

**USAF ACADEMY PREPARATORY SCHOOL**  
**CLASS of 2019**  
**APPOINTEE BOOKLET**



**APPOINTEE INSTRUCTIONS:**

1. READ THOROUGHLY AND FOLLOW THE CHECKLISTS PROVIDED
2. MISSING OR INCOMPLETE INFORMATION WILL RESULT IN DELAY OR NON-  
ENTRY INTO THE PREPARATORY SCHOOL



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

02 April 2018

Colonel Jacqueline D. Breedon  
Commander  
5220 Cedar Drive  
USAF Academy CO 80840

Dear Cadet Candidate Select,

Congratulations on your admission to the United States Air Force (USAF) Academy Preparatory School! This July, you will begin a challenging and rewarding program that will strengthen your academic foundation, expand your knowledge of our profession of arms, refine your character, grow your teamwork and social skills, and improve your physical fitness. Not all students graduate from the Preparatory School and secure an appointment to the USAF Academy, but those who do are historically well-prepared for the rigors of cadet life.

**Must Do Immediately:**

1. Please read this letter in its entirety and comply with all further instructions. **You must complete several actions prior to arriving at the Preparatory School.**
2. Accurately complete the forms and requirements found in your USAF Academy Selectee Admissions Portal and at <https://www.usafa.edu/prep-school/inprocessing>, to ensure you receive your travel orders.
3. The physical fitness program here is very demanding, considering the high elevation. You need to be running for 30-60 minutes and maximizing your push-ups, sit-ups, and pull-ups daily to prepare

**Remember:** The Preparatory School is a military unit, and as a cadet candidate, you will be required to adhere to all Air Force standards. Respect for your fellow cadet candidates, 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 sign a form listing any prior drug use and pledge not to use illegal drugs. Be advised that the possession or use of illegal drugs is prohibited by the Uniform Code of Military Justice (UCMJ). During your 10-month assignment here, expect to be randomly tested for drug use. If you test positive, you will face serious disciplinary action and/or disenrollment. Underage alcohol consumption and providing alcohol to minors are crimes, and those involved in these offenses will be fully prosecuted under the UCMJ.

**In-processing:** Parents and family are welcome and encouraged (but not required) to accompany you to in-processing. While here, they will be briefed about our program and have an opportunity to ask questions. Parents and family unable to attend in-processing will have an opportunity to receive a similar briefing during Parent's Weekend (31 August-3 September). If you or your family have any questions concerning your paperwork or the Preparatory School in general, do not hesitate to contact us at [PrepInfo@usafa.edu](mailto:PrepInfo@usafa.edu).

Again, I congratulate you on your selection to the USAF Academy Preparatory School. You are joining a talented group of future Airmen, and we look forward to helping you transition to and succeed as part of the USAF Academy Class of 2023. Go Huskies!

Sincerely

4/2/2018

  
X

JACQUELINE D. BREEDEN, Col, USAF

Commander

Signed by: BREEDEN.JACQUELINE.DIANE.1076582188

*Integrity – Service – Excellence*

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## Important Phone Numbers

**Please refer all phone calls to the appropriate office.**

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

### Status Changes and Emergencies

<b>Admissions Office</b> ( <a href="http://www.academyadmissions.com">www.academyadmissions.com</a> )	<b>(800) 443-9266</b>
<b>DoDMERB</b> (report any changes in medical status)	<b>(719) 333-3562</b>
<b>Travel Boersma Travel</b> (for government travel delay or difficulties on day of flight)	<b>(833) 445-5559</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 Information

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



## Admissions 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 Preparatory School 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, 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 HQ USAFA/RRS, 2304 Cadet Drive, Suite 2300, USAF Academy CO 80840-5025, Telephone (800) 443-9266. **Failure to do so may result in refused admission, adverse action, and/or disenrollment.**

### Accepting Your Appointment

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 Preparatory School.

### Declining Your 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.

## Transcripts

All transcripts must arrive at the Preparatory School by **2 July 2018** 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 Preparatory School by **2 July 2018**, or as soon as possible upon completion of the term. 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 Preparatory School.**

## Security Clearance

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

1. **Proof of citizenship.** You **MUST hand carry all of the following original documents that apply:** birth certificate; naturalization certificate; certificate of citizenship; passport(s) (both US & foreign); or report of birth abroad of U.S. citizen.
2. **Electronic Security Clearance Questionnaire, SF-86** (can be found online on your application portal). Make sure to **complete, print and hand-carry a copy with you to in-processing.**
  - a. The security clearance background investigative process is an in-depth review to confirm your trustworthiness, reliability and loyalty to the U.S. in which acquaintances, friends, and relatives may be interviewed. The security clearance investigation process leads to a secret clearance eligibility. NOTE: Your responses (answers) to questions posed during the Admissions process will be compared against information revealed, discovered, during the background investigation process including a criminal records check.
  - b. 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.

Any questions/concerns can be addressed to [USAFA.PLSecMgr@usafa.edu](mailto:USAFA.PLSecMgr@usafa.edu).

**NOTE: Failure to abide by security clearance instructions may result in refused admission, adverse action, and/or disenrollment.**

**NOTE: 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.**

## Personal Property Insurance

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

## Marriage and Paternity/Maternity Certification

As a Cadet Candidate 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 Candidate you will be subject to disenrollment. In addition, if you marry or become a parent as a Cadet Candidate and it is not made known to Air Force authorities until after graduation, you may be subject to disciplinary administrative action.

## Appearance Standards

### Hair

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 9 February 2017. These standards are: clean, well-groomed, and present a professional appearance. (see photos, next page)

- Minimum hair length is  $\frac{1}{4}$  inch, to a maximum bulk of three 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. (no shaved heads, flat tops, etc.).
- Bangs, or side-swiped hair will not touch either eyebrow, to include an invisible line drawn across eyebrows and parallel to the ground.
- If worn, fabric scrunchies, hairpins, combs, clips, headbands, elastic bands and barrettes must match the hair color (i.e., blonde, brunette, natural red, black, and grey). Hair must still comply with bulk and appearance standards. 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).
- Braids, twists, micro-braids, French braids, Dutch braids and cornrows are authorized. 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 braids/twists, when worn will be of uniform dimension, no wider than one inch, with natural spacing between the braids/twists and must be tightly interwoven to present a neat, professional and well-groomed appearance. When worn, multiple braids shall be of uniform dimension, small in diameter (approx.  $\frac{1}{4}$  inches), show no more than  $\frac{1}{4}$  inch of scalp between the braids and must be tightly 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 paragraph above.

