

INFORMATION FOR INCOMING CADET CANDIDATES (PRIOR ENLISTED)
WELCOME TO
THE UNITED STATES AIR FORCE ACADEMY PREPARATORY SCHOOL

1. **ARRIVAL INSTRUCTIONS.**

- a. You are expected to arrive at the Preparatory School Inprocessing location (The Milazzo Center, Building 5226) **no earlier than** 8:00 AM. and **no later than** 12:00 PM., Wednesday, 16 July 08. During this time, Air Force Academy shuttle buses will provide transportation from the Colorado Springs Airport. A Prep School staff member will be at the United Services Organization (USO) desk to assist you from 7:00 a.m. to 10:00 a.m. on 16 Jul 08.
- b. If your flight is delayed and you arrive after 12:00 a.m., expect to pay taxi costs of about \$60.00. The Preparatory School is about a 45-minute drive from the Colorado Springs airport.
- c. If you arrive prior to 16 July 08, you must secure your own lodging and transportation from Colorado Springs to the Prep School.
- d. If, for unforeseen reasons you cannot arrive before 12:00 PM., you must let us know in advance. Call the Military Training Group Commander, Lt Col Ida Widmann at (719) 333-2568 or the Commander's Support Staff at 719-333-2580 or email at ida.widmann@usafa.edu .
- e. **BE SURE TO KEEP ALL RECEIPTS** (i.e. airline tickets, hotel receipts, taxi receipts, etc.) since you must file a travel voucher shortly after you arrive. This will ensure you get paid for your travel expenses.

2. **TRAVEL TO THE USAFA PREPARATORY SCHOOL.**

- a. Prior enlisted students must report to the Military Personnel Flight (MPF) for your PCS orders.
- b. Prior enlisted students must contact JPPSSO to arrange for shipment of personal goods from the losing base. **NO LOCAL STORAGE IS AVAILABLE/AUTHORIZED** at USAFA for household goods. Students are highly encouraged to ship household goods to their home of record. Contact JPPSSO for details. Uniforms described in the uniform section should be brought in personal luggage and **NOT** shipped with household goods
- c. Cars are not authorized for Cadet Candidates. Students are not allowed to own or maintain a car within a 150-mile radius of the Air Force Academy. If you have a car, you cannot bring it with you. You must leave it outside of the 150-mile radius or sell it prior to arrival. Students will **NOT** be authorized to try to sell cars at the "lemon" lot while they are students.

3. **EXPENSES.**

- a. Your monthly Air Force pay will be sufficient to cover all of your expenses at the Preparatory School. However, upon arrival, you will be required to make several purchases.
- b. On the day of arrival, all students will be expected to pay the following:
 - 1) All students will need to bring enough funds to pay for school supplies, books, and miscellaneous items.
 - 2) Items can be paid for using credit card/Star Card (for AAFES items), cash, check, or money order. If you bring checks or money orders, 3 will be needed:
 - a. Check #1 payable to "AAFES"
(Miscellaneous items)
Men: \$276.06 Women: \$279.51
 - b. Check #2 payable to "AAFES"
(Books for First Semester)

- All: \$709.10
- c. Check #3 payable to "AFAAA" (no credit cards)
(Mandatory USAFA Falcon Football Season Tickets)
(NO REFUNDS after tickets issued)
All: \$105.00
- c. If you plan to pay using a Star Card, ensure you have a sufficient credit line to pay for the items above and that your payments for previous purchases are up-to-date. If you have questions, or concerns about the payments required at inprocessing, please phone (719)-333-2568 or DSN 333-2568.
- d. Scholarship information: The USAFA Preparatory School is unable to process checks made payable to the Air Force Academy or the Air Force Academy Preparatory School. If a student receives a scholarship from a company or local organization, the scholarship check must be made payable directly to the student or to "AAFES." Scholarship checks made payable to "AAFES" must not exceed \$1200. All questions regarding scholarship awards can be directed to: Ms. Alice Franey / phone number: 719-333-9346 / email: Alice.franey@usafa.edu .
- e. There will be other expenses students incur during the school year that can be paid for out of the individual's monthly paycheck. These expenses include but are not limited to
- Spring semester textbooks and supplies (significantly less than book costs for the first semester)
 - Graduation expenses
 - Legacy gift
 - Morale trips
 - Replacement uniforms
 - Travel during breaks (The Air Force pays for one trip to the Academy and one trip home within your five years total at the Academy.)
- f. Additionally, you will need to bring approximately **\$60 cash**. This cash will be used to purchase personal items during Basic Military Training.

