

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-2001**

14 JANUARY 2015



Personnel

**CADET SERVICE ACADEMY EXCHANGE
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-20, *Accession of Air Force Military Personnel*, for an exchange program between the United States Air Force, Coast Guard, Military, and Naval Academies. The purpose of the exchange program is to provide an opportunity for selected United States Air Force Academy cadets to garner a better understanding of the culture and core competencies associated with the separate branches of our United States military services. This voluntary program involves an exchange of cadets and midshipmen during the fall semester of each academic year. This instruction applies to all United States Air Force Academy (USAFA) agencies involved in support of the Cadet Service Academy Exchange Program (SAEP). This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and conflicts between this and other publications to USAFA/CWTS, 2354 Fairchild Drive, Suite 4A12, USAF Academy, CO 80840, on Air Force (AF) Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier (T-3) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to USAFA/CWT for the appropriate Tier waiver approval authority, or alternately, to the Publication Office of Primary Responsibility (OPR) for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This instruction has been revised to reflect the following: The instruction has been completely rewritten and must be completely reviewed.

1. How the Exchange Works:

1.1. The USAF Academy selects cadets to participate in a semester-long exchange program with the United States Military Academy (USMA), the United States Naval Academy (USNA), and the United States Coast Guard Academy (USCGA).

1.1.1. The number and rank of cadets exchanged is IAW the current Conference of Service Academy Superintendents (COSAS) agreement.

1.1.2. Some exchanges may be out of cycle and not include all academies. All exchanges outside of the scope of the instruction will be worked by the Commandants through Scheduling (USAFA/CWTS) as required.

1.1.3. Cadets must ensure their myPay account is active prior to departing USAFA. Should the member need the account reset, they must visit the USAFA Cadet Pay Office.

1.2. The exchange begins prior to the start of the semester as determined by the host academy and ends after final examinations are completed at the host academy.

1.3. Exchange cadets and midshipmen are completely integrated into the host academy's activities and will be governed by the host's rules and instructions. Exchange cadets and midshipmen are afforded the same passes and liberties as equivalent ranked cadets within their squadron.

1.3.1. Exchange cadets and midshipmen will comply with the host academy's honor code. Suspected violations of a host academy's honor code by a visiting exchange cadet or midshipmen will be reported immediately to the visiting cadet's/midshipman's home academy. The host academy will fully investigate the alleged violation in accordance with its own policies and procedures. The host academy honor committee will recommend whether an honor board should be held. Honor boards, if held for exchange cadets/midshipmen, will be convened at the cadets'/midshipmen's home academy.

1.3.2. Infractions of host academy regulations and policies will be adjudicated and punishment administered by the host academy in accordance with its own policies and procedures with the following exception: exchange cadets/midshipmen at USAFA will not be subject to punishment under Article 15 of the Uniform Code of Military Justice, in accordance with U.S. Army, U.S. Navy, and Coast Guard regulations. It is important to note that only the USAFA Superintendent has the authority to disenroll USAFA cadets.

1.4. While on the exchange program, USAFA cadets are expected to participate in all facets of the host academy's way of life to learn as much as possible during their stay. USAFA cadets are expected to maintain excellent academic, military, and athletic performance while at the host academy. Exchange cadets/midshipmen will participate in the appropriate Character Development programs available to their class. Concerning academic and military grades, the following apply:

1.4.1. If the end-of-semester academic grades received would ordinarily result in academic probationary status at USAFA, the cadet is on academic probation upon return.

Cadets receive credit for courses passed. Such credit is entered on their academic records and computed into their Grade Point Average (GPA).

1.4.2. Military Performance Average (MPA) – USAFA cadets participating in SAEP for a semester will not receive an MPA for the semester they are absent from USAFA. Instead, they will receive their MPA score from the previous semester at USAFA unless extraordinary circumstances warrant assigning a different MPA for disciplinary issues.

1.4.3. Physical Education Average (PEA) – USAFA cadets participating in SAEP for a semester will not receive a PEA for the semester they are absent from USAFA. Any qualifying physical education course grade earned while on exchange will be factored into cadets' Cum PEA. If no semester PEA, cadets will be considered for Athletic Honors using Cum PEA for the exchange semester. A qualifying honors Cum PEA is 3.00 or greater. It is important to note, while on exchange all host academy physical fitness evaluations must be taken and passed. All certified scores along with PE course class transcripts will be turned in upon return from exchange to the PE Grading and Scheduling Office (ADPVEG) in AD. Failure to pass an evaluation may result in remedial/disciplinary action.

