

**CMSGT GRACE A. PETERSON
AIRMAN LEADERSHIP SCHOOL**



**STUDENT INFORMATION
BROCHURE**



DEPARTMENT OF THE AIR FORCE
88TH FORCE SUPPORT SQUADRON
WRIGHT-PATTERSON AFB, OHIO

88 FSS/FSDA
5435 Hemlock Street, Bldg 1226, Area A
Wright Patterson AFB OH 45433

Dear Student

Welcome and congratulations on your selection to attend the CMSgt Grace A. Peterson Airman Leadership School (ALS)! The ALS team is dedicated to providing you with the tools you will need to assume the challenges and increased responsibility you will face as a supervisor.

Our goal is to provide a quality educational foundation through a top-notch academic program, while maintaining exemplary military standards. Our standards are high and our educational program is demanding. Achieving course objectives is a shared responsibility between faculty and students. We stand ready to facilitate your professional development.

The information in this brochure should answer most of your questions. If you have any additional concerns, please give us a call at 713-5001. Again, congratulations on your selection.

Sincerely,

//SIGNED//

KELLY J. GRAHAM, MSgt, USAF
Commandant, Airman Leadership School

**GRACE A. PETERSON AIRMAN LEADERSHIP SCHOOL
STUDENT INFORMATION BROCHURE**

This brochure includes information for students eligible to attend the Wright-Patterson Air Force Base Airman Leadership School. It is designed to assist students prepare for attendance.

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I. THE FACILITY

The Airman Leadership School is located in Area A, building 1226 (behind the Base Gas Station). Directions are provided on page 9. The facility is comfortably equipped to enhance and compliment the academic environment. The facility features two classrooms (Wright Field Flight/McCook Field Flight), an enlisted heritage area, and a fully equipped break area with a microwave, refrigerator, coffee maker and telephone. For more information, students may contact the school at the following numbers:

Base Extension: 713-5001

Commercial Line: (937) 713-5001

DSN: 713-5001

FAX: (Commercial) (937) 255-0913 (DSN) 785-0913

II. ADMINISTRATION AND REPORTING PROCEDURES

A. In-processing: In-processing will begin at 0730 on the first day of training. Since class begins on a Wednesday uniform of the day is the ABU or OCP uniform, function badge is mandatory. Students must complete attachment 1 (page 11). Students **must** bring applicable documentation or **waivers** regarding medical **profiles** (i.e. shaving), and a **current passing fitness assessment** to in-processing. Students not bringing the appropriate paperwork and attachments will be sent back to their units.

B. Class hours: Class begins each day at 0730. There will be a 10-minute break every hour, and an hour for lunch. Students will not normally be released until 1630, and must make appropriate arrangements regarding childcare, car-pooling, etc. Students will be prepared and will schedule appointments before or after class. A more detailed schedule will be provided during in-processing.

C. Computer Support: *It is imperative that you bring your own laptop (preferred) or tablet. You will need your device on the first day of class as all course material will be issued electronically, so please make sure you have it with you. If you do not own one, please coordinate with your unit to borrow one for the duration of ALS. If your unit cannot support the laptop request please contact the ALS so that we can have an ALS laptop available for you.*

III. CURRICULUM:

The Airman Leadership School curriculum, standardized throughout the Air Force, is 192 hours, broken down as follows:

ADMINISTRATION/COMMANDANT HOURS	8
Commandant Hours	4
Critiques/Surveys	2
In/Out Processing	2
COURSE FOUNDATION	15
CF01 Course Foundation	3
CF02 Successful Learning	3

