



Sheppard Air Force Base Airman Leadership School Student Handbook

March 2024



**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND**

16 March 2024

MEMORANDUM FOR SHEPPARD ALS STUDENTS

FROM: 82d FSS/FSDA
939 Missile Road Bldg 1900 Suite 2200
Sheppard AFB, TX 76311

SUBJECT: Commandant's Personal Welcome

1. Welcome to the Sheppard Airman Leadership School. Congratulations on your selection to attend the first tier of Air Force Enlisted Professional Military Education. You have worked hard to get to this point in your military career and have proven your character and competency for scholarship. Know that our instructors stand ready to prepare you for the challenges faced across the conflict continuum. The air domain is contested more than ever before, and as a Total Force we must deliver the overmatch the joint force requires.
2. The conditions of the future operating environment will be unforgiving, but you are the right Airmen for the problems we face. Whether operating as part of multi-functional teams at home station or tackling the phases of your unit force generation cycle, we will prepare you to lead mission ready Airmen executing mission command in an agile combat environment.
3. As you prepare for your TDY to Sheppard Air Force Base, take stock in what you already know as a practitioner of Air-Minded solutions. Your experiences in the garrison environment, forward deployed, in exercises with allies and partners, and engagements in conflict zones around the world have readied you for this course. We promise that you will be challenged, as your preparedness for roles as a front-line supervisor is our task – and the Airmen we serve deserve nothing but the best.
4. I look forward to spending time with you in our classroom and advancing our knowledge of national defense together. When you walk through our doors on day one – bring your all – and know that we are committed to your success.



MICHAEL J. MUMAU, MSgt, USAF
Commandant, Sheppard ALS

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About Airman Leadership School



The Airman Leadership School (ALS) is the first level of Professional Military Education (PME) for our enlisted Airmen experience. It is designed to be an entry level leadership enhancement course to prepare Senior Airmen for positions of greater responsibility by strengthening their ability to lead, follow, and manage while also gaining a broader understanding of the military profession and their role within the Air and Space Forces. Completion is required to assume the grade of Staff Sergeant.

There are 68 Active Duty ALS schools and 1 Air National Guard (ANG) school globally that is managed by their respective Major Command (MAJCOM). The Airman Leadership School (ALS) is a resident Community College Air Force (CCAF)-affiliated program that consists of 192 curriculum hours. The curriculum prepares Senior Airmen and Guardians to be professional, war-fighting Airmen and Space Professionals who can supervise and lead work teams as an all-domain joint warfighting professional to support the employment of an Air and Space power.

Specifically, Airman Leadership School's prepare Airmen, Guardians and Staff Sergeants to be adaptable for current and future leadership and management challenges in order to operate think/act/respond in complex and ambiguous environments through the application of four outcome-based objectives: Culture, Mission, Leadership and Problem Solving.

Finance and Travel Information

DTS Fund Sites, Per Diem or Orders

- Questions should be directed to your unit DTS POC, ODTA/FDTA.

Airport Transportation

- If you arrive by commercial airline, you will land at Wichita Falls Municipal Airport, two miles from the main gate. Commercial taxi service is available from the airport to Sheppard. If your flight takes you to the Dallas/Fort Worth Airport, shuttle transportation is available to the Wichita Falls area through Wichita Star Taxi. Call them at (940)723--0723 to schedule your pickup ahead of time. You can also schedule an Uber. Confirm they are authorized installation access prior.

Directions if Driving

- All highways leading to the base are well marked. The main gate is on State Hwy 240, off I-44 (U.S. Hwys 287 and 281). The Missile Road exit off I-44 may also be used to arrive at the base. If driving from DFW Airport, Highway 287 North will take you all the way to Wichita Falls.

Directions by Bus

- If arriving by bus, you will get off at the Greyhound: Bus Stop - Wichita Falls Travel Center located at 306 Scott Street. Sheppard is located less than 10 minutes from the bus terminal. Take Scott Street to TX-240. The main gate is on TX-240 (Burkburnett Rd and Sheppard Access).

