



**DEPARTMENTS OF THE ARMY AND AIR FORCE
JOINT FORCES HEADQUARTERS
TENNESSEE NATIONAL GUARD
HOUSTON BARRACKS, PO BOX 41502
NASHVILLE, TENNESSEE 37204-1502**

S: 15 June 2016

NGTN-COS-AR

25 April 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2016 Tennessee National Guard Professional Development Trip

1. MG Haston, along with the National Guard Association of Tennessee (NGATN) and the Enlisted Association of the National Guard of Tennessee (EANGTN), will be hosting the annual Professional Development Trip to Washington, DC and Gettysburg, PA, during the period of 25-29 SEP 2016 (Sunday-Thursday).

2. Each command will nominate deserving participants to attend this trip along with the senior leadership of the Tennessee National Guard and our Associations. Each command has been allocated the slots as listed below, but are encouraged to submit nominees in an order of merit list and provide alternates in case a primary participant is not selected or has to withdraw.

JFHQ	2
30 th TC	4
194 th EN	4
230 th SB	4
278 th ACR	5
ANG	10

3. Commands must use the following selection criteria to nominate participants:

a. The nominees should be selected for both their performance and their potential to have a positive impact on the Tennessee National Guard and their respective association.

b. Senior First Lieutenants, Captains, and junior Majors are permitted to attend. Additionally, warrant officers in the ranks of Warrant Officer One and Chief Warrant Officer Two are permitted.

c. Non-commissioned officers in the ranks of Staff Sergeant through Master Sergeant (to include First Sergeants) are permitted to attend.

d. Participants must be members of their respective Association (NGATN/EANGTN) as these associations are sponsoring many of the events.

e. Priority should be given to traditional Soldiers and Airmen.

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f. Do not recommend those officers and non-commissioned officers that have previously attended the Professional Development Trip.

g. Participants MUST have and use a Government Travel Card. If your nominee does not have a card currently, they can apply and get one within 30 days. Nominees will not get a reserved slot until they have a valid GTC.

4. For planning purposes, the trip will tentatively include the following events:

- Military Air flight to Joint Base Andrews (Day 1)
- Tour of military monuments on The Mall
- Visit to National Guard Bureau (Day 2)
- Arlington National Cemetery tour/Wreath Laying (by Official Party)
- Dinner with NGB leadership at Fort McNair
- Visit to the Capitol, meet with our legislators (Day 3)
- NGAUS social and building tour
- Drive to Gettysburg, Pennsylvania (Day 4)
- Conduct Staff Ride with MG Haston at the Gettysburg National Battlefield
- Overnight at Gettysburg
- Return to Smyrna via Military Air flight (Day 5)

5. Army National Guard Soldiers will be placed on orders by the Chief of Staff office. DTS authorizations and vouchers will also be processed by the Chief of Staff's office. Units and individuals WILL NOT start authorizations. Air National Guard Airmen will be placed on orders by their respective Wings.

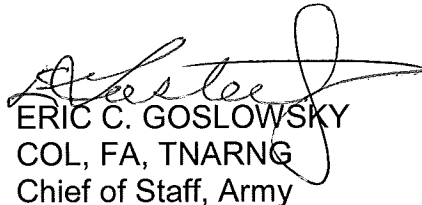
6. The Chief of Staff's office will also arrange lodging and transportation for all participants. Due to issues in previous years, individuals must forward their GTC information to the Chief of Staff's office so that we can make their hotel reservations for them.

7. Commands must provide their participant order of merit list and all requested data on the enclosed worksheet to LTC Hunter Belcher, SGS at hunter.l.belcher.mil@mail.mil NLT 15 JUN 16. The senior leadership will review the nominees and make the final selections. Participants must also select a box lunch for the Gettysburg staff ride (mark their meal choice on the worksheet) and must pay \$11 in cash upon arrival in Smyrna on 25 SEP 16 for this meal to be pre-purchased for them.

8. The POC for this action is LTC Hunter Belcher at 615-313-0524.

2 Encls

1. Participant Data Worksheet
2. Box Lunch Choices


ERIC C. GOSLOWSKY
COL, FA, TNARNG
Chief of Staff, Army

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