



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRZ

MAY 21 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Professional Education Center (PEC) FY 13 and FY 14 Centrally-Funded, Full-Time Manning Training (PPOM #13-021)

1. Reference memorandum, NGB, ARNG-HRH, 13 Sep 10, subject: Professional Education Center (PEC) FY 11 and 12 Mandatory Full Time Manning Training (ARNG-HRH Policy Memorandum #10-039).
2. The complete list of centrally-funded courses for Full-Time Manning (FTM) personnel as of 1 October 2012 is outlined in the enclosure.
3. Centrally-funded courses increase efficiency and enhance unit readiness. Therefore, they are mandatory for all Active Guard Reserve (AGR) personnel who are assigned to the positions in parentheses next to the course titles in the enclosure. Supervisors of military technicians are highly encouraged to use these courses as part of their employee development plans, subject to funding and course availability. Formal training at PEC ensures that personnel receive standardized and current vocational training as well as timely procedural and policy guidance to enhance unit and individual readiness.
4. Commands will schedule personnel to attend the appropriate courses associated with their respective FTM positions.
 - a. Federally-funded FTM personnel should be scheduled for training at PEC within the first 6 months of employment. Unless there are extenuating circumstances, all new AGR personnel must complete their NGB-prescribed courses at PEC within the first year of their employment, or they risk reassignment or termination. Human resources officers (HROs) should include a statement in their AGR vacancy announcements explaining that mandatory FTM training is required as a condition of employment.
 - b. Each State and Territory, including the District of Columbia, should develop a plan to schedule formal training at PEC for all FTM employees who have not already completed the courses required for their current positions. When scheduling training at PEC, new hires are always the priority.

ARNG-ZA

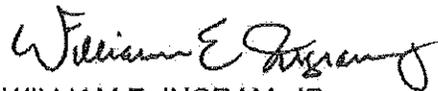
SUBJECT: Professional Education Center (PEC) FY 13 and FY 14 Centrally-Funded,
Full-Time Manning Training (PPOM #13-021)

5. The PEC will centrally manage travel funds for AGRs and technicians attending FTM courses. The funding memo published annually by PEC will provide funding information and travel order information to HROs and plans, operations, and training officers.

6. This FTM training policy memorandum has been coordinated with the NGB Office of Technician Personnel (NGB-J1-TN), ARNG staff, PEC Advisory Council members, and PEC staff. It supersedes policy memorandum NGB, ARNG-HRH, 13 September 2010, subject: Professional Education Center (PEC) FY 11 and 12 Mandatory Full-Time Support Training (ARNG-HRH Policy #10-039). This policy memorandum will remain in effect until rescinded or superseded.

7. The point of contact is COL Tammy L. Miracle, G-1, Army National Guard, at DSN 327-9181, 703-607-9181, or tammy.l.miracle.mil@mail.mil.

Encl



WILLIAM E. INGRAM, JR.
Lieutenant General, USA
Director, Army National Guard

DISTRIBUTION:
Each State TAG
Each State J3/G3
Each State HRO
Each State EDS
State Quota Managers
Commandant, NGB-PEC
ARNG-TR
NGB-J1-TNB
NGB-J1-TNS

Full-Time Support (FTS) Positions as of 1 October 2012:

- a. ARNG Basic Human Resources & Admin Course, HRR-011 (Basic S1 personnel).
- b. Unit Readiness NCO Course, HRR-020 (Readiness NCO).
- c. Unit Training NCO Course, HRR-022A (Training NCO).
- d. Training Officer/Operations NCO Course, HRR-022B (Training Officer/Operations NCO).
- e. Medical Readiness NCO Course, HRR-MRNCO (MRNCO).
- f. Property Book Accounting & BN Supply Course, Phase 2, LTC-001 (Property Book Officer).
- g. ARNG Food Operations Management Course, LTC-006 (Food Service Personnel, Supply Sergeant).
- h. FMS TAMMS and Readiness Course, LTC-018 (FMS Production Control).
- i. Battalion Supply Course, LTC-019 (BDE/BN Supply Sergeant).
- j. Unit Supply Personnel Course, Phase 2, LTC-027 (Unit Supply Sergeant).
- k. Support Maintenance Shop (SMS) – Inspection Course, LTC-072 (Inspectors, Mechanic Inspectors, Supervisor).
- l. TMS-DMC Course, LTC-073 (State level Guard Transportation Personnel).
- m. Cisco Academy Course, ITTC-001 Phase 1 & 2 (Network Engineers, WAN Managers, Telecom, Firewall Admins).
- n. Cisco Adaptive Security Appliance Fundamental Course, ITTC-003 (Firewall Admins).
- o. Microsoft Sever Administration Course, ITTC-007 (System Administrator, IA Analyst).
- p. VMWare ESX Infrastructure Administrator Course, ITTC-025 (System Administrator).
- q. Oracle DBA I Course, ITTC-040 (Database Administrator).
- r. HP Unix System Admin Course, ITTC-043 (HP-Unix Administrator).
- s. System Center configuration Manager 2007, ITTC-065 (System Administrator).

- t. Security+, ITTC-073 (System Admin, Net Eng, IA personnel, Help Desk, COMSEC, MI, SASMO, Tactical Signal Spt).
- u. Network + (IA Level I), ITTC-078 (Sys Admin, Net Eng).
- v. CISSP – Cert Info System Security Prof, ITTC-080 (State IAMs, IAM level 2 or 3 determined by ACTCS).
- w. A+ Essentials 2009, ITTC-081 (Help Desk Technicians).
- x. Certified Ethical Hacker (CEH) Course, ITTC-082 (CND team members).
- y. Standardized Comsec Custodian Course, ITTC-SCCC (Comsec Acct Manager, primary and alternate).
- z. Facilitator Course, ORTC-010 (G1/J1, G3/J3, G5/J5, LSS/CPI Practitioners).
- aa. Strategic Planning and Management Course, ORTC-110 (G1/J1, G3/J3, G5/J5, LSS/CPI Practitioners).
- bb. ACOE Phase 2, Examiners Course, ORTC-201 (G1/J1, G3/J3, G5/J5, LSS/CPI Practitioners).
- cc. ACOE Phase 1, Self-Assessment Course, ORTC-202 (G1/J1, G3/J3, G5/J5, LSS/CPI Practitioners).
- dd. Basic Accounting Course, ACCTG-101 (New Accounting personnel).
- ee. Intermediate Accounting Course, ACCTG-102 (Accounting Personnel with 6-18 months experience).
- ff. Staff Accountant Course, ACCTG-202 (Staff Accountant).
- gg. Accounting Officer Course, ACCTG-301 (Supervisory Operating Accountant and Staff Accountant).
- hh. Inactive Duty Training (IDT) Funds Management Course, IDTFM-101 (IDT Funds Manager).
- ii. USPFO Budget Officers Course, NGBO-201 (USPFO Budget Officer, Deputy Financial Manager).
- jj. DTS Organizational Defense Travel Administrator Course, NGDTS-101 (Organizational DTA).

- kk. DTS Lead Defense Travel Administrator, NGDTS-102 (Lead DTA).
- ll. Financial Managers Course, NGFM-301 (Financial Manager, Deputy Financial Manager).
- mm. Intro to ARNG Resource Management Course, NGRM-101 (All Resource Managers).
- nn. Activity Managers/Budget Analyst Course, NGRM-102 (Program Managers, Activity Managers, AFCOS Level 5 Approving Official).
- oo. oo. Fiscal Law, NGRMFL-101 (All personnel certifying Federal Funds. Note for USF&FO personnel attendance at a Fiscal Law course is required, the requirement may be satisfied with completion of the Fiscal Law Course at PEC or any other institution training personnel on the same course material)
- pp. Beginner Government Travel Charge Card Agency Program Coordinator, NGTVL-101 (Government Travel Card Agency Program Coordinator).
- qq. Supervisory Financial Technician Course, SFINT-201 (Supervisors and Lead Technician in the USPFO).
- rr. Education Services Course EDU-ESC.
- ss. Federal Tuition Assistance Manager Course EDU-FTAMC.
- tt. GI Bill Manager Course EDU-GIBMC.
- uu. Incentive Manage Course EDU-IMC.
- vv. ARNG Recruiting and Retention Resource Managers Course