

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



**STUDENT WELCOME PACKAGE
FOR VIRTUAL COURSE ATTENDANCE**



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

19 May 2020

MEMORANDUM FOR ALL SHEPPARD NCOA STUDENTS

FROM: SHEPPARD NCOA/CO

SUBJECT: Welcome to the Sheppard NCOA

1. 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.
2. 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 "MALIK J. BARNES", is located below the text of the second paragraph.

MALIK J. BARNES, CMSgt, USAF
Commandant, Sheppard NCO Academy

IN-PROCESSING CHECKLIST

NOTE: Verify with you Unit Training Managers that you have a valid Training RIP prior to beginning the 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"> • Rank • Full Name • MAJCOM, Wing, Unit, Base (i.e. AETC, 82 TRW, 82 SFS, Sheppard AFB) • Phone number • Personal email (.mil and CVR email will NOT work) • 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)	<p style="text-align: center;">PAY ATTENTION TO THE CORRECT ORG BOX!!</p> <p style="text-align: center;">ORG BOX:</p> <p style="text-align: center;">SNCOA.SRO.Virtual@us.af.mil</p> <p style="text-align: center;">See Notes 1,2,3</p>	
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	Unit training managers please send an email to: SNCOA.DOO.Virtual@us.af.mil and CC student	
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	Unit training managers please send an email to: SNCOA.DOO.Virtual@us.af.mil and CC student	

AF Form 4428, Tattoo/Brand/Body Marking Screening/ Verification (If applicable)	Provide 1 copy and maintain 1 copy	Provide to your Instructor	Your Instructor will notify you when and how to provide your documents	
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 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 class start 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 MS Teams. 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 CDT 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 CDT on the last duty day prior to the class start date.

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 Base's 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.

IN-PROCESSING INFORMATION

REPORTING INSTRUCTIONS:

*****Students should have a Personal or government issued laptop that has working webcam, microphone, speakers and permissions to download content, prior to DOE 0. Students will be required to log-in to Microsoft Teams with webcams and microphones.***

DOE 1 (first day of training): 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.

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:

In order to reduce the initial workload associated with attendance at the Sheppard NCO Academy, students are advised to read core reference materials prior to arrival. These documents include:

- Air Force Doctrine Document (AFDD) 1-1, Leadership and Force Development, 8 August 2015 (Chapters 1 and 2) Located at: U.S. Air Force Doctrine > Home
- Air Force Handbook (AFH) 33-337, The Tongue and Quill, 27 May 15 (Certified current 27 Jul 16) Located at: http://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afh33-337/afh33-337.pdf
- Air Force Instruction (AFI) 36-2618, The Enlisted Force Structure, 27 February 2009. Located at: http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2618/afi36-2618.pdf
- Department of the Air Force. United States Air Force Core Values, 1 January 1997. Located at: <http://www.au.af.mil/au/awc/awcgate/cv-mastr.htm>

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 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 after 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.

PERSONAL SYSTEM REQUIREMENTS

	Minimum	Recommended
<u>Operating System</u>	Windows 7, Mac OSX: 10.7 or later	Windows 8.1, Mac OSX 10.11 or later
<u>Processor</u>	2 GHz processor	4 GHz or faster processor
<u>Memory</u>	4 GB of RAM or higher	8 GB of RAM or higher
<u>Monitor Resolution</u>	1024 x 768	1024 x 768 or higher
<u>Free Hard Disk Space</u>	20 GB of free disk space	
<u>Wireless</u>	WPA2 Personal Encryption capable (802.1x)	WPA2 Personal Encryption capable (802.1x)
<u>Internet Browser**</u>	IE9, Safari 4, Chrome or Firefox	IE11, Safari 5, Chrome or Firefox
<u>Word Processing Program</u>	Any word processing program that will allow the ability to save documents in PDF format	
<u>Antivirus</u>	Any up to date antivirus	
<u>Acrobat Pro</u>		Version 9+
<u>CAC Reader</u>		Ability to use with operating system
<u>Adobe Acrobat Reader</u>		Version 9+

MOBILE DEVICES

Devices, such as, the Apple iPad, Android Tablets, or Windows Surface must have working internet, webcam, microphone and speaker capabilities since you will be required to compose several virtual assignments.

