MEMORANDUM FOR NEW CADETS

FROM: AFROTC Detachment 675, University of Oklahoma
       334 Cate Center Drive, Cate 4, Rm 405
       Norman, OK 73072

SUBJECT: New Student Orientation Program

Congratulations on enrolling in Air Force ROTC at Detachment 675! We have 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 from August 15th-18th, 2016. 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 events on Monday, August 15th.

For those students who will be living in the OU dorms, you have the opportunity to move-in early. Early move-in will occur on the morning of Sunday, August 14th. You do not need to coordinate with OU Housing for permission to move-in early; we will take care of that for you once you RSVP for NSOP! Even if you have already received a move-in date and time from OU Housing, they will send you a NEW move-in date, time, and instructions once we have notified them that you are coming to NSOP.

With the exception of early move-in, the first official NSOP event will commence at 9AM on Monday, August 15th in Room 200 at Dale Hall (see campus map here: http://www.ou.edu/home/map.html).

Please complete the attached confirmation sheet and return it no later than July 15th, 2016. You may use the mailing address above, or e-mail it to afrotc@ou.edu. 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!

ALYSON N. GOOLSBY, 1ST Lt, USAF
Recruiting Flight Commander
Schedule for New Student Orientation Program (NSOP)

Sunday – 14 Aug 2016
9:00am-12:00pm  Early Move-In  (Follow check-in instructions from OU Housing)

9:00am-9:30am  Meet and Greet Cadre and Cadets  (Dale Hall, Room 200)
9:30am-10:30am  Intro to AFROTC and Course Overview  (Dale Hall, Room 200)
10:30am-12:00pm  Q&A for Parents and Family  (Dale Hall, Room 200)
12:30pm-2:30pm  Cook Out/Sports at Reaves Park (2501 Jenkins Ave, Norman)

Tuesday – 16 Aug 2016
9:00am-3:00pm  Uniform Fittings (Make your appt using the Google Docs link)
9:00am-12:00pm  New Cadet In-processing  (Dale Hall, Room 122)  (Last Names A-M)
**In-processing will start promptly at 9:00am, please be on time!**
9:00am-12:00pm  Campus Tours  (Meet in Cate 4, Heritage Rm)  (Last Names N-Z)
The Heritage Rm is located just outside the elevator doors on the 4th floor
12:00pm-1:00pm  Lunch (at leisure)
1:00pm-4:00pm  New Cadet In-processing  (Dale Hall, Room 122)  (Last Names N-Z)
**In-processing will start promptly at 1:00pm, please be on time!**
1:00pm-4:00pm  Campus Tours  (Meet in Cate 4, Heritage Rm)  (Last Names A-M)
The Heritage Rm is located just outside the elevator doors on the 4th floor
1:00pm-3:00pm  Cadre Available for Appointments

Wednesday – 17 Aug 2016
9:00am-3:00pm  Uniform Fittings (Make your appt using the Google Docs link)
9:00am-11:30am  Contracting Briefing and Paperwork  (Scholarship cadets only)
11:30-1:00pm  Lunch (at leisure)
1:00pm-1:30pm  Oath of Enlistment  (Scholarship cadets only, parents may also attend)
5:00pm-6:00pm  Joint Meal with Army ROTC at Couch Cafeteria
7:00pm-9:00pm  Bowling at Sooner Bowl (550 24th Ave NW, Norman)

Thursday – 18 Aug 2015
9:00am-3:00pm  Uniform Fittings (Make your appt using the Google Docs link)
All Day  New Sooner Orientation  
(see schedule at https://www.ou.edu/content/studentlife/new_to_ou/sow.html)
4:00pm-5:00pm  New Sooner Convocation at Lloyd Noble Center
Fall 2016 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 had a DoDMERB as part of your application process 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 Google 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 BEFORE 1:30 PM
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 FRIDAY, 15 JULY 2016 TO:

AFROTC DET 675, University of Oklahoma
334 Cate Center Drive, Cate 4, Room 405
Norman, OK 73072

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

Prior to exercising or participating in any or all AFROTC activities, you are required to have a physician complete a sports physical ([using the attached AFROTC Form 28](#)). The sports physical can be accomplished by your family physician or local clinic. Please bring your completed sports physical ([AFROTC Form 28](#)) with you to NSOP. Note: The Medical Authority performing the sports physical does NOT need to conduct a Body Fat Measurement (Block 5 on the form). If AF weight standards are exceeded, a Body Fat Measurement will be conducted by an AFROTC Cadre member at NSOP.

**IF** you are an Air Force ROTC High School Scholarship Program recipient, or if you applied for a service academy, and have an approved/qualified Department of Defense Medical Examination Review Board (DoDMERB) physical, then a sports physical is not required. Note: A scholarship cadet will NOT be able to contract (activate scholarship) until his or her DoDMERB is approved/qualified.

