

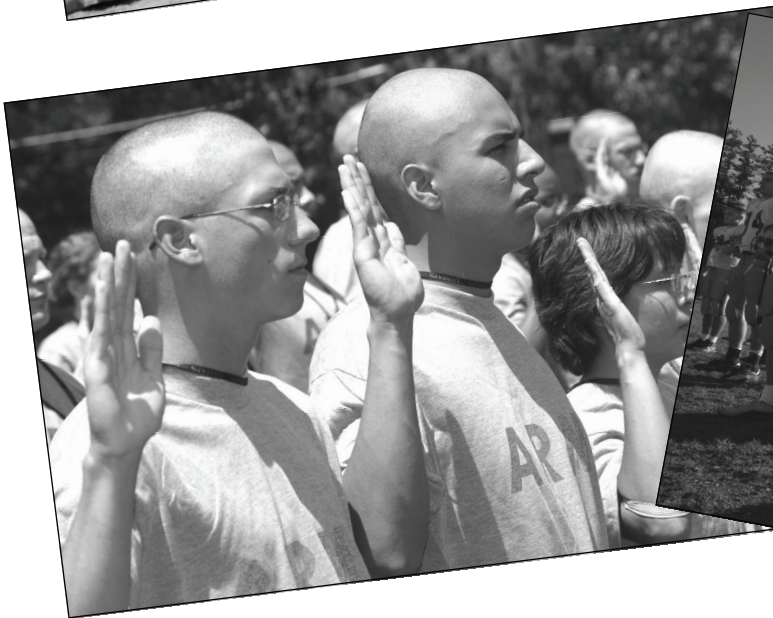
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*Information for New Cadet  
Candidates Offered Admission*

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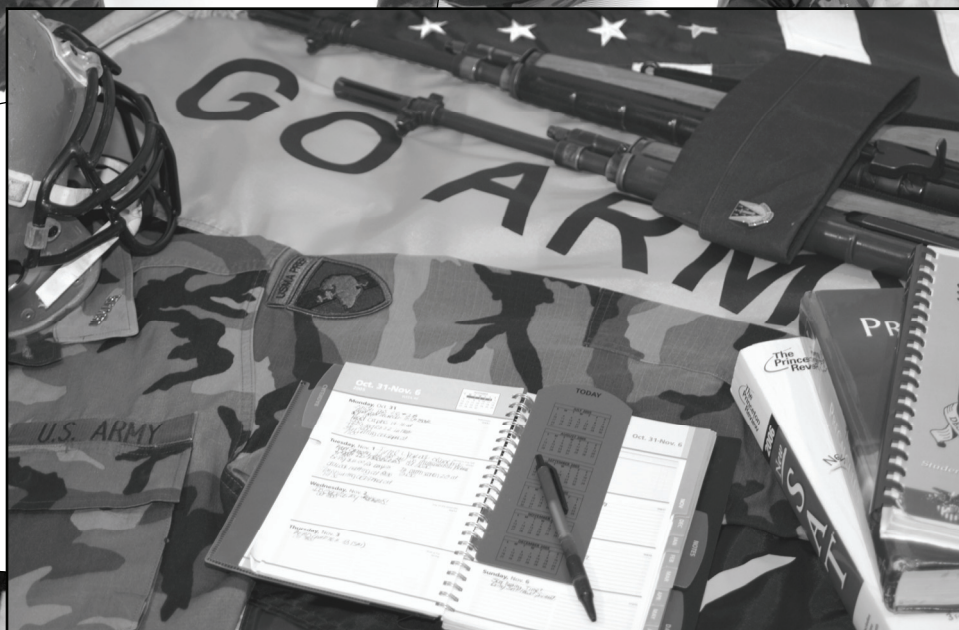
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*United States Military Academy  
Preparatory School*



# *Life at the West Point Prep School*



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# West Point Prep School

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**COL Tyge Rugenstein  
Commandant and Dean**

Dear Cadet Candidate:

Congratulations on your offer of admission to the United States Military Academy Preparatory School. When you arrive and your final medical clearance is confirmed, you will join the West Point Prep School Class of 2008.

