

RAF Lakenheath

First Term Enlisted Course Policies & Procedures

FTEC Start Time: **0700**
Location: See welcome email
Office: 226-2579

UOD: *** OCPs All Week***

FTEC NCOIC is your interim first-line supervisors and should be treated as such.

1. Chain of Command

- Development Advisor/FTEC NCOIC/Class Leader

2. Duty Hours

- All times will be in accordance with the schedule provided.

3. Appointments

- FTEC is the priority, therefore no appointments are authorized.

4. Leave

Ordinary Leave

- No ordinary leave will be taken while in FTEC.

Emergency Leave

- Emergency Leave will be coordinated through your unit First Sergeant.

5. Conduct

- Maintain professional behavior during the course.
- Do not engage in offensive conversations.
- Remove all materials and personal belongings at the end of each duty day.
- Contact a Team Leader/Class Leader as soon as possible if you are running late.
- If you are unable to be located during normal duty hours, you will be considered “Not Present for Duty”

6. Discipline

- Failure to comply with Air Force and/or FTEC standards, policies and procedures will result in counseling from a member of the FTEC staff. If the result is paperwork, your First Sergeant will be notified.

7. Medical (PHAQ Accomplished prior to FTEC)

- Prior to attending FTEC, go to the 48 MDG and enroll with Patient Admin. Once done, complete your web based PHA “PHAQ.” Ask your supervisor for further assistance if necessary.

8. Finance (Prior to Attending FTEC)

1. Login to MyVector (<https://myvector.us.af.mil/>)
2. Click on the Financial Readiness tab
3. Register for First Duty Station – Enlisted (this does not sign you up for a class, it only opens up the pre-training survey for the Financial Readiness portion of First Duty Station-Enlisted)
4. Select in-person training
5. Complete Pre-Test and Pre-Survey – you are done
6. DO NOT COMPLETE THE POST-SURVEY (each survey is time stamped; post-surveys completed before the training are invalid)