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ACCESSIBILITY: This publication is available on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: NGB/A7CX

Certified by: NGB/A7C (Col. William P. Albro)

Pages: 23

This Instruction implements the Regional Training Site (RTS) program which provides Civil Engineers and Services commanders the opportunity to accomplish contingency hands on training requirements that cannot be obtained through home station training due to complexity of tasks, uniqueness of equipment, and cost of Air Force-wide implementation to maintain the highest state of readiness possible. It also outlines and applies the roles and responsibilities of the Air National Guard Civil Engineer (NGB/A7C), Air National Guard Civil Engineer Readiness Division (NGB/A7CX), Air National Guard Services Division (NGB/A1S), RTS Commanders, Air National Guard Civil Engineer Unit Commanders and Air National Guard Services Unit Commanders. It will assist commands at all levels to identify military training and resource requirements to accomplish the completion of civil engineer contingency field training. This instruction further implements and establishes criteria In Accordance With (IAW) AFI 10-201, *Status of Resources and Training System (SORTS)*, AFI 10-209, *RED HORSE Program*, AFI 10-210, *PRIME Base Engineer Emergency Force (BEEF) Program*, AFI 10-214 *Prime Readiness In Base Services, (RIBS)* AFPD 36-22, *Military Training*, and ANGI 36-501, *Air National Guard Civil Engineer -Deployment For Training Program (DFT)*.

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Chapter 1

INTRODUCTION

1.1. General. Air National Guard (ANG) Regional Training Sites (RTS) evolved from a need to provide additional hands on training to maintain and/or upgrade proficiency levels of all Civil Engineer (CE) training requirements that have a direct impact on wartime mission accomplishment. The mission of the RTS is to train in bed down, bare base operations, local, state, and national disaster recovery. There are five Regional Training Site locations available for training: 119CES Fargo, ND; 145CES Charlotte, NC; 163CES March ARB, CA; 188CES Ft. Smith, AR; 201RHS, Ft. Indiantown Gap, PA.

1.2. Strategy. RTS sites were established to ensure ANG CE personnel are sufficiently trained to accomplish their required wartime skills as outlined in the Career Field Education Training Plan (CFETP) and AFI 10-210. Accomplishment of training is reflected in units Status of Resources and Training System (SORTS) C-Rating.

1.3. Objective. Provide regionalized initial hands-on familiarity of Mission Essential Equipment (high cost/low density; (HC/LD)). Regionalization of this equipment and training provides overall cost savings and promotes proficiency within minimized timeframes to individual ANG CE units.

1.3.1. ANG RTS provide individual hands on (Category II) training that will enhance Silver Flag Team Certification (Category III) Training that is conducted at Tyndall AFB, Florida, Ramstein AB, Germany, and Kadena AB, Japan.

1.3.2. RTS provide just in time (JIT) training on equipment not normally positioned at ANG CE units for home station support. This training is essential for Aerospace Expeditionary Force (AEF) deployments.

1.3.3. RTS are placed in 5 different areas of the CONUS to provide minimal travel time and allow units attending an RTS the ability to better manage limited resources (time and money). Units are encouraged to visit the RTS closest to them to ensure valuable training time is not taken up by travel.

1.4. Management. Regional Training Sites (RTS) are managed and operated by NGB/A7CX in partnership with local ANG Civil Engineer (CE) units.

1.4.1. RTS will perform operations and training IAW NGB/A7CX policies and procedures as well as governing Department of Defense, Air Force and National Guard Bureau directives, policies and instructions.

1.5. RTS Concepts. Regional Training Sites (RTS) exist to provide ANG CE personnel the most cost effective way to accomplish mandatory SORTS reportable and other contingency training requirements. This training will ensure all ANG CE units are Ready, Reliable, and Relevant.

1.5.1. RTSs are a separate but equal function within the host CE unit. The CC/BCE of the RTS will:

1.5.1.1. Ensure all CADRE (both full time and Traditional) are trained to a minimum of the 7-skill level for the AFSC for which they are instructing.

1.5.1.2. Ensure CADRE fulfill the required responsibilities to the RTS before assigning other types of duty. RTS CADRE's primary responsibility is to train Total Force CE personnel who deploy to RTS for Contingency/Proficiency training and to maintain site assets.

1.5.1.3. Coordinate with NGB/A7CX prior to deploying RTS CADRE; either full time technicians/Active Guard Reserve (AGR) employees or Traditional Drill Status Guardsman).

