DEPARTMENT OF THE NAVY

COMMANDING OFFICER
HELTRARON TWENTY EIGHT
7180 USS LONG ISLAND STREET SUITE 320
MILTON FL 32570-6101

HT-28INST 3710.1B
00 IN REPLY REFER TO
31 Jan 13

HELTRARON TWENTY-EIGHT INSTRUCTION 3710.1B

Subj: CROSS-COUNTRY FLIGHT POLICY

Ref: (a) OPNAVINST 3710.7 (Series)
(b) CNATRA INST 1542.156 (Series)
(c) CNATRAINST 3710.2T CH-3
(d) COMTRAWINGFIVEINST 3710.8 (Series)
(e) HT-28INST 3710.2 (Series)
(f) COMTRAWINGFIVEINST 4650.1 CH-1
(g) JOINT FEDERAL TRAVEL REGULATIONS

Encl: (1) Commanding Officer's Guidelines for Cross-Country Flights
(2) HT-28 Cross-Country Request Checklist
(3) HT-28 Cross-Country Flight Request
(4) HT-28 Guidelines for TAD Travel Claims
(5) Cross-Country Servicing/Troubleshooting Guidelines
(6) Use of Ground Handling Wheels
(7) Addendum to TAD Travel Orders

1. Purpose. To establish policy and procedures for cross-country flights.

2. Cancellation. HELTRARON TWENTY-EIGHT INSTRUCTION 3710.1A.

3. General. Cross-country flights will be conducted per references (a) through (g) and by the policy set forth in this instruction.

4. Definitions. A cross-country flight is any flight operating outside the local flying area or one involving remaining overnight (RON) at an enroute or destination airfield outside the Whiting complex. Per reference (e), pre-positioned aircraft at designated locations are excluded from this definition.

5. Authorization. The Commanding Officer, Executive Officer or Operations Officer shall approve all cross-country flights. Cross-country flights planning to remain away from NAS Whiting Field for more than one night on weekdays or three nights on weekends must be approved by Commander, Training Air Wing FIVE. This does not include pre-positioned aircraft at KPNS.

6. Flight Planning. All cross-country flights shall be planned to ensure maximum training benefit and aircraft utilization, consistent with safety and aircraft capabilities. The following flight planning factors apply:

a. Cross-country flight training shall be planned to afford all crewmembers a minimum of eight hours of uninterrupted rest per 24-hour period.

b. Enroute stops in the proposed itinerary shall be either military airfields or civilian airfields with contract fuel.

c. The purchase of fuel/oil from other than approved military or contract sources is not authorized except as noted in reference (a) and (d).

d. For further guidance on cross-country orders, per diem, and lodging expenses refer to enclosures (4) and (7), and paragraph 6 of reference (f).

7. Cross-Country Request Procedures

a. Cross-country requests, as discussed below, shall be completed and delivered to the Flight Operations Officer no later than 96 hours prior to departure. The Operations Officer will submit a squadron cross-country request to TW-5 Operations the Wednesday prior to departure.

b. All dual cross-country requests shall consist of:

(1) Commanding Officer's Guidelines for Cross-Country Flights, enclosure (1), signed by the instructor pilot.

(2) HT-28 Cross-Country Checklist, enclosure (2), signed by the instructor pilot.

(3) Completed HT-28 Cross-Country Flight Request, enclosure (3). Participants in CHINFO approved static displays will coordinate directly with the designated point of contact concerning arrival and departure procedures, ramp space and security, and include pertinent details as remarks on the request form.

(4) Completed HT-28 Guidelines for TAD Travel Claims, enclosure (4), signed by all crewmembers.

8. Extended Overwater Flight. Extended overwater flight is only authorized for published instrument approaches.

9. Local Flights at Cross-Country Destination. Local flights shall not be conducted at cross-country destinations unless specifically approved by the Commanding Officer.

10. Aircraft Security. On all cross-country flights, including prepositioning of aircraft, the crew shall install the blade tie down strap and all aircraft covers/plugs. Additionally, disconnect the main battery and secure the aircraft with tie down strap where tie down provisions exist.