2. Responsibilities. The Commandant of Cadets (USAFA/CW) has overall responsibility for this program. Other key staff heads in the exchange program are the Chief, Scheduling (USAFA/CWTS), and Support Division (USAFA/CWTM); Dean of the Faculty (USAFA/DF); Director of Athletics (USAFA/AD); Director of Manpower and Personnel (USAFA/A1); Director of Financial Management and Comptroller (HQ USAFA/FM); 10th Medical Group Commander (10 MDG/CC); 10th Communications Squadron (10 CS/CL); and the 10th Logistics Readiness Squadron (10 LRS/CL). Specific tasks for each of these staff heads are as follows:

2.1. The Commandant of Cadets through the Director of Training Support (USAFA/CWT):

2.1.1. Appoints a selection board member (rank of O-4 or above when possible) to interview applicants, review packages, and score each applicant during the selection board.

2.1.2. Ensures respective Air Officer Commanding (AOCs) submit military evaluations and evaluation comments for each visiting cadet and midshipman to USAFA/CWTS prior to their end of semester departure. AOCs should specifically mention leadership potential, military conduct, strengths and weaknesses, etc., of the visiting cadet/midshipman. Forms and instructions supplied by the home academy through USAFA/CWTS will be used for this purpose. In the absence of these forms, a military memorandum format will be used for this purpose.

2.1.3. Ensures respective AOCs assign a cadet sponsor for the incoming exchange cadet or midshipman. Cadet sponsor duties include ensuring linens are available and providing an explanation of the cadet area, schedule of calls, etc.

2.1.4. Through the Chief, Scheduling Division (USAFA/CWTS):

2.1.4.1. Appoints a USAFA program manager from the Scheduling Division who coordinates all aspects of the program with applicable USAFA agencies and his or her counterpart at each participating academy. **T-3** The program manager:

2.1.4.2. Informs the Director of Training Support, USAFA/CWT of any changes in status with exchange cadets or midshipmen.

2.1.4.3. Counsels all cadets selected for the exchange program on the objectives and goals for the program and reminds them of their roles as representatives of the Air Force Academy Cadet Wing.

2.1.4.4. Briefs all interested eligible cadets about the program at the beginning of each semester. The briefing includes application procedures, selection process, program specifics (with returning and current exchange cadets briefing their experiences), and notification procedures.

2.1.4.5. Establishes a selection board to select primary and alternate USAFA exchange participants. It consists of a representative from the Scheduling Division (USAFA/CWTS), the Office of the Registrar (USAFA/DFRC), and Athletic Programs (USAFA/ADPL). Board members should be O-4 or above when possible. The USAFA program manager acts as the board recorder, but is not a voting member. See paragraph 5 for selection board procedures. Results of the board's actions are not released until after USAFA/CW approval (or his/her designated representative). **T-3**

2.1.4.6. Prepares the AF Form 1768, *Staff Summary Sheet*, for USAFA/CW approval of selected primary and alternate USAFA exchange participants. The AF Form 1768 must be coordinated through USAFA/DFRC, USAFA/ADPL, USAFA/CWTS, and approved by USAFA/CW or his/her designated representative. An informational copy of the AF Form 1768 is provided to the Superintendent, Headquarters USAFA (HQ USAFA/CC). **T-3**

2.1.4.7. Notifies each USAFA applicant by memorandum, through the AOC, of selection or non-selection as soon as possible after USAFA/CW approval or designated representative approval. Provides appropriate USAFA agencies with an approved list of cadets participating in the exchange program. Sends approved names to the respective exchange academy no later than 30 April (fall exchange). Also, notifies Cadet Personnel Division (USAFA/A1A), USAFA/DFR and Chief of Financial Services (USAFA/FMF) by providing a list with full name, social security number, academy location while on exchange, departure and return dates along with break days before and after the exchange semester as soon as possible for duty status updates of exchange cadets. **T-3**

2.1.4.8. Ensures each cadet participating in the exchange program has prepared orders in the Defense Travel System (DTS) no later than 15 April (fall exchange) of each year. **T-3**

2.1.4.9. Reviews exchange uniform requirements no later than 15 April (fall exchange) of each year (see Attachment 2). Notifies USAFA/CWTS of any changes so they may be included in the instructions to participating cadets.

