



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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NGB-ARH

0 5 MAY 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Professional Education Center (PEC) FY 07 and 08 Mandatory Full Time Unit Support (FTUS) Training (NGB-ARH Policy Memo 06-021)

1. Reference: Memorandum, NGB-ARH, dated 23 March 2005, subject: Professional Education Center (PEC) FY 06 and 07 Mandatory Full Time Unit Support (FTUS) Training (ARH Memo 05-019).
2. Formal mandatory training for new hires in the full time support (FTS) positions began at PEC 1 November 2003 and continued in FY 04/05 with additional courses. The complete List of Mandatory Courses as of to 1 October 2005 are as follows:
 - a. Unit Administration, HRR-010 (Unit Administrator or Readiness NCOs).
 - b. Unit Readiness NCO, HRR-020 (Readiness NCOs of Company level).
 - c. Training Officer/NCO, HRR-022 (Unit Training Officer/NCO).
 - d. Officer-In-Charge, HRR-030 (Unit Full Time Support Manager).
 - e. Unit Support NCO, LTC-027 (Unit Support NCOs).
 - f. OMS (FMS) Readiness, LTC-018 – (The OMS shop chief & selected OMS personnel).
 - g. Oracle DBA Phase I and II, ITTC-040 – (Selected DCSIM & DPI personnel).
 - h. System Administrator/Network Administrator Security, ITTC-073 – (Selected DCSIM & DPI personnel).
 - i. Network Fundamentals Course, ITTC-070 – (Selected DCSIM and DPI personnel).

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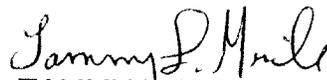
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- j. Basic Property Accountability Course, LTC-001 – (PBO's and property custodians).
3. In an effort to increase efficiency and readiness, the ARNG Chief of Staff emphasizes training for the FTS workforce. Additional courses will become mandatory for certain critical FTS positions.
 4. Commands will schedule Soldiers to attend the appropriate course associated with their FTS position. As a condition of continued employment, federally funded FTS employees will be scheduled for training at the PEC within the first six months of employment.
 - a. The first priority for training is new hires. However, states should develop a plan to schedule all FTS employees who have not completed the appropriate course for their current position to attend formal training at the PEC. 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.
 - b. Failure to complete NGB prescribed courses at the PEC for new FTS personnel within the first year of employment may be cause for reassignment to another full-time position or termination from full-time employment unless there are extenuating circumstances that preclude the full-time member from course attendance. Human Resource Officers (HROs) should include this condition of employment that requires mandatory full-time unit support training at PEC in technician and AGR vacancy announcements.
 5. Travel funds will be centrally managed at PEC for AGRs and Technicians attending the mandatory courses. Fund cites and travel order information will be provided to HROs and POTOs in the funding memo published annually by PEC.
 6. This revised full-time support training policy has been coordinated with NGB-J1-TN and NGB-PEC.

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7. The points of contact for this memorandum are CPT Cleopatra Thompson, NGB-ARH, AGR Policy, at DSN 327-5877 or 703 607-5877; PEC, MAJ Gary Pultro, PEC Training Branch Chief, at DSN 962-4599 or 501 212-4599, Mr. James Hatchell, NGB-J1-TNS, at DSN 327-1475, and Ms. Brenda Decruise, NGB-J1-TNB at DSN 327-1478.



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