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Personnel

**SCOTT ENLISTED PROFESSIONAL
DEVELOPMENT CENTER PROGRAM
(SEPDCP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides guidance on mentoring enlisted personnel assigned to Scott AFB; makes this program an integral part of a mentoring program; helps develop well-rounded, professional, and competent subordinates. This instruction applies to all commanders and supervisors on Scott AFB.

SUMMARY OF REVISIONS

This revision changes the title of the instruction from “First Term Airmen’s Center (FTAC) – Right Start, Right Now” to the Scott Enlisted Professional Development Center Program (SEPDCP); adds the NCO Professional Development (NCOPD) seminar and purpose; adds the Senior Noncommissioned Officer (SNCO) Orientation (SNCOO) seminar and purpose; and creates the Enlisted Professional Development Oversight Committee (EPDOC) for all FTAC, NCOPD, and SNCOO personnel to ensure continued growth. A bar (|) indicates a change since the last revision.

1. Responsibilities.

1.1. 375 AW/CCC.

1.1.1. Monitors the SEPDCP to ensure units provide team leaders on a rotating basis.

1.1.2. Provides support for the Superintendent, Scott Enlisted Professional Development Center (SEPDC), in performance of his/her duties.

1.1.3. Chairs the Scott Enlisted Professional Development Center Oversight Committee (SEPDCOC).

1.1.4. 375 AW/CCC will monitor the unit’s staffing rotation for FTAC team leader positions. Tasked units will provide the highest quality senior airmen who have completed Airmen Leadership School (ALS) to serve as the FTAC team leader.

1.2. Group/Tenant Commanders. Provide personnel for alternate duty as FTAC team leaders based on a tasking request letter from 375 AW/CCC.

1.3. Squadron Commanders, Section Commanders, and First Sergeants.

1.3.1. Coordinate with the commander's support staff to ensure first-duty-station airmen report to the FTAC at 0720 no later than the first Monday following arrival at Scott AFB. Unit orderly rooms will notify FTAC team leaders of airmen reporting to the FTAC.

1.3.2. Fill NCOPD quotas levied by the Superintendent, SEPDC.

1.3.3. Ensure all master sergeant selectees attend the annual SNCOO course unless deployed, TDY, or on emergency leave.

1.3.4. Provide FTAC team leaders for a 90-day rotation period.

1.4. Superintendent, SEPDC.

1.4.1. The Superintendent, SEPDC, is subordinate to the 375 SPTG/CC, who will oversee administration of the program.

1.4.2. Senior NCOs in the grade of master sergeant/senior master sergeant manage the center and fill AFSC 9F000, Special Duty Identifier.

1.4.3. Operates the FTAC in accordance with this instruction.

1.4.4. Collaborates and provides feedback to the 375 AW/CCC and SEPDCOC about FTAC/NCOPD matters.

1.4.5. Levies NCOPD quotas to Scott AFB units; maintains a database of all attendees.

1.4.6. Serves as a member of the SEPDCOC.

1.4.7. Supervises the FTAC team leaders; prepares AF Forms 77, **Supplemental Evaluation Sheets**, on the team leaders to document their strengths, weaknesses, and accomplishments. A completed AF Form 77 will be forwarded to the team leader's unit/commander upon completion of FTAC.

1.5. FTAC Team Leaders.

1.5.1. Two senior airmen team leaders who have completed ALS must report to the Superintendent, SEPDC, for a 90-day rotation.

