Welcome to Air Force Reserve Officer Training Corps (ROTC) at Detachment 610. We operate at two host schools: North Dakota State University in Fargo, ND (serving NDSU, MSUM and Concordia College) and the University of North Dakota in Grand Forks, ND (serving UND, Park University, Mayville St., and UM-C). The staff is looking forward to working with you and we’re glad to have you join the ranks of the world’s finest Air Force.

Please carefully read this entire document and ensure ALL requirements are met prior to arriving:
1. The 1st page lists the items you need to do ASAP.
2. The 2nd page lists those items you’ll need Day 1.
3. The last 3 pages include helpful items and a Pre-Participatory Sports Physical form for your medical provider.

If you have any questions, please contact the administrative assistant at your respective university:

**NDSU:** Jean Hagen at Jean.Hagen@ndsu.edu or 701-231-8186.

**UND:** Jessica Dunphy at Jessica.Dunphy@und.edu or 701-777-0437.

Like us on Facebook!
https://www.facebook.com/AFROTCDet610/
Please Accomplish These Items ASAP
(Prior to your Arrival to AFROTC)

☐ **Register for AFROTC Classes**: Make sure you register for all the required Air Force ROTC classes. There are three classes you’ll need each semester. The ROTC classes are typically held at your host school (UND or NDSU). Work with Registration and Records on your campus to register for these classes (you register for them just like you’d register for any other class). If you are at one of our crosstown schools (UM-Crookston, Mayville St, MSUM, or Concordia), your Registration and Records section will know what to do.

1. **Academic Class**:
   - Fall Semester: AS111 (and AS211 if dual enrolled as a freshman and sophomore)
   - Spring Semester: AS112 (and AS212 if dual enrolled as a freshman and sophomore)

2. **Leadership Laboratory (LLAB)**:
   - Fall and Spring Semester: AS210

3. **Physical Fitness (PT)—technically, mandatory to attend, but optional to register for**:
   - Fall and Spring Semester: AS110

   *Note: For UND students, KIN118A (fall) and KIN138 (spring) are also offered in addition to AS110. For NDSU students, it’s AS110 both semesters.*

☐ **NDSU Students Only**: Go to the website [https://www.ndsu.edu/afrotc/orientation.php](https://www.ndsu.edu/afrotc/orientation.php) as soon as possible to find the “AFROTC Application Step-by-Step Guide” to create an AFROTC account.

☐ **UND Students Only**: Go to the website [https://und.edu/rotc-airforce/future-cadets.cfm](https://und.edu/rotc-airforce/future-cadets.cfm) as soon as possible to find the “AFROTC Application Step-by-Step Guide” to create an AFROTC account.

☐ **Email Requirements**: In order to facilitate electronic delivery of our curriculum, you will need to have a Google or Yahoo account established. Please do so prior to arrival.
Please Bring These Items Your First Day:

☐ **Sports Physical:** The last 2 pages of this packet are the Pre-Participatory Sport’s Physical form which should be completed **before you arrive** so you can participate in our fitness class. If you are unable to schedule an appointment at home, a last resort would be to schedule an appointment with student health at your university—UND-701-777-4500 or NDSU-701-231-7331. We ask that you ONLY use the form in this packet. **Scholarship or contracted students—if you have a qualified DOD-MERB physical, then you do NOT need a completed Pre-Participatory Sports Physical.**

☐ **ORIGINAL Birth Certificate**—We need to verify authenticity and will then return the original to you. Notarized photocopies WILL NOT be accepted.

☐ **ORIGINAL Signed Social Security Card** - We need to verify authenticity and will then return the original to you. Notarized photocopies WILL NOT be accepted.

☐ **Naturalization Certificate (if applicable)** - We need to verify authenticity and will then return the original to you. Notarized photocopies WILL NOT be accepted.

☐ **Selective Service Number (males only):** Please print out your information from [www.sss.gov](http://www.sss.gov) or bring in your card. We will return the original to you.

☐ **ACT/SAT Scores:** Please bring a copy of your ACT or SAT exam results.

