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Manpower and Equipment Control

MANNING CRITERIA - ARMY NATIONAL GUARD MAJOR TRAINING AREAS

Summary. This pamphlet provides guidance regarding required full-time support manpower criteria for Army National Guard Major Training Areas. This pamphlet provides approved organizational structure, work center descriptions, and staffing guides for typical work centers located at the various major training areas in the several states.

Applicability. This pamphlet applies to all Army National Guard major training areas that have been so designated by the Army Organization and Training Division, National Guard Bureau, with the exception of Gowen Field, Idaho.

Interim Changes. Interim changes to this pamphlet are not official unless they are authenticated by the Executive, National Guard Bureau. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent of this pamphlet is the Army Manpower Division, National Guard Bureau. Users of this pamphlet are invited to send their comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to NGB-ARM-V, Washington, DC 20310-2500

Contents		Section II Using the Staffing Guide	
	Paragraph	Page	Paragraph
Chapter 1			
General			Army functional dictionary and manning document numbers..... 1-8
Section 1			Work center descriptions..... 1-9
Purpose and Procedure			ARNG major training area category..... 1-10
	Paragraph	Page	Staffing tables..... 1-11
Purpose.....	1-1	1-1	Augmented full-time support..... 1-12
Manpower studies and surveys.....	1-2	1-1	
Development of criteria.....	1-3	1-1	Chapter 2
Support personnel manning documents.....	1-4	1-1	Organization Charts
Mix of the force guidelines.....	1-5	1-1	Introduction..... 2-1
Titles, series and grades.....	1-6	1-1	Category A Major Training Area..... 2-2
Requests for exception..	1-7	1-2	

*Supersedes chapter 2, section XI, NGB Pam 570-1, 14 Nov 81

	Paragraph	Page
Category B Major Training Area.....	2-3	2-1
Category C,D and E Major Training Area.....	2-4	2-1
CHAPTER 3		
STAFFING GUIDES-Category A Major Training Area		
Section I		
Office of the Training Site Manager.....		3-1
Section II		
Directorate of Personnel and Community Activities.....		3-2
Section III		
Directorate of Resource Management.....		3-3
Section IV		
Directorate of Plans, Training and Mobilization.....		3-4
Section V		
Directorate of Logistics.....		3-8
Section VI		
Directorate of Facilities Engineering.....		3-13
Chapter 4		
Staffing Guides-Category B Major Training Area		
Section I		
Office of the Training Site Manager.....		4-1

Section II	
Plans, Training and Mobilization Division.....	4-2
Section III	
Logistics Division.....	4-5
Section IV	
Facilities Engineering Division.....	4-8
CHAPTER 5	
STAFFING GUIDES-Category C,D and E Major Training Area	
Section I	
Office of the Training Site Manager.....	5-1
Section II	
Plans, Training and Mobilization Division.....	5-2
Section III	
Logistics Division.....	5-3
Section IV	
Facilities Engineering Division.....	5-4
Appendixes	
A. Major Training Area Troop Capacity Sizing.....	A-1
B. Standard Indirect Functions.....	B-1

CHAPTER 1

General

Section I

PURPOSE AND PROCEDURE

1-1. Purpose

This pamphlet prescribes the criteria for full-time support required to accomplish the day-to-day administrative, operations, training, logistic and maintenance functions performed at Army National Guard (ARNG) major training areas.

1-2. Manpower studies and surveys

Manpower studies and surveys will be conducted to validate required full-time support positions as directed by the Chief, National Guard Bureau. The procedures will be published separately. Modification to existing criteria contained in this pamphlet as a result of manpower studies and surveys will be accomplished by published changes to this pamphlet.

1-3. Development of criteria

These criteria were developed through the use of manpower studies and surveys, performance data reporting and other information provided by National Guard Bureau proponents and functional experts from ARNG major training areas. The criteria will be revised from time to time as new data are collected and analyzed. As the need for revision of the criteria becomes apparent, the States will be requested to provide assistance by active participation in such studies as are required, and by furnishing personnel to serve as members of manpower study teams and study groups.

1-4. Support personnel manning documents

The National Guard Bureau will publish technician support personnel manning documents (SPMD) reflecting the maximum number of required full-time support positions determined as a result of these criteria. The SPMD is the official doc-

ument for employment of full-time support personnel. In instances wherein more than one grade level is authorized for one position on a SPMD, approval of the servicing classification activity must be obtained when filling the position with a military technician at other than the lowest grade authorized. The SPMD is normally published and distributed at the beginning of each fiscal year, but can be modified if there is a change in the criteria that would warrant an increase or decrease of required staffing.

1-5. Mix of the force guidelines

Specific guidance concerning the mix of the force can be found in National Guard Regulation 600-5, Active Guard/Reserve (AGR) Program, 1 November 1985.

1-6. Titles, series, and grades.

a. Military Technician. The authority to establish titles, series and grades for military technicians rests with the Office of Technician Personnel, National Guard Bureau (NGB-TN) and the National Guard classification activities. Grade levels on SPMD's will always reflect the maximum grade supported by the full performance of all duties depicted in National Guard Bureau (NGB) position descriptions. The assignment of titles, series and grades for technician positions is made by NGB-TN based upon performance of duties and responsibilities contained in official position descriptions, assigned missions and functions, and staffing of the organization. If differences occur, grade levels on the approved position description will prevail. Recruitment at or below (but never above) those shown on the SPMD may be made by using a statement of difference to the official position description. The NGB classification activities are available to provide classification and position management advice and assistance. Titles of military technician positions found in staffing guides do not necessarily conform with titles of official position descriptions which will be authorized for these positions.

1 December 1987

b. Active Guard/Reserve. Titles and grades applied to permanent AGR positions are determined by the Army Manpower Division, National Guard Bureau.

c. Training site facilities operations and maintenance employee. The pay level training site facilities operations and maintenance (Site Contract) employees is determined on an annual basis according to the terms of each individual contract.

1-7. Requests for Exceptions

Exceptions to this full-time support criteria will be evaluated on a case-by-case basis by the Army Manpower Division, National Guard Bureau.

SECTION II

Using the Staffing Guides

1-8. Army Functional Dictionary and Manning Document Numbers.

a. Army Functional Dictionary. This one- to five-digit alphabetic code is used to cross reference the functions performed in the work center with potential force structure changes. The Army Functional Dictionary (AFD) is published by the US Army Manpower Requirements and Documentation Agency.

b. Manning Document Number. This four digit numeric code is used to cross-reference the work center with the SPMD.

1-9. Work center description

The work center description is a list of direct federal functions that are performed by the work center. This list supports the number and type of full-time support required positions. Modifications to these descriptions are changed from time-to-time as a result of manpower studies, surveys, or upon advice of National Guard Bureau proponents. Standard indirect functions are listed in appendix B.

1-10. ARNG major training area category

The category of a specific ARNG major training area is based largely on the troop capacity sizing of the training site as computed by the Army Organization and Training Division, National Guard Bureau (NGB-ARO-M). Categories are divided as follows:

Category	Troop Capacity Sizing
A	Above 3000
B	2999 to 1700
C	1699 to 1000
D	999 to 400
E	399 to 100

Specific troop capacity sizings are listed in appendix A.

1-11. Staffing Tables

Staffing tables show the required number and kinds of personnel necessary to perform the functions listed in the work center description. There is a separate staffing table for a given work center in each category of ARNG major training area.

a. Required manpower computation.

(1) The directed requirement staffing table recognizes a level of full-time support that is applicable to a given work center regardless of the size, location or other demographic variables.

(2) The workload factor range staffing table recognizes a level of full-time support based upon an independent predictor variable.

(3) Full-time support manpower requirements are determined by local appraisal when other predictors cannot be developed because of lack of standardization among like work centers.

b. Position Codes. The code used in the staffing table delineates the category of full-time support personnel. Codes used in this pamphlet are limited to the following:

- (1). MT - Military technician.
- (2). AG - Active Guard/Reserve
- (3). SC - Training site facilities operation and maintenance employee.

