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Personnel

First Term Airmen Center

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction provides group guidance to its subordinate units on sending their members to the First Term Airmen Centers (FTACs).

1. Program Objective:

1.1. First Term Airmen Centers are designed to transition first duty station airmen from 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. Attendance at the FTAC is mandatory for all 1st term, 1st duty station airmen assigned to the 4th ASOG.

1.2. Because of the geographic separation and the size of our units, units of the 4th ASOG will utilize the FTACs located at Ramstein Air Base, Germany and/or Aviano Air Base, Italy. 4th ASOG personnel in Germany will attend the FTAC at Ramstein and personnel assigned to Detachment 1, at Vicenza will attend the FTAC at Aviano. Members of the 4th ASOG will attend only the first two academic weeks of the FTAC and will not perform base details since they are not stationed at either Ramstein or Aviano.

2. Whom to send:

2.1. Only first term airmen arriving at their first permanent duty station will attend the First Term Airmen Center. Unit commanders will notify the group commander when airmen attend the FTAC.

3. Procedures for scheduling:

3.1 Commander Support Staff personnel in conjunction with individual's supervisor will schedule airmen to attend the FTAC during their initial squadron inprocessing. Classes begin every Monday and it is strongly recommended that billeting reservations be made at the same time scheduling is done. The FTAC will accept class reservations as late as Thursday for classes beginning the following Monday.

3.2 Members must be in their permanent government quarters prior to being sent TDY to the FTAC

3.3 No member of the 4 ASOG will be sent to the FTAC without TDY Orders. Units will add the cost of the FTAC TDYs to their annual TDY budget forecast. Orders will state that Government messing is available and directed.

3.4 Orders should allow for members to travel to either Ramstein or Aviano on the day prior to the beginning of class and return home on the day after class.

4. Items and Documents required for attending the FTAC:

4.1 The following items are mandatory and will be hand carried to the FTAC:

- ?? TDY orders from home unit to Ramstein AB, Germany or Aviano AB, Italy.
- ?? Government travel card and personal funds
- ?? Unit Training Record, AF Form 623
- ?? Chemical warfare training gear
- ?? Administrative supplies (pencils, pens, notebooks, etc...)
- ?? Duty uniforms (BDUs)

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Commander