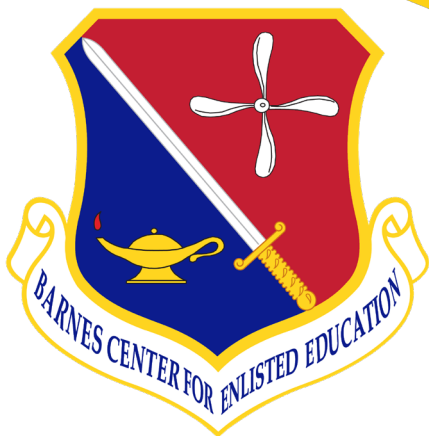


SHEPPARD
NONCOMMISSIONED OFFICER
ACADEMY
SHEPPARD AFB, TEXAS



STUDENT WELCOME PACKAGE
FOR VIRTUAL COURSE ATTENDANCE



**DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)**

8 September 2021

MEMORANDUM FOR ALL SHEPPARD NCOA STUDENTS

FROM: SHEPPARD NCOA/CO

SUBJECT: Welcome to the Sheppard NCOA

Congratulations on your selection to attend the Air Force's Largest NCO Academy. Over the next five weeks, you will be given the opportunity to increase your knowledge base and enhance your communication and leadership skills. Ultimately, our goal is to expand your perspective of the military profession and to prepare you for positions of greater responsibility in the Air Force and Space Force. The Sheppard NCOA team and I will do everything in our power to help you maximize your success. However, it will be your effort, dedication, and involvement that will make your time here at NCOA the most rewarding. I firmly believe you will get out of this experience what you put in to it. I look forward to watching your continued growth into a future senior enlisted leader.

A handwritten signature in black ink, appearing to read "J. Bruner", is positioned above the typed name.

JULIA A. BRUNER, CMSgt, USAF
Commandant, Sheppard NCO Academy

Current as of 8 September 2021

****IN-PROCESSING CHECKLIST****

NOTE: The Sheppard NCOA SRO staff will send a MS Teams confirmation email at a minimum of, the last duty day before the class start date, to students that have sent the required information by no later than 7 days prior to DOE 1. **PLEASE DO NOT** send multiple emails, if you do not have an email by 0800 CST the last duty day (Monday-Friday) prior to the start of class, please call.

NOTE: Students who have not emailed the required information prior to 1200hrs CST on the last duty day (Monday-Friday) prior to DOE 1 **will not** be enrolled in this course.

NOTE: DOE (Day of Education)

Item	Requirements	When	Where	C/W
Submit required information to Sheppard NCO Academy	Once reading of all documents sent to you, please send: <ol style="list-style-type: none"> Personal email (one you can access at all times) Rank & Full Name MAJCOM, Wing, Unit, Base, State. (i.e. AETC, 82 TRW, 82 SFS, Sheppard AFB, TX) Cell Phone number or a number we can always reach you. 	As soon as you agree to attend this course (NLT 7 days prior to DOE 1)	ORG BOX: SNCOA.SRO.VIRTUAL@us.af.mil See Notes 1-5	
Personal or Government issued laptop with working webcam, microphone & permissions to download content.	Needs operational Internet, webcam, microphone, speakers and the "MS Teams" Application are required to complete the course.	Complete prior to DOE 0	N/A	
AF Form 469, Duty Limiting Condition Report (If you have a profile)	Label Email Appropriately: (Members Rank/Name, AF Form 469) Provide 1 copy and maintain 1 copy	Send upon course notification	Please send an email to: kiera.norgues@us.af.mil and CC Unit Training Managers	
AF Form 422	Label Email Appropriately: (Members Rank/Name, AF Form 422) Provide 1 copy and maintain 1 copy to Includes shaving waivers.	Send upon course notification	Please send an email to: kiera.norgues@us.af.mil and CC Unit Training Managers	
AF Form 4428, Tattoo/Brand/Body Verification (If applicable)	Label Email Appropriately: (Members Rank/Name, AF Form 4428) Provide 1 copy and maintain 1 copy	Provide to your Instructor	Please send an email to: Your Unit Training Managers	
AF Uniforms are required: OCP/2PFDU/Flight Suits	Ensure you have proper USAF uniforms. Uniforms are required during academic day.	Prior to DOE 0	N/A	

Notes:

1. The personal email address you provide to the SNCOA/SRO Virtual Org Box is the email we will use for adding you to our MS Teams account, to ensure your notification please CC your "@us.af.mil" email along with your personal email so that you are notified when added.

