

**Welcome to the
CMSgt Paul H. Lankford
Enlisted Professional Military
Education Center**



**STUDENT INFORMATION
PACKET FOR **IN-RESIDENCE** COURSES**

IN-PROCESSING INFORMATION

PRE-PROCESSING REQUIREMENTS:

All personnel are expected to arrive with the ability to meet course requirements, service standards for dress and appearance, fitness, and joint Service requirements, as applicable. All personnel will perform a mock fitness evaluation within the first week of arrival at McGhee-Tyson ANGB for EPME.

IF YOU ARE ON A PROFILE (of any type), PLEASE SEND TO:
SMSgt Jesse Ball (jesse.ball.2@us.af.mil)

(Please note: **Deferments (inability to attend/commit) must be routed through your squadron leadership and to the base Formal Training Manager as soon as possible.)

Course Expectations and What to Bring:

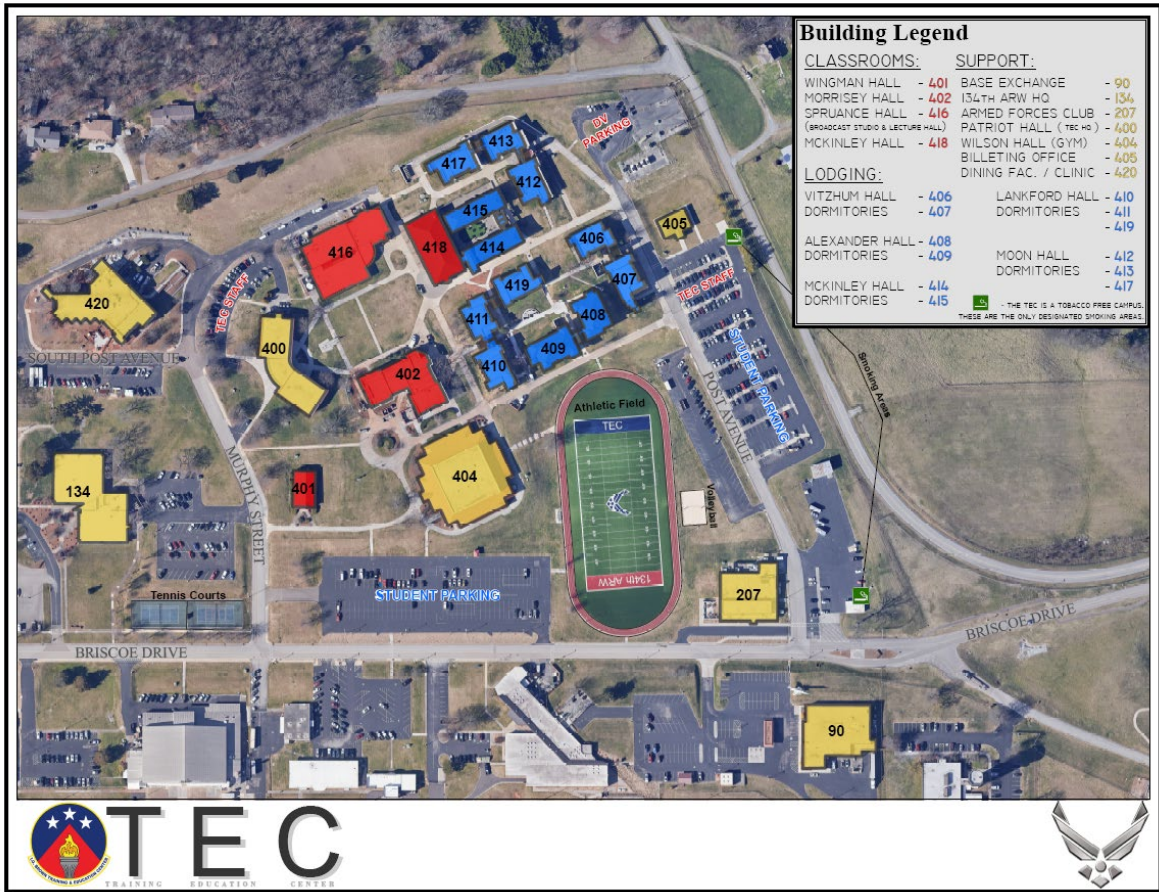
******This course WILL BE completed at McGhee Tyson ANGB, Tennessee******

- The duty day is from at 0800 – 1605.
- Uniform of the Day will be Operational Camouflage Pattern (OCP's), unless otherwise identified. Two-piece flyer OCPs are authorized, 1-piece flight suits are not. You will need to bring your Service Dress Uniform for Graduation and Class photos. All ribbons and occupational badges are required with Service Dress. You will also need to bring your Physical Training (PT) gear to wear during fitness hours (PT can be 3 times per week, you are advised to bring enough PT gear for multiple days).
- **YOU WILL NEED TO BRING A COMPUTER WITH YOU TO UTILIZE THROUGHOUT THE COURSE (personal computers work best).**
- 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.
- Graduation is now open to all guests. This means that guests can now physically attend the graduation ceremony at McGhee Tyson ANGB. We also have a virtual option for those who are unable to attend. 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).