**\*\*Females\*\***  
**Authorized hair styles and braids**

**Female Hair Standards**



**Authorized Braids**



**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 in-processing day to train on 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.**

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

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

**DO NOT SHOW UP LIKE THIS**



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

## **Tattoo Policy**

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

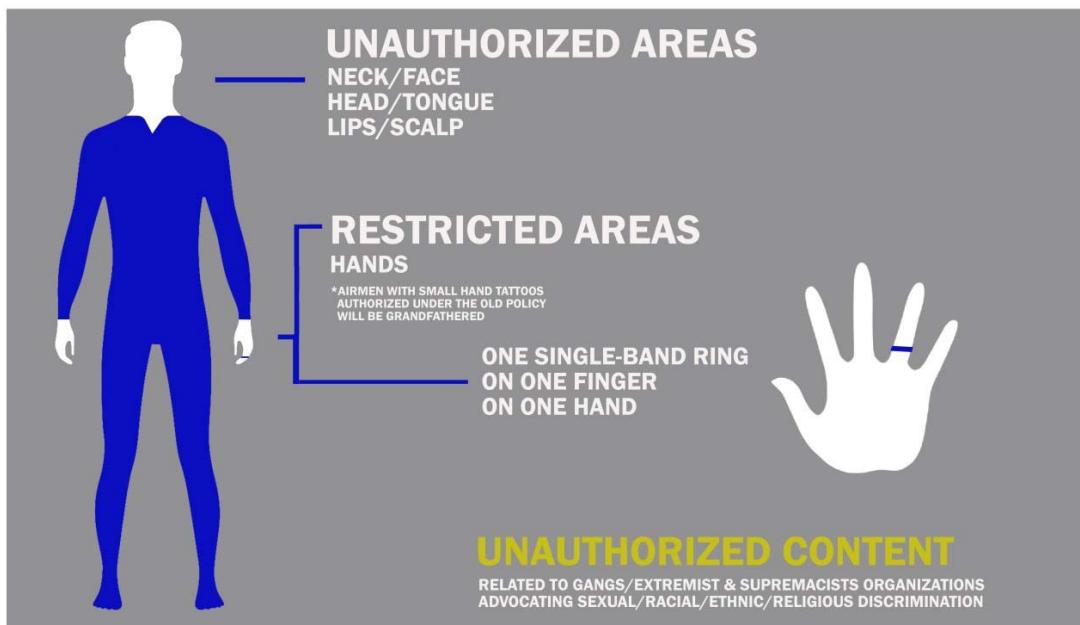
- Tattoos/brands/body markings will not be on the hands (except one ring tattoo on one finger on one hand), head, neck (anything visible above the open collar uniform), face, tongue, lips, and scalp.
- Tattoos are authorized on the chest and back (below the open collar uniform), arms, legs, and a ring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

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

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

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

Tattoos/Brands/Body Markings (Excessive). Excessive tattoos/brands/body markings will not be exposed or visible (includes visible through the uniform) while wearing any/all uniform combination(s) except the PTU. This includes any combination of short sleeve, long sleeve, open collar uniform, utility uniform sleeves rolled up or worn down, flight duty uniform, etc. This policy does not apply when wearing the PTU. “Excessive” is defined as any tattoos/brands/body markings that exceed  $\frac{1}{4}$  (25%) of the exposed body part and are readily visible when wearing any/all uniform combinations(s). The “exposed body part” is defined as the total area, to include front, sides and back of a limb or other body part protruding from a uniform item. For example, a tattoo exclusively on the hand cannot exceed 25% of the exposed hand since the hand is considered a separate body part when wearing a long sleeve uniform item. Any tattoos/brands above the collarbone, i.e. on the neck, head, face, tongue, lips, and/or scalp, are prohibited. For example, a tattoo/brand that AFI 36-2903 18 JULY 2011 23 can be seen on the neck while wearing an open collar, front-fastening, blue or utility uniform is prohibited.



## DoDMERB Physical

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

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

**As a reminder, the DoDMERB examination is used only for appointment to the 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 (i.e. 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.

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 in-processing. 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 Mr. Allen Willoughby, 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, 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 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. However, if you have a preexisting condition of which you feel the Preparatory School must be aware, please bring a copy of relevant paperwork.

## 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.

Questions or concerns may be emailed to Immunizations: [usaf.usafa.10-mdg.mbx.10-mdg-sgoma-allergy-immunization@mail.mil](mailto:usaf.usafa.10-mdg.mbx.10-mdg-sgoma-allergy-immunization@mail.mil).

### Optical

You can print a spectacle and contact lens prescription form from your application portal which must be filled out by your eye doctor and uploaded on your portal if you require vision correction. **The form must be completed and returned no later than July 18th. 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 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 BMT to include in-processing day. Contact lenses may be worn only after BMT is complete. Please direct inquiries to Optometry at (719) 333-5189 option 4.

Eyeglasses and sunglasses may have conservative ornamentation on non-prescription sunglasses or eyeglasses, frames may be black or brown material or gold or silver wire. Brand name glasses may be worn with small logo on frames or lenses. Logo must be same color as frames or lenses. 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 information.

### Dental

It is our desire to ensure that dental concerns do not interfere with your success as an Air Force Academy cadet. Routine dental treatment as a cadet (and while on active duty) is an entitlement and there is no cost for this dental benefit. However, in addition to having this dental benefit, ongoing dental health is a requirement for both cadets and active duty personnel.

The Preparatory School staff expects that you will arrive with no potentially 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 Preparatory School admission.** All orthodontic treatment must be completed, devices removed, and retainers (if indicated) in place prior to entering the Academy. Don't forget to bring your retainers with you to the Preparatory School!

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 Preparatory School.

**Upon arrival at the Preparatory School, you will commence with a myriad of in-processing actions including a dental screening. There is no need for you to bring your dental records or X-rays from your civilian dentist.**

### 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 Preparatory School, you do have medical coverage. However, if you leave the Preparatory School 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.

## Medical FAQ

### **My child is enrolled as a Cadet Candidate at the United States Air Force Academy Preparatory School. 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 duration of their time at the Preparatory School to ensure they are covered in the event they are dis-enrolled or decide to separate on their own.

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

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

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

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

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

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

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

If a Cadet Candidate is outside the local area and requires emergency care, they should go directly to the emergency room and then must notify their PCM as soon as they are physically able and make them aware of the situation. If the Cadet Candidate requires urgent care they need to call their 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 the Cadet Candidate is responsible for the bill. If this occurs the Cadet Candidate could submit the claim through their 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.

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

If the Cadet Candidate 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 Cadet Candidates are insistent on separating, they must understand that further medical care is their financial responsibility unless eligible for Veterans Administration (VA) benefits.

## Dental FAQ

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

No. If you would like to get ahead of the game and are planning to have a career in aviation then it would be in your best interest to consider having your wisdom teeth removed before getting to the Preparatory School. If your civilian dentist has recommended you have your wisdom teeth removed, we strongly suggest you follow their advice. However, having your teeth pulled one week before getting here is probably not a good idea. Ideally, it would be best to have at least 8 weeks of healing between when the surgery is completed and when you arrive at the Preparatory School.