2.1.4.10. Prepares and distributes out-processing instructions to participating USAFA cadets no later than 15 April (fall exchange) of each year. The instructions should outline out-processing procedures, reporting instructions, transportation procedures and limitations, change of address instructions, uniform requirements, and required records to hand-carry to host academy, etc.

- 2.1.4.11. Compiles a list and distributes to appropriate USAFA agencies USAFA/A1A, USAFA/DFR and USAFA/FMF as names of cadets and midshipmen arrive from other participating academies.
- 2.1.4.12. Assigns visiting cadets and midshipmen to squadrons and sends a list to USAFA/CWT for approval no later than 15 May (fall exchange) of each year. Where possible, assigns cadets and midshipmen to squadrons that have USAFA cadets participating in the exchange. When possible, does not assign more than one service academy exchange cadet or midshipman to the same squadron. **T-3**
- 2.1.4.13. Ensures assignment of post office boxes to incoming exchange cadets and midshipmen. **T-3**
- 2.1.4.14. Ensures e-mail accounts are established for the visiting cadets and midshipmen, and USAFA cadets on exchange can continue to receive USAFA e-mail. **T-3**
- 2.1.4.15. Establishes in-processing procedures for arriving exchange cadets and midshipmen, and prepares in-processing instructions. During Transition Week, holds a meeting with visiting cadets and midshipmen to cover in-processing procedures as well as any other USAFA-specific issues deemed necessary. **T-3**
- 2.1.4.16. Establishes out-processing procedures for departing visiting exchange cadets and midshipmen, and prepares out-processing instructions NLT 15 Nov each fall semester. Instructions should include an out-processing checklist. **T-3**
- 2.1.4.17. Ensures overall academic and military evaluations of each visiting cadet and midshipman are sent to their respective academy no later than 14 January (fall exchange) of each year. **T-3**
- 2.1.4.18. Consolidates after action reports from all returning USAFA exchange cadets and visiting exchange cadets and midshipman. Once received and vetted, all after action feedback is disseminated to the following agencies; the USAFA Superintendent, Commandant of Cadets, Dean of the Faculty, Director of Athletics and the Director of Training Support. **T-3**
- 2.1.4.19. Schedules departure meetings for all outgoing USAFA exchange cadets and in-processing and departure meetings with all visiting exchange cadets and midshipmen with the Director of Training Support (USAFA/CWT) or by request of Commandant of Cadets. **T-3**
- 2.1.4.20. Schedules exit interviews in mass for the visiting cadets and midshipmen, and return interviews in mass for the returning USAFA cadets with the USAFA Superintendent, Commandant of Cadets, Dean of the Faculty, Director of Athletics and the Director of Training Support. **T-3**
- 2.1.4.21. Ensures the services and supplies necessary for each incoming cadet and midshipman are authorized and available as necessary. Serves as contact point for replacement of needed distinctive items.
- 2.1.5. Through Support Division (CWTM);

- 2.1.5.1. Using the laptop computers provided by the visiting cadets/midshipmen, the (CWTM) IT Support Manager will add each computer to the USAFA Network and Domain upon arrival.
- 2.1.6. Through 10th Logistics Readiness Squadron, Cadet Issue (10 LRS/LGRCI)
 - 2.1.6.1. Ensures replacement uniform items are available for purchase in the Cadet Uniform Replacement Store prior to USAFA exchange cadets' departure.
 - 2.1.6.2. Issues flight suits and flight jackets to visiting exchange cadets and midshipmen as needed for aviation programs and incentive flights. Ensures cadets and midshipmen return issued items prior to departure at the end of the semester.
 - 2.1.6.3. Tailor Shop will create door tags and flight suit name tags for visiting exchange cadets and midshipmen.
- 2.2. The Dean of the Faculty (USAFA/DF) through Student Academic Affairs (USAFA/DFR):
 - 2.2.1. Appoints a selection board member (rank of O-4 or above when possible) to interview applicants, review packages, and score each applicant during the selection board.
 - 2.2.2. Meets with advisors and participating USAFA cadets no later than 15 April (fall exchange) of each year to finalize cadets' academic programs at the host academy.
 - 2.2.2.1. Ensures all USAFA exchange cadets complete the *Service Academy Exchange Course Request Worksheet*, contact SAEP DF coordinator for worksheet. This worksheet serves as an agreement between the cadet, advisor and the SAEP DF coordinator and allows for a tool to help schedule classes at the other host academies. Any deviations once the cadet arrives at the other academy from the request worksheet will need to be coordinated with the advisor and the SAEP DF coordinator.
 - 2.2.3. Inputs academic scheduling data on incoming, visiting exchange cadets, and midshipmen into the Cadet Administrative Management Information System (CAMIS) by 15 July (fall exchange) of each year.
 - 2.2.4. Coordinates with the other participating academies and sends course registration information electronically for each participating USAFA cadet.
 - 2.2.5. Coordinates with the other participating academies and appropriate USAFA agencies to prepare academic schedules for visiting exchange cadets and midshipmen by the beginning of the semester.
 - 2.2.6. During Transition Week (in coordination with the USAFA/CWTS program manager), holds a meeting with visiting cadets and midshipmen, and the USAFA/DFR department representative to settle any scheduling problems.
 - 2.2.7. Ensures sufficient copies of the visiting exchange cadets' and midshipmen's transcripts are prepared for, their home academy registrars on each cadet and midshipman, NLT 14 January of each year.

