

**DMVA/ASDF Regulation 350-1**  
**P.O. Box 5800**  
**Joint Base Elmendorf Richardson (JBER), AK 99505-5800**  
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**Training and Leader Development**

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**History.** This ASDF Regulation 350-1 is a complete reformation. The ASDF REG 350-1 establishes Training, and Leader Development Standards within the ASDF.

**Summary.** This regulation consolidates TAG training and leader development policy guidance for ASDF units and ASDF support for both civil support and Homeland Security operations.

**Applicability.** This regulation applies to all ASDF units and installations supporting ASDF training.

**Proponent and exception authority.** The proponent for this regulation is the Alaska State Defense Force, ATTN: BDE S3, 3401 East Bogard Rd. Wasilla, AK 99654. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

**Suggested Improvements.** Users are invited to send comments or suggested improvements to the BDE, S-3

**Distribution.** A/F

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**Table of Contents**

**Chapter 1 ..... 1**  
**General**  
1-1. Purpose  
1-2. References  
1-3. Explanation of abbreviations and terms  
1-4. Mission  
1-5. Objective  
1-6. Training Strategy

**Chapter 2 ..... 3**  
**Responsibilities**  
2-1. General  
2-2. Commander, Alaska State Defense Force  
2-3. ASDF S3  
2-4. Major Subordinate Commands (MSC) 2<sup>nd</sup> Special Troops Battalion, 2<sup>nd</sup> Scout Battalion  
2-5 (Omitted)  
2-6. Unit Commanders

**Chapter 3 ..... 6**  
**Training and Duty Administration**  
3-1. General  
3-2. Unit Training Programs  
3-3. Minimum personnel and training standards  
3-4. Individual readiness for training or duty  
3-5. Training and duty authorization  
3-6. Inactive duty types  
3-7. Unit Training Assemblies (UTA)  
3-8. Split Training Assemblies (STA), Rescheduled Training Assemblies (RTA), Excused Absences, Equivalent Training (ET), Constructive Credit  
3-9. Additional Training Periods (ATPs) / Readiness Management Periods (RMAs)  
3-10. Annual Training (AT) planning  
3-11. Attendance-Units  
3-12. Attendance-Individual  
3-13. Year-Round Annual Training (YRT) (Omitted)  
3-14. Non-Standard Training Requests  
3-15. Out-of-State Training  
3-16. Training Briefings  
3-17. Training Evaluation.  
3-18. Training Records.

**Chapter 4 ..... 15**  
**Operational Training Programs**  
4-1. General  
4-2. SMOS Qualification  
4-3. Officer Training and Education  
4-4. Warrant Officer Training and Education  
4-5. Non-Commissioned Officer Training and Education  
4-6. SMOS Conversions  
4-7. Correspondence courses  
4-8. Distributed Learning courses  
4-9. Unit Professional Development Programs  
4-10. Recruit Sustainment Program (RSP)  
4-11. Incentive Programs

<b>Chapter 5 .....</b>	<b>18</b>
<b>Individual / Common Military Training</b>	
5-1. General	
5-2. Army/ASDF Warrior Training (AWT)	
5-3. Common Military Training (CMT)	
5-4. Staff / Common Collective Training	
5-5. Weapons Qualification and Familiarization	
5-6. Physical Fitness Training and Testing	
5-7 Mobilization and Deployment Training	
5-8. Field Sanitation.	
5-9. Unit Movement Officer Training.	
5-10. Driver’s Training.	
5-11. Hazardous Material (HAZMAT) Certifier Training	
5-12. Combat Lifesaver Training	
5-13. Substance Abuse Awareness Training	
5-14. Environmental Compliance Officer (UECO)	
<b>Chapter 6.....</b>	<b>20</b>
<b>Specialized Training</b>	
6-1. General	
6-2 Overseas Deployment Training (ODT) (Omitted)	
6-3 Military Intelligence Training	
6-4 Airborne Operations Training (Omitted)	
6-5. Electronic Warfare (EW) Training	
6-6. Medical Training	
6-7. Aviation Training	
6-8. Maintenance Training	
6-9. Soldier Master Resilience Training (SMRT)	
<b>Chapter 7 .....</b>	<b>23</b>
<b>National Guard/ASDF Domestic Operations (DOMOPS) Training</b>	
7-1. General	
7-2. National Guard Domestic Force Packages	
7-3. National Guard Civil Support Task List (CSTL)	
7-4. Joint / Interagency Training Exercises	
7-5. Emergency Management Training	
<b>Chapter 8.....</b>	<b>24</b>
<b>Security and Force Protection Training</b>	
8-1. General	
8-2. Antiterrorism Operations (ATO) Training	
8-3. Physical Security (PHYSEC)	
8-4. Operational Security (OPSEC)	
<b>Chapter 9.....</b>	<b>26</b>
<b>Safety and Force Health Protection Training</b>	
9-1. General	
9-2.Risk Assessment Overview	
9-3. Annual Training (AT) and Field Training Exercises (FTX)	
9-4. Safety Training Requirements	
9-5. Driver Training and Education program	
9-6. Night Vision Device Training for Army Motor Vehicle Operators.	
9-7. Personally Owned Motorcycle Safety Training	
<b>Chapter 10 .....</b>	<b>29</b>
<b>Force Integration, Army/ASDF Modernization Training, and Reporting</b>	

10-1. Force Integration (FI)	
10-2. ASDF Modernization Training	
10-3. Execution	
10-4. NET/NEF/DET Process	
10-5. Tasks to Subordinate Units	
10-6. Funding of NET/DET Events	
10-8. Reporting	
<b>Chapter 11 .....</b>	<b>31</b>
<b>Training Resources and Support Packets</b>	
11-1. General	
11-2. Request for Support	
11-3. Training Support Packets	
11-4. Timeline for Requests	
11-5. Naming Conventions for Training Support Packets	
11-6. Automated Training Request Systems	
11-7. Training Support Packets Contents	
11-8. Late Requests	
11-9. USARAK Ranges Request	
11-10. Training Aids, Devices, Simulators, and Simulations (TADSS)	
<b>Annexes</b>	
<b>A. ARFORGEN Model and Aim Points (Omitted) .....</b>	<b>34</b>
<b>B. Mandatory Training in Units.....</b>	<b>36</b>
<b>C. Domestic Operations Training Requirements.....</b>	<b>37</b>
<b>D. Leader Book .....</b>	<b>38</b>
<b>E. Support Packets.....</b>	<b>40</b>
<b>F. Annual Training Checklist.....</b>	<b>50</b>
<b>G. Schools Request SOP.....</b>	<b>51</b>
<b>H. Confluence Portal SOP.....</b>	<b>58</b>
<b>I. References.....</b>	<b>72</b>
<b>J. Glossary.....</b>	<b>73</b>

## **Chapter 1**

### **General**

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

This regulation prescribes policies, procedures, and responsibilities for developing, managing, and conducting Alaska State Defense Force (ASDF) training and leader development.

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

Annex I lists required and related publications.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are listed in the glossary.

#### **1-4. Mission**

The Alaska State Defense Force's (ASDF) primary role is to augment and support the Alaska National Guard during state crisis response. The ASDF trains, mobilizes and deploys personnel and units to meet state crisis response requirements.

#### **1-5. Objective**

a. The primary objective of the ASDF is to train units and build forces capable of participating in Unified Land Operations to defend Alaska, and operate effectively with joint, interagency, intergovernmental and multinational partners across the range of military operations. Through constant collaboration internally and with external partners assist in the implementation of a viable Arctic strategy, increase emergency management support, and expand engagement with Alaskan communities. Provides capable and ready forces to The Adjutant General (TAG) in support of the National Security and National Defense Strategies in Alaska, while sustaining and maintaining a quality force. The key to this objective is unit and individual readiness through realistic effective training programs. Unit leaders are directly responsible for developing and executing sound and challenging training programs that support the mission of their units, while also providing organized units or personnel for Defense Support to Civil Authority (DSCA). Such training allows ASDF units and personnel to be more effective by reducing response times and efficiently utilizing available resources.

#### **1-6. Training Strategy**

a. The strategy sets the conditions for achieving the ASDF's objective of trained and ready units. Its tenets are built around unit stability and adherence to the Army's training management doctrine.

b. Commanders and key leaders will also follow the training management cycle described in Army Doctrine Publication (ADP 7-0). Training will be planned and conducted in accordance with (IAW) doctrine.

c. Commanders must ensure:

- (1) Adherence to Doctrine.
- (2) Sound processes.
- (3) Soldier and Citizen focus
- (4) Moral, Ethical and Legal Actions
- (5) Transparency.
- (6) Soldiers are trained on the tasks necessary to perform their State Military Occupational Skill Qualification (SMOSQ) in accordance with applicable state standards.
- (7) Subordinate leaders are trained with the skills, knowledge and abilities to train and lead their units.
- (8) Staffs are trained at the level organized.

d. Training requirements stated in this regulation are designed to achieve the base level of proficiency for pre-mobilization training. Using multi-echelon training techniques, coupled with a mix of live, virtual, and constructive training, commanders efficiently achieve pre-mobilization training requirements within the limited time and resources available. Training will be planned, prepared, executed, and assessed (IAW) Army/ASDF doctrine. (Annex A)

e. Training must be Mission Essential Task List (METL) driven and battle-focused.

f. Sergeant's Training Time (STT). Commanders will dedicate time on the training schedule during IDT and AT training periods for STT, emphasizing individual Soldier training in support of the unit METL. STT recognizes the NCO's primary role in conducting individual, crew, and squad training. STT develops junior leaders and builds cohesive teams.

g. Common Military Training (CMT). Units will conduct the requirements listed in Annex B. The selected training is considered essential to individual or unit readiness for all Soldiers. Commanders will provide and record mandatory training for all their Soldiers assigned to their unit. Individual CMT documentation will be recorded and forwarded to the Brigade S-3.

h. Commanders must establish training management systems that protect critical training time. No one solution for time management exists, since so many factors affect managing time and prioritizing resources. Therefore, commanders will develop a system that best suits their unit. The “Red, Amber, Green” system is preferred, although prime time training may be used at the section level. Commanders must:

- (1) Ensure individual mobilization and domestic requirements, i.e. Warrior Tasks and Common Domestic Tasks, are included in unit training programs.
- (2) Support training planning and execution with necessary logistical and administrative assets to ensure integrated and well-resourced training events.
- (3) Commanders plan, prepare, execute, and assess training. Commanders will select METL tasks that can be mastered and sustained. This list is due annually for Commander, ASDF approval during yearly training briefs (YTB). The number of tasks addressed should increase as unit training matures and proficiency increases. Tasks not selected may be deferred.

i. The YTB is developed to prioritize the METL-supporting, collective tasks that will become that year’s training objectives, and schedule them for execution during IDT and AT periods.

j. A critical part of the commander’s mission is individual mobilization readiness. Training plans will fulfill personnel readiness requirements. “Red” training time should be used to manage this requirement. Commanders must take a personal interest and responsibility to ensure that meeting these requirements is part of the unit’s yearly training plan. Requirements must be consolidated as much as possible into a single weekend of IDT training to reduce the impact on other training. No more than 20 percent of IDT time should be devoted to accomplishing administrative readiness actions.

## **Chapter 2 Responsibilities**

### **2-1. General**

Commanders plan training to ensure the tactical and technical proficiency of units. This responsibility is inseparable from and exercised in conjunction with other command responsibilities to ensure the ability of the unit to execute its assigned missions.

### **2-2. The Commander, Alaska State Defense Force (CDR-ASDF)**

CDR-ASDF will:

- a. Command and supervise training of ASDF units through the Brigade/BNs commanders and S3.
- b. Issues Command Readiness Guidance (CRG) annually to units.
- c. Review and approve the Yearly Training Plans (YTP) and METL training tasks for all units of the ASDF.
- d. Take command action on training assessments of ASDF units.

### **2-3. ASDF S3**

The S3 will:

- a. Implement the policies and instructions contained here and ensure that training is conducted IAW Army/AKNG/ASDF Doctrine Publications, TAG directives, and CDR-ASDF training criteria.
- b. Plan, program, and budget for State Active Duty (SAD), AT, IDT, State Active Guard Reserve (SAGR), and supplemental training of ASDF personnel and units.
- c. Publish ASDF CDR-ASDF training guidance and scheduling information.
- d. Submit requests for support of training requirements to the Department of Military and Veteran Affairs (DMVA/AKNG), either on a case-by-case basis or as part of the program and budget review.
- e. Ensure, within capability, the readiness and domestic preparedness of assigned ASDF forces.
- f. Coordinate training assistance from AKNG and other sources, as appropriate.
- g. Supervises training plans and execution of training.
- h. Ensure the readiness of ASDF units to meet training requirements.
- i. Allocate, within capability, resources necessary to meet the intent of the Army/DMVA/AKNG/ASDF training strategy.
- j. Conduct organizational inspections of subordinate headquarters and units IAW the intent of FORSCOM Regulation 220-2.
- k. Provides training support to subordinate commands including budget supervision, IDT evaluations, and assistance with training assessments and standardization.

### **2-4. Major Subordinate Commands (MSC) – 2<sup>nd</sup> Special Troops Battalion, 2<sup>nd</sup> Scout Battalion (Provisional)**

- a. Will publish annually required training guidance IAW ASDF Regulation 350-1, and with the intent where applicable AR/NGB/ASDF 350-1, ADP 7-0.
- b. Brief long range training plans and quarterly Unit Status Reports (USRs) to the CDR-ASDF.
  - (1) During the training conference all battalions and separate companies will be required to brief their 5 year training plan that will include:
    - a. Next training year (TY) training plan
    - b. Next TY annual training plan with narrative
    - c. Subsequent training years plan (4 TYs) to include how the plan will meet all required aim points.
    - d. Any changes to the 5 year plan must be approved by the BDE S3.
  - (2) Submit to BDE S3 annually a consolidated IDT plan, a finalized AT plan, training support budget, and resource requests for the next TY.
    - c. All MSCs will ensure that subordinate units have their AT plans for the next TY.
    - d. Ensure subordinate units are training on critical METL tasks. To facilitate focused training, MSCs assist subordinate units in creating current training guidance, provide resources, protect training from detractors and minimize changes to published training schedules. MSCs ensure subordinate unit METLs support higher headquarter METLS in accordance with Army Doctrine Publication ADP 7-0. MSCs ensure that subordinate unit METLs include civil support/DSCA operations tasks.
      - (1) All company level elements will have their METL tasks submitted to their BN S3 and their Battalion Headquarters will ensure they are input into the BDE S3 and are approved.

- e. Ensure subordinate units conduct domestic response training and exercises in accordance with domestic mission guidance through mission readiness packages (MRP).
- f. Oversee battalion and separate company professional development programs, such as Officer Development Program (ODP) and Non-Commissioned Officer Development Program (NCODP).
- g. Ensure subordinate units input accurate requirements annually and send Soldiers to appropriate DMOS and Professional Military Education (PME) courses at the ASDF Multi-Functional Training Regiment. MSCs must inspect and validate selected Soldiers to ensure that the most appropriate Soldiers are selected.
- h. Achieve maximum utilization of available training resources and funding.
- i. Assess training of all subordinate units. Ensure units are meeting the training assessment standards. Request external staff and lane evaluation support for all subordinate elements when applicable.
- j. Conduct initial, systemic and compliance inspections of subordinate elements in accordance with applicable state DMVA/Admin Services regulations.

## **2-5. ASDF 49<sup>th</sup> Forward Support Brigade, Battalions, and Companies. 49<sup>th</sup> Multi-Functional Training Regiment.**

- a. Read CDR-ASDF yearly training guidance (YTG) IAW ASDF Regulation 350-1, and the intent of ADP 7-0 and intent of AR/AKNG/ASDF 350-1.
- b. Conduct quarterly training meetings to provide guidance and allocate/provide training resources for scheduled training. Project training management and resource issues at least six months in advance of IDTs and resolve conflicts in order to provide lock-ins for training schedules.
- c. Develop and implement ODP and NCODP programs, including subject matter and training content.
- d. Implement Sergeant's Training Time.
- e. Determine dates for submission and approve company/detachment training schedules.
- f. Assess training of subordinate elements to ensure training is conducted to standard.
- g. Ensure that required administrative, logistical/supply and training support requirements are adequately planned for and requested from the BDE S3 NLT 120 days prior to execution.
- h. Conduct initial and periodic compliance inspections of subordinate elements.
- i. Ensure subordinate elements are training on critical METL tasks. To facilitate focused training, commanders will ensure they are executing current training guidance, providing coordinating resources, protecting training from detractors, and minimizing changes to published training schedules. Commanders will also ensure subordinate elements have approved METLs in accordance with guidance from CDR-ASDF. All METLs will include civil support/DSCA operational tasks.

## **2-6. Unit Commanders**

Unit commanders exercise command and control over those subordinate units assigned to them, and are responsible for their training. Where a unit commander has a subordinate unit assigned to his headquarters, the unit commander's authority is limited to training and readiness oversight (TRO) as defined in JP 1-02. In this situation, administrative control of the subordinate unit, including the training responsibilities listed below, is the responsibility of the subordinate unit's headquarters.

- a. Brigade-level commanders provide training guidance, set training objectives, sub-allocate resources, and evaluate training.
- b. Battalion-level commanders are the principal training managers and develop, coordinate, implement, supervise, and evaluate performance-oriented training programs within the guidance and resources provided by higher headquarters. They also develop specific training plans to correct training deficiencies, and coordinate resources for subordinate units.
- c. Company-level commanders are the primary trainers. As such, they assist the training managers in developing training plans, and prepare, execute, and access the training program.
- d. Noncommissioned Officers (NCOs) are the principal trainers of individual Soldiers. Each NCO (and junior officer) must be capable of performing every task required of his or her immediate subordinates and understand the relationship between individual job requirements, SMs, and job books.
- e. All commanders and leaders will:
  - (1) Plan, prepare, execute, and assess unit training IAW current policies, rules, and regulations.
  - (2) Determine training and training support requirements.
  - (3) Reduce training detractors.
  - (4) Ensure Soldiers train and maintain required task proficiency.



(5) Encourage and support Soldier's participation in self-improvement and civilian education courses, either through (DL) or courses given by DMVA/AKNG or by the State Guard Association of the United States (SGAUS).

(6) Continually assess military individual, unit, and organizational training status; provide timely feedback to subordinates; and make appropriate adjustments to the training program.

(7) Develop subordinate leaders to attain the level of professionalism required by assigned duties.

(8) Provide feedback to higher headquarters by recommending improvements to existing training doctrine, literature, and training techniques through a formal (AAR) process.

(9) Ensure that all training is performance-oriented and designed to correct weaknesses and maintain strengths.

(10) Ensure that all training is managed, tracked, and recorded.

(11) Ensure that all facilities are requested through the proper information system IAW and using the timeline outlined in Chapter 12 of this regulation.

(12) Implement Common Military Training (CMT).

**Chapter 3  
Training and Duty Administration**

**3-1. General**

a. Each unit will establish a Mission Essential Task List (METL) for training and assessment IAW ASDF Regulation 350-1, and intent reflected in both AR 350-1 and ADP 7-0. Unit commanders will maintain METL tasks. A minimum of eighty percent of Inactive Duty Training (IDT) and Annual Training (AT) will be dedicated to training individual and collective tasks that support the unit METL. Unit METL approval authority is CDR-ASDF.

b. Commanders will ensure risk management is incorporated into the planning and execution of training at every level.

(1) Unit commanders will include the risk management (RM) worksheet (DA Form 7566) with all training schedules. Company commanders will sign risk assessments with “low” or “moderate” mitigated risk level. Battalion commanders authorize “high” risk training events. The first O-6 in the chain of command, CDR-ASDF, authorizes events assessed as “extremely high” risk. “High” and extremely high” signature authority cannot be delegated.

(2) The RM Worksheet (DA Form 7566) and training schedule will cover all planned unit training and activities to include celebrations, commander’s time, remain overnight (RON), planned time off, etc.

c. Commanders analyze, document, and mitigate environmental risks as appropriate to minimize the environmental impacts of training.

(1) Commanders must ensure that environmental provisions are considered in planning training and that required documentation has been satisfactorily completed. Each training event occurring away from ASDF training sites or local training areas will have a record of environmental consideration, and, if required, an environmental Checklist completed and signed by the appropriate elements prior to executing training. Training schedules will include a statement that environmental impacts have been considered IAW AR 200-1.

(2) Commanders will appoint and train environmental officers at appropriate organizational levels to ensure compliance actions take place (see FM 3-34.500 or AR 200-1 for further reference).

d. All unit training activities will be scheduled into a comprehensive plan for each TY. This unified yearly training plan (YTP) is maintained at the BDE S3. This includes AT and IDT.

(1) Scheduled training must have a 120 day “lock-in” for training activities that are resource dependent. This requires all coordination for ranges, training areas, convoy clearances, transportation, ammunition, environmental considerations, and external support be completed 120 days in advance.

