



DEPARTMENT OF THE AIR FORCE AIR UNIVERSITY (AETC)

MEMORANDUM FOR AIR FORCE FIRST SERGEANT ACADEMY STUDENTS

FROM: FSA/DO

SUBJECT: Welcome to the First Sergeant Academy!

1. On behalf of the commandant, faculty, and staff, congratulations on your selection to attend the Air Force First Sergeant Academy (FSA). Your educational experience at the FSA will include an intense curriculum designed to prepare you for first sergeant responsibilities and, ultimately, your continued roles as senior enlisted leaders.

2. LEARNING OUTCOMES:

- a) To provide commanders with a mission-ready force by advising on all matters affecting unit readiness, health, morale, discipline, welfare, quality of life, legal, and quality force indicators.
- b) To lead the unit effort in developing, nurturing, and cultivating a professional culture grounded in the Air Force Core Values.
- c) To facilitate and execute the commander's intent by ensuring Airmen's understanding and compliance with unit policies, goals, and objectives.
- d) To prepare the unit's enlisted force to best execute all assigned tasks through effective written and oral communication.
- e) To maintain balance/harmony by practicing and modeling self-care throughout the first sergeant tour.

3. ARRIVAL:

- a) For those who are driving to Maxwell AFB, it is currently only accessible from the Cong W.L. Dickerson Drive gate. Personnel arriving by air at the Montgomery Airport (Dannelly Field) should make use of available commercial transportation services to lodging. The expense is reimbursable. Upon arrival to the Montgomery area, you will report directly to your assigned hotel.
- b) **Students should arrive in the Montgomery, AL area no later than one day before the class start date.** Overseas/International travelers are authorized to arrive two days prior to the class start date. CONUS travelers are authorized to arrive one day prior to the class start date. If unable to find a flight for your authorized day of travel, please look for additional airport locations. (Birmingham, AL and Atlanta, GA)

4. BILLETING:

- a) There is NO need to check in at either the lodging office on Maxwell AFB or Gunter Annex. **All room reservations will be made for you by the FSA. Please do not make them yourself through DTS. After your arrival to FSA, you will receive a non-availability letter to be**

filed with your DTS return voucher. We cannot send the non-availability letter to you before the class start date.

- b) When processing DTS orders, students will need to skip the lodging booking in DTS by selecting:
- Reason – Code 8 – Military Lodging
 - Selection – Skip Lodging Booking
 - Add comments – Lodging Already Booked

5. ACADEMY FACILITY:

- a) The FSA is located at 550 McDonald St., building 1143, Maxwell-Gunter AFB, AL (see map on page 5).

6. TRANSPORTATION:

- a) Transportation will be provided from the hotel to the schoolhouse the first week of class. Students needing transportation will need to be ready for pickup in front of their hotel at 0730. Following the first week, students that do not have pre-coordinated travel arrangements will be encouraged to carpool with their flight mates for the duration of the course.

7. UNIFORM/CLOTHING REQUIREMENTS:

- a) Bring the following uniforms/clothing with you for academy activities:
- OCPs with and without Diamond Chevron
 - Service Dress Jacket with Diamond Chevron
 - (1) Blue shirt without Diamond Chevron
 - (1) Blue shirt with Diamond Chevron
 - Semi-Formal or Mess Dress with Diamond Chevron (refer to DAFI 36-2903, para 4.3, 4.4, 4.1, 4.2 and 4.3)
 - Physical Training Gear
 - Physical fitness sessions: All students will wear components of the Air Force Physical Training Gear. Exception: optional FSA flight-specific t-shirt can be worn in lieu of a PTG t-shirt.
 - Inclement/Cold Weather - Please be mindful of temperatures during your course timeframe and bring adequate inclement uniform items for PT and periods of instruction outside of the flight room.

8. GRADUATION:

- a) Guests are welcomed, please coordinate entry to the base prior to Graduation, if guest does not have an ID card
- b) Uniform: Mess Dress/Semi-Formal
- c) Location: Maxwell Club, 375 West Drive, Montgomery, AL 36112
- d) Time: 1800hrs

9. CURRICULUM:

- a) The curriculum is broad, but every segment is geared to the primary objective of developing your first sergeant capabilities. Approximately 190-hours of in-residence training must be accomplished in a 20-academic day period. Much of what you learn will come from active participation in classroom and seminar activities. Maximum emphasis is placed on the practical aspects of first sergeant duties. An adequate amount of theory is presented, and crosstalk among students is encouraged. Anticipate a balanced mix of auditorium lectures and seminar discussions.

