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DIRECTOR AIR NATIONAL GUARD**

**AIR NATIONAL GUARD INSTRUCTION  
32-001**



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**Civil Engineering**

**AIR NATIONAL GUARD CIVIL  
ENGINEER TRAINING SITE  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This Air National Guard Instruction (ANGI) implements the Training Site program which provides Civil Engineers and Force Support Squadrons (FSS) the opportunity to accomplish contingency and AFS skill level hands-on training requirements that cannot be obtained through home station training due to complexity of tasks, uniqueness of equipment, and cost of Air Force-wide implementation to maintain the highest state of readiness possible. It also outlines and applies the roles and responsibilities of the Air National Guard Installation and Mission Support Directorate (NGB/A4), Air National Guard Civil Engineer Readiness Division (NGB/A4O), Air National Guard Services Division (NGB/A1S), Air National Guard Civil Engineer Unit Commanders (CC), Base Civil Engineer (BCE) and Air National Guard Force Support Squadron Commanders. It will assist commands at all levels to identify military training and resource requirements to accomplish the completion of civil engineer contingency and AFS skill level training. This instruction further implements and establishes criteria In Accordance With (IAW) CE ANNEX to the War Mobilization Plan (WMP); Air Force Instruction (AFI) 10-201, Force Readiness Reporting; AFI 10-210, *PRIME Base Engineer Emergency Force (BEEF) Program*; AFI 36-3802, *Force Support Readiness Programs*; AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*; and ANGI 36-501, *Air National Guard Civil Engineer –Deployment For Training Program (DFT)*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility listed above using the Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and

disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Management System.

### ***SUMMARY OF CHANGES***

This publication redefines the Regional Training Sites purposes. It updates many publications and reference material. It removes the RED HORSE Training Center and RED HORSE Special Capabilities to include references to AFI 10-209. The 188 CES will host Civil Engineer contingency training as a Regional Training Site. It also administratively changes A7 references to A4.

## Chapter 1

### ROLES AND RESPONSIBILITIES

#### 1.1. NGB/A4 will.

1.1.1. Develop policies and program resources to support Air National Guard (ANG) Civil Engineers.

1.1.2. Establish training venues for ANG Civil Engineer units by providing capable force ready to support Air Expeditionary Forces and Homeland Defense contingencies.

#### 1.2. NGB/A4O will.

1.2.1. Advocate for resources to organize, train, and equip ANG Civil Engineer (CE) units; this may include MWR-related items as applicable.

1.2.2. Establish and support Regional Training Sites (RTS) and Regional Equipment Operators Training Site (REOTS) to provide required training for CE units IAW applicable AFI.

1.2.2.1. The RTS are located at 119 CES, Fargo, ND; 145 CES, New London, NC; 163 CES, March ARB, 188 CES, Ft Smith, AR, and 201 RHS (to include REOTS), Ft Indiantown Gap, PA.

1.2.2.1.1. RTS are established to ensure ANG CE personnel are sufficiently trained to accomplish their required wartime skills as outlined in the Career Field Education Training Plan (CFETP) and AFI 10-210, Prime BEEF Program.

1.2.2.1.2. Units will schedule Mission Essential Equipment Training (MEET) for select Air Force Specialties Codes as outlined in AFI 10-210.

1.2.2.1.3. Units will schedule an RTS Visit as prescribed in AFI 10-210

1.2.2.1.3.1. The RTS visit will be captured in the units Automated Readiness Information System (ARIS)

1.2.3. All ANG CE training sites will perform operations and training IAW NGB/A4O policies and procedures as well as governing Department of Defense, Air Force and National Guard Bureau directives, policies and instructions.

1.2.3.1. Manage and operate the ANG CE training sites in partnership with local ANG CE units and RHS.

1.2.3.2. Analyze training sites effectiveness through ANG CE units Readiness Reporting, After Action Reports (AAR), and training site Activity Reports.

#### 1.3. ANG Civil Engineer Unit Commanders tasked with an ANG CE training site mission will:

1.3.1. Establish a Financial Plan (FINPLAN) for the site.

1.3.1.1. Forecast/budget for funding of all Base Operating Costs (BOC) and Facilities Operations and Maintenance Activities (FOMA) functions separately based on projected needs supported with backup documentation.

