

# SPONSOR PROGRAM Handbook

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*One behalf of the United States Air Force Academy staff, the cadets, and their parents, we wish to express our appreciation to you for your active involvement in the Cadet Sponsor Program. As a partner in caring, not only will you play a significant role in the life of a cadet, but you may find it to be a rewarding experience for you and your family.*

## SECTION I - Sponsor Program Overview

The Cadet Sponsor Program offers a unique and rewarding opportunity for members of the local community to provide cadets exposure to family life and a home-away-from-home during their time at the United States Air Force Academy. The program also offers an opportunity for the community to support the Academy and meet the fine young men and women of the Cadet Wing, our Air and Space leaders of tomorrow. The Sponsor Program is designed to provide cadets with an avenue to form friendships and gather support beyond the formal Academy environment. Rigorous Academy standards can be taxing, often causing significant stress and moments of loneliness, homesickness and doubt. Cadet Sponsors serve as the cadet's mentor, friend, and advisor, providing a caring and comfortable environment to relax away from the pressures of the Academy. They are also in the position to serve as a positive adult role model, helping cadets understand their role as Air and Space Force officers and reinforcing positive social values.

The Sponsor Office strives to match sponsors with cadets who share the same interests and ideologies. "By name" requests can be submitted by cadets and sponsors. When two sponsor families request the same cadet, the Sponsor Office will honor the wishes of the cadet.

Academic Year sponsoring starts from Parents' Weekend (Labor Day weekend) to Graduation (Memorial Day weekend). Once a cadet is assigned to a family, he/she will remain so until the cadet's graduation year or until either party requests a reassignment.

### Sponsor Qualifications

The Sponsor Office encourages the participation of active duty commissioned officers (O-3 and above) and non-commissioned officers (E-6 and above) in order to expose cadets to career-oriented military members. While these categories receive first priority, Reserve, National Guard, retired officers and NCOs, Civil Servants (grades GS-05 and above), USAFA graduates, Academy professors, and local civilians are also encouraged to apply. All applicants, regardless of military affiliation, must complete a Sponsor Questionnaire and submit a family biography (referred to as the Family Introduction Letter). Local civilian families (non-military/non-DoD affiliated) will need to submit two letters of recommendation in addition to the sponsor questionnaire and family biography. All sponsors, regardless of military affiliation, must be a minimum of 28 years old, complete the required training and pass an annual background check. The Cadet Sponsor Office can be contacted by phone at 719-333-2727, or email at [cadet.sponsor@afacademy.af.edu](mailto:cadet.sponsor@afacademy.af.edu) for details regarding the application process and requirements.

### Defense Biometric Identification System (DBIDS) Badge

DBIDS Badges are required for all non-DoD, non-military, and retired military sponsors. Primary and secondary household members will be submitted for badges after completing mandatory training. Before the badges are issued, a background check will be completed on all members of the household who are over 18 years old. DBIDS Badges are issued for a year at a time and a background

check will be completed prior to renewal. If anyone in the household has a pending investigation, the family cannot actively sponsor a cadet until the investigation is closed.

DBIDS Badges give sponsors access to pick up and drop off cadets on base, though it does not grant them access to the Cadet Area. The Southgate is manned 24/7, the Northgate is open from 0530 to 2200 daily.

### **Requesting DBIDS Badge Renewal**

DBIDS badges can be renewed 3 weeks prior to the expiration date by submitting a DBIDS renewal form to the Cadet Sponsor Office. Training must be current and remain current through the next expiration date in order to get the badge renewed. There is a waiting period of between 10-15 business days after submission of completed form. A confirmation email with instructions will be sent to those who qualify for a renewal within the above timeframe.

## **SECTION II - Understanding Cadets**

### **The Admissions Process**

Young men and women apply for admission to the Academy through several programs and the selection process is competitive. Selection criteria includes, but is not limited to, evaluation of scholastic records, physical testing, and athletic participation. All criteria are designed to select individuals possessing the character necessary to become career Air and Space Force officers. Some cadets may arrive directly from high school, others have served as prior enlisted service, and some will have completed a year at the USAFA Preparatory School. Having completed the admissions process, the cadet enters the Academy where the pace is hectic, and the responsibilities are demanding.

