



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, WESTERN REGION
UNITED STATES ARMY CADET COMMAND
BOX 339500
FORT LEWIS, WASHINGTON 98433-9500

S: 1 Jun 04
S: 23 Aug 04
S: 10 Sep 04
S: 16 Sep 04

ATOW-MO

27 April 2004

MEMORANDUM FOR See Distribution

SUBJECT: Western Region AFTB Training/Senior Training Conference 2004 – Warning Order (WARNO)

1. GENERAL.

a. Western Region will conduct its annual Army Family Team Building (AFTB) Instructor Certification Conference in the Atlantis Hotel in Reno, Nevada 29 – 31 October 2004 to train and certify those units with one certified AFTB instructor. The Region Commander's policy is that each battalion has at least one certified AFTB instructor.

b. Western Region will conduct training for all new PMSs in the Region on Monday, 1 November 2004 at the same hotel. PMSs assigned to Cadet Command after 30 November 2003 must attend. Participants must arrive at the hotel by the evening of 31 October.

c. Western Region will hold its Annual Senior Training Conference in the Atlantis Hotel in Reno, Nevada 1-3 November 2004 for the Region and brigade commanders and staff, and professors of military science (PMSs). Objectives of this conference are to train region leaders on current LDAC requirements and this years accessions goals and procedures. We will also provide specific training to Brigade Nurse Counselors and provide time for Brigade Commanders to provide training specific to their assessed needs. Participants may bring family members or guests at their own expense. The first event is a welcome social to begin at 1830 hours, Monday, 1 November 2004. All attendees are expected to participate (see paragraph 3d.1). Participants must plan travel in time to arrive for this event. The following morning at 0900, Tuesday, 2 November 2004, we will conduct opening ceremonies and begin training. We will hold a banquet on the evening of 2 November, during which we recognize winners of selected unit and individual awards. The closing activities will commence at 1500 hours on Wednesday, 3 November 2004 and conclude NLT 1600 hours (see draft conference schedule, enclosure 1). Participants will not schedule departure for home station prior to 1600 hours, 3 November.

d. On 4 November, there will be a Brigade/Region Commanders' huddle from 0800-1000.

2. TASKS TO SUBORDINATE UNITS.

a. Brigades.

(1) S: 1 JUN 04. Notify the event OIC if the brigade plans to hold its own training after region training, thereby requiring meeting rooms, and lodging past Wednesday night, 3 November 2004.

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(2) S: 1 JUN 04. Submit a list of attendees for 1 November's new PMS training to the event OIC.

(3) S: 1 JUN 04. Notify the event OIC if high-speed internet access, or dial-up internet access is required for briefings within brigade breakout rooms.

(4) S: 23 AUG 04. Identify a brigade POC for AFTB nominations and processing to the Region AFTB Program Manager.

(5) S: 10 SEP 04. Submit a roster of nominated AFTB training attendees to the Region AFTB Program Manager. Brigades are authorized eight (8) slots each. Brigade commanders/sergeants major/ PMSs are encouraged to participate in the training. When attending as a "command team," only the spouse counts against the brigade's eight allocations. Other student nominees can be military spouses, DA civilians, COMTek cadre, or active duty personnel, but all nominees must have a minimum of one-year left on station for consideration. Battalions without certified AFTB instructors should be given priority (see enclosed list of known AFTB instructors - TBP). The AFTB Program Manager will publish a list of the selectees once all nominations are submitted. Enclosed is a listing of all current certified AFTB instructors.

(6) S: 10 SEP 04. Nominate two PMSs to support all New PMS training, and to facilitate a three-hour, closed-door PMS roundtable on 1 November 2004. One of the two nominees will be selected to support training by the Region Commander. Nominees are due to the event OIC, and will consist of PMSs who led their units to success during their tenures, and are cadre veterans of either LDAC or LTC. The event OIC will notify brigades of selected veteran PMSs.

