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CHIEF, NATIONAL GUARD BUREAU**

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Personnel

**I.G. BROWN TRAINING AND EDUCATION
CENTER**

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This publication implements DAFPD 36-26, *Total Force Development and Management*; DAFI 36-2670, *Total Force Development*; and DAFI 36-2685, *Total Force Enlisted Developmental Education*. It defines the missions and the day-to-day functions of the I.G. Brown Training and Education Center (TEC). It applies to all civilian employees and uniformed members of the Air Directorate, Air National Guard Readiness Center (ANGRC), TEC, and supported units and agencies. Ensure all records generated as a result of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing, unit, delta or garrison level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, notify the publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include mission definitions, organizational relationships, updated roles and responsibilities, and division scope.

Chapter 1

INTRODUCTION

1.1. General. This Instruction defines the mission and the day-to-day functions of the I.G. Brown Training and Education Center (TEC, or Brown Center). In broad terms, the Air National Guard Readiness Center (ANGRC) is responsible for delineating mission requirements and providing for adequate resources, while the TEC is responsible for managing allocated resources in support of its mission.

1.2. Mission. The mission of the TEC is to develop today's Airmen for tomorrow's fight. The TEC achieves its mission by fostering a learning environment for seminars and classes utilizing in-residence, and virtual formats. It combines its Total Force staff, physical infrastructure, and emerging technology to deliver Enlisted Professional Military Education (EPME) and Professional Development (PD).

1.3. Organizational Relationships. The TEC is a detachment of the ANGRC and commanded by an appointed commander. In fulfillment of Department of the Air Force Policy Directive (DAFPD) 36-26, *Total Force Development and Management*, paragraph 2.7, the TEC functions as the primary force development center for the Air National Guard (ANG). As such, the TEC is responsible for implementing EPME and PD in coordination with the ANGRC.

1.3.1. ANGRC/CC has command authority and provides direction and supervision over the TEC/CC. The TEC is resourced through National Guard Bureau Finance Management and Comptroller (NGB/FM) and National Guard Bureau Human Resources (NGB/HR) for validated manning and funding requirements.

1.3.2. ANGRC Directorates will leverage the facilities and capabilities of the TEC to the maximum extent economical and practical for training, symposiums, conferences, and for distribution of command information with no impact to EPME and PD.

1.3.3. The National Guard Bureau Division of Education and Training (NGB/A1D) shall develop and manage Enlisted Professional Military Education (EPME) policy and programs for ANG-specific eligibility, quotas, allocation distribution, and TLN management in accordance with (IAW) DAFI 36-2670. Program and/or budget for NGB-managed PME attendance.

1.3.4. The Paul H. Lankford EPME Center (Lankford Center) is a division of the TEC. The Lankford Center executes its program of instruction IAW USAF EPME Procedural Guidance published by Air University's Barnes Center for Enlisted Education (BCEE, or Barnes Center).

1.3.5. TEC University (TEC-U) is a division of the TEC. TEC-U provides a diverse training and education solution for the Air National Guard through professional development. TEC-U offers classes in-residence, through Mobile Training Teams (MTT), and online. It is also home to the ANG's only Category 2 (C2) production studio, providing audio-visual, video, and live-streaming capabilities to the Total Force.

1.3.6. The Mission Support Division (MSD) provides Public Affairs (PA), Communications, Services, Personnel, Training Manager and Campus Operations support to TEC permanent party staff.

1.3.7. The TEC may establish other divisions as required to meet mission requirements.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Overview. The TEC Commander (TEC/CC) is under the authority, direction and supervision of Air National Guard Readiness Center Commander (ANGRC/CC).

2.2. ANGRC Directorates. At the direction of the ANGRC/CC, Directorates will:

- 2.2.1. Provide higher headquarters operational support to TEC.
- 2.2.2. NGB/HR will assist with personnel vacancies, hiring, and curtailment requests.
- 2.2.3. NGB/A4 has overall funding authority for TEC facility maintenance and construction.