2.2.8. Takes action to post appropriate grades, transfer credit, and determine eligibility for appropriate honor's list and academic probation as needed, upon receipt of USAFA exchange cadet transcripts from the visited institution.

2.3. The Director, 10th Communications Squadron (10 CS/CL) through the Helpdesk (10 CS/SCOS):

2.3.1. Creates USAFA email accounts for all visiting cadets/midshipmen no later than one week prior to class start date (fall exchange).

2.3.2. Ensures all USAFA cadets on exchange will continue to have access to their USAFA email accounts.

2.4. The Director of Athletics (USAFA/AD):

2.4.1. Appoints a selection board member (rank of O-4 or above, or civilian equivalent when possible) to interview applicants, review packages, and score each applicant during the selection board.

2.4.2. Assists the USAFA/DF project officer in scheduling incoming cadets and midshipmen in the physical education program.

2.4.3. Ensures adherence to the following PE grading procedures: USAFA exchange cadets are allowed validation credit for fitness tests and intramurals scheduled during the exchange period. USAFA exchange cadets receive a one-for-one credit for a course taken at the host academy, provided it correlates to a USAFA Physical Education course.

2.4.4. Determines each cadet's eligibility to compete in the exchange academy's intercollegiate programs. Prior to any intercollegiate athletic practice or competition, each exchange cadet has a mandatory requirement to confer with the USAFA National Collegiate Athletic Association (NCAA) Compliance Division to determine his or her intercollegiate athletic eligibility. Failure to do so may result in ineligibility for future NCAA competition.

2.5. The Director of Manpower and Personnel (HQ USAFA/A1) through the Chief, Cadet Personnel Division (HQ USAFA/A1A):

2.5.1. Is responsible for updating the appropriate duty status code in CAMIS for all cadets and midshipmen participating in the exchange program.

2.6. The Director of Financial Management and Comptroller through the Chief of Financial Services (HQ USAFA/FMF):

2.6.1. Maintains the cadet pay records of the USAFA exchange cadets during their period of Temporary Duty (TDY).

2.6.2. Discontinues, deducts, or reduces all the fixed charges for personal deductions the USAFA exchange cadets will not be using or participating in during the exchange to a host academy.

2.6.3. Will brief USAFA cadets prior to departing on exchange on their pay and requirements at the visiting exchange Academy and brief the arriving exchange cadets of their pay requirements while at USAFA on exchange.

2.7. The 10th Medical Group Commander (10 MDG/CC) through the Cadet Clinic will:

2.7.1. Ensure USAFA exchange cadets with special medical considerations are provided appropriate documentation, medication, instructions, etc., prior to their departure.

2.7.2. Ensure visiting cadets and midshipmen are given priority during initial semester in-processing to be provided: appropriate treatment, medication, instructions, requisite physical screenings required for participation in airmanship programs, issued spectacles required for participation in airmanship programs, and coordination with the Aerospace and Operational Physiology Flight, 21AMDS/SGPT for Altitude Chamber Training, etc., while at USAFA.

3. Determining Eligibility:

3.1. Second class cadets enrolled at participating military academies are eligible to participate in the Service Academy Exchange Program.

