

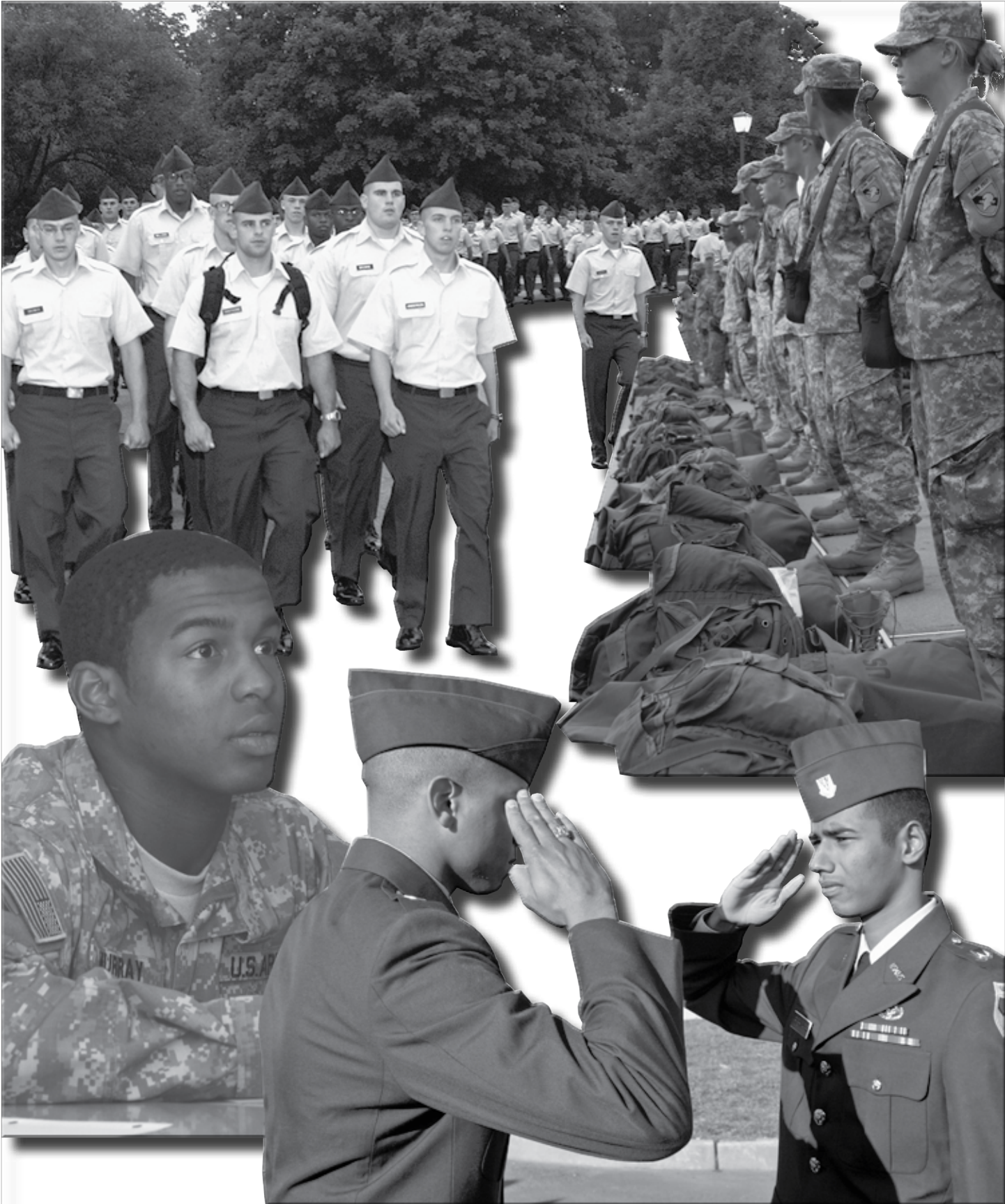
# UNITED STATES MILITARY ACADEMY

# PREP SCHOOL

## Instructions for Cadet Candidates Offered Admission







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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 2009.

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 cards and applicable forms and return them as soon as possible.

We look forward to seeing you in July.

Sincerely,

Tyge Rugenstein  
Colonel, U.S. Army  
Commandant and Dean  
West Point Prep School





# TABLE OF CONTENTS

Reporting Information .....	5
Travel to Fort Monmouth.....	5
Finance.....	6
Medical Status .....	8
Pharmaceutical Care.....	8
Drug and Alcohol Policy.....	8
Marriage/Child Support.....	8
Clothing, Appearance, and Grooming.....	8
Packing List, Personal Items, and Baggage.....	9
Cards and forms required for inprocessing:	
General instructions for completing cards .....	10
Birth Certificate Information .....	10
Oath and Parents' Statement of Consent.....	10
Biographical Data.....	10
Certificate of Authorization.....	11
Uniform Data.....	11
Academic Records/Request for Final Transcripts .....	11
Carlson Wagonlit Travel Information .....	11
Appointment (Offer of Admission) Declination.....	11
Vision Survey.....	11
Immunization Record Form, USMA Form 5-516 .....	12
Medical Care Record, Standard Form 600.....	12
Dental Records.....	12
Police Record Check, USMA Form 5-521.....	12
Direct Deposit, Standard Form 1199A.....	13
Success at USMAPS and Additional Preparation .....	14
Information for You and Your Parents.....	15
Visitors Information.....	15
Oath of Enlistment .....	16
Travel Routes to Fort Monmouth .....	17
Packing List.....	18
Admission Checklist.....	Inside Back Cover







# 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 18, 2008, 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-sleeved, crewneck T-shirt; mid-calf length, all-white cotton socks; a black, digital, sport-type wristwatch; glasses (if required), and running shoes.

