



## 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 2021

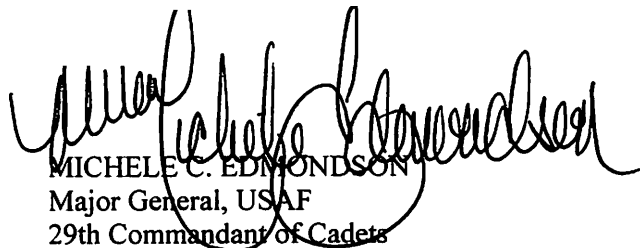
Dear Appointee

As your Commandant, I want to congratulate you on your appointment to the United States Air Force Academy (USAFA) Class of 2025 - well done! The entire USAFA team looks forward to personally welcoming you to the Air Force and Space Force family at In-Processing Day on 24 June.

The appointment kit you recently saw online on the Admissions Portal details USAFA's rigorous curriculum of education, training, airmanship, athletics and character development. This transformative experience will build upon your skills and talents to develop you into a leader of character with a crucial role in the future of our Air Force and Space 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 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!

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 2025 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 and to supporting you throughout your journey toward joining the proud lineage of the Long Blue Line. Welcome to USAFA!

  
MICHELE C. EDMONDSON  
Major General, USAF  
29th Commandant of Cadets

# 2025 APPOINTEE BOOKLET

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## **Accepting Your Appointment**

Welcome to the Class of 2025! Choosing to attend the Air Force Academy means that you will begin an incredible and transformative journey toward joining our long blue line of graduates and becoming a leader of character.

Choosing to attend our Academy means that you are ready to commit yourself to our high standards. It means that you will be dedicated to our core values as a way of life: Integrity First. Service Before Self. Excellence in All We Do. It means that you will adhere without question to our cadet honor code: we will not lie, steal, or cheat, nor tolerate among us anyone who does. And it means that right now, you are committing yourself to a culture of dignity and respect.

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.

E-mail your Admissions Counseling Team to decline your offer and copy our organizational e-mail box at [USAFA\\_RRS.orgmail@usafa.edu](mailto:USAFA_RRS.orgmail@usafa.edu). Please allow us time to offer your appointment to another candidate. Refer to your portal for your team's direct contact information. We wish you luck in your future endeavors.

## **Appointee Tours**

In April, virtual Appointee events will be offered to provide an opportunity for Appointees and their families to gain an understanding of the USAFA environment and the cadet opportunities. These virtual events include information on cadet life, how to prepare for and what to expect during Basic Cadet Training, and what steps to expect after you accept your appointment. Appointees will receive invitations to these virtual events once the dates are finalized. If the Appointee event offerings don't fit into your schedule, please consider attending one of our campus virtual 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.

Questions: Admissions USAFA/RR, 2360 Vandenberg Dr., USAF Academy CO 80840, Telephone 719-333-2233, e-mail: [USAFA.Admissions.Programs@usafa.edu](mailto:USAFA.Admissions.Programs@usafa.edu).

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# Important Numbers for Status Changes and Emergencies

Please refer all phone calls to the appropriate office

(Print this page and carry it with you to have emergency contact information)

Admissions Office ( <a href="http://www.academyadmissions.com">www.academyadmissions.com</a> ).....	(800) 443-9266
DoDMERB (report any changes in medical status.....)	(719) 333-3562
In-Processing Director/CO Springs Regional Command Post.....	(719) 333-2633
(In-Processing Day or the night before ONLY)	
Travel - Reference your Appointee Portal for latest contact info.....	Ref Appointee
Portal Cadet Wing Operations Center (Emergencies Only)) .....	(719) 333-2910
Basic Cadet Training Questions .....	(719) 333-0776
Air Academy Federal Union.....	(800) 223-1983
Academic Computing Services (Computers, Software, Printers).....	(719) 333-4232
Armed Forces Bank (main).....	(719) 208-8970 (719) 208-8780 (Cadet area)
Association of Graduates ( <a href="http://www.usafa.org/Appointee">www.usafa.org/Appointee</a> ) .....	(719) 472-0300
Cadet Clinic	
Medicine .....	(719) 333-5180 Opt 1
Immunizations .....	(719) 333-5080
Optometry.....	(719) 333-5189 opt 4
Cadet Issue (Operational Camouflage Pattern (OCPs) Boots, Uniforms .....	(719) 333-3218
Cadet Sponsor Program .....	(719) 333-2727
Chaplain.....	(719) 333-2636
Dental Clinic.....	(719) 333-5192
Finance	
Cadet Pay & Scholarship Check .....	(719) 333-6982
Questions for Travel Reimbursement.....	(719) 333-333-4298
Office of International Programs (DFIP).....	(719) 333-3452
Parent Liaison ( <a href="mailto:usafa.ParentLiaison@usafa.edu">usafa.ParentLiaison@usafa.edu</a> ) .....	(877) 268-3383 or (719) 333-3828
Parents' Weekend ( <a href="https://www.usafa.edu/about/traditions/parents-weekend">https://www.usafa.edu/about/traditions/parents-weekend</a> ) .....	(719) 333-3828
Registrar's Office .....	(719) 333-3970
Security Clearance Forms.....	(719) 333-6450/2405
Sexual Assault Response Coordinator (SARC) .....	(719) 333-7272

