# Table of Contents

Commander’s Welcome ........................................................................................................... 3  
Cadet Wing Commander’s Welcome ........................................................................................ 4  
New Cadet Orientation Day ................................................................................................... 5  
In-Processing Checklist ......................................................................................................... 6  
Packing Checklist ................................................................................................................... 8  
General Det 915 Information .................................................................................................. 9  
How To Be a Cadet .................................................................................................................. 11  
  Grooming Standards ........................................................................................................... 11  
  Uniforms ............................................................................................................................... 13  
  Customs and Courtesies ...................................................................................................... 13  
  Reporting Civil and Medical Involvements ....................................................................... 15  
Key AFROTC Locations on Campus ..................................................................................... 16  
How to Prepare ....................................................................................................................... 17  
Air Force Warrior Knowledge .................................................................................................. 18  
Frequently Asked Questions ................................................................................................... 20  
Common Acronyms ............................................................................................................... 22  
Attachment 1: AFROTC Form 28 ......................................................................................... 23  
Attachment 2: WINGS Account Creation and Applicant Admissions Process ..................... 25
Lieutenant Colonel John Arellanes  
West Virginia University  
367 Oakland St  
Morgantown, WV 26505  

AFROTC Cadet,  

Welcome to Air Force Reserve Officer Training Corps (AFROTC) Detachment 915 at WVU. Our mission is to develop quality leaders for the United States Air Force (USAF) or the United States Space Force (USSF) through leadership training, Aerospace Studies coursework, and physical training. Successful completion of our training program will earn you a commission as a Second Lieutenant in the USAF or USSF. From there, you will go on to serve in a range of possible career fields such as cyber/space systems, logistics, aircraft maintenance, or flying the world’s premiere aircraft.  

Unless on a USAF scholarship, there is no military commitment for participating in AFROTC for the first two years. Some of you were selected by me to receive a meal or room scholarship which is not a USAF scholarship and does not obligate you to any military commitment. You already have your class schedules with the exception of our physical training (PT) sessions. The requirement for PT is to attend 2 of the 5 opportunities provided each week. You will be also be given the opportunity to participate in numerous activities and organizations that reach out to the local community while strengthening the skills necessary to be successful in the USAF or USSF.  

Please read this guide to help prepare you for life as an AFROTC cadet. It will answer most questions you may have, give you tips POINTERS on being successful in AFROTC, and help prepare you for your first semester. Our new cadet orientation is scheduled for 13 Aug at 0800 on the WVU campus and will introduce you to your classmates and help get ahead of in-processing items before classes start. I strongly recommend that all new cadets attend this orientation, if able, and invite your parents but please know that it remains optional. If you haven’t requested a dorm move in date, please try to work around that Friday. Be on the lookout for updates regarding this orientation day including meeting location (it will be on Evansdale Campus).  

Congratulations on your decision to begin your journey toward becoming an officer in the United States Air Force or Space Force. We are excited to have you as part of our program and look forward to meeting you in person.  

Sincerely,  

JOHN M. ARELLANES, Lt Col, USAF  
Commander
Dear Future Detachment 915 Cadets

My name is Lynette Vogel, and I will be your Cadet Wing Commander this fall semester. I want to congratulate and show my excitement for each one of you who will be joining our Detachment 915 family! Many of you will be future pilots, special operators, special investigators, engineers, and more. These occupations all have one thing in common, and the most important is being a future leader in the world’s greatest Air Force!

Joining Air Force ROTC Det 915 is the best decision I have ever made. It gave me a network of like-minded people, opened many professional opportunities for me, and has helped me develop leadership qualities that I did not know I had. I have learned how to take calculated risks, effectively lead a team, and be a critical thinker. Over the last three years, I have grown into the leader I am today and continue to grow with every opportunity I take.

Communication and flexibility are critical components of the Air Force. As a cadet-run program, this detachment is changing and adapting to develop top-performing cadets and Second Lieutenants. We need everybody’s time, effort, and communication skills to accomplish that goal. Detachment 915 is like a family business. You will build lifelong connections, but there’s still work to do. There will be challenges during the semester, but every cadet is here to support each other.

A good leader should have integrity, humility, and approachability. Without these, you will not be a successful leader. I will expect the same of you as a cadet. Begin the semester and continue with an open mind and a positive attitude, and I promise you will succeed in this program. I cannot wait to speak and begin working with you all in the fall!

