



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

23 March 2026

MEMORANDUM FOR AIR FORCE FIRST SERGEANT ACADEMY STUDENTS

FROM: FSA/DO

SUBJECT: Welcome to the Air Force First Sergeant Academy!

1. On behalf of the commandant, faculty, and staff, congratulations on your selection to attend the 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 and harmony by practicing and modeling self-care throughout your first sergeant tour.

3. PRIOR TO ARRIVAL:

- a) The FSA does NOT handle your line of accounting (LOA) or any funding issues related to DTS. All travel funding questions should be directed to your unit training manager and/or Formal Training team. They will need to reach out to AETC TDY-to-School to help resolve your issues and answer any questions/concerns. (AETC Comm: 228-376-7003/7004/7005/DSN: 591-7003)
- b) Ensure all required fitness and readiness uploads are completed in Canvas as assigned. This includes your myFitness Fitness Tracker/Report and MyBodyComp BCA Tracker.
- c) All Duty Limiting Conditions, Physical Limitations, profiles (including shaving profiles and accommodations) must be reviewed and approved before course participation. Immediately submit all current profile, waiver or accommodation documentation, along with a written explanation, to the FSA/DO and your primary instructor. Your timely submission is essential for our review process to approve your class attendance.

4. ARRIVAL TO MONTGOMERY:

- a) Upon arrival in the Montgomery area, you will report directly to your assigned hotel. Personnel flying into the Montgomery Airport (Dannelly Field) should make use of available commercial transportation services to transit to your hotel; commercial transportation expenses are reimbursable upon filing your Travel Voucher.
- b) CONUS students will arrive in the Montgomery, AL area one day before the class start date. OCONUS and International students (including AK & HI) are authorized to arrive two days prior to the class start date. If you are unable to find a flight for your authorized day of travel, please look for additional airport locations. (Birmingham, AL and Atlanta, GA)

5. BILLETING:

- a) Do not attempt to check in at the lodging offices on base (Maxwell or Gunter Annex). All FSA Students are lodged off base at the govt rate and room reservations will be made for you, by the FSA, prior to your arrival. Do not make them yourself through DTS. You will receive a non-availability certificate before graduation to file with your DTS travel voucher. We do not have the ability to provide you with your Non-A Certificate prior to your arrival. Meals are NOT provided while you are attending the FSA. Check <https://www.travel.dod.mil/> for current per diem rates. You may provide a copy of this welcome letter to your DTS/AO when submitting your authorization.
- b) When generating DTS authorizations, students need to ‘Skip Booking’ under the Reservations (Lodging) section. Under the Other Auths and Pre Audits section there will be a Pre-Audit for ‘Lodging Not Used’. As the Reason select ‘L-12 Group Lodging Required’. In the justification block type “Commercial lodging booked and confirmed by the First Sergeant Academy for purposes of group cohesion. Individual travelers are responsible for the cost of lodging.”
- c) Report to your assigned hotel and check into your room. A confirmation list will be uploaded to Canvas for you to reference a few days prior to your arrival.
- d) Family members or other guests are not allowed to lodge with you at the hotel during your class. The only exception is during the final few days of class you may have guests, no more than 72 hours in advance of graduation (this would be Tuesday of week 4, or Day of Training (DOT) 17). Any exceptions must be approved, in advance, by the FSA Commandant.

6. ACADEMY FACILITY:

- a) For those who are driving to Maxwell-Gunter AFB, it is currently only accessible from the **Cong W.L. Dickerson Drive gate, 2255 Cong W L Dickinson Dr**. The FSA is located at 550 McDonald St., building 1143, Maxwell-Gunter AFB, AL (see map on page 7). Park at the Enlisted Heritage Hall, walk up the sidewalk towards the large building (1143) and enter at the doors adjacent to the POW/MIA Flag. FSA students are to enter and exit the building through these doors only.

