Welcome to the University of Rock Mountain Region and the CAP National Cyber Academy Cadet Special Activity.

We have several different courses represented at this CSA event. The Cyberspace Advanced Administration Course (CAAC), the Cyberspace Networking Course (CNC), the StellarXPlorers course or a staff position (either senior or cadet). You have been slotted for one and only one of these courses.

Here is some important information you will need to prepare yourself to attend the courses in June 2026. **Please read this detailed Welcome Letter in its entirety**. All sections are important and there are immediate action items you will need to complete to retain your slot in this activity.

**URMR Cyber and StellarXplorers Detail Overview**

About: You will explore career opportunities in space operations or cyber operations. These are intense academic courses. You will be in class most of the day with about 50% lecture and 50% lab work within the classroom setting. We will get outside for a few extra activities however.

Dates: 12 June through 20 June. The 12th and 20th are the arrival and departure dates. Selected staff will arrive on the 11th.

Address: 5216 Cedar Drive, Air Force Academy, CO  80840

Time Zone: Mountain Daylight Time

**Action Needed: Accept or Decline your Slot in Writing by 14 March.**

To accept your slot:

- Please email the Activity Director, Maj Bill Blatchley, at wblatchley@cap.gov with the subject line: Slot Acceptance URMR Cyber/Stellar
- In the body of the email, confirm you plan to attend.
- Include your full name and CAPID

To decline your slot:

- Please go to Registration Zone and cancel your application for the activity for which you have been slotted.
- Send a courtesy email to the Activity Director, Maj Bill Blatchley, at wblatchley@cap.gov notifying the staff you have cancelled.

It's ok if you change your mind and decide that this activity is not a good fit for you. We simply ask your courtesy to take action and decline your slot. This helps us offer that slot to another cadet on the alternate list. Thank you for communicating in a timely manner.

If you do not communicate any action by March 14, **we will assume you are declining your slot.**

**Payment Policies**

- Important payment information:
  - Cyberspace Advanced Administration Standard Payment: $425
  - Cyberspace Networking Standard Payment: $475
  - StellarXplorers Standard Payment: $425
  - Cadet Staff Standard Payment: $300
  - Senior Staff Standard Payment: $225

  - **Due date: April 15. Paying early saves you $100.**
  - Late Payment is accepted Apr 16-22, but a $100 late fee is automatically added to the Standard Payment indicated above.
- You must pay online in Registration Zone using PayPal or a credit card.
- If you haven't paid your tuition by April 22, CAPNHQ will unslot you on April 23 and you will be at the bottom of the alternate list.

Due to the complex nature of National Cadet Special Activities, no refunds are available after April 30. There is a $100 non-refundable portion of your tuition if you cancel before April 30th.

If you are a Lift/Top financial assistance recipient OR Activity Scholarship recipient, you will have already been notified via email and your relevant tuition payment will have been entered in Registration Zone at the time you were slotted. Please check your activity card in Registration Zone to see if you have any balance due.

Also note that there are no scholarship funds available through the activity director, Colorado Wing nor the Rocky Mountain Region. If you are in need of funds to attend the activity, you will need to reach out to your local community.

**Lodging and Accommodations**

Your lodging is included with your activity tuition. You will be sleeping two people to a room in dorm style accommodations and will have a roommate of the same gender. The beds are bunk style so someone will be on the top bunk. The top mattress can be moved to the floor if that is better for your safety.

This event is being held on the United States Air Force Academy at the Prep School. Unfortunately, this facility is not 100% ADA compliant. If you are mobility restricted, please contact me well in advance

so we can determine how best to accommodate your needs. Also note that the Academy grounds are at an approximate 6,800-foot altitude. There will be some walking at altitude and stairs involved. If this is of concern to you, please contact me in advance. An elevator is available in the class building and mobility restricted individuals can be housed on the lower level of the dorm as needed with prior discussion.

**Meals**

All meals are included with your activity tuition. If you have prescribed dietary restrictions, allergies, or food-related accommodation requests, please ensure all of that information is entered and up to date in CAP Health in eServices.

Please note however that CAP does not have influence over the military food services (DFAC) that we will be using at the Air Force Academy Prep School. We are unable to make specific requests to the food service personnel. If you have any special needs, the activity staff will be in touch with you based on the information you enter into CAP Health to determine what accommodations can be made. Please reach out proactively if you have any concerns as we do have some options available.

