1-A way for MTF to input 898 requests (what class they want, how many seats, whether it is CAF/MCL, CAMS code, PDS code, min/max, course length, course title and the backlog)

What are the AFI/OIs that govern this process (if applicable)?  See body of email.

As I see things, the following are all static:  PDS, Min/Max, Length, Course Title/Number.  They are mostly static, but they will change with changes to the course documents. With the recent AFSC changes we are seeing probably 1-2 course changes per month for just the courses we teach here at Det 13.

Those are all attributes of the Master Course List so an MTF would choose a course from the Master Course List and then specify # of seats.  MTF cannot just pick the number of seats they have to also specify the type of seat; AP, AT, OP, OT, CP, CT, etc.

What is CAF/MCL?  Combat Air Force Mandatory Course Listing. Also, is the CAMS code universal (so it could be on the Master Course List) or does it vary by base—if it does vary, is it possible to standardize that?  The CAMS/IMDS codes do not change from base to base.

If an MTF creates an 898, when the class is built, do they then have to go back in and request a built class or do they just fall under the “host seats” field on the built class? The 898 is a formal request for seats; the dates are formalized in the scheduling meeting. Currently in the FTSS interface, the Det can put in notes back to the MTF the dates for the class or if it was denied and the number of seats granted. Let me know if you want more info on this and I will have my schedulers talk to you.

Are 898s requested against a specific unit as well or just the course? The AF form 898 available on epubs is built requesting classes against the host Det. The MTF can also request seats to a different Det via the FTSS system which was a great selling point of FTSS. Before this, they had to call/email to see if there were seats available.

1-A way for FTD to respond to those requests

Probably obvious, but are the approvers (aside from TDY) also the production people at that FTD?  Yes, though for final TDY to school approval it is routed through the MAJCOM.

I believe the process now has new requests automatically sent to a particular FTD, is the processing working well, have there been any issues with it? The MTF selects the FTD they are selecting the course from when they build the 898 in the interface. There are no real issues. Some people have had problems with duplicate requests in the past but I think they have been resolved.

If the MTF is requesting a seat from another base, the requests first goes to the MAJCOM for approval (since they have limited money) and then if approved goes to the FTD. If it is at the same base, the requests automatically go to FTD.

1 -If the class is TDY, a way for the MAJCOM to approve the student (because

of funding)

Who is approving this?  The A4QT has to approve it (they are chiefs at Langely).

Someone at AETC, someone at the students MAJCOM? How is this being done now?  This seems like it is something that might just be better handled through policy rather than technology.  If those authorized to approve course requests (the production supervisors I assume) are well informed that it is a TDY course that must be vetted through some higher agency that might be a better route.  This would eliminate having to keep up with a separate permission list for that special approval function.  Maybe a warning could popup for the approver and require some type of documentation or explanation for approval of TDY courses rather than actually implementing another approval layer into the application.  The A4QTs have a quota on how many TDYs they are allowed to approve due to funding. They really need to be part of the approval process is possible (only on the TDY requests)…they would be the only ones needing to approve the student. Not sure if there is a better way, but we can definitely try to come up with a better way (DTS or something) as this requirement just recently came online.

1-A way to build the class and alter class information (and a way for the CMs/TMs to add new/delete old courses)

Does this mean just edit the class data after built or actually modify the Master Course List data?  Both, classes get shifted to start earlier or later all the time. Also MTFs will add extra seats/students at the last min. But we also need a way to change the course length if it changes, etc. In other words does data such as course length/days/min/max students vary at all—well I know it can be modified for a course but does this actually need to be included in FTSS? This data should not vary, but it does need to be present. Ie, if a min for a class is 3, MTF needs to see that it is 3 even if they ask for only 2 seats. Then FTD can disapprove the class because it is below mins but they don’t have to…they could always accept the class and teach the 2 students. Just the original standards need to be included for informational purposes.

Deleting courses has some complications.  Archiving or de-activating would be fine but deleting would cause us to lose the students graduated data as well as could have an impact on production hour data over time (if we include that). Ok—deactivating the info would work as well…as long as if I accidentally built a F-16 weapons course, but then found out I was looking at last month’s 898 and need to get rid of it, that there is a way for me to do that.

1-A way for MTFs and FTDs to view open seats

1-A way for FTD to create a class and alter a class they created

Are we saying we want to prevent another user from altering a class unless they created it? No—anyone can alter the classes on FTSS and they just don’t…we shouldn’t have a problem with that (hopefully!) I think this requirement is a duplicate of the one about the previous one…sorry about that!

