

Student Reporting Instructions



505th Training Squadron
Air Operations Center Formal Training Unit (AOC FTU)
100 O'Neil Avenue, Hurlburt Field, FL 32544

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505 TRS/AOC FTU JAOC2C Student Reporting Instructions

Welcome Letter



DEPARTMENT OF THE AIR FORCE
505TH TRAINING SQUADRON (ACC)
HURLBURT FIELD, FLORIDA

18 Jan 2018

Lieutenant Colonel Kevin M. Ogle
Commander, 505th Training Squadron
100 O'Neil Avenue
Hurlburt Field FL 32544

Welcome 505 TRS Student,

Greetings and welcome to Hurlburt Field, Florida, and the 505 TRS. Our mission is to provide you the tools and knowledge required to operate the air operations center weapon system in the air, space, and cyberspace domains at the operational level of war. You will leave here a C2 warrior; essential to the continued success of the joint warfighting team.

Your course in the 505 TRS will offer an opportunity to engage with C2 warriors from other operations centers, services and nations. Take advantage of their experience and methods.

The C2 environment is dynamic and constantly evolving. I encourage you to provide comments to help us make this the best training environment possible. Your feedback is a vital part of our efforts to continuously improve our processes for future students. Such feedback begins here at the 505 TRS and will continue as you serve in your assigned operations center.

My staff and I are here to assist you. Please do not hesitate to contact us with questions or concerns. Again, welcome to the 505 TRS.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Ogle", written over a white background.

KEVIN M. OGLE, Lt Col, USAF
Commander

Delivering C2 Combat Capability

Schedule

Fiscal Year 2019 Joint Air Operations Command and Control Courses (JAOC2C)		
Course	Class #	Dates
JAOC2C (ARMY ONLY)	19-01	03 Dec – 19 Dec 18
	19-02	25 Feb – 13 Mar 19
	19-03	06 May – 22 May 19
	19-04	05 Aug – 21 Aug 19
JAOC2C (ALL OTHERS)	19-01	03 Dec – 14 Dec 18
	19-02	25 Feb – 08 Mar 19
	19-03	06 May – 17 May 19
	19-04	05 Aug – 16 Aug 19

Enrollment

Point of Contact

If your orders are changed or cancelled, please immediately notify 505 TRS Quota Management (QM) at DSN 579-4557 or 7237, Comm (850) 884-4557 or 7237, or email 505TRS.DOM.QuotaManagement@us.af.mil.

All Students

Please contact Student Services at DSN 579-7885, Comm (850) 884-7885, or 505TRS.REGISTRARS@us.af.mil with any questions concerning training.

Joint Students

Please contact your respective Liaison Officer (LNO) for service-specific questions.

Service	Name	Email @us.af.mil	DSN Prefix 579-	Comm (850) 884-	Fax
US Army	LTC Michael Willis	michael.willis.17	7448 or 7447		5399
US Navy	CDR Jason Garrett	jason.garrett.7	6549		
US Marines	LtCol John Franklin	john.franklin.15	7880		

Coalition Students

Please confirm your attendance and provide your contact information and itinerary to 505TRS.DOM.QuotaManagement@us.af.mil at least 30 calendar days before arrival.

Funding

Unit Funded

Please ensure you get authorization/approval for any expenses from your Unit Resource Advisor (RA) before you leave on your TDY to Hurlburt Field. Unit funded members will be annotated as one of the following Quota Types on their training RIPs: AN, AP, CN, CP, ON, OP.

OCO Funded

Units should pay for TDYs that are satisfying Overseas Contingency Operations (OCO) deployment line remarks with OCO funds. Use the losing unit's fund cite with ESP code 7C and see your UDM or RA for assistance. OCO funded members will be annotated as one of the following Quota Types on their training RIPs: AN, AP, CN, CP, ON, OP.

ACC Funded

Variations ARE NOT authorized on the Fund Cite Authorization Letter (FCAL) provided

for ACC funded students. If you plan to travel in a manner that differs from what the FCAL states, such as drive instead of fly or change from a TDY and Return to a TDY enroute PCS, you must contact notify 505 TRS Quota Management (QM) at DSN 579-4557 or 7237, Comm (850) 884-4557 or 7237, or email 505TRS.DOM.QuotaManagement@us.af.mil for approval PRIOR to your TDY.

ACC funded students will have one of the following Quota Types on their training RIP: AT, CT, OT. They will be going TDY and Return or TDY enroute PCS to an AOC. If you or your unit have ANY questions regarding funding or you have not received an FCAL, your UTM/UDM should email 505 TRS QM at 505TRS.DOM.QuotaManagement@us.af.mil.

TDY and Return

If you are coming here TDY and Return, you are required to sign and acknowledge the FCAL and send it back to 505TRS.DOM.QuotaManagement@us.af.mil before finalizing orders in DTS. Ensure you upload the FCAL into DTS as a substantiating document. If your orders are submitted without the FCAL, your DTS orders will be returned by the 505 TRS Approving Official (AO).