2.3. TEC Commander (TEC/CC). TEC/CC will:

- 2.3.1. Organize the functions and staff of the TEC to implement EPME and PD utilizing in-residence, virtual and MTT resources.
- 2.3.2. Maintain capabilities to produce and support visual media, live-streaming, and broadcast studios as part of the training and education mission.
- 2.3.3. Support Office of the Director, Air National Guard (ODANG) and National Guard Bureau Public Affairs (NGB/PA) strategic communication requirements as requested and able within resource constraints.
- 2.3.4. Ensure execution of approved EPME programs and policies IAW both DAFI 36-2670 *Total Force Development*, and DAFI 36-2685, *Total Force Enlisted Developmental Education*.
- 2.3.5. Provide instructional support and PD opportunities for the ANG based on TEC-U research and analysis coupled with the needs of the force.

2.2.3. TEC Deputy Commander (TEC/CD). TEC/CD reports directly to TEC/CC, acts as a trusted advisor for the commander, and acts for the commander during the commander's absence. The Deputy Commander is dual hatted as the Chief, MSD and is responsible for the management of logistics and supply, budget and resource management, network operation and information technology. TEC/CD oversees all supervision and training of division members.

2.2.4. TEC Senior Enlisted Leader (TEC/SEL). TEC/SEL reports directly to TEC/CC and serves as the commander's key advisor for all enlisted issues. The SEL is charged with readiness, training, health, morale, welfare, and quality of life for the unit or group of assigned personnel. TEC/SEL will:

- 2.2.4.1. Manage and direct resource activities, interpret and enforce policies and applicable directives, establish control procedures to meet mission goals and standards, and actively support and maintain robust recognition programs.
- 2.2.4.2. Serve as the Commandant of the Lankford EPME Center. The Commandant is responsible for all aspects of school operations and provides leadership, guidance and direction to the faculty, support staff, and students. The Commandant also leads faculty development, oversees course curriculum, and manages instructor hiring, training, and qualification.

2.2.5. TEC First Sergeant (TEC/CCF). TEC/CCF reports directly to TEC/CC and serves as a key advisor to the commander on matters relating to health, morale, welfare, safety, legal, personnel, administrative issues, and a variety of other issues for TEC permanent party personnel and students assigned to TEC in a temporary duty (TDY) status.

2.2.6. Chief, TEC University. The TEC-U Chief reports directly to TEC/CC and is responsible for the management, supervision, and training of division members, the ANG Production Studio, and Learning Development curriculum and delivery.

Chapter 3

MISSION SUPPORT DIVISION

3.1. General. The Mission Support Division is a division within the TEC. It is responsible for all support and coordination activities for EPME and TEC-U. The MSD implements, advises, and coordinates among the TEC Commander, Division Chiefs, and outside agencies on all support requirements for the TEC missions.

3.2. Responsibilities. The Mission Support Division Chief will:

3.2.1. Lead and coordinate TEC public affairs related information, including social media. **(T-3)** Additionally, The MSD Chief maintains the communications plan with TEC's Public Affairs office.

3.2.2. Oversee TEC's day-to-day communication focal point operations. Facilitate all network operations and information technology support efforts surrounding the maintenance and sustainment of computer hardware, software, and accountable equipment line items assigned to the TEC.

3.2.3. At the direction of the TEC Commander, manage all TEC allocated resources, including, but not limited to, planning, assisting with programming, budgeting, contracting, purchasing, and other enterprise-wide aspects of financial programming and management. The MSD Chief also oversees the annual TEC operating budget, as well as End of Year fallout funds.

3.2.4. Ensure all administrative personnel and staffing functions are maintained in proper regulatory compliance and tracked with the TEC staff, Commander, ANGRC and higher headquarters. Also ensure all Operating Instructions are maintained in compliance.

3.2.5. Ensure staff and faculty training requirements are completed and ready to accomplish the TEC mission in an accurate, timely, and appropriate manner.

3.2.6. Conduct the overall logistical support functions for the TEC. Responsible for providing supplies, equipment, maintenance, and sustainment for facilities and programs across the campus.

3.3. Support. TEC campus facilities may be available to external customers for training or conference needs. Request TEC campus facilities and support via the Facility Use Agreement.

Chapter 4

LANKFORD EPME CENTER

4.1. General. The Lankford EPME Center is a division of the TEC. EPME programs strengthen the ability and skills of personnel to lead, manage, and supervise. The TEC, via the Lankford EPME Center, conducts on-campus Airman Leadership School (ALS), on-campus Noncommissioned Officer Academy (NCOA), virtual ALS, and virtual NCOA.

