

State of Kansas, Military Division
The Adjutant General's Department
Topeka, Kansas, 18 April 1996

TRAINING

THIS SOP ANNOUNCES THE POLICY OF THE ADJUTANT GENERAL OF KANSAS
PERTAINING TO TRAINING OF ARNG UNITS AND INDIVIDUALS NOT IN
ACTIVE MILITARY SERVICE.

CHAPTER 1 - GENERAL

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*This SOP supersedes KNGR 350-1, dated 10 December 1984.

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CHAPTER 1

GENERAL

1-1. PURPOSE. This SOP establishes procedures and guidance for managing and conducting military training for the Kansas Army National Guard (KSARNG).

1-2 PROPONENT. The proponent of this SOP is the Office of The Adjutant General of Kansas. Users are invited to send comments and suggested improvements to the Adjutant General of Kansas, ATTN: AGKS-DPOT, 2800 SW Topeka Blvd, Topeka, KS 66611-1287.

1-3. MISSION.

a. To provide combat/mission ready units, which in a national emergency will be able to mobilize, deploy and perform their primary wartime missions.

b. To prepare for contingency missions for military support to civil authority.

1-4. READINESS OBJECTIVES. The KSARNG readiness objective is to have the ability to deploy on schedule and successfully execute its priority wartime mission.

1-5. TRAINING OBJECTIVES.

a. Deployable Units. Be prepared to execute priority wartime missions by the earliest Date Required to Load (DRL).

b. Uncommitted Deployable Units. Be prepared to meet an assumed earliest DRL of D+60.

1-6. TRAINING ASSOCIATION PROGRAM. AR 11-30, FORSCOM Reg 11-30 and FORSCOM Reg 350-4 provide guidance and policy for the Active Component (AC)/Reserve Component (RC) Training Association Program

1-7. TRAINING YEAR.

a. The training year for units of the KSARNG will begin 1 October each year and terminate 30 September the following year. This period coincides with the federal fiscal year to facilitate budgeting and funding support of training.

b. All federally recognized units will conduct 48 unit training assemblies (UTA), or the equivalent in multiple unit training assemblies (MUTA), each training year.

c. Planning Leadtimes. Although some training detractors are unavoidable, the need for unnecessary reports, excessive mandatory training, nonproductive and other avoidable intrusions should be minimized and periodically reviewed at all levels in the chain of command. A primary detractor is the distraction of "changing requirements and schedules from higher levels". To protect our company-level commanders from these, this IDT "lock-in schedule" will serve as a common base:

<u>Level HQ</u>	<u>Lock-in Leadtime</u>
State/Division.....	240 days
Bde/DivArty.....	180 days
Bn.....	120 days
Co.....	90 days

This "lock-in schedule" means that AGKS/Division Headquarters will not take action to schedule major training events that impact on unit-level training (e.g., schools, State Marksmanship Matches or troop surveys) with less leadtime than 240 days. Likewise, brigade-level headquarters must not change or schedule with less leadtime than 180 days; battalion leadtime is 120 days and company leadtime is 90 days.

1-8. Annual Training.

a. Scheduling. Annual Training (AT) Site/Dates are determined in accordance with recurring milestones as shown in App D, FORSCOM/ARNG Reg 350-2.

b. Equipment Requirements. AT equipment requirements must not include items or quantities of equipment in excess of, or of different types, than that authorized by MTOE/TDA unless required for a specific site support mission or other special requirements approved by The Adjutant General of Kansas.

(1) Responsibilities.

(a) Battalion/Separate Unit Commanders.

1. Determine minimum essential equipment required to support scheduled training or site support missions.

2. Prepare FORSCOM Forms 156-R and 156-1-R completing blocks 1 through 10, 26 and 28 and columns 11 through 18 and 29 (if applicable). Double space items.

3. Equipment requested in quantities greater than MTOE authorizations must be fully justified in terms of specific site support mission or other special requirements by attached memorandum.

4. Forward completed FORSCOM Forms 156-R and 156-1-R through command channels to appropriate Major Subordinate Command (MSC) NLT 150 days prior to annual training or 45 days prior to the Pre-AT Conference meeting date (whichever is earlier).

(b) Major Subordinate Commands. Validate requested quantities, task organizations within the command to fill requirements as much as possible and endorse to AGKS-DPOT-T.

(c) AGKS-DPOT-T.

1. Validate the 156-R and 156-1-R(s) to assure entries are correct and items are required for training and/or site support mission and enter approved quantities in column 19. Annotate in remarks column, where applicable, reductions in the quantity of equipment requested for AT by the unit.

2. Return a copy of 156-R and 156-1-R(s) with column 19 completed to the requesting unit through command channels and original to USPFO-S&S-PM. This constitutes AGKS approval of the quantities listed in column 19.

(d) USPFO-S&S-PM.

1. Enter in column 20, equipment available through KSARNG resources or on loan from AC units/installations other than the unit's training site or other states or MUSARC's.

2. Coordinate shortages with the MUSARC/State controlling the MATES/ECS at the training site. Enter in column 21, equipment available from the MATES/ECS.

3. Coordinate shortages with the training site commander to determine equipment which can be issued from training site resources (e.g., excess, AC assets, station stocks,

etc.). Enter in column 22, equipment available from the training site.

4. Indicate shortages in column 23 and return copies to requesting unit and AGKS-DPOT-T at least 100 days before AT.

5. USPFO-S&S-PM will provide a completed action copy to unit concerned at least 60 days before training.

CHAPTER 2

TRAINING MANAGEMENT

2-1. TRAINING POLICY. Unit commanders will train their units in accordance with FORSCOM/ARNG Reg 350-2, FM 25-100, FM 25-101, and the appropriate ARTEP.

2-2. YEARLY TRAINING PLANS (YTP) AND DOCUMENTS.

a. Training Calendars (Long Range).

(1) Commanders of Div/Sep Bde/Regt/Sep Gp will publish at least a five year training calendar 12 months prior to FY start, as prescribed in Table 4-3, AR 350-41 and Fig 3-4, FM 25-101.

(2) Commanders of Bde/Sep Bn will publish at least a five year training calendar 10 months prior to FY start, as prescribed in Table 4-3, AR 350-41 and Fig 3-4, FM 25-101.

(3) Commanders of Bn/Sqdn/Sep Co will publish at least a three year training calendar six months prior to FY start, as prescribed in Table 4-3, AR 350-41 and Fig 3-4, FM 25-101.

b. Training Objectives (TO). Battalion and higher commanders will determine training objectives for subordinate units prior to the beginning of the training year. These objectives will be included in the yearly training programs of subordinate units. These objectives must support the commanders Mission Essential Task List (METL). See Chapter 2, FM 25-101 for samples of TOs.

c. Command Training Guidance (CTG).

(1) Div/Sep Gp will publish CTG for a two year period annually, 12 months prior to start of FY.

(2) Bde/Sep Bn will publish CTG for a one year period annually, 10 months prior to start of FY.

d. Yearly Training Guidance (YTG) (Short Range).

(1) Commanders at Bn/Sqdn/Sep Co/Sep Det and above will publish YTG which includes all units of their command. YTG will be published as a training circular (350 series) in accordance

with AR 25-30. Circulars will be approved by the next higher command and forwarded to this headquarters, ATTN: AGKS-DPOT-T, NLT 15 June each year.

(2) Div/Sep Bde/Regt/Gp will publish YTG eight months prior to start of FY, which includes a training calendar.

(3) Bde/Sep Bn will publish YTG six months prior to start of FY, which includes a training calendar.

(4) Bn/Sqdn/Co/Sep Det will publish YTG four months prior to start of FY, which includes a training calendar. (At company level, the training calendar may be the YTG.)

e. Training Schedules.

(1) Training schedules will be developed at company/troop/battery/detachment level with approval and publication at battalion or appropriate next higher headquarters and reviewed by Bde level or next higher headquarters.

(2) Training schedules will be prepared in accordance with instructions and format shown in FM 25-101. Schedules are prepared on a monthly basis four MUTAs in advance with the forth month being a draft. The training schedule must be published and posted three MUTAs prior to execution. For example, the training schedule for a MUTA in Jun must be drafted by the end of the March MUTA and published and posted prior to the beginning of the April MUTA.

(3) An example of this procedure is:

<u>MARCH MUTA</u>	<u>APRIL MUTA</u>	<u>MAY MUTA</u>	<u>JUNE MUTA</u>
Tng mtg cond & subsequent draft tng sch for Jun developed.	Jun tng sch published & posted before the beginning of MUTA.	Jun tng sch posted.	Scheduled & tng condt.