TDY enroute PCS

If you are coming here TDY enroute PCS, take a copy of the FCAL you will receive from 505 TRS QM to your home station (losing base) Force Support Squadron (FSS) to have the training included on your PCS orders. If you receive your PCS orders prior to receiving the FCAL, you will need to take the FCAL to your home station FSS to have your orders amended to include the training. Once final PCS orders **with TDY enroute PCS information included on them** are received, you will need to send them to 505 TRS QM at 505TRS.DOM.QuotaManagement@us.af.mil. Once you have a copy of your final TDY voucher at your gaining base, also send a copy of that voucher to 505 TRS QM.

Orders

The Joint Travel Regulation (JTR) **mandates** the use of a Travel Management Company (TMC) through the Defense Travel System (DTS) or the Commercial Travel Office (CTO) directly for all travel reservations. **Any fees or taxes resulting from reservations made without utilizing TMC may not be reimbursed.**

Defense Travel System

To create orders, go to the [DTS Website](#). Your orders will reflect Hurlburt Field, FL as their destination. At a minimum, official orders should provide for the following expenses: Transportation to/from Hurlburt Field, Rental Car or POV, Lodging, and Per Diem.

Air Travel

Airports

The two local airports are the Destin-Fort Walton Beach Airport (VPS) or the Pensacola International Airport (PNS). For VPS Information, call (850) 651-7160 or click [Fly VPS](#). For PNS Information, call (850) 436-5000 or click [Fly Pensacola](#).

Dates and Times

Book your travel outside the listed class dates to ensure you are available for the entire course. If you are travelling from OCONUS, you are authorized to depart **two days prior** to your report date to allow for an easier time transition. Students should travel the day after graduation. Those planning to depart the day of graduation will make departure plans **no earlier than two hours** after graduation from VPS and **three hours** after graduation from PNS. Students will

NOT be authorized early departure on the day of graduation.

Per diem and travel reimbursement will be based on actual time needed to travel the direct route to and from Hurlburt Field including necessary delays. If you leave the day of graduation, that last day will be treated as your travel day and your per diem will be adjusted.

Ground Transportation

Airport Shuttle

For airport taxi or shuttle information, please visit [Taxis and Shuttles - VPS](#) or [Taxis and Shuttles - PNS](#). Uber/Lyft (or similar companies) drivers are authorized and can access Hurlburt Field.

Rental Car

In accordance with the Defense Travel Management Office U.S. Government Rental Car Agreement Number 4 and DTR, 4500.9R, Part 1, rental vehicles are for official purposes, including transportation to and from duty sites, lodging, dining facilities, drugstores, barbershops, places of worship, cleaning establishments, and similar places required for the traveler's subsistence, health, or comfort. Use of a government rental vehicle for personal use is prohibited while being rented for official travel purposes. Government employees should consult with their servicing legal office before deciding to transport family members or anyone not on authorized travel. Fuel receipts for travel out of the local TDY area will not be reimbursed unless it has been preapproved by the AO as official government travel.

Students attending AOC FTU courses are required to have transportation while here TDY. Base transportation is not available on Hurlburt Field. Please ensure you get authorization/approval for a rental car, as needed. If authorized a rental vehicle, ensure that you only reserve the **lowest cost** vehicle available and are charged for the size of vehicle authorized (normally compact). Failure to do so will result in your reimbursement being limited to the rate for the vehicle size authorized. Rental vehicles are for official use only. Excessive fuel and mileage claims will not be reimbursed. You **are not** authorized to pre-pay for fuel at the rental car company to have them fill up the car after you return it. You **must** have receipts for all fuel charges that you are claiming on your voucher.

POV

Students electing to drive a Privately Owned Vehicle (POV) will **not** be reimbursed for vicinity mileage. If you elect to use POV as travel mode, you are not authorized a rental vehicle, even if authorized on your FCAL.

Lodging

On Base

Please make reservations at the Hurlburt Commando Inn in DTS.

Billeting	Address	Phone
Hurlburt Commando Inn	301 Tully St	DSN 579-7115, Comm (850) 884-7115

For more information, visit <http://af.dodlodging.net/property/Hurlburt-Field>

Non-Availability

You must use DTS or CTO for lodging. There are no exceptions.

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On-base billeting arrangements have been pre-coordinated for most **ACC funded students**. If your FCAL includes a group reservation number in the lodging section, you **must** coordinate with 505 TRS QM at 505TRS.DOM.QuotaManagement@us.af.mil **prior** to accepting a Non-Availability Letter and/or making off-base lodging arrangements. Failure to do so may result in limited lodging/per diem reimbursement on your voucher and considerable out of pocket expense for you.

