



The Cadet Guide to Travel

AFSPC - Colorado Edition

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INTRODUCTION

Taking an airplane flight without your parents can be a good experience that teaches a teen to be responsible. The key is knowing what will happen throughout the event.

This guide offers rookie fliers and their parents helpful tips about airlines, airports, and personal security.

For cadets who are more experienced fliers or who will be travelling another way, this guide offers important information you need to know when travelling to Colorado for the 2019 Air Force Space Command Familiarization Course (AFSPC-CO).

Take some time to review this information, ask questions, do some research and plan to finalize your travel plans well in advance of the activity. Travel itineraries are due to the Travel Coordinator no later than 7 June 2019 — but the earlier, the better.



TRAVEL COORDINATOR

The staff at AFSPC-CO has years of experience with individual and group travel, as well as in assisting cadets in negotiating their travel. Our job is to make sure that the experience is a good one.

Our travel coordinator is **Capt** Chase Boni. He can be reached at AFSPACEFAM_CO@cap.gov or (401) 500-6259. Capt Boni can tell you whether a certain item can be taken in a carry-on bag or if a certain uniform item is needed. You will contact him if you have a problem with a layover. Carry his contact information with you so that you can reach him during your travel.

Our Activity Director is 1Lt Tina Trotochaud; she can be reached at ttrotochaud@cap.gov or 860-608-4685 (cell) or 860-848-6971 (home). If you can't reach Capt Boni, contact Lt Trotochaud.

Please contact us if you still have questions or concerns about travel after reading this guide.



COORDINATION

AFSPC staff, parents and cadets will be invited to join a private Facebook group which is one of our primary means of coordination — cadets and parents are able to coordinate travel plans and cadets can arrange to meet at a layover point when connecting flights take them to the same airport.

The Facebook group plays a role on the day of travel. We ask parents to update the page once their cadets have been dropped off at the airport — as well as any information on delays or cancellations. If possible, cadets also update the Facebook page throughout their travel day to keep parents, staff and fellow cadets informed.

We have used the Facebook group in the past very successfully. This not only gathered all information in a single place — but allowed parents and cadets to form a cohesive group, which significantly decreased the stress of the day.



WHEN TO BUY AIRFARE

Cadets will be responsible for purchasing their own airfare. Wait until your activity director confirms that she has received your activity payment to buy airfare. Generally, airfare is cheapest if you purchase it at least three weeks in advance; the earlier, the better. However, most airline tickets are non-refundable so only buy a ticket once you are sure that you can attend.

For AFSPC-CO, you will need to have your tickets purchased no later than 20 May 2019.

AIRFARE PURCHASING GUIDELINES

There are many ways to purchase airline tickets. You can use a travel agent, an online travel service or buy the ticket directly from the airline. Travel agents will charge a fee for their service, but they can make the task much easier. Online travel services, such as Kayak, Orbitz, Travelocity or Priceline, will offer you multiple choices in airlines usually resulting in the cheapest airfare, but not all airlines (i.e., Southwest) are available this way. You will need a credit or debit card to purchase tickets online.

Be sure to select an itinerary that delivers you to the correct airport at the proper time. Factor in the cost of luggage when comparing ticket prices. You should check alternate departure airports to see if the prices are significantly cheaper. It might be a little drive from home, but the savings can add up.

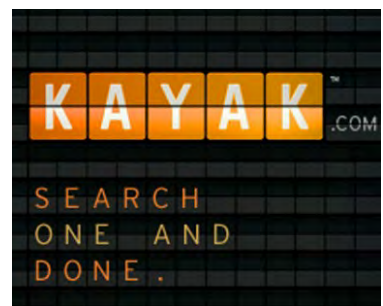
You have a choice of which airport to fly in and out of. Colorado Springs Airport and Denver International Airport are very different. We will provide transportation to and from both airports at no additional cost.

We highly encourage cadets to fly into Denver International Airport (DIA), as it will likely be significantly cheaper. DIA is a very large, international airport with three passenger terminals and a main terminal. DIA is located approximately 1.5 hours from the hotel we are staying at and baggage takes 20-30 minutes to arrive. Due to the large number of flights connecting through DIA, airfare is often significantly cheaper. It is also possible to fly into DIA without a connection from many major cities.