(4) Company commanders develop and sign training schedules.

(5) Battalion commanders approves, personally signs and publishes training schedules.

(6) Brigade commanders review, personally signs the published training schedule and return to subordinate units.

f. Training Plans. Training plans must be developed by trainers for each UTA/MUTA in order to make effective use of the limited training time available. Plans must support performance oriented training. Training plans fall into two general categories; (1) Training and Evaluation Outlines (T&EO) and (2) work plans. The T&EO is a task-oriented training plan concerned with a structured period of training that should be completed in sufficient detail to permit last-minute substitution of trainers. Work plans, on the other hand, serve as a simple and informal practicable tool for the supervisor. The work plan enables the supervisor to plan the work load by identifying what must be accomplished and who will accomplish the work. Plans must be sufficiently flexible to permit introduction of new tasks during the training period if training progress is greater than expected. Conversely, if progress is slow, it is appropriate to defer training in some tasks to subsequent training periods. In order to preclude their continual redevelopment, T&EO and work plans may be retained as long as they remain valid. See FM 25-101 for examples of T&EO.

g. Training Documents. See Annex B.

h. MOS Documentation. Required documents must be developed to maintain a system for qualifying and/or sustaining individual MOS proficiency. See Annex D of this SOP for more details.

2-3. STANDING OPERATING PROCEDURES (SOP).

a. Scope. Division, Brigade, Troop Command and battalion headquarters will develop administrative and tactical SOPs reflecting procedures published from higher headquarters, the desires of the commander and Training Associated units and habitual practices that have been developed through experience. The SOP as published by battalion and higher headquarters may be published in a format that is most effective for the command. The SOP must be sufficiently complete to be useful in orienting new arrivals or newly attached units of the procedures followed in the command.

b. Preparation.

(1) SOP should not repeat information which is conveniently provided elsewhere.

(2) A regulation or reference consulted frequently should be appended to the SOP or be in close proximity to the basic SOP.

(3) A practical solution to SOP development is contained in DA Pam 600-8 and Field Manuals (FMs) covering the operations of the unit which normally include helpful examples of a proper SOP for the type of organization concerned.

CHAPTER 3

INDIVIDUAL TRAINING

3-1. INDIVIDUAL TRAINING. Guidance on individual training is found at Chapter 4 FORSCOM/ARNG Reg 350-2 as well as indicated below. Individual training programs must include:

a. MOS Qualification Training. The MOS training is that element of the program that identifies those assigned personnel who are not duty MOS qualified and establishes a means of providing them with training in those critical tasks associated with an MOS and the means for validating the award of the MOS. This may be accomplished through Formal Schools or Supervised-on-the-job Training (SOJT), RCTI's and correspondence course study or other types of extension training prescribed in AR 351-1. See Annex D this SOP for details of this program.

b. Train to Sustain MOS Proficiency. This element may include SOJT, integrated/concurrent training, correspondence course study, and service school refresher training.

c. Common Military Training (CMT).

(1) The CMT program identifies selected DA training requirements. Appendix B, AR 350-41 prescribes the CMT program and Table B-1 lists the subjects for training in units. Company level commanders will conduct unit training on the subjects identified in Table B-1, AR 350-41.

(2) When CMT is required, it will be scheduled on an individual basis or accomplished by use of brochures or bulletins. CMT training will not be conducted at the expense of mission related training and will not appear as the primary subject on unit training schedules.

d. Kansas Code of Military Justice. A requirement exists in Kansas Statutes Annotated (K.S.A.) 1976 edition, Chapter 48, Art 3103 for an annual briefing on the Kansas Statutes dealing with the military.

e. Pre-mobilization Legal Counseling. This will be accomplished annually in accordance with FORSCOM Reg 500-3-3 and DA Pam 360-525. This must be accomplished by an SJA Officer.

f. Recruit Training. See Appendix F (Nonprior Service Personnel Training Program) of this SOP.

3-2. COMMON TASK TEST (CTT). AR 350-41 provides guidance and procedures for the planning, scheduling, and conduct of CTT.

3-3. PHYSICAL FITNESS. AR 350-41, Appendix E FORSCOM/ARNG Reg 350-2, KS SOP 350-15 and FM 21-20 provide guidance on Physical Fitness.

3-4. WEAPONS QUALIFICATION AND PRACTICE FIRING.

a. Qualification with MTOE crew-served weapons will be in accordance with DA Pam 350-38.

b. DA Pam 350-38 indicates the weapons, references, table or courses applicable and who must qualify. Additional reference for rifle qualification with rimfire adaptor is NGB Pam 350-7.

c. Commanders will designate (as an additional duty) and train personnel to operate crew-served weapons for which crews are not specifically prescribed, e.g., the .50 Cal MG. Individual assigned to such weapons will fire as indicated in DA Pam 350-38.

d. All weapons qualification and practice firing will be accomplished as required by DA Pam 350-38.

e. Familiarization firing is no longer authorized for training.

3-5. MAINTENANCE TRAINING.

a. Maintenance and maintenance training is a command responsibility. However, to achieve an effective maintenance program all personnel, to include commanders, staff officers, maintenance personnel and each individual operator, must be thoroughly trained.

b. In order for a maintenance training program to be effective, time must be allocated in the unit's training schedule for maintenance to be performed by operator/crews, organizational maintenance personnel and DS/GS maintenance personnel as appropriate. To deny these personnel time to perform their maintenance duties degrades their ability to attain and sustain their maintenance personnel to perform their maintenance duties, contributes to higher retention rates for these MOS's Usage of M-day maintainers should be measured as a percentage of total training time. The following are provided as guidance:

(1) Operator/Crew: 25% of available training time annually should be devoted to training/performing operator/crew maintenance on unit equipment. This training/performance should be spread throughout the year as well as during AT and should be integrated with equipment usage where appropriate.

(2) Organizational: Personnel assigned to an organizational maintenance MOS should devote 50% of their available training time to training/performing organizational maintenance. Note that the organizational maintenance mission is embedded in the larger unit mission and should be accomplished as the unit performs its mission related training in a concurrent/integrated training mode.

(3) DS/GS: In addition to the operator/crew and organizational maintenance goal, mentioned above, DS/GS maintenance units and personnel should devote 50% of their available training time to training/performing DS/GS maintenance tasks.

3-6. MEDICAL TRAINING.

a. Mandatory formal training is required for the award of a medical MOS and may not be substituted by OJT.

b. AMEDD units seek the use of the formal civilian sponsored unit program (Chapter 6 AR 140-1). If this cannot be arranged, then a local memorandum of agreement (MOA) should be established between AMEDD unit and the institution.

c. Units having MOS 011A or 91C should strive to use the Physician's Assistant (PA) Training Program and the Patient Care Specialist (PN) Civilian Education Program.

CHAPTER 4

UNIT TRAINING

4-1. GENERAL. Unit training is outlined in Chapter 5 FORSCOM/ARNG Reg 350-2.

4-2. OVERSEAS DEPLOYMENT TRAINING (ODT). The objectives of ODT are designed to increase the level of readiness of the unit participating while providing realistic training and mission oriented opportunities in the areas of potential deployment.

a. ODT in an AT Status.

(1) The AT period to include travel is limited to 15 days; however, exception to this policy may be granted by NGB.

(2) Due to funding constraints, Pre-AT reconnaissance to overseas training areas normally will be limited to one person for a maximum of five days from the unit deploying with 10 or more people. A Pre-AT reconnaissance after-action report will be submitted to this headquarters, ATTN: AGKS-DPOT-T, within 10 days after the reconnaissance.

(3) Company and battery size units when authorized, will designate a combination of an advance/rear detachment consisting of a total of five individuals not to exceed three days each person (15 mandays).

(4) Because of funding constraints, manday and travel funds normally will not be authorized higher headquarters for command supervision or visits to the unit while it is in an ODT status.

(5) Each unit will submit through channels, within 20 days after ODT, an after action report commenting on the following items (see Annex L this SOP):

(a) Pre-ODT planning.

(b) Support received from host unit.

(c) Transportation.