(7) S: 10 SEP 04. Plan your own brigade training 3 and 4 Nov 04. Provide the names of any Region or Cadet Command subject matter experts you along with the date and time you need them, to event OIC for de-confliction. Coordinate directly with those speakers concerning subject matter specifics. Region will coordinate with requested speakers for travel and lodging. Inform the event OIC if automation support for brigade training sessions is required.

(8) S: 16 SEP 04. Submit DA Forms 1610 to SSG James IAW enclosure 2.

b. Participants.

(1) See specific instructions in paragraph 3.

(2) Participants are responsible for making their own travel arrangements to and from Reno, Nevada. Participants must call the hotel in September (date TBP) to lock in their individual room reservations.

(3) Participants who plan to bring a guest must notify the Conference OIC.

(4) Participants must come to training prepared to be self-sufficient in personal email and phone communications. Data hookups for laptops are available in hotel rooms. Attendees must use their calling cards for official calls during the event.

3. SPECIFIC INSTRUCTIONS.

a. Travel.

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(1) Travel Orders. All Invitational Travel Orders (ITOs) for AFTB Instructor Training for civilian spouses are completed and distributed by the Region AFTB Program Manager. Brigades will oversee the completion of DD Form 1610s for all military and GS AFTB/ conference participants as per enclosure (p.5). POV travel is not authorized. Submit orders to SSG James, Region MOPA. Per diem for meals on Friday, 29 October – Saturday, 30 October is not authorized for brigade commanders, sergeants major, and PMSs unless participating in the AFTB training.

(2) Travel. Participants, guests, and speakers travel to Reno primarily by commercial air, but may choose to travel by GOV. A free hotel shuttle departs from the Reno airport every 30 minutes between 0530 and 0030 hours. Because the hotel provides this service, no claims for transportation charges to/from the Reno Airport will be honored and no rental cars are authorized. Participants planning to arrive between 0030 and 0530 hours must coordinate with the Region Hotel Operations Center for pickup.

b. Guests of Participants. Participants are allowed to invite guests at their own expense. Participants must pay for all conference-related expenses associated with their guests during registration. Neither the Hotel nor the Conference staff provide childcare. Children are not allowed to attend social or training events.

c. Fees (payable during conference registration). There are no fees for AFTB training. Friday dinner, Saturday breakfast, and Sunday brunch are contracted by the Region. Other meals during AFTB training are reimbursable under per diem.

d. Senior Training Conference.

(1) Welcome Social – approximately \$7.00 (non-reimbursable). Payment of this non-refundable fee is mandatory to cover cost of the social. Food is contracted and ordered in advance based upon 100% attendance. Individuals who arrive late will still pay the fee. Recommend attendees schedule early flights so as to arrive in time to attend the social.

(2) Banquet. The banquet meal is contracted and provided at no cost to Western Region personnel, however, personnel must annotate the provision of a government meal on their TDY claims. Other participants and guests attending the banquet pay approximately \$35 during registration.

(3) Other. Individual participants pay for all individual meals, “working” meals, and pay-as-you-go and social refreshments, except the banquet meal on 2 November.

(4) Additional fees will be specified later.

e. Uniform.

(1) Attire for all AFTB training and activities is business casual. Jeans, sweats, leggings, tee shirts, and short shorts are not acceptable during the training day. Since some classrooms are cool, jackets or sweaters are recommended.

(2) The Senior Training Conference duty uniform is business casual. Dress for the banquet is coat and open collar on Tuesday. After duty hours dress is casual civilian attire.

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Civilian attire is defined as slacks, khakis, and shirts with collars, similar dress for female attendees. Jeans, T-shirts, sweat suits, are unprofessional and unauthorized.

f. Administrative Support.

(1) Hotel Operations Center (HOC) hours are 0700-1800 daily throughout the event. A message board will be set up right outside the HOC for incoming messages for participants.

(2) Copying. The HOC will not be equipped to complete large print copying jobs. Anyone with materials for distribution to participants must bring the materials with them to the event.

