Headquarters
Department of the Army
Washington, DC 20310
1 March 1984

*NATIONAL GUARD BUREAU

Pamphlet No. 350-1

Training

ADMINISTRATIVE INSTRUCTIONS

Summary. This pamphlet establishes administrative procedures that will be used in submitting the annual training (AT) plan, the transportation request, and the performance report to the National Guard Bureau (NGB). Deviation from guidance and formats stated in this pamphlet will cause delay in NGB approval.

Interim changes. Interim changes are not official unless authenticated by the Executive, NGB. Interim changes will be destroyed on their expiration dates unless sooner rescinded or superseded.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-ARO-T, Washington, DC 20310.

Contents

	Para	Page
CHAPTER 1		
GENERAL		
Definitions	1-1	1-1
Abbreviations	1-2	1-1
Responsibility	1-3	1-1
Classified data	1-4	1-1
Forwarding of card input	1-5	1-1
CHAPTER 2		
ADMINISTRATIVE PLAN SUBMISSION		
General	2-1	2-1
State AT plan	2-2	2-1
Training authority	2-3	2-1
Justification	2-4	2-1
Letter format	2-5	2-1
CHAPTER 3		
AT PLAN WORKSHEET (NGB FORM 350-1P-R)		
Use	3-1	3-1
Preparation	3-2	3-1
CHAPTER 4		
TRANSPORTATION		
General	4-1	4-1
Priority for commercial transportation	4-2	4-1
Submission of transportation request	4-3	4-1
CHAPTER 5		
NGB FORM 350-1R-R (ANNUAL TRAINING PERFORMANCE REPORT)		
Use	5-1	5-1
Instructions	5-2	5-1
Submission	5-3	5-1
APPENDIXES		
A. State Codes		A-1
B. Manday Codes		B-1
C. Manday Worksheet		C-1
D. Julian Date Calendar		D-1
E. Reserved Training Authorities		E-1
F. Transportation Mode Codes		F-1
G. Error Codes		G-1

*This pamphlet supersedes NGB Pam 350-1, 1 May 1982.

CHAPTER 1

GENERAL

1-1. Definitions.
All terms used in this pamphlet are standard terms that may be found in AR 350-1 and NGR 350-1. Location codes may be found in NGB Pamphlet 210-21.

1-2. Abbreviations.
All abbreviations used in this pamphlet are standard Army abbreviations that may be found in AR 310-50, AR 350-1, and NGR 350-1.

1-3. Responsibility.
The State Adjutant General will:

a. Manage AT for all ARNG units and personnel assigned to their respective States.

b. Ensure coordination with the State's respective CONUSA in order for the State to receive the proper support and evaluation. Both the NGB and the CONUSAs should reflect the same site/date AT schedule.

c. Ensure that training of units and individuals is accomplished within the funds programmed for the State by the NGB.

d. Ensure that all required data is submitted to the NGB no later than 1 July, except for AT Performance Report (chapter 5) due 20 Oct, as specified in this pamphlet.

e. Ensure that all data is submitted IAW this pamphlet.

f. Ensure that the State U.S. Property and Fiscal Officer (USPFO) provides the required computer support needed to sustain the requirements outlined in this pamphlet.

1-4. Classified data.
The State will not submit classified data in or with the AT plan, changes to the AT plan, or any other training-related submissions to the NGB. Information that reflects a unit's wartime mission, classified exercise information, or deployment dates are examples of data that must not be submitted to NGB-ARO-T.

1-5. Forwarding of the card input.
Data submitted for NGB Form 350-1P-R will be submitted via AUTODIN to the Pentagon Communications Center using a DD Form 1392 (Data Message Form) which must indicate addressee: NGB Training Branch, Wash, DC 20310; addressee routing indicator: "RUEWNGR"; and content indicator: "ADEA".

CHAPTER 2

ADMINISTRATIVE PLAN SUBMISSION

2-1. General.
This chapter outlines the procedures for the preparation and submission of the State AT Plan (RCS: ARNGB-40 (R2)).

2-2. State AT Plan.
The State AT Plan will consist of the original and 1 copy of the basic letter and the following enclosures:

a. A listing of all battalion and larger units, separate companies/detachments, companies that will attend AT separate from the parent battalion, and cells that will participate in exercises (in an AT status) showing the training authority, unit designation, training date (if classified, show '99999'), site abbreviation (for exercises give exercise name), transportation mode, and total cost of transportation.

b. The Manday Worksheet with justification for mandays requested (see appendix C).

c. Two copies of NGB Form 214-R (Unit Training Airlift Request) for all AT and inactive duty training (IDT) airlifts for the training year.

d. Administrative plan for the utilization of code 128 mandays for AT to support the State military academy should also be submitted. (See figure 2-9 for reproducible format.)

e. Schedule 7 (Pay and Allowance Summary), figure 2-4.

f. Schedule 8 (AT Travel Officer), figure 2-5.

g. Schedule 9 (AT Travel Enlisted), figure 2-6.

h. Schedule 14 (IDT Travel), figure 2-7.

i. Schedule 15 (Equipment Movement Cost AT), figure 2-8.

2-3. Training authority.
The training authority identification system will consist of a 2 character numeric code. Codes 01 through 08 are reserved by the NGB for specific purposes and are found in appendix E.

2-4. Justification.
Each unit that will be required to travel more than 12 hours and bivouac overnight enroute or that requires other than organic transportation to move to the AT site will require complete justification prior to approval of the plan from the NGB.

2-5. Letter format.
The format for the AT plan should be IAW figure 2-1.

AGKS-ARO (Date)

SUBJECT: Annual Training Plan, FY 92

Chief, National Guard Bureau
ATTN: NGB-ARO-T
Washington, DC 20310

1. The FY 92 Annual Training (AT) Plan for units of the KS ARNG is transmitted for approval.

2. Enclosure 1 reflects all training authorities, units, AT dates, AT sites, transportation modes, and total transportation costs for each unit move.

3. Enclosure 2 gives detailed justification for support mandays required to conduct AT, with justification for the same.

4. Enclosure 3 are the NGB Forms 214-R (Unit Training Airlift Request Forms) for all units requiring air transportation for AT or inactive duty training (IDT) during FY 92.

5. Enclosure 4 is a listing of the support manday requirements for the State military academy, with justification.

6. Enclosure 5 is schedule 7 (Pay and Allowances Summary) with justification for the same.

7. Enclosure 6 is schedule 8 (AT Travel (Officer)) with justification for the same.

8. Enclosure 7 is schedule 9 (AT Travel (Enlisted)) with justification for the same.

9. Enclosure 8 is schedule 14 (IDT Travel) with justification for the same.

10. Enclosure 9 is schedule 15 (Equipment Movement Cost for AT) with justification for the same.

11. The following is justification to support requests for more than 12 hours of travel time and overnight bivouac or commercial transportation necessary to move the main body of the unit and units performing extraordinary training exercises/events:

a. Training authority 03: The 999 Maintenance Company has been selected to participate in the Overseas Deployment Training Program.

b. Training authority 04: Company B 1/199 Inf Bn (Mech) will be participating in the CONUS Small Unit Exchange Program with Company A 1/188 Inf Bn (Mech) of the California ARNG. This unit has been the outstanding combat unit in the Kansas ARNG for the past 3 years.

Figure 2-1. Example of an AT Plan Letter.

c. Training authority 06: HHC 999 S&S Bn was identified to participate in JRX Bold Eagle. This unit is at a level of training that will be enhanced by participation in this exercise.

d. Training authority 07: The 999th TC Co will conduct AT in three increments. Two increments will work at depot level maintenance at Corpus Christi Army Depot, and one increment will get AVIM level experience supporting post aviation assets at Fort Rucker, AL.

e. Training authority 08: Two units have been designated to supply cells in an AT status for various exercises in USAREUR during FY 92. The two cells will come from HHC 999 En Bn (3 Indiv) and 999 Spt Bn (10 Indiv).

f. Training authority 12: Co A 1/199 AR Bn and Co A 2/999 IN Bn are scheduled for AT at Camp Ripley, MN. Both units will conduct cold weather training at the Winter Warfare School. This training will enhance both units capability to perform assigned wartime missions.

11. Automatic data processing cards have been submitted through AUTODIN via the Pentagon Communication Center, using DD Form 1392 (Data Message Form) indicating the addressee: NGB Training Branch, Wash, DC 20310; the addressee routing indicator: "RUEWNGR"; and the content indicator "ADEA" on 29 June 1991.

FOR THE ADJUTANT GENERAL:

9 ENCL
as

EDGAR L. DEGRAW
BG, AGC, KSARNG
Asst Adjutant General (Army)

CF: Cdr, Sixth US Army
ATTN: AFKC-TR-U

NOTE: Only a copy of the AT letter and enclosure 1 should be furnished to the CONUSA.

