MEMORANDUM FOR NEW CADETS

FROM: AFROTC Detachment 675  
334 Cate Center Drive, Bldg 4  
University of Oklahoma  
Norman, Oklahoma 73019

SUBJECT: New Student Orientation Program

Congratulations on enrolling in Air Force ROTC! Detachment 675 at the University of Oklahoma is one of the top Air Force ROTC programs in the nation, and we look forward to having you as a member of our Cadet Wing.

We would like to assist you in preparing to enter our program, and if applicable, with your initial entry into college. To accomplish this goal, we are extending an invitation to you and your family to attend the New Student Orientation Program (NSOP), which will be held on August 17th-20th, 2015. The purpose of the NSOP is to introduce you to our program, outline what we expect of you as a cadet, and summarize what you can expect from us as Det 675 Cadre. The orientation is designed to be both informative and enjoyable. Though not mandatory, we encourage you to attend as many of the events as possible. For students, these events include a campus tour, uniform fittings, and of course, several social activities to get to know your fellow cadets! Attached is a schedule of events. Please note: families are invited to attend all of the Day One events, as well as the cookout on Day Two.

For those students who will be living in the OU dorms, you have the opportunity to move in early. Check-in for NSOP dorm residents will begin on Monday, August 17th at 9:00 am. Registration is located on the first floor of Walker Tower. You do not need to coordinate with housing for permission to move in early; we will take care of that for you once you RSVP for NSOP! Many of you may have already received confirmation of your housing application, as well as a room assignment. If you have not, the OU Housing Staff will be able to provide that information when you check-in. In addition, cadets will be available to assist you with your move.

For those students who will not be living in the dorms, we ask that you arrive at Wagner Hall, Room 135 at 1:00 pm on Monday, August 17th.

Please complete the attached confirmation sheet and return it by July 27th, 2015. You may email the information to AFROTC@ou.edu if you desire. Should you have any questions or concerns, please feel free to contact us at 405-325-3211. We look forward to seeing you at NSOP!

[Signature]
DEVAN L. LYNCH, Captain, USAF  
Recruiting Flight Commander
Schedule for New Student Orientation Program (NSOP)

Monday – 17 Aug 2015
0900-1300  Early Move In (Walker Tower)
1100-1300  Lunch (at leisure)
1300-1330  Meet and Greet Cadre and Cadet Wing Staff (Wagner Hall, Room 135)
1330-1415  Intro to AFROTC and Course Overview
1415-1430  Break
1430-1600  Q/A for Parents and Family (Wagner Hall, Room 135)

Tuesday – 18 Aug 2015
0900-1500  Uniform Fittings with Mr. Kuder (Make your appt using the Google Docs link)
0900-1200  New Cadet In-processing (Cate 4, Rm 451) (Last Names A-M),
            Campus Tours (N-Z), Meet at Detachment
1200-1300  Lunch (at leisure)
1300-1600  New Cadet In-processing (Cate 4, Rm 451) (Last Names N-Z),
            Campus Tours (A-M), Meet at Detachment
1300-1500  Cadre Available for Appointments
1600-1800  Cook Out/Sports at Reaves Park

Wednesday – 19 Aug 2015
0900-1200  Contracting Briefing and Paperwork (Scholarship Cadets Only)
0900-1500  Uniform Fittings with Mr. Kuder (Make your appt using the Google Docs link)
1700-1745  Joint Meal with AROTC/NROTC at Couch Cafeteria (Optional, $12)
1900-2100  Bowling (Tentative)

Thursday – 20 Aug 2015
0900-1530  Uniform Fittings with Mr. Kuder (Make your appt using the Google Docs link)
1200-1600  New Sooner Orientation (Taking place all over campus, see
            https://www.ou.edu/content/studentlife/new_to_ou/sow.html for schedule)
1600-1700  New Sooner Convocation (Lloyd Noble Center)
Fall 2015 NSOP Confirmation Slip

