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SECRETARY OF THE AIR FORCE**



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**PACIFIC AIR FORCES COMMAND
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Personnel

FIRST TERM AIRMEN CENTER

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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*.

(PACAF) The purpose of this supplement is to standardize elements of the FTAC program yet allow flexibility for local requirements and programs. This supplement clarifies responsibilities, curriculum additions, programs, and facilities of PACAF First Term Airmen Centers. Any deviations to this publication must be coordinated through HQ PACAF/DPFET. This publication does not apply to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units and members.

(PACAF) AFI 36-2252, 1 August 2000, is supplemented as follows:

1. 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.

1.2. 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.

1.3. 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.

1.4. 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. (PACAF) Unit commanders will be responsible for scheduling all first term airmen who are arriving at their first permanent duty station to attend. Ordinary leave will not be approved while airmen are assigned to the FTAC. The airman's first sergeant or commander will determine whether a situation warrants emergency leave. If emergency leave is approved, the first sergeant or commander must notify the FTAC. Upon the airman's return, the airman will report to the FTAC for completion of training requirements.

1.4.1. (Added-PACAF) Units are responsible for airmen promotion notifications when airmen are assigned to FTAC. Unit commander and first sergeant should ensure they are available to promote airman on his/her promotion day. Ensure the FTAC staff is aware of the airman's promotion so proper protocol arrangements are made.

1.4.2. (Added-PACAF) MPF's will send a base in-processing personnel listing to the FTAC NCOIC. The FTAC NCOIC will forward class rosters to the CSS's to confirm airmen's attendance.

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.

1.6.2. (Added-PACAF) PACAF FTAC NCOICs will provide HQ PACAF/DPFET with their name, office symbol, and phone number within 15 days of assignment to the FTAC.

1.6.3. (Added-PACAF) PACAF FTAC NCOICs for Korea FTAC centers will not be restricted to local resources and will be advertised in the EQUAL-plus system.

1.6.4. (Added-PACAF) The FTAC should be provided a team leader or team leaders to assist with the administration and management of FTAC functions. The selected team leader must have completed Airman Leadership School. The number of team leader positions should be based on the FTAC student population, curriculum, and administrative requirements.

1.6.5. (Added-PACAF) The FTAC NCOIC will administer discipline as necessary up to and including letters of counseling. The airman's first sergeant will be advised of all documented disciplinary measures and will be notified of any major disciplinary infractions that might result in removal from the FTAC program.

2. 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. (PACAF) PACAF FTAC programs must be at least 10, but no more than 15 duty days in length. Wings will use a continuous training schedule (i.e. student can enter at any day of training.) If student population falls below six students, the FTAC NCOIC will consider rescheduling curriculum requirements at earliest possible date. Students will enter FTAC immediately following base in-processing requirements, unless in-processing is part of the FTAC program.

3. 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 pre-

paredness, 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.

3.2. 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.

3.3. (Added-PACAF) The mandatory AETC curriculum for FTACs includes all mandatory topics established in the AFI. Additional mandatory command specific topics include the addition of Wing history, wing senior leader recognition, OPSEC, COMSEC, COMPUSEC, LOAC, study skills and test taking techniques, customer service training, and enlisted training, (OJT records, upgrade training requirements). Local enlisted leadership briefings should include but are not limited to; effective EPRs, career broadening, volunteering, AF testing, military awards, medals, and ribbons.

3.4. (Added-PACAF) An FTAC pre and post-test will be used to help validate curriculum elements and briefing effectiveness. This is not to establish a grade or pass/fail measurement tool.

3.5. (Added-PACAF) A student will be required to give a safety briefing at the end of each day. This is to promote safety and to give students an opportunity to develop a short brief and speak in public.

3.6. (Added-PACAF) One day of the course curriculum will include a reveille and/or retreat ceremony. When weather or local conditions prohibit, an appropriate indoor flag ceremony will be conducted.

3.7. (Added-PACAF) Physical conditioning requirements will be included in FTAC curriculum that meets or exceeds Air Force Instructional guidelines.

3.8. (Added-PACAF) There will be a minimum of 3 open rank inspections during the FTAC course. An inspection will take place for each of the 3 uniform combinations: BDU, short sleeve, and service uniform. The NCOIC will determine pants or skirt for the female service uniform and the inspection criteria. This is to help ensure that proper dress and appearance standards are understood and met and provides an opportunity to perform such an inspection.

4. (Added-PACAF) FTAC Program Administration:

4.1. (Added-PACAF) To minimize OJT/upgrade training delays/interruptions, where instituted, details will not be part of the FTAC course. FTAC is a separate entity from the detail program and will be treated as such.

4.2. (Added-PACAF) Wings will personalize an appropriate FTAC ceremony to welcome airman to the operational Air Force. They should be designed to meet the uniqueness of their mission, location, and/or environment.

4.3. (Added-PACAF) An official notification letter should be forwarded to the family of each FTAC attendee. Wings will determine format and signature for their respective program. This is to promote a sense of recognition and as a recruitment tool for family and friends.

4.4. (Added-PACAF) NCOIC will ensure all training requirements are documented and forwarded to the members gaining organization.

4.5. (Added-PACAF) Based on local professional development programs and requirements, Wings will determine where the FTAC NCOIC position will be aligned. This includes alignment under the CAA.

5. (Added-PACAF) Facilities:

5.1. (Added-PACAF) Wings will ensure adequate facilities are obtained, maintained, and managed in order to meet the requirements of the FTAC program. Dedicated academic facilities provide the proper learning environment to support the FTAC program.

5.1.1. (Added-PACAF) A standard FTAC classroom should include but is not limited to:

- Student tables to accommodate
- Student chairs to accommodate
- 1 Large soft-board Multi-Purpose
- 1 Instructor chair
- 1 Instructor desk
- 1 Computer
- 1 Computer desk
- 1 VCR
- 1 Large screen TV
- 1 LCD projector/In-focus machine
- 1 Digital Camera
- 1 Podium
- Bookcases as required
- 1 Handheld Mouse
- 1 VGA Splitter
- 1 Cable Set
- Projection Screen

5.1.2. (Added-PACAF) Computer learning resource centers are highly encouraged to fulfill computer based ancillary training requirements.

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