3.2. Cadets who are on any form of probation may not apply.

3.3. Cadets must meet minimum PEA, GPA and MPA requirements.

3.3.1. Cadets must have a PEA of 2.6 or higher.

3.3.2. Cadets must have a GPA of 2.8 or higher.

3.3.3. Cadets must have a MPA of 3.0 or higher.

4. How to Apply:

4.1. No later than January (fall exchange) of each year, the exchange program manager holds a briefing on the exchange program and application procedures. Each cadet who wishes to apply for the program should do the following:

4.1.1. Discuss his or her desire to participate in this program with their Academic Advisor in DF to verify course transfer, and he or she should also consult an AD advisor to discuss athletic eligibility concerns.

4.1.2. Submit a military memorandum stating his or her desire to participate in the program. See Attachment 3 as a guide. Submit the memorandum to their AOC no later than the date specified by their AOC.

4.1.3. Discuss his or her desire to participate in this program with the AOC. Ask the AOC to submit a memorandum recommending him or her for participation in the program. The AOC should send the memorandum and cadet's current Personnel Data Summary through the Group AOC to USAFA/CWTS to arrive no later than the date specified by the USAFA program manager.

5. How to Select:

5.1. The selection board consists of at least one officer representative (O-4 or above when possible) from USAFA/CWTS, USAFA/DFRC, and USAFA/ADPL. The USAFA/CWTS program manager acts as the board recorder and establishes the date, time, and place for the meeting. Usually the board will meet during February (fall exchange). The board uses the following procedures:

5.1.1. The board members will interview each applicant and review the applicant's package. The board members will assign a point value from 6 to 10 (6 is the least qualified and 10 is the best qualified).

5.1.2. The board recorder compares point values assigned by board members, and identifies applicants whose point values vary by 2 or more points. These applicants will be reevaluated in open discussion by the board and points adjusted if warranted.

5.1.3. The board recorder totals the points and rank orders the folders according to the point totals. The board rank orders those applicants with identical totals in open discussion and consensus as necessary.

5.1.4. Exchange slots will be awarded based on rank order from the board results and the cadet's stated preference. Once the primary slots and predetermined number of alternates are filled, the board is complete. It is important to note that USAFA may ultimately send fewer cadets to participating host academies than the total number of exchange slots available.

5.1.5. The board recorder CWTS PM prepares an AF Form 1768 to coordinate the list with USAFA/ADPL, USAFA/DFRC, USAFA/CWTS, and then to USAFA/CW for approval. The AF Form 1768 is sent to HQ USAFA/CC for information. The results of the board are not released until after USAFA/CW or designated representative approval.

6. Preparing Travel Orders. The SAEP - CWTS program manager ensures travel orders are prepared, in DTS, by each cadet who participates in the Cadet Service Academy Exchange Program. The program manager determines which travel arrangements are in the best interest of the government and the cadet involved. Travel orders should normally be prepared by 1 May of each year. Cadets will file a travel voucher within 5 workdays after their return to USAFA.

7. Complying with Uniform Requirements. USAFA Cadet Service Academy Exchange cadets ensure they have all necessary items listed in Attachment 2. All items must be in serviceable condition and, as a minimum, one complete service uniform and one complete set of Airman Battle Uniform (ABU) must be in the cadets' possession when they arrive at their host academy. The remaining items may be shipped with their personal property. The program manager may amend this list in specific instances after coordinating with the host academy. USAFA-distinctive items are unavailable at the host academy. Cadets must coordinate replacement of lost or damaged items through the host exchange program manager. Please reference the equivalent uniform chart in AFCWMAN 36-3501, *Cadet Sight Picture*, for determining the proper uniform to wear when the host academy prescribes specific uniforms for their formations.

8. Transporting Excess Baggage. USAFA Cadet Service Academy Exchange cadets are authorized reimbursement of excess baggage when traveling by commercial air transportation.

9. Arranging Field Trips. The USAFA program manager may arrange one or more field trips for the visiting exchange cadets and midshipmen to expose them to different Air Force missions. Request for excusal from academic, athletic, and military training is submitted to the Scheduling Committee, via CAMIS electronic USAFA Form 17, *Request for USAFA Scheduling Committee Action*, for final approval/disapproval.