1.3.1.2. Coordinate all training site BOC and FOMA FINPLANS with NGB/A4AI and NGB/A4O following local Financial Management (FM) procedures.

1.3.2. Identify a Cost Center Manager (CCM) for the training site to assist unit Resource Advisor (RA) with the FINPLAN.

1.3.2.1. CCM will be responsible for tracking all requirements to appropriate offices and ensure the RA is aware of shortfalls, unfunded requirements and limitations.

1.3.2.2. CCM will provide RA with justification and documentation of requirements after coordinating through all appropriate base office, i.e. Contracting and Logistics Readiness Squadron (LRS).

1.3.3. Establish site square foot/acreage requirements as established in ANG Handbook 32-1084, Facility Space Standards.

1.3.3.1. Identify training site Military Construction (MILCON) and Sustainment Restoration Modernization (SRM) projects.

1.3.3.1.1. MILCON and SRM will be programmed through NGB/A4A.

1.3.4. Ensure all Cadre, full time and Drill Status Guardsman, within 12 months of assignment, are trained to a minimum of the 7-skill level for the AFSC they are instructing.

1.3.5. Ensure that all new Cadre receive Instructor Certification from any of the approved sources within 12-months of assignment. Reference Memorandum For Air National Guard Civil Engineer Training Sites.

1.3.6. Coordinate with NGB/A4O prior to deploying training site Cadre to ensure the personnel and the site schedule can adjust to cover their home station mission.

#### **1.4. RTS Superintendent will:**

1.4.1. Be the focal point for all direct communications to and from NGB/A4O, other NGB Functional Areas, and MAJCOM Functional Area Managers (FAM).

1.4.2. Communicate the training site requirements to NGB/A4O such as but not limited to, vehicles, equipment, personnel, training, etc.

1.4.2.1. Build a Fiscal Year (FY) calendar with identified training events and dates available for unit visits.

1.4.2.2. Ensures the site and all training assets are maintained in a neat, orderly, serviceable and operational condition.

1.4.2.2.1. This will include but not be limited to all training site facilities, training equipment, and all roads and grounds associated with the site.

1.4.2.3. Develop instructor schedule that encapsulates the Drill Status Guardsman to the fullest degree possible.

1.4.2.4. Create a FY budget plan based on but not limited to; Instructor travel, Instructor training, training materials, training site improvements, equipment reconstitution, and facility maintenance contracts.

1.4.2.5. Establish written policies and procedures for the training site.

1.4.2.5.1. Policies and procedures will be coordinated with NGB/A4O and posted to the ANG Civil Engineer Regional Training Site SharePoint <https://intelshare.intelink.gov/sites/ngba4/certs/SitePages/Home.aspx>.

1.4.2.6. Maintain personnel readiness for Unit Type Code (UTC) 4FPLC – EN Training Flight.

### **1.5. RTS Training Manager will:**

1.5.1. Be responsible for all communications between visiting units.

1.5.2. Post the training site Activity Report by the 15th of each month to the Regional Training Site SharePoint page <https://intelshare.intelink.gov/sites/ngba4/certs/SitePages/Home.aspx>

1.5.3. Keep the training site specific information on the A4 SharePoint up to date for the use of customers and other interested personnel.

1.5.4. Coordinate training schedule with visiting unit using the site specific questionnaire and communicate via email to the unit commander or their representative.

1.5.4.1. Schedule will be designed to best meet the needs of the visiting unit taking into account the training site identified shortfalls if any.

1.5.4.1.1. The RTS Training Manager will begin working with unit to determine training requirements no later than (NLT) 15 days from receipt of initial training request.

1.5.4.1.2. Food operations will be identified in questionnaire.

1.5.4.1.2.1. For subsistence allowance guidance, refer to DoDFMR Vol 7A, Chapter 25.

1.5.5. Completed questionnaire will be returned to visiting unit within 30 days of receipt.

1.5.6. Will ensure all MIPRs and AF Form 616's are completed and returned to visiting unit FM office for payment of funds, as needed.

