



# Air Force ROTC Detachment 010 New Applicant Checklist Actions

## WELCOME TO DETACHMENT 010 (DET 010) !!!

Completing the New Applicant Actions worksheet is the first step towards your choice to join AFROTC and potentially pursue a commission as an officer in the United States Air Force and Space Force! Detachment 010 has a rich history of developing top-notch leaders for the Air Force. Please feel free to venture around the Detachment 010 website for additional information about our heritage: <http://afrotc.ua.edu/>.

Applicants are individuals who seek to enter/complete the DET 010 AFROTC program but have NOT completed the Web-Based Application or the prerequisite enrollment documentation. **Individuals are not yet qualified to be an active cadet and will remain in Applicant status until Application/Enrollment requirements are obtained.** Upon completion, cadets will be placed in "Active" status. Enrollment documentation must be completed prior to scholarship nomination, Enlistment, Contracting, POC Selection Process (PSP) nomination. Read the below instructions and completed the forms and actions outlined below.

## STEP 1: THE WEB-BASED APPLICATION VIA WINGS

There is a three-part application process that all applicants must complete to be officially enrolled in AFROTC DET 010. The first step of the three-part application process is the Web-Based (on-line) application via the Web Intensive New Gains System (WINGS). To access this system application please select the link below:

- <https://wings.holmcenter.com/>
  - Please view **the DET 010 Cadet Web-Based Application Guide** to view detailed instructions on how to successfully complete your on-line application.
  - After you enter the above link in your web browser, look for the "ROTC tab" and select apply for AFROTC:





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## STEP 2: THE APPLICATION PACKET

The following items listed below make up the Detachment 010 Application Packet. If you do not have the Detachment 010 Application Packet, all forms listed can be found via the DET 010 Webpage at <http://afrotc.ua.edu/>. Failure to complete/provide the listed documentation will result in a delay of enrollment and/or dismissal from the program. If you are having trouble finding these documents, please email [AFROTC@ua.edu](mailto:AFROTC@ua.edu) and the Detachment staff will assist you accordingly.

***PLEASE NOTE: The DET 010 Application Document (Docs) Guide has detailed instructions on how to properly fill out ALL forms listed below: (Copies of Birth Certificates/SSAN Cards will be mail at the Detachment)***

- Birth certificate (*Must bring Original to Orientation or Scheduled Appointment*)
- Social security number card (*Must be signed by applicant & brought to Orientation/Scheduled Appointment*)
- Copy of ACT/SAT scores (*whichever is applicable*)
- Selective Service Number (**Males Only**) (*see the DET 010 Application Docs Guide*)
- Consent for Release of Student Records Memos (*See age required via DET 010 Application Docs Guide*)
- AF FORM 2030 – USAF Drug & Alcohol abuse cert (*see the DET 010 Application Docs Guide*)
- Drug Demand Reduction Program MOU (*See age required via DET 010 Application Docs Guide*)
- DD FM 93 - Record of Emergency Data (*see the DET 010 Application Docs Guide*)
- FM 500 - Restriction on Personal Conduct in the Armed Forces (*see DET 010 Application Docs Guide*)
- DD FM 2983 - Recruiter/Trainee Prohibited Activities Acknowledgement
- AU MAC FORM 2 - AU Student/Cadet/Officer Trainee Atch to AU MAC Guidance
- FM 2005 - Privacy Act Statement – Health Care Records (*see the DET 010 Application Docs Guide*)
- FM 3010 - USAF SoU for Dependent Care Responsibility (*see the DET 010 Application Docs Guide*)
- Air Force Dependent Policy Statement of Understanding (*see the DET 010 Application Docs Guide*)
- Fitness Screening Questionnaire (FSQ) (*see the DET 010 Application Docs Guide*)
- AF FORM 28 – AF Sports Physical (**MUST completed by UA medics or your Physician**)
- DoDMERB Applicant Information Form (*see the DET 010 Application Docs Guide*)
- AF FORM 2058 – State of Legal Residency (*see the DET 010 Application Docs Guide*)
- Signed Cadet Pay Docs (**Only for High School Scholarship cadets** *see the DET 010 Application Docs Guide*)
- DET 010 Cadet Tuition Statement of Understanding (SoU) (**Only for High School Scholarship cadets**)
- Copy of any type of civil involvement regardless of disposition if any, (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, fistfight, minor in possession)
  - Date (Month and Year)
  - Institution issuing finding (city police vs. state police; the 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
- Certificates or Documentation demonstrating (as applicable):
  - JROTC Certificate or letter from JROTC Commander
  - Civil Air Patrol (CAP) Mitchell, Earhart, or Spaatz awards
  - Eagle Scout Certificate w/Gold Palm award or Girl/Senior Scout w/Gold Palm award