This instruction booklet is designed to assist you as you prepare to enter the Prep School. Please read it carefully! We ask that you fill out the enclosed post cards and applicable forms and return them to West Point as soon as possible.

We look forward to seeing you in July.

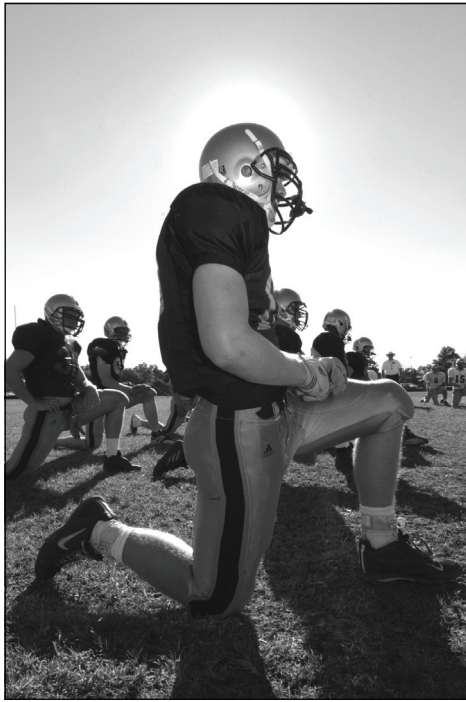


Sincerely,

A handwritten signature in cursive that reads "Tyge Rugenstein".

Tyge Rugenstein  
Colonel, U.S. Army  
Commandant and Dean





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# *Instructions for New Cadet Candidates Offered Admission*



## **Reporting Information**

### ***Initial Reporting***

Candidates must report to the Reception Tent in the Gibbs Hall lower parking lot on Friday, July 20, 2007 between 7:00 am and 9:00 am. Do not report for Reception Day (R-Day) prior to the scheduled time. If you arrive at Fort Monmouth before the reporting day, you will need to have enough money to defray your expenses at the Fort Monmouth Guest Lodging or at one of the local hotels or motels. Make reservations at these establishments as early as possible.

You must report carrying all items listed in the enclosed packing list. You must arrive wearing all-black, athletic type shorts (the length of your shorts must be longer than your fingertips when your arms are held straight down at your side while standing), a white short-sleeve crew neck t-shirt, mid-calf length all-white cotton socks, a black digital sport-type wrist watch, glasses (if required), and running shoes.

### ***Delays in Reporting or Declination of Appointment.***

If you are unable to report by 9:00 am on R-Day, contact Gibbs Hall before 9:00 am for further instructions: telephone (732) 532-4561 or 4520. If you decide to decline your appointment, please complete and mail back the declination card and return it as soon as possible, but no later than May 1, 2007.

### **Travel to Fort Monmouth**

Fort Monmouth is located in Eatontown, New Jersey about 45 miles from Newark International Airport. USMAPS is located on the West section of Fort Monmouth, approximately 2 miles from Exit 105 off the Garden State Parkway. If you are traveling to Fort Monmouth by automobile, consult the map for convenient routes.

New York City and Philadelphia are the

largest cities serviced by regularly scheduled commercial air transportation. Planes arrive at Kennedy, LaGuardia, Newark, and Philadelphia International Airports. Travel expenses will be reimbursed at the government contract rate, so we recommend that air travel be scheduled by Carlson Wagonlit Travel (see attached card).

If you are arriving at Newark Airport, a train ride on the North Jersey Coast Line of the New Jersey Transit system from Newark Airport to Little Silver, NJ, will cost approximately \$15. A taxi to Gibbs Hall from the train station will cost approximately \$20. Both are reimbursable expenses. Check the train schedule online at [www.njtransit.com](http://www.njtransit.com) to ensure your travel plans meet the reporting timeline on R-Day.

### ***Parent Notification***

If your parents do not accompany you and you wish to notify them of your safe arrival, please do so **before** reporting to the Reception Tent at Gibbs Hall. Your first days of Cadet Candidate Basic Training (CCBT) will be busy and there will be little or no opportunity for you to telephone your family.

