



READINESS

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
DEFENSE EQUAL OPPORTUNITY MANAGEMENT INSTITUTE
366 TUSKEGEE AIRMEN DRIVE
PATRICK AIR FORCE BASE, FL 32925-3399

MEMORANDUM FOR EQUAL OPPORTUNITY ADVISOR COURSE (EOAC) STUDENTS

FROM: DEOMI/CC

SUBJECT: Commandant's Welcome – EOAC Class 17-3

I want to personally welcome you to the Defense Equal Opportunity Management Institute (DEOMI), the best equal opportunity training institute in the world. This course is rigorous and will require your full effort and attention. Frequently, personal experiences while at DEOMI are life changing. Upon completion, you will be poised to make positive contributions to your Service as an Equal Opportunity Advisor, Command Climate Specialist, or Program Manager.

We ask that you **report to Patrick Air Force Base Lodging, the Space Coast Inn (Building #720) by Monday, 4 September 2017 NLT 1800** for check-in. If you need assistance with your lodging, contact their office at (321) 494-6590/6591. On Tuesday, **5 September 2017 at 0745, report to DEOMI (Building #352), Auditorium 2**, for in-processing. Please ensure you bring the following required items on the first day to in-process: Copy of orders; DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*, and DEOMI Form 31, *EO Student Behavioral and Academic Standards Acknowledgement Form* (Attached on page 11).

Contact DEOMI Student Services at DSN 854-7543/5653/4617, commercial (321) 494-7543/5653/4617, or by email at deomiss@us.af.mil with any concerns. During off duty hours contact DEOMI's First Sergeant at DSN 854-6978, commercial (321) 494-6978, or cell phone (321) 302-9356. My staff and I will work diligently to address and resolve any issues which may arise. Please ensure you read the welcome packet in its entirety as each document has valuable and important information. **Failure to comply with the information provided in this welcome packet may result in disenrollment from the course.**

Once again, welcome to DEOMI and congratulations on your selection as a member of EOAC Class 17-3. We look forward to assisting you in your continuing development as a world class Equal Opportunity professional.

MARY L. MARTIN
COL, USA
Commandant



Student Welcome Packet

**Defense Equal Opportunity Management Institute
366 Tuskegee Airmen Drive (Building 352)
Patrick Air Force Base, Florida 32925
www.deomi.org • www.facebook.com/deomi.dod**

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ATTACHMENT 1: STUDENT INFORMATION SHEET

CLASS INFORMATION

All training will be completed in residence at the Defense Equal Opportunity Management Institute (DEOMI).

Report Date/Time: Monday, 4 September 2017 NLT 1800 (EST). PAFB Space Coast Inn
In-Processing Date/Time: Tuesday, 5 September 2017 at 0745 (EST). DEOMI Auditorium 2
EOA Course: 5 September 2017 – 17 November 2017
Graduation: Friday, 17 November 2017 at 1000 (EST). DEOMI Auditorium 1-3

TRANSPORTATION

A privately owned vehicle or rental car is recommended; please refer to your respective service policy/procedure to seek approval. The commissary, medical and dental clinics, and the Base Exchange are approximately three (3) miles south of the Institute. Public transportation is not available on-base. A base taxi service is available for on base appointments (medical/dental) by calling (321) 494-7247 at no cost to the student.

PRIVATELY OWNED FIREARMS (POFs)

All POFs must be registered with the 45th Security Forces Squadron at Patrick AFB. The Security Forces Armory is the designated storage facility and they can be reached at (321) 494-8570/2008. Under no circumstances are POFs allowed to be stored in quarters, dormitories, or temporary-lodging facilities such as the Space Coast Inn. On the day you arrive to Patrick AFB, you must notify the gate guard of any firearms possession. They will assist you with temporary storage until you provide the necessary documents to complete registration of the POFs. Individuals will complete registration by using AF Form 1314, *Firearms Registration*, and DD Form 2760, *Qualification to Possess Firearms or Ammunition*.

