

NCOA Student Information Guide

Kisling Noncommissioned Officer Academy



Kapaun Air Station, Germany

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Commandant's Welcome

CMSgt Kevin M. Wilson

Willkommen to the Kisling Noncommissioned Officer Academy at Kapaun AS, Germany! We have an outstanding team of instructors and support staff who are excited to assist your leadership transition, and each one of them was handpicked from all over the Air Force as dedicated Airmen who swore to provide you one of the most rewarding and challenging experiences of your career. This NCO Academy is your academy; these facilities and staff exist for one purpose...prepare you to lead!



To ensure you're fully arranged and available for class, it's critical you mitigate your personal and professional responsibilities prior to arriving here, because you will have limited spare time during this course --once class begins, your primary duty is to learn.

Additionally, you'll definitely want to continue reading this entire "Kisling Student Guide" to better prepare yourself and answer many questions I'm sure you have. For any remaining questions or help you need in getting ready, please feel free to call or email us directly at DSN 314-489-6502 or usafe.pme@us.af.mil.

We are excited to meet and work with you during this life-changing educational endeavor. I would love to hear your feedback about our schoolhouse and your training, so please feel free to reach out to me personally anytime at kevin.wilson.14@us.af.mil or DSN 314-489-6502.

Educate - Motivate - Cultivate - Inspire

Mission

Educate, Motivate, Cultivate, and Inspire professional, war-fighting Airmen who can lead and manage Air Force units in the employment of air, space, and cyberspace power.

Vision

Be premier, forward-based providers of Professional Military Education for DoD and NATO warfighters throughout Europe and Africa.

Student Responsibilities

This in-resident Enlisted Professional Military Education program is designed to prepare you to assume more responsibility as you achieve greater rank. In order to achieve success, you must be actively engaged in the learning process, adhere to class schedule and attendance requirements, and engage in the learning process by completing all homework, objectives, performance and remediation assignments on time. You will not be excused for routine appointments, ceremonies, or unit functions during duty hours. Routine appointments, whether personal or medical, must be rescheduled for before day 1 or after graduation. In class, you must listen actively, think critically, and willingly discuss lesson principles.

Uniform Requirements

Duty uniform (OCP, flight suit) and PT uniform are worn throughout class. There is no clothing sales on Vogelweh or Kapaun, so you should inventory all uniforms prior to arrival, ensure they are clean and serviceable, and adhere to the guidelines specified in DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. The nearest clothing sales store is the Ramstein AFB Exchange.

Day of Education 1

DOE 1 UOD is duty uniform. Bring a laptop or tablet with keyboard to utilize throughout the course. Arrive to the NCO Academy Auditorium, building 2801, at 0700 for in-processing. You will then have the opportunity to meet your peers and receive information on how to make the most of your Professional Military Education experience.

Medical Profiles

Coordinate any temporary medical profiles 35 days PRIOR to course attendance through your base formal training office. If you are placed on a profile within 35 days of attendance, notify your formal training office immediately. All profiles must be coordinated through formal training and the NCO Academy Vice Commandant for approval. Turn in approved medical profiles to your flight instructor on DOE 1.

Non-local Students

All non-local students not permanently assigned to the KMC area must check in with lodging the **day prior** to class start date. NCOA reserves your room prior to arrival.

LODGING ROOMS ARE SINGLE OCCUPANCY. Spouses/dependents/others are **NOT** authorized to stay in lodging rooms during the class. Check-in at the main lodging office located on Vogelweh in **Bldg. 1002**. Vogelweh lodging is not on the same base as NCOA. If you are utilizing a taxi service, ensure they wait for you to complete check-in so they can take you over to your lodging. Vogelweh Lodging GPS coordinates - 49.438281, 7.714393 - These coordinates should guide you through the Vogelweh Housing Gate (Military I.D. required), then to the Vogelweh Lodging Office.

