

DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)



MEMORANDUM FOR 4-YEAR AFROTC SCHOLARSHIP WINNERS

FROM: AFROTC Det 220/NCOIC  
812 Third Street (Armory Building)  
West Lafayette, IN 47907

SUBJECT: Contracting/Scholarship Requirements

1. Congratulations on your 4-year AFROTC scholarship! In order for us to activate your scholarship in the fall, there are several things that need to be completed. Attached is the Standard Form 1199A, Direct Deposit Sign-up form. Since you will receive a subsistence allowance and textbook reimbursement, you are required to provide savings/checking account information for this pay to be directly deposited into your account. Section 1 will be completed by you and Section 3 will be completed by your bank. **Have this form filled out and bring it with you to TD-0: otherwise, you will not get paid.**
2. In addition to the SF 1199A you must bring your original birth certificate or a certified true copy with the raised seal and your social security card to TD-0. If you completed 3 or more years of Junior ROTC, please bring a copy of your certificate of completion. If you received the "Mitchell, Earhart, Spaatz" award from the Civil Air Patrol, please bring a copy of the certificate.
3. Besides the Direct Deposit form discussed in paragraph 1, do not fill out any of the other attached forms. However, I recommend that you read and understand the following attachments: AF Form 1056 (Air Force Reserve Officer Corps {AFROTC} Contract), DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States), Pre-Enlistment Briefing, and Freshman Review Statement of Understanding. We are providing these forms for your review prior to signing them on TD-0. We will thoroughly go over and complete each form with you.
4. Although, you should not fill out any of the forms in paragraph 3, there is one exception. If you will not be 18 years or older by 21 August 2008, please read the AF Form 1056 and Freshman Review Statement of Understanding and have your parent or legal guardian sign each of the and bring them with you to TD-0. The signature area for the AF Form 1056 is towards the bottom of page 6.
5. There is an orientation scheduled for 21-23 August in the Armory building. In order to activate your scholarship, you must have a certified DODMERB physical, which at a minimum you should have started through the scholarship process at HQ AFROTC, original birth certificate (or at true certified copy with raised seal), social security card, and if you are not 18 years of age, the documents listed above signed by your legal guardian. All of the documents I have discussed will be on our website (<http://web.ics.purdue.edu/~afrotc/td0.php>) if you require another copy. If you have any questions, or need help completing the forms, please contact me at (765) 494-2042.

A handwritten signature in black ink that reads "Joseph N. Musick".

JOSEPH N. MUSICK, TSgt, USAF  
NCOIC, Information Management

Attached:

SF 1199A (Direct Deposit Sign-Up Form)  
AF Form 1056 (Air Force Reserve Officer Corps {AFROTC} Contract)  
DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States)  
Pre-Enlistment Briefing  
Statement of Understanding