



**MILITARY DEPARTMENT OF ARKANSAS
OFFICE OF THE ADJUTANT GENERAL
CAMP JOSEPH T. ROBINSON
NORTH LITTLE ROCK, ARKANSAS 72199-9600**

MIKE HUCKABEE
GOVERNOR

DON C. MORROW
MAJOR GENERAL
THE ADJUTANT GENERAL

HRO-D-HRDS

14 March 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Professional Education Center (PEC) FY 06-07 Mandatory Full Time Support Training

1. Reference NGB-ARH Memorandum 05-019, dated 23 March 2005, subject: Professional Education Center FY-06 and 07 Mandatory Full Time Unit Support (FTUS) Training.

2. Effective 23 March 2005, formal training at PEC is mandatory for new hire permanent technicians and AGRs in full time support (FTS) positions as listed below. Mobilization augmentees serving on extended duty as rear detachment personnel are also highly encouraged to attend.

a. HRR-010 - Unit Administration Course – Company, Battalion, and Brigade level administrative NCOs

b. HRR-020 – Unit Readiness NCO Course – Company, Battalion level readiness NCOs

c. HRR-022 – Training Officer/NCO Course – Company, Battalion, and Brigade level Training Officers, S3's, and Training NCOs

d. HRR-030 – Officer in Charge Course – Battalion and Brigade level Administrative Officers and XOs

e. LTC-001 – Basic Property Accounting Course – Battalion and Brigade level Property Book Officers, Supply and Senior Supply NCOs, Property Management Team Leaders and Members, and S4 (Operations) personnel

f. LTC-018 – FMS Readiness Course – FMS Heavy Mobile Equipment Mechanic Supervisors, Leaders, and Mechanics; FMS Heavy Mobile Equipment Repair Supervisors, Leaders, and Mechanics, FMS Automotive Mechanic Supervisors and Workers; FMS Tools and Parts Attendants, and FMS Supply Technicians

g. LTC-027 Phase I and II – Unit Supply NCO Course – Company, Battalion, and Brigade level supply NCOs

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h. ITTC-040 – Oracle DBA Phase I and II – DCSIM and DCSLOG Information Technology Specialists, COMSEC Managers, Visual Info Specialists, Computer Specialists (Tng Admin)

i. ITTC-070 – Network Administrator 1 Course - Oracle DBA Phase I and II – DCSIM and DCSLOG Information Technology Specialists, COMSEC Managers, Visual Info Specialists, Computer Specialists (Tng Admin)

j. ITTC-073 – Systems Admin/Network Admin Sec Course - Network Administrator 1 Course - Oracle DBA Phase I and II – DCSIM and DCSLOG Information Technology Specialists, COMSEC Managers, Visual Info Specialists, Computer Specialists (Tng Admin)

3. As a condition of employment/continued employment, FTS/new hire employees selected for these positions are required to attend training at PEC within the first six months of employment/placement in position. Failure to do so could result in termination of the employee.

4. Any FTS incumbent occupying one of the above listed positions who has not been to the appropriate course will also be required to attend the formal training at PEC.

5. Scheduling will be accomplished by the Human Resources Office (HRO) Human Resources Development Specialist (HRDS), normally when new employees receive their orientation/inprocessing. Individuals will be scheduled for the first available seat, and supervisors will be advised of scheduled training. Supervisors must notify the HRO-HRDS of any conflict with scheduled training and the HRDS shall resolve all issues. Rescheduling of training seats by the HRDS will be considered only for exceptional circumstances.

6. Travel funds for mandatory courses at PEC are centrally funded. Contact the HR Development Specialist for appropriate fund cites and travel order information.

7. Point of contact is Ms. Sharon Baxter, HR Development Specialist at (501) 212-4206; DSN 962-4206 or Lt Col Scott Brinker at (501) 212-4204; DSN 962-4204.

FOR THE ADJUTANT GENERAL:

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LARRY W. CURTIS
COL, IN, ARARNG
Human Resources Office

DISTRIBUTION:

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