

Personnel

PROFESSIONAL MILITARY EDUCATION

This manual interfaces with AFPD 36-23, and identifies responsibilities for managing officer and enlisted professional military education (PME) for Air National Guard (ANG) personnel. It states procedures for participation in PME. It implements Air Force policies and procedures found in AFPD 36-23, AFI 36-2301 and AFCAT 36-2223.

This manual requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of Records notice F012, AFB, Privacy Act Request File, applies.

1. References, Abbreviations, and Acronyms. See attachment 1.

2. Responsibilities:

2.1. Air National Guard Readiness Center; Manpower, Personnel, and Training Directorate; Training Division (ANG/MPT), 3500 Fetchet Avenue, Andrews AFB MD 20762-5157, DSN: 278-8677.

2.1.1. Establishes policy, provides guidance, and manages ANG officer and enlisted PME programs.

2.1.2. Establishes eligibility and selection criteria for all PME programs.

2.1.3. Convenes central selection boards to designate officers and senior NCOs for resident PME.

2.1.4. Coordinates with HQ USAF/DPPE concerning ANG quotas at Air Force schools and Air Force quotas at ANG schools.

2.1.5. Coordinates with HQ AFRES/DPTS concerning Air Force Reserve quotas at ANG schools.

2.1.6. Serves as the ANG Point of Contact (POC) for joint PME issues.

2.1.7. Manages workdays for students and instructors.

2.1.8. Monitors and issues training line numbers (TLNs) and letters of authorization (LOAs), and coordinates all courses, ensuring compliance with applicable directives.

2.1.9. Determines requirements for and feasibility of alternative delivery formats and methodologies.

2.1.10. Serves as the Office of Primary Responsibility (OPR) for communications between PME program managers and ANG base education and training managers.

2.2. Base Commander:

2.2.1. Ensures unit officers are counseled on officer PME when they are promoted to the grades of 0-2 through 0-5.

2.2.2. Selects members to participate in officer and enlisted resident programs.

2.2.2.1. Selects captains to attend Squadron Officer School (SOS) and recommends officers for Intermediate Service School (ISS) and Senior Service School (SSS).

2.2.2.2. Selects enlisted members to attend Airman Leadership School (ALS) and Noncommissioned Officer Academy (NCOA) and recommends members for Senior Noncommissioned Officer Academy (SNCOA).

2.2.2.2.1. Attempts to send all eligible Senior Airman (SrA) to resident ALS.

2.2.2.2.2. Establishes a selection process/board for NCOA.

2.2.3. Ensures applicants meet eligibility criteria.

2.2.4. Discusses concerns with applicant, i.e., unit and personal impact, benefits, timing, image, and school preference.

2.2.5. Endorses applicant's letter of intent and signs application form when appropriate.

2.2.6. Monitors selectees who are close to their body fat limit. Students who exceed body fat standard upon arrival at school will be sent home at unit expense.

2.2.7. Appoints program and course managers, and selects instructors and facilitators to support local PME programs.

2.2.8. Ensures adequate facilities are designated and maintained.

2.2.9. Authorizes, prescribes, and provides personnel, equipment, and funding as needed.

2.2.10. Manages and administers nonresident PME programs with Base Education and Training Office.

2.2.11. Ensures unit level enlisted PME reports are completed and distributed in accordance with (IAW) established policies.

2.3. Base Education and Training Office:

2.3.1. Serves as the base level POC.

2.3.2. Maintains current copies of:

2.3.2.1. ANGMAN 36-2301, *Professional Military Education*.

AFI 40-502, *The Weight Management Program*.

AFCAT 36-2223, *USAF Formal Schools*.

AFI 36-2301, *Professional Military Education*.

