



**NATIONAL GUARD BUREAU**  
**LAVERN E. WEBER**  
**NATIONAL GUARD PROFESSIONAL EDUCATION CENTER**  
**CAMP JOSEPH T. ROBINSON, BLDG. 2502**  
**NORTH LITTLE ROCK, AR 72199-9600**

ARNG-PEC-OT

10 March 2024

MEMORANDUM FOR National Guard Professional Education Center (PEC) Students

SUBJECT: PEC General Information Letter

1. References.

a. CNGB memorandum (Return of Non-Federalized T32 National Guard Service Members to Non-Federalized Title 32 Duty), 18 January 2023.

b. PEC Portal, <https://pec.ng.mil>.

2. Purpose. To outline general information and requirements for PEC students.

3. COVID-19 Procedures and Precautions.

a. PEC no longer requires evidence of vaccination or testing for COVID-19 (ref 1a). Symptomatic personnel will not travel to PEC. Personnel testing positive may be returned to home station.

b. Mask-wearing on campus is based on CDC guidance at the Commander's discretion (Course Managers will inform students of the Commander's current mask wearing guidance).

4. Line of Accounting. Most PEC classes are centrally funded for Full-time Unit Support (FTUS). Questions regarding whether a course at PEC is centrally funded should be directed to your Human Resources Development Specialist (HRO/J-1). Central funding includes ARNG T5 Civilians, T32 Military Technicians, and T32 AGRs. ADOS and MDAY are not included, and the owning state will be responsible for travel. PEC cross organizes lines of accounting (LOAs) approximately 30 days prior to report date. If you did not receive a PEC LOA within 20 days of your report date and believe you should have, email [ng.robinson.ngb-arng-pec.mbx.arng-pec-student-travel@army.mil](mailto:ng.robinson.ngb-arng-pec.mbx.arng-pec-student-travel@army.mil) stating your name, rank, duty status and, if you have multiple DTS profiles, which profile you intend to travel on (specify, SSN, SSN+R, SSN+G, SSN+T, etc.). Remove any other references to LOAs in your DTS authorizations.

5. Transportation.

a. Rental vehicles are not authorized. PEC provides transportation from Clinton National Airport (LIT), TAC Air, and Little Rock Air Force Base to PEC. Pick-up at LIT is in the shuttle service area outside baggage claim. Direct transportation questions to PEC Registration.

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b. PEC provides transportation until the last scheduled flight arrival time for that day. In the event of a flight delay, it is the student's responsibility to obtain commercial transportation (taxi, Uber, Lyft) from the airport to Independence Hall on Camp Robinson. Ensure the driver can access the installation; drop off at the main gate is not authorized.

6. Travel. PEC students may travel off-post up to a 50-mile radius. Request for over 50 miles must have a DA 31, TRIPS report, and battalion commander approval.

7. Personally Owned Weapons (POWs). Do not bring POWs to PEC. Other than law-enforcement officers, as issued and directed, firearms are not allowed in any building on Camp Robinson. PEC does not have the means to secure and store firearms properly.

8. Check-in and Checkout.

a. Prior to arrival, and to expedite the process, students log in to the PEC Portal events tab, (ref: 1.b.) to create/update their profile and sign the Network User Agreement. All areas listed on the Express Check-In tab must be completed to ensure there is a green check mark displayed for all 7 items. This process allows students to receive lodging, to be checked into the class, and access to the PEC computer network. Computer kiosks are available near the registration desk for students who were unable to validate their Express Check-in requirements prior to the class start date.

b. Students check out NLT 1000 hours on the day of departure (except SQI4 students who check out at 1100). Inform registration during check-in if return flights are the day after graduation. Students attending multiple courses check-out NLT 1000 hours on the last day of the first class and then check-in to the next class.

9. Arrival/Reporting Procedures. Students report to the Independence Hall registration desk. Students traveling by POV/GSA may remain overnight on the last day if driving distances pose a hazard. Students who stay an extra night must inform registration NLT 0730 on the last day.

10. Housing. Lodging is automatically reserved for ATRRS classes. Rooms are single occupancy, have private bathrooms, and are furnished with a bed, desk, chair, TV, refrigerator, iron, ironing board, and wireless internet. Towels and washcloths are provided daily; bed linen service is weekly. Laundry is available at no cost. Firearms, cooking, tobacco use, and vaping in rooms are prohibited.

11. Meals. There is no military dining facility. Students are authorized full per diem. Concord Café, located on campus, accepts cash, Visa, and Mastercard. The average meal is \$9. Hours of operation are weekdays: breakfast, 0600-0800; lunch: 1100-1300; and dinner: 1630-1830; and weekends: brunch, 0900-1100; and dinner, 1630-1830.

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12. Special Accommodations. Handicap-accessible rooms are available. The Nursing Mothers Room located in Independence Hall is equipped with a full-size refrigerator/freezer and a recliner to provide a comfortable and discrete location for mother's to both express and store their breast milk. Students with a service animal must provide a memo from their chain of command citing a legitimate need; pets are not authorized. Contact registration and the training battalion at least five working days prior to arrival if requesting such accommodations.

13. Application Access Requirements. All students will ensure they have an A365 account and access to MS Teams before arrival.

14. Physical Fitness Facility. The SFC Troy L. Miranda Combat Athletic Performance Center (CAPC) is open weekdays, 0530 to 2000; and weekends, Saturday 0900-1600 and Sunday 0900-1500.

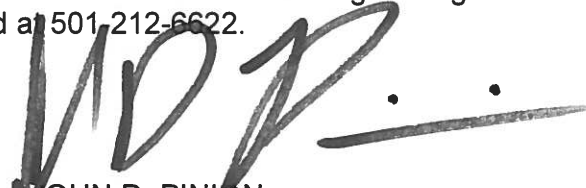
15. Uniform and Appearance. Duty uniform for military personnel is the Army Combat Uniform in Operational Camouflage Pattern. DA Civilians and contractors wear "business casual" attire. Army Physical Fitness Uniform (APFU) or civilian fitness attire are authorized. Reflective vests or belts are mandatory for all individuals who walk, march, run, or bicycle on roads and streets during periods of darkness or limited visibility. Individuals are also required to carry a light source during these periods.

16. Pay and Allowances. Student pay transactions are not processed at PEC or Arkansas USPFO. Pay and travel payments are handled by students' parent unit/state.

17. Mailing Address and Important Numbers.

ATTN: (Student name, Battalion)	<u>Title</u>	<u>Number</u>
Professional Education Center	ATRRS Help	501-212-4786
Bldg. 1501A Missouri Ave.	Registration	501-212-4700
North Little Rock, AR 72199-9600	Post Security	501-212-5280
	Staff Duty	501-539-3605
	Chaplain	501-413-3765
	SARC	501-554-4810
	EOA	501-554-9753

18. The point of contact for updates or comments is the PEC Training Management Chief, MAJ Marc Benefield, who may be reached at 501-212-6622.



JOHN D. PINION  
LTC, AR  
Brigade S-3