Base Transportation

- On base transportation for official use is available through the base taxi system. They can be reached by calling 940-676-1843 or DSN 312-736-1843. Two shuttle bus routes cover the entire base for unofficial travel. Shuttle bus routes are posted at all bus stops.

General Information

Lodging

- TDY students will contact Sheppard AFB Lodging at 940-676-4538 to reserve a room. When driving, input the following information into your navigation system: 400 J. Ave. Bldg. 1600, Wichita Falls, Texas, 76311-5000. For more information please visit <https://82fss.com/sheppard-inn/>.

Report Date & Time

- Report in OCPs to 939 Missile Road, Sheppard AFB, TX 76311 and proceed to the North end of Bldg. 1900 Suite 2200, Room 2211 on the first day of class at 0730. If you are entering from the North end, there will be an exterior staircase with blue mats leading up to the Professional Develop Center. If you are entering from the South end, there will be an interior staircase on the right side of the hall. As you reach the second floor, continue towards the back of the building and look for "Professional Development Center." NOTE: Ensure you have your current rank on your Service Coat and your Blues Shirt as it will be required during this course. Additionally, Air Force Semi-Formal uniforms will be required for graduation and you will need to have your White Long-Sleeve Shirt/Semi-Form Fitting White Blouse. Reference DAFI 36-2903 to ensure you have all required uniform items. Civilian students are to wear business formal attire.

Physical Fitness

- All applicable EPME students will complete a mock fitness evaluation within the first five academic days (optional for sister service, civilian, and international students) and participate in an organized PT program during the course. All authorized components will be made available to the students, however, during inclement weather students will be mandated to complete the HAMR. Mock fitness evaluations and organized PT will be conducted in official service specific fitness uniforms. Students with unsatisfactory mock fitness evaluation results will be administratively released from ALS, a notification will be given to their Wing Command Chief and will return to their squadron/installation.

Uniform Inspections

- All applicable EPME students will receive a minimum of two (2) Full Service Dress uniform inspections. Students will be evaluated based on standards outlined in DAFI 36-2903, *Dress and Personal Appearance of the Department of the Air Force Personnel*. Students with unsatisfactory uniform inspection results will be administratively released from ALS, a notification will be given to their Wing Command Chief and will return to their squadron/installation.

IT Requirements

- All Students must bring a CAC enabled laptop or tablet, either personal or government issue. Course materials will be provided via our online Learning Management System (LMS). The LMS will be accessible to students on the first day of class. Instructors will provide guidance on requirements and how to navigate the system. If students do not have access to a CAC enabled laptop or tablet, one will be issued via AF Form 1297 by the Professional Development Center. It is highly encouraged students from DHA to bring a government issue laptop.

Computer Security (COMPUSEC) Policies and Procedures

- Individual accountability is the most effective means of protecting computer resources. The Local Area Network (LAN) and personal computers located in Building 1143 are accredited to the UNCLASSIFIED SENSITIVE level. Information classified at any higher level will not be processed. Should you detect the transfer of any information above UNCLASSIFIED, secure the computer equipment involved, eliminate further transmissions, and notify your assigned instructor or Section Chief immediately. Students are required to protect PII and sensitive information when using Cloud storage.

Laptops, Tablets, Phones & Recording Devices

- Cellular phones may be carried/used IAW AFI 36-2903. ***NO electronic or recording devices are allowed in the Auditorium and must be left in the flight room for Professional Speaker Series or other meetings.*** Lesson discussions, exercises, reviews and/or any academic material may not be recorded and/or reproduced for the purpose of distribution outside of the flight room.

Medical Services

- No walk-in services available. All Return to Fly/Sick Call must have an appointment – call 940-676-2273 for scheduling.
- Before going to the clinic, please coordinate all medical issues, appointments, and emergencies through your flight leader to assigned instructor. It is a good idea to have your class schedule with you in case follow-up appointments are necessary.
- You may call the Nurses Line for a consultation with a registered nurse at 1-800-874-2273.

