

Student Reporting Instructions



505th Training Squadron
Air Operations Center Formal Training Unit (AOC FTU)
100 O'Neill Avenue, Hurlburt Field, FL 32544

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TDY Checklist

If You Are/Need:	Actions to Take:	Date Accomplished
Unit Funded	Get authorization/approval for expenses before TDY from RA.	
OCO Funded	Pay for OCO deployment training with unit's contingency ESP code.	
ACC Funded TDY and Return	Sign, acknowledge, and return signed FCAL back to 505TRS.DOM.QuotaManagement@us.af.mil within 3 days. Finalize orders in DTS within 5 days after being cross-org'd and upload the FCAL into DTS as a substantiating document.	
ACC Funded PCS with TDY Enroute	Take FCAL to be included on PCS orders to losing base FSS. Send a copy of your final orders/amendments to 505TRS.DOMSRA.FTUStudentTravel@us.af.mil . Bring a copy of official orders/modifications to the first day of class if not emailed prior to attending.	
Coalition Student	Provide contact info/itinerary at least 30 calendar days before arrival to 505TRS.DOM.QuotaManagement@us.af.mil .	
Student	Authorized local airports are VPS or PNS.	
Student Departure	Students should travel the day after graduation.	
Rental Car	Get authorization/approval for a rental car, as needed. Do not pre-pay for fuel at the rental car company or when refueling the vehicle. Rental cars are for official business and should not be taken out of the local area for personal use.	
Ridesharing	Drivers and passengers (on FCAL) must contact each other and communicate lodging and arrival/departure plans.	
Lodging	ACC funded students need to contact Hurlburt Commando Inn at DSN 579-7115 to confirm group reservation number on FCAL. You must contact 505TRS.DOM.QuotaManagement@us.af.mil prior to accepting a Non-Availability Letter and/or making off base lodging arrangements. All other students: Make reservations at the Hurlburt Commando Inn in DTS.	
Non-Availability Letter	Any student making reservations off-base must have a non-availability letter prior to making off-base reservations. This should automatically kick out in DTS. If it does not, you must contact the Hurlburt Commando Inn to get a non-availability letter.	
Off Base Lodging	If you have to book lodging off base, ensure that your hotel is within the allowable rates. Provide the attached Tax Exemption Certificate and your non-availability letter to the hotel front desk when checking in.	
Losing/Home Unit Security Manager	Check with your security manager to ensure your clearance is current and has the correct security accesses in JPAS.	
Day One	Arrival time is NO LATER THAN 0700 on the first day of class. Report to the 505th TRS AOC FTU, 100 O'Neill Avenue, Building 90020, Hurlburt Field, Florida 32544.	
All	Please read this important document in its entirety.	

Schedule

Fiscal Year 2020 Joint Air Operations Command and Control Courses (JAOC2C)		
Course	Class #	Dates
Army Only	20-01	2 Dec - 18 Dec 19
All Others	20-01	2 Dec - 13 Dec 19
Army Only	20-02	24 Feb - 11 Mar 20
All Others	20-02	24 Feb - 6 Mar 20
Army Only	20-03	4 May - 20 May 20
All Others	20-03	4 May - 15 May 20
Army Only	20-04	3 Aug - 19 Aug 20
All Others	20-04	3 Aug - 14 Aug 20

Enrollment

Point of Contact

If your orders are changed or cancelled, please immediately notify 505 TRS Quota Management (QM) at DSN 579-4557 or 7237, Comm (850) 884-4557 or 7237, or email 505TRS.DOM.QuotaManagement@us.af.mil.

Any Questions

Please contact Student Services at DSN 579-7885 or 6237, Comm (850) 884-7885 or 6237, or 505TRS.REGISTRARS@us.af.mil with any questions concerning training.

Joint Students

Please contact your respective Liaison Officer (LNO) for service-specific questions.

Service	Name	Email @us.af.mil	DSN Prefix 579-	Comm (850) 884-
US Army	LTC Michael Willis	michael.willis.17	7448 or 7447	
US Navy	CDR Jason Garrett	jason.garrett.7	6549	
US Marines	LtCol John Franklin	john.franklin.15	7880	

Coalition Students

Please confirm your attendance and provide your contact information and itinerary to 505TRS.DOM.QuotaManagement@us.af.mil at least 30 calendar days before arrival.

Our Australian exchange officer is available for Australian students if there are any questions.

Service	Name	Email @us.af.mil	Commercial Phone Number
RAAF	SQNLDR Peter Fishpool	peter.fishpool.au	(850) 884-2527

Funding

Unit Funded

Please ensure you get authorization/approval for any expenses from your Unit Resource Advisor (RA) before you leave on your TDY to Hurlburt Field. Unit funding will be annotated as one of the following Quota Types on training RIPs: AN, AP, CN, CP, ON, OP. You will not receive a Fund Cite Authorization Letter (FCAL) from the 505 TRS.

