



## 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 available using a combination of a digital platform (Zoom) and traditional in-resident 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.** Additionally, please send **all correspondence to the FSA staff through the email function within Canvas.** 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 for a welcome from the commandant;**

**Meeting ID: 160 4499 5285**

**Password: 092520**

c. Uniform requirements are:

- 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.

**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**). 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.

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

g. **All Duty Limiting Conditions/Physical Limitation profiles 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. Upload your COVID Screening Questionnaire to the applicable assignment within Canvas **no earlier than 72 hrs and no later than 24 hrs before** departure to the FSA.

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. A **\$20** landing fee will be assessed. The fee will be used for providing flight specific t-shirts to be worn during all PT sessions. 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