28 Jun 2012

MEMORANDUM FOR CAPT THOMAS S. BIHANSKY

FROM: 373 TRS/DET 16

SUBJECT: FTSS Updates, Corrections, and Future Requests/Action Items

1. Several adjustments have been requested by users to make using the FTSS Database:

a. FTSS Improvements for MTF users:

(1) Add a link to the MTF Main Menu to provide MTF users the ability to review the course catalog for each base. This will allow MTF to determine what classes are available at each base for requesting purposes. The report should have filters by base and by course for easier data manipulation.

(2) Add a link to the MTF Main Menu to provide MTF users the ability to review a listing of FTD schedulers by FTD location. This will provide contact information to the MTF schedulers in order to follow-up of requests and provide contacts for out-of-cycle requests. A filter isn’t necessary, but if possible a filter by FTD location (base) might be useful.

(3) Add a hyperlink to the MTF Main Menu with the Education & Training Course Announcements (ETCA) website. The hyperlink would lead MTF users to https://etca.randolph.af.mil. This is a quick addition and shouldn’t take much effort.

(4) Post a warning on the Open Seat Request Form and on the MTF Scheduler’s Main Menu that Social Security Numbers should not be loaded into FTSS.

b. FTSS Improvements for FTD users:

(1) Improve the filter for the View/Edit Scheduled Classes screen. Many users have requested the following adjustments:

(a) Add a filter option to filter by Course Number

(b) Add a filter option to filter by Start Date Month

(c) Allow users to choose multiple filter options c(such as Base *and* Course Number. Currently users can only filter by one category.

(d) Add a Sort function to allow users to sort by any category.

c. No improvements are required for the J4 Schedulers at this time. However, the J4 Schedulers have requested that future versions of FTSS provide more detailed breakdown of the types of seats requested. For example, the seats should be broken down to Officers (OP), Enlisted (AP), Enlisted Enroute (AN), and Civillians (CP). They have also requested that MAJCOM data also be captured as the 2AF has requested a lot of metrics that relate to requests and students by MAJCOM.

d. FTSS “must have” improvements for Production Supervisor users:

(1) The “Approved Seats” is repetitive and should a labeled as “FTSS Open Seat Approvals”, the intent of this column was to track how many open seats we fill. This would be calculated from the “View Approval Requests workflow.”

(2) The classes built column in the “Overall report”, is pulling data from the students attended. This should be a calculated field based on the class itself or each row item.

(3) The response rate in the “Overall report” should be based on “Seats Requested” divided by “Seats Provided”. In order to get an accurate number, we need to add a “Seats Provided” column. This column would be an editable text field.

(4) The “Instructor Utilization” column isn’t showing the actual percentage. It should be a calculated column based on “Total Instructor Duty Hrs” divided by “Total Available Production Hrs”. Ex….160 Total Instructor Duty Hrs divided by 176 Total Available Production Hrs, equals 91%.

(5) The “Total Available Instructor Hrs” is not needed and can be hidden from public view.

(6) Recommend implementing a “FTSS Flash” explaining what is required to input information for Production Metrics using Pro Super section of FTSS.

e. General Addition to the FTSS Site: Add a set of Shared Document Folders for each Detachment. These folders will allow FTD schedulers to add shared files such as reporting instructions for students, base maps, and scheduling documents. MTF and J4 schedulers would have read only access to review and print up documents for TDY and En-Route students.

2. Corrections: Currently, some MTF and FTD schedulers are including Social Security Numbers in their open seat requests. We recommend taking one of the following actions:

a. Explore if Social Security Numbers can be recorded in FTSS. If so, what changes would be required to make this action legal.

b. Send out a “FTSS Flash” explaining why Social Security Numbers should not be recorded in the FTSS SharePoint.

3. Future requests:

a. Now that FTSS is running incorporate “898 Request” list.

///Signed/20120702///

ARNOLD G. MUNROE Jr., MSgt, USAF

Production Supervisor, Detachment 16

///Signed/20120702///

CHRISTIAN FERNANDES, TSgt, USAF

Flight Chief, Detachment 16