OCO Funded

Units should pay for TDYs that are satisfying Overseas Contingency Operations (OCO)

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deployment line remarks with OCO funds. Use the losing unit's contingency ESP and see your Unit Deployment Manager (UDM) or RA for assistance. OCO funding will be annotated as one of the following Quota Types on training RIPs: AN, AP, CN, CP, ON, OP. You will not receive an FCAL from the 505 TRS.

ACC Funded

Variations ARE NOT authorized on the FCAL provided for ACC funded students. If you plan to travel in a different manner from what it states on the FCAL (such as drive instead of fly or change from a TDY and Return to a PCS with TDY Enroute), you must contact 505 TRS QM Management (QM) at DSN 579-4557 or 7237, Comm (850) 884-4557 or 7237, or email 505TRS.DOM.QuotaManagement@us.af.mil for approval PRIOR to your TDY.

ACC funded students will have one of the following Quota Types on their training RIP: AT, CT, OT. They will be going TDY and Return or PCS with TDY Enroute to an AOC. If you or your unit have ANY questions regarding funding or you have not received an FCAL, your Unit Training Manager (UTM)/UDM should email 505 TRS QM at 505TRS.DOM.QuotaManagement@us.af.mil.

ACC Funded TDY and Return

If you are coming here TDY and Return, you must sign and acknowledge the FCAL and send it back to 505TRS.DOM.QuotaManagement@us.af.mil before finalizing orders in DTS. Ensure you upload the FCAL into DTS as a substantiating document. If you submit your orders without the FCAL, the 505 TRS Approving Official (AO) will return your DTS orders.

ACC Funded PCS with TDY Enroute

If you are coming here PCS with TDY Enroute, take a copy of the FCAL you will receive from 505 TRS QM to your home station (losing base) Force Support Squadron (FSS) to have the training included on your PCS orders. If you receive your PCS orders prior to receiving the FCAL, you will need to take the FCAL to your home station FSS to have your orders amended to include the training. Once final PCS orders including PCS with TDY Enroute information are received, you will need to send them to 505 TRS QM at 505TRS.DOM.QuotaManagement@us.af.mil. You must bring a copy of your official orders/amendments to the first day of class if you did not email them. Once you have a copy of your final TDY voucher at your gaining base, email it to 505 TRS QM.

Orders

The Joint Travel Regulation (JTR) mandates the use of a Travel Management Company (TMC) through the Defense Travel System (DTS) or the Commercial Travel Office (CTO) directly for all travel reservations. Fees or taxes resulting from reservations made without utilizing a TMC will not be reimbursed.

Defense Travel System

To create orders, go to the [DTS Website](#). Your orders will reflect Hurlburt Field, FL as their destination. At a minimum, official orders should provide for the following expenses: Transportation to/from Hurlburt Field, Rental Car or Privately Owned Vehicle (POV), Lodging, and Per Diem.

Air Travel

Airports

The two authorized local airports are the Destin-Fort Walton Beach Airport (VPS) or the Pensacola International Airport (PNS). For VPS Information, call (850) 651-7160 or click [Fly](#)

[VPS](#). For PNS Information, call (850) 436-5000 or click [Fly Pensacola](#).

Dates and Times

Book your travel outside the listed class dates to ensure you are available for the entire course. If you are travelling from OCONUS, you are authorized to depart two days prior to your report date to allow for an easier time transition. Students should travel the day after graduation. Students will NOT be authorized early departure on the day of graduation. Those planning to depart the day of graduation will make departure plans no earlier than two hours after graduation from VPS and three hours after graduation from PNS.

Per diem and travel reimbursement is based on actual time needed to travel the direct route to and from Hurlburt Field including necessary delays. If you leave the day of graduation, that last day is treated as your travel day and your per diem will be adjusted.

Ground Transportation

Airport Shuttle

For airport taxi or shuttle information, please visit [Taxis and Shuttles - VPS](#) or [Taxis and Shuttles - PNS](#). Uber/Lyft (or similar companies) drivers are authorized and can access Hurlburt Field. However, if drivers do not have base privileges, they may need to stop at the Visitor's Center at the Soundside gate and fill out a visitor request form.