KEY PHONE NUMBERS

Please direct all non-emergency questions prior to your arrival to DEOMI Student Services by calling DSN 854-7543/5653/4617 or commercial (321) 494-7543/5653/4617. If you encounter an emergency situation en route to Patrick AFB, please contact the DEOMI First Sergeant at DSN 854-6978, commercial (321) 494-6978, or mobile (321) 302-9356.

CLASS/STUDY MATERIAL INFORMATION

Your student study guide will be issued to you in electronic format via electronic tablet will during in-processing. If you desire a hard copy of the study guide, we encourage you to download and print the study guide prior to your arrival. DEOMI printers may not be used to produce hard copy student study guides. The student study guide will be available under “Class Material” on www.deomi.org after

4 August 2017.

Download Instructions for Class Materials:

- Go to: www.deomi.org and select “Incoming Registered Students” from the menu on the left.
- When the page opens, find your course, Equal Opportunity Advisor Course (EOAC).
- Select: Click Here.
- Select: Class Material.
- Type in the password: **Contact Student Management to receive your password**

Computer/Tablet Access

DEOMI provides each EOAC student with The Acer Switch 11 Tablet, a hybrid notebook/tablet computer with a detachable keyboard. The Tablet is a high-performance Windows 10 computer, complete with a large 11” touch screen; these features allow a more efficient navigation of DEOMI’s curriculum. Wi-Fi is available

throughout the DEOMI campus for government approved devices only. Students will be able to connect issued tablets to Wi-Fi services offered in lodging and throughout the installation. The Switch 11 tablet offers a rich and rewarding education and multimedia experience without cost to the student, even eliminating the requirement of printing physical guides. Additionally, there are computers available for students to use in the DEOMI library and computer lab. DEOMI also has laptops available for students on a case-by-case basis. Flash drives (thumb drives) and external hard drives are not permitted to be used with government computers located in the student lab or library locations. However, you may bring a Micro 8GB CO8G (memory card) to store data from your DEOMI-issued electronic tablet and retain for future use. It is also recommended that you bring CD-RW disk(s) to store or move any course information to and from a government computer.

REQUIREMENTS PRIOR TO ARRIVAL

Read DEOMI OIs 36-1, *Student Standards and Evaluation*, 36-2, *Student Disenrollment Procedures*, 36-19, *Academic Integrity*, 36-26, *Professional and Unprofessional Relationships*, and the Grievance Policy.

Sign DEOMI Form 31, *Student Behavioral and Academic Standards Acknowledgement Form*, and complete any additional pre-registration forms and hand-carry them with a copy of your orders (including all amendments) for day one in-processing and registration. Students must have a **current fitness status** and supportive documentation in compliance with assigned Service, complete **Travel Orders** for the assigned course (bring additional copies of your Temporary Duty (TDY)/Temporary Assigned Duty (TAD) orders), and **Government Travel Card** (GTC) or cash advance as appropriate. If any of these items are missing “**DO NOT PROCEED**”. Failure to comply may result in disenrollment.

Army Personnel Only

Please scan, encrypt and send PCS orders and DD Form 1610 to both of the following e-mail addresses: thierry.a.kengneouafo.mil@mail.mil and jamar.r.mosley.mil@mail.mil **NLT 4 August 2017**.

LODGING

Installation lodging has been dedicated to DEOMI students. **All students are required to stay on base at The Space Coast Inn.** You must confirm your lodging reservations **30 days** prior to the class start date; rooms must be secured using a valid credit card **NLT 4 August 2017** by calling (321) 494-6590/6591. Lodging reservations must be done over the phone and not thru The Space Coast Inn website. Check-in time is no earlier than 1500 the day prior to the class start date; however, if you plan to arrive early, you must contact The Space Coast Inn to determine availability. **While in student status, family members and pets are not authorized in your student quarters on Patrick AFB.**

POSTAL SERVICES

The Patrick AFB Postal Service Center (PSC) can provide mail service during your stay at Patrick AFB. **You must register with the PSC PRIOR to receiving mail.** Any mail received at the PSC prior to registering will be returned to sender. Mail service can be established no earlier than 2 weeks prior to arrival. For mail services, please call (321) 494-4927 or upon arrival go to the PSC office located in Bldg 424. Their hours of operation are Monday thru Friday from 1000 to 1215.

