

# ***Pacific Air Forces***

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*Integrity - Service - Excellence*

## **PS Student Briefing**



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336 TRS, DET 2/ CSS TECHNICIAN

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# ***BEFORE WE BEGIN...***

**Welcome (or welcome back) to Fort George Meade, Maryland!**

**We are delighted to have you here! Before you receive this brief, please be sure you have already completed your in-processing packet to be recorded in our system. You should already be in-processed if you are receiving this brief. If you have *not*, please complete the packet then you can receive the briefing to officially be in-processed as a prior service student.**



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# ***DMS & Appointments***

- If you need to attend an appointment during class hours, the first person you should be informing is your instructor. They will grant approval to attend your appointment or deny it and request you reschedule it. You must have their approval to leave your class.
- **If your class instructor approves that you can go to your appointment**, then please inform the detachment commander support staff (CSS) at least 24 hours before your appointment begins. If you can inform us earlier than that, that will also work.
- Please provide CSS the following information so they can put you in DMS:
  - Name, Class, Appt Location, Reason (*only a generic reason, no details of why; against 'HIPPA'*) Date & Time of the Appointment



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# PT Tests with the DET

- If you plan to complete a PT test with the detachment, please inform us at least 14 days before your test is due.
- However, if you inform us in less than time above, then we may not be able to assist you.
- If you are AD, your records MUST be with the DET, or we cannot help you. Air Reserve/Guard, the FAC will upload it & we will hand you a copy of your PT test results.
- Be sure to bring with/ have on you for the PT test:
  1. Physical Copy of your FSQ
  2. AF Form 469 (PT waiver)
  3. Be in PT gear upon arrival
  4. Have your CaC on person

## Scoring the New Fitness Test

TOTALS REQUIRED FOR MAXIMUM SCORE ON AIR FORCE'S NEW PT TEST (MEN)	UNDER25	25-29	30-34	34-39	40-44	45-49
1.5 MILE RUN	≤ 9:12	≤ 9:22	≤ 9:34	≤ 9:45	≤ 9:58	≤ 10:10
20-METER HAMR	≥ 100	≥ 97	≥ 94	≥ 92	≥ 88	≥ 86
1 MIN PUSH-UPS	≥ 67	≥ 62	≥ 57	≥ 51	≥ 44	≥ 44
2 MIN HAND-RELEASE PUSHUPS	≥ 40	≥ 40	≥ 40	≥ 40	≥ 38	≥ 38
1 MIN SIT-UPS	≥ 58	≥ 56	≥ 54	≥ 52	≥ 50	≥ 48
2 MIN CROSS-LEG REVERSE CRUNCH	≥ 49	≥ 48	≥ 47	≥ 46	≥ 44	≥ 43
FOREARM PLANK	≥ 3:35	≥ 3:30	≥ 3:25	≥ 3:20	≥ 3:15	≥ 3:10

WOMEN	UNDER25	25-29	30-34	34-39	40-44	45-49
1.5 MILE RUN	≤ 10:23	≤ 10:37	≤ 10:51	≤ 11:06	≤ 11:22	≤ 11:38
20-METER HAMR	≥ 83	≥ 80	≥ 77	≥ 74	≥ 71	≥ 68
1 MIN PUSH-UPS	≥ 47	≥ 47	≥ 46	≥ 42	≥ 38	≥ 37
2 MIN HAND-RELEASE PUSHUPS	≥ 31	≥ 31	≥ 31	≥ 31	≥ 28	≥ 28
1 MIN SIT-UPS	≥ 54	≥ 50	≥ 45	≥ 43	≥ 41	≥ 35
2 MIN CROSS-LEG REVERSE CRUNCH	≥ 47	≥ 45	≥ 44	≥ 43	≥ 42	≥ 40
FOREARM PLANK	≥ 3:30	≥ 3:25	≥ 3:20	≥ 3:15	≥ 3:10	≥ 3:05

Source: USAF



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# Weekend Leave Requests

- If you plan to travel outside of the residential area over the weekend (trip to New York, Virginia, North Carolina, etc.) that is at or over 100 miles, then you will need to fill out an AF Form 4392.
  - If you are going outside the 250-mile radius, you will need to put in for leave. If you are Reserve/Active, you will make this request in LeaveWeb and hand CSS a copy of your AF 988 (email or hand it in-person).
  - If you are Guard, you will need to fill out an AF 988 (leave request form).
- I. 0-99 mi —————> nothing required
  - II. 100 – 250 mi radius —————> AF Form 4392
  - III. { 250+ mi }
    - ANG = filled out AF Form 988
    - AD/AFRES = LeaveWeb

