



FEDERAL ROAD SAFETY CORPS
NATIONAL HEADQUARTERS WUSE ZONE 3
DEPARTMENT OF TRAINING

FRSC/HQ/TRG/126/VOL.I/36

19th March, 2021

SEE DISTRIBUTION

**ADMINISTRATIVE INSTRUCTION FOR CONVERSION COURSE OF STAFF
AFFECTED BY HARMONIZATION OF RANKS OF HND HOLDERS IN THE
CORPS**

The above subject refers.

2. Management has approved the training of Staff affected by the harmonization policy of HND holders in the Corps.
3. Sequel to the above, two (2) weeks intensive conversion training programme has been approved to be conducted in three (3) batches for the affected Staff who are expected to report according to their respective batches.
4. The Training programme has been scheduled to hold as follows:
 - a. **Batch A**
Venue: FRSC Academy, Udi
Arrival: Sun 28 March, 2021
Departure: Sat 10 April, 2021
 - b. **Batch B**
Venue: FRSC Academy, Udi
Arrival: Sun 11 April, 2021
Departure: Sat 24 April, 2021
 - c. **Batch C**
Venue: FRSC Academy, Udi
Arrival: Sun 25 April, 2021
Departure: Sat 8 May, 2021
5. All participants are required to undergo COVID-19 screening on arrival before documentation exercise.
6. In this regards, they are expected to come along with the following:
 - a. Original copies of their credentials. Note! 'No certificate, no commissioning into Officer Cadre'.
 - b. Personal effects including among others:
 - i. Complete set of uniforms
 - ii. Cardigan (1)
 - iii. Blanket (1)
 - iv. Bed-sheets (2)
 - v. Ceramic flat plates (2)

- vi. Set of silver cutlery (fork, knife, spoon)
 - vii. Wine glass (1)
 - viii. Bucket (1)
 - ix. Broom (1)
 - c. A duly signed pass from the supervising Commanding Officer
 - d. Writing materials
 - e. Pocket sized hand sanitizer
 - f. Nose masks
 - g. White shorts (2)
 - h. White round neck T-shirt (2) (non-patterned)
 - i. White long sleeve shirt (1) (non-patterned)
 - j. Black bow tie (1)
8. All participants are advised to be security conscious and avoid travelling in groups or disclosing details of their itinerary to forestall negative consequences.
9. The Commandant, FRSC Academy is hereby directed to commence immediate preparations towards receiving the participants for a successful training programme.
10. Commanding Officers are enjoined to bring the content of this Administrative Instruction to the knowledge of the concerned Staff under their purview to enable them commence early preparations as lateness or absenteeism will not be condoned.
11. Find attached distribution of participants according to their batches.
12. Treat as imperative and acknowledge receipt, please.

A. A. S. A.

Shehu A Zaki, *fsi*
Deputy Corps Marshal, Training
for Corps Marshal

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