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**BOLLING AFB
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Personnel

FIRST TERM AIRMEN CENTER



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-22, *Military Training*. It provides guidance on the implementation and operation of First Term Airmen Centers (FTAC). First Term Airmen Centers are designed to transition first duty station airmen from a training to a mission-oriented environment. FTACs provide a means of inprocessing airmen with a solid foundation of base and ancillary training programs and briefings in order to prepare them to become mission ready airmen in a minimum amount of time. This AFI outlines the responsibilities of each level of command. This publication does not apply to Air National Guard (ANG) or Air Force Reserve (AFR) units. **Records Disposition:** Maintain and dispose of records created as a result of processes prescribed by this instruction IAW AFMAN 37-139, *Records Disposition Schedule*.

(BOLLING) AFI 36-2252, 1 August 2000, is supplemented as follows: It outlines policies and procedures for administering the Bolling AFB First Term Airmen Center (FTAC). It is established to transition first term airmen from basic training and technical school training to a mission-oriented environment with a solid foundation of base training programs and briefings. The FTAC creates an environment for airmen to develop a warrior spirit, expeditionary mindset, and indoctrination to the National Capital Region and Bolling AFB way of life through self-discipline, teamwork, and core values. It is applicable to all assigned/attached units, and personnel whose enlisted military personnel records are managed by the 11th Mission Support Squadron, Military Personnel Flights located on Bolling AFB and the Pentagon.

1. Responsibilities:

1. (BOLLING) Responsibilities.

1.1. HQ USAF/DPDT: As Office of Primary Responsibility (OPR) for this AFI, HQ USAF/DPDT will act as Air Staff advocate for all issues regarding the implementation and operation of FTACs.

Issues such as personnel authorizations and funding requirements will be staffed and coordinated through the corporate structure process. Other issues will be staffed and coordinated through the appropriate Air Staff directorate as required.

1.1. (BOLLING) 11 WG/DP is the MAJCOM OPR for the FTAC.

1.2. MAJCOM: MAJCOM Director of Personnel will be the MAJCOM OPR for FTACs. MAJCOM DPs will appoint a primary point-of-contact for issues concerning FTACs and inform AF/DPDT. MAJCOM supplements to this AFI are encouraged and must be coordinated with HQ USAF/DPDT before issuing.

1.2. (BOLLING) Wing. Command oversight is delegated to the Commander, 11th Support Group.

1.2.1. (BOLLING) The day-to-day responsibilities for the operation of the FTAC are delegated to the Commander, 11th Mission Support Squadron.

1.2.2. (BOLLING) The official designation for the FTAC is 11 MSS/FTAC Flight.

1.3. WINGS: Host wings will be responsible for the implementation and operation of FTACs. All Air Force bases will be required to establish an FTAC unless an exception is requested from the wing commander through the MAJCOM to HQ USAF/DPDT. Wing commanders will determine where the day-to-day responsibility for the operation of an FTAC will be placed. It is recommended this responsibility fall under the Support Group, within the Mission Support Squadron as a separate flight. Base supplements must be coordinated with the MAJCOM before issuing.

1.3. (BOLLING) Units.

1.3.1. (BOLLING) Unit commanders have responsibility for scheduling all first term airmen to attend FTAC; this may be delegated to First Sergeants and/or Command Support Staffs.

1.3.2. (BOLLING) Special Circumstances and/or Exceptions. Enlisted members assigned to the United States Air Force Band who enlist in the Air Force and assume the grade of Technical Sergeant are highly recommended to attend FTAC.

1.4. UNITS: Unit commanders will be responsible for scheduling all first term airmen to attend FTAC inprocessing and briefings at the earliest possible date. While awaiting the start of an FTAC session, squadron inprocessing and work-center orientation may begin. Ensure airmen are not scheduled for other appointments while assigned to the FTAC. The unit will maintain administrative and command responsibility for their airmen. It is recommended that leave and permissive TDY for house hunting be accomplished prior to attending an FTAC session. Do not overlook the importance of the sponsor during this transition period. FTACs are intended to complement, not replace, the assigned sponsor's role and duties.

1.4. (BOLLING) Noncommissioned Officer in Charge (NCOIC), FTAC. The official duty title for the incumbent is 11 MSS Flight Chief. The Commander, 11th Mission Support Squadron will select an individual to manage this flight. The NCO selected for the position must be of the highest caliber and serving in the grade of Staff Sergeant through Master Sergeant when a vacancy occurs. Nominations must be forwarded through the appropriate group commander to the Commander, 11th Mission Support Squadron.

1.4.1. (BOLLING) Group Commanders and Director of Staff are responsible for providing a qualified, high caliber Senior Airman or Staff Sergeant who has a desire to motivate and mentor first term airmen, to serve as an FTAC adjunct instructor for 90-120 days. All leaves, TDYs, and

routine appointments will be scheduled through the Flight Chief during that period. Group Commanders and Director of Staff are responsible for ensuring squadron commanders, under their jurisdiction, designate a team leader/adjunct instructor for the periods indicated:

1.4.1.1. (BOLLING) 11th Medical Group – Feb thru Apr and Aug thru Oct

1.4.1.2. (BOLLING) 11th Operations Group – Feb thru May and Sep thru Nov

1.4.1.3. (BOLLING) 11th Support Group – Apr thru Jun and Jul thru Sep

1.4.1.4. (BOLLING) 11th Logistics Group – May thru Jul and Oct thru Dec

1.4.1.5. (BOLLING) 11th Wing Staff – Jun thru Aug

(Note: Group Commanders and Superintendents will be notified at least 45 days in advance of their respective rotation periods.

