

**USAF ACADEMY PREPARATORY SCHOOL  
(USAFAPS)**



**CLASS of 2021  
REPORTING INSTRUCTIONS**



**DEPARTMENT OF THE AIR FORCE**  
**UNITED STATES AIR FORCE ACADEMY PREPARATORY SCHOOL**  
**USAF ACADEMY, COLORADO**

18 March 2020

Dear Appointee,

As your Commander, I want to congratulate you on your appointment to the United States Air Force Academy (USFA) Preparatory School. The entire USFA Preparatory School team looks forward to personally welcoming you to the Air Force family at Inprocessing Day on 11 July 2020.

As noted in the reporting instructions, the USFA Preparatory School is a military organization and you are required to adhere to all Air Force Standards. During the 10-month rigorous program, we will focus on academics, military training, athletics, and character development. Developing leaders of character involves a holistic approach, which will require your commitment to excellence. Your challenges will immediately begin with Basic Military Training (BMT), where your dedication, sacrifice, and stamina will be tested. During this time, it is common to have reservations however, through grit and resiliency, you will be able to overcome any obstacles that you face.

Upon arrival, you will take Oath of Enlistment, acknowledging that you are "all in" at which point you will become a member of the Air Force, as an enlisted member, and be placed on active duty for training. The Oath of Enlistment represents a commitment to our country and service to the Air Force. While your commitment may be tested during the 21-day BMT, disenrollment and departure from USFA Preparatory School during that time will only be allowed for medical reasons or compelling circumstances that will be evaluated by the Commander on a case-by-case basis.

While BMT will challenge your comfort zone, it is necessary in order to mold Airmen into confident, fit, and motivated leaders. Our staff and cadet cadre fully support your endeavors and look forward to witnessing your development. For all of these reasons, come to the USFA Preparatory School prepared and resolute to overcome each obstacle as it arises. I can assure you the experience will be well worth it. Welcome to the Air Force and we all look forward to having you become a part of our team!

A handwritten signature in black ink, reading "W. Thurston", is positioned above the typed name.

TIMOTHY W. THURSTON II, Col, USFA  
Commander

# **Table of Contents**

## **Section 1 – Introductions**

**Page 5**

- Inprocessing
- Attendance
- Travel Procedures
- Lodging

## **Section 2 – Medical Information**

**Page 10**

- Department of Defense Medical Examination  
Review Board (DoDMERB)
- Medications
- Transcripts
- X-Rays
- Medical Records
- Immunizations
- Optical
- Dental

## **Section 3 – Finance Information**

**Page 12**

- Pay and Banks
- Scholarships and Educational Investment Funds
- Social Security
- Federal Income Tax
- Tax Withholding
- Personal Debt

## **Section 4 – Admissions Information**

**Page 14**

- Accepting your Appointment
- Declining After your Appointment
- Active Duty Personnel (RegAF)
- Guard and Reserve Personnel

## **Section 5 – Basic Military Training (BMT)**

**Page 15**

- Military Bearing, Customs & Courtesies
- Daily Schedule
- Uniform Wear
- Appearance Standards
- Tattoos, Brands, & Body Markings

## **Section 6 – Preparing for Basic Military Training**

**Page 19**

- Strength and Conditioning
- Endurance
- What to Bring
- What not to Bring

## **Section 7 – Beyond Basic Military Training**

**Page 25**

- Academics
- Room Arrangements
- Privately Owned Vehicles (POVs)
- Parking
- Leave
- Post Office

## **Section 8 – Chapel Programs**

**Page 28**

- Worship
- Special Programs in Religious Education
- White Rope Leadership Programs
- Choirs
- Weekend Retreats
- Counseling and Ministry of Presence

## **Section 9 – Information for You and Your Family**

**Page 30**

- Academy Parents' Club
- Coverage for Basic Military Training
- Parents' Weekend
- Sponsor Program

## **Section 10 - Important Phone Numbers**

**Page 32**

## **Section 11 – Frequently Asked Questions**

**Page 33**

# Introduction

## Section 1

Congratulations on your admission to the United States Air Force Academy Preparatory School! This July you will begin a challenging and rewarding program that will strengthen your academic foundation and expand your knowledge of our profession of arms. Additionally, you will refine your character, grow your teamwork, social skills, and your physical fitness. We expect full commitment and dedication throughout all of Basic Military Training (BMT).

The Preparatory School is a military organization and you are required to adhere to all Air Force Standards. Respect to your fellow Airmen, faculty, and staff will be an absolute necessity. You will internalize our Core Values: Integrity First, Service Before Self, and Excellence in All We Do. Also, you will acknowledge any prior drug use and pledge not to use illegal drugs, which is prohibited by the Uniform Code of Military Justice (UCMJ). During your 10-month assignment here, expect to be randomly tested for drug use. The Air Force maintains a strict "no use" policy with respect to drugs. All members will be disqualified, your entrance could be denied at inprocessing, and you could face serious disciplinary actions and/or disenrollment if found to test positive for illegal substances. All criminal offenses will be fully prosecuted under the UCMJ.

Once you have successfully inprocessed the Preparatory School, all appointees will take the Oath of Enlistment. Prior Enlisted appointees will continue to serve on their original enlistment contract and it will run concurrently with their Preparatory School attendance. Non-Prior Service appointees are enlisted into the Air Force Reserve Component and ordered to voluntary Active Duty for training, to serve as enlisted Airmen at the Preparatory School.

## Inprocessing

All appointees **must arrive at the Air Force Academy Community Center** for inprocessing at 7:30 a.m. on **11 July 2020**. **Plan to arrive in the local area on the 10th of July in order to meet the inprocessing time on the 11th.** You should wear comfortable, tasteful civilian clothes and athletic shoes. The drop-off point to begin inprocessing is at the south-west side of the Air Force Academy Community Center (5136 Eagle Dr., U.S. Air Force Academy, CO 80840). Signage will be placed along the roads to the Preparatory School.

Appointees should bring discretionary money of approximately \$200 plus any anticipated travel funds to purchase additional items as needed, if initial supply runs out, and prior to the first payday on **1 August 2020**. These items could include miscellaneous items such as toiletries, cleaning supplies, ironing board, etc. at the Base Exchange. **The local store does take credit and debit cards.**

**NOTE: Please download and print these reporting instructions and review all inprocessing checklist items. (Attachment 1)**

## Attendance

**Active Duty Personnel (RegAF).** Current serving RegAF members are reassigned by AFPC

to USAFAPS according to normal Permanent Change of Station (PCS) guidelines. All personnel will outprocess through their servicing Military Personnel Section (MPS) Relocation Section. Assignment Notifications will flow from AFPC (Air Force Personnel Center) to the MPS with outprocessing instructions. PCS orders will be issued by the losing MPS once outprocessing checklists are complete. **All prior service members must receive an Enlisted Performance Report (EPR) or a Letter of Evaluation (LOE) to prepare for Static Close out Date Evaluations for their respective rank. It is highly recommended to print 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 any awards, decorations (AFCM/AFAM) and all technical school certificates are printed out as well. PRDA records are removed from the server once inprocessed at USAFA. These documents will be used to complete the DD Form 214 once DOS/ETS expires. All prior enlisted active duty personnel will enter with the highest grade they had achieved as of their date of enrollment, retain their primary Air Force Specialty and date of rank or effective date, and promote with pay commensurate with their grade. However, members will live in the dorms and will not receive BAS and BAH. All prior enlisted members are eligible for a PCS decoration if nominated from their unit.

