



**DEPARTMENTS OF THE ARMY AND THE AIR FORCE**  
JOINT FORCES HEADQUARTERS, MINNESOTA NATIONAL GUARD  
OFFICE OF THE ADJUTANT GENERAL  
20 WEST 12<sup>TH</sup> STREET  
SAINT PAUL, MN 55155-2004

NGMN-CM

25 July 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2010 Senior Enlisted Leaders Conference

1. The Senior Enlisted Leaders Conference is scheduled for 24-26 September 2010. This conference is mandatory for all CSM, SGM, 1SG, and Detachment NCOICs.
2. This year's conference is focused on "Sustaining the Force" which will revolve around continuing the quest for excellence in light of projected budgetary constraints. If there are topics you deem critical to this year's conference or are interested in updates from the State Staff, I encourage you to express them on the enclosed registration form. The final agenda will be emailed to each registered attendee once all registration forms are received. A reimbursable conference fee of \$10.00 is collected at sign-in to cover administrative cost and conference materials.
3. The conference will take place at the Camp Ripley TACC Theater and Education Center and runs from 0800-UTC on 25 September and 0800-UTC on 26 September.
4. **ORDERS:** Funds are available for those required to attend in ADT status. Request orders through your Unit using EVENT CODE: PZ6Z9CSMZTTTTT, PM: TT0; TDC: 57E, PURPOSE: Attend State Senior Enlisted Leaders Conference. Soldiers attending in an IDT status require a travel order using the same orders guidance as above. **All Requests for orders must be submitted as soon as possible but NLT 31 August 2010.**
5. Completed Travel Vouchers are turned in to SGT Kraemer prior to leaving the conference on Sunday, 26 September 2010, so bring a copy of your orders and billeting receipt.
6. Uniform is ACU's. Civilian casual attire is worn for social activities. Social events include a Saturday night Ice Breaker at the MWR (Old Hangar).
7. SGT Kraemer has reserved a block of rooms at Camp Ripley Billeting. **Attendees must call to schedule their own reservations.** Individuals arriving Friday evening are required to check-in between 1800-2000 hrs. Attendees arriving Saturday morning are required to check-in between 0700-0745. All participants must check out on Sunday morning in time to attend the scheduled agenda events.

NGMN-CM

SUBJECT: Senior Enlisted Leaders Conference

8. Breakfast and Lunch are available at the Dining Facility or the snack bar on a pay-as-you-go basis. Coffee, water, soda and snacks are available throughout the conference.

9. The registration form is enclosed with this memorandum. Complete and return via e-mail to SGT Kraemer. If unable to do so, mail a hard copy to The Office of the Adjutant General, ATTN: SGT Elise Kraemer, 20 West 12th Street, St. Paul, MN 55155. All registration form are due NLT 31 August 2010.

10. POC for this memorandum is SGT Elise Kraemer at 651-282-4538 or elise.kraemer@us.army.mil.

FOR THE ADJUTANT GENERAL:

Encl  
as

//////////SIGNED//////////  
EDWARD S. MILLS  
CSM, MN ARNG  
State Command Sergeant Major

DISTRIBUTION:

Unit 1SGs and Detachment NCOICs  
Battalion CSMs and SGMs  
Brigade CSMs and SGMs  
Division CSM and SGMs  
JFHQs SGMs

NGMN-CM  
SUBJECT: Senior Enlisted Leaders Conference

**2010 STATE SENIOR ENLISTED LEADERS CONFERENCE**  
**25-26 SEPTEMBER, CAMP RIPLEY, MN**  
**REGISTRATION FORM**

This form will be used for all planning and tracking purposes and to develop current rosters

**Rank:**

**Name (Last, First, MI):**

**Circle: AGR / TECH / Traditional**

**Home Mailing Address:**

**Home Phone:**

**AKO E-mail Address:**

**Other E-Mail Address:**

**UIC, Unit and Unit Address:**

**Please indicate the nights you require on-post lodging:**

\_\_\_\_\_ Friday 24 September 2010

\_\_\_\_\_ Saturday 25 September 2010

**Traditional Soldiers (M-DAY) only:** Please indicate below which meals you plan to eat at the Dining Facility:

	<b>Breakfast</b>	<b>Lunch</b>
25 September	_____	_____
26 September	_____	_____

CONFERENCE TOPIC SUGGESTIONS: \_\_\_\_\_

**"I would like a DVD of the SEL Conference information sent to me." Circle One: YES / NO**

If you have any questions, the POC is SPC Elise Kraemer at 651-282-4538 or [elise.kraemer@mn.ngb.army.mil](mailto:elise.kraemer@mn.ngb.army.mil)

**\*Please return this form to: Office of the Adjutant General, ATTN: SGT Elise Kraemer, 20 West 12th Street, St. Paul, MN 55155, NLT 31 August 2010.**