



DEPARTMENTS OF THE ARMY AND AIRFORCE  
 JOINT FORCE HEADQUARTERS WISCONSIN  
 WISCONSIN NATIONAL GUARD  
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NGWI-JMS-CHW

5 November 2022

MEMORANDUM THRU

State Training Officer (NGWI-OPT), 2400 Wright Street, Madison, WI 53704

FOR Commanders, Wisconsin National Guard

SUBJECT: Memorandum of Instruction (MOI) for FY23 Comprehensive Health and Wellness Basic Course (CHWBC)

1. **References:** AR 350-1 Army Training and Leader Development, AR 350-1 Army Training and Leader Development, FM 7-22 Holistic Health and Fitness, AR 600-9 The Army Body Composition Program, AFI 36-2905 Personal Fitness Program, DoD Directive 1308.1, DoD Physical Fitness and Body Fat Program, DoD Instruction 1308.3, DoD Physical Fitness and Body Fat Procedures, AFI 40-101, Health Promotion, and Air Force Policy Directive (AFPD) 10-2, Readiness.

2. **Purpose:** The WING will conduct the Comprehensive Health and Wellness Basic Course as a primary initiative to enhance the culture of health and wellness within our organization. The objective of this course is to help Soldiers and Airmen manage health behaviors and habits that influence the five pillars of wellness: mental, physical, spiritual, social, financial. Soldiers and Airmen who are seeking to improve their mindset, stress, finances, relationships, or physical fitness to enhance their life should attend this course. Students must volunteer to attend. Leaders are encouraged to advocate for the course and recommend their Soldiers and Airmen to the Chain of Command. The CHWBC will help enhance retention, readiness, wellness, and lethality

3. **Dates:** The course is a resident course at the Wisconsin Military Academy (WMA), 90 South Tenth Avenue, Fort McCoy, WI 54656. Training will end no later than 1600 on the last day. The course will conduct on the following dates:

<b>Course: CHWLC</b>			
Class #	Report Date	Start Date	End Date
001	<b>21 APR 23</b>	<b>21 APR 23</b>	<b>05 MAY 23</b>
002	<b>03 JUN 23</b>	<b>03 JUN 23</b>	<b>17 JUN 23</b>

4. **Reporting:** All Students will report NLT 0900 on the first day of the course for in processing. Cadre will report NLT 0900 on the CADRE report dates-20 APR 2023 and 01 JUN 2023.

5. **Uniform:** Daily duty uniform is Army Physical Fitness Uniform (APFU) (Army) or Physical Training Gear (Air). Soldiers and Airmen bring one set of ACU/OCP.

6. **Attendees:** Training is open to Soldiers and Airmen. Seats are limited to 50 participants.

7. **Enrollment:**

a. Soldiers and Airmen must be nominated by their unit Commander and volunteer to attend. The unit must enroll each student through the G3 Training Branch TEAMS channel, Troop School. No further documentation is required once enrolled in TEAMS.

b. MSCs and directorates shall begin to enroll students, instructors, and support personnel on the TEAMS roster immediately. The roster will be locked and finalized 30 days before the class starts. Once roster is locked, Units are responsible for inputting DAMPS orders for their Soldiers.

c. Units of Airmen will coordinate directly with the POC listed below to get names on the allocation tracker.

8. **Travel:** Suspense for DTS is 15 days before the course begins. Funding codes are as follows.

a. Soldiers will attend this course using funding under TDC:12H and select event XREF: 23CHWBC CHW BC. All Instructor Support will attend using funding under TDC: 501 and select event XREF: 23CHWBC CHW BC. Exceptions require approval by the State Training Officer. This course requires extended training hours. Instructors/cadre are authorized lodging at WMA.

b. AGR: Soldiers will utilize the DTS LOA: 23 E/O501 OPR TRN and AT/CONF routing list for DTS authorization input.

c. M-Day: Soldiers will utilize the DTS LOA: 23 E/OAT TRVL LOA and AT/CONF routing list for DTS authorization input. All instructor support will utilize the DTS LOA: 23 E/O501 OPR TRN LOA and AT/CONF routing list for DTS authorization input.

d. Airmen: Units will follow all pay requirements based on the guidance from their chain of command.

9. **Lodging:**

a. All students will stay in barracks on Fort McCoy. You are responsible for bringing your own sheets, linens, and towels, these will **not** be provided for you.

NGWI-JMS-CHW

SUBJECT: FY23 Comprehensive Health and Wellness Leaders Course (CHWLC)

b. Cadre will stay at WMA. WMA requires an approved DTS authorization (DD Form 1610), and full lodging payment at time of check-in to receive the official rate for reimbursement. WMA official rate is \$31/night for all personnel.

10. **Transportation:** Soldiers and Airmen on orders will receive the full mileage rate to the duty location. AGRs and FTNGD Soldiers require a GSA statement of nonavailability to receive the full mileage rate. Mileage will be paid on orders for individuals that are not authorized per-diem (Less than 50 miles from HOR). All other Soldiers will claim reimbursement in DTS.

11. **Rations:** AGR and Officers are authorized the full local M&IE rate.

a. M-Day enlisted, and Airmen will eat at the WMA Dining Facility at no cost. No meal per diem is authorized.

b. The courses manager will reserve meals at WMA based on registration information. Attendees eating meals at WMA must sign in on Form 3032 (headcount) at the DFAC register. Failure to do so may result in a FLIPL.

6. **Point of Contact:** Contact the courses manager, Jennifer Falkowski, at [Jennifer.falkowski@widma.gov](mailto:Jennifer.falkowski@widma.gov) or [aaron.s.hunnel.mil@army.mil](mailto:aaron.s.hunnel.mil@army.mil).

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