



DEPARTMENT OF THE AIR FORCE  
59TH MEDICAL WING (AETC)  
JOINT BASE SAN ANTONIO - LACKLAND TEXAS

MEMORANDUM FOR: Air Force Intermediate Executive Skills Course Students

SUBJECT: Letter of Instruction

You are about to register for the Joint Medical Executive Skills Institute (JMESI) Distance Learning (DL) Modules. These modules are a pre-requisite for the **Air Force Intermediate Executive Skills Course**. If you have any problems during registration or while taking the modules, please notify the JMESI Registrar at:

[dha.jbsa.education-trng.list.jmesi@mail.mil](mailto:dha.jbsa.education-trng.list.jmesi@mail.mil).

1. To access the distance learning modules go to the Joint Knowledge Online (JKO) Learning Content Management System (LCMS) at: <https://jko.jten.mil/>.
2. Click the **“Enter JKO”** button, then click **“OK”** on the DoD warning banner.
3. Select **“Login using my CAC”**; select your current CAC certificate in the **“Select Certificate”** pop up box and click **“OK”**.
4. Select the **“Course Catalog”** tab located below the Health Education and Training Online Learning banner.
5. Click on the **“Courses”** tab.
6. Type the **course number** (below) into the **Partial Course #** search box or acronym **JMESI** in the **Title Key Word** search box and click **“Search”**.
7. Locate the required JMESI modules and click **“Enroll”**. Acknowledge the academic integrity box if it pops up.
8. You may now click **“Launch”** once that button appears and complete the course. If you have to stop before you complete the course, you can go back in and continue under the **“My Training”** tab.
9. You will receive an enrollment notification/course welcome email from the JKO with instructions, and a course completion email when you are done.

US076: Medical Doctrine (1 hr)

US102: Strategic Planning Decision-based Module (1 hr)

US091/092: Public Law One and Two (2 hrs)

US050: Labor Relations One (1 hr)

US032: Human Resources (1 hr)

US022: Facilities Mgmt One (1 hr)

US001: Bioethics One (1 hr)

US003/004: Change and Innovation One and Two (2 hrs)

US044/045: Integrated Health Systems One and Two (2 hrs)

US020: External Accreditation One (1 hr)

US097: Quality Management and Performance Decision-based Module (1 hr)

Please send the course completion certificates to me at [bruce.w.callahan2.mil@mail.mil](mailto:bruce.w.callahan2.mil@mail.mil) so I do not have to disenroll you from the IES course and notify your corps. Looking forward to seeing you!

BRUCE W. CALLAHAN, Lt Col, USAF, BSC  
Intermediate Executive Skills Course Director