

Rogers
Airman Leadership School
Student Information Guide



Student Information Guide

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Message from the Commandant

Congratulations on your selection to attend the Airman Leadership School (ALS). You are about to embark on a 5-week journey designed to bring out the best in you. The faculty of the Rogers Airman Leadership School is dedicated to preparing you to meet the challenges of an ever-changing Air Force.

The objective of Airman Leadership School (ALS) is to prepare you for positions of greater responsibility by broadening your leadership and managerial capabilities. You must complete the resident ALS Course prior to becoming a rating official or assuming the grade of Staff Sergeant.

This guide was developed in an effort to answer many of your questions about ALS. Each section covers areas that are vital to your success as a student and team member. It is your responsibility to understand this guide by the first day of training. Start preparing for classes right away.

I look forward to your arrival and spending a few weeks discussing how together we can make our great Air Force even better. If you have any questions, please don't hesitate to contact us at the school between 0700 and 1600 at extension 925-1233.

//SIGNED//

JOSHUA MCCLOSKEY, MSgt, USAF
Commandant, Rogers Airman Leadership School

Airman Leadership School Faculty

Commandant

MSgt Joshua McClosky

NCOIC

MSgt Amber Giovanniello

Instructor

TSgt Justin Rellin

Instructor

TSgt Jessica Velasquez

Instructor

TSgt Michelle Watson

Instructor

TSgt Jameson Whitfield

Instructor

SSgt Da'nette Bruton

Instructor

SSgt Jessica Fanty

Instructor

SSgt Imelda Herrera

ALS Curriculum Information

Rogers Airman Leadership School Mission

To develop the habits of mind in Airmen that promote intellectual leadership and military professionalism in the employment of Air, Space, and Cyberspace power.

CCAF Information

We are an affiliated school with the Community College of the Air Force. With your successful completion of ALS you'll have earned 8 semester hours towards your associates degree.

Course Curriculum

The Airman Leadership School (ALS) curriculum is broken down into four units of instruction that focus on providing senior airmen with the knowledge, skills, and understanding necessary to succeed as supervisors in the military environment: Mission, Leadership, Problem Solving, and Air Force Culture.

Commandant Hour: This block of time is designated for speakers to enhance the ALS experience; i.e., Wing Commander, Command Chief, distinguished visitors, and First Sergeants, etc.

Recommended Reading List

You are required to complete reading assignments to prepare you for the next day's lessons. The following list of references will help you academically prepare for ALS. Take some time to review all of the these valuable sources of information:

USAF Core Values	
Drill and Ceremonies	AFMAN 36-2203
AF Dress and Appearance	AFI 36-2903
Airman	AFH1
Enlisted Force Structure	AFH 36-2618
Tongue and Quill	AFH 33-337
Professional and	
Unprofessional Relationships	AFI36-2909
Code of Conduct	DOD Directive 1300.7

Physical Conditioning Requirements

All students are required to participate in the Fit-to-Fight program. This program includes stretching, strength training, speed training and endurance running. Be prepared for a physically challenging five weeks.

Graduation Requirements

To graduate ALS you must:

1. Obtain the minimum raw score on all performance task evaluations.
2. Conduct yourself in a professional manner consistent with policies of the Air Force and the school.

Airman Leadership School's Policies

Address of School House

Rogers Airman Leadership School
1000 Mercury, Bldg 100
Chapman Training Annex, TX 78236
(210) 925-1233

Duty Day

DOE 1 STARTS AT 0715. The academic day begins at 0745 and concludes at 1545. We will conduct Fit-to-Fight sessions from 0700-0900 up to three times a week. Lunch is generally 1115 to 1215. You will be required to complete writing and speaking assignments, study, and participate in structured evening activities.

Emergencies

In case of emergency, seek help first, and then contact any PME Staff member. Make sure your family has the school's phone number (210-925-1233) available in case of a family emergency.

Student Absences and Appointments

While attending Airman Leadership School you are released from your unit to attend the course. Students will not perform any duties connected with their AFSC or duty position. You are TDY to the school. Please make every effort to reschedule any appointments scheduled during the course. Do not make appointments for the dates that you are attending ALS. You cannot afford to miss any class time! Any unforeseen, emergency appointments will be handled on a case by case basis with the NCOIC.