(3) AFTB participants will be issued two large and one small binder of instructional materials and should allow for space in their luggage when returning home. Senior Training Conference attendees get a CD-ROM of all briefings presented.

g. Facilities, Services and Recreation.

(1) The Atlantis Hotel does not guarantee room check-in before 1500 daily. Checkout time is 1100 daily, with extensions possible upon request.

(2) Fitness Center. The hotel has agreed to waive gym fees and open the gym as early 0530 hours daily 1-4 November 2004. It has four running machines, eight step machines and three stationary bicycles. There is also a small pool in the fitness center.

(3) Casino. Gaming or consuming alcoholic beverages during duty hours or while in uniform is strictly prohibited. This includes civilians on official business.

(4) Other Services. Call the Atlantis at (775) 825-4700 to ask about other services.

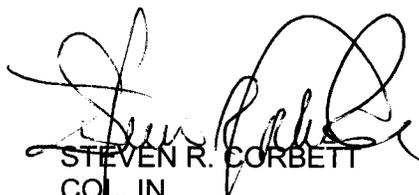
h. Contact Information.

(1) The phone number for the Atlantis Hotel reservations desk is (800) 723-6500.

(2) The AFTB Program Manager is Ms. Tammy Lee, Western Region Headquarters (253) 967-9571 (FAX –9572). The event OIC is MAJ Jeffrey Battle, Western Region MOPA Division, (253) 967-9606 (FAX –9815).

FOR THE COMMANDER:

Encls
Draft Schedule
AFTB Roster


STEVEN R. CORBETT
COL, IN
Commanding

DISTRIBUTION:

Brigade Commanders, Western Region Cadet Command
Division Chiefs, Western Region, Cadet Command

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**2004 Western Region AFTB /Senior Conference
DD Form 1610 Preparation Instructions**

Fax all DA Form 1610s to Fax number (253) 967-9815 or DSN 357-9815, attention SSG James.

Blocks 1-8: self-explanatory.

Blocks 9: TDY purpose is “Senior ROTC Training Conference, Reno, Nevada, (dates)

Block 10a: for most participants this will be 4 days: travel on Monday, 1 Nov 04, and depart on Thursday, 4 Nov 04. AFTB Trainees travel to Reno Friday, 29 Oct 04. Participants in new PMS training 1 Nov 04 will travel on Sunday, 31 Oct 04, for 5 TDY days.

Block 10b: self-explanatory.

Block 11: “You are directed to proceed from [origin] to Reno, Nevada and return to [origin] upon completion of TDY.”

Block 12: Check the block of the desired mode of travel. POV Travel is not authorized.

Block 13a: CHECK

Block 13b: LEAVE BLANK

Blocks 14 and 15: LEAVE BLANK

Block 16 should read:

“Submit travel voucher within 5 days after completion of travel.

You will have current ID card and tags in/out of uniform while traveling.

Rental car is not authorized.

Reimbursement for official travel arrangements purchased through a commercial travel agency or common carrier direct purchase is limited to the amount the government would have paid if arrangements had been made directly through a CTO.

Use of government quarters and mess are not available or directed.

Sr Conf ONLY attendees: One (1) dinner meal is provided at no cost to the traveler: 2 Nov 04.

AFTB ONLY attendees: Three (3) meals are provided at no cost to the traveler 29, 30, and 31 Oct 04.

AFTB and Sr Training Conf BOTH attendees: Four (4) meals are provided at no cost to the traveler 29, 30, 31 Oct and 2 Nov 04.

Cost of round-trip airfare: _____.

Total miles of round-trip POV travel (if applicable): _____.”

