

**USAF ACADEMY PREPARATORY SCHOOL
(USAFAPS)**



**CLASS of 2023
REPORTING INSTRUCTIONS**

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Introduction

Section 1

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

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

All appointees will take the Oath of Enlistment once they have successfully in-processed the Preparatory School. Prior Enlisted appointees will remain on active duty and their existing service contract runs concurrently with their Preparatory School attendance. Non-Prior Service appointees are enlisted into the Air Force Reserve Component and ordered to voluntary Active Duty for training, to serve as enlisted Airmen at the Preparatory School.

In-processing

All appointees **must arrive at the Air Force Academy Preparatory School** for in-processing according to their assigned squadron. USAFA Prep Staff will send you an e-mail prior to in-processing day stating what squadron you are assigned to. If assigned to **ALPHA SQUADRON**, you **MUST** arrive at the USAFA Preparatory School parking lot **between 0730 and 0800 on 08 July 2022**. If assigned to **BRAVO SQUADRON**, you **MUST** arrive at the USAFA Preparatory School parking lot **between 0830 and 0900 on 08 July 2022**. If assigned to **CHARLIE SQUADRON**, you **MUST** arrive at the USAFA Preparatory School parking lot **between 0930 and 1000 on 08 July 2022**. **To meet the in-processing time, plan to arrive in the local area on 7th July.** You should wear comfortable, tasteful civilian clothes and athletic shoes. The drop-off point to begin in-processing is at the west side of the Air Force Academy Preparatory School (5220 Cedar Dr., U.S. Air Force Academy, CO 80840). Signs will be placed along the roads to the Preparatory School.

Appointees should bring discretionary money of approximately \$200 plus any anticipated travel funds to purchase additional items as needed, if initial supply runs out, and prior to the first payday on **1 August 2022**. These items could include miscellaneous items such as toiletries, cleaning supplies, ironing board, etc. at the Base Exchange.

Attendance

Active Duty Personnel (RegAF). Current serving RegAF members are reassigned by AFPC to USAFAPS according to normal Permanent Change of Station (PCS) guidelines. All personnel will out-process through their servicing Military Personnel Section (MPS) Relocation Section. Assignment Notifications 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 checklists are complete. **All prior service members must receive an Enlisted Performance Report (EPR) or a Letter of Evaluation (LOE) to prepare for Static Close out Date Evaluations for their respective rank. It is highly recommended to print a copy of their Personnel Records Data Application (PRDA) record and a Career Data Brief (CDB) from Virtual Military Personnel File (VMPPF) prior to arrival.** It is vital that copies of any awards, decorations (AFCM/AFAM) and all technical school certificates are printed out as well. PRDA records are removed from the server once in-processed at USAFA. These documents will be used to complete the DD Form 214 once DOS/ETS expires. All prior enlisted active duty personnel will enter with the highest grade they had achieved as of their date of enrollment, retain their primary Air Force Specialty and date of rank or effective date, and promote with pay commensurate with their grade. However, members will live in the dorms and will not receive BAS and BAH. All prior enlisted members are eligible for a PCS decoration if nominated from their unit.

Guard and Reserve (ANG/AFR). Current serving AFR members are reassigned by their reserve unit to USAFAPS using the AF Form 1288, Application for Ready Reserve Assignment. Current serving ANG members are conditionally released using the DD Form 368, Request for Conditional Release and transferred from the ANG to the AFR using the AF Form 1288, with the same rank held and date of rank as in the ANG, and reassigned to USAFAPS. AF Form 1288 must be signed by the losing commander and the Preparatory School Commander. Once members are in-processed, the Preparatory School Commander will sign all documents and the CSS will send all finalized forms back to member's unit to start the separation (from ANG) or release (from AFR) process, and to ARPC to transfer members to the Preparatory School. This is vital to ensure proper separation from ANG unit and release from AFR unit has taken place in all applicable database systems. **Those members who fail to turn this form in during in-processing will have pay issues.** For any questions about this process please contact the Preparatory School Office at (719) 333-2580. **All prior service members must receive an Enlisted Performance Report (EPR) or a Letter of Evaluation (LOE) to prepare for Static Close out Date Evaluations for their respective rank. It is highly recommended to print a copy of their Personnel Records Data Application (PRDA) record, and a Career Data Brief (CDB) from Virtual Military Personnel File (VMPPF) prior to arrival.** It is vital that copies of any awards, decorations (AFCM/AFAM) and all technical school certificates are printed out as well. PRDA records are removed from the server once in-processed at USAFA. These documents will be used to complete the DD Form 214 once DOS/ETS expires. All prior enlisted members are eligible for a PCS decoration if nominated from their unit.

Civilians. Civilians with no previous military status will take the Oath of Enlistment on the day of their initial in-processing at USAFAPS. Civilians who enlist for the purpose of attending

USAFAPS will be awarded the grade of E-1 upon entry. Members enlist for six (6) years with a two-year active duty service obligations. Pay for non-prior service members will be in accordance with 37 USC 203(e) (1). Individuals possessing JROTC or Civil Air Patrol or any other pre-service activities listed in AFMAN36-2032, Table 3.1 (**Shown Below**) should **hand carry** your high school diploma and any course completion documentation to receive pre-service activities for promotion consideration to E-2 or E-3. **Please note that all direct-entry members are paid the same amount (35% of O-1 pay), regardless of promotion status to E-2 or E-3. Promotion status does not change this.**

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

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

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

Notes:

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

Travel Procedures

You will be given the opportunity on the Admissions portal to select your mode of travel. The options are listed below, and we ask that you carefully consider them and discuss them with your family before making your selection as there will **NOT** be an option to make changes. During 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 and save all receipts.** You do not need to track intermediate stops in your itinerary unless you remain overnight or change modes of travel (airline, commercial vehicle, private vehicle, etc.).

