



NATIONAL GUARD BUREAU

1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON VA 22202-3231

ARNG-HRH-A

27 AUG 2010

MEMORANDUM FOR the Military Personnel Management Officers of All States, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia

SUBJECT: Combat Awards Training Workshop (ARNG-HRH Policy Memo #10-047)

1. The Personnel Policy Division (ARNG-HRH) will conduct a workshop starting September 22, 2010 through September 23, 2010, to train personnel who are responsible for military awards in the requirements and procedures over Combat Awards. The workshop's agenda will also include a review of all incomplete Combat Award packets currently in suspense. This training will be conducted at the National Guard Bureau, 5600 - A3 Conference Room B, 1411 Jefferson Davis Highway, Arlington, VA 22202.
2. All States are provided a copy of NGB Combat Awards report prior to the scheduled training. We request attendees review the data and bring current/revised information to the workshop.
3. States are encouraged to select attendees who will be stabilized in military awards related positions for a minimum of six months after completion of this training. States must provide the name and contact information of the selected attendee(s) to the below listed ARNG POC as soon as possible.
4. Workshop attire: Military - ACU with beret; Civilian - appropriate business casual attire.
5. Travel Arrangements.
 - a. Attendees are responsible for booking their own reservations through the Army Lodging Success website
http://www.armymwr.com/travel/lodging/lodging_success.aspx. In the event that you are unable to make lodging arrangements through the website above, you may contact the Crown Plaza National Airport's reservation desk at (703) 416-1600 or email www.cpnationalairport.com. The hotel rate falls within the authorized per-diem allowance and is within walking distance.
 - b. Flight: Attendees will schedule their itinerary into Reagan National Airport (airport code DCA). Departing flights should not be scheduled before 1800 on the last day of training. The airport is less than two miles from JP1 and airport shuttle services are

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complimentary between the Crown Plaza and the airport. Attendees will need to contact the hotel upon arriving for the shuttle service.

c. Parking: POV or rental car parking is available at \$20 per day in garages located at JP1.

6. Point of contact for the workshop is SGM Bernard Hobbs, 703-607-0637 or email Bernard.J.Hobbs@ng.army.mil. Attendees with questions or requiring assistance after duty hours may contact either SGM Hobbs at 301-606-5529 or Ms. Lane at (571) 329-4880, or e-mail krystalm09@yahoo.com.


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