If you are not ACC funded and end up off base after going through DTS/CTO, you must have a non-availability letter. This should automatically kick out in DTS. If it does not, you **must** contact the Hurlburt Commando Inn **prior** to the course to get a non-availability letter.

Non-availability letters are not produced for members retroactively. **Failure to procure a non-availability letter may result in lodging costs reimbursed at the on base rate.**

Off Base

If you have to book lodging off base, you will need to ensure that the hotel you choose is within the rates allowed. You must provide the attached Tax Exemption Certificate on page 12 to the hotel front desk when checking in. Some hotels may ask for proof of official travel orders; however, please do not provide them a copy of your orders or let them photocopy your Common Access Card (CAC), but simply provide them a copy of your non-availability letter.

Per Diem

For per diem purposes, all meals are considered available at Hurlburt Field, but government meals are not provided. ACC funded Air Force students staying on base have been authorized by the 505 TRS Commander to receive the proportional meal rate rather than the government meal rate. Non-ACC funded Air Force students may receive proportional meals if authorized by their Unit/AO. Students staying off base will receive full per diem.

Location	Season	Max Lodging	Local Meals	Prop Meals	Gov Meals	Incid
Hurlburt Field	10/01-10/31	143	61	38	13.90	5
	11/01-02/28	94				
	08/01-09/30	143				
	06/01-07/31	229				
	03/01-05/31	162				

The current rates can be queried at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

Security

Losing/Home Unit Security Manager

Unit Security Managers must ensure student clearances are current and they have the correct accesses in the Joint Personnel Adjudication System (JPAS).

505 TRS Information Protection Office

There is no requirement to contact the 505th TRS Information Protection (IP) Office regarding student clearances. Do not have your Security Manager send Visitor Access Requests (VARs). The IP Office will verify clearances and contact the individual/Security Manager if there are any issues. The 505 TRS IP Office will service TDY enroute PCS students' clearances during course attendance and release the clearances after graduation.

Packing

Uniforms

505 TRS/AOC FTU JAOC2C Student Reporting Instructions

All military and civilian personnel will adhere to proper dress and appearance in accordance with their respective service instructions/manuals.

Service/Status	Authorized Uniforms/Attire
US Air Force	ABU, OCP, Flight Suit
US Army	ACU, OEF ACU, OCP ACU, A2CU/ABDU (for Aviation MOS)
US Navy	NWU, Flight Suit, Khakis
US Marines	Woodland MARPAT, Flight Suit
Coalition	Standard Issue Daily Uniform
Civilians	Business Casual Attire

Clothing

Please pack civilian clothes appropriate for the season. The winters are cool and mild and the summers are hot and rainy. Heavy showers can occur without warning. Hurricanes/tropical storms may affect the summer and fall. Use www.weather.com or similar to monitor the forecast prior to arriving.

Drink Containers

While local businesses as well as the C2 Warrior Booster Club sell appropriate auto-seal, spill-proof containers for soft drinks and coffee, students may wish to bring their own from home. Allowable auto-seal containers are **bite-to-drink** containers such as the Camelbak Eddy bottles and **push-to-drink** containers such as the Contigo Auto-Seal mugs. See the full Food and Drink Policy Letter on page 15.

Study Materials

Lessons, student guides, and other reading materials will be available online no later than seven days prior to the course start date. Those with AFNET accounts can click [HERE](#) to access the course material. Those without AFNET access (USN, USMC, USA, AFCENT, Coalition, etc.) must contact the 505th Web Master at 505trs.adl.wm@us.af.mil to obtain the material in advance via an alternate method.

Hardcopies of student guides will NOT be provided during the course. Students will be provided a hardcopy printout of media printed in three-slides per page format for note taking purposes. While the school provides copies of media slides along with Samples of Behavior that enable students to follow along during lessons and focus their notes for exam preparation purposes, some students prefer to follow along on hardcopy student guides. As electronic devices **will not be allowed to transit into the Open Storage Area (OSA)**, students may desire to print their student guides at their unit **prior to departure**. In addition, students should provide their own paper/notepads for unclassified note taking as well as 3" x 5" index cards that can be used as flash cards to assist in exam preparation.

Laptops and Tablets

Those students who cannot access the student guides/reading materials prior to arrival should bring their own devices such as laptops and tablets on the first day of class to download it via a 505th TRS provided, government-scanned CD (a USB DVD/CD Reader is available for those devices without one). Students may also use these devices to take notes during class outside of the OSA in Classroom 1 and the student break room.

Specifications: Laptop or tablet (gov or personal) with USB port or CD/DVD reader capability and Adobe Reader.

Enhancements: [Foxit Reader](#) or [Adobe Reader DC](#) can provide the ability to highlight, note, and insert comments.

Day One

Arrival

Arrival time is NO LATER THAN 0645 on the first day of class.

Traffic

Traffic coming onto base in the morning is heavy, as is traffic leaving base in the afternoon. Allocate sufficient travel time to arrive on time.

