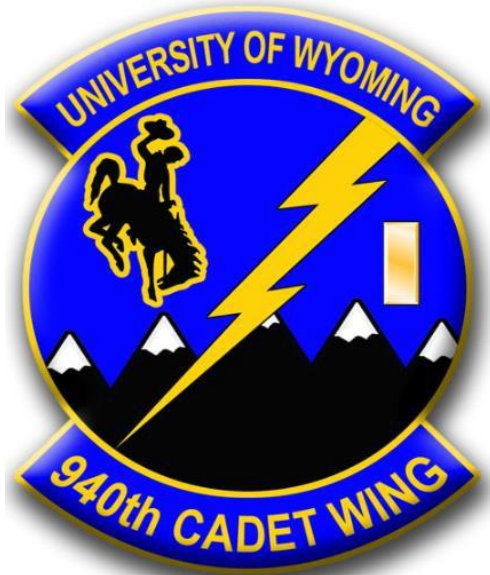


Air Force ROTC

Detachment 940



Orientation Guide

Phone: (307) 766-2338

Website: <http://www.uwyo.edu/airrotc>

Email: afrotc@uwyo.edu

Laramie, WY, 82070

Welcome!

Hello, and welcome to the Air Force ROTC Program at the University of Wyoming! The Cadre and Cadets here at Detachment 940 are excited you are here and taking the first step toward becoming a part of the world's greatest Air Force!



Overview

The Reserve Officer Training Program is designed to enhance your leadership skills and prepare you for a career as an Active Duty officer in the United States Air Force or Space Force. In your time here you will face and overcome challenges, have valuable and rewarding experiences, and form connections and friendships that will last a lifetime.

This packet contains information and tips to help prepare you for your first year as a cadet. If you have any questions, do not hesitate to reach out to Cadre or your upperclassmen.



Meet the Cadre



Detachment
Commander
Lt. Colonel Sieps



Recruiting
Officer
Major Clark



Operations
Officer
Captain Tutt



Personnel
Staff Sergeant
Montez

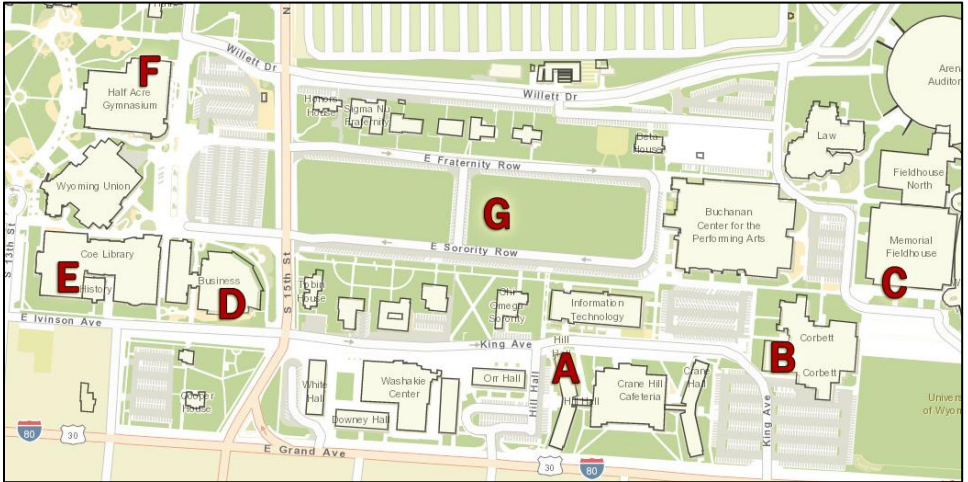


Personnel
Master Sergeant
Giannini



UW Liaison
Ms. Archer

Places/Buildings to Know



A) AFROTC Detachment 940 is headquartered in Hill Hall on the first floor. This is where all cadre have their offices. Cadet offices and a computer lab are also in Hill Hall.