4.2. Responsibilities. The Commandant, Lankford EPME Center will:

4.2.1. Execute EPME as per USAF EPME Procedural Guidance as published by the BCEE. (T-2)

4.2.2. Maintain all aspects of school operations and provide leadership, guidance and direction to the faculty, support staff, and students.

4.2.3. Lead faculty development, oversee course curriculum, and manage instructor hiring, training, and qualification.

4.2.4. Attend biannual BCEE-hosted Commandant Workshops and other engagements to foster positive working relationships with BCEE staff. Provide instructor and initiative support to the Barnes Center as able.

4.2.5. Maintain frequent coordination with peer NCOA Commandants to remain abreast of enterprise-wide initiatives, remain consistent with standards, best practices, and methodology across all schoolhouses, and foster collaboration.

4.2.6. Maintain frequent coordination with the ANG Liaison to the BCEE to ensure ANG equities in EPME.

4.2.7. Maintain frequent coordination with ANG Command Chief and ANG Enlisted Field Advisory Council (EFAC) on execution status of EPME programs in the ANG.

4.2.8. Ensure Lankford EPME Center programs maintain appropriate accreditation. (T-2)

4.2.9. Advocate for and maintain total force staff and student throughput.

4.2.10. Advocate for and coordinate with Secretary of the Air Force International Affairs (SAF/IA), Air Force Security Assistance Training (AFSAT), and National Guard Bureau Strategic Plans and Policy (NGB/J5) to promote and support State Partnership Program initiatives through EPME delivery.

4.2.11. Serve as the course owner of Lankford EPME Center Airman Leadership School (ALS).

4.2.12. Support other PME or PD requirements as requested and able.

4.2.13. Function as the ANG 8T000 Career Field Functional Area Manager. (T-2)

Chapter 5

TEC UNIVERSITY

5.1 General. TEC University is a division of the I.G. Brown Training and Education Center. It is a Community College of the Air Force accredited schoolhouse, specializing in instructor development and professional development through in-residence and Advanced Distributed Learning (ADL) models as needed. The division is also home to the Air National Guard's sole video production studio, enabling increased capabilities for education and comprehensive audio-visual solutions for the entire force.

5.2. Responsibilities.

5.2.1. The ANGRC Directorates will:

- 5.2.1.1. As necessary, coordinate with TEC-U for any requisite instructor training, curriculum, and/or academic advisement to maximize the effectiveness of training. **(T-2)**
- 5.2.1.2. Ensure instructors conducting training complete the TEC's Air National Guard Instructor Course (ANGIC), either in-residence or by MTT request. **(T-2)**
- 5.2.1.3. Request TEC-U audio-visual conference support via the Memorandum of Understanding Conference Support Services agreement for events that have a reach across the entire ANG. **(T-2)**

5.2.2. TEC University Division Chief will:

- 5.2.2.1. Utilize a variety of strategies to promote and support professional development opportunities across the Air National Guard
- 5.2.2.2. Develop and maintain curriculum for delivery via a variety of mediums, including livestream and recorded broadcasting, in-residence, MTTs, and ADL.
- 5.2.2.3. Identify, research, and assist in integrating emerging learning strategies into training across the ANG.
- 5.2.2.4. Support ANG Force Development goals through enabling and establishing effective courseware supporting Air Force and ANG objectives.
- 5.2.2.5. Deploy an MTT, subject to funding by the requested unit and available resourcing, to conduct the ANG Instructor Course and other Professional Development courses.
- 5.2.2.6. Maintain a Learning Management System (LMS) to provide the capability for ADL.
- 5.2.2.7. Assist in preparing ANG leaders to deal with future Air Force and State challenges by providing training and education opportunities across Public Affairs and Strategic Communications disciplines.
- 5.2.2.8. Leverage TEC infrastructure to provide video production and live-streaming broadcast capability that enables cost-effective multimedia for ANG, PME, TEC-U, and command information purposes.

