CMSGT PAUL H. LANKFORD EPME CENTER

AIRMAN LEADERSHIP SCHOOL

AND

NONCOMMISSIONED OFFICER

ACADEMY

Current 24 October 2016

Table of Contents

CMSgt Paul H. Lankford EPME Center Mission	3
Getting Ready to Attend	4
Pre-Arrival Checklist	4
School Contact Information	4
In-Processing	5
Facilities	5
Information Technology (NCOA specific requirements	6
General Information	8
Medical Issues/Treatment	9
Uniform Requirements	10-11
Anticipated Expenses	11
Mandatory Student Information	12

CMSgt Paul H. Lankford EPME Center

The purpose of this guide is to give the student the necessary information for a successful PME experience. Whether attending ALS or NCOA, (in-residence or distance learning the information contained in the following pages provide students with important information about the course attendance and pre-arrival requirements.

I.G. Brown Training and Education Center Mission

Develop Airmen by delivering efficient and effective professional military and continuing education.

Vision

Premier Training and Education Center that provides world-class Professional Military Education and Professional Continuing Education which delivers exceptional value to the Air Force.

Core Values

Integrity First

- Be responsible; a person of true integrity acknowledges his or her duties and acts accordingly
- Be accountable; not only for your actions, but the actions of your subordinates
- Have self-respect; behave in a manner that brings credit upon yourself and the Air Force

Service Before Self

- Follow rules; adhere to all standards, regulations and instructions in duty performance
- Respect others; look out for your Wingman/subordinates, a failure for one is a failure for all

Excellence In All We Do

- Exceed to Succeed; reinforce the highest standards, which maximize the Air Force's effort
- Focus on mission completion; every task is significant

GETTING READY TO ATTEND

Many students attend ALS/NCOA without any prior preparation and some students have been out of the academic arena for some time and may need to brush up on some basic skills. Our experience has shown students with poor English grammar and reading skills have a difficult time meeting academic standards. Students selected to attend ALS/NCOA need to evaluate their reading and English expression skills upon notification of attendance. A review of basic English would be helpful for all students in preparation for writing assignments. Ask to take the Air Force Reading Assessment Test (AFRAT) from your Force Development Office. This test will show your reading comprehension level.

PRE-ARRIVAL CHECKLIST

_____ Orders (2 copies minimum)

_____ **Profiles-AF form 422's must be approved and coordinated with the Director of Education 30 days prior to class start date.** Coast Guard students: bring your equivalent. If these are not pre-coordinated and approved by the Commandant as required, you will be returned to your home station.

_____ PT assessments must be printed out and current for the duration of the class. If it expires in a month it will be considered noncurrent on the first day of the following month. Example: PT assessments due 15 May are good until 31 May and noncur rent 1 June. Understanding AFFMS issues, if a print out isn't available, please bring your current, signed graded form as documentation.

_____ The uniform of the day for day 1 will be ABU's.

_____ Students are highly encouraged to bring their own personal laptops/tablets for assignments and research. SEE PAGE 6 FOR REQUIREMENTS

_____ Cash (see list of anticipated expenses).

_____ Completed "Mandatory Student Information" form (located at the end of this packet)

SCHOOL CONTACT INFORMATION

If there is an emergency and your family or your office needs to contact you, they can call the school at DSN 266-3539/266-3521 or commercial (865) 336-3539/3521. The school has fax capability, and it is for official use only, DSN 266-3531, commercial (865) 336-3531. When items are faxed, please ensure your flight and/or instructors name is on the cover sheet.

Student mailing address:

Rank/Name/School (ALS/NCOA and Flight)
400 I.G. Brown Drive
McGhee Tyson ANGB, TN 37777

IN-PROCESSING

IN-PROCESSING LODGING - All students will report to the Lodging Office one day prior to class starting. Billeting arrangements are accomplished by the school. If you are replacing someone, please have their name available. Once you receive your room, pick up your student packet. This contains pertinent information (i.e. course schedule) about the particular school you are attending. ***Please read all material contained in the packet prior to the first day of training.*** There is no cost for lodging.

