



## 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. PRIOR TO ARRIVAL:

- a) The FSA does NOT handle your line of accounting (LOA) or any funding issues related to DTS. All funding related 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)

### 4. ARRIVAL:

- 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.** Personnel arriving by air at the Montgomery Airport (Dannelly Field) should make use of available commercial transportation services to lodging; commercial transportation expense is reimbursable upon filing your Travel Voucher. Upon arrival to the Montgomery area, you will report directly to your assigned hotel.
- b) **Students will arrive in the Montgomery, AL area one day before the class start date.** Overseas/International (including AK & HI) travelers are authorized to arrive two days 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)

## 5. 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, prior to arrival. 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 travel voucher. **We cannot send the non-availability letter to you before the class start date.** You may provide a copy of this welcome letter to your DTS/AO when submitting your authorization.
- b) When generating DTS authorizations, students will 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.
  - **Renaissance Montgomery Hotel & Spa at the Convention Center, 201 Tallapoosa St, Montgomery, AL 36104**
- d) *If family members will be joining you in lodging during the week of graduation and will be staying over 72-hours, they require commandant approval prior to visiting.*

## 6. ACADEMY FACILITY:

- a) The FSA is located at 550 McDonald St., building 1143, Maxwell-Gunter AFB, AL (see map on page 7). Please enter the facility at the doors closest to the POW/MIA Flag.

## 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)
  - Physical Training Gear
    - Physical fitness sessions: All students will wear components of the Air Force Physical Training Gear. Exception: FSA flight-specific t-shirt will 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.
  - No Morale patches will be worn (this includes *unapproved* duty tabs)

## 9. GRADUATION:

- a) Guests are welcomed, please coordinate entry to the base prior to Graduation, if guest does not have an ID card (2 guest maximum for each student)
- b) Uniform: Service Dress
- c) Location: First Sergeant Academy, 550 McDonald St., building 1143, Maxwell-Gunter AFB, AL
- d) Social Start Time: 1400
- e) Graduation Start Time: 1445

## 10. 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 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.). **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. Apple computers present potential formatting and compatibility issues, when submitting assignments, ensure you double check with your instructor after assignment submissions.**
- b) 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.

## 11. 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, is 0800 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.)** 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 (the doors closest to the POW/MIA flag).
- b) **Fitness Eligibility Requirements to attend the First Sergeant Academy:**
  - You must have scored 80 or above on the last two fitness tests, or 90 or above on the 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, and burpees. If not already part of your self-care regimen, we highly encourage you to begin conditioning yourself to participate accordingly.
- c) **Mock Testing:**
  - Students will be Mock Fitness Tested once, during their tenure at the Academy.

[In the event a student scores below the Air Force minimum standard of 75%, it may result in removal from the course.]

- A thorough evaluation will be conducted for each failure, ensuring the Academy has diligently conducted the assessment within regulations.
- d) **All Duty Limiting Conditions/Physical Limitations 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 and your instructor for approval consideration NLT 5 duty days before course begins.
- e) **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 release from the FSA.**
- f) **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 with the commandant.
- g) **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.
- h) **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 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).
- **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
- i) **Weekend/Holiday Travel.** You should advise your flight leader and primary instructor when traveling over weekends or holidays outside of a 4-hour radius from the Montgomery area. Travel by any means other than a motorized vehicle must be reviewed and authorized by the FSA Commandant.
- j) **Landing Fee. \$50.** The fee will be used for providing a flight-specific t-shirt (that will be worn during PT sessions), Connectedness refreshments and graduation items. 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

12. 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 david.simmons.16@us.af.mil. Again, welcome to the Air Force First Sergeant Academy!

