**Development and Training Flight**

WHERE IT ALL BEGINS!

INTRODUCTION

This Wing Coordinator position for the Development and Training Flight could be the most challenging and gratifying job you will ever have. The development and maintenance of our national defense structure requires a steady flow of highly qualified and motivated potential Airmen to perform the multitude of jobs required in the Air Force Reserve today and tomorrow. Responsibility for the quality of men and women who are embarking upon their Air Force Reserve career rests largely with the Wing Coordinator of the Development and Training Flight. It's a tough, tremendously challenging, satisfying, and rewarding job.

SUPPORT OF FAMILY

Family support is vital to the success. Wing Coordinators and their families must tailor their daily activities to the availability of newly enlisted Air Force Reserve members. This will not be limited to “normal” duty hours. Many newly enlisted members may only be available after hours. Your job is to provide support for the members in your program, regardless of time of day, during the week, on weekends and holidays. You should discuss these issues with your family so they understand the commitment you are undertaking to resolve any problems before applying for the Wing Coordinator position.

METHOD OF SELECTION

The process begins with the application and a one-on-one interview with your Wing’s Command Chief. If your current family or personal circumstances limit you from giving 100% to this program, perhaps now is not the right time for you to consider a position with the Development and Training Flight. Becoming a Wing Coordinator for the Development and Training Flight is one of the most challenging positions in the Air Force and requires extra effort and a sincere desire to be successful. Standards in the Development and Training Flight are high. Being knowledgeable of Air Force Instructions on Standards, Dress and Appearance, Drill and Ceremony, Reserve Personnel Participation, Military Pay and Fitness is highly desirable but a willingness to learn is also needed. Wing Coordinators should also be familiar with current Air Force Reserve benefits/entitlements and comfortable speaking in front of large groups. Successful Wing Coordinators have displayed initiative, enthusiasm, and motivation.

TOUR OF DUTY

Your initial Wing Coordinator tour of active duty will be up to 179 days on an RPA tour. Tour extensions are reserved for only those Wing Coordinators who meet or exceed the highest standards of conduct, demeanor, appearance, integrity, and acceptance of responsibility and typically run for 2 years. Continuation in the Development and Training Flight program must serve the best interest of the Air Force Reserve. Additional tours may be granted up to a MAX of 1,095 days of continuous active duty.

APPLICATION PROCEDURES

Complete the attached application using the Applicant Checklist and include all additional documents requested. Forward a copy of the application and documents to your Wing’s designated individual. Your Command Chief will review the application and contact you for an interview if deemed eligible. This interview is designed to assess your potential to be a Wing Coordinator and is a chance for you to ask any questions you have about the program. We encourage spouses to attend this meeting, because as stated above, it is very important that they understand the responsibilities involved as the Development and Training Flight Wing Coordinator.

APPLICANT CHECKLIST

I certify that all below items have been completed and included as necessary.

INITIAL

\_\_\_\_\_ Applicant Check List

\_\_\_\_\_ Applicant Information Questionnaire

\_\_\_\_\_ Commander’s Conditional Release Statement

\_\_\_\_\_ Last two Enlisted Performance Reports, or a letter of explanation if less than 2. (Civilian appraisals may also be included and are strongly encouraged if no EPRs are available.)

\_\_\_\_\_ Statement of Understanding

\_\_\_\_\_ Security Clearance- JPAS pull from unit Security Manager

\_\_\_\_\_ AFFMS-II Score Sheet

\_\_\_\_\_ Requirements of a Wing Coordinator

\_\_\_\_\_ Application Submitted to Designated Individual

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature & Date

APPLICANT INFORMATION

NAME (Last, First, MI):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RANK: \_\_\_\_\_\_\_\_

DOD ID NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN Last 4:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRIMARY AFSC: \_\_\_\_\_\_\_\_\_\_\_\_\_ UNIT/DUTY SECTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BASE ASSIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MILITARY EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DUTY PHONE (comm): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HOME/CELL PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOR IN COMMUTING DISTANCE: Y or N

MILITARY STATUS: TR IMA ART AGR ADRS ANGRS OTHER

PME- COURSE LAST COMJPLETED: ALS NCOA SNCOA

SECURITY CLEARANCE: Y or N TYPE OF CLEARANCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SQUADRON COMMANDER/UNIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMANDER’S UNDERSTADING

To my knowledge, member is emotionally stable, morally responsible, and financially sound. The member has no history of disciplinary actions (i.e. UIF, LOR, Control Roster, etc.). I have reviewed the member’s records, and they do not reflect any information that would preclude selection of the applicant for this position. This individual has not misused the Government Travel Card nor has he/she been 60 days or more delinquent on their Government Travel Card account.