IN-PROCESSING FIRST DAY OF CLASS - Check your student in-processing packet that you receive upon arriving at lodging, to determine the in-processing location. The duty uniform for day one will be ABU's. Bring at least two copies of orders assigning you to the school and all the material in your packet to day one in-processing. *** You must process through your formal training manager and FSS prior to attending this class.***

FACILITIES

LODGING - McGhee Tyson ANGB lodging office is open 24-hours a day. Students are housed in one of three dormitories. The dormitories have a common room which has a television, microwave and a coffee pot. Student rooms are double occupancy, with each having its own bathroom. Each room has two beds, dresser, desk, built-in lockers (bring your own lock), sink, refrigerator, clock radio, television, telephone, ironing board, and iron. NOTE: You will need to bring dishes, utensils, etc. in order to use the microwave.

LAUNDRY FACILITIES - Washers and dryers are available in each dormitory for those students who want to do their own laundry at no cost. You will need to bring/purchase laundry supplies. Commercial laundry and dry cleaning services are available at the Base Exchange, which is within walking distance of the campus.

CLASSROOMS – The classrooms are divided between ALS and NCOA. There is a student break room, where beverages and snacks are available for cash purchase.

BASE EXCHANGE – McGhee Tyson ANGB has a small AAFES shoppette which includes a class six, limited clothing sales, and a gas station.

ACTIVITIES BUILDING/GYMNASIUM – The Center operates a multipurpose facility used for fitness as well as EPME events/briefings. It has two basketball courts, cardio room, Nautilus weight training equipment, free weights, co-ed sauna, men and women's locker rooms and an outdoor running track located adjacent to the building.

INFORMATION TECHNOLOGY

The I.G. Brown Training and Education Center has a student resource center with a total of 32 computers for students to use while attending ALS or NCOA. Students can use computers to meet curriculum requirements. All computers (student resource centers) have access to Microsoft Office, Internet and printers. Students attending ALS/NCOA who intend to use the computers must have an Air Force Portal Account.

It is highly recommended students bring their own laptop or tablet to complete assignments.

FOR NCOA - ILE Course

Please update or create your account in the Air University (AU) Portal if you have not already done so. Ensure your information is up-to-date in the AU Portal before arrival to the NCOA. Accessibility to the NCOA course material and accountability will be based on the information you provide in the system.

The AU portal can be accessed at: LINK

PERSONAL SYSTEM REQUIREMENTS
For accessing the lesson management system

	Minimum	Recommended
Operating System	Windows 7, Mac OSX: 10.7 or later	Windows 8.1, Mac OSX 10.11 or later
Processor	2 GHz processor	4 GHz or faster processor
Memory	4 GB of RAM or higher	8 GB of RAM or higher
Monitor Resolution	1024 x 768	1024 x 768 or higher
Free Hard Disk Space	20 GB of free disk space	
Wireless	WPA2 Personal Encryption capable (802.1x)	WPA2 Personal Encryption capable (802.1x)
Internet Browser**	IE9, Safari 4, Chrome or Firefox	IE11, Safari 5, Chrome or Firefox
Word Processing Program	Any word processing program that will the ability to save documents in PDF format	
Antivirus	Any up to date antivirus	
Acrobat Pro		Version 9+
CAC Reader		Ability to use with operating system
Adobe Acrobat Reader		Version 9+

FOR NCOA - ILE Course (cont.)

PERSONAL SYSTEM REQUIREMENTS
For accessing the lesson management system

MOBILE DEVICES

Devices, such as, the Apple iPad, Android Tablets, or Windows surface, it is highly recommended that you bring a keyboard and mouse that will connect to these devices since you will be required to compose several essays. External keyboards or mice will not be provided by the schoolhouse for these devices.