4. LIVING QUARTERS/DINING.

- a. You will stay in the Preparatory School dorm from 16 Jul 08 until graduation at no cost. This is available to you ONLY, not to friends or family. Students are required to vacate the dormitories during both Winter and Spring Breaks.
- b. All dorms are co-ed; however, females will be clustered within each dorm. They will live on the 1st floor. Males will fill the rest of the 1st floor and then the 2nd and 3rd floors.
- c. You will eat in the Airman's Dining Hall at no cost.

5. STATUS.

- a. Prior service Airmen are considered Regular Airmen. Regular Airmen retain the paygrade earned/"pinned on" prior to 16 July 08. Regular Airmen selected for promotion, but who have not "pinned on" prior to 16 July 08, will not move to the next paygrade.
- b. Regular Airmen will be addressed as Cadet Candidates and not by their previous enlisted rank.
- c. Regular Airmen who disenroll from the Preparatory School are required to fulfill the rest of their enlistment (as determined by AFPC) and will be reassigned after disenrollment is completed.
- d. Regular Airmen are not required to bring their leave balance to zero prior to arrival at the Preparatory School. They will earn 25 days during the Preparatory School program and are required to take the 25 days during the program. If a Regular Airman receives an appointment to the Air Force Academy, any leave balance remaining may be used during the time period between

Preparatory School graduation and the first day of Basic Cadet Training (BCT). Excess days beyond the time period before BCT will be lost.

6. PAY.

- a. Prior Service Airmen will be paid on the 1st and 15th of each month at the paygrade equivalent to that earned by 16 Jul 08. A bank and credit union are within walking distance of the Preparatory School. Upon arrival you will be given the opportunity to open a checking account with either the bank or credit union. Students may use any bank and are not required to have an account at a banking institution on USAFA grounds.
- b. Prior to your arrival, please ensure you know how to maintain a checkbook and balance your account on a monthly basis. It is your responsibility to manage and budget your money. The Air Force, the Air Force Academy and the Prep School have a strict policy concerning personnel who write checks/make withdrawals without sufficient funds.
- c. If you have any loans or creditors, you are highly encouraged to pay them off prior to arrival. If you cannot pay them off, it is your responsibility to let your Academy Military Training NCO (AMT) know after your arrival. Your Academy Military Training NCO (AMT) will see that you receive financial management training.
- d. Students must bring banking information (bank name, account number, and routing number) to receive paychecks by direct deposit. Students may join an on-base banking institution if necessary. Direct deposit is mandatory. Paper paychecks will not be issued.

7. CIVILIAN CLOTHING.

- a. You will **not** be allowed to wear any civilian clothing until Parents' Weekend (which is Labor Day weekend). After Parents Weekend, you will most likely be allowed to wear civilian clothing, but only clothes that are non-offensive and tasteful.
- b. You may bring civilian clothing, but minimal storage space is provided. There are only 2 small storage rooms for 75-80 people in your squadron. Civilian clothing must be non-offensive and tasteful. You may want to plan to have civilian clothing sent to you after it is authorized. Please arrive at in-processing in comfortable clothing, walking shoes (high heels, microminis, visible underwear, skirts, etc are inappropriate) and with minimal baggage.
- c. Bring a ski jacket or warm coat or plan to have one sent to you after Basic Military Training. We are located only about 2½ hours from local ski resorts. The colder weather starts in September.
- d. All clothing must fit properly and be in good condition and free of tears, etc.

