

GENERAL INFORMATION GUIDE

1. Orders: If you are funded by the Air Force Colonels Group, Formal Training at your servicing MPF will issue a training RIP and, depending on local procedures, prepare your orders IAW AFCAT 36-2223 and the Training Management System (TMS). Partial per diem applies for personnel TDY to Maxwell, so please ensure the “**some meals are available and directed**” statement is included on your orders. Breakfast and dinner are available at the Riverfront Inn Dining Hall, and lunch at the Officers’ Club.
2. Uniforms/Clothing: AETC uniform of the day is IAW Chief of Staff policy. There will be a social event during the first week of the course. Attire for this event is civilian casual wear (slacks or skirt, collared shirt or blouse).
3. Billeting: We will reserve billeting for you. Currently, you will stay on Maxwell AFB. If you require earlier check-in, or later checkout, please indicate on the attached Attendance Information form. Also, if your travel plans require you to arrive after 1800, we recommend you contact the Maxwell Billeting Office one to two days prior to your arrival to hold the reservation. You may need to provide them with a credit card number to hold your reservation. Their number is DSN 493-2055, Comm (334) 953-2055. Your quarters will be within walking distance of our building (Bldg 1404.)
4. Transportation:
 - a. Rental Car Authorization: Air University TDY-to-school funding **does not include** authorization for a rental car. Rental cars are unit funded.
 - b. Arrival: When you check in at billeting at University Inn, Bldg 681, 450 North LeMay Plaza - directly behind the Maxwell Fitness Center), please pick up your personal welcome package at the registration desk. The package will contain the course schedule and other items of interest. As an additional note, the only on-base dining facility open on Sunday evenings is the dining hall, which closes at 1830 hrs.
 - c. Departure: For departing airline reservations, plan for a 20-minute drive to the Montgomery airport plus additional time for check-in requirements and rental car return (if applicable). Due to federal screening procedures, the airport authority recommends arriving at the check-in counter 1 ½ to 2 hours before your departure time. Wearing civilian clothes to class and leaving class early in order to make airline departures is not authorized.
5. Academics:

Please plan to arrive at **Eaker Center (Bldg 1404) on the first day of the course at 0700L**, and join us for a continental breakfast in the Commanders’ Lounge, Room 257. The first class period will begin at 0730. Academic freedom/non-attribution applies at all times (including breaks).

Normally, class periods will last 50 minutes with 10-minute breaks, although this varies depending on each guest speaker. At the end of the course, we will provide you a CD-ROM disk with all the unclassified briefings that were presented, as well as certain handouts, and student rosters.

6. Security requirement: All class sessions are unclassified.
7. Telephone calls: Maxwell DSN is 493-XXXX. Commercial is (334) 953-XXXX. **Incoming calls will be accepted during duty hours at DSN 493-7716.** If class is in session, our staff will take a message and ensure you get it during the breaks. For emergency calls, we'll notify you immediately. **Our FAX number is DSN 493-3472.**
8. Physical Conditioning: The Fitness Center has an assortment of modern exercise equipment and free weights. Handball, racquetball, and squash courts can be reserved. Sauna, hot tub, and steam bath are available. Several jogging courses are available around base. Eight tennis courts and two golf courses are also available. Tee times are only required on weekends.
9. Computer Use and Internet Access: If you have completed the Information Assurance Awareness (IAAP) Program training, you will have access to our computer lab and the Internet.
10. Bottom Line: This should be a great couple of weeks designed to build a foundation to serve you in your new duties and to network with your fellow commanders and commander designates. We'll do our best to ensure your stay is both rewarding and enjoyable. We look forward to your participation in the course!