(6) Unit Strength. The use of composite units is counterproductive to the objectives of ODT; consequently, attachment of personnel to a unit for this training mission is prohibited. Personnel pending IET will not attend with the unit.

b. Unit Cells. Unit planning cells are authorized to complete plans for employment in the Training Association Program. These cells are conducted in ADT status and normally limited to no more than two individuals per separate unit and battalion.

c. Units requiring incountry clearance prior to ODT must coordinate with the Communications Center at USPFO KS and secure a computer program called "DINAH". The "DINAH" program allows units to prepare messages for incountry clearances which can be sent to the Communications Center so the Communications Center can transmit them world wide as required.

4-3. CIVIL DISTURBANCE OPERATIONS. See Appendix 9 to Annex B to KSNG OPLAN MSCA.

4-4. SPECIALIZED TRAINING. See FORSCOM Reg 350-3.

4-5. MARKSMANSHIP. Guidance for Unit Marksmanship is in KNGR 350-7.

4-6. SAFETY. Safety of personnel will not be sacrificed for realism during training exercises. Procedures will be established to insure the following:

a. All personnel are thoroughly briefed on the conduct of the exercise, to include safety procedures and probable accident-producing conditions and hazards (e.g., vehicle safety, water safety, aviation safety and environmental hazards in maneuver areas).

b. All personnel are accounted for prior to and after any live fire exercise.

c. All live fire exercises employ an emergency cease fire notification system that is known to all participating personnel (e.g., red star cluster, cease-fire over PA and etc.).

d. All motor vehicle operators are briefed on safe operation of vehicles both on and off roads, in bivouac and assembly areas and the use of guides during night operations. Operators of all equipment are tested and licensed in accordance with KS-SOP 600-55.

e. Personnel do not sleep in, on, under, or in close proximity to wheeled and tracked vehicles. Ground guides will be used for all vehicular movements in bivouac and assembly areas.

f. Range firing is conducted in accordance with AR 358-62 and AR 385-63, and range safety regulation(s) of the applicable range.

g. Medical support is available, including air or motor vehicle evacuation of personnel requiring hospitalization. Medical support personnel will comply with required directive and regulations such as hospital evacuation strip maps.

h. Explosive simulators are used only in accordance with AR 358-63.

i. Commanders will suspend training if serious injury may result from conducting certain training activities during adverse weather.

j. Commanders will conduct a Risk Assessment for all training activities.

4-7. ARMY CORRESPONDENCE COURSE PROGRAM (ACCP). See Annex G this SOP and DA Pam 351-20.

4-8. TRANSPORTATION REQUIREMENTS. Major units forecast and confirm transportation requirements during the monthly bus meetings conducted by DOM. Determinations of the method of support (e.g., GSA bus, commercial bus, etc.) are made during these meetings. Therefore, it is imperative that units and battalions keep their brigade-level headquarters informed of their requirements. Requirements must be addressed in terms of number of passengers to move from each location rather than by estimating numbers of buses required. This allows intensive management of resources while meeting the training resource requirements.

CHAPTER 5

TRAINING RESOURCES

5-1. GENERAL.

a. In order to determine what training can be conducted, the training manager must consider available unit resources. Requests for required external resources must be submitted to the appropriate source or higher headquarters.

b. Resources to be considered include:

- (1) Training areas and firing ranges.
- (2) IDT, ADSW, ADT, AT and RTAs.
- (3) Assistance teams: Branch Assistance Teams (BAT), Maintenance Assistance and Inspection Teams (MAIT), Mobile Training Teams (MTT).
- (4) Training aid support: Films, TV tapes, EIDS, and associated equipment.
- (5) Schools.
- (6) Ammunition. See KS SOP 350-2, Training Ammunition.
- (7) Fuel.
- (8) Financial assistance.
- (9) Transportation.
- (10) Other special training equipment.

5-2. TRAINING DUTY STATUS. A soldiers training duty status will be ADSW, ADT, or AT. Request for orders are input into AFCOS by the requesting unit.

5-3. TRAINING AREA (TA) AND RANGE REQUESTS.

a. TA and Ranges at Fort Riley.

(1) The Reserve Component Handbook, Ft Riley, KS has all the necessary guidance for requesting TA and ranges at Ft Riley.

(2) AFZN-PTM-RC FORM 1104 will be submitted through command channels to AGKS-DPOT-T for forwarding to RCSD, Ft Riley in accordance with the Ft Riley Reserve Component Handbook.

b. Training Areas, Ranges and Housing at Kansas Regional Training Institute (KSRTI).

(1) KS SOP 350-10 provides guidance for requesting facilities at KSRTI.

(2) Submit AGO Form 350 through command channels to Facility Manager, KSRTI, 1844 Jumper Road, Salina, KS 67401.

5-4. REQUESTS FOR ASSISTANCE. Requests for assistance with training or for training requirements beyond the capability of the MSC will be directed to AGKS-DPOT-T.

a. MTTs from 1st Infantry Division (Mech).

(1) Coordination should be effected with the host agency when possible.

(2) Formal requests for MTTs should be submitted through channels to:

COMMANDER
1ST INF DIV (MECH) AND FT RILEY
ATTN: AFZN-PTM-RC
FT RILEY KS 66442

in accordance with Annex L, Reserve Component Handbook, Ft Riley, KS.

b. BAT and MTT from Readiness Group Fort Riley (RGFR).

(1) Initial coordination should be effected with RGFR. DSN 856-3072 or Coml (913) 239-3072.

(2) Formal requests for assistance should be submitted through channels to:

COMMANDER
READINESS GROUP FORT RILEY
ATTN: (include office symbol for appropriate BAT)
FT RILEY KS 66442-5000

Requests should be in format as shown on page J-1 this SOP.

c. MTT or Other Assistance from Within KSARNG.

(1) Initially, coordinate directly with the supporting activity.

(2) Formal requests for assistance will be submitted through command channels (to include between MSC) through AGKS-DPOT-T to supporting unit in format shown on page J-1 this SOP.

5-5. INACTIVE DUTY TRAINING (IDT).

a. Travel time. A maximum of 25% may be charged against each scheduled UTA/MUTA for round trip travel to and from training sites.

b. Unit commanders must consider attachments, scheduled training cancellation, excess absence, leave of absence, unexcused absence and split training assemblies in planning training.

c. Equivalent Training. Equivalent training will be restricted to not more than four drills per individual, per fiscal year and must be performed by the individual in uniform within 60 calendar days after the base training.

5-6. SCHEDULED TRAINING ASSEMBLY (STA) OR RESCHEDULED TRAINING ASSEMBLY (RTA).

a. Training assemblies will be known as STAs or RTAs. An STA is the unit's base training assembly and/or any separate training assemblies scheduled for individuals or subordinate elements of the unit. The key here is that all training assemblies must be scheduled on the unit's monthly training schedule and be within the 90 day window of the base training assembly. An RTA is a rescheduled training assembly due to the base training assembly being preempted by a higher HQs or the unit commanders requirements. Here again an RTA can be one individual or a subordinate element of the unit. Examples are:

(1) STA: A divisional Target Acquisition Battery has three Q36 Radar sections. Each supports a DS FA battalion. The FA battalions are training on three different weekends of the month. The DivArty HQs will train on the fourth weekend. The Target Acquisition Battery (-) would train on the fourth weekend with the DivArty HQs. Each of the Q36 Radar sections would train

with the FA battalion they support. All four training assemblies would be shown on the battery training schedule for the month and each is considered an STA.

(2) RTA: An infantry battalion HQs is scheduled to train on the first weekend of the month. State HQs has also scheduled a Commanders Safety Conference on the first weekend. The infantry battalion commander can attend the safety conference in an ADSW status and reschedule his individual training assembly to another weekend during the month.

b. In the examples given above DA form 1379 is used to certify attendance for the unit's base training assembly and performance certificates (AGKS Form 680-1) used for the scheduled or rescheduled training assemblies. Certificates for performance prior to drill will be submitted with the 1379 for the base drill.

c. In the KSARNG, the STA/RTA 90 day window will be the calendar month prior to the base drill, the month of the base drill, and the month following the base drill.

d. MSC Commanders can change this by selecting any 90 day window that contains the base drill. All unit personnel must perform their training assembly during the base period. A Memo with the dates selected by the MSC Commander must be attached to the 1379 when submitted to USPFO KS.

5-7. ADSW WITHOUT PAY.

a. ADSW without pay for enlisted personnel and federally recognized officers may be used only when it has been determined that other duty status with funding is not available or appropriate to accomplish the mission. ADSW without pay may be used for personnel who perform management and/or command responsibilities in the active supervision of training and other official military duties directly related to the National Guard and which cannot be accomplished by written or telephonic means.

b. The Adjutant General, ATTN: AGKS-DPOT-T is responsible for administrative control over the authority and performance of ADSW without pay in the same manner as ADSW with pay is managed.