PO Boxes:

- Used for stays longer than 30 days.
- Students can obtain a PO Box number and key where they can check for mail.

Other General Notes:

- Packages will only be held for 15 days. After 15 days, by policy, uncollected packages have to be returned to the sender.
- If a student does not want a PO Box, but only needs one package to be delivered (i.e., if a student forgot a uniform item), students can use a “temporary” General Delivery mail box.
- Students need to check-out/out-process at the Post Office **ONLY IF** they have a PO Box.
- Do not mail any packages or letters to DEOMI.

**ATTACHMENT 2:
PHYSICAL FITNESS/UNIFORM REQUIREMENTS/PACKING LIST**

PHYSICAL FITNESS

All military members are expected to meet their respective Services' fitness standards prior to arrival to DEOMI and be in compliance for the duration of the EOAC. Students are required to have their Service physical training (PT) uniform. Students are encouraged to conduct PT 3 days a week to ensure maintenance of appropriate levels of physical fitness upon returning to their unit. Students must have a **current fitness status** and supportive documentation in compliance with assigned Service.

Service members with temporary profiles are required to fully participate in the course. It is the chain of command's responsibility to ensure that students are qualified to attend this course. Course Scope, Prerequisite, and School information is located in the Army Training Requirements Resources System Course Catalog.

ARMY STUDENTS

Army personnel are expected to meet height/weight, and fitness standards prior to arrival to DEOMI and be in compliance for the duration of the EOAC. Height and weight measurements will be conducted during week one of training. Students are required to turn in any physical profiles upon in-processing.

MILITARY UNIFORM

Students wear several different uniforms during training, including service dress uniform. The uniform worn for different occasions will be disseminated to you by your instructor. Students may want to have more than one of each applicable uniform available for wear, as you may be required to wear this uniform on consecutive days. Military Clothing Sales can order items for all five Services, however, be aware delivery may be slow.

Bring the following uniforms:

Navy: Khakis, NSU, NWU, and Service Dress Whites (Chockers)

Marines: Seasonal MCCUU, Dress Blue "B", and Seasonal Dress Uniform (Dress Blue "C" in winter months, Dress Blue "D" in summer months).

Army: Army Service Uniform (ASU), and ACU/OCP/MultiCam

Air Force: Service Dress Uniform and ABU

Coast Guard: Service Dress Blue Uniform and ODU

Civilian: Business Attire

Male: Business Suit or conservative Coat and Tie

Female: Conservative Business Attire (no sleeveless shirts)

Uniform for day 1:

Army/Air Force – Class Bs (short sleeve)

Navy – Khakis

Marines – Dress Blue C (no service coat required)

Coast Guard – Service Dress Blue

CIVILIAN DRESS STANDARDS

Service Members will wear civilian business casual attire during certain portions of the course. Civilians are required to wear business casual attire during training. Clothing should be conservative and in good taste. The following lists are examples of appropriate and inappropriate attire.

