

Sponsor Family Handbook

FORWARD THE CADET SPONSOR PROGRAM

The Cadet Sponsor Program offers a unique and rewarding opportunity for you to provide cadets exposure to family life, and provide them a home-away-from-home during their first time at the Academy. It also offers you the opportunity to support the Academy and meet firsthand the fine young men and women of the Cadet Wing, our air and space leaders of tomorrow.

This brochure has been designed to not only encourage your participation in the program, but to aid you as a cadet sponsor. It provides valuable information on five major areas:

- [Section I](#) outlines the philosophy surrounding the Sponsor Program
- [Sections II](#) and [III](#) provide insight into cadet life and responsibilities here at the Academy
- [Section IV](#) provides general information on a variety of topics concerning your responsibility as a cadet sponsor
- [Section V](#) provides information on how and when to contact cadets including a telephone directory for Air Officers Commanding (AOC), cadet squadrons, and other useful phone numbers.

On behalf of the 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 also find it to be one of life's most rewarding experiences.

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SECTION I THE SPONSOR PROGRAM AT A GLANCE

The Cadet Sponsor Program is designed to provide cadets with an avenue to form friendships and gather support beyond the formal Academy environment. If you can remember the first time you left the nest and the feeling of leaving behind the comfort and security of your parents' home, then you will understand the needs of the young men and women in the Sponsor Program. Rigorous Academy standards can tax even the best of spirits, producing feelings of great stress to make the grade in some cadets, and in others, moments of loneliness, homesickness and doubt. As a cadet sponsor, you provide a home-away-from-home during a cadet's years at the Academy. You serve as the cadet's mentor, friend, and advisor, providing a caring environment to relax away from the pressures of the Academy. You are also in the position to serve as a positive adult role model helping cadets understand their role as Air Force officers and reinforcing positive social values.

The Sponsor Office attempts to match sponsors with cadets who share the same basic characteristics. Cadets can request "by name" sponsors. When two sponsors request the same cadet, we 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 your family, he/she will remain so until the cadet's graduation year or until either of you requests a reassignment.

SPONSOR QUALIFICATIONS

One of the primary reasons for the Sponsor Program is to expose cadets to career-oriented military members. Therefore, we strongly encourage participation by active duty officers in grades 0-3 and above, and NCOs grades E-6 and above. While these categories receive first priority, reserve and retired officers and NCOs, National Guard, Civil Servants (grades GS-05 and above), USAFA graduates and Academy professors may also 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 also need to submit two letters of recommendation. Call the Cadet Sponsor Office at 333-2727 for details regarding the application process and requirements.

Defense Biometric Identification System (DBIDS) Badge

All Non-DoD/non-military affiliated sponsors are automatically submitted for DBIDS badges when they submit their Sponsor application package. However, DBIDS badges will not be issued until sponsors attend a sponsor training session, as well as have current cadets assigned. The badges make it much easier to get on base for the purpose of picking up and dropping off Cadets. The Southgate is manned 24 hours daily, but the Northgate operating hours for DBIDS and Department of Defense identification cardholders is from 5:30 a.m. to 10:00 p.m. daily. The DBIDS badges are issued for up to two years at a time (during the cadets' stay at the Academy) and for as long as you have active cadets assigned to you. They do not however, grant you access to the cadet area.

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Requesting DBIDS Badge Renewals

You may renew your DBIDS badge 3 weeks prior to the expiration date. To renew your DBIDS badges, you will need to submit a DBIDS badge renewal form. Contact our office at cadet.sponsor@usafa.edu and we will send you the form to complete.

As long as you have attended a Sponsor Training session within 3 years of your request, we will submit your name for a renewal to the Security Forces Office. These trainings are offered approximately 5 times a year (February, April, June, August and September). There is a waiting period of 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 15 days. Qualified sponsors will have their background checks done on-the-spot and a new set of fingerprints and photos will be taken on the same visit.

