



DEPARTMENT OF THE AIR FORCE
AIR FORCE ROTC DETACHMENT 165

11 April 2019

MEMORANDUM FOR NEW AFROTC DETACHMENT 165 CADETS

FROM: AFROTC DET 165/CC
Georgia Institute of Technology
O'Keefe Bldg, 2nd floor
151 6th St NW
Atlanta, GA 30332-0120

SUBJECT: Fall 2019 AFROTC New Student Enrollment (NSE) Package

1. Congratulations on your decision to join the AFROTC program at Detachment 165 at Georgia Tech! We look forward to helping you achieve your goal of becoming a commissioned officer in the world's greatest Air Force.
2. This information package is critical to your enrollment in AFROTC. You must follow all directions as indicated and complete the entire new student enrollment application to ensure you are properly enrolled in AFROTC.
3. All new students must accomplish the online AFROTC application via the <https://wings.holmcenter.com> website to be enrolled in the program. See the New Cadet Checklist (Attachment 1) for more instructions.
4. The online AFROTC application, New Cadet Checklist (Attachment 1) and Uniform Sizing Worksheet (Attachment 2) are due **NO LATER THAN Thursday, 1 August 2019**. Do not send the ARCHE Cross-Registration Application or GT Health Services Immunization Paperwork to the Detachment.
5. In this package, you will find the following forms and guides:
 - a. **New Cadet Checklist (Attachment 1)**
 - b. **Uniform Sizing Worksheet (Attachment 2)**
 - c. **AFROTC Fall 2019 Schedule (Attachment 3)**
 - d. **AFROTC Program Overview (Attachment 4)**
 - e. **(Cross-Town Students Only) ARCHE Cross-Registration Coordinators (Attachment 5)**
 - f. **Parking Map and Directions (Attachment 6)**
6. **If you are NOT a Georgia Tech student, you MUST complete these additional requirements (a & b):**
 - a. **Cross-Town Registration.** If you are student at one of our eleven "Cross-Town" schools then you can join AFROTC at Georgia Tech. Please refer to our website for a complete listing of all eligible colleges and universities. All cross-town students MUST register for AFROTC classes offered at Georgia Tech through the ARCHE Cross-Registration program. For information on the ARCHE Cross-Registration Program, including a list of Points of Contact by Institution, go to:
<http://www.atlantahighered.org/collaboration/cross-registration/>

The Cross Registration Application must be submitted directly to your home institution's registrar office no later than Monday **15 July 2019** unless your home school has an earlier deadline. The Cross Registration Application must be completed on time or you will not be able to join AFROTC. **Once your ARCHE application has been successfully submitted and processed, you will receive a GT ID number and instructions for submitting your medical forms.**
 - b. **Georgia Tech Stamps Health Services Requirements.** In order to cross-register at Georgia Tech, you must upload the Georgia Tech Medical Entrance Form and Certificate of Immunization **directly to the Georgia Tech Stamps Health Services**. These forms can be downloaded at:

<http://health.gatech.edu/immunization/Pages/default.aspx>

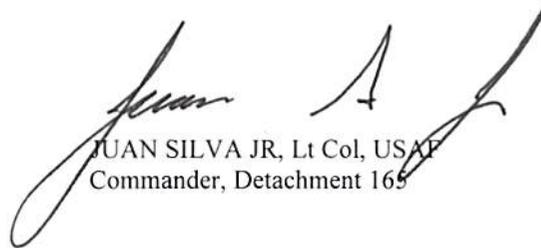
(Click cancel when the box pops up)

Failure to meet this requirement will result in a registration hold that will prevent you from being scheduled for AFROTC classes.

7. If you have prior military service, to include prior enrollment in a Service Academy, you must provide a copy of your DD Form 214. If you have been administratively disenrolled from an officer candidate program in the past (military service academy or any ROTC program in college), you must provide your Form 785 and contact information for the Service Academy or ROTC Unit.

8. All cadets in AFROTC will be scheduled for a medical examination their first semester in AFROTC through the Department of Defense Medical Examination Review Board (DODMERB). This is your "Military Entrance Physical." **You must be certified by DODMERB in order to continue with AFROTC.** If you have any medical concerns that you think may preclude you from military service, please refer to the DODMERB website: <https://dodmerb.tricare.osd.mil/Default.aspx>. DODMERB is the ONLY authority for all medical qualification issues.

9. Congratulations on your decision to pursue a career in the United States Air Force! Feel free to contact the Recruiting Flight Commander at recruiting@afrotc.gatech.edu or 404-894-7386 if you have any questions. On behalf of the Det 165 Cadre, welcome -- we look forward to meeting you this fall!