11. Aircraft Servicing

a. Aircraft servicing shall be performed in accordance with the TH-57 NATOPS manual and enclosure (5). Ground handling wheels shall be installed as necessary in accordance with enclosure (6), exercising extreme caution to avoid injury to personnel.

b. Specific guidelines in reference (d) address the use of commercial fuel containing the anti-ice/fungicide additive commonly known as PRIST. When available, pre-mixed fuel containing the additive is preferred.

c. JP-8 +100 is unacceptable under any circumstances and shall not be used.

12. Downed Aircraft/Deviation from Flight Plan

a. Flights shall not plan to deviate from the requested itinerary without the Commanding Officer's approval.

b. The PIC of a downed aircraft with mechanical problems will notify the ODO or SDO as soon as possible, providing pertinent details and a recall phone number at which the PIC can be reached to expedite the maintenance recovery effort. The downed pilot shall be available to assist approved on-site contract maintenance personnel as required. If the downed aircraft is at a non secure airfield, a crewmember shall remain with the aircraft until relieved by maintenance or designated TW-5 representative.

c. In all cases of deviation from flight plan or landing short of the intended destination (maintenance difficulties or weather/fuel diverts); the PIC shall ensure that Flight Service Station (FSS) is made aware of landing as soon as reasonably possible, and that any active flight plan is closed out accordingly.

d. Aircrew required to RON due to maintenance problems may file a claim for reimbursement of expenses incurred between the estimated time of return on the cross-country request and the time at which the aircrew commence their return in a mission capable aircraft.

13. Responsibility. Each pilot is charged with the responsibility for the safe and professional conduct of any cross-country flight. Where the purpose of the flight is student syllabus training, it is particularly essential that all aspects of the flight result in a positive training experience.

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C. L. PESILE

Distribution:
Electronic Distribution

MEMORANDUM

From:
To: Commanding Officer, HT-28

Subj: GUIDELINES FOR CROSS-COUNTRY FLIGHTS

Ref: (a) OPNAVINST 3710.7U (Series)
(b) CNATRA INST 1542.156 CH-1(Series)
(c) CNATRAINST 3710.2T CH-3
(d) COMTRAWINGFIVEINST 3710.8 (Series)
(e) HT-28INST 3710.2 (Series)
(f) COMTRAWINGFIVEINST 4650.1 CH-1
(g) JOINT FEDERAL TRAVEL REGULATIONS

1. I have read, understand, and shall comply with references (a) through (g) and this instruction.

2. If there are any changes to my cross-country request as submitted, I will report them to the ODO with my new proposed itinerary for approval. If changes occur enroute, I will notify the SDO/ODO at the first stop immediately following any such deviation.

3. Unless prior approval is received, flying shall be restricted to the day of departure and the day of return only.

4. I shall ensure the ODO/SDO receives a 'safe on deck' call at the completion of EACH leg of the route. This report shall also indicate ETD. All reasonable efforts shall be made to update the ODO/SDO if actual departure time will be greater than 15 minutes from ETD.

5. Upon completion of flying/arrival at my destination, I will telephone the SDO/ODO and pass my location, status, recall phone number, total flight time flown for that day, and the total number of syllabus Xs completed. I will ensure that the SDO/ODO has received my total remaining flight time and number of Xs for the return legs without delay after final landing at home field.

Pilot's signature and date:_____

HT-28 CROSS-COUNTRY CHECKLIST

Prior to submitting any cross-country request the PIC shall complete the following checklist.

PIC Initials

_____ 1. Has the PIC reviewed the CNATRA cross-country SOP? (CNATRA INST 3710.2U)

_____ 2. Have all aircrew reviewed the HT-28 cross-country SOP? (HT-28INST 3710.1 (Series))

_____ 3. Has the PIC contacted the Navy/Marine Recruiting District and a NROTC unit located at his/her destination to offer to provide a static-display, an oral presentation, or a question /answer period for potential recruits or other support as able?
Further information may be found at the following websites.
http://www.cnrc.navy.mil
https://www.nrotc.navy.mil/colleges.cfm

_____ 4. Has the PIC signed HT-28INST 3710.1 (Series), enclosures (3) and (4)?

- QA all documents for accuracy and completeness.

- Include the name and phone number of the P.O.C. for your recruiting effort in the remarks section on the request form, enclosure (3).