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SECTION II UNDERSTANDING THE CADET

In order to successfully interact with a cadet, it is important to understand the life of a cadet who is attending the Academy. This section is designed to familiarize the sponsor with the terms and acronyms frequently used by cadets.

GLOSSARY OF TERMS AND ACRONYMS

ACADEMY SPIRIT – *The weekly base newspaper*

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*

AOC – *Air Officer Commanding*

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 (a fourth year or senior cadet) -- “Firstie”*

C2C – *Cadet Second Class (a third year or junior cadet) -- “2 Degree”*

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C3C – *Cadet Third Class (a second year or sophomore cadet) -- “3 Degree”*

C4C – *Cadet Fourth Class (a first year or 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 – *Graduation Week—the six day period at the end of the Academic year including Memorial Day, which encompasses all of 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*

MITCH’S – *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. As a gesture of respect, in the event you are outside the building when retreat 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*

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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 has 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*

TERRAZZO – *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”.*

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SECTION III

CADET RESPONSIBILITIES

THE HONOR CODE

In addition to the academic, physical, and military responsibilities the cadets assume, they are also charged with challenging 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, established by the first class to enter the Academy, 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.

"Why Is The Academy So Demanding?"

The defense of the United States and its concept of deterring war rely heavily upon the ability of the Air Force to discharge its mission properly. In our modern world, we need officers of great ability, skill, and judgment. These future leaders are the Air Force Academy cadets of today whom you will be encouraging and advising. The self-discipline, mental toughness, knowledge and leadership skills that our country needs dictate intensive and demanding training.

Your efforts and concern as a caring participant can make a big difference in helping a homesick or tired cadet who keeps plugging away at his or her studies and other tasks. Your willingness to give cadets your time, to listen sympathetically and to show your genuine concern will one day bear fruit far beyond the smiles you will earn from them today. In short, your involvement is vital to the cadet's experience and the shaping of the air and space leaders of tomorrow.

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OFFICER DEVELOPMENT SYSTEM (ODS)

The Officer Development System, or ODS, philosophy is designed to integrate a cadet's developmental activities across their entire four-year experience, with continuous emphasis on character-based officership. Each year cadets focus on different skills and growth through the PITO model (Personal – Interpersonal – Team – Organizational) And we need to get the whole community involved—especially sponsors—so that it is more than just a training or classroom topic.



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The Admissions Process

Young men and women apply for admission to the Academy through several programs, Congressional and otherwise, and are selected through a tough competitive process. Competition includes evaluation of a variety of factors including a scholastic records review, physical testing, and athletic participation. All criteria is designed to select individuals possessing the character necessary to become career Air Force officers. Some cadets may arrive directly from high school. Others have served one year or more of prior enlisted service.

Some will have completed a year at the USAFA Preparatory School. All in all, you will find cadets to be bright, articulate, and interesting young people. Having completed the admissions process, the cadet enters the Academy where the pace is hectic and the responsibilities demanding.

Daily Cadet Life: "The Grind"

From overviews on academic requirements to survival training, it will be evident how vital your role as a sponsor is in the development of a cadet through the off-duty support you provide. The following section is designed to acquaint you with daily cadet life.

Academics -- The academic year runs from August to mid-May. The average cadet academic load is about 18 hours per semester (16-17 is common at most colleges and universities). 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 to meet the athletic requirement. Intramural contests between squadrons are highly partisan and are designed to promote not only physical strength and flexibility, but serve to instill esprit de corps among cadets.

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. As you can see, between studying, participating in athletics and meeting military requirements, cadets lead a hectic, fast-paced life.

Aviation -- Cadets are frequently involved in both mandatory and voluntary aviation programs while attending the Academy. Activities vary from pilot indoctrination programs to navigation classes, free-fall competitive parachuting, or soaring flights. In some of these programs, cadets play the dual roles of student and instructor.

