



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-CD

11 July 2022

MEMORANDUM FOR Incoming Students to the National Guard Professional Education Center (PEC)

SUBJECT: PEC General Information Letter

1. Purpose. To outline general information and requirement for students attending courses and workshops at PEC, to include COVID mitigation processes, travel, housing, and funding.

2. COVID-19 Procedures and Precautions. The following requirements for training at PEC remain in effect until rescinded.

a. Vaccination status. Personnel pending a COVID vaccine exemption will not travel to training until their exemption is adjudicated. Fully vaccinated personnel who are symptomatic should not be permitted to travel for training. Symptomatic personnel testing positive at the training location may be returned to home station (CoE/school have ROM/isolation procedures before returning to home station). See PEC COVID-19 travel guidance at <https://www.pec.ng.mil/COVID19Info>.

b. Screening Questionnaire. Students must complete the PEC COVID-19 Screening Risk Questionnaire on the last day prior to travel and turn it in during Day 1 Pre-screening (the questionnaire is located at <https://www.pec.ng.mil/COVID19Info>). PEC representatives conduct pre-screening prior to students entering the classroom each day.

c. Proof of Vaccination. Students will provide proof of vaccination (vaccination card or IMR) upon in-processing to the instructor. Instructors will annotate confirmation of vaccination and collect the questionnaires, which are destroyed upon graduation.

d. Masks. Personnel will bring a mask to PEC. Personnel will wear a mask in the Troop Medical Clinic (students and PEC employees). However, the decision to wear the mask on PEC is based on CDC guidance; a COVID-19 community level of HIGH requires wearing a mask. Current requirements are located at: https://covid.cdc.gov/covid-data-tracker/#county-view?list_select_state=Arkansas&data-type=CommunityLevels&null=CommunityLevels&list_select_county=5119.

3. Travel and Transportation.

a. Rental vehicles. Rental vehicles are not authorized for transportation from airports to PEC. PEC provides ground transportation from specified arrival points to the PEC campus for students traveling by military air or commercial air. Options include the commercial area of the Bill and Hillary Clinton Airport, TAC Air, Little Rock Air Force Base, and Camp Robinson. Shuttle services coincide with arriving flights. Pick-up location is outside of baggage claim in the general shuttle service area. Look for a white shuttle with SRM/PEC Logo markings. Direct questions regarding transportation to lodging at 501-212-4700.

b. Travel radius. PEC students may travel off-post no further than a 50-mile radius. Request for over 50 miles must have a DA 31 and TRIPS report (<https://trips.safety.army.mil/army/TRiPSAssessment>) and battalion commander approval.

c. Travel precautions. During travel, students must follow DoD specified travel precautions.

d. Virtual course status. Prior to departure, check ATRRS and ensure the Class Type code is "R" for resident. If the code is "X", the course is scheduled to be trained virtually. Be sure not to confuse class type with reservation type.

4. PEC Portal/Express Check-in and Checkout.

a. Prior to arriving at PEC, students must login to the PEC Portal, at <https://events.pec.ng.mil>, with their Common Access Card to create or update their profile, (Soldier and unit information, POV, and emergency POC), and sign the Network User Agreement. The information provided during express check-in is used to assign lodging, print course certificates, and provide the guest wireless internet password. In addition to the express check-in, the portal provides course information, reservation details, and a collaboration forum.

b. PEC has an external website (www.pec.ng.mil), which provides driving directions and course information.

c. Checkout Procedures. Students must check-out at the registration desk in Independence Hall (Building 1404) NLT 1000 hours on the day of departure (exception: SQI4 students check-out time is 1100 to allow for formal graduation). Students must inform registration during check-in if their scheduled return flights are the day after graduation. Requests for late checkout will go to the Director of Services or the Deputy

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Director of Services. Students attending multiple courses must check-out of the first course NLT 1000 hours on the last day of the class and check-in to the next class.

d. Students and guests must check-out through the registration desk in Independence Hall. They are not authorized to leave the key in the room and depart. This enables registration to confirm which rooms are vacant and ready for cleaning.

5. Arrival/Reporting Procedures.

a. Students must report to Independence Hall. If arriving by POV or GSA vehicle, have vehicle license plate number, make, model, and vehicle color ready at check-in. Independence Hall registration desk operates 24 hours a day, seven days a week. The phone numbers for registration are DSN at 962-4700 or COMM at 501-212-4700.

b. Students traveling by POV/GSA are authorized to remain overnight in PEC housing on the last day of class if driving distances pose a potential hazard. Students traveling by POV/GSA who plan to remain overnight on the last day of class must advise the Registration Clerk NLT 0730 on the last day of class.

