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Training

AIR NATIONAL GUARD CIVIL ENGINEER DEPLOYMENT FOR TRAINING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 36-22, *Military Training,* and ANGI 36-2001, *Management of Training and Operational Support within the Air National Guard,* by requiring commands at all levels to identify military training and resource requirements including workday management and establish supplementary training programs for the delivery and completion of civil engineer career field training. This instruction further implements AFI 10-201, *Status of Resources and Training System (SORTS),* AFI 10-209, *RED HORSE Program,* AFI 10-210, *PRIME Base Engineer Emergency Force (BEEF) Program,* and, by establishing contingency training requirements and SORTS reporting criteria for civil engineer organizations.

SUMMARY OF REVISIONS

This revision includes the Air National Guard (ANG) Civil Engineer (CE) Deployment policy, Workday management, financial management, Deployments for Training (DFT) After-Actions reporting, Regional Training Site (RTS) attendance policy, and various administrative adjustments.

Chapter 1

INTRODUCTION

1.1. General. Skilled and trained personnel are critical to the Air Force (AF) in providing a strong national defense capability. This instruction prescribes ANG CE policy, for the scheduling and conduct of ANG CE deployments program. It establishes responsibilities for the development, management, and execution of a military deployments program for ANG CE personnel.

1.2. Strategy. Develop, manage, and execute a deployments program that provides realistic and flexible training which produce a highly skilled, motivated force capable of carrying out all tasks and functions in accomplishing the AF mission. This program should complement formal training programs and enhance unit capabilities in the delivery of such training.

1.3. Objective. The ANG CE deployment program provides:

1.3.1. The best trained individuals, units, and forces possible.

1.3.2. Increased readiness and military effectiveness through quality program management.

1.3.3. Job oriented, realistic technical training in the skill and knowledge required to perform effectively in Air Force Specialties (AFS).

1.3.4. A balance of training capability and cost.

1.3.5. Rigorous evaluation, feedback, and improvement to ensure training programs prepare our forces to meet the challenges of the future.

Chapter 2

DEPLOYMENT POLICY

2.1. General. The deployment program provides CE commanders the opportunity to accomplish annual training and mission support to maintain the highest state of readiness possible.

2.2. Objective. Air National Guard Civil Engineer, Readiness Division, Operations Branch (ANG/CEXO) will seek out deployment opportunities that provide unique challenges to meet wartime skills training. Such deployments include Humanitarian/Civic Action (HCA) projects in Central America and the Caribbean, as well as overseas (OCONUS) deployments in Asia and Europe, and exchange programs where possible with Canada, United Kingdom, and Norway. These types of deployments are valuable for developing unit preparedness, flexibility, confidence, initiative, and integrity and have brought recognition and praise from United States ambassadors, political leaders of the host nation, and military leaders from other services. They provide the best possible exposure to challenges approximating real mobilization scenarios.

2.2.1. Aerospace Expeditionary Force (AEF) taskings (including other real-world missions) will receive FIRST priority for annual deployments, scheduled Silver Flag Exercises are considered SECOND priority, and DFT and other training requirements are the THIRD priority. Every effort will be made to avoid conflicts between AEF and Silver Flag Exercise.

2.2.2. Commanders should program to accomplish annual training and mission support to maintain the highest readiness possible. Classroom and on-the-job-training (OJT) should be maximized at home station during Unit Training Assemblies (UTAs), with supplemental use of DFTs to meet requirements that are beyond home station capabilities.

2.2.2.1. The systematic accomplishment of training during the limited training time available necessitates the development and publication of a master training plan. Commanders will develop and maintain a master training plan that addresses all phases of Enlisted Specialty Training (EST) and contingency training as well as other wing/unit activities.

2.2.2.2. The master training plan will include EST for each Air Force Specialty Code (AFSC), contingency training, Operational Readiness Exercises (ORE) / Operational Readiness Inspections (ORI), AEF commitments, Silver Flag Exercises, and other unique training requirements i.e. Regional Equipment Operators Training (REOTS), crane operator licensing, and pest management re-certification.

