



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

MEMORANDUM FOR ALL DETACHMENT PERSONNEL & STUDENTS

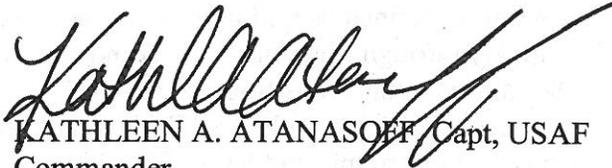
FROM: Detachment 2, 336 Training Squadron Commander

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 AETCI 36-2216, and the Keesler Supplement, paragraph 7.22.1., the local area for Detachment 2 is delegated as any distance within two hours of the detachment.
- b. IAW AETCI 36-2216 Keesler Supplement, paragraph 9.1.1., the local travel procedures are: All NPS 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 two hours of being notified. Any NPS student that does not report to their duty location within two hours of notification will be charged leave or considered AWOL as determined by the Military Training Leaders (MTLs) and the Detachment Commander. NPS Students will provide contact information to the on-duty student leader and/or MTL prior to departure. Students will ensure that they can be reached at all times.
- c. For all travel beyond the defined local area, 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. Advanced Transition Program (ATP) students that intend not to return to the detachment prior to Weekend Call to Quarters must also submit a hotel waiver request to their MTL for commander approval.
- d. IAW AETCI 36-2216 paragraphs 8.4. and 9.6., all 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, for Initial Transition Program (ITP) and Advanced Transition Program (ATP) students 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 form will be filled out and given to the 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 36-2216. Leave requests must be submitted to and approved by the member's parent organization before they may be submitted to the senior ranking AF officer at DINFOS. Upon approval from the parent organization and DINFOS, leave requests must then be submitted to the TDY 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 and 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 feel free to contact me at (301) 677-5036.

  
KATHLEEN A. ATANASOFF, Capt, USAF  
Commander