins	Rank (Abbreviation)	
Officer			Cadet Colonel (C/Col)	POC Cadets
			Cadet Lieutenant Colonel (C/Lt Col)	
			Cadet Major (C/Maj)	
			Cadet Captain (C/Capt)	
			Cadet First Lieutenant (C/1Lt)	
			Cadet Second Lieutenant (C/2Lt)	
Airman			Cadet Third Class (C/3C)	AS 200/250 Cadets
			Cadet Fourth Class (C/4C)	AS 100 Cadets

AIR FORCE ENLISTED RANK STRUCTURE

	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	SEA				
	AIR FORCE													
No Insignia														
Airman Basic (AB)	Airman (Amn)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (FS)	Senior Master Sergeant (SMSgt)	First Sergeant (FS)	Chief Master Sergeant (CMSgt)	First Sergeant (FS)	Command Chief Master Sergeant (CCM)	Chief Master Sergeant of the Air Force	

AIR FORCE OFFICER RANK STRUCTURE

General of the Air Force	General	Lieutenant General	Major General	Brigadier General	
Colonel	Lieutenant Colonel	Major	Captain	First Lieutenant	Second Lieutenant

FREQUENTLY ASKED QUESTIONS (FAQ)

WHAT GRADES DO I HAVE TO MAINTAIN?

To maintain eligibility for the AFROTC Program (to compete for Field Training attendance and contracting) a GMC Cadet must maintain a 2.0 cumulative GPA; complete all Aerospace Studies classes with a grade of 2.00 or above; pass LLAB; and must be enrolled as a full-time student. Scholarship Cadets must maintain a 2.50 GPA for both term and cumulative grades. Once a Cadet is contracted (upon completion of Field Training of acceptance of a scholarship) the Cadet must maintain a 2.00 term and cumulative GPA and must be enrolled as a full-time student.

AFROTC is a competitive program and you must strive to maintain a high GPA in order to be eligible for consideration of “in college” scholarships, rated designations (Pilot, Combat Systems Officer, Air Battle Manager, Remotely Piloted Aircraft Pilot), and to be competitive for any other desired non-rated career field.

DO I HAVE TO PURCHASE MY ROTC BOOKS AND UNIFORMS?

No, Air Force ROTC provides all necessary books. You do not need to pay for your uniform items, unless they are not returned upon completion (or disenrollment) from the program. You are responsible for maintaining the cleanliness and condition of the uniforms issued to you, which will include dry cleaning and laundering expenses. If a uniform becomes damaged or lost while in your care, you may be responsible for the cost of replacing the uniform.

IF I DON'T HAVE A SCHOLARSHIP, CAN I GET ONE IN COLLEGE?

Yes, there are opportunities to compete for scholarships from the Air Force and other organizations while in college. In-college AFROTC scholarships are offered based on grades, SAT/ACT scores, physical fitness, overall performance, and choice of major. The majority of AFROTC scholarships are awarded to Cadets in technical degree fields, such as engineering, physics, or computer science. Cadets may be considered for the in-college scholarship program after successfully completing at least one term in college. The Cadre and POCs will have information about additional smaller, one-time scholarship opportunities.

DO I HAVE TO TAKE THE ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)?

No; instead you will need to take and pass the Air Force Officer Qualifying Test (AFOQT) during your second year and prior to selection for FT. The AFOQT is a standardized test that measures verbal and math aptitude (similar to the SAT and ACT) as well as additional aptitudes relevant to specific career fields and can only be taken twice. It is also used to qualify for rated slot assignments. If any of your ACT component scores are less than 21, you are strongly encouraged to review commercially available AFOQT test preparation guides.

DO I HAVE TO ATTEND BASIC MILITARY TRAINING (BMT)?

You will **NOT** attend the Enlisted Air Force BMT at Lackland Air Force Base, Texas. Instead you will need to be selected to attend Field Training for AFROTC Cadets during the Summer between your second and third year. FT is held at Maxwell Air Force Base in Montgomery, Alabama. Attending FT is commissioning requirement.

WHAT DO I NEED TO DO TO BECOME A PILOT?

Rated career fields (Pilot, Combat Systems Officer, Air Battle Manager, Remotely Piloted Aircraft Pilot) are competitively awarded to Cadets based on several factors: grades, physical fitness scores, AFOQT scores, Field Training performance, flight hours, the Test for Basic Aviation Skills (TBAS) score and your Commander's ranking. Additionally, you will actually compete for a rated position the year before your anticipated graduation date. More information about rated slots will be made available in your second and third year.

CAN I PARTICIPATE IN OTHER ACTIVITIES AT TTU?

Yes, you can participate in just about any student organization at Texas Tech University and are encouraged to do so. Involvement in other student organizations provides you with a well-rounded college experience and will help you gain skills that will be valuable assets for you as an officer and leader.

AFROTC also has other activities besides classes and LLAB that you are encouraged to consider.

ARNOLD AIR SOCIETY (AAS)

AAS is a professional, honorary, service organization dedicated to the development of effective Air Force officers and advocating the support of aerospace power. It is comprised of Cadets throughout the USAF officer candidate training programs. The primary purpose of this organization is to provide community service as well as to promote awareness of the Air Force and the military within the community.

SABER DRILL TEAM AND COLOR GUARD

The Saber Drill Team and Color Guard proudly supports honorary, service, and ceremonial events providing Cadets with an opportunity to put their pride, dedication and talent on display. Saber drill team demonstrates teamwork and professionalism while fostering pride and confidence as well as inspiring Air Force awareness.

WHAT HAPPENS AFTER I COMPLETE AFROTC AND GRADUATE?

After you have received your bachelor's degree and successfully complete the AFROTC Program, you will be commissioned a Second Lieutenant (2d Lt) in the United States Air Force. Your active duty service commitment depends on your career field. The majority of new officers will incur a four-year active duty commitment, while those officers pursuing rated career fields will have a longer commitment (ten years for a pilot, six years for a combat systems officer, air battle managers or remotely piloted aircraft operators). Additionally, the Air Force offers careers in engineering, finance, contracting, intelligence, security forces and many more.

SO...WHAT FINANCIAL INCENTIVES ARE AVAILABLE WITH ROTC?