The Colorado Springs Airport (COS) is small with only a handful of gates; it is located only 15 minutes from the hotel at which we will be staying and baggage usually arrives very quickly. Due to the small number of flights serviced at COS, most passengers must first make a connecting flight at a larger airport.

If you purchase an airline ticket with a connection (also known as a layover or 1-stop flight), ensure you have a minimum of 1 hour between the scheduled arrival time of your originating flight and the departure time of your connecting flight — 1.5 to 2 hours is even better, particularly when connecting in larger airports.

Do not book the last flight of the day into your destination airport — if something goes wrong with the connecting flight, you can't be rebooked for a flight that same day.



DATES, TIMES AND LOCATIONS FOR TRAVEL



AFSPC-CO begins Saturday, 15 June and ends 22 June 2019. Cadets may arrive and depart at either Denver International Airport (DIA) or the Colorado Springs Airport (COS). Cadets may also travel by personal vehicle, bus or train. Lunch is provided for all cadets on the arrival date; breakfast only is provided on the departure date, 22 June 2019.

Please schedule your travel times as follows:

Denver International Airport or Colorado Springs Airport

Cadets should arrive at DIA between 1000 and 1300 on 15 Jun 2019. Cadets should schedule their return flight to depart between 1000 and 1400 on 22 Jun 2019.

Greyhound Bus

Cadets should arrive between 1000 and 1430 on 15 Jun 2019. Cadets should schedule their return trip to depart between 0730 and 1100 on 22 Jun 2019.

Amtrak

The closest Amtrak station to Colorado Springs is in Denver, CO. If a cadet should choose to travel by train, they should arrive and depart at approximately the same time as stated in the airport section above.

Personal Vehicle

Cadets may arrive by personal vehicle, either driving themselves or being dropped off. Cadets who drive their own vehicles will turn over the keys to the AFSPC staff at check-in and will not have access to their vehicles during the activity. Cadets arriving by personal vehicle should arrive ~noon to 1400 on 15 Jun 2019 and depart between 0800 and 1100 on 22 Jun 2019. Cadets will check in at the Radisson Hotel, 1645 N Newport Rd, Colorado Springs, CO 80916. Simply tell the front desk that you are with CAP and they will direct you to the in-processing location.



AIRLINE TICKETS

Airline tickets sold now are e-tickets. You will receive a flight itinerary with all the information for your trip. Airlines will use your ID to check your flight information. They may prefer to have the confirmation number, but it isn't required. The important information is knowing when to show up at the airport and which airline you will be using.



LUGGAGE

Luggage is an extremely important item that can determine the success of your trip. You must have your name on a tag on the outside of all of your baggage. Also, to help in the recovery of any lost luggage, put a copy of your name, address, and phone number on a piece of note paper inside each item of luggage. Another tip is to take a cellphone picture of each piece of luggage and carry-ons to help with the identification of lost luggage. Make sure your bags do not have any straps or hooks sticking out that could be caught on something and damage your bag. Also, do not lock your luggage; if you do, the airlines will break the lock to inspect the bag.



Most airlines are now charging you to check bags. Check their web site for details. Remember, you will need some money for luggage on the return trip if they do charge for bags. There are extra fees for having an overweight bag, and the charge for a second checked bag is greater than the first bag.

While each airline has their own specific rules for the weight and size of luggage, most will follow these guidelines:

Checked bags: Must not exceed 50lb (22 kg) and measure not more than 62 inches (158 cm) (height + length + width).

One Carry-on Bag: Must not exceed 45 inches (115 cm) (length + width + height), including pockets, wheels, and handles. **This bag MUST fit in the overhead compartment or under the seat in front of you.**

One Personal Item: This includes such things as a purse, backpack, camera bag or laptop bag. The carry-on and personal item are what you physically take with you into the aircraft cabin. You are only allowed to hand-carry one carry-on bag and one personal item (e.g., a purse and a backpack). Most airlines will not charge for personal carry-on items.