(2) Units will submit to the BDE S3 any changes to the IDT schedule NLT 120 days in advance. Unit commanders will ensure maximum numbers of assigned personnel are present for all scheduled training.

**3-2. Unit Training Programs**

a. The ASDF standard training year will include 48 Unit Training Assemblies (UTAs) and at least 5 days of Annual Training (AT) each fiscal year. Units will not exceed these numbers without prior written approval.

**3-3. Minimum Personnel and Training Standards**

a. All ASDF units will strive to achieve the minimum personnel training readiness standards in table 3-1.

<b>Table 3-1 : Minimum Training Readiness Standards</b>			
<b>End of Training Year Following Organization, Reorganization, or Conversion</b>			
<b>Category</b>	<b>1st Training Year</b>	<b>2d Training Year</b>	<b>3d Training Year</b>
Total Unit Strength	50% of Auth	65% of Auth	80% of Auth
OFF/WO Strength	50% of Auth	65% of Auth	80% of Auth
Enlisted Strength	50% of Auth	65% of Auth	80% of Auth
Enlisted MOS Qual	60% of Auth	80% of Auth	80% of Auth
IDT Attendance	Maintaining an average of 85% of assigned strength including constructive attendance		
AT Attendance	Attain 90% of assigned strength including constructive attendance		
Unit training standards for company/detachment-size units	Attaining a “T” for “Trained” within 3 years after being organized, reorganized, or converted		

**3-4. Individual Readiness for Training or Duty**

Unit commanders or the senior individual present will inspect all individuals and groups at the beginning of each training period to ensure fitness for duty.

**3-5. Training and Duty Authorization**

- a. The training schedule provides the basic method for communicating unit training information. Training schedules will contain an order worded essentially “All members of Unit X are to attend all periods of training shown on this training schedule.” Commanders may modify the statement to order smaller numbers of individuals listed on the training schedule.
- b. Training schedules must be signed by the unit battalion commander and coordinated with and approved by the BDE S-3. Once signed, the monthly training schedule becomes an official order. An approved copy of every monthly training schedule will be submitted to BDE S3, NLT 120 days prior to training.
- c. Training schedules will be validated in advance of the planned activity and will include the date, time, place, trainer, tasks to be performed, and references. The monthly training schedule should be accurate and task-oriented rather than time-oriented. Training schedules will be developed from the unit’s approved training calendar, will be mission oriented and METL focused.
- d. Commanders must ensure that adequate preparation and resources are allocated to support opportunity (hip-pocket) training.
- e. Commanders must ensure Soldiers are notified in advance of scheduled training. Individuals who do not have access to electronic media for this purpose should be issued hard-copy documents. Training schedules will be posted at least three months prior to actual training.
- f. Commanders will provide guidance to leaders, trainers, and Soldiers during monthly and yearly training meetings. Training objectives on the training schedule must be consistent with the units’ training plan and specific regarding personnel, tasks, planned start times, locations, resources required, references, and trainers.
- g. The conduct of monthly training meetings to evaluate and prepare training schedules is mandatory at battalion-level and below. Training meetings will be annotated on monthly training schedules.
- h. Formal training plans (i.e. task steps and performance measures (formerly T&EOs), training plans, OPLANS for Command Post Exercises/Field Training Exercises, CPX/FTX) will be prepared and used for training programmed on the training schedule.
- i. All unit training schedules will be submitted to the BDE S3 then printed to be included in support packet if a support packet is required.
- j. The types of training and duties authorized are in table 3-2.

<b>Table 3-2 Training and Duty Status</b>		
SAGR – State Active Duty (Full Time)	State Active Guard Reserve in full-time Alaska State Defense Force duty in active service under state control in connection with organizing, administering, recruiting, instructing or training the ASDF	Alaska state statute 26 used for all tours of this type under state control to perform duty
AT	Annual Training in full-time duty, paid or unpaid.	Alaska State Statute 26 used for all tours of this type under state control to perform duty
IDT	Inactive Duty Training, whether paid or unpaid, in any of the several types of training in this category	Alaska State Statute 26 used for all tours of this type under state control to perform duty

**3-6. Inactive Duty Types**

Inactive Duty Training (IDT), whether paid or unpaid, covers all types of training and exercises, authorized professional meetings and symposia, an extension or correspondence training, and electronic based distributed learning. Training periods and assemblies are described in table 3-3.

	<b>#. of Training Periods</b>	<b>Days Paid or Unpaid</b>	<b>Remarks</b>
UTA	1	1	One period of not less than 4 hours
MUTA-2	2	2	Two UTAs conducted on 1 day or on 2 consecutive days
MUTA-3	3	3	Three UTAs conducted on 2 or 3 consecutive days
MUTA-4	4	4	Four UTAs conducted on 2, 3, or 4 consecutive days
MUTA-5	5	5	Five UTAs conducted on 3, 4, or 5 consecutive days
MUTA-6	6	6	Six UTAs conducted on 3, 4, 5, or 6 consecutive days
AUTA-Individual	1	1	For individual additional training, one UTA per day (except for parachute proficiency)

### 3-7. Unit Training Assemblies (UTA)

a. A Unit Training Assembly (or UTA) is defined as an authorized and scheduled IDT period of not less than four hours.

(1) No more than two training assemblies may be credited for pay during a 24-hour period.

(2) The minimum number of training hours prescribed is for data only. This is NOT intended to restrict the commander from scheduling training during Multiple Unit Training Assemblies (MUTAs) which exceed the minimum time requirements.

(3) Units are encouraged to use combinations of UTAs not to exceed five per calendar month in the development of their training programs. Requests for MUTA 6 or more must be approved during the training conference.

b. Training will emphasize teamwork and unit integrity. Unit commanders will ensure that maximum personnel are present for scheduled mandatory training (weapons qualification, physical fitness training, field training exercises, etc.).

c. MSCs and separate companies will submit a report of UTAs for the following training year to the BDE S3 by exception.

(1) Any changes to training dates, locations, METL tasks, missions, or resources within 120 days of execution will require the unit to submit a memorandum for record to the BDE S3 with the change and justification. Requests must be signed by the battalion commander and endorsed by each commander in their chain of command prior to submission to BDE S3.

(2) Changes to approved training schedules must be approved through the BDE S3.

(3) Commanders must verify that all training support requirements have been coordinated and adjusted to support the requested change. NOTE: This includes the cancellation of originally requested support.

d. Units will authorize and record all training and duty periods and days, both paid and unpaid, using prescribed reporting codes to ensure accurate personnel and budgetary accountability to the BDE S1. Unit Commanders are encouraged to hold an opening and closing unit formation on each training day in order to obtain personnel accountability.

### 3-8. Split Training Assemblies (STA), Rescheduled Training Assemblies (RTA), Excused Absences, Equivalent Training (ET), Constructive Credit

a. Split Training Assemblies (STA). Training can be conducted at times and/or places other than scheduled UTAs. The unit has 90 consecutive days to have all Soldiers complete the assembly. The time starts when the first individual or part performs a STA. The minimum period of training for a STA is four hours. STAs may be authorized by the unit commander to facilitate training and the accountability of individuals who perform duty as directed by the commander. Personnel duty will be accounted for accordingly.

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

(1) When a Soldier's regularly scheduled training assembly is preempted by higher headquarters demands, such as conferences or special work.

(2) A training resource is not available as planned such as equipment, training area, supported unit, or training assistance team.

(3) Training that cannot be conducted due to an unforeseen occurrence or other extenuating and compelling reason.

(4) RTAs must be accomplished within the 90 consecutive days. If this is not possible or if there are funding constraints, the Soldier or Soldiers affected will be given constructive attendance for the drill that is missed. **Note:** This policy on STAs and RTAs does not affect the Equivalent Training (ET) policy.

(5) The unit commander signs a TAG (AKNG Form) 619 or split train request form authorizing rescheduled training and records performance of duty.

c. Excused Absence. Provides for individual Soldiers' inability to attend scheduled assemblies or training periods due to unforeseen emergency situations of a personal nature. The authority to grant an excused absence rests with the unit commander or acting commander and will not be delegated. Certification and/or affidavits may be required as deemed appropriate by the CDR-ASDF. Leaves of absence during pregnancy and postpartum periods of pregnancy are processed per AR 135-91 for guidance/intent.

d. Equivalent Training (ET). When an individual misses the regularly scheduled period of instruction or duty due to unforeseen emergency situations of a personal nature, unit commanders may authorize the individuals to perform equivalent training or instruction with pay subject to the following:

(1) No more than four UTAs of ET may be performed during a fiscal year.

(2) The ET will be of a similar nature and quality to that which was missed. It will be appropriate to and enhance the ability of the individual to accomplish the duties of the position to which the individual is assigned or attached.

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

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

(5) Account for ET duty participation.

(6) ET will not be granted for assemblies missed due to ADT, such as when attending service schools.

e. Constructive Credits. Members of the ASDF are required to attend IDT assemblies with their units unless excused as outlined above or granted constructive attendance under this regulation by their TAG 619 (AKNG form) or designated commander. Constructive attendance may be used to satisfy unit attendance and strength requirements. An individual may be credited with constructive attendance as provided below:

(1) Individuals away from their units attending courses of instruction at service schools, Joint/Army/Air/FEMA area school, or other special military training or duty that enhances their value to military service; e.g., ADT or without pay and allowances, IDT with or without pay and special tours, or military occupational specialty/specialty skill identifier (MOS/SSI) related training courses conducted by civilian instruction/organizations as determined appropriate by the CDR-ASDF.

(2) When hospitalized or incapacitated as a result of injury/illness.

(3) When appointed a candidate for admission to a state university ROTC program.

(4) When away from the unit participating in IDT assemblies as a student, staff, or faculty member of the Multi-Functional Training Detachment (MFTD) of the state in lieu of training with the unit of assignment.

f. Soldiers who are away from their home unit due to extended periods of civilian schooling or work may train with another unit with the prior written approval of the receiving unit and the CDR-ASDF. This training must be accomplished within the same 90-day window as their home unit.

g. Unannounced training and strength validation visits will be made by higher headquarters to each company or detachment sized unit. The purpose of these visits is to evaluate training, assure that proper attendance taking procedures are being followed, and to provide assistance as needed.

### **3-9. Additional Training Periods (ATPs) / Readiness Management Assembly (RMAs)**

a. ATPs and RMAs are designed to supplement the 48 regularly scheduled UTAs by providing additional time for selected personnel to conduct specific training programs, prepare for training, and perform staff supervision of unit training and readiness.

b. ATPs or RMAs are to be a period of not less than four hours in duration and no more than one RMA or ATP can be conducted in any single 24-hour period.

c. Approval to execute ATPs/RMAs will be recorded on AKARNG Form 3005 and performance will be verified by the appropriate authority.

### **3-10. Annual Training (AT) Planning**

a. Subordinate commands will develop five-year annual training plans for their headquarters and subordinate units. This plan will be updated annually and submitted to BDE S3 NLT 01 October of every year. All commands will utilize the guidelines for scheduling found in AR/AKNG/ASDF 350-1 to meet high priority unit and functional training requirements.

- b. During AT periods, unit commanders will maximize training in a field environment to fully demonstrate their ability to conduct sustained operations and performance of their METL tasks in a realistic operational environment.
- c. Final AT site/date plans for each unit will be submitted to BDE S3 NLT 01 March for the subsequent training year: i.e., AT plans for 2017 are due 01 Mar 2016. Plans will be submitted NLT 01 May.
- d. The following is the AT scheduling cycle:
  - (1) OCT –MAR: Subordinate commands and unit coordinates next FY AT Plan.
  - (2) OCT: Five year annual training plan due to BDE S3.
  - (3) OCT: Subordinate commands brief training plans to CDR-ASDF for the following FY.
  - (4) MAR: Subordinate commands submit all training support requests to BDE S3 for next training year using de-confliction matrix.
  - (5) MAY: CDR-ASDF Commanders training guidance published for TY+2.
  - (6) MAY-AUG: BDE S3 coordinates AT Plan with AKNG.
  - (7) AUG: BDE S3 synchronizes operations and exercise for the upcoming two training years.
  - (8) AUG: DMVA/AKNG returns validated AT budget.
  - (9) SEP: BDE S3 issues the AT Support man day plan and budget to subordinate commands.
  - (10) OCT: Units begin execution of current year training plan.
- e. Annual training should be conducted at home station.
- f. Battalion commanders will complete/update the Commander’s Training Assessment (CTA). A copy of the updated CTA will be forwarded to BDE S3 NLT 30 days following the AT period.

### **3-11. Attendance-Units**

All state of Alaska recognized units will conduct at least 5 days of AT each year.

### **3-12. Attendance-Individual**

All personnel will participate in at least 5 days of AT, including necessary travel time, each year except as indicated below:

- a. ASDF members who are in the ready reserve may be exempt from participation in AT.
- b. ASDF members that are not SDMOSQ qualified will attend AT and work toward completing SDMOSQ at either the battalion or MFTR. Unqualified Soldiers will attend MOSQ training in lieu of AT.
  - (1) Soldiers attending schools will do so in lieu of AT.
  - (2) Key personnel who are required to attend both schools and AT will be required to submit an exception to policy memorandum through the BDE S3.
- e. Authorized absence may only be granted to personnel certified by a medical doctor as medically unfit to attend AT or to those with substantially documented personal short-term hardships when approved by the first O-6 in their chain of command. No credit for attendance is authorized.
- g. ASDF SAGR personnel will attend AT with the unit to which they are assigned or attached, in their MTOE/TDA military capacity.
- h. While in AT status Soldiers may be ordered to special duty, provided SMOS training if required, or attached to units other than their own. Unit commanders are responsible for the maintenance of appropriate records to ensure that all assigned personnel participate in 5 days of AT each fiscal year, except those authorized constructive attendance or excused by proper authority.
  - i. For Soldiers excused from AT, constructive attendance may include:
    - (1) When hospitalized or incapacitated as a result of Line-Of-Duty (LOD) injury or illness; these individuals will not attend AT unless fully returned to duty by certification of competent medical authority.
    - (2) When an individual has been appointed a candidate for admission to a state university and is preparing for admittance by attending a recognized civilian or military preparatory school.
    - (3) Parent unit will report Soldiers for constructive credit when temporarily attached to another unit for AT (other than an individual’s assigned unit), subject to the assurance by the receiving unit that the individual will be training in his/her duty SMOS. Soldiers selected for (OCS) may be temporarily attached to the MFTD for AT.
  - k. Soldiers, except those training with the MFTD, will normally attend AT with their unit of assignment. Each member of the ASDF is authorized to attend only one AT period, unless specifically approved in advance. As an exception, an additional period of AT is authorized in the following instances:
    - (1) OCS graduates who have been commissioned and permanently reassigned to a new unit that has not performed AT may attend AT with their new unit of assignment.

(2) Individuals who have attended AT with their unit and are later permanently reassigned to another unit that has not yet attended AT may attend with the new unit of assignment when approved by BDE S3. This policy does not apply to individuals who are temporarily attached to another unit for training.

### **3-13. Year-Round Annual Training (YRT)**

- a. Year-round AT is currently not an option for any unit of the ASDF.

### **3-14. Non-Standard Training Requests.**

a. Requests for non-typical Training will be submitted through the first O-5 to BDE S3 for approval from the CDR-ASDF 150 days prior to training. Examples of non-typical training include but are not limited to:

- (1) High risk training (Any training where the mitigated risk analysis results in an assessment of "High")
- (2) Live fire training on military ranges to include a standard qualification/training on the military range and training which requires the activation of any collection equipment capable of collecting on US persons or intelligence oversight implications.
- (3) Adventure training, planned IDT periods longer than a MUTA 6, training with other military services (U.S. or foreign) that is not part of a recognized JCS exercise, training with local, State or Federal Law Enforcement Agencies, and training with civil authorities/civilians.
- (4) Any other unusual/non-standard training that may have public affairs, legal, or other special considerations.

b. Final approval authority for any Non-Typical training rests with the CDR-ASDF.

c. Non-Standard training requests must include:

- (1) A concept memorandum which consists of a brief description of training, request for (who), to conduct (what), at (where), from (when) to (when), METL tasks to be trained and how training addresses each task, Risk Management form (DA Form 7566) based on preliminary assessment, additional resource requirements which include resources beyond unit assets, travel, per diem, pay and allowances, fuel, vehicle operating expenses etc., a funding proposal which outlines how all expenses will be funded, an Operations Order, and a POC for the concept (name, rank, and phone number).
- (2) Signed Land use Agreement. All parties associated with the agreements will ensure JAG review and approval prior to signing the agreement. A current list of LTAs is maintained by FMO and the G3.
- (3) Completed and Signed Record of Environmental Consideration (REC) if training will be conducted off military installation or approved LTA. This includes ranges approved under land use agreements.
- (4) Completed risk analysis (DA Form 7566).
- (5) Other supporting documents as required such as facilities requests, convoy clearances, ammunition requests (DA581's), etc.

### **3-15. Out-of-State Training**

a. Out of State unit training is currently not authorized for ASDF units at this time. Exceptions would be individual training conducted by the State Guard Association of the United States training schools. All other exceptions to this policy must be routed through the BDE S3 and obtain CDR-ASDF signature to attend.

### **3-16. Training Briefings** Commanders are required to formally brief the CDR-ASDF and his staff as follows:

a. Unit Status Report (USR): Each MSC Commander and Command Sergeant Major will brief the CDR-ASDF on their unit's training and readiness status. The BDE S-3 may conduct these briefings in the CDR-ASDF's absence. This briefing will be conducted every quarter in conjunction with the submission of the Unit Status Reports (CUSR).

b. Annual – The Yearly Training Brief (YTB): MSC commanders, Battalion commanders, and separate company commanders will brief the CDR-ASDF /Staff on their upcoming FY training plans. The briefing will be conducted during the training conference conducted in September and based upon guidance from the Commander's Readiness Guidance (CRG). Units will also brief their five-year training plan.

### **3-17. Training Evaluation**

a. Evaluation of performance is vital to effective training. Units will conduct and document After Action Reviews (AARs) to evaluate all training events. The chain of command is responsible for the conduct of AARs.

b. Each training task will be evaluated using the task definition and training condition statements and standards (action, conditions, standards format) found in Combined Arms Training Strategy (CATS) plans, Mission Training

Plans (MTP), State Military Qualification Standard (SMQS) publications, Soldier's Training Plans (STP) and Soldier's Manuals. These standards provide objective performance measures for evaluation.

c. Constructive feedback from Soldiers is essential to improve training.

d. Training Assessments, AARs, Commander's Training Assessments (CTA), Commander Unit Status Reports (CUSR), Unit Readiness Validations (URV), and Organizational Inspection Program (OIP) results are formal tools for training assessment and evaluation. Commands will ensure that these assessments are accurate, current, and constructive in nature.

(1) Written AARs will be completed for all collective training events, lanes training events, staff training events (simulations, CPXs, etc.), gunnery, exercise participation, and Field Training Exercises (FTX). Formal AAR results will be submitted to the BDE S3. TC 25-20 "A Leader's Guide to After Action Reviews" and FORSCOM regulation 220-2 contain guidance on proper execution and utilization of AARs for reference.

a. AARs for AT will be submitted to the G3 NLT 30 days following the completion of the training event.

### **3-18. Training Records**

a. The training status of a unit's Mission Essential Task List (METL) is dynamic and should be updated after AT and as the unit performs the collective outlined missions and tasks during IDT. A current METL assessment will be posted and maintained. Units will maintain mission guidance and approvals for their current METL. Approval authorities for METLs is the CDR-ASDF.

b. Units are required to maintain weapons qualification scores when authorized, physical fitness test scorecards (DA Form 705), and records of individual AT/FP training and area briefings for all Soldiers.

c. All training will be uploaded and updated at the unit level and forwarded to the BDE S3.

d. First Line Leaders (FLL) will maintain a "Leader Book" to record administrative information, personnel information, and Soldier proficiency in SMOS-specific individual and leader tasks, common military tasks, ASDF Warrior Task results, collective task evaluations, and drills that support performance of the unit METL. Leaders will use computers as a tool to assist them in accomplishing this requirement.

e. Leaders books MUST be maintained by the FLL, not only for individual training, but to ensure the crossover from individual to collective tasks that support the unit METL have been accomplished. See Annex D to this regulation for further guidance on leader books.

f. The training status designator of (T) Trained, (P) Needs Practice, and (U) Untrained will be used to record levels of training performance achieved for all METL tasks, and GO/NO GO will be used for intermediate collective and all individual tasks.



## **Chapter 4 Schools and Other Training Programs**

### **4-1. General**

a. ASDF 350-1 sets policies and procedures for ASDF personnel for Individual Military Education and Training (IMET).

b. The Army School System (TASS) is a composite system of Active Army, ARNG, and USAR schools. The ASDF will use TASS as a modeling system to emulate. TASS conducts initial military training; reclassification training; officer, warrant officer, NCO and Army/State of Alaska civilian professional development training and education; and functional training. Training is conducted through resident and distributed-learning (DL) courses.

(1) AR/NGR/AKNG/ASDF 350-1 prescribes TASS, joint schools, inter-service training, and civilian and contract courses.

