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Personnel

FIRST TERM AIRMAN CENTER



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This instruction implements AFD 36-22, *Military Training*. It provides guidance on the implementation and operation of the First Term Airman's Center (FTAC). FTAC provides a means of in-processing Airmen and providing them 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. It also describes responsibilities of unit Commanders Support Staff, First Term Airman Center (FTAC) staff, 60th Mission Support Squadron (MSS), and 60th Mission Support Group (MSG) Commander or designee. This publication applies to all active duty Air Force units assigned to or at Travis AFB CA.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. References.

1.1. AFD 36-22, *Military Training*, AFI 36-2201, *Developing, Managing, and Conducting Training*; AFI 36-2252, *First Term Airman Center*; and AFMAN 10-100, *Airman's Manual*.

2. Purpose of FTAC.

2.1. The purpose of the FTAC is to mentor and transition first duty station Airmen from the controlled environment of Basic Military Training and Technical School to one of continued self discipline and motivation while providing a streamlined process for base/unit in-processing.

2.2. FTAC provides professional briefings, ancillary training and mission orientation. Through these efforts, first term Airmen will be better prepared for success during their first permanent duty station.

3. Responsibilities.

3.1. UNITS: Unit commanders are responsible for scheduling all first term Airmen to attend FTAC in-processing at the earliest possible date. Airmen sign into squadron Commanders Support Staff upon arrival to the base. Commanders Support Staff will coordinate with FTAC during the Airman's first duty day to schedule a session start date. Normally the new Airman will begin FTAC by his/her third duty day after arrival. Allowances will be made for those members approved to take permissive TDY (house hunting) by their commanders; however, Airmen are required to report to FTAC after completion of the TDY. Squadron in-processing and work-center orientation may begin while waiting to start an FTAC session. Ensure Airmen are not scheduled for other appointments while assigned to the FTAC, including ordinary leave. Units maintain administrative and command responsibility for their Airmen. Unit squadron commanders, squadron section commanders, or first sergeants will coordinate exceptions to normal FTAC enrollment procedures with the FTAC Superintendent, prior to the member's assignment. Final authority for these actions rests with the 60 MSS/CC. Do not overlook the importance of the sponsor during this transition period. FTAC is intended to complement, not replace, the assigned sponsor's role and duties.

3.2. FTAC: FTAC provides a structured program to transition Airmen from training to a mission-oriented environment, reinforcing military lessons first term Airmen learn and experience in basic military training and technical school. By providing briefings covering various topics and initial ancillary training, FTAC has the unique opportunity to influence and create an environment for Airmen to develop a warrior spirit and an expeditionary mindset.

3.2.1. OPERATION: FTAC falls under the MSG and is subordinate to the MSS Commander. Commanders will assign a Noncommissioned Officer in Charge (NCOIC) or Superintendent, Technical Sergeant or Master Sergeant, from the 60 AMW or any associate unit to manage the center on a one to three year assignment. Two flight leaders, on a 60-day rotation, assist the NCOIC/Superintendent. Flight leaders may be Staff Sergeants with less than six months time in grade or Senior Airmen. Senior Airmen must complete Airman Leadership School before being selected as an FTAC flight leader. The MSS Commander ensures all three positions are manned to include appropriate overlap with outgoing personnel for on-the-job training. If, after being appropriately advertised, there are no volunteers for these duties, a tasking to fill the requirements will be levied upon 60 AMW/CCC.

3.2.2. NCOIC/Superintendent: The NCO selected for this position must be of the highest caliber. This person is in a unique position to prepare new Airmen for life in the Air Force. They must be dedicated to mentoring, demonstrating core values, and serving as a positive role model. He/she is responsible for the day-to-day operations for the FTAC and manages the activities of all assigned Airmen. The NCOIC/Superintendent coordinates with applicable base agencies and units to develop an event/training schedule. He/she is responsible for maintaining the morale and discipline of assigned personnel. They ensure superior performers receive proper recognition and corrects substandard behavior. He/she administers disciplinary actions, up to Letters of Reprimand for all attending Airmen and FTAC staff. All documented disciplinary measures are briefed/coordinated with the Airman's assigned squadron commander, squadron section commander, or first sergeant. Major disciplinary infractions requiring severe administrative action, non-judicial punishment, and/or court-martial are referred to the unit squadron commander, section commander, or first sergeant.

