Headquarters
Department of the Army
Washington, DC 20310-2500
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Training

ARMY NATIONAL GUARD TRAINING

Summary. This regulation establishes Army National Guard guidance for the execution of policies and procedures for training units not in active service.

Applicability. This regulation applies to the 54 States, Territories, and the District of Columbia who execute policies and procedures for training units of the Army National Guard (ARNG) not in active military service. It does not apply to the Active Army or U.S. Army Reserve (USAR).

Supplementation. Supplementation is not authorized without prior approval of the National Guard Bureau (NGB-ARO-M), Washington, DC, 20310-2500.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Executive, NGB. Users will destroy interim changes on their expiration dates, unless sooner superseded or rescinded.

Internal control systems. This regulation is not subject to the requirements of AR 11-2.

Suggested improvements. The proponent for this regulation is the National Guard Bureau (NGB-ARO-M). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to NGB-ARO-M, Washington, DC 20310-2500.

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Chapter 1
General

1-1. Purpose
This regulation establishes guidance for the execution of policies and procedures for training units of the Army National Guard not in active service. Conflicts in direction between this regulation and others will be referred to the Chief, National Guard Bureau (CNGB), ATTN: NGB-ARO, for resolution.

1-2. References
Related references are listed in **appendix A.**

1-3. Explanation of abbreviations and terms
Special terms and abbreviations used in this regulation are listed in the **glossary.**

1-4. Responsibilities
Training is the responsibility of the commander. Each commander under the supervision of the next higher commander is responsible for technical and tactical proficiency of his/her command. This training responsibility is inseparable from, and exercised in conjunction with, other command responsibilities to ensure the ability of the unit to execute its assigned missions.

a. FORSCOM. Commander, FORSCOM, will assist the TAGs in training the ARNG. In this capacity, he will--

(1) Oversee all training in the ARNG.

(2) Evaluate the training of the ARNG.

(3) Manage the advisory structure for Reserve Components of the Army.

(4) Budget and fund Active Army support provided to the ARNG.

(5) Command the Continental United States Armies (CONUSA). The Army will provide assistance to the ARNG on a geographical basis within CONUS, but will not be in the resource management chain.

(6) Prepare and execute plans for mobilization of ARNG units IAW the FORSCOM Mobilization and Deployment Planning System (FORMDEPS).

b. State Adjutants General. State Adjutants General will train all ARNG units within their state or territory. As such, TAGs will implement the policies and instructions contained here and ensure that training is conducted according to DA doctrine, NGB directives, and FORSCOM training criteria. In addition, State Adjutants General will plan, program, and budget for AT, IDT, ADSW, AGR, and supplemental training of personnel and units under their jurisdiction. Annual budget (fiscal year) requests will include consideration for all training activities, training conferences, reconnaissances, and other man-day requirements. Funds to support approved State training programs will be allotted on an annual basis by the NGB in the annual funding guidance. State Adjutants General should submit requests for support of training requirements to the CNGB, either on a case-by-case basis or as part of the program and budget review.

c. ARNG unit/organization commanders. Training responsibilities of ARNG unit/organization commanders are contained in AR 350-1, FORSCOM/ARNGR 350-2, FM 25-3, and NGB resource management guidance.

1-5. Mission
a. Federal. To provide units organized, equipped, and trained to fight and win in time of war or national emergency in support of the Army's war plans.

b. Federal/State. To provide units organized, equipped, and trained in the protection of life and property and the preservation of peace, order, and public safety, under competent orders of Federal or State authorities.

1-6. Training philosophy

a. Training to perform the dual mission of the Army National Guard is the primary task of Army National Guard units in peacetime. Unit leaders are directly responsible for training by developing and executing sound and challenging training programs.

b. Eighty percent of IDT and AT time will be dedicated to critical soldier, leader, and collective training.

c. National Guard units are often called upon to provide military support to civilian authorities. Support to civilian authorities should be performed, as much as possible, before the emergency situation exists. Such training allows National Guard units to be more effective by reducing the needed response time and using all available resources within the community to the maximum extent.

d. Safety planning will be incorporated at all levels of command for all missions/training and will be adhered to by all members.

TABLE 1-1
Duty Status

TYPE	DUTY	AUTHORITY
ADT	Active duty for training in active military service.	All training is conducted under Title 32 in CONUS, except for certain AGR individual (Title 10), and ADSW (Short tours 2N11, Title 10). All Overseas Deployment Training (ODT) is Title 10.
ADSW	Active duty for Special Work in active military service	
AGR	Active Guard/Reserve duty for members of the ARNG in State status authorized by Federal Law.	
IDT	Duty other than active duty for members of the ARNG in State status authorized by Federal Law.	
AT	Training consisting of a minimum of 15 days active duty for members of the ARNG each fiscal year.	

TABLE 1-2
Training Status

Type	No. of training periods	Day(s) of pay	Retirement points	Remarks
UTA	1	1	1	Not less than 4 hours duration.
MUTA-2	2	2	2	Two UTAs in 1 calendar day or on two successive days.
MUTA-3	3	3	3	Two UTAs in 1 calendar day with UTA (period 1) performed on preceding day or UTRA (period 3) on succeeding day, or 3 successive days; or any combination.
MUTA-4	4	4	4	Four UTAs conducted on 2 successive days, four successive days, or any combination.
MUTA-5	5	5	5	Four UTAs conducted on 2 successive days with UTA (period 1) performed on preceding day or UTA (period 5) on succeeding day), or any combination of successive days.
MUTA-6	6	6	6	Six UTAs conducted on 3 successive days or any combination of successive days.
ATA	1	1	1	Restricted to 1 per day (except AFTP); not less than 4 hours.
RMA	1	1	1	Restricted to 1 per day and not less than 4 hours duration.
AUTA	1	1	1	Not less than 4 hours duration, 1 per day (except for jump proficiency).

Chapter 2
Training Administration

2-1. Inactive Duty Training.

a. Inactive duty training assemblies:

(1) All federally recognized units will conduct at least 48 UTAs each fiscal year in a paid IDT status, except that--

(a) Units newly federally recognized and units returned to State control from a period of active duty during the fiscal year will participate in a proportionate share of the required assemblies based on the number of weeks the unit has held Federal recognition or has been under State control during the fiscal year.

(b) The Chief, National Guard Bureau may authorize a unit to conduct less than the minimum number of training assemblies. Units requiring such authority will submit requests and justification through command channels to NGB-ARO.

(2) An individual may participate in and be paid for more than the maximum number of paid UTAs authorized each unit during the fiscal year when, due to reassignment or attachment, his/her attendance at all ordered assemblies results in his/her individually exceeding the unit's maximum. Rated ARNG aviators, flight surgeons, and non-aviator crewmembers on flying status are authorized additional paid IDT assemblies (Additional Flight Training Periods (AFTP)) according to NGR (AR) 95-210.

(3) RMAs, ATAs and AUTAs, as authorized in a pay status above the required 48, or proportionate share for new units, will be announced when authorized by NGB. ATA/RMA will not be performed on the same day as a scheduled UTA/MUTA.

(4) All units are authorized and encouraged to develop training programs using any combination of training assemblies defined in **table 1-2.** No more than two UTAs may be credited for pay purposes in any one calendar day. Programs will be developed to take maximum advantage of all available outdoor training areas, should strive to train in an environment similar to their CAPSTONE assignment area, and should stress unit training at the highest level the unit is capable of conducting.

(5) When units conduct training on Sunday or the Sabbath, unit commanders are authorized to schedule religious services (maximum of 1 hour) as a part of such assemblies.

(6) Unit formations will be conducted at the beginning and end of each training day. The primary purposes of these formations is to verify attendance and make necessary announcements. Attendance will be verified by the chain of command and recorded on DA Form 1379. Constructive credit will be granted to those soldiers with other official duties.Though formations are not required in a field environment, the chain of command will account for all personnel.

(7) Funeral details are not authorized to be performed in a paid UTA status. IDT without pay is the appropriate status for units.

(8) Except for Army Bands, not more than one paid UTA will be used each fiscal year for participation in parades and ceremonies of a civic nature.

(9) The State Adjutant General may approve participation in Military Support to Civilian Authorities (MSCA) programs for ARNG units, elements, or individuals in a paid drill status or nonpay duty status according to AR 135-200 and as outlined below:

(a) MSCA projects may be performed by entire units in conjunction with unit training when appropriate training is derived for the entire unit and such training contributes to Federal mission readiness.

(b) MSCA projects may be performed by elements of a unit when the element represents an organized group (platoon, squad, or section) that normally trains together. The training must contribute to the skill enhancement of all group members and to the readiness of their unit.

(c) MSCA projects may be performed by individuals when the project has a training benefit toward the unit's MTOE/TDA mission; e.g., medical service support.

(d) Constructive credit for participation in the MSCA program, as outlined above, may be granted according to paragraph 2-1c.

(10) When determined appropriate by the unit commander, a maximum of one UTA before and one UTA after AT may be utilized for preparation for loading, unloading, care and cleaning, maintaining, inventory, etc., of the unit's equipment.

(11) AUTAs are authorized for officers and enlisted personnel in airborne positions assigned to airborne units, pathfinder detachments, special forces units, infantry ranger companies, long range surveillance units, or TOE/TDA positions requiring the maintenance of parachute proficiency. These are in addition to the normal 48 UTAs and will be allocated by NGB-ARO annually based on funding availability. The use of AUTAs for parachute proficiency should emphasize night tactical operations with combat equipment followed by tactical assembly of troops. Two AUTAs may be performed on the same day if necessary for safety reasons. This is an exception to policy which restricts all other AUTAs to one per day.

(12) Other AUTAs may be performed for special mission, projects, or assignments authorized in advance by CNGB.

b. Attachment of individuals.

(1) The State Adjutant General may attach

individuals (NGR 600-100, NGR 600-101, and NGR 600-200) as follows:

(a) For training administration, and/or pay with or without military justice authority.

1. To attend USAR schools, State military academy, or other special training.

2. To attend college-level institutions at another location.

3. For individuals whose place of duty differs from the place of duty for which the position is authorized (e.g., division surgeon assigned to a medical battalion; place of duty-division headquarters).

4. Individuals attached to a State military academy staff and faculty.

5. Individuals absent from the vicinity of the parent unit for an extended time.

6. Members of the ARNG full-time recruiting force serving on AD or AGR tours.

(b) If the period of attachment is for 30 days or more, the attachment must include attachment for pay.

(c) If the period of attachment is less than 30 days, the attachment will not include pay.

(d) The use of attachment procedures will not be used to circumvent the unit IDT attendance procedures for participation in special unit training programs.

(2) For training and/or administration in another State.

(a) Students attending college-level institutions in another State may be attached to a unit of another State during the academic year only with the concurrence of the State Adjutant General concerned. Individuals so attached will train in accordance with the training program of the unit to which attached.

(b) Individuals attached to a unit in another State will process their pay entitlements through their parent unit (NG Pam (AR) 37-104-3).

*c. **Training authorization.*** Authorization of pay, entitlement to retirement points, and any claims or benefits arising as a result of military service require documentary evidence that the individual was in a duty status as authorized by Federal law or regulations. Accordingly, to protect the interests of the individual and those of the government commanders will issue written orders or letters of authority governing training in a pay or nonpay duty status in advance of such training.

(1) The issuance of the training schedule in advance satisfies the requirements for adequate written authorization, provided the date, time, and place of each UTA is indicated thereon and such schedules are issued in the form of an order containing a phrase worded essentially as follows: "All members of Company X, 1st Bn, 380th Infantry are hereby ordered to attend all periods of training shown on this training schedule."

(2) The schedule will be posted in a conspicuous place so all members of the unit may be informed in advance of the necessary details pertaining to unit training.

*d. **Unit Training Assembly, Scheduled Training Assembly, and Rescheduled Training Assembly.***

(1) All ARNG members will participate in at least 48 Unit Training Assemblies (UTA) each fiscal year. All training activities of a unit will be scheduled into a comprehensive plan that will depict all training activities actually taking place. When possible, training will be conducted with complete entities to emphasize teamwork and unit integrity. Unit commanders are specifically encouraged to ensure that the maximum number of personnel are present for scheduled mandatory training (weapons qualification, physical fitness training, field training exercise, etc.). All elements of the unit must be included in the series within 30 consecutive days from the date the first element performs duty. This procedure will provide the accountability of personnel according to NGR (AR) 680-1. Attendance may be substituted as outlined herein.

(2) Scheduled Training Assemblies. Training can be conducted at times and or places other than at the Unit Training Assembly by individuals or parts of the unit. The unit has 30 consecutive days to have all parts or individuals complete the assembly. The time starts when the 1st individual or part performs a Scheduled Training Assembly. The minimum period of training for a Scheduled Training Assembly is 4 hours. Scheduled Training Assemblies may be authorized by the unit commander to facilitate training and the accountability of individuals who perform duty as directed by the commander. Personnel will be accounted for IAW NGR (AR) 680-1.