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

2.3.2.2. Resident officer PME and SNCOA application forms.

2.3.2.3. Officer and enlisted PME announcement messages.

2.3.3. Ensures all unit personnel are informed when applications are being accepted for SOS, ISS, SSS, and SNCOA.

2.3.4. Ensures all interested personnel receive a copy of announcement messages.

2.3.5. Reviews all application packages to ensure accuracy and completeness. (See Intermediate and Senior Service School application package checklist).

2.3.6. Forwards required application packages to state headquarters for TAG endorsement.

- 2.3.7. Maintains complete confidentiality on applicants.
- 2.3.8. Ensures ANG/MPTEE is notified immediately when a selectee cannot attend.
- 2.3.9. Ensures ANG/MPTEE is furnished a copy of the Air National Guard Service Agreement on ISS/SSS selectees.
- 2.3.10. Ensures members possess a TLN and confirmation through the PDS system.
- 2.3.11. Ensures members are briefed on financial expenditures, academics, and reporting instructions.
- 2.3.12. Ensures local out-processing checklist requirements are met.
- 2.3.13. Enrolls officers and enlisted members in non-resident courses, i.e. correspondence, seminar, etc.
- 2.4. Program Manager:
 - 2.4.1. ALS Program Manager:
 - 2.4.1.1. Submits annual ALS plan (to include instructor funding) for the next fiscal year (FY) to P MEC/CCNA and ANG/MPTEE no later than (NLT) 31 March.
 - 2.4.1.2. Submits the request for authorization to conduct an ANG ALS course to P MEC/CCNA NLT 60 days prior to class start date.
 - 2.4.1.3. Works with Base Education and Training Manager to submit requests for student TLNs to ANG/MPTEE NLT 60 days prior to class start date.
 - 2.4.1.4. Arranges clerical and administrative support, i.e., preparation of class rosters, AF Form 1256, etc.
 - 2.4.1.5. Assists ALS staff in scheduling adjunct instructors and guest speakers.
 - 2.4.1.6. Submits all pertinent funding data on instructors 60 days prior to class start date.
 - 2.4.1.7. Provides security for ALS test materials.
 - 2.4.1.8. Authorizes release, return, and reentry of individuals in all circumstances, including misconduct, ineligibility, illness, etc., IAW established policy.
 - 2.4.1.9. Provides after-action reports to P MEC/CCNA NLT 45 days after each course completion date.
 - 2.4.1.10. Provides list of graduating students to ANG/MPTEE one day after course completion.
 - 2.4.1.11. Provides training allocations to unit personnel.
 - 2.4.1.12. Maintains ALS budget.
 - 2.4.2. NCOA Seminar Program Site Administrator:
 - 2.4.2.1. Coordinates all seminar program actions with the Director, NCOA Seminar Program, P MEC/CCNS, McGhee Tyson ANGB, TN.
 - 2.4.2.2. Must be an NCOA or SNCOA resident graduate.

2.4.2.3. Submits request for authorization to conduct an NCOA Seminar Program for next FY to P MEC/CCNS NLT 31 March.

2.4.2.4. Works with the base education and training manger to submit request for student and facilitator funding to ANG/MPTEE NLT 60 days prior to the home-station phase start date. Also, requests student TLNs from ANG/MPTEE NLT 60 days prior to the home-station resident phase start date.

2.4.2.5. Arranges clerical and administrative support, i.e., preparation of class rosters (name, SSAN, rank, date of rank, race, ethnic group, sex, status, and PAS); ensures necessary supplies are available; and coordinates classroom space, etc.

2.4.2.6. Provides security and control for NCOA test materials. Using computer and modem, accesses College for Enlisted PME Bulletin Board System to download necessary curriculum and test material.

2.4.2.7. Authorizes release, return, and reentry of individuals in all circumstances, including misconduct, ineligibility, illness, etc., through the NCOA Commandant.

