COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This publication supplements Department of the Air Force (DAFI) 36-2110, *Total Force Assignments*, and identifies Joint Base San Antonio Lackland specific processes for Airmen-in-Training Student Assignments. DAFI 36-2110, *Total Force Assignments*, is supplemented as follows. This publication applies to all civilian employees and uniformed members of the Regular Air Force assigned to the 37th Training Wing and organizations in the 502d Air Base Wing and 59th Medical Wing involved in the assignment process or facilitating graduate transition to technical training and from technical training to their first duty assignment. This publication does not apply to the United States Space Force, the Air Force Reserve, the Air National Guard, sister service students, or international students. Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate function's chain of command. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

1.1.1. **(Added)** 502d Air Base Wing Commander's Intent: Joint Base San Antonio Lackland Air Force Base and the 37th Training Wing are vital to supporting the National Defense Strategy by training the next generation of Airmen, Guardians, sister-service members, and international partners. Every member of the wing in every detachment, squadron and group is integral to the Training Wing's success. The optimization of the 37 TRW core mission and business processes help facilitate the graduates transitioning from technical training to their first permanent duty assignments in a rapid manner. Every staff member must ensure technical training graduates depart schools within 72 hours of graduation.

1.1.2. **(Added)** Within the 37th Training Group in the 37th Training Wing, the Registrar's Office and the Training Squadrons drive the action, accountability, and support of out-processing Airmen on-time. Military Training Leaders (MTL) in each squadron in coordination with elements within the 802d Force Support Squadron (802d FSS), 502d Logistics Readiness Squadron (502d LRS), and 59th Medical Wing (59th MDW) are pivotal to the timely departure of our graduates. Geographically separated units will follow the outlined guidance to the greatest extent possible as they work with their host-base supporting agencies.

2.8. **(Added)** Support provided to 37th Training Group Technical Training Students regarding first-time assignment actions.

2.8.1. The 802d Force Support Squadron Student Actions (802 FSS/FSPD), provides support to the 37 TRG student population with administrative actions such as, but not limited to, initiating, and updating the assignment out-processing checklist; this is a listing that details the assignment processes. Additionally, the 802 FSS/FSPD pulls outbound rosters, prepares, and conducts Initial Assignment Briefings, processes special administrative actions, authenticates PCS orders, conducts final out-processing briefings, and coordinates base supporting agencies such as the 502d LRS, and 59th MDW.

2.8.2. The 502d Logistics Readiness Squadron Passenger Movement Element (502 LRS/LGRDAP), provides students all their official travel arrangements to include port calls and Patriot Express reservations on a walk-in basis for all students who are reporting directly to their first duty station. Students bound for OCONUS must have the proper paperwork signed by the MTLs prior to obtaining a port call. The Element prepares handouts/information that is given to students during their Initial Assignment Briefing.

2.8.3. The 502d Logistics Readiness Squadron Personal Property Section (502 LRS/LGRDF), provides cargo movement services to students on a walk-in basis. Students may ship up to four crates if they drop off the crates at the Personal Property Section office. For students residing off base or for students who require Household Goods (HHG) pickup at their Home of Record (HOR), the office creates the shipment in the Defense Personal Property System on the student's behalf to arrange a HHG pickup. Depending on seasonal demand/carrier constraints, on average it can take up to 2 – 3 weeks for HHGs to be scheduled for pick up. The section also prepares handouts and information that is given to students during their Initial Assignment Briefing and is available on a walk-in bases to answer any questions.

2.8.4. The 59th MDW provides overseas medical and dental clearances for students. They also provide any required immunizations, if not previously received during basic training. The medical and dental clinics on base only provides space available services to dependents of technical training students, so typically dependents are referred outside base to local providers.

RUSSELL D. DRIGGERS, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References
AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020
DAFI 36-2110, *Total Force Assignments*, 15 November 2021

Prescribed Forms
None

Adopted Forms
DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms]
AF - Air Force
AFMAN - Air Force Manual
AFPC - Air Force Personnel Center
DAF - Department of Air Force
DAFI - Department of Air Force Instruction
FO - Follow-on
FSS - Force Support Squadron
HHG - Household Goods
HOR - Home of Record
LMS - Learning Management System
LRS - Logistics Readiness Squadron
MAJCOM - Major Command
MDW - Medical Wing
MilWiki - Military Wikipedia
MTL - Military Training Leader
MPF - Military Personnel Flight
OCONUS - Outside of Contiguous United States
OPR - Office of Primary Responsibility
PAX - Personnel Travel
PCS - Permanent Change of Station
PRP- Personnel Reliability Program
SCI - Sensitive Compartmented Information
SOT - Student out of Training
SOTS - Student out of Training Status
TMO - Traffic Management Office
TRG - Training Group
TRW - Training Wing
vMPF - Virtual Military Personnel Flight
Office Symbols
37 TRW/CC - 37th Training Wing Commander
37 TRW/CV - 37th Training Wing Vice Commander

