

# CLASS OF 2023 APPOINTEE BOOKLET



**APPOINTEE INSTRUCTIONS:  
READ THOROUGHLY AND FOLLOW THE CHECKLISTS PROVIDED;  
MISSING OR INCOMPLETE INFORMATION  
WILL RESULT IN DELAY OF OR NON-ENTRY INTO THE ACADEMY.**



## DEPARTMENT OF THE AIR FORCE

COMMANDANT OF CADETS  
USAF ACADEMY COLORADO

1 March 2019

Dear Appointee

As your Commandant, I want to congratulate you on your appointment to the United States Air Force Academy (USAFA), Class of 2023 - well done! The entire USAFA team looks forward to personally welcoming you to the Air Force family at In-Processing Day on 27 June.

The appointment kit you recently received details USAFA's rigorous curriculum of education, training, athletics and character development; a transformative experience that will build upon your skills and talents to develop you into a leader of Airmen with a crucial role in the future of our Air Force. This experience begins with Basic Cadet Training (BCT), a program that will challenge you both physically and mentally, while also testing your commitment to a pursuit of excellence that starts at our Academy, and will continue throughout your future Air Force career. There is no question that BCT is difficult, but you were selected because we are confident in your abilities and we believe in your potential. You are up to the challenge!

An appointment to USAFA is an amazing opportunity extended only to a select few. Consequently, we need your full commitment and dedication throughout all of BCT. Disenrollment and departure from USAFA will only be allowed during our 6-week BCT program for medical reasons or by the Commander's discretion.

BCT is designed to challenge your comfort zone, and to begin your transformation into a more confident, fit, motivated and disciplined leader. You cannot imagine the positive change that you will see in yourself! I assure you that you will not do this on your own. You will have the full support of our entire cadet cadre, faculty and staff, who will encourage you, motivate you, and want nothing more than to see you succeed. You will be joined by other members of the Class of 2023 who are equally anxious, excited, and ready to begin this journey. The cadet cadre were in your shoes just two or three years ago, and you are likely to be in their shoes in a few short years. You can count on the entire USAFA team to be All-In during BCT – and we expect you to be All-In as well!

If you come to USAFA prepared and determined to apply yourself to the challenges ahead, we can assure you the experience will be worth it! Again, congratulations on receiving your much deserved appointment. We look forward to your arrival in just a few short weeks, and to supporting you throughout your journey toward joining the proud lineage of the Long Blue Line. Welcome to the Air Force and we look forward to having you become a part of the Cadet Wing, where our people, our mission, and our pride make the difference!

KRISTIN E. GOODWIN, Brig Gen, USAF  
Commandant of Cadets

## **Accepting Your Appointment**

Welcome to the Class of 2023! Please continue reading through this packet and pay special attention to what you need to complete prior to arriving at the Academy, as well as the checklists. These items will ensure there is no delay of or non-entry into the Academy.

## **Declining Your Appointment**

If you decide not to attend the Academy, please complete the appropriate form on your portal as soon as possible. If you would like to decline after previously accepting your appointment notify the Admissions Office as soon as possible.

You may call or email your Admissions Counselor to decline your offer. Please allow us time to offer your appointment to another candidate. Refer to your portal for your counselor's direct contact information or call 800-443-9266. We wish you luck in your future endeavors.



What is your decision?

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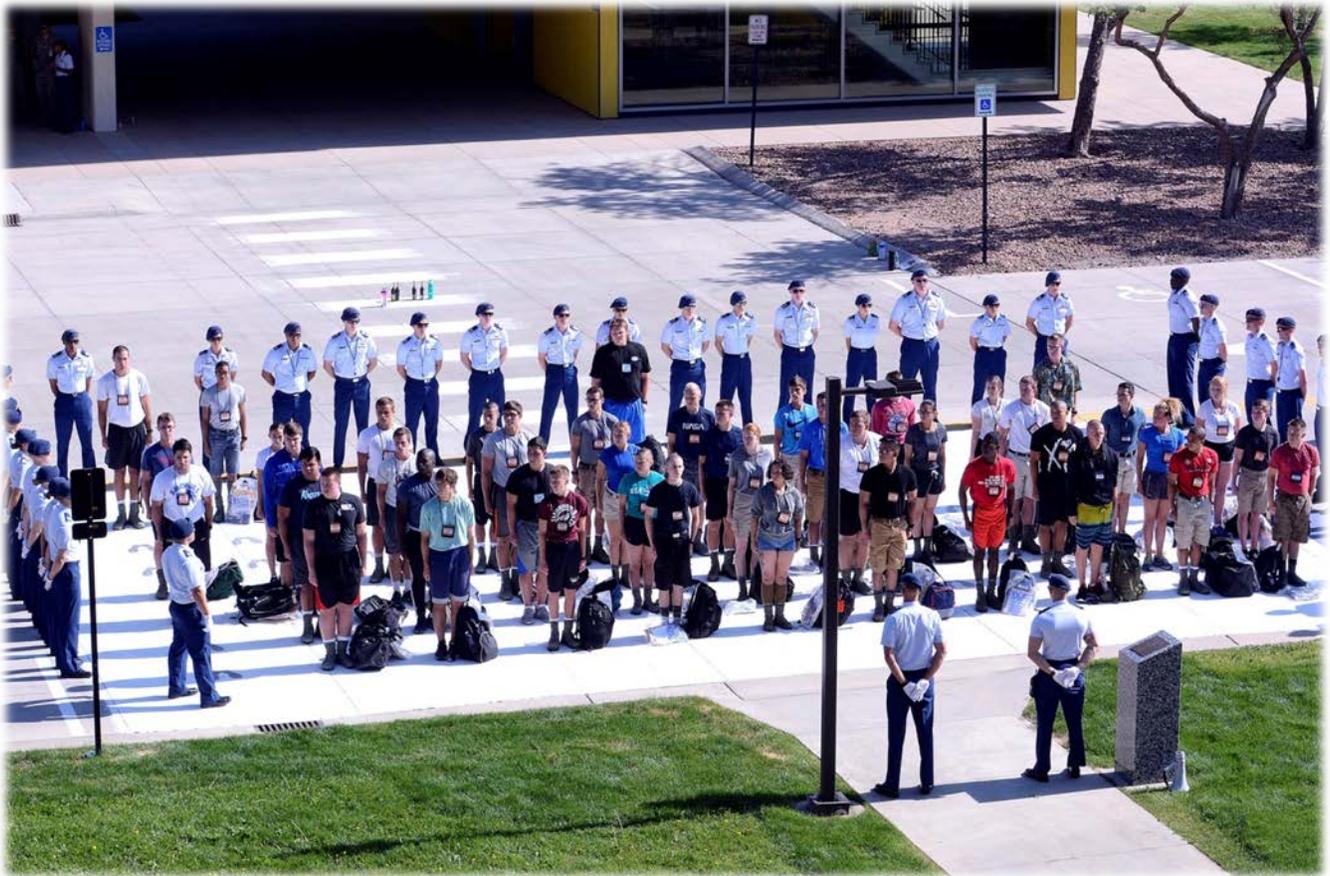
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## Active Duty Personnel

Active duty personnel will out-process through their servicing Military Personnel Section (MPS) Relocation Section. Instructions will be forwarded from Cadet Personnel to the MPS with processing instructions when they are notified you have accepted an appointment. **All prior service members should print out a copy of their Personnel Records Data Application (PRDA) record, and a Career Data Brief (CDB) from Virtual Military Personnel File (VMPF) prior to arrival.** It is vital that copies of technical school certificates and any awards decorations won (AFCM/AFAM) are printed out as well. PRDA records are removed from the server once in-processed at USAFA. These documents will be used to complete the DD Form 214 once DOS/ETS expires.

## ANG/AFR Personnel

All ANG/AFR members must have a signed DD Form 368, Request for Conditional Release, prior to arriving at USAFA. Upon in-processing, USAFA/A1A Cadet Personnel Section will send the finalized release form back to members unit to start the separation process. This is vital to ensure proper separation has taken place in all applicable database systems. **Those members who fail to turn this form in during in-processing will have pay issues.** For any questions about this process please contact the USAFA/A1A Cadet Personnel Office at 179-333-3244.



## Admissions Documents Update

**Your appointment is conditional upon continued academic and physical excellence, as well as maintaining a high level of moral character.** If, between submission of your final qualifying Air Force Academy documents and taking the Oath of Office, you are arrested, convicted or fined for any offense; fail a college or high school class; are suspended or expelled from school; become sick or injured, have surgery; or use prohibited substances (including possession or use of marijuana in places where it is legal), you must immediately contact the Admissions Office at HQ USAFA/RRS, 2304 Cadet Drive, Suite 2300, USAF Academy CO 80840-5025, Telephone 800-443-9266. **Failure to do so may result in refused admission, adverse action, and/or disenrollment.**

## High School Transcript

If you are still in high school, you must ask your school to send a graduation transcript of your final grades by mail or a transcript service such as Parchment, as soon as possible upon graduation. If mailing send to HQ USAFA/RRS, 2304 Cadet Drive, Suite 2300, USAF Academy CO 80840-5025.

## College Transcript

If you are enrolled in college courses, you must make arrangements with the college to forward a **final** transcript to HQ USAFA/RRS, 2304 Cadet Drive, Suite 2300, USAF Academy CO 80840-5025. The transcript must reflect your final grades for the courses in which you are presently enrolled and status at the time of your departure.

Transcripts must arrive at the Academy by **11 June 2019** so final determination can be made regarding your admission eligibility. Also, if you attended college while in high school, you must make sure a final college transcript arrives at the Academy by **11 June 2019**, or as soon as possible upon completion of the semester. Be sure to pay for any transcript fee charged by the college since nonpayment may delay the forwarding of your record. If you have attended more than one college, **make certain that one final transcript from each college is sent to the Academy.**

## Proof of U.S. Citizenship and Security Clearance

**All appointees**, except individuals appointed under the Foreign Cadet Program, **must bring** one of the following to prove

U.S. citizenship:

1. **Proof of citizenship. You MUST hand carry all of the following original documents that apply:** birth certificate; naturalization certificate; certificate of citizenship; passport(s) (both U.S. & foreign); or report of birth abroad as a U.S. citizen.

All appointees, excluding previously enrolled USAFA Preparatory School students, prior service members, ROTC cadets, and reserve members, must provide the following documents in order to submit for a security clearance:

2. **Electronic Security Clearance Questionnaire, SF-86** (can be found online on your application portal). Make sure to **complete, print and hand-carry a copy with you to in-processing.**

- a. The security clearance background investigative process is an in-depth review to confirm your trustworthiness, reliability and loyalty to the U.S. in which acquaintances, friends, and relatives may be interviewed. The security clearance investigation process leads to a secret clearance eligibility. NOTE: Your responses (answers) to questions posed during the Admissions process will be compared against information revealed, discovered, during the background investigation process including a criminal records check. If you did not fully or accurately respond to the questions asked during the Admissions process, you should immediately call your admissions counselor for further guidance and submit a written statement to correct your record.
- b. Appointees will use their hand-carried SF-86 to complete their security clearance during Basic Cadet Training.

3. **International students will not receive a U.S. security clearance and are not required to complete the online electronic security questionnaire.**

Any questions/concerns can be addressed to MSgt. Daniel Burkhart ([daniel.burkhart@usafa.edu](mailto:daniel.burkhart@usafa.edu)), (719)333-2309, or Jessie Rhom ([jessie.rhom.2@us.af.mil](mailto:jessie.rhom.2@us.af.mil)), (719)333-2405.

**NOTE: Failure to abide by security clearance instructions may result in refused admission, adverse action, and/or disenrollment. Appointees who possess dual citizenship (both U.S. Citizenship and foreign citizenship) must bring their current or expired foreign passport with them to the Academy. As part of the security clearance process, you will be asked to sign a statement affirming loyalty to the United States and the willingness to renounce your foreign citizenship. Your foreign passport may be shredded during this time.**

## The Armed Forces Officer Reading Assignment Instructions

Upon your arrival at USAFA, you will begin your journey to becoming a commissioned officer in the U.S. Military with Basic Cadet Training (BCT) and by taking the Oath of Office. The Oath of Office is a solemn commitment to be taken seriously. To prepare you, please download the ebook, *The Armed Forces Officer*, and read both forwards, the introduction, and chapters 1-9 **before you arrive** at USAFA for BCT. <http://ndupress.ndu.edu/Publications/Books/Armed-Forces-Officer/>.

## Notice to Employer

The Uniformed Services Employment and Reemployment Rights Act of 1994 - Notice to Employer - requires service members, which includes appointees to service academies, to provide advance written or verbal notice to their employer for all military duty, for example, prior to reporting to the Air Force Academy. We encourage all appointees to notify their employer even if they do not intend on returning to that civilian job within five years of beginning military service. This act protects civilian job reemployment rights for up to 5 years and, therefore, may provide cadets additional options if they leave the Academy prior to graduation.

## Personal Property Insurance

Occasionally, cadets do lose personal property. Although we don't require insurance to cover this type of loss, for your own protection, personal property insurance is highly recommended, especially once you enter the academic year. During the computer issue process you will have the option to choose from a limited number of vendors who provide personal property insurance for college students.

## Marriage and Paternity/Maternity Certification

As an appointee, you will have to certify upon in-processing that you are not married and have no children. Please be aware that if you do marry or become a parent as a cadet you will be subject to dis-enrollment. In addition, if you marry or become a parent as a cadet and it is not made known to Air Force authorities until after graduation, you may be subject to disciplinary administrative action as an officer.

## Prior Relationships

Appointees are required to fill out DD Form 2983 (section 8, Exceptions) with information regarding pre-existing relationships with any USAFA Cadet now an upperclassmen in the Cadet Wing. Prior-enlisted Airmen are required to fill out DD Form 2983 (section 8, Exceptions) with any pertinent relationships (i.e. relationship with another enlisted member) they wish to continue. The chain of command will review the forms and provide guidance once you are in-processed.

## T-Shirt Size, Name Tag Information and Body Measurements

In order to ensure you are able to receive your uniform issue during in-processing, **you MUST fill out the required documents on your portal no later than 1 June 2019**. Physical Conditioning t-shirts are synthetic and will not shrink, they also run slightly large. Order your normal t-shirt size or one size smaller if in doubt.

## Appearance Standards

### Donating hair on I-Day

Hair donation will be available for basics who are interested and meet the minimum **required length of 7 inches to donate**. Donated hair cannot be permed, colored treated or highlighted. Basics who would like to donate will have the choice of sending their hair to one of five foundations who provide wigs to cancer patients or patients with hair loss disorders.

**Females:** following donation, will be given the option of a single-length, chin-length cut (if hair is long enough to allow for both, donation then haircut) or a traditional military in-processing haircut (cut to 1.5 size clipper blade length).

**Males:** following donation, will receive a traditional military in-processing haircut.

You are entering a period of your life full of opportunity. Consider this your first opportunity to create a positive life changing outcome for a bald child or cancer patient.

