



DEPARTMENTS OF THE ARMY AND AIRFORCE
JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
2400 WRIGHT STREET
MADISON WI 53704

NGWI-JMS-CHW

29 Aug 2023

~~MEMORANDUM THRU State Training Officer (NGWI OPT), 2400 Wright Street,
Madison, WI 53704~~

FOR Commanders, Wisconsin National Guard

SUBJECT: FY24 Comprehensive Health and Wellness Leaders Course (CHWLC)

1. **References:** AR 350-1 Army Training and Leader Development, 10 December 2017, AR 350-1 Army Training and Leader Development, 10 December 2017; FM 7-22 Holistic Health and Fitness, 26 October 2020; AR 600-9 The Army Body Composition Program, 16 July 2019; 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:** Provide training to increase Soldiers and Airmen retention, readiness, and health behavior changes in the Wisconsin National Guard. Leaders will learn to incorporate and integrate appropriate interventions which address comprehensive health and wellness. CHWLC cadre will learn foundational principles of motivational interviewing to help Soldiers and Airmen at the unit level make and sustain health behavior change.

3. **Dates:** The course is a resident course at the Wisconsin Military Academy and Volk Field. Training will end no later than 1600 on the last day. The course will conduct on the following dates:

Course:	CHWLC		
Class #	Start Date	End Date	Location
24-001	23 OCT 23	27 OCT 23	WMA, Fort McCoy
24-002	26 FEB 24	01 MAR 24	WMA, Fort McCoy
24-003	08 JUL 24	12 JUL 24	WMA, Fort McCoy

4. **Reporting:** All Students will report NLT 0900 on the first day of the course for in processing. Cadre will report NLT 1200 on the CADRE report date - 22 OCT 2023, 25 FEB 2024, 07 JUL 2024.

5. **Uniform:** Students will report in OCP and will also wear Army Physical Fitness Uniform (APFU) (Army) or Physical Training Gear (Air) throughout the course.

6. **Attendees:** Training is open to Soldiers and Airmen. Seats are limited to 40

participants.

7. Enrollment:

a. Soldiers and Airmen must volunteer to attend and be nominated by their unit Commander. 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.

d. Cadre requirement: **Cadre is to be nominated by the CHWLC Primary Instructor and Course Manager NLT 60 days prior to course start.** Once nominated, cadre must ensure their unit representative adds them to the enrollment roster prior to the enrollment deadline. No further documentation is required once enrolled in TEAMS. **Cadre are nominated based on the following criteria:** Having attended a CHW Leaders Course in the past, showing excellent Motivational Interviewing skills and demonstrating above average knowledge of the material and ability to connect, teach and communicate.

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 PMC/TDC 1A0/12B and select event XREF: 24 CHWLC CHW Leader. All Instructor Support will attend using funding under PMC/TDC 1N0/501 and select event XREF: 24 CHWLC CHW Leader.

b. AGR: Soldiers will utilize the 24 (O/E) 501 OPR TRN LOA and AT/CONF routing list for DTS authorization input.

c. M-Day: Soldiers will utilize the 24 (O/E) 1A AT TRVL LOA and AT/CONF routing list for DTS authorization input. All instructor support will utilize the 24 (O/E) 501 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:** This course requires extended training hours. All students and Cadre, regardless of commuting distance, are required to stay in barracks on Fort McCoy. You

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are responsible for bringing your own sheets, linens, and towels; these will **not** be provided for you.

10. **Transportation:** Soldiers and Airmen on orders will receive the full mileage rate to the duty location. AGRs and FTNGD instructors 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. All other Soldiers will claim reimbursement in DTS.

11. **Rations:** WMA Meals are provided at no cost for enlisted M-Day Soldiers and Airmen. AGR, FTNGD and Officers are authorized full meal per diem at the local rate. 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. The course manager will reserve meals at WMA based on registration information.

12. **Point of Contact:** Contact the courses manager at jennifer.falkowski@widma.gov or kelsey.w.sweet.mil@army.mil.

PENNY RIPPERGER
Lt Col, WIANG
Director, Service Member Support Division