1.5.1.4. Identify a primary and alternate Point of Contact (POC) for each RTS. POC's will be members of RTS CADRE and may be either full time Traditional Guardsman. The POCs will be responsible for all communications between the RTS, visiting units, NGB/A7CX and other MAJ-COMS. The POC will:

1.5.1.4.1. Submit the RTS Activity Report by the 15th of each month. See [Attachment 2](#).

1.5.1.4.2. Coordinate with NGB/A7CX and appropriate functional areas for unique requirements for sites based on location and or site-specific requirements. Additional equipment or vehicles is just one example. (See paragraphs [3.2](#). and [3.3](#).)

1.5.1.4.3. Provide list of all available lesson plans, equipment, training assets, and maps to interested units. This information will be provided on the Air Force Knowledge Now Community of Practice (CoP) =Regional Training Site/Fire Training Facility; <https://afkm.wpafb.af.mil/ASPs/CoP/EntryCoP.asp?Filter=OO-EN-AN-G3>.

1.5.1.4.4. Coordinate training schedule with visiting unit. Schedule will be designed to best meet the needs of visiting unit and will be coordinated with requesting unit within 15 days of receipt of request. (See Para 2.4.5.1).

1.5.1.4.5. Return completed questionnaire to visiting unit within 30 days (see Para 2.4.5.1).

1.5.1.4.6. Consider availability of traditional CADRE when designing schedule. When applicable, the schedule should consider ORE/ORI and Task Qualification Training (TQT) for visiting unit.

1.5.1.5. Ensures the site and all training assets are maintained in a neat, orderly, serviceable, and operational condition. This will include but not be limited to all housing facilities, warehouse and storage facilities, training equipment, and all roads and grounds associated with the site.

1.5.2. Each RTS will establish written policies and procedures.

1.5.2.1. Policies and procedures will be coordinated with Host Unit and NGB/A7CX. Policies and procedures will be made available to all visiting units at a minimum of 30 days prior to visit.

1.5.2.2. Linen will be made available to visiting units. (Ref Para 2.2.3.5.1)

1.5.3. Food operations must be IAW current Air Force and ANG food policies, directives and instructions.

1.5.3.1. For further guidance refer to NGB/A1S and Office of Air National Guard Financial Management (NGB/FM) Memorandum: Basic Allowance for Subsistence (BAS) Entitlement at Regional Training Sites (RTS) and Combat Readiness Training Centers (CRTC). Unit Services and Finance Office will provide guidance.

1.5.4. Budgeting Process for meals will be specific to each site location.

1.5.4.1. Host SVF will budget for catering services for units that deploy without Prime RIBS.

1.5.4.2. Shortfalls in Food Operations budget must be identified to NGB/A1S through host unit's Prime RIBS technician and to NGB/FM through host unit's comptroller.

1.6. Operations. The Host Unit Commander/BCE will establish a FINPLAN for the RTS to support RTS O&M requirements and should be budgeting for the future Fiscal year, following local unit procedures and in accordance with NGB/FM financial guidance. (Reference AFI 65-601 and NGB/FM Guidance)

1.6.1. Budget request should include funding for all Base Operating Costs (BOC) and FOMA functions separately based on projected needs supported with backup documentation.

1.6.2. Commander/BCE will identify in writing a Cost Center Manager (CCM) for RTS to assist unit Resource Advisor (RA) with RTS FINPLAN.

1.6.3. CCM will be responsible for tracking all requirements to appropriate offices and ensure RA is aware of shortfalls, unfunded requirements, and limitations.

1.6.3.1. CCM will provide RA with justification and documentation of requirements after coordinating through all appropriate base office, i.e. Contracting and Base Supply.

1.6.4. Will coordinate all BOC/RTS FIN Plans with NGB/A7CX and FOMA/RTS FinPlans with NGB/A7CC following local FM procedures.

1.7. Construction. Military Construction and SRM projects will be identified through the Base Civil Engineering office and programmed through Air National Guard Civil Engineer Programming Division (NGB/A7CP). Space authorizations are identified within ANGH 32-1084.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. General. RTSs provide ANG CE Commanders the ability to ensure their units are trained to sufficiently provide engineering capabilities across a range of military operations.

2.2. Objective. Explain the roles and responsibilities at all levels of command in reference to ANG RTS.

2.2.1. The Air National Guard Civil Engineer Directorate, NGB/A7C, will develop policies and program resources to support 12,500 Civil Engineer, Services, Emergency Management, Fire Protection, Explosive Ordnance Disposal and civilian personnel in 97 units.