That’s fine but understand that within SharePoint such a feature is a little limited in that it is restricted to one person.  So if SSgt Snuffy builds a class and TSgt Doe needs to correct it (assume they are both schedulers at the same FTD) then TSgt Doe will get access denied—only an administrator or SSgt Snuffy will be able to fix it then.  The other option is to restrict editing of the ScheduledClasses list to only those who need to be able to do that.  Every action is logged so we’d know if somebody was messing stuff up.

1-A way for J4 schedulers to assign class numbers to each class

J4—these are the people at Sheppard, right?  Yes Are there a lot of them, No there are only 3 do they have any other special functions within FTSS we’ll need to account for? I will need to check to make sure they don’t do anything else, but I think that they only use FTSS to assign class numbers to each class that is created by a FTD.

2-A way for everyone to view FTD and MTF schedulers' emails and numbers

2-Demand Response & Utilization Rate Report that can be viewed by det, AFSC

and/or MDS

Is there an example of this now somewhere so I can better understand what data is needed? It is attached to the email; however it seems to change monthly so it would be wise to have something that is easily reconfigurable. Also the MTF likes to see a slightly different set of information for their status of training slides that may vary base to base.

2-Instructor Hours that can be viewed by det, AFSC or MDS

3-A way for MTF to fill in student names and socials (if possible??)

3-A way to alter or delete the student names and socials

3-A way to view students who have graduated FTD courses

4-Something that MTFs complained about with the current interfaces is that

they could not schedule their local MTF classes with the same system...they

could only request FTD classes....scope-wise, I don't think it is necessary

for our system but I guess you can look into it if you would like….

We’ll have to talk about that more a little later on, not 100% sure I understand.  :-)

MTF has classes they teach like self aid buddy care, maintenance orientation, eng run ect. They want to have the ability to schedule those classes in there as well, but this is just a nicety. This system is mainly used for MTF to request FTD classes and for FTD to respond and create the classes.

4-A way for those socials and names to be uploaded to OTA

Where/what is OTA and who has rights to it?

The URL is <https://milpdsprod.csd.disa.mil> it is a MILPDS system. To gain access

Any new scheduler that has not had a MilPDS/OTA account will need to fill

out the agreement and forward it, along with OTA permissions requested and

justification for the account, in a digitally signed e-mail to

afpc.dppatota@us.af.mil, of fax it to DSN 665-2328.

Contact your det scheduler for the R12 form to complete. I am not sure who has rights to the program. I will have to do some research and get back with you next week with a more solid answer….

4-a way for FTSS to ideally interface directly with OTA and TTMS

What is the relationship of OTA & TTMS?

 I am not exactly sure how OTA and TTMS interface, but I know that a scheduler is supposed to input SSN’s into the class before it starts to get a TLN. That info flows to TTMS. It would be best to talk to MSgt Leal (J4 Scheduler at Sheppard) on the flow between the programs. I will call him next week to get more info.

-----Original Message-----

From: PRATT, CODY O SSgt USAF AETC 372 TRS Det 8/CCE

Sent: Thursday, January 09, 2014 1:23 PM

To: GILBERT, MADISON L Capt USAF ACC 372 TRS DET 13/CC; McCoy, Jeffrey S

TSgt USAF ACC 373 TRS/DET6

Subject: RE: FTSS Requirements

Captain Gilbert,

I believe you hit all the major points spot on ma'am.  I see your list as

the main focus of what we need in an all encompassing scheduling system that

could handle all detachments across the 982TRG.  In honest opinion to you

ma'am, if we TSgt McCoy and myself can collaborate and produce an effective

system for our today's training world (global), AFI changes would be

required and MTF schedulers would no longer be needed as a middle-man

between the units and FTDs.  The new system could also provide the MTF with

a requesting system as well.

A scenario for the vision:

-An Airman arrives at a duty station, in 3 months he needs an FTD course

before deploying in 5 months.  Upon returning from deployment, at his 12

month mark on station he needs another FTD class.  This is his 1st week on

base and he's in-processing the squadron.

-His new UTM logs into the new Maintenance Training Scheduling System.  The

new system can access AFNET information, so the UTM inputs the new airman's

name to find him.  When he finds him, he clicks "Request course", and then

selects the course he wants to request for the new airmen.  He also inputs a

time frame that the airmen is available to make the course.