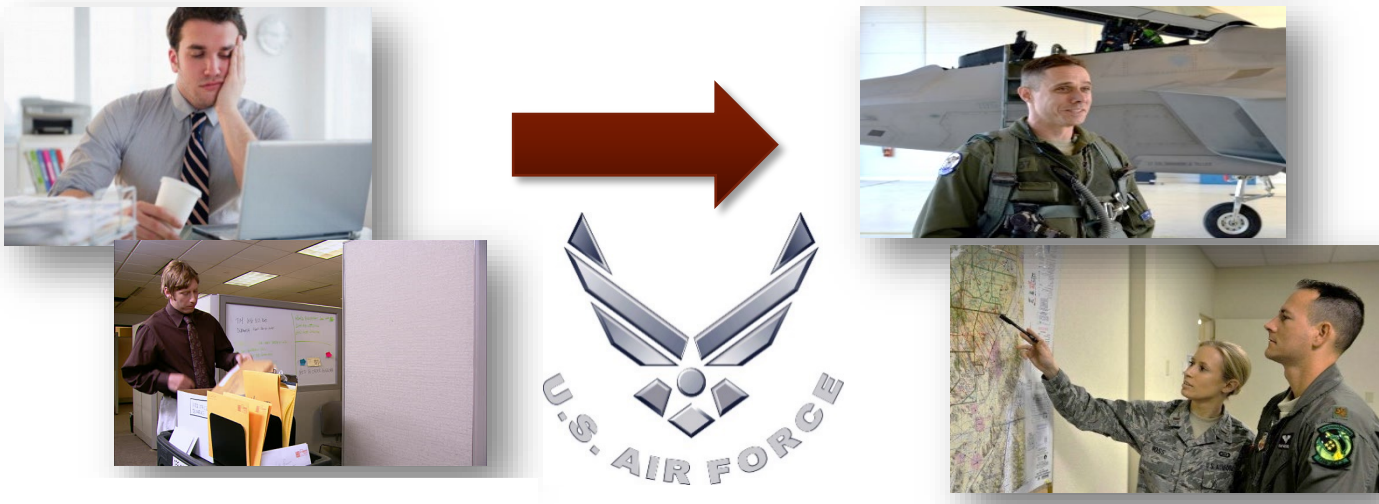
Great question! College is expensive, and AFROTC provides a number of ways to make it considerably less expensive for cadets who participate in our program:

- **Scholarships** – We have full-ride scholarships and a Commander's Leadership Scholarship that cover 100% of in-state tuition and fees for Indiana residents, plus an annual **\$900** stipend for books and a monthly tax-free payment right to your checking account of **\$300-\$350** that you can use to cover food and other living expenses. Better yet, eligible cadets in our program are automatically put in for these scholarships—you don't have to fill out another scholarship application. So, who is eligible for these scholarships? The standard varies based on available funding, but in general you need:
 - A cumulative GPA over 3.0
 - A previous-term GPA over 2.5
 - An ACT score of at least 24 or an SAT score of at least 1100
 - Pass our physical fitness assessment
 - Complete a medical review process...these requirements take one semester to complete, so if you get started in the Fall you'd generally be eligible for our full-ride scholarship in the Spring 2020 semester, if you decide to continue with our program. It's worth noting that our scholarships are retroactive to the period that they're awarded, so if you get the scholarship this Fall then the Spring 2021 semester would be paid for as well as subsequent semesters!
 - **Out of state students:** Our scholarships are available to you, too! The only difference is that instead of paying 100% of in-state fees, you would receive **\$18,000** per year off your school tuition. The other benefits (annual book stipend, monthly stipends) also apply, which make this a very valuable benefit if you receive a scholarship. It won't cover 100% of your tuition, but it sure helps out a *lot*...!
- **Contract stipends** – Even if you never get a scholarship with us, Juniors and Seniors in our program are automatically given **\$5,400-\$6,000** per year just to participate in Air Force ROTC (through twelve monthly **\$450-\$500** tax-free payments for Juniors and Seniors, respectively). This can *dramatically* reduce the amount of student loans you need to take out to keep going in school.

- Note that the contract stipend is independent of the scholarship (i.e., students not on scholarship receive this stipend for their last two years of AFROTC), but if you have the scholarship then you already receive the stipend, so you don't receive both.
- **Incentive payments** – Although the amount varies by semester and funding availability, there are other academic incentive payments that cadets can receive. These monies are provided directly to the Bursar on your behalf (note: this only applies to Indiana University students, as this money is funded via IU).

THAT SOUNDS GREAT! WHAT ABOUT AFTER I'M DONE WITH SCHOOL?

This is *crucial*, because so many students are just focused on college and don't really think about what will happen *after* college. Maybe you've got a family connection with a business you'd like to work for, or you've done an internship for a company that will definitely hire you after you graduate... but if you're like most students, you don't have any concrete plans—and that's where things can get pretty tough after finishing college. A recent article in Money magazine suggests that one quarter of college graduates are underemployed, with many working in positions that don't require a college education ([story link](#)). With Air Force ROTC, you're *guaranteed* a great job in an interesting career field upon completing our program, putting you well-ahead of your peers who may very well be struggling to find traction in the workplace after school.



So, while your peer group is working their way from the ground up at some company, doing an internship or pushing a mail cart, bored in corporate-land...

You can be loving life in an exciting Air Force officer career field like flying a \$330,000,000 F-22, working on cutting edge intelligence, or doing one of more than 35 other officer career fields in the greatest Air Force in the history of the world.

WHAT DOES AN AIR FORCE CAREER LOOK LIKE AS AN OFFICER, AND WHAT CAREERS ARE AVAILABLE?

It varies a lot, but there are tons of available career fields to explore. With over 75 years of combined Air Force experience amongst them, our cadre will help you with career selection as you progress through our program. Check out [here](#) for a quick review of what Air Force officer career fields are available through AFROTC. If you're interested in being a pilot or flying, now is a great time to join the Air Force—we're staffing *lots* of pilot positions, so your odds of fulfilling your dream of flying are better now than ever. If you don't want to fly, there are *tons* of non-pilot jobs available, in everything from contracting and financial management to personnel/human resources to communications/cyberspace, logistics and intelligence. If you like the idea of having a lot of responsibility, being an Air Force officer is an awesome way to get there—you'll be doing things and managing projects at age 24 and 25 that your friends in college wouldn't even dream of.

All Air Force officer career fields will begin with a mid-level manager level of responsibility, then move up from there as you accrue education and professional experience in your particular career field. You'll continuously be challenged to grow and improve, sharpening your skills with more and more responsibility as you go up in rank from Lieutenant to Captain to Major and beyond. Stay

in for a full 20 or more years and retire with a pension or leave after as few as 4 years with some amazing experiences under your belt that you'll be able to carry forward into a civilian career of your choosing.

HOW MUCH MONEY DO OFFICERS MAKE ON ACTIVE DUTY? WHAT ARE THE BENEFITS LIKE?

Here's where things get pretty good...Air Force officer pay is *extremely* competitive, and odds are good that you'll be way ahead of your peers who graduate in your year group. Second Lieutenants right out of college graduate making the equivalent of \$50,000 per year or more, and after just four years as a Captain you'll be making at least \$85,000 at the ripe old age of 26. Pay goes up from there, with inflation-adjusted raises every year, significant raises with each promotion and seniority raises every 2 years. [This](#) table of *monthly* pay rates only includes basic pay, which is the only portion of your pay that will be taxed—or check out the inset table to see how your monthly and annual tax-equivalent pay steadily increases as you continue to serve:

Average Age	Rank	Monthly Total Pay	Annual Total Pay
22-23	2 nd Lieutenant	\$4,450	\$53,400
24	1 st Lieutenant	\$5,600	\$67,200
26	Captain	\$7,350	\$88,200
30	Captain	\$7,950	\$95,400
34	Major	\$9,600	\$115,200