1-12. Augmented Full-Time Support

Full-time support levels utilizing military technician/AGR or training site cooperative funding agreement employees, or a combination of both, will not exceed the total manpower requirement of the staffing table. Utilization of additional training site cooperative funding agreement employees, except on a seasonal or peak temporary basis, to augment full-time support beyond the required manpower level is not authorized.

CHAPTER 2

**ARNG MAJOR TRAINING AREA ORGANIZATION
STRUCTURE**

2-1. Introduction.

A separate type organization chart is provided for each category of ARNG major training area. Required full-time support manpower positions are based upon this approved structure. Deviations from this structure must be approved by NGB-ARM.

2-2. Category A Major Training Area.

The organizational structure for Category A major training areas with a mobilization station mission is shown in figure 2-1. The following Category A major training areas have not been designated as a State Operated Mobilization Station, and are modified to delete the Mobilization Division, Directorate of Plans, Training and Mobilization:

Fort Stewart, GA (ARNG Element)
Camp Santiago, PR
Camp Gruber, OK

2-3. Category B Major Training Area.

The organizational structure for Category B major training areas is shown in figure 2-2

2-4. Category C, D and E Major Training Area.

The organizational structure for Category C, D and E major training area is shown in figure 2-3.

2-5. Modifications to Organization Structure.

ARNG Major Training Areas that are tenants upon or colocated with Federal installations are modified to delete the following work centers, if applicable:

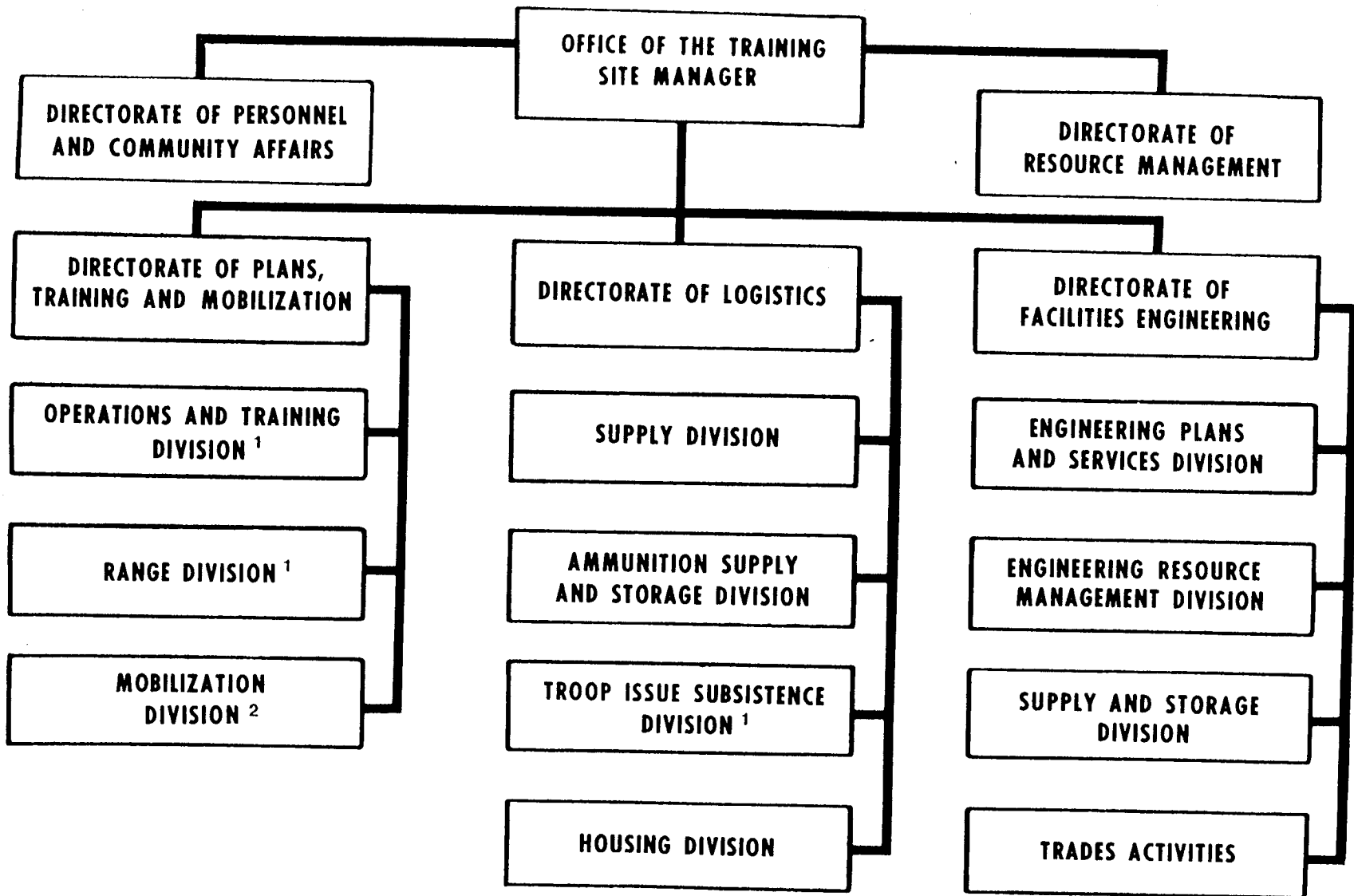
Operations and Training Division/Branch
Range Division/Branch
Troop Issue Subsistence Division/Branch

CATEGORY A ARNG MAJOR TRAINING AREA

2-2

C3, NGB Pam 570-3

1 December 1987



1. WORKCENTER NOT REACGNIZED FOR CATEGORY A MTA'S COLOCATED WITH OR TENANTS UPON A FEDERAL INSTALLATION.
2. WORKCENTER APPLICABLE TO CATEGORY A MTA'S WITH A SOMS MISSION.