Rental Car

In accordance with the Defense Travel Management Office U.S. Government Rental Car Agreement Number 4 and DTR, 4500.9R, Part 1, rental vehicles are for official purposes, including transportation to and from duty sites, lodging, dining facilities, drugstores, barbershops, places of worship, cleaning establishments, and similar places required for the traveler's subsistence, health, or comfort. Use of a government rental vehicle for personal use is prohibited while being rented for official travel purposes. Government employees should consult with their servicing legal office before deciding to transport family members or anyone not on authorized travel. Fuel receipts for travel out of the local TDY area will not be reimbursed unless it has been preapproved by the AO as official government travel.

Students attending AOC FTU courses are required to have transportation while here TDY. Base transportation is not available on Hurlburt Field. Please ensure you get authorization/approval for a rental car, as needed. If authorized a rental vehicle, ensure that you only reserve the lowest cost vehicle available and are charged for the size of vehicle authorized (normally compact). Failure to do so will result in your reimbursement being limited to the rate for the vehicle size authorized. Rental vehicles are for official use only. Excessive fuel and mileage claims will not be reimbursed. You are not authorized to pre-pay for fuel at the rental car company to have them fill up the car after you return it. You must have receipts for all fuel charges that you are claiming on your voucher.

POV

Students electing to drive a POV will not be reimbursed for vicinity mileage. If you elect to use POV as travel mode, you are not authorized a rental vehicle, even if authorized on your FCAL.

Lodging

On Base

Please make reservations at the Hurlburt Commando Inn in DTS.

Billeting	Address	Phone
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Hurlburt Commando Inn		DSN 579-7115, Comm (850) 884-7115
Mainside	301 Tully St, Bldg. 90509	On Hurlburt Field Mainside
Soundside	107 Kissam St, Bldg. 90918	On Hurlburt Field Soundside, Across Hwy 98

Please verify whether you will reside on Soundside or Mainside by calling the Commando Inn before arrival as the buildings are about two miles apart. For more information, visit <http://af.dodlodging.net/property/Hurlburt-Field>.

Non-Availability

You must use DTS or CTO for lodging. There are no exceptions. On base billeting arrangements have been pre-coordinated for most ACC funded students. If your FCAL includes a group reservation number in the lodging section, you must coordinate with 505 TRS QM at 505TRS.DOM.QuotaManagement@us.af.mil prior to accepting a Non-Availability Letter and/or making off base lodging arrangements. Failure to do so may result in limited lodging/per diem reimbursement on your voucher and considerable out of pocket expense for you.

If you are not ACC funded and end up off base after going through DTS/CTO, you must have a non-availability letter. This should automatically kick out in DTS. If it does not, you must contact the Hurlburt Commando Inn prior to the course to get a non-availability letter.

Non-availability letters are not produced for members retroactively. Failure to procure a non-availability letter may result in lodging costs reimbursed at the on base rate.

Off Base

If you have to book lodging off base, you will need to ensure that the hotel you choose is within the rates allowed. You must provide the attached Tax Exemption Certificate on page 13 to the hotel front desk when checking in. Some hotels may ask for proof of official travel orders; however, please do not provide them a copy of your orders or let them photocopy your Common Access Card (CAC), but simply provide them a copy of your non-availability letter.

Per Diem

For per diem purposes, all meals are considered available at Hurlburt Field, but government meals are not provided. ACC funded Air Force students staying on base have been authorized by the 505 TRS Commander to receive the proportional meal rate rather than the government meal rate. Non-ACC funded Air Force students may receive proportional meals if authorized by their Unit/AO. Students staying off base will receive full per diem.

Location	Season	Max Lodging	Local Meals	Prop Meals	Gov Meals	Incid
Hurlburt Field (as of 10/01/2019)	10/01-10/31	149	61	38	13.90	5
	11/01-02/29	100				
	03/01-05/31	164				
	06/01-07/31	238				
	08/01-09/30	149				

The current rates can be queried at <https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

Security

Unit Security Managers must ensure student clearances are current and they have the correct accesses in the Joint Personnel Adjudication System (JPAS).

The Information (IP) Office will verify clearances and contact the individual/Security Manager if there are any issues. The IP Office will service TDY enroute PCS students' clearances during

course attendance and release the clearances after graduation.

Packing

Uniforms

All military and civilian personnel will adhere to proper dress and appearance in accordance with their respective service instructions/manuals. Please be aware that Hurlburt Field does not have a dry-cleaning business on base.

Service/Status	Authorized Uniforms/Attire
US Air Force	ABU, OCP, Flight Suit
US Army	ACU, OEF ACU, OCP ACU, A2CU/ABDU (for Aviation MOS)
US Navy	NWU, Flight Suit, Khakis
US Marines	Woodland MARPAT, Flight Suit
Coalition	Standard Issue Daily Uniform
Civilians	Business Casual Attire

Clothing

Please pack civilian clothes appropriate for the season. The winters are cool and mild and the summers are hot and rainy. Heavy showers can occur without warning. Hurricanes/tropical storms may affect the summer and fall. Use www.weather.com or similar to monitor the forecast prior to arriving.

