



DEPARTMENTS OF THE ARMY AND AIRFORCE  
JOINT FORCE HEADQUARTERS WISCONSIN  
WISCONSIN NATIONAL GUARD  
2400 WRIGHT STREET  
MADISON WI 53708-8111

NGWI-SMS-CHW

19 April 2023

MEMORANDUM THRU WIARNG-G3-TR (NGWI-OPT), 2400 Wright Street, Madison, WI 53704

FOR Commanders, Directors, and Supervisors

SUBJECT: **CHANGE 1 to** FY23 Comprehensive Health and Wellness Executive Leaders Course (CHWELC)

1. **References:** AR 350-1 Army Training and Leader Development, FM 7-22 Holistic Health and Fitness, AR 350-53 Comprehensive Soldier and Family Fitness, DA PAM 600-24 Health Promotion, Risk Reduction, and Suicide Prevention, AR 600-63 Army Health Promotion, AR 600-20 Army Command Policy, AFI 36-2905 Personal Fitness Program, AFI 40-101 Health Promotion, and AFD 10-2 Readiness, AFI 90-601 Sexual Assault and Response Program, AFI 90-505 Suicide Prevention Program, AFD 90-50 Integrated Resilience.

2. **Purpose:** The CHWELC is a 12-hour immersive experience for Executive Military Leaders wanting to learn skills to take analysis to action and information to implementation. Executive Leaders (E9, W5, O6 and above) will explore a hybrid of lecture, skill-building activities, and practical exercises within the learning environment which address a variety of challenges associated with high-level organizational development, emotional intelligence, and strategic planning. Executive Leaders will leave this course with innovative ideas to empower senior leaders to solve problems effectively and sustainably. The course addresses a variety of difficult topics surrounding wellness, resilience, fitness, and leadership across formations in the Army and Air National Guard and how Executive Leaders can best support change efforts in the organization.

3. **Dates and Location:** This is a resident course from **23-24 May 2023**. Training is from 0900 – 1700 on day one and from 0800 – 1200 on day two. Attendees will report each day to Witmer Hall, JFHQ, 2400 Wright St, Madison, WI 53704.

4. **Uniform:** Attendees will report in OCP.

5. **Preparation:** Students are expected to provide their own office supply materials (pens, notebooks, highlighters plus laptop or other device). Any required reading will be sent in the welcome email upon registration.

6. **Attendees and Enrollment:** Training is open to Soldiers and Airmen in the grade of E9, W5, and O6 and above. Students must be enrolled by their unit representative using G3 Training (WIARNG G3) Microsoft Teams. Suspense for registration is **8 May 2023**. Seats are limited to 15 attendees.

7. **Duty Status:** Orders will be input at the unit level using the following guidance.

a. M-Day students will attend this course using funding under PMC/TDC 1A0/12B and select event XREF: 23CHWELC CHW Leader.

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b. All M-Day instructor support will attend using funding under PMC/TDC 1N0/501 and select event XREF: 23CHWLC CHW Leader.

c. General Officers will use funding under 23 O541 TRN DAY and route through General Officers. Exceptions require approval by the State Training Officer.

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

**8. Travel:**

a. Attendees who are required to leave prior to 0600 on start date to arrive by 0900 are authorized night prior lodging. MDAY whose HOR is more than 50 miles from duty location are authorized lodging and per diem. Full-time staff who report to Madison are not authorized lodging or per diem. Attendees are required to book their own lodging at the government rate of \$109/night.

b. Soldiers on orders will receive the full mileage rate to the duty location. AGRs and FTNG-D Soldiers require a GSA statement of non-availability (SNA) to receive the full mileage rate. Mileage will be paid on orders for individuals that are not authorized per-diem. All other Soldiers will claim reimbursement in DTS.

c. AGR Soldiers and all M-Day instructor support will utilize the 23 (O/E) 501 OPR TRN LOA and AT/CONF routing list for DTS authorization input.

d. M-Day Soldiers will utilize the 23 (O/E) 1A AT TRVL LOA and AT/CONF routing list for DTS authorization input.

e. General Officers (Army) are authorized to use GO Mandays to attend the course.

**9. Rations:** Meals are not available or directed.

**10. Point of Contact:** Jennifer Falkowski, Training Courses Coordinator, at 608-419-3491 or [jennifer.falkowski@widma.gov](mailto:jennifer.falkowski@widma.gov).

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