Professional Behavior

The mission of the ALS demands all personnel maintain proper and professional relationships. Therefore, the faculty and staff must use solid judgment and common sense in avoiding unprofessional relationships with students in the ALS environment. Instructors shall not establish, develop, attempt to develop, or conduct a close personal, social relationship with any student. Students are expected to abide by the same standards of behavior. However, participation in school and flight activities is encouraged.

Individual Behavior: As Air Force members, we're held accountable for our actions, both in the performance of duties and in our personal conduct. We're responsible to live up to the high standards of the Air Force. These standards of conduct apply both on and off duty, in our personal behavior, in treatment of others, and in both military and civilian environments.

- a. Professional Relationships:** We're expected to maintain professional relationships governed by the essential elements of mutual respect, dignity, and military courtesy regardless of race, color, religion, age, national origin, and

sex. We must treat others as we expect others to treat us. Remember your fellow students are now also your co-workers and any relationship developed must be strictly professional and not interfere with the dynamics of the team.

- b. **Military Ethics:** We must practice the highest standards of behavior, obedience, and loyalty--not only on the job, but in our relationships with other people. Our individual code of ethics must be such that our behavior and motives do not create even the appearance of impropriety. Individual commitment to integrity will lead the way for others to follow.
- c. **Alcohol Use:** We have the responsibility to exercise good judgment in the use of alcohol. Our use of alcohol must not adversely affect our duty performance or conduct both on and off duty. A DUI constitutes an automatic release from the school. In addition, any incident involving alcohol, which violates any of the above standards, can result in immediate release from the school. Alcohol will not be consumed on the ALS grounds at any time. If a student is accompanying another student that has an alcohol related incident and did nothing to prevent it, he/she may receive the same disciplinary action as the actual offender.

Classroom Etiquette and Protocol: To promote an educational atmosphere, maintain classroom control, and provide proper honors, students will adhere to the following guidelines:

- a. Students **must** participate in all school activities. This includes all activities scheduled by the PME staff; all activities directed by the student leaders; and all activities agreed upon by the class.
- b. Students may have drinks and light snacks (chip, candy, etc.) in the virtual flight rooms and commandant room. However, during guest presentations no food or drink is allowed.
- c. Profanity and inappropriate language are **PROHIBITED**.
- d. The use of proper military titles and terms of address are required.
- e. Students will be seated, with screens on and material open ready to start class on the lesson at the beginning of each classroom hour.
- f. Members will be wearing the UOD according to the schedule with blouse on until the instructor or guest speakers advises approval to remove blouse while in virtual classroom.

Academic Integrity

All students, faculty, and staff must adhere to the highest standards of academic integrity. Academic integrity is the uncompromising adherence to a code of ethics, morality, conduct, scholarship, and other values related to academic activity. Failure of EPME personnel to practice academic integrity reflects discredit on the enlisted force and the entire PME community. All individuals who violate academic integrity standards of conduct are subject to administrative action. Additionally, violations may be prosecuted under the *Uniform Code of Military Justice*, Article 92. Violations of academic integrity include, but are not limited to, cheating, plagiarism, and misrepresentation. Cheating is the act of giving or receiving improper assistance (e.g., copying another's examination, students claiming another's homework as their own or using student notes from previous classes). **Plagiarism** is the act of passing off the ideas and work of others as the product of one's own mind (e.g., copying verbatim, without quotation marks, with the intent to claim that material as one's own work). **Misrepresentation** is the act of making an assertion orally or in writing to intentionally deceive or mislead (e.g., knowingly giving false statements to an academic review board).

Academic Freedom

The privilege of debate, with discretion, on any subject related to the Airman Leadership School curriculum within the instructional environment. Visiting lecturers, faculty and students are encouraged to state their opinions and support or criticize any objective or policy while pursuing knowledge and improvement of the military profession. Responsible classroom exploration and discussion of controversial issues are permitted. However, this policy does not include the freedom to use offensive remarks and irresponsible statements. This means academic freedom must be tempered with good judgment to refrain from remarks, which could prove harmful to others, or be construed as irresponsible statements (i.e., sexist comments, ethnic slurs, etc).