PART III. PROPOSED TRAVEL ITINERARY				
CHECK THE APPLICABLE MODES OF TRANSPORTATION				
<input checked="" type="checkbox"/> PRIVATE MOTOR VEHICLE <input type="checkbox"/> AIRPLANE <input type="checkbox"/> BUS <input type="checkbox"/> TRAIN <input type="checkbox"/> OTHER (Specify) _____				
DEPARTURE DATE		FINAL DESTINATION		
01 Jan 20XX		Arlington, VA		
PROVIDE INFORMATION BELOW FOR EACH DAY OF TRAVEL:				
DATE	DEPARTURE POINT	ARRIVAL POINT	LENGTH OF REST PERIOD	APPROXIMATE MILEAGE
01 Jan 20XX	1000 Love St, Ft Meade, MD	Random Hotel, Arlington, VA	N/A	28 mi
03 Jan 20XX	Random Hotel, Arlington, VA	1000 Love St, Ft Meade, MD	MC	
PART IV. OTHER INFORMATION (Local information, group briefings, etc.)				
<p>First steps for travel coordination require approval of an ETP from DINFOS through your course's department, and will be conducted in accordance with the current DINFOS guidance.</p> <p>For all AF Prior Service Students: Local area is defined as a 250-mile radius from Fort Meade, MD, however anything beyond a 100-mile radius still requires a 4392. Leave outside of the 250-mile radius requires approval through an instructor and LeaveWeb/ATAAPS/AF988 through home station, and must occur prior to Detachment Coordination. Provide a copy of the authorized leave to the Detachment CSS. Authorized leave beyond 250 miles does not require a 4392.</p> <p>In order to continue combating COVID-19 concerns, members are required to remain in compliance with all local, state, and federal mask guidance.</p> <p>Any safety mishaps must be reported to Detachment immediately to complete reporting procedures and requirements. Contact the Commander's Duty Cell in the event of a mishap or hospitalization. Any delays to return travel that will inhibit your return to class must be reported to your instructor immediately, followed by notification to the Commander.</p>				
<p>DINFOS ETP Submission Date: 07 Nov 21            CLASS: (Class Type/Class #)            LEAD INSTRUCTOR: (Instructor Name)</p>				
<p>I understand that injuries incurred as a result of my driving under the influence of alcohol or failure to utilize required safety devices may result in potential UCMJ action.</p>				
NAME: GRADE AND ORGANIZATION OF INDIVIDUAL BRIEFED				
John A. Doe, E-5/GS-06, (Unit/Organization)				
DATE BRIEFED		SIGNATURE OF INDIVIDUAL BRIEFED		
31 Dec 2023		//SIGNED//		
BRIEFED AND REVIEWED BY:				
For Detachment Staff Only				
(Detachment CSS Staff Member Name, Rank & Unit)				
// SIGNED //				

AF Form 4392, 20110805



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# Holiday Leave Requests

- If there is a holiday during your time at your Dinfos course, you will likely need to request leave.
- If you are Active/Reserve, you can request that leave in LeaveWeb. Once you return from leave, please be sure that you request return from leave. You will route this leave with your unit then give CSS a copy of your AF 988 (it can be via email or in-person).
- If you are a Guard member, you will need to fill out and sign an AF 988. Once you return from leave, you will need to sign it confirming you have returned from leave. Coordinate with your unit.

