

State of Kansas, Military Division  
The Adjutant General's Department  
Topeka, Kansas, 3 January, 2000

**PUBLIC AFFAIRS  
CIVIL - MILITARY INNOVATIVE READINESS TRAINING (CMIRT)**

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This regulation implements The Adjutant General's Department policy as it relates to support and / or services provided to other than Department of Defense (DoD) entities by military units.

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**1-1. PURPOSE:**

The Civil-Military Innovative Readiness Training SOP prescribes policy, responsibility and authority as it relates to activities of units and personnel of the Kansas National Guard, that result in support & services for eligible organizations & activities outside the DoD, & which are not otherwise prohibited by law. It clarifies & distinguishes what & how support or services can be provided. It does not address use of units or personnel of the Kansas National Guard for civilian law enforcement purposes or for response to natural or manmade disasters.

**1-2. APPLICABILITY:**

This document applies to all elements of the Army and Air National Guard.

**1-3. AUTHORITY:**

AR 700-131, Sep 1, 1996; Department of Defense Directive 1100.20 "Support & Services for Eligible Organizations & Activities Outside the Department of Defense," January 30, 1997; NGB All States Log "National Guard Implementing Guidance on Civil-Military Innovative Readiness Training (CMIRT).

**1-4. REFERENCES:**

- a. AR 700-131, Loan & Lease of Army Material, 1 September 1996
- b. Section 2012 of Title 10, United States Code
- c. DoD Directive 1100.20 "Support and Services for Eligible Organizations and Activities Outside the Department of Defense," January 30, 1997
- d. NGB All States Log "National Guard Implementing Guidance on Civil Military Innovative Readiness Training (CMIRT)
- e. AFMAN 23-110, Supply Manual
- f. AFI 36-2250, Civil Military Innovative Readiness Training (IRT), Mar 99
- f. NGB Pam 360-5/ANGP 190-9, National Guard Public Affairs Guidelines

**2-1. POLICY.**

It is KSNG policy that:

- a) Units & personnel of the KSNG may be used to provide support & services to certain eligible organizations & activities in addressing community & civic needs of the State of Kansas when such assistance is incidental to military training or is otherwise authorized by law. The purpose is to build upon the long-standing tradition of the KSNG, acting as good neighbors at the local level, in applying military personnel to assist appropriate civic & community needs.

- b) The civic and community assistance provided will fall under one of two categories. The first will be non-training related. The second will be training related.

- (1) Non-Training Related Activities: These activities are covered in para 4-1. These activities will require less than 100 man-hours to support, or will take one Individual Duty Training (IDT) weekend period or less, or, will use volunteers as a primary source of manpower. These activities will be related to "loan" of equipment, provision of services, etc.
- (2) Training Related Activities: These activities are covered in para 4-2. These activities will require more than 100 man-hours to support, or, will take more than one Individual Duty Training weekend period, or, will not use volunteers as a primary source of labor. These activities shall be accomplished through Civil-Military Innovative Readiness Training (IRT) activities, and shall be accomplished primarily by combat service support (CSS) units, combat support (CS) units, and personnel primarily in the areas of healthcare services, general engineering, and infrastructure support and assistance.

**3-1. RESPONSIBILITIES.**

- a) The Adjutant General of Kansas shall;
  - (1) Appoint in writing, a Community Support Advisory Council (CSAC).
  - (2) Appoint in writing, a State Community Support Manager
  - (3) Approve/Disapprove all requests for support based on information provided by the CSAC.
- b) The Community Support Advisory Council shall consist of the following;
  - (1) The Deputy STARC Commander, or designee, who shall Chair the Council, be a voting member and shall report directly to the KS-TAG.