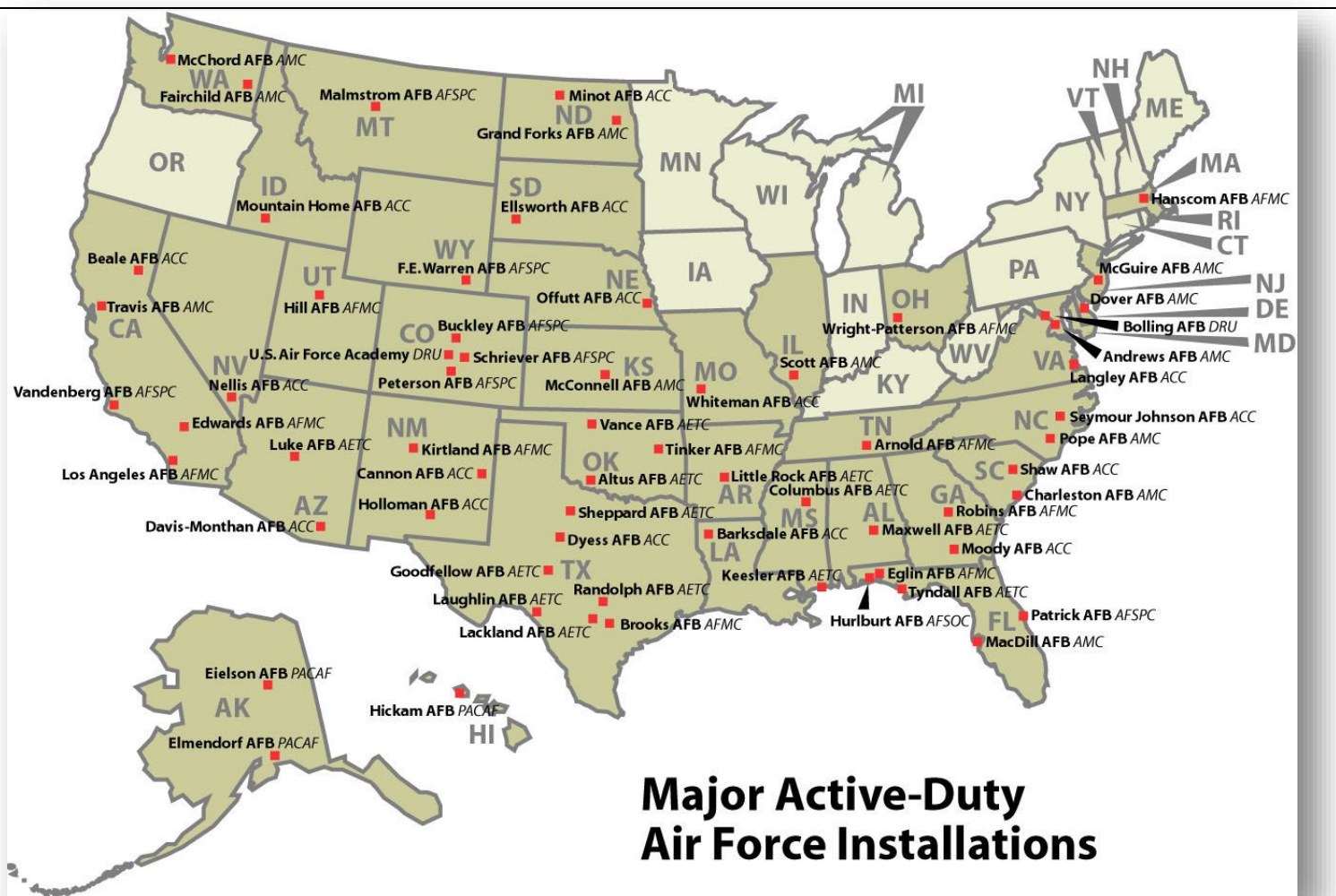
- Besides monthly pay, you'll also receive a monthly housing stipend that is tax-free. This housing stipend varies by location (i.e., high-expense areas like New York and California have a higher monthly payout), but in general you can expect at least **\$1,000** extra per month to cover your housing and utilities, tax-free.
- In addition to that, you'll also get a monthly tax-free stipend of **\$262** to cover food (Basic Allowance for Subsistence).
- There are additional bonuses and various payments based on other specific circumstances such as duty location and career field, but the above adds up to a sizeable paycheck—especially right out of college.
- You'll also receive *free* health care while on active duty, as well as your direct dependents. There is no copay or deductible—you just go to the doctor and everything is taken care of. The value of this is tremendous...in the private sector, this type of health plan basically doesn't exist, with most employer-sponsored plans costing anywhere from **\$3,000 - \$6,000** per year (or more!) for you and your family. They'll also have doctor visit copays, deductibles and limits on coverage...but you won't have to worry about that in the Air Force.
- If you're interested in being a pilot, you should know that the Air Force is hiring a *lot* of pilots, so the odds of being an Air Force pilot aren't as slim as you might think. Additionally, pilots earn [huge](#) bonuses based on their service commitment—up to **\$455,000** in bonuses (yes, you read that right) for fighter pilots. That can pay off a *lot* of student loans rather quickly.
- Active duty Air Force officers receive 30 days of paid leave per year. That is *in addition to* federal holidays (there are 10). Finding a civilian job where you can make this kind of money with this good of a work/life balance is, to put it lightly, extraordinarily difficult.
- You'll have access to an unbelievable retirement plan...a matching 401k (up to 5%) *plus* a pension and retention bonuses. Work in an awesome career in the Air Force for 20 years and retire at the age of 42, then receive your annual pension of around **\$40,000** (or more) and start a second career... or leave earlier if you want and take your 401k balance with you to your new job.
- Air Force officers also get amazing education benefits. Want to go to graduate school? The Air Force's tuition assistance program will cover 100% of your tuition and fees, up to **\$4,500** per year, for degrees up to and including Ph.D's. You'll also eventually be eligible for the Post-9/11 GI Bill, which can really help supplement the cost of going back to school while on active duty and beyond...with benefits that even transfer to your kids, if you so choose.



You can get a master's degree for free (while receiving a salary!) through the Air Force via the Air Force Institute of Technology

SOUNDS GREAT! BUT WHAT ARE AIR FORCE BASES LIKE; WHAT IS THE LIFESTYLE LIKE?

One area where the Air Force truly distinguishes itself is in the quality of life on Air Force installations, which are located all over the world. Here in the US, there are bases all over the place—from Travis AFB outside of San Francisco to MacDill AFB in Tampa—there are some incredible travel and work opportunities available to Air Force officers after graduation. See the map below for examples of major Air Force installations within the US:



Around the world, there are Air Force bases everywhere from Aviano (Italy) to Ramstein (Germany), Kadena (Japan), Andersen (Guam) and plenty more—so if you’ve ever wanted to travel and live overseas, there are plenty of amazing opportunities in the Air Force to do just that. At the beginning of your senior year in ROTC, you identify (up to) the top six career fields you want to serve in, then the top locations you want to move to. From there, the Air Force will do the best it can to assign you based on where you’d like to go, subject to the limitations of the needs of the Air Force (i.e., not everyone gets to go to Hawaii for their first duty assignment). From there, you will probably move every 3 or 4 years to a new base.

