



## Trainings for Jackson and Lansing offices

Questions: Kim Langenberg 517-853-6445 or  
517-788-4680  
[klangenberg@lansingchamber.org](mailto:klangenberg@lansingchamber.org)

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### **Lansing – March 22, 2017 all You Need to Know About Proposal Writing Series - #3 of 4**

In Class #3, Lorraine D'Ignazio shares her unique approach to outlining a Request for Proposal and tools to help you review and score your proposal with or without a team.

**LOCATION:** PTAC of South Central Michigan Satellite Office – Lansing Regional Chamber  
500 E. Michigan Ave., Ste. 200, Lansing, MI 48912

**TIME:** 8am-11am

**REGISTRATION:** <http://bit.ly/2hOotp9>

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### **Jackson – April 24, 2017 Government Contracting: Marketing and Research Series #2 of 4 – FPDS Ad-Hoc Report Series**

This class will give you the tools to find the answers to these questions and more. This is class #2 of a four part series.

**FPDS: Ad-Hoc Report** – This is where all the contracting officers MUST report what they buy. Find out how to use this database to research who buys what and how much. This class is finding out specifics to what you want to find out about contracts. This class expands from Class #1.

**LOCATION:** PTAC of South Central Michigan – The Enterprise Group of Jackson,  
100 E. Michigan Ave., Ste. 1100, Jackson, MI 49201

**TIME:** 2pm-4pm

**REGISTRATION:** <http://bit.ly/2liDR2s>

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### **Lansing – April 26, 2017 All You Need to Know About Proposal Writing Series - #4 of 4**

In Class #4, Lorraine D'Ignazio offers tips for writing the critical parts of winnable proposals. You will receive a hard copy of the presentation and all handouts. You will be able to write an A+ proposal following her methods.

**LOCATION:** PTAC of South Central Michigan Satellite Office – Lansing Regional Chamber  
500 E. Michigan Ave., Ste. 200, Lansing, MI 48912

**TIME:** 8am-11am

**REGISTRATION:** <http://bit.ly/2h1q8OW>

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### **Jackson – May 15, 2017 Government Contracting: Marketing and Research Series #3 of 4 – Who Else Can I Market To?**

I found out who buys what I sell, but where are they located; are there more contacts I need to make; what else do I need to know before contacting them; what do I send to them that will get me noticed? These are questions that will be answered in this class on Marketing and Research. You will receive hard copies of the presentation and handouts.

**LOCATION:** PTAC of South Central Michigan – The Enterprise Group of Jackson,  
100 E. Michigan Ave., Ste. 1100, Jackson, MI 49201

**TIME:** 9am-11am

**REGISTRATION:** <http://bit.ly/2IMa3fj>

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### **Lansing – May 24, 2017 Success through a Compliant Winning Team #1 – Intro to Teaming**

For small government contractors, teaming and joint venturing can be essential components of success. By teaming with other entities, small businesses can enhance their capabilities and offer more comprehensive solutions to the government. But teaming and joint venturing on government set-aside contracts is not without risk– there are many unique rules that must be followed, and many pitfalls for the unwary. In this series, government contracts attorney Steven Koprince explains– in plain English– the essential rules for joint venturing and teaming on federal set-aside contracts. This series also includes Carroll Bernard’s Intro to Teaming webinar, where he explains the value of teaming from the small business perspective.

**Class #1 Intro to Teaming:** We will define teaming, help you understand why it is so important, and explain how you can find and secure the right teaming partner to help you win, perform, and gain repeat business in the government marketplace. This lesson will include: Case Study; Importance of Teaming; Benefits of teaming; Types of Teaming; Choosing Teaming Structure; Attracting Partners.

