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Education and Incentives Operations Message (EIOM 08-21)

Date: 11 February 2008

TO: All ARNG Education and Incentives Personnel of All States, Puerto Rico, The Virgin Islands, Guam and the District of Columbia and other support agencies

SUBJECT: NGB-ARM Education and Incentive Branch messaging (EIOM) through Virtual Armory

1. The NGB-ARM Education and Incentive branch will be migrating to the Virtual Armory for all official communications (EIOM) to the field effective 15 February 2008. It is important that all personnel currently receiving EIOM's be registered in Virtual Armory and elect to receive these EIOM's. This registration will also allow the user accessibility to these messages in the future. Registration in Virtual Armory is accomplished by registering at www.virtualarmory.com. Registering on Virtual Armory will enable the individual to view any attachments that are included with the EIOM as the entire message will reside in Virtual Armory under the EIOM tab as well as all historical messages. The following steps are to be followed for proper registration for military and civilian virtual armory users:

a) Military Users will be registering with their DOB and SSN. At this point they receive a user ID (after they are verified) and are allowed to create a password. Once they have this level of access, they will be able to view the EIOMs online. We request that users go to the update profile link in Virtual Armory and enter their information.

b) Non-military members will register by sending an email to their military POC (State Level or ARM Level POC) requesting to be sponsored. The military POC will add non-military users, by clicking on the Sponsor link on the registration page of Virtual Armory and entering the non-military registrant information. Following this the military POC will send an email to the requestor confirming the sponsorship, and make a request to update their profile in Virtual Armory through the update profile link.

2. POC for this message is MSG Mark Cusumano at COMM: (703) 607-9712, DSN: 327-9712 or email at mark.cusumano@us.army.mil or Mr. Jerome Carter at COMM: (703) 607-9749, DSN: 327-9749, or email at johnny.jerome.carter2us.army.mil.

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