In terms of lifestyle, the Air Force spends a lot of money making its bases nice places to live and work, and more than any other branch, our bases have phenomenal resources to help you get the most out of your service – wherever you may be. Air Force [bases](#) are like small cities attached to an airport...they often have everything from their own schools and [housing](#) to [fire](#) and [police departments](#), [malls](#), [convenience stores](#) and more. From recreational facilities like [gyms](#), [bowling alleys](#), [golf courses](#) and [swimming pools](#) to [recreation centers](#) and [hospitals](#), you can pretty much find anything you might need on base. If you doing fun things outside, you’ll love [MWR](#). Air Force bases even have [child care facilities](#) and [education centers](#).

Being in the Air Force gives you the opportunity to take advantage of some amazing benefits on base, including the [base club](#), [commissary](#) (grocery store), [ticket center](#) and even clubs like [horseback riding](#), [kayaking](#) and [intramural sports](#). Moreover, Air Force bases are just nice places to be...they are well-kept and maintained, with nice facilities and events that are often free of charge. There is virtually no crime, plenty of facilities for families and terrific opportunities to travel off base to explore the local area...wherever in the world that may be for you. More than any other branch of the military, the Air Force values a good work-life balance, allowing you the opportunity to develop and grow in your career field while still maintaining a happy life at home.



Above is a picture of Randolph AFB in Texas—you can see here how the base is like a small city attached to an airport, with very nice, well-kept facilities and consistent architecture. The upper-right picture is an Air Force Base Exchange (BX), which is very much like a mall with a food court and other shopping areas attached. The picture on the bottom-right is actual base housing at Mountain Home AFB in Idaho. Air Force service members live in homes just like this one for free, or they can opt to live off-base and receive a tax-free Basic Allowance for Housing (BAH) payment to cover living expenses.

WAIT A SECOND...I HAVEN'T EVEN SETTLED ON GOING TO TTU – WHAT'S SO SPECIAL ABOUT IT?

Here in Lubbock Texas, you have access to the amazing resources of a large college combined with the small-town feel and hospitality of a Midwestern town, all on a campus widely celebrated for being absolutely [beautiful](#). If you want to feel like you're going to school someplace special, Texas Tech University has got you covered. Seriously—just look at how beautiful it is here!



One of the best things about Texas Tech University is the community. There are many opportunities to start relationships with fellow students who have the same interests as yourself. These opportunities include recreational sport teams, hundreds of different clubs and organization groups, and special campus events. With any of these activities students have the chance to introduce themselves to new people and become involved with different groups of people. TTU's campus is both beautiful and large! Covering 1,839 acres of land, it is one of the largest land mass campuses in the United States.

We've had varsity athlete cadets, fraternity and sorority members, club presidents, recreational sport athletes and everything in-between participate in their respective activities while also doing Air Force ROTC. AFROTC does take a lot of time and we ask our cadets to prioritize our events first, but we also want our cadets to be well-rounded individuals who pursue other hobbies outside of Air Force ROTC. You don't go to college to major in AFROTC—you go to college to get your education, find your identity, cultivate

new skills and meet amazing new people. With ROTC, we'll train you to be a leader of character – the rest is up to you.



LET'S REWIND BACK TO AIR FORCE ROTC...WHAT ELSE IS SO GREAT ABOUT IT WHILE I'M IN SCHOOL?

For starters, you'll be working with a world-class group of cadets who are on a trajectory for success. Our students have an average GPA of 3.35, are self-starters and care about each other. With around 80 cadets in our detachment, we have a family-like atmosphere and we take great care of each other. You can do fun volunteer projects, enjoy unit morale activities like escape rooms, hiking trips, movie nights and more, and participate in Arnold Air Society, our honorary fraternity, if you wish. Most importantly, the cadre here is interested in *your* personal and professional development. We work very hard setting up environments where our cadets can grow and succeed, fail and learn to do better next time.

You'll get real-world, practical experience managing projects, arranging meetings, setting deadlines, coordinating with other cadets and conducting training operations in our program. These skills are invaluable and will help set you apart whether you stick it out through Air Force ROTC and the Air Force or just try us out for a semester or two. **On a final quick note, our detachment has a state-of-the-art FAA-certified [flight simulator](#), so if you're interested in aviation, you'll be able to use it for free and even log flight hours! We also have an incredible Digital Combat Simulator that allows you to fly high-performance jets with hyper-realistic flight controls in combat scenarios—and if you're into computers, you'll love its specs. It's run by a 7th-generation Intel i7 processor hyperthreaded to 12-core performance with 32GB of DDR4 RAM, a GTX1080 video card and a 1TB NVME hard drive with 500GB/sec bandwidth. Plus, it's getting upgraded with Oculus Rift VR technology over the summer...!**



Former cadets participate in community service events like Habitat for Humanity

WHAT KIND OF THINGS WOULD I LEARN ABOUT WITH AFROTC...AND WHAT IS CLASS LIKE?

Our program is primarily designed to introduce you to what the military is like and give you an opportunity to “try before you buy.” Unlike with an enlisted recruiter (who wants you to sign up to go to Basic Training and be enlisted, which is a completely different career path than being an officer through Air Force ROTC), you can take AFROTC classes and see if the military is a good fit for you before committing to active duty. Topics in our freshman class include subjects like Air Force dress and appearance standards, military customs and courtesies, team-building, Air Force benefits, principles of war and tenets of airpower, Air Force operations, Air Force core values, airpower through World War I, human relations and more.

Subsequent years build on those subjects to include theory and applications of leadership, principles of management, understanding the US Constitution, advanced topics on followership and project management, counseling session practicums, critical thinking skills, joint operations and much more. Freshman (AERS 1105) and sophomore (AERS 2103) classes are 50 minutes long once a week, while Junior and Senior classes are 80 minutes long, twice a week.

Class sizes are very small, particularly in the Junior/Senior level, which can often be fewer than 10 students. As a Freshman/Sophomore, your class may be larger and may consist of students who do not wish to participate in AFROTC but are taking the class as an elective.



Leadership Lab activities range from marching to expeditionary leadership problems, military customs and courtesies, Field Training preparation, inspections, warrior knowledge tests and lots more.

If you want to be challenged to improve yourself in these areas, then you’ve come to the right place. The core values in the Air Force are “Integrity first, Service before self, and Excellence in all we do.” Our cadets strive hard to cultivate those core values 24/7, and if you want to be part of an organization that lives and breathes those values, you’ll want to check out the Air Force.

WHAT DOES MY TIME COMMITMENT LOOK LIKE DURING THE WEEK?

Our program generally consists of five different areas:

- **Weekly academic classes**, which for freshmen and sophomores are 50-minute classes on Tuesday or Thursday afternoons. You have two options for Freshman and Sophomore classes to choose from. Freshmen (AERS 1105) are Wednesday 0900-0950 or 1400-1450, while Sophomore classes (AERS 2103) are Wednesday from 1000-1050 or 1300-1350.

