

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2624**

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**Personnel**

**THE CAREER ASSISTANCE ADVISOR,  
FIRST TERM AIRMEN CENTER AND  
ENLISTED PROFESSIONAL  
ENHANCEMENT PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction formerly identified as *Career Assistance Advisors (CAA)* has been renamed. It is substantially revised and incorporates requirements set forth in former Air Force Instruction (AFI) 36-2252, *First Term Airmen Center* and AFI 36-2809, *Career Assistance Advisor of the Year Award*. It adds significant new duty requirements for Career Assistance Advisors and provides guidance on the implementation and operation of base-level enlisted professional enhancement (EPE) programs and the First Term Airmen Center. The EPE programs are designed to complement the leadership and professional development Airmen receive from Basic Military Training School (BMTS) and Professional Military Education (PME), as well as augment lessons learned from supervisory and leadership experiences in an effort to prepare Airmen for greater supervisory and leadership roles as they progress through their AF careers. EPE programs include the First Term Airmen Center (FTAC), the Informed Decision Seminar, and Senior Noncommissioned Officer/Noncommissioned Officer professional enhancement seminars (SNCOPE/NCOPE). This AFI outlines the responsibilities of each level of command. This publication does not apply to Air National Guard (ANG), Air Force Reserve (AFR) units or Civil Air Patrol (CAP). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gsc-af61a/afrims/afrims>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command.

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## Chapter 1

### ROLES AND RESPONSIBILITIES

#### 1.1. HQ USAF

1.1.1. The Deputy Chief of Staff for Manpower and Personnel (HQ USAF/A1), as the functional authority, is responsible for policy oversight and advisory services related to the Career Assistance Advisor (8A100) and First Term Airmen Center (9F000) community.

1.1.2. The Director of Force Management Policy (HQ USAF/A1P) provides functional management and career field guidance for Career Assistance Advisors (CAAs) and First Term Airmen Center (FTAC) specialties. Directs and establishes policy for associated programs under CAAs and FTACs.

1.1.3. The Chief, Force Management Policy Division (HQ USAF/A1PF) appoints an Enlisted Career Field Manager for 8A100 and 9F000 and is responsible for:

1.1.3.1. Office of Primary Responsibility (OPR) for this AFI.

1.1.3.2. Serves as an advisory role for curriculum development and review for FTAC and professional enhancement courses.

1.1.3.3. Develops, coordinates and establishes Air Force policy for CAA and FTAC operations.

1.1.3.4. Issues program policy directives to HQ AFPC.

1.1.3.5. Assists MAJCOMS, Field Operating Agencies and Direct Reporting Units with 8A100 and 9F000 requirements.

1.1.3.6. Oversees training requirements for 8A100 and 9F000.

#### 1.2. HQ AFPC/DPSI:

1.2.1. Acts as CAA and FTAC Functional Area Manager (FAM). Executes and implements, disseminates policy, plans and programs.

1.2.2. Provides guidance and implementation instructions for curriculum to the CAAs allowing for the effective operation of NCO/SNCO enlisted professional enhancement programs and FTAC. Provides a central repository for USAF standardized lesson plans, ensuring availability to base-level program managers.

1.2.3. Interprets policy and provides guidance on CAA, FTAC and EPE course curriculum and operational issues. Provides operational oversight for standardization and evaluation of EPE and FTAC programs.

1.2.4. Ensures MAJCOM inspection reports are made available to the CAA community for benchmarking and improvement efforts.

1.2.5. Ensures standardized course lesson plans are available and distributed.

1.2.6. Develops and provides initial and recurring training for CAAs appropriate to support their abilities to conduct duties.

1.2.7. Maintains the Air Force Knowledge Now Community of Practice (CoP) and the CAA/FTAC portions of the Air Force Retrieval Applications Website (RAW).

1.2.8. Disseminates standardized checklists and conducts staff assistance visits (SAVs) on programs covered by this AFI where opportunity exists.

1.2.9. Ensures programs covered by this AFI are inspected for compliance where appropriate by MAJCOM IG teams during normal inspection cycles.

### **1.3. MAJCOM/A1s:**

1.3.1. Provide AF/A1PF and AFPC/DPSIDA with a primary point-of-contact for issues concerning CAA and FTAC programs.

1.3.2. Provides advisory services to wing commanders, command chiefs, unit commanders and career assistance advisors within the command.

1.3.3. Processes assignment and other exception to policy requests.

1.3.4. Provides guidance and assistance to base-level CAA and FTAC programs as necessary.

1.3.5. Serves in advisory capacity to standardize and evaluate CAA and FTAC programs.

1.3.6. Processes annual award packages for wing nominees of CAA and FTAC of the Year awards.

### **1.4. Host Wing:**

1.4.1. Ensures implementation and operation of CAA and FTAC programs is in accordance with this AFI or other policy messages.

1.4.2. Establishes Memorandums of Agreement (MOA) when a host/tenant relationship exists. At a minimum, the following will be addressed: facilities, oversight, responsibilities, funding, resources, processes, and EPE.

1.4.3. Ensures resources and tools are available for establishment and continued operation of a structured program designed to accentuate and build on basic supervisory and leadership skills at critical points in an Airman's career progression.

