INCLUDES CHANGE 1

(CORRECTED COPY)

Headquarters
Department of the Army
Washington, DC 20310-2500

*National Guard Regulation 37-111

1 March 1989

Financial Administration

ADMINISTRATION OF TRAINING AND SPECIAL WORK WORKDAYS

Summary. This regulation prescribes policy for managing Army National Guard (ARNG) training and special work workday resources. It outlines controls on the use of training and special work workday funds. It also sets limitations on the use of training and special work workdays. For Air National Guard training workday policies, refer to ANGR 50-01.

Applicability. This regulation applies to all ARNG personnel, unless otherwise indicated.

Impact on the Unit Manning System. This regulation does not impact on the New Manning System.

Internal Control Systems. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions and checklists for conducting internal control revisions.

Supplementation. This regulation may only be supplemented with the approval of the NGB.

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 Interim changes will be destroyed on their expiration dates, unless sooner superseded or rescinded.

Suggested Improvements. Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-PO, Washington, DC 20310-2500.

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*This regulation supersedes NGR 37-111/ANGR 177-09, 27 April 1984

Chapter 1
GENERAL

1-1. References.

a. DOD Directive 1215.6

b. NGR 11-7, Internal Review.

c. AR 135-200.

d. ANGR 50-1, Air National Guard Training.

e. NGB Pam 350-1, Administrative Instructions.

f. NGB Pam 37-100, Army National Guard Management Structure.

1-2. Purpose.

This regulation establishes guidelines for effectively managing the training and special work workday (man-day) program budgets to ensure effective use of available resources, to maintain adequate controls, and yet to allow management flexibility at the commander level.

1-3. Explanation of Terms.

a. Training and Special Work Workdays. Specific categories of training and special work periods performed in a paid status to accomplish a variety of operational and training requirements. These include both Active Duty for Training (ADT) and Active Duty for Special Work (ADSW) as defined below. For the purposes of this regulation, training and special work workdays excludes Initial Active Duty for Training (IADT), Inactive Duty Training (IDT), Annual Training (AT), and Active Guard and Reserve (AGR).

b. Active Duty for Training (ADT). ADT is authorized to provide for full-time attendance at organized and planned specialized skill training, to provide RC members with necessary skills and disciplines to support RC missions. Authorized ADT must provide a primary training content to recipient. Traditional Guardsmen shall receive priority consideration for such training. ADT includes recruit and specialized training, flight training, professional training at civilian institutions, officer acquisition training, combat crew training, unit conversion, new or displaced equipment training, refresher and proficiency training, resident training, service schools (refresher courses), area schools, unit schools, officer candidate schools, and NCO academies, unit soldier operational training, skill training as an instructor of military training, indoctrination training following IADT or OBC, REDTRAIN, marksmanship training and participation as a competitor in marksmanship events, trainee participation in exercises approved by DA or MACOM.

c. Active Duty for Special Work (ADSW). ADSW is authorized for personnel from applicable military or Reserve personnel appropriations for projects **supporting** active or RC programs, such as annual screening, operation of training camps, and unit conversions, when such duties are essential to the organization. Projects supporting study groups, training site and exercises, short-term mission projects, participation in operations in support of drug/law enforcement, and administrative support functions also are included. ADSW tours exceeding 180 days are accountable against ARNG AGR end strengths. Traditional Guardsmen shall also receive priority consideration for these tours.

d. Senior officer. General officer or individual assigned to a general officer position.

1-4. Policy.

a. The use of training and special work workdays will receive command management focus.

b. Training and special work workdays may be used only for those programs for which workdays/funds are specifically allocated by appropriate NGB directive. Workday resources are provided to meet military training and other authorized requirements. They cannot be utilized to circumvent manning limitations, supplement the full-time work force, nor to overcome shortages in the full-time work force. All such workday resources must be utilized to meet the initial, experiencing, and recurring/sustainment/continuation training and other authorized requirements levied upon units and individual members by applicable training or other directives and/or to provide authorized training support in pursuit of such objectives.

c. Persons responsible for authorizing use of training and special work workdays will ensure that the duty day is a minimum of 8 hours.

d. The NGB may withdraw and/or reallocate training and special work workdays/funds to meet critical requirements.

e. Orders will be published in the State for individuals authorized to perform training and special work workdays.

1-5. Maintenance of Records.

Each State AG shall ensure that the appropriate program managers establish and maintain a records system to assure compliance with these policies and to permit furnishing of information upon request to the USPFO, NGB, or authorized Federal auditors/ inspectors.

