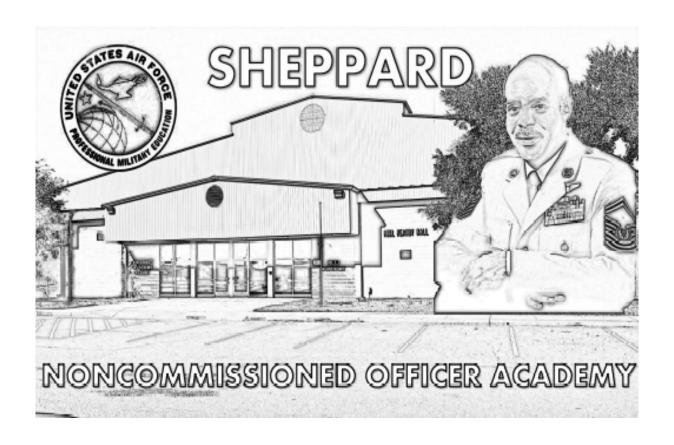
SHEPPARD NONCOMMISSIONED OFFICER ACADEMY SHEPPARD AFB, TEXAS



STUDENT WELCOME PACKET

DEPARTMENT OF THE AIR FORCE



AIR EDUCATION AND TRAINING COMMAND

17 September 2018

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 six 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.
- 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.

Max C. Walker

MAX C. WALKER, CMSgt, USAF Commandant, Sheppard NCO Academy

INPROCESSING CHECKLIST

NOTE: DOT (Day of Training)

| Item | Details | When | Where | Completed |
|--|---|-----------------------|-------------------------|-----------|
| Personal or government issued laptop | Be prepared to login to Learning Management System (LMS) and check computer compatibility | 0645-0730 DOT 1 | Assigned Flight Room | |
| Identification Card | Have ready to present | Same as above | Same as above | |
| AF Form 422, Physical Profile Assessment (If applicable) | Provide 1 copy and maintain 1 copy (Includes waivers) | Same as above | | |
| AF Form 469, Duty Limiting Condition Report (If applicable) | Provide 1 copy and maintain 1 copy | Same as above | Same as above | |
| AF Form 4428, Tattoo/Brand/Body Marking Screening/Verification (If applicable) | Provide 1 copy and maintain 1 copy | Same as above | Same as above | |
| AF Fitness Management Assessment History | Passing Score Must Remain Current Throughout Class | Same as above Same as | | |
| DoD Information Assurance Certificate | Provide 1 copy Current through class | Same as above | Same as above | |
| Student Information Worksheet | Worksheet will be provided by instructor on DOT 1 | Same as above | Same as above | |

Notes:

- 1. In-Processing will occur between the hours of 0645-0730 on DOT 1.
- 2. Report to Sheppard NCO Academy (SNCOA) no earlier than 0645 (CST).

| vithin the first few | Duty Phone(COMM): | | Cell Phone: | Zip Code: | Duty Phone(COMM): | | | Zip Code: | Duty Phone(COMM): | | | Zip Code: | Duty Phone(COMM): | | | Zip Code: |
|---|-------------------|---------------|-------------|-------------|-------------------|--------------------|-------------|---------------|--------------------|-------------------|-----------------|-------------|-------------------|------------------|---------|-----------|
| tion into iGecko w | | Email: | | State: | | Email: | | State: | | Email: | | State: | | Email: | | State: |
| Student Information Worksheet is provided for you to gather information before you depart your duty station. You will be required to input this information into iGecko within the first few days of class. | Name: | | | | Name: | | | | Name: | | | | Name: | | | |
| sheet will be requi | Rank: | Organization: | Street: | City: | Rank: | Organization: | Street: | City: | Rank: | Organization: | Street: | City: | Rank: | Organization: | Street: | City: |
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| Student Information Worksheet you depart your duty station. You will b | : Suffix: | PAFSC: | Home Phone: | Cell Phone: | Zip Code: | | Duty Email: | | | Zip Code: | Tag State: | Tag Number: | Duty Phone(COMM): | | | Zip Code: |
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| ksheet is provided :lass. | Last Name: | Rank: Date o | Email: | Street: | City: | Spouse's Name: | Duty Title: | MAJCOM: | Unit: | City: | Make: | Color: | Rank: Name: | Organization: | Street: | City: |
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STUDENT WELCOME PACKET INPROCESSING INFORMATION

