

Strength Maintenance Training Battalion



Student Guide

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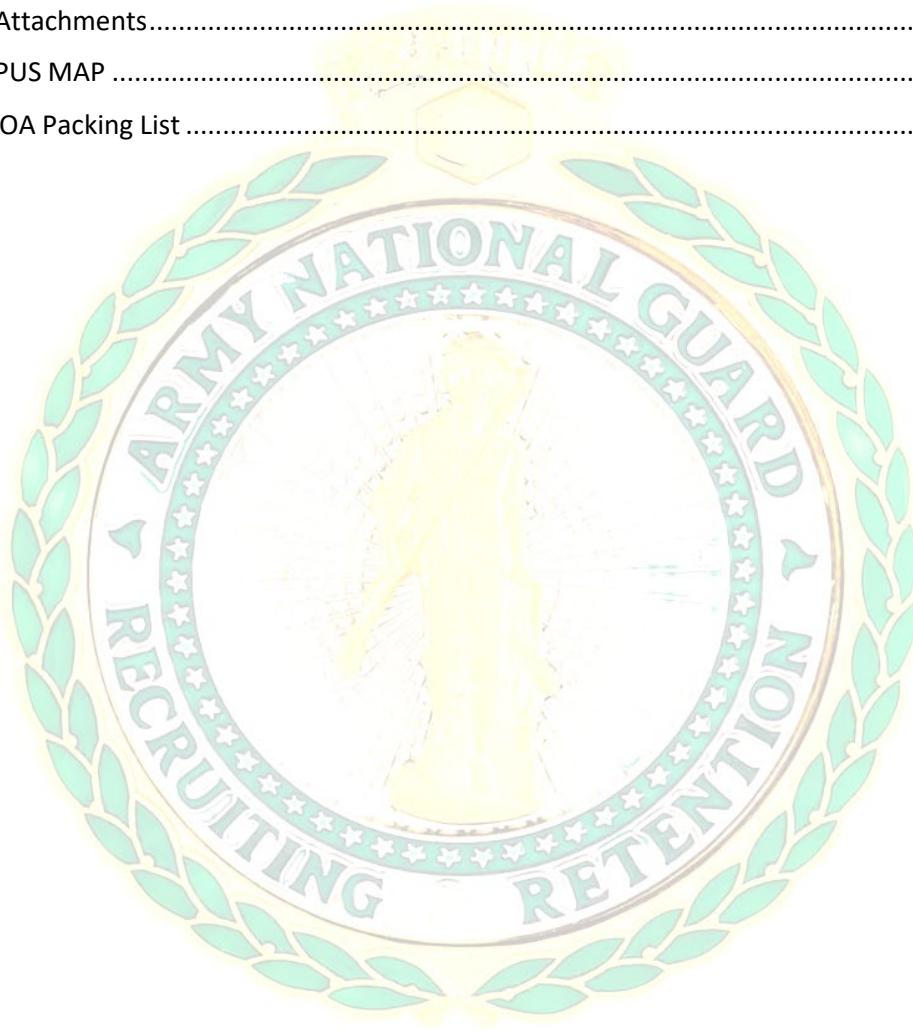
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Section I – Student Administration

DIRECTIONS TO CAMP ROBINSON'S MAIN GATE

On I-40 take exit 150 (Burns Park/Military Drive).

If coming from the west, continue on Military Drive to the front gate. If coming from the east, turn left on Boyer Drive, then right onto Military Drive.

After checking in at the gate, proceed up the hill, bearing to the right at the top of the hill onto 6th Street.

At the four-way stop (PEC Marquee sign), turn right onto Missouri Avenue. Independence Hall is the six-story building on your left.

Google Map directions to PEC

Address to the Post Gate for GPS Users:
378 Military Rd
North Little Rock, AR 72199

Alternate: 34.814392, -92.290849

PEC Registration desk (Independence Hall) is located at:

1404 Missouri Avenue
North Little Rock, AR

CONTACT INFORMATION AND MAILING ADDRESS

PEC Registration Desk - 501-212-4700

The mailing address and shipping address for packages (USPS, UPS and FedEx) is:

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

PEC does not offer full Postal Services; however, a Postal Service mailbox is located in the lobby of Independence Hall.

ARRIVAL / REPORTING PROCEDURES / TRANSPORTATION

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.

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).

DEPARTURE

Check out time is 1000 hours. Beds must be stripped and bedding/linen placed on the top of the bed. You must check out with PEC Registration, which is located in the Lobby of Building 1404, Independence Hall.