### Hair

**Unauthorized for males and females: Mohawk, mullet, etched design**

**Female basics** are authorized to style their hair to meet active-duty Air Force standards according to AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, dated 27 September 2018. These standards are: clean, well-groomed, and present a professional appearance (see photos, next page). No minimum hair length to a maximum bulk of 3 ½ inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn parallel to the ground, both front to back and side to side. Bangs, or side-swiped hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground.

- If worn, black hair accessories (e.g., fabric scrunchies, hairpins, combs, clips, headbands, elastic bands, barrettes, etc.) are authorized regardless of hair color and not present a faddish appearances. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar. Headgear must fit properly.
- Locs, braids, twists, micro-braids, french braids, dutch braids and cornrows are authorized. Locs are defined as portions of hair that have been intentionally or unintentionally fused together to form a loc or locs. A braid or twist is two or more portions of interwoven hair. If adding additional hair, it must be a natural-looking color, similar to the individual's hair color. It must be conservative (moderate, being within reasonable limits; not excessive or extreme) and not present a faddish appearance. Hair must not exceed bulk and length standards and must not extend below the bottom of the collar. Headgear must fit properly.
- All locs, braids, and twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the locs, braids, or twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple locs, braids, or twists shall be of uniform dimension, small in diameter (approx. ¼ inches), show no more than ¼ inch of scalp between the locs, braids or twists and must be tightly fused/interwoven to present a neat, professional appearance. A loc, or braid must continue to the end of the hair without design and following the contour of the head, and may be worn loose or in a secured style within hair standards in the paragraph above. **[Exception: Micro-braids or twists are not required to continue to the end of the hair.]**

**\*\*Females\*\***

**Authorized hair styles and braids**



**Exception:** While wearing the Physical Training Uniform, long hair will be secured, but may have loose ends and may extend below the collar, i.e. ponytails.

**Unauthorized hair styles**



To ensure female cadets meet these standards, USAFA cadets and permanent party non-commissioned officers will be present on in-processing day to train basics on these standards or if unable to meet them, ensure female basics receive a single-length, chin-length cut to ensure they are within standards.

**\*\*Males\*\***

**Male basics** will continue to receive a traditional military in-processing haircut (cut to a 1.5 size clipper blade length). **Males will need to shave prior to in-processing, to include mustaches.**



**DO NOT SHOW UP LIKE THIS**



**It is highly encouraged that all appointees arrive on in-processing day with their hair meeting standards; however, if they are unable to meet standards, a haircut will be provided (as shown above).**

## **Tattoo Policy**

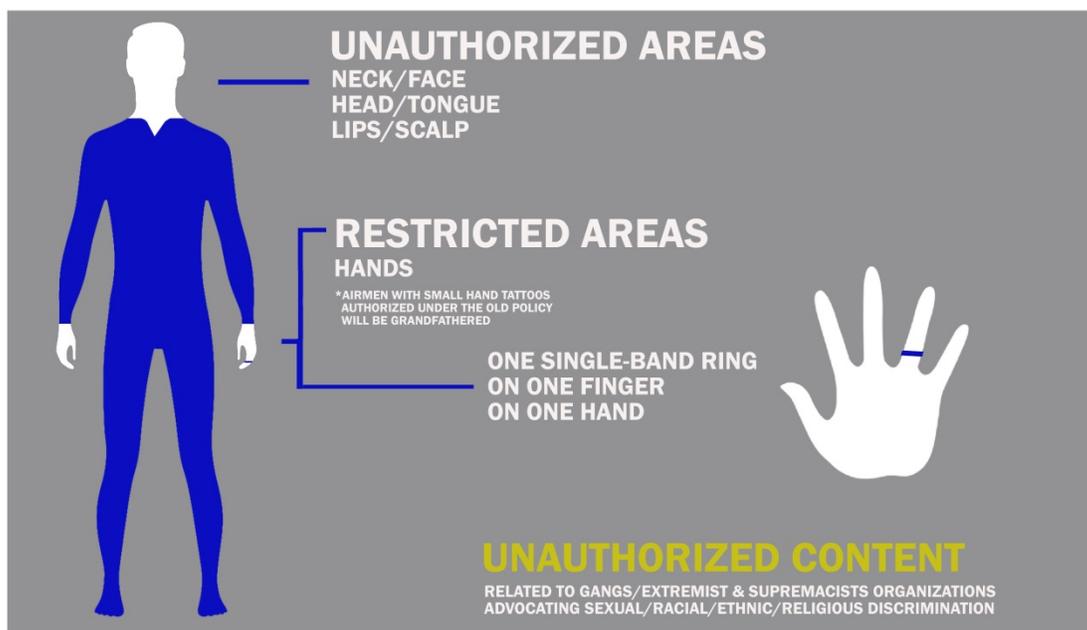
A tattoo is defined as a picture, design, or marking made on the skin or other areas of the body by staining it with an indelible dye, or by any other method, including pictures, designs, or markings only detectible or visible under certain conditions (such as ultraviolet or invisible ink). A brand is defined as a picture, design, or other marking that is burned into the skin or other areas of the body. Body markings are pictures, designs, or other markings as a result of using means other than burning to permanently scar or mark the skin.

- Tattoos/brands/body markings will not be on the hands (except one ring tattoo on one finger on one hand), head, neck (anything visible above the open collar uniform), face, tongue, lips, and scalp.
- Tattoos are authorized on the chest and back (below the open collar uniform), arms, legs, and a ring tattoo on one finger on one hand.
  - Ring tattoos are limited to a single band of no more than 3/8 of an inch in width, below the knuckle and above the finger joint (portion closest to the palm).
  - Chest and back tattoos will not be visible through any uniform combination(s) or visible while wearing an open collar uniform.
  - Tattooing for cosmetic purposes is authorized when directed by licensed, qualified medical personnel to correct a medical condition, illness or injury for both men and women.
    - Not medically directed cosmetic tattooing is permitted for women if done to apply permanent facial makeup (i.e. eyebrows, eye liner); the cosmetic tattooing must have a natural appearance and be conservative, moderate, within reasonable limits, not excessive or extreme, not distinctly contrast with their complexion, and in good taste.

Tattoos/brands/body markings with unauthorized content that are prejudicial to good order and discipline or the content is of a nature that tends to bring discredit upon the Air Force are prohibited both in and out of uniform. Airmen may not cover up tattoos, brands, and/or body markings with bandages or make-up in order to comply with unauthorized content tattoo policy.

- Tattoos/brands/body markings anywhere on the body that are obscene, commonly associated with gangs, extremist, and supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform.
  - Obscene tattoos/brands/body markings are grossly offensive to modesty, decency, or propriety.
  - Extremist tattoos/brands/body markings are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities.
  - Sexually discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on gender.
  - Racially discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.

Initial accessions must disclose any tattoos or brands not meeting the above criteria and receive appropriate Air Force Component Recruiting Service review (AFRS, AFRCRS, ANG) to determine eligibility when questionable for appointment. Complete removal or alteration of unauthorized content and/or excessive tattoos/brands/body markings is otherwise required prior to being accepted in the Air Force.



Please refer all phone calls to the appropriate office.  
 (Print this page and carry it with you to have emergency contact information)

**Status Changes and Emergencies**

<b>Admissions Office</b> (www.academyadmissions.com)	800-443-9266
<b>DoDMERB</b> (report any changes in medical status)	719-333-3562
<b>In-processing Director</b> CO Springs Regional Command Post (In-processing Day or the night before ONLY)	719-333-2633
<b>Travel</b> – reference your Appointee Portal for the latest contact information	reference Appointee Portal
<b>Cadet Wing Operations Center (Emergencies Only)</b>	719-333-2910
<b>Basic Cadet Training Questions</b> (www.usafa.edu/Commandant/BCT/FAQ)	719-333-1651

**Agency Information**

<b>Air Academy Federal Credit Union</b>	800-223-1983 719-593-8600
<b>Academic Computing Services</b> (Computers, Software, Printers)	719-333-3994
<b>Armed Forces Bank</b>	719-208-8970 (main) 719-208-8780 (cadetarea)
<b>Association of Graduates</b> (www.usafa.org/appointee)	719-472-0300
<b>Cadet Clinic</b>	
Medicine	719-333-5180 opt 1
Immunizations	719-333-5080 opt 5, then opt 5 again
Optometry	719-333-5189 opt 4
<b>Cadet Issue</b> (ABU Boots/Uniforms)	719-333-3218
<b>Cadet Sponsor Program</b>	719-333-2727
<b>Chaplain</b>	719-333-2636
<b>Dental Clinic</b>	719-333-5192
<b>Finance</b>	
Cadet Pay & Scholarship Check Questions	719-333-6982
Travel Reimbursement Questions	719-333-4298
<b>Office of International Programs (DFIP)</b>	719-333-3452
<b>Parents Liaison</b> (usafa.parentliaison@usafa.edu)	877-268-3383 719-333-3828
<b>Parents' Weekend</b> (www.usafa.edu/superintendent/parentsweekend) (parents.weekend@usafa.edu)	719-333-3828
<b>Registrar's Office</b>	719-333-3970
<b>Security Clearance Forms</b>	719-333-8999 719-333-9036
<b>Sexual Assault Response Coordinator (SARC)</b>	719-333-7272

## Selecting Your Mode of Travel

You will be given the opportunity on your portal to select your mode of travel. **The options are listed below and we ask that you carefully consider them and discuss them with your family before making your selection on your portal, as there will NOT be an option to make changes.** Please choose from the following:

1. **Appointee requests the Government purchase a commercial airline ticket:**
  - a. Best for those appointees traveling alone.
  - b. Please note that we are required to utilize the government contract carrier for the tickets and cannot match your tickets with family members or others.
  - c. The flight will be booked from the airport closest to your home of record to the Colorado Springs Airport.
  - d. You will complete a travel voucher upon in-processing and receive per diem (meals and incidental expense allowance) entitlement for travel to the Academy. See Travel Reimbursement section for details.
  - e. Changes will not be allowed.
2. **Appointee will make own travel arrangements by purchasing airline ticket or driving to Colorado Springs, CO:**
  - a. Best for those traveling with family members, departing from location other than home of record, or taking vacation enroute.
  - b. Arrange your own commercial airline travel to the Academy. Appointee will be reimbursed for the actual cost of the airline ticket from airport nearest home of record to Colorado Springs Airport, not to exceed the cost of a government procured ticket.
  - c. Travel by private auto to the Academy. Appointee will be reimbursed 23 cents per mile and entitled to a maximum per diem allowance of \$140 a day for the allowable travel time. See Travel Reimbursement section for details.

### Commercial Airline Ticket Provided by USAFA

When you select commercial air travel to the Academy, the Traffic Management Office, Passenger Services Section, will confirm and issue an electronic ticket (E-Ticket) itinerary from the airport closest to your home of record to Colorado Springs Airport. Consult your Appointee Portal for more information on retrieving your itinerary. **If you do not receive your itinerary by 1 June 2019 please email admissions at [usafa\\_rrs.orgmail@usafa.edu](mailto:usafa_rrs.orgmail@usafa.edu).** Admissions will work with the travel office to ensure you receive it.

### Commercial Airline Ticket Purchased by Appointee/Family

If you are considering taking a vacation enroute to visit family, friends, etc., leaving from a location other than your home of record, or will be traveling with family, please make your own travel arrangements rather than having the Academy make your arrangements. Please keep in mind that reimbursement guidelines cover airline tickets into Colorado Springs Airport from the airport closest to the appointee's home of record. Please refer to the travel reimbursement section before arranging travel.

### Driving to USAFA

The Academy is located fifty-five miles south of Denver, Colorado, and eight miles north of Colorado Springs, Colorado, on Interstate Highway 25. If you travel to the Academy by car, you will find that entrances to the Academy from the highway are clearly marked. **You should enter the Academy through the North Gate entrance.** The drop-off point to begin in-processing is the Cadet Field House. Signs will be placed along Academy roads on the day of your arrival to direct you to the Cadet Field House. Please refer to the travel reimbursement section before arranging travel.

## Lodging

**It is important you make arrangements to arrive the day prior to in-processing to mitigate any delays and be available to report on 27 June at your assigned time.** Overnight lodging is not available on the Academy, and you cannot begin in-processing before 7:00 a.m. You are responsible for making your own hotel reservations and acquiring accommodations. If you plan to stay in the vicinity of the Academy the night prior to in-processing, we suggest you make reservations early, even prior to receiving your airline ticket itinerary. Colorado Springs is a major tourist center, hotel and

motel reservations are at a premium from Memorial Day through Labor Day; in particular, lodging close to the Academy may be limited due to the number of arriving appointees. **The cost of the hotel/motel, meals, and commercial transportation to/from the hotel, is at your expense; the appointee will be reimbursed after filing a travel voucher (lodging up to a maximum total of \$97.00 with a receipt for reimbursement, (Airbnb claims are not authorized); commercial transportation is reimbursable, tips are not reimbursable).** You should also check to see if your hotel provides free shuttle service from the Colorado Springs airport.

Lodging taxes are claimed separately. The daily room rate (without taxes) is limited to the max amount depending on the date lodging is incurred. **Max lodging** varies by date: 10/01-05/31 - \$105; 06/01-08/31 - \$134; and 09/01-09/30 - \$105.

There are many hotels in the north Colorado Springs area, readily found by a simple internet search; the following list of those located around the Academy is extensive but not exhaustive (no US government endorsement implied):

<p><b><u>I-25/Academy Blvd</u></b>          The Academy Hotel          Comfort Suites          Days Inn          Plaza Inn          Econo Lodge          Howard Johnson          Super 8</p>	<p><b><u>Commerce Center Dr (off I-25/Woodmen Rd)</u></b>          Hampton Inn North          Embassy Suites          Microtel Inn/Suites          Fairfield Inn/Suites          Holiday Inn Express          Staybridge Suites</p>	<p><b><u>I-25/InterQuest Parkway</u></b>          Residence Inn          Hampton Inn/Suites          Drury Inn</p> <p><b><u>I-25/Briargate Parkway</u></b>          Hilton Garden Inn          Homewood Suites</p>
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## Unaccompanied Travel

If you are traveling unaccompanied to the Academy and staying at a hotel, you can either catch a hotel shuttle (if provided) or get a commercial taxi at the taxi stand outside (taxi cost is at your own expense. The Academy does not provide transportation from the airport to your hotel or to In-processing (I-Day). The Rampart Chapter of the Association of Graduates will have a table at the airport to help answer any questions.

If you experience any major problems, delays, or difficulties during your travels to Colorado Springs or to your destination for staying overnight, you can call the Colorado Springs Regional Command Post at 719-333-2633 (manned 24/7), and ask to be connected to the In-processing Director.

If you requested government travel and need help in coordinating travel during delays or difficulties, contact the airline you are traveling on. If you still need assistance, reference your Appointee Portal for the latest contact information.