I allow this member to accept the position of Development and Training Flight Program Wing Coordinator (WC) with the understanding of the following conditions:

 The member is to participate with their unit of assignment for minimum 2 days per month as needed to maintain their reserve requirements.

 Their D&TF involvement is an Additional Duty. They are also REQUIRED to maintain and exceed at all duties, responsibilities, and requirements of their assigned unit. Members must work closely with their reserve duty chain of command, supervisor, senior ART, and Commander to ensure they are the model airmen in their units. They will participate in regularly scheduled training activities and annual tours. Although they routinely will be pre-occupied with D&TF functions during the UTAs, they are NOT exempt from responsibilities to their unit. They may be assigned normal additional duties from their unit so long as they do not interfere with D&TF responsibilities (WG/CCC concurrence is appreciated). Their continued involvement with the D&TF program REQUIRES that they continue to meet all obligations of their traditional reserve role. The WC position is not a break or pause in their reserve duty, it is the conduit for which they are afforded the special full time additional duty position.

WCs report operationally to the WG/CCC for D&TF related matters only, and day to day administrative supervision may be delegated to a higher ranking member of the full time wing staff with WG/CC concurrence. They report administratively through their unit of assignment for non-D&TF related issues. Their rating chain does not change when they become a WC. Their primary military responsibility has been, and will continue to be their unit of assignment.

Recommend/ Not recommended (circle one)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name, Grade / Position

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature & Date)

STATEMENT OF UNDERSTANDING

I certify, by placing my signature in the space provided, that the following statements are true, complete and correct to the best of my knowledge:

 INITIAL

\_\_\_\_\_ I am financially prepared to defray additional expenses (if any) associated with serving on long-term RPA orders.

\_\_\_\_\_ I fully understand my dependent care responsibilities as outlined in AFI 36-2908. I certify that I have made appropriate financial arrangements to support my family during active duty.

\_\_\_\_\_ I am prepared to travel (if necessary) to provide instruction at a geographically separated unit.

\_\_\_\_\_ I am current and will ensure that I remain current and qualified in my current AFSC.

\_\_\_\_\_ I must participate in and achieve a satisfactory score in the Air Force physical fitness program while performing as Wing Coordinator. (Non-currency/ Unsatisfactory Scores are a basis for removal from duty)

\_\_\_\_\_ I understand and will comply with the Air Force no smoking policy in a training environment.

\_\_\_\_\_ I understand my civil service return rights as they pertain to a Traditional Reservist or an Air Reserve Technician (ARTs), if applicable.

\_\_\_\_\_ I am a Traditional Reservist accepting a full time Wing Additional Duty. I will participate in regularly scheduled training activities and annual tours with my unit, and be a model airman to my commander and peers without compromise or excuse. I am capable of maintaining my Reserve responsibilities as well as the requirements of this additional duty despite the extra hours, work, dedication, and hardships on me and possibly my family. This duty is not a break or pause in my reserve responsibilities.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature

REQUIREMENTS OF A WING COORDINATOR

1. Uphold the highest standards of military appearance, bearing, and conduct. Additionally, you must have integrity, high moral character, and the ability to make sound decisions.
2. **Any record of disciplinary action must be explained:** placement on a Control Roster, financial irresponsibility, misuse of or delinquency on payment of the Government Travel Card, etc. (not an all-inclusive list)
3. Possess a government travel card
4. Meet physical qualifications, with no physical restrictions. Include AFFIMS report of current and passing score. History of late tests or exemptions should be explained.
5. Once selected, all Wing Coordinators must become certified PTL’s and have CPR training certificate within 30 duty days as PM.
6. **Must currently hold the rank of TSgt or MSgt** (SSgt and SMSgt will be considered on a case by case basis)

I certify member meets all minimum requirements and is willing to complete the work identified above:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Squadron First Sergeant