*(See appendix E, NGB Pam 350-1 for guidance on Reserved Training Authorities)

	AUTHORITY	UNIT	AT DATES	AT SITE	TRAN MODE	TOTAL TRAN COST
*(YR-RD-TNG)	01	STARC, HQ	1Oct92	YR-RD-TNG	O/A	$ 9,000
		999 PA DET	1Oct92	YR-RD-TNG	O/A	$ 1,200
*(OCS-NCOES)	02	OCS/NCOES	13-27Jun92	Nickel Barracks Tng Cen Salina, KS	P	$ 6,200
*(Overseas Deployment TNG)	03	999 CS CO	4-18Apr92	Heidleberg	A	$ 119,000
*(CONUS Small Unit Exchange)	04	COB, 1/999 IN BN	27Jun-12Jul92	Cp Roberts, CA	A	$ 45,000
*(Segmented TNG)	05	9999 CS CO (HEMCO)	1Oct92	Ft Riley, KS	O	$ 0
*(JTC-JRX)	06	HHC 999 S&S BN	1Oct92	BORDER STAR	X	$ 22,000
		999 SC BN	1Oct92	BORDER STAR	X	$ 78,000
*(Incremented TNG)	07	999 TC CO (65 Indiv)	1-15Aug92	Corpus Christi, TX	A/B	$ 22,000
		999 TC CO (54 Indiv)	14-29Aug92	Corpus Christi, TX	A/B	$ 19,000
		999 TC CO (30 Indiv)	15-29Aug92	Ft Rucker, AL	A/B	$ 8,000
*(Cells Overseas Deployment TNG)	08	999 EN BN HHC (3 Indiv)	9-21Aug92	Karlsruhe	A	$ 2,400
		999 SPT BN (10 Indiv)	11-25Mar92	Frankfurt	A	$ 8,900
	09	999 FA BDE HHB	4-18Apr92	Ft Sill, OK	O	$ 0
		1/999 FA BN	4-18Apr92	Ft Sill, OK	O/B	$ 3,500
		2/999 FA BN	4-18Apr92	Ft Sill, OK	O/B	$ 4,500
	10	999 EN BN	25Apr-9May92	Ft Riley, KS	O/B	$ 2,500
	11	999 IN BDE	1-15Aug92	Ft Riley, KS	O	$ 0
		1/999 AR BN (–)	1-15Aug92	Ft Riley, KS	O/B	$ 1,200
		1/999 IN BN (–)	1-15Aug92	Ft Riley, KS	O/B	$ 2,200
		2/999 IN BN (–)	1-15Aug92	Ft Riley, KS	O/B	$ 4,500
	12	COA, 2/999 IN BN	21Feb-7Mar92	Cp Ripley, MN	O	$ 0
		COA, 1/999 AR BN	21Feb-7Mar92	Cp Ripley, MN	O	$ 0
					TOTAL	$ 359,000

NOTE: ALL TRAINING AUTHORITIES AFTER 08 WILL BE ASSIGNED BY DATE/SITE SEQUENCE

MANDAY WORKSHEET FY 92

STATE Kansas

ASSIGNED STRENGTH (As of 1 June) OFF/WO: 576 Enl: 4804

CODE	MANDAYS OFF/WO	MANDAYS ENL	INDIVIDUALS OFF/WO	INDIVIDUALS ENL
121 ADV DET	55	624	35	308
122 Rear DET	50	300	6	18
127 Log/Admin	30	90		
TOTAL Requested	135	1014		
Computed 30%	172	1440		
Difference	+ 35	+ 426		
123 Reloc of Equip	6	72		
124 AT Site SPT	0	120		
125 ARTEP SPT	0	0		
126 AVN SPT	24	24		
128 OCS/NCOES	225	210		
129 CMD SUPV	20	3		
12A Other ADT in Support	0	0		
12B Additional AT Period	0	0		
351 Pre-Camp Conf*	.10	0		
352 AT Site Recon*	42	0		
353 AT Site/Date Conf*	8	0		
TOTAL 3310 Codes	410	1443		
TOTAL 3140 Codes*	60	0		

Encl 2

JUSTIFICATION OF REQUESTED MANDAYS BY CODE: Code 121/122/127 mandays will be utilized by the 24 battalions and separate companies within the State. These mandays will be utilized at a rate not to exceed the 30 percent guidance criteria per unit. Code 123 mandays will be used to move track vehicles from home station to Ft. Riley and back. Code 124 mandays will be used to provide two electricians, two range controllers, and four equipment operators to support the State facility at Ft. Riley for the period 1-15 Aug 92. Code 126 mandays will be used to provide a crew for C&C UH-1 for 999 FA Bde commander while at Ft. Sill. The 999 IN Bde will provide aircraft and crew. Code 128 mandays are justified on separate enclosure, to include proposed TDA for the State military academy. Code 129 mandays will be used by the commander and SGM of the STARC to visit the HHC 999 S&S Bn, 999 EN Bn, and the 999 EN Co. Code 351/352 mandays will be used by the 24th Bn and separate companies, using the guidelines outlined in NGB Pam 350-1. Code 353 mandays will be used to attend the Sixth Army AT Site Date Conference in San Francisco, CA. Two officers will attend the 4-day conference.

NOTE: If there is a requirement for support mandays, give sufficient justification for NGB-ARO to review.

UNIT TRAINING AIRLIFT REQUEST

(PRESCRIBING DIRECTIVE: NGB PAM 350-1 AND ANGR 50-05)

(18 May 1992)

SECTION 1

DATE REC	VIA	PRIORITY	MAC MSN NR	DOC MSN NR

SECTION 2

REQUESTOR'S NAME AND TELEPHONE NR	APPROVED BY: *	AIRLIFT SUPPORT FOR: *	CODE
a. COL Fox 720-8164	b.	c. 999 TC Co	d. KS

SECTION 3

AVAILABLE DATE	DESIRED DATE *	LATEST ACCEPTABLE DATE (LAD)	LINE
a. 14 Aug 92	b. 15 Aug 92	c. 16 Aug 92	d.

SECTION 4*

CARGO DATA:	NR/TYPE AIRCRAFT	CARGO DESCRIPTION:
65 PAX .5 TONS 20 CU FT LARGEST SINGLE ITEM L 30 " W 24 " H 12 "		Foot Lockers

SECTION 5*

a. ONLOAD: FORBES FIELD KS	(ICAO) KFOE	CONTACT: MSG SHRINER	AUTOVON (COMM): 889-3412
b. ENROUTE STOPS:	(ICAO)	CONTACT:	AUTOVON (COMM):
c. OFFLOAD: CAIRNS AAF FT RUCKER AL	(ICAO) KOZR	CONTACT: LT JONES	AUTOVON (COMM): 558-1110

SECTION 6

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

SECTION 7

REMARKS

MANDATORY ITEMS*

FORM CONTROL

FUNCTION	INITIALS
LOGGED	
DBMS	
TWX	
POSTED	
TUB FILE	

NGB FORM 214-R 1 JUN 83 *(Replaces NGB Form 214 (LRA), dated 1 Jun 81, which is obsolete)*

(CONTINUED ON REVERSE SIDE)

NGB-DPC-He 83

SECTION 8

JUSTIFICATION

999 TC Co will be involved in maintenance on the AH1S aircraft. This training is critical to the units capability to fulfill the assigned wartime mission. This training is not available in the state of Kansas.

Estimated Cost of Movement: $12,500 (One-Way)

SECTION 9

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

INSTRUCTIONS FOR COMPLETION
OF AIRLIFT REQUEST

SECTION 1 - Leave blank
SECTION 2 - Complete mandatory (*) items
Example - "Approved By": NGB/DC, 20 May 80, MSG,"
(For ARNG.Airlift, leave blank)
"Airlift Support for: 123 Comm Flt."
SECTION 3 - Complete mandatory (*) items; Additional items if applicable
SECTION 4 - Enter estimate of Nr/Type Acft, complete all items
SECTION 5 - Complete all items
SECTION 6 - Leave blank
SECTION 7 - Leave blank
SECTION 8 - Justification, complete as required
SECTION 9 - Leave blank (DOC use only)

UNIT TRAINING AIRLIFT REQUEST

(PRESCRIBING DIRECTIVE: NGB PAM 350-1 AND ANGR 50-05)

SECTION 1

DATE REC	VIA	PRIORITY	MAC MSN NR	DOC MSN NR

SECTION 2

REQUESTOR'S NAME AND TELEPHONE NR	APPROVED BY: *	AIRLIFT SUPPORT FOR: *	CODE
a. COL Fox 720-8164	b.	c. 999 TC Co	d. KS

SECTION 3

AVAILABLE DATE	DESIRED DATE *	LATEST ACCEPTABLE DATE (LAD)	LINE
a. 28 Aug 92	b. 29 Aug 92	c. 30 Aug 92	d.

SECTION 4*

CARGO DATA:	NR/TYPE AIRCRAFT	CARGO DESCRIPTION:
65 PAX .5 TONS 20 CU FT LARGEST SINGLE ITEM L 30 " W 24 " H 12 "		Foot Lockers

SECTION 5*

a. ONLOAD: CAIRNS AAF FT RUCKER AL (ICAO) KOZR	CONTACT: LT JONES	AUTOVON (COMM): 558-1110
b. ENROUTE STOPS: (ICAO)	CONTACT:	AUTOVON (COMM):
c. OFFLOAD: FORBES FIELD KS (ICAO) KFOE	CONTACT: MSG SHRINER	AUTOVON (COMM): 889-3412

SECTION 6

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

SECTION 7

REMARKS

MANDATORY ITEMS*

FORM CONTROL

FUNCTION	INITIALS
LOGGED	
DBMS	
TWX	
POSTED	
TUB FILE	

NGB FORM 1 JUN 83 **214-R** *(Replaces NGB Form 214 (LRA), dated 1 Jun 81, which is obsolete)*

(CONTINUED ON REVERSE SIDE)

NGB-DTC-Hr 83

SECTION 8

JUSTIFICATION
RETURN TRIP for the 999 TC Co, KSARNG

SECTION 9

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

INSTRUCTIONS FOR COMPLETION
OF AIRLIFT REQUEST

SECTION 1 - Leave blank
SECTION 2 - Complete mandatory (*) items
Example - "Approved By": NGB/DC, 20 May 80, MSG,"
(For ARNG Airlift, leave blank)
"Airlift Support for: 123 Comm Flt."
SECTION 3 - Complete mandatory (*) items; Additional items if applicable
SECTION 4 - Enter estimate of Nr/Type Acft, complete all items
SECTION 5 - Complete all items
SECTION 6 - Leave blank
SECTION 7 - Leave blank
SECTION 8 - Justification, complete as required
SECTION 9 - Leave blank (DOC use only)

ADMINISTRATIVE PLAN, AT- 92

1. FROM: State Military Academy, Kansas : 2. TO: NGB-ARO-T

3. Indicate expected total IDT, AT, and FFTD enrollment as one figure in courses to be conducted. Indicate dates and locations for AT courses only.