### Delays in Reporting or Declination of Appointment

If you are unable to report by 9 a.m. on Reception Day (R-Day), call USMAPS before 9 a.m. for further instructions: telephone (732) 532-4006 or 1306. 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, N.J., 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, N.J., 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. Copies of lodging receipts are required.

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. You may

**All receipts for travel, transportation, and hotel expenses must be saved and brought with you to Fort Monmouth on R-Day in order to receive reimbursement.**

**NOTE: 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). CCs must check with their insurance companies prior to bringing their automobiles to Fort Monmouth; insurance rates in New Jersey are among the highest in the nation.

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.

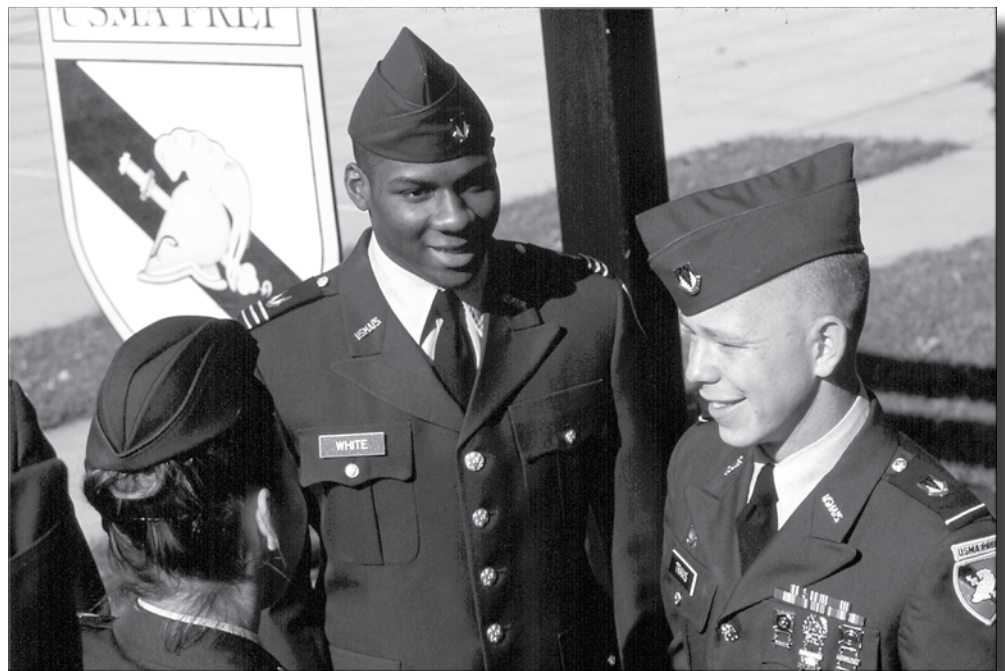
You must bring the checking account number, routing number and mailing address of your bank, along with a blank check to your account, to establish direct deposit. Failure to have this information will delay initial processing of your pay and could cause undue financial burden.

### **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 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 \$300 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 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 pur-





chases 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	\$300	R-Day
Services	\$400-600	As required
Test Fees	\$80	December
<b>Total Expenses = \$1900-2100</b>		

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 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, including Soldiers coming from the National Guard or Reserves, 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 \$70-100 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, N.Y. 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).



## 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 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. 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

Leave all civilian clothing at home except that necessary to travel to Fort Monmouth.

Regular Army enlisted rank is not worn at USMAPS. Cadet Candidates will wear special insignia and USMAPS unit patches, and they will be issued distinctive Cadet Candidate insignia according to their positions within the battalion.

## 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

Or 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 or injury, or have been hospitalized since acceptance. Bring all medical paperwork with you when you report for R-Day.



Soldiers who are Regular Army, National Guard, or Reserve status are required to bring their entire initial issue of military clothing and complete improved physical fitness uniform (IPFU). 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 Army Combat Uniform (ACU). The Army Service Class A uniform will be worn for specific training events and special occasions.

Female Cadet Candidates are allowed to wear conservative earrings when authorized. All Cadet Candidates are prohibited from displaying 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 readily visible.

### Personal Grooming

On R-Day, men will report on Reception Day with short haircuts ("buzz cuts"); hair length will not exceed 1/16 of an inch. Male Candidates who do not meet this requirement will receive the haircut standard to all basic trainees in the Army at a cost of approximately \$8 (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, they must 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 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. The shoes should not be of the "cross-training" variety. They should have a sturdy heel counter, elevated heel and a cushioned midsole. 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, black or brown leather, laced shoes. New shoes need not be purchased. Candidates should bring or wear any orthotics currently used.

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





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 to 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 naturalization must be submitted prior to coming to the Prep School. Passports are 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 having done 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.

The 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 identification tags and cards, and your cadet personnel file. All entries are self-explanatory with the following exceptions:

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.

### **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

### **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 7 should be completed without delay. Card #8 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 #6 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.



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 Prep School.

### **Uniform Data – Card #5**

Complete and return card #5 no later than April 15. 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).