**LOCATION:** PTAC of South Central Michigan Satellite Office – Lansing Regional Chamber  
500 E. Michigan Ave., Ste. 200, Lansing, MI 48912

**TIME:** 8am-11am

**REGISTRATION:** <http://bit.ly/2IXL9We>

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### **Jackson – June 1, 2017 Government Contracting: Research and Marketing Series - #4 of 4 - What Do I Send Them?**

I know who I want to market to, where to send it (class 1 and 2), but is there more that I need to know? This class will help you to understand who needs to know about your company, what you need to know about the agency and finally what to send to them. The federal government has specific things that they want to know about your company, so let’s make sure you give it to them. Then finally, setting up a scheduled time to talk with them and what will you tell them.

**LOCATION:** PTAC of South Central Michigan – The Enterprise Group of Jackson,  
100 E. Michigan Ave., Ste. 1100, Jackson, MI 49201

**TIME:** 2pm-4pm

**REGISTRATION:** <http://bit.ly/2kL6z8J>

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### **Lansing – June 28, 2017 Success through a Compliant Winning Team Series #2 of 4 – Legal Aspects of Teaming – Rules and Regulations**

For small government contractors, teaming and joint venturing can be essential components of success. By teaming with other entities, small businesses can enhance their capabilities and offer more comprehensive solutions to the government. But teaming and joint venturing on government set-aside contracts is not without risk– there are many unique rules that must be followed, and many pitfalls for the unwary. In this series, government contracts attorney Steven Koprince explains– in plain English– the essential rules for joint venturing and teaming on federal set-aside contracts. This

series also includes Carroll Bernard's Intro to Teaming webinar, where he explains the value of teaming from the small business perspective.

**Class #2 Legal Aspects of Teaming – Rules and Regulations:** In Class 2, Steven Koprince unpacks the unique rules and regulations governing joint venturing and teaming, and offers strategies to help ensure compliance. We will discuss: Joint Ventures vs. Teaming; Joint Venture Size; 8(a) Joint Ventures; SDVOSB Joint Ventures; HUBZone Joint Ventures; WOSB Joint Ventures; Subcontracting Joint Ventures; Teaming Agreements; Teaming Subcontracts; Teaming Subcontract Limitations; Team- Ostensible Affiliation.

**LOCATION:** PTAC of South Central Michigan Satellite Office – Lansing Regional Chamber  
500 E. Michigan Ave., Ste. 200, Lansing, MI 48912

**TIME:** 8am-11am

**REGISTRATION:** <http://bit.ly/2kuPhk8>

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### **Jackson – July 6, 2017 Breaking Down Federal Solicitations - #1 of 1**

For new participants in the government market, reading and understanding federal solicitations can be a bit daunting. In this webinar, we make the shift from finding the opportunity to reviewing, analyzing, and breaking down a federal solicitation.

After taking this class, you will become familiar with common language seen on FedBizOpps.gov as we define terminology, such as special notice, solicitation, award, pre-solicitation, sources sought, justification and approval, sole source, and fair opportunity/limited sources justification.

We also discuss sections within the uniform contract format, as well as tips and tricks you can use to ensure you are providing a “responsive” proposal.

**LOCATION:** PTAC of South Central Michigan – The Enterprise Group of Jackson,  
100 E. Michigan Ave., Ste. 1100, Jackson, MI 49201

**TIME:** 2pm–4pm

**REGISTRATION:** <http://bit.ly/2kTRAMp>

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### **Lansing – July 26, 2017 Success through a Compliant Winning Team Series - #3 of 4 – Legal Aspects of Teaming – Effective and Compliant Agreements**

For small government contractors, teaming and joint venturing can be essential components of success. By teaming with other entities, small businesses can enhance their capabilities and offer more comprehensive solutions to the government. But teaming and joint venturing on government set-aside contracts is not without risk– there are many unique rules that must be followed, and many pitfalls for the unwary. In this series, government contracts attorney Steven Koprince explains– in plain English– the essential rules for joint venturing and teaming on federal set-aside contracts.

**Class #3. Legal Aspects of Teaming – Effective and Compliant Agreements:** In Class 3, Steven Koprince goes beyond the regulations to discuss requirements and best practices for creating strong and effective teaming agreements, subcontract agreements and joint venture agreements. Lessons include: General Principles, Teaming Agreements & Subcontracts.

