



NATIONAL GUARD BUREAU
LAVERN E. WEBER
NATIONAL GUARD PROFESSIONAL EDUCATION CENTER
POST OFFICE BOX 797
NORTH LITTLE ROCK AR 72115-0797

ARNG-PEC-OT

17 September 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: National Guard Professional Education Center (NGPEC) Centrally Managed Student Travel FY 2016

1. Reference Memorandum, NGB, ARNG-TR, 06 July 15, subject: Army National Guard (ARNG) Mandatory Course List. Joint Travel Regulations, appendix D, 01OCT2015.
2. Travel funds for ARNG students attending mandatory courses at NGPEC will be centrally managed by PEC Resource Management Office utilizing the cross organizational function of the Defense Travel System (DTS). A line of accounting (LOA) will be emailed to students having reserved seats in ATRRS thirty days prior to the start date of the class.
3. The list of school code 922/964 courses for which travel funds are centrally managed is attached. See enclosure 2.
4. The following information applies to students training at PEC:
 - a. Government billets are furnished at no cost. Provide a copy of travel authorization to PEC Registration upon check in.
 - b. Students are entitled to full per diem as government meals are not available. Per diem is \$54.00 a day plus \$5.00 incidentals (\$59.00).
 - c. Transportation is provided. Rental cars are not authorized.
5. Students may create their authorization in DTS any time after securing a reservation in ATRRS. Students should type the ATRRS course number and "PEC funded" in the DTS Trip Description block. When DTS approvers see this comment, they should not approve the authorization until the PEC line of accounting has been sent and selected. Students will receive email notification of LOA Cross Org prior to the class start date. Questions on DTS orders should be addressed to your local DTA.

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6. Questions concerning centrally funded student travel may be directed to the NGPEC Resource Management. Primary POCs are Ms. Mindy Goldstick at (501) 212-4648 or at mindy.s.gold-stick.civ@mail.mil and Mr. Jason Harvey at (501) 212-4892 or at jason.r.harvey12.civ@mail.mil. The alternate POC is Ms. Mary-Beth Moore at (501) 212-4887 or at mary.b.moore40.civ@mail.mil.



RICKY S. UTLEY
LTC, LG
Director, Operations and Training

3 Encls

1. ARNG Mandatory Course List Memorandum
2. ARNG Mandatory Course List
3. FTS Positions by Course

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