Appointees will make their own travel arrangements by purchasing airline tickets or driving to Colorado Springs, CO:

- a. Arrange your own commercial airline travel to the Preparatory School. Appointees will be reimbursed for the actual cost of the airline ticket from the airport nearest home of

record to Colorado Springs Airport, not to exceed the cost of a government procured ticket. Contact your counselor for further assistance if needed. When purchasing tickets and making hotel reservations, please ensure all receipts are in the cadet candidate's name. Furthermore, the cadet candidate's reimbursement for airfare will be limited to the government constructed cost from the starting location on the orders to Colorado Springs, CO. Please see this website for reimbursement limitations: <https://cpsearch.fas.gsa.gov/cpsearch/search.do> If you have any questions regarding reimbursement or pay, please contact usafa.fm@us.af.mil prior to booking travel.

- b. Travel by private auto to the Preparatory School. Appointees will be reimbursed 18 cents per mile and entitled to a maximum per diem allowance of \$149 a day for the allowable travel time. Travel time is computed and paid for the lesser of: one allowable travel day for each 350 miles of the official distance or actual time used to complete the travel. It is not necessary to track your actual mileage or provide copies of your meal or hotel receipts.
- c. If you are considering taking a vacation enroute to visit family, friends, etc., leaving from a location other than your home of record, or will be traveling with family, you must make your own travel arrangements. Please keep in mind reimbursement guidelines cover airline tickets into Colorado Springs Airport from the airport closest to the appointee's home of record.
- d. **Ensure your travel arrangements are made so that you arrive no later than 7 July 2022 ready to in-process the following day, at 0730 on 8 July 2022 at the Preparatory School.**
- e. **Prior enlisted, ensure your travel arrangements are made so that you arrive on the evening of 5 July 2022 and report to the Preparatory School Campus on 6 July 2022 at 0800. Your report location 5216 Cedar Drive, United States Air Force Academy, CO 80840. Building 5216 is right next to the large static F-100 aircraft. We will cover this in zoom discussion prior to arrival.**

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

- a. Your airline itinerary (if applicable)
- b. Distance from your home to the departing airport (if applicable)
- c. Receipts for personally purchased airline tickets (if applicable)
- d. Receipts for all reimbursable expense items such as taxi fares, uber, hotel etc.
- e. For those driving, the distance from your home of record to the USAFA Prep School, in miles

It is recommended that you have printed copies of all receipts, as you will not have access to printers/phones/computers within the first 21 days

Driving to the Preparatory School

The Air Force Academy Preparatory School is located fifty-five miles south of Denver, Colorado, and eight miles north of Colorado Springs, Colorado, just west of Interstate Highway 25. If you travel to the Air Force Academy Preparatory School by car, you will find that entrances to the installation from the highway are clearly marked. Please refer to the travel reimbursement section before arranging travel.

If you will be driving your personal vehicle to the Preparatory School, you must bring

proof of insurance, registration, and it must be parked in the Student Parking Area before beginning In-Processing (see **page 29 for location).**

Other commercial ground transportation

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

If you 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.

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

Lodging

It is important you make arrangements to arrive the day prior to in-processing to mitigate any delays and be available to report on **08 July at 7:30 a.m.,** overnight lodging is not available on the Academy, and you cannot begin in-processing before 7:30 a.m. You are responsible for making your own hotel reservations and acquiring accommodations. If you plan to stay in the vicinity of the Preparatory School the night prior to 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.

Initially, the cost of lodging, meals, and commercial transportation to/from the hotel is at your expense; the appointee will be reimbursed for their expenses only after filing a travel voucher. The maximum amount the government will reimburse is limited to \$147.00 per night (This is for Colorado Springs only, for other states/counties please check <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>, a receipt must be provided). Airbnb is authorized; however, you must provide an itemized receipt showing daily lodging cost (cleaning fees or service fees are not reimbursable). Commercial transportation is reimbursable, but tips are not reimbursable. When requesting Commercial transportation, request a driver that is authorized to enter the Academy grounds. You should also check to see if your hotel provides free shuttle service from the Colorado Springs airport.

If you are staying at a hotel, you must obtain your own transportation (e.g., commercial taxi/shuttle, please obtain a receipt to be reimbursed via your travel voucher) to the Air Force Academy Preparatory School. You will need to ensure your taxi vendor possesses pre-approved access onto USAFA.

Non-Availability Letters – Prior-enlisted members should call The Rampart Lodge at (719) 333-4910 for lodging availability. If there is no availability, request a Non-Availability letter and look for lodging off-base.

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.

Medical Information

Section 2

Medical Guidelines for arrival to the United States Air Force Academy Preparatory School

Please follow current CDC guidelines when traveling by going to <https://wwwnc.cdc.gov/travel/>. If travel is not advised per CDC guidelines, please call the Prep School on-call cell phone at 719-338-5648 and advise us of the situation.

YOU WILL COMPLETE A MEDICAL SCREENING PRIOR TO IN-PROCESSING.

Dept of Defense Medical Examination Review Board (DoDMERB)

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

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

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

Medications

All medication in your possession will be examined by an Air Force medical officer and will be taken away without replacement unless it is ESSENTIAL for continued treatment. Due to the

nature and activities of basic training, possession of over the counter and nonessential medications (to include drugs for acne and sports supplements) is prohibited. EXCEPTION: Hormonal medication, such as birth control pills, Depo-Provera injections, thyroid supplements, or antibiotics for ongoing infections; ensure you have a 45-day supply.

Medical care is available throughout BMT and medications are prescribed on an as-needed basis, to include aspirin, acetaminophen (Tylenol), and ibuprofen (Motrin). Routine medications, such as those for acne can be resumed at the completion of basic training. You must hand carry all your medications (including allergy extracts) through 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 the BMT medical staff, at (719) 333-9330.

X-Rays

If you have suffered an orthopedic injury or have been treated for an orthopedic injury or deformity in the last year from your in-processing day (08 July 2022), 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

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

Immunizations

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

You will be able to upload your immunization record on the portal, however, we ask that you also **hand carry a copy of your immunization records from your physician/physician's office on in-processing day**. If verification of your immunization status is not available, you will receive required immunizations even if immunized previously.

Optical

If you wear eyeglasses or have worn eyeglasses in the past two years, even if you do not regularly wear them, you **must** bring a pair with you to the Preparatory School and have them with you on 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**. 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.