### **Academic Records/Request for Final Transcript – Card #6**

If you are currently in high school, enter your name and social security number on Card #6, and submit it (with the small business return envelope provided) to your high school principal or guidance counselor so 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 the Admissions Office, USMA as soon as the current term record is available. Your complete academic record must be on file in the Admissions Office prior to R-Day.

### **Carlson Wagonlit Travel Information – Card #7**

If you DO NOT require plane tickets or the accommodation package DO NOT send Card #7. 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 payable to CWT, along with the booking form to: Carlson Wagonlit Travel, Building 626, Swift Road, West Point, N.Y. 10996.

Please note that the West Point Carlson Wagonlit Travel Office will be unavailable from May 5 to May 30, 2008, as they will be processing the outgoing West Point cadets.

### **Appointment (Offer of Admission) Declination – Card #8**

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 #9 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 31 (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.

### **Immunization Record Form – USMA Form 5-516**

In order to be admitted into the class, all Cadet Candidates must report with their immunizations up-to-date. Complete the top portion (name, gender, and Social Security Number). All items in this section are self-explanatory. The remaining sections need to be filled out by your physician. Please make sure that all items have been filled out, including name, signature, and license number of your physician.

This form must be filled out and returned to USMAPS no later than May 31 (late appointees should return the form as soon as possible). For immunization questions, call the Fort Monmouth Medical Department at (732) 532-9329.

### **Medical Care Record – Standard Form 600**

Standard Form 600 is used for all Cadet Candidates for documentation of their blood type. This form is to be completed and signed by your doctor/personal physician. If you already have proof of blood type signed by a provider, lab result form or a valid blood typing card, send copies and mail no later than May 31 to:

USMA Preparatory School  
ATTN: PAC (SF600)  
Building 1212 Abbey Road  
Fort Monmouth, N.J. 07703-5611

Ensure you bring a photocopy of all medical documents with you on R-Day.

For medical paperwork questions, call the Fort Monmouth Medical Department at (732) 532-9329.

### **Dental Records**

The Fort Monmouth Dental Clinic is staffed to provide Cadet Candidates with dental treatment. Prior to reporting to USMAPS you should ensure that all correctable dental disease is addressed and treatment completed. This is especially true of Cadet Candidates currently under the care of an orthodontist. All orthodontics should be appropriately completed prior to reporting to USMAPS. If you have active orthodontic wires and brackets, you must have them removed by your civilian dentist prior to arrival at USMAPS. Retainers are allowed, and we encourage you to present your retainers at the time of your initial dental examination during your inprocessing.

One (1) Panorex and four (4) Bitewing radiographs taken within the past six (6) months must be mailed no later than May 31 to:

USMA Preparatory School  
ATTN: PAC (Dental)  
Building 1212 Abbey Road  
Fort Monmouth, N.J. 07703-5611

Staff members of the clinic will review all screen radiographs for existing potentially disqualifying dental conditions. You are responsible for ensuring you are dentally qualified for attendance prior to arrival on RDay.

If you have any questions related to your dental forms and radiographs, you may call the Fort Monmouth Dental Clinic at (732) 532-7060 or 532-7063.

### **Police Record Check – USMA Form 5-521**

Each Cadet Candidate must have a routine police background check. All USMAPS Cadet Candidates must receive a SECRET security clearance before commissioning from West Point.

**IMPORTANT:** The police record check is intended to cover minor traffic and non-traffic violations of the law. If you had charges of a more severe nature (such as a misdemeanor or felony) filed or disposed





in a court, you will also need to provide copies of the court records for those charges. These records are required regardless of the plea or verdict and should not be disregarded, even if you were told the records were “expunged” or sealed.” If you need assistance in obtaining these records, call the USMA Admissions Office and we will send a form that the court can fill out.

Most law enforcement offices have a clerk who will complete the form for you for free. Some offices, however, charge a nominal processing fee. It is your responsibility to pay the required fee and have the forms sent to the USMA Admissions Office. West Point will not pay fees or allow incomplete forms.

In some rare cases, you will know of a charge that the law enforcement office will have purged from its files. You should already have listed all charges on the Candidate Personal Data Record. We will cross-check any and all charges and call you if we have questions; however, if you know of discrepancies, it is in your best interest to send us the information and a candid explanation.

Some law enforcement offices have policies precluding the release of violation information, even at your request. In these cases, we need a statement of that policy in lieu of the record check.

To complete the police record check, you must first determine all jurisdictions into which you might fall. This can include your city or town police department, a sheriff or constable’s office, a school law enforcement office, and others. It should also include jurisdictions not only where you live, but also where you work or attend school. A police record check form should be filled out for each of these offices. Make as many copies as you need and take them, with a business reply envelope, to the appropriate office. They (not you) must return the forms to the Admissions Office.

This background check is conducted in anticipation of the in-depth personal investigation conducted on Cadet Candidates by federal security agencies.

Charges that you fail to include in this check but are discovered upon further investigation will reflect on your credibility and suitability for service and may result in the withdrawal of your offer of admission.

