



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 South George Mason Drive
ARLINGTON VA 22202

NGB-ARM 08-039

04 June 2008

MEMORANDUM FOR the ARNG Education and Incentives Personnel of all States, Puerto Rico, The Virgin Islands, Guam and the District of Columbia.

SUBJECT: Registration for Upcoming State GI Bill Managers Course

1. The National Guard Bureau will conduct a State GI Bill Managers Course from 28 July – 01 August 2008 at the Professional Education Center (PEC), Militia Hall, Room 227A, Camp Robinson, North Little Rock, Arkansas. Registration for the course will begin on 03 June 2008. Please review the following course information:

a. Course Title: State GI Bill Managers Course

b. POC: Ms. Casey Roebuck, (501) 212-4947

c. Purpose: This course is designed for new State GI Bill Managers. It provides in-depth training created to develop the knowledge, administrative skills and managerial abilities to effectively and efficiently manage the State GI Bill office. This course will cover eligibility criteria, benefits, and processing procedures for all GI Bill Programs.

d. Registration: Begins 03 June 2008 and closes on 25 July 2008. Course information can be found on the PEC web page at:

http://www.pec.ngb.army.mil/events2/events_list/event_info/?en=8075. Students can register for the course online at: <https://events.pec.ngb.army.mil>.

e. Database Access: Students should have access to the following web-based programs: Information Management and Reporting Center (iMARC), Defense Manpower Data Center (DMDC), and the Personnel Electronic Records Management System (iPERMS).

2. First priority for course attendance will be given to new State GI Bill Managers who have not previously attended a GI Bill Managers training course. Second priority is State GI Bill Managers who have received training in the past. Classroom size limits the number of attendees to 20.

3. Due to the unavailability of billets at PEC from July 28 – 01 August 2008, students will be lodged off site at the Courtyard by Marriott Little Rock West. Students must make their own reservations for lodging at the hotel. Rooms are blocked under the name "GI Bill Manager's Course". Please call the Courtyard by Marriott Little Rock West directly at 501-227-6000.

Students will receive a statement of non-availability upon arrival at PEC. If you are traveling by POV, you will need to report to PEC at Independence Hall to register BEFORE going to your hotel. Otherwise, PEC transportation will pick you up at the airport and transport you to Independence Hall to report in, and then transport you to the hotel. Costs associated with hotel lodging are to be paid out of state funds. Meals will NOT be provided.

4. Uniform is ACU for military attendees and business casual for civilians. PEC will provide a shuttle from the hotel to PEC and return each day.

5. Point of Contact is MAJ Troy M. Gipps, GI Bill Programs Manager, COMM: (501) 212-4962, DSN: 962-4962 or email at troy.gipps@us.army.mil.

A handwritten signature in black ink that reads "Timothy J. Clays". The signature is written in a cursive style with a large, stylized initial 'T'.

0 Encls

TIMOTHY J. CLAYS
LTC, AV
Chief, Personnel Programs, Manpower
and Resources Division