Sincerely,

LYNETTE K. VOGEL, C/Col, AFROTC
Cadet Wing Commander
Detachment 915
New Cadet Orientation Day

New Cadet Orientation Day is scheduled for 0800 (8:00 a.m.) on 13 August 2021 at the South Agricultural Sciences Building, room 1021, on WVU’s Evansdale campus. The purpose of this orientation is to introduce new cadets and their family members to AFROTC at WVU, meet their fellow cadets, and to take care of some administrative paperwork before classes begin. Attending New Cadet Orientation is not required to participate in AFROTC but is highly recommended since it takes care of some administrative items before classes begin. Cadets and their family members will be briefed on the AFROTC program, scholarship opportunities, the Cadet Wing, and paths to earning a commission. Additionally, a short tour of the Evansdale campus will be offered and a social picnic will close out the day. Interested cadets should schedule their dorm move-in by 12 August to accommodate and RSVP here: https://www.eventbrite.com/e/afrotc-det-915-new-cadet-orientation-tickets-162705266833.
In-Processing Checklist

Please print this checklist (pages 6-7) and accomplish prior to arrival at WVU. Items not completed by the first day of classes will need to be accomplished at some point during your first semester.

Pre-Arrival

☐ Register for USAF100 and USAF131 (if you plan to enroll as a Sophomore, please contact us at (304) 293-5421 or AFROTC@mail.wvu.edu to determine if you meet eligibility requirements).

☐ Print a copy of the AFROTC Form 28 (Attachment 1, pages 23-24) and schedule a Sports Physical appointment with your physician. Bring the Form 28 with you to the appointment and have the physician complete it; the physician must complete this Form 28; we will not accept the physician's version of a sports physical form.
  o Scholarship cadets do not need to bring this form to orientation if they have a completed DODMERB.
  o All cadets must have a complete Form 28 in order to participate in AFROTC activities.

☐ Create a WINGS account and complete the application checklist. See Attachment 2.

Items to Bring to New Cadet Orientation

☐ Original birth certificate or naturalization certificate (if no original, a certified copy from the Clerk or Recorder of Birth State). Alternatively, an original passport can fulfill this requirement.

☐ Original Social Security Card (must be signed by applicant, NOT a parent/guardian)

☐ Selective Service Number (males only). Verify you are registered for the Selective Service. See “Check a Registration” at www.SSS.gov

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

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

☐ Form 28 (completed by a physician)
List of Civil Involvements (information regarding any involvement with civil, school or military authorities since age 13; i.e., traffic citation; detention or suspension; Article 15)
- Event Details (e.g., speeding - 76 in 65, fist fight, minor in possession)
- Date (Month and Year)
- Institution issuing finding (city vs. state police; name of the city, school, or base)
- Result/Outcome (e.g., paid fine and amount, in-school suspension)
- Copies of Tickets or Court Results are preferred if available

Certificates or documentation demonstrating (as applicable):
- Junior ROTC
- Civil Air Patrol
- DD Form 214 (prior military enlistment)
- DD Form 785 (prior service academy or officer accession training program)

Full Name: ____________________

West Virginia University (or Cross-town School) Student ID number: ____________________

Permanent Address

Address: ____________________

____________________

Phone Number: ____________________

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

Address: ____________________

____________________

Phone Number: ____________________
The following items will be required to participate in the AFROTC program:

- Completed in-processing checklist from this guide

- Physical training gear (civilian):
  - Athletic shirt
  - Athletic shorts
  - Running shoes
  - Socks (black, white, grey, or dark blue; small logos)
  - Undergarments (compression shorts/sports bras/undershirts)
  - Water bottle

- Business casual wear
  - Khakis or tan dress slacks (no cargo pockets or skinny jean colored khakis, must be loose fitting and appropriate in a professional environment)
  - Conservative brown or black belt
  - Conservative athletic shoes or black shoes

- Class supplies
  - Writing utensils
  - Notebook
  - Laptop/tablet
  - Backpack/bookbag (solid black, brown, gray, or dark blue)
The Detachment:
Detachment 915 is structured much like a typical Air Force Base. The Cadet Corps is called a "Wing" and is headed by the Cadet Wing Commander. The training objectives of AFROTC Detachment 915 are carried out by the Cadet Wing Commander and his/her staff. The Cadet Wing Commander and staff run the Wing under the guidance of active duty Cadre members.

The Cadre:
Experienced active-duty officers and non-commissioned officers (NCOs) make up the Cadre. The officers are the teaching staff of the AFROTC unit. They have been selected for this assignment based on professional accomplishments, academic background, and qualification as instructors. The NCOs work with the officers and coordinate all paperwork, medical exams, and cadet personnel files. At Detachment 915, the officers and NCOs are supported by one civilian administrative staff member.