JUAN SILVA JR, Lt Col, USAF
Commander, Detachment 165

Attachments:

1. New Cadet Checklist
2. Uniform Sizing Worksheet
3. AFROTC Fall 2019 Schedule
4. AFROTC Program Overview
5. ARCHE Cross Registration Coordinator Roster (Contact only the coordinator at your institution)
6. Parking Map and Directions

Attachment 1

NEW CADET CHECKLIST - SPRING 2019

New Cadet Information

Name (Last, First MI.): _____

Gender: MALE FEMALE Date of Birth: _____

Phone Number: _____

Email Address: _____

College of Attendance: _____

Major: _____

Current Cum GPA: _____ (write 'N/A' if entering first semester of college)

Projected College Graduation Date (MONTH AND YEAR): _____

Follow the checklist below to accomplish a new student enrollment application:

1. Complete a new student AFROTC application via the <https://wings.holmcenter.com> website.

Select the "**Apply for AFROTC**" tab to begin the application

Initial/date completion: _____ / _____

Ensure to keep a record of your username/password as you will use it throughout your cadet career.

2. Fill out the New Cadet Checklist (Attachment 1)

3. Fill out the Uniform Sizing Worksheet (Attachment 2)

4. **(Cross-Town Students Only)** Submit the ARCHE Cross-Registration Application by the appropriate deadline. GT will only accept typed (not handwritten) ARCHE forms. **Due 15 Jul 19.**

5. **(Cross-Town Students Only)** Submit Immunization paperwork to GT Health Services by the appropriate deadline.

6. Once steps 1-3 are complete, email **Attachments 1 & 2 (pg 1-2)** to recruiting@afrotc.gatech.edu. Paper copies will not be accepted. Google drive documents will not be accepted. **Due 1 Aug 19.**

Note: You must bring the following documents with you on Day 1 (original AND a copy):

*****Please initial each line to indicate understanding of this requirement*****

A. State certified birth certificate with raised seal: _____
(INITIAL)

B. Social Security card (must be signed): _____
(INITIAL)

C. Selective Service card (males only): _____
(INITIAL)

D. ACT/SAT scores (printed from College-Board website): _____
(INITIAL)

E. College Transcripts (can be unofficial): _____
(INITIAL)

F. DD214, JROTC, CAP, Eagle Scout, or Billy Mitchell
certificate of completion/participation (if applicable): _____
(INITIAL)

Begin to gather items **A-F now, but do NOT send them to the Detachment with your NSE Package! These documents must be physically brought with you on Day 1.** Also, **all documents must be Original Documents.** If you cannot obtain originals of these documents contact the Detachment Recruiting Officer. Documents will be processed, validated, and returned immediately.

Statement of Understanding

I certify that I have thoroughly read the entire NSE Package, understand all entry requirements and deadlines to join AFROTC. I understand that failure to provide all the information contained herein will result in entry refusal for the current semester.

Basic AFROTC Entrance Requirements:

- Must be enrolled Full-Time at Georgia Tech or one of our eleven Cross-Town Schools (website has full listing)
- Must be pursuing a bachelor's degree and have at least **3 Years (6 Semesters)** remaining of undergraduate studies
- Must have at least a 2.0 College Cumulative GPA*
- Must be a full time undergraduate student (at least 12 credit hours)
- Must be age 18-39 at the time of graduation/18-29 for Pilots (Some restrictions apply)
- Must be within Air Force Accessions BMI/Body Fat standards upon program entry
- Hold US Citizenship before contracting/commissioning as an Officer

*Does not apply to Incoming Freshmen from High School

**This list is NOT all-inclusive; other entrance standards may apply

PRINT NAME

SIGNATURE

DATE

Attachment 2
UNIFORM SIZING WORKSHEET

NAME (Last, First MI.): _____

Height (inches): _____ Weight (lbs.): _____

Please fill in every applicable line. **Take this to a tailor or seamstress in order to get accurate measurements. Then submit this form with the rest of your packet.** This information will allow us to order uniform items to meet your needs. All uniforms will be fitted individually when you arrive. Please be as accurate as possible because some items can not be returned once worn.