2.2.1.1. Assist units to equip and train for worldwide deployment in support of contingencies and the Air Expeditionary Forces IAW AFI 10-210.

2.2.2. Air National Guard, Civil Engineer Readiness Division, NGB/A7CX, will advocate for resources to organize, train, and equip the ANG combat/contingency engineering field units. This includes but is not limited to training and equipping RTS CADRE to meet training requirements.

2.2.2.1. Provide guidance and policy to aid field units in managing their contingency and training programs and is the Office of Primary Responsibility for ANG Regional Training Sites (RTS).

2.2.2.2. Manage the contingency related programs for the Air National Guard Civil Engineering community. These programs are as follows:

- a. Prime BEEF.
- b. Emergency Management.
- c. Fire Protection.
- d. RED HORSE.
- e. Explosive Ordnance Disposal (EOD).
- f. Regional Equipment Operators Training Site (REOTS).
- g. Regional Training Sites (RTS).

2.2.2.3. Stay engaged with the Air Staff, MAJCOMS, Unified Commands, and Combatant Commands to ensure CE contingency forces remain relevant to the total force.

2.2.2.4. Develop policy and guidance for mobility/contingency requirements for ANG CE's and advocate for resources.

2.2.3. ANG CE Unit Commanders/Base Civil Engineer (CC/BCE) will ensure all team members are organized, trained, and equipped to perform their contingency roles and all mobility equipment is on-hand and ready to deploy. This will include budgeting for equipment, supplies, and appropriate funds for Temporary Duty (TDY) training assignments.

2.2.3.1. Ensure training requirements are accomplished IAW AFI 10-209 for RED HORSE and AFI 10-210 for Prime BEEF.

2.2.3.2. In most circumstances, visiting an RTS is the only option for most ANG CE personnel to accomplish required Cat II training and should be scheduled and accomplished accordingly.

2.2.3.2.1. Units may perform more than one Unit Training Assembly in one calendar month to accomplish required mission training, IAW ANGI 36-2001 Para 6.3.

2.2.3.3. Funding to support RTS training (attendance) should be budgeted for 1 to 2 years prior to actual deployment following local finance procedures, which includes both MILPERS and O & M funds.

2.2.3.4. Through the Budget Execution Review (BER) process, Commanders and Resource Advisor must identify un-funded requirements for attending RTS following local unit procedures and in accordance with NGB/FM financial guidance, reference AFI 65-601 and NGB/FM Guidance.

2.2.3.4.1. This will include costs incurred but not funded by RTS such as:

- a. Fuel (EEIC 641).
- b. Expedient Construction Materials.
- c. Equipment damage caused by negligence or abuse.
- d. Meals.
- e. Offsite billeting.
- f. Inspections Costs (see [Chapter 6](#)).
- g. Propane for the fire training pit.
- h. Linen cleaning.
- i. Additional requirements (i.e. equipment rental, ballast rock, etc).

2.2.3.5. Cost incurred at RTS will be paid through MIPR or AF Form 616.

2.2.4. Unit Commander will report the last visit to an RTS by their DOC tasked engineer forces in accordance with AFI 10-201, Status of Resources and Training System (SORTS), and NGB/A7CX specific guidance.

2.2.4.1. Unit commanders will also report the status of Unit Type Codes (UTCs) in the Aerospace Expeditionary Force (AEF) library following guidance in AFI 10-244, Reporting Status of Aerospace Expeditionary Forces.

2.2.4.2. Unit Commander is responsible for identifying and coordinating all requirements with RTS. The coordination process should take the following criteria in to account.

2.2.4.2.1. Availability of site to meet unit's calendar needs which includes two key steps. First, submitting of utilization request to the RTS a minimum of 180 days prior to scheduled visit. Second, submitting a completed questionnaire to RTS no later than 90 days prior to scheduled RTS visit. The questionnaires are provided on the Regional Training Sites Community of Practice (reference Para 2.5.1.4.3). Specific information with regard to each RTS is also available on the CoP.

2.2.4.2.2. Completed questionnaires must include length of stay, number of personnel attending by AFSC and desired equipment for training to be provided. Also, questionnaires should

include whether equipment training is initial set-up and operations and/or maintenance and trouble-shooting.