(2) TRADOC Regulation 350-18 covers TASS organization, management, responsibilities, administration, courses, and training requirements for reference.

(3) AR 350-10, Management of Army Individual Training Requirements and Resources, describes the development and solicitation of training requirements, the Army Training Requirements and Resources System (ATRRS), and the Quota Management System (QMS). ASDF will mirror these standards as applicable

### **4-2. State Military Occupational Specialty (SMOS) Qualification**

a. SMOS qualification is the priority for all Soldiers in the ASDF. Commanders and leaders will ensure each Soldier that is not SMOSQ is reserved for an appropriate training seat. Soldiers who are not State Duty Military Occupational Specialty Qualified (SDMOSQ'd) will not be allowed to attend functional or professional development courses until they have been reserved in the appropriate SDMOS producing school.

b. Soldiers that are not SDMOS qualified will attend AT or ODT events and focus on getting SDMOSQ. Commanders who wish for Non-SDMOSQ Soldiers to attend any ODT or AT will submit a memorandum thru the BDE S3 to the CoS for an exception to policy. The memorandum will include the Soldier's SDMOSQ school application, if applicable. The CoS is the approval authority for any Non-SDMOSQ Soldier wishing to attend an ODT mission or AT period in lieu of MOS training.

c. Soldiers who do not become qualified within 18 months will be reassigned or discharged on a case by case basis.

e. The pre-execution checklist (MFTR Schools Checklist) is a pre-enrollment requirement for all courses except for OCS, Intermediate Level Education (ILE), and Senior Service College (SSC). Commanders will ensure that this checklist is completed in its entirety and signed no later than 30 days prior to school attendance. Additionally, Soldiers desiring to attend a school will formally request the school from their units. Units will maintain copies of appropriate school application documentation (pre-execution checklist, weigh-in, Army Physical Fitness Test (if applicable), etc.) until after the Soldier completes the training, and Soldiers will report to their school with the original forms.

f. Soldiers who fail to report ("no-show") for a resident or proctored DL course will not be allowed to reapply for any course for one year following the no show. Exceptions to this policy will be forwarded to the BDE S3 for approval. Unit commanders will verify the reason for the no-show and submit a written explanation through the chain of command to BDE S3 within 30 days for each occurrence. This memorandum will address at a minimum the reason, corrective action to prevent recurrence, and the name of the Soldier(s) responsible.

g. MFTR schools will return Soldiers who fail to meet course enrollment standards during in-processing to their respective units. These Soldiers may reapply for the Warrior Leader Course and the Advanced Leader Course after six months, and the Senior Leader Course after 12 months from the drop date. Soldiers who fail to meet course enrollment standards may not reapply for two years. MSC CSMs will contact the ASDF CSM within 10 days of the drop date and explain the circumstances why the school returned a Soldier to the unit for failure to meet enrollment requirements, and how it will be prevented in the future.

### **4-3. Officer Training and Education**

a. AR 350-1 outlines the pre-commissioning, officer basic course, officer professional courses, pre-command courses, and senior service schools that officers must attend during their careers. Units will ensure officers are fully qualified in the MTOE position to which they are assigned and forward MFTR applications to ensure officers fulfill their training and education requirements. ASDF PAM 600 and NGR 600-100 outlines NGB specific requirements and timelines for officer training courses to be used as a reference.

(1) Office Education System (OES) applicants requiring these courses should plan accordingly and request these schools NLT 8 months prior to start date. All requests forwarded to the BDE S3 will be submitted to MFTD for approval; however, high demand for these courses makes it highly unlikely that Soldiers applying for OES schools within less than eight months of the school report date will actually receive a reservation in the course.

(2) All Officers interested in attending ILE and SSC courses need to submit application packets to the BDE S3 and the MFTR.

b. All company commanders, 1SGs, and prospective command candidates must attend the ASDF Pre-Command Course (PCC). PCC should be completed prior to assumption of command/responsibility.

#### **4-4. Warrant Officer Training and Education.**

AR/AKNG/ASDF 350-1 outlines warrant officer training and education requirements. NGB Regulation 600-101, for reference/guidance, outlines the timelines for submitting applications and other requirements relation to promotion and state recognition. Applications for the Warrant Officer Senior Staff Course must be approved by the CDR-ASDF.

#### **4-5. Non-Commissioned Officer Training and Education**

a. AR/AKNG/ASDF 350-1 outlines the Non-Commissioned Officer Training and Education program.

(1) Soldiers must complete the appropriate prerequisite level of Self Study Development (SSD) prior to attending any NCOES course.

(2) MSC CSM's must develop a plan to ensure all Soldiers have met their SSD requirements.

b. E-5s must complete WLC within 12 months of their promotion.

c. Soldiers will complete ALC within 36 months of promotion to E-6.

d. Soldiers will complete the Senior Leader Course (SLC) within 36 months of promotion to E-7.

e. All NCOs assigned to First Sergeant and Sergeant Major positions will attend the First Sergeant Course and Sergeants Major Academy respectively within 12 months of assignment.

#### **4-6. SMOS Conversions**

Commanders will ensure Soldiers that require conversion training for their MOS are scheduled and attend that training as required.

#### **4-7. Correspondence Courses**

Correspondence courses serve as a nonresident component of military education, complement other training programs, and provide Soldiers a means to complete training and gain knowledge without attending resident training. Enrollment criteria for courses are available at <http://www.atsc.army.mil/accp/aipdnew.asp>.

#### **4-8. Distributed Learning Courses**

a. DL courses are the preferred method of instruction to be used if possible. Soldiers may apply for DL courses. ASDF Soldiers will take full advantage of DL opportunities for both Army, ASDF-MFTD, SGAUS, and FEMA courses as well.

#### **4-9. Unit Professional Development Programs**

Unit NCO Development Programs (NCODP) and Officer Development Programs (OPD) are essential to developing professional Soldiers. See Chapter 5 FORSCOM/ARNG Regulation 350-1 for model examples (Figure 5-1, 5-2, 5-3). AR 350-1 and AR 350-17 also govern NCODP. Training will be scheduled and reflected on the monthly training schedule in DTMS.

a. Officer Professional Development Program (OPD). Each commander is responsible for the education of his immediate subordinates. Battalion commanders are responsible for the training of Company commanders and staffs.

b. The Command Sergeant Major and First Sergeant are responsible for implementing and administering the NCODP. The program must support unit mission training and enhance NCO development. Tasks MUST be METL driven and performance-oriented.

**4-10. Recruit Sustainment Program**

Recruit Sustainment Program (RSP): The RSP falls under the direction of the Recruiting/Retention Unit coordinated with the MFTD focused on pre-IET requirements.

**4-11. Incentive Programs**

- a. Any ASDF Soldier who is the honor graduate from their Battalion, of their Basic Training / initial SMOSQ course (AIT), OCS, OBC, WOCS, WOBC, CCC, ILE, ALC, or SLC class is entitled to a family dinner of their choice.
- b. The Recruiting and Retention Unit may use SDMOS-producing military schools as enlistment/reenlistment incentives. Such incentives must be coordinated in advance with the BDE S3 or they will be considered invalid.

## **Chapter 5 Individual/Common Military Training**

### **5-1. General**

It is critical that Soldiers maintain and improve on state military occupational skills (SMOS) taught during IET. Units will conduct rigorous individual SMOS training during IDT and AT that supports individual proficiency, unit collective tasks, and unit METL tasks. Task proficiency will be recorded in leader books. Units will implement Sergeant's Training Time as a regular part of their unit IDT and AT plans to allow NCOs and Soldiers to train on individual skills in a small group environment.

### **5-2. Army Warrior Training (AWT)**

a. AR/AKNG/ASDF 350-1 outline the requirements Army Warrior Training. ASDF Soldiers in skill levels 1 through 4 (E1- E7) will participate in this mandatory, collective, and individual training.

b. Commanders at all levels will review general and specific duties of unit commanders regarding administration of AWT.

### **5-3. Common Military Training (CMT)**

AR/ASDF 350-1 APPENDIX G outlines the Army/ASDF Standard for training common to every unit in the ASDF. Units of the ASDF will schedule and conduct CMT at the frequency identified in the regulation.

### **5-4. Staff/Common Collective Training**

a. Commanders must ensure staffs can effectively apply sound principles of tactical doctrine, service support concepts, and leadership. Commanders must ensure that the focus of command and staff training/activity is on staff METLs and not day to day administrative and control actions.

b. Commanders will develop programs that focus on the individual, section, and collective battle staff in both tactical operations and the Military Decision Making Process (MDMP).

c. Commanders are encouraged to make use of simulations to conduct realistic training for staffs.

### **5-5. Weapons Qualification and Familiarization**

See AR/ASDF 350-1 appendix G, FORSCOM/ARNG Regulation 350-2, paragraph 8-1, DA Pam 350-38 for reference. The ASDF will only conduct weapons training and qualification with TAG approval to U.S. Army standards.

### **5-6. Physical Fitness Training and Testing**

a. The ASDF embraces the ARMY APFT standards as Goals.

b. The ASDF embraces Height/Weight (AR 600-9) as goals.

c. ASDF Soldiers may volunteer to take an APFT but must be in a SAD, or SGAR while taking the APFT.

### **5-7. Mobilization and Deployment Training**

a. ASDF Soldiers may receive additional pre deployment training prior to deployment based on the nature of the deployment.

b. Units and individuals identified for mobilization may conduct training to include, but not limited to Rules of use of Force (RUF), Rule of Engagement (ROE), Use of Deadly Force, Force Continuum, Incident Command System (ICS) or Phone Etiquette. The BDE S3 will observe the training and certify for TAG/CDR-ASDF approval.

c. BDE S3 conducts MOB IPRs attended by AKNG J- Staff, ARNG Special Staff, and BDEs/BNs as needed to support mobilizing units. Additional IPRs for specified unit mobilizations will be conducted as needed. At a minimum, the following mobilization tasks will be trained, completed, or exercised annually: alert notification, individual mobilization readiness, review of post-mobilization training requirements, and unit movement plans. Historical MOB Briefings are available on line for reference and provide a wealth of information for planning future deployments.

d. Individuals identified for deployment or seeking deployment will process in a similar fashion to units. If identified by DMVA/AKNG Mobilization Orders, individuals will be assigned a unit and tracked by unit personnel.

### **5-8. Field Sanitation**

Units will assign a Field Sanitation Team IAW AR 40-5, paragraph 7-7. This team will be trained and familiar with medical threats and preventative medicine counter-measures. Training will be conducted as outlined in FM 21-10.

### **5-9. Unit Movement Officer Training**

Each unit (Battalion) will appoint a Unit Movement Officer (UMO). The UMO must complete the Unit Movement Officer course. The UMO and the unit HAZMAT certifier may not be the same individual.

### **5-10. Driver's Training**

a. Units will ensure that all drivers of military vehicles are properly licensed for the piece of equipment they are operating. Units can conduct training for all vehicles for which they have certified instructors, with the exception of bus driver training, which must be conducted by the 207<sup>th</sup> MFTR, AKARNG. (Coordinate with AKNG J3)

b. Units will ensure all drivers complete defensive driving programs in conjunction with qualification.

### **5-11. Hazardous Material (HAZMAT) Certifier Training**

Each battalion will appoint a HAZMAT certifier who must complete the Technical Transportation of HAZMAT certification course. This is a critical requirement for mobilization, demobilization, and training procedures for proper equipment movement.

### **5-12. Combat Lifesaver Training**

Every squad, crew, or equivalent sized deployable unit will have at least one member trained and certified as a combat lifesaver or Emergency Medical Technician (EMT/ETT).

### **5-13. Substance Abuse Awareness Training**

a. Commanders will plan, research, conduct, and ensure their units are in compliance with AR 600-85, chapter 9-12b/c, TRADOC 350-70, and the following requirements listed below:

b. All newly assigned Soldiers will receive a newcomer's briefing by their commander or a designated representative within 30 days of reporting. At a minimum the briefing will provide information on Army Substance Abuse Program (ASAP) services, the location of ASAP services, community laws, command policies, drug and alcohol free activities and the Limited Use Policy. In addition, specialists and above will receive information on the signs and symptoms of drug and alcohol abuse and how to refer a suspected or verified abuser to the ASAP.

c. All Soldiers, will receive a minimum of 2 hours of alcohol and other drug abuse awareness training per year in accordance with TRADOC Regulation 350-70.

d. All unit substance abuse training will be documented using a sign-in sheet to record who attended, the topic, date, start time, and end time of the class.

### **5-14. Environmental Compliance Officer (UECO)**

Each battalion will appoint an Environmental Compliance Officer. The duties are similar to the HAZMAT Certifier and may be the same individual.

## **Chapter 6 Specialized Training**

### **6-1. General**

Training strategies are found in AR/ASDF 350-1 and FORCOM 350-2, Reserve Component Training.

### **6-2 Overseas Deployment Training (ODT)**

- a. (Omitted)

### **6-3 Military Intelligence Training**

- a. Foundry Intelligence Training Program. AR 350-32 establishes the foundry program in order to ensure that all tactical intelligence personnel have the opportunity to learn new intelligence skills and sustain and improve their technical, analytical, and foreign language skills to execute intelligence missions successfully. Specific information and guidance is found in AKARNG Regulation 350-2.

- b. Language Training. AR 350-16 and AR 220-1 require specialized reporting and training for Soldiers with identified language skill proficiency or who are assigned against MTOE positions requiring language. For specific requirements, refer to AKARNG Regulation 350-2.

- c. Intelligence training for ASDF units will be IAW AR 350-3.

### **6-4 Airborne Operations Training**

- a. (Omitted)

### **6-5. Electronic Warfare (EW) Training**

- a. (Omitted)

### **6-6. Medical Training**

- a. ASDF Soldiers possessing the “Medic/EMT/ETT” state military occupational specialty (SMOS) are required to obtain and maintain certification by the State of Alaska Registry of Emergency Medical Technicians. Certification will be, at a minimum, at the emergency medical technician-basic (EMT-B) level. Periodic recertification as established by the NREMT is mandatory. Soldiers who fail to recertify according to NREMT guidance will immediately be suspended from all duties requiring NREMT-basic certification.

- b. Soldiers who fail to recertify according to NREMT guidance will be granted an additional 180 calendar days (for ASDF) to obtain NREMT-basic certification; soldiers will be deemed MOS qualified during this period. A Soldier’s failure to obtain NREMT certification immediately following the 180-day period will result in his/her classification as non-SMOS qualified and the initiation of an appropriate personnel action according to applicable regulations.

- c. Licensed, certified, and/or registered health care personnel must immediately notify their supervisor, and the appropriate MTF office responsible for authentication of practice credentials, if they lose their license. Notification will likewise be provided when an authorizing agency has imposed a restriction on their license, certification, and/or registration. Failure of an individual to obtain or maintain the appropriate current, active, valid, and unrestricted credentials (license, certification, or registration) required by this regulation is the basis for immediate suspension of privileges/practice and/or other adverse personnel action. Such personnel will be reported to the ASDF Commander.

### **6-7. Aviation Training**

(Omitted)

### **6-8. Maintenance Training** (See AKARNG Regulation 750-1 for reference)

- a. Organizational maintenance training is the cornerstone of a unit’s ability to sustain operations in either a garrison or field environment. Commanders enhance unit sustainability by setting appropriate emphases on all phases of maintenance operations and training. The following policies and guidelines establish meaningful maintenance training for operators/crews and leaders at all levels.

- b. As part of the ASDF transformation field maintenance incorporates the operator, crew, unit, and direct support levels of maintenance. Commander involvement is critical to successful maintenance.

c. Commanders will ensure that Preventive Maintenance Checks and Services (PMCS) is an integral part of all equipment operations. PMCS must have the involvement and support of first line leaders and commanders. Individuals must demonstrate mastery of equipment PMCS before they can begin licensing procedures and documentation.

d. The Organizational Inspection Program (OIP) provides the applicable standards and checklists to evaluate maintenance standards in the unit.

e. Field Maintenance Shops (FMS) provide units with the facilities to conduct maintenance training. The FMS chief will assist units by scheduling facilities and providing technician expertise and special tools as required. The FMS provides an environment that promotes safe, clean, professional maintenance operations. Full-time maintenance technicians assigned to supported units can be an invaluable maintenance training resource as instructors, mentors, and maintenance professionals at the section or company level. Commanders should rely on these individuals to provide current, accurate, and timely maintenance doctrine and practices.

f. Formal, organized maintenance instruction prepares Soldiers to sustain equipment during military operations. Training schedules must provide sufficient time for Soldiers to perform PMCS and scheduled or unscheduled equipment services on organizational equipment.

g. Training schedules will reflect dedicated maintenance training time or maintenance operations for operators and crews. If the unit has maintenance oriented sections, 50% of the available IDT schedule will be dedicated to maintenance operations or training. Units should also conduct 25% of the scheduled services on their organic vehicles and equipment during training.

#### **6-9. Soldier Master Resilience Training (SMRT)**

Commanders will ensure their units are in compliance with the AR 350-1, G-23. Each COL/O6 command will maintain a minimum of one SMRT qualified Soldier in their unit.

## **Chapter 7**

### **ASDF/National Guard Defense Support to Civil Authorities (DSCA) and/or National Guard Civil Support (NGCS)**

#### **7-1. General**

State directed missions include Defense Support to Civil Authorities (DSCA) and/or National Guard Civil Support (NGCS) to local, state, and federal civil authorities in response to natural and manmade disasters, emergencies or incidents (e.g. earthquakes, floods, fires, terrorist attacks, civil disorder, etc.) under the authority of State Active Duty (SAD).

#### **7-2. ASDF/National Guard Mission Readiness Packages (MRPs)**

a. JFHQ-AK J3 will provide annual Civil Support mission-guidance to MSCs NLT 1 October identifying assigned mission requirements and responsibilities based upon the status of dual use equipment, training, strength, and demands for that fiscal year.

b. The ASDF will assess their current and projected manpower and equipment capabilities and assign subordinate units and personnel to (MRPs) in accordance with AKNG CONPLAN 3500.

c. The ASDF will annually review all assigned Civil Support mission capabilities and force packages and submit proposed changes and recommendations to JFHQ-AK J3 NLT 1 September of the fiscal year.

#### **7-3. ASDF/National Guard Civil Support Task List (CSTL)**

a. Commanders will utilize the National Guard Civil Support Task List (CSTL) to identify and designate compatible mission-tasks of assigned units and force packages in advance of an emergency situation in order to facilitate training, coordination, and preparation to perform that mission.

b. Commanders will include DSCA (ART 7.4) as a task on their unit METL and integrate Civil Support training on unit annual training plans.

#### **7-4. Joint / Interagency Training Exercises**

a. Unit commanders are authorized and encouraged to train on DOMOPS tasks. Commanders can and should review and understand assigned DOMOPS tasks and integrate them into Yearly Training Plans (YTP).

b. All units planning and/or participating in joint (Army/Air/ASDF) and interagency (Civilian/ Military) DOMOPS training events and exercise scenarios with local and state civil authorities must coordinate through the ASDF S3 to the JFHQ-AK J3/DOMS sixty (60) days prior to execution.

#### **7-5. Emergency Management Training**

a. Federal Emergency Management Agency (FEMA) training ensures compliance with the National Incident Management System (NIMS) and the Incident Command System (ICS ) and the Military Emergency Management Systems (MEMS). The NIMS/ICS is the response guidance and system of command and control utilized by local, state, and federal first responders. Understanding these principles ensures ASDF responders interact efficiently with supported agencies.

b. All ASDF members will complete Military Emergency Management (MEMS) Training and Federal Emergency Management Agency (FEMA) training courses as outlined in Appendix G (MEMS by Rank) in order to understand civil response principles and procedures. Distance Learning (DL) courses are available on the web at <http://training.fema.gov/IS/NIMS.asp>. State Guard Association of the United States (SGAUS) Military Emergency Management (MEMS) courses are available online and ASDF personnel are eligible to achieve the SGAUS MEMS badge. Resident courses will be coordinated through J3.



## **Chapter 8**

### **Security and Force Protection Training**

#### **8-1. General**

a. All ASDF units, battalion and above, will have appointed an Anti-Terrorism and Force Protection (ATFPO) identified and on additional duty orders. Use the appropriate mission-training plan and field manuals for including security operations during field exercises.

(1) Force Protection (FP) is a comprehensive security program designed to protect Soldiers, civilian employees, family members, facilities, and equipment in all locations and situations. The FP program synchronizes the efforts of five security-related operations: law enforcement, physical security, information operations, combating terrorism, and security of high-risk personnel (HRP). FP protects against a spectrum of threats from computer hackers to common criminals to terrorists using weapons of mass destruction.

(2) FP is an inherent command responsibility and must be fully integrated into every unit's mission. The Army/ASDF Risk Management process provides the basic principles for Force Protection planning and execution.