(3) Rescheduled Training Assemblies. Scheduled training that cannot be conducted due to changing circumstances and requirements will be cancelled and/or rescheduled. Examples are--

(a) When a soldier's regular scheduled training assembly is preempted by higher headquarters demands, e.g., conferences or special work.

(b) A training resource is not available as planned; e.g., equipment, training area, supported unit, or training assistance team.

(c) Training that cannot be conducted due to an act of God, civil disturbance, or other compelling reason.

Rescheduled Training Assemblies must be accomplished within the 30 consecutive days established by law. If this is not possible or if there is funding

constraints, the soldier or soldiers affected will be given constructive attendance for the drill that is missed.

NOTE: This policy on Scheduled Training Assemblies and Rescheduled Training Assemblies does not effect the current policy covering Equivalent Training (ET). (Refer to para 2-1d(7).

(4) Excused absence includes failure to attend scheduled assemblies or training periods due to unforeseen emergency situations of a personal nature. The authority to grant an excused absence rests with the unit commander or acting commander and will not be delegated. Certification and/or affidavits may be required as deemed appropriate by the State Adjutant General.

(5) Leave of absence during pregnancy and postnatal periods of pregnancy will be according to AR 135-91.

(6) Unannounced training and strength validation visits will be made by higher headquarters to each company/battery/troop size unit. The purpose of these visits is to evaluate training, assure that proper attendance taking procedures are being followed, and to provide any assistance needed.

(7) ***Equivalent Training (ET).*** When an individual misses the regularly scheduled period of instruction or duty due to unforeseen emergency situations of a personal nature, the training may be made up with pay according to the following guidance:

(a) No more than four periods may be made up with pay during the fiscal year.

(b) ET will be of a similar nature and quality to that which was missed. ET will be appropriate to and enhance the ability of the individual to accomplish the duties of the position to which assigned.

(c) ET must be performed in uniform within 60 calendar days after the missed period of instruction.

(d) ET must be at least equal in duration to that which was missed.

(e) Accounting for personnel performing ET will be according to NGR (AR) 680-1.

(f) ET will not be granted for assemblies missed due to ADT.

(8) Members of the ARNG are required to attend IDT assemblies with their units unless excused as outlined above or granted constructive attendance under this regulation by the State Adjutant General, or his/her designated commander. Constructive attendance may be used to satisfy unit attendance and strength requirements. An individual may be credited with constructive attendance as provided below:

(a) When away from his/her unit attending a course of instruction at any Army service school, Army area school, or other special military training or duty that enhances his/her value to military service; e.g., ADT with or without pay and allowances, IDT with pay and special tours, or military occupational specialty/specialty skill identifier (MOS/SSI) related training courses conducted by civilian instruction/organizations as determined appropriate by the State Adjutant General.

(b) When hospitalized or incapacitated as a result of line of duty injury/illness.

(c) When appointed a candidate for admission to one of the service academies, when preparing for the examination for entrance to the service academy, or when in attendance at a recognized civilian preparatory school.

(d) When away from the unit participating in IDT assemblies as a student, staff, or faculty member of the State military academy of the same State in lieu of training with the unit of assignment. Such members are entitled to pay only as prescribed for the State military academy (NGR (AR) 37-104-3). Personnel participating with a State military academy of another State may be attached, but not for pay purposes.

(e) When awaiting IADT or conditional release from the ARNG.

e. Training in nonpay duty status.

(1) Battalion and higher commanders are authorized to order IDT nonpay assemblies to conduct appropriate training as listed in Army training and evaluation programs and special schools such as noncommissioned officer and junior leadership schools.

(2) State Adjutants General may authorize issuance of written orders or other authorization governing an IDT nonpay duty status for individuals or units volunteering to participate in MSCA programs under the provisions of AR 135-200, if participation is determined to contribute to the training experience of individuals or units.

(3) State Adjutants General may authorize participation in sport parachute demonstrations for recruiting purposes provided:

(a) The State has a unit with a TOE that includes airborne status,
and participants are members of that unit or on jump status, and

(b) Participants are graduates of a US Army airborne school,

(c) Participants possess a valid United States Parachute Association class "C" (advanced) or class "B" (intermediate) certificate, and

(d) Participants are associate members of an established sport parachute club IAW AR 215-2.

(e) Participation is limited to ADSW without pay and allowances IAW title 32, U.S.C. 502f and NGR (AR) 601-1.

(f) Demonstrations are approved by CNGB and conducted IAW AR 215-2, AR 360-6, AR 360-61, AR 385-10 and NGB Pam 360-5. Active recruiting must also be performed during and after the demonstration.

(4) State Adjutants General may authorize ADSW without pay and allowances for individuals volunteering to participate in the marathon that will serve to select the State's marathon team or other running events officially sanctioned by the State for participation by the State marathon team.

(5) State Adjutant Generals may authorize ADSW without pay and allowances, but with travel and per diem with the soldiers consent. Examples are individuals required to physical examinations, HIV screening, administrative boards associated with drug testing, retention, federal recognition, UCMJ, and other administrative requirements not otherwise covered herein, and volunteering for marksmanship activities under the provision of NGR 350-6. (32 USC 318 and 319).

(6) Written authorization or orders for nonpaid assemblies or ADSW without pay and allowances issued under the provisions of this paragraph will--

(a) Be issued in advance.

(b) Indicate the unit designation and location. If only a portion of the unit is to attend, only the name, grade, and SSAN of each individual to be trained will be shown.

(c) Reference authorization by appropriate higher commander.

(d) Include the time, date, place, and duration of training. If the exact date is not known, the date on or about which the training is to be conducted will be shown. In such cases, an amendment will be issued to clarify the date sufficiently in advance for timely notification of personnel concerned.

(e) Be signed by or under authority of the commander.

f. RMAs, ATAs, AUTAs. ATAs, RMAs, and AUTAs are authorized by NGB letter annually. Guidance on authorizations and use of these will be contained in NGB memorandum.

g. Nonprior service personnel training program.

(1) This training program is designed for nonprior service personnel (NPS) who have not yet departed for their IADT. This training is intended to introduce them to the military environment and ease their adjustment to active duty. Once NPS personnel have completed the training program, they should be used in their requested MOS as much as possible until departure for their IADT.

(2) NPS personnel are limited to the following paid IDT assemblies before reporting to IADT:

(a) High school graduates, or bonafide high school seniors - 36 IDT assemblies or 270 consecutive days prior to entry on IADT.

(b) Non-high school graduates (other than bonafide high school seniors), GED holders or HS juniors - 12 IDT assemblies or 90 days prior to entry on IADT.

(c) Once an individual enters into an IDT pay status, he/she will remain in that status until one of the limits in (a) or (b) above, as applicable, is reached.

(3) The program should be conducted on a consolidated basis where practical. The 36-hour training program shown in **table 2-2** is a guide with suggested references designed to be presented on 3 weekends, scheduling 12 hours of instruction on each MUTA-4. Flexibility and imagination are encouraged in adopting the training program to local training conditions. Maximum use should be made of integrated and concurrent training.

2-2. Annual Training

a. Planning for annual training (AT). Planning for AT, to include all administrative and logistical support, is the responsibility of the State Adjutants General. NGB Pam 350-1 contains detailed instructions for preparing the State AT plan. Implementation of the AT plan for each training year will start 1 October annually or upon receipt of approval by the CNGB.

b. Training Authority. Each ARNG unit or group of units in a State will be assigned a training authority number to identify it in the State AT plan in accordance with NGB Pam 350-1. The assigned training authority number, when approved by NGB, is the authority for the State Adjutant General to publish the necessary orders to place the units and personnel assigned or attached to those units in an AT status. This training will normally be conducted as unit training; however, this authority includes those individuals who must be ordered to duty at a time and place other than that of the unit in order to receive specialized training; e.g., State Officer Candidate/NCO programs, Nuclear, Biological and Chemical (NBC) training, and Communication Security (COMSEC) training. The authority number will be cited in all permanent orders as applicable.

c. Attendance-units. All federally recognized units will conduct at least 15 days of AT each year, except as indicated below:

(1) Upon written request citing exceptional circumstances, units may be excused from participation in AT by the CNGB acting for the Secretary of the Army.

(2) When units are returned to State control from active Federal service, required participation in

AT during the 12-month period after the date of return will be determined by the CNGB in coordination with other interested agencies.

(3) Units, such as the Division Support Command, that normally provide support to several other units during AT, are authorized to conduct incremented AT in order to provide the required support. Units or individuals will not be authorized a second AT period for this purpose except when sufficiently justified or when an incremented AT period cannot provide the required support, and the second period is approved in the State's AT plan

(4) ARNG units split between two or more States should, where feasible, conduct AT as an entire unit at least once every three years.

(5) All units exceeding 15 days AT will require NGB approval.

d. Attendance-Individual. All personnel will participate in at least 15 days of AT, including necessary travel time, each year except as indicated below:

(1) Guardsmen who are in the final year of ready reserve obligation may be exempt from participation in annual training under the provisions of U.S.C. 270(A), 32 U.S.C. 502(A), and public law 82-156.

(2) Enlisted personnel who are waiting to begin or who have not completed IADT will not be required to attend AT. Individuals who have completed phase I of the split training option may, with the consent of the individual and the unit commander, attend AT provided that it does not interfere with phase II split training option. Individuals returning from IADT within 30 days of the start of AT may be granted constructive credit if excused by proper authority.

(3) Personnel whose ETS occurs during AT who definitely are not extending their enlistment will be excused from AT. They will be discharged on their scheduled ETS date.

(4) All full-time recruiting force personnel (FTRF) are exempt from attending AT with their units. Constructive Attendance (CA) will be authorized.

(5) Authorized absence may only be granted to those personnel certified by a medical doctor as temporarily medically unfit to attend AT or to those with substantially documented personal short-term hardships when approved by the State Adjutant General. No CA is authorized.

(6) Federally recognized State Adjutants General and their staffs may attend AT with the Army organization of their respective States in a year-round or incremented AT status during dates specified in published orders, provided the total time for pay purposes, including travel, does not exceed the number of days authorized. This provision also applies to Commanders and staff members of organizations that train at different sites or during different training periods in visiting the AT sites of their subordinate units.

(7) ARNG technicians/AGR personnel will attend AT with the unit to which they are assigned or attached, in their MTOE/TDA military capacity.

(8) With the concurrence of the State Adjutant General, Inactive National Guard (ING) personnel may attend AT on a voluntary basis, and are encouraged to do so. They must be placed in an active status IAW NGR 614-1 while attending AT. Pay for ING personnel will be from AT funds authorized the State. Additional AT funds or man-days are not authorized for ING AT pay. USAR Ready Reserve Mobilization Reinforcement Pool (RRMRP) personnel and ROTC cadets participating in the Simultaneous Membership Program (SMP) may be ordered to AT with the ARNG units by the Commander, RCPAC, or other appropriate commander concerned.

(9) While in AT status, personnel may be ordered to special duty, attend service schools or may be attached to units other than their own. Unit commanders are responsible for the maintenance of appropriate records to ensure that all assigned personnel participate in 15 days of AT each fiscal year, except those authorized constructive attendance or excused by proper authority. Constructive attendance may include:

(a) When a minimum of 15 days training is served with State Military Academies, USAR schools, an element approved by CNGB, ROTC cadet attending advance camp (SMP), Army service school, and special training activity that enhances the member's value to the military service.

(b) When hospitalized or incapacitated as a result of line-of-duty (LOD) injury or illness. These individuals will not attend AT unless fully returned to duty by certificate of competent medical authority.

(c) When an individual has been appointed a candidate for admission to one of the service academies and is preparing for admittance to the academy by attending a recognized civilian or military preparatory school.

(d) When an individual attends a course of instruction at an Army service school, Army area school, or USAR school at a time other than the regular AT period of the student's parent unit. The course of instruction must be at least 15 days duration and enhance the individual's value to the military service.

(e) When attending AT with other than an individual's assigned unit subject to the assurance by the receiving unit that the individual will be training in his/her duty MOS.

(10) Personnel, except those participating with the State Military Academy (SMA), will normally attend AT with their unit of assignment. Each member of the ARNG is authorized to attend only one AT period, except when otherwise specifically approved

in advance by NGB. As an exception, additional periods of AT are authorized in the following instances:

(a) Enlisted personnel and warrant officers who are qualified and accepted as officer candidates may attend AT with their unit of assignment before starting the SMA AT periods and then the SMA during the same fiscal year. They may not attend their unit AT periods after first attending SMA AT periods, except SMA graduates who have been commissions or awarded certificates of eligibility may attend AT with their new unit and the SMA during the same fiscal year.

(b) Individuals who have attended AT with their unit and are later reassigned to another unit that has not attended AT may attend with the new unit of assignment when approved by the State Adjutant General.