Location

All students will report to the 505th TRS AOC FTU at 100 O’Neill Avenue, Hurlburt Field, Florida 32544, Building 90020, see Map on page 22. Please have your photo identification ready. If you are going to be late, please call Student Services at DSN 579-7885, Comm (850) 884-7885 during duty hours and the Duty Officer at Comm (850) 218-4013 after duty hours.

Orders

All ACC funded students must bring a copy of their official orders/modifications to the first day of class.

Facilities

Mail

If you need to forward your mail to Hurlburt Field, contact the Hurlburt Field Postal Service Center, DSN 579-6219, Comm (850) 884-6219, to put your name on the General Delivery List. It is the student’s responsibility to check for their mail that they have forwarded. The hours of operation are 0730 to 1630, Monday through Friday. Students must provide their updated forwarding address to the Hurlburt Field Postal Service Center before they depart after the completion of your course.

General Delivery address: Student’s Name/Rank
 Building 90228
 437 Tully Street, Unit 4049
 Hurlburt Field, FL 32544-5715

Computer Access

Six NIPR computers on Air Force Network (AFNET) are available to students for OFFICIAL BUSINESS ONLY in the Cyber Café in the student breakroom. If needed, Joint students can contact their respective LNO for computer access after arrival. The Base Library has 20 computer stations. Hours are Mon - Fri 0800 - 1900, Sat 0900 - 1300, and closed on Sun.

Military Dining

Officers, civilians, and enlisted members that are TDY to Hurlburt Field are allowed to eat in the Military Dining Facilities (DFAC). Students should bring a copy of their TDY orders with them to the DFAC to validate authorization if challenged. Please report any problems or issues to 505 TRS Student Services or QM.

DFAC	Phone	Location	Breakfast	Lunch	Dinner
The Reef	(850) 884-4970	313 Cody Ave Bldg. 90326	Mon – Fri 0600-0830 Sat, Sun, Hol 0730-0900	1100-1300	1630-1830
The Riptide	(850) 881-5127	150 Howie	Mon – Fri	Mon – Fri	Mon – Fri

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		Walters Rd Bldg. 91007	0600-0800	1100-1300	1630-1830
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Look up the current menu at <https://www.myhurlburt.com/pdf/2018events/Riptide-Menu.pdf>

On Base Food

- Oasis Café
- Spare Time Grill
- The Hooch
- The Soundside Club
- Velocity Café
- Rickenbacker's
- Burger King
- BX Food Court
- Commissary Deli

For more information, visit <https://www.myhurlburt.com/pages/dining.html>.

Fitness Centers

Physical Training (PT) is an individual responsibility with three excellent fitness centers on base and multiple running routes. For after-hours access, you can enable your CAC or Government ID with proper certificates on the Fitness 24/7 Access System at the Commando Fitness Center during Monday to Friday from 0500 to 1900 to authenticate your entry or receive a pin for after-hours access to the Aderholt Fitness Center.

Fitness Center	Phone	Location	Hours
Aderholt	(850) 884-6884	259 Tully St Bldg. 90517	Mon – Fri 0500-2230 Sat, Sun, Hol 0800-1700
Riptide	(850) 881-5121	123 Howie Walters Rd Bldg. 91007	Mon – Fri 0530-2000 Sat, Sun, Hol Closed
Commando	(850) 884-4412	452 Cody Ave Bldg. 90232	Mon – Fri 0500-1900 Sat, Sun, Hol Closed

For more information, visit <https://www.myhurlburt.com/pages/sports.html>.

Helping Agencies

Directory

For helping agencies and information, visit <https://www.hurlburt.af.mil/Portals/84/HOME%20PAGE/Hurlburt%20Helping%20Agencies/HHAD%20-%20As%20of%209%20Jan%20%202017%20v24.pdf>

Chapel

Services	Day	Time
Roman Catholic	Sunday	0930/1700
Traditional Protestant	Sunday	0800
Contemporary Protestant	Sunday	1100

For more information, call the Chapel Office at (850) 884-7795 or visit <https://www.hurlburt.af.mil/Helpful-Info/Chapel/>.

MFLC

The Military and Family Life Counselor (MFLC) program provides confidential, short-term,

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non-medical counseling services to service members and their families at no cost. They provide psycho-education to help service members and their families understand the impact of deployments, family reunions following deployments, and other stresses related to military life. MFLCs can provide individual, couples, and family counseling. Services can be provided on and off base. All services are confidential and private. For more information, contact (850) 533-9297. Please leave a voice message and you will receive a response within 24 hours. Please only call, do not text.