#### **8-2. Antiterrorism Operations (ATO) Training**

a. Commanders will communicate through all levels of command the intent of antiterrorism (AT) policies and programs. AT will provide procedures to reduce vulnerabilities from terrorist attacks, IAW AR 525-13.

b. Units down to battalion level will have one Level II trained ATFPO officer (E7 to O4 Military personnel), who serve as the commander's planner/advisor on ATFPO matters and serves as the Level I unit instructor for AT training. These individuals are required to attend an Army/AKNG/ASDF approved AT Officers Course based upon the development of a TRADOC (U.S. Army Military Police School (USAMPS)) approved program of instruction IAW AR 525-13 Standard 26.

c. ASDF members must receive AT/FP Level I training annually and/or within 12 months prior to traveling outside the United States on personal leave, TDY, or deployments IAW AR 525-13, Para 5-26, Standard 25. AT/FP Level I must be briefed by an AT/FP Level II qualified instructor. If an AT/FP Level II qualified instructor is not available, the AT/FP Level I training will be conducted at the following DoD Antiterrorism Website: <https://atlevel1.dtic.mil/at/>. Following completion of the website training, Soldiers will take the provided certificate to the unit AT/FP Level II qualified instructor to be signed and recorded by the G/S3.

d. All units will include AT plans during all movements and will include AT annexes in movement plans and orders. Units will also ensure AT considerations are included during exercises and simulations.

#### **8-3. Physical Security (PHYSEC)**

a. The Army/ASDF Physical Security program provides a basis to design protection for all AKNG assets including personnel and equipment (see AR 190-13). Courses are offered periodically to train Physical Security Officers.

b. Annual Physical Security Inspections are conducted as part of the Organizational Inspection Program (OIP) and Command Inspection Program (CIP).

#### **8-4. Operational Security (OPSEC)**

a. Commanders and equivalent leadership positions at all levels will ensure their appointed OPSEC officers and program managers attend formal OPSEC training using either resident or distance learning (DL) courses.

b. Operations Security Level I Training.

(1) Level I Initial Training is required by all newly assigned personnel within the first 90 days of arrival in the organization (this includes transfers, accessions and initial entry programs).

(2) At a minimum, all ASDF personnel must receive an annual OPSEC awareness training brief provided by the unit or organization's OPSEC Officer. The Interagency OPSEC Support Staff (IOSS) OPSEC Fundamentals DL course is available on [GKO](https://gko.ngb.army.mil/Login/welcome.aspx): (<https://gko.ngb.army.mil/Login/welcome.aspx>)

(3) OPSEC training will also be provided to deploying and redeploying units, to include family readiness groups (FRGs).

(4) Inspections and surveys, both informal and formal, should be used to provide Measures of Effectiveness regarding the level of OPSEC awareness within a given unit.

c. Operations Security Level II Training.

(1) Level II OPSEC officers are appointed in writing by units (Battalion and above), and provide the commander current OPSEC plans using the approved 5-step OPSEC process. Level II OPSEC officers also provide Level I training.

(2) The appointed OPSEC officer will attend an approved HQDA/AKNG/ASDF OPSEC Officer/Program Manager Certification course conducted by the Army/AKNG/ASDF OPSEC Support Element (OSE) or an OPSEC program manager certified by the OSE to provide OPSEC Level II Training. National Guard Bureau Force Protection Branch offers an OPSEC Level II DL course on [GKO](https://gko.ngb.army.mil/Login/welcome.aspx): (<https://gko.ngb.army.mil/Login/welcome.aspx>)

## **Chapter 9**

### **Safety and Force Health Protection Training**

#### **9-1. General**

a. The safety and health of ASDF Soldiers is integral to mission accomplishment. Commanders and directors will implement a positive climate and culture that fosters constant improvement and awareness of the ASDF Safety Program. The training of ASDF personnel in safe work practices is essential to efficient safety management and conserves capability. See AKNGR 385-10 for additional information.

b. Safety training programs are designed to optimize overall conditions for a safe, healthful work and training environment, which minimizes accident and occupational health related injuries and illnesses.

c. Commanders/supervisors are responsible for ensuring all military and employee personnel receive appropriate occupational safety and health training IAW 29CFR1910/1960, AR 385- series, DA Pam 385- series, NGR 385-series, NG Pam 385-series, Appendix TBD of AKNG Regulation 385-10. Training of personnel in safety topics will be IAW DA Pam 385-10 and applicable OSHA, DoD, Office of Personnel Management, and NGB directives.

#### **9-2. Risk Assessment Overview**

a. Although risks are an inherent part of combat and domestic support operations, applying stringent risk controls can effectively mitigate them.

(1) Protection of the force is a continuous consideration during ASDF missions. Successful accident prevention programs result from command emphasis. Commanders will ensure that Risk Assessment (RA) techniques are used when planning or conducting training exercises and/or operational missions. RAs will be submitted with every unit training schedule to the G/S3.

(2) Reduction of inherent risks can be achieved by training personnel to systematically identify and eliminate unsafe procedures, operations, and hazardous conditions. Soldiers must be motivated to keep alert, follow prescribed procedures, think safety, and operate within their own and their equipment's capability. Leaders must insist on performance to the standards that are in place.

b. RA is a logic-based management tool that uses a common sense approach to limit exposure to risk by making calculated decisions on human, materiel, and environmental factors before, during, and after every operation. It is a relatively simple decision-making process; a way of thinking through a mission or task to balance mission demands against risks and ensure that unnecessary risks are eliminated.

c. Leaders must use the RA process to identify known and potential risks and to develop controls that will reduce the adverse effects of these hazards.

(1) Commanders are responsible for the effective management of risks. To meet this objective, commanders must:

(a) Train and motivate leaders at all levels to effectively use RA concepts IAW ATP 5-19 and DA Pam 385-30.

(b) Conduct a continuous proactive effort to achieve force protection objectives and minimize the loss of mission assets.

(c) Ensure that each mission is evaluated for risk during the planning phase.

(d) Accept no unnecessary risks. (High risk training may only be approved by CDR-ASDF)

(e) Make risk decisions at the proper level.

(f) Accept risks only if the benefits outweigh the costs.

(2) Training Officers/NCOs and Safety Officers/NCOs at all levels will implement RA procedures for all operations. The following actions must be accomplished:

(a) Provide program training to all assigned unit personnel.

(b) Review accident experience trends and analysis as appropriate.

(c) Conduct periodic surveys of operating and training procedures. Identify deficiencies and recommend actions necessary to eliminate inherent hazards.

(d) Evaluate new doctrine for risk implications and necessary control measures.

d. The objective of the Risk Assessment program is to effectively balance risks with operational objectives. This requires:

(1) Command involvement at all levels.

(2) Commanders and supervisors at all levels to analyze risks.

(3) Training of all ASDF personnel in RA procedures.

(4) The establishment of mechanisms to provide leaders with feedback on the effectiveness of training programs.

(5) Leaders to alert the chain of command to high risk missions.

(6) The establishment of acceptable risk parameters.

(7) The development of procedures to change undesirable Soldier behavior.

- (8) Matching mission requirements with crew/personnel selection.
- e. Planning considerations include, but are not limited to, the following elements or hazards:
  - (1) Type of mission and complexity.
  - (2) Planning and supervision.
  - (3) Unit/crew/personnel selection.
  - (4) Unit/crew/personnel endurance.
  - (5) Weather.
  - (6) Equipment.
  - (7) Environment.
  - (8) Training.
- f. DA Form 2977 is the only authorized form for conducting RA and approving risk acceptance levels.
  - (1) Operations are categorized according to level of risk. The Army program consists of four levels: Low, Medium, High, and Extremely High. These levels are used to call attention to the significance of each risk and to enable decision-making at the proper level.
  - (2) The higher the risk level of an operation, the higher the level at which acceptance of that risk must be made. The CDR-ASDF determines at what level various levels of risk may be accepted. Commanders are required to make informed risk decisions at the appropriate level. The final risk decision is made at the level dictated by the highest level of residual risk in column 9 of DA Form 2977, Deliberate Risk Assessment Worksheet. Use the Risk Assessment Matrix found in ATP 5-19 to determine the risk assessment. The MFTD shall follow TRADOC 385-2, Chapter 1-5 for their unique RA operational requirements. The overall mission risk level is the highest level of residual risk. Commanders approve missions at the following residual risk levels:
    - (a) Low Risk – Company/Detachment Commanders. The MFTD will follow TRADOC 385-2 for NCO Academy cadre.
    - (b) Moderate Risk – Battalion Commanders.
    - (c) High Risk – Brigade Commander.
    - (d) Extremely High Risk – the Adjutant General.
- g. The Risk Management process is continuous. Supervision of training allows leaders to evaluate the effectiveness of the controls that have been put in place. The effectiveness of controls is evaluated during the AAR process and/or at the next training meeting.

### **9-3. Annual Training (AT) and Field Training Exercises (FTX)**

- a. Refer to Chapter 10 of AKNGR 385-10 for AT/FTX Safety Instructions.
- b. Exercise directors will designate a Safety Officer and Safety Non-Commissioned Officer (NCO) to serve as overall Safety Director for exercises. The number of unit safety officers should be sufficient to provide adequate hazard control and safety guidance at all levels.
- c. Commanders will include Safety Officers/NCOs during the planning process for all unit training events.
- d. Commanders establish and maintain formal pre incident notification plans appropriate for their location, organization, and specific type of operation or tactical exercise. Pre-incident plans for aviation and ground operations are prepared in accordance with guidance in AR 385-10. This pre-incident notification plan will be tested and documented annually. Refer to Para 2-3 in AKNGR 385-10.
- e. Commanders ensure that a system for expeditious reporting of accidents/incidents is understood and followed. All personnel should have the capability to enter the exercise communications net to stop the exercise if required.
- f. All accidents, injuries, or occupational illnesses must be reported to the immediate chain of command. Commanders will ensure that all accidents are classified, reported, recorded, and investigated in accordance with procedures established in AR 385-10, DA Pam 385-40, NGR 385-10, and the AKNGR 385-10
- g. Reporting instructions will specify what procedures will be followed in investigation and follow-up of accidents/incidents.

### **9-4. Safety Training Requirements**

- a. All officers, warrant officers and E-7 and above will complete the Commander's Safety Course (CSC). CSC is an 8-hour online course that provides the knowledge and tools to enable leaders to implement an effective Command Safety Program and incorporate RA into unit planning and activities. Brigade and HHD-JFHQ commanders will verify certification of completion at each quarterly SSOHC meeting.
- b. All appointed safety officers, safety NCOs, E-5s, and E-6s will complete the Additional Duty Safety Course (ADSC). The ADSC is a 16 hour online course that trains Additional Duty Safety Officers/Noncommissioned

Officers (ADSO/ADSNCO) per AR 385-10. All ASDF ADSO/ADSNCO will complete this course within 90 days of appointment.

c. All battalion and brigade command level ADSO/ADSNCO's will complete the Ground Safety Officer Course (GSOC) within twelve months of assignment. (Waiverable pending MTTs)

d. All authorized TDA/MTOE Aviation Safety Officers (ASOs) will complete the Aviation Safety Officer Course (ASOC) within 12 months of assignment. (Waiverable pending MTTs)

e. Battalion commanders will enroll in the Army Readiness Assessment Program (ARAP) within 90 days of taking command. (Online/Distant Learning/DL)

f. The Composite Risk Management Basic Course (RA-B) was developed to emphasize RM as it relates to all Soldiers and NDS employees. All Soldiers and employees are required to complete a one hour RA Basic Course.

g. Army Accident Avoidance Course (AAAC) is a four-hour online course required for drivers of Army motor vehicles (AMVs) and Government Service Administration (GSA) or rental cars while on official orders. This course will be completed every four years.

h. All ASDF Soldiers who are occupationally exposed to hazardous chemicals are to receive DOD/Federal Hazard Communications Standard (HCS) training.

i. Each unit/shop/office shall provide appropriate safety and health training for employees including specialized job safety and health training appropriate to the work performed by the employee, such as: clerical, printing, welding, crane operation, chemical analysis, and computer operations. Such training also shall inform employees of the agency's occupational safety and health program, with emphasis on the employees' rights and responsibilities as well as hazard recognition, evaluation, and control.

j. Various functions within the Army/ASDF Safety Program require specialized training. DA Pam 385-10 includes a list of the requirements.

(a) Radiation/Radio Frequency/Laser training. The training and experience of the LRSO and the Alternate LRSO shall be commensurate with the radiation program for which they will be responsible with formal radiation training completed before assuming duties. The dynamic aspects of the radiation protection program require that each LRSO/ALRSO be provided radiation protection training annually to ensure that he or she is adequately trained. For those who handle, operate, maintain, or transport, specific training is required. The State Radiation Protection Officer can be contacted for assistance in meeting training requirements through online courses or attendance at approved courses IAW DA Pam 385-24.

(b) Explosives and Ammunition safety. Soldiers involved with explosives and/or transporting ammunition will be provided training in accordance with the requirements of DA Pam 385-64 and NGR 385-64.

(c) Range Safety. Range Control personnel and those who operate A&E training ranges will complete Range Safety training IAW AR 385-63, DA Pam 385-63 and NGR 385-63 requirements.

(d) Chemical agent workers. Workers involved with chemical agent operations will be provided training in accordance with the requirements of DA Pam 385-61.

(e) Biological workers. Biological workers will be provided training in accordance with the requirements of DA Pam 385-69.

k. The SOHM will publish updated and/or new DA training requirements for specific areas annually.

### **9-5. Driver Training and Education Program**

Commanders and supervisors will ensure all Soldiers authorized to operate Army wheeled and tracked vehicles and equipment owned, leased or rented by the federal or state government, meet AR 600-55 driver selection, training and licensing requirements:

a. The online Army Accident Avoidance Course (AAAC) is required and shall be accomplished every four (4) years thereafter as part of license renewal procedures.

b. The Travel Risk Planning System (TRiPS) must be used by all ASDF Soldiers on orders, to include IDT travel which exceeds 150 miles or two hours travel time one way by AMV, GSA or POV. TRiPS is located on the USACR/SC webpage at <https://safety.army.mil>. The TRiPS tool is the most comprehensive trip planning tool available for the Army and will be used whenever available.

### **9-6. Night Vision Device (NVD) Training for Army Motor Vehicle (AMV) Operators**

Operators of AMV shall receive NVD instruction in order to demonstrate proficiency in tasks identified as mandatory for NVD qualification IAW AR 600 55, TC 21-305-2 and -10 TM for the type of NVD used.

### **9-7. Personally Owned Motorcycle Safety Training**

All ASDF personnel, regardless of duty status, shall comply with DoDI 6055.04 and AR 385-10 for motorcycle safety requirements if operating a motorcycle on a federal installation. DoDI 6055.04 and AR 385-10 require that all personnel operating a motorcycle must complete a Motorcycle Safety Course or Motorcycle Safety Foundation based approved motorcycle rider course.

## Chapter 10

### Force Integration, Army/ASDF Modernization Training, and Reporting

#### 10-1. Force Integration (FI)

Force Integration is the responsibility of the Mobilization section of the G/S3. Tasks include but are not limited to Force Structure Strategic Planning (FSSP), Stationing Actions, Force Modernization and Special Projects as assigned. Responsible for actions, developing and issuing FI plans/orders, coordination, synchronization and integration of all external and local agencies associated with FI and Command Plan (CPLAN) actions. The FIRO acts as the conduit with DMVA and all external agencies for FI issues and assists all AKNG commands in resolving FI actions and issues. The Force Integration Readiness Officer (FIRO) serves as the force management activity interacting with DMVA and other subordinate organizations in the resource constrained execution of approved force development programs. The BDE S3 participates in weekly meetings and dialogues with AKNG commanders and staff in order to affect FI. This enables the synchronized introduction, incorporation, and sustainment of organizational, doctrinal, and materiel change.

#### 10-2. ASDF Modernization Training

ASDF Modernization Training includes New Equipment Training (NET), New Equipment Fielding (NEF) and Displaced Equipment Training (DET). ASDF Modernization Training for the ASDF is governed by DMVA regulations. Questions regarding ASDF Modernization Training for the ASDF should be directed to the BDE S3 Force Integration and Readiness Officer (FIRO).

#### 10-3. Execution

##### a. Concepts and Areas of Emphasis.

(1) New Equipment Training (NET) must occur when the ASDF fields new equipment. NET includes the identification of personnel, training, and training aids and devices and the transfer of knowledge gained during development from the materiel developer or provider to the trainer, user, and supporter on equipment that is new to the Army.

(2) New Equipment Fielding (NEF) is typically conducted prior to Unit Train-the-Trainer instruction. NEF involves equipment accountability, installation, processing, assignment, and distribution of all new equipment.

(3) Displaced Equipment Training (DET) occurs when the ASDF has equipment or systems currently in the inventory that must be redistributed within the ASDF as a result of ASDF modernization.

b. Units regularly receive and integrate new equipment into organizational operations and training. The NET/NEF/DET process is the systematic procedure utilized by units to field equipment and ensure Soldiers are properly trained on the operation and maintenance of all new equipment. All NET/NEF/DET is coordinated through the S-3 FIRO. Units **are not** to contact PM Fielding Managers and coordinate fieldings without first contacting the S-3 FIRO.

#### 10-4. NET/NEF/DET Process

Generally the NET/NEF/DET process is a six-step process. However, fielding requirements depend on the equipment type and may vary from the typical process. Regardless of specific requirements, the NET/DET process should ensure Units receive equipment and the required training to improve the ASDF's ability to perform assigned missions. The six steps of the typical NET/NEF/DET process include:

a. **Requests for Mission Support Plan (MSP)** – Based upon the ASDF Equipment Distribution Plan (EDP) and other authorization requirements (e.g., Basis of Issue Plans- BOIP), JFHQ-AK organizational integrators contact the FIRO requesting a MSP based upon a planned equipment distribution to the ASDF. Requests typically provide the planned equipment distribution, quantities, and suspense to submit the completed MSP.

b. **Prepare/Submit MSP** – Upon receipt of the request for a MSP, the S3/S4 FIRO reviews the request to determine if the equipment is needed and if the quantity reflected is correct. During this step, the FIRO consults the DMVA Procurement Office and USP&FO Property Management Branch Supervisor to ensure that the equipment is authorized and the correct quantity is included in the MSP and the DOL-State Maintenance Specialist to ensure that the equipment maintenance plan is properly reflected. Upon completion of preparing the MSP, the S3/S4 FIRO submits the MSP on DA FORM 5106-R to JFHQ-AK. The completed MSP is submitted by DMVA Procurement Office to the Program Manager (PM) to order and ship requested equipment to the ASDF.

c. **Schedule/Conduct New Material Information Brief (NMIB)** – Upon submission of the MSP, the S3/S4, FIRO and the PM coordinate a NMIB with the gaining unit(s). The NMIB provides information on the equipment to be issued, how the equipment is utilized, the NET requirements, any special hand-off/de-processing requirements, and the fielding process. Typically, during the NMIB, the NET, and fielding dates are tentatively set based upon the fielding team and gaining unit(s') schedules.

b. **Develop/Approve Support Agreement** – based upon specific equipment NET and fielding requirements discussed during the NMIB, a draft Support Agreement (i.e., Memorandum of Agreement, Memorandum of Understanding, etc.) is compiled by the Program Manager in order to define the roles and responsibilities of the PM and the unit in the NET/DET process. The draft Support Agreement is staffed by the DMVA Procurement Office and the USP&FO for Alaska to reflect each entity's roles and responsibilities for supporting the NET/NEF/DET of the equipment to be gained. Once completed, the Support Agreement is signed by the leadership of the DMVA and ASDF and submitted to the Program Manager by the S3/S4, FIRO.

e) **Coordination of NET/Fielding Requirements** – based upon the approved Support Agreement, the FIRO works with the Program Manager and the gaining Unit(s) to ensure proper preparations are in place for the NET/Fielding. Typical coordination required for NET includes equipment installation space and resources, training space, training resources, and NET funding. Typical coordination required for fielding includes the receipt and storage of the equipment by DMVA Procurement Office designated personnel, requirements for equipment de-processing, and the specifics for equipment hand-off from the Program Manager to the gaining unit(s).

(f) **Conduct NET/FIELDING** – Based upon the Support Agreement and applicable FRAGO(s), the gaining unit(s) conduct required NET(s) and equipment is de-processed and handed-off. For all unit fieldings the Program Manager hands off new equipment to the DMVA Procurement Office for Alaska who in turn issues the new equipment to the gaining Unit's PBO.

#### **10-5. Tasks to Subordinate Units**

Tasks for BDE/BNs will be sent to the unit representatives designated to handle the NET/NEF/DET activities from the BDE S3/S4, FIRO on behalf of the PM and DMVA Procurement Office. It is the unit's responsibility to pass all instructions to their subordinate units. Units must identify a primary and alternate POC for NET/NEF/DET issues to the ASDF S3/S4, FIRO.

#### **10-6. Funding of NET/DET Events**

Units will submit a funding estimate and list of soldiers attending the NET/NEF/DET to the S3/S4, FIRO NLT 60 days prior to the training event. The S3/S4, FIRO will take NET/ Fielding personnel requirements identified by the units participating in a NET/NEF/DET event and submit a funds request to DMVA Admin Services. Upon receipt of funds, the S4, FIRO will advise the unit(s) of the proper funding codes for order production.

