

Management

ARMY NATIONAL GUARD TRAINING CENTERS

By Order of the Secretaries of the Army and the Air Force:

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History. This is a new regulation.

Summary. This regulation prescribes Army National Guard (ARNG) policy concerning resourcing, organization, and management of ARNG training centers under the Army Standard Installation Organization (SIO) and establishes the ARNG Training Center Advisory Council (TCAC).

Applicability. This regulation applies to all existing and proposed ARNG training centers that have been so designated by the Training Division, Army National Guard, National Guard Bureau (NGB-ART).

Proponent and exception authority. The proponent of this regulation is the Training Division, Training Support Branch (NGB-ART-S), National Guard Bureau, 111 S. George Mason Drive, Arlington, Virginia, 22204-1382.

Management Control Process. This regulation contains management control provisions in accordance with AR 11-2, but does not contain checklists for conducting management control reviews.

Supplementation. Supplementation of this regulation is prohibited without the prior approval of NGB-ART-S.

Suggested Improvements. Users are invited to submit comments and suggested changes on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-ART-S, 111 S. George Mason Drive, Arlington, Virginia, 22204-1382.

Distribution: B. Approved for public release; distribution is unlimited.

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Chapter 1 Introduction

1-1. Purpose

This regulation sets forth basic Army National Guard (ARNG) policy and guidance for organizing ARNG training centers. This regulation's primary purpose is to establish the basic organizational framework to allow commanders to achieve quality, excellence, and enhanced productivity in all aspects of ARNG Training Center management and operations.

1-2. References

Appendix A lists required and related publications.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are listed in the glossary.

1-4. ARNG Training Center Mission Statement

Provide the necessary personnel and equipment to conduct training, logistical, and administrative support for using organizations. On order, conduct sustained operations in support of Federal or State declared emergencies.

1-5. Organizational Structure

This regulation recommends a functional relationship between the Adjutant General (TAG) as the Installation Commander and the training center as a sub-installation of the State.

Chapter 2 Responsibilities

2-1. Chief, National Guard Bureau

Establish National Guard priorities and policies to support the CINCs, Services and States/Territories.

2-2. National Guard Bureau, Director Army National Guard

Acquire, manage and distribute resources to meet the ARNG priorities and influence the development of policies in order to support the CINCs, Services and States/Territories.

2-3. National Guard Bureau, Army Training Division (NGB-ART)

a. Proponent for all ARNG training centers, the ARNG Range and Training Land Program (RTLTP), the ARNG Integrated Training Area Management (ITAM) Program and other programs that support the training centers. Primary point of contact between NGB and other Department of Defense agencies for all training center issues.

(1) Participate in DA DCSOPS RTLTP Requirements Review and Prioritization Board (RRPB) meetings in accordance with AR 210-21.

(2) Assist, review and coordinate Range and Training Land Development Plans (RDP) and develop an ARNG Training Investment Strategy (TIS) in accordance with AR 210-21.

(3) Develop overall NGB ARNG management strategy for planning, validating, organizing and evaluating of training areas.

(4) Review documentation to determine the training center level of organization (MTC - H, MTC - L, CTC, ITC, and LTC) of ARNG training centers and annexes (See Chapter 4 for definitions & training center category code description).

(5) Conduct visits to ARNG training centers to assist in determining utilization and training effectiveness.

(6) Coordinate the development of ARNG training center resource requirements with the appropriate NGB agencies.

(7) Coordinate the development and revision of ARNG training center table of distribution and allowances (TDA).

(8) Coordinate the development of position descriptions for ARNG training centers with the appropriate NGB agencies.