## Active Duty Personnel

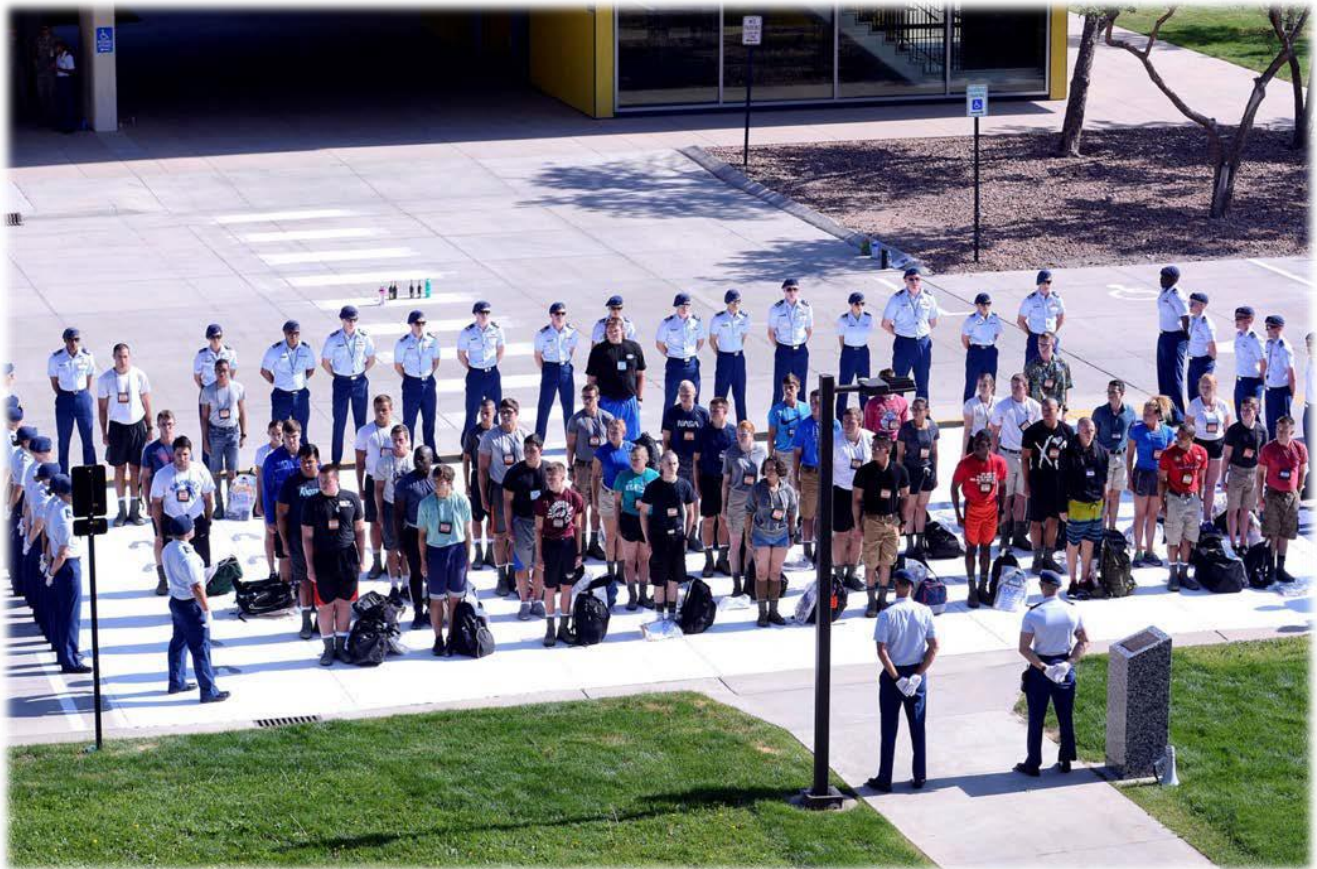
Active duty personnel will out-process through their servicing Military Personnel Section (MPS) Relocation Section. Instructions will be forwarded from Cadet Personnel to the MPS with processing instructions when they are notified you have accepted an appointment. All prior service members should print 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 Air Force Academy. These documents will be used to complete the Department of Defense (DD) Form 214 once Date of Separation (DOS)/Estimated Time of Separation (ETS) expires.

Questions: Cadet Personnel Office, USAFA/A1A, 2360 Vandenberg Dr., USAF Academy CO 80840, Telephone (719) 333-3244.

## Air National Guard (ANG)/Air Force Reserve (AFR) Personnel

All ANG/AFR members must have a signed DD Form 368, Request for Conditional Release, prior to arriving at the Air Force Academy. Upon in-processing, Cadet Personnel Office 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 failing to turn in this form during in-processing will have pay issues.

Questions: Cadet Personnel Office, USAFA/A1A, 2360 Vandenberg Dr., USAF Academy CO 80840, Telephone (719) 333-3244.



## COVID-19 Travel Information

Overseas travel to a CDC THN level 4 3, or 2 country (that's just about all countries except a few remote islands) or travel on a cruise ship (regardless of destination) requires Restricted of Movement (ROM) with testing 3-5 days after return. Please refer to CDC guidelines on travel at the following link: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>.

## 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 even in places where it is legal), you must immediately contact the Admissions Office: **Failure to do so may result in refused admission, adverse action, and/or disenrollment.**

Questions: Admissions Office, HQ USAFA/RR, 2304 Cadet Dr., Suite 2300, USAF Academy CO 80840-5025, Telephone (800) 443-9266, [USAFA\\_RRS.orgmail@usafa.edu](mailto:USAFA_RRS.orgmail@usafa.edu).

## High School Transcripts

If you are still in high school, you must have your school 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 sent to the address below.

Questions: Admissions Office, HQ USAFA/RR, 2304 Cadet Dr., Suite 2300, USAF Academy CO 80840-5025, Telephone (800) 443-9266, [USAFA\\_RRS.orgmail@usafa.edu](mailto:USAFA_RRS.orgmail@usafa.edu).

## College Transcripts

If you are enrolled in college courses, you must make arrangements with the college to forward a final transcript the Admissions office at the address below. 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 21** 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 21**, 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.**

Questions: Admissions Office, HQ USAFA/RR, 2304 Cadet Dr., Suite 2300, USAF Academy CO 80840-5025, Telephone (800) 443-9266, [USAFA\\_RRS.orgmail@usafa.edu](mailto:USAFA_RRS.orgmail@usafa.edu).

## Security Clearance

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

- Electronic Security Clearance Questionnaire, Standard Form (SF) 86 (can be found online on your admissions portal). Complete, print and hand-carry a copy of the SF 86 with you to in-processing.
  - 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.

- Appointees will use their hand-carried SF-86 to complete their security clearance during Basic Cadet Training.
- International students will not receive a U.S. security clearance and are not required to complete the online electronic security questionnaire.

Questions: Cadet Wing Security Manager, TSgt Brian Niles, (719) 333-6450, ([Brian.Niles@usafa.edu](mailto:Brian.Niles@usafa.edu)), or Headquarters Security Manager Jessie Rhom ([jessie.rhom.2@us.af.mil](mailto:jessie.rhom.2@us.af.mil)), Telephone (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.

### Online Dignity & Respect Training Courses

Individuals appointed under the Foreign Cadet Program will be directed on how to accomplish the training during orientation week. All appointees except individuals appointed under the Foreign Cadet Program, **MUST** accomplish the following three online Dignity & Respect training courses in accordance with appointee kit requirements:

- Diversity, Equity and Inclusion for Students
- Mental Well-being for Students
- Prevention for Collegiate Athletics Suite

The purpose of interactive online dignity and respect training is to establish Academy expectations and introduce you to Air Force values. While we celebrate diversity of thought and experiences, we are united through a shared belief system that promotes a culture of civility and climate of respect. During your introductory training, you will learn about healthy relationships, inclusivity, bystander intervention, and how to have consent-based conversations. The Academy is a demanding environment and at some point you may feel overwhelmed. The training will provide you with skills to cope with stress, support mental well-being and encourage help-seeking when needed. While this is your first official introduction to these topics, you will continue to see these themes repeated and reinforced throughout your next four years. You will be expected to promote a safe, healthy and inclusive campus environment at all times.

### The Armed Forces Officer Reading Assignment Instructions

Upon your arrival at the Air Force Academy, 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 the Air Force Academy 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 five 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 do not 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.

### **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 Academy 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 military officer or enlisted member assigned to the Air Force Academy, or any Air Force Academy cadet now an upperclassmen in the Cadet Wing (e.g., parent, sibling, extended family member, etc.). The chain of command will review the forms and provide guidance once you are in-processed. Air Force policy strictly prohibits dating, close friendships, and sexual relationships between cadets and officers or between cadets and enlisted personnel. Academy policy prohibits similar relationships between basic cadet trainees and upperclass cadets, as well as any four-degree cadets and upperclass cadets. There are no exceptions to these policies for prior-existing relationships.