(c) Individuals may participate in Overseas Deployment Training (ODT) (Title 10) status as part of a unit cell (element) upon approval of NGB. Participation by unit cells in ODT/readiness exercises, and/or in performance of contingency mission training with CAPSTONE gaining commands, IAW AR 350-9, must be approved by NGB.

(d) Individuals may attend an additional AT period, when authorized by NGB, to participate in special training programs designed to contribute to the improvement of unit readiness.

(e) All AMEDD personnel assigned to temporary TDA positions in State headquarters will be placed in year-round training status and will attend AT at the discretion of the State Adjutant General.

*e. **Year-Round Annual Training.*** Year-round AT should be performed by units that require personnel to conduct AT from time to time throughout the year in varying time periods that will total 15 days for the fiscal year. Safety briefings should be held at least quarterly for units performing year round AT IAW AR 385-10.

(1) Units that normally may conduct year-round training are--

(a) State HHD, and STARC.

(b) Training Site units.

(c) Public Affairs Detachments.

(d) Army Bands.

(2) The following units may perform incremented AT in order to provide maximum on-the-job training for hard-skill MOS personnel and to provide support for the overall ARNG program:

(a) Combat service support units and organizations such as the Aviation Classification and Repair Activity Depot, Army Aviation Support Facility, Army Flight Activity, Mobilization and Training Equipment Site, and Consolidated State Maintenance Shop.

(b) ADP units.

(c) Military Intelligence units.

(d) Rear Operations Centers (RAOC).

(e) Medical units.

(f) Special forces units.

*f. **Responsibility of the unit commander.*** Unit commanders will be responsible for individual or group inspection of all personnel under their command immediately before departure for AT. ARNG individuals exhibiting signs of obvious medical, mental, or physical conditions that are likely to interfere with or be aggravated by attendance at AT will be referred to a military medical officer for a determination of fitness to perform AT.

*g. **Additional man-day support for AT.***

(1) All man-days required for support of AT must be justified in the State's AT plan.

(2) Guidelines for ARNG annual training support man-days are provided in NGB Pam 350-1. The number of support man-days utilized will not exceed total allocation.

(3) Pre-camp/site reconnaissance, advance/rear detachment, and administrative/logistical support man-days are not authorized for units conducting year-round training.

(4) Man-days required for travel. Units or cells moving to and from the AT site may be authorized by CNGB to exceed the 15 day AT period as follows:

(a) Units that require 12 hours or less actual travel time during a given 24-hour period, exclusive of meal stops, to reach the TS will be authorized the normal 15 days AT period.

(b) Units that require more than 12 hours travel time and will bivouac overnight will be authorized one additional man-day for each 12 hours of travel time per 24 hour period and night bivouac; e.g., if a unit requires 30 hours driving time to reach the TS and bivouacs 2 nights enroute, 2 additional days would be authorized.

2-3. Schools

In addition to IDT and AT, personnel may participate in additional training by attending schools and other training programs. NGR 351-1 sets policies and procedures for ARNG personnel for Individual Military Education and Training (IMET). This regulation should be consulted for information on Service, Army Area, USARF, DoD, USAF, Vo-Tech, and Individual Readiness Training Schools, as well qualification training courses.

2-4. Minimum personnel and training standards

All ARNG unit (except State headquarters and headquarters detachments, Alaska ARNG arctic reconnaissance and scout units, and training site

TDAs) must attain and thereafter maintain the minimum personnel training readiness standards outlined in **table 2-3.** The status of each unit relative to these minimum standards will be determined by the Adjutants General at the end of the first complete training year (TY) after organization, conversion, major reorganization, or major relocation as an MTOE/TDA troop program unit and at the end of each training year thereafter. Units failing to attain or maintain one or more of the standards will be considered deficient and are subject to the actions in paragraph 2-4c.

a. As a result of the initial determination, unit status will be established as first, second, or third year level as appropriate. For example, a unit that has attained each of the minimum standards applicable to the first year level will be placed in the first year level and will be required to progress through successive year levels until it has attained third year level, which it will maintain in subsequent years.

b. FORSCOM or overseas commander, upon determining that an ARNG unit does not meet minimum standards set forth in this regulation, may recommend that the Chief, National Guard Bureau take one of the actions in paragraph 2-4c applicable to deficient units. This recommendation will be forwarded through appropriate channels with an information copy to the State Adjutant General.

c. Unit failing to maintain minimum standards. When it is determined that a unit is deficient in maintaining minimum standards, the Chief, National Guard Bureau may take one of the following actions in (1) below:

(1) Letter of deficiency at the end of the training year. If the Chief, National Guard Bureau does not consider probation appropriate, a letter will be forwarded to the Adjutant General of the State concerned with information copy to the appropriate CONUSA or overseas commander recommending the responsible general officer send a letter of deficiency to the commander of the deficient unit with an information copy to NGB-ARR.

(a) Letter of deficiency will specify each area in which the unit has failed to meet minimum standards, and corrective actions to be taken.

(b) When a unit has received a letter of deficiency and, in the opinion of the Chief, National Guard, based on Inspector General reports, annual training evaluations, or other valid inspections, no significant improvement is made in the succeeding year, that unit may be placed on probation.

(2) Place unit on probation.

(a) Letters placing units on probation will include--

1. Standards that the unit has not attained or maintained.

2. Effective date of probation and duration of probation.

3. Date that further action will be taken if the deficiency is not corrected.

(b) Letters placing units on probation will be forwarded as follows--

1. Two copies to the State Adjutant General.

2. Two copies to FORSCOM or overseas commander concerned.

(c) At least 60 days before the end of the probation period, the Chief, National Guard Bureau will review the current status of the unit in coordination with the State Adjutant General concerned. If the review indicates that the unit is no longer deficient, it will be recommended for removal from probation. If the review indicates the unit has not attained prescribed standards, consideration will be given to recommending one or more of the following actions:

1. Extension of the probation up to 1 additional year.

2. Reorganization or conversion.

3. Relocation.

4. Withdrawal of Federal recognition.

(d) The State Adjutant General, within 30 days after receipt of recommendations for action in (e) above, will submit to the Chief, National Guard Bureau, his/her recommendations for the course of action to be followed. Recommendations will include--

1. The standard(s) in which the unit is deficient.

2. Detailed justification and, when appropriate, a statement concerning impact on overall occupancy of a Government-owned facility if unit is relocated or if Federal recognition is withdrawn.

3. Date action should be effective.

(e) Final determination will be made by the Chief, National Guard Bureau.

TABLE 2-1
Phases of the Development
Annual Training Plan

Phase	Responsibility	Action
I	State Adjutant General	1. Determines training needs of each unit within the State based on: *a.* Wartime mission. *b.* Premobilization Objectives. *c.* Present training status. *d.* Specific training requirements. *e.* Priority of unit. 2. Develops tentative training site and date schedule for each unit within the State based on-- *a.* Training and logistical needs of each unit within the State. *b.* Coordination with appropriate TS commanders, installation commanders, and other Reserve Component and Active Army agencies. 3. Submits AT schedule plan to the appropriate CONUSA/ WESTCOM/6th INF Div (Lt) for review and coordination.
II	CONUSA/WESTCOM 6th Inf Div (Lt)	1. Should conduct AT scheduling conference which all interested headquarters and agencies attend. 2. Publishes TS and dates for all ARNG units scheduled as a result of the AT scheduling conference. 3. Conducts evaluation requirements 4. Assures AC support for ARNG units.
III	Training Site Commanders	1. Conduct a precamp Commanders conference at which: *a.* All interested headquarters and agencies attend. *b.* Training site support requirements that will support the programmed training and accomplish AT objectives are determined.
IV	State Adjutant General	1. Develops AT plan based on guidance contained in this regulation, FORSCOM/ARNG Reg 350-2, and NGB Pam 350-1 2. Ensures all AT training sites and dates are coordinated with CONUSA/WESTCOM/6th Inf Div (Lt). 3. Submits AT support plan to NGB-ARO-Y.
V	Chief, National Guard Bureau	1. Approves, disapproves, or modifies AT support plan based on--

TABLE 2-1 -- Continued
Phases of the Development
Annual Training Plan

Phase	Responsibility	Action
		a. Appropriateness of training IAW current policy, programs, regulations (e.g., partnership program) funding availability, and transportation requirements. *b.* Compliance with current programs, directives, and requirements. (See phase I above). 2. Coordinates appropriate administrative support and transportation requirements based on availability of funds. 3. Returns approved/modified AT plan to State Adjutant General 4. Monitors AT performance.
VI	State Adjutant General	1. Supervises AT execution as approved. 2. Manages funds to ensure that sufficient funds are available to support the approved AT support plan. (Requests additional funds from NGB or reports unused funds to NGB.) 3. Implements AT support plans. 4. Submits necessary changes to AT support plan to NGB or approval after coordination with the CONUSA/ WESTCOM/6th Inf Div (Lt). 5. Ensures approval transportation requests are coordinated with NGB-ARO-Y prior to execution.

TABLE 2-2
Nonprior Service Training Program

Subject	Hours	Reference
Troop Information and indoctrination	10	
Achievements & Traditions of the Army and the National Guard	(2)	DA Pam 130-2 "Always Ready Always There" (1/) National Guard Almanac TRADOC BCT POI 21-114 annex C, app 5 (2/).
The Role and Purpose of Disturbances, Guard as a Civil Disaster Relief Force	(2)	AR 500-50 and AR 500-60.
Military Courtesy & Customs	(2)	"Our Heritage in Pride" Commander's Briefing #3 (note 3) TRADOC BCT POI 21-114 annex C, app 1.
Military Justice (Federal and State	(2)	TRADOC BCT POI 21-114, annex C, app 10 State Military Code
Troop Information Education	(1)	"Beyond the Army Door-ARNG Educational System", Commander's Briefing #4 (3/).)
		"You'll only miss me when I'm Gone - Benefits" Commander's Briefing #7 (3/).
Commanders Time (Used for Admin Processing, etc.)	(1)	None
General Military Subjects	26	
Drill and Ceremonies	(10)	FM 22-5 TRADOC BCT, POI 21-114, annex C, app 1, periods 1 thru 8.
First Aid	(2)	TC 21-11, Pocket Medic Emergency First Aid for Soldiers DA Cir 40-80-1 TBMED 175 FM 21-11, First Aid for Soldiers TRADOC BCT POI 21-114 annex C, app 16.
Field Hygiene & Sanitation	(1)	FM 21-3, Field Hygiene
Interior Guard Duty	(2)	FM 21-5, Guard Duty
Recruiting and Retention	(1)	NGR 600-200 (4/) and NGR (AR) 601-1
Physical Security of Weapons and Sensitive Items	(1)	NGR 190-11, FM 19-30, Physical Security

TABLE 2-2--Continued
Nonprior Service Training Program

Subject	Hours	Reference
Maintenance, Supply Economy, Cost Consciousness	(2)	NGB Pam 710-1 and MF 21-1152, "The Late Company B" (28 min).
Mechanical Training of Individual Weapon (rifle and pistol M1911A-1) 9mm Pistol	(3)	FM 23-9, FM 23-3, FM 23-30 TRADOC BCT POI 21-114, annex M-16 C, app 18, periods 1-3.
Physical Fitness Training	(3)	FM 21-20, Physical Readiness Training.
Identification and Wearing of Military Uniforms	(1)	TRADOC BCT POI 21-114 annex C, app 3 (5/), AR 670-1.
Pre-Airborne School Training (6/)	as	Assignment Details, and transfers to ARNG Airborne and Special Forces Units FM
Forces Units FM		21-20, Physical Readiness Training TM 57-220, Technical Training of Parachutists Guide for Airborne Students. (Available from Instructional Material Support Branch, ATTN: ATSH-SE-AWT-SD USAIS Fort Benning, GA 31905.

NOTES:

1/ NGB film (27 minutes) available from the State public affairs officer. States should follow up the film with detailed briefing on specific State units and a tour of the State museum.

2/ The TRADOC Basic Combat Training POI, dated October 1990, contains lesson plans for the indicated subjects. It is available from the State training officer.

3/ Commander's Briefing is a slide script package developed by NGB-PA. With questions and answers, it lasts about 20-30 minutes. It is distributed to each company size unit.

4/ Appropriate State regulations and applicable publications.

5/ Physical fitness training and identification and wearing of military uniforms are identified weaknesses of ARNG personnel at BCT.

6/ Pre-airborne school training is designed to prepare personnel scheduled to attend the basic airborne course (and if required, Special Forces, Ranger, or Pathfinder courses) by rigorous physical and psychological testing and toughening. Units requiring only airborne training should administer to the recruit the Army Physical Fitness Test (APFT) at each paid or nonpaid MUTA-4 he/she attends before departure for IADT. NPS as well as prior service personnel scheduled to attend the Special Forces or Ranger course after BT and/or airborne training should be administered the Ranger/Special Forces Physical Fitness Qualification Test in lieu of the APFT. Testing for the Special Forces applicant should include the 50-meter swim in fatigue shirt, trousers, and combat boots (when possible). Those individuals who cannot pass the swim test should participate in remedial water survival training in accordance with appendix C, FM 21-20.

