



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

29 SEP 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Professional Education Center (PEC) FY 05 and 06 Mandatory Full Time Unit Support (FTUS) Training (ARH Memo 04-028)

1. Reference memorandum, NGB, G1 Army National Guard, dated 1 November 2003, subject: Professional Education Center FY 04-05 Mandatory Full Time Unit Support Training.
2. Effective 1 November 2003, formal mandatory training for new hires in the full time support (FTS) positions began at PEC. The following courses are mandatory training for FTUS personnel in FY 2004:
 - a. Unit Administration, HRR-010
 - b. Unit Readiness NCO, HRR-020
 - c. Training Officer/NCO, HRR-022
 - d. Officer-In-Charge, HRR-030
 - e. Unit Supply NCO, LTC-027
3. In an effort to increase efficiencies and readiness, the NGB Chief of Staff emphasizes training for the FTS workforce. To this end, additional courses will become mandatory for certain critical FTS positions in fiscal years 2005 and 2006.
4. Additional FTS mandatory training for FY 05 and FY 06 are noted below. Commands will schedule their 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 to attend formal training at the PEC who has not completed the appropriate course for their current position.
 - 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 or termination FTS unless there are extenuating circumstances that preclude course attendance. Human Resource Officers (HROs) should include this condition of employment that requires mandatory FTUS training at PEC in technician and AGR vacancy announcements.

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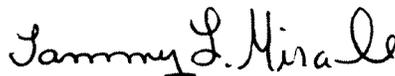
c. The prescribed mandatory courses, beginning 1 October 2004, are:

(1) The OMS shop chief and selected OMS personnel will attend the OMS (FMS) TAMMS and Readiness Course, LTC-018.

(2) Selected DISCM and DPI personnel will attend the Oracle DBA course, ITTC-040 Phase I & II and Systems Administrator/Network Administrator Security Course, ITTC-073.

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. The points of contact for this issue at NGB, CPT Elaine Gullotta at DSN 327-3295 or COMM (703) 607-3295; and at PEC, MAJ Gary Pultro, PEC Training Branch Chief, at DSN 962-4599 or COMM (501) 212-4599, Ms. Rebecca Stark, NGB-J1-TNS, at DSN 327-2088 and Ms. Brenda Decruise, NGB-J1-TNB at DSN 327-1478.



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