

Rogers
Airman Leadership School
Student Information Guide



Chapman Address:
Rogers Airman Leadership School 1000 Mercury, Bldg 100 Chapman Training Annex, TX 78236 (210) 925-1233

Student Information Guide

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Message from the Commandant

Congratulations on your selection to attend Airman Leadership School (ALS)! You are about to embark on a 5-week journey designed to bring out the best in you, grow you as a leader, and educate you as a supervisor. The cadre at the Rogers Airman Leadership School is dedicated to preparing for the challenges of an ever-changing Air Force.

Our objective is to prepare you for positions of greater responsibility by broadening your leadership and managerial capabilities. You must successfully complete the resident ALS Course prior to becoming a rating official and/or assuming the grade of Staff Sergeant.

This guide was developed to answer many of your questions about attending ALS. Each section covers areas that are vital to your success as a student and a team member. It is your responsibility to understand this guide before the first day of training so start preparing for classes right away!

I look forward to your arrival and getting an opportunity to collaborate on how we can make our great Air Force even better – as a team! If you have any questions, please don't hesitate to contact us at the school between 0700-1630 at extension 925-1233.

//SIGNED//

NICOLE BUCHHEIT, MSgt, USAF

Commandant, Rogers Airman Leadership School

Rogers Airman Leadership School Mission

Forging leaders through exemplary PME to inspire excellence in the face of adversity.

Airman Leadership School Faculty

Commandant

MSgt Nicole Buchheit

NCOIC

TSgt Jessica Velasquez

Instructor Supervisor

TSgt Katelyn Shuttle

Instructor

SSgt Jessica Fanty

Instructor

SSgt Terrence Jackson

Instructor

SSgt Kevin White

Instructor

SSgt Marisa Puente

Instructor

SSgt Dakwon Atkinson

ALS Reporting Instructions

DOE 1 STARTS AT 0730. The UOD for DOE 1 is full-service dress, to include ALL accoutrements.

The following items are **required** for DOE 1:

	Personnel Locator Sheet – fully completed
	1 st Sergeants Name and Cell Phone Number
	Current and signed PT profiles - no exceptions
	Copy of SURF from AMS
	Proof of current and passing PT Test, through the course dates
	Personal Computer*
	A list of all appointments
	A list of the member's Squadron, Group, and Wing (or equivalent) mission statement

*NOTE: All student material will be issued electronically. **NO** government computers allowed. Students without a personal device should communicate with their supervisor/unit for a loaner device, if needed. If using an Apple computer, please bring adapters - ALS only provides USB to HDMI adapters for use.

*** Students are strongly encouraged to bring a CAC reader to class. Cell phones will not be used to store lesson material.**

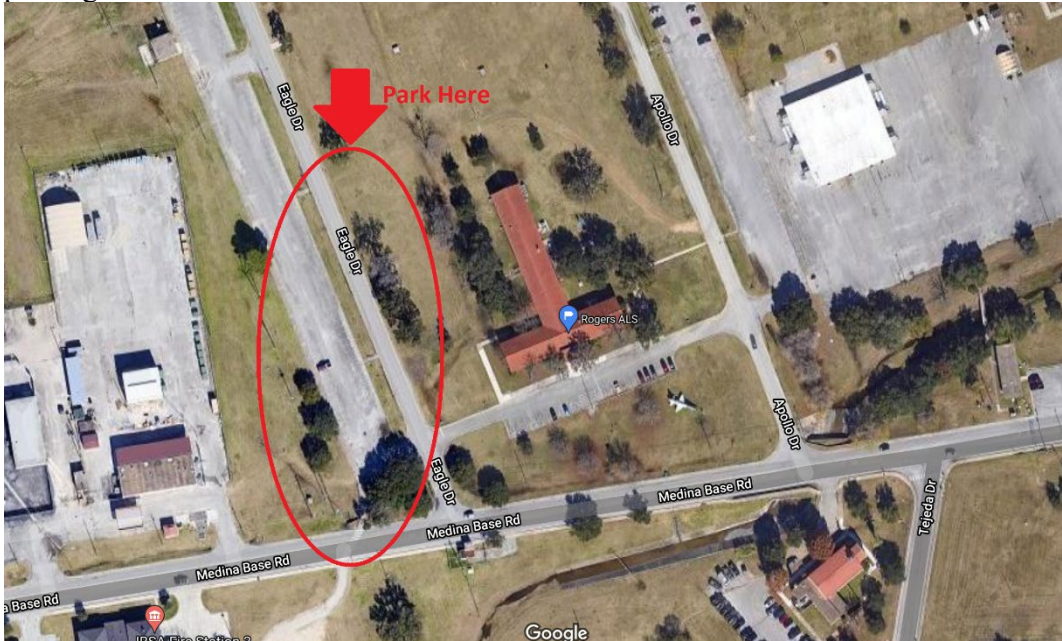
Recommended Reading List

You are required to complete reading assignments to prepare you for the next day's lessons. The following list of references will help you academically prepare for ALS:

USAF Core Values	
Drill and Ceremonies	AFMAN 36-2203
AF Dress and Appearance	DAFI 36-2903
Airman Handbook	AFH1
Enlisted Force Structure	AFH 36-2618
Tongue and Quill	AFH 33-337
Professional and Unprofessional Relationships	DAFI36-2909
Code of Conduct	DOD Directive 1300.7

Parking:

Student parking is located on the west side of the building, near the tennis courts. There is no parking in front of the schoolhouse for students. See below.

**Airman Leadership School's Policies/General Information**

Duty Day

The academic day begins at 0730 and concludes at 1630. Physical training sessions will take place up to three times a week and lunch is 1130-1230. There is a mandatory volunteer event held during a weekend of the course from 0730-1200 at a location TBD by the ALS Cadre. Plan accordingly to attend.

Physical Training Requirements

All students are required to participate in the physical training program. This program includes stretching, strength training, speed training and endurance running. Students are required to wear official Air Force PT gear during organized PT at ALS, IAW DAFI 36-2903 and JBSA PT gear guidelines.

At the end of the course, the class will participate in a ruck march. The uniform will be tactical gear, not AF PT gear.

- Boots or hiking/PT shoes (encouraged)
- Any combat/tactical issued trousers (ex: OCPs/ABUs)
- T-shirt (ex: sand/morale shirt)
- Military blouse is optional (if worn, must have appropriate rank)
- Cover is optional. May wear a booney hat, cover, or hat with military affiliate patch.
- The ruck weight must be no more than 20 lbs.

Profiles and Waivers: Profiles issued within 90 days of course start and/or fully exempt require prior Commandant approval through the unit First Sergeant. If students are on a profile/waiver, notify flight room instructors and bring a current and signed profile on DOE 1. It must also state permission for self-pace PT.

CCAF Information

We are an affiliated school with the Community College of the Air Force and completion of ALS earns 4 semester hours.

Student Absences and Appointments

While attending Airman Leadership School you are released from your unit to attend the course. Students will not perform any duties connected with their AFSC or duty position. You are TDY to the school. At the instructor's discretion or based on course work, some appointments may have to be rescheduled or canceled. Please make every effort to reschedule any appointments scheduled during the course and do not make appointments for the dates that you are attending ALS. Any unforeseen, emergency appointments will be handled on a case-by-case basis with the NCOIC. Students missing more than 10% of class time may be subject to release without cause.

Professional Behavior

The mission of ALS demands all personnel maintain proper and professional relationships. Therefore, there will be zero fraternization between faculty/students and students/classmates.

Individual Behavior

As Air Force members, we're held accountable for our actions, both in the performance of duties and in our personal conduct. We're responsible to live up to the high standards of the Air Force. These standards of conduct apply both on and off duty, in our personal behavior, in treatment of others, and in both military and civilian environments.

- a. **Professional Relationships:** We're expected to maintain professional relationships governed by the essential elements of mutual respect, dignity, and military courtesy regardless of race, color, religion, age, national origin, and sex. We must treat others as we expect others to treat us. Remember your fellow students are now also your co-workers and any relationship developed must be strictly professional and not interfere with the dynamics of the team.
- b. **Military Ethics:** We must practice the highest standards of behavior, obedience, and loyalty, not only on the job, but in our relationships with other people. Our individual code of ethics must be such that our behavior and motives do not create even the appearance of impropriety. Individual commitment to integrity will lead the way for others to follow.
- c. **Alcohol Use:** We have the responsibility to exercise good judgment in the use of alcohol. Our use of alcohol must not adversely affect our duty performance or conduct both on and off duty. Driving under the influence constitutes an

automatic release from the school. In addition, any incident involving alcohol, which violates any of the above standards, can result in immediate release from the school. Alcohol will not be consumed on the ALS grounds at any time. If a student is accompanying another student that has an alcohol related incident and did nothing to prevent it, he/she may receive the same disciplinary action as the actual offender.

