

## VIRTUAL UTA FRAMEWORK

### UNCLASSIFIED DISCUSSIONS AND INFORMATION ONLY!!

#### DAY 1 option (8 hours)

- Rollcall (30 min)
  - Times dictated by Squadron leadership
  - Have section supervisors contact airmen for virtual rollcall
  - Section supervisors will contact Squadron leadership (Chief/FS/whomever runs rollcall) for accountability (can be done at any time, up to the squadron)
  - Include announcements (NOTAMS) and CC items to communicate to personnel
  - Notify members of items due/overdue (ie. Training, performance reports, medical)
  - Remind members to stay on top of all requirements
- PT (1.5 hrs optional at CCs discretion)
  - Give airmen an hour for PT (run, sit-ups, pushups, etc....)
  - Allow time for stretch/warmup/exercise/cool down/shower
  - Document who completed
- Admin Time (Suggestions only) (2 hrs)
  - Medical requirements
    - PHAQ: (If CAC capabilities exist) if due: 20 minutes
    - MHA: (LHI.care) schedule based on requirement; must complete PHAQ first
  - Sign orders (If CAC capabilities exist)
  - Family Care Plans (*First Sgts have documentation*)
  - Wing Leadership Memo (*Video from Wing Leadership*)
- Wing Training (4 hrs) **Refer to Training Page (below)**
- Rollup of daily virtual activities (1 hour)
  - Annotate training records/document days training
  - *For the training documentation supervisor will complete a training roster listing members and what training was completed. The UTM/Commander designated person will use training rosters for updating in ARCNET or product (AFTR,TBA, etc..).*

## Day 2 Option

- Rollcall (30 min)
  - Times dictated by Squadron leadership
  - Have section supervisors contact airmen for virtual rollcall
  - Section supervisors will contact Squadron leadership (Chief/FS/whomever runs rollcall) for accountability (can be done at any time, up to the squadron)
  - Include announcements (NOTAMS) and CC items to communicate to personnel
  - Notify members of items due/overdue (ie. Training, performance reports, medical)
  - Remind members to stay on top of all requirements
- Chapel Service (.5 hour) (optional)
  - Optional for members
  - Recorded service with Wing Chaplains office
- PT (1.5 hrs) (optional)
  - Give airmen an hour for PT (run, sit-ups, pushups, etc....)
  - Allow time for stretch/warmup/exercise/cool down/shower
  - Document who completed
- AFSC training (4 hours) or continuation of Wing listed CBTs from previous day (4 hours)
  - Review CFETPs for items that can be taught virtual
  - Be creative-you know your jobs locate other resources as required
- Rollup of daily virtual activities (1 hour)
  - Good time to finish up EPRs/OPRs/ACAs (<https://mypers.af.mil/>)
  - Complete rollcalls

## Virtual April RSD – Training Options

Below is a list of training that can be completed online via CAC enabled or NO CAC required

### CAC Enabled Training

This training can be complete through ADLS <https://golearn.adls.af.mil/login.aspx> Training will auto update in ADLS and transfer to ARCNet.

REQUIREMENT	COURSE NAME (EXACT)	TIMEFRAME	SYSTEM	TIME - MINUTES	COMPLETION METHOD
CYBER AWARENESS CHALLENGE	*Cyber Awareness Challenge v4.0 (ZZ133098)	ANNUAL	ADLS	60	CBT
FORCE PROTECTION	*Force Protection (ZZ133079)	ANNUAL	ADLS	30	CBT
RELIGIOUS FREEDOM	*Religious Freedom Training (ZZ133109)	EVERY 3 YRS	ADLS	20	CBT
COMBATING TRAFFICKING IN PERSONS	DoD Combating Trafficking in Persons (CTIP) General Awareness Course	ONE-TIME	ADLS	15	CBT
NO FEAR ACT	Notification and Federal Employee Antidiscrimination and Retaliation Act (No FEAR) Training V1.0 (ZZ133081)	EVERY 2 YRS	ADLS	30	CBT
2020 ANNUAL SUICIDE PREVENTION TRAINING	2020 Annual Suicide Prevention Training	ANNUAL	ADLS	120	CBT
RECORDS MANAGEMENT	Command/Agency Records Manager (CARM) Training (Oct 2016)	AS REQUIRED	ADLS	60	CBT
AF RISK MANGEMENT FUNDAMENTALS	Air Force Risk Management Fundamentals Course	AS REQUIRED	ADLS	60	CBT
GTCC REFRESHER TRAINING	Programs and Policies – Travel Card Program	EVERY 3 YRS	TRAX (via DTS, bottom of the screen, use Chrome)	15	CBT
2020 ANNUAL SEXUAL ASSAULT PREVENTION TRAINING	2020 Annual SAPR Wingman Intervention Training	ANNUAL	ADLS	120	CBT

