



225th DETACHMENT ROTC CADET WING
UNIVERSITY OF NOTRE DAME
NOTRE DAME, INDIANA 46556-5601



New Cadet Orientation Program (NCOP) – What You Need To Know

Arrival

All Cadets should arrive at Pasquerilla Center between 0900 and 0930 on Sunday, 12 August. The NCOP maps on the website will direct you to the ROTC building and parking. When you report to the in-processing desk cadets need to have their manila folder with all required documentation. If you have indicated the need to store dormitory items, upper-class cadets will assist parents in moving the items to storage while the cadets are in-processing. After cadet in-processing, the manila envelopes with the Birth Certificates, SSN cards, etc. will be returned to the parents.

All cadets must arrive with hair in regulations as outlined in AFI 36-2903 and males must be clean shaven (See 2018 Dress Highlights on the NCOP webpage). If a cadet arrives with hair outside of regulations, they will be removed from training Monday morning and taken to the on-campus barber shop/hair salon to get a haircut placing their hair within regulations at their own expense.

Finances

There is a \$90.00 NCOP fee to help offset the costs of 5 days of meals, lodging, and other associated expenses. Please make your check payable to "University of Notre Dame" and have it in your manila envelope.

Additionally, all scholarship recipients are entitled to government reimbursement of travel expenses incurred during their initial trip to Notre Dame. Scholarship students will complete a travel voucher during scholarship processing later in the week, so please be sure to maintain good records of departure and arrival times for each travel day. Also, please keep all of your receipts (meals, lodging, fuel, tolls, etc.)! If you travel by commercial air, retain your ticket receipts. If you use a taxi or bus, ask the driver for a receipt. The reimbursement claim process will take between 4-6 weeks.

Lodging

All new Air Force ROTC cadets will stay in temporary housing on Notre Dame's campus during NCOP. As you will only be staying there four evenings, pack an overnight bag with only required and essential toiletry items (see "What To Bring" below). Pillowcases, pillows and sheets will be provided. All other items (e.g., suitcases, computers, golf clubs, radios, etc.) will be stored in a locked room in Pasquerilla Center. Students will be able to move into their permanent dorm rooms at their respective school on Thursday, 16 August.

Parking

The maps show where your family/friends can park if they are departing Sunday AM after the in-processing and/or Welcome Briefs. If you will be driving your own vehicle and plan on parking it at Notre Dame during the duration of NCOP, please make sure to fill out the data for your car in the "NCOP Travel and Storage Form" so we can obtain a parking permit for Bulla Lot D. (See Parking Map)

What to Bring

Most importantly, we need you to come with ENTHUSIASM and SPIRIT; this is the start of an incredible journey. Many things you will need for orientation are supplied for you, including uniforms and Physical Training gear. In addition to the items we will be providing you, it is also important you pack some personal necessities. As mentioned earlier, you will be staying in a temporary dorm, so you will need to bring an overnight bag. Below is a list of personal items you will need for our orientation program. These are the necessities; you may bring a few extra items, but know you will be carrying all items to your temporary dorm across campus. If you have further questions, feel free to contact us (see Contact Us).

Packing List:

- 1 T-Shirt and 1 Athletic Short to sleep in (Any color)
- Running Shoes (1 pair required / 2 Recommended) (Any color)
- White/Black ankle socks (as needed)
 - White/Black Socks should not have any visible logos when worn with running shoes.
- Undergarments (as needed, recommended 2 sets per day)
- Shampoo, soap, toothbrush, toothpaste, deodorant
- Males: Shaving cream and razor
- Females: Hair spray, bobby pins, hair bands (matching your hair color) and any necessary feminine hygiene products
- Bath towel, Shower Shoes (if desired)
- Wristwatch suitable to wear during athletic activity
- Adequate supply of any required medications

Paperwork:

See the NCOP checklist on the website for the complete list of all paperwork that you need to:

- Fill out and return to us before NCOP
- Original documents you need to bring
- Copied documents you need to bring

Place required paperwork in a standard letter or legal Manila Envelope with cadet's last name, first name written legibly in the upper right hand corner. You cannot be enrolled in AFROTC if you do not bring all required items with you to NCOP. If you have any questions at all, please contact Mrs. Million or SSgt Doll (see "Contact Us" below). Please note the requirement to complete a sports physical prior to arrival at NCOP.

Note: You may bring a cell phone or other electronic devices, however they will be kept in a locked room with other baggage during NCOP and may only be used in an emergency.

Parents:

Upon arrival at Pasquerilla Center, cadets will depart to go through in-processing. Once the cadet starts in-processing, you should plan to not see the cadet again until Thursday, 16 August. Parents and families are invited and encouraged to attend the Welcome Briefing in Jordan Hall on Sunday, 12 August. You will have an opportunity to meet the Detachment 225 commander, Colonel Bowen, the cadre, and parents of other ROTC cadets. You will also have the opportunity to have a Q&A with the detachment cadre about ROTC, cadet life, opportunities available to cadets, and ask any questions you may have about the program. Additionally, at the end of NCOP you are invited to attend a graduation ceremony where you will be able to see what your cadet has accomplished during the week, the enlistment ceremony for 4-year scholarship cadets, and the placing of the new cadet's 2Lt Bar in the unit's display case. This will be at 1100 on Thursday, 16 August. After the ceremony the Detachment will host a picnic for the new cadets and their families/friends before you depart to move your cadet into their permanent college Hall/Dorm.

Physical Fitness:

Being in the military includes being in good physical shape. There will be Physical Training during NCOP so new cadets MUST get in shape over the summer. Many activities will push cadets physically; arrive at NCOP prepared. Cadets should be able to meet the minimum goals of the PFA (see Cadet Knowledge Handbook), and push themselves to excel past them.

Knowledge:

Knowledge is an important part of being a cadet. New cadets are expected to have a basic understanding of everything in the Cadet Handbook. Cadets should have the "Warrior Knowledge" (pages 21-23) of the NCOP Cadet Handbook memorized upon arrival at NCOP.

Shopping Advice for College:

Please read the briefing on "Dress and Appearance Highlights" we have posted on the NCOP webpage. There are restrictions on the kinds/color of items you are allowed to use while in uniform. If you read this brief, it will help you make sure to buy the correct items so you can use them on Tuesdays during the school year when in uniform. Backpacks are always a big one that catches students off guard. But other things like jewelry, watches, eyeglass frames, etc. all have certain requirements when in uniform.

Contact Us:

Please contact us any time with any questions. There is a lot of paperwork and we are glad to help in any way possible!

Email: afrotc@nd.edu (all staff have access to this email account)

Ms. Janet Million - (574) 631-6634

SSgt Aubrey Doll – (574) 631-4671

Col Jim Bowen – (574) 631-6635

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