How To Pack



PACKING FOR YOUR TRIP

It is important to remember to pack special items in your carry-on luggage. All of your medications, electronics, identification and contact information should be in your carry-on so that you have quick access to those items. Check the following website if you are not sure what is allowed by TSA:

<https://www.tsa.gov/travel/security-screening/whatcanibring/all-list>

Read the Travel Tips in the back of this guide for additional ideas to help you pack.

PREPARING FOR TRAVEL

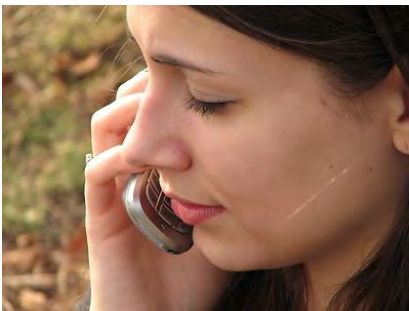
Wear a CAP t-shirt or CAP ball cap when traveling; not your CAP uniform!

It is important to keep the AFSPC-CO contact information with you when you travel, just in case you need it. Also, make sure that you have everything on the packing list well in advance. Checking off each item as you pack it will help ensure that you have what you need. If you are going through a connecting airport or station, make sure to review the terminal layout to see where the gates are located. Maps are usually available on the airline's web site or each airport's web site.

PERSONAL SECURITY

Always keep your carry-on bags with you. Do not leave them unattended, not even for a moment. Never make jokes about having a bomb, being a terrorist, etc! No one finds it funny at an airport and the police will question you, which could result in you missing your flight. Air travel is very safe, but if you see something that does not look right, tell someone in authority immediately.

We strongly suggest that cadets travel with a cell phone, even if it is just one that is borrowed or purchased for the week. Having a cell phone with them when they travel adds an extra measure of security for the cadet. It allows them to easily contact the travel coordinator and their parents while en route; it also allows parents to check in with the cadet while they travel.



AT THE AIRPORT

Arrive at the airport at least two hours before your flight unless you are a seasoned traveler or you are departing from a small airport.

Your first stop should be your airline's ticket counter or self-service kiosk. Have your itinerary and picture ID — passport, military ID, driver's license or a state ID card — in hand for the ticket agent. They will give you a boarding pass. Keep it accessible. You will receive boarding passes only for that day's flights. Some airports will then send you to a baggage security station, usually located a few yards from the airline's ticket counter.

Your next stop is security. Have your boarding pass and photo ID in hand.

Put your keys, loose change, wristwatch and other metallic items in your carry-on luggage or in a container to pass through the metal detector.

You will need to remove your shoes and jacket which will also go through the metal detector.

You will need to remove your laptop from the bag and run both through the x-ray machine.

The [TSA](#) has specific rules about carrying liquids through security. See the travel tips for what you can bring through security. Only ticketed passengers may pass through security. Say goodbye to family and friends before you get in line.

Once through security, find your gate and then relax. Listen to the announcements made over the intercom in case they affect your flight. You can go to a nearby store or restaurant if you like but be back at the gate area at least 30 minutes before the plane leaves! Understand the difference between boarding time and departure time. Airlines frequently begin boarding as early as 30 minutes before the posted departure time. Airlines typically close the door 10 minutes or more before the departure time to complete pre-flight tasks. Don't expect to show up at your gate minutes before the departure time and still be permitted to board your flight.

Make sure to go to the bathroom before you board the plane. There are times when you will not be able to get out of your seat during the flight, and there is usually a line for the bathroom on the plane.



ON THE PLANE



Place the items that you might need during the flight (e.g., snacks, books, electronics) in the seat back or other handy place and read the safety card for your aircraft. Make sure you locate the emergency exits and listen to the flight attendants. Then, sit back and relax. You can read a book or magazine throughout the flight and you can listen to your iPod or other electronic device during times the flight attendant says it is OK to do so (above 10,000 feet).

