

# Welcome to the United States Air Force Senior Noncommissioned Officer Academy



*International Students 2016*

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## Chapter 1 - Welcome

### *Welcome to the Air Force Senior Noncommissioned Officer Academy!*

Congratulations on your selection to attend the U.S. Air Force Senior Noncommissioned Officer Academy (AFSNCOA)! I am Senior Master Sergeant (SMSgt) Donald Jost, Superintendent of Student Administration and the International Student Program Manager at the AFSNCOA. I will be your first point of contact for issues related to the AFSNCOA until you meet your instructor and classmates. This welcome package contains helpful information for you prior to your arrival.

**IMPORTANT**: Please send an email to [sncoa.studentadmin@us.af.mil](mailto:sncoa.studentadmin@us.af.mil) with your travel phone number and your flight itinerary to Montgomery, Alabama as soon as possible. This is key to providing you with the proper support upon arrival.



Office E-mail: [donald.jost@us.af.mil](mailto:donald.jost@us.af.mil)  
Government Blackberry: 001-334-201-2400  
Office Phone: 001-334-416-1521 (duty hours)

You will find the academy to be a challenging and rewarding experience. The course is seven weeks and is designed to prepare senior enlisted members (E-7 and E-8) for increased leadership and management responsibilities. International students who attend the academy typically have U.S. grades of E-7 through E-9. Fundamental lessons in leadership and management principles include topics of visionary leadership, ethical leadership, and strategic planning.

While you are here you will participate in a physical fitness program and learn the local community. You will also have an opportunity to interact with officers, DoD officials, members of the Air Force, Navy, Marines, and Coast Guard; Air National Guard; Air Force Reservists; and other international students.

The AFSNCOA is located in Montgomery, Alabama. There are two AF bases in Montgomery. They are both often referred to as Maxwell-Gunter AFB. The AFSNCOA is on the Gunter location, not Maxwell. A map of the area is provided in the travel section of this welcome package. Your AFSNCOA team is looking forward to meeting you and making your time here a great and rewarding experience. Feel free to contact me if you have any questions.

## **Chapter 2 – Academic Requirements**

### **English Language Comprehension Requirement**

Our curriculum is rigorous and often requires study time during the duty day and in the evenings. The homework consists of assigned readings that take native English speakers about one hour to read. You will also be asked to present briefings, essays, and research papers.

Because we want you to successfully complete your assignments, you should have an *English Language Comprehension* (ECL) test score of 80 or higher. If you have an ECL below 80 we encourage you to attend the Defense Language Institute.

### **Defense Language Institute!**

The Defense Language Institute (DLI) is located at Lackland Air Force Base in San Antonio, Texas. Many of our international students attend DLI before coming to the AFSNCOA. DLI will help you improve your English language skills and usually lasts about 2 to 6 months (depending on your skills and abilities).

In addition to improving your language skills, attending DLI will allow you to meet and establish relationships with other international students who will be attending AFSNCOA with you. The weeks spent at DLI will familiarize you with many of the daily routines associated with living and working on a U.S. Air Force base. We highly encourage you to consider beginning your international military student experience at DLI.

### **Physical Training**

All students are required to participate in AFSNCOA physical training (PT). The AFSNCOA PT program is operated in accordance with Air Force Instructions. Our focus is group participation and improved student fitness levels. You must be in good physical condition to perform our exercise and running routines.

There are typically three, one hour PT sessions per week with various exercises and run distances up to four miles (6k). The PT sessions are designed for you to achieve a sustained jog (or better) for 40 minutes by graduation from the course. If you are not currently engaged in a fitness program, you may want to prepare yourself for participation in our program.

## Chapter 3 – What to Bring

### Physical Training Uniforms

You will be responsible for having an appropriate workout uniform (sweatpants or shorts, long or short sleeve shirts, running shoes and socks). If your country provides a PT workout uniform, bring it with you. The picture right shows the Air Force PT uniforms for warm and cold weather. Remember to bring winter weather versions of your uniforms if needed. During the months of November through February our temperatures can fluctuate between 32 and 70 degrees Fahrenheit (0 to 21 degrees Celsius). Summers in Alabama are hot and humid at about 86 to 98 degrees Fahrenheit (30 to 37 degrees Celsius).



### Uniform of the Day

The battle uniform is worn on most days. However, students and staff will wear “Blues-Mondays.” On Mondays the students and staff wear a dress uniform. The dress uniform can have long or short sleeves. If available, you should bring at least one long sleeve and one short sleeve shirt. Sometimes students are asked to wear their ribbons and a necktie. Sometimes you will need to wear the Air Force Service Dress Uniform (with jacket). Airmen will wear this uniform on class picture day and graduation. All combinations of these uniforms require wear of the hat/cover when outdoors. Bring your country’s equivalent uniform items.

\*\* No Formal Mess Dress Uniform is required.