Use the attached *Uniform Size Guide* on the last page for measurement descriptions and for reference on items with a *.

| <u>Male Items</u> | <u>Size</u> | <u>Female Items</u> | <u>Size</u> |
|--|-------------|--|-------------|
| Service Coat | | Service Coat* | |
| Use chest size (40, 42...etc) _____ | | Size (4, 6, 8...etc) _____ | |
| Length (Short, Reg, Long) _____ | | Length (Short, Reg, Long) _____ | |
| Blues Shirt | | Blues Shirt* | |
| Neck (15, 15.5...etc) _____ | | Size (4, 6, 8...etc) _____ | |
| Sleeve Length (28, 29...etc) _____ | | | |
| Trousers | | Slacks* | |
| Waist (33, 34...etc) _____ | | Size (4, 6, 8...etc) _____ | |
| Length (Short, Reg, Long) _____ | | Length (Short, Reg, Long) _____ | |
| Shoes, Oxfords/Boots | | Shoes, Oxfords/Boots | |
| Size _____ | | Size _____ | |
| Flight Cap* | | Flight Cap | |
| Hat Size ($7^{3/8}$, $7^{1/2}$...etc) _____ | | Use Head Measurement _____ | |
| ABU Blouse | | ABU Blouse* | |
| Use chest size (40, 42...etc) _____ | | Size (4, 6, 8...etc) _____ | |
| Length (Short, Reg, Long) _____ | | Length (Short, Reg, Long) _____ | |
| ABU Pants | | ABU Pants* | |
| Waist (33, 34...etc) _____ | | Size (4, 6, 8...etc) _____ | |
| Length (Short, Reg, Long) _____ | | Length (Short, Reg, Long) _____ | |
| ABU Cap* | | ABU Cap* | |
| Hat Size ($7^{3/8}$, $7^{1/2}$...etc) _____ | | Hat Size ($7^{3/8}$, $7^{1/2}$...etc) _____ | |

Physical Training Gear (PTG)

| <u>Unisex Items</u> | <u>Size (S-XXL)</u> |
|---------------------------|---------------------|
| PTG T-Shirt | _____ |
| PTG Shorts | _____ |
| PTG Warm-up Jacket | _____ |
| PTG Warm-up Pants | _____ |

*Notes:

- The PTG **SHIRTS** tend to run large, so please request one size smaller than what you would otherwise wear.
- The PTG **SHORTS** are runner's shorts and tend to run small, so please request one size larger than what you would otherwise wear.

UNIFORM SIZE GUIDE

| Men's Hat Size Conversions (in inches) | | | | | | |
|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Size | XS | | S | | M | |
| | 6 ¹ / ₂ | 6 ⁵ / ₈ | 6 ³ / ₄ | 6 ⁷ / ₈ | 7 | 7 ¹ / ₈ |
| Head | 20 ¹ / ₂ | 20 ³ / ₄ | 21 ¹ / ₈ | 21 ¹ / ₂ | 21 ⁷ / ₈ | 22 ¹ / ₄ |
| Size | L | | XL | | XXL | |
| | 7 ¹ / ₄ | 7 ³ / ₈ | 7 ¹ / ₂ | 7 ⁵ / ₈ | 7 ³ / ₄ | 7 ⁷ / ₈ |
| Head | 22 ⁵ / ₈ | 23 | 23 ¹ / ₂ | 23 ⁷ / ₈ | 24 ¹ / ₄ | 24 ⁵ / ₈ |

| Misses' Body Measurements (in inches) | | | | | | | | | | |
|--|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---|--------------------------------|--------------------------------|----|--|
| Size | XS | S | M | | L | | XL | | | |
| | 4 | 6 | 8 | 10 | 12 | 14 | 16 | 18 | 20 | |
| Bust | 33 ¹ / ₂ | 34 ¹ / ₂ | 35 ¹ / ₂ | 36 ¹ / ₂ | 38 | 39 ¹ / ₂ | 41 | 43 | 45 | |
| Waist | 25 ¹ / ₂ | 26 ¹ / ₂ | 27 ¹ / ₂ | 28 ¹ / ₂ | 30 | 31 ¹ / ₂ | 33 | 35 | 37 | |
| Hips/ Seat | 35 ¹ / ₂ | 36 ¹ / ₂ | 37 ¹ / ₂ | 38 ¹ / ₂ | 40 | 41 ¹ / ₂ | 43 | 45 | 47 | |
| Reg. Sleeve | 29 ¹ / ₂ | 30 | 30 ¹ / ₂ | 31 | 31 ¹ / ₂ | 32 | 32 ¹ / ₂ | 33 | | |
| Petite Sleeve | 28 ¹ / ₄ | 28 ³ / ₄ | 29 ¹ / ₄ | 29 ³ / ₄ | 30 ¹ / ₄ | 30 ³ / ₄ | 31 ¹ / ₄ | 31 ³ / ₄ | | |
| Tall Sleeve | 30 ¹ / ₂ | 31 | 31 ¹ / ₂ | 32 | 32 ¹ / ₂ | 33 | 33 ¹ / ₂ | 34 | | |
| Height | Petite: 5'3" and under | | | | | Regular: 5'3 ¹ / ₂ " - 5'6" | | | | |
| | Medium Tall: 5'6 ¹ / ₂ " - 5'8 ¹ / ₂ " | | | | | Tall: 5'9" and over | | | | |