COURSE	STUDENTS	AT DATES	AT LOCATION
OCS Phase III	40	13-27 Jun 92	Salina, KS
OCS Phase I	35	13-27 Jun 92	Salina, KS
PNCOC	60	13-27 Jun 92	Salina, KS
BNCOC	70	13-27 Jun 92	Salina, KS
PLDC			
ANCOC	20		
SNCOC	20		
1SG Course			
DAOC			
TAC Officer	10		
CLPCC			
BTMS	80		
NPS			

4. Indicate number of personnel who have or are expected to graduate from listed courses during current FY.

COURSE	GRADUATES	COURSE	GRADUATES	COURSE	GRADUATES
OCS	35	ANCOC		TAC Officer	10
PNCOC	60	SNCOC	20	CLPCC	
BNCOC	70	1SG CRS	20	BTMS	80
PLDC		DAOC		NPS	

5. Additional AT (Code 128) Manday Requirements: Indicate data for listed categories, include AT and IDT data for TAC and instructor personnel.

DUTY	#INDIVIDUALS O/W	#INDIVIDUALS EP	#MANDAYS O/W	#MANDAYS EP
TAC Officer/NCO	10	4	150	60
Instructor/Asst	2	2	30	30
Food Service	1	10	15	150
Medical	1	4	15	60
Aviation	2	1	30	15
AT Site Operations	3	15	45	225
Relocation of Equipment		15		225
Maintenance	1	10	15	150
Administration	1	5	15	75
Logistics	1	2	15	30
Other (Identify & justify on enclosure)				
TOTAL Code 128 Requirements	22	68	330	1020

Forward original and first copy to NGB-ARO-T.

Encl 4

STATE OPERATING BUDGET, FY 92
SCHEDULE NUMBER: 7
TITLE: Pay and Allowances

STATE: Kansas

APPROPRIATION: NGPA
ACCOUNT: 3111 3112

PAY AND ALLOWANCE SUMMARY (OFFICER)

Account 3111 Officers Pay and Allowances	Current Available Strength*	Average No. AT M/D per Individual	Average P/A for 1 Individual for 1 Day
	576	15	$ 90.00

TOTAL 3111 Officers, Pay and Allowances Required for AT: $ 777,600.00

PAY AND ALLOWANCE SUMMARY (ENLISTED)

Account 3112 Enlisted Pay and Allowances	Current Available Strength*	Average No. AT M/D Per Individual	Average P/A for 1 Individual for 1 Day
	4804	15	$ 45.00

TOTAL 3112 Enlisted, Pay and Allowance Required for AT: $ 3,242,700.00

RESERVED FOR NGB USE AND ARE TO BE LEFT BLANK

TOTAL 3111 Officers SPT M/D Required**: _____
TOTAL 3112 Enlisted SPT M/D Required**: _____

*Includes Individuals that are eligible out of Current Assigned Strength to attend AT that will be paid out of BP 3111/3112.
**To be computed by ARO after approval if AT plans.

POC: Mrs. Carol Reese, NGB-ARO-T, (AV) 227-5217

STATE OPERATING BUDGET, FY 92
SCHEDULE NUMBER 8
TITLE: AT Travel

STATE: Kansas

APPROPRIATION: NGPA
ACCOUNT: 3111
OFFICER TRAVEL

Previous Fiscal Year Data	Cumulative Obligations FY	Annual Funding Program FY
	$ 6,260.00	$ 13,075.00

STATE BUDGET SUBMISSION

Travel	Number of Personnel	Average Cost	TOTAL Cost
Officer Commercial Air*	23	325.00	7,475.00
Officer Commercial Bus	18	125.00	2,250.00
Officer Commercial Rail			
Officer OCONUS	6	500.00	3,000.00
Officer POV	10	40.00	400.00
Officer Selective Service	3	210.00	630.00
PER DIEM			
Officer CONUS	6	90.00	540.00
Officer OCONUS	6	100.00	600.00
Officer Selective Service	3	90.00	270.00
TOTAL Officer Travel	75	203.53	15,265,00

JUSTIFICATION:

Commercial air includes advance/rear detachments and main body travel to CP Roberts, CA; Corpus Christi, TX; and Ft. Rucker, AL, and includes OCONUS travel. ANG airlift requests are submitted for main body personnel and if approved, will reduce commercial air costs by $ 6,000.00. Selective service personnel will attend a conference during AT for 2 days at Dallas, TX. Commercial bus requirements include cost for personnel to attend AT and movements to and from airports. Per Diem costs include AT support mandays and year round training where meals and/or lodging are not available. POV costs are to support year round training units where military vehicles are not available.

*(This air cost should include commercial cost of all ANG airlift support requested by NGB Form 214-R)

POC: Mr. Charles Hastings, NGB-ARO-T, (AV) 227-5217

STATE OPERATING BUDGET, FY 92
SCHEDULE NUMBER 9
TITLE: AT TRAVEL

STATE: Kansas

APPROPRIATION: NGPA
ACCOUNT: 3112
ENLISTED TRAVEL

Previous Fiscal Year Data	Cumulative Obligations FY	Annual Funding Program FY
	$ 62,005.00	$ 93,175.00

STATE BUDGET SUBMISSION

Travel	Number of Personnel	Average Cost	TOTAL Cost
Enlisted Commercial Air*	225	325.00	73,125.00
Enlisted Commercial Bus	357	125.00	44,625.00
Enlisted Commercial Rail			
Enlisted OCONUS	85	500.00	42,500.00
Enlisted POV	5	40.00	200.00
PER DIEM			
Enlisted CONUS	5	30.00	150.00
Enlisted OCONUS	85	30.00	2,550.00
TOTAL Enlisted Travel	762	214.11	163,150.00

JUSTIFICATION:

Commercial air includes advance/rear detachments and main body travel to CP Roberts, CA; Corpus Christi, TX; and Ft. Rucker, AL, and includes OCONUS travel. ANG airlift requests are submitted for main body personnel and if approved, will reduce commercial air costs by $ 150,000. Commercial bus costs include movement from home station to airports and return. Commercial buses are needed to transport personnel to AT due to shortage of military vehicles. POV costs are required to support year round training units where military vehicles are not available. Per Diem costs include AT support mandays where meals and/or lodging are not available.

*(This air cost should include commercial cost of all ANG airlift support requested by NGB Form 214-R.)

POC: Mr. Charles Hastings, NGB-ARO-T, (AV) 227-5217

STATE OPERATING BUDGET, FY 92
SCHEDULE NUMBER 14
TITLE: IDT TRAVEL

STATE: Kansas

APPROPRIATION: OMARNG
ACCOUNT: 3712

IDT TRAVEL
JUSTIFICATON DETAIL

**TOTAL AMOUNT: $141,000

COMMERCIAL TRANSPORTATION	NUMBER PARTICIPANTS	TOTAL COST	PER DIEM (COMPLETE IF REQUIRED) NO. INDIV	X	AVERAGE RATE	=	TOTAL PER DIEM
Commercial Air*	320	80,000.00		X		=	
Commercial Bus	750	60,000.00		X		=	
Commercial Rail				X		=	
POV	25	250.00	25	X	30.00	=	750.00

JUSTIFICATION:

Commercial air movements are required to support three units that are located over 600 miles from training site for annual weapons firing. ANG airlift requests are submitted and, if approved, will reduce this requirement by $80,000.00. Commercial buses are required to transport personnel to training sites for annual weapons firing. Commercial buses are required due to shortage of vehicles. This state is short 35 each 2 1/2 ton vehicles at present. POV and Per Diem funds are required to support personnel during IDT visits, inspections, and when meals and/or lodging are not available.

*This air cost should include commercial cost of all ANG airlift support requested by NGB Form 214-R.
**Include total transportation and Per Diem.

POC: Mr. Charles Hastings, NGB-ARO-T, (AV) 227-5217

STATE OPERATING BUDGET, FY 92
SCHEDULE NUMBER 15
TITLE: EQUIPMENT MOVEMENT COST AT

STATE: Kansas

APPROPRIATION: OMARNG
ACCOUNT: 3726

EQUIPMENT MOVEMENT COST AT
JUSTIFICATION DETAIL

TOTAL
AMOUNT: 30,000

COMMERCIAL TRANSPORTATION (EQUIPMENT ONLY)	NUMBER MOVEMENTS	TOTAL COST
Commercial Air		
Commercial Bus		
Commercial Rail		
Commercial Truck	6	30,000

JUSTIFICATION

Commercial funds are required for movement of 6 M1 tanks from MATES Salina, KS to Cp Ripley, MN. Equipment must be moved by commercial truck due to shortage of equipment to move M1 tanks and the restrictions by State of Kansas on movement of heavy equipment over State highways. Equipment is required to support firing during winter training for 1/999 AR Bn uring period 21 Feb-7 Mar 92. M1 tanks are not available at Cp Riley, MN.

POC: Maj Von Schilling, NGB-ARL, (AV) 225-3312

1 March 1984

12 January 1992

AGKS-ARO

SUBJECT: Change to Annual Training Plan, FY 92

Chief, National Guard Bureau
ATTN: NGB-ARO-T
Washington, DC 20310

1. Reference: AT Plan FY 92, dated 1 July 1991, and approved by the Chief, National Guard Bureau, 25 September 1991.

2. The changes to the above reference are enclosed for approval by the Chief, National Guard Bureau. These changes have been coordinated with 6th Army.

3. Automatic data processing cards will be submitted to the Pentagon Communications Center, using DD Form 1392 (Data Message Form) indicating addressee: NGB Training Branch, Wash DC 20310; addressee routing indicator: "RUEWNGR"; and content indicator: "ADEA", after approval has been received.

FOR THE ADJUTANT GENERAL:

Encl

EDGAR L. DEGRAW
BG, AGC, KSARNG
Asst Adjutant General (Army)

CF: Cdr, Sixth US Army
ATTN: AFKC-TR-U

Figure 2-2. Example of a Change to an AT Letter

TNG AUTH		UNIT	TNG SITE		TNG DATE	
From	To		From	To	From	To
06	10	HHC, 999 S&S BN	BORDER STAR	Ft. Riley, KS	1 Oct 92	25 Apr-9 May 92

JUSTIFICATION: HHC, 999 S&S BN was scheduled to participate in JRX BORDER STAR; this exercise was canceled by FORSCOM. This unit will conduct tactical field training to include NBC and night defense at Ft. Riley with the AC partnership unit.

