

**KSARNG SOP 415-1**

**CONSTRUCTION**

**Troop  
Labor Program  
Standard  
Operating  
Procedure (SOP)**

**Adjutant General's Department  
Joint Forces Headquarters – Kansas  
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## Construction

### Troop Labor Program Standard Operating Procedure (SOP)

By order of the Commander  
KSARNG

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**History.** This Standard Operating Procedure (SOP) is created to streamline and standardize the Troop Labor Construction Program process.

**Summary.** This standard operating procedure outlines the terms of reference and responsibilities for all components within the Kansas Army National Guard (KSARNG) who participate in Troop Labor Program construction activities.

**Applicability.** This reference applies to all units of KSARNG.

**Proponent and exception authority.** The proponent of this publication distribution standard operating procedure is the KSNG Adjutant General. Within the publication on the following pages, the proponent, means the drafter of the publication to be distributed.

**Supplementation.** Supplementation of this publication and establishment of command and local forms is prohibited without prior approval from the Construction Facilities Management Office (CFMO).

**Suggested Improvements.** Users are invited to send comments and suggested improvements concerning this standard operating procedure on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Construction Facilities Management Office (CFMO).

**Distribution.** A

**Version.** 1

#### Contents (Listed by paragraph and page number)

##### Chapter 1:

##### Introduction, *page 1*

- 1-1 Purpose, *page 1*
- 1-2 References, *page 1*
- 1-3 Explanation of Abbreviations and terms, *page 1*
- 1-4 Applicability, *page 1*

##### Chapter 2:

##### Roles and Responsibilities, *page 1*

- 2-1 Assistant Adjutant General, *page 1*
- 2-2 Joint Forces Headquarters, *page 1*
- 2-3 Construction and Facilities Management Office, *page 1*
- 2-4 635<sup>th</sup> Regional Support Group, *page 2*
- 2-5 235<sup>th</sup> Regional Training Institute, *page 2*
- 2-6 891<sup>st</sup> Engineer Battalion, *page 2*
- 2-7 Training Center Command, *page 2*

##### Chapter 3:

##### Process Flow, *page 3*

- 3-1 Troop Labor Working Group, *page 3*
- 3-2 Troop Labor Working Group Meetings, *page 3*
- 3-3 Troop Labor Project Funding, *page 3*
- 3-4 Troop Labor Project Planning and Design, *page 3*

UNCLASSIFIED

3-5 Troop Labor Project File, *page 4*

**Glossary**, *page 5*

Appendix A, *page A-1*

Appendix B: Project File (TBP)

## **Chapter 1 Introduction**

### **1-1 Purpose.**

The purpose of this KSARNG Troop Labor Program Standard Operating Procedure (SOP) is to define the process, organizations, and responsibilities involved in troop labor construction projects (TLCP). The purpose of troop labor construction is to allow KSARNG to partner with Engineer Units within the State to provide both a cost-effective method to construct and improve facilities and provide a venue for engineer units to conduct training on their METL. This standard operating procedure establishes standard policies and procedures for the selection, design, planning, management, and turnover of troop labor construction projects within the KSARNG. This SOP guides service members and KSARNG employee responsibilities and provides a mutual agreement under which the KSARNG and associated units exercise authority or undertake specific troop labor missions, tasks, or projects. This SOP provides milestones for training input from units, project development, project selection, resource identification, and synchronization with stakeholders to allow for successful Troop Labor execution.

### **1-2 References.**

- a. TM 3-34.42: Construction Project Management
- b. AR 415-32: Engineer Troop Unit Construction in Connection with Training Activities
- c. NGR 420-10: Construction and Facilities Management Office Operations
- d. NG PAM 420-10: Construction and Facilities Management Office Procedures
- e. KSARNG Training Circular 350-1: Kansas Army National Guard Training and Leader Development

### **1-3 Explanation of Abbreviations and Terms.**

Abbreviations and special terms used in this reference are contained within the glossary.

### **1-4 Applicability.**

This procedure applies to all troop labor construction projects managed and coordinated by the KSARNG.

