

APPENDIX 5 to ANNEX X to OPORD OVERLOAD

SUBJECT: Recruiting and Retention Unit Career Counselor Course Dates for Fiscal Year 2018.

References: None.

1. Situation. All companies will have primary and alternate UCCs identified and on additional duty orders. UCC's will attend the MIARNG Unit Career Counselor course within 12 months of assigned duty.

2. Mission. The Michigan Recruiting and Retention Battalion (RRB) will conduct 4 Unit Career Counselor Courses in FY 18. The purpose of the course is to qualify Unit Career Counselors.

3. Execution.

3.A. The course will be conducted on the following dates:

28-29 OCT 2017 at Fort Custer Education Center (FEC)

24-25 FEB 2018 at Fort Custer Education Center (FEC)

3-4 APR 2018 at the Ishpeming Armory

26-27 JUN 2018 Camp Grayling. Course will be conducted during State AT at a TBD location.

Report time will be 0845 on day 1 and training will conclude at 1600 on Day 2.

3.A.1 Participants. Required attendees will be UCC's who have not been to the course and those requesting refresher training.

3.A.2 Travel. Travel is directed by GSA or military vehicle. DTS will not be approved for POV travel.

3.A.3 Uniform. ACU/OCP

3. A.4 Course Materials. Students are required to bring their CAC Card, UCC Additional Duty Appointment Memorandum signed by their Commander, writing utensils, and paper for note taking. Students are encouraged to bring a unit or personal lap top computer however a computer will be provided if one is not available.

3.A.5 Quarters and Rations. Billeting will be available in non-chargeable quarters, linnen is NOT provided. If Friday night rooms are needed please contact the undersigned NLT 15 days prior to report date. Rations are available at no cost.

3.B. Special Instructions: Students must have access to the Retention Management System (RMS). Students should have a working knowledge of the following regulations: NGR 601-1, chapters 1 & 2, NGB-ARH Policy Memo #09-026, pages 1-20; sections I-IV and rules in section V, tables I and II. These refernces can be found at www.minationalguard.com/retention

3.B.1 Verification The Major Subordinate Command (MSC) Career Counselors will send an email to the State Retention NCOIC confirming attendance of Soldiers NLT 30 days prior to the report date.

4. Duty Status: Soldiers will attend in STA/IADT status.

5. Command and Signal

5.A. OPR. RRB Retention NCOIC SFC Ty Sweet (616) 272-6260 ty.a.sweet.mil@mail.mil