

THE LANKFORD EPME CENTER

AIRMAN LEADERSHIP SCHOOL

AND

NONCOMMISSIONED OFFICER ACADEMY



Student Information Guide

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Introduction

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 satellite) the information contained in the following pages will give the student general and specific information to obtain prior to attending class.

Mission

Educate, inspire and challenge enlisted warriors to meet evolving mission needs.

Vision

A world class organization educating warriors by employing curriculum and delivery methods, inspiring through self reflection and challenging all to excel physically and mentally.

Core Values

Integrity First

- Be responsible; a person of true integrity acknowledges his or her duties and acts accordingly
- Be accountable; not only for your actions, but the actions of your subordinates
- Have self-respect; behave in a manner that brings credit upon yourself and the Air Force

Service Before Self

- Follow rules; adhere to all standards, regulations and instructions in duty performance
- Respect others; look out for your Wingman/subordinates, a failure for one is a failure for all

Excellence In All We Do

- Exceed to Succeed; reinforce the highest standards, which maximize the Air Force's effort
- Focus on mission completion; every task is significant

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/NCOA 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 Base Education and Training Manager (BETM). 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 30 days prior to class start date. Coast Guard and Canadian students, bring your equivalent
- _____ PT assessments must be printed out and current for the duration of the class. If it expires In a month it will be considered non current on the first day of the following month. Example: PT assessments due 15 May are good until 31 May and non current 1 June.
- _____ Copy of current DOD Information Assurance Awareness (Information Assurance Course); for Coast Guard students, this is your Information Systems Security test/training
- _____ Memo from your home unit Security Manager verifying security clearance
- _____ The uniform of the day for day 1 will be Service Uniform

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 or commercial (865) 985-3539. The school has fax capability, and it is for official use only, DSN 266-3531, commercial (865) 985-3531. When items are faxed, please ensure your flight and/or instructors name is on the cover sheet.

Student mailing address:

Rank/Name/School (ALS/NCOA and Flight)
400 I.G. Brown Drive
McGhee Tyson ANGB, TN 37777

Mandatory Information

Print Legibly

Student

-Rank & Full Name: _____ Service Component: _____
-DOB: _____ Race: _____ Gender: _____ DOR: _____
-TAFMSD: _____ CAFSC: _____ PAFSC: _____
- MAJCOM: _____ Installation: _____
-Vehicle: Make _____ Model _____ Color _____ Year _____
Tag State _____ Tag Number _____

Student's Chain of Command

Supervisor

Rank & Full Name: _____
Mailing Address: _____
DSN Number: _____
Org. Spell out your unit: _____

Squadron Commander

Rank & Full Name: _____
Mailing Address: _____
DSN Number: _____
Org. Spell out your unit: _____

Squadron First Sergeant

Rank & Full Name: _____
Mailing Address: _____
DSN Number: _____
Org. Spell out your unit: _____

Wing Commander

Rank & Full Name: _____
Mailing Address: _____
DSN Number: _____
Org. Spell out your unit: _____

Command Chief Master Sergeant

Rank & Full Name: _____
Mailing Address: _____
DSN Number: _____
Org. Spell out your unit: _____

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

IN-PROCESSING

IN-PROCESSING BILLETING - All students will report to the Billeting Office, building 412 C, on the day prior to class starting. Billeting arrangements are accomplished by the school, so if you are replacing someone, please have their name available. Once you receive your room, pick up your student packet in the billeting office lobby. This contains pertinent information (course schedule and “Day One” information) about the particular school you are attending. ***Please read all material contained in the packet prior to the first day of training.***

IN-PROCESSING FIRST DAY OF CLASS - Check your student in-processing packet that you receive upon arriving at billeting, to determine the in-processing location. The duty uniform for day one will be Service Uniform. Bring at least two copies of orders assigning you to the school and all the material in your packet to day one in-processing. *** You must process through your formal training manager prior to attending this class.***

FACILITIES

LODGING - McGhee Tyson ANGB billeting office hours of operation are 0630 to 2300 daily. Students who will be arriving after 2300 must contact the billeting office (DSN: 266-3300) to ensure a key is left at the front gate. Those students picking up keys at the front gate are asked to register with the billeting office the following morning.