Dental

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

Finance Information

Section 3

Pay and Banks

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

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

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

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

Scholarships and Educational Investment Funds

Scholarships: Agencies should issue scholarship proceeds directly to the appointee. When a scholarship agency is unable to make payment directly to the appointee, the scholarship may be accepted for credit to the appointees pay account provided there are no restrictions on the scholarship and the check is payable to the US Treasury. Restrictions are any condition or limitation an agency places on the use of their scholarship funds. Restriction examples: “must be used for tuition, room and/or board,” “student is required to maintain a specific GPA,” “scholarship funds will be paid back if cadet disenrolls,” etc. Scholarships silent on restrictions will be treated as non-restrictive and accepted. Once a scholarship is accepted, it is never refunded to the agency granting the scholarship, even if the appointee disenrolls. Checks should be made payable to the appointee and can be mailed directly to the appointee or to **USAFA Preparatory School, Attn: Resource Advisor, 5220 Cedar Drive, USAF Academy, CO 80840**. **Be sure to document in the memo section the appointee’s full name and social security number on the check.**

Social Security

Your parents or guardians may have questions concerning the income tax consequences of your pay and allowances. This section will furnish them with that information of both **your** tax return and **their** return for 2022. This information is based on the tax law and current rulings of treasury officials. However, it is informative only and should not be considered as necessarily reflecting the official position of the Internal Revenue Service (IRS).

Federal Income Tax

Federal and State tax withholding will be started at the filing status of single with one exemption. The state of legal residence will be automatically input based on the home of record on file for the student. Appointees may change their state for tax withholding at any time by completing a State of Legal Residence Declaration in the online MyPay application.

Once you become an Airmen at USAFAPS, **you are a member of the active military**, and are no longer dependent upon your parents for support. Your filing status will be considered "Single," meaning you support yourself. (See IRS Publication 17). However, since prior to arriving, 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. To claim you as an income tax exemption your parents must have contributed more than half of your total support for the year. "More than half of support" refers to dollar value, and not to the length of time support was given.

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

Tax Withholding

Appointees attending the Preparatory School are excluded from receiving Social Security benefits. Current Social Security regulations state, "Cadets and Midshipmen of the service academies are in the same situation as military personnel attending schools operated by the Armed Forces such as officer candidate schools, electronic schools, etc. They are considered to be on active duty in the armed forces while they are attending the academies and are, therefore, employees of the United States. They are entitled to basic pay at a monthly rate specified by law and are required to complete the courses of instruction at the academies." If you are a recipient of Social Security benefits, you must notify your local Social Security Office that you have accepted an appointment to the United States Air Force Academy Preparatory School and will be entering with the USAFA Class of 2027 on 08 July 2022.

Personal Debt

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

E-Z Pay Card

Upon arrival to the Preparatory School, all cadet candidates will be issued an E-Z Pay Card, as an advance, to purchase required school books and required school supplies (~ \$1600-\$1800). This card will be paid off through deductions from the cadet candidates' pay. **If a cadet candidate leaves the Prep School prior to paying off this debt, he/she will still be required to pay.**

Admissions Information

Section 4

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

Accepting Your Appointment

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

Declining After Accepting Appointment

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

Basic Military Training (BMT)

Section 5

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

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

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

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

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

Military Bearing, Customs & Courtesies

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

Daily Schedule

The daily schedule during Basic Military Training will enable you to exercise effective use of time management. Each day is filled with scheduled training activities. For a short time, just before lights out, you may study, write letters, journal, or prepare for the next day's training. Adequate time is allowed for sleep, meals, breaks, and religious worship.

Uniform Wear.

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

Appearance Standards

MALES – Males will be required to arrive on I-Day with a military haircut. An example of the proper haircut is shown below. Hair should be a natural color, no extreme colors are authorized (blue/green, etc.). More guidance will be provided through Zoom/Teams/Facebook Live discussions prior to I-Day.



**Males will need to shave prior to in-processing, to include mustaches.

DO NOT SHOW UP LIKE THIS



FEMALES – Below is the Preparatory School guidance covering Dress & Appearance. Female Cadet-Candidates will be instructed on proper display of hair. Note: Guidance is subject to change.

The standards are: clean, well-groomed, and present a professional appearance. Hair color must be a natural color, no extreme colors (blue, green, etc.). All female basic trainees' hair will be pinned-up in a manner that prevents loose ends from extending upward on the head. For example, when using a clip or hairpins, hair will not present the appearance of a rooster tail. When hair is in a bun, the bun must be a single bun; no wider than the width of the head and all loose ends must be tucked in and secured. Furthermore, hair will not extend beyond the bottom of their collars when pinned up.

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



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

Tattoos/Brands/Body Markings

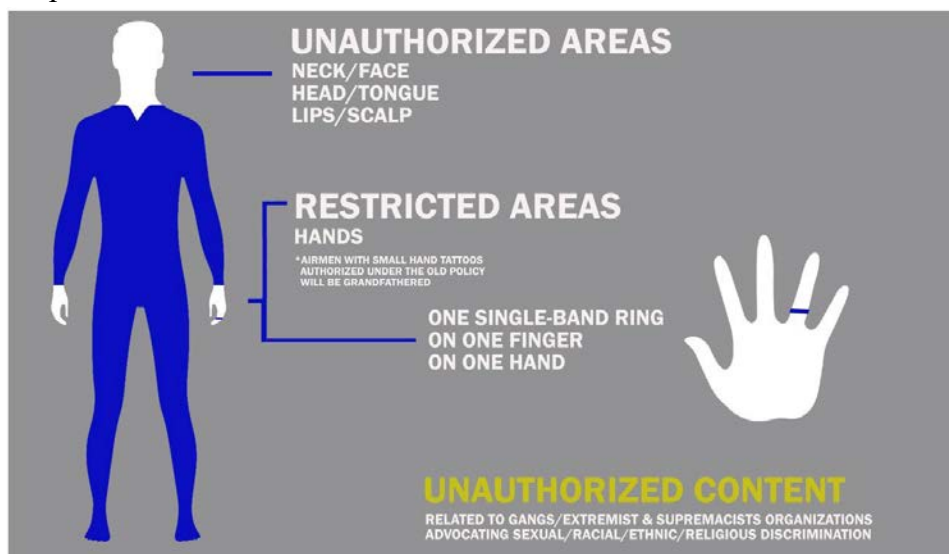
For purposes of this instruction, a tattoo is defined as a picture, design, or marking made on the skin or other areas of the body by staining it with an indelible dye, or by any other method, including pictures, designs, or markings only detectible or visible under certain conditions (such as ultraviolet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

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

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

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

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



Preparing for Basic Military Training

Section 6

Strength and Conditioning

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

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

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

Be sure to warm up properly before your workout. You will need to exert yourself during your workouts to improve, but “*train don't strain*”. If the weight workout is too strenuous, do everything with a lesser weight and progress to the heavier weights as you get stronger. Conversely, if portions of the program are too easy for you, use heavier weights. As a rule of thumb, use a weight that barely allows you to finish the last one or two repetitions in each set.