Wireless	**WPA2 Personal Encryption capable (802.1x)**	**WPA2 Personal Encryption capable (802.1x)**
Internet Browser**	Mobile IE, Safari Mobile (latest), Chrome or Firefox	
Word Processing Program	Any word processing program that will the ability to save documents in PDF format	
Antivirus	Any up to date antivirus	
Adobe: Acrobat Reader or Adobe Acrobat Pro	Version 9+	

GOVERNMENT SYSTEMS

Governments systems should have the Standard Desktop Top (SDC) v3.5 (with Office 2010) load and the wireless connection turned on prior to coming to the schoolhouse.

Notes:

All software, drivers, and updates must be installed prior to arriving at the schoolhouse.
Any system older than 3 years may not have the processing power to work with our current version of Blackboard and its components.
All users are encouraged to have their local computer admins install Mozilla Firefox.
Smartphones are not considered a viable method to complete the course.

GENERAL INFORMATION

LOCAL DRIVING - The speed limit on base is 25 mph unless otherwise posted. Local driving can be an unpleasant adventure if you're not careful. US HWY 129 (Alcoa Highway) can be very dangerous during peak travel hours. Please use extreme caution when traveling during the hours just before and just after the normal duty day. Drive carefully, wear seatbelts, and be aware of other drivers on the roadways.

ADMINISTRATIVE SUPPLIES - Supplies are an important part of the learning environment. Students should bring, or be prepared to purchase such administrative supplies as pencils, pens, tablets, notebooks, and any other supplies to ensure success.

CHAIN OF COMMAND - There is a chain of command that we ask you to follow. The chain progresses from the Flight Leader, to the Flight Instructor, to the proper superintendent, to the Director of Education and finally to the Commandant.

USE OF TOBACCO PRODUCTS: Students are not permitted to use tobacco products of any kind during academic duty hours. **Students are also prohibited from using tobacco at any time while in uniform.** Students will use tobacco only in designated tobacco areas.

PRIVATELY OWNED WEAPONS: The I.G. Brown Training and Education Center enforces the Privately Owned Weapons policy set forth by the Tennessee Adjutant General, the 134th Air Refueling Wing, and the 134th Security Forces Squadron. Students who arrive with privately owned weapons or ammunition are **required to declare them at the gate**. As availability allows, to include law enforcement officers, the 134th has limited storage for 24-hours while other arrangements can be made. We recommend you contact them directly to check on availability prior to your arrival; 865-336-3274.

You are required to obtain off-base storage for the weapon at your own cost, or make arrangements to have it shipped to an alternate location before being granted access to the base. At no time will you be authorized to store a weapon in your vehicle.

MEDICAL ISSUES/TREATMENT

"Active and full participation" is defined as the unrestricted physical ability to lead or take part in physical fitness exercise, team sports, marching, standing in formation, vocalizing commands, raising or lowering flags, and rendering salutes. Physical fitness activity includes (but are not limited to) running, push-ups, and abdominal crunches, as well as pre-exercise stretching and warm-up.

Effective 01 January 2004, Air Force enlisted members with temporary medical conditions restricting active and full participation in physical performance requirements are ineligible to attend resident EPME schools. Resident EPME school activities include: physical fitness, drill and ceremonies, uniform inspection formations, and other student performance duties as specified in the course requirements (see USAF EPME resident schools and sister service course descriptions).

If the conditions do not limit active and full participation then members remain eligible. **Coordinate AF form 422 with base formal training managers and EPME Director of Education (DE) 30 days prior to class start date. All students will arrive with proper running shoes. Proper running shoes are key to injury prevention.**

If condition is permanent (non-temporary), enlisted members otherwise ineligible may be selected to attend EPME resident schools. Coordinate AF form 422 and/or AF Form 469 with base formal training managers and EPME DE. If the medical condition occurs after the member's school begins, the Commandant will decide if the student is allowed to continue--factors include: medical authority recommendation; missed academic hours; and ability to meet core graduation requirements.