Additional Information

Hurlburt Field: <http://myhurlburt.com/>

Local area: http://www.fwbchamber.org/about_fort_walton_beach/Play.aspx

Tax Exemption Certificate

FLORIDA TAX-EXEMPTION CERTIFICATE

(SALES AND TRANSIENT RENTALS TAX)

DATE:	ARRIVAL DATE:	DEPARTURE DATE:
NAME OF MOTEL/HOTEL/LODGING FACILITY:		
ADDRESS:		
CITY, STATE, ZIP CODE:		
PHONE:	FAX:	

I hereby certify under penalty of perjury that I am currently a uniformed member or civilian employee of the United States Air Force or other component of the United States Department of Defense, an instrumentality of the United States government; that, during the dates set forth, I will occupy lodging accommodations in the above-named establishment for United States Government business purposes, specifically to facilitate the performance of my official duties as a representative of the United States Air Force or other component of the United States Department of Defense; that within the allowance of the Joint Federal Travel Regulations, the United States Air Force or other component of the Department of Defense will reimburse me for the actual cost of the lodging so occupied, or will pay for such lodging directly; and that this occupancy therefore is exempt from the imposition of state and local taxes under Florida law. Said duties are pursuant to government orders and are exempt from sales tax and the transient rentals tax pursuant to Rule 12A1.061.34A of the Department of Revenue. Any questions by the innkeeper may be answered by contacting the Department of Revenue at (850) 488-6800.

SIGNATURE OF OCCUPANT:	
PRINTED NAME:	
GRADE AND TITLE:	
ORGANIZATION:	
ORGANIZATION ADDRESS (Street Address, City/Installation, Zip Code):	
PHONE:	FAX:

505 TRS/AOC FTU JAOC2C Student Reporting Instructions

Local Policies

Electronic Device Policy



DEPARTMENT OF THE AIR FORCE
505TH TRAINING SQUADRON (ACC)
HURLBURT FIELD FLORIDA

6 Sep 2018

MEMORANDUM FOR ALL 505 TRS STUDENT PERSONNEL

FROM: 505 TRS/CC

SUBJECT: Student Electronic Device Policy

1. This policy letter establishes guidelines for authorized cell phone use and approved electronic devices for all students using the formal military training facility, building 90020 (the 505 TRS).
2. Students may possess and use smart devices (smart phones, smart watches, smart bands, smart keychains). The following restrictions apply:
 - a. Devices are not allowed in the Open Storage Area (OSA).
 - b. Devices must be powered off during class times and placed inside the student's assigned receptacle.
 - c. Devices may not be used in Classroom 1 (CR1)/Auditorium, the building entrance foyer, within 9 feet of the CR1/Auditorium doors while classes or events are in session, or within 9 feet of the OSA doors.
 - d. Devices will not be connected to the NIPRnet computers, Wi-Fi, Bluetooth, or Air Cards in the facility.
3. Electronic reading devices (tablets) and laptop computers are permitted in the building in order for students to access electronic student guides and study materials. The following restrictions apply:
 - a. Devices are not allowed in the OSA.
 - b. Devices will not be connected to the NIPRnet computers, Wi-Fi, Bluetooth, or Air Cards in the facility.
4. If you have any questions or concerns regarding this policy letter, please contact Student Services at 884-7885 or the Security Office at 884-3986/6990.

OGLE.KEVIN.M.10
43909017
KEVIN M. OGLE, Lt Col, USAF
Commander

Digitally signed by
OGLE.KEVIN.M.1043909017
Date: 2018.09.12 11:49:38 -0500

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505 TRS/AOC FTU JAOC2C Student Reporting Instructions

Food and Drink Policy



DEPARTMENT OF THE AIR FORCE
505TH TRAINING SQUADRON (ACC)
HURLBURT FIELD FLORIDA

2 Jan 2018

MEMORANDUM FOR RECORD

FROM: 505 TRS/CC

SUBJECT: Food and Drink in Open Storage Area (OSA) Policy

1. In order to preserve 505 TRS facilities, computer equipment, and prevent vermin, no food is allowed in the OSA or Classroom 1 (CR1) by students or faculty.
2. Spill resistant drink containers are allowed in all areas designated as classrooms (e.g. CR1, CR3). A container is considered a commercial off-the-shelf purchased container with a lid or cap. Restaurant "to-go" cups (e.g. fast food cups with plastic lids and starbucks coffee cups with lids) are not spill resistant. Such containers will only be left unattended in student spaces outside the OSA or in your course allocated classroom (i.e. they will not be left in the hallway outside the labs).
3. Only approved auto-seal spill-proof drink containers are permitted in the labs. Examples of approved containers are the Camelbak Eddy bite-to-drink and the Contigo Autoseal push-to-drink style bottles. Consult a member of the 505 TRS faculty to determine if a container is spill-proof. Students TDY to 505 TRS facilities should plan to either bring an approved container or purchase one locally at various outlets.
4. Violators of this policy are asked to remove the unapproved container or food from the area. If the problem persists the violator's leadership are notified and the offense is documented in the employee's supervisor's folder (AFMC Form 971), student training record (STR), or personnel information file (PIF). Progressive disciplinary action is applied if violations continue and/or equipment damage occurs. This policy applies to all students and faculty.
5. Exceptions to this policy: DOS Sys Admin members can bring food and non-spill-proof drink containers into the OSA rooms 134 and 125A.
6. This policy letter has been negotiated and coordinated through AFGE Local 1897 and supersedes all previous policy letters of the same subject; it remains in effect until revised, superseded or revoked. Waiver authority for this policy is the Director of Operations or Commander.