2.4.2.8. Provides after-action reports to P MEC/CCNS NLT 45 days after each course completion date.

2.4.2.9. Coordinates training allocations with Base Education and Training Managers.

2.5. ALS Course Manager:

2.5.1. Must be an enlisted member and a graduate of any resident AF enlisted PME course.

2.5.2. Identifies ALS funding requirements to the program manager.

2.5.3. Notifies individuals and their respective commanders upon selection to attend the ALS.

2.5.4. Informs the program manager, wing commander, and ANG/MPTEE of no shows and/or disciplinary problems.

2.5.5. Ensures the day-to-day operation IAW the appropriate directives.

2.5.6. Notifies the program manager of course completion.

2.5.7. Serves as the first-line supervisor for all instructors.

2.5.8. May authorize a student recognition program, e.g., the AETC model (AFI 36-2903), IAW established policy.

2.6. Instructors/Facilitators:

2.6.1. Selection Criteria for ALS Instructor:

2.6.1.1. Must be an enlisted member.

2.6.1.2. Must be a graduate of any Air Force resident enlisted PME course.

2.6.1.3. Must have an associate or higher degree from an accredited institution.

2.6.1.4. Must demonstrate competency, knowledge, and understanding of Air Force leadership.

2.6.1.5. Must have commander's approval.

2.6.1.6. Must have 2 years' retainability.

2.6.2. Selection Criteria for NCOA Seminar Program Facilitator:

2.6.2.1. Must be an enlisted member.

2.6.2.2. Must be a graduate of any resident NCOA or the SNCOA.

2.6.2.3. Must have an associate or higher degree from an accredited institution.

2.6.2.4. Must demonstrate competency, knowledge, and understanding of Air Force management and leadership.

2.6.2.5. Must have commander's approval.

2.6.2.6. Must have 2 years' retainability.

2.6.3. Selection Process:

2.6.3.1. Airman Leadership School Instructor Course (ALSIC). Enlisted personnel nominated by their commanders to attend the ANG ALSIC must submit the following NLT 45 days prior to class start date:

2.6.3.1.1. Letter of intent from nominee with endorsements from supervisor and commander stating reasons for attendance, preferred dates of attendance, and current status (AGR, Air Technician, or Traditional Guardsman).

2.6.3.1.2. Copy of diploma or transcript (associate or higher degree).

2.6.3.1.3. Proof of completion of resident Noncommissioned Officer Preparatory Course (NCOPC), ALS, Noncommissioned Officer Leadership School (NCOLS), NCOA, or SNCOA.

2.6.3.1.4. Current resume.

2.6.3.1.5. Report on Individual Personnel (RIP). This RIP should be current within the last 30 days.

2.6.3.2. NCOA Seminar Program Facilitator Course (SPFC). Enlisted personnel nominated by their commanders to attend the SPFC must submit the following NLT 45 days prior to class start date:

2.6.3.2.1. Letter of intent from nominee with endorsements from supervisor and commander stating reasons for attendance, preferred dates of attendance, and current status (AGR, Air Technician, or Traditional Guardsman).

2.6.3.2.2. Copy of diploma or transcript (associate or higher degree).

2.6.3.2.3. Proof of completion of resident NCOA or SNCOA.

2.6.3.2.4. Report on Individual Personnel (RIP). This RIP should be current within the last 30 days.

2.6.4. Certification. PMEC/CCN certifies/decertifies all ANG ALS instructors and NCOA Seminar Program Facilitators.

2.6.4.1. Personnel must meet the following criteria to become certified ALS instructors:

2.6.4.1.1. Successfully complete ANG ALSIC. Note: Personnel who were NCOA instructors after 1992 are exempt.

2.6.4.1.2. Serve as an ALS graduate assistant (GA). Must observe a minimum of twenty periods of instruction and instruct a minimum of ten periods while observed by course manager or designated representative.

2.6.4.1.3. Must have a letter of recommendation from course manager with commander's endorsement and ALS Instructor Certification Form. Submit packages to P MEC/CCNA.

2.6.4.2. Adjunct instructors/specialists deliver parts of the curriculum in their areas of expertise. These individuals are not required to complete any portion of instructor certification. It is the responsibility of the course manager to ensure they meet the same high professional standards set for certified instructors. Please note they may instruct no more than 30 percent of the student contact periods.

2.6.4.3. Personnel must meet the following criteria to become certified NCOA Seminar Program Facilitators.

2.6.4.3.1. Successfully complete NCOA Seminar Program Facilitators Course. Note: Personnel who were NCOA instructors after 1992 are exempt.

2.6.4.3.2. After initial training in the Seminar Program Facilitator's Course, site facilitators must attend a minimum of 4 hours in-service training (via teleseminar) prior to facilitating an NCOA Seminar Program class that begins 6 months after their Facilitator's Course graduation.

3. Officer Professional Military Education:

3.1. Policy. There are three levels of officer PME: Squadron Officer School (SOS), Intermediate Service Schools (ISS), and Senior Service Schools (SSS). All three levels may be completed by correspondence; ISS and SSS may also be completed through seminar programs. Completion of PME by correspondence or seminar does not affect eligibility for the like resident course.

3.2. Officer PME Announcements:

3.2.1. Announcements for acceptance of officer PME application packages will be made by message a minimum of 120 days prior to the closing suspense date.

3.3. Eligibility: An officer is eligible for resident PME if the individual:

3.3.1. Is in the proper grade and does not exceed total years commissioned service (TYCS) limitations as of the class start date (See table below).

3.3.2. Does not exceed limits prescribed in AFI 36-2301.

3.3.3. Has not attended resident PME within the past 3 years (SSS applicants).

3.3.4. Has not been removed from a promotion recommendation list.

3.3.5. Will have 3 years' retainability upon completion of ISS/SSS and 1 year retainability for SOS.

RESIDENT SCHOOL COMMISSIONED SERVICE ELIGIBILITY CRITERIA			
Level	Grade	Total Years Commissioned Service	Service Commitment
SOS	Captain	Less than 11 years	1 year
ISS	Major	Less than 16 years	3 years
SSS	Lt Col/Col	Less than 25 years	3 years

NOTE: Recently promoted majors and lieutenant colonels must be federally recognized prior to class start date.

3.4. Procedures:

3.4.1. Application packages. Packages must be reviewed for completeness by Base Education and Training Manager.

3.4.1.1. Squadron Officer School: An application package containing the following is required:

3.4.1.1.1. Application Form, Officer Resident Professional Military Education Application, may be obtained from the Base Education and Training Manager. All blocks must be completed.

3.4.1.1.2. Class preferences - indicate class availability in order of preference.

3.4.1.1.3. Letter of intent - endorsed through the wing commander and TAG.

3.4.1.1.3.1. The letter should contain reasons for applying and desired goals.

3.4.1.1.3.2. The letter must list primary and secondary choices of desired school dates.

3.4.1.1.4. Report on Individual Personnel (RIP), current within 30 days of receipt.

3.4.1.2. Intermediate/Senior Service School: The Air National Guard must select professional officers who will best represent the Guard. The content and quality of information contained in an application package is very important in the selection process. Application packages will consist of the following:

3.4.1.2.1. Application Form, Officer Resident Professional Military Education Application. All blocks must be completed and form signed by wing commander.

3.4.1.2.1.1. Only indicate degrees completed.

3.4.1.2.1.2. Indicate schools in order of preference.

3.4.1.2.1.3. Recommended future duty assignments block - must be completed by the wing commander.

3.4.1.2.2. Letter of intent - endorsed through the chain of command, to include TAG.

3.4.1.2.2.1. Letter should contain reasons for applying and desired goals.

3.4.1.2.2.2. Endorsements should include, as a minimum, comments on duty performance, leadership ability/potential, significant additional duties above and beyond normal responsibilities, service activities in the community or unit, and an explanation of how attendance would benefit the individual, unit, and the ANG.

3.4.1.2.3. Letters of recommendation. These letters are optional and may be from outside the current chain of command, i.e., previous supervisors, civilian employers, etc.

3.4.1.2.4. Military/civilian resume.

3.4.1.2.5. Two current photographs. Full length, color, 4" x 6", 3/4 view, standing at attention, one in service dress uniform, and one in short/long sleeve shirt/blouse with tie/tab.

3.4.1.2.6. OPRs. Last three.

3.4.1.2.7. RIP current within 30 days of receipt.

3.4.1.2.8. Waiver request letter if required.

3.4.2. ISS/SSS selection process:

3.4.2.1. ANG/MPT will select a review board to recommend officers whose image and performance indicate a high level of potential and success.

3.4.2.2. The review board will consist of a recorder (non-voting) and a minimum of five voting members in the ranks of lieutenant colonel and above. The senior review board member will also serve as the chairman. Recommendations will be forwarded to NGB/CF for final approval.

3.4.3. School assignments:

3.4.3.1. SOS class assignments will be made on a first-come, first-served basis. Captains will only be assigned to a class requested on their application form. SOS welcome letters and information packages will be sent to students by SOS 30 days prior to class start date.

3.4.3.2. Although ISS and SSS applicants indicate school preferences, they will be considered for all schools within the appropriate level. Competitive packages, coupled with sound, progressive follow-on assignment plans, increase applicants' chances of receiving their school of preference.

3.4.3.3. ISS/SSS Orientation. Intermediate and Senior Service Schools, with the exceptions of National Defense University and the Naval War College, offer 4-day orientation programs designed to familiarize students with course expectations. These programs allow time for students to arrange for housing, schools, and other items associated with a PCS move. ANG/MPTEE will notify selectees concerning orientation dates and funding arrangements.

3.5. Announcement of ISS/SSS Selectees. ANG/MPT will announce ISS/SSS selectees via message to state headquarters, commanders, and unit education and training offices as soon as final approval is received. Selectees will be notified by letter within 30 days of NGB/CF approval.

3.6. Removal From Selection List. An officer may withdraw, be removed, or be deferred from attending resident PME. This action requires a letter of request from the selectee or the commander, endorsed through the chain of command including TAG. The letter must be addressed to ANG/MPT and arrive NLT 120 days prior to class start date.

3.7. Waivers:

3.7.1. SOS. Waivers will not be approved for grade limitations. TYCS waivers will be considered on an individual basis for only the Total Force Course.

3.7.2. ISS/SSS. Waivers may be requested for exceeding TYCS limitations.

3.8. Security Clearance. Upon notification of selection, ISS and SSS selectees must contact their base security manager to verify their present clearance status and to initiate appropriate paperwork for a higher level clearance or update as necessary to meet school requirements.

3.9. Masters Degree Concurrent with PME Studies. Some service schools have agreements with local colleges which allow students to pursue masters degrees concurrent with their PME studies. Students who elect to pursue this opportunity will require an extension to school orders. Students are responsible for submitting an extension request to ANG/MPT through their chain of command to include TAG for approval. Approval must be granted prior to publication of orders.

3.10. Service Commitment. Officers selected to attend resident ISS/SSS incur a 3 year service commitment and must submit an Air National Guard Service Agreement. Information concerning this requirement can be found in ANGI 36-2101, *Assignments Within the Air National Guard*. Use sample service agreement found in attachment 4 of ANGI 36-2101 for guidance.

3.11. Orders:

3.11.1. SOS orders are published as routine school orders, allowing 1 day of travel prior to the class start date.

3.11.2. ISS/SSS require PCS orders authorized by ANG/MPT LOAs. Orders will be published IAW AFI 37-128 and AFCAT 36-2223, and will contain the following information:

3.11.2.1. Travel days.

3.11.2.2. Report no earlier than date.

3.11.2.3. Report no later than date.

3.11.2.4. Depart no later than date.

3.11.2.5. Security clearance.

3.11.2.6. Current FY and next FY fund cites.

3.11.2.7. Remarks from ANG/MPT LOA.

3.11.2.8. Spouse's name, when appropriate.

3.12. Cancellations:

3.12.1. Student must request cancellation by letter addressed to ANG/MPT. Letter must be endorsed by wing commander and TAG. Letters received without proper endorsement will be returned to the state without action.

