



**DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND**

MEMORANDUM FOR ALL DETACHMENT PERSONNEL & STUDENTS

FROM: DETACHMENT 2, 336 TRS/CC

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. 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 Progression 2 or Progression 3 to travel outside the local area on weekends only. Progression 2 Airmen may travel one hour away from Fort Meade and Progression 3 Airmen may travel two hours away and/or request an overnight stay using an AETC form 4392.
 - 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 hrs 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, and a Memorandum For Record (MFR) with justification addressed to the Detachment Commander, to their respective MTL. Form 4392s and MFR's must be submitted to the MTL between 1800 and 1900 hrs two Wednesdays prior to the 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, begins at the curfew based on the Airman's progression to 0400 hrs 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 hrs for all NPS students.

2. The following paragraphs outline leave requirements for all Prior Service (PS) students.

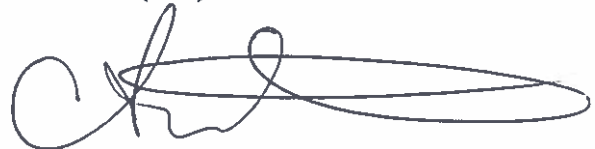
a. The local travel procedures are: All PS Airmen traveling by any mode of conveyance, to include a private motor vehicle (PMV) or commercial carrier, must be able to report to their duty location within four hours of notification. Any PS student that does not report to their duty location within four hours of notification will be charged leave or considered AWOL as determined by the Detachment Commander.

b. 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 two-hour radius from the Detachment. Students are authorized to travel up to but no further than four hours from the Detachment without submitting leave. Form 4392s must be submitted to the CSS no later than the end of the duty day the Wednesday prior to the weekend you intend to travel. This completed form will be provided 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 36-2643. Leave requests must be submitted to and approved by the member's home unit either through LeaveWeb or an AF Form 988. Upon approval from the home unit, a printed copy of the approved leave must be submitted to the Detachment 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 Form 4392 to the Detachment CSS. This will be accomplished to ensure proper accountability of all AF students.

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

A handwritten signature in black ink, appearing to read 'Alannah M. Staver', written in a cursive style.

ALANNAH M. STAVER, Capt, USAF
Commander