**Guard and Reserve (ANG/AFR).** Current serving AFR members are reassigned by their reserve unit to USAFAPS using the AF Form 1288, Application for Ready Reserve Assignment. Current serving ANG members are conditionally released using the DD Form 368, Request for Conditional Release and transferred from the ANG to the AFR using the AF Form 1288, with the same rank held and date of rank as in the ANG, and reassigned to USAFAPS. The Form 1288 must be signed by the losing commander and the Preparatory School Commander. Once members are inprocessed, the Preparatory School Commander will sign all documents and the CSS will send all finalized forms back to member's unit to start the separation (from ANG) or release (from AFR) process, and to ARPC to transfer members to the Preparatory School. This is vital to ensure proper separation from ANG unit and release from AFR unit has taken place in all applicable database systems. **Those members who fail to turn this form in during inprocessing will have pay issues.** For any questions about this process please contact the Preparatory School Office at (719) 333-2580. **All prior service members must receive an Enlisted Performance Report (EPR) or a Letter of Evaluation (LOE) to prepare for Static Close out Date Evaluations for their respective rank. It is highly recommended to print 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 any awards, decorations (AFCM/AFAM) and all technical school certificates are printed out as well. PRDA records are removed from the server once inprocessed at USAFA. These documents will be used to complete the DD Form 214 once DOS/ETS expires. All prior enlisted active duty personnel will enter with the highest grade they had achieved as of their date of enrollment, retain their primary Air Force Specialty and date of rank or effective date, and promote with pay commensurate with their grade. However, members will live in the dorms and will not receive BAS and BAH. All prior enlisted members are eligible for a PCS decoration if nominated from their unit.

**Civilians.** Civilians with no previous military status will take the oath of enlistment on the day of their initial inprocessing at USAFAPS. Civilians who enlist for the purpose of attending USAFAPS will be awarded the grade of E-1 upon entry. Members enlist for six (6) years with a

two year active duty service obligations. Pay for non-prior service members will be in accordance with 37 USC 203(e) (1). Individuals possessing JROTC or Civil Air Patrol or any other pre-service activities listed in AFMAN36-2032, Table 3.1 **(Attachment 2)** must **hand carry** your high school diploma and any course completion documentation to receive pre-service activities for promotion consideration to E-2 or E-3.

## Travel Procedures

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 as there will **NOT** be an option to make changes. During inprocessing 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 and save all receipts.** You do not need to track intermediate stops in your itinerary unless you remain overnight or change modes of travel (airline, commercial vehicle, private vehicle, etc.).

### **Appointees will make own travel arrangements by purchasing airline ticket or driving to Colorado Springs, CO:**

- a. Best for those traveling with family members, departing from location other than home of record, or taking vacation en route.
- b. Arrange your own commercial airline travel to the Preparatory School. Appointees will be reimbursed for the actual cost of the airline ticket from airport nearest home of record to Colorado Springs Airport, not to exceed the cost of a government procured ticket.
- c. Travel by private auto to the Preparatory School. Appointees will be reimbursed 18 cents per mile and entitled to a maximum per diem allowance of \$149 a 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. It is not necessary to track your actual mileage or provide copies of your meal or hotel receipts.
- d. If you are considering taking a vacation en route to visit family, friends, etc., leaving from a location other than your home of record, or will be traveling with family, you must make your own travel arrangements. Please keep in mind, reimbursement guidelines cover airline tickets into Colorado Springs Airport from the airport closest to the appointee's home of record.
- e. **Ensure your travel arrangements are made so that you arrive no later than 10 July 2020 ready to inprocess the following day, at 0730 on 11 July 2020 at the Preparatory School.**
- f. **Prior enlisted ensure your travel arrangements are made so that you arrive no later than 1500 on 10 July 2020 for briefing with the Permanent Party at 1600.**

The following information and documentation, if applicable, is required when completing your travel voucher. Ensure you bring the following:

- a. Your airline itinerary

- b. Distance from your home to the departing airport
- c. Receipts for personally purchased airline tickets
- d. Receipts for all reimbursable expense items such as taxi fares, uber, hotel etc.

## **Driving to the Preparatory School**

The Air Force Academy Preparatory School is located fifty-five miles south of Denver, Colorado, and eight miles north of Colorado Springs, Colorado, just west of Interstate Highway 25. If you travel to the Air Force Academy Preparatory School by car, you will find that entrances to the installation from the highway are clearly marked. Ensure you save all travel receipts for any mode of transportation.

If you will be driving your Privately Owned Vehicle (POV) to the Preparatory School, you **must hand carry** a completed POV Authorization form (**Attachment 3**), proof of insurance, registration, and it must be parked in the Student Parking Area before beginning inprocessing (see **page 27** for location).

## **Other commercial ground transportation**

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

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 Air Force Academy Preparatory School on-call member at (719) 338-5648.

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

## **Lodging**

**It is important you make arrangements to arrive the day prior to inprocessing to mitigate any delays and be available to report on **11 July** at 7:30 a.m.,** overnight lodging is not available on the Academy, and you cannot begin inprocessing before 7:30 a.m. You are responsible for making your own hotel reservations and acquiring accommodations. If you plan to stay in the vicinity of the Preparatory School the night prior to inprocessing, 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 lodging, meals, and commercial transportation to/from the hotel, is at your expense;



the appointee will be reimbursed after filing a travel voucher. The maximum amount the government will reimburse is limited to \$134.00 per night (a receipt must be provided). Airbnb is authorized, however, you must provide an itemized receipt showing daily lodging cost (cleaning fees or service fees are not reimbursable). Commercial transportation is reimbursable, but tips are not reimbursable. When requesting Commercial transportation, request a driver that is authorized to enter the Academy grounds. You should also check to see if your hotel provides free shuttle service from the Colorado Springs airport.

If you are staying at a hotel, you must obtain your own transportation (e.g., commercial taxi/shuttle) **at your own expense (reimbursed on your travel voucher)** to the Air Force Academy Community Center. You will need to ensure your taxi vendor possesses pre-approved access onto USAFA.

If you are delayed for any reason and will not arrive at the time required, **immediately** call or text (719) 338-5648 to let the Preparatory School know. We will advise with further instructions

## Medical Information

### Section 2

#### Department of Defense Medical Examination Review Board (DoDMERB)

A DoDMERB physical is required for qualifying for Academy. Entrance is based on the assumption that your examination reflects your true medical status. You can ensure this by:

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

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

#### Medications

All medication in your possession will be examined by an Air Force medical officer and will be taken away without replacement unless it is ESSENTIAL for continued treatment. Due to the nature and activities of basic training, possession of over-the- counter and nonessential medications (to include drugs for acne and sports supplements) is prohibited. EXCEPTION: hormonal medication, such as birth control pills, Depo-Provera injections, or thyroid supplements; and antibiotics for ongoing infections, ensure you have a 45 day supply.

Medical care is available throughout BMT 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 inprocessing. If you have any questions about medications, call the Cadet Clinic at (719) 333-5180.

If there are questions concerning on-site medical attention during Basic Military Training (BMT) please contact the BMT medical staff, at (719) 333-9330.

## X-Rays

If you have suffered an orthopedic injury or have been treated for an orthopedic injury or deformity in the last year from your inprocessing day (11 July 2019), you are REQUIRED to bring your most recent X-rays from your physician. These X-rays will be turned in during inprocessing.

## Medical Records

You **do not** need to bring a copy of your medical records. However, if you have a preexisting condition of which you feel the Preparatory School must be aware, please bring a copy of relevant paperwork. \*Prior enlisted will hand carry all medical records.

## Immunizations

Immunizations are a mandatory requirement for military duty. All appointees must get the necessary immunizations **PRIOR** to arrival at the Academy.

You will be able to upload your immunization record on the 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 inprocessing day**. If verification of your immunization status is not available, you will receive the compliment of required immunizations even if immunized previously.

## Optical

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 Preparatory School and have them with you on inprocessing day. You will be issued an additional pair of uniform military spectacles at inprocessing based on the prescription information you submit from your eye doctor. **Your military spectacles must be worn at all times during basic training**. Contact lens wear is FORBIDDEN throughout the duration of BMT to include inprocessing day. Contact lenses may be worn only after BMT is complete. Please direct inquiries to Optometry at (719) 333-5189.