OGLE.KEVIN.M.1043909017 Digitally signed by
OGLE.KEVIN.M.1043909017
Date: 2018.01.10 12:10:45 -0500

KEVIN M. OGLE, Lt Col, USAF
Commander

Delivering C2 Combat Capability

505 TRS/AOC FTU JAOC2C Student Reporting Instructions

Weekend Pass and Travel Policy



DEPARTMENT OF THE AIR FORCE
505TH TRAINING SQUADRON (ACC)
HURLBURT FIELD FLORIDA

2 Jan 2018

MEMORANDUM FOR 505 TRS FACULTY AND STUDENTS

FROM: 505 TRS/CC

SUBJECT: Student Weekend Pass and Travel Policy

1. The weekend travel policy for students attending AOC FTU courses is IAW AFI 36-3003, Military Leave Program and 505 TRS OI 36-201, Student Administration, Para 3.3.1. A weekend pass is a regular pass that begins at the end of the duty day and terminates at the beginning of the next scheduled duty day, not to exceed 96 hours. In the event of a recall, a student should be able to return to Hurlburt Field within 6 hours of notification.

2. Students must sign out for the weekend with the class leader acknowledging travel plans. Students under 26 years traveling outside the local area (45 miles) will complete AF Form 4392. Class leaders will ensure their respective Course Manager is aware of the student travel plans for accountability purposes and ensure proper risk management. Course Managers will sign the weekend sign-out sheet and provide a copy to DOMS by noon each Thursday. Student Services will brief this policy to students during in-processing.

3. Course Managers or a designated instructor will conduct weekend safety briefings. Weekend safety briefings will include discussion of water activity safety, drinking and driving, and High Risk Activities (HRA). Students attending 505 TRS courses must coordinate and receive home station/losing commander approval before participating in any HRA to include filling out the AF Form 4391 (HRA Worksheet). Students will notify their respective Course Manager that they have been approved to participate in a HRA. Students must submit their completed HRA Worksheets to Student Services 3 duty days prior to participating in the HRA. Students Services will retain a copy of all HRA Worksheets and submit a copy to the Command Section for review.

4. If you have any questions or concerns regarding this policy please contact the ADO office at 884-4899.

OGLE,KEVIN.M.1043909017
Digitally signed by
OGLE,KEVIN.M.1043909017
Date: 2018.01.10 12:05:04 -0600

KEVIN M. OGLE, Lt Col, USAF
Commander

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High Risk Activities Policy



DEPARTMENT OF THE AIR FORCE
505TH TRAINING SQUADRON (ACC)
HURLBURT FIELD FLORIDA

2 Jan 2018

MEMORANDUM FOR 505 TRS FACULTY AND STUDENTS

FROM: 505 TRS/CC

SUBJECT: High-Risk Activities (HRA) Program

1. The Air Force regards its members as its most important asset and requires Airmen to take reasonable care in preventing injury and loss of life. High-risk sports and recreational activities require particular vigilance.

2. IAW AFI 91-202, The USAF Mishap Prevention Program, personnel participating in any HRAs must inform their immediate supervisor prior to participating. HRAs include, but are not limited to, the following:

All-Terrain Vehicle	Auto Racing	Watercraft Use
Bungee Jumping/Sky Diving	Civilian Helicopter Flying	Civilian Light Aircraft
Ultra Light Aircraft	Experimental Aircraft	Hot Air Ballooning
Dirt Biking/Motorcycle Racing	Scuba Diving	Jet Skiing
Mountain Climbing/Rappelling	Soaring/Parasailing	Rodeo
Ski Jumping (Snow)	Rafting	Snowmobiling

3. IAW AFI 91-202 A 11.3, commanders or supervisors shall interview all personnel to determine mental and physical readiness and situational awareness preparedness of participants before the HRA occurs. These intervention measures are designed to ensure awareness of potential hazards and injury from these activities. Commanders should ensure individuals who participate in HRA take appropriate safety measures. HRA Worksheets (AF Form 4391) **will be** used to document this briefing.

4. Students attending class at the 505 TRS must coordinate and receive home station/losing commander approval before participating in any HRAs, to include filling out the HRA Worksheet. Students will submit their completed HRA Worksheets to Student Services prior to participating in the HRA.