**Arrival and Transportation**

Staff members (cadet and senior) need to arrive between 12:00 and 3:00 PM on 11 June 2026. Students for the courses must arrive on 12 June 2026 no later than 3:00 PM as classes begin in the afternoon. For students, it is imperative that you arrive on time so the initial briefings and class time can begin. Please contact me if cannot arrive by the stated deadlines before you make any payments or travel arrangements. Students traveling with a parent who is a staff member may arrive on staff arrival day with prior approval.

Exceptions to the arrival times can be made on a case-by-case basis. These exceptions are limited to situations where distance and airline schedules make it impossible to arrive on time but you could arrive early. These exceptions must be approved by the activity director as well as the URMR director.

***Early arrivals without prior permission from the Activity Director are not allowed.***

The URMR staff will pick everyone up at the Colorado Springs Airport (COS).

CAP provided transportation IS NOT available out of Denver. However, some flights can be much cheaper to and from Denver. If you can get a better flight into Denver, there is a shuttle service that will take you to Colorado Springs. You can take the Groome Transportation shuttle to the Academy Hotel. The one-way cost is $59.00. Keep the shuttle travel time in mind so you arrive on time.

Your departure will be on 20 June. Your flight should be scheduled to depart no earlier than 10:00 AM and no later than 4:00 PM. For those using the Groom Shuttle, your departure from the Academy Hotel should be no earlier than 7:30 AM. Staff members need to schedule flights to depart after 12:00 noon if possible. Those who are being picked up by a parent or using other transportation should have their departure from the USAFA between 11:00 AM and noon on the 20th.

The same dates and times apply for those that are driving to the activity. Cadets driving will need to surrender their car keys upon arrival. Further information will be provided for those driving to the event to gain access to the Air Force Academy.

The address of the US Air Force Academy Prep School is 5216 Cedar Drive, Air Force Academy, CO 80840. When you arrive at the address, you will see an F-100 aircraft on display. Walk past the aircraft and our administrative building will be on your left.

Do not search a map application for the Air Force Academy Prep School. This will take you to their administrative building and not to the proper location. Searching by the above address will get you where you need to go.

A point of contact will be provided just before you leave so you can inform us of any flight delays or missed connections.

Flying using the **Unaccompanied Minor services** offered by airlines **is not permitted**. If parents want to discuss this, they may contact me. Using UM service makes pickup at the airport difficult due to the rotating staff members assigned to each airport run. Return flights using this service require parking the CAP van and removing the van and two senior members from further transportation duties. **Thus, UM service is not authorized.**

> ***Each airline has different ages where a minor can travel by themselves without the UM service. Southwest currently has the most liberal policy allowing minors 12 and higher to travel by themselves. Allegiant, American, Delta and United require children to be 15 years old to fly by themselves.***

**Late Arrival / Early Departure.** Coming in late to the activity or leaving before the end of the activity is not authorized due to conflicting activities. Your earliest departure time will be the morning of departure day. There are no exceptions to this rule. **Leaving early will result in not graduating from the course.**

**Graduation Requirements**

To graduate from these URMR CSAs, you will be required to participate in all classroom sessions, work on the labs as provided by the course instructors and participate in the cleanup of the dorms and classrooms at the end of the activity. There are quizzes and a graduation exercise for the courses. Although they will be graded, your grade does not count toward a graduation percentage. These items do count toward the Distinguished Graduate designation.

However, ignoring the quizzes or not fully participating in the quizzes or graduation exercise will result in a non-graduation status.

There will not be a graduation ceremony that can be attended by parents. The activity staff will present your certificates of completion on the last day of class at a time to be determined by the overall schedule. Again, this is not something that can be attended by parents or guardians.

**Computers**

A personal computer will be required for these courses. For the CAAC, you will be connecting into remote systems via OpenVPN, Remote Desktop, SSH, or HTTPS. For the CNC, you will be connecting into physical hardware using serial connectors (USB adapter) or SSH. For StellarXPlorers, you will need to be able to run the Systems Tookkit Software. Licensing will be provided.

If you have a computer that will fill these needs, please bring it along. If you cannot access a computer to bring, please let me know as soon as possible so I can secure a computer for you. My supply however is limited so please do your best to obtain a laptop yourself without going out and buying one.

**Pre Course Work**

You will receive a separate email for your individual course with required training that must be completed before attending.

**Out of Pocket Expenses**

All of your activity expenses will be covered through your activity fee. There will be very limited opportunities for you to spend additional money. We will go to the USAFA visitors center where you can pick up souvenirs if you like. We may have some other trips to local venues where things from the gift shop or snacks will be on your own. Also make sure you have some money to get food to and from the event based on your mode of transportation.