2.2.3. Air National Guard Civil Engineer, Readiness Division (ANG/CEX) will allocate DFTs to units after a review of SORTS, AEF participation, dates of availability, training requirements, prior deployment history, RTS deployments, airlift availability, and theater wartime task criteria.

2.2.4. Units with a SORTS rating (C-2 or lower) in any measured training area will not be considered for DFT participation unless the DFT will satisfy that particular training deficiency.

2.2.4.1. The limited availability of mission essential equipment (MEE) at home station necessitates the use of RTS for the completion of SORTS reportable mandatory training. SORTS frequency schedules in accordance with (IAW) AFI 10-209 and AFI 10-210 dictate training requirements.

2.2.4.2. Units are encouraged to schedule RTS deployments annually, however, units not attending an RTS with all assigned personnel every three years will not be considered for DFT participation until such visit is accomplished.

2.2.4.3. Units desiring training at an RTS will make their own arrangements with the site coordinator and submit airlift requests on National Guard Bureau (NGB) 214, *Unit Training Airlift Request*, to coincide with the quarterly airlift conferences. This airlift request form can be accessed at website "**https://dox.ang.af.mil/form214/default.asp**", and must be coordinated through the Wing Plans Office (XPL). Additionally, if a unit is within 300 miles of the RTS they request to attend, ground transportation will be utilized. Refer to Paragraph **2.5.2.1.**, for additional requirements.

2.2.5. Deployments will be scheduled on a fiscal year (FY) (October-September) basis. A limited number are scheduled during the first quarter (October-December) of each FY to take advantage of ANG airlift resources.

2.2.6. In April, the ANG Civil Engineer Functional Directorate (ANG/CE) will send all ANG CE units a Deployment for Training Call Letter. This DFT call letter will include both requests for training deployments and requests for hosting teams.

2.2.6.1. Units must respond to the Deployment for Training Call Letter as directed. Units failing to respond by required date may not receive DFT consideration for the affected time/year.

2.2.6.2. Units will indicate availability to perform a deployment on the annual request for deployments questionnaire.

2.2.6.3. Firefighters and explosive ordinance disposal personnel will be tasked with their respective CE unit unless the host base cannot provide the deployment support required for these specialties. ANG Civil Engineer, Readiness Division, Fire Protection Branch (ANG/CEXF) and ANG Civil Engineer, Readiness Division, Explosive Ordnance Disposal (EOD) Branch (ANG/CEXD) will work to find the best training opportunities available for fire protection and explosive ordinance disposal personnel in these cases.

2.2.6.4. Wing, and Support Group commanders must concur with DFT requests to ensure unit is capable of participating in the deployments program. ANG/CEXO will not accept a DFT request without proper endorsement.

2.2.6.5. All deployment requests are subject to approval by the respective State Adjutants General for Air or Commanding General.

2.2.6.6. ANG/CE encourages taking other support personnel as conditions dictate or when space is available. Units should consider taking medics on deployments where field conditions are directed and medical support is limited. Public affairs, Services, and chaplain personnel should be considered, particularly when accomplishing a nations building deployment. Include security forces personnel as required.

2.2.6.6.1. ANG/CEXO provides funding for CE personnel and will not cover other functional areas.

2.3. Aerospace Expeditionary Force Commitment. AEF is the number one priority of the ANG. All other activities, including training, DFTs, and inspections, are subordinate to the requirement to satisfy a

unit's tasked AEF commitments. Every effort is made to coordinate a unit's AEF participation and other activities to avoid conflict and maximize deployment opportunities.

2.3.1. AEF scheduling should maximize Unit Type Code (UTC) taskings/integrity. ANG/CE will fill the positions through a volunteer basis, at this time.

2.3.1.1. The method of filling AEF may be adjusted as Ops Tempo dictates.

2.3.1.2. The unit providing the most personnel per rotation will be assigned a lead role for that rotation.

2.3.1.3. Units/personnel wishing to fill AEF positions outside of their designated rotational cycle will coordinate with the tasked unit(s) within the projected rotation for position vacancies and assignments. Coordinate all volunteer requests for AEF through your Unit Deployment Manager (UDM) and the XPL office. ANG/CEXO reserves final approval for any unit/personnel filling positions outside of their AEF rotational cycle.