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Summer Programs

The summer period for cadets is divided into three training periods. Since most cadets are involved in summer programs, your association with them does not need to end during the summer. A few selected activities are as follows:

a) **Basic Cadet Training** (also referred to as “BCT” or “Beast”). This is the first training the cadet will encounter and is similar to basic recruit training at traditional military institutions. Designed to turn high school graduates into fourth-class cadets, the instruction is conducted by upper-class cadets under the supervision of the Commandant’s staff. The upper-class trainers, called “cadre”, provide basic cadets with their first exposure to the United States Air Force Academy.

b) **Expeditionary Survival and Evasion Training** (ESET) is a 10 day USAFA graduation required program. Enrolled third-class cadets receive training that incorporates the expeditionary Air Force's concept of "deployment of troops," and "Warrior Ethos." During this 10 day program cadets receive classroom and field training in mounted and dismounted patrolling, military operations in urban terrain and battlefield first-aid. Also included is Code of Conduct training with an emphasis on survival, evasion, and personnel recovery procedures. This program is tremendously demanding, both physically and mentally, with many unusual experiences. Many cadets return during subsequent summers to work the program as ESET cadet cadre to satisfy leadership credit aligned with the PITO model.

c) **Academics.** The academic year runs from August to mid-May. The average cadet academic load is about 18 hours per semester, with 21 credit hours not uncommon (15 or fewer is the norm at most colleges and universities). Cadets may major in diverse disciplines such as political science or management, but are required to take a “core” curriculum that balances technical and non-technical courses such as physics, philosophy, mechanical engineering, and behavioral science.

d) **Flying.** The summer period also offers a variety of aviation classes in flying, navigation, soaring, and parachuting.

e) **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 at work at installation sites.

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

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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 Guidance

It is our deepest honor and highest responsibility to support and defend the Constitution of the United States of America. The First Amendment of the Constitution grants the right to freely exercise our religious faith. As military professionals (cadets, active duty, and civilian employees), we are afforded the great privilege of religious expression, but we must always temper the privilege of religious expression with our obligation to respect the rights of others to hold their beliefs. As cadet sponsors, we ask that you also be respectful of the beliefs of the cadet(s) you sponsor.

As military members, we 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 (DoDI 1300.17, paragraph 4.b). 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 are 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 you and your cadet in matters regarding religion. Chaplains serve people of all faiths and also those who do not practice any religious faith. If you have questions regarding matters of religious expression or accommodation in regard to the cadet you sponsor, contact the Cadet Wing Chapel Staff at 719-333-2636.

To help you as sponsors “speak the same language” as your cadet, the following information is extracted from the current Cadet Standards.

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Religious Accommodation. As military professionals (cadets, active duty, and civilian employees), we are granted the great privilege of religious expression. Diverse religious expression is a hallmark of American liberty, and when we take the oath to protect and defend the constitution, that vow includes the constitutional right to the free exercise of religion.

Therefore, the United States Air Force Academy will support the free exercise of religion through religious programs coordinated by our chaplains and by a positive and proactive application of DoD and USAF religious accommodation policies in ways that include the following:

Worship. The Commandant has developed standing Schedule Committee Actions (SCAs) to allow cadets to coordinate an opportunity to attend worship or other like meetings once per week 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. The Commandant is the approval authority for exceptions to this policy. Cadets are free to explore religious traditions beyond their self-identified faith as listed in CAMIS; however, cadets must use the pass system referenced in chapter eight of the Cadet Standards.

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 AFJI 48-110, Immunizations and Chemoprophylaxis of Infectious Diseases 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. For example, during Passover for Jewish cadets and Ramadan for Muslim cadets, special arrangements can be made with the Mitchell Hall Nutritionist to accommodate dietary needs/restrictions. These arrangements are to be initiated by the supported cadet through the Mitchell Hall Nutritionist (10 FSS/FSLFN). The Mitchell Hall Nutritionist will validate these special meal requirements with a USAFA Chaplain (USAFA/HC). Cadets can discuss other special meal requirements with the 10 FSS/FSLFN for evaluation/consideration on a case by case basis.