## Dental

The Preparatory School staff expects that you will arrive with no potentially disqualifying dental conditions and you do not need to bring dental x-rays. 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 Preparatory School admission**. All orthodontic treatment must be completed, devices removed, and retainers (if indicated) in place prior to entering the Preparatory School. Don't forget to bring your retainers with you to the Preparatory School! \*Prior enlisted will hand carry all dental records.

# Finance Information

## Section 3

### Pay and Banks

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

**Armed Forces Bank** -- A full service bank located on the USAFA installation, focusing on the military customer. They offer an Access checking account that is service charge free with Direct Deposit and includes access to the 24,000+ service charge free ATMs through the Money Pass Network, mobile banking with mobile Deposit, and one day early posting of DFAS pay.

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).

**Air Academy Federal Credit Union (AAFCU)** -- 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 employer code USAFA22). If you need assistance or have questions, please call (800) 223-1983 or (719) 593-8600, or email us at [contactus@aafcu.com](mailto:contactus@aafcu.com).

### Scholarships and Educational Investment Funds

**Scholarships:** Agencies should issue scholarship proceeds directly to the appointee. When a scholarship agency is unable to make payment directly to the appointee, the scholarship may be accepted for credit to the appointees 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 appointee disenrolls. Checks should be made payable to “US Treasury” and mailed to USAFAPS/DOT 5220 Cedar Drive, USAF Academy, CO 80840. **Be sure to document in the memo section the appointee’s full name and social security number on the check.**

## Social Security

Your parents or guardians may have questions concerning the income tax consequences of your pay and allowances. This section will furnish them with that information of both **your** tax return and **their** return for 2020. 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).

## Federal Income Tax

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. Appointees may change their state for tax withholding at any time by completing a State of Legal Residence Declaration in the online MyPay application. All appointees at the Preparatory School are required to file their own income tax returns

Once you become an Airmen at USAFAPS, **you are a member of the active military**, and are no longer dependent upon your parents for support. You are considered supported by the Air Force or by yourself. (See IRS Publication 17). However, since as an entering, you were probably a dependent of your parents for half of the year before you entered the Preparatory School, 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.

Questions: Income tax assistance will be available through USAFA/JA, located in Harmon Hall, telephone (719) 333- 3940.

## Tax Withholding

Appointees attending the Preparatory School are excluded from receiving Social Security benefits. Current Social Security regulations state, "Cadets and Midshipmen of the service academies are in the same situation as military personnel attending schools operated by the Armed Forces such as officer candidate schools, electronic schools, etc. They are considered to be on active duty in the armed forces while they are attending the academies and are, therefore, employees of the United States. They are entitled to basic pay at a monthly rate specified by law and are required to complete the courses of instruction at the academies." If you are a recipient of Social Security benefits, you must notify your local Social Security Office that you have accepted an appointment to the United States Air Force Academy Preparatory School and will be entering with the USAFA Class of 2025 on 11 July 2020.

## Personal Debt

It is highly recommended that all personal debts be settled before your arrival at USAFAPS.

## **Admissions Information**

### **Section 4**

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 Preparatory School documents and taking the Oath of Enlistment, you are arrested, convicted or fined for any offense; fail a college or high school class; are suspended or expelled from school; become sick, injured, or have surgery; or use prohibited substances (including possession or use of marijuana in places where it is legal), you must immediately contact the Admissions Office at USAFA/RRS, 2304 Cadet Drive, Suite 2300, USAF Academy CO 80840-5025, Telephone (800) 443-9266. Failure to do so may result in refused admission, adverse action, and/or disenrollment.

#### **Accepting Your Appointment**

Please continue reading through this packet and pay special attention to what you need to complete prior to arriving at the Preparatory School, as well as the checklists. These items will ensure there is no delay of or non-entry into the Preparatory School. Also, be sure to acknowledge (on-line) your “all-in” commitment statement.

#### **Declining After Accepting Appointment**

If you would like to decline after previously accepting your appointment, please notify the Admissions Office as soon as possible to allow us time to offer your appointment to another candidate. Refer to your portal for your Admissions Counselor’s direct contact information, or call (800) 443-9266. We wish you luck in your future endeavors.

# Basic Military Training (BMT)

## Section 5

Your first challenge is Basic Military Training. BMT is a requirement for all members attending the Preparatory School. It is programmed for 21 days, with a demanding 24-hours, 7-days per week schedule. Some activities are conducted outside the standard training day schedule, typically in the evening and on the weekend, and some run concurrent with other activities. BMT will prepare you with all basics with the fundamentals of Air Force life through a transformational process with a deliberate and objective-based training such as; behavioral skills development, military skills development, drill and ceremony, military courtesies, and life management skills.

**You need to be in the best possible physical condition when you arrive.** BMT will test your physical capabilities and keep in mind that your physical conditioning will now take place at 6,890 feet above sea level. Even a moderate training program can be demanding at this elevation. However, if you achieve a high level of fitness prior to arrival, you can expect significantly greater success during BMT. Try to develop a sleeping habit of both going to bed early and rising early, and plan to arrive at the Preparatory School well rested. BMT will also test your mental capabilities as you begin the transition from a civilian lifestyle into a highly discipline, physically fit Airmen that will indoctrinate you into the rigorous military lifestyle of the profession of arms

Prepare to get pushed beyond what you think your limits are and expect to succeed—you will face intellectual and physical challenges. It will be in your best interest to show up in shape and ready to undertake this challenge.

**\*\*Family and Friends are not authorized to stay during BMT\*\***

You'll be assigned to one of three Squadrons. Your Air Officer Commanding, Academy Military Trainers, Military Training Instructors, and Cadet Cadre will teach you military discipline, dress and appearance, room standards, wingman principles, self-discipline, drill and ceremony movements, and healthy lifestyle objectives. You will also learn Air Force heritage, regulations, and how to live by the Core Values. You will continually experience rigorous discipline and the need for attention to detail, punctuality, and orders from cadre. Note: Some cadre members may be the same age or sometimes younger than you and this may be difficult at first, but the cadre has the authority and responsibility to train and discipline you as a new trainee.

### Military Bearing, Customs & Courtesies

All basic trainees must stand at attention and address all staff members and Cadet Cadre as "sir" or "ma'am." You, in turn, will be addressed as "Trainee" with your last name (e.g. Trainee Smith).

### Daily Schedule

The daily schedule during Basic Military Training will enable you to exercise effective use of time management. Each day is filled with scheduled training activities. 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.

## Uniform Wear.

During most of BMT, you'll wear the Operational Camouflage Pattern (OCP) Uniform for military training, and physical training uniform (PTU) for exercising and intramural sports competition. As a Basic Trainee, you are not allowed to wear civilian clothes.

## Appearance Standards

**MALES** - All male appointees will receive a haircut on inprocessing day for uniformity and hygiene reasons. Males will also continue to receive a traditional military inprocessing haircut (cut to a 1.5 size clipper blade length) throughout the entire program. To ensure males can meet these standards, permanent party members will be present to assist with meeting standards. There is also barbershop available in the Air Force Academy Community Center Area.