<u>Wireless</u>	WPA2 Personal Encryption capable	WPA2 Personal Encryption capable (802.1x)
<u>Internet Browser**</u>	Mobile IE, Safari Mobile (latest), Chrome or Firefox	
<u>Word Processing Program</u>	Any word processing program that will allow the ability to save documents in PDF format	
<u>Antivirus</u>	Any up to date antivirus	
<u>Adobe: Acrobat Reader or Adobe Ac</u>	Version 9+	

GOVERNMENT SYSTEMS

Governments systems should have the Standard Desktop Top (SDC) v5.3 (with Office 2010) loaded and the wireless connection can web camera enabled prior to coming to the schoolhouse.

Notes:

- All software, drivers, and updates must be installed prior to arriving at the schoolhouse.
- Any system older than 3 years may not have the processing power to work with our current version of the Learning Management System (LMS) and its components.



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

28 January 2021

MEMORANDUM FOR SHEPPARD NCO ACADEMY (SNCOA) STUDENTS AND STAFF

FROM: SNCOA/DO

SUBJECT: Information for PME Exemption for Virtual / In-residence

1. Course 15 used to be a pre-requisite for In-Residence NCOA. Course 15 is a Distance Learning (DL) Course that is considered Non-Residence. This means you did not go to a schoolhouse to take the course but rather completed it electronically. The Air Force changed the requirement a few years back and Course 15 no longer counts towards completion of In-Residence NCOA unless you are grandfathered in by the following requirements: You had to complete Course 15 and have 12 years TIS, as of 30 Jun 2017, to be considered In-Residence completion for NCOA. If you do not meet those requirements, you are not considered In-Residence completed just by simply completing Course 15. Course 15 no longer counts towards In-Residence PME. In-Residence NCOA is required if you do not meet the grandfathered criteria. If you do meet those requirements, you need to contact your UTM or Base Formal Training to get the information sent to AFPC.

2. Below is the grandfathered Airman guidance and link to MyPers message. Airman must meet the below criteria in order to be considered PME complete and not require in residence courses.

- SSgt or TSgt that completed NCO DLC/Course 15 and had over 12 years TIS as of 30 June 2017
- MSgt or SMSgts that completed SNCO DLC/Course 14 and had over 18 years TIS as of 30 June 2017

MyPers Message Link (see pages 2-3): <https://mypers.af.mil/app/answers/detail/aid/29344/kw/29344/p/10>

3. If the member is grandfathered, their records should reflect PME complete. Grandfathered Airman can attend in-residence course. They will be scheduled as a replacement within 30 days of CSD. If the member is not grandfathered, they are required to attend NCOA virtually or in-residence.

//Signed//

KELLIE A. PETERSON, MSgt, USAF
SNCOA, Director of Operations



Answer ID: 29344 | Updated: 15 Jan 21

Enlisted Professional Military Education

Applicable to: Active Duty

Enlisted Professional Military Education (EPME) introduces Airmen to appropriate institutional competencies at specific milestones throughout their career.

Resident EPME requirements include Airman Leadership School (ALS), Non-Commissioned Officer Academy (NCOA), Senior Non-Commissioned Officer Academy (SNCOA) and the Chief Leadership Course (CLC).

Effective 30 June 2017, Time in Service (TIS) window restrictions no longer apply to EPME requirements. Airmen will be scheduled for resident EPME based on rank and time-in-grade. Review the [Resident EPME Eligibility Chart](#) for additional guidance.

Furthermore, EPME Distance Learning Courses (DLC) completion is no longer a prerequisite for resident attendance effective 26 April 2018. Additionally, Air University will no longer allow new enrollments for active duty Airmen. Airmen may access EPME DLC for reference purposes only through the Air University Student Information System (AUSIS). Airmen who are currently enrolled may continue to complete the course or disenroll by logging into their AUSIS account. For more information regarding this program update, review the [Enlisted Professional Military Education \(EPME\) SNCO and NCO Distance Learning Courses \(Course 14 & 15\) Frequently Asked Questions](#).