- b) Our curriculum materials are managed electronically, so please be aware that you must have access to an electronic device (tablet, laptop, etc.) capable of accessing platforms for interactive instruction (mic, video, etc.) as well as the use of word processing programs (e.g. MS Word, Adobe, etc.). **We recommend a personal device as many government laptops have restrictions that interfere with commercial Wi-Fi and video conferencing platforms. Additionally, you will need a CAC reader to access the Canvas platform during the course.**
- c) Canvas is the learning management system utilized at the FSA. It houses all expected outcomes and the curriculum used during the course. It is imperative that you log in and begin familiarizing yourself with the platform as well as reviewing the assignments section. Additionally, we recommend updating your Canvas profile to allow collaboration with personal email accounts and smartphones to maximize your connectivity.

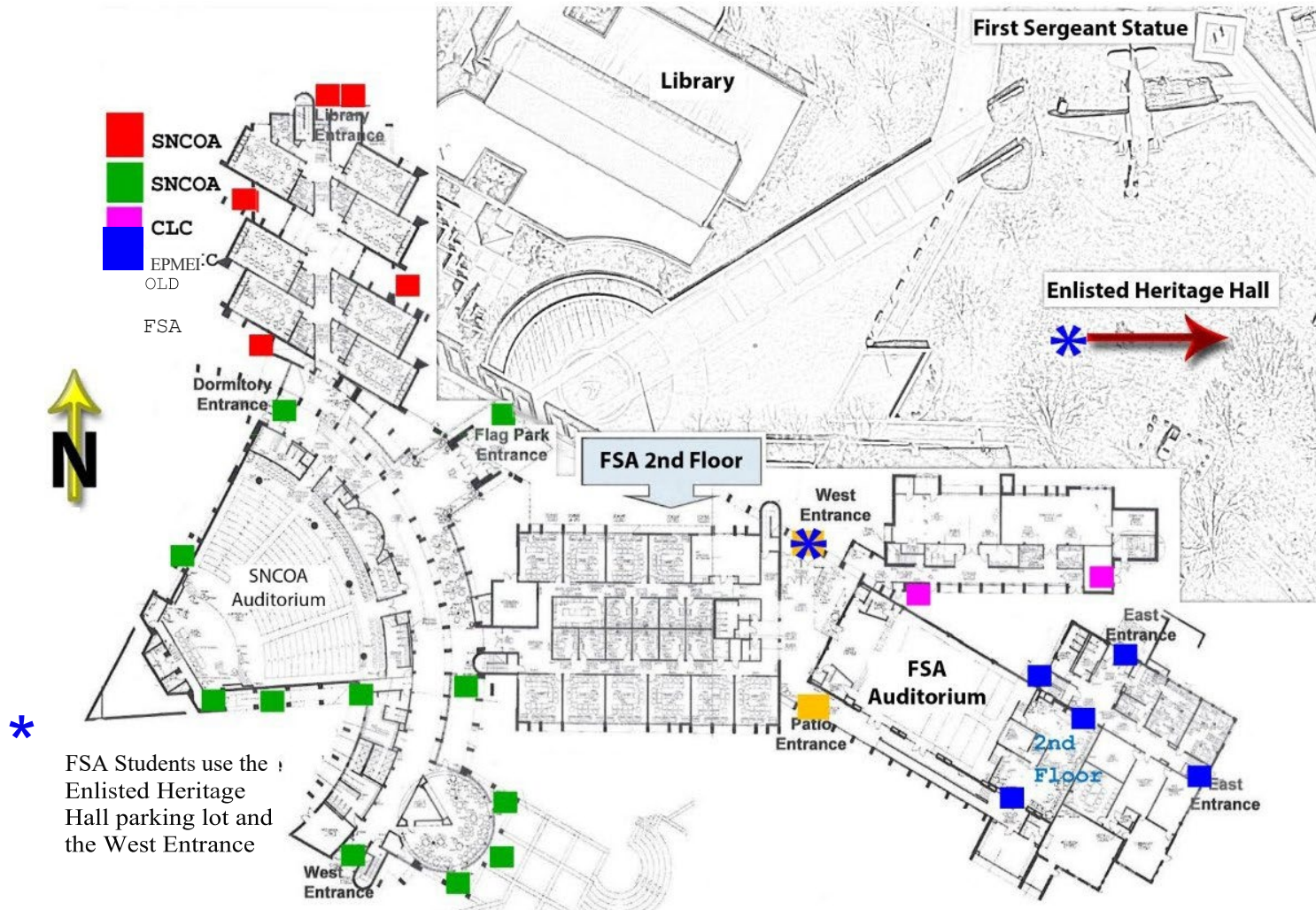
10. GENERAL INFORMATION:

- a) Class hours are Monday through Friday, 0800-1630 CST (exceptions may be considered by the FSA/CO to meet mission requirements). **The report time for day-of-training (DOT) 1, Monday, is 0800 CST.** If you drive to the FSA, park your vehicle in the Enlisted Heritage Research Institute parking lot located on Ave D and enter building 1143 using the student entrance labeled Kisling Hall (to the left of the flag park when facing the building).
- b) Expect to participate in physical training while attending the course. You must have a passing fitness assessment (80 or above) that is valid through the course graduation date. Additionally, you must have no failure on any portion within the last 12 months.
- If you have **exemptions** in your last test, please send a copy of your AFFMS report and a synopsis of the circumstances leading to the exemption(s) to your primary instructor and the FSA/DO for FSA/CO approval consideration.
 - Examples of exercises you may experience include, but are not limited to running, push-ups, sit-ups, squats, mountain climbers, lunges, planks, burpees, and running. If not already part of your self-care regimen, we highly encourage you to begin conditioning yourself to participate accordingly.
- c) **All Duty Limiting Conditions/Physical Limitation and shaving profiles (temporary or permanent) must be coordinated and approved before course participation.** If you are on a profile/waiver, please send a copy of it and an explanation to the FSA/DO for approval consideration NLT 3 duty days before course begins.
- d) **Uniform Inspections.** During the first week of training, all students will be evaluated by the staff for professional military image in uniform. **Failure to meet the standards outlined in AFIs 1-1, 36-2113, and DAFI 36-2903 as well as AFH 36-2618 may result in the member's release from the FSA.**
- e) **Leave /Absence.** Ordinary leave or special pass will not be granted during class time. Emergency leave requests can be coordinated through your primary instructor with the commandant.
- f) **Temporary Absence.** Situations may arise preventing you from attending scheduled classroom activities. Emergency sick call and dental appointments certainly fall into this category. Keep your instructor informed.
- g) **Illness.** Sick call is located on Maxwell AFB. Hours are from 0700-0800 with final patient intake at 0745. Emergency medical care is always available by reporting to the hospital emergency room. When dialing from:

- Base Phone – 911
 - Cell Phone – 334-953-9911
 - Give Name, Address, Type of Emergency, and Phone Number
- h) **Weekend/Holiday Travel.** You should advise your flight leader and primary instructor when traveling over weekends or holidays outside of the Montgomery area.
- i) The following read-aheads are required for FSA, before DOT 1:
- **Read** *History of the First Sergeant* and AFI 36-2113, *The First Sergeant* (these documents are available in Canvas under Modules).
 - **Read** the *FSA Procedural Guidance*, (the document is available in Canvas under Modules).
 - **Read** the *National Defense Strategy, Accelerate Change or Lose*, and the *CSAF Action Orders* (available in Canvas under Assignments – Mandatory Reading Assignments).
- j) **Landing Fee. \$30.** The fee will be used for providing a flight-specific t-shirt that may be worn during PT sessions, coffee/juice, and the class social. Cash payment will be coordinated through your primary instructor.
- k) Mailing Address: 550 McDonald St, Montgomery, AL 36114
- l) Telephone Numbers: Comm: (334) 416-2900 DSN: 493-2900

11. If you have any questions prior to your arrival or need assistance, please feel free to contact me at DSN 596-2900, Comm (334) 416-2900, or email rebecca.jenkins.1@us.af.mil. Again, welcome to the Air Force First Sergeant Academy!

//SIGNED//
REBECCA M. JENKINS, SMSgt, USAF
Director of Operations



Kisling Hall -- Enlisted PME Complex-- Building 1143 --Maxwell -Gunter **AFB**, AL 36114