



## NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

ARNG-HRR

2 July 2018

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 18-061, Automation NCO Annual Sustainment Training

1. ARNG-HRR Accessions Systems Branch is conducting the ARNG Automation NCO annual sustainment training from 5-10 Aug 2018. The training will be conducted at the National Guard Professional Education Center (NGPEC) on Camp Robinson in North Little Rock, AR.
2. Strength Maintenance Advisory Group - Automation Sub-Group (SMAG-ASG) Meeting: The SMAG-ASG National Chair will host a meeting with each of the Region Chairs prior to the start of the Workshop.
  - a. Participants: All National SMAG-ASG representatives, SMAG-ASG Region Chairs or their representative (Vice-Chairman) will attend this meeting.
  - b. Dates: 6 Aug 2018 (Travel day is 5 August).
  - c. Time: Meeting will be held at 1000 hours, location TBD.
3. Automation NCO Sustainment Training: The focus of the Automation NCO training is to provide critical sustainment training to all current Automation NCOs and those to be assigned within 90 days.
  - a. Participants: All Title 32 Active Guard/Reserve (AGR) Soldiers and Contractors assigned to an Automation NCO position (Line 13 in Headquarters Support System (HSS)) are strongly encouraged to attend, however attendance is not mandatory.
  - b. Topics: Accessions Systems Branch will provide training on Security+ Continuing Education, Automation SharePoint, Hardware Lifecycle Replacement, Juniper usage, PiCAT/MRIS, DCA, Information Assurance, HSS/FAZR/PER, SCCM, LiveScan, BI Zone/RMZ.
  - c. Course information:

Dates: 7-9 Aug 2018 (Travel days are 6 and 10 August).

Location: Jones Auditorium.

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4. All participants must have travel approved by their State to attend. Once travel is submitted through DTS, register all required information on the Automation SPAN SharePoint page using the following URL: Link: <https://span2010.usaac.army.mil/sites/arnpac/Lists/2018AutoWorkshop/AllItems.aspx>. If there are any problems with SPAN registration, please call SFC Gregory Ross at 803-383-0003.
5. Attendees will need their flight information in order to complete the SPAN registration properly. A list of participants registered for Workshop will be sent out on/about 31 July 2018.
6. Do not reserve lodging through DTS. Participants MUST complete NGPEC event registration using the following URL: Link: <https://events.pec.ng.mil> and register for the event "Recruiting and Retention National S6 Workshop" which will enroll you for PEC lodging. The room cost is \$0 per night and all rooms are sole occupancy. Lodging expenses will not be reimbursed for family members or guests.
7. Rental cars are not authorized. The PEC Shuttle Service will be available for transportation to and from the Little Rock Airport. Do not schedule return flights until after completion of the last session of training (see attached training schedule). Please allow a minimum of 30 minutes for travel from Camp Robinson to Little Rock Airport. Contact PEC Registration for all transportation questions at (501) 212-4700.
8. Uniform for the training workshop is OCP/ACU for all military personnel. Uniform for all DA Civilian and Contract 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 a special circumstances by appropriate supervisor or after the completion of the duty day.
9. All attendees are encouraged to bring laptop computers or tablets with them.
10. Points of Contact for this message Mr. Ronnie Mitchum at (502) 626-4361 or [Ronnie.l.mitchum2.civ@mail.mil](mailto:Ronnie.l.mitchum2.civ@mail.mil) or SFC Gregory Ross at (803) 383-0003 or [Gregory.r.ross4.mil@mail.mil](mailto:Gregory.r.ross4.mil@mail.mil).



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