### **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 21. 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**

#### **Hair**

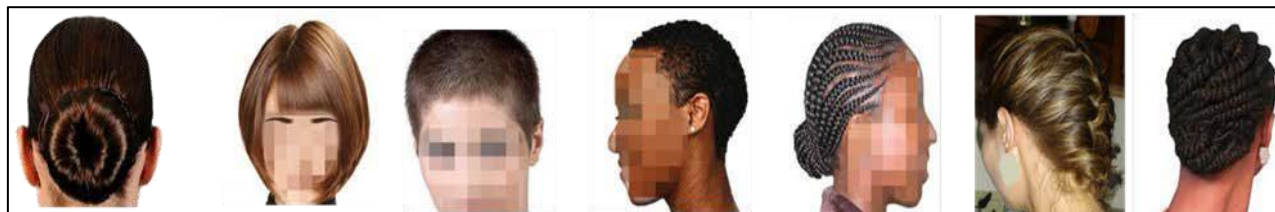
Female basics shall maintain a clean, well-groomed, and professional appearance (see photos, next page). No minimum hair length to a maximum bulk of 3 inches from scalp and allows proper wear of headgear. Hair will end above the bottom edge of collar and will not extend below an invisible line drawn 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. When in doubt, assess correct length of hair with Airman standing in the position of attention. Exception: While wearing the Physical Training Gear (PTG), long hair will be secured but may have loose ends and may extend below the bottom edge of the collar.

- 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. Headbands or fabric scrunchies will not exceed one-inch in width. Ornaments are not authorized (i.e., ribbons, beads, jeweled pins).

- 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 braid/twist 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.]
- The intent is for pinned-up hair to be styled in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a rooster tail. When hair is in a bun, no wider than the width of the head and all loose ends must be tucked in and secured. When hair is in a ponytail, it must be a single ponytail that does not exceed bulk and length standards and does not extend below the bottom of the collar (except while in the Physical Training Uniform). As with all hairstyles, a neat and professional image is essential.

**\*\*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.

**\*\*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.

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

**Example of unauthorized hair styles include:**



To ensure female cadets meet these standards, Air Force Academy 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.



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).

### **Donating hair on In-Processing-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.

## **Tattoo and Brand 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.

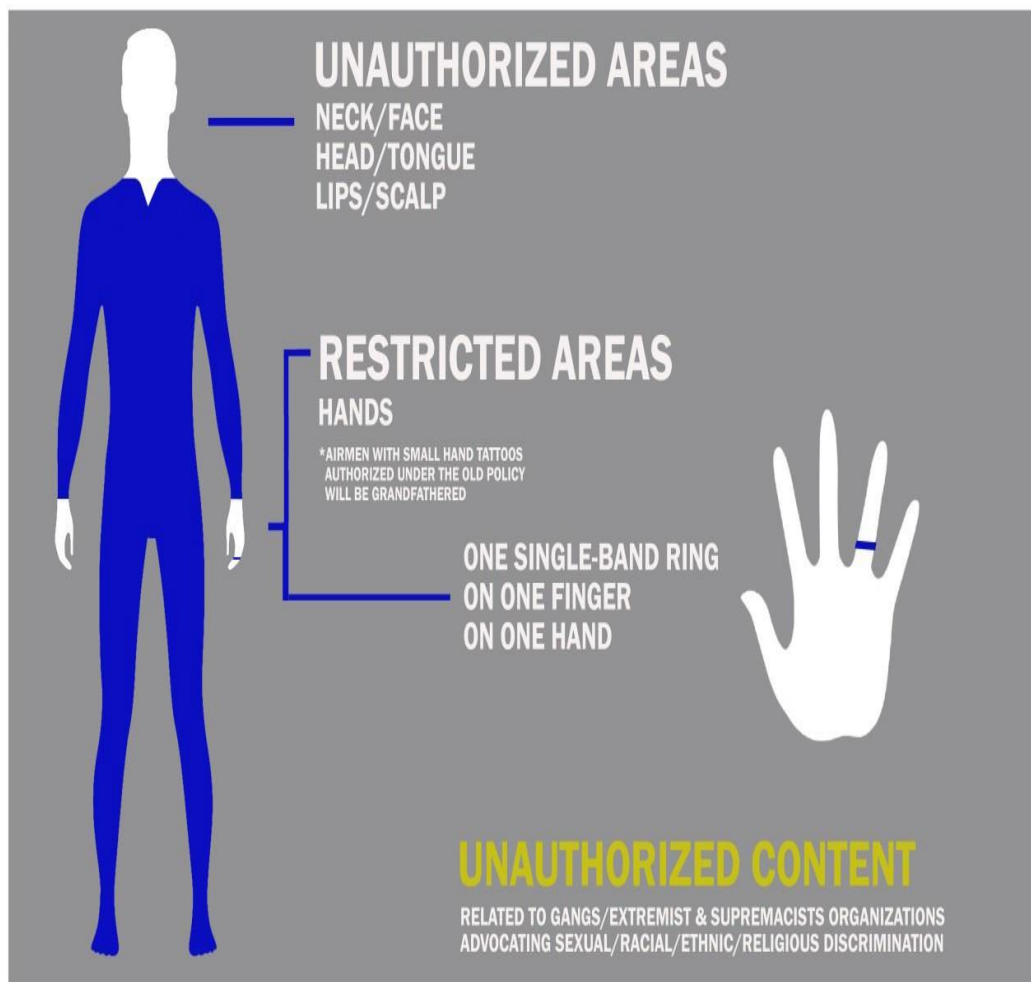
- Tattoos/brands/body markings will not be on the hands (except one ring tattoo on one finger on one hand), head, neck (anything visible above the open collar uniform), face, tongue, lips, and scalp.
- Tattoos are authorized on the chest and back (below the open collar uniform), arms, legs, and a ring 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 (AFRS) review (AFRS, Air Force Recruiting Command Reserve Service (AFRCRS), and Air National Guard (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.

### Tattoo Location Diagram



## Cannabidiol (CBD) also known as Marijuana Policy

CBD products are off limits for all Federal employees to include Cadets. Please review the below important information below on the Air Force Policy regarding CBD.

# 5 CBD Facts



## for Service Members & Federal Employees

### CBD Explained



CBD is short for cannabidiol and derived from the cannabis sativa L. plant – commonly known as marijuana. CBD is non-psychoactive, which means it doesn't produce the high associated with other marijuana components like THC. CBD products have been attributed to a wide range of health benefits and grown in popularity and availability in recent years.

### Types of CBD Products



CBD oil is commonly mixed into lotions and balms or incorporated into ingestibles like gummies and coffee drinks. The FDA construes many of these products as illegal and unreliable and has issued warnings to companies that misrepresent the effects of CBD; however, the vast scope and flooded market has led to a buyer beware scenario – where the buyer is assuming the risk for the product.

### CBD is Off-Limits



CBD products are currently off limits for service members and federal employees, unless prescribed by a medical professional. Despite Colorado law, CBD remains a Schedule I controlled substance. The commercial availability of CBD products should not lead service members or federal employees to infer the products comply with federal law or the UCMJ.