8. ATHLETIC CLOTHING.

All cadet candidates will receive a pair of running shoes, cross-training shoes and physical conditioning clothing (shorts, socks, shirts, sweats, etc.) when they arrive. **If your shoe size is 6 or smaller or 13 or greater, bring a pair of cross-training shoes (non-marking soles) with you, for use until you are issued all of your footwear.**

9. UNIFORMS.

- a. All cadet candidates are required to wear Air Force uniforms with Prep School insignia/rank.
- b. Students will be issued Air Force uniforms during Basic Military Training.
- c. Prior Service students must bring serviceable blue uniforms (no holes, patch shadows, etc) with all stripes and unit patches removed. If blue uniforms are not serviceable, students must purchase

serviceable uniforms prior to arrival. Service Dress Coats and All-Weather Coats should not be brought to the Preparatory School. The All-Weather Coat is not to be worn by Cadet Candidates and Service Dress Coats will be issued by the Preparatory School. All Prior Service Airmen who entered Basic Military Training at Lackland Air Force Base after 1 October 2007 will be required to bring the APEX jacket and at least 3 sets of ABUs with them to the Preparatory School – these Airmen will NOT be issued ABUs by the Preparatory School. High-gloss shoes are not allowed (corfam) and females are not allowed to wear princess-cut shirts.

10. **REQUIRED PERSONAL INFORMATION.** You must bring all of the following information with you:

- a. Immunization records
- b. Dental records
- c. Medical records
- d. Any x-rays you've had taken
- e. Both your mother and father's place and date of birth.
- f. Your mother's maiden name
- g. Your brother(s) and sister(s) full name(s), age(s), address(es) and, if applicable, their naturalization number(s) and alien registration information
- h. A certified copy of your birth certificate
- i. Military Common Access Card (CAC) – Military ID
- j. Social Security Card
- k. High School transcripts—**3 official copies of your completed high school transcript.** High school transcripts must include final grades, have a raised seal and show your graduation date.
- l. College Transcripts. You must have all transcripts reflecting college course work you have completed.

11. **RADIO/TV/REFRIGERATOR/OTHER SMALL APPLIANCES.**

- a. You may bring a small clock no larger than 8” in height, 12” in width and 24” in length. You will NOT be able to keep it during Basic Military Training (BMT).
- b. Television sets and microwaves are provided in dormitory lounges, but are NOT permitted in students’ rooms and are not allowed during BMT.
- c. Refrigerators may be allowed in dorms rooms later in the year as an earned privilege. Do NOT bring one with you because you will not be able to store it or have it in your room until the privilege is earned.
- d. Humidifiers and small desk fans no larger than 18” are allowed. All other small appliances must be approved by the Air Officer Commanding (AOC) or the Academy Military Training NCO (AMT).
- e. Do NOT bring large radios, tape recorders, stereos, etc. because very little storage space is available.

12. **WEAPONS.**

- a. Weapons are NOT permitted at the Preparatory School. This includes but is not limited to all firearms, bow and arrows, BB or pellet guns, paintball guns, wrist rockets (sling shots), darts, blow guns, knives, and throwing stars.
- b. These items will be confiscated.

13. **PRESCRIPTION DRUGS.**

- a. We recommend that you do NOT bring large supplies of prescription drugs with you. Bring a 3-week supply of any prescription drug(s) necessary.
- b. If you are on medication for any reason, Air Force medical personnel will review this information with you during inprocessing and ensure you have the proper medication.

14. **PERISHABLE ITEMS.**

- a. Do NOT bring any perishables or foods with you such as candy, cookies, fruit, cakes, etc. You will not have a place to store them and you will not be allowed to keep these items during BMT.
- b. These items will be confiscated during BMT and will NOT be returned.