### **Academy Demands**

The defense of the United States and its concept of deterring war rely heavily upon the ability of the Air Force and Space Force to execute its mission properly. The Academy develops officers of great ability, skill, and judgement. These future leaders are the cadets the sponsor families will be encouraging and advising. The self-discipline, mental toughness, knowledge, and leadership skills that the country needs require intensive and demanding training. The sponsor families' efforts and concern as a caring participant can make a substantial difference in helping a homesick or tired cadet who keeps plugging away at his or her studies and other tasks. The sponsors' willingness to give cadets their time, to listen with empathy and to show their genuine concern is vital to the cadet's experience and the shaping of the Air and Space leaders of tomorrow.

### **The Honor Code**

In addition to the academic, physical and military responsibilities cadets undertake, they are also charged with moral responsibilities. Cadets accept and live by a simple statement of military



values: "We will not lie, steal, or cheat, nor tolerate among us anyone who does." This code is based upon the traditional concept that an officer's word is a bond and that cadets must be uncompromising, forthright, and honest in all activities throughout life.

## **Dignity and Respect**

In accordance with our Strategic Plan, USAFA considers a culture of dignity and respect for all fundamental to the cadets educational and development environment. In fact, USAFA endeavors to develop leaders of character who embrace dignity and respect as essential personal and leadership qualities. The Academy expects all the faculty, students, staff, Airmen/Guardians across USAFA, in all situations (the classroom, in the squadron, the sports field, the flight line, etc.), to create a culture of dignity and respect. This expectation extends to sponsor families.

Cadets come from increasingly diverse communities across our nation, representing the nation's best and brightest across race, ethnicity, gender, sexual orientation, gender identity, religion, etc. The USAF, USSF and USAFA believe this diversity is a strength, opening the door to creative solutions to complex problems and providing a competitive edge in air, space and cyberspace. When cadets are treated with dignity and respect, they have the opportunity to reach their fullest potential in service to their nation. Sponsor families can play a critical role in helping students by creating a culture of dignity and respect within their homes and in each interaction with our cadets. By showing dignity and respect for their unique backgrounds, cultures and identities, sponsor families can help develop cadets into leaders of character for our nation.

## **Diversity and Inclusion**

The DoD recognizes diversity and inclusion as strategic imperatives to ensure that the U.S. military across all grades reflects and is inclusive of the American people it has sworn to protect and defend. The Air and Space Force decision-making and operational capabilities are enhanced by diversity among its Airmen and Guardians. Diversity is a necessity because it makes our military more agile, innovative and effective. It opens the door to creative solutions to complex problems and provides the Air and Space Forces with a competitive edge in multiple domains. General Charles Brown, the 22nd Chief of Staff of the Air Force, emphasizes that "we need to create the right environment, where we value the perspectives from all of our Airmen and the diversity of thought. Key and important is developing and permitting sustainable diversity, inclusion, belonging programs across everything we do for our Airmen and families". This is true both on and off duty, and USAFA asks that sponsors create an environment where cadets feel like they belong and are accepted for who they are as future officers and individuals. The cadet population is a microcosm of larger society, and they represent the diversity of thought, background and experience found across our nation and beyond. USAFA encourages sponsor families to inquire about and celebrate this diversity as they get to know and support their cadet. If this is not possible for any reason, please contact the Cadet Sponsor Office.

## Daily Cadet Life

From overviews on academic requirements to survival training, it will be evident how vital a sponsor is in the development of a cadet through the off duty support they provide.

**Academics** -- The academic year runs from August to mid-May. The average cadet academic load is about 18-21 credit hours per semester. Cadets may major in diverse areas such as political science or management, but are required to take many technical core courses such as computer science, mechanical engineering, thermodynamics, etc.

**Athletics** -- Athletic participation is required of all cadets attending the Academy. Approximately 1,000 cadets are involved in competitive intercollegiate athletics. All other cadets participate in Cadet Wing Intramurals or certain Cadet Clubs to meet the athletic requirement. Intramural contests between squadrons are common and designed to promote not only physical strength and flexibility but serve to instill esprit de corps among cadets.