### Here's Why



Non-prescription CBD products may contain appreciable levels of THC – a fact that may be omitted or inaccurately accounted for on the label. A 2017 study of 84 CBD products sold online found 21 percent of the products contained THC. Some of the products also incorporated synthetic cannabinoids, also illegal for service members to ingest.

### Legal Implications



A relatively small amount THC can result in a positive urinalysis result on a military drug test and could expose a service member to punitive action. Certain federal employees are also subject to random drug testing based on the requirements of their position and security clearance level and could also be subject to discipline.

Facts via Article 112a of the UCMJ and Schedules and V of the Controlled Substances Act.

# ARRIVAL PROCEDURES

## 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:

- **Appointee requests the Government purchase a commercial airline ticket:**
  - Best for those Appointees traveling alone.
  - 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.
  - The flight will be booked from the airport closest to your home of record to the Colorado Springs Airport.
  - 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.
  - Changes will not be allowed.
- **Appointee will make own travel arrangements by purchasing airline ticket or driving to Colorado Springs, CO:**
  - Best for those traveling with family members, departing from location other than home of record, or taking vacation enroute.
  - 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.
  - Travel by private auto to the Academy. Appointee will be reimbursed 17 cents per mile and entitled to a maximum per diem allowance of \$151 a day for the allowable travel time. See Travel Reimbursement section for details.

### **Commercial Airline Ticket Provided by the Air Force Academy**

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, please email the admissions office 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 the Air Force Academy**

The Air Force Academy is located 55 miles south of Denver, Colorado, and 8 miles north of Colorado Springs, Colorado, on Interstate Highway 25. If you travel to the Air Force Academy by car, you will find that entrances to the Air Force Academy from the highway are clearly marked. You may enter the Air Force

Academy through either gate the North Gate, Exit 156 or South Gate (Exit 150); the North Gate preferred. 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 24 June 21 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 \$147 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 - \$112; 06/01-08/31 - \$147; and 09/01-09/30 - \$112.

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):

<b><u>I-25/Academy Blvd</u></b> The Academy Hotel Comfort Suites Days Inn Econo Lodge Howard Johnson Super 8 Motel 6 La Quinta Inn/Suites	<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 Best Western Plus Peak Vista Inn & Suites  <b><u>I-25 South of Woodmen</u></b> InTown Suites Extended Stay America Hyatt House Colorado Springs Marriott	<b><u>I-25/Monument</u></b> <u>Fairfield Inn/Suites</u> (Marriott) <u>The Hideaway Inn</u> <b><u>I-25/Northgate</u></b> The Lodge at Flying Horse My Place Hotel <b><u>I-25/InterQuest Parkway</u></b> Residence Inn Hampton Inn/Suites Drury Inn Great Wolf Lodge <b><u>I-25/Briargate Parkway</u></b> Hilton Garden Inn Homewood Suites
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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).

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 home or the 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 \$55. If you choose to purchase your own airline ticket, 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:

- Your airline itinerary
- Distance from your home to the airport
- Receipts for personally purchased airline tickets and Lodging
- Receipts for reimbursable expense items such as taxi fares of \$75 or more
- 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 17 cents per mile based on paragraph 2 above under Travel Reimbursement. You are also entitled to a maximum per diem allowance of \$151 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 an Air Force Academy cadet.

A customized checklist, based on your responses within the portal, will generate upon completion of the portal items (see page 14). 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 page 16)
	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 20))
	Orthodontic Retainer (if applicable, see page 23)
	Essential Medications (See page 20)
	Military Medical Records (Prior Service Only)
	Immunizations Record (See page 20)
	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 16)
	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
	Operational Camouflage Pattern (OCP) boots, wear or hand carry (See page 16)
	Molded Cleats
	Stationery and stamps
	Cell Phone (will be locked up until permitted) - label phone w/ full name and squadron
	Sunscreen
	Arrival Procedures (See pages 9-11)
	Travel Receipts

## Appointee Portal Customized Checklists (Examples)

### Female In-Processing Checklist

<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>	
<b>PRINT NAME, STUDENT ID, AND GENDER IN THIS SPACE</b>	
<p>Doe, Jane</p> <p><b>ID:</b> JADOE1234</p> <p><b>Gender:</b> F</p>	
<p><b>Instructions</b></p> <p>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.</p>	
<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"/>	Completed Standard Form 600 (Cadet Preventative Health Assessment)
<p><b>Note:</b> If you are missing the <b>Standard Form 600</b> (Cadet Preventative Health Assessment), the <b>Pharmacy Cadet In-processing Form</b>, or the <b>SF86</b> (Security Clearance Paperwork), you can print new copies from the "To Bring" checklist page on your portal.</p>	
<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>Appointees Booklet</i> 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>
<p><b>Note:</b> 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.</p>	
<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"/>	Eight white sports bras and twelve pair of white briefs (write your ID, shown at the top of this form, in each of the garments).
<input type="checkbox"/>	Feminine hygiene products
<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.
<p><b>Note:</b> You will be issued sunscreen, lip balm, Tylenol, and throat lozenges during in-processing. You do not need to bring these items with you.</p>	
<p><b>DO NOT BRING:</b> 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.</p>	
<p>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</p>	
<p>In-processing Director. If you requested government travel, contact SatoTravel at 855-794-4923 or 210-877-6828 (collect, even outside the USA) for help in coordinating travel during delays or difficulties.</p>	

## Male In-Processing Checklist

<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, AND GENDER IN THIS SPACE  Doe, John  <b>ID:</b> JODOE1234 <b>Gender:</b> M	
<b>Instructions</b> 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.	
<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"/>	<input checked="" type="checkbox"/> <b>Completed Standard Form 600 (Cadet Preventative Health Assessment)</b>
<b>Note:</b> 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.	
<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>Appointees Booklet</i> 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> 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.	
<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> You will be issued sunscreen, lip balm, Tylenol, and throat lozenges during in-processing. You do not need to bring these items with you.	
<b>DO NOT BRING:</b> 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.	
<b>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, contact SatoTravel at 855-794-4923 or 210-877-6828 (collect, even outside the USA) for help in coordinating travel during delays or difficulties.</b>	

## In-Processing Day (I-Day)

All Appointees **must** arrive at the Cadet Field House for in-processing into the United States Air Force Academy on **24 June 21**. Plan to arrive in the local area on the **23 June 21** in order to meet a **7:00 a.m. in-processing time on 24 June 21**. You will In-Process based on the squadron you are put into so check the Admissions portal for your exact show time. Reporting times will be posted on your admissions portal **two weeks prior to in- processing day**. You should arrive at the Cadet Field House **15 minutes prior** to your assigned reporting time. 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.

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 the Academy is the zTrip of Colorado Springs, (719) 777-7777. Ensure you keep all travel receipts for travel voucher. 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 HAC for in-processing, it will be a drop and go and they will not be able to remain with you due to COVID-19. There should be a parent program for them. More information to follow as plans are made for parents.

More 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 HAC, 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.