- (2) The Chief of Staff (CoS), who shall be a voting member & shall report directly to the KS-TAG on all recommendations of the Council.
  - (3) The Executive Support Staff Officer (ESSO) who shall be a voting member and shall report directly to the KS-TAG on all recommendations of the council.
  - (4) The Secretary to the General Staff (SGS), who shall be a non-voting member & shall act (appoint) as the recorder for all meetings of the Council. This individual may also function as the State Community Support Manager, who performs the duties described in para 5-1.
  - (5) A Judge Advocate General (JAG) officer who shall be a voting member and shall review proposed project submittals and provide a legal opinion to the Council.
  - (6) A Senior Medical Officer (when applicable) from the Army or Air State Surgeons Officer, who shall be a non-voting member, and review the recommendations to the State Quality Assurance Management Committee or Air National Guard equivalent, to ensure that activities comply with all applicable local, State, Federal and military requirements governing the qualifications of participating military healthcare providers, and regulating the delivery of healthcare in the particular locale, State or region, to participants or local population (as appropriate) where ever an IRT project is conducted. This shall be done under the supervision of a Civilian Health Organization. Military personnel shall follow the military regulations specific to the healthcare professionals participating, however, if there is a difference between the state practice acts and military regulations, the strictest application shall apply to the military healthcare personnel.
  - (7) The KS-TAG Special Assistant (State Civilian) who shall be a voting member of the council and provide input as needed on all proposed project submittals.
  - (8) A Plans Operations Training Officer (POTO), or other operations/training representative who shall be a voting member and shall review proposed project submittals to ensure that project is consistent with valid unit training requirements or related to the military scope of duty of participating personnel.
  - (9) A Public Affairs Officer (PAO) who shall be a non-voting member and shall ensure that the proposed project complies with current DoD and NGB general community relations guidance.
  - (10) A National Environmental Policy Act (NEPA) Program Manager who shall be a voting member and shall review all environmental documentation related to the proposed projects.
  - (11) Commander, Community Relations Manager (ANG only), or designee, of the following KSNG units, who when present, shall be voting members. When applicable other Commanders or designee of KSNG units may be called by the Chairman and shall be a voting member.
    - (a) HQ, 69<sup>th</sup> Troop Command
    - (b) HQ, 891<sup>st</sup> Engineer Battalion
    - (c) 190<sup>th</sup> Air Refueling Wing
    - (d) 184<sup>th</sup> Bomb Wing
- c) The Community Support Advisory Council shall;
- (1) Recommend approval/disapproval of all Community Support / Innovative Readiness Training Project Requests to KS-TAG.

- (2) Prioritize all approved Community Support Project Requests.
- d) The State Community Support Manager shall;
- (1) Coordinate CSAC meetings, agendas, record minutes, obtain project AARs.
  - (2) Report to the Community Support Advisory Council on all matters concerning Community Support Projects.
  - (3) Be the focal point for receipt of all Community Support Project Requests. Monitor status of projects and proposals/requests.
  - (4) Determine, where possible, if the proposed request will result in a non-training or training related project.
  - (5) Coordinate with NGB, the agency requesting support, the Community Support Advisory Council, affected units or personnel of the KSNG, & State governmental agencies as needed.
  - (6) Monitor status, receive, process and maintain copies of After Action Reports (AAR).

#### 4-1. NON-TRAINING RELATED SUPPORT AND SERVICES:

These activities will require less than 100 man-hours to support, or, will take less than one IDT weekend period, or, will use volunteers as a primary source of labor. These activities will normally involve the loan of equipment, manpower or facilities to other than DoD agencies.

- a. The KS-TAG or his designee cannot authorize the usage of military equipment by other than DoD agencies without proper documentation. This documentation includes a lease agreement, in which the charge paid by the using agency must be commensurate with the local rental rates. Infringements on local merchants who are in the lease and rental business are prohibited.
- b. Requests for the use of Federal equipment by community based organizations, military support organizations, scouting

organizations and subordinate elements of local governments which do not have ramifications regarding public safety and the duties of law enforcement, shall be evaluated by the Community Support Advisory Council and actions taken in accordance with the following guidance.

- 1) If the request is considered viable by the local commander and the supporting full time recruiting and retention force, and approved by the Community Support Manager and/or the Community Support Advisory Council, it may be supported as a strength improvement activity . In such cases, the equipment being utilized must remain under the care, custody and control of the KSNG at all times.
- 2) An AAR will be submitted through command channels by the commander of the unit that provided the support. This AAR shall reach the State Community Support Manager no later than 45 days after completion of the activity.
- 3) When a request is made for support which can be utilized as a valid training activity, the procedures in para 6-1 shall be utilized.

