



**NATIONAL GUARD BUREAU**  
I.G. BROWN TRAINING AND EDUCATION CENTER  
McGHEE TYSON ANGB, TN 37777

18 November 2019

MEMORANDUM FOR AIR NATIONAL GUARD INSTRUCTOR CERTIFICATION PROGRAM

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

SUBJECT: Instructor Certification Program Course

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. See additional information in this video:

<https://www.angtec.ang.af.mil/News/Videos/dvppplaylist/40df3d5d0047ac2677b1844bf72777a/dvpcc/false/#DVIDSVideoPlayer3629> .

The Airport is about 3.5 miles from the base. **For navigation purposes, use the following address: 320 Post Avenue, Alcoa, TN 37777** to get you to the billeting office. If arriving after 1830, the dining facility AND other amenities/food will NOT be available.

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 the billeting office (Bldg. 412) the day prior to the class start date – they are open 24 hours a day, 7 days a week. *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.*

Regarding lodging, **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.** Family members or friends are not authorized to stay on base. You may choose to room off base, however, you will NOT be issued a non-availability slip from billeting and lodging cost will be at your own expense. **Lodging does NOT provide toiletries.** Please bring your own hand and body soap and other hygiene items.

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.

ABU's and OCP's will be the Uniform of the Day. You will not need your blues or Air Force PT gear. **PLEASE CHECK YOUR UNIFORM AND PERSONAL ITEMS FOR COMPLIANCE WITH AFI 36-2903 PRIOR TO ARRIVAL.** Some common discrepancies are glasses, backpacks, gym bags, haircuts and hairstyles and jewelry. Civilian students will wear appropriate civilian attire according to their normal daily duties. If you are on a waiver, please bring a copy with you, be prepared to show it to an instructor on day 1 and keep it on your person at all times.

The Instructor Certification Program is a CCAF accredited course awarding 3 credit hours. You will be required to develop two lesson plans during the course. Week 1 is an Informal Lecture on a topic of your choosing, but **must**

*be approved by an instructor.* Week 2 will be a method other than Informal Lecture (such as Demonstration Performance or Guided Discussion). This may require you to teach your peers a skill that takes no more than 5 minutes to complete or guide students through a discussion on a topic they already have a working knowledge of. Same as week 1, you will choose the topic *to be approved by an instructor.* We encourage you to bring any lessons and/or materials you would like to develop for later use. For more information on these methods, refer to AFMAN 36-2236. Students should be prepared/expect to spend time outside of duty hours on studying, reading and lesson plan development. **Please ensure your personal schedules allow for this commitment.**

Students will be provided a Surface Pro Tablet/laptop on Day 1 loaded with all the templates and references needed for the course. You are NOT allowed to download apps or personal email accounts on these laptops. Free Wifi is provided throughout the campus. The surface pros **DO NOT** have CAC readers and are not be connected to the local network. Access to your military email or anything requiring a CAC login is extremely limited.

McGhee-Tyson has a strict no tobacco policy for students during duty hours.

***Please ensure that you do not bring any weapons with you to McGhee Tyson ANGB. Any weapons brought must be stored OFF base in a commercial facility for the length of your stay.***

The Dining Facility (DFAC) is open for breakfast 0545-0800 (\$3.45); lunch 1045-1300 (\$5.60) and dinner 1645-1830 (\$4.85). For the daily menu, call (865) 336-4343. The DFAC is open seven days a week to include holidays. Again, keep in mind, if you arrive to the base after 1800 the Sunday before class, the DFAC will be closed, so you may want to pick up something prior to arriving at the base.

The TEC offers a Multi-Purpose Activities Facility (Wilson Hall), which contains a full size basketball court, cardio and aerobics rooms, and free weights. Additionally an outdoor quarter-mile track is located adjacent to the facility. Headphones are only authorized on the quarter-mile track, not on roads or sidewalks. When using any road route, reflective belts are required during periods of low light.

We look forward to meeting you and having a very successful course. If you have any questions concerning this course, feel free to call me at (865) 336-3803. Have a safe trip and we will see you on the first day of class!

//SIGNED//

MR. LAWRENCE MCCOY, GS-11  
TEC-U Superintendent  
Instructional Development