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**Personnel**



**STUDENT PROCEDURAL GUIDANCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This manual provides Rogers Airman Leadership School (ALS) students with general policies and guidance, defines objectives and establishes responsibilities to ensure their success at the ALS. All students will be thoroughly familiar with this manual. If a situation arises that conflicts with the policies contained in this manual the student should contact a staff member. Some sections require the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the data prescribed in this instruction is Title 10, USC, Section 8012.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed.

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## Chapter 1

### PREFACE

The mission of Rogers Airman Leadership School (ALS) is to forge leaders through exemplary PME to inspire excellence in the face of adversity.

Airman Leadership School is an Air Force educational program implemented at the base level that prepares Senior Airmen for positions of greater responsibility. It provides many of the leadership skills required of supervisors and reporting officials throughout the Air Force and enhances the development of Senior Airmen by strengthening their ability to lead, follow, and manage while they gain a broader understanding of the military profession.

#### 1.1 ROGERS ALS CHAIN OF COMMAND.

1. The Chain of Command is as follows: Student → Flight Leader → Instructor → NCOIC → Commandant → Student's Organization
2. Students should try to resolve issues at the lowest level, but are encouraged to seek leadership assistance (instructor and then NCOIC) for issues of which they are uncertain. Students should always keep their instructor informed on **ALL** matters.

#### 1.2 FLIGHT LEADER RESPONSIBILITIES. Flight leaders will:

1. Report accountability of all flight members to the instructor, as directed, prior to the start of the academic day and bring the class to order at the beginning of each academic hour.
2. Be responsible for the overall conduct of their flight and report any problems concerning students directly to their instructor for resolution.
3. Ensure that general housekeeping is maintained in all ALS areas to include break rooms, auditorium, flight rooms, and outside areas of the school.
4. Ensure that the class is accounted for and seated 10 minutes prior to any classes held in the auditorium and bring the class to order at the beginning of the session.
5. Meet with each other and leadership, as needed, to discuss any issues or student concerns.
6. Support all decisions made by ALS Commandant & instructors.
7. Keep instructors informed on student issues and concerns.
8. Conduct flight meetings as needed to pass on information from the Commandant and/or instructor

NOTE: Additional Flight Leader Responsibilities may be levied by the primary instructor based on class needs.

## Chapter 2

### STUDENT RESPONSIBILITIES

Students will act professionally and comply with all school, EPME, and Air Force policies and guidance. Failure to comply with these requirements is considered student irresponsibility and the appropriate administrative action(s) will be administered to correct the unacceptable behavior.

**2.1. Professional Behavior.** Students and faculty are expected to be professional in and outside the classroom. Students and faculty will not engage in behaviors that violate articles outlined in the UCMJ, any AFI, or local guidance. Any violation of policies or the UCMJ will be dealt with appropriately, including the possibility of release from the school. Students and faculty members must use sound judgment in avoiding unprofessional relationships while attending EPME; this includes student/faculty and student/student relationships. Professional/unprofessional behavior is defined in AFI 36-2909, *Professional and Unprofessional Relationships* and AETCI 36-2909, *Recruiting, Education, and Training Standards of Conduct*. Students and instructors at Rogers ALS may not engage in social media and/or personal contact outside of the classroom until at least 30 days following graduation.

**2.2. Non-Attribution.** As specified in AUI 36-2608, *Academic Freedom*, statements, disagreements, and other comments made by individuals or groups in the educational forum are protected through the practice of non-attribution. Communication among students and faculty is privileged information; neither will reference statements to a specific individual or group of individuals. Safeguard statements and other comments made by guest speakers, instructors, or students. Faculty may say “a previous speaker” or “in our flight we discussed,” but will not identify the speaker by name. Permission must be obtained from speakers and the school before releasing or discussing remarks outside the academic forum. This includes references and comments made in Communication Skills or performance assignments.

**2.3. Participation.** Students will participate in many activities that aren’t scored for graduation. However, unless prevented by an official profile, students will satisfactorily participate in all aspects of programs and events, such as Drill and Ceremonies and fitness. Satisfactory participation is predicated on the student's attitude, willingness to participate, and effort put forth in the program/event to the satisfaction of the school faculty, not on level of performance or outcome. School faculty will consider unsatisfactory participation a matter of military bearing and they will counsel and document substandard student behavior accordingly. Such behavior is subject to the Progressive Disciplinary Process, up to and including a disciplinary release of the student, at the discretion of the Rogers ALS Commandant.