3.12.2. Base Education and Training managers are required to notify ANG/MPTEE immediately when a student has initiated a letter of cancellation.

4. Enlisted Professional Military Education:

4.1. Policy. The Air National Guard Enlisted PME program consists of the ALS, the NCOA, and the SNCOA -- all of which prepare ANG members for positions of greater responsibility. All three phases may be completed by correspondence or residence. (The NCOA Seminar Program is a resident program and has the same requirements as the 6-week course.)

4.1.1 The ANG does not receive allocations for other agencies' Senior NCO Academy equivalents, and current members will not be approved to attend such courses. New members being accessed who have completed the US Army Sergeants Major Academy, the US Navy Senior Enlisted Academy, or the Coast Guard Chief Petty Officer

Academy receive credit for completing SNCOA-level EPME. Graduates from each level of EPME earn the USAF PME Graduate Ribbon.

4.1.2. Attendance. For ANG members, resident ALS, NCO Preparatory Course, NCO Leadership School, or completion of ECI Course 1 is required to assume the rank of staff sergeant; resident NCOA or ECI Course 6 completion is required to assume the rank of master sergeant; resident SNCOA or ECI Course 8 or CD ROM Course 5 completion is required for promotion to senior master sergeant.

4.2. Enlisted PME announcements. ALS, NCOA, and SNCOA classes and dates will be announced by message and/or e-mail.

4.3. Eligibility:

4.3.1. Airman Leadership School:

4.3.1.1. Member is recommended by the commander.

4.3.1.2. Senior airmen with 48 months time in service (TIS) (use pay date to compute) and a "5" skill level ("3" skill level where no "5" level exists) in their primary AFSC.

4.3.1.3. Sergeants (E-4) who have not graduated from any accredited NCOLS.

4.3.1.4. Members must meet the standards of AFCAT 36-2223, ANGM 36-2301, AFI 36-2903, AFI 40-502, and USAF ALS Procedural Guidance.

4.3.2. Noncommissioned Officer Academy.

4.3.2.1. Member is recommended by the commander. Note: With relatively few seats available for resident NCOA, we recommend commanders select those individuals who have demonstrated the potential to serve the unit and the ANG in senior NCO positions.

4.3.2.2. Staff sergeant with 96 months TIS (use pay date to compute) or technical sergeant, and a "7" skill level.

4.3.2.3. Member has not attended resident PME within the required time limits.

4.3.2.3.1. Noncommissioned officers are not eligible to attend a resident NCOA within 2 years of successfully completing a resident ALS.

4.3.2.3.2. Noncommissioned officers may not attend a resident NCOA for at least six months if released from an NCOA for academic reasons or 1 year if released for disciplinary reasons. A letter of recommendation from the released student's commander must be sent to ANG/MPTEE requesting reentry.

4.3.2.3.3. Noncommissioned officers who voluntarily disenroll from a resident NCOA for valid personal or military reasons are eligible to return as soon as the reasons for release are resolved and a new quota can be obtained.

4.3.2.4. Members must meet the standards of AFCAT 36-2223, ANGM 36-2301, AFI 36-2903 and AFI 40-502.

4.3.3. Senior Noncommissioned Officer Academy:

4.3.3.1. Member is recommended by the commander.

4.3.3.2. Master sergeants (minimum 24 months time in grade by class start date) or senior master sergeants who have 1 year retainability after graduation, and possess a "7" skill level.

