



# Integrated Resilience Division

General Reporting  
Instructions

# Class Location:

Ira C. Eaker Center for Leadership Development  
Force Support Professional Development School  
50 S. Turner Blvd.  
Gunter Annex, Alabama, 36114



**\*Please note:** The following is general information. Full reporting instructions will be provided to registered students from the course director.

**(MAFHRMS408)**  
**Military & Family Readiness**  
**Foundational Course:**

Course Overview:

To educate Military & Family Readiness staff members with the skills needed to provide Total Force, families and leadership, with the tools and services to maintain a mission ready state.

Five days of class (M-Fri). Typical hours 7:30 a.m. – 4:30 p.m.

# Pre-Class Preparation:

## **Travel Arrangements:**

1. Travel Funding/Line of Accounting (LOA) – The course director will provide details to students.
2. Lodging – Rooms are blocked off for students, so please do **not** book lodging in DTS. The course director will provide details to students.
3. Rental cars – Are **NOT** authorized by Air University, however, they can be procured at the student's unit expense if the unit authorizes.
4. Full per diem is authorized – No meals provided.

## **Uniform Requirements:**

Military – Uniform of the Day  
Civilian – Business Casual

## **Computer Requirement:**

Bring government issued or personal laptop to the course.

## **Physical Training (PT):**

Daily PT is required for all military (non formation) and optional but encouraged for civilians.

## **Arrival Assistance:**

1. Students are responsible for arranging travel from the airport to lodging.
2. Confirm base access for Taxi, Uber/Lyft services and hours of operation 24/7.
3. Please note, the Maxwell-Gunter Annex back gate is closed (Dalraida Gate). The main gate is located off of Congressman Dickinson Drive across the street from the Montgomery Humane Society (550 McDonald Street, Montgomery, AL).
4. Transportation is provided between lodging and class daily, and the course director will provide details to students.

## Additional Information:

Are you new to using the Defense Travel System (DTS)?

- Visit the below website.
- Review “How It Works”
- Access tutorial information.

<https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>



We look forward to  
meeting you soon!