



## NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

ARNG-HRR

13 December 2016

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 17-009, AUVS Regional Level Training

1. ARNG-HRR-O will conduct AUVSv2 user training at various Regions beginning in January 2017 and concluding in May 2017. Scheduled dates and locations are attached. It is imperative that the States support sending their AUVS personnel to this training.
2. This training covers mandatory annual 'refresher' training requirement, as outlined in AR 601-1, for AUVS Managers at all levels. The training will greatly benefit State AUVS Managers, G1 personnel, and SIDPERS users. States are welcomed to send additional personnel to the training with the understanding that not all areas may be pertinent to them (i.e. Client Server (CS) REQUEST).
3. The training will be conducted over a three day period (Tuesday - Thursday) with travel occurring on Monday and Friday. Management level users (R&R, SIDPERS, and other users with elevated permissions) must attend all three days of the training to receive credit for the class.
4. Training will be focused on AUVSv2 and REQUEST (CS and Web) through the training environments of the applications. Newly appointed managers will have the opportunity for more individualized training, if required. Training will consist of an in-depth review of AUVSv2 and REQUEST along with an overview of individual State performance reporting criteria. Additionally, the training will include a hands-on approach to various scenarios.
5. All participants are required to have a laptop with Wi-Fi capabilities as all locations may not have hard-lines. Air cards or MiFi's are recommended in the event of training location internet outages. Managers, to include SIDPERS Managers, will require access to the following sites: AUVS and AUVS Training on the SMMS website (how to obtain access is defined in para 6). Primary and Alternate AUVS Managers must have CS REQUEST installed, with all updates applied, as well as, Web REQUEST access prior to attending. This software is required for their portion of the training.
6. All personnel attending these events must ensure that the National AUVS Managers have received their AKO ID (john.smith), not the email address (john.d.smith99.mil@mail.mil), NLT 30 calendar days prior to the start of the training. This will ensure the user's access to the AUVS training site is entered and approved prior to attendance.

ARNG-HRR  
SUBJECT: AUVS Regional Level Training (SMOM #17-009)

7. All military personnel attending the training must use the hotel choices that appear in DTS. The enclosure shows the closest airport code, per diem rate, and point of contact for the host State with contact information. A daily training schedule and directions to the training location will be provided to each participant by email prior to the training.

8. The points of contact for this training are Mr. Michael Amoroso at 609-670-4485 or michael.c.amoroso.ctr@mail.mil, and Mr. Timothy Carter at 571-242-2402 or timothy.a.carter6.ctr@mail.mil.



1 Encls

1. [FY17 AUVS RRAC Training Locations.xls](#)

MONIE R. ULIS  
COL, IN  
Chief, Strength Maintenance Division  
Army National Guard