

# NSOP 22 & 23 Aug 2024

0800-1200

## Overall Volunteer Expectations:


- All volunteers will be standing in the MB ready by 0700.
- All volunteers will help with set-up and tear down

**Not** walking up, walking in, pulling in, parking at 0700. If you are on time, you are late.

- Be professional, efficient, timely, and communicate effectively.
- If you do not know something, ask! Do not give false information out to your leads, team, or recruits.
- Lead or not, **you will know** what is happening at NSOP at what time, where, and how with no exceptions. You have NSOP Slides, Schedule, Map, and Rotation/Room Numbers at your disposal.
- Use your NSOP Chain of Command! Everyone has a wingman, team lead, and team leads have their lead: Griffin, Parry, or myself.

Link For All Volunteers

 Finalized Volunteer List

 NSOP 24 Commanders Briefing

# Job Descriptions/Expectations

**Height & Weight:** Annotating Incoming Cadet's Height & Weight Measurements

**Materials:** Laptop/iPad/Tablet/Phone, Clipboard, Pen, Height & Weight Standards Sheet

- Height & Weight is **before** Check-In
- Privacy is imperative, take one cadet at a time!
- Height & Weight will be out of view from others
- POC annotate measurements, Cadre **Officers** dismiss cadets not in H & W Standards
- If in standards redirect them to the In-Processing Table
- Once cadets are seated in the Auditorium transfer H & W from paper to Height/Weight Tab in the Check-In Spreadsheet

 Cadet Check-in/Flights Fall 2024

**Check-In:** In-Processing Incoming Cadets

**Materials:** Laptop/iPad/Tablet (Fully Charged), Notebook & Pen

- Move efficiently and effectively
- Ensure cadets have completed Height & Weight before Check-In
- Ensure cadets are giving their legal name (No Nicknames)
- Assign AS Level (100, 200, 250) and Flight
- Verify Email Addresses
- JROTC/CAP Certificates: No Certificate, No Check Mark
- If Prior-E: Check off the box and add a 'Comment' annotating "Branch/rank/ #years served"
- Assign proper wristband color when needed
- Direct cadets to their next location (Thurs: 0.212 Auditorium, Fri: Main Auditorium)

 Cadet Check-in/Flights Fall 2024

 Wrist Band Colors

 NSOP Required Items

## **Ushers:** Redirecting Traffic in Check-In/Auditoriums

### **Materials:** NSOP Schedule

- Ushers will be split up between Check-In Lobby and Auditorium
- Ushers in Check-In Lobby: Ensuring cadets have a WINGs Account **before** approaching the In-Processing Table. No WINGs Account? Send to the back of the line to make a WINGs Account.
- Ushers in Auditorium: Thursday, no assigned Flight Seats. Fill everyone in front to back and keep volume under control. Await NCO instructions. Friday, there are assigned Flight Seats. Ensure cadets are seated with the correct flight.
- Ushers will help NCOs pass out and pick up documents
- Ushers will be moving about ensuring cadets are not having side conversations/falling asleep
- Ushers will ensure cadets are following NCO instructions regarding documents
- On Friday, Ushers will merge with the Guides after 0900 and be assigned a flight to guide them through their group rotations

## **Guides:** Directing Traffic Outside of the Main Building and Through Group Rotations (Friday)

### **Materials:** Folder, NSOP Schedule, Tour Map, Flight Roster

- Thursday: NSOP will be upstairs on the First Floor. Friday: NSOP will be on the Ground Floor in through the breezeway.
- Guides will be posted in various locations outside of the MB to guide cadets towards NSOP from 0730-0830
- On Friday, after Flight Time/Introductions Guides will meet their designated Flight at 1145 to lead them through their Group Rotations

### Flight Rosters

## **Runners:** Bridge Between the Main Building and the Detachment

- Runners will assist Cadre and NSOP Leads (Griffin, Parry, Llanas)
- Runners will move from the MB to the Det or to a Print Spot if needed when items are forgotten or left behind and are needed for NSOP.

**Tour Guides:** Giving Flights a Tour Around ROTC Hot Spots

**Materials:** Tour Map and NSOP Schedule

**Safety is Number 1 Above Everything Else**

- Before stepping off **EVERYONE** including **YOU** will have full water bottles
- Give time for refills. This is not on a “if needed basis” you will tell them to refill/top off their water bottles, and that this is not an option
- If a cadet did not bring water, direct them to the water cooler
- After the tour, everyone will refill/top off their waters again
  
- Tour Guides will have 45 minutes to complete the Campus Tour
- You will follow the exact path laid out on the Map
- Don't stop and talk, walk and talk. Keep a steady moving pace.
- Explain when and why we use the PT Fields, Rec Fields, Convocation Center, Student Union, etc.
- If running late/early, **communicate** with your Team Lead

Each tour should take no more than 40 minutes. Keep on schedule.

**LRS:** Distributing PT Shirts/Detachment Polos and Addressing Uniform Standards

**Materials:** Detachment Polos, PT Shirts, Uniform Posters

- Distribute uniform items to cadets who have paid the \$60 Landing Fee (No Red Wristbands)
- You will **be knowledgeable** about the AFI regarding hair standards, facial hair standards, nail standards, cosmetics. Know exact measurements.
- Communicate uniform standards when wearing Polo & Khakis (shoes, belt, hair standards, facial hair, backpacks, watches, jewelry etc.)
- Communicate PT uniform and proper wear (hair standards, shorts length, logos, socks, shoes, jewelry etc.)

**Physicals:** Assist Nurse With Sports Physicals When Asked

**Materials:** Sports Physicals, Clipboard/Hard Writing Surface, Pen

- Cadets with a Green Wristband will be in the Sports Physical Room 1.124
- Cadets without a Green Wristband will be in GLP/Waiting Room 1.126
- Ensure there is order in Room 1.124, seated, waiting their turn, keeping conversation at an appropriate level
- Keep cadets engaged