

GUNTER

NONCOMMISSIONED OFFICER ACADEMY

REPORTING INSTRUCTIONS



"From the past....comes wisdom!"

REPORTING INSTRUCTIONS

Read this information package in its entirety. If, after you have read it, you feel that you need more information, please contact the Gunter NCO Academy Student Registrar Office at GNCOA.GunterNCOA.GNCOA@us.af.mil or visit <https://www.airuniversity.af.edu/Barnes/Gunter-NCOA/>

Take the following actions upon notification of attendance by your Formal Training Office:

1. Read and become familiar with these Gunter NCOA Reporting Instructions.
2. Student Information Worksheet (Attachment 1) to be filled out on DOE 1
3. Become familiar with Maxwell-Gunter Annex Map (Attachment 2).
4. Read the pre-requisite required readings (Attachment 3).

Active duty Air Force students are centrally scheduled by AFPC. The TDY's are centrally funded by AETC TDY-to-School (TTS). Orders must be completed by each student in the Defense Travel System (DTS); however, before you are able to complete them, the following steps are required:

1. Formal Training Office (FTO): Upon receipt of the signed training RIP, the FTO will confirm student's attendance in MilPDS/OTA and load the student into the 902 TTS website.
2. AETC TTS: Validates funds for training and loads the fund cite to the student's Defense Travel System (DTS) account. A notification email will be sent to the student with instructions on how to complete their orders in DTS.
3. Students can expect to receive their funding approximately 2 weeks before the class start date, but not later than 5 days prior to departure. Students will need to create their TDY orders in DTS once the funding confirmation message from AETC TTS is received. If you are experiencing any issues with DTS please contact your Formal Training Office for assistance.

If you have not received your funding confirmation message within 2 weeks of your class start date, contact your Formal Training Office. You may also contact AETC TTS at DSN 487-2971 or Comm (210) 652-2971.

Air National Guard, Air Force Reserve, and sister service students are funded through their respective commands. Please contact your command POC's for any funding/DTS assistance.

Travel Day

All students not assigned to Maxwell or Maxwell-Gunter AFB are authorized one travel day and will report to the University Inn Billeting front desk (Open 24hrs) and identify themselves as a “Gunter NCO Academy Student” (S. Morris Ave, Maxwell-Gunter Annex, AL 36115 DSN: 596- 4000, Commercial: 334-416-4000). If you traveled internationally within 10 days prior to arrival, please notify the Gunter SRO immediately with what day you left, and what country you traveled to.

Local Taxi Companies: On-Time Taxi: (334) 505-1189. Paul’s Taxi: (334) 300-0540

Tip: The address to lodging when typed into a GPS may take you to the back gate which is closed. Please use the address to the Montgomery Humane Society (across the street from the Gunter Annex front gate). 1150 John Overton Dr. Montgomery, AL 36110.

Rental Car Policy

AETC TTS policy is that NO RENTAL CARS will be reviewed for approval from PDS to TDY location regardless of cost savings to government. The use of a rental car IS NOT more advantageous to the government and Air University will not approve a rental car. If a rental car is paid by UNIT, the unit’s fund cite must be included on the orders and specify rental car costs.

Lodging

All required rooms are blocked off in advance by the lodging office however, students need to contact the University Inn reception desk on Gunter Annex no earlier than 10 days prior to the course start date to place a Government Travel Card (GTC) on file to streamline the check-in process. Upon arrival, check-in at the University Inn reception desk in Building 1017. All students must check-in at the Gunter Annex lodging desk.

Per Air Force instructions, your GTC will be charged for the first 30 days upon check in. Ensure that you have your Controlled Spending Account (CSA) or GTC (whichever was issued to you) with you at the time of check in and that it has been activated or has money loaded for you.

