FY24 ROADSHOW PROCESS

1. Requesters/organizations requesting a roadshow must contact/coordinate with their MAJCOM/FIELDCOM/FOA/DRU Safety training POCs. Additional requirements are:

   Only one Safety and Accident Investigation Board President Course (BPC) roadshow per MAJCOM/FIELDCOM/FOA/DRU per fiscal year at the MAJCOM/FIELDCOM/FOA/DRU's desired location (exceptions considered with sufficient justification). A minimum of 20 students is required to host a roadshow, unless the class is affiliated with a Maxwell or ANG Commander's Course.

   a. Requests for Risk Management (RM) roadshows must include confirmation that the RM advisor at the desired location has NOT attended the AFSEC course (WCIP 05E). RM roadshows are limited to Tuesday through Thursdays only and must have a minimum of 20 students.

   b. Requests for the below roadshows must have a minimum of 20 students and include confirmation that no more than 1/3 of the students are assigned below the wing-level (or equivalent). Additionally, students must meet the eligibility requirements posted at https://www.safety.af.mil/Divisions/Training-and-Force-Development-Division:

      - Aviation Safety Program Management (ASPM)
      - Safety Manager Course (SMC)

   c. Roadshows may be virtual or in-person. Requirements for virtual roadshows:

      - All attendees must have a Desktop or laptop computer with a working webcam and microphone.
      - All attendees must have an active DAF365 Hub account. Guest accounts are not allowed without prior approval.
      - POC and students must be present during all class hours, which will be in Mountain Time (unless specifically specified).

2. For in-person roadshows, the host organization must ensure fulfillment of the following requirements BEFORE submitting a roadshow request:

   a. Host organization will pay for the following:

- Instructors' travel costs
- Instructors' car rentals (minimum of 2 for BPC; all others, minimum of 1) or U- drive
- Reproduction of student books (if print copies are desired) and specified handouts utilized during the course

b. POC must be onsite for the duration of the class and responsible for classroom facilities:

- Classroom large enough to hold desired number of students
- Computer or laptop equipment in classroom for instructor use
- Computer or laptop equipment in classroom for student use during specified lessons
- Internet access
- Presentation media to support PowerPoint briefings and embedded videos
- Video/audio capability (DVD player sound system)
- Projector/monitor(s) connected to computer system capable of handling highly detailed graphic and video presentations
- A wireless remote for advancing slides
- Projection screen/white board if projector is used
- Dry erase board with markers and eraser
- Printer

3. MAJCOM/FIELDCOM/FOA/DRU Safety training POCs must submit request to the HQ AFSEC/SETM org box at afsec.setm@us.af.mil no later than 60 days prior to the earliest desired class start date.

a. Request must include the following:

- Primary and alternate roadshow POCs (include DSN and commercial numbers)
- Primary and alternate course dates
- Requesting unit
- Identify if roadshow will be an in-person or virtual class
- Location (installation) of the course
- Estimated number of students who will be trained

b. Class attendance:

- Minimum number of students: 20
- Maximum number of students: BPC and BPC-COS classes have unlimited attendance for virtual classes. RM has a maximum of 30 for in-person and 45 for virtual classes.

- Attorneys/paralegals are not authorized to attend BPC without approval from HQ AFSEC/JA. Submit approval requests to HQ AFSEC/SETM.

- Contractors are not authorized to attend BPC unless approved/submitted through their MAJCOM/FIELDCOM/FOA/DRU training POC and they sign a nondisclosure agreement (NDA) that contains justification for attendance.
- Non-USAF personnel are not authorized to attend classes without approval from HQ AFSEC/SET. Submit approval requests to HQ AFSEC/SETM.

4. Upon roadshow course approval, HQ AFSEC/SETM will assign a class number and notify the requesting MAJCOM/FIELDCOM/FOA/DRU Safety Training POC and the primary/alternate POCs. AFSEC/SETM will also provide a cost estimate document for instructors' TDY for in-person classes.

5. The roadshow POCs will be responsible for the following, where applicable:

- Ensuring the cross-organization fund cite is set up for instructors
- Providing instructors with local area maps and location (address) of training facility
- Making billeting arrangements for all instructors
- BPC only: Locating a past SIB President to conduct a lessons-learned briefing. If this cannot be accomplished, please inform HQ AFSEC/SETM so the SIB instructor can be prepared to provide this briefing or video.
- Compliance with paragraph 3b.