Drink Containers

While local businesses as well as the C2 Warrior Booster Club sell appropriate auto-seal, spill-proof containers for soft drinks and coffee, students may wish to bring their own from home. Allowable auto-seal containers are bite-to-drink containers such as the Camelbak Eddy bottles and push-to-drink containers such as the Contigo Auto-Seal mugs. See the full Food and Drink Policy Letter on page 15.

Study Materials

Lessons, student guides, and other reading materials will be available online no later than seven days prior to the course start date. Those with AFNET accounts can click [HERE](#) to access the course material. Those without AFNET access (USN, USMC, USA, AFCENT, Coalition, etc.) must contact the 505th Web Master at 505trs.adl.wm@us.af.mil to obtain the material in advance via an alternate method.

Hardcopies of student guides will not be provided during the course. Students will be provided a hardcopy printout of media printed in three-slides per page format for note taking purposes. While the school provides copies of media slides along with Samples of Behavior that enable students to follow along during lessons and focus their notes for exam preparation purposes, some students prefer to follow along on hardcopy student guides. As electronic devices will not be allowed to transit into the Open Storage Area (OSA), students may desire to print their student guides at their unit prior to departure. However, having printed student guides is not required, and will not hinder successful learning, as students may download the student guides to an electronic device for further reference and study purposes. Students should provide their own paper/notepads for unclassified note taking as well as 3" x 5" index cards that can be used as flash cards to assist in exam preparation.

Laptops and Tablets

Those students who cannot access the student guides/reading materials prior to arrival should bring their own devices such as laptops and tablets on the first day of class to download it via a 505th TRS provided, government-scanned CD (a USB DVD/CD Reader is available for those devices without

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one). Students may also use these devices to take notes during class outside of the OSA in Classroom 1 and the student break room.

Specifications	Laptop/tablet (gov/personal), USB port or CD/DVD reader, Adobe Reader
Enhancements	Foxit Reader or Adobe Reader DC to highlight, note, and insert comments

Day One

Arrival

Arrival time is NO LATER THAN 0730 on the first day of class.

Traffic

Traffic coming onto base in the morning is heavy, as is traffic leaving base in the afternoon. Allocate sufficient travel time to arrive on time.

Location

All students will report to the 505th TRS AOC FTU at 100 O'Neill Avenue, Hurlburt Field, Florida 32544, Building 90020, see Map on page 21. Please have your photo identification ready. If you are going to be late, please call Student Services at DSN 579-7885, Comm (850) 884-7885 during duty hours and the Duty Officer at Comm (850) 218-4013 after duty hours.

Facilities

Mail

If you need to forward your mail to Hurlburt Field, contact the Hurlburt Field Postal Service Center, DSN 579-6219, Comm (850) 884-6219, to put your name on the General Delivery List. It is the student's responsibility to check for their mail that they have forwarded. The hours of operation are 0730 to 1630, Monday through Friday. Students must provide their updated forwarding address to the Hurlburt Field Postal Service Center before they depart after the completion of your course.

General Delivery address: Student's Name/Rank
 Building 90228
 437 Tully Street, Unit 4049
 Hurlburt Field, FL 32544-5715

Please be aware that Hurlburt Field does not have a regular Post Office on base.

Computer Access

Six NIPR computers on Air Force Network (AFNET) are available to students FOR OFFICIAL BUSINESS ONLY in the Cyber Café in the student breakroom. If needed, Joint students can contact their respective LNO for computer access after arrival. The Base Library has 20 computer stations. Hours are Mon - Fri 0800 - 1900, Sat 0900 - 1300, and closed on Sun.

Military Dining

Officers, civilians, and enlisted members that are TDY to Hurlburt Field are allowed to eat in the Military Dining Facilities (DFAC). Students should bring a copy of their TDY orders with them to the DFAC to validate authorization if challenged, see the attached Authorized Dining Facility Patrons policy on page 18. Please report any problems or issues to 505 TRS Student Services or QM.

DFAC	Phone	Location	Breakfast	Lunch	Dinner
			Mon – Fri		
The Reef	(850) 884-4970	313 Cody Ave	0600-0830	1100-1300	1630-1830

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DFAC	Phone	Location	Breakfast	Lunch	Dinner
		Bldg. 90326			
The Riptide	(850) 881-5127	150 Howie Walters Rd Bldg. 91007	0600-0800	1100-1300	1630-1830
			Sat, Sun, Hol		
The Reef	(850) 884-4970	313 Cody Ave Bldg. 90326	0730-1300		1630-1830

Look up the current menu at <https://www.myhurlburt.com/pdf/2018events/Riptide-Menu.pdf>.