Block 17. “SHERMAN L. JAMES III, SSG, USA, Admin NCO”

Block 18. “DAN B. PATTERSON, COL, FA, Chief of Staff”

Block 19: LEAVE BLANK

Block 20: OTT M. SIEBERT, MAJ, AG, Deputy Chief, P&A Division, Headquarters,
Western Region, U.S. Army Cadet Command, Fort Lewis, WA 98433

Blocks 21 and 22: LEAVE BLANK

WESTERN REGION 2004 AFTB TRAINING-SENIOR CONFERENCE (as of 9 March 2004)

FRIDAY	29-Oct-03	Army Family Team Building Training				
TIME	EVENT	ACTION	LOCATION	UNIFORM	REMARKS	
NLT 1800	AFTB Instructors Arrive	Hotel Staff	Hotel Registration	casual civ		
1900-2100	AFTB Working Dinner	Ms. Lee	Meet at hotel registration 1900	"		
SATURDAY	30-Oct-03	Army Family Team Building Training				
TIME	EVENT	ACTION	LOCATION	UNIFORM	REMARKS	
0800-1800	AFTB Staff Preparation	Ms. Lee	Tradewinds 3	casual civ		
SUNDAY	31-Oct-03	Army Family Team Building Training				
TIME	EVENT	ACTION	LOCATION	UNIFORM	REMARKS	
0800-1600	AFTB Training - Team A	Ms. Lee	Tradewinds 3	casual civ		
0800-1700	AFTB Training - Team B	Ms. Lee	Coral Reef	"		
1800-2100	AFTB Working Dinner	Ms. Lee	Tradewinds 1/2/3	"	contracted meal	
SUNDAY	31-Oct-03	Simultaneous Events - Senior Conference				
NLT 1800	New PMS Tng. Participants Arrive	Hotel Staff	Hotel Registration	casual civ		
1200-1900	New PMS Tng Registration	Mr. Turcotte	Foyer by Brunello	"		
MONDAY	1-Nov-03	New PMS Orientation/Senior Conference				
TIME	EVENT	ACTION	LOCATION	UNIFORM	REMARKS	
1200-1500	New PMS Tng w/lunch	COL Corbett	Brunello	casual civ	contract lunch/coffee, soft drinks?	
1830-UTC	Welcome Social	Ms. Lee	Terrace & Ballroom D	casual civ	hors doerves, no host bar	
MONDAY	1-Nov-03	Simultaneous Events - Senior Conference				
NLT 1800	Remaining Participants Arrive	Hotel Staff	Hotel Registration	casual civ		
1200-1800	Registration	Mr. Turcotte	Foyer by Brunello	"		

WESTERN REGION 2004 AFTB TRAINING-SENIOR CONFERENCE (as of 9 March 2004)

TUESDAY	2-Nov-03	Senior Conference				
TIME	EVENT	ACTION	LOCATION	UNIFORM	REMARKS	
0900-0915	Opening Ceremony	MSG Todd	Ballroom A/B/C	casual civ	coffee, water, soft drinks	
0915-1045	Region Commander's Brief/Q&A	COL Corbett	Ballroom A/B/C	"	"	
1045-1200	OML Board RECAP/Q&A	TBA	"	"	"	
1045-1500	Nurse Breakout Session	LTC Soliez	TBA	"	Region Bde Nurse Counselors	
1200-1245	Leaders' Lunch	COL Corbett	TBA	casual civ	CG, Region Cdr, Brigade Cdrs	
1200-1245	Lunch	Individual				
1300-1500	PMS Guided Discussion	COL Corbett	Ballroom A/B/C	"	coffee, water, soft drinks	
1515-1700	CG Comments/Q&A	MG Thrasher	Ballroom A/B/C	"	"	
1800-UTC	Banquet & Awards	COL Patterson	Ballroom D/E & Terrace	per MOI	contracted meal; spkr: TBA	