1-6. Automated Procedures.

Provisions have been made within the automated systems for ARNG. The Commitment Accounting and NGB Active Duty Automated Pay Systems

(ADAPS) provides the means of accumulating workday information by type of duty performed and by individual. Refer to the appropriate systems functional manual for input and correction of data as well as computer listings (products) which are available to assist the program manager.

1-7. **Internal Review.**

a. Due to the highly vulnerable nature of this program and interest displayed by external audit activities, AGs and USPFOs will ensure review of this program is afforded appropriate priority in the annual internal review program. As a minimum, an internal review will be accomplished once every 2 years. When a review indicates substantial problems within the program, a follow-up review will be accomplished IAW NGR 11-7.

b. The scope of internal review will include an evaluation of all policies and procedures incorporated locally to manage the training and special work workday programs. This shall include an appraisal of all internal controls in place as well as the local manager's compliance with AR 11-2.

c. The USPFO will provide a copy of each training and special work workday internal review report to CNGB, Attn: NGB-IA and NGB-PO.

Chapter 2
Participation

2-1. Senior officer participation

a. Except as otherwise indicated below, the State Adjutant General (AG) will approve all training and special work workday requests based on mission essential training requirements for general officers or officers assigned to general officer positions.

b. In TDA organizations ARNG general officers and officers assigned to general officer positions will not exceed 45 training/special work workdays per fiscal year.

c. In MTOE organizations ARNG general officers and officers assigned to general officer positions in Divisions, Brigades or MTOE equivalent will not exceed 60 training/special work workdays per fiscal year. Roundout, Roundup and Contingency Force Commanders may be authorized up to 100 training/special workdays per fiscal year with approval from the Director, ARNG.

d. The above limits on training/special work workdays are in addition to the normal AT and IDT mandays or approved schools available to assigned ARNG members covered under the paragraphs above. No other mandays will be used, i.e., command supervision, advance and rear detachment, conferences and special projects, etc.

e. ARNG Special Assistant General Officers at HQDA, CONUSAs, and MACOM assignments may only use ADSW (constructive credit will be given for AT and IDT). Total ADSW will not exceed 139 ADSW workdays per fiscal year.

f. NGB directed days are the only opportunity to exceed the limits above. NGB directed days require a letter or message from the NGB requesting participation of the specific general officer(s) or individual assigned to a general officer position. Other than NGB directed days, no additional training/special work workdays will be authorized beyond the amounts listed above.

Under no circumstances will a senior officer exceed 180 training/special work workdays in a fiscal year when combining all training/special work workdays and NGB directed workdays.

g. General officer reassignment within the same fiscal year constitutes new allocation of training/special work workdays for the new position.

h. As with all training/special work workdays, the states must program these into their annual budget submittal. (See para 3-3.)

2-2. Technician participation

a. The use, at any time, of training/special work workdays by technician personnel will occur only when the State AG or his designated workday control officer considers it essential to the accomplishment of the unit's mission or necessary for the professional development of the individual in his/her military assignment. Technicians will not be authorized the use of training/special work workday funds or workdays to perform the primary duties, functions, and missions required in their technician positions, to include training courses and/or conferences that are primarily related to the technician position responsibilities. Technicians may be placed on training/special work workdays to accomplish the functions/responsibilities of their military position when such duties are outside of their technician responsibilities, and as long as the primary duty focus is on the military position.

b. Technicians may be placed on Title 10 U.S.C. training/special work workdays to perform OCONUS training/missions when it is considered necessary for the individual to be under the jurisdiction of the Uniform Code Military Justice (UCMJ).

c. A period of technician duty and a period of training/special work workdays will not be scheduled on the same calendar day. This means that when a technician is scheduled for training on a given calendar day, he/she will not work as a technician on that day and must be in an appropriate leave status (annual leave, military leave, compensatory leave, leave without pay, etc.) for that entire calendar day.

d. When an emergency mission occurs that requires utilization of a technician for mission accomplishment, the technician will be placed on training/special work workdays. If entry on training status occurs after the technician duty day, he/she will be in an appropriate leave status from his/her technician position for the remainder of the normal technician duty day. Under these emergency situations, where advance planning is precluded, the technician will not be charged leave for technician hours actually worked. However, military leave is chargeable only in full day increments (not hours); and if a technician elects to use military leave in such situations he/she will be charged for an entire day of military leave. To avoid the loss of an entire day of military leave for only a partial day absence, technicians may elect to use other leave for that day. See TPR 600 (630.9).

Chapter 3
ADT/ADSW/AT

3-1. Overview.