Students will not schedule return flights prior to 1300 hours on the day of Graduation.

SPOUSES / GUEST

Overnight guests are not permitted. Spouses and guests are required to stay off post at their own expense.

MESSAGES

The PEC registration desk can be reached by dialing 501-212-4700 (DSN 962). The registration desk will be able to locate and connect to those students and conference attendees staying on post.

MEDICAL CARE

The Troop Medical Clinic (TMC) (Bldg. 6500) can provide medical care to all AGR and Traditional Guardsman (not in technician status). Technicians will receive medical care at a local medical facility in North Little Rock. Report to your Class Advisor prior to reporting for sick call. Soldiers must have an Individual Sick Slip (DD 689) and military ID card in order to be seen at the TMC. Soldiers can get DD689 from their Class Advisor.

FIRE

Fire extinguishers, fire alarms and instructions for emergency procedures are located in all buildings. The phone number for the Post Station is 501-212-5280/5282.

BILLETING / HOUSEKEEPING

Reservations for lodging are automatically made when class is scheduled in ATRRS, so there is no need to call for reservations. Government quarters are generally available. However, PEC Operations will issue certificates of non-availability when Government quarters are not available and attendees are directed to off-post billeting. Therefore, all attendees must be prepared to pay by government credit card, if billeted off post.

Personal rooms will be kept neat and clean at all times. Personal items will be picked-up and put away.

Cadre will conduct Health and Welfare inspections of the student's billeting. They will coordinate this process through the Platoon Sergeant/Class Leader.

Doors must remain open when any persons are present in your room. No guests are authorized to stay overnight in your room

Each room is furnished with a bed, a desk, desk chair, lamp, clock radio, flat screen TV, refrigerator, and internet access. All rooms have private bathroom facilities.

Washing machines and dryers are located in Independence, Patriot, and Liberty Halls for guest use at no cost. Irons and ironing boards are available in each room.

Storage of bicycles or other large equipment in rooms is not authorized.

Cooking is not permitted in rooms.

Individual rooms do not have microwaves or coffee pots, however microwaves are located in each lodging facility and coffee is available in the lobby of Independence Hall. Guests may bring a small coffee maker and coffee for use in their rooms.

Dormitories are cleaned daily, Monday thru Friday. Male and female housekeepers work in dormitories. Please dress appropriately when outside your room.

DINING FACILITY

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 of \$61. Students and conferees should ensure they bring enough funds to purchase meals. Concord Café accepts Visa and Mastercard.

Clean and dry PT uniforms are acceptable attire in the dining facility. Spandex type pants or underwear must be worn under loose fitting shorts. Bathing suits, excessively abbreviated or revealing clothing, short-shorts, unhemmed cutoffs, midriff tops, halters, tube tops, sleeveless garments (such as sweatshirts, athletic jersey shirts, and tank tops), shower shoes, undershirts or other clothing intended for wear as under garments are not to be worn in the dining facility.

Concord Café Daily Hours of Operation:

MONDAY-FRIDAY

- Breakfast
0600 - 0800
- Lunch
1100 - 1300
- Dinner
1630 – 1830

WEEKENDS AND HOLIDAYS

- Brunch
0900 - 1100
- Dinner
1630 - 1830

FITNESS CENTER

The SFC Troy L. Miranda Combat Athletic Performance Center, setup for ACFT, is a well-equipped climate-controlled fitness facility with racquetball courts, rooms suitable for aerobics, sauna, weight room, and a full line of aerobic machines. To enhance your experience, cable TV is visible from most aerobic machines. Staff members can also assist you with exercise advice and instruction, as well as help you monitor progress.

Hours of Operation:

- Monday - Friday 0530-2000
- Saturday & Sunday 1000-1400

MWR CANTEEN - SHOPPETTE

The Canteen/Shoppette is located in the MWR Complex (Bldg. 5305) within walking distance from all billets. The Canteen has small convenience items such as food, toiletries, gift items, and some issue items.

The Canteen/Shopette are not affiliated with AAFES.

BARBER SHOP

Camp Robinson Canteen Barber Shop, located in the MWR Complex (Bldg. 5305).

BANK

There are three ATM located in and around the MWR Complex (Bldg. 5305). The ATM in the parking lot is available 24 hours a day.

ROCK RESTAURANT, ROCK LOUNGE AND MINUTEMAN PIZZERIA

The Rock Restaurant, Lounge & Minuteman Pizzeria, operated by MWR, are located in the MWR Complex (Bldg 5305). There is no cover charge.

