

DEPARTMENT OF THE AIR FORCE  
THE AIR FORCE CADET WING  
USAF ACADEMY, COLORADO 80840



REPLY TO  
ATTN OF: BCT/3710

5 July 1971

SUBJECT: Letter of Instruction

TO: Basic Cadet \_\_\_\_\_ Serial No. \_\_\_\_\_  
Class of 1975  
USAF Academy

1. The instructions contained in this letter are to be read very carefully. They constitute your first written orders here at the Academy, and you are expected to comply with them completely.

2. If you have any questions about the instructions contained in this letter, ask your Element Supervisor, Cadet First Class Anderson, when he comes by to check on your progress. You will stand whenever he enters your room or whenever you address him. You will address him as either "Cadet Anderson, Sir," or "Sir" at all times. He will supervise your processing into the Academy for the next three days. At the end of these three days, the First Class Cadet Chain of Command will take charge and your summer training program will begin in earnest.

3. You will remain in your room today except to use the latrine, go to meals, or to obtain medical aid should you become ill. Obtain permission from your Element Supervisor before taking a shower today.

4. You have been assigned to the 1 Element, 21 Flight of F Squadron. Your room number is 6E14 and your table number in the Mess Hall is \_\_\_\_\_. You are expected to know this information as well as your serial number at all times. You will report to the Squadron Orderly Room (the office you just left on this floor where the First Class Cadets took charge of you) at exactly \_\_\_\_\_ to go to your noon meal. If you arrive at the Orderly Room after 1500 (3:00 p.m.), you will not be fed until the evening meal.

5. The first thing you should do after reading this letter is to change into a set of fatigues. Leave your shoes on. You should then start putting things away. Then start unpacking either the footlocker or cardboard box in your room. There is one of each per cadet assigned to the room. The footlocker and the cardboard box each contain an inventory. You should check this inventory against the items in the box to insure everything is there. (You received a copy of the cardboard

box inventory in the processing line.) If you have any overages or shortages, tell your Element Supervisor when he comes by your room. On the bookshelf, you will find a large blue loose-leaf book marked "Cadet Wing Regulations." Cadet Wing Regulation 50-5 contained in this book shows you how you are to arrange your room and put things away. Follow this regulation as closely as you can.

6. During the next five days, you will be required to mark your clothing and other items with your name, serial number, and squadron. DO NOT ATTEMPT TO MARK ANY ITEMS UNTIL YOU HAVE BEEN SHOWN HOW BY YOUR ELEMENT SUPERVISOR. You should try on all items of clothing to insure they fit properly prior to marking them. Your Element Supervisor will be by to check the fit of your fatigues and other items of outer clothing. Do not mark items of outer clothing until their fit has been checked by your Element Supervisor. The last page of Cadet Wing Regulation 35-11 in the book of Cadet Wing Regulations on the bookshelf tells you how to mark these items.

7. Also attached to this letter is a checklist of the things you are to accomplish in the next three days in addition to the normal in-processing. You should make every attempt to complete all these items prior to the official start of your training by the First Class Cadet Chain of Command three days from now. These items are listed in order of priority. Keep this list available at all times so these items can be initialed by your Element Supervisor as they are completed.

8. In the cardboard box in your room is a copy of a book called "Contrails." Should you complete all of the above requirements, you should start reading this book. By the end of the summer you should be familiar with everything in it and be able to quote everything that is in bold print.

*Thomas C Richards*

THOMAS C. RICHARDS, Lt Colonel, USAF  
Commander, Basic Cadet Training

2 Atch  
1. Medical Care  
2. Checklist

## MEDICAL CARE

### General Information

The Cadet Dispensary located on the ground floor of Fairchild Hall is the center for all cadet medical care. Four flight surgeons (specialists in Military-Aerospace Medicine) are assigned the primary responsibility for all your medical care. These medical officers will act as your personal physicians during your tour at the Academy and should be considered your "family physician" while you are here. These physicians will be happy to consult with you on any medical problem you would normally take to your family doctor. Other medical specialists assigned to the hospital will occasionally be called in to see you when your flight surgeon feels that such a consultation is necessary to give you the best medical care; however, in all such instances you must be seen first by your flight surgeon.

### How to Obtain Medical Care

1. Normal Sick Call: Normal sick call hours begin at 0730, 6 July 1971. From then on during Basic Cadet Training, it will be Monday through Saturday at 0730 and continue until all patients have been cared for.
2. Emergency Sick Call: If you become ill or injured after the daily sick list has been made up and feel that you cannot wait for the next regular sick call, obtain permission to get a sick slip from your Squadron Cadet Supervisor and then report to the Dispensary (if the emergency occurs during normal duty hours) or to the hospital (after normal duty hours, Saturday afternoons, Sundays, and holidays). You will be seen by a physician and treated. In a serious emergency where life or limb is threatened, paperwork procedures must take a secondary place and the patient will be seen immediately and treated. Good judgment must be your guide in these cases.

## CHECKLIST

1. Read and understand medical care brief \_\_\_\_\_
2. Knows element, flight, squadron, and serial numbers, room number, and table number \_\_\_\_\_
3. Fatigue fit checked \_\_\_\_\_
4. Other outer clothing checked \_\_\_\_\_
5. Clothes/equipment marking instructions completed \_\_\_\_\_
6. Footlocker inventoried \_\_\_\_\_
7. Cadet Store box inventoried \_\_\_\_\_
8. Clothing/equipment marked \_\_\_\_\_
9. Bed properly made \_\_\_\_\_
10. Room properly arranged \_\_\_\_\_
11. Shoe shining instructions completed \_\_\_\_\_
12. Uniform wearing instructions completed \_\_\_\_\_