15. **ACADEMICS OVERVIEW.**

- a. Grading.
 - 1) You will take 4-5 courses per 9-week quarter with 4 quarters per year.
 - 2) We use a ½-letter grading system (A, A-, B+, etc.), with course grades for each class and subjective instructor comments given at the mid-quarter (Prog) and the end of each quarter.
 - 3) Your instructors will provide extra instruction (EI) as needed. In addition, you will be assigned an academic advisor who will monitor your progress academically. Be prepared for a demanding program based on excellence.
- b. Classes.
 - 1) During each grading period, you will take two mathematics courses (Algebra/Math Applications and Trigonometry/Calculus), one English course, and one science course (Chemistry). You will also have a study skills/reading class sometime during the year.
 - 2) Additionally, you will have mandatory study time each evening, Sunday through Thursday called Academic Call to Quarters (ACQ). Expect four hours of homework each day and as many as six quizzes per week. It is critical that you study on weekends. Most successful students put in 5-10 hours per weekend.
 - 3) All students are required to have their own graphing calculator. Students may own any brand of graphing calculator, but the Mathematics Department teaches with Texas Instruments calculators. If you already own a graphing calculator, bring it and its manual with you. If you do not currently own a graphing calculator, we recommend you purchase one before coming to the Prep School. A TI83/83+/84 or other brand of calculator with comparable capability will meet all math requirements. We do not recommend high-ordered (higher cost) calculators such as the TI-89 or 92, since their capabilities are beyond the requirements of our courses. If you arrive without a graphing calculator, expect to spend ~\$120 to purchase a calculator immediately following the end of BMT and before classes start. If you have any questions, contact Dr Schooff at 719-333-7162.
 - 4) Courses taken at the Preparatory School are solely to prepare you for success at the Air Force Academy. Therefore, they are nonaccredited and college credits are not awarded. Students will receive a copy of their student grade transcript after their departure from the Prep School.

16. **PREPARATORY SCHOOL COMPLETION REQUIREMENTS.**

- a. To complete the Preparatory School successfully, each cadet candidate must have demonstrated an aptitude for commissioned service and leadership, been satisfactory in conduct and personal integrity, and successfully meet the physical, academic, and military requirements.

- b. Successful completion of the Preparatory School usually, but not always, results in an appointment to the USAF Academy.
- c. The final authority concerning appointments to the Academy lies with USAF Academy Board.

17. **TELEPHONE USE DURING BMT.**

- a. Cadet candidates are NOT allowed to make, or receive, personal phone calls except during scheduled times during BMT. Therefore, any calls to family/friends must be made prior to arrival at the Preparatory School.
- b. If an emergency should arise at home, have your family contact the American Red Cross, who in turn will contact the Preparatory School, or contact the Prep School Duty Officer at (719) 338-5648.
- c. Other than emergencies, absolutely no telephone calls are permitted by, or for, students.

18. **MAIL.**

- a. Family and friends should NOT send mail to you in care of the Preparatory School.
- b. During in-processing, you will complete and mail home an "arrival" postcard. This card will let your family know you have arrived safely and provide them with your new mailing address. The arrival postcard will be mailed to your family on the day you arrive.
- c. Family and friends should not send letters or boxes to you until you have provided them with your mailing address.
- d. It is suggested that you bring a supply of stamps and stationary to correspond with family and friends during BMT, since e-mail is not accessible until the end of BMT.

19. **LEAVE.**

- a. Each student will accrue 25 days of leave (vacation) each year. There are three times during the year set aside for leave: Thanksgiving, Winter, and Spring Breaks.
- b. If a student takes more than 25 days, he/she will be required to pay back the government prior to graduation, if a negative leave balance remains. The student's last paycheck will reflect the deduction for any unearned leave.
- c. The dates listed below reflect tentative vacation period until more detailed information or release and return times are provided to cadet candidates. ***DO NOT make non-refundable plane*** reservations that conflict with these dates. When scheduling airline reservations, you must allow for travel time to the airport--plan 3 hours to the Colorado Springs Airport (COS) and 5 hours to the Denver Airport (DIA) due to potential weather, traffic and airport security delays.
- d. Both parents and cadet candidates must be aware of the Preparatory School schedule when making flight reservations during Thanksgiving, Winter, and Spring Break periods. **EXCURSIONS OR DECREASED AIR FARES WILL NOT BE CONSIDERED JUST CAUSE FOR EARLY DEPARTURE OR LATE RETURN.**
- e. **TENTATIVE** Dates. Students will be provided actual leave dates soon after arrival.