Medical Emergencies

- In case of Emergency dial 911 or 940-676-2982 to reach the Base Defense Operations Center.
- If you visit an Emergency Room or Urgent Care Clinic you are required to contact the Sheppard Clinic within 48 hours to ensure Tricare information is coordinated and notify your assigned instructor or Section Chief immediately.

Safety Mishap Form

- If you are injured and receive medical treatment on or off-base, you must complete an AF Form 978 Supervisor's Mishap Report and route to your assigned instructor for processing. While attending Sheppard ALS the "Supervisor" is your instructor.

Policies and Guidelines

Sexual Harassment & Discrimination Policy

- The Department of Defense policy on sexual harassment and/or unlawful discrimination is clear; ZERO tolerance! Discrimination, sexual harassment, and sexual assault are unacceptable. Such behaviors detract from successful military and/or civilian service and are detrimental to the mission. Members who engage in these behaviors can expect swift and appropriate actions will be taken.
- Every individual will be diligent toward the prevention of and quick reaction to any discriminatory, harassing, assaulting, or demeaning behaviors within their presence or knowledge. Reports may be made without fear of retribution, embarrassment, or reprisal solely for reporting accurate information. Victims are encouraged to contact the installation Sexual Assault Response Coordinator (SARC) 24/7 to discuss reporting options and available resources.
- **Direct Line: 940-676-7272 (SARC)**

Students Absences/Leave

- Any absences or leaves must be pre-coordinated with the ALS Commandant prior to the start of the course. The ALS Commandant will make the determination based on length and reasoning behind absences/leave to determine removal from the course.

EMERGENCY Calls/Messages

- The student's unit Commander/First Sergeant or the American Red Cross must contact the ALS Commandant at 940-676-2196. Emergency leave may result in an administrative release from the course without punitive recourse.

Parking/Driving on Base

- Park in designated parking areas only. Do NOT Park on the grass, in Building 1923's parking lot, or in staff/faculty only parking spots. Law Enforcement will issue tickets and be given to the ALS Commandant.

Beverages/Food Policy

- Students are encouraged to bring snacks and beverages into their flight rooms. Beverages are allowed in the auditorium in covered containers. Food is not allowed in the auditorium. Please ensure you clean up after yourself.

Professional Etiquette

- Always conduct yourselves as professionals. Students will not use obscene language within the Professional Development Center or during organized flight PT. Do not be late, disruptive, read (aside from material related to brief/lecture), be on your phone, write/edit assignments or sleep during instruction or briefs. Students will stand the position of "PARADE REST" when addressing an Instructor/SNCO/Officer, and when a SNCO enters the classroom or when the staff is introducing a guest speaker. Additionally, when an Officer enters the classroom the first individual who notices will announce the room to "ATTENTION."

Academic Freedom

- AUI 36-2602, Total Force Development, Academic Freedom is a key tenant and is essential to advancing scholarship as it relates to the AU mission. Students and faculty must be free to pursue knowledge, speak, write, and explore complex and often controversial concepts and subjects (physical and virtual). Academic Freedom allows for the privilege of debate with discretion on any subject related to EPME curricula. Additionally, it encourages visiting lecturers, faculty, and students to express their opinions and support subject matter while pursuing knowledge, understanding and improvement of the military profession. Students may engage in responsible classroom discussions of controversial topics; however, this policy does not authorize the use of offensive remarks, irresponsible statements (sexist comments, racial slurs, etc.) or profanity. Temper academic freedom with good judgement and if offensive or disparaging remarks are made, or UCMJ violations are identified the individual(s) involved will be counseled and disciplined accordingly.

Non-Attribution

- As specified in AUI 36-2602, faculty and students are prohibited from attributing any statement, comment, or remark to participants by name in public media or forums, or knowingly transmit to persons who will enter statements into public arena unless specifically authorized to do so. Statements, disagreements, and other comments made by individuals or groups in the educational forum are protected through the practice of non-attribution. Communication among students and faculty is privileged information; neither will reference statements to a specific individual or group of individuals. Safeguard statements and other comments made by guest speakers, instructors, or students by using general statements such as “a previous speaker” or “in our flight we discussed” but do not identify speaker by name. Permission must be obtained from speakers and the school before releasing or discussing remarks made outside the academic environment.