## What to Bring

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

**U.S. citizenship (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. 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 amount of civilian clothing since you will not be allowed to wear it during your fourth-class (freshman) year until after Recognition (approximately in March). 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 or combat boots if you purchased them. If you wear the boots have running shoes easily available to be checked by USAFA staff (see below for athletic shoe requirements). In-processing 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 admissions 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/additional 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. Suggest shoes be less than a year old.

### **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 Operational Camouflage Pattern (OCP), (coyote brown) boots and wear them for 2-4 weeks prior to arrival at the Air Force Academy. These boots must meet the following specifications: coyote brown in color, 8 - 10 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. There are many options available out there, but Rocky S2V RKC050, Bellville model C790, Salomon Guardian CSWP boots and Danner RIVOT TFX 8" coyote all meet the requirements and are good sources to begin your search. 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 sure to follow Transportation Security Administration's (TSAs) Rules on Liquids at the link <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. Note: The Cadet Store takes debit and credit cards as well as cash.

## **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: HQ USAFA/A6, 2304 Cadet Dr., Suite 3700, USAF Academy CO 80840-6220, Telephone (719) 333-4232.

### **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). Again, follow 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 Air Force Academy. There are no provisions for storage or safekeeping during BCT.

### **Jewelry**

We highly recommend that 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 the Air Force Academy 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. Do not bring an automobile unless someone accompanies you who can drive it home.

### **Diet and Food Packages**

The Cadet Dining Facility (Mitchell Hall) 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 admissions portal. Use the following format for mail sent to you. **NOTE: You will NOT have access to any packages until after BCT.** Do not have family and friends send packages during BCT. The post office can't hold all the packages. Also limit care packages during August and January so cadets can get textbooks only essential items should be mailed to during these months. Please be advised (and let your family know) that you may not have access to your post office box on a daily basis during BCT.

Basic Cadet \_\_\_\_\_ (your first and last name)  
(Squadron A, B, C, D ect...) (Optional)

P O Box \_\_\_\_\_ (insert your PO Box number)  
USAF Academy CO 80841

Suggest friends and family put Squadron number after name and number their letters as they write them. This will allow mail to get to you quicker especially in Jack's Valley and you won't think you are missing mail.

## Physical Qualification for Academy Entrance



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:

- Providing a complete and accurate medical history at the time of your examination.
- 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.
- Notifying DoDMERB prior to treatment or procedure if elective surgery or medical treatment is contemplated, as this may adversely affect your medical status.
- 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.
- Sending all medical information to DoDMERB as soon as possible.

**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. **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. NOTE: Ensure you keep your medications with you as you process the In-Processing line.

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 Air Force Academy Preparatory School and Appointees who are former cadets returning to the Air Force Academy 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).

- **Polio Vaccine:** Must be given six months of admission (between January and June of admission year). While we realize most Appointees have had the vaccine much earlier, DoD policy requires that Appointees receive another vaccination within six months of entering military service. NOTE: If the Appointee is prior U.S. military (active, reserve, or National Guard of any U.S. military branch) they have already met the requirement. **SPECIAL NOTE:** Some health care providers are reluctant to administer the Polio vaccination to young men or women who received the vaccination as a child. If your provider is hesitate to do so, your Appointee can download and prescription form for the vaccination from the Admissions Portal.
- **Influenza Vaccine (Flu):** Must be current vaccine and have been administered no earlier than July 1st of last year. If Appointee can't receive influenza vaccination they will have to enter reason why on the Admissions Portal.
- **Tetanus, Diptheria, and Pertussis Vaccine (Tdap):** Must have 1 dose of Tdap on immunization record. If it has been more than 5 years since last Tdap, the Appointee will need a Tdap booster given within 5 years of military service.
- **Mumps, Measles, Rubella Vaccine (MMR):** Full vaccination requires two doses (at least 4 weeks apart). **SPECIAL NOTE:** If Appointee received both doses vaccination prior to 1 January, the Air Force Academy will require a blood titers lab test to determine your immunity to Mumps. If Appointee has not been previously vaccinated, they must attempt to receive both doses before being cleared to travel to the Air Force Academy. If Appointee's first dose is after 15 May of this year, the Air Force Academy Immunization clinic will administer the second dose during their freshman year.

- Chicken Pox (Varicella) Vaccine (VAR): Full vaccination requires two doses (at least 4 weeks apart). **SPECIAL NOTE:** If Appointees have positive blood titer value results (and can provide documentation to the fact) they do NOT need to receive the vaccine. If Appointees have not been previously vaccinated then they must attempt to receive both doses before you will be cleared to travel to Air Force Academy. If Appointees first dose is **after May 15th** of this year, the Air Force Academy Immunization clinic will administer the second dose during their freshman year.
- Hepatitis A & B: Appointees must be vaccinated against both Hepatitis A and Hepatitis B before In-Processing. **SPECIAL NOTE:** Appointees have positive blood titer value results (and can provide documentation to that fact) Appointees do NOT need to receive associated vaccine. If Appointee has not been previously vaccinated and do not have a positive blood titers test proving immunity, then they must receive the first dose of both the HepA and HepB vaccines OR the first dose of the Twinrix vaccine before Appointee will be cleared to travel to the Air Force Academy. The Air Force Academy Immunization clinic will administer the second and third doses during freshman year. Appointees must provide dates of all doses.
- Meningococcal ACWY Vaccine (Menomune, Menactra, Menveo): If Appointee received their first dose before the age of 16, they must receive a second dose as well. If Appointee received first dose after 16, a second dose isn't required. If Appointee received both doses before the age of 16, the doses must be the same type.

#### **Recommended Vaccinations:**

- Human Papillomavirus Vaccine (HPV): HPV available for series start or completion at the Air Force Academy Immunizations Clinic. HPV is not mandatory vaccine and not given at In-Processing. (3 Doses)
- Meningococcal B Vaccine (Bexsero or Trumenba): Bexsero requires 2 doses and Trumenba requires 3 doses. Immunization is optional but recommended. If an Appointee wishes to start either series or the Appointee gets first dose now, then the Air Force Academy Immunization Clinic will administer the remaining dose(s) during their freshman year. If Appointee chooses to be immunized they may choose either series (they don't need both).

Questions: 10 MDOS/SGOM, 4102 Academy Dr., USAF Academy CO 80840, Telephone (719) 333-5080.

### **Optical**

You can print a spectacle and contact lens prescription form from your admissions 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 15 May. 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.

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.

Questions: 10 AMDS/SGPFE, 4102 Academy Dr., USAF Academy CO 80840, Telephone (719) 333-5189, Option 4.

## 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 FAQs

### **My child is enrolled as a cadet at the 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 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 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 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 Air Force Academy.

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 at 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 disenrolls (voluntary/involuntary) from the 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

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 Air Force 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 active orthodontic treatment must be completed, devices removed, and retainers in place (if indicated) prior to entering the Academy. Permanent fixed and/or removable retainers are authorized so remember 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.

Questions: Dental Clinic, 10 DS/SGD, 2355-B Faculty Dr., USAF Academy CO 80840, Telephone (719) 333-5192.

## Dental FAQs

**If I don't have my wisdom teeth removed before I get to the Air Force 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 prior to arrival 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 CD-ROM and in DICOM format. Due to compatibility as well as military readiness 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.

