



Airman Leadership School And Noncommissioned Officer Academy



TEC/EPME
400 I.G. Brown Dr.
McGhee Tyson ANGB
Louisville, TN 37777

Phone: 865.336.3487
DSN: 266.3487

PRE-ARRIVAL

REQUIREMENTS

- **Pre-approved profile**
- **Passing PT Score Sheet; assessment must be current through course completion**
- **Waivers**

The purpose of this guide is to give the student the necessary information for a successful PME experience. Whether attending ALS or NCOA, (in-residence or distance learning the information contained in the following pages provide students with important information about the course attendance and pre-arrival requirements.

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I.G. Brown Training and Education Center Mission

Develop Airmen by delivering efficient and effective professional military and continuing education.

Vision

Premier Training and Education Center that provides world-class Professional Military Education and Professional Continuing Education which delivers exceptional value to the Air Force.





Physical Fitness Eligibility Requirements

IAW AFI 36-2301, *Developmental Education*, dated 16 July 2010: In order to be eligible to attend NCOA/ALS, students must have a passing current AF Fitness Test prior to attending. The assessment must be current through course completion. Members possessing an AF Form 422, *Physical Profile Serial Report*, identifying temporary physical restrictions are ineligible to attend without Director of Education (contact info. Page 11) approval prior to arrival. Students must coordinate all medical profile documentation with their respective Wing Formal Training manager and obtain approval to attend NCOA/ALS NLT 35 days prior to class start date. Prospective students who are injured within 35 days of reporting to NCOA/ALS must make every effort to ensure the AF Form 422 is coordinated prior to arrival. **Any student arriving at a resident EPME school possessing an uncoordinated AF Form 422/469 limiting active participation in the EPME school program will be released and returned to their home unit. The member is returned at the unit's expense (costs include travel and per-diem)**

Physical Training Program

"Active and full participation" is defined as the unrestricted physical ability to lead or take part in physical fitness exercise, team sports, marching, standing in formation, vocalizing commands, raising or lowering flags, and rendering salutes. Physical fitness activity includes (but are not limited to) running, push-ups, and abdominal crunches, as well as pre-exercise stretching and warm-up. Students will report to the Human Performance Program (HP) in the approved Air Force Physical Training Gear IAW AFI 36-2903, Dress and Personal Appearance of Air Force Personnel. United States Coast Guard and international students, report in equivalent uniform.

HP 2 x week



Uniform Requirements

Air Force dress and appearance standards will be met. Before reporting to ALS or NCOA, refer to AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, for proper wear of uniforms. Blues will be worn three times throughout the course, so please bring enough uniform items to accommodate the academic schedule. Ribbons and Occupational Badges are required on Service Dress uniforms. On most days, the uniform of the day (UOD) will be the ABU/OCP, and will be indicated on your class schedule. In order to better prepare you we have provided a comprehensive checklist of mandatory and recommended clothing items on page 10 of this information guide.

Reporting Procedures

**** You must process through your formal training manager and FSS prior to attending class.****

Students are responsible for their travel arrangements. Students who arrive via McGhee Tyson Airport will use a taxi to get to McGhee Tyson ANGB. When requesting a taxi make sure they are “**Authorized On/Off Base**”. Other taxis are available but cannot access the base and will drop you off at the front gate.

In-Processing Lodging — All students will report to the Lodging Office no earlier than one day prior to class starting. Billeting arrangements are accomplished by the school. If you are replacing someone, please have their name available. Once you receive your room, pick up your student packet. This contains pertinent information (i.e. course schedule) about the particular school you are attending. ***Please read all material contained in the packet prior to the first day of training.*** **McGhee Tyson ANGB lodging is not an Air Force Inn, therefore there is no cost to the students.**

First Day of Class — Check your student in-processing packet that you receive upon arriving at lodging, to determine the in-processing location. The duty uniform for day one will be ABU/OCP. **Please bring at least two copies of orders assigning you to the school, In-processing packet, and Mandatory Student Information form to day one in-processing.**

DOT 1 Highlights:

- DOT 1 Starts at 0700 Bldg. 416 Spruance Hall
- Mandated briefings from the Commandant, Director of Education, and information from Center Staff
- Instructor Introductions

Student Responsibilities

In order to achieve the greatest degree of success, students must be actively engaged in the learning process, adhere to class schedule attendance requirements by completing all homework, objective, performance and remediation assignments on time.