Under Congressional direction, DOD 1215.6 was developed to modify the categories for training, specifically for FTTD and SADT, which were eliminated. The new terms, Active Duty for Training (ADT) and Active Duty for Special Work (ADSW) are defined in Chapter 1 of this regulation. Paragraph 3-4 provides details for ADT and paragraph 3-5 for ADSW.

3-2. Reporting and Accountability.

Based on DOD and DA direction, cumulative periods of ADT or ADSW which exceed 180 days in a fiscal year (or consecutive fiscal years if there is not at least a 60 day break between tours) will be reported to DA through NGB. ADT and ADSW are separate categories and the 180 day restriction applies to each separately. For ADT there is an annual report requirement. For ADSW this report is quarterly. As a part of the NGB internal control mechanism, two NGB offices have been tasked to provide the required report elements to DA. NGB-ARO-E will provide annual reports concerning ADT and NGB-ARM will provide quarterly/annual reports concerning ADSW. A list of Type Duty Codes (TDC) are published annually by NGB-ARC-J with a correlation for each code as to its applicability as an AT, ADT, ADSW or other training category. As reliable data is obtained from this automated system, specific report requirements outlined in paragraphs 3-4 and 3-5 may be modified by the NGB proponent.

3-3. Funding.

There is no change in the basic funding procedures for ADT and ADSW. As States identify a need and relate it to an appropriate TDC, and they inform the NGB proponent of that need. Either funding is included in their budget, the State is requesting authority to utilize funding already authorized or they are requesting additional funding to meet this need. The NGB proponent determines appropriateness of the request. If the individual's cumulative ADT or ADSW is under 180 days in accordance with this regulation and AR 135-200, then that proponent can approve/disapprove the request. If the individual will exceed 180 days cumulative for ADT (or have less than a 60 day break between tours which together exceed 180 days) and the NGB proponent concurs in the request, the State Adjutant General may approve a waiver of the 180 day restriction or 60 day break in accordance with NGB Pam 310-10 by adding such a statement in the remarks section of the State orders. If, however, the individual will exceed 180 days cumulative of ADSW (or have less than a 60 day break between tours which together exceed 180 days) the proponent will forward the request and his/her concurrence to NGB-ARM. NGB-ARM is then responsible to analyze the request and make recommendations to the DARNG. The DARNG will approve/disapprove such requests himself or through his staff representatives (ARM). If such approval is granted, State orders will so indicate in the remarks section in accordance with NGB Pam 310-10.

3-4. Active Duty for Training (ADT).

a. ADT is to be used in accordance with the definition in Chapter 1. Although generally restricted to periods not greater than 180 days, the Director, Army National Guard has delegated approval to waive the 180 days restriction to the State Adjutants General. If such a waiver is granted the orders will be annotated in accordance with NGR 310-10, indicating the TAG has approved.

b. All requests for ADT tours will be made using either NGB Form 64 or DA Form 1058R in accordance with AR 135-200.

c. The restrictions imposed on soldiers for ADT tours within the first two months of a new FY, if they had an ADT in the preceding FY, and there has not been a sixty day break, can be waived by the Adjutant General based on his determination of alternate dates, timeliness, and soldier flexibility/ availability for alternate periods. No backup verification data is required except the comment required by NGR Pam 310-10 indicating on the order that the TAG waived the sixty day requirement.

d. End Strength Accountability and Reporting.

(1) For the purpose of computation of tour dates, travel time is included.

(2) An ARNG soldier who is on an ADT tour exceeding 180 days will not be counted in the ARNG AGR end strength.

e. NGB-ARO-E will report annually to HQDA (DAPE-MPE) the number of soldiers who must be counted in the ADT over 180 day category broken down into the numerous types of training as required in AR 135-200. That report is due as of 30 September, within 30 days of the end of the FY.

f. Feeder reports in the format below are due into NGB-ARO-E from the jurisdictions (states, territories and District of Columbia) NLT 15 October annually.

CATEGORY	TOTAL # SOLDIERS EXCEEDING 180 DAYS
Recruit of Specialized Training	
Flight Training	
Professional Training-Mil Instit	
Professional Training-Civ Instit	
Officer Acquisition Training	
Other ADT	

3-5. Active Duty Special Work (ADSW).

a. ADSW will not be used to meet real or perceived manpower shortages. Normal full-time staff duties or command and control responsibilities will not be included in these projects or missions. It must be used for temporary projects or missions not more than 180 days. Projects or missions in excess of 180 days may be approved by NGB on a case by case basis.

b. All requests for ADSW tour will be made using DA Form 1058R in accordance with AR 135-200.

c. A soldier will not be ordered to an ADSW tour within the first two months of a FY unless there has been at least a 60 calendar day break from the last day of an ADSW tour in the previous FY. This break during the first two months of the FY is necessary only if the soldier will accumulate more than 30 days of ADSW during

the last quarter of the previous fiscal year. (Short breaks in tours - 30 days or less - to circumvent this requirement are not authorized).

d. End Strength Accountability and Reporting.