**LOCATION:** PTAC of South Central Michigan Satellite Office – Lansing Regional Chamber  
500 E. Michigan Ave., Ste. 200, Lansing, MI 48912

**TIME:** 8am-11am

**REGISTRATION:** <http://bit.ly/2lc7Ma4>

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**Jackson – August 3, 2017 All You Need to Know About Proposal Writing Series - #1 of 3**

This is a pre-recorded, three part series for writing proposals. We will meet once a month for 3 months to view a recorded webinar and take time to discuss questions, and more. You will be receiving hard copies of the presentation, a strategic win plan, compliance checklist, example of detailed proposal outline, and more.

This proposal writing series was developed for:

- ❖ Managers newly assigned business development responsibilities
- ❖ Small or mid-sized business owners without a full-time proposal manager
- ❖ Proposal managers who want to increase their marketable skills
- ❖ Marketing or sales professionals seeking to increase contract win rates

**Class #1: Government Proposal Preparation 101 AND Developing a Strategic Win Plan**– In Class 1, you will have an introduction to proposal writing in response to solicitations from government agencies. Topics include key terminology, differences between bids and proposals, proposal preparation tips, the bid/no bid decision, as well as important post submission actions every small business should know about. Then Lorraine D'Ignazio provides a detailed guide to preparing a Strategic Win Plan, including a “living” structure for research, competitive analysis, teaming strategies, identifying discriminators and preparing proposal themes.

**LOCATION:** PTAC of South Central Michigan – The Enterprise Group of Jackson,  
100 E. Michigan Ave., Ste. 1100, Jackson, MI 49201

**TIME:** 2pm–5pm

**REGISTRATION:** <http://bit.ly/2kyTNJC>

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**Lansing – August 23, 2017 Success through a Compliant Winning Team Series - #4 of 4 – Leveraging the Power of Mentor-Protégé Programs**

For small government contractors, teaming and joint venturing can be essential components of success. By teaming with other entities, small businesses can enhance their capabilities and offer more comprehensive solutions to the government. But teaming and joint venturing on government set-aside contracts is not without risk– there are many unique rules that must be followed, and many pitfalls for the unwary. In this series, government contracts attorney Steven Koprince explains– in plain English– the essential rules for joint venturing and teaming on federal set-aside contracts.

**Class #4.** Steven Koprince discusses how to leverage the power of federal mentor-protégé programs (including the SBA’s proposed new “universal” mentor-protégé program) while staying on the right side of the law. This lesson includes: Mentor-Protégé Programs; Mentor-Protégé Benefits; Affiliation & Joint Venturing; Application Process; SBA’s “Universal” Mentor-Protégé Program.

**LOCATION:** PTAC of South Central Michigan Satellite Office – Lansing Regional Chamber  
500 E. Michigan Ave., Ste. 200, Lansing, MI 48912

**TIME:** 8am-11am

**REGISTRATION:** <http://bit.ly/2kOu5Ij>

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**Jackson – September 28, 2017 All You Need to Know About Proposal Writing Series - #2 of 3**

This is a pre-recorded three part series for writing proposals. We will meet once a month for 3 months to view the recorded webinar and take time to discuss questions, talk about our success, talk about

our problems, and more. You will be receiving hard copies of the presentation, a strategic win plan, compliance checklist, example of detailed proposal outline, and more.

This proposal writing series was developed for:

- ❖ Managers newly assigned business development responsibilities
- ❖ Small or mid-sized business owners without a full-time proposal manager
- ❖ Proposal managers who want to increase their marketable skills
- ❖ Marketing or sales professionals seeking to increase contract win rates

**Class #2: Writing Proposals That Win** – In Class 2, Lorraine D'Ignazio shares her unique approach to outlining a Request for Proposal and tools to help you review and score your proposal with or without a team. You will receive a hard copy of presentation and all handouts.

