Lt Col Samuel R. Shearer  
Commander, AFROTC Det 940  
Department 3005  
1000 East University Avenue  
Laramie WY 82071

Dear Incoming UW AFROTC Cadet,

Welcome to the University of Wyoming AFROTC Detachment 940! I commend your decision to journey toward becoming a leader in our nation’s Air Force. This exciting, challenging program will certainly be rewarding, and you will make life-long friends. You will find that AFROTC provides a strong foundation of leadership, professionalism, integrity, and character that will serve you well throughout your career.

As a new cadet in our program, you should know a few things before you arrive this fall.

First, I invite you to visit our AFROTC Detachment 940 Website at http://www.uwyo.edu/airrotc/. A website link for new cadets provides information for AFROTC familiarization.

Second, if you did not pick up an AFROTC application package during one of the orientation session this summer, don’t worry. You can use the website to download the package, or just come into the detachment when you get here in August. Also, you must bring several documents with you in order to complete your application. I have included that list in Attachment 1. We will not keep those documents, but we must see the originals in order to complete your application.

Third, I would suggest you start preparing for physical training (PT). Laramie sits at an altitude of 7,200 feet. Cadets with even modest workout routines adjust very well to the minimum physical fitness requirements within the first 8 weeks. However, if you are not used to physical activity, you may find PT a bit challenging. The upperclass cadets have the experience and desire to support your physical conditioning. Specifically, you need the following:

a. Socks are mandatory and will be white or black (may have small trademark logos.)  
b. Athletic style shoes are mandatory. (Running is one of the physical fitness standards)

Fourth, it takes several weeks for new students to complete the application process and meet the requirements for uniform issue. During this period, you will need to dress in the following manner for class and lab on Wednesdays until you receive your Air Force uniform:

a. Short sleeve, dark blue, polo-style, collared shirt. (There is an option to purchase one with a Detachment 940 logo when you arrive, but that is not required. Any shirt meeting the description above will be fine.)  
b. Khaki dress pants (No skirts, dresses, or cargo pants allowed)

c. Belt
d. Dress Shoes (No athletic shoes, sandals, open toes, or heels)

Lastly, I encourage you and your family to attend our AFROTC Orientation on Monday, 28 August at 2:00 o’clock in Wyoming Hall, room 240. We encourage anyone interested in the university’s AFROTC program to be there; parents or guardians are invited too. This orientation begins the in-processing of all cadets, provides insight, and provides an opportunity for questions and answers. At the conclusion is our traditional BBQ at Washington Park where new students can visit with cadets already in the program.

The program opportunities, experiences and education are exciting—you just need to come and see for yourself. If you have any questions about the AFROTC experience, please contact any of us here at the University of Wyoming AFROTC at 307-766-2338 or airforce@uwyo.edu. We are looking forward to seeing you and helping you start your journey towards becoming an Air Force officer!

Sincerely

[Signature]

SAMUEL R. SHEARER, Lt Col, USAF

Attachments:
1. General Instructions
2. Orientation Flyer
GENERAL INSTRUCTIONS

These are items required to process your application for AFROTC membership:

1. **Proof of Citizenship:** Birth Certificate or Naturalization Certificate (if naturalized)

2. **SSAN Card:** Original SSAN Card (Must be signed)

3. **DD Form 214:** Prior service applicants must bring in copy 4 of their DD Form 214, Certificate of Release or Discharge From Active Duty, for verification of eligibility.

4. **Selective Service Number:** All males 18 or older must register with Selective Service. If you do not know your selective service number you can look it up at [www.sss.gov](http://www.sss.gov). You can also register at this website if you haven’t done so already.

5. **Transcripts:** Order from any colleges/universities attended (except UW) and have them mailed to:
   AFROTC Dept 3005
   1000 East University Ave
   Laramie WY 82071
   
   (Transcripts can be official or unofficial)

6. **JROTC, Civil Air Patrol, Eagle Scout certification, or Girl Scout with Gold Award certification.**

7. **Private pilot’s license (if applicable)**

8. **Driver’s License**

9. **High School Diploma**

**Bring originals of these items with you when you turn in your forms.**

**We will make copies and return them to you.**

Attachment 1
UW AFROTC Det 940

Orientation

For

Cadets and Parents

Monday, 28 Aug 2017

1400 (2:00 O’clock)

Wyo Hall Room 240

BBQ to follow at

Washington Park (1600-1800)