1.4.4. Ensures CAAs and FTACs are not tasked to conduct courses outside the guidelines of this instruction that would detract from normal duties.

### **1.5. Host Wing Command Chief Master Sergeant (CCM):**

1.5.1. Due to the important role the CAA and FTAC NCOIC play in the lives of enlisted Airmen, the host wing CCM is a key advisor in the nomination and selection process for these unique positions.

1.5.2. Makes recommendations to FSS commander regarding eligible nominees.

1.5.3. Functions as a critical link for CAA, FTAC and EPE programs since the success of these programs has a significant impact on quality of life and morale for the enlisted population.

1.5.4. Acts as advisors on optional curriculum and EPE course logistics and support requirements.

**1.6.** Force Support Squadron Commander (FSS/CC) or appropriate commander where a FSS does not exist:

1.6.1. Ensures facilities are in place to support local initiatives and provides a conducive learning environment. This includes technological, logistical and administrative supplies and equipment required to conduct professional enhancement programs.

1.6.2. Avoids assigning additional duties to CAA or FTAC NCOICs that would interfere with their primary responsibilities or diminish EPE programs.

1.6.3. Ensures personnel assigned to/attending EPE courses (including FTAC) are considered unavailable for details and exercise scenarios (tasked by outside agencies) from the course start date through course completion. (When possible de-conflict, in advance, course schedules with routine wing-wide exercises). NOTE: Actual contingency operations will require suspension of course and release of personnel as required on an individual or group basis.

1.6.4. Coordinates with wing CCM and conducts interviews, determines eligibility/suitability of CAA and FTAC NCOIC candidates, and selects the best of eligible candidates for these positions. Commanders should only select individuals who clearly exceed all standards.

1.6.5. Ensures CAA/FTAC personnel receive adequate funding and resources to support programs outlined in this instruction.

**1.7. Career Assistance Advisor (CAA):** The CAA will be assigned to the FSS under the Professional Development Section, Force Development Flight.

1.7.1. Acts as principal advisor to commanders and supervisors on retention issues and provides Air Force retention analysis data.

1.7.2. Assists unit-level commanders and superintendents in the development of superior front-line supervisors by creating learning opportunities to support desired audience.

1.7.3. Encourages supervisory involvement in the education and instruction of base personnel.

1.7.4. Develops, supervises, and manages local retention and professional enhancement initiatives.

1.7.4.1. Works closely with professional organizations and appropriate subject matter experts (SMEs) to ensure quality of seminar facilitation is kept at the highest levels.

1.7.4.2 Solicits and reviews feedback for the purpose of improving course content, facilitation methods/delivery and overall course quality.

1.7.5. Visits each squadron at least annually to build rapport, disseminate information and determine factors affecting retention. The host wing CAA will ensure an inclusive posture is taken assuring all enlisted personnel have access to services and opportunities.

1.7.6. Advises commanders, supervisors and enlisted personnel on retention activities and programs as well as EPE opportunities.

1.7.6.1. Helps to determine local factors negatively influencing career decisions and develops programs to address those concerns.

- 1.7.6.2. Provides reports and statistics to help commanders assess retention trends.
  - 1.7.7. Aides FSS by assisting in the dissemination of personnel programs and new guidance to the base populace. CAAs must familiarize themselves with current information on retention, entitlements, benefits, and other issues of importance at critical decision points.
  - 1.7.8. Assists supervisors in counseling enlisted personnel on reenlistment and retraining opportunities, and benefits/entitlements.
  - 1.7.9. Develops and maintains publicity programs to identify and promote professional enhancement and retention initiatives.
  - 1.7.10. Works with Air Reserve Component (ARC) counterparts and recruiters to keep people informed of force shaping options and benefits of continued service.
  - 1.7.11. Oversees NCOPE and SSCOPE courses and day-to-day operations of the FTAC programs. Selects volunteer course instructors for professional enhancement efforts, ensuring they meet the most stringent standards of professional appearance in uniform, have the ability to speak clearly, and are able to present information in motivated and informed manner.
  - 1.7.12. Ensures sufficient number of EPE courses are conducted throughout the year to allow attendance of eligible enlisted populace. Target groups for attendance are identified below:
    - 1.7.12.1. FTAC: All first-term Airmen (FTA) within 30 days of date arrived on station.
    - 1.7.12.2. NCOPE: NCOs who completed ALS and have not completed NCO Academy.
    - 1.7.12.3. SSCOPE: MSgt-selects prior to actual promotion date, but not later than 6 months after actual promotion date.
    - 1.7.12.4. Informed Decision Briefing: All FTA and Second Term Airmen (STA) attend 12 to 15 months prior to their date of separations (DOS).
  - 1.7.13. Directly supervises and guides FTAC NCOIC and all program elements.
  - 1.7.14. Facilitates monthly (more if required to meet program objectives) Informed Decision Seminar.
  - 1.7.15. Tracks attendance for all base-level retention and professional enhancement briefings and courses through the AFPC RAW.
- 1.8. FTAC NCOIC:** The FTAC NCOIC will be assigned directly subordinate to the CAA or to the Chief, Force Development Flight if there is not a CAA assigned.
- 1.8.1. Provides a structured program to help transition Airmen to a mission-oriented environment.
  - 1.8.2. Conducts day-to-day operations and manages the activities for FTAC.
  - 1.8.3. Coordinates with base staff agencies and units to develop an event/training schedule.
  - 1.8.4. Performs duties as assigned by the CAA.
  - 1.8.5. Tracks attendance to FTAC through the AFPC RAW. Delays in attendance must be documented on memorandum for record with justification. Bases where the population is not

large enough to conduct monthly courses, may warrant a blanket exception to policy. Send ETP requests with justification to AFPC/DPSIDA for approval/disapproval.