### **1.6. Visiting ANG CE Unit Commanders will:**

1.6.1. Coordinate all requirements with the RTS Training Manager.

1.6.1.1. Submit formal request a minimum of 180 days prior to proposed visit.

1.6.1.2. Commanders will identify in writing a POC from their unit to the training site.

1.6.1.2.1. This will allow the training site a direct line of communication to ensure all situations are properly identified and addressed.

1.6.1.3. Complete a training site questionnaire 90 days before scheduled visit.

1.6.1.3.1. This questionnaire will cover:

1.6.1.3.1.1. Length of stay, number of personnel by AFSC, equipment requirement, meals needed, type of training initial setup/maintenance, special requirements, specific instructor requirements, identify required lesson plans if instructor is not required, billeting on or off site, and emergency POC of host Wing.

- 1.6.1.3.2. This will ensure both visiting unit and the training site have ample time to coordinate all requests and requirements and ensure proper budgeting has taken place to ensure all costs are covered.
- 1.6.1.4. Commanders are responsible for ensuring all coordination is properly accomplished IAW ANGI 36-2001 prior to visit if unit is going to combine Unit Training Assemblies to allow for members to attend a training site.
- 1.6.2. Submit airlift requests on NGB 214, Unit Training Airlift Request, if applicable.
  - 1.6.2.1. The airlift form can be accessed digitally through the automated submission site Mission Readiness Airlift Database (MRAD), operated by NGB/A3MT.
  - 1.6.2.2. Coordinate this request through the local Logistics Readiness office and NGB/A4O for their support, situational awareness, and mission priority assignment. Ensure requests meet the minimum allowable criteria and timeframes prior to submission IAW ANGI 10-201.
- 1.6.3. Budget for training site visit or specific class; i.e. MEET at a RTS.
  - 1.6.3.1. Factor in costs not incurred by training site.
    - 1.6.3.1.1. Commanders will be responsible to ensure training site has all required information concerning MIPR or AF Form 616 to cover costs incurred while using the site.
      - 1.6.3.1.1.1. Traditional costs are:
        - 1.6.3.1.1.1.1. Expedient construction materials, meals, offsite billeting, linen cleaning, and any additional requirements to support the training event. Fuel and propane will be provided at no cost to unit.
- 1.6.4. Assure unit members leave the training site in the same condition they found it upon arrival.
  - 1.6.4.1. Damages caused by neglect or abuse will be determined by a Financial Liability Investigation of Property Loss (FLIPL) IAW DoD FMR Volume 12, Chapter 7; Financial Liability For Government Property Lost, Damaged, Destroyed, Or Stolen
    - 1.6.4.1.1. If found liable unit will pay for identified damages within 60 days.
- 1.6.5. Advanced Echelon (ADVON) on site teams are not mandatory but are highly encouraged.
  - 1.6.5.1. ADVON personnel are funded through visiting Commanders funds.
  - 1.6.5.2. A list of ADVON and the dates of the visit will be coordinated with RTS Training Manager.
- 1.6.6. Provide NGB/A4O with AAR, example can be found in Attachment 2, within two Unit Training Assemblies (UTA) after team returns.
  - 1.6.6.1. Unit POC will provide a rough draft to the training site Manager prior to departure.
- 1.6.7. Report last RTS visit, REOTS, MEET or Tractor Trailer (3T) training event IAW AFI 10-201.

1.6.8. Commander will maintain a folder of all documentation/coordination that has taken place between unit and training site for one year after completion of training event.

## Chapter 2

### EQUIPMENT

#### **2.1. Training site equipment is authorized at each site for the primary mission of training Reserve Component and Active Duty Engineers for contingency operations.**

2.1.1. The equipment requirements are established in Allowance Standard (AS).

2.1.1.1. The 429NOOB, Regional Training Sites.

2.1.1.2. The 429NOOC, Regional Equipment Operators Training Site (REOTS)

2.1.1.3. The 429NOAD, BEAR Assets

2.1.1.4. All authorizations will have a use code of B.

#### **2.2. Equipment will be maintained in a constant state of readiness to ensure quality training.**

2.2.1. If equipment becomes inoperable due to abuse or negligence by visiting unit, it is the responsibility of the visiting unit to fund equipment repairs to be returned to operational status.

