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**Personnel**

**FIRST TERM AIRMEN CENTER**

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This instruction defines the purpose and establishes the responsibilities of the First Term Airmen Center (FTAC). It is applicable to all squadrons, units, detachments, tenant units, and supporting activities. 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*.

**SUMMARY OF REVISIONS**

This revision updates program name change from First Step Program to First Term Airmen Center.

**1. Purpose of the First Term Airmen Center.** The purpose of the First Term Airmen Center is to transition first duty station airmen from the controlled environment of basic military training and technical school to a real world operational environment.

1.1. The First Term Airmen Center provides streamlined in-processing, professional briefings, mission orientation, and team-building opportunities for all first duty station personnel assigned to Pope Air Force Base.

1.2. The First Term Airmen Center will not exceed 30 calendar days.

**2. Responsibilities of the First Term Airmen Center Flight Chief.** To supervise all first duty station airmen basic through airmen first class arriving at Pope Air Force Base using the four segments of the First Term Airmen Center-In-processing, Indoctrination, Formal Training, and Team Building.

2.1. In-processing: Upon arrival to Pope Air Force Base, all first duty station airmen will sign in at his/her squadron's orderly room. The unit orderly room will schedule the airmen for the next available base in-processing briefing and then direct him/her to the First Term Airmen Center. After enrollment, the airmen are then returned to their squadron to complete unit specific in processing actions. The air-

men will start the program the following Monday. **EXCEPTION:** If the airmen take permissive TDY (PTDY) for house hunting, the airmen will begin First Term Airmen Center the Monday following his/her return from PTDY.

2.1.1. Upon entering the First Term Airmen Center, airmen will attend Newcomer's Orientation, Newcomer's Information Fair, and other briefings as required and scheduled by the First Term Airmen Center.

2.2. Indoctrination: During this phase of the First Term Airmen Center, professional and informative briefings will reinforce the fundamental customs/courtesies and mandatory Air Force requirements. Briefings will also be geared toward orientating newly assigned airmen in adapting to Pope Air Force Base as well as making them aware of base-level policies and procedures. Briefing topics will include, but are not limited to, Dress and Appearance Standards, Customs and Courtesies, Career Advancement Opportunities, Educational Opportunities, Family Support Center Programs, Chapel Programs, Air Force Office of Special Investigations, Judge Advocate General, Health and Wellness Center, Area Defense Counsel, and Base Honor Guard Program.

2.3. Formal Training: During this phase of the First Term Airmen Center, airmen will complete certain types of training as required by their respective organizations. Such training includes, financial management, fire extinguisher, social awareness, and immunizations. Initial Chemical Warfare Training and Self-Aid Buddy Care will be scheduled by the airmen's unit training manager.

2.4. Team Building: During this phase of the First Term Airmen Center, airmen will perform base details or be assigned to complete special wing projects on an as required basis.

2.4.1. The First Term Airmen Center Flight Chief (43 MSS/CCI) approves base detail tasking and special projects involving First Term Airmen students.

**3. First Term Airmen Center Operation.** 43 MSS/CCI reports directly to the 43 MSS/CC. A Senior Noncommissioned Officer (SNCO)/Noncommissioned Officer (NCO) from the 43d Airlift Wing or tenant unit will be selected by the 43 AW/CC, 43 AW/CCC, and 43 MSS/CC to manage the program for a minimum period of 1 year, but no more than 3 years total per AFI 36-2252, *First Term Airmen Center*.

3.1. First Term Airmen Center Flight Chief Responsibilities: The First Term Airmen Center flight chief is responsible to 43 MSS/CC for day-to-day operations. He or she is responsible for managing the daily activities for all assigned airmen to include: providing a daily schedule, and coordinating all classes/briefings with the appropriate base points of contact.

3.1.1. 43 MSS/CCI will prepare a student recall roster in the event an exercise or real world recall. Airmen residing off-base will make out strip maps to their residence.

3.1.2. 43 MSS/CCI will administer all administrative disciplinary actions, up to and including Letters of Reprimand. All documented disciplinary actions will be briefed to the airmen's assigned unit squadron commander and 43 MSS/CC.

3.1.2.1. Major disciplinary infractions requiring non-judicial punishment and/or court martial will be referred to the applicable unit squadron commander for appropriate action. The 43 MSS/CC will be briefed on all disciplinary actions. The 43 MSS/CC will be the approval authority for all requests to release/disenroll a student from the First Term Airmen Center upon recommendation by 43 MSS/CCI.

3.1.3. Airmen successfully completing the program will receive a Certificate of Training.

### 3.2. Recall/Real World Contingency/Exercise/Inspection Procedures.

- 3.2.1. Recall Procedures: 43 MSS/CC recalls the 43 MSS/CCI, who in-turn, will recall students.
- 3.2.2. Real World Contingency: In the event of a real world contingency, airmen assigned to the First Term Airmen Center program will be released to their units for duty.
- 3.2.3. Exercise/Inspection Procedures: During exercises/inspections (i.e., ORE/ORI), airmen assigned to the First Term Airmen Center will continue to attend scheduled classes and perform duties as required by the 43 MSS/CCI.

**4. Unit Responsibilities.** Units, to which First Term Airmen are assigned, will maintain administrative responsibility for their airmen. Sponsorship, scheduling of unit activities, emergency leave, major disciplinary actions, etc., remains the responsibility of the assigned unit.

- 4.1. Units will not schedule airmen assigned to the First Term Airmen Center for unit activities, unless coordinated with 43 MSS/CCI.
- 4.2. Unit squadron commanders/squadron section commanders/first sergeants will coordinate student exemptions/exceptions from the First Term Airmen Center with 43 MSS/CCI prior to enrolling a student in the program.
- 4.3. Airmen assigned to the First Term Airmen Center will not be removed from the program prior to completion without the approval from 43 MSS/CC.
- 4.4. Required leave and permissive TDY for house hunting will be approved by the airmen's assigned unit and completed prior to enrollment into the First Term Airmen Center. If permissive TDY is required, the amount of time allotted for squadron in-processing will be extended.

RICHARD J. CASEY, Brigadier General, USAF  
Commander

## ATTACHMENT 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AFI 36-2252, *First Term Airmen Center*

*Abbreviations and Acronyms*

**AFI**—Air Force Instruction

**AFR**—Air Force Reserve

**ANG**—Air National Guard

**AW**—Airlift Wing

**CC**—Commander

**CCI**—First Term Airmen Center Chief

**CCC**—Command Chief Master Sergeant

**FTAC**—First Term Airmen Center

**MSS**—Mission Support Squadron

**NCO**—Noncommissioned Officer

**ORE**—Operational Readiness Evaluation

**ORI**—Operational Readiness Inspection

**POPEI**—Pope Instruction

**PTDY** —Permissive Temporary Duty

**SNCO**—Senior Noncommissioned Officer