TABLE 2-3
Minimum Personnel Training Readiness Standards

	End of Training Year Following Organization, Reorganization, or Conversion		
	1st TY	2d TY	3d and Subsequent TY
Total Unit Strength	50% of Auth	65% of Auth	80% of Auth
OFF/WO Strength	50% of Auth	65% of Auth	80% of Auth
Enlisted Strength	50% of Auth	65% of Auth	80% of Auth
Enlisted MOS Qual	60% of Assn	80% of Assn	80% of Assn
IDT Attendance*	Maintain an average of 85% of assigned strength.		
AT Attendance	Attain 90% attendance of assigned strength.		
Unit Training Standards for Company/Detachment Size Units .	Attain a training REDCON of at least C-3 within 3 years after being organized, reorganized, or converted.		

*Constructive attendance included.

Training year effectiveness.

a. A unit that receives an unsatisfactory rating in TY effectiveness does not meet minimum standards and should be given a letter of deficiency.

b. A unit receiving an unsatisfactory rating in TY effectiveness for 2 consecutive years will be subject to probation by the CNGB.

General Inspection.

a. A unit that receives an unsatisfactory General Inspection rating does not meet minimum standards and should be given a letter of deficiency.

b. A unit that receives an unsatisfactory General Inspection rating for 2 consecutive inspection cycles will be subject to probation by the CNGB.

Chapter 3
Specific Subject Guidance

3-1. General
This chapter provides guidance in specific areas of both individual and collective training.

a. Military Support to Civilian Authorities (MSCA). (See guidance contained in NGR 500-1)

b. Civil Disturbance Training (CD TNG). (See guidance contained in NGR 500-1)

c. Drug Interdiction and Counter-Drug Operations. (See guidance contained in NGR 500-1)

d. Military Support to Civil Defense (MSCD) and Land Defense of CONUS (LDC). (See guidance contained in NGR 500-1)

e. Counter-Terriorism Training and Operations. (See guidance contained in NGR 500-1)

3-2. Medical
Mandatory formal training is required for the award for medical MOS and on-the-job training may not be substituted. Medical MOS may be awarded by any agency as specifically authorized by the Commandant, Academy of Health Sciences, or the Commander, MILPERCEN.

3-3. Maintenance

a. Intermediate Direct Support. Units will provide support to specific systems and their auxiliary equipment during IDT and AT commanders must establish a positive intermediate (DS) maintenance training program to effectively train these units.

b. Intermediate General Support. The fundamental purpose of these units is to support the theater supply system through repair of components and DX items. Maintenance at this level will be job or production-line operations, as appropriate, and will be performed by modular units composed of commodity oriented platoons. These units will organize teams to perform an area support role. Training programs for intermediate (GS) units must key on improving individual MOS proficiency and sustainment skills while also enhancing maintenance management and leadership skills in CAPSTONE command and control units. Training opportunities can be enhanced best by assigning live missions to maintenance units during IDT and AT. A new concept, which is the part of the maintenance training programs for the Reserve Components, is the use of Regional Training Sites - Maintenance (RTS-M) at various locations throughout CONUS.

3-4. Training Conferences
Training conferences, training seminars, training workshops, or other similar meetings may be conducted as a result of State requirements, CAPSTONE planning requirements, or at the request of Active Army commanders or agencies (FORSCOM, TRADOC, AMC, WESTCOM, CONUSA, NGB, etc). Attendance at each meeting will be supported from available funds allocated to the State. The intent of the event must result in the improvement of training or readiness. State Adjutants General are encouraged to determine the man-day requirements needed to support State requirements and those resulting from Active Army-sponsored conferences. Attendance at such conferences must be approved in advance by the CNGB, either as part of the State operating budget or on a case-by-case basis.

Chapter 4
Special Training Programs

4-1. General
This chapter briefly describes the more widely used programs to improve ARNG personnel and units proficiency. Except where noted, the basic references for these programs are AR 351-1 and this regulation. The POC will be NGB-ARO-Y, except where noted. This POC should be contacted for new programs needed to meet training objectives.

4-2. Key Personnel Upgrade Program (KPUP).
a. The goal of KPUP is to enhance the military expertise of ARNG key personnel through practical experience in their duty specialities.

b. The objectives of KPUP are to--

(1) Contribute to the professional development and build personal confidence of ARNG key personnel.

(2) Build, maintain, and demonstrate the tactical and technical individual skills of ARNG key personnel.

(3) Foster the Total Army policy through shared training experiences among AC, USAR and ARNG personnel.

c. All ARNG individuals are eligible to participate.

d. State Adjutants General will determine individuals eligible to participate. Guidelines for participation are:

(1) Individuals will participate in their assigned duty MOS.

(2) Individuals will train either in place of or alongside a counterpart AC/RC incumbent.

(3) Preference is to individuals from combat and combat support units training under tactical field conditions and to individuals with a hard skill or hard-to-train technical MOS training in a nontactical environment.

(4) MTOE squads, sections,teams, and crews may participate.

(5) KPUP may also be used to increase individual training through a structured on-the-job training(SOJT) program with an AC sponsor.

(6) Training under KPUP is subject to manday limitation of NGR 37-111.

e. ***Coordination of KPUP*** participation should occur at the lowest practical level. All OCONUS KPUP must be approved by NGB-ARO-Y, prior to any coordination. NGB will establish and coordinate centrally-managed OCONUS KPUP for certain specialties. NGB-ARO-Y will coordinate program structure and management with OCONUS commands and states.

4-3. Selective Service Training

a. The goal of the Selective Service System is to meet the mobilization manpower requirement of the Department of Defense.

b. National Guard personnel assigned to the Selective Service Sections in each STARC contribute to this effort through recruitment and training of uncompensated citizens who constitute the local and appeal boards which are a part of the Selective Service System. Members also participate in a wide variety of media programs in support of the Selective Service System. Guard personnel also train to operate the Selective Service System in the event of mobilization or national emergency. Selective Service programs are conducted during IDT periods and through the use of split annual training and Special Training Tours.

c. Special Tour approval for ARNG personnel assigned to the Selective Service Sections is coordinated by NGB-ARO-M. Funding for these tours is through 2G13.0043 which is reimbursed by the Selective Service System. Reimbursement is accomplished only at DA level.

4-4. National Guard Bureau Biathlon Program

a. The sport of biathlon combines the skill of cross country skiing and shooting. Biathlon events are: 10km sprint, 20km race, 4 man Patrol Team race and 4x7.5km relay team race. These events require participants to ski cross-country trails, while stopping four times to fire at small disk targets on a 50 meter range. For each target missed a biathlete is required to ski a penalty loop before continuing the race. Fastest times determine winners. Awards are given to top individual and team finishers.

b. National Guard Bureau Biathlon Championships are conducted annually with Minnesota and Vermont serving as host states on an alternating basis. States hold tryouts/competition to select their team members.

c. Training can be conducted year-round. NGB Biathlon Coordinator can schedule NG Biathletes to conduct assistance visits to requesting states. The training benefits achieved by participating in this activity includes excellent physical conditioning and increased marksmanship proficiency. Proper and public affairs coverage at NGB, State and unit level needs to be emphasized.

d. Funding for participation in the NGB Championships is provided by NGB through the Biathlon Coordinator.

4-5. Army National Guard Marathon

a. The purpose of the program is to encourage and enhance physical fitness within the Army and Air National Guard. It also serves as a method for the Army and Air National Guard to select representative teams to participate in other marathon events. It is envisioned that state level running teams will be established on a year round basis to represent the Army and Air National Guard in local competitions. Personnel from the state teams can assist in development of local physical fitness programs and provide instructors knowledgeable in the physical fitness arena. Utilization of Master Fitness Trainers is strongly encouraged.

b. The Army National Guard Marathon is conducted annually in May within the framework of the Lincoln Nebraska Marathon.

c. The marathon distance is 26 miles and 385 yards. All the marathons are certified and sanctioned by The Athletic Congress (TAC) National Guard Marathon teams (All-Guard) will be selected from the top finishers to participate in other competitions (Marine Corps, Navy and Infantry Marathons in Nov-Jan each year). Teams will be formed for Men, Women and Masters. The Masters is for men and women who are 40 years of age and above who have been medically CV screened. Team members should be selected based upon their fastest times in

a recent marathon or other distance event (at least a half-marathon). Adequate individual training time is required for all team members.

d. NGB awards at the Lincoln Marathon will consist of individual and team awards. Individual National Guard runners (Men and Women) will receive first, second, third, fourth, and fifth place awards in age categories up to and including the over 55 category. Team awards will be for the first through third place teams. Team standings are based on cumulative times of the top three runners on each team.

e. Funding for participation in the National Guard Marathon and for All-Guard team members is provided by NGB through the Marathon Coordinator.

4-6. Army National Guard Participation in International Ski Championships for Alpine Troops (CaSTA)

a. The National Guard is invited annually to participate in the International Ski Championships for Alpine Troops (CaSTA) in San Candido, Italy. Nations currently competing include U.S., Italy, West Germany, Great Britain, Spain, France and Switzerland. Approximately 130 competitors participate.

b. Try-outs for the National Guard team is conducted in conjunction with the CISM try-outs in January in Vermont. The specific events are a 15km individual biathlon race, giant slalom, five-man patrol race and a 30km cross-country relay (3 member) race. Some team members may also be members of the CISM team and may conduct training in Vermont and Europe prior to the competition.

c. Funding for participation in the try-outs and for the National Guard team is provided by NGB through the NGB Biathlon/CaSTA Coordinator.

4-7. Army National Guard International Parachute Competition (LEAPFEST).

a. The purpose of the competition is to gain international visibility of Army National Guard airborne/parachute capabilities and display the Army National Guard leadership role in the airborne brotherhood. LEAPFEST increases The espirit within the participating units and promotes goodwill with our international allies. It has attracted national and international attention and has placed the Army National Guard in the forefront of airborne organizations.

b. Participants in the September event are usually from the Active Army, Army Reserve, Marines, Navy ROTC and the Army National Guard. A team will consist of four (4) jumpers and a minimum of three (3) jumps per team. Awards/trophies are given to the top three (3) teams, top three individual finishers, the top foreign team and the top foreign individual.

c. Funding for support of the LEAPFEST competition is provided by NGB through the LEAPFEST Coordinator.

4-8. Council International Du Sport Militaire (CISM) Ski Championship

a. Council International Du Sport Militaire (CISM) encourages and develops friendly relations among the armed forces of various nations. CISM now has 82 member nations and conducts championships each year in 22 different sports. Normally each sport is hosted by a different country.

b. CISM Ski Championships consist of giant slalom, cross country skiing and biathlon events.

c. The United States Armed Forces Sports Council has designated the National Guard Bureau as their proponent agency for CISM Ski Championships. Each January the National Guard Bureau hosts tryouts in Vermont/New York to select a U.S. team. National Guard members eligible to tryout are previous year CISM team members, previous year All Guard Biathlon Team members, other talented NG individuals receiving an invitation from the Biathlon Coordinator, and NG individuals selected based upon resume submissions. Nominations/resumes must be received by the NGB Biathlon Coordinator by 1 Dec.

d. Upon selection to the U.S. CISM team, team members train in Vermont, New York and Europe prior to the championships in March. Team members have also participated in training programs and competitions in September, November and December.

e. Funding for participation on the U.S. CISM team is provided by NGB through the Biathlon Coordinator.

Chapter 5
Training Support

5-1. General
This chapter provides guidance in the areas of logistical support and training equipment, facilities and site support to meet ARNG training objectives. NGR 37-111 and AR 37-100 should be consulted for financial guidance for training support beyond that provided by paragraph 5-2.

5-2. Financial
a. Funds for training. Funds to support training will be estimated on a fiscal year basis. Requirements will be developed and included within the State operating budget submitted to the National Guard Bureau each year. Revised fund estimates will be included in quarterly review of State operating budgets and other instructions issued by the National Guard Bureau. Obligations will be recorded and reported as prescribed in NGR 37-108.

b. Pay and allowances. Payment of ARNG personnel will be according to DODPM, AR 37-104-3, and NGR (AR) 37-104-3.

c. Travel and transportation allowances. Travel allowances are authorized as prescribed in AR 37-106, AR 37-52, and Vol 1, Joint Travel Regulations.

