

SAFETY/ACCIDENT INVESTIGATION BOARD PRESIDENT COURSE (BPC) ROAD SHOW PROCESS

1. Effective FY13, the process to request a BPC Road Show changed. There will be one BPC Road Show per MAJCOM, per year, at the MAJCOM's desired location. Requesters need to contact/coordinate with their MAJCOM Safety Training POCs.

2. Ensure host base can fulfill the following requirements BEFORE submitting a Road Show request:

a. Host base will pay for:

- Instructors' (3) per diem (to include lodging, meals and incidentals)
- Instructors' airline tickets
- Instructors' car rentals
- Reproduction of student books (estimated cost is \$30.00 per book)

b. Host base will be responsible for classroom facilities:

- Classroom large enough to hold desired number of students
- Computer or laptop equipment in classroom
- Presentation media to support PowerPoint briefings
- A remote for advancing slides
- Video/audio capability
- Screen or whiteboard
- Suggest coffee and water be available for instructors and students (donations only)

3. The MAJCOM requesting the BPC Road Show must e-mail request to HQ AFSEC/SEME at afsec.seme@kirtland.af.mil. Recommend MAJCOM Safety Training POC submit the request.

a. Request must include:

- Primary and alternate POCs (include DSN and commercial telephone numbers)
- Primary and alternate course dates
- Requesting Unit
- Location of the course
- Estimated number of students who will be trained

b. Class Attendance:

- Minimum number of students: 10
- Attorneys/paralegals are not authorized to attend course without a waiver from HQ AFSEC/JA. Submit waiver requests to HQ AFSEC/SEME.
- Contractors are not authorized to attend course unless they sign a nondisclosure agreement, which must contain justification for attendance and be approved/submitted through their MAJCOM Training POC.

4. Upon course approval:

- a. HQ AFSEC/SEME will assign a class number and provide a specific tailored road show process document to the host organization primary and alternate POCs.
- b. HQ AFSEC/SEME will provide instructor names and SSNs to the host organization POCs. The host base budget office will load instructors in DTS for the cross-organizational function. Once completed, host organization POCs will contact the instructors with the cross-organizational codes.

c. The host organization POCs are responsible for:

- Ensuring payment for per diem, travel, and car rental for three instructors. Two instructors will be from HQ AFSEC and one from the Pentagon.
- Providing instructors with local area maps and location of training facility.
- Making billeting arrangements for all instructors.
- Reproducing course materials – recommend about 3-weeks lead time for reproduction.
- Locating a past SIB President to conduct a lessons learned briefing. If this cannot be accomplished, please inform HQ AFSEC/SEME. The SIB instructor can provide this briefing.

5. Timeline:

- a. Within 7 days after receiving approval, the host organization POCs will provide the number of trainees expected to attend (going over the amount is fine) to their MAJCOM Training POC so initial requirements can be built for BPC, course number AFSC 810, in the Military Personnel Data System/Oracle Training Administration(Mil-PDS/OTA) database.
- b. Between 45-30 days before class start date, the host organization POCs will provide a student roster to their MAJCOM Training POC, to include full names, social security numbers, units, and DSN numbers to load into the Mil-PDS/OTA system. Students **must** be loaded in Mil-PDS/OTA no later than 30 days before class start date.
- c. Approximately 30 days before class start date, the host organization POCs will receive an e-mail with subject similar to the following, along with a password for access to a secure site:
ARMDEC Safe Access File Exchange Delivery Notice. This is how the POCs will receive the course material. Material must be downloaded within 10 days.
- d. NLT COB on first day of class, the host organization POCs must scan and e-mail the class sign-in roster to afsec.seme@kirtland.af.mil.
- e. Upon course completion, the host organization POCs will scan and e-mail a final sign-in roster of graduates, applicable nondisclosure agreements, and completed course critiques to afsec.seme@kirtland.af.mil.