B) The Corbett Building Gym will be a main location for Leadership Lab during colder weather.

C) The Field House is where most PT sessions will occur.

D) The Business Building Auditorium (in the basement) is a main location for Leadership Lab.

E) The basement of the history building is the primary location of AIR classes.

F) Access to Half Acre Gym is included in your full-time student fees. Please take advantage of this.

G) Fraternity Mall (between Fraternity Row and Sorority Row) is an area where we often practice marching.

What to Expect

PT

We hold Physical Training (PT) every week, twice a week on Tuesdays and Thursdays from 0545-0645. You will be notified each week of the exercise and location.

You will be tested once a semester via the Air Force Physical Fitness Assessment: 1 min of push-ups, 1 min of sit-ups, a 1.5-mile run, waist measurement, and height/weight.

Your fitness is also considered when applying for scholarships, qualifying for awards, and competing for certain jobs when you commission.



Tip: ROTC does a great job at maintaining physical fitness, but it is always a good idea to fit in workouts of your own throughout the week, especially on the weekends.



LLAB

On Wednesdays from 1530-1710, you will attend Leadership Lab (LLAB). First and second-year cadets spend this time learning and applying leadership skills, listening to experiences from officers, enlisted personnel and other speakers, learning to march, practicing problem-solving skills, working as a team, and learning Air Force customs and courtesies. An alternate time can be made available for those with schedule conflicts.

What to bring: A pencil/pen, notebook, and water bottle. You will also be expected to keep your ID on your person. The uniform of the day (UOD) will be described in the weekly Operation Order (OPORD).

Tip: Once you are on the email list, a detailed schedule of each week's events, called an Operations Order (OPORD), will be sent out the weekend prior. Check your email **often**. It is a good idea to print it out or write down important information from it. It will also be posted in Hill Hall.



Class

The classes you will take the first two years in the program are only 1.5 credit hours, meeting once a week for 75 minutes. The first-year class introduces you to the United States Air Force & Space Force and ROTC, discussing our structure, Air Force & Space Force capabilities, career opportunities, benefits, core values, team building, and communication skills.

The second-year class focuses on leadership fundamentals. You will learn how to communicate the Air Force & Space Force way, through learning how to give briefings and write military communications such as Memorandums for Record (MFRs) and Bullet Background Papers (BBPs).

As an upperclassman, the credit hours increase to 3 per class. These courses allow you to hone your skills as a leader and prepare you for active duty as an officer.



FAQ

Q: What grades do I need to maintain to participate?

A: All cadets must maintain a 2.0 cumulative GPA. Cadets on scholarship must maintain a 2.5 cumulative and term GPA. Your GPA is evaluated during several ‘checkpoints’ during your cadet career (Field Training application, career field application, etc.) and each semester. *The expectation is that you are a student first.* While these are minimum requirements, it will serve you well to maintain a much higher GPA. A higher GPA leaves many doors open for you as a college student and cadet.

Our Detachment’s current average GPA is 3.35.

Q: Can I get a scholarship?

A: If you are not on scholarship out of high school, you can compete for scholarships the spring semester of your first year and the fall semester of your second year in the program. There are multiple types of scholarships, each with different criteria. All scholarships require a minimum of 3.0 cumulative GPA and 2.5 term GPA to apply. To learn more about in-college scholarships, please email our Recruiting Officer, Major Clark (melark15@uwyo.edu).

Q: Do I attend Basic Training?

A: No, cadets do not attend Basic Military Training. However, all cadets must go through Field Training (FT) as part of a 4-year curriculum. FT has evolved into a two-week training and evaluation course that you usually attend the summer between your sophomore and junior year.

Helpful Information

Emailing: Emailing is the primary way you will receive information for ROTC; it is recommended that you check your email at least twice a day: early morning and later in the day. It is a general rule to respond to emails within 24 hours. Only use your school email for communication. Refer to the following example when sending or replying to an email.

Send	To...	
	Cc...	
	Subject	

Good morning/afternoon/evening RANK NAME,

Message...

