MEMORANDUM FOR Air Force Reserve Officer Training Corps (AFROTC) Cadets

FROM: AFROTC Detachment 805 Commander
1227 TAMU, Military Sciences Building
College Station, TX 77843

SUBJECT: AFROTC Cadet Welcome Letter

1. Welcome to Texas A&M University and AFROTC Detachment 805! Congratulations on your decision to attend Texas A&M and your selection into the Corps of Cadets! By enrolling in the AFROTC program at Texas A&M, you have joined one of the oldest and the largest AFROTC Detachment in the nation. Det 805 offers a unique environment, combining the advantages of a military academy-type rigor with the Corp of Cadets and the benefits of a top academic university education. Our challenging program is designed to mold you into a top-notch officer for the greatest Air Force and Space Force in the world!

2. Enclosed is a Freshman Orientation Week (FOW) Information Package. Please take the time to read it; it will assist in your transition to Texas A&M, the AFROTC program, and the Corps of Cadets. Please be prepared with all documents and complete all online enrollments. FOW marks the beginning of an exciting phase in your life, and coming prepared will provide a more enjoyable experience. Once again, congratulations!

3. For any questions regarding AFROTC, please contact Captain Samantha Giebel at sgiebel@corps.tamu.edu. For any questions regarding document requirements, please go to https://afrotc.tamu.edu/ under the tab inbound cadets.

SHERRI J. LEVAN, Col, USAF
Commander, AFROTC Det 805
AFROTC Minimum Cadet Requirement Checklist

NOTE: This checklist is REQUIRED for ALL cadets that did NOT receive an AFROTC HSSP Scholarship and are NOT interested in seeking an Air or Space Force Commission only (e.g., Drill and Ceremony Cadets). If you have received an AFROTC HSSP scholarship or are interested in seeking an Air or Space Force Commission please refer to the “AFROTC HSSP Scholarship Recipient or Commission Seeking Checklist”.

BEFORE FOW - COMPLETE FOR ENROLLMENT INTO AFROTC:

- Register for a WINGS account (Instructions included in FOW packet)
  - [https://wings.holmcenter.com/applyforafrotc](https://wings.holmcenter.com/applyforafrotc)
- Complete ALL steps in the WINGS Account Instruction Guide to include:
  - Complete basic enrollment data
  - Complete screening questions
  - Complete youth/military experience
    - Complete Selective Service Number Registration (18+ Males only)
    - [https://www.sss.gov/register](https://www.sss.gov/register)
  - Complete/Upload all Civil Involvements (CI) and corresponding documentation

- Watch the How-To Videos BEFORE attempting to fill out the below forms!!!
- All documents, How-To videos and more can be found at: [https://afrotc.tamu.edu/inbound-cadets](https://afrotc.tamu.edu/inbound-cadets)

- Upload ALL Documents into WINGS Account
  - A completed AFROTC Form 28 Physical with Dr’s Stamp or Corps of Cadets Medical Form (non-HSSP)
  - A completed Form 2983: Prohibited Acts Acknowledgment
  - Birth certificate or naturalization certificate (only if notarized, use attached notary MFR)
  - Signed Social Security Card (only if notarized, use attached notary MFR)
  - Voided e-check in student’s name
  - Proof of Selective Service registration (males only)

- NOTE: Uploading documents before arrival is critical to your processing time and allows you to get paid in a timely manner. If you are having technical difficulties uploading documents, bring a printout during FOW.

MANDATORY REQUIREMENTS TO BRING TO AFROTC SCHEDULED TIME

- Laptop
- Original AND one copy of birth certificate or naturalization certificate (only if NOT notarized)
- Original AND one copy of signed Social Security Card (only if NOT notarized)

Informational Contents:

- Welcome Letter
- FOW Packet Checklist
- Notary MFR
- AFROTC Brochure
- WINGS Account Instruction Guide
AFROTC HSSP Scholarship Recipient or Commission Seeking Checklist

NOTE: This checklist is REQUIRED for cadets that received an AFROTC HSSP Scholarship or are interested in seeking an Air or Space Force Commission. If you have not received an AFROTC HSSP scholarship or are not interested in seeking an Air or Space Force Commission please refer to the “AFROTC Minimum Cadet Requirement Checklist”.