Classroom Etiquette and Protocol

To promote an educational atmosphere, maintain classroom control, and provide proper honors, students will adhere to the following guidelines:

- a. Students **must** participate in all school activities. This includes all activities scheduled by the PME staff; all activities directed by the student leaders; and all activities agreed upon by the class. Participation in off-duty school/flight morale activities is highly encouraged.
- b. Students may have drinks and light snacks (chip, candy, etc.) in the classrooms, if there are no guest speakers. Only water is permitted in Levitow Hall.
- c. Profanity and inappropriate language are **PROHIBITED**.
- d. The use of proper military titles and terms of address are required.
- e. Students will be seated, with screens on and material open ready to start class on the lesson at the beginning of each classroom hour.
- f. Members will be wearing the UOD according to the schedule with blouse on until the instructor or guest speakers advises approval to remove blouse while in virtual classroom.
- g. Cell phone usage during the class time is prohibited. Cell phone usage is allowed during break time only, so please plan accordingly.

Academic Integrity

All students, faculty, and staff must adhere to the highest standards of academic integrity. Academic integrity is the uncompromising adherence to a code of ethics, morality, conduct, scholarship, and other values related to academic activity. Failure of EPME personnel to practice academic integrity reflects discredit on the enlisted force and the entire PME community. All individuals who violate academic integrity standards of conduct are subject to administrative action. Additionally, violations may be prosecuted under the *Uniform Code of Military Justice*, Article 92. Violations of academic integrity include, but are not limited to, cheating, plagiarism, and misrepresentation. Cheating is the act of giving or receiving improper assistance (e.g., copying another's examination, students claiming another's homework as their own or using student notes from previous classes). **Plagiarism** is the act of passing off the ideas and work of others as the product of one's own mind (e.g., copying verbatim, without quotation marks, with the intent to claim that

material as one's own work). **Misrepresentation** is the act of making an assertion orally or in writing to intentionally deceive or mislead (e.g., knowingly giving false statements to an academic review board).

Academic Freedom

The privilege of debate, with discretion, on any subject related to the Airman Leadership School curriculum within the instructional environment. Visiting lecturers, faculty and students are encouraged to state their opinions and support or criticize any objective or policy while pursuing knowledge and improvement of the military profession. Responsible classroom exploration and discussion of controversial issues are permitted. However, this policy does not include the freedom to use offensive remarks and irresponsible statements. This means academic freedom must be tempered with good judgment to refrain from remarks, which could prove harmful to others, or be construed as irresponsible statements (i.e., sexist comments, ethnic slurs, etc).

Non-attribution

Non-attribution is the treatment of statements made in a school forum as privileged information not to be attributed to a specific individual. Statements, disagreements, and other comments made by guest speakers, instructors, or students will be safeguarded through the process of non-attribution. It is acceptable to say "a previous speaker" or "it was discussed in our flight," but the names of the speaker will not be divulged. Permission must be received from the speaker and the school concerned before remarks may be released or discussed with other individuals outside the academic forum. This includes references made in students' communication skills assignments within the institution.

Extenuating Circumstances

Extenuating circumstances are defined as those unforeseen circumstances beyond the student's control which distract from meeting academic or performance standards. The following are examples of extenuating circumstances: death or terminal illness notification of a family member, and possible marital, family, or financial problems. It is the student's responsibility to inform the faculty, as soon as, extenuating circumstances arise so appropriate action can be taken.

Student Roles and Responsibilities

Students must understand that attendance is mandatory and designed to prepare them to assume greater responsibility as they achieve greater rank. In order to achieve the greatest degree of success, students must be actively engaged in the learning process. Actively engaged in the learning process requires students to complete all reading assignments and any preparatory exercises. In addition, students must actively participate in class. Active participation is generally defined as active listening, critical thinking, and willingly discussing lesson principles in class. Further, students should engage in nightly study and review sessions focused on learning the educational principles as defined by the lesson and module samples of behaviors. It is incumbent upon the students to put forth the effort necessary to achieve all learning objectives. This effort is the prime factor leading to mastery of ALS curriculum material and ultimately, to success as an Air Force NCO. A

lack of student preparation/preparedness will result in discipline action utilizing the progressive discipline process.