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

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

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

No. You do not need to bring your records. Once you arrive we will be initiating your permanent military dental record which will be maintained at the 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 a Cadet Candidate (and while on Active Duty) 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.

## Active Duty Personnel

Active duty personnel will out-process through their servicing Military Personnel Section (MPS) Relocation Section. Assignment Notification will flow from AFPC (Air Force Personnel Center) to the MPS with out-processing instructions. PCS orders will be issued by the losing MPS once out-processing checklist are complete. **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 (VMF) prior to arrival.** It is vital that copies of technical school certificates and any awards/decorations won (AFCM/AFAM) are printed out as well. PRDA records are removed from the server once in-processed at USAFA. These documents will be used to complete the DD Form 214 once DOS/ETS expires. As a Cadet Candidate, all prior enlisted active duty personnel will maintain their pay status. However, as dorms and meals are provided, BAS and BAH will not be allotted.

## Guard and Reserve Personnel

All ANG/AFR members must have a signed DD Form 368, Request for Conditional Release and AF 1288 (Application for Ready Reserve Assignment), prior to arriving at USAFA. Prior to in-processing, Preparatory School will send the finalized forms back to member's unit to start the separation (from ANG)/release (from AFR) process and transferred to USAFA 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 in-processing will have pay issues.** For any questions about this process please contact the Preparatory School Office at (719) 333-2580.



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

## Selecting Your Mode of Travel

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

1. Appointee requests the Government purchase a commercial airline ticket:
  - a. Best for those appointees traveling alone.
  - b. Please note that we are required to utilize the government contract carrier for the tickets and cannot match your tickets with family members or others.
  - c. The flight will be booked from the airport closest to your home of record to the Colorado Springs Airport.
  - d. You will complete a travel voucher upon in-processing and receive per diem (meals and incidental expense allowance) entitlement for travel to the Preparatory School. See Travel Reimbursement section for details.
  - e. Changes will not be allowed.
  - f. **Ensure your travel arrangements are made so that you arrive no later than 17 July, 2018 ready to in-process the following day, 18 July, 2018 at the Preparatory School.**
2. Appointee will make own travel arrangements by purchasing airline ticket or driving to Colorado Springs, CO:
  - a. Best for those traveling with family members, departing from location other than home of record, or taking vacation en route.
  - b. Arrange your own commercial airline travel to the Preparatory School. Appointee will be reimbursed for the actual cost of the airline ticket from airport nearest home of record to Colorado Springs Airport, not to exceed the cost of a government procured ticket.
  - c. Travel by private auto to the Preparatory School. Appointee will be reimbursed 18 cents per mile and entitled to a maximum per diem allowance of \$144 a day for the allowable travel time. See Travel Reimbursement section for details.
  - d. **Ensure your travel arrangements are made so that you arrive no later than 17 July, 2018 ready to in-process the following day, 18 July, 2018 at the Preparatory School.**

### Commercial Airline Ticket Provided by USAFA

When you select commercial air travel to the Preparatory School, 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. To view your itinerary and e-ticket, you will need to go to <https://mytripandmore.com/> or <https://viewtrip.travelport.com/> and type in your confirmation code/reservation number (6 characters, AB4CD5 (example) or last name). Flights will not be scheduled into Denver International Airport. **If you do not receive your itinerary by 9 July 2018 please email admissions at 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 en route 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 Preparatory School 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 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, on 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. The drop-off point to begin in-processing is at the south-west side of the Air Force Academy Community Center (5136 Eagle Dr., U.S. Air Force Academy, CO 80840). Please refer to the travel reimbursement section before arranging travel.

**Driving Directions to the Preparatory School (via the North Gate):**

- I-25
- Exit 156, North Gate Blvd.
- Travel west to/through the North Gate
- Continue on North Gate Blvd. (0.6 mi)
- Turn left on Stadium Blvd. (2.6 mi)
- Turn right onto Community Center Dr. (1.8 mi)
- Turn left onto Eagle Dr.
- Park and proceed to the southeast portion of the parking lot

**Driving Directions to the Preparatory School (via the South Gate)**

- I-25
- Exit 150, South Gate Blvd.
- Travel west to/through the South Gate (2.5 mi)
- Continue straight onto Stadium Blvd. (0.8 mi)
- Turn left onto Community Center Dr. (1.9 mi)
- Turn left onto Eagle Dr. (387 ft)

## 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 15 July for prior enlisted airmen and on 18 July for all others at your assigned time.** Overnight lodging is not available on the Academy, and you cannot begin in-processing before 10:00 a.m. for prior enlisted airmen and 7:30 a.m. for all others. 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 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. The maximum amount the government will reimburse is limited to \$106.00 per night (must provide receipt). 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.** You should also check to see if your hotel provides free shuttle service from the Colorado Springs airport.

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):

**I-25/Academy Blvd**

The Academy Hotel  
Comfort Suites  
Days Inn  
Plaza Inn  
Econo Lodge  
Howard Johnson  
Super 8

**Commerce Center Dr (off I-25/Wooden Rd)**

Hampton Inn North  
Embassy Suites  
Microtel Inn/Suites  
Fairfield Inn/Suites  
Holiday Inn Express  
Staybridge Suites

**I-25/InterQuest Parkway**

Residence Inn  
Hampton Inn/Suites  
Drury Inn

**I-25/Briargate Parkway**

Hilton Garden Inn  
Homewood Suites

## Unaccompanied Travel

**Upon arriving at the Colorado Springs Airport on 14 July for prior enlisted airmen and on 17 July for all others, appointees should report to the information center near baggage pickup.** If you are 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 at your own expense). If you are staying with an AOG Bed and Breakfast host, an AOG representative at the information booth will help connect you with your host for pick up.

**If you are traveling unaccompanied to the Academy and other options of lodging are not available the day prior to in-processing,** you may register for the Bed and Breakfast Program. The Association of Graduates, with the assistance of the Rampart Chapter of the AOG, provides bed and breakfast to appointees who will be traveling alone to the Academy for in-processing, for a minimal processing fee. The Bed & Breakfast program provides appointees the opportunity to stay at the home of Academy graduates, faculty, staff and friends of the Academy. Last year, about 150 appointees participated in the program. Bed & Breakfast hosts are familiar with the Academy and offer encouragement and support to appointees. **Hosts will pick up their assigned Cadet Candidate appointee(s) on 17 July, at the Colorado Springs airport,** and provide a place to stay, dinner, breakfast and transportation to the Air Force Academy Community Center for in-processing on 18 July. Appointees who have already enrolled in the official Academy Sponsorship Program *are not automatically enrolled in the AOG's Bed & Breakfast program.* (The AOG Bed & Breakfast program is not affiliated with the official Academy Sponsorship Program). Please register on-line for the Bed and Breakfast program after travel arrangements are finalized.