#### **10-7. Reporting**

All ASDF unit Commanders will establish internal policies to ensure the accomplishment of required reporting as outlined in AR 220-1. Policies should include participation of all unit staff sections. The S-3 will consolidate, review, and release all USR reports as prescribed to include:

- a. All monthly verification and quarterly reports are complete and released to DMVA/JFHQ-AK by the 15<sup>th</sup> of each month.
- b. Serve as Serious Incident Report (SIR) POC.
- c. Serve as POC for incoming and outgoing Requests for Information (RFI).
- d. Recommend units begin reporting procedure NLT the 5<sup>th</sup> of each month.



## Chapter 11 Training Resources and Support Packets

### 11-1. General

This chapter provides guidance in the request of logistical support, training equipment, facilities, and site support to meet ASDF training objectives. Examples and further detailed items are located in Annex E.

*Note: The BDE Staff, 2<sup>nd</sup> Special Troops Battalion, 2<sup>nd</sup> Scout Battalion (Provisional), and the Multi-Functional Training Regiment will be referred to as “Major Subordinate Elements” or MSE throughout this chapter.*

### 11-2 Request for Support

It is expected that Brigades will make all efforts to support their subordinate units training requirements utilizing internal resources prior to requesting external support. This Chapter will outline the method of requesting external support.

### 11-3 Training Support Packets

Training Support Packets (TSP) are utilized to establish a Concept of the Operations overview and outline any external / non-organic training requirements needed to support the schedule training event. Training Support requests will be consolidated at the MSE level prior to being submitted to the S3. Each MSE will submit ONE collective packet for each Calendar Month. [Separate packets will not be submitted for subordinate units within the brigade.]

### 11-4 Timeline for Requests

a. Requests from MSE in support of IDT Weekends need to be submitted on the 1<sup>st</sup> of the month; 120 days prior to execution. Submission Dates for TY are listed in Annex E.

*EXAMPLE:*

*Requests for IDT Periods that occur within the month of NOVEMBER will be consolidated at the Brigade level into a consolidated packet and submitted to the G3 NLT 01 JULY . Packets will be submitted digitally into G-3 “Confluence website” / Status of Support.*

b. Requests from MSE in support of in-state Annual Training (AT) need to be submitted on the 1<sup>st</sup> of the month; 180 days prior to execution.

### 11-5 Naming Conventions for Training Support Packets

a. Training Support Packet naming conventions: Support Packets will be referred to as:

MSE Monthly IDT Training Support Packets  
Annual Training (AT) Training Support Packets

b. Units will delineate their brigades using the following naming conventions in all digitally submitted documents:  
UNIT\_4 Digit Year\_2 Digits Month\_IDT/AT\_Free Text

*EXAMPLE:*

*49<sup>th</sup> BDE\_2016\_09\_IDT  
2<sup>nd</sup> STB\_2016\_06\_AT\_Home Station AT  
2<sup>nd</sup> STB\_2016\_12\_IDT\_Holiday Event  
MFTR\_2016\_12\_IDT\_Warrior LDR  
Class*

### **11-6 Automated Training Request Systems.**

Training Support request can be submitted through the appropriate electronic programs listed below. Instructions for access are provided in Annex E.

- Billeting – Confluence
- Classroom – Confluence
- Transportation – Confluence
- Ammunition – Confluence
- Training Areas / Ranges – Confluence
- Training Schedules – Confluence
- Risk Assessments – Confluence

### **11-7 Training Support Packets Contents**

a. TSP will include a Concept of the Operations (CONOPS) slide, Example is provided in Annex E

b. Meal Requests.

- DFAC – DA 5913, prepared IAW AR 30-22; Memorandum requesting meal support signed by the S1 and Commander (commander may sign for the S1); By Name Roster is required for feeding 50 or fewer Soldiers. (S4)
- MRE/UGR – DA 5913, prepared IAW AR 30-22; DA 3161 (MREs ordered by the case); By Name Roster is required for feeding 50 or fewer Soldiers. (S4)
- Contract Meals – DA 3953

c. Aviation.

- JA/ATT Request Form
- NGB 214 (Mission Readiness Airlift (MRS) Request,
- DA 1306, (Manifest)
- DD 2768 (Military Air Passenger /Cargo Request)
- Memorandum for Rigger Parachute Support Thru S3, AKARNG, Camp Denali, AK; For G3, USARAK, Fort Richardson, AK. (Omitted)
- Request for Support ORORD

d. Memorandum outlining external support requirements. All requirements within the Brigade will be consolidated into one memorandum; requirements and dates of support will be clearly identified. Example is provided in Annex E.

- Trainers
- Chaplain Support
- Medical Readiness Support
- Specialized Skill Set
- Family Support
- Simulators
- Billeting
- Transportation
- This memorandum will also outline any direct coordination that has occurred with resources outside of the Brigade.

### **11-8 Late Requests**

In the event that a training support packet is submitted to the G-3 after its due date, in order to be accepted and processed, it must be accompanied by a letter of lateness signed by the company commander and endorsed by the MSE commanders.

### **11-9 USARAK Ranges Request**

As directed by JBER Range Control all JBER Range requests for IDT weekends must be submitted by the MSE to the BDE S3 by completing the AKARNG/ASDF Range Request (Local Form). JBER Range Control has restricted direct input into RFMSS for non-duty days. The AKARNG/ASDF range requests form will be routed from the JFHQ-AK J3 to JBER Range Control and approved by the USARAK G3. It is imperative that range requests are

submitted with the Training Support Packet NLT 120 prior to the selected training month to ensure range control support. Example of the Range Request Form is provided in Annex E.

**11-10. Training Aids, Devices, Simulators, and Simulations (TADSS)**

- a. TADSS should be used whenever possible to enhance unit training. TADSS are procured for the purpose of improving training, controlling costs, improving safety, overcoming environmental and distance constraints, enhancing readiness, and improving the realism of field training (AR 350-38, Training Device Policies and Management).
- b. TADSS are requested utilizing the AKARNG (G3) RFMSS. TADSS not included in RFMSS may be requested from the AKARNG G-3 on a memorandum included in the unit's TSP.
- c. Some TADSS require training to operate. Units will support this requirement internally; the S3 will not provide trainers to operate equipment for units during IDT weekends or ATs. Units will coordinate directly with the JBER TASC for TADSS training/licensing as required for the system to be utilized.
- d. Requests to move TADSS will be made directly to the BDE S3 as part of the unit's training support packet. Units wishing to move the HMMWV Egress Assistance Trainer (HEAT) are responsible for providing transportation both to and from their intended training site. TADSS will be completely inventoried by the unit both before and after every movement to ensure complete accountability of equipment.
- e. Damage to AKNG TADSS must be immediately reported to the ASDF BDE S3.

**FOR THE COMMANDER:**

**John C. James  
Colonel, ASDF  
Commanding**

**OFFICIAL:  
Simon Brown  
LTC, MP, ASDF  
BDE S-3**

**ANNEX A  
THE ARFORGEN CYCLE AND AIM POINTS**

**Omitted**

Table 9-1. Metrics for determining the personnel level				
Level	Available strength	Available SDMOSQ	Available senior grade	
			By category	Composite
1	100-90 percent	100-85 percent	100-85 percent	1.54 or less
2	89-80	84-75 percent	84-75 percent	1.55 - 2.44
3	79-70 percent	74-65 percent	74-65 percent	2.45 - 3.34
4	69 percent or less	64 percent or less	64 percent or less	3.35 or more

Table 9-2. Equipment on-hand (available) criteria (high density individual line items numbers, 21 or more items, includes pacing items)				
Level equipment	1	2	3	4
Aircraft (Omitted)	100-90 percent	89-90 percent	79-65 percent	Less than 65 percent
	100-90 percent	89-90 percent	79-60 percent	Less than 60 percent

Table 9-3. Level for percentage of equipment fully mission capable				
Level	1	2	3	4
Equipment other than aircraft	100-90 percent	89-70 percent	69-60 percent	less than 60 percent

Table 9-4. Translating the T-mission essential task list percentage into a T-level	
T-METL percentage determined	T-level (Applicable to only the METs associated with the unit's core functions/designed/capabilities)
85 percent or greater	T1 (no untrained MET)
70 percent to 84 percent	T2 (no untrained METs)
55 percent to 69 percent	T3
Less than 55 percent	T4

**ANNEX B  
MANDATORY TRAINING IN UNITS**

<b>Subject</b>	<b>Reference</b>	<b>Frequency</b>
Antiterrorism Training (AT)	AR 525-13	Annually
Army Physical Fitness Training (APFT)	AR 350-1	Ongoing Goals
Army Substance Abuse Program (ASAP)	AR 600-85	Annually
Army Suicide Prevention Program (ASPP)	AR 600-83	Annually
Army Warrior Training (AWT)	<a href="https://atiam.train.army.mil/sold-ierportal">https://atiam.train.army.mil/sold-ierportal</a>	Annually
CBRN Defense Training	AR 350-1	Annually
Combating Trafficking in Person (CTIP)	<a href="http://www.combat-trafficking.army.mil/">http://www.combat-trafficking.army.mil/</a>	Annually
Risk Management (RA)	AR 385-10	Ongoing
Employment/Reemployment rights (USERRA)	DODI 1205.12	Annually
Equal Opportunity Program (EO)	AR 600-20	Semi-Annually
Fraternization	AR 600-20	Annually
Homosexual Conduct Policy	AR 600-20	Annually
Law of War / Detainee Ops	DODD 2311.01E	Annually
Modern Army Combatives Program	AR 350-1	Ongoing
Operational security (OPSEC)	AR 350-1	Annually
Personnel Recovery (PR)	AR 350-1	Annually
Prevention of Sexual Harassment (POSH)	AR 600-20	Semi-Annually
Subversion & Espionage Directed Against the Army (SAEDA)	AR 381-12	Annually
Sexual Assault Prevention and Response Program	AR 600-20	Annually
Weapons Qualification	DA PAM 350-38	When Authorized
Alaska Code of Military Justice	ACMJ/SJA Brief	Annually

**ANNEX C**  
**DOMESTIC OPERATIONS / CIVIL SUPPORT TRAINING / ICS REQUIREMENTS**

<b>National Incident Management System (NIMS)/Incident Command System (ICS) Training Guidelines</b>		
<b>Military Personnel</b>	<b>Civilian Personnel (NIMS Guidance)</b>	<b>ASDF Required Training</b>
<b>Entry Level Personnel (First Responders/ Disaster Workers)</b>		
All ASDF personnel <b>E-7 and E-8</b>	Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: Emergency Medical Service personnel Firefighters Hospital Staff Law Enforcement personnel Public Health personnel Public Works/Utility personnel Skilled support personnel Other emergency management response, support, and volunteer personnel at all levels	<b>IS-100.a:</b> Introduction to ICS <b>IS-700.a:</b> NIMS, an Introduction
<b>First Line Leaders</b>		
All ASDF personnel <b>O-2 and O-3 (W-1 and W-2)</b>	Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: Single resource leaders Field supervisors Other emergency management/response personnel that require a higher level of NIMS/ICS training	<b>IS-100.a:</b> Introduction to ICS <b>IS-700.a:</b> NIMS, an introduction <b>IS-200.a:</b> Basic ICS **pre-requisite IS-100.a
<b>Middle Management</b>		
All ASDF personnel <b>E-9, O-4 and O-5 (W-3 and W-4)</b>	Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: Strike Team leaders Task Force leaders Unit leaders Division/Group supervisors Branch directors Multi-agency coordination system/emergency operations center staff	<b>IS-700.a:</b> NIMS, an introduction <b>IS-800.b:</b> National Response Framework(NRF), an Introduction <b>IS-100.a:</b> Introduction to ICS <b>IS-200.a:</b> Basic ICS **pre-requisite IS-100.a <b>ICS-300:</b> Intermediate ICS **pre-requisite IS-100.a, IS-200.a, IS-700.a, IS-800.b
<b>Command and General Staff</b>		
All ASDF personnel <b>O-6 and above (including W-5)</b>	Federal/State/Local/Tribal/Private Sector & Non-governmental personnel to include: Area commanders Emergency managers Select department heads with multi-agency coordination system responsibilities  Multi-agency coordination system/emergency operations center staff	<b>IS-700.a:</b> NIMS, an introduction <b>IS-800.b:</b> National Response Framework(NRF), an Introduction <b>IS-100.a:</b> Introduction to ICS <b>IS-200.a:</b> Basic ICS **pre-requisite IS-100.a <b>ICS-300:</b> Intermediate ICS **pre-requisite IS-100.a, IS-200.a, IS-700.a, IS-800.b <b>ICS-400:</b> Advanced ICS **pre-requisite IS-100.a, IS-200.a, ICS-300, IS-700.a, IS-800.b
Other NIMS/ICS Training required for position specific personnel (i.e. JOC and Civil Support personnel and specific MRPs)		

## ANNEX D LEADER BOOK

Prerequisites for development of the leader book

The leader book is a key resource in properly implementing the ASDF Training Management System (ATMS)—it is an essential tool in maintaining battle focus at the individual training level, and evaluating the unit’s training status at both individual and collective levels. Confluence will be used to track all individual training.

Battle focus has two elements. It is the process of evaluating individual, leader, collective, and mission essential (collective) tasks, with a view to eliminating the non-mission essential or less essential tasks in order to make the unit’s training ability and mission capability fit the available training time. The second element is the establishment of linkages from mission essential tasks to intermediate collective tasks to individual tasks. Individual tasks are defined as leader tasks (at all levels), MOS specific tasks, and common Soldier tasks.

There is no substitute for establishing the linkages between all collective and individual tasks. There are no shortcuts. ARTEPs and MTPs show the linkages between collective and individual tasks. Many individual tasks are required by numerous collective tasks. By eliminating duplication, individual tasks may be reduced to a manageable number.

If still not manageable, the CSM/ISGs and key NCOs again review and refine the supporting Soldier tasks for each skill level in every MOS within the unit. They should use the technique of battle focus in eliminating the non-or-less-essential individual tasks until the number of MOS specific and common tasks are reduced to a manageable number.

Leader and Soldier tasks must be identified at the appropriate level to support the unit mission essential tasks. This matrix identifies the leaders that select, review, and approve NCO, leader, and Soldier tasks.

SOLDIER TO BE TRAINED	TASK SELECTION	REVIEW	APPROVE
1SG	CSM	CO Cdr	Bn Cdr
PSG	1SG	Plt Ldr/Co Cdr	Bn Cdr
Squad Leader	PSG	Plt Ldr/Co Cdr	Co Cdr
Team Leader	Squad Leader	PSG/Plt Ldr	Co Cdr
Soldier	Team Leader	Sqd Ldr/PSG	Plt Ldr

NOTE: In all cases, the NCOs will do Soldier/Leader task selection. Leader books are a valuable tool to track tasks for which subordinates must be proficient.

The key is to train the trainer, so he or she can train their Soldiers. This requires the NCO to identify essential Soldier and small unit and team tasks (drills) that support unit METL, and then assess strengths and weaknesses, formulate a plan to correct deficiencies and sustain strengths, execute training to standard. This process cannot be accomplished without a method to document training and the maintenance of individual records. This ensures continuity of effort and progress toward achieving the standards required of the myriad essential tasks that lead to mission accomplishment. This is the role of the leader book.

Contents of the Leader Book.

Leaders list in the leader book the common tasks found in the Soldier’s Manual of Common Tasks that supports the METL. They track Soldier proficiency on these selected tasks (AR 350-1 paragraph 4-4).

Leaders record MOS-specific proficiency for tasks which supports the METL and other evaluation results so they can quickly identify weaknesses (done monthly as drill is performed) and plan and conduct training to improve proficiency. Leaders record common military training tasks and common individual skill proficiencies outlined in Chapter 6 of this regulation and Chapter 4 of AR 350-1.



The leader book should contain only those collective tasks and drills that support the METL. Section, squad and crew collective tasks/drills are derived from applicable MTPS. Units without an MTP will examine each company METL task, determine which collective tasks and drills support it, and enter those tasks in the leader book. Taken together, a unit's leader books track all collective and individual tasks and explicate the linkages between them.

Leader book Soldier information should contain administrative data (AR 350-1 paragraph 4-4). Administrative data should be focused on those items required in the mobilization process that ensure administrative readiness.

Leader books may be used as a basis for individual counseling sessions because they are a record of an individual's performance. The information required for specific bullet examples in the NCOER is readily available from a properly maintained leader book.

Contents of the leader book must be manageable. Information found elsewhere, such as mobilization checklists, etc. should not be restated in total. Leader books are only as valuable as they are accurate. Leader books will be maintained from drill to drill.

The leader book is:

- Used to plan, execute, and assess training of individual and collective tasks.
- Used in the development of training within the unit. It is an essential reference for all training meetings
- The basic reference for the CSM and 1SG in the annual or quarterly training briefing to higher headquarters.
- Used when teaching, mentoring, and counseling Soldiers and subordinate leaders, and to monitor/track their progress.

Not subject to inspection, but records training tasks performed and thus provides continuity. It should remain with team, section, squad, or platoon whose training it records. It provides a ready reference for new leaders assuming command/responsibility for a unit. It is recommended that leader books adhere to a standard format within each battalion/squadron.

**ANNEX E  
SUPPORT PACKETS**

**Timeline for Requests.** For additional information refer to Chap 11, para. 11-4.

IDT WEEKEND that occur within the following month	PACKETS DUE TO G3
October	01 June
November	01 July
December	01 August
January	01 September
February	01 October
March	01 November
April	01 December
May	01 January
June	01 February
July	01 March
August	01 April
September	01 May

IN-State AT that occur within the following month	PACKETS DUE TO G3
March	01 September
April	01 October
May	01 November
June	01 December
July	01 January
August	01 February
September	01 March
October	01 April
November	01 May
December	01 June

**Access Requests.**

**ASDF Confluence.**

Step 1. Go to

[http://wiki.dmva.alaska.gov/confluence/login.action;jsessionid=7FB20DC38B65CD3CA079E953351AA292?os\\_destination=%2Fpages%2Fviewpage.action%3FpageId%3D15892514](http://wiki.dmva.alaska.gov/confluence/login.action;jsessionid=7FB20DC38B65CD3CA079E953351AA292?os_destination=%2Fpages%2Fviewpage.action%3FpageId%3D15892514)

Step 2. Register.

Step 3. The Administrator will notify you when completed.

IDT Weekend CONOPS. Concept of the Operations Slide Examples.

## BTB, 30 Mile Remembrance Road March

1/25 Stryker Brigade Combat Team

**3TB, 1/25 SBCT** conducts a 30 mile team building road march IVO Fort Wainwright LTA on 11 September 2014 IOT uild esprit de corps and instill unit pride.

**8 Step Training Model and Timeline:**

Plan the Training

- Ongoing
- Train and Certify Leaders – NLT 11 August
- Certify on warm weather injury identification,, dehydration, and basic medical care.

Conduct a Reconnaissance - NLT 01 SEP 14

Issue an Order for the Training- NLT 03 SEP 14

Rehearse – All Units will conduct preparatory road marches with a minimum 18 mile prior to 31 AUG 14.

Execute – 11SEP14

Conduct an AAR - 11SEP14

Retrain - As necessary on warrior tasks and drills improperly executed

**Key Risk Mitigation Points.**

Weight determined by SMs ability and chain of command

Platoon sized, staggered column to keep traffic open

Multiple Water and CCP along route. SMs carry 4 quarts.

BN CP will track all movement and maintain accountability.

### Route

**Intent:**  
BTB executes a rigorous and physically demanding event with proper risk management to promote physical fitness and basic warrior tasks and drills.

**Key Tasks**

- Units ensure proper rest, hydration, and care for SMs participating
- Conduct BN road march w/o interfering FWA installation activities
- Conduct thorough risk management

**Endstate**

- BTB establishes the moral and cultural foundation for the 70 BEB esprit de corps and unit pride.

**Training Objectives**

- Conduct Mission Command (METL #1)
- Conduct Tactical Deployment and Readeployment Activities (METL #2)
- Basic Warrior Tasks
- Esprit De Corps
- Resiliency

**Resource Status**

Orders	
Medics (FLA)	
Soldiers ID'd	
Equipment	
Land	
Ammunition	

UNCLASSIFIED//FOUO

## MONTH: Event

UNIT

CYCLE:

Priority:

Mission:

---

Training Objectives (MET):

- 1.
- 2.
- 3.

**8 Step Training Model / Timeline**

**Plan the Training:**  
input

**Train and Certify Leaders**  
input

**Conduct a Reconnaissance**  
input

**Issue an Order for the Training**  
input

**Rehearse**  
input

**Execute**  
input

**Conduct an AAR**  
input

**Retrain**  
input

MAP

Concept of the Operation:

Planning and Preparation

Execution

Endstate

Classes of Supply	
I Rations	
II Expendables	
III POL	
V Ammo	
Ranges	

**Late Range Control Requests.**

USARAK Regulation 350-2 requires requests for training received less than 21 days in advance will require a letter of lateness/exception to police from the Battalion Commander or equivalent through the USARAK Installation Range Control Office to the G3 for approval.