**After I arrive at the Air Force 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/Comm: (719) 333-5281/ FAX: (719) 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.

## Fitness Preparation

**You need to be in the best possible physical condition when you arrive.** Keep in mind that **your physical conditioning will take place at an elevation of 7,250 feet.** 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.

In preparation, we recommend you use a combination of aerobic and bodyweight circuit training each week.

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
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

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.

The most difficult physiological adjustments you will make at the Academy will be those associated with endurance requirements at the Academy's 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 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.

Questions: 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 Air Force Academy 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).

## Air Force Academy 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

## Basic Cadet Training (BCT)

During BCT, your parents and friends are not allowed to call or visit you. You'll be instructed to write home immediately after arriving. The Cadet Wing requests all parents call the Air Force Academy 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 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 please).

BCT 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.

## Overall Fitness

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 his challenge.**

You'll be assigned to one of eight 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 will 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 will 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 will wear an Operational Camouflage Pattern (OCP) 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 (approximately in the March).

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(s) (AMTs), 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 the Air Force Academy 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!

## Looking Beyond BCT

Once you finish BCT you can look forward to starting your school year and continuing to learn military standards. See below for some information on what to expect.

## Building Leaders of Character

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 will have a busy schedule of classes, study periods, military training, and athletic participation. You will 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 will 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.

You will 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 will 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 will 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 will 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 for Winter Break, 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. 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 10th Force Support Squadron does provide a shuttle bus service for a cost round trip to the Colorado Springs and Denver airports during the breaks (not including Summer Break).

## Aviation, Airmanship, and Space Program

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 will 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 the Air Force Academy'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.

Cadets who volunteer for the elective space course learn about Air Force space mission areas with hands-on experience and the opportunity to upgrade to a certified ground station operator for the Air Force Academy'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 Air Force Academy reservation.



## 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 with the possibility of travel to a bowl game. **Auditions for the Corps will be held immediately following 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 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 military service before the eighth anniversary of your graduation, you must serve as an officer in the Reserve Component until that eighth anniversary.

Those disenrolled 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.



## Academic Program

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 will take placement exams in general chemistry and 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 earn transfer credit or 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.

Student Academic Affairs & Academy Registrar (HQ USAFA/DFRR, 2354 Fairchild Dr., Suite 2G13, USAF Academy, CO 80840-6210).

## 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 5, 6 or 7 in Psychology from the International Baccalaureate program. Validation credit for AP scores occurs automatically if AP scores are reported directly to Air Force Academy from the College Board at the student's request. If AP scores are not sent to the Academy 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, and (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:** Department of Behavioral Sciences and Leadership, HQ USAFA/DFBL, 2354 Fairchild Dr., Suite 6L101B, USAF Academy CO 80840, Telephone (719) 333-2514.

## 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 (DFMS) considers (in order of importance): your performance on the Math Placement Diagnostic, your AP test scores and (possibly) your performance in previous college work when determining your placement. You will find and complete the Math Placement Diagnostic inside the Appointee portal.

**Validation:** Initial placement and the validation of courses are handled synchronously. Your performance on the Math Placement Diagnostic will be the primary determiner of your placement, though other qualifications and measures may also be considered. Appointees who have taken (or will take) AP exams should request their scores be sent directly to the Air Force Academy. If you have received college credit at an accredited 4-year institution for a course with a similar description to any mathematics course described in the Air Force Academy 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, depending on the content and quality of the course taken and the grade earned. As DFMS does not have access to transcripts from your admissions records, bring a physical or electronic copy of any transcripts you wish to be considered directly to DFMS. Advanced placement through our process may result in the award of validation credit for certain mathematics course(s).

**Questions:** Department of Mathematical Sciences, HQ USAFA/DFMS, 2354 Fairchild Dr., Suite 6D124, USAF Academy CO 80840, Telephone (719) 333-4470.

## Physics

**Validation:** Validation credit is awarded in Physics 110 for scores of either 4 or 5 on the College Board's Mechanics AP-C examination in Physics, (Version C, calculus based). Validation credit is awarded in Physics 215 for scores of either 4 or 5 on the College Electricity and Magnetism AP-C examination in Physics, (Version C, calculus based). Students should request the College Board send AP exam scores directly to the Air Force Academy. If AP scores are not sent to Air Force Academy 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. Students should have their official transcripts sent to the Office of Student Academic Affairs and Academy Registrar (HQ USAFA/DFRR, 2354 Fairchild Dr., Suite 2G13, USAF Academy CO 80840-6210).

**Questions:** Department of Physics, HQ USAFA/DFP, 2354 Faculty Dr., USAF Academy CO 80840-6226, Telephone (719) 333-2720.

## 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 Air Force Academy from the College Board. If AP scores

are not sent to the Air Force Academy 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:** Department of Biology, HQ USAFA/DFB, 2355 Faculty Dr., Suite 2P389, USAF Academy CO 80840-6226, Telephone (719) 333-2720.

## Chemistry

**Validation/Transfer:** Chemistry is required of all graduates of the Academy. All cadets must complete the first semester course (Chem 100), and 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:

- 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 Air Force Academy Registrar’s Office), and do well on our Chemistry Placement Exam given within the first week of your arrival to Basic Cadet Training. Once these criteria are met, you will then be given transfer credit for both Chem 100 (one semester of college chemistry completed) and Chem 200 (two semesters of college chemistry completed);
- 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 be awarded validation credit for Chem 100.
- 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 Air Force Academy 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:** Department of Chemistry, HQ USAFA/DFC, 2355 Fairchild Dr., Suite 2N225, USAF Academy, CO 80840-6230, Telephone (719) 333-2960.

## Economics

**Validation:** Validation credit for the core Economics course, Econ 201 (Introduction to Economics), is awarded for scores of 4 or 5 on the College Board’s AP examination in Microeconomics or for scores of 6 or 7 on the IB exam in Microeconomics. In addition, validation credit is awarded for 1) Econ 355 (Principles of Macroeconomics) for AP scores of 4 or 5 on the College Board’s AP Examination in Macroeconomics and 2) Geo 250 (Human Geography) for AP scores of 4 or 5 on the College Board’s AP Examination in Human Geography. Validation credit for AP scores occurs automatically if AP scores are reported directly to the Air Force Academy from the College Board. If AP scores are not sent to the Air Force Academy 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 an economics or geosciences 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 economics or geosciences course as taught by the Department of Economics and Geosciences, and (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:** Department of Economics and Geosciences, HQ USAFA/DFEG, 2354 Fairchild Dr., Suite 6K112, USAF Academy CO 80840- 6226, Telephone (719) 333-1689.

## 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 5 on either test) or 2) the IB exam in literature (you must score at least a 6). Validation credit for AP scores occurs automatically if AP scores are reported directly to Air Force Academy from the College Board at the student's request. If AP scores are not sent to Air Force Academy 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 comparable freshman English composition course/course sequence 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 Air Force Academy to determine whether you meet these requirements. Most decisions about transfer and validation credit are made prior to second semester registration, so cadets who believe they might be eligible should be prepared to submit relevant documents (scores, college transcript, course description, and in some cases standardized test scores) to the English 111 Course Director in early Fall Semester. 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

**Questions:** Department of English, HQ USAFA/DFENG, 2355 Fairchild Dr., USAF Academy, CO 80840-6230, Telephone (719) 333-2018.