Any enlisted member arriving at a resident EPME school possessing an uncoordinated AF form 422/469 limiting active participation in the EPME school program will be released and returned to their home unit. The member is returned at the unit's expense (costs include travel and per-diem expenses). The *Attendance at USAF PME Course* block on the Form 422 MUST BE MARKED

SICK CALL - If you need urgent care medical treatment you can be seen in the Clinic during sick call hours. Sick Hours are 0800 to 1000 and 1300 to 1500, Monday through Friday. Routine appointments and follow-up care is not available.

QUARTERS/PROFILES - If you're put on quarters or profile by the clinic during ALS/NCOA, you must take the quarters slip and/or profile back to your flight instructor.

EMERGENCY TREATMENT - If you require emergency treatment during class or after duty hours, you'll need to report to Blount County Memorial Hospital. If possible, have a student notify your Flight Leader. You must always take a Wingman with you.

DENTAL APPOINTMENTS - Emergency dental treatment will be handled through the clinic during sick hours. Routine dental appointments are not available.

UNIFORM REQUIREMENTS

Air Force dress and appearance standards must be met. Before reporting to ALS or NCOA, refer to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, for proper wear of uniforms. **Blues (with ALL accouterments) are worn twice a week so please bring enough uniform items to accommodate the academic schedule.**

Students will report to the physical conditioning program in the approved Air Force Physical Training Uniform IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel.* United States Coast Guard and international students, report in equivalent uniform.

FEMALE ITEMS: (Mandatory)	**MALE ITEMS:** (Mandatory)
ABU	ABU
- Trousers	- Trousers
- Shirt	- Shirt
- Sand undershirt without pockets	- Sand undershirt without pockets
- Sage green combat boots	- Sage green combat boots
- ABU cap (No organizational ball caps)	- ABU cap (No organizational ball caps)
- Tan, nylon, web belt	- Tan, nylon, web belt
- Berets (AFSC Authorized)	- Berets (AFSC Authorized)
-Maternity uniform (If authorized)	
BLUES	BLUES
- Service dress jacket	- Service dress jacket
- Slacks	- Slacks
- Skirt	- Blue shirt, short sleeved
- Blue shirt, short sleeved	- Blue shirt, long sleeved
- Blue shirt, long sleeved	- Belt, blue (with silver buckle and tip)
- Belt, blue (with silver buckle and tip)	- Low quarters
- Low quarters (cannot be worn w/skirt) or pumps	- Name tag (silver)
- Name tag (silver)	- Name tag (blue)
- Name tag (blue)	- Undershirt (white V-neck)
- Ribbons (2 sets)	- Ribbons (2 sets)
- Tie Tab	- Tie (blue herringbone tie)
- Occupational/duty badges (2 sets)	- Occupational/duty badges (2 sets)
- Flight cap	- Flight cap
- Berets (AFSC Authorized)	- Berets (AFSC Authorized)
- Maternity uniform (If authorized)	**- ALS: Semiformal/Mess Dress**
- Appropriate ice breaker attire (see next page)	-Appropriate ice breaker attire (next page)
- ALS: Semiformal/Mess Dress	

PHYSICAL TRAINING UNIFORM

PTU/IPTU Jacket
PTU/IPTU Running Pants
PTU/IPTU Running Shorts
Short Sleeved PTU/IPTU Shirt
Optional Long Sleeved IPTU Shirt
Optional IPTU Sweatshirt

-APPROPRIATE UNDERGARMENTS ARE REQUIRED TO BE WORN WITH ALL PTU/IPTU COMBINATIONS

ADDITIONAL ITEMS SUGGESTED FOR FEMALE AND MALE STUDENTS

-Sweater—Pullover or Cardigan
-Sweat suit—(Plastic and rubber suits not authorized)
-Lightweight jacket
- APECS
-Green Fleece Jacket
-Umbrella
-Shower Shoes