REPORTING INSTRUCTIONS:

**Students should bring personal laptop to their respective flight room on DOT 1. Students will be required to log-in to the LMS and ensure personal laptop compatibility.

DOT 1 (first day of training): Report to the Sheppard NCO Academy, 939 Missile Road, Bldg. 1900. The front doors will open at <u>0645</u>. All students must report <u>NLT 0700 (CST)</u>. (There is no need to arrive earlier than 0645.) For any delays prior to class start date, access our Facebook page. Located at: https://www.facebook.com/SNCOA/

UNIFORM REQUIREMENTS:

Uniform for the first half of DOT 1 will be ABU or OCP uniform. The second half of DOT 1 all students will report in Air Force Physical Training Gear.

Additionally, students must bring all items necessary for the proper wear of the following:

- ABU or OCP uniform
- Physical Training Gear for Organized PT (Mandatory)
- Appropriate Civilian Attire (For Class Social and Community Events)
- Service Dress and Service uniforms not required for training

Physical Training will be conducted outdoors. Temperatures can exceed more than 100 degrees during the summer months, and can drop below 32 degrees with ice, snow and wind during the winter months. Ensure you have appropriate AFPTG for season of attendance.

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>U.S. Air Force Doctrine</u> > <u>Home</u>

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:

ADMINISTRATIVE SUPPLIES

Students must bring or be prepared to purchase administrative supplies such as pencils, pens, tablets, notebooks, etc. Each flight room is provided one ream of paper for the length of the class, so please plan accordingly. The academy is not funded to provide these items for students.

COMPUTERS AND REFERENCE MATERIALS

Students are required to bring a government issued laptop from their home unit or a personal laptop (at your own expense) that meet the compatibility requirements identified in the Personal System Requirements section of this document. Laptops are more compatible with the Learning Management System (LMS) than tablets/iPads due to viewing capabilities and limitations. All course assignments must be submitted electronically through the LMS. A wireless internet connection is provided at the academy, so please ensure your laptop is Wi-Fi-enabled. Google Chrome is the most compatible with the LMS, so please coordinate the installation of this browser with your system administrator if using a government issued laptop. Be aware that monitoring restrictions continue to apply IAW AF Policy. For example, you are prohibited from utilizing the Barnes Center WiFi (BarnesCIS) to share, stream videos or audio, access Netflix, YouTube, Facetime, Skype, Google Hangouts, etc., unless your use of these is directly related to and included in the course material.

INTERNET CAPABILITIES / STUDY AREAS

Lodging rooms have internet capabilities. However, due to the large number of people trying to access the service at the same time, the speed may seem slow. For this reason, each flight leader is provided keys that will allow access to the flight rooms and Learning Resource Center (LRC) after normal school hours.

Locations on Sheppard AFB that have Wi-Fi capabilities include:

Library Burger King Community Activities Center (Building 430) Solid Rock Café (Building 147)

Each of these areas also provides the ability to reserve areas for group study sessions/events.

MAIL AND TELEPHONE MESSAGES

While attending the Sheppard NCO Academy, your general delivery mailing address will be:

Grade, First Name, MI, Last Name General Delivery Sheppard AFB, TX 76311-9999

Mail delivery to the Sheppard NCOA is for official delivery only. You may set up complete postal service at the Postal Service Center. If you need further information about postal services, contact DSN 736-5641 or 676-2179.

