



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

*Effective Date: 20 Apr 15  
Expiration Date: Indefinite*

**MEMORANDUM FOR ALL AFROTC REGION AND DET COMMANDERS**

**FROM:** HQ AFROTC/CC

**SUBJECT:** *ARMS 15-102 / INFO* – Request and Consent for Release of Student Records

**SUSPENSE DATE:** Effective – Immediately

**POC:** Holm Center Judge Advocate / (334) 953-6742

**TASKER:**

1. Counsel cadets and accomplish a Request and Consent for Release of Student Records agreement MFR for both AFROTC and the university.

1a. Place AFROTC MFR in the cadet's UPRG.

1b. Deliver the University MFR to the appropriate university Student Records Office.

1. In compliance with 10 U.S.C. 2102 et seq., consent is required by cadets enrolled in AFROTC to permit the educational institution they are/were enrolled to release official copies of a student's transcripts of grades and/or other student records, files, or data that are a part of a student records to Department of Defense (DOD) agencies, as may be required by these 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 its 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 the 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 purposes only.

3. The Consent for Release Memorandum for Record (MFR) at Attachment 1 allows AFROTC to screen and evaluate applicants and active cadets. Place the completed MFR in the cadet's UPRG. This MFR has the second consent form as an attachment for the Student Records Office of the academic institution in which the cadet is/was enrolled.

**REFERENCES:**

10 U.S.C. 2102

//signed/ejw/XX Apr 15//  
ERIC J. WYDRA, Col, USAF  
Commander

Attachment:

AFROTC Consent for Release of Student Records Template w/ Attachment