Full Name: ____________________________________________________________

Parent(s) and / or Guest(s) Name(s): ______________________________________

Home Phone: (___)_____________________________________________________

Cell Phone: (___)_______________________________________________________

Email address: _________________________________________________________

OU Student ID Number: ________________________________________________

School Attending (OU or name of crosstown school): _________________________

Major: __________________________________________________________________

Air Force ROTC Scholarship Recipient: _______YES _______NO

Prior Military Service: _______YES _______NO

Attending NSOP _______YES _______NO

If yes, please complete the items below:

Attending Cookout: _______NO _______YES _______# of guests

Attending Joint Meal at Couch Cafeteria: _______NO _______YES

Will need early dorm check-in: _______NO _______YES

- If yes, please provide your building and room assignment: ________________________________

Have completed DODMERB: _______NO _______YES (This will only be a 'yes' if you are an AFROTC High School Scholarship recipient, or if you applied to a service academy)

- If yes, please provide date and location of DODMERB: ________________________________

T-shirt size: ________________________________

PLEASE PRE-SIGN UP for a Uniform Fitting Appointment using the Googe Docs link on the OU Air Force ROTC website (http://www.ou.edu/rotc/air-force/nsop.html)

If you are a high-school scholarship winner: DO NOT SIGN UP FOR WEDNESDAY AM
Last names A-M do not sign up Tues AM; Last names N-Z do not sign up Tues PM

PLEASE RETURN THIS SLIP NO LATER THAN MONDAY, 27 JULY 2015 TO:

AFROTC DET 675
Attention: Secretary
Cate Center, Building 4
334 Cate Center Drive, Room 405
NORMAN, OK 73019

or e-mail to: afrotc@ou.edu
CADET FACT SHEET

Prior to exercising or participating in any or all AFROTC activities, you will be required to have a physician complete a sports physical (using the attached AFROTC Form 28). Contact your family physician or clinic for cost, prices may vary. Also, check with your insurance company beforehand. **The sports physical must be completed by the end of the first week of classes.**

**If** you are an Air Force ROTC High School Scholarship Program recipient and have an approved/qualified Department of Defense Medical Examination Review Board (DODMERB) physical, a sports physical is **not** required.

Our ROTC student organizations (Arnold Air Society, Silver Wings, Aerospace Booster Club) will have representatives at NSOP. These representatives will be available to answer questions about their organizations. They will also have items available for purchase to include a Detachment 675 polo ($25), Detachment 675 coin ($5), and AFROTC t-shirt ($7).

**Special notes:**

*Business casual attire (e.g. collared shirt or polo, khakis) is highly recommended for most NSOP activities.*

*If you are planning on purchasing a new back pack or other means to carry your books, laptop, etc.; please be aware that you are only authorized to carry a **black** backpack when in uniform.*

**OU ID cards are required for each student to include cross-town cadets. To get your ID, go to the One Card Office located on the bottom floor of the Oklahoma Memorial Student Union. The ID card cost is $15.**

For parking permit information and application, go to [http://www.ou.edu/parking/](http://www.ou.edu/parking/). Permits will go on sale beginning July 21st, 2015.

For OU students living in the dorms, please be aware that OU Meal Plans do not go into effect until Thursday, August 20th, **even if** you move in to the dorms early. **Please be prepared to fund your meals until your meal plan goes into effect.**

Please check our website: [http://www.ou.edu/rotc/air-force/](http://www.ou.edu/rotc/air-force/) for any changes or updates.
NOTE: ALL STUDENTS MUST BRING THE FOLLOWING DOCUMENTS TO NSOP. THE ITEMS MUST BE ORIGINALS, NO COPIES WILL BE ACCEPTED.

__STATE CERTIFICATE OF LIVE BIRTH OR NATURALIZATION CERTIFICATE (Each should have a raised seal)

__SOCIAL SECURITY CARD

__SELECTIVE SERVICE NUMBER (MALES ONLY) If you do not have one, you may go to www.sss.gov, complete the information, print and bring with you to NCOP

__ACT/SAT SCORES (original score notice or high school transcript with posted scores)

__OFFICIAL TRANSCRIPTS FROM ANY AND ALL COLLEGE CREDIT COURSES TAKEN

__BLANK CHECK-VOIDED OR ACCOUNT INFORMATION TO INCLUDE BANKING INSTITUTION, ACCOUNT NUMBER AND ROUTING NUMBER IF YOU ARE A SCHOLARSHIP STUDENT

