



## NATIONAL GUARD BUREAU

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13 SEP 2010

ARNG-HRH

### MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Professional Education Center (PEC) FY 11 and 12 Mandatory Full-Time Support Training (ARNG-HRH Policy Memorandum #10-039)

1. Reference memorandum, NGB-ARH, subject: Professional Education Center (PEC) FY 09 and 10 Mandatory Full Time Unit Support (FTUS) Training (NGB-ARH Policy Memo 08-031) (enclosure).
2. Reference 1 is superseded by this policy.
3. The complete list of mandatory courses for Full-Time Support (FTS) positions as of 4 October 2010 is set out below:
  - a. ARNG BDE/BN S1 Course, HRR-010 (BDE/BN S1).
  - b. Unit Readiness NCO, HRR-020 (Readiness NCO).
  - c. Unit Training NCO, HRR-022A (Unit Training NCO).
  - d. Training Officer/Operations NCO, HRR-022B (Training Officer/Operations NCO).
  - e. Officer-in-Charge, HRR-030 (Administrative Officer/OIC).
  - f. Property Book Accounting and BN Supply, Phase 1 (DL), LTC-001-1 (Property Book Officer).
  - g. Property Book Accounting and BN Supply, Phase 2, LTC-001-2 (Property Book Officer).
  - h. FMS TAMMS and Readiness, LTC-018 (FMS Production Control).
  - i. Unit Supply Personnel, Phase 1 (DL), LTC-027-1 (Unit Supply Sergeant).
  - j. Unit Supply Personnel, Phase 2, LTC-027-2 (Unit Supply Sergeant).
  - k. DCSLOG-G4 Orientation, LTC-039 (Director of Logistics (DOL) or Deputy Chief of Staff (DCS) G-4 for a State or Territory).

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- l. Oracle DBA I, Phase 1, ITTC-040-1 (Database Administrator).
- m. Oracle DBA I, Phase 2, ITTC-040-2 (Database Administrator).
- n. Network Administration I, ITTC-070 (Network Administrator).
- o. Security +, ITTC-073 (System Administrator).
- p. Basic Accounting, ACCTG-101 (new accounting personnel).
- q. Intermediate Accounting, ACCTG-102 (accounting personnel with 6-18 months experience).
- r. Staff Accountant, ACCTG-202 (Staff Accountant).
- s. Accounting Officer, ACCTG-301 (Supervisory Operating Accountant and Staff Accountant).
- t. USPFO Budget Officer, NGBO-201 (USPFO Budget Officer, Deputy Financial Manager).
- u. Financial Manager, NGFM-301 (Financial Manager, Deputy Financial Manager).
- v. Activity Manager/Budget Analyst, NGRM-102 (Program Manager, Activity Manager, AFCOS Level 5 Approving Official).
- w. Fiscal Law, NGRMFL-101 (All personnel certifying Federal Funds).
- x. Supervisory Financial Technician, SFINT-201 (Supervisor and Lead Technician in the USPFO).
- y. Inactive Duty Training (IDT) Funds Management, IDTFM-101 (IDT Funds Manager).
- z. Education Services Course, EDU-ESC (Education Services Officer).
- aa. Federal Tuition Assistance Manager Course, EDU-FTAMC (State Federal Tuition Assistance Manager).

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bb. GI Bill Manager Course, EDU-GIBMC (State GI Bill Manager).

cc. Incentive Manager Course, EDU-IMC (State Incentive Manager).

dd. Facilitator Course, ORTC-010 (J5/G5/Strategic Planning Office personnel).

ee. Strategic Planning and Management/SMS COGNOS Course, ORTC-110 (J5/G5/Strategic Planning Office personnel).

ff. ACOE Self-Assessment Course, ORTC-202 (J5/G5/Strategic Planning Office personnel).

4. These mandatory courses increase efficiency and enhance unit readiness. Additional courses may become mandatory for certain critical FTS positions.

5. Commands will schedule Soldiers to attend the appropriate courses associated with their FTS positions. Formal training at PEC ensures FTS personnel receive standardized and current vocational training as well as timely procedural and policy guidance to enhance unit and individual readiness.

a. Federally funded FTS employees will be scheduled for training at the PEC within the first 6 months of employment. Scheduling the required training is a condition of their continued employment. Unless there are extenuating circumstances, failure of new FTS personnel to complete National Guard Bureau prescribed courses at PEC within the first year of employment may be cause for reassignment to other full-time positions or termination of their employment. Human Resource Officers (HRO) should include a statement that mandatory FTS training is required as a condition of employment in vacancy announcements for both Technician and Active Guard Reserve positions.

b. States will develop a plan to schedule formal training at PEC for all FTS employees who have not already completed the courses appropriate to their current position. When scheduling training at PEC, new hires are the priority.

6. The PEC will centrally manage travel funds for AGRs and Technicians attending the mandatory courses. The funding memo published annually by PEC will provide funding information and travel order information to HROs and Plans, Operations, and Training Officers.

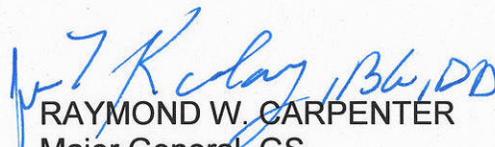
7. This revised full-time training policy has been coordinated with NGB-J1-TN, ARNG Staff, members of the PEC Advisory Council, and PEC Staff.

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8. The points of contact are COL Dennis Chapman, Chief, Personnel Policy and Readiness Division, at DSN 327-5904, 703-607-5904, or dennis.chapman@us.army.mil; LTC Sean Gavan, Chief, PEC Operations and Training Division, at DSN 962-4668, 501-212-4668, or sean.gavan@us.army.mil; and Ms Judy Kellar, Chief, Administrative and Training Services Branch, at DSN 327-1506, 703-607-1506, or judith.kellar@us.army.mil.

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Major General, GS  
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