

## **AF DINFOS Prior Service Student Brief**

Welcome to DINFOS and DET 2! While the detachment is modestly staffed, we are available for your assistance throughout your visit to Fort Meade, and will help with any personnel or administrative issues that we can support and direct you to the right agency when we can't.

Please also keep in mind, you are temporarily assigned to DET 2 while attending DINFOS, which means you are also assigned to AETC and must comply with the instructions related to the technical training environment.

Remember that AETC policy restricts interactions and relationships between Non-Prior Service students and Prior Service/TDY students. Remain professional, do not engage in fraternization outside of the academic environment and duty day. If there is a student that is inbound to your unit or you would like to engage with faculty and staff off campus/after hours, you can request an ETP through DET 2.

Again, welcome to Fort Meade, and don't hesitate to contact the DET 2 staff if you have any questions during your visit. Study hard and good luck!

BRITTANY L. CURRY, Capt, USAF  
Commander, 336 TRS DET 2

### **After you read and understand each item, please initial next to each:**

1. \_\_\_\_\_ If you will miss class for any reason, you must inform your instructor team at DINFOS, and then contact the DET. Safety mishaps are reportable incidents to the DET to ensure the proper forms are submitted to the training chain of command, and details should be provided to the CSS or Commander as soon as possible.
2. \_\_\_\_\_ Out-processing the DET is required and can be conducted within 48 hours of graduating.
3. \_\_\_\_\_ Unless it is an emergency, please refrain from calling the MTL On-Call phone, which is traditionally reserved for non-prior service students. Information and questions can be sent directly to the Commander via [dinfos.edu](mailto:dinfos.edu) email or text/call to the Commander Duty Cell at 443-801-4225. Requests for absence in DMS can be provided to CSS at 301-677-5053/5982.
4. \_\_\_\_\_ Office hours are M-F from 0800-1800. Mail can be checked during these hours.
5. \_\_\_\_\_ Leave is dictated by both the Commandant and Commander. For current DINFOS leave policies, refer to your instructor team. For current Detachment leave policies, refer to the leave travel MFR posted on [www.dinfos.dma.mil](http://www.dinfos.dma.mil) under the Air Force page. Traditional leave policy is a radius of 200 miles. Travel beyond 100 miles requires a 4392 to be on file with the CSS. Travel beyond 200 miles requires approved ETP from DINFOS, leave approved through home-station, and a 4392 prior to departure.

6. \_\_\_\_\_ Per diem authorizations are based upon your squadron or AETC funding. All instructions for your course should have been provided for your specific funding LOAs from your home-station unit, CPTS, RA, and supporting agencies.
7. \_\_\_\_\_ Prior service students attending a DINFOS are required to wear any combination of blues uniform on the last Friday of the Month as directed by the Commandant.
8. \_\_\_\_\_ Air Education and Training Command forbids MTL, faculty, and staff from counseling you individually in private (i.e., behind a closed door) without another permanent party staff member present.
9. \_\_\_\_\_ Prior service students are not allowed the use of any tobacco products during duty day in accordance with AFI 40-102. Additionally, prior service students are not allowed to smoke in the presence of non-prior service students.
10. \_\_\_\_\_ Prior service students are not allowed to access dormitory living areas without prior approval from the Commander.
11. \_\_\_\_\_ Prior service students will not establish, develop, attempt to develop, or conduct an unprofessional relationship with MTL, faculty, staff, base support, or non-prior service personnel to include the six months following completion of your course.
12. \_\_\_\_\_ Prior services students may request a meeting time with a NPS student if they are pending assignment to the PS student's unit to aid questions and answers, request for information, etc. from the inbound Airman. These meetings must be conducted during the duty day, on base, and will be approved by the DET Commander prior to execution.
13. \_\_\_\_\_ Relationships are unprofessional, whether pursued on or off-duty, when they detract from the authority of superiors or result in, or reasonably create the appearance of, favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests.
14. \_\_\_\_\_ Unprofessional relationships are defined as involving social, intimate, sexual, or personal relationships including those conducted in person and relationships conducted through cards, letters, email, telephone calls, social media (e.g., Twitter, Facebook, YouTube, Snapchat, etc.), photographs, and any other means of communication.
15. \_\_\_\_\_ Zero tolerance policies: discrimination, harassment, and EO violations; sexual harassment or assault of any form; drinking and driving; drinking underage; providing alcohol to minors; and fraternization with non-prior service students, faculty or staff.
16. \_\_\_\_\_ If you experience any violations of these rules, or are aware of any violations of these rules, immediately contact the DET Commander at 443-801-4225, Flight Chief, MTL on-call at 301-938-0790. For sexual assault or rape that you wish to report directly to the SARC to maintain restricted reporting procedures, contact the Sexual Assault Response Coordinator at 240-752-2773.

**Printed Name:** \_\_\_\_\_

**Signed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_