7. TRANSPORTATION:

- a) Transportation will be provided by LRS from the hotel to the schoolhouse for any student that requires it. Students needing transportation will need to be ready for pickup in front of their hotel at 0730 and the return trip will pick students up at the Academy at 1630 each day. Rental cars are not covered by TDY to School funds and will be at the unit’s expense.

8. UNIFORM/CLOTHING REQUIREMENTS:

- a) Bring the following uniforms/clothing with you for academy activities:

- OCPs **without** Diamond Chevron
- Service Dress Coat **with** Diamond Chevron (*applicable to USAF personnel only)
- (1) Blues shirt **without** Diamond Chevron
- (1) Blues shirt **with** Diamond Chevron (*applicable to USAF personnel only)
- (1) Complete set of ribbons (excluding state ribbons for ANG since you are in Title 10 status)
- AF Physical Training Gear (bring **multiple** sets of official PT gear as we PT each day)
 - Physical fitness sessions: All students will wear official Physical Training (PT) Gear from their branch or nation. Exception: FSA flight-specific T-shirts will be worn in lieu of your physical training gear t-shirt during ‘class wide’ events (Mock Fitness Test, PT Challenge, Scavenger Hunt etc.).
If international students do not have standardized issued PT uniforms they shall wear plain dark colored shorts or sweatpants. Spandex or similar skintight type of clothing as an outer garment is not allowed.
- 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.
- No Morale patches will be worn (this includes *unapproved* duty tabs)
- When wearing the First Sergeant Insignia (Diamond) Security Forces Shields are not authorized for wear.

9. CURRICULUM:

- a) The curriculum is broad, but every segment is geared to the primary objective of developing your first sergeant capabilities. Approximately 160-hours of in-residence training will 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 vital. 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.).
- b) We recommend a personal device since government laptops may 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. Apple computers present potential formatting and compatibility issues, when submitting assignments, ensure you double check with your instructor after assignment submissions. If you bring a Govt. computer be sure to verify that you can log into it off network, connect to Wi-Fi and that the camera and microphone are enabled prior to leaving home station. You can test camera and microphone operation at <https://zoomgov.com/test> . Your gov computer may not have the Zoom App downloaded to it but you can select Join from the Zoom Workplace App and then the Join from Browser link will display.
- c) Canvas is the learning management system (LMS) 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) DOT 1 - The report time for your first day is 0800 – 0815 CST; the UOD is blues (any combination). Hand-carry your Service Coat, for inspection (ensure it has the required accoutrements; ex. diamond insignia, name tag, ribbons, occupational badge.)
- b) You will spend about 7.5 hours of your day in academics at the schoolhouse. The FSA/CO

reserves the right to adjust the duty day schedule to meet mission requirements.

11. **FITNESS**

a) **Fitness Requirements to attend the First Sergeant Academy**

Scored 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months or exemptions except for deployments and/or pregnancy, from any component. Current fitness test must be valid through in-residence First Sergeant Academy graduation.

- Examples of exercises you may experience include, but are not limited to running, push-ups, sit-ups, squats, mountain climbers, lunges, planks, burpees and more running. If not already part of your self-care regimen, we highly encourage you to begin conditioning yourself as you will be required to fully participate in all fitness activities.

b) **Body Composition and Mock Fitness Evaluation**

- To comply with FSA standards, a body composition screening will occur within the first two training days after your arrival. This consists of waist and height measurements to record your official risk rating (low, moderate, or high).
- All students will also complete a Mock Fitness Evaluation on DOT 2. In the event a student scores below the First Sergeant Special Duty Assignment minimum of 80% the case will be referred to FSA Leadership for evaluation and determination of continued academic retention.

c) **Uniform Inspections.** On DOT1, and throughout the course, 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 The Enlisted Force Structure may result in the member's Academic Disenrollment from the FSA.

d) **Leave /Absence.** Ordinary leave or individual special pass will not be granted during class time. Emergency leave requests can be coordinated through your primary instructor for consideration by the commandant.

e) **Temporary Absence.** In the event of an urgent/emergent situation, such as sick call or emergency dental appointments, that prevent you from attending classroom sessions, you must keep your instructor informed in a proactive and timely manner.

f) **Illness.** Sick call is located at Maxwell AFB. Hours are Monday-Friday from 0700-0800 with final patient intake at 0745. Emergency medical care is always available by reporting to the hospital emergency room and/or urgent care. Contact the Nurse Advice Line for referrals to urgent care as needed by calling 1-800-874-2273 (1-800-TriCare). You must be seen by a provider if you will not be able to attend class or participate in required activities.