5-8. READINESS MANAGEMENT ASSEMBLIES (RMA).

a. RMA(s) (Codes 71/91) are additional individual paid assemblies over and above the currently authorized 48 drill assemblies and are not considered to be either an ATA or AUTA.

RMA(s) are divided into two categories, Training Support (Code 71) and Management Support (Code 91). Individuals of any grade may use a RMA except NPS personnel.

b. Further guidance will be furnished to the field annually by separate correspondence.

5-9. ADDITIONAL FLIGHT TRAINING PROGRAM (AFTP). AFTP (Code 31) are authorized for use in accordance with NGB(AR) 95-210.

5-10. ADDITIONAL TRAINING ASSEMBLIES (ATA).

a. Junior Leader Training for Civil Disturbance Assemblies (JLTCDA) (Code 51). Guidance will be provided by separate correspondence annually.

b. Additional Gunnery Training Period (AGTP) (Code 81). Guidance will be provided by separate correspondence annually.

5-11. SCHEDULE OF UNIT TRAINING ASSEMBLIES. Schedules of IDT assembly dates are needed for planning and programming command and staff visits by HQ STARC KSARNG(-), Readiness Region, and CONUSA in order for those HQs to fulfill assistance and training supervisory responsibilities. These schedules of IDT assemblies are due to this HQ annually on 15 June. Units must schedule 48 assemblies each year. MUTA-5s or longer MUTAs must be approved by MSC HQs. Format for these schedules is shown at Appendix D. This HQ must be notified of changes to these schedules by submission of a new schedule, per format in Appendix D NLT 90 days prior to the changed date.

5-12. TRAINING SUPPORT CENTER (TSC). An important source of assistance for the commander is his supporting TSC. TSC provides a variety of services including design, development, procurement, fabrication, production, reproduction, loan, and maintenance of training devices, audiovisual equipment, and graphic, photographic, audio, motion picture and television products. Items not in stock will be requisitioned, fabricated locally, or redistributed from another TSC, if possible. All company-size units and split units will establish a training aid account. Commanders must plan training far enough in advance to allow time to request and receive needed materials from the TSC. The address, phone number and procedures are:

a. Training Aids, Films, Slides and Tapes. Submit DA 3161 direct to: TSC, SERVICE BRANCH, BUILDING 2250, FT RILEY, KS 66442 (DSN 856-3533 or Coml (913) 239-3533).

b. Units are authorized to coordinate directly with the TSC to obtain any training aid provided to the KSARNG without cost. However, when a unit is advised that a transfer of funds is required, the request will be routed through this HQs, ATTN: AGKS-DPOT-T, for approval and a MIPR will be generated with a fund cite. If you are a Level 5 on AFCOS requests do not need to be routed through this office, however you must call AGKS-DPOT-T and get a MIPR number.

c. Required training aids that are not available upon request through TSC and their resources may be requested for local purchase through this HQs, ATTN: AGKS-DPOT-T. Requests will be prepared on a DA Form 3953 for a service or a DD Form 1348-6 for an item. Units will not make routine purchases without an approved DD Form 1155 from USPFO KS. Submission of request form is not approval for purchase. For emergency purchases, units must call USPFO-P&C to get an emergency purchase order number and follow up with the paper work.

d. Units may request transportation assistance for pickup and delivery of training aids and devices by zone delivery trucks from USPFO KS. Considerable advance notice is required because the zone delivery schedules will not normally be adjusted to accommodate delivery suspense for training aids.

5-13. OPPOSING FORCES (OPFOR) TRAINING SUPPORT. Resources to support ARNG OPFOR training are available from the following:

a. The FORSCOM Opposing Forces Training Detachment (RED THRUST) has available OPFOR exportable lesson plan packages and training teams (at no cost). Request for training assistance, subscription to their RED THRUST Star magazine, or their excellent bibliography on OPFOR reference materials should be directed to Cdr, RED THRUST, PO Box 5068, Ft Hood, TX 76544.

b. The FORSCOM Intelligence Training Detachment (FITD) is organized to provide on-site, realistic intelligence training to RC units. The mission of the FITD is to assist units (at no cost) in attaining and maintaining a high state of intelligence training and readiness through enhancement of both individual and section proficiency. Training programs utilize specialized training/instruction, orientations, practical exercises, and a tactical intelligence Command Post Exercise (CPX). Soviet orientation training is presented to combat arms personnel and places emphasis on the Soviet motorized rifle units. More detailed information of FITD training programs can be found in Appendix F to FORSCOM Reg 350-3.

c. The Defense Intelligence Agency (DIA) has made available over 30 unclassified publications pertaining to the doctrine, organization, training, and equipment of Soviet Bloc ground forces. To establish a pinpoint account, battalion or separate companies must indicate their requirements on block 337 of DA Form 12-9A. Also available are 35mm slides on Soviet Bloc ground and air combat equipment. Requests for these no-cost visual aids should be made through command channel to this HQs, ATTN: AGKS-DPOT-T.

d. FORSCOM Intelligence Mobile Training Teams (IMTT) and RED THRUST MTT are available to assist in OPFOR training. Requests for these teams should be submitted to this HQs, ATTN: AGKS-DPOT-T.

5-14. ELECTRONIC INFORMATION DELIVERY SYSTEM (EIDS).

a. Prior to 1987, HQDA had designated EIDS as the standard stand-alone Computer Based Instruction (CBI)/Interactive Videodisc (IVD) delivery system. The General Accounting Office (GAO) ruled that EIDS is an audiovisual training device, not subject to AR 25 series automation life-cycle approval.

b. In view of a number of factors, including reduced funding for EIDS courseware, a modification of EIDS utilization policy is necessary. These changes should allow users greater flexibility in selecting the most cost-effective training support utilization for their EIDS hardware.

c. The EIDS is an exception to the All States memorandum, number P92-0098, NGB-AIS-TR, 14 Oct 92, subject: Moratorium on the Purchase or Upgrade of Automation Data Process Equipment.

d. These modifications and the utilization of EIDS has been reviewed and approved by NGB-AIS-TR. Furthermore these changes to EIDS will not violate RCAS.

e. The EIDS is expected to be used in a dual purpose to support training requirements. For example:

(1) The EIDS hardware, with appropriate software, can provide automation of training management, student registration, and range scheduling for the training NCOs during the week and

(2) provide CBI/IVD instruction during IDT periods.

f. To operate the courseware, upgrades may be procured utilizing unit training support funds. Upgrades consist of:

Add-on keyboards, appropriate software, hard drives, modems, printers, etc., no modification may be made that will render EIDS incapable of reading IVDS or to convert EIDS into a Personal Computer/Wordprocessor.

g. To utilize the depot level repair program (Tobyhanna Army Depot), the EIDS must be returned to the standard configuration and any enhancements made must be removed prior to being sent. Local repairs may be procured using unit training support funds.

h. The following is the current recommended prioritized list for the utilization of the EIDS hardware:

<u>PRIORITY</u>	<u>UTILIZATION</u>
1	Computer Base Instruction/Interactive Videodisc.
2	Army Training Requirements Reporting System (ATRRS) and/or the Training Network (TRAINNET) modem and communication software required.
3	Standard Army Training System (SATS) software.
4	FORSCOM Training Assessment Model (TAM).
5	Range Facility Management and Scheduling System (RFMSS) terminal user workstation software required (not suitable as RFMSS file server).
6	Compact Disc Read Only Memory (CD-ROM) controller and driver configuration required.

i. No additional EIDS are or will be available in the future. Strict adherence to NGB policy is required and compliance will be an inspected area in all command inspections.

5-15. RESERVE COMPONENT TRAINING INSTITUTIONS (RCTI'S).

a. USAR Schools. Officer OES courses (CAS³ and CGSOC), Combat Support and Combat Service Support courses are provided by the USAR through their various brigades and battalions. Courses offered are found in ATRRS. Enrollment will be through ATRRS.

b. National Guard Schools. National Guard Schools, on a regional basis, provide NCOES (PLDC, BNCOC Ph 1, BNCOC Ph 2 Combat Arms, ANCOE Ph 1, ANCOE Ph 2 Combat Arms), MOSQ Ph 1 and Ph 2 Combat Arms, and RTSM (maintenance courses). Courses offered are found in ATRRS. Enrollment will be through ATRRS.