## Travel Reimbursement

This information is provided to help you plan your transportation to the Academy. During in-processing you will complete a DD Form 1351-2, Travel Voucher, claiming the authorized expenses incurred for your travel. A complete travel itinerary is required, so please keep track of all dates involved. You do not need to track intermediate stops in your itinerary unless you remain overnight or change travel modes (airline, commercial vehicle, private vehicle, etc.).

Individuals entering a Service Academy are authorized allowances for the travel performed, not to exceed allowances for the official distance between the home or school; the person certifies the place from which travel began, to the Service Academy. This location is shown in the orders directing your travel to the Academy.

### **Travel by air:**

You are highly encouraged to request a government furnished airline ticket when you select your mode of travel to the Academy. Your per diem (meals and incidental expense allowance) entitlement for travel on an airline to the Academy is approximately \$49.50. If you choose to purchase your own airline ticket, please note that you may only be reimbursed up to the government rate for a ticket from your home of record to the Colorado Springs Airport and the per diem rate.

The following information and documentation, if applicable, is required when completing your travel voucher:

1. Your airline itinerary
2. Distance from your home to the airport
3. Receipts for personally purchased airline tickets
4. Receipts for reimbursable expense items such as taxi fares of \$75 or more
5. Cost of passport and/or visa (International Students only)

**Travel by private auto:**

Should you decide to travel by private auto to the Academy, you will be entitled to reimbursement of 20 cents per mile based on paragraph 2 above under Travel Reimbursement. You are also entitled to a maximum per diem allowance of \$149 per day for the allowable travel time. Travel time is computed and paid for the lesser of: one allowable travel day for each 350 miles of the official distance or actual time used to complete the travel. The entitlement to the mileage allowance is dependent on you being the owner/operator of the vehicle. To be considered the owner/operator of the vehicle, you must be responsible for the operating costs of the vehicle, i.e., pay for the gas. It is not necessary to track your actual mileage or provide copies of your meal or hotel receipts.

**Other commercial ground transportation:**

You may also utilize and receive reimbursement for bus or rail transportation. Keep all receipts associated with this travel.

**Questions about Travel Reimbursement:**

Contact the Academy Financial Services Office, at 719-333-4298 for questions concerning your travel entitlements.

**Note:** If for any reason under your control, you refuse to take the Oath of Office as a cadet upon your arrival at the Academy, or if because of fraudulent reasons you cannot become a cadet, you will not be entitled to any travel expense reimbursement. Failure to take the Oath of Office will negate ALL entitlements for travel expenses to the Academy, as well as travel expenses back to your home. This means you will have to pay your own way to and from the Academy. The government cannot pay you for these expenses if you have not been sworn in as a United States Air Force Academy cadet.



A customized checklist, based on your responses within the portal, will generate upon completion of the portal items (see page 11). It will include what to hand-carry (specifically the required forms that need to be completed prior to in-processing) and what to pack in luggage.

### Packing List for In-Processing (General Reference)

**\*\*\*HAND-CARRY THESE ITEMS OUTSIDE OF LUGGAGE\*\*\***

	Photo ID (Driver's license, state-issued ID or gov't issued ID)
	Social Security Card
	Proof of Citizenship (See pages 2)
	Legal Name Change documentation (if applicable)
	Security Clearance Paperwork (See page 2)
	Eyeglass and contact prescriptions PLUS one pair of glasses with black eyeglass strap (if applicable) NO CONTACTS (See page 17 for more information)
	Orthodontic Retainer (if applicable, see page 18)
	Essential Medications (See page 16 for more information)
	Military Medical Records (Prior Service Only)
	Immunizations Record (See page 16)
	Pharmacy Cadet In-Processing Form
	Standard Form 600 (Cadet Preventative Health Assessment)
	Toothbrush, Toothpaste, Dental Floss
	Deodorant
	Lip Balm
	Shampoo, conditioner and bath soap (bar with closing container or liquid body wash)
	Athletic shoes, wear or hand-carry (See page 13)
	Sports watch (rubber or soft plastic ... NO metal)
	WOMEN – 8 white sports bras, 12 pair white cotton briefs, feminine hygiene products
	MEN – 8 plain white v-neck t-shirts, 12 pair white underwear, razor, blades and shaving cream or electric shaver
	ABU boots, wear or hand carry (See page 13)
	Molded Cleats
	Stationery and stamps
	Cell Phone ( <b>will be locked up until permitted</b> ) - label phone w/ full name and squadron
	Sunscreen
	Arrival Procedures (See pages 7-9)
	Travel Receipts

## Appointee Portal Customized Checklist (Example)

<b>AIR FORCE ACADEMY IN-PROCESSING CHECKLIST</b>	
<i>Bring every item on this form (unless the item is marked as optional or is Not Applicable to you)</i>	
PRINT NAME, STUDENT ID, DATE OF BIRTH, AND GENDER IN THIS SPACE	
<div style="background-color: black; width: 150px; height: 15px; margin: 0 auto;"></div>	
ID:	<div style="background-color: black; width: 80px; height: 15px;"></div>
DOB:	<div style="background-color: black; width: 80px; height: 15px;"></div>
Gender:	<div style="background-color: black; width: 15px; height: 15px;"></div>
<b>Instructions</b>	
<i>Print this form and <u>securely</u> attach it to the front of a large manila envelope. You will put items you need during in-processing into the envelope. You will need to take this envelope out of your luggage <u>before</u> you drop your luggage off and carry it through the in-processing line.</i>	
<input type="checkbox"/>	Check this box after you have attached this form to the front of a large manila envelope.
<b>Items to hand-carry inside the manila envelope</b> <i>(check each item as you pack)</i>	
<input type="checkbox"/>	Travel Receipts (airline itinerary/receipt, distance from your home to the airport, receipts for expenses such as taxi fares of \$75 or more)
<input type="checkbox"/>	Security Clearance Paperwork (completed pages of SF86 stapled or clipped together)
<input type="checkbox"/>	Current Immunization Record
<input type="checkbox"/>	Legal Name Change Documentation (if applicable, if not, put N/A in the checkbox)
<input type="checkbox"/>	<b>Completed (but NOT signed) Pharmacy Cadet In-processing Form</b> (fill in allergies only)
<input type="checkbox"/>	<b>Completed Standard Form 600 (Cadet Preventative Health Assessment)</b>
<b>Note:</b> <i>If you are missing the <b>Standard Form 600 (Cadet Preventative Health Assessment)</b>, the <b>Pharmacy Cadet In-processing Form</b>, or the <b>SF86 (Security Clearance Paperwork)</b>, you can print new copies from the "To Bring" checklist page on your portal.</i>	
<b>Items to hand-carry on your person (wearing on your person, in your wallet/billfold, or in a small bag or tote)</b> <i>(check each item as you pack)</i>	
<input type="checkbox"/>	Social Security Card
<input type="checkbox"/>	Photo ID (Driver's License, State-issued ID, or Federal Government-Issued ID)
<input type="checkbox"/>	Military Dependent ID Card (if one or both of your parents is military). If not applicable, put N/A in the checkbox.
<input type="checkbox"/>	Orthodontic Retainers (if applicable). If not applicable, write N/A in the checkbox.
<input type="checkbox"/>	Essential medications (hormonal medication, such as birth control pills, Depo-Provera injections, and antibiotics for acute infections). See your <i>Instructions to Appointees</i> booklet for more information. If not applicable, write N/A in the checkbox.
<input type="checkbox"/>	ABU Boots (if you purchased them in advance). This is optional. If you didn't bring boots, write N/A in the checkbox.
<input type="checkbox"/>	Proof of US Citizenship including one or more of the following documents: Birth Certificate (with Consular Report of Birth Abroad if born overseas), US Passport, Certificate of Citizenship, or Naturalization Certificate. <b>This must be an ORIGINAL document (no photocopies).</b>
<b>Note:</b> <i>You will present your proof of citizenship at the start of the in-processing line. After presenting, you will put the document into your envelop.</i>	
<b>Items to pack in your luggage (you will not need these items during in-processing)</b> <i>(check each item as you pack)</i>	
<input type="checkbox"/>	Twelve pair of plain white underwear (boxer briefs must not extend below mid-thigh) and eight plain white V-neck t-shirts (write your ID, shown at the top of this form, in each of the garments).
<input type="checkbox"/>	Razor, blades, and shaving cream or an electric shaver
<input type="checkbox"/>	Toothbrush, toothpaste, and dental floss
<input type="checkbox"/>	Shampoo and bath soap (bar w/closing container or liquid body wash)
<input type="checkbox"/>	Deodorant
<input type="checkbox"/>	Cell Phone (optional) - Will be locked up until permitted. If not applicable, write N/A in the checkbox.
<input type="checkbox"/>	Molded cleats (optional). If not applicable, write N/A in the checkbox.
<input type="checkbox"/>	Stationary and stamps (optional). If not applicable, write N/A in the checkbox.
<b>Note:</b> <i>You will be issued sunscreen, lip balm, Tylenol, and throat lozenges during in-processing. You do not need to bring these items with you.</i>	
<b>DO NOT BRING:</b> <i>Privately owned vehicle, diet or food packages, more than one piece of luggage, firearms or knives, jewelry, computers, printers or tablets, over-the-counter and non-essential medications, contact lenses.</i>	

You should arrive at the Cadet Field House **15 minutes prior** to your assigned reporting time. Reporting times will be posted on your admissions portal **two weeks prior to in-processing day**.

You should eat a good breakfast prior to arriving at the Academy in-processing area.

If you are staying at a hotel, you must obtain your own transportation (i.e., commercial taxi) **at your own expense (reimbursed on your travel voucher)** to the Cadet Field House. The primary commercial taxi company that has pre-approved access onto USAFA is the Yellow Cab Company, 719-777-7777. Do not use Lyft or Uber; they are not guaranteed entrance to the Academy. Individuals with criminal records will be turned away at the gate.

If your family members are dropping you off at the field house for in-processing, they may remain with you until after the initial welcome briefing by U.S. Air Force Academy senior leaders. Following the briefing, families are welcome to visit the information tables located in the field house between the basketball arena and the hockey rink. They will also have a limited opportunity to view some of the initial in-processing steps from a distance prior to your departure for the cadet area.

Following drop-off, shuttle buses will be available for families to attend both the Parent Picnic, sponsored by the Colorado Parents Club, at Doolittle Hall (home of the USAFA Associate of Graduates) and the Parent Briefing from U.S. Air Force Academy senior leadership at Arnold Hall Theater.

More specific information about In-processing Day events for families will be available at [www.usafa.edu/parents](http://www.usafa.edu/parents).

If you have any questions, or problems getting transportation to the Cadet Field House, contact the Colorado Springs Regional Command Post at 719-333-2633 and ask to be connected to the In-processing Director. Late arrivals (after 4:00 p.m.) will also need to contact the Colorado Springs Regional Command Post.



All appointees **must arrive at the Cadet Field House** for in-processing into the United States Air Force Academy on **27 June 2019. Plan to arrive in the local area on the 26th of June in order to meet a 7:00 a.m. in-processing time on the 27th.** Further instructions will be posted on your admissions portal two weeks prior to in-processing day. Appointees will be able to view their squadron assignments and their exact arrival time on their admissions portal. Appointees should also bring all required items as specified in these instructions or as supplemented on the website. Appointees who arrive without all the required items will suffer a great deal of inconvenience and delay during in-processing. Don't add stress to this first day by arriving without all required items.

## What to Bring

### Proof of Citizenship/Name Change/Social Security Card

You **MUST hand carry all of the following original documents that apply:** birth certificate; naturalization certificate; certificate of citizenship; passport(s) (both US & foreign); or report of birth abroad of U.S. citizen. We will check proof of citizenship documentation at the start of in-processing. **If you do not have proper proof of citizenship you may be sent home.** Also, we must record your name exactly as it appears on your birth certificate. If you have had or anticipate a name change before arriving at the Air Force Academy, please contact Admissions.

### Civilian Clothing and Baggage

We suggest you bring a minimum of civilian clothing since you will not be allowed to wear it during your fourth-class (freshman) year until after Recognition. Weather permitting, we advise you to report to the Academy wearing a short-sleeve shirt or blouse, shorts or pants, and a light sweater or jacket, as needed. You should wear your most comfortable walking shoes. In-processing (your first day here) will require approximately eight full hours and include considerable walking and standing. Baggage should be no larger than airline carry-on size; backpacks are preferable.

The Academy **DOES NOT** issue bras or briefs to women or briefs and V-neck t-shirts to men. Females **MUST** bring eight white sports bras and 12 pair of white cotton briefs. Men **MUST** bring 12 pair of plain white underwear (boxer briefs must not extend below mid-thigh) and eight plain white V-neck t-shirts. Please mark all under clothing on the tag or the rear of the waistband with your 9-digit alphanumeric student ID (found on your application portal). The laundry marking should be approximately one inch high and one and one half inches wide.

Keep in mind that you will be involved in strenuous physical activities during BCT and that support and comfort should be your foremost consideration in the type of undergarments you bring.

Upon arrival, you'll be issued all clothing/footwear you will need and are allowed to have.

### Athletic Shoes

Athletic style shoes are mandatory. Appointees **must bring athletic style shoes that are serviceable, in good condition and do not have excessive ornamentation.** The athletic shoe must be white, black, or grey in color. The shoe's primary purpose must be for running (no basketball shoes, cleats, etc.). If the appointee does not bring an approved athletic shoe, they will be required to purchase a pair upon arrival. Limited options and supply must be taken into consideration.

### Combat Boots

By the time you arrive at the boot issue station on in-processing day, you will have been on your feet for many hours and your feet will be swollen and tired. To ensure a perfect fit and lower the risk of blisters, it is **HIGHLY RECOMMENDED** you purchase 1 pair of ABU boots and wear them for 2-4 weeks prior to arrival at USAFA. These boots must meet the following specifications: sage green in color, 8 inches high, have a rubber sole, and a waterproof upper bootie (Gore-tex or similar). The boots must NOT have steel or safety toes, or zippers. Bellville models 690 (men's) and F650 (women's); NIKE SFB Field 8"; Danner Rivot TFX 8" all meet these requirements. All incoming cadets will be issued sufficient boots to ensure that they have two (2) pairs of serviceable boots for wear during BCT. **If you purchase boots, wear them when you report for in-processing (I-Day).**

You are also encouraged to bring molded cleats with you to the Academy. Many intramural activities are played outdoors and the use of molded cleats will allow you to maintain your footing. Only molded cleats are authorized. Do not bring screw-in, metal, or single toe cleats as they pose safety hazards to other participants.

If you require prescription orthotics, bring them with you. Make sure they are in good shape and accomplish what they are supposed to do, i.e., alleviate pain.

