



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 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: CHWBC</b>			
<b>Class #</b>	<b>Report Date</b>	<b>Start Date</b>	<b>End Date</b>
001	19 APR 24	19 APR 24	03 MAY 24
002	26 JUL 24	26 JUL 24	09 AUG 24

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 dates - 18 APR 2024 and 25 JUL 2024.

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 60 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.

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 TDC:12H and select event XREF: 24CHWBC CHW BC. All Instructor Support will attend using funding under TDC: 501 and select event XREF: 24CHWBC CHW BC. Exceptions require approval by the State Training Officer.

b. AGR: Soldiers will utilize the DTS LOA: 24 E/O501 OPR TRN and AT/CONF routing list for DTS authorization input.

c. M-Day: Soldiers will utilize the DTS LOA: 24 E/OAT TRVL LOA and AT/CONF routing list for DTS authorization input. All instructor support will utilize the DTS LOA: 24 E/O501 OPR TRN LOA and AT/CONF routing list for DTS authorization input.

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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 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 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. All other Soldiers will claim reimbursement in DTS.

11. **Rations:** AGR, FTNG, 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 course 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.

12. **Point of Contact:** Contact the course manager at [jennifer.falkowski@widma.gov](mailto:jennifer.falkowski@widma.gov) or [kelsey.w.sweet.mil@army.mil](mailto:kelsey.w.sweet.mil@army.mil).

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