☐ **Official Transcripts:** Bring **OFFICIAL** high school and any **OFFICIAL** college transcripts. If you took ANY college-level courses in HS, we’ll need these transcripts as well. You may also have them sent to:

  - **NDSU Students:** Air Force ROTC, Det 610
    - NDSU Dept 2460
    - PO Box 6050
    - Fargo, ND 58108-6050
  - **UND Students:** Air Force ROTC, Det 610
    - UND Armory, Centennial Dr.
    - Stop 8360
    - Grand Forks, ND 58202-8360

☐ (If Applicable) **JROTC/CAP/Eagle Scout/Girl Scout Documentation:** If you were involved in any of these programs, please bring documentation to verify highest level or years enrolled.

☐ (If Applicable) **Pilot License or Certifications or Endorsements:** (Private, Sport, Solo, etc.).

☐ (If Applicable) **Prior Military Service or Officer Program Documentation:** If you were prior military, please bring discharge paperwork (DD Form 214)—this includes previous officer training programs.

☐ **Civil Involvements:** Bring documentation of any legal violations you’ve ever had (parking/speeding tickets, drug/alcohol offenses, etc.), regardless of the seeming insignificance or final disposition. Include as many details of the event as possible, to include date, time, and penalty.
Helpful Recommended Items & Dress/Appearance Standards

- White V-neck T-shirts.
- Tan khaki dress pants, brown dress shoes, brown belt and brown socks. We require you to purchase/bring a short sleeved, navy blue polo—this will be your official uniform as a new cadet, to be worn before you are issued the official Air Force uniform.
- Women: Conservative & tasteful formal dress or pant suit and appropriate shoes for the military ball.
- Men: Suit or sport coat with dress pants and appropriate dress shoes for the military ball.
- Long sleeve white dress shirt for men, or blouse for ladies, to wear for the military ball. These shirts should NOT have a button down collar.
- A solid navy blue or solid black backpack for use while in uniform.
- For your PT gear, please e-mail your t-shirt and shorts size to the uniform custodians so we have them in stock—at NDSU: shawn.odonnell@ndsu.edu, at UND: Jessica.Dunphy@UND.edu
- Lint brush/roller and clippers or small scissors for removing stray threads, lint, etc. from uniforms.
- Small sewing kit for sewing buttons or other things back on the uniform as needed.
- Women: Hair spray and gel are OK; bobby pins, hair clips and/or ties must match your natural hair color. In uniform, your hair must be above the bottom edge of your shirt collar (it can touch the top edge of the collar), or else it needs to be pulled back in a braid or bun no greater than 3 inches in bulk. Only one set of earrings (conservative in design such as a single pearl) may be worn in uniform on the lower ear lobe only.
- Men: Your face must be clean shaven when in uniform, including for PT so bring suitable shaving supplies. Your hair must be within 1/2 inch on the sides and back, and no more than 1 1/4 inches on top and not touching the ear. Mustaches are allowed, but not extending past the end of the upper lip. Sideburns will not extend below the bottom of the orifice of the ear opening.
- All cadets: Hair color may be dyed but must still present a natural appearance (e.g. brown, black, blonde, etc....no fad/unnatural colors). Also no faddish hairstyles (like Mohawks) or visible body piercings (other than the earlobe, ladies only). Excessive or inappropriate tattoos may need to be covered or removed.
- A complete list of dress and appearance standards will be briefed early in the semester.

If you have any questions, contact the administrative assistant at your respective university:

**NDSU**: Jean Hagen at Jean.Hagen@ndsu.edu or 701-231-8186.

**UND**: Jessica Dunphy at Jessica.Dunphy@und.edu or 701-777-0437.
1. CADET/APPLICANT NAME  

2. AFROTC DETACHMENT

**MEDICAL AUTHORITY:** Measure height and weight of cadet/applicant. Compare results to AF standards listed on reverse. Check block 7 and certify as requested below.

