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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)

(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.
3. (U) **Execution**
 - A. (U) **Concept of Operations.** Lankford EPME Center Staff will prepare to conduct NCOA/ALS at McGhee Tyson ANGB IAW Barnes Center for Enlisted Education (BCEE) NCOA/ALS curriculum and class schedule. Students will accomplish assigned preparation tasks prior to arrival and receive further instructions for completing the course upon arrival.
 - (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) **All Students**
 - (a) (U) Accomplish required travel arrangements using the Defense Travel System (DTS). All Line of Accounting (LOA) information will come from student's Force Development Office (FDO) /Unit Training Manager (UTM). DTS assistance will not be provided by the schoolhouse. For more information regarding LOA information contact your UTM or wing formal training office.
 - (b) (U) **Students should arrive and check in at the McGhee Tyson ANG Base Lodging Office (building 405) one day prior to class start. Upon check in, students will be provided with an OPORD which will provide up-to-date reporting instructions for DOE 1.**

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(c) (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.
- (3) (U) ANG students are not authorized to wear State ribbons while attending EPME.
- (4) (U) Should also be prepared to wear other combinations of the dress uniform.
- (5) (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.
- (6) (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.
- (7) (U) Wet weather gear for all uniform combinations is strongly recommended. Cold weather gear is also encouraged as appropriate to seasonal requirements.
- (8) (U) **ALS students** are required to bring semi-formal uniform (mess dress uniform is optional) for the ALS Banquet. Costs to attend the banquet will be discussed upon arrival.
- (9) (U) **NCOA students** are not required to bring semi-formal and/or mess dress uniform unless they plan to attend the ALS graduation banquet.

(d) (U) **Dress and Appearance standards:** IAW EPME Handbook, ALL STUDENTS will participate in uniform inspections 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) Uniform inspections will be accomplished in BOTH service dress and utility uniforms.

(e) (U) **Fitness Standards:** IAW EPME Handbook, all students will also arrive prepared to take a readiness assessment within 5 duty days of class. The readiness assessment is administered IAW U.S. Air Force Fitness Assessment standards. U.S. military students (all branches and components) who fail to pass the readiness assessment will be released from the EPME program back to their duty station IAW the EPME Handbook and applicable Barnes Center policy.

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- (1) (U) If you are on a waiver or profile which limits physical activity, **you must email a copy of the waiver to the Commandant at ANGTEC.TEC.EPME.Commandant.Org@us.af.mil no later than 10 days prior to class start date.** IAW DAFI 36-2670, enlisted members with temporary physical restrictions are ineligible to attend resident professional military education without commandant approval.
- (f) (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.
- (g) (U) Use an appropriate (non-offensive) personal email account to be used for course content access (military email will not work).
- (h) (U) Utilize the database registration link provided in the welcome email to provide required recall roster information prior to DOE 1.
- (i) (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.
- (j) (U) Review and familiarize yourself with the provided base map.
- (k) (U) (ALS STUDENTS ONLY) Complete the mandatory prerequisite reading found at the following link: <https://www.airuniversity.af.edu/Barnes/Airman-Leadership-School/>.
- (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 arrival.
- (b) (U) Arrange lodging for students.
- (c) (U) Assign flights for classroom.
- (d) (U) Serve as liaison for International Military Student (IMS) and Air Force Security Assistance Training (AFSAT) office.

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

- (1) (U) Lodging accommodations have been pre-booked, simplifying students' arrival process. A lodging reservation number is not provided since lodging is provided at no cost to the member and unit. Students will report to lodging and have a room assigned to them.
 - (a) (U) The lodging office is open 24/7.
- (2) (U) Snacks are available for purchase (cash only) in the student snack bar within the schoolhouse.
- (3) (U) Students are responsible for procuring lunch time sustenance.
 - (a) (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 area.
- (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) Transportation services onto the installation are not provided, plan travel accordingly. If commercial transportation services are purchased, and the driver does not have access to drive on the base, the student will be expected to walk to the lodging office from the front gate (1/2 mile).

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

- (1) (U) Wi-Fi is provided at no cost in all on-campus facilities.
- (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/>).
- (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>

B. (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