- Our weekly **leadership lab** on Thursdays are where we cover hands-on training to give cadets an opportunity to learn valuable skills for Field Training and apply what they’ve learned in class. Activities include impromptu speeches, group leadership problems, drill and marching, guest speakers, training activities, and other fun activities like dodgeball or holiday parties. Leadership Lab is hosted Thursday afternoons from 1610-1810.
- We have two weekly PT (**Physical Training**) sessions Monday and Wednesday mornings from 6:00 – 7:00am at the Student Recreation Center (SRC) or at Fuller Track and Field, TTU cadets must attend **both** sessions each week. These sessions typically include activities like pushup/sit-up pyramids, various runs and other calisthenics. The idea is to get you ready for the physical fitness assessment, which includes a 1.5-mile run, pushups and sit-ups performed over a minute, and an abdominal circumference measurement.
- You’ll also probably have *some* involvement in **Cadet Wing** activities at our Detachment, depending on where you’re assigned within our cadet organization. Our Junior and Senior cadets run training operations and hold leadership positions to make that happen, while other cadets are assigned to them to help carry out our mission. This provides valuable learning opportunities for everyone and gives everyone a chance to experience different elements of working in and running an organization before going on to active duty.
- Finally, there are often *voluntary* opportunities to participate in other activities within Air Force ROTC, including the Veteran’s Day flag-raising ceremony, march in the homecoming parade, enjoy a movie night, gaming tournament, go hiking, volunteer with the community (Habitat for Humanity, local food kitchens) or participate in a bunch of other fun activities if you have time available in your schedule.

PHYSICAL TRAINING...? WHAT ARE THE REQUIREMENTS FOR FITNESS IN AIR FORCE ROTC?

Each Cadet must attend physical training every Monday and Wednesday mornings from 0600-0700 hours. If a Cadet has an excused absence, they will be allowed to make it up. Physical Training is designed to help you achieve a fitness level to meet Air Force standards. The Air Force physical fitness assessment (FA) consists of four components: a waist measurement, one minute of push-ups, one minute of sit-ups, and a 1.5-mile run. You receive points based on your time number of repetitions etc. The scoring charts are available online at: <https://www.afpc.af.mil/Portals/70/documents/Home/AF%20Fitness%20Program/FITNESS%20CHARTS.pdf>

In order to be an Air Force ROTC cadet, you must meet certain physical fitness and BMI (Body Mass Index) standards. The BMI standard is based on your height and weight—the maximum BMI for Air Force ROTC cadets is 25, which corresponds to the weights in this table:

Maximum Allowable Weights for BMI of 25 (regardless of age)																				
Height (inches)	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77
Weight (lbs)	119	124	128	132	136	141	145	150	155	159	164	169	174	179	184	189	194	200	205	210

If your weight is above the maximum, you will have your body fat measured by a waist and neck circumference calculation (for athletes or those who have more muscle mass, they will tend to weigh more than the BMI table allows while still having a low enough body fat to qualify for Air Force ROTC). For males, the maximum body fat percentage is 18% and for females, the maximum body fat percentage is 25%. You must either pass the BMI calculation from the table above **or** the body fat percentage calculation in order to go to Field Training, contract, or commission into the Air Force through ROTC. Note that you *can* join our program if you exceed these standards, but you should work quickly to get within standards in order to fully participate and complete the program (we can help you with this).

In addition to meeting BMI and/or body fat requirements, cadets must also perform physical fitness assessments in Air Force ROTC.

Our physical fitness assessment (PFA) is typically administered twice per semester; once at the beginning as a “mock” PFA to give cadets a sense of where they stand and another official test towards the end of each semester. Minimum and maximum PFA requirements are as follows:

- **For males**, a waist measurement of less than 39.5” (35” or less is max score), a 1.5 mile run time of 13:36 or less (9:12 or less is max score), at least 33 pushups with good form in one minute (67 is max score) and 42 crunches in one minute (58 is max score).

- **For females**, a waist measurement of less than 35.5” (31.5” or less is max score), a 1.5 mile run time of 16:22 or less (10:23 or less is max score), at least 18 pushups with good form in one minute (47 is max score) and 38 crunches in one minute (54 is max score)

If you don't think that you can pass our PFA right now, that's okay. Our PT sessions will help, but you will definitely need to work hard over the course of the semester to continue to improve in whatever areas you need to in order to pass. That will probably require some additional gym time lifting weights, running practice on your own, and better nutrition...or perhaps all three. You need to be ready to work hard on these areas and be realistic with yourself about being able to meet our physical training requirements.

You don't necessarily *have* to pass the PFA in the first semester, but you should show *consistent* progress and be ready no later than your second semester in the program. For some cadets it comes easy and for others it takes longer, but they all have to try hard at every PT session.



Physical fitness is an important part of Air Force ROTC. TTU cadets formally train twice per week (Monday and Wednesday 0600-0700 at the Student Recreational Center (SRC) or at Fuller Track and Field.

WHAT IS THE COURSE CURRICULUM FOR AIR FORCE ROTC?

In general, our program is 4 years long. This is what your plan would look like if you started this Fall:

Start Fall '20	
Fall 2020	AERS 1105 (<i>Heritage and Values of the USAF 1</i> , 50 mins, 1 credit hour + 1 hr for lab)
Spring 2021	AERS 1106 (<i>Heritage and Values of the USAF 2</i> , 50 mins, 1 credit hour + 1 hr for lab)
Summer 2021	
Fall 2021	AERS 2103 (<i>Team and Leadership Fundamentals 1</i> , 50 mins, 2 credit hours + 1 hr for lab)
Spring 2022	AERS 2104 (<i>Team and Leadership Fundamentals 2</i> , 50 mins, 2 credit hours + 1 hr for lab)
Summer 2022	*Field Training @ Maxwell AFB, AL - 2 weeks*
Fall 2022	AERS 3303 (<i>Leading People & Effective Communication 1</i> , 160 mins (80 min/2x wk), 3 hours + 1 hr for lab)
Spring 2023	AERS 3304 (<i>Leading People & Effective Communication 2</i> , 160 mins (80 min/2x wk), 3 hours + 1 hr for lab)
Summer 2023	
Fall 2023	AERS 4303 (<i>National Security Affairs 1</i> , 160 mins (80 min/2x wk), 3 credit hours + 1 hr for lab)
Spring 2024	AERS 4304 (<i>National Security Affairs 2</i> , 160 mins (80 min/2x wk), 3 credit hours + 1 hr for lab)
Summer 2024	*Commission into the Air Force as a 2nd Lieutenant*

Note that Air Force ROTC courses *do* count as elective credit (in terms of general credit hours) for any degree program, so they should be able to help you accrue hours towards graduation.

If you've already completed at least one year at Texas Tech University, you're probably planning on graduating before 2024. In that case, you can apply for an accelerated 3-year version of our program, doubling up on the first two years of Air Force ROTC courses in order to stay on track with your plan to graduate in 2023. If you choose to pursue the accelerated program, you should know the following:

- In order to qualify for this program, you must complete and pass our physical fitness assessment, complete a reasonable academic plan that shows you won't be unduly overloaded with courses (i.e., each semester should be at 16 hours or fewer), and complete an interview with the cadre to finalize eligibility.
- The accelerated program is *very* difficult, and a lot of students who try it find managing time and learning everything they need to know to be prepared for Field Training a serious challenge. Attrition tends to be higher in this group, because students just get overwhelmed and decide they won't be ready in time.
- Previous exposure to military training (through JROTC, prior service, etc.) is very helpful, and taking summer courses can help significantly with your course load.
- **Are you still interested in the 3-year program?** Great—just register for AERS 1105 and AERS 2103, then we'll email you information about completing the fitness test, academic plan and interview. These will all take place at NCOP, which will be just before school starts this Fall.