### **Instructions for Completion of Standard Form 1199A – Direct Deposit**

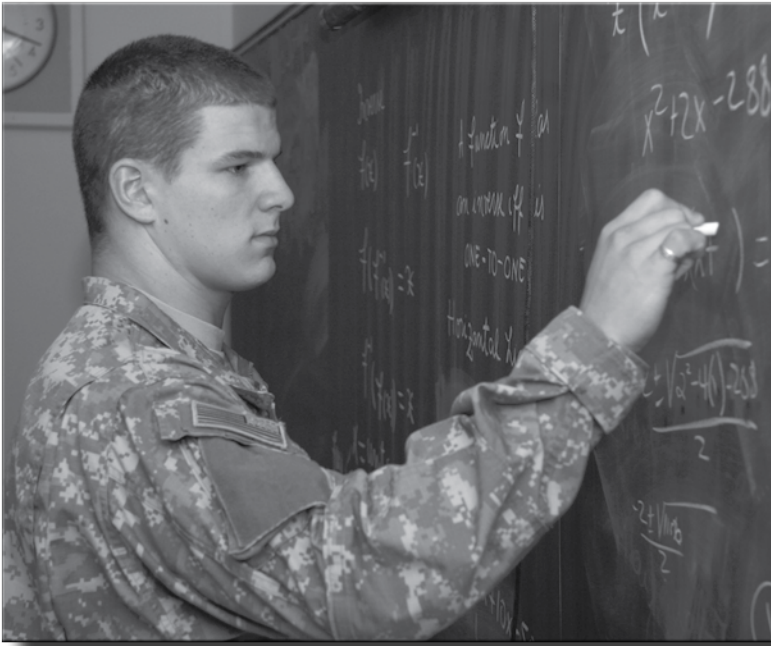
Cadet Candidate pay is administered by a centralized system that requires that the allotment from your net pay be deposited into your checking account. You therefore must have a checking account in your name at a bank or financial institution authorized to receive military direct pay deposits.

To authorize the Defense Military Pay Office – West Point to deposit your pay into this account, you must complete Section 1 of the Authorization for Direct Deposit Sign-up Form (Standard Form 1199A). There are three steps to the process in Section 1:



1. Complete items A through G of SF 1199A as indicated:
  - a. Block A: Your name, address, telephone number. Print the address and phone number to which the financial institution can return the completed SF 1199A to you. Do not forget the postal zip code.
  - b. Block B: Your name.
  - c. Block C: Print your Social Security Number.
  - d. Block D: You must open a checking account (not savings).
  - e. Block E: Enter your checking account number.
  - f. Block F: Type of payment is: Fed Salary/Mil. Civilian Pay.
  - g. Block G: Leave this blank.
- \*Sign your full name and date the form in the Payee/Joint Payee Certification Block.
- f. Section 2: Government Agency Name, enter U.S. Military Academy; Government Agency Address, enter West Point, N.Y. 10996.

2. Send or take the completed SF 1199A to the financial institution of your choice. The financial institution will complete the form. Make sure you receive copies of the form.



will out-process from the Army with no further military commitment.

### **Mission of the United States Military Academy Preparatory School**

Our mission and purpose is to prepare Cadet Candidates for success at West Point. We encourage Candidates to be candid and frank with the Prep School and with their parents/guardians about where they stand in terms of commitment to attending USMA and achievement of standards.

### **Cadet Candidate Basic Training**

During the first four weeks at USMAPS, we conduct an orientation to military training called Cadet Candidate Basic Training. We try to accomplish many things in this short and intense period. Specific CCBT objectives are to:

- 1) Provide a common experience that bonds the class as a unit.
- 2) Introduce and reinforce military expectations of order and discipline.
- 3) Determine base proficiency levels in military, academic, and physical aptitude.
- 4) Effect the transition from Soldier to Cadet Candidate life (for Active Duty Soldiers).
- 5) Guide Candidates through the anxiety of separation from family.
- 6) Define standards and expectations for successful matriculation to West Point.
- 7) Acclimatize Candidates to the fast, challenging pace of Cadet Candidate life.

This phase of Cadet Candidate life is a busy and often stressful experience to newcomers to the Army. We are careful to monitor, assist, and assess each Candidate's progress. We also have resources and expertise available to deal with all problems of adjustment. Therefore, it is important that you become physically and mentally prepared for total involvement.

You are strongly advised to get in the best possible physical shape before reporting to USMAPS. During CCBT, we do a significant amount of physical training, with emphasis on developing upper-body strength and aerobic/running fitness. We administer the USMA Candidate Fitness Assessment (CFA), Army Physical Fitness Test (APFT), and diagnostic 2- and 5-mile runs. You must target your training regimen now in order to score well above the following minimum physical fitness objectives:

- Pull-ups (overhand grip/palms facing away from face: male – 8 repetitions; female – 2 repetitions)
- 2 minutes of sit-ups (male & female: 53 repetitions)
- 2 minutes of push-ups (male – 42 repetitions, female – 19 repetitions)
- 2-mile run (male – 15:54 minutes, female – 18:54 minutes)
- 5-mile run at a 9:00 minute-per-mile pace.

3. Bring three copies of the completed form with you when you report to Fort Monmouth. It will be collected from you after R-Day by a Prep School representative.

Any questions regarding completion of SF 1199A should be directed to the Chief, Military Pay, at (845) 938-6112/6109.

## **SUCCESS AT USMAPS AND ADDITIONAL PREPARATION**

### **Cadet Candidate Assessment**

Throughout the year, you will be formally assessed in the following areas:

- 1) Commitment, motivation, and desire to succeed at West Point and become a military officer.
- 2) Demonstration of academic potential for success at West Point by achieving a minimum grade of "C" in each of the academic courses presented at USMAPS.
- 3) Demonstration of the ability to live by the Army Values, USMA Honor and Respect Code, and must possess an aptitude for leadership.
- 4) Meet the Candidate Fitness Assessment (CFA) standards and be assessed by the Army Physical Fitness Test (APFT) standards.

