



DEPARTMENT OF THE AIR FORCE
86TH AIRLIFT WING (USAF)

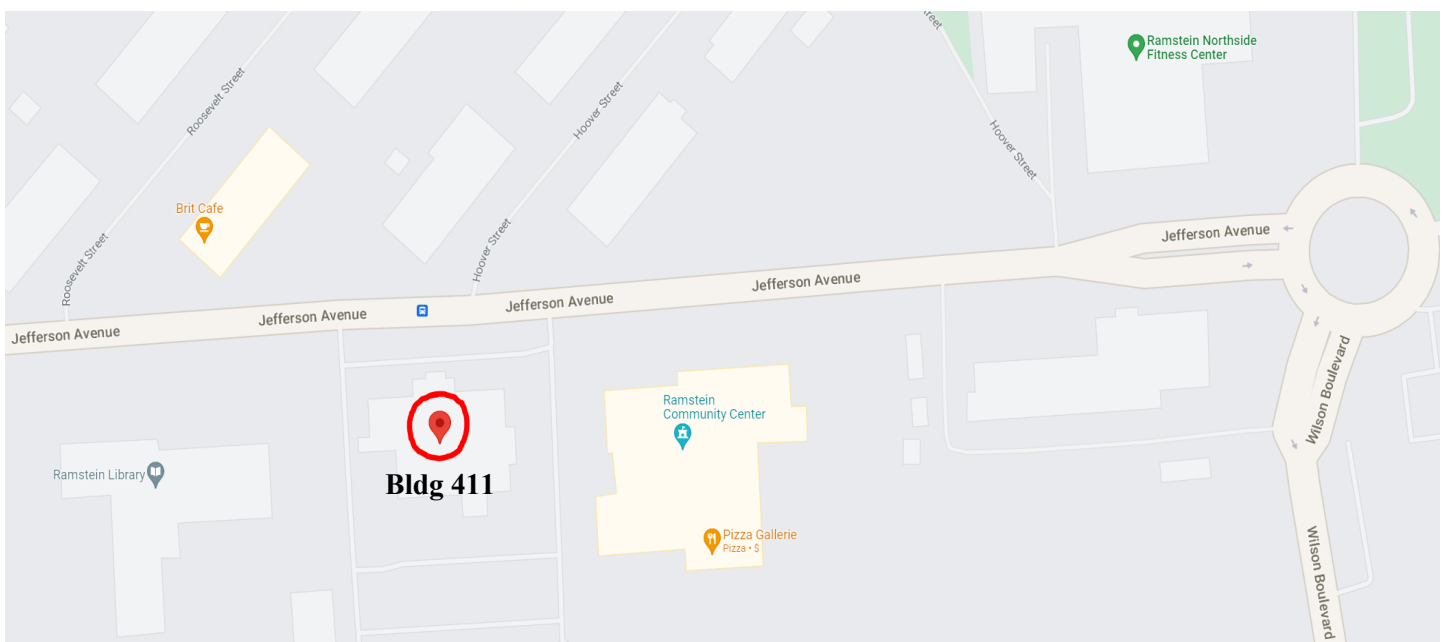
MEMORANDUM FOR Rank/Name: _____

Squadron: _____ Base: _____

FROM: 86 FSS/FSD First Term Airman Course

SUBJECT: First Term Airman Course Appointment Letter

1. Welcome to Team Ramstein! The Air Force provides the First Term Airman Course (FTAC) to transition Airmen from a training mindset to a mission-oriented environment. Attendance is **mandatory** and IAW AFI 36-2670 for all enlisted personnel arriving at their first permanent duty assignment. Airmen are required to attend FTAC within 45 days of arrival to Ramstein. Airman attending after this time-frame must have their First Sergeant sign a 45-day Memorandum and bring it to class. ***
2. During FTAC week, class will begin daily at **0745** and end at 1630. The location is **building 411** (bldg between the Community Center and the Library) **on Ramstein AB**. Make sure to be there by the class start time.
3. Rescheduling will be approved in coordination with supervisors. They will inform FTAC leadership if you are unable to attend the scheduled class dates.
 - a. DSN: 480-9472 or 480-9473, Commercial: 06371-47-9472 or 06371-47-9473
 - b. Send emails to: 86fss.ftac@us.af.mil.
4. **No appointments:** Vehicle Registration, Medical (other than emergencies), Finance, etc. will **NOT** be authorized during FTAC week; please plan accordingly. Exceptions will be made on a case-by-case basis by FTAC NCOICs/PDC leadership.
5. Refer to the map below on how to get to building 411:



6. Reporting Instructions: Member must report to class with the following items:

Documents marked with three asterisks (***) can be found/downloaded by going to <https://86fss.com/professional-development-center> and clicking on FTAC resources



ITEMS REQUIRED FOR CLASS	REMARKS
APPOINTMENT LETTER***	Email back to us or bring to class signed by supervisor OR NCO from work center OR First Sergeant
LEAVES AND EARNINGS STATEMENT (LES)	Print out most recent *full* LES and bring into FTAC with you on Day 1 and Day 4 of class
RESILIENCY TRAINING SURVEY	<p style="text-align: center;">Values in Action Survey</p> <p>https://www.viacharacter.org/survey/account/register</p> <ol style="list-style-type: none"> 1. Register 2. Click "Take Survey" button 3. Click "Complete Survey" button 4. Print/screenshot results
<p>MFRC:</p> <p>FIRST DUTY STATION ENLISTED PRE AND POST-SURVEY</p>	<p>You must register for a MyVector account if you do not already have an account.</p> <p>https://myvector.us.af.mil/myvector/FinancialReadiness/Home</p> <ol style="list-style-type: none"> 1. Click Financial Readiness (left side of page) 2. Click "Self Register For Training" button 3. Click "First Duty Station Enlisted" 4. Click "Register" button 5. Complete Pre-Survey only

7. By signing below, member and member's supervisor and first sergeant acknowledges the following:
- a. Member's attendance is **mandatory** IAW AFI 36-2670.
 - b. Member and member's leadership understands any appointments, to include but not limited to: Vehicle Registration, Medical, FMO, Dorm Reception Center, will be scheduled either **before** or **after** FTAC and not during the duty day.
 - c. Member will bring all required items listed above and will arrive to class by the scheduled start time.
 - d. If GSU, member is able to attend online (i.e. Internet capable & ready device) without distractions.

NOTE: Please print this Appointment Letter on two separate pages (one-sided only), complete the signatures below, and bring it to class.

Member's Rank/Name (Last, First)

Signature

Date

Member's **Supervisor, Flight Chief, or First Sergeant** Rank/Name (Last, First)

Signature

Date

\\SIGNED\\
CODIL BOWMAN, SMSgt, USAF
Career Assistance Advisor