

FTAC In-processing Requirements

Prior to starting FTAC, each Airman must:

1. Complete MPF in-processing.
2. Take CAC to MPF Customer Service and have Dyess certificates loaded.
3. Take completed Network Account Request to the Network Control Center to have a network account created. (7 LRS personnel will report to the Systems Management Office/ 317 AG personnel will report to the Client Support Office.)
4. Complete Information Assurance on ADLS.
5. Ensure any required leave and/or house hunting has been accomplished.
6. Ensure no appointments are scheduled during the 10-day FTAC course.
7. Be accompanied (by a SSgt or above or a SrA that has completed ALS) to FTAC between **0800-1000** to complete in-processing. Airmen will begin FTAC the following duty day.

First Term Airmen Center
409 Third Street, Building 7234
Team Leaders: 696-3701 or 696-3715
NCOIC: 696-4462