### **Toiletries**

Males and females are **required** to bring with them the following items: bar soap (in a closing soap container) or liquid shower body wash, lip balm of your choice, toothbrush, toothpaste, dental floss, deodorant, and shampoo of your choice. We recommend you NOT bring the extra-large containers of these items because you will have an opportunity to visit the cadet store during BCT. **Males** are required to bring a razor, blades, and shaving cream or an electric shaver. **Females** should bring feminine hygiene products that may be required. All cosmetics will be collected upon arrival and returned at the end of BCT. When packing your toiletries, be aware of the TSA Rules on Liquids at <https://www.tsa.gov/travel/security-screening/liquids-rule> . If you do bring liquids larger than 3 oz, be aware that you will need to pack them in checked luggage instead of a carry-on.

## **What Not to Bring**

### **Personal Computers**

All fourth-class cadets will be issued a new tablet or notebook computer in August, before the fall semester begins. It will come pre-loaded with all software required for cadets, including Microsoft Office, math packages, CAD/CAM, and antivirus software. You will also have access to a high-speed laser printer in each cadet squadron. This is a shared resource with 100+ people so plan ahead when printing. You are allowed to have your own personal printer in your room if you like. If you already own a printer, it is best to have it sent or brought to you during Parents' Weekend. Otherwise you may purchase one from the cadet bookstore or from local merchants. It is recommended you buy a printer with a USB connection and cable. Questions regarding this subject should be addressed to the Dean of the Faculty, Director of Educational Technology/DFEI, 2354 Fairchild Drive, Suite 4K25, USAF Academy CO 80840-6220 or by calling 719-333-4232 (USAFA A6).

### **Personal Accessories/Equipment**

Storage space is extremely limited during BCT and you will be issued everything you will need. Therefore, you should not bring more than one small piece of luggage (airline carry-on size or smaller). Be aware of the TSA guidelines for what you can and cannot pack in a carry-on bag. Do not bring a trunk, footlocker, or sporting equipment. Sporting equipment can be mailed to you later when it is authorized. Female candidates may bring a hair dryer. You will be given Air Force-issue eyeglasses sometime during BCT. Wearing of contact lenses during BCT is not permitted because of the intensive training in dry, dusty conditions and the amount of personal time available between training events. Items you may need for the academic year may be brought to you by your parents and friends during Parents' Weekend.

### **Firearms**

Do not bring any firearms or knives to the Academy. There are no provisions for storage or safekeeping during BCT.

### **Jewelry**

We highly recommend that new appointees DO NOT bring or wear any valuable jewelry, clothing, or personal items. Basic cadets may not wear any jewelry during BCT, including pierced earrings or metal watches, for safety and hygiene reasons. All jewelry brought to the Academy will be collected and placed in individual "low-security" lock boxes until after BCT. Upon completion of BCT, female cadets may wear one pearl, silver, or gold spherical earring (no larger than 1/8th inch in diameter) on each ear. Male cadets are specifically prohibited from wearing earrings at any time.

### **Privately-Owned Vehicles**

You are not permitted to have a private motor vehicle at USAFA until your second-class (junior) year, at which time it will be a privilege earned in accordance with the Commandant's regulations. You will never be allowed to bring a motorcycle/scooter to the Academy. Do not bring an automobile unless someone accompanies you who can drive it home.

### **Diet and Food Packages**

The Cadet Dining Facility provides a diet tailored to the strenuous BCT conditioning program. During 1st BCT cadets are offered 3800-4000 calories per day, and throughout 2nd BCT the calories increase to 4000-4500 per day due to the increased physical requirements. The cadet's well-being is monitored by a registered dietitian, and nutrition counseling is readily available. We request you advise relatives and friends **NOT** to send any food packages until after BCT. **You will not have access to any packages sent to you until after BCT, along with any nutrition supplements that are brought in your personal belongings.**

Each day, three well-balanced meals will be served by Mitchell Hall, the cadet dining facility. The dining facility does provide vegetarian menus for members of religious faiths or for individual convictions during BCT. Nutrition screening and counseling is provided to basic cadets requiring personal attention. During the academic year the dining facility offers

light and vegetarian menus, and accommodates the Muslim faith during Ramadan and Jewish faith during Passover. If you anticipate dietary problems, you are advised to call the Cadet Chaplains Office at 719-333-2636 before you arrive. For further dietary questions or concerns, please call the Cadet Dining Facility at 719-333-3663.

### Calculators

New cadets will be issued a scientific calculator prior to the start of classes in August. This calculator will be sufficient for all core courses at the Academy and use of alternate calculators in 100- and 200-level core courses is restricted. Therefore, there is no requirement for you to purchase a calculator or bring one with you. Some cadets majoring in engineering and sciences will require a more advanced “scientific” calculator, which can do simple linear regressions or graphing functions, but these can be purchased here if required. However, if you already own an advanced scientific calculator, we recommend it be mailed or brought to you during Parents’ Weekend.

## Mailing Address

A private post office box has been assigned for your personal mail. The box number is available on your application portal. Use the following format for mail sent to you. **NOTE:** You will **NOT** have access to any **packages** until **after** BCT.

Basic Cadet \_\_\_\_\_  
(your first and last name)

P O Box \_\_\_\_\_  
(insert your PO Box Number)

USAF Academy CO 80841



**Physical qualification for Academy entrance is based on the assumption that your Department of Defense Medical Examination Review Board (DoDMERB) examination reflects your true medical status. You can ensure this by:**

1. Providing a complete and accurate medical history at the time of your examination.
2. Immediately reporting any change in your medical status (injury, physical or mental illness, or diagnosis of a new condition) to DoDMERB, telephone 719-333-3562, after you have finished your examination.
3. Notifying DoDMERB prior to treatment or procedure if elective surgery or medical treatment is contemplated, as this may adversely affect your medical status.
4. Visual refractive error that is corrected by orthokeratology (using hard contact lenses to decrease myopia) or keratorefractive surgery (RK, PRK, LASIK or other laser procedures to correct refraction) is medically disqualifying. Individuals who have undergone either PRK or LASIK need to call and report this to DoDMERB at 719-333-3562, as they may need to be evaluated by the medical authority. Waiver candidates must meet strict criteria regarding both pre-operative and post-operative visual status.
5. Sending all medical information to DoDMERB as soon as possible.

**As a reminder, the DoDMERB examination is used only for appointment to the Academy.** Any determination for pilot/navigator/RPA qualification is made after a Flying Class Physical accomplished during the sophomore/junior year (i.e. C3C/C2C years). **No one is pilot/navigator/RPA qualified based on the DoDMERB physical alone.**

### Medications

All medication in your possession will be examined by an Air Force medical officer and will be taken away without replacement unless it is ESSENTIAL for continued treatment. Due to the nature and activities of basic training, possession of over-the-counter and nonessential medications (to include drugs for acne and sports supplements) is prohibited. EXCEPTION: Hormonal medication, such as birth control pills, Depo-Provera injections, or thyroid supplements; and antibiotics for ongoing infections. Medical care is available throughout BCT and medications are prescribed on an as-needed basis, to include aspirin, acetaminophen (Tylenol), and ibuprofen (Motrin). Routine medications, such as those for acne can be resumed at the completion of basic training. You must hand carry all your medications (including allergy extracts) through in-processing. If you have any questions about medications, call the Cadet Clinic-Medicine at 719-333-5181.

### X-Rays

If you have suffered an orthopedic injury or have been treated for an orthopedic injury or deformity in the last year, you are REQUIRED to bring your most recent X-rays from your physician. These X-rays will be turned in to the cadet clinic at in-processing.

### Medical Records

Medical records criteria will differ depending on your status.

If you are a **current active duty member**, and if your outgoing base provides you with a hard copy of your medical records, you will hand-carry your hard copy medical records to the Academy and turn it in during the medical portion of your in-processing.

If you are a **current military dependent**, your medical record must remain at the last base you were treated. You do not need to bring a copy of your medical records.

If you are a **civilian**, you do not need to bring a copy of your medical records.

### Immunizations

Immunizations are a mandatory requirement for military duty. All appointees must get the necessary immunizations **PRIOR** to arrival at the Academy. Waivers for immunizations, in accordance with DoDI 6130.03, WILL NOT be accepted. You will be able to upload your immunization record on your portal, however, we ask that you also **hand carry a hard copy of your immunizations records from your physician/physician's office with you on in-processing day**. If verification of your immunization status is not available, you will receive the compliment of required immunizations even if immunized

previously. **Appointees who attended the USAFA Preparatory School and appointees who are former cadets returning to USAFA do not need to bring their shot records.** Questions or concerns may be emailed to Immunizations: [usaf.usafa.10-mdg.mbx.10-mdg-sgoma-allergy-immunization@mail.mil](mailto:usaf.usafa.10-mdg.mbx.10-mdg-sgoma-allergy-immunization@mail.mil).

## Optical

You can print a spectacle and contact lens prescription form from your application portal which must be filled out by your eye doctor and uploaded on your portal if you require vision correction. **The form must be completed and returned no later than May 15th. If you wear eyeglasses or have worn eyeglasses in the past two years even if you do not regularly wear them, you must bring a pair with you to the Academy and have them with you on in-processing day.** You will be issued an additional pair of uniform military spectacles at in-processing based on the prescription information you submit from your eye doctor. **Your military spectacles must be worn at all times during basic training. You will need to purchase and bring with you a plain black eyeglass strap to secure your frames.** Contact lens wear is FORBIDDEN throughout the duration of BCT to include in-processing day. Orthokeratology (Ortho-K) lenses must be discontinued at least 90 days prior to arrival. Contact lenses may be worn only after BCT is complete. Please direct inquiries to Optometry at 719-333-5189 option 4.

Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo may contrast with frames color, but must be conservative in color (black, brown, matte silver/gold). Conservative wrap-around sunglasses may be worn. Conservative, clear, slightly tinted or photosensitive lenses are authorized. Faddish styles and mirrored lenses are prohibited. Sunglasses (to include darkened photosensitive lenses) are not authorized in formation.

## Continuation of Medical Insurance Coverage

We highly recommend your parents contact their insurance carrier and inquire as to whether you may legally remain on their health insurance policy while you are a cadet. During your time at the Academy, you do have medical coverage. However, if you leave the Academy for any reason, to include disenrollment for a medical condition, the Air Force will no longer be financially responsible for any medical expenses you may incur once your identification card expires. After graduation you will no longer need to have separate medical insurance coverage because you will be on active duty with medical coverage.

## Medical FAQ

### **My child is enrolled as a cadet at the United States Air Force Academy. Do I need to maintain them on my health insurance plan?**

It is highly encouraged that you maintain your child as a beneficiary on your health insurance for at least the first year to ensure they are covered in the event they are dis-enrolled or decide to separate on their own.

### **How does my child enroll for healthcare while at the United States Air Force Academy?**

Once Cadets in-process, they will be enrolled in TRICARE Prime. TRICARE Prime is similar to a civilian HMO. In this program Cadets will be assigned to a Primary Care Manager (PCM) and will receive all their primary care/specialty care at the United States Air Force Academy Military Treatment Facility (MTF).

### **How does my child receive primary and specialty care services while at the United States Air Force Academy?**

Primary care is received by calling the clinic and making an appointment to see their PCM. If a Cadet requires specialty care services for further diagnosis or treatment, they must first see their PCM and the PCM will submit a referral to access services from specialty practitioners and coordinate the referral request through the current military health insurer, who is the region wide Managed Care Support Contractor.

*Primary Care definition*– Basic or general health care traditionally provided by doctors trained in: family practice, pediatrics, internal medicine, and occasionally gynecology.

*Specialty Care definition*– Specialized health care provided by physicians whose training focused primarily in a specific field such as neurology, cardiology, rheumatology, dermatology, oncology, orthopedics, ophthalmology, and other specialized fields.

**What happens if my child is away from the United States Air Force Academy and they need emergency care?**

Cadets with emergencies should utilize an emergency room; emergency room visits do not require prior authorization. For emergency situations, cadets should call 911 or go to the nearest emergency room. Urgent care facilities and Free-Standing Emergency Care Clinics (not physically attached to a hospital providing inpatient care) are not considered to be “emergency rooms.”

As soon as the medical situation has been stabilized, the cadet should report the visit to the Cadet/Flight Medicine Clinic (719-333-5187). Then the cadet should schedule a follow-up in the Cadet/Flight Medicine Clinic within 24 hours upon returning to USAFA.

Urgent care facilities and Free-Standing Emergency Care Clinics require prior referral authorization before care is received. In addition, the facility must be a TRICARE authorized urgent care center/network provider. Referral authorization can be obtained by calling the Military Health System (MHS) Nurse Advice Line (1-800-TRICARE / 874-2273)-Option 1. The MHS Nurse Advice Line provides 24/7 access to health care guidance and advice. This service allows beneficiaries to speak to a registered nurse who can answer your health care questions, offer health care advice, and assist you with accessing health care services in your area as necessary. The cadet should then report the visit to the Cadet/Flight Medicine Clinic (719-333-5187) as soon as possible.

Failure to receive authorization will result in a Point of Service charge where the cadet will be responsible for the bill. If this occurs the cadet could submit the claim through their parent’s medical insurance if they are still a covered beneficiary.

**What happens if my child dis-enrolls (voluntary/involuntary) from the United States Air Force Academy before they are commissioned?**

If the Cadet chooses to separate, it is in their best interest to ensure all medical treatment is received prior to separation. Any continued care post-separation will be authorized only on a case-by-case basis (predominantly coordinated prior to separation). If the Cadet is insistent on separating, they must understand that further medical care is their financial responsibility unless eligible for Veterans Administration (VA) benefits.

## Dental

It is our desire to ensure that dental concerns do not interfere with your success as an Air Force Academy cadet. Dental treatment as a cadet (and while on active duty) is a military entitlement and there is no cost for this dental benefit. In accordance with DoDI 6025.19, individual medical readiness is a service member responsibility, and therefore ongoing dental health is a requirement for both cadets and active duty personnel.

The Academy staff expects that you will arrive at the Academy with no potentially duty-disqualifying dental conditions. Examples of dental conditions that may prevent you from performing optimally include (1) the presence of impacted or erupted wisdom teeth that cannot be maintained in a state of health, (2) cavities that may become emergent problems if not restored immediately, or (3) active orthodontic appliances (braces). **Active orthodontic appliances are a disqualifying condition for Academy admission.** All orthodontic treatment must be completed, devices removed, and retainers (if indicated) in place prior to entering the Academy. Don’t forget to bring your removable retainers (if applicable) with you to the Academy!

Wisdom teeth may cause lost academic time and possible delays in pilot qualification for cadets. It is highly encouraged for you to visit your family dentist for a thorough dental examination, paying particular attention to the above-mentioned concerns. Correction of all dental defects and removal of wisdom teeth, when indicated, before arriving at the Academy will maximize your dental health, prevent lost academic time, minimize any dental conditions affecting pilot qualifications and go a long way toward ensuring your success as an Air Force cadet. If your civilian dentist has recommended you have your wisdom teeth removed, we strongly suggest you follow their advice. However, it would be best to have at least 8 weeks of healing between when the surgery is completed and when you arrive at the Academy.