Classroom

LODGING - Student Operations will provide a list of students attending prior to class starting. The lodging office is open 24-hours a day for check-in. Students are housed in one of three dormitories. The dormitories have a common room which has a television, microwave and a coffee pot. Student rooms are double occupancy, with each having its own bathroom. Each room has two beds, dresser, desk, built-in lockers (bring your own lock), sink, refrigerator, clock radio, television, telephone, ironing board, and iron. NOTE: You will need to bring dishes, utensils, etc. in order to use the microwave. You will need to bring/purchase hygiene products.

The classrooms are divided between ALS and NCOA. There is a student break room, where beverages and snacks are available for cash purchase.



Morrisey Breakroom

WASH
Dry
FOLD
REPEAT

Washers and dryers are available in each dormitory for those students who want to do their own laundry at no cost. You will need to bring/purchase laundry supplies. Commercial laundry and dry cleaning services are available at the Base Exchange, which is within walking distance of the campus.



McGhee Tyson ANGB has a small AAFES shoppette which includes a class six, limited clothing sales, and a gas station.



The Center operates a multipurpose facility used for fitness as well as EPME events/briefings. It has two basketball courts, cardio room, Nautilus weight training equipment, free weights, co-ed sauna, men and women's locker rooms and an outdoor running track located adjacent to the building.

NCO Academy ILE System Requirements

Below are recommended system specifications to ensure access to Canvas. Wi-Fi will be available for student use in the facility.

- Operating System: Windows 8.1 or later, latest Mac OSX (minimum Window 8)
- Processor: 2.86 GHz or faster (minimum 2 GHz processor)
- Memory: 8GB of RAM or higher (minimum 4GB of RAM)
- Wireless: WPA2 Personal Encryption capable
- Internet Browser: IE11, Safari 5, Chrome or Firefox
- Word Processing program that will have the ability to save documents in PDF format
- Adobe Reader to open PDF files (Version 9+)

An system older than 3 yrs. may not have the processing power to work with



Government Systems

Governments systems should have the Standard Desktop Top (SDC) v3.5 (with Office 2010) load and the wireless connection turned on prior to coming to the schoolhouse.

HIGHLY RECOMMENDED ALS and NCOA ILE students bring their own laptop or tablet to complete assignments. For those who cannot bring their own device, the I.G. Brown Training and Education Center has student resource centers with a total of 32 computers for students to use while attending ALS or NCOA. Students can use resource centers to meet curriculum requirements. Student resource center computers have access to Microsoft Office, Internet and printers. Students attending NCOA/ALS who intend to use the computers must have an Air Force Portal Account.

NCOA ILE Course

Please update or create your account in the Air University (AU) Portal if you have not already done so. Ensure your information is up-to-date in the AU Portal before arrival to ILE. Accessibility to ILE course material and accountability will be based on the information you provide in the system.

AU portal can be accessed at:

<https://auportal.maxwell.af.mil/auportal/sec/logout.AirUniversity>

Copy link into browser

NCO Academy ILE Requirements (continued)

Electronic Devices

Devices such as iPads, Android Tablets, or Windows Slates can be utilized but are ***not recommended***. Bring a keyboard and mouse that will connect to these devices since you will be required to compose several essays. External keyboards or mice will not be provided by the schoolhouse for these devices.

- All software, drivers, and updates must be installed prior to arriving at the schoolhouse.
- Smartphones are not considered a viable method to complete the course.
- All users are encouraged to have their local computer admins install Mozilla Firefox.

General Information

LOCAL DRIVING: The speed limit on base is 25 mph unless otherwise posted. Local driving can be an unpleasant adventure if you're not careful. US HWY 129 (Alcoa Highway) can be very dangerous during peak travel hours. Please use extreme caution when traveling during the hours just before and just after the normal duty day. Drive carefully, wear seatbelts, and be aware of other drivers on the roadways.