If we conclude that you are not on the path to success, you may be placed in a probationary status and/or be considered for separation from the USMAPS. Candidates who entered the Prep School from active duty and are separated from USMAPS or not offered admission to USMA will be available for immediate worldwide assignment to complete their active duty service obligations. Reserve Component Soldiers (National Guard and Reserves) will return to their respective units to complete the remainder of their Guard or Reserve service obligations. Invitational Reservists (e.g. Candidates who entered the Prep School from civilian life)



## Active Duty and Prior Service Soldier Notes

You will not be issued orders until the West Point Admissions Office receives your written acknowledgment indicating you have accepted your offer of admission. Prompt return of your acceptance acknowledgement is essential to expedite the processing of Permanent Change of Station (PCS) orders to USMAPS. Processing of PCS orders normally takes from two to three weeks. Upon receipt of your acceptance, USMA Admissions will forward your name to the Army Human Resources Command (HRC) for reassignment with the following additional instructions:

1) Applicants must be unmarried. Pregnancy or legal obligation to support a child or children will bar a prospective Candidate from enrollment, and orders will be subsequently revoked by the local Personnel Service Center. Orders will also be revoked if the Soldier indicates he or she does not desire to attend USMAPS.

2) Soldiers must have enough time remaining under their enlistment prior to the Soldier's transfer to USMAPS. Regular Army Soldiers incur a 13-month service remaining requirement from graduation date and must have an ETS date of June 15, 2010, or beyond. Documentation of the extension or re-enlistment must be provided to the USMA Retention Office on R-Day.

3) Soldiers will not arrive at USMAPS prior to reporting date. Soldiers will report with complete initial clothing issue. Travel by POV is authorized. Report date is July 18, 2008. Your orders might say a different date on the front, but early report is NOT AUTHORIZED.

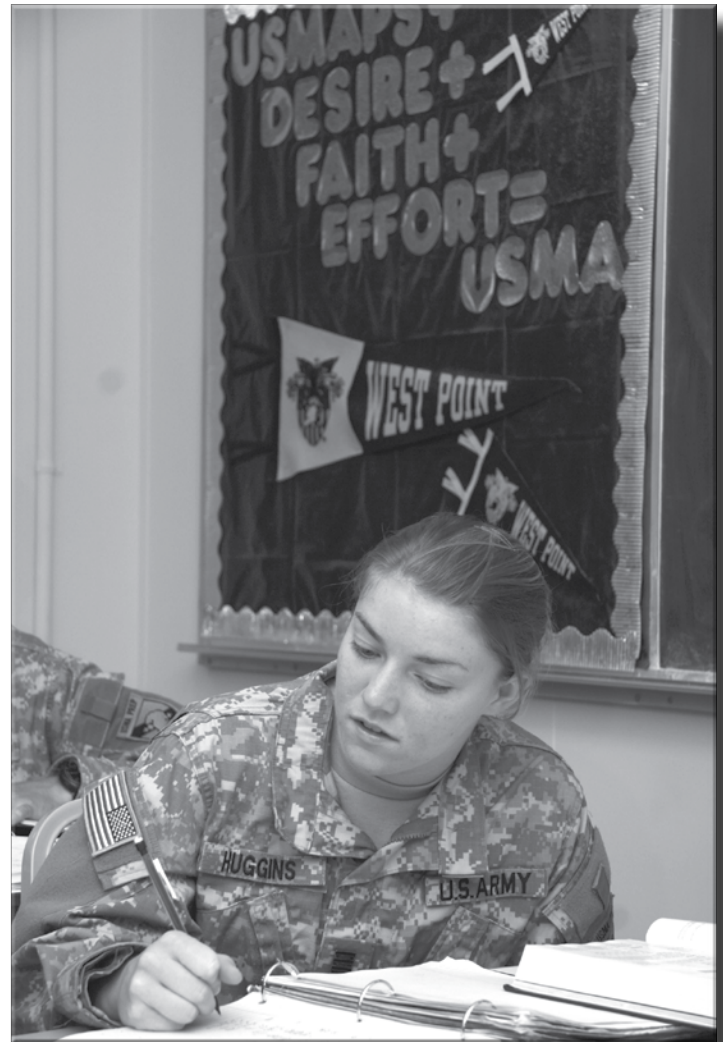
4) You must meet height/weight standards IAW AR 600-9 upon arrival to USMAPS. You should have already been contacted by DoDMERB to be administered a special medical examination. If you have not been contacted, you need to make an appointment with the medical facility on your post to get this done. This medical examination will be conducted IAW AR 40-501, Chapter 5, and needs to be accomplished prior to your arrival at Fort Monmouth.

When out-processing from your losing Personnel Office, secure your 201 File and Transaction Date Record (TDR) Cards. Ensure that you bring all previous promotion documents with you on R-Day.

Ensure the West Point Admissions Office has your correct unit mailing address on record. All Soldiers should schedule an appointment at their post Dental Clinic prior to PCSing.

## INFORMATION FOR YOU AND YOUR PARENTS

You and your parents are strongly encouraged to visit our web-site for up-to-date R-Day information at <http://www.usma.edu/usmaps>. Parents and guardians are invited to join the USMAPS Parents Network by going to <http://www.west-point.org/parent/usmaps-net>. The network is specifically designed to provide information and assistance to parents of USMAPS Cadet Candidates. Former Prep School parents monitor the network to assist you with questions or concerns throughout your Cadet



Candidate's experience at the Prep School.