### NO CAC Required Training

The training can be found on this Wings Public Website: <https://www.111attackwing.ang.af.mil/> (CAC not required) Computer or Phone accessible GO TO Heading – Virtual Drill, You will need to notify your supervisor that you completed this training so that ADLS and/or ARCNet can be updated.

Free Exercise of Religion CBT	30 Minutes
No Fear Act CBT	30 Minutes
Force Protection CBT	1 Hour
Law of Armed Conflict	30 Minutes
CBRNE Part 1 CBT	2 Hours

### Additional Training Items

EPR/OPR Bullet Writing  
<https://www.youtube.com/watch?v=JHYchKWbnzA>  
 30:28 Length

Resiliency  
[https://youtu.be/PdjHG\\_bGKhk](https://youtu.be/PdjHG_bGKhk)  
 3:18 Length

Suicide Prevention  
<https://youtu.be/b21zDVCyKWk>  
 7:32 Length

GTC Refresher Training

<https://www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf>

30 Minutes

PA State Active Duty (SAD 101)

<https://www.111attackwing.ang.af.mil/>

30 Minutes

Mitigating Unconscious Bias

<https://www.111attackwing.ang.af.mil/>

30 Minutes

How to Meet a Board

<https://youtu.be/0qVJFSFvBII>

12:41 Length

### **Professional Development Courses**

Listen, learn...then lead

[https://www.ted.com/talks/stanley\\_mcchrystal\\_listen\\_learn\\_then\\_lead/up-next#t-12400](https://www.ted.com/talks/stanley_mcchrystal_listen_learn_then_lead/up-next#t-12400)

15:30 length

How Great Leaders Inspire Action

[https://www.ted.com/talks/simon\\_sinek\\_how\\_great\\_leaders\\_inspire\\_action/up-next?referrer=playlist-tips\\_for\\_inclusive\\_leadership](https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action/up-next?referrer=playlist-tips_for_inclusive_leadership)

17:55 length

Effective Leadership in the Digital Era

[https://www.ted.com/talks/charlene\\_li\\_efficient\\_leadership\\_in\\_the\\_digital\\_era/up-next](https://www.ted.com/talks/charlene_li_efficient_leadership_in_the_digital_era/up-next)

10:39 length

What it takes to be a Great Leader

[https://www.ted.com/talks/roselinde\\_torres\\_what\\_it\\_takes\\_to\\_be\\_a\\_great\\_leader/up-next](https://www.ted.com/talks/roselinde_torres_what_it_takes_to_be_a_great_leader/up-next)

9:43 length

How Diversity Makes Teams More Innovative

[https://www.ted.com/talks/rocio\\_lorenzo\\_how\\_diversity\\_makes\\_teams\\_more\\_innovative/up-next](https://www.ted.com/talks/rocio_lorenzo_how_diversity_makes_teams_more_innovative/up-next)

10:59 length

Blueprint Leadership CMSAF Kaleth Wright Epoxide 01

<https://m.youtube.com/watch?feature=youtu.be&v=rVjOWAm5Ci4>

1:04:23 length

Blueprint Leadership CMSAF Kaleth Wright Epoxide 02

<https://m.youtube.com/watch?v=K8LltQ5liCI>

45:13 length

Attitude Reflects Leadership CMSAF Kaleth Wright

<https://m.youtube.com/watch?v=GWnUmod0Oy0&feature=youtu.be>

53:12 length

Leadership Lessons from General James Mattis

<https://m.youtube.com/watch?v=3EYU3VTI3IU&feature=youtu.be>

16:36 length

Why Good Leaders Make You Safe

<https://m.youtube.com/watch?feature=youtu.be&v=lmyZMtPVodo>

11:59 length

## **FEMA Courses (No CAC Required)**

(FEMA courses need to be started early!)