Figure 2-1

CATEGORY B ARNG MAJOR TRAINING AREA

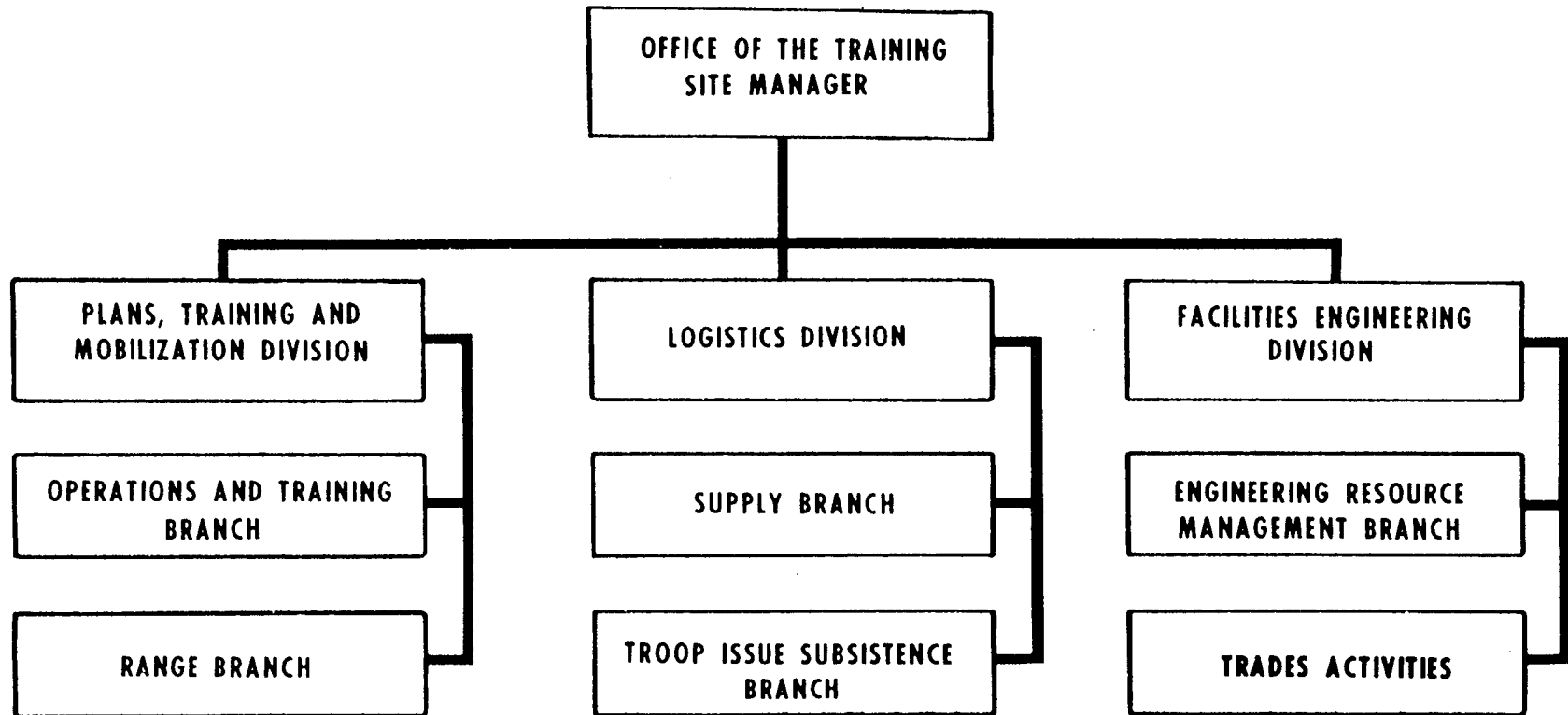


Figure 2-2

CATEGORY C, D & E ARNG MAJOR TRAINING AREA

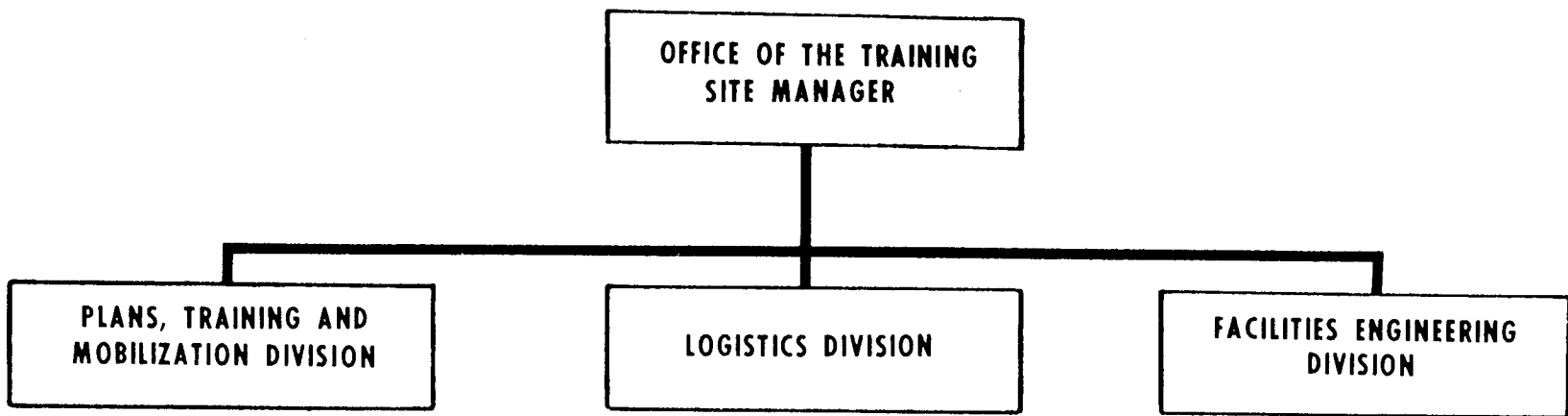


Figure 2-3

CHAPTER 3

STAFFING GUIDES-Category A Major Training Area

Section I. OFFICE OF THE TRAINING SITE MANAGER

AFD: TGD MD: 2851 Type: 5

Direct Functions:

Manages the training site and all activities assigned or attached to the site. Ensures availability of training areas, training support and billeting. Ensures all activities relative to mobilization and deployment of identified units are accomplished. Directs and coordinates all staff activities to include management, administration, and coordination of programming, budgeting and other Army management system functions. Advises the state Adjutant General on all training site matters.

Office of the Training Site Manager Applicable to Category A			
Workload Factor Directed*			2
LINE	TITLE	TYPE	
1	Training Site Manager	MT	1
2	Secretary	MT	1

*Staffing table indicates typical manpower requirement for this work center.

1 December 1987

Section II. DIRECTORATE OF PERSONNEL AND COMMUNITY ACTIVITIES

AFD: YACP MD: 2852 Type: 5

Direct Functions:

Plans, coordinates and directs the administrative and personnel matters of the training site to include personnel and position management, records management and forms control programs, mail control and distribution, duplicating and publication activities, preparation and authentication of correspondence and orders. Plans, supervises and coordinates the preparation, analysis and completion of Directorate of Personnel and Community Activities (DPCA) internal operating budget. Performs administrative control of correspondence and furnishes guidance on the interpretation of administrative directives and procedures. Receives, edits, types and prepares for authentication orders, correspondence, directives, circulars and training site-related material. Maintains registered and classified document control. Requisitions, receives, unloads, stores and issues publications and blank forms. Serves as the training site point of contact for all tactical and fixed communication activities. Plans, and determines requirements for and monitors the operation and installation of communications systems. Provides and manages fixed communication systems to include all telephone operations. Coordinates installation of all temporary telephone service in the cantonement and field areas. Services, maintains and repairs telephone facilities within existing capabilities. Operates the main PBX during normal and peak periods. Maintains duplicating facility and operates duplicating equipment. Manages training site cooperative funding agreement employee programs to include recruiting, health benefits, workmens compensation, and incentive awards. Prepares and coordinates the DPCA portion of the mobilization, emergency, disaster and special plans and exercises.

Directorate of Personnel and Communities Activities Applicable to Category A					
Workload Factor Troop Capacity Sizing			3000 thru 4900	5000 thru 6900	7000 and Above
LINE	TITLE	TYPE	6	6	6
1	Administrative Officer	MT			1
2	Administrative Specialist	MT	1	1	
3	Personnel Technician	MT	1	1	1
4	Communication Technician	MT	1	1	1
5	Mail and Distribution Clerk	MT	1	1	1
6	Clerk Typist	MT	1	1	1
7	Lead PBX Operator	SC	1	1	1

Section III. DIRECTORATE OF RESOURCE MANAGEMENT

AFD: FBY MD: 2853 Type: 5

Direct Functions:

Plans, supervises and performs finance and accounting functions activities of the training site as directed by the USPFO. Initiates preparation of the operating program and budget for submission for inclusion in the State Operating Budget. Assists with planning, development and execution of program budget functions including methods, procedures, formats and techniques. Inputs accounting data to the USPFO Accounting Section for funds dedicated to Full Time Training Duty (FTTD), Annual Training (AT), and additional AT. Executes reimbursable support agreements and manages the overall reimbursable program. Manages time and attendance and payroll processing for cooperative funding agreement employees. Analyzes and reconciles records and reports of the training site and initiates all required adjustment actions. Responsible for planning and preparation of pre and post mobilization budget and PBAC. Coordinates/monitors all crossfunding on reimbursement operations. Supervises/administers the Training Site Cooperative Funding Agreement. Prepares and coordinates the Directorate of Resource Management (DRM) portion of mobilization, emergency, disaster, and special plans and exercises.