General Military Course (GMC):
The General Military Course (GMC) introduces cadets to the United States Air Force and prepares them for selection to Field Training (FT). As Freshmen, cadets enroll in AS100 (Foundation of U.S. Air Force) which is designed to acquaint students with the U.S. Air Force and Air Force Reserve Officers' Training Corps. 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. During the Sophomore year, cadets are enrolled in AS200 (Evolution of U.S. Air and Space Power) which is designed to motivate students to transition from an Air Force ROTC cadet to officer candidate. Topics include Air Force heritage and leaders, introduction to air and space power, and continued application of communication skills. GMC Cadets are considered Cadet Airmen. Freshmen cadets are classified as Cadet Fourth Class (C/4C) and Sophomore 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 Cadets to practice the leadership skills they have developed during their time as GMC cadets, in their Aerospace Studies courses, and at their FT encampment. The POC cadets run the day-to-day operations of the Cadet Wing, including weekly Leadership Laboratory (LLAB) and Physical Training (PT) as they prepare for entrance into the active duty Air Force. Junior year cadets are enrolled in the AS300 (Air Force Leadership Studies) course and Senior cadets are enrolled in the AS400 (National Security Affairs/Preparation for Active Duty). 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:
Leadership Laboratories ("Lead Labs" or "LLABs") include briefings, inspections, leadership projects, drill and ceremony, and much more. LLAB takes place once a week (Tuesday from 0600 to 0800 hours) and is attended by the entire AFROTC Cadet Corps. LLAB helps to build your confidence and provides you with insight into the role of an Air Force officer. Some LLABs occur outside and include more hands-on activities and training (e.g. drill practice, team building exercises). 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.
How To Be a Cadet

Grooming Standards
AFROTC cadets are expected to adhere to basic groom and uniform guidance prescribed in AFI 36-2903. The below information contains highlights from the Air Force Instruction (AFI), and new cadets should make a reasonable effort to arrive to Cadet Orientation “in regs,” but additional guidance will be provided upon arrival for anyone not adhering to this guidance. See [https://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2903/afi36-2903.pdf](https://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2903/afi36-2903.pdf) for more specific AFI 36-2903 information.

Hygiene/Health and Wellness:
- Bathe regularly. Wash your body and your hair often.
- Trim your nails and keep them clean.
- Brush and floss. At the very least, brush your teeth twice a day and floss daily.
- Get plenty of rest.
- Eat healthy and take care of yourself - don't skip meals.
- Keep clothing clean and neat i.e. wash your PT Gear.

Hair:
Hair will be clean, well-groomed, present a professional appearance and will not contain excessive amounts of grooming aid (gel, moisturizer, etc). If applied, dyes, tints, bleaches, and frostings must result in natural hair colors. Examples of natural hair colors are brown, blonde, brunette, natural red, black, or grey.

Hair (Males):
Tapered appearance on both sides and the back of the head. A tapered appearance is one that when viewed from any angle outlines the member's hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. Hair will not exceed 2 inches in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears or protrude under the front band of headgear. Mustaches are allowed and will not extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from both corners of the mouth. Beards are not authorized except for medical and religious reasons.
**Hair (Females):**
No minimum hair length, to a maximum bulk of 4 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side unless worn in authorized ponytail or long braid(s). If hair is pulled back and secured behind the head, radius will not exceed 6 inches from the point where the hair is gathered. One or two braids or a single ponytail may be worn down the member’s back with length not extending below a horizontal line running between the top of each sleeve inseam at the under arm through the shoulder blades. The braid(s) or ponytail cannot be worn over the shoulder or pulled in front of the body. It must go down the member’s back. Bangs, or sideswiped hair, may touch eyebrows but will not touch or cover eyes. If worn, hair accessories (e.g., fabric scrunches, hairpins, etc.) must match hair color. Black hair accessories are authorized regardless of hair color.

**Jewelry:**
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 rings on both hands.
- Necklaces will not be visible at any time and if worn must be concealed under a collar or undershirt.
Cosmetics (Females only):

- Male Cadets are not authorized to wear cosmetics to include nail polish.
- 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, that detract from the uniform, or that are extreme colors. Some examples of extreme colors include but are not limited to, purple, gold, blue, black, bright (fire-engine) red, and fluorescent colors.
- If worn by female Cadets, nail polish will be a single color that does not distinctly contrast with the female Cadet's complexion, detract from the uniform, or be extreme colors. Some examples of extreme colors included, but are not limited to, purple, gold, blue, black, bright (fire engine) red and flourescent colors. Do not apply designs to nails or apply two-tone or multi-tone colors; however, white-tip French manicures are authorized.