STEPHEN C. WILLIAMS, Brig Gen, USAF
Commandant of Cadets

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-20, *Accession of Air Force Military Personnel*, 23 December 2008

AFI 33-360, *Publications and Forms Management*, 25 September 2013

Uniform Code of Military Justice, Article 15, *Commanding Officer's Non-Judicial Punishment*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1768, *Staff Summary Sheet (SSS)*

USAFA Form 17, *Request for USAFA Scheduling Committee Action*

Abbreviations and Acronyms

ABU—Airman Battle Uniform

AOC—Air Officer Commanding

CAMIS—Cadet Administrative Management Information System

COSAS—Conference of Service Academy Superintendents

GPA—Grade Point Average

LES—Leave and Earnings Statement

MPA—Military Performance Average

NCAA—National Collegiate Athletic Association

PE—Physical Education

PEA—Physical Education Average

USAFA—United States Air Force Academy

USCGA—United States Coast Guard Academy

USMA—United States Military Academy

USNA—United States Naval Academy

Attachment 2

SERVICE ACADEMY EXCHANGE PROGRAM CLOTHING LIST

Item	Qty	U/I	Item	Qty	U/I
Backpack	1	EA	Name Tags, Service/Blues	2	EA
Bag, Laundry	1	EA	Padlock, Combination	2	EA
Bathrobe	1	EA	Pajamas (optional)	±	PR
Belt & Buckle (Blues)	2	EA	Parka	1	EA
Belt & Buckle, ABU	1	EA	Patch, Squadron (optional)	±	EA
Belt, Reflective	1	EA	Pillow	1	EA
Blanket	1	EA	Rank, Insignia ABU (C/MSgt)	2	PR
Blousers	2	PR	Running Jacket	1	EA
Boot, ABU Green	1	PR	Running Trousers	1	PR
Bras (Female)	±	EA	Scarf, Black	1	EA
Briefs / Female Underpants	±	PR	Scarf, Falcon	1	EA
Cadet Flight Cap	2	EA	Shirt, ABU	± 2	EA
Cadet Service Cap	1	EA	Shirt, L/S Blue	2	EA
Cadet Service Cap Insignia	3	EA	Shirt, S/S Blue	± 4	EA
Cadet Service Coat	2	EA	Shoes, Corfram	1	PR
Cadet Service Necktie/Necktab	2	EA	Shoes, Crosstrainers	1	PR
Cadet Service Skirt (Female)	1	EA	Shoes, Dress (leather)	1	PR
Cadet Service Trousers	3	PR	Shoes, Running	1	PR
Camelback Hydration Bladder	1	EA	Shoes, Shower	1	PR
Cap, ABU	1	EA	Shoulder Boards (C/MSgt)	2	PR
Cap, Fleece (Black)	1	EA	Shorts, Athletic Mesh	2	PR
Cap, Fleece (Sage)	1	EA	Supporter, Athletic (Male)	1	EA
* Flight Suit w/Name patch	1	EA	Sweat Pants	1	PR
Garter Straps	1	PR	Sweat Shirt	1	EA
Gloves, Black	1	PR	Swimsuit	1	EA
Gloves, Rappelling	1	PR	Tie Bar (Male)	1	EA
Gloves, White	2	PR	Trousers, ABU	± 2	PR
Insignia, US	2	EA	T-Shirt, ABU	±	EA
Jacket, Athletic	1	EA	T-Shirt, Underwear, V-neck (Male)	±	EA
Jacket, APECS (ABU)	1	EA	T-Shirt, Athletic w/Name	2	EA
Jacket, Fleece (ABU)	1	EA	Complete Parade Uniform	1	EA

± Denotes Quantity as Needed

NOTE* Flight Suits will only be worn for Spirit Missions and not an everyday uniform or ABU replacement

Attachment 3

SAMPLE APPLICATION MEMORANDUM

[NOTE - Please use Squadron letterhead for your official application.]*

Day/Month/Year

MEMORANDUM FOR AIR OFFICER COMMANDING (AOC)

FROM: *Interested Cadet (Rank, Name, Squadron, and cell phone #)*

SUBJECT: Cadet Service Academy Exchange Program (SAEP) Application

1. I am applying to participate in the Cadet Service Academy Exchange Program for the following academies in order of preference (*United States Coast Guard Academy, United States Military Academy, United States Naval Academy*). I am aware that I may not be selected for my first choice and am willing to go on exchange to any of the service academies.
2. My Free periods are: *M/T days [Please be mindful of PE and Airmanship Courses-**please erase note before final submission]*
3. *[In your own words, explain why you want to participate...-**please erase note before final submission]*

X

Cadet's Electronic Signature