How to make measurements:

Head – Measure around the largest part of the head, with tape above brow. Males: convert to hat size using the chart above.

Neck (males) – Wrap tape around neck at point where collared shirt usually rests. Don't make the tape too tight, or else the shirt will be tight.

Sleeve length – With arm relaxed at your side and slightly bent, measure from center of neck back, over point of shoulder, down the outside of the arm to the wrist.

Chest – Loop the measuring tape just under the arms and across the shoulder blades. Keep tape level and taught.

Waist – Measure around your natural waistline. Use other dress pants you have as a reference. If between sizes, order next larger size.

Inseam – Measure pants that fit you well. Lay them flat, with the front and back creased smooth. Measure along the inseam from crotch to bottom of leg hem

Bust (females) – Measure around the chest at the fullest point of the bust.

Hips/Seat (females) – Measure around fullest point of seat while standing

UNIFORM WEAR EXAMPLES



Attachment 03
FALL 2019 CURRICULUM

| CRN | Course | Sect | Credits | Title | Day | Time | Location |
|-------|---------|------|---------|--------------------------|-----|-------------|--------------|
| 88903 | AS 1110 | A1 | 1 | Foundations of the AF I | R | 0800-0850 | O'Keefe 202A |
| 88904 | AS 1110 | B1 | 1 | Foundations of the AF I | R | 0930-1020 | O'Keefe 202B |
| 88905 | AS 2210 | A1 | 1 | US Air & Space Power I | T | 0800-0850 | O'Keefe 202A |
| 88908 | AS 2210 | B1 | 1 | US Air & Space Power I | T | 0930-1020 | O'Keefe 202B |
| 91113 | AS 1000 | A | 1 | Air Force Leadership Lab | TR | 1200 - 1315 | O'Keefe 209 |

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|------|--------|---|-----------|---|--------|
| 0600 | | 0600 - 0700 PT Session #1 | | 0600 - 0700 PT Session #3 | |
| 0630 | | | | | |
| 0700 | | | | | |
| 0730 | | | | | |
| 0800 | | AS 2210 – A 0800 - 0850 | | AS 1110 – A 0800 - 0850 | |
| 0830 | | | | | |
| 0900 | | | | | |
| 0930 | | AS 2210 – B 0930 - 1020 | | AS 1110 – B 0930 - 1020 | |
| 1000 | | | | | |
| 1030 | | | | | |
| 1100 | | | | | |
| 1130 | | | | | |
| 1200 | | AS 1000 Leadership Lab 1200-1315 | | AS 1000 Leadership Lab 1200-1315 | |
| 1230 | | | | | |
| 1300 | | | | | |
| 1330 | | | | | |
| 1400 | | | | | |
| 1430 | | | | | |
| 1500 | | 1500 – 1600 PT Session #2 | | 1500 – 1600 PT Session #4 | |
| 1600 | | | | | |

Please register for one AS 1110 (section A or B) AND AS 1000

If you are on an approved 3-year, 6-semester program:

Please register for one AS 1110 course (section A or B)
AND one AS 2210 course (section A or B)
AND AS 1000

Note: Many cadets do not take other academic classes during Tues or Thurs to be available for ROTC meetings and other activities, especially crosstown cadets due to travel time and parking.