## 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. You can also get in touch with us in the Office of Student Academic Affairs & Academy Registrar after you arrive at the Air Force Academy.

**Questions:** ESL Coordinator, HQ USAFA/DFRS, 2354 Fairchild Hall, Suite 2G13, USAF Academy CO 80840-6242, or call us at (719) 333-0787.

## 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 230 (Modern European History), History 210 (Early American History), or History 220 (Modern American History).

**Validation:** You may validate History 300, History 230, History 210, History 220 by taking either: a) the College Board's AP exam and earning a score of 5 in World History (for History 300), European History (for History 230), American History (for History 210 or 220) or b) the International Baccalaureate exam in World History, European History, or American History (you must score a 6 or 7). Validation credit for History 300 occurs automatically if AP scores are reported directly to Air Force Academy from the College Board at the student's request. If AP scores are not sent to Air Force Academy 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 210, 220, or 230, coordinate with the History Deputy Department Head.

**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

**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.

**Questions:** History Department, HQ USAFA/DFH, 2354 Fairchild Hall, Suite 6F101, USAF Academy CO 80840, Telephone (719) 333-3230.

## 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 Air Force Academy or by scoring high enough on the Air Force Academy placement test in one of the eight world languages taught at the Air Force Academy: 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:** Department of Foreign Language, HQ USAFA/DFF, 2354 Fairchild Dr., 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 ASC also offers support for cadets aspiring to attend graduate school after graduation and participate in selected scholars programs.

Questions: Academic Success Center, 2354 Fairchild Dr., Suite 1A76, USAF CO 80840, Telephone (719) 333-6834

**For reference: Table from the Curriculum Handbook reflecting USAFA's validation credit policy**

AP/IB Subject	AP Test Code	AP Score for Credit	IB Score for Credit	Course Validated	Comments
Biology	20	4/5	5/6/7 (HL) 6/7 (SL)	Biology 215	
Chemistry	25	4/5		Chem 100	
Econ-Mac	35	4/5		Econ 355	
Econ-Mic	34	4/5	6/7	Econ 201	
Eng Lang/Comp	36	5		English 111	
Eng Lit/Comp	37	5	6/7	English 111	
Physics C-Mech	80	4/5		Physics 110	
Physics C-Elec/Mag	82	4/5		Physics 215	
Psychology	85	5	5/6/7 (SL & HL)	Beh Sci 110	
World History	93	5	6/7	History 300	
European History	43	5	6/7	History 230	
U.S. History	7	5	6/7	History 210 or 220	See Note 1
Human Geography	53	4/5		Geo 250	
Chinese Lang/Culture	28	3/4/5		Chinese	See Note 2
French Language	48	3/4/5		French	See Note 2
German Language	55	3/4/5		German	See Note 2
Japanese Lang/Culture	64	3/4/5		Japanese	See Note 2
Spanish Language	87	3/4/5		Spanish	See Note 2

Note 1: coordinate with the Department of History for appropriate credit.

Note 2: coordinate with the Department of Foreign Languages for appropriate credit; Chinese, French, German, Japanese, and Spanish validation credit is based upon AP scores and USAFA foreign language placement scores.

Note 3: Math validation and placement is based on a combination of placement scores (Pearson) taken before In-Processing in addition to AP/IB scores and previous college coursework, if applicable.

## Physical Fitness

Physical Education is part of the core curriculum at Air Force Academy 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 Air Force Academy 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 Air Force 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 four divisions: Development, Integration, Research & Scholarship, and Support. More information on each of the divisions can be found online: <https://www.usafa.edu/character/>. CCLD is located in the iconic Polaris Hall, with its center 105-ft tower pointing towards the North Star—a visible symbol of our commitment to following one’s moral compass.

CCLD’s mission is “to serve USAFA by advancing character & leadership development in preparation for service to the nation.” Our more visible programs include professional development workshops and seminars for both cadets and permanent party and our world-class National Character and Leadership Symposium (NCLS) each February. NCLS connects cadets and staff to inspirational speakers from around the globe, sparking conversations and reflections about what it means to lead with character. CCLD oversees the Outdoor Leadership Complex, publishes the *Journal of Character and Leadership Development*, and sends cadets to character and leadership conferences around the nation. CCLD also advises the Academy’s senior leaders and curriculum writers on matters of character and leadership development. Much of our behind-the-scenes work involves integrating learning experiences so that our military, academic, athletic, and aviation programs are synchronized to produce leaders of character for our nation.

In summary, 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.

Questions: USAFA/AC, 2300 Cadet Dr., Suite 300, USAF Academy CO 80840, Telephone (719) 333-4904.

## Chapel Programs

The Air Force Academy provides many Chapel Program for you while you are here. Take advantage of the programs that interest you.

Questions: Cadet Chaplains, HQ USAFA/HC, 2306 Sijan Dr. USAF Academy CO 80840, Telephone (719) 333-2636.

## 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. There will be services while the Cadet Chapel is closed for renovation.

## 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 three choirs sponsored by the Wing Chaplain's office - Catholic Choir, Catholic Schola, and Latter Day Saints (LDS). Additionally, the Protestant community offers 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 Interreligious 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 Interreligious Council brings cadets together in interfaith community service as well as increased dialogue and interfaith discussions to continue improving the religious climate at the Air Force Academy.

## 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 religious affairs airman) 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. There is a chaplain that meets your faith concerns 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

To care for Airman more than anyone thinks possible

### Chaplain Corps Mission

To inspire the readiness of Airman through unparalleled soul care, leader advisement, and religious liberty

## Finance and Fee Information

The Air Force Academy Financial Services Office provides services for your different financial questions. Please see information next for information on different programs.

Questions: Air Force Academy Financial Service Office, HQ USAFA/FMF, 2304 Cadet Drive, Suite 2200, USAF Academy, CO 80840-5035, Telephone (719) 333-6982, [USAFAFM.FMF.CadetPay@us.af.mil](mailto:USAFAFM.FMF.CadetPay@us.af.mil).

## 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. 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 approximately \$1,100 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 admissions 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 the Air Force Academy listed below.

**Armed Forces Bank:** Armed Forces Bank is a full service bank located on the Air Force Academy, 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):** 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).

Questions: Air Academy Federal Credit Union (AAFCU), Telephone (800) 223-1983 ext. 1458 or (719) 593-8600 ext. 1458, or email 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 disenrolls. Checks should be made payable to US Treasury and mailed to NO CHECKS WILL BE ACCEPTED UNTIL AFTER 1 SEP. Be sure to write your 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.

Questions: Air Force Academy Financial Service Office, HQ USAFA/FMF, 2304 Cadet Drive, Suite 2200, USAF Academy, CO 80840-5035, Telephone (719) 333-6982, [USAFAFM.FMF.CadetPay@us.af.mil](mailto:USAFAFM.FMF.CadetPay@us.af.mil).