- b. Identify and validate range and training land requirements to support ARNG training.
 - (1) Determine and prioritize range and training land requirements in accordance with AR 210-21 and AR 350-4, coordinate with NGB-ARA and forward to DA DCSOPS (DAMO-TRS).
 - (2) Validate all training requirements for range, land acquisition, and other ARNG training center projects.
 - (3) Develop procurement, operations and maintenance and construction training resource requirements to support ARNG proponent RTLP and ITAM projects for inclusion in POM submission in accordance with AR 1-1 (PPBES); coordinate with NGB-ARI and NGB-ARA to DA DCSOPS (DAMO-TRS) and, as appropriate DA ACSIM (DAIMO-ZR).
 - (4) Review ARNG military construction (MCNG) range and training support project requests as a member of the NGB ARNG Facility Review Committee (FRC).
 - (5) Identify Automated Targetry Systems (ATS) and other range device requirements to support ARNG RTLP projects and forward to the DA Range Program Coordinator (ATSC-RTS) through the RTLP Process in accordance with AR 210-21.
- c. Distribute resources for the ARNG RTLP and ITAM Programs to the states.
- d. Coordinate requirements with the State Adjutants General; State Deputy Chiefs of Staff, Operations (DCSOPS); commanders/managers of ARNG training centers; other divisions and offices within NGB; and DA DCSOPS (DAMO-TRS).
 - (1) Coordinate ARNG POM MCNG requirements for ranges, training land, and training support requirements with NGB-ARI, NGB-ARA, and DA DCSOPS. Generate facility criteria for ARNG training center facilities (individual and collective) to include ranges and submit this information to NGB-ARI for inclusion into NG PAM 415-12 and other appropriate publications.
 - (2) Assist NGB-ARE in the coordination for resource requirements needed to prepare environmental documentation in accordance with the National Environmental Policy Act (NEPA) for all training related programs.
 - (3) Coordinate with NGB-ARE for establishment of sound environmental policies. Coordinate with ARNG training center commanders and State DCSOPs for program implementation at training centers.
- e. Establish the ARNG Training Center Advisory Council (TCAC) to advise the Director of Training on issues affecting the training centers.

2-4. National Guard Bureau, Army Installation Division (NGB-ARI)

- a. Proponent for all ARNG MCNG, real property maintenance (RPM), master planning, base operations support, and land acquisition.
 - (1) Act as the point of contact between NGB and other Department of Defense agencies for all ARNG range, training center, and land acquisition projects for engineering, installations and construction issues.
 - (2) Review ARNG MCNG range and training center project requests as the Chair of the NGB ARNG Facility Review Committee (FRC).
 - (3) Administer the ARNG Real Estate Program.
 - (4) Administer ARNG program guidance for the acquisition and disposition of federally owned or controlled real property in the states.
 - (5) Review and coordinate master planning requirements for training center facilities as part of the State's Real Property Development Plan.
- b. Program requirements for ARNG MCNG, RPM, and base operations support for ARNG training centers.
- c. Establish, coordinate, and publish guidance for determining Real Property Operations & Maintenance – Personnel Allocation System (RPOM-PAS) employees as required to maintain ARNG real property, including training center facilities.
- d. Distribute resources for the ARNG facilities programs to the states. Develop and administer annual programs for real property operations and maintenance (RPOM) of facilities under Appendix 1 of the Master Cooperative Agreement using Operations and Maintenance ARNG (OMNG) funds.
- e. Coordinate ARNG training center requirements with the State Adjutants General; NGB-ART, and other divisions and offices within NGB; and the ASCIM.
 - (1) Coordinate through NGB-ARE the resource requirements needed to prepare environmental documents in accordance with the National Environmental Policy Act (NEPA) of all construction related programs.
 - (2) Coordinate with NGB-ARE to ensure appropriate environmental review during the design of military construction projects.
 - (3) Coordinate design and construction milestone reviews and targetry interface inspections with NGB-ART, the DA Range Program Coordinator (ATIC-TRS), and the RTLP-MCX.
 - (4) Participate in DA DCSOPS RTLP Requirements Review and Prioritization Board (RRPB) meetings as

required.

- (5) Develop, with NGB-ART, construction criteria requirements for ARNG training center facilities.

2-5. National Guard Bureau, Army Environmental Programs Division (NGB-ARE)

- a. Proponent for environmental guidance and planning for Integrated Natural Resource Management Plans (INRMP), Integrated Cultural Resource Management Plans (ICRMP), National Environmental Policy Act (NEPA), Integrated Pest Management Plans, Noise Management Plans, and Forestry and Agricultural Programs.
- b. Develop environmental manpower requirements for ARNG training centers in coordination with NGB-ARM. Ensure that ARNG guidance concerning full-time manning and federally reimbursed state employees complies with environmental program requirements, such as Hazardous Material Management, Natural and Cultural Resource Management, Integrated Training Area Management (ITAM), Underground Storage Tank Treatment and Removal, Installation Compatible Use Zone (ICUZ) and others that impact on the environment.
- c. Assist the states and ARNG training centers in accomplishing the environmental analysis required by NEPA for proposed actions on the sites. Review NEPA documents for legal sufficiency in accordance with NGB guidance.

