



## First Term Airmen Center Fact Sheet



### FTAC MISSION STATEMENT

Transition first-duty station airmen from the controlled environment of Basic Training and Technical School to one that is mission-oriented with self-discipline, while providing a stream-lined process for base in-processing.

1. FTAC is managed IAW AFI 36, 2624, *The Career Assistance Advisor, First Term Airmen Center and Enlisted Professional Enhancement Programs*, dated 15 Oct 2009, with interim guidance memorandum, *Revised First Term Airmen Center List of Mandatory Topics*, dated 15 February 2013.

#### 2. Roles & Responsibilities:

##### a. Unit Level Commanders, First Sergeants, and Superintendents:

- i. Ensures all First Term Airmen (FTA) attend FTAC at the earliest possible date, but NLT 30 days after arriving on station.
- ii. If FTA will not be able to attend FTAC within 30 days of arriving on station, an [Exception to Policy Letter](#) with valid justification must be completed and processed accordingly.
- iii. Ensures house hunting permissive TDY or leave be taken prior to FTA attending FTAC.
- iv. Ensures all FTA attend MPF initial in-processing briefing prior to attending FTAC. MPF briefings are held every Friday @ 1300.
- v. Ensures FTA are not scheduled for any other appointments while attending FTAC.
- vi. All FTA must attend FTAC and **are not required** to attend Right Start.

##### b. Flight Chiefs/Supervisors:

- i. Physical Training is anticipated during FTAC. FTA should not be attending any unit level PT while assigned to FTAC.
- ii. Two uniform inspections (open ranks) will be conducted by FTAC staff during the course (service dress and ABUs). Ensure all FTA uniforms are ready to go by first day of FTAC. Assist FTA with uniform requirements.
- iii. **LAN access is a critical part of FTAC.** Please ensure FTA have access to the AF Portal prior to attending FTAC.

##### c. FTAC Staff:

- i. Conduct FTAC Initial-Processing briefings every Wednesday at 1300 in bldg. 1225 (Professional Enhancement Center).

- ii. Provide a structured program to help transition FTA to a mission-oriented environment.
- iii. Conduct Team Building activities and introduce FTA to the 27 SOW Mission Statement. Assist FTA with understanding their part in our mission and efforts are geared toward two major areas: providing airpower and growing a premier installation.
- iv. The only approved appointments during FTAC are those appointed by FTAC staff (PHA/Dental). If a FTA requires any additional appointments, they must go through the FTAC staff for approval. If a FTA is sick or injured while assigned to FTAC, medical appointments will be made by FTAC staff only.
- v. FTAC staff will discipline FTA if necessary and route all documentation to first sergeants.
- vi. For accountability reasons, FTAC staff must know where FTA are during their assignment to FTAC at ALL TIMES.

3. Chain of Command: While assigned to FTAC, FTA will fall under the 27 SOFSS. Their chain of command is as follows:

- Supervisor: FTAC Team Leader
- NCOIC: FTAC NCOIC
- Superintendent: Career Assistant Advisor
- Squadron CC: Lt Col Quanico

4. Some briefings/speakers FTA will encounter during their time at FTAC include:

- FSS Tour
- Introduction to AFSOC
- Mental Health
- Wing commander/command chief
- MPF/Intro to Portal
- Education
- Enlisted Heritage
- Airman & Family Readiness
- Wing Safety
- Equal Opportunity
- Legal/UCMJ
- Financial Management
- Resiliency Training
- SARC
- Area Defense Counsel

5. Please contact the FTAC staff should you encounter any issues that would hinder FTA attending their assigned FTAC class on time or if you have any questions/concerns relating to the schedule.