**1.9. Unit Level Commanders, First Sergeants, and Superintendents:**

1.9.1. Ensures all FTA attend FTAC at the earliest possible date but NLT 30 days after arriving on station. It is highly recommended that house-hunting permissive TDY or leave be taken prior to attending FTAC. Ensures Airmen are not scheduled for other appointments while attending FTAC.

1.9.2. Ensures all FTA and STA attend the Informed Decision Seminar, facilitated at least monthly by the base CAA, 12-15 months prior to an individual's DOS regardless of current reenlistment intent (see Chapter 5).

1.9.3. Ensures opportunities to enrich and develop people are aggressively exploited, using resources such as the base CAA, Airmen and Family Readiness Center Programs, and all professional enhancement opportunities. If the CAA/FTAC has verified availability exists, commanders are highly encouraged to fund attendance to professional enhancement courses when the unit is not co-located with the host wing at unit expense.

## Chapter 2

### CAA AND FTAC QUALIFICATIONS AND SELECTION PROCESS

#### **2.1. CAA Assignment Qualifications:** Applicants must meet the below criteria:

- 2.1.1. Be a volunteer.
- 2.1.2. Have commander's recommendation.
- 2.1.3. Have or be willing to obtain at least 12 months retainability for short-tour locations as of the duty effective date and can/will extend DEROS to obtain 12 months in position upon selection.
- 2.1.4. Have or be willing to obtain 24 months retainability for long tour locations as of the duty effective date and can/will extend DEROS to obtain 24 months in position upon selection.
- 2.1.5. For CONUS locations, applicant must be able to obtain 36 months of retainability.
- 2.1.6. Be an E-7 with at least one year TIG or an E-8, possessing a 7 or 9 skill level from any AFSC. The specific grade requirement is determined by authorized grade listed in the Unit Manning Document at each location.
- 2.1.7. Minimum "General" AQE score of 47.
- 2.1.8. Have superb counseling and briefing skills.
- 2.1.9. Completed SNCO Academy by correspondence or in-residence.
- 2.1.10. Have passing score of 75 on the fitness test and not be enrolled in any of the mandatory improvement programs.
- 2.1.11. Be outstanding in appearance, military bearing, and conduct both on/off duty.
- 2.1.12. Have completed a Community College of Air Force (CCAF) degree.
- 2.1.13. Have overall EPR rating of 5 on last three EPRs.
- 2.1.14. Have minimum physical profile of 333233.

#### **2.2. CAA selection procedure and process:**

- 2.2.1. Wing-level command structures with CAA authorizations nominate locally assigned, motivated SNCO candidates who meet assignment qualifications to serve as CAAs. Short-tour assignment locations such as Osan AB and Kunsan AB, Korea, will be advertised on EQUAL-Plus. Volunteers for short tour locations who are a current 8A100 (with at least 12 months) experience will be given assignment selection priority. When local resources are not available for CAA duty, MAJCOMs may request AFPC Airman Assignments Division, Support Assignments Branch, (HQ AFPC/DPAA2) to advertise requirements using EQUAL-Plus to identify a volunteer as an exception.
- 2.2.2. HQ AFPC/DPAA, Airman Assignments Division is the final approval/disapproval authority for candidates nominated for CAA duty. Military Personnel Section (MPS) routes nominations through losing MAJCOM A1 to HQ AFPC/DPAAD2.

2.2.3. CAAs will be assigned for 3 years with a Special Duty Identifier (SDI) of 8A100, Career Assistance Advisor. HQ AFPC/DPAA2 notifies HQ AFPC/DPSIDA and instructs the candidate's MPS to update an assignment availability code (AAC) 44 (CONUS only). The AAC 44 expiration date will equal the CAA duty effective date plus 3 years. Force Support Squadron commanders may recommend approval of a 1-year extension of tour length.

2.2.4. Overseas tour lengths will be determined using the date eligible to return from overseas (DEROS) and are not assigned AACs. Eligible candidates must have the required amount of retainability or attain the required amount of retainability after selection for CAA duty. If member is already serving at an overseas long tour location and is selected for the local CAA position, he/she must extend his/her DEROS by 24 months and receive retainability for an additional 24 months. They will not receive an AAC. If member is already serving at a short-tour location, and is selected for the local CAA position, he/she must extend his/her DEROS by 12 months and receive retainability for an additional 12 months.