**\*\*Males will need to shave prior to inprocessing, to include mustaches.**

**DO NOT SHOW UP LIKE THIS**

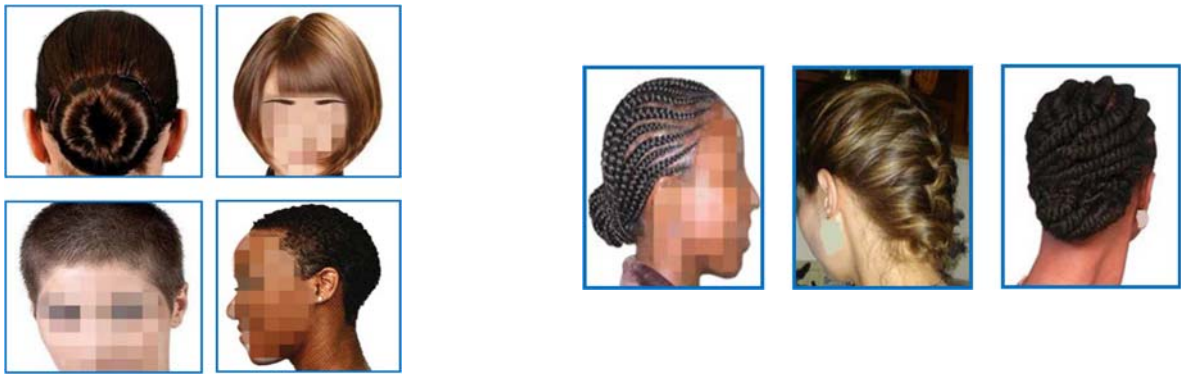


**FEMALE** - All female appointees hair will not extend beyond the bottom of their collars when pinned up. Females are authorized to style their hair to meet active-duty Air Force standards according to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, dated 28 September 2018. These standards are: clean, well-groomed, and present a professional appearance. *Exception:* While wearing the Physical Training Uniform, long hair will be secured, but may have loose ends and may extend below the collar; e.g. ponytails.

To ensure females can meet these standards, permanent party members will be present on inprocessing day to provide corrections to these standards. If unable to meet these standards, permanent party members will ensure females receive a single-length, chin-length cut to ensure they are within standards.



## Authorized Female Hairstyles



It is highly encouraged that all appointees arrive on inprocessing day meeting standards; however, if they are unable to meet standards, a haircut will be provided.

## Tattoos/Brands/Body Markings

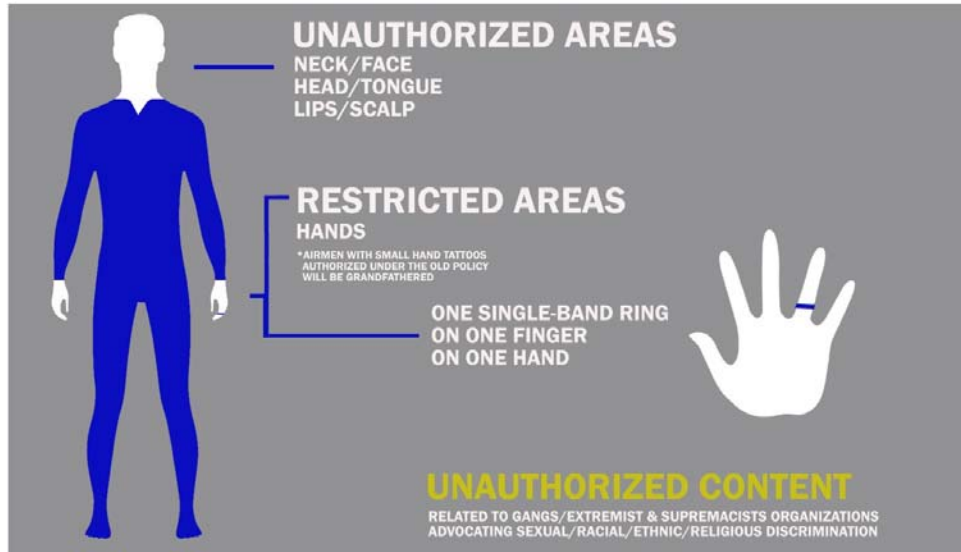
For purposes of this instruction, a tattoo is defined as a picture, design, or marking made on the skin or other areas of the body by staining it with an indelible dye, or by any other method, including pictures, designs, or markings only detectible or visible under certain conditions (such as ultraviolet or invisible ink tattoos). 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 defined as 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 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 whether in or out of uniform. Airmen may not cover up tattoos, brands, and/or body markings with bandages or make-up in order to comply with unauthorized content tattoo policy.

Tattoos/brands/body markings anywhere on the body that are obscene, commonly associated with gangs, extremist, and supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are prohibited in and out of uniform.

- Obscene tattoos/brands/body markings are grossly offensive to modesty, decency, or propriety.
- Extremist tattoos/brands/body markings are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities.
- Sexually discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on gender.
- Racially discriminative tattoos/brands/body markings are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.

Initial accessions must disclose any tattoos or brands not meeting the above criteria and receive appropriate Air Force Component Recruiting Service review (AFRS, AFRCRS, and 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.



# Preparing for Basic Military Training

## Section 6

### Strength and Conditioning

We recommend you use a combination of two weight workouts and one circuit workout each week for strength training. If you don't have access to the necessary weight equipment, three circuit workouts a week will still prepare you for the physical rigors of BMT. Space out the recommended workouts evenly across the week by allowing a day between each of the strength workouts (i.e., Mon/Wed/Fri or Tue/Thu/Sat). Minimize the number of times you do both a strength and endurance workout on the same day. On days you do double-up workouts, do the endurance workout after the strength workout (or do it later in the day).

MON	TUE	WED	THU	FRI	SAT	SUN
Weights		Circuit		Weights		Rest
Run*	Run		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. You will need to exert yourself during your workouts to improve, but “*train don't strain*”. If the weight workout is too strenuous, do everything with a lesser weight and progress to the heavier weights as you get stronger. Conversely, if portions of the program are too easy for you, use heavier weights. As a rule of thumb, use a weight that barely allows you to finish the last one or two repetitions in each set.

**Weight Program:** Mon – Wed – Fri or Tue – Thu – Sat

**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)

### Weight Workout

Muscle Group	Exercise
Quads	Squats, Leg Press
Hamstring	Hamstring Curls
Chest	Bench Press, Incline Press, Dumbbell Flies
Stomach	Sit-ups, V-ups, Leg Raises, Incline Sit-ups,
Calves	Standing Calf Raises, Seated Calf Raises
Back	Lat Pull Downs, Bent Rows or Cable Rows
Biceps	Bicep Curls

Triceps	Triceps Push Downs
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NOTE: Each day, select one exercise from each muscle group (alternate the exercises from day-to-day). Do exercises in the above listed order (Quads first and Triceps last). Sets: do three sets of each exercise. Reps: Upper Body (8-10 reps per set); Lower Body (12-15 reps per set).

### **Circuit Workout**

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

Note: Do the above exercises as a circuit three times with a 2 minute rest interval between each exercise.

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

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

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

## **Endurance**

The most difficult physiological adjustments you will make at the Preparatory School will be those associated with endurance requirements at the 6,890 foot elevation. During BMT, 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. Past experience has shown that those who have participated in good conditioning programs prior to coming to the Preparatory School 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

The two most common physical problems during BMT are blisters and shin splints. Often blisters and shin splints are the result of inconsistent or poorly planned training. Start eight weeks before BMT and progress smartly to avoid blisters and injuries, and seek medical assistance to correct problems prior to inprocessing.

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 in the third and fourth weeks, start running 1 mile of recommended distance in combat boots (a pair is issued during inprocessing) 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 Preparatory School, 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.

**You've Got This!** The challenges begin in BMT and continue throughout the academic year. Meeting those challenges requires dedication, sacrifice, stamina, and courage. If you don't stay long enough to live the totality of the experience, you are short-changing yourself. 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. Attitude and effort are the keys to your success. We believe it's best for you to not make an impulsive decision regarding this opportunity that could have a tremendous impact on your life. Disenrollment and departure from USAFA Preparatory School will only be allowed during the BMT program for medical reasons or extreme circumstances requiring the Commander's approval.

