



**DEPARTMENT OF THE AIR FORCE
BARNES CENTER FOR ENLISTED EDUCATION**

8 September 2021

MEMORANDUM FOR SHEPPARD NCO ACADEMY STUDENTS & STAFF

FROM: SNCOA/CO

SUBJECT: Virtual In-Residence – Remote (VIR-R) Experience – Sheppard Noncommissioned Officer Academy (SNCOA)

1. The following memorandum outlines SNCOA's rules-of-engagement (ROE) while operating in a virtual environment.
2. Uniform of Day: Uniforms must be worn during all academic hours. Uniforms required are OCPs/ABUs/2PFDU/Flight Suits, unless otherwise specified.
3. Media Platform: Learning Management System (Canvas) and Microsoft Office Teams. Microsoft Teams accounts will be set up the week before class starts and Canvas accounts will be setup the first day of class during orientation. You will not be able set up your Canvas account prior to class; ***your instructor will give you your login ID and password on Day of Education 1 (DOE 1).***
4. Student requirements: The course will be delivered using Microsoft Teams which will require students create a personal MS Teams Account, to be connected to the internet and communicate using webcams and microphones. Students must be able to meet all of the following requirements prior to accepting their enrollment in the Sheppard NCOA Virtual Course:
 - No appointments, courses or training can be scheduled while attending this course. Previously scheduled appointments, courses or training will need to be rescheduled.
 - Hold the rank of E-6/Technical Sergeant or have a line number for E-6/Technical sergeant.
 - Students must have a personal laptop or computer that is not connected to the AF Network or to a VPN connection. Government issued laptops that are connected to an AF Network or have VPN enabled will NOT work for this course.
 - Students must download the MS Teams application onto their personal laptop or computer. The MS Teams application that is preloaded on government computers does not provide the features or capabilities to complete this course.
 - Students must set up their MS Teams account with a personal email account that they have regular access to. That email must be provided to the Academy in order to be added to our Virtual NCOA course. A CVR or .mil email addresses will **NOT** be accepted as a personal email on the MS Teams platform for this course.

- Students are expected to be available Monday through Friday from 0900hrs to 1700hrs CST with the exception of DOE 1 which starts at 0830.
- While in class, students are expected to actively participate in classroom discussions and projects, without distractions.
- Students will NOT be permitted to access MS Teams on a mobile device while driving or in a vehicle.
- AFPC approved student replacements or late additions will have up to 1200 CST on DOE 1 of the course to provide their Student Information Worksheets to the SNCOA's Student Registrar Office (SRO).

5. Prerequisites: If students can meet the above requirements, please send the following:

1. **Personal email address**, one you can access at all times.
2. Rank & Full Name
3. MAJCOM, Wing, Unit, Base, State
(i.e. AETC, 82 TRW, 82 SFS, Sheppard AFB, TX)
4. Cell Phone number or a number we can always reach you

Send the above information to SNCOA Org Box: SNCOA.SRO.Virtual@us.af.mil as soon as possible, but NLT 7 days prior to DOE 1, for any questions please call 940-676-9187 or 940-676-4237. The Sheppard NCOA SRO staff will reach out at minimum the last duty-day before the class start date, to students that have sent the required information to the Academy's SRO Org Box. Students who have not complied with the above requirements prior to 1200 hrs CST on the last duty day prior to DOE 1 will not be enrolled in this course.

6. Academics: The academic day will consist of up to 8 hours of virtual classroom time, Monday - Friday. There will be required reading after academic hours for students to prepare for the next day's discussions. Instructors will set "office hours" for availability outside the classroom to answer questions via telephone, chat or email.

7. Rules of Engagement/Expectations: Virtual communication will pose different challenges than in a face-to-face setting. Be courteous to others when participating, try not to speak over each other, but do not hesitate to offer input. Virtual environments lack body language cues and immediate feedback from your "listener". Therefore, it is imperative to understand some common rules for proper online etiquette. This ensures that the message you intend to convey is received correctly. When it comes to communication, instructors and students will do the following:

- Students will be required to have cameras "ON" during the course lessons for attendance and participation purposes. Mute microphone if not actively speaking.
- Be respectful of all students and staff.
- Students may remove blouses while in their home flights, but uniform blouses must worn during all Commandant Times and guest speakers.

- Eliminate (to the best of your ability) environmental distractions that may divert attention away from virtual learning.
- Be aware of strong language, such as foul language and typing in all caps/exclamation points. Reference *The Tongue and Quill* for proper written communication etiquette. Tip: Read everything out loud before you send it.
- Students are encouraged to read and interpret virtual classroom messages, assuming that instructors and classmates have good intentions. Instructors can also help students develop good online communication skills by discussing the misunderstandings and problems that can arise. Explain how, without seeing their facial expressions, other people may not know when they are kidding or being sarcastic.
- Students are expected to follow the guidelines for academic freedom, plagiarism, non-attribution, and do not discuss or release sensitive/operational information. This information will also be briefed on DOE 1.
- Yes, grammar and spelling matter! In an educational setting (even online), keep the communication properly formatted and formal. Your written communication should be professional and reflect the proper writing style.
- Students are expected to engage in appropriate online behavior and communicate first with their assigned instructor(s) regarding school assignments and potential conflicts with the course requirements.
- Students will not post or share negative and/or offensive comments, posts, messages, photos, and inappropriate material. All inappropriate communication may result in disciplinary actions, to include a disciplinary release from the course.

8. Managing Online Learning:

- Students will be provided a schedule with times and required preparations. Classes are normally conducted Monday through Friday and will begin promptly as scheduled. Please be seated prior to the scheduled start time with your government or personal laptop/tablet with a functioning camera, microphone, and headphones.
- Lessons will be taught in 45-minute blocks with a 15-minute break between each block. Break times are subject to the flow of each individual lesson.
- The students are expected to plan their time in such a way that they work on assignments that are scheduled for the day, participate in discussions for that lesson and meet all deadlines.
- The students will get regular feedback from their instructor(s) to support active learning. Please be patient with your inquiries; the instructor(s) will respond in a timely manner. The instructor(s) will specify when the student can expect feedback for a particular assignment in a virtual classroom.
- Students will receive their Canvas login credentials on DOE 1. For those students who are forced additions, their login usernames and passwords will be provided prior to the first assignment being due.
- Students are expected to submit homework/assignments in Canvas through the Assignments Tab.
- The students are expected to organize a study space and environment for focused learning at home or in the office setting.

9. TDY In-Place: You will be considered TDY In-Place, however you will need to keep your home unit informed of any emergencies that arise during the course. The expectation will be to notify your Instructor and your home unit leadership.

10. If you have any questions, please contact the Academy at COMM: 940-676-4237 / DSN: 676-4237 or email SNCOA.SRO.Virtual@us.af.mil.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

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