If there is an emergency, you can be reached by telephone during the duty day, 0730-1630, Central Time at DSN 736-9181/9186 or commercial (940) 676-9181/9186. We will take telephone messages while you are in class. You may return the call during breaks or after duty hours. The First Sergeant can be reached at DSN 736-9189 or commercial (940) 676-9189. The cell phone number is (940) 447-3895.

For non-emergency calls, your dormitory room has a telephone with voice mail and DSN capability. Incoming calls to your room are processed through the billeting office switchboard DSN 736-1844/7434 or commercial (940) 676-1844/7434.

HOME STATION RESPONSIBILITIES

If responsibilities from home station become a distraction and cause you to lose focus at the Sheppard NCO Academy, you must notify your flight instructor immediately.

EXPENSES

The following is a list of expenditures you may encounter above your typical TDY expenses (lodging and meals):

Class Ice-breaker/student social Academy Coin and Shirts

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, depending on where the student is in the course, 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

TDY students must be registered at the Sheppard AFB Clinic in order to be seen by the 82d Medical Group. Call 676-7003/6194 for the TRICARE Service Desk to add you in the Composite Health Care System (CHCS). Once you are registered, you will need to be transferred to the Student Health Clinic (676-6480) to make an appointment. Once registered, members requiring treatment can call 676-1847 or 676-6480 for an appointment. Individuals on flying status will need to contact the flight medicine clinic at 676-6509 for an appointment.

The Medical Aid Station (student health) is open to TDY students from 0600-1000 and 1200-1630. The Medical Aid Station is located in the Pitsenbarger Fitness Center, located on the corner of Fifth Street and Avenue J. You must coordinate all medical appointments, including student health, with your flight instructor prior to any visit. Quarters notifications, if necessary, are accomplished by the medical treatment facility (MTF) or medical aid station through the Sheppard NCO Academy First Sergeant. If quarter notifications are mandated, you are responsible for contacting your flight instructor and making up any lessons/activities missed.

EMERGENCY MEDICAL CARE

Sheppard Air Force Base does not have an Acute Care Clinic or Emergency Room. For life-threatening emergencies, go to any phone and dial "911". Follow the instructions given at that time. For emergencies you will have to go to United Regional which is located at 1600 11th Street, Wichita Falls, TX.

DIRECTIONS TO UNITED REGIONAL

Directions to 1600 11th St, Wichita Falls, TX 76301

6.1 mi – about **10 mins**



939 Missile Rd, Wichita Falls, TX 76306

| 2. Take LEFT onto Burkburnett Rd About 2 mins | go 1.3 m total 1.3 m |
|--|---------------------------|
| 3. Slight right onto Sheppard Access Rd/TX-325 Spur S About 1 min | go 0.4 m total 1.7 m |
| 4. Keep left at the fork Continue to follow TX-325 Spur S About 1 min | go 0.7 m total 2.4 m |
| 5. Take the exit onto I-44 W/US-277 S/US-281 S toward US-287 S/Wichita Falls/Ft Worth About 4 mins | go 2.8 m total 5.3 m |
| 6. Take exit 1A toward US-277 BUS | go 0.2 m total 5.4 m |
| 7. Merge onto Brook Ave/Central Fwy/Holliday St Continue to follow Central Fwy/Holliday St About 1 min | go 0.6 mi total 6.0 mi |
| 8. Turn right onto 11th St Destination will be on the right | go 0.1 m total 6.1 m |

MEALS

TDY per diem is based on ALL MEALS being AVAILABLE during your stay as a Sheppard NCO Academy student. The dining facilities available for your use are:

 Tumbleweed Dining Hall Bldg 1368 (855-3351)
 Authorized Facility for Lunch during Weekdays (Monday-Friday, 11:15-12:00)

Closest to Dorms

Closed for Breakfast on Weekends and Holidays

- Mesquite Dining Hall Bldg 805 (676-8501) Open for Breakfast on Weekends and Holidays
- Sagebrush Dining Hall is available if other facilities are unavailable