Instructions-

First Step if you do not have a FEMA Student Identification (SID):

- Click on any IS course
- Click on "register for one here" under Take Final Exam.
- Go to the link and click "Register for a FEMA SID" and follow instructions

After obtaining SID (PLAN AHEAD could be several days considering the current situation) -

Go back to <https://training.fema.gov/is/crslst.aspx>

- Click on appropriate course (Course Listed Below)
- Click on "Interactive Web Based Course" under "Take This Course"
- Take Final Exam

Community Preparedness: Implementing Simple Activities for Everyone (FEMA)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-909>

1 Hour

Effective Communication (FEMA)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-242.b>

2 Hours

Fundamentals of Emergency Management (FEMA)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-230.d>

6 Hours

Military Resources in Emergency Management (FEMA)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-75>

2 Hours

Workplace Security Awareness (FEMA)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-906>

1 Hour

Preparing for Federal Disaster Operations (FEMA)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-102.c>

1 Hour

Social Media in Emergency Management (FEMA)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-42>

3 Hours

Introduction to Incident Command (DSCA)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.C>

2 Hours

Basic Incident Command System for Initial Response (DSCA)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-200.C>

4 Hours

An Introduction to the National Incident Management System (DSCA)

<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.B>

3.5 Hours

### **JKO Courses (No CAC Required)**

Active Shooter

[https://jkodirect.jten.mil/Atlas2/page/coi/externalCourseAccess.jsf?v=1584469212073&course\\_prefix=CNIC&course\\_number=-US1363](https://jkodirect.jten.mil/Atlas2/page/coi/externalCourseAccess.jsf?v=1584469212073&course_prefix=CNIC&course_number=-US1363)

1 Hour

Equal Opportunity Policy

[https://jkodirect.jten.mil/Atlas2/page/coi/externalCourseAccess.jsf?v=1584470695644&course\\_prefix=JS&course\\_number=-US013](https://jkodirect.jten.mil/Atlas2/page/coi/externalCourseAccess.jsf?v=1584470695644&course_prefix=JS&course_number=-US013)

1 Hour

OPSEC

[https://jkodirect.jten.mil/Atlas2/page/coi/externalCourseAccess.jsf?v=1584463618858&course\\_prefix=JS&course\\_number=-US009](https://jkodirect.jten.mil/Atlas2/page/coi/externalCourseAccess.jsf?v=1584463618858&course_prefix=JS&course_number=-US009)

1 Hour

Privacy Act and HIPAA Training

[https://jkodirect.jten.mil/Atlas2/page/coi/externalCourseAccess.jsf?v=1584468519047&course\\_prefix=DHA&course\\_number=-US001](https://jkodirect.jten.mil/Atlas2/page/coi/externalCourseAccess.jsf?v=1584468519047&course_prefix=DHA&course_number=-US001)

1.5 Hours

Public Speaking

[https://jkodirect.jten.mil/Atlas2/page/coi/externalCourseAccess.jsf?v=1584470289334&course\\_prefix=JMESI&course\\_number=-US094](https://jkodirect.jten.mil/Atlas2/page/coi/externalCourseAccess.jsf?v=1584470289334&course_prefix=JMESI&course_number=-US094)

1 Hour

Personal and Professional Ethics

[https://jkodirect.jten.mil/html/COI.xhtml?course\\_prefix=JMESI&course\\_number=-US089](https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=JMESI&course_number=-US089)

1 Hour