BEFORE FOW - COMPLETE FOR ENROLLMENT INTO AFROTC:

- Complete ALL steps in the WINGS Account Instruction Guide to include:
  - Complete basic enrollment data
  - Complete screening questions
  - Complete youth/military experience
    - Complete Selective Service Number Registration (18+ Males only)
    - [https://www.sss.gov/register](https://www.sss.gov/register)
  - Complete/Upload all Civil Involvements (CI) and corresponding documentation

- Watch the How-To Videos BEFORE attempting to fill out the below forms!!!
- All documents, How-To videos and more can be found at:
  [https://afrotc.tamu.edu/inbound-cadets](https://afrotc.tamu.edu/inbound-cadets)

- Notarize the following documents (Use Attached Notary MFR)
  - A PHOTO COPY of your Original/Certified Copy of Birth Certificate
  - A PHOTO COPY of your Original SIGNED Social Security Card
  - Form 93: Record of Emergency Data
  - Drug Demand Reduction MFR
  - Mail Release MFR

- Upload ALL Documents into WINGS Account
  - All notarized forms above
  - AFROTC Form 28 Physical or Corps of Cadets Medical Form (for non-HSSP)
  - Form 2983: Prohibited Acts Acknowledgment
  - Form 2005: Healthcare Records
  - Student Records Release MFR
  - Form 2058: State of Residence
  - Form 11-92: Direct Deposit Form
  - W-4: IRS Withholding
  - Signed Selective Service Number Verification (18+ Males only)
    - [https://www.sss.gov/verify](https://www.sss.gov/verify)

- NOTE: Uploading documents before arrival is critical to your processing time and allows you to get paid in a timely manner. If you are having technical difficulties uploading documents, bring a printout during FOW.

MANDATORY REQUIREMENTS TO BRING TO AFROTC SCHEDULED TIME

- Original/Certified Copy of Birth Certificate AND a photo copy (if NOT notarized)
- Original SIGNED Social Security Card AND a photo copy (if NOT notarized)
- Form 93: Record of Emergency Data
- Drug Demand Reduction MFR
- A voided check or E-deposit Slip
- Laptop

Informational Contents:

- Welcome Letter
- HSSP Recipient Checklist
- Non-Scholarship Cadet Checklist
- Notary MFR
- AFROTC Brochure
- WINGS Account Instruction Guide
MEMORANDUM FOR Notary Public

FROM: AFROTC Detachment 805 Commander
1227 TAMU, Military Sciences Building
College Station, TX 77843

SUBJECT: AFROTC Cadet Verifications

1. This memorandum, IAW AFROTCI 36-2011, Ch 3, is to establish the requirement for cadets to provide proof of U.S. citizenship, social security number, DD Form 93, Drug Demand Reduction Release, and Mail Access Authorization Release to AFROTC personnel.

2. In an effort to comply with state, university, and AFROTC regulations, AFROTC will accept the signature accompanied by a stamp of a notary public in lieu of AFROTC personnel. We ask each document be signed and stamped by a notary in the notary line, witness line, or appropriate blank space. With regards to vital documents, notary publics are only asked to verify that the original document bears the name of the individual cadet and that the document is presented in good faith to be an original/certified copy. These notarized photocopies will not and cannot be considered certified copies.

3. For Notary Use:
STATE OF __________________
COUNTY OF __________________
On this ______ day of _______________________, 20____.
Before me, the undersigned notary public, personally appeared ___________________ proved to me through satisfactory evidence of identification, which was ___________________ to be the person whose name appears and/or is signed on the attached document(s)[birth certificate, SSN card, DD Form 93, DDR Release, Mail release] who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his/her knowledge and belief.

________________________
Signature of Notary Public
(Seal) ______________________
Commission Expiration Date of Notary Public

4. For any questions regarding AFROTC, please contact Captain Samantha Giebel at sgiebel@corps.tamu.edu or (979) 845-7611.