2-6. National Guard Bureau, Office of Public Affairs, Training and Environmental (NGB-PAI-E)

- a. Proponent for policy and guidance regarding public affairs in the areas of training and the environment.
- b. Develop policy and plans for public affairs for NGB as required by Federal law and DoD policy in a manner that supports NG training and environmental objectives.
- c. Provide guidance and assistance on training and environmental public affairs matters to NGB, the state and unit level public affairs officers, the State Deputy Chief of Staff for Operations (DCSOPS), Environmental Management Office, the training centers, and Commanders.
- d. Provide guidance/training in the area of training and environmental public affairs, public participation, and environmental programs for ARNG trainers, environmental managers, facility managers, and public affairs personnel (Risk Communication; Engaging the Media; Conflict Management, Negotiation, and Dispute Resolution; Train the Trainers).
- e. Develop products (brochures, displays, fact sheets, questions and answers, newsletters, community relations plans, public involvement plans, public notices, presentations/briefings, posters, information papers, videos, public service announcements) to assist NGB, ARNG trainers, environmental managers, facility managers, and public affairs personnel.

2-7. National Guard Bureau, Army Logistics Division (NGB-ARL)

- a. Proponent for programs and guidance regarding maintenance personnel on ARNG training centers, equipment accountability, and logistical services.
 - (1) Coordinate and assist with NGB-ARM ARNG guidance concerning full-time manning and Federally reimbursed State employees to operate logistical facilities on ARNG training centers. These include, but are not limited to, UTES, MATES, ASP and TISA/Supply Point operations.
 - (2) Develop and coordinate ARNG guidance for the use and accountability of all supply commodities and field services at training centers, to include unique logistical functions necessary to support units training on ARNG training centers.
 - (3) Develop and coordinate ARNG guidance for equipment densities at UTES and MATES.
 - (4) Develop and coordinate ARNG guidance and procedures for establishing dining facilities.
- b. Coordinate ARNG requirements with the State Adjutants General; NGB-ART, and other divisions and offices within NGB; and DA DCSLOG.
 - (1) Develop and coordinate with NGB-ARI ARNG guidance, unique requirements and priorities for logistical facilities construction on ARNG training centers. These include, but not limited to UTES, MATES, ASPs and TISA/Supply Point operations.
 - (2) Develop and coordinate with NGB-ARE ARNG guidance for incorporating hazardous waste minimization (HAZMIN) planning in logistics/maintenance operations at ARNG training centers.
 - (3) Assist NGB-ART and NGB-ARF in developing equipment requirements for operating ARNG training centers.

2-8. National Guard Bureau, Army Full-Time Support Division (NGB-ARM)

- a. Proponent for full-time support (FTS) requirements generation and resourcing for the training centers.
 - (1) Establish, coordinate and publish guidance for determining FTS requirements and manpower resources

(Military technician, Active Guard Reserve (AGR), and outsourced personnel) for ARNG training centers with NGB-ART, NGB-ARR, NGB-ARF, NGB-ARA, and other NGB divisions.

(2) Conduct analysis of workload and other factors to develop and maintain FTS manpower requirement at ARNG training centers.

(3) Proponent for ARNG Staffing Guide.

b. Coordinate requirements with the State Adjutants General; NGB-ART, and other divisions and offices within NGB. Assist in the coordination and development of manning of training center TDAs with NGB-ART and NGB-ARF.

2-9. National Guard Bureau, Army Directorate of Personnel Resources (NGB-HR)

a. Proponent NGB agency for military technician personnel.

b. Coordinate the development and validation of position descriptions for military technician personnel assigned to ARNG training centers.

c. Ensure job compatibility code between military technician personnel assigned to ARNG training centers and their respective military unit assignment.

2-10. National Guard Bureau, Army Aviation Division (NGB-AVN)

a. Proponent for NGB policy concerning ARNG aviation and aviation training facilities.

b. Develop training requirements and program for the Eastern and Western Aviation Training centers and all aviation support facilities.

c. Assist NGB-ARM in the development of ARNG guidance concerning full-time support (AGR/MILTECH).

d. Assist in the development of guidance concerning Federally reimbursed State employees for all ARNG aviation and aviation training facilities.

e. Develop and direct the ARNG training center and ARNG range safety programs.

f. Develop guidance to incorporate hazardous waste minimization (HAZMIN) planning in aviation logistics/maintenance operations.

g. Incorporate environmental requirements into all flight operations to comply with NEPA, Noise Control Act, Quiet Communities Act, Clean Air Act and other applicable laws.