Some people experience ear pain with the change in pressure as the plane climbs to altitude. Chewing gum, sucking on a hard candy or wearing earplugs usually helps. You should not travel if you have an ear infection or significant congestion. If you are prone to motion sickness, you may want to consider taking medication prior to flying. Talk to your family doctor about any concerns.

When departing the aircraft, double-check to ensure that you have everything that you brought onto the aircraft.

LAYOVERS



Chances are you will pass through a connecting airport on your way to your final destination. Upon deplaning, look for message boards to find the gate your next flight departs from. Go immediately to that gate. Find where it is, make sure the plane is set to leave on time and that the gate has not suddenly changed. If you checked your bags, the airline will automatically put them on your connecting flight. Once you have located your gate, call the AFSPC-CO Travel Coordinator listed on your contact card to check in. Then relax. Visit a nearby store or restaurant in the airport if you like, but be back at the gate at least 30 minutes before departure.

PROBLEMS AT THE CONNECTING AIRPORT



Sometimes travelers miss their connecting flights. If so, there is no need to panic. Simply see an airline employee and politely tell them the problem. They will rebook you on a different flight. It can be frustrating, but usually it is not a big deal. Call the AFSPC-CO Travel Coordinator with your new flight arrival time; we can also assist you in rebooking your flight if you are having any problems. Also call home and tell your parents what is going on.

AT YOUR DESTINATION

If you arrive at the [Denver International Airport](#), you will need to board the underground passenger train to take you from the airline gate to the Jeppesen terminal. Signs will direct you to the passenger trains which depart every few minutes. It will take you less than 5 minutes to travel to the main terminal. Do not get off at any of the “gate” stops, but wait for the passenger train to stop at the Jeppesen (main) terminal. Once you get off the train, board the escalator.

Don't pick up your luggage at baggage claim yet! At the top of the escalator is the exit to the unsecured area of DIA. **Sit by the Jeppesen statue and look for a CAP Senior Member** wearing CAP t-shirt or ball cap and holding up a sign that says **CIVIL AIR PATROL**. If you don't see anyone, call the AFSPC-CO Travel Coordinator for instructions before heading to baggage claim.



If you arrive at the [Colorado Springs Airport](#), you will leave the gated area and head towards the front of the airport — signs will direct you. The Colorado Springs Airport is a small airport with only a handful of gates, so you can't get lost! As soon as you leave the secured area, a CAP Senior Member will be waiting for you. He or she will be wearing a CAP t-shirt or ball cap and holding up a sign that says **CIVIL AIR PATROL**. If you don't see anyone, call the AFSPC-CO Travel Coordinator for instructions before heading to the baggage claim area.

After connecting with a CAP senior member, you will pick up your luggage. In the baggage claim area, message boards will tell you which carousel will have your luggage. It is standard to have to wait 20 minutes or more for the bags to arrive at the carousel. Most luggage looks the same so make sure that the luggage you take is yours. It is a good time to call your parents and let them know you have arrived safely while waiting for your luggage.



CIVIL AIR PATROL



TRAVEL TIPS

Here are the top travel tips you may find useful that will help with your packing and make your trip more enjoyable:

1. When packing your blues, place dry cleaning bags or tissue in between items to prevent wrinkles.
2. Pack anything that might leak inside an airtight plastic bag.
3. Rolling up clothing, especially socks and underwear, takes up less room.
4. Use shoe bags for your extra shoes and put rolled-up socks inside the shoes. Put dryer sheets in your shoes to keep packed socks fresh.
5. If you wear eyeglasses or contact lenses, take an extra pair.
6. Take a small wind-up or battery alarm clock if you don't have a cell phone with an alarm option.
7. If bringing electronics, remember to bring the charging cord.
8. Minimize shoeshine equipment. A small self-contained unit of polish, a dauber, and a shine cloth will do the job and eliminates the need for a brush. Include an extra pair of shoestrings.
9. Do not burden yourself with excess clothing or equipment. Ensure that you have everything on the packing list and other items that you cannot do without. Don't bring extra clothing — you won't need it.
10. You will have access to a washing machine, and detergent will be provided. Bring quarters for the machine.
11. Don't overstuff your bag. It is more likely to be damaged if it is overstuffed.
12. Pack most of your clothing/equipment in your checked luggage. Pack one set of Blues (short sleeve shirt, pants, dress shoes, underwear and socks) in your carry-on bag just in case you or your checked bag is delayed. Also, pack cameras and other personal items in your carry-on bag.
13. If you are taking prescription medication, it must be in the original container with your name, type of medication, dosage and physician's name on the label. Be sure you have a sufficient amount of medication to last the entire activity, **and be sure to pack it in your carry-on luggage, not in checked luggage**. Consider carrying a duplicate physician's prescription with you.
14. Remember to bring something to keep you occupied during the trip. Either a book or an MP3 player will help keep you from being bored while on the flight.
15. Since the airlines now charge for food, it is best to pack some food in your carry-on, instead of buying it on the airline. In addition, you can bring a water bottle, though the bottle will have to be empty. You can fill it up after you have gone through security.
16. TSA has strict rules about carrying liquids in your carry-on bag. The 3-1-1 rule is a guideline for carrying liquids or gels aboard aircraft in carry-on baggage. The guideline states that you can carry liquids and gels aboard if they fit into a container of 3 ounces (or 100 ml) or less; the containers must fit into a single, one-quart sized zip-lock bag.

SAMPLE ITINERARIES

1 Round-Trip Ticket

All flight times are local to each city.

Please check in with **Pinnacle DbA Delta Connection** on the day of departure for your boarding pass.

Wed, Aug 17, 2011

Online check-in code: G4GRO7

Depart: 10:50 am	Chicago, IL (MDW)	▲ Delta Air Lines, Flight 3882 Economy Class Operated by PINNACLE DBA DELTA CONNECTION
Arrive: 01:05 pm	Detroit, MI (DTW)	

Travel time: 1 hr 15 mins
Seat request: 9A

1 Stop - change planes in Detroit, MI (DTW)
Connection Time: 2 hrs 23 mins

Depart: 03:28 pm	Detroit, MI (DTW)	▲ Delta Air Lines, Flight 6515 Economy Class Operated by COMAIR DBA DELTA CONNECTION
Arrive: 04:51 pm	Louisville, KY (SDF)	

Travel time: 1 hr 23 mins

Washington, DC, US - to - Charlotte, NC, US		Check In
Departs: Friday, July 22		Flight# 0966
Carrier: US Airways		
Departs: Washington National Airport (DCA)(Terminal:TERMINAL C)	Friday - July 22 - 9:20 AM	
Arrives: Douglas International Airport (CLT)	Friday - July 22 - 10:47 AM	
Seat #: 17A	E-Ticket #: 0378662346962 3328662346963	
Carrier Locator: GMDVGP	Meal: N/A	
Status: Segment Confirmed	Info: Stops: 0, Time: 1.27, Miles: 327	
Class: Economy/Coach Class (K)	Equipment: Airbus Industrie (2 Engine Jet)	

- Itineraries are usually sent via email. Once you have received your itinerary, look it over to ensure that you are leaving from and going to the correct place on the correct dates/times.
- Go online to check in with the airline 24 hours in advance.
- The three-letter airport designator, such as Chicago, IL (MDW) in the first sample, can be used to find out the airport information. Go to <http://www.airnav.com/airports/> and type in the three letters.
- The six-digit code is the confirmation code that you'd use to look up your information on the airline's web site and can be used at the airline kiosks at the airport.