2.2.4.2.3. Condition of RTS and its equipment will be left in the same condition as or better than upon arrival. Visiting team will pay for any damage caused by neglect or abuse and accomplish Report of Survey if required. (Reference AFMAN 23-110 Vol 1 Part 1 Chapter 10 paragraph 10.118.2 and AFMAN 23-220)

2.2.4.2.4. Providing RTS and NGB/A7CXE with After Action Report (AAR) of visit (see **Attachment 1**). The ranking commissioned or enlisted member will provide RTS a rough draft of an AAR prior to departure, and a final AAR must be provided to RTS and NGB/A7CX by the next UTA. Failure to provide final AAR to RTS and NGB/A7CX will be the same as non-attendance and will not be considered for an NGB/A7CXO Deployment for Training Program.

2.2.4.2.5. Unit will make their own arrangements with the site coordinator and submit airlift requests on National Guard Bureau (NGB) 214, *Unit Training Airlift Request*, to coincide with the quarterly airlift conferences. This airlift request form can be accessed at website “<https://dox.ang.af.mil/form214/default.asp>”, and must be coordinated through the Wing Plans Office (XPL). Additionally, if a unit is within 300 miles of the RTS they request to attend, ground transportation will be utilized.

2.2.4.2.6. Prime BEEF teams are highly encouraged to plan RTS visit in conjunction with unit Prime RIBS team for more realistic contingency training.

2.2.4.2.7. Prime RIBS will be able to provide functional expertise in Force Beddown planning. This will include but not limited to Field Food Operations, Field Fitness Activities, Field Billeting, and Wartime Mortuary Operations.

Chapter 3

EQUIPMENT

3.1. General. RTS equipment is authorized at each site for the primary mission of training Reserve Component and Active Duty Engineers for contingency operations. The Allowance Source Codes for RTS is 429NOOB (CE and Services) and 459AOOI (Emergency Management) for non-vehicle equipment and 023DZDG for vehicle equipment. All authorizations will have a Use Code of B.

3.1.1. Equipment will be maintained in constant state of readiness to ensure quality training.

3.1.2. If equipment becomes inoperable due to abuse or negligence by visiting unit, it is the responsibility of the visiting unit to fund equipment repairs to be returned to operational status. Visiting unit will ensure repair of equipment will be accomplished through its own local funding channels. (Reference AFMAN 23-110 Vol 1 Part 1 Chapter 10 paragraph 10.118.2 and AFMAN 23-220)

3.1.3. RTS equipment that is authorized and on-hand will not be shipped or transferred for any reason without prior written authorization and coordination by NGB/A7CX and NGB/A4RMS.

3.2. Authorizations. Changes in equipment authorizations will be a coordinated effort between RTS, Host Base Supply, NGB/A4RMS, NGB/A7CXE, and AFCESA/CEXX. Reference procedures outlined in AFMAN 23-110.

3.3. Vehicles. Heavy Equipment/Vehicle authorizations. The RTS will be listed on the Host Vehicle Authorization List (VAL) and will be incorporated into the Host Unit Vehicle Prioritization Program as conducted by NGB/A4RDV. Any change request will be submitted to NGB/A7CX and coordinated with NGB/A4RDV for approval. If approved, NGB/A7CX will obtain funding through the POM submission program.

3.4. Requisitions. Authorized equipment and Air Force Stock Funds (AFSF) requirements for RTS should be considered Mission Essential Equipment and should be requisitioned IAW AFMAN 23-110 Vol 2 part 2.

3.5. Report of Surveys. Loss of equipment will require immediate Report of Survey to be accomplished IAW AFMAN 23-220.

Chapter 4

TRAINING

4.1. General. NGB/A7CX must ensure standardized lesson plans are developed and maintained by each RTS. NGB/A7CX is responsible for coordinating all additional CADRE training (i.e. Instructor Certification Program) for RTS personnel with appropriate Air Force and ANG offices.

4.2. Task Certifiers. Visiting Commanders may authorize RTS CADRE to Task Certify in the event visiting trainee's supervisor, trainer, or certifier is not in attendance. Commanders will provide a signed letter identifying RTS CADRE, by name, as trainer/certifying official.

4.2.1. Visiting trainee's should bring current training record to RTS to ensure accurate and timely documentation of training.

4.3. CADRE. NGB/A7CX/RTS- must ensure that all personnel filling the RTS CADRE positions are trained to a minimum 7- skill level for the AFSC they are instructing. RTS CADRE are fully qualified to provide contingency and SORTS reportable training.

4.3.1. Will instruct using only lesson plans approved and/or coordinated with NGB/A7CX. If RTS CADRE are unavailable to provide training, RTS will provide lesson plans to visiting unit.

