

CMSgt Leadership Academy

**CMSgt Leadership Course
WELCOME PAMPHLET**



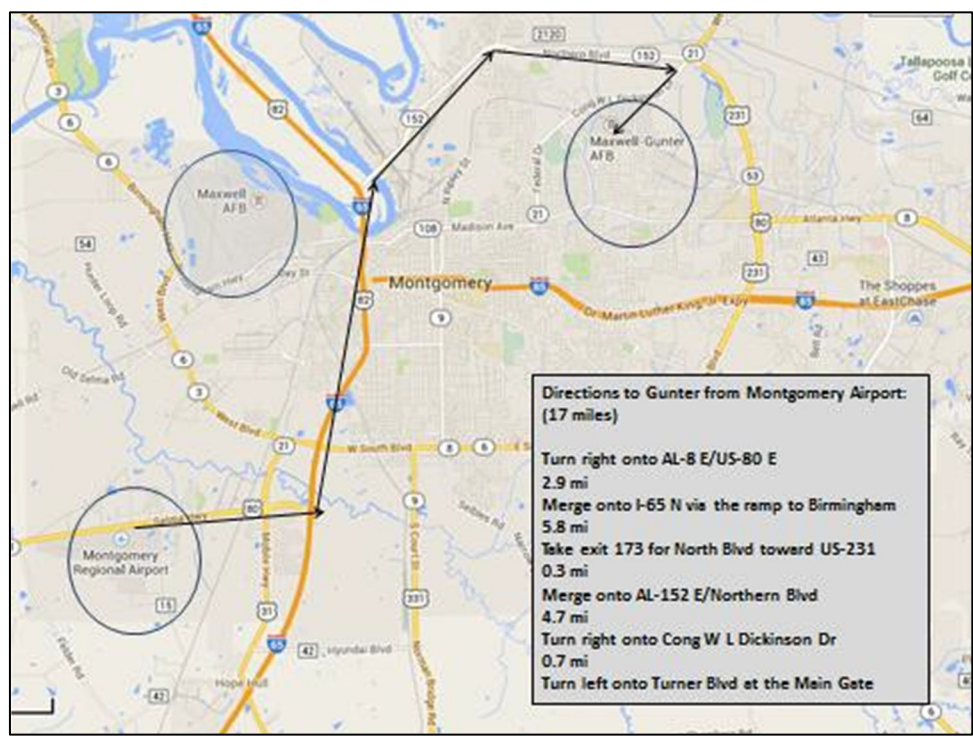
August 2021

Welcome to the Chief Master Sergeant Leadership Academy

Congratulations on your selection to attend the CMSgt Leadership Course!! Our team is looking forward to meeting you and making your time here a great and rewarding experience. This welcome package contains helpful information for you prior to your arrival.



This is a map of the Montgomery area. The circle in the lower left is the regional airport. The arrows lead through downtown and continue to Gunter. For further information about Montgomery, please visit: <http://www.montgomeryal.gov/>



Basic Information and Immediate Actions

TDY Orders

You will complete your TDY orders in DTS. Use the AETC TDY-to-school guide, <https://tdyoschool.us.af.mil> to assist you with completion. The line of accounting will come from your Formal Training Office so coordinate with them if you have not received that information.

Lodging

Lodging is coordinated through the CLA front office and reserved for you. We will provide a phone number to confirm your reservation. You do not need to reserve a room, you just need to confirm your existing reservation.

Meals

Meals are **available but not provided**, please ensure your orders reflect this.

Update Air Force Portal Account

Please ensure your Air Force Portal account has the correct email address associated with it. This information is used by the Canvas system to generate your account. To update your information, login to the portal, in the top right corner there is a drop down with the option to edit your profile. **This is especially important for our Reserve/Guard and our Med Group members as they often have multiple email addresses.**

PT Requirements

The CLC does **not** have a PT program. You are more than welcome to join the other academies in their PT if the schedule permits. As such, we do not need a copy of medical profiles.

Maxwell-Gunter

Maxwell AFB and Gunter are geographically separated, but the actual name of the base is Maxwell-Gunter AFB. Air University (AU) and 42nd Air Base Wing Headquarters are located on Maxwell. The Thomas N. Barnes Center for Enlisted Education is located on Gunter and encompasses the Community College of the Air Force, Air Force Enlisted Heritage Research Institute, and the Air Force Senior NCO Academy and the CMSgt Leadership Academy.

