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Paul H. Lankford Enlisted Professional Military Education Center  
400 I.G. Brown Drive  
Louisville, TN 37777

(U) CLASS OPORD 25-03 (Lankford EPME Center)

(U) References:

EPME HANDBOOK (1 January 2025)  
Local Policy

1. (U) **Situation.** The tasked organizations: Noncommissioned Officer Academy (NCOA), and Airman Leadership School (ALS), are 25 and 24 academic day courses, respectively, for USAF enlisted personnel. NCOA and ALS are college accredited and teach concepts to produce more effective Non-Commissioned Officers and future Air Force Leaders. Students that have arrived for DOE (Day of Education) 1 must now participate in class and complete assignments with an overall grade of at least 70% IOT graduate.
2. (U) **Mission.** Execute Class DOE 1 and graduate all eligible students.
3. (U) **Execution.**
  - A. (U) **Concept of Operations.** NCOA and ALS instructors will conduct NCOA and ALS Class IAW NCOA and ALS curriculum and class schedule at Lankford EPMEC. Students will participate in class discussions and activities. Students will also complete all graded assignments.
    - (1) (U) **Commandant's Intent.**
      - (a) (U) **Purpose and End State.** NCOA/ALS courses are executed to provide education and develop students with joint force knowledge and skills for leading, shaping culture, and solving problems.
  - B. (U) **Tasks.**
    - (1) (U) **Students.**
      - (a) (U) **Dress and Appearance standards:** IAW EPME Handbook, ALL STUDENTS will participate in a Service Dress uniform inspection within the first five days of class. USAF Airmen who fail to meet dress and appearance standards IAW DAFI 36-2903 will be released from the EPME program back to their duty station IAW the EPME Handbook.
        1. (U) **DOE 1: All students will report to Wilson Hall (Bldg. 404) in OCP (or equivalent sister-service/international uniform) 0700-0710 DOE 1.**
        2. Additional instructions will be provided at that time.
      - (b) (U) Report to class in person by 0800 on all subsequent duty days. Consult the student schedule for UOD requirements. Report to PT at designated times and locations.

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- (c) (U) Bring a laptop (personal highly preferred) with a working webcam / microphone, as well as a CAC reader (government laptops do not always allow access to course material and may not work).
  - (d) (U) Complete all student readings IAW the student schedule and actively participate in classroom discussions and activities.
  - (e) (U) Complete all assigned tasks relating to flight cleaning, building cleaning, and flight roles, such as flight leader, multimedia NCO, legacy NCO, etc.
  - (f) (U) Follow instructions given by instructors and staff at Lankford EPMEC.
  - (g) (U) Report any issues to the flight leader or instructor.
- (2) (U) **Instructors.**
- (a) (U) Prepare to receive students for instruction
  - (b) (U) Act as supervisor for all assigned students for the duration of class.
4. (U) **Force Sustainment.**
- A. (U) **Concept of Sustainment.**
- (1) (U) Snacks are available for purchase in the student snack bar within the schoolhouses.
  - (2) (U) Students are responsible for procuring lunch time sustenance.
  - (3) (U) McGhee Tyson Dining Facilities (DFAC) are cash only. Students planning to eat at the dining facilities should have cash on hand. ATMs are available in Base Exchange (BX) and in the DFAC. Breakfast (0545-0800): \$4.40, Lunch (1045-1400): \$7.10, Dinner (1645-1830): \$6.10. Total daily per diem is \$17.60 plus \$5.00 incidentals. Total: \$22.60 per day.
  - (4) (U) Personnel are provided a refrigerator in their dormitory and microwave in the student lounge common areas.
  - (5) (U) All student appointments must be cleared with their instructor and will be reviewed on a case-by-case basis.
- B. (U) **Transportation.**
- (1) (U) Students are responsible for transportation to and from the schoolhouse and all NCOA and ALS events unless otherwise directed.
5. (U) **Signal and Communications.**
- A. (U) **Command.**
- (1) (U) **Command Relationships.** Students are the supported force during classes held in FY25, NCOA/ALS instructors, A-1 and A-staff SEL's are supporting.
- B. (U) **Signal.**
- (1) (U) Wi-Fi is provided at all on-campus facilities.

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- (2) (U) Canvas is the learning management system platform utilized for this course. Please find the link here: (<https://a1-ims.okta.com/>). You will need a computer to complete assignments during the course.
- (3) (U) Graduation is now open to all guests. This means that guests can now physically attend the graduation ceremony at McGhee Tyson ANGB. A virtual option for those who are unable to attend, will be provided. Below are the virtual options for graduation (It is your responsibility to send the virtual links to your leadership and/or guests who cannot physically attend, as we do not send them for you).
  - (a) (U) FACEBOOK: <https://www.facebook.com/ANGTECTV/>
  - (b) (U) VIMEO: <https://vimeo.com/event/2889456>
  - (c) (U) Guest Entry Authorization List (EAL) will be provided to students during course by Student Operations.

C. (U) **Communications.**

- (1) (U) The instructor and flight leader are the primary points of contact for student questions during the course.
- (2) (U) Announcements will be posted on Canvas for all students to read.
- (3) The BCEE/A1 e-Canvas Help Desk can be reached via CISCO phones at (210) 565-0102 options 6, 1, 2.
- (4) (U) The Student Operations phone number is (DSN) 266-3559/3558, (Cell) 865-293-6281 / 865-963-7299.
- (5) (U) The Lankford EPMEC First Sergeant phone number is 1-865-742-7640.

(U) OFFICIAL:

//SIGNED//

PAUL A. BUTTS, CMSgt, USAF  
Commandant, Paul H. Lankford EPME Center

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