2.2.1.1. Visiting unit will ensure repair of equipment will be accomplished through its own local funding channels.

2.2.1.2. Training site equipment authorized and on-hand will not be shipped or transferred for any reason without prior written authorization and coordination by NGB/A4XO and NGB/A4RMS.

#### **2.3. Changes in equipment authorizations will be a coordinated effort between training site, Host LRS, NGB/A4RMS/A4O and AFCEC/CEXX.**

#### **2.4. Vehicle authorizations for the training site will be listed on the Host Master Vehicle Report (MVR).**

2.4.1. Training site vehicles will be incorporated into the Host Unit Vehicle Prioritization Program as conducted by NGB/A4RDV

2.4.2. Any change request will be submitted to NGB/A4O and coordinated with NGB/A4RDV for approval.

2.4.2.1. If approved, NGB/A4O will advocate for funds.

#### **2.5. Training sites may utilize O&M funds for purchases related to MWR.**



## Chapter 3

### TRAINING

#### **3.1. Training sites will develop and standardize lesson plans that must be maintained and reviewed on an annual basis, accessible on the AFCEC Expeditionary Engineering Contingency Training page.**

3.1.1. Training sites offer visiting units training on specialized contingency training equipment not available at home station.

3.1.2. Refer to AFI 10-210 for a list of contingency equipment available.

3.1.3. Training sites also offer a place where units can have time for specific UGT or skills enhancement tasks for their members.

3.1.4. Training sites offer classroom space and multimedia for group training

3.1.5. Training sites are equipped with computers and Wireless Internet (WIFI)

3.1.6. REOTS offers valuable hands-on training on several pieces of heavy equipment for the 3E2X1, Pavements and Construction Equipment Operators.

3.1.6.1. IAW AFI 10-210, ANG 3E2X1 personnel are required to attend the REOTS course every three years after attaining their 5-level.

#### **3.2. Visiting Commanders may authorize training site Cadre to sign off as trainers in the event a visiting trainee's trainer is not in attendance.**

3.2.1. Unit Training Managers must ensure the Air Force directed electronic training records procedures are followed to ensure all training is properly documented.

3.2.2. Unit Training Managers may forward the trainee's training record to the training site to ensure accurate and timely documentation of the training is accomplished.

#### **3.3. Training site Cadre are fully qualified to provide contingency and readiness reportable training.**

3.3.1. Cadre will instruct using only lesson plans approved and/or coordinated with NGB/A4O and/or AFCEC/CX.

3.3.2. If training site Cadre are unavailable to provide training, the training site POC will provide lesson plans to visiting unit.

3.3.3. Training site Cadre are strongly encouraged to attend in-residence Professional Military Education (PME) commensurate with rank.

## Chapter 4

### FORCE SUPPORT SQUADRONS

#### **4.1. Force Support Squadrons are encouraged to attend RTS deployments with their Prime BEEF teams.**

4.1.1. FSS members may utilize and train at the RTS to accomplish required reportable training which will in turn compliment Home Station Readiness Training (HSRT) and pre-Force Support Silver Flag (FSSF) IAW AFI 36-3802, Force Support Readiness Programs.

4.1.2. RTS may be used as a training platform for Force Support Readiness Training, Personnel Support for Contingency Operations (PERSCO), and other FSS functions to prepare for MAJCOM Evaluations/Inspections.

4.1.2.1. Force Support Squadrons are encouraged to plan a RTS visit in conjunction with unit Prime BEEF team for realistic contingency training.

4.1.2.2. Force Support Squadrons deploying to a RTS will be able to complete their required Force Support Vehicle Training in addition to their Home Station Pre-Deployment Training.