## What to bring

**You MUST hand carry all of the following original personal documents that apply:** birth certificate; naturalization certificate; certificate of citizenship; passport(s) (both US & foreign); or report of birth abroad of U.S. citizen. We will check proof of citizenship documentation at the start of inprocessing. **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 Preparatory School, please contact Admissions.

In order to successfully inprocess, you must bring with you the following items:

- Birth Certificate or naturalization certificate (original or certified copy)
- Certificate of Citizenship
- Social Security Card
- Passport (if applicable)
- Foreign Passport (if applicable)
- Proof of citizenship
- Driver's license or state identification card
- Completed SF Form 86, *Questionnaire for National Security*
- Contact Information for immediate family members (Attachment 7)
- Civil Air Patrol certificates and any JROTC certificates (if applicable)
- Completed Privately Owned Vehicle (POV) Authorization (Attachment 3)
- Proof of Insurance (if applicable)
- Proof of Registration (if applicable)
- Completed Pre-existing Relationship (Attachment 4)
- Completed Food Allergy (Attachment 5)
- Completed Prior Enlisted Guard and Reserve Point of Contact Form (Attachment 6)

The military requires all trainees to set up a direct deposit account and bring a cash/debit card in case of unforeseen travel delays or pay issues after arrival to BMT.

You must also bring with you the following items:

- The name of your bank
- Your bank routing number
- Your account number
- Your ATM card (if applicable)
- Voided Check

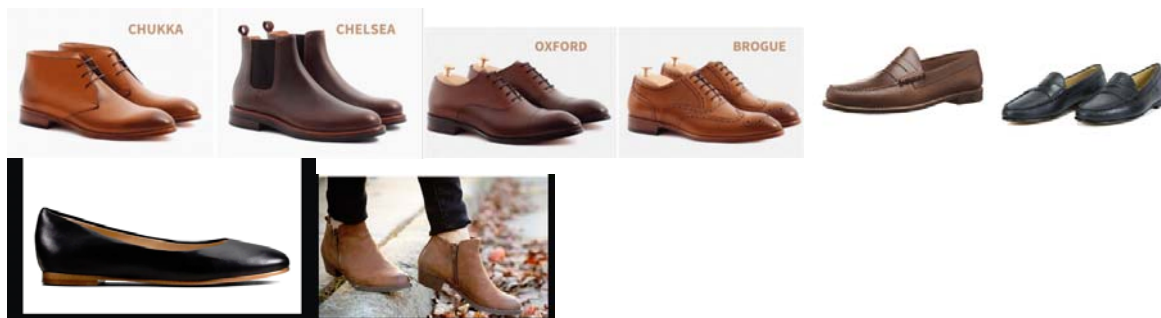
Ensure clothing brought to USAFAPS is of good taste and relevant to the temperatures and climate conducive to Colorado temperatures. We advise to bring a lightweight sweater or jacket, if desired. You should wear your most comfortable walking shoes as inprocessing will require approximately 15 hours of standing. Do not pack or wear anything that might draw unwanted attention, including ripped, torn, frayed, skintight or patched clothing, and any garments that are revealing or contain obscene, profane or lewd words or drawings. All pants will be worn in an appropriate manner and will not sag. Additional items will be issued to you, and some items such

as sports bras and watches may be purchased upon arrival. **Baggage should be no larger than airline carry-on size; backpacks are preferable. Limit baggage to ONE bag; you will be carrying everything you bring ALL DAY on inprocessing day.**

All prior enlisted members should bring 3 full sets of serviceable Operational Camouflage Pattern (OCP, lightweight, and function badges), including combat boots, gore-tex/parka and fleece. If you do not have OCPs or cold weather gear you will be issued them during inprocessing, but if you leave the Preparatory School you will have to return all issued items. In addition, bring 3 short-sleeve blue shirts, 2 long-sleeve blue shirts, 3 pairs of blue trousers, blues flight cap, necktie/tab, 3 pairs of nylon socks, a pair of Chloroframs, a light-weight blues jacket, and all uniform accoutrements (ribbon racks, badges, name tags, belts, etc.), no other military issued items are required while at the Preparatory School. We recommend you keep your Air Force PT gear, blues service coat, trench coat, or any other items in the event you decide to leave the Preparatory School.

Trainees will be authorized throughout the year to wear professional Husky Gear. Husky Gear consists of business casual attire that consists of an issued blue polo shirt, conservative khaki trousers/slacks, solid color socks; solid color black or brown dress shoes- heels will not exceed 1 inch in height (measured from the inside front of the heel) and will not exceed mid-range on the leg- and solid black or brown belt. The Preparatory School issues a jacket for inclement weather. It is required that you purchase khaki trousers/slacks, a belt and appropriate dress shoes upon arrival. It is recommended that mid-height dress shoes be purchased for better tolerance to the elements.

Authorized examples



NOT Authorized



It is also required you bring the following personal items:

- Civilian eyeglasses (if needed; with hard case and current prescription)
- Eight pairs of athletic or active underwear (boxers or briefs) (male)
- Eight pairs of athletic or active underwear (non-thong-style) (female)
- Five high impact support sports bras (black, white, gray, brown) with small logos or branding (female)
- Three pairs of compression shorts (Dark Blue or Black (male/female)
- Running shoes (please break them in prior to basic)
- One piece conservative bathing suit
- Deodorant
- Shampoo and/or Conditioner
- Body wash or soap/container
- Toothbrush, toothpaste, and toothbrush holder
- Hair ties and hairpins/clips that match your natural hair color
- Shaving cream and razors
- Feminine Hygiene products (one month supply of preferred brand)
- Hair Gel/Hair Spray (for female Airmen to meet and maintain required hair standards)

Optional Personal items are highly encouraged:

- Basic watch
- TI-84 graphing calculator for the academic year

## **What Not to Bring**

The items below should not be included when packing for Basic Military Training:

- Cigarettes or tobacco of any kind (including e-cigarettes)
- Over-the-counter medications/vitamins/supplements
- Expensive jewelry (body jewelry should be removed before arriving.)
- Food, candy, beverages or supplements
- Magazines
- Items containing alcohol (e.g. face wash, mouthwash)
- Acrylic/fake nails
- Electric face exfoliators
- Inappropriate/obscene pictures or viewing materials
- Weapons of any kind



# **Beyond Basic Military Training**

## **Section 7**

### **Academics**

The academic year begins in August and ends in May. During this time, you will have a busy schedule of classes, study periods, military training, and athletic participation. You will follow a schedule of calls with some evening military activities and additional training on select weekends. Most of your time will be devoted to studying in your room or in the library. While many Airmen find there is not enough time during the day to complete all their assignments and fulfill all their responsibilities, all come to appreciate that time management and prioritization are two skills key to succeeding in this environment. Airmen who devote academic time during the weekend find that they can manage the workload much easier. It is important to budget your time so you can keep up with all of your assignments and training requirements.

### **Room Arrangements**

Airmen share 2-person rooms and every dorm room has a twin-size bunk beds, wall locker, and desk for each occupant. There is a proper location for everything you are allowed to have in your room, and you will be expected to keep your room in perfect order. Scheduled and random room and uniform inspections reinforce “attention to detail” to ensure you are meeting standards. In addition to keeping your room clean, you are also required to maintain a perfect uniform. You’ll learn the intricacies of ironing and all the different ways to keep your shoes shined every day.

### **Privately Owned Vehicles**

Airmen may own/possess POVs while attending the Preparatory School and if offered an appointment to USAFA will have to dispose of the vehicle prior to arriving for Basic Cadet Training. USAFA Fourth-class Cadets are not authorized vehicles.

Maintaining and operating a POV is a significant privilege at the Preparatory School. You are required to maintain the vehicle, make payments (if applicable) and carry insurance even if the vehicle is registered to a parent, guardian or sponsor. The privilege of operating a vehicle will be determined by the military training Phase Program. The chain of command may curtail, suspend, or limit use of a POV for administrative or disciplinary reasons. Ensure you **hand carry** the following documents on inprocessing day.