Standard AFROTC College Program



| | | | | |
|----------|-----------|--------|--------|----------------------|
| Freshman | Sophomore | Junior | Senior | 5 th Year |
|----------|-----------|--------|--------|----------------------|

General Military Course

Professional Officer Course

AS 100

- 1 Credit Class
- FA: AS1110
- SP: AS1120

- 1 Credit LAB
- FA: AS1111
- SP: AS1121

AS 200

- 1 Credit Class
- FA: AS2210
- SP: AS2220

- 1 Credit LAB
- FA: AS2211
- SP: AS2221

AS 300

- 3 Credit Class
- FA: AS3310
- SP: AS3320

- 1 Credit LAB
- FA: AS3311
- SP: AS3321

AS 400

- 3 Credit Class
- FA: AS4410
- SP: AS4420

- 1 Credit LAB
- FA: AS4411
- SP: AS4421

AS 700/800

- Only Approved 5-year Technical Majors
- "Completed Cadet"

- 1 Credit LAB
- FA: AS4411
- SP: AS4421

GRADUATE & COMMISSION

Active Duty
(4 years)

Field Training

Summer between AS 200 and AS 300

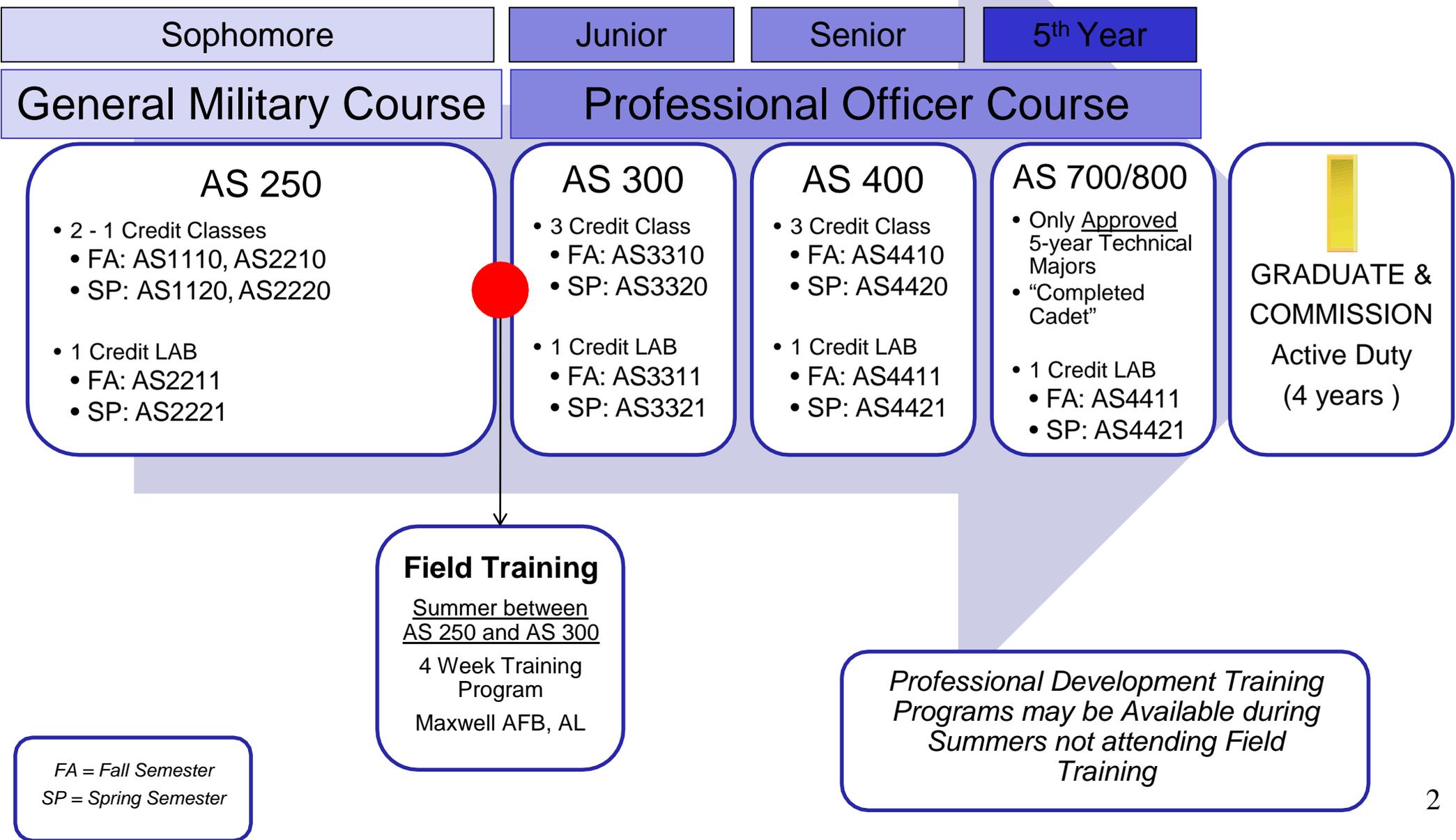
2-4 Week Training Program
Maxwell AFB, AL

Professional Development Training Programs may be Available during Summers not attending Field Training

FA = Fall Semester
SP = Spring Semester



Dual-Enrolled GMC Program





Advanced Search

DOWNLOADABLE DOCUMENTS:

STUDENTS: Please fill out your application and print from this page to take to your advisor and Cross Registration Coordinator.