5-3. Equipment
a. Training equipment. Requests for loan of equipment, within MTOE authorization or a special exception, will be forwarded through command channels to the USP&FO. Each level of command will review the request to ensure that only those MTOE authorized items not on hand in the unit have been requested. Approved requests are satisfied at the lowest possible command level using assets available within units of that organization. When requests reach the USPFO, every effort will be made to satisfy the requirement within assets on hand in the State. If ARNG assets are not available within the State, attempts will be made to borrow the required equipment from USAR assets within the State or adjacent State USPFOs in that order. Shortages that cannot be filled under these procedures will be forwarded to NGB-ARL-S IAW FORSCOM/ARNG Reg 350-2; such requests must arrive at NGB NLT 90 days before scheduled training. NGB will attempt to fill requests from ARNG assets before forwarding request to appropriate CONUSA for assistance.

b. Post, Camp and Station (PCS) Property, at Federally Operated Training Sites. The USP&FO will coordinate PCS requirements with the Support Installation for the loan of required items in amounts not to exceed the quantities authorized in CTA 50-909: c. State Controlled Training Sites. PCS items listed in CTA 50-909 will be provided to units on a loan basis by the host State USP&FO. Funding requirements should be included as part of the State's annual budget submission.

5-4. Maintenance Services
a. General.

(1) ARNG units should be self-sustaining during all training periods. Sufficient direct and general support maintenance type units to provide necessary maintenance of equipment must be scheduled concurrently into the training site to ensure a realistic training environment. At AT pre-camp conferences, planning must include assignment of support maintenance missions to nonorganic support maintenance units. Commanders of nonorganic support maintenance units must be provided unit designation, and types and densities of equipment their units will be required to support.

(2) Maintenance support will be provided by a CSMS or non-collocated MATES may be utilized only when maintenance support units are not available at the training site.

b. Repair parts and related supplies.

(1) Unit commanders will submit repair parts requirement forecasts through supporting Class IX activities to USP&FO of their States early so that an adequate supply of repair parts and related supplies be made available to sustain maintenance operations and to provide for the accomplishment of training objectives.

(2) Prescribed Load/Mandatory Parts List (PLL/MPL) of repair parts required to sustain home station equipment at MUTA and AT should be the OMRPL stocks or if automated by the DS4 Class IX Facility Supply Support Activity (SSA), the PCN AGL-C34 PLL printout. Replenishing stocks during MUTA and AT that are necessary to sustain organizational maintenance of home station equipment may be drawn directly from the supporting Class IX SSA stocks or supporting combat service type units designated to provide repair parts resupply during AT and MUTA. Repair parts available at OMS or training unit maintenance activity peculiar to the equipment to be drawn from the MATES/UTES will be made a part of the unit PLL and taken with the unit to support training. Repair parts needed to sustain equipment issued on loan by MATES/UTES to a training unit should be resupplied from a combat service support type unit designated to provide resupply of repair parts.

(3) Support maintenance units repair parts stockage. Divisional and separate brigade organic support type maintenance units not operating under the DLOG concept must forecast and requisition repair part requirements to sustain supported units during MUTA and AT. These forecasts must be made far enough in advance of the training dates to permit the USP&FO to make the repair parts available to support the maintenance mission. Repair parts issued to organic support maintenance units are a part of the USP&FO ASL stocks. The support maintenance units should retain these stock for year-round support of training operations. Repair part records will be maintained IAW AR 710-2.

(4) Nonorganic support maintenance units assigned missions as prescribed in paragraph a(1) above must forecast and requisition repair part requirements needed to support equipment of their units AT/MUTA missions. The forecast must be made far enough in advance of scheduled training to permit the USPF&FO to make the repair parts available to support the maintenance mission. Repair parts to nonorganic support maintenance units are a part of the USP&FO ASL stock. The nonorganic support maintenance units should retain these stocks year-round support of training operations. Repair parts records will be maintained according to AR 710-2. Nonorganic support maintenance unit repair part stocks must be thoroughly purged at least annually to remove repair parts stocked for equipment no longer supported.

c. Equipment prepositioned at a MATES.

(1) All equipment prepositioned at a MATES will be inspected prior to issue and will be hand-receipted to the using unit according to AR 710-2. To the extent possible, the MATES will issue equipment to the unit that provided the assets to the MATES. Equipment will not be issued to a training unit in quantities excess to MTOE authorizations or beyond the organizational maintenance capabilities. A training unit may be authorized to hand receipt inoperable items and/or items scheduled for preventive maintenance services; i.e., Q and S services. The authorization may exceed the unit MTOE training authorization, but will be drawn for the specific purpose of repair and/or service by the training unit to achieve unit proficiency. After the repair/service is completed, the item will be returned to MATES control.

(2) Equipment issued from the MATES/UTES will be operational, except for equipment requiring organizational maintenance or services that do not exceed, in quantity, the capability of the training unit.

d. Turn-in of MATES equipment. At the conclusion of MUTA/AT, the commander of the training unit will make a complete inspection of all equipment hand-receipted from the MATES in time to permit all organizational maintenance to be done prior to turn-in of equipment. The inspection will be completed in time to permit accomplishment of all required organizational maintenance prior to scheduled departure for home station. Organizational maintenance faults that develop during the training period will be corrected by the training unit prior to turn-in. Support maintenance units will be assigned a mission at MUTAs and AT to complement the MATES/UTES mission. Support maintenance faults noted on items being returned to MATES/UTES control will be recorded on DA Form 2404, which will be turned in to the MATES/UTES inspector or support maintenance unit, if applicable. If this is not feasible, commanders of support maintenance units will coordinate with the appropriate USP&FO or State maintenance officer (SMO) for prepositioning of a sufficient backlog of inoperable assets (i.e., vehicles, components, and assemblies) to assure that MOS-enhancing training is conducted during the MUTA or AT. Items repaired will either be used to support the training units MUTA/AT training mission or returned to USP&FO stocks.

e. Logistics assistance.

(1) Achievement of training objectives by MTOE maintenance and supply units can be enhanced by the effective utilization of logistics expertise available through the Army's logistics assistance programs (AR 700-4). Use of assistance from these programs should be considered when the support assistance required is beyond the capabilities or technical expertise of ARNG technicians and unit personnel.

(2) Unit level maintenance training, planners should consider using both ARNG and U.S. Army, Readiness Group maintenance assistance instruction team (MAIT) capabilities before requesting logistical assistance from United States Army Material Command (AMC). In the event additional capabilities are needed, requests for AMC logistics assistance may be submitted to CONUS-(LAO) according to AR 700-4. Priority should be allotted to using this expertise in conducting training of support-type units and in developing this capability within the States. It is the mission of all direct support units to provide technical assistance, as well as maintenance and supply support, to the using units.

5-5. Transportation

a. General. Movement of Army National Guard troops and equipment will be accomplished by Government vehicle to the maximum extent possible. Where use of organic military transportation is not feasible, or use of commercial transportation is more practical, the mode of commercial transporta-

tion that will adequately satisfy ARNG requirements at the lowest overall cost and energy efficiency will be selected (AR 55-355).

b. Annual training. Transportation management decisions are made using data submitted with budget input and the AT plan. NGB Pam 350-1 is used at State level to prepare the AT plan and select the desired mode of transportation to/from the AT site. If the selected mode is airlift or commercial bus, the commercial costs should be reflected in the cost column. These costs are used during the budget process. Each air move (over 30 PAX) requested in the AT plan must accompanied by NGB Form 214R completed IAW NGB Pam 350-1. Validated Airlift requirements will be reviewed by the Air National Guard on a quarterly basis to determine which ones can be supported. States will be advised of the results of the scheduling conferences via electronic message which will indicate all filled missions. Airlift validated as a priority B2, B3, or B4 will move as approved. If ANG airlift is not available for priority B missions, funds will be provided for commercial airlift or Special Assignment Airlift Mission (SAAM). Airlift validated as D5 will only move if ANG airlift is available. If commercial funds are not available an alternative will have to be planned.

c. Inactive duty training. Provisions outlined in paragraph b also apply in support of IDT.

(1) Once the State has received NGB funding approval for the IDT transportation requirements (submitted in the State budget request), the State will arrange the required transportation under the provisions of paragraph 5-5d. The Transportation Manager (TM) arranges transportation based on orders published by the State Adjutant General, Joint Travel Regulations, vol. I, chapter 2, Competent Orders, subject to the availability of funds, and authority within object class travel limitation at State level. Significant changes in IDT transportation requirements that involve funding support in excess of that previously provided the State will be submitted to NGB-ARO-Y 45 days prior to the date of the change requested. These changes will include justification of the requirements. Commercial transportation requirements will be submitted to the USP&FO on a DD 1287 NLT 75 days prior to required movement, if no NGB Form 214R is not used. The mode of transportation that most satisfactorily and economically meets the military requirement will be determined by the USP&FO or HQ MTMC IAW Chap 306 AR 55-355. The USP&FO will submit the DD Form 1287 by the most expeditious means to MTMC, with information copy to NGB-ARO-Y NLT 60 days prior to travel date. Any change in requirements should be forwarded to arrive at MTMC at least 30 days prior to scheduled departure date. The following procedures apply if changes occur within 30 days prior to departure. Request for change will be submitted to HQMTMC-PTC via priority message or telephone. MTMC will contact carriers and implement the required changes and advise NGB-ARO-Y.

(2) Request for movement by ANG military aircraft will be submitted according to paragraph 5-5d below.

(3) Accurate data submission is essential, since budget decisions will be based upon IDT transportation data requested in 510002.BO of the State operating budget and data submitted IAW NGB Pam 350-1.

d. Request for military airlift.

(1) All requests for Air National Guard point-to-point unit airlift will be routed through NGB-ARO-Y to the Air National Guard Support Center (ANGSC/XOOC), Stop 18, Andrews Air Force Base, Maryland 20331. Airlift missions accepted by the Air National Guard are limited because support is dependent upon availability of airlift resources scheduled during normal training missions. Another limitation in ANG airlift capability is selected on-load/offload capacity of airfields. Requestors should ensure that pickup and dropoff points are capable for supporting C-130 operations; requirements include: length and surface of runway, runway and ramp bearing capacity, cargo handling capability, ramp facilities, emergency equipment and medical facilities, and adequate tower facilities. All requests will be made by letter of transmittal outlining complete lift requirements on NGB Form 214R (2 copies). A round trip movement requires two requests (one going, one return). Procedures for airlift of National Guard personnel and equipment are outlined in NGR (AR) 59-1/NGR (AR) 55-100, and NGB Pam 59-1/ANGP 55-2.

(2) Request should be forwarded to NGB-ARO-Y IAW NGB Pam 350-1. All AT and IDT airlift requests for the year should be attached to the AT plan submission. Additions or changes must be submitted as a change to the AT plan for AT airlift and by separate letter for new or changed IDT airlift request.

(3) The ANG airlift conference will consider all approved airlift requests. New or open requests will be continuously processed for fill on a monthly basis by ANGSC/XOOC. Following approval of a request, direct coordination is then authorized between the requestor, the ANGSC/XOOC, and the airlift unit. ARNG requests must follow the above procedures to be considered for support.

(4) Exceptions to the above procedures are requests for joint airborne/air transportability training (JA/ATT). All ARNG requests for JA/ATT will be submitted on FORSCOM Form 612R IAW with FR 350-3. The FORSCOM Form 612R will be submitted

through appropriate channels to the CONUSA for consideration. Requests submitted IAW above procedures will be addressed monthly at the JA/ATT allocation conferences. Preliminary contact may be made by the requesting ARNG unit to an Air National Guard tactical airlift unit. If the ANG airlift unit believes they can support the request, the ARNG unit should forward two information copies of the FORSCOM Form 612R to the Air National Guard Support Center, (ANGSC/XOOC), Andrews AFB, Maryland 20331, noting in the remarks section that tentative coordination with the ANG unit has been made. The required number of copies of the FORSCOM Form 612R must also be forwarded through appropriate channels to the CONUSA, noting that coordination has been made in accordance with existing procedures. Prior coordination is not to be construed to mean the mission will be approved. ANGSC/XOOC will notify MAC/DO and FORSCOM of the tentative commitment for coordination and inclusion in the MAC Joint Training OPORD Monthly Annex. ANG tactical airlift units and ARNG units will not enter unilateral agreements for JA/ATT. The above procedures must be followed. The FORSCOM Form 612R will not be utilized for point-to-point unit airlift.

e. Charter air movements.

(1) The USP&FO in coordination with HQ MTMC must determine if charter air is required and what is cost effective. Coordination with NGB-ARO-Y will be affected when this is done.

(2) Special information or requirements will be placed in the remarks column of DD Form 1287.

f. Equipment. Military equipment/supplies transported to and from training sites will be limited to minimum essential equipment for training (MEET). Included in consideration will be attempt to borrow like equipment at AT site from other units.

(1) Movement by Government-owned vehicles. Maximum use will be made of all Government--owned vehicles to transport unit equipment to and from training sites. Full advantage must be taken of all vehicle space available in the movement of personnel and essential equipment for advance and rear detachments.

(2) Movement by rail or commercial highway carrier. Planned shipment of self-propelled guns and tracked vehicles by commercial highway or rail carrier will be listed and fully justified in the State Operating Budget submission and the State Training Plan. When such shipments are approved, requests for routing will be submitted by the USP&FO to MTMC Area Command on DD Form 1085 (Domestic Freight Routing Request and Order) in accordance with AR 55-355.

g. Special requirements.

