CMSgt Arthur Hicks Airman Leadership School







Student Welcome Guide

Space Base Delta 3/Space Systems Command

Mission Statement

CMSgt Arthur Hicks Airman Leadership School's mission is to promote professionalism, provide mentorship, and equip frontline supervisors with tools to develop multi-capable Airmen and Guardians in support of the Western Range Mission.

Our Priorities: Educate Mentor Develop

Course Overview

You will find Airman Leadership School (ALS) to be a challenging and comprehensive course that requires extensive reading and preparation. It is designed to encourage maximum participation to further your learning. We believe you will find this course to be challenging; therefore, **we highly recommend that you do not engage in off-duty education classes while attending ALS.**

In the subsequent pages, you will find all the information to prepare you for ALS. Read the information carefully.

Section 1, **Student Preparation**, covers course pre-requisites you will need to accomplish before reporting to the in-resident course. There, you will find a checklist with all the actions you need to complete prior to the start date.

Section 2, **Reporting Procedures**, tells everything you need to know about the first few days of class and what to bring with you.

Section 3, **General Information**, provides information on lodging, meals, transportation, uniform requirements, as well as medical care and mailing information. Additionally, it covers the educational credits you will earn for attending the course. You will also find information on Vandenberg SFB facilities.

ALL STUDENTS MUST REPORT ON
DAY OF EDUCATION (DOE) 1 IN:
MILITARY UOD – OCPS
CIVILIAN UOD – DARK SLACKS/SKIRT/DRESS WITH DRESS SHIRT/TIE/BLOUSE

MESSAGE FROM THE COMMANDANT

On behalf of the entire ALS staff, I would like to be the first to welcome and congratulate each of you on your selection to attend the CMSgt Arthur Hicks Airman Leadership School. Your selection to attend ALS speaks highly of your potential to assume greater responsibilities. Our mission is to help prepare you for those responsibilities by providing valuable tools necessary for your success.

I encourage you to take full advantage of what this first phase of professional military education has to offer. Up to this point in your career, your focus has been primarily on technical aspects of your job. Through past achievements, you've shown that you can perform your respective jobs well, so now it's time for you to begin to take on the vital responsibility of leading others. ALS is the first level of Enlisted Professional Military Education (EPME), and our mission is to provide you with the foundational tools you'll need to succeed. The curriculum is purposely challenging. The outstanding staff of the CMSgt Arthur Hicks ALS are ready and willing to help you meet this challenge.

Use this experience to motivate and enlighten yourself. Additionally, take advantage of the opportunity for camaraderie and team building with your peers from various units on and around Los Angeles AFB. The bonds formed here can be lasting and build the foundation necessary to meet the short-term goal of graduation and the continuing goal of being a productive member of the world's greatest military!

No one is successful without the support of others. I would like to thank your spouses, family members, co-workers, supervisors, and commanders for their support during this important phase of your career development. We welcome and encourage all supporters to attend the graduation ceremony, which culminates the ALS experience.

Congratulations again. We look forward to meeting you, and expect your experience with us will be memorable and help you realize your full potential as a future leader.

Face the challenge, accept the responsibility, make the commitment, and be tenacious.

//Signed//
WADE T. MCBRIDE, MSgt, USAF
Commandant

REPORTING INSTRUCTIONS

There are a few important dates along with information that we must let you know about in advance.

Day of Education (DOE) 1:

- Military UOD - Operational Camouflage Pattern (OCPs) or Flight Suit
- Civilian UOD - Dark slacks/skirt with dress shirt/blouse
  - Males – tie is required; Female – optional dress
- Bring in In-processing Checklist signed by First Sergeant
- Bring in Physical Training Gear for end of day workout on Day of Education (DOE) one (1)
  - USAF (regular PT gear IAW DAFI 36-2903)
  - USSF (regular PT gear IAW SPFGM and or DAFI 36-2903)
- If you are on any type of Profile/Waiver please always keep a copy of your AF Form 469 on you
- Bring current Fitness Tracker printout from MyFitness
  - (must have current passing PFA for the duration of the course)
- Bring up-to-date Ribbons printout from vMPF
- Bring, laptop/tablet, and note taking material

Class Graduation:

- UOD is **Semi-Formal** or **Mess Dress** for Military students and guests
  - **Semi-Formal (Refer to DAFI 36-2903 Chapter 4.3-4.4)**
    - No hat or name tag
    - Must wear all rank, U.S. insignias, ribbons and occupational badges
    - White button-up shirt with collar
    - Must wear silk tie tab for females and tie for males
  - **Mess Dress (Refer to DAFI 36-2903 Ch. 4.1-4.2)**
    - Requires all accouterments (Cummerbund, Tie Tab [female], Bow Tie [Male], etc.)
    - Must wear all rank, occupational badges, all medals (in miniature)

- UOD is Formal/Semi-Formal for Civilian students and guests
- All guests must be 12 years of age or older
- The drink limit for students is a 2-drink maximum
- Show-time for students to arrive at the Gordon Conference Center is 1700 in Semi-formal or Mess Dress (to be inspected by cadre)
- Facebook Live link will be provided on CMSgt Arthur Hicks Airman Leadership School Public Facebook page

Section 1: Student Preparation



1. You are required to bring the In-Processing Checklist with all applicable signatures and attachments on **DOE 1**. Below are the requirements listed within the attached In-Processing Checklist:

- Your current and passing fitness assessment with next testing due date (if you are not current and passing through the graduation date you will be immediately released back to your unit and will not attend the class). *[Military]*

- If you have an AF Form 469 or AF Form 422, please attach to the In-Processing Checklist. Ensure this information is known by your First Sergeant ASAP. Your First Sergeant will coordinate ALS acceptance with the Commandant. *[Military]*

- First Sergeant briefing on standards and expectations of attending/completing ALS. *[Military]*

- Must be fully vaccinated for COVID-19, eligibility will be determined by First Sergeant (does not include booster dose at this time)

2. During this class, you will be allowed to use personal electronic devices in the classroom. If you have a laptop/electronic tablet, you may bring it. If not, we have technical support that you can check out for the entire length of the class.

3. You must have 6 months retainability from the class graduation date. If your enlistment is up before the class graduation date, please work with your unit to obtain the required retainability.

4. Name and email address is required (below) and must be provided to Instructor on DOE 1:
Immediate Supervisor_____
First Sergeant_____
Chief/Superintendent_____
Commander_____

5. Per the Commandant of Airman Leadership School (ALS), students must out-process with his/her First Sergeant and supervision before attending ALS. Failure to do so could adversely affect the member's ability to attend ALS.

6. This checklist is required to be submitted to the ALS Commandant (MSgt McBride) and Instructors (TSgt Galas & SSgt Dominguez) by all students (Active Duty, Guard, Reserve, and Civilian) before DOE 1/Class Start Date.

Section 2: Reporting Procedures

Day of Education (DOE) 1

On this day you will conduct in-processing tasks, and you will meet with your class SEL mentor.

You must bring:

- Writing utensil *(pen/pencil)*
- Notepad or paper
- Laptop/electronic tablet
- Common access card/ID *(CAC)*
- In-Processing Checklist (*Completed*/*Signed*)
- Current profiles/waivers *(if applicable)*



Computer Support and Miscellaneous

Please bring your own laptop or electronic tablet. If you do not own one, please coordinate with our cadre on DOE 1. If you have a portable printer, for your own convenience, consider bringing that too. While you are here, you will have access to a printer and government computers; please ensure no USB or Bluetooth devices are used at any time on ALS computers. If you would like to print out the material, please see your primary instructor for printing instructions.

Section 3: General Information

Lodging



While attending ALS, you will be considered TDY. If stationed at Vandenberg SFB, you are in-residence and do not receive any TDY per diem. If you are a member of the National Guard or a Reservist, certain rules apply to you: Guard/Reserve members who live within 65 miles of Vandenberg SFB are not authorized lodging expenses and must travel from home/residence. Members outside of the 65 mile area must stay at the Vandenberg Lodge. The address is Oregon Ave Bldg 13001, Vandenberg SFB, CA 93437. The phone number is (805) 606-1844.