TRANSPORTATION: The exercise airlift was canceled. The unit will use organic transportation to attend AT.

04	11	CO B, 1/199 IN BN	CP Roberts, CA	Ft. Riley, KS	27 Jun-12 Jul 92	1-15 Aug 92

JUSTIFICATION: CO B, 1/199 IN BN was scheduled to participate in CONUS small unit exchange. Due to date conflicts caused by non-availability of support of required equipment/billets this unit could not participate in this program. This unit will conduct AT with the parent battalion.

TRANSPORTATION: Two unit training airlift requests (NGB Form 214-R) are submitted to cancel the requested airlift. The unit will utilize organic transportation.

UNIT TRAINING AIRLIFT REQUEST

(PRESCRIBING DIRECTIVE: NGB PAM 350-1 AND ANGR 50-05)

SECTION 1

DATE REC	VIA	PRIORITY	MAC MSN NR	DOC MSN NR

SECTION 2

REQUESTOR'S NAME AND TELEPHONE NR	APPROVED BY: *	AIRLIFT SUPPORT FOR: *	CODE
a. COL Fox 720-8164	b.	c. 999 TC Co	d. KS

SECTION 3

AVAILABLE DATE	DESIRED DATE *	LATEST ACCEPTABLE DATE (LAD)	LINE
a. 14 Aug 92	b. 15 Aug 92	c. 16 Aug 92	d.

SECTION 4*

CARGO DATA:	NR/TYPE AIRCRAFT	CARGO DESCRIPTION:
65 PAX .5 TONS 20 CU FT LARGEST SINGLE ITEM L 30 " W 24 " H 12 "		Foot Lockers

SECTION 5*

a. ONLOAD: FORBES FIELD KS	(ICAO) KFOE	CONTACT: MSG SHRINER	AUTOVON (COMM): 889-3412
b. ENROUTE STOPS:	(ICAO)	CONTACT:	AUTOVON (COMM):
c. OFFLOAD: CAIRNS AAF FT RUCKER AL	(ICAO) KOZR	CONTACT: LT JONES	AUTOVON (COMM): 558-1110

" CANCEL

SECTION 6

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

SECTION 7

REMARKS

MANDATORY ITEMS*

FORM CONTROL

FUNCTION	INITIALS
LOGGED	
DBMS	
TWX	
POSTED	
TUB FILE	

NGB FORM 1 JUN 83 **214-R** *(Replaces NGB Form 214 (LRA), dated 1 Jun 81, which is obsolete)*

(CONTINUED ON REVERSE SIDE)

SECTION 8

JUSTIFICATION

999 TC Co will be involved in maintenance on the AH1S aircraft. This training is critical to the units capability to fulfill the assigned wartime mission. This training is not available in the state of Kansas.

Estimated Cost of Movement: $12,500 (One-Way)

"CANCEL"

SECTION 9

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

INSTRUCTIONS FOR COMPLETION OF AIRLIFT REQUEST

SECTION 1 - Leave blank
SECTION 2 - Complete mandatory (*) items
Example - "Approved By": NGB/DC, 20 May 80, MSG,"
(For ARNG Airlift, leave blank)
"Airlift Support for: 123 Comm Flt."
SECTION 3 - Complete mandatory (*) items; Additional items if applicable
SECTION 4 - Enter estimate of Nr/Type Acft, complete all items
SECTION 5 - Complete all items
SECTION 6 - Leave blank
SECTION 7 - Leave blank
SECTION 8 - Justification, complete as required
SECTION 9 - Leave blank (DOC use only)

UNIT TRAINING AIRLIFT REQUEST

(PRESCRIBING DIRECTIVE: NGB PAM 350-1 AND ANGR 50-05)

SECTION 1

DATE REC	VIA	PRIORITY	MAC MSN NR	DOC MSN NR

SECTION 2

REQUESTOR'S NAME AND TELEPHONE NR	APPROVED BY: *	AIRLIFT SUPPORT FOR: *	CODE
a. COL Fox 720-8164	b.	c. 999 TC Co	d. KS

SECTION 3

AVAILABLE DATE	DESIRED DATE *	LATEST ACCEPTABLE DATE (LAD)	LINE
a. 28 Aug 92	b. 29 Aug 92	c. 30 Aug 92	d.

SECTION 4*

CARGO DATA:	NR/TYPE AIRCRAFT	CARGO DESCRIPTION:
65 PAX .5 TONS 20 CU FT LARGEST SINGLE ITEM L 30 " W 24 " H 12 "		Foot Lockers

SECTION 5*

a. ONLOAD: CAIRNS AAF FT RUCKER AL	(ICAO) KOZR	CONTACT: LT JONES	AUTOVON (COMM): 558-1110
b. ENROUTE STOPS:	(ICAO)	CONTACT:	AUTOVON (COMM):
c. OFFLOAD: FORBES FIELD KS	(ICAO) KFOE	CONTACT: MSG SHRINER	AUTOVON (COMM): 889-3412

"CANCEL"

SECTION 6

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

SECTION 7

REMARKS

MANDATORY ITEMS*

FORM CONTROL

FUNCTION	INITIALS
LOGGED	
DBMS	
TWX	
POSTED	
TUB FILE	

NGB FORM 1 JUN 83 **214-R** *(Replaces NGB Form 214 (LRA), dated 1 Jun 81, which is obsolete)*

(CONTINUED ON REVERSE SIDE)

NGB-DPC-Ne 83

SECTION 8

JUSTIFICATION

RETURN TRIP for the 999 TC Co, KSARNG

"CANCEL"

SECTION 9

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

INSTRUCTIONS FOR COMPLETION OF AIRLIFT REQUEST

SECTION 1 - Leave blank
SECTION 2 - Complete mandatory (*) items
Example - "Approved By": NGB/DC, 20 May 80, MSG,"
(For ARNG Airlift, leave blank)
"Airlift Support for: 123 Comm Flt."
SECTION 3 - Complete mandatory (*) items; Additional items if applicable
SECTION 4 - Enter estimate of Nr/Type Acft, complete all items
SECTION 5 - Complete all items
SECTION 6 - Leave blank
SECTION 7 - Leave blank
SECTION 8 - Justification, complete as required
SECTION 9 - Leave blank (DOC use only)

AGKS-ARP 3 March 1992

SUBJECT: Change to AT Manday Support FY 92

Chief, National Guard Bureau
ATTN: NGB-ARO-T
Washington, DC 20310

1. Reference: AT Plan FY 92, dated 1 July 1991 and approved by the Chief, National Guard Bureau on 25 September 1991.

2. The following changes to original manday request are transmitted for approval by the Chief, National Guard Bureau:

		MANDAYS		
CODE	ACTION	OFF	WO	ENL
123	Increase	1		10
12B	Increase	5	5	15

3. Additional code 123 mandays are required to relocate equipment that will be used by the 8/99 FA Bn, PRARNG at Ft Riley, KS.

4. The code 12B increase is required to support 1 officer, 1 warrant officer, and 3 enlisted personnel who will attend an additional 5 day AT period to provide medical support to the 999 FA Bde at Ft Sill, OK. The Bde is currently short 50 percent of the required medical personnel.

FOR THE ADJUTANT GENERAL:

EDGAR L. DEGRAW
BG, AGC, KSARNG
Asst Adjutant General (Army)

Figure 2-3. Example of a Manday Change Letter

CHAPTER 3

ANNUAL TRAINING PLAN WORKSHEET (NGB FORM 350-1P-R)

3-1. Use.
NGB Form 350-1P-R is a locally reproducible form that is used as the worksheet for submitting AT plan information on all ARNG units assigned to a State. Each unit having a federally recognized unit identity code will have an NGB Form 350-1P-R prepared IAW paragraph 3-2 below.

3-2. Preparation.
The following paragraphs are instructions for completing NGB Form 350-1P-R (Annual Training Plan Worksheet), which will be used for completing a standard 80-column record. The data will be forwarded by AUTODIN to NGB-ARO-T via the Pentagon Communications Center. One 80-column record will be submitted for each federally recognized unit identity code assigned to the State. (See figure 3-1 for a sample of completed NGB Form 350-1P-R.) (Figure 3-2 is a blank form for local reproduction.)

a. State code: Find the correct alpha State code for your State at appendix A and insert the correct 2-digit alpha code in blocks 1 and 2.

K	S
1	2

State of Kansas

b. Training authority: Enter the 2-digit numeric training authority from AT plan in blocks 3 and 4.

Ø	7
3	4

Indicates incremented AT

c. Sequence number: Block 5 will only be used if the unit is conducting AT in increments, training authority 07. The sequence number should be assigned by the State in date sequence; i.e., the first increment of the unit to conduct AT will be sequence "1", and the second will be "2". Otherwise this field will be zero filled.

3
5

Indicates the 3rd increment of the 999 TC Co in TA-07

d. Unit identity code: Enter the 6-digit alpha code ensuring that the letters "O" or "I" are not used in blocks 6 through 11. Exception to this rule is an "I" troop of a cavalry squadron.

W	K	Ø	1	A	A
6	7	8	9	10	11

e. Training date: Enter a 5-digit code composed of the last two digits of the calendar year; i.e., for year 1992 enter 92 and the Julian date (see appendix D) of

the first date of AT for the unit in blocks 12 through 16. Exceptions:

(1) Unit is conducting year round training, in which case the first date of the fiscal year is used (check for leap year date; i.e., 274 for a non-leap year or 275 for a leap year.)

(2) Unit will participate in a classified exercise, in which case enter year and "999".

9	2	2	1	3
12	13	14	15	16

Training beginning on 1 Aug 1992.