**2.4. Complaints.** A complaint is defined as a formal written submission by a student related to a grievance against a school or program. Before making a formal written complaint, students are encouraged to seek resolution by discussing grievances or complaints informally at the lowest appropriate level within the organizational chain of command. Matters may be elevated through the chain of command when attempts at satisfactory resolution fail.

2.4.1. Students who are uncertain about how to resolve concerns may seek advice from the commandant or EPME Academic Affairs/DOP at BarnesCenter.AA.DO@us.af.mil.

To pursue a formal complaint, students must notify the appropriate level in the chain of command in writing using the EPME Student Complaint and Grievance Application, located on Canvas in accordance with guidance established. Formal written complaints must be submitted within 30 days of the occurrence of the action or matter in question or in accordance with policies established by the Commandant.

2.4.2. Commandants are responsible for answering all complaints or grievances originating within their schoolhouse. Students may appeal decisions to EPME Academic Affairs/DOP. Disciplinary issues and student professional conduct issues must be adjudicated through the appropriate disciplinary or legal processes rather than through academic complaint and grievances processes.

**2.5. Feedback.** Feedback is provided at regular intervals, but students are expected to regularly provide feedback to their peers and instructors to grow accustomed to the expectations of supervisors as they return to their units. Students will also complete an End of Course survey. They should provide professional, constructive, and honest feedback to help grow the curriculum, the instruction, the cadre, and the facilities for future iterations of the classes.

**2.6. Dress and Appearance.** Uniforms standards will be observed daily to ensure compliance with DAFI 36-2903. Scheduled uniform inspections will be conducted throughout the course and students will correct noted uniform discrepancies as directed. Once the discrepancy is fixed then the student will inform the instructor for verification. Failure to resolve a uniform discrepancy in the prescribed period may result in administrative action and removal of award eligibility as dictated by BCEE Guidance.

**2.7. Attendance.** Student attendance at all scheduled school functions (graduation banquet, class projects) is mandatory unless excused by the Commandant. On one Saturday of each cycle, a mandatory volunteer event is held typically in the mornings. Students are required to attend and absences must be approved by the Commandant. There may be some instances in which families are able to attend and participate but plans should be made in the event that they are not.

**2.8. Missed Academic Hours.** Students may not miss more than 10% of the course and may be subject to release by the Commandant based on the missed material, student behavior, and any other additional considerations. If the Commandant determines the student can successfully make up the missed material, the instructor will develop an action plan to ensure the missed material is taught to the student. If the Commandant determines the student cannot successfully make up the missed material, the Commandant may administratively release the student without prejudice. Any leave required during the absence will be coordinated by the student through their home station/unit.

**2.9. Activities.** Students' on/off duty activities must not jeopardize their ability to meet course requirements. Students wishing to participate in activities unrelated to ALS curriculum must be fully aware of their primary responsibility as a student and understand they must put forth maximum effort. Students who wish to participate in life-threatening activities must sign high-risk activities form and have it approved by their unit commander before participating.

**2.10. Travel.** Students may not leave the area by more than 8 drivable hours and may not travel by plane while attending Rogers ALS. Students are not allowed to depart class early or arrive late to travel. Leave that was not previously approved and/or coordinated prior to attending ALS is not authorized and the cadre at Rogers ALS is not an approving authority for student leave.

2.10.1. Over extended weekends, all students will complete an AF 4392, *Pre-Departure Safety Briefing*, regardless of age or planned location. However, if departing the local area over an extended weekend, students are required to also inform their Unit Commander/First Sergeant/supervisor. Proof of notification must be available upon request.

**2.11. Medical Attention/Emergencies.** Students requiring medical attention should ensure their instructor is informed prior to the appointment. In emergency situations, the student must make positive contact with their instructor as soon as possible via telephone or face-to-face communication. Texting or instant messaging do not suffice for positive contact.