*Battle Uniform*



*Dress Uniform Service*

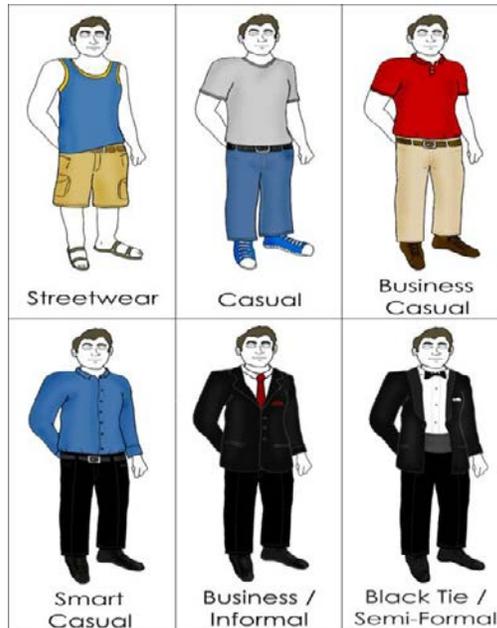


*Dress Uniform with Jacket*

## Chapter 3 – What to Bring

### Clothing

Civilian clothing is worn to some of our less formal social gatherings. For these events you will wear either “business casual” or “smart casual” (your choice). You might want to bring a set of “old” clothes with you for helping with one of our community assistance projects.



### Laptop Computer

You will need a laptop computer to receive your assignments and complete most of the homework. Adobe Reader X or Foxit Reader can help to highlight and insert comments. To alleviate the majority of issues with Blackboard, ensure the latest version of Google Chrome or Firefox and Java are also downloaded on laptop or notebook. Internet is the least expensive way to communicate with friends and family in your home country. Wireless internet is available in the dorms and in the AFSNCOA. If you do not have a laptop computer we will loan you one while you are here.

### Money

It may take a few weeks to receive money from travel vouchers once you open a bank account so it is good to have at **least \$300.00 on hand**. \*This process is being improved and will most likely be much better by the time you attend class.

### Documents

If you plan to drive in the U.S. you will need to bring your driver’s license. It is highly recommended you also have an international driver’s license with you. You should also have your military identification card and Invitational Travel Orders (ITO) at all times while here.

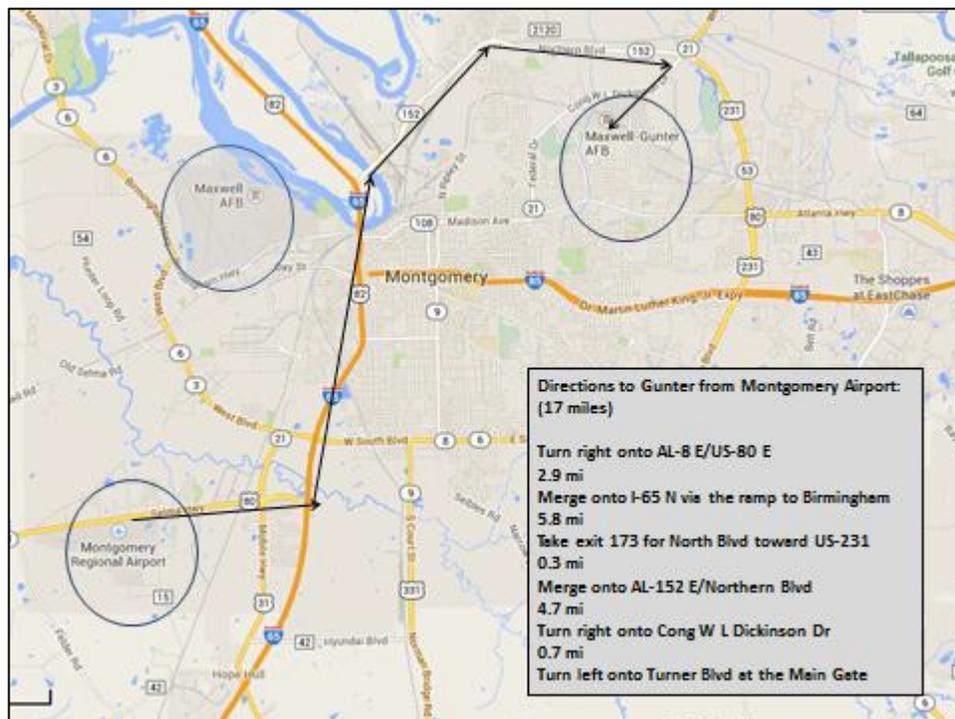
## Chapter 4 – Travel Information

### Arrival

The AFSNCOA is located at Maxwell-Gunter AFB in Montgomery, Alabama. Please schedule flights to arrive at the Montgomery Regional Airport **two duty days** before the class start date. We will pick you up from the airport and get you settled into billeting on Gunter if needed. We will also show you around the academy, and give you a brief tour of the campus. Everything you need on base is within walking distance, so renting a car is optional. During in-processing you will need your passport, military ID card, Invitational Travel Order (ITO), and flight itinerary.