You must have access to that email prior to the start of class.

2. We will use the personal email address that is submitted to the Academy for MS Teams (.mil and CVR emails will not work). MS Teams information will be sent out at minimum, the last duty day before the class start date. Once added, you will receive an email from the Academy and from MSTEams. Follow the instructions in both emails. Ensure you completely log out of any other MS Teams accounts (i.e. CVR/.mil accounts) on all devices, prior to accessing the MS Teams link that will be emailed to you, otherwise the link will give you an error. If SNCOA/SRO has not emailed you by 1200 CST the day prior to the class start date, please call the Student Registrar Office at 940-676-4237/9187
3. Course In-Processing ends at 1200 hrs CST on the last duty day (Monday-Friday) prior to the class start date.
4. From a CAC enabled Computer, Open Internet Explorer and go AU Portal. URL: <https://auportal.sso.cce.af.mil/auportal/ausso/cac/login.AirUniversity?portalAction=caclogin>
5. If this link does not work, go to the AF Portal and use the search bar in the upper right corner. In the search bar on the upper right type "AU Portal", then click the first link. Once at the AU portal site, navigate over "My Info" and then select "Account Info". At this point, create or verify your account and information. After that go back to "My Info" and then select "Canvas info". Enter an email you can access at all times during the course (preferably the personal email you sent into SNCOA/SRO ORG for MS Teams Access).

- **Please have the following information for Day 1 of class to fill out the academy recall roster.**

1. MAJCOM, Wing, Unit, Base (i.e. AETC 82 TRW, 82 SFS, Sheppard AFB)
2. 1st Sgt, Rank / First & Last Name / Phone Number
3. Wing Command Chief Name & Wing Commander Name
4. Emergency Contact Information
5. Your **personal** mailing address for processing of any awards obtained while attending the course.

Please read the entire Training Notification RIP that was signed by member & Unit CC upon selection notice.

****Example: Notification Of Training RIP that the Member & Unit CC sign****

Mon Jun 28 14:50:27 2021 Date & Time of Notification

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

MEMORANDUM FOR XXX SUPPORT SQ XXXXXX
ATTN: COMMANDER

FROM: PERSONNEL RELOCATIONS

Rank & Name of Member

SUBJECT: TRAINING ALLOCATION NOTIFICATION **TSG LAST NAME, FRIST NAME MI**
XXX_XX_XXXX

YOUR UNIT IS ALLOCATED A QUOTA IN **COURSE 2021-7** SNCOA-ILE 110. REFER TO AFMAN 36-2622, VOL II, CHAP 8 FOR SELECTION/PROCESSING ACTIONS.

- A. ☐ RETURN THE RIP WITH COMPLETED ENDORSEMENTS NLT _____.
- B. ☐ INITIAL TDY BRIEFING IS/IS NOT REQUIRED. YOUR BRIEFING IS ON _____ AT _____ OR CALL FOR AN APPOINTMENT AT _____
- C. ☐ QUESTIONS CAN BE DIRECTED TO _____, AT EXTENSION _____

PART I - QUOTA INFORMATION

TLN: XXXXXXXXXX

CRS TITLE: Sheppard NCO Academy Intermediate Leadership Experience

CRS NBR: **SNCOA-ILE 110**

CLASS ID: 2021-7 SNCOA-ILE 110

START DATE: 09 AUG 2021

GRAD DATE: 14 SEP 2021 Course Start & Graduation Dates

TRQI: AMT9 - HQ AFPC/DPPAT

PDS CODE: T

DIR TVL STAT: 1

NR DAYS TDY: 39

SSN LOCK: Y

QUOTA TYPE: AT

CONFIRM DATE: 14 JUL 2021

FUND CITE:

RNLTD:

TNG CAT ARF:

HAFAN:

SEC CLR REQD: U

TNG LOC: TDY-In Place

ADSC REQ (MONTHS) OFF: 0 AMN: 0

CDA: 0

DIR UNIT: xxxxxxxx- xxx SUPPORT SQ xxxxxx

REPORTING INSTRUCTIONS: Please Read

You've been selected to attend the Sheppard NCO Academy. You must have/obtain 1 year of retainability after class graduation. Reporting instruction & student requirements can be found on the Sheppard NCOA website: <https://www.sheppard.af.mil/Units/Noncommissioned-Officer-Academy/>. You will have access to the Microsoft Teams virtual course 1 week prior to the class start date.

*****THIS CLASS IS VIRTUAL AND WILL NOT REQUIRE TRAVEL/DTS...TDY IN PLACE*****

Reporting Instructions: Use a CAC enabled computer and Internet Explorer as the web browser.

TRQI REMARKS:
AB

RRTNLC - 1 (Concurrent Request: XXXXXXXXX)
Mon Jun 28 14:50:27 2021

IN-PROCESSING INFORMATION

REPORTING INSTRUCTIONS:

**Students need have a personal or government issued laptop that has a working webcam, microphone, speakers and permissions to download content, prior to DOE 0. Students will be required to log into Microsoft Teams with webcams and microphones every day of class.

DOE 1 (first day of class): Report to your Microsoft Teams Flight Room as directed by the email from SNCOA/SRO Org Box. The flight you are assigned to initially on DOE 1 may not be your permanent flight, students will be moved around for even student count in each flight. For any delays prior to class start date, access our Facebook page located at: <https://www.facebook.com/SNCOA/> or for questions contact our Org Box at SNCOA.SRO.Virtual@us.af.mil.

UNIFORM REQUIREMENTS:

Uniform for DOE 1 will be, 2PFDU or OCP uniform/Flight Suit. Additionally, students must have all items necessary for the proper wear of the following:

- OCP or 2PFDU or Flight Suit

The Commandant has authorized morale uniforms on Fridays. Morale uniforms consist of any duty uniform that you are authorized to wear at home station. There should be written guidance on appropriate wear of the uniform.

RECOMMENDED READING:

Ensure you have read the perquisite reading sent in initial email from SNCOA/SRO.

GENERAL INFORMATION

COMPUTERS AND REFERENCE MATERIALS:

Students are required to have a personal laptop or a government issued laptop from their home unit that meet the compatibility requirements identified in the Personal System Requirements section of this document. Government issued laptops that are on an AF Network or VPN enabled will not work for this course.

You will receive your Canvas account login credentials and password during class orientation on Day of Education (DOE) 1. Laptops are more compatible with Canvas than tablets or iPads. All course assignments must be submitted electronically through Canvas. An internet connection is required, so please ensure your device is Wi-Fi/internet-enabled.

HOME STATION RESPONSIBILITIES:

- NO appointments, courses/training can be scheduled while attending this course. Previously scheduled appointments, courses/training will need to be rescheduled.
- If responsibilities from home station becomes a distraction and causes you to lose focus during the course, you must notify your flight instructor immediately so that Academy Supervision can contact your home station.

LEAVE AND ABSENCES:

Leave authorizations while attending the Sheppard NCO Academy are not typically granted. All requests for emergency leave will be coordinated with the student's Home Station Commander and/or First Sergeant. The Sheppard NCO Academy Commandant will determine, how long a student can be absent

from class before being administratively released. All factors, such as time remaining for graduation, student progress and flight instructor recommendations will be considered before making a final decision.

MEDICAL APPOINTMENTS AND SERVICES:

Students must notify their Instructor of medical appointments needed for illness that occurs while attending. All other routine medical appointments (i.e. physical therapy, PHA, DHA) will need to be rescheduled outside class hours.

EMERGENCY MEDICAL CARE:

Students must notify their instructor of all medical emergencies.

SMOKING AND TOBACCO USE:

Air University Policy on Tobacco use, students are prohibited from using tobacco during the academic day.

During virtual courses, this tobacco prohibition extends to students that are live on camera in the academic environment regardless of their physical location.