



**NATIONAL GUARD BUREAU
PROFESSIONAL EDUCATION CENTER
ROBINSON MANEUVER TRAINING CENTER, BLDG. 2502
NORTH LITTLE ROCK, AR 72199-9600**

ARNG-PEC-CD

24 June 2026

MEMORANDUM FOR Professional Education Center (PEC) Personnel

SUBJECT: Commander's Policy Letter No.16 – School Request

1. Purpose. This memorandum establishes the policy and procedures for requesting attendance at professional military education and functional courses. This only applies to ATRRS schools external to the PEC organization and/or those requesting PEC travel funding. Workshops, Conferences, Non-ATRRS training, and Internal Brigade (BDE) Walk-ons do not need to comply with the requirements below. This policy is effective immediately and applies to all personnel assigned to this command.

2. Rationale. To ensure a fair and equitable selection process for all professional development opportunities, and to meet the educational requirements for various Army positions, a standardized school's packet is required. This packet provides the necessary information for leadership to make informed decisions that align with both the individual's career progression and the needs of the unit. The packet ensures that all prerequisites are met and that the Soldier is prepared for the academic and physical rigors of the requested course.

3. Packet Submission Requirements. All requests for school attendance must be submitted with a complete school packet. The packet will consist of the following documents, as applicable to the requested course:

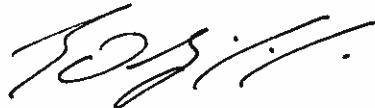
- a. DA 4187 (Personnel Action)
- b. PEC Service School Worksheet
- c. PEC Form 26
- d. Current DA 705
- e. Current DA 5500/5501
- f. Soldier Talent Profile (STP), within 30 days
- g. Individual Medical Readiness (IMR), within 30 days
- h. Any other documents as necessary (i.e. PH1 certs, Waivers, etc.)

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4. Submission Process. All school packets will be submitted through the chain of command to the BDE S-1. Packets must be submitted via the following PACE plan (P: SharePoint, A: Teams, C: Email, E: Hardcopy). The BDE S-1 will review the packet for completeness and forward it to the appropriate office for review/approval prior to Commander's decision/approval. Once approved, the BDE S-1 will forward the school request to NGB-TRI for ATRRS input and return the packet to the Service Member (SM). The SM must ensure that the approved DA 4187 is included in any request for travel authorization in the Defense Travel System.

5. The point of contact for this action is the undersigned at (501) 212-6511 or edward.o.ziembinski.mil@army.mil.



EDWARD O. ZIEMBINSKI
COL, IN
Commanding