If you planned on graduating before Spring 2024, you may want to consider extending your graduation date in order to fit our 4-year program into your academic plans. We have plenty of students who do just that, because Air Force ROTC does take a significant amount of time (see previous question), and we generally encourage our cadets to try and keep their semester credit hours below 16 when possible. You must be a full-time (12+ credit hours) student while in our program, but for your final semester it is only necessary to take the single AERS 4303.

FIELD TRAINING...? WHAT IS THAT ALL ABOUT?

Cadets typically attend Field Training at the midway point of their AFROTC career, usually after completing their sophomore year in college. As a GMC (General Military Course) cadet (freshman/sophomore), your primary function in our program is to learn about the Air Force and prepare for Field Training. Field Training is held at Maxwell Air Force Base (AFB) in Alabama over a two-week period in the summer. The Air Force will pay your travel expenses to get there and back, as well as supply you with uniforms and other items you'll need to successfully complete training.

While there, you'll experience a full-time military training environment that will test your abilities and assess your potential as a leader in the Air Force. After completing Field Training, you become a POC (Professional Officer Corps) cadet, receive a tax-free monthly stipend, and your focus transitions to developing leadership competencies and preparing for active duty. Field Training is a challenging environment, but our detachment works very hard to get each cadet prepared to attend and be successful there.



At Detachment 820, we will teach you everything you need to know to be successful at Field Training—from how to salute and wear the uniform to marching, room inspections, reporting procedures and much more.

AM I COMMITTED TO THE AIR FORCE IF I SIGN UP FOR FALL 2020?

Definitely not! We have plenty of students try us out for a semester then drop out of the program for a variety of reasons, and we're absolutely happy to have you join us if you just want to see what Air Force life might be like. You aren't committed to joining the Air Force until you contract with us, which typically takes place after Field Training. However, we do contract cadets who receive and accept a scholarship, so this could be earlier if you earn a scholarship through our program. Either way, you'll have plenty of opportunities to decide if our program or the Air Force isn't right for you. Our classes are all certified for elective credit with TTU, so you have nothing to lose by joining us and giving it a shot!

Cadets who complete the program and enter active duty are committed to Air Force service for four years (ten years if they opt-in to being a pilot), after which you can leave the Air Force at the age of roughly 26 with a great deal of leadership experience under your belt. Alternatively, you could continue service in the Air Force and enjoy an awesome career working around the world doing incredible things with some amazing people!



Join our program, meet amazing people, challenge yourself and be the best version of you that you can become...



Love it? Great! Get a minimum of \$12,000 to finish college—and perhaps much more if you get a scholarship through us...



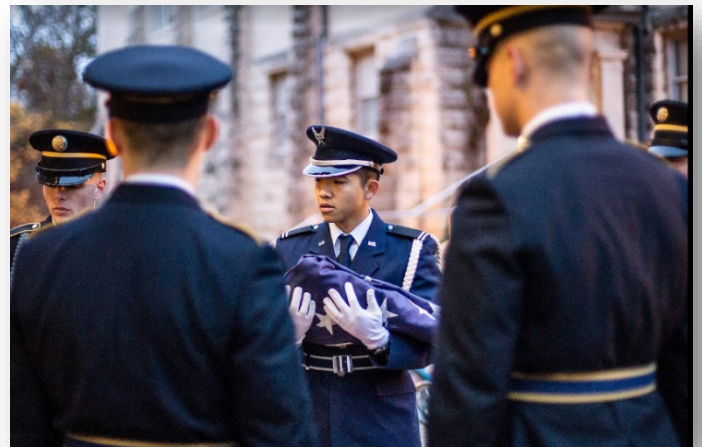
Work in a terrific career for the Air Force until roughly age 26...you'll make at least \$250,000 in those four years, get incredible leadership experience, travel and establish yourself. At that point, you can leave, or continue serving and even retire at only 42 years old with a full pension!

Don't like it? No problem! Drop anytime and go on to finish school, taking valuable skills learned in ROTC with you forever



OKAY, I'M CONVINCED...IT'S A NO-BRAINER. WHAT KIND OF PERSON ARE YOU LOOKING FOR?

There are a *lot* of things to love about Air Force ROTC and life as an active duty officer, but that doesn't mean that this program is easy or for everyone. In fact, Air Force ROTC is a tough program and we expect a great deal from our cadets. We are looking to build officers and leaders of *character*, so you should be someone who is grounded in a strong sense of personal ethics with a keen desire to improve yourself and a strong work ethic. You should feel comfortable conforming with standards and regulations and enforcing them with others. You should have a strong sense of accountability, be comfortable with making decisions when with incomplete information, be able to motivate and work well with a diverse team and be confident and assertive. We spend a lot of time doing public speaking, so the thought of getting in front of a group shouldn't completely terrify you. We want independent thinkers who can collaborate with others, accept responsibility when they're wrong, speak up when they think they're right, and always yearn to do better.



You don't have to be perfect at everything—no one is—but our program works best when students come to us with some competency in these areas to build from. More than anything, we are looking for leaders... Air Force officers begin their careers outranking over 80% of the Air Force (that's over 260,000 Air Force members that you'd outrank immediately after college), so a lot is expected of us from day one and you should be prepared to one day shoulder that level of responsibility. There is no blending into the crowd or hiding in this program or in the Air Force.



Regular warrior knowledge quizzes will test your ability to memorize and recall information quickly.

Academics is crucial to our program, so you should also be a pretty good student. Our average cadet GPA is 3.35, and our program requires a *minimum* of a 2.0 GPA just to participate. In general, we highly encourage cadets to carry GPAs of *at least* 2.75, so if you don't think you'll be able to continue your degree program and meet that criteria, you may want to reconsider. You should be at least somewhat physically fit, and ready to continue developing your fitness throughout the entire duration of our program.

Though it's not required *right away*, you will have to meet our dress and appearance standards, to include haircuts and shaving for gentlemen and limitations on hairstyles and cosmetics for ladies. That's just part of life in the Air Force.

Finally, it's okay to be motivated to join us for the financial benefits, but you should also have some sense of wanting to serve a cause greater than yourself. Ours is the profession of arms, and we take that charge very seriously. Our graduates may go on to fly \$115M jets, supervise literally hundreds of people, control nuclear weapons or manage multimillion-dollar budgets. The responsibilities are huge, and we work very hard throughout this entire program to give our cadets the tools they need to be successful. We are ultimately a service organization that fulfills the national security objectives of the United States, and as a profession we serve the needs of society at large. If [this](#) video really resonates with you, then that's a very good sign that this program is right for you.

ALRIGHT, I'M SOLD! I THINK I'M A GREAT FIT – WHERE DO I SIGN UP, AND WHAT CAN I EXPECT NEXT?

