

ATTENTION FUTURE MASTER SERGEANTS

Greetings from the 102 Massachusetts Enlisted Professional Military Education (EPME) Satellite Site Staff! We are here to announce an upcoming opportunity to complete your In-Residence Non-Commissioned Officer Academy (NCOA) requirement that will be offered here at Otis Air National Guard Base starting **25 August 2014**! If your personal, family, and/or employer responsibilities make it a challenge to go away for the 6 Week In-Residence Course, then we have an offer for you.

Starting in August 2013, Otis ANGB re-vitalized its own Satellite Enlisted Professional Military Educational Site. A team of certified facilitators have been assisting to instruct a Satellite NCOA Course, in Building 158, on Tuesday and Thursday nights. This allows students to continue to work for their employers and take care of personal and family matters. Don't get me wrong, it is a bit stressful, but you will get more out of the course than just the Academics, you will learn how to balance both your personal career as well as your military career and accomplish more tasks than you ever thought possible in the short amount of time it takes to complete the course.

The Fall Class (Class 14-7) starts on **25 August 2014** and goes to **25 November 2014** (13 Weeks). This is considered Phase 1 of the course that meets twice a week in the evening hours (usually 1730-2200, Tuesday & Thursday) at Otis ANGB. The students then continue on to McGhee Tyson, TN for Phase 2 (2.5 Weeks) which starts on **2 December 2014** with a Graduation Date of **18 December 2014**.

If this opportunity is for you and you are Medically Cleared to attend a PME Course; then start your journey now by coordinating with your Unit Training Manager to complete a "Formal School Request". Also, please ensure you have the following documentation, in addition to the application (all documentation must remain current through the entire NCOA Course – example: next time training/test due **31 December 2014**):

- vMPF Report on Individual Personnel (RIP)
- Current Passing Physical Assessment
- JPAS Letter from Security Manager
- CBT Certificate – DoD IAA CyberAwareness Challenge
- CBT Certificate – Information Protection

The suspense to have packages turned in to your Unit Training Manger who will in turn, submit to the Base Training Manger, is Close of Business (COB) on **Friday of the June Annual Field Training (13 June 2014)**. So...mark your calendars and prepare yourself for a great Professional Military Educational Experience! We'll be waiting for YOU!

For More Information Contact the Following:

*CM*Sgt Jason Mello – Lead Site Facilitator
DSN: 557-7375 / Comcl: 508-968-7375
Jason.Mello@ang.af.mil

*TS*Sgt Debra Sardina – Site Administrator/Facilitator
DSN: 557-7209 / Comcl: 508-968-7209
Debra.Sardina@ang.af.mil