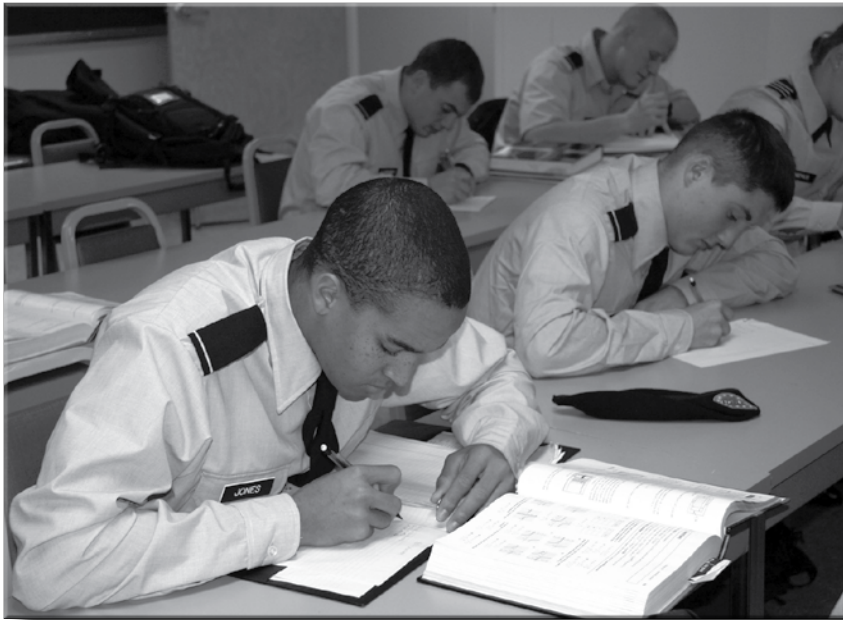
Parents interested in learning more about West Point can contact their local West Point Parents Club (WPPC) representative. For the name and address of the club nearest you, call the WPPC coordinator at (845) 938-5650.

All Cadet Candidates are required to sign a Privacy Act Statement by federal law. The option selected by the Cadet Candidate will govern what personal information, including grades and academic performance, the Prep School may provide parents or family concerning the Cadet Candidate while at Fort Monmouth.

## VISITORS INFORMATION

### Reception Day

Your family is welcome to accompany you to Fort Monmouth on R-Day. However, you should inform them that you must report to the Reception Tent at Gibbs Hall between 7:00 a.m. and 9:00 a.m. Once you begin processing they will be unable to see you. All visitors must possess photo IDs and vehicle registration and insurance cards. Vehicles entering the installation are subject to search. Should your parents and guests wish to remain at Fort Monmouth for the day, various members of the Prep School, West Point, and Fort Monmouth communities will be available at



## Key Event Dates

The following dates are currently planned for the Academic School Year:

- 1) CCBT: July 18-Aug. 9, 2008
- 2) Labor Day Weekend: Aug. 30-Sept. 1, 2008
- 3) Graduation: May 22, 2009
- 4) USMA Reception Day: June 30, 2009

These dates are subject to change, and specific times for release are dependent on scheduled duties and privilege status.

Additional release dates for Thanksgiving Leave, Christmas Leave, Spring Break, Graduation Leave, etc., will be made available to you before the conclusion of CCBT. Again, have your family contact you personally before scheduling trips or making travel arrangements for you.

It is important to note that security procedures to enter Fort Monmouth are strictly enforced, and visitors must coordinate directly with their Cadet Candidates in order to gain access to the installation.

Gibbs Hall to answer questions and offer advice. Your family is invited to an Orientation Brief by the Commandant of the Prep School in Gibbs Hall at 2:00 p.m. and to your Oath of Allegiance Ceremony held at 5:00 p.m. You should advise your family to dress informally (the temperature may be in the 90s) and to wear comfortable shoes for walking.

## During Cadet Candidate Basic Training (July to August)

Cadet Candidate Basic Training (CCBT) is an intense and demanding four weeks for Cadet Candidates. You will be busy from 5:00 am to 10:00 p.m., seven days a week. During CCBT, we intentionally limit (except for emergencies) personal interaction with parents and friends outside of USMAPS. The purpose of this is to establish focus and build Candidate self-reliance and discipline critical to the success of our program.

Cadet Candidates are not authorized to escort visitors during CCBT. Parents are reminded that visiting your Cadet Candidate during CCBT is not authorized.

Parents are encouraged to write frequently. Your mailing address during CCBT will be:

CC LAST NAME, FIRST NAME

ATTN: BTD

Building 1205 Abbey Road

Fort Monmouth, New Jersey 07703-5611

You are not authorized to receive packages during CCBT. Please ensure that your family and friends are aware of this restriction during your basic training.

## During the Academic Year (mid-August to May)

Throughout the academic year, you may escort visitors after official duties on Fridays, Saturdays, Sundays and holidays, unless you have other duties or your privileges have been restricted. Have your parents, family, and friends contact you personally before they start a trip to Fort Monmouth for the purpose of visiting with you.