**Upon arrival at the Academy, you will commence with a myriad of in-processing actions to include a complete dental exam. We will initiate a completely new dental record on you. There is no need for you to bring your dental records or X-rays from your civilian dentist.**

## Dental FAQ

### **If I don't have my wisdom teeth removed before I get to the Academy, does that disqualify me?**

No. If you would like to get ahead of the game and are planning to have a career in aviation or are in collegiate sports, then it would be in your best interest to consider having your wisdom teeth removed before arrival at the Academy. If your civilian dentist has recommended you have your wisdom teeth removed, we strongly suggest you follow their advice. However, having your teeth pulled one week before getting here is unacceptable. At minimum, it should be done at least 8 weeks prior to arriving here to allow for appropriate healing time. Cadets will have an evaluation of retained wisdom teeth prior to graduation as part of routine dental examinations.

### **You stated the Cadet Dental Clinic now has digital x-rays and not to bring x-rays from my civilian dentist. However, my dentist also has digital radiographs, can I bring my digital x-rays?**

We cannot guarantee your dentist's digital x-rays will be compatible with our system. If you bring digital x-rays, they must be on a CDROM and in DICOM format. Due to compatibility reasons, even if you bring digital x-rays on a CDROM, we will likely still need to take new or additional x-rays.

### **Do I need to bring my civilian dental records?**

No. You do not need to bring your records. Once you arrive we will be initiating your permanent military dental record which will be maintained at the Cadet Dental Clinic.

### **After I arrive at the Academy can I still get treatment at my civilian dentist on breaks?**

Yes you may. However, if you do decide to get treatment by your civilian dentist **coordination and approval must be received from the Medical Treatment Facility (MTF) prior to care. Cadets must contact the Beneficiary Counseling and Assistance Coordinator to begin the process. Contact information is: DSN: 333-5281/Com: 719-333-281/ FAX: 333-5205.** We will need to document any treatment you receive at your dentist's office to assure your military dental record is a true reflection of your oral condition and is up to date. You must bring a copy of the treatment you received so it can be incorporated into your military dental treatment record. Keep in mind that you are responsible for the cost of the treatment rendered by your civilian dentist. The military WILL NOT reimburse you for any off-base expenses you incur.



Your first challenge is BCT. **You need to be in the best possible physical condition when you arrive.** Keep in mind that **your physical conditioning will take place at 7,250 feet above sea level.** Even a moderate training program can be demanding at this altitude. However, if you achieve a high level of fitness prior to arrival, you can expect significantly greater success during BCT. Plan to arrive at the Academy well rested. Try to develop a sleeping habit of both going to bed early and rising early. During BCT, lights out is at 9:30 p.m. and reveille is at 4:30 a.m.

We recommend you use a combination of aerobic and bodyweight circuit training each week in preparation for BCT.

MON	TUE	WED		THU	FRI	SAT	SUN
Circuit		Circuit			Circuit		Rest
	Run			Run		Run	

\*If running less than 5 days per week, avoid doubling up running and strength training on the same day.

Be sure to warm up properly before your workout. To improve you will need to exert yourself during your workouts, but *“train don't strain”*.

**Warm-up:** Jumping Jacks (15 seconds); Alternate toe touch (10 repetitions); Push-ups (10 repetitions), Sit-ups (25 repetitions); Jog, Jump Rope or Bike (5 minutes)

**Circuit Workout**

Pull-ups (palms away)	as many as possible in 30 seconds
Push-ups	as many as possible in 1 minute
Sit-ups (bent knee)	as many as possible in 1 minute
Bar Dips*	as many as possible in 30 seconds

Note: Do the above exercises as a circuit three times with a 2 minute rest interval between each exercise. For example, you have 30 seconds to do as many pull-ups as you can, rest for 2 minutes. At the 2 minute and 30 second (2:30) point, begin push-ups for 1 minute, rest for 2 minutes. At the 5:30 point, begin sit-ups for 1 minute, rest for 2 minutes. Bar dips begin at the 8:30 point and the first set of four exercises will be done at the 9:00 point. Take an extra minute between sets and start the second set at the 12:00 point. The third set will begin at the 24:00 point.

\* Dips can be done between two tables if necessary. Start with one hand on each table separated by your shoulder width. Elbows are straight in full-arm-extension position. Bend elbows and lower chest to table height then lift your body to the straight-arm position. This completes one dip. Repeat as many times as possible in allowed time.

If you have questions, your high school physical education teacher might be able to assist you with your workouts. We recommend you ask for advice on fitting our program to your needs.

The most difficult physiological adjustments you will make at the Academy will be those associated with endurance requirements at the 7,258 foot elevation. During BCT, there is a great deal of running in formation. Total distance can reach 20 miles or more per week. In addition, you will be required to take the AFT (a mile and a half run) and the 15 minute PFT.

The two most common physical problems during BCT are blisters and shin splints. If you have these types of problems while training prior to BCT, seek help from a trainer or medical provider to correct problems before coming to the Academy. Often blisters and shin splints are the result of inconsistent or poorly planned training. **Start a fitness program immediately upon acceptance and progress smartly to avoid blisters and injuries.**

If you are not accustomed to running, avoid running on concrete or asphalt in the first two weeks; run on softer surfaces (a track, grass, or dirt). Use a good pair of running shoes exclusively for the first two weeks of running workouts. Beginning third and fourth weeks start running 1 mile of recommended distance in combat boots twice a week. For the final four weeks, progress to 2 miles of the recommended distance with the boots on alternating running days. **If your feet and legs are conditioned when you arrive at the Academy, your chances of foot injury (blisters, shin splints, stress fractures, etc.) are greatly reduced.** Once again, your high school physical education department should be able to help you tailor a program to your individual needs.

Past experience has shown that those who have participated in good conditioning programs prior to coming to the Academy had little problem keeping up while running in formation. To meet these requirements, you should develop a running program similar to the following:

Week	Distance (miles)	Men's Goal Time (min:sec)	Women's Goal Time (min:sec)	Times per Week
1	1	8:00	9:30	4
2	2	16:00	19:00	3
3	2	16:00	19:00	4
4	3	24:00:00	28:30:00	3
5	3	24:00:00	28:30:00	4
6	3.5	28:00:00	33:15:00	4
7	3.5	28:00:00	33:15:00	5
8	4	32:00:00	38:00:00	5



### PFT/AFT

To help you judge your fitness level prior to arriving we've provided the average and maximum Physical Fitness Test (PFT) and Aerobic Fitness Test (AFT) scores (below). Each fitness test is given to cadets once a semester. Arriving for BCT in shape to achieve at least the average scores shown below will better allow you to complete the physical requirements of BCT. The PFT events are performed consecutively on a three minute interval (two minutes per event and one minute to rest and transition to the next event.) The PFT and AFT will be administered during the first week of BCT and then again during a second time during the BCT program. These results will categorize your readiness status for meeting cadet wing fitness standards. For instance, earning average scores in all events listed in the table below would translate to the lowest possible "C" grade. The majority of cadets earn C+/B- grades on the PFT and AFT assessments.

#### PFT

#### AFT

	Pull-ups	Standing Long Jump	Sit-ups	Push-ups	600 Yd Run (min)	1.5 Mile Run (min)
Men Average	12	7'7"	71	48	1:53	11:15
Maximum	21	8'8"	95	72	1:35	7:45
Women Average	3	6'3"	71	29	2:12	13:31
Maximum	8	7'2"	95	48	1:53	8:55

**To meet these requirements, we suggest you follow the Strength and Endurance Programs on pages 29-30.**  
See your "Instructions to Candidates" booklet for a complete description of both tests and suggested workouts.

### Swimming Ability

Most Academy appointees have at least a basic swimming ability. Aquatic screening will take place during BCT and those who lack this skill will be placed in beginning swim classes in their first or second year at the Academy.

### Overall Fitness

Remember, your physical fitness level at entry will be an important factor in determining your success as a cadet. For people in good physical condition, exercise can be an excellent tool for releasing stress. Likewise, for those in poor physical condition, physical fitness training (running, push-ups, sit-ups, etc.) can add to their overall stress level. Please don't take the preparation lightly. Any preparation you do will pay dividends this summer and throughout your years here. Work hard and good luck.

Any questions regarding the fitness training program should be addressed to the Athletic Department, HQ USAFA/ADPVT, 2170 Fieldhouse Drive, Suite E240, USAF Academy CO 80840-9500, telephone 719-333-2340

### Air Force Academy Body Composition Standards

Unless you received a weight waiver, **YOU MUST** meet the USAFA body composition standards on entry to BCT and throughout your cadet career. Any cadet above the maximum or below the minimum BMI screening weight will be taped to determine body composition. Unless authorized a temporary body fat adjustment, male cadets above the 25.0 kg/m<sup>2</sup> and 18% body fat maximum, and female cadets above the 25 kg/m<sup>2</sup> and 26% body fat maximum, will be entered into a remedial weight management program. For cadets below the 19.0 kg/m<sup>2</sup> minimum BMI, the AOC will provide their body composition measurements to the Cadet Clinic for a health assessment review (reference USAFA Instruction 36-2002, Cadet Weight and Fitness Programs).

## USAFA BODY MASS INDEX (BMI) SCREENING TABLES

**Represents Maximum Allowable Weights for USAFA Cadets BMI of 25.0 kg/m<sup>2</sup> (regardless of age or gender)**

Height (inches)	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
Weight (pounds)	119	124	128	132	136	141	145	150	155	159	164	169	174	179	184	189	194	200	205	210	216	221	227

**Represents Minimum Weights for USAFA Cadet BMI of 19.0 kg/m<sup>2</sup> (regardless of age or gender)**

Height (inches)	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
Weight (pounds)	91	94	97	100	104	107	110	114	117	121	125	128	132	136	140	144	148	152	156	160	164	168	173



**During BCT, your parents and friends are not allowed to call or visit you. You'll be instructed to write home immediately after arriving and give them the name and phone number of your BCT Air Officer Commanding (AOC). The Cadet Wing requests all parents call the USAFA Parent Liaison with questions and concerns during BCT. The Parent Liaison will forward questions appropriately and get back to parents or the AOC will if appropriate.**

**If the USAFA Parent Liaison cannot be contacted in an emergency, your parents can reach you by calling the Cadet Wing Command Center at (719) 333-2910, 2911 or 2912 (only for emergencies, no social calls).**

Basic Cadet Training provides you with a professional, challenging, and motivating experience through an introduction to the Academy and the military profession. It will test your physical and mental capabilities as you begin the transition from a civilian lifestyle into the rigorous military lifestyle of the profession of arms.

The mission of the program is to develop you into a highly disciplined, physically fit fourth-class cadet ready to be accepted into the Cadet Wing. **It will be in your best interest to show up in shape and ready to undertake this challenge.**

You'll be assigned to one of 8 basic cadet squadrons. The upper-class cadets who work BCT will teach you military discipline and decorum, they will inspect your room and uniform. You will learn Air Force heritage, customs and courtesies, regulations, marching and drill, and how to live by the cadet honor code. You'll increase your alertness, physical endurance, emotional stability, self-reliance, and individual initiative. Also, you'll continually experience rigorous discipline and the need for attention to detail and punctuality.

Taking orders from upper-class cadets, who are about the same age or sometimes younger than you, may be difficult at first; however, these upper-class cadets have the authority and responsibility to train you as a new cadet and discipline you as a new cadet, and they will learn to lead while you learn to follow. **Remember, you'll be going through the same experiences they've already been through.**

All basic cadets must stand at attention and address all staff members and members of the upper-class as "sir" or "ma'am." You, in turn, will be addressed as "basic cadet" with your last name (i.e. Basic Cadet Jones).

The daily schedule during basic cadet training will enable you to exercise effective use of time management. You'll wake at 4:30 a.m. and bed-down at 9:30 p.m. Each day is filled with scheduled training activities.

Some time is built into your daily schedule to relax for a very brief period, and every morning and evening there is time to shower and attend to personal hygiene. For a short time, just before lights out, you may study, write letters, journal, or prepare for the next day's training. Adequate time is allowed for sleep, meals, breaks, and religious worship.

You'll dress in the same uniform as all other basic cadets. Male basic cadets will receive two short haircuts during BCT for uniformity and hygiene reasons. Female basic cadet's hair will not extend beyond the bottom of their collars. Even after BCT, all cadets must have a standard military haircut or style. There is a cadet beauty shop and two cadet barbershops available in the Cadet Area.

During most of BCT, you'll wear a camouflage Airman Battle Uniform (ABU) for military training, and blue shorts and white T-shirts for exercising and intramural sports competition. As a basic cadet and throughout your fourth-class year, **you are not allowed to wear civilian clothes** until approved by the Cadet Wing Commander, sometime after Recognition in the Spring.

If you have trouble adjusting to BCT, you are encouraged to ask for assistance from your cadet chain-of-command, your AOC or Academy Military Trainer (AMT), the Peak Performance Center, or a Chaplain. Upper-class cadets in each BCT squadron are trained to help by providing peer counseling. Above all, you should discuss any adjustment problems as soon as possible.

It is normal for almost everyone to get "cold feet" at the early stages of this challenging milestone in your military career and impulsively want to quit. **We believe it's best for you to not make an impulsive decision that will have a huge impact on your life. Therefore, disenrollment from USAFA while in BCT will be allowed for medical reasons only or by Commander's discretion.**

While this transition may sound difficult, it is a positive experience, and before it is all over, you'll be thankful for it. You cannot imagine the positive change you will see in yourself!

## Military Expectations

Expect the unexpected. Prepare to get pushed beyond what you think your limits are and expect to succeed. The purpose of the Air Force Academy is to train leaders of character--officers who ascribe to our core values of integrity first, service before self, and excellence in all we do. To that end, we seek to ensure that each graduate enters the Air Force with a unique combination of education and experience--military, athletic, academic, and ethical--designed to produce leaders who have special qualities. The experiences are largely intellectual and physical challenges. The challenges begin in BCT and continue across the next four years. Meeting those challenges requires dedication, sacrifice, stamina, and courage. If you don't stay long enough to try the totality of the experience, you are short-changing yourself and our program.

## Typical Cadet's Day

During the academic year, from early August through May, you'll have a busy schedule of classes, study periods, military training, and athletic participation. You'll awaken by 5:30 a.m. in order to put your room in order, dress in the cadet uniform of the day, and be on time for breakfast at 7 a.m. After breakfast you'll attend morning classes, which begin at 7:30 a.m. You'll attend classes or study until 11:23 a.m., when you'll go to your squadron area for the noon meal formation. You'll march to lunch with the cadet wing and have 20 minutes to eat. After lunch there are three classes or study periods in the afternoon, followed by athletics, squadron military training, and/or extra academic instruction. Evening mealtime is from 5:00 to 7:00 p.m., and academic call to quarters is at 7:50 p.m. Some military activities will be required in the evening, but most of the time will be devoted to studying in your room or in the library. Your day ends with Taps and lights out at 11:00 p.m. Most cadets find that there is not enough time during the day to complete all their assignments and fulfill all their responsibilities. They learn that time management and prioritization are two skills key to survival. The daily schedule will vary during the summer, but you'll be busy throughout the day.

