

**BY ORDER OF THE COMMANDER  
42D AIR BASE WING (AETC)**



**AF INSTRUCTION 36-2252**

**MAXWELL AIR FORCE BASE  
Supplement 1**

**8 MAY 2003**

**Personnel**

**FIRST TERM AIRMAN CENTER**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 36-2252, 1 August 2000, is supplemented as follows.**

This supplement implements AFD 36-22, *Military Training*, and AFI 36-2252, *First Term Airmen Center*. It provides guidance on the implementation and operation of the 42d Air Base Wing (42 ABW) First Term Airmen Center (FTAC). It applies to all active-duty organizations assigned to Maxwell AFB and Gunter Annex. It does not apply to Air National Guard or Air Force Reserve units. **Records Disposition:** Maintain and dispose of records created as a result of processes prescribed by this supplement according to AFMAN 37-139, *Records Disposition Schedule*.

**1. Responsibilities:**

1.3.1. (Added) (MAFB) Responsibility for the operation of the First Term Airman Center (FTAC) falls under the 42d Mission Support Group (MSG), within the 42d Mission Support Squadron (MSS) as a separate flight. 42 MSS/CC, in coordination with 42 ABW/CCC, will manage and approve all FTAC curriculum and content.

1.3.1.1. (Added) (MAFB) Funding for FTAC's day-to-day operation is provided by 42 MSS.

1.4. (Added) (MAFB) The Commander Support Staff (CSS) will provide newly assigned first term airmen with the date/time of the next FTAC. CSS will then contact FTAC providing student's name, rank and date arrived on station. Newly assigned airmen must attend Right Start (base in-processing) prior to attending FTAC.

1.6. (Added) (MAFB) FTAC is managed by a noncommissioned officer in charge (NCOIC), who is selected by the 42 MSS/CC and 42 ABW/CCC after interviews by them or their representative.

**2.1. Program Length:**

2.1.1. (Added) (MAFB) FTAC classes are held on a monthly basis, unless otherwise determined by 42 MSS/CC.

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