



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCES IN EUROPE
HEADQUARTERS UNITED STATES AIR FORCES AFRICA**

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MEMORANDUM FOR USAFE-AFAFRICA SECURITY FORCES UNITS

FROM: HQ USAFE-AFAFRICA/A4S
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RELEASABILITY: There are no releasability restrictions on this publication

SUBJECT: United States Air Forces in Europe – Air Forces Africa Guidance Memorandum to
DAFI 36-2646, *Security Forces Training and Standardization Evaluation
Programs*

By Order of the Commander, United States Air Forces in Europe – Air Forces Africa, this Guidance Memorandum is the first instance of a to-be published supplement to DAFI 36-2646, *Security Forces Training and Standardization Evaluation Programs*, that specifically outlines the roles and responsibilities for course scheduling at the 435 Ground Combat Regional Training Center (GCRTC). Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other USAFE-AFAFRICA publications, the information herein prevails, in accordance with Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*.

This publication applies to all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, and the Air National Guard assigned to USAFE-AFAFRICA. This publication does not apply to the United States Space Force.

Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publication of DAF I36-2646_USAFE-AFAFRICASUP, whichever is earlier.

CHAD R. ELLSWORTH, Brigadier General, USAF
Director of Logistics, Engineering and Force Protection

Attachment:
Guidance for Regional Training Center Scheduling

ATTACHMENT
Guidance for Regional Training Center Scheduling

1. The intent of this document is to establish a process for course scheduling for all USAFE-AFAFRICA training conducted at the 435th Security Forces Squadron's (SFS) Ground Combat Regional Training Center (GCRTC). The process and timelines detailed within this document pertain to theater specific courses; all Air Force Security Forces Center (AFSFC) courses will continue to be scheduled through the Force Generation Reporting Instruction site and will be worked through the AFSFC Scheduling Cell.

2. Responsibilities:

2.1. MAJCOM:

2.1.1. Provides guidance to the units and GCRTC.

2.1.2. Coordinates and approves student funding.

2.1.3. Approves schedules, processes and timelines.

2.2. GCRTC:

2.2.1. Maintains the FY Schedule "Live Roster" on Creek Defender (USAFE RTC) Teams channel.

2.2.2. Initiates the scheduling process.

2.2.3. Collects and consolidates student data for submission to A4S.

2.2.4. Notifies home station unit commanders of student no-shows.

2.2.5. Builds and maintains course-specific reporting instructions.

2.3. Unit:

2.3.1. Screens and selects best candidates for GCRTC courses.

2.3.2. Completes and sends enrollment requirements to the GCRTC in accordance with timelines detailed within this document.

2.3.3. Provides updates and changes to name substitution and requests course cancellation, if needed.

3. The scheduling process will consist of five (5) phases with associated timelines to afford adequate time for all parties. All timelines associated with the scheduling process are in

reference to the Course Start Date (CSD). Units will be unable to reserve seats before Phase I of the scheduling process.

PHASE	ITEM	TIMELINE
I	Call for students' email	60 days prior to CSD
II	Follow-up Call for students' email	30 days prior to CSD
III	Enrollment & name substitution cut-off	20 days prior to CSD
IV	Cross-org sent to A4S	20 days prior to CSD
V	Student notification & Cross-org	15 days prior to CSD
VI	Student DTS completion	5 days prior to CSD

3.1. PHASE I – The course scheduling process will be initiated by a “Call for Students” (CFS) email NLT 60 days prior to the course start date. The 435 SFS Scheduler will send an email containing pertinent class information to all USAFE-AFAFRICA UTMs. Each email will contain the course title and number, the start date, graduation date, travel dates, course-specific reporting instructions and the student enrollment sheet. The initial CFS will outline priority seats if applicable to match training need with equipment accessions.

3.1.1. Designated unit POCs will consolidate all student information and submit it to the 435 SFS Scheduler via the scheduling org box at 435SFS.RTC.Scheduling@us.af.mil.

3.2. PHASE II – A follow-up CFS will be sent NLT 30 days prior to the CSD. Units with a priority seat to specific courses will forgo their standing upon the second CFS being sent.

3.3. PHASE III – Enrollment and name substitution cut-off will occur 20 days prior to the CSD. In total, units will be afforded 40 days to submit students for enrollment into GCRTC classes.

3.4. PHASE IV – Upon the completion of Phase III, the 435 SFS Scheduler will consolidate all student information and send it to USAFE-AFAFRICA/A4S for Defense Travel System (DTS) cross-organization to share the appropriate line of accounting with the selected students. NOTE: A4S coordinates this process at the MAJCOM level but does not conduct the cross-organization within DTS.

3.5. PHASE V – USAFE-AFAFRICA/A4S will coordinate cross-org with A4P and notify the 435 SFS Scheduler when completed. Upon notification, 435 SFS Scheduler will in-turn notify all students and home station UTMs of cross-org completion.

3.6. PHASE VI – Students must complete and submit their DTS authorizations no later than 5 days prior to the course start date to ensure adequate time is available to review and approve authorizations.

4. Student No-Shows: A student is considered a no-show when they fail to show for training, or they do not make the appropriate cancellation notification within the prescribed timeline outlined in the course reporting instructions.