- Requests for cross-country flights must be submitted to the cross-country coordinator in the Flight Leader office by close of business (COB) on the Monday prior to the date of departure. Pilots who volunteer for CHINFO approved static displays or cross-countries longer than the standard Friday to Sunday should submit their request by COB two Fridays prior to the date of departure to ensure adequate routing time for COMTRAWING FIVE and Maintenance approval.

- The student is responsible for coordinating with the instructor for lodging, fuel stop and route of flight details.

- The student shall also make the appropriate snivels with their flight leader for the dates and coordinate the X's to be completed.

HT-28 CROSS COUNTRY FLIGHT REQUEST

HT-28 INST 3710.1 VERSION

From:

To: COMMANDING OFFICER, HT-28

Via: HT-28 OPERATIONS OFFICER

Phone:

Date:

I RESPECTFULLY REQUEST APPROVAL FOR THE CROSS COUNTRY FLIGHT INDICATED BELOW:

CREW POSITION	NAME (LAST, FIRST, MI)	RANK	SOCIAL SECURITY NUMBER	BOQ RES.	FLIGHT	FLIGHT LEADER APPROVAL YES	NO	SIGNATURE
PILOT						☐	☐	
COPILOT						☐	☐	
COPILOT						☐	☐	

FLIGHT PURPOSE	DESTINATION	TOTAL Xs	DISTANCE	AIRCRAFT MODEL	TYPE FACILITY	LAST CROSS COUNTRY DATE	DESTINATION
TRAINING				TH-57C	☐ CIVIL ☐ MILITARY		

PIC CERTIFICATION	TOTAL FLIGHT TIME	NIGHT TIME (6 MO)	DATE QUAL IN MODEL/ NATOPS EXPIRATION DATE	TYPE INSTRUMENT RATING AND EXPIRATION DATE	HOURS IN MODEL (6 MO)	INSTRUMENT TIME (6 MO)

ITINERARY

LEG	DATE	STUDENT	MPTS EVENT	ETD	ETA	DESTINATION	TYPE FUEL AVAILABLE		PPR
1									
2							☐ MILITARY	☐ CONTRACT	
3							☐ MILITARY	☐ CONTRACT	
4							☐ MILITARY	☐ CONTRACT	
5							☐ MILITARY	☐ CONTRACT	
6							☐ MILITARY	☐ CONTRACT	
7							☐ MILITARY	☐ CONTRACT	
8							☐ MILITARY	☐ CONTRACT	
							☐ MILITARY	☐ CONTRACT	

1. DO ANY OF THE PILOTS HAVE FAMILY OR CLOSE FRIENDS IN THE AREA? ☐ YES ☐ NO
2. HAS THE APPLICANT BEEN COUNSELED ON THE INSIDIOUS INFLUENCE ON JUDGMENT CAUSED BY GET-HOME-ITIS? ☐ YES ☐ NO
3. HAVE ANY OF THE PILOTS BEEN MED DOWN WITHIN THE LAST MONTH? ☐ YES ☐ NO
4. IS THE PILOT IN COMMAND AWARE OF ANY HUMAN FACTORS ISSUES WITH EITHER OF THE STUDENTS? ☐ YES ☐ NO
5. DOES THE CROSS COUNTRY FLIGHT ACHIEVE TRAINING OBJECTIVES AS ESTABLISHED IN THE TRAINING SYLLABUS? ☐ YES ☐ NO
6. DOES THE FLIGHT CONTRIBUTE TO THE MISSION OF HT-28 OR THE NAVAL SERVICE? ☐ YES ☐ NO
7. HAS THE AIRCREW THOROUGHLY PLANNED ALL ASPECTS OF THE FLIGHT? ☐ YES ☐ NO
8. IS THE AIRCREW QUALIFIED AND PROPERLY DESIGNATED TO CONDUCT THE FLIGHT? ☐ YES ☐ NO
9. IS THERE ADEQUATE SECURITY FOR THE AIRCRAFT AT THE INTENDED AND ALTERNATE DESTINATIONS? ☐ YES ☐ NO
10. DOES THE FLIGHT MEET SQUADRON, TW-5 AND CNATRA DIRECTIVES? ☐ YES ☐ NO
11. HAVE ADEQUATE MAINTENANCE PRECAUTIONS BEEN PLANNED TO ENSURE PROPER SERVICING AND MAINTENANCE OF THE AIRCRAFT ARE PERFORMED? ☐ YES ☐ NO
12. COULD THIS FLIGHT BE PERCEIVED BY THE PUBLIC AS NOT IN THE BEST INTEREST OF THE U.S. GOVERNMENT? ☐ YES ☐ NO
13. IF THE FLIGHT IS EXCLUSIVELY FOR THE TRANSPORATION OF THE AIRCREW TO MEET OPERATIONAL REQUIREMENTS, IS ALTERNATE TRANSPORTATION PLANNED? ☐ YES ☐ NO
14. IS THE FLIGHT PLANNED EXCLUSIVELY FOR THE CONVENIENCE OR PRESTIGE OF THE OFFICERS INVOLVED? ☐ YES ☐ NO
15. IS THERE A MAJOR SPORTING OR CIVIC EVENT SCHEDULED AT THE DESTINATION? ☐ YES ☐ NO
16. IS THE DESTINATION THE HOMETOWN OF ANY OF THE CREW MEMBERS? ☐ YES ☐ NO
17. IS THERE A PERSONAL EVENT (WEDDING, FAMILY REUNION, ETC) INVOLVED FOR ANY CREW MEMBER? ☐ YES ☐ NO
18. HAS ANY CREW MEMBER FLOWN TO THIS DESTINATION REPEATEDLY? ☐ YES ☐ NO
19. WILL THIS FLIGHT ENTER AN ADIZ? ☐ YES ☐ NO

