Air Force ROTC

Detachment 940

Orientation Guide

Phone: (307) 766-2357
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! From the Cadre and Cadets here at Detachment 940, we are excited that you are here and taking the first step towards 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. Throughout your time you will face challenges, have valuable and rewarding experience, and form connections and friendships that will last a lifetime.

In this packet you will find information and tips to help prepare you to be a new, 1st year cadet. If you have any questions, do not hesitate to reach out.
Meet the Cadre

Detachment Commander:
Lt. Colonel Kusek

Assoc. Professor
Lt. Colonel Shearer

Operations Flt. Commander
Major Landsverk

Recruiting Officer
Major Daugherty

Personnel:
Staff Sergeant Montez

Personnel:
Tech. Sergeant Giannini

UW-AFROTC Liaison:
Vacant
A) AFROTC is found in Hill Hall. This is where all cadre reside. Cadet office space is also available including a free computer lab.

B) The John Corbett Building will be the main location for Leadership Lab. This is also another location for Physical Training (PT) sessions.

C) The Field House will be another frequently visited building. This is where most PT will occur.

D) Half Acres is the main gym on campus. This is another location for PT.

E) Prexy’s Pasture is our main outdoor fitness area.
We have Physical Training (PT) every week, 2 days a week. It is held 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.
On Wednesdays from 1510-1700, 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 will be made available for those with schedule conflicts.

What to bring: A pencil/pen, notebook, and water bottle. 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.
The classes you will take the first two years in the program are only one credit hour - you meet once a week for 75 minutes. The first-year class focuses on “Air Force & Space Force 101:” introducing 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 brief and write items like Memorandums for Record (MFRs) and Bullet Background Papers (BBPs). As an upperclassman, the class increases to 3 credit hours. These courses allow you to hone your leadership and officer-ship skills and prepare you for active duty as an officer.
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 3.39.

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. If you want to learn more specifics about in-college scholarships, email our Recruiting Officer, Major Daugherty, tdaugher@uwyo.edu or Mrs. Miller, tmille75@uwyo.edu with questions or to set up a meeting.