2.3.1.4. CE unit commanders are encouraged to use ANG/RTS for Just-In–Time Training prior to AEF Deployment and must be coordinated through the RTS POC.

2.4. Silver Flag Exercise. Silver Flag Exercise training is critical in preparing AF civil engineer personnel and teams for the more rigorous aspects of conducting operations in a bare base field environment.

2.4.1. Silver Flag exercise training dates are negotiated annually between ANG, Air Force Reserve, and Active Duty Major Commands (MAJCOMs). Once determined, these dates cannot be arbitrarily changed. Extreme circumstances, such as an AEF conflict or rescheduled MAJCOM inspections necessitating date changes will be considered on a case-by-case basis. Units requiring date changes will immediately coordinate with ANG/CEXO for rescheduling.

2.4.2. Silver Flag exercise training frequencies are determined by Headquarters, Air Force Civil Engineer Support Agency (HQ AFCESA), through coordination with each MAJCOM functional manager. The frequency for ANG CE personnel is 45 months.

2.4.2.1. Units will indicate Silver Flag exercise training participation requirements on the ANG DFT Call Letter.

2.4.2.2. Units will negotiate out-of-cycle Silver Flag exercise training attendance without assistance of ANG/CEXO. Units are encouraged to contact other organizations and determine if they have any available positions (plus-ups) that can alleviate training shortfall.

2.4.2.3. The Silver Flag exercise Liaison Office can assist units in locating plus-up positions.

2.4.2.4. CES PB CEMIRT DEPOT MAINT TM UTC 4F9AC, CES TRAN PROT SYS PERS SUPT TM UTC 4F9DT, CES RED HORSE UNITS UTC 4F9RX, CES MANAGEMENT AND STAFF AUGMENTATION TEAMS UTC 4F9SX are not included in the Silver Flag Exercise Training program.

2.5. Deployments for Training. The DFT program provides valuable training opportunities normally not available in home station scenarios. These types of deployments are valuable for developing unit preparedness, flexibility, confidence, initiative, and integrity. They provide the best possible exposure to challenges approximating real mobilization scenarios.

2.5.1. Tasked units will be advised of DFT location by an initial tasking email followed by a formal tasking message from ANG/CEXO.

2.5.1.1. Tasked units will negotiate deployment dates with the host unit. ANG/CEXO will be notified in writing once dates are secured.

2.5.1.2. If a tasked unit needs to change the deployment dates, the unit must coordinate this change directly with the host and advise ANG/CEXO. If airlift has already been assigned, ANG/CE may not approve the date change.

2.5.1.2.1. Potential date changes must be identified at least three months prior to the deployment.

2.5.2. ANG Mission Readiness Airlift (MRA) is the preferred method of transportation for units participating in the DFT program. The XPL is responsible for requesting all airlifts in support of deployments. Tasked units will coordinate with XPL to ensure deployment dates are consistent with tasking message and submitted to ANG/CEXO for validation.

2.5.2.1. Military airlift will be requested by XPL using NGB 214 via Air National Guard Operations Functional Directorate, Deployments (ANG/XOX) team website "**https://dox.ang.af.mil/form214/default.asp**".

2.5.2.2. NGB 214 will be submitted to ANG/CEXO for validations not later than (NLT) the first week of the first month of the quarter prior to the quarter the airlift is required. This will allow ANG/CEXO time to validate the airlift request and include in the "Quarterly Airlift Catalogue".

2.5.2.3. Airlift requests not received in time to be included in the Quarterly Airlift Catalogue will be validated by ANG/CEXO and forwarded to ANG/XOX for inclusion in the Mission Readiness Airlift database.

2.5.2.3.1. Mission Readiness Airlift normally receives low priority and may not be picked up by flying organizations; therefore, units should make every effort to submit NGB 214 as required by Paragraph **2.5.2.2.**

2.5.3. Multiple or large deployment taskings necessitate the appointment of a lead unit and in some cases a duration staff/liaison. Lead units are responsible for all deployment coordination among the deploying units and the host base.