5-16. ARMY TRAINING REQUIREMENTS AND RESOURCES SYSTEM (ATRRS). ATRRS is the system to manage all individual training. ATRRS is governed by AR 350-10. ATRRS will be covered by a separate KS SOP.

CHAPTER 6

TRAINING EVALUATION

6-1. PURPOSE. Evaluations are essential to a complete training program because they provide feed back to commanders so that they can adjust their training programs to correct shortcomings. Evaluations give the commander and his trainers the data required to program and conduct effective and efficient performance-oriented training.

6-2. ASSESSMENT AND EVALUATION.

a. Collective Training. Collective training evaluation will be in accordance with FORSCOM/ARNG Reg 350-2, para 7-2.

b. Operational Readiness Evaluation (ORE). Guidance is provided in FORSCOM/ARNG Reg 350-2, para 7-4 and FORSCOM Reg 220-2.

c. Unit Status Reporting (USR). Guidance is provided by AGKS-DPOT-MR, FORSCOM/ARNG Reg 350-2, para 7-5, and AR 220-1.

d. Training Assessment Model (TAM).

(1) The TAM process will be accomplished in accordance with FORSCOM Reg 220-3. Upon completion of the TAM, it will be submitted through command channels to AGKS-DPOT-T.

(2) Computerized TAM.

(a) Distribution. AGKS-DPOT-T distributes the TAM computerized program to each MSC. Each MSC distributes the TAM computerized program to their subordinate units. See Annex N, this SOP, for user instructions for the PC Module of the TAM.

(b) FSP 1-2 units.

1. Initial input. All FSP 1-2 units upon receipt of computerized TAM, completes TAM and return through command channels to AGKS-DPOT-T for transmission to FORSCOM via Readiness And Mobilization System (RAMS).

2. Follow-on input.

a. Unit commanders will update their TAM quarterly and forward one copy (on disk) to AGKS-DPOT-T for review. The TAM will be forwarded at the same time the quarterly USRs are submitted.

b. Submits annually, NLT 15 days after AT, through command channels, to AGKS-DPOT-T for transmission to FORSCOM via RAMS.

NOTE: Only the CXXXXX00.DA2, TXXXXX00.DA2 and TXXXXX00.DA2 need to be forwarded. Do not send the TAM program files. The "XXXXX" is the last five characters of the unit UIC.

(b) FOF units.

1. Initial input. No later than 30 days after each applicable AT period each "AA" unit must send one copy of the updated TAM, through command channels, to AGKS-DPOT-T for transmission to FORSCOM via RAMS.

NOTE: Only the CXXXXX00.DA2, TXXXXX00.DA2 and TXXXXX00.DA2 need to be forwarded. Do not send the TAM program files. The "XXXXX" is the last five characters of the unit UIC.

2. Unit commanders of FOF units will update their TAM quarterly and keep it on file for review by higher HQs.

(c) All units will:

1. Keep the TAM updated at all times.
2. Take the TAM program with them to AT.

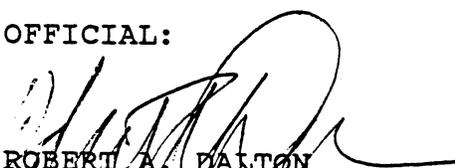
(d) "AA" units. All "AA" units will immediately after AT update the TAM with the unit AT results. Battalion and higher "AA" units will consolidate subordinate units into the "AA" TAM.

(e) The computerized TAM does not relieve any unit from completing a TAM for AT as required by FORSCOM Reg 220-3.

BY ORDER OF THE GOVERNOR:

JAMES F. RUEGER
MG, KSARNG
The Adjutant General

OFFICIAL:



ROBERT A. DALTON
COL, GS, KSARNG
Chief of Staff

DISTRIBUTION:

A

ANNEX A

TRAINING REPORTS

<u>TYPE</u>	<u>DATE/PERIOD DUE</u>	<u>REFERENCES</u>
Training Association	As needed	Para 1-5
Div/Gp 2CTG/5YTC	12 mo prior to FY start	Para 2-2c(1)/ 2-2a(1)
Div/Gp YTG (Circular)	1 Feb	Para 2-2d(2)
Bde/Sep Bn YTG (Circular)	1 Apr	Para 2-2d(3)
Schedule of Unit Training Assemblies	15 Jun	Para 5-11
Assistance Request	150 days prior	Para 5-3
School Course Applications	90 days prior	Anx H,
TAM	15 days after AT	Para 5-16d(5)
ODT Pre-AT Recon After Action Report	10 days after Recon	Para 3-8a(2)
ODT After Action Report	20 days after Duty	Para 3-8a(5)
Forecast of IDT GSA/ Commercial Transportation	1 Jun	Para 4-11
Bde/Sep Bn 1CTG/5YTC	1 Dec	Para 2-2c(2)/ 2-2a(2)
Bn/Sqdn/Sep Co 3YTC	1 Apr	Para 2-2a(3)
Bn/Sqdn/Co/Sep Det YTG (Circular)	15 Jun	Para 2-2d(4)

ANNEX B

MINIMUM TRAINING DOCUMENTS

DOCUMENT	LEVEL	TRAINING RESPONSIBILITY	REFERENCE	REMARKS
CDR TNG GUIDANCE (2CTG)	DIV/SEP BDE/REGT/ SEP GP	LONG-RANGE PLANNING	FM 25-101	ASSIGNS TNG GOALS AND ALLOCATES RESOURCES TO SUBORDINATE UNITS. CIRCULAR/MEMO FORMAT.
5YR TNG CALENDAR (5YTC)	DIV/DIVARTY/TRP CMD/SEP BN/REGT/ SEP GP	LONG-RANGE PLANNING	FM 25-101	AT DATES, KNOWN CPX/FTX/JTX, WEAPONS FIRING, ITEP AND MOBILIZATION OR DEPLOYMENT TNG WILL BE IDENTIFIED.
CDR TNG GUIDANCE (1CTG)	BDE/SEP BN	LONG-RANGE PLANNING	FM 25-101	ASSIGNS TNG GOALS AND ALLOCATES RESOURCES TO SUBORDINATE UNITS. CIRCULAR/MEMO FORMAT.
MISSION ESSENTIAL TASK LIST (METL)	DIV/BDE/SEP GP/BN/ CO/SEP DET/TDA UNITS	MISSION TASK IDENTIFICATION	FORSCOM/ARNG REG 350-2; FM 25-101	PART IV & V, FORSCOM FORM 1049-R.
MOBILIZATION FILE	BN/SEP CO/DET SEP GP	IDENTIFICATION OF POST-MOB TNG SPT ROMTS	FORSCOM REG 500-3-3 (FORMDEPS)	POST MOB TNG SPT NEEDS ARE UPDATED AND REPORTED TO THE MOB STATION ANNUALLY BY PREPARATION OF PTRS (FORSCOM FORM 319-R).
YRLY TNG GUIDANCE (YTG)	DIV/BDE/GP/SEP CO/ SEP DET	SHORT-RANGE PLANNING AND RESOURCE IDENTIFICATION	FM 25-101	PREPARATION IS AT BN LEVEL & ABOVE OR COMPARABLE LEVEL HQS WITH SPECIFIC GUIDANCE IN SEPARATE ANNEXES. SEPARATE CO/DET PREPARE YTG ONLY IF THE CURRENT PEACETIME CHAIN OF COMMAND DOES NOT INCLUDE A NEXT HIGHER HQS COMPARABLE TO BN/BDE. CIRCULAR/MEMO.
YRLY TNG CALENDAR (YTC)	DIV/BDE/GP/CO/ SEP DET	SHORT RANGE PLANNING AND SCHEDULING	FM 25-101 AR 350-41 PARA 2-32h.	ASSIGNS TNG GOALS AND ALLOCATES RESOURCES TO SUBORDINATE UNITS. CIRCULAR/MEMO FORMAT.

