



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRR

23 March 2018

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 18-033, FY18 MEPS Guidance Counselor, RRB Operations NCO and Initial Entry Training Requirements Manager Annual Sustainment Training (Amended 23 March 2018)

1. ARNG-HRR Recruiting Operations Branch is conducting the Military Entrance Processing Station (MEPS) Guidance Counselor (GC) and Initial Entry Training Requirements Manager (IETRM) annual sustainment training from 2-13 APR 2018. The training will be conducted at Keesler AFB in Biloxi, MS.

2. MEPS GC Sustainment Training: 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 90 days, as well as to RRB Operations NCOs.

a. Participants: All Department of the Army (DA) Civilian MEPS GCs will attend this mandatory training event. Recruiting and Retention Operation NCOs are strongly encouraged to attend, however attendance is not mandatory. Recruiting and Retention Battalions are authorized to send 1 RRB Operations NCO to the MEPS GC training.

b. Topics: Recruiting Operations Branch will provide training on current AR 601-210, AOC, waivers, suitability/ security measures, Automated Unit Vacancy System (AUVS), IET management, REQUEST, GCRC, accessioning systems and quality control techniques. Participants will also receive updates from USMEPCOM, and TRADOC LNOs. The MEPS GCs and RRB Operations NCOs will complete numerous practical exercises and tests, followed by an end of training exam. MEPS GCs and RRB Operations NCOs are required to bring their updated AR 601-210 w/ AOC and current policy messages with them to the training. The MEPS GC Training Schedule is attached.

c. Course information:

Dates: 3-6 Apr 2018 (Travel days are 2 and 7 April)

Course number: 964-ARNG-MEPSGCSC

Class number: 001

Max participants: 90

Dates: 9-12 Apr 2018 (Travel days are 8 and 13 Apr)

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Course number: 964-ARNG-MEPSGCSC

Class number: 002

Max participants: 90

d. The point of contact for MEPS GC Sustainment Training is MSG Rory Nelor at rory.c.nelor.mil@mail.mil or 571-438-5417.

3. IETRM Sustainment Training: 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).

a. Participants: Only one IETRM per State is authorized to attend the training.

b. Topics: IETRM will receive training on reviewing historical requirements, the SMDR and TRAP processes, use of ARM-G/AFAM models, and forecasting new requirements. Each State IETRM will have 3-5 minutes to brief their process. IETRM are expected to have their laptops with them for training purposes and all documented force structure changes for FY20-22 to include the most recent skill level 10 MTOE/TDA authorizations. The IETRM Training Schedule is attached.

c. Course information:

Dates: 4 Apr 2018 - 5 Apr 2018 (Travel days are 3 and 6 Apr)

Course number: 964-ARNG-IETRM

Class number: 001

Max participants: 75

d. POC for the IETRM training is Mr. Michael Bryant at michael.d.bryant6.civ@mail.mil or 703-607- 1308.

4. All participants must be registered in ATRRS. ATRRS Course information is listed above in paragraphs 2c and 3c. ARNG-HRR MEPS Regional Managers will provide a consolidated list of DA Civilian MEPS GCs, including name, course number, and class number, 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 COB 21 MAR 2018.

5. All participants must have travel approved by their State to attend. Once travel is submitted through DTS, register all required information on the Recruiting Operations

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Branch Guard Knowledge Online (GKO) page using the following URL: Link: <https://gko.portal.ng.mil/arng/G1/D05/ROB/Lists/2018%20MEPSGC/AllItems.aspx>. Any problems with GKO registration please call Mr. Al Matcke at 301-728-5970.

6. Attendees will need their flight information, DTS Travel Authorization Number and total cost estimate to complete the GKO registration properly. A list of participants registered for each class will be sent out on/about 27 March 2018. If needed, HRR staff will balance class sizes to ensure there are an equal number of attendees each week for bed space purposes.

7. Do not reserve lodging through DTS. Participants MUST call Air Force Inn on Keesler AFB, MS at 228-377-4900 and MUST use the group reservation block number of ARNG 20590096654 to make room reservations NLT 21 MAR 2018. The room cost is \$60 per night. Lodging expenses will not be reimbursed for family members or guests.

8. Rental cars are not authorized. 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 (see attached training schedule). Please allow a minimum of 1 hour for travel from Keesler AFB to Gulfport/Biloxi (GPT) Regional Airport. Contact MSG Bond for all transportation questions at his cell 601-543-5097.

9. 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 during the training day 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.

10. 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.

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



ROBERT E. KUSTER II
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Army National Guard

1 Encls

1. [FY18 MEPS GC IETRM Training Schedule Final.pptx](#)