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.
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.

```
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 pushups, sit ups, and running regularly will help you prepare you for PT and our fitness test. Fitness test criteria and scoring are below.

<table>
<thead>
<tr>
<th>Cardiorespiratory Endurance</th>
<th>Body Composition</th>
<th>Muscle Fitness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Time (mins/secs)</td>
<td>Health Risk Category</td>
<td>Points</td>
</tr>
<tr>
<td>≤ 9:12</td>
<td>Low-Risk</td>
<td>60.0</td>
</tr>
<tr>
<td>9:13 - 9:34</td>
<td>Low-Risk</td>
<td>59.7</td>
</tr>
<tr>
<td>9:35 - 9:45</td>
<td>Low-Risk</td>
<td>59.3</td>
</tr>
<tr>
<td>9:46 - 9:58</td>
<td>Low-Risk</td>
<td>58.9</td>
</tr>
<tr>
<td>9:59 - 10:10</td>
<td>Low-Risk</td>
<td>58.5</td>
</tr>
<tr>
<td>10:11 - 10:23</td>
<td>Low-Risk</td>
<td>57.9</td>
</tr>
<tr>
<td>10:24 - 10:37</td>
<td>Low-Risk</td>
<td>57.3</td>
</tr>
<tr>
<td>10:38 - 10:51</td>
<td>Low-Risk</td>
<td>56.6</td>
</tr>
<tr>
<td>10:52 - 11:06</td>
<td>Low-Risk</td>
<td>55.7</td>
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<tr>
<td>11:07 - 11:22</td>
<td>Low-Risk</td>
<td>54.8</td>
</tr>
<tr>
<td>11:23 - 11:38</td>
<td>Low-Risk</td>
<td>53.7</td>
</tr>
<tr>
<td>11:39 - 11:56</td>
<td>Low-Risk</td>
<td>52.4</td>
</tr>
<tr>
<td>11:57 - 12:14</td>
<td>Low-Risk</td>
<td>50.9</td>
</tr>
<tr>
<td>12:15 - 12:33</td>
<td>Low-Risk</td>
<td>49.2</td>
</tr>
<tr>
<td>12:34 - 12:53</td>
<td>Moderate Risk</td>
<td>47.2</td>
</tr>
<tr>
<td>13:04 - 13:14 #</td>
<td>Moderate Risk</td>
<td>44.9</td>
</tr>
<tr>
<td>13:15 - 13:36 #</td>
<td>Moderate Risk</td>
<td>42.3</td>
</tr>
<tr>
<td>13:37 - 14:00</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>14:01 - 14:23</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>14:26 - 14:52</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>14:53 - 15:20</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>15:21 - 15:50</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>15:51 - 16:22</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>16:23 - 16:37</td>
<td>High Risk</td>
<td>0</td>
</tr>
<tr>
<td>≥ 16:38</td>
<td>High Risk</td>
<td>0</td>
</tr>
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<td>NOTES:</td>
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<tr>
<td>Health Risk Category = low, moderate or high risk for current and future cardiovascular disease, diabetes, certain cancers, and other health problems</td>
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<tr>
<td>Passing Requirements - member must: 1) meet minimum value in each of the four components, and 2) achieve a composite point total ≥ 75 points</td>
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<tr>
<td>* Minimum Component Values</td>
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<tr>
<td>Run time ≤ 13:36 minutes / Abd Circ ≤ 39.0 inches</td>
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<td></td>
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<tr>
<td>Push-ups ≥ 33 repetitions/one minute / Sit-ups ≥ 42 repetitions/one minute</td>
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<tr>
<td># Target Component Values</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Member should attain or surpass these to achieve ≥ 75.0 composite score</td>
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<td></td>
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<tr>
<td>Composite Score Categories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excellent ≥ 90.0 pts / Satisfactory = 75.0 - 89.9 / Unsatisfactory &lt; 75.0</td>
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Leadership

Essential traits of leadership can be found throughout selections from The Chief of Staff of the Air Force Reading List at www.static.dma.mil/usaf/csafreadinglist/.
**Basic Grooming**

Hair will be neat, well-groomed, and present a professional image. Hair must not contain excessive amounts of grooming aids, touch either eyebrow when groomed, and it must be allowed for proper wear of headgear.

**Females:** Hair will not exceed 3 inches in bulk and cannot touch the eyebrows and cannot extend past the bottom edge of the collar. Hair will be pinned up in a way that prevents loose ends from extending outwards of the head. Hairpins, combs, headbands, elastic bands, and barrettes may be worn and must be conservative in color and match hair color. Ornaments and scrunches are not authorized.

While in PT gear, longer hair will be secured but may have loose ends and can extend below the collar (ponytails).
**Males:** Hair cannot exceed 1 ¼ inches in bulk and must not touch ears or collar. Mustaches are authorized and must not extend below the upper lip or outside of a vertical line drawn upwards from the corners of the mouth.

**Jewelry:** A maximum of three rings combined on both hands may be worn at a time. Watches and bracelets must be conservative in color and not present a safety hazard. 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.

**Cosmetics:** Males are not allowed to wear cosmetics. Females are authorized to wear cosmetics conservatively and in good taste. Extreme colors of lipstick that detract from the uniform are not authorized. Cosmetics are not authorized during field conditions. Any nail polish worn must be conservative. Solid, non-extreme colors that do not largely differ from member’s complexion, nor detract from the uniform, are authorized.


**Useful Acronyms**

ABU - Airman Battle Uniform  
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  
CAP - Civil Air Patrol  
CPO - Chief Procurement Officer  
DoD - Department of Defense  
DODMERB - Department of Defense Medical Examination Review Board  
GMC - General Military Course (AS100, AS200, AS250)  
ICSP - In-College Scholarship Program  
JAG - Judge Advocate General (This is basically a military lawyer)  
LEAD - Leadership Evaluation and Development (formerly Field Training)  
LEADP - LEAD Prep  
NCO - Non-Commissioned Officer  
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
Ranks of the Air Force

- AIRMAN BASIC (AB) (E:1)
  - No Insignia
  - No Chevrons

- AIRMAN (Amm) (E:2)
  - One Chevron and Star

- AIRMAN FIRST CLASS (A1C) (E:3)
  - Two Chevrons and Star

- SENIOR AIRMAN (SrA) (E:4)
  - Three Chevrons and Star

- STAFF SERGEANT (SSgt) (E:5)
  - Four Chevrons and Star

- TECHNICAL SERGEANT (TSgt) (E:6)
  - Five Chevrons and Star

- MASTER SERGEANT (MSgt) (E:7)
  - Six Chevrons and Star, 5 on the bottom, 1 on top

- SENIOR MASTER SERGEANT (SMSGt) (E:8)
  - Seven Chevrons and Star, 5 on the bottom, 2 on top

- CHIEF MASTER SERGEANT (CMSgt) (E:9)
  - Eight Chevrons and Star, 5 on the bottom, 3 on top

- SECOND LIEUTENANT (2d Lt) (E:0-1)
  - One Gold Bar

- FIRST LIEUTENANT (1st Lt) (E:0-2)
  - One Silver Bar

- CAPTAIN (Capt) (E:0-3)
  - Two Silver Bars

- MAJOR (Maj) (E:0-4)
  - Bronze Oak Leaf Cluster

- LIEUTENANT COLONEL (Lt Col) (E:0-5)
  - Silver Oak Leaf Cluster

- COLONEL (Col) (E:0-6)
  - Silver Eagle

- BRIGADIER GENERAL (Brig Gen) (E:0-7)
  - One Silver Star

- MAJOR GENERAL (Maj Gen) (E:0-8)
  - Two Silver Stars

- LIEUTENANT GENERAL (Lt Gen) (E:0-9)
  - Three Silver Stars

- GENERAL (GEN) (E:0-10)
  - Four Silver Stars
The world needs more cowboys.