If you're ready to make what will probably be one of the best decisions you'll ever make in your life, all you need to do to get started is register for AERS 1105 for the Fall 2020 semester. Once you've registered, you'll hear back before the semester begins with further instructions on how to administratively sign up to be a cadet. Prior to class starting, we'll host a small event called New Cadet Orientation Processing (NCOP) which will give you an opportunity to meet your new classmates and the cadre and ask any questions you'd like. Parents and other family are welcome to attend as well.

Once the summer hits, we'll get you in contact with the other new students joining our program, so you can start getting to know your new peers and hit the ground running in the Fall. We want to set you up for success, and we'll do our very best to get you there.

So, what are you waiting for...? Join our team and kick start your future!

Are you still looking for more information? Contact us today!

For more information about joining AF ROTC, the detachment history and to meet the cadre at Texas Tech University, go to [Air Force ROTC Detachment 820](#). We can also be reached at 806-742-2143 or via email at afrotc.det820@ttu.edu.

In the meantime, check us out on [Facebook](#)! Give us a follow and look at previous content to see pictures and videos of what the cadets are doing here at Detachment 820.

WHAT CAREER FIELDS MAKE SENSE FOR MY MAJOR?

No matter what you're studying, the Air Force has career fields that will be able to take advantage of the skills you're getting in college. Moreover, our ROTC training program will give you the leadership skills and confidence you need to be a successful officer in whatever field you ultimately wind up serving in. After college, you will attend technical training through the Air Force that will teach you the specific job skills you'll need to know in your career field. In terms of possibilities though, here are *some* options based on different majors (*click the career field to learn more*):

BUSINESS / FINANCE / HUMAN RESOURCES / LIBERAL ARTS / ACQUISITIONS

Acquisition – Help spend the Air Force's \$156B budget, working with vendors to purchase equipment we need

Contracting – Negotiate with outside vendors and manage multi-million-dollar contracts and agreements

Force Management – Lead the human resources component of the Air Force, manage evaluations, career development and more

Financial Management – Use management accounting to help Air Force leaders spend operational funds effectively



ANY DEGREE / LIBERAL ARTS / MANAGEMENT

Airfield Operations – Provide direct management of runways and airfields, helping Air Force bases run efficiently

Missile Operations – Manage and operate the United States' arsenal of nuclear missiles—an incredible responsibility



LANGUAGE / INT'L STUDIES / LIBERAL ARTS

Intelligence Officers – Collect data, analyze it, and disseminate it to decision-makers so that they can effectively complete their missions



COMPUTER SCIENCE / INFORMATICS / COMMUNICATIONS

Cyberspace – Manage the Air Force's massive IT network and provide communications support

Public Affairs – Serve as media representatives to the public, manage official websites and other media



PHYSICS / ASTRONOMY / TECHNICAL

Space Operations – Oversee spy satellites, satellite rocket launches and control space systems

Scientist – Conduct cutting-edge research in the fields of mathematics, chemistry and physics

Weather – Forecast atmospheric & space conditions



LOGISTICS / SUPPLY CHAIN MANAGEMENT

Aircraft Maintenance – Lead the massive teams of technicians who maintain our fleet of aircraft

Munitions Maintenance – Manage personnel who maintain conventional and nuclear weapons

Logistics Readiness – Prepare people and cargo for deployments, the rapid mobilization of resources



CRIMINAL JUSTICE

Security Forces – Lead the personnel who guard our facilities, enforce the law for everyone on base

OSI – The Office of Special Investigations conducts investigations within the Air Force



ENGINEERING / STEM

Civil Engineering – Manage the personnel who maintain facilities on a base, providing their unique expertise to complex problems that require technical solutions; includes architecture, civil, electrical, mechanical, general, and environmental

Developmental Engineering – Research and development into a number of sub-fields, including aeronautical, astronomical, computer, electrical, general, mechanical and human factors



MEDICAL / BIOLOGY / NURSING

Nurse – Provide direct care to military patients and their families in Air Force medical centers

Physician – Work in military hospitals alongside nurses to provide direct medical support



ANY DEGREE / INTEREST IN FLYING

Pilot – Fly the most sophisticated aircraft in the world, including fighters and cargo/transport planes

CSO – Combat Systems Officers fly with the pilot, providing navigation and weapon systems operation

ABM – Air Battle Managers guide other planes in the air to safely engage the appropriate enemy targets

RPA – Remotely Piloted Aircraft pilots fly drones—capable of conducting surveillance and striking targets anywhere in the world



AIR FORCE FITNESS ASSESSMENT STANDARDS (SCORE CHART – MALES <30)

Cardiorespiratory Endurance			Body Composition			Muscle Fitness			
Run Time (mins:secs)	Health Risk Category	Points	AC (inches)	Health Risk Category	Points	Push-ups (reps/min)	Points	Sit-ups (reps/min)	Points
≤ 9:12	Low-Risk	60.0	≤ 32.5	Low-Risk	20.0	≥ 67	10.0	≥ 58	10.0
9:13 - 9:34	Low-Risk	59.7	33.0	Low-Risk	20.0	62	9.5	55	9.5
9:35 - 9:45	Low-Risk	59.3	33.5	Low-Risk	20.0	61	9.4	54	9.4
9:46 - 9:58	Low-Risk	58.9	34.0	Low-Risk	20.0	60	9.3	53	9.2
9:59 - 10:10	Low-Risk	58.5	34.5	Low-Risk	20.0	59	9.2	52	9.0
10:11 - 10:23	Low-Risk	57.9	35.0	Low-Risk	20.0	58	9.1	51	8.8
10:24 - 10:37	Low-Risk	57.3	35.5	Moderate Risk	17.6	57	9.0	50	8.7
10:38 - 10:51	Low-Risk	56.6	36.0	Moderate Risk	17.0	56	8.9	49	8.5
10:52 - 11:06	Low-Risk	55.7	36.5	Moderate Risk	16.4	55	8.8	48	8.3
11:07 - 11:22	Low-Risk	54.8	37.0	Moderate Risk	15.8	54	8.8	47	8.0
11:23 - 11:38	Low-Risk	53.7	37.5 #	Moderate Risk	15.1	53	8.7	46 #	7.5
11:39 - 11:56	Low-Risk	52.4	38.0	Moderate Risk	14.4	52	8.6	45	7.0
11:57 - 12:14	Low-Risk	50.9	38.5	Moderate Risk	13.5	51	8.5	44	6.5
12:15 - 12:33	Low-Risk	49.2	39.0 *	Moderate Risk	12.6	50	8.4	43	6.3
12:34 - 12:53	Moderate Risk	47.2	39.5	High Risk	0	49	8.3	42 *	6.0
12:54 - 13:14 #	Moderate Risk	44.9	40.0	High Risk	0	48	8.1	41	0
13:15 - 13:36 *	Moderate Risk	42.3	40.5	High Risk	0	47	8.0	40	0
13:37 - 14:00	High Risk	0	41.0	High Risk	0	46	7.8	39	0
14:01 - 14:25	High Risk	0	41.5	High Risk	0	45	7.7	38	0
14:26 - 14:52	High Risk	0	42.0	High Risk	0	44 #	7.5	37	0
14:53 - 15:20	High Risk	0	42.5	High Risk	0	43	7.3	36	0
15:21 - 15:50	High Risk	0	43.0	High Risk	0	42	7.2	35	0
15:51 - 16:22	High Risk	0	≥ 43.5	High Risk	0	41	7.0	34	0
16:23 - 16:57	High Risk	0				40	6.8	33	0
≥ 16:58	High Risk	0				39	6.5	32	0
						38	6.3	31	0
						37	6.0	30	0
NOTES:						36	5.8	≤ 29	0
Health Risk Category = low, moderate or high risk for current and future cardiovascular disease, diabetes, certain cancers, and other health problems						35	5.5		
						34	5.3		
Passing Requirements - member <i>must</i> : 1) meet minimum value in each of the four components, <i>and</i> 2) achieve a composite point total ≥ 75 points						33 *	5.0		
						32	0		
						31	0		
* Minimum Component Values						30	0		
Run time ≤ 13:36 mins:secs / Abd Circ ≤ 39.0 inches						29	0		
Push-ups ≥ 33 repetitions/one minute / Sit-ups ≥ 42 repetitions/one minute						28	0		
						27	0		
# Target Component Values						26	0		
Member should attain or surpass these to achieve ≥ 75.0 composite score						25	0		
						24	0		
Composite Score Categories						23	0		
Excellent ≥ 90.0 pts / Satisfactory = 75.0 - 89.9 / Unsatisfactory < 75.0						22	0		
						21	0		
						20	0		
						19	0		
						18	0		
						≤ 17	0		