Uniforms
Until you are issued a uniform, the LLAB uniform for new cadets is khakis or tan dress slacks (no cargo pockets or skinny jean colored khakis; must be loose fitting), conservative brown or black belt, detachment collared or black or navy collared polo (tucked in), and conservative athletic shoes or black shoes. NOTE: Detachment polos will be provided to new Cadets at no cost.

Toward the end of the first semester you will be contacted to make an appointment to be measured for your uniforms. You must have a qualified DODMERB to receive your uniforms. The DODMERB process will be explained in detail during in-processing.

Cadets who have not yet been issued uniforms will wear the LLAB uniform equivalent all-day on Tuesday, to Air Force ROTC class, and when meeting Cadre for official business.

Customs and Courtesies
Customs and courtesies are an important part of military tradition and dictate how cadets interact with each other and Cadre members.

Verbal Greeting:
When addressing an officer, always use proper titles. Proper titles include: their rank, their rank and last name, or Sir/Ma'am. When addressing an NCO, use their rank or their rank and last name.

Saluting:
Whenever outdoors and both parties are in official uniform, excluding PTUs, the verbal greeting must be accompanied by a salute. In the Cadet Wing, a salute is used to greet both Cadet and active duty Officers, and there are several rules to keep in mind regarding salutes.
- A salute indoors is rendered only when reporting to a senior officer or receiving an award.
• A salute is rendered to U.S. military officers (all branches), the President of the United States, POC cadets, and the U.S. Flag when being raised, lowered, and carried, and during the national anthem when it is being played outdoors and you are in uniform.
• Salute when reporting in.
• Salute when outside and walking past an officer, or an officer walks past you—render a salute and the appropriate verbal greeting. Note: A salute is only rendered if both parties are in uniform, walking or standing, and not in a formation.

**Reporting In:**
Reporting In is a military practice to begin a meeting with an officer. All meetings with Cadre will require reporting in. To report in for a scheduled meeting:

- Arrive on time.
- Knock once on the door.
- When told to enter, walk directly to within two paces of the desk, come to attention, salute (if reporting to an officer), and say “Sir/Ma’am, Cadet (last name) reports as ordered.”
- If reporting without a scheduled meeting, state “Sir/Ma’am, Cadet (last name) reports.”
- Hold your salute until it is returned, then follow the directions from the officer.
- At the end of the meeting ask “Will that be all, sir/ma’am?” If so, stand at attention, salute (if reporting to an officer), and give the proper greeting. Once the salute is returned, drop your salute, return the chair to its original position, and execute proper facing movements to depart the room.

**Email and Phone Etiquette:**
Your school email account will be the primary means of communication with Cadre and within the Cadet Wing. It is recommended that cadets check their email at least once a day to stay aware of current information. Cadets will acknowledge emails from Cadre regarding any task to complete within 24 hours. Failing to do so may result in missed opportunities for scholarships, professional development opportunities, or important announcements. When sending an email:

- Use proper grammar. Be sure to proofread and use spellcheck before sending.
- Be professional—have an appropriate subject line, font, style.
- Use the proper signature block. For AFROTC, the below template can be used:

```
Very Respectfully,

FIRST M. LAST, C/4C, AFROTC
Alpha Flight Member
Det 915, West Virginia University
123-456-7890
user@email.com
```
For matters that are more urgent or not easily communicated via email, phone calls should be used. As with emails, phone calls to Cadre members or other Cadets should be professional. The Detachment’s main office number is 304-293-5421. Save this number in your cell phone at your earliest convenience.

**Reporting Civil and Medical Involvements**

All AFROTC Cadets **must** report any involvement with law enforcement, school officials, military authorities, or any civil authorities **within 72 hours** of an incident regardless of how insignificant it may seem or the disposition. Prior to commissioning, all Cadets undergo screening for a security clearance. Involvements discovered during screening but not previously disclosed may result in removal from the AFROTC program. WVU parking tickets do not need to be reported.

To report a civil involvement, Cadets must initiate the report through their WINGS account on a computer within 72 hours of the incident. The Cadet must also immediately notify one of the Detachment NCOs via email. Follow up actions will be determined and discussed on a case-by-case basis.

Because of the stringent physical and medical qualifications necessary to enter the Air Force and Space Force, all Cadets must report any change in their medical status to a Detachment NCO. This includes broken or fractured bones, prolonged illness (more than 30 days), prescribed medications, allergies, sever sprains or muscle pulls, and pregnancy. Failure to disclose any change in medical status could result in the removal from the AFROTC program.
Student Recreation Center (SRC): Physical training takes place here (times are determined at the beginning of each semester). Most LLABs are also held here.