**LOCATION:** PTAC of South Central Michigan – The Enterprise Group of Jackson,  
100 E. Michigan Ave., Ste. 1100, Jackson, MI 49201

**TIME:** 9am-11am

**REGISTRATION:** <http://bit.ly/2IQjSFY>

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### **Jackson – October 19, 2017 All You Need to Know About Proposal Writing Series - #3 of 3**

This is a pre-recorded three part series for writing proposals. We will meet once a month for 3 months to view the recorded webinar and take time to discuss questions, talk about our success, talk about our problems, and more. You will be receiving hard copies of the presentation, a strategic win plan, compliance checklist, example of detailed proposal outline, and more.

This proposal writing series was developed for:

- ❖ Managers newly assigned business development responsibilities
- ❖ Small or mid-sized business owners without a full-time proposal manager
- ❖ Proposal managers who want to increase their marketable skills
- ❖ Marketing or sales professionals seeking to increase contract win rates

**Class #3: Step by Step Proposal Walkthrough** – In Class 3, Lorraine D'Ignazio offers tips for writing the critical parts of winnable proposals. You will receive a hard copy of presentation and all handouts.

**LOCATION:** PTAC of South Central Michigan – The Enterprise Group of Jackson,  
100 E. Michigan Ave., Ste. 1100, Jackson, MI 49201

**TIME:** 2pm–4pm

**REGISTRATION:** <http://bit.ly/2kL0x83>

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### **Other Trainings and Locations**

#### **MDOT 37th Disadvantaged Business Enterprise (DBE) Small Business Conference**

**Sunday, March 26, 2017 at 5:00 PM - Tuesday, March 28, 2017 at 2:00 PM (EDT)**

No fee to attend

**Location:** Double Tree Detroit Hotel, 5801 Southfield Hwy., Detroit, MI 48228

To view agenda and register, please click on the following link:

<https://2017dbeconference.eventbrite.com>

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**US Army Next Generation Combat Vehicle (NGCV) Prototype Briefing** - March 29, 2017, 1:00 p.m. - 5:00 p.m

The Next Generation Combat Vehicle Prototype (NGCV) - US Army TARDEC is seeking to collaborate with a team comprised of innovative engineering organizations from industry, academia and defense communities, to create the Army's next generation ground combat vehicle. The NGCV prototyping effort is a multimillion dollar and multi-year project focused on the design and integration of component technologies into a prototype combat vehicle platform. Solicitation of this effort will be made through the Detroit Arsenal Automotive Other Transaction Agreement (DA2 OTA), managed by the Defense Automotive Technologies Consortium (DATC), US ARMY TARDEC, and Army Contracting Command - Warren.

No fee to attend

Location: Macomb Community College, South Campus, Building K  
14500 E. 12 Mile Road, Warren, MI

For more info and registration info [Click Here](#)

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**NCMA: SubCon Training Workshops** March 30-31, 2017 Dulles, Virginia

NCMA's new SubCon Training Workshops (SubCon) event is designed to provide targeted subcontracting training by industry and government instructors and practitioners. In response to your feedback, NCMA will provide more flexible training, pricing, and schedule options.

SubCon consists of four half-day workshops. Attend one, two, three, or all four—depending on your training needs. The training sessions within each workshop will include unique presentations covering essential topics related to subcontracting: A-Subcontract Proposal Support; B-Subcontract Compliance; C-Subcontract Management; D-Subcontract Leadership.

[Read More](#) Register: [Click Here](#)

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**EXPLORE: CYBERSECURITY COMPLIANCE** - April 4, 2017, 8 am - 12 pm - Lansing

As a result of increased concerns about cyber-attacks, manufacturers with contracts with the Department of Defense (DoD), General Services Administration (GSA) or NASA must be compliant with defined cybersecurity requirements no later than December 31, 2017. Go on the offensive... Join the Michigan Manufacturing Technology Center on February 14 for a FREE event outlining what your business needs to do to meet cybersecurity requirements in 2017.