#### 4-2. TRAINING RELATED SUPPORT AND SERVICES

These activities will require more than 100 man-hours to support, or, will take more than one IDT weekend period, or, will not use volunteers as a primary source of labor. These activities shall be accomplished through Civil-Military Innovative Readiness Training (IRT) activities, and shall be accomplished primarily by combat service support (CSS) units, combat support (CS) units, and personnel primarily in the areas of healthcare services, general engineering, and infrastructure support and assistance.

- a) Support and service provided shall:
  - (1) Be consistent with the national policy of protecting military readiness and avoiding competition with the private sector;

- (2) Be coordinated within the Kansas National Guard and other local, state and Federal agencies to avoid duplication;
  - (3) Contribute, whenever possible and appropriate, to the protection and assurance of critical local, State, regional and national infrastructure;
  - (4) Promote joint training opportunities to the extent possible within the Kansas National Guard and between other services and components; and provide a tangible, incidental benefit to the civilian community.
- b) To ensure high quality military training, assistance may be provided only if:
- (1) Units providing support and services shall accomplish valid unit training requirements; or individuals providing assistance shall accomplish tasks directly related to the military scope of duty of the member;
  - (2) Assistance provided is consistent with valid unit training requirements, or related to the scope of duty of participating personnel, except for those activities of less than 100 man-hours or those utilizing volunteers as a primary source of manpower;
  - (3) The provision of assistance does not adversely affect the quality of training, or otherwise interfere with the ability of members or units of the KSNG to perform their military functions (i.e. weapons qualification, fitness training, annual briefings, etc.);
  - (4) The provision of assistance does not result in a significant increase in the cost of training; and
  - (5) Assistance provided and training received are not specifically addressed under a separate authority.
- a. All requests for Community Support shall be referred to the Community Support Manager, who will process requests IAW Appendix 7, Community Support and Readiness Training Flowchart.
- b. When possible, members of the KSNG shall provide the requesting agency a copy of the Kansas National Guard Community Support Project Request with instructions to complete and send to the Community Support Manager. Initial telephonic coordination concerning validity of the request is encouraged so as to reduce the number of erroneous requests received by the Community Support Manager.
- c. The Community Support Manager will log the request and review for completeness. Incomplete requests will be resolved by coordination with the requesting agency. Once complete, the requests will be reviewed by the Community Support Advisory Council.
- d. The Community Support Advisory Council shall review the request and determine whether the requested support can be legally provided, and if so, under which method the support can be provided.
- 1) For non-training related support that will take less than 100 man-hours, or will take less than one Individual Duty Training weekend period, or will use volunteers as the primary source of labor.
  - 2) For training related support that will take more than 100 man-hours, or will take more than one IDT weekend period, or will not use volunteers as a primary source of labor, the procedures outlined in para 6-1 will be utilized.

#### **6-1. CIVIL-MILITARY INNOVATIVE READINESS TRAINING PROCEDURES**

- a) Requesting agency obtains and completes the Community Support Project Request (Appendix 1), then submits request to the State Community Support Manager.
- b) The State Community Support Manager receives / logs the request. The request is then reviewed for completeness.

#### **5-1. REQUESTING PROCEDURES**

The following procedures will be followed for Community Support / IRT requests:

- (1) Properly completed requests are forwarded through the Community Support Advisory Council for review and comment. A Letter of Receipt (Appendix 2) is sent to the requesting agency.
- (2) Incomplete requests are sent back to requesting agency with deficiencies noted.
- c) Community Support Advisory Council members review request and provide comments.
- d) State Community Support Manager coordinates with requesting agency to resolve any issues noted by Community Support Advisory Council members.
  - (1) When all issues are resolved, the request packet is forwarded to an MSC HQ, which has organic assets capable of conducting a feasibility study for the project request.
  - (2) If issues cannot be resolved, the project is denied. A Denial Letter (Appendix 3) is immediately sent to the requesting agency.
- e) The Main Support Command headquarters tasks a subordinate unit HQ with completing an initial feasibility study.
- f) The tasked unit assigns a Project Officer. The Project Officer completes an initial site visit/coordination meeting with qualified representatives from the requesting agency.
  - (1) If the site visit results in any negative findings regarding unit capabilities, requesting agency capabilities or other, the State Community Support Manager is immediately notified. If the negative findings cannot be quickly resolved, the project is denied. The State Community Support Manager immediately sends out a letter of disapproval.
  - (2) If the site visit results in positive findings, the unit completes a Feasibility Study and forwards to State Community Support Manager.
- g) The completed Feasibility Study is reviewed by the Community Support Advisory Council and recommendations are formulated for presentation to the Adjutant General.
- h) The Committee Chairman, CSAC or Chief of Staff / ESSO obtains approval/disapproval of the Committee's recommendation from the Adjutant General.
  - (1) For projects approved by the Adjutant General, an IRT Proposal (Appendix 4) is developed by the State Community Support Manager. The Feasibility Study and direct coordination with STARC Staff and unit personnel are used to develop the IRT Proposal.
  - (2) For projects not approved by the Adjutant General, a denial letter is immediately sent to the requesting agency by the State Community Support Manager.
- i) The IRT Proposal is forwarded to the Office of the Assistant Secretary of Defense for Reserve Affairs (OASD/RC) through National Guard Bureau's Exercise Branch (NGB-ARO-Y) by the State Community Support Manager. All IRT Proposals which are requesting funding from NGB must be submitted Not Later Than 1 FEBRUARY of the fiscal year prior to the fiscal year for which the project is proposed.
  - (1) IRT Proposals approved by National Guard Bureau and OASD/RC are programmed for execution by the State Community Support Manager. Programming must be based on input from the MSC HQ and Battalion HQ which will be executing the project.
  - (2) IRT Proposals denied by NGB will be denied by the KSNG. A denial letter will immediately be sent to the requesting agency.
- j) The IRT project is executed and completed. A signed Certificate of Acceptance (Appendix 5) is obtained from the requesting agency.

- k) NLT 30 days after completion, an IRT Project AAR (Appendix 6) is submitted by the unit HQ, through command channels to the State Community Support Manager.
- l) NLT 60 days after completion, the IRT Project AAR is submitted to NGB –ARO-Y by the State Community Support Manager.

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THE PROPONENT OF THE REGULATION IS THE OFFICE OF THE ADJUTANT GENERAL OF KANSAS, ATTN COMMUNITY SUPPORT – READINESS TRAINING ADVISORY COUNCIL. USERS ARE INVITED TO SEND COMMENTS AND SUGGESTED IMPROVEMENTS TO THE ADJUTANT GENERAL OF KANSAS, ATTN AGKS-CS, 2800 SW TOPEKA BLVD, TOPEKA, KS 66611-1287.

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FOR THE ADJUTANT GENERAL:

OFFICIAL:

GREGORY B. GARDNER, Major General (KS), KSANG  
The Adjutant General

  
FLOYD D. PARRY  
COL, GS, KSARNG  
Chief of Staff

  
CHARLES W. LIPPELGOOS, Colonel, KSANG  
Executive Support Staff Officer



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3. **Environmental Compliance Requirements:** Requesting agency or organization is responsible for ensuring all Federal, State and Local environmental requirements are complied with for the project.
4. **Liability Insurance:** Requestor must have liability coverage for the project. Upon notification of project approval by the National Guard the requestor will provide documentation that they have adequate coverage for the project. Requestor must also certify that they have maintained at their own expense insurance governing the risk on the account of bodily injury, death or property damage arising out of or incidental to their possession or use of property of the U. S. Government.
5. **Agreement:** The requesting organization or agency must enter into a written agreement on the project and must agree to a hold harmless statement as follows:

Regarding the use of Department of Defense (DoD) facilities or equipment for the support of/participation in (PROJECT TITLE), (REQUESTING AGENCY) shall indemnify, defend, and hold harmless the US Government, the State of Kansas or others for any claim for personal injuries (including death) the government officers, agents, servants, or employees, or to any other person, arising out of, or incidental to, the possession of use of the facilities or equipment.
6. **Selection Criteria:** The Kansas National Guard will use the following general criteria for project selection and recommendation to the Adjutant General for approval/disapproval.
  - a) **Training Value:** Will the units training for their military mission be enhanced by this project?
  - b) **Size and Scope of Project:** Project must be reasonable for accomplished within the limited training time for the National Guard (normally one weekend per month and two weeks of Annual Training).
  - c) **Life/Safety:** Projects that improve life/safety issues have a higher priority.
  - d) **Logistics Support:** The cost effectiveness of the project can be enhanced if the requesting organization can provide lodging and food for the National Guard personnel, fuel for National Guard equipment and equipment (i.e. road graders, loaders and dump trucks).
7. **Projects:** Projects will only be considered from non-profit organizations or agencies, State and Local governments and evaluated as to the benefit to the community as a whole.
8. **Request for Support:** Send this completed form with any attachments under your organization or agencies request letter to:

Innovative Readiness Training Council  
The Adjutant General's Department  
2800 SW Topeka Boulevard  
Topeka, KS 66611-1287

APPENDIX 2

LETTER OF RECEIPT

(this letter is sent out by the State Community Support Manager upon receipt of the Community Support Request Packet)

(date)

AGKS-AR-CS

(Organization Name, Point of Contact, address, phone, of requesting agency)

Dear \_\_\_\_\_:

The Kansas National Guard is pleased to be in receipt of your Community Support Request dated (dd/mmm/yy).

Your request has been assigned a project number. That number is as follows: ??????????????. All future correspondence should reference the project number.

The Kansas National Guard Community Support Advisory Council will review your request within the next 60 days. If any issues arise as a result of this review, I will be in contact with you during this time period.

If necessary, a representative of the Kansas National Guard will contact you in order to conduct a site-visit and assess the capability of the Kansas National Guard to honor your request.

If you have any questions or comments, please contact me at (Name), (Phone), (Fax), (Email).

Sincerely,

?????????????????  
Rank, Branch, KSNG  
State Community Support Manager

Enclosures

**APPENDIX 3**

**LETTER OF DENIAL**

**(this letter is sent out by the State Community Support Manager immediately after a denial is warranted.)**

*(date)*

AGKS-AR-CS

(Organization Name, Point of Contact, address, phone, of requesting agency)

Dear \_\_\_\_\_:

The Kansas National Guard regrets to inform you that your Community Support Request, Project Number??????? is denied due to the following reasons:

*(list all reasons, be specific).*

It is the intent of the Kansas National Guard to act as a good neighbor to the citizens and communities of Kansas and provide assistance wherever possible.

The Kansas National Guard prides itself in fostering and building strong community partnerships throughout our State. While this project was not approved, please do not hesitate to forward future projects for consideration which may meet the criteria and schedule of our Kansas National Guard units.

If you have any questions or comments, please contact me at (Name), (Phone), (Fax), (Email).

Sincerely,

?????????????????  
Rank, Branch, KSNG  
State Community Support Manager

APPENDIX 4

INNOVATIVE READINESS TRAINING PROPOSAL

(this document is prepared by the State Community Support Manager for submission to NGB for approval)

POTO (Marks Number)

Date:

MEMORANDUM THRU Chief, National Guard Bureau, Army National Guard  
Readiness Center, ATTN: NGB-ARO-Y (CPT Gregoire),  
111 South George Mason Drive, Arlington, VA 22204-1382

FOR Office of the Assistant Secretary of Defense (Reserve Affairs), ATTN: COL Fleek, The  
Pentagon, Washington, DC 70301-1500

SUBJECT: Request for Approval to Conduct the Following Civil-Military Training

1. Reference: DoD Directive 1100.20 dated January 30, 1997, Subj: Support and Services for Eligible  
Organizations and Activities Outside the Department of Defense, and OASD/RA Memorandum, Subj: DoD  
Innovative Readiness Training Project Submissions for Fiscal Year \_\_\_\_.