2-11. National Guard Bureau, Army Office of the Army Surgeon (NGB-ARS)

a. Proponent for NGB policy concerning medical support on training centers.

b. Coordinate development and construction of Troop Medical Clinics (TMC) on training centers.

c. Assist NGB-ARM in the development of TMC full-time support; NGB-ARL in the development of equipment requirements; and NGB-ARF for TC TDA Force Structure manning and equipment requirements.

2-12. National Guard Bureau, Army Force Management Division (NGB-ARF)

a. Proponent for the development of training center TDAs (personnel and equipment) in conjunction with NGB-ART, NGB-ARP, and NGB-ARM.

b. Coordinate with NGB-ART fielding of equipment to ensure that training facilities are available for weapons qualification and maneuver requirements.

2-13. National Guard Bureau, Army Information Systems Division (NGB-AIS)

a. Proponent for establishing and fielding information management requirements for training centers, to include commercial communications and computer support.

b. Coordinate, through NGB-AIS-AP/CP, all new procurements for total integration into GUARDNET.

2-14. The Adjutant General (TAG)

a. Responsible for the management and organization of the ARNG training center(s). Ensure that training center support activities and management procedures are in accordance with current regulations.

b. Ensure that adequate resources are provided to guarantee continual effective operation of the training center.

c. Designate a training center commander/manager.

2-15. State Deputy Chief of Staff for Operations (State DCSOPS)

a. Serve as the point of contact between NGB-ART and the State, in coordination with the training center commander/manager, on issues concerning ranges and training areas.

- b. Provide coordination for the development of training center requirements for the State.
- c. Coordinate the completion of the RDP and its update for each training center located in the State.
- d. Ensure that the tenant population (MTOE and TDA) on the training center is accurate in the Army Stationing and Installation Plan (ASIP) for resourcing purposes.
- e. Participate in and coordinate with the development of the INRMP, ICRMP, and any NEPA documents involving the training center. The INRMP and ICRMP must reflect mission requirements for ranges and training lands.

2-16. State Construction and Facilities Management Officer (CFMO)

- a. Serve as the point of contact between NGB-ARI and the State, in coordination with the training center commander/manager concerning real property facilities, operations and maintenance, and construction on ARNG training centers.
- b. Oversee, in coordination with the training center commander/manager, the preparation of an annual budget for the facilities programs on the training center, and ensure that the requirements are included in the State's annual real property operations and maintenance budget.
- c. Assist the State DCSOPS and training center commander/manager in the preparation of the Range and Training Land Development Plan (RDP) that will become the RTLP Annex to the State's Real Property Development Plan.
- d. Ensure that all proposed actions for construction and range development are environmentally analyzed through NEPA.
- e. Responsible for all work classification, whether maintenance, repair, or construction. As such signs all NGB Form 420-Rs, DD Form 1390s and DD Form 1391s and forwards them to the USPFO for final approval.
- f. Issue, in the capacity of Assistant USPFO for real property, subhand receipts for all structures and other items of real property to the training center commander/manager, and validate all category codes, agreement support codes, and other entries in the Real Property Inventory.

2-17. State Public Affairs Officer (PAO)

- a. Serve as the primary point of contact between NGB-PAI-E and the State in coordination with the training center commander/manager and NGB-ART concerning ARNG training center public affairs issues.
- b. Assist the training center commander/manager with the development and implementation of public affairs plans (i.e. community involvement plans, public participation plans, risk communication plans and training, questions and answers, etc.).

2-18. Training Center Commander/Manager

- a. Serve as the primary point of contact with NGB-ART in all matters pertaining to training center operations, resources and management.
- b. Operate training centers effectively, economically, and in accordance with applicable laws and regulations.
- c. Organize training center support activities and establish managerial procedures in accordance with laws and regulations.
- d. Develop and forward through command channels appropriate requests for deviation from the standardized organization and functional alignments prescribed by this regulation.
- e. Ensure that key training center staff, civilian and military, receive appropriate training.
- f. Prepare the annual RTLP and ITAM Budget Submittal Requests and submit through the State DCSOPS or appropriate office to NGB-ART.
- g. Identify Un-financed Requirements (UFR) and submit documentation to ART-S NLT 1 July of the fiscal year.
- h. Participate in and coordinate with the development of the INRMP, ICRMP, and any NEPA documents involving the training center. The INRMP and ICRMP must reflect mission requirements for ranges and training lands.
- i. Develop and implement appropriate environmental, safety, MWR (morale, welfare, and recreation), natural resource, and public information programs to ensure continual effective operation of the training center, commensurate with available resources.
- j. Verify use of training center facilities and coordinate any changes in facility use from original, constructed purpose.