## Hotel Information

For information about where to stay the night before Reception Day and when friends and family visit Fort Monmouth, you should contact the various agencies listed here:

### Fort Monmouth Lodging Office:

[www.monmouth.army.mil/C4ISR/services/lodging.shtml](http://www.monmouth.army.mil/C4ISR/services/lodging.shtml)

### Eatontown Chamber of Commerce/Visitor's Bureau:

[www.2chambers.com/eatontown\\_new\\_jersey.htm](http://www.2chambers.com/eatontown_new_jersey.htm)

### Monmouth County Department of Tourism:

[www.co.monmouth.nj.us/tourism/](http://www.co.monmouth.nj.us/tourism/)

### New Jersey Department of Tourism:

[www.state.nj.us/travel/explorenj.shtml](http://www.state.nj.us/travel/explorenj.shtml)

Please remember to make reservations early and to inquire about the hotel/motel's reservation and refund policy when you make your reservations. USMAPS Parents network members are a good source of information about accommodations.

## OATH OF ENLISTMENT

All Candidates who enter the Prep School will take the Oath of Enlistment on R-Day.

Candidates who enter the Prep School as Invitational Reservists will enlist into the Army Reserve and immediately enter on active duty for the duration of the Prep School Program. This active duty time is accounted for in order to establish entry dates that will later be used for retirement and longevity pay purposes.

Cadet Candidates who enter the Prep School from the Regular Army, Reserves, or National Guard will take the Oath as a reaffirmation of their previous enlistments.



# TRAVEL ROUTES TO FORT MONMOUTH

Fort Monmouth is located off Exit 105 (Eatontown) on the Garden State Parkway (GSP).

- 1) From the Garden State Parkway (South-bound):
  - a. Use exit 105 (Eatontown). Stay in the right lane as you exit and move to the far right lane at the traffic light (intersection of Hope Road and Route 36 East).
  - b. Go through the light and cross the intersection of Hope Road and Route 36 East, and immediately turn right into a 'jug handle' turn. You will now be heading North on Hope Road. Skip to number 5) below.
- 2) From the Garden State Parkway (North-bound):
  - a. Use Exit 105 (Eatontown), stay to the left and follow the Route 36 East to Long Branch signs until you reach the intersection of Hope Road and Route 36 East.
  - b. In order to make a left turn onto Hope Road you must be in the far right-hand lane when you cross the intersection of Hope Road and Route 36 East. Immediately go right into a "jug handle." You will now be heading North on Hope Road. Skip to number 5 below.
- 3) From the New Jersey Turnpike North-bound (from Delaware, South Jersey):
  - a. Take Exit 7A off the NJ Turnpike to Route 195 East (Shore Points).
  - b. Follow Route 195 to the Garden State Parkway North. Stay in the local traffic lane, not express. Continue from number 2 above.
- 4) From the New Jersey Turnpike South-bound (from Newark Airport, North Jersey, New York, Connecticut):
  - a. Take Exit 11 on the NJ Turnpike to the Garden State Parkway South (Shore Points). Stay in the left lanes after paying the toll to reach the Garden State Parkway entrance.
  - b. Continue from number 1 above.
- 5) Go to the third traffic light (Tinton Avenue; after golf course on your right) and turn right onto Tinton Avenue. The Gibbs Hall entrance will be approximately ½ mile down the road on your right. Park in the large parking lot directly to your left. **Do not drive up the hill to the Gibbs Hall main building.**

You will be greeted by Prep School staff in the lower parking lot who will direct you to your first in-processing station at the Reception Tent.

The address for Gibbs Hall is Building 2000, Magill Drive, Eatontown, N.J. 07724; (732) 938-4561 or 4520.



# PACKING LIST

## Candidates must report on R-Day with the following:

### Required Items for ALL Candidates:

Checkbook, Checking Account  
Cash, Travelers Checks, or Money Order (\$400)  
Check/Money Order, Payable to "CECF" (\$200)  
Receipts for Travel and Lodging Expenses (2 Copies)  
SF 1199A, Direct Deposit Form (3 Copies)  
Blood Type Lab Verification  
Social Security Card  
Record Check, Police  
Drivers License, Valid, Civilian  
Running Shoes (1 pr. worn)  
T-shirt, all-white, crew neck (1 ea. worn)  
Shorts, all-black, athletic (1 pr. worn)  
Watch, wrist, digital, sport-type, Black (1 ea. worn)  
Socks, All-White, Mid-Calf Length, No-Logos, Athletic Type  
(12 pr., including one worn)  
Underwear (12 pr.)  
Glasses, Optical, Prescription, Civilian (1 pair min., worn) and  
Black Eyeglass Strap  
Tooth Brush (1 ea.)  
Toothbrush Case, Plastic, White (1 ea.)  
Toothpaste (2 tubes)  
Cream, Shaving, Can (2 ea.)  
Razor, Shaving (30-day supply)  
Soap, Bar, Deodorant (3 bars)  
Deodorant/Antiperspirant, Unscented, Stick/Roll Type (2 ea.)  
Case, Soap, Plastic (1 ea.)  
Shampoo, Bottle/Tube (1 ea.)  
Lip balm (2 ea.)  
Cotton Swabs (2-month supply)  
Shoes, Shower, Flip-flop type, All Black in color (1 pr.)  
Towel, Bath (3 ea.)  
Washcloth, Bath (3 ea.)  
Bags, Freezer, 1 Gallon Size (12 ea.)  
Detergent, Laundry, Liquid (1 ea. small bottle)  
Marker, Laundry, Permanent, Black Ink (2 ea.)  
Strap, Jock, Athletic Supporter, Male Candidates (2 ea.)  
Robe, Bath (1 ea.)  
Shoes, Civilian, Dress, Low-Quarter, Leather, All-Black or All-Brown  
Matching Leather Dress Belt (1 ea.)  
Clock, Alarm, Battery Powered (No integrated radio, CD,  
cassette, etc.) (1 ea.)  
Pen, Black, Ball-Point (12 ea.)  
Pencil, Mechanical or Wood Type, #2 Lead (12 ea.)  
Address Book (1 ea.)  
Envelopes (10 ea.)  
Stamps, Postal, First Class (10 ea.)  
Stationery