Leave Policy

While in student status, leave is not authorized. During the course, members may travel no more than 5 hours from the schoolhouse and are not authorized travel by plane.

Internet Access Policy

Internet access on Lackland AFB is provided for government official use only. Use of government resources to access pornography or other inappropriate sites or information using the Internet or the World Wide Web is clearly prohibited.

The following types of activities are specifically prohibited and may result in administrative, non-judicial, or judicial punishment:

- a. Use of e-mail or Internet for other than official and authorized government business. Students WILL NOT access sources (internet and operational sources; study aids, mobile device apps, etc.) to complete an assignment. Exceptions are communicated by instructor for specific assignments as needed (i.e. current events, mission related assignments).
- b. Activities for the purpose of personal or commercial financial gain. This includes pornography, chain letters, solicitation of business or services, sale of personal property, etc.
- c. Storing, processing or displaying offensive or obscene material, such as pornography, hate literature, etc.
- d. Storing or processing classified information on any system not explicitly approved for classified processing.
- e. Storing or processing copyrighted material (including cartoon) unless approval is obtained from the author or publisher.
- f. Annoying or harassing another person, e.g., by sending uninvited e-mail of a personal nature or by using lewd or offensive language.
- g. Viewing, damaging, or deleting other users' files or communication without appropriate authorization or permission.
- h. Using another individual's account or identity, e.g., by forging e-mail, etc.
- i. Attempting to circumvent or defeat security or auditing system, without prior authorization and other than as part of legitimate system testing or security research. Obtaining, installing, storing, or using software obtained in violation of the appropriate vendor's license agreement.

- j. Permitting any unauthorized individual to access a government-owned system.

Users should be aware that by accessing the Lackland Base Network they are subject to monitoring. Compliance with these policies is mandatory and is the responsibility of the user. Ignorance is no excuse.

Student Releases

The purpose of having a system to release students is to ensure the course is properly managed and the necessary dismissal actions are complied with. Below are the types of release used by the ALS.

a. Release without Cause: Students may be released administratively for reasons such as personal illness or a family emergency. Students released without cause are eligible to attend at any time after the situation causing the release is resolved.

b. Release With Cause (Academic): A student who fails to score a cumulative passing score is subject to an academic release with cause. Students released for academic reasons must wait 3 months before reentry.

c. Release With Cause (Disciplinary): This release results from the student failing to adhere to course standards or policy. A negative attitude, unacceptable conduct, or failing to be prepared for class are examples of why a student may be disciplinary released. Students released for disciplinary reasons must wait 1 year for reentry and must be recommended by their unit commander.

Uniform Requirements

Student uniforms must be neat, clean, safe, serviceable, show proper military image, and IAW current DAFI 36-2903 guidelines. The following uniforms will be required during the course:

- a. Full-service blues (with all accoutrements)
- b. Semi-formal blues
- c. OCPs
- d. Official AF PT Gear

Business Casual Day

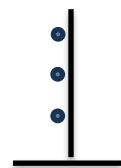
ALS includes 1 mandatory business casual day to provide an opportunity to practice the appropriate attire for a professional environment outside of the uniform so all students will wear clothing that is professional in nature. Students may wear slacks, dress trousers, dresses, skirts, or conservative jeans; an appropriate and conservative top, blouse, collared shirt or sweater, and appropriate and conservative shoes (no flip-flops or Crocs). Running shoes are not permitted as footwear. Headgear (unless religious or authorized by medical waiver or Service command), ripped or stained clothing, shorts and cutoffs, revealing shirts/tops and dresses/skirts, and shirts or tops with slogans are not authorized.

Uniform Inspections

Uniform inspections are scheduled throughout the course. Areas of coverage include attention to detail and adherence to dress and appearance standards as outlined in DAFI 36-2903, Dress and Appearance of Air Force Personnel.

Per Barnes Center OPORD 24-2, students failing to pass uniform inspections are immediately returned to their home unit. The following deviations are grounds for dismissal from Rogers ALS:

- a. Four or more uniform discrepancies.
 - Examples include, but are not limited to: unaligned badges, dirty ribbons.
- b. An unfitted uniform
 - Note: Indicators for uniform fit concerns include:
 - “Elephant ears” in the blues pants pockets indicate they are too tight.
 - No break in the crease at the pant bottom indicates pants are too short/tight.
 - Wrinkles caused by tension at the buttons of a service coat indicate tightness in the mid-section or chest area.
 - In coats/blouses, a break in the line from the connection to the ground that creates a tent shape indicates tightness in the hip region.
 - Note: This applies to the back of men’s service coats as well.



a. Ideal



b. Improper Fit

- c. An unserviceable mandatory item
 - Examples include, but are not limited to: footwear damaged or dirty beyond repair, missing name tags, faded uniforms.