2.11.1. Upon return from the medical appointment, students will inform their instructor of their status. Students who are admitted to the hospital or placed on quarters must also ensure their instructor is informed of their situation and provide documentation. If a student is injured during ALS activities, the student must complete a safety report via their Unit Safety Manager. Quarters may impact a student's enrollment based on the accumulated number of academic hours missed.

**2.12. Peer Leadership Assessments.** Toward the end of the course, students will be required to independently rank-order the students in their flight, including themselves. This information, combined with other factors, will help determine the award recipients for their class. Any student's failure or refusal to participate will be viewed as a failure to comply and disciplined appropriately as an unwillingness to fulfill supervisory duties similar to those performed in the normal duty section. Although students may have their own criteria for a good leader, they must consider the following questions when making their assessments:

2.12.1. Leadership/Followership. Who best exemplified top military standards and the image of a military leader? Who exhibited a high degree of personal fitness? Whose demeanor would you like to emulate?

2.12.2. Teamwork. Who did the most to promote teamwork and harmony within the flight? Who rallied the flight/class together? Who was instrumental in helping manage stress?

2.12.3. Goal Accomplishment. Who did the most to help the flight achieve its goals? Who kept you on track during discussions? Who encouraged you to study and practice together so you all could succeed? When necessary, who sought clarification? Who helped motivate you? Who exceeded all duty requirements and expectations?

2.12.4. Professional Conduct On/Off Duty. Who exhibited integrity in word and action? Who displayed energy, initiative, and a volunteer spirit? Who always seemed courteous and supportive? Who conducted themselves in a professional manner in/outside the classroom?

## Chapter 3

### RULES OF ENGAGEMENT

**3.1. Use of Recording Devices.** Students will not use any type of recording device in the classroom/auditorium during delivery or review of academic curriculum. This includes but is not limited to cameras, tape recorders, digital voice recorders, cell phones, iPods/mp3 players, scanning pens, etc. Images, video, or audio will not be recorded when class is in session unless using government procured official equipment for the specific purpose of providing student feedback on performance exercises or evaluations. Students may use personal recording devices, such as cameras, during breaks or during off-duty hours at the discretion of school faculty.

**3.2. Use of Electronic Devices.** Students may use laptop computers, tablets, e-readers, or other electronic devices in the classroom; however, students must stay fully engaged in the discussion and are always at risk of being called upon at any time. Use of electronic devices during academic instruction for any type of recording, taking photos or video, games, internet browsing, shopping, social media, text messaging, email, or any other use not directly related to the lesson constitutes a disciplinary issue that may result in disciplinary action up to and including disciplinary release. School faculty will have the final say regarding student use of electronic devices in the classroom. Cell phones are not authorized in the classroom unless approved by the instructor for emergency situations only.

**3.3. Additional Duties.** Students will participate in additional duties as assigned. If an additional duty or duties impede a student's ability to fulfill all academic requirements, the student must inform his/her instructor immediately.

**3.4. Proper Terms of Address.** Students will refer to staff by rank and last name during duty hours. Instructors must warn students about undue familiarity (no first names or nicknames) during duty hours and the impact on professional military image.

**3.5. Flight Rooms.** When any faculty member, NCO, or SNCO, enters the flight room the student who notices first must announce "Room Standby." If an officer enters, the room will be called to "Attention." All students will stand at parade rest until instructed otherwise.

**3.6. Auditorium.** When any faculty member, NCO, or SNCO, enters the auditorium, the student who notices first must announce "Room Standby." If an officer enters, the room will be called to "Attention." When addressing a speaker in the auditorium, students will stand at parade rest and state their name and flight before asking their question, unless directed otherwise.

**3.7. Faculty Areas.** Students may enter faculty areas by knocking and announcing, "student entering the area." Students should be considerate of other sensitive student meetings occurring in the area.

**3.8. Alcohol.** Alcohol will not be consumed during duty hours. Students are prohibited from consuming alcoholic beverages during the duty day and 8 hours prior to the start of the duty day. The normal duty day begins at 0730 and ends at 1530 Monday through Friday. All scheduled school activities are subject to this policy. *Exception:* Students may consume alcohol, in a responsible manner, during the graduation. Students will follow the AF Substance Abuse Guideline of 0-0-1-3.