You will find a commissary, Shoppette, bank, and gas station on both locations. The Base Exchange (BX) and clothing sales are only on Maxwell AFB. Shopping opportunities, supermarkets, restaurants, and museums are located throughout Montgomery.

Transportation

Bus transportation may be available based on demand from hotels to Gunter Annex (if lodging is off-base). If you do not bring a POV, it is recommended your unit authorize a rental car for the duration of the course. Per AETC policy, in/around mileage is not authorized.

Parking on Gunter Annex

Parking is very limited on Gunter. There is available student parking next to the Heritage Museum (Bldg 1210) and overflow parking behind the AFSNCOA. Both areas can be accessed from either of the Gunter gates. We have five schools running consecutively, making parking near the school a premium. Please refrain from using other parking areas as those are reserved for other schools or faculty; owners may be towed at their expense if not parked in appropriate areas.

CLA Student Liaison

If you have questions or issues during your stay here, please use the following contact information to get in touch with the faculty/staff:

Office E-mail: barnescenter.clc.orgbox.1@us.af.mil
Office Phone: 1-334-416-1061/2390 /1461/1585

What to Bring

Uniform Requirements

OCPs are the only required uniform for this course.

Laptop Computer

You will need a laptop computer to receive assignments and complete coursework. We recommend a personal device with MS Office capabilities (Word, PowerPoint, etc.). To alleviate the majority of issues with CANVAS, ensure the latest version of Google Chrome/Firefox are also downloaded on the laptop/notebook. Please ensure personal devices and/or laptops are functional. Commercial Wi-Fi is available; however, we do not have IT or comm support with sufficient privileges to assist with NIPR laptop or VPN issues. Please ensure you have a home station POC or work with base comm directly to resolve any NIPR laptop issues. Also, ensure CAC issues or renewals are accomplished before arrival.

Graduation Day (DoE 10)

Departure

Consider your graduation day as a full academic duty day. Many flights are scheduled to depart Montgomery early in the mornings. We highly recommend considering the time needed to complete the last day of class, to include guest speaker briefing, checking out of billeting, giving yourself enough time to get to the airport, returning rental car, checking in luggage, etc.

Emergency Services

Maxwell AFB Command Post

After duty hours, when you cannot get in contact with anyone mentioned above, please call the Maxwell AFB Command Post, 1-334-953-7333, and ask them to relay your message to the CLA.

Maxwell AFB (42 MDG) Medical Services



Medical: Walk-in sick call is available at the medical clinic on Maxwell AFB through the flight medicine clinic, Monday - Friday, 0700-0745. Student appointments can be scheduled by calling the Flight Medicine Clinic at (334) 953-5273.

Dental: Walk-in dental sick call is available Monday – Friday, 0700 and 1200 hrs. Dental appointments can be made by calling the Dental Clinic at (334) 953-7822.

After Hours Care

Students must make every effort to contact the on-call Flight Surgeon at 953-3368 or **1-888-237-3229** for authorization prior to seeking care. If you have a medical emergency--threat of loss of life, limb or eye sight--call 911 or proceed to the nearest hospital emergency room immediately. Contact Flight Medicine Clinic the next duty day.

Urgent Care Centers

Students may need to see a healthcare provider after hours for non-life threatening treatment. After hours care is available at local Urgent Care Centers -- PriMed and American Family Care.

PriMed – Montgomery

4305 Atlanta Hwy
334-271-7061

34 Taylor Road N (24/7)
334-272-7639

815 Eastern Blvd
334-271-4545

All Med for Women – Montgomery

7065 Sydney Curve
334-323-1170

Local Area Hospitals

There are 3 hospitals in Montgomery that provide a full range of medical care and emergency services. In case of emergency, call 911 or proceed to the nearest hospital emergency room:

Baptist Medical Center East

400 Taylor Road
334-277-8330

Baptist Medical Center South

2105 E. South Blvd
334-288-2100

Jackson Hospital

1725 Pine Street
334-293-8000

Closing

Again, welcome to the CLA! If for any reason you need to contact the staff or faculty, please refer back to page 4 for contact information. Thank you!

Gunter Annex Map