(1) Units traveling to and from OCONUS require a Department of the Army approval except unit movements to or from Alaska, Hawaii, Puerto Rico, the Virgin Islands, Guam, and the Canal Zone. The annual NGB-ARO-LOI on OCONUS training constitutes DA approval for OCONUS training, and therefore replaces all requirements for DA movement directives otherwise required. Other units participating in DA/JCS exercises will be authorized OCONUS travel by the particular exercise directive.

(2) Upon receipt of an approved training authority involving an OCONUS move, the State Adjutant General concerned will forward the following information immediately to NGB-ARO-Y, unit designation, authorized strength, current assigned strength, actual strength to be moved, advance party, and main body, present station, destination, training dates, equipment to accompany unit, show personal baggage per individual in addition to weapons, equipment, records, etc., and a statement, as required by Title 10 USC 672(b), that the Governor of the State concerned has consented to the members of the Army National Guard of his/her State being ordered to active duty for this purpose.

(3) A checklist to be used by the USP&FO and unit moving OCONUS is found in FORSCOM supplement to AR 350-9. (4) Customs requirements. The provisions of DoD Regulation 5030.49-R are applicable to all units training OCONUS. Most of the customs requirements will be accomplished at the port of debarkation/port of embarkation (POD/POE) by customs officials; however, the troop/unit commander should complete the customs checklist from FORSCOM Supplement 1 to AR 350-9.

h. Use of POV.

(1) Unit AT movement plans will not be predicated upon the use of POV for transportation to and from the Training Site (TS). AT plans will direct personnel to use Government transportation. The State Adjutant General may permit personnel attending AT with their unit to travel by POV to and from the Training Site (TS). This mode of travel is for the individual's convenience in lieu of traveling with their unit by Government transportation and reimbursement is not authorized from Federal funds. An exception may be applicable when the POTO has determined that:

(a) Government transportation is not available.

(b) Individuals agree to travel by POV.

(c) Limited use of POV is cost effective.

(d) Unit orders authorize POV.

(2) The following factors must be considered before permitting the use of POVs for transportation to and from TS:

(a) Safety.

(b) Distance to be traveled.

(c) Effect on unit movement training.

(d) Effect on national policy (e.g., fuel conservation)

(e) Capability of the TS to provide secure vehicle parking facilities.

(f) Availability of funds.

(3) One additional member may be permitted to accompany the driver of each POV due to safety and distance considerations. This additional member will not be entitled to reimbursement for travel (JTR, vol I, part 1).

(4) Upon arrival at the TS, POVs will be parked in designated parking areas. POVs to include campers are not authorized to be operated or parked at or in the vicinity of bivouac areas, ranges, or other training areas and will not be used at the AT site in lieu of Government transportation. Government transportation will be used to transport personnel to and from or between bivouac areas, ranges, or other training areas at the AT site.

(5) OCS candidates. OCS candidates may be authorized the use of POV, when Government transportation is not available, and be reimbursed for mileage to and from OCS assemblies, provided the candidate is not assigned/attached to the State Military Academy. In this situation the candidate must be placed on travel orders to a training site (State military academy) which is located away from his/her home station armory.

(6) AGR personnel will attend AT with their unit of assignment. Attendance will be in a TDY status with allowances authorized by Joint Travel Regulations (volume 1). Unless authorized in advance in writing by the State Adjutant General for compelling military reasons, travel status will be used with Government quarters and rations furnished. Since AT equates to a field exercise or manuever, no per diem is payable in these circumstances.

i. Use of Government vehicles.

(1) Government vehicles including tactical, commercial design, GSA, and commercially leased vehicles, are to be used for official purposes only. The Secretary of the Army has approved domicile-to-duty transportation privileges for the Army National Guard Full-time Recruiting Force (FTRF); however, any other personnel use is not authorized. It is essential that all vehicle operators understand the highly visible environment in which Government vehicles are operated and the need for strict compliance with laws and regulations.

(2) The AG/USP&FO is responsible for ensuring that Government vehicles are dispatched for official purposes only. Vehicle use policies and procedures must receive continuous command attention to prevent improper use by all operators, senior officials and visitors.

(3) Administrative use vehicles. (AUV) must be operated IAW DOD 4500.36-R and AR 58-1. Each AG/USP&FO is responsible for establishing the permissive operating distance (POD) unique to his/her State. Although AR 58-1 provides a guide of 75 miles as POD from an installation, ARNG operational requirements may dictate a State POD of "within State" or within a specified operating distance of the armory to which the vehicle is assigned.

(a) AUVs will not be used by students attending schools without the approval of the AG or his designated representative based on a determination that this is the most effective mode of transportation available.

(b) Out-of-State use of AUVs for TDY purposes must be approved by the AG/USP&FO based on a determination that this is the most cost effective mode, and other commercial means are not available.

j. Special conveyance.

(1) Rental cars will not be authorized when other Government or local commercial transportation is available. Use of rental cars may be authorized only when AG/Program Manager has determined such rental is cost effective, and the purpose of the TDY/travel requires use of a rental vehicle. Nonduty hour requirements do not justify a car, unless it has been previously determined that local transportation is not available within walking distance of the TDY site.

(2) When rental car is required, all efforts to use GSA vehicles will be exhausted before commercial rental agencies are contracted.

(3) The special approval required in i(3)(b) above will apply to use of rental cars at school.

5-6. Subsistence

General policies and procedures concerning subsistence are contained in AR 30-1 and AR 30-18. The following additional items are provided:

a. Menu Modification. Modification to the 14-day US Army Reserve Component Menu (SB 10-263) should be held to a minimum. However, if changes are made, copies of the revised menus will be forwarded to the supporting Army installation 90 days prior to a training period so that supply action can be initiated by the TISA/commissary officer concerned.

b. Operational Rations. The MRE and other operational rations may be authorized by state Adjutants General during travel to and from training sites and during field exercises. Funds must be programmed in the State Operating Budget.

c. Travel Rations.

(1) Advance party personnel in group travel status enroute to training areas are authorized subsistence as prescribed in VOL 1., JTR. Purchase of commercial meals using meal tickets are authorized by AR 55-355 when a unit or group of personnel travel by chartered bus or plane. Meal rates will not exceed those prescribed in Vol 1., JTR.

(2) Individual officers and enlisted members traveling individually in a TDY status are authorized BAS and per diem in accordance with Vol 1, JTR.

d. Active Army Enlisted Personnel. Active Army enlisted personnel may be subsisted in ARNG facilities. When subsisted the following procedures apply:

(1) IDT. Personnel receiving BAS regardless of rate and subsisting in ARNG facilities will pay food cost, and surcharge if in per diem status, for all meals consumed.

(2) AT. Personnel will be placed in Subsistence In Kind (SIK) status and receive subsistence without charge to the individual unless the individual receives per diem.

e. ICE. AR 30-18 provides guidance needed to compute the daily allowance per individual. The State Adjutant General may adjust the allowance based on weather conditions or the number of meals to be consumed, as experience dictates. The cost of ice is not considered a part of BDFA and will be charged to OMARNG (Budget Program 3728).

f. Determination of Meals Authorized while in Travel Status.

(1) The number of meals authorized for troops assembled or traveling will be determined in accordance with **Table 5-1.** On return journey, arrival time refers to actual arrival time at home station armory.

(2) Travel time from home station to the training site is considered to start at the hour when the unit assembles at its armory (if the assembly does not precede the actual time of departure by more than two hours) and will terminate at the hour of arrival at the training site. Travel time from training site to home station will begin at the time of the departure from the training site and will terminate at time of arrival at the unit armory.

g. Civilian Dining Facility Personnel.

(1) Army policy requires that dining facilities using appropriated fund support must be operated on a cafeteria-style basis. This Army policy does not provide for personnel services. Under normal procedures, there will be no serving of food or beverages to tables. Generally, throughout the ARNG, dining facilities are operated in support of combat/field training activities; therefore food service attendant duties are performed by military personnel. Even though the local commander in a field or combat training situation is responsible for determining the specific tasks of dining facility attendants, no authority exists to deviate from the standard military field-type dining facility operations.

(2) Civilian personnel may be authorized by the State Adjutant General for use in the operation of ARNG unit dining facilities as indicated below:

(a) Units performing AT when an insufficient number of enlisted personnel in appropriate grades are available to perform duties. Consolidation of facilities should be considered prior to authorization.

(b) State Military Academies, non-commissioned officer courses and specified training such as the Battle Skills Course and Reserve Component Tank Commanders Course.

(c) Not used when units are in the field.

(d) Dining facilities operated by other services/components which routinely employ civilians. If approved, such support is normally provided by the Army installation concerned on a cost reimbursement basis.

h. Meal Authorizations. Meal authorizations for IDT are listed in Table 5-2. Normally, only one meal will be authorized for a single training period of eight hours duration. Under certain circumstances, more than one meal, but no more than one ration (three meals) may be provided in any one day. A special food allowance according to AR 30-1 paragraph 7-17 may be authorized.

i. Support to other states/components. Supporting ARNG annual training sites will provide subsistence support without reimbursement to those units training at their sites. Host sites will budget, based on the published training schedule, for all types of subsistence support, that is A, B and operational rations.

j. Full-Time Dining Facility Operations. ARNG dining facilities operating on a full-time basis as authorized by CNGB will follow the same procedures outlined for the Active Component in AR 30-1 and AR 600-38. Requests for deviation will be submitted to NGB-ARL-T.

5-7. Local Training Sites (LTS)

a. All commanders are encouraged to acquire nearby LTS including areas for overnight bivouacs that will reduce travel time and thereby increase the time available for training and conservation energy resources. Each LTS should be located, whenever possible, within round trip travel time that does not exceed 25 percent of the UTA/MUTA.

b. Appropriate LTS should be designated that adequately support the IDT training program for each ARNG battalion, company, or detachment size unit.

c. LTS may be located on Federal property, Federal Military installations, State property, local governmental property or private property. 5-8. MAJOR TRAINING SITES (MTS)

5-8. Major Training Sites (MTS)

a. Either Federal or State operated installations or facilities may be used for AT by ARNG units. The exterior police and sanitation of all facilities, training, and administration before occupancy by units is a responsibility of the operating agency. Such matters are the responsibility of the using units during the period of occupancy and through the time of departure and clearance from the installation.

b. Primary Annual Training sites (PATS). The State Adjutant General, in coordination with the appropriate CONUSA/WESTCOM commander(s), may designate a PAT for each ARNG unit within the State. Construction of facilities will be considered on an individual basis according to NGR (AR) 415-10 and NGR (AR) 420-10. As a minimum, the State Adjutant General will consider the following in the selection of PATS.

(1) Proximity of Active Army partnership or affiliation units.

(2) Mobilization stationing plan.

(3) Available equipment required to support the programed training; e.g., ARTEP.

(4) Available training facilities; e.g., ranges and manuever areas.

(5) Available specialized training areas or resources; e.g., mountain, desert, jungle, maritime, or cold weather.

(6) Time/distance from the unit's home station to the primary ATS. As a general guideline, the PATS should be within 500 miles of the unit's home station.

(7) The PATS should be within the capability of available organic transportation.

c. ATS selection.

(1) The specific ATS and the date of AT will be coordinated by the State Adjutant General and the CONUSA/WESTCOM/ 6th Inf Div (Lt) commander(s) concerned. The CONUSA/WESTCOM/ 6th Inf Div (Lt) or appropriate overseas commander, will concur in the ATS and date of training selected. Where CONUSA/WESTCOM commanders and State authorities fail to agree upon the selection of an ATS and date of AT, the matter will be referred to CNGB who will make the final decision. No unilateral action will be taken to change the ATS without consulting the appropriate CONUSA WESTCOM/6th Inf Div (Lt) commander. State-operated training sites that are adequate or the conduct of training may be used with the consent of the appropriate Governor in addition to those specified above. ARNG units located in Alaska, Hawaii, Puerto Rico, the Virgin Islands, or Guam will normally conduct AT in their respective State, commonwealth, or territory.

(2) Appropriate justification must be provided in the State AT plan in order for units to be able to conduct AT at locations other than their PATS in view of economy and energy conservation. Examples of this justification are specialized affiliation, partnership, ADA battalion association program requirements, or directed mutual support, mobilization stationing plan requirements, specialized training program requirement such as jungle, mountain, desert, maritime, or cold weather environments, JTX or Active Army FTX requirements, equipment, funding, or energy conservation requirements and capability to use no-cost JATT airlift.

(3) Requests for units to conduct AT overseas will be submitted as prescribed in AR 350-9, as supplemented by Army MACOM and according to separate instructions published by the CNGB.

(a) Individuals traveling to foreign nations on matters concerning training; e.g., training conferences, must be in an AD status under title 10, U.S.C. 672 (b) or (d).

