

****Example: Notification Of Training RIP that the Member & Unit CC sign****

Mon Jun 28 14:50:27 2021

← Date & Time of Training Rip Creation when sent to member for notification

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

MEMORANDUM FOR XXX SUPPORT SQ XXXXXX
ATTN: COMMANDER

FROM: PERSONNEL RELOCATIONS

SUBJECT: TRAINING ALLOCATION NOTIFICATION **TSG LAST NAME, FRIST NAME MI**

← Member's Name

YOUR UNIT IS ALLOCATED A QUOTA IN **COURSE 2022-2**
AFMAN 36-2622, VOL II, CHAP 8 FOR SELECTION/PROCESSING ACTIONS.

← Class Number

- A. [] RETURN THE RIP WITH COMPLETED ENDORSEMENTS NLT _____.
- B. [] INITIAL TDY BRIEFING IS/IS NOT REQUIRED. YOUR BRIEFING IS ON _____ AT _____ OR CALL FOR AN APPOINTMENT AT _____
- C. [] QUESTIONS CAN BE DIRECTED TO _____, AT EXTENSION _____

PART I - QUOTA INFORMATION

TLN: XXXXXXXXXXXX

CRS TITLE: Sheppard NCOA

CRS NBR: **SNCOA-110**

CLASS ID: **2022-2 SNCOA-**

START DATE: 09 Nov 2021

GRAD DATE: 16 Dec 2021

← Class Start & Grad Dates

TRQI: AMT9 - HQ AFPC/DPPAT

PDS CODE: T

DIR TVL STAT: 1

NR DAYS TDY: 39

SSN LOCK: Y

QUOTA TYPE: AT

CONFIRM DATE: 14 JUL 2021

FUND CITE:

RNLTD:

TNG CAT ARE:

HAFAN:

SEC CLR REQD: U

TNG LOC: VNVP - SHEPPARD AFB, TX

ADSC REQ (MONTHS) OFF: 0 AMN: 0

CDA: 0

DIR UNIT: xxxxxxxx- xxx SUPPORT SQ xxxxxxxx

REPORTING INSTRUCTIONS: Please Read

← Reporting Instructions

You've been selected to attend the Sheppard NCO Academy. Please obtain/have 1 yr of retainability prior to graduation. Visit: <https://cs2.eis.af.mil/sites/app10-etca/SitePages/home.aspx#Home>, select "Search" at top of page, enter "CRS NBR" (found above), in "Course ID/NR" field, click "Go" for reporting instructions. Visit: <https://tdyotoschool.us.af.mil/login/> for LOA info.

Reporting Instructions:

TRQI REMARKS: **Use a CAC enabled computer and Internet Explorer as the web browser.**
AB

RRTNLC - 1

(Concurrent Request: XXXXXXXXXXX)

Mon Jun 28 14:50:27 2021

IN-RESIDENCE CLASS ONLY

VIRTUAL CLASS ONLY

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PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

MEMORANDUM FOR XXX SUPPORT SQ XXXXXX
ATTN: COMMANDER

FROM: PERSONNEL RELOCATIONS

SUBJECT: TRAINING ALLOCATION NOTIFICATION **TSG LAST NAME, FRIST NAME MI**

← Member's Name

YOUR UNIT IS ALLOCATED A QUOTA IN **COURSE 2021-7**
AFMAN 36-2622, VOL II, CHAP 8 FOR SELECTION/PROCESSING ACTIONS.

← Class Number

- A. [] RETURN THE RIP WITH COMPLETED ENDORSEMENTS NLT _____.
- B. [] INITIAL TDY BRIEFING IS/IS NOT REQUIRED. YOUR BRIEFING IS ON _____ AT _____ OR CALL FOR AN APPOINTMENT AT _____
- C. [] QUESTIONS CAN BE DIRECTED TO _____, AT EXTENSION _____

PART I - QUOTA INFORMATION TLN: XXXXXXXXXXXX

CRS TITLE: Sheppard NCOA

CRS NBR: **V-SNCOA-110**

CLASS ID: **2022-1 V-SNCOA-110**

START DATE: **09 AUG 2021**

GRAD DATE: **14 SEP 2021**

← Class Start & Grad Dates

TRQI: AMT9 - HQ AFPC/DPPAT

PDS CODE: T

DIR TVL STAT: 1

NR DAYS TDY: 39

SSN LOCK: Y

QUOTA TYPE: AT

CONFIRM DATE: 14 JUL 2021

FUND CITE:

RNLTD:

TNG CAT ARE:

HAFAN:

SEC CLR REQD: U

TNG LOC: **TDY-In Place**

ADSC REQ (MONTHS) OFF: 0 AMN: 0

CDA: 0

DIR UNIT: xxxxxxxx- xxx SUPPORT SQ xxxxxx

REPORTING INSTRUCTIONS: Please Read

← Reporting Instructions

You've been selected to attend the Sheppard NCO Academy. You must have/obtain 1 year of retainability after class graduation. Reporting instruction & student requirements can be found on the Sheppard NCOA website: <https://www.sheppard.af.mil/Units/Noncommissioned-Officer-Academy/>. You will have access to the Microsoft Teams virtual course 1 week prior to the class start date.

*****THIS CLASS IS VIRTUAL AND WILL NOT REQUIRE TRAVEL/DTS...TDY IN PLACE*****

TRQI REMARKS: **Reporting Instructions: Use a CAC enabled computer and Internet Explorer as the web browser.**

AB

RRTNLC - 1 (Concurrent Request: XXXXXXXXX)

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