LEAVE REQUEST/AUTHORIZATION (See Privacy Act Statement and General Instructions below)				SECTION I			
TO: FSO				1. DATE OF REQUEST	2. TYPE OF TRANSACTION (FSO / PSS / CSS Use Only)		
3. DOB IN 1 2 3 4 5 6 7 8 9 0				4. NAME (Last, First, Middle Initial) Smith, John A.	5. GRADE E-5	6. CURRENT LV BALANCE 5	6a. DOS 23 Sep 2028
7. RECOMMEND CONVALESCENT LEAVE FROM TO				8. TYPE OF LEAVE <input checked="" type="checkbox"/> Ordinary (A) <input type="checkbox"/> Emergency Leave of Absence (ELA) (T)Y51 <input type="checkbox"/> Reenlistment (E) <input type="checkbox"/> Convalescent (P) <input type="checkbox"/> Emergency (D) <input type="checkbox"/> Graduation (J) <input type="checkbox"/> Primary CQ(T)Y18 <input type="checkbox"/> Terminal (P) <input type="checkbox"/> Appellate Review (R) <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Secondary CQ(T)Y19 <input type="checkbox"/> Special (H) <input type="checkbox"/> Permissive TDY (T) <input type="checkbox"/> R&R Leave (A) REMARKS: PTDY Reason (AFI 36-3003) Ordinary Leave / Emergency Leave depending on situation, Not both.			
PROVIDER'S SIGNATURE & STAMP							
9. NO. DAYS REQUESTED 2	10. LEAVE AUTH NO. From home unit	11. FIRST DAY/TIME OF LV STATUS 20230713 0800	12. FIRST DAY OF CHARGEABLE LV 20230713	13. LAST DAY OF CHARGEABLE LV 20230714			
14. LEAVE AREA <input checked="" type="checkbox"/> CONUS <input type="checkbox"/> OS <input type="checkbox"/> OS to CONUS			15. EMERGENCY PHONE NO. 101-101-1010				
17. DUTY PHONE NO. 301-677-5982			18. UNIT 336 TRS, DET 2				
20. DUTY LOCATION Fort Meade, MD			101 TrackingWay Ridge FakeAddress, MD 20755				
LEAVE REQUEST CERTIFICATION: I acknowledge that the leave requested by me will be charged against my leave account unless otherwise canceled or corrected through Part III of this form. In addition, if I cannot earn enough leave before separation to cover this request, I consent to waiving from current pay, final pay, or any other pay due me to satisfy this indebtedness. I understand that there is no actual debt until my final separation from the Air Force or Space Force; however, I consent to this withholding of pay in anticipation of the indebtedness for the unearned portion of my leave balance. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my requested or projected separation date, and understand that this could result in the withholding of 100% of any current pay, final pay, or any other money due me. I have read the instructions on PART II.							
21. MEMBER'S SIGNATURE [Signature]				22. LEAVE IS <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED DATE			
23. APPROVER'S NAME AND GRADE (Print or Type) DANIEL S. RUBIO, Capt				24. DUTY PHONE NO. 301-677-5036			
25. APPROVER'S SIGNATURE [Signature]							
SECTION II (To be completed by supervisor/unit commander to authorize advance or excess leave)							
26. LEAVE AVAILABLE TO ETS (From LES)		27. ADVANCE LEAVE REQUESTED (Block 9 minus 26)		28. ADVANCE LEAVE REQUESTED (Block 9 minus 26)		29. TOTAL LEAVE APPROVED	
From Members Orders (if req)							
30. UNIT HEADQUARTERS		31. COMMANDER'S SIGNATURE/GRADE [Signature]		32. AUTHORIZATION DATE		33. AUTHORITY FOR ADVANCE LEAVE OVER 30 DAYS	
PRIVACY ACT STATEMENT AUTHORITY: 10 U.S.C., Chapter 40; 37 U.S.C., Chapter 6, Privacy Act of 1974. PRINCIPAL PURPOSES: To authorize military leave, document the start and stop of such leave; record address and telephone number where you may be contacted in case of emergency during leave; and certify leave days chargeable to the member. ROUTINE USES: Information may be disclosed to the Department of Justice, and to Federal, State, local or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; the American Red Cross for information concerning the needs of the member or dependents. DISCLOSURE: Disclosure is voluntary. However, failure to provide requested information will result in leave request not being processed. SORN: F030 AF FM A. Leave Request and Approval System (LeaveWeb).							
GENERAL INSTRUCTIONS (For emergency, reenlistment, convalescent, terminal, appellate review leave, and PTDY, see variations in AFMAN 65-116, Vol 2) 1. THIS FORM MUST BE TYPED OR COMPLETED IN INK. 2. COMPLETE THE FOLLOWING BLOCKS: a. Blocks 1 thru 5, 9, 12 thru 21, and 23 thru 25 are self-explanatory. b. Block 6, current Leave Balance. Verify that the member has enough leave balance to cover the period of leave requested. This may be done by checking the member's LES or the orderly room's leave balance listing. Complete 6a when member requests leave with a planned return date within 30 days of DOS. c. Block 7. This block will be completed, signed, and stamped by the appropriate medical authority if convalescent leave is recommended. d. Block 8. For PTDY, state the paragraph number of the applicable reason for PTDY as stated in AFI 36-3003 and in Remarks area give abbreviated description of purpose of PTDY. (For example: Parental) e. Block 10. Leave Authorization Number. Supervisor or designee obtains a leave authorization number immediately before signing a leave approval and forwarding Part I to FSO. Do not get leave number earlier than 30 days before effective date. f. Block 11. First Day/Time of Leave Status. This is the earliest time a member can depart or sign up for leave available transportation. If planned departure is on a non-duty day, enter the non-duty date and 0001 hours. If planned departure is on a duty day without performing the majority (over 50%) of scheduled duty, enter the date and time when over 50% of the scheduled duty will be completed. NOTE: Leave status is not necessarily chargeable leave. Date cannot be more than 1 day before the date in block 12. See also Part III, Instructions for Charging Leave. g. Block 22. For PTDY, use approval level required by AFI 36-3003. h. Blocks 26-33. Commanders complete only to authorize advance or excess leave. Blocks are self-explanatory except for blocks 27, 28, and 33. (1) Advance Leave (Block 27). If the requested leave exceeds the current balance but does not exceed the balance to ETS, the leave is advance leave. Complete Blocks 26-27 and forward the form (all parts) to the unit commander for approval. If a member requesting leave has a cumulative advance balance of 30 days, comply with AFI 36-3003. (2) Excess Leave (Block 28). If the requested leave exceeds the balance to ETS, the leave is excess leave. Complete Blocks 26 and 28 and forward the form (all parts) to the unit commander for approval. (3) Authority for Advance Leave Over 30 Days (Block 33). Record message date/time group if approval was received by message. 3. AFTER INITIALLY COMPLETING THIS FORM: a. Immediately after getting a leave authorization number and signing the form, forward to the FFM using normal distribution. If the leave is terminal/separation or involves excess or advance leave, contact the FFM office for delivery instructions. b. Part II is given to member. c. Hold Part III for completion after the member's return from leave. If member requests cancellation before any leave is taken, complete Section III of Part III and forward to your unit commander.							
DAF Form 988, 20221001 Prescribed by: AFMAN65-116V1				PREVIOUS EDITION IS OBSOLETE PART I - FSO COPY			