(b) Units conducting training in foreign nations must be in an ADT status under title 10, U.S.C. 672 (b) or (d).

5-9. Topographic Products

a. The State Adjutant General will establish procedures governing the requisitioning, issue, accounting, control, and storage of maps and other topographic products and materials according to AR 115-11 and AR 75-50. He/she will designate the USP&FO for the State as the only authorized requisitioner and furnish copies of this designation to: Director, DMA, Office of Distributive Services, Washington, DC 20315 and to CDR, FORSCOM, ATTN: AFIN-FI.

b. State training site commanders are authorized to stock maps and related materials required for operations and training programs.

c. Unit commanders will plan, forecast, and request the required maps and related materials necessary to support the level of programed AT and IDT. Requisitions or stockage of maps should not exceed those quantities specified in FM 101-10-1. Requisitions for special requirements (nonstandard topographic items) should be forwarded from State USP&FO to: CDR, FORSCOM, ATTN: AFIN-FI, Ft. McPherson, GA 30330. Requisitions for unclassified

Central Intelligence Agency (CIA) maps will be made directly to CIA, Map Library, Washington, DC 20505.

d. When requisitions are returned from the Defense Mapping Agency indicating maps as "not in stock," consideration must be given to obtaining substitute maps from the United States Geological Survey (USGS). If there is a valid requirement for reprinting out-of-stock issues, for updating current maps, or requirements for other standard products/materials, requests will be submitted directly to USGS according to AR 115-11.

e. CONUSA/WESTCOMs are responsible for establishing criteria and the necessary procedures for State Adjutants General to obtain military maps for Military Support of Civil Defense. These maps will be furnished without reimbursement; therefore, requests for military maps for Military Support of Civil Defense will be submitted to the appropriate CONUSA/WESTCOM headquarters.

5-10. Ammunition

a. AR 5-13 designates the ARNG as a major command (MACOM) entity for managing the ARNG Training Ammunition Management Information System (ARNG-TAMIS). The NGB will provide the States with subauthorizations by DODIC and quantity for a specific FY/TY before the start of the year. Although normally provided once a year, supplemental subauthorizations may be provided at the direction of NGB at any time. The NGB, the States, and subordinate units will manage this program within the quantity limits established in authorization/subauthorization documents. Authorizations/subauthorizations for training ammunition will be provided in separate system generated documents. **NOTE:** CTAs are no longer valid authorization documents for conventional service/training ammunition to be consumed in training and may not be used as authority to state requirements, subauthorize, forecast, requisition, or expend ammunition in training, with the exception of missile and selected dummy, drill, and inert items, which at this time do not fall under TAMIS. The Adjutants General of the States will provide subordinate commands with subauthorizations/cross-leveling by DODIC and quantity for a specific FY/TY before the start of the FY/TY. Although normally provided once a year, subauthorizations may be provided at the direction of the State Adjutant General at any time. Management of the ARNG-TAMIS will be in commander/training G/S-3 channels.

b. Statement of requirements will normally be submitted once a year (JAN) but may be adjusted as required IAW the procedures in this publication. This will reflect the commander's best judgment as to the quantity of the most desirable ammunition items by DODIC required to accomplish the training program for a specific FY/TY. Requirements will be stated in terms of the most effective and least costly mix of items IAW DA Pam 350-38, standards in weapons training. The operations and training office is responsible for gathering and validating unit level ammunition forecasts. Validated forecasts will be passed via TAMIS message to the appropriate supply support activity by the Operations and Training Office.

c. Opposing forces (OPFOR) ammunition. Ammunition for OPFOR personnel/units provided by the Active Army under the affiliation or AC/RC partnership programs will be programed by the supported ARNG unit. Quantities and issue points will be mutually agreed to by the ARNG and AC unit commanders. ARNG units certified to participate in the Foreign Material for Training (FMT) program will OPFOR ammunition IAW AR 350-2.

d. Maximum use will be made of subcaliber devices in executing training programs. Full caliber ammunition will be expended to validate the training program and provide the requisite realism but will be held to the minimum.

e. Carryover of ammunition authorizations between fiscal years is possible IAW paragraph 3-11, AR 5-13. Carryovers will be the exception, not the rule. Each case will be evaluated independently. Carryover requests should be restricted to support a specific unit and exercise that was programed and then canceled or not completed. Justification for carryover is necessary. This justification should be specific and technical. A carryover request must include a change to the yearly training plan programing an additional training exercise in the next year. The request will be forwarded to NGB-ARO-M for action. Approval will most likely be restricted to a carryover of dollar values versus a quantity of ammunition. Ammunition identified at the end of an FY becomes an Army asset. These assets will then be redistributed based on Total Army priorities.

5-11. Target Support for ADA Units (Non-missile)

a. Operation of target support teams and Radio-Controlled Aerial Target (RCAT) at all training sites is the responsibility of the State.

b. RCAT contractor maintenance support service teams must be requested by the State concerned. Requests should be forwarded to the Commanding General, US Army Missile Command, ATTN: AMSMI-SMED (NMP), Redstone Arsenal, Huntsville, AL

35809. Information copies should be forwarded to NGB-ARO-M.

5-12. Petroleum, oil, and lubricants

POL requirements will be based on the quantity of fuel consuming equipment and experience consumption factors for movement to and from the training site, and for training at the site.

a. Supply of petroleum products for movement to and from training sites will be accomplished by the most economical means, using one of the following methods:

(1) By use of Army National Guard tank trucks/ semitrailers tank and pump units and/or 5-gallon fuel cans.

(2) By acquisition from ARNG, ANG, and /or other military installations enroute. Such projected demands will be coordinated with the applicable installation by the USPFO well in advance of the required date (normally 90 days).

(3) By local purchase when ARNG, ANG, and other military installations are not available and when the requirement for any single petroleum product does not exceed 10,000 gallons. If difficulties are encountered in effecting local procurement, or if requirement exceeds 10,000 gallons, a request must be submitted to US Army General Material and Petroleum Activity (USAGMPA), ATTN: STSGP-FM, New Cumberland Army Depot, New Cumberland, Pennsylvania 17070. Submission of request will be at least 90 days in advance of date required in order for USAGMPA to establish contractual sources of supply in an economical manner. The following information will be furnished, as shown in the example:

Date/time of delivery.	28 Aug 78, 1,000 hrs.
Quantity	10,000 gallons
Refueling point	Baltimore, Maryland (at intersection of State Roads 26 and 85.)
Refueling equipment required	Contractor to provide six transport trucks equipped with (No.) (foot) hoses.
Other applicable information	Captain John Doe (designate ARNG unit) to coordinate refueling of convoy.

(4) Requirements for lubricating oils and grease will be determined and obtained by the unit prior to departure from home station and carried with each motor convoy to the training site.

(5) The USP&FO is responsible to confirm all arrangements for resupply of convoy vehicles at least 48 hours in advance of resupply operations.

(6) The unit operating convoy and USP&FO concerned are responsible to ensure that all fuel consumed, regardless of source, is properly reported through the Defense Energy Information System (DEIS).

b. The USP&FO for the State using an Army installation where POL is not available through an ARNG source will submit to that Army installation all requirements for bulk petroleum products in accordance with that installation's instructions.

(1) In every case possible, fuel products required by ARNG units will be acquired by the USP&FO from a source where the Federal excise tax and/or other applicable taxes are exempted. Such availability must be fully explored prior to procurement of fuels from a source where tax payment cannot be covered by certificate of exemption.

(2) The USP&FO will reimburse the Army installation for fuel consumed at that installation by units of his/her State.

(3) A USP&FO that has a unit(s) using an ARNG training site in another State will submit requirements for bulk petroleum products to the USP&FO of the host State at least 120 days prior to the training period. If the combined bulk petroleum requirement for that site exceeds 10,000 gallons, the host State USP&FO will submit requirements to USAGMPA at least 90 days in advance of the training period. USAMPA will arrange for contractual source of supply. Bulk petroleum product requirements under 10,000 gallons will be obtained through local purchase by the host State USP&FO. The host State USP&FO will make necessary arrangements with the site commanders to receive, store and issue fuel to all units using that site. The host State USP&FO will also initiate delivery orders as required to provide sufficient fuel on a timely basis in accordance with the requirements of the site commander. The site commander is responsible for receipt of actual deliveries of petroleum products. Upon completion of the training period, for billing purposes, the site commander will furnish the host State USP&FO the total issues of fuel to the units/State concerned. The visiting State will reimburse that host State for the quantity of fuel consumed by its units during the training period.

(4) Requirements during the training period for packaged petroleum products (generally lubricants, oils, greases, and specialty items packaged in con-

tainers of 55 US gallons or less) will be determined well in advance and drawn from home station assets for use at the training site. Packaged products are not normally available at the training site.

(5) The USP&FO is responsible to confirm all arrangements for supply of convoy vehicles at least 48 hours in advance of resupply operations.

(6) The unit operating the convoy and the USP&FO concerned are responsible to ensure that all fuel consumed, regardless of source, is properly reported through the Defense Energy Information System (DEIS).

5-13. Other Support

a. Medical. Medical services during AT periods will be in accordance with NGR 40-3 and provided by:

(1) ARNG medical personnel

(2) Additional medical support arranged through the CONUSA or overseas commander.

(3) Qualified civilian physicians, if the foregoing support is unavailable or inadequate.

b. Communication services.

(1) For annual training, non-tactical communications services at ARNG training sites are provided according to AR 105-23 and NGR 105-23; at Active Army posts, camps, and installations according to AR 105-23. Telephone services will be provided in garrison locations within the capability of the ARNG training site. Commercial telephone services will not be installed in field or tactical locations. Arrangements for required telephone support should be made during pre-camp planning conferences. Access to AUTOVON to conduct essential official business will be provided to authorized personnel if AUTOVON service is otherwise available at the training site. An allowance of $500.00 per State and $0.15 per member (assigned strength) per year is established for those telephone long-distance charges incurred during annual training by authorized unit personnel for official purposes.

(2) An allowance of $500.00 per State and $0.15 per member (assigned strength) per year is established for those telephone long-distance charges incurred during inactive duty training by authorized personnel for official purposes.

c. Laundry and cleaning services. Laundry service is authorized for cook's whites, medical uniforms, dispensary linens, blankets, mattress covers, mattress pads, sheets, pillows, and pillowcases. Cleaning and renovation are authorized for mattresses and pillows at State-operated training commercial contracts where Quartermaster laundry services are not available. Cost incurred for laundry and cleaning support during training at either a Federal or a State-operated training site will be a unit responsibility and paid by the USP&FO. Funding requirements for this support should be included as part of each State's annual budget submission.

d. Miscellaneous supplies.

(1) Essential janitorial supplies procured will be based on actual experience. In no case will utilization exceed the allowances authorized in CTA 50-970. In the interest of supply economy, the issue of janitorial supplies will be closely controlled.

(2) The supply of insect and rodent control items for ARNG units training at federally operated sites is an Active Army responsibility without reimbursement from National Guard funds. Requirements at State-operated sites will be requisitioned through normal supply channels utilizing funds available to the host State.

