

# OCIQTCYB

## Student Reporting Instructions



505th Training Squadron

Air Operations Center Formal Training Unit (AOC FTU)

100 O'Neill Avenue, Hurlburt Field, FL 32544

Bldg 90020

39<sup>th</sup> Information Operations Squadron

208 Hartson Street, Hurlburt Field, FL 32544

Bldg 90074

## 505 TRS OCIQTCYB Student Reporting Instructions

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**TDY Checklist**

If You Are/Need:	Actions to Take:	Date Accomplished
<b>Unit Funded</b>	Get authorization/approval for expenses before TDY from RA.	
<b>OCO Funded</b>	Pay for OCO deployment training with unit's contingency ESP code.	
<b>ACC Funded TDY and Return</b>	Sign, acknowledge, and return signed FCAL back to <a href="mailto:505TRS.DOM.QuotaManagement@us.af.mil">505TRS.DOM.QuotaManagement@us.af.mil</a> 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.	
<b>ACC Funded PCS with TDY Enroute</b>	Take FCAL to be included on PCS orders to losing base FSS. Send a copy of your final orders/amendments to <a href="mailto:505TRS.DOMSRA.FTUStudentTravel@us.af.mil">505TRS.DOMSRA.FTUStudentTravel@us.af.mil</a> . Bring a copy of official orders/modifications to the first day of class if not emailed prior to attending.	
<b>Student</b>	Authorized local airports are VPS or PNS.	
<b>Student Departure</b>	Students should travel the day after graduation.	
<b>Rental Car</b>	Get authorization/approval for a rental car, as needed. Do not pre-pay for fuel at the rental car company or when re-fueling the vehicle. Rental cars are for official business and should not be taken out of the local area for personal use.	
<b>Ridesharing</b>	Drivers and passengers (on FCAL) must contact each other and communicate lodging and arrival/departure plans.	
<b>Lodging</b>	ACC funded students need to contact Hurlburt Commando Inn at DSN 579-7115 to confirm group reservation number on FCAL. You must contact <a href="mailto:505TRS.DOM.QuotaManagement@us.af.mil">505TRS.DOM.QuotaManagement@us.af.mil</a> 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.	
<b>Non-Availability Letter</b>	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.	
<b>Off Base Lodging</b>	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.	
<b>Losing/Home Unit Security Manager</b>	Check with your security manager to ensure your clearance is current and has the correct security accesses in JPAS.	
<b>Day One</b>	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.	
<b>All</b>	<b>Please read this important document in its entirety.</b>	

## 505 TRS OCIQTCYB Student Reporting Instructions

### Schedule

Course	Class #	Dates
<b>CYB – Cyberspace (624 OC/854 COS/119 COS)</b>	20-01	21 Oct - 7 Nov 19
	20-02	6 Jan - 24 Jan 20
	20-03	31 Mar - 17 Apr 20
	20-04	26 May - 12 Jun 20
	20-05	7 Jul - 24 Jul 20
	20-06	24 Aug - 11 Sep 20

### Enrollment

#### Points of Contact

#### 505 TRS

Only your Unit Training Manager (UTM) may enroll you in class, request class changes, or cancel class. However, 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](mailto:505TRS.DOM.QuotaManagement@us.af.mil).

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

#### 39 IOS

Description	Contact Info	
<b>Course Management Support (Administrative Issues) Hurlburt Field</b>	Ms. Kativa Perkins DSN (312) 579-5673 Comm (850) 884-5673 <a href="mailto:Kativa.perkins.1.ctr@us.af.mil">Kativa.perkins.1.ctr@us.af.mil</a>	Mr. Edward Boggio DSN (312) 579-3461 Comm (850) 884-3461 <a href="mailto:Edward.boggio.1.ctr@us.af.mil">Edward.boggio.1.ctr@us.af.mil</a>
<b>Course Management Support (Administrative Issues) JBSA</b>	Mr. Shawn Stone DSN (312) 945-7253 Comm 210-925-7253 <a href="mailto:Shawn.stone.4.ctr@us.af.mil">Shawn.stone.4.ctr@us.af.mil</a>	
<b>Security Managers Hurlburt Field</b>	Mr. Dave Hill DSN (312) 579-5626 Comm (850) 884-5626 <a href="mailto:David.hill.1@us.af.mil">David.hill.1@us.af.mil</a>	Mr. Bill Walkowiak DSN (312) 579-5626 Comm (850) 884-5626 <a href="mailto:William.walkowiak.2@us.af.mil">William.walkowiak.2@us.af.mil</a>
<b>Course Site</b>	<a href="https://cs2.eis.af.mil/sites/23859/39IOS/CourseInfoSite/SitePages/Home.aspx">https://cs2.eis.af.mil/sites/23859/39IOS/CourseInfoSite/SitePages/Home.aspx</a>	

### Funding

#### Unit Funded (Guard/Reserve)

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 funded members will be annotated as one of the following Quota Types on their training RIPs: AN, AP, CN, CP, ON, OP. You will not receive a Fund Cite Authorization Letter (FCAL) from the 505 TRS.