4.3.2. RTS CADRE must complete The Air Force Trainer Course, COVERTrain/Air Force Training Record (AFTR) training and Instructor Certification Program (ICP).

4.3.3. RTS CADRE are strongly encouraged to attend in-residence Professional Military Education (PME) commensurate with rank

Chapter 5

SERVICES

5.1. Prime RIBS. NGB/A1S - Prime Readiness In Base Services (RIBS) units are encouraged to schedule RTS deployments annually, however, units not attending an RTS at least once every four years will not be considered for DFT participation until such visit is accomplished.

5.1.1. Services members may utilize and train at the RTS to accomplish required SORTS reportable training which will in turn compliment Services Combat Training (SCT) IAW AFI 10-214.

5.1.2. RTS may be used as a platform for Prime RIBS units to prepare both for MAJCOM Evaluations/Inspections and prepare next FY Base Services Training Plan.

5.1.2.1. Prime RIBS teams are encouraged to plan RTS visit in conjunction with unit Prime BEEF team for more realistic contingency training.

5.1.2.2. Prime RIBS will be able to provide expertise in Force Beddown planning. This will include but not limited Field Food Operations, Field Fitness Activities, Field Billeting, Command and Control Operations and Wartime Mortuary Operations.

Chapter 6

INSPECTIONS

6.1. General. ANG RTS were not established for units to conduct OREs, ORIs, or IGXs. Units should first consider conducting these types of activities at one of the four ANG Combat Regional Training Centers (CRTC). However, OREs, ORIs, and IGXs maybe accomplished at an RTS if properly coordinated and scheduled through RTS and/or MAJCOM/IG. Each RTS has the option to accept or reject inspection type activities from requesting units. Inspected unit will incur all costs for consumables and supplemental equipment requirements associated with conduction of OREs, ORIs, or IGXs at an RTS. Also, when schedule permits RTS may provide units training for upcoming OREs, ORIs, or IGXs.

6.1.1. If a unit elects to conduct an inspection at a RTS, it will be the responsibility of the inspected unit's commander to coordinate all requirements for the use of the RTS.

Prior to unit's coordination meeting with MAJCOM/IG or inspection notification, commander of the inspected unit will ensure RTS is scheduled and secured for ORIs or IGXs.

6.1.1.1. RTS CADRE may be used as host nation support or trusted agent as per unit's coordination with MAJCOM/IG.

6.1.2. Coordination of inspections will include but is not limited to:

6.1.2.1. Coordinating and identifying all MAJCOM/IGs requirements to RTS. [Rules of Engagement (ROE's) are posted on respective MAJCOM IG web sites.]

6.1.2.2. Budgeting and funding for those requirements and assets that are not available at RTS and coordinating with local vendors to provide equipment, materials, and other items that are not authorized or above current authorizations of RTS.

6.1.3. Inspected unit must ensure that all requests to RTS are documented and maintained on file for 180 days after inspection

6.2. Vendors. Each RTS will provide a list of local vendors that will provide inspected unit additional items (not available at RTS) to meet inspection requirements.

6.3. Plans. In the event a visiting unit uses an RTS for an IGX/ORE/ORI, the visiting unit will coordinate the development and availability of Base X plans with the host RTS. Plans should include facilities, phones, LMR frequencies, vehicles, equipment, and maps [utility, topographical, facility, runways (actual or assumed)].

6.3.1. Visiting unit is responsible for providing own Exercise Evaluation Team (EET). RTS CADRE may augment EET if properly coordinated in advance.

Chapter 7

RTS REPORTING PROCEDURES

7.1. General. This chapter contains detailed RTS reporting procedures for both visiting units and hosting RTS.

7.2. Unit Commanders. Unit Commanders are responsible for budgeting and scheduling their unit into an RTS. This maybe delegated, but the ultimate responsibility of a unit successfully scheduling, deploying to/from and receiving requested training is the responsibility of the visiting Commander.

7.2.1. Commanders are responsible for ensuring that all coordination is properly accomplished IAW ANGI 36-2001 prior to visit if unit is going to combine Unit Training Assemblies to allow for members to attend an RTS.

7.2.2. Commanders will schedule an RTS a minimum of 180 days out from desired visit timeframe. This will ensure that both visiting unit and RTS have ample time to coordinate all requests and requirements and ensure proper budgeting has taken place to ensure all costs are covered.