## Bed and Breakfast Program

**Follow these step-by-step instructions to participate in the “BED AND BREAKFAST” Program:**

**Step 1:** Arrange for airline transportation as directed by the Academy’s admissions office. **You must have your airline ticket prior to registering for Bed & Breakfast.**

**Step 2:** Visit the Association of Graduates website at [www.usafa.org](http://www.usafa.org). Click on the Bed & Breakfast icon (located on the homepage). Once you are on the Bed & Breakfast page, select the registration link. If you are unable to register online, contact the Bed & Breakfast coordinator at (719) 472-0300, ext. 148, Mon. - Fri., 8 a.m. - 4 p.m. (MST), or email [bedandbreakfast@aogusafa.org](mailto:bedandbreakfast@aogusafa.org). **The processing fee is \$15.**

**Step 3:** After registering for the Bed & Breakfast program, please wait for an AOG representative to call and/or email you in July with the name and phone number of your Bed & Breakfast host family. (*The AOG is unable to fulfill special requests for host families from specific states, cultural backgrounds, religions, etc.*)

**Step 4:** After receiving your host family’s information, contact them to finalize and confirm the arrangements of how and when they will meet you on 17 July.

**Step 5:** Inform your host family of any flight delays or cancelations. If you are unable to contact them, call (719) 510-8011.

**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 Duty Officer phone at (719) 338-5648.**

**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, contact Boersma Travel at (833)445-5559.**

**If you are staying with a Bed & Breakfast host and cannot reach them, please contact the AOG first at (719) 472-0300.**

## Travel Reimbursement

This information is provided to help you plan your transportation to the Preparatory School. 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 the Preparatory School are authorized allowances for the travel performed, not to exceed allowances for the official distance between the home and school; the person certifies the place from which travel began, to the Preparatory School. This location is shown in the orders directing your travel to the Preparatory School.

### Travel by air:

You are highly encouraged to request a government furnished airline ticket when you select your mode of travel to the Preparatory School. Your per diem (meals and incidental expense allowance) entitlement for travel on an airline to the Preparatory School is approximately \$44.25. If you choose to purchase your own airline ticket, please note that you may only be reimbursed up to the government rate for a ticket from your home of record to the Colorado Springs Airport and the per diem rate.

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

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

### Travel by private auto:

Should you decide to travel by private auto to the Preparatory School, you will be entitled to reimbursement of 18 cents per mile based on paragraph 2 above under Travel Reimbursement. You are also entitled to a maximum per diem allowance of \$144 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 Candidate upon your arrival at the Preparatory School, or if because of fraudulent reasons you cannot become a Cadet Candidate, 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 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 a Cadet Candidate at the United States Air Force Academy Preparatory School.

## Reporting to USAFA Prep

Prior enlisted airmen Cadet Candidate appointees **must report at the F-100 static aircraft** (near the dorms at the west end of campus) for in-processing on **15 July 2018**. **Plan to arrive in the local area on 14 July in order to meet a 1000-1200 in-processing window on the 15th.**

All other Cadet Candidate appointees **must arrive at the Air Force Academy Community Center** for in-processing on **18 July 2018**. **Plan to arrive in the local area on 17 July in order to meet a 7:30-8:00 a.m. in-processing window on the 18th.**

Further instructions will be posted on your admissions portal two weeks prior to in-processing day. You will receive your squadron assignment upon in-processing. 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 Preparatory School 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 Air Force Academy Community Center. The primary commercial taxi company that has pre-approved access onto USAFA is the Yellow Cab Company, (719) 777-7777.

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.



## What to Bring

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

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

### Security Clearance Information Checklist

	Item	Notes
1	Social Security Card	
2	Form 86 Complete	<a href="http://admissions.usafa.edu/appointeekit/forms/SF86_Dec2010.pdf">http://admissions.usafa.edu/appointeekit/forms/SF86_Dec2010.pdf</a>
3	Contact Information for all immediate family members	
4	References	At least 4
5	Birth Certificate	Original or certified copy
6	Passport	
7	Foreign Passport	If applicable
8	SF 240	If applicable
9	Proof of citizenship	If applicable

### Civilian Clothing and Baggage

We suggest you do not bring any civilian clothing since you will not be allowed to wear it before Parent's Weekend or later, depending on the earning of privileges. Weather permitting, we advise you to report to the Preparatory School wearing a short-sleeve shirt or blouse, shorts or pants, and a light sweater or jacket, as needed. You should wear your most comfortable walking shoes. In-processing (your first day here) will require approximately eight full hours and include considerable walking and standing. **Baggage should be no larger than airline carry-on size;** backpacks are preferable. **Limit baggage to ONE bag; you will be carrying everything you bring ALL DAY on in-processing day.**

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

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

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

### Footwear

Incoming cadet candidates who are not prior enlisted airmen will be issued boots for wear during BMT.

You are encouraged to bring molded cleats with you to the Preparatory School. 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.

If you plan on walking-on to any of our sports teams, it is advised that you bring any sports equipment needed for that sport. Refer to the "Preparatory School Athletics" section on pages 12 and 13 of this booklet for more information.

### 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 Base Exchange during BMT. **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 BMT. When packing your toiletries, be aware of the TSA Rules on Liquids at <https://www.tsa.gov/travel/security-screening/liquids-rule>. If you do bring liquids larger than 3 oz, be aware that you will need to pack them in checked luggage instead of a carry-on.

## What Not to Bring

### Personal Computers

All Cadet Candidates will be issued a notebook computer in August, before the fall semester begins. It will come pre-loaded with all software required for Cadet Candidates, 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 70+ 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 to you after the academic year begins, or have it brought to you during Parents' Weekend. Otherwise you may purchase one from the Base Exchange or local retailers. It is recommended you buy a printer with a USB connection and cable. Questions regarding this subject should be addressed to the Information Technology Management Administrator by emailing him at [Philip.duccini@usafa.edu](mailto:Philip.duccini@usafa.edu).

### Personal Accessories/Equipment

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

### Firearms

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

### Jewelry

We highly recommend that new appointees DO NOT bring or wear any valuable jewelry, clothing, or personal items. Basic Cadet Candidates may not wear any jewelry during BMT, 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 BMT. Upon completion of BMT, female cadets may wear one pearl, diamond, silver, or gold spherical earring (no larger than 1/8th inch in diameter) on each ear. Male cadets are specifically prohibited from wearing earrings.

### Tobacco Products

You will be prohibited from using tobacco products, including smokeless tobacco products, during BMT. We discourage you from bringing them as you will not have immediate access to those items until after BMT.

### Obscene Material

Your baggage will be thoroughly inspected upon arrival at the Preparatory School. Obscene photos or magazines are prohibited and will be confiscated on in-processing day. Refrain from bringing obscene materials to BMT.