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

Warm-up: Combination of dynamic stretches and calisthenics, to include Jumping Jacks (30 seconds); Alternate toe touch (10 repetitions each); Push-ups (10 repetitions), Sit-ups (25 repetitions); Butt Kicks (30 second); High Knees (30 seconds); 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
Abs	Sit-ups, V-ups, Leg Raises, Incline Sit-ups, Flutter kicks, 6-inch Hold 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 1 minute
Push-ups	as many as possible in 1 minute
Sit-ups (bent knee)	as many as possible in 1 minute
Bar Dips/Bench Dips	as many as possible in 30 seconds

Note: Do the above exercises as a circuit three times with a 1-minute rest interval between each exercise.

For example, you have 1 minute to do as many pull-ups as you can, rest for 1 minute. At the 2 minute (2:00) point, begin push-ups for 1 minute, rest for 1 minute. At the 4:00 point, begin sit-ups for 1 minute, rest for 1 minute. Bar dips begin at the 6:00 point and the first set of four exercises will be done at the 6:30 point. Take an extra minute between sets and start the second set at the 8:30point. The third set will begin at the 17:00point.

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. You may also use a bench with your legs straight in front of you, feet on the floor. 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 adjustment you will make at the Preparatory School will be associated with endurance requirements at the 6,890 foot elevation. During BMT, there is a great deal of running in formation. In addition, you will be required to take the Aerobic Fitness Test (AFT), which is a mile and a half run, and the 15 minute Physical Fitness Test (PFT), which includes pull-ups, a long jump, sit-ups, push-ups, and a 600 yard run. Past experience has shown 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	7:00	8:00	4
2	2	14:00	16:00	3
3	2	14:00	16:00	4
4	3	21:00	24:00	3
5	3	21:00	24:00	4
6	3.5	24:30	28:00	4
7	3.5	24:30	28:00	5
8	4	28:00	32:00	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, progress smartly to avoid blisters and injuries, and seek medical assistance to correct problems prior to in-processing.

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

You've Got This! The challenges begin in BMT and continue throughout the academic year. Meeting those challenges requires dedication, sacrifice, stamina, and courage. 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 is best for you to not make an impulsive decision regarding this opportunity that could have a tremendous impact on your life. Disenrollment and departure from USAFA Preparatory School will only be allowed during the BMT program for medical reasons or extreme circumstances requiring the Commander's approval.

What to bring

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

Appointees should also bring all required items as specified in these instructions or as supplemented on the website. Appointees who arrive without all the required items, will further delay their time spent in-processing.

In order to successfully in-process, you must bring with you the following items:

- Social Security Card
- Completed SF Form 86, *Questionnaire for National Security*
- Contact Information for immediate family members
- Birth Certificate or naturalization certificate (original or certified copy)
- Certificate of Citizenship
- Passport (if applicable)
- Foreign Passport (if applicable)
- SF 240 (if applicable)
- Driver's license or state ID
- Civil Air Patrol certificates and any JROTC certificates (if applicable)
- Eagle Scout/Gold Award documentation
- **Attachment 1** - USAFAPS In-processing Checklist
 - Print a separate copy for yourself as well as a blank one to send with your packet. Use this to check off each item.
- **Attachment 2** - Authorization to Own/Maintain a Motor Vehicle (If applicable)
 - Completed Privately Owned Vehicle (POV) Authorization
 - Proof Of Insurance (If applicable)
 - Proof of Registration (If applicable)
- **Attachment 3** – Completed Pre-Existing Relationship Documentation (If applicable)
- **Attachment 4** – Completed Food Allergies
- **Attachment 5** - Completed Prior Enlisted Guard and Reserve Point of Contact Form (If applicable)
- **Attachment 6** - Immediate Family Member Information
- **Attachment 7** – All In Memorandum
- Approved Medications (If applicable)
- X-Rays (If applicable)
- Eye Glasses (If applicable)
- Orthodontic Retainers (If applicable)
- Expenses (See your appointment booklet for requirements)
 - Copy of Airline Ticket and Receipt
 - Mileage
 - From home to local Airport (Print out google map with directions)
 - If driving to COS - mileage from home to USAFAPS (Print out google map with directions)
 - From COS or DEN to USAFAPS (Print out google map with directions)\

- Receipts
 - Hotel (night before in-processing)
 - Meals (when travelling the day before and day of in-processing)
- Medical and dental records
 - Prior enlisted only

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

You must also bring with you the following banking items:

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

**Bring all of these items written down as you will NOT have access to your phone or a computer to login and collect information

The candidate portal suggests the C/C bring hard copies of the following documents:

- USAFA Preparatory School Appointee Spectacle & Contact Lens Prescriptions Form 2005
- Copy of immunizations already received (Certificate of Immunization form)
- Verification Form 4428 Tattoo/ Brand/Body Marking Screening (should be signed by the C/C and their ALO)
- AFAPS Acceptance/Declination Form 0-35 (If applicable)
 - This was only applicable if your C/C is not 18 prior to July 11, 2020, and requires signature from both C/C and parent/legal guardian
- Local Parents Club approval form (signed by both C/C and parent/legal guardian)
- USAFA Measurement form
- Concussion Completion Certificate (ImPACT Passport)
- Form 1966 Record of Military Processing - Armed Forces of the United States (**On page 5 this form should be signed by parents/legal guardian with a witness for each signature**)
- Tricare Registration Data