MINIMUM TRAINING DOCUMENTS

DOCUMENT	LEVEL	TRAINING RESPONSIBILITY	REFERENCE	REMARKS
MONTHLY TNG SCHEDULE (TS)	BN/CO/SEP DET	TRAINING TAKS ASSIGNMENT	FM 25-101 CHAP 3.	MONTLY SCHEDULES ARE REQUIRED. SCHEDULES SHOULD NOT PROJECT MORE THAN FOUR MONTHS AHEAD. DEVELOPED AND SIGNED BY CO CDR, APPROVED & PUBLISHED BY BN CDR, & REVIEWED BY BDE CDR. TRAINING SCHEDULES ARE RETAINED ON FILE AFTER THE SCHEDULED TRAINING IS COMPLETED IAW AR 25-400-2.
* TRAINING & EVALUATION OUTLINES (T&EO)	TRAINER/SECTION LEADER/EVALUATORS	ADVANCED PREPARATION FOR TRAINING AND ASSESSMENT	FM 25-100, PG 4-4; FM 25-101 PG 5-7 THRU 5-21	FORMAL, WRITTEN LESSON PLANS ARE NOT REQUIRED. SIMPLE T&EO OUTLINES ARE PREFERRED; INFORMAL NOTES IN SOLDIER'S MANUALS USED IN TRAINING ARE ACCEPTABLE. T&EO MUST BE USED DURING TRAINING. NEED NOT BE RETAINED AFTER USE.
* WORK PLAN (WP)	TRAINER/SECTION LEADER	ADVANCED PLANNING OF REQUIRED ACTIVITIES AND SECTION TRAINING NOT DIRECTED BY TRAINING SCHEDULES	FM 25-101.	INFORMAL MEANS ARE PREFERRED. METHOD SHOULD VARY WITH SIZE OF WORK GROUP, FROM A SIMPLE JOB LIST FOR SMALL SECTIONS TO W WORK FLOW CHART FOR COMPLEX TASKS PERFORMED BY LARGE GROUPS. PAST WORK PLANS NEED NOT BE RETAINED.
LEADER BOOKS/ INDIVIDUAL TASK LISTS	PLATOON/SQUAD/ SECTION LEADER	DEFINITION OF EACH SOLDIER'S DMOS RESPONSIBILITIES -- TASKS THE SOLDIER MUST BE ABLE TO PERFORM AND THE TNG STATUS OF EACH TASK	FM 25-101, PG B-4 THRU B-7	HIGHLIGHT TASKS WHICH SUPPORT PRIORITY UNIT WARTIME/ARTEP TASKS, DMOS QUALIFICATION TASKS, AND ITEP TASKS. LEADER BOOKS ARE NOT A FORMAL INSPECTION ITEM.
BATTLE ROSTERS	BN AND BELOW	TRACK KEY TRAINING INFORMATION ON SELECTED WEAPONS SYSTEMS, CREW DATA, MANNING LEVELS QUALIFICATION STATUS	FM 25-100, PG 4-3; FM 25-101, PG 3-13 THRU 3-15	MAINTAINED FORMALLY OR INFORMALLY. SPECIFIC INFORMATION AND FORMAT DEPENDS ON THE UNIT'S MISSION REQUIREMENTS.

NOTE: TRAINING PLANS MAY EITHER BE THE T&EO OR THE WP, WHICHEVER IS DEEMED MOST APPROPRIATE FOR THE TRAINING OR ACTIVITY BEING CONDUCTED.

ANNEX C

SCHEDULE OF UNIT TRAINING ASSEMBLIES

(UNIT HEADING)

OFFICE SYMBOL

DATE

MEMORANDUM THRU XXX
XXXXXXXXXXXXXXXXXXXXFOR The Adjutant General Kansas, ATTN: AGKS-DPOT-T, 2800 SW
Topeka Blvd, Topeka, KS 66611-1287

SUBJECT: Schedule of Unit Training Assemblies

<u>MONTH/YEAR</u>	<u>DATES</u>	<u>LOCATION</u>	<u>UTA/ MUTA</u>	<u>REMARKS</u>
OCT 95	14-16	FT RILEY, KS	5	
NOV 95	19-20	FT RILEY, KS	4	
DEC 95	10	YOUR CITY, KS	1	
JAN 96	14-15	YOUR CITY, KS	3	
FEB 96	11	YOUR CITY, KS	2	
MAR 96	10-11	FT RILEY, KS	4	
APR 96	28-29	KSRTI, SALINA, KS	4	
MAY 96	18-20	FT RILEY, KS	6	
JUN 96	22-24	YOUR CITY, KS	5	
JUL 96	14-15	YOUR CITY, KS	4	
AUG 96	24-26	FT RILEY, KS	5	
SEP 96	21-23	FT LEAVENWORTH, KS	<u>5</u>	
		TOTAL	48	

NOTE: This is the proper format for submission of initial training assembly dates (due 15 June) and changed training assembly dates (see para 5-11). Always show entire year so the number of UTA/MUTA'S for the fiscal year can be verified.

ANNEX D

MOS QUALIFICATION/RECLASSIFICATION

1. MOS QUALIFICATION. Unit commanders are to qualify all soldiers as soon as possible through the best available means. There are four means available to MOS qualify your soldiers, Active Component (AC) schools, RCTI's, Civilian Acquired Skills, and Supervised On the Job Training (SOJT).

a. AC Schools.

- (1) Authority. AR 351-1.
- (2) Program Content. DA Pam 351-4 and ATRRS.
- (3) Status. ADT.
- (4) Location. Service school location.
- (5) Supervisor. Commandant of service school
- (6) Award of MOS. Unit Cdr, based on DA Form 1059.

b. RCTI's. There are two types of RCTI's, NG and USAR. Both operate in the same manner. The NG RCTI's conduct Combat Arms and the USAR conduct CS/CSS MOS qualification.

- (1) Authority. FORSCOM/ARNG Reg 350-2.
- (2) Program Content. Appropriate MOS POI
- (3) Status. IDT/AT/ADT.
- (4) Location. RCTI's location (in some cases courses may be conducted off site).
- (5) Supervisor. RCTI school commandant/RCTI instructor(s).

- (6) Award of MOS. Unit Cdr based upon DA Form 1059.

c. Civilian Acquired Skill (only selected MOS).

- (1) Authority. NGR 600-200, AR 140-11, AR 611-201.
- (2) Program Content. NGB Pam 600-200, DA Cir 601-51, Applicable Soldier's Manual.

- (3) Status. Civilian Employee/IDT/OJT.
- (4) Location. Civilian job or unit armory.
- (5) Supervisor. Employer/Section chief.
- (6) Award of MOS. TAG KS.

d. SOJT. This method may only be used as a last resort. SOJT is authorized only if formal training options, including RC3 or TATS (Total Army Training System) courses, are not available and, in every case, must be approved in writing by the first general officer (GO) in the chain of command. SOJT must be conducted by a qualified supervisor or supervisors in the organization, must use all available structured training materials, and must be based on performance oriented training on critical tasks in the SM for the MOS in which the soldier is being trained. SOJT must include an end of course evaluation measured to Army standards. Steps for SOJT are:

- (1) Step 1. Consult the Trainer's Guide for each MOS and determine critical tasks.
- (2) Step 2. Select the responsible supervisor/leader.
- (3) Step 3. Ask for and receive approval from the first GO in chain of command.
- (4) Step 4. Conduct the training and evaluate effectiveness.
- (5) Step 5. Conduct an end of course evaluation measured to Army standards, i.e., an evaluation similar to the "OLD" SDT.
- (6) Step 6. The responsible training supervisor recommends MOS Award (through the Unit Chain of Command) to the commander.
- (7) Step 7. The commander carefully reviews the ITPs/STP and talks with the appropriate supervisors to verify the training conducted. The commander may have the soldier do some hands on performance to verify accomplishments.
- (8) Step 8. Request/Cut orders awarding the appropriate MOS.

(9) Step 9. Change 1379 upon receipt of orders to reflect new MOS.

e. If training cannot be initiated the soldier will be reassigned to a position for which qualified.

2. MOS SUSTAINMENT PROGRAMS.

a. The unit commander has the responsibility for not only qualifying individuals in an MOS, but also for refresher training required to sustain and improve MOS proficiency. Personnel who are MOS qualified as a result of initial active duty for training, or through training conducted in a RCTI or the unit, are qualified to perform only the minimum tasks required of that MOS. The unit has responsibility for providing training in those MOS skills not covered in the initial training. The Trainer's Guide for each MOS identifies tasks not taught by the service school or RCTI and for which the unit has training responsibility. The Commander and supervisors are responsible for determining the training required for a particular individual. Each mission ARTEP task is actually a composite performance of individual MOS tasks.

b. Evaluations of individuals performance should be maintained by the first line supervisor using the leader book or equivalent means. These evaluations should be used to identify individual weaknesses and establish corrective actions.

c. Sustainment tasks should be built around the units' METL. Training accomplishments must then be recorded by the first line supervisor (ITPs and Leader books) and monitored by the entire chain of command to ensure that the training objectives are being met.

