



**DEPARTMENT OF THE AIR FORCE**  
**AIR EDUCATION AND TRAINING COMMAND**  
DET 2, 336 TRAINING SQUADRON, FORT GEORGE G. MEADE, MD

4 October 2016

MEMORANDUM FOR ALL DETACHMENT PERSONNEL & STUDENTS

FROM: Detachment 2, 336th Training Squadron Commander

SUBJECT: Local Travel Procedures Defined

1. The following paragraphs outline the local area and leave procedures for all Non-Prior Service (NPS) Students.
  - a. IAW the 81 TRG/CC policy on local travel, the local area for Detachment 2 is delegated as any distance within 25 miles of the detachment.
  - b. NPS Airmen in Basic Transition Period (BTP) may not leave Fort Meade at any time unless authorized by the Det commander. NPS Airmen must be in Intermediate Transition Period (ITP) to request travel outside the local area and/or overnight stay.
  - c. All NPS Airmen traveling by any mode of conveyance, to include private motor vehicle (PMV) or commercial carrier, must not exceed 25 miles and must not be more than one hour away if not on an approved 29B. Any NPS student that does not report to their duty location within one hour of notification will be charged leave or considered AWOL as determined by the Military Training Leaders (MTLs) and the Detachment Commander. NPS Students will sign in and out on the roster at CQ. Students will ensure they can be reached at all times.
  - d. For all travel beyond the 25 mile local area, but no more than one hour away, NPS students must submit an AETC Form 29B to their MTL. MTLs will review, recommend, and forward forms via the Military Training Flight (MTF) Chief to the Detachment Commander for approval. 29Bs must be submitted between 1800 and 1900 hrs on the second Wednesday prior to intended travel.
  - e. For all overnight stay requests, to include inside and outside of the local area, students must submit an AETC Form 29B, a letter (in the form of a Memorandum For Record) with justification addressed to the Det commander, and hotel reservations to their MTL. 29Bs, MFRs and hotel reservations must be submitted to their MTL between 1800 and 1900 hrs on the second Wednesday prior to intended travel.
  - f. All NPS students will adhere to Call to Quarters, defined as within their respective dormitory room, from 2200 to 0400 hrs., Sunday through Thursday. Weekend Call to Quarters, defined as being within building 8478 6th Armored Cav Rd, is 2359 to 0400 hrs Friday and Saturday. Quiet hours are enforced at all times in dormitory rooms and halls. The dayroom is available for use by all NPS students at all times, however,

students are expected to retire to their dorm rooms for rest on school nights. Sunday formation is at 1900 hrs for all NPS students.

2. The following paragraphs outline leave requirements for all Prior Service (PS) students.
  - a. The local travel procedures are: All PS Airmen traveling by any mode of conveyance, to include private motor vehicle (PMV) or commercial carrier, must be able to report to their duty location within three hours of being notified. Any PS student that does not report to their duty location within three hours of notification will be charged leave or considered AWOL as determined by the Military Training Leaders (MTLs) and the Detachment Commander.
  - b. On ordinary pass days and non-duty days, all PS students will complete and submit an AETC Form 29B to the Detachment 2 Commander Support Staff (CSS) prior to departing for any location outside of a two-hour radius from the Detachment. Students are authorized to travel up to but no further than three hours from the Detachment without submitting leave. 29Bs must be submitted to the CSS no later than COB the Wednesday prior to the weekend you intend to travel. This completed form will be provide to CSS to ensure accountability of all members. Students are ultimately responsible for attendance at mandated training events and DINFOS classes.
  - c. Leave will be managed IAW AFI 36-3003, and IAW AETCI 36-2643. Leave requests must be submitted to and approved by the member's parent organization either through LeaveWeb or an AF Form 988. Upon approval from the parent organization, a printed copy of the approved leave must be submitted to the TDY Commander (in this case, the Detachment 2 Commander) for final approval or disapproval. No leave will be taken until approval is obtained from the authorities mentioned above.
  - d. Prior to departure, all students must turn in a copy of their approved Leave Web authorization form or a 29B to the Detachment CSS. This will be accomplished to ensure proper accountability of all AF students.
3. If you have any questions or concerns, please contact me at (301) 677-5036 or DSN 622- 5036, or via email at [katie.l.cousins.mil@mail.mil](mailto:katie.l.cousins.mil@mail.mil).

  
KATIE L. COUSINS, Capt, USAF  
Commander