4.3.3.3. Noncommissioned officers are not eligible to attend the USAF SNCOA within 2 years of completing a resident NCO Academy.

4.3.3.4. Member must meet the standards of AFCAT 36-2223, ANGM 36-2301, and AFI 36-2903 and AFI 40-502.

RESIDENT ENLISTED SCHOOL ELIGIBILITY CRITERIA				
School	Grade	Time in Service	Service Commitment	Skill Level
ALS	SrA	48 months	1 year	5
NCOA	SSgt	96 months	1 year	7
	TSgt	N/A	1 year	7
SNCOA	MSgt/SMSGt	N/A	1 year	7

4.4. Application Procedures:

4.4.1. ALS and NCOA application procedures. Members must request training through Base Education and Training Manager.

4.4.2. SNCOA application procedures. Members must prepare an application, and mail it to ANG/MPTEE NLT the appropriate date. The application shall include the following:

4.4.2.1. Application form, obtained from the Base Education and Training Office.

4.4.2.2. Application Letter - endorsed through the chain of command to include TAG.

4.4.2.2.1. Letter should express why he or she wishes to attend the SNCOA, listing primary and secondary choices of desired school dates.

4.4.2.2.2. Nomination Endorsements. Letter of intent will be endorsed by the applicant's first-line supervisor. Endorsements should include, as a minimum, comments on duty performance, leadership ability/potential, significant additional duties above and beyond normal responsibilities, service activities in the community or unit, and an explanation of how attendance at the SNCOA would benefit the individual, unit, and ANG.

4.4.2.3. Resume containing civilian and military work and education experience.

4.4.2.4. RIP current within 30 days of submitting the application.

4.4.2.5. AF Form 526, *ANG/AFRES Point Credit Summary*.

4.5. Selection Process:

4.5.1. ALS Selection Process:

4.5.1.1. Unit commander selects individuals to participate.

4.5.1.2. Base Education and Training Manager must obtain a TLN from ANG/MPTEE and ensure funding availability NLT 60 days prior to class start date.

4.5.2. NCOA Selection Process:

4.5.2.1. Unit commander selects individuals to participate.

4.5.2.2. Base Education and Training Manager must obtain a TLN from ANG/MPTEE and ensure funding availability NLT 60 days prior to class start date.

4.5.2.3. Selectees must complete the administrative procedures and/or be in receipt of the materials outlined below prior to arrival at NCOA.

4.5.2.3.1. Out-processing checklist.

4.5.2.3.2. Minimum of ten copies of orders reflecting current TLN, reporting instructions, and unit DSN telephone number.

4.5.2.3.3. Medical records, excluding dental and shot records (not needed for 2 week resident portion of NCOA Seminar Program).

4.5.2.3.4. Round-trip travel reservation (TR) if POV is not used.

4.5.2.3.5. NCOA Student Information Catalog (if attending ANG NCOA).

4.5.2.3.6. Out-briefing conducted concerning , but not limited to, expectations, financial expenditures, academics, and reporting times.

4.5.2.3.7. Identification card: Military ID card (with current height and weight) that will not expire while student is in attendance.

4.5.3. SNCOA Selection Process. Selection is made by the SNCOA Selection Board and approved by the Director of the Air National Guard. Member will be notified by letter. Commanders and MPFs will be notified by message. They must ensure selectees are available to attend designated classes and confirm quotas using the appropriate procedures. Notify ANG/MPTEE immediately if any selectee is not available to attend a designated class.

4.6. Removal from selection.

4.6.1 ALS and NCOA. The unit commander may remove a member from selection. ANG/MPTEE must be notified 60 days prior to class start date.

4.6.2. A member may withdraw, be removed, or defer from attending the SNCOA. This action requires a letter of request from the selectee or commander endorsed through the chain of command including TAG. The letter must be addressed to ANG/MPT and arrive NLT 120 days prior to class start date.

