Dear Incoming UWyo 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/. There are several links on the page providing various information about the Air Force ROTC program.

Second, you must register for a WINGS account (https://wings.holmcenter.com) and complete several questionnaires prior to arrival. Also, you must bring several documents with you in order to complete your inprocessing with Det 940. 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 7,220 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 accustomed 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 items:

a. Completed AFROTC Form 28-Sports Physical (Attached to the email you received).
b. Appropriate physical fitness attire (gym shorts, short or long-sleeved t-shirt).
c. Socks are mandatory and will be white or black (may have small trademark logos).
d. 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 Aerospace Studies class and Leadership 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, shorts, capris or cargo pants allowed)
c. Belt – Black or Dark Brown
d. Dress Shoes – Black or Dark Brown (No athletic shoes, sandals, open toes, or heels)
Lastly, I encourage you and your family to attend our AFROTC Orientation on Saturday, 25 August at 3:00 o'clock in the University of Wyoming Education Building Auditorium. We encourage anyone interested in the university's AFROTC program to be there; parents or guardians are invited too. This orientation begins the inprocessing 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

All AFROTC cadets **MUST** bring the following documents to Orientation on 25 Aug 2018:

*(For clarification, cadets must bring BOTH an original and a copy of items 1-4)*

1. Birth Certificate  
   a. Original/certified copy  
   b. Scanned/printed copy  
2. Social Security Card  
   a. Original  
   b. Scanned/printed copy  
3. Driver’s License  
   a. Original  
   b. Scanned/printed copy  
4. High School Diploma  
   a. Original  
   b. Scanned/printed copy  
5. AFROTC Form 28 (Sports Physical)  
   a. Must be completed NO EARLIER THAN 30 July 2018  
   b. May be completed by Family Physician or On-Campus Health Services Office  
6. Selective Service Number (Males)  
7. WINGS login information (username/password) ([https://wings.holmcenter.com](https://wings.holmcenter.com))

*If applicable*, also bring the following documents (scanned/printed copy):

1. College Transcripts (other than UWyo)  
2. High School Transcripts (If AP Courses)  
3. Private Pilot’s License  
4. JROTC certificate  
5. Eagle Scout certificate  
6. Girl Scout Gold Award certificate  
7. Civil Air Patrol Award certificate  
8. DD Fm 785 – Record of Disenrollment from Officer Candidate Training (i.e. AFROTC or Service Academy)  
9. DD Fm 4 – Enlistment/Reenlistment (if prior military service)  
10. DD Fm 214 – Copy 4 – Certificate of Discharge (if prior military service)
UWyo AFROTC DET 940

Orientation
For
Cadets and Parents
Saturday, 25 Aug 2018
1500 (3:00 p.m.)
UWyo Education Bldg Auditorium

BBQ to follow at
Washington Park (1700-1900)