

# FY20 ROADSHOW PROCESS

21 Jan 20

1. Requesters/organizations requesting a roadshow must contact/coordinate with their MAJCOM/FOA/DRU Safety training POCs. Additional requirements are:
  - a. Only one Safety and Accident Investigation Board President Course (BPC) roadshow per MAJCOM/FOA/DRU per fiscal year at the MAJCOM/FOA/DRU's desired location (exceptions considered with sufficient justification).
  - b. 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.
  - c. Requests for the below roadshows must 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)
    - Introduction to Mishap Investigation (IMI)
    - Safety Manager Course (SMC)
2. The host organization must ensure they can fulfill the following requirements BEFORE submitting a roadshow request:
  - a. Host organization will pay for:
    - Instructors' travel costs (to include per diem)
    - Instructors' airline tickets
    - 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. Host organization will be 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 a projector is used
  - Dry erase board with markers and eraser
  - Printer
3. MAJCOM/FOA/DRU Safety training POCs must e-mail a request to HQ AFSEC/SETM at [afsec.setm@us.af.mil](mailto:afsec.setm@us.af.mil) no later than 60 days prior to the 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
  - 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: 30
  - No maximum number of students for BPC
  - 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/FOA/DRU training POC and they sign a nondisclosure agreement 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/FOA/DRU Safety Training POC and the primary/alternate POCs. AFSEC/SETM will also provide a cost estimate document for instructors' TDY.

5. The roadshow POCs are responsible for:

- 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:

- 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.
- 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 a "Cc" to HQ AFSEC/SETM.
  - Provide a student roster to students' MAJCOM/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 3 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/FOA/DRU Safety training POCs must ensure all students are loaded in MilPDS.
- e. No later than 3 days before class start date, AFSEC/SETM will e-mail a current roster, sign-in sheet, 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 and applicable nondisclosure agreements to [afsec.setm@us.af.mil](mailto:afsec.setm@us.af.mil).

- g. No later than 1 day after receipt of the sign-in roster, HQ 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 course 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 [afsec.setm@us.af.mil](mailto:afsec.setm@us.af.mil).