2.5.3.1. Lead units will coordinate the timing(s) for all pre-deployment visits between deploying units and the host base as well as determine the need for a duration staff/liaison.

2.5.3.2. The duration staff/liaison will normally be assigned to a location where multiple organizations are scheduled to conduct DFT operations. Duration staff personnel are expected to provide liaison between host base and deploying units. This staff will monitor work projects and communicate with deploying organizations.

2.5.3.3. ANG/CEXO will select the lead unit and as required, approve requests for duration staff/liaison assignment. Resources (Special Training (ST) workdays and funds) associated with duration staffing will come from ANG/CEXO or host MAJCOM.

2.5.4. Units are expected to accomplish all planning and coordination with the host unit to include project work, on base quarters and dining, transportation, specialized equipment, tools, and other training opportunities available at deployment location.

2.5.4.1. Pre-deployment visits are authorized for all DFTs except for stand alone fire DFTs. Personnel quantity and visit duration will be included in the tasking message. ANG/CEXO will pay all costs associated with the pre-deployment visit. ANG/CEXO will determine pre-deployment dates for Exchange program DFTs. ANG/CEXO will also send required country clearances. Unit members on the pre-deployment must take a pre-deployment checklist.

2.5.5. Advanced Party (ADVON) personnel are authorized for DFTs except for stand alone fire DFTs. The number of personnel and duration of the trip will be provided in the tasking message. ANG/CEXO pays costs associated with the ADVON per the tasking message.

2.5.5.1. Locations where there is a base and the host is capable of providing some assistance, the deploying unit is authorized one person for two days, plus travel time (supported location).

2.5.5.2. Locations where there is no base, or support from the host is limited, the deploying unit is authorized two persons for three days, plus travel time (unsupported location).

2.5.5.3. Additional personnel are authorized at unit expense.

2.5.6. ANG bases may request to host Prime BEEF or RED HORSE teams.

2.5.6.1. Bases electing to host engineering teams will first identify proposed training projects to Air National Guard Civil Engineer, Programs Division (ANG/CEP) for consideration and approval using DD Form 1391, *Military Construction Project Data*, for Bureau approved projects.

2.5.6.1.1. Locally approved projects shall be programmed, designed, and funded in accordance with procedures established for Bureau approved Sustainment, Restoration, and Modernization (SRM) projects. DD Form 1391 should be approved before submission of ANG DFT Call Letter, see Paragraph **2.5.6.2.**

2.5.6.1.2. It is the responsibility of the host Base CE to ensure the DD Form 1391 is properly approved, the project is fully designed, and funding is available, well in advance of the inbound team.

2.5.6.2. Units will request to host engineer teams using the ANG DFT Call Letter. Only units with approved projects will be considered. Provide a copy of the approved DD Form 1391 with the request.

2.5.6.3. Host unit will estimate the number of teams needed for project completion to include team size, team complement (AFS requirements), and man-hour-work estimates for each respective AFSCs and include this information in their request.

2.5.6.4. Government lodging, meals, and transportation should be available. When commercial lodging (off base) is used, the host unit is responsible for funding the difference in cost between on base lodging and commercial lodging as well as the per diem meal entitlements associated with commercial lodging and commercial transportation.

2.5.6.4.1. It is expected that when government lodging and meals are available, they will be utilized. In situations where the DFT members are removed from these resources during the DFT, the DFT Commander (senior member) will contact ANG/CEXO (or ANG/CEXF in case of Fire or ANG/CEXD in case of EOD) at the first opportunity (first available work day) to determine a proper course of action. In some cases, where the host unit will not fund these changes, it may be appropriate to terminate the DFT.

2.5.6.5. Host unit will furnish all designs, materials, vehicles, equipment, and special tools/equipment for training projects.

2.5.6.6. Non-appropriated fund projects are not authorized under the DFT program.

2.5.6.7. Once the DFT is approved by ANG/CEXO, the host unit must notify ANG/CEP (Programmer) and Air National Guard Civil Engineer, Engineering Division (ANG/CEC) (Project Manager) in writing. Notification should include the details of the pending project, anticipated start date and date when funding is required. Failure to promptly notify ANG/CEP and ANG/CEC could jeopardize funding and force cancellation of the deployment.