ANNEX E

INDIVIDUAL TRAINING EVALUATION

1. Tasks lists in some form should be available for each MOS in the unit for evaluation of individual training. AGO KAN Form 118, Training and Evaluation Worksheet allows the section chief to maintain the evaluation results of more than one individual on the same form. When used properly this form can provide feedback which highlights training strengths and weaknesses. Regardless of the format used, the task list must provide the section chief with the minimum tasks required to qualify an individual in his MOS and have space to annotate the date of evaluation and the results. For individuals already qualified in their MOS the task list should identify those tasks required to sustain proficiency and support the METL and also tasks required to reach the next skill level of that MOS.

2. In those instances where training must be conducted outside the unit, a report by the person responsible for the training must also record individual trainee performances for feedback to the individuals section chief. An example would be a course in drivers training taught by either an RCTI or the next higher headquarters. Arrangements need to be made ahead of time to insure that this is accomplished.

3. Individual Task Lists are required for all soldiers.

ANNEX F

NONPRIOR SERVICE TRAINING PROGRAM

1. In accordance with para 2-1g(1), NGR 350-1, nonprior service personnel awaiting entry on IADT will receive the "Nonprior Service Training Program" listed in Table 2-2, NGR 350-1, instead of unit training scheduled for the rest of their unit. Once individuals have completed this training program, they will be utilized in their requested MOS in the unit training program until departure for their IADT.

2. The program should be conducted on a consolidated basis at the highest level where practical. A "Standard Training Committee" will be appointed at the level where the training is to be conducted. This committee will consist of at least an instructor and assistant who will have the capability to instruct all subjects. Individuals who are graduates of DI School or NCO Academy, or possess similar leadership qualities are recommended.

3. The following note will be made on all unit training schedules:

Nonprior service personnel awaiting entry on IADT will receive training IAW the "Nonprior Service Training Program" during periods when unit training is shown on this schedule.

4. A separate training schedule will be published for Nonprior Service Training.

5. Nonprior service personnel will attend, with the unit, all classes on general, basic military, special emphasis subjects and other classes the commander determines as being related to the Nonprior Service Training Program subjects. When nonprior service personnel are to attend Nonprior Service Training, the Nonprior Service Personnel training schedule will be entered in the REMARKS column of the unit training schedule opposite the periods of unit training.

6. Documentation and programming of nonprior service personnel will be accomplished utilizing AGO KAN Form 118 or some other Individual Task List.

ANNEX G

ARMY CORRESPONDENCE COURSES

1. The Army Correspondence Course Program (ACCP) has courses and subcourses available to all members of the Active and Reserve Components.
2. A correspondence course is made up of a number of subcourses which are presented in a logical, progressive sequence, and directed toward specific objectives. Credit for a course requires successful completion of, or credit for, each included subcourse. Completion of a course results in graduation and appropriate certification.
3. The ACCP offers the following types of courses:
 - a. Professional Development.
 - b. Skill Progression and Functional Area.
 - c. Army Pre-Commission.
 - d. Individual Subcourses.
4. Enrollment procedures are fully detailed in DA Pam 351-20.
5. Submit the completed application to your unit commander for approval and then forward the application to the Army Institute for Professional Development (AIPD) unless otherwise instructed in the school's course listings.
6. Correspondence courses from AIPD under School Code 553 will be enrolled through ATRRS. Other courses not listed on the LC screen will still require the use of DA form 145.

ANNEX H

ARMY SERVICE SCHOOLS

1. GENERAL.

a. Resident Army Service Schools are available to the members of the KSARNG.

b. DA Pam 351-4, QUALS Report, and ATRRS list courses available in the Military Educational System, and lists prerequisites for the courses.

c. ATRRS lists dates of classes for Army Service Schools.

d. Service Obligation. ARNG personnel attending Army Service Schools, RCTI's or Civilian Institutions must have the following time remaining before their MRD or ETS.

(1) One year following completion of a school of less than 15 days.

(2) Two years following completion of a school of 16 to 90 days.

(3) Three years following completion of a school of 91 days or more.

2. SCHOOL APPLICATIONS.

a. ATRRS.

(1) Course requested must be applicable to unit MOS(s).

(2) Applications for school attendance will be submitted, NLT 90 days in advance of start date of the course.

b. NGB Form 64.

(1) Senior Service College, CHE, CSM Academy courses, and other special events require NGB Form 64.

(2) Instruction for completing NGB Form 64 is in App B, ARNGR 351-1 (DRAFT).

c. Ft Riley Schools. Procedures for applying for Ft Riley Schools are in the Ft Riley Schools Catalog. All units requesting on-post school spaces at Ft Riley will use AFZN-CAE Form 162.

ANNEX I

OFFICER CANDIDATE SCHOOL

1. REFERENCES.

- a. AR 351-1.
- b. AR 351-5.
- c. NGR 351-5.
- c. KNGR 351-5.

2. GENERAL. Sufficient guidance is provided in above cited references for enrollment into the OCS program.

ANNEX K

INDIVIDUAL READINESS TRAINING SCHOOLS (IRTS),
REGULATORY COURSES AND OTHER TRAINING COURSES

1. IRTS. Courses that are TRADOC approved and RC3 or TATS configured will be forwarded to appropriate school brigade for approval. KSRTI will probably be the only institution using IRTS. The only schools that will be on ATRRS are IRTS.

2. OTHER TRAINING COURSES. Any other courses not mentioned in para 2 and 3 above, does not require a formal request. The announcement of these courses should be in circular or memorandum format and distributed to the field. Examples of these training courses are: State COMET school, State Chaplain School, Jr Off Maint Crs, Avn Life Spt Tech and Mishap Prev Mgmt Crs. School funds are not authorized for these courses.

ANNEX L

AFTER ACTION REPORT

U N I T H E A D I N G

OFFICE SYMBOL

DATE

MEMORANDUM FOR The Adjutant General Kansas, ATTN: AGKS-DPOT-T,
2800 SW Topeka Blvd, Topeka, KS 66611-1287

SUBJECT: ODT After Action Report, (location)

1. Reporting unit and home station.
2. General: Explain basic situation and include guidance given prior to operation. If ODT, report on Pre-ODT planning.
3. Movement to and from location: Indicate any problems in movement.
4. Support Received from Host Unit: Indicate whether or not support was satisfactory and any problems encountered. Brief comments on conditions and adequacy of the following:
 - a. Billeting.
 - b. Sanitation.
 - c. Trash disposal.
 - d. Mess and ration supply.
 - e. Post exchange facility.
 - f. Medical facilities and operations.
 - g. Host location recreational facilities.
 - h. Vehicular maintenance facilities and support.
 - i. Communications facilities (to include commercial).
5. Adequacy of support plans and training directives issued by higher headquarters.
6. Adequacy of ranges.
7. Adequacy of the following:
 - a. Unit training area.

- b. Parade and review area.
- c. Road net.
8. Comments on operation of equipment pools.
9. Brief comments on adequacy of supply of the following:
 - a. Class I.
 - b. Class II and IV.
 - c. Class III.
 - d. Class V.
 - e. Class VI.
 - f. Class VII.
 - g. Class VIII.
 - h. Class IX.
 - i. Training aids and equipment.
 - j. Laundry facilities.
10. Evaluation - specific comments on ability and quality of evaluators in the reporting units opinion. Note whether the evaluators had advance knowledge of his assignment and adequate time to prepare. Note evaluators name and unit to which assigned. One word comments are not adequate, i.e., satisfactory.
11. Report of additional mandays by officers and EM. Include purpose.
12. General comments on AT period not covered above.
13. Recommendations:
 - a. Follow-up action.
 - b. Future similar actions.
 - c. Additions to unit to aid in future operations.

SIGNATURE BLOCK

ANNEX M

NBC TRAINING REQUIREMENTS

1. REQUIREMENTS FOR MTOE UNITS.

a. Personnel/Organization.

(1) In company size and larger units, the unit NBC Defense Team (Control Party) must be appointed in writing or individuals hold these position by MTOE assignment. (This team must consist of an NBC Defense Officer, and NBC NCO and an Assistant NBC Defense NCO (can be an E4).)