AIR FORCE FITNESS ASSESSMENT STANDARDS (SCORE CHART – FEMALES <30)

Cardiorespiratory Endurance			Body Composition			Muscle Fitness			
Run Time (mins:secs)	Health Risk Category	Points	AC (inches)	Health Risk Category	Points	Push-ups (reps/min)	Points	Sit-ups (reps/min)	Points
≤ 10:23	Low-Risk	60.0	≤ 29.0	Low Risk	20.0	≥ 47	10.0	≥ 54	10.0
10:24 - 10:51	Low-Risk	59.9	29.5	Low Risk	20.0	42	9.5	51	9.5
10:52 - 11:06	Low-Risk	59.5	30.0	Low Risk	20.0	41	9.4	50	9.4
11:07 - 11:22	Low-Risk	59.2	30.5	Low Risk	20.0	40	9.3	49	9.0
11:23 - 11:38	Low-Risk	58.9	31.0	Low Risk	20.0	39	9.2	48	8.9
11:39 - 11:56	Low-Risk	58.6	31.5	Low Risk	20.0	38	9.1	47	8.8
11:57 - 12:14	Low-Risk	58.1	32.0	Moderate Risk	17.6	37	9.0	46	8.6
12:15 - 12:33	Low-Risk	57.6	32.5	Moderate Risk	17.1	36	8.9	45	8.5
12:34 - 12:53	Low-Risk	57.0	33.0	Moderate Risk	16.5	35	8.8	44	8.0
12:54 - 13:14	Low-Risk	56.2	33.5	Moderate Risk	15.9	34	8.6	43	7.8
13:15 - 13:36	Low-Risk	55.3	34.0 #	Moderate Risk	15.2	33	8.5	42 #	7.5
13:37 - 14:00	Low-Risk	54.2	34.5	Moderate Risk	14.5	32	8.4	41	7.0
14:01 - 14:25	Low-Risk	52.8	35.0	Moderate Risk	13.7	31	8.3	40	6.8
14:26 - 14:52	Low-Risk	51.2	35.5 *	Moderate Risk	12.8	30	8.2	39	6.5
14:53 - 15:20	Moderate Risk	49.3	36.0	High Risk	0	29	8.1	38 *	6.0
15:21 - 15:50 #	Moderate Risk	46.9	36.5	High Risk	0	28	8.0	37	0
15:51 - 16:22 *	Moderate Risk	44.1	37.0	High Risk	0	27 #	7.5	36	0
16:23 - 16:57	High Risk	0	37.5	High Risk	0	26	7.3	35	0
16:58 - 17:34	High Risk	0	38.0	High Risk	0	25	7.2	34	0
17:35 - 18:14	High Risk	0	38.5	High Risk	0	24	7.0	33	0
18:15 - 18:56	High Risk	0	39.0	High Risk	0	23	6.5	32	0
18:57 - 19:43	High Risk	0	39.5	High Risk	0	22	6.3	31	0
19:44 - 20:33	High Risk	0	≥ 40.0	High Risk	0	21	6.0	30	0
≥ 20:34	High Risk	0				20	5.8	29	0
						19	5.5	28	0
						18 *	5.0	27	0
NOTES:									
Health Risk Category = low, moderate or high risk for current and future cardiovascular disease, diabetes, certain cancers, and other health problems						17	0	26	0
						16	0	25	0
						15	0	24	0
Passing Requirements - member <i>must</i> : 1) meet minimum value in each of the four components, and 2) achieve a composite point total ≥ 75 points						14	0	23	0
						13	0	≤ 22	0
						12	0		
* Minimum Component Values						11	0		
Run time ≤ 16:22 mins:secs / Abd Circ ≤ 35.5 inches						10	0		
Push-ups ≥ 18 repetitions/one minute / Sit-ups ≥ 38 repetitions/one minute						9	0		
						8	0		
# Target Component Values						≤ 7	0		
Member should attain or surpass these to achieve ≥ 75.0 composite score									
Composite Score Categories									
Excellent > 90.0 pts / Satisfactory = 75.0 - 89.9 / Unsatisfactory < 75.0									

COMMON ACRONYMS/ABBREVIATIONS

AAS - Arnold Air Society

ABU - Airman's Battle Uniform

AETC - Air Education and Training

Command AFB - Air Force Base

AFI - Air Force Instruction

AFIT - Air Force Institute of Technology

AFM - Air Force Manual

AFOQT - Air Force Officer Qualifying Test

AFSC - Air Force Specialty Code

ASAP - As Soon As Possible

AU - Air University

CC - Commander

COB - Close of Business

CTA - Cadet Training Assistant

CW - Cadet Wing

D&C - Drill and Ceremonies

Det - Detachment

DoD - Department of Defense

DoDMERB - Department of Defense

Medical Examination Review Board

EAD - Enter Active Duty

FLT - Flight

FTO - Flight Training Officer

GMC - General Military Course

GLP - Group Leadership Problem

HSSP - High School Scholarship Program

IAW - In Accordance With

IG - Inspector General

FTM - Field Training Manual

FTP - Field Training Preparation

LLAB - Leadership Laboratory

NCO - Non-Commissioned Officer

NCOIC - NCO in Charge

NLT - No Later Than

OPS - Operations

PAS - Professor of Aerospace Studies

PDT - Professional Development Training

FA - Fitness Assessment

POC - Professional Officer Course

PSP - POC Selection Program

PT - Physical Training

PTG - Physical Training Gear

ROTC - Reserve Officers' Training Corps

SQ - Squadron

TBAS - Test for Basic Aviation Skills