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**Personnel**

**FIRST TERM AIRMEN CENTER-RIGHT  
START, RIGHT NOW**



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This instruction outlines operation of the MacDill Air Force Base (AFB) First Term Airmen Center (FTAC) and identifies the responsibilities and operations of the FTAC.

**1. General Information:**

1.1. The FTAC was designated as a flight under the 6th Mission Support Squadron (6 MSS) on 1 October 2000. The FTAC superintendent/flight chief and all associated programs are subordinate to the 6 MSS Commander (6 MSS/CC).

1.2. FTAC, Noncommissioned Officer Professional Development (NCOPD) Seminar, Flight Commander's Course, and the Wing Squadron Officer Course (WSOC) will be coordinated under the auspices of the FTAC umbrella.

1.3. A senior noncommissioned officer (SNCO) will be appointed as the superintendent/flight chief to manage the center with two support staff team leaders in the grade of Staff Sergeant (SSgt) or Senior Airman (SrA). The superintendent will be selected by the 6 MSS/CC to serve a minimum term of 2 years, and the team leaders will be on a minimum 90-day staggered rotation for continuity purposes. A minimum 5-day overlap will be used to train the incoming team leaders. Only the highest caliber SNCO, NCO, and airman may be nominated to serve as the FTAC superintendent and team leaders. Senior airmen must have completed Airman Leadership School (ALS) and, when feasible, ALS award winners should be given first consideration. A minimum of 90 days on station is required for the position of team leader. Team leader staffing will be rotated among the 6th Air Mobility Wing (6 AMW) Groups. When using 90-day rotations, each group will provide one SSgt or SrA according to the "fair share" schedule as follows:

Logistics Group

Oct - Dec (1)

Apr - Jun (1)

Medical Group

Oct - Dec (1)

Apr - Jun (1)

Operations Group

Jan - Mar (1)

Jul - Sep (1)

Support Group

Jan - Mar (1)

Jul - Sep (1)

The schedule will be modified for rotations over 90 days using “fair share” allocations. Group commander or designee will provide names of individuals to the 6 MSS/CC and FTAC superintendent for approval not later than 30 days prior to assumption of duties.

#### 1.4. Superintendent responsibilities:

1.4.1. Responsible to the 6 MSS/CC for day-to-day operations of the center. Maintains oversight of FTAC, NCOPD, Flight Commander’s Course, and WSOC. Responsible for managing the daily activities/curriculum for all students, to include when necessary: providing duty schedules, coordinating with applicable base agencies for key processes, soliciting speakers as appropriate, maintaining sign-in rosters, and accountability and discipline of all students and assigned personnel. Ensures rosters and databases are updated and all training is documented. Ensures the integrity of all programs coordinated under the auspices of FTAC. Keeps the wing commander, command chief master sergeant, commanders, first sergeants, and supervisors updated on all issues concerning FTAC. Assesses and forecasts annual expenditures for supplies and equipment.

1.4.2. Administers disciplinary actions. All documented disciplinary measures are briefed to the assigned first sergeant, with original documentation being forwarded to the first sergeant/supervisor upon course completion. The respective units will administer disciplinary actions more severe than a letter of counseling. Refer disciplinary infractions requiring non-judicial punishment and/or court-martial to the airman’s squadron commander, section commander, and first sergeant.

1.5. Team leader responsibilities: The team leader will assist the superintendent in managing all functions of the FTAC. The team leader’s duties include, but are not limited to in-processing new arrivals, briefing daily agenda and activities, assisting in acclimating all assigned personnel to their new duty assignment, enforcing policy and procedures, counseling and correcting unacceptable behavior, updating and maintaining the personnel rosters and databases, documenting all training, maintaining equipment and assigned vehicles (if applicable) and equipment, preparing correspondence, report cards, and graduation certificates, maintaining office files, and coordinating instructors/briefers for FTAC and all associated programs.

## 2. FTAC General Information:

2.1. The purpose of the FTAC is to afford first duty station airmen the opportunity to transition into a self-disciplined, mission-oriented environment through instruction and guidance by professional, experienced, career-minded personnel.

2.2. The mission is to indoctrinate MacDill’s future leaders today for a successful tomorrow.

2.3. The FTAC course will last 30 calendar days and provide four key processes: professional briefings/training, streamlined base in-processing, mission orientation, and Pride Patrol detail assignment.

2.3.1. Professional Briefings/Training: Professional briefings are scheduled for a minimum of five duty days and are designed to reinforce the fundamental aspects of the Air Force. These briefings are also geared towards helping newly assigned airmen adjust to the mission-oriented environment at MacDill AFB. The professional briefings include, but are not limited to Command Chief briefing, customs & courtesies, Uniform Code of Military Justice/Law of Armed Conflict (UCMJ/LOAC), financial management, Right Start, Community College of the Air Force (CCAF), computer security, Air Expeditionary Force, upgrade training, personnel programs, and

Honor Guard. The FTAC staff will schedule airmen for training as required by their respective organization upon request from the organization. FTAC briefings take priority over all such requests and will not be interrupted for anything except emergency situations.

2.3.2. Base In-processing: Ensure airmen complete base level in-processing. Appointments will be scheduled throughout the 30-day program.

2.3.3. Mission Orientation: Provide airmen with wing/base mission orientation briefings and schedule tours designed to help them understand how they fit into Team MacDill. Such orientation will be scheduled throughout the 30-day program.

