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Personnel

**INDIVIDUALIZED NEWCOMER TREATMENT
AND ORIENTATION (INTRO) PROGRAM
NEWCOMERS FLIGHT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction implements AFI 36-2103, *Individual Newcomer Treatment and Orientation (INTRO) Program* and provides responsibilities for the Wing INTRO Program, and the Newcomers Flight. The purpose of this program is to welcome newcomers to the 512th Airlift Wing and accomplish in-processing requirements.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Newcomers Flight Program. The 512 AW, in coordination with other wing agencies, conducts a Newcomers Flight (NCF) for all incoming military personnel (including air reserve technicians). Attendance is mandatory.

2. Responsibilities:

2.1. 512th Airlift Wing Vice Commander (AW/CV):

2.1.1. Oversees the Newcomers Flight.

2.1.2. Appoints the Flight Commander.

2.1.3. Ensures administrative support is provided to the Newcomers Flight.

2.1.4. Promotes unit esprit de corps, sharing of experiences and fosters mentoring.

2.2. 512th Staff Agencies:

2.2.1. Ensure the briefer arrives at scheduled time to conduct briefing or insure a substitute will brief in the event the primary briefer is not available.

2.2.2. Provide the Flight Leader with slide presentations, power point briefings, videos, etc., and sufficient copies of handout material.

2.2.3. Adhere to scheduled times.

2.2.4. Briefings required: Wing Commander, Vice Wing Commander, Wing Command Chief, Chaplain, Wing Career Advisor, Pay Section, Customer Service, Training and Education, Public Affairs, Family Support, Supply - Uniform Requirements, Legal - Laws of Armed Conflict, Homosexual Conduct Policy, Wing Performance Manager (CCX) - Improvement Awareness & AF Core Values, Aerospace Medical Squadron (AMDS) - Drug & Alcohol Abuse, Military Equal Opportunity - Sexual Harassment & Equal Opportunity, Inspector General - Overview, Security Forces Squadron - Anti-Terrorism Level 1, Safety - Local Conditions & Fire Extinguisher Training, Information Systems Flight – Information Awareness Training, AMDS - Medical Overview, AMDS - Anthrax, Civil Engineering Readiness - Disaster Preparedness, CCX – Operations Security Overview and Awareness.

2.3. Newcomers Flight Commander and Deputy Flight Commander:

2.3.1. Comply with the requirements of AFI 36-2903, *Dress and Personal Appearance*.

2.3.2. Take charge of all aspects of the NCF Program and report back to CV of program status.

2.3.3. Serve as the focal point for all reception and in-processing of newly assigned members.

2.3.4. Provide introduction to the wing.

2.3.5. As required, narrates base tour to include location of Base Exchange, dining hall, club, fitness center, various squadrons (especially current class members', pointing out Building Numbers and Location) and staff agencies, etc.

2.3.6. Provide information on membership in professional organizations such as Reserve Officers Association, Reserve Enlisted Association, Air Force Sergeants Association, AFA, and the Base Consolidated Club.

2.3.7. Assist in resolving lodging complaint issues for newcomers.

2.3.8. Coordinate with unit First Sergeant/Intro Manager to transition member to assigned unit (see 3. below).

2.3.9. Coordinate with Unit Training Assembly Processing System (UTAPS) monitor and certifies INTRO sign-in/out roster by signature.

2.3.10. Ensure copy of Present for Duty roster is transmitted to individual's squadron 1st Sergeant for inclusion into UTAPS—may be by electronic media.

2.3.11. Ensure adequate facilities, room(s) arranged properly with correct and operating audio/visual equipment.

2.3.12. Coordinate schedule changes on a reoccurring basis

2.4. Administrative Support:

2.4.1. Generates AF Form 40A (Record of Individual Inactive Duty Training) for members to sign-in/out each day. Flight Leader/Deputy Flight Leader will certify with his/her signature.

2.4.2. E-mails units a copy of Present for Duty Roster by 0830 each day of a Unit Training Assembly (UTA).

2.4.3. Coordinates with staff agencies to ensure briefers are ready.

2.4.4. As required, coordinates and schedules other required training events.

2.4.5. Maintains NCF Folder on the shared-drive for currency and content.

2.4.6. Performs other duties as required.

2.5. Personnel Employment:

2.5.1. Serves as the focal point within the Military Personnel Flight for the Flight Commander/Deputy Flight Commander.

2.5.2. Provides the list of newcomers to Flight Commander/Deputy Flight Commander.

3. Unit INTRO Program Manager Requirements:

3.1. Hold the grade of SSgt through MSgt.

3.2. On station a minimum of 12 months.

3.3. Upgrade training completed.

3.4. Reliable (makes scheduled UTAs).

3.5. Good communication skills.

3.6. Dedicated individual.

3.7. Introduce newcomer(s) to:

3.7.1. Squadron Commander

3.7.2. First Sergeant

3.7.3. Career Advisor

3.7.4. Training Monitor

3.7.5. Section Chief

3.7.6. Newcomer's Supervisor

3.7.7. Orderly Room personnel

3.7.8. Assist individual(s) with immunization requirements.

3.7.9. Assist individual(s) with completion of required uniform paperwork (started in the Newcomers Flight).

4. Changes:

4.1. Recommended changes welcomed and encouraged.

4.2. Submit in writing, preferably via electronic media, to 512th Airlift Wing Vice Commander.

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Commander