APPROPRIATE ATTIRE

- Collared shirt such as a polo shirt or dress shirt, turtle neck or sweater
- Casual or dress pants such as khakis, Dockers, or “Dockers style” pants,
- Casual Shoes
- Casual or dress pants, dress skirt (knee length or longer)
- Short-sleeve “shell”, blouse or sweater
- Casual or dress shoes
- Conservative blazer or jacket

INAPPROPRIATE ATTIRE

- Shorts
- Jeans or denim shirts
- T-shirts
- Sweatshirts
- Sneakers, flip-flops, beach shoes
- Denim
- T-shirts, sweatshirts, tank tops
- Backless, sleeveless, halter-style or midriff shirts
- Sneakers, flip-flops, beach shoes
- Shorts, “Skorts” or mini skirts

OPTIONAL ATTIRE

During the course, DEOMI has a Sports Day in which students are authorized to wear their favorite team’s jersey, or other clothing items. Attire must be appropriate and in good taste and repair.

PACKING LIST

Required items:

- PT Gear (Army students will wear the Army PFU during the height and weight screening)
- Service Daily uniforms
- Service Dress uniforms - With all awards and decorations for graduation and pictures
- Civilian Business attire - **All students** will wear business casual for 2 days during the Mediation Certificate Course. Additionally, **Air Force** students will wear business casual for 5 days during the Equal Employment Opportunity Counselor’s course.

The following items are suggested items for your success here at DEOMI. While all are not mandatory, they are suggested items that will help you during your stay.

SUGGESTED ITEMS

- Pens/Highlighters
- Notebooks/paper/Folders
- Laptops/CD’s
- Extra socks, extra shoes, extra t-shirts, extra PT gear
- Sun screen for off time
- Bug spray
- Hygiene items
- Backpack to carry gear to class
- Water bottle
- Closed container coffee/drink mugs

There is no need to bring tactical/field gear to DEOMI with you.

ATTACHMENT 3: FINANCE INFORMATION

GOVERNMENT TRAVEL CARD (GTC)

Ensure your GTC is activated and remains active for the duration of training. All DoD students are required to have a Citibank GTC to cover Temporary Duty (TDY/TAD) expenses and process accrual/interim vouchers every 30 days to pay charges accumulated on your GTC.

Payment of the GTC is the **responsibility** of the **Service member**. Because DEOMI operates under a functional finance office, placing a travel card in Mission Critical Status is not authorized (*DoDI 5154.31, Vol. 4, paragraph 041307*). Students who are not in possession of a GTC should verify that **block 13** of the **DD Form 1610** is complete to ensure the correct allotted amount for a possible travel advance, if necessary.

Service members are responsible for making all payments to their GTC regardless if funds from Defense Finance and Accounting Service (DFAS) are not disbursed in a timely matter. The misuse of the GTC will result in administrative and/or disciplinary actions (*DoDI 5154.31 Vol. 4, paragraph 0305*).

Navy Students

You are highly encouraged to request advance per diem. Your losing organization is not authorized to allow your GTC to remain active.

Coast Guard Students

Orders to attend training at DEOMI are generated by Training Quota Management Center (TQC). Additionally, per diem rates and entitlements are determined by TQC in coordination with Coast Guard Headquarters Civil Rights Division and the DEOMI Service Liaison office. Any questions in this regard should be directed to the DEOMI Coast Guard Service Liaison Office at (202) 578-3227. Furthermore, it is highly recommended that students request travel advances prior to their arrival.

TDY ENTITLEMENTS

Flat Rate Per Diem: IAW the Joint Travel Regulation, Chapter 4, Part B, paragraph 4250 subparagraph A, I authorize DEOMI students the flat rate of \$48.00 per day. Flat rate is 75% of the locality rate for any TDY from 31-180 days in duration.

Meals are not directed and not available at the standard Government Meal Rate (GMR). Therefore, the GMR or the proportional meal rate is not applicable.

The lodging rate at The Space Coast Inn is \$69.00 per night effective 1 October 2016 (subject to change). Both, the per diem and the lodging rate **will be annotated in block 16 of the DD Form 1610**.