3.2.3. FLIGHT LEADERS: Flight leaders assist the NCOIC/Superintendent in managing daily activities of assigned Airmen. They ensure ancillary training and briefings are kept on track by contacting base agencies to confirm the schedule. This may be done by e-mail, telephone, fax or in person. Flight leaders exemplify the highest standards of conduct, professionalism and, dress and appearance, flight leaders serve as positive role models and mentors for FTAC Airmen. Flight leaders will provide Airmen information concerning local area the Air Force, and 60 AMW. Flight leaders perform the same duties expected of any first line supervisor.

3.2.4. FTAC ADVISORS: Two primary FTAC advisors are appointed by the 60 AMW Command Chief Master Sergeant (AMW/CCC) with the concurrence of 60 MSS/CC. These two members and the 60 AMW/CCC serve in an overall advisory capacity for the FTAC program. One of these members should be a Chief Master Sergeant, and the other a First Sergeant serving in the 8F000 AFSC. These members should be highly experienced leaders demonstrating the highest standards of a senior noncommissioned officer. FTAC advisors are not in the chain of command and do not routinely make final decisions concerning FTAC operations or schedules. However, they provide advice and guidance to FTAC leadership, 60 MSS/CC and 60 MSG/CC concerning base agency coordination, scheduling conflicts, and other issues directly relating to the good working order and discipline of the FTAC. FTAC advisors will routinely visit the facility and follow up on issues as directed by 60 MSG/CC or 60 AMW/CCC. FTAC advisors and NCOIC assist the 60 AMW/CCC in interviewing and recommending to 60 MSS/CC and 60 MSG/CC candidates nominated for FTAC positions. In addition to the FTAC advisors, the 60 AMW Group Superintendents will provide feedback and input on matters affecting their personnel and the FTAC.

4. FTAC Curriculum.

4.1. FTAC program duration will not normally exceed 15 calendar days. Topics covered will include base-level in-processing, mission orientation, professionalism, and ancillary training. Some details are performed by the FTAC and controlled by the 60 MSS/CC. FTAC is not a manpower pool for details. Details performed by FTAC are intended to support major wing events or agencies that serve the whole Travis community (i.e., Family Support Center, Fisher House, Airman's Attic).

4.2. Mandatory briefings may include, but are not limited to: FTAC orientation, Wing Commander, Command Chief, MPF in-processing, personal financial management (PFMP), education center, Expeditionary Air Force, AF Core Values, military equal opportunity and treatment/human relations (MEO), Alcohol and Drug Abuse Prevention and Treatment (ADAPT), suicide/stress management, disaster preparedness, fire extinguisher training, information assurance awareness program (IAAP), anti-terrorist/force protection, law of armed conflict, area defense counsel, UCMJ, cardiopulmonary resuscitation (CPR), mission orientation, and Wing Career Advisor.

4.3. Optional briefings may include, but not limited to: Health and Wellness Center (HAWC), Air Force Office of Special Investigations (OSI), Security Forces, Bioenvironmental, Inspector General, Enlisted Evaluation System, Family Advocacy, American Red Cross, base financial institutions, Honor Guard, Chaplain, Public Health, Chiefs panel, First Sergeant's panel, Group Superintendents, housing/dormitory standards, Air Force Sergeants Association (AFSA) and Services programs.

4.4. A curriculum review should be accomplished annually by the FTAC NCOIC/Superintendent and advisory panel to ensure all required training is being conducted in a timely and economical fashion. The results of this review will be forwarded to the 60 MSS/CC and 60 MSG/CC. The results of this review may or may not change the type of training or actual number of days Airmen spend in FTAC.

5. Exercises/Inspections/Recall Procedures.

5.1. Exercises/Inspections: FTAC operations continue as normal during local exercises/inspections unless directed otherwise by the 60 MSS/CC.

5.2. Real world contingency: In the event that FTAC Airmen are not needed for normal duties during a real world contingency or national emergency, they will be released to their units at the discretion of the 60 MSS/CC.

5.3. Recall: The FTAC staff and Airmen will follow MSS recall procedures. FTAC NCOIC/Superintendent will provide up-to-date recall information as requested.

6. Phase II Students.

6.1. Students may be scheduled to attend FTAC before their formal training begins, as long as their FTAC stay does not conflict with Phase II training.

ALLARD R. CARNEY, Col, USAF
Director, Wing Staff

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-22, *Military Training*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFI 36-2252, *First Term Airman Center*

AFMAN 10-100, *Airman's Manual*