



## NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

ARNG-HRH

19 SEP 2011

MEMORANDUM FOR ALL MILPOs, DCSPERs

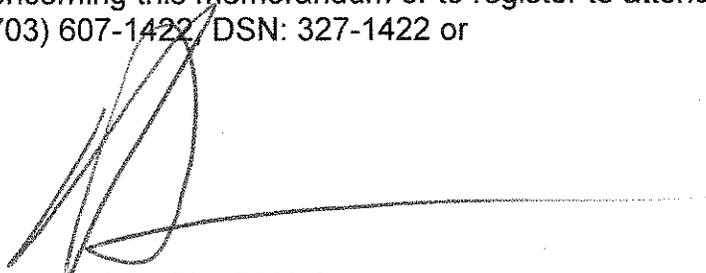
SUBJECT: National Guard Bureau 2011 Autumn MILPO Orientation Course

1. The 2011 Autumn MILPO Orientation Course will take place from 24-28 October 2011, in Arlington, VA. This course is intended for newly appointed Army National Guard Military Personnel Officers (MILPOs) / Deputy Chiefs of Staff for Personnel (DCSPERs), their deputies, and MILPO/DCSPER Sergeants Major.
2. The course is limited to 25 attendees. In the past, the available slots have filled quickly and we enforce the intended audience requirements listed in paragraph 1.
3. The course will cover many aspects of G-1 functionality at the National Guard Bureau (NGB) and is designed to enhance new appointee capabilities to interface with ARNG G-1 and other entities (e.g. Guard Strength Command, Walter Reed Army Medical Center Warrior Transition Unit, etc.) in the National Capital Region.
4. A hotel within the per-diem rate and conveniently located with shuttle service to the metro is confirmed. The hotel also serves as the training location for the briefings. Reservation information will be distributed to confirmed participants. Travel dates are 23 October 2011 and 28 October 2011. Do not plan to leave the course location before 1000 on 28 October 2011. Rental cars are not necessary.
5. The course will also include a tour of the Army National Guard Readiness Center, Buildings I and II, and the Pentagon. Participants may wish to arrange to meet personnel from their state assigned to NGB once the training day is complete. Please bring two forms of Identification for building access.
6. The uniform for the course is ASU w/ Beret, as it is the duty uniform for the National Capitol Region (NCR) starting 1 October 2011. Civilian attire is authorized for the off-site social function as well as on the last day of the course, 28 October 2011.
7. Individuals interested in historical course information and materials may click on the course sharepoint link: [https://gkoportal.ngb.army.mil/sites/G1\\_ARH/](https://gkoportal.ngb.army.mil/sites/G1_ARH/) (follow the "MILPO Orientation Crs Material" link in the upper-right hand corner of the screen). This site will be updated with material for the upcoming course, as it is finalized.

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8. The point of contact for questions concerning this memorandum or to register to attend the course is CW2 Sally Randolph at (703) 607-1422, DSN: 327-1422 or [sally.randolph@us.army.mil](mailto:sally.randolph@us.army.mil).



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