ARMY FINANCE INFORMATION

In order for both DFAS and DEOMI to properly process travel vouchers and pay issues, potential students and units need to place special emphasis to the following areas:

All students are required to report to DEOMI with a correct and legible copy of their DD Form 1610 and a copy of their PCS orders (TDY enroute or TDY return contingent), regardless of travel being conducted through the Defense Travel System (DTS). If you have any questions on how to complete a DD Form 1610, please refer to Military Orders, AR 600-8-105, Ch. 12. If students are TDY enroute to their next duty station, they shall NOT have TDY travel claims or accounting lines generated in DTS. Doing so can result in either an over payment or travel packet rejection from DFAS (*DoDI 5154.31 Vol 3*).

Temporary Duty (TDY) and Return Status

Students are still ultimately under the responsibility of their parent units. The DEOMI Finance NCO is here to assist students with any issues regarding manual travel vouchers and pay issues regarding stop pay; however, we request that students attempt to resolve any other issues with their parent unit. All students taking leave before or after TDY at DEOMI will report to the Institute with an approved *Request and Authority for Leave*, DA Form 31. Only in case of emergency leave will DEOMI Finance NCO produce and process a DA Form 31.

Temporary Duty (TDY) Enroute Status to PCS

Students must coordinate with their losing organization/unit to obtain a DA Form 31 that will cover their travel, TDY portion, and any ordinary leave they may need until arrival to their next duty station. Please be aware DEOMI does not produce Leave Forms unless in case of Emergency Leave. A note needs to be made on block 17 (remarks) of DA Form 31 "SM WILL BE TDY ATTENDING EOA COURSE AT PATRICK AFB, FL FROM 6 September 17 TO 17 November 17." **Also, ensure the detaching finance office properly codes the service member in-transit "9999" to prevent potential pay issues that arise for a TDY longer than 90 days. Students are required to send encrypted via email a copy of their TDY Orders (DD Form 1610) and Permanent Change of Station orders (if applicable) 30 days before departing your current unit and NLT 4 August 2017 to the following e-mail addresses: jamar.r.mosley.mil@mail.mil and thierry.a.kengneouafo.mil@mail.mil.**

Proceed Date

According to AR 600-8-105, the "proceed date" (DD Form 1610, block 10b) is the start of **OFFICAL** travel. Official travel cannot begin more than 7 days before or after the school report date. **LEAVE ENROUTE IS NOT OFFICAL TRAVEL.** It is important that the official travel proceed date be correctly annotated in order to correctly process travel claims.

In-Transit Status

Students who are TDY enroute to their next duty station should properly out process their permanent duty station (PDS) Finance Office (FO). FO should code the service member in-transit "9999" from the day the service member signs out of their PDS and begins leave. Failure to promptly code students in the Finance system can result in a "stop pay" from DFAS after 90 days in-transient from the last PDS.

If there are any questions, please contact the DEOMI Finance NCO at deomisf@us.af.mil or DSN 854-7543, commercial (321) 494-7543.