### ***Reimbursement for travel***

Candidates who officially in-process and enter USMAPS will be reimbursed for direct travel to the Prep School from their home of record or current duty station. Each Cadet Candidate must choose one of the following payment options:

- 1) You may request reimbursement for the cost of transportation used (economy or coach class), if purchased through Carlson Wagonlit Travel or the airlines directly. Reimbursement is limited to the cost of a government-furnished ticket (copies of tickets or receipts are required). If this option is used, reimbursement will be given for one night's lodging in the vicinity of Fort Monmouth prior to reporting on R-Day, and copies of lodging receipts are required.



*Candidates become familiarized with military weapon systems during Basic Rifle Marksmanship training at Fort Dix, NJ.*

2) If you travel the entire distance to the Prep School by private auto, you will be reimbursed at the government rate per mile plus a flat per diem allowance for the number of days you are authorized for such travel.

3) If you schedule travel through Carlson Wagonlit travel at West Point you will be issued a government-paid air ticket.

**All receipts for travel, transportation, and hotel expenses must be saved and brought with you to Fort Monmouth on R-Day in order for Cadet Candidates to receive reimbursement. AIR TRAVEL MUST BE ON U.S. FLAG CARRIERS ONLY.**

Any questions regarding travel reimbursement such as mileage, lodging, or plane fare paid by other than government ticket, should be directed to the West Point Travel Pay Section at (845) 938-6105/3627.

**Automobiles at USMAPS**

It is a privilege to be permitted to have one privately owned vehicle. Motorcycles, scooters, and mopeds are not authorized. You are given limited opportunities to use your vehicle. For USMAPS vehicle pass privileges and Fort Monmouth Vehicle Registration, you will be required to present:

- 1) Valid Driver's License
- 2) Current Vehicle Registration
- 3) Current Proof of Insurance (Insurance Card). Students must check with their insurance company prior to bringing their automobiles to Fort Monmouth; insurance rates in New Jersey are among the highest in the nation.

If you own a car and have debt associated with the ownership, you must resolve the debt prior to reporting to USMAPS. Be advised that as a Cadet at USMA you are not allowed to have a vehicle at West Point until Spring of your Junior Year.

**Finance**

**Checking Accounts**

Checking accounts must be established before your arrival. An allotment from your net pay will be deposited to your checking account each month.

You can maintain your account with a hometown bank, or you may find it more advantageous to establish your account with one of the local

bank facilities that currently serve many Cadet Candidates. You will be able to cash checks at the Post Exchange upon presentation of proper identification.

You must bring the checking account number, routing number and mailing address of your bank, along with a blank check to your account, to establish direct deposit. Failure to have this information will delay initial processing of your pay and could cause undue financial burden.

**Personal Payroll Identification and Information**

You must present Social Security identification during in-processing. Cadet Candidate pay is subject to federal income tax and FICA tax deductions.

You will also pay deductions for state income tax. You must be prepared to identify your state of legal residence during in-processing.

**Expenses**

You will need a check or money order in the amount of \$200.00 made payable to the Cadet Candidate Extracurricular Fund (CCEF) on R-Day, a fund established by and for Candidates to support a variety of social and cultural activities decided upon by the class. During the first week of Cadet Candidate Basic Training (CCBT), you will be required to pay approximately \$400.00 by check or money order to purchase your initial issue.

However, if you do not bring all the required items listed in the enclosed packing list or you require a haircut (cost is \$8.00 cash) upon arrival on R-Day, pocket money may be necessary to purchase required items or services. As a Cadet Candidate, you should anticipate incurring expenses of approximately \$1900-2100 during your time at the Prep School. Expense items include, but are not limited to: uniforms, equipment, academic materials, laundry/dry cleaning, personal services charges (barber, tailor, shoe repair), federal and state taxes, life insurance, and various fees. You are required to make several non-refundable purchases when you arrive to the Prep School and throughout the school year.

Here is a breakdown of expenses projected:

Expense	Amount	Paid by
CCEF Fund	\$200	R-Day
Initial Issue	\$400	R-Day
Services	\$400-600	As required
Test Fees	\$80	December

**Total Expenses = \$1900-2100**

These estimates do not include personal travel expenses incurred by the students during authorized leave and pass periods throughout the academic year when students are allowed to travel away from Fort Monmouth.

