



KISLING NONCOMMISSIONED OFFICER ACADEMY



EDUCATE – MOTIVATE – CULTIVATE – INSPIRE

MISSION

**Educate and develop
enlisted warfighters to
lead teams in joint
multi-domain
environments**

VISION

**Facilitate diverse and
inclusive Enlisted
Professional Military
Education.**

STUDENT RESPONSIBILITIES

Once entered into a resident Enlisted Professional Military Education program, students must understand attendance is mandatory and designed to prepare them to assume more responsibility as they achieve greater rank. In order to achieve success, students must be actively engaged in the learning process, adhere to class schedule attendance requirements and engage in the learning process by completing all homework, objectives, performance and remediation assignments on time. Students will not be excused for routine appointments, ceremonies or unit functions during duty hours. Routine appointments whether personal or medical must be rescheduled prior to Day 1 or after graduation. In class, students will listen actively, think critically and willingly discuss lesson principles in class. They must also practice and complete curriculum requirements while also participating in group activities. It is incumbent upon the student to put forth the effort necessary to achieve all learning objectives. This effort will lead to mastery of EPME curriculum material and ultimately to success as an Air Force NCO and future Senior NCO.

UNIFORM REQUIREMENTS

There are no clothing sales on Vogelweh or Kapaun, and members are highly encouraged to 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, and it is **LIMITED**.

Required uniform items are listed below. Unless otherwise indicated on the class schedule, OCP or equivalent will be the primary uniform of the day (UOD).

- ❖ OCP or equivalent (Primary UOD)
- ❖ Blues
 - Full Service Dress
 - Blues any combination
 - Graduation will be in Service Dress Uniform (Class A).
- ❖ PT uniform
 - Mock PT testing will be completed within the first 5 days of education.
 - There will be a morale wear flight event where students are authorized to wear personal black, blue, or grey shorts or sweatpants. Shorts will be modest in length and spandex shorts/pants are NOT AUTHORIZED.
- ❖ Morale Wear (Smart casual w/Flight gear)
 - Option to purchase flight shirt and/or sweatshirt
 - Jeans, capris, shorts, skirt, khakis are authorized
 - NOT AUTHORIZED: ripped, torn, frayed, patched clothing, spandex shorts/pants, open toe shoes/crocs, house shoes/slippers, slides, sweatpants/shorts, rompers, extremely short skirts/shorts, or any garments which are revealing or contain obscene, profane, or lewd words/drawings.

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. 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 Kising NCO Academy or the United States Air Force. Reserving transportation while attending Kising NCO Academy is the responsibility of the member.

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