EXAMPLE

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <small>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</small>						1. DATE OF REQUEST (YYYYMMDD)	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial)		3. SOCIAL SECURITY NUMBER		4. POSITION TITLE AND GRADE/RATING			
Travelling Member's Name		Member's full SSN		Member's Title and Grade			
5. LOCATION OF PERMANENT DUTY STATION (PDS)				6. ORGANIZATIONAL ELEMENT		7. DUTY PHONE NUMBER	
Current Duty Location				Parent Unit		1SG or CSM POC	
8. TYPE OF AUTHORIZATION		9. TDY PURPOSE (See JTR, Appendix H)		10a. APPROX. NO. OF TDY DAYS		10b. PROCEED DATE (YYYYMMDD)	
TDY Enr or Return		Attend EOAC		84			
11. ITINERARY		11a. VARIATION AUTHORIZED					
From: Parent Unit To: Patrick AFB, FL Rtn to: Member's final destination		<div style="border: 1px solid red; padding: 2px; display: inline-block;">Do not include leave days taken in conjunction with PCS enr to TDY location</div> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-left: 20px;">Official travel will not begin more than 7 days prior to course start date.</div>					
12. TRANSPORTATION MODE							
a. COMMERCIAL			b. GOVERNMENT			c. LOCAL TRANSPORTATION	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL TAXI OTHER
							PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: 0.56
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)							ADVANTAGEOUS TO THE GOVERNMENT
							PERMITS REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR
13. <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM (Specify)			
14. ESTIMATED COST							
a. PER DIEM		b. TRAVEL		c. OTHER		d. TOTAL	
\$		\$		\$		\$ 0.00	
15. ADVANCE AUTHORIZED							
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)							
<div style="border: 1px solid red; padding: 2px; display: inline-block;">Provided by member's budget office</div> <div style="border: 1px solid red; padding: 2px; display: inline-block; margin-left: 20px;">Limited to 80% of total TDY, if GTC is not issued</div>							
<p>1. Soldier enroute to Patrick AFB, FL to attend EO Advisor Course number <u>(get from ATRRS)</u>, from DD MMM YYYY to DD MMM YYYY.</p> <p>2. Submission of travel claims shall be submitted with in five (5) working days of return to or arrival at the permanent duty station. In the case of extended TDY/TAD (over 45 days), the traveler shall submit a claim for each 30-day period. That claim must be submitted within five (5) days after the 30-day period. Accrual voucher and receipts should be emailed to DFC-Armv@dfas.mil or faxed to 317-275-0329.</p> <p>3. Reimbursable expenses such as laundry and ATM fees are covered by per diem. MTSY/MTSS does fund travel cost while enroute. Travel costs are funded by PCS orders.</p> <p>4. Gov't lodging is provided at the rate of \$60/night. Meals are available and directed at the prorated amount of \$29/day plus \$5 M&IE totaling \$34/day.</p> <p>5. Alternate means of communication (i.e. secure video teleconference or other web-based communication) is not adequate to accomplish the training objective; therefore, temporary duty (TDY) travel is required. Funds are authorized for FY15.</p>							
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)				18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)			
<div style="border: 1px solid red; padding: 2px; display: inline-block;">Must be signed by requesting official</div>				<div style="border: 1px solid red; padding: 2px; display: inline-block;">Must be signed by approving official</div>			
AUTHORIZATION							
19. ACCOUNTING CITATION							
<div style="border: 1px solid red; padding: 2px; display: inline-block; margin-left: auto;">Travel authorization # and date issued must be provided.</div>							
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)						21. DATE ISSUED (YYYYMMDD)	
<div style="border: 1px solid red; padding: 2px; display: inline-block;">Must be signed by authorizing official</div>							
						22. TRAVEL AUTHORIZATION NUMBER	

DD FORM 1610, MAY 2003

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 8.0

ATTACHMENT 4: TRAVEL INFORMATION

Students must have prior approval from DEOMI before making any personal travel arrangements to include purchasing transportation tickets during the duration of the course. Students will be liable for any incurred costs without prior approval.

There are two airports servicing Patrick AFB: Melbourne International Airport and Orlando International Airport.

ORLANDO INTERNATIONAL AIRPORT (MCO)

Is approximately 60 miles from the base and operates 24 hours a day. Shuttle/limousine service is available to and from the Orlando Airport for approximately \$85 per person each way. It is best to make reservations at least 24 hours in advance and determine exact cost by calling one of the numbers below. The cost for taxi service from the Orlando Airport to Patrick AFB is approximately three to four times the cost of a shuttle or limousine.

AAA Access Transport (407) 832-1650	Cali Express Transportation (407) 383-5963
Busy Traveler Transportation (800) 496-7433	Cocoa Beach Shuttle (888) 784-4144

DRIVING DIRECTIONS

From the Orlando International Airport to Patrick AFB Space Coast Inn if traveling by rental car or POV - 58 min. approx. - You will have to pay \$4.00 in tolls.

A: Orlando International Airport (MCO): 1 Airport Blvd, Orlando, FL 32827, (407) 825-2001.