1.4.2. (BOLLING) Should the Flight Chief return an adjunct instructor to his/her respective unit for failing to meet standards, the Group Commander or Director of Staff remains responsible for providing a qualified replacement.

1.5. FTACs: FTACs will provide a structured program to transition airmen from a training to a mission-oriented environment, reinforcing the military lessons first-term airmen learn and experience in BMT and technical training. By providing briefings covering various topics and initial ancillary training, FTACs have the unique opportunity to create an environment for airmen to develop a warrior spirit and an expeditionary mindset.

1.6. Non-Commissioned Officer in Charge (NCOIC), FTAC: Commanders will assign, at a minimum, a Staff Sergeant to be the NCOIC of the FTAC. The NCO selected for the position must be of the highest caliber. This NCO will be assigned a Reporting Identifier of 9F000, First Term Airmen Center, and will be assigned for a minimum of one year but no more than three years total. This person is in a unique position to prepare new airmen for life in the Air Force. They must be dedicated to mentoring, demonstrate core values, and serve as a positive role model. He/she will be responsible for the day-to-day operations of the FTAC and managing the activities of all assigned airmen. He/she will coordinate with base staff agencies and units in the development of an event/training schedule. Other NCOs or senior airmen on a rotating basis may augment the FTAC if local conditions permit. If senior airmen are used, they must be graduates of the Airman Leadership School.

1.6.1. Candidates will be identified from local resources, subject to HQ AFPC/DPAAD approval. Candidates should not be in an overseas imbalance or chronic critical shortage Air Force specialty. If local resources are not available at dependent-restricted tours, HQ AFPC/DPAAD may approve an advertisement using the EQUAL-Plus process to identify a PCS volunteer. All requests for permanent change of assignment of personnel to NCOIC, FTAC duty must be submitted by the MPF through the MAJCOM to HQ AFPC/DPAAD2. Commanders are encouraged to check the availability of candidates with AFPC/DPAAD early in the reviewing process to confirm their availability. Once selected, HQ AFPC/DPAAD2 will place the NCOIC, FTAC in Assignment Code 44 with an expiration date (year/month) of no more than the duty effective date plus 3 years for CONUS personnel. Individuals assigned overseas are not assigned an assignment availability code as their assignments are managed through the Date Eligible to Return from Overseas (DEROS) process.

2. Program Length:

2. (BOLLING) Program Length.

2.1. Programs must be at least 10 but no more than 30 duty days in length. MAJCOMs and wings will structure their FTAC schedule to meet local needs and requirements.

2.1. (BOLLING) The length of the program is 10 duty days.

3. FTAC Curriculum:

3. (BOLLING) FTAC Curriculum.

3.1. MAJCOMs may establish a standardized curriculum for FTACs, but at a minimum, the following topics must be included: base-level inprocessing briefings, such as military personnel, finance, off-duty education, family support center, personal financial management, TRICARE, disaster preparedness, safety, Operational Risk Management, equal opportunity and treatment/human relations, Alcohol and Drug Abuse Prevention and Treatment (ADAPT), and mission orientation briefing. Although the following topics are taught or introduced at Basic Military Training, they are highly encouraged for continued emphasis: UCMJ, dress and personal appearance, customs and courtesies, Expeditionary Aerospace Force, and Air Force Core Values. AFM 10-100, Airman's Manual, will be used as a guide when establishing curriculum.

3.1. (BOLLING) The Flight Chief is authorized to add and/or delete training and/or briefings to the program, providing all mandatory topics outlined in AFI 36-2252 are covered. Mandatory topics include base-level in-processing briefings, such as military personnel, finance, education, family support center (personal financial management), TRICARE, disaster preparedness, safety, operational risk management, equal opportunity and treatment/human relations, substance abuse and mission orientation briefing.

3.2. The following briefings are optional but not limited to: Health and Wellness, Air Force Office of Special Investigations/Security Forces, American Red Cross, Legal, Chapel Orientation, Area Defense Counsel, Family Advocacy, Domestic Violence, Stress Management, Suicide Prevention, Dormitory Standards, Housing, Air Force Aid Society programs, Honor Guard, and Services programs. Wings are encouraged to develop and present briefings/presentations on other topics relevant to the wing's mission or location (i.e., local host nation/customs, courtesies, and culture). The following training programs may also be included in the overall FTAC curriculum: Chemical Warfare Training, Self Aid/Buddy Care, Cardiopulmonary Resuscitation, Hearing Conservation, Air Force Reading Abilities Test, Fire Extinguisher, Cycle Ergometry, OPSEC, COMSEC, COMPUSEC, Protection of the President, and Law of Armed Conflict.

3.2. (BOLLING) The Flight Chief is authorized to add briefings as time permits.

4. (Added-BOLLING) Other Authorization.

4.1. Certificates/Morale Incentives. Morale incentives include the Professional Image Awards, which are given to the top 10% of the class. This award is presented to the individuals who displayed utmost

professionalism, to include the wear of the uniform, overall attitude, and ability to promote the Air Force core values. Fellow classmate nominations for this award are also taken into consideration.

DONALD L. PETERSON, Lt General, USAF
DCS/Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-22, *Military Training*

AFM 10-100, *Airman's Manual*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFM—Air Force Manual

COMSEC—Communication Security

COMPUSEC—Computer Security

DEROS—Date Eligible to Return from Overseas

DP—Director of Personnel

FTAC—First Term Airmen Center

HQ AFPC—Headquarters Air Force Personnel Center

HQ USAF—Headquarters United States Air Force

MAJCOM—Major Air Command

NCOIC —Non-Commissioned Officer in Charge

OPR —Office of Primary Responsibility

OPSEC —Operation Security