## Chapter 5

### INSPECTIONS

**5.1. Readiness responsibilities reside with the command chain and are assessed by the Wing and the GMAJCOM through a series of evaluative events. Units may consider utilizing the ANG Centers for Readiness Exercises (RE) to meet requirements in AFI 90-201, Attachment 7.**

5.1.1. Units should first consider conducting these types of activities at one of the ANG CRTCs.

5.1.2. Schedule and coordinate through Center, NGB/A4, and inspecting MAJCOM/ICP team. Prior to unit's coordination meeting with MAJCOM/IG or inspection notification, commander of the inspected unit will ensure training site is scheduled and secured for REs

5.1.3. Unit Commanders will be responsible for the following items.

5.1.3.1. Inspected unit will incur all costs for consumables and supplemental equipment requirements associated with conduction of REs. This includes funding for those requirements and assets that are not available at training site.

5.1.3.2. If a unit elects to conduct an inspection at a training site, it will be the responsibility of the inspected unit's commander or representative to identify and coordinate all requirements for the use of the site.

5.1.3.3. Coordinating with local vendors to provide equipment, materials and other items not authorized or above current authorizations of training site.

5.1.3.4. The unit must ensure all requests to training site are documented and maintained on file for 180 days after inspection.

5.1.3.5. Coordinating Base X plans with the host site. Plans should include facilities, phones, Land Mobile Radio (LMR) frequencies, vehicles, equipment, and maps [utility, topographical, facility, runways (actual or assumed)].

5.1.3.6. Provide their own Wing Inspection Team (WIT)

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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-201, *Force Readiness Reporting*

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

AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*

AFI 33-322, *Records Management and Information Governance Program*

AFI 36-3802, *Force Support Readiness Programs*

ANGI 36-501, *Air National Guard Civil Engineer –Deployment For Training Program (DFT)*

AFI 33-322, *Records Management and Information Governance Program,*

ANG Handbook 32-1084, *Facility Space Standards*

ANGI 36-2001, *Management Of Training and Operational Support Within the Air National Guard*

DoD FMR Volume 12, Chapter 7; *Financial Liability For Government Property Lost, Damaged, Destroyed, Or Stolen*

*DoDFMR Vol 7A, Chapter 25*

*War Mobilization Plan (WMP) CE ANNEX*

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**ADVON**—Advanced Echelon

**AFI**—Air Force Instruction

**ANG**—Air National Guard

**ANGI**—Air National Guard Instruction

**AS**—Allowance Standard

**CE**—Civil Engineer

**CFETP**—Career Field Education Training Plan

**DFT**—*Deployment For Training Program*

**FOMA**—Facilities Operations and Maintenance Activities

**FLIPL**—Financial Liability Investigation of Property Loss

**FY**—Fiscal Year

**FSSF**—Force Support Silver Flag

**FSS**—Force Support Squadrons

**FAM**—Functional Area Managers

**HSRT**—Home Station Readiness Training

**IAW**—In Accordance With

**LMR**—Land Mobile Radio

**MAJCOM**—Major Command

**MVR**—Master Vehicle Report

**MEET**—Mission Essential Equipment Training

**MILCON**—Military Construction

**MRAD**—Mission Readiness Airlift Database

**NGB**—National Guard Bureau

**NLT**—no later than

**PERSCO**—Personnel Support for Contingency Operations

**POC**—Point of Contact

**PRIME**—*BEEF*— *PRIME Base Engineer Emergency Force*

**PME**—Professional Military Education

**RE**—Readiness Exercises

**REOTS**—Regional Equipment Operators Training Site

**RA**—Resource Advisor

**SRM**—Sustainment Restoration Modernization

**UTA**—Unit Training Assemblies

**UTC**—Unit Type Code

**WMP**—War Mobilization Plan

**WIFI**—Wireless Internet

**WIT**—Wing Inspection Team

*Office Symbols*

**ANG/CE**—Air National Guard Civil Engineer

**ANGCE/CC**—Air National Guard Civil Engineer Unit Commanders

**BCE**—Base Civil Engineer

**MAJCOM/IG**—Major Command Inspector General

**NGB/A1S**—Air National Guard Services Division

**NGB/A4**—Air National Guard Installation and Mission Support Directorate

NGB/A40—Air National Guard Civil Engineer Readiness Division