## **Chapter 2 Roles and Responsibilities**

### **2-1 Assistant Adjutant General (ATAG).**

KSARNG conducts Yearly Training Briefs (YTBs) to approve training plans for all KSARNG units every training year. The ATAG is a critical component of TLCPs because he/she authorizes the training that supports construction projects to proceed into funding and execution phases by validation of the YTB that includes TLCPs within a given fiscal year (FY).

### **2-2 Joint Forces Headquarters (JFHQ)**

Two primary staff sections within JFHQ directly support the planning and execution of TLCPs as follows:

- a. G3 validates the training value of TLCPs with METL proficiency to ensure proper funding is utilized
- b. G4 provides logistical support and funding for all operations within the KSARNG.

### **2-3 Construction and Facilities Management Office (CFMO)**

a. Construction Facilities Management Officer (CFMO): Receives potential projects; screens projects to determine feasibility; develops initial scope; provide approval for preliminary/final design; facilitates all Troop Labor Working Groups (TLWG); include approved projects on CFMO annual work plan, recommends and establishes the funding plan; completes and obtains approval for required 420R's; creates digital project folder location; maintains the KSNG Troop Labor Program Standard Operating Procedure (SOP). Provides design and licensed engineer support to project plans and specs developed in coordination with the 635<sup>th</sup> RSG, facilities engineer detachment within the 235<sup>th</sup> Regional Training

Institute (RTI), Training Center Command (TCC), and 891<sup>st</sup> EN BN. Ensures DD 1354s are completed accurately. Maintains facility information folder (FIF) with troop labor additions. Fund projects as directed by TLWG if funds are available.

b. CFMO Facilities Maintenance Branch Chief: Employee of CFMO and subject matter expert (SME) of the facility maintenance work order system. Assists to identify potential TLCPs to inform Kansas TLWG utilizing facility needs across the KSARNG.

(1) CFMO Master Planner: Employee of CFMO. Responsible for identifying and validating future construction projects and coordinating approval of projects for all KSARNG owned facilities. Responsible for inputting and ensuring approval of the required NGB Form 420-R for each approved project. Responsible for capturing potential TLCPs with master plan up to 5 years out.

(2) CFMO Real Property Manager: Employee of CFMO. Responsible for oversight and management of real property inventory, to include but not limited to entry of new real property assets into PRIDE database, updating any changes to assets resulting from new construction, and updating changes to construction additions or alterations of real property owned or maintained by the KSNG. The Real Property Manager, or representative of the Real Property Manager, reviews TLCPs to ensure accurate real property information is captured and reported. Identifies conflicts in property such as State-owned property, federally owned property, and private property. Proponent of DD 1354, Transfer and Acceptance of DoD Real Property.

(3) Project Management Branch Chief: Coordinates all potential and approved projects. Central coordinator for obtaining and overseeing contract support for TLCPs. Serves as the primary link within the CFMO between project identification and resourcing specialized equipment and materials. Conducts coordinating efforts between full time staff and M-Day personnel.

(4) Senior Construction Officer (SCO): Primary facilitator of the TLWGs. Coordinates with the Project Management Branch Chief to synchronize full time staff and M-Day lines of effort. Monitors the execution of contract support and TLCPs to ensure projects remain within the scope as approved by the CFMO. Responsible for synchronizing the CFMO Yearly Training Calendar (YTC) among stakeholders to coordinate key events regarding TLCPs. Updates the MSCs on relevant TLCPs. Informs training units about the capabilities within the CFMO to enhance the planning and execution of TLCPs. Maintains tracking of funding and environmental considerations for TLCPs and ensures adequate coordination occurs. Communicates feedback to training units regarding risk to training timelines resulting from environmental, funding, or resourcing concerns.

#### **2-4 635<sup>th</sup> Regional Support Group (RSG).**

635<sup>th</sup> Regional Support Group (RSG): Provides mission command to the 891<sup>st</sup> Engineer Battalion. Receives projects from the CFMO and issues orders to 891<sup>st</sup> for the execution of TLCPs. 635<sup>th</sup> coordinates with 891<sup>st</sup> to select the projects that nest with their training objectives for that Training Year. Additionally, they work directly with the CFMO on project planning and development and are responsible for collecting training requests from Battalion. Furthermore, the 635<sup>th</sup> RSG plays an integral role in coordinating resources for construction projects with the CFMO and the 891<sup>st</sup> EN BN to ensure materials are available for execution. 635<sup>th</sup> RSG, in coordination with CFMO, provides project management training to leverage lessons learned and develop future leaders.