ERC Annex: Home of AFROTC Detachment 915. Here you will find the Cadre offices, cadet lounge, and the rooms where most Air Force classes are held.
How to Prepare

Your first Fitness Assessment (FA) will take place early in the Fall semester. The best way to prepare for the assessment is to improve your personal fitness level. The Air Force is currently in the process of implementing a new Fitness Assessment, but Cadets should be physically prepared for a 1.5-mile run, pushups, and sit-ups. Stay active during the summer and maintain a healthy diet.

All Cadets will be required to pass the Air Force Officer Qualifying Test (AFOQT) before commissioning. The Detachment hosts AFOQT testing several times a year for Cadets and other interested individuals. There are multiple test preparation services, books, and websites that can help increase test scores.

Complete the AFROTC Form 28 (Attachment 1) and create your WINGS Account (Attachment 2) before the semester begins.
Air Force Warrior Knowledge

The following information will eventually become second nature to you, but until then you may need to refer to this guide. Studying to familiarize yourself with the information will only help you in your AFROTC career.

Air Force Core Values

**Integrity First:** Integrity is essential. It is the inner voice, the source of self-control, the basis for the trust that is imperative in today's Air Force. It is doing the right thing when nobody is looking.

**Service Before Self:** Service in the Air Force is not just another job. It is an uncommon profession that calls for people of uncommon dedication. A leader unwilling to sacrifice individual goals for the good of the unit cannot convince other members to do so.

**Excellence in All We Do:** We are the world’s greatest Air Force, and we must strive to maintain this daily by performing everything we do with excellence.

Air Force Mission

Fly, fight and win – airpower anytime, anywhere.

Air Force ROTC Mission

Develop premier leaders of character for tomorrow’s Air Force.

The Cadet Honor Code

We will not lie, steal, or cheat, nor tolerate among us anyone who does.
### AFROTC Cadet Rank Structure

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<thead>
<tr>
<th>Epaulet Rank Boards/Marks</th>
<th>Utility Uniform Rank Pins</th>
<th>Rank (Abbreviation)</th>
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<td>Cadet Colonel (C/Col)</td>
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<td></td>
<td>Cadet Lieutenant Colonel (C/Lt Col)</td>
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<td>Cadet Major (C/Maj)</td>
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<td>Cadet Captain (C/Capt)</td>
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<td>Cadet First Lieutenant (C/Lt)</td>
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<td>Cadet Second Lieutenant (C/2Lt)</td>
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<td>Cadet Third Class (C/3C)</td>
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<tr>
<td></td>
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<td>Cadet Fourth Class (C/4C)</td>
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POC

AS 200/250 Cadets

AS 100 Cadets

### Air Force Rank Structure

#### Enlisted

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#### Officer

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Frequently Asked Questions

Q: What grades do I have to maintain to remain in AFROTC?

A: To maintain eligible for the AFROTC program (to compete for Field Training attendance and contract) a GMC Cadet must maintain at least a 2.00 cumulative GPA, complete all Aerospace Studies classes with a grade of 2.00 or above, pass all LLABs, and must be enrolled as a full time student. Scholarship Cadets must maintain a 2.50 GPA for both term and cumulative calculations. These are the minimums, 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 positions (Pilot, Combat Systems Officer, Air Battle Manager, Remotely Piloted Aircraft Pilot), and to be competitive for your desired non-rated career field.

Q: What is involved in the physical training (PT)?

A: Each cadet must attend two physical training sessions every week. Times vary per semester. 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 fitness assessment (FA) consists of pushups, sit-ups, and a 1.5-mile run. The score charts for the Air Force fitness assessment are available online: https://www.afpc.af.mil/Career-Management/Fitness-Program/

Q: Do I have to purchase my Air Force ROTC books and uniforms?

A: No, Air Force ROTC provides all books relevant to its classes. However, the uniforms remain the property of the United States Air Force and you are responsible for maintaining the condition of the uniforms issued to you which will include dry cleaning and laundering expenses. If a uniform is damaged or lost while in your care, you may be responsible for the cost of replacing the uniform.

Q: If I don't have a scholarship, can I get one in college?

A: 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 academic degree. The majority of AFROTC scholarships are awarded to cadets in technical degree fields such as engineering, physics, or computer science, but there are scholarship opportunities for non-technical degrees as well. 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 smaller, one-time scholarship opportunities in addition to the Air Force ROTC in college scholarship program.
Q: Do I have to take the ASVAB (Armed Services Vocational Aptitude Battery)?

A: No. However, you do need to take and pass the AFOQT (Air Force Officer Qualifying Test) during your Sophomore year and prior to selection for Field Training. 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.

Q: Do I have to attend basic training?

