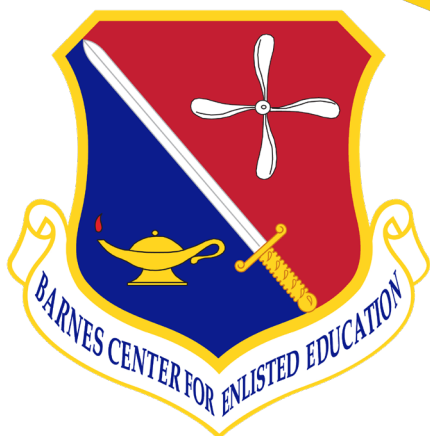


**SHEPPARD  
NONCOMMISSIONED OFFICER  
ACADEMY  
SHEPPARD AFB, TEXAS**



**STUDENT WELCOME PACKAGE  
FOR VIRTUAL COURSE ATTENDANCE**



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

15 April 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 premier NCOA. Over the next four 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. Ramon", is positioned above the typed name.

JASON A. RAMON, SMSgt, USAF  
Commandant, Sheppard NCO Academy

Current as of 15 April 2021

# IN-PROCESSING CHECKLIST

**NOTE:** The Sheppard NCOA SRO staff will send a MS Teams confirmation email within the first week before the class start date to students that have sent the required information to the Academies SRO Org Box. Do not send multiple emails, if you don't 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 complied with emailing the required information prior to 1200hrs CST on the last duty day (Monday-Friday) prior to the first day of class **will not** be enrolled in this course.

**NOTE:** DOE (Day of Education)

Item	Requirements	When	Where	Completed
Submit required information with Sheppard NCOA	Once you accept the Student Requirements in the ROEs document please send: <ul style="list-style-type: none"> <li>Rank</li> <li>Full Name</li> <li>MAJCOM, Wing, Unit, Base (i.e. AETC, 82 TRW, 82 SFS, Sheppard AFB)</li> <li>Phone number</li> <li>Personal email (.mil and CVR email will NOT work)</li> </ul> Your Bases Formal Training Office POC (Org Box Email, Name and DSN number)	As soon as you agree to attend this course (NLT 7 days prior to DOE 1)	ORG BOX: <a href="mailto:SNCOA.SRO.Virtual@us.af.mil">SNCOA.SRO.Virtual@us.af.mil</a>  See Notes 1-5	
Personal or government issued laptop that has working webcam, microphone and 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: <a href="mailto:Kellie.peterson@us.af.mil">Kellie.peterson@us.af.mil</a> and CC Unit training managers	
AF Form 422, Physical Profile Assessment or a 469 with duty limiting conditions	Label Email Appropriately: (Members Rank/Name, AF Form 469/422) Provide 1 copy and maintain 1 copy to Includes shaving waivers.	Send upon course notification	Please send an email to: <a href="mailto:Kellie.peterson@us.af.mil">Kellie.peterson@us.af.mil</a> and CC Unit training managers	

AF Form 4428, Tattoo/Brand/Body Marking Screening/ Verification (If applicable)	Provide 1 copy and maintain 1 copy	Provide to your Instructor	Please send an email to: <a href="mailto:Kellie.peterson@us.af.mil">Kellie.peterson@us.af.mil</a> and CC Unit training managers	
AF ABU,OCP, or 2PFDU are required.	Ensure you have proper USAF uniforms. Uniforms are required during academic day.	Prior to DOE 0	N/A	

**Notes:**

1. **The email address you use to send your information to the SNCOA/SRO Org Box is the email we will respond to, so please CC the personal email that will be used for MS Teams to ensure your notification.** You must have access to that email prior to the start of class, so you are prepared for 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 **within the week prior** to the class start date. After you have been added, you will receive an email from our staff 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) prior to accessing the MS Teams link that is emailed otherwise the link will give you an error. If SNCOA/SRO has not contacted 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 CST on the last duty day (Monday-Friday) prior to the class start date.
4. Form a CAC enabled .mil 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 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 an account. 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.**

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 First & Last Name / Phone Number
3. Wing Command Chief Name/ Wing Commander Name
4. Wing Command Section Mailing Address
5. Emergency Contact Information
6. Your Bases Formal Training Office POC’s Org Box Email, Rank/Name and DSN number
7. Your Base’s MPF mailing address for processing of any awards obtained while attending the course.



## Sheppard NCOA Class Recall Roster Example



Number of students	Rank (use drop down list)	First & Last Name	MIS Teams email address (Should be personal email)	Phone Number	Unit	Wing	Base	1st Sgt Rank, First & Last Name / Phone Number	Emergency Contact: Name/Number	Wing Commander / Wing Command Chief	Base FSS Address (for mailing awards if won)	Base Formal Training POC Org Box Email, Rank/Name, DSN Number
Example	TSgt	Jane Doe	jane.doe.10@gmail.com	(000)111-222-3333	755 AMXS	355 FW	Davis Monthan AFB	Maj. Johnny Five (000)111-222-3333	John Doe (000)111-222-3333	Col Rick Sanchez / CW Sgt Marty Smith	355 FSS 5200 E. Granite St. Davis-Monthan AFB, AZ 85707	355 FSS/PSDE 355FSSSFTDformaltrng@usa.af.mil 228-2973
1												
2												
3												
4												

!!Don't fill this out and send to the Academy!!

Information to be used in class for your

Instructor, have this information ready.

## **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 everyday 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 students loads 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](mailto:SNCOA.SRO.Virtual@us.af.mil).

### **UNIFORM REQUIREMENTS:**

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

- ABU, 2PFDU or OCP uniform

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 prerequisite 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 since the preloaded MS Teams application has limited features to complete this course. You will receive your Canvas account login credentials during orientation on Day of Education (DOE) 1. Laptops are more compatible with Canvas than tablets or iPads due to viewing capabilities and limitations. All course assignments must be submitted electronically through Canvas. An internet connection is required, so please ensure your device is Wi-Fi and internet-enabled. Google Chrome is the most compatible with the Canvas, so please ensure you have this capability.

### **HOME STATION RESPONSIBILITIES:**

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

### **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 unit 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 are 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:**

Per Air University Policy on Tobacco Use in EPME, Memorandum for EPME Commandants, Dated 19 Jun 15. Students attending EPME are prohibited from using tobacco during the academic day. This excludes the time before class begins, during lunch, and after class ends. All EPME campuses are designated as “Tobacco Free Campuses,” which means the use of all tobacco and tobacco products, to include vapor 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 to the school. \*\*\*During virtual courses, this tobacco prohibition extends to students that are live on camera in the academic environment regardless of their physical location.