



Virtual In-Residence - Remote Airman Leadership School And Noncommissioned Officer Academy



TEC/EPME
400 I.G. Brown Dr.
McGhee Tyson ANGB
Louisville, TN 37777

Phone: 865.336.3487
DSN: 266.3487

PRE-ARRIVAL REQUIREMENTS

Complete all instructions on welcome email.

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

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I.G. Brown Training and Education Center Mission

Train and educate today's Airmen for tomorrow's fight.

Vision

The most agile, innovative, and resilient total force training and education provider.



Reporting Procedures

**** You must process through your formal training manager and FSS prior to attending class.****

Week 0 Pre-req — Please log into your Canvas account and review the Day One packet thoroughly. If you have any Canvas account issues, please report them to your CANVAS Account POC immediately (see your POC information below).

CANVAS Account POC:

SSgt Brandi Stephenson

- brandi.stephenson@us.af.mil
Cell: 865-293-6281
- TSgt Susan Parmer
- susan.parker.1@us.af.mil
- Cell: 865-293-6103

ALS Student Ops POC:

- SSgt Brandi Stephenson
- brandi.stephenson@us.af.mil
- Cell: 865-293-6281

NCOA Student Ops POC:

- TSgt Susan Parmer
- susan.parker.1@us.af.mil
- Cell: 865-293-6103

DOE 1 Highlights:

- Mandated briefings from the Commandant, Director of Education, and information from Center Staff
- Canvas check-in

Student Responsibilities

In order to achieve the greatest degree of success, students must be actively engaged in the learning process, adhere to class schedule attendance requirements by completing all homework, objective, performance and remediation assignments on time.



NCO Academy/ ALS System Requirements

Below are recommended system specifications to ensure access to Canvas.

- Operating System: Windows 8.1 or later, latest Mac OSX (minimum Window 8)
- Processor: 2.86 GHz or faster (minimum 2 GHz processor)
- Memory: 8GB of RAM or higher (minimum 4GB of RAM)
- Audio/Visual (webcam) and recording capabilities
- Wireless: WPA2 Personal Encryption capable
- Internet Browser: IE11, Safari 5, Chrome or Firefox
- Word Processing program that will have the ability to save documents in PDF format
- Adobe Reader to open PDF files (Version 9+)

An system older than 3 yrs. may not have the processing power to work with



HIGHLY RECOMMENDED ALS and NCOA VIR-R students have access to a laptop or tablet to complete assignments. For those who do not have their own device, please contact your unit IT/Comm section for a device to use while attending ALS or NCOA. Please make sure that devices being utilized have access to Microsoft Office and a reliable network.

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 class start date.

NCOA/ALS 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 your class start date. Accessibility to ILE course material and accountability will be based on the information you provide in the system.

Air University Portal can be accessed through the AF Portal.

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/ILE 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-Attendance Checklist (Information found on initial welcome email)

_____ Log into AU Portal and verify that the email address located in your "Contact Info" (My Info, Contact Info), has an email address in the "base email" box that you have access to (you can use a personal email address)

_____ Log into your CANVAS account IF you were able to reset your password through CANVAS emails

_____ IF you did not receive an email from CANVAS to reset your password, please contact your POC

_____ Download TEAMS to you device to communicate through video with your instructor, please only download the free version

APPOINTMENTS DURING COURSE: Please schedule appointment before/after duty hours. All appointments need to be coordinated through instructor.

SCHOOL CONTACT INFORMATION

If there is an emergency, please inform your instructor and contact your EPME superintendent at the email below. If you need to have an item faxed, 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.

OFFICIAL MAIL ONLY

Student mailing address:

Rank/Name/School (ALS/NCOA and Flight)

400 I.G. Brown Drive

McGhee Tyson ANGB, TN 37777

CONTACT INFORMATION

Director of Education: jeremy.hunt.2@us.af.mil

Director of Operations: juan.castro.2@us.af.mil

NCOA Superintendent: heather.mcneil@us.af.mil

ALS Superintendent: megan.francolini@us.af.mil