



DEPARTMENT OF THE AIR FORCE
37TH TRAINING WING
JOINT BASE SAN ANTONIO-LACKLAND

2 February 2024

MEMORANDUM FOR AIR FORCE RECRUITING SERVICE

FROM: 737 TRG/CC
1618 Truemper Street, Suite 103
JBSA-Lackland, TX 78236-5103

SUBJECT: Air Force Basic Military Training Recruit Packing List

1. Please ensure all recruits entering Air Force Basic Military Training (BMT) have the required items listed below to minimize interruptions in processing/training.

A. Mandatory for all USAF/USSF BMT recruits:

- (1) List of all important contacts (for example: mother, father, spouse, significant other) to include full legal name, address, and phone number (hand carry to BMT).
- (2) Completed Visitor Access Request Letter (VARL) signed by recruit (not recruiter) with all required information regarding any family member over the age of 18 who does not have a valid military (Active Duty, AFRC, ANG, or retired) ID. This ensures enough time for background checks to be accomplished for graduation attendees. Failure to complete fully and correctly will delay or prevent guests from gaining access to the base and/or attending graduation ceremonies.
- (3) Cash or credit/debit card in case of travel delays or possible pay issues after arrival to BMT.
- (4) Driver's license or state issued picture ID. Bring the actual license - not a photocopy.
- (5) Social Security Card (SSN) – bring actual card – not a photocopy.
- (6) Copy of spouse's driver's license or state issued picture ID. The copy **MUST** be in color (with the picture visible) and **MUST NOT EXPIRE** within 30 days of recruit's projected graduation.
- (7) Guard/Reserve recruits only: 5 copies of orders and Common Access Card (CAC).
- (8) Ensure clothing worn/taken to BMT is of good taste and relevant to current temperatures in San Antonio/Lackland AFB area (for example: jacket/coat during winter months).
- (9) Highly encourage a conservative watch.
- (10) Spandex shorts (3 pairs) that are dark blue or black with no visible ornamentation.
- (11) All doctor prescribed medication currently being taken. Medication **MUST** be in original bottle with label and original prescription documentation. **FEMALE** recruits must have all documentation for birth control medication.
- (12) Recruiters must ensure all hairstyles follow the current guidance in DAFI 36-2903, Dress and Appearance of Air Force Personnel, including hair color. Recruits arriving with non-compliant color will be required to correct their hair at their own expense.
- (13) **Highly recommend bringing 1 pair of running shoes and 1 set of gym attire.**

B. Mandatory items for all female recruits

- (1) Black or white undergarments – 6 pairs of each (conservative underwear/bras). NOTE: athletic/sports bras are recommended (see attached information sheet).
- (2) Hair ties/pins/clips must match hair color (as close as possible).
- (3) Conservative make-up.
- (4) No acrylic or fake/false nails of any kind

C. Mandatory items for all male recruits:

- (1) Shaving equipment – at least a 2-week supply. Disposable razors are **HIGHLY** encouraged.

- D. Mandatory items for USAF/USSF recruits interested in applying for US citizenship
- (1) DO NOT create an online USCIS account or file any documents online prior to entering military service.
 - (2) Download and print N-400 application and begin to fill out as much of required information as possible (Make sure to follow instructions to fill out this form).
 - (3) Bring any required documentation for your application (for example; Alien registration card, marriage certificate, divorce decree(s), birth certificate, etc.). Recommend verifying required documents to bring against form M-477, Document Checklist.
 - (4) Those seeking citizenship will be provided an opportunity in BMT to create an account, file online and begin the process of fast-tracking their US citizenship upon entering military service.

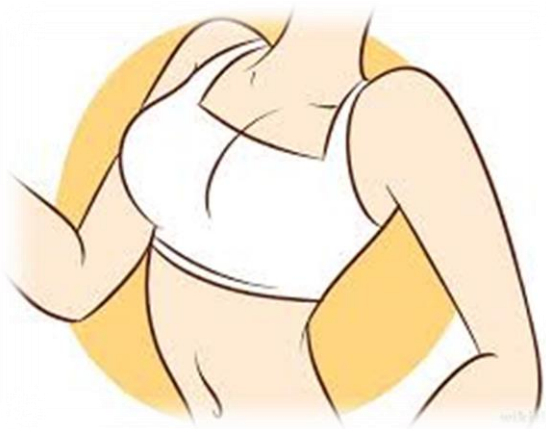
E. Additional Notes:

- (1) Travel size toiletries and/or hygiene items are authorized.
 - (2) NO aerosol products are allowed.
 - (3) NO items containing alcohol are allowed. This includes face wash, mouth wash or shaving products.
 - (4) NO smart watches, electronic devices or high-value items are allowed.
 - (5) NO electronic face exfoliators are allowed.
 - (6) NO over-the-counter medications, supplements, food or beverages are allowed.
 - (7) While in BMT, contact lenses are extremely hard to maintain and will ONLY BE WORN UNTIL MILITARY ISSUED GLASSES ARE PROVIDED. Recruits should bring glasses with a hard case and their current prescription.
 - (8) Recruits are encouraged to bring a charger for their cell phone. Ensure phones remain activated for use throughout BMT. For example: all bills are paid prior to departure, minutes/data has been purchased, and auto payments have been set. Recruit should ensure their device is formatted for international calls (if planning to make international calls) prior to departing for BMT.
 - (9) IMPORTANT: Recruits should begin preparing for BMT physical training as soon as possible. The American College of Sports Medicine (ACSM) recommends at least 30 minutes of moderate-intensity physical activity five days per week, or 20 minutes of more vigorous activity three days per week and consultation with their doctor before beginning any exercise program. Selecting a good, safe running shoe that fits your feet and needs will help you avoid injuries. See attachment for tips on selecting a running shoe.
2. If you have questions, please contact Mr. Donald Steele at (210) 671-0406 or donald.steele@us.af.mil and Ms. Laurie Pozorski at (210) 671-9392 or laurie.pozorski@us.af.mil.

Billy R. Wilson Jr.
BILLY R. WILSON, JR., Colonel, USAF
Commander

Attachments:

1. Sports Bra Information Sheet
2. Selecting Running Shoes Information Sheet



Let's Talk About Sports Bras!

Why wear a supportive bra during physical activity?

- Improve posture and athletic performance
- Minimize breast movement and discomfort
- Improperly fitting bras can cause neck, back, and arm pain
- Improperly fitting bras can cause bruising, chafing, and irritation

How much breast support do I need?

The amount of support needed is dependent on age, bra size, and the type of exercise.

- *Age*- Elasticity of skin decreases with age which reduces the support it can provide. This means older women require greater support, especially after pregnancy.
- *Exercise*- Exercises with more up and down movement (like jumping) and rapid lower limb movement (like running) cause more breast movement and therefore require more support.
- *Bra Size*- Females with larger bra sizes have heavier breasts and require greater support from their sports bra.

Which bra should I wear?

There are three types of bras to choose from:

1. *Fashion Bras* (everyday bra)- breasts not completely covered, thin straps, non-supportive material
2. *Crop Tops* (compression bra for activity)- breasts covered, wide bands, strong elastic material

3. *Sports Bras* (combination of compression and underwire support)- breasts covered, wide padded straps, wide strong band, underwire and back clips for extra support

If only a low level of breast support is needed (for example, for small breasts or low impact activity like walking), a crop top might provide sufficient support. If a higher level is needed (older women, large breasts, or high movement activity like running) a highly supportive sports bra or simultaneous wear of sports bra and crop top may be necessary.

How do I choose the right bra?

- *Band*- Not too tight, no flesh bulging over the top of the band (too small), doesn't ride up when you raise your arms (too big)
- *Straps*- Comfortable, not digging in, not sliding off
- *Cup*- No breast bulge over the top of the cup (too small), no wrinkles or gaps in the cup (too big)
- *Underwire*- Sits on your ribs and not on your breast tissue or under the armpits (too small or design does not fit you)
- *Material*- should provide compression, should wick sweat away from your body to keep you cool but not irritate your skin



Fashion bra: breasts not completely covered, thin straps, non-supportive material

Crop top, round neck: breasts covered, wide band, strong elastic material

Sports bra: breasts covered, wide padded straps, wide strong band

Reference: Alleyne, J. (2013) Women and activity-related issues across the lifespan. In P. Brukner & K. Khan (Eds.) *Clinical Sports Medicine* (pp. 910-935). Sydney, Australia: Houghton Mifflin Education.