2.2.5. Upon release from CAA duty, personnel will be reassigned to duties within their PAFSC and utilized locally. If there are no AFSC authorizations (unit closure, etc.) on the installation, member will be placed on AAC "50" and compete for a subsequent assignment. Airmen completing an overseas tour will compete for an assignment in the Overseas Returnee Cycle corresponding with their DEROS, based on PAFSC (not the SDI). CAAs may compete for Osan and Kunsan requirements as specified in paragraph 2.2.1.

**2.3. FTAC Assignment qualifications.** Applicants must meet the below criteria:

2.3.1. Be a volunteer and have commander's recommendation.

2.3.2. Speak clearly, distinctly and possess superb oratory skills.

2.3.3. Possess outstanding military bearing, dress, personal appearance, and conduct.

2.3.4. Have a rating of no less than 5 on the last three EPRs.

2.3.5. Have a passing score of 75 on the fitness test and may not be on any of the mandatory improvement programs.

2.3.6. Completed ALS.

2.3.7. Must be at least a SSgt with 12 months time in grade with a minimum of 5 years time in service or a TSgt (depends on authorized grade at location). MSgt selects will not be considered for FTAC duties.

2.3.8. Meets all Air Force standards and other quality factors.

**2.4. FTAC NCOIC selection procedure and process:**

2.4.1. Noncommissioned Officer in Charge (NCOIC), FTAC: Wing-level command structures with FTAC NCOIC authorizations will nominate locally assigned volunteers in the grade of SSgt or TSgt who meet the assignment qualifications for FTAC NCOIC. The specific grade requirement is determined by authorized grade listed on the Unit Manning Document at each location.

2.4.2. HQ AFPC/DPAA, Airman Assignments Division is the final approval/disapproval authority for candidates nominated for FTAC duty. Military Personnel Section (MPS) routes nominations through losing MAJCOM A1 to HQ AFPC/DPAAD2.

2.4.3. If local resources are not available at dependent-restricted tours, local MPSs request through the MAJCOM Functional manager to HQ AFPC//DPAA2 to advertise using the EQUAL-Plus system to identify a PCS volunteer as an exception.

2.4.4. All requests for permanent change of assignment (PCA) of personnel to NCOIC, FTAC duty must be submitted by the MPS through the MAJCOM/A1 Assignments to the HQ AFPC/DPAA2.

2.4.5. FTAC NCOICs will be assigned for 2 years with a Reporting Identifier of 9F000, First Term Airmen Center NCOIC. TSgt selected for promotion to the grade of MSgt must return to previous AFSC upon serving at least one year or not later than the date promoted to MSgt (if already over a year). NOTE: Members are not authorized to test for SMSgt while holding a CAFSC of 9F000. HQ AFPC/DPAA2 notifies HQ AFPC/DPSIDA and instructs the candidate's MPS to update an assignment availability code AAC 45 (CONUS only). The AAC 45 expiration date will equal the FTAC duty effective date plus 2 years. Extensions of tour length will not be granted.

2.4.6. CONUS FTAC NCOIC: Once selected, the servicing MPS will place the individual in AAC 45 with an expiration date of no more than the duty effective date plus 2 years.

2.4.7. Overseas FTAC NCOIC: Individuals assigned overseas are not assigned an AAC as their assignments are managed through the Date Eligible to Return from Overseas (DEROS) process. Individuals with a DEROS expiring in less than 12 months, must request DEROS extension and obtain retainability for an additional 12 months from the duty effective date regardless of whether serving on a short or long tour.

2.4.8. Upon release from FTAC duty, personnel will be reassigned to duties within their PAFSC and utilized locally. If there are no AFSC authorizations (unit closure, etc.) on the installation, member will be placed on AAC "50" and compete for a subsequent assignment. Airmen completing an overseas tour will compete for an assignment in the Overseas Returnee Cycle corresponding with their DEROS, based on PAFSC (not the RI).

### Chapter 3

#### TRAINING

**3.1.** Appointed CAAs must attend the HQ AFPC/DPSIDA training seminar within 6 months of assuming CAA duties. The CAA's unit is responsible for funding this mandatory temporary duty (TDY).

**3.2. HQ AFPC/DPSIDA** and HQ USAF/A1PFE develop and organize one or more training programs per year (when training requirements exist).

## Chapter 4

### FTAC AND ENLISTED PROFESSIONAL ENHANCEMENT PROGRAMS

**4.1. FTAC:** The FTAC provides a structured program to transition Airmen from a training mindset to a mission-oriented environment. FTAC provides orientation type information and reinforces lessons learned in BMTS and technical training to aid in successful transition. This provides a unique opportunity to create an environment for Airmen to further develop their warrior ethos and continued expeditionary mindset. All FTA must attend an FTAC and are not required to attend Right Start. Supervisors' support and involvement with individuals attending FTAC are critical to the future success of Airmen.

4.1.1. All Air Force bases will be required to establish an FTAC unless an exception is requested from the wing commander through the MAJCOM and AFPC to HQ USAF/A1PF. Exception to Policy (ETP) requests will include a description of how FTA assigned will complete the minimum requirements as outlined in Attachment 2.

4.1.2. Where more than one wing-level command structure exists, the host wing is responsible for the implementation and operation of FTAC.