Non-attribution

Non-attribution is the treatment of statements made in a school forum as privileged information not to be attributed to a specific individual. Statements, disagreements, and other comments made by guest speakers, instructors, or students will be safeguarded through the process of non-attribution. It is acceptable to say "a previous speaker" or "it was discussed in our flight," but the names of the speaker will not be divulged. Permission must be received from the speaker and the school concerned before remarks may be released or discussed with other individuals outside the academic forum. This includes references made in students' communication skills assignments within the institution.

Extenuating Circumstances

Extenuating circumstances are defined as those unforeseen circumstances beyond the student's control which distract from meeting academic or performance standards. The following are examples of extenuating circumstances: death or terminal illness notification of a family member, and possible marital, family, or financial problems. It is the student's responsibility to inform the faculty, as soon as, extenuating circumstances arise so appropriate action can be taken.

Student Roles and Responsibilities

Students must understand that attendance is mandatory and designed to prepare them to assume greater responsibility as they achieve greater rank. In order to achieve the greatest degree of success, students must be actively engaged in the learning process. Actively engaged in the learning process requires students to complete all reading assignments and preparatory exercises. In addition, students must actively participate in class. Active participation is generally defined as active listening, critical thinking, and willingly discussing lesson principles in class. Further, students should engage in nightly study and review sessions focused on learning the educational principles as defined by the lesson and module samples of behaviors. It is incumbent upon the students to put forth the effort necessary to achieve all learning objectives. This effort is the prime factor leading to mastery of ALS curriculum material and ultimately, to success as an Air Force NCO. Depending on circumstances involved anything less might require disciplinary action. However, a maximum effort alone is not sufficient grounds to graduate a student who fails to meet the minimum standards required to do so.

Leave Policy

While in student status, you must have leave approved if you travel further than 6 hours from the base. This leave must be submitted and approved by your direct reporting official. A copy of your approved leave form must be given to your primary instructor.

Internet Access Policy

Internet access on Lackland AFB is provided for government official use only. Use of government resources to access pornography or other inappropriate sites or information using the Internet or the World Wide Web is clearly prohibited.

The following types of activities are specifically prohibited and may result in administrative, non-judicial, or judicial punishment:

- a. Use of e-mail or Internet for other than official and authorized government business. Students WILL NOT access sources (internet and operational sources; study aids, mobile device apps, etc.) to complete an assignment or to study unless approved by your flight instructor in writing.

- b. Activities for the purpose of personal or commercial financial gain. This includes pornography, chain letters, solicitation of business or services, sale of personal property, etc.
- c. Storing, processing or displaying offensive or obscene material, such as pornography, hate literature, etc.
- d. Storing or processing classified information on any system not explicitly approved for classified processing.
- e. Storing or processing copyrighted material (including cartoon) unless approval is obtained from the author or publisher.
- f. Annoying or harassing another person, e.g., by sending uninvited e-mail of a personal nature or by using lewd or offensive language.
- g. Viewing, damaging, or deleting other users' files or communication without appropriate authorization or permission.
- h. Using another individual's account or identity, e.g., by forging e-mail, etc.
- i. Attempting to circumvent or defeat security or auditing system, without prior authorization and other than as part of legitimate system testing or security research. Obtaining, installing, storing, or using software obtained in violation of the appropriate vendor's license agreement.
- j. Permitting any unauthorized individual to access a government-owned system.

Users should be aware that by accessing the Lackland Base Network they are subject to monitoring. Compliance with these policies is mandatory and is the responsibility of the user. Ignorance is no excuse.

Student Releases

The purpose of having a system to release students is to ensure the course is properly managed and the necessary dismissal actions are complied with. Below are the types of release used by the ALS.

a. Administrative Release: Students may be released administratively for reasons such as personal illness or a family emergency. Students released administratively are eligible to attend at any time after the situation causing the release is resolved.

b. Academic Release: A student who fails to maintain a 70 percent cumulative average on the two summative phase tests, or fails to achieve a passing grade of 70% on any of the performance evaluations, will be subject to academic release. Students released

for academic reasons must wait 3 months before reentry. When a student fails to meet these standards, an Academic Review Board convenes. The purpose of the academic review board is to review all circumstances surrounding a student's failure of final academic or performance evaluation standards of the school. The board determines if the school met all its responsibilities to the student. Finally, the board recommends the release or retention of the student based upon their findings.

c. Disciplinary Release: This release results from the student failing to adhere to course standards or policy. A negative attitude, unacceptable conduct, or failing to be prepared for class are examples of why a student may be disciplinary released. Students released for disciplinary reasons must wait 1 year for reentry and must be recommended by their commander.

