**SCHEDULE**

**SATURDAY, 4 APRIL 2020**

0800 – 0830: Sign in to Zoom and Roll Call

0830 – 0900: OG/CC announcements on Zoom

0900 – 0930: TriCare Brief on Zoom and [www.111attackwing.ang.af.mil](http://www.111attackwing.ang.af.mil)

0930 – 0950: WG/CC Video (access under “Virtual Drill” tab, bottom right at [www.111attackwing.ang.af.mil](http://www.111attackwing.ang.af.mil))

1000 – 1100: Online Training (options listed below)

1100 – 1300: PT and Lunch

1300 – 1600: Online Training or Section Specific Training

1400 – 1430: Hot Wash (Drill POC’s)

1600 – 1630: Provide summary of accomplished training/tasks to Section POC (Listed Below)

**SUNDAY, 5 APRIL 2020**

0800 – 0830: Sign in to Zoom and Roll Call

0830 – 1100: Online Training or Section Specific Training

1100 – 1300: PT and Lunch

1300 – 1530: Online Training or Section Specific Training

1400 – 1430: Hot Wash (Dill POC’s)

1530 – 1600: Provide summary of accomplished training/tasks to Section POC

\*\*SEE PAGES 2-3 FOR SUGGESTED TRAINING OPTIONS\*\*

**OPTIONS FOR ONLINE TRAINING**

**1. TRAINING THAT DOES NOT REQUIRE A CAC READER**

Courses completed without a CAC Reader need to be provided to work center POCs. Work Center POCs need to forward Completed Training Rosters to the UTM (email: usaf.pa.111-atkw.mbx.111-og-education--training@mail.mil) by COB Sunday.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Name** | **Required Timeframe** | **Who Needs this Training** | **How to Access** | **Duration** |
| Force Protection CBT | Annual | Everyone | [www.111attackwing.ang.af.mil](http://www.111attackwing.ang.af.mil) Click on “Virtual Drill” toward bottom-right of page | 1 hr |
| GTC Refresher Training | Every 3 yrs | Everyone | [www.111attackwing.ang.af.mil](http://www.111attackwing.ang.af.mil) Click on “Virtual Drill” toward bottom-right of page | 45 min |
| Free Exercise of Religion CBT | Every 3 yrs | Everyone | [www.111attackwing.ang.af.mil](http://www.111attackwing.ang.af.mil) Click on “Virtual Drill” toward bottom-right of page  | 30 min |
| No Fear Act CBT | Every 2 yrs | Technicians & their supervisors | [www.111attackwing.ang.af.mil](http://www.111attackwing.ang.af.mil) Click on “Virtual Drill” toward bottom-right of page | 30 min |
| Derivative Classification | Annual | Required for SCIF access | <https://securityawareness.usalearning.gov/derivative/index.htm> \*Save your completion certificate at end of course.\* | 1.5 hrs |
| Unauthorized Disclosure of Classified Info  | Every 2 yrs | Required for SCIF access | <https://securityawareness.usalearning.gov/disclosure/index.html> \*Save your completion certificate at end of course.\* | 1 hr |
| Marking Classified Information | 1 Time Only | Required for SCIF Access | <https://securityawareness.usalearning.gov/markings/index.htm> \*Save your completion certificate at end of course.\* | 2 hrs |
| Aircrew Flight Safety Brief |  | Pilot/SO | [www.111attackwing.ang.af.mil](http://www.111attackwing.ang.af.mil) – Under OG Virtual Drill tab | 20 min |
| Intelligence Oversight | Annual | Pilot/SO/Intel | [www.111attackwing.ang.af.mil](http://www.111attackwing.ang.af.mil) – Under OG Virtual Drill tab | 30 min |

**2. TRAINING THAT REQUIRES A CAC READER**

Courses completed in ADLS will automatically update in ARCNET, please provide a copy of all completion certificates to your work center POC for accountability. TRAX certificates need to be submitted to your work center POC and the UTM (email: usaf.pa.111-atkw.mbx.111-og-education--training@mail.mil) for updating in ARCNET.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Name** | **Required Timeframe** | **Who Needs this Training** | **How to Access** | **Duration** |
| Cyber Awareness Challenge | Annual | Everyone | ADLS<https://golearn.adls.af.mil/login.aspx>  | 1 hr |
| Force Protection | Annual | Everyone | ADLS  | 30 min |
| GTC Refresher | Every 3 yrs | Everyone | TRAX ([https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/](https://web-cols03.mail.mil/owa/redir.aspx?C=xpcEGGPA_e74GoNgH_DHe-wt_tVIfkO1vz7vH6eX4zSuZt_cqtXXCA..&URL=https%3a%2f%2fdtsproweb.defensetravel.osd.mil%2fdts-app%2fpubsite%2fall%2fview%2f)) | 15 min |
| Combatting Trafficking in Persons | One-Time only | Everyone | ADLS | 15 min |
| Environmental Management  | One-Time only | Everyone | ADLS | 30 min |
| Religious Freedom | Every 3 yrs | Everyone | ADLS | 20 min |
| No Fear Act | Every 2 yrs | Technicians and their Supervisors | ADLS | 20 min |

