



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

MEMORANDUM FOR AFROTC CADET APPLICANT

FROM: AFROTC Detachment 085
University of California—Berkeley
176 Hearst Gymnasium, MC#3610
Berkeley, CA 94720-3610

SUBJECT: Air Force Reserve Officer Training Corps (AFROTC) Cadet Record Establishment

1. Welcome to Air Force ROTC Detachment 085. Attached to this letter you will find a series of required forms used to screen applicants for eligibility and membership into AFROTC. These forms are also used to establish a Unit Personnel Record Group (Folder) for administrative and record purposes. Instructions are as follows:

- a. You must complete and return the forms no later than seven days after receipt.
- b. When you are ready to return the forms, call the detachment at (510) 643-9774/9673 to schedule an appointment. Each appointment will take about 1 hour and 30 minutes.
- c. All information written on the forms must be in black ink (with exception to AFROTC Form 48 and DD Form 93, which must be in completed in pencil).
- d. Review every form carefully prior to completing the form. An explanation of forms is provided, so note any specific requirements.
- e. All forms are required to be returned at the same time, but if you need additional time, provide this office with what you've completed. Skip over anything you are unsure of or do not understand, but do not show up with blank forms and expect to be assisted. Complete what you can to facilitate the process. If you have any questions, please call (510) 643-9774/9673.
- f. With regard to signatures, DO NOT SIGN or indicate a date of signature on any form. All applicant signatures are required to be witnessed by a detachment representative.
- g. For all other dates, use the following date format: 16 Jan 10.

2. At the time of your appointment, when you return the completed forms, ensure you also bring with you the following required documents:

- ___ State Certified True Copy of Birth Certificate with Raised Seal *
- ___ Social Security Card *
- ___ Naturalization Certificate (If Applicable)
- ___ Selective Service Number (www.sss.gov) (Males Only)
- ___ ACT/SAT Scores (Unofficial)
- ___ Transcripts from Colleges Attended (Unofficial)
- ___ JROTC Certificate of Completion for ___ Years
- ___ Civil Air Patrol (CAP) Award:
- ___ Other (i.e. Private Pilots License, DD Form 214, Eagle Scouts, Boy Scouts, Girl Scouts, etc.)

** You need to bring in the originals. We will make a copy and immediately return the documents to you.*

3. Office hours are Monday through Friday, 0800 – 1630. Appointment hours are Monday through Friday, 0900 – 1500. If you have any questions, please call (510) 643-9774/9673.