Chapter 3

Training Center Organization and Structure

3-1. General

- a. This chapter provides an overview of training center organizational structure and recommendations for effective training center management.
- b. Primary staff responsibilities and functions are defined in paragraph 3-5 below.

3-2. Training Center's Table of Distribution and Allowances.

- a. The ARNG Training center is a Table of Distribution and Allowances (TDA) organization. TDAs are based on categories and specific training center requirements. See Chapter 4 below.
- b. Authorization for the manning (M-day) and equipment necessary to operate the training center are contained in these TDAs. TDAs can only be changed upon written approval by NGB-ARF-T.

3-3. Installation Commander

The installation commander and senior mission element commander of the State is the Adjutant General (TAG). In addition to mission responsibilities, TAG has overall responsibility for all real estate, facilities, operations, activities, and personnel on the installation.

3-4. Training Center Commander/Manager

- a. The training center commander/manager is responsible for the day-to-day operations of the training center as well as the comprehensive planning necessary to achieve and maintain excellence in training, real property, and base operations support on the training center.
- b. The training center commander/manager may perform the functions of a garrison commander, and in some instances those of an installation commander, although most installation command responsibilities remain with the State Adjutant General (e.g., the command and control of tenant units).
- c. The training center commander/manager coordinates the activities of all training center tenants and using organizations, and ensures compliance with applicable existing local, State and Federal laws, codes, and regulations.
- d. Individuals designated for assignment as training center commander/manager should attend the Army Installation Management Course (AIMC), Garrison Pre-Command Course, Senior Officer Legal Orientation Course, and/or the ARNG Training Center Management Course. Attendance is strongly recommended for principal staff directors and deputies as well as personnel and special staff officers.

3-5. Training Center Staff Elements

The ARNG maintains training centers of various sizes with diverse capabilities. Staff organizational considerations should be based upon physical size, location, mission requirements, capabilities, and sound management principles. See figure 3-1 below for training center Staff Model.

- a. Training Center Headquarters. Consists of training center commander, CSM, primary and special staff elements; provides oversight for all training center functions.
- b. Primary Staff Support Functions. Primary staff elements may include:
 - (1) Headquarters Detachment. Provides administrative, logistics, finance, training and support for training center TDA personnel.
 - (2) Personnel and Community Activities (PCA). Personnel and Community Activities is responsible for, and advises the commander/manager on, matters pertaining to training center community activities, public affairs, families, medical, education, personnel, morale, welfare and recreation (MWR), and business operations.
 - (3) Plans, Operations, Training, Mobilization and Security (POTM-S). Responsible for coordinating, supervising, planning, operations, training support, Integrated Training Area Management (ITAM), mobilization, deployment, aviation, security and force protection functions for the training center.
 - (4) Facilities, Engineering and Housing (FEH). Responsible for maintenance, repair, utilities, minor construction, engineering and municipal services, real property facilities and natural resources management in concert with the CFMO.

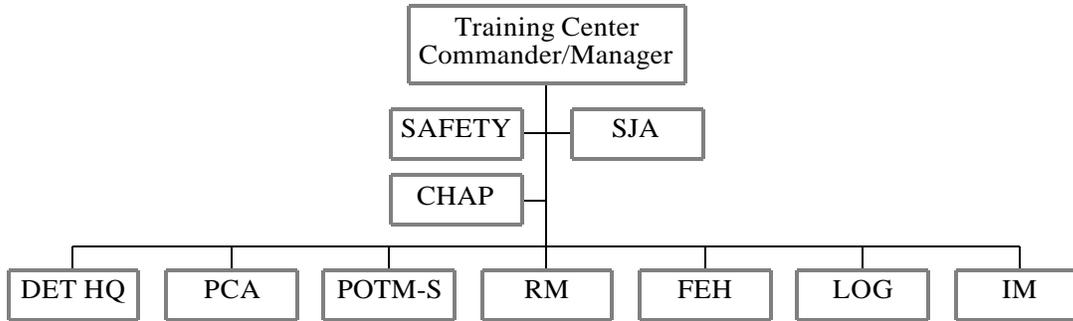


Figure 3-1. Training Center Staff Model

(5) Logistics (LOG). Responsible for all logistical readiness activities, including provision for all classes of supply (less class VIII), maintenance and management of material and equipment, movement of material and personnel, logistical support planning, billeting, contracting, ammunition supply point operations and management, and food services.

