



**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND
RESERVE OFFICER TRAINING CORPS DETACHMENT 432**

28 July 2025

MEMORANDUM FOR NEW DET 432 CADETS

FROM: AFROTC DET 432/CC

SUBJECT: Welcome to AFROTC Det 432

1. **WELCOME:** I applaud you on your decision to serve in the Department of the Air Force – the United States Air Force and Space Force – a decision that will open the door to amazing opportunities that less than 1% of Americans get to experience! Reading and adhering to the contents of this letter is the first step you will take on your journey to earn a commission as a Second Lieutenant. I am honored and excited that you have chosen to begin your career at Air Force Reserve Officer Training Corps (AFROTC) Detachment 432 – the premier AFROTC Det supporting the University of Southern Mississippi, William Carey University, Mississippi Gulf Coast Community College, and Pearl River Community College.

2. **REQUIRED PAPERWORK:** In order to fully enroll you in the AFROTC program, you are required to fill out and/or provide the documents listed in ATTACHMENT 1. Once all documents have been filled out to the best of your ability, bring them with you to New Student Orientation, scheduled for **21 August 2025**. At this meeting, the Cadet Records Office will collect and review your forms as well as answer any questions you may have.

3. **NEW STUDENT ORIENTATION:** You are required to attend New Student Orientation. Here, you will complete your enrollment, be informed of membership standards and expectations, be fitted for and issued uniforms, and meet both Cadre and cadet leadership.

- a. **DATE:** 21 August 2025 (Thursday)
- b. **TIME:** 1:00pm – 3:45 pm
- c. **LOCATION:** Stout Hall, Room B
- d. **UNIFORM OF THE DAY:** Modified Uniform. See ATTACHMENT 2 for guidance.
- e. **SPECIAL INSTRUCTIONS:** Bring a pencil, blue or black ink pen, and a notebook. Snacks and drinks are also permitted. Failure to bring the required documents will result in a delay of your enrollment.

4. **CONCLUSION:** The cadre and I look forward to welcoming you to Det 432 team! If you have any questions or concerns, you may reach out to Technical Sergeant Wade by phone at 601-266-5074 or by email at j.wade@usm.edu.

MICHAEL L. PALMORE, Lt Col, USAF
Commander

2 Attachments

1. Required Documents
2. Modified Uniform

ATTACHMENT 1
Required Documents

a. Mandatory Items / Actions:

- (1) AFROTC Form 28 – Sports Physical
- (2) Birth Certificate
- (3) Social Security Number Card
- (4) Register for a Selective Service Number (males only): <https://www.sss.gov/register/>

Note: If you have already registered for Selective Service, please bring your registration card with Selective Service Number with you.

b. If any of the below items are applicable to you, provide item(s) to detachment:

- (1) DD Form 4 – Record of Enlistment
- (2) DD Form 214 – Certificate of Release or Discharge from Active Duty
- (3) DD Form 368 – Request for Conditional Release (Guard/Reserve)
- (4) DD Form 785 – Record of Disenrollment from Officer Candidate-Type Training
- (5) Family Care Plan
- (6) High School Scholarship Program (HSSP) Statement of Understanding
- (7) Transcript of prior college credits
- (8) JROTC Participation/Completion Certificate
- (9) Eagle Scout/Girl Scout Gold Award Certificate
- (10) Private Pilot's License (PPL)
- (11) If born outside of the U.S., bring all documents to establish citizenship status

ATTACHMENT 2

Modified Uniform

a. **SHIRT:** Plain Black Polo (small logo is okay). Appropriate examples include:



b. **PANTS:** Khakis. Appropriate examples include:



c. **ACCESSORIES:** Black/Brown Belt; Black/Brown Socks; Black/Brown Closed-toe Shoes (no heels). Appropriate examples include:

