Current as of: 30-Jun-04

GOODFELLOW NCO ACADEMY FY 04 STUDENT INFORMATION HANDBOOK

221 TEXAN STREET
GOODFELLOW AFB TX 76908-3402
DSN: 477-3585 COMM: (325) 654-3585
FAX: 477-3584

Commandant
SMSgt Kevin W. Candler

DEPARTMENT OF THE AIR FORCE
GOODFELLOW NONCOMMISSIONED OFFICER ACADEMY (AETC)

30-Jun-04

MEMORANDUM FOR STUDENT

FROM: Goodfellow NCO Academy/COR
221 Texan Street
Goodfellow AFB TX 76908-3402

SUBJECT: Goodfellow NCO Academy Information Package

1. The enclosed package contains information pertaining to all aspects of Goodfellow AFB and the NCO Academy. This includes policies that pertain to your attendance at the academy.

2. The NCO Academy is a demanding course; long academic days, physical conditioning, inspections, drill and ceremonies and student activities necessitate each student be physically and mentally prepared. In accordance with HQ AF/DPLEE message, "Air Force enlisted members with temporary medical conditions restricting active and full participation in physical performance requirements are ineligible to resident EPME schools." Coordinate AF Form 422 with MAJCOM/FOA/DRU/EPME Managers and the Commandant before your arrival.

3. The College for Enlisted Professional Military Education maintains accreditation through the Community College of the Air Force and the Southern Association of Colleges and Schools; therefore, Goodfellow NCO Academy graduates earn eleven college credits upon completing this course.

4. Note, the academy is not funded to provide academic supplies; e.g., note paper, pencils, pens, notebooks, etc. Please bring these items with you or be prepared to purchase them upon arrival.

5. Please direct any questions, comments or concerns to DSN 477-3589 or via e-mail at gncoa.css@goodfellow.af.mil.

//SIGNED//
SHARON LAMB FULLER, TSgt, USAF
Director of Resources

Attachment:
Student Handbook

DEPARTMENT OF THE AIR FORCE
GOODFELLOW NONCOMMISSIONED OFFICER ACADEMY (AETC)

29 Jun 04

MEMORANDUM FOR GOODFELLOW NCO ACADEMY STUDENTS

FROM: Goodfellow NCO Academy/CO
221 Texan Street
Goodfellow AFB TX 76908-3402

SUBJECT: Goodfellow NCO Academy Student Handbook

1. Congratulations on your selection to attend the Goodfellow NCO Academy (GNCOA). Professional Military Education (PME) is essential to a successful career. Completion of our demanding course of Leadership, Communicative Skills, and Profession of Arms will undoubtedly strengthen your professional military stature.

2. Your Military Personnel Flight Formal Training Section will give you specific class reporting instructions. Upon arrival at Goodfellow AFB, report to the Angelo Inn, Bldg 3305 (eastside of Kearney Boulevard). The lodging office is open 24 hours, 7 days a week. Lodging will provide you a welcome package. **Ensure you read it fully and bring the contents with you to in-processing**. **Additionally, make sure you register with iGecko terminal in the lobby at lodging when you arrive. On in-processing day, you must report to the NCO Academy (Bldg 901) auditorium NET 0545 and NLT 0600. The uniform for in-processing is any service uniform with tie/tab and ribbons. NO BDUs**. In addition to the welcome package, bring copies of your TDY orders (Formal Training letter for Goodfellow students) and your Information Assurance training certificate of completion.

3. This is an in-resident course. There is no requirement for you to reside in billeting; however, you must reside in the San Angelo area. If you are permanently assigned to Goodfellow, you must reside at home unless prior arrangements have been made with and approved by the Commandant. **Students may make their own lodging arrangements on-or off-base; however, on-base lodging is available and you will only be reimbursed for lodging expenses not to exceed what the government would have paid to lodge you on-base.** Dependents are not authorized to stay with you in on-base lodging.

4. A high standard of personal appearance is maintained at the GNCOA. Clothing need not be new, but must be within standards as specified in accordance with AFI 36-2903, Dress and Personal Appearance of Air Force Personnel. As a minimum, you must have those items listed at attachments 1 and 2. Note, blues are usually worn Monday through Thursday so, plan accordingly. If you have additional uniforms, bring them to assist you in maintaining the highest personal appearance standards. A limited amount of uniform items are available in the Goodfellow Military Clothing Sales Store, therefore, take all efforts to bring what you need with you.

5. The academic day is usually **10 hours** long. All scheduled activities are mandatory for all students so childcare and appointments should be planned accordingly. The academic week is Monday through Friday and allows observance of national holidays. Class periods usually lasts 50 minutes with a 10-minute break

between periods. An average day might include classroom instruction/discussion, auditorium hours and physical conditioning. Schedules are subject to change contingent on local conditions and special circumstances.

6. The academy's primary responsibility is to make the instruction relevant and meaningful; **however, you bear the responsibility for self-development.** Several factors, most of which you control, determine how much outside studying is required. First and foremost is your attitude—how much do you want to improve. Additionally, your reading rate, study skills, and other personal factors contribute to the number of hours needed to study successfully. The GNCOA assumes you are mature, proven professionals able to determine your own study requirements and ready to devote the amount of time necessary to fulfill both GNCOA and your personal educational objectives.

7. The GNCOA concludes with a formal graduation ceremony. This is a mandatory function and the cost ranges from $14 to $18. Guests are cordially invited and encouraged to participate in this ceremony. There are other optional expenses you may incur while attending the academy; for example, flight T-shirt, class legacy, class photo and class mementos. These expenses should not exceed $40-50. This information is provided for planning purposes only.

8. This handbook contains general information about the GNCOA and is not inclusive of every individual situation or question. If you have a question or a situation that is not covered and you need an answer, please do not hesitate to request assistance at DSN 477-3585/Comm (325) 654-3585 or e-mail: gncoa.css@goodfellow.af.mil.

//SIGNED//
KEVIN W. CANDLER, SMSgt, USAF
Commandant

GOODFELLOW NCO ACADEMY STUDENT HANDBOOK

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1. BEHAVIOR STANDARDS/PERSONAL APPEARANCE

a. Although we emphasize teamwork and assisting classmates, each student must complete their own assignments. Academic integrity is vital, and violations reflect discredit on the enlisted force and will not be tolerated. Study materials, notes, papers, or other information from previous students, graduates or not, are not authorized and will be considered as "cheating," so do not accept or bring any materials generated by a previous student/graduate.

b. The uniform of the day is listed on the schedule.

c. The intent of the uniform inspection program is education and improvement.

d. Failure to uphold AF or school standards will result in a feedback session or an administrative/disciplinary release from the course, at unit expense. Additional information is included in GNCOA Operating Instructions (OIs).

2. CUSTOMS AND COURTESIES

a. REVEILLE AND RETREAT.

(1) If you are walking, stop. When reveille or retreat sounds, go to parade rest. At the first note of the national anthem or "To The Colors", come to the position of attention and render a salute.

(2) If you are in your car, come to a complete stop and sit quietly. If you see other people getting out of their cars, they're probably Army personnel. Their customs and courtesies are different than ours.

(3) If you are in the "no hat" area at the academy, face the music. When reveille or retreat sounds, go to parade rest. At the first note of the national anthem or "To The Colors", come to the position of attention but do not salute.

(4) Reveille/retreat ceremonies are performed every day at the academy flagpole. These are mandatory formations for all students; however, if you are not in the formation but in the vicinity of the school and in sight of the school flagpole, stop and render appropriate customs and courtesies.

b. STAFF CARS. Goodfellow hosts a lot of visitors and the wing commander drives around the base frequently, so be alert for staff cars and salute them. The wing commander drives a blue care with a white top.

3. LODGING

a. GAFBI 90-1 provides guidance for standards expected of dormitory/lodging residents. There is a copy in the charge of quarters (CQ) book if you have questions or you may call the lodging desk for information.

(1) DORM NOISE. Quiet hours in the dormitories begin at 2200. Remember that other occupants in the dorm complex may be on different schedules, so be considerate. If other occupants become

disruptive, ask them courteously to lower the noise level. If the noise persists, call security forces and let them handle it.

(2) FACILITY PROBLEMS. If you find any discrepancies in your room, fill out a room maintenance form immediately. This may keep you from being charged for something you're not responsible for. If you experience maintenance problems/broken items, call the lodging desk to report it. Be sure to log these problems on the Events Log in the CQ office as well. It may seem insignificant to you, but if things are logged and recur, we have a better chance of getting the problem corrected. If repairs aren't made in a reasonable length of time, notify your instructor so the information can be reported to the Director of Resources. Please specify your building and room number.

b. This is an in-residence course. There is no requirement for students to reside in lodging. However, all students **must** reside in the San Angelo area. Students assigned at Goodfellow will live at home. Exception: local students may secure a room in lodging if approval is received from Air University, via the Commandant, prior to the start of class. Exceptions to this policy are granted on a case-by-case basis, as determined by the commandant. Violators of this policy will pay the lodging expense out of their own pocket. Students TDY from other bases may, and are highly encouraged to, reside in lodging. Students are not prohibited from making their own lodging arrangements, **but** lodging is available on base and students will only be reimbursed for lodging expenses not to exceed what the government would have paid to lodge them on-base. (**DEPENDENTS ARE NOT AUTHORIZED IN LODGING.)**

c. You need to pay lodging charges by the 15th day of each month.

4. PHONE POLICY

a. There are instructions for how to use the phones in lodging rooms. These instructions should be posted near the phones in each room.

b. The number for the CQ office is commercial (325) 654-4191, DSN 477-4191. You may receive incoming calls at this number. In case of student or family emergency, call staff office at (325) 654-3585. If you are the CQ, you are on duty and must answer the phone accordingly. Please answer, "CQ Office" and identify yourself by rank and last name. **DO NOT MAKE LONG DISTANCE PHONE CALLS FROM THIS PHONE. OUTGOING CALLS SHOULD BE FOR EMERGENCY OR OFFICIAL BUSINESS ONLY!**

c. The DSN number for buildings 900/901 for academy students is 477-4191. The commercial number is (325) 654-4191. The fax number is (DSN) 477-3584 or commercial (325) 654-3584.

d. Cell phones are not authorized on campus grounds during the academic day; therefore, six phones were installed for student use. There are two phones in the building 901 lobby and four phones in Heath Hall (building 900) - two in the E Flight lobby, one in the CQ room, and one in the academy library off the student resource-learning center. These phones are for outgoing calls only. Please be considerate on breaks and limit your calls. Follow these procedures to make calls from these phones:

(1) For on-base calls, dial 4 + 4-digit extension number

(2) For off-base calls, dial 99 + 7-digit number

(3) For DSN calls, dial 94 + DSN number

***NOTE**: After dialing 99 or 94 to access off-base and DSN line, don't wait for a second dial tone – just continue dialing the phone number.

PHONES IN HEATH HALL ARE OFF LIMITS DURING TESTS AND ONE-ON-ONE AND GROUP EXERCISES.

5. ALCOHOL

a. Alcohol may be consumed in your room or on the patio area at the dorm but use discretion. You are responsible for your actions during the entire time you are here, both on and off duty.

b. Alcohol is not permitted on campus.

c. There are a lot of technical school students under the age of 21 living around your lodging area. **Do not** provide alcohol to them or share alcohol with them.

6. GENERAL GUIDELINES

a. 50/10 POLICY. Instruction is for 50 minutes with a 10-minute break between classes.

b. REPORT TIMES. All class members must report to their leadership flight rooms not later than **10 minutes** prior to class start time for accountability purposes. On most days this means you must report to leadership flight by **0650**. Please be in the classroom by this time, not just leaving your room or crossing the street!

c. FOOD AND BEVERAGES. Food and beverages are allowed in the flight rooms during instructional hours. All beverages consumed within the facilities of the Goodfellow NCO Academy **must be in** a covered container. **Beverages** in cans, fast food disposable cups and screw top bottles **will be transferred to a covered container**. This applies to both staff and students. Students may purchase containers from the Academy or any retail facility. Containers will be placed at the back of the flight room during test administration.

d. USE OF TOBACCO PRODUCTS. Both the base and the academy have very specific rules about use of tobacco products. Smoking is permitted only in designated smoking areas on Goodfellow. No one may smoke at points of egress or ingress to facilities. Smoking is not permitted in dormitories, lodging rooms, walkways, entrances to buildings, or while walking around the base. **In addition, students are prohibited from using tobacco products during the duty day, to include lunch and any other scheduled activities during normal duty hours as posted on the class schedule. No tobacco products are allowed on the NCO Academy campus.**

e. AUTHORIZED TV CHANNELS. During breaks the TVs may be turned on but only to channels listed below.

Channel 9	Commander's Channel
Channel 19	TV Guide, Time Check
Channel 26	CNN Headline News
Channel 35	CNBC
Channel 43	Weather Channel
Channel 44	Fox News

f. HOMEWORK. Complete all assignments as directed. Prior to each academic lesson, review each student lesson guide even if there is no assigned reading. Familiarize yourself with the educational objectives and samples of behavior before each lesson.

g. WATCHES/PERSONAL COMMUNICATION DEVICES/RECORDERS & CAMERAS. Deactivate alarms and hourly chimes on watches while attending classes. You may not have pagers, cellular phones nor personal cameras on campus. In the interest of nonattribution and academic freedom, lectures/discussions **cannot and will not** be recorded.

h. LANGUAGE. Do not use profane language.

i. TRAVEL. On weekends and holidays, some students choose to travel out of the San Angelo area for various reasons (sightseeing, visiting friends or relatives, etc.) Although you're not restricted on how many miles you're allowed to travel outside the San Angelo vicinity, your safety is our primary concern and good judgment should be used when making travel plans. If you decide to travel during these periods, you must sign out through iGECKO. Procedures for doing this are in the CQ continuity book. If you will be traveling out of the San Angelo area, you must notify your primary instructor and discuss your plans prior to departure. This is not designed to limit your freedom. It serves as an additional measure to reduce risk factors associated with fatigue and long distance driving, as well as exhaustion and alertness in the classroom upon your return.

j. OFF-DUTY RECREATION. There are a variety of athletic and recreational opportunities for students to take advantage of while here in San Angelo and the West Texas area. Before participating in **any** high-risk activity you must receive a briefing from the Commandant, even if you have received such a briefing at your previous duty station. This is to ensure that you are aware of any unique circumstances pertaining to the local area.

k. MOTORCYCLES. Personnel utilizing a motorcycle will, at a minimum, provide the academy with a motorcycle course completion, insurance, registration information and receive a one-on-one briefing by the academy safety representative. Protective clothing will be worn—check with 17 TRW Safety to ascertain requirements. The commandant reserves the right to deny motorcycle privileges to those who do not comply with established standards or show disregard for common safety practices.

8. STUDENT DUTIES

a. Details are performed daily. A list of duties/details and how often they need to be performed is posted on each flight bulletin board. Flight leaders are in charge of their own flight clean up and are responsible to the duty sergeant for common area clean up.
b. When your flight has CQ duty, the flight leader will develop a duty roster for the week for their flight and provide a copy of the roster to the class commander. Any changes to the duty roster must go through the flight leader and class commander. Times for CQ duty are listed below; it's up to the flight

to determine how to divide up the hours for each shift. Any class member may relieve the on-duty CQ for meals, etc. Work together!

(1) The CQ office is located in the front lobby of building 900. Monday - Friday the hours are 1630 - 2000. On weekends and holidays the hours are 0900 -1630. Access to building 900 will be limited to these hours only.

(2) You may wear civilian clothes while performing CQ duty as long as it's non-offensive, neat, appropriate and maintains a professional image.

c. Visits by students to the command section and instructor office must be kept to a minimum and should concern academy or official business. Students are not granted entry into the instructor office area. Knock on the instructor office door and wait for a staff member to answer.

d. The class commander is in charge of the class when no staff member is present.

9. AUDITORIUM/FLIGHTROOM CONDUCT (GNCOA OI 36-3)

a. Students will fill the auditorium from the front to the rear except for the class commander and duty sergeant - their seating is explained below. The back rows are left empty to allow other instructors, guests, etc. to observe.

b. The class commander will sit on the right side of the auditorium in the aisle seat behind the last row of students. The duty sergeant will sit on the left side of the auditorium in the aisle seat behind the last row of students.

c. Stand for the entrance and exit of all guest speakers.

d. When addressing questions or comments to guest speakers or adjunct instructors, please stand and speak clearly so everyone can hear. As a courtesy to guest speakers, please identify yourself.

d. Jackets should be placed on the back of the seats or hung in flight room closets. Store briefcases or book bags that don't fit under the seats in the flight rooms. Do not block the aisles.

e. No food or drink is allowed in the auditorium.

10. BASE FACILITIES

NOTE: Our reputation is very good on this base and people will respect the fact that you're associated with this school. Please help us maintain a good rapport with the base and wing.

a. MILITARY CLOTHING SALES. The clothing sales store is located in the BX complex. Remember, just because an item is sold in clothing sales does not necessarily mean it's an authorized clothing item. Check AFI 36-2903, Dress and Appearance of Air Force Personnel.

b. DINING. There are several eating establishments on base to choose from. The Goodfellow Club, the bowling alley, Godfather's Pizza and Burger King offer a variety of menus. The food court in the BX complex serves sandwiches and pizza and you can get fresh sandwiches at the commissary deli

counter. There are two dining facilities - Cressman and Western Winds Dining Facilities. The Cressman Dining Facility is in bldg 3220, near the main lodging complex. The Western Winds Dining Facility is in bldg 334 on Ft. Griffin Avenue. One or both will be open during scheduled academy lunch hours. Their daily, weekend, and holiday hours of operation are listed on the next page.

Western Winds

Monday – Friday

Midnight Meal	2345 – 0115
Breakfast	0430 – 0745
Lunch	1030 – 1300
Dinner	1630 – 1900

Cressman

Monday – Friday

Breakfast	0430 – 0700
Lunch	1030 – 1230
Dinner	1630 – 1830

Saturday, Sunday & Holidays

Brunch	0800 - 1300
Supper	1600 - 1900

d. The barber and beauty shops are located in the BX complex.

e. BICYCLES. If you ride a bike to school, use the bike rack located in the driveway between buildings 900 and 901. An approved bike helmet must be worn whenever riding a bicycle on base. During the hours of darkness, you must wear reflective clothing and have appropriate lights on the bike.

f. CLINIC/MEDICAL.

(1) SICK CALL. You will need an appointment to be seen at the clinic. To get an appointment call 654-3149. Schedule your appointment for after duty hours whenever possible. Notify your flight leader and Director of Education prior to leaving for the clinic.

Dental Sick Call hours are at 0730, 1300, and 1600 hours. To schedule a dental appointment call 654-3050. Optometry Sick Call hours are at 0730 and 1300 hours (15-minute intervals).

(2) ROUTINE APPOINTMENTS. The clinic makes same day appointments on a “first call, first served” basis. Call Ext. 4-3135 for a same day appointment or Ext. 4-3149 for primary care appointments. Please inform your flight leader and the Director of Education after you schedule an appointment. Do not schedule routine appointments during evaluations. Take your medical records with you.

(3) QUARTERS. If you’re put on quarters, you must bring the quarters slip to the academy (your flight instructor). If you're on foot and too ill to walk to the academy, call Ext. 3585 or 3586. Quarters may be referred to as “24 hour quarters”, but it doesn’t mean a full 24-hours. Unless you’re directed to report to the clinic on the following day or you’re still sick and need to return to sick call, you must be back in class at 0650 the next duty day.

(4) EMERGENCIES. Goodfellow's clinic is only open from 0715 - 1800 Monday through Thursday, 0715-1630 - Friday. The flight leaders, class commander, and duty sergeant have emergency numbers for hospitals and key staff members. This information is also posted in the CQ book. San Angelo Community Medical Center is our Tricare contract network care provider, so this is the hospital you must use for after-duty care. If you're not sure whether you should go to the hospital, call the Primary Care Manager at 654-3059. The physician on call will assess your symptoms and advise you. If you go to San Angelo Community Medical Center, you must report to Primary Care at the base clinic the next day, otherwise you may be required to pay for your treatment. Students should try to contact your flight leader before going to the hospital or clinic, if possible.

11. PARKING/WALKING ON GOODFELLOW

a. Don't park or drive on the troop walk! The troop walk is the cobblestone-like path running north and south near the center of the base.

b. There is limited parking on Goodfellow for recreational vehicles (boats, trailers, etc.) If you choose to bring one of these items with you, you may have to locate a storage or parking facility off base and pay a fee to keep it there.

c. At the academy, park in the parking lot on the north side of building 900. Do **not** park against the flow of traffic in angled spaces, in the first five spaces near the dumpster (staff parking), or in the following areas:

(1) In front of Heath Hall (building 900) - staff parking

(2) On the south side of Heath Hall - child development center parking

(3) In the area in front of the China Beach pool - parking for pool customers

d. Goodfellow is very small and many students choose to walk between the dorm and school. The walk is easily made within 10 minutes. Please use the crosswalks to cross in front of the community center or the academy. Drivers do not have to stop for you unless you're in a crosswalk, or they may not see you if you're in BDUs and cross at unmarked points.

11. WEAPONS. There will be no weapons in the dorm rooms, vehicles or on the NCOA campus. Guns, knives with blades over six inches, nunchucks, etc., must be reported to and registered with Security Forces. Weapons are not permitted on campus.

12. EMERGENCY EVACUATIONS.

a. DORM AREA. Flight leaders account for personnel and report to the class commander. The class commander will report to any staff member as soon as practical. Use common sense; the key is accountability. Follow lodging evacuation plan.

b. NCO ACADEMY. Assemble in the primary or alternate rally location, as directed by academy personnel. Flight leaders account for personnel and report to the class commander. The class commander will report to any staff member. Use common sense; the key is accountability.

13. GUIDELINES FOR USE OF NCOA COMPUTER RESOURCES

a. Student user accounts are established for students to use computer resources at the academy. Students must follow the guidelines set forth for password creation and use. Students must logon using their password in order to use network resources. Flight representatives serve as liaison between their flights and the System Administrator and are briefed on their responsibilities on the second day of class. Flight reps are primarily responsible for assisting flight members in establishing their passwords and assisting with computer resource use.

b. Access to building 900 after-duty hours will be limited to the CQ operating hours stated in paragraph 7b(1) of this document. Report attempts to use system resources by unauthorized personnel (someone you do not recognize as a student or staff member) to System Administrator. Report any abuse to the System administrator.

c. The Norton Antivirus program is installed on all academy computers; use it to scan all floppy disks prior to accessing files. Report all computer viruses to the System Administrator immediately. Students are not authorized to repair any viruses; Base Network Control Center (BNCC) personnel must be contacted in the event a virus is detected. Students using computer resources not belonging to the GNCOA (laptops, home computers, etc.) should use an approved antivirus program to scan floppy disks to preclude the spread of computer viruses.

d. Students should use the floppy disk provided by the academy. They must be properly marked with the following information: labeled UNCLASSIFIED, student ID number, academy telephone number, GNCOA. These disks are to be used for storing material relevant to academy curriculum requirements only. No sensitive or classified information may be stored on student disks.

