New Cadet Orientation Program (NCOP): What You Need to Know

**Arrival:**
All cadets will arrive at Pasquerilla Center between 0800 and 0830 on Friday, 16 August (Trine and Valpo), Wednesday, 21 August (ND Band), or Thursday, 22 August (ND and local schools). The NCOP maps below (“Parking”) will direct you to the ROTC building and parking. If you need transportation from the South Bend airport or a bus station, please contact the Detachment.

When you report to the in-processing desk, cadets need to have their manila folder with all required documentation. 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 2019 Dress Highlights on the NCOP webpage). If a cadet arrives with hair outside of regulations, they will be taken to the on-campus barber shop/hair salon to get a haircut placing their hair within regulations at their own expense after the introductory day.

For the orientation weekend on 6 September, cadets will arrive at Pasquerilla Center from 1700 to 1730 in modified Airman Battle Uniforms (ABUs) that will have been issued to them during the Introductory Day. Hair must be in regulations.

**Parking:**
AFROTC Detachment 225’s address is 211 Pasquerilla Center, Notre Dame, IN 46556. For the introductory day, you/your parents may park in the Library, ROTC, or Bulla Lots.

For the orientation weekend on 6-8 September, transportation will be arranged and provided for Trine and Valparaiso cadets.
**Finances:**
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.

**Parents:**
Upon arrival at Pasquerilla Center on Introductory Day, cadets will be in-processed. *If your cadet is under 18 years of age on their Introductory Day, a parent needs to be present to sign several forms.* Parents and families are invited and encouraged to attend the Welcome Briefing by our detachment commander, Colonel Ramsby, on the morning of your student’s introduction day.

**Lodging:**
There will be no lodging provided for the introductory day. For the orientation weekend, cadets will stay together in temporary housing on Notre Dame’s campus. Pillowcases, pillows, and sheets will be provided.

**What to Bring:**
Most importantly, we need you to come with ENTHUSIASM and SPIRIT. This is the start of an incredible journey for you!

For introductory day, be sure you bring all required paperwork. Scholarship cadets, bring a white short sleeved v-neck shirt for your summer blues.

For orientation weekend, please refer to the packing list below. Items denoted with a (*) will be issued to you on introductory day. Remember, you will be away from your dorm for two nights.

**Packing List for Orientation Weekend (6-8 September):**
- T-shirt and athletic shorts to sleep in (any color)
- 1 pair running shoes (2 recommended)
- Four pairs white or black ankle socks (there should be no visible logos when worn with shoes)
- Undergarments (as needed, recommend 2 pair/day)
- Shampoo
- Soap
- Toothbrush and toothpaste
- Deodorant
- Males: razor and shaving cream
- Females: hair spray, bobby pins, hair bands (match your hair color), any necessary feminine hygiene products
- Bath towel
- Shower shoes
- Wristwatch
- Sunscreen
- Any required medications
- 2 pairs of PTGs (2 shirts, 2 shorts)*
- Gray Det 225 Shirt*
- ABU pants*
- ABU belt*
- ABU cover*

* Issued to cadet during Introductory Day

**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 Ruta (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 during NCOP Orientation Weekend and may only be used in an emergency.

**Physical Fitness:**
Being in the military includes being in good physical shape. There will be Physical Training during NCOP and at the start of the academic year, 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 FA (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.