



**NATIONAL GUARD BUREAU**  
111 SOUTH GEORGE MASON DRIVE, AH2  
ARLINGTON, VA 22204-1373

NGB-J1

7 September 2011

MEMORANDUM FOR THE J1, G1, and A1 OF ALL STATES, PUERTO RICO, THE US VIRGIN ISLANDS, GUAM, AND THE DISTRICT OF COLUMBIA

SUBJECT: Procedures for Registration for the National Guard Bureau (NGB) Sexual Assault Prevention and Response (SAPR) Leadership Summit

1. PURPOSE: The second NGB SAPR Leadership Summit is scheduled for 15-16 Nov 11 in Herndon, VA at the Hyatt Dulles Hotel. The goals of the Summit are to:

- a. Present the National Guard Bureau's and DoD SAPRO's sexual assault strategic SAPR priorities
- b. Provide a forum for DoD and non-DoD Subject Matter Experts (SMEs) to present national best practices on sexual assault prevention and pre-assault intervention methods
- c. Provide an understanding of sexual assault prevention that can be incorporated into a concept of composite risk management to increase readiness for combat

2. DATES: The SAPR Leader Summit will be held 15-16 Nov 11. The Sexual Assault Response Coordinators (SARCs) will stay for additional SARC training on 17 Nov 11 until 1200 for Service specific breakouts. Travel days are 14 and 17 Nov for leaders and 14 and 17 or 18 Nov for SARCs.

3. SUMMIT REGISTRATION: Each participant must register for the event at <https://www.jointservicessupport.org/Events/EventRegistrationRequest.aspx?Mode=AddNew&Id=fb0518b7-8a86-4ece-beaa-31548bb5cb2a>

4. LODGING: The SAPR Summit will be held at the Dulles Hyatt, 2300 Dulles Corner Boulevard, Herndon, VA 20171. Please make your hotel reservations by calling 888-421-1442, or by registering online at <https://resweb.passkey.com/go/NGB2011>, by Friday, 28 Oct 11. After that date, lodging will be available on a space available basis. Hotel rooms are under the National Guard Bureau, 2011 Summit Workshop room block at the prevailing federal per diem. Rooms are tax exempt with your government ID. (Please arrange for tax exemption prior to your arrival.) Reservations must be guaranteed for late arrival with a credit card or first night's deposit. Should cancellation of an individual reservation be necessary, cancellation MUST occur no later than 24 hours prior to arrival date to avoid a cancellation fee. Hotel check-in is after 1500 hours and checkout is at 1200 hours.

5. TRANSPORTATION:

- a. AIRPORT: The nearest airport to the hotel is Dulles International Airport (Airport Code: IAD). The hotel is approximately 4.5 miles from Dulles. It is strongly recommended that any

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participants arriving by air make their flight into Dulles rather than Washington Reagan airport. There is free complimentary shuttle service to and from the hotel to Dulles. The drop off and pick up points at the airport will be at curbs 2A and 2H on the hour and on the half hour. The hotel shuttle starts at 0515 and ends at 0030. The shuttle runs every half an hour; it departs the hotel a quarter before the hour and a quarter after the hour. The 0030 pick up at the airport is the last one of the day.

b. GROUND TRANSPORTATION:

(1) TAXI: One-way taxi transportation from the airport to the hotel is in the range of \$15.00. All taxi service from Dulles Airport is handled by the Washington Flyer Taxi Service.

(2) WASHINGTON AREA METROPOLITAN TRANSIT AUTHORITY (METRO): Website: <http://www.wmata.com/> If you are utilizing Metro transportation, the nearest Metro Rail station is the West Falls Church Metro station on the Orange Line. Taxi cost from the West Falls Church Metro is in the range of \$40.00 one way.

(3) CAR RENTALS AND HOTEL PARKING: If driving a personal vehicle or using a rental car, there is complimentary free parking at the hotel.

6. UNIFORM: Uniform for military personnel will be ACUs/ABUs. Civilian attire will be business professional (no jeans, shorts, t-shirts, flip-flops, etc.).

7. AGENDA: A training agenda will be available for your review and sent with a registration reminder by 20 Oct 11. Please note that the times and events on the draft agenda are subject to change. A final agenda will be provided at onsite registration.

8. CONTACT INFORMATION: We look forward to seeing you in the National Capital Region at the National Guard's second SAPR Leadership Summit. If you have any questions between now and the workshop date, please feel free to contact Jane Lux, COM 703-601-0577, or via email at [Jane.Lux@us.army.mil](mailto:Jane.Lux@us.army.mil) or James Thompson, COM (703) 607-2596 or via email at [James.E.Thompson5@us.army.mil](mailto:James.E.Thompson5@us.army.mil). Please contact Alice Nuttall at 703-607-8674 or email [Alice.Nuttall@us.army.mil](mailto:Alice.Nuttall@us.army.mil) with any questions about registration.

  
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