**3.9. Classroom Conduct.** Classrooms are a workspace and should be representative of a

respectful and professional environment. Students should be fully prepared to start each academic hour at the start of the day and following each break period. Students should also be considerate of diverse social backgrounds and unique experiences. Disrespect for any student's age, race, sexual orientation, or otherwise discriminatory behavior will not be tolerated and should be reported to an instructor or cadre member immediately.

**3.10. Extenuating Circumstances.** Extenuating circumstances are those unforeseen and uncontrollable situations that may prevent students from meeting academic or performance standards. Extenuating circumstances may include the death or terminal illness notification of a family member or marital, family, or financial situations. Students must notify faculty members as soon as extenuating circumstances arise, so appropriate action can be taken in a timely manner. Actions may include a student's temporary absence, administrative release, or early graduation. Students who choose to remain at ALS despite extenuating circumstances will be held to the same academic and behavioral standard and a declination of an administrative release as outlined in the release section of this instruction is required. The Rogers ALS Commandant reserves the right to administratively release a student despite their declination.



## Chapter 4

### ACADEMIC RESPONSIBILITIES

**4.1. Academic Responsibilities.** Students will adhere to class schedule attendance requirements and engage in the learning process by completing all homework, objective, and performance assignments on time. In class, students are expected to actively listen, critically think, and willingly discuss lesson principles. Students are highly encouraged to engage in study and review sessions as deemed necessary to meet graduation requirements. This includes participation in after-hours study groups. Students must put forth the effort necessary to achieve all learning objectives. Students who turn in late assignments are subject to administrative corrective action.

**4.2. Academic Thresholds.** An academic failure is a score less than 70/100% of a graded assignment. In some cases, course hours are provided for individualized feedback and Rogers ALS cadre will make all efforts to provide additional feedback when requested. In the event of an academic failure, at least two additional instructors review recorded performance tasks to ensure objective and thorough grading. Assignments are due at 0730 on the day they are due. If not turned in or turned into the wrong assignment tab in Canvas, a student will have 15 minutes from instructor notification to turn it in and will face a 10% deduction. Assignments turned in later than 15 minutes will receive a zero.

**4.3. Graduation Requirements.** To graduate, a student must receive a cumulative 70% over their performance task scores. A student that fails to meet this threshold will be released in accordance with Barnes Center guidelines and may return 90 days from their release date.

**4.4. Academic Freedom.** AUI 36-2608, *Academic Freedom*, allows for the privilege of debate with discretion on any subject related to EPME curricula. It encourages visiting lecturers, faculty, and students to express their opinions and support subject matter while pursuing knowledge, understanding, and improvement of the military profession. Students may engage in responsible classroom discussion of controversial issues; however, this policy does not authorize the use of offensive remarks, irresponsible statements (e.g., sexist comments, ethnic slurs, etc.) or profanity. Temper academic freedom with good judgment; ensure no one makes offensive or disparaging remarks or engages in behavior/comments inappropriate to professional relationships, or violations of the UCMJ. Offensive or disparaging remarks will not be tolerated and are subject to the Progressive Discipline Process, up to and including release from Rogers ALS as determined by the Commandant.

**4.5. Academic Integrity.** AUI 36-2609, *Academic Integrity*, dictates the uncompromising adherence to a code of ethics, morality, conduct, scholarship, and other values related to academic activity. Students who violate academic integrity standards of conduct are subject to administrative action and/or prosecution under Article 92 of the UCMJ. Violations include, but are not limited to:

**4.5.1. Cheating.** Cheating is the act of giving or receiving improper assistance. Examples include, but are not limited to the following:

- Using previously written papers, briefings, test answer strings, or other types of work provided by former students of the course, current students at another EPME school, the same student re-attending after a previous release, or from any other non-student sources.

- Using copies of official writing accomplished in any unit or organization except as specifically authorized by the school.
- Copying answers from another student's exam or copying another student's writing assignments or exam answers.
- Knowingly permitting another student to copy one's writing assignments or exam answers.
- Gaining unauthorized access to faculty curriculum materials not intended for student use or collaborating with other persons to gain access to unauthorized faculty curriculum materials.
- Possessing, distributing, reviewing, copying, transmitting, or having access to actual controlled test material, or allowing/causing access to unauthorized individuals.
- Discussing or sharing, in any form, information about actual test material or suspected test material with another student or potential examinee outside of authorized activities (i.e., test review).
- Using texts, notes, issue materials, or other references and study aids not authorized for exams or other assigned course work.
- Collaborating with other persons on individual assignments except as specifically authorized by the school (i.e., students with same communications assignment scenario are prohibited from working with one another).
- Allowing another student to complete one's assignments in part or in whole. *NOTE:* While editing by other students is permitted and encouraged, all completed assignments must reflect each student's individual effort.
- The use of artificial intelligence to a degree that replaces original or critical thought as deemed provable by Rogers ALS cadre and IAW the EPME Handbook.