- Thanksgiving Break 25 (after 1300) -30 (no later than 1800) November
- Winter Break 20 December (after 1200) – 4 Jan (no later than 1800)
- Spring Break 21 (after 1200) – 29 (no later than 1800) March

20. **HAIR.**

- a. All Cadet Candidates will receive a military haircut upon arrival if hair is not within Air Force standards. Students must **NOT** arrive with hair worn in extreme or fad styles, i.e., unnatural dyed hair, hair extensions, pig tails, dog ears, bleached hair, etc. Failure to comply will result in added expenses. If needed, have hair relaxers applied before arriving. All females must be capable of pulling hair up into a hairstyle within regulatory standards (must be shorter than a parallel line drawn along the bottom of the collar of the military uniform) in less than 5 minutes. If an incoming student cannot accomplish this, hair will be cut to within Air force standards on inprocessing day.
- b. While assigned to the Preparatory School, hair styles will conform to Air Force standards. Air Force Standards are as follows (taken from AFI 36-2903):
 - 1) Men's hairstyle will:
 - a) Be clean, well-groomed and neat. If dyed, it must look natural.
 - b) Have a tapered appearance on both sides and back, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the natural termination point. Block cut is permitted with tapered appearance.
 - 2) Men's hairstyle will **not**:
 - a) Contain excessive amounts of grooming aids, touch eyebrows when groomed or protrude below the front band of properly worn headgear.
 - b) Be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or violates safety requirements.
 - c) Touch the ears or collar (only closely cut or shaved hair on the back of neck may touch the collar).
 - d) Exceed 1 ¼ inches in bulk, regardless of length and not exceed the ¼ inch of natural termination point.
 - e) Contain or have any visible foreign items attached to it.
 - 3) Women's hairstyle will:
 - a) Be clean, well-groomed and neat. If dyed, it must look natural.
 - b) Styled to a professional appearance. Plain and conservative pins, combs, headbands, elastic bands, and barrettes similar to the individual's hair color are permitted and highly encouraged to keep hair in place (acceptable styles are French braids (<3' in bulk) or hair pulled into a bun.)
 - 4) Women's hairstyle will **not**:
 - a) Contain excessive amounts of grooming aids, touch eyebrows when groomed or protrude below the front band of properly worn headgear.
 - b) Be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or violates safety requirements.
 - c) Extend in length on all sides below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck.
 - d) Exceed 3 inches in bulk or prevent proper wear of headgear.
 - e) Include ornaments such as ribbons, jeweled pins, or other accessories with a design on them.
- c. Personal grooming standards **will** be adhered to at all times.

21. **ITEMS TO BRING.** Each cadet candidate MUST have the items listed below in his/her possession upon arrival at the Preparatory School. If traveling by air, ensure items comply with TSA and airline standards, or place items in checked baggage.

ITEMS TO BRING	QUANTITY
Combination padlock (for security drawer)	1
Shower shoes	1
Soap dish with lid	1
Soap	2 bars or liquid
Toothbrush	1
Toothbrush case	1
Toothpaste or powder	1 tube/can
Razor (blade or electric) (Men)	1
Blades (if safety razor) (Men)	1 pkg
Shaving cream (Men)	1 can
Deodorant	1 container
Shampoo	1 container
Sun screen/block with at least SPF 15	1 container
Lip balm with SPF	1 container
Plain White Wash Cloths	2-4
Foot powder	1 can/bottle
Cotton balls (Large)	1 pkg
Stationery, stamps, etc.	3-week supply
Folder for personal papers	1
White bras (Women)	5-6
White athletic support bras (Women)	5-6
Underwear	5-6
Sanitary napkins/tampons (Women)	1 pkg
Other essential personal hygiene items	
Iron	1
Starch	1 can
Prescription glasses (as required) and black strap	2 pair
Nail clipper	1
Solid black backpack	1
Plain White Athletic Crew Socks	2
OPTIONAL ITEMS	
Athletic Supporters (Men)	5-6
Aftershave lotion	
Plain white bath towels	2
Hand/body lotion	
Sewing kit	
Basketball Shoes (conservative color)	
Athletic Shoes* (if above size 13) (or below size 6)	
Calculator**	

* You will be issued a pair of running shoes and a pair of cross training shoes. If your shoe size is 6 or small or 13 or greater we recommend bringing your current athletic shoes with you - as availability in these sizes is limited and it may take awhile to get them in.

** Graphing calculator for use in math courses. TI-83 Plus or TI-84 Plus are recommended and used by the math faculty but any graphing calculator will do. Bring the manual with you. If you do not own a graphing calculator, you will be required to purchase one at a cost of \$90 - \$160.