ANTICIPATED EXPENSES (all payments are voluntary)

Dining Facility (**Cash only**)

Breakfast:	$3.45
Lunch:	$5.55
Dinner:	$4.85

PT/Morale T-Shirt: $10.00

Ice Breaker: NCOA: $10.00
ALS: $3.00

Event is mandatory, purchase of food is optional
Dress code: Themed and/or collared shirt (no inappropriate graphics/logos
Pants/skirt/shorts (jeans, solid dark blue, black, khaki - no holes/rips)
Closed-toe shoes (preferably sneakers)

Coffee Mess/Snack bar Individual purchase, cash only

ALS Graduation Banquet $25.00
ALS Students only: Event is mandatory, purchase of dinner is optional
Semi-formal/mess dress attire is required for all students/guests

FOUO

Student Mandatory Information

Print Legibly

Student

Rank & Full Name:_____Service Component: _____

PAFSC: _____ MAJCOM:_____Installation: _____

Complete Unit Address:_____

Vehicle: Make_____Model_Color_____Year____ Tag State_____Tag Number _____

Student's Chain of Command

Supervisor

Rank & Full Name: _____ Email address: _____

Mailing Address: _____

DSN Number:_____ Cell Number: _____

Spell out unit name: _____

First Sergeant

Rank & Full Name: _____ Email address: _____

Mailing Address: _____

DSN Number:_____ Cell Number: _____

Spell out unit name: _____

Commander

Rank & Full Name: _____ Email address: _____

Mailing Address: _____

DSN Number:_____ Cell Number: _____

Spell out unit name: _____

Wing Commander

Rank & Full Name: _____ Email address: _____

Mailing Address: _____

DSN Number:_____ Cell Number: _____

Spell out unit name: _____

Command Chief Master Sergeant

Rank & Full Name: _____ Email address: _____

Mailing Address: _____

DSN Number:_____ Cell Number: _____