Directorate of Resource Management Applicable to Category A					
Workload Factor Troop Capacity Sizing			3000 thru 4900	5000 thru 6900	7000 and Above
LINE	TITLE	TYPE	4	4	5
1	Financial Manager	MT			1
2	Budget Specialist	MT	1	1	1
3	Accounting Technician	MT	1	1	1
4	Clerk Typist	MT	1	1	1
5	Site Agreement Specialist	SC	1	1	1

1 December 1987

Section IV. DIRECTORATE OF PLANS, TRAINING, AND MOBILIZATION

Office of the Director
 AFD: YXTX MD: 2854 Type: 5

Direct Functions:

Directs and coordinates plans, training and mobilization for the training site. Coordinates non-military activities, military and civilian aviation, airfield operations, use of weapons, ammunition, and training equipment. Directs and coordinates range activities to include maintenance and development of new ranges and training facilities, and acquisition of training devices. Coordinates AT Administrative Plans for additional man-day support for the training site. Directs and coordinates military intelligence, counterintelligence, and security activities. Plans, supervises and coordinates the preparation, analysis and execution of the Directorate of Plans, Training and Mobilization (DPTM) internal operating budget. Maintains statistical records required for training site utilization. Plans and supervises the maintenance of existing ranges, implements the development of new standardized/modernized ranges in accordance with current publications, and recommends acquisition/upgrading of training and support facilities in accordance with FM 25-7. Develops and coordinates input for the training site 5-year plan. Prepares and coordinates mobilization, emergency, disaster and special plans and exercises.

Office of the Director Applicable to Category A			
Workload Factor Directed Requirement*			2
LINE	TITLE	TYPE	
1	Operations and Plans Officer	MT	1
2	Clerk Typist	MT	1

*Staffing table indicates typical manpower requirement for this work center.

Section IV. DIRECTORATE OF PLANS, TRAINING, AND MOBILIZATION-Continued

Operations and Training Division¹

AFD: YXT MD: 2854 Type: 5

Direct Functions:

Coordinates the military training/testing program of the units utilizing the training site. Publishes movement directives and administrative instructions pertaining to the movement and training of units utilizing the training site. Controls and schedules utilization of ranges and training facilities. Conducts surveys to ensure existing master plan meets all training requirements and recommends changes or additions to the plan. Enforces safety and operational procedures of training facilities. Coordinates Army aviation, airborne and NBC training. Serves as training site physical security officer. Directs and operates a learning center as the central reference and booking service for all training device and audiovisual equipment. Acquires, stores and issues graphic, video, and audio recordings, transparencies, film strips, motion pictures and other training aid products. Maintains, issues and provides operating instructions for training devices to include MILES, Weaponeer, TSFO and other related devices. Maintains necessary records for utilization reports. Performs inspections on returned items for serviceability. Updates records, initiates appropriate reports for lost, damaged or destroyed equipment. Determines the need to requisition, replacement items as necessary. Performs organizational maintenance on equipment and material stocked by the division.

Operations and Training Division, DPTM Applicable to Category A			
Workload Factor Directed Requirement*			4
LINE	TITLE	TYPE	
1	Plans Specialist	MT	1
2	Training Administrator	MT	1
3	Training Device Equipment Mgr	MT	1
4	Supply Technician	MT	1

*Staffing table indicates typical manpower requirement for this work center.

Note:

¹ This workcenter is not recognized for ARNG Major Training Areas collocated with or tenants upon a Federal Installation.

Section IV. DIRECTORATE OF PLANS, TRAINING, AND MOBILIZATION-Continued

Range Division¹
 AFD: TGD MD: 2854 Type: 5

Direct Functions:

Supervises, operates and coordinates the utilization of training site ranges to include indoor and outdoor ranges, impact areas, maneuver and other facilities. Prepares, maintains and enforces range regulations. Enforces safety regulations pertaining to range use and firing. Coordinates physical security of range areas. Requisition, stores and issues targets, target material to include LTID, aerial targets, and thermal targets, and equipment. Assures that range real property is maintained through coordination with the Facility Engineer Division, Logistics Division and the Communication Branch. Performs organizational and routine maintenance on ranges. Manages restricted airspace and provides advisory service to military aircraft operating in the vicinity of the training site. Prepares and submits range operating budget estimates.

Range Division, DPTM Applicable to Category A			
Workload Factor Directed Requirement*			8
LINE	TITLE	TYPE	
1	Range Officer	AG	1
2	Operations NCO	AG	1
3	Range NCO	AG	2
4	Remoted Target System Specialist	AG	3
5	Computer Operator	AG	1

*Staffing table indicates typical manpower requirement for this work center.

Note:

¹ This workcenter is not recognized for ARNG Major Training Areas colocated with or tenants upon a Federal Installation.

Section IV. DIRECTORATE OF PLANS, TRAINING, AND MOBILIZATION-Continued

Mobilization Division
 AFD: PBH MD: 2854 Type: 5

Direct Functions:

Plans, supervises and coordinates mobilization. operational, emergency, disaster and special plans for the Mobilization Station. Coordinates unit movements based on guidance found in the Mobilization Troop Basic Stationing Plan (MTBSP). Assist units in exercises and alerts such as mobilization exercises and emergency deployment readiness exercises. Designs, develops and maintains various mobilization data bases. Coordinates all mobilization training, ranges, and training support facility needs with the Operations and Training Branch. Coordinates all mobilization construction needs with the Facility Engineering Division and the District Corps of Engineers.

Mobilization Division, DPTM Applicable to Category A with Mobilization Station Mission			
Workload Factor Directed Requirement*			4
LINE	TITLE	TYPE	
1	Mobilization Planner	AG	1
2	Operations NCO	AG	1
3	Data Processing NCO	AG	1
4	Administrative Specialist	AG	1

*Staffing table indicates typical manpower requirement for this work center.

Section V. DIRECTORATE OF LOGISTICS

Office of the Director
 AFD: LAA MD: 2855 Type: 5

Direct Functions:

Directs and supervises training site logistical operations to include supply, maintenance, material, support services, procurement, transportation, housing activities, POL, subsistence, ammunition, and logistical support planning. Provides technical assistance to Combat Service Support units that may provide service to the training site. Responsible for conducting technical inspections of ammunition and ammunition storage facilities. Investigates and prepares reports concerning ammunition and explosive malfunction. Manages logistical activities to include management, administration and coordination of programming, budgeting and other Army management systems. Receives, coordinates, processes and procures logistic support requirements for user organizations. Maintains accountable reports and records. Maintains training site property accountability records. Plans, supervises and coordinates the preparation, analysis and execution of the Directorate of Logistics (DOL) internal operating budget. Prepares and coordinates the DOL portion of mobilization, emergency, disaster and special plans and exercises.

Office of the Director Applicable to Category A			
Workload Factor Directed Requirement*			4
LINE	TITLE	TYPE	
1	Supply Management Officer	MT	1
2	Supply Technician (PBO)	MT	1
3	Clerk Typist	MT	1
4	Procurement Specialist	SC	1

*Staffing table indicates typical manpower requirement for this work center.

Section V. DIRECTORATE OF LOGISTICS-Continued

Supply Division

AFD: LEB MD: 2855 Type: 5

Direct Functions:

Receives, unloads, segregates, stores and inventories expendable and non-expendable supplies and equipment. Plans, organizes, and supervises the issue and turn-in of supplies and equipment. Coordinates pickups and deliveries. Maintains stock levels by conducting periodic inventories. Maintains all property on hand. Maintains warehouse records. Develops planographs for storage. Designs pallets and racks. Receives and inspects all linen returned by civilian contract laundries for compliance. Receives and delivers to Defense Property Disposal Offices (DPDO) all excess and salvage property. Establishes and administers a safety program for warehouse operations. Manages the petroleum distribution system for the training site to include receipt, storage, issue, accountability, technical surveillance and sampling. Requisitions, receives, stores and issues medical supplies and equipment. Ensures that the Troop Medical Clinic (TMC) is fully stocked with expendable and durable material. Conducts joint entrance and exit inventories for units operating the TMC. Schedules and maintains biomedical equipment maintenance services. Conducts quality surveillance of training site medical supplies and equipment.