A: You will NOT attend Air Force basic training at Lackland Air Force Base, Texas. Basic Military Training is for enlisted personnel only. As an AFROTC cadet, you will attend Field Training (FT) during the summer between your Sophomore and Junior year. FT is held at Maxwell Air Force Base in Montgomery, AL and/or Camp Shelby, MS. Attending FT is required to be commissioned in the United States Air Force.

Q: What do I need to do to become a pilot?

A: Rated positions (Pilot, Combat Systems Officer, Air Battle Manager, Remotely Piloted Aircraft Pilot) are awarded to cadets based on several factors including grades, physical fitness, AFOQT scores, Field Training performance, flight hours, TBAS (Test for Basic Aviation Skills) score, and Commander's ranking. As a Freshman, maintaining good grades and physical fitness are a great start towards obtaining any rated position. You will compete for a rated position the year before your anticipated graduation date. More information about rated positions and other Air Force jobs will be made available in your Sophomore and Junior years.

Q: Can I participate in other activities at the University?

A: Yes, you can participate in just about any student organization at WVU 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 as an officer and leader.
Common Acronyms

AAS - Arnold Air Society
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
APAS - Assistant Professor of Aerospace Studies
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
FTM - Field Training Manual
FTO - Flight Training Officer
FTP - Field Training Preparation
GMC - General Military Course
GLP - Group Leadership Problem
HSSP - High School Scholarship Program
IAW - In Accordance With
IG - Inspector General
LLAB - Leadership Laboratory
NCO - Non-Commissioned Officer
NCOIC - NCO in Charge
NLT - No Later Than
OCP - Operational Camouflage Pattern
OPS - Operations
PAS - Professor of Aerospace Studies
PDT - Professional Development Training
PFA - Physical 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
**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**

<table>
<thead>
<tr>
<th>CADET/APPLICANT MEASUREMENTS</th>
<th>HEIGHT</th>
<th>WEIGHT</th>
</tr>
</thead>
</table>

4. **AIR FORCE WEIGHT STANDARDS**

(found on reverse)

5. **BODY FAT MEASUREMENT**

<table>
<thead>
<tr>
<th>6. BODY FAT STANDARDS:</th>
<th>7. CHECK APPLICABLE BOX</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEMALE - 26%</td>
<td>IS WITHIN AIR FORCE WEIGHT STANDARDS</td>
</tr>
<tr>
<td>MALE - 18%</td>
<td>EXCEEDS AIR FORCE WEIGHT STANDARDS</td>
</tr>
<tr>
<td></td>
<td>IS BELOW AIR FORCE WEIGHT STANDARDS</td>
</tr>
</tbody>
</table>

6. **MEDICAL AUTHORITY:** Please review the above information. Conduct counseling below in applicable areas, and sign.

7. **(print name)**, HAVE EXAMINED THIS CADET/APPLICANT AND REVIEWED HIS/HER MEDICAL HISTORY. THE FOLLOWING ARE THE RESULTS:

8. **(Medical Authority Initials)**

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**

---

AFROTC FORM 28, 20180423
AFI 36-2905_AFROTCSUP
ACCESSION HEIGHT AND WEIGHT STANDARDS & BODY FAT MEASUREMENT (BFM) STANDARDS
(Per DoDI 1308.3, DoD Physical Fitness and Body Fat Programs Procedures)

<table>
<thead>
<tr>
<th>HEIGHT (INCHES)</th>
<th>MINIMUM (BMI = 19 kg/m)</th>
<th>MAXIMUM (BMI = 25.0 kg/m)</th>
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</table>
AFROTC Guide

Applicant Admissions Process

CAO: 15 AUG 18
<table>
<thead>
<tr>
<th>CHAPTER</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAPTER 1 – APPLYING TO AFROTC (APPLICANT SIDE)</td>
<td>3</td>
</tr>
<tr>
<td>CHAPTER 2 – COMPLETING THE APPLICATION CHECKLIST (APPLICANT SIDE)</td>
<td>9</td>
</tr>
</tbody>
</table>
CHAPTER 1 – APPLYING TO AFROTC (APPLICANT SIDE)

1.1. Admissions Process is the process by which prospective students formally apply for the program, are checked for viability, and become officially registered as cadets. This guide is designed to assist you in completing the admissions process required to in-process a Cadet into Air Force ROTC. Follow the steps in the exact order, be sure to read all instructions associated with this guide.

1.1.2 The Applicant (You) will click on the “Apply for ROTC” link via the Holms Center WINGS Portal (https://wings.holmcenter.com). Refer to Figure 1.1.

Figure 1.1. Click Apply for AFROTC
1.1.3. You will be directed to the Privacy Act Statement. If you agree with the statement, Click Yes and Submit. Refer to Figure 1.2.