This is a map of the Montgomery area. The circle in the lower left is the regional airport. The arrows lead to Gunter where the AFSNCOA and Gunter lodging are located.



## **Chapter 4 – Travel Information**

### **Billeting Rooms**

You will have your own dorm room with minimal supplies. Billeting may provide you with plates, bowls, cups, and cutlery. Be prepared to supply your own items. Your dorm room will have internet service, a small microwave, coffee pot, TV, DVD/VHS player, and a small refrigerator. Daily maid service is provided. There is an ice machine on each floor of the dorm. Washers and dryers are in walking distance and available for student use, but you must supply your own detergent. The room rate is \$60.00 per day.

### **Departure**

A few days before graduation, start thinking about how you will pack your bags for the flight home. You are normally allowed two checked bags at the airport as well as a carry-on. Please check your ITOs to be sure about baggage allowances. Do not exceed 50 pounds per bag (23 kilograms). The airlines are strict about this rule and may charge an additional fee.

If you purchase many items while here, keep in mind that you will need extra room in your suitcases for these items on your flight home. If you plan to do a lot of shopping while here, plan ahead and leave extra room in your suitcases. Sending international packages through the mail can be very expensive.

### **Reading and Instructional Material (RIM)**

If you do not wish to carry professional books and reading materials home along with your personal luggage you may send them free of charge (see ITO for additional information in this matter). It will take about two months before they will come to you but this will save weight at the airport (ONLY for US funded students).

## Chapter 5 – The Local Area

### Maxwell-Gunter AFB Montgomery, Alabama

Maxwell AFB and Gunter are geographically separated but the actual name of the base is Maxwell-Gunter AFB. The Air University (AU) and 42<sup>nd</sup> Air Base Wing Headquarters are located on Maxwell. AU encompasses officer and enlisted professional military education. You will find the Carl A. Spaatz Center for Officer Education, Jeanne M. Holm Center for Officer Accessions and Citizen Development, Curtis E. LeMay Center for Doctrine Development and Education, Air Force Research Institute, and the AU Library, just to name a few, on Maxwell.

The Thomas N. Barnes Center for Enlisted Education is located on Gunter and encompasses the Community College of the Air Force, USAF First Sergeant Academy, Air Force Enlisted Heritage Research Institute, and the Air Force Senior NCO Academy.

You will find a commissary, shoppette, bank, and gas station on both locations, the base exchange (BX) and clothing sales are only on Maxwell AFB. Shopping opportunities, supermarkets, restaurants, and museums are located throughout Montgomery:

“Welcome to the City of Montgomery!

Montgomery is a city rich in history, yet clearly focused on the future. Once the capital of the Confederacy, Montgomery grew to become the center of the Civil Rights Movement. Today, we are more than just the capital of Alabama—we are the epitome of economic prosperity. We enjoy being the showplace for southern hospitality, beautiful weather, and high-tech jobs.

Our city is filled with rich diversity and cultural landmarks such as the Hank Williams Museum, Alabama Shakespeare Festival, Rosa Parks Museum, First White House of the Confederacy, Civil Rights Memorial and much more. Montgomery is the home of Maxwell/Gunter Air Force Bases, Hyundai Motors Manufacturing Alabama and Biscuits Baseball. Our downtown redevelopment is bringing new life and energy into an area of historic significance.

This website has been designed to make City information and services more accessible. Whether you are a city resident, businessperson, or visitor, we hope this website provides you with a useful and comprehensive source of information.”

For further information about Montgomery, please visit: <http://www.montgomeryal.gov/>

## **Chapter 6 – Contact Information**

### **Air Force Senior NCO Academy Mailing Address**

U.S. Postal Service (USPS) mail is delivered to the AFSNCOA three times per week (M-W-F) and then distributed to each flight by an authorized/trained flight representative. After flight assignments on day one, you can use the following mailing address:

Rank, First Name, Last Name  
AFSNCOA, International Student, Flight ##  
550 McDonald Street  
Maxwell-Gunter AFB, AL 36114

However, if you expect to receive packages shipped from UPS or FedEx, use the following mailing address at the billeting front desk at building 1017:

Rank, First Name, Last Name  
545 S. Morris Ave.  
Maxwell-Gunter AFB, AL 36114

### **Air Force Senior NCO Academy International Student Program Manager and Student Liaison**

If you have questions about your stay here at the Academy, please use the following contact information to get in touch with me:

Office E-mail: [donald.jost@us.af.mil](mailto:donald.jost@us.af.mil) (24 hours)  
BlackBerry: 001-334-201-2400 (24 hours)  
Office Phone: 001-334-416-1521 (duty hours only)

### **Maxwell AFB Command Post**

After duty hours, when you cannot get in contact with anyone mentioned above, please call the Maxwell AFB Command Post, 001-334-953-7333, and ask them to relay your message to the Air Force Senior NCO Academy.