ADMINISTRATIVE SUPPLIES: Supplies are an important part of the learning environment. Students should bring, or be prepared to purchase such administrative supplies as pencils, pens, tablets, notebooks, and any other supplies to ensure success.

USE OF TOBACCO PRODUCTS: Students are not permitted to use tobacco products or e-cigarettes of any kind during academic hours. Students are also prohibited from using tobacco at any time while in uniform. Students will use tobacco only in designated tobacco areas.

PRIVATELY OWNED WEAPONS: The I.G. Brown Training and Education Center enforces the Privately Owned Weapons policy set forth by the Tennessee Adjutant General, the 134th Air Refueling Wing, and the 134th Security Forces Squadron. Students who arrive with privately owned weapons or ammunition are required to declare them at the gate. As availability allows, to include law enforcement officers, the 134th has limited storage for 24-hours while other arrangements can be made. We recommend you contact them directly to check on availability prior to your arrival; 865 -336-3274.

You are required to obtain off-base storage for the weapon at your own cost, or make arrangements to have it shipped to an alternate location before being granted access to the base. At no time will you be authorized to store a weapon in your vehicle.

CCAF Credits Awarded:

NCOA 5 hrs.

ALS 9 hrs.

General Information (continued)

SICK CALL — If you need urgent care medical treatment you can be seen in the Clinic during sick call hours. Sick call Hours are 0800 to 1000 and 1300 to 1500, Monday through Friday. Routine appointments and follow-up care is not available.



DENTAL APPOINTMENTS
Emergency dental treatment will be handled through the clinic during sick call hours. Routine dental appointments are not available.

ANTICIPATED EXPENSES (ALL PAYMENTS ARE VOLUNTARY)

Dining Facility (Cash only)	
Breakfast:	\$3.45
Lunch:	\$5.60
Dinner:	\$4.85
HP/Morale T-Shirts	\$10.00
Ice Breaker	NCOA: \$10.00 ALS: \$10.00
Event is mandatory, purchase of food is optional	
Dress Code page 9	
Coffee/Snack Bar	Individual purchase, cash only
ALS Graduation Banquet	\$22.50 PayPal or \$20.00 cash

All ALS students are required to RSVP/ATTEND banquet, purchase of dinner is optional Semi-formal/mess dress is required for all ALS students

De-Coding: DRESS CODES 101

*Quick Guide To Dress Codes And What They Mean for Him & Her
If your invitation says...*

BUSINESS CASUAL



Ice Breakers

ALS Banquet

UNIFORM REQUIREMENTS

Air Force dress and appearance standards must be met. Before reporting to ALS or NCOA, refer to AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, for proper wear of uniforms. Ribbons and Occupational Badges are required on Service Dress uniforms. Mandatory occupational badges are Aeronautical, Space, Cyber, Chaplain, and Missiles. All others, although highly encouraged, are optional therefore not required to be worn in EPME.

Checklist pg. 10

UNIFORM REQUIREMENTS

<u>FEMALE/MALE ITEMS:</u>	<u>FEMALE/MALE ITEMS:</u>
ABU	OCP
<ul style="list-style-type: none"> - Trousers - Shirt - Tan undershirt without pockets - Sage green combat boots - ABU/Patrol cap (No organizational ball caps) - Tan nylon, web belt - Berets (AFSC Authorized) - Maternity uniform (If authorized) 	<ul style="list-style-type: none"> - Trousers - Shirt/ US Flag patch; mandatory; subdued using spice brown (No IR U.S. Flags/ Patches) - Tan undershirt without pockets - Tan or Coyote brown combat boots - OCP/Patrol cap (No organizational ball caps) - Tan 499 rigger style nylon, web belt - Berets (AFSC Authorized) - Maternity uniform (If authorized)
BLUES - FEMALE ITEMS	BLUES—Male Items
<ul style="list-style-type: none"> - Service dress jacket - Slacks/Skirt - Skirt - Blue shirt, short sleeved or long sleeved - Belt, blue (with silver buckle and tip) - Low quarters or pumps - Name tag (silver) - Name tag (blue) - Ribbons (2 sets recommended) - Tie Tab - Occupational/duty badges (2 sets) recommended - Flight cap - Berets (AFSC Authorized) - Maternity uniform (If authorized) - Appropriate ice breaker attire - ALS: Semiformal/Mess Dress 	<ul style="list-style-type: none"> - Service dress jacket - Slacks - Blue shirt, short sleeved or long sleeved - Belt, blue (with silver buckle and tip) - Low quarters - Name tag (silver) - Name tag (blue) - Undershirt (white V-neck) - Ribbons (2 sets recommended) - Tie (blue herringbone tie) - Occupational/duty badges (2 sets rec'd) - Flight cap - Berets (AFSC Authorized) - ALS: Semiformal/Mess Dress - Appropriate ice breaker attire