Chapter 3

RESOURCE MANAGEMENT

3.1. General. ANG resource management is established, operated, and maintained for the purpose of achieving mission accomplishment within available resources. Units are responsible for productive, prudent, and lawful use of allocated resources. Managers at all levels should participate in all phases of resource management to ensure program success.

3.2. Workday Control. The ANG workday program is designed to forecast requirements, allocate resources, and maintain an audit trail of resources expended. Internal controls must be maintained to ensure all personnel are fully trained in their wartime mission and workdays are expended appropriately and judiciously.

3.2.1. Categories of workdays that may be utilized for the DFT program are Annual Training and Special Training.

3.2.1.1. Annual Training (AT). The primary purpose of AT is to provide individual and/or unit readiness training. AT may be performed in either United States Code (USC) Title 32 or USC Title 10 status.

3.2.1.2. Special Training (ST). Workdays allocated to accomplish training that cannot be achieved during AT or UTAs. ST may be performed in either USC Title 32 or USC Title 10 status.

3.2.2. Units are responsible for providing AT workdays for each member scheduled to participate in DFTs. Units should develop a workday control plan to manage workday resources within their squadron.

3.2.2.1. Unit workday control plans should be designed to forecast requirements, allocate resources, and maintain an audit trail of resources expended. This plan should ensure workdays are expended appropriately and judiciously.

3.2.3. Under certain circumstances, ANG/CEXO may provide ST workdays to deploying units when DFTs exceed 15 days. Deployment location and airlift delays are the primary contributors to AT workday shortages. Request for ST workdays must be provided in writing with solid justification statements included.

3.2.3.1. ST workdays are allocated to units for a specific purpose and must only be used for that purpose. The squadrons Workday Control Officer (WCO) will ensure ST workdays are utilized for their intended purpose and will immediately return any unused workdays to ANG/CEXO.

3.3. Financial Management. Financial planning is the basic prerequisite for successful resource management. Financial plans must reflect total unit requirements and as a minimum include both funded/un-funded programs and future spending. Units should develop financial plans that prevent the unauthorized expenditure of resources and ensure funding floors are achieved and financial ceilings are not exceeded.

3.3.1. Resource managers should plan on participating in the ANG CE deployments for training program annually.

3.3.1.1. ANG/CEXO will provide limited funding to each unit selected to participate in the DFT program. Funds normally include per diem for government lodging and meals, the conduct of initial site surveys, and the deployment of ADVON teams.

3.3.1.2. Resources may not be provided for personal equipment items, lodging in commercial quarters unless specifically directed by ANG/CEXO, lodging in contract quarters, commercial vehicle rentals, ground fuel, and specialized tool/ equipment purchases.

3.3.1.3. Requirements (supplies, materials, and equipment) used in support of nation building projects will not be funded by ANG/CEXO. Theater commanders are responsible for providing all resources necessary for these training projects.

3.3.2. Units must formally request DFT funding resources through their respective comptroller office. Requests must contain accurate cost estimate data to include the total number of deploying personnel, daily government lodging rates, on-base meals rate, associated costs for en-route stops, the conduct of a site survey, and the deployment of an ADVON team.

3.3.2.1. DFT funding requests should be forwarded to ANG/CEXO within 45 calendar days of the scheduled deployment date.

3.3.3. ANG/CEXO will not provide any resources to organizations that secure training deployments not managed or issued by ANG/CEXO.

Chapter 4

ADMINISTRATION

4.1. Country/Theater Clearance Messages. The most forgotten task by deploying units when preparing for overseas deployments is the submission of a country/theater clearance request. Country/theater clearance requests are normally required for anyone selected to participate in Department of Defense (DoD)/ military activity overseas. DoD 4500.54-G, *Department of Defense Foreign Clearance Guide*, explains specific requirements/responsibilities for preparing individuals/units for overseas deployments.

4.1.1. Deploying units will forward clearance documentation not-later-than (NLT) 45 days prior to visitation/arrival date or as directed by DoD 4500.54-G.