DTS may show rooms unavailable due to rooms being blocked off in advance and issue a non-availability letter; however, rooms will be available, and students must check-in at the Gunter Annex lodging desk. AETC TTS will not accept the DTS non-availability letter when you file your travel voucher so failing to check-in at the Gunter Lodging front desk may result in out-of-pocket lodging expenses. If for some reason rooms are not available (maintenance, renovations, higher priority reservations, etc.), the lodging desk will work to secure you a room at a government contracted hotel and issue you a valid non-availability letter. If this occurs, student will have to secure transportation on their own.

Lodging rates are set by the Office of the Assistant Secretary of the Air Force for Financial Management and Comptroller. For 2023, the cost for lodging is \$89 per night.

Per diem rates are set by the Office of the Under Secretary of Defense Comptroller and paid in accordance with the Joint Travel Regulations (JTR). Per diem is listed in DTS. All questions pertaining to per diem or lodging rates should be directed towards your Formal Training Manager.

On Day of Education (DOE) 1, students will report to the Gunter NCO Academy (Bldg. 1143) at 0800. Parking will be the lot south of Bldg 1143 (See Attachment 2). You will enter through the staff parking lot entrance.

Dining Facility (Aviation Inn)

Students are authorized to eat all meals from the dining facility. A non-availability letter will be issued for lack of meals on weekends and Project X days.

Dining Facility

Hours of operation:

Monday – Friday

Breakfast 0600-0800

Lunch 1100-1300

Dinner 1600-1830

Weekends/Holidays

Brunch 1030-1230

Supper 1330-1800

Project X TBD

FedEx and UPS Services

Do NOT have FedEx or UPS items sent to the GNCOA address. The FedEx and UPS drivers deliver packages to the University Inn, Gunter Lodging front desk. Your packages will be signed for and secured by the billeting staff. ****If possible, please try to utilize FedEx or UPS for all mail. While it is more costly, it is the quickest option for mail delivery.**

IF ABSOLUTELY NECESSARY TO UTILIZE USPS, SEE BELOW INFO:

Postal Services ONLY

Personal USPS mail is delivered to the GNCOA and distributed Monday, Wednesday, and Friday by SRO. You can receive mail through the USPS by using the following address:

Rank, First, and Last Name

Gunter NCOA Class 23-X, Flight ## (i.e. Gunter NCOA Class 23-5, Charlie Flight)

550 McDonald St.

Maxwell AFB, Gunter Annex, AL 36114

Stamps

You can purchase stamps from the P.O., lodging office, AAFES, and Dirt Road Diner.

REQUIRED ITEMS

Bring a copy of your student information work sheet (Attachment 1), AF Form 422 (if applicable), AF Form 469 (if applicable), current PT assessment, and personal/government laptop.

Student Information Worksheet (Attachment 1)

This document will be uploaded into Teams. Make sure to save the file on the electronic device you plan to bring with you to class.

Medical Profiles

Contact your unit training manager if you have a profile, limitation, or restriction. All medical profiles must be pre-coordinated with the Gunter NCOA NLT 30 days prior to the class start date. Formal training managers will coordinate profiles with the Gunter NCOA. Upon arrival to your flight room on DOE 1, all medical profiles must be given to Flight Instructors.

Permanent Profiles

Personnel with a certified permanent physical profile (AF Form 422) are eligible to attend BUT subject to approval. Provide a copy of the AF Form 422 to your Formal Training office for coordination with the Gunter NCOA NLT 30-days prior to class start date.

NOTE: Students with fitness assessments that expire during class, uncoordinated profiles, or uncoordinated changes to their profiles are subject to immediate release from the school.

Air Force Fitness Test

Students must possess a copy of a PASSING AF Fitness Test showing them current through the duration of the course. Upon arrival, AF Fitness Assessment must be given to Flight Instructors on DOE 1.