TUESDAY 2-Nov-03 Simultaneous Events - Senior Conference

WEDNESDAY	3-Nov-03	Senior Conference				
TIME	EVENT	ACTION	LOCATION	UNIFORM	REMARKS	
0800-1230	Brigade Breakouts			casual civ	coffee, water, soft drinks	
	8th Brigade	Bde Cdr	Ballroom A	"	"	
	11th Brigade	Bde Cdr	Ballroom B	"	"	
	9th Brigade	Bde Cdr	Ballroom C	"	"	
	10th Brigade	Bde Cdr	Tradewinds 2/3	"	"	
	12th Brigade	Bde Cdr	Ballroom E	"	"	
	13th Brigade	Bde Cdr	Tradewinds 1	"	"	
	14th Brigade	Bde Cdr	Ballroom D	"	"	
1115-1245	SGM Lunch	COL Corbett	TBA		Region CSM/Bde SGMs	
1300-1400	104th Div (IT) Briefing	TBA	Ballroom A/B/C		"	
1400-1500	IG Brief	MAJ Felchlin	Ballroom A/B/C	"	"	
1500-1600	Conclusion	COL Corbett	Ballroom A/B/C	"	"	

WEDNESDAY 3-Nov-03 Simultaneous Events

WESTERN REGION 2004 AFTB TRAINING-SENIOR CONFERENCE (as of 9 March 2004)

THURSDAY	4-Nov-03	Senior Conference				
TIME	EVENT	ACTION	LOCATION	UNIFORM	REMARKS	
0800-1000	Region Cdr/Bde Cdr Huddle	COL Corbett	Brunello			
0800-1600	TBA Brigade Breakouts	MSG Todd	Ballroom A/B/C	casual civ		
	<i>8th Brigade</i>	<i>Bde Cdr</i>	<i>Ballroom A</i>	"		
	<i>11th Brigade</i>	<i>Bde Cdr</i>	<i>Ballroom B</i>	"		
	<i>9th Brigade</i>	<i>Bde Cdr</i>	<i>Ballroom C</i>	"		
	<i>10th Brigade</i>	<i>Bde Cdr</i>	<i>Tradewinds 2/3</i>	"		
	<i>12th Brigade</i>	<i>Bde Cdr</i>	<i>Ballroom E</i>	"		
	<i>13th Brigade</i>	<i>Bde Cdr</i>	<i>Tradewinds 1</i>	"		
	<i>14th Brigade</i>	<i>Bde Cdr</i>	<i>Ballroom D</i>	"		
Thursday	4-Nov-03	Simultaneous Training Events				
NLT 1200	HOC/Admin Center Breakdown		Rosso/Sangiovese/Coral Reef			