Spell out unit name: _____

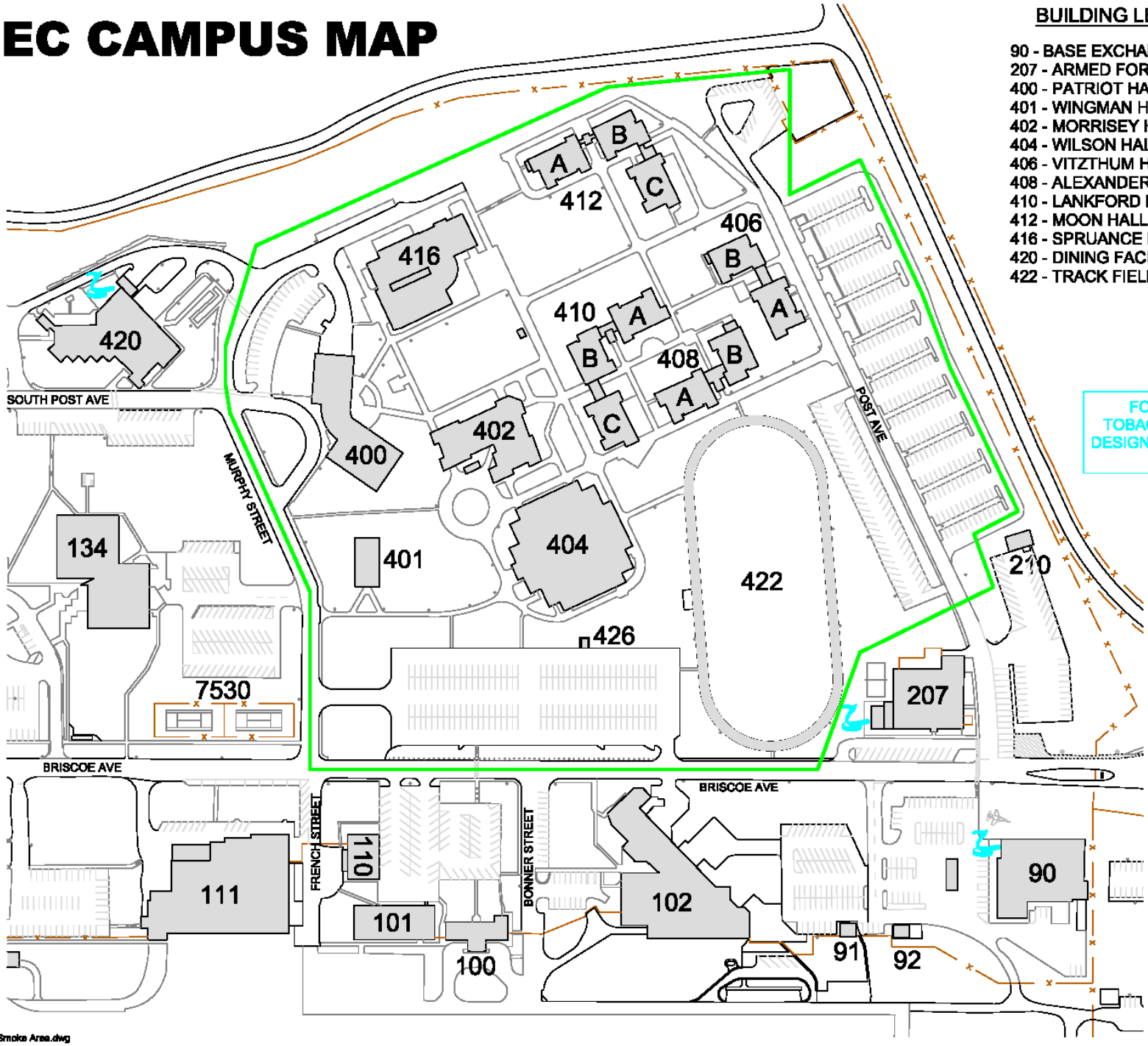
Please ensure you know the names, mailing addresses and phone numbers for the following people: Squadron Commander, First Sergeant, Wing Commander and Command Chief Master Sergeant. You will be asked to provide this information in our database once you arrive at the academy.

The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

TEC CAMPUS MAP

BUILDING LEGEND

90 - BASE EXCHANGE
207 - ARMED FORCES CLUB
400 - PATRIOT HALL
401 - WINGMAN HALL
402 - MORRISEY HALL
404 - WILSON HALL
406 - VITZTHUM HALL
408 - ALEXANDER HALL
410 - LANKFORD HALL
412 - MOON HALL
416 - SPRUANCE HALL
420 - DINING FACILITY / CLINIC
422 - TRACK FIELD



FOR EPME TOBACCO USE IN DESIGNATED AREAS ONLY

NO RUNNING / JOGGING PAST THIS GATE

2015 MASTER PLAN DRAWING DETAIL
McGHEE TYSON ANG BASE, TN

TENNESSEE 134TH AIR NATIONAL GUARD

McGHEE TYSON ANG BASE SITE PLAN
LOUISVILLE, TENNESSEE

134TH Civil Engineering
320 POST AVENUE
McGHEE TYSON ANG BASE
LOUISVILLE, TN. 37777-6210

SCALE: NONE
DATE: 10.29.15
DRAWN BY: SER
FILE: TEC Smoke Area.dwg
SIGN: MAJOR BRIAN AUSTIN

AF-1

SER TEC Smoke Area.dwg
10.29.15

The Airman's Creed

I am an American Airman.
I am a warrior.
I have answered my nation's call.

I am an American Airman.
My mission is to fly, fight, and win.
I am faithful to a proud heritage;
a tradition of honor,
and a legacy of valor.

I am an American Airman,
guardian of freedom and justice,
my nation's sword and shield,
its sentry and avenger.

I defend my country with my life.
I am an American Airman:
wingman, leader, warrior.
I will never leave an Airman behind,
I will never falter,
and I will not fail.