On Base Food

Oasis Café	Spare Time Grill	The Hooch
The Soundside Club	Velocity Café	Rickenbacker's
Burger King	BX Food Court	Commissary Deli

For more information, visit <https://www.myhurlburt.com/pages/dining.html>.

Fitness Centers

Physical Training (PT) is an individual responsibility with three excellent fitness centers on base and multiple running routes. For after-hours access, you can enable your CAC or Government ID with proper certificates on the Fitness 24/7 Access System at the Commando Fitness Center during Monday to Friday from 0500 to 1900 to authenticate your entry or receive a pin for after-hours access to the Aderholt Fitness Center.

Fitness Center	Phone	Location	Hours
Aderholt	(850) 884-6884	259 Tully St Bldg. 90517	Mon – Fri 0500-2230 Sat, Sun, Hol 0800-1700
Riptide	(850) 881-5121	123 Howie Walters Rd Bldg. 91007	Mon – Fri 0530-2000 Sat, Sun, Hol Closed
Commando	(850) 884-4412	452 Cody Ave Bldg. 90232	Mon – Fri 0500-1900 Sat, Sun, Hol Closed

For more information, visit <https://www.myhurlburt.com/pages/sports.html>.

Medical Facilities

Facility	Phone	Location	Hours
Emergency Room	(850) 883-8227	307 Boatner Rd, Eglin AFB	24/7 (No ER at Hurlburt Field)
Sick Call			Mon – Fri 0700-0800
Walk-In		130 Letourneau Cir, Bldg. 90311	Mon – Fri 0800-1000
Flight Medicine	(850) 881-2129		Mon – Fri 0730-1630
Appointments	(850) 881-1020		Mon – Fri 0730-1630

For emergencies, please go to the Eglin Emergency Room or call 911.

Sick Call is a short visit for non-flying Active Duty personnel for a condition that prevents the service member from being able to work for that day. It is available for conditions such as Bronchitis/Cough, Colds, Flu, Sinus Infections, Strep/Sore Throats, Earaches and Infections, Pink Eye, Insect bites, Sunburns, Digestive and Urinary Conditions, Nausea, UTI, Vomiting and diarrhea. Other cases will be evaluated on a case-by-case basis. If the condition does not affect a service member's same day duty status, he or she may be offered an appointment instead.

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Walk-in is for non-flying Active Duty personnel for sore throat testing, pregnancy tests, test results, UTI testing, follow up treatment of warts and injections.

Guard personnel and Reservists on orders of less than 30 days will need to bring their personal/primary/secondary insurance information with them to any medical visit.

Helping Agencies

Directory

For helping agencies and information, visit

<https://www.hurlburt.af.mil/Portals/84/HOME%20PAGE/Hurlburt%20Helping%20Agencies/HAD%20-%20As%20of%209%20Jan%20%202017%20v24.pdf>

Chapel

Services	Day	Time
Roman Catholic	Sunday	0930/1700
Traditional Protestant	Sunday	0800
Contemporary Protestant	Sunday	1100

For more information, call the Chapel Office at (850) 884-7795 or visit

<https://www.hurlburt.af.mil/Helpful-Info/Chapel/>.

MFLC

The Military and Family Life Counselor (MFLC) program provides confidential, short-term, non-medical counseling services to service members and their families at no cost. They provide psycho-education to help service members and their families understand the impact of deployments, family reunions following deployments, and other stresses related to military life. MFLCs can provide individual, couples, and family counseling. Services can be provided on and off base. All services are confidential and private. For more information, contact (850) 533-9297. Please leave a voice message and you will receive a response within 24 hours. Please only call, do not text.

Additional Information

Hurlburt Field: <http://myhurlburt.com/>

Local area: http://www.fwbchamber.org/about_fort_walton_beach/Play.aspx

Tax Exemption Certificate

FLORIDA TAX-EXEMPTION CERTIFICATE

(SALES AND TRANSIENT RENTALS TAX)

DATE:	ARRIVAL DATE:	DEPARTURE DATE:
NAME OF MOTEL/HOTEL/LODGING FACILITY:		
ADDRESS:		
CITY, STATE, ZIP CODE:		
PHONE:	FAX:	

I hereby certify under penalty of perjury that I am currently a uniformed member or civilian employee of the United States Air Force or other component of the United States Department of Defense, an instrumentality of the United States government; that, during the dates set forth, I will occupy lodging accommodations in the above-named establishment for United States Government business purposes, specifically to facilitate the performance of my official duties as a representative of the United States Air Force or other component of the United States Department of Defense; that within the allowance of the Joint Federal Travel Regulations, the United States Air Force or other component of the Department of Defense will reimburse me for the actual cost of the lodging so occupied, or will pay for such lodging directly; and that this occupancy therefore is exempt from the imposition of state and local taxes under Florida law. Said duties are pursuant to government orders and are exempt from sales tax and the transient rentals tax pursuant to Rule 12A1.061.34A of the Department of Revenue. Any questions by the innkeeper may be answered by contacting the Department of Revenue at (850) 488-6800.