5. In no case does the commander's or supervisor's role replace the individual's responsibility. Individuals must exercise sound judgment and risk management to preserve their ability to perform their duties.

6. For questions pertaining to the HRA program, contact the Unit Safety Representative.

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KEVIN M. OGLE, Lt Col, USAF
Commander

Delivering C2 Combat Capability

Recording of Installation Operations Policy



DEPARTMENT OF THE AIR FORCE
1ST SPECIAL OPERATIONS WING (AFSOC)
HURLBURT FIELD FLORIDA

13 June 2016

MEMORANDUM FOR PERSONNEL ENTERING HURLBURT FIELD

FROM: 1 SOW/CC

SUBJECT: Recording of Installation Operations

1. Effective immediately all personnel, regardless of duty status, are prohibited from unauthorized video recording of Hurlburt Field operations due to increased OPSEC concerns regarding the monitoring and tracking of DOD operations and military members. This restriction begins at the Installation Entry Control Points and extends throughout the installation.
2. The list of prohibited devices includes all dash cameras mounted on the interior or exterior of motor vehicles and all GoPro type cameras mounted on helmets or personal clothing. This list is not all inclusive. Anyone in violation of this policy, or found recording installation operations, can have their device confiscated and inspected by 1 SOSFS Investigations, AFOSI or other appropriate agencies.
3. This policy will be briefed at Installation Entry Control Points, routine traffic stops, periodic gate checks during peak and non-peak hours, and at all Civilian and Military Newcomer's Orientation briefings. Unit Commanders have the primary responsibility to ensure their members are informed of this policy.
4. Please contact 1 SOSFS NCOIC Police Services at DSN 579-6185, with questions regarding this policy.

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THOMAS B. PALENSKE, Colonel, USAF
Commander

Any Time...Any Place

Transporting Privately Owned Firearms Policy



DEPARTMENT OF THE AIR FORCE
1ST SPECIAL OPERATIONS WING (AFSOC)
HURLBURT FIELD FLORIDA

1 June 2016

MEMORANDUM FOR TEAM HURLBURT

FROM: 1 SOW/CC

SUBJECT: Hurlburt Field Policy on Concealed-Carry and Transporting Privately Owned Firearms

1. Notwithstanding any other provision of the law, an individual who is a qualified law enforcement officer (QLEO), is currently assigned to Hurlburt Field, 96th Security Forces Squadron or 919th Security Forces Squadron, and who is granted and carrying the Law Enforcement Officers Safety Act (LEOSA) identification credential, may carry a concealed firearm while on Hurlburt Field. For carry on Eglin Air Force Base Federal Property, including areas on Eglin Main Base, Duke Field, 7th Special Forces Group and 6th Ranger Training Battalion, individuals must comply with Eglin AFB policy in accordance with the Eglin AFB IDP. All QLEOs will comply with the provisions of AFMAN 31-125, *Security Forces Implementation of the Law Enforcement Officers Safety Act (LEOSA)*.

2. Retired or separated law enforcement officers who are employees on Hurlburt Field may carry concealed a privately owned firearm on Hurlburt Field only, pending approval of unit Commander or Civilian Lead and the Defense Force Commander, by signing DD2760 in compliance with the Lautenberg Amendment and the LEOSA Agreement Policy Letter.

3. Florida conceal carry weapon (CCW) permit holders, or holders of reciprocating state concealed carry licenses (CCL) and LEOSA credential holders assigned to Hurlburt Field, 96 SFS or 919 SFS are authorized to transport onto and secure a privately owned firearm in a privately owned vehicle on Hurlburt Field. Firearms will be secured discretely, so it will not cause public alarm or panic.

a. Permit holders must maintain CCW/CCL/LEOSA on their person at all times and present it, along with valid DoD ID card, when requested by SF, OSI, local law enforcement officials or command officials. Individuals will not store or secure a firearm in an unattended vehicle for more than 24 hours.

b. This change does NOT allow concealed-carry of a firearm into any installation facility by non-Hurlburt Field/96 SFS/919 SFS LEOSA credentialed personnel, other than an officially sanctioned event allowing the carry/use of a privately owned firearm.