CHOOSING RUNNING SHOES: USAF Basic Military Training (BMT)

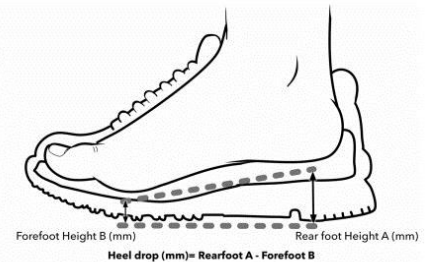
What to expect at BMT

All trainees arriving at BMT are issued running shoes. However, if you so choose, you will be allowed to wear running shoes brought from home if in good, working condition. The advantage with bringing your own shoes is much wider selection and being able to break them in and get used to them before the rigorous training of BMT begins. USAF BMT recommends that recruits choose running shoes in accordance with guidance from the American College of Sports Medicine (ACSM). Please see:

<http://www.acsm.org/docs/brochures/running-shoes.pdf>

Here are ACSM's core recommendations:

- **Minimal heel-to-toe drop:** This drop is the difference in thickness of the heel cushion to the thickness in the forefoot cushion area. Shoes with zero to 6mm are the best choice for allowing the foot to function normally (see image below).
- **Neutral:** This means the shoe does not contain motion control or stability components. These extra components interfere with normal foot motion during weight bearing
- **Light in weight:** (10 ounces or less for a men's size 9, 8 ounces or less for women's size 8)
- **Wide toe box:** Plenty of space for toes, not too narrow.



Do I need arch support? What if I have high or low arches?

Many years of research has not shown a benefit with arch support for the vast majority of runners, regardless of their foot structure. A NEUTRAL shoe (flexible, light, no arch support) is best for most runners to minimize injury risk and improve performance. Go with a neutral shoe unless another shoe has been prescribed for you by a healthcare provider.

I have some running experience and like my current shoes. Should I change shoes?

The reasoning, "if it's not broken, don't fix it" has a lot of truth to it. That being said, you may find improved performance with a shoe that is lighter weight or has less heel-to-toe drop.

How can I get a better running shoe?

Stores that specialize in running shoes generally have better selection and more knowledgeable staff. Online purchasing may be another good option if you choose your size carefully. Keep in mind that significant changes to the type of shoe you run in should be made slowly, over several weeks to months, to allow your body to adapt to the change. "Breaking in" a shoe is not necessary if the shoe is light and flexible, but may take 2-3 weeks of regular running for stiffer shoes. It is recommended to alternate new shoes with your old ones until they are broken in and your body has adapted.

How important is running form?

Good running form is critical, even more important than having the best shoe. The shoe doesn't run...you run! Focus on a light, quick cadence (step rate around 170-180 steps/min. Use a metronome app on your phone). Try to avoid over-striding, which is when you land with your foot outstretched in front of you. This type of landing creates a hard impact versus a nice touch and spring. Pace should be easy to moderate, especially if you have not been running regularly.



Document Checklist

All applicants must send the following 3 items with their N-400 application:

1. A photocopy of both sides of your Permanent Resident Card (formerly known as the Alien Registration Card or “Green Card”). If you have lost the card, submit a photocopy of the receipt of your Form I-90, Application to Replace Permanent Resident Card; **and**
2. A check or money order for the application fee and the biometric services fee, as stated in the M-479, Current Naturalization Fees, enclosure in the *Guide*. (Applicants 75 years of age or older are exempted from the biometrics services fee). Write your A-Number on the back of the check or money order.

You may also pay using a credit card. There is no additional fee when you do so. The N-400 is the only form that you can pay for by credit card using the G-1450, Authorization for Credit Card Transaction. Check www.uscis.gov for more specific information.

3. If you reside outside the United States, 2 identical color photographs, with your name and Alien Registration Number (A-Number) written lightly in pencil on the back of each photo. For details about the photo requirements, see **Part 5** of Form M-476, A Guide to Naturalization, and the Form N-400, Application for Naturalization instructions. If your religion requires you to wear a head covering, your facial features must still be exposed in the photo for purposes of identification.

Send copies of the following documents, unless we ask for an original.

If an attorney or accredited representative is acting on your behalf, send:

- A completed original Form G-28, Notice of Entry of Appearance as Attorney or Representative.

If your current legal name is different from the name on your Permanent Resident Card, send:

- The document(s) that legally changed your name (marriage certificate, divorce decree, or court document).