7.2.3. Commanders will provide the RTS with a completed questionnaire no later than 90 days prior to visit. The completed questionnaire will include but is not limited to:

7.2.3.1. Length of stay

7.2.3.2. Number of personnel by AFSC

7.2.3.3. Equipment requirement

7.2.3.4. Meals needed

7.2.3.5. Type of training initial setup/maintenance

7.2.3.6. Special Requirements

7.2.3.7. Specific Instructor Requirements or if only lesson plans are required

7.2.3.8. Billeting on or off site

7.2.3.9. Emergency POC of host wing.

7.2.4. Commanders will identify in writing a POC from their unit to the RTS. This will allow the RTS a direct line of communication to ensure all situations are properly identified and addressed.

7.2.5. Commanders or appointed POC will be responsible to ensure that RTS has all required information concerning MIPR or AF Form 616 to cover costs incurred while using RTS.

7.2.6. Commander or his delegated OIC or NCOIC that attended the RTS is required to provide RTS with draft After Action Report (AAR) prior to departure of RTS and a final copy to NGB/A7CXE and NGB/A7CXO and RTS no later than 30 days of departure or by the first UTA, which ever comes first. (See Attached AAR)

7.2.7. Commanders will provide the RTS with a written letter authorizing RTS CADRE by name, authority to annotate training records as Training/Certifying Official. This is required if a unit is unable to bring a shops trainer or certifier and require document training. Without this letter, RTS CADRE are not authorized to annotate any training accomplished by visiting individuals.

7.2.8. Commanders will ensure will ensure his/her unit has made their own travel arrangements and have coordinated with RTS POC and submit airlift requests on National Guard Bureau (NGB) 214, *Unit Training Airlift Request*, to coincide with the quarterly airlift conferences. This airlift request form can be accessed at website "<https://dox.ang.af.mil/form214/default.asp>", and must be coordinated through the Wing Plans Office (LGRR). Additionally, if a unit is within 300 miles of the RTS they request to attend, ground transportation will be utilized.

7.2.9. Advanced on site personnel (ADVON Team) are not mandatory but are highly encouraged. ADVON personnel are funded through visiting Commanders funds and will be coordinated with RTS.

7.2.10. Commander will maintain a folder of all documentation/coordination that has between taken place between unit and RTS for One year after completion of RTS visit.

7.3. Regional Training Sites. Regional Training Sites are responsible to ensure that visiting Commander or his representative is fully cognitive of the status of the RTS and its ability to support the incoming unit to meet its training objectives. RTSs are also responsible for reporting deficiencies and special circumstances which may impact visiting units.

7.3.1. RTS will designate one POC to handle all communications between NGB/A7CX, MAJCOMS, AFCEA/CEXX, and visiting units. The POC will be responsible for answering all data calls, equipment, man day and funding issues, as well as coordinating the scheduling of training at each RTS.

7.3.1.1. The RTS POC will provide visiting unit with a questionnaire that outlines specific capabilities and limiting factors specific to his/her RTS within 15 days of scheduling of RTS by visiting unit (Commander or delegated representative).

7.3.1.2. RTS POC will coordinate on and provide back to visiting unit completed questionnaire to include any and all any shortfalls or limiting factors within 30 days of receipt from visiting unit.

7.3.1.3. RTS POC is responsible for ensuring that training schedule is coordinated and finalized within 15 days of visiting unit's arrival.

7.3.1.3.1. Coordination will include of the visiting units and well as full time and traditional CADRE.

7.3.1.4. RTS POC will ensure all MIPRs and AF Form 616's are completed and returned to visiting unit Financial Management office for payment of funds.

7.3.2. RTS POC will be responsible for ensuring all RTS information is properly maintained and updated on the RTS CoP. This information must include but is not limited to all lesson plans available at the RTS, specific reporting instructions, and limiting factors.

7.3.3. RTS POC will be responsible for providing all emergency contact information.

7.3.4. RTS POC will maintain a file containing all documentation/coordination between RTS and visiting unit for a minimum of 18 months.

CRAIG R. McKINLEY, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-201 Status of Resources and Training Systems

AFI 10-210 Prime BEEF Operations.

AFI 10-214 Prime RIBS Operations.

AFMAN 23-110 USAF Supply Manual

AFMAN 23-220 Reports of Survey for AF Property

ANGI 36-501 Air National Guard Civil Engineer Deployment for Training Program

ANGI 36-2001 Management of Training and Operational Support within the ANG

AFPAM 10-219 Contingency and Disaster Planning V1-V6

ANGI 65-601 Air National Guard (ANG) Resource Policies & Responsibilities for Commanders

ANGH 32-1084 Air National Guard Standard Facility Requirements

Abbreviations and Acronyms

AAR—After Action Report.