Your billeting arrangements are your responsibility and must be made at least 3 days prior to class start date; you may call (DSN) 276-1844 or commercial (805) 606-1844 to complete your reservation. Your reservation must include the day prior to class start date through the day following graduation. Reservations are made with credit card information and will be canceled if you are not checked in by 1800. You must call the reservation office/front desk and provide your credit card information to ensure your room remains reserved. **If no rooms on base are available you *must* obtain a non-availability letter prior to booking off base hotel reservations.**

Hotels immediately off base:
Hilton Garden Inn Lompoc (805) 735-1880
Embassy Suites Lompoc (805) 735-8311
Radisson Hotel Santa Maria (805) 928-8000

Meals

While you are attending the course, **the Dining Facility (DFAC) is available but NOT provided to you for all meals** (breakfast, lunch and dinner), however availability is subject to change. Please ensure you double-check your orders prior to departing from your unit of assignment.
Note: ALS does not handle DTS issues (per diem, fund cite codes, etc.); contact your resource advisor for assistance.

Transportation

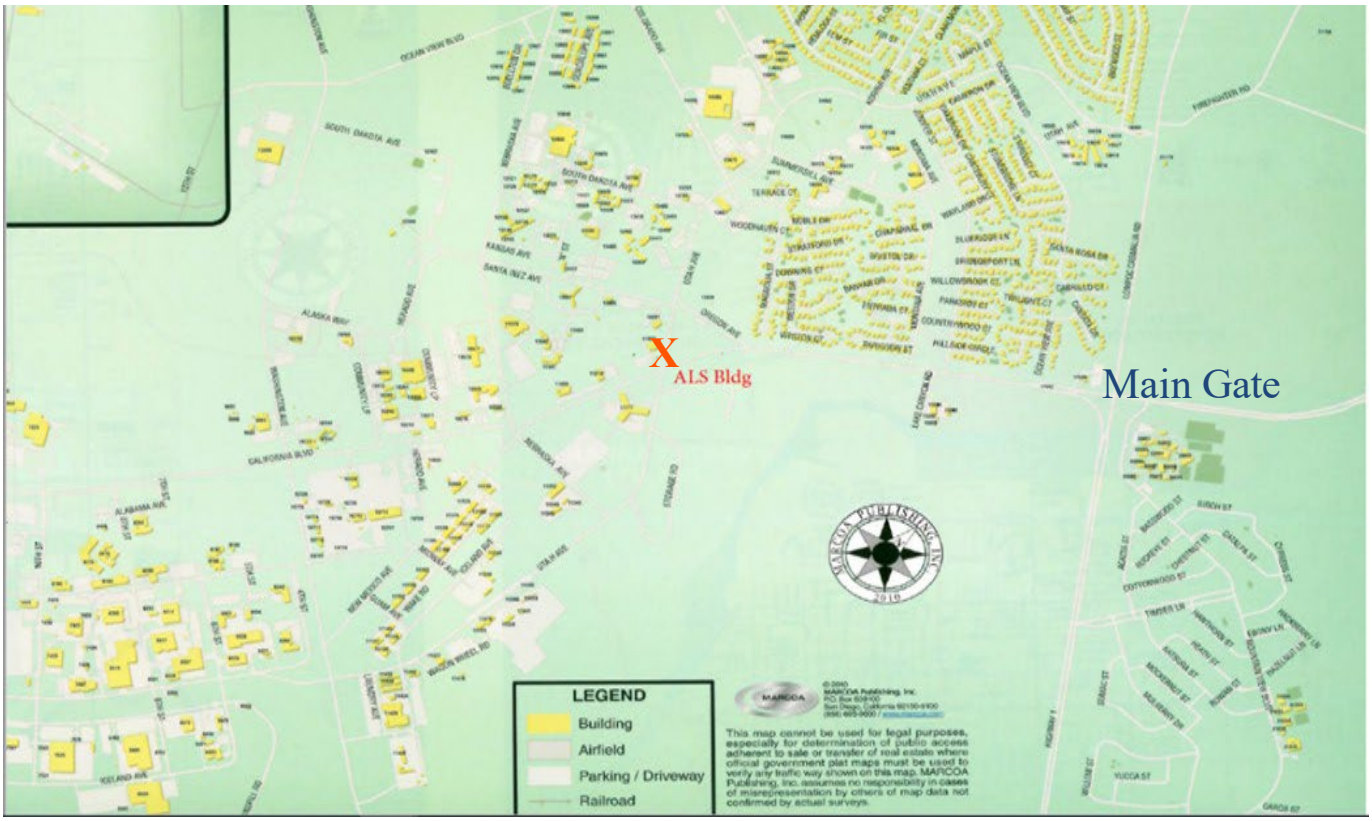
Services are not available at the airport. If you are flying into Santa Barbara (SBA), San Luis Obispo (SLO) or Los Angeles International Airport (LAX) please coordinate your transportation to the base appropriately (rental car, taxi, etc.).



