

JAOC2C Course Registration Procedures

All students will report to the 505th Training Squadron, 100 O'Neil Hurlburt Field, Florida 32544, Bldg 90020, on the first day of class for in processing at 0700. The schoolhouse will issue welcome packages with school and local information.

1. Only Targeted AOC are ACC funded.
2. All others are unit funded.
3. Units are responsible for funding man-hours/salary.

How to Register

Student enrollment can be accomplished by contacting the following individuals:

USAF: Primary, Mrs. Barbara Rathoff, DSN 575-8996, Commercial 757-225-8996

Alternate: Kirk Miller, DSN: 575-2840, Commercial 850-757-225-2840

Army: LTC Jim Lucas, DSN 579-6889, Commercial 850-884-6889

Navy: Martin Dierx, DSN 882-3988, Commercial 901-874-3988

Marines: MGYSgt Delio Busto. DSN 278-4052. Commercial 703-784-4052

Uniform Requirements

- **USA:** ACU or A2CU in UCP
- **USAF:** ABU or Flight Suit
- **USMC:** Seasonal MARPAT, Flight Suit or Seasonal Service Uniform
- **USN:** NWU or Flight Suit
- **Civilians:** Business Casual Attire

Orders

- A. All student orders will reflect Hurlburt Fld, FL as the destination.
- B. For GWOT AOC students deploying follow these instructions: For students funded by Global War on Terrorism (GWOT): These students have been identified as deploying to theater upon completion of AOC training. Student orders will reflect their own unit fund cite followed by an ESP code. If the orders are for OPERATION IRAQI FREEDOM and/or in support of the CAOC at AUAB then use ESP CODE ZA. If the orders are for OPERATION ENDURING FREEDOM and not in the CAOC then use ESP CODE 7C. After the student completes his/her training and files the voucher, that unit will be refunded the cost of the training if they have one of these two ESP CODES on the orders. Refunds will be given to the unit at the end of the quarter in which he/she files the voucher. For proper use of After-the-Fact Funding (ATFF) RCC Codes, please refer to the FY09 ACC General Guidance, para 8 and the FY09 ACC Coding Package. Both can be found on the ACC FAM web page. Students using GWOT funding are authorized to add a rental car to their orders.
- C. For students assigned to and returning to an ACC AOC unit or PCS from a non-ACC unit to an ACC unit and not AOC trained, follow these instructions: Student orders will reflect their gaining ACC unit fund cite with ATFF RCC Code 101J10 inserted with ESP CODE KS. For proper use of ATFF RCC Codes, please refer to the FY09 ACC General Guidance, para 8 and the FY09 ACC Coding Package. Both can be found on the ACC FMA web page. Please contact Mr. Kirk Miller DSN 575 -2840 or commercial 757-225-2840, kirk.miller@langley.af.mil for authorization to use A3CO's After the Fact Funding RCC Code 101J10. Mr. Miller will provide letter of authorization to use HQ ACC/A3CO RCC code 101J10 and a spreadsheet to track information for end of the quarter reimbursement.
- D. Students who are coming to the FTU and returning to their home base or coming to the FTU enroute PCS to an AOC unit will be funded by the gaining MAJCOM. Contact one of the following POCs to get the fund cite for your orders.

ACC Primary: Mr. Kirk Miller, DSN 575-2840, kirk.miller.9@us.af.mil
Alternate: Ms. Barbara Rathoff, DSN 575-8996, barbara.rathoff.1@us.af.mil

Students attending courses at the 505 TRS are required to bring a laptop in order to obtain their student guides/reading materials.

The student guides/reading materials will be delivered via a 505 TRS-provided, government-scanned CD. At no point during the course will students be connected to the Hurlburt Field domain/network.

Requirement:

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- Laptop (gov or personal) with USB port or CD/DVD reader capability and [Adobe Reader](#)

Enhancements:

- [Foxit Reader](#) or [Adobe Reader X](#) can provide the ability to highlight, note, and insert comments

If you cannot obtain an electronic device for school use (in transient status, international student, etc.), please notify us with your name and class date: 505trs.adl.wm@hurlburt.af.mil

Laptops will not be allowed to transit into 505 CCW Open Storage Areas (OSA). Students will be expected to use student-provided paper/notepad for unclassified note taking in the OSA.

Security

Please refer to [Security Verification Procedures](#).