Rooms in the two dormitories are similar. Every cadet room has a twin size bed, dresser, and desk for each cadet. There is a proper location for everything you're allowed to have in your room, and you'll be expected to keep your room in perfect order.

Bi-weekly "casual" room inspections ensure you are meeting standards while frequent (1 to 2 per month) formal room and uniform inspections are guaranteed to teach you the meaning of "attention to detail." In addition to keeping your room clean you are also required to maintain a perfect uniform. You'll learn the intricacies of ironing and all the different ways to keep your shoes shined every day.

## Weekends

Generally two weekends per month are devoted to military training. Training is from Friday afternoon through early Saturday afternoon. Activities during this time include room and uniform inspections, parades, marching practice, military briefings, guest speakers, and professional military education and training. On non-training weekends you'll be permitted to leave the Academy if you have liberty to use. The Academy refers to liberties and authorizations as permission for cadets to leave the Academy during off duty periods. Your individual passes on Friday evening, Saturday, and Sunday will depend on your class and on your overall squadron performance. Authorizations and liberties are gradually increased by class in recognition of added maturity and responsibility.

## Leave

You will receive approximately five days of leave each Thanksgiving, two weeks at Christmas, one week during the Spring, and two to three weeks of summer break (after your first year), based on the training programs you will be taking. Please note that if you are deficient in academics or athletics you may be directed to participate in specific programs in lieu of summer leave. **Cadets must pay their own transportation costs during these breaks.** The 10<sup>th</sup> Force Support Squadron does provide a shuttle bus service for a cost to the Colorado Springs and Denver airports during the breaks (not including Summer Break).

## Aviation, Airmanship, and Space Programs

A very large part of the Academy experience involves flying, unmanned aerial systems, and space courses. Many cadets volunteer to enroll in a soaring course, where they can pilot a glider and have the chance to solo. You'll also have an opportunity to take an elective course in free-fall parachuting, complete five free-fall parachute jumps and receive your basic military jump wings. Cadets who volunteer for the elective space course learn about current Air Force space mission areas with hands-on experience and the opportunity to upgrade to a certified ground station operator for USAFA's own satellite, FalconSAT. Additionally, cadets can explore one of the newest areas of Air Force operations by planning and piloting unmanned aerial systems over the Academy reservation.

Other aviation courses offered vary, ranging from a course on Air Force combat operations to courses designed to prepare graduates to excel at Specialized Undergraduate Pilot Training (SUPT). We even offer select cadets a chance to serve as Cadet Aviation Instructors, where they gain invaluable leadership experience both in the air and on the ground. Cadets at the Academy who demonstrate high levels of ability in airmanship programs can compete at the intercollegiate level. All of the cadet aviation teams are nationally recognized and perennially earn top honors. These teams also conduct demonstrations at public events, nationally and internationally.

## Cadet Drum and Bugle Corps

Since 1971, the United States Air Force Academy Cadet Drum and Bugle Corps, nicknamed the "Flight of Sound," has entertained more than 100 million people nationwide with exciting performances. The Corps is a live combination of military precision and music; performing an average of 100 times per year, they are known as the Academy's ambassadors of musical excellence.

The mission of the Corps is two-fold: support Cadet Wing events and public relations. The Corps performs at Academy home and away football games, as well as travels for parades. Past parade appearances include Presidential Inaugurations, the New York City Macy's Thanksgiving Day Parade, Mardi Gras in New Orleans, and the Tournament of Roses parade in Pasadena, California. In addition, the Corps has traveled to Aspen and Keystone ski resorts here in Colorado to perform at various functions while enjoying skiing opportunities.

**Fourth-class cadets are permitted and encouraged to participate in the Drum and Bugle Corps.** You will be allowed to travel with the Corps to all football games and performances away from the Academy. This year, the Academy has the potential for away football games in Hawaii, New Mexico St., Colorado State, and Boise State, with the possibility of travel to a bowl game. **Auditions for the Corps will be held immediately following Basic Cadet Training (BCT).**

**If you have ever played any musical instrument, even if it was a few years ago and you stopped, the Corps can use you! Reading music is the Corps' biggest desire.** The brass section consists of trumpet, F mellophone (French horn), baritone (trombone), euphonium and (tuba) bugles. The drum line includes snares, tenors, bass drums, and cymbals. Woodwind/string players are also welcome as the transition to a brass or percussion instrument can be fairly quick. Everyone may audition/interview and will be given instruction.

If you are interested in the Corps, please fill out the Drum and Bugle Corps form on your portal. For questions, please contact the D&B director, Scott Crump, at [drum.bugle@usafa.edu](mailto:drum.bugle@usafa.edu).

## Military Commitment

When you arrive at the Academy, you will be asked to take the Oath of Office and sign an agreement that you will fulfill the following obligations listed below:

Complete the course of instruction at the Academy and serve on active duty as a commissioned officer at least five years after graduation. Further, after entry on active duty, you may incur an additional active duty service commitment that extends beyond the minimum 5-year requirement stated above, i.e., currently a 10-year active duty commitment is incurred for those graduates who complete Undergraduate Pilot Training. Graduates completing Combat Systems Officer, Air Battle Manager, Remotely Piloted Aircraft, Combat Rescue Officer, Special Tactics Officer or Air Liaison Officer Training incur a 6-year active duty commitment after completing training.

If authorized to resign from the Air Force before the eighth anniversary of your graduation, you must serve as an officer in the Reserve Component until that eighth anniversary.

Those dis-enrolled prior to graduation may be required, at the option of the Secretary of the Air Force, to either serve on active duty or reimburse the United States government for the entire cost of their Academy education. Freshmen and sophomore cadets are ordinarily relieved from all military duty, active or reserve. The active duty commitment varies according to the number of years the cadet has attended the Academy. Cadets ordered to reimburse the cost of their education incur a liability for each year of instruction. Cadets who fail to complete their required period of active duty also incur a liability to reimburse the United States for an appropriate portion of the cost of their Academy education.



The Academy's academic program is a major element of preparation for your chosen profession. While every cadet must complete a prescribed minimum academic program, your individual background and ability may offer you additional opportunities. **Prior to arrival, you'll take a mathematics placement exam. During your first week at the Academy, you'll take placement exams in general chemistry & foreign language.** These exams will determine whether we can give you validation credit or place you in advanced or accelerated courses. If you have completed a college course, completed a high school course at college level, or have special preparation through self-study, you may attempt to validate other subjects by exam. If you have taken any Advanced Placement (AP) tests as part of your AP exams or International Baccalaureate (IB) tests, please ask that the results be reported to the Academy, HQ USAFA/DFRR, 2354 Fairchild Dr, Suite 2G13, USAF Academy CO 80840-6210. If you review your recent courses and textbooks, it will help you do well on the placement exams.

### Behavioral Sciences and Leadership

**Validation:** Validation credit for Behavioral Sciences 110 is awarded for a score of 5 on the College Board's AP Psychology exam as well as scores of 6 or 7 in Psychology from the International Baccalaureate program. Validation credit for AP scores occurs automatically if AP scores are reported directly to USAFA from the College Board at the student's request. If AP scores are not sent to USAFA from the College Board, cadets must bring an official copy of the relevant score to the Office of Student Academic Affairs and Academy Registrar (DFR) or the Department of Behavioral Sciences and Leadership's Advisor-in-Charge (AIC).

**Transfer:** If you took a freshmen level psychology course at another university or college, you may qualify for transfer credit. Transfer credit is awarded if the following criteria are satisfied: (1) the course content must be equivalent to a current psychology course as taught by the Department of Behavioral Sciences and Leadership, (2) you must have earned a grade of "A-" or above for consideration. For transfer credit to be granted, cadets must provide a syllabus and course description, along with transcript evidence of an "A-" or above grade to the Department of Behavioral Sciences and Leadership's AIC.

**Questions:** Address any questions to the Department of Behavioral Sciences and Leadership, HQ USAFA/DFBL, 2354 Fairchild Dr, Suite 6L101B, USAF Academy CO 80840, Telephone 719-333-2514 (ask for the AIC).

### Mathematics

**Placement:** Proper placement into an appropriate math course is an important part of your successful beginning at the Academy. The Department of Mathematical Sciences considers your AP test scores, your performance on the Math Placement Diagnostic, and any previous college work when determining your initial math course. You will find and complete the Math Placement Diagnostic inside the appointee portal.

**Validation:** Initial placement and the validation of courses are handled synchronously. Appointees, who have taken (or will take) AP exams, should request their scores be sent directly to the USAF Academy. If you have received college credit, at an accredited 4 year institution, for a course equivalent to any calculus or higher mathematics course described in the USAFA curriculum handbook, <https://www.usafa.edu/app/uploads/CHB.pdf> under Course Descriptions, then your previous work may be considered as part of our placement process. Advanced placement through our process will typically result in the award of validation credit for certain mathematics course. Decisions will be made based on equivalency of course topics and the grade earned. If you wish to have previous college work considered, send an official transcript to Admissions (HQ USAFA/RRS, 2304 Cadet Drive, Suite 2300, USAF Academy CO 80840-5025) per their deadline.

**Questions:** Department of Mathematical Sciences - telephone 719-333-4470.

### Physics

**Validation:** Validation credit is awarded for scores of either 4 or 5 on the College Board's AP examinations in Physics, Version C (calculus based). IB programs are not accepted for validation credit. Take the Mechanics AP-C exam to validate Physics 110 and the Electricity and Magnetism AP-C exam to validate Physics 215. In addition, validation exams are offered to cadets near the beginning of each semester. Students should request the College Board send AP exam scores directly to the USAFA. If AP scores are not sent to USAFA from the College Board, cadets must bring an official copy of the relevant score to the Office of Student Academic Affairs and Academy Registrar (HQ USAFA/DFRR, 2354 Fairchild Dr., Suite 2G13, USAF Academy CO 80840-6210).

**Transfer:** If you took a calculus-based introductory college physics course, you may qualify for transfer credit. Transfer credit is awarded if four criteria are satisfied: 1) the course content must be equivalent to either Physics 110 or Physics 215, 2) the course must be calculus-based, 3) the course must have a laboratory component, and (4) the student must have earned a

grade of B or higher. You should work with your academic advisors and the Physics Department immediately upon arriving at USAFA to determine transfer credit.

## Biology

**Validation:** Validation credit for the core Biology course is awarded for scores of 4 or 5 on the College Board's AP examination in Biology; for scores of 6 or 7 on the IB Standard Level (SL) exam in Biology; or for scores of 5, 6, or 7 on the IB Higher Level (HL) exam in Biology. Validation credit for AP scores occurs automatically if AP scores are reported directly to USAFA from the College Board. If AP scores are not sent to USAFA from the College Board, cadets must bring an official copy of the relevant score to the Office of Student Academic Affairs and Academy Registrar (HQ USAFA/DFRR, 2354 Fairchild Dr., Suite 2G13, USAF Academy CO 80840-6210).

**Transfer:** If you took a biology course at another university or college, you may qualify for transfer credit. Transfer credit is awarded if the following criteria are satisfied: (1) the course content must be equivalent to a current biology course as taught by the Department of Biology, (2) you must have earned a grade of "B" or above for consideration. For transfer credit to be granted, cadets need to provide a syllabus and course description, along with transcript evidence of a "B" or higher grade to the DFB AIC or to the core Biology Course Director.

**Questions:** Address any questions to the Department of Biology, HQ USAFA/DFB, 2355 Faculty Drive, Suite 2P389, USAF Academy CO 80840-6226, telephone 719-333-2720 (ask for the AIC).

## Chemistry

**Validation/Transfer:** Chemistry is required of all graduates of the Academy. All cadets must complete the first semester course (Chem 100). Most cadets will also take the second semester course (Chem 200). You can fulfill these requirements in one of three ways. A cadet candidate can:

(1) Take two semesters of chemistry with laboratory from an accredited college or university, receive a grade of A or B (as documented by an official transcript sent to the USAFA Registrar's Office), and do well on our Chemistry Placement Exam given within the first week of your arrival to Basic Cadet Training. If all of these are met, you will then be given transfer credit for both Chem 100 and Chem 200;

(2) Take the AP Exam in Chemistry in high school, score a 4 or 5 (as documented by having the score reported directly to the Registrar's Office). You will then be placed into Chem 200 and upon completion, be awarded validation credit for Chem 100.

(3) Complete Chem 100 at the Academy. Upon completion of Chem 100, you may opt to take Chem 200 as one of your science electives.

Send all official transcripts to Admissions (HQ USAFA/RRS, 2304 Cadet Drive, Suite 2300, USAF Academy CO 80840-5025) per their deadline. If after the deadline, send official transcripts to the Office of Student Academic Affairs & Academy Registrar (HQ USAFA/DFRR, 2354 Fairchild Dr, Suite 2G13, USAF Academy, CO 80840-6210). If AP scores are not sent to USAFA from the College Board, cadets must bring an official copy of the relevant score to the Office of Student Academic Affairs and Academy Registrar (DFR).

**Questions:** Questions regarding this should be addressed to the Department of Chemistry, HQ USAFA/DFC, 2355 Fairchild Dr, Suite 2N225, USAF Academy, CO 80840-6230, Telephone 719-333-2960.

## English

**Placement:** Your score on either an AP or IB test or your grade in a college-level writing course will determine whether you will receive validation or transfer credit for English 111, Introductory Composition and Research.

**Validation:** You may validate English 111 by taking: 1) the College Board's AP exam in literature/composition or language/composition (you must score a five on either test) or 2) the IB exam in literature (you must score at least a five). Validation credit for AP scores occurs automatically if AP scores are reported directly to USAFA from the College Board at the student's request. If AP scores are not sent to USAFA from the College Board, cadets must bring an official copy of the relevant score to the Office of Student Academic Affairs and Academy Registrar (DFR).

**Transfer:** You may qualify for transfer credit if you earned an A- or higher in a freshman English composition course at an accredited four-year college or university. You may also qualify for transfer credit if you earned an A- or higher in an English composition course at an accredited two-year college AND also scored exceptionally well on the verbal component

of the SAT or ACT exam (700+ SAT or 30+ ACT). College courses that are taught in a high school and given concurrent high school credit do not qualify for transfer credit. We only award transfer credit for courses that include numerous writing assignments, instruction in argumentation, and a significant research paper. We will check transcripts submitted to USAFA to determine whether you meet these requirements. Once you begin academic classes, if you feel you were eligible for validation or transfer credit but have not been awarded it, please bring relevant documents (scores, college transcript, course description, and in some cases standardized test scores) to the English 111 Course Director. Send all official transcripts to Admissions (HQ USAFA/RRS, 2304 Cadet Drive, Suite 2300, USAF Academy CO 80840-5025) per their deadline. If after the deadline, send official transcripts to the Office of Student Academic Affairs & Academy Registrar (HQ USAFA/DFRR, 2354 Fairchild Dr, Suite 2G13, USAF Academy, CO 80840-6210).