4.1.1.1. Deploying units will include ANG/CEXO as an informational addressee on all country/ theater clearance request messages.

4.1.2. DoD 4500.54-G is available electronically at **http://www.fcg.pentagon.mil**.

4.2. DFT After Actions Reporting. After actions reporting is crucial for determining program applicability and effectiveness. ANG CE program managers use this reporting process to evaluate DFT program procedures/practices as well as validate program effectiveness. Any unit participating in the DFT program will prepare and submit an after action report.

4.2.1. After actions reports are required for any DFT (ANG directed or unit sponsored) conducted at any military installation or property (foreign or domestic). After actions reports are also required from units utilizing ANG regional training sites.

4.2.1.1. After actions reports will reflect information pertinent to all phases of the deployment to include pre/post deployment activities and employment operations. As a minimum the report will include information explaining work/training related activities performed while deployed, the level of support provided by the host, number of personnel deployed, deployment dates, method of travel, inclusive costs by deployment activity, and key personnel contacts.

4.2.1.2. After actions reports will be submitted to ANG/CEXO within 30 days of returning from deployed activity. Applicable State Headquarters, Wing and Group commanders will be provided courtesy copies of this report.

DANIEL JAMES, III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-209, *RED HORSE Program*

AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFPD 36-22, *Military Training*

ANGI 65-601, *ANG Resource Management Policies and Responsibilities for Commanders*

ANGI 36-2001, *Management of Training and Operational Support within the Air National Guard*

DoD 4500.54-G, *Department of Defense Foreign Clearance Guide*

Abbreviations and Acronyms

ADVON—Advanced Party

AEF—Aerospace Expeditionary Force

AF—Air Force

AFCESA—Air Force Civil Engineer Support Agency

AFS—Air Force Specialty

AFSC—Air Force Specialty Code

ANG—Air National Guard

ANGI—Air National Guard Instruction

AT—Annual Training

CE—Civil Engineer

DFT—Deployment for Training

DOC—– Designed Operational Capability

DoD—Department of Defense

EOD— Explosive Ordnance Disposal

EST—Enlisted Specialty Training

FY—Fiscal Year

HCA—Humanitarian Civic Action

HQ—Headquarters

IAW—– In Accordance With

JCS—Joint Chiefs of Staff

MAJCOM—Major Command

MEE—– Mission Essential Equipment

MRA—Mission Readiness Airlift

NGB—National Guard Bureau

NLT—Not Later Than

OCONUS—Overseas

OJT—On-the-Job Training

ORE—Operational Readiness Exercise

ORI—Operational Readiness Inspection

Prime BEEF—Prime Base Engineer Emergency Force

RED HORSE—Rapid Engineer Deployable Heavy Operational Repair Squadron Engineer

REOTS—Regional Equipment Operators Training School

RTS—Regional Training Site

SORTS—Status of Resources and Training Systems

SRM—Sustainment, Restoration, and Modernization

ST—Special Training

TAG—– The Adjutants General

USC—– United States Code

UTA—Unit Training Assembly

UTC—Unit Type Code

WCO—Workday Control Officer

XPL— Wing Plans Office

Terms

Advanced Party (ADVON)—One member from a deploying unit or two members if deploying to a non-support location that arrive one or two days prior to main body to secure billeting, messing, and vehicles for the DFT.

Aerospace Expeditionary Force (AEF)—Establishes 20 month cycles of deploying forces in support of Air Force missions.

After Actions Report—A detailed synopsis of the deployment. Must be sent to ANG/CEXO 30 days post deployment.

Annual Training (AT)—Duty reserved for individual or unit readiness training. May be performed in USC Title 32 or USC Title 10 status. Usually consists of periods from one – 15 days.

Budget—A formal estimate of future revenues, obligations to be incurred, and expenditures to be made during a definite period of time, when determined to be appropriate upon the basis of accrued

expenditures and costs to be incurred.

Contingency—An emergency involving military forces caused by natural disasters, terrorists, subversives, or by required military operations.

Contract Quarters—Quarters that have been contracted on the local economy.

Comptroller—Wing Financial Manager (Wing/FM).