Dress/Apparel. Head coverings not approved in AFI 36-2903, Dress and Appearance of Air Force Personnel must be approved by AOC. When approved, head coverings may be worn indoors or concealed under military headgear outdoors. Unconcealed religious items will not be worn during parades, details/functions or in official photos. Other religious items may be worn while concealed, worn during religious services/ceremonies or worn in the cadet's own room.

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SEXUAL ASSAULT

Sexual Assault. 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 or investigators (OSI), 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 SARC immediately 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. There is someone available 24/7 to speak to when this number is called.

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 and well-being for all USAFA personnel. Whether a victim comes forward through restricted or unrestricted channels, the immediate priority is to care for the victim. The SARC and VA are trained first responders that can 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 and active duty personnel who are victims to report allegations of sexual assault to the installation SARC without 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 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 or law enforcement, a victim will lose confidentiality and an unrestricted report will have to be made.

Unrestricted Report of Sexual Assault. Unrestricted (non-confidential) reporting enables all 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 allows the SARC to provide 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, this does not mean that 'everyone knows or is told; the details of the case: only those who "need to know" which include the chain of command, investigators and legal. The victim making the unrestricted report has access to medical care, counseling, chaplain services and a victim advocate. At the request of the victim, the SARC and VA can work with the victim's commander to address duty or disciplinary concerns.

There is a new resource available to all victims of sexual assault, regardless of the reporting option they choose. This is the Special Victims Counsel (SVC), a specially trained attorney who is assigned to the victim if they so choose. This attorney is a Judge Advocate (JA) who has attorney-client communication with the victim and can assist the victim whether they choose a restricted, or an unrestricted report. The SVC can explain the legal processes, answer questions and provide information to the victim.

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Independent Investigation. Should information about a sexual assault be disclosed to command or law enforcement from someone other than a victim, an investigation into the allegation will be initiated, and it will be considered an independent report or 'third party' report. Commanders must report all sexual assaults that they become aware of when it involves individuals in their supervisory chain of command. Law enforcement personnel are required to investigate all crimes that they become aware of to include sexual assault. To preserve a victim's restricted reporting option, it is important that as a sponsor, the victim's disclosure to you be kept private.

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!

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SECTION IV

YOUR ROLE AS A CADET SPONSOR

Sponsor Activities

As a cadet sponsor, there is no requirement to attend everything the cadet is involved in or knock yourself out trying. 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 your family in their home-away-from-home. Letting them become part of your family is the greatest gift you can give. They may want to use your phone to call parents or friends, but don't feel obligated to overextend yourself financially. If the cadet does not have a cell phone, you should suggest that cadets acquire a calling card in order to pay their own bills. Ultimately, the freedom to make a sandwich, drink a soda, sleep, watch TV, or study without interruption combined with your willingness to listen and your concern for them as individuals are the most precious gifts cadets can receive.

Cadet/Sponsor Relationships

Cadets will strive to please you by 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 we rely on your good judgment in this area. However, if you have problems with your cadet, please contact the Squadron AOC immediately.

Sponsorship Dividends

Aside from the personal satisfaction you receive in sponsoring a cadet, you may be asking yourself what you get in return. Cadets will normally invite you to events as their guest, traditionally banquets and dinners, to show their appreciation. They will also volunteer to help you with tasks or projects as they are genuinely grateful for your caring and seek to find ways to demonstrate their gratitude. While the Sponsorship Program provides many dividends, participants often gain their most satisfying moments merely interacting with their cadet. By sharing a family atmosphere, many of these family ties continue for years after graduation.

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. You 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 you in their environment. Further, the Academy has many picnic areas and additional facilities that serve as social gathering areas.

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Alcohol and the Cadet

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. Remember, alcohol use has been linked to sexual assaults. Do not condone situations where alcohol use can lead to criminal activity.