	(OFFICE SYMBOL)	(DATE)
1		
2		
<u>3</u>	MEMORANDUM THRU	
1		
<u>2</u>	ASDF, Deputy Chief of Staff of Operations (G3)	
	Range Control, Installation Range Office, JBER, AK 99505	
1		
<u>2</u>	FOR USARAK G3	
1		
<u>2</u>	SUBJECT: Late Training Request	
1		
2		
<u>3</u>	1. Unit Requesting:	
	2. Reasons for Late notice.	
	3. Impact if not conducted.	
	4. Point of contact for this memorandum.	
1		
2		
3		
4		
<u>5</u>		NAME IN ALL CAPS LTC, IN Commanding

**ANNEX F**  
**ANNUAL TRAINING CHECKLIST**

**1. Supplies**

a. CLASS I, Subsistence:

- Establish Food Service Officer Duty appointment.
- Establish members of Field Sanitation Team.
- Safety and Sanitation Course completed.
- Request parts for MKT/MBU/Generators.
- Request DFAC support.
- Submit Strength Report through channels to the USPFO-SSA.
- Submit DA Form 577 Delegation of Authority with the Commanders Assumption of Command to supporting TISA.

b. CLASS II, Sets, Kits and Outfits:

- Requisition Single Serve Items.
- Requisition Tent Pegs.
- Requisition OCIE maintenance items.
- Requisition Cleaning Supplies.
- Requisition AT office supplies.
- Submit DA Form 1687 and Commanders Assumption of Command Memorandum to the Training Site per training site SOP.

c. CLASS III, Petroleum Oil and Lubricants (POL):

- Requisition Package POL, oil, grease, hydraulic fluid etc.
- Project Bulk Fuel Requirements, (JP8, DF2, and MOGAS). Submit projections to AK - DOL-SMM for budgeting purposes. Submit DA Form 1687, Delegation of Authority with Commanders Assumption of Command Memorandum to Training Site per Training Site SOP.
- Request Voyager credit card use for out of state.

d. CLASS IV, Construction and Barrier Material:

- Project items required and cost; submit DA 3953.

e. CLASS V, Ammunition:

- Submit DA Form 581, Request for Issue of Ammunition, for all Class V items projected, per forecast and required update forecast through channels to the training site Ammunition Supply Point (ASP).
- Submit DA Form 1687 to training site ASP per Training Site SOP through channels, with copy of current Commanders Assumption of Command Memorandum.
- Ensure that Training Site ASP, SOP is on hand in sufficient copies to support training requirements.
- Ensure DA Form 1687, with Commanders Assumption of Command Memorandum is submitted to Training Site Range Supply.

f. CLASS VI, Personal Demand Items:

- Review Training Site SOP; determine if PX/BX facilities are available. If not available, determine minimal needs and project cost and forward to AK -DOL-LOG for budgetary planning purposes.
- Process MILSTRP for sundry items.

g. CLASS VII, Major End Items:

- Review Equipment on Hand Listing to determine MTOE shortages that will adversely affect mission/training. Submit FORSCOM Form 156-1-R Annual Training Equipment Requirements through AK -DOL-LOG/SMM to the training site.
- Prepare and emplace MIPR (if required) to host training site.
- Submit DA Form 1687 and Commanders Assumption of Command Memorandum to the training site supporting MATES/UTES.

h. CLASS VIII, Medical Material:

- Review generic formulary in CTA 8-100 and requisition required items. (Foot powder, sunscreen, insect repellent, etc.)
- Review unit formulary with assigned medical personnel. Determine requirements for authorized Class VIII items and submit to AK-DOL-LOG.
- Inventory unit medical sets, kits and outfits for shortages. Requisition authorized shortages.
- Review expiration dates and projected training date.

i. CLASS IX, Repair Parts:

- Review on hand PLL listing from the ULLS-Ground/Aviation computer. Requisition authorized shortages per Commanders guidance.
- Perform Commanders review of PLL listing, have Commander verify. (Commanders signature required)
- Requisition Class IX items required.

j. CLASS X, Military Support to Civilian Authority:

**2. Services**

- Determine special need requirements i.e. catered meals in route, billeting in route, fuel in route, and coordinate use/request for aid items.
- Determine requirements for porta-potties and submit initial request to AK -DOL-LOG and Directorate of Reserve Components. State the date required, number required by date, and locations. (8 digit grid coordinates)
- Determine billeting requirements at the AT site, and submit initial request to the training site by estimated total unit strength, break down by Officer, Warrant Officer, Senior Enlisted, (E-8 and above) female and enlisted.
- Submit request for communication assets (cell phones, etc) to the Director of Information Management (DOIM) with copy furnished to AK -DOL-LOG.

**3. Transportation**

- Submit DA Form 1265/1266, Request for Convoy Clearance to Defense Movement Coordinator (DMC) office at JFHQ.
- Submit commercial bus request form to the Commercial Transportation office at USPFO.
- Submit request for Commercial Hauling of equipment to the Commercial Transportation office at USPFO.
- Submit request for GSA vehicles to the Transportation office at JFHQ.
- Submit request to use GSA vehicles out of state to the Transportation office at JFHQ.

## 90 Days Before the Beginning of Annual Training

### 1. Supplies

- a. CLASS I, Subsistence:
  - Update Strength and Feeder Report through channels to the USPFO-SSA as well as the DA Form 1687 Delegation of Authority with the Commanders Assumption of Command. Ensure that the supporting TISA has received forms.
  - Submit requisition for Meals Ready to Eat (MRE) via PBUS for convoy requirements to and from Home Station.
  - Arrange through DOL for inspection of water trailers.
- b. CLASS II, Sets, Kits and Outfits:
  - Follow up on requisition for Single Serve Items.
  - Follow up on requisition for Tent Pegs.
  - Follow up on requisition for OCIE maintenance items.
  - Follow up on requisition for Cleaning Supplies.
  - Follow up on requisition for AT office supplies.
  - Ensure that training site has received DA Form 1687 and Commanders Assumption of Command Memorandum.
- c. CLASS III, Petroleum Oil and Lubricants (POL):
  - Follow up on requisition for Package POL, oil, grease, hydraulic fluid etc.
  - Follow up on Project Bulk Fuel Requirements, (JP8, DF2, and MOGAS) and submitted projections to AK -DOL-SMM. Ensure supporting site has received DA Form 1687.
- d. CLASS IV, Construction and Barrier Material:
  - Follow up on request for items submitted to AK-DOL-LOG.
- e. CLASS V, Ammunition:
  - Follow up on submitted DA Form 581, Request for Issue of Ammunition, for all Class V requested through channels to the training site Ammunition Supply Point (ASP) and adjust requirements if necessary.
  - Ensure Training site ASP has received DA Form 1687 and a copy of Commanders Assumption of Command Memorandum.
  - Ensure that Training Site ASP, SOP is on hand in sufficient copies to support training requirements.
  - Ensure Training Site Range Supply has received DA Form 1687 with Commanders Assumption of Command Memorandum.
- f. CLASS VI, Personal Demand Items:
  - Review and update request sent to ASDF G4.
- g. CLASS VII, Major End Items:
  - Follow up on submitted FORSCOM Form 156-1-R Annual Training Equipment Requirements to AK-DOL-LOG/SMM.
  - Ensure that DA Form 1687 and Commanders Assumption of Command Memorandum was received at the training site supporting MATES/UTES.
- h. CLASS VIII, Medical Material:

- Follow up on ordered CTA 8-100 items. (Foot powder, sunscreen, insect repellent, etc.)
- Review requirements for authorized Class VIII items and follow up on request to AK-DOL-LOG.
- Follow up on inventory of unit medical sets, kits and outfits shortage requisition.

i. CLASS IX, Repair Parts:

- Review on hand PLL listing from the ULLS-Ground/Aviation computer. Follow up on requisitioned shortages per Commanders guidance.
- Perform Commanders review of PLL listing, have Commander verify. (Commanders signature required)
- Follow up on requisitioned Class IX items.

j. CLASS X, Military Support to Civilian Authority:

**2. Services**

- Follow up on special need requirements i.e. catered meals in route, billeting in route, fuel in route. Ensure all request have been received by the appropriate directorate/business.
- Review requirements for porta-potties and submit adjustment requests to AK -DOL-LOG or Directorate of Reserve Components at the training site with copy furnished to AK-DOL-LOG. State the date required, number required by date, and locations. (8 digit grid coordinates)
- Review billeting requirements at the AT site, and submit adjustment request to the training site by estimated total unit strength, break down by Officer, Warrant Officer, Senior Enlisted, (E-8 and above) female and enlisted.
- Review request for communication assets (cell phones, etc) to the Director of Information Management (DOIM) with copy furnished to AK -DOL-LOG. Adjust as necessary.

**3. Transportation**

- Review DA Form 1265/1266, Request for Convoy Clearance. Submit any changes to the Transportation office at JFHQ.
- Review commercial bus request and submit any changes to the Commercial Transportation office at USPFO.
- Review request for Commercial Hauling of equipment to the Commercial Transportation office at USPFO.
- Review request for GSA vehicles and submit the Transportation office at JFHQ.
- Follow up on request to use GSA vehicles out of state.



## 60 Days Before the Beginning of Annual Training

### 1. Supplies

- a. CLASS I, Subsistence:
  - Update Strength and Feeder Report through channels to the USPFO-SSA as well as the DA Form 1687 Delegation of Authority with the Commanders Assumption of Command. Ensure that the supporting TISA has received forms.
  - Ensure DFAC request is submitted.
  - Follow up on request for MRE to the USPFO-SSA.
  - Follow up on request for ice through the supporting TISA, adjust requirements as appropriate. Furnish copy of corrected request to AK -DOL-LOG.
  
- b. CLASS II, Sets, Kits and Outfits:
  - Follow up on requisition for Single Serve Items.
  - Follow up on requisition for Tent Pegs.
  - Follow up on requisition for OCIE maintenance items.
  - Follow up on requisition for Cleaning Supplies.
  - Follow up on requisition for AT office supplies.
  - Ensure that training site has received DA Form 1687 and Commanders Assumption of Command Memorandum.
  
- c. CLASS III, Petroleum Oil and Lubricants (POL):
  - Follow up on requisition for Package POL, oil, grease, hydraulic fluid etc.
  - Follow up on Project Bulk Fuel Requirements, (JP8, DF2, and MOGAS) and submitted projections to AKARNG -DOL-SMM. Ensure supporting site has received DA Form 1687.
  
- d. CLASS IV, Construction and Barrier Material:
  - Follow up on request for items submitted to AK-DOL-LOG
  
- e. CLASS V, Ammunition:
  - Follow up on submitted DA Form 581, Request for Issue of Ammunition, for all Class V items requested through channels to the training site Ammunition Supply Point (ASP) and adjust requirements if necessary.
  - Ensure Training site ASP has received DA Form 1687 and a copy of Commanders Assumption of Command Memorandum.
  - Ensure that Training Site ASP, SOP is on hand in sufficient copies to support training requirements.
  - Ensure Training Site Range Supply has received DA Form 1687 with Commanders Assumption of Command Memorandum.
  
- f. CLASS VI, Personal Demand Items:
  - Review and update request sent to AK -DOL-LOG.
  
- g. CLASS VII, Major End Items:
  - Follow up on submitted FORSCOM Form 156-1-R Annual Training Equipment Requirements to AK -DOL-LOG/SMM.

- Ensure that DA Form 1687 and Commanders Assumption of Command Memorandum were received at the training site supporting MATES/UTES.

h. CLASS VIII, Medical Material:

- Follow up on ordered CTA 8-100 items. (Foot powder, sunscreen, insect repellent, etc.)
- Review requirements for authorized Class VIII items and follow up on request to AK -DOL-LOG.
- Follow up on inventory of unit medical sets, kits and outfits shortage requisition.

i. CLASS IX, Repair Parts:

- Review on hand PLL listing from the ULLS-Ground/Aviation computer. Follow up on requisitioned shortages per Commanders guidance.
- Perform Commanders review of PLL listing, have Commander verify. (Commanders signature required)
- Follow up on requisitioned Class IX items.

j. CLASS X, Military Support to Civilian Authority:

**2. Services**

- Follow up on special need requirements i.e. catered meals in route, billeting in route, fuel in route. Ensure all requests have been received by the appropriate directorate/business.
- Review requirements for porta-potties and submit adjustment requests to AK -DOL-LOG or Directorate of Reserve Components at the training site with copy furnished to AK -DOL-LOG. State the date required, number required by date, and locations. (8 digit grid coordinates)
- Review billeting requirements at the AT site, and submit adjustment request to the training site by estimated total unit strength, break down by Officer, Warrant Officer, Senior Enlisted, (E-8 and above) female and enlisted.
- Review request for communication assets (cell phones, etc) to the Director of Information Management (DOIM) with copy furnished to AK -DOL-LOG. Adjust as necessary.

**3. Transportation**

- Review DA Form 1265, Request for Convoy Clearance. Submit any changes to the Transportation office at JFHQ.
- Review commercial bus request and submit any changes to the Commercial Transportation office at USPFPO.
- Review request for Commercial Hauling of equipment to the Commercial Transportation office at USPFPO.
- Review request for GSA vehicles and submit the Transportation office at JFHQ.
- Follow up on request to use GSA vehicles out of state.

## 30 Days Before the Beginning of Annual Training

### 1. Supplies

- a. CLASS I, Subsistence:
  - Finalize Strength and Feeder Report through channels to the supporting Troop Issue Subsistence Activity (TISA) as well as the DA Form 1687 Delegation of Authority with the Commanders Assumption of Command. Ensure that the supporting TISA has received forms.
  - Finalize request for MRE to the USPFO-Warehouse.
  - Finalize request for ice through channels to the supporting TISA, adjust requirements as appropriate. Furnish copy of corrected request to AK-DOL-LOG.
  
- b. CLASS II, Sets, Kits and Outfits:
  - Finalize requisition for Single Serve Items.
  - Finalize requisition for Tent Pegs.
  - Finalize requisition for OCIE maintenance items.
  - Finalize requisition for Cleaning Supplies.
  - Finalize requisition for AT office supplies.
  - Ensure that training site has received DA Form 1687 and Commanders Assumption of Command Memorandum.
  
- c. CLASS III, Petroleum Oil and Lubricants (POL):
  - Finalize requisition for Package POL, oil, grease, hydraulic fluid etc.
  - Finalize Project Bulk Fuel Requirements, (JP8, DF2, and MOGAS) and submitted projections to AK-DOL-SMM. Ensure supporting site has received DA Form 1687.
  
- d. CLASS IV, Construction and Barrier Material:
  - Finalize request for items submitted to AK -DOL-LOG
  
- e. CLASS V, Ammunition:
  - Finalize DA Form 581, Request for Issue of Ammunition, for all Class V requested through channels to the training site Ammunition Supply Point (ASP) and adjust requirements if necessary.
  - Ensure Training site ASP has received DA Form 1687 and a copy of Commanders Assumption of Command Memorandum.
  - Ensure that Training Site ASP, SOP is on hand in sufficient copies to support training requirements.
  - Ensure Training Site Range Supply has received DA Form 1687 with Commanders Assumption of Command Memorandum.
  
- f. CLASS VI, Personal Demand Items:
  - Finalize and update request sent to AKARNG -DOL-LOG.
  
- g. CLASS VII, Major End Items:
  - Finalize submitted FORSCOM Form 156-1-R Annual Training Equipment Requirements from Concentration Site to AK -DOL-LOG/SMM.
  - Ensure that DA Form 1687 and Commanders Assumption of Command Memorandum was received at the training site supporting MATES/UTES.

h. CLASS VIII, Medical Material:

- Finalize ordered CTA 8-100 items. (Foot powder, sunscreen, insect repellent, etc.)
- Review requirements for authorized Class VIII items and finalize request to AK -DOL-LOG.
- Follow up on inventory of unit medical sets, kits and outfits shortage requisition.

i. CLASS IX, Repair Parts:

- Review on hand PLL listing from the ULLS-Ground/Aviation computer. Follow up on requisitioned shortages per Commanders guidance.
- Perform Commanders review of PLL listing, have Commander verify. (Commanders signature required)
- Finalize requisitioned Class IX items.

j. CLASS X, Military Support to Civilian Authority:

**2. Services**

- Finalize special need requirements i.e. catered meals in route, billeting in route, fuel in route. Ensure all requests have been received by the appropriate directorate/business. Do final coordination. Finalize requirements for porta-potties and submit adjustment requests to AK -DOL-LOG or Directorate of Reserve Components at the training site with copy furnished to AK -DOL-LOG. State the date required, number required by date, and locations. (8 digit grid coordinates)
- Finalize billeting requirements at the AT site, and submit adjustment request to the training site by estimated total unit strength, break down by Officer, Warrant Officer, Senior Enlisted, (E-8 and above) female and enlisted.
- Finalize request for communication assets (cell phones, etc) to the Director of Information Management (DOIM) with copy furnished to AK -DOL-LOG. Adjust as necessary.

**3. Transportation**

- Finalize DA Form 1265, Request for Convoy Clearance. Submit any changes to the Transportation office at JFHQ.
- Finalize commercial bus request and submit any changes to the Commercial Transportation office at USPFO.
- Finalize request for Commercial Hauling of equipment to the Commercial Transportation office at USPFO.
- Finalize request for GSA vehicles and submit the Transportation office at JFHQ.
- Finalize request to use GSA vehicles out of state.

## ANNEX G SCHOOLS REQUEST SOP

**1. Purpose** This policy provides guidance pertaining to individual military training requested requesting quotas and funds, submitting Authorizations and Vouchers and submitting Requests for Orders (RFO).

a. ASDF G3 will manage schools request.

b. The priority of training is: State Military Occupational Specialty Qualification (SMOSQ), Non Commissioned Officer Education System/Officer Education System (NCOES/OES), Functional and Additional Skill Identifiers (ASIs), and Special Schools.

c. Training requests and school issues will be coordinated through the ASDF G3. Soldiers and Units are not authorized to contact the school house or JFHQ-AK directly to coordinate quotas or training seats.

d. Training Justification: The BDE Order of Merit List (OML) will be used to determine the appropriate training for Soldiers, i.e., SMOSQ, ASI, or functional courses. Units desiring to send Soldiers to training not supported by the UMR must provide a memorandum to the G3 justifying the training.

**2. Requesting Training** Unit Commanders and BN S3s will be used as the primary means of requesting training.

a. If a Soldier cannot attend scheduled training, a substitution or cancellation must be immediately submitted to the G-3 to prevent that training seat from going unused. Cancellations/substitutions must be submitted to the G3 on a form provided to the units by the G-3. The G3 can provide this form if units do not possess a digital copy. Substitutions and cancellations must be sent as far in advance as possible to allow time for processing. If a soldier is reserved the manager of that Soldier must process the request. This can take several days. All substitutions and cancellations should be sent via email directly to the G-3 and cc'd to all elements in the appropriate chain of command. All cancellations/substitutions will be processed immediately upon receipt; however, transactions occurring less than fifteen days from the course start date will require a memorandum to the G-3 explaining the reason for the cancellation.

b. For every application, the responsible unit will maintain a DA Form 4187 signed by the Soldier requesting the training. When an application is submitted the soldier must be prepared to attend the requested course unless notified that the course has gone "non-conduct" or their reservation was cancelled. The application will remain active until they are reserved or the unit submits a cancellation or substitution.

c. If a Soldier fails to report for a scheduled course, their unit must submit a memorandum through their CoC to the G3 prior to that individual being rescheduled for any training. The memorandum must include, at a minimum, a description of the circumstances preventing the Soldier from attending training and a plan to prevent future incidents. Individuals with unjustified No-Shows will not be allowed to attend any courses other than SMOSQ for 12 months. It is important to take whatever steps are necessary to reduce no-shows. If the ASDF no-show rate exceeds 10% of allocated quotas future class seats may be adversely affected.

d. Units will ensure that Soldiers applying for schools meet all requirements, are not flagged, and satisfy the prerequisites for the specific course that they wish to attend.

e. Applications will be screened for accuracy by their higher headquarters prior to submission to the ASDF G3. Applications that are not properly filled out will be returned to the unit.

f. A special school will be allowed for the state NCO of the Year and the state Soldier of the Year, subject to the availability of funds and/or quotas.

g. Soldiers who wish to attend Officer Candidate School (OCS) must have the support of their CoC and coordinate the request with their Brigade G/S3. Soldiers assigned to the Recruit Sustainment Program (RSP) will coordinate their request with the R&R Det.

