



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

ARNG-TR

MAY 15 2014

MEMORANDUM FOR DISTRIBUTION

SUBJECT: ARNG Mandatory Course List

1. Reference. Memorandum, NGB, ARNG-HRZ, 21 May 13, subject: Professional Education Center (PEC) FY 13 and FY 14 Centrally-Funded, Full-Time Manning Training (ARNG-HRZ Policy Memorandum #13-021).
2. The enclosure outlines the complete list of centrally-funded courses for full-time manning (FTM) personnel as of 23 Jan 14.
3. Centrally-funded courses increase efficiency and enhance unit readiness. Therefore, the courses are mandatory for all AGR personnel who are assigned to the TDA positions included in the list (see enclosure). Formal training at the Professional Education Center (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. Supervisors of military technicians are highly encouraged to use these courses as part of their employee development plans, subject to funding and course availability.
5. The office of primary responsibility must provide justification for inclusion on the Mandatory Course List, which includes—
 - a. The proposed course is for the full-time (FT) force AGR, Federal technicians (FEDTECH), or deploying personnel in support of mobilization that meets First Army deployment criteria.
 - b. The proposed course must not be available from any other source.
 - c. The absence of this proposed course will result in significant readiness degradation or loss of critical unit capability.
6. 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 their 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

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mandatory FTM training is required as a condition of employment.

b. Each State, Territory, and 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. New hires are always the priority when scheduling training at PEC.

7. The PEC will centrally manage travel funds for AGRs and technicians attending FTM courses. The funding memorandum that PEC publishes annually will provide funding information and travel order information to HROs, plans, operations, and training officers.

8. 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-HRZ, 21 May 13, subject: Professional Education Center (PEC) FY 13 and FY 14 Centrally-Funded, Full-Time Manning Training (ARNG-HRZ Policy Memorandum #13-021). This policy memorandum will remain in effect until rescinded or superseded.

9. The point of contact is COL Anthony Adrian, Chief, Training Division, at DSN 327-7311, 703-607-7311, or anthony.h.adrian.mil@mail.mil.

Encl
ARNG Mandatory Course List



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