**Cadet Candidate Status**

Candidates enter USMAPS under one of three statuses:

1) Active Duty: Candidates who were Regular Army Soldiers serving on Active Duty at the time of their appointment to USMAPS.

2) National Guard/Reserves: Candidates who were serving in the Guard or Reserves at the time of their appointment to USMAPS.

3) Invitational Reservists: Candidates who were civilians (to include Delayed Entry) at the time of their appointment to USMAPS.



Candidates who are currently Regular Army Active Duty Soldiers, or Reservists or National Guard members and were ordered to Active Duty for more than 30 days at the time of their acceptance to the Prep School, receive basic pay according to their current military pay grade.

All other incoming Cadet Candidates (to include Soldiers coming from the National Guard, Reserves, and Delayed Entry) receive Cadet Candidate pay which is approximately \$864 per month before taxes. National Guard and Reservists will be transferred to a different pay system for which a new Standard Form 1199A (Direct Deposit Form) must be submitted.

From this pay, we require all Cadet Candidates to establish an allotment payable to the USMA Treasurer in the amount of \$350 per month for the initial deposit required for the USMA Class of 2011. The allotments will start being deducted on the first pay period. The least-paid Candidates will end up with approximately \$225 per month of discretionary income. This amount supports the style of life experienced by most Cadet Candidates (e.g. members of this year's class estimate that \$200 per month is more than sufficient to meet their needs) and helps to defray the costs of some of the required purchases we expect Candidates to make throughout the year.

Upon transfer to USMA, all Cadets will receive Cadet pay, regardless of prior military service.

#### **Pocket Money**

You should carry sufficient funds with you to cover any meals and expenses you may incur during your travel to Fort Monmouth. Additionally, you should report to Fort Monmouth having between \$70.00-100.00 in bills and change for pocket money.

#### **Scholarships**

Cadet Candidates are permitted to receive scholarships for use when they progress to West Point after successful completion of the USMAPS program. However, since there is no tuition, room or board charges at West Point, scholarships stipulated "for tuition, room or board only," or based on need rather than merit cannot be accepted. If your scholarship can be used for textbooks, uniforms, and other expenses, inform the donor to make it payable to the "Treasurer, USMA." Most scholarships received at the USMA are privately funded from corporations, religious groups, memorial funds, clubs/foundations, and civic organizations. Scholarships will be deposited into your Cadet Account to offset future financial obligations. Checks and requests should be made payable and addressed to:

Treasurer, USMA  
Official Mail and Distribution Center  
646 Swift Road  
West Point, NY 10996-1905

All monies received will be credited to the individual's cadet account for use upon graduating from USMAPS and becoming a cadet at West Point.

#### **Guaranteed Student Loans**

The Military Academy does not participate in the Department of Education Guaranteed Student Loan Programs (PLUS, SLS, or Stafford loans).

#### **Servicemen's Group Life Insurance**

Federal regulation prescribes that all Cadet Candidates have the option to receive up to a maximum SGLI coverage of \$400,000 effective the day they become members of USMAPS. The premiums for increments of insurance starting at \$10,000 are deducted automatically from Cadet Candidate pay.

#### **Medical Status**

You are required to take a medical examination by the Department of Defense Medical Examination and Review Board (DoDMERB) prior to reporting to the Prep School. If you are in doubt about your medical eligibility, contact the DoDMERB by mail at

DoDMERB  
8034 Edgerton Drive, Suite 132  
USAF Academy  
Colorado Springs, CO 80840

Email: [Larry.Mullen@dodmerb.tma.osd.mil](mailto:Larry.Mullen@dodmerb.tma.osd.mil). Additionally, notify the USMA Admissions Office at (845) 938-5725 immediately if you have any type of surgery, injury, or have been hospitalized since acceptance. Bring all medical paperwork with you when you report for R-Day.

#### **Pharmaceutical Care**

All medications must be cleared and approved during in-processing by hospital personnel. Cadet Candidates must bring prescription medications in the original containers with the prescription labels attached. Hospital personnel will screen all prescription and non-prescription medications and will confiscate all that are not authorized for use by the Department of Army or Department of Defense. They will also confiscate any medications that are not authorized for use in the U.S. by the Federal Drug Administration. Do not bring herbal and "athletic performance" substances (creatine, DHEA, etc.).