**Aviation** -- Cadets have the opportunity to participate in both mandatory and voluntary aviation programs. Activities involve both academic classes and hands on experience. The airfield offers basic airmanship courses in powered flight, soaring and free-fall parachuting. There is also an opportunity for cadets to be part of "advanced" teams including the Flying Team, the Wings of Blue Parachute Team, the Aerobatic Demonstration Team, and the Sailplane Racing Team. The Academy airfield is unique in the fact that most of the cadet training is accomplished by upper-class cadets.

**Cadet Clubs** -- Cadet Clubs enhance cadet professional development; provide opportunities to practice academic, athletic, military, and personal skills necessary to produce officers of character. Clubs provide cadets hands-on leadership opportunities alongside Air Force officers, in addition to opportunities to manage personnel and financial resources and learn administrative and logistics skills. They also provide morale and welfare opportunities, encourage lifetime participation in recreational and service activities and teach wise use of leisure time.

**Military** -- Organization of the Cadet Wing is similar to that of a regular Air Force Wing comprised of groups and squadrons. Most cadets have a staff or command job in their assigned group/squadron and subsequently are occupied with off-duty responsibilities ranging from the complete coordination of ceremonial events to training other cadets.

## Summer Programs

The summer period for cadets is divided into three training periods. A few selected activities are as follows:

**Basic Cadet Training ("BCT" or "Beast")** -- Basic Cadet Training is a 5 ½ week transition period to transform civilians into motivated and disciplined warrior Airmen and Guardians. In addition, each basic cadet candidate will gain foundational military information to be successful as a cadet at

USAFA. The upper-class trainers, called “cadre”, provide basic cadets with their first exposure to the United States Air Force Academy.

**Combat Survival Training (CST)** -- Enrolled third-class cadets receive Code of Conduct training with an emphasis on expeditionary skills, Survival, Evasion, military operations in an austere environment, and personnel recovery tactics, techniques, and procedures (TTPs) enabling them as potential isolated personnel to “Return with Honor.” The program curriculum utilizes academic and laboratory learning, culminating in application-based field exercises to reinforce newly acquired skills supporting CSAF’s intent for USAFA graduates to be “Full Spectrum Readiness” trained. Upon completion of MT-220, member will receive credit for Long Term Survival and Evasion training (S-V98-A) and Emergency Parachuting Water Survival Training (S-V85-A). Many cadets return during subsequent summers to work the program as CST cadet cadre to satisfy leadership credit aligned with the PITO model.

**Flying** -- Davis Airfield is extremely busy during the summer with most 3-degree cadets accomplishing either soaring or basic free-fall parachuting. Other cadets participate in powered flight and potentially solo an aircraft for the first time.

**Off-Base Programs** -- Numerous off-base programs have been designed to give cadets an understanding of the operational Air Force and how it functions. The summer session is ideal for this type of training, allowing cadets the time and opportunity to see the Air Force and Space Force at work at installation sites.

**Leave** -- Unless the cadets are scheduled for summer academics, they are normally allowed to take one, three-week summer period as leave.

### Uniform Designation and Insignia

Although they differ somewhat in detail and shade of blue, the cadet uniform is similar to regular Air Force uniforms. The shoulder boards worn by cadets denote both class (first, second, third, or fourth class) and rank (dependent upon the job the cadet holds in the group/squadron). Class designations are as follows:

C1C	C2C	C3C	C4C
First Class	Second Class	Third Class	Fourth Class
(Senior)	(Junior)	(Sophomore)	(Freshman)

### Religious Accommodation

The First Amendment of the Constitution grants the right to freely exercise religious faith. Military professionals (cadets, active duty, and civilian employees) are afforded the great privilege of religious expression but must always temper the privilege of religious expression with the obligation to respect the rights of others to hold their beliefs. USAFA asks that cadet sponsors be respectful of the beliefs of the cadet(s) they sponsor.

Military members are obligated by Department of Defense Instruction (DoDI) 1300.17 to accommodate individual expressions of sincerely held beliefs (conscience, moral principles, or religious beliefs) unless it could have an adverse impact on military readiness, unit cohesion and good order and discipline. This means that religious accommodations are an institutional responsibility, and it is the policy of the Commandant of Cadets to standardize religious accommodation for all USAFA/CW personnel in the five areas outlined in Department of Defense policy—worship, holy days, religious dress and apparel, immunizations, and dietary issues. Religious accommodation for these areas is institutionalized and incorporated into the standing guidance for the Cadet Wing found in the Cadet Standards.