## English as a Second Language

You may qualify for the English as a Second Language (ESL) Program if the first language you learned was not English or if you speak another language at home. Academic departments may grant up to double time on quizzes, graded reviews, and final examinations to ESL students as agreed upon by course director, instructor, and student. ESL students must be permitted to use an English or foreign language dictionary, but must coordinate with the instructor the specifics of what dictionary will be used. Suitable arrangements must be made between cadets and instructors to schedule quizzes, graded reviews, and final exams. If you need information about this program, write to us at ESL Coordinator, HQ USAFA/DFRS, 2354 Fairchild Hall, Suite 2G13, USAF Academy CO 80840-6242, or call us at 719-333-0787. You can also get in touch with us in the Office of Student Academic Affairs & Academy Registrar after you arrive at USAFA.

## History

**Placement:** Your score on either an Advanced Placement or International Baccalaureate test, or your grade in a college-level history course will determine whether you will receive validation or transfer credit for History 300 (World History), History 344 (Early European History), History 345 (Modern European History), History 351 (Early American History), or History 352 (Modern American History).

**Validation:** You may validate History 300, History 344, History 345, History 351, or History 352 by taking either: a) the College Board's AP exam in World History (for History 300), European History (for History 344 OR 345), American History (for History 351 OR 352) (you must score a five on either test) or b) the International Baccalaureate exam in World History, European History, or American History (you must score a five). Validation credit for History 300 occurs automatically if AP scores are reported directly to USAFA from the College Board at the student's request. If AP scores are not sent to USAFA from the College Board, cadets must bring an official copy of the relevant score to the Office of Student Academic Affairs and Academy Registrar (DFR). In regards to validation credit for History 344, 345, 351, or 352, coordinate with the Deputy Department Head, HQ USAFA/DFH, 2354 Fairchild Hall, Suite 6F101, USAF Academy CO 80840.

**Transfer:** You may qualify for transfer credit if you earned an A- or higher in a European, World, or American History course at an accredited four-year college or university. Please note that a Western Civilization course does not normally qualify for credit for the World History (History 300) course. College courses that are taught in a high school and given concurrent high school credit do not qualify for transfer credit. Transfer credit is awarded only for courses that include numerous writing assignments and a significant research paper. To request consideration for credit, please send a course syllabus and transcript to the Deputy Department Head, HQ USAFA/DFH, 2354 Fairchild Hall, Suite 6F101, USAF Academy CO 80840.

**NOTE:** We will consider credit for History 100 (Military History) on a case-by-case basis, should you have received an A- or higher in a university-level military history survey of similar scope and depth to our course.

## Foreign Language

Language skills are extremely valuable to future officers. Cadets are required to take two semesters of a foreign language while at the Academy or validate this requirement. Validation can be achieved by scoring 1+/1+ on the Defense Language Proficiency Test (DLPT) in any language not taught at USAFA or by scoring high enough on the USAFA placement test in one of the eight world languages taught at USAFA: Arabic, Chinese, French, German, Japanese, Portuguese, Russian, and Spanish. You will take the placement test during Basic Cadet Training. Cadets wishing to take the DLPT should contact the Department of Foreign Languages no later than the first week of classes.

Students who choose to continue their study of a foreign language in pursuit of a language minor are eligible to compete for a variety of international education opportunities such as visits to foreign academies, language and cultural immersions and

semester study abroad programs. Additionally, enrollment in language courses is required for cadets to be considered for one of our semester-long study abroad and semester exchange programs in France, Germany, Spain, Portugal, the Republic of Georgia, Chile, Mexico, Morocco, China, Japan, Singapore, Canada, Colombia, and Brazil. You will have the opportunity to state your language preferences, though we highly encourage you to consider studying Arabic, Russian, or Chinese because officers with skills in these languages are in high demand. Language placement will be based on cadet preference, academic ability, and Air Force requirements.

**Questions:** Address any questions to the Department of Foreign Language, HQ USAFA/DFF, 2354 Fairchild Drive, Suite 4L8, USAF Academy, CO 80840- 6242, telephone 719-333-3820.

### Academic Success Center

The Academic Success Center (ASC) supports and encourages academic excellence in all cadet through faculty-led, personalized instruction that advances critical thinking, STEM and communication literacy, and learning strategies. In support of STEM courses, the Quantitative Reasoning Center (QRC) focuses on helping cadets understand subjects such as Calculus, Physics, Chemistry, and Engineering Mechanics. For cadets struggling with the Academy’s academic rigors, the ASC offers a Learning Strategies course, which teaches cadets how to engage in time-task management, metacognitive learning and memory tactics, and test preparation/test-taking skills. The Writing Center helps cadets enhance the organization and impact of their written communications through a guided discussion of strengths and areas for improvement. To increase cadets’ critical reading strategies, the ASC offers a Reading Strategies course geared to increase comprehension, efficiency, and recall. The Center offers ESL support for U.S. citizens as well as international cadets, who may require individualized instruction in reading and writing as well as extra time on exams. The SC also offers support for cadets aspiring to attend graduate school after graduation and participate in selected scholars programs.

### Physical Fitness

Physical Education is part of the core curriculum at USAFA and contributes to the development of the institutional outcomes of Warrior Ethos for Airmen and Citizens and Leadership, Teamwork, and Organizational Management. All cadets must complete 5.0 semester hours (ten 0.5 semester hour courses) of Physical Education credit over their four academic years, with at least one PE course in each of the eight semesters. Mandatory core requirements for all cadets, including intercollegiate athletes, are: three combatives courses (Boxing, Combatives I & II), two aquatics courses (Swimming & Water Survival), and one Physical Development course. There are also a variety of individual and team lifetime electives offered, and remedial courses for those cadets who lack requisite core skills. Physical Education courses are “for credit” with earned grades contributing to a cadet’s academic GPA, physical education average (PEA), and the overall performance average (OPA). Participation in intramurals, clubs, or intercollegiate athletics is also required in each of the eight academic semesters.

**Questions:** Questions regarding the USAFA physical education curriculum requirements should be addressed to the Department of Physical Education, HQ USAFA/ADP, telephone 719-333-9295.



## Living Honorably

**The Cadet Honor Code simply states “We will not lie, steal, or cheat, nor tolerate among us anyone who does,” while the Oath includes, “furthermore, I resolve to do my duty and to live honorably, (so help me God).” This is the foundation of the Academy experience.**

Developing outstanding character is a crucial part of an Academy education. At its foundation are the Academy Honor Code and our three Air Force core values of Integrity First, Service Before Self, and Excellence In All We Do. Our core values form the centerpiece of a cadet’s ethical standards. These special standards of good conduct are inexorably tied to the military profession’s unique demand for self-discipline, stamina, courage, and selfless service to the nation. We seek to establish an environment that fosters an attitude of respect, and more specifically, mutual respect. Mutual respect is the top-down and bottom-up respect between and for each person, not just their position.

The goal of the Honor Code and Oath at the Academy is for cadets to pursue a path of living honorably. Living under the Honor Code demands complete integrity in word and deed. Cadets are accountable to themselves and each other. They are expected to report any Honor Code violation. The Honor Code is a minimum standard expected of cadets.

### The Center for Character and Leadership Development (CCLD)

The USAF Academy defines character as: “One’s moral compass; the sum of those qualities of moral excellence which move a person to do the right thing despite pressures to the contrary.” In addition, we define a “Leader of Character” as one who (1) Lives honorably; consistently practicing the virtues embodied by the Core Values, (2) Lifts others to their best possible selves, and (3) Elevates performance toward a common and noble purpose.

Therefore, the mission of CCLD is to help create an environment where people want to relentlessly pursue the identity of a Leader of Character. To this end, the Center is organized into three divisions:

**Development & Integration Division** – In partnership with the Cadet Wing, designs the education and training that create the fundamental knowledge, skills and abilities to be a commissioned officer that lives honorably. This division provides professional development opportunities that advance the understanding and implementation of effective character and leadership development practices across military, academic and athletic settings, reaching cadets, faculty and staff. This transformational curriculum offers intentional and engaging events that assess, challenge, and support cadet and permanent party development. Furthermore, the division creates opportunities for cadets to put into practice and fortify habits of honorable thoughts and actions.

The Development & Integration Division also engages cadets and permanent party through Adventure/Experiential-Based Learning (AEBL) courses which include both high- and low-ropes course obstacles, to include the 50-foot “Alpine Tower” climbing obstacle. The Ropes Program offers opportunities that focus on critical thinking, resourcefulness, understanding one’s self and others, leadership and followership, creating clear communication, challenging judgement, respecting human dignity and building a warrior ethos.

Additionally, the Development & Integration Division offers cadets an opportunity to pursue their own character and leadership development by offering a variety of exceptional symposia, forums, and other character building events. Finally, this division facilitates cadet service learning (community service) programs, alternative spring break opportunities, veteran/heritage events, and integration of the Service Academy and AFROTC Exchange.

**Research & Scholarship Division** - Conducts research on the most effective methods for developing character and leadership in the cadets and also assesses the current character development programs at the Academy to ensure USAFA is meeting its mission of developing leaders of character. It produces rigorous and thought-provoking publications in the area of character and leadership, to include the nationally recognized *Journal of Character and Leadership Development*.

**Operations Division** - Provides focus on the alignment of CCLD efforts within the Center, across USAFA, and beyond. This focus on strategic partnerships and efficiencies enhances the reach and impact of CCLD initiatives, and brings external perspectives and best practices to our processes and programs. The primary audience for Character and Leadership development efforts is our cadet community. The CCLD ensures each cadet has the opportunity to engage in developmental activities throughout the year, culminating annually at USAFA's National Character & Leadership Symposium where cadets, USAFA staff, and participants from around the world engage with renowned speakers and experts relevant to USAFA's outcomes and objectives.

**In sum, character and leadership development is a crucial, all-encompassing part of your Academy experience. From the time you enter until graduation, you can expect to see various character and leadership development programs in every aspect of your life with the ultimate goal of instilling you with the inner desire to develop yourself and others as leaders of character.**

## Worship

The Wing Chaplain’s office offers weekly worship opportunities including, but not limited to, Buddhist, Catholic, Earth Centered, Islamic, Jewish, Orthodox Christian, and Protestant services. An All Faiths room is available for meditation and prayer. Throughout Basic Cadet Training, there are worship opportunities available on Friday and Sunday. For worship services and times, or if there is a worship opportunity you’d like to be active in that is not listed, contact the Cadet Chapel office at 719-333-2636.

## Special Programs in Religious Education (SPIRE)

Each Monday evening a variety of religious education classes are offered by the chapel staff and ministry partners. Classes combine study and discussion with fellowship activities. SPIRE is open to all cadets.

## Choirs

There are five choirs sponsored by the Wing Chaplain’s office - Catholic Choir, LDS Choir, Protestant Traditional Choir, Gospel Choir, and Praise Teams. The primary mission of the chapel choirs is to provide a variety of music at worship services and to represent the Air Force Academy in local and national appearances.

## Cadet Interfaith Council

Each major faith group has two cadets on the Cadet Interfaith Council. This council assists the Wing Chaplains office in meeting cadets’ religious accommodation requests as well as in planning inclusive programs that foster a healthier religious climate at the Academy. The members of this council provide invaluable feedback and recommendations to the Wing Chaplains office in order to provide pastoral care and formative religious opportunities for cadets. In addition, the Cadet Interfaith Council brings cadets together in interfaith community service as well as increased dialogue and interfaith discussions to continue improving the religious climate at USAFA.

## Weekend Retreats

Off-campus retreats and weekend conferences are a very important part of the Cadet Chapel’s program. The Four Degree Retreat is an opportunity to reflect upon their BCT experience and their hopes and plans for the future.

## Counseling and Ministry of Presence

During BCT you will see Religious Support Teams (chaplains and chaplain assistants) throughout all your activities. During the academic year, chaplains are readily accessible and available for 100% confidential counseling. Each of the four cadet groups has an assigned Religious Support Team to support your mission. You have the right to see your Group Chaplain or any chaplain that meets your faith concern at any time. Additionally, you can meet with your chaplain to use them as a sounding board for life’s issues in general or seek their guidance on how to navigate Air Force life.

The chaplains are here to ensure that every cadet is afforded the opportunity to freely exercise his or her religious beliefs. Each chaplain ministers not only to the religious needs of cadets who identify with any particular denomination or faith group, but also to every cadet who seeks assistance with the free exercise of religion, personal problems, questions of faith, or any kind of issue that needs confidential discussion. **Chaplain counselees enjoy total and absolute 100% confidentiality — nothing discussed behind closed doors may be released without the consent of the counselee. This is a privilege that only applies to counseling with chaplains, and to no other counseling services in the military.**

### Chaplain Corps Vision

Developing spiritually fit Airmen to fly, fight, and win

### Chaplain Corps Mission

Provide spiritual care and ensure all Airmen and their families have opportunities to exercise their constitutional right to the free exercise of religion

### Chaplain Corps Values

Glorifying God, Serving Airmen, Producing Excellence

### Chaplain Corps Capabilities

Spiritual Care, Advising Leadership

### Discretionary Money

Students should bring discretionary money of approximately \$275 plus any anticipated travel funds. This will allow students to purchase items needed prior to the first payday on 1 August 2019. These will include miscellaneous items such as toiletries, cleaning supplies, ironing board, etc. at the Cadet Store. The Cadet Store does take credit cards.

### Cadet Basic Pay/Advance of Pay

Cadets earn \$1,087.80 per month in basic pay. This is to cover a majority of school related expenses. Since most expenses are incurred within the first eight months (uniforms, computer, textbooks, etc.) cadets receive an advance of pay (interest free government loan) to cover these mandatory expenses. The advance is automatically collected back within two years by payroll deduction.

Cadets who separate before the advance is repaid are expected to return uniform and equipment items acceptable for resale to repay as much of the advance loan as possible. The remaining debt balance will become taxable income. The debt itself is forgiven.

### Personal Checking and Share Draft Accounts

In order to receive your service pay while in BCT, the Finance Office needs to link your bank or credit union account to the Defense Finance and Accounting Services (DFAS) for direct deposit. On your portal you will need to provide your routing number and account number (not debit card number) of an existing account or you may open a new account. If you wish you may open an account at one of the two banking facilities available on USAFA listed below.

**Armed Forces Bank** -- is a full service bank located on USAFA, focusing on the military customer. They offer an Access checking account that is service charge free with Direct Deposit and includes access to the 30,000 + service charge free ATMs through the Money Pass Network, mobile banking with mobile Deposit, and one day early posting of DFAS pay.

Their office is located in the Cadet area (Sijan Hall) and they have ATM's in both Vandenberg and Sijan Hall dormitories.

