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OPR: 21 MSS/FTAC (SMSgt Beverly Holt)

Certified by: (Lt Col Catherine T. Lovelady)

Pages: 4

Distribution: F

The OPR for this supplement is 21 MSS/FTAC (SMSgt Beverly A. Holt). This publication provides local directives for the implementation of Air Force Instruction (AFI) 36-2252, *First Term Airmen Center* (FTAC), 1 August 2000. It applies to the 21st Space Wing, its units assigned to the Peterson AFB, Cheyenne Mountain Air Force Station (CMAFS), and all tenant units of Peterson AFB and CMAFS. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4).

1.3.1. (Added) Administrative responsibility for the operation of the First Term Airmen Center (FTAC) falls under the Mission Support Group, within the Mission Support Squadron as a separate flight. The 21 MSS/CC retains responsibility for all FTAC curriculum and content.

1.4.1. (Added) Upon arrival, airmen should inprocess their unit and, if possible, the Military Personnel Flight (MPF) prior to attending FTAC.

1.4.2. (Added) Members may be placed on leave or permissive TDY as needed prior to attending FTAC. The unit must schedule the member for the next available FTAC class, not to exceed 10 duty days when possible.

1.4.3. (Added) First term airmen will not be exempted from FTAC without the approval of 21 MSS/CC. Group commanders should request exemption by letter or E-mail.

1.4.4. (Added) Units should avoid scheduling their airmen for appointments during the FTAC course. If this is not possible, units must coordinate training/appointments for their airmen with the FTAC Noncommissioned Officer in Charge (NCOIC). Coordination should be done prior to FTAC start date, when possible.

1.4.5. (Added) Airmen who miss mandatory training, as defined by AFI 36-2252, Paragraph 3.1, will be required to make up the training prior to being issued an FTAC completion certificate and training letter.

1.4.6. (Added) Emergency, convalescent, and ordinary leave as well as medical profiles, quarters, or TDY for airmen assigned to FTAC are coordinated between FTAC NCOIC and applicable unit/first sergeant.

1.4.7. (Added) FTAC students are considered to be in an academic status and are nonplayers to their assigned unit for the duration of the FTAC course. Requests for exceptions to this policy must be submitted to the 21 MSS/CC by the applicable group commander (see paragraph **1.4.4. (Added)** above). In the event of a real-world contingency, FTAC airmen are contacted by, and released to, their respective units for duty.

1.6.2. (Added) The FTAC NCOIC has the authority/discretion to send airmen who repeatedly fail to comply with standards back to their units or may administer administrative actions, up to and including letters of reprimand to correct substandard behavior. All documented disciplinary measures are briefed to the airman's squadron commander, squadron section commander, or first sergeant. Copies of documentation are provided to the unit.

1.6.3. (Added) Major disciplinary infractions requiring corrective measures beyond the letter of reprimand level (for example Article 15) are referred to the unit and will dictate an airman's immediate release from FTAC. These airmen will be scheduled by their unit to repeat FTAC at the completion of corrective action.

1.6.4. (Added) The FTAC NCOIC will notify, via letter, the supervisors, first sergeants, or commanders of students scoring below the 8.5 reading level on the Air Force Reading Aptitude Test. A sample notification letter is at **Attachment 2 (Added)**.

1.6.5. (Added) The FTAC NCOIC will provide each airman's unit an after action report on training. A sample is at **Attachment 3 (Added)**.

Attachment 2 (Added)

SAMPLE NOTIFICATION LETTER

MEMORANDUM FOR APPLICABLE UNIT

FROM: 21 MSS/FTAC

SUBJECT: Air Force Reading Aptitude Test (AFRAT) Score

1. FTAC student Airman First Class (A1C) Iama Student was administered the AFRAT. This two-part test is used to determine vocabulary and reading comprehension levels. An overall score of 8.5 or below is always reported to the unit's First Sergeant because a score at this level may indicate that the student will incur some difficulties completing their Career Development Course (CDC).
2. A1C Student scored an overall 8.0, which falls just below the cutoff. This information is provided to you so that, as he/she works through his/her CDCs, you are aware of the fact that they may be more challenging for him/her than they are for other members of your unit. If this is the case he/she may require additional training or time to successfully complete his/her CDCs.
3. Please use this information to set A1C Student up for success. Your unit training manager should be able to assist if CDC or any other training-related difficulty arises. Please contact me at X-XXXX if you have any questions.

ONE INSTRUCTOR, SMSgt, USAF
FTAC NCOIC

Attachment 3 (Added)**SAMPLE AFTER ACTION REPORT**

AFTER ACTION REPORT
FOR THE COMMANDER AND FIRST SERGEANT
OF FTAC STUDENT _____

1. Punctuality	
2. Customs and Courtesies	
3. Dress and Appearance	
4. Military Bearing	
5. Attitude	
6. Demonstrated Effort	
7. Class Participation	
8. In-Class Problems	
9. Items for Attention	

Additional Comments:

ONE INSTRUCTOR, SMSgt, USAF
FTAC NCOIC

Date:

DUANE W. DEAL, Brig Gen, USAF
Commander