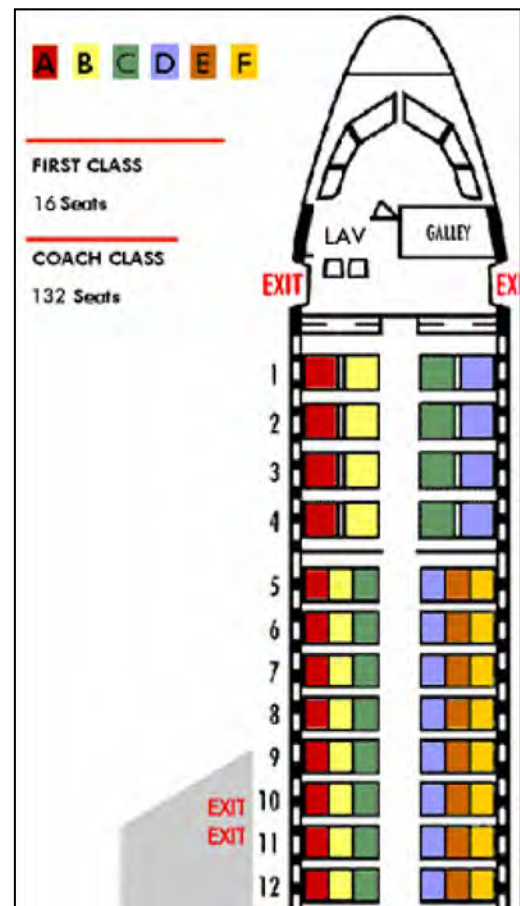
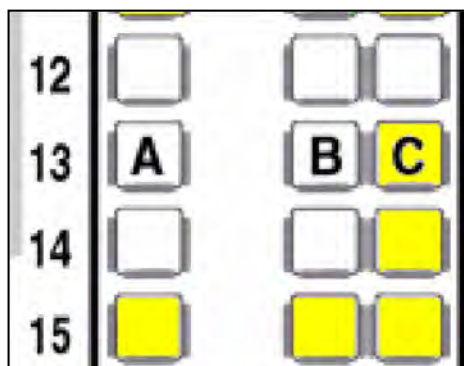
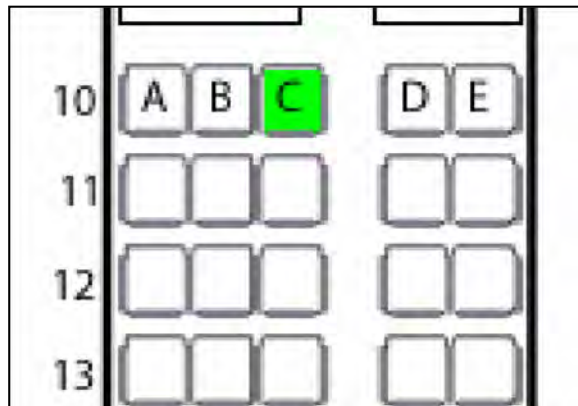
SAMPLE BOARDING PASSES

BOARDING PASS		KLM Royal Dutch Airlines	
FLIGHT NO:	DL0235	CLASS:	Y
START BOARDING UNDER:	11.35	SEAT:	29H
E19			
* CHECK MONITORS IF YOUR GATE NUMBER IS DIFFERENT TO DATE. AFTER BOARDING CLOSURE TIME PASSENGERS WILL BE REFUSED.			
NAME: TRUPP/STEVENJOHN			
FROM: AMSTERDAM/AMS	FREQUENT FLYER NO: DL/2376592149		SILVER
TO: DETROIT/DTW	DATE: 23SEP11		DEPARTURE TIME: 13.10
SELF SERVICE C/I-ELITE			
YOU ARE FLYING WITH: DELTA AIR LINES			
ETKT: 30062355044037	SECURITY NO: 019	PASSPORT: 460341163	NATIONALITY: US
CODESHARE: KL6035			

DELTA		BOARDING PASS	
THOMPSON / T		2 027 7460377622 0	
TA03B3SY		EN4FQD	
FLIGHT	DATE	CLASS	ORIGIN
DL31	15DEC	T	NYC-KENNEDY
OPERATED BY	COACH	DEPARTS	DESTINATION
DELTA AIR LINES INC		510P	SEATTLE
DEPARTURE GATE	29		
SUBJECT TO CHANGE			
SEAT		26E	
ZONE		4	

- Check if the time on the boarding pass is the Boarding Time or Departure Time. There is a difference.
- Check the monitors to see if your gate assignment is different from what is on your boarding pass.

