



DEPARTMENT OF THE AIR FORCE  
I.G. BROWN TRAINING AND EDUCATION CENTER  
McGHEE - TYSON ANGB, TN 37777

FY 2016

MEMORANDUM FOR AIR NATIONAL GUARD INSTRUCTOR CERTIFICATION PROGRAM

FROM: I.G. Brown Training and Education Center/MED  
416 I.G. Brown Drive  
McGhee Tyson ANGB, TN 37777

SUBJECT: Instructor Certification Program Course (ICP) ANGC ICP

Welcome to the Instructor Certification Program (ICP) at McGhee-Tyson ANGB, TN. The following is useful information to make your arrival and stay as pleasant as possible.

The ANG Training and Education Center webpage provides valuable information for this course and the local area. Remember this is a small Air National Guard Base and we do not provide many of the amenities of a typical Air Force active duty base. See additional information at <http://www.angtec.af.mil/> or access the ICP site at <http://www.angtec.af.mil/units/mediaandengagementdivision/careerenhancementprograms/index.asp>

Be aware when acquiring a taxi for transportation to the base that not all taxi companies will take you past the main gate, which is about a mile from the billeting office. **BE SURE TO ASK THE TAXI IF THEY WILL TRANSPORT YOU ALL THE WAY TO THE BILLETING OFFICE.** Taxi fares vary by company but you can expect to pay anywhere from \$20 to \$30 fare to the base.

**Billeting is ZERO cost at McGhee Tyson, and reservations have been made for you already. YOU DO NOT NEED TO MAKE BILLETING ARRANGEMENTS.** Please report to billeting (Bldg 412) the day prior to class start date. Billeting is open from 0630 to 2300. If you do not check into billeting during this time frame a room key will be left for you at the main gate.

**You are the only person authorized to occupy quarters on base. Also, be aware that due to current constraints, you will most likely have a roommate.** Please do not bring any family members or friends to stay with you because you will be placed off base. A non-availability slip from billeting will not be issued, and lodging cost will be at your own expense. *In addition, a welcome package will be waiting for you at the billeting office with information (classroom/building number, reading assignments, schedule, etc.) for your first day of class.*

ICP is a two-week course; the duty day will be from 0800 to 1645. Please DO NOT make travel arrangements to leave prior to 1600 on the last Friday.

**The Uniform of the Day for this course is mandatory. Be prepared to wear any combination of blues service uniform, including service dress, to be worn on specified days during the class, without exception.**

**For Monday, ABU's or flight suits will be the Uniform of the Day.** PLEASE CHECK YOUR UNIFORMS FOR COMPLIANCE WITH AFI 36-2903, PRIOR TO ARRIVAL. Civilian students will wear appropriate civilian attire according to their normal daily duties.

**Computer access is necessary for completion of the course. It is HIGHLY encouraged for you to BRING YOUR OWN LAPTOP or a Gov Issue Laptop** to create lesson plans, visual aids, and access electronic reading materials if preferred, etc. You will be allowed computer access via three Cyber Cafés while here, during regular hours.

You will be required to develop two lesson plans during the course, we encourage you to bring any lessons and/or materials you would like to work on. Laptops will be allowed for use during lesson plan development hours.

Students will also need a copy of AFMAN 36-2236, Guidebook for Air Force Instructors, November 2003, *Listening Effectively and Speaking Effectively*, for daily assigned readings. Students should bring copies with them which fits their learning style; i.e. paper or electronic. A very limited number of paper copies will be available for classroom use during the course; it is recommended students have their own copy for highlighting notes, etc.

McGhee-Tyson has a strict no smoking policy for students attending any course. Times and places to smoke will be explained during your in-brief.

The dining hall is open for breakfast 0545-0800 (\$3.45); lunch 1045-1300 (\$5.55) and dinner 1645-1830 (\$4.85). The dining hall is open seven days a week to include holidays.

For any medical issues, the McGhee Tyson medical clinic can be found in Bldg. 420 (lower level directly below Dining Facility). Sick call hours are from 0800 – 1000 and 1300 – 1500. For further information, please call (865) 336-4277.

The TEC offers a Multi-Purpose Activities Facility (Wilson Hall), which contains a full size basketball court, free weights, cardio room, spinning rooms, an aerobic room and an outdoor quarter-mile track located adjacent to the facility. Wilson Hall is open Monday – Friday from 0700 – 1630, however, a building key can be signed out for expanded hours of operation. **Please bring approved Air Force PT uniform with you.**

Running/Jogging/Walking is permissible on base. Headphones are not authorized when using any road route and reflective belts are required during periods of low light.

For those students with POVs, the driving speed on McGhee Tyson is 35 mph upon entering the main gate and is reduced to 25 mph about a quarter mile beyond the main gate. The speed limit maintains at 25 mph for the rest of the base.

***\*Please ensure that you do not bring any weapons with you to McGhee Tyson ANGB. Any weapons brought to the base must be stored with Security Forces for the length of your stay.***