



**U.S. Air Force ROTC**  
DETACHMENT 643 - EVER HIGHER, EVER STRONGER



## Required Documents Checklist

Fall 2020 New Student Orientation Processing (NSOP)

Tuesday, 18 Aug 2020, 10:00 AM – 1:00 PM

Location: TBD

### INSTRUCTIONS:

Complete the AFROTC online admissions process via the Holm Center WINGS Portal and the documents listed below **prior to NSOP.**

**NOTE: DO NOT SIGN OR DATE FORMS marked (\*)**

**^If under 18 yrs. old, a parent, guardian, or notary must sign Documents 2, 4, 5**

**\*Cadre signature required at NSOP. Documents 1, 2, 4, 5, 6, 7, 8, 9, 10**

**How to save File Name: Form Name + Your Name (Example: DD Form 9\_Stark, T.)**

- 1. \*Form 2030, Drug and Alcohol Abuse Certificate
- 2. ^\*DDRP MOU, Drug Testing Policy-Drug Demand Reduction Program Memo of Understanding AFROTC
- 3. DD Form 2005, Privacy Act Statement/Health Care Records
- 4. ^\*Mail Access Authorization Release
- 5. ^\*Request for Release of Student Records (1 page)
- 6. \*DD Form 93, Record of Emergency Data
- 7. AU MAC FORM 19 STANDARDS OF CONDUCT
- 8. \*DD Form 2983, Recruit/Trainee Prohibited Activities Acknowledgment
- 9. \*Form 28, AF ROTC PRE-PARTICIPATORY SPORTS PHYSICAL (if not DODMERB Qualified)
- 10. \*Civil Involvements Module – You must schedule an appointment with Lt Col Conn to report any added involvements and provide supporting documentation. If there are no CIs to report, an electronic counseling will be signed.

### Document \_ during upcoming semester

- 11. AFROTC FM 48 – ACADEMIC PLAN – meet with advisor and bring to term counseling

### Other Documents (If Applicable)

- Unofficial COLLEGE TRANSCRIPTS (IF APPLICABLE)
- SAT/ ACT SCORES – from website or high school transcript
- AWARD CERTIFICATES (JROTC, EAGLE SCOUT, CAP)
- \*Original BIRTH CERTIFICATE or CITIZENSHIP PAPERS/ PASSPORT–verification only (by cadre)
- \*Original Signed SOCIAL SECURITY CARD – verification only (by cadre)
- SELECTIVE SERVICE LETTER/CARD (FOR MALES ONLY)

### If You Have Dependents:

- \*AF FORM 3010, SOU FOR DEPENDENT CARE RESPONSIBILITY
- \*ATTACHMENT 15 - Air Force Dependency Policy SOU (Statement of Understanding)

### If You Are Prior or Current Enlisted:

- DD Form 214, Cert of Release/Discharge from Active Duty (Active Duty)
- DD Form 368, Request for Conditional Release (Guard/Reserve)