SIGNATURE OF OCCUPANT:	
PRINTED NAME:	
GRADE AND TITLE:	
ORGANIZATION:	
ORGANIZATION ADDRESS (Street Address, City/Installation, Zip Code):	
PHONE:	FAX:

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Local Policies

Electronic Device Policy



DEPARTMENT OF THE AIR FORCE
505TH TRAINING SQUADRON (ACC)
HURLBURT FIELD FLORIDA

2 August 2019

MEMORANDUM FOR ALL 505 TRS STUDENT PERSONNEL

FROM: 505 TRS/CC

SUBJECT: Student Electronic Device Policy

1. This policy letter establishes guidelines for authorized cell phone use and approved electronic devices for all students using the formal military training facility, building 90020 (the 505 TRS).
2. Students may possess and use "Smart" devices (e.g. smart phones, smart watches, tablets, smart bands, smart key chains, Fitbits). Such devices must remain turned off during class periods inside the facilities. The following restrictions apply:
 - a. The 505 TRS student break room, telephone room and back patio are designated cell phone use areas for students attending training courses.
 - b. Students will turn off their devices during class times and store the devices inside the their assigned receptacles.
3. Electronic reading devices and personal or government laptop computers are permitted in the building in order for students to access electronic student guides and study materials; the following restrictions apply:
 - a. Devices will not be connected to the NIPRnet computers via USB, Wi-Fi via personal hotspots, or use Air Cards in the facility.
 - b. Devices are not allowed in the OSA.
4. If you have any questions or concerns regarding this policy letter please contact 505 TRS' Student Services at 884-7885, or Security Office or 884-3986/6990.

WILSON.MARCU
S.D.1110068081
MARCUS D. WILSON, Lt Col, USAF
Commander

Digitally signed by
WILSON.MARCUS.D.111006808
Date: 2019.08.02 17:46:42
-05'00'

Delivering C2 Combat Capability

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Food and Drink Policy



DEPARTMENT OF THE AIR FORCE
505TH TRAINING SQUADRON (ACC)
HURLBURT FIELD FLORIDA

2 August 2019

MEMORANDUM FOR RECORD

FROM: 505 TRS/CC

SUBJECT: Food and Drink in Open Storage Area (OSA) Policy

1. In order to preserve 505 TRS facilities, computer equipment, and prevent vermin, no food is allowed in the OSA or Classroom 1 (CR1) by students or faculty.
2. Spill resistant drink containers are allowed in all areas designated as classrooms (e.g. CR1, CR3). A container is considered a commercial off-the-shelf purchased container with a lid or cap. Restaurant "to-go" cups (e.g. fast food cups with plastic lids and starbucks coffee cups with lids) are not spill resistant. Such containers will only be left unattended in student spaces outside the OSA or in your course allocated classroom (i.e. they will not be left in the hallway outside the labs).
3. Only approved auto-seal spill-proof drink containers are permitted in the labs. Examples of approved containers are the Camelbak Eddy bite-to-drink and the Contigo Autoseal push-to-drink style bottles. Consult a member of the 505 TRS faculty to determine if a container is spill-proof. Students TDY to 505 TRS facilities should plan to either bring an approved container or purchase one locally at various outlets.
4. Violators of this policy are asked to remove the unapproved container or food from the area. If the problem persists, the violator's leadership will be notified and the offense will be documented on a AFMC Form 971, student training record (STR), or personnel information file (PIF). Progressive disciplinary action is applied if violations continue and/or equipment damage occurs. This policy applies to all students and faculty.
5. Exceptions to this policy: DOS Sys Admin members can bring food and non-spill-proof drink containers into the OSA rooms 134 and 125A.
6. This policy letter has been negotiated and coordinated through AFGE Local 1897 and supersedes all previous policy letters of the same subject; it remains in effect until revised, superseded or revoked. Waiver authority for this policy is the Director of Operations or Commander.