Country/Theater Clearance—Clearance message required by OCONUS locations. Must be submitted to agencies identified in the DoD foreign clearance guide NLT 45 days prior to deployment.

Deployment—The relocation of forces and material to desired areas of operation. Deployment encompasses all activities from origin (home station) through destination.

Deployment for Training Call Letter—Annual letter requesting Unit's desire for deployments for next fiscal year. This is also the mechanism to host civil engineer teams.

Duration Staff Liaison—If a mission requires several rotations then duration staff and/or liaisons will be authorized to maintain continuity in the mission.

Financial Plan—A formal, approved formatted database reflecting how expected financing will be applied to funding requirements.

First Quarter—The three-month period from 1 October through 30 December.

Fiscal Year (FY)—The 12-month period from 1 October through 30 September.

Fourth Quarter—The three-month period from 1 July through 30 September.

Funding—Represents the amount of dollar authority available during the fiscal period.

Government Lodging—On base billeting.

Home Station—Unit's home base location.

Host Unit—The organization designated by MAJCOM or ANG/CEXO to furnish support for deploying teams.

Lead Unit—Unit who maintains oversight and continuity to a mission that requires several rotations.

Master Training Plan—A formal document used by all levels of command to identify projected training activities as well as general/specific military operations. Training plans should cover time periods (36 to 48 months) where maximum activity/frequency schedules are covered (e.g., Silver Flag (45 months), ORE (12 months), CAT II (six-45 months)) IAW AFI 10-209 and AFI 10-210.

Mission Essential Equipment—Equipment necessary to perform a specific mission that will result in project completion.

Mission Readiness Airlift—ANG military airlift used for training.

On the Job Training (OJT)—A training system that combines formal classroom instruction with hands-on training to qualify and upgrade personnel.

Operational Readiness Exercise (ORE)—This is a unit made scenario to practice unit wartime skills that also prepares for the ORI.

Operational Readiness Inspection (ORI)—ORIs measure the wartime readiness of a unit against its Designed Operational Capability (DOC) statement.

Out-of-Cycle Training—Training conducted outside of established training frequency periods.

OCONUS—Overseas, out of the continental United States.

PER DIEM—Total of maximum lodging, locality meals rate, and local incidentals rate.

Plus-up Training Positions—Training allocations/slots available above normal base-line quotas.

Pre-deployment Visit—Site visit used by deploying unit several weeks prior to their deployment. Used as a fact finding mission to determine unknowns associated with the deployment. Units must use a pre-deployment checklist.

Regional Training Site (RTS)—A venue that offers SORTS reportable training opportunities on mission essential/contingency equipment to enhance wartime task skill that have a direct impact on mission accomplishment. RTS locations include: 119 CES, Fargo, ND, 145 CES, New London (Badin), NC, 163 CES, March ARB, CA, 188 CES, Fort Smith, AR, and 201 RHS, Fort Indiantown Gap, PA.

Regional Equipment Operators Training School (REOTS)—A formal training course used to evaluate equipment operator (3E2X1) proficiencies on wartime standards. Conducted at Fort Indiantown Gap, PA.

Resources—Workdays and funds used to support training activity.

Second Quarter—The three-month period from 1 January through 30 March.

Silver Flag Exercise—A formal training course designed to prepare students to perform critical contingency tasks in a team environment. Training is focused on bare base bed down and sustainment operations.

Site Survey—(see pre-deployment visit)

Special Training (ST)—Duty reserved for training that cannot be achieved during AT or UTAs. May be performed in USC Title 32 or USC Title 10 status and may only be used for a specific purpose and are therefore limited.

Supported Location—A location where there is a base and the host is capable of providing assistance.

Tasking Message—Official message, sent to the Adjutants General (TAG), Wing Commander, which identifies where the unit is being requested to perform their DFT.

Third Quarter—The three-month period from 1 April through 30 June.

Unit Training Assembly (UTA)—Drill periods consisting of four hours each. Normally, four UTAs are scheduled on one weekend each month.

Unit Type Code (UTC)—A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a “type unit”.

Unsupported Location—A location where there is no base or support from the host is limited.