1.5.2. Supervise the FTAC airmen.

1.5.3. Schedule activities for the FTAC airmen.

1.6. SEPDCOC.

1.6.1. All members are voting members unless otherwise specified.

1.6.2. 375 AW/CCC serves as Chairman, SEPDCOC. The purpose of the committee is to reach a consensus regarding the content of the FTAC/NCOPD. The chairman's duties include, but are not limited to, the following:

1.6.2.1. Appoints members from the base enlisted leadership.

1.6.2.2. Appoints an SNCO to serve as the vice chairman.

- 1.6.2.3. Convenes the SEPDCOC quarterly or more frequently, if needed.
- 1.6.2.4. Provides recommendations on behalf of the SEPDCOC to the 375 AW/CC.
- 1.6.2.5. Ensures the SEPDCOC provides viable FTAC, NCOPD, and SNCOO programs.
- 1.6.2.6. Approves/disapproves FTAC, NCOPD, and SNCOO curriculum changes.
- 1.6.2.7. Selects nonvoting ad hoc members/advisors to the SEPDCOC as required.

1.6.3. Vice Chairman, SEPDCOC. The vice chairman performs duties assigned by the chairman and presides over the committee in the absence of the chairman.

1.6.4. 375 MSS/CC. The commander liaises between the committee and Scott AFB squadron commanders; provides guidance to the SEPDCOC from a commander's perspective.

1.6.5. 375 SPTG, 375 OG, 375 LG, and 375 MDG. Groups within the wing appoint a master/senior master sergeant as SEPDCOC members.

1.6.6. USTRANSCOM, HQ AMC, and other tenant units are encouraged to provide SEPDCOC representation. Representatives attend meetings, gather data, liaise with units, and select alternate members to serve in their absence.

1.6.7. The Scott Chiefs' Group, Scott Top 3, and Scott First Sergeants' Council should appoint members of their organizations to the SEPDCOC. Appointed members attend meetings, gather data, liaise with their organizations, ensure alternate members serve in their absence, and provide speakers/facilitators for the FTAC, NCOPD, and SNCOO.

1.6.8. Executive Assistant to the 375 AW Command Chief Master Sergeant. Serves as a nonvoting recorder for the SEPDCOC; prepares and distributes meeting minutes; schedules all SEPDCOC functions; and performs other duties assigned by the chairman.

1.7. Superintendent, SEPDC's Responsibilities.

- 1.7.1. Serves as a nonvoting member and advisor to the SEPDCOC.
- 1.7.2. Meets at the request of the chairman.
- 1.7.3. Reviews surveys/critiques from the FTAC, NCOPD, and SNCOO.
- 1.7.4. Provides the Superintendent, SEPDC, information and recommendations regarding FTAC issues, recognition of FTAC airmen and staff, and facility/equipment matters.
- 1.7.5. Determines the courses of action to keep the FTAC, NCOPD, and SNCOO programs viable and current.
- 1.7.6. Conducts annual review of this publication and makes recommendations for changes to the 375 AW/CC.
- 1.7.7. Performs other duties assigned by the chairman or 375 AW/CC.

2. SEPDC Programs.

2.1. Purpose of the FTAC. 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, and career-minded personnel.

2.2. Duration. The duration of assignment to the FTAC program is 21 duty days. It provides streamlined base in-processing, ancillary training, mission orientation, professional briefings, and base details. Interruptions to this assignment period due to unforeseen circumstances (i.e., emergency leave, illness, completion of missed time, etc.) will be coordinated with the member's unit.

3. Airmen will Complete the Following Processes during Assignment to the FTAC:

3.1. In-Processing. Airmen will report to their respective units for in-processing and orientation. The orderly room will schedule airmen for FTAC orientation.

3.2. Briefings. Airmen complete base level in-processing at the FTAC by attending briefings, such as Education, Substance Abuse, Personal Financial Management Program, Human Relations' Education, and others as required.

3.3. Training. The FTAC staff schedules airmen for training in accordance with Air Force directives. The training includes, but is not limited to: Air Force Core Values, Operational Risk Management, Military Equal Opportunity, and Substance Abuse.

3.4. Mission Orientation. The FTAC airmen receive wing/base mission briefings and tours designed to help them understand how they fit into Team Scott. The briefings include the missions of all Scott AFB units and include tours of aircraft and other functional areas.

