AIR FORCE ROTC
DETACHMENT 505
HOME OF THE PISTOLEROS

New Cadet Welcome Packet
AY 2019-2020
WELCOME TO DETACHMENT 505

Congratulations on your acceptance to New Mexico State University (NMSU) or University of Texas – El Paso (UTEP)!

Thank you for your interest in the Air Force Reserve Officer Training Corps (AFROTC) program at NMSU. My name is Lieutenant Colonel Wendy Woodard and I am the Commander of AFROTC Detachment 505. AFROTC is a unique opportunity to develop your leadership potential while simultaneously earning a commission in the United States Air Force (USAF). As an officer, you will have the opportunity to use the leadership and teamwork skills you developed through our program. If you are planning on majoring in a technical field like engineering or studying a foreign language like Arabic or French, this is the best time to join. If you are not a technical major or foreign language major, there is still room for you in the AFROTC program and the USAF. There are 70 different and exciting career fields to choose from. This experience will be invaluable to you whether you choose to make the USAF a career or choose an alternative profession. Employers look favorably upon individuals with prior military experience, especially those who were officers.

AFROTC offers scholarships for NSMU and UTEP cadets. If you are a qualified applicant, you are eligible for a three or four-year scholarship that pays up to $9,000 per semester and also offers you up to $450 per semester for textbooks. Additionally, you will receive a $350 stipend as a freshman each month during the school year (not to include summer school). If you are interested in a scholarship, please give us a call and we will give you more details.

Even if you do not receive a scholarship, you can still join AFROTC by maintaining a 2.0 term and cumulative GPA in college. To enroll, after you have been admitted to NMSU or UTEP, simply register for the appropriate Aerospace Studies courses (please see page 9 of this packet for course numbers).

If you have any questions please call us during normal business hours at the NMSU Department of Aerospace Studies at (575) 646-2136 or e-mail us at afdet505@nmsu.edu. You can also visit our website at http://airforcerotc.nmsu.edu. Again, welcome to the program and on behalf of the Det 505 Cadre and staff we look forward to developing you into leaders!

Sincerely,

WENDY A. WOODARD, Lt Col, USAF
Commander
NEW CADET ORIENTATION

We strongly recommend you attend our New Cadet Orientation (NCO) at the beginning of the semester before classes start. NCO is held on NMSU campus in the Hardman Jacobs Learning Center (HJLC), several yards from our detachment office. NCO is not mandatory but attendance will ensure you are rapidly gained into the program. Parents are welcome to attend as well. Please refer to our website for up-to-date information prior to NCO: https://airforcerotc.nmsu.edu/

Below is a list of documents we strongly recommend you bring with you to help make the paperwork process more efficient. All original documents listed below will be photocopied upon in-processing and the original documents will be given back to you. If you have trouble locating any of the below documents or do not arrive to NCO with certain items we will assign a due date for you to submit all paperwork.

Breaks will be scheduled throughout the morning but there will not be a scheduled lunch period – snacks and water will be provided, however, bring a packed lunch if you desire. A uniform is not required for the orientation; civilian clothes are authorized.

- **FIRST STEP:** please use the “Online Admissions for Applicants” Guide to set-up a WINGS account. Follow the instructions VERY CARFULLY!
- Ensure you are registered for the appropriate Aerospace Studies class(es) at NMSU/UTEP
- *AFROTC Form 28 Sports Physical* filled out by physician
  - Refer to page 4 of this packet for instructions
  - Paid for by you
- NMSU/UTEP e-mail address and school physical living address
  - e.g. dorm PO box, apartment, parents’ house etc.
- Original birth certificate
- Original Social Security card
- Copy of ACT and/or SAT scores
  - Go to www.actstudent.org/scores or www.sat.collegeboard.org/scores to print out your scores
- If you have previous college credit please ensure you have those credits transferred to NMSU/UTEP (work with the NMSU/UTEP registrar to accomplish this)
- **MALES ONLY:** Selective Service Number card
  - Go to www.sss.gov to print the letter from the website if you do not have the card
- **PRIOR JROTC CADETS ONLY:** if you completed four years of JROTC bring your certificate of completion, if less than four years bring high school transcripts
- **PRIOR ENLISTED ONLY:** DD Form 214
- **CAP/EAGLE SCOUTS/GOLD AWARD ONLY:** copies of any awards you received
AFROTC SPORTS PHYSICAL FORM & PHYSICAL FITNESS STANDARDS

A sports physical is required for all cadets planning to participate in the AFROTC program. The AFROTC Form 28 Sports Physical is available on our website under the NCO tab. Please print the PDF and take it to your physician for completion. The sports physical is paid for by you – not by AFROTC.