AD—Active Duty.

AEF—Aerospace Expeditionary Force.

AFCESA—Air Force Civil Engineer Support Agency.

AFI—Air Force Instruction.

AFR—Air Force Reserve.

AFRC—Air Force Reserve Command.

AFSC—Air Force Specialty Code.

AFSF—Air Force Stock Funds.

AFTR—Air Force Training Record.

ANG—Air National Guard.

ARC—Air Reserve Component.

AT—Annual Training.

BCE—Base Civil Engineer.

BER—Budget Execution Review.

BOC—Base Operating Cost.

CC—Unit Commander.

CCM—Cost Center Manager.

CE—Civil Engineer.

CES—Civil Engineer Squadron.

CoP—Community of Practice.

COVER Train—Contingency and Vocational Engineer Review Training

CRTC—Combat Readiness Training Center

DoD—Department of Defense.

EEIC—Element of Expenses Investment Code.

EOD—Explosive Ordnance Disposal.

FOMA—Federal Operation and Maintenance Agreement.

IAW—In Accordance With.

IG—Inspector General.

IGX—Inspector General Exercise.

JIT—Just In Time.

LIMFACS—Limiting Factors.

MAJCOM—Major Command.

MILPERS—Military Personnel.

MPA—Military Personnel Augmentee.

MRE—Meals Ready to Eat.

NGB/A1S—Air National Guard Services Readiness Division.

NGB/A4R—Air National Guard Logistics Readiness Division.

NGB/7C—Office of Air National Guard Civil Engineer.

NGB/A7CC—Air National Guard Civil Engineer Facilities Division.

NGB/A7CP—Air National Guard Civil Engineer Programs Division.

NGB/A7CX—Air National Guard Civil Engineer Readiness Division.

NGB/A7CXE—Air National Guard Civil Engineer Readiness Training Branch.

NGB/A7CXO—Air National Guard Civil Engineer Readiness Operations Branch.

NGB/FM—Office of Air National Guard Financial Management.

O & M—Operational and Maintenance.

ORE—Operational Readiness Exercise.

ORI—Operational Readiness Inspection.

PEC—Program Element Code.

POC—Point of Contact.

Prime BEEF—Prime Base Engineer Emergency Force.

Prime RIBS—Prime Readiness In Base Services.

RA—Resource Advisor.

RED HORSE—Rapid Engineer Deployable Heavy Operational Repair Squadron Engineer.

REOTS—Regional Equipment Operators Training Site.

ROE's—Rules of Engagement.

RTS—Regional Training Site.

SCT—Services Combat Training.

SORTS—Status Of Resources and Training System.

SRM—Sustainment Restoration Modernization.

ST— Special Training.

TDY—Temporary Duty.

UTA—Unit Training Assembly.

UGRs—Unit Group Rations.

Attachment 2**Figure A2.1. Sample After Action Report**

MEMORANDUM FOR: NGB/A7CXE/RTS

From: (Parent/visiting Unit)

Subject: RTS visit to (host RTS) - After Action Report

1. From: (Parent Unit)
2. Deployment Information:
 - a. Grade, name, and AFSC of the officer in charge and noncommissioned officer in charge.
 - b. Number of deploying personnel by AFSC. (May be attached as an excel spreadsheet)
 - c. List of AFSC specific training requested and provided by RTS.
 - d. Deployment data:
 - (1) Date departed home station.
 - (2) Date arrived employment location.
 - (3) Date departed employment location.
 - (4) Date returned to home station.
 - (5) Number of days deployed
 - e. Type of billeting provided.
 - f. Type of dining facilities provided.
3. Comment and make recommendations on:
 - a. Training:
 - (1) Safety.
 - (2) Materials.
 - (3) Tools.
 - (4) Site Condition.
 - (5) Support furnished by RTS.
 - (6) Equipment.
 - (7) Lesson Plans.
 - (8) Meals.
 - (9) Unit funds expended.
 - (10) Were RTS Personnel Available to Assist in Training? If so what training?
 - (11) What training was not provided for?