Supply Division, DOL Applicable to Category A					
Workload Factor Troop Capacity Sizing			3000 thru 4900	5000 thru 6900	7000 and Above
LINE	TITLE	TYPE	7	8	9
1	General Supply Officer	MT	1	1	1
2	Supply Technician (POL)	MT			1
3	Medical Supply Technician	MT	1	1	1
4	Supply Clerk (POL)	MT	1	1	1
5	Supply Clerk	MT	1	1	1
6	Warehouse Worker Foreman	MT		1	1
7	Warehouse Worker	MT	3	3	3

Section V. DIRECTORATE OF LOGISTICS-Continued

Ammunition Supply and Storage Division

AFD: LEE MD: 2855 Type: 5

Direct Functions:

Receives, stores, safeguards, inspects and issues ammunition and explosive materials for user organizations and components of other services and agencies. Establishes and maintains control over ammunition stocks and ensures accountability and quality control of individual items or lots of munitions. Reviews, coordinates and consolidates all ammunition requirements of user organization, and provides technical guidance when problems surpass user organization capability. Revises and directs the revision of stock levels based on demand and usage history, changes in training plans and changes in availability of allocated items. Reconciles ammunition issues with turn-in. Maintains accountable records on all ammunition residual components and packing material. Obtains appropriate disposition instructions and prepares recoverable items for shipment to designated depots or DPDO's. Maintains and reconciles all accountable ammunition records. Maintains a current file of all appropriate publications and ammunition suspenses. Prepares and submits all technical inspection reports, recurring reports, and one-time report required by DOD, DA, NGB, FORSCOM and AMCCOM. Performs investigation and reporting of conventional ammunition failures/malfunctions. Ensures compatibility, quantity distance, transportation, security and safety regulations pertaining to conventional ammunition.

Ammunition Supply and Storage Division, DOL Applicable to Category A					
Workload Factor Troop Capacity Sizing			3000 thru 4900	5000 thru 6900	7000 and Above
LINE	TITLE	TYPE	5	6	7
1	Supply Specialist (Ammo)	MT	1	1	1
2	Supply Technician (Ammo)	MT		1	1
3	Supply Clerk	MT	1	1	1
4	Warehouse Worker	MT	3	3	4

Section V. DIRECTORATE OF LOGISTICS-Continued

Troop Issue Subsistence Division¹

AFD: LBCH MD: 2855 Type: 5

Direct Functions:

Receives, stores, safeguards, and issues subsistence items for user organizations. Schedules and coordinates veterinary food inspections in accordance with AR 40-657. Prepares and submits receiving documents to The Defense Personnel Support Center (DPSC) for subsistence items procured from DPSC. Determines requirements and initiates requests for items procured locally. Assures proper pricing of all subsistence items and publishes a price list for nonlisted and locally procured items. Manages and coordinates actions to ensure the uninterrupted supply of subsistence to authorized user organizations. Computes Basic Daily Food Allowance (BDFA) monthly using the partial BFDA furnished by the Troop Support Agency. Serves as a voting member of the State Menu Board and formulates changes to the training site master menu. Serves a technical advisor on all matters pertaining to subsistence supply.

Troop Issue Subsistence Division, DOL Applicable to Category A					
Workload Factor Troop Capacity Sizing			3000 thru 4900	5000 thru 6900	7000 and Above
LINE	TITLE	TYPE	3	4	5
1	Troop Issue Subsist Officer	MT	1	1	1
2	Supply Technician	MT		1	1
3	Supply Clerk	MT	1		
4	Warehouse Worker	MT	1	2	3

Note:

¹ This workcenter is not recognized for ARNG major training areas collocated with or tenants on a Federal installation

Section V. DIRECTORATE OF LOGISTICS-Continued

Housing Division
 AFD: LBDB MD: 2855 Type: 5

Direct Functions:

Assigns, inspects, and equips troop buildings in the cantonement area. Inventories and inspects all installation property, furnishings and equipment. Controls all maid serviced quarters and VIP housing. Issues certificates of non-availability of government quarters. Collects service charges and maintains records for cost of laundering linen, maid service, and other services directly connected with the operation of bachelor accommodations.

Housing Division, DOL Applicable to Category A					
Workload Factor Troop Capacity Sizing			3000 thru 4900	5000 thru 6900	7000 and Above
LINE	TITLE	TYPE	4	5	6
1	Housing Officer	MT	1	1	1
2	Housing Specialist	MT	1	1	1
3	Billeting Clerk	MT	1	1	1
4	Warehouse Worker	MT	1	2	3

Section VI. DIRECTORATE OF FACILITIES ENGINEERING

Office of the Director
 AFD: KAA MD: 2856 Type: 5

Direct Functions:

Plans, directs, supervises and coordinates all training site facilities engineering activities to include engineering design, inspection, construction, master planning, real property management, real property maintenance, organizational maintenance of engineer equipment, fire prevention and protection, custodial, entomological service, refuse collection and disposal, supply and storage of engineer equipment and other miscellaneous engineering services. Provides environmental assessments and prepares environmental impact statements relating to the preservation, protection and enhancement of the environment. Prepares and coordinates the Directorate of Facilities Engineering (DFE) portion of mobilization, emergency, disaster and special plans and exercises.

Office of the Director Applicable to Category A			
Workload Factor Directed Requirement*			2
LINE	TITLE	TYPE	
1	Facility Engineer	MT	1
2	Clerk Typist	MT	1

*Staffing table indicates typical manpower requirement for this work center.

Section VI. DIRECTORATE OF FACILITIES ENGINEERING-Continued

Engineering Plans and Services Division

AFD: KDB MD: 2856 Type: 5

Direct Functions:

Plans, programs and designs matters pertaining to training site engineering projects, master planning, Major Construction, Army National Guard (MCARNG) programming, construction inspections and facility engineering environmental matters. Develops the training site master planning document and mobilization expansion plan and compiles specific MCARNG programs required to implement the master plan and compiles specific projects and justification data for the intermediate and target year programs. Prepares designs and drawings and specifications which relates to the training site. Provides engineering analysis with design criteria. Provides formal documentation on feasibility and appropriateness of any proposed change to project contracts. Provides engineering review of as-built drawings, manuals and/or data for newly completed facilities for accuracy and validity. Supervises in-progress and final acceptance inspections of construction to assure adequate performance for those projects locally administered. Provides input to environmental impact statements.

Engineering Plans and Services Division, DFE Applicable to Category A			
Workload Factor Directed Requirement*			3
LINE	TITLE	TYPE	
1	Civil Engineer	MT	1
2	Engineering Technician	SC	1
3	Engineering Aid	SC	1

*Staffing table indicates typical manpower requirement for this work center.

Section VI. DIRECTORATE OF FACILITIES ENGINEERING-Continued

Engineering Resources Management Division

AFD: KCZ MD: 2856 Type: 5

Direct Functions:

Programs, coordinates and schedules resources for DFE. Prepares real property maintenance reports and related real property matters. Provides programming, budget, cost accounting, fund control, statistical services and fiscal guidance to the Facilities Engineer and other operating branches. Establishes and maintains the resource management (work order) accounting system. Receives all requests for work, and establishes output/audit records. Maintains a priority system for all job order requests, operates a service call desk for telephonic emergency requests and process service orders for required work. Maintains record files of completed job orders. Prepares detailed estimates of workhours, materials and costs for maintenance, repair, alteration, construction and equipment in-place jobs accomplished by contract. Conducts facility inspections and provides condition evaluation and deficiency dollar estimates. Develops and coordinates the completion of the DFE internal operating budget. Prepares reports relating to programs or budget data.

Engineering Resources Management Division, DFE Applicable to Category A			
Workload Factor Directed Requirement*			5
LINE	TITLE	TYPE	
1	Engineering Resource Mgt Spec	SC	1
2	Planner-Estimator	SC	1
3	Maintenance and Repair Project Scheduler	SC	1
4	Work Order Clerk	SC	1
5	Real Property Clerk	MT	1

*Staffing table indicates typical manpower requirement for this work center.

