



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

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. If an Airman is unable to attend within 45 days, a memorandum is required to be signed by the member's First Sergeant.
2. Class will begin on 3 April 2023 at 0745 at **Hercules Theater (Bldg. 2101) on Ramstein AB.** Class dates are 3 April 2023 - 6 April 2023 / 0745-1630.
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](mailto: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 the Hercules Theater:



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

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

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 NLT 10 minutes prior to scheduled start time.
  - d. Member has the ability to attend online (i.e. Internet capable & ready device) without distraction.

**>Print this form on two separate pages (one-sided), complete the signatures below, and bring it to class on Day 1.**

\_\_\_\_\_  
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