Laptop, Tablet E-device

Students are to bring a government laptop computer from their home unit or a personal laptop/tablet (at your own expense) that meets the compatibility requirements found at: <http://www.aueducationssupport.com/ics/support/default.asp?deptID=8405&task=knowledge&questionID=6321>;

Course materials will be provided via our online learning management system (eCanvas). Adobe Reader or equivalent will provide the ability to highlight, and insert notes and comments. To alleviate the majority of issues with eCanvas, ensure the latest version of Edge are also downloaded on laptop or notebook.

You will be required to complete homework assignments while at NCOA. Classrooms and billeting are equipped with WI-FI (Non .mil address). If bringing a government laptop ensure the computer has a “stand alone” configuration, VPN is operational, and Wi-Fi feature is on.

Uniform Requirements

All uniforms will be in compliance with DAFI 36-2903, *Dress and Personal Appearance of the United States Air Force and United States Space Force*

Service Dress and OCPs are required while attending the Gunter NCO Academy.

Bring at least two sets of the Air Force PT uniform. Cold weather PT gear is recommended during fall and winter months. Ensure to bring an unserviceable uniform (e.g. ABUs, BDUs, overalls, flight suit, etc..) for Project X.

OCPs will be the primary uniform-of-the-day. We recommend you bring at least two sets of each uniform combination. You MUST have one set of any combination of the service dress uniform with ALL accouterments. Service Dress Coat is Mandatory and will be worn during DOE 4, class photo and graduation.

Due to climate conditions in the building, it's advised that all students bring some type of authorized layer to be worn under the OCP. Even during the summer months, temperatures can fluctuate throughout the building, and we cannot control this.

All authorized badges, ribbons, and nametag (blue) are mandatory and required on the service uniform. ANG/AFR members may not wear state decorations while on federal service. The metal engraved nametag is only worn on the service coat.

Check your service low-quarters for dry-rot on the soles. If they are cracked and deteriorating, they must be replaced before arrival. Try your shoes on and walk around in them to know if you need new ones before traveling!

Please ensure all additional accessory items are in compliance with DAFI 36-2903. Please pay special attention to the area regarding gym bags, backpacks and hand bags.

Attachment 1:
Student Information Worksheet

Rank/Name: _____

Duty Title: _____

Email (duty or personal): _____

Duty Phone (DSN): _____

Unit: _____

Unit Address: _____

Vehicle Make: _____ Model: _____ Color: _____
Year: _____ Tag State/Number: _____

Lodging bldg.#: _____ Rm#: _____

RATER INFORMATION

Rank: _____ Name (Last, First): _____

Duty Phone (DSN): _____ Cell Phone: _____

Duty email: _____

FIRST SERGEANT INFORMATION

Rank: _____ Name (Last, First): _____

Duty Phone (DSN): _____ Cell Phone: _____

Duty email: _____

UNIT COMMANDER INFORMATION

Rank: _____ Name (Last, First): _____

Duty Phone (DSN): _____ Cell Phone: _____

Duty email: _____

WING COMMANDER INFORMATION

Rank: _____ Name (Last, First): _____

Duty Phone (DSN): _____

Duty email: _____

WING COMMAND CHIEF INFORMATION

Rank: _____ Name (Last, First): _____

Duty Phone (DSN): _____

Duty email: _____

**Attachment 2:
Maxwell-Gunter Annex Map**



***Stars on the map are various workout/PT locations**



Attachment 3:

AF EPME Mandatory Prerequisite Reading (if having any trouble using any of the hyperlinks, right click and select "copy link location" to manually open it in a new browser)

[Air Force Standards](#)

[Little Blue Book](#)

[Enlisted Force Structure](#)

[CSAF ACTION ORDERS to Accelerate Change](#)

[Summary of the National Defense Strategy](#)

[National Military Strategy](#)

[DOD Cyber Strategy Summary](#)

[DoD Space Strategy](#)

Optional Reading

[CMSAF Leadership Library](#)

The Kill Chain: Defending America in the Future of High-Tech Warfare (Highly Recommended)