Section VI. DIRECTORATE OF FACILITIES ENGINEERING-Continued

Supply and Storage Division
 AFD: LEB MD: NA Type: NA

Direct Functions:

Receives, stores, safeguards and issues supplies and equipment for DFE operations. Plans, programs and executes the DFE supply and storage functions to include the FED portion of the stock fund. Coordinates the execution of these functions with the Engineering Resource Management Division and other DFE elements. Maintains documentary control of DFE supply and equipment. Process documents accounting for incoming and outgoing items. Prepares, reviews and edits requisition and tally out forms. Initiates action for local purchase. Initiates action to maintain authorized stockage levels. Performs other services incident to requisition, receipt, storage, issue and disposal of supplies and equipment. Conducts DFE warehouse operations.

Supply and Storage Division, DFE Applicable to Category A			
Workload Factor Directed Requirement*			3
LINE	TITLE	TYPE	
1	Supply Specialist	SC	1
2	Supply Clerk	SC	1
3	Warehouseman	SC	1

*Staffing table indicates typical manpower requirement for this work center.

1 December 1987

C3, NGB Pam 570-3

Section VI. DIRECTORATE OF FACILITIES ENGINEERING-Continued

Trades Activities

AFD: KGZ MD: NA Type: NA

A work center description and staffing table for this activity is not provided. All full-time support is provided by the Training Site Cooperative Funding Agreement. Funds for this agreement, as well as the number and type of position, are controlled by the Army Installations Division, National Guard Bureau.

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CHAPTER 4

STAFFING GUIDES-Category B Major Training Area

Section I. OFFICE OF THE TRAINING SITE MANAGER

(AFD: TGD MD# 2851)

Direct Functions:

Manages the training site and all activities assigned or attached to the site. Ensures availability of training areas, training support and billeting. Directs and coordinates all staff activities to include management, administration, and coordination of programming, budgeting and other Army management system functions. Advises the state Adjutant General on all training site matters. Plans, coordinates and directs the administrative and personnel matters of the training site to include personnel and position management, records management and forms control programs, mail control and distribution, duplicating and publication activities, preparation and authentication of correspondence and orders. Initiates preparation of the operating program and budget for submission for inclusion in the State Operating Budget. Inputs accounting data to the USPFO Accounting Section for funds dedicated to Full Time Training Duty (FTTD), Annual Training (AT), and additional AT. Supervises/administers the Training Site Cooperative Funding Agreement. Manages training site cooperative funding agreement employee programs to include recruiting, health benefits, workmens compensation, and incentive awards.

Office of the Training Site Manager Applicable to Category B			
Workload Factor Directed*			3
LINE	TITLE	TYPE	
1	Training Site Manager	MT	1
2	Administrative Specialist	MT	1
3	Secretary	MT	1

*Staffing table indicates typical manpower requirement for this work center.

Section II. PLANS, TRAINING, AND MOBILIZATION DIVISION

Office of the Chief
 (AFD: YXTX MD# 2854)

Direct Functions:

Directs and coordinates plans, training and mobilization for the training site. Coordinates non-military activities, military and civilian aviation, airfield operations, use of weapons, ammunition, and training equipment. Directs and coordinates range activities to include maintenance and development of new ranges and training facilities, and acquisition of training devices. Coordinates AT Administrative Plans for additional man-day support for the training site. Directs and coordinates military intelligence, counterintelligence, and security activities. Plans, supervises and coordinates the preparation, analysis and execution of the Plans, Training and Mobilization Division (PTMD) internal operating budget. Maintains statistical records required for training site utilization. Plans and supervises the maintenance of existing ranges, implements the development of new standardized/modernized ranges in accordance with current publications, and recommends asquisition/upgrading of training and support facilities in accordance with FM 25-7. Plans, and determines requirements for and monitors the operation and installation of communications systems. Furnishes technical guidance on communication matters for plans, exercises and tests. Develops and coordinates input for the training site 5-year plan. Prepares and coordinates emergency, disaster and special plans and exercises.

Office of the Chief, PTMD Applicable to Category B			
Workload Factor Directed Requirement*			2
LINE	TITLE	TYPE	
1	Operations and Plans Officer	MT	1
2	Clerk Typist	MT	1

*Staffing table indicates typical manpower requirement for this work center.

Section II. PLANS, TRAINING AND MOBILIZATION DIVISION-Continued

Operations and Training Branch
(AFD: YXT MD# 2854)

Direct Functions:

Coordinates the military training/testing program of the units utilizing the training site. Publishes movement directives and administrative instructions pertaining to the movement and training of units utilizing the training site. Controls and schedules utilization of ranges and training facilities. Conducts surveys to ensure existing master plan meets all training requirements and recommends changes or additions to the plan. Enforces safety and operational procedures of training facilities. Coordinates Army aviation, airborne and NBC training. Serves as training site physical security officer. Directs and operates a learning center as the central reference and booking service for all training device and audiovisual equipment. Acquires, stores and issues graphic, video, and audio recordings, transparencies, film strips, motion pictures and other training aid products. Maintains, issues and provides operating instructions for training devices to include MILES, Weaponer, TSFO and other related devices. Maintains necessary records for utilization reports. Performs inspections on returned items for serviceability. Updates records, initiates appropriate reports for lost, damaged or destroyed equipment. Determines the need to requisition, replacement items as necessary. Performs organizational maintenance on equipment and material stocked by the branch.

Operations and Training Branch, PTMD Applicable to Category B			
Workload Factor Directed Requirement*			3
LINE	TITLE	TYPE	
1	Operations and Plans Specialist	MT	1
2	Training Device Equipment Mgr	MT	1
3	Supply Technician	MT	1

*Staffing table indicates typical manpower requirement for this work center.

Section II. PLANS, TRAINING AND MOBILIZATION DIVISION-Continued

Range Branch
(AFD: TGD MD# 2854)

Direct Functions:

Supervises, operates and coordinates the utilization of training site ranges to include indoor and outdoor ranges, impact areas, maneuver and other facilities. Prepares, maintains and enforces range regulations. Enforces safety regulations pertaining to range use and firing. Coordinates physical security of range areas. Requisition, stores and issues targets, target material to include LTID, aerial targets, and thermal targets, and equipment. Assures that range real property is maintained through coordination with the Facility Engineer Division, and the Logistics Division. Performs organizational and routine maintenance on ranges. Manages restricted airspace and provides advisory service to military aircraft operating in the vicinity of the training site. Prepares and submits range operating budget estimates.

Range Branch, PTMD Applicable to Category B			
Workload Factor Directed Requirement*			4
LINE	TITLE	TYPE	
1	Range Officer	AG	1
3	Range NCO	AG	3

*Staffing table indicates typical manpower requirement for this work center.

Section III. LOGISTICS DIVISION

Office of the Chief
(AFD: LAA MD# 2855)

Direct Functions:

Directs and supervises training site logistical operations to include supply, maintenance, material, support services, procurement, transportation, housing activities, POL, subsistence, ammunition, and logistical support planning. Provides technical assistance to Combat Service Support units that may provide service to the training site. Responsible for conducting technical inspections of ammunition and ammunition storage facilities. Investigates and prepares reports concerning ammunition and explosive malfunction. Manages logistical activities to include management, administration and coordination of programming, budgeting and other Army management systems. Receives, coordinates, processes and procures logistic support requirements for user organizations. Maintains accountable reports and records. Maintains training site property accountability records. Plans, supervises and coordinates the preparation, analysis and execution of the Logistics Division (LD) internal operating budget. Prepares and coordinates the Logistics Division portion of mobilization, emergency, disaster and special plans and exercises.

Office of the Chief, LD Applicable to Category B			
Workload Factor Directed Requirement*			3
LINE	TITLE	TYPE	
1	General Supply Officer	MT	1
2	Housing Technician	MT	1
3	Clerk Typist	MT	1

*Staffing table indicates typical manpower requirement for this work center.