Students are housed in one of three dormitories managed by the McGhee Tyson billeting office. The dormitories have a common room which has a television (with cable), microwave and a coffee pot. Student rooms are double occupancy for ALS students and NCOA students, with each having its own bathroom. Each room has two twin-sized beds, dresser, desk, built-in lockers (lockable), sink, refrigerator, clock radio, television (with cable), telephone, ironing board, and iron. Each room has a computer workstation, and a printer is located in the common room. All computers have internet/network access. NOTE: You will need to bring dishes, utensils, etc. in order to use the microwave.

LAUNDRY FACILITIES - 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.

CLASSROOMS – Classrooms are located in Morrisey Hall, building 402. The classrooms are divided between ALS and NCOA. There are student break rooms each having beverage and snack machines.

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

ACTIVITIES BUILDING/GYMNASIUM – Wilson Hall is 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.

INFORMATION TECHNOLOGY

The ANG Training and Education Center has a student resource center with a total of 11 computers for students to use while attending ALS or NCOA. Students can use computers to meet curriculum requirements. All computers (student resource center and individual billeting rooms) have access to Microsoft Office, Internet and printers. It is highly encouraged that students attending ALS/NCOA who intend to use the computers have an Air Force Portal Account. **We require a copy of your current Information Assurance certificate and verification of a valid security investigation from your security manager to operate computers.** If you have any questions please speak with your Client Support Administrator, System Administrator or Security Manager on details to obtain this certificate/report.

GENERAL INFORMATION

MANDATORY SCHOOL FUNCTION- There will be a themed **Meet & Greet**. The cost for the Meet & Greet will be \$9.00 and will be due to your instructor.

-NCOA 13-3 & ALS 13-2-Sports theme-Come dressed as your favorite sports team or sport

-NCOA 13-4 & ALS 13-3--70’s theme

-NCOA 13-6 & ALS 13-4—80’s theme

-NCOA 13-7 & ALS 13-6--Luau theme

-NCOA 13-8 & ALS 13-7—Hollywood theme-come dressed as your favorite character or famous person from Hollywood

***All costumes and outfits must be professional in nature.**

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.

CHAIN OF COMMAND - There is a chain of command that we ask you to follow. The chain progresses from the Flight Leader, to the Flight Instructor, to the proper superintendent, to the Director of Education and finally to the Commandant.

USE OF TOBACCO PRODUCTS: Students are not permitted to use tobacco products of any kind during academic duty 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 will be required to obtain off-base storage for the weapon at their own cost, or make arrangements to have it shipped to an alternate location. No student, to include law enforcement officers, will be authorized to store weapons in their vehicle.

MEDICAL ISSUES/TREATMENT

"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.

Effective 01 January 2004, Air Force enlisted members with temporary medical conditions restricting active and full participation in physical performance requirements are ineligible to attend resident EPME schools. Resident EPME school activities include: physical fitness, drill and ceremonies, uniform inspection formations, and other student performance duties as specified in the course requirements (see USAF EPME resident schools and sister service course descriptions).

If the conditions do not limit active and full participation then members remain eligible. Coordinate AF form 422 with base formal training managers and EPME Director of Education (DE) 30 days prior to class start date. **EXAMPLE:** Temporary medical condition resulting in shaving waiver. All students will arrive with proper running shoes. Proper running shoes are key to injury prevention.

If condition is permanent (non-temporary), enlisted members otherwise ineligible may be selected to attend EPME resident schools. Coordinate AF form 422 with base formal training managers and EPME DE. If the medical condition occurs after the member's school begins, the Commandant will decide if the student is allowed to continue--factors include: medical authority recommendation; missed academic hours; and ability to meet core graduation requirements.