## Class of 2025 Projected Expenses (amounts are subject to change)

July 2021 - June 2022

Uniforms	\$4,440
Servicemen's' Group Life Insurance (SGLI)	\$ 348
Fees (Athletic, Allied Arts)	\$ 180
Textbooks/Media/KAFA/BCT & Yearbook	\$1,987
Computer (hardware, software, maintenance)	\$2,275
Personal Services (barber, laundry, tailor, linen, dry	\$1,958
Estimated Expenses	\$10,838
Estimated Income (\$1,150.50 X 12 months)	\$13,806

Questions: Academy Financial Service Office at (719) 333-6988/6982 or email [USAFAFM.FMF.CadetPay@us.af.mil](mailto:USAFAFM.FMF.CadetPay@us.af.mil).

## 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 2021. 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 2021, you will earn during 2021 approximately \$6,903, 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 Internal Revenue Service (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 2021. Compute the value of support contributed by you and your parents or guardians and others (include support provided by the U. S. Air Force.

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, presents, etc., for you. If you lived at home during the first six months of 2021, 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 IRS 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:** Legal Office, HQ USAFA/JA, 2304 Cadet Dr., USAF Academy CO 80840, Telephone (719) 333-3920.

### Social Security Benefits

Cadets attending the 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 Academy and will be entering with the Class of 2025 on 25 June 2021.

**Questions:** Academy Financial Service Office, 2304 Cadet Dr., Suite 2200, USAF Academy CO 80840, Telephone (719) 333-6988/6982 or email [USAFAFM.FMF.CadetPay@us.af.mil](mailto:USAFAFM.FMF.CadetPay@us.af.mil).



## Information for You and Your Family

Below is some information for you and your parents.

### Air Force Academy Local Parents' Clubs

Going to the Air Force Academy is very different than regular college so please share the information with your parents so they are aware of the help for parents. There are nearly 100 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 Air Force Academy. 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 Parents' 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.

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

### Picture Coverage of Basic Cadet Training

Air Force Academy Public Affairs, Cadet Wing Media, and the Association of Graduates (AOG) provide photo coverage of many aspects of BCT.

The Academy's Public Affairs office provides command information to the installation and the public. One of the ways we do this is through social media venues such as Facebook, Twitter, Instagram and YouTube. All information provided is official, but there is also fun stuff on there too. Did you know you can download photos from our Facebook page for free? Just go to the Official Air Force Academy Website and look at the bottom of the webpage for all the social media links: <https://www.usafa.edu/>.

The Association of Graduates (AOG) also provides pictures for a cost for Cadet Parents called WebGuy. There is also Prep School Husky Club so you can follow your Cadet Candidate (C/C) during Basic Training, parades and other events. You can sign up with WebGuy using this link: <http://www.usafawebguy.com/>.

### Doolie Day Out

**Doolie Day Out (DDO)** is a military event that is an integral part of Basic Cadet Training. On DDO, the cadets are assigned to participating host/sponsor families. Host families are registered sponsor families who live within the Greater Colorado Springs area (host families' residences may not exceed 50 miles from the academy. Not all host families are Sponsor families. Some may continue on through the year to sponsor cadets, a few others only host basic cadets on this one-day event every summer. Only registered host families with proper credentials and assignment letters (and dash passes) will be permitted to enter the pick-up area on DDO. For most cadets, they will be meeting these families for the very first time. Most will offer

sponsorship, but again... not all will sponsor through the year. If you like the family, don't be afraid to ask them (while spending DDO with them) if they would sponsor you. If they agree, they will need to let our office know by sending us by-name requests via email to [cadet.sponsor@usafa.edu](mailto:cadet.sponsor@usafa.edu). Cadets will also have about 2 weeks from DDO to send us by-name or special requests.

The Basic cadets will be given their cellphones either the night prior or the morning of Doolie Day Out if they haven't already been given them. Basic cadets will be instructed NOT to use their cell phones while in line in the parking lots to be picked up by their host families, nor in the car with the families. Please use your time in the car to chat with the family. Wait until you reach your destination for the day before chatting or texting on your phone. The basic cadets will be reminded to have their assignment letter for the day before arriving to the parking lots. These assignment letters will be given to the basic cadets the day prior to the event.

Basics will be briefed about being released only to the family they are assigned to for the day. The host/sponsor families know not to release any cadets they have picked up for the day to anyone. Please do not have your parents/family/friends pick you up from the host/sponsor family's home. This is strictly prohibited and will result in serious consequences. If your parents live within 50 miles of the academy, they may register starting in May to host you on DDO and sponsor you through your 4 years at the academy. If they are local and do not desire to register to host/sponsor, you will be assigned to a registered family for DDO only. Only registered families with proper credentials will be allowed in to the event area. All basic cadets will be participating in DDO. Recruited athletes will be assigned to their coaches on DDO. Cadets not feeling well or fall ill on DDO will remain in the Cadet Area with cadre/BCT supervisors. Basic cadets will be the one to inform their parents their host/sponsor families' names and contact info. The sponsor office or the Parent Liaison can't release that information to parents of cadets. Many people screen their calls and will not answer unknown caller IDs, we recommend leaving a voicemail when calling.

Parents from out-of-state should NOT come to town in hopes of spending DDO with their son/daughter on this day. Doolie Day Out is very much a part of Basic Cadet Training and not just a regular "day off". The appropriate time for parents to come to town is on Acceptance Day (A Day) or Parents' Weekend (always Labor Day Weekend). Parents Weekend is the perfect time to meet their son/daughter's sponsor families if they so desire. As mentioned above, the basic cadets will be the ones to provide their sponsor family's names and contact information to their parents.

Questions: Cadet Sponsor Office, HQ CW/CWTT, 2354 Faculty Dr., USAF Academy CO 80840, Telephone (719) 333-2727, [cadet.sponsor@usafa.edu](mailto:cadet.sponsor@usafa.edu).

## Parents' Weekend

Parents' Weekend for the Class of 2025 is scheduled to be over the Labor Day weekend from Thu, 2 Sep until Mon, 6 Sep. Some of the scheduled events include: an information fair, a cadet wing parade, squadron open houses, Air Force Academy Planetarium shows, and a home football game. 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 guests 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.

The latest information can be found on the Air Force Academy web site once plans are finalized at <http://www.usafa.edu/superintendent/parentsweekend>.

Questions: Air Force Academy Parent Liaison, HQ USAFA/CM ATTN: Parent Liaison, 2304 Cadet Dr., USAF Academy CO 80840, Telephone, (877) 268-3383 or (719) 333-3828. [parents.weekend@usafa.edu](mailto:parents.weekend@usafa.edu).

## Cadet Sponsor Program

The Cadet Sponsor Program encourages active duty, retired and reserve officers, senior noncommissioned officers, Air Force Academy alumni, Department of Defense 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 Air Force Academy 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 **12 Aug.** 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.

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

Questions: Cadet Sponsor office, HQ CW/CWTM, Telephone (719) 333-2727, [cadet.sponsor@usafa.edu](mailto:cadet.sponsor@usafa.edu).