Section III. LOGISTICS DIVISION-Continued

Supply Branch
(AFD: LEB MD# 2855)

Direct Functions:

Receives, unloads, segregates, stores and inventories expendable and non-expendable supplies, equipment and ammunition. Plans, organizes, and supervises the issue and turn-in of supplies, equipment and ammunition. Coordinates pickups and deliveries. Maintains stock levels by conducting periodic inventories. Maintains all property on hand. Maintains warehouse records. Develops planographs for storage. Designs pallets and racks. Receives and inspects all linen returned by civilian contract laundries for compliance. Receives and delivers to Defense Property Disposal Offices (DPDO) all excess and salvage property. Establishes and administers a safety program for warehouse operations. Establishes and maintains control over ammunition stocks and ensures accountability and quality control of individual items or lots of munitions. Reviews, coordinates and consolidates all ammunition requirements of user organization, and provides technical guidance when problems surpass user organization capability. Manages the petroleum distribution system for the training site to include receipt, storage, issue, accountability, technical surveillance and sampling. Ensures that the Troop Medical Clinic (TMC) is fully stocked with expendable and durable material. Conducts joint entrance and exit inventories for units operating the TMC. Schedules and maintains biomedical equipment maintenance services. Conducts quality surveillance of training site medical supplies and equipment.

Supply Branch, LD Applicable to Category B			
Workload Factor Directed Requirement*			5
LINE	TITLE	TYPE	
1	Supply Specialist	MT	1
2	Supply Technician (Ammo)	MT	1
3	Supply Technician (POL)	MT	1
4	Warehouse Worker	MT	2

*Staffing table indicates typical manpower requirement for this work center.

Section III. LOGISTICS DIVISION-Continued

Troop Issue Subsistence Branch¹
(AFD: LBCH MD# 2855)**Direct Functions:**

Receives, stores, safeguards, and issues subsistence items for user organizations. Schedules and coordinates veterinary food inspections in accordance with AR 40-657. Prepares and submits receiving documents to The Defense Personnel Support Center (DPSC) for subsistence items procured from DPSC. Determines requirements and initiates requests for items procured locally. Assures proper pricing of all subsistence items and publishes a price list for nonlisted and locally procured items. Manages and coordinates actions to ensure the uninterrupted supply of subsistence to authorized user organizations. Computes Basic Daily Food Allowance (BDFA) monthly using the partial BFDA furnished by the Troop Support Agency. Serves as a voting member of the State Menu Board and formulates changes to the training site master menu. Serves a technical advisor on all matters pertaining to subsistence supply.

Troop Issue Subsistence Branch, LD Applicable to Category B			
Workload Factor Directed Requirement*			4
LINE	TITLE	TYPE	
1	Supply Specialist (Subsist)	MT	1
2	Supply Clerk (Typing)	MT	1
3	Warehouse Worker	MT	2

*Staffing table indicates typical manpower requirement for this work center.
1 This work center is not recognized for ARNG major training areas collocated with or tenants on a Federal installation.

Section IV. FACILITIES ENGINEERING DIVISION

Office of the Chief
 (AFD: KAA MD# 2856)

Direct Functions:

Plans, directs, supervises and coordinates all training site facilities engineering activities to include engineering design, inspection, construction, master planning, real property management, real property maintenance, organizational maintenance of engineer equipment, fire prevention and protection, custodial, entomological service, refuse collection and disposal, supply and storage of engineer equipment and other miscellaneous engineering services. Provides environmental assessments and prepares environmental impact statements relating to the preservation, protection and enhancement of the environment. Prepares and coordinates the Facility Engineering Division (FED) portion of mobilization, emergency, disaster and special plans and exercises.

Office of the Chief, FED Applicable to Category B			
Workload Factor Directed Requirement*			2
LINE	TITLE	TYPE	
1	Facility Engineer	MT	1
2	Clerk Typist	MT	1

*Staffing table indicates typical manpower requirement for this work center.

Section IV. FACILITIES ENGINEERING DIVISION-Continued

Engineering Resources Management Branch
(AFD: KCZ MD# 2856)**Direct Functions:**

Programs, coordinates and schedules resources for FED. Prepares real property maintenance reports and related real property matters. Provides programming, budget, cost accounting, fund control, statistical services and fiscal guidance to the Facilities Engineer and other operating branches. Establishes and maintains the resource management (work order) accounting system. Receives all requests for work, and establishes output/audit records. Maintains a priority system for all job order requests, operates a service call desk for telephonic emergency requests and process service orders for required work. Maintains record files of completed job orders. Prepares detailed estimates of workhours, materials and costs for maintenance, repair, alteration, construction and equipment in-place jobs accomplished by contract. Conducts facility inspections and provides condition evaluation and deficiency dollar estimates. Develops and coordinates the completion of the FED internal operating budget. Prepares reports relating to programs or budget data.

Engineering Resources Management Branch, FED Applicable to Category B			
Workload Factor Directed Requirement*			3
LINE	TITLE	TYPE	
1	Planner-Estimator	SC	1
2	Maintenance and Repair Project Scheduler	SC	1
3	Engineering Aide	SC	1

*Staffing table indicates typical manpower requirement for this work center.

Section IV. FACILITIES ENGINEERING DIVISION-Continued

Trades Activities
(AFD: KGZ MD# NA)

A work center description and staffing table for this activity is not provided. All full-time support is provided by the Training Site Cooperative Funding Agreement. Funds for this agreement, as well as the number and type of position, are controlled by the Army Installations Division, National Guard Bureau.

CHAPTER 5

STAFFING GUIDES—Category C,D and E Major Training Area

Section I. OFFICE OF THE TRAINING SITE MANAGER

(AFD: TGD MD# 2851)

Direct Functions:

Manages the training site and all activities assigned or attached to the site. Ensures availability of training areas, training support and billeting. Directs and coordinates all staff activities to include management, administration, and coordination of programming, budgeting and other Army management system functions. Advises the state Adjutant General on all training site matters. Plans, coordinates and directs the administrative and personnel matters of the training site to include personnel and position management, records management and forms control programs, mail control and distribution, duplicating and publication activities, preparation and authentication of correspondence and orders. Initiates preparation of the operating program and budget for submission for inclusion in the State Operating Budget. Inputs accounting data to the USPFO Accounting Section for funds dedicated to Full Time Training Duty (FTTD), Annual Training (AT), and additional AT. Supervises/administers the Training Site Cooperative Funding Agreement. Manages training site cooperative funding agreement employee programs to include recruiting, health benefits, workmens compensation, and incentive awards.

Office of the Training Site Manager Applicable to Category C, D and E					
Workload Factor Troop Capacity Sizing*			100 thru 399	400 thru 999	1000 thru 1699
LINE	TITLE	TYPE	1	2	3
1	Training Site Manager	MT	1	1	1
2	Administrative Specialist	MT			1
3	Secretary	MT			1
4	Clerk Typist	MT		1	

*Troop Capacity Sizing determined by NGB-ARO-TS.

Section II. PLANS, TRAINING, AND MOBILIZATION DIVISION

(AFD: YXTX MD# 2854)

Direct Functions:

Directs and coordinates plans, training and mobilization for the training site. Coordinates non-military activities, military and civilian aviation, airfield operations, use of weapons, ammunition, and training equipment. Directs and coordinates range activities to include maintenance and development of new ranges and training facilities, and acquisition of training devices. Coordinates AT Administrative Plans for additional man-day support for the training site. Directs and coordinates military intelligence, counterintelligence, and security activities. Plans, supervises and coordinates the preparation, analysis and execution of the Plans, Training and Mobilization Division (PTMD) internal operating budget. Maintains statistical records required for training site utilization. Plans and supervises the maintenance of existing ranges, implements the development of new standardized/modernized ranges in accordance with current publications, and recommends acquisition/upgrading of training and support facilities in accordance with FM 25-7. Plans, and determines requirements for and monitors the operation and installation of communications systems. Furnishes technical guidance on communication matters for plans, exercises and tests. Develops and coordinates input for the training site 5-year plan. Prepares and coordinates emergency, disaster and special plans and exercises.