(6) Resource Management (RM). Coordinate and provide assistance and advice to the commander/manager and staff members concerning the training center fiscal resource management activities. Ensures compliance with DFAS-IN Manual 37-100 (Army Management Structure).

(7) Information Management (IM). Provides technical support, tele-communications, frequency management, visual information management, automation support, and training for users and staff. Implements information system security programs. Conducts training center activities in coordination with Assistant Chief of Staff for Information Management.

c. Special Staff. Subject to applicable regulations, commanders/managers designate and specify the duties of special staff officers. These special staff officers furnish specialized advice and assistance and provide support as appropriate to the training center commander/manager.

Chapter 4

Training Center Categories and Profiles

4-1. General

Training center categories and profiles are based upon mission requirements of using units and capabilities of the center. Full-time support manpower requirements are determined through an analysis of workload and other factors identified in support of the training center’s federal missions. TDAs are based on categories and specific training center requirements.

4-2. Standard Category Levels

a. Local Training Areas (LTA). LTAs support individual and unit training at or near home station. No full-time support (AGR/MILTECH) or cantonment facilities are authorized.

b. Local training centers (LTC). LTCs support individual and unit training at or near home station, and make the maximum use of training aids, devices and simulations systems (TADSS). Full-time support Active Guard Reserve /Military Technician (AGR/MILTECH) is authorized, as well as Real Property Operating Maintenance (RPOM) support for facilities meeting criteria of NG Pam 415-12. LTCs may have limited or minimal cantonment facilities capable of accommodating a company-size unit, or may support a Regional Training Institute (RTI). Generally, States with a separate ITC sized training center(s) or larger will not be authorized additional full time manning for LTCs. States without an ITC or larger sized training center may be considered for full-time manning (AGR/MILTECH). LTCs may be authorized limited RTLP & ITAM funds on a case by case basis.

c. Intermediate training center (ITC). ITCs are designed to support individual and collective training from squad through company level. Full-time support (AGR/MILTECH) is authorized, as well as RPOM support for facilities meeting criteria of NG Pam 415-12. ITCs will include limited small arms ranges and maneuver space. Training facilities are focused on individual through platoon weapons proficiency and company ARTEP maneuver requirements, and may include limited minimal cantonment facilities.

d. Collective training center (CTC). CTCs are designed to support individual and collective training up to

battalion level. Full-time support (AGR/MILTECH) is authorized, as well as RPOM support for facilities meeting criteria of NG Pam 415-12. CTCs include small arms ranges, cantonment facilities and maneuver areas for company force on force training.

e. Maneuver Training Center-Light (MTC-L). A maneuver training center designed to support individual and collective training for battalion and higher units. Full-time support (AGR/MILTECH) is authorized, as well as RPOM support for facilities meeting criteria of NG Pam 415-12. MTC-Ls will include ranges and cantonment facilities, and must have sufficient maneuver area to support using units. An MTC-L has sufficient ranges and training land to support collective live fire proficiency, combined arms live fire exercises and annual battalion training evaluations. Previously identified as Major Training Areas (MTA).

f. Maneuver Training Center-Heavy (MTC-H). A maneuver training center which focuses on multiple battalions and above task force level training, using a combination of live fire ranges and maneuver training land. An MTC-H must have sufficient land to doctrinally accommodate fire and maneuver training using multiple scenarios over varied terrain. Full-time support (AGR/MILTECH) is authorized, as well as RPOM support for facilities meeting criteria of NG Pam 415-12. The MTC-H includes ranges and cantonment facilities, and must have sufficient land for combined arms maneuver.

4-3. Training Center Profiling

The training center's category will be based on a profiling methodology approved by the Chief, NGB-ART. The methodology is based on the training capability of the training center. This capability is determined by the ranges (live and non-live fire), maneuver area, billeting, real property inventory, and special training facilities available.

Chapter 5

Training Center Advisory Council

5-1. General

This chapter outlines the basic concept and requirements of the Training Center Advisory Council (TCAC).