Final note:

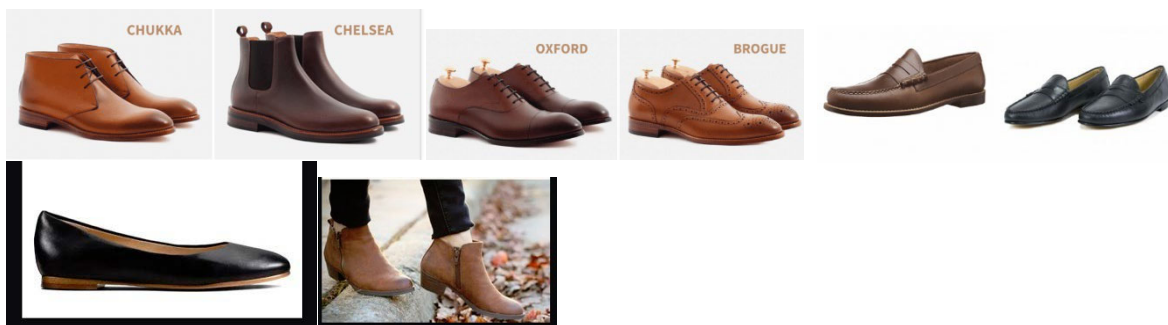
- In order to get on campus/base documents required include:
 - Driver's License or Government Identification
 - Letter of Acceptance
 - Notification letter that you were cleared to in-process for BMT
 - 3 Copies of your SPECIAL ORDER to Travel

Ensure clothing brought to USAFAPS is of good taste and relevant to the temperatures and climate conducive to Colorado temperatures. We advise to bring a lightweight sweater or jacket, if desired. You should wear your most comfortable walking shoes as in-processing will require approximately 15 hours of standing. Do not pack or wear anything that could be considered unprofessional or unrepresentable, including ripped, torn, frayed, skintight or patched clothing, and any garments that are revealing or contain obscene, profane or lewd words or drawings. All pants will be worn in an appropriate manner and will not sag. **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. Prior Enlisted bringing uniforms may have an additional bag, you will be able to drop off your bag prior to in-processing day.**

All prior enlisted members should bring a minimum of 2 full sets of serviceable Operational Camouflage Pattern uniforms (name tapes/rank will not be sewn down with exception of your occupational badge), including combat boots, lightweight Gore-Tex jacket and fleece. If you do not have cold weather gear, you will be issued them during in-processing, but if you leave the Preparatory School you will have to return all issued items. No other military issued items are required while at the Preparatory School. We recommend you keep your Air Force PT gear, or any other items in the event you decide to leave the Preparatory School.

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

Authorized examples



NOT Authorized



It is also required you bring the following personal items:

- Civilian eyeglasses (if needed; with hard case and current prescription)
- Eight pairs of athletic and active underwear (boxers or briefs) (male)
- Eight pairs of athletic and active underwear (non-thong-style) (female)
- Five high impact support sports bras (black, white, gray, brown) with small logos or branding (female)
- Three pairs of compression shorts, dark blue or black (male/female)
- Running shoes (please break them in prior to basic)
- One-piece conservative bathing suit
 - Optional: Swim cap and goggles (there will be a swim assessment during BMT)
- Deodorant (45 day supply)
- Shampoo and/or Conditioner (45 day supply)
- Body wash or soap/container (45 day supply)
- Toothbrush and toothpaste (45 day supply)
- Hair ties and hairpins/clips that match your natural hair color
- Shaving cream and razors (45 day supply)
- Feminine Hygiene products (45 day supply of preferred brand)
- Hair Gel/Hair Spray (for female Airmen to meet and maintain required hair standards)
- Graphing calculator

Prep School staff use TI-84s, but any other brand graphing calculator you're familiar with is acceptable. Some high-performance calculators (including, but not limited to TI-89, TI-INSPIRE, HP Prime, etc) are not authorized.

Every cadet candidate must have a graphing calculator by Parent's Weekend.

Optional Personal items are highly encouraged:

- Basic watch. Smart watches not authorized.

What Not to Bring

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

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

Beyond Basic Military Training

Section 7

Academics

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

Room Arrangements

Airmen share 2-person rooms and every dorm room has a twin-size bunk bed, wall locker, and desk for each occupant. There is a proper location for everything you are allowed to have in your room, and you will be expected to keep your room in perfect order. Scheduled and random room and uniform inspections reinforce “attention to detail” to ensure you are meeting standards. In addition to keeping your room clean, you are also required to maintain a perfect uniform.

Privately Owned Vehicles

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

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

Airmen owning and maintaining motor vehicles must be properly insured. You will be required to provide proof of insurance and vehicle registration. Insurance and registration must remain current the entire time you are assigned to the Preparatory School.

Parking

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

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

If you choose to bring a POV for use during the academic year, please complete all required forms and submit with the other required documents during in-processing.



Leave

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

Post Office

A private post office box has been assigned for your personal mail. USAFAPS will attempt to send your PO Box number via e-mail prior to in-processing. If not, you will be provided your

Information, once you arrive to your room. Use the following format for mail sent to you.
NOTE: You will **NOT** have access to any **packages** until **after** BMT.

Basic Trainee _____(your first and last name)
PO Box _____(insert your PO Box Number)
USAF Academy, CO 80840

Please use the following address ONLY for parcels when a P.O. Box number is NOT accepted as a delivery address through UPS or FedEx. Please include their P.O. Box number (####) with that address for proper delivery to them:

Basic Trainee _____(your first and last name)
5136 Community Center Drive
PO Box _____(insert your PO Box Number)
USAF Academy, CO 80840

***During BMT please note that ONLY letters are permitted. No packages, photographs, cards, drawings etc. are permitted and will be held back until after BMT is complete.*

**** After BMT please address your letters and packages to Cadet Candidate (C/C) your first and last name.*

***** If you depart the Preparatory School, you will need to forward your mail. The Community Center Drive address will NOT forward.*

Chapel Programs

Section 8

Worship

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

Special Programs in Religious Education (SPIRE)

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

White Rope Leadership Programs

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

Choirs

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

Weekend Retreats

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

Counseling and Ministry of Presence

During BMT you will see Religious Support Teams (chaplains and chaplain assistants) throughout all your activities. During the academic year, the Preparatory School chaplain is readily accessible and available for 100% confidential counseling. You have the right to see your Preparatory School Chaplain or any chaplain that meets your faith concern at any time. Additionally, you can meet with a chaplain to use them as a sounding board for life's issues in general or seek their guidance on how to navigate Air Force life.