Airmen owning and maintaining motor vehicles must be properly insured. Minimum insurance requirements for registration in the state of Colorado are: bodily injury/liability—each person, \$25,000; bodily injury/liability each accident, \$50,000; property damage liability, \$15,000 per occurrence. Proof of insurance must be verified prior to registration and maintained in the vehicle at all times while vehicle is owned/operated. Airmen who own, maintain, or operate vehicles covered by their parent’s insurance should verify coverage. Certain states permit “military service” clauses in a parent’s policy, which may terminate coverage on an insured individual once they enter military service. If under a parent’s policy, Airmen must provide a letter from the insurance company stating proof of coverage.

## Parking

Vehicles owned and maintained will be parked only on the north side of the Milazzo Athletic Center parking lot on the east side of the campus. Vehicles parked outside of this designated location will be ticketed and/or towed, and privileges may be restricted. You may leave anything you do not need for basic in your car until you have access to it again after basic.

If the registration is not in the Airmen's name, the owner may choose to have a Special Power of Attorney for the vehicle that allows the Airmen to possess the vehicle at the Prep School.

If you choose to bring a POV, for use during the academic year, please ensure you complete the required documents on the USAFAPS inprocessing checklist.



## Leave

All Airmen earn 2.5 days of leave (paid time off) each month. Prior service Airmen **may carry forward** a leave balance into the Preparatory School year. Leave is then used during the following holiday leave periods: approximately two weeks at Christmas, and approximately one week during spring break. The Preparatory School staff will provide specific dates, times and directions for signing out for leave and signing in from leave. **Airmen must pay their own transportation costs during these breaks. Details regarding leave policies will be provided as appropriate.**

## Post Office

You will receive your squadron assignment and post office box number upon inprocessing. 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 further delay their time spent at inprocessing.

A private post office box has been assigned for your personal mail. The box number will be provided upon your arrival. A dedicated station (table) will have each appointee's PO Box

number at the Community Center during on inprocessing day. Use the following format for mail sent to you. **NOTE:** You will **NOT** have access to any **packages** until **after** BMT.

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

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

USAF Academy, CO 80840

For **FedEx** or **UPS** deliveries, please use:

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

5136 Community Center Drive

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

USAF Academy, CO 80840

# **Chapel Programs**

## **Section 8**

### **Worship**

The USAF Academy Chaplain Corps offers weekly worship opportunities and accommodation of such needs including, but not limited to, Buddhist, Catholic, Earth Centered, Islamic, Jewish, Orthodox Christian, and Protestant services. The Community Center Chapel makes room(s) available for meditation and prayer. Throughout Basic Military Training (BMT), there are worship opportunities available on Friday, Saturday, and Sunday, depending on specific faith requests for accommodation. For worship services and times, or if there is a worship opportunity you would like to be active in, that is not listed, please contact the Community Center Chapel office at (719) 333-3300.

### **Special Programs in Religious Education (SPIRE)**

Every Wednesday evening at 1800, religious education classes are offered by the chapel staff and ministry partners. Classes combine study and discussion with fellowship activities and a meal. SPIRE is open to all Airmen.

### **White Rope Leadership Programs**

The White Rope Leadership program is a Commander endorsed Chapel volunteer program. Airmen are given the opportunity to volunteer in leadership opportunities where they lead fellow Airmen in Chapel volunteer activities and community service. They also assist the Preparatory School Chaplain's office in meeting Airmen's religious accommodation requests, as well as in planning inclusive programs that foster a healthier religious climate at the Preparatory School. The White Ropes provide invaluable feedback and recommendations to the Preparatory Chaplain, in order to provide pastoral care and formative religious opportunities. In addition, the White Rope Leadership Program brings Airmen together in interfaith community service, as well as increased dialogue and interfaith discussions to continue improving the religious climate at USAFAPS.

### **Choirs**

There is a Preparatory School Protestant music team program that meets on Wednesdays at 1700, and it provides praise and worship music for the Protestant SPIRE program. The primary mission of the SPIRE music team is to provide a variety of music at worship services and SPIRE retreats, and it partners with the Community Center Chapel Music Directors in order to provide worship support as requested.

### **Weekend Retreats**

Off-campus retreats and weekend conferences are a very important part of the SPIRE program. The Retreat is an opportunity for Airmen to reflect upon their USAFAPS experience and their hopes and plans for the future.

## **Counseling and Ministry of Presence**

During BMT you will see Religious Support Teams (chaplains and chaplain assistants) throughout all your activities. During the academic year, the Preparatory School chaplain is readily accessible and available for 100% confidential counseling. You have the right to see your Preparatory School Chaplain or any chaplain that meets your faith concern at any time. Additionally, you can meet with a 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 Airmen is afforded the opportunity to freely exercise his or her religious beliefs. Each chaplain ministers not only to the religious needs of Airmen who identify with any particular denomination or faith group, but also to every Airmen 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 in confidence 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.

# **Information for You and Your Family**

## **Section 9**

### **Academy Parents' Clubs**

There are over 90 clubs around the U.S. and these local clubs are an informal means of keeping parents (or guardians) updated on activities at the Academy and Preparatory School. 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 orientation prior to inprocessing and you and your parents will be invited to attend (if the club has your information) as well as host different events locally and here at USAFA. Many Parent Clubs host events so you can meet current club members and parents. The quicker you sign the release, the quicker you can get with the local parent club.

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

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

### **Coverage of Basic Military Training**

USAFA Public Affairs and the Association of Graduates provide photo coverage of many aspects of BMT. Photos can be seen at the following website location: [www.usafawebguy.com](http://www.usafawebguy.com). Additional coverage and information can be found on Facebook: <https://www.facebook.com/USAFAPrepSchool/> and <https://www.facebook.com/USAFA.AOG.WebGuy/>

### **Parents' Weekend**

Parents' Weekend for the USAFAPS Class of 2021 will take place over the Labor Day weekend. Some of the scheduled events include: an academic overview, a commander's welcome briefing, squadron open houses, a parade, and a home football game. Please make lodging and travel arrangements as soon as possible, keeping in mind that the main day of activities is Friday so you may want to ensure you arrive before then. Airmen may leave the base with their adult guests after the athletic events on Friday and following the football game on Saturday. All Airmen must report back to their squadrons by the specified time on Monday.

All dates will be released and posted on all social media platforms.

Questions regarding Parents' Weekend can be emailed to [PrepInfo@usafa.edu](mailto:PrepInfo@usafa.edu) or by calling (719) 333-PREP (7737) during normal duty hours, Monday - Friday (7:30 a.m. to 4:30 p.m. MDT).

## **Sponsor Program**

The United States Air Force Academy Preparatory School (USAFAPS) Sponsor Program encourages active duty, retired and reserve officers, senior noncommissioned officers, USAFA alumni, and Department of Defense (DoD) civilians to become mentors to Airmen. Through this personal involvement, Airmen interact with individuals who counsel and advise them on military life and the positive aspects of a military career. The program gives first priority to personnel associated with the military, but may accept non-DoD affiliated members if requested by the Airmen.

The Sponsor Program exposes Airmen to the military lifestyle and positive adult role models, while providing them with a home away from home. It is also essential to the professional and social development. Sponsors should develop an individual, yet professional, relationship with their Airmen.

Airmen and sponsors may make by-name requests for their sponsor and USAFAPS will attempt to honor the requests. Airmen should inform their requested sponsors to contact the Preparatory School to request the registration packet; otherwise, they will not be matched and the use of common interest criteria will be used to match Airmen with sponsors.