Several other eating establishments are available both on and off base. On-base establishments are listed for your information:

AAFES Food Court

Bldg 239 (855-4318)

Pizza Hut

Charley's Steakery

Dunkin' Donuts

• AAFES Mini Mall/Food Court Bldg 740 (855-5451)

Popeye's Taco Bell Wing Zone Anthony's Pizza

Starbucks

Burger King
 Sheppard Club
 South Lanes Snack Bar
 Bldg 204 (855-2440)
 Bldg 340 (676-2976)
 Bldg 811 (676-4284)

• U-Brew in Library Bldg 312

Meals may be consumed in flight rooms during instructional hours at the discretion of the flight instructor.

RESTRICTIONS ON TRAVEL

Students traveling on the weekend must sign out on the Roadrunner report and flight room roster by 1100 on the last academic day of the week prior to departing so they may be contacted in the event of an emergency. IAW AFI 36-3003 (8.4.1) there are no mileage limitations; however, students must be in-place at the start of the next academic day. Notify your flight leader or flight instructor if weekend or holiday plans change.

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.

STUDENT LODGING

The Sheppard NCO Academy staff makes reservations for NCO Academy students prior to arrival in building 1660 or 1661 (*Do not decline billeting*). If you do not have a reservation, please notify the Sheppard Inn Front Desk that you are a student at the Sheppard NCO Academy.

Students based at Sheppard AFB desiring to stay in billeting must do so at their own expense.

Ensure professional conduct is adhered to both in and out of uniform. The balcony around the dormitory requires appropriate headgear and dress at all times while in uniform.

Sheppard Inn staff will visit quarters frequently to ensure proper cleanliness by the janitorial service. The Sheppard NCO Academy staff does not normally visit the dormitory rooms, but reserves the right to do so. This is your "home," and we will respect your privacy. You will be held financially liable for damaged furnishings and linens.

Students are prohibited from possessing firearms in lodging. All firearms must be registered with the f82d Security Forces Squadron armory.

If you encounter problems with your room, please contact the Sheppard Inn Front Desk at 676-1844/0.

PERSONAL SYSTEM REQUIREMENTS

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

MOBILE DEVICES

Devices, such as, the Apple iPad, Android Tablets, or Windows Surface, it is highly recommended that you bring a keyboard and mouse that will connect to these devices since you will be required to compose several essays. External keyboards or mice will not be provided by the schoolhouse for these devices.

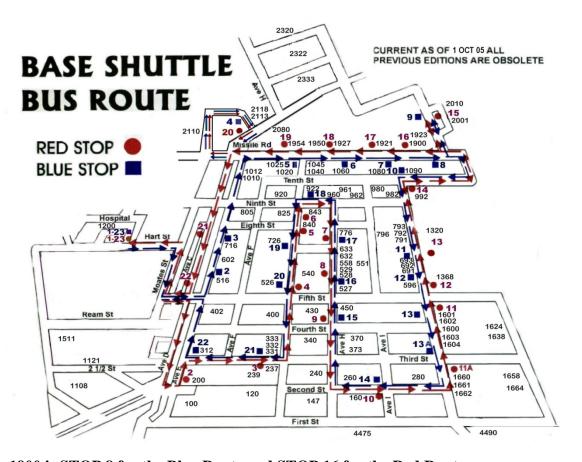
| Wireless | WPA2 Personal Encryption WPA2 Personal Encryption capable (802.1x) capable (802.1x) | | | | | | | |
|---|---|--|--|--|--|--|--|--|
| Internet Browser** | Mobile IE, Safari Mobile (latest), Chrome or Firefox | | | | | | | |
| Word Processing Program | Any word processing program that will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

GOVERNMENT SYSTEMS

Governments systems should have the Standard Desktop Top (SDC) v3.5 (with Office 2010) load and the wireless connection turned on 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.
- All users are encouraged to have their local computer admins install Mozilla Firefox.
- Smartphones are not considered a viable method to complete the course and will not be connected to our Wifi.