HP UNIFORM — Weather dependent combinations: Air Force Authorized PT Gear

- PTG Jacket, Pants, Shorts, Short Sleeved Shirt, Optional Long Sleeved Shirt, and Optional Sweatshirt

APPROPRIATE UNDERGARMENTS ARE REQUIRED TO BE WORN WITH ALL PTG COMBINATIONS

ADDITIONAL ITEMS SUGGESTED

- Sweater (pullover or cardigan, Lightweight Blues Jkt, APECS, Sage Green/Coyote Brown Fleece Jkt, Umbrella, and Shower Shoes

GETTING READY TO ATTEND

Many students attend ALS/NCOA without any prior preparation and some students have been out of the academic arena for some time and may need to brush up on some basic skills. Our experience has shown students with poor English grammar and reading skills have a difficult time meeting academic standards. Students selected to attend ALS/ILE need to evaluate their reading and English expression skills upon notification of attendance. A review of basic English would be helpful for all students in preparation for writing assignments. Ask to take the Air Force Reading Assessment Test (AFRAT) from your Force Development Office. This test will show your reading comprehension level.

PRE-ARRIVAL CHECKLIST

_____ Orders (2 copies minimum)

_____ Profiles-AF form 422's must be approved and coordinated with the Director of Education 35 days prior to class start date. Coast Guard students: bring your equivalent. If these are not pre-coordinated and approved by the Director of Education as required, you will be returned to your home station.

_____ PT assessments must be printed out and current passing for the duration of the class. If it expires in a month it will be considered noncurrent on the first day of the following month. Example: PT assessments due 15 May are good until 31 May and not current 1 June. Understanding AFFMS issues, if a print out isn't available, please bring your current, signed graded form as documentation.

_____ The uniform of the day for day 1 will be ABU/OCP

_____ Students are highly encouraged to bring their own personal laptops/tablets for assignments and research (see page 6 for requirements)

_____ Cash (see list of anticipated expenses page 8)

_____ Completed "Mandatory Student Information" form (page 12)

SCHOOL CONTACT INFORMATION

If there is an emergency and your family or your office needs to contact you, they can call the school at DSN 266-3539/266-3487 or commercial (865) 336-3539/3487. The school has fax capability, and it is for official use only, DSN 266-3531, commercial (865) 336-3531. When items are faxed, please ensure your flight and/or instructors name is on the cover sheet.

OFFICIAL MAIL ONLY

Student mailing address:

Rank/Name/School (ALS/NCOA and Flight)

400 I.G. Brown Drive

McGhee Tyson ANGB, TN 37777

CONTACT INFORMATION

Director of Education: ann.r.stokes.mil@mail.mil

Director of Operations: juan.p.casto.mil@mail.mil

NCOA Superintendent: anthony.colon29.mil@mail.mil

ALS Superintendent: charles.w.pugh10.mil@mail.mil

FOUO

Student Mandatory Information

The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

Student

Rank & Full Name: Unit:

Please circle

Service Comp: PAFSC: MAJCOM: Status: Title 10 Title 32

Installation: Complete Unit Address:

Vehicle Make: Model/Color: Year: State/Tag#

Please ensure you know the names, mailing addresses and phone numbers for the following people: Squadron Commander and First Sergeant. You will be asked to provide this information in our database once you arrive at the academy.

First Sergeant

Rank & Full Name:

Email Address: DSN: Cell:

Complete Unit Address:

Commander

Rank & Full Name:

Email Address: DSN: Cell:

Complete Unit Address:

Wing Commander

Rank & Full Name: Email Address:

Command Chief Master Sergeant

Full Name: Email Address:

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