## Important Phone Numbers Section 10

<b>Admissions Office (<a href="http://www.academyadmissions.com">www.academyadmissions.com</a>)</b>	<b>(800) 443-9266</b>
<b><u>DoDMERB</u> (report any changes in medical status)</b>	<b>(719) 333-3562</b>
<b>SATO Travel (for government travel delay or difficulties on day of flight)</b>	<b>(855) 794-4923</b>
<b>Family Emergencies During Basic Military Training</b> (call USAFA Prep's Commander's Executive Officer)	<b>(719) 333-2583</b>
<b>Preparatory School Duty Officer</b>	<b>(719) 338-5648</b>

### Agency

<b>Air Academy Federal Credit Union</b>	<b>(719) 593-8600</b>
<b>Armed Forces Bank</b>	<b>(719) 208-8970</b>
<b>Cadet Clinic</b>	
Medicine	<b>(719) 333-5180; opt 1</b>
Immunizations	<b>(719) 333-5080; then option 5 again</b>
Optometry	<b>(719) 208-5189; option 4</b>
<b>Chaplain</b>	<b>(719) 333-2636</b>
<b>Finance</b>	
Cadet Candidate Pay & Scholarship Questions	<b>(719) 333-6982</b>
Travel Reimbursement	<b>(719) 333-4298</b>
<b>Sexual Assault Response Coordinator (SARC)</b>	<b>(719) 333-7272</b>
<b>Security Clearance Forms (<a href="mailto:USAFA.PLSecMgr@usafa.edu">USAFA.PLSecMgr@usafa.edu</a>)</b>	<b>(719) 333-<del>3597</del></b>
<b>Military Clothing Sales (clothing Size questions)</b>	<b>(719) 474-6024</b>
<b>AAFES (AAFES items and Star Card questions)</b>	<b>(719) 472-0861 ext. 100</b>



## **Frequently Asked Questions**

### **Section 11**

**As an appointee at the United States Air Force Academy Preparatory School, do my parents need to maintain them on my health insurance plan?**

It is highly encouraged that you remain on your parents health insurance for at least the duration of your time at the Preparatory School to ensure you are covered in the event you are disenrolled or you decide to separate based on your own.

**How do I enroll for healthcare while at the United States Air Force Academy Preparatory School?**

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

**What happens if I am away from the United States Air Force Academy Preparatory School and need emergency care?**

If you are outside the local area and require emergency care, you should go directly to the emergency room and notify their PCM as soon as you are physically able and make them aware of the situation. Some military installation medical facilities possess their own emergency care, but it is highly recommended you verify this before traveling to the nearest military installation for emergency care. If you need urgent care, call your PCM and obtain authorization to seek medical care from the local urgent care clinic/emergency room. Failure to alert their PCM could result in a Point of Service charge where you are responsible for the bill. If this occurs, you could submit the claim through your parents' medical insurance if they are still a covered beneficiary.

*Medical Emergency definition* – Sudden, unexpected medical conditions that, in the reasonable judgment of a sensible person, would endanger a person's life, limb, eyesight or seriously harm the person's health if not treated immediately by a licensed medical professional.

*Urgent Care definition* – Conditions that require same-day attention but do not pose an immediate threat to your health, life, limb or eyesight.

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

Yes for prior enlisted members. No for civilian members. For civilians, USAFA will initiate your permanent military dental record which will be maintained at the Dental Clinic.

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

Yes, you may. However, routine dental treatment as an Airmen is an entitlement and there is no cost for this dental benefit. If you do decide to get treatment by your civilian dentist, 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 of the expenses you incur.



<b>Attachment 1</b>			<b>Date:</b>	
<b>Air Force Academy Preparatory School Inprocessing Checklist</b> <b>(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974)</b>				
AUTHORITY: PRINCIPAL PURPOSE: To assist the appointees with inprocessing the USAF Academy Preparatory School (USAFAPS) to ensure all critical documents are received to transition into enlistment. SSN is used by various agencies for positive identification of individual records. ROUTINE USES: None DISCLOSURE IS VOLUNTARY: However, failure to provide information requested would preclude the timely and efficient inprocessing to USAFAPS.				
Name (Last, First, M.)	Date of Birth	Gender	RNLTD 11 July 2020	
<b>Official Items to Hand Carry Inside Manila Envelope **Note 1</b>				
<b>Item</b>	<b>Date</b>		<b>Initials</b>	
Original or Certified Copy of Birth or Naturalization Certificate				
Certificate of Citizenship				
Social Security Card				
Passport (If Applicable)				
Foreign Passport (If Applicable)				
Proof of Citizenship				
Driver's License or State Identification Card				
Completed SF Form 86, Questionnaire for National Security				
Contact Information for Immediate Family Members – Attachment 7				
Civil Air Patrol or JROTC Certificates (If applicable)				
Completed Privately Owned Vehicle (POV) Authorization Form (If Applicable) – Attachment 3				
Proof of Insurance (If Applicable)				
Proof of Registration (If Applicable)				
Completed Pre-existing Relationship Form (If Applicable) – Attachment 4				
Completed Food Allergy Form (If Applicable) – Attachment 5				
Completed Prior Enlisted Guard and Reserve POC Form (If Applicable) – Attachment 6				
Airline Itinerary and Receipt of Purchased Airline Tickets				
Distance from your Home to Departing Airport				
Receipts for all Reimbursable Expenses (Taxi, Uber, Hotel)				
Orthodontic Retainers (If Applicable)				
Medical and Dental Records (Prior Enlisted Only)				
Approved Medications (If Applicable)				
X-Rays (If Applicable)				
Eyeglasses (If Applicable)				
Banking Information (Name, Routing & Account Numbers, ATM Card and a Voided Check)				
<b>PERSONAL ITEMS</b>				
Eight Pairs of Athletic or Active Underwear (boxers or briefs) - Male				
Eight Pairs of Athletic or Active Underwear (non-thong style) - Female				
Five High Impact Support Sports Bras (black, white, gray, or brown) with small logos - Female				
Three Pairs of Compressions Shorts (Dark Blue or Black) – Male and Female				
Running Shoes				
One Piece Conservation Bathing Suit – Female				
Deodorant				
Shampoo and/or Conditioner				

Body Wash or Soap with Container		
Toothbrush, Toothpaste, and Toothpaste Holder		
One Piece Conservation Bathing Suit – Female		
Hair Ties and Hairpins that must match your Nature Hair Color - Female		
Shaving Cream and Razors		
Feminine Hygiene Products (Month Supply) - Female		
Hair Gel/Hair Spray - Female		
Basic Watch – Highly Encouraged		
TI-84 Graphing Calculator for Academic Year – Highly Encouraged		
<p><b>*Note 1</b></p> <p><b>Items highlighted above can be submitted to our Prep Information Box. If want to email these documents send to <a href="mailto:PrepInfo@usafa.edu">PrepInfo@usafa.edu</a> with your first and last name in the subject. i.e. Appointee Joan Smith</b></p> <p><b>It is highly recommended you still hand carry the originals.</b></p> <p><b>If you do not have the following items listed above it will significantly delay inprocessing, getting properly accessed and paid.</b></p> <p><b>**All Prior Enlisted Review Reporting Instructions for Required Uniform Items**</b></p>		

