"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
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 travelled 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 rarely open. Please use the address to the 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 and 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/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 2021, the cost for lodging is $85 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. **The dining facility will be available for to-go orders only.** A non-availability letter will be issued for lack of meals on weekends.

Dining Facility
Hours of operation:
Monday – Friday
  Breakfast 0600-0800  
  Lunch 1100-1300  
  Dinner 1600-1830  
Weekends/Holidays
  Brunch 1030-1230  
  Supper 1330-1800

**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.**

For **FedEx or UPS** packages use the following address:
  Rank, First and, Last Name  
  545 S. Morris Ave. Building 1017  
  Maxwell AFB, Gunter Annex, AL 36114

**IF ABSOLUTELY NECESSARY TO UTILIZE USPS, SEE BELOW INFO:**

**Postal Services ONLY**
U.S. Postal Service (USPS) is available on Gunter. Personal USPS mail is delivered to the GNCOA and distributed Monday, Wednesday, and Friday by student POCs. 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

**U.S. Mailbox Locations/Stamps**
An outgoing mail drop box is located across from Bldg 872 (near Maxwell Federal Credit Union and the USPS office). 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, proof of COVID-19 vaccination or an approved waiver (found in IMR, if applicable), mask that meets current CDC guidelines, and personal/government laptop.

Student Information Worksheet (Attachment 1)
This document will be uploaded into Canvas. 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 the 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.aueducationsupport.com/ics/support/default.asp?deptID=8405&task=knowledge&questionID=6321;

Course materials will be provided via our online learning management system (Canvas). Adobe Reader or equivalent will provide the ability to highlight, and insert notes and comments. To alleviate the majority of issues with Canvas, ensure the latest version of Google Chrome or Firefox and Java 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.

Air University Portal
Please update or create your account in the Air University (AU) Learner Portal if you have not already done so. Ensure your information is up-to-date in the AU Portal before arrival to the NCOA.
Accessibility to the NCOA course material and accountability will be based on the information you provide in the system.

**The AU Learner portal can be accessed here**

**Uniform Requirements**
All uniforms will be in compliance with AFI 36-2903.

The 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. Please be sure to have PT gear on DOE 1.** 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 uniform with ALL accouterments. Service 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 pewter 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 AFI 36-2903, Dress and Personal Appearance of Air Force Personnel. Please pay special attention to the area regarding gym bags, backpacks and hand bags.

On DOE 1, you will be briefed on local COVID guidance by your instructor (restaurants, travel requirements while here, etc). We currently are in HPCON Alpha, and the guidance is constantly evolving and flexibility is the key here.
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

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)