    19a. IF YES, PIC MUST COMPLETE ADDITIONAL REQUEST AS PER SQUADRON SOP, AND ADIZ TRAINING. HAS ADDITIONAL TRAINING BEEN COMPLETED? ☐ YES ☐ NO

JUSTIFICATION / AMPLIFYING REMARKS / ANSWERS TO QUESTIONS, AS APPLICABLE

RECRUITING EFFORTS

ROTC	POINT OF CONTACT	OFFER ACCEPTED	REMARKS
		☐ YES ☐ NO	

RECRUITING CENTER	POINT OF CONTACT	OFFER ACCEPTED	REMARKS
		☐ YES ☐ NO	

ROUTING AND APPROVAL

BY SUBMITTING THIS APPLICATION, I ATTEST THAT THIS FLIGHT WILL BE CONDUCTED IN ACCORDANCE WITH ALL APPLICABLE RULES AND DIRECTIVES.

SIGNATURE OF PILOT IN COMMAND

FLIGHT OPERATIONS OFFICER ☐ APP ☐ DISAPP	SIGNATURE	DATE
ASST. OPERATIONS OFFICER ☐ APP ☐ DISAPP	SIGNATURE	DATE
OPERATIONS OFFICER ☐ APP ☐ DISAPP	SIGNATURE	DATE
COMMANDING OFFICER ☐ APP ☐ DISAPP	SIGNATURE	DATE

MEMORANDUM

From:
To: Commanding Officer, HT-28

Subj: HT-28 GUIDELINES FOR TAD TRAVEL CLAIMS

Ref: (a) HT-28INST 3710.1 (Series)
(b) SECNAVINST 4650.21

1. If issued, all members shall utilize their government travel credit card (GOVCC).

(It is the responsibility of the Individual IP or SMA to verify that those issued a GOVCC have them on their person prior to departure for Cross Country.)

2. All members of the cross country crew will have individual lodging receipts in their name with a zero balance.

3. Taxi's are authorized from the airport to the hotel on day of arrival, and the hotel to the airport on day of departure with a maximum allowance of $25.00 each way.

4. Ramp Fees, Gas, and/or anything that deals with the aircraft goes on the gas card.

5. Failure to provide receipts, failure to use GOVCC for lodging, or non-compliance with this instruction will result in ***NO REIMBURSEMENT***!

6. I have read, understand, and shall comply with reference (a), (b) and this memorandum.

Pilot in Command signature and date:_____

Student signature and date:_____

Student signature and date:_____

CROSS-COUNTRY SERVICING/TROUBLESHOOTING GUIDELINES

The following guidelines will assist pilots of aircraft that require servicing while on cross-country flights. Only contract maintenance may perform/ authorize maintenance on TW-5 aircraft.