There are many fine dining establishments of all types of cuisine in the Little Rock/North Little Rock areas. A restaurant guide is available at the registration desk.

SEVERE WEATHER

Local TV stations, www.katv.com (ABC) www.todaysthv.com (CBS) arkansasmatters.com (NBC), maintain severe weather watches and transmit warning symbols on the lower left of the screen. The PEC maintains a weather-alert radio. Camp Robinson fire/security station monitors severe weather bulletins. Camp Robinson is in Pulaski County near the center of Arkansas.

QUIET HOURS

Quiet hours are from 2200-0500. Noise disturbances or other violations of quiet hours by individuals, approved parties with or without alcoholic beverage consumption, and unauthorized groups will be reported to Staff Duty personnel and Camp Robinson Police as required. A violation of quiet hours may result in dismissal or release from a PEC course.

SMOKING

Smoking is prohibited inside all buildings. Every building has a designated exterior smoking area.

DRUGS AND ALCOHOL

Local law enforcement agencies are alert for drunken drivers. A DWI can cost you your driver's license for six months (resident or nonresident). Failure to submit to a Breathalyzer test can result in two charges: (1) a DWI, and (2) refusing to take a Breathalyzer test. Penalties for possession, sale, and/or use of illicit drugs are very severe in Arkansas.

PEC POLICY- The consumption of alcohol in any form is strongly discouraged.

Alcohol MAY NOT be consumed in the following areas: Registration, to include the outside break area, any parking lot, and any billeting hallway. "Beer busts" are prohibited.

Alcohol MAY be consumed in moderation in the following areas: inside billets provided no more than 3 people are in the room, in break areas, and in the designated picnic areas. PEC students involved in an alcohol related disturbance at PEC, and any alcohol related incidents with any law enforcement agency on or off post (arrest or issuance of a citation), will be released or dismissed from the course and returned to his/her state.

WEAPONS

Firearms are not permitted at PEC. The Commander must approve any exception to this policy.

EMERGENCY

American Red Cross procedures will be used in the event of an emergency that would require a student to return home. The Red Cross contact number is (877) 272-7337 (The person initiating the Red Cross message will need to know the Soldier's name, rank, date of birth, training unit name, and installation name). The Class Advisor can assist you with these procedures during duty hours. The Staff Duty Officer/NCO can assist you during non-duty hours by calling (501) 212-4700.

FINANCIAL MATTERS

The Professional Education Center does not have the capacity to pay students. Your unit will process your vouchers when you return from TDY.

JUDGE ADVOCACY GENERAL (JAG)

Students seeking legal aid can contact the JAG office (Bldg 6301). JAG services also include document notarization, and legal assistance.

RENTAL CARS

Rental cars are available through the MWR located at building 5305. Enterprise will pick you up and drop you off. To make reservations call 501-791-9942.

LITTLE ROCK AIR FORCE BASE (LRAFB Information: 501-988-3131)

The installation is located approximately 12-15 miles northeast of Camp Robinson and offers a full range of exchange services. Check with the transportation section at the registration desk in Independence Hall to schedule transportation (24-hour notice required). Air Force items and some Army items can be purchased at Military Clothing Sales (Open Monday through Friday). Proper ID is required.

PRIVATELY OWNED VEHICLES (POV)

Students are not permitted to use their POV during normal duty hours (except for lunch hour).

The use of a POV after normal duty hours is authorized.

The student parking area is located behind the student billets. No student vehicles will be parked in the staff parking area.

IDENTIFICATION

Students are required to have current ID card and a copy of their travel orders in their possession at all other times.

SAFETY

Safety is an individual, as well as, a Command responsibility. Safety and accident prevention requires awareness of dangers and continual alertness to minimize dangers and prevent accidents.

Students will be careful and safety conscious when driving or riding in vehicles, on or off post. Seatbelts will be worn at all times when riding in or operating a vehicle.

All students will utilize hands free devices while operating a vehicle at all times.

Students enrolled in the course during the months of May-September should be particularly sensitive to extreme heat conditions. Be sure to drink plenty of water during these times to avoid possible dehydration. During the months of October-April watch for ice on the sidewalks and parking lots.

CLASSROOM CONDUCT

Inside the classroom:

Students will respond to a question one at a time and loud enough so that all other class members in the classroom can hear their response.