You may request an Access checking account online at <https://www.afbank.com/openrecruit>. Complete and sign the signature card and scan/email or fax it with a copy of your photo ID to: [recruit@afbank.com](mailto:recruit@afbank.com) or fax (816-412-0055).

If you have any questions or for additional banking information, contact us at 844-72-SERVE (844-727-3783) or email us at [recruit@afbank.com](mailto:recruit@afbank.com). You may also contact Patty Tate: (913)364-3546, [ptate@dfckc.com](mailto:ptate@dfckc.com) or Jennifer Reed: (913)364-3587, [jreed@dfckc.com](mailto:jreed@dfckc.com).

**Air Academy Federal Credit Union (AAFCU)** -- is a full-service financial institution offering checking and savings accounts, auto loans, and robust electronic services - including online banking, mobile app, online bill paying, and access to nearly 30,000 surcharge-free ATMs nationwide - and much more. The credit union is located on base in the Community Center, Building 5136. There are three 24-hour ATMs located on base - at the branch, Fairchild Hall, and a drive-up ATM is located between the Base Exchange and Commissary. In addition, AAFCU is a part of the Shared Branching Network, giving you access to your account nationwide. Visit [aafcu.com](http://aafcu.com) to open an account today (use Promo Code Cadet). If you need assistance or have questions, please call 800.223.1983 ext. 1458 or 719.593.8600 ext. 1458, or email us at [cadetaccounts@aafcu.com](mailto:cadetaccounts@aafcu.com).

### Personal Debts

All personal debts must be settled before your arrival at the Academy.

### Scholarships and/or Educational Investment Funds

**Scholarships:** Agencies should issue scholarship proceeds directly to the cadet. When a scholarship agency is unable to make payment directly to the cadet, the scholarship may be accepted for credit to the cadet's pay account provided there are no restrictions on the scholarship and the check is payable to the US Treasury. Restrictions are any condition or limitation an agency places on the use of their scholarship funds. Restriction examples: "must be used for tuition, room and/or board," "student is required to maintain a specific GPA," "scholarship funds will be paid back if cadet disenrolls," etc. Scholarships

silent on restrictions will be treated as non-restrictive and accepted. Once a scholarship is accepted it is never refunded to the agency granting the scholarship, even if the cadet dis-enrolls. Checks should be made payable to US Treasury and mailed to HQ USAFA/FMF, 2304 Cadet Drive, Suite 2200, USAF Academy, CO 80840-5035. **NO CHECKS WILL BE ACCEPTED UNTIL AFTER 18 AUGUST 2019.** Be sure to memo the cadet's full name and social security number on the check.

**Investment Plans:** The individual owner or administrator of the educational investment plan determines the valid use of the funds based on specific fund requirements and any state, federal and/or IRS restrictions. The owner/administrator shall consult their financial advisor, tax advisor or legal advisor to ensure the specific fund rules are followed and if there are procedures for providing proceeds directly to the cadet. Investment plan proceeds will not be accepted and shall be returned to the originator.

The Academy is prohibited by law (10 USC 4360) from charging for tuition or room and board and does not issue IRS Form 1098-T, Tuition Statement. Any tax consequence resulting from receipt of scholarships and/or educational investment plan proceeds is the responsibility of the cadet.

### Class of 2023 Projected Expenses (amounts are subject to change)

July 2019 – June 2020

Uniforms	\$4,175
Servicemen's' Group Life Insurance (SGLI)	\$ 348
Fees (Athletic, Allied Arts)	\$ 170
Textbooks/Media/KAFA/BCT & Yearbook	\$1,987
Computer (hardware, software, maintenance)	\$2,275
Personal Services (barber, laundry, tailor, linen, dry cleaning)	\$1,958
Estimated Expenses	\$10,838
Estimated Income (\$1027 X 12 months)	\$12,747

Questions: Contact the Academy Financial Service Office at 719-333-6988 or 6982 for questions concerning cadet pay.

### Federal Income Tax

Your parents or guardians may have questions concerning the income tax consequences of cadet pay and allowances. This section will furnish them with that information from the standpoint of both **your** tax return and **their** return for 2019. This information is based on the tax law and current rulings of treasury officials.

However, it is informative only and should not be considered as necessarily reflecting the official position of the Internal Revenue Service (IRS).

### Tax Withholding

Federal and State tax withholding will be started at the filing status of single with one exemption. The state of legal residence will be automatically input based on the home of record on file for the student. Cadets may change their state for tax withholding at any time by completing a State of Legal Residence Declaration in the Cadet Pay office, located in Vandenberg Hall, room 3C24. All cadets at the Academy are required to file their own income tax returns. As a fourth-class cadet entering the Academy in June 2019, you will earn during 2019 approximately \$6,373, which you must report as income from the Air Force.

Once you become a cadet at the Academy, **you are considered a member of the active military**, and are no longer dependent upon your parents for support. You are considered supported by the Air Force or by yourself. (See IRS Publication 17). However, since as an entering fourth-class cadet you were probably a dependent of your parents for half of the year before you entered the Academy, you may possibly be claimed as a dependent on their return for that year. In order to claim you as an income tax exemption your parents must have contributed more than half of your total support for the year. "More than half of support" refers to dollar value, and not to the length of time support was given. Following the steps below will help determine whether the "more than half of support" test is met. NOTE: Effective 1 January 1987, if you can be claimed as a dependent on the tax return of another taxpayer, then you may not claim yourself as a personal exemption on your tax return. Thus, if you are claimed on your parents' return, you may not claim yourself as an exemption when you file your own

return for that year. After the fourth-class year when your parents may no longer claim you as a dependent on their return, you may claim yourself as an exemption when you file your own tax return.

Compute the value of support contributed by your parent or guardian in 2019. Compute the value of support contributed by you and your parents or guardians and others (include support provided by the USAF).

Compare your parents' or guardians' share of the total with that provided by you, the Air Force, or others. If your parents' or guardians' share is more than 50 percent of your total support, they meet the support test and can take the dependency exemption. In determining how much your parents or guardians contributed to your support, a parent or guardian may include the cost of clothing, medical and dental care, education, medical insurance premiums, transportation, entertainment, Christmas presents, etc., for you. If you lived at home during the first six months of 2019, a proportionate amount of the family food bill and utilities, fair rental value of lodging furnished, etc., may also be included. Educational expenses might include cost of tuition, books, board, and lodging, school supplies, and transportation to and from school if you attended college, preparatory school, or high school prior to entering the Air Force Academy.

In computing the value of support furnished you from sources other than a parent or guardian, both taxed and untaxed amounts must be included. Your taxable pay must, of course, be included. In addition, the fair value of the food, lodging, medical care, education, and other services furnished you by the Air Force must also be included even though their value is not taxed as income to you.

The Internal Revenue Service has ruled that an appointment to the Air Force Academy is not a scholarship. Thus, the cadet must include value of the education as support from sources other than the parents or guardians.

The amount of support contributed by the cadet for one semester of education, food, lodging, cadet pay, etc., is \$32,385. Compare this figure to the amount of support provided by the parents. If the parents' figure is higher, then the parents can claim the cadet as a dependent on their income tax return and the cadet cannot claim a personal exemption. If the \$32,385 figure is larger than the amount provided by the parents, then the cadet will claim a personal exemption on his or her income tax return, and the parents cannot claim the cadet as a dependent on their income tax return.

Questions: Income tax assistance will be available to cadets through USAFA/JA, located in Harmon Hall, telephone 719-333-3920.

## Social Security Benefits

Cadets attending the United States Air Force Academy are excluded from receiving Social Security benefits. Current Social Security regulations state, "Cadets and Midshipmen of the service academies are in the same situation as military personnel attending schools operated by the Armed Forces such as officer candidate schools, electronic schools, etc. They are considered to be on active duty in the armed forces while they are attending the academies and are, therefore, employees of the United States. They are entitled to basic pay at a monthly rate specified by law and are required to complete the courses of instruction at the academies." If you are a recipient of Social Security benefits, you must notify your local Social Security Office that you have accepted an appointment to the United States Air Force Academy and will be entering with the Class of 2023 on 27 June 2019.



## Appointee Tours

In April, Appointee Tours may be offered to provide an opportunity for appointees and their families to visit USAFA in order to gain an understanding of the Academy environment and envision themselves as cadets. These one-day tours are at the expense of the appointee, but allow for the opportunity to interact with USAFA personnel more specifically on what is entailed in cadet life and how to prepare for Basic Cadet Training. Appointees will receive information regarding these tours when they are offered. If Appointee Tours are not an option, or do not coincide with the appointee's schedule, please consider attending one of our campus tours. Although campus tours also include admissions application information, there are many opportunities to ask questions of a cadet or recent graduate, and to see the campus.

## Academy Parents' Clubs

There are over 90 clubs around the U.S. and these local clubs are an informal means of keeping parents (or guardians) updated on activities at the Academy. Also, the clubs provide an opportunity for your parents to become acquainted with the parents of your classmates. Because of the Privacy Act of 1974, we cannot release your home address to an existing club without you and your parent's permission.

The information we release will be used to update the local club mailing roster so they can invite your parents or guardians to join the local club and to attend club functions. Many clubs have an appointee orientation prior to in-processing and you and your parents will be invited to attend (if the club has your information) as well as host different events locally and here at USAFA. Many Parent Clubs host Appointee events so you can meet current cadets, other appointees and parents. The quicker you sign the release, the quicker you can get with the local parent club.

This release also gives permission to the Class Year Spirit Committee. These committees do things for the whole class. Even if your parents don't wish to become a member, please fill out/sign the form to release your information (minimum: Name, Class year, City, State, Zip Code) so the Parent Liaison will know which club will "own" you. This form is available on the Admissions Portal for download. Please fill out and send to the Parent Liaison as soon as possible to the address below. If you prefer, please call the parents' liaison and ask for information about the Parents' Club in your area.

USAFA Parent Liaison Contact Info: HQ USAFA/CM ATTN: USAFA Parents' Club Liaison 2304 Cadet Drive, Suite 3100 USAF Academy CO 80840-5002; Toll Free: 877-268-3383 or (719) 333-3828; e-mail: [USAFA.ParentLiaison@usafa.edu](mailto:USAFA.ParentLiaison@usafa.edu).

## Coverage of Basic Cadet Training

USAFA Public Affairs, Cadet Wing Media, and the Association of Graduates provide photo coverage of many aspects of BCT.

Photos can be seen at the following website locations: <https://www.usafa.edu/cadet-life/cadet-photos> and [www.usafawebguy.com](http://www.usafawebguy.com).

Additional coverage and information can be found on Facebook: <https://www.facebook.com/USAFA.Official/> and <https://www.facebook.com/USAFA.AOG.WebGuy/>

## Doolie Day Out

Doolie Day Out is an annual event where cadets spend a day with families in the community. Cadets are trusted as Academy ambassadors and represent the Air Force by showcasing their newly acquired military bearing and dress and appearance standards. This is an important step in their transition from civilian to military life.

Sponsor families invite one or more basic cadets to their homes, providing them meals, some down time and the opportunity to call home at the cadets' expense/using their own cell phones (**the basics are not allowed to turn on their cell phones until they are with their assigned sponsors that morning**).

Doolie Day Out is **NOT** intended for parents/family members to come visit the basic cadets, so please **DO NOT** plan a trip here to see them that day.

For safety and security, only officially enrolled sponsors with proper credentials will be allowed to pick up and drop off basic cadets for the Doolie Day Out event.

Parents residing within 50 miles of the Academy may sponsor their own cadet but must first register as sponsors in the program; otherwise, they will not be matched on that day. Appointees should inform their parents to email the Cadet Sponsor office at [cadet.sponsor@usafa.edu](mailto:cadet.sponsor@usafa.edu) to request a registration packet.

Doolie Day Out for the incoming Class of 2023 is tentatively planned for Saturday, 20 July 2019, but is subject to change until the BCT schedule is finalized. Parents and by-name request packets must be turned in no later than Friday, **5 July 2019** to be processed in time for this event.

## Parents' Weekend

**Parents' Weekend for the Class of 2023 will take place over the Labor Day weekend from Thursday, 29 August until Monday, 2 September, 2019.** Some of the scheduled events include: an information fair, a cadet wing parade, squadron open houses, and a home football game. There is also Parent Forum with all of USAF Academy Senior Leaders Thursday afternoon. Please make motel/hotel and travel arrangements as soon as possible, keeping in mind that the main day of activities is Friday so you may want to ensure you arrive before then. Cadets may leave the base with their adult guests after the Squadron Open Houses on Friday and following the football game on Saturday and must report back to their squadrons by 7:00 p.m. on Monday.

Questions regarding Parents' Weekend can be emailed to [parents.weekend@usafa.edu](mailto:parents.weekend@usafa.edu). You can get the latest information by reviewing the information on the USAFA web site at <http://www.usafa.edu/superintendent/parentsweekend> or call the Parent Liaison at 1-877-268-3383 or (719) 333-3828. Updated information will be posted as soon as the schedule is approved, but in the meantime, you may review last year's information on the website. This year's Parents Weekend events will take place on equivalent days.

## Cadet Sponsor Program

The Cadet Sponsor Program encourages active duty, retired and reserve officers, senior noncommissioned officers, USAFA alumni, Department of Defense (DoD) civilians and selected local civilians to become volunteer mentors to cadets. Through this personal involvement, cadets interact with individuals who counsel and advise them on military life and the positive aspects of a military career. It also exposes cadets to the military lifestyle and positive adult role models, while providing them with a home away from home.

Sponsors develop an individual, yet professional, relationship with their cadets, and are not paid in any way. This interaction is essential to the cadets' professional and social development.

The Sponsor Program is offered for all four years at the Academy, but is especially encouraged for fourth-class cadets.

Cadets and sponsors may make by-name requests for their sponsor or cadet, and the Cadet Sponsor office will attempt to honor the requests. Appointees should inform their requested sponsors to contact the Cadet Sponsor office to request a registration packet; otherwise, they will not be matched.

If you are a former cadet candidate from the Prep School and wish to keep your Prep School sponsor, you must have the sponsor family contact the Cadet Sponsor Office to register. If the family is already registered with the USAFA program, they will need to contact the Cadet Sponsor Office to request to sponsor you.

New sponsors can apply at any time; however, the deadline to process by-name requests prior to Parents' Weekend is **13 Aug 2019**. If by-name requests are not made, the Cadet Sponsor office uses common interests/criteria to match cadets with sponsors. Cadets may also Opt Out of the program by sending an email to the Cadet Sponsor Office.

To request a registration packet (leave an email address for where the packet may be sent), for more information on the program or to Opt Out, please contact the Cadet Sponsor office at [cadet.sponsor@usafa.edu](mailto:cadet.sponsor@usafa.edu) or call 719 333-2727.

Note: USAFA's Cadet Sponsor Program is not affiliated with the Preparatory School Sponsor Program or the DF International Programs (DFIP) Sponsor Program.