WILSON.MARCU⁸ Digitally signed by
S.D.1110068081 WILSON.MARCUS.D.1110068081
Date: 2019.08.02 17:14:23 -05'00'
MARCUS D. WILSON, Lt Col, USAF
Commander

Delivering C2 Combat Capability

505 TRS/AOC FTU JAOC2C Student Reporting Instructions

Weekend Pass and Travel Policy



DEPARTMENT OF THE AIR FORCE
505TH TRAINING SQUADRON (ACC)
HURLBURT FIELD FLORIDA

2 August 2019

MEMORANDUM FOR 505 TRS FACULTY AND STUDENTS

FROM: 505 TRS/CC

SUBJECT: Student Weekend Pass and Travel Policy

1. The weekend travel policy for students attending AOC FTU courses is IAW AFI 36-3003, Military Leave Program and 505 TRS OI 36-201, Student Administration, Para 3.3.1. A weekend pass is a regular pass that begins at the end of the duty day and terminates at the beginning of the next scheduled duty day, not to exceed 96 hours. In the event of a recall, a student should be able to return to Hurlburt Field within 6 hours of notification.
2. Students must sign out for the weekend with the class leader acknowledging travel plans. Students under 26 years of age traveling outside the local area (45 miles), will complete AF Form 4392. Class leaders will ensure their respective Course Manager is aware of the student's travel plans for accountability purposes and ensure proper risk management. Course Managers will sign the weekend sign-out sheet and provide a copy to DOMS by noon each Thursday. Student Services will brief this policy to students during in-processing.
3. Course Managers or a designated instructor, will conduct Weekend Safety Briefings. Weekend Safety Briefings will include discussion of water activity safety, drinking and driving, and High Risk Activities (HRA). Students attending 505 TRS courses must coordinate and receive home station/losing commander approval before participating in any HRA to include filling out the AF Form 4391 (HRA Worksheet). Students will notify their respective Course Manager that they have been approved to participate in a HRA. Students must submit their completed HRA Worksheets to Student Services three (3) duty days prior to participating in the HRA. Student Services will retain a copy of all HRA Worksheets and submit a copy to the 505 TRS Command Section for review.
4. If you have any questions or concerns regarding this policy, please contact a member of the ADO office at 884-4899.

WILSON.MARCU⁺ Digitally signed by
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MARCUS D. WILSON, Lt Col, USAF
Commander

Delivering C2 Combat Capability

505 TRS/AOC FTU JAOC2C Student Reporting Instructions

High Risk Activities Policy



DEPARTMENT OF THE AIR FORCE
505TH TRAINING SQUADRON (ACC)
HURLBURT FIELD FLORIDA

2 August 2019

MEMORANDUM FOR 505 TRS FACULTY AND STUDENTS

FROM: 505 TRS/CC

SUBJECT: High-Risk Activities (HRA) Program

1. The Air Force regards its members as its most important asset and requires Airmen to take reasonable care in preventing injury and loss of life. High-risk sports and recreational activities require particular vigilance.

2. IAW AFI 91-202, The USAF Mishap Prevention Program, personnel participating in any HRAs must inform their immediate supervisor prior to participating. HRAs include, but are not limited to, the following:

All-Terrain Vehicle	Auto Racing	Watercraft Use
Bungee Jumping/Sky Diving	Civilian Helicopter Flying	Civilian Light Aircraft
Ultra Light Aircraft	Experimental Aircraft	Hot Air Ballooning
Dirt Biking/Motorcycle Racing	Scuba Diving	Jet Skiing
Mountain Climbing/Rappelling	Soaring/Parasailing	Rodeo
Ski Jumping (Snow)	Rafting	Snowmobiling

3. IAW AFI 91-202 A 11.3, commanders or supervisors shall interview all personnel to determine mental and physical readiness and situational awareness preparedness of participants before the HRA occurs. These intervention measures are designed to ensure awareness of potential hazards and injury from these activities. Commanders should ensure individuals who participate in HRA take appropriate safety measures. HRA Worksheets (AF Form 4391) **will be** used to document this briefing.

4. Students attending class at the 505 TRS must coordinate and receive home station/losing commander approval before participating in any HRAs, to include filling out the HRA Worksheet. Students will submit their completed HRA Worksheets to 505 TRS' Student Services prior to participating in the HRA.

5. In no case does the commander's or supervisor's role replace the individual's responsibility. An individual will exercise sound judgment and risk management to preserve her/his ability to perform her/his duties.

