



**DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
2400 WRIGHT STREET
POST OFFICE BOX 8111
MADISON WISCONSIN 53708-8111**

WIJS-J1

14 January 2016

MEMORANDUM FOR Supervisors of technician employees

SUBJECT: NG Technician Personnel Management Course – (Supervisor’s Course)

1. The NG Technician Personnel Management Course (Supervisor’s Course) presented by the Manpower and Personnel Directorate will be offered the following times this year:

- | | |
|------------------------|---|
| A. 01-03 March 2016 | Location: Madison – JFHQ, Room 230 |
| B. 12-14 April 2016 | Location: Camp Williams – USPFO, Room 140 |
| C. 02-04 August 2016 | Location: Madison – JFHQ, Room 230 |
| D. 06-08 December 2016 | Location: Camp William – USPFO, Room 140 |

2. The course objective is to ensure supervisors are equipped with the necessary tools, guidance and information to meet the responsibilities of being a successful supervisor of Wisconsin technicians. Due to the amount of feedback from previous students and restructuring the course from five (5) to three (3) days, supervisors requiring the initial or refresher training will attend the same three (3) day course. A report will be distributed to the Directorates and Wings identifying the training status of their respective supervisors.

3. IAW the Technician Personnel Regulation (TPR) 400, supervisors of technician personnel must complete, as a minimum, the National Guard Technician Personnel Management Course within the first year of appointment. Supervisors will receive refresher training every three (3) years thereafter.

4. Course material has been updated to reflect current policies and procedures. This includes additional blocks of instruction on Information Systems and Security Clearances. Students will also use computers to train “live” on programs such as the Performance Appraisal Application (PAA), My Team and the Defense Civilian Personnel Data System (DCPDS). The agenda is attached.

5. Registration. Please email TSgt Heather Ihlenfeldt at heather.r.ihlenfeldt.mil@mail.mil to register for a course.

6. The Authorization for Training Request (SF182) is not required. Travel will be in accordance with the Joint Travel Regulation and the 2016 WIARNG Business Travel Rules. The use of a GSA is highly encouraged. Lodging will be provided at Volk Hotel for classes hosted on Camp Williams at the USPFO.

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7. Prior to the course:

- a. Ensure that you have a completed DD Form 2875, System Authorization Access Request (SAAR) for DCPDS. POC: TSgt Zach Pierce (608) 242-3713.
- b. Verify with Classification you have certified the Position Descriptions for each technician you supervise. POC: MSgt Steven Ulrich (608) 242-3719.
- c. Verify with Classification the employees you supervise are listed within My Team under “My Employees”. POC: MSgt Steven Ulrich (608) 242-3719.

8. Each student will need the following items for class:

- Laptop (Government)
- CAC Reader (if laptop is not CAC enabled)
- Manning Document (optional)
- Supervisor Work Folder(s)
- Any other items you would like clarification or assistance with

9. Uniform of the day: ABU/ACU; business casual for civilians

10. If you have questions or would like more information about this course, please contact TSgt Heather Ihlenfeldt at either heather.r.ihlenfeldt.mil@mail.mil or 608.242.3708.

FOR THE ADJUTANT GENERAL:



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ou=DoD, ou=PKI, ou=USAF,
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DAVID W. MAY, Col, WI ANG
Director, Manpower and Personnel

ENCL:
Agenda

NG TECHNICIAN PERSONNEL MANAGEMENT COURSE

Day 1			
Time	Subject	Module	Facilitator
8:00 to 8:30	Welcome / Course Opener	One (1)	Col David May / TSgt Heather Ihlenfeldt
8:30 to 9:30	You, As Supervisor and Mentor	Two (2)	Col David May
9:30 to 9:45	Break		
9:45 to 10:15	Generations in the Workplace	Three (3)	MAJ Daniel Kahlhamer
10:15 to 10:45	Equal Employment Opportunity	Four (4)	MAJ Daniel Kahlhamer
10:45 to 11:15	Service Member Support Division (SMSD)	Five (5)	COL Michael George
11:15 to 12:15	Lunch		
12:15 to 1:00	Employee Assistance Program (EAP)	Six (6)	Ms. Vivian Marinelli
1:00 to 1:15	Break		
1:15 to 1:45	Sexual Assault Response Program (SAPR)	Seven (7)	CPT Robert Brania
1:45 to 2:15	Ethics	Eight (8)	JAG Office
2:15 to 2:30	Break		
2:30 to 3:00	Security Clearances	Nine (9)	J2
3:00 to 3:30	Accounts and Access	Ten (10)	CPT Travis Albaugh

Day 2			
Time	Subject	Module	Facilitator
8:00 to 9:00	Position Management	Thirteen (13)	MSgt Steven Ulrich
9:00 to 9:45	Recruiting and Placement	Fourteen (14)	Staffing Section
9:45 to 10:00	Break		
10:00 to 10:45	Pay Administration	Fifteen (15)	Staffing Section
10:45 to 11:15	Hiring Boards	Sixteen (16)	CMSgt Melanie Lange
11:15 to 12:15	Lunch		
12:15 to 1:00	DCPDS	Eleven (11)	2nd Lt Natalie Huschka
1:00 to 2:00	My Team	Twelve (12)	2nd Lt Natalie Huschka
2:00 to 2:15	Break		
2:15 to 2:45	Telework Program	Eighteen (18)	TSgt Heather Ihlenfeldt
2:45 to 3:15	Time and Attendance	Seventeen (17)	Air and Army Finance Offices

Day 3			
Time	Subject	Module	Facilitator
8:00 to 8:30	Conduct Management	Nineteen (19)	MSgt Stacy Otwaska
8:30 to 9:00	Labor Relations	Twenty (20)	MSgt Stacy Otwaska & ACT Reps
9:00 to 9:15	Break		
9:15 to 9:45	Supervisor Work Folder	Twenty-One (21)	TSgt Heather Ihlenfeldt
9:45 to 11:00	Performance Management Program	Twenty-Two (22)	IS and Benefits Sections
11:00 to 12:00	Lunch		
12:00 to 12:30	OWCP	Twenty-Three (23)	MSgt Kenny Young
12:30 to 1:15	Technician Training, Travel & Career Development	Twenty-Four (24)	TSgt Heather Ihlenfeldt
1:15 to 1:30	Break		
1:30 to 2:30	Employee Benefits, EBIS and Retirements	Twenty-Five (25)	TSgt Lee Rettmann
2:30 to 3:00	Incentives	Twenty-Six (26)	SrA Angela Quinones
3:00 to 3:15	Break		
3:15 to 3:45	Leave Administration	Twenty-Seven (27)	TSgt Lee Rettmann
3:45 to 4:00	Course Closing		Col David May