Occasionally military training will take precedence over religious observance or practice, but this will be the exception rather than the norm. While religious accommodation is an institutional responsibility, no single commander can know all the religious accommodation needs of all the religions (over 200) recognized by the DoD. To ensure that commanders and supervisors are aware of specific religious accommodation needs, all personnel are encouraged to make specific requests known to their chain of command so that specific religious accommodation needs may be considered and coordinated while pursuing the unit's mission.

The USAFA Cadet Wing Chapel Staff is available to assist in matters regarding religion. Chaplains serve people of all faiths and those who do not practice any religious faith. If there are any questions regarding matters of religious expression or accommodation in regard to cadets, contact the Cadet Wing Chapel Staff at 719-333-2636.

The Commandant has developed standing Schedule Committee Actions (SCAs) to allow cadets to coordinate an opportunity to attend worship or other like meetings according to the tenets of their faith or of a widely recognized personal belief system. Every attempt will be made to accommodate the religious expression of all faith groups represented within the Cadet Wing.

**Holy Days.** The USAFA Chaplain's Office (HQ USAFA/HC) will identify major faith holy days observed by the diverse population of the Cadet Wing. HQ USAFA/HC will provide recurring guidance regarding acceptable accommodation practices for holy days. AOCs and AMTs will accommodate the observance of holy days consistent with mission requirements.

**Immunizations.** Cadets must go through the chain of command for waiver of immunizations request. Reference DAFI 52-201, Religious Freedom in the Department of the Air Force for additional guidance.

**Dietary Issues.** Mitchell Hall provides vegetarian meals for cadets who, for personal or religious reasons cannot or do not consume certain meat products. These arrangements are to be initiated by the supported cadet through the Mitchell Hall Nutritionist (10 FSS/FSLFN10 FSS/FSVMD). The Mitchell Hall Nutritionist will validate these special meal requirements with a USAFA Chaplain (USAFA/HC).

**Dress/Apparel.** Cadets may request a religious accommodation for religious apparel, grooming, and personal appearance standards in accordance with DAFI 52-201, Religious Freedom in the Department of the Air Force and DAFI 36-2903, Dress and Personnel Appearance of Air Force Personnel.



## Sexual Assault Prevention and Response

For allegations of sexual assault, the Academy has a Sexual Assault Response Coordinator (SARC) and victim advocates (VA) available to ensure the respectful and holistic care of the victim. The sponsor is not required to notify law enforcement, investigators (OSI), or VAs, as sponsors are not considered to be "mandatory reporters". Only individuals in the cadet's chain of command (such as their AOC, AMT) are considered to be mandatory reporters, that is, those individuals who are required by Air Force instruction to report a sexual assault once they become aware of it.

If a cadet victim of sexual assault confides in a sponsor that they were sexually assaulted, the victim should be encouraged to call the Sexual Assault Prevention and Response 24/7 Hotline at 333-SARC (333-7272) in order to discuss restricted (confidential) and unrestricted (non-confidential) reporting options. The sponsor's primary responsibility is to listen and refer. SAPR personnel are available 24/7 to speak to when this number is called.

When sexual assault does occur, the Air Force will provide exemplary support throughout victim reporting, response, victim advocacy, investigations, and offender accountability.

The Sexual Assault Response Coordinator (SARC). The SARC serves as the single point of contact for integrating and coordinating sexual assault victim care from an initial report of sexual assault, through disposition and resolution of issues related to the victim's health, safety, and well-being. Whether a victim comes forward through restricted or unrestricted channels, the immediate priority is victim care. The SARC and VA are trained first responders that will help the victim understand the dynamics of sexual assault, put them in touch with other helping agencies to facilitate recovery and help the victim through the investigative and legal processes.

