



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

12 July 2024

MEMORANDUM FOR ALL MAJCOM A1s

FROM: HQ USAF/A1D
1040 Air Force Pentagon
Washington DC 20330-1040

SUBJECT: Enlisted Airmanship Continuum Foundations Course Guidance

1. **Purpose:** This memorandum outlines the official policy and procedural guidance to implement the Enlisted Airmanship Continuum Foundations Courses (FC). FCs become an EPME prerequisite 31 Dec 25.
2. **Background:** In alignment with the Letter to the Force, "Enlisted Airmanship Continuum" dated 18 September 2023, "Foundations Courses will replace our base-level Professional Enhancement Seminars beginning October 2023 and become prerequisite courses for EPME...." base-level Professional Enhancement Seminars (PES) have been replaced with FCs. These include the Junior Enlisted Foundations Course (JEFC 300), Noncommissioned Officer Foundations Course (NCOFC 500), and Senior Noncommissioned Officer Foundations Course (SNCOFC 700). Each course includes 4 days of standardized curriculum and 1 day of MAJCOM/installation specific curriculum.
3. **Credit for Attendance:**
 - a. Personnel who attended and completed a PES or FC as of 1 Oct 23 receive credit.
 - b. Developmental Advisors (DA), Formal Training Offices, or Unit Training Managers must update attendance in MilPDS within 10 duty days of FC completion.
4. **Scheduling:**
 - a. JEFC 300
 - 1) Priority 1: SrA with over 24 months TIG, who have not attended ALS.
 - 2) Priority 2: SrA with 12-23 months TIG and pending assignment or deployment.
 - 3) Priority 3: SrA with at least 4 months TIG.
 - b. NCOFC 500
 - 1) Priority 1: TSgts who have not attended NCOA.
 - 2) Priority 2: SSgts with over 24 months TIG and pending assignment or deployment.
 - 3) Priority 3: SSgts with a minimum of 18 months TIG.
 - c. SNCOFC 700 (SMSgts do not need to attend)
 - 1) Priority 1: MSgts who have not attended SNCOA.
 - 2) Priority 2: MSgts with the most TIG and a pending assignment or deployment.
 - 3) Priority 3: MSgt Selects and MSgts with less than 7 months TIG.

5. **Geographically Separated Unit (GSU) Considerations:**
 - a. DAs must work with the Barnes Center for Enlisted Education (BCEE) Force Development to implement standard operating procedures for GSUs and tenant units.
 - b. DAs should leverage technology to provide services for geographically separated Airmen.
6. Please direct any additional inquiries to HAF/A1DLE at AF.A1DLE.EPMEDA@us.af.mil.

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