9	1	2	7	4
12	13	14	15	16

Year round training begins 1 Oct 1991

9	2	9	9	9
12	13	14	15	16

Classified exercise being held in 1992.

f. Planned strength: The data entered in blocks 17 through 22 must be based on the number of assigned personnel that the unit commander can reasonably expect to be present for AT. This number can be calculated based on previous year's percentage of participation at AT by personnel assigned to the unit or any other supportable means of calculating a planned strength figure for the unit. Blocks 17 through 19 are to be used for planned officer/warrant officer strength, and 20 through 22 are for submission of enlisted planned strength. All unused blocks must be zero filled. State military academies will not show planned strengths; planning will be accomplished by the units to which the individuals are assigned; i.e., STARC or MTOE units. An example of estimating and entering data for a unit with an assigned strength (do not enter MTOE authorized strength) of 8 officers/warrant officers and 100 enlisted personnel, that had 100 percent of the officers/warrant officers and 85 percent of the enlisted personnel attend AT for the past several years is calculated by multiplying the total officer/warrant officer strength by "1" and then multiplying the enlisted strength of 100 by .85. Enter the results in the appropriate blocks (right justified.)

Ø	Ø	8		Ø	8	5
17	18	19		20	21	22

Entry for the example above

g. Length of period: This block will normally be 15, denoting that the training period is going to be 15 days long. If NGB has approved additional days, enter the greater number of days. This data will be entered in blocks 23 and 24.

1	5
23	24

Denoting a 15-day period.

h. Army location: Enter the 5-digit code, found in NGB Pamphlet 210-21 or in the DOD listing of area location codes, in blocks 25 through 29. Exceptions:

(1) Units that conduct year round training, in which case "00000" will be entered as the ARLOC.

(2) Units that participate in a JRX/JTX for AT, in which case enter "99999" as the ARLOC.

2	Ø	7	3	6
25	26	27	28	29

ARLOC for Ft. Riley, KS.

Ø	Ø	Ø	Ø	Ø
25	26	27	28	29

Used for year round training units.

9	9	9	9	9
25	26	27	28	29

Used for units participating in JRX/JTX for AT.

i. Site abbreviation: Enter the site abbreviation, found in NGB Pamphlet 210-21 or in the DOD listing of area location codes, in blocks 30 through 44. Exceptions:

(1) Units that conduct AT in a year round training mode, in which case enter "YR-RD-TNG".

(2) Units that participate in a JRX/JTX for AT, in which case the exercise name will be abbreviated, if required, and entered (left justified.)

F	T		R	I	L	E	Y							
30	31	32	33	34	35	36	37	38	39	40	41	42	43	44

Y	R	-	R	D	-	T	N	G						
30	31	32	33	34	35	36	37	38	39	40	41	42	43	44

B	O	L	D		S	T	A	R						
30	31	32	33	34	35	36	37	38	39	40	41	42	43	44

j. Transportation:

(1) Mode: Block 45, 53, and 61 will be used to indicate the primary modes of transportation that will be used to get the unit to AT. That is to say that if a

unit will use commercial buses to get to an airport, then fly commercially to an airport close to the site, and board buses to make the final leg of the trip, block 4 will indicate the transportation mode as commercial air, block 53 will indicate commercial bus, and block 61 will indicate organic transportation. Mode codes with explanations are found in appendix F.

A
45

Will always contain A, X, or R, indicating commercial air, exercise funded, or commercial rail.

B
53

Will always contain B, indicating commercial bus.

O
61

Will always contain O, indicating organic transportation.

(2) Passengers. In blocks 46 through 48, 54 through 56, and 62 through 64, enter the total number of passengers planned to be transported to AT with the main body of the unit. If a block is not used, then blocks must be zero filled (right justified).

Ø	8	3
46	47	48

83 passengers will need commercial air transportation to and from AT.

Ø	8	3
54	55	56

83 passengers will need bus transportation to and from airport during AT.

Ø	1	Ø
62	63	64

10 passengers travelling organicly to AT.

(3) Cost. Total cost for transportation, to include advanced and rear parties, will be entered in blocks 49 through 52, 57 through 60, and 65 through 68 (right justified). Enter cost in thousands; e.g., if transportation costs $218,000, enter "0218". In the case of a move using organic transportation, the cost shown will be zero filled.

Ø	2	1	8
49	50	51	52

Air movement will cost $218,000.

Ø	Ø	4	5
57	58	59	60

Indicates bus movement will cost $45,000

Ø	Ø	Ø	Ø
65	66	67	68

Organic movement will be zero filled

k. Blocks 69 through 78 are reserved for NGB use. These blocks are to be blank.

l. Card type. Block 79 is used to indicate card type. "A" indicates an add transaction, which will be used for initial submission of the AT plan or after a unit deletes the original plan and resubmits. "D" indicates that the previous data on the unit is to be deleted. To cancel a previously approved plan with a subsequently approved change, the State must enter a "D" plan card to eliminate the first plan and a new "A" plan card to add change plan.

A

Indicates either a new or a resubmitted AT plan.

m. Card code. For the plan card block 80 will always contain "P".

P

This is the proper entry for an AT plan submission.

ARMY NATIONAL GUARD
ANNUAL TRAINING PLAN WORKSHEET (P-CARD)

STATE CODE	K S	1 2
TRAINING AUTHORITY	Ø 7	3 4
SEQUENCE NUMBER	3	5
UNIT IDENTITY CODE	W K Ø 1 A A	6 7 8 9 10 11
TRAINING DATE	9 2 2 1 3	12 13 14 15 16
PLANNED STRENGTH	OFF/WO: Ø Ø 8	17 18 19
	ENL: Ø 8 5	20 21 22
LENGTH OF PERIOD	1 5	23 24
ARMY LOCATION	2 Ø 7 3 6	25 26 27 28 29
SITE ABBREVIATION	F T R I L E Y	30 31 32 33 34 35 36 37 38 39 40 41 42 43 44
TRANSPORTATION	MODE: A	45
	PASSENGERS: Ø 8 3	46 47 48
	COST(THOUS): Ø 2 1 8	49 50 51 52
TRANSPORTATION	MODE: B	53
	PASSENGERS: Ø 8 3	54 55 56
	COST (THOUS): Ø Ø 4 5	57 58 59 60
TRANSPORTATION	MODE: O	61
	PASSENGERS: Ø 1 Ø	62 63 64
	COST (THOUS): Ø Ø Ø Ø	65 66 67 68
RESERVED		69 70 71 72 73 74 75 76 77 78
CARD TYPE	A	79
CARD TYPE	P	80

NGB FORM 350-1P-R (Supersedes NGB Form 350-1P(LRA), 1 May 82,
1 Mar 84 which will not be used.)

Figure 3-1

CHAPTER 4

TRANSPORTATION

4-1. General.

The guidance in this chapter must be followed to ensure that units receive transportation at the time it is required. All requests submitted must consider round trip requirements. This chapter relates to both AT and IDT.

4-2. Priority for commercial transportation.

a. Surface transportation.

(1) Transportation to AT of less than 450 miles should be accomplished with organic transportation or by commercial bus if funds are available. If funds are not available, ANG airlift may be considered IAW paragraph 4-3. Travel costs associated with the AT Plan submission should reflect commercial bus cost for each move.

(2) IDT transportation funding requirements are to be submitted to NGB-ARO-T as enclosure 8 to AT plans (see page 2-15). Transportation will be allocated based on training requirements, miles to be traveled, availability of funds, and availability of aircraft/surface vehicles.

b. Air transportation.

(1) Units moving more than 450 miles may be considered for commercial bus or airlift to AT. Costs associated with the AT plan submission should reflect commercial air or commercial bus costs for each move.

(2) IDT airlift will be based upon the justification for training being conducted and the distance to the training site. The availability of funds and opportune ANG airlift will determine whether commercial or ANG airlift will be utilized for both AT and IDT.

(3) Airlift for less than 30 personnel is not cost effective and will not be requested on NGB Form 214. Request for commercial funds will be submitted with complete justification.

4-3. Submission of transportation request.

a. Commercial transportation is requested on a DD Form 1287, IAW AR-55-355. Submission of the form must be supported by funding at the State level and be forwarded through channels to reach Transportation Branch USPFO 90 days prior to movements by bus; 45 days prior to movement by commercial air if requested on NGB Form 214 and not filled.

b. Exercise airlift is requested through the designated sponsoring exercise coordinator.

c. Participation in joint airborne/air transportability training (JA/ATT) is requested through AG, each State's respective CONUSA, to Commander, FORSCOM Headquarters Military Airlift Command, on FORSCOM Form 612R. Request for point to point

airlift does not qualify for JA/ATT.

d. ANG airlift will be requested on the NGB Form 214-R. Two copies of this form must be submitted for each travel to and return from training. See figure 4-1 for completion instructions and completed samples of this form. A separate NGB Form 214-R should be submitted for advance detachments having more than 30 individuals. The priority codes, to be assigned by NGB-ARO-T, are explained in table 4-1.

4-4. Change/cancellation of NGB Form 214-R (Unit Training Airlift Request Form). To change/cancel AT airlift, submit NGB Form 214-R with AT change request to NGB-ARO-T. To change/cancel IDT airlift, submit only the NGB Form 214-R.

Table 4-1. Priority Codes for ANG C-130 Transportation.

PRIORITY	MEANING
B	AT airlift (Unit must have transportation. Military airlift will be obtained or funds will be made available)
G	AT airlift (Unit would benefit by training at location requested. Military airlift will be obtained if possible. If military airlift is not available, alternate AT plan should be implemented.)
D	IDT airlift (Training to be conducted is mission essential; e.g., tank gunnery or artillery firing. Military airlift/funds will be made available for transportation if available.)
H	IDT airlift (Training to be conducted would be beneficial; however, it not is mission essential or training is available at local training area.)

1. Place date of form completion in upper right-hand corner.

2. If request is for IDT airlift, mark "IDT" in upper left-hand corner.

3. Section 1: Leave blank.

4. Section 2:

   a. State approving authority and AUTOVON number.

   b. Leave blank.

   c. Name of unit to be transported.

   d. State abbrevation.

