AFROTC Detachment 630
New Cadet Orientation Program (NCOP) Handbook

Current as of: 15 July 2019
AFROTC Detachment 630 New Cadet Orientation Program (NCOP)

Welcome to Detachment 630 at Kent State University. While the detachment is hosted at Kent State, we stretch across Northeast Ohio with cross-town agreements in place at:

University of Akron
Baldwin Wallace University
Youngstown State University
Hiram College
Cleveland State University
University of Mount Union
Case Western Reserve University

At the beginning of each fall semester, Det 630 holds a 2-day orientation program for new cadets. While the event is voluntary, we highly encourage all new cadets to attend.

- **Day One / Tuesday, 20 Aug 19 / 0830 (8:30 arrival) / 0900-1630 (9:00 a.m. – 4:30 p.m.) / Michael Schwartz Center, Room 177 (Auditorium)**
  - **Attendees:** New cadets and family members (Family members’ information session will end approximately 1300)
  - **Dress:** Business Casual for cadets
    - Our current cadets and staff will provide an overview of the AFROTC program, a briefing on scholarship opportunities, a discussion of what life is like in the Air Force and a question and answer session.
    - Current cadets will depart the auditorium with new cadets at a prearranged time (approximately 1140), giving family members time to ask questions or discuss concerns with cadre members.

- **Day Two* / Wednesday, 21 Aug 19 / 0900 – TBD (9:00 a.m.) / Michael Schwartz Center, Room 177 (Auditorium)**
  - **Attendees:** Cadets only
  - **Dress:** Physical fitness clothing (conservative / professional in appearance) or Air Force Physical Fitness Gear (PTG) if issued
    - New Air Force ROTC students will report to DET 630 to complete the in-process session that includes building cadet records, military training and physical activity. Come showered, clean-shaven, well-rested and ready to begin your journey as a cadet in Air Force ROTC.

*Meet as needed

**NCOP Registration**

If you plan to attend NCOP, we ask that you register using the link from our homepage: [http://www.kent.edu/afrotc/events](http://www.kent.edu/afrotc/events)

If you are unable to register online, please call the detachment front office at 330-672-8215 or email us at det630@kent.edu.

**Move In (Kent State Campus)**

All cadets have the opportunity to move in the morning of Sunday, August 18, 2019. This opportunity will allow students to be settled in dorms prior to the official start of KSU’s Kickoff on Monday and NCOP on Tuesday & Wednesday.
Commander’s Welcome

Welcome to Air Force ROTC and Detachment 630! We are very pleased to have you as part of our program and we look forward to working with you as you begin your journey to become an Air Force officer.

The personal goal of the Air Force cadre is to ensure we give you outstanding military training and leadership development skills that will jumpstart your career and serve as building blocks for future growth. Our philosophy on how we accomplish these tasks is outlined below.

**Character Development**

Air Force officers are expected to live by the Air Force Core Values of *Integrity First, Service Before Self,* and *Excellence in All We Do.* Our program is laid out to develop your character and moral compass, both of which are essential for officers and leaders. We will build your confidence, instill accountability, and develop time management skills that will not only assist you in college, but throughout your life.

**Leadership Skills**

Air Force officers play a vital role in the success of all Air Force missions. Without solid leadership, the mission will suffer and possibly even fail. We will give you the leadership tools needed to enter active duty. We also set you up for success by showing you where new tools are located and how to develop those tools as you advance in experience and leadership roles.

**Fitness**

Physical fitness is paramount to a successful military career and each Air Force member has the responsibility to maintain standards. As Air Force Instruction 1-1 states, “*an active lifestyle increases productivity, optimizes health, and decreases absenteeism, which helps maintain a higher level of readiness.*”

**Your Mission and Responsibilities**

**Your number one priority is to obtain your college degree.** Without it, you cannot commission in the Air Force.

**Stay Fit.** You must maintain the highest level of physical fitness.

**Step Outside Your Comfort Zone.** Take chances by stepping up to challenges. Find your weak areas and strive to overcome your fears.

I offer you my best wishes as you begin an exciting and new journey in your life. I, and the rest of the Det 630 family, look forward to working with you and serving as your Air Force mentors.

ERIK A. FREDMONSKY, Lt Col, USAF
Commander, AFROTC Det 630
Required Documents

NOTE: We do not have access to your transcripts or scholarship information. You need to bring the items below even if you previously provided to the university.

Required forms are included in this handout, but forms and additional instructions/explanations are located on our website under the NCOP section:
http://www.kent.edu/afrotc/events

1. AFROTC Form 28, Air Force Pre-Participatory Sports Physical
2. Air Force Fitness Screening Questionnaire (FSQ)
3. Copies of all college level transcripts (official or unofficial).
   This includes high school dual enrollments, community college coursework, or any other college/university level coursework that you have received a grade for.
4. State certified birth certificate with raised seal or proof of US citizenship if born abroad (certified English translation) (ORIGINAL)
5. Social Security Card (ORIGINAL)
6. Bank account and routing numbers (A voided check or direct deposit form from the bank will work). We need this information to begin your monthly stipend. (AF Scholarship Cadets ONLY)
7. Selective Service Card (males only) (http://www.sss.gov)
8. ACT / SAT Scores (can be unofficial, but name must be visible on form)
9. AP transcript (official or unofficial)
10. Transcripts from any post high school technical or colleges attended
11. Certificate(s) of participation or completion (if applicable)
   a. JROTC
   b. Civil Air Patrol (CAP)
   c. Eagle Scout
12. (Reservists/Guardsmen) Air Force Guard/Reserves Documentation
13. (Prior Active Duty Service Members) DD-214 (Copy 4-Member’s Copy)
14. Civil Involvement information
   a. Type of civil involvement
   b. Date of incident
   c. Name and address of law enforcement office
   d. Disposition/finding/sentence
   e. Driving record (for documentation purposes)
15. Physical Training Uniform (PTU) Worksheet
16. Other (i.e. Private Pilot’s License)
Directions and Parking

For use with GPS:
800 East Summit Street
Kent, OH 44242
Physical Training Gear (PTG) Worksheet

Name (Last, First, MI.): ________________________________

(Circle One)

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NOTE: Please visit http://www.marlowwhite.com/measuring/size.html if you need assistance with determining your correct size.