6. Roadshow Timeline (In-person Classes):

a. No later than 45 days before class start date, HQ AFSEC/SETM will provide instructor names and SSNs to the roadshow POCs for the cross-organization function (in-person only).

b. No later than 30 days before class start date, the roadshow POCs will:

- E-mail the cross-organizational fund cite to instructors identified in para 6a with cc: to the HQ AFSEC/SETM org box at afsec.setm@us.af.mil.
- E-mail a student roster to students' MAJCOM/FIELDCOM/FOA/DRU Safety training POCs, to include full names, social security numbers, units, and DSN numbers.
- E-mail the student roster to the HQ AFSEC/SETM org box.

c. No later than 4 weeks before class start date, AFSEC/SETM will e-mail a draft class schedule, roster, link to the course material, and sample welcome e-mail to roadshow POCs.

d. No later than 2 weeks before class start date, MAJCOM/FIELDCOM/FOA/DRU Safety training POCs must ensure all students are loaded in MilPDS. The roadshow POCs must then send the welcome e-mail to all students, with cc: to the HQ AFSEC/SETM org box.

e. No later than 3 days before class start date, AFSEC/SETM will e-mail a current roster, schedule, sign-in sheet, NDA (if applicable), prerequisites checklist (if applicable), and class critique to roadshow POCs.

f. No later than COB on first day of class, the roadshow POCs must scan and e-mail the completed class sign-in roster, signed NDAs (if applicable), and completed prerequisites checklist (if applicable) to the HQ AFSEC/SETM org box.

g. No later than 1 day after receipt of the sign-in roster, AFSEC/SETM will e-mail certificates to the roadshow POCs for any newly added students. (Note: One of the instructors will hand-carry the signed graduation certificates to the TDY location, along with additional certificate paper. The roadshow POCs will print the additional certificates using the certificate paper.)

h. No later than 1 day after class graduation, the roadshow POCs will scan and e-mail completed course critiques and a final sign-in roster of graduates (or a statement that all students graduated) to the HQ AFSEC/SETM org box.

7. Roadshow Timeline (Virtual Classes):

a. No later than 30 days before class start date, the roadshow POCs will:

   - Provide a student roster to students' MAJCOM/FIELDCOM/FOA/DRU Safety training POCs, to include full names, social security numbers, units, and DSN numbers.
   - E-mail the student roster to the HQ AFSEC/SETM org box at afsec.setm@us.af.mil.

b. No later than 4 weeks before class start date, AFSEC/SETM will e-mail a draft class schedule, MilPDS roster, Teams Guide, class NDA (if applicable), link to the course material, student critique, and sample welcome e-mail to roadshow POCs.

c. After receipt of the AFSEC/SETM MilPDS class roster, the roadshow POCs will e-mail an updated student roster to the HQ AFSEC/SETM org box if there are any differences between the MilPDS and roadshow POC roster.

d. At 3 weeks before class start date, AFSEC/SETM will add roadshow POCs to MS Teams main class folder as Owners so they'll have the ability to add students to the Team.

e. No later than 2 weeks before class start date, MAJCOM/FIELDCOM/FOA/DRU Safety training POCs must ensure all students are loaded in MilPDS and send an updated roster to the HQ AFSEC/SETM org box (if changes). Roadshow POCs must then send the welcome e-mail to all students, with cc: to the HQ AFSEC/SETM org box. They must also add all students to the Teams class folder at that time.

f. At 2 weeks before class start date, AFSEC/SETM will add all instructors to the Teams class folder and load class files to the Teams/Files folder.

g. At 1 week before class start date, AFSEC/SETM will create and submit a Teams calendar invite for the class, and include all students, instructors, and roadshow POCs.

h. No later than 3 days before class start date, AFSEC/SETM will e-mail a current MilPDS roster, updated class schedule (if changed), class attendance sheet, and prerequisites sheet (if applicable) to roadshow POCs.

i. No later than the morning of the first day of class, AFSEC/SETM will e-mail the updated attendance sheet with annotated completed prerequisites (if applicable) to the roadshow POCs.

j. No later than COB on first day of class, the roadshow POCs must ensure all applicable prerequisites are completed and e-mail the completed attendance sheet to the HQ AFSEC/SETM org box.

k. On the final day of class, the roadshow POCs must e-mail the completed attendance sheet to the HQ AFSEC/SETM org box.

l. No later than 1 day after class graduation, AFSEC/SETM will remove all attendees from the Teams class and e-mail course certificates to graduates with reminder to send electronic critiques to the HQ AFSEC/SETQ org box at afsec.setq.mailbox@us.af.mil.