Our purpose for screening the medications is to ensure they are properly packaged, provide possible substitutes if we do not carry what they have been taking prior to arrival, and to



*USMA Cadets provide invaluable leadership, mentorship, and training to the Cadet Candidates during CCBT.*

provide the proper amount of refills for all maintenance medications so that we do not have to schedule unnecessary appointments.

### **Drug and Alcohol Policy**

The abuse of drugs, including alcohol, is prohibited at the USMA Prep School. This is a training institution for future Army officers who will be charged with enforcing regulations which deal with alcohol and drug abuse. Part of your training at the Military Academy will expose you to the problems associated with alcohol and drug abuse and will help you develop knowledge and skills to deal with them.

Underage or irresponsible drinking and excessive use of alcoholic beverages are grounds for separation or punishment under existing regulations at the Prep School.

The Cadet Candidate Battalion participates in random urinalysis testing in accordance with current Army policy. All Cadet Candidates will be tested for drugs within the first 72 hours of processing at Fort Monmouth as required by Army and Department of Defense regulations. Those who test positive for drugs will be separated.

Illegal possession or use of any form of drugs by Cadet Candidates will not be tolerated and may be cause for prosecution under the Uniform Code of Military Justice and separation from the United States Military Academy Preparatory School.

### **Marriage/Child Support**

A Cadet Candidate for admission must be unmarried. Any person who marries while a USMAPS Cadet Candidate will be separated. Divorce, annulment, or other dissolution of a Cadet Candidate's marriage does not prevent separation. A Cadet Candidate who has or incurs a legal obligation of support from a prior marriage, has custody of a child, or incurs a legal obligation to support a child or former

spouse while a USMAPS Cadet Candidate will be separated.

### **Clothing, Appearance, and Grooming**

#### **Clothing and Appearance**

During July and August, uniform and equipment will be prescribed. You should leave all civilian clothing at home except that necessary to travel to Fort Monmouth.

Regular Army enlisted rank is not worn at USMAPS. You will wear special insignia and USMAPS unit patches. You will be issued distinctive Cadet Candidate insignia according to their



*Teamwork is required as Cadet Candidates attempt to solve an obstacle crossing problem.*

position within the battalion.

For Soldiers who are Regular Army, National Guard, or Reserve status, you are required to bring your entire initial issue of military clothing and complete improved physical fitness uniform (IPFU) with you. All uniforms must be serviceable. Invitational Reservists will receive their initial issue during in-processing. Daily uniforms include the Army Service Class B uniform and the Battle Dress Uniform (BDU) or Army Combat Uniform (ACU). The Army Service Class A uniform will be worn for specific training events and special occasions.

Cadet Candidates are prohibited from wearing jewelry, earrings or any other type of ornamentation/objects attached through or on the skin anywhere on the body. The term "skin" is not confined to external skin, but includes the tongue, lips, inside the mouth, and other surfaces of the body not readily visible.

#### **Personal Grooming**

On R-Day, men will report on Reception Day with short haircuts ("buzz cuts"); hair length will not exceed 1/16th of an inch. Male Candidates who do not meet this requirement will receive the hair-cut standard to all basic trainees in the Army at a cost of approximately \$8.00 (cash). Male Candidates must be clean shaven prior to reporting since facial and neck hair are prohibited.

Cadet Candidate women must maintain a hairstyle that is easy to maintain and requires only minimal time to prepare for training. Hairstyles may be long or short, must be neatly groomed, and will not allow the hair to fall over the eyebrows or extend beyond the bottom edge of the uniform collar. Hair devices may be worn to hold hair in place if they are transparent or the natural hair color. Hair that cannot be maintained or fit properly while wearing headgear or protective mask will be cut to adhere to standards.

### **Packing List, Personal Items, and Baggage**

#### **Packing List**

The packing list explains all items that Cadet Candidates must bring with them when reporting on R-Day. Space is limited so do not bring any additional items other than what is on the packing list.

#### **Personal Items**

Cadet Candidates are not allowed to have stereos, radios, or other electronic music or listening devices in their rooms during CCBT, so do not bring them with you.

