



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 628TH AIR BASE WING (AMC)  
JOINT BASE CHARLESTON SC

4 February 2026

MEMORANDUM FOR JOINT BASE CHARLESTON PERSONNEL

FROM: 628 ABW/CC

SUBJECT: Civilian Opportunity – Airman Leadership School Attendance

1. **PURPOSE:** Joint Base Charleston’s Airman Leadership School (ALS) is open to DoW civilian employees on a voluntary basis. Up to three civilians may attend each 24-day class to enhance their leadership skills and receive an introduction to Air Force culture.
2. **ELIGIBILITY:** In accordance with DAFI 36-2685, *Total Force Enlisted Developmental Education*, eligible DoD civilians may participate in enlisted professional military education. Eligibility extends to Appropriated Fund career appointment or career-conditional appointment civil servants (non-probationary), with at least 12 months of time in federal service, with a minimum of satisfactory performance (performance should be considered when determining participation). Prior-Service civilian employees who have completed ALS or equivalent level PME are ineligible. Time in service must be as of nomination due date. Candidates will be chosen from one of the following Grade Levels: GS (4-9), NK (I-II), NJ (I-II), WG (1- 8), WL (1-9), NA (1-11), NS (1-7), NL (1-5), NF (1-3).
3. **PROGRAM COMPLETION:** Upon successful completion, civilian graduates receive 192 training hours and a course completion certificate. Eligibility for awards requires meeting all course objectives, including physical fitness.
4. **COURSE SELECTION PROCESS/REQUIREMENTS:**
  - a. The official call for civilian applications, along with the course schedule, will be released prior to the academic year. Applicants may select a primary and alternate class.
  - b. Commanders/Directors (or equivalent) will staff an endorsement memo and 2-page resume for each candidate to the ALS Commandant [628fss.fsd.als@us.af.mil](mailto:628fss.fsd.als@us.af.mil) for coordination/approval IAW established deadlines. Selected applicants and their respective leadership will be notified NLT 30 calendar days prior to the class start date.
  - c. Selected civilians will be held to the same academic and professional standards as military students. Physical fitness is encouraged but not required to graduate. Please note, however, that participants must complete all physical fitness requirements to be eligible for awards.
  - d. Once enrolled, administrative supervision will transfer to the ALS Commandant while in attendance. Time and attendance will be coordinated with the member’s owning unit.
  - e. Daily appearance will be clean, in good repair, presentable, and wrinkle/lint free.
    - (1) Operational Camouflage Pattern (OCP) = business casual (no jeans; attire must be neat, clean and present a professional image)

- (2) Service Uniform (SU) = business casual
- (3) Service Dress (FSD) = business wear (coat and tie)
- (4) Semi-Formal = formal wear (tuxedo, business suit, or / long dress).

f. The core curriculum areas are Leadership Skills, Supervisory Skills, Communication Skills, Problem Solving Skills, Military Studies, & Course Orientation. These areas include team-building exercises, simulation exercises, and time for personal health and wellness to help maintain an appropriate level of physical fitness.

g. A typical academic day will begin at 0800 and end at 1700, with a one-hour lunch. These hours may vary based on daily schedule and physical training requirements and are subject to change throughout the course.

h. If release is required for any reason, the ALS Commandant will release the student back to his or her work center.

i. ALS is prepared and equipped for applicants who may have any needs that may be physically limiting. Civilian applicants will need to disclose all limitations during the nomination process and request accommodation if needed. These requests will be coordinated with 628 FSS/FSC and accommodation will be granted if possible.

5. Specific questions may be addressed to MSgt Kaitlyn Patton, 843-963-3525 or [kaitlyn.patton@us.af.mil](mailto:kaitlyn.patton@us.af.mil).

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JASON H. PARKER, Colonel, USAF  
Commander

Attachments:

1. Sample Endorsement Memo
2. Airmanship 400 (ALS) In-Resident Course Syllabus