



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE GLOBAL STRIKE COMMAND**

14 August 2015

MEMORANDUM FOR ALL AFGSC Personnel

FROM: AFGSC/LD

SUBJECT: AFGSC Leadership Enhancement Course Travel Information

1. **Travel:** All course participants assigned to attend the AFGSC Leadership Enhancement Course will arrange for their own travel. Participants are authorized one of the following modes of travel: Travel in a POV; travel as a passenger with another participant; or travel by air. If a participant travels by air it is recommended that they fly into Shreveport Regional Airport. Participants are authorized a rental car per the guidelines listed in paragraph 2. For POV travel, participants will follow the guidelines in paragraph 3.

2. **Rental Car Guidelines:** Participant groups of two or less must rent a compact car. Rental cars are based off home base location, not squadron. For example, two participants attending from Minot AFB, one from the 5 BW and another from the 91 OG, are authorized only one compact rental car. Participant groups of three or four from a single base are authorized **one** rental car and may upgrade to a full-sized car. Groups of five or more should split logically. Optional rental car insurance will not be reimbursed. The attached participant roster includes an asterisk by each individual responsible for the rental car for their group and coordinating arrival times into Shreveport Regional Airport to allow for carpooling in the allotted rental car.

3. **Driving Guidelines:** If driving alone, course participants are authorized up to 350 miles or six hours in a single day. Participants will reflect planned stops in their orders with lodging and per diem up to the government rate for the overnight stop. Participants must submit lodging receipts with their voucher.

4. **Lodging:** Barksdale lodging has blocked rooms for the Leadership Enhancement Course. If no room is available on base, attendees will obtain a non-availability letter and are then authorized to reserve a room off base. Ensure lodging rate matches the authorized rate and the rate on the non-availability letter. To make your reservations, please contact the Barksdale Inn Reservation Desk at DSN 781-3091 or Commercial (318) 456-3091. You can also reserve rooms by sending an e-mail to 2FSS_LodgingReservations@us.af.mil or visit the [BARKSDALE INN](#) webpage for more information.

5. **Meals/Per Diem:** Participants lodged on base have access to the military dining facility for breakfast and dinner and will claim partial per diem. All participants lodged off base will receive full per diem.

6. **Funding:** This TDY is centrally funded using the AFGSC Line of Accounting (LOA) "15 DS LDC." AFGSC Leadership Development must approve all deviations or changes to this travel policy before or during travel. There is a course fee of \$10 per person collected on the first day which will cover select breakfast items, snacks, coffee and water that will be available throughout the course. The Cyber Innovation Center does not have a snack bar, so please plan accordingly.

7. **Contact:** Contact AFGSC Leadership Development at 318-456-6123 with any questions.

DANIEL R. GIACOMAZZA, Lt Col, USAF
AFGSC Leadership Development

To Deter and Assure