

MRTC REPORTING INSTRUCTIONS

Welcome Future Student,

Congratulations on your selection to attend the Air University Master Resilience Trainer Course at the Force Support Professional Development School, Maxwell AFB, AL! Please ensure your supervisor and chain of command are aware of your selection. **If you are unable to attend, please respond ASAP to afford another student this opportunity.**

READ ALL the below before proceeding to attachments.

1. Student Travel Funding Label for DTS: RegAF students are centrally funded and will be provided with an LOA/Cross Org NLT **two** weeks prior to the start of the course, this is a ZERO cost TDY for your unit. Please hold all DTS related questions until you receive the travel instructions email.
 - ANG & AFRC members are not centrally funded and will require unit funding.
2. Training Line Number (TLN): Students are required to have a Training Line Number (TLN). Unit Training Managers should be able to see TLNs no later than **two** weeks from the course start date. If that does not occur, please contact course support at EAKERCENTER.FSPDS.Registry@us.af.mil.
 - When you receive your TDY RIP you will see a quota type of AP/OP/CP which is generally viewed as "Unit Funded," but this quota also encompasses "no funds involved." This course falls under no funds involved.
3. Dates and Times: Travel dates will be **(SUNDAY PRIOR)** and **(SATURDAY AFTER)** respectively. Class dates are Monday, through Friday, according to course schedule.
 - Overseas students are authorized to arrive one day early.
4. Attachments:
 - The course syllabus which outlines the requirements for the course along with a schedule of events will be sent directly to student upon registration confirmation.

Again, we're looking forward to meeting you! Please feel free to reply if you have questions or need further assistance!