**GUIDELINES & NOTES FOR VIRTUAL DRILL**

WHAT DO SECTION POCs NEED TO DO?

- Talk with your troops before drill to make sure everyone got a chance to look at the schedule.

- Talk with your troops to make sure they understand any tasks that you have for them and then follow up

- Both Saturday and Sunday by noon let your First Sergeant know via e-mail that your troops have met your intent and that you’re vouching for their participation over the weekend for the periods they’ve agreed to.

WHAT DO I, AS AN INDIVIDUAL, NEED TO DO FOR VIRTUAL DRILL?

- Let your section POC know which periods you’re going to participate in.

-Register for free at ZOOM to participate in Saturday morning roll call and announcements

-BE PATIENT! This is a new experience, and there will be “friction points”.

-Take notes on the good and the bad and let your leadership know.

-When using ZOOM or personal email accounts/computers/phones keep all discussions UNCLASSIFIED and DO NOT include FOUO information.

**FSS Customer Service Hours**: Sat and Sun, 1000-1300 by APPOINTMENT ONLY. Please, contact MSgt Kevin Watson at 215-323-7416 to make an appointment.

**FRG:** Anna Richar’s office along with the pantry will also be open on Sun, 1000-1300 by appointment only.  If interested, contact her at 215-323-7132.

**SECTION POC’s**

Comm – MSgt Urbach: 215-692-2355; kenneth.urbach.mil@mail.mil

CSS – MSgt Hugg: 609-665-1042; alison.m.hugg.mil@mail.mil

Harm/Sarm – SMSgt McLeer: 610-420-8033; daniel.j.mcleer.mil@mail.mil

Intel – Capt Khovansky (P): 215-219-4004; joseph.j.khovansky.mil@mail.mil

 SMSgt Lofts (A): 267-406-3020; roy.e.lofts2.mil@mail.mil

Medical – SSgt Langford: 267-664-1974; matthew.c.langford.mil@mail.mil

Pilots – Lt Col Van Zant: 850-582-5100; alex.c.vanzant.mil@mail.mil

Sensors – SMSgt Collazo: 609-351-9377; christopher.l.collazo2.mil@mail.mil

SSO – TSgt Pierce: 570-687-7879; jacquelyn.pierce.mil@mail.mil

WX – SMSgt Belton: 215-704-0896; lamar.r.belton.mil@mail.mil

ATKS First Sgt – MSgt Shearer: 724-664-5047; paul.l.shearer.mil@mail.mil

OSS First Sgt – MSgt Kochanski: 267-640-1221; Kevin.W.Kochanski.mil@mail.mil

Drill POC – Maj Best: 937-207-9772; james.b.best8.mil@mail.mil

**USEFUL LINKS**

111 AKTW Sharepoint - <https://usaf.dps.mil/sites/111ATKW/SitePages/Home.aspx>
(NO CAC REQUIRED)

111 ATKW Public Website - <https://www.111attackwing.ang.af.mil/>
(SEE “**VIRTUAL DRILL**” and “**OG VIRTUAL DRILL**” tabs at bottom right of page)

Air Force Portal - <https://my.af.mil>

ZOOM - <https://zoom.us/> You can access the meeting via the app on your phone or your computer by clicking the meeting link to be provided. If you haven't used Zoom yet, keep in mind that if you plan on logging in via a computer, you will need to allow some time to download the software and set up an account. And you'll need to download the app ahead of time if you want to use your phone.

ADLS - <https://golearn.adls.af.mil/login.aspx>

ARCNET - [https://www.my.af.mil/arcnetprod/arcnet/](https://web-cols03.mail.mil/owa/redir.aspx?C=hEGjsIRmCOc5XiU2LQRGpWoYqYhn5bLh9iyh8E9d-RGuZt_cqtXXCA..&URL=https%3a%2f%2fwww.my.af.mil%2farcnetprod%2farcnet%2f)