2. DoD Civil-Military Innovative Readiness Training (IRT) Program Category:

- a. Engineering/Infrastructure: \_\_\_\_\_
- b. Medical/Healthcare/Dental and Human Services \_\_\_\_\_
- c. Transportation \_\_\_\_\_
- d. Other (Specify): \_\_\_\_\_

3. Project Name: \_\_\_\_\_

Project Location (City, County): \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Project Completion Date (projected): \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Identify All DoD Service/Component Personnel Participating:

___ Army	___ Navy	___ Air Force	___ Coast Guard
___ Army National Guard	___ Navy Reserve	___ Air National Guard	___ Coast Guard Reserve
___ Army Reserve	___ Marine Corps	___ Air Force Reserve	___ Marine Corps Reserve

(Note: Enter Specific Data on Attachment 1, Task Organization / Project Funding Spreadsheet)

5. Military Officer Responsible for executing the project:

Rank/Name:

Service Component:

Office Address:

Phone: Comm:

Dsn:

Fax:

**SUBJECT: Request for Approval to Conduct the Following Civil-Military Training**

**6. Participating Community, Business, Federal or State Government entity:**

**7. Civilian Official Requesting Military Assistance/Support: (Attachment 2, Official Written Request)**

Name:  
Organization:  
Address:  
Phone:

**8. Service/Component Coordination:**

**(NOTE: DO NOT forward to NGB for approval without these State-level coordinations)**

a. Staff Judge Advocate

\_\_\_\_\_

b. Federal Budget Officer/USPFO

\_\_\_\_\_

c. Operations and Training Officer

\_\_\_\_\_

d. Surgeon/Medical Corps Officer

\_\_\_\_\_

e. Public Affairs Officer

\_\_\_\_\_

f. State Adjutant General

\_\_\_\_\_

g. Inter-governmental (if applicable)

**9. Certification of Non-competition with other available public and/or private sector agencies:  
(Attachment 3, Certification Letter or Announcement Advertisement)**

**10. Environmental Protection Verification:**

**(Attachment 4, Environmental Checklist/Record of Environmental Consideration (REC))**

**(Items below attached if applicable)**

- a. Appropriate Environmental Documentation.
- b. Coordination with Army Corps of Engineers
- c. Land Use Agreement

**11. If there will be any military healthcare/medical personnel participating in the project:**

- a. Provide # of Officer/Warrant/Enlisted
- b. Will they be treating non-DoD healthcare beneficiaries (If yes, state estimated number)

**12. Mission Essential Training Requirements/Objectives:**

List all METL Tasks, identify as individual and/or collective, provide applicable evaluation standards, indicate if external ARTEP or TAM is programmed.

**(Note: Enter Data on Attachment 5: Task List Spreadsheet to report METL Training, Objectives and Evaluation Standards)**

**SUBJECT: Request for Approval to Conduct the Following Civil-Military Training**

**13. Funding Requirements:**

**IMPORTANT NOTE: Identify each Service/Component and a Fiscal Point of Contact for IRT funding from OASD/RA**

a. Service/Component Contribution: (Enter Data on Attachment 1, Task Organization / Project Funding Spreadsheet)

b. Requested Additional/Incremental Funding from OASD/RA:  
(Enter Data on Attachment 1, Task Organization / Project Funding Spreadsheet)

**14. FUNDING EXECUTION: O&M COST BREAKDOWN:**

(NOTE: Enter Data on Attachment 6, O&M Cost Breakdown Spreadsheet)

a. Points of Contact by Organization to receive funds from OSD/RA:

(1) POC: \_\_\_\_\_

(2) POC: \_\_\_\_\_

(3) POC: \_\_\_\_\_

**15. Authorization. All requirements have been met in accordance with the IRT submission package guidelines and DoD Directive 1100.20 dated January 30, 1997. There is no significant increase in training cost to conduct this project.**

\_\_\_\_\_  
Date

Signature Block of General Officer  
(Adjutant/Assistant Adjutant General)

**ATTACHMENTS:**

- TAB A: TASK ORGANIZATION/PROJECT FUNDING SPREADSHEET
- TAB B: OFFICIAL WRITTEN REQUEST
- TAB C: CERTIFICATION OF NON-COMPETITION
- TAB D: ENVIRONMENTAL CHECKLIST/RECORD OF ENVIRONMENTAL CONSIDERATION
- TAB E: TASK LIST SPREADSHEET
- TAB F: O&M COST BREAKDOWN SPREADSHEET
- TAB G: PUBLIC AFFAIRS SUPPORT PLAN
- TAB H: MISCELLANEOUS (Drawings, maps, etc.,)

APPENDIX 5

CERTIFICATE OF ACCEPTANCE

(this document is prepared by the unit level Project Officer and the requesting agency representative upon completion of IRT projects)