TABLE 5-1
Determination of Number of Meals While in Travel Status

Assemble or	Depart	Arrive		Number of Meals
	0800	Before	1100	1
Before	0800	Between	1100 - 1700	2
	0800	After	1700	3
	0801	Before	1100	0
After	0801	Between	1100 - 1700	1
	0801	After	1700	2
After	1301	Before	1700	0
After	1301	After	1700	1

TABLE 5-2
Determination of Number of Meals During Assemblies

	Assemble/Depart	Arrive	Number of Meals
MUTA 2	0800	1700	1
MUTA 3	0800 Sat	1700 Sat	1
	0800 Sun	1100 Sun	0
MUTA 4	0800 Sat	1700 Sat	1
	0800 Sun	1700 Sun	1
MUTA 5	1700 Fri	2200 Fri	1
	0800 Sat	1700 Sat	1
	0800 Sun	1700 Sun	1
MUTA 3	0800 Sat Cont	1100 Sun	3
MUTA 4	0800 Sat Cont	1700 Sun	4
MUTA 5	1700 Fri Cont	1700 Sun	6

Appendix A
Related References

DOD 4500.36-R
Management, Acquisition, and Use of Motor Vehicles

AR 11-2
Internal Control Systems

AR 30-1
The Army Food Service Program

AR 30-18
Army Troop Issue Subsistence Activity Operating Procedures

AR 37-100
Account/Code Structure

AR 37-104-3
Military Pay and Allowances Procedures: Joint Uniform Military Pay System (JUMPS-ARMY)

AR 37-106
Finance and Accounting for Installations: Travel and Transportation Allowances

AR 55-355
Defense Traffic Management Regulation

AR 55-355, Vol 2
Transportation Facility Guide (TFG) Records, US Army, Volume 1

AR 58-1
Management Acquisition and Use of Administrative Use Motor Vehicles

AR 115-11
Army Topography

AR 135-200
Active Duty for Training, Annual Training and Active Duty Special Work of Individual Soldiers

AR 215-2
The Management and Operation of Army Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities

AR 350-2
Opposing Force Program

AR 350-9
Oversea Deployment Training (ODT)

AR 351-1
Individual Military Education and Training

AR 360-6
Information Policy Guidance on Military Support of Civil Defense

AR 360-61
Community Relations

AR 385-10
Army Safety Program

AR 700-4
Logistics Assistance Program

AR 710-2
Supply Policy Below the Wholesale Level

NGR (AR) 95-210
Army National Guard: General Provisions and Regulations for Aviation Training

FM 19-30
Physical Security

FM 21-11
First Aid for Soldiers

FM 21-20
Physical Fitness Training

FM 22-5
Drill and Ceremonies

FM 23-9
M16A1 Rifle and M16A2 Rifle Marksmanship

TM 57-220
Basic Parachuting Techniques and Training

NGR (AR) 37-104-3
Military Pay and Allowances--Army National Guard

NGR 37-111
Administration of Training and Special Work Workdays

NGR (AR) 59-1/NGR (AF) 55-100
ANG Airlift Operational Procedures

NGR 190-11
Physical Security of Arms, Ammunition, and Explosives

NGR 350-6
Competitive Marksmanship

NGR (AR) 415-10
Army National Guard Facilities Construction Allowances

NGR (AR) 420-10
Real Property Operations, Maintenance, and OMARNG Minor Construction, Army National Guard

NGR 500-1/ANGR 55-04
Military Support to Civil Authorities

NGR 600-100
Commissioned Officers--Federal Recognition and Related Personnel Actions

NGR 600-101
Warrant Offic ers--Federal Recognition and Personnel Actions

NGR 600-200
Enlisted Personnel Management

NGR (AR) 601-1
Recruiting and Retention Resource Management

NGR (AR) 37-104-3
Military Pay and Allowances--Army National Guard

FORSCOM/ARNG Reg 350-2
Reserve Component Training

NG Pam (AR) 37-104-3
Unit Level Military Pay Procedures, Army National Guard

NGB Pam 59-1/ANGP 55-2
Airlift of National Guard Personnel and Equipment

NGB Pam 350-1
Administrative Instructions

NGB Pam 360-5
National Guard Public Affairs Guidelines

NGB Pam 710-1
Army National Guard Supply Procedures for the Aviation Intensive Management Items Program

Glossary

Section I
Abbreviations

AC
Active Component

AGR
Active Guard/Reserve

ADSW
Active Duty for Special Work

ADT
Active Duty for Training

AFTP
Additional Flight Training Periods

AMC
United States Army Material Command

AMEDD
Army Medical Department

APRT
Army Physical Readiness Test

ARNG
Army National Guard

ARNG-TAMIS
Army National Guard Training Ammunition Management Information System

ARTEP
Army Training Evaluation Program

AUTA
Additional Unit Training Assemblies

AT
Annual Training

CAPSTONE
Wartime Higher Headquarters

CIA
Central Intelligence Agency

CISM
Council International Du Sport Militaire

COMSEC
Communication Security

CNGB
Chief, National Guard Bureau

CONUS
Continental United States

CONUSA
Continental United States Army

DEIS
Defense Energy Information System

DoD
Department of Defense

DS
Direct Support

ET
Equivalent Training

ETS
End Term of Service

FMT
Foreign Material for Training

FORSCOM
Forces Command

FY
Fiscal Year

HQ MTMC
Headquarters Military Traffic Management Command

IATD
Individual Active Duty for Training

IAW
in accordance with

IDT
Inactive Duty Training

IMET
Individual Military Education and Training

KPUP
Key Personnel Upgrade Program

LEAPFEST
Parachuting Competition

LOD
line-of-duty

LTS
Local Training Sites

MSCA
Military Assistance to Civilian Authorities

MACOM
major command

MAIT
maintenance assistance instruction team

MATES
Material and Training Equipment Site

MILPERCEN
Military Personnel Center

MSCA
Military Support to Civilian Authorities

MSCD
Military Support to Civil Defense

MOS
Military Operational Specialty

MTOE
Modified Tables of Organization and Equipment

MTS
Major Training Sites

MUTA
Multiple Unit Training Assembly

NBC
Nuclear, Biological and Chemical

NCO
Non-Commissioned Officer

NPS
Non-Prior Service

OCS
Officer Candidate School

ODT
Overseas Deployment Training

OPFOR
opposing forces

PCS
Post, Camp and Station

POD
permissive operating distance

POI
Program of Instruction

POTO
Plans, Operations and Training Officer

POV
Privately Owned Vehicle

RCAT
Radio-Controlled Aerial Target

RCPAC
Reserve Component Personnel Administration

ROTC
Reserve Officer Training Corps

RRMRP
Ready Reserve Mobilization Reinforcement Pool

SMA
State Military Academy

SMO
State maintenance officer

SMP
Simultaneous Membership Program

SSA
Supply Support Activity

SSI
Specialty Skill Identifier

STARC
State Area Command

TAC
The Athletic Congress

TDA
Table of Distribution and Allowance

TM
Transportation Manager

TRADOC
Training Doctrine Command

TY
training year

USAR
U.S. Army Reserve

USP&FO
United States Property and Fiscal Office

UTA
Unit Training Assembly

WESTCOM
Western Command

Section II
Terms

Active Duty for Special Work (ADSW)
ADSW is authorized for personnel from applicable military or Reserve appropriations for projects supporting active or RC programs, such as annual screening, operations of training camps, and unit conversions to new weapon systems, when such duties are essential to the organization. Projects supporting study groups, training site and exercises, short-term mission projects, and administrative support functions also are included. However, ADSW should be categorized using both Title 10 and Title 32. Title 10 ADSW normally applies to functions to be performed OCONUS or in situations requiring a soldier to perform in states other than their assigned state. Title 32 ADSW normally applies to functions performed by the soldier within their assigned state. ADSW tours exceeding 180 days are accountable against AGR end strengths. DOD policy is that tours are normally limited to 139 days or less in any single FY. Tours exceeding 139 days but less than 180 days may be approved on a case-by-case basis by the TAG. Tours exceeding 180 days must be approved by NGB. All ADSW exceeding 180 days in an FY must be reported to NGB on a quarterly basis according to NGR 37-111.

Active Duty for Training (ADT)
ADT is authorized to provide for full-time attendance at organized and planned specialized skill training, flight training, combat crew training, unit conversion training, refresher and proficiency training officer acquisition training, professional development education programs, etc., for providing national guard members with necessary skills and discipline supporting RC missions. Authorized ADT must provide a primary training content to the recipient. Tours will normally be less than 180 days; however, the TAG may waiver this restriction and grant extensions. All ADT exceeding 180 days cumulative within any FY will be reported annually to NGB according to NGR 37-111.

Active Duty (without pay)
Personnel performing ADT/ADSW without pay and allowances must be issued orders which include the words "with the consent of the individual" and include specific official duties to be performed. State Adjutants General are responsible for administrative control over the authority and performance of ADT/ADSW without pay and allowances in the same

manner as they manage ADT/ADSW with pay and allowances. Audit records are the responsibility of the USPFO.

Additional Annual Training (AAT)
Additional days authorized to units/individuals to support extended requirements for training submitted by TAG to NGB for approval. (Refer to NGB Pam 350-1.)

Additional Training Assemblies (ATA) for individuals
ATA are--

a. Paid Inactive Duty Training (IDT) periods in addition to the reqularly scheduled 48 UTAs authorized by NGB for selected individuals to conduct specialized training or in support of training.

b. Authorized by NGB regulations and other directives. ATA is allocated by NGB.

Additional Unit Training Assembly (AUTA)

a. AUTAs are paid IDT periods authorized by NGB for specified types of training (e.g., airborne proficiency training).

b. AUTAs when authorized by CNGB are in addition to the normal 48 UTAs for all members of a unit.

Annual Training (AT)
A period of training duty for units of the ARNG required to be performed each fiscal year by every member of the ARNG. It may be accomplished at posts, camps, stations, or at other places as may be appropriate for gaining or sustaining unit skills and may be conducted at any period during the FY as authorized by the appropriate commander, State authorities, and CNGB.

Annual Training Program (AT Program)
Unit developed daily schedule of activities submitted to TAG for approval.

Annual Training Resource Plan (AT Plan)
The AT plan is developed by the unit/TAG, which identifies AT resource support requirements. It is submitted by the TAG to NGB for approval.

Annual Training Site/Date Schedule (AT schedule)
Date and location of annual training requested by the unit and approved in conjunction with TAG, CONUSA, and NGB.

Annual Training (AT) Units.
AT units of the National Guard are required to perform full-time military training for at least 15 days per year including travel time. A member of the National Guard may not be assigned to active duty outside the United States, its territories and possessions until the member has completed IADT.

Command Training Guidance (CTG)
Long Range Planning Document published by division, brigade, and separate battalion (or equivalent) levels of command to prescribe future training, events and related activities. (See FM 25-100.)

Constructive Attendance Credit
Credit given for attendance to a member excused from a scheduled IDT/AT period, for accountability purposes when computing attendance requirements.

Equivalent Training (ET)
Those activities performed after and ILO a regularly scheduled training assembly or drill.

Fiscal Year (FY)
The period beginning 1 October and ending 30 September. The fiscal year is designated by the calendar year in which it ends.

Full-time National Guard personnel
Full time are authorized in support of RC missions. These members are included under the collective title of Active Guard and Reserve (AGR) and statutory tour personnel. This includes personnel ordered to active duty for 180 days or more under title 32, U.S.C. Sec 502f or title 10, U.S.C., soley to provide full-time support to the ARNG.

Inactive Duty Training (IDT)
Training or duty other than active duty (ADT, ADSW, AT and AGR), with or without pay, authorized by Federal law for units or members of the ARNG in state status (as opposed to a Federal or State active duty status) under title 32, U.S.C., section 502a(a)(1). This includes UTA, multiple unit training assemblies (MUTA), ATA, AUTA, attendance at USAR schools, and performance of Equivalent Training.

Incremented Training
Elements of a unit, normally more than 25 individuals, attending annual training at different dates or locations. Guidelines for incremented training are provided in NGB Pam 350-1.

Initial Active Duty Training (IADT)
Includes basic military training and technical skill training, is required for all non-prior service accessions.

Mission Essential Task List (METL)
List of essential tasks a unit must perform to accomplish its missions. Developed by unit commanders IAW FM 25-100 and FORSCOM/ARNG Regulation 350-2.

Multiple Unit Training Assembly (MUTA)
A combination of unit training assemblies allowed by proper authority. (See Table 2-2.) Administrative procedures for conducting UTA will apply to MUTAs. Satisfactory completion of UTA or MUTA will qualify an individual for pay and retirement credit as shown in table 1-2. No credit for pay or retirement point credit or other benefits will accrue for participation of less than 4 MUTA.

Organization
The definite structure of a military element prescribed by a competent authority, such as a modified table of organization and equipment (MTOE); specifically, part of an organization.

Readiness Management Assemblies (RMA) for individuals
RMA are additional pay assemblies over and above the currently authorized 48 drill assemblies. RMA are divided into two categories, training (code 71) and management/support (code 91).

Segmented Training
Category of annual training whereby individuals of a unit perform training at a specific site for several periods totaling 15 days per fiscal year. Guidelines for segmented training are provided in NGB Pam 350-1.

Split Unit Training Assembly (SUTA)
A series of duly ordered formations of subdivisions, parts or groups of a unit or detachment that each and every subdivision, part, or group of the unit must complete within the time limit of 30 calendar days from the date of the assembly conducted by the first subdivision, part, or group. These elements may consist of one or more soldiers of the unit.

Training site (TS)
A training area, installation, or facility used by ARNG units to conduct AT and/or IDT.

Training Year (TY)
The training year for units of the Army National Guard will coincide with the fiscal year (1 October to 30 September).

Unit
Army military element whose structure is prescribed by competent authority such as an MTOE; specifically, part of an organization. For the purpose of this regulation, each element that has been extended Federal recognition and each State Military Academy is considered a unit.

Unit Training Assembly (UTA)
An authorized and scheduled IDT period of not less than 4 hours duration. UTAs are authorized pursuant to title 32, U.S.C., section 502, and may be conducted with or without pay.

Yearly Training Program (YTP)
The training documents that outlines the commander's guidance for the conduct of individual and collective training in an organization during the training year. This guidance will be in the form of a Yearly Training Calendar (YTC) and a narrative.

Year-round Annual Training
AT performed from time to time by individuals within units (approved by TAG and NGB) throughout the fiscal year in varying increments for an annual total of 15 days as contrasted to 15 consecutive days.

By Order of the Secretary of the Army:

JOHN B. CONAWAY
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Chief, National Guard Bureau

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FRANK C. VAN FLEET
Colonel, GS
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