1. Cross-Country Kit. Contract maintenance will provide a cross-country kit which will consist of the following:

a. 1 quart of AEROSHELL 555 transmission oil

b. 1 quart of AEROSHELL 560 engine oil

c. 1 quart of MIL-H-83282 hydraulic fluid

d. Windscreen polish and cleaning towels

e. 1 set of ground handling wheels and jacking bar

f. Fuel sample jar

(cross-country flights of three or more legs may consider requesting additional oil/hydraulic fluid.)

2. Servicing Guidelines

a. Engine Oil. Ensure the engine has cooled prior to determining if servicing is required. Do not add oil unless the level is below the weld bead on the inside of the tank. Service the engine oil reservoir to the bottom of the filler neck. Use a VIDS/MAF to record the amount of oil added. This data will be added to oil consumption records upon your return (oil consumption greater than one quart per five flight hours is considered excessive). If AEROSHELL 560 is not available, contact contract maintenance through the ODO for guidance.

b. Transmission Oil. After the transmission has cooled, it is recommended to rotate the main rotor clockwise two rotations then check the oil level. If servicing is required, add transmission oil until the level is in the middle of the sight gauge. Record the amount added on a VIDS/MAF form. Do not service the transmission if any fluid is visible in the sight gauge. If AEROSHELL 555 is not available, contact maintenance through the ODO as above.

c. Hydraulic Fluid. Prior to servicing, clean contaminants away from the filler cap and surrounding area. Add hydraulic fluid until the level is just at the bottom of the screen. Secure the filler cap and reinsert the cotter pin. Ensure the cotter pin is properly seated by viewing it from the transmission access door. MIL-H-5606 may be mixed with MIL-H-83282 if it is the only fluid available. Use a VIDS/MAF form to record the type and amount of fluid added.

CAUTION: Do not remove the screen inside the hydraulic reservoir as it is designed to remove water contamination.

NOTE: It is easy to improperly seat the filler cap and cause a leak. Ensure the lip of the cap is seated on the rubber gasket and not canted or touching the reservoir edge.

d. General Guidelines. Before opening containers, wipe the container surface, can openers, and oil spouts to avoid fluid contamination. Do not service any oil/fluid levels while it is raining. Always consider unused fluid contaminated and dispose of it properly. Notify the transient line personnel/airport manager for assistance in contaminant disposal.

3. Fuel Samples. Prior to the first flight of the day, a fuel sample shall be taken from the drain cock on the underside of the aircraft and inspected for water or solid contamination.

4. Troubleshooting Guidelines

a. Hydraulic Filter Button. If the hydraulic filter button extends on turnup, it may be reset once. The aircraft is down if the button will not reset or extends again.

b. Carbon Lock. Follow the carbon lock procedures checklist.

c. APU Starts. 28 VDC and not less than 400 amperes is required for starting (higher amperage is acceptable but voltage must be 28 VDC). Civil operators often use 24 VDC batteries in parallel as an APU -- this is also acceptable.

5. Documenting Discrepancies. Always use a VIDS/MAF form. For any downing discrepancies resulting in a precautionary emergency landing, fill out an Aircraft Incident, Emergency, and Engine Malfunction Report (NASWF Form 3750/22) upon return to South Whiting.

USE OF GROUND HANDLING WHEELS (GHW)

NOTE: ANY INDIVIDUAL INVOLVED WITH THE INSTALLATION OR REMOVAL SHALL DON PROPER PPE (HELMET) PRIOR TO MANIPULATING THE AXLE ASSEMBLY ARM/LEVER.

1. Preflight the ground handling wheels.

   a. Ensure that you have one green and one red GHW.

   b. Check the tire for sufficient pressure (75-80 psi).

   c. Ensure all cotter, lock, and release pins are present.

   d. Ensure lever bar fits completely over the axle assembly arm.

NOTE: Ensure the apparatus slides easily into place on the appropriate skid tube and can be fastened by the release pin at the attachment point prior to flight. If there are any problems, get another wheel.

2. Ensure aircraft is on a relatively level surface.

3. Attach the GHW to the attachment point, ensuring the release pin is fully seated, the axle assembly arm is pointing aft and the color of the GHW matches the corresponding position light on that side of the aircraft (Red - left, Green - right).

NOTE: Attach one wheel at a time.

4. Attach the lever bar to the axle assembly arm, ensuring that the arm is seated as far inside the bar as possible.

5. Jack the weight of the aircraft onto the wheel.

   a. Allow only one person to work with the GHW at one time.

   b. Grasp the lever bar firmly at the end with both hands and pull forward until resistance is felt (the weight of the aircraft). While holding the lever bar forward, insert the lock pin into the top of the GHW support to lock the apparatus into place.