4.1.3. The FTAC will be a minimum of 28 hours, but no more than 10 duty days in length. All mandatory course objectives and minimum hours must be met regardless of course length.

4.1.4. MAJCOMs and wings are encouraged to tailor the FTAC to meet local objectives in addition to the mandatory standardized requirements as outlined in Attachment 2. However, expanded programs must be limited to additional in-processing requirements and/or training. Extending programs for activities not related to training/in-processing (i.e. self-help projects, leisure activities, community involvement, details, etc) are not authorized.

4.1.5. FTAC attendees may be required to participate in Physical Training (PT), unless restricted by medical waiver. When a PT program is incorporated into the agenda, the program must comply with minimum standards for unit PT as established by AFI 10-248, *Fitness Program*.

4.1.6. FTAC is a consolidated training/in-processing environment, and is not considered a formal education course or professional military education. Therefore, completion of FTAC does not necessarily warrant a formal graduation ceremony and/or banquet.

**4.2. Noncommissioned Officer Professional Enhancement (NCOPE) Course.** This course is designed to augment and reinforce (not replace) information taught in Basic Military Training, technical training, ancillary training, PME, and job experience.

4.2.1. The NCOPE Course is designed to target NCOs who completed ALS at least three years prior and/or who have not yet attended the NCO Academy.

4.2.2. NCOPE courses must be at least three, but no more than five duty days in length. Based on the size of the eligible populace, this course must be offered enough times to ensure all have the opportunity to attend.

4.2.3. For required and optional topical information, refer to Attachment 3.

4.2.4. Instructors will conduct their briefings in accordance with Air Force Standardized Lesson Plans. CAAs, as course managers, will ensure the lesson plans are used in teaching the NCO PE block/course. All approved EPE lesson plan material will be maintained at the CAA/FTAC/EPE Community of Practice at: <https://afkm.wpafb.af.mil/ASPs/CoP/ClosedCoP.asp?Filter=OO-DP-AF-08>.

**4.3. Senior Noncommissioned Officer Professional Enhancement (SNCPE) Course.** This course is designed to augment and reinforce (not replace) information taught in Basic Military Training, technical training, ancillary training, PME, or job experience.

4.3.1. The SNCPE course is designed to provide newly selected Master Sergeants with an in-depth view of their increased supervisory, leadership, and managerial responsibilities. It also provides assistance in making the transition to SNCO status more effective.

4.3.2. All SNCPE courses will be a minimum of three and no more than five duty days in length. The target population for SNCPE is all newly selected master sergeants. In an effort to assure 100% of eligibles have the opportunity to attend, each installation will conduct a minimum of two SNCPE courses annually.

4.3.3. For required and optional topical information, refer to Attachment 4.

4.3.4. Instructors will conduct their briefings in accordance with Air Force Standardized Lesson Plans. CAAs, as course managers, will ensure the lesson plans are used in teaching the SNCO PE block/course. All approved EPE lesson plan material will be maintained at the CAA/FTAC/EPE Community of Practice at: <https://afkm.wpafb.af.mil/ASPs/CoP/ClosedCoP.asp?Filter=OO-DP-AF-08>.

**4.4.** Volunteer instructors teaching in FTAC, NCOPE, and SNCPE must follow the Air Force standardized lesson plans in order to ensure the content is delivered in manner consistent with the target audience.

**4.5. A consolidated Professional Development Center (PDCs):** The creation of a consolidated professional development facility serving the needs of the total force population of a base is encouraged. Bases with innovative ideas, outstanding additional courses, and cutting-edge consolidated centers are encouraged to forward this information to HQ AFPC/DPSIDA and HQ AF/A1 through their MAJCOM for review.

## Chapter 5

### INFORMED DECISION PROGRAM

**5.1.** CAAs at every installation will publicize and conduct an Informed Decision Seminar each month (more often if necessary) to meet the needs of the installation's populace regardless of unit of assignment (including all tenant units). The seminar is an educational experience specifically designed to enhance one's knowledge of Air Force benefits, highlighted program requirements, and processes. The goal is to ensure personnel obtain the needed information in order to make the best decision for them and their family. FTA and STA 12-15 months prior to their DOS are required to attend unless pending involuntary separation.

**5.2.** Unit commanders (including tenant commanders) are responsible to ensure active duty members attend within the desired window and (where applicable) provide spouses the opportunity to attend.

**5.3.** CAAs track attendance in the CAA Briefing System Database within RAW and report attendance to unit commanders.

**5.4.** The Informed Decision Seminars, at a minimum, must consist of the below topics. NOTE: Additional blocks may be added, at the installation commander discretion, to ensure unique mission requirements or retention issues are addressed.

5.4.1. Opening comments to explain the purpose of the seminar that is insightful and motivational. It is highly encouraged for the wing CC, CV or CCM to conduct this portion.

5.4.2. CAA or a local SME provides a benefits and entitlements briefing based on the current Air Force Compensation/Benefit Fact Sheet.

5.4.3. Retention update with current figures pertaining to Career Job Reservation (CJR), personnel initiatives, retraining objectives, special duty assignment options, ANG and AF Reserve opportunities, and local services.