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

Information for You and Your Family

Section 9

Academy Parents' Clubs

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

The information we release will be used to update the local club mailing roster so they can invite your parents or guardians to join the local club and to attend club functions. Many clubs have an orientation prior to 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 events so you can meet current club members and parents. The quicker you sign the release, the quicker you can get with the local parent club.

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

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

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

Parents' Weekend

Parents' Weekend for the USAFAPS Class of 2022 will take place over the Labor Day weekend. Some of the scheduled events include: an academic overview, a commander's welcome briefing, squadron open houses, a parade, and a home football game. Please make lodging and travel arrangements as soon as possible, keeping in mind that the main day of activities is Friday so you may want to ensure you arrive before then. Airmen may leave the base with their adult guests after the athletic events on Friday and following the football game on Saturday. All Airmen must report back to their squadrons by the specified time on Monday.

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

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

Please note: Parents' Weekend may have limitations based on COVID-19 restrictions. Continue to communicate with the Academy Parents' Club and PrepInfo for more information as we get closer to the date.

Sponsor Program

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

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

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

Important Phone Numbers Section 10

Useful numbers and websites to have over the coming days, weeks and months. If you have any questions, please do not hesitate to contact us at prepinfo@usafa.edu or 719-333-7737.

Admissions Office	800-443-9266
DoDMERB (report changes in medical status)	719-333-3562
SATO Travel – for government travel delays or difficulties on day of flight	855-794-4923
Family Emergencies During BMT	719-333-2568
Preparatory School Duty Officer	719-338-5648
Air Academy Federal Credit Union	719-593-8600
Armed Forces Bank	719-208-8970
Cadet Clinic - Medicine	719-333-5180 opt 1
Cadet Clinic - Immunizations	719-333-5080 opt 5
Cadet Clinic - Optometry	719-208-5189 opt 4
Chaplain	719-3332-636
Finance – cadet pay/scholarship questions	719-333-6982
Finance – travel reimbursement	719-333-7298
Security Clearance Forms	719-333-2580
Military Clothing Sales (Clothing Size Questions)	719-474-6024
AAFES (AAFES Items and Star Card Questions)	719-472-0861 ext 100
AAFES Alterations	719-472-7950
Association of Graduates	719-472-0300
AOG Webguy	719-472-0300
Colorado Parents Club	Usafacpc.org
Petals N Blooms Flower Shop	719-472-8589
Outdoor Recreation	719-333-4753
Parent Liaison	719-333-3828
Military Family & Life Counselor (MFLC)	719-466-0453
Husky Pack (Booster Club)	719-333-2580

INFORMATION FOR IN-PROCESSING DAY

Reminders:

- Give yourself some extra time to get on base. Once on base it will take approximately 8-10 minutes to get to the Community Center.
- What you will need to get on base: (only the preppie and those in the car with the preppie are permitted on base)
 - Driver License or State Issued ID for all Adults in the car.
 - Proof of insurance and registration for vehicle.
 - Preppie will need their DL/State Issued ID, Orders and Authorization to Travel documents.
- Once you get to the Community Center (or location for those driving their POV), please ensure that everyone stays in their vehicle.
 - Only the preppie is allowed out of the car.
 - The preppie should be wearing a face mask.
 - Have the following documents easily accessible:
 - Driver's License or State Issued I.D.
 - Orders and authorization to travel documents
 - Birth Certificate
 - Social Security Card
 - Passport

Directions:

- Please enter the base through the North Gate; which is exit 156.
 - turn left on Stadium Blvd
 - look for signage to the Prep School and the Community Center (You will pass Falcon Stadium on right)
 - turn right onto Community Center Drive - (if driving your own car - follow the signs that take you to the POV parking lot)
 - turn left at appropriate sign to enter the Prep School parking lots
 - signs are available to show where the student drop off is
- Squadron Drop off times - DO NOT BE LATE - give yourself plenty of time to get into the base AND to the Community Center:

Alpha: 7:30am - 8:00am

Bravo: 8:30am - 9:00am

Charlie: 9:30am - 10:00am

All: make sure you continue to hydrate and drink plenty of water on the days leading up to in-processing and during your time in Colorado Springs!

Frequently Asked Questions

Section 11

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

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

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

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

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

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

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

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

Q: Do I need to bring my civilian dental records?

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

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

A: Yes, you may. However, routine dental treatment as an Airmen is an entitlement and there is no cost for this dental benefit. If you do decide to get treatment by your civilian dentist, we will need to document any treatment you receive at your dentist's office to assure your military dental record is a true reflection of your oral condition and is up to date. You must bring a copy of the treatment you received so it can be incorporated into your military dental treatment record. Keep in mind that you are responsible for the cost of the treatment rendered by your civilian dentist. The military WILL NOT reimburse you for any of the expenses you incur.

FREQUENTLY ASKED PARENT QUESTIONS

Q: Can my cadet candidate write home during BMT?

A: Yes, your cadet candidate can write home during BMT. A good idea would be to include pre-addressed, stamped envelopes with one piece of white paper in it so that your cadet has the ability to write home.

Q: What if I forget to put envelopes, paper and stamps into my cadet candidate's bag? Will they not be able to write home?

A: Each cadet candidate will receive a welcome pack and included in the pack will be envelopes, paper and stamps.

Q: Do we have contact with our cadet candidate during BMT?

A: Other than writing home, there will be no contact with your cadet candidate during BMT.

Q: When will my cadet candidate get their phone back?

A: USAFAPS indicates that the cadet candidates will get their phones back AFTER BMT.