CF03 Critical Thinking	2
CF04 Full Range Leadership	4
CF05 Self Awareness	3
 PROFESSIONAL AIRMEN	 32
PA01 Airmanship	4
PA02 Customs and Courtesies	16
PA03 Ethical Leadership	3
PA04 Emergent Leadership Issues	9
 EXPEDITIONARY AIRMAN	 8
EA01 Introduction to Culture	3
EA02 Joint Organization	2
EA03 Joint Warfighter	2
EA04 Nuclear Enterprise	1
 SUPERVISOR OF AIRMEN	 39
SA01 Standards and Discipline	3
SA02 Performance Evaluation	14
SA03 Team Leader	3
SA04 Diversity	3
SA05 Leader Influence	8
SA06 Introduction to Negotiating	3
SA07 Resource Stewardship	2
SA08 Continuous Improvement	3
 SUPERVISORY COMMUNICATOR	 68
SC01 Supervisory Communicator	68
 CASE STUDY	 4
CS01 Case Study	4
 EVALUATIONS	 18
Grammar Diagnostics	2
Pretest	2
Formative	4
Summative	4
Retest	4
Post ARB Test	2

CCAF	Hours
Leadership/Management I	3
Managerial Communications I	3
Military Studies I	3
Total Hours	9

IV. COURSE REQUIREMENTS

A. Academic Standards Students are evaluated in various ways throughout the course. Students must attain a minimum of 69 (out of 100 possible) points on the summative objective evaluation track (test) and must achieve an overall “GO” rating on each of the performance track tasks (speaking and writing evaluations) to be eligible for graduation.

B. Academic Rigor Academic rigor is intentionally programmed into the course. Academic rigor means that students must use out of classroom time (nights and weekends) to prepare for upcoming lessons, projects, and evaluations in order to be successful.

C. Behavior / Conduct Standards Students are expected to maintain the highest standards of conduct and behavior while assigned to the Airman Leadership School. Students will use appropriate titles when addressing one another, will show tolerance and respect for others' opinions, and will adhere to policies regarding academic freedom and respect for authority.

D. Dress and Appearance Standards Students assigned to the Airman Leadership School will meet standards of dress and appearance (AFI 36-2903) at all times. During the course, students will be inspected in the service, service dress, semi-formal and ABU/OCP uniforms (this will be further explained during in-processing). Students are not required to buy new uniforms if existing uniforms meet Air Force standards. However, students will ensure uniforms are neatly pressed, and shoes are shined and polished. A list of the uniform items recommended is on page nine.

E. Fit to Fight All students must meet standards established by their Commander in order to attend ALS. All students must be able to participate in all physical training activities in order to be eligible for graduation. The USAF PT Uniform will be worn during all PT sessions.

V. GRADUATION

A. Ceremony: The course culminates with a formal graduation dinner at the Wright-Patterson Club and Banquet Center. The cost of the dinner is normally \$26 (club members are discounted; prices subject to change). Students are encouraged to invite adult family members, friends, and co-workers to attend, and are *required to invite supervisors, first sergeants, commanders, and others in their chain-of-command*. To ensure invitations are e-mailed early, TDY students **must** bring appropriate addresses to in-processing. **Graduation attire for military members is semiformal or mess dress.** Civilian attire is semiformal equivalent (suit and tie, cocktail dress, or pantsuit). The ceremony and preparations will be explained during the course.

B. Awards: Awards are presented during the graduation ceremony. The following awards are authorized for all Airman Leadership Schools:

John L. Levitow Award. This award goes to the student who demonstrates overall superior performance while attending the ALS. It denotes both academic and leadership excellence, and it is the highest honor bestowed upon a graduate of an Enlisted Professional Military Education (EPME) program.

Distinguished Graduate Award. This award is presented to the top 10 percent of the class. Distinguished graduate awards are determined by total point accumulation.

Airman Leadership School Leadership Award. This award is presented to the student deemed the individual who most influenced the class, as a whole, to achieve excellence. The award is based on input from the students and faculty, and the ALS Commandant makes the final selection.

Airman Leadership Academic Achievement Award. This award is presented to the student with the highest academic standing, and is based on summative objective and individual performance evaluation scores.

VI. OTHER INFORMATION

Each Airman Leadership School class must complete a Community Service Project. The project will be completed outside the training day. All students are expected to support and participate in the class's selected project.

TOBACCO USE PROHIBITED: Students are prohibited from using tobacco products during the academic day (0720-1630) while attending Airman Leadership School. This includes cigarettes and other smokeless tobacco products. Failure to comply can result in a disciplinary release from the course.