5.4.4. Overview of Web-based self service options; AFPC Website, AMS Web, AF Portal, Virtual MPF (vMPF), etc.

5.4.5. Question and answer period with CAA, available SMEs from briefing agencies, Guard/Reserve, and any others deemed necessary or beneficial by host unit.

## Chapter 6

### RESOURCES AND REPORTS

**6.1. AFPC/DPSIDA** maintains the Air Force Knowledge Now Community of Practice (CoP) titled “CAA/FTAC/EPE.” This site will be used to disseminate information to CAAs, FTAC NCOICs and others as deemed necessary by the site administrator (AFPC/DPSIDA) and will serve as central repository for approved lesson plans related to professional enhancement.

**6.2.** MAJCOM and Base-Level Retention Websites and CoPs are optional, but highly encouraged to keep command and base personnel apprised of changing information. Command/base-specific information must be posted and maintained in accordance with AFI 33-129, *Transmission of Information Via the Internet* and applicable supplements.

**6.3. Retrieval Applications Website (RAW):** RAW provides CAAs reenlistment statistics by Air Force, MAJCOM, base, unit, and AFSC. CAAs may utilize this information to prepare briefings for base leadership and analyze potential trends. RAW is the only approved site for CAAs to obtain reenlistment rates. The rules for calculating reenlistment rates are complex; therefore, CAAs will not attempt to manually track reenlistment rates. Additionally, completion of all professional enhancement courses will be updated via RAW to ensure historical attendance data is available on all personnel.

**6.4. CAA Annual Report:** In order to assist the Air Staff in effectively gauging the success of programs implemented to achieve balance in the areas of force health, retention, and professional enhancement, CAAs are required to submit annual reports of activities and observations.

6.4.1. Annual Reports will be processed as follows:

6.4.1.1. HQ AFPC/DPSIDA will request information pertinent to the programs to all CAAs NLT 30 September each year. The request will identify required topics and data for report.

6.4.1.2. Reports are based on fiscal year results and are due to HQ AFPC/DPSIDA NLT 31 October each year. They will be routed through wing commander/command chief prior to sending to HQ AFPC/DPSIDA (MAJCOM must be courtesy copied).

6.4.1.3. HQ AFPC/DPSIDA will provide HQ AF/A1PF copies of individual unit reports as well as a consolidated report NLT 1 December each year.

6.4.2. At a minimum, the report must address the following categories:

6.4.2.1. Major factors affecting retention at base level including unique circumstances (e.g. A-76 studies, privatization, etc.).

6.4.2.2. A summary of local plans to positively impact force shaping objectives, including seminars, job fairs, etc.

6.4.2.3. Additional efforts to publicize local retention/force shaping initiatives and activities.

6.4.2.4. A summary of the local professional enhancement efforts including unique courses and programs. Efforts and creative utilization of local resources to enhance developmental environment should also be highlighted.

6.4.2.5. Information, feedback and comments on progress of all CAA programs/efforts.

6.4.2.6. Summary of production for FTAC, Informed Decision, and PE courses (eligible & completed numbers).

## Chapter 7

### PUBLICATIONS AND OTHER MATERIALS

**7.1.** All Air Force level standardized publications, pamphlets and visual aids must be processed and approved IAW AFI 33-360, Volume 1, *Publications Management Program*. Approved Air Force publications are available on the Air Force publishing web site.

**7.2. Air Force standardized professional enhancement course materials.** All approved EPE lesson plan material will be maintained at the *CAA/FTAC/EPE* Community of Practice at <https://afkm.wpafb.af.mil/ASPs/CoP/ClosedCoP.asp?Filter=OO-DP-AF-08>.

**7.3.** CAAs are encouraged to further develop and utilize local resources in the creation of professional enhancement briefing material. Locally developed materials (other than publications and professional enhancement course lesson plans) must be coordinated with functional OPRs to ensure accuracy and must be annotated with OPRs identifying information (name, rank, organization, date and telephone number of person who developed material). If desired, an electronic copy may be coordinated through MAJCOM POCs and HQ AFPC/DPSIDA for benchmark review and possible incorporation at broader levels.

**7.4. Air Force Compensation Fact Sheet.** CAAs should remind supervisors that AFI 36-2618, *The Enlisted Force Structure*, requires the use of the Air Force Compensation Fact Sheet during career counseling, performance feedback or when an individual comes up for quality review under the selective reenlistment program. The approved Air Force Compensation Fact Sheet is available on the *CAA/FTAC/EPE* Community of Practice or the AFPC website.

**7.5. CAA Continuity Book.** Each CAA will maintain a CAA continuity book (can be in electronic form) containing current information listed on the tools web site which will remain in place for use by their successor. At a minimum, the continuity book will contain:

7.5.1. Administrative requirements, letters of appointment and commander/first sergeant contact numbers. Certificate of completion of the Initial CAA Training Course.

7.5.2. Current Air Force Compensation Fact Sheet.

7.5.3. Data collection information regarding retention and professional enhancement course attendance, to include Informed Decision information.