#### ACC Funded (Active Duty Air Force & Civilians)

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

## 505 TRS OCIQTCYB Student Reporting Instructions

[505TRS.DOM.QuotaManagement@us.af.mil](mailto: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 UTM should email 505 TRS QM at [505TRS.DOM.QuotaManagement@us.af.mil](mailto: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](mailto: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](mailto: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 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.

The last day of the course may be a half day. However, due to possible scheduling conflicts, do

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not schedule departures prior to 1800. ACC funded students will need to get approval from the RAs that approved their orders to change flights. You can reach the RAs at DSN 579-2045 or 0983 or Comm (850)884-2045 or 0983. Be advised that the student may be responsible for the cost difference in flights. The CI Travel located on Hurlburt Field can be reached at Comm (855) 873-7788.

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.

### Ridesharing

ACC funded students will be required to share a rental vehicle with up to three other students enrolled in the same course.

### POV

Students electing to drive a Privately Owned Vehicle (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
<b>Hurlburt Commando Inn</b>		DSN 579-7115, Comm (850) 884-7115	
<b>Mainside</b>	301 Tully St, Bldg. 90509	On the Hurlburt Field Mainside	
<b>Soundside</b>	107 Kissam St, Bldg. 90918	Across Hwy 98, on the Soundside	

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/properties/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](mailto: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 12 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
<b>Hurlburt Field (as of 10/01/2019)</b>	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 <http://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.



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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. 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 17. Please report any problems or issues to 505 TRS Student Services or QM.

DFAC	Phone	Location	Breakfast	Lunch	Dinner
<b>Mon – Fri</b>					
<b>The Reef</b>	(850) 884-4970	313 Cody Ave Bldg. 90326	0600-0830	1100-1300	1630-1830
<b>The Riptide</b>	(850) 881-5127	150 Howie Walters Rd Bldg. 91007	0600-0800	1100-1300	1630-1830
<b>Sat, Sun, Hol</b>					
<b>The Reef</b>	(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
<b>Aderholt</b>	(850) 884-6884	259 Tully St Bldg. 90517	Mon – Fri 0500-2230 Sat, Sun, Hol 0800-1700
<b>Riptide</b>	(850) 881-5121	123 Howie Walters Rd Bldg. 91007	Mon – Fri 0530-2000 Sat, Sun, Hol Closed
<b>Commando</b>	(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
<b>Emergency Room</b>	(850) 883-8227	307 Boatner Rd, Eglin AFB	24/7 (No ER at Hurlburt Field)
<b>Sick Call</b>		130 Letourneau Cir, Bldg. 90311	Mon – Fri 0700-0800
<b>Walk-In</b>			Mon – Fri 0800-1000
<b>Flight Medicine</b>	(850) 881-2129		Mon – Fri 0730-1630
<b>Appointments</b>	(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.

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
<b>Roman Catholic</b>	Sunday	0930/1700
<b>Traditional Protestant</b>	Sunday	0800
<b>Contemporary Protestant</b>	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](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:

## 505 TRS OCIQTCYB Student Reporting Instructions

### 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  
1  
Date: 2019.08.02 17:46:42  
-05'00'

*Delivering C2 Combat Capability*

## 505 TRS OCIQTCYB Student Reporting Instructions

### 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.MARCU Digitally signed by  
WILSON.MARCUS.D.1110068081  
S.D.1110068081 Date: 2019.08.02 17:14:23 -05'00'

MARCUS D. WILSON, Lt Col, USAF  
Commander

*Delivering C2 Combat Capability*

# 505 TRS OCIQTCYB 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.

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MARCUS D. WILSON, Lt Col, USAF  
Commander

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# 505 TRS OCIQTCYB 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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**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.

A handwritten signature in black ink, appearing to read "M E Conley".

MICHAEL E. CONLEY, Colonel, USAF  
Commander

*Any Time... Any Place*

# 505 TRS OCIQTCYB 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 OCIQTCYB 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. DERTEIN  
Brigadier General, USAF  
Commander, 96th Test Wing

Map

Hurlburt Field Building Locations