6. For questions pertaining to the HRA program, contact the Unit Safety Representative.

WILSON.MARCU
S.D.1110068081
MARCUS D. WILSON, Lt Col, USAF
Commander

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Delivering C2 Combat Capability

Authorized Dining Facility Patrons Policy



DEPARTMENT OF THE AIR FORCE
1ST SPECIAL OPERATIONS WING (AFSOC)
HURLBURT FIELD FLORIDA

MEMORANDUM FOR ALL HURLBURT FIELD PERSONNEL

AUG 09 2018

FROM: 1 SOW/CC

SUBJECT: Authorized Dining Facility Patrons

1. The Reef and Riptide dining facilities on Hurlburt Field are supported by Appropriated Funds and, in accordance with AFI 34-239, attachment 2, paragraph A2.1, "The Air Force operates Appropriated Fund enlisted dining facilities in order to provide the subsistence entitlement to enlisted members who reside in dormitories, to provide a training environment for food service personnel to meet their war-fighting mission, and to provide flight meal service in support of daily operations. Generally, use of dining facilities is restricted to enlisted members and those individuals authorized by the installation commander to meet mission requirements."
2. In accordance with AFI 34-239, attachment 2, the following personnel are authorized to utilize the Reef and Riptide Dining Facilities:
 - a. All enlisted members
 - b. Wing, group and squadron commanders when eating a meal to determine the quality and quantity of food service
 - c. Officers and DoD Civilians on official TDY orders receiving a meal portion of per diem
 - d. Officers, enlisted, retirees and their family members on Thanksgiving and Christmas
 - e. Organized youth groups with prior coordination from food service
 - f. Officers and DoD civilians on alert status requiring immediate availability that keeps them from leaving the unit area or when required to eat as a group (i.e. firemen)
 - g. Food Service contract employees.
3. Personnel who do not meet the criteria above are not authorized to use the dining facility without approval of the installation commander.
4. This policy supersedes previous memo, same subject. Any questions or concerns may be directed to 1 SOFSS/FSVF at 884-7725.


MICHAEL E. CONLEY, Colonel, USAF
Commander

Any Time... Any Place

505 TRS/AOC FTU JAOC2C Student Reporting Instructions

Off-Limits Restriction Announcement



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 96TH TEST WING (AFMC)
EGLIN AIR FORCE BASE FLORIDA

MAY 29 2018

MEMORANDUM FOR ALL EGLIN AFB AND HURLBURT FIELD PERSONNEL

FROM: 96 TW/CC
1 SOW/CC

SUBJECT: Off-Limits Restriction Announcement

1. In accordance with AFI 31-213/AR 190-2/OPNAVINST/COMDTINST1620.1D, the following establishments have been deemed off-limits to Armed Forces personnel and shall remain in effect until issuance of an updated notice:

<u>ESTABLISHMENT</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Cash's Hangout-Sports Page Lounge 765 East Miracle Strip Parkway Mary Esther, FL 32569	Incidents of violence and drug usage	20 April 2018
<u>ESTABLISHMENT</u> Babe's Show Club 4024 North Davis Highway Pensacola, FL 32503	<u>REASON</u> Selling narcotic analogues and drug paraphernalia	<u>EFFECTIVE DATE</u> 10 September 2015
<u>ESTABLISHMENT</u> Skunk's Smoke Shop 1097 Navy Boulevard Pensacola, FL 32507	<u>REASON</u> Selling narcotic analogues and drug paraphernalia	<u>EFFECTIVE DATE</u> 18 January 2013
<u>ESTABLISHMENT</u> Harry Heady's 196 Miracle Strip Parkway Fort Walton Beach FL 32548	<u>REASON</u> Selling narcotic analogues and drug paraphernalia	<u>EFFECTIVE DATE</u> 16 August 2011
<u>ESTABLISHMENT</u> Psychedelic Shack 6215 North 9th Avenue Pensacola, FL 32504	<u>REASON</u> Selling narcotic analogues and drug paraphernalia	<u>EFFECTIVE DATE</u> 10 September 2015
Psychedelic Shack 6707 Plantation Road Pensacola, FL 32504	Selling narcotic analogues and drug paraphernalia	24 April 2009
Psychedelic Shack 25 North Navy Blvd Pensacola, FL 32507	Selling narcotic analogues and drug paraphernalia	24 April 2009

505 TRS/AOC FTU JAOC2C Student Reporting Instructions

2. All military personnel are prohibited from entering any establishment listed above or utilizing its services unless required by competent authority. Military personnel (whether in uniform or civilian attire) found entering, leaving or conducting business with any of these establishments may be subject to disciplinary actions under the Uniform Code of Military Justice.
3. Widest dissemination of this information is directed to ensure awareness and compliance by all military personnel. Copies of this notice should be publicized through First Term Airmen's Center briefings, Base Newcomers briefings, the base papers, and posted on bulletin boards and other high-traffic locations throughout the installation.
4. This memorandum supersedes previous memorandum, same subject, dated 10 Mar 17.


THOMAS B. PALENSKE, Colonel, USAF
Commander, 1st Special Operations Wing


EVAN C. DERSTEIN
Brigadier General, USAF
Commander, 96th Test Wing

Maps

Hurlburt Field Building Locations