5-2. Mission

a. The primary mission shall be to advise and recommend to the Chief, Army Training Division, National Guard Bureau (NGB-ART), on all matters pertaining to ARNG training centers, and to conduct studies and surveys pertaining to them.

b. The TCAC is the proponent for the Range and Training Land/Integrated Training Area Management Workshop and the Training Center Management Workshop.

5-3. Membership

a. Regional TCAC representatives will be the commanders/managers of training centers. Regions are based on NGB Memorandum 415-16.

b. The TCAC National Chairperson will serve as a voting member of the National PORTAC as stated in NGB Memorandum 415-16. The Regional TCAC chairpersons will serve as voting members on the Regional PORTACs as stated in NGB Memorandum 415-16. Regional TCAC chairpersons will elect representatives from the training centers to represent the regional TCAC's on other advisory councils at the invitation of the appropriate NGB division chief. Representatives from other advisory councils may sit on the TCAC at the invitation of the Chief, NGB-ART.

5-4. Meetings

a. The TCAC will meet at least once annually at the call of the chairperson. Regional representatives shall also schedule an annual meeting of their respective region.

b. Training Center Workshop. The TCAC will conduct an annual workshop to provide the training centers with the latest range, environmental, construction and personnel information, and with organization and management techniques. The HQDA and NGB proponent agencies will be invited to ensure uniform actions.

Appendix A
References

Section I
Required Publications

This section contains no entries.

Section II
Related Publications

AR 10-5

Organization and Functions Department of the Army

AR 11-2

Management Control

AR 37-100-(Fiscal Year number)

The Army Management Structure (AMS) Account/Code Structure

AR 200-1

Environmental Protection and Enhancement

AR 200-2

Environmental Effects of Army Actions

AR 200-3

Natural Resources - Land, Forest, and Wildlife Management

AR 200-4

Cultural Resource Management

AR 200-5

Pest Management

AR 210-20

Master Planning for Army Installations

AR 210-21

Army Ranges and Training Land Program

AR 210-50

Housing Management

AR 350-4

Integrated Training Area Management Program (ITAM)

AR 385-62

Regulation for Firing Guided Missiles and Heavy Rockets for Training, Target Practice and Combat

AR 385-63

Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat

AR 385-64

U.S. Army Explosives Safety Program

AR 415-28

Real Property Category Codes

AR 420-17

Real Property and Resource Management

AR 420-70

Buildings and Structures

CTA 50-909

Field and Garrison Furnishings and Equipment

DA Pam 570-551

Staffing guide for US Army Garrisons

DoD Directive 1225.7

Reserve Component Facilities Programs and Unit Stationing

FM 25-4

How to Conduct Training Exercises

FM 25-5

Training for Mobilization and War

FM 25-100

Training the Force

FM 25-101

Battle Focused Training

NGB DG 415-4

Design Guide for Training Site Facilities

NGB Pam 25-1

Training Site General Information Summary

NGB Pam 415-12

Interim Design Guide, ARNG Facilities Design/Construction Criteria

NG Pam 570-1

Fulltime Support Manning for the Army National Guard

NGB Pam 570-3

Manning Criteria - ARNG Major Training Areas

NG Pam 690-1

Position Classification and Position Management, A Guide for Technician Managers and Supervisors

NGR 5-1

Grants and Cooperative Agreements

NGR 25-5

ARNG Training Areas

NGR 37-109

Financial Administration, Transient Housing Management

NGR 350-1
ARNG Training

NGR 415-5
Construction, Military Construction, ARNG(MCARNG) Project Development, with Changes

NGR 415-10
Construction; ARNG Facilities Construction

NGR 420-10
Facilities Engineering; Real Property Operations, Maintenance, and OMARNG Minor Construction, Army National Guard

TC 25-1
Training Land

TC 25-8
Training Ranges

Section III
Prescribed Forms
This section contains no entries.