14. GUIDELINES FOR NCO ACADEMY ATTENDANCE WHILE ON TEMPORARY AND/OR PERMANENT MEDICAL PROFILE (AF FORM 422)

a. 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).

b. If the conditions *does not* limit active and full participation then members remain eligible. Coordinate AF Form 422 with MAJCOM/FOA/DRU EPME managers and USAF Senior NCO Academy (SNCOA) and NCO Academy (NCOA) Commandant, or Airman Leadership School (ALS) Flight Chief. EXAMPLE: Temporary medical condition resulting in shaving waiver.

c. "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.

d. If condition is non-temporary (permanent), enlisted members otherwise eligible may be selected to attend EPME resident schools. Coordinate AF Form 422 with MAJCOM/FOA/DRU EPME managers and USAF Senior NCO Academy (SNCOA) and NCO Academy (NCOA) Commandant, or Airman Leadership School (ALS) Flight Chief.

e. If the medical condition occurs *after* the member's school begins, the school commandant/flight chief will decide if the student is allowed to continue--factors include: medical authority recommendation; missed academic hours; and ability to meet core graduation requirements.

f. Any enlisted member arriving at a resident EPME school possessing an AF Form 422 limiting full and active participation in the EPME school program will be released and returned to home unit (unless previous cleared to attend by HQ USAF/DPLEE and school commandant/flight chief--see below "Exception To Policy"). If member is on TDY orders, the member is returned at unit expense (costs include travel and per diem expenses).

g. RATIONALE: Physical fitness training and Profession of Arms activities are integral to USAF EPME resident schools programs. Limiting student selections to those who can actively and fully participate in school activities supports Air Force standards, discipline, teamwork, camaraderie, and esprit de corps. This clarification is consistent with guidance restricting student selection and continued attendance at the USAF Air and Space Basic Course and Squadron Officer School (see online course instructions--Weight and Fitness Standards).

h. EXCEPTION TO POLICY: There may be occasion when the best interests 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/flight chief or appointed representative. Requests continuing on as recommended for approval, are forwarded (with AF Form 422 attached) to HQ USAF/DPLEE for final review and determination.

i. EXAMPLES:

Senior Airman (SrA - E-4) otherwise eligible to attend ALS if the commander urgently requires member to perform supervisor duties (assignment as reporting official and supervisory responsibilities) *immediately* upon graduation.

SrA otherwise eligible to attend ALS and selected for permanent change of station (PCS) to a short-tour location (for example, Korea).

Active duty enlisted member previously deferred from attending due to lengthy TDY and has already pinned-on SSgt/MSgt/CMSgt stripes.

Active duty enlisted member selected for promotion to SSgt/MSgt/CMSgt with line number increment requiring <u>immediate</u> placement in an upcoming resident school class.

Enlisted members with long-term temporary (or permanent) restrictions (i.e., asthma, pregnancy) otherwise eligible to attend resident EPME schools. NOTE: Temper need for waiver with member's ongoing medical treatment, health and safety concerns.

Attachment 1

GOODFELLOW NCO ACADEMY
****** FEMALE CLOTHING LIST ******

The following represents the minimum uniform requirements for attending the NCO Academy.

UNIFORMS:
Service Dress
Light Blue Blouse with Long or Short Sleeves
Slacks
Skirt (mandatory if you wear the Semi Formal uniform to graduation banquet, per AFI 36-2903, table 2.3, line 5)
BDUs
Mess Dress or Semi-Formal (mandatory for graduation banquet only)

SHOES:
Combat Boots or Tropical Combat Boots
Low Quarters and/or Pumps
Athletic (Running/Walking Shoes)

HATS:
Flight Cap
Beret (only for career fields that wear with uniform IAW 36-2903)
Camouflage Pattern Hat (Army style only)

OTHER:
Athletic Clothing (see note 3)
White Blouse (if wearing semiformal uniform to graduation banquet)
Towels (for use during PC)
Tie/Tab (mandatory for in-processing and all service uniform inspections)
Ribbons (mandatory for in-processing and all service uniform inspections)
Badges (mandatory for in-processing and all service uniform inspections)

OPTIONAL:
Gloves
Lightweight Blue Jacket/Field Jacket
Scarf
Raincoat or All-Weather Coat (with or without Liner)
Service Hat
Sweater

NOTES:

1. Eyeglasses must conform to the provisions of AFI 36-2903. (Sunglasses will not be worn in formation)
2. No organizational uniform items (i.e., organizational hats) may be worn, except black T-shirts with the BDUs.
3. Blue jeans, cut-offs, Bermuda shorts, etc. are not considered athletic clothing. Risque' or revealing clothing is not authorized. Ladies must wear a t-shirt over sports bras.