Academic Integrity

- AETCI 36-2909, Recruiting, Education, Accessions, and Training Standards of Conduct establishes prohibitions against cheating, plagiarism, misrepresentation, and other violations of academic integrity. Academic integrity is defined as the belief in honesty and an intolerance of acts of falsification, misrepresentation, or deceptions. Students who violate academic integrity standards of conduct are subject to administrative action and/or prosecution under Article 92 of the UCMJ. Violations include, but are not limited to, cheating, plagiarism, and misrepresentation.

Academic Rigor

- The ALS curriculum is designed to challenge you and force you to think outside of your normal patterns, to focus on the “Up and Out” beyond your own career field, organization, or base. The reading, research, and assignment preparation is demanding but not overwhelming. It is encouraged that you do not perform home station duties while you are attending ALS. It is HIGHLY encouraged that you are not enrolled in any off duty or extracurricular education.

Frequently Asked Questions

Do we need to bring blues/service dress and official PT gear?

- Yes. Service Dress (Class A's) will be worn during the course and Semi-Formal will be worn for graduation. Fitness uniforms are also required for the mock fitness assessment and organized fitness sessions.

Will we have holidays off?

- Yes. Sheppard ALS observes all Federal holidays and AETC family days.

Is there a DFAC and what type of payments do they take?

- Yes. There are three DFACs (Sagebrush, Mesquite, Tumbleweed) that all accept cash and card. Please visit <https://82fss.com/dining-facilities/> for more information.

Are there gym(s) and what are the restrictions for use?

- Yes. There are two Fitness Centers (Levitow and Pitsenbarger) that are 24-hour access. Please visit <https://82fss.com/fitness-centers/> for more information.

What should my clothing packing list look like?

- Students will be required to wear the following during their course: OCPs, Air Force Service Dress with badges/devices/ribbons required by Air Force regulations, Air Force Semi-Formal Dress, Air Force Physical Fitness Uniform. It is recommended students bring business casual clothing, personal fitness attire, and any other items necessary for the TDY duration. Sister-Service students will be required to bring their branch-specific items. For civilian students, business casual with a professional image will be required for the duration of the course and formal attire for the graduation.

Am I authorized to attend ALS if I have medical exemption for fitness?

- Yes. Students will be mandated to attend ALS PT sessions; however, students will only be required to complete fitness requirements authorized by their AF Form 469.

Will medical exemptions for fitness disqualify me from EPME awards?

- No. Students with a current AF Form 469 for fitness components will not be disqualified from EPME awards.

Do I have to attend the ALS graduation?

- Yes. Attendance at the ALS graduation is mandatory for students. However, students are not mandated to purchase a meal plate.

Will the ALS graduation be live-streamed?

- Yes. The Sheppard ALS staff live-streams each graduation on the Sheppard ALS Facebook page for friends and family to view online. The link will be provided to students prior to the event for dissemination.

Important Phone Numbers

ALS Commandant.....	940-676-2196
Affiliated School Liaison.....	940-676-4191
ALS Instructor.....	940-676-4855
Base Defense Operations Center	940-676-2982
Equal Opportunity Office	940-676-4393
Fitness Center (Levitow)	940-676-2972
Fitness Center (Pitsenbarger).....	940-676-0491
Information Tickets & Tours.....	940-676-7019
Inspector General.....	940-676-6720
Legal Office.....	940-676-4262
Lodging	940-676-4538
Medical Clinic (Appointment Line)	940-676-2273
Mental Health	940-676-6075
Military & Family Readiness Center	940-676-4358
Outdoor Recreation	940-676-4141
Sexual Assault Prevention & Reporting Office	940-676-7272
Sheppard AFB Visitor's Center.....	940-676-7441



SHEPPARD ANNEX - LAKE TEXOMA
 WHITESBORO, TX
 125 MILES EAST ON HIGHWAY 82



Red areas are prohibited for students.
Green areas are authorized parking areas. We are located on the 2nd Floor, northeast corner of Bldg 1900.