Privately Owned Vehicles

Students stationed outside Germany traveling by POV may purchase gasoline through the AAFES ESSO CARD program while TDY here. To do so, you must bring your auto registration and insurance documents (ex: members from England should bring their V5 Registration documents). You will be able to go to the Ramstein Customs Office on DOE 1 to get a gas ration card. For emergencies after 1800, go to the 569th Security Forces Squadron located on the east side of Vogelweh Main Base (can only go after 1800L).

Rental Cars/Airport Shuttle

Rental Cars are not authorized. Students residing on campus are with-in walking distance of essential facilities.

If you need a ride from/to the airport, use the following link to locate the airport shuttle <https://www.finditguide.com/airport-shuttle-service>.

These shuttles are private owned companies and are not endorsed by Kisling NCO Academy or the United States Air Force. Reserving transportation while attending Kisling NCO Academy is the responsibility of the member.

Important Phone #'s

- Base Operator
DSN: 314-480-1110
- NCOA CQ (Student)
DSN 314-489-6502
- NCOA During Duty-Hours
DSN 314-489-6502
- NCOA After Hours
Cell +49 (0)174-934-6305
- Vogelweh Lodging
Front Desk (Open 24 Hours) 480-4980 (6371-47-4980 Link:
<https://86fss.com/vogelweh-lodging/>)
- USAFE Command Post
DSN 314-480-2121
- Airmen Against Drunk Driving (AADD)
+49(0)152-5172-3356

NCOA is affiliated with the Community College of the Air Force and serves Air Force enlisted personnel by combining on and off duty education into associate degree programs centered on Air Force specialties. Students earn six semester hours toward their degree.

Established in 1972, CCAF is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Approximately 124 other schools and training organizations within the Air Force are affiliated with CCAF, ranging from enlisted PME schools like this one to major technical training centers. This school, like each of the others affiliated with CCAF, has become part of the college system by demonstrating a quality curriculum, excellent instructors and techniques, and a suitable environment for college-level learning. Affiliation with CCAF makes you eligible to receive appropriate academic credit for your college-level work. An associate's degree, based on an Air Force skill, will help our graduates in their Air Force careers and pursuit of advanced academic degrees.

During the **25 duty days** of education, you will study a wide range of topics such as Professional Leadership Development, Self Improvement through Feedback, and Leader Influence on Subordinate Behavior, with the goal of helping you reach a better understanding of the wide range of knowledge, skills, and attributes you must have to be a strong enlisted leader.

When you graduate from NCOA, you will have the tools and educational experience to enhance your abilities as well as be a benefit to the Air Force.

We will conduct a formal graduation ceremony, which will include a guest speaker, a diploma ceremony, and an awards presentation. Families and supervisors are more than welcome to attend!

Reminder:
Tobacco use (including
vaping) is prohibited
during duty hours IAW AFI
48-104