Very Respectfully,
C/Last Name

//SIGNED//
FIRST MI. LASTNAME, C/4C, AFROTC
940th Cadet Training Squadron
University of Wyoming
888-888-8888
youremail@uwyo.edu

Tip: You can create an email signature block in Outlook that will attach to all emails you send. You will want to include your signature for all ROTC emails.

Ways to Prepare

Fitness

Doing push-ups, sit-ups, and running regularly will help you prepare you for PT and the Air Force fitness test. Fitness test criteria and scoring are highlighted in yellow below.

USAF Fitness Assessment Scoring / Males < 25 years of age									
Final Version									
Muscular Fitness									
1 min Push-ups	Points	2 min Hand Release Push-ups	Points	1 min Sit-ups	Points	2 min Cross Leg Reverse Crunch	Points	Forearm Plank Time (mm:ss)	Points
≥ 67	20.0	≥ 40	20.0	≥ 58	20.0	≥ 49	20.0	≥ 3:35	20.0
66	19.8	39	19.6	57	19.7	48	19.6	3:30	19.7
65	19.6	38	19.2	56	19.4	47	19.3	3:25	19.3
64	19.4	37	18.8	55	19.0	46	18.9	3:18	18.9
63	19.2	36	18.4	54	18.8	45	18.6	3:12	18.5
62	19.0	35	18.0	53	18.4	44	18.2	3:05	18.0
61	18.8	34	17.6	52	18.0	43	17.9	2:45	16.7
60	18.6	33	17.2	51	17.6	42	17.5	2:25	15.3
59	18.4	32	16.8	50	17.4	41	17.1	2:05	14.0
58	18.2	31	16.4	49	17.0	40	16.8	1:55	13.3
57	18.0	30	16.0	48	16.6	39	16.4	1:25	11.3
56	17.8	29	15.6	47	16.0	38	16.1	1:05*	10.0
55	17.7	28	15.2	46	15.0	37	15.7		
54	17.6	27	14.8	45	14.0	36	15.4		
53	17.4	26	14.4	44	13.0	35	15.0		
52	17.2	25	14.0	43	12.6	34	14.6		
51	17.0	24	13.6	42	12.0	33	14.3		
50	16.8	23	13.2	41	9.0	32	13.9		
49	16.6	22	12.8	40	6.0	31	13.6		
48	16.2	21	12.4	39*	3.0	30	13.2		
47	16.0	20	12.0			29	12.9		
46	15.6	19	11.6			28	12.5		
45	15.4	18	11.2			27	12.1		
44	15.0	17	10.8			26	11.8		
43	14.6	16	10.4			25	11.4		
42	14.4	15*	10.0			24	11.1		
41	14.0					23	10.7		
40	13.6					22	10.4		
39	13.0					21*	10.0		
38	12.6								
37	12.0								
36	11.6								
35	11.0								
34	10.6								
33	10.0								
32	7.0								
31	4.0								
30*	1.0								
				* Minimum Component Values					
				Passing Requirements - member must:					
				1) achieve a composite point total ≥ 75 points and					
				2) meet minimum point values for all components.					
				Composite Score Categories					
				Excellent ≥ 90.0 pts					
				Satisfactory = 75.0 - 89.9					
				Unsatisfactory < 75.0					