Figure 1.2. Privacy Statement
1.1.4. To create your account, you must enter an active email account. *This email address will also be used as the username, along with the password you create at this screen.* Select a security Question and type Response. Click Submit. Refer to Figure 1.3.

**Figure 1.3. Account Creation with Active Email Account**

1.1.5. You will be directed to a new screen, notifying you that an activation code was sent to your email address. Keep the window open and check your email for the activation code. Refer to Figure 1.4.

**Figure 1.4. Keep Window and Check Your Email for Activation Code**

1.1.6. Within minutes of entering your email address in WINGS, an Activation Code will be sent to the email address you provided. Check your inbox for the activation code sent from *hcportal@holmcenter.com*. Refer to Figure 1.5.
1.1.7. Type the activation code into the *Activation Code field and click Submit. Refer to Figure 1.6.

1.2. Landing Portal. After you create the account, you will be directed to the WINGS Portal. Use your User ID (email address) and password to create your WINGS account. See Figure 1.7.
1.3. **My Profile.** After you successfully login to WINGS, you will create your profile. Complete all fields. Click Submit. Refer to Figure 1.9.

**Figure 1.8. Click on My ROTC Applicant tile**

**Figure 1.9. Complete My Profile**
1.3.1. You will be prompted to verify your Date of Birth and Social Security Number by re-typing them. Once complete, click OK. Refer to Figure 1.10.

**Figure 1.10. Re-enter Date of Birth and Social Security Number**

1.3.2. Your Account Profile will be stored in the WINGS database, and will directed to your application.

Note: If there an existing profile with similar data as your profile, your profile will be reviewed by HQ AFROTC and you will receive a notification that your Account Profile is Under Review. See Figure 1.11.

**Figure 1.11. Account Profile Under Review**

1.3.3. Sign out of WINGS by clicking the three dots located at the top right corner of the screen. Refer to Figure 1.12.

**Figure 1.12. Sign Out of WINGS**
CHAPTER 2 – COMPLETING THE APPLICATION CHECKLIST (APPLICANT SIDE)

2.1. Completing the Application. You (Applicant) will login to WINGS. See Figure 2.1. (https://wings.holmcenter.com). See Figure 3.1.

Figure 2.1. Landing Portal. Use your User ID (email address) and password to login.

2.1.1. Click on My AFROTC Application tile. See Figure 2.2.

Figure 2.2. Click on My AFROTC Application

2.2. Intent for Completing the Application. Answer your intent for completing the online application. The checklist items will be listed, depending whether you are applying to the High School Scholarship Program (HSSP), joining the AFROTC Program, or just wanting to attend AFROTC classes.

2.2.1. If you click No to “Apply for the AFROTC HSSP” and No to “Join AFROTC,” you will be applying as a Participant. This will allow you to enroll in AFROTC classes only. You are required to select your school of preference(s). See Figure 2.3.
2.2.2. If you click No to “Apply for the AFROTC HSSP” and Yes to “Join AFROTC,” you are required to complete a list of items in the checklist. Click on each item. Refer to Figure 2.4.
2.3. **Select Schools.** Click Select Schools. Select the colleges you are attending by clicking the drop-down menu for the state and the preferred colleges. The selected colleges will receive your contact info and review your application. If you have more than one school of preferences, rank them in preference order. Click Save & Close. Refer to Figure 2.5.

**Figure 2.5. Select Schools You are Interested in**
2.4. **Youth Experience.** Answer all fields and click OK. If you have any Youth Experience, you will any certificates or documents in Supporting Documents in your application checklist. Refer to Figure 2.6.

**Figure 2.6. Complete all Fields for Youth Experience**

2.5. **Contact Information.** Click the drop-down menu to indicate the Type of phone number, email address, and address registered to the account. The home of record is your primary residence. If you currently live in a different address, click the + sign and add your current address. Ensure information and type is accurate. Once complete, click OK. Refer to Figure 2.7.

**Figure 2.7. Complete all Fields for Contact Information**
2.6. **Demographics.** Complete all fields and click OK. See Figure 3.8.

**Figure 3.8. Complete all Fields for Demographics.**

![Demographics form](image)

2.7. **Military.** Answer all fields. Males will require their Selective Service Number. Refer to Figure 2.9.

**Figure 2.9. Complete all Fields for Military.**

![Military form](image)
2.8. **Medical.** Answer, then Save & Close. Refer to Figure 3.10.

**Figure 2.10. Answer and click Save & Close.**

![Image of a form with options to answer yes or no to a question about a physical examination.]

2.9. **Dependents.** Answer and complete fields. If you have a dependent, you will be required to enter your dependent’s contact information and acknowledgement the statements for Dependent / Dependent Care. Click Continue. Refer to Figure 2.11.