A **Orlando International Airport**
1 Jeff Fuqua Blvd, Orlando, FL 32827

1. Head **west** on **Jeff Fuqua Blvd**
About 1 min

go 0.5 mi
total 0.5 mi
2. Slight left to stay on **Jeff Fuqua Blvd**
About 2 mins

go 1.7 mi
total 2.2 mi
3. Merge onto **FL-528 E** via the ramp to **Cocoa/Kennedy Space Center/Florida 417 Toll/Sanford Ucf/Port Canaveral**
Partial toll road
About 26 mins

go 30.7 mi
total 32.8 mi
4. Take exit **42A** to merge onto **I-95 S** toward **Miami**
About 14 mins

go 16.4 mi
total 49.2 mi
5. Take exit **188** for **Florida 404/Pineda Causeway**
About 1 min

go 0.8 mi
total 50.0 mi
6. Turn left onto **FL-404/Pineda Causeway Extension**
Continue to follow FL-404
About 9 mins

go 7.2 mi
total 57.2 mi
7. Turn left onto **A1A N/Rte A1A N/State A1A N/State Rte A1A N/S Atlantic Ave**
About 3 mins

go 2.8 mi
total 60.0 mi
8. Turn left onto **Jupiter St**
Restricted usage road
About 1 min

go 0.2 mi
total 60.2 mi
9. Take the 2nd left onto **Falcon Ave**
Restricted usage road
About 49 secs

go 0.2 mi
total 60.4 mi

B **Falcon Ave**
Pass a stop sign crossing S. Patrick Dr. and see Space Coast Inn Lodging Office on the right corner

B: Space Coast Inn: 820 Falcon Ave, Patrick AFB, FL 32925, (321) 494-6590/6591













MELBOURNE INTERNATIONAL AIRPORT (MLB)

Is approximately 15 miles from the base and operates from 0600 until 2200. Shuttle/limousine service is available to and from the Melbourne International Airport for approximately \$30 per person each way. It is best to make reservations at least 24 hours in advance by calling 1(800) 826-4544 or (321) 724-1600. Rental cars are available at this location.

DRIVING DIRECTIONS

From the Melbourne International Airport to Patrick AFB Space Coast Inn if traveling by rental car/POV:

A: Melbourne International Airport (MLB): 1 Air Terminal Pkwy # 220, Melbourne, FL 32901, (321) 723-6227

	Melbourne International Airport 1 Air Terminal Pkwy, Melbourne, FL 32901	
	1. Head west on Air Terminal Pkwy toward Old 1st St About 1 min	go 0.1 mi total 0.1 mi
	2. Continue onto Eddie Allen Rd	go 0.2 mi total 0.3 mi
	3. Turn left onto W Nasa Blvd About 50 secs	go 0.3 mi total 0.7 mi
	4. Turn left onto Airport Blvd About 54 secs	go 0.5 mi total 1.2 mi
	5. Turn right onto S Apollo Blvd	go 413 ft total 1.3 mi
	6. Take the 1st left onto S Babcock St About 2 mins	go 1.2 mi total 2.5 mi
	7. Turn left onto U.S. 1 N/N Harbor City Blvd Continue to follow U.S. 1 N About 9 mins	go 6.7 mi total 9.1 mi
	8. Take the Florida 404 E exit toward Patrick AFB	go 0.2 mi total 9.3 mi
	9. Merge onto FL-404/Pineda Causeway About 4 mins	go 3.8 mi total 13.1 mi
	10. Turn left onto A1A N/Rte A1A N/State A1A N/State Rte A1A N/S Atlantic Ave About 3 mins	go 2.8 mi total 15.9 mi
	11. Turn left onto Jupiter St Restricted usage road About 1 min	go 0.2 mi total 16.1 mi
	12. Take the 2nd left onto Falcon Ave Restricted usage road About 49 secs	go 0.2 mi total 16.3 mi
	Falcon Ave Pass a stop sign crossing S. Patrick Dr. and see Space Coast Inn Lodging Office on the right corner	