Final Version

USAF Fitness Assessment Scoring / Females < 25 years of age

Final Version

Muscular Fitness

1 min Push-ups	Points	2 min Hand Release Push-ups	Points	1 min Sit-ups	Points	2 min Cross Leg Reverse Crunch	Points	Forearm Plank Time (mm:ss)	Points
≥ 47	20.0	≥ 31	20.0	≥ 54	20.0	≥ 47	20.0	≥ 3:30	20.0
46	19.8	30	19.6	53	19.7	46	19.7	3:25	19.0
45	19.6	29	19.2	52	19.4	45	19.4	3:18	18.7
44	19.4	28	18.8	51	19.0	44	19.2	3:12	18.5
43	19.2	27	18.4	50	18.8	43	18.9	3:05	18.3
42	19.0	26	18.0	49	18.0	42	18.6	2:45	15.9
41	18.8	25	17.6	48	17.8	41	18.3	2:25	15.2
40	18.6	24	17.2	47	17.6	40	18.1	2:05	14.4
39	18.4	23	16.8	46	17.2	39	17.8	1:45	12.1
38	18.2	22	16.4	45	17.0	38	17.5	1:25	11.3
37	18.0	21	16.0	44	16.0	37	17.2	1:05	10.5
36	17.8	20	15.6	43	15.6	36	16.9	1:00	10.3
35	17.6	19	15.2	42	15.0	35	16.7	:55*	10.0
34	17.2	18	14.8	41	14.0	34	16.4		
33	17.0	17	14.4	40	13.6	33	16.1		
32	16.8	16	14.0	39	13.0	32	15.8		
31	16.6	15	13.6	38	12.0	31	15.6		
30	16.4	14	13.2	37	9.0	30	15.3		
29	16.2	13	12.8	36	6.0	29	15.0		
28	16.0	12	12.4	35*	3.0	28	14.7		
27	15.0	11	12.0			27	14.4		
26	14.6	10	11.6			26	14.2		
25	14.4	9	11.2			25	13.9		
24	14.0	8	10.8			24	13.6		
23	13.0	7	10.4			23	13.3		
22	12.6	6*	10.0			22	13.1		
21	12.0					21	12.8		
20	11.6					20	12.5		
19	11.0					19	12.2		
18	10.0					18	11.9		
17	7.0					17	11.7		
16	4.0					16	11.4		
15*	1.0					15	11.1		
						14	10.8		
						13	10.6		
						12	10.3		
						11*	10.0		
* Minimum Component Values									
Passing Requirements - member <i>must</i>:									
1) achieve a composite point total ≥ 75 points <i>and</i>									
2) meet minimum point values for all components.									
Composite Score Categories									
Excellent ≥ 90.0 pts									
Satisfactory = 75.0 – 89.9									
Unsatisfactory < 75.0									
Final Version									

Basic Grooming

Hair: Hair will be neat, well groomed, and present a professional image. Hair must not contain excessive amounts of grooming aids such as gel and it must allow for proper wear of headgear. Color (natural or dyed) must be natural in appearance. Asymmetrical or extreme styles (i.e. mohawk or shaved-in/etched designs) are prohibited.

Female Hair: Hair will not exceed 4 inches in bulk from the scalp or 6 inches in ponytail radius. Bangs may touch the eyebrows but not obscure the eyes. Hair cannot extend past the bottom edge of the collar unless pulled back and secured in a ponytail or braid of authorized length and style. Hairpins, combs, headbands, elastic bands, and barrettes may be worn and must be black or match hair color. Headbands and scrunches may not exceed 2 inches in width. Ornaments (beads, jewels, etc.) are NOT authorized. Extensions must match hair color.

While in PT gear, longer hair must be secured but may have loose ends and can extend below authorized length.

Male Hair: Tapered appearance (conforms to shape of the head from any angle). Hair cannot exceed 2 ½ inches in bulk from the scalp and must not touch ears or collar. A single straight part at the temple is authorized on either side. Sideburns may not extend lower than the opening of the ears and will end in a clean-shaven horizontal line.

Conservative mustaches are authorized and must not extend below the upper lip or beyond the width of the corners of the mouth. Beards are prohibited except in cases of medical necessity (“shaving profile”) or religious accommodation.

Jewelry: A maximum of three rings combined on both hands may be worn at a time. Watches and bracelets must be conservative in style and color and not present a safety hazard. Only one bracelet is authorized. Necklaces will not be visible at any time and must be concealed under the shirt.