2.3.4. Pride Patrol Detail: Airmen will perform details when they are not attending briefings/training, base in-processing, and mission orientation. The purpose of Pride Patrol is two-fold. First to familiarize the airmen with the base and instill a sense of base ownership and pride, and second to help maintain the base and its facilities. All detail assignments will be coordinated by the 6th Support Group (6 SPTG) superintendent or his or her designee. Under no circumstances will FTAC airmen work with or around personnel performing duties as a result of administrative punishment or judicial actions.

2.4. In order to ensure a standardized FTAC curriculum, organizations are required to provide, but are not limited to the following briefings on a recurring basis, as required by Air Force Instruction (AFI) 36-2252, First Term Airmen Center, and Scott AFB Instruction (SAFBI) 36-2301, First Term Airmen Center – Right Start, Right Now, and local requirements. Each unit will be responsible for providing standardized briefings through whatever means they determine best represents their program/information.

2.4.1. 6 MSS: Military Personnel, Finance, Off-duty education, Family Support Center, Personal Financial Management (PFMP), Upgrade training, and Right Start Program.

2.4.2. 6th Medical Group (6 MDG): Alcohol and Drug Abuse Prevention and Treatment (ADAPT), Stress/Anger management, Suicide prevention, Ecstasy Video, and TRICARE.

2.4.3. 6 AMW: Disaster preparedness, Safety, Operational Risk Management, Equal Opportunity and Treatment/, Human relations, Legal/UCMJ, Career Assistance Advisor, and Chapel orientation.

2.4.4. 6th Communications Squadron (6 CS): Computer protocol/security.

2.4.5. Base Top III/First Sergeants: Customs and courtesies/dress and personal appearance, and Air Force Core Values.

2.4.6. 6th Security Forces Squadron (6 SFS): Crime prevention.

2.4.7. 6th Maintenance Squadron (6 MXS): Mission orientation/Expeditionary Aerospace Force.

2.4.8. Area Defense Council (ADC): Purpose and operations of ADC.

2.4.9. Air Force Office of Special Investigations (AFOSI): Purpose and operations of AFOSI.

2.4.10. Honor Guard: Purpose and operations of Honor Guard Team.

2.5. Airmen will be in-processed into FTAC utilizing the FTAC Information Worksheet to ensure continuity of information provided.

2.6. FTAC staff will provide airmen with a schedule that shows them what to expect during the FTAC Program.

2.7. Referring Unit Responsibilities:

2.7.1. Ensure airmen report to their respective unit orderly rooms and begin unit specific in-processing requirements. Airmen will report to the FTAC for processing and orientation the first Monday at 0730 after reporting to their respective unit. The only acceptable delay is permissive house hunting. Unit orderly rooms will notify the FTAC staff of the date the airmen will report to the FTAC.

2.7.2. Process airmen's required leave or permissive temporary duty (TDY) for house hunting prior to in-processing FTAC. If leave or permissive TDY is required, the unit will schedule airmen to attend the first available mass finance briefing prior to starting leave or permissive TDY. Upon return from leave or permissive TDY, units will instruct the airman to report to the FTAC the following Monday at 0730 for inprocessing and orientation.

2.7.3. Maintain administrative responsibility for assigned airmen. Sponsorship, scheduling of unit activities, emergency leave, major disciplinary actions, etc., remain the responsibility of the assigned unit.

2.7.4. Ensure airmen are not scheduled for unit activities or other appointments while assigned to the FTAC, unless first coordinated through the FTAC staff.

2.7.5. Squadron commanders, section commanders, and first sergeants coordinate exceptions from normal FTAC procedures with the 6 MSS/CC and FTAC superintendent prior to the member's assignment.

**3. NCOPD Seminar General Information:**

3.1. The purpose of the NCOPD Seminar is to bridge the Professional Military Education gap between ALS and the NCO Academy for Staff Sergeants. Staff Sergeants with 8-16 years of service are the targeted population, however, any Staff Sergeant may be recommended for the course.

3.2. The mission is to develop and enhance the supervisory skills of MacDill's front line supervisors.

3.3. NCOPD is a 4-day course, held 8 times per year. It provides a curriculum of professional briefings and mentoring by Senior NCOs.

3.4. In order to standardize the curriculum, only SNCOs will be used as instructors (with the exception of Wing CC perspective). Only the PowerPoint presentations that were developed by SNCOs will be used. Any deviation from the standard presentations must be approved through the FTAC superintendent/flight chief.

**4. Flight Commander's Course General Information:**

4.1. The purpose of the Flight Commander's Course is to provide new or seasoned flight commander's with the tools they need to exercise their leadership responsibilities and make informed decisions.

4.2. The mission is to provide flight commanders the information they need to assist them in meeting the needs of their people.

4.3. The Flight Commander's Course is a 2-day course held 2-3 times per year. It provides a standardized curriculum of briefings and mentoring by base personnel "subject matter experts".

4.4. In order to standardize the curriculum, the PowerPoint presentations already on file with the FTAC staff will be used. Subject matter experts are responsible for reviewing the material and updating/approving the material not later than 14 days prior to the course start date. Deviations are allowed, but must be forwarded to the FTAC staff.

**5. WSOC:** This course is projected to come on line in Summer/Fall 2001 pending coordination/standardization by Air Mobility Command point of contact.

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Commander