

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

**MEMORANDUM OF UNDERSTANDING FOR DRUG TESTING POLICY  
FOR CADETS PARTICIPATING IN RESERVE OFFICER TRAINING CORPS (ROTC)**

By direction of the Secretary of the Air Force, I understand as an Air Force ROTC cadet participating in a ROTC program, I will be subject to random urinalysis drug testing. I understand that if I am randomly selected, I must provide the requested sample within the specified time limits. I understand failure to report for a mandatory urinalysis test will be considered an Unauthorized Absence (UA) and will result in individual command-directed screening. I understand that any individual refusing to submit a urinalysis sample or testing positive on a urinalysis test will be processed for disenrollment or dismissal from Air Force ROTC or specific officer commissioning program.

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Cadet Signature and Date

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Parent/Guardian Signature and Date  
(Only for applicants under legal age of majority.  
Must be notarized if not signed in presence of  
detachment personnel)

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Printed Name and Signature Witness (or Notary) and Date

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The Detachment Commander (CC), the Personnel NCO (DP), and the Information Management NCO (IM) need to open official US Air Force (USAF) correspondence delivered to the detachment addressed to cadets. Access to these documents is for the verification and accuracy of the contents ONLY. Specific documents we open are: assignment orders for cadets entering active duty, cadet travel summaries, and cadet Leave and Earnings Statements (LES). We must verify these documents when received to ensure accuracy and to immediately correct or report any discrepancies to higher headquarters. In accordance with the Privacy Act, we must have your permission to access this mail. Therefore, request you sign your payroll signature below to consent to our access. Giving consent is strictly voluntary. However, if you do not give your consent, delays may be encountered in processing these vital items. Only OFFICIAL USAF correspondence specifically approved by the detachment commander will be opened. Please sign below if you agree to authorize cadre members to open OFFICIAL USAF mail addressed to you.

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Cadet Signature and Date

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Parent/Guardian Signature and Date  
(Only for applicants under legal age of majority.  
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detachment personnel)

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Printed Name and Signature Witness (or Notary) and Date

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DATE: \_\_\_\_\_

CADET NAME \_\_\_\_\_

1. In compliance with PL 93-389, "Family Educational Rights and Privacy Act", your consent is required to permit the educational institution or AFROTC Detachment in which you are/were enrolled to release official copies of your transcripts of grades and/or other student records, files, or data that are a part of your student records to Department of Defense (DOD) agencies, as may be required by such agencies.
2. It is mutually understood that the purposes of this request for official copies of student records is necessary for AFROTC screening and evaluation of tis present and potential cadet members and those cadets commissioned or disenrolled from the AFROTC program. It is further understood that the privacy of the information collected by means of this request will be maintained in accordance with the Privacy Act of 1974 and the Freedom of Information Act, and the information will be used for official AFROTC evaluation.
3. Your signature below signifies receipt and agreement of the above statement and that you have read and understand our request for official copies of your school records. And you hereby voluntarily consent to the release of such official records as we may require in the above stated request. You therefore authorize appropriate school officials or detachment personnel to release to the above requestor, their successor, or to the appropriate DOD agency any and all official records, files, and data for their use as requested above.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Parent's Signature if student is under 18 years  
of age)