(2) Each member of the NBC Defense Team (Control Party) must be either branch code (BC 74) or MOS (54B20 or higher skill level) qualified, or school trained by having completed the officer/NCO NBC Defense Course at a RCTI or Active Duty Installation.

(3) If NBC defense equipment is authorized by MTOE or CTA, the appropriate NBC defense teams for detection, monitoring, survey and decontamination operations must be designated. These teams must have a minimum of two personnel for each dose rate radiacmeter and chemical agent alarm authorized and one operator for each M256 kit.

(4) There must be a current NBC Defense Annex to the unit SOP and unit personnel must be knowledgeable in its contents.

b. Training.

(1) All personnel must be trained in techniques and principles of NBC defense as detailed in FM 3-3 and FM 3-100.

(2) All personnel must be required to demonstrate individual proficiency in Soldier's Manual NBC tasks, at least annually, either as a part of CTT or other test methods.

(3) NBC defense training must be integrated into all exercises (CPX, FTX, range firing, etc.). Personnel must participate in weapons qualification wearing MOPP 4 in accordance with DA Pam 350-38.

(4) Where applicable, NBC defense teams must be trained in the use of NBC detection, monitoring, decontamination and survey equipment.

(5) NBC defense team proficiency must be evaluated by the commander using ARTEP standards.

(6) The unit must train toward the goal of performing its mission in an NBC environment with individuals spending an appropriate amount of time (based on mission requirements and criteria in FM 3-4) in MOPP 4 while performing their MOS and other job-related tasks. Unit proficiency will be determined by having the unit accomplish its mission under NBC conditions during external and internal evaluations to MTP standards (FM 3-100).

c. Supplies and Equipment.

(1) All chemical defense equipment (CDE) authorized by MTOE/CTA must be on hand or be on current requisition.

(2) Those MTOE/CTA supplies and equipment necessary to conduct individual Soldier's Manual training and training of NBC defense teams must be on hand in, or available to, the unit.

(a) Equipment required for Soldier's Manual training consists of the protective mask and hood (includes M1 canteen cap); overgarment ensemble, to include suit, overboots, and gloves; M58A1 or M25A1 Decontamination Kit; M8 and M9 Detector Paper and NATO NBC markers.

(b) Equipment used in training of defense teams normally consists of an M256 Detector Kit with M8 and M9 Detector Paper; an Automatic Chemical Agent Alarm M8, if authorized by MTOE; a Radiac Meter IM 174A/PD and Radiac Set AN/PDR-27, if authorized by MTOE; ABC-M11 Decontamination Apparatus; an M5A2 Fallout Predictor and an M28A1 Calculator Set.

(3) Personnel meeting the prerequisites in AR 40-63 must have optical inserts for the M17-series mask on hand or on request.

2. REQUIREMENTS FOR TDA UNITS.

a. Personnel/Organization. TDA units that are authorized NBC defense equipment and are required to conduct NBC defense training, at least one soldier will be appointed at each level of command. This soldier must successfully complete the 2-week NBC Defense Course which may be taken at area or post NBC schools, any RCTI, or at the U.S. Army Chemical School.

b. Training.

(1) All personnel must be trained in techniques and principles of NBC defense found in FM 3-3 and FM 3-100.

(2) All personnel must be required to demonstrate proficiency in Soldier's Manual NBC tasks, at least annually, either as part of CTT or by other test methods.

(3) Personnel must participate in firing while masked and wearing protective clothing, annually if the unit is authorized weapons for individual issue.

(4) The unit must train toward the goal of performing its mission in an NBC environment with individuals spending a appropriate amount of time (based on mission requirements and criteria in FM 3-4) in MOPP 4 while performing their MOS and other job-related tasks.

c. Supplies and Equipment. NBC equipment necessary to conduct individual Soldier's Manual training must either be on hand or on requisition. Equipment required for Soldier's Manual training consists of the protective mask and hood (includes M1 canteen cap); overgarment ensemble, to include suit, overboots, gloves; M58A1 or M258A1 Decontamination Kit; M8 and M9 Detector Paper and NATO NBC markers.

ANNEX N

COMPUTERIZED TAM

1. Load Program. Load TAM program on hard drive or run program from a floppy disk.
2. Program Execution. Initiate the TAM PC Module:
 - a. Change to the drive/directory containing the TAM software and data (i.e., type "A:<RETURN>" if on "A" drive. Type "C:<RETURN>" then "CD\TAM<RETURN>" if on the "C" drive and in the TAM sub-directory).
 - b. Type "TAM<RETURN>" to start the program and get the following screen.

WELCOME TO

READINESS AND MOBILIZATION SYSTEM (RAMS)

ANALYSIS OF TRNG PERFORMANCE SYS / TRAINING ASSESSMENT MODEL (ATPS/TAM)

(Ver 2.0)

Please enter the last five characters of the UIC:

(F1) List Available UIC(s) (F2) Change drive to place TAM data files
(ESC) Quit

3. Select Data File.

- a. The user is prompted for the last 5 characters of the Unit Identification Code (UIC) (i.e., for W111AA, type "111AA"), or the user can select Function Key 1 (F1), Function Key 2 (F2), or Escape (ESC).
- b. Pressing F1 will first ask for confirmation of the drive, then ask for the directory (if any) where the data files are located, and then will display all the data files residing in that path.

NOTE: A message will be displayed if no data files exists in the specified path.

c. Pressing F2 will allow changing to the different drive and/or directory to place data files.

d. ESC returns user to the DOS prompt.

4. Enter the Sequence Number.

a. The sequence number "00" is used for the "AA" level or complete UIC, while sequence numbers "01" thru "99" are to be used for increments/detachments of that unit.

b. If a 1049-R for an increment/detachment does not exist and the UIC exists for the "AA level ("00" sequence number), the user is asked, "would you like to create a new record based on sequence 00?" If the user anseres "NO" or if a "00" file does not exist, the user will be asked, "Would you like to have a blank form copied to your file?" If the user anseres "YES" then a blank TXXXXX99.DA2 file is created where "XXXXXX" is the last fieve characters of the UIC and "99" is the new sequence number. It the user anseres "NO", the user will be prompted for 1) return to Welcome screen, or 2) return to the DOS prompt.

c. The user than goes through the same process for the METL (Part IV) and the Collective TAsk (Part V) files. In this way, the user can create a set of files to support a 1049-R for a new unit, or can create a copy of the parent unit 1049-R to be modified and used as an incrmental 1049-R for a sub-unit.

d. If insufficient space exists, then the newly created files will be automatically copied to the TAM1' directory on the "C" drive. These files can then be copied to a floppy for uploading to the Wang VS. This must be done before the Create Upload Files Option is selected.

e. Once the files exist, the Menu, as shown below, is displayed.

f. Select the desired functions from the Menu using the Function and Shift Keys.

TRAINING ASSESSMENT MODEL (TAM) ver 2.0

- F1. Update 1049-R (Parts I,II,III, & VI)
- F2. Update METL (Part IV)
- F3. Update Collective Tasks (Part V)
- F4. Calculate Values
- F5. Print Complete 1049-R
- F6. Print Part I
- F7. Print Part II
- F8. Print Part III
- F9. Print Part IV (METL)
- F10. Print Part V (Collective Taks)
- Shift F1. Print Part VI
- Shift F2. Print Complete Blank Form
- Shift F3. Create Upload Files
- Shift F4. Display Instructions
- Shift F5. Print Instructions
- Shift F6. Upload CLAS File
- Shift F7. Enter new UIC
- Shift F8. Quit

Enter your option:

5. Option Shift F4 and Shift F5 will display or print the instructions for using the PC TAM application. Please print and read instructions before proceeding with TAM application. If using a dot matrix printer, set it to 10 cpi.

6. Input data for the unit, then recalculate all formula fields.

7. If all the data is correct and all invalid data messages have been resolved, create the files and send to higher HQ for their input and forwarding to the next higher HQ. Examples of invalid data messages are:

Officer present for duty (AT & CC) and non CC does not equal Officer assigned. Please review your figures for corrections.

Press any key to continue

Warrant Officer present for duty (AT & CC) and non CC does not equal WO assigned. Please review your figures for correctness.

Press any key to continue

Enlisted present for duty (AT & CC) and non CC does not equal Enlisted assigned. Please review your figures for correctness.

Press any key to continue

8. Any unit divided into sub-units must have the data consolidated under the "00" sequence number for that UIC prior to forwarding to AGKS-DPOT-T for transmission to FORSCOM via RAMS.