Bldg 1900 is STOP 8 for the Blue Route and STOP 16 for the Red Route. Bldg 1660/1661 is STOP 11A for the Red Route and STOP 13A for the Blue Route.

SHEPPARD AFB SHUTTLE BUS SCHEDULE

| | BLUE ROUTE (0500 - | 1821) | RED ROUTE (0500 - 1821) | | | | |
|------|----------------------|-----------------------|-------------------------|-----------------------|----------------------|--|--|
| STOP | BLDG/CORNER | TIME HOUR - 1/2 HR | STOP | BLDG/CORNER | TIME HOUR - 1/2 H | | |
| 1 | 1200 Hospital | 00 - 30 | 1 | 1200 Hospital | 00 - 30 | | |
| 2 | 402/516 Codner Hall | 02 - 32 | 2 | 200 Bank/Main Gate | 03 - 33 | | |
| 3 | 716 Mattis Hall | 02 - 32 | 3 | 331 BOQ/BX | 04 - 34 | | |
| 4 | 2113 LG/2118 SP | 04 - 34 | 4 | 526 McCullough Hall | 05 - 35 | | |
| 5 | 1954/1956/1950/1025 | 05 - 35 | 5 | 726 White Hall | 05 - 35 | | |
| 6 | 1927 CE Training | 05 - 35 | 6 | 843/920/922/1020 | 06 - 36 | | |
| 7 | 1921 CE Training | 06 - 36 | 7 | 776/Mini BX | 07 - 37 | | |
| 8 | 1900 882 TG | 06 - 36 | 8 | 529 Dormitory | 08 - 38 | | |
| 9 | 2001 CE Training | 08 - 38 | 9 | 370/430 Rec Center | 08 - 38 | | |
| 10 | 1090 362 TS | 10 - 40 | 10 | 160 TLF | 09 - 39 | | |
| 11 | 699/1320 Dining Hall | 11 - 41 | 11A | 7 Level School | 09 - 39 | | |
| 12 | 596 Hogan Hall | 11 - 41 | 11 | 1600 Area Dorms | 10 - 40 | | |
| 13 | 1600 Area Dorms | 12 - 42 | 12 | 596 Hogan Hall | 11 - 41 | | |
| 13A | 7 Level School | 13 - 43 | 13 | 699/1320 Dinning Hall | 11 - 41 | | |
| 14 | 160 TLF | 13 - 43 | 14 | 1090 362 TS | 12 - 42 | | |
| 15 | 370/430 Rec Center | 14 - 44 | 15 | 2001 CE Training | 14 - 44 | | |
| 16 | 529 Dormatory | 14 - 44 | 16 | 1900 882 TG | 16 - 46 | | |
| 17 | 776 Dormatory | 15 - 45 | 17 | 1921 CE Training | 16 - 46 | | |
| 18 | 843/920/922/1020 | 16 - 46 | 18 | 1927 CE Training | 17 - 47 | | |
| 19 | 726 White Hall | 16 - 46 | 19 | 1954/1956/1950/1025 | 17 - 47 | | |
| 20 | 526 McCullough Hall | 17 - 47 | 20 | 2113 LG/2118 SP | 18 - 48 | | |
| 21 | 331 BOQ/BX | 18 - 48 | 21 | 716 Mattis Hall | 19 - 49 | | |
| 22 | 312 Library | 18 - 48 | 22 | 402/516 Codner Hall | 19 - 49 | | |
| 23 | 1200 Hospital | 21 - 51 | 23 | 1200 Hospital | 21 - 51 | | |

NOTE: ANYONE NEEDING TRANSPORTATION TO OR FROM THE 80 th FTW PLEASE CALL 6-1843 FOR TRANSPORTATION