### Diet and Food Packages

The Preparatory School's dining facility, the High Country Inn, provides a diet tailored to the strenuous BMT conditioning program. During BMT cadets are offered 3800-4000 calories per day. The Cadet Candidates' 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 BMT. **You will not have access to any packages sent to you until after BMT, along with any nutrition supplements that are brought in your personal belongings.**

Each day, three well-balanced meals will be served by the High Country Inn dining facility. The dining facility does provide vegetarian menus for members of religious faiths or for individual convictions during BMT. Nutrition screening and counseling is provided to basic Cadet Candidate(s) 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.

### Calculators

An approved graphing calculator will be required by the end of Parents Weekend. Graphing calculators TI-83 Plus and TI-84 Plus are authorized for math courses. TI-89, TI-92, and N-Spire calculators are not authorized for use on any major graded events. If you already own an advanced scientific calculator, you may bring it with you, have it mailed to you after BMT, or have it brought to you during Parents Weekend. If you do not already own an approved graphing calculator, you will need to purchase one by the end of Parents Weekend. You **WILL NOT** be issued a graphing calculator; you must purchase your own.

### Mailing Address

A private post office box for your personal mail will be assigned to you on In-Processing Day. Use the following format for mail sent to you. **NOTE:** You will **NOT** have access to any packages until **after** BMT.

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

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

USAF Academy CO 80840



## What to Expect

**During BMT, your parents and friends are not allowed to call or visit you. The Preparatory School requests all parents call the USAFA Preparatory School Commander's Executive Officer or the Duty Officer Phone numbers located on page 1 of this booklet.**

The purpose of the Preparatory School is to prepare you for success at the Air Force Academy. The mission of the program is to develop you into a highly disciplined, physically fit C/C. BMT provides you with a professional, challenging, and motivating experience through an introduction to 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. **It will be in your best interest to show up in shape and ready to undertake this challenge.**

You'll be assigned to one of three Cadet Candidate Squadrons. The Cadet Cadre 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 honor code. You'll increase your alertness, physical endurance, emotional stability, self-reliance, and individual initiative. Also, you'll continually experience rigorous discipline and the need for attention to detail and punctuality. Taking orders from Cadet Cadre, who are about the same age or sometimes younger than you, may be difficult at first; however, these cadets have the authority and responsibility to train and discipline you as a new Cadet Candidate, 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.**

**Military Bearing, Customs & Courtesies.** All basic Cadet Candidates must stand at attention and address all staff members Cadet Cadre as "sir" or "ma'am." You, in turn, will be addressed as "basic Cadet Candidate" with your last name (i.e. Basic Cadet Candidate Jones).

**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. 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.

**Uniform Wear.** Male basic C/Cs will receive a haircut during BMT for uniformity and hygiene reasons. Female basic C/Cs' hair will not extend beyond the bottom of their collars. Even after BMT, all C/Cs must have a standard military haircut or style. There is a beauty shop and barbershop available in the Air Force Academy Community Center Area. During most of BMT, you'll wear a camouflage Airman Battle Uniform (ABU) for military training, and blue shorts and white T-shirts for exercising and intramural sports competition. As a basic C/Cs, **you are not allowed to wear civilian clothes** until approved by the Commandant of Cadet Candidates.

**Physical Conditioning.** Your first challenge is BMT. **You need to be in the best possible physical condition when you arrive.** Keep in mind that **your physical conditioning will take place at 6,890 feet above sea level.** Even a moderate training program can be demanding at this altitude. However, if you achieve a high level of fitness prior to arrival, you can expect significantly greater success during 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.

Prepare to get pushed beyond what you think your limits are and expect to succeed—you will face intellectual and physical challenges. You cannot imagine the positive change you will see in yourself!

**Helping Agencies.** If you have trouble adjusting to BMT, you are encouraged to ask for assistance from your cadre chain-of-command, your permanent party staff, the Prep School's Military Life and Family Consultant, or the Prep School Chaplain. Above all, you should discuss any adjustment problems as soon as possible.

**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.**

## 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, Crunches
Calves	Standing Calf Raises, Seated Calf Raises
Back	Lat Pull Downs, Bent Rows or Cable Rows
Biceps	Bicep Curls
Triceps	Triceps Push Downs

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 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 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.

## Military Commitment and the UCMJ

All C/CS will take the Oath of Office once they have successfully in-processed the Preparatory School. All C/CS entering the Prep School directly from civilian life (Direct Entry) are enlisted into the Air Force Reserve and placed on active orders for the purpose of attending the Preparatory School. All active duty Prior Enlisted Cadet Candidates remain on active duty and their existing service contract runs concurrently with their Preparatory School attendance.

All C/CS fall under the Uniform Code of Military Justice. **The Air Force maintains a strict "no use" policy with respect to drugs. A C/C appointee will be disqualified and their entrance denied at in-processing if found to test positive for illegal substances.**

Direct Entry C/CS disenrolled prior to graduating from the Preparatory School will not be required to reimburse the United States government for any of the cost of their Air Force Academy Preparatory School tuition or living costs. Prior Enlisted C/CS disenrolled prior to graduating from the Preparatory School are returned to Active Duty. These Airmen return to their former rank, relocate to the Airman's dorms while awaiting reassignment, and may incur additional active duty service commitment.

## Typical Cadet Candidate's Day

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 C/CS 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. It is important to budget your time so you can keep up with all of your assignments and training requirements.

## Room Arrangements

C/CS share 2-person rooms and every dorm room has a twin-size bed, wall locker, and desk for each occupant. There is a proper location for everything you're allowed to have in your room, and you'll be expected to keep your room in perfect order. 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 (POVs)

C/CS may own/possess POVs while attending the Prep School, but will have to dispose of the vehicle prior to Basic Cadet Training, if offered an appointment to USAFA, because Fourth-class Cadets (4-degrees or Freshmen) are not authorized vehicles.

**GENERAL INFORMATION:** Maintaining and operating a POV are significant Prep School privileges. A C/C is maintaining a vehicle if he or she is the primary user of the vehicle, has possession, and is making payments on or insuring the vehicle (at USAFA or within a 150-mile radius) 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 a C/C's use of a POV for administrative or disciplinary reasons.

**REQUIREMENTS:** Submit the following documentation to your MTO/AMT.

- Copy of Valid Driver's License
- Air Force Prep School POV Authorization Form
- Current state registration certificate (not vehicle's title certificate)
- Proof of Insurance. C/CS 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. CCs 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, C/CS must provide a letter from the insurance company stating proof of coverage.

**CADET CANDIDATE PARKING:** C/C owned/maintained vehicles will be parked only in 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.

## Weekends

Two weekends per month are typically devoted to military training. Training is from Friday afternoon through early Saturday afternoon and activities include room and uniform inspections, parades, marching practice, military briefings, guest speakers, and/or professional military education and training. You will be permitted to leave the Preparatory School campus on non-training weekends (Friday evening, Saturday, Sunday) based on the Phase Privileges you have earned with your performance. Authorizations and liberties gradually increased as you “phase up” with sustained performance.