Graduation

The following requirements must be met to graduate ALS:

1. Obtain the cumulative score as required for all performance task evaluations.
2. Conduct yourself in a professional manner consistent with policies of the Air Force and the school.

At the completion of ALS, a formal evening graduation is held to celebrate your accomplishments. No children under eighteen may attend and childcare is not provided by the schoolhouse, plan accordingly.

Graduation will be a formal evening event at the Gateway Club. The cost per person is approximately \$30 for students and guests. Students are required to invite their

Leadership Triad (Commander, SEL, and First Sergeant) and will also be allowed to bring two personal guests. This is a formal event and guests must dress appropriately – to include appropriate suits/ties/cocktail dresses/evening gowns. Sister services must wear their respective level of formal wear as it pertains to the Air Force requirement equivalent for formal events.

Awards

As an educational institution, we recognize the achievement of our students with several individual awards. There are five awards that can be earned at ALS:

ALS Graduation Diploma: This award is presented to every student who meets in all graduation criteria. This is the ultimate award given at the Airman Leadership School.

John L. Levitow Award: This award is presented to the one student who excels both as a leader and a scholar based on academics and peer evaluations. It is the highest award given at any level of Professional Military Education.

Distinguished Graduate Award(s): This award recognizes the high achievement of those students whose performance places them at the top of their class based on academics and peer evaluations. Only the top ten percent of the class are selected as distinguished graduates.

Academic Achievement Award: This award denotes excellence as a scholar. The award criterion is based upon all summative objective and performance evaluation scores.

Commandant Award: This award is presented to the student who is nominated by his or her peers and best demonstrated leadership abilities.

NOTE: A student who fails any performance task is not eligible to receive an award with the exception of the Commandant's Award.

Student's Bill of Rights

1. You have the right to enjoy your learning experience.
2. You have the right to express yourself through freedom of speech, to include questioning and disagreeing in a professional manner.
3. You have the right to be free from normal duty requirements.
4. You have the right to free yourself wholly to professional and personal growth through diversity and open-mindedness.
5. You have the right to identify and recommend improvement opportunities.

6. You have the right to challenge yourself while assuming a leadership role.

Eligibility Requirements

Completion of ALS is a prerequisite for Senior Airmen to assume the rank Staff Sergeant. Senior Airmen must meet all of the following criteria:

- a. Be an E-4 with at least 36 months' time in service (TIS).
- b. Be recommended by their commander.
- c. Not be on the control roster, under investigation, in confinement, or charged with an offense punishable under the UCMJ. A member may attend with a UIF with support and recommendation from Unit Commander.
- d. Have 6 months retainability from the date of graduation.
- e. Current Passing PT score throughout the course's entirety.
- f. Pregnancy* IAW AFI 36-2670, para 3.4.7.3 "Enlisted Airmen who are pregnant or post-partum (within their 12-month post-partum FA deferment period) may attend resident professional military education with approval from their PCM or OB/GYN in accordance with the procedures outlined in paragraph 3.2.1.22.2"

AFI 36-2670, para. 3.2.1.22.2. approval must be annotated on AF Form 469 and AF Form 422 with the following "member is cleared to attend without the need for routine OB/GYN care and can perform physical activities they are comfortable performing" Approval must be processed within 14 days of class start date and submitted to the school. Schools will submit a list of physical activities and events included in the curriculum. If a member does not want to attend, there is no expectation to attend resident PME.

Selection Process

Students are selected based upon ACC's Seniority Based Selection Criteria:

Priority 1 - SSgt without ALS.

Priority 2 - SSgt selects that are selected for 365-day assignment or PCSing to locations where there is no or a limited ALS.

Priority 3 - SSgt selects that are selected for a 90-day or greater deployment.

Priority 4 - SSgt selects based on promotion line number.

Priority 5 - E-4's with 36 months TIS, selected for 365-day assignment PCSing to locations where there is no or limited ALS.

Priority 6 - E-4's with 36 months TIS, that are selected for a 90-day or greater deployment.

Priority 7 - All remaining E-4s with 36 months TIS.