7.5.4. Force shaping initiatives materials and statistics.

7.5.5. A reference list of applicable Air Force Instructions, MAJCOM/base supplements and other applicable publications.

7.5.6. Inspection checklists and reports (to include budget financial plans)

## Chapter 8

### SURVEYS

**8.1. HQ AF/A1PF** will forward all proposed surveys, attitude and opinion polls, questionnaires and telephone interviews to HQ AFPC/DPAFFA for approval IAW AFI 36-2601, *Air Force Personnel Survey Program*. Single-base surveys initiated at the installation or unit commander level may only address issues under local control (AFI 36-2601, paragraph 3.8). CAAs must obtain a HQ AFPC/DPAFFA survey control number (approval) to conduct an official survey.

**8.2. AF Retention Surveys.** HQ AFPC/DPAFFA conducts AF-wide retention surveys approximately once a year. CAAs may use this information to understand AF-wide retention issues.

## Chapter 9

### CAA AND FTAC NCOIC ANNUAL AWARDS

**9.1.** The CAA of the Year Award recognizes and encourages outstanding achievement, creativity, and significant contributions to both Air Force and local commander retention initiatives and professional enhancement efforts at a given location.

**9.2.** The FTAC NCOIC of the Year Award recognizes the outstanding contributions of the FTAC NCOIC as they lead and develop every Airman through effectively managing and implementing the first level of professional enhancement while Airmen transition to the mission at a given location.

**9.3.** Nominees must have served at least 6 months in the CAFSC of CAA (8A100) or FTAC NCOIC (9F000) by award close-out date. Each Base, MAJCOM, FOA, or DRU may submit one nominee for each of the two categories. All submissions will be judged and paired down to one winner per category for each MAJCOM or equivalent. Those packages chosen as MAJCOM winners will go on to compete for the Air Force level award.

**9.4.** Nominations will be submitted on an AF Form 1206, *Nomination for Award*. Nominations will be limited to the number of lines indicated in annual award instructions and will be in bullet format. NOTE: Awards will eventually be governed by AFI 36-2819, *Mission Support Awards Program*. Do not include classified information in the nomination

**9.5. Air Force and local retention data can be affected by numerous variables.** Caution and sound judgment should be used when stating the impact or effectiveness of any given person or program in relation to these figures.

**9.6.** Deadlines for nomination packages and submission instructions will be announced each year by message.

**9.7.** A central selection panel will be hosted by AF/A1 to review/score packages and select the AF level winner in each category. Panel results will be forwarded to HQ USAF/A1 for final approval.

**9.8.** The Chief Master Sergeant of the Air Force will present the awards at the annual AFSA Professional Airmen's Conference.

**9.9. Each winner will be authorized to wear the Air Force Recognition Ribbon.**

RICHARD Y. NEWTON, Lt General, USAF  
DCS, Manpower and Personnel

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-22, *Air Force Military Training*  
AFPD 36-26, *Military Force Management*  
AFI 33-129, *Transmission of Information Via the Internet*  
AFI 33-360, *Volume 1, Publications Management Program*  
AFI 36-2601, *Air Force Personnel Survey Program*  
AFI 36-2618, *The Enlisted Force Structure*  
AFI 36-2819, *Mission Support Awards Program*  
AFMAN 10-100, *Airman's Manual*  
AFI 10-248, *Fitness Program*  
AFMAN 37-123, *Management of Records*

***Abbreviations and Acronyms***

**AAC**—Assignment Availability Code  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFR**—Air Force Reserve  
**AFRIMS**—Air Force Records Information Management System  
**AFSC**—Air Force Specialty Code  
**ANG**—Air National Guard  
**ASVAB**—Armed Services Vocational Aptitude Battery  
**CAA**—Career Assistance Advisor  
**CCM**—Command Chief Master Sergeant  
**CJR**—Career Job Reservation  
**COMSEC**—Communication Security  
**COMPUSEC**—Computer Security  
**CONUS**—Continental United States  
**DEROS**—Date Eligible to Return from Overseas  
**DOS**—Date of Separation  
**DP**—Director of Personnel  
**FTA**—First Term Airmen

**FTAC**—First Term Airmen Center  
**FSS**— Force Support Squadron  
**HQ AFPC**—Headquarters Air Force Personnel Center  
**HQ USAF**—Headquarters United States Air Force  
**IAW**—In Accordance With  
**MFR**—Memorandum for Record  
**MAJCOM**—Major Command  
**MOA**—Memorandum of Agreement  
**MPS**—Military Personnel Section  
**NCOIC**—Noncommissioned Officer in Charge  
**NCOPE**—Noncommissioned Officer Professional Enhancement  
**NLT**—No Later Than  
**OJT**—On-the-Job Training  
**OPR**—Office of Primary Responsibility  
**OPSEC**—Operation Security  
**PCS**—Permanent Change of Station  
**PE**—Professional Enhancement  
**PME**—Professional Military Education  
**POC**—Point of Contact  
**RAW**—Retrieval Applications Website  
**RDS**—Records Disposition Schedule  
**SNCOPE**—Senior Noncommissioned Officer Professional Enhancement  
**SRB**—Selective Reenlistment Bonus  
**STA**—Second Term Airmen  
**TDY**—Temporary Duty

## Attachment 2

## FTAC MANDATORY AND OPTIONAL TOPICS

Although the Air Force Core Values, Expeditionary Air Force Concepts, Customs and Courtesies, and Dress and Appearance are formally introduced at Basic Military Training and Technical Training, continued emphasis throughout the FTAC experience will ensure the concepts are deeply ingrained in our newest Airmen. Optional hours should not repeat certifications and training received at Basic Military Training or Technical Training. Optional topics listed are not all inclusive; however, topics added to FTAC must meet the criteria outlined in para. 4.1.4.