Be alert and attentive during classes. Students, unable to remain alert, will stand and move to the back of the classroom. Military bearing must be maintained at all times.

Students will refrain from using language, which may be considered offensive to any other student. Humor is encouraged but not at the expense or embarrassment of another student. Jokes or remarks of a vulgar, religious, discriminatory nature will not be tolerated. The DOD equal opportunity policy will be followed at all times.

Students will be responsible for returning the classroom to a neat and orderly fashion prior to the end of each training day. Desks will be cleared, chairs pushed in, windows locked, blinds drawn, lights and equipment turned off.

Students will have all appropriate references and training materials needed for class. The course syllabus/advanced sheets lists all references you need for each day.

Students will not use tobacco products of any kind in PEC buildings. Use of tobacco products are only authorized in designated areas.

Tardiness will not be tolerated.

Students are expected to be in the proper uniform IAW AR 670-1, DA PAM 670-1 and ALARACT messages.

All other courses will adhere to guidance provided during student orientation by the Class Advisor.

Outside the classroom:

Breaks are scheduled every hour during each period of instruction. Breaks will take place outside the classroom, in the designated student break areas.

Noise will be kept to a minimum when passing from the classroom to break areas. Students are responsible for keeping break areas as well as restrooms clean.

FRATERNIZATION

Student to Staff: Fraternization between students and PEC Staff is not authorized. A professional relationship must exist between the students and the staff. Maintaining personal relationships or socializing off-duty creates an unhealthy atmosphere and undermines the professionalism of the school. Both staff and students must maintain a professional decorum.

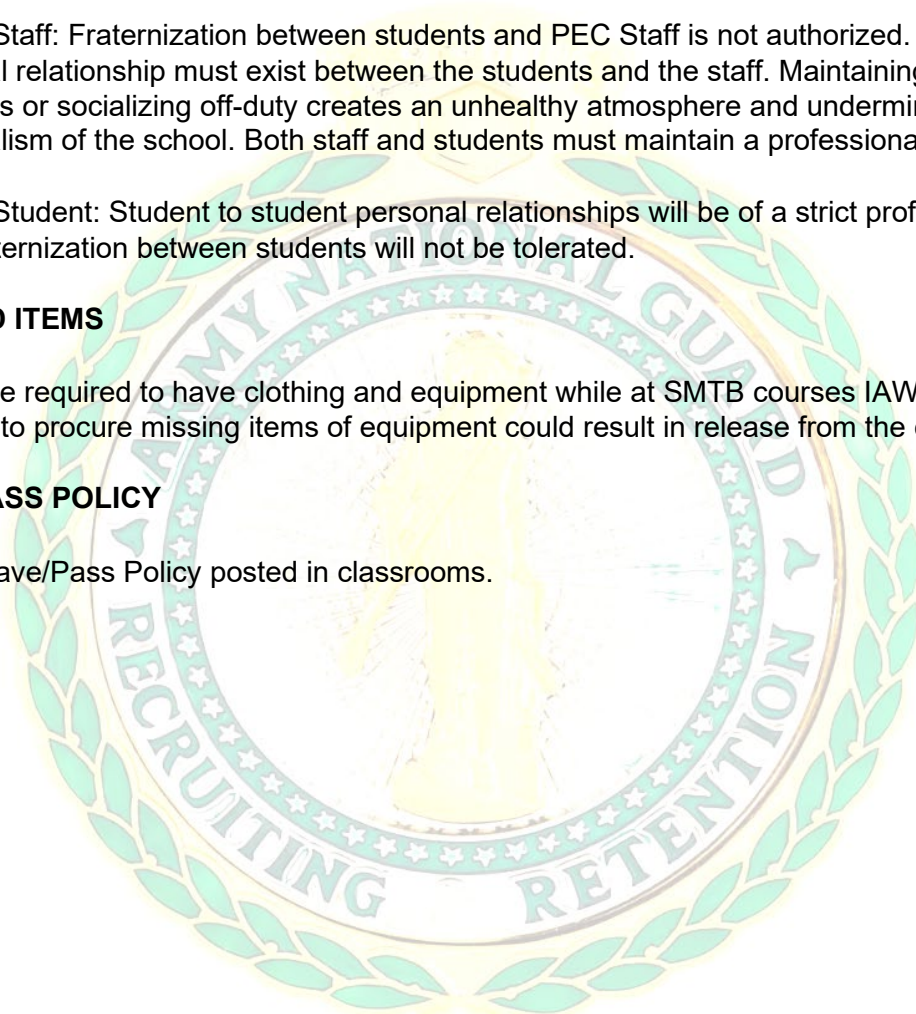
Student to Student: Student to student personal relationships will be of a strict professional nature. Fraternization between students will not be tolerated.

