



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

26 July 2024

MEMORANDUM FOR DISTRIBUTION

FROM: TEC/CO

SUBJECT: Professional military Education (PME) Standards for Participating in Formal Education & Training

1. As we reset our professional military education program to align with Air University priorities, I am sharing Commandant's intent on the standards we expect of personnel attending the Lankford Enlisted Professional Military Education Center, as well as the Barnes Centers role in delivering the Department better leaders and warfighters.
2. Personnel are expected to arrive at the Lankford EPME Center able to meet all course requirements, service standards for dress and appearance and fitness, as applicable. Consistent with Department of the Air Force Instruction 36-2670, Total Force Development, the following conditions are required to attend PME:
 - a. Enlisted members possessing an AF Form 422 identifying temporary physical restrictions are ineligible to attend PME without Commandant approval.
 - b. Airmen must have a current passing Fitness Assessment throughout the duration of the course in order to attend resident professional military education.
3. The PME Commandant is the approving official for requirements outlined in para. 2.a-b. Members who are projected to attend upcoming PME courses must forward necessary documents (AF 422/469, Member Fitness Reports, etc.) **NLT 20 calendar days** prior to the course start date. The Lankford EPME Commandant will review all requirements and render a decision to approve/disapprove a member's attendance no later than 14 calendar days prior to the course start date. All disapprovals will be deferred (without prejudice) to the first available class following requirements being met. Profiles that arise within the 20-day window may be considered on a case-by-case basis.
 - a. Exceptions for attendance may be granted under the following conditions:
 - i. Pregnant or post-partum (within 12 months from delivery) – both, AF Form 422 & 469 is required.
 - ii. Deployed, and unable to complete a FA prior to attendance.
 - iii. Other unique circumstances that require Commandant consideration.
4. In addition to the above requirements, individuals with an approved Religious Accommodation must forward a memorandum endorsed by their unit Commander. The memorandum must validate the existence of a RA as a matter of record and confirm the sanctioned accommodation (e.g., practices, apparel, etc.). It is not necessary to disclose specific details of a member's sincerely held beliefs.
5. All documents shall be sent via (unencrypted) email to ANGTEC.TEC.EPME.Commandant.Org@us.af.mil IAW established timelines listed above. Please include the following subject title in all email correspondence – **LAST, First / Course Number (e.g., ALS-24-X, NCOA 24-X)**. Additionally, students who are approved for attendance are expected to hand carry the above listed documents upon arrival. Members who arrive at the Lankford EPME Center that do not meet attendance requirements may be returned to unit of assignment.
6. Please contact the Deputy Commandant at 865-336-3842 for any questions or concerns about this memo.

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