4.6.3. Removals for cause or for circumstances beyond the member's control will be considered on a case-by-case basis.

4.7. Waivers. ANG/MPTEE is the sole approving authority for exceptions to provisions specified herein.

4.8. Orders:

4.8.1. Orders are published as routine school orders, allowing 1 day travel time for the day prior to the class start date.

4.8.2. Orders will be published in accordance with AFI 37-128 and AFCAT 36-2223, and will contain the following information:

4.8.2.1. Travel days.

4.8.2.2. Report no earlier than date.

4.8.2.3. Report no later than date.

4.8.2.4. Depart no later than date.

4.8.2.5. Security clearance.

4.8.2.6. Current FY fund cite and next FY as appropriate.

4.9. Cancellations.

4.9.1. Student must address a letter to ANG/MPTEE requesting cancellation. Letter must be endorsed through the chain of command and received NLT 2 weeks prior to class start date.

4.9.2. Letters received without proper endorsement will be returned to the state without action.

4.9.3. Base Education and Training Managers are required to notify ANG/MPTEE immediately when a student has initiated a letter of cancellation.

4.9.4. ANG/MPTEE is the sole approving authority to cancel students from resident enlisted PME.

4.9.5. Base Education and Training Managers are required to find replacements for individuals submitting a cancellation request. Individuals selected as a last minute replacement must be the same gender, to avoid billeting problems.

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Major General, USAF
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1 Attachment
References, Abbreviations, Acronyms

Attachment 1**REFERENCES, ABBREVIATIONS, ACRONYMS*****References:***

ANGI 36-2101	Assignments Within the ANG
AFCAT 36-2223	USAF Formal Schools
AFPD 36-23	Military Education
AFI 36-2301	Professional Military Education
AFI 36-2903	Dress and Personal Appearance of Air Force Personnel
AFI 37-128	Administrative Orders (PA)
AFI 40-502	The Weight Management Program
AF Form 526	ANG/AFRES Point Credit Summary
AF Form 1256	Certificate of Training

Abbreviations and Acronyms:

AETC	Air Education and Training Command
AFB	Air Force Base
AFCAT	Air Force Catalog
AFI	Air Force Instruction
AFPD	Air Force Policy Directive
AFRES	Air Force Reserve
AFRES/DPTS	Headquarters Air Force Reserve Education and Training Office
AFSC	Air Force Specialty Code
AGR	Active Guard Reserve
ALS	Airman Leadership School
ALSIC	Airman Leadership School Instructor Course
ANG	Air National Guard
ANGB	Air National Guard Base
ANGI	Air National Guard Instruction
ANGM	Air National Guard Manual
CCN	Commandant of Noncommissioned Officer Academy
CCNA	Director of Airman Leadership School
CCNS	Director of Distance Learning Seminar Program
EPME	Enlisted Professional Military Education
IAW	In Accordance With
ISS	Intermediate Service School
LOA	Letter of Authorization
MPF	Military Personnel Flight
MPT	Training Division
MPTEE	Education Branch
NCO	Noncommissioned Officer
NCOA	Noncommissioned Officer Academy
NCOLS	Noncommissioned Officer Leadership School
NCOPC	Noncommissioned Officer Preparatory Course
NGB	National Guard Bureau
NLT	No Later Than
OPR	Office of Primary Responsibility
PAS	Personnel Assignment Section
PCS	Permanent Change of Station
PDS	Personnel Data System

Attachment 1 (continued)

PMEC	Professional Military Education Center
POC	Point of Contact
POV	Privately Owned Vehicle
RIP	Report on Individual Personnel
SNCOA	Senior Noncommissioned Officer Academy
SOS	Squadron Officer School
SPFC	Seminar Program Facilitator Course
SRA	Senior Airman
SSN	Social Security Number
SSS	Senior Service School
TIS	Time In Service
TLN	Training Line Number
TR	Travel Reservation
TYCS	Total Years Commissioned Service
USAF	United States Air Force