**Restricted Report of Sexual Assault.** Restricted (confidential) reporting enables cadets, prep school candidates who are victims to report allegations of sexual assault to the installation SARC without chain of command notifications or triggering a law enforcement investigation. This reporting option gives the victim access to medical care, counseling, chaplain services and a victim advocate, but does not initiate command notifications or the investigative process. Due to the confidential nature of this reporting option, it is critical that a victim's chain of command (AOC, AMT) and law enforcement not be notified of the sexual assault as they are considered mandatory reporters. If a disclosure is made to the victim's chain of command, Inspector General, Equal Opportunity or law enforcement, a victim will lose the option for restricted reporting and an unrestricted report will have to be made.

**Unrestricted Report of Sexual Assault.** Unrestricted (non-confidential) reporting enables victims to report allegations of sexual assault through standard reporting channels including the victim's chain of command, law enforcement (SF and AFOSI), and the installation SARC. Unrestricted reporting is the preferred reporting method by the Department of Defense and the Air Force because it makes available the widest range of support services to the victim and enables prosecution of alleged perpetrators when investigations warrant those charges. In an unrestricted report, law enforcement conducts an investigation after which commanders and legal authorities may pursue prosecution for

the alleged perpetrator. Though the report is not confidential, Information about the case is only shared with those that have an official need to know. Unrestricted reporting entitles the victim to the full menu of SAPR Services.

**Independent Investigation.** Should the victim's chain of command, OSI, or Security Forces receive credible information that a sexual assault has occurred, an independent investigation will be initiated, effectively eliminating the victim's right to choose reporting options. As a sponsor, it is critical to respect the victim's choice of if, when and how to report.

**Exceptions to Reporting.** If your cadet discloses having been sexually assaulted, chooses not to report, and asks you to keep it confidential, you should honor their wishes and provide support. If you believe there to be a situation of serious and imminent threat to the health or safety of the victim or another person, call 911. After calling 911, contact USAFA Security Forces.

**Bottom Line.** All victims of sexual assault can have their questions answered confidentially and receive assistance by contacting the SARC at 333-SARC (333-7272). The SAPR office is located in Arnold Hall, Room 180. Contacting the SARC first preserves options for the victim!

## SECTION III - Sponsor Family Role

### Sponsor Activities

There are no requirements for a cadet sponsor to attend everything the cadet is involved in. Cadets do not expect to be entertained or taken out to expensive meals or events. On the contrary, they are looking for the warmth and friendship of their sponsor family in their home-away-from-home. Letting them become part of the family is the greatest gift a sponsor can give. Sponsors may provide favorite snacks or meals the family do not normally eat (like junk food here and there) but shouldn't feel obligated to overextend themselves financially. Ultimately, the freedom to make a sandwich, drink a soda, sleep, watch TV, or study without interruption combined with the sponsors willingness to listen and their concern for the cadet as individuals are the most precious gifts cadets can receive.

### Cadet/Sponsor Relationship

Cadets will strive to please their sponsors with their good behavior to earn a return invitation. They are expected to be courteous guests and to express their thanks with a thank you note. Cadets are taught to address military superiors and their elders as "Sir" or "Ma'am." Relations between sponsor and cadet need not be excessively formal and USAFA relies on the sponsors' good judgment in this area. However, if there have problems with the cadet, please contact the Squadron AMT or AOC immediately. If unsure who to contact, call or send an email to the Cadet Sponsor Office.

## Passes and Privileges

The number of day and overnight passes earned by each cadet is determined by both their performance as well as their squadron's overall performance in all facets of Academy life. AOCs may also grant discretionary passes for business, religious activities and official social dining events. Sign-out logs are either open or closed. When they are open, cadets may travel outside of the cadet area. There is no set number of passes. Sponsor families can also visit cadets at certain places in the cadet area. For example, Arnold Hall has an auditorium, food court, snack bar, etc., where cadets can reciprocate and host sponsors in their environment. Further, the Academy has many picnic areas and additional facilities that serve as social gathering areas.

## Cadets Alcohol Usage

Effective 1 Jul 05, Colorado Law makes it a crime to provide alcohol to minors -- It is a Class 1 misdemeanor to distribute alcohol to someone under 21. Penalties include 6 to 18 months in jail and/or a fine of \$500 to \$5,000; Driver's License will be suspended for 6 months for providing alcohol to minors. Alcohol use as it relates to the cadet is in accordance with state laws; the individual must be 21 years of age or older to buy or consume alcohol. While those over 21 may drink alcoholic beverages, it is not encouraged. Do not condone situations where alcohol use can lead to criminal activity.

