



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
MICHIGAN NATIONAL GUARD JOINT FORCE HEADQUARTERS
3423 North Martin Luther King Boulevard
Lansing, MI 48906

NGMI-HRO-HRD

16 March 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Technician Retirement Seminars 3-5 April 2012

1. The Human Resources Office, Training and Development Branch will be hosting three one day Retirement Seminars to include training on the Employee Benefit Information System (EBIS). The seminars will be conducted in Room 310 Reserve Forces Service Center (RFSC) 3423 N. Martin Luther King Jr. Blvd., Lansing, Michigan 48906.
2. UNIFORM: Duty uniform for dual status employees and business casual for non-dual status civilian employees.
3. ATTENDEES: Army and Air Technician personnel preparing for retirement.
4. REGISTRATION:
 - a. Army Technicians can register for the session of their choice at the link provided below: <https://mi-guard.mi.ng.ds.army.mil/Directorates/HRO/Courses/default.aspx>. Air Technicians will register through their HRO Remote. HRO Remote will provide a consolidated list to the POC no later than the registration deadline. **REGISTRATION DEADLINE: 30 March 2012.**
 - b. There are 50 seats available per seminar.
 - c. Course material will be provided at the start of each Seminar. Registration/ Sign-in will take place each morning, 0700-0745 for all attendees. Each seminar will begin promptly at 0800.
5. TRAVEL & PER DIEM:
 - a. ARMY: Individuals traveling more than 50 miles may elect to stay at the location. Travel authorization will be completed through the Defense Travel System (DTS).
 - b. AIR: Each Air Guard unit will publish orders for attendees. Travel & duty status for Air Guard attendees is in accordance with the local commander's guidance.
 - c. This Memorandum of Instruction (MOI) will be supporting documentation when entering your DTS request for this event.

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SUBJECT: Technician Retirement & EBIS Seminars 3-5 April 2012.

6. Point of contact for this event is Ms. RoseAnne Barner at (517)481-7693.
FOR THE HUMAN RESOURCE OFFICER:

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ROSE ANNE BARNER

Human Resources Specialist

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