

**BY ORDER OF THE  
CHIEF NATIONAL GUARD BUREAU**

**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 Director (NGB/A7), Air National Guard Civil Engineer Readiness Division (NGB/A7X), Air National Guard Services Division (NGB/A1S), Air National Guard Civil Engineer Unit Commanders (CC), Rapid Engineers Deployable Heavy Operations Repair Squadron Engineers (RED HORSE) Squadron Commanders (RHS/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) Air Force Instruction (AFI) 10-201, *Status of Resources and Training System (SORTS)*; AFI 10-209, *Rapid Engineers Deployable Heavy Operations Repair Squadron Engineers (RED HORSE) Program*; AFI 10-210, *PRIME Base Engineer Emergency Force (BEEF) Program*; AFI 10-214, *Prime Readiness In Base Services (RIBS)*; AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*; AFI 36-2251, *Management of Air Force Training System*; 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 (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of

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## ***SUMMARY OF CHANGES***

This publication redefines the Regional Training Sites purposes. It adds the RED HORSE Training Center to the venues and aligns the available training with the requirements in AFIs 10-209 and 10-210. It also redefines roles and responsibilities.

### **1. Roles and Responsibilities.**

#### 1.1. NGB/A7 will

1.1.1. Develop policies and program resources to support ANG Civil Engineers.

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

#### 1.2. NGB/A7X will

1.2.1. Advocate for resources to organize, train, and equip ANG Civil Engineer (CE) units and RED HORSE Squadrons.

1.2.2. Establish and sustain Regional Training Sites (RTS), Regional Equipment Operators Training Site (REOTS), and RED HORSE Training Center (RHTC) 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, and 201 RHS, 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 AFI10-210, 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 AFI10-210.

1.2.2.1.3. Units will schedule an RTS Visit every 36 months.

1.2.2.1.3.1. An RTS Visit is defined as:

1.2.2.1.3.1.1. Unit commander identified training needs for upcoming Air Expeditionary Force (AEF) cycle, Operational Readiness Inspection (ORI) preparation, or task specific Up Grade Training (UGT) requirements for the unit members.

1.2.2.1.3.2. The RTS visit will be captured in the units Status of Resources and Training System (SORTS) report.

1.2.2.2. REOTS is established at 201 RHS, Ft Indiantown Gap to provide training for Air Force Specialty Code 3E2X1 personnel.

1.2.2.3. The RHTC is located at 188 CES, Ft Smith, AR to provide training for RED HORSE Squadrons (RHS).

1.2.2.3.1. RHTC is established to ensure ANG RHS personnel are sufficiently trained to accomplish their required wartime skills as outlined in the Career Field Education Training Plan (CFETP) and Special Capabilities training per AFI10-209, RED HORSE Program.

1.2.2.3.2. RHTC will provide a yearly Special Capabilities schedule NLT 1 May each year for the field to schedule their members.

1.2.2.3.3. RHS commanders identify training needs for upcoming Special Capabilities requirements, Air Expeditionary Force (AEF) cycle, Operational Readiness Inspection (ORI) preparation, or task specific Up Grade Training (UGT) requirements for the unit members.

1.2.2.3.4. The RHTC Special Capabilities training will be captured in the units Status of Resources and Training System (SORTS) report.

1.2.3. All ANG CE training sites will perform operations and training IAW NGB/A7X 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 Base Civil Engineer (BCE) tasked with an ANG CE training site mission will:

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

1.3.1.1. Funding for all Base Operating Costs (BOC) and Facilities Operation and Maintenance Agreement (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/A7R and NGB/A7X following local Financial Management (FM) procedures.

1.3.2. Identify in writing 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 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 Base Supply.

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/A7A.

1.3.4. Ensure all Cadres, full time and Drill Status Guardsman, are trained to a minimum of the 7-skill level for the AFSC for which they are instructing.

1.3.5. Ensure that all new Cadres receive Instructor Certification from any of the approved sites within 12-months of assignment.

1.3.6. Coordinate with NGB/A7X prior to deploying training site Cadres to ensure the personnel and the site schedule can adjust to cover their home station mission.

1.3.7. Formally appoint a training site Manager and Point of Contact (POC).

1.4. Training site Manager will:

1.4.1. Be the focal point for all direct communications to and from NGB/A7X, other NGB Functional Areas, and MAJCOM Functional Area Managers (FAM).

1.4.1.1. Communicate the training site requirements to NGB/A7X such as but not limited to, vehicles, equipment, personnel, training, etc.

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

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

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

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

1.4.1.5. 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.

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

1.4.1.6.1. Policies and procedures will be coordinated with NGB/A7X and posted to the