A multitude of ways such as the course number, or filtering my MDS or AFSC

can be used to find the course desired.  AFNET information should be able to

provide the airmen's location base or zip code wise.  If not, the UTM can

enter the zip code at this point.

-The FTD or MTF (if their courses are also in the system) will then check

the system every week or more if they want to.  FTDs will still not schedule

more than 3 months out, even if personnel are loaded for requests 1 to 2

years out.  They log in to the system and choose the "FTD Schedulers" or

"MTF Schedulers" screen.  Their first page is an overall view with a list of

courses their detachment offers and a count of how many personnel in a

certain mileage area are waiting to have their request satisfied with a

seat.  They can then click on a class and look at the requests in order of

miles away from their zip or base.

This would eliminate entirely a need for MTFs or UTMs to "view open seats",

because if an MTF or FTD has a class with open seats, they will simply add

that person into that seat.  Everything is now an individual request.

-When the FTD will then see the new airmen and put him in an already

scheduled class that isn't maxed out yet, or when enough requests exist for

a class, they then create a class for it.  If they are adding him to an

existing class they can just click his name and the system will show

existing classes in the time frame the UTM stated the airmen would be

available for the class.  If they have multiple people and can create a

class they can checkmark multiple people and then click "Create New Class",

and then system will put all those personnel into that new class.

If the system could access STARS records, it would then have access to what

instructors are qualified to teach what course and would ease scheduling

every class even further.

-If it does not interface directly with OTA/TTMS, then Sheppard would still

require schedulers to create classes in OTA that would then communicate with

TTMS.  With the system based on individual requests, Sheppard schedulers

would know exactly what types of seats (active, guard, civilian) and how

many to assign to the class.

-After FTD or the MTF slates an individual to a class, that individual and

the UTM would receive an email showing the assignment and start/stop date of

the class.

-Everyone, to include the brand new airmen, can access the system and be

able to view their own personal schedule (list of their requests, and a list

of classes they are slated for).  UTMs would be able to see a schedule of

all personnel in their unit.

I guess I dream a little too much... :)

TSgt McCoy,

I would like to help however possible sir in giving you some base tables

that the new sharepoint system would best run on.  As we talked over the

phone, I can supply an access database (easiest since you can publish right

to the testing sharepoint) with the needed tables and references to build a

frontend website for.

//SIGNED//

Cody Pratt, SSgt, USAF

IFC Instructor

372TRS / Detachment 8

DSN: 675-2318           Cell: (605) 209-4277

-----Original Message-----

From: GILBERT, MADISON L Capt USAF ACC 372 TRS DET 13/CC

Sent: Thursday, January 09, 2014 1:41 PM

To: McCoy, Jeffrey S TSgt USAF ACC 373 TRS/DET6

Cc: PRATT, CODY O SSgt USAF AETC 372 TRS Det 8/CCE

Subject: FW: FTSS Requirements

So here is what I see as a list of what we need... SSgt Pratt, do you have

anything to add/disagree with any of them??

....I also attached a Prometheus User Manual which is a similar system that

two dets use (it is for the C-5s).

List of Requirements:

-A way for MTF to input 898 requests (what class they want, how many seats,

and the backlog)

-A way for FTD to respond to those requests

 -If the class is TDY, a way for the MAJCOM to approve the student (because

of funding)

-A way to build the class

-A way for MTF to fill in student names and socials (if possible??)

-A way for those socials and names to be uploaded to OTA

-A way to alter or delete the student names, socials, and class information

-A way for MTFs and FTDs to view open seats

-A way for FTD to create a class and alter a class they created...ideally it

would interface directly with OTA and TTMS

-A way to view students who have graduated FTD courses

-A way for everyone to view FTD and MTF schedulers' emails and numbers

-Demand Response & Utilization Rate Report that can be viewed by det, AFSC

and/or MDS

-Instructor Hours that can be viewed by det, AFSC or MDS

-A way for J4 schedulers to assign class numbers to each class

-Something that MTFs complained about with the current interfaces is that

they could not schedule their local MTF classes with the same system...they

could only request FTD classes....scope-wise, I don't think it is necessary

for our system but I guess you can look into it if you would like....

-What else??

Very Respectfully,

MADISON L. GILBERT, Capt, USAF

372 TRS/Det 13 CC

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