Samantha Giebel
SAMANTHA A GIEBEL, Capt, USAF
Recruiting Officer, AFROTC Det 805
Welcome to Texas A&M University

Home of the 12th Man and Air Force ROTC Detachment 805!

With over 650 Air Force cadets enrolled each fall, we are the largest AFROTC Detachment in the Nation! Detachment 805 is located on the campus of Texas A&M University in College Station, Texas and is one of the nation’s oldest AFROTC programs, having been established in the early 1920s as one of seven Air ROTC units. Detachment 805 has a long and proud lineage of producing the highest quality officers for the United States Air Force that includes 8 of the 9 Texas A&M Four-Star Generals!

Air Force ROTC & the Texas A&M Corps of Cadets… An Unbeatable Combination!

Scholarship Opportunities

High School Scholarship Program

• 4-year scholarships activate in fall semester of the freshmen year
• Covers tuition, fees, books, & stipend
• Minimum academic requirements:
  – 3.0 GPA / 1240 SAT or 26 ACT
For info & to apply go to: afrotc.com/scholarships

In-College Scholarship Program

• Boards award 2.5, 3, or 3.5 year scholarships
• Covers tuition, fees, books, & stipend
• To qualify for nomination, you must:
  – Complete 1 full-time semester at A&M
  – Get Dept. of Defense qualified physical
  – Meet Min GPA Requirements
  – Pass AF Physical Fitness Assessment
  – Meet other AFROTC eligibility criteria

Corps of Cadets Scholarships

• 5 types granted cover $1K-$4.5K per year
• 2K + scholarships available to assist cadets
• Over 90% of cadets have a Corps scholarship
• Awarded based on both financial need & merit
• For more information & to apply, please visit: corps.tamu.edu (select “Academics” menu) & ApplyTexas.org

University Scholarships

• Texas A&M has many types of scholarships, to include those for family members of Veterans
• Awarded based on academics, leadership, community service, special talents, first generation college status, & in some cases, financial need
• To apply go to: scholarships.tamu.edu

AF Careers & Opportunities

• 92 Air Force Bases Worldwide
  – 62 in 36 states including Hawaii (1) & Alaska (2)
  – Europe (14): Germany (3), England (2), Italy (2), Belgium (2), Portugal (1), Spain (1), Hungary (1), Netherlands (1), & Turkey (1)
  – SW Asia (9): UAE (1), Qatar (1), Afghanistan (4), Kuwait (1), Oman (1), & Bahrain (1)
  – Asia (5): Japan (3) & S. Korea (2)
  – Guam (1) & Greenland (1)

• Wide Variety of Job Specialties:
  – Pilot/Air Battle Manager/Remotely Piloted Aircraft
  – Combat Systems Officer
  – Combat Rescue/Special Tactics Officer
  – Personnel Officer
  – Air Liaison Officer
  – Airfield Operations Officer
  – Developmental/Civil Engineer
  – Nuclear Missile/Space Officer
  – Acquisitions/Contracting Officer
  – Aircraft Maintenance Officer
  – Cyberspace & Space Operations Officer
  – Intelligence Officer
  – Weather Officer
  – Regional Affairs/Political-Military Affairs Strategist
  – Logistics Readiness Officer
  – Security Forces Officer
  – Communications & Information Officer
  – Public Affairs Officer
  – Munitions & Missile Maintenance Officer
  – Financial Management Officer
  – Scientist (engineer, chemist, physicist)
  – Special Investigations Officer; Attorney
  – Doctor, nurse, & many more medical professions

For more career opportunities/information, go to afrotc.com/careers.

For information on Study Abroad Scholarships go to: studyabroad.tamu.edu.
As the Commander of Air Force Reserve Officer Training Corps (AFROTC) Detachment 805, I am responsible for developing the highest quality leaders and officers for our United States Air Force.

Whether intending to pursue a career as an Air Force officer or in the private sector, the unique and unmatched AFROTC experience at Texas A&M creates well-rounded leaders with the utmost level of professionalism and character necessary to overcome the complex global challenges of the 21st Century. My top-notch staff and I are passionate about making people the best versions of themselves to ensure success while at Texas A&M and well into their future as Air Force officers or civilians in private industry.

