MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction - 2020 Wisconsin Judge Advocate and Paralegal Readiness Enhancement Training, 30-31 May 2020

1. When: The training will begin at 0700, Saturday, 30 May 2020, and conclude at 1200, Sunday, 31 May 2020. Registration is Saturday from 0700 – 0745, in the lobby of the Wisconsin Military Academy (WMA).

2. Where: WMA, 90 South 10th Avenue, Fort McCoy, Wisconsin 54656-5168. The front desk / emergency contact telephone number is (608) 388-9900.

3. Who: Judge Advocates and Paralegals of any military service, retirees, and civilian attorneys interested in Military Law.

4. Registration: Register to reserve training seats, billeting, and meals by 24 April 2020. Online: https://einvitations.afit.edu/inv/anil.cfm?i=498852&k=06684A017E55. Or submit form via email Benjamin.p.wyman.mil@mail.mil, fax (608) 242-3082, or mail Wisconsin Department of Military Affairs, Attn: WING-JA-LA, 2400 Wright Street, P.O. Box 8111, Madison, WI 53708-8111.

5. Duty Status: Non WING attendees will coordinate with your Unit or Wing of assignment to obtain a DTS authorization for this event. Wisconsin National Guard personnel will attend in an STA/RUTA status. WIARNG Soldiers are directed to use 20 (O/E)1B IDT TRVL routing IDT Travel.

6. Uniform: Uniform is ACU or ABU for military participants and business casual for civilians.

7. Lodging: If you return a registration form requesting lodging it will be reserved for you. You will be required to pay the official rate North $33 (E-7 – O-8) or West $16 (E-1 – E-6) up front and will be reimbursed through DTS. Orders or a DD Form 1610 is required upon check in. If you do not present orders or a DD Form 1610 upon arrival at WMA, you may be required to pay the unofficial rate North $47.48 and West $22.16. Attendees who must depart Home of Record prior to 0600 to make the reporting time are authorized to report on Friday, 29 May 2020 and receive night prior lodging.

8. Meals: Meals are available: $7.50 for Breakfast and $9 for Lunch and Dinner. Please indicate your dining intentions on the completed registration form. Traditional (M-Day) attendees are authorized to eat at WMA at no cost. AGRs are directed to eat at the Fort McCoy Dining Facility and pay the standard meal rate.

9. Transportation: Non WING attendees will coordinate with your Unit or Wing of assignment to coordinate travel entitlements. WIARNG Soldiers in an STA status are only authorized
differential mileage. For FTUS, Government transportation is directed. Statement of non-availability (SNA) is required for mileage reimbursement at the full rate. POV use at the GSA available rate will not be used for personal convenience and will not be approved without justification that demonstrates a clear benefit to the government.

10. Special Instructions.

   a. The Wisconsin National Guard will submit requests for continuing law education (CLE) credit in Wisconsin and Minnesota. Those Judge Advocates from other states interested in submitting for CLE credit with their respective states will be provided training materials and additional required documentation upon request.

   b. Complimentary refreshments and snacks will be available throughout the training in the WMA break room. A voluntary fee (suggested rates: officers - $10; enlisted - $5) may be donated at registration to help offset the cost of amenities.

   c. An informal picnic will be arranged for Saturday evening, at a gazebo within walking distance of the lodging facility. Food and non-alcoholic drinks will be provided and all are invited to attend. Casual civilian attire is recommended for this event. A voluntary fee (suggested rates: officers - $10; enlisted - $5) may be paid upon registration to help offset the cost of the picnic.

11. Point of Contact: MSG Benjamin Wyman at work (608) 242-3083, mobile (608) 577-5182, Benjamin.p.wyman.mil@mail.mil and CW2 Aaron Hunnel at mobile (920) 659-3589, or e-mail aaron.s.hunnel.mil@mail.mil.

2 Ends
1. Registration Form
2. Training Schedule

DAVID E. HICKETHIER
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Staff Judge Advocate

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