Resident EPME Self-Registration Process

In an effort to give Airmen more flexibility and control over their professional education, the HQ AFPC EPME team developed a self-registration process for in-residence EPME courses. Starting in July 2019, eligible SNCOs received a targeted message via myPers informing them of their requirement to attend CLC and the SNCOA. The HQ AFPC team will send self-registration notifications for NCOA starting in December 2019.

The self-registration process is conducted in a two phase concept. Self-registration windows will take place twice a year giving eligible Airmen a 6-month window of available class dates to choose from. Scheduling windows will include classes with start dates from October through March and April through September of each fiscal year.

Phase 1 - Voluntary Phase

The AFPC EPME team sends a targeted message via myPers to eligible Airmen which includes a deadline to select and prioritize class date options in order of preference. This phase will be open for a maximum of 45 days.

Eligible Airmen will receive self-registration messages during one of the following months:

- June: October – March classes
- December: April – September classes

Phase 2 - HQ AFPC EPME Phase

Following the deadline, the HQ AFPC EPME team will close Phase 1 of the self-registration process to schedule volunteers for classes in order of preference and availability. Scheduling is conducted on first come first serve basis. The HQ AFPC EPME will also fill any remaining open seats with members that have not responded to their self-registration message.

Deferment and declination procedures will remain the same. These procedures are outlined in [Chief Leadership Course \(CLC\), Senior Noncommissioned Officer Academy \(SNCOA\) and Noncommissioned Officer Academy \(NCOA\) Scheduling & Deferment Procedures PSD Guide](#).

"Grandfathered" Airmen

Beginning with the 2018 promotion cycle, resident EPME completion is required for promotion to the grades of SSgt, MSgt, and CMSgt. Review the [Promotion Eligibility - EPME Policy Change Frequently Asked Questions](#). However, Airmen who completed the respective DLC and were ineligible to attend resident EPME due to TIS restrictions on or before 30 June 2017 will not be required to attend the respective resident courses (i.e., SMSgt required to attend SNCOA) and are considered "grandfathered". Examples of "grandfathered" Airmen are provided below:

- SSgt or TSgt that completed NCO DLC/Course 15 and had over 12 years TIS as of 30 June 2017
- MSgt or SMSgts that completed SNCO DLC/Course 14 and had over 18 years TIS as of 30 June 2017

Personnel records for affected Airmen have been updated to reflect a study method of 5 (Residence/Non-Residence) which will display as 'USAF SENIOR NCO ACADEMY RESIDENCE/NON-RES' or 'USAF NCO ACADEMY RESIDENCE/NON-RES' on their SURF.

Unfortunately, Air University's current class capacity cannot accommodate the new population of Airmen required to attend resident EPME based on the elimination of TIS windows as well as the "grandfathered" Airmen. However, as Airmen development is a key priority for our Air Force leadership, they are pursuing methods to ensure that all of our Airmen have an opportunity to attend resident EPME. Affected Airmen will be notified should the opportunity to attend resident courses becomes available.

Related Resources

- [AFI 36-2670, Total Force Development](#)
- [Base-Level Military Personnel Data System Updates for Senior Enlisted Joint Professional Military Education Completion](#)
- [Chief Leadership Course \(CLC\), Senior Noncommissioned Officer Academy \(SNCOA\) and Noncommissioned Officer Academy \(NCOA\) Scheduling & Deferment Procedures PSD Guide](#)
- [Developmental Education/Professional Military Education Course Completion - Records Update](#)
- [Enlisted Professional Military Education \(EPME\) SNCO and NCO Distance Learning Courses \(Course 14 & 15\) Frequently Asked Questions](#)
- [FY20 Sister Service/Joint Enlisted PME Call for Nominations/Selectees](#)
- [Promotion Eligibility - EPME Policy Change Frequently Asked Questions](#)
- [Resident Enlisted Professional Military Education Declination Procedures](#)
- [Enlisted Professional Military Education Waiver Process during COVID-19 Travel Restrictions](#)