- DD FORM 214 (Only applies to prior service members)
- DD Form 785 (prior service academy or officer accession training program)
- Marriage certificate (*if applicable*)

### How to submit application documents:

The above forms/documents are required enrollment documentation that you **MUST** bring to your scheduled in-processing appointment and/or Detachment 010 Orientation.

You have three options when trying to turn-in Application documents:

1. Via Email:
  - a. All documents must be in PDF format
  - b. Send all documents to [AFROTC@ua.edu](mailto:AFROTC@ua.edu)
  - c. Documents Must be labeled properly (see labeling instructions below)
2. Via Postage:
  - a. All documents can be certified mailed to the Detachment:
 

**Attn: AFROTC DETACHMENT 010 – Application Team**  
**The University of Alabama - Box 870258**  
**610 Capstone Drive**  
**Tuscaloosa, AL 35487**
3. Scheduled Appointment (in person):
  - a. Email [AFROTC@ua.edu](mailto:AFROTC@ua.edu) requesting an appointment with Detachment staff to turn-in Application documents.

### How to label application documents:

When Labeling AFROTC Documents, please label them in the following matter:

Lastname, Firstinitial – Form Number or Name. Examples listed below:

-  Brown, D - ID.pdf
-  BROWN D - Student records MFR.pdf
-  BROWN D - SSAN Card.pdf
-  BROWN D - SPORTS FM28.pdf
-  BROWN D - SAT Score.pdf
-  BROWN D - Qual DODMERB.pdf
-  BROWN D - Mail Access MFR.pdf
-  BROWN D - JROTC CERT.pdf
-  BROWN D - HS Transcript pt.2.pdf
-  BROWN D - HS TRANSCRIPT.pdf
-  BROWN D - FSQ ENROLL.pdf
-  BROWN D - FM3010.pdf
-  BROWN D - FM2058.pdf
-  BROWN D - FM48.pdf
-  BROWN D - FM 2983.pdf
-  BROWN D - FM 2030.pdf
-  BROWN D - FM 2005.pdf
-  BROWN D - FM 500.pdf
-  BROWN D - FM 93.pdf
-  BROWN D - Enroll DDR.pdf
-  BROWN D - DODMERB APP.pdf
-  BROWN D - AU MAC FM2.pdf





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## **STEP 3: ENROLL IN UNIVERSITY OF ALABAMA AEROSPACE STUDIES COURSE(S)...**

Simply register for Air Force ROTC classes as you would register for any other course.

### **Fall Term**

Freshmen must register for AFS 110 and AFS 101

### **Spring Term**

Freshmen Must register for AFS 120 and AFS 102

**All Sophomores, Juniors, and Seniors, including graduate students, should contact us at [afrotc@ua.edu](mailto:afrotc@ua.edu) to see if you are eligible prior to AFROTC enrollment.**

In addition to the class, you will be required to attend physical training up to three times a week. The Physical training schedule will be provided to you during the first day of your Aerospace studies course.

Within 72 hours of you turning in your Application packet, Detachment personnel will send you a response stating that they have received/reviewed your application and you will be able to log into the web-based application via Wings to verify your cadet status.

Once you have completed this step, you will then send an email to the AFROTC DET 010 Org box ([AFROTC@ua.edu](mailto:AFROTC@ua.edu)) stating that you seek to enroll in AFROTC, and you have completed the 3-Step Application process. Be sure to include the following in the email:

- Full name
- Name of College of which you are enrolled
- University of Alabama (or Cross-town School) Student ID number
- Phone Number
- Home of Record address
- College Major and College status (i.e. Freshman, Sophomore, Junior or Senior)

Once this email is received, within 72-hours Detachment personnel will send you a response email stating that they acknowledge your email and will provide additional information about the program, projected Detachment 010 Orientation as well as how to schedule an in-processing appointment to submit/turn-in documents from your application packet.

In addition, if you have questions or concerns you can join the recruiting meeting hosted weekly until the start of the school year by contacting us at [afrotc@ua.edu](mailto:afrotc@ua.edu) for the meeting information.