3.5. Professional Briefings reinforce some of the fundamental aspects of the Air Force. The briefings are geared toward helping newly assigned airmen adapt to the mission-oriented environment at Scott AFB and making them aware of current issues as well. The professional briefings include, but are not limited to: Dress and Appearance, Customs and Courtesies, Health and Wellness, Air Force Office of Special Investigations, and the Honor Guard.

4. FTAC Team Leader Responsibility. The team leaders are responsible for assisting the Superintendent, SEPDC, in managing the daily activities of assigned airmen.

5. Unit Responsibilities.

5.1. Units maintain administrative responsibility for assigned airmen. Sponsorship, scheduling of unit activities, emergency leave, major disciplinary actions, etc., remain the responsibilities of the assigned unit.

5.2. Units will ensure airmen report to their respective orderly rooms and complete unit-specific in-processing requirements. Airmen will report to the FTAC for processing and orientation on the first Monday following reporting to their respective unit. Unit orderly rooms will notify the FTAC team leaders of the date the airmen will report to the FTAC. Units may not schedule airmen for unit activities while assigned to the FTAC. Unit scheduling will be coordinated and approved by the Superintendent, SEPDC.

5.3. Squadron commanders, squadron section commanders, or first sergeants coordinate exemptions and exceptions from normal FTAC assignment procedures with the Superintendent, SEPDC, prior to member assignment.

5.4. Required leave and permissive TDY (PTDY) for house hunting will be approved by the airman's unit of assignment and completed prior to assignment to the FTAC. If leave or PTDY is required, the unit will schedule airmen to attend the first available mass Finance briefing prior to starting leave or

PTDY. Upon return from leave or PTDY, units will instruct the airmen to report to the FTAC for in-processing and orientation.

6. NCOPD Seminar.

6.1. The purpose of the NCOPD seminar is to provide staff sergeants who previously attended ALS with various professional development tools. Briefings are conducted to explore current knowledge and skill theories to increase the attendees effectiveness as supervisors, leaders, and mentors. Technical sergeants or senior airmen may attend this course if recommended by their commander and with the consent of 375 AW/CCC.

6.2. Class attendees will receive over 20 hours of direct instruction during this period. The NCOPD lectures address topics such as mentoring, leadership, discipline, professionalism, and training. During the seminar, students will also participate in open forums conducted by the Chiefs and First Sergeants' Panels. The panels are designed to foster open communication and feedback from members who deal directly with enlisted professional development and culture.

6.3. Students receive course critiques at the end of each seminar. Changes to the curriculum are possible based on the results from the course critiques that attendees provide and with the approval of the SEPDCOC ([Attachment 2](#)).

7. Responsibilities of the Superintendent, SEPDC.

7.1. The NCOPD is scheduled once every 2 months for a 3-day period. The Superintendent, SEPDC, schedules classes by reviewing the 375 AW's schedule and other applicable schedules to obtain optimum training time.

7.2. Coordinates with the first sergeants to ensure each unit is aware of the seating assignments; ensures all seats are filled.

7.3. Prepares the NCOPD schedule of events prior to the start of the NCOPD class (schedules may change from month to month); ensures everyone scheduled to brief a particular subject receives the schedule at least 1 week in advance.

7.4. Prepares/provides each attendee a copy of the current schedule and a blank copy of the course critique at the beginning of the course.

7.5. Collects course critiques at the end of the last scheduled day, compiles information, and provides results to briefer; forwards summary to the 375 AW/CCC.

7.6. Ensures all software and materials provided by the briefers are installed for immediate use prior to beginning each briefing.

7.7. Ensures each item of the NCOPD checklist is provided or complied with prior to the NCOPD course start date.

7.8. Ensures course completion certificates are provided to the attendees. If possible, certificates will be provided during the last hour of instruction. However, if circumstances preclude this, certificates will be forwarded to the first sergeants at the earliest opportunity.

