

Air Force ROTC Detachment 040 In-Processing Checklist



Preparing for New Cadet Orientation...

Required Documents & Information:

- Sports Physical:** Print a copy of the AFROTC FORM 28 and schedule an appointment with your Physician or Campus Health Services. Bring FORM 28 to your appointment to have the physician complete it. **No other version of sports physical forms will be accepted.**
 - Scholarship cadets do not need to bring this form.
 - Must submit form to Det 040 Staff on or before your in-processing appointment
 - Email form to det040@lmu.edu
 - **If you cannot make an appointment due to COVID-19, please continue through the application**

- Birth Certificate** or Naturalization Certificate (original copy only)

- Social Security Card** (signed by the applicant, NOT by a parent; original copy only)

- SAT/ACT Scores** (unofficial or official)

- College Transcripts:** bring a copy of all completed college work credited towards your undergraduate degree (unofficial copies are acceptable, but must show the hours and quality points for each class).

- Civil Involvements, if any** (information regarding any involvement with civil, school, or military authorities since age 13; i.e., traffic citation, detention or suspension, UCMJ Article 15)
 - Event Details (e.g., speeding – 76 in 65 mph zone, fist fight, minor in possession)
 - Date (month and year)
 - Institution issuing finding (city police, state police, school, military installation)
 - Result/Outcome (e.g., paid fine, in-school suspension)
 - Copies of tickets or court results are preferred

- Certificates or Documentation demonstrating (as applicable):**
 - Junior ROTC
 - Civil Air Patrol
 - Eagle Scout
 - DD Form 214 (prior military enlistment)
 - DD Form 785 (prior service academy or officer accession training program)

- Permanent Address:** _____
- Phone Number:** _____

Preparing for the Training Environment...

Physical Fitness

- Must have sports physical submitted no later than Orientation date.
- Sessions will consist of cardio, calisthenics and sport-related activities

Physical Fitness Assessment

- PFA consists of:
 1. Abdominal Circumference (waist) measurement
 2. 1 minute push-ups
 3. 1 minute sit-ups
 4. 1.5 mile run (timed)

Visit <http://www.afpc.af.mil/Career-Management/Fitness-Program/> for score charts.

PT Attire

- In-processing paperwork must be completed prior to Physical Training Uniform being issued
- Bring Water & Athletic Shoes (no limitations on color)
- Athletic clothing must include conservative black or navy blue shorts and gray or white t-shirt (no spandex leggings, tank tops, crop tops, etc)
- Appropriate athletic undergarments, as applicable (black or navy blue compression shorts, sports bra)

Classroom Attire (aka “Best Buys”)

- Will be worn to AFROTC Class and Leadership Laboratory until uniforms are issued
- Khaki (light or dark brown) full length pants (no shorts or capri pants)
- Short-sleeve navy blue polo shirt
- Black or brown dress shoes (no athletic shoes, no open-toe/heel shoes)
- Black or navy blue socks
- Black or brown belt (to match shoes)
- Shirt tucked into pants

Military Grooming Standards

- Males
 1. Clean Shaven every morning
 2. Hair will not touch ears, and will be tapered not to exceed ¼' at start of taper
 3. No piercing jewelry
- Females
 1. All hair pulled up into tight bun with no loose ends (ponytails are acceptable in PT Attire)
 2. Conservative makeup and nail colors (no bright or contrasting colors)
 3. Only one earring per ear: diamond or pearl in circular or square shape studs