



DEPARTMENT OF THE AIR FORCE
AIR FORCE ROTC (AETC)

15 July 2011

MEMORANDUM FOR NEW CADETS

FROM: AFROTC Detachment 425, Mississippi State University

SUBJECT: Welcome Letter

Congratulations on selecting one of the top Air force ROTC programs in the nation here at Mississippi State University! Our mission is to produce future leaders of the US Air Force. To begin this process, you need to be present on August 16th for in-processing and orientation. If for any reason you cannot attend in-processing, notify Captain Mutter, the Operations Flight Commander ASAP (662-325-3694 or smutter@afrotc.msstate.edu). It's vital that you come prepared and focused on performing at very high standards. View Air Force ROTC as a 4 to 5 year job interview. Therefore, August 16th will be our first impression of you so ensure you arrive on time and have all of the items necessary to complete your initial paperwork.

A list is attached of the items necessary to complete the paperwork. Please bring these items with you on the 16th. The Birth Certificate and Social Security Card must be original documents or certified copy of the original.

Prior to exercising or participating in any or all activities, you will be required to have a physician complete a sports physical. MSU students can get this accomplished on campus at the Longest Health Center. The sports physical must be completed by 24 August 2011. If you have taken the Department of Defense Medical Examination Review Board (DODMERB) for the scholarship application and it is approved/qualified, a sports physical *will not* be required.

Special notes:

**The detachment is not handicap accessible.*

**If you are planning on purchasing a new backpack or other means to carry your books, laptops, etc.; the Air Force has a dress code stating the items must be in black or dark blue.*

**For a campus map go to <http://www.msstate.edu/web/maps/>.*

Respectfully,

A handwritten signature in black ink, appearing to read "Robert D. Reed", is written over the typed name.

ROBERT D. REED, Lt Col, USAF
Commander

Tuesday 16 AUGUST 2011

8:00 – 10:30 AM In-processing at Det 425, 101 YMCA Bldg, 195 Lee Blvd

10:30 – 11:00 AM Transit time

11:00 - 3:00 PM Meet and greet, sports, and cook out at Intramural Playing Fields

***IN-PROCESSING WILL BE AT THE DETACHMENT, 101 YMCA BUILDING, 195 LEE BLVD. DIRECTLY ACROSS THE STREET FROM THE STUDENT UNION. DO NOT BE LATE.**

***IMMEDIATELY FOLLOWING IN-PROCESSING AT THE DETACHMENT, EVERYONE WILL GO TO THE INTRAMURAL PLAYING FIELDS TO MEET AND GREET THE RETURNING CADETS AS WELL AS THE CADRE.**

***BRING DOCUMENTS LISTED IN THE ATTACHMENT**

***YOUR CADET PHOTO WILL BE TAKEN DURING ORIENTATION. BRING A POLO OR BUTTON DOWN SHIRT FOR THE PICTURE. WEAR ATHLETIC ATTIRE (SHORTS, T-SHIRT, RUNNING SHOES/TENNIS SHOES) ON 16 AUG 2011. BRING CLEATS IF YOU DESIRE FOR SPORTS.**

***ALL FRESHMAN CADETS NEED TO ENROLL IN AS1012, SECTION 1 OR 2 WITH THE LAB. THIS IS YOUR FRESHMAN LEVEL AEROSPACE STUDIES COURSE THAT IS REQUIRED OF YOU TO BE IN AF ROTC.**

NOTE: ALL STUDENTS MUST BRING THE FOLLOWING DOCUMENTS ON 16 AUG 2011.

__ STATE CERTIFICATE OF LIVE BIRTH (BIRTH CERTIFICATE) OR NATURALIZATION CERTIFICATE (MUST BE ORIGINAL OR CERTIFIED COPY OF THE ORIGINAL)

Each should have a raised seal

__ SOCIAL SECURITY CARD (MUST BE ORIGINAL OR CERTIFIED COPY OF THE ORIGINAL)

__ MALES ONLY---SELECTIVE SERVICE NUMBER.

If you do not have, you may go to www.sss.gov, complete the information, print and bring with you.

__ ACT/SAT SCORES (original score notice or high school transcript with posted scores

__ JROTC CERTIFICATE OF COMPLETION (IF APPLICABLE)

If no certificate received; a letter from the school stating the number of semesters taken.

__ CIVIL AIR PATROL AWARD CERTIFICATES (IF APPLICABLE)

__ PRIVATE PILOT'S LICENSE AND LOG BOOK (IF APPLICABLE)

__ EAGLE SCOUT AWARD CERTIFICATE (IF APPLICABLE)

__ GOLD PALM AWARD CERTIFICATE (IF APPLICABLE)

__ DD 214 – For prior service only

__ OFFICIAL TRANSCRIPTS FROM ANY AND ALL COLLEGE CREDIT COURSES TAKEN (IF APPLICABLE)

__ BLANK CHECK - VOIDED *IN YOUR NAME*

__ EMERGENCY CONTACT INFORMATION:

NAMES, ADDRESSES AND PHONE NUMBER OF PERSON(S) TO CONTACT IN CASE OF EMERGENCY. PLEASE INCLUDE HOME PHONE NUMBERS AND CELL NUMBERS

__ MSU SCHOOL PHOTO ID

__ CIVIL INVOLVEMENTS: SEE ATTACHMENT

NEED DATE OF THE INCIDENT= MTH/DATE/YEAR, NAME OF INCIDENT AND LOCATION AND DISPOSITION OF THE INCIDENT to include arrest or confinement etc.

ITEMS THAT REQUIRE ADDITIONAL DOCUMENTATION:

**Abusive Language under circumstances to provoke breach of peace
Careless or reckless driving, include if alcohol related
Committing or creating a nuisance
Curfew violation
Damaging road signs
Disorderly conduct, creating a disturbance, boisterous conducts, disturbing the peace
Failure to appear for minor traffic offenses
Failure to comply with an officer's direction
Fare evasion (includes failure to pay turnstiles)
Fighting, participating in a brawl (list is alcohol related)
Illegal betting; gambling, operating illegal handbook, raffle, lottery, or punchboard, watching or participating in a cockfight
Juvenile non-criminal misconduct: beyond parental control, in corrigible, runaway, truant or wayward
Liquor or alcoholic beverage: unlawful possession or consumption in public place (if a minor)
Littering or dumping refuse on or near highway or other prohibited place
Loitering
Possession of indecent publications or pictures (other than child pornography or obscenity)
Racing, drag racing, contest for speed
Shoplifting, larceny, petty larceny, or theft (value of stolen goods)
Trespass on property
Unlawful Assembly
Vagrancy
Vandalism: defacing or injuring public property
Violation of fireworks law
Violation of fish and game laws**

IF ANY OF THESE ITEMS APPLY, BE PREPARED TO LIST THEM DURING IN-PROCESSING. WE WILL NEED TO KNOW IF THERE WAS/IS A FINE ASSOCIATED WITH THE VIOLATION AND IF IT'S PAID/UNPAID.

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