REQUIRED ITEMS

Students are required to have clothing and equipment while at SMTB courses IAW the packing list. Failure to procure missing items of equipment could result in release from the course.

LEAVE/PASS POLICY

Refer to Leave/Pass Policy posted in classrooms.



Section II - Leadership

PURPOSE

This section states the purpose of the student Chain of Command.

STUDENT CHAIN-OF-COMMAND

Students must adhere to instructions from the student chain of command. Students assigned in leadership positions must ensure they are familiar with the duties of the position to which they are assigned (see the Platoon Sergeant/Class Leader Binder for a description of student leadership positions).

Full cooperation by all students is required at all times.

The student chain of command is considered an extension of the SMTB staff below the Class Advisor. Therefore, even though a student leader may actually be of a lower rank, students are expected to follow their reasonable directions. Failure to respond to orders issued by a student leader could result in disciplinary action or release from the course.

Any concerns by students about those appointed above them should be directed through the chain of command for resolution.

All issues should be resolved at the lowest level. There may be situations when a student may feel they need to address an issue to the SMTB staff without explaining the details to the students in their chain of command. There is always an open door policy that allows any student to bring an issue to the attention of the Class Advisor if they feel the circumstances warrant their attention.

PLATOON SERGEANT/CLASS LEADER RESPONSIBILITIES

First day of class:

Verify the spelling of student's name and DoDID number on student roster.

Follow up on any required changes to student airline tickets. Each student is responsible for making their own changes.

Review the Platoon Sergeant/Class Leader Binder.

Daily responsibilities:

Account for all students assigned to the platoon.

Report emergencies (medical, personal, or other) immediately to Class Advisor or to SMTB Staff in absence of Class Advisor. If a medical emergency occurs:

If it is a critical emergency, immediately call Camp Robinson security at 501-212-5280/5281/ or 5283. (If after duty hours contact PEC Staff Duty at 501-231-3605.)

Provide immediate medical assistance to stabilize an injured staff/student member. However, care must be taken not to further aggravate an injury.

Note: Minor injuries/illnesses to military personnel will be treated at the TMC through sick call procedures.

Complete a DD Form 689 on each student requiring medical attention through Sick Call. The Class Advisor must sign all DD Form 689s. In the event the Class Advisor is not available any SMTB staff member may sign the form. The Platoon Sergeant/Class Leader will report all students on sick call to the Class Advisor or to SMTB staff in absence of Class Advisor (Location of treatment facilities, times, and DD Form 689 are located in TAB E of the Class Leader Binder). Ensure all students reporting for sick call that day, report to PT formation. If the Soldier is unable to report for PT it must be a critical emergency.

Ensure classroom and break areas (inside and outside) are kept clean and orderly.

Ensure all students traveling beyond a 50-mile radius of PEC must be on pass.

Assist SMTB staff in maintaining good order and discipline.

End of course responsibilities:

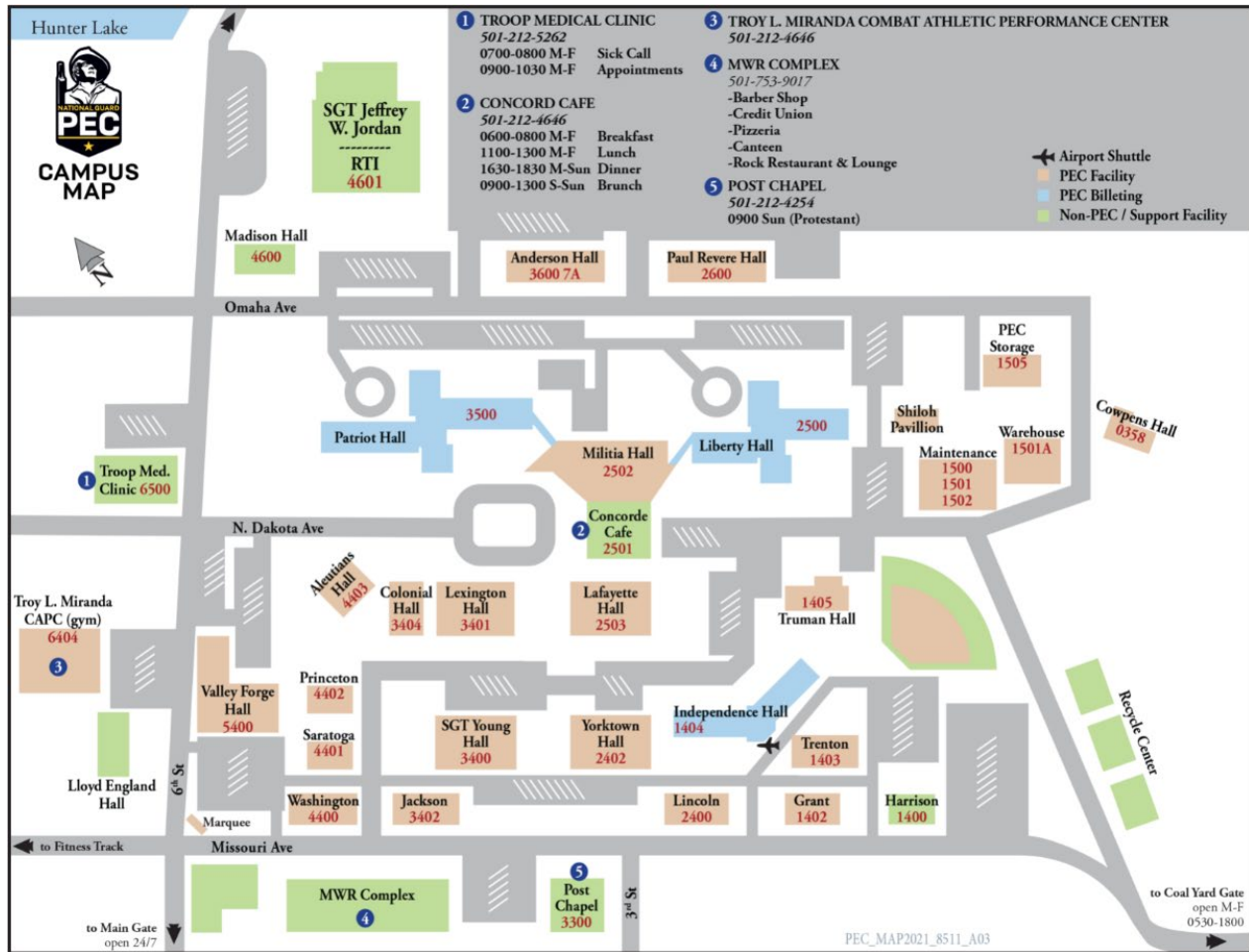
Turn in Platoon Sergeant/Class Leader Binder to the Class Advisor (or SMTB staff if the Class Advisor is unavailable).

Ensure classroom, break areas, and coffee pot areas are cleaned prior to graduation.

Ensure road guard vests, PT belts and flashlights are turned in to the Class Advisor (or SMTB staff if the Class Advisor is unavailable).

Section III - Attachments

PEC CAMPUS MAP



SMTB/NCOA Packing List

ITEM	Qty
ACU	
ACU/IHWCU-OCP Blouse	2
ACU/IHWCU-OCP Trousers	2
Boots, Combat (coyote)	2
Belt, tan (coyote, 499)	1
Socks, tan, green, or black	5
Undershirt, tan (coyote, 499)	5
ACU-OCP Patrol Cap	2
Mask, black (no logo)	2
APFU	
APFU Shorts	2
APFU Pants	1
S/S APFU Shirt	2
L/S APFU Shirt	2
APFU Jacket	1
Black/Coyote Fleece Cap	1

ITEM	Qty
APFU Cont.	
Gloves, black	1
Socks, white or black (no logo)	3
Running Shoes	1
SERVICE UNIFORM *	
ASU/AGSU Jacket	1
ASU/AGSU Trousers or Skirt	1
S/S ASU/AGSU Shirt	1
L/S ASU/AGSU Shirt	1
ASU/AGSU Dress Socks	1
ASU/AGSU Belt w/Buckle	1
ASU/AGSU Dress Shoes	1
Stockings (female)	1
ASU Neck Tab (female)	1
ASU/AGSU Beret/Garrison Cap	1
ASU/AGSU Necktie	1

NOTE: All items on the packing list(s) are mandatory. Students are encouraged to travel with at least one complete set of OCPs as part of their carry-on luggage.

* Denotes Service Uniform required for Non-Career Recruiting and Retention NCO Course (805B-SQI4) and 79T Senior Leader Course (SLC) only.