**3. Requesting Orders** State Active Duty (SAD) will be used to process all Soldiers performing duty in a traditional duty status. State of Alaska travel office will be used to process travel requests for all Soldiers who are traveling on G3 funds.

a. Only the G-3 has the authority to authorize G-3 funds. Expenses that are not authorized by the G-3 may not be reimbursed to the traveler. When modifying travel, i.e., airfare, lodging, rental car, etc., soldiers need to ensure that the added expenses are approved by the G-3.

b. School orders will be submitted once a soldier has obtained a Reservation. **The G-3 will not approve orders for soldiers who are in a Wait status.** Other scheduled training such as Annual Training (AT) and conferences will be submitted 90 days prior to the start date.

c. Soldiers are authorized to travel one day before the report date and one day after the end date. This is to allow sufficient time to report to a course; however the shortest amount of travel time will be used. If a Soldier/unit feels additional time is needed for travel the unit can approve military leave or passes. When travel is within the State of Alaska, Soldiers will generally be authorized travel only on the report and graduation dates.

d. Military quarters and meals must be utilized when the duty location is a military base unless a statement of non-availability (SNA) is obtained. The SNA must include a point of contact and contact phone number.

e. Rental cars will be authorized on a case-by-case basis provided there is a genuine need.

f. Soldiers are encouraged to utilize the individual airlines “free baggage for service members” program, by producing military ID and travel orders during check-in.

g. The ASDF G-3 Schools checklist must be filled out and submitted to the G-3 before the application will be processed.

h. Travel vouchers will be submitted within five business days of completing travel.

i. Airline ticket increases must be approved by the G-3 or the traveler may not be reimbursed.

j. Travelers that are issued a Government or State Travel Card (GTC) must ensure that the card is activated prior to traveling.

k. Orders must be input in a timely manner to ensure they are published prior to Soldiers beginning travel. Orders should be input as soon as Soldiers become reserved in courses.

**4. Orders Procedures.**

a. Travel Orders authorizations will include comments under “Other Trip Information”. Examples of common Authorizations comments the following:

<b>Standard Format</b>	<b>Example</b>
<b>Reason_Type_Location</b>	19D MOSQ Attendance, Ft Benning, GA 15T3 Ph2 ALC Attendance, Ft Eustis, PA G-3 Training Workshop, JBER, AK
<b>Month IDT_(#MUTA)_Location</b>	October IDT (4MUTA), JBER, AK November IDT (6MUTA), Fairbanks, AK
<b>Unit/Individual AT_Year_Location – or - Unit/Individual AT_Year_Reason_Type_Location</b>	Unit AT2015, Juneau, AK Individual AT2015 NTC, Ft Irwin, CA

b. Failure to identify the purpose of travel may result in an Authorization being returned.

**5. Orders Procedures.**

- a. Users who need to process orders must send requests for access through their CoC to the G-3.
- b. Units will forward an MOI to the G-3 in order to validate the travel for soldiers attending conferences or training.
- c. Request for Orders (RFOs) must be validated before the G-3 can publish them.

**6. Unit/Soldier Responsibilities Prior to Attending Individual Training.**

<b>PRIOR TO TRAINING</b>			
<b>Soldier Action</b>	<b>Unit Action</b>	<b>Brigade Action</b>	<b>G3 Action</b>
	Identify training need for Soldier NLT 31DEC for next FY's training.		
Passes APFT and HT/WT. Completes DA Form 4187 and application form and submit to unit.	Verify Soldier's PQR and check course SLR/prerequisite on. Review availability with Soldier and choose the most opportune class	Verify need for training, SLR/prerequisite, confirm RFO at level 1, and forward application.	Verify need for training, Soldier's status, SLR/prerequisite, and forward/reserve application.
Receives email notification of reservation and contacts unit to confirm attendance.	Review Soldier's application	Review RFO.	Review RFO and process for publishing.
<sup>1</sup> Collects appropriate documents and creates authorization	Assist and review Soldier's authorizations.	Review and forward authorization.	Review and approve authorization.
Receives welcome letter/MOI and prepare for training attendance.	Assist with packing list and other specific course requirements.		
Completes (Appendix H) School Checklist* with unit.	Complete (Appendix H) School Checklist* with Soldier. Provide copies of orders and authorization.		
<b>DURING TRAINING</b>			
<b>Soldier Action</b>	<b>Unit Action</b>	<b>Brigade Action</b>	<b>G3 Action</b>
Adheres to course/School House standards.			
Reports to unit if being recycled, not pass APFT or HT/WT, or returned to	Reports Soldier's status to Brigade. Coordinates and initiate appropriate action	Reports Soldier's status to ASDF CSM and G-3.	Takes appropriate action as needed.

the State for any other reason.	as needed (i.e. airplane ticket for return home, amendment to orders, etc).	Takes appropriate action as needed.	
<b>UPON RETURN FROM TRAINING</b>			
<b>Soldier Action</b>	<b>Unit Action</b>	<b>Brigade Action</b>	<b>G3 Action</b>
<sup>2</sup> Collects appropriate documents and creates voucher. Submits DA Form 1059 and/or other course certificates.	Assist and review Soldier's voucher. Update Soldier's record to reflect current qualification/ completion from course.	Review and forward voucher.	Review and forward voucher to State of Alaska travel office for process.
Plans for the next appropriate level of military education.	Assist in and advice in the planning of Soldier's career plan.		

8. This policy will remain in effect unless rescinded or amended. The point of contact for this action is the ASDF G3 LTC (AK) John C. James, (907) 354-5646. [john.c.james.nfg@mail.mil](mailto:john.c.james.nfg@mail.mil)



## **ANNEX H**

### **Modified**

#### **RESPONSIBILITIES - Chapter 1**

- 1-1. Confluence Portal State Administrator
- 1-2. Brigade Level Primary and Alternate Administrators
- 1-3. Battalion Level Primary and Alternate Administrators
- 1-4. Company Level Primary and Alternate Administrators
- 1-5. Platoon Level Leadership

#### **SUBMISSION RERQUIREMENTS – Chapter 2**

- 2-1. Guidance
- 2-2. Command Battle Focus
- 2-3. Training
- 2-4. Mandatory Tasks
- 2-5. Army Warrior Tasks (AWT)

#### **ADMINISTRATION FUNCTION – Chapter 3**

- 3-1. Confluence Access Plan
- 3-2. Creating and Managing Subordinate Units
- 3-3. Creating and Managing Event Locations

#### **CALENDAR FUNCTION – Chapter 4**

- 4-1. IDT/Event Colors

#### **SUBMISSION OF TRAINING SCHEDULE AND SUPPORTING DOCUMENTS – Chapter 5**

- 4-2. IDT Risk Management Worksheet
- 4-3. IDT Resource Request
- 4-4. Common Events on Training Schedules
- 4-5. Training Schedule Requirements

## **Chapter 1 Responsibilities**

### **1-1. State Administrator**

- a. The state administrator POC is located in the Department of Administrative Services.
- b. Make all changes to unit task organization for UICs within the state using “Confluence” Tool site, stay current on all updates and changes to “Confluence” and ensure updated information is provided to all users within the ASDF.
- c. Assist ASDF BDE S3 with approving unit IDT and AT Plans.
- d. Manage BDE Level Administrators for the ASDF.
- e. Meet with brigade level administrators at “Confluence” workshops focusing on units.
- f. Report a state roll up of mandatory tasks to the TAG on a quarterly basis.
- g. Report a state roll up of Army Warrior Tasks to the ASDF CSM on a quarterly basis.
- h. Provide “Confluence” training for operational users within the State quarterly or as requested.
- i. Work with and support unit System Administrators by troubleshooting problems/issues units encounter while using “Confluence”.
- j. Update “Confluence” SOP as needed when changes occur.
- k. Ensure all updates/changes are disseminated to subordinate units.

### **1-2. Brigade Level Primary and Alternate Administrators**

- a. Liaison with the State Administrator.
- b. Provide the State Administrator with suggestions and improvements.
- c. Stay current on all updates and changes to “Confluence” and ensure updated information is provided to all subordinate users.
- d. Ensure all subordinate units’ IDT and AT Plans are submitted and approved (Brigade Approved Level).
- e. Ensure all subordinate units Training Schedules and Support Packets are submitted and approved.
- f. Manage all subordinate unit user accounts IAW.
- g. Ensure all subordinate units update and validate training.
- h. Train all necessary leadership and full time unit support (FTUS) personnel on this SOP and “Confluence”.
- i. Ensure subordinate units are training their leadership and operators to properly use “Confluence” IAW this SOP.
- j. Help subordinate unit administrators troubleshoot “Confluence” issues/problems efficiently.

### **1-3. Battalion/Squadron Level Primary and Alternate Administrators**

- a. Liaison with the Brigade Level Administrators.
- b. Provide the Brigade Level Administrators with suggestions and improvements to “Confluence”.
- c. Stay current on all updates and changes to “Confluence” and ensure updated information is provided to all subordinate users.
- d. Ensure all subordinate units’ IDT and AT Plans are submitted and approved (Battalion/Squadron Approved Level).
- e. Ensure all subordinate units Training Schedules and Support Packets are submitted and approved IAW Section 2-3.
- f. Ensure all subordinate units update and validate training.
- g. Train all necessary leadership and full time unit support personnel on this SOP and “Confluence”.
- h. Ensure subordinate units are training their leadership and operators to properly use “Confluence” IAW this SOP.
- i. Help subordinate unit administrators troubleshoot “Confluence” issues/problems efficiently.

#### **1-4. Company Level Primary and Alternate Administrators**

- a. Liaison with the battalion level administrators. If a company's parent unit is a brigade then that unit's "Confluence" administrator will liaison with the appropriate brigade-level administrator.
- b. Provide the battalion level administrators with suggestions and improvements to "Confluence".
- c. Stay current on all updates and changes to "Confluence" and ensure updated information is provided to all subordinate users.
- d. Ensure company IDT and AT Plans are submitted and approved to a 1A (Company Approved Level) IAW Section 2-3.
- e. Ensure company training schedules and support packets are submitted and approved IAW Section 2-3.
- f. Update and validate training IAW Section 2-3 Paragraph E.
- g. Train all necessary leadership and full time unit support personnel on this SOP and "Confluence".
- h. Troubleshoot problems/issues in "Confluence" with battalion level administrators. If a company's parent unit is a brigade then that unit's "Confluence" administrator will troubleshoot problems/issues in "Confluence" with the appropriate brigade-level administrator.

#### **1-5. Platoon Level Leadership**

- a. Platoon Leaders, Platoon Sergeants, Squad/Section Leaders and Team Leaders will review their subordinates' personnel data **QUARTERLY** in "Confluence". If personnel data needs to be updated, Platoon leadership will notify their Company-level "Confluence" Administrator to input the appropriate data into "Confluence".
- b. The following tabs in "Confluence" must be filled out for each assigned Soldier:
  - (1) Schools
  - (2) Civilian
  - (3) Certifications
  - (4) Contact Info
  - (5) Family Data (if applicable)
  - (6) Military Licenses
  - (7) POV Licenses (if applicable)
  - (8) Individual Equipment
  - (9) Additional Duties
  - (10) Job Book
  - (11) PT History
  - (12) Weapons
  - (13) Airborne (if applicable)

## **Chapter 2**

### **Submission Requirements**

#### **2-1.Guidance**

- a. The Commander-ASDF will publish the upcoming FY Commander's Readiness Guidance (CRG) in March of the prior FY. The CRG will be uploaded in "Confluence" and briefed at the annual Training Resource Conference.
- b. Brigades and Battalions will publish and upload the upcoming FY YTG in "Confluence" between April and May of the prior FY.
- c. Battalions and separate Companies will publish and upload the upcoming FY YTG in "Confluence" in May of the prior FY.
- d. All units will brief their YTBs at the annual G3 Training Workshop and upload their completed products into "Confluence".

## **2-2.Command Battle Focus**

- a. All unit missions will be briefed and refined at the Training Resource Conference and uploaded in a new Mission/METL tab in “Confluence” for the upcoming FY NLT May of the prior FY.
- b. Units will conduct a METL cross-walk to identify specific tasks to be trained in the upcoming FY NLT May of the prior FY. The METL cross-walk will be briefed at the J/G-3 Training Workshop.
- c. Prior to the end of each FY all linked doctrinal tasks must be completed and assessed. Assessments will be briefed at the J/G3 Training Workshop.

## **2-3.Training**

- a. All units will submit the upcoming FY IDT plans in “Confluence” for approval by the G3 NLT the annual Training Resource Workshop.
  - (1) Training periods are defined by the fiscal year. Period 1 corresponds with the first IDT of the FY, Period 2 corresponds with the second IDT of the FY, Period 3 corresponds with the third IDT of the FY, etc.
  - (2) The Training Cycle is determined by the Yearly Training Schedule as created by the unit and is annotated by red, amber, and green. These will be annotated at the discretion of unit Commanders.
  - (3) TS and SP are inputted and approved in “Confluence” NLT 120 days prior to training execution by the BDE “Confluence” Administrator. SP documentation will be uploaded into the first event of the first day of the training period.
  - (4) All time is required to be recorded on the training schedule for IDT weekends for a 24hr period. A MUTA 5, for example, starts at 1200 on Friday. When the unit is dismissed at 2100 and the following formation is at 0630 on the following Saturday, the TS will reflect CDR/NCO time from 2100-2359 and from 0000-0630 to ensure complete coverage of the training period.
- b. All units will input and submit upcoming FY AT Plans in “Confluence” for approval by the G3 NLT the Training Resource Conference of the previous training year.
  - (1) 2<sup>nd</sup> STB will submit all subordinate unit AT Plans to the G3 NLT 01 May of the FY prior to the execution year.
  - (2) Units will build additional Training Day Sets (TDS) when requesting additional man days.
- c. All Training Schedules (TS) and Support Packets (SP) will be inputted and approved in “Confluence” 120 days prior to training execution. SP documentation will be uploaded into the first event of the first day of the training period.
- d. All training will be recorded within “Confluence” NLT five days after training execution. Company Administrators will review the recent IDT TS and will PASS/FAIL Soldiers for training events, input training scores and upload documents to justify training,

## **2-4. Training Tasks**

- a. All units will record the completion of all directed training/briefings into “Confluence”. The G3 will brief the Commander-ASDF quarterly on the status of all mandatory tasks.
- b. All units will record the completion of all Army Warrior Tasks (AWTs) into “Confluence”. The G3 will brief the ASDF CSM quarterly on the status of all AWTs.

## **Chapter 3**

### **Administration Function**

#### **3-1. “Confluence” Access Plan**

- a. Each Brigade Level will maintain the “Confluence” Access plan and unit System Administrator POC list for their subordinate units. Each command will notify the State Administrator through their access plan of any change in the unit’s System Administrator so it can be updated on the POC roster. The System Administrator POC roster will be reviewed and updated quarterly.

- b. Brigade Level System Administrators have the authority to allow or deny access to anyone within their command. System Administrators also have the authority to determine the roles assigned to subordinate users, in addition to the requirements outlined in this SOP.
- c. Commanders will identify the System Administrators for their units at the Brigade, Battalion/ Squadron and Company level.
- d. The following unit personnel will be added as users to “Confluence” at all unit levels and assigned the following group roles:

<b>Position</b>	<b>“Confluence” Group Role</b>
State Level Staff	Brigade Commander/CSM and Above Battalion Commander/CSM S3/G3 Company Ops Company Commander/ISG TARGTS (State AT Manager)
Brigade Staff	Brigade Commander/CSM and Above Battalion Commander/CSM S3/G3 Company Ops Company Commander/ISG
Battalion/Squadron Staff	Battalion Commander/CSM S3/G3 Company Ops Company Commander/ISG
Company Staff Platoon/Section Leader/Sergeant	Company Commander/ISG Company OPS
Squad Leader Team Leader	USER (View Only) or groups based on usage.

- e. “Confluence” unit administrators will be assigned a group role based on their unit position. Individual permissions assigned to “Confluence” Administrators for adding and managing users at the Brigade Level are as follows:

Add User
Edit User
Manage Groups
Move User Account

*Note: all Airborne unit administrators will be granted the additional JUMP roles in order to track jump log and status.*

### **3-2. Creating and Managing Subordinate Units**

- a. The G3 is responsible for managing units with UICs in “Confluence”. This includes submitting updated UIC templates to Help Desk when UIC’s and DUIC’s are activated and inactivated. The G3 will monitor and update the UIC template at least **ANNUALLY**.
- b. Unit Administrators will enter subordinate units without UICs in all capital letters, and include the name of the subordinate unit and the next higher unit so that it can be easily identified with its parent unit during system searches and on exported documents. An example format of a subordinate unit name is: “2<sup>nd</sup> STB, HQ SIG DET,”.
- c. All company level units will have a sub-unit to their command hierarchy. It will be ‘(UNIT, COMPANY), ETS/PCS/DISCHARGE’. As unit personnel move to one of these statuses the DTMS Administrator will

move them to that element (if moved to “ETS/PCS/DISCHARGE” element “Confluence” Administrator will detach Soldier using “MANAGE PERSONNEL” function). An example format of a subordinate unit name is “1-207<sup>TH</sup> AVN REGT, A CO, ETS/ PCS/ DISCHARGE”.

**3-3. Creating and Managing Event Locations**

- a. Event locations and training areas have been standardized by the G3 in “Confluence”. Where event locations are shared in “Confluence”, the organizing unit responsible for adding the location in “Confluence” in accordance with this SOP by the G3. Event/training locations include classrooms, drill floors, maintenance facilities, and other common use areas. When creating a new location in “Confluence” units will use the naming convention, “[TRAINING SITE or CITY], [BUILDING # or ADDRESS] – [ROOM #].

Ex.      Camp Denali, Bldg 49000 – RM B201  
             Alcantra Armory – RM 112  
             Fairbanks Armory – Drill Hall Floor

*Note: DO NOT ENTER UNIT INTO THE LOCATION. This is due to units sharing Armories. For example the 297<sup>th</sup> MP CO and 1-297<sup>th</sup> R&S, A Trp share the same armory. If one unit puts 297<sup>th</sup> MP CO – RM112 and the other unit puts 1-297<sup>th</sup> R&S, A Trp – RM112, no scheduling conflict will be shown on the training schedule.*

- b. The following standard abbreviations will be used when setting up locations. Battalions will provide a list of local training areas not included below the G3 IOT standardize naming conventions.

Abbreviation	Definition
JBER	Joint Base Elmendorf-Richardson
FWA	Fort Wainwright Alaska
DTA	Donnelly Training Area
YTA	Yukon Training Area
TFTA	Tanana Flats Training Area
BRTS	Black Rapids Training Site
ATA	Alcantra Training Area
BLDG	Building
RM	Room
TA	Training Area
LTA	Local Training Area

- c. The following standard naming conventions will be used:

Abbreviation	Definition
ASDF	Alaska State Defense Force
2 <sup>nd</sup> STB	2 <sup>nd</sup> Special Troops Battalion
2 <sup>nd</sup> SCT	2 <sup>nd</sup> Scout Battalion (Provisional)
BSC	Brigade Support Company
CM	Chemical
CO	Company
COS	Chief of Staff
CSAB	Combat Support Aviation Battalion
CSB	Combat Support Brigade
CSMS	Combined Support Maintenance Shop

CSS	Combat Service Support
CST	Civil Support Team
DCS	Deputy Chief of Staff
DET	Detachment
EN	Engineer
FA	Field Artillery
FMO	Facility Maintenance Office
FTG	Fort Greely
HHC	Headquarters and Headquarters Company
HHD	Headquarters and Headquarters Detachment
HHT	Headquarters and Headquarters Troop
HQ	Headquarters
HRO	Human Resources Office
IG	Inspector General
IM	Information Management
IN	Infantry
JFHQ	Joint Force Headquarters
LOG	Logistics
MEB	Maneuver Enhanced Brigade
MED	Medical
MFTR	Multi-Functional Training Regiment
MP	Military Police
NSC	Network Support Company
PA	Public Affairs
PER	Personnel
R&R	Recruiting and Retention
ROTC	Reserved Officer Training Corps
SAO	State Aviation Officer
SPT	Support
T-10	Title 10
TAG	The Adjutant General
TC	Troop Command
TNG	Training
TRANS	Transportation
USPFO	United States Property and Fiscal Office

**Chapter 4  
Calendar Function**

**4-1. IDT / Event Colors**

- a. Event colors will be marked as Major Event, Training Highlight, and Show on QTB and will show up on the Long Range Calendar (LRC). Units should ensure events are marked appropriately when scheduling training events.

**HIGHLIGHTS**

Pre-deployment operations; SRP		Aqua
CDR/NCO Time		Red
New Equipment Fielding and Training		Fuchsia

Community Support		Gray
<b>Annual Training, FTX, STX, XCTC, CTC and ODT Rotations , COMMEEX, All Live Fire Exercises and (CALFEX)</b>	<b>IDT / Major - LRC</b>	Green
Weapon/Equipment Maintenance		Lime
Rehearsals; Training, Briefing, Classes, Remedial PT, etc.		Maroon
DSCA Training		Navy
Simulation Training (EST, VCTC, HEAT, MTC etc.)		Olive
Workshops; State, DMVA, National, Military Balls & Ceremonies		Purple
<b>Mandatory Tasks/Briefings; AWT/D, APFT, Admin; (reports due, OERs, NCOERs, 4100s, etc), Routine medical (PHA)</b>	<b>IDT / Major - LRC</b>	Blue
"Not Used as of Now" - Reserved for the G3 use		Silver
Holidays/Training Holidays		Teal
Reoccurring Events; Rest plans, Formations, Personal Hygiene, Section Planning etc.		White
Inspections (OIP)		Yellow
<b>Weapons Qualification/Gunnery; FIST Certification</b>	<b>IDT / Major - LRC</b>	Amber

## Chapter 5

### Submission of Training Schedule Supporting Documents

#### 5-1. IDT Risk Management Worksheet

Units will use DA Form 7566 (Composite Risk Management Worksheet) for completing the IDT risk assessment. This form is available for each event scheduled in DTMS. Once completed the form becomes a part of the event.

