



## NATIONAL GUARD BUREAU

1636 DEFENSE PENTAGON  
WASHINGTON DC 20301-1636

NGB-ZC

18 OCT 2011

### MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: National Guard Bureau (NGB) Equal Opportunity (EO) /Equal Employment Opportunity (EEO) Training Conference

1. The 2011 NGB-EO/EEO Training Conference will be held 14 November to 18 November 2011, at the Sheraton at Four Seasons in Greensboro, NC with travel dates 14 November 2011, and 18 November 2011. The objective of this training is to provide essential regulatory training to EO/EEO personnel through hands-on workshops, panel presentations, guest speakers and presentations on Cultural Diversity. This series of training workshops will address technician and military topics. Attendees will have the valuable opportunity to learn about changes and updates in the EO/EEO programs. Professional connections fostered at this training will assist attendees to lead successful Army and Air EO/EEO programs.
2. The limited invitation list for this training workshop is listed below. Each state must determine their specific number of attendees.
  - a. ANG Equal Opportunity Professionals (MEO's) (Approx. 4 per state)
  - b. Equal Opportunity Advisors (EOAs) (Approx. 1 per state)
  - c. Equal Opportunity Leaders (EOLs) (Approx. 1 per state)
  - d. Human Resource Advisors (HRAs) (Approx. 2 per state)
  - e. Human Resource/Equal Opportunity Officers (HREOs) (Approx. 1 per state)
  - f. Recruiting and Retention Staff (Approx. 1 per state)
  - g. State Equal Employment Managers (SEEMs) (Approx. 1 per state)
  - h. Special Emphasis Program Managers (Approx. 1 per state)
  - i. EEO Technicians/Specialist (Approx. 1 per state)
3. The training agenda will be sent during the month of October and will be available on the NGB-EO website.

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4. **PRE CONFERENCE SEEM TRAINING REGISTRATION:** We will conduct the Annual Equal Employment Opportunity Counselors Refresher Course for SEEMs only on Monday, 14 November 2011. You MUST pre-enroll for this training. Those attending this training should plan to arrive the afternoon of 13 November 2011.
5. **ALL OTHER CONFERENCE ATTENDEES:** Arrival and registration/check-in for all others is scheduled for Monday, 14 November 2011, from 1400-2000. Registration will continue from 0630-0730 on Tuesday, 15 November 2011
6. NGB-EO Training Conference will begin on Tuesday, 15 November 2011, at 0800 and will conclude on Thursday, 17 November 2011, at 1600.
7. Conference participants are expected to attend the entire program to include the luncheon. Each participant is recommended to stay in the training location hotel and make his/her own reservation directly with the Sheraton at Four Seasons by calling reservations at 1-800-242-6556. When making reservations inform the hotel that you will be attending the NGB-EO/EEO Training Conference.
8. We have secured the per diem rate of \$85.00, plus tax. This rate is guaranteed through Wednesday, 12 October 2011. The registration/conference fee is \$150.00, which is reimbursable. Any meals provided to conference participants must be accounted for on the travel voucher of the participant following the conference.
9. The appropriate conference attire for military personnel is as follows: Army personnel: Class B's; Air Force personnel: Dress Blues without jacket; civilian personnel: business.
10. Please make plans to support and attend this training conference to gain essential knowledge and skills for National Guard EO and EEO professionals.
11. Any questions regarding this training may be directed to SFC Cynthia Diaz and/or Mr. Andre Hampton at COMM (703) 607-0764, DSN 327-0764 or by email at Cynthia.Ann.Diaz@us.army.mil or Andre.Hampton@us.army.mil. For any logistical questions, please direct all concerns to Jacqueline Ray-Morris, Logistical Manager, at COMM (703) 607-1710, DSN 327-1710 or by email at Jacqueline.RayMorris@ng.army.mil.



LOUIS A. CABRERA  
Comptroller and Director,  
Administration and Management  
National Guard Bureau

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DISTRIBUTION:

ANG Equal Opportunity Professionals

Equal Opportunity Advisors (EOAs)

Equal Opportunity Leaders (EOLs)

DISTRIBUTION: (CONT)

Human Resource Advisors (HRAs)

Human Resource/Equal Opportunity Officers (HREOs)

State Equal Employment Managers (SEEMs)

Special Emphasis Program Managers

Recruiting and Retention Staff

EEO Technicians

EEO Specialists

CF:

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