



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 12-22

3 June 2012

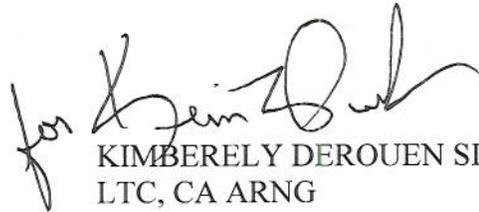
**NGB Technician Personnel Management Course
Central California**

1. The Human Resources Office (HRO) will conduct a four day National Guard Bureau (NGB) Technician Personnel Management Course in central California. All Federal Technician supervisors are required to attend a Federal Technician Program overview and Supervisor's Basic Course within the first year of their appointment into a supervisory position. Additionally, a refresher course is required every three years in accordance with Technician Personnel Regulation (TPR) 400.
2. **LOCATION AND DATES.** The class will be held at Camp San Luis Obispo, in classroom 800. Training dates are 17-20 July 2012. Travel days are 16 July 2012 and 21 July 2012. We plan a full session on the last day of class; please do not schedule your departure prior to 1800 hours.
3. **TRAVEL INFORMATION.** If you are arriving by plane you will need to travel to the San Luis Obispo Regional Airport. The airport is approximately 12 miles from the training location.
4. **LODGING INFORMATION.** If you are traveling, make your hotel reservations by 6 July 2012. The following hotels honor the government per diem rate of \$121 per night. Please ensure that you ask for the Federal government rate.
 - a. Camp San Luis Obispo Billeting, 10 Sonoma Avenue, San Luis Obispo, CA (805) 594-6500. Shuttle service is not provided from the airport.
 - b. Quality Inn San Luis Obispo, 1631 Monterey Street, San Luis Obispo, CA, (805) 541-5001. Shuttle service is provided to and from the airport.
 - c. Holiday Inn Express, 1800 Monterey Street, San Luis Obispo, CA, (805) 544-8600. Shuttle service is not provided.
 - d. Courtyard San Luis Obispo, 1605 Calle Joaquin, San Luis Obispo, CA, (805) 786-4200. Shuttle service is not provided.
5. **REGISTRATION.** To attend this vital training, please complete the self registration on the CA website at: <http://www.calguard.ca.gov/cahr/Pages/training.aspx>. Once registered please submit a Standard Form 182, "Authorization, Agreement and Certification of Training." This form is available at the following site: <http://www.calguard.ca.gov/cahr/Documents/Training/sf182.pdf>. Forward the completed, signed form to the Human Resources Office, Human Resources Development section at the following address: NGCAJ1HRO-HRDS@ca.ngb.army.mil. Technicians must make travel arrangements through the Defense Travel System (DTS).

TAAI: 12-22 Dated 3 June 2012

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6. **ADDITIONAL INFORMATION.** For questions regarding the course, please contact Ms. Lisa Nagata at (916) 854-3601 or SPC Shawn Brum at (916) 854-4250. Additionally, you may email the following link: [NGCAJ1HRO-HRDS @ca.ngb.army.mil](mailto:NGCAJ1HRO-HRDS@ca.ngb.army.mil).

A handwritten signature in black ink, appearing to read "for Kimberely Deroquen Slaven". The signature is written in a cursive style.

KIMBERELY DEROUEN SLAVEN
LTC, CA ARNG
Director, Human Resources Office

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