6. Unaccompanied Personnel Housing (UPH).

a. Student lodging is automatically reserved for classes scheduled in ATRRS. Rooms are single occupancy only, and overnight guests are not permitted. All rooms have private bathrooms and are furnished with a bed, desk, chair, lamp, clock radio, TV, refrigerator, iron, ironing board, and wireless internet access. Towels and washcloths are provided daily; bed linen service is provided weekly. Washing machines and dryers are available for guest use at no cost. Cooking, tobacco use, and vaping in the rooms are prohibited.

b. Bicycle storage and other large equipment in rooms are not authorized. Bicycle storage is in the greenspace between Independence Hall and Lafayette Hall. Students must provide their own locks to secure individual storage space.

c. Breastfeeding or handicap accessible rooms can be arranged in advance. Notify the battalion of your requirements prior to arrival.

d. Pets and Service Animals. Service animals are allowed at PEC. Pets are not. Students with a service animal must provide an official memo from their chain of command, citing a legitimate need. Contact PEC Registration, 501-212-4700, at least five working days prior to arrival if traveling with a service animal to ensure accommodations.

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7. Meals.

a. There is no military dining facility at PEC or Camp Robinson. Therefore, all students are authorized full per diem for meals (\$59/day). Concord Café and The Rock Café are restaurants located on the PEC campus.

b. Concord Café is a contracted restaurant located on the PEC campus and is open seven days a week. Concord Café accepts cash and Visa and MasterCard debit/credit cards. Menu items are priced individually, with the average meal costing \$9.

c. Concord Café Hours of Operation. Monday through Friday: breakfast, 0600-0800; lunch: 1100-1300; and dinner: 1630-1830. Saturday through Sunday, brunch: 0900-1100; and dinner: 1630-1830.

8. Physical Fitness Facility. The SFC Troy L. Miranda Combat Athletic Performance Center (CAPC) is open Mondays through Fridays, 0530 to 1830; and Saturdays and Sundays, 1000-1400. Students must present identification to use the CAPC.

9. Uniform and Appearance.

a. The authorized duty uniform at PEC for Mil-Tech, M-Day, and AGR students is the Army Combat Uniform in the Operational Camouflage Pattern. DA Civilians and contractors will wear civilian "business casual" attire. See the specific course welcome letter for further information. Students will wear appropriate civilian attire (see DA Pam 670-1) on the PEC campus when not in training.

b. Physical fitness training is conducted on an individual basis. The Army Physical Fitness Uniform (APFU) or appropriate civilian fitness attire is authorized for wear, but the mixing of the two is not authorized. A reflective belt must be always worn when wearing the APFU and while running outdoors in civilian fitness attire.

c. Height/Weight Guidance. PEC does not conduct routine height/weight screening for students. However, the PEC Commander is authorized to deny enrollment or disenroll Soldiers who do not meet the Army Standard.

d. Personally Owned Weapons (POWs). Do not bring POWs to PEC. Other than law-enforcement officials, 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.

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10. Pay and Allowances. Student pay transactions are not processed at PEC or the Arkansas USPFO. All pay and travel payments will be handled by the student's parent unit/state.

11. Student Mailing Address.

ATTN: (Name, Battalion)
Professional Education Center
Bldg. 1501A Missouri Ave.
North Little Rock, AR 72199-9600

12. PEC Contacts.

a. ATRRS Manager: DSN at 962-4836 or COMM at 501-212-4836.

b. Registration Desk: DSN at 962-4700 or COMM at 501-212-4700.

13. Emergency/After-Duty Hours Phone Numbers.

a. Camp Robinson Security: 501-212-5280; Staff Duty Officer: 501-231-3605.

b. Chaplain: 501-212-4254 (O) or 501-413-3765 (C).

c. PEC SARC: 501-212-6779 (O) or 501-554-4810 (C).

d. PEC EOA: 501-212-4799 (O) or 501-554-9753 (C).

14. The point of contact for updates or comments is the PEC Training Branch Chief, Mr. Robert Cossel, who may be reached at 501-212-4617.


CATHI L. CHERRY
COL, AV
Commanding