Any Time ... Any Place

505 TRS/AOC FTU JAOC2C Student Reporting Instructions

4. Active members of the Hurlburt Field Rifle & Pistol Club or Skeet Range may transport privately owned firearms onto the installation and may temporarily store them in a privately owned vehicle for use before or after duty hours. Firearms must be unloaded and securely encased in a compartment out of reach by the driver and passengers; privately owned weapons must be stored in a manner that makes them not visible from the outside. Lockable containers are preferred, however, are not required when all vehicle doors and trunk are locked. Ammunition will be transported in a separate container than firearms.
5. QLEOs, or a retired or separated QLEO, will not carry concealed a privately owned firearm in any prohibited facility or area on Eglin Air Force Base Federal Property, including areas on Hurlburt Field, Eglin Main Base, Duke Field, 7th Special Forces Group and 6th Ranger Training Battalion. Prohibited facilities/areas are all Restricted and Controlled Areas, all medical and dental facilities, Commissaries, all HQ AFSOC and AFSAWC facilities, and the Legal Office (courtroom – when in session).
6. Individuals who violate any LEOSA, CCW/CCL, transportation, or storage policy will lose all applicable firearm privileges outlined below.
 - a. Authority to concealed-carry on Hurlburt Field and all Eglin Air Force Base Federal Property, including areas on Eglin Main Base, Duke Field, 7th Special Forces Group and 6th Ranger Training Battalion.
 - b. Ability to store privately owned firearms within their vehicle while on base.
 - c. Will receive immediate disbarment from the Rifle & Pistol Club and/or Skeet Range.
 - d. Request to appeal suspensions will be submitted to me through the Defense Force Commander.
7. This policy applies to Hurlburt Field only and does not include any associated training ranges. All concealed carry on additional portions of Eglin Air Force Base Federal Property must comply with the Eglin AFB IDP. Personnel should check with the security forces of any other installation they are entering to ensure they are in compliance with their local directives. Please contact the Defense Force Commander, Major Christopher Hagemeyer at DSN 579-7620, or his POC MSgt Jason Rangel, at DSN 579-0734 if you have any questions.

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SEAN M. FARRELL, Colonel, USAF
Commander

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DN: c=US, o=U.S. Government,
ou=DoD, ou=PKI, ou=USAF,
cn=FARRELL.SEAN.M.1157869139
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2 Attachments:

1. Qualifications to possess Firearms or Ammunition, December 2002
2. LEOSA Agreement Policy for Concealed Carry, March 2016

AIR COMMANDOS

505 TRS/AOC FTU JAOC2C Student Reporting Instructions

Off-Limits Restriction Announcement



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 96TH TEST WING (AFMC)
EGLIN AIR FORCE BASE FLORIDA

MAY 29 2018

MEMORANDUM FOR ALL EGLIN AFB AND HURLBURT FIELD PERSONNEL

FROM: 96 TW/CC
1 SOW/CC

SUBJECT: Off-Limits Restriction Announcement


1. In accordance with AFI 31-213/AR 190-2/OPNAVINST/COMDTINST1620.1D, the following establishments have been deemed off-limits to Armed Forces personnel and shall remain in effect until issuance of an updated notice:

<u>ESTABLISHMENT</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Cash's Hangout-Sports Page Lounge 765 East Miracle Strip Parkway Mary Esther, FL 32569	Incidents of violence and drug usage	20 April 2018
<u>ESTABLISHMENT</u> Babe's Show Club 4024 North Davis Highway Pensacola, FL 32503	<u>REASON</u> Selling narcotic analogues and drug paraphernalia	<u>EFFECTIVE DATE</u> 10 September 2015
<u>ESTABLISHMENT</u> Skunk's Smoke Shop 1097 Navy Boulevard Pensacola, FL 32507	<u>REASON</u> Selling narcotic analogues and drug paraphernalia	<u>EFFECTIVE DATE</u> 18 January 2013
<u>ESTABLISHMENT</u> Harry Heady's 196 Miracle Strip Parkway Fort Walton Beach FL 32548	<u>REASON</u> Selling narcotic analogues and drug paraphernalia	<u>EFFECTIVE DATE</u> 16 August 2011
<u>ESTABLISHMENT</u> Psychedelic Shack 6215 North 9th Avenue Pensacola, FL 32504	<u>REASON</u> Selling narcotic analogues and drug paraphernalia	<u>EFFECTIVE DATE</u> 10 September 2015
Psychedelic Shack 6707 Plantation Road Pensacola, FL 32504	Selling narcotic analogues and drug paraphernalia	24 April 2009
Psychedelic Shack 25 North Navy Blvd Pensacola, FL 32507	Selling narcotic analogues and drug paraphernalia	24 April 2009

505 TRS/AOC FTU JAOC2C Student Reporting Instructions

2. All military personnel are prohibited from entering any establishment listed above or utilizing its services unless required by competent authority. Military personnel (whether in uniform or civilian attire) found entering, leaving or conducting business with any of these establishments may be subject to disciplinary actions under the Uniform Code of Military Justice.
3. Widest dissemination of this information is directed to ensure awareness and compliance by all military personnel. Copies of this notice should be publicized through First Term Airmen's Center briefings, Base Newcomers briefings, the base papers, and posted on bulletin boards and other high-traffic locations throughout the installation.
4. This memorandum supersedes previous memorandum, same subject, dated 10 Mar 17.


THOMAS B. PALENSKE, Colonel, USAF
Commander, 1st Special Operations Wing


EVAN C. DERSTEIN
Brigadier General, USAF
Commander, 96th Test Wing

Maps

Hurlburt Field Building Locations