#### 5-2. IDT Resource Request

Units will use the "Confluence" Resource tab located in the event for requesting training resources through their unit Training/Readiness NCO.

#### 5-3. Common Events on Training Schedules

- (a) CDR/NCO Time
- (b) Leaders Meeting
- (c) First Formation
- (d) Additional Training/Opportunity Training (Hip Pocket Training)
- (e) Personal Hygiene
- (f) Meal Plan
- (g) Movement
- (h) CDR/Training Meeting
- (i) AAR
- (j) Final Formation
- (k) Rest Plan (Overnight Drill Only)

#### 5-4. Training Schedule Requirements

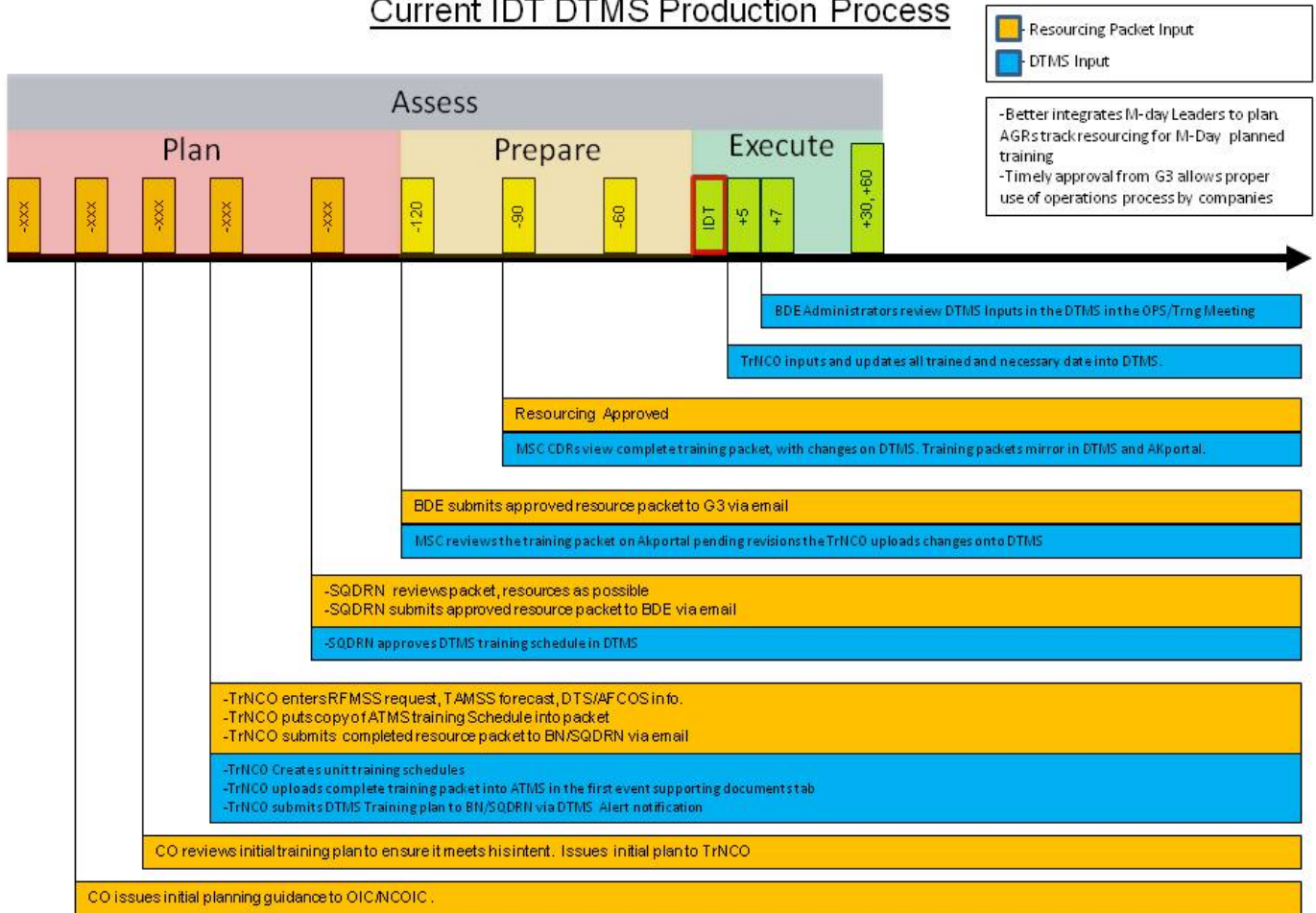
- a. At a minimum training schedules will:
  - (1) Include an event name
  - (2) Include an audience and designated roster
  - (3) Correlate the event color and event type with the type of training
  - (4) Include an event start and end date/time



- (5) Designate when and where training will occur
- (6) Indicate the risk level IAW DA Form 7566
- (7) Designate the POC(s) for the event
- (8) Designate who will be the trainer and/or alternate trainer
- (9) Designate the required uniform for the training event
- (10) Reference current Army Doctrine that the training is based on
- (11) Include **ALL** uploaded supporting documents in the first event of the training schedule
- (12) Include resources that are to be used for the event
- (13) Include **ALL** tasks being evaluated for training (if applicable)

**Appendix 1 (Omitted)**

# Current IDT DTMS Production Process



- Better integrates M-day Leaders to plan. AGRs track resourcing for M-Day planned training  
 - Timely approval from G3 allows proper use of operations process by companies

SSG BLANCHETT 907-428-6239



## Appendix 2

For Example: TY15																
	Oct-15	Nov-15	Dec-15	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-16	Nov-16	Dec-16	Jan-16
Mandatory Tasks*	X												X			
AWTs*	X												X			
TY15 AT Plans Upload						X										
TY15 IDT Plans Upload						X										
TY16 BN/SQN/CO - Mission/METLs Due						X										
TY17 CRG Published						X										
TY17 BDE CRG Published							X									
TY17 BN/SQN/CO - CRG Published								X								
TY17 BDE - Mission/METLs Due												X				
TY17 BDE YTB												x				
TY16 2nd QTR QTB Upload			X												X	
TY16 3rd QTR QTB Upload						X										
TY16 4th QTR QTB Upload									X							
TY17 1st QTR QTB Upload												X				
TY17 2nd QTR QTB Upload															X	
January TS/SP Due												X				
February TS/SP Due	X												X			
March TS/SP Due		X												X		
April TS/SP Due			X												X	
May TS/SP Due				X												X
June TS/SP Due					X											
July TS/SP Due						X										
August TS/SP Due							X									
September TS/SP Due								X								
October TS/SP Due									X							
November TS/SP Due										X						
December TS/SP Due											X					
* - <b>ALL</b> Mandatory Tasks and AWTs will be made as events on 01OCT of each TY																

**Appendix 3**

For Example: TY15					
	G Staff	BDE	BN/SON	CO	
TY15 Resource Workshop	Approve TY16 AT Plans and present to NSB	Approve and Submit TY16 AT Plans for 5A Approval	Approve and Submit TY16 AT Plans for 3A Approval	Submit TY16 AT Plans for 2A Approval	
	Approve TY16 IDT Plans	Approve and Submit TY16 IDT Plans for 5A Approval	Approve and Submit TY16 IDT Plans for 3A Approval	Submit TY16 IDT Plans for 2A Approval	
	CRG Published NLT TY15 MAR				
Interim		CRG Published NLT TY15 APR	CRG Published NLT TY15 MAY	CRG Published NLT TY15 MAY	
	Review 120 Days Out Training Schedules and Support Packets at the OPS/Training Meeting	Ensure and Report 120 Days Out Training Schedules and Support Packets to the G3	Approve xxx Days Out Training Schedules and Support Packets	Submit xxx Days Out Training Schedules and Support Packets for Approval	
	Review Required Training Events in DTMS After Recent IDT Weekend at the OPS/Training Meeting	Ensure Required Training Events are in DTMS NLT 5 Days After Recent IDT Weekend	Ensure Required Training Events are in DTMS NLT xxx Days After Recent IDT Weekend	Update Required Training Events in DTMS NLT xxx Days After Recent IDT Weekend	
		Upload TY16 and 4th QTR QTR	Upload TY16 and 4th QTR QTR	Submit TY16 Mission/METIS for Approval	
		Approve TY16 Mission/METIS	Approve TY16 Mission/METIS	Submit TY16 Mission/METIS for Approval	
		Review and Report ATMS Unit Status at Weekly OPS/Training Meeting	Review and Report ATMS Unit Status	Review and Report ATMS Unit Status	
TY15 Training Workshop		Upload TY17 YTB	Upload TY17 YTB	Upload TY17 YTB	
	Approve TY17 Mission/METIS	Submit TY17 Mission/METIS	Upload TY17 1st QTR QTR	Upload TY17 1st QTR QTR	
Interim		Upload TY17 2nd QTR QTR	Upload TY17 2nd QTR QTR	Create Mandatory Tasks and AWTs on 01OCT	
	Review 120 Days Out Training Schedules and Support Packets at the OPS/Training Meeting	Ensure and Report 120 Days Out Training Schedules and Support Packets to the G3	Approve xxx Days Out Training Schedules and Support Packets	Submit xxx Days Out Training Schedules and Support Packets for Approval	
	Review Required Training Events in DTMS After Recent IDT Weekend at the OPS/Training Meeting	Ensure Required Training Events are in DTMS NLT 5 Days After Recent IDT Weekend	Ensure Required Training Events are in DTMS NLT xxx Days After Recent IDT Weekend	Update Required Training Events in DTMS NLT xxx Days After Recent IDT Weekend	

## ANNEX I REFERENCES

Alaska State Statute 26 - <http://www.legis.state.ak.us/basis/statutes.asp>  
[AR 5-13 - Total Army Munitions Requirements Process and Prioritization System](#)  
[AR 30-22 - The Army Food Service Program](#)  
[AR 40-5 - Preventive Medicine](#)  
[AR 40-61 - Medical Logistics Policies](#)  
[AR 190-13 - The Army Physical Security Program](#)  
[AR 200-1 - Environmental Protection and Enhancement](#)  
[AR 220-1 - Army Unit Status Reporting and Force Registration – Consolidated Policies](#)  
[AR 350-1 - Army Training and Leader Development](#)  
[AR 350-32 – Army Foundry Training Intelligence Program](#)  
AR 350-4 - Army Physical Fitness Training  
[AR 350-9 - Overseas Deployment Training \(ODT\)](#)  
AR 350-17 - Non-Commissioned Officer Development Program  
AR 350-35 - Army Modernization Training  
[AR 385-10 - Army Safety Program](#)  
[AR 525-13 - Antiterrorism](#)  
DA Pam 350-38- Standards in Weapons Training  
[FM 3-19.15- Civil Disturbance Operations](#)  
[FM 21-10 - Field Hygiene & Sanitation](#)  
FM 21-20 - Physical Fitness Training  
[ADP 7-0 - Training For Full Spectrum Operations](#)  
FM 31-2- Doctrine for Special Forces Operations  
[FM 5-19 – Composite Risk Management](#)  
FORSCOM Reg. 220-1 - Unit Status Report  
FORSCOM Reg. 220-2 - Reserve Component Training Assessment  
FORSCOM Reg. 350-4 - Active Component/Reserve Component (ACRC) Training Associations  
FORSCOM Supplement to AR 350-9 - Overseas Duty for Training (ODT)  
FORSCOM Reg. 350-23 - Command Mobilization Exercise Program ARNG  
FORSCOM/ARNG Reg. 350-2 - Reserve Component Training  
[NGB Pam 350-1- Training Administrative Instructions](#)  
[NGR 350-1- Army National Guard Training](#)  
[NGR 500-1 – National Guard Domestic Operations](#)  
[NGR 600-200 - Enlisted Personnel Management](#)  
[STP 21-1-SMTC- Soldier’s Manual of Common Tasks](#)  
[STP 21-24-SMTC- Soldier’s Manual of Common Tasks Skill Level 2-4](#)  
USASOC (A) Reg. 350-2 - Airborne Operations  
AKARNG Reg. 350-2 - Intelligence and Language Training  
AKARNG Circular 350-4 - Multi-Year Training Program

**ANNEX J  
GLOSSARY**

Term	Definition
AAAC	Army Accident Avoidance Course
AAAR	Assistant Adjutant General - Army
AAAR AK	Assistant Adjutant General – Army Alaska
AAR	After Action Review
AASF	Army Aviation Support Facility
ACCP	Army Correspondence Course Program
ADOS	Active Duty Operational Support
ADSC	Additional Duty Safety Course
ADSNCO	Additional Duty Safety NCO
ADSO	Additional Duty Safety Officer
ADSW	Active Duty for Special Work
ADT	Active Duty for Training
AFAM	ATRRS Funding Allocation Model
AFCOS	Automated Funds Control System
AFTP	Additional Flight Training Period
AGR	Active Guard Reserve
AKARNG	Alaska Army National Guard
ALC	Advanced Leaders Course
AMV	Army Motor Vehicle
ARAP	Army Readiness Assessment Program
ARFORGEN	Army Force Generation
ARNG	Army National Guard
ARSTRUC	Army Structure Memorandum
ARTEP	Army Training and Evaluation Program
ASAP	Alaska Substance Abuse Program
ASDF	Alaska State Defense Force
ASI	Additional Skill Identifier
ASO	Aviation Safety Officer
ASOC	Aviation Safety Officer Course
ASP	Ammunition Supply Point
AT	Annual Training
ATM	Aircrew Training Manual
ATMS	Army Training Management System
ATO	Antiterrorism Operations
ATP	Additional Training Period
ATRRS	Army Training Requirements and Resources System
AUTA	Additional UTA
AWT	Army Warrior Training
BCT	Basic Combat Training

BFSB	Battlefield Surveillance Brigade
BOLC	Basic Office Leadership Course
CATS	Combined Arms Training Strategy
CCT	Contract Contingency Team
CES	Civilian Education System
CIP	Command Inspection Program
CLCC	Combined Land Component Commander
CME	Continuing Medical Education
CMT	Common Military Training
CPLAN	Command Plan
CRG	Command Readiness Guidance
RA	Composite Risk Management
RA-B	Composite Risk Management Basic Course
CSC	Commander's Safety Course
CSEPP	Chemical Stockpile Emergency Preparedness Program
CSMS	Consolidated State Maintenance Shop
CST	Civil Support Team
CSTL	Civil Support Task List
CST-WMD	Civil Support Team – Weapons of Mass Destruction
CTA	Commander's Training Assessment
CTC	Combat Training Center
CUSR	Commander Unit Status Reports
DET	Displaced Equipment Training
DL	Distributed Learning
DMC	Defense Movement Coordinator
DMOS	Duty Military Occupational Skill
DMOSQ	Duty Military Occupational Skill Qualification
DOIM	Director of Information Management
DOL	Directorate of Logistics
DOMOPS	Domestic Operations
DPT	Disaster Preparedness Training
DSCA	Defense Support to Civil Authorities
DTMS	Digital Training Management System
DTS	Defense Travel System
EDP	Equipment Distribution Plan
ET	Equivalent Training
EW	Electronic Warfare
FA	Functional Administrator
FI	Force Integration
FIRO	Force Integration Readiness Officer
FLL	First Line Leader
FMS	Field Maintenance Shop
FP	Force Protection

FSO	Full Spectrum Operations
FSSP	Force Structure Strategic Planning
FTNGD-OS	Full-Time National Guard Duty for Operational Support
FTNGD-TNG	Full-Time National Guard Duty for Training
FTRF	Full-Time Recruiting Force
FTX	Field Training Exercise
GLO	Ground Liaison Officer
GSA	General Service Administration
GSOC	Ground Safety Officer Course
GTC	Government Travel Card
HAZMAT	Hazardous Material
HEAT	HMMWV Egress Assistance Trainer
IADT	Initial Active Duty for Training
IAW	In Accordance With
ICS	Incident Command System
IDFH	Inactive Duty Funeral Honors
IDT	Inactive Duty Training
IERW	Initial Entry Rotary Wing
IET	Initial Entry Training
ILE	Intermediate Level Education
IMET	Individual Military Education and Training
IMT	Initial Military Training
IPR	In-Progress Review
IRT	Innovative Readiness Training
ISO	In Support Of
JBER	Joint Base Elmendorf Richardson
JFHQ	Joint Forces Headquarters
JUTA	Jump UTA
LNO	Liaison Officer
LOD	Line-Of-Duty
LRS	Logistics Readiness Squadron
LTA	Land Transport Authority
MACDIS	Military Assistance to Civil Disturbances
MATES	Maneuver Area Training Equipment Site
METL	Mission Essential Task List
MFTR	Multi-Functional Training Regiment
MPAD	Military Public Affairs Detachment
MQS	Military Qualification Standard
MSC	Major Subordinate Command
MSCLEA	Military Support to Civil Law Enforcement Agencies
MSP	Mission Support Plan
MTP	Mission Training Plan
MTT	Military Transition Team



MTT	Mobile Training Team
MUTA	Multiple Unit Training Assembly
NCODP	Non-Commissioned Officer Development Program
NCOES	Non-Commissioned Officer Education System
NEF	New Equipment Fielding
NET	New Equipment Training
NGB	National Guard Bureau
NGB-ARQ	NGB Material Programs Division
NGCS	National Guard Civil Support
NGRF	National Guard Reaction Forces
NIMS	National Incident Management System
NMIB	New Material Information Brief
NOS	Notification of Sourcing
NPATP	Non-Paid Additional Training Period Order
NRF	National Response Framework
NVD	Night Vision Device
OCS	Officer Candidate School
ODP	Officer Development Program
ODT	Overseas Deployment Training
ODTA	Organizational Defense Travel Administrator
OES	Officer Education System
OIP	Organizational Inspection Program
OPSEC	Operational Security
PCC	Pre-Command Course
PEC	National Guard Professional Education Center
PHYSEC	Physical Security
PLL	Prescribed Load List
PM	Program Manager
PME	Professional Military Education
POL	Petroleum Oil and Lubricants
PTAE	Pre-mobilization Training Assistance Element
QAQC	Quality Assurance/Quality Check
QMS	Quota Management System
QS	Quota Source
QSM	Quota Source Manager
RCTI	Reserve Component Training Institution
REC	Record of Environmental Consideration
REDCARD	Fire Suppression Training
RFMSS	Range Facility Management Support System
RFO	Requests for Orders
RLAS	Regional Level Application Software
RMA	Readiness Management Periods
RON	Remain over Night

ROTC	Reserve Officer Training Corps
RSP	Recruit Sustainment Program
RTA	Rescheduled Training Assembly
SAD	State Active Duty
SAO	State Aviation Office
SI	Skill Identifier
SIDPERS	Standard Installation and Division Personnel Reporting System
SLC	Senior Leaders Course
SM	Soldier's Manual
SMP	Simultaneous Membership Program
SMRT	Soldier Master Resilience Training
SNA	Statement of Non-Availability
SQI	Special Qualification Identifier
SSC	Senior Service College
SSD	Self-development Training
STA	Split Training Assembly
STO	State Training Officer
STP	Soldier's Training Plan
STT	Sergeant's Training Time
TAA	Total Army Analysis
TADSS	Training Aids, Devices, Simulators, and Simulations
TAMIS	Total Ammunition Management Information System
TAOD	Training Analysis On Demand
TASS	The Army School System
TESS	Tactical Engagement Simulation System
TISA	Troop Issue Subsistence Activity
TRiPS	Travel Risk Planning System
TRO	Training and Readiness Oversight
TS-MATS	Training Support-Materiel Armywide Tracking System
TSP	Training Support Packet
TY	Training Year
UECO	Environmental Compliance Officer
ULLS	Unit Level Logistics System
UMO	Unit Movement Officer
UMR	Unit Manning Roster
URV	Unit Readiness Validation
USAMPS	U.S. Army Military Police School
USARAK	United States Army Alaska
USPFO	U.S. Property and Fiscal Office
USPFO-SSA	USPFO Supply Support Activity
USR	Unit Status Report
UTA	Unit Training Assembly

UTES	Unit Training Equipment Site
WFF	War Fighting Functions
WOES	Warrant Officer Education System
WT&BD	Warrior Tasks and Battle Drills
YRT	Year-Round Annual Training
YTB	Yearly Training Brief
YTG	Yearly Training Guidance
YTP	Yearly Training Plan