



**DEPARTMENT OF THE AIR FORCE  
AIR UNIVERSITY (AETC)**

21 July 2014

**MEMORANDUM FOR INCOMING CADETS**

**FROM:** Col Steven T. Hiss  
Commander, AFROTC Det 890  
University of Virginia  
Charlottesville, VA 22904

**SUBJECT:** Air Force 101 Welcome Letter

1. Welcome to Air Force ROTC and Detachment 890! I am writing to invite you to participate in our orientation program, which we call Air Force 101 (AF101), just prior to the start of classes in August. Because Det 890 has three major universities, we operate three separate AF101s. We will conduct AF101 from 13-15 Aug at Liberty University, 17-19 Aug at James Madison University, and 20-22 Aug at UVa (PVCC cadets attend UVa's AF101).
2. We have designed AF101 to help you learn about our cadet corps and give you a glimpse into life as an ROTC cadet. It focuses on your transition from high school to college life, and we consistently receive positive feedback from cadets (and parents) who have attended in the past. As an added benefit, AF101 participants can move into their dorm room earlier than other first year students. There may be a small charge to cover the extra nights in the dorm, but I think you will find it very convenient to move in ahead of the mad rush. We will provide most meals during AF101 because the meal plan does not begin until move-in day. If you have registered for AIRS classes at any of our universities, you will be receiving an email from the cadet in charge of your school's AF101. The email will ask you to confirm your participation and provide you with a complete schedule.
3. There are several very useful documents on our website and I encourage you to review them. In particular, please print and complete the Checklist for Incoming Cadets so you will know what documents we need to enroll you in AFROTC. Please note Items 13 and 14...**your original birth certificate and Social Security Card**. We will not keep the originals (your parents may take them back home), but we must certify that we made a photocopy of the originals.
4. Should you have any questions about AF101, please feel free to contact my staff at (434) 924-6832 or [det-ncos@virginia.edu](mailto:det-ncos@virginia.edu). AF101 is a great program, and I hope you will be able to attend.

Sincerely

A handwritten signature in black ink, appearing to read "Steven T. Hiss", is positioned above the typed name.

STEVEN T. HISS, Colonel, USAF