ALS is located on base, one block from the Dining Facility (DFAC) and base lodging. Off base hotel students should work with home station for a rental car authorization (home unit funded) if not authorized to drive their personal

vehicle or a government vehicle to Vandengerg SFB.

Map of CMSgt Arthur Hicks ALS Location



Uniform Requirements

It is not necessary to purchase new uniforms if your uniforms are in compliance with the standards of DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Your uniforms must be ready when you arrive since your free time will be limited. Please ensure you take a final look over your uniforms to ensure you are not in violation of DAFI 36-2903.

Uniform of the day will follow typical AF standards (DAFI 36-2903).

- You will wear OCPs Monday-Friday.
- You will wear the blue service uniform or service dress uniform (*any combination; long sleeve **or** short sleeve, service dress coat, tie/tie tab and ALL accoutrements*) three times during the course, to include graduation.
- Graduation will be conducted in Semi-Formal Service Dress/Mess Dress; the authorized white shirt and silk/ satin tie-tab for females can be purchased at online or from the base clothing store (supplies are limited).
- You must bring AF/SF PT Gear (PTG) on days that there will be organized PT and volleyball sessions.
- You may bring the OCP coyote brown fleece.

Civilian uniform conversions/authorizations:

- Military uniform = Civilian uniform
  - OCPs = Business casual (slacks/skirt with polo/dress shirt/blouse)
  - Blues/Full Service Dress = Dark slacks/skirt with dress shirt/ blouse
    - Males – tie is required; Female – optional dress
  - PTG = Conservative fitness clothing with shoes

CCAF Credit

6 semester hours of undergraduate credit will be awarded to the military upon graduation of ALS.

Our ALS Staff

MSgt Wade McBride	Commandant	DSN 275-9570	COMM: 805-605-9570
TSgt Joshua Galas	Flight Instructor	DSN 276-5595	COMM: 805-606-5595
SSgt David Cerde	Flight Instructor	DSN 276-9578	COMM: 805-606-9578
SSgt Avery Dominguez	Flight Instructor	DSN 276-9578	COMM: 805-606-9578

Base Facilities of Interest

Vandenberg Commissary
Mon - Fri: 0930 - 1900
Sat - Sun:0900 - 1800

Fitness Center
Mon-Fri: 0430 - 2130
Sat-Sun: 0800 - 2000
Closed for Cleaning: 1330 - 1430

Breakers Dining Facility (DFAC)

Breakfast/Brunch:
Mon - Fri 0630 - 0930
Sat - Sun 0730 - 1330

Lunch:
Mon - Fri: 1100 - 1400
Sat - Sun: 1100 - 1330

Dinner:
Mon - Fri: 1630 - 1800
Sat - Sun: 1630 -1800

Simply-To-Go:
Mon - Fri: 0630 - 1830
Sat - Sun: 0730 - 1800

Base Exchange (BX)
Mon - Fri: 0900 - 1800
Sat - Sun: 1030 - 1800

Class Six (Mini Mall)
Mon - Fri: 0900 - 1700
Sat: 1200 - 1600
Sun: Closed

Clothing Sales Mon-Fri: 0800-1800
Sat: 1000-1700 Sun: Closed

Bowling Center:
Sun - Mon: Closed
Tues: 1600-2000
Wed: 0900 - 1400/1600-2000
Thurs: 1600 - 2000
Fri: 1600 - 2000
Sat: 1200 -1900

Gas Station/Express:
Mon - Sat: 0900 - 2100
Sun: 1100 - 1800
Gas Pumps: Open 24/7

Medical Group: 805-606 2273