OPERATIONS

1. PROVIDE GUIDANCE.

1.1. Participate in the development and review of external guidance.

1.2. Publishes command guidance, OPLANS, OPORDS and strategic plan.

1.3. Publishes administrative annual training (AT) guidance.

1.4. Publishes standard operating procedures (sops) and letters of instruction (LOI).

1.5. Publishes training circular for inactive duty training (IDT).

1.6. Publishes training circular for annual training.

1.7. Publishes training site sop.

1.8. Publishes policy letters.

1.9. Provides yearly training brief (YTB) development guidance.

1.10. Publishes command (CTG) and yearly training guidance (YTG).

1.11. Provide guidance to RTI.

1.12. Provide risk management and force protection guidance.

2. CONDUCT PLANNING.

2.1. Prepares state at plan.

2.2. Prepares yearly training calendar (YTC).

2.3. Prepares overseas deployment training (ODT) plan.

2.4. Prepares command training guidance (CTG).

2.5. Prepares organization inspection plan (OIP).

2.6. Prepares state partnership program (SPP) training plan.

2.7. Prepares state marksmanship program.

2.8. Prepares ammunition plan.

2.9. Prepares school plan.

2.10. Prepares plan to support outside agency.

2.11. Provides input to facility plan.

2.12. Prepares individual training plan.

2.13. Prepares competitive event plan (biathlon, marathon, bataan death march).

2.14. Prepares ground forces readiness enhanced (GFRE) plan.

2.15. Prepares key personnel upgrade program (KPUP) and exchange
Plan.

2.16. Prepares unit training management support plan.

2.17. Prepares distributive learning training plan.

2.18. Prepares strategic and contingency plans.

3. CONDUCT OPERATIONS.

3.1. Coordinates and oversees at plan execution.

3.2. Coordinates and oversees ODT plan execution.

3.3. Coordinates and oversees IDT plan execution.

3.4. Coordinates and oversees GFRE support.

3.5. Coordinates and oversees SPP training program execution.

3.6. Coordinates and oversees organizational compliance evaluation program (OCEP).

3.7. Coordinates and oversees CTC event.

3.8. Coordinates and oversees CIP / OIP execution.

3.9. Coordinates and oversees marksmanship program.

3.10. Coordinates and oversees competitive events (marathon, biathlon, bataan death march etc.).

3.11. Coordinates and oversees transportation requirement execution.

3.12. Coordinates with DOD agencies and other external organizations.

3.13. Coordinates and oversees community service activity (CSA).

3.14. Coordinates and oversees tactical communication program.

3.15. Coordinates and oversees intelligence operations (REDTRAIN, DIRP, TALP, etc).

3.16. Coordinates and oversees YTP execution.

3.17. Coordinates and oversees the conduct of individual sustainment training.

3.18. Coordinates and oversees the conduct of NCO/off exchange KPUP training.

3.19. Prepare, execute and monitor yearly training budget (YTB).

3.20. Provides training support.

3.21. Provide training MGNT/SATS assistance to units.

3.22. Coordinates and oversees states advanced distributive learning (ADL) plan.

3.23. Develop and maintain operations and training web-site.

3.24. Provide operational support to MACA.

3.25. Conducts support operations and planning with STARC staff.

3.26. Provides oversight and support to RTI.

4. SCHOOLS MANAGEMENT.

4.1. Obtains school quotas.

4.2. Obtains reservations.

4.3. Manages publication of individual school order.

4.4. Provides guidance on formal and individual schools.

4.5. Directs and oversees army training requirements and resources system (ATRRS) program.

4.6. Coordinates the army school system (TASS) requirements shortfall with outside agencies (USAR/ AC/ NGB).

5. RESOURCE MANAGEMENT.

5.1. Prepares and manages operational and training funds of state command operating budget (SCOB).

5.2. Oversees, manages and executes ammunition support.

5.3. Provides TADSS support.

5.4. Manages RMA budget.

5.5. Manage the IDT specific allotment.

5.6. Manages the AFCOS for publication of training, school and travel orders.

5.7. Coordinates and oversees the troupers program.

6. TRAINING SITE COORDINATION.

6.1. Manages and maintains training sites, resources and equipment.

6.2. Reviews resource conservation recovery act (RCRA).

6.3. Conducts range utilization board meetings.

6.4. Prepares training site/range improvement memos.

6.5. Prepares man-day utilization report.

6.6. Schedules training site usage.

6.7. Schedules range facility management support system (RFMSS).

6.8. Prepares range utilization report.

6.9. Issues and clears training site facilities.

6.10. Prepares MOI to training site for equipment.

6.11. Prepares TDC 124 man-day requirement.

6.12. Manages range training land management program (RTLP) / integrated training area management (ITAM).

