



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRR

20 April 2017

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 17-043, FY17 MEPS Guidance Counselor, Initial Entry Training Requirement Manager, and Operations NCO Training

1. ARNG-HRR Recruiting Operations Branch is conducting the Military Entrance Processing Station (MEPS) Guidance Counselor (GC) and Initial Entry Training Requirements Manager (IETRM) training from 10 Jul 2017 - 22 Jul 2017 at Keesler AFB in Biloxi, MS.
2. The focus of the MEPS GC training is to provide critical sustainment training to all current MEPS Guidance Counselors and those assigned to MEPS within the next 90 days. All DA Civilian MEPS GCs will attend this mandatory training event. Recruiting and Retention Operation NCOs are highly encouraged to attend. Recruiting and Retention Battalions are authorized to send 1 RRB Operations NCO to the MEPS GC training. The purpose is to train RRB Operations on the same material that the MEPS GCs will receive. Recruiting Operations Branch will provide training on AR 601-210 w/ AOC, waivers, suitability and security measures, AUVS, IET management, REQUEST and GCRC accessioning systems, quality control techniques, and receive updates from the Army G1. The MEPS GCs and RRB Operations NCOs will complete practical exercises, tests, and an end of training exam. MEPS GCs and RRB Operations NCOs are required to bring their updated AR 601-210 w/ AOC, MEPS Operations Guide (draft copy sent via email), and current policy messages with them to the training. The MEPS GC and IETRM Training Schedule is attached. Point of contact for the MEPS GC Training: Mr. Matt Saracco at (703) 601-7630 or matthew.r.saracco.civ@mail.mil.

The training dates for the MEPS GC Sustainment Training is as follows:

1st Week: 10 Jul 2017 - 15 Jul 2017 (Travel days are 10 and 15 Jul) School Code - 964 / CRS - 964-ARNG-MEPSGCSC / Class 001 / 90 Max.

2nd Week: 17 Jul 2017 - 22 Jul 2017 (Travel days are 17 and 22 Jul) School Code - 964 / CRS - 964-ARNG-MEPSGCSC / Class 002 / 90 Max.

3. The Initial Entry Training Requirement Manager (IETRM) training will provide critical sustainment training on managing force structure needs, by MOS, in preparation for the Structured Manning Decision Review (SMDR) and Training Requirements Arbitration Process (TRAP). Only one IETRM and one individual from force management personnel per State will be authorized to attend the training. IETRMs will receive training on

ARNG-HRR

SUBJECT: FY17 MEPS Guidance Counselor, Initial Entry Training Requirement Manager, and Operations NCO Training (SMOM #17-043)

reviewing historical requirements, the SMDR and TRAP processes, use of ARM-G/AFAM models, and forecasting new requirements. IETRM are expected to have their government laptops with them for training purposes and all documented force structure changes for FY19-21 to include the most recent skill level 10 MTOE/TDA authorizations. The IETRM Training Schedule is attached. POC for the IETRM training is Mr. Bryant at (703) 607- 1308 or michael.d.bryant6.civ@mail.mil.

The Training dates for the IETRM Training is as follows: 11 Jul 2017 - 14 Jul 2017 (Travel days are 11 and 14 Jul) School Code - 964 / CRS - 964-ARNG-IETRM / Class 001 / 75 Max.

4. AGR MEPS GCs, IETRMs, and Operations NCOs must have travel approved by their State to attend. State RRBs need to ensure those attending are entered into ATRRS by their States Training Section. The ATRRS Course information is listed above. Seats are limited to 90 each week for the MEPS GC Training and 75 for the IETRM Training.

ARNG-HRR MEPS Regional Managers will consolidate a list of their Department of Army Civilian MEPS GCs on who is attending what week of training and submit those names to ARNG-HCM for travel approval and funding. Participants must be present at all required training. The suspense date for confirmation in ATRRS of all attendees is NLT 15 Jun 2017.

5. All workshop attendees must submit their authorization in DTS first and then register through Guard Knowledge Online (GKO). The following link will take you to the landing page where the registration link is located:

<https://gkoportal.ng.mil/arng/G1/D05/ROB/Lists/MEPSGC/AllItems.aspx>.

6. Attendees will need their flight information to complete their GKO registration properly. A registration confirmation list will be sent out on 20 Jun 2017 confirming which training session you are enrolled. If needed, HRR staff will balance out each week to ensure there are an equal number of attendees per week for bed space purposes.

7. Participants MUST call the Air Force Inn on Keesler AFB, MS at 228-377-4900 and MUST use the group reservation block number of ARNG 20590096498 to make your room reservations NLT 16 MAY 2017. The room cost is \$60 per night and must be manually built into your DTS authorization as military lodging available. Lodging expenses will not be reimbursed for family members or guests.

8. Airport Transportation to and from Keesler AFB will be provided by NGB Staff with GSA bus or van shuttles scheduled as necessary based on your information input into the GKO registration. Do not schedule return flights until after completion of the last session of training. Please allow a minimum of 1 hour for travel from Keesler AFB to Gulfport/Biloxi (GPT) Regional Airport.

ARNG-HRR

SUBJECT: FY17 MEPS Guidance Counselor, Initial Entry Training Requirement Manager, and Operations NCO Training (SMOM #17-043)

9. No rental cars are authorized.

10. Uniform for the training workshop is OCP for all military personnel. Uniform for all DA Civilian personnel is professional business attire: professional polo or dress shirts and khaki or dress pants. At no time are jeans, shorts, t-shirts, sandals, sneakers, or similar attire authorized unless permission is given due to special circumstances by appropriate supervisor or after the completion of the duty day.

11. All attendees are encouraged to bring laptop computers or tablets with them. The only mandatory requirement for use of a laptop is the IETRM's for work in AFAM.

12. Point of contact for this message is Mr. Matthew Saracco at (703) 601-7630 or matthew.r.saracco.civ@mail.mil.



1 Encls

1. [FY17 MEPS GC & IETRM Training Schedule student copy.pptx](#)

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