



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3231

NGB-ARH

MEMORANDUM FOR ALL MILPOs, DCSPERs

SUBJECT: 2008 Spring MILPO Orientation Course

1. The 2008 Spring MILPO Orientation Course will take place in Arlington, VA from 2-5 June 2008. This course is intended for newly appointed Military Personnel Officers (MILPO), Deputy MILPOs and Deputy Chiefs of Staff for Personnel (DCSPER).
2. The course will cover many aspects of the G-1 functionality at the National Guard Bureau level and will greatly enhance your capabilities to perform these functions on a daily basis.
3. It is recommended each participant make lodging reservations to stay at the Crowne Plaza located next to Jefferson Plaza One and the Reagan National Airport. The hotel is within the per-diem rate. This will facilitate your interaction with others and assist the course managers in providing ground transportation to and from the course site. You may contact the Crowne Plaza Washington – National Airport **Central Reservations system at 1-800-227-6963**. Please make your reservations prior to **2 May 2008** and state you are attending the **NGB MILPO Orientation Course** as we have blocked off a group of rooms for your convenience. Once you have received your confirmation number please email it to the course manager. Travel dates are 1 June and 6 June. Rental cars are not necessary.
4. There will be a briefing at the Warrior Transition Unit (WTU) at Walter Reed Army Medical Center 4 June 2008. You will have an opportunity to meet with Soldiers from your state assigned to the WTU on that date.
5. The uniform for this course will be BDU/ACU w/ Beret. Civilian attire is authorized for wear on the last day of the course 5 June 2008.
6. The course manager is CPT Nicole Brugato at (703) 607-5877, DSN: 327-5877 or [nicole.brugato@ng.army.mil](mailto:nicole.brugato@ng.army.mil).
7. We are looking forward to presenting you with quality information to better equip you for success.

A handwritten signature in black ink, appearing to read "D. Sheridan", written over a large, faint circular stamp or watermark.

DAVID P. SHERIDAN  
COL, GS  
Chief, Personnel Policy  
and Readiness Division