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# ***A TDY for Dinfos Course***

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- Any course outside of MCF should be receiving full per diem for food as meal availability is *not* guaranteed.
- If you are TDY for a Dinfos course (e.g.: PACS-Q, VIM, IMMC, BRTSM, or IPC) please ensure you find a hotel/ Air BnB as soon as possible. If you require assistance finding a place to settle during your course, please contact your unit first before the Detachment. We are always happy to help, but your unit is the one that can assist you with any issue you have during your TDY.
- For TDY over 30 days, reference AFI 65-103, pg 21, section 4, table 4.1.5.1 if you have any questions.
- Transportation Authorizations: AFI 65-103, pg 55, section 6, table 6.2 if you have any transportation concerns.
- AFI Reference: AFI 65-103 (Temporary Duty/ Special Orders)





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# ***Retraining into Public Affairs***

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- 1. If you are Active-Duty retraining into Public Affairs (3N0X6) and you have orders to our squadron, then please inform the Detachment Commander Support Staff (CSS), and they will ensure you receive a in-processing checklist to ensure you are efficiently and swiftly processed into the Detachment.**
  - 2. We will be the ones to also ensure you receive an assignment to your next duty station after you graduate from Technical Training. If you have dependents that you plan to move, please plan for it in advance; so that way, you can leave on time after your graduation.**
- If you are Air Guard or Reserve and you are retraining, you are still technically with your unit on TDY, therefore, you only need to complete the usual Prior Service in-processing, as you do not have PCS orders to the Detachment.**





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# ***Disciplinary Action During Trng***

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## **QUICK SUMMARY**

### **I. ANG (Air National Guard) Specific –**

- If on Title 10 Orders – Disciplinary items (LOC/LOR/ART15) can be handled with the Detachment and processed by their unit
- If on Title 32 Orders – Recommendation can be given for an LOC/LOR/ART15 but MUST be handled by their unit

### **II. Active Duty/ Reserve *Not* part of the Detachment –**

- Any supporting documentation and recommendation must be sent to unit for processing

### **III. Prior Service Active-Duty part of the Detachment –**

- All documentation is handled by the Detachment



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# ***336<sup>th</sup> TRS, DET 2 CSS Members***

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- **If you have questions for CSS/ or need to contact CSS, please see our contact information below:**
  
- **CSS NCOIC: SrA Joshua Wood**
  - 1. **Air Force email: [joshua.wood.31@us.af.mil](mailto:joshua.wood.31@us.af.mil) (PII/ Encrypt)**
  - 2. **Dinfos email: [jwood2@dinfos.edu](mailto:jwood2@dinfos.edu) (No PII/ Encryption)**
  
- **CSS Technician: A1C Elizabeth Hammontree**
  - 1. **Air Force email: [elizabeth.hammontree@us.af.mil](mailto:elizabeth.hammontree@us.af.mil) (PII/ Encrypt)**
  - 2. **Dinfos email: [ehammontree@dinfos.edu](mailto:ehammontree@dinfos.edu) (No PII/ Encryption)**



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**Contact our emails. Or if you prefer to call, then use the office number or the CSS on-call phone (on-call accepts text or call-if you text it, please be sure it is within duty hours/ 0600-1800):**

- **DET 2/CSS DSN/COMM: 622-5982/ (301) 677-5982**
- **DET 2/CSS On-Call Cellphone #: (301) 250-6654**
- **336 TRS, DET 2 Org box: 336trs.det2.admin@us.af.mil**

# ***QUESTIONS FOR CSS?***