4.5.2. **Plagiarism.** Plagiarism is the act of passing off the literary ideas and work of others as the product of one's own mind. An example is copying an outside source verbatim without using quotation marks and a citation of the source. Intent is based on consideration of all circumstances and evidence presented. The correct method for giving credit to a source in written work is to use quotation marks and an accompanying footnote or bibliographies when quoting directly, or a footnote when paraphrasing. In oral presentations, students must cite, integrate, or qualify (whichever is applicable) the outside sources they quote or paraphrase.

4.5.3. **Misrepresentation.** Misrepresentation is the act of making an assertion to intentionally deceive or mislead. The assertion can be a written or verbal statement. Examples include but are not limited to falsifying a report or knowingly giving false statements to an academic or disciplinary review board or to faculty members attempting to investigate suspected behavior in violation of established policies.

4.5.4. **Internet Sources.** Students are not authorized to use products or language on Internet Websites as their own work for communication skills assignments or individual projects. Some examples of such sites include but are not limited to. [airforcewriter.com](http://airforcewriter.com), [afwriting.com](http://afwriting.com), [afmentor.com](http://afmentor.com), [afeprbullets.com](http://afeprbullets.com), [militarywriter.com](http://militarywriter.com), and [eprbullets.com](http://eprbullets.com). Downloading, copying and pasting, copying and modifying, using the content from such sites as a template, or any other use of the content on such websites without proper citation constitutes a disciplinary issue that may result in disciplinary action up to and including disciplinary release.

**4.5.5. Operational Sources.** Students are not authorized to use products or language from Air Force or other military or civilian organizations as their own work for communication skills assignments or individual projects unless explicitly authorized. This includes using products developed in the student's home unit or any other military or civilian organization as a template, copying and pasting content from such sources, copying and modifying, or any other use without proper citation. Using material from these sources without proper citation constitutes a disciplinary issue that may result in disciplinary action up to and including disciplinary release.

**4.5.6. Study Aids.** All assigned course objectives and assignments must be completed in a manner that reflects each student's individual effort. Therefore, students are authorized to use only those study aids developed by either themselves or with members of their current class. Study aids include but are not limited to: study notes, flashcards, practice tests, and quick reference sheets. Unless explicitly authorized for use as foundational course knowledge, distance learning (DL) course materials are prohibited. Downloading, copying and/or using prohibited study aids from former students, or from internet websites constitutes a disciplinary issue that may result in disciplinary action up to and including disciplinary release. Some examples of such sites include but are not limited to. [quizlet.com](https://quizlet.com), [proprofs.com](https://proprofs.com), and [cram.com](https://cram.com).

**4.5.7. Curriculum Materials.** All course materials provided to students to include but not limited to student study guides, handouts, and any versions of completed student assignments are intended for the exclusive use by the student while attending the course and may be retained by the student as personal reference material. Students may not provide copies of any course materials to future students or commercial entities, nor upload in whole or in part instructional materials to Internet websites.

**4.6. Academic Feedback.** The ALS Curriculum provides designated feedback times for some, but not all, performance tasks and Rogers ALS cadre will make all efforts to provide unaddressed feedback, as requested. Instructors will:

4.6.1. Assess student typical performance and provide input to the Commandant and student as needed.

4.6.2. Conduct academic counseling with students failing to meet the passing score on any academic assignment, as required by BCEE guidance and using all required documentation to avoid future failures.

4.6.3. Provide task specific feedback on how to improve weak areas.

**4.7. Feedback Documentation.** Instructors will conduct verbal counseling and document violations of ALS policies or procedures. If there is a second violation, the instructor will issue a letter of counseling. An AF Form 174 may be used to document failures in non-academic areas such as failure to adhere to dress and appearance standards, negative attitude, disruptions in class, and/or failure to prepare for or progress in course of study. Any other form of corrective actions, i.e., LOC, LOA, or LOR may also be used, as appropriate.

