

26 APRIL 99



Personnel

FIRST TERM AIRMAN'S CENTER

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OPR: 62 SPTG/CD (Lt Col Glombik)

Certified by: 62 AW/CC
(Col Raymond E. Johns, Jr.)

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1. PURPOSE: This instruction defines the purpose and establishes the responsibilities of the First Term Airman's Center (FTAC).

2. SUMMARY OF REVISIONS: None

3. REFERENCES: None

4. PURPOSE OF THE FTAC: The purpose of the FTAC is to transition first term airmen from the controlled environment of Basic Military and Technical training to one of self discipline. Provide streamlined base/unit in-processing and a base detail manpower pool.

4.1. The FTAC provides streamlined in-processing, professional briefings, ancillary training, mission orientation and a pool of personnel for base details.

4.2. The duration of stay in the FTAC will not exceed 30 calendar days.

5. RESPONSIBILITIES OF THE FTAC: To supervise all first term Airmen Basic through Airmen First Class arriving at McChord AFB through base in-processing.

5.1. INPROCESSING: Airmen sign into the base and are scheduled for the next finance in-processing briefing. Immediately following that briefing, they report to the FTAC for in-processing and orientation and are instructed when to report back to the FTAC for duty. Airmen are then released to their respective organizations for two days of unit-specific in-processing actions.

5.1.1. Upon returning to the FTAC, airmen complete base-level in-processing

5.2. PROFESSIONALISM BRIEFINGS: Professionalism briefings reinforce fundamental aspects of the Air Force. Briefings will be geared toward assisting newly assigned airmen to adapt to McChord AFB. The professionalism briefings will include, but are not limited to, Dress and Appearance, Customs and Courtesies, Interpersonal Relationships, and Career Advancement. (see [Attachment 1](#))

5.3. ANCILLARY TRAINING: FTAC staff schedules airmen for initial ancillary training as required by their respective organizations. Such training includes chemical warfare training, self-aid/buddy care, and cardiopulmonary resuscitation. (see [Attachment 1](#))

5.4. MISSION ORIENTATION : FTAC airmen receive a variety of tours and briefings designed to help them understand how they fit into Team McChord. These include wing mission briefings and tours of wing aircraft and facilities.

5.5. BASE DETAILS: Airmen perform base details when they are not involved in other FTAC key processes.

5.5.1. 62 SPTG/CC approves base detail taskings. Standard details performed by FTAC personnel are wing grounds maintenance, baggage detail, and other wing support requirements.

6. OPERATION OF THE FTAC: The FTAC is subordinate to 62 SPTG/CD. An NCO selected by the 62 SPTG/CD manages the center. This position is for 119 days to one year. Two senior airmen team leaders, on a 60-day rotation, assist the NCOIC. Senior airmen must complete Airman Leadership School before being selected as an FTAC Team Leader; any deviation to this policy must be approved by the 62 SPTG/CD. (see [Attachment 2](#))

6.1. NCOIC RESPONSIBILITIES: The NCOIC, FTAC, is responsible for managing the daily activities for all assigned airmen, to include providing a duty schedule, coordinating with applicable base agencies for all FTAC key processes, maintaining a current personnel recall roster and maintaining the morale and discipline of assigned personnel.

6.1.1. The NCOIC, FTAC, has normal disciplinary/recognition action authority as the supervisor, but must ensure the unit commander/1st Sgt are aware of actions taken on new personnel.

6.1.2. Major disciplinary infractions requiring non-judicial punishment and/or court martial are referred to the applicable unit squadron commander/squadron section commander/first sergeant.

6.1.3. The NCOIC, FTAC, maintains close coordination with the unit squadron commander/squadron section commander/first sergeant for the unit which FTAC airmen are assigned. A formal report is provided to the unit upon completion of the FTAC.

6.2. TEAM LEADER RESPONSIBILITIES: It is the responsibility of the two assigned team leaders to assist the NCOIC in managing the daily activities of assigned airmen.

6.3. RECALL/REAL WORLD CONTINGENCY/EXERCISE/INSPECTION PROCEDURES

6.3.1. RECALL PROCEDURES: The FTAC staff and airmen are recalled by 62 SPTG/CD staff procedures.

6.3.2. REAL WORLD CONTINGENCY: In the event of a real world contingency, FTAC airmen are released to their units for duty following recall by the SPTG/CD.

6.3.3. EXERCISE/INSPECTION PROCEDURES: During exercises/inspections (i.e., ORE/ORI), FTAC airmen perform duties assigned to FTAC by 62 SPTG/CD.

7. UNIT RESPONSIBILITIES: Units to which FTAC airmen are assigned maintain administrative responsibility for their airmen. Sponsorship, emergency leave, major disciplinary actions, etc., remain the responsibility of the assigned unit.

7.1. Units will not schedule airmen assigned to the FTAC for unit activities during the 30-day period.

7.2. Unit squadron commanders/squadron section commanders/first sergeants coordinate exemptions and exceptions to normal FTAC assignment procedures with the NCOIC prior to member assignment.

7.3. Airmen assigned to the FTAC will not be removed from the center prior to the 30-day period without the approval of 62 SPTG/CD.

7.4. Required leave and permissive TDY (PTDY) for house hunting will be approved by the airman's assigned unit and completed prior to assignment to the FTAC. If PTDY is required, the amount of time allotted for squadron in-processing will be extended.

RAYMOND E. JOHNS, JR., Colonel, USAF
Commander, 62d Air Wing

Attachment 1**PROFESSIONAL BRIEFINGS**

Social Actions

PFMP

Education

Customs and Courtesies

Career Advancement

Dress and Appearance

Interpersonal Relations

Substance Abuse

Newcomers

Chaplain

Legal (LOAC, UCMJ, Ethics)

ADC

Study Skills

Reading Assessment

Ancillary Training

Chemical Warfare (Initial)

SABC

CPR

Maintenance Block Training

Supply Block Training

Attachment 2

TEAM LEADER ROTATION*

15 Mar 99 – 16 May 99

LG, MG

17May 99 – 18 Jul 99

OG, SPTG

19Jul 99 – 19 Sep 99

LG, MG

20Sep 99 – 21 Nov 99

OG, SPTG

22 Nov 99 – 23 Jan 00

LG, MG

* These dates are tentative and flexible.