Any enlisted member arriving at a resident EPME school possessing an uncoordinated AF form 422 limiting full and 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 expenses).

The recommendation block on the form 422 MUST BE MARKED (Attendance at USAF PME Course).

EXCEPTION TO POLICY: There may be occasion when the best interest of the Air Force requires an exception to policy. Process all waiver requests through MAJCOM/FOA/DRU EPME managers. All requests are coordinated with resident EPME school Commandant or appointed representative.

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

QUARTERS/PROFILES - If you're put on quarters or profile by the clinic during ALS/NCOA, you must take the quarters slip and/or profile back to your flight instructor.

EMERGENCY TREATMENT - If you require emergency treatment during class or after duty hours, you'll need to report to Blount County Memorial Hospital. If possible, have a student notify your Flight Leader.

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

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.

NOTE: Regardless of AFSC, low quarters/pumps are the only authorized shoes to wear during graduation ceremonies.

Students will report to the physical conditioning program in the approved Air Force Physical Training Uniform IAW AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. United States Coast Guard and Canadian students, report in equivalent uniform.

<u>FEMALE ITEMS:</u> (Mandatory)	<u>MALE ITEMS:</u> (Mandatory)
ABU - Trousers - Shirt - Sand undershirt without pockets - Sage green combat boots - ABU cap (No organizational ballcaps) - Tan, nylon, web Belt - Berets (AFSC Authorized) - APECS -Maternity uniform (If authorized)	ABU - Trousers - Shirt - Sand undershirt without pockets - Sage green combat boots - ABU cap (No organizational ballcaps) - Tan, nylon, web Belt - Berets (AFSC Authorized) - APECS
BLUES - Service dress jacket	BLUES - Service dress jacket

- Slacks
- Skirt
- Blue shirt, short sleeved
- Blue shirt, long sleeved
- Belt, blue (with silver buckle and tip)
- Low quarters
- Pumps
- Name tag (silver)
- Name tag (blue)
- Ribbons (2 sets)
- Tab
- Occupational/duty badges
- Flight cap
- Berets (AFSC Authorized)
- Maternity uniform (If authorized)

- Slacks
- Blue shirt, short sleeved
- Blue shirt, long sleeved
- Belt, blue (with silver buckle and tip)
- Low quarters
- Name tag (silver)
- Name tag (blue)
- Undershirt (white V-neck)
- Ribbons (2 sets)
- Tie (blue herringbone tie)
- Occupational/duty badges
- Flight cap
- Berets (AFSC Authorized)

PHYSICAL TRAINING UNIFORM

PTU/IPTU Jacket
 PTU/IPTU Running Pants
 PTU/IPTU Running Shorts
 Short Sleeved PTU/IPTU Shirt
 Optional Long Sleeved IPTU Shirt
 Optional IPTU Sweatshirt

- SOCKS: WILL BE WHITE AND MAY HAVE SMALL TRADEMARK LOGOS
- FOOTWEAR: CONSERVATIVE (PLAIN, NO BRIGHT/LOUD COLORS OR EXCESSIVE ORNAMENTATION) ATHLETIC SHOES WILL BE WORN
- APPROPRIATE UNDERGARMENTS ARE REQUIRED TO BE WORN WITH ALL PTU/IPTU COMBINATIONS

ADDITIONAL ITEMS SUGGESTED FOR FEMALE AND MALE STUDENTS

- | | |
|---|----------------------|
| -Sweater—Pullover or Cardigan | -Green Fleece Jacket |
| -Sweat suit—(Plastic and rubber suits not authorized) | -Umbrella |
| -Lightweight jacket | -Shower Shoes |

UNIFORM REQUIREMENTS: ABU's are the primary duty uniform; however, there will be service uniform and service dress uniform inspections throughout each ALS or NCOA class. You will wear the Service Uniform on every Monday (that includes day-one of training) during class unless directed otherwise by the Commandant or Director of Education.