## Chapter 5

### FACILITY GUIDELINES

**5.1. Tobacco.** AFI 40-102, *Tobacco Free Living* no longer restricts tobacco use in EPME schools. In lieu of AFI restrictions, EPME Academic Affairs released a memorandum directing tobacco use in EPME. The memo “Tobacco Use in EPME” dated 19 June 2015, para. 2 states. “Students attending EPME are prohibited from using tobacco during the academic day. The typical academic day is defined as eight instructional hours per BCI 36-2301, para 2.1.1. Additionally, EPME campuses are designated as “Tobacco free Campuses,” which means the use of all tobacco and tobacco products is prohibited. Campuses are defined as the contiguous area surrounding the school structure, to include parking structures and lots; lawns; and other outdoor areas contiguous with the school.” Violation of this policy will result in disciplinary action.

5.1.2 As a policy, Rogers ALS does NOT permit the stimulant packets of any type.

**5.2. Student Break Areas.** Student break areas are privileges and if abused, may be removed. These spaces are designed to allow for reprieve from the pressures of the PME experience, private conversations (as needed) and to break away from the classroom environment for lunches. Students are responsible for the cleanliness of these areas and the appliances/furniture within them. The door to the Student Control Center must always remain open unless approved by an ALS cadre member.

## Chapter 6

### GRADUATION

**6.1. Graduation Briefing.** The faculty graduation representative will provide extensive briefings and information on what to expect during the graduation experience. According to BCEE guidance, students may not be mandated to pay for their meal as part of their ticket and leadership teams are highly encouraged to sponsor their students, as is tradition. Students are responsible for inviting their respective Squadron Commanders, First Sergeants, and Senior Enlisted Leaders. Students from the same unit should coordinate to avoid duplicate requests and shared guest spaces. Each student will have four additional invitations for guests.

**6.2. Graduation Morale Slides.** Students will have an opportunity to take photos throughout their time at ALS and are encouraged to take them. These photos may be shown on a 12-slide deck during graduation for each flight and should be considerate of both professionalism and audience awareness. Slides should not include inappropriate attire, unprofessional behaviors, an abundance of alcohol, or otherwise behavior unbecoming. They are subject to removal at the discretion of ALS staff.

**6.3. Graduation Dress Code.** The ALS Graduation is formal event and guests should dress accordingly. Attire should be cocktail or evening wear, with appropriate coverage and will not be overly revealing. Spaghetti straps are not permitted. Males should consider this event a black-tie event or a blazer and tie event. Military members in attendance will wear the uniform equivalent to semi-formal or formal wear and will be asked to leave if they are not in the correct uniform. Civilian guests not dressed appropriately will also be asked to leave. Refunds will not be issued for guests who do not adhere to the dress code on the issued invitations.

**6.4. Graduation Performance.** Students are graduated following the graduation ceremony, but misconduct will be communicated to owning units. Additionally, should any misconduct of an academic nature be discovered following graduation, Rogers ALS may petition the Barnes Center to revoke the student's diploma, in accordance with the EPME Handbook.

## Chapter 7

### RELEASES

**7.1. Releases.** All releases are handled IAW the EPME Handbook in its most current iteration. As of this publication, the most current version is dated in January of 2025 and its policies are stated below. Any future updates to the EPME Handbook supersede the policies below.

**7.2. Administrative Release.** Students may be administratively released when they encounter extenuating circumstances. If a student is offered administrative release and wishes to decline, the student must sign a declination statement. Commandants have the option to administratively release students despite their objections; in such cases, commandants will fully document the circumstances and reasons why they made the decision to administratively release the student. A copy of this documentation must be provided to the student. Students released for administrative reasons are not subject to any mandatory waiting period before re-entering EPME and members administratively released for mission reasons require certain HHQ approvals prior to release. Administratively released students may join a future course at the equivalent point in the curriculum of their release, and in some cases, may meet the requirements to graduate early. This will be assessed on a case-by-case basis by the Commandant and approved by the Barnes Center A3/5 through a waiver request sent to Barnes Center A3/5 at BarnesCenter.AA.DO@us.af.mil.