## Cadet Off-Duty Clothing Standards

Sponsors should familiarize themselves with clothing standards particular to fourth-class cadets. They are not allowed to wear civilian clothing until the privilege has been earned, near the end of their first year (after Recognition). Cadets are active young adults and may wear USAFA issued athletic clothes when participating in such activities. Additionally, they must wear Service Dress when transiting to and from the Academy and when they leave the sponsor's home. Sponsors may want to suggest, prior to their arrival, they bring appropriate uniform items. Should you have any questions, call the Chief of Training Support Branch at 719-333-2877.

## Cadet Cars

Academy policy states that cadets may own/maintain no more than one automobile and that privilege is offered to cadets ONLY as they enter their last two years at the Academy. This privilege is extended to cadets who are in good standing, i.e., cadets not on probation or punishment. Additionally, it is the responsibility of the cadet to ensure the vehicle is licensed, insured, and registered on the Academy. It is not a requirement for the sponsor family to lend their car to their cadet, nor is it the sponsors' responsibility. If the sponsor chooses to do so, they must realize that they do so at their own risk with possible negative outcomes in terms of damage to property belonging to others. Safe alternatives to borrowing are commercial transportation, carpooling, and prior coordination of rides with sponsors. Normally, sponsors may have to pick up cadets as third-

and fourth-class cadets are not permitted to own or maintain cars. Cadets and sponsors should designate a specific area for pick-up, as sponsors are not permitted within the cadet area. Any sponsor family member may pick up the cadets.

### Unprofessional Relationships

Sponsors need to be aware that cadets are prohibited from developing relationships that involve or give the appearance of partiality, preferential treatment, or improper use of rank or position. For these reasons, unprofessional relationships, including dating between cadets and officers, enlisted personnel, or USAFA Preparatory School cadets and between cadets in each other's chain of command (those holding leadership positions within the squadron, group, or Wing) is prohibited. Additionally, fourth-class cadets are not permitted to date or become too familiar with upper class cadets. This rule applies on and off the Cadet Area, including the sponsor's home.

### The Sponsors' Role in Correcting Cadets

Cadets need to learn from their mistakes, that is part of their training. Overlooking an error or mistake will only encourage them to continue the behavior. Experienced sponsors recommend establishing house rules for cadets visiting their home. The sponsors further added that it is unfair to expect cadets to follow the rules if the sponsor doesn't tell them what the rules are. The rules must clearly and accurately reflect the sponsor family's expectations of cadet behavior in their home.

#### Example House Rules

- We each have a right to our own opinions and the right to disagree with the opinions of others.
- If I request a phone call to let me know if you're coming over for the weekend, then please call me early so I may adjust my plans accordingly.
- If you are unable to come over for an extended length of time, at least call or e-mail from time to time to let me know how you're doing.
- Ask for timely responses to your text messages/ emails. Please keep in mind that cadets are in class during the day. Most have extracurricular activities after classes and may not get to their messages until they return to their dorm rooms in the evening.
- Communication is key! Talk about expectations early on.

#### Other Areas to Address

- Your policy on alcohol consumption.
- Your policies on the cadet arriving unexpectedly for a meal or bringing a friend for a meal
- Cleaning up after themselves while visiting your home (this may include a list of duties such as making the bed if they slept over).
- Putting things back where they found them. Using or borrowing anything with permission.

- Address your feelings on picking up the cadet at the Academy and how you feel about last-minute phone calls requesting a ride to the mall, airport, etc.
- You are not obligated to drive cadets to the airport; there are a few options for them:
  - The Outdoor Recreation Office (719-333-4602) typically takes sign-ups a couple of months in advance before the holidays (Thanksgiving break, winter break, spring break) when a busload of cadets is driven to Denver International Airport every hour during the day (best rate; cadets must go into the office to reserve their seats, parents can call to reserve. Seats need to be reserved early).
  - Renting a car (one-way) from ITT (719-333-7367) to share costs with other cadets is also an option.

