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 role as a future senior enlisted leader. **Our curriculum is now 100% electronic, as such, you MUST bring your personal laptops or tablet devices to use during the 4 week in-residence course.** The following additional information will ensure your academy experience is as productive as possible.

   a. The FSA is located at 550 McDonald St., building 1143, Maxwell-Gunter AFB, AL. Upon arrival to the Montgomery area, you will report directly to your assigned hotel. **There is no need to check in at either lodging office on Maxwell or Gunter.** All room reservations will be made for you by the FSA. As such, please do not make them yourself through DTS. Upon arrival, you will receive a non-availability letter to be filed with your DTS return voucher. Additionally, a lodging roster will be sent out prior to class start, providing you with hotel assignment information. As soon as possible following receipt of lodging assignments, please contact your applicable hotel to provide payment information to secure your reservation. We will post any changes or additional information as announcements in the learning management system, Canvas. **Canvas login information will be sent out by the Director of Education.**

   b. Class hours are Monday through Friday, 0730-1615. **The report time for day-of-training (DOT) 1, Monday, is 0700.** If lodged off base, a bus may be provided on DOT 1 pending LRS ability to support. 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).

   c. Uniform requirements are: On DOT 1, short or long sleeve blue shirt **without** the first sergeant chevron, **with all ribbons and occupational badge.** DOT 20, graduation day, will be service dress, short or long sleeve blue shirt with the first sergeant chevron sewn on, service coat with first sergeant chevron and all ribbons and occupational badge. ABUs/OCPs will be the uniform for all other days, unless otherwise directed. It is advised to hand carry your DOT 1 uniform during travel. The airport is small and sometimes has issues with connecting flights and luggage transfers.

   d. You are retraining into a 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. You should expect to participate in physical training while attending the course. Availability of PT uniform items at the Maxwell Military Clothing Sales store may be limited, so bring AF PT Gear items with you. **For planning purposes, there will be six PT sessions (be sure to bring cold weather gear for the winter months).** You must have a passing fitness assessment that is valid through your graduation date of the course. 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.

f. In the assignment section in Canvas, upload your current AFFMS fitness report. **If your current fitness test is not valid/current through your graduation date of the class, you will be required to test again and upload the results to Canvas before traveling to the FSA.** Please be sure to redact any PII (i.e. social security number or date of birth).

g. **All profiles must be coordinated prior to arrival!** If you are on a profile, please contact the school ASAP for further information.

h. The Maxwell AFB Post Office delivers mail directly to the FSA. Please use the following address if necessary during your time here:
   
   Student Name  
   AF First Sergeant Academy  
   550 McDonald St.  
   Maxwell-Gunter AFB AL 36114

i. Your student break room includes phones, computers (with .mil internet access), and printer (limited paper supply). The phone number to the break room is DSN 596-4697 / (334) 416-4697. For emergencies, call DSN 596-2900 / (334) 416-2900.

j. Students attending the FSA are not permitted to smoke or use smokeless tobacco products during class hours or during any academy-sponsored event. Students are also prohibited from smoking while on campus.

k. Facilities on Maxwell-Gunter AFB include a dining facility, shoppette/gas station (with limited military clothing sales items), fitness center, library and commissary.

l. It is your responsibility to comply with all Air Force instructions, placing particular emphasis on AFI 36-2903.

m. A **$20** landing fee is assessed on day one.

n. Read History of the First Sergeant before you arrive (the document can be found on Canvas).

o. Read AFI 36-2113, *The First Sergeant*, before arriving.
2. You are required to review the Welcome Letter, Director of Operations and Director of Education letters, and the FSA Procedural Guidance prior to the first day of class (DOT 1). This information will be provided to you on Canvas. 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!

DANIEL A. POWERS, SMSgt, USAF
Director of Operations

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