Males are not authorized to wear earrings. Females may wear one earring in each ear, and they must be small (no more than 6mm in diameter). Earrings must be conservative, round, or square white diamond, gold, white pearl, or silver earrings. Transparent spacers are authorized for earlobe piercings for both men and women.

Cosmetics: Males are not allowed to wear cosmetics or nail polish. Females are authorized to wear cosmetics conservatively and in good taste. Extreme makeup colors that detract from the uniform are not authorized. Nail polish must be single, solid conservative or neutral colors. Eyelash extensions must be natural color and no longer than 14mm. Cosmetics are NOT authorized during field conditions.

Tattoos and Body Modifications: Tattoos that are obscene or promote discriminatory or extremist ideology are prohibited *regardless of location on the body or covering up*. All other tattoos are authorized on chest and back (non-visible below the collar), arms and legs (allowed to be visible), and a single ring tattoo on the hands. Cosmetic tattoos (i.e. permanent makeup for women, scalp micropigmentation for men) are authorized on the face but must be conservative and natural in appearance.

Piercings must comply with jewelry wear standards and cannot be large enough to see any light through. All other body modifications (branding, scarification, under-skin implants, tooth filing, tongue-forking, etc.) are prohibited.

Useful Acronyms

AFOQT - Air Force Officer Qualifying Test

AFROTC - Air Force Officer Training Corps

AF - Air Force

AFSC - Air Force Specialty Code (This is your job designation)

AAS - Arnold Air Society

AEC - Air Expeditionary Club (Det 940's UW student organization)

CAP - Civil Air Patrol

CPO - Chief Procurement Officer

DoD - Department of Defense

DoDMERB - Department of Defense Medical Examination Review Board

FT - Field Training

FTP - Field Training Preparation

GMC - General Military Course (AS100, AS200, AS250)

HSSP - High School Scholarship Program

ICSP - In-College Scholarship Program

JAG - Judge Advocate General (military lawyer)

NCO - Non-Commissioned Officer

OCP - Operational Camouflage Pattern (day-to-day uniform)

PT - Physical Training

PFA - Personal Fitness Assessment

PFT - Physical Fitness Test



















POC - Professional Officer Course (AS300, AS400, AS500, AS700, AS800)

USAFA - United States Air Force Academy

USAF - United States Air Force

USSF - United States Space Force

Ranks of the Air Force

NO INSIGNIA	AIRMAN BASIC (AB) E-1 No Chevrons		SECOND LIEUTENANT (2d Lt) One Gold Bar 0-1
	AIRMAN (Amn) E-2 One Chevron and Star		FIRST LIEUTENANT (1st Lt) One Silver Bar 0-2
	AIRMAN FIRST CLASS (A1C) E-3 Two Chevrons and Star		CAPTAIN (Capt) 0-3 Two Silver Bars
	SENIOR AIRMAN (SrA) E-4 Three Chevrons and Star		MAJOR (Maj) 0-4 Bronze Oak Leaf Cluster
	STAFF SERGEANT (SSgt) E-5 Four Chevrons and Star		LIEUTENANT COLONEL (Lt Col) 0-5 Silver Oak Leaf Cluster
	TECHNICAL SERGEANT (TSgt) E-6 Five Chevrons and Star		COLONEL (Col) 0-6 Silver Eagle
	MASTER SERGEANT (MSgt) E-7 Six Chevrons and Star. 5 on the bottom, 1 on top		BRIGADIER GENERAL (Brig Gen) 0-7 One Silver Star
	SENIOR MASTER SERGEANT (SMSgt) E-8 Seven Chevrons and Star. 5 on the bottom 2 on top		MAJOR GENERAL (Maj Gen) 0-8 Two Silver Stars
	CHIEF MASTER SERGEANT (CMSgt) E-9 Eight Chevrons and Star. 5 on the bottom 3 on top		LIEUTENANT GENERAL (Lt Gen) 0-9 Three Silver Stars
			GENERAL (GEN) 0-10 Four Silver Stars

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COWBOYS