Section IV
Referenced forms
This section contains no entries

Appendix B Reporting Requirements

B-1. ARNG Training Center Utilization Reports (Table B-1)

a. Daily Utilization Summary. The training center commander/manager may use any form which fulfills the requirement of accurately tracking daily center usage. This summary or an equivalent form is to be retained at the training center for audit purposes. All personnel using the center will be identified.

b. Range Utilization/Munition Expenditure. Permanent records must be maintained of all military munitions expended by range, munitions type, quantity, and using organization based on DoD Directive 4715.11. This includes explosive ordinance disposal (EOD) incidents conducted on a range and all UXO clearance operations.

c. Tenant Population Report. Tenant populations (MTOE and TDA) will be captured in the Army Stationing and Installations Plan (ASIP).

d. Annual Utilization Summary. An annual summary will be provided to NGB-ART-S NLT 15 November. Each service member is counted as one service member each, per day. This is regardless of status, whether Inactive Duty Training (IDT), Annual Training (AT), etc. Only those service members at the training center for, in preparation for, or in direct support of, training are to be counted. Full-time personnel not in IDT or AT status are not counted. Permanent party on post and all service members and others on post for other than training center operations are not to be counted. The annual summary (Table B-1) of training center usage will show the gross figures by DoD element (i.e., Navy, Marines, etc.) and by Major Area Command (MACOM) for the Army [i.e., Forces Command (FORSCOM), Training and Doctrine Command (TRADOC), US Army Reserve (USAR)]. It must also include an estimate of usage for the following year. The Annual Usage Summary will list the following:

- (1) ARNG: All ARNG soldiers.
- (2) ANG: All Air National Guard airmen. Same status as above.
- (3) Army: All active duty members of the U.S. Army.
- (4) USAF: All active duty and Reserve members of the Air Force.
- (5) USN: All active duty and Reserve members of the Navy.
- (6) USMC: All active duty and Reserve members of the Marine Corps.
- (7) TRADOC: Soldiers assigned to TRADOC units, such as basic trainees, Advanced Individual Training (AIT), or Reserve Officer Training Corps (ROTC).
- (8) FORSCOM: Soldiers in units assigned to Forces Command; e.g. units such as 4th Infantry Division or 1st Cavalry Division.
- (9) USAR TPU: United States Army Reserve soldiers assigned to Troop Program Units, such as 3322nd Military Police or 4429 Chemical Battalion.
- (10) USAR SCH: USAR soldiers assigned to school or training units.
- (11) CIV-DOD: Civilians such as DoD police or Criminal Investigation Department (CID).
- (12) CIV-NON DOD: Civilians not assigned or part of a Defense Department entity, such as local police.
- (13) Foreign Nationals. Foreign national personnel in an exchange program.
- (14) Youth Challenge Program. Personnel and students associated with this program.

**Table B-1
Training Center Annual Utilization Summary**

Training Center: _____ **TY:** _____ **POC:** _____

Month:	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
User:													
ARNG													
ANG													
ARMY													
AIR FORCE													
NAVY													
USMC													
TRADOC													
FORSCOM													
USAR (TPU)													
USAR (SCH)													
DOD CIV													
NON-DOD CIV													
FOREIGN NATIONALS													
YOUTH CHALLENGE													
TOTALS													
NEXT TY (ESTIMATE)													

Glossary

**Section I
Abbreviations**

AAFES

Army and Air Force Exchange Service

ARNG

Army National Guard

ARTEP

Army Training and Evaluation Program

ASIP

Army Stationing and Installation Plan

AT

Annual Training

ATSC-RTS

Army Training Support Center – Ranges, Targets and STARC

ATSC

Army Training Support Center

CCRC

Construction Criteria Review Committee

CNGB

Chief, National Guard Bureau

CTC

Collective Training Center

DA

Department of the Army

DoD

Department of Defense

DOL

Director of Logistics

DPTM

Director of Plans, Training and Mobilization

DRREAL

Desktop Resource for Real Property

ERM

Engineering Resource Management

FE

Facilities Engineering

FEAC

Facilities Engineering Advisory Committee

CFMO

Construction and Facilities Management Officer

ITAM

Integrated Training Area Management

ITC

Intermediate Training Center

LTA

Local Training Area

LTC

Local Training Center

M&R

Maintenance and Repair

MACOM

Major Command

MTC-H

Maneuver Training Center-Heavy

MTC-L

Maneuver Training Center-Light

PORTAC

Plans, Operations Readiness and Training Advisory Council

RFMSS

Range Facility Management Support System

ROTC

Reserve Officer Training Corps

RPOM

Real Property Operating Maintenance

SOMS

State Operated Mobilization Site

STARC

State Area Command

TDA

Table of Distribution and Allowances

TPU

Troop Program Unit

TRADOC

Training and Doctrine Command

UFR

Un-financed Requirement

USAR

United States Army Reserve

USMC

United States Marine Corps

USN

United States Navy