We cannot allow any cadet to participate in Leadership Laboratory (LLAB) or Physical Training (PT) until the AFROTC Form 28 is completed. Bring this completed form to New Cadet Orientation!

Additionally, the Under 30 PT Standards PDF attached to this e-mail are the fitness requirements you must meet during our program. The highlighted scores are considered “Target Component Values” these are the values the cadet should attain or surpass to achieve a ≥ 75.0 composite score. New cadets are given time to work on their fitness throughout the first semester, however, if a passing score of 75.0 or greater is not achieved it will jeopardize participation in the AFROTC program.

<table>
<thead>
<tr>
<th>Composite Score Categories</th>
<th>Excellent</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 90.0 pts</td>
<td>= 75.0 – 89.9</td>
<td>&lt; 75.0</td>
<td></td>
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</tbody>
</table>
AFROTC LIVING LEARNING COMMUNITY

NMSU offers a ROTC Living Learning Community (LLC) to prospective Army and Air Force cadets within the Housing & Residential Life department. Discounted housing for cadets is no longer available as the LLC is now located in Rhodes-Garrett-Hamiell Hall (RGH) so normal Room and Board rates apply. The ROTC LLC program houses up to 28 cadets from the Army and Air Force ROTC programs. Unfortunately, UTEP does not have an LLC available for cadets.

You must be admitted to the AFROTC program to be considered for this housing option and be registered for AS122 and/or AS222 for Spring 2019 (refer to page 10 for information on registering for classes). If you are interested or have any questions on Room and Board costs, please contact NMSU Housing & Residential Life at www.housing.nmsu.edu/ or (575) 646-3202. Once you express interest the office will take your information and send a list of potential residents to AFROTC for approval. Once approved the list will go back to Housing & Residential Life for processing.

To note, if a cadet is offered an AFROTC scholarship the scholarship will not cover Room and Board and/or meal plans.
WHAT TO WEAR
FOR THE FIRST DAY OF AFROTC

First impressions are everything! We strive to ensure our cadets always present a professional image while participating in AFROTC events, classes, labs, and activities. This is **NOT required** for New Cadet Orientation. New cadets will not be issued Air Force uniforms until the completion of their first semester in AFROTC. We lose a good number of cadets due to poor grades and physical fitness performance, therefore uniforms are an incentive once cadets have met all AFROTC standards.

New cadets will need to purchase **black dress pants/slacks, a dark blue short-sleeved polo shirt (with collar), black conservative belt, and black conservative dress shoes (men) or flats (females only)**. The dark blue polo shirt will be worn tucked into the black pants. Once the weather starts to turn cooler, new cadets are authorized to wear dark blue or black conservative jackets with the uniform and/or a long-sleeve dark blue polo or button-up collared shirt. Males are not authorized to wear earrings while in uniform. Females may wear small (not exceeding 6 mm in diameter) spherical, conservative round white diamond, gold, white pearl, or silver earrings as a set. If cadet has multiple holes, only one set of earrings are authorized to be worn in uniform and will be worn in the lower earlobes. If worn, female nail polish color will be a one solid conservative color (e.g. nudes/neutrals, light pinks/whites, French manicure).

New cadets will also not be issued the Air Force physical training uniform until physical fitness standards have been met. For Physical Training (PT) sessions, new cadets will wear an **all-black t-shirt (small brand-name logos in right/left pocket area of shirt are fine but must be conservative) and all-black athletic shorts**. Black, conservative jackets, sweatshirts, and long athletic pants are authorized as sometimes the temperatures are cooler in the early morning.

Please refer to the next page for hair/grooming standards while participating in AFROTC events, classes, labs, and other activities.
HAIR/GROOMING STANDARDS

Please arrive the first day of class/Leadership Laboratory (LLAB) adhering to hair/grooming standards.