5. Section 3:

   a. Earliest date that airlift move could be made.

   b. Date airlift is desired.

   c. Latest date that airlift move could be made.

   d. Leave blank.

6. Section 4: Self-explanatory.

7. Section 5:

   a. Onload point and onload point of contact (POC).**

   b. Enroute stop and enroute POC.**

   c. Offload point and offload POC.**

NOTE: **The POC designated must have complete knowledge of the move and be available during normal duty hours.

8. Section 6: Leave blank.

9. Section 7: Leave blank.

10. Section 8: Give complete justification as to why the transportation is required and what training benefit will be gained that cannot be obtained if transportation is not provided. Give estimate cost of commercial movement.

11. Section 9: Leave blank.

Figure 4-1. Instruction for Completing NGB Form 214-R.

UNIT TRAINING AIRLIFT REQUEST

(PRESCRIBING DIRECTIVE: NGB PAM 350-1 AND ANGR 50-05)

1 March 1984
(18 May 1992)

SECTION 1

DATE REC	VIA	PRIORITY	MAC MSN NR	DOC MSN NR

SECTION 2

REQUESTOR'S NAME AND TELEPHONE NR	APPROVED BY: *	AIRLIFT SUPPORT FOR: *	CODE
a. COL Fox 720-8164	b.	c. 999 TC Co	d. KS

SECTION 3

AVAILABLE DATE	DESIRED DATE *	LATEST ACCEPTABLE DATE (LAD)	LINE
a. 14 Aug 92	b. 15 Aug 92	c. 16 Aug 92	d.

SECTION 4*

CARGO DATA:	NR/TYPE AIRCRAFT	CARGO DESCRIPTION:
65 PAX .5 TONS 20 CU FT LARGEST SINGLE ITEM L 30 " W 24 " H 12 "		Foot Lockers

SECTION 5*

a. ONLOAD: FORBES FIELD KS	(ICAO) KFOE	CONTACT: MSG SHRINER	AUTOVON (COMM): 889-3412
b. ENROUTE STOPS:	(ICAO)	CONTACT:	AUTOVON (COMM):
c. OFFLOAD: CAIRNS AAF FT RUCKER AL	(ICAO) KOZR	CONTACT: LT JONES	AUTOVON (COMM): 558-1110

SECTION 6

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

SECTION 7

REMARKS

MANDATORY ITEMS*

FORM CONTROL

FUNCTION	INITIALS
LOGGED	
DBMS	
TWX	
POSTED	
TUB FILE	

NGB FORM 214-R 1 JUN 83 *(Replaces NGB Form 214 (LRA), dated 1 Jun 81, which is obsolete)*

(CONTINUED ON REVERSE SIDE)

NGB-DPC-He 83

SECTION 8

JUSTIFICATION

999 TC Co will be involved in maintenance on the AH1S aircraft. This training is critical to the units capability to fulfill the assigned wartime mission. This training is not available in the state of Kansas.

Estimated Cost of Movement: $12,500 (One-Way)

SECTION 9

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

INSTRUCTIONS FOR COMPLETION
OF AIRLIFT REQUEST

SECTION 1 - Leave blank
SECTION 2 - Complete mandatory (*) items
Example - "Approved By": NGB/DC, 20 May 80, MSG,"
(For ARNG Airlift, leave blank)
"Airlift Support for: 123 Comm Flt."
SECTION 3 - Complete mandatory (*) items; Additional items if applicable
SECTION 4 - Enter estimate of Nr/Type Acft, complete all items
SECTION 5 - Complete all items
SECTION 6 - Leave blank
SECTION 7 - Leave blank
SECTION 8 - Justification, complete as required
SECTION 9 - Leave blank (DOC use only)

UNIT TRAINING AIRLIFT REQUEST

(PRESCRIBING DIRECTIVE: NGB PAM 350-1 AND ANGR 50-05)

1 March 1984
(18 May 1992)

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SECTION 3

AVAILABLE DATE	DESIRED DATE *	LATEST ACCEPTABLE DATE (LAD)	LINE
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b. ENROUTE STOPS:	(ICAO)	CONTACT:	AUTOVON (COMM):
c. OFFLOAD: FORBES FIELD KS	(ICAO) KFOE	CONTACT: MSG SHRINER	AUTOVON (COMM): 889-3412

SECTION 6

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

SECTION 7

REMARKS

MANDATORY ITEMS*

FORM CONTROL

FUNCTION	INITIALS
LOGGED	
DBMS	
TWX	
POSTED	
TUB FILE	

NGB FORM 214-R
1 JUN 83

(Replaces NGB Form 214 (LRA), dated 1 Jun 81, which is obsolete)

(CONTINUED ON REVERSE SIDE)

NGB-DPC-He 83

SECTION 8

JUSTIFICATION

RETURN TRIP for the 999 TC Co, KSARNG

SECTION 9

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

INSTRUCTIONS FOR COMPLETION
OF AIRLIFT REQUEST

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UNIT TRAINING AIRLIFT REQUEST

(PRESCRIBING DIRECTIVE: NGB PAM 350-1 AND ANGR 50-05)

1 March 1984
(18 May 1992)

SECTION 1

DATE REC	VIA	PRIORITY	MAC MSN NR	DOC MSN NR

SECTION 2

REQUESTOR'S NAME AND TELEPHONE NR	APPROVED BY: *	AIRLIFT SUPPORT FOR: *	CODE
a. COL Fox 720-8164	b.	c. 999 TC Co	d. KS

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SECTION 4*

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c. OFFLOAD: CAIRNS AAF FT RUCKER AL	(ICAO) KOZR	CONTACT: LT JONES	AUTOVON (COMM): 558-1110

"CANCEL"

SECTION 6

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

SECTION 7

REMARKS	FORM CONTROL	
	FUNCTION	INITIALS
	LOGGED	
	DBMS	
	TWX	
	POSTED	
	TUB FILE	
MANDATORY ITEMS*		

NGB FORM 1 JUN 83 **214-R** *(Replaces NGB Form 214 (LRA), dated 1 Jun 81, which is obsolete)*

(CONTINUED ON REVERSE SIDE)

NGB-DPC-He 83

SECTION 8

JUSTIFICATION

999 TC Co will be involved in maintenance on the AH1S aircraft. This training is critical to the units capability to fulfill the assigned wartime mission. This training is not available in the state of Kansas.

Estimated Cost of Movement: $12,500 (One-Way)

"CANCEL"

SECTION 9

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

INSTRUCTIONS FOR COMPLETION
OF AIRLIFT REQUEST

SECTION 1 - Leave blank
SECTION 2 - Complete mandatory (*) items
Example - "Approved By": NGB/DC, 20 May 80, MSG,"
(For ARNG Airlift, leave blank)
"Airlift Support for: 123 Comm Flt."
SECTION 3 - Complete mandatory (*) items; Additional items if applicable
SECTION 4 - Enter estimate of Nr/Type Acft, complete all items
SECTION 5 - Complete all items
SECTION 6 - Leave blank
SECTION 7 - Leave blank
SECTION 8 - Justification, complete as required
SECTION 9 - Leave blank (DOC use only)

UNIT TRAINING AIRLIFT REQUEST

(PRESCRIBING DIRECTIVE: NGB PAM 350-1 AND ANGR 50-05)

1 March 1984
(18 May 1992)

SECTION 1

DATE REC	VIA	PRIORITY	MAC MSN NR	DOC MSN NR

SECTION 2

REQUESTOR'S NAME AND TELEPHONE NR	APPROVED BY: *	AIRLIFT SUPPORT FOR: *	CODE
a. COL Fox 720-8164	b.	c. 999 TC Co	d. KS

SECTION 3

AVAILABLE DATE	DESIRED DATE *	LATEST ACCEPTABLE DATE (LAD)	LINE
a. 28 Aug 92	b. 29 Aug 92	c. 30 Aug 92	d.

SECTION 4*

CARGO DATA:

65 PAX .5 TONS 20 CU FT

LARGEST SINGLE ITEM L 30 " W 24 " H 12 "

NR/TYPE AIRCRAFT

CARGO DESCRIPTION:

Foot Lockers

SECTION 5*

	(ICAO)	CONTACT:	AUTOVON (COMM):
a. ONLOAD: CAIRNS AAF		LT JONES	558-1110
b. ENROUTE STOPS: FT RUCKER AL	KOZR (ICAO)	CONTACT:	AUTOVON (COMM):
c. OFFLOAD: FORBES FIELD KS	KFOE (ICAO)	CONTACT: MSG SHRINER	AUTOVON (COMM): 889-3412

"CANCEL"

SECTION 6

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

SECTION 7

REMARKS

MANDATORY ITEMS*

FORM CONTROL

FUNCTION	INITIALS
LOGGED	
DBMS	
TWX	
POSTED	
TUB FILE	

NGB FORM 1 JUN 83 **214-R** *(Replaces NGB Form 214 (LRA), dated 1 Jun 81, which is obsolete)*

(CONTINUED ON REVERSE SIDE)

NGB-DPC-Me 83

SECTION 8

JUSTIFICATION

RETURN TRIP for the 999 TC Co, KSARNG

"CANCEL"

SECTION 9

CONTACT DATE	UNIT/BASE	CONTACT	ASSIGNED LOAD	NR ACFT/DATE	REMARKS

INSTRUCTIONS FOR COMPLETION
OF AIRLIFT REQUEST

SECTION 1 - Leave blank
SECTION 2 - Complete mandatory (*) items
Example - "Approved By": NGB/DC, 20 May 80, MSG,"
(For ARNG Airlift, leave blank)
"Airlift Support for: 123 Comm Flt."
SECTION 3 - Complete mandatory (*) items; Additional items if applicable
SECTION 4 - Enter estimate of Nr/Type Acft, complete all items
SECTION 5 - Complete all items
SECTION 6 - Leave blank
SECTION 7 - Leave blank
SECTION 8 - Justification, complete as required
SECTION 9 - Leave blank (DOC use only)

CHAPTER 5

NGB FORM 350-1R-R (ANNUAL TRAINING PERFORMANCE REPORT)

5-1. Use.
NGB Form 350-1R-R can be used by the State for monitoring AT attendance data for all federally recognized units assigned to the State.