Billeting

- 505 TRS will coordinate with Hurlburt Field billeting to arrange lodging for all students.
- All students should confirm billeting location by calling the Commando Inn at DSN 579-7115 or commercial (850) 581-1627 **no sooner than one week prior to course start date.**
- Contract quarters will be used by all students and exceptions will be made by ACC only.
- **Billeting is available for student only, family members and pets are discouraged.**
- Refer to the FY Schedule for your billeting location.
- Sister Services (USN, USMC, USA) should contact their respective Liaison if they have questions.

Transportation

- A. HQ ACC//A3CT authorizes students who are attending JAOC2C Training in excess of 30 days in length to purchase round trip airline tickets from place of origin.
- B. **Unit Funded** Units will need to provide for appropriate transportation for their personnel.

C. NO VICINITY MILEAGE will be paid to anyone for their POV under any situation.

Attention--Students traveling from bases which **DO NOT HAVE** government rate contract for Okaloosa-Ft Walton Beach Airport (e.g. Barksdale AFB personnel) should use the Pensacola Airport (PNS) to get to the 505 TRS. A taxi/limo costing on average \$80 or less one way (recommend Dream Catchers Service) can be hired to get to the billeting location for your particular class and then back to the PNS airport upon class graduation. Whenever possible student should order a taxi limo together to save the government money.

Pensacola Airport Shuttle/Taxi Information:

<http://www.flypensacola.com/page/GroundTransportation>

Northwest Florida Regional Airport Shuttle/Taxi Information:

<http://www.flyvps.com/taxis-shuttle-service-northwest-florida-regional-airport-vps/>

Vehicle Registration for Hurlburt Field Gate Entry

To enter Hurlburt Field, vehicle passes are no longer required. A DOD issued ID card will be the primary proof of authorization to enter Hurlburt Field. If you **DO NOT** have a DOD issued card you will be required to stop at the visitor center. Inform the visitor's center you are a student at the 505th Training Squadron. The visitor's center will have a roster with your class title and name. You will need to show ID, driver's license, proof of insurance and/or rental agreement. RECOMMEND you plan for 15-30 minute delay at the front gate.

Student Services

Our office can assist and provide you with services such as: phones, fax and copier for official business. Students going out of town are required to sign out on our weekend sign out log. Students can receive messages that will be left in an assigned box.

If you will be receiving mail, please address it to:

Student's Name/Rank

437 Tully Street, Box 4049

Hurlburt Field, Florida 32544-5715

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Base Dining Facilities

The Reef (buffet style) or The Riptide dining facility
Burger King
Soundside Club
Shoppette: Robin Hood, Church's Chicken
Main BX: Anthony's Pizza, Taco Bell
Commissary Deli
Bowling Alley Spare Time Grill
Golf Course Oasis Cafe

Airport Information

Northwest Florida Regional Airport (VPS) Information

Northwest Florida Regional Airport is approximately 20 minutes from Hurlburt Field.

Airport Car Rentals

AVIS	1-800-331-1212
Budget	1-800-527-0700
Hertz	1-800-654-3131
National	1-888-826-6893
Alamo	1-888-826-6890

Northwest Florida Regional Airlines (<http://flyvps.com/index.html>)

The Airport currently serves over 520,000 passengers each year with direct service to Atlanta (Delta), Charlotte (USAirways), Houston (United) and Dallas (AA).

For map and directions, use Google map (vps to Hurlburt Field FL)

American Eagle (AA)	800-433-7300
Delta	800-221-1212
United	800-864-8331
U S Airways	800-428-4322

Pensacola Airport (PNS) Information (<http://www.flypensacola.com>)

Pensacola Regional Airport is approximately 55 minutes from Hurlburt.

For map and directions, use Google map (PNS to Hurlburt Field FL)

Airlines:

American Eagle:	800-433-7300
Delta:	800-221-1212
Silver Airways:	800-881-4999
Southwest Airlines:	800-I-FLY-SWA
United:	800-864-8331
US Airways Express:	800-428-4322

Car Rentals:

Alamo:	850-434-5676
Avis:	850-433-5614
Budget:	850-432-5499
Dollar:	850-474-9000
Hertz:	850-432-2345
National:	850-432-8338
Thrifty:	850-477-5553 (off airport)
Enterprise:	850-432-0110 (off airport)

505 TRS Contact Information

If you have any questions about the procedures or need specific information, please call 505 TRS student services at DSN 579-7885, 6237 or commercial (850) 884-7885 or 6237. If student services are unable to answer your questions, they will direct your call to the appropriate 505 TRS personnel.