BOOKS:

Q: Are the cadet candidates required to purchase their school books prior to starting school?

A: Preppies are not required to purchase their books prior to coming to the Prep School. This will be done at the Prep School under the guidance of the staff and cadre. However, some cadet candidates have purchased books from previous preppies and are encouraged to send these books at the beginning of the THIRD week of BMT so that they arrive by the time BMT ends and school starts.

DISCLAIMER: If you choose to purchase books from previous preppies, please make sure that you confirm with your school counselor which books will be used this year.

Q: If my cadet candidate orders books while at the Prep School, how do they pay for them?

A: Books for the whole year will be bought at the end of BMT and cost approximately \$1,100.

Cadet Candidates may bring a debit card to pay for their books and academic subscriptions. Alternatively, all C/Cs will be issued an “EZ Pay” card—a card with preloaded money on it. They can use this card to cover all books and supplies, and any extra money can be used at the base store. **This card will be paid back through deductions on their first few paychecks.**

CLOTHING/DRESS:

Q: What should my cadet candidate wear to in-processing?

A: It is advised to wear a t-shirt, shorts and either your boots or sneakers to avoid carrying both of these items. T-shirts and shorts should be appropriate and of a professional and presentable nature. Recommend bringing a light jacket in case of wind.

Q: What should I pack to take to the Prep School?

A: You are given a checklist. Only pack what is on the checklist. If you need anything else after BMT your parent will be able to mail it to you or you can go to the store on base to purchase any items you need. You will be walking around for many hours during in-processing and therefore it is advised to keep the packing to as light as possible.

Q: Do we have to purchase boots for our cadet candidate before they arrive at the Prep School?

A: No, you do not have to purchase boots before arrival. However, some cadets want to get a pair of boots before so that they can break them in prior to BMT. If you have not purchased a pair of boots, you will be provided boots on arrival and given the opportunity to alternate boots and sneakers to ensure the boots are broken in before long term use. The color for this year is Coyote Brown.

Q: Why is my cadet candidate wearing sneakers and everyone else is in boots?

A: There could be a few reasons for this, but the main one could be because of blisters. Additionally, they may not carry their size of boot on arrival and have to special order them. You may see a variance in foot attire for the basic cadet candidates during the course of their BMT experience.

Q: My son wore undershirts with his ROTC uniform but they are not listed in the required items to bring. Should I buy undershirts?

A: No. As stated above only items listed on the checklist should be brought. Anything else will be provided on arrival. They will be provided t-shirts for the OCP uniform and PT shirts.

Q: Should my cadet candidate pack pajamas?

A: No, each cadet candidate will be issued sweat/PT gear for sleeping in.

Q: Should my cadet candidate pack shower shoes?

A: No, shower shoes will be provided by the Prep School on arrival.

Q: What kind of socks should I buy?

A: All cadet candidates will be provided with socks to wear with their uniform. You can purchase different socks after BMT, if preferred.

Q: Should I pack ‘Husky’ wear items (Khakis, belt, dress shoes, socks)?

A: Cadet Candidates are welcome to pack “Husky Gear” items, if they wish. While they will not be used during BMT, they can be stored in an appropriate location until Cadet Candidates are authorized to wear. While some items may be purchased from the store on base, having them at the beginning of the year helps alleviate the stress of trying to find these items once on base.

Q: Can the khaki pants be from old navy? Or do they need to be a certain type of cargo pant?

A: Khakis can be from anywhere.

MISCELLANEOUS ITEMS:

Q: Should I bring laundry detergent with me to the Prep School?

A: All cadet candidates will be provided with enough laundry detergent on their arrival to cover their time in BMT. They will be able to purchase more from the base store after BMT.

Q: Should my cadet candidate take extra contact lenses with him to the Prep School?

A: There is no need to take extra contact lenses during BMT as they will not be able to wear them but instead wear their issued spectacles. Once BMT is over you can mail extra contact lenses and solution to your cadet candidate.

Q: Should my cadet candidate pack sunblock and chapstick?

A: Each cadet candidate will be issued a pack of essentials including laundry detergent, sunscreen and lip balm. If there are specific requirements for sunblock and chapstick, though, your cadet candidate can bring what they need.

Q: Should my cadet candidate pack a phone charger?

A: Yes, this will be stored with their bag until after BMT. Once they get their phone back, they will also be able to get access to their phone charger.

Q: When will we receive P.O Box numbers?

A: Your cadet candidate will receive these either before in-processing by e-mail or during in-processing when you drop them off to give you enough time to take a snapshot of the address before you depart.

Q: When can we send care packages?

A: You may send care packages beginning August 1st. Do NOT send care packages while your cadet candidates are in BMT. They will not receive them. Please only send letters.

Q: What kind of backpack do I need to get?

A: All cadet candidates will be provided with a backpack to be used while at school for books etc.

Q: Will I need to send my cadet candidate a computer?

A: No, a laptop will be provided to each cadet candidate. Once he/she achieves the appropriate phase level, you may arrange to have a separate one sent, if he/she requires the use of a different computer.

Q: My cadet candidate chose to leave the Prep School prior to paying back all of the funds from his/her EZ-Pay card. Will this be waived?

A: No, your cadet candidate will still have to pay back the funds that were pre-loaded on his/her EZ-Pay card. The Department of Defense Finance System will be in contact to work payments.

CONGRESSIONAL NOMINATION:

Q: When do we apply for Congressional Nomination?

A: The cadet candidates will have a brief about nominations when they get to the Prep School. It is recommended they know who to send it to and when they are due by. Every state is different. If you have already completed your nominations, make sure to bring a copy to the Prep School.

CONGRESSIONAL NOMINATION – PRIOR ENLISTED:

Q: Do prior enlisted have to apply for Congressional Nomination?

A: Yes, they will need to get an actual nomination this time. They will need to know their information for hometown, Congressman/Senator/VP and when nomination applications are due.

Q: Do intercollegiate athletes have to apply for Congressional Nomination?

A: Yes, they will need to get an actual nomination this time. They will need to know their information for hometown, Congressman/Senator/VP and when nomination applications are due.

BANK ACCOUNTS:

Q: Can my cadet keep his joint account with me?

A: No, there are no joint bank accounts allowed.

VEHICLE INFORMATION:

Q: If the cadet candidate will have a POV, but it won't arrive until AFTER BMT, will he/she still need to have all the documentation at In-processing?

A: The USAFAPS suggests that if the cadet candidate is planning on having a privately owned vehicle after BMT, they should bring the paperwork to in-processing.

MEDICAL:

Q: What happens if my cadet candidate has any medical issues?

A: If your cadet candidate has any issues medically, they will have the option to call you. Medical cannot call you if they are an adult because of HIPAA rules and regulations.

Q: Do I have to redo my DODMERB Medical for next year's application?

A: No, DODMERB Medical will last for 2 years.

Q: Can my cadet candidate take cold medicines or Tylenol for headaches with him?

A: No, any medication or vitamins will be confiscated. These items will be provided by the Prep School.

WEBGUY MEMBERSHIP

Q: Should I purchase the WEBGUY membership?

A: Parents say yes! Webguy provides insight into the daily activities of all the cadets during BMT and beyond. This will act as a source to be able to see your cadet during the weeks that they do not have access to their phones. <https://www.usafawebguy.com/Membership/HuskyClub>
*USAFAPS does not officially endorse Webguy, but we do try to have them attend and document as many events as possible!

Q: Do we have to buy the Husky Membership or could we just buy the 4-year USAFA Membership.

A: It is down to preference. The Husky membership is only for 12 months during your time at the Prep School. If your cadet then goes on to the Academy after the Prep School, you can then take out the 4-year membership. Or, you can choose to purchase the 4-year USAFA membership from day one and if for some reason your cadet did not progress onto the Academy next year, you can cancel after 12 months.

Q: Does the WebGuy post every day?

A: The WebGuy tries to post a blog update every day and photos as much as possible during BMT. Sometimes, due to weather constraints or activities that the cadets are undertaking, it is

difficult for photos to be taken. The WebGuy tries to cover as much of the movement of cadets at the Prep School as is possible. After BMT, WebGuy will post pictures and blog periodically to allow parents the opportunity to continue to view their progress during their time at the Prep School.

Q: Why are certain photos not allowed for viewing until after BMT?

A: There are some photos like ‘portraits’ that are kept until the end of BMT as a nice surprise to the parents.

Q: In some of the photos you will see some cadets wearing red tags and some wearing green tags. What does this mean?

A: Red tags signify prior enlisted and green tags signify direct entry from high school

Q: Are cadet candidates allowed to choose a roommate?

A: No, these will be assigned prior to arrival.

Q: What if my cadet candidate packs any unlisted checklist items? What will happen to those items?

A: Preppies are welcome to pack any unauthorized personal items in their luggage. Non-uniform/hygiene essentials will be taken on in-processing day and placed in the appropriate squadron storage room. Once phase privileges allows for Husky/civilian attire, your Preppie will have access to their bag.

Q: Is a voided check necessary?

A: Yes, if you do not have a check book, you can request something similar to a voided check from your bank and print it out.

Q: How can my cadet candidate register to vote?

A: Each cadet candidate can go to www.fvap.gov and register for any state to vote. It is up to each individual cadet to register.

USAFAPS suggested vendors for AFTER BMT:

***USAFAPS does not officially endorse any specific vendor**

Coles Chocolates & Popcorn

The Plaza Location
7830 N Academy Blvd
Colorado Springs, CO 80920
(719) 434-1461

<https://colespopcorn.com/?fbclid=IwAR2Fltgf0v1D9sTqAsgWhKFH7sUmXE1HLNla14TpZdpcIDU5sQHzeXlmHfg>
<https://www.facebook.com/colesgourmet/>

Creative Cakes by Carol

Carol Hildebrand

(719) 291-1587

creativecakescarol@gmail.com

<https://www.facebook.com/Creative-Cakes-Colorado-Springs-197132276976979/>

Petals & Bloom, USAFA

5136 Community Center Dr,

USAFA,

CO, 80840

(719) 244-7455

(719) 472-8589

<http://petalsnblooms.com/?fbclid=IwAR3gTzoEvd1tNvyheJodREWmp4arbsM3dBPRaBBdoNS-kGeLIh5yk1LWP2o>

USAFA Colorado Parents Club

6547 N. Academy Blvd.,

#460

CO, 80918

<https://www.usafacpc.org/goodie-bags.html>

<https://www.facebook.com/USAFACPC/>

USEFUL LINKS

TOUR CADET CANDIDATE ROOM:

Check out this welcome/tour video from our Air Officer Commanding (AOC), Charlie Squadron Maj Zarifa-Ewers. #USAFAPS #PrepSchoolClassof2022

<https://www.facebook.com/117105401716145/videos/645787492695314>

TOUR DINING FACILITY:

Check out this welcome/tour video from our Air Officer Commanding (AOC), Bravo Squadron Maj Nadeau.

#USAFAPS #PrepSchoolClassof2022

<https://www.facebook.com/117105401716145/videos/300601797731023>

DROP OFF POINT FOR IN-PROCESSING

Future Huskies and Families!! Check out the video that gives you a quick tour from the North Gate to the drop off point for I-Day.

<https://www.facebook.com/117105401716145/videos/2794932070735232>

US Air Force Academy Preparatory School (Official)

Official information and all thing Prep School.

<https://www.facebook.com/USAFAPrepSchool>

USAFA Parent Resource

A great source for information for all USAF Academy and Prep School information.

<https://www.facebook.com/groups/229767567187985>

U.S. Air Force Academy (Official)

A great resource for information on all the happenings at the USAF Academy.

<https://www.facebook.com/USAF.A.Official>

Parents of USAFA Prep School

A great resource to connect with other parents as you navigate this journey.

<https://www.facebook.com/groups/445661335799830>

Check out membership to WebGuy!

<https://usafawebguy.com>

<https://www.usafawebguy.com/Membership/HuskyClub>

WebGuy Facebook Page for all your photo and blog needs!

<https://www.facebook.com/search/top?q=webguy>

For all of your Falcon Gear, please visit our online store:

<https://shop.usafa.org/>