Make sure you have funds to cover any baggage fees based on checked or carry-on luggage for your return flight.

Food will be provided starting at dinner on your scheduled arrival day and will end with breakfast on departure day. Many people may arrive and will be looking for lunch. There is a nearby Asian fast-food restaurant for lunch on arrival day. This meal will be on your own so be prepared with cash or a credit card.

**Packing List**

Packing information will be provided at a later time. You will not need to bring ABUs. You will need to bring your blues uniform. If you have a service coat, then bring it along (flight caps only, no wheel caps). You will receive a URMR polo shirt when you arrive. Your uniform of the day for most days will be your URMR polo along with tan or black slacks or skirt with any comfortable shoes. Some days will be blues when we have a guest speaker and blues (with service coat if available) will be needed for the banquet and graduation.

Although there are laundry facilities in the dorms, your time to be able to use those will be very limited. Therefore, sufficient undershirts to go under your polo will be a good idea.

**COVID and Illness**

Although there are no COVID restrictions in place at this time, please be aware that if you become ill while at the activity, an adult—family member or guardian—will need to be able to retrieve you or come stay with you, at their own expense, within 24-hours, if you are unable to transport yourself.

**Activity Expectations**

- National Cadet Special Activities are fun, but intentional learning and career exploration experiences.
- You will be busy with programming from early morning through the evening.

- We expect you to be fully engaged in the activity, with your wingmen, senior staff, guest speakers and instructors.
- Expect that you will not be on the internet or with regular access to your phone.
- **Set expectations with your friends and family that you will generally not be available by text, email or social media while at this activity.**
- **Please make sure your parents or guardians know of the information contained in this Welcome Letter and all other correspondence.**

**Grooming Standards**

National Cadet Special Activities are premier opportunities for cadets to learn, network and grow as youth leaders. At these activities, you represent the Civil Air Patrol. A professional appearance is required. Please ensure that you meet grooming standards per CAPR 39-1 prior to arriving at your activity. Failure to meet grooming standards will result in your being sent home at your own expense. Activity staff nor squadron staff have waiver authority.

> ***All cadets will stand for an inspecting during check in to ensure they are meeting the grooming standards. If you arrive outside of the standard, you will be taken to the military barber shop nearby for a haircut at your own expense or sent home at your own expense if a haircut cannot rectify the situation.***

**Updating CAP Health**

You were required to update CAP Health to register. You will be required to update CAP Health within 30 days of the activity start date. Please be sure to include any updates to medical history, and proactively communicate with the Activity Director, especially new injuries. Injuries may not prevent you from attending, but we need to prepare for your arrival and prepare for any assistance.

Example: I'm going to ABC activity and I recently twisted my ankle. I'm currently on crutches. I should tell the AD about my injury because this activity involves a lot of walking.

Example: A cadet takes medication that needs to be refrigerated. This information should be included in CAP Health so the HSO understands this need and can have productive conversations with families.

You should discuss any changes in medication with your health care provider and make those changes well in advance of the activity. Changing your dosage or medication right before the activity may not be a good idea as you will not know how the change will affect you.

**Staff vs Rank**

You may be a C/Col and your flight leader may be a C/MSgt. The flight leader is in charge. Period. End of Discussion. Cadets who attempt to subvert the Activity Chain of Command may be sent home.

**Additional Forms**

You will receive additional email messages from me as we move closer to the activity dates. You will be required to complete some additional forms along the way including a transportation form. Please be

monitoring your email for instructions and then complete those forms in a timely manner. A link to the transportation and other forms will be sent out for you to complete.

**Communication**

The activity staff will communicate with you via email. Please monitor your email and be responsive to anything related to the activity. If we ask you to take an action, we need you to take care of it right away and no later than the stated deadline. Deadlines are there for a reason; please don't be the person that holds up an entire activity.

If you have a different email address that is your primary, please update your eServices profile and notify the activity director immediately with your updated contact information. All email messages will come to you at your email address registered in eServices.

**Conclusion**

If you have any questions, please reach out to me. The activity staff and I are working to provide you with the best possible experience and I hope you bring a good attitude and work ethic to the course. The best way to reach me is via email at wblatchley@cap.gov

Maj Bill Blatchley
Civil Air Patrol National Headquarters
Cyber Mission Team Deputy for Education and Awareness

University of Rocky Mountain Region
Cyber/StellarXPlorers Activity Director