ARNG-HRH (600)   29 July 2024

MEMORANDUM FOR All Army National Guard Military Personnel Officers (MILPO)

SUBJECT: FY25 Fall MILPO Orientation Course Announcement (PPOM 24-006)

1. The FY25 Fall MILPO Orientation Course is scheduled for 4-8 November 2024 at the Temple Army National Guard Readiness Center (TARC), Arlington, Virginia. This course is intended for newly appointed and reintegrated Army National Guard (ARNG) MILPOs, Deputies, and MILPO Sergeants Major. This course is also open to Traditional (M-DAY) Soldiers, Active Guard & Reserve (AGR), and Military Technicians (MILTECH), both Enlisted and Officers, currently serving within the ARNG Adjutant General Corp.

2. <u>Location and Schedule.</u> TARC is located at 111 South George Mason Drive, Arlington, VA 22204 (Building 2, Auditorium, P150). The schedule is from 0730 to 1600 Tuesday thru Thursday (5-7 November 2024). Travel days are Monday, 4 November 2024 and Friday, 8 November 2024.

3. <u>MILPO Registration</u>. Currently open. Class size for the FY25 Fall MILPO Orientation Course is limited to 64 Participants. The availability of seats is a first-come first served basis. Register at https://forms.osi.apps.mil/r/YGdM5y6M53.

4. <u>Course Content</u>. This course encompasses a comprehensive curriculum covering G-1 functions at the National Guard Bureau and throughout the ARNG Directorate. It introduces and/or reiterates operational policies & procedure updates, Human Resources Systems, and organizational changes. Scheduled presentation topics include but are not limited to:

   a. ARNG G1 - Lines of Efforts, Redesign & Updates

   b. Personnel Policy Branch Overview - Officer, Enlisted, AGR, Education Services, and Special Actions

   c. Personnel Actions – Retirement Transitions, Medical Administrative Actions, and Defense Enrollment Eligibility Reporting System (DEERS)

   d. Navigating the Joint Officer Qualification Program

   e. Command/ Pre-Command Pre-requisites & Broadening Training Opportunities

 f. T10/ 32 Awards Workshop (6-7 November 2024) – This breakout session is limited to 25 participants (1 per State). Send participant contact information with State affiliation to MAJ Jacqueline Ayala at jacqueline.m.ayalavale.mil@army.mil.

5. Lodging. Crowne Plaza Hotel and Resort at 1480 Crystal Dr, Arlington, VA, 22202, offers a group rate within per-diem of $187.00 plus 14.25% tax. A block of 64 rooms is under the group name, "National Guard G1 MILPO Conference", booking code "MIL" to receive the group rate. Please identify the group name and make reservations by 14 October 2024. Call 703-416-1600 for reservations.

6. Transportation. Travel dates are 4 and 8 November 2024. The hotel is located approximately 1.8 miles from Reagan Washington National Airport (DCA) and offers shuttle service to and from the airport. Rental cars are not authorized.

7. Arlington Hall Station (AHS) Shuttle. Crowne Plaza Hotel and Resort provides transportation service between TARC and the Hotel.

8. Building Access. The Provost Marshal Office (PMO) controls access to TARC. The PMO requires visitors to provide two forms of identification and sign-in at the Police Desk located at the TARC main entrance. Additional security measures may be required. The PMO issues a Visitors badge, that must be always displayed and turned-in when departing TARC. This building access process is required each day; therefore, please plan accordingly to arrive on time. HRH provides escorts at the entrance of the building to assist in directing you to the auditorium at the beginning of the course.

9. Uniform. Uniform is the Army Combat Uniform (ACU) with patrol cap. ARNG Chief of Staff guidance require ACU sleeves are worn down while at TARC.

10. The point of contact for this memorandum is CPT Carlos Matos, MILPO Orientation Course OIC, Army National Guard G1, Personnel Policy Division, at (703) 607-5374, carlos.j.matos2.mil@army.mil.

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