Cadet Off-Duty Clothing Standards

You should also familiarize yourself with clothing standards particular to fourth-class cadets. They are not allowed to wear civilian clothing until the privilege has been earned, sometime near the end of their first year. Cadets are active young adults who enjoy throwing a Frisbee or passing a football 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. To avoid embarrassment to the cadets, you may want to suggest, prior to their arrival, they bring appropriate uniform items. Should you have any questions, call the Directorate of Training Support Branch at 719-333-2727.

Cadets and 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. Lending your car is not a responsibility or a requirement of cadet sponsorship. If you choose to do so, you must realize that you do so at your 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, you 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.

Cadets and Fraternization

As a sponsor you 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.

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The Sponsors' Role in Correcting the Cadet

Cadets need to learn from their mistakes...that's part of their training. Overlooking an error or mistake will only encourage them to continue the behavior. One experienced sponsor recommends establishing house rules for cadets visiting your home. The sponsor further added that it is unfair to expect cadets to follow your rules if you don't tell them what the rules are. Perhaps the most important things you want to remember about house rules are that the rules must clearly and accurately reflect your expectations of cadet behavior in your home.

Suggested house rules you may want to address include the following:

- ✓ 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 you may want to address from the start include:

- ✓ 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 cadet 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 are driven to Denver International Airport every hour during the day (best rate; cadets must call to reserve their seats early).
 - Groome Transportation (formerly Colorado Springs Shuttle) offers discounts for cadets.
 - Renting a car (one-way) from ITT (719-333-7367) to share costs with other cadets is also an option.

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Helpful Hints

- ✓ Be a sounding board.
- ✓ Communicate your house rules and expectations.
- ✓ 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 March every year).
- ✓ Cadets must sign in and out of their squadron area.
- ✓ Cadets must stay within a 150-mile radius of the Academy.
- ✓ 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.

Sponsor Family Handbook

SECTION V

HOW TO CONTACT CADETS

You 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.

You 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 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 2023 (C23), Cadet Jane Smith

E-mail address for the above would be: C23jane.smith@usafa.edu

If you have attempted to contact the cadet assigned to you and the cadet has not responded after several weeks, please call the Squadron AOC (see telephone directory, last page).

Useful Contact Information:

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

Directorate of Training Support: 333-2220

Center for Character Development: 333-4904

Academy Counseling Center (ACC): 333-2107

PEER cadet hotline: 333-5929

Chaplain: 333-2636

Cadet Clinic: 333-5180

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

Cadet Sponsor Office: 333-2727

Cadet Wing Operations Center: 333-2910

Office of Special Investigations (OSI): 333-3305

SARC: 333-7272 (333-SARC)

Security Forces: 333-2000

USAFA main website: www.usafa.af.mil

Sponsor program info on USAFA website:

<https://www.usafa.edu/cadet-life/cadet-support-services/cadet-sponsor-program>

Email Sponsor office: cadet.sponsor@usafa.edu

Questions specific to the Sponsor Program may be addressed to the Sponsor Office at 333-2727

Sponsor Family Handbook

TELEPHONE DIRECTORY

Area Code: 719 Prefix: 333

Squadron	AOC/Sq CQ	Squadron	AOC/Sq CQ
1	4543/4534	21	4456/4666
2	4537/4533	22	4594/4659
3	4548/4640	23	4457/4529
4	4541/4612	24	4559/4447
5	4524/4535	25	4798/4695
6	6263/4551	26	4766/6842
7	4518/4492	27	4424/4660
8	4550/6264	28	4408/4748
9	4552/4574	29	4488/4717
10	4569/4500	30	4465/4711
11	4539/4581	31	4474/3050
12	4608/4448	32	4451/3052
13	4758/4757	33	4604/4300
14	4767/4759	34	4444/4304
15	4668/4669	35	4606/4311
16	4671/4675	36	4476/4306
17	4785/4501	37	0337/0667
18	4768/4777	38	0338/0668
19	4751/4741	39	0339/0669
20	6572/4712	40	0340/0670

These numbers are subject to change; please verify with your cadet. **IN AN EMERGENCY**, or if the AOC/Sq CQ number is busy, **call the Cadet Wing Command Post at 333-2910.**