<b>MANDATORY TOPICS</b>	<b>HOURS</b>
- Wing Leadership Perspective (Recommend CCM)	.5hr
- Standards & Discipline (Fitness, Dress & Appearance, etc...); Day 1	1.5hr
- Enlisted Force Structure, AFI 36-2618	1hr
- In-processing (FTAC, Finance, Personnel, Education, Medical, etc.)	3hr
- Airmen & Family Readiness Center Operations	1hr
- Personal Financial Management (A&FRC); Day 1	4hr
- Suicide Prevention and Awareness (Mental Health)	1hr
- Base Emergency Preparedness (Disaster)	.5hr
- Wing Safety Orientation (Course 2, Local Conditions/Course 3a, Traffic)	2hr
- Equal Opportunity First Duty Station Orientation (EO)	2.5hr
- Substance Abuse Education, Prevention, and Treatment (Mental Health)	1hr
- Warrior Role in Base Support & Mission Orientation Briefing	1hr
- Legal Services & ADC (Military Justice, Homosexual Policy, Joint Ethics)	1.5hr
- Virtual Air Force (Air Force Portal, vMPF, My EDP, PRDA etc)	1hr
- Career Assistance Advisor Programs	.5hr
- Sexual Assault Preventions & Response Awareness (SAPR)	1hr
- Air Force Smart Operations 21 (AFSO21)	1hr
- Total Force Awareness Training (ADLS or delivered offline) ***	3hr
- Air and Space Expeditionary Force	1hr
<b>TOTAL HOURS</b>	<b>28</b>

\*\*\* Human Relations, Force protection, and Information Protection

**OPTIONAL TOPICS**

- Overseas Driving Course
- Dormitory Standards/Housing
- Family Advocacy/Domestic Violence
- Honor Guard, and Services programs
- Physical Fitness Training – highly encouraged for programs that are over one week long
- Computer Based Training Courses (SERE, OPSEC, Self Aid Buddy Care, etc)
- Public Health
- Environmental Conservations
- Inspector General (IG)
- CBRNE

## Attachment 3

## NCOPE MANDATORY AND OPTIONAL TOPICS

The mandatory topics are designed to enhance individuals supervisory and management skills. Suggested optional topics are not intended to limit wings from introducing additional topics.

<b><u>MANDATORY TOPICS</u></b>	<b><u>HOURS</u></b>
- Standards & Discipline (recommend CCM/CCF)	1.5hr
- Enlisted & Base History	1hr
- Enlisted Force Structure, AFI 36-2618	1hr
- Ethics	1hr
- Senior Leader Panels	2hr
- Team Building and Motivation	1hr
- Counseling and Mentoring	2hr
- Career Progression	1hr
- Stress Management	1hr
- Nutrition and Exercise	1hr
- Military Professional Writing	2hr
- Air and Space Expeditionary Force	1.5hr
- Training Management	1hr
- Resource Management & AFSSO21	1hr
- Education Initiatives	1hr
- Personnel Programs	1hr
<b>TOTAL HOURS</b>	<b>20</b>

**OPTIONAL TOPICS**

- Personal Financial Management
- Protocol
- Professional Organizations
- Manpower
- Referral Agencies
- Better Business Bureau
- Sexual Assault Preventions & Response Awareness (SAPR)
- Junior Enlisted Perspective

## Attachment 4

**SNCOPE MANDATORY AND OPTIONAL TOPICS**

The mandatory topics are designed to enhance individuals supervisory and management skills. Suggested optional topics are not intended to limit wings from introducing additional topics.

<b><u>MANDATORY COVERAGE</u></b>	<b><u>HOURS</u></b>
- Standards & Discipline (recommend by CCM/CCF)	1.5hr
- Enlisted & Base History	1hr
- Enlisted Force Structure, AFI 36-2618	1hr
- Ethics	1hr
- Senior Leader Panels	2hr
- Airmen Panel	1hr
- Team Building and Motivation	1hr
- Counseling and Mentoring	1hr
- Nutrition and Exercise	1hr
- SNCO Promotion Process	1hr
- Stress Management	1hr
- Military Professional Writing	2hr
- Air and Space Expeditionary Force	1.5hr
- Resource Management & AFSO21	1hr
- Manpower Process	1hr
- Operational Risk Management	1hr
- Personnel Programs	1hr
<b>TOTAL HOURS</b>	<b>20</b>

**OPTIONAL COVERAGE**

- Protocol
- Retention
- Professional Organizations
- Referral Agencies
- Personal Financial Management
- Better Business Bureau
- Sexual Assault Preventions & Response Awareness (SAPR)
- Education Initiatives
- Civilian Management
- Internet/Network Technology