MALES: Tapered appearance on both sides and the back of the head. A tapered appearance is one that when viewed from any angle outlines the member’s hair so that it conforms to the shape of the head, curving inward to the natural termination point without eccentric directional flow, twists or spiking. A block-cut is permitted with tapered appearance. Hair will not exceed 1¼ inch in bulk, regardless of length and ¼ inch at natural termination point; allowing only closely cut or shaved hair on the back of the neck to touch the collar. Hair will not touch the ears. Cleanly shaven heads, military high-and-tight or flat-top cuts are authorized. Prohibited examples (not all inclusive) are Mohawk, mullet, cornrows, dreadlocks or etched design. Men are not authorized hair extensions. If worn, sideburns will be straight and even width (not flared), and will not extend below the bottom of the orifice of the ear opening. Sideburns will end in a clean-shaven horizontal line.

Additionally, please arrive to any AFROTC event, class, lab, or activity clean-shaven. Beards are not authorized. Mustaches must be conservative and will not extend downward beyond the lip line of the upper lip.

FEMALES: Minimum hair length is ¼ inch, to a maximum bulk of three inches from scalp. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground. The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. When hair is in a bun, the bun must be a single bun with all loose ends tucked in. Hair color, highlights, lowlights, and frosting will not be faddish or extreme and will be natural looking hair color, similar to the individual’s hair color (e.g. black, brunette, blond, natural red, and grey).
Please reference *Air Force Instruction 36-2903* for further clarification on any of the above grooming standards or contact the office at (575) 646-2136 or online at:

REGISTER FOR CLASS

If you plan on joining the AFROTC program the first step is registering for the Aerospace Studies classes. Please see below course information for your respective university and year group.

NOTE: For UTEP students, e-mail Ms. Patti Alarcon, palarcon@nmsu.edu, with your name, ID #, and course number.

<table>
<thead>
<tr>
<th>New Fall Semester Cadets</th>
<th>New Spring Semester Cadets</th>
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<tbody>
<tr>
<td><strong>AS100 (freshmen)</strong></td>
<td><strong>AS100 (freshmen)</strong></td>
</tr>
<tr>
<td>○ NMSU: AERO 121</td>
<td>○ NMSU: AERO 122</td>
</tr>
<tr>
<td>○ UTEP: AS 1231</td>
<td>○ UTEP: AS 1232</td>
</tr>
<tr>
<td><strong>AS250 (sophomores)</strong></td>
<td><strong>AS250 (sophomores)</strong></td>
</tr>
<tr>
<td>○ NMSU: AERO 121 &amp; AERO 222</td>
<td>○ N/A</td>
</tr>
<tr>
<td>○ UTEP: AS 1232 and AS 2232</td>
<td>○ Start as AS100 or wait until Fall to join</td>
</tr>
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</table>

Leadership Laboratory (LLAB) is scheduled every Thursday from 1500-1700 for all cadets – this day and time never changes. Cadets must make every effort to fit LLAB into their academic schedule. If LLAB ever extends past the allotted two hours, cadets (very rarely – examples would be for LLABs that require transportation to an alternate location, e.g. a base visit to Holloman AFB) will be notified prior and the LLAB will be considered voluntary. Cadets are responsible for de-conflicting class and work times after LLAB. Typically, we will not waive LLAB attendance unless the cadet has no other option to meet degree requirements and is an upperclassman cadet (junior/senior).

**AS250s (sophomores and up):** LLAB is attached to any AERO or AS class. If you are an AS250 (joining as a sophomore) then you will register for two classes (AS100 and AS200-level classes). The classes each have the LLAB attached and will cause a class conflict which will require an override. You will need an add/drop form to take to your advisor to de-conflict the duplicating LLABs.

Your respective universities will provide information on how to register for classes and assign you an advisor. We strongly recommend you schedule a meeting with your advisor within the first few weeks of school as we will have a Form 48 Academic Planning Worksheet for you to fill out which will require his/her signature.
CONTACT US

Please feel free to contact us Monday-Friday from 0800-1600 if you have any other questions or concerns. We look forward to seeing you at Detachment 505!

Office phone: (575) 646-2136
Office e-mail: afdet505@nmsu.edu

Detachment 505 Cadre and Staff:
Lt Col Wendy Woodard, Commander
Capt Rebecca Johnson, Operations Flight Commander
Mr. Don Clocksin, Assistant Professor
TSgt Nicole Joens, NCOIC of Personnel
SSgt Jeffrey Mayo, NCOIC of Administration
Mrs. Patti Alarcon, Administrative Assistant