- **Emergency Rooms**

- Baptist Medical Center East ER (400 Taylor Road, Montgomery AL)
- Jackson Hospital: Emergency Room (1725 Pine Street, Montgomery, AL)

- **Urgent Care:**

- AFC Urgent Care, Montgomery, Wetumpka
- AFC PriMed, Wetumpka, Prattville
- Wetumpka Urgent Care

- *In an emergency situation, when dialing from:*
 - Base Phone – 911
 - Cell Phone – 334-953- 9911
 - Give Name, Address, Type of Emergency, and Phone Number

g) **Weekend/Holiday Travel.** If you plan to travel outside of a 4 hour radius from Montgomery you need to work the request with your primary instructor at least 3 duty days in advance. They will seek approval, as necessary. Travel by any means other than a motorized ground vehicle must be reviewed and authorized by the FSA Commandant.

h) **Landing Fee. \$50.** Ice breaker, flight shirt, connectedness food/drink, graduation items. Coordinate cash payment through your primary instructor on DOT1.

i) FSA Telephone Numbers: Comm: (334) 416-2900 DSN: 493-2900

12. **GRADUATION:**

a) Guests are welcomed, please coordinate entry to the base prior to Graduation, if your guests do not have a valid DOD ID card it is recommended they review the current requirements for base access by going to the following website:

<https://www.maxwell.af.mil/About-Us/Fact-Sheets/Display/Article/4024201/base-access-information/>

b) Graduate Uniform of the Day: Service Dress

c) Location: First Sergeant Academy, 550 McDonald St., building 1143, Maxwell-Gunter AFB, AL

d) Social Start Time: 12:15

e) Graduation Start Time: 13:00

13. If you have any questions prior to your arrival or need assistance, please reach out to your primary instructor. In the event you are unable to reach them feel free to contact me at DSN 596-2900, Comm (334) 416-2900, or email troy.hermans@us.af.mil. Again, welcome to the Air Force First Sergeant Academy!

//SIGNED//

TROY HERMANS, SMSgt, USAF

Director of Operations

General Information

Additional Maxwell-Gunter info available at www.lifeatthemax.us

Lunch is available from the DFAC (Aviation Dining Facility)

Grab-n-Go or Dine In

Mon-Fri: 1100-1300

Barbershop

Gunter Annex – By walk-in (call 334-409-0476)
Mon – Thurs – 0900-1800
Maxwell AFB – By appointment (334-262-3309)

Gunter Commissary

Mon – 0800-1900
Tues – Fri – 0900-1900
Sat – 0800-1900
Sun – Closed

Gunter Express Shoppette/Mini-Mall

Mon – Fri – 0630-2000
Sat – 0800-2000
Sun – 1000-1800

Gunter Bowling Alley

Mon – Wed – 1100-1400
Thurs – Fri – 1100-2100
Sat – 1500-2100
Sun – Closed

Maxwell AFB Military Clothing & Sales

OTS Store

Mon – Fri 0900 - 2000
Sat 0800 – 1400
Sun – Closed

Main Store

Mon – Fri – 0800-1800
Saturday – 0900-1600
Sun – Closed

Fitness Center

Mon - Thurs – 0500-2100 (closed for cleaning – 1000-1100 & 1500-1600)
Friday – 0500-2000 (closed for cleaning – 1000-1100 & 1500-1600)
Sat – 1000-1600 (closed for cleaning – 1200-1300)
Sun – 1200-1700 (closed for cleaning – 1400-1500)