### Helpful Hints

- Be a sounding board.
- Communicate your house rules and expectations early on.
- Give cadets responsibilities as a family member.
- Expect the same courtesy from a cadet as you would a family member.
- Teach your cadet and learn together.
- If possible, have an open house to meet the cadet's parents.
- Take pictures for the cadet's family and future reunions.
- Enjoy your time together; cadets feel sponsors are influential and positively impact their future.
- The AOC is the only individual authorized to grant sponsor passes.
- Fourth-class cadets must be in uniform until they are formally recognized by upper class cadets (normally in early Spring every year).
- Cadets must sign in and out of their squadron area.
- Cadets must stay within a 150-mile radius of the Academy on the weekends they are allowed to leave campus.
- When cadets visit sponsors, they are expected to be with a member of the sponsor family at all times.
- Only first and second-class cadets can own a car at USAFA.
- Cadets cannot ride on a motorcycle or ATV nor are they allowed to ride as a passenger on these types of vehicles.
- We do not recommend you buy alcohol for cadets and remember that if they consume alcohol in your home, they must be 21 years of age or older.
- Cadets in uniform must be seated at restaurants if drinking in public.



## SECTION IV - How to Contact Cadets

Sponsors may contact cadets either by telephone, email or text. Each squadron has a Charge of Quarters (CQ) Desk that is staffed periodically during the day and unattended between 1645 and 2300. A good time to reach cadets in their squadron is from 7:00 pm until 9:00 pm weekdays, or after 12:00 pm on the weekends.

Sponsors may call the CQ Desk and leave a message. In addition, every squadron has an answering machine that is checked twice a day. If there is an emergency, call the AOC or CQ phone number (Please refer to squadron AOC/CQ phone numbers on the last page). If the AOC/CQ number is busy, call the Cadet Wing Command Post at 719-333-2910.

Every fourth-class cadet is issued a computer at the beginning of the Academic Year (early August). For those who wish to contact cadets through email, please refer to the following email address example:

**Class Year 2024 (C24), Cadet Jane Smith**

**E-mail address for the above would be: C24jane.smith@afacademy.af.edu**

If a sponsor has attempted to reach their assigned cadet and have not received a response, please call the Squadron AOC (see telephone directory, last page). Sponsors may also opt to call the Cadet Sponsor Office.

## Helping Agencies

Academy Counseling Center (ACC): 333-2107

Arnold Hall's Student Center Cadet Activities: 333-2710

Center for Character Development: 333-4904

Directorate of Training Support: 333-2220

Cadet Clinic: 333-5180

Cadet Sponsor Office: 333-2727/[cadet.sponsor@afacademy.af.edu](mailto:cadet.sponsor@afacademy.af.edu)

Cadet Wing Officer of the Day (719) 238-6541 On duty 24/7

Cadet Wing Operations Center: 333-2910

Chaplain: 333-2636

Office of Special Investigations (OSI): 333-3305

PEER cadet hotline: 333-5929

SARC: 333-7272 (333-SARC)

Security Forces: 333-2000

USAFA main website: [www.usafa.af.mil](http://www.usafa.af.mil)

Sponsor program info on USAFA website: <https://www.usafa.edu/cadet-life/cadet-support-services/cadet-sponsor-program>

**Questions specific to the Sponsor Program may be addressed to the Sponsor Office.**

## Squadron AOC Directory

Area Code: 719

Prefix: 333

Squadron	Number	Squadron	Number
1	8991/4534	21	4456/4666
2	4537/4533	22	4594/4659
3	6445/4640	23	4457/4529
4	4541/4612	24	4559/4447
5	4524/4535	25	4798/4695
6	4532/4551	26	4766/6842
7	4518/9994	27	4424/4660
8	4550/4491	28	6849/4748
9	4552/4574	29	1880/4717
10	4569/4500	30	4465/4711
11	4539/4581	31	0785/3050
12	4608/4448	32	4451/3052
13	4758/4757	33	6854/4300
14	4767/4759	34	4444/4304
15	4668/4669	35	4606/4311
16	4671/4675	36	0385/4306
17	4785/4501	37	0337/0337
18	4768/4777	38	0338/0668
19	4751/4751	39	0841/0669
20	6521/4712	40	0340/0670

