NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON VA 22202-3231

ARNG-HRH

27 OCT 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 #10-065)

1. The Personnel Policy Division (ARNG) will conduct a workshop on 14 December 2010 and 15 December 2010 regarding the requirements and procedures for obtaining unit and individual combat awards. The workshop's agenda will also include a review of all incomplete combat award packets currently in process. This training will be conducted at the National Guard Bureau, 1411 Jefferson Davis Highway, Arlington, VA 22202 (2100- DTTP Classroom).

2. All States will be provided a copy of the current NGB Combat Awards report prior to the scheduled training. Attendees should review this data in advance 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 the training. States must provide the name and contact information of the selected attendee(s) as soon as possible.

4. Uniform: Military - ACU with beret; Civilian - appropriate business casual attire.

5. Travel Arrangements.

a. Attendees are responsible for booking their own lodging through the Army Lodging Success website http://www.armymwr.com/travel/lodging/lodging_success.aspx. In the event that they are unable to make lodging arrangements through the website, they may contact the Crown Plaza National Airport reservation desk at (703) 416-1600 or via www.cpnationalairport.com. The hotel rate falls within the authorized per-diem allowance and is within walking distance of the training site.

b. Attendees, traveling by air, will schedule flights into Reagan National Airport (DCA). Departing flights should not be scheduled before 1800 on 15 December 2010. The airport is less than two miles from the training site, and shuttle services are complimentary between the Crown Plaza hotel and the airport. Attendees will need to contact the hotel upon arrival to arrange for the shuttle service.

c. Parking is available at $20 per day in garages located in the same building where training will be conducted. Other nearby facilities also offers parking. Attendees arriving by air and staying in local lodging will not require a rental car.

6. Point of contact for the workshop is SGM Bernard Hobbs, 703-607-0637 or 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. Krystal Lane at (571) 329-4880.

Gilbert J. Morales, Jr.
Deputy

DENNIS P. CHAPMAN
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