



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



27 January 2022

MEMORANDUM FOR DINFOS AIR FORCE STUDENTS

FROM: Det 2 336 TRS/CC

SUBJECT: Local Leave and Travel Procedures Defined

1. This document outlines leave for non-prior and prior service students. NPS students are technical training total force Airmen reporting in from Basic Military Training or a brief break in training to attend Mass Communication Foundations, and assigned to the 336 TRS Detachment 2 dormitories. PS students are total force Airmen and civilians reporting in from their home-station on TDY to attend a course at the Defense Information School, as well as cross-trainees who PCS to attend the MCF course.
2. 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. During In-Processing week NPS Airmen may not leave Fort Meade at any time unless authorized by the Detachment Commander. NPS Airmen in Progression 1 may not leave Fort Meade during the duty week and must stay within the local area on weekends. NPS Airmen must be in good standing, and in the correct phase in order to maintain off-base and/or overnight stay privileges.
 - c. All NPS Airmen traveling by any mode of conveyance, to include a private motor vehicle (PMV) or commercial carrier, must not exceed the authorized travel distance based on their current progression level. A NPS student that does not report to their duty location within the timeframe allotted for their progression, from the time 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 authorized distance based on their progression level, NPS students must submit an AETC Form 4392 to their MTL. MTLs will review, recommend, and forward forms via the Military Training Flight (MTF) Chief to the Detachment Commander for approval. Form 4392s must be submitted between 1800 and 1900 hours two Wednesdays prior to the intended travel.
 - e. For all overnight stay requests, to include inside and outside of the local area, students must submit an AETC Form 4392 to their respective MTL with travel directions and any lodging itineraries included. Form 4392s and MFR's must be submitted to the MTL between 1800 and 1900 hrs two Wednesdays prior to the intended travel.
 - f. Overnight stays at the Candlewood Suites located on Fort George G. Meade are prohibited per the commander's off-limits policy. Exceptions to this policy may be routed for consideration through the MTL staff.
 - g. All NPS students will adhere to Call to Quarters, defined as within their respective dormitory room, from 2200 to 0400 hours Sunday through Thursday. Weekend Call to Quarters, defined as being

within building 8478 6th Armored Cav Rd, begins at the curfew based on the Airman's progression to 0400 hours Friday and Saturday. Quiet hours are enforced at all times in dormitory rooms and halls. The day room 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 hours for all NPS students.

3. The following paragraphs outline the travel and leave requirements for all Prior Service (PS) students:

a. All PS Airmen traveling by any mode of conveyance, to include a private motor vehicle (PMV) or commercial carrier, must first receive permission to travel through the Defense Information Schoolhouse by submitting an exception to policy (ETP) request through an instructor before coordinating with the Detachment.

b. The travel radius is 250 miles for all PS Airmen unless otherwise restricted by the DINFOS Commandant. All PS Airmen traveling by any mode of conveyance must be able to report to their temporary duty location within approximately six hours of notification. Any PS student that does not report to their duty location within six hours of notification will be charged leave or considered AWOL as determined by the Detachment Commander. Students are authorized to travel up to but no further than 250 miles from the installation without submitting leave, but an AETC Form 4392 is still required for travel outside of a 100-mile radius from Fort Meade to ensure accountability.

c. On ordinary pass days and non-duty days, all PS students will complete and submit an AETC Form 4392 to the Detachment Commander Support Staff (CSS) prior to departing for any location outside of a 100-mile radius from the Detachment. AETC Form 4392s must be submitted to the CSS no later than 24 hours prior to the date and time you intend to depart.

d. 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 home unit either through LeaveWeb or an AF Form 988 for all travel outside of the four-hour travel radius. Upon approval from the home unit, a copy of the authorized leave must be submitted to the Detachment. Leave cannot begin until all appropriate documentation and coordination has been finalized. This process must be accomplished to ensure proper accountability of all AF students.

4. For questions regarding this policy, please contact the CSS at (301) 677-5982/5053 or DSN 622-5982/5053.

BRITTANY L. CURRY, Capt, USAF
Commander

Attachments:

1. Candlewood Suites Off-limits Policy – Non-Prior Service Students