Western Region AFTB Certified Instructors
as of 1 Dec 03

NAME	BDE	UNIV	LEVEL	DATE	STATUS	ROTATE
		11th BRIGADE				
Beecham, Steven	11	CO St Univ	Instructor	Nov 02	AD	200506
Self, Jackson	11	CO St Univ	Instructor	Apr 03	AD	200507
Tvrdik, Patrick	11	Creighton Univ	Instructor	Nov 03	AD	200507
Tvrdik, Pam	11	Creighton Univ	Instructor	Nov 03	Spouse	200507
Herrboldt, Curtis	11	Creighton Univ	Instructor		AD	200704
Herrboldt, Katrine	11	Creighton Univ	Instructor		SP	200704
Meek, Marvin	11	Iowa St Univ	Instructor	Nov 02	AD	200407
Meek, Margaret	11	Iowa St Univ	Instructor	Nov 02	SP	200407
Showers, Jeffrey	11	Iowa St Univ	Instructor	Nov 03	ComTek	N/A
Showers, Diane	11	Iowa St Univ	Instructor	Nov 03	Spouse	N/A
Sain, Janet	11	Kansas State Univ	MT		CIV	N/A
Harper, Jerad	11	MN State Univ	Instructor	Apr 96	AD	200412
Harper, Meagan	11	MN State Univ	Instructor	Apr 96	SP	200412
O'Sullivan, Patrick	11	MN St Univ – Mankato	Instructor	Nov 02	AD	200508
O'Sullivan, Elisabeth	11	MN St Univ – Mankato	Instructor	Nov 02	SP	200508
Remus, Gregory	11	ND St Univ	Instructor	Nov 00	AD	200407
Remus, Camille	11	ND St Univ	Instructor	Nov 00	SP	200407
Sanders, Kari	11	ND St Univ	Instructor	Apr 03	SP	200412
Pollock, Steven	11	Pittsburg St Univ	Instructor	Nov 00	AD	200604
Pollock, Zena	11	Pittsburg St Univ	Instructor	Nov 00	SP	200604
Guthrie, Kent	11	SD School M&T	Instructor	Nov 00	AD	200507
Guthrie, Cindy	11	SD School M&T	Instructor	Nov 00	SP	200507
VanCuren, Jeffery	11	SD School M&T	Instructor	Apr 03	AD	200409
Wosje, Garnet	11	SD State Univ	Instructor	Apr 03	CIV	N/A
Holter, John	11	SD State Univ	Instructor	Nov 03	AD	200506
Pederson, Bob	11	St. John's Univ	Instructor	Nov 02	AD	200507
Lundorff, Steven	11	St. John's Univ	Instructor	Nov 02	CIV	N/A
Valentine, Gregory	11	UC - Boulder	Instructor	Nov 00	ComTek	N/A
Valentine, Joyce	11	UC - Boulder	Instructor	Nov 00	SP	N/A
Bollinger, Theodora	11	UC – Boulder	Instructor	Apr 03	SP	200305
Celestino, Pedro	11	Univ of CO – CO Springs	Instructor	Nov 99	CIV	N/A
Goudreau, Denise	11	Univ of CO – CO Springs	Instructor	Nov 00	AD	200408
Lewis, Mary	11	Univ of Iowa	Instructor	Nov 01	SP	N/A
Lewis, G. Davis	11	Univ of Iowa	Instructor	Nov 01	ComTek	N/A
St. John, Carol	11	Univ of Iowa	MT	Mar 02	PMS	200604
Horton, Eric	11	Univ of No Iowa	Instructor	Nov 02	AD	200505
DeToy, Brian	11	Univ of Kansas	Instructor	Nov 01	AD	200407
Pastrano, Jenny	11	Univ of Kansas	Instructor	Nov 01	CIV	N/A
Whelan, Cheryl	11	Univ of Kansas	Instructor	Apr 03	AD	200508
Frazer, Kristin	11	Univ of Minnesota	Instructor	Nov 01	AD	200409
Michalec, Rick	11	Univ of Minnesota	Instructor	Nov 03	AD	200606
Michalec, Shannon	11	Univ of Minnesota	Instructor	Nov 03	Spouse	200606
Hart, Kristine	11	Univ of NE – Lincoln	Instructor	Nov 99	CIV	N/A
Bolin, Bede	11	Univ of NE – Lincoln	Instructor	Apr 03	AD	200508
Miller, Angela	11	Univ of SD	Instructor	Nov 00	SP	200406
Joslyn, Steve	11	Univ of ND	Instructor	Nov 01	CIV	N/A
Oseles, Robert	11	Univ of ND	Instructor	Nov 03	AD	2006/06
Oseles, Lisa	11	Univ of ND	Instructor	Nov 03	Spouse	2006/06
Montez, Patricia	11	Univ of Wyoming	MT	Apr 97	CIV	N/A

Western Region AFTB Certified Instructors
as of 1 Dec 03

NAME	BDE	UNIV	LEVEL	DATE	STATUS	ROTATE
		WESTERN REGION HQs				
Antry, Roberta		Region Headquarters	Instructor	Feb 98	AD	0407
Worthington, Glenn		Region Headquarters	Instructor	Apr 03	AD	0411
Oriet, William		Gonzaga Univ	Instructor	Nov 00	AD	0306
Oriet, Susan		Gonzaga Univ	Instructor	Nov 00	SP	0306
Ferguson, Lewis		Region Headquarters	Instructor	Nov 00	AD	0406
Lee, Tammy		Region Headquarters	CORE	Feb 96	CIV	N/A
James, Lester		Region Headquarters	MT	Mar 02	AD	0501
Motz, Lynanne		Region Headquarters	Instructor		SP	0506
Lee, John		Region Headquarters	Instructor	Nov 02	SP	N/A