## Leave

All C/Cs earn 2.5 days of leave (paid time off) each month. Prior service C/Cs may also carry forward a leave balance into the Prep School year. Leave is then used during the following holiday leave periods: approximately five days of leave for Thanksgiving, approximately two weeks at Christmas, and approximately one week during the spring. Prep School Staff will provide specific dates, times and directions for signing out for leave and signing in from leave. **Cadet Candidates must pay their own transportation costs during these breaks.** The 10th Force Support Squadron does provide a shuttle bus service to the Colorado Springs and Denver airports for a fee during the breaks (not including Summer Break). **More information regarding leave policies will be provided at In-Processing.**



## Academics

The academic program is rigorous and specifically designed to transition students from a high-school academic environment to the world-class collegiate academic program at the Academy. The success of the Preparatory School's academic curriculum has been borne out over the years with a graduation rate from the Academy that very nearly matches the graduation rate of those appointed directly to the Academy. To graduate from the Preparatory School and earn an appointment to the Air Force Academy, cadet candidates must meet historically established academic standards

**Graduation Criteria:** Maintain a minimum 2.0 Cumulative Grade Point Average

**Appointment Recommendation Criteria:** Maintain a minimum 2.42 Cumulative Grade Point Average; and maintain a minimum 2.0 Subject Area Cumulative Grade Point Average in English, math, and science.

The Preparatory School divides the academic year into four quarters, each approximately nine weeks long, to assess C/C performance. An integrated course in basic study skills is required in the first quarter to learn time management and study techniques that will facilitate the transition to the demanding requirements of college academics. The rest of the curriculum is designed to lay the groundwork for success in courses required at the Academy, with a focus on math, English and science. Each quarter you will take a minimum of 4 classes: 2 Math courses, 1 Science course, and 1 English course.

**Math:** A robust mathematics sequence, providing intense instruction in a spectrum of topics including college algebra, trigonometry, calculus, and applications in science and engineering.

**Science:** Chemistry is used to teach all students fundamentals in scientific reasoning and problem-solving skills.

**English:** The primary focus is to develop solid writing skills through a composition program that incorporates literature and character-focused readings. An optional course in Reading is also available for students to increase vocabulary, comprehension, and reading speed.

The Preparatory School is purposefully non-accredited to enable student tracking and flexible course placement over the course of the academic year. Tracking is an essential part of the academic program, by which students are placed in the course that best fits their skill level to ensure a strong foundation in the various course content. Fundamental tracks are available throughout the year in math and chemistry, while advanced courses are available in all three subject areas. Advanced opportunities are also available in the spring to take physics as well as freshman-level English and math courses at the Air Force Academy. These advanced opportunities provide high performing C/Cs with an opportunity to earn college credit and begin their USAFA transcript prior to enrollment in the Undergraduate program.

## Physical Fitness

Physical Education is part of the core curriculum at the Preparatory School and contributes to the development of the institutional outcome of Warrior Ethos. The curriculum consists of a physical development curriculum delivered in the first quarter and the third quarter as well a swimming curriculum for aquatically challenged cadet candidates. In addition C/Cs complete mandatory rigorous fitness training which is tailored around the PFT and AFT.

**Questions:** Questions regarding the USAFA Preparatory School physical education curriculum requirements should be addressed to the Preparatory School Athletic Department, telephone (719) 333-2506 or (719) 333-2291

### PFT/AFT

To help you judge your fitness level prior to arriving we've provided the average and maximum Physical Fitness Test (PFT) and Aerobic Fitness Test (AFT) scores (below). Each fitness test is given to Cadet Candidates once a semester. Arriving for BMT in shape to achieve at least the average scores shown below will better allow you to complete the physical requirements of BMT. 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 BMT and then again during a second time during the BMT program.

#### 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.

## Swimming Ability

Most Preparatory School appointees have at least a basic swimming ability. Aquatic screening will take place during BMT and those who lack this skill will be placed in a remedial swimming program.

## Overall Fitness

Remember, your physical fitness level at entry will be an important factor in determining your success as a Cadet Candidate. 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. Don't take the preparation lightly. Any preparation you do will pay dividends this summer and throughout your years here. Work hard and good luck.

Any questions regarding the fitness training program should be addressed to the Preparatory School Athletic Department, telephone (719) 333-2506 or (719) 333-2291; email [PrepInfo@usaafa.edu](mailto:PrepInfo@usaafa.edu).

## Air Force Academy Preparatory School Body Composition Standards

Unless you received a weight waiver, **YOU MUST** meet the USAFA Preparatory School body composition standards on entry to BMT and throughout your cadet career. Any Cadet Candidate 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 Cadet Candidates 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, Preparatory School staff will provide their body composition measurements to the Cadet Clinic for a health assessment review (reference USAFA Instruction 36-2002, Cadet Weight and Fitness Programs).

## USAFA Body Mass Index (BMI) Screening Tables

**Represents Maximum Allowable Weights for USAFA Cadet Candidates 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 Candidate 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



## USAFA Preparatory School Football

The football team is one of five uniformed sports currently at the Air Force Academy Preparatory School. Our schedule consists of 6 to 8 games competing against primarily Junior College competition. While we have approximately 55 recruited athletes in our program, we encourage and invite all prior enlisted and direct entry Cadet Candidates to walk-on and earn a position on our team. In years past, walk-ons have emerged to make critical contributions to our team.

If you are truly interested in playing in our program, please take advantage of all opportunities to train and workout before you arrive. During tryouts, we will look for players to fill any position, including kickers and punters. In order to try out as a walk-on, you will need to bring your own cleats and specialty equipment (braces, etc.). For more information, feel free to contact Head Coach Scott Thiessen at [scott.thiessen@usafa.edu](mailto:scott.thiessen@usafa.edu).



## USAFA Preparatory School Men's Basketball

The men's basketball team is one of five uniformed sports currently at the Air Force Academy Preparatory School. Our schedule consists of up to 30 games competing against primarily Junior College, NCAA, and NAIA level competition; moreover, we will also schedule competitions against military base and elite Club/Prep teams and colleges. In addition to having several intercollegiate recruited athletes in our program, we encourage and invite all prior enlisted and direct entry cadet candidates to walk-on to earn a position on our team. In our history many walk-ons have gone on to have successful Division I careers with the USAFA Falcons. They have also had a tremendous impact on the Air Force Academy intramural and club championship teams by bringing the competitive knowledge, training experience, and time management skills needed to be successful within a collegiate team atmosphere.

For the 2018-2019 season, we will hold a tryout during BMT for any males planning to attempt to walk-on to our program who have competed at the college, high school, club, or military base levels. If you are truly interested in playing in a collegiate program please take advantage of all opportunities to train and compete before you arrive.