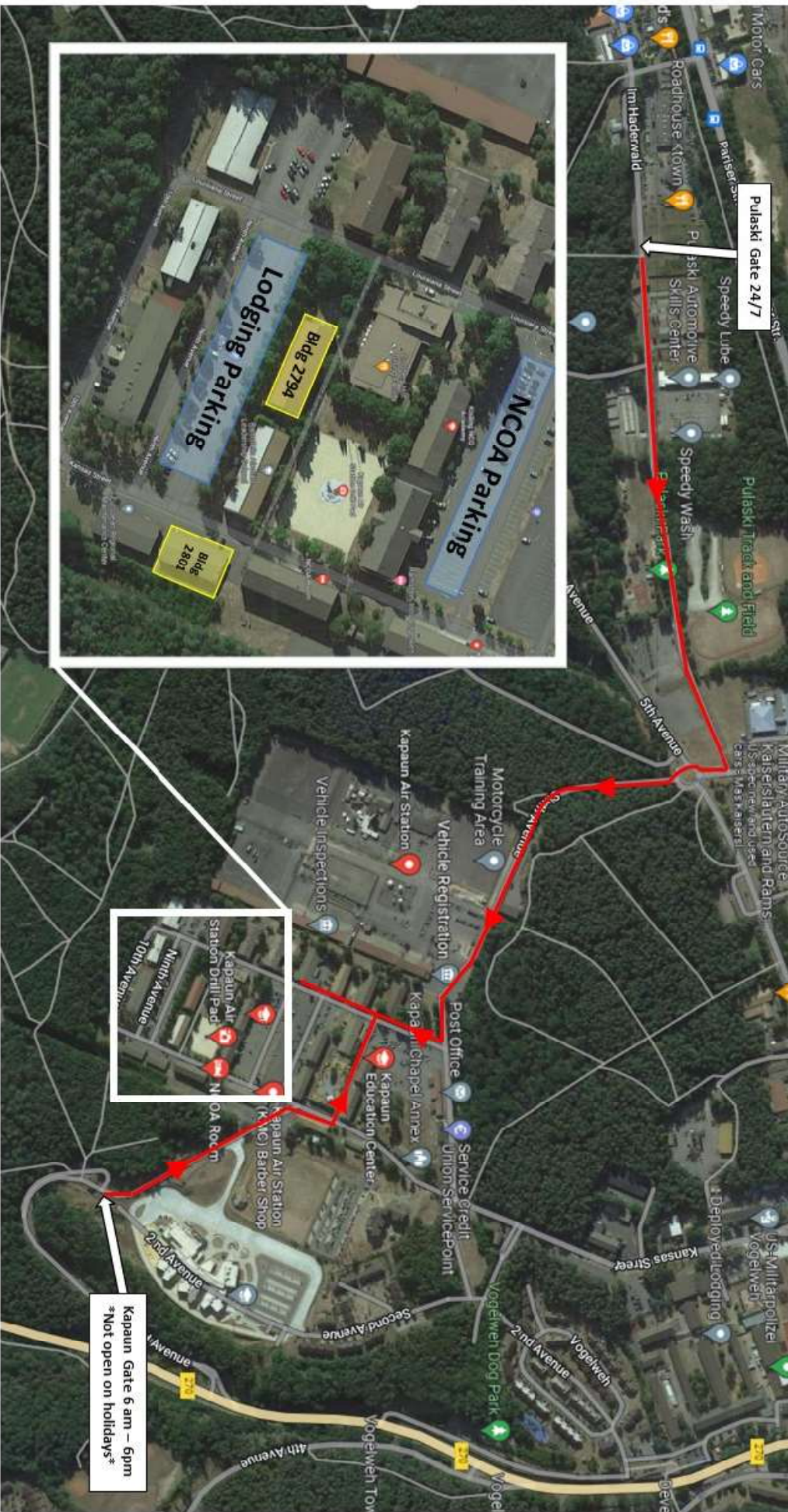
Chief Master Sergeant of the Air Force Richard D. Kisling

Chief Kisling was born in Mapleton, Iowa, and graduated from Castana High School in May 1941. He entered the U.S. Army in July 1944 and served overseas in the European area with the 3rd and 88th Infantry divisions. In April 1947, he reenlisted in the Army Air Corps and was assigned to the Mobile Training Unit, Chanute Field, Ill. When the Air Force became a separate military service in 1947, he transferred to the Air Force and was in the personnel field during most of his career.

Kisling became Chief Master Sergeant of the Air Force on 1 October 1971, and retired on 30 September 1973. Upon his retirement, Chief Kisling continued serving the U.S. Air Force as a civil servant assigned to the Air Staff. He served on the staff of the deputy chief of staff personnel from April 1975 to October 1982, and with the staff of the deputy chief of staff administration from November 1982 until his retirement from civil service on 20 May 1985. Chief Kisling passed away on 3 November 1985 at Malcolm Grow Medical Center, Andrews Air Force Base, Maryland, as a result of amyotrophic lateral sclerosis.

His contributions and dedicated service to the Air Force and country spanned more than 40 years — as a leader, a spokesperson and a great friend of the enlisted corps.





Pulaski Gate 24/7

Kapauun Gate 6 am - 6pm
Not open on holidays

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