AIRPLANE LAYOUTS



- Ensure that you know your seat assignment, row and position, (such as 10C) before boarding the plane.
- Get out of the aisle as soon as you can when you get to your seat, so that others can get to their seats.

FREQUENTLY ASKED QUESTIONS

- Can my mom or dad fly in with me to drop me off? They don't want me to fly alone.

Certainly. Airline travel is very safe and many cadets have made the trip alone (often for the first time), but your parents decide what is best for you. However, once we pick you up at the airport or you are dropped off at the hotel, you are part of the program. AFSPC-CO is a very intense career exploration activity and there is no opportunity for parent involvement. Colorado Springs is a beautiful vacation area and we have had families fly in with their cadet in past years — spend a week enjoying Colorado — and picked their cadet back up at the end for the flight home.

- Can I fly in before the program starts or stay after the program ends?

Absolutely. Many cadets have done this in the past — often coming early with family or meeting a family friend or relative. In this case, cadets will be dropped off and will be considered to be travelling by personal vehicle. AFSPC-CO will not be responsible for cadets until they have been dropped off — so all arrangements for lodging and travel prior to the program or after are the responsibility of the cadet's parents. Please coordinate with the Travel Coordinator as to who is dropping off and/or picking up the cadet, so we have the appropriate permissions to release the cadet. You will also need to communicate the required times and location to whomever will be doing the drop-off or pick-up.

- I can't find a reasonably priced flight that matches the times you need me to arrive/depart. Can I come a different time?

This is a hard one to answer and it might be best to contact the Travel Coordinator with your particular issue. If you check for flights early, you should have some excellent options as far as price. We are giving you the option to fly into either Colorado Springs or Denver, so there are many flights available. Make sure to check several booking options — and don't forget Southwest, generally an affordable flight into Denver with no cost for luggage.

Cadets may arrive earlier than the specified times — but AFSPC-CO staff will not be at the airport at that time, so AFSPC-CO is not responsible for them until we arrive at the airport for pick-ups. Most cadets will be fine just sitting around and waiting for a pick-up.

Later arrivals are a bigger issue. Transportation from Denver will not be provided outside the specified times and cadets arriving late will miss part of the program. We don't suggest a later arrival.

Cadets may depart earlier than the specified times, but supervision and transportation will not be provided to the airport. Cadets travelling to Denver will need to arrange for transportation and it can be very expensive. It is important that you understand that DIA is almost 2 hours away and is a busy airport, so passengers must arrive at least 2 hours prior to the departure time to ensure they have enough time to pass through security. If you book a flight that departs at 0630, you will need to leave the hotel at 0230.

Later departures should not be an issue — the cadet will just wait at the airport for their flight, but it is important to understand that they will be unsupervised after the specified drop-off times.

- I can't arrive on the day or time you specify because I have another activity (e.g., CAP, encampment, sport camp) which conflicts with the beginning of AFSPC-CO. Can I still attend?

That depends on when the cadet can arrive and whether they can coordinate the travel. Once we have our opening briefing at 1600 on Saturday 15 JUN 2019, the program is in full swing with activities all day long. Please coordinate with the Travel Coordinator about your specific issues.

- I need to leave early because I have another activity (e.g., CAP, encampment, sport camp) which conflicts with the end of AFSPC-CO. Can I still attend?

You can leave on Friday night, after the Graduation Banquet (which should be over at 2100) — however, you will need to be picked up or make your own arrangements for travel to the airport. Leaving earlier is not possible, since you will be missing important parts of the program. Please coordinate with the Travel Coordinator about your specific issues.

- My parents are coming to the Graduation Banquet — can I leave with them or do I need to stay until the next morning to officially check-out?

You are free to leave with your parents or someone who is authorized to pick you up on Friday after the Graduation Banquet. Please coordinate with the Travel Coordinator.

- I have relatives that live in Colorado. Can they come see me during the week?

Unfortunately, no. The program is very busy and there is very little “down time” when it would be appropriate. Your relatives are welcome to attend the Graduation Banquet and you could also fly in early or stay after the program to see them.