If you think you are interested in walking on to the men's basketball team please contact head coach Bob Cavera at [robert.cavera@usafa.edu](mailto:robert.cavera@usafa.edu) for more information on how you can better prepare and condition yourself to earn a spot within our program. Please bring basketball shoes if you wish to try out during BMT.

## USAFA Preparatory School Women's Basketball

The women's basketball team is one of five uniformed sports currently at the Air Force Academy Preparatory School. Our schedule consists of up to 20 games competing against primarily Junior College, NCAA and NAIA level competition; moreover, we will also schedule competitions against military base and elite Club/Prep teams and colleges. In addition to having several intercollegiate recruited athletes in our program, we encourage and invite all prior enlisted and direct entry cadet candidates to walk-on to earn a position on our team. In our history, though it is not the norm, many walk-ons have gone on to have successful Division I careers with the USAFA Falcons. They have also had a tremendous impact on the Air Force Academy intramural and club championship teams by bringing the competitive knowledge, training experience, and time management skills needed to be successful within a collegiate team atmosphere.

In the 2018-2019 season, we are looking to fill our roster with five or more athletes who have competed at the college, high school, club or military base levels. If you are truly interested in playing in a collegiate program please take advantage of all opportunities to train and compete before you arrive.

If you think you are interested in walking on to the women's basketball team please contact head coach Kellie Johnson at [kellie.johnson@usafa.edu](mailto:kellie.johnson@usafa.edu) for more information on how you can better prepare and condition yourself to earn a spot within our program. Please bring basketball shoes if you wish to tryout during BMT.



### USAFA Preparatory School Wrestling

The wrestling team is one of five uniformed sports currently at the Air Force Academy Preparatory School. Our schedule consists of up to 13-15 tournaments competing against primarily Junior College, NCAA and NAIA level competition. Our program is designed for open tournaments due to lower team numbers making it more difficult to participate in dual meets. In addition to having several intercollegiate recruited athletes in our program, we encourage and invite all prior enlisted and direct entry cadet candidates to walk-on to earn a spot on our team. In our history it is not the norm, but walk-ons have gone on to have successful Division I careers with the USAFA Falcons; or, have highly impacted the Air Force Academy intramural and club championship teams by bringing the competitive knowledge, training experience and time management skills needed to be successful within a collegiate team atmosphere.

In the 2018-2019 season, we are looking to fill our roster with athletes who have competed at the college, high school, club or military base levels. If you are truly interested in competing in a collegiate program please take advantage of all opportunities to train and compete before you arrive.

If you think you are interested in walking on to the wrestling team please contact head coach Tim Alger at [timothy.alger@usafa.edu](mailto:timothy.alger@usafa.edu) for more information on how you can better prepare and condition yourself to earn a spot within our program. Please bring wrestling shoes if you wish to try out during BMT.

### USAFA Preparatory School Soccer

The men and women's soccer program is one of five uniformed sports currently at the Air Force Academy Preparatory School. The schedule consists of approximately 20 games primarily competing against local collegiate men's club teams. While we have about eight men and women that are recruited athletes in our program, we encourage and invite all prior enlisted and direct entry cadet candidates to walk-on to earn a position on our team. In years past, walk-ons have emerged to make critical contributions to our team.

If you are truly interested in playing in our program, please take advantage of all opportunities to train and workout before you arrive. Upon arrival, there will be tryouts that may range from one day to all of BMT. During tryouts, we will look for players to fill any position. You will need to bring your own cleats and shin pads. For more information, feel free to contact the Preparatory School athletic director, Lt Col Sean Tiernan at [sean.tiernan@usafa.edu](mailto:sean.tiernan@usafa.edu).

## Character Development

Developing outstanding character is a crucial part of an Academy education. At its foundation are the Academy Preparatory School 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 Candidate'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 and 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.

## Honor Program

**Honor Program Intent:** Support the overall Prep School mission by providing honor education and character/leadership development opportunities to Cadet Candidates and staff.

**The Bottom Line:** All Cadet Candidates (C/Cs) live by the USAFA Honor Code while they attend the Prep School. It is the responsibility of each C/C to learn the minimum standards and adhere to them, but the ideal is to **LIVE HONORABLY**.

**Prep School (PL) Honor Code and Oath:** "We will not lie, steal, or cheat, nor tolerate among us anyone who does. Furthermore, I resolve to do my duty, and to live honorably, (so help me God)."

- The Prep School Honor Code is identical to that of USAFA.
- When C/Cs take the Honor Oath, the words "so help me God" are optional to respect all faiths or non-faith.

### Honor Education for Cadet Candidates

**Basic Military Training:** Prior to taking the Honor Oath, C/Cs learn about the Honor Code and its elements. In total, BMT Honor training requires approximately 10 hours of interactive classroom time. Honor Lessons are conducted with the help of many PL staff members across all mission elements, who fill 75+ teaching slots.

1. Introduction to the Honor Code: Given by PL Character, Leadership, Culture and Climate (PLC) staff
2. Honor Lesson 1: Lying and the principle of Honesty
3. Honor Lesson 2: Stealing and the principle of Respect
4. Honor Lesson 3: Cheating and the principle of Fairness
5. Honor Lesson 4: Toleration and the principles of Support and Accountability
6. Honor Exam: Evaluates retention of BMT Honor lessons and ensures each C/C is ready to take the Oath.

**Academic Year Training:** All training is programmed into the PL Commandant's military training plan. Honor/Character lessons are typically conducted once or twice per month during training time (~1 hour), or on PL Training Days.

1. Recurring Topics. These topics typically surface every year, as C/Cs begin to deal with challenges associated with academics and dorm life (eg. proper academic documentation, National Character and Leadership Symposium).
2. As-Needed Topics. These topics change from year to year, based on the current issues and challenges, or are one-time opportunities. C/C Character Officers help determine topics and needs for the current class.

**The Honor System/Process:** The system is the means by which C/Cs are held accountable for living by the Honor Code. If an honor violation is suspected, it is addressed using the following process:

1. Informal Clarification - a non-threatening "clarification" conversation between initiator and C/C in question.
2. Formal Clarification - a second conversation with PLC staff and the C/C Group Character Officer.
3. Investigation - an uninvolved staff member seeks facts, gathers statements, and recommends way forward.
4. Group Honor Board - uninvolved staff members and honor officers review the facts/testimony and staff votes.

Sanctions for violations: PLC recommends sanctions, and Commander approves. *On average, rehabilitation is 6 weeks.*

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**Act and Intent:** These two elements must be present for an honor violation to exist. Act is the outer *behavior* (or failure to act); intent is the *mindset* regarding the act. An honor violation is confirmed in one of two ways: 1) The C/C admits; 2) A Group Honor Board reviews evidence and a majority vote determines whether or not the C/C committed a violation.