## Attachment 2

**Table 3.1. Entry Grade Determination for Non-Prior Service Enlistees.**

<b>RULE</b>	<b>A</b>	<b>B</b>	<b>C</b>
	<b>If the applicant:</b>	<b>Enlistment grade authorized:</b>	<b>Notes:</b>
<b>1.</b>	Is enlisting for Officer Training School (OTS).	airman first class /staff sergeant	5, 6
<b>2.</b>	Is a Civil Air Patrol (CAP) cadet who earned the General Billy Mitchell, Amelia Earhart, Ira C. Eaker, or General Carl Spaatz Award, or the Headquarters (HQ) CAP submits a letter certifying successful completion of the award.	airman first class	1, 2
<b>3.</b>	Has satisfactorily completed the entire three (3)-year high school Junior Reserve Officers' Training Corps (JROTC) program, is a high school graduate, presents official certificate of completion from the service component or the school conducting the program.	airman first class	1, 2
<b>4.</b>	Is a former service academy student who has completed at least one year at the academy.		1
<b>5.</b>	Is non-prior service and enlists under the Critical Skills Promotion program as part of the fiscal year recruiting and retention initiatives for the fiscal year in which the applicant enlists.		1, 2
<b>6.</b>	Has at least 45 semester hours or at least 67 quarter hours of accredited junior college/college credits.		1, 4
<b>7.</b>	Has satisfactorily completed two years of high school JROTC program, is a high school graduate, and presents written evidence of program participation from the service component or the school conducting the program.	airman	1, 2
<b>8.</b>	Is a former service academy student who has completed at least 90 days but less than one year at the academy.		1, 3

<b>9.</b>	Possesses at least 20 but less than 45 semester hours or, at least 30 but less than 67 quarter hours of accredited junior college/college credits.		1, 4
<b>10.</b>	Recipients of the Boy Scout Eagle Award or Girl Scout Gold Palm.		1, 2
<b>11.</b>	Other than above.	airman basic	

**Notes:**

1. Every effort is made to ensure the applicant is enlisted into the appropriate grade at the time of the enlistment process.
  - a. RegAF Airman have up to one year after arrival at their first permanent duty station to apply for a grade correction if an error exists. Send requests through the military personnel flight to AFPC Officer Accession Branch (AFPC/DP2LT) for consideration.
  - b. AFR and ANG Airman requests may be completed up until BMT graduation date.
2. An individual enlisted in their senior year of high school is enlisted in the grade of airman basic, but an exception to policy may be authorized. Upon graduation from high school and receipt of the diploma or transcripts, the individual may be promoted to the grade reflected in Column B, with an effective date of graduation. For RegAF these actions are completed prior to entry into BMT. For AFR and ANG, these actions may be completed up until BMT graduation date.
3. Unless separated for cause or highest grade held was airman basic.
4. Certification of completed college semester hours is necessary. Examples are a certified college transcript or a validated letter from the college.
5. ANG applicants accessed to attend OTS are initially enlisted at the grade of airman first class while awaiting an OTS date in accordance with Chapter 5, then promoted to staff sergeant in accordance with Chapter 7.
6. RegAF and AFR applicants assessed to attend OTS are enlisted at the grade of staff sergeant.

### Attachment 3

<b>AUTHORIZATION TO OWN/MAINTAIN A MOTOR VEHICLE</b>				
FROM: <i>(Last, First, MI)</i>		SSN <i>(Last 4)</i>		SQUADRON
DRIVER'S LICENSE NUMBER		STATE		EXPIRATION DATE
<b>VEHICLE INFORMATION</b>				
<p>I request permission to own/maintain the following vehicle:</p> <p>All vehicles must be owned/maintained IAW AFI 36-204. <i>Air Force Motor Vehicle Traffic Supervision</i>. Individuals maintaining vehicles must have a notarized letter or power of attorney from the vehicle owner.</p>				
MANUFACTURER <i>(Make)</i>	MODEL	MODEL YEAR	TYPE/BODY STYLE	COLOR
LICENSE PLATE NUMBER	STATE REGISTERED		VEHICLE IDENTIFICATION NUMBER	
TEMPORARY PLATE NUMBER		NOTE: As soon as permanent license plates are received, you must update this form with your Academy Military Trainer.		
NAME OF OWNER <i>(If maintained)</i>		RELATIONSHIP <i>(If maintained)</i>		
<b>INSURANCE INFORMATION</b>				
NAME OF AUTO INSURANCE COMPANY		POLICY OR MEMBER NUMBER/EXPIRATION DATE /		
<b>AGREEMENT OF UNDERSTANDING</b>				
<p>My signature below certifies that I have read the applicable areas in PL Instruction 36-1, <i>Cadet Candidates</i> and AFI 31-204, <i>Air Force Motor Vehicle Traffic Supervision</i>, outlining the standards required to own/maintain a vehicle at the Prep School. I am obligated to obtain and maintain a valid driver's license, vehicle registration, minimum insurance coverage and if I am not the owner of the vehicle, a notarized letter or power of attorney from the owner, which must accompany this form prior to approval consideration. Should the information on this form change, I am required to notify my AMT immediately. Any violation of the policies will result in disciplinary action and may include the revocation of the right to own/operate a POV at the Prep School.</p>				
DATE	PRINTED NAME		SIGNATURE	
<b>PREP SCHOOL STAFF AUTHORIZATION</b>				
DATE	PRINTED NAME		SIGNATURE	



**DEPARTMENT OF THE AIR FORCE**  
**UNITED STATES AIR FORCE ACADEMY PREPARATORY SCHOOL**  
**USAF ACADEMY, COLORADO**

**MEMORANDUM FOR RECORD**

**FROM:** USAFA Preparatory School \_\_\_\_\_

**SUBJECT:** Pre-Existing Relationship Documentation

1. In accordance with Preparatory School Operating Instruction 36-2, Standards and Expectations may not have an unprofessional relationship with officers, NCOs, Airmen, USAFA cadets, or civilian Preparatory School Staff. An unprofessional relationship includes one carried out via electronic communication. Fraternization, including dating officers, enlisted personnel, USAFA cadets, or Preparatory School Staff is prohibited. Overly familiar relationships compromise respect for authority and impair the ability of the senior member to exercise fair and impartial judgment. These relationships, therefore, are prejudicial to good order and discipline, decrease unit morale, and degrade effective mission accomplishment.

2. I understand the requirement of professional relationships to maintain good order and discipline. However, before arriving at the USAFA Preparatory School, I had established the following personal relationship(s):

<i>Rank (if applicable)</i>	<i>First MI Last Name</i>	<i>Nature of Relationship</i>	<i>Relationship Start Date</i>

3. I further understand we must remain professional in our Air Force duties and responsibilities, and no special treatment is expected.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print (First MI Last): \_\_\_\_\_

SSN Last 4: \_\_\_\_\_

1st Ind, ADO/AMT

I have counseled \_\_\_\_\_ on the importance of maintaining professionalism on and off duty in the relationship(s) listed above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print (First MI Last): \_\_\_\_\_

Squadron: \_\_\_\_\_





**DEPARTMENT OF THE AIR FORCE**  
**UNITED STATES AIR FORCE ACADEMY PREPARATORY SCHOOL**  
**USAF ACADEMY, COLORADO**

MEMORANDUM FOR RECORD

FROM: USAFA Preparatory School \_\_\_\_\_

SUBJECT: Food Allergies

1. The information provided below will be used to notify the Preparatory School staff/cadre of my special dietary considerations, specifically food allergies. Check the applicable boxes.

	No known food allergies
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	Milk allergy		Wheat allergy		Tree nut allergy
	Soy allergy		Sesame allergy		Fish allergy
	Shellfish allergy		Peanut allergy		Egg allergy

	Other Food Allergies (please list)
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2. Complete the following Food Allergy Acknowledgement.

“I further understand that it is my responsibility to ensure I do not consume items I am allergic to and to personally notify the dining facility staff of my limitations.”

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print (First MI Last): \_\_\_\_\_

SSN Last 4: \_\_\_\_\_

## **Guard/Reserve Enlisted Point of Contact Form**

(Please fill in the following information) Guard and Reserve must provide POC names, email addresses, and phone numbers for each of the following:

1. CSS

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Workflow Email: \_\_\_\_\_

Phone: \_\_\_\_\_

2. MPS

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Workflow Email: \_\_\_\_\_

Phone: \_\_\_\_\_

3. First Sergeant or Superintendent

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

4. Commander

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**IMMEDIATE FAMILY MEMBER INFORMATION**

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_