SUBJECT: PROJECT ACCEPTANCE and AGREEMENT CERTIFICATE

1. Project Number \_\_\_\_\_, Title \_\_\_\_\_ has been completed in accordance with the plans and specifications; that all material issued, less returns, have been incorporated in the work; that any significant quantities of scrap or salvage generated have been properly accounted for or properly disposed of; and further, that the following information concerning the project is correct.
2. By signing below, both the Kansas National Guard and the Project Sponsor agree that no further work or resources related to the project indicated in paragraph 1 will be provided on behalf of, or by, the Kansas National Guard.
3. Should the Project Sponsor desire to obtain additional assistance from the Kansas National Guard, a new project request will be required to be submitted. All normal project approval procedures utilized by the Kansas National Guard will be adhered to.
4. Completion Date \_\_\_\_\_
5. Manhours Expended: \_\_\_\_\_ IDT, \_\_\_\_\_ AT, \_\_\_\_\_ ADT/ADSW
6. Equipment Hours: \_\_\_\_\_
7. Fuel Used: \_\_\_\_\_ gals MOGAS \_\_\_\_\_ gals DIESEL \_\_\_\_\_ gals
8. Material Cost: \_\_\_\_\_
9. Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Project Sponsor Name

\_\_\_\_\_  
Unit Designation

\_\_\_\_\_  
Project Sponsor Representative (print)

\_\_\_\_\_  
Project Officer/NCOIC (print)

\_\_\_\_\_  
Project Sponsor Representative (sign)

\_\_\_\_\_  
Project Officer/NCOIC (sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

APPENDIX 6

INNOVATIVE READINESS TRAINING AFTER ACTION REVIEW  
(this document is prepared by the unit level Project Officer and State Community Support Manager for  
submission to NGB within 60 days of project completion)

POTO (Marks Number)

Date:

MEMORANDUM THRU Chief, National Guard Bureau, Army National Guard  
Readiness Center, ATTN: NGB-ARO-Y (CPT Gregoire),  
111 South George Mason Drive, Arlington, VA 22204-1382

FOR Office of the Assistant Secretary of Defense (Reserve Affairs), ATTN: COL Fleek,  
The Pentagon, Washington, DC 70301-1500

SUBJECT: Innovative Readiness Training (IRT) Project After-Action Report

- 1. a. Start Date:
- b. Completion Date:
- c. Total Number of Days:

2. Project Location: (City and County)

3. Number of Participating Personnel:

<u>OFFICER</u>	<u>WARRANT</u>	<u>ENLISTED</u>	<u>TOTAL MANDAYS</u>
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4. Project Scope, Type (Engineer, Medical Transportation) and Description:

5. Project Results:

- a. Medical IRT: Number of patients/benefactors treated, type of support/service provided.
- b. IRT: Description of horizontal/vertical projects completed, type and amount of services provided.

6. Training Assessment: (Enter on Attachment 1: Training Task List/Assessment Spreadsheet)

7. Total Project Funds Accounting: (Actual \$\$ against Project)

	SERVICE	SUPPLEMENTAL	TOTAL \$
	<u>CONTRIBUTION</u>	<u>FUNDING (OASD/RA)</u>	<u>EXECUTED</u>

O&M

P&A (ARNG)

P&A (ANG)

TOTAL PROJECT COST: \$ \_\_\_\_\_

**SUBJECT: Innovative Readiness Training (IRT) Project After-Action Report.**

- 8. Public Affairs Activities: Provide copies of all media releases, still photos and/or video footage, newspaper articles and community/state/congressional Involvement.**
- 9. Ongoing Operations: Provide details of current and/or continued operations and close-out activities.**
- 10. Recruiting/Retention: Provide specific data including, but not limited to actual military and civilian comments, # of actual leads developed, # of actual enlistments and re-enlistments.**
- 11. Point of Contact: Provide name and contact information of actual project officer or designated state representative.**

**Signature Block of Approving Officer**

**ATTACHMENTS:**

TRAINING TASK LIST/ASSESSMENT SPREADSHEET  
PRESS RELEASE COPIES, PHOTOS ETC.

# Community Support and Readiness Training Flowchart