Attachment 2

GOODFELLOW NCO ACADEMY
****** MALE CLOTHING LIST ******

The following represents the minimum uniform requirements for attending the NCO Academy.

UNIFORMS:
Service Dress
Long or Short Sleeve Shirt
Trousers
BDUs
Mess Dress or Semi-Formal (mandatory for graduation banquet only)

SHOES:
Low Quarters
Combat Boots or Tropical Combat Boots

HATS:
Flight Cap
Beret (only for career fields that wear with uniform IAW 36-2903)
Camouflage Pattern Hat (Army style only)

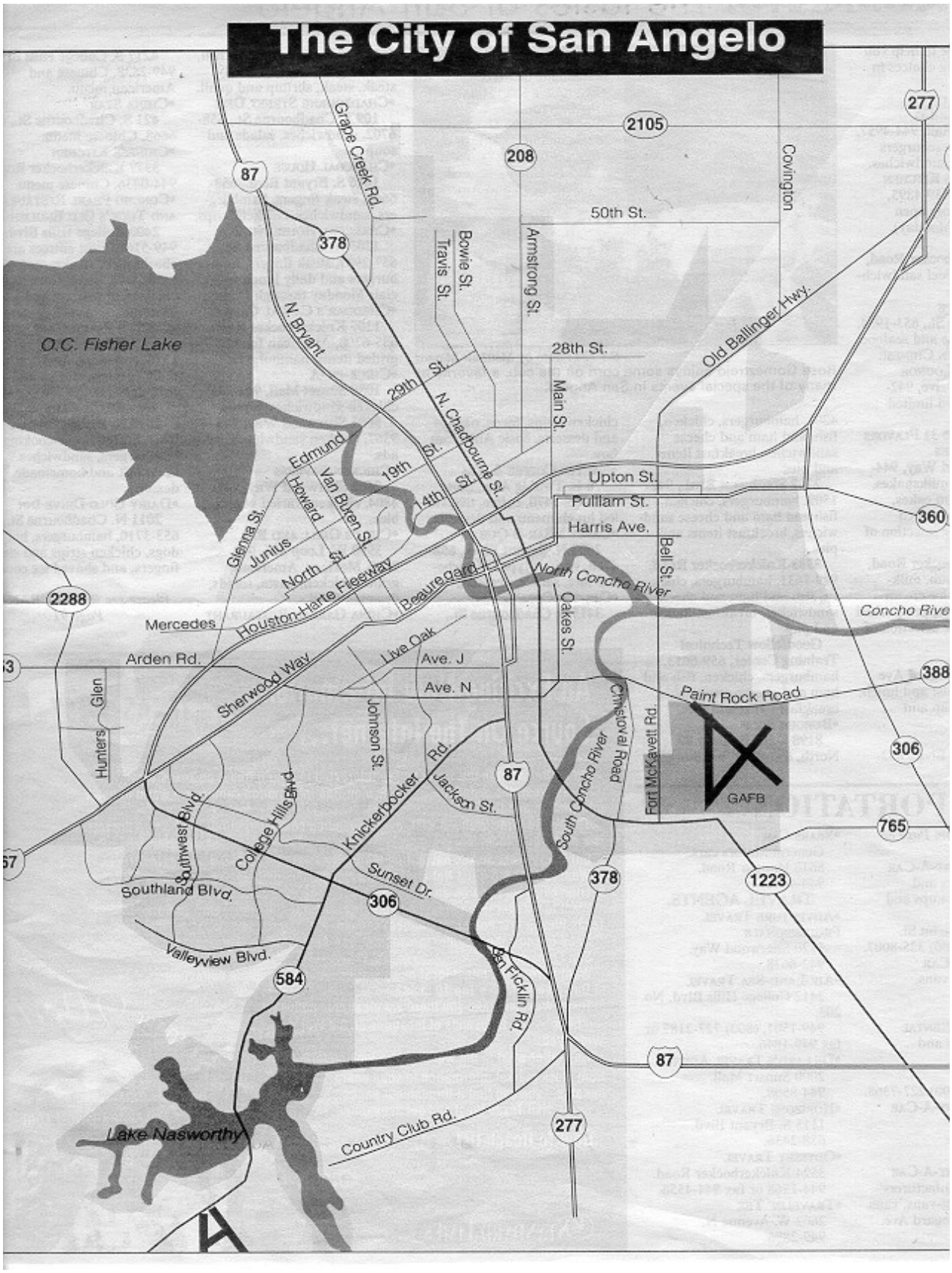
OTHER:
Athletic Clothing (see note 3)
White Blouse (if wearing semiformal uniform to graduation banquet)
Towels (for use during PC)
Tie/Tab (mandatory for in-processing and all service uniform inspections)
Ribbons (mandatory for in-processing and all service uniform inspections)
Badges (mandatory for in-processing and all service uniform inspections)