UNIFORM CLOTHING REQUIREMENTS

There are formal uniform inspections during the course. Students will be inspected in service dress, service uniform (long and short sleeve) (females slacks and skirts/pumps and low quarters), and the Airman Battle Uniform (ABU) or Operational Camouflage Uniform (OCP). **Badges are mandatory on all uniforms (to include the function badge on the ABU/OCP) while attending PME; ribbons are mandatory when wearing blues.** The following clothing items are required:

Service dress coat

- **Matching trousers (males)**
- **Matching skirt (females)**

Short sleeve blue shirts

Long sleeve blue shirts

White Shirt (For Semi-formal Graduation Ceremony)

Blue service trousers (males)

Blue service slacks (females)

Blue service skirt (females)

Ultramarine blue name tag

Metallic name tag

Pair low-quarters

Pair pumps (females)

Flight cap (security forces personnel may wear beret)

Ribbons

Badges

Dark blue tie (male)

Dark blue tab (female)

Belt for service uniform

Students may also wear sweaters on non-inspection days

ABU/OCP – must have function badge sewn on to ABU/OCP blouse.

ABU/OCP Cap

ABU/OCP Uniform Belt

Pair green boots or Tan/Coyote Brown if wearing OCP

Appropriate outerwear for inclement weather (Not to be worn indoors)

USAF PT Uniform (Mandatory)

Pair of comfortable athletic running shoes

****United States Coast Guard students attending Airman Leadership School are required to bring service equivalent items. Please call the school if you have questions or concerns.**

TDY Students

Lodging

While attending ALS, you will be billeted at Wright-Patterson AFB (subject to change). The address is 2439 Schlatter Drive (Bldg 825, Area A), Wright-Patterson AFB, OH 45433.

TDY students: You will need to call Wright Patterson AFB Inn to make a reservation at 937-257-3451. Please make your reservations to include the day prior to class start date through the day following graduation.

DIRECTIONS TO AIRMAN LEADERSHIP SCHOOL

*****It is encouraged for students to do a route recon prior to the first day of class to ensure they are familiar with the location of the Airman Leadership School and report on time.*****

From Gate 12A

- Enter Gate 12A and take a right at the 1st stop sign onto Spruce Way
- Follow the road all the way hugging the fence line to the 2nd street light
- Turn right onto Oak St
- Continue straight past gas station
- Airman Leadership School will be on your left in the Professional Development Center
- Welcome to ALS!



ATTACHMENT 1

****MUST HAVE COMPLETED BY FIRST DAY OF TRAINING!!!!**

**GRACE A. PETERSON - AIRMAN LEADERSHIP SCHOOL
STUDENT REGISTRATION FORM**

CLASS:

STUDENT #:

LAST
NAME: _____ FIRST: _____ MI: _____

SSN _____ UNIT/OFFICE SYMBOL _____ DUTY
PHONE _____

AFSC/TITLE _____

TAFMSD: _____ DOR: _____ DOS: (date of separation) _____

LOCAL
ADDRESS: _____

CITY: _____ STATE: _____
LOCAL PHONE: _____

EMERGENCY CONTACT INFORMATION:

Name: _____ Relationship: _____
Phone: _____

PROFILES OR WAIVERS? YES ___ NO ___ IF YES, PLEASE ATTACH.

CHAIN OF COMMAND INFORMATION:

SUPERVISOR: (Name, rank, office symbol, e-mail address) (Mailing address if not on Wright-Patterson)

FIRST SERGEANT: (Name, rank, office symbol, e-mail address) (Mailing address if not on Wright-Patterson)

SQUADRON COMMANDER: (Name, rank, office symbol, e-mail address) (Mailing address if not on Wright-Patterson)

GROUP COMMANDER: (Name, rank, office symbol, e-mail address) (Mailing address if not on Wright-Patterson)

AIR FORCE CORE VALUES

INTEGRITY FIRST

SERVICE BEFORE SELF

EXCELLENCE IN ALL WE DO