WARNING: Do not allow anyone to stand immediately behind the aircraft while installing a GHW. If you lose your grip on the lever bar before the lock pin is inserted, the lever bar can be launched rearward due to torque generated by the weight of the aircraft.

   c. Once more, ensure that the axle assembly arm is fully seated inside the lever bar.

d. Rotate the lever bar from the pointing aft position to a position of pointing forward in one continuous motion. Keep some down pressure applied at all times while pulling forward to keep the lever bar seated over the assembly arm.

e. Continue holding the lever bar with one hand and insert the lock pin with the other, ensuring the lock pin fully seats and the groove of the pin snaps around the support.

f. Again, grasp the lever bar with two hands and lightly release pressure on the bar until all pressure is supported by the lock pin.

g. Remove the lever bar from the axle assembly arm.

WARNING: Do not release the lever bar until the lock pin is fully in place. If the bar is released under tension, it will rotate rapidly to the rear and potentially cause serious injury to the installer or bystanders.

6. Repeat steps 3, 4 and 5 for the other side, but have another crewmember steady the aircraft by holding the tail while performing step 5. Ensure that the other crewmember is never in line with the plane of rotation of the lever bar.

7. Move aircraft as desired. Ensure sufficient wing walkers are available to reduce the potential for collision.

8. Remove ground handling wheels.

a. Attach lever bar to axle assembly arm (ensure fully seated).

b. Apply slight forward force to lever bar to relieve pressure from lock pin.

c. Remove lock pin, continuing to hold down on lever bar with one hand.

d. Grasp lever bar with both hands and ease up, allowing controlled rotation of the lever bar to the aft position.

e. Remove the lever bar from the axle assembly arm.

f. Detach the GHW from the attachment point.

CAUTION: Remove ground handling wheels prior to flight.

ADDENDUM TO TAD TRAVEL ORDERS

1. Lodging. HT-28 personnel going on cross country trips or TAD travel will be reimbursed for lodging under the following conditions:

Members claiming lodging must submit an original itemized receipt with their travel claims, reflecting the member's name and a zero balance. Lodging reimbursement will be the actual hotel room cost or lodging per diem rate, whichever is lower. Per diem rate is $50. If weathered or maintenance down, reimbursement will be at the full government authorized rate.

2. Double Room Occupancy is required. All HT-28 personnel are required to use double occupancy when available and feasible. Exceptions would be when members of the opposite sex travel together.

3. Meals. Cost TAD, Maintenance, Ferry and Weather Downs: 75% of Per Diem rates for first and last day of trip, full per diem for days in between.

4. Rental Cars. Rental cars are **NOT AUTHORIZED** during cross-countries. However, on a case by case base, the HT-28 Admin Officer may approve a rental car for TAD or cross-country trips. When authorized a rental car, ask SATO for a vehicle with unlimited mileage. The IP who charges the rental car shall charge all fuel costs on their GOVCC. DO NOT take/accept additional insurance or upgrades, this is not a reimbursable expense. *Authorization may be given under the following conditions:*

a. Aircraft is maintenance or weathered down.

b. ALL RENTAL CAR RESERVATIONS MUST BE MADE THROUGH SATO*** There will be **no reimbursement** for rental cars on reservations made without going through SATO.

c. If requesting rental cars during normal hours Mon-Fri, 0730-1600 call 1-800-716-7286. If after normal hours (with approval) call SATO at 1-800-359-9999.

5. Claims. Submit all receipts to Admin within **five working days**. Receipts for claims **WILL NOT** be accepted after five working days, you will be reimbursed for Per Diem only. Sign completed claims when turning in receipts.

6. Receipts. Receipts are required for all expenses and must have members name on it to be submitted for reimbursement.

7. Government Travel Charge Card (GTCC). The use of the GTCC for all expenses arising from official Government travel is mandatory per reference (g) (JFTR Volume 1, Chapter 2, Part A, Section U2015).

8. Other important numbers:

Duty Office:	(850)	623-7977
	DSN	868-7977
Admin:	(850)	623-7950/7951/7952
	DSN	868-7950/7951/7952