If you experience problems editing form below, please try an alternate browser.

[Cross Registration Application Form](#)

[FAQ](#)

Participating Institutions

****Coordinators:** Please login to access ARCHE Cross Registration Handbook and Guidelines. The revised handbook is linked under Program Purpose

[Printable Brochure \(PDF\)](#)

ARCHE Cross Registration Program

ARCHE's Cross Registration Program allows students at member institutions to broaden their academic experience by registering for courses at other member colleges and universities. It shares the vast resources of ARCHE member specialties by offering students access to courses not offered at their home institution, and allows them a chance to experience a different campus environment.

Registration is handled through a student's home institution. Students must contact their college or university's Cross Registration Coordinator.

Institutions

Cross-Registration Coordinators

Agnes Scott College
[Cross-registration page for this institution >](#)

Mary White
404-471-6137
404-471-5255 fax

Brenau University
[Cross-registration page for this institution >](#)

Barbara Wilson
770-534-6198
770-538-4790 fax

Clark Atlanta University
[Cross-registration page for this institution >](#)

Gladys Baldwin
404 880 8098
404 880 6083 fax

Clayton State University
[Cross-registration page for this institution >](#)

Rebecca Gmeiner
678-466-4150
678-466-4179 fax

Columbia Theological Seminary
[Cross-registration page for this institution >](#)

Michael Medford
404-687-4576
404-687-4575 fax

Emory University
[Cross-registration page for this institution >](#)

Tyhuna Nelson
404-727-6042
404-727-4997 fax

Georgia Gwinnett College
[Cross-registration page for this institution >](#)

Nancy Grattan
678-407-5399
678-407-5747 fax

Georgia Institute of Technology
[Cross-registration page for this institution >](#)

Eugenia Snead
404-894-4953
404-894-0167 fax

Georgia State University
[Cross-registration page for this institution >](#)

Mavis Armstrong
404-413-2229
404-413-2249 fax

Interdenominational Theological Center
[Cross-registration page for this institution >](#)

Bobbie Hall
404-527-5264
404-527-5262 fax

Kennesaw State University
[Cross-registration page for this institution >](#)

David Rogerson
470-578-3657
470-578-9097 fax

Mercer University
[Cross-registration page for this institution >](#)

Diana Hill
678-547-6131
678-547-6137 fax

Morehouse College
[Cross-registration page for this institution >](#)

Angela Glenn
404-681-6504
404-215-2600 fax

Morehouse School of Medicine
[Cross-registration page for this institution >](#)

Angela Freeman
404-752-1658
404-752-8686 fax

Oglethorpe University

[Esker Ligon](#)

[Cross-registration page for this institution >](#) 404-364-8870
404-504-1071 fax

SCAD-Atlanta [LeTasha Risher](#)
[Cross-registration page for this institution >](#) 404-253-3103
404-253-3254 fax

Spelman College [Helene Moon](#)
[Cross-registration page for this institution >](#) 404-270-5230
404-270-5234 fax

University of Georgia [Aaron Weimer](#)
[Cross-registration page for this institution >](#) 706-542-4040
706-583-8162 fax

University of West Georgia [April Luallen](#)
[Cross-registration page for this institution >](#) 678-839-6438
678-839-6439 fax

AFROTC Det 165 Address/Buzzcard/Parking Permit Info



O'Keefe Building
Go to middle entrance; if there is not a Cadet at the door, dial 001 on the call box. Go to the second floor.

Limited Metered Visitor Parking
Located around the Detachment on 6th and 8th Streets

Buzzcard Office Located at 2nd Floor Barnes & Noble – **Must Be Completed Prior to Day 1**

Tech Square Parking Deck
(enter garage from Spring St \$10 Max Daily Rate)

GT Parking Permit Office – **Complete immediately after receiving Buzzcard** – ask for **E65 (Student Rate)**

Det Address:
151 6th Street NW
2nd Floor
Atlanta, GA 30313

Buzzcard Office:
48 5th Street NW
2nd Floor
Atlanta, GA 30308

GT Parking Office:
828 W. Peachtree St NW
Atlanta, GA 30332

Tech Square Garage:
770 Spring St NW
Atlanta, GA 30308