Attendees will:

- Hear from a special guest from the National Institute of Standards and Technology (NIST)
- Learn about NIST Special Publication 800-171 from those involved with its creation
- Network and meet with our Cybersecurity Experts

No fee to attend but registration required.

Registration link [Register here](#)

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**SBIR/STTR Proposal Preparation for DOD** - April 5, 2017 9am – 4pm \$75 in state, \$150 all others

This Dept. of Defense-focused seminar provides detailed instruction on preparing a proposal to meet the requirements of the DoD, including both technical and commercialization plans, and navigating the submission process. Presented by DoD SBIR/STTR expert, Becky Aistrup, the program will also cover:

- SBIR/STTR program basics and up-to-date information on the DoD program
- An understanding of the differences between DoD components
- Tips on how to identify a topic
- The importance of talking to Technical Points of Contact during the pre-release period

- Writing to meet the reviewers' expectations
- Common pitfalls and how to avoid them, and more

18600 Haggerty Rd., Livonia, MI 734-930-9741 To Register: [Click here](#)

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### **METRO LANSING PROCUREMENT SUMMIT** – April 18, 2017 7:30am – 3:30pm

The Lansing Center, 333 E. Michigan Ave., Lansing, MI 48933

Hosted by The Lansing Regional Chamber of Commerce, LEAP, and in partnership with Pure Michigan Business Connect. With nearly 250 sourcing needs from 15 buyers in various industries, there are plenty of opportunities for qualified Michigan suppliers to take advantage of and grow their business. This invitation-only, matchmaking initiative will match qualified Michigan suppliers to the needs of participating buying companies in an attempt to fill procurement gaps.

To be considered for an opportunity to attend the summit, please complete the application in the link below by Monday, March 13. After applying, please continue to check the application as new needs will be uploaded periodically.

Participating Buyers: Accident Fund, City of Lansing/BWL, Consumers Energy, Dart Container Corporation, Demmer Corporation, Emergent BioSolutions, Farm Bureau Insurance, Granger, Lansing Community College, Michigan State University, MSUFCU, Sparrow Hospital, Spartan Motors, State of Michigan, and Two Men and A Truck.

For questions, please contact Mike Christ ([christm1@michigan.org](mailto:christm1@michigan.org)) or Andrea Garrett ([garretta1@michigan.org](mailto:garretta1@michigan.org)).

To Apply for participation: [Click Here](#)

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**Stepping Forward: A Celebration of Your Business - No Cost** April 19, 2017 in Flint, Michigan  
A celebratory event for entrepreneurs throughout the State of Michigan as a lead up to Small Business Week. Gloria Larkin, TargetGov CEO keynote speaker, a nationally recognized U.S. federal government contracting marketing and business development expert.

### **Flyer with Registration Link**

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**TARDEC Industry Days** – April 25-26, 2017 John Lewis Conference Center, Macomb Community College, 14500 E. 12 Miles Rd., Warren, MI 48088

Purpose:

- TARDEC is the U.S. Army's Research, Development and Engineering Center for all Ground Vehicle and Ground Vehicle Systems technology and integration.
- TARDEC also serves as the DoD responsible agent for all ground fuels and lubricants specifications; water supply and wastewater treatment; tactical military bridging; construction equipment; and material handling equipment.
- Industry Days serve as a forum to provide information on TARDEC's ground vehicle systems technology focus, as well as ancillary force projection technologies, to include technology roadmaps, planned spending and opportunities for collaboration with industry, academia and other government partners.

- Presentations by TARDEC Technology Directorates will be augmented by the ability for participants to **sign up for on-site individual meetings with technology leads for open discussion.**

General info about TARDEC [Click Here](#) Registration period 2/28 – 4/16/17: [Click Here](#)

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## **MDEX Expo** April 26-27, 2017 - Warren, MI

Meet Detroit Arsenal Leadership; Explore Partnership opportunities; Network with more than 1500 Attendees; and Engage with important program speakers.