Highlighter, Yellow (3 ea.)  
Portable USB drive (256 MB or larger)  
Civilian attire, 1 set (khaki slacks, collared shirt)

### Additional Required Items for ALL Female Candidates:

Suit, Swimming, Racing-Type, One-Piece, All-Black (1 ea)  
Feminine Hygiene Items (2 month supply)  
Bra, White (2 ea. minimum)  
Bra, Sport, Solid White or Gray Color (8 ea., minimum)

### Additional Required for ALL Prior-Service Soldiers:

ID/Common Access Card, Military ID ("Dog") Tags  
Drivers License, Military  
Basic Uniform Clothing Issue (ALL Items Issued at BCT)  
including, but not limited to:  
Class A and B (incl. trench coat & gloves)  
ACU, ALL, Complete  
T-Shirts, Sand (8 ea. minimum)  
IPFU Components (ALL)  
DA Form 31, Leave Form  
PCS Orders (20 Copies)  
Promotion Documents  
Promotion Point Worksheet  
Enlistment Extension/Contract  
Reenlistment Documents  
201 File & ERB  
Army Medical Records  
Army Dental Records  
Glasses, Optical, Prescription, Military Issue (2 pr.) and  
Black Eyeglass Strap  
DITY Claim Paperwork

### Personal Items (optional):

1. Contact Lenses
2. A framed picture (girlfriend, boyfriend, family, not larger than 8"x10")
3. Musical Instruments
4. Special athletic footwear (baseball, golf, soccer, wrestling, lacrosse, cross country, orienteering, and rugby) and related equipment (clubs, lacrosse sticks, etc.)
5. Basketball/Court-type shoes (1 pr.)
6. Medium/heavyweight hiking socks
7. Brown polypropylene Army issue items
8. Utility tool/pocket knife, with locking blades no more than 3.5" long
9. Small hand-held hair dryer and/or curling iron
10. Electric Razor
11. Religious reading material

### Prohibited Items:

Food or herbal/performance supplements  
Pornographic Materials  
Alcohol/Illegal Substances  
Civilian Attire unless specified above  
Weapons (firearms, knives unless specified above)  
Extremist materials



# ADMISSION CHECKLIST

## Action Date Completed

1. Read this package of material carefully.

2. COMPLETE AND MAIL the following items immediately:

- \_\_\_\_\_ Certified Birth Certificate and Card #1
- \_\_\_\_\_ Biographical Data – Card #3
- \_\_\_\_\_ Certificate of Authorization – Card #4
- \_\_\_\_\_ Uniform Data – Card #5
- \_\_\_\_\_ Carlson-Wagonlit Travel Information – Card #7
- \_\_\_\_\_ Vision Survey – Card #9
- \_\_\_\_\_ Immunization Record Form – USMA Form 5-516
- \_\_\_\_\_ Dental Panoramic and four (4) bitewing X-rays
- \_\_\_\_\_ Medical Care Record – SF 600

3. You must also:

- \_\_\_\_\_ a. Have parents return Statement of Consent (Card #2), if applicable.
- \_\_\_\_\_ b. Submit Request for Final Transcript (Card #6) to your high school counselor, if applicable.
- \_\_\_\_\_ c. Arrange to have your final high school or college transcripts forwarded to the Director of Admissions, USMA.
- \_\_\_\_\_ d. Secure funds required for payment upon arrival to the USMAPS.
- \_\_\_\_\_ e. Open your personal checking account at least 30 days prior to arriving at Fort Monmouth. Ensure the Authorization for Direct Deposit Sign-up form (SF1199A) is completed in triplicate and signed by your bank's authorized representative.
- \_\_\_\_\_ f. Notify the Department of Defense Medical Examination Review Board (DoDMERB) of any change in your medical condition prior to reporting to the Prep School.
- \_\_\_\_\_ g. Have any scholarship funds forwarded to the Treasurer, USMA, 646 Swift Road, West Point, N.Y. 10996-1905, Tel: (845) 938-3516.
- \_\_\_\_\_ h. Obtain a Social Security Card if you do not have one.
- \_\_\_\_\_ i. Have all correctable dental defects, to include orthodontics, completed prior to reporting.
- \_\_\_\_\_ j. Make travel/motel reservations as required.
- \_\_\_\_\_ k. Start running 3 miles per day (at a minimum 9 minute pace).
- \_\_\_\_\_ 4. Have your local police department fill out the Police Record Check form and return to the USMA Admissions Office.
- \_\_\_\_\_ 5. Ensure you have purchased all packing list items and wear or bring them with you when you report to USMAPS on R-Day.
- \_\_\_\_\_ 6. Arrive at Fort Monmouth's Gibbs Hall Reception Tent between 7:00 a.m. and 9:00 a.m. on R-Day. If you are delayed for any reason, call Gibbs Hall at (732) 938-4561 or 4520 and ask to speak to a USMAPS representative.

