



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

MEMORANDUM FOR CADET CANDIDATE APPOINTEES

FROM: HQ USAFA/PLTC  
5220 Cedar Drive, Suite 106  
USAF Academy, CO 80840-3100

SUBJECT: Security Clearance

1. Shortly after arriving at the Preparatory School, you will apply for a security clearance.
2. Follow the instructions below and bring a printed copy with you on inprocessing day.
  - a. For the SF 86
    1. Go to: <http://www.opm.gov/forms/html/sf.asp>
    2. Click on the SF86 PDF button. (marked "fillable" on the right)
    3. Type the information into the fields on the screen. Fill in the information as completely and accurately as possible. You must do the research to find the information requested.
    4. PRINT the entire form and bring it with you. You should print a copy to provide to the Preparatory School and a copy to retain for your records. You will NOT be able to save the information electronically.
    5. NOTE: If you do not have Adobe Acrobat on the computer you are using you will need to download the latest version at [http://www.download.com/Adobe-Reader/3000-2378\\_4-10000062.html](http://www.download.com/Adobe-Reader/3000-2378_4-10000062.html)
  - b. For the AF Form 2583:
    1. Go to <http://www.e-publishing.af.mil>
    2. Click Information Management and Tools
    3. Click United States Air Force
    4. Click 2500 – 2599
    5. Click 2583
    6. Fill out blocks 1, 4, 6, and 7
    7. Print and bring with you[http://www.download.com/Adobe-Reader/3000-2378\\_4-10000062.html](http://www.download.com/Adobe-Reader/3000-2378_4-10000062.html)
3. If you have any questions, please call me at 719-333-2176.

Sincerely

A handwritten signature in black ink, appearing to read "J. Matzke", is written over the word "Sincerely".

J. LANCE MATZKE, MSgt, USAF  
Security Manager

Privacy Act – 1974 – as amended applies. This memo may contain information which must be protected IAW DOD 5400.11R and it is For Official Use Only (FOUO)