- b. Personnel:
 - (1) Pay.
 - (2) Sickness and health.
 - (3) Emergency rotation.
 - (4) Training.
 - (5) Transportation.
 - (6) Discipline and morale of the team.
 - (7) RTS support.
 - c. Technical issues. Include photographs showing training techniques.
 - d. Additional Comments:
4. Unit Training Information
- a. Date of last ADR training.
 - b. Date of last MAAS training
 - c. Type of training accomplished by the RTS by AFSC. Were Lesson Plans Requested? If so, which ones?

TEAM CHIEF Signature block

Figure A2.2. Sample RTS Activity Report

Attachment 2

Sample RTS Activity Report

Month:

Year:

E-mail this form to:
NGB/A7CXE, Attn:
SMS Paul Swenson
NLT 15th day of each month
E-Mail Address: paul.swenson@ang.af.mil

Unit	# Personnel Trained	Days Trained	Man Days Used
			0
Total Units Trained this Month =	0	0	0

* If 112 CES attends an RTS for 4 days, but travels on Thursday and Sunday, then the 112CES trained for 2 days.

AFSC's Trained	Total # for all Units
3E0X1	
3E0X2	
3E1X1	
3E2X1	
3E3X1	
3E4X1	
3E4X2	
3E4X3	
3E5X1	
3E6X1	
3E7X1	
3E8X1	
3E9X1	
32EX CE OFFICER	
3M0X1	
Other AFSC's	
Non NGB	

<i>Total Personnel Trained =</i>	0
<i>Total Days Trained =</i>	0
<i>Total Man Days Used =</i>	0

Month:

Year:

Mil Pers Cost =		
EEIC	409	
PEC 55296F O&M Supplies =		
RC/CC	244400	
EEIC's	514	<i>Mobile Equipment Rental</i>
	569	<i>Purchased Maintenance of equipment</i>
	592	<i>Miscellaneous Contracted Services</i>
	609	<i>AFSF General Support Supplies and Materials</i>
	612	<i>Fuel, Oil, and Lubricants, Non-Aviation, Non-AFSF</i>
	61950	<i>Non-AFSF Supplies and Materials</i>
	628	<i>General Support Division, AFSF, Equipment Issues</i>
	639	<i>Non-AFSF Other Expensed Equipment</i>
PEC 55296F O&M Travel =		
RC/CC	244400	
EEIC	409	<i>Travel costs</i>
PEC 55879F FOMA Travel / Training =		
RC/CC	244495	
EEIC	57090	<i>FOMA Travel/Training/PPE Costs</i>
PEC 55296F Equip Maint/Rpr (CA/CRL) =		
RC/CC	244400	
EEIC's	609	<i>AFSF General Support Supplies and Materials</i>
	61950	<i>Non-AFSF Supplies and Materials</i>
PEC 55296F Equipment Rental =		
RC/CC	244400	
EEIC's	473	<i>Equipment Rental</i>
PEC 55296F Fire Training Fuel (O&M) =		
RC/CC	244400	
EEIC's	612	<i>Fuel, Oil, and Lubricants, Non-Aviation, Non-AFSF</i>
	641	<i>Fuels Division, AFSF, Issues of Bulk Ground Fuels</i>
PEC 55296F Diesel Fuel Costs =		
RC/CC	244400	
EEIC's	612	<i>Fuel, Oil, and Lubricants, Non-Aviation, Non-AFSF</i>
	641	<i>Fuels Division, AFSF, Issues of Bulk Ground Fuels</i>

PEC 55296F		Mogas Fuel Costs =	
RC/CC	244400		
EEIC's	612	<i>Fuel, Oil, and Lubricants, Non-Aviation, Non-AFSF</i>	
	641	<i>Fuels Division, AFSF, Issues of Bulk Ground Fuels</i>	
TOTAL COSTS INCURRED =			\$0.00

SUBSISTENCE COST	
TOTAL NUMBER OF MEALS SERVED	
BREAKFAST	<input type="text"/>
LUNCH	<input type="text"/>
DINNER	<input type="text"/>
TOTAL	<input type="text" value="0"/>
TOTAL FOR CONTRACTING	<input type="text"/>
TOTAL FOR OPERATIONAL RATIONS	\$ -
TOTAL FOR "A" RATIONS FEEDING	\$ -
TOTAL FOR DEPLOYMENT	\$ -

MAJCOM	(MPA Only)	Enlisted ST Days =	0
		Enlisted MPA Days =	0
MAJCOM	(MPA Only)	Officer ST Days =	0
		Officer MPA Days =	0
		Technician Hours =	0
		AGR Days =	0
		Annual Training Days =	0
		Unit Training Days =	