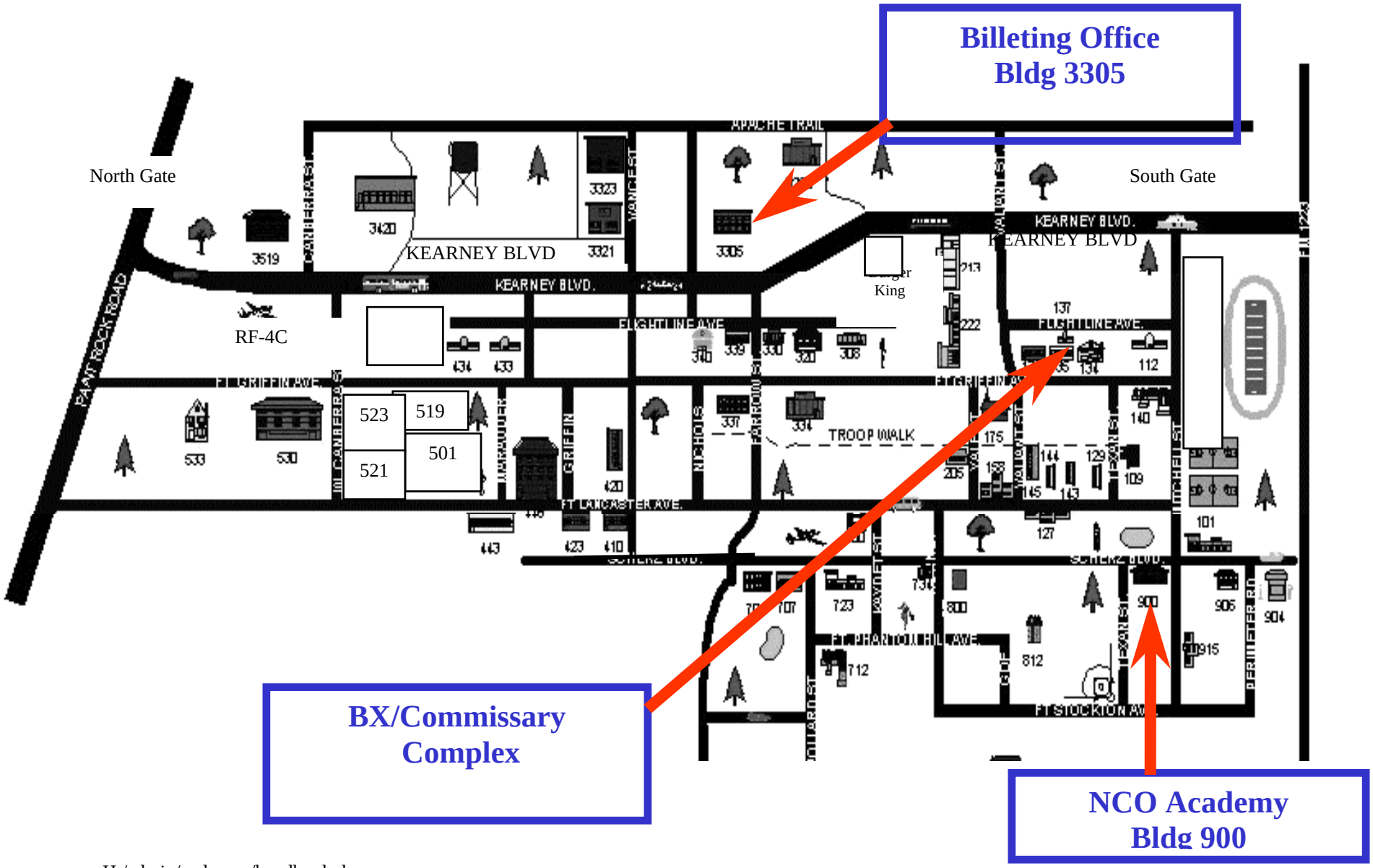
OPTIONAL:
Gloves
Lightweight Blue Jacket/Field Jacket
Scarf/
Raincoat or All-Weather Coat (with or without Liner)
Service Hat
Sweater

NOTES:

1. Eyeglasses must conform to the provisions of AFI 36-2903. (Sunglasses will not be worn in formation)
2. No organizational uniform items may be worn (i.e., organizational hats), except black T-shirts with the BDUs.
3. Blue jeans, cut-offs, Bermuda shorts, etc. are not considered athletic clothing. Risqué' or revealing clothing is not authorized.

Attachment 3



Attachment 4

Goodfellow AFB