



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
HUMAN RESOURCES OFFICE
230 GEER DR NE
SALEM, OR 97301

NGOR-HRO

17 Jan 2023

MEMORANDUM OF INSTRUCTION

SUBJECT: FY24 Title 5/Title 32 NG Joint Supervisor Development Course (SDC)

1. Overview: Per CNGBI 1400.25, Vol. 400, dated 05 Sep 2018, "Supervisors of NG employees must complete the NG Joint Supervisor Development Course within the first year of appointment." The two-day course combines hands-on learning with live instruction from HRO personnel. This course is mandatory for personnel (AGR/T32/T5) supervising federal employees. Attendance is required every three years.
2. Training Details:
 - a. Instructors: HRO Subject Matter Experts
 - b. Dress Code: Duty uniform for AGR/T32 technicians; business casual attire for T5 civilian employees.
 - c. Dates and locations may be subject to change:
 - i. 24-25 Jan 2024 | 1921 Turner Road SE, Salem, OR 97302
 - ii. 6-7 Mar 2024 | 6801 NE Cornfoot Rd, Portland, OR 97218
 - iii. 30 Apr - 1 May 2024 | 211 Arnold Ave, Klamath Falls, OR 97603
 - iv. 21-22 Aug 2024 | 1921 Turner Road SE, Salem, OR 97302
 - d. An 8-hour hybrid Refresher Course will be available to supervisors who have previously attended a full two-day SDC.
 - i. 13-Mar | 1921 Turner Road SE, Salem, OR 97302 & Microsoft Teams
3. Instructions: Individuals will email sophy.e.kerzman.civ@army.mil and grace.m.fox5.civ@army.mil to register for the course. Travel expenses may be authorized for reimbursement if traveling over 50 miles to attend.
4. For questions or concerns, please contact Human Resources Development Specialists Ms. Sophy Kerzman at (971) 355-3311 or Ms. Grace Fox at (971) 355-3329.

SOPHY E. KERZMAN
Human Resources Development Specialist
Oregon National Guard