~ Sherri J. LeVan, Colonel, USAF

Air Force ROTC
Cadet Excellence in Action

Set and Achieve High Standards
• One of the highest producers of Air Force officers in the country averaging ~ 65 per year
• Nearly 300 cadets on scholarship totaling about $3.5M every year
• Detachment 805 GPA higher than University average w/twice as many technical majors

• Amazing near 100% selection rate for Air Force rated positions (pilot, combat systems operator, air battle manager, remotely piloted aircraft)
• Most AF Field Training Graduates of any university
• Paid internships w/Air Force, University, National Labs, Department of Defense Labs, & Combatant Commander Labs

Get More Out of College
• Key leadership positions in AFROTC Cadet Wing, Corps of Cadets, & University Student Orgs
• Over 100 cadets selected each year for summer training, internships, & overseas trips
• 250+ awards and certificates from Air Force ROTC, Corps of Cadets, and Texas A&M University

Veterans
• If you are a Veteran and are interested in an Air Force commission through Texas A&M, contact Det 805 at (979) 845-7611 for Corps of Cadets exemption options.

Fly, Fight, and Win ... in Air, Space, and Cyberspace

RECRUITING OFFICE CONTACTS
Capt Samantha Giebel
Military Science Building 204
979-845-7611
sgiebel@corps.tamu.edu

afrotc.tamu.edu
Aggie AFROTC
AFROTC.Det805
<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**

![Privacy Statement](image_url)
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 hctportal@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.

**Figure 1.6. Enter Activation Code**

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.

**Figure 1.7. Sign in to WINGS Holm Center**
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**

![Please Verify Your Date of Birth and Social Security Number](image)

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**

![Account Profile Under Review](image)

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**

![Sign Out of WINGS](image)

**NOTE TO APPLICANT:** There is usually no need to wait for this email. Please attempt to continue with your application below.
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](https://wings.holmcenter.com)). See Figure 3.1.

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

![Landing Portal Image]

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

**Figure 2.2. Click on My AFROTC Application**

![Click on My AFROTC Application Image]

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 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.

Figure 2.4. Intent to Apply, No to Scholarship / Yes to Join AFROTC
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**

![Select Schools Screen](image-url)
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**

**NOTE:** Only select yes for JROTC experience if you at least 3 years in that program and received a certification letter. That letter must be uploaded into WINGS when it asks for that. Otherwise, you may not be able to proceed with app.
2.6. Demographics. Complete all fields and click OK. See Figure 3.8.

Figure 3.8. Complete all Fields for Demographics.

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.
2.8. **Medical.** Answer, then Save & Close. Refer to Figure 3.10.

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

![Image of ROTC Follow-On Answers form with highlighted answer options: YES or NO for a physical examination question.

SELECT NO UNLESS YOU HAVE HAD A DODMERB OR MEPS PHYSICAL - IF UNSURE IF YOU HAVE HAD ONE OF THESE, ASK YOUR DET PERSONNEL. A SPORTS PHYSICAL IS NOT ONE OF THESE.

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 Dependents form with fields to enter dependent's information.](image-url)
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
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.
Figure 2.17. Provide Additional Information for an Uncommon Response.

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**

*NOTE TO APPLICANT:* This page may not work properly. If you are reporting a CI, enter what information the application allows you to and then bring any other information including copies of the tickets or citations, etc to the Det and turn over to the Det Personnel. The Det CC will advise you further on the process.

*NOTE TO APPLICANT:* YOU MUST REPORT ANY CIVIL INVOLVEMENT (includes arrests, traffic stops, suspensions from school, incidents at school where you were involved as the instigator and received some form of administrative discipline, etc) no matter how it was resolved. Even if someone told you it was expunged from your records, you must report it. Later in your cadet career or career in the Air Force, you will be submitted for a security clearance. In the investigation that occurs for that clearance, any previous incidents may be found and if you did not report them previously, you could be subject to fines or imprisonment. **THIS IS A SERIOUS THING.** If in doubt, report it. We can waive many of these incidents and allow you to join the program so there is no benefit to not reporting them.
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)

25