The Macomb Regional PTAC, in collaboration with the NDIA Michigan Chapter, will work with Government Small Business representatives to identify opportunities at the 8th Annual Michigan Defense Exposition (MDEX). The Macomb Regional PTAC will schedule meetings between qualified suppliers and the government, providing potential solutions to fill requirements, saving time and resources. The Macomb Regional PTAC will manage all MDEX Government Connect planning, including the online application process, communication with the applicants, and onsite logistics. To apply, click on the 2017 MDEX Government Connect Supplier Application below by March, 17, 2017 close of business.

Macomb Community College (MCC) Expo Center

14500 E Twelve Mile Rd, Warren, MI

Hours: 8:00a.m.-4 p.m. both days

No pre-registration required. Free to Attend!

[Click here](#)

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## **Cyber Compliance and Risk Management for DoD Contractors May 10, 2017**

The Department of Defense published a proposed rule in the Federal Register on June 29, 2011, to increase the strength of security measures and access controls guarding unclassified DoD information within contractor information systems, and set forth reporting requirements in the event of certain cyber intrusion incidents that affect either classified or unclassified DoD information within these systems.

In the event of certain cyber incidents, the clause requires contractors to communicate specific information relating to the incident, or as much of said information that can be obtained by the contractor, within 72 hours. A reportable incident includes any incident involving possible exfiltration, manipulation, or any loss, compromise, or unauthorized access to Controlled Technical Information within a contractor's system. Sponsored by PTACs of Michigan, MMTC, SBDC, MEDC.

### TAKEAWAYS:

1. This new rule applies to all DoD contractors
2. Compliance is required by December 31, 2017
3. Don't be surprised or barred from contracting opportunities
4. Be ready

Group rate (\$129, til 4/10/17): Marriott 2400 E. Campus Dr., Mt. Pleasant, MI 48858 [Click here](#)  
Event Location: Mid-Michigan Community College, 1375 S. Clare Ave., Harrison, MI

Registration: More to come.

**NO FEE!**

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**2017 Lockheed Martin Supplier Matchmaker** May 17, 2017 8am-4pm

Macomb University Center 44575 Garfield Rd., Charter Twp of Clinton, MI 48038

**Focus: Aerospace** The Macomb County Partnership, in coordination with PMBC, is hosting Lockheed Martin in a one-day matchmaking and networking event. The 2017 Lockheed Martin Supplier Matchmaker is scheduled for Wednesday, May 17th, 2017 at the Macomb University Center. This all-embracing, matchmaking event will focus on fulfilling the procurement needs of Lockheed Martin. Small businesses, diverse businesses and other Macomb County suppliers have the opportunity to meet with Lockheed Martin's purchasing divisions looking to procure items from four general categories: Environmental, Information Technology, Manufacturing and Services.

[View more & Register](#)

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**Defense Contract Audit Agency (DCAA): Audit Guidance for Small Business, a Two-Part Series - No Cost** May 17 and June 20, 2017 from 9:00 a.m. to 12:00 p.m. in Livonia and Warren

Part I — May 17 in Livonia: A DCAA representative will present an overview of DCAA, its mission, organizational structure, and types of audits performed; an overview of regulatory criteria to establish an adequate accounting system and the importance of reading your contract to identify, understand, and consolidate key contract provisions.

Part II — June 20 in Warren: A DCAA representative will present on real-time labor evaluations, what a real-time labor evaluation is, why it's performed, and what you will need to provide the auditor. Additionally, an overview of how to prepare adequate price proposals.

[May 17th Registration](#)

[June 20th Registration](#)

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**Selfridge Open House and Air Show - "The first 100 years" August 19-20, 2017**

Celebrating 100 Years of Military Aviation. Selfridge Air National Guard Base, Michigan.

[View more Here](#)

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**SAVE THE DATE:**

**July 1, 2017**

**Fort Custer Centennial Open House** More to come.

PTACs are not-for-profit organizations dually funded by the Department of Defense/Defense Logistics Agency and State of Michigan.