5.2.2.9. Maintain the TEC-U studio as a C2 (MAJCOM Video Production Center) through Defense Visual Activity Number (DVIAN) revalidation in accordance with AFH 35-115, *Visual Information*, Chapter 2. **(T-2)**

BARBRA S. BULS
Brigadier General, USAF
Commander, ANGRC

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DAFPD 36-26, *Total Force Development and Management*, 18 January 2024
DAFI 36-2670, *Total Force Development*, 25 June 2020
DAFI 36-2685, *Total Force Enlisted Developmental Education*, 9 October 2024
AFH 35-115, *Visual Information*, 24 November 2020

Abbreviations and Acronyms

ADL—Advanced Distributed Learning
AFPD—Air Force Policy Directive
AFH—Air Force Handbook
AFSAT—Air Force Security Assistance Training
ANG—Air National Guard
ANGIC—Air National Guard Instructor Course
ANGRC—Air National Guard Readiness Center
ALS—Airman Leadership School
BCEE—Barnes Center for Enlisted Education
C2—Category 2
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DVIAN—Defense Visual Activity Number
EPME—Enlisted Professional Military Education
EFAC—Enlisted Field Advisory Council
IAW—In Accordance With
LMS—Learning Management System
MAJCOM—Major Command
MSD—Mission Support Division
MTT—Mobile Training Team
NGB—National Guard Bureau
NCOA—Non-Commissioned Officer Academy
ODANG—Office of the Director of the Air National Guard
PME—Professional Military Education
SEL—Senior Enlisted Leader
TEC—I.G. Brown Training and Education Center
TEC-U—Training and Education Center University
TDY—Temporary Duty
TLN—Training Line Number

Office Symbols

ANGRC/CC—Air National Guard Readiness Center Commander

NGB/A1D—National Guard Bureau Division of Education and Training

NGB/A4—National Guard Bureau Directorate of Logistics, Engineering, and Force Protection

NGB/FM—National Guard Bureau Finance Management and Comptroller

NGB/HR—National Guard Bureau Human Resources

NGB/J5—National Guard Bureau Strategic Plans and Policy Directorate

NGB/PA—National Guard Bureau Public Affairs

SAF/IA—Secretary of the Air Force International Affairs

TEC/CC—Training and Education Center Commander

Terms

Advanced Distributed Learning (ADL)—Evolution of distributed learning (distance learning) that emphasizes collaboration on standards-based versions of reusable objects, networks, and learning management systems, yet may include some legacy methods and media. ADL leverages the full power of computers, information, and communication technologies using common standards to provide learning that can be tailored to individual needs and delivered anywhere-anytime. ADL also includes establishing an interoperable “computer- managed instruction” environment that supports the needs of developers, learners, instructors, administrators, managers, and family. ADL encompasses all the methodologies mentioned above, and in addition, includes ongoing and expected improvements in learning methods.

Airman—According to AFDD 1-1, *Leadership and Force Development*, an Airman is any U.S. Air Force member and Department of the Air Force civilian.

Air National Guard Instructor Course—The purpose of the ANGIC is to prepare and qualify personnel to perform instructor duties on a part-time basis. ANGIC is a 10-training day course that introduces students to the philosophy, methodologies, and practice of the Instructional System Design model. ANGIC is a CCAF accredited (three credits in Instructor Methodology).

Competencies—Observable, measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics needed to perform institutional or occupational functions successfully.

Education—Process of imparting general bodies of knowledge and habits of mind applicable to a broad spectrum of endeavors to intellectually prepare individuals to deal with dynamic environments and solve ill-defined problems by using critical thought and reasoned judgment. Education programs prepare Airmen to anticipate and successfully meet challenges across the range of military operations and build a professional corps. Further, they positively impact both recruitment and retention efforts.

Professional Development—Any course that is less than 20 weeks in duration and satisfies mission accomplishment, sustainment, or enhancement as required by law, Air Force governance, specific memorandum of agreement, or position requirement. PD should not be confused with initial skills and subsequent advanced training courses that are required to advance in the Air Force Specialty Code skill level.

Professional Military Education (PME)—Critical subset of developmental education that: 1) provides the nation with personnel skilled in the employment of air, space, and cyberspace power in the conduct of war, small scale contingencies, deterrence, peacetime operations, and national security; 2) provides

AF personnel with the skills and knowledge to make sound decisions in progressively more demanding leadership positions within the national security environment; and 3) develops strategic thinkers, planners, and war fighters. In addition, PME programs strengthen the ability and skills of AF personnel to lead, manage, and supervise.

Training—Set of events or activities presented in a structured or planned manner through one or more media for the attainment and retention of skills, knowledge, and attitudes required to meet job performance requirements. This involves the coaching and mentoring of Airmen, resulting in proficiency development.