5-2. Instructions.
See completed sample form at figure 5-1.

a. FY. Fiscal year for which report is submitted.

b. State. Reporting State.

c. Assigned strength. Assigned strength for officer and enlisted personnel as of 30 September of reporting FY.

d. Number of officer and enlisted personnel excused.

e. Number of officer and enlisted personnel AWOL.

f. Number of officer and enlisted personnel arrested/confined.

g. Total number of officer and enlisted personnel excused, AWOL, and arrested/confined.

h. Name of individual preparing report.

i. AUTOVON number of individual preparing report.

5-3. Submission.
NGB Form 350-1R-R will be forwarded so that it reach NGB-ARO-T NLT 20 October of each year. (See figure 5-1 for sample of completed form. (See figure 5-2 for blank form for local reproduction.)

STATE ANNUAL TRAINING PERFORMANCE REPORT

The following FY 92, Annual Training Performance Report for Kansas (State) is submitted:

a. Total Assigned strength: Officer 576 Enlisted 4,804

b. Total assigned individuals who did attend AT nor receive constructive credit (reference NGR-350-1, 30 Nov 83):

	OFF	ENL
Excused	3	9
AWOL	0	10
Arrested/Confined	0	3
TOTAL	3	22

c. Prepared by MSg Chapman AUTOVON 666-3987

NGB Form 350-1R-R
1 Mar 84

Figure 5-1. Sample of Completed NGB Form 350-1R-R.

STATE CODES

STATES	ABBREVIATIONS	STATES	ABBREVIATIONS
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Dist of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Guam	GU	Oregan	OR
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Virgin Island	VI
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	VI
Missouri	MO	Wyoming	WY

MANDAY CODES

This appendix lists and defines the manday codes used in preparing the AT plan. The conversion of mandays will be calculated on the basis of one officer/warrant officer manday for two enlisted mandays and two enlisted mandays for one officer/warrant officer manday. The State may approve conversion of mandays by code within approved funding. Conversion of mandays from one code to another must be justified and approved by the NGB prior to conversion.

TYPE DUTY CODE	BUDGET PROGRAM	DESCRIPTION OF CODE
121	3111/3112	ADVANCE DETACHMENT: Includes personnel required to draw equipment, training areas, billets, rations, and to make preparations to receive IRR and ING fillers for AT. The mandays for codes 121, 122, and 127 cannot exceed 30 percent of the assigned strength in each category; i.e., 30 percent of assigned officer/warrant officer and 30 percent of enlisted personnel. Advanced detachments normally will not exceed a period of 3 days, nor will they be authorized for segmented and year-round training units.
122	3111/3112	REAR DETACHMENT: Includes those personnel required to remain after the departure of the main body. The mandays for codes 121, 122, and 127 cannot exceed 30 percent of the assigned strength in each category; i.e., 30 percent of assigned officer/warrant officer and 30 percent of enlisted personnel. Advanced detachments normally will not exceed a period of 3 days nor will they be authorized for segmented and year-round training units.
123	3111/3112	EQUIPMENT RELOCATION: This code will be used for individuals in an additional AT status who are used to relocate equipment required for AT that cannot be convoyed to the AT site with the unit. Rescheduling of units to different dates or sites where equipment is available will be considered prior to authorizing mandays for moving equipment.
124	3111/3112	AT SITE SUPPORT: This code is used by individuals in an additional AT status, who are functioning at a State-operated training site supporting ARNG units conducting AT.

TYPE DUTY CODES	BUDGET PROGRAM	DESCRIPTION OF CODE
125	3111/3112	AT ARTEP SUPPORT: Army training and evaluation program umpire controller teams. This code provides mandays that are to be used to support the Army training and evaluation program during the unit's AT period.
126	3111/3112	AT AIRCRAFT SUPPORT: This code is used for personnel who have or will attend their normal AT period and are required to provide aviation support to unit conducting AT at a period other than the period in which the individual would or could attend AT. Prior to requesting approval of these mandays, consideration should be given to using additional flight training periods and/or aviators that are in year round training units.
127	3111/3112	AT LOG/ADMIN SUPPORT: This code will be used to provide necessary and required support to units conducting AT. Also included in this code are personnel in pre-AT mess training. The total mandays for codes 121, 122, and 127 combined will not exceed 30 percent of the assigned strength in each category; i.e., 30 percent of assigned officer/warrant officer and 30 percent of enlisted personnel. Not authorized for segmented or year-round training units.
128	3111/3112	NCOES/OCS SUPPORT: Includes personnel who have or will attend AT with their assigned unit and will also be used in support of the States OCS/NCOES program; e.g., TAC officers, food service personnel, and instructors.
129	3111/3112	COMMAND SUPERVISION: This code is used for mandays required to support a higher headquarters supervision of subordinate units that are attending AT at a different site and/or date.
12A	3111/3112	OTHER ADT IN SUPPORT OF AT: Mandays requested in this code fall in an "other" category not covered in the other codes. These mandays must be completely justified prior to NGB approval. These mandays may only be used for activities that are totally in support of units conducting AT.

TYPE DUTY CODE	BUDGET PROGRAM	DESCRIPTION OF CODE
12B	3111/3112	ADDITIONAL AT PERIOD: This code is used to provide mandays for selected individuals who either are required to attend an additional AT period due to special skills requirements, to support another unit's AT, or because of a special and unique training experience for the individual. All mandays in this code must be justified by the State and approved by NGB.
351	3140.61	PRE-CAMP CONFERENCE: This code is used by members of a unit to conduct pre-camp conference at the AT site to which the unit is scheduled and approved. This code will be limited to two individuals per battalion or higher headquarters, or per separate company, separate detachment (asqn = 40 indiv or more) for no more than a 3-day period. The exceptions to the 3-day limit are units participating in overseas deployment training which is limited to 7 days. Separate companies or company size units going OCONUS will limit attendance at pre-camp conference to the unit commander and the senior warrant officer or NCO.
352	3140.61	AT SITE RECONNAISSANCE: This code is used by members of a unit to conduct site reconnaissance at the AT site to which the unit is scheduled and approved. This code will be limited to two individuals per battalion or higher headquarters, or per separate company, separate detachment (asqn = 40 indiv or more) for no more than a 3-day period.
353	3140.61	ARMY COMMANDERS SITE/DATE CONFERENCE: This code is used by the State for mandays required for personnel to attend the CONUSA site/date conferences.

MANDAY WORKSHEET FY ____

STATE _____

ASSIGNED STRENGTH (As of 1 June) OFF/WO: _____ Enl: _____

CODE	MANDAYS		INDIVIDUALS	
	OFF/WO	ENL	OFF/WO	ENL
121 ADV DET				
122 Rear DET				
127 Log/Admin				
TOTAL Requested				
Computed 30%				
Difference				
123 Reloc of Equip				
124 AT Site SPT				
125 ARTEP SPT				
126 AVN SPT				
128 OCS/NCOES				
129 CMD SUPV				
12A Other ADT in Support				
12B Additional AT Period				
351 Pre-Camp Conf*				
352 AT Site Recon*				
353 AT Site/Date Conf*				
TOTAL 3310 Codes				
TOTAL 3140 Codes*				

JUSTIFICATION FOR REQUESTED MANDAYS BY CODE:

APPENDIX D

JULIAN DATE CALENDAR

JULIAN DATE CALENDAR

(PERPETUAL)

Day	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Day
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	122	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

FOR LEAP YEAR USE REVERSE SIDE

JULIAN DATE CALENDAR

FOR LEAP YEARS ONLY

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DAY
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

(USE IN 1984, 1988, 1992, 1996)

DEFINITIONS OF RESERVED TRAINING AUTHORITIES

TRAINING	DEFINITION
01	YEAR ROUND TRAINING: Reserved for year round training units. Personnel in these units conduct AT from time to time throughout the year in varying time periods that will total 15 days for the fiscal year, as contrasted to the normal 15 consecutive days of AT. Units that will normally conduct year round training are STARC Headquarters.
02	STATE OFFICER CANDIDATE AND NON-COMMISSIONED OFFICER SCHOOL: Reserved for the State Officer Candidate School and Noncommissioned Officer School Program.
03	OVERSEAS DEPLOYMENT TRAINING PROGRAM: Reserved for units that wil conduct AT under AR 350-9 (The Overseas Deployment Training Program.) Locations included in this authority are all European countries, Middle Eastern countries, an Far Eastern countries. Panama, Alaska, Canada, Hawaii, and Puerto Rico are not to be included in this trainig authority; they will be treated as a CONUS training site. Unit cells will not be included in this training authority.
04	CONUS SMALL UNIT EXCHANGE: Reserved for units that are involved in the CONUS Small Unit Exchange Program. This program is for combat units that have excelled in all areas of training for a sustained period of time and have maintained high ratings in all areas on the Unit Status Report (AR 220-1). As a reward for excellance, the unit is exchanged by the State with a like unit from another State, normally having a different training environment.
05	SEGMENTED TRAINING: Reserved for units conducting segmented AT. Segmented AT allows the individuals of the unit to attend AT at a specific site for several periods of 3 to 5 days, totaling 15 days per fiscal year. This mode of training is of most value to combat service support units; e.g., a maintenance company conducting AT with a State combined support maintenance shop (CSMS) with the individuals in the company selecting the days that they will attend AT.
06	JTX/JRX ANNUAL TRAINING: Reserved for units that will conduct AT by participating in a JTX/JRX. Classified dates, locations, or other data will not be listed on any documentation submitted to NGB unless proper safeguards are taken IAW appropriate regulations.