(1) For the purpose of completion of tour dates, travel time is included.

(2) An ARNG soldier who is on an ADSW tour exceeding 180 days, or who has been ordered to over 180 days of ADSW within a FY, and is on ADSW on 30 September, will be counted in the ARNG AGR end strength as appropriate.

e. NGB-ARM will report quarterly to HQDA (DAPE-MPE) the number of soldiers who exceed 180 days of ADSW.

f. In order to track cumulative totals of ADSW during a FY, Chief, NGB requires all jurisdictions to report all soldiers who have been on ADSW status, or who are anticipated to be on ADSW status, in excess of a total of 139 days during the FY. Reporting information and documentation must include: name, SSN#, grade, ADSW assignment, copies of orders stating the cumulative number of days on ADSW, and concept of ADSW control/ responsibility. Reports are due to NGB-ARM NLT 10 January, 10 April, 10 July and 10 October of each calendar year.

g. NGB-ARM is responsible for ADSW in the following ways: interpreting and establishing policy, establishing procedures and controls, reporting responsibility IAW AR 135-200, defense of program less fiscal responsibility, and ongoing evaluation of the program.

h. NGB-ARO is the lead for Special Training, with ADSW inherently included, funding management and budget defense. NGB-ARC is responsible for the breakdown of the ADSW budget to the OPRs and to the states, and territories.

i. Functional Managers of individual accounts are responsible for ensuring that ADSW funding is accomplished in accordance with guidance provided in AR 135-200.

j. NGB-ARC will assist in the programming necessary to query an existing data base to extract information relative to ADSW reporting.

k. In summary, NGB-ARM is responsible for ADSW as outlined above. NGB-ARO is responsible, in conjunction with the NGB proponent, for ADSW funding management. NGB-ARC is responsible for providing the USPFO with ADSW reporting data with a requirement to forward the data to the SPMO. NGB-ARM will obtain the information from the SPMO.

BY ORDER OF THE SECRETARY OF THE ARMY

HERBERT R. TEMPLE, Jr.
Lieutenant General, USA
Chief, National Guard Bureau

OFFICIAL

HARRY M. LESLEY, Colonel, USAF
Executive, National Guard Bureau

Distribution: A

SUMMARY OF CHANGES: Development of DOD 1215.6 required overall program change. Changes cannot be adequately summarized.

Internal Control Review Checklist
(NGR 37-111)

TASK: Financial Management

SUBTASK: Other Finance and Accounting Activities

THIS CHECKLIST: Administration of Training and Special Work Workdays

ORGANIZATION:

ACTION OFFICER:

REVIEWER:

DATE COMPLETED:

ASSESSABLE UNIT: Officer with the authority to approve training requests. Overall responsibility rests with the State Plans, Operations and Training Officer (POTO).

EVENT CYCLE: Training/Special Work requests through performance review.

Step 1: Identifying training/special work workday requirements and advertising opportunity.

Risk: Training/Special Work workday requirements are not essential or valid.

Control Objective: Only valid training/special work workday requirements are identified and submitted.

Control Technique: Training/Special Work workday requests' justification meets criteria for expenditure of training/special work workday funds.

Test Question:

1. Is the identified training/special work workday requirement beneficial to the unit and/or the individual?

Response: YES____ NO____ NA____
Remarks*

2. Are training opportunities consistent with unit training plans and requirements?

Response: YES____ NO____ NA____
Remarks*

3. Is consideration given to the individuals who should be considered for the training/special work workday opportunity, based on organizational position and professional development requirements?

Response: YES____ NO____ NA____
Remarks*

4. Are training/special work workday opportunities advertised/publicized at the proper levels within the organization?

Response: YES____ NO____ NA____
Remarks*

5. Have you made sure that requests are not being used to bypass or overcome manning limitations?

Response: YES____ NO____ NA____
Remarks*

Step 2: Analyze whether appropriate personnel and status are identified in request.

Risk:
1. Training/Special Work workdays and training/special work workday opportunities are not given to the personnel which will provide the most positive effect on readiness, personnel development and mission accomplishment.