#### **Cadet Candidate Footwear**

Candidates should wear one pair of good quality running shoes and carry one pair of basketball or court type shoes when reporting to Fort Monmouth. The running shoes should be designed specifically for running with maximum shock absorption and a balance of motion control and cushioning characteristics. These shoes should not be of the "cross training" variety. They should have a sturdy heel counter, elevated heel and a cushioned mid-sole. It is imperative that these shoes are comfortable and "broken in" because you will be running three to five times



per week up to five miles at a time. You will also take a physical fitness test during the first weeks of training.

You must bring one pair of comfortable, well fitting, inexpensive, black or brown leather laced shoes with plain toe and rubber heel. New shoes need not be purchased. Candidates should bring or wear any orthotics currently used.

You should also report with special athletic footwear and equipment required for participating in baseball, golf, soccer, wrestling, lacrosse, cross country, orienteering, and rugby.

#### **Computers**

Cadet Candidates will be issued laptop computers at the end of CCBT in August. It is not authorized for a Cadet Candidate to substitute a computer he/she already owns for the issued computer. Laptop computers are the property of the USMAPS, not the Cadet Candidate.

#### **Baggage**

Bring one large and one medium bag (each tagged with your full name). Duffel bags are acceptable. Cadet Candidates are not authorized to ship baggage, household goods, or furniture to USMAPS. You must be able to carry everything you are required to bring. You will be issued a USMAPS footlocker to use while you are a Cadet Candidate to store personal items.

#### **General instructions for completing cards**

In the center of this booklet are postage paid cards. Cards #1, 3, 4, 5 and 8 should be completed without delay. Card #7 is used only if you decide to decline your appointment. If you will not be 18 years old on R-Day, Card #2 must be completed by your parents and mailed immediately. If you are still in high school, give Card #9 to your high school principal or guidance counselor.

#### **Birth Certificate Information – Card #1**

One of the statutory requirements for West Point that cannot be waived is age. A new Cadet Candidate must be 17 but may not have passed his/her 22nd birthday on July 1st of the year of admission. Please provide West Point with a certified copy of your birth certificate. Mail the certified copy of your certificate, with Card #1, to the Admissions Office at West Point. The certificate will become part of your permanent record. If you have previously furnished a copy of your birth certificate to West Point, complete the appropriate sections and return only the card.

If you find that your birth record is incorrect, you should apply for a correction and issue of a corrected copy. For our purpose, an official record in which an error in name appears will be accepted if it is accompanied by a sworn (notarized) statement of your parent or guardian stating, for example, that "Tom Green" and "Thomas Green" or "John Browne" and "John Brown" are the same person.

Proof of citizenship is required for acceptance at West Point. If citizenship is attained from naturalization, a copy of the paperwork must be submitted prior to coming to the Prep School. If your citizenship is attained from your parents' naturalization, a copy of your



*Candidates begin to hone their athletic skills early on, with practices beginning during their first weeks at the Prep School.*

naturalization must be submitted prior to coming to the Prep School. Passports are not accepted as proof of citizenship. If you claim another country for citizenship, you must denounce your citizenship in that country before arriving at the Prep School and be able to show proof of doing so.

#### **Oath and Parents' Statement of Consent – Card #2**

An important consideration for you is the enlistment form you must swear to or affirm on your first day at the Prep School.

If you are not 18 prior to reporting to the Prep School, you must have your parents or guardian complete the Parents' Statement of Consent (Card #2) and return it to the Admissions Office immediately.

This card should be signed by both parents; however, the signature of one parent is acceptable if the parent signing has legal custody of you or if the parent not signing will be absent at an unknown destination for an extended period. An explanation of the reason(s) both parents did not sign is required.

#### **Biographical Data – Card #3**

The information on this card will be used to obtain your security clearance for access to classified information and to prepare your identification tags, cards, and personnel file. **It is extremely important that you ensure your full name and social security number match your birth certificate and legal documentation.** All entries are mandatory entries and are self-explanatory with the following exceptions:

If you do not have a religious preference, list None.

If you are not a native U.S. citizen, you must furnish a Court of Naturalization Certificate number and date. Provide the same naturalization information if either or both of your parents are not native U.S. citizens.