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 coin ($5) and AFROTC t-shirt ($5).

**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 backpack 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 (you will wear your ROTC uniform to all your classes on Thursdays).*

*OU ID cards are required for each student to include crosstown cadets. To get your ID, go to the One Card Office located in Room 127 of the Oklahoma Memorial Union. The ID card cost is $20.*

*For parking permit information and application, go to [http://www.ou.edu/parking/](http://www.ou.edu/parking/).*

*For OU students who move-in to the dorms early, please be aware that OU Meal Plans may not go into effect until the Thursday prior to the start of school. Please be prepared to fund your meals until your meal plan goes into effect. Also, please note that if you move-in early, your Bursar account will be charged for the extra days of lodging.*

Please check our website: [http://www.ou.edu/rotc/air-force/](http://www.ou.edu/rotc/air-force/) for any changes or updates to the NSOP schedule!

**SCHOLARSHIP CADETS ONLY:**

*If you will not be 18 years of age or older prior to August 17, 2016, a parent must be present to sign the contracting forms. No exceptions!*  

The Air Force will reimburse you for travel costs from your home of record to the University. All expenses must be in your name, so if you will be staying in a hotel you need to ensure the room is in your name (not your parents’). Bring hotel receipts to the contracting briefing. This is when you will fill out your travel voucher.
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 your registration card, you may go to www.sss.gov and print a Letter of Verification)

__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 INSTITUITION, 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 (AFROTC Form 28)

__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 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.
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 IAW DoD 1308.3.

<table>
<thead>
<tr>
<th>3. <strong>CADET/APPLICANT MEASUREMENTS</strong></th>
<th>HEIGHT</th>
<th>WEIGHT</th>
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<tbody>
<tr>
<td><strong>AIR FORCE WEIGHT STANDARDS</strong> (found on reverse)</td>
<td>MINIMUM</td>
<td>MAXIMUM</td>
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<tr>
<td>5. <strong>BODY FAT MEASUREMENT</strong></td>
<td>6. <strong>BODY FAT STANDARDS:</strong></td>
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<tr>
<td></td>
<td>FEMALE - 28%</td>
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<td></td>
<td>MALE - 20%</td>
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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.

9. I, (print name) ____________________________, have examined this cadet/applicant and reviewed his/her medical history. The following are the results:

- [ ] 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)**

- [ ] 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:

- [ ] Examination date

- ________________

- [ ] Physician or medical authority signature

- ________________

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

- [ ] Date

- ________________

- [ ] AFROTC cadre signature

AFROTC FORM 28, 20141030
### Accession Height and Weight Standards & Body Fat Measurement (BFM) Standards

(Per AFRSI 35-2001, Recruiting Procedures for the Air Force)

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<tr>
<th>HEIGHT (INCHES)</th>
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<td>173</td>
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Uniform Fitting Sign-Up Instructions

PLEASE 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 ON WEDNESDAY BEFORE 1:30PM

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 ROTC Detachment 675 at the University of Oklahoma. I am responsible for fitting you into your new uniform. My job is to make you look like a professional Air Force Officer Candidate. To accomplish this, I ask that you follow the instructions on the attached page to complete the Uniform Sizing Form.

We try to issue uniforms as part of your in-processing. Advance sizing information ensures that the appropriately sized uniform articles are available to try on when you come to your scheduled in-processing appointment. However, it may be a few weeks into the semester before you receive ALL your uniform items. Until then, please be prepared to wear appropriate civilian attire to your classes on Thursdays in lieu of your uniform (e.g. khakis, belt, collared shirt, closed-toe shoes).

Please note that you must meet Air Force ROTC height and weight or body fat standards in order to be issued the cadet uniform (see reverse side of AFROTC Form 28 for accession height and weight standards). Students who are not issued the cadet uniform will wear appropriate civilian attire to their classes on Thursdays (e.g. khakis, belt, collared shirt, closed-toe shoes). All students will receive the Physical Training Uniform (PTU).

Please e-mail your Uniform Sizing Form (with your NSOP Confirmation Slip) to afrotc@ou.edu, or mail to:

AFROTC Detachment 675, University of Oklahoma
334 Cate Center Drive, Cate 4, Rm 405
Norman, OK 73072

If you have any questions about the information required, please call me at 405-325-3211 or email me, ATTN: Uniform Custodian/Manager, at afrotc@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 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 Instructions
Uniform Sizing Form
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.
NAME: 

OU ID NUMBER: 

Phone: 

Email: 

Date: 

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**.

<table>
<thead>
<tr>
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Please feel free to contact the Uniform Custodian with questions by either e-mail or phone at afrotec@ou.edu (ATTN: Uniform Custodian) or (405)-325-3211.

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

AFROTC Detachment 675, University of Oklahoma  
334 Cate Center Drive, Cate 4, Rm 405  
Norman, OK 73072