2. Military technicians will be performing military technician duties or military technician training requirements in an ADT/ADSW status.

Control Objective: Provide training opportunities to increase readiness, mission capability and professional development of the maximum portion of ARNG personnel while accomplishing immediate mission requirements.

Control Technique: Make maximum use of the existing personnel development guidelines/requirements; National Guard Bureau guidance in requests for participation; and restrictions established in National Guard Bureau regulations.

Test Question:
1. Will Training/Special Work Workdays by selected individuals enhance the unit readiness or fulfill military career/professional development?

Response: YES____ NO____ NA____
Remarks*

2. Are requests consistent with the philosophy of sharing training/special work workday opportunities among the largest number of personnel?

Response: **YES**____ **NO**____ **NA**____
Remarks*

3. Are selected candidates the most appropriate for the training/special work workdays?

Response: **YES**____ **NO**____ **NA**____
Remarks*

4. Do you ensure that if the request concerns a military technician that the training is not an extension of normal military technician duties and position training requirements?

Response: **YES**____ **NO**____ **NA**____
Remarks*

5. Do you ensure that if the request concerns a military technician that the duty/training should not be performed in a military technician status?

Response: **YES**____ **NO**____ **NA**____
Remarks*

Step 3: Review ADT/ADSW records of individuals identified to perform requested training.

Risk: Individuals are performing training/special work workdays in excess of restrictions.

Control Objective:
1. To comply with workday limitations.
2. Use the appropriate organizational level for decision making.
3. Distribute training/special work workday resources to the largest number of personnel.

Control Technique:
1. Establishment of workday limitations.
2. Establishment of organizational levels/positions for decision and monitoring.

Test Question:

1. Do you ensure that training/special work workday requests will not cause any individual to exceed workday limitations?

Response: **YES**____ **NO**____ **NA**____
Remarks*

2. Is workday use information kept current?

Response: **YES**____ **NO**____ **NA**____
Remarks*

3. Do you ensure that requests which require an exception to policy or approval from another organizational element are obtained prior to a decision being made on the request?

Response: **YES**____ **NO**____ **NA**____
Remarks*

Step 4: Making a decision on the training/special work workday request.

Risk:
1. Federal funds will be expended for invalid training/special work workday requirements or training inappropriate personnel.
2. Training will be performed in wrong duty status.

Control Objective:
1. Appropriate personnel receive the appropriate type and amount of initial experiencing, refresher and recurring training opportunities.
2. Personnel receive training in the appropriate duty status.

Control Technique:
1. Training/special work workday requests are analyzed against training guidance, job descriptions, readiness enhancing impact and command justification.
2. Awareness at command levels of the importance of effective use of training/special work workdays.

Test Question:
1. Do requests comply with NGR 37-111 policies, philosophies and limitations?

Response: **YES**____ **NO**____ **NA**____
Remarks*

2. Have subordinate command levels adequately screened the request?

Response: YES____ NO____ NA____
Remarks*

Step 5: Verification of performance of duty and review of leave records for military technicians placed on ADT/ADSW.

Risk: Personnel will be paid for duty not performed or will not be charged with leave to cover military duty.

Control Objective:
1. Personnel are paid for duty performed.
2. Military technicians are charged leave while using training/special work workdays.

Control Technique: Supervisors will verify performance and review pay records and leave documents.

Test Question:
1. Is performance for the duty day verified?

Response: YES____ NO____ NA____
Remarks*

2. Are the days identified in orders and authorized for pay consistent with the days the duty was actually performed?

Response: YES____ NO____ NA____
Remarks*

3. In the case of military technicians, has leave been charged to cover the military duty days?

Response: YES____ NO____ NA____
Remarks*

***Explain rationale for YES responses or provide cross-reference to where the rationale can be found. For NO responses, cross-reference to where corrective actions plans can be found. If response is NA, explain rationale.**

I attest that the above listed internal controls provide reasonable assurance that ARNG resources are adequately safeguarded. I am satisfied that if the above controls are fully operational, the internal controls for this subtask throughout the Army National Guard are adequate.

ROGER H. GOODRICH, COL, GS
Chief, Office of Policy and Liaison, NGB
Functional Proponent

I have reviewed this subtask within my organization and have supplemented the prescribed internal control review checklist when warranted by unique environmental circumstances. The controls prescribed in this checklist, as amended, are in place and operational for my organization (except for the weaknesses described in the attached plan, which includes schedules for correcting the weaknesses).

OPERATING MANAGER (Signature)