



## 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. 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, if available, please bring a CAC reader, as you will need access during the 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. Please do not make them yourself through DTS.** During the course, you will receive a non-availability letter to be filed with your DTS return voucher. We cannot send the non-availability letter to you prior to the class start date. 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.

b. Canvas is the learning management system utilized at the FSA. 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**. 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.

c. Class hours are Monday through Friday, 0730-1630 CST (exceptions may be considered by the FSA/CO to meet mission requirements). **The report time for day-of-training (DOT) 1, Monday, is 0700 CST.** 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).

d. 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 6:** 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.

- We advise you to hand carry your DOT 1 uniform during travel. The airport is small and sometimes has issues with connecting flights and luggage transfers.

- **All other days:** 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.)

e. 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.) while performing first sergeant duty, to include while attending the FSA.

f. 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.

**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.

**Note:** Examples of exercises you may experience include, but are not limited to; push-up, sit-up, squat, mountain climber, lunge, plank, burpee, shoulder tap, high-knees, and running. If not already part of your self-care regimen, we highly encourage you to begin conditioning yourself to participate accordingly.

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

h. **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.

i. **Read** attached *Reporting Instructions*.

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

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

l. **Read** the *National Defense Strategy, Accelerate Change or Lose* and the *CSAF Action Orders* (available in Canvas).

m. Landing fee: **\$10** (optional). The fee will be used for providing a flight specific t-shirt that may be worn during 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, Comm (334) 416-2900 or email [neco.johnson@us.af.mil](mailto:neco.johnson@us.af.mil). Again, welcome to the Air Force First Sergeant Academy!

//SIGNED//  
NECO L. JOHNSON, SMSgt, USAF  
Director of Operations