



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. The curriculum for this class will be delivered using a combination of virtual in-residence-local (VIR-L) learning via Zoom, and traditional in-residence (IR) learning. As such, **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 WiFi and video conferencing platforms.** Additionally, if available, please bring a CAC-reader, as you will need access during your virtual learning phase. The following additional information will ensure your academy experience is as productive as possible.

a. Canvas is the learning management system utilized at the FSA. As such, it houses all expected outcomes and curriculum used during the course. **Once available, Mr. Scott, the Director of Education, will send the Canvas login information. Once received, 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 smart phones to maximize your connectivity.

b. Class hours are Monday through Friday, 0730-1615 CST. **The report time for day-of-training (DOT) 1, Monday, is 0725 CST at the following Zoom meeting location for a welcome from the commandant and staff;**

Meeting ID: 160 4499 5285

Password: 012921

c. Uniform requirements:

- **DOT 1:** Service dress uniform with short or long sleeve blue shirt **without** the first sergeant insignia, but **with all ribbons and occupational badge(s)**. Service dress coat **is not** required.
- **DOT 11:** Service dress uniform with short or long sleeve blue shirt **without** the first sergeant insignia, but **with all ribbons and occupational badge(s)**. Service dress coat **with** the first sergeant insignia **is** required for flight pictures at the end of the day.
- **DOT 20:** Service dress uniform, all components **with** first sergeant insignia.
- **All other days:** ABUs/OCPs will be the uniform of the day.
- **Physical fitness sessions:** All students will wear components of the Air Force Physical Training Gear (PTG). **Exception:** *optional FSA flight specific t-shirt can be worn in lieu of PTG t-shirt.*

Inclement/Cold Weather - Please be mindful of temperatures during your course timeframe as there will be PT sessions and periods of instruction outside of the flight room. As such, please ensure you bring adequate inclement and cold weather uniform items (e.g. ABU/OCP fleece, PTG sweatshirt, jacket, pants, etc.)

Note: Due to Restriction of Movement (ROM) and lack of access to alterations while at Maxwell-Gunter, **bring one long or short sleeve blue shirt and service dress coat with first sergeant insignia chevrons sewn on.**

d. You are retraining into Special Duty Identifier (SDI), 8F000 and, therefore, not authorized to wear any duty badges (i.e. fire fighter, security forces, etc.), organizational cap, or beret while performing first sergeant duty, to include while attending the FSA.

e. Although we are operating in a combination of virtual and in-resident learning, you should expect to participate in physical training while attending the course. You must have a passing fitness assessment that is valid through the course graduation date (**COVID exemptions authorized**). Additionally, you must have scored 75 or above on the last fitness test, with no failure on any portion within the last 12 months or exemptions from any component with the exception of those due to pregnancy and/or deployment (**If unable to test due to COVID restrictions, these stipulations apply to your last pre-COVID test**).

Note: If you have **exemptions in your last pre-COVID** test please send a copy of your AFFMS report and a synopsis of the circumstances leading to the exemption(s) to me for FSA/CO approval consideration.

Note: During the first week of training all students will be evaluated by the staff for professional military image in uniform and fitness. Failure to meet the standards set forth in AFIs 1-1, 36-2113, and 36-2903 as well as AFH 36-2618 may result in the member's release from the FSA.

f. Upload your current AFFMS fitness report to the applicable assignment within Canvas.

g. **All Duty Limiting Conditions/Physical Limitation profiles (temporary or permanent) must be coordinated and approved prior to course participation.** If you are on a profile, please send a copy of it and an explanation to me for approval consideration.

h. Read attached *VIR-L/IR Reporting Instructions_COVID Mitigation_General Info* document.

i. Read *History of the First Sergeant* and AFI 36-2113, *The First Sergeant* before DOT 1 (these documents are available in Canvas under Modules).

j. Read the FSA *Procedural Guidance*, before DOT 2 (the document is available in Canvas under Modules).

k. Landing fee: **\$10** (optional). The fee will be used for providing flight specific t-shirts that may be worn during all PT sessions. **Cash payment** will be coordinated through your primary instructor.

2. If you have any questions prior to your arrival or need assistance, please feel free to contact me at DSN 596-2900, COM (334) 416-2900 or email daniel.powers.2@us.af.mil. Again, welcome to the Air Force First Sergeant Academy!

//SIGNED//

DANIEL A. POWERS, SMSgt, USAF
Director of Operations