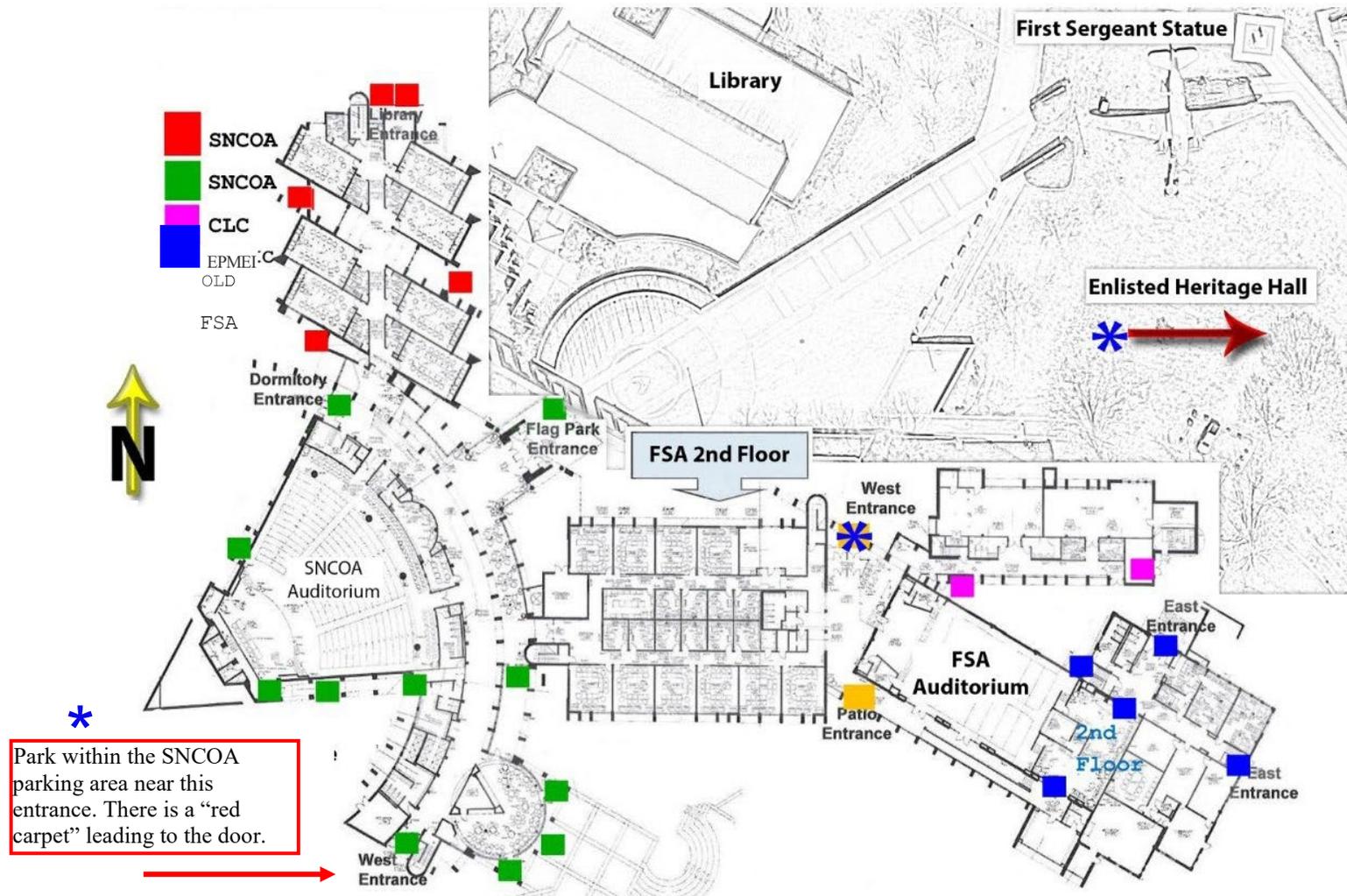
Mail Delivery

USPS – **only if sending mail to the FSA:**

AF First Sergeant Academy

Your name

550 McDonald St, Montgomery, AL 36114



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