**Character and leadership development will be a crucial, all-encompassing part of your Preparatory School experience. For the duration of your Preparatory School year, you can expect to see various character and leadership development programs in every aspect of your life, with the ultimate goal of imbuing you with the inner desire to develop yourself and others as leaders of character.**

## 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 cadet candidates.

## White Rope Leadership Program

The White Rope Leadership program is a Commander endorsed Chapel volunteer program. Cadet Candidates are given the opportunity to volunteer in leadership opportunities where they lead fellow candidates in Chapel volunteer activities and community service. They also assist the Preparatory School Chaplain's office in meeting Cadet Candidates' 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 for cadets. In addition, the White Rope Leadership Program brings cadet candidates together in interfaith community service, as well as increased dialogue and interfaith discussions to continue improving the religious climate at USAFA/PL.

## 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 Cadet Candidate SPIRE program. The Retreat is an opportunity for cadet candidates to reflect upon their PL 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 Cadet Candidate is afforded the opportunity to freely exercise his or her religious beliefs. Each chaplain ministers not only to the religious needs of Cadet Candidate who identify with any particular denomination or faith group, but also to every Cadet Candidate 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.**

## 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 2018. These will include miscellaneous items such as toiletries, cleaning supplies, ironing board, etc. at the Base Exchange. The Base Exchange does take credit cards.

## Cadet Candidate Basic Pay

Cadet Candidates earn \$1,087.80 per month in basic pay. Prior enlisted Cadet Candidates continue to receive basic pay at their previous enlisted grade until they arrive at the Air Force Academy the following year. Upon arrival at the Air Force Academy, their pay will be reduced to \$1,087.80 per month. We recommend reviewing your personal finances to prepare for pay reduction. Questions: Contact the Academy Financial Service Office at (719) 333-6988 or 6982 for questions concerning Cadet Candidate pay.

## Personal Checking and Share Draft Accounts

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 account or you may open a new account. If you wish you may open an account at one of the two banking facilities available on USAFA listed below.

**Armed Forces Bank** -- is a full service bank located on 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).

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).

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

## Personal Debts

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

## Scholarships and/or Educational Investment Funds

**Scholarships:** Agencies should issue scholarship proceeds directly to the C/C. When a scholarship agency is unable to make payment directly to the C/C, the scholarship may be accepted for credit to the C/C'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 C/C disenrolls. Checks should be made payable to "US Treasury" and mailed to HQ USAFA/FMF, 2304 Cadet Drive, Suite 2200, USAF Academy, CO 80840-5035. **Be sure to memo the C/C's full name and social security number on the check.**

## Federal Income Tax

Your parents or guardians may have questions concerning the income tax consequences of C/C pay and allowances. This section will furnish them with that information from the standpoint of both **your** tax return and **their** return for 2018. 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. Cadet Candidates may change their state for tax withholding at any time by completing a State of Legal Residence Declaration in the online MyPay application. All Cadet Candidates at the Preparatory School are required to file their own income tax returns. As a Cadet Candidate (non-prior enlisted) entering the Preparatory School in July 2018, you will earn during 2018 approximately \$5,435, which you must report as income from the Air Force.

Once you become a C/C at the Academy, **you are considered a member of the active military**, and are no longer dependent upon your parents for support. You are considered supported by the Air Force or by yourself. (See IRS Publication 17). However, since as an entering C/C 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. 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.

Compute the value of support contributed by your parent or guardian in 2018. Compute the value of support contributed by you and your parents or guardians and others (include support provided by the USAF). Compare your parents' or guardians' share of the total with that provided by you, the Air Force, or others. If your parents' or guardians' share is more than 50 percent of your total support, they meet the support test and can take the dependency exemption. In determining how much your parents or guardians contributed to your support, a parent or guardian may include the cost of clothing, medical and dental care, education, medical insurance premiums, transportation, entertainment, Christmas presents, etc., for you. If you lived at home during the first six months of 2018, 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 or high school prior to entering the Preparatory School.

In computing the value of support furnished you from sources other than a parent or guardian, both taxed and untaxed amounts must be included. Your taxable pay must, of course, be included. In addition, the fair value of the food, lodging, medical care, education, and other services furnished you by the Air Force must also be included even though their value is not taxed as income to you. The Internal Revenue Service has ruled that an appointment to the Air Force Academy Preparatory School is not a scholarship. Thus, the cadet must include value of the education as support from sources other than the parents or guardians.

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

## Social Security Benefits

Cadet Candidates 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 Class of 2022 on 18 June 2018.

## 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 appointee orientation prior to in-processing and you and your parents will be invited to attend (if the club has your information) as well as host different events locally and here at USAFA. Many Parent Clubs host Appointee events so you can meet current cadets, other appointees and parents. The quicker you sign the release, the quicker you can get with the local parent club.

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

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

## Coverage of Basic 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 Class of 2019 will take place over the Labor Day weekend from Friday, 31 August until Monday, 3 September, 2018.** 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 motel/hotel and travel arrangements as soon as possible, keeping in mind that the main day of activities is Friday so you may want to ensure you arrive before then. Cadet Candidates may leave the base with their adult guests after the athletic events on Friday and following the football game on Saturday. All Cadet Candidates must report back to their squadrons by the specified time on Monday.

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).

## Cadet Candidate Sponsor Program

The United States Air Force Academy Preparatory School (USAFA/PL) Cadet Candidate (C/C) Sponsor Program encourages active duty, retired and reserve officers, senior noncommissioned officers, USAFA alumni, and Department of Defense (DoD) civilians to become mentors to C/Cs. Through this personal involvement, Cadet Candidates 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 C/Cs.

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

Cadet Candidates and sponsors may make by-name requests for their sponsor and USAFA/PL will attempt to honor the requests. C/Cs should inform their requested sponsors to contact the Prep School to request the registration packet; otherwise, they will not be matched and the use of common interest criteria will be used to match C/Cs with sponsors.

Cadet Candidates who wish to keep their Prep School sponsor when they accept an appointment to the Academy, are encouraged to inform their sponsor family to contact the USAFA Cadet Sponsor Office to register. If the family has already registered with the USAFA program, they will need to contact the Cadet Sponsor Office to request to keep the sponsorship of the former C/C.

New sponsors can apply at any time; however, it is highly recommended to request by Parent's Weekend. Cadet Candidates may also "Opt Out" of the program by indicating on C/C Sponsor Program Registration Packet that is provided during BMT.

To request a registration packet, learn more about the program or to Opt Out, please contact the C/C Sponsor Office at [PrepInfo@usafa.edu](mailto:PrepInfo@usafa.edu) or call (719) 333-7737.

Note: The Preparatory School's Cadet Candidate Sponsor Program is neither affiliated with the USAFA Cadet Sponsor Program (though similar), the DF International Programs (DFIP) Sponsor Program, nor the Association of Graduates (AOG) Bed and Breakfast Program.