#### **2-5 235<sup>th</sup> Regional Training Institute (RTI).**

Provides mission command to the Training Center Command (TCC). Receives projects from the CFMO and issues orders to TCC Engineer Cell for the execution of TLCPs. 235<sup>th</sup> RTI coordinates with TCC to select the projects that nest with their training objectives for that Training Year. Additionally, they work directly with the CFMO on project planning and development and are responsible for collecting training requests from Battalion. Furthermore, the 235<sup>th</sup> RTI plays an integral role in coordinating resources for construction projects with the CFMO and the TCC to ensure materials are available for execution.

## **2-6 891<sup>st</sup> Engineer Battalion (EN BN).**

Plans and provides mission command to executing units for TLCs to obtain METL proficiency. The Battalion S3 Section coordinates with 635<sup>th</sup> RSG EN and CFMO to nest the Yearly Training Plan with TLCs.

## **2-7 Training Center Command (TCC).**

Plans and provides mission command to executing units for TLCs to obtain METL proficiency. The Battalion S3 Section coordinates with the 235<sup>th</sup> RTI and CFMO to nest the Yearly Training Plan with TLCs for applicable projects.

## **Chapter 3: Process Flow**

### **3-1 Troop Labor Working Group (TLWG).**

The purpose of the TLWG is to determine project validity, priority, and execution management of TLCs within the KSARNG. The TLWG consists of elements from the CFMO, 635<sup>th</sup> RSG, and the 891<sup>st</sup> EN BN. Other applicable engineer assets coordinate with the SCO to provide input to the working group regarding additional TLCs. Examples would be 235<sup>th</sup> RTI Engineer Cell and 190<sup>th</sup> Air Refueling Wing. The TLWG tracks progress of future and current projects through quarterly meetings. The team works with stakeholders and subject matter experts (SME's).

### **3-2 Troop Labor Working Group Meetings.**

TLWG Meetings shall be held on a quarterly basis and may be either in-person or virtual via digital collaborative platform or other voice communication device. The below Description depicts specific details pertaining to executing the TLWG function.

#### Troop Labor Working Group (TLWG): Virtual or In-Person

- **Title:** Troop Labor Working Group (TLWG)
- **Purpose:** Nest Facility needs of KSARNG with Training Needs of Engineer Units.
- **Frequency:** Quarterly
- **Facilitator:** CFMO
- **Required Membership:** YTB Dependent – pending any TLCs (CFMO / 635<sup>th</sup> RSG / 891<sup>st</sup> EN BN / [Optional] 235<sup>th</sup> RTI / TCC)
- **Agenda:**
  - Attendance
  - Old Business Review [CFMO]
  - Review the Training Needs of the Unit [Applicable Engineer Units]
  - Review the Facility Needs of the State (Project List) [CFMO]
  - Current Project Status (Funding, BOM Status) [CFMO]
  - Project Design Review (Cost Estimates) [Applicable Engineer Units]
  - Address training needs required for TLC execution [All]
  - Project Execution Updates [Applicable Engineer Units]
  - Due Outs
- **Inputs:** Scope of Work for proposed projects, previous screened. Current project status. Current project BOM and procurement status.
- **Outputs:** All stakeholders are synchronized on status and provide due outs for next meeting.

### **3-3 Troop Labor Project Funding.**

The CFMO is responsible for providing funds for bill of materials. The delivery dates for all materials and resources are scheduled based on the planned and approved construction schedule. The materials and resources to be requested and the delivery dates are determined by the final approved design and project plan. All requisitions are recommended to be input 180 days before the anticipated approved project start date. The CFMO Resource Management Section will track these requisitions, review and approve them through the appropriate purchasing process and deliver final purchase orders (PO) to the applicable unit. Units utilize normal G3 and G4 procedures regarding the

use of training dollars and funds required for sustainment. For examples pay and allowances, lodging fuel, etc.