//SIGNED//

DAVID M. SIMMONS, SMSgt, USAF  
Director of Operations

**General Information**

*Additional Maxwell-Gunter info available at [www.lifeatthemax.us](http://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)

Tues – Thurs – 0900-1800

Maxwell AFB – By appointment (334-262-3309)

**Gunter Commissary**

Mon – 0800-1800

Tues – Sat – 0900-1800

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**

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)

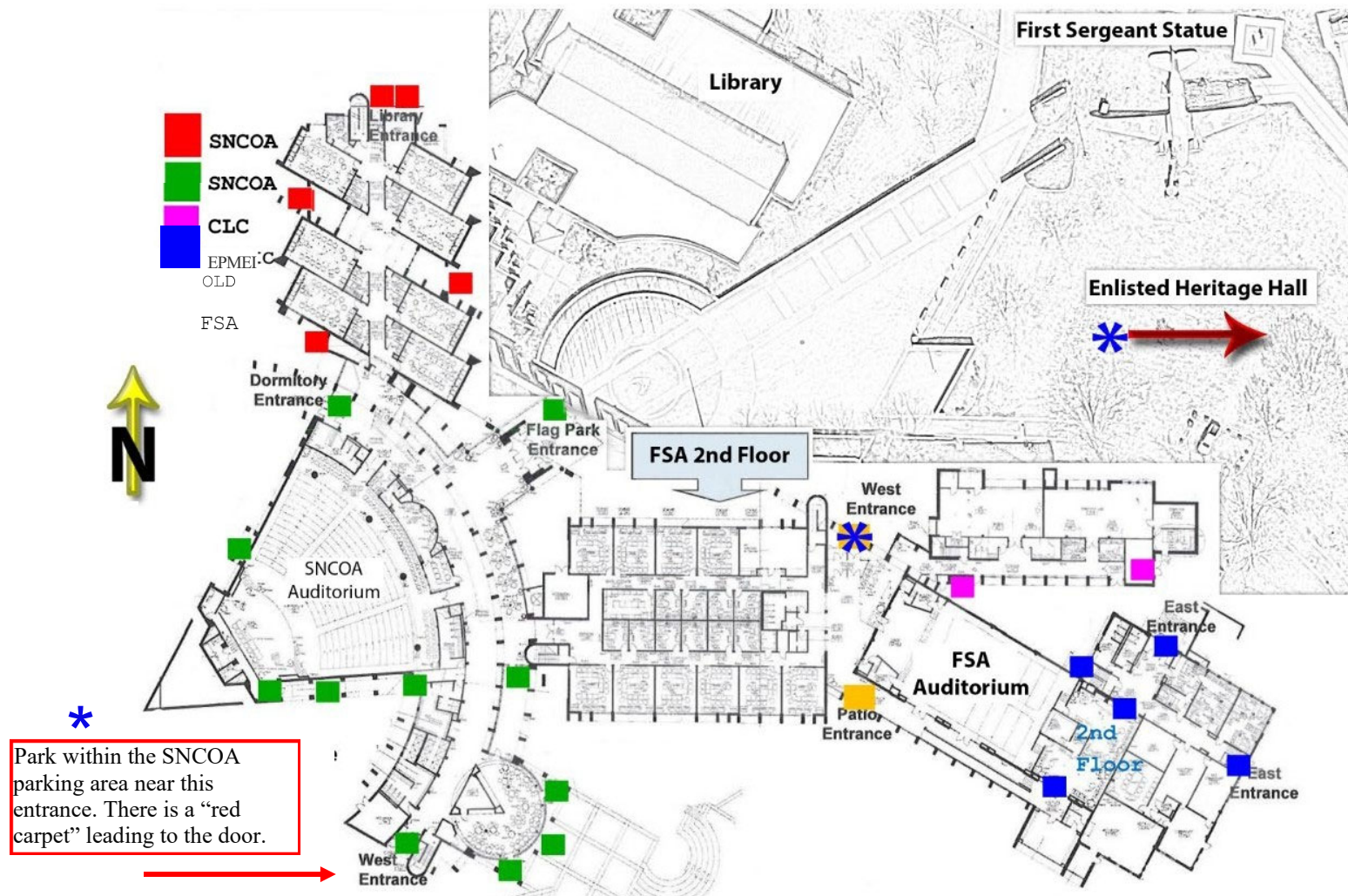
**Mail Delivery**

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