



DEPARTMENT OF THE AIR FORCE
550TH AFROTC CADET WING (AETC)

13 May 2009

MEMORANDUM FOR INCOMING CADETS

FROM: 550 NSOP/CC
AFROTC Detachment 550
Rensselaer Polytechnic Institute
110 8th Street
Troy, NY 12180-3590

SUBJECT: 2009 New Student Orientation Program

1. Congratulations on your decision to join our Air Force Reserve Officer Training Corps (AFROTC) program! As a member of Detachment 550 at Rensselaer Polytechnic Institute, you are part of one of the finest and most respected ROTC units in the country. To start off the semester, Team 550 invites you to attend our New Student Orientation Program (NSOP), held from 21-25 August 2009 on the RPI Campus.
2. My name is Cadet Jennifer Nielsen, and I am serving as the cadet commander for NSOP. As cadet commander, I am responsible for planning and executing NSOP and ensuring your initial training as a member of Detachment 550 and the United States Air Force is a success. We have an exciting and informative program planned. NSOP is a strictly voluntary program, and although we encourage all incoming cadets to attend, we understand that some cadets have previous commitments. If you cannot attend, your status as an AFROTC cadet will NOT be adversely affected.
3. The purpose of NSOP is to introduce you to the AFROTC program and prepare you for cadet life at Detachment 550. We will also discuss your first year as a college student and how it will blend with your life as an AFROTC cadet. Professionalism, physical fitness, motivation, and most of all, teamwork, will be stressed throughout the program. Run by a cadet training staff, with supervision by our active-duty cadre members, NSOP will be an opportunity for you to learn basic military customs and courtesies, participate in drill and ceremonies, learn how to wear the uniform, and work on our physical development program.
4. We highly recommend that you prepare yourself for the AFROTC physical development program by engaging in a physical fitness regimen prior to attending NSOP. By arriving physically prepared, you will greatly help yourself both during NSOP and throughout the school year.
5. **Check-in for NSOP will begin on Friday, 21 August at 1200 (noon) in the Alumni Sports and Recreation Center (Armory) on 15th Street.** At this time, you will receive your room

key, more information about NSOP, and initial uniform items. After check-in, you can start moving into your residence hall. Cadets that attend other institutions will receive their housing arrangements at this time. We ask that you try to arrive no later than 1530 and that you inform us if you will be unable to do so. At 1700, we invite you and your family to attend our annual NSOP Welcome Barbeque. Your registration fee covers the cost of all meals and activities from 21-25 August.

6. RPI students are required to attend one of five Student Orientation (SO) sessions over the summer. RPI will offer five sessions this summer, with the last session (24 - 25 August) taking place during part of NSOP. We strongly recommend that you attend one of the first four sessions that are held in July, so that you will not miss any of our NSOP activities. If you must attend the fifth SO session, we will make arrangements for you to miss that portion of NSOP.

7. Included with this package you will find five forms that you need to complete and return to us by **31 July 09**. These forms are also available on the NSOP website, <http://www.rpi.edu/dept/afrotc/www/nsop.html> beginning June 1st.

a. **NSOP 2009 Registration Form**

Your NSOP registration fee is also due with along this form.

b. **Application for AFROTC Membership.**

c. **AFROTC Pre-Participatory Sports Physical (AFROTC PPSP)**

A physical exam by a physician is required to participate in PT during NSOP. If your university requires a physical for enrollment, bring this form with you for your physician to complete at the same time. This form must be either returned to us with your registration form or brought with you to NSOP check-in.

d. **Request for Release of Student Records**

e. **NSOP Uniform Sizing**

8. There are several other documents on the web site to help you prepare for NSOP. The **Personal Grooming Standards** document describes the Air Force standards for personal appearance. You must be in compliance with these standards **when you arrive at NSOP**.

9. Please be sure to include your email address with your registration material. You will receive a confirmation email from me within one week of receiving your completed documentation. Please give me a call at my number, listed below, if you do not hear back from me within two weeks of submitting your registration material.

10. One of the most important resources for new cadets is our Cadet General Military Course Advisor (GMCA), Cadet Jovan Cruz. Cadet Cruz is a sophomore, and serves as the advisor to all freshman and sophomore cadets. He will be one of your first contact points both during NSOP and throughout the school year for any questions relating to the AFROTC program. His

email address is cruzj2@rpi.edu, and he will be more than happy to answer any questions you have about AFROTC or NSOP.

11. Our New Student Orientation Program is the first step to becoming a cadet here at Detachment 550. We are looking forward to sharing this exciting experience with you. My highly trained staff has been through their own NSOP experiences over the past years, and is very excited to help our new cadets through the AFROTC program. **It is recommended that you return your registration package in the return envelope provided by 31 July.** If you have any questions about NSOP, please feel free to contact me by phone, at (518) 961-3569, or by email, at nielsj2@rpi.edu. Please do not hesitate to contact me at any time if you have questions – I will be more than happy to help you in any way I can! We hope to see you on 21 August! Have a great summer!

//SIGNED//

JENNIFER E. NIELSEN, c/Lt Col, AFROTC
Commander
New Student Orientation Program

Attachments:

1. NSOP Informational Brochure
2. NSOP Registration Form
3. Application for AFROTC membership
4. AFROTC PPSP
5. Request for Release of Student Records
6. Uniform Sizing
7. Personal Grooming Standards
8. Map of RPI