If you were born of American parents outside the United States, you must submit a copy of Department of State Form 240 (Report of Birth Abroad of a Citizen of the United States of America). You may obtain this form by writing to the Department of State Correspondence Branch, ATTN: Passport Services, 1425 K Street NW, Rm. 386, Washington, D.C. 20520.



*Candidates test their strength and endurance during pugil stick training conducted at Fort Dix, NJ.*

#### **Certificate of Authorization – Card #4**

The Certificate of Authorization card must be signed and returned prior to your arrival at Fort Monmouth. This information is required to open your cadet account. Each month, a Cadet Candidate automatically deposits a portion of his/her pay into the cadet account to save enough funds for future expenses. Your signature on Card #4 authorizes the Treasurer, USMA, to disburse funds from the cadet account to pay for uniforms, equipment, textbooks, computer, and various fees and miscellaneous expenses a cadet will incur while attending the USMA.

#### **Uniform Data – Card #5**

Complete and return card #5 no later than April 15th. Prompt return of name/size information is necessary to ensure you can be outfitted with appropriate uniforms upon your arrival. Please print clearly and in uppercase letters (include hyphens in name data card if appropriate).

#### **Carlson Wagonlit Travel Information – Card #6**

If you **DO NOT** require plane tickets or the accommodation package **DO NOT** send Card #6.

If you wish, you will be flown at Government expense to Newark International Airport the day prior to when you need to report for R-Day. Please type or print clearly all requested information on the Carlson Wagonlit booking form. If family members will be accompanying you, they will need to make their own arrangements through other sources. Please provide CWT with their flight details and they will make every attempt to book you on the same flight.

You have the option of finding your own accommodations for the evening prior to R-Day and transportation to USMAPS on R-Day, or you may purchase the pre-arranged accommodation/transportation package from CWT.

This package provides you with ground transfers from the airport to your hotel, double room accommodations with a roommate of the same gender, continental breakfast in the morning,

and bus transportation to USMAPS. All Cadet Candidates who elect to take this package will arrive at USMAPS together.

This accommodation package is for Cadet Candidates only (no accompanying family members) and costs \$135, which must be prepaid by check or money order. **Please be sure to keep your hotel confirmation letter as your receipt for reimbursement.**

Cancellation of this package 14 or more days prior to arrival will incur a \$25 penalty; the package is **non-refundable** if cancellation is received 13 days or less prior to arrival. CWT will process refunds the day after R-Day.

Dinner the night of arrival and any other incidental expenses incurred at the hotel will be the Cadet Candidate's own responsibility.

Should you wish to purchase the package, send a check or money order in the amount of \$135.00 payable to CWT, along with the booking form to: Carlson Wagonlit Travel, Building 626, Swift Road, West Point, NY 10996.

**Please note that the West Point Carlson Wagonlit Travel Office will be unavailable from May 8 to May 25, 2007 as they will be processing the outgoing West Point cadets.** No Cadet Candidate requests will be processed during that time.

#### **Appointment (Offer of Admission)**

##### **Declination – Card #7**

Complete and return this card only if you decide to decline your appointment. Early submission of your declination will allow another candidate to be offered admission.

##### **Vision Survey – Card #8**

***Vision. All Cadet Candidates must complete Part 1 of the Vision Survey and mail it to USMA.***

***Eyeglasses and Contact Lenses.*** If you require glasses or contact lenses for distance or near vision, **you must have Part 2 of the form completed by your eye doctor.** Be sure your doctor carefully follows the instructions for completing the Vision Survey Form. The Vision Survey Form should arrive at USMA not later than May 31st (late appointees should return the form as soon as possible).

Contact lens wear at USMAPS is permitted except during swimming courses. **However, during Cadet Candidate Basic Training contact lens wear is prohibited.** The rigors of summer training severely limit the ability of Cadet Candidates to properly care for contact lenses. Eye damage resulting from improper contact lens wear may disqualify a Cadet Candidate from future attendance to West Point.

##### **Academic Records/Request for Final Transcript – Card #9**

If you are currently in high school, enter your name and social security number on Card #9, and submit it (with the small business return envelope provided) to your high school principal or guidance counselor so that it can be returned when the current academic year ends.

If you are attending college, ask your Registrar to forward a final academic transcript to