### **3-4 Troop Labor Project Planning and Design.**

*a.* Final Design: Upon project approval, the CFMO will approve the final design. Design may be recommended by the 635<sup>th</sup> RSG, 891<sup>st</sup> EN BN, and/or 3<sup>rd</sup> party A&E Firm. Final design may include detailed drawings for the project, exact location of construction, environmental considerations, BOM list, and inspection requirements. Final design for each approved project is to be completed and presented at the TLWG to the 635<sup>th</sup> RSG and/or 235<sup>th</sup> RTI no later than six (6) months prior to TLCP execution.

*b.* Final Design Distribution: Upon project approval, the 635<sup>th</sup> RSG and/or 235<sup>th</sup> RTI assigns the projects to subordinate construction units thru construction directives, OPORDs / FRAGOs, and by scheduling construction into the unit training plans (UTPs).

*c.* Construction Directive: 635<sup>th</sup> RSG and other applicable MSCs are responsible for the development of the Construction Directive. This document provides battalion/subordinate units with basic information regarding an approved construction project. It outlines project name and number, and briefly describes the situation surrounding the required construction. It includes a Statement of Work (SOW), a timeline, and information on supplies.

*d.* Unit Training Plan (UTP): Once the project has been approved, the project will be added to the Unit Training Plan for the next fiscal year. This includes planning by the 635<sup>th</sup> RSG publishes the OPORDs/FRAGOs.

### **3-5 Troop Labor Project File.**

Upon approval of the OPORDs, FRAGOs, Construction Directives, and plans, all documents will be published to the project file. The project file is a digital folder where all documents pertaining to a project are stored. It is accessible by all Troop Labor stakeholders. The file is located on the designate CFMO digital file storage site. The folder includes but is not limited to the Bill of Materials (Training Unit), Construction Directive (Applicable MSC), Scope of Work (CFMO), Gantt Chart (Training Unit), Plans & Specifications (CFMO), Construction Reports (IAW Unit SOP). (See Appendix B – Project File)

**Glossary**

**AR**

Army Regulation

**ARNG**

Army National Guard

**BOM**

Bill of Material

**CFMO**

Construction Facilities Management Office

**FRAGORD**

Fragmentary Order

**OPORD**

Operations Order

**PO**

Purchase Order

**SOW**

Scope of Work

**ATAG**

Assistant Adjutant General

**TCC**

Training Center Command

**TLWG**

Troop Labor Working Group

**KSARNG**

Kansas Army National Guard



## Appendix A – Troop Labor Project Planning Key Events\*

Month (execution year)	Planning for next FY	Project execution	CFMO – Other planning factors
<i>October</i>	CFMO sync with BDE and BN on potential projects for next FY	Validate current project requirements and present BOM request to CFMO.	
<i>November</i>	★ CFMO sync with BDE and BN on potential projects for next FY	Validate current project requirements and lock in BOM requests.	Brief 635 <sup>th</sup> RSG on facilities updates
<i>December</i>	Troop Labor Unit planning	CFMO initiate contracts for BOM and project support.	
<i>January</i>	Troop Labor Unit planning		
<i>February</i>	★ YTB's briefed and approved by ATAG. Projects locked in.	Ensure contracts are in place and BOM is on order	
<i>March</i>	CFMO finalizes project documentation.		
<i>April</i>	CFMO presents project documentation to Troop Labor Unit	Validate contracts and BOM.	
<i>May</i>	★ Validate approved projects and arrange project recons.	Validate contracts and BOM.	
<i>June</i>	Project recons conducted by Troop Labor Unit during annual training.	AT Project execution by Troop Labor Unit	
<i>July</i>		AT Project execution by Troop Labor Unit	
<i>August</i>	Discuss issues identified during project recons. ★ Present list of potential projects for next FY.	AAR and closeout of projects	Brief 69 <sup>th</sup> TC on facilities updates.
<i>September</i>	Validate current project requirements and present BOM request to CFMO.		Brief 130 <sup>th</sup> FAB on facilities updates.



Denotes Troop Labor Working Group meeting (Consists of CFMO, 635<sup>th</sup> RSG, 891<sup>st</sup>)

\* NOTE: This schedule is to be used as template and actions may vary depending on unique events within a Training Year.