37 TRG/DOS - 37th Training Group Evaluations
37 TRG/DOP - 37th Training Group Registrar's Office
59 MDW - 59th Medical Wing
502 LRS/LGRDAP - 502d Logistics Readiness Squadron Passenger Movement Element
502 LRS/LGRDF - 502d Logistics Readiness Squadron Personal Property Section
802 FSS/FSPD - 802d Force Support Squadron Student Actions

Attachment 16

ASSIGNMENT OF NON-PRIOR SERVICE PIPELINE STUDENTS (REGAF ENLISTED ONLY)

A16.2.4. **(Added)** 37th Training Group all Training Squadrons.

A16.2.4.1. Geographically Separated Units of 37 TRG will establish local policies and procedures for out-processing students in a 72-hour period post-graduation.

A16.2.4.2. Each Training Squadron in coordination with 802d FSS Student Actions, will develop a local checklist of required actions for students to obtain their PCS orders and for them to out-process. Actions in the checklist should include career field, MAJCOM, and gaining base specific requirements.

A16.2.4.3. Military Training Leaders in coordination with Student Actions within the squadrons will develop a tracking mechanism to track students' progress for out-processing. They will track students who are awaiting their assignment notification, completion of initial assignment briefings, actions required by students to receive orders, and students who have completed all necessary actions for final out-processing. The tracking mechanism is located on a shared Microsoft Teams page for access by MTLs and Student Actions personnel.

A16.2.5. **(Added)** The 37th Training Group Registrar's Office (37 TRG/DOP):

A16.2.5.1. Extract student status and data from Cognos Analytics and import the data into the local Student Management Database.

A16.2.5.2. Provide a daily and weekly report to squadron, group, and wing leadership that details Students Not in Training Status, to include Students Out of Training Status (SOTS). The reports will include week-to-date, month-to-date, quarterly-to-date, and year-to-date data. The daily report is an extremely detailed report meant for 37 TRG leadership and 37 TRG squadrons containing mainly numerical data regarding SNITS. The weekly report is meant for training wing and training group leadership that contains data analysis trends with corrective actions regarding SNITS.

A16.2.5.3. Ensures MTLs enter comments into SOTS. Refer to MilWiki for current comment codes. https://www.milsuite.mil/wiki/Student_Status Codes

A16.2.5.4. For students in SOTS who do not have any comments, the Registrar's Office will notify the respective Training Squadron's MTLs regarding the missing data. The Registrar's Office will follow-up within 2 training days to ensure the respective MTLs entered the comments.

A16.16. (Added) Timelines.

A16.16.1. The expectation is for the student to receive their assignment notification from Air Force Personnel Center (AFPC) within the first 3 weeks of entering technical training. Assignment notifications typically are received weekly on Fridays.

A16.16.2. The Squadron MTLs may verify assignment actions by pulling a Learning Management System (LMS) roster and inquiring with Student Actions on student's behalf for any students who haven't received their notification.

A16.16.3. Once the student receives the assignment notice, the MTLs in coordination with Student Actions ensure the student's name, assignment location, and assignment requirements are entered into the tracking mechanism.

A16.16.4. Students are assigned into their initial assignment briefing, typically within 2 weeks of receiving the assignment notification. Briefings are scheduled with respect to class start dates however, consideration may be made for short-duration courses. Student Actions within each Training Squadron develop and lead the briefings. Out-processing checklists are given to the students during the briefings.

A16.16.5. The Training Squadrons will set the suspense for the actions required to out-process. The timelines may vary, especially for short-duration technical training courses.

A16.16.6. Once AFPC has made the assignment, it is expected Student Actions will start the process of generating the orders. Typically, draft orders are completed within a few duty days, but not certified until all requirements have been met. Once the student completes all actions to obtain their orders, Student Actions certifies the orders, which are then authenticated by AFPC. Students obtain copies of their orders via Virtual Military Personnel Flight (Vmpf) once loaded.

A16.16.7. Squadron MTLs may aid students to obtain dental and medical clearances for OCONUS bound students. The expectation is to complete dental and medical clearances within 3 duty days. Squadron MTLs will periodically follow-up regarding dental and medical clearances after one week of submitting them.

A16.16.8. After students complete the initial assignment briefing, squadron MTLs are available to help provide guidance to any students that have special processing requirements such as medical/dental clearances, Exceptional Family Member Program, Joint Spouse procedures, or Follow-on (FO) Assignment Program. Personnel Reliability Program (PRP) and any Sensitive Compartmented Information (SCI) requirements if required are typically handled at the student's gaining base.