



## DEPARTMENT OF THE ARMY

UTAH ARMY NATIONAL GUARD  
12953 SOUTH MINUTEMAN DRIVE  
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NGUT-CCW

Date: 14 July 2025

MEMORANDUM FOR All Utah National Guard Warrant Officers

SUBJECT: Letter of Instruction for FY25 Warrant Officer Professional Development Symposium

1. Purpose. This Letter of Instruction (LOI) provides FY25 Warrant Officer Professional Development Symposium participants with administrative information and guidance for attending the symposium
2. Travel Arrangements. It is the attendee's responsibility to coordinate with their home unit for any travel costs incurred. There will be no DTS Line of Accounting (LOA) established for this event.
3. Administrative.
  - a. Registration is online ([2025 WO PD Symposium \(12-14 SEP 25\)](#)) or by completing the registration form (enclosure 2) and emailing to [jeffrey.g.issa.mil@army.mil](mailto:jeffrey.g.issa.mil@army.mil).
  - b. A landing fee of \$10 is required to cover the cost of light refreshments.
4. Execution.
  - a. Draft symposium schedule is attached as Enclosure 1.
  - b. The purpose of the symposium is to educate the cohort on issues affecting Warrant Officers, improve cohesion and camaraderie, and to provide a forum for the exchange of best practices and concepts for innovation and efficiency. Warrant Officers at all grades are encouraged to attend.
  - c. Pay and allowances (P&A) is the responsibility of the attendee's home unit. Funding for approximately 30% of the total UTARNG Warrant Officer cohort has been requested from the G3 utilizing additional annual training. Attendees should utilize split train and other IDT/AT options to the greatest extent possible.
  - d. Only the professional development day(s) on 13 and 14 September are to be in a paid status.

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Enclosure 1: FY25 WOPD Symposium Schedule

- e. Rooms have been reserved at the Camp Williams Distinguished Visitors Quarters for guest speakers.
  - f. Uniform for the Professional Development Symposium is ACU-OCP or service-specific duty uniform.
5. Points of Contact. Please contact CW5 Jeffrey Issa at (801)432-4612 or [jeffrey.g.issa.mil@army.mil](mailto:jeffrey.g.issa.mil@army.mil)

Encls

- 1. FY25 WOPD Symposium Schedule
- 2. Registration Form

JEFFREY G. ISSA

CW5, FA

Command Chief Warrant Officer

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## Enclosure 1: FY25 WOPD Symposium Schedule

## 1. Daily Agenda

	<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
Friday	12 SEP 25	As required	Lodging check-in/Personal Time	Lodging/HOR
Saturday	13 SEP 25	0800-1600	Symposium Day 1	640 <sup>th</sup> RTI
		1600-1800	Personal Time	640 <sup>th</sup> RTI
		1800-2100	Warrant Officer Dining Out	640 <sup>th</sup> RTI
Sunday	14 SEP 25	0800-1200	SWOBs (UTNG CW5s only)	640 <sup>th</sup> RTI
Monday	15 SEP 25	0800-1400	Warrant Officer Scramble	Cedar Hills Golf Club

## 2. Professional Development Agenda

<b>Time</b>	<b>Duration</b>	<b>Event</b>	<b>Lead</b>
0730	+30	Symposium Check-in, handouts (as needed)	Support Staff
0800	+5	Orientation & Admin Notes	UTNG CCWO – CW5 Issa
0805	+10	Welcome	UTNG CCWO – CW5 Issa
0815	+10	Opening Remarks	TAG-UT
0825	+60	Keynote Speaker	ARNG CCWO – CW5 Searcy
0925	+20	Break	Support Staff
0945	+45	Warrant Officer PME	WOCC - CW5 Kanouse
1030	+45	Generational Interactions	AG School - CW5 Fuller
1115	+90	Lunch	Sponsor & Support Staff
1245	+30	Talent Management	UTNG CCWO – CW5 Issa

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Enclosure 1: FY25 WOPD Symposium Schedule

1315	+30	Career Management	G1-OPM - CW4 Mitchell
1345	+30	Retention survey results (Qualtrics)	RRB WOSM - CW3 Armantrout
1415		Town Hall	UTNG CCWO