**AFROTC CADRE:** If cadet/applicant exceeds AF weight standards, conduct a Body Fat Measurement IAW DoDI 1339.3.

3. CADET/APPLICANT MEASUREMENTS
   - HEIGHT
   - WEIGHT

4. AIR FORCE WEIGHT STANDARDS
   (found on reverse)
   - MINIMUM
   - MAXIMUM

5. BODY FAT MEASUREMENT
   6. BODY FAT STANDARDS:
      - FEMALE - 25%
      - MALE - 20%

7. CHECK APPLICABLE BOX
   - IS WITHIN AIR FORCE WEIGHT STANDARDS
   - EXCEEDS AIR FORCE WEIGHT STANDARDS
   - IS BELOW AIR FORCE WEIGHT STANDARDS

**MEDICAL AUTHORITY:** Please review the above information. Conduct counseling below in applicable areas, and sign.

1. (print name) _______________________________ HAVE EXAMINED THIS CADET/APPLICANT AND REVIEWED HIS/HER MEDICAL HISTORY. THE FOLLOWING ARE THE RESULTS:

9. (IF CADET/APPLICANT IS BELOW AIR FORCE WEIGHT STANDARDS)
   I CERTIFY THIS CADET/APPLICANT’S LEAN BODY MASS POSES NO HEALTH RISK, NO SIGNS OF EATING DISORDERS EXIST. I HAVE DISCUSSED THE IMPORTANCE OF NUTRITION AND WEIGHT MANAGEMENT. _______________________________ (Medical Authority Initials)

10. (IF CADET/APPLICANT EXCEEDS AIR FORCE WEIGHT STANDARDS)
    I HAVE DISCUSSED APPROPRIATE AND SAFE WEIGHT LOSS WITH THE CADET/APPLICANT. _______________________________ (Medical Authority Initials)

11. (FOR ALL CADETS/APPLICANTS)
    I DID / DID NOT (please circle) FIND MEDICAL CONDITION(S) OR PHYSICAL IMPAIRMENT(S) THAT WOULD PRECLUDE THIS CADET/APPLICANT FROM PARTICIPATING IN A RIGOROUS PHYSICAL TRAINING PROGRAM. IF A MEDICAL CONDITION/PHYSICAL IMPAIRMENT EXISTS THAT MAY PRECLUDE THE INDIVIDUAL FROM PARTICIPATING, PLEASE EXPLAIN:

<table>
<thead>
<tr>
<th>PHYSICIAN OR MEDICAL AUTHORITY SIGNATURE</th>
<th>EXAMINATION DATE</th>
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**AFROTC CADRE:** A DISQUALIFIED DODMERS OR MEPS PHYSICAL SUPERSEDES THIS FORM. A CADET MAY NOT PARTICIPATE IN THE AFROTC PHYSICAL TRAINING PROGRAM IF THEY HAVE A DISQUALIFIED DODMERS OR MEPS PHYSICAL.

<table>
<thead>
<tr>
<th>AFROTC CADRE SIGNATURE</th>
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**AFROTC FORM 28, 20120712**
### MAXIMUM AND MINIMUM AIR FORCE ALLOWABLE WEIGHT STANDARDS

#### TABLE 1. MAXIMUM ALLOWABLE WEIGHTS FOR BMI OF 27.5 (REGARDLESS OF AGE) (59 - 60 INCHES)

| HEIGHT (INCHES) | 59 | 60 | 61 | 62 | 63 | 64 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 |
|----------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

#### TABLE 2. MINIMUM ALLOWABLE WEIGHTS FOR BMI OF 19.0 (59 - 60 INCHES)

| HEIGHT (INCHES) | 59 | 60 | 61 | 62 | 63 | 64 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 |
|----------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| MAXIMUM WEIGHT (POUNDS) | 91 | 94 | 97 | 100 | 104 | 108 | 112 | 116 | 120 | 124 | 128 | 132 | 136 | 140 | 144 | 148 | 152 | 156 | 160 | 164 | 168 | 172 | 176 | 180 | 184 | 188 | 192 | 196 | 200 | 204 | 208 | 212 | 216 | 220 |