



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
4501 FORD AVENUE, ALEXANDRIA, VA 22302-1454



NGB-ARS

2 July 1992

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (All States Log Number I 92-0286 ) Health Systems Specialist/Active Guard/Reserve Training Program

1. The Office of the Army Surgeon will conduct a three and a half day training program, from 20 - 23 Oct 92, for personnel in the Health Systems Specialist (HSS) and Active Guard/Reserve (AGR) medical actions section of each state.
2. The classes will be held from 0800 to 1600 hrs, Tuesday through Thursday, and 0800 to 1200 hrs, on Friday. Travel days will be Monday, 19 Oct 92, and Friday, 23 Oct 92, after 1200 hrs.
3. Information and instruction will be presented by the Chief of the Health Care and Physical Standards Branch, Patient Administrator, NGB-ARS action officers, as well as guest speakers from the Active Component and other NGB Divisions. All NGB-ARS policies and actions (e.g. civilian medical vouchers, civilian dental requests, waiver requests, physical examinations, HIV, CVSP, etc.) will be reviewed, to assist in timely resolution of medical actions. Deficiencies preventing immediate NGB-ARS resolution of actions, will be identified and discussed. Two training sessions will conclude with break-out sessions with the NGB-ARS staff. Attending personnel are encouraged to bring outstanding/difficult cases with them for resolution.
4. If your personnel have special duties or requirements, NGB-ARS will do everything we can to accommodate them if you will let us know before he/she arrives. Personnel are encouraged to bring copies of AR 40-501, AR 40-3, NGR 40-501 and NGR 40-3 for reference.
5. The training seminar has greatly changed and expanded to address the ever widening range of health care issues, changing policies, and medical responsibilities of the ARNG. If HSS/AGR personnel have not recently attended the training sessions, NGB-ARS encourages consideration be given to again sending representatives for these classes. NGB-ARS also strongly recommends consideration be given to sending state civil employees who deal with health care programs and issues. This course is primarily designed to assist at the action officer/worker level.
6. To maximize the training opportunity throughout the ARNG, only two attendees per state can be allowed. If the training course

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fills and NGB-ARS cannot accommodate the State's request for attendance, those names will be put on a waiting list in case of a cancellation. If no cancellations become available the State will be given priority for the next training class. Training attendance is limited to 40. Selection will be based on a first come/first serve basis. Telephonic reservations must be followed with a written confirmation, preferably sent via FAX: (DSN) 289-4731.

7. Departure to home station must be after 1200, on 23 Oct 92, following the final scheduled class. If an attendee cannot stay through the entire training period, it is requested the State send him/her at a time when the soldier can participate in all the training classes.

8. The National Guard Bureau is mandated to reduce TDY and travel costs to the Military District of Washington. To comply with established guidelines all attending personnel must lodge at the Spring Hill Motor Lodge, Alexandria, VA., site of the training classes. Additionally, no rental cars will be authorized.

9. NGB-ARS has negotiated a favorable agreement with the Spring Hill Motor lodge to reduce State TDY expenses. Spring Hill provides free transportation to and from National Airport, and nearby metro (subway) stops. On notification of attendance from NGB-ARS, the attendee must confirm a reservation by credit card with Spring Hill Motor Lodge (1-800-323-0024).

10. Every TDY traveler to the Washington, D.C. area is required to call the Lodging-success Center, 1-800-821-6559, prior to departure from home station.

11. POC is SFC Eisenbart, DSN: 289-1705, FAX (DSN): 289-4731

FOR THE CHIEF, NATIONAL GUARD BUREAU:

  
EDWARD K. JEFFER  
COL, GS  
Chief Surgeon, Army National Guard

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