B: Space Coast Inn: 820 Falcon Ave, Patrick AFB, FL 32925, (321) 494-6590/6591

ENTRY AND EXIT GATES TO PATRICK AFB

The East gate entrance is only accessible from Highway A1A, which runs along the coast line, and is open 24 hours, 7 days a week. The “South Gate” entrance, located on the south side of the base near the medical and dental clinics, is accessible from the Pineda Causeway and South Patrick Drive. This entrance is open from 0600- 2200.

ATTACHMENT 5: STUDENT SERVICES INFORMATION

The curriculum includes demanding college-level assignments, which, together, will be worth a significant portion of your academic grade. Students should bring adequate note-taking materials such as pens, pencils, and notebooks for use during training. If you need to refresh your writing and briefing skills, we strongly recommend that you consult your base education office or library for materials to improve these skills prior to beginning our course.

STUDENT TRAVEL/LIBERTY

EOAC is a highly regimented curriculum. Participation in all exercises, activities and coursework is mandatory. Requests for missing any portion of class will be handled on a case-by-case basis and must be for unforeseen emergencies only. Service mileage restrictions for travel on weekends are in full effect during the duration of training. **Students are reminded NOT to purchase plane tickets, cruise tickets, or other weekend travel accommodations without prior approval and coordination.**

CIVILIANS

If any student requires special accommodations please contact student services as soon as possible to ensure accommodations are available upon your arrival. **DEOMI does not verify overtime for extended class days.** Civilians must coordinate overtime compensation with their parent unit/organization prior to reporting to DEOMI.

Time spent in training or preparing for training outside regular working hours is **not** hours of work for employees subject to the Fair Labor Standards Act of 1938 if the training:

1. Improves the employee's performance above fully successful, or equivalent level; or
2. Provides the employee with knowledge or skills required for reassignment to another position or advancement to a higher grade in another position.

See also *Title 5 CFR 410.402, Paying Premium Pay & Title 29 CFR 785.27 through 785.32*

COURSE COMPLETION DOCUMENTATION

Students will receive course completion documents based on Service requirements are as follows:

Air Force: AF 475, *Training Report* and Course Completion Certificate

USMC: FITREP as required and Course Completion Certificate

Navy: Course Completion Certificate

Army: DA 1059, *Service School Academic Evaluation Report*, and Course Completion Certificate

Coast Guard: Course Completion Certificate

Civilians: Course Completion Certificate for turn-in to parent command and/or upload into Personnel folder

DEOMI OI36-1/Attachment 3

**EO STUDENT BEHAVIORAL AND ACADEMIC
STANDARDS ACKNOWLEDGEMENT FORM**

All students, regardless of status, are required to maintain high standards of honesty, responsibility, and accountability as well as adhere to their Service Core Values and Standards of Conduct to include those specified in DoD 5500.7-R, *Joint Ethics Regulation*, Executive Order 12674, *Principals of Ethical Conduct for Government Officers and Employees*, and DEOMI OI 36-26, *Professional and Unprofessional Relationships*.

Failure to meet these standards may result in appearance before the appropriate Faculty Review Board (FRB) and/or disenrollment, in accordance with DEOMI OI 36-2, *Student Disenrollment Procedures*.

I _____ (print Last, First name) have read and understand the content, requirements, and expectations of the student behavioral and academic standards and evaluations outlined in Operating Instruction (OI) 36-1. I understand that failure to abide by these standards constitutes a violation of OI 36-1, and I could appearance before a Faculty Review Board (FRB) and/or be disenrolled from my course, in accordance with DEOMI OI 36-2, *Student Disenrollment Procedures*. I agree to abide by the institute's policies as a condition of my enrollment in the course and continued training at DEOMI.

Student Signature

Date