If you are applying for naturalization on the basis of marriage to a U.S. citizen, send the following 4 items:

1. Evidence that your spouse has been a U.S. citizen for the last 3 years:
 - a. Birth certificate (if your spouse never lost citizenship since birth); **or**
 - b. Certificate of Naturalization; **or**
 - c. Certificate of Citizenship; **or**
 - d. The inside of the front cover and signature page of your spouse’s current U.S. passport; **or**
 - e. Form FS-240, Report of Birth Abroad of a Citizen of the United States of America; **and**
2. Your current marriage certificate; **and**
3. Proof of termination of all prior marriages of your spouse (divorce decree(s), annulment(s), or death certificate(s)); **and**
4. Documents referring to you and your spouse:
 - a. Tax returns, bank accounts, leases, mortgages, or birth certificates of children; **or**
 - b. Internal Revenue Service (IRS)-certified copies of the income tax forms that you both filed for the past 3 years; **or**
 - c. An IRS tax return transcript for the last 3 years.

If you were married before, send:

- Proof that **all** earlier marriages ended (divorce decree(s), annulment(s), or death certificate(s)).

If you are currently in the U.S. military service and are seeking citizenship based on that service, send:

- A completed original Form N-426, Request for Certification of Military or Naval Service.

If you have taken any trip outside the United States that lasted 6 months or more since becoming a Lawful Permanent Resident, send evidence that you (and your family) continued to live, work and/or keep ties to the United States, such as:

- An IRS tax return “transcript” or an IRS-certified tax return listing tax information for the last 5 years (or for the last 3 years if you are applying on the basis of marriage to a U.S. citizen).
- Rent or mortgage payments and pay stubs.

If you have a dependent spouse or child(ren) who do not live with you, send:

- Any court or government order to provide financial support; **and**
- Evidence of your financial support (including evidence that you have complied with any court or government order), such as:
 - a. Cancelled checks;
 - b. Money and receipts;
 - c. A court or agency printout of child support payments;
 - d. Evidence of wage garnishments;
 - e. A letter from the parent or guardian who cares for your child(ren).

If you have ever been arrested or detained by any law enforcement officer for any reason, and no charges were filed, send:

- An original official statement by the arresting agency or applicant court confirming that no charges were filed.

If you have ever been arrested or detained by any law enforcement officer for any reason, and charges were filed, send:

- An original or court-certified copy of the complete arrest record and disposition for each incident (dismissal order, conviction record or acquittal order).

If you have ever been convicted or placed in an alternative sentencing program or rehabilitative program (such as a drug treatment or community service program), send:

- An original or court-certified copy of the sentencing record for each incident; **and**
- Evidence that you completed your sentence:
 - a. An original or certified copy of your probation or parole record; **or**
 - b. Evidence that you completed an alternative sentencing program or rehabilitative program.

If you have ever had any arrest or conviction vacated, set aside, sealed, expunged or otherwise removed from your record, send:

- An original or court-certified copy of the court order vacating, setting aside, sealing, expunging or otherwise removing the arrest or conviction, **or** an original statement from the court that no record exists of your arrest or conviction.

NOTE: If you have been arrested or convicted of a crime, you may send any countervailing evidence or evidence in your favor concerning the circumstances of your arrest and/or conviction that you would like U.S. Citizenship and Immigration Services to consider.

If you have ever failed to file an income tax return since you became a Lawful Permanent Resident, send:

- All correspondence with the IRS regarding your failure to file.

If you have any Federal, state or local taxes that are overdue, send:

- A signed agreement from the IRS or state or local tax office showing that you have filed a tax return and arranged to pay the taxes you owe; **and**
- Documentation from the IRS or state or local tax office showing the current status of your repayment program.

NOTE: You may obtain copies of tax documents and tax information by contacting your local IRS offices, using the Blue Pages of your telephone directory, or through its Web site at www.irs.gov.

If you are applying for a disability exception to the testing requirement, send:

- An original Form N-648, Medical Certification for Disability Exceptions, completed less than 6 months ago by a licensed medical or osteopathic doctor or licensed clinical psychologist.

If you did not register with the Selective Service and you (1) are male, (2) are 26 years old or older, and (3) lived in the United States in a status other than as a lawful nonimmigrant between the ages of 18 and 26, send:

- A “Status Information Letter” from the Selective Service (Call **1-847-688-6888** for more information).