6.13. Coordinate local training areas usage.

7. EXERCISE AND EVALUATION.

7.1. Prepares exercise and evaluation plans.

7.2. Prepare and maintain annual unit training evaluation plans.

7.3. Conduct tams for non-priority units.

7.4. Reviews, analyzes and distributes the training assessment model system (tams).

7.5. Coordinate and oversee conduct of simulation exercises (JANUS, EST, BCST, etc)

7.6. Coordinate and oversee IDT lanes.

8. READINESS MANAGEMENT.

8.1. Directs and controls unit status reporting procedures and actions.

8.2. Collects unit status data.

8.3. Edits unit status data.

8.4. Consolidates and submits unit status data.

8.5. Analyzes unit status data.

8.6. Conducts readiness committee meeting.

8.7. Tracks/resolves readiness issues identified at readiness committee
Meeting.

8.8. Stores/disseminates/destroys classified USR materials. IDT

8.9. Collects, analyzes, and disseminates fad, DAMPL, and managed level of resources (MLR), order readiness list (ORL) changes and resourcing impacts. IDT

8.10. Conducts liaison with internal and external agencies.

9. MOBILIZATION AND DEPLOYMENT PLANNING AND EXECUTION.

9.1. Prepare and update mobilization and demobilization.

9.2. Plan, resource, evaluate and coordinate mobilization and readiness exercises. IDT/AT

9.3. Processes and disseminates mobilization planning and execution data. IDT/AT

9.4. Processes post mobilization training support requirements (PTSR). IDT/AT

9.5. Processes authorized ammunition basic load (ABL). IDT/AT

9.6. Conducts actual mobilization/demobilization. IDT/AT

9.7. Monitors actual deployment/redeployment.

9.8. Validates power projection platforms and power support platforms (PPP/PSP) alignment.

9.9. Conducts unit mobilization file reviews (MOBFIRE). IDT/AT

9.10. Conducts mobilization training, conferences, and workshops. IDT/AT

9.11. Conducts liaison with CONUSA, power projection platform, National Guard bureau, power support platform, forces command, major subordinate units, and training support battalions, etc.

9.12. Prepares in-progress reviews, after action reports and lessons learned on exercises and mobilizations. IDT/AT

9.13. Plan, organize, train, and supervise mobilization support teams in support of PPP/PSP requirements. IDT/AT

9.14. Conduct and supervise home state mobilizations, deployments, and demobilizations. IDT/AT

9.15. Prepares and updates mobilization exercise program. IDT/AT

10. FORCE INTEGRATION.

10.1. Analyzes, coordinates and implements force structure changes.

10.2. Processes, coordinates and implements TDA/MTOE documentation to include document reviews and change requests.

10.3. Reviews, verifies, analyzes and validates troop structure program, organizational authorities, stationing plans, concept plans, etc.

10.4. Request and obtain unit identification codes, unit designation, federal recognition, etc.

10.5. Coordinates, resources, and implements force modernization equipment fielding and new equipment training. IDT/AT

10.6. Conducts force integration committee meetings.

10.7. Participates in strategic force structure and force modernization planning process.

10.8. Maintain lineage and honors data for units.

10.9. Prepares and distributes permanent orders.

10.10. Maintains master copy of all MTOE/TDA documents for the state. IDT/AT

11. ARMY GLOBAL COMMAND AND CONTROL SYSTEM (AGCCS) SECURE AUTOMATION MANAGEMENT.

11.1. Performs AGCCS security management procedures by serving as the GATASO.

11.2. Serves as subject matter expert and performs AGCCS information retrieval for the command using SORTS/Wartrace/MOBODEE and AD HOC queries.

11.3. Monitors news group on AGCCS.

11.4. Monitors NGB/FORSCOM classified internet sites.

11.5. Sends/receives/processes classified e-mail.

11.6. Retrieve, transmit, assess and coordinate staffing of readiness information through AGCCS. IDT/AT

12. FINANCIAL MANAGEMENT.

12.1. Prepares and provides PBAC input.

12.2. Prepares, manages, and executes budgets for MOBEX, NET/DET, and CONOPS.

12.3. Reconciles expenditures for each budget category.

12.4. Reviews, approves and inputs requests for mobilization/NET/DET/CONOPS related orders/purchases.

12.5. Requests additional funds from NGB.

12.6. Receives and manages CONOPS reconstitution funds.

13. MANAGES SPECIAL CATEGORY UNITS.

13.1. Manages force support package program.

13.2. Manages multi-compo units.

13.3. Manages enhanced brigades and integrated division.

13.4. Manages carrier unit identification codes (UIC).

13.5. Manages dual mission units.

13.6. Manages split-state units.

13.7. Manages designated deploying units.

13.8. Manages Wartrace program.

13.9. Manages J-OUT units.

13.10. Manages army division redesign study (ADRS) units.

13.11. Manages C-5 units.

13.12. Manages chronic and marginal units.