TRAINING AUTHORITY	DEFINITION
07	INCREMENTED AT: Used by units that will be incremented for AT. Incremented training is defined as elements of a unit, normally more than 25 individuals, attending AT at different times or locations.
08	CELLS OVERSEAS DEPLOYMENT TRAINING PROGRAM: Used only to identify the cells that will participate in overseas deployment training in an AT status.

DEFINITIONS OF TRANSPORTATION MODE CODES

MODE CODE	DEFINITION
A	Commercial air
B	Commercial bus
R	Commercial rail
P	Privately owned vehicle
O	Organic (TOE) transportation
G	(Reserved for NGB use only) Air Guard airlift**
X	Exercise furnished transport

** "G" will only be indicated after NGB confirms Air Guard airlift.

STATE ANNUAL TRAINING PERFORMANCE REPORT

The following FY ____, Annual Training Performance Report for _____ is submitted:
(State)

a. Total Assigned Strength: Officer _____ Enlisted _____

b. Total Assigned Individuals who did not attend Annual Training nor receive Constructive Credit (Reference NGR 350-1, 30 Nov 83):

	OFF	ENL
Excused	_____	_____
AWOL	_____	_____
Arrested/Confined	_____	_____
Total	_____	_____

c. Prepared by: _____ Autovon: _____

NGB Form 350-1R-R
1 Mar 84

(Replaces NGB Form 350-1R(LRA), 1 May 82, which will not be used.)

Figure 5–2

DEFINITIONS OF P-CARD ERROR MESSAGES

CODE	COLUMN	Definition
A	01-02	State code invalid
B	03-04	Training authority invalid
C	05-05	Sequence number not numeric
D	06-11	UIC not found on UNITREP file
E	06-11	UIC contains letter "O"
F	12-16	Training date invalid
G	17-22	AT planned strength is invalid
H	23-24	Length of period not numeric
J	25-29	ARLOC data not in file
K	30-44	Site abbreviation is blank
L	45-45	Invalid mode used
M	46-48	Passengers not numeric or is blank
N	49-52	Cost not numeric or is blank
O	53-53	Invalid mode used
P	54-56	Passengers not numeric or is blank
Q	57-60	Cost not numeric or is blank
R	61-61	Invalid mode used
S	62-64	Passengers not numeric or is blank
T	65-68	Cost not numeric or is blank
U	69-78	Must be blank record was accepted
V	79-79	Card type other than "A" or "D"
W	80-80	No edit performed; must be "P"

ARMY NATIONAL GUARD
ANNUAL TRAINING PLAN WORKSHEET (P–CARD)

STATE CODE	1 2	
TRAINING AUTHORITY	3 4	
SEQUENCE NUMBER	5	
UNIT IDENTITY CODE	6 7 8 9 10 11	
TRAINING DATE	12 13 14 15 16	
PLANNED STRENGTH	OFF/WO 17 18 19	ENL 20 21 22
LENGTH OF PERIOD	23 24	
ARMY LOCATION	25 26 27 28 29	
SITE ABBREVIATION	30 31 32 33 34 35 36 37 38 39 40 41 42 43 44	
TRANSPORTATION	MODE 45	PASSENGERS 46 47 48 / COST(THOUS) 49 50 51 52
TRANSPORTATION	MODE 53	PASSENGERS 54 55 56 / COST(THOUS) 57 58 59 60
TRANSPORTATION	MODE 61	PASSENGERS 62 63 64 / COST(THOUS) 65 66 67 68
RESERVED	69 70 71 72 73 74 75 76 77 78	
CARD TYPE	79	
CARD TYPE	80	

NGB Form 350-1P-R
1 Mar 84

(Replaces NGB Form 350-1P(LRA), 1 May 82, which will not be used.)

Figure 3–2

PAY AND ALLOWANCES

STATE OPERATING BUDGET, FY____ SCHEDULE NUMBER: 7 TITLE: Pay and Allowances	STATE:	APPROPRIATION: NGPA ACCOUNT: 3111 3112

PAY AND ALLOWANCE SUMMARY (OFFICER)			
Account 3111 Officers Pay and Allowances	Current Available Strength*	Average No. AT M/D per Individual	Average P/A for 1 Individual for 1 Day
TOTAL 3111 Officers, Pay and Allowances Required for AT:			

PAY AND ALLOWANCE SUMMARY (ENLISTED)			
Account 3112 Enlisted Pay and Allowances	Current Available Strength*	Average No. AT M/D Per Individual	Average P/A for 1 Individual for 1 Day
TOTAL 3112 Enlisted, Pay and Allowance Required for AT:			

(RESERVED FOR NGB USE AND SHOULD BE LEFT BLANK)

TOTAL 3111 Officers SPT M/D Required**: _____

TOTAL 3112 Enlisted SPT M/D Required**: _____

*Includes Individuals that are eligible out of Current Assigned Strength to attend AT that will be paid out of BP 3111/3112.

**To be computed by ARO after approval of AT plans.

POC: Mrs. Carol Reese, NGB-ARO-T, (AV) 227-5217

Figure 2–4

ADMINISTRATIVE PLAN, AT- ___

1. FROM: State Military Academy, _____: 2. TO: NGB-ARO-T

3. Indicate expected total IDT, AT, and FFTD enrollment as one figure in courses to be conducted. Indicate dates and locations for AT courses only.

COURSE	STUDENTS	AT DATES	AT LOCATION
OCS Phase III			
OCS Phase I			
PNCOC			
BNCOC			
PLDC			
ANCOC			
SNCOC			
1SG Course			
DAOC			
TAC Officer			
CLPCC			
BTMS			
NPS			

4. Indicate number of personnel who have or are expected to graduate from listed courses during current FY.

COURSE	GRADUATES	COURSE	GRADUATES	COURSE	GRADUATES
OCS		ANCOC		TAC Officer	
PNCOC		SNCOC		CLPCC	
BNCOC		1SG CRS		BTMS	
PLDC		DAOC		NPS	

5. Additional AT (Code 128) Manday Requirements: Indicate data for listed categories, include AT and IDT data for TAC and instructor personnel.

DUTY	#INDIVIDUALS O/W	#INDIVIDUALS EP	#MANDAYS O/W	#MANDAYS EP
TAC Officer/NCO				
Instructor/Asst				
Food Service				
Medical				
Aviation				
AT Site Operations				
Relocation of Equipment				
Maintenance				
Administration				
Logistics				
Other (Identify & justify on enclosure)				
TOTAL Code 128 Requirements				

Forward original and first copy to NGB-ARO-T.

Figure 2-9.

STATE OPERATING BUDGET, FY ____
SCHEDULE NUMBER 8
TITLE: AT Travel

STATE:

APPROPRIATION: NGPA
ACCOUNT: 3111
OFFICER TRAVEL

Previous Fiscal Year Data	Cumulative Obligations FY	Annual Funding Program FY

STATE BUDGET SUBMISSION

Travel	Number of Personnel	Average Cost	TOTAL Cost
Officer Commercial Air*			
Officer Commercial Bus			
Officer Commercial Rail			
Officer OCONUS			
Officer POV			
Officer Selective Service			
PER DIEM			
Officer CONUS			
Officer OCONUS			
Officer Selective Service			
TOTAL Officer Travel			

JUSTIFICATION:

*(This air cost should include commercial cost of all ANG airlift support requested by NGB Form 214.)

POC: Mr. Charles Hastings, NGB-ARO-T, (AV) 227-5217

Figure 2–5

STATE OPERATING BUDGET, FY _____
SCHEDULE NUMBER 15
TITLE: EQUIPMENT MOVEMENT COST AT

STATE:

APPROPRIATION: OMARNG
ACCOUNT: 3726

EQUIPMENT MOVEMENT COST AT
JUSTIFICATION DETAIL

TOTAL
AMOUNT: _____

COMMERCIAL TRANSPORTATION (EQUIPMENT ONLY)	NUMBER MOVEMENTS	TOTAL COST
Commercial Air		
Commercial Bus		
Commercial Rail		
Commercial Truck		

JUSTIFICATION

POC: Maj Von Schilling, NGB-ARL, (AV) 225-3312

Figure 2–8

STATE OPERATING BUDGET, FY ____
SCHEDULE NUMBER 9
TITLE: AT TRAVEL

STATE:

APPROPRIATION: NGPA
ACCOUNT: 3112
ENLISTED TRAVEL

Previous Fiscal Year Data	Cumulative Obligations FY	Annual Funding Program FY

STATE BUDGET SUBMISSION

Travel	Number of Personnel	Average Cost	TOTAL Cost
Enlisted Commercial Air*			
Enlisted Commercial Bus			
Enlisted Commercial Rail			
Enlisted OCONUS			
Enlisted POV			
PER DIEM			
Enlisted CONUS			
Enlisted OCONUS			
TOTAL Enlisted Travel			

JUSTIFICATION:

*(This air cost should include commercial cost of all ANG airlift support requested by NGB Form 214.)

POC: Mr. Charles Hastings, NGB-ARO-T, (AV) 227-5217

Figure 2–6

STATE OPERATING BUDGET, FY ____ STATE: APPROPRIATION: OMARNG
SCHEDULE NUMBER 14 ACCOUNT: 3712
TITLE: IDT TRAVEL

IDT TRAVEL
JUSTIFICATON DETAIL

**TOTAL
AMOUNT: _____

COMMERCIAL TRANSPORTATION	NUMBER PARTICIPANTS	TOTAL COST	PER DIEM (COMPLETE IF REQUIRED) NO. INDIV	X	AVERAGE RATE	=	TOTAL PER DIEM
Commercial Air*			_____	X	_____	=	_____
Commercial Bus			_____	X	_____	=	_____
Commercial Rail			_____	X	_____	=	_____
POV			_____	X	_____	=	_____

JUSTIFICATION:

*(This air cost should include commercial cost of all ANG airlift support requested by NGB Form 214)
**(Include total transportation and per diem.)

POC: Mr. Charles Hastings, NGB-ARO-T, (AV) 227-5217

Figure 2–7