Schoolhouse Inspections

The building will be inspected at least once each week. Each student will be assigned building cleaning details that should not take more than 30 minutes per day.

Uniform Inspections

Uniform inspections are scheduled throughout the course and are conducted by the ALS staff. Areas of coverage include attention to detail and adherence to dress and appearance standards as outlined in AFI 36-2903, Dress and Appearance of Air Force Personnel.

Uniform of the Day

OCP with OCP cap.

The USAF PT uniform is required for all ALS Fit-to-Fight sessions.

Required Uniform Items

3 - Set of OCP's

1 - OCP cap (Organizational caps are not authorized. OCP caps must be worn while in formation - Security Police, SERE, PJs, ect. may wear the beret)

1 - Pair Combat boots

2 - Sets of USAF PT Shorts & Shirts

1 - Set of USAF PT warm-up suit

1 - Pair of good running shoes

You will be required to wear all uniform wear IAW AFI 36-2903.

Student's Bill of Rights

1. You have the right to enjoy your learning experience.
2. You have the right to express yourself through freedom of speech, to include questioning and disagreeing in a professional manner.
3. You have the right to be free from normal duty requirements.
4. You have the freedom to give yourself wholly to professional and personal growth through diversity and open-mindedness.
5. You have the right to identify and recommend improvement opportunities.
6. You have the right to challenge yourself while assuming a leadership role.

7. Airman Leadership School Graduations

Graduation

At the completion of ALS, a formal evening graduation is held. Our goal for the graduation is to provide an environment where your spouse and the base can celebrate your accomplishments with you. Because this is a formal event we request no children less than eighteen years old attend. We have found that it can be very difficult for them to sit quietly for the entire ceremony and we don't want to detract from the importance of the moment. Child care is not provided by the school house so please plan ahead to ensure they are taken care of.

Awards

As an educational institution, we recognize the achievement of our students with several individual awards. There are five awards that can be earned at the ALS:

ALS Graduation Diploma: This award is presented to every student who excels in all curriculum areas. This is the ultimate award given at the Airman Leadership School.

John L. Levitow Award: This award is presented to the one student who excels both as a leader and a scholar based on academics, staff and, most importantly, peer evaluations. It is the highest award given at any level of Professional Military Education.

Distinguished Graduate Award(s): This award recognizes the high achievement of those students whose performance places them at the top of their class based on academics, staff and most importantly peer evaluations. Only the top ten percent of the class are selected as distinguished graduates.

Academic Achievement Award: This award denotes excellence as a scholar. The award criterion is based upon all performance evaluation scores.

Commandant Award: This award is presented to the student who is nominated by his or her peers and best demonstrated leadership abilities.

NOTE: A student who fails any performance evaluation is not eligible for the awards program.

8. Seniority Based Selection Process

Eligibility Requirements

Completion of ALS is a prerequisite for Senior Airmen to assume the rank Staff Sergeant. Also, Senior Airmen must complete ALS prior to being assigned rating official responsibilities.

Senior Airmen must meet all of the following criteria:

- a. Be an E-4 with at least 48 months' time in service (TIS) or 42 months TIS if presented with an assignment to a non-ALS location.
- b. Be recommended by their commander.
- c. Not be on the control roster, under investigation, in confinement, or charged with an offense punishable under the UCMJ.
- d. Have 6 months retain ability from the date of graduation.
- e. Current Passing PT score

Selection Process

Students are selected based upon ACC's Seniority Based Selection Criteria.

Priority 1 - SSgt without ALS

Priority 2 - SSgt selects that are selected for 365-day assignment or PCSing to locations where there is no or limited ALS

Priority 3 - SSgt selects that are selected for a 90-day or greater deployment

Priority 4 - SSgt selects based on promotion line number

Priority 5 - E-4's with 48 months TIS, selected for 365-day assignment PCSing to locations where there is no or limited ALS

Priority 6 - E-4's with 48 months TIS, that are selected for a 90-day or greater deployment

Priority 7 - All remaining E-4s with 48 months TIS