Plans, Training and Mobilization Division Applicable to Category C, D and E					
Workload Factor Troop Capacity Sizing*			100 thru 399	400 thru 999	1000 thru 1699
LINE	TITLE	TYPE	1	1	3
1	Opns and Plans Specialist	MT	1	1	1
2	Opns and Training Specialist	MT			1
3	Clerk Typist	MT			1

*Troop Capacity Sizing determined by NGB-ARO-TS.

Section III. LOGISTICS DIVISION

(AFD: LAA MD# 2855)

Direct Functions:

Directs and supervises training site logistical operations to include supply, maintenance, material, support services, procurement, transportation, housing activities, POL, subsistence, ammunition, and logistical support planning. Manages logistical activities to include management, administration and coordination of programming, budgeting and other Army management systems. Procures, receives, stores and safeguards all classes of logistic support requirements for user organizations. Maintains accountable reports and records. Maintains training site property accountability records. Plans, supervises and coordinates the preparation, analysis and execution of the Logistics Division (LD) internal operating budget. Prepares and coordinates the Logistics Division portion of mobilization, emergency, disaster and special plans and exercises.

Logistics Division Applicable to Category C, D and E					
Workload Factor Troop Capacity Sizing*			100 thru 399	400 thru 999	1000 thru 1699
LINE	TITLE	TYPE	1	4	7
1	General Supply Officer	MT	1	1	1
2	Supply Technician (Ammo)	MT		1	1
3	Supply Technician (Subsist)	MT		1	1
4	Supply Clerk	MT		1	1
5	Warehouse Worker	MT			3

*Troop Capacity Sizing determined by NGB-ARO-TS.

Section IV. FACILITIES ENGINEERING DIVISION

(AFD: KAA MD# 2856)

Direct Functions:

Plans, directs, supervises and coordinates all training site facilities engineering activities to include engineering design, inspection, construction, master planning, real property management, real property maintenance, organizational maintenance of engineer equipment, fire prevention and protection, custodial, entomological service, refuse collection and disposal, supply and storage of engineer equipment and other miscellaneous engineering services. Provides environmental assessments and prepares environmental impact statements relating to the preservation, protection and enhancement of the environment. Prepares and coordinates the Facility Engineering Division (FED) portion of mobilization, emergency, disaster and special plans and exercises.

Facilities Engineer Division Applicable to Category C, D and E					
Workload Factor Troop Capacity Sizing*			100 thru 399	400 thru 999	1000 thru 1699
LINE	TITLE	TYPE	1	1	1
1	Facility Engineer	MT			1
2	Engineering Technician	MT	1	1	

*Troop Capacity Sizing determined by NGB-ARO-TS.

Note: This table does not address Training Site Cooperative Funding Agreement employees. This category of full-time support is managed by NGB-ARI.

APPENDIX A

MAJOR TRAINING AREA TROOP CAPACITY SIZING

<u>STATE</u>	<u>TRAINING AREA</u>	<u>TROOP CAPACITY SIZING</u>	<u>CATEGORY</u>
AL	Ft McClellan (ARNG Element)	1600	C
AK	Ft Richardson (Camp Carrol)	600	D
AR	Camp Robinson	3300	A SOMS *
AZ	Florence Mil Reservation	400	E
AZ	Ft Huachuca (ARNG Element)	400	E
AZ	Navajo Army Depot	600	D
CA	Camp Roberts	7300	A SOMS *
CO	Camp West	300	E
CT	Camp O'Neill	1000	C
FL	Camp Blanding	4000	A SOMS
GA	Ft Stewart (ARNG Element)	5300	A
IA	Camp Dodge	1200	C
ID	Gowen Field	2000	B SOMS
IL	Camp Marseilles	700	D
IN	Atterbury RFTA	4200	A SOMS
KS	Nickell Barracks	400	E
KY	Eastern KY Training Site	100	E
LA	Camp Beauregard	1000	C
MA	Camp Curtis Guild	400	E
MA	Camp Edwards	3000	A SOMS
MD	Gunpowder Military Resv	300	E *
ME	Riley-Bog Brook	500	D
MI	Camp Grayling	7200	A SOMS
MI	Camp Custer	1500	C
MN	Camp Ripley	7800	A SOMS
MT	Ft Harrison	700	D
MO	Camp Clark	600	D
MO	Camp Crowder	500	D
MS	Camp Shelby	8900	A SOMS
MS	Camp McCain	600	D
NC	Camp Butner	300	E
ND	Camp Grafton	1500	C
NE	Hastings	300	E
NE	Camp Ashland	350	E
NJ	Ft Dix (Sea Girt)	400	E
NV	Stead Training Site	100	E *
NY	Camp Smith	2100	B
OH	Camp Perry	1000	C
OK	Camp Gruber	3000	A
OK	Ft Sill (ARNG Element)	700	D
OR	Camp Rilea	1000	C

* Indicates change from last publication.

1 December 1987

MAJOR TRAINING AREA TROOP CAPACITY SIZING

<u>STATE</u>	<u>TRAINING AREA</u>	<u>TROOP CAPACITY SIZING</u>	<u>CATEGORY</u>
PR	Camp Santiago	3500	A
SC	Ft Jackson (Leesburg Tng Center)	1700	B *
SC	Clarks Hill Training Site	200	E *
SD	Camp Rapid	600	D
TN	Catoosa Training Range	300	E
TN	Milan Arsenal	700	D
TX	Camp Maxey	600	D
TX	Camp Bowie	200	E
TX	Camp Swift	700	D
TX	Camp Wolters	500	D
UT	Camp Williams	2300	B
VA	Camp Pendleton SMR	900	D *
VT	Camp Ethan Allen	600	D
WV	Camp Dawson	1000	C
WY	Camp Guernsey	1300	C

* Indicates change from last publication.

APPENDIX B

STANDARD INDIRECT FUNCTIONS

B-1. General. This appendix list those functions common to most work centers which are normally classified as indirect.

B-2. Supervision.

a. Administers personnel. Indoctrinates personnel, rates and indorses performance, nominates personnel for award, and monitors Management Improvement Program.

b. Supervises personnel. Schedules personnel work requirements and priorities, develops directives, directs work center activity, and counsels personnel.

c. Reviews incoming distribution.

d. Reviews outgoing distribution.

e. Reviews report and statistics.

f. Inspects facility.

g. Investigates accident or incident.

i. Receives and assists visiting official.

B-3. Administration.

a. Types communication.

b. Processes unclassified distribution. Processes incoming distribution, and processes outgoing distribution

c. Maintains unclassified correspondence file. Establishes file, files correspondence, maintains suspense file, disposes of records, maintains log and register, maintains security file, and maintains personnel locator file.

d. Maintains classified material. Controls material, inventories material, safeguards material, and destroys material.

e. Maintains unclassified publication file. Obtains administrative publications, Maintains index, and maintains publication.

f. Operates copying machine. Operates machine and collates copies.

g. Maintains stock of blank forms.

h. Maintains status chart or bulletin board.

i. Maintains time and attendance card.

j. Provides stenographic service. Takes dictation, takes minutes, and transcribes notes and recordings.

k. Maintains appointment record.

l. Acknowledges visitor.

B-4. Meeting.

a. Prepares for meeting.

b. Conducts or attends meeting.

B-5. Training.

- a. Administers training.
- b. Develops training material.
- c. Conducts training. Prepares for training, instructs trainee, and administers test.
- d. Receives training. Receives instruction, takes test, and reads publication.

B-6. Supply.

- a. Processes equipment request.
- b. Conducts inventory.
- c. Maintains custodian documents.
- d. Obtains expendable supplies.

B-7. Equipment maintenance.

- a. Maintains office equipment.
- b. Maintains shop equipment. Maintains machinery, maintains test equipment, maintains consolidated tool kit, and maintains individual tool kit.
- c. Maintains assigned vehicle.

B-8. Cleanup.

- a. Prepares work area.
- b. Puts work away.
- c. Cleans work area.

30 April 1986

NGB Pam 570-3

By Order of the Secretary of the Army:

EMMETT H. WALKER, Jr.
Lieutenant General, USA
Chief, National Guard Bureau

Official:

HAROLD R. DENMAN
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Distribution: D
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