__EMERGENCY CONTACT INFORMATION: NAMES, ADDRESSES AND PHONE NUMBER OF PERSON(S) TO CONTACT IN CASE OF EMERGENCY. PLEASE INCLUDE HOME PHONE NUMBERS AND CELL NUMBERS

__COMPLETED SPORTS PHYSICAL

__SHOT RECORDS

__OU PHOTO ID

BRING THE FOLLOWING ITEMS IF APPLICABLE

__JROTC CERTIFICATE OF COMPLETION.
   If no certificate received; a letter from the school stating the number of semesters taken.

__CIVIL AIR PATROL AWARD CERTIFICATES

__PRIVATE PILOT'S LICENSE

__EAGLE SCOUT AWARD CERTIFICATE

__GOLD PALM AWARD CERTIFICATE

__DD 214 — For prior military service only

__LIST OF ANY CIVIL INVOLVEMENTS (this includes parking tickets, speeding tickets, etc.): Need date of the incident (Month/Date/Year), Name of Incident, Location and Disposition of the incident to include arrest or confinement, etc.

SEE REVERSE FOR LIST OF CIVIL INVOLVEMENTS THAT REQUIRE ADDITIONAL DOCUMENTATION
Abusive Language under circumstances to provoke breach of peace
Careless or reckless driving, include if alcohol related
Committing or creating a nuisance
Curfew violation
Damaging road signs
Disorderly conduct, creating a disturbance, boisterous conducts, disturbing the peace
Failure to appear for minor traffic offenses
Failure to comply with an officer's direction
Fare evasion (includes failure to pay turnstiles)
Fighting, participating in a brawl (list is alcohol related)
Illegal betting; gambling, operating illegal handbook, raffle, lottery, or punchboard, watching or participating in a cockfight
Juvenile non-criminal misconduct: beyond parental control, in corrigible, runaway, truant or wayward
Liquor or alcoholic beverage: unlawful possession or consumption in public place (if a minor)
Littering or dumping refuse on or near highway or other prohibited place
Loitering
Possession of indecent publications or pictures (other than child pornography or obscenity)
Racing, drag racing, contest for speed
Shoplifting, larceny, petty larceny, or theft (value of stolen goods)
Trespass on property
Unlawful Assembly
Vagrancy
Vandalism: defacing or injuring public property
Violation of fireworks law
Violation of fish and game laws

If any of these items apply, you will need to bring additional information to include any and all court records from local and state law enforcement agencies with you to NSOP in August.
### AIR FORCE ROTC PRE-PARTICIPATORY SPORTS PHYSICAL

#### 1. Cadet/Applicant Name

#### 2. AFROTC Detachment

**MEDICAL AUTHORITY:** Measure height and weight of cadet/applicant. Compare results to AF standards listed on reverse, check block 7 and certify as requested below.

**AFROTC CADRE:** If cadet/applicant exceeds AF weight standards, conduct a Body Fat Measurement (AW DoDI 1508.3).

### 3. Cadet/Applicant Measurements

<table>
<thead>
<tr>
<th></th>
<th>Height</th>
<th>Weight</th>
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<tbody>
<tr>
<td>MINIMUM</td>
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<tr>
<td>MAXIMUM</td>
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</table>

### 4. Air Force Weight Standards

(found on reverse)

### 5. Body Fat Measurement

6. Body Fat Standards:
   - Female: - 26%
   - Male: - 29%

### 7. Check Applicable Box

- [ ] IS WITHIN AIR FORCE WEIGHT STANDARDS
- [ ] EXCEEDS AIR FORCE WEIGHT STANDARDS
- [ ] IS BELOW AIR FORCE WEIGHT STANDARDS

### 8. Medical Authority: Please review the above information, conduct counseling below in applicable areas, and sign.

1. (Print name) ___________________________________________________________ have examined this cadet/applicant and reviewed higher medical history. The following are the results:

9. (If Cadet/Applicant is below Air Force Weight Standards)
   I certify this cadet/applicant's lean body mass poses no health risk, no signs of eating disorders exist. I have discussed the importance of nutrition and weight management. (Medical Authority Initials)