FACEBOOK - <https://www.facebook.com/ANGTECTV/>

VIMEO - <https://vimeo.com/event/2889456>

BASE MAP



<u>DFAC Operational Hours/Pricing: Open Sunday-Saturday</u>		
Breakfast	Lunch	Dinner
0545-0800	1045-1300	1645-1830
\$4.35	\$7.00	\$6.05

Day Prior to Class Start:

- Ensure you have registered and followed the “Non-CAC” login instructions given to you in the Welcome Email. Although you do have a CAC, you will still need to register using the Non-CAC registration instructions to register your personal email. Once you have created your account, **Canvas Usernames/Passwords will be sent out the day before class starts**).
- Report to the Lodging Office on Post Avenue. (Once you enter the front gate, it will be the first street on the right)
 - **(Note: Please be advised that if you fly into McGhee Tyson Airport, you will need additional transportation to base. There is only one company we are contracted with that will allow the Taxi drivers to come on and off base (see below for company information).**

1-N-ONLY Airport Taxi Service

Phone number: 865-740-8026

Alcoa Highway, Alcoa, Tennessee 37701, United States

Reservations@1nonlytaxi.com

[1 N Only Airport Taxi \(1nonlytaxi.com\)](http://1NOnlyAirportTaxi(1nonlytaxi.com))

- **Taxi’s/ Ubers, and other forms of public transportation will only be able to take you to the front gate. You will have to walk from the front gate to the lodging office.)**
- We make your room reservations for you! Once you arrive at the lodging office, check in at the front desk.
- **There is no cost in DTS for lodging at McGhee Tyson, as lodging is provided free of charge to students.**

Uniform items are the only authorized items to send official mail. Packages may be sent to:

ATTN: (i.e: NCOA F Flight)
First M. Last name
400 I.G Brown Drive
Louisville, Tennessee 37777

*****STUDENTS ARE NOT AUTHORIZED TO BRING FIREARMS ON BASE WHILE ATTENDING EPME.**

Read over your EPME specific prerequisite reading below:

Airman Leadership School Reading

- Air Force Standards
https://static.e-publishing.af.mil/production/1/af_cc/publication/afi1-1/afi1-1.pdf
- Air Force Doctrine Publication 1
Little Blue Book
https://www.doctrine.af.mil/Portals/61/documents/Airman_Development/BlueBook.pdf
- Enlisted Force Structure
https://www.doctrine.af.mil/Portals/61/documents/Airman_Development/BrownBook.pdf
- CSAF ACTION ORDERS to Accelerate Change
https://www.af.mil/Portals/1/documents/csaf/CSAF_Action_Orders_Letter_to_the_Force.pdf

Optional Reading

- CMSAF Reading List 2021:
https://www.af.mil/portals/1/documents/cmsaf_reading_list_2021.pdf
- The Kill Chain: Defending America in the Future of High-Tech Warfare (Highly Recommended)

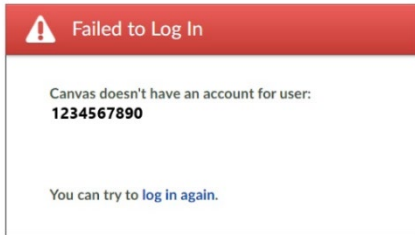
Non-Commissioned Officer Academy Reading

- Air Force Standards
https://static.e-publishing.af.mil/production/1/af_cc/publication/afi1-1/afi1-1.pdf
- Little Blue Book
https://www.doctrine.af.mil/Portals/61/documents/Airman_Development/BlueBook.pdf
- Enlisted Force Structure
https://www.doctrine.af.mil/Portals/61/documents/Airman_Development/BrownBook.pdf
- CSAF ACTION ORDERS to Accelerate Change
https://www.af.mil/Portals/1/documents/2020SAF/CSAF_Action_OrdersLetter_to_the_Force_Dec_20.pdf
- National Military Strategy
<https://dod.defense.gov/Portals/1/Documents/pubs/2018-National-Defense-Strategy-Summary.pdf>
- DOD Cyber Strategy Summary
https://media.defense.gov/2018/Sep/18/2002041658/-1/-1/1/CYBER_STRATEGY_SUMMARY_FINAL.PDF
- DOD Space Strategy
https://media.defense.gov/2020/Jun/17/2002317391/-1/-1/1/2020_DEFENSE_SPACE_STRATEGY_SUMMARY.PDF

Optional Reading

- https://www.af.mil/Portals/1/documents/CMSAF_Reading_List_2021.pdf?ver=fN_RJKL-IUwyW_IsgBelwA%3d%3d
- The Kill Chain: Defending America in the Future of High-Tech Warfare (Highly Recommended)

Frequently Asked Questions:

1. What is the LOA for me to input into my DTS authorization?
 - a. We at the TEC do not provide students a LOA. The students will need to gather the LOA information from their Unit Training Manager (UTM) or Base Education office.
2. Am I authorized a rental vehicle?
 - a. That is not our authorization to make. The students will need to verify from their Authorizing Official if their unit will pay for them to have one here.
3. I am prior service and do not have my blues, and my unit has not issued me mine... do I still need to have my blues when I attend class?
 - a. Absolutely. It is the student's responsibility to ensure they have all the required pieces of clothing, accessories, name tapes, and etc. ready to go prior to the Class Start Date (CSD). All items required are listed in the Reporting Instruction... which the students should have read.
4. I have access to eCanvas but it is showing I am not enrolled into a class.
 - a. Students will create their account but may not have access into a class until a few days prior to class starting/day of. Updates will be sent from Student Operations to ensure students are current with up-to-date information. Do not worry if you see this image below:

 - b.
5. Do I need to call and make my own lodging reservations?
 - a. No, TEC Student Operations ensures all students inbound and, on our roster, will have a room reserved. Students do not need to call and make a reservation.
6. Are there kitchenettes in the dorm rooms?
 - a. No there are not. There is a microwave in the day room area of the students' dorms. Some rooms may have microwaves in the individual rooms.
7. Will I have a roommate?
 - a. That information depends on how many students are inbound. We do not have a list of who will have a roommate/who will not.
8. How do I know what to do for Day-1 Reporting?
 - a. Once you check into lodging, they will have you scan a QR code that will display Day-1 Reporting Instructions to include where to report and UOD.