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

(U) WARNING ORDER 25-03 (Lankford EPME Center – **VIRTUAL CAMPUS**)

(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 Community College of the Air Force (CCAF) accredited and teach concepts to produce more effective Noncommissioned Officers and future Air Force Leaders. Students selected to attend these courses must accomplish the assigned preparation tasks below prior to Day of Education (DOE) 1 to be ready for the execution of the class.
2. (U) **Mission.** Prepare for DOE-1 and execute current class to meet requirements identified in the EPME Handbook. All students are expected to be on Microsoft TEAMS and ready for class at 0750 Eastern Standard Time (EST). Class will begin at 0800 EST for all students, regardless of time zone. Your instructor will give you further instructions once you are online. Students will in-process and receive mandatory briefings at this time.
3. (U) **Execution**
 - A. (U) **Concept of Operations.** Lankford EPME Center Staff will prepare to conduct virtual NCOA/ALS from McGhee Tyson ANG Base IAW Barnes Center for Enlisted Education (BCEE) NCOA/ALS curriculum and class schedule. Students will accomplish assigned preparation tasks prior to class start and receive further instructions for completing the course on DOE 1.
 - (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) **Pre-Class Requirements:**
 - (1) (U) Use an appropriate (non-offensive) personal email account to be used for course content access (military email will not work).

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- (2) (U) Students MUST bring a laptop with a working webcam and microphone, as well as a CAC reader to use for the duration of the course. Personal Laptops are highly encouraged as government laptops do not always allow access to course material.
 - (3) (U) You will need Microsoft Teams. The free version is perfectly effective and acceptable (click on the link here: [Video Conferencing, Meetings, Calling | Microsoft Teams](#)). You will be expected to have your **cameras on during the duty hours**. NOTE: Instructors will need your civilian email address to input you into TEAMS. Please provide this to your instructor when requested.
 - (4) (U) Utilize the database registration link provided in the welcome email to provide required recall roster information prior to DOE 1.
 - (5) (U) ALS STUDENTS ONLY: Complete the mandatory prerequisite reading found at the following link: <https://www.airuniversity.af.edu/Barnes/Airman-Leadership-School/>
- (b) (U) **Uniform Requirements:**
- (1) (U) Must ensure all uniforms meet professional appearance standards IAW DAFI 36-2903 (or applicable sister-service/international guidance) to include any/all interim guidance/policy changes.
 - (2) (U) Must bring complete service dress uniform. ANG students are not authorized to wear State ribbons while attending EPME. Students should also be prepared to wear other combinations of the dress uniform.
 - (3) (U) Must bring OCP (or appropriate sister-service/international utility uniform). Two-piece, OCP pattern flight duty uniforms are authorized, one-piece flight duty uniform not authorized while attending Lankford EPME Center.
 - (4) (U) Must bring official USAF (or appropriate sister-service/international) Physical Training Uniform (PTU). A minimum of two sets of PTU are recommended. Home-unit shirts are not authorized.
- (c) (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.

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(d) (U) **Religious Accommodation Waivers:** Individuals with an approved Religious Accommodation (RA) must forward a memorandum, endorsed by their unit commander, to the Commandant at ANGTEC.TEC.EPME.Commandant.Org@us.af.mil **no later than 10 days prior to class start date.** 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.

(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.

(3) (U) **Student Operations**

- (a) (U) Perform administrative functions for students prior to Class Start Date (CSD).
- (b) (U) Assign flights for classroom.
- (c) (U) Serve as liaison for International Military Student (IMS) and Air Force Security Assistance Training (AFSAT) office.

4. (U) **Force Sustainment.**

A. (U) **Concept of Sustainment.**

- (1) (U) Students are responsible for procuring lunch time sustenance.
- (2) (U) All student appointments must be cleared with their instructor and will be reviewed on a case-by-case basis.

5. (U) **Signal and Communications.**

A. (U) **Command.**

- (1) (U) **Command Relationships.** Students are the supported force during classes. NCOA/ALS Instructors, A-1, and A-Staff SEL's are supporting forces.

B. (U) **Signal.**

- (1) (U) You will need a computer (personal computers work best) with reliable Wi-Fi/internet connection to fully participate and successfully complete this EPME course.
- (2) (U) e-Canvas is the learning management system platform utilized for this course. e-Canvas can be accessed using the following link: (<https://a1-ims.okta.com/>).
- (a) (U) CAC Login Instructions:
 - (1) (U) Click on the link: <https://a1-ims.okta.com/> and click "Sign in with PIV/CAC Card"
 - (2) (U) Click on your authentication certificate
 - (3) (U) Once you are logged in, select the "AUE – Canvas" application.

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- (4) (U) Once you click on the application, you will be directed to your “Dashboard.” If you have not attended an e-Canvas course before, your dashboard will be blank until we add you in the class on the CSD.
- (3) (U) Participation in virtual graduation is required. Virtual graduation is open to your family, friends, and leadership. Below are the virtual options for graduation (it is your responsibility to send the virtual links to your leadership and/or guests 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) **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 e-Canvas for all students to read.
- (3) (U) 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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