8. First Sergeants' Responsibilities.

- 8.1. Coordinate seat allocations for their respective units with the Superintendent, SEPDC. First sergeants are responsible for ensuring all available seats for their units are filled.
- 8.2. Ensure those selected for NCOPD are aware of the time, location, uniform requirements, and other pertinent information prior to the class start date.
- 8.3. Ensure attendees have no scheduling conflicts that will interfere with their attendance at the NCOPD. If possible, reschedule conflicting appointments; if impractical, consider sending a replacement selectee to the NCOPD.
- 8.4. Prior to the class start date the President, First Sergeants' Council, will provide the names of three first sergeant volunteers to attend as members of the First Sergeants' Panel.

9. NCOPD Class Attendee Responsibilities.

- 9.1. Ensure their schedules allow 3 full days to participate in the NCOPD. Attendees will immediately notify their respective first sergeants of any appointments that conflict with their attendance at NCOPD.
- 9.2. Complete and return course critiques on the last day of the NCOPD.

10. SNCOO.

- 10.1. To provide new master sergeants/technical sergeant selectees with various professional development lectures and briefings from agencies on Scott AFB. Briefings will include applicable knowledge and skill theories in order to increase their effectiveness as supervisors, leaders, and mentors.
- 10.2. The SNCOO is scheduled once a year for a 3-day period. The SEPDCOC will determine class dates depending on the date line numbers are released.
- 10.3. Class attendees receive 26 hours of direct interactive instruction. The SNCOO briefers address, but are not limited to, such topics as: mentoring; enlisted professional development; FTAC operations; NAF operations; SNCO promotion board; EPR/decoration philosophy; referral agencies; manpower; budget; and legal operations with the Command Chief Master Sergeant's perspectives/expectations. The squadron commander, Chiefs' Panel, and First Sergeants' Panel are incorporated into the SNCOO curriculum for open forms with class members as well ([Attachment 3](#)).
- 10.4. The SEPDCOC is the approval authority for the course curriculum. Changes will be made based on the results of the attendees' course critiques.
- 10.5. The SEPDCOC will select members from their perspective groups to fill the SNCOO organization and briefing commitments.

11. SNCOO Class Attendee Responsibilities. Ensure their schedules allow 3 full days to participate in the mandatory SNCOO classes. Attendees will immediately notify their respective first sergeants of any appointments that conflict with their attendance at SNCOO.

JOHN L. STRUBE, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

ALS—Airmen Leadership School

EPDOC—Enlisted Professional Development Oversight Committee

FTAC—First Term Airmen’s Center

NCOPD—Noncommissioned Officer Professional Development

PTDY—Permissive Temporary Duty

SEPDC—Scott Enlisted Professional Development Center

SEPDCP—Scott Enlisted Professional Development Center Program

SEPDCOC—Scott Enlisted Professional Development Center Oversight Committee

SNCO—Senior Noncommissioned Officer

SNCOO—Senior Noncommissioned Officer Orientation

Attachment 2

SAMPLE NCO PROFESSIONAL DEVELOPMENT COURSE SCHEDULE

Standards

Performance Feedback

Enlisted Evaluation System

Team Building

Counseling

Training

Leadership/Followership

First Sergeants' Panel

Adverse Actions

Awards and Decorations

Wing Commander's View

Wing Career Assistant Advisor

Airmen Assignments

Area Defense Counsel/Judge Advocate General

Honor Guard

Wing IG Perspective

Chiefs' Panel

Air Force Sergeants' Association

Command Chief's Perspective

Suicide Prevention

Substance Abuse

Attachment 3**SAMPLE SNCO ORIENTATION COURSE SCHEDULE**

Base Military Training Update
AMC Command Video
Force Protection
Honor Guard
Legal Briefing
First Term Airmen's Center
Airmen Assignments
Enlisted Promotions
TRICARE
Financial Awareness
Wing Commander's Perspective
Enlisted Issues
Chiefs' Panel
First Sergeants' Panel
Suicide Prevention
Air Force Sergeants' Association
CMSAF View from the Top
Recruiting Issues