**7.3. Disciplinary Release.** Students may be disciplinarily released for violating AF directives, school policies, conduct inconsistent with the intent of the education, or committing offenses under the UCMJ. Commandants may release a student based on misconduct when there is no substantial dispute about the underlying facts and the evidence clearly supports a determination that the misconduct warrants the student's immediate release. There are behaviors in which the Progressive Discipline Process may not apply, based on the Commandant's discretion, and students may be released for behaviors misaligned with the Air Force's expectations of Non-Commissioned Officers and supervisors. Students released for disciplinary reasons are subject to a one-year mandatory waiting period before re-entering EPME

**7.4. Academic Release.** This release is for students who fail to meet minimum course academic standards. Academic releases render students ineligible for reentry into any EPME course of instruction for 90 days from the release date. An academic release is also applicable to any student that is released for failing to meet the inspection and fitness standards required in the first five academic days as outlined in the BCEE OPORD 24-2.

**7.5. Student Release Appeal Procedure.** If academically or disciplinarily released, students may submit written appeals within 15 duty days upon returning to their home station/unit. Prior to release, the Commandant (or designated representative) will brief the student on appeal procedures and have the student sign a memorandum stating he/she was briefed. The appeal must include new evidence that has not been addressed during the release proceedings. Release appeals may not be used to simply apologize for what occurred and to reduce the waiting period. All program releases from any level of EPME – irrespective of ADCON assignment – will be adjudicated by the Commandant forwarding the case to Barnes Center A3/5 for consideration and will be adjudicated by the Barnes Center Commander.

## Chapter 8

### AWARDS PROGRAM

There are four mandatory EPME Awards presented at the Airman Leadership School. They are the John L. Levitow Award, the Distinguished Graduate Award, the Academic Achievement Award, and the Commandant's Award.

**8.1. Eligibility.** All students are eligible for all awards with the following exceptions:

8.1.1. Students who did not meet minimum passing scores on any one performance task are ineligible for the John L. Levitow, Distinguished Graduate, or Academic Achievement awards.

8.1.2. Students with one or more letters of counseling, admonition, or reprimand are ineligible for awards at the Commandant's discretion.

8.1.3. Commandants may disqualify any award candidate who does not exhibit USAF leadership traits and characteristics, professional behavior, military bearing, respect for authority, the highest standards of dress and appearance, or exemplary standards of on-/off-duty performance.

8.1.3.1. Students cannot be disqualified from one award only (e.g. disqualified from the John L. Levitow or Distinguished Graduate award but still awarded the Academic Achievement Award).

8.1.4. Students released for administrative, academic, or disciplinary reasons ARE eligible for awards upon return.

**8.2. John L. Levitow Award (Most Distinguished Graduate).** This is the highest honor awarded based on academic and peer assessment scores and will be presented to the number one graduate. The John L. Levitow Award is the most distinguished graduate and is included as part of the top 10 percent of Distinguished Graduates.

8.2.1. In the event of a tie for the Levitow Award, the Commandant will hold a cadre board of at least 2 instructors and ask one formal leadership-based question for each nominee to answer. Following a board discussion, the final determination will be made by the Commandant.

**8.3. Distinguished Graduate Award.** This award is presented to the top 10 percent of the class. Selection is based cumulatively on academic and peer assessment scores. In the event of a tie for the final Distinguished Graduate, instructors will do an individual rack and stack on their assigned students. If this evaluation does not break the tie, a cadre board will be held and the Commandant will be the deciding authority.

**8.4. Academic Achievement Award.** This award denotes excellence as a scholar and is based on all performance task scores. This award is presented to the student with the highest academic standing, excluding the John L. Levitow recipient. In the event of a tie, more than one Academic Achievement Award will be presented.

**8.5. Commandant's Award.** This award is presented to the student who, in the Commandant's view, demonstrated the most growth and leadership in the class, as evaluated by a board made up of the Commandant and at least two other members. The student should have positively impacted the class as well as had a genuine desire to grow others. The John L. Levitow Award winner is NOT eligible for this award; however, students academically disqualified for other awards are eligible.

NICOLE R. BUCHHEIT, MSgt, USAF  
Commandant