**Figure 2.11. Complete all Fields for Dependents**

![Image of a form for dependents with fields to enter personal information and acknowledgment statements.]

---

*Required Field*
2.9.1. Read and understand the Questions /Acknowledgements for Dependent / Dependent Care. If you acknowledge, check the box beside it. Click Save & Continue when complete. Refer to Figure 2.12 and 2.13.

**Figure 2.12. Read and Answer Items in Dependent / Dependent Care**

<table>
<thead>
<tr>
<th>Questions/Acknowledgements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category DEPENDENT / DEPENDENT CARE</strong></td>
</tr>
<tr>
<td><strong>Read &amp; Acknowledge</strong></td>
</tr>
<tr>
<td>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 or a court order determines is his.</td>
</tr>
</tbody>
</table>

| **Read & Acknowledge** |
| 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 or a court order determines is his. | [ ] Acknowledge |

| **Read & Acknowledge** |
| I understand 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 evaucations. 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. | [ ] Acknowledge |

| **Read & Acknowledge** |
| I understand 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. | [ ] Acknowledge |
Figure 2.13. Read and Answer Items in Dependent / Dependent Care
2.10. Questions / Acknowledgements. Click Questions/Acknowledgments. You must read and answer all questions and acknowledgments truthfully. Click Next to go to next series of Questions / Acknowledgements. Clicking Next will save current answers and move to next screen. Once complete, Click Save & Close. See Figure 2.14 and 2.15.

Note: You must read and answer all questions and acknowledgments truthfully. If you do not understand the question, do not answer that portion and return to it, once the detachment has provided clarification of the question / acknowledgment.

2.10.1. Clicking Save & Close will close you out of the module. Make sure you have answered all questions and acknowledgements before moving on.

Figure 2.14. Read and Answer Items Truthfully in Questions / Acknowledgements
2.10.2. If you proceed to Next page without answering all questions, a message will appear notifying you not all questions were answered. Click OK and remember to unanswered questions / acknowledgements. See Figure 2.16.

Figure 2.16. Incomplete Page.

Your data was saved, but not all questions were answered. (26022.2)

2.10.3. An uncommon response will require you to provide additional information for the acknowledgement. Click OK when complete. Refer to Figure 2.17.
2.10.4. Once all questions have been answered, click Save & Close. Refer to Figure 2.18.

Figure 2.18. Provide Additional Information for an Uncommon Response
2.11. **Releases & Forms.** Click on Releases and Forms. Read instructions. Click on each item to download or print. Then completely fill out forms. Click Finished Printing to resume application. Refer to Figure 2.19.

2.11.1. You are required to print the Mail Authorization Release and bring it to the detachment, as it requires the detachment staff signature.

**Figure 2.19. Click Finished Printing**
2.12. **Supporting Documents.** Click on Supporting Documents. The required supporting documents will be dependent on how you answered your application. Example: If you had answered that you were in the Boys Scouts, you will be required to upload a Scout Certificate. Refer to Figure 2.20.

**Figure 2.20. Click Add Attachment and Browse for File.**
Figure 2.21. Click Add Attachment and Browse for File to Upload.
2.13. **Civil Involvements (CI).** If you have had any involvement with any civil, military, school authorities / law enforcement officials (regardless of its insignificance, disposition, or finding), it must be reported. Ensure you read and understand what a CI is. Click Add an Involvement if you have any to report. Refer to Figure 2.22.

**Figure 2.22. Click Add Involvement if You Have a Civil Involvement to Report**
2.13.1. Provide details of the CI and upload documents. If the Cadet Statement Required box is checked, click on Cadet Statement Required link. It is a hyperlink for you to add your recollection of the CI. Click Report/Save to save and return to CI, at a later time. Submit as Complete when required documents and cadet statement have been provided. Refer to Figure 2.23.

NOTE: The detachment will set a time for you to bring your supporting documents for verification and for you to certify any CI’s.

Figure 2.23. Complete Fields for CI

![Image of the Beacadet, Iwanna Complete Fields for CI form]

- Only 120 characters. Make it short.
- If there is a check mark, click to add your statement.
2.14. **All Items Checked.** Once you receive check marks on all boxes, click Submit. The detachment will review the application and contact you for any questions and explanations. If you do not complete the checklist, the application will save automatically and you may complete the application at a later time. Refer to Figure 2.24.

**Figure 2.24. Application List Items all Checked**

![Application List Items all Checked](image)

2.14.1. Sign out of WINGS by clicking the three dots at top right corner. See Figure 2.25.

**Figure 2.25. Sign Out of WINGS**

![Sign Out of WINGS](image)