



DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF ARMY RESERVE
2400 ARMY PENTAGON
WASHINGTON DC 20310-2400

DAAR-MD

3 May 2018

MEMORANDUM OF INSTRUCTION

SUBJECT: MOI for Attendees of the 2018 Deployment Health Assessment Program (DHAP) Coordinator Annual Training

1. Purpose: To provide guidance for personnel attending the 2018 AR-DHAP Coordinator Annual Training scheduled 18 -21 June 2018, in Charleston, South Carolina. The travel days are 17 and 22 June 2018.

2. Registration: All attendees must register **NLT 24 May 2018** at:

[2018 AR DHAP Coordinator Annual Training Registration](#)

The password is: DHAP

3. Transportation: Attendees will travel to the **Charleston International Airport (CHS)** and arrive **NLT 1800 on 17 June 2018**. Attendees will use the complimentary hotel shuttle on 17 and 22 June 2018. Rental cars and personal taxi fees are at the attendee's expense and will not be covered by the AR-DHAP Team.

4. Funding:

a. All attendees are eligible to attend at their unit's expense (based on availability). Limited DTS travel funding is available for eligible attendees only.

b. The AR-DHAP Team will fund 1 Primary and 1 Alternate DHAP Coordinator from each Geographical and Functional Command. Funding is first come / first served and personnel must register by 24 May 2018. Funding will be open to all interested parties after 15 May 2018.

c. All attendees must complete their DTS authorizations **NLT 1 June 2018**.

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5. Lodging:

a. Complete lodging reservations **NLT 24 May 2018**. Rooms are reserved under the name "United States Army Reserve", Group Code: DHAP, at the Embassy Suites Charleston Area Convention Center. The hotel is located at 5055 International Boulevard, North Charleston, SC 29418. The telephone number is 843-747-1882. The hotel reservation link is: [Embassy Suites Registration](#)

b. Do not make hotel reservations in DTS. Attendees will select "**L7-Conference or Event**" as the Reason Code for the "Lodging Not Used" flag on the Pre-Audit Screen in DTS. Include "The Embassy Suites by Hilton Charleston Airport Hotel & Convention Center, 5055 International Boulevard, North Charleston, South Carolina 29418" in the remarks section.

c. Include the following Non Mileage Expenses: hotel taxes of \$158.35; estimated transportation costs; and parking fees.

6. Training Details:

a. Uniform is business casual for Civilian Personnel and ACU for Military Personnel. Business Casual attire for all attendees during the No-Host Social. Onsite event registration begins at 1500 until 1900 on 17 June 2018, in the hotel lobby. Training begins at 0800 in Ballroom A, located in the conference center (between the hotel and the coliseum) on 18 June 2018. Please visit the [DHAP](#) website for more information.

b. All attendees must bring a government laptop, have current HIPAA certification, and obtain proper system access and permissions to: eMMPS module in MEDCHART, MEDPROS, MHA, ADMIN and Commander's Portal applications in MODS.

7. Email general questions or concerns to usarmy.usarc.ocar.list.dhap@mail.mil
Direct operational concerns to 1LT (P) Antron Washington at (703) 806-7448 or antron.q.washington.mil@mail.mil.

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