10. (If Cadet/Applicant exceeds Air Force Weight Standards)
    I have discussed appropriate and safe weight loss with the cadet/applicant. (Medical Authority Initials)

11. (For all Cadets/Applicants)
    I did / did not (please circle) find medical condition(s) or physical impairment(s) that would preclude this cadet/applicant from participating in a rigorous physical training program. If a medical condition/physical impairment exists that may preclude the individual from participating, please explain:

### Physician or Medical Authority Signature

### Examination Date

AFROTC Cadre: A disqualified DODMERB or MEPS physical supersedes this form: a cadet may not participate in the AFROTC physical training program if they have a disqualified DODMERB or MEPS physical.

### AFROTC Cadre Signature

### Date

AFROTC Form 28, 20120712
Uniform Fitting Sign-Up Instructions

PLEASE PRE-SIGN UP for a uniform fitting appointment by using the GOOGLE DOC link on the OU Air Force ROTC website at http://www.ou.edu/rotc/air-force/nsop.html

If you are an AFROTC high-school scholarship winner: DO NOT SIGN UP FOR WEDNESDAY AM

Last Names A-M do not sign up Tues AM
Last Names N-Z do not sign up Tues PM

Please fill out the information on the next few pages and return with your NSOP Confirmation Slip!
Dear New Cadets,

Welcome to Air Force Detachment 675 at the University of Oklahoma. To help you get started on your road to success, I am responsible for fitting you into your new uniform. My job is to make you look like a professional Air Force Officer. To accomplish this, I ask that you follow the instructions on the attached page to complete the sizing information sheet.

We try to issue uniforms as part of your in-processing. Advance sizing information assures that the appropriately sized uniform articles are available to try on when you come to your scheduled in-processing appointment.

Please e-mail this form (with NSOP Confirmation Slip) to afrote@ou.edu, or mail to:

DET 675, AFROTC
ATTN: Secretary
Cate Center, Building 4
334 Cate Center Drive, Room 405
Norman, OK 73019

If you have any questions about the information required, please call me at 405-325-3211 or email me, attention Uniform Custodian/Manager at afrote@ou.edu.

Thank you for taking the time to complete this form. By doing so, you have shown that you have the initiative to excel in the US Air Force ROTC program. Congratulations on your entrance to the program. I look forward to meeting you soon!

Very Respectfully,

Dennis Kuder
Uniform Custodian/Manager

Attachments: Uniform Sizing Form
             Uniform Sizing Instructions
HOW TO MEASURE

A. Hand – Measure hand length from the wrist to fingertip.

B. Sleeve Length (Males Only) – Measure arm as illustrated. Hold arm chest high, bent slightly at elbow. Measure from bottom of collar at center of back around elbow to far end of wrist bone.

C. Neck Size (Males Only) – Measure as illustrated, holding tape snugly.

D. Chest/Bust – Place tape measure around fullest part and over clothing to be worn, keeping it up under arms and around the shoulder blades.

E. Waist (Males) – Measure as illustrated just above the top of the hipbones.

Waist (Females) – Measure around the narrowest part of the natural waistline as illustrated.

F. Inseam – Measure from base of crotch seam to the top of a low-heeled shoe.

G. Head - Measure circumference approximately ½ inch above ears and across forehead.

H. Hips (Females Only) - Measure around the fullest part of the hips – normally 7 to 8 inches below the natural waistline.

I. Shoe Size – Provide your normal size including the width you normally wear. For males this would be D, E, F, etc. For females either A, B, C or N, R, W.
Obtain a **measuring tape** from a sewing kit or use a piece of string and a ruler. The tape measure should be held straight and snug, but not tight. If possible get someone to help you with the measurements and be sure to enter the measurements in **INCHES**.

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Please feel free to contact the Uniform Custodian, with questions by either phone or by email at afrotec@ou.edu or (405)-325-3211

Please e-mail this form (with NSOP Confirmation Slip) to afrotec@ou.edu or mail to:

DET 675, AFROTC  
ATTN: Secretary  
Cate Center, Building 4  
334 Cate Center Drive, Room 405  
Norman, OK 73019