## Glossary of Terms and Acronyms

**ACQ** - Academic call to quarters---time cadets must be in their dorms studying

**ACPRO** - Academic probation. Restrictions placed on cadets who fail to meet a grade point average of 2.0

**AF** - Air Force

**AFA** - Air Force Academy

**AFI** - Air Force Instruction--the instructions provide a set of policies and guidelines outlining Air Force operating procedures

**AD** - Department of Athletics

**A-Hall** - Arnold Hall

**AMI** - A.M. Inspection; room inspection to ensure cleanliness and adherence to standards

**AMT** - Academy Military Trainer (Enlisted squadron leader)

**AOC** - Air Officer Commanding (Squadron Commander)

**AOG** - Association of Graduates--the USAFA alumni association

**Basics** - New cadets just entering the Academy

**BCT/BEAST** - Basic Cadet Training/Basic Expeditionary Airman Skills Training

**C-STORE** - Cadet term to refer to the AAFES Base Exchange outlet in Vandenberg Hall

**CW** - Cadet Wing

**CIC** - Cadet-in-Charge

**C1C** - Cadet First Class (senior cadet) -- “Firstie”

**C2C** - Cadet Second Class (junior cadet) -- “2 Degree”

**C3C** - Cadet Third Class (sophomore cadet) -- “3 Degree”

**C4C** - Cadet Fourth Class (freshman cadet) -- “4 Degree”

**DF** - Dean of Faculty--organization responsible for cadet academics

**DoD** - Department of Defense

**Doolie Day Out** - Basics’ first opportunity to leave USAFA to spend a few hours with a host family

**Fairchild Hall** - Building that houses the Commandant of Cadets, Dean of Faculty, library and academic facilities

**GR** - Graded Review/major exam

**Grad** - Short for graduation; also refers to an Academy graduate

**Grad Week** --the six-day period at the end of the Academic year, which encompasses all the graduation activities; starts with Ring Dance on Friday and culminates with Graduation in Falcon Stadium the following Wednesday

**Harmon Hall** - Building located due south of Arnold Hall. Houses the Superintendent, Finance Office, Legal Office, and other Academy administrative support functions

**Jacks Valley** - Wooded area on the north side of the Air Force Academy used for various summer field training events

**Mitches** - Abbreviation for Mitchell Hall (the cadet dining facility) --named in honor of General Billy Mitchell

**NCOIC** - Noncommissioned Officer-In-Charge

**OI** - Operating Instruction (outlines how an organization conducts business)

**OIC** - Officer-in-Charge

**PA** - USAFA Public Affairs Office--responsible for the official release of all Academy-related information

**PCS** - Permanent Change of Station

**POV** - Privately Owned Vehicle

**Retreat** - Military ceremony signaling the end of a duty day at 1645 Monday-Friday. In the event you are outside when retreat is sounded, you are required to stop and face the direction of the nearest flag

**Reveille** - Military ceremony signaling the beginning of a duty day at 0700 Monday-Friday. In the event you are outside when reveille is sounded, you are required to stop and face the direction of the nearest flag

**SCA** - Scheduling Committee Actions--cadet programs falling outside of the Schedule of Calls (below) must be approved by the interdisciplinary scheduling committee

**Sijan Hall** - Cadet Dormitory located on the south side of the Terrazzo

**SFS** - Security Forces Squadron

**SOC** - Schedule of Calls; the framework schedule governing how cadets may use their time; allocates time to the major mission areas--academics, athletics, military, as well as personal time to pursue their own areas of excellence

**Squadron** - A squadron typically averages 115 cadets of all class designations. Additionally, each squadron and group have a full-time Air Officer Commanding (AOC) who commands the unit. The Cadet Wing is approximately 5,000 strong and is composed of 4 groups of 10 squadrons each

**Summer Prep Week** - The week of preparatory activities preceding Graduation Week

**Terrazo** - The open paved space between buildings in the cadet area. Also referred to as the "T-zo"

**TDY** - Temporary Duty

**UOD** - Uniform of the Day

**USAFA** - United States Air Force Academy

**Vandenberg Hall** - The cadet dormitory located on the north side of the terrazzo--the larger of the two cadet dormitory facilities within the cadet area. Also referred to as "Vandy"