



NATIONAL GUARD BUREAU
NATIONAL GUARD PROFESSIONAL EDUCATION CENTER
STRENGTH MAINTENANCE TRAINING BATTALION
CAMP JOSEPH T. ROBINSON, BLDG 3400
NORTH LITTLE ROCK, AR 72199-9600

ARNG-PEC-SMT

25 April 2023

MEMORANDUM FOR Students, Strength Maintenance Training Battalion (SMTB) and Recruiting and Retention Non-Commissioned Officer Academy (NCOA)

SUBJECT: Welcome Letter

1. I would like to personally welcome you to the SMTB and NCOA at the Professional Education Center (PEC), North Little Rock, Arkansas. Our mission is to provide professional military education that develops capable, adaptable, and disciplined leaders that are prepared to meet the challenges of a dynamic operational environment.
2. Prior to arrival, students must login and register to the PEC Portal by visiting <https://events.pec.ng.mil> with your Common Access Card. This does not apply to courses not conducted at PEC.
3. Students must not schedule return flights earlier than 1200 hours on the last day of the course. Soldiers driving to their HOR, regardless of date, will meet the following criteria prior to departure:
 - a. Completed DD Form 1610 or TRiPS assessment.
 - b. Completed vehicle inspection.
 - c. All Soldiers are reminded that travel and reimbursement should be IAW the Joint Travel Regulation (JTR) 020302A, "When travel is authorized as advantageous by POV, Government automobile, or a rental vehicle, one day of travel is authorized for every 400 miles, per Table 2- 10. Additional travel time may be authorized or approved when the actual time exceeds the authorized time for reasons beyond a traveler's control, for example, for Acts of God. Per diem is payable for any days of additional travel time that are authorized under such circumstances."
 - d. All students, including those who will stay off post, must report to Independence Hall, Building 1404 to register. Independence Hall is the six-story lodging facility located on Missouri Avenue. Please have vehicle information ready at check-in if arriving by POV or GSA vehicle. The Independence Hall registration desk operates 24 hours a day and 7 days a week. The phone numbers for registration are: Commercial, 501-212-4700; DSN, 962-4700.

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e. Limited scheduled shuttle service is provided from the Bill and Hillary Clinton National Airport to PEC. Buses and vans pick up students at the covered island adjacent to the baggage claim area. Shuttle service is on a first-come, first-served basis. Students arriving at peak times can wait for the next shuttle or take a taxi. Students arriving after 2200 hours will need to take a taxi. Approximate cost for the taxi is \$30 - \$40, which is reimbursable on your travel voucher. (Black & White Cab Company (501) 374-0333; Capitol Cab Company (501) 568-0462). Transportation is provided to the airport from PEC on the day of departure. Times are posted in the lobby of Independence Hall or may be obtained by calling the registration desk at 501-212-4700.

f. The centrally located Concord Café is open seven days a week for breakfast, lunch, and dinner. The staff is committed to providing customers with excellent service, food quality and selection, as well as comfort and convenience. Concord Café is a civilian contracted facility, rather than a traditional military DFAC. Meals are available at a reasonable cost that is well within the authorized per diem rate. Students should ensure they bring enough funds to purchase meals. Concord Café accepts Visa and Mastercard.

4. Students should immediately review all enclosures, gain access to Blackboard, and begin the process of uploading prerequisite documentation into SharePoint. Failure to meet the requirements of this paragraph will result in denied enrollment.

a. Upload documents to SMTB SharePoint IAW the class specific guidance available on this site.

b. Any student that requires supporting medical documentation (over 40 cardiovascular disease risk evaluation) to meet prerequisite requirements, should hand-carry those documents and submit them to NCOA Operations through their assigned Small Group Leader. Students with a permanent profile must bring a copy of their profile updated to reflect ACFT limitation.

c. Students who receive less than 100% score in SharePoint for prerequisite documents must review the comments, make corrections, and upload the corrected document IAW appropriate Course information.

5. All Students attending SMTB/NCOA courses must have Microsoft Teams 365 access (Note: URNCO and RSP do not require Teams).

6. All Students attending SMTB/NCOA courses must be prepared to participate in organized Physical Training (PT) a minimum of 2 days per week.

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7. All Students attending SMTB/NCOA courses must be prepared to conduct Height and Weight on day one. SLC, NCR, RLC and V7 courses will conduct an ACFT during week one as a graduation requirement.
8. All Students attending SMTB/NCOA courses are required to stay in PEC billeting.
9. POC is SMTB Operations (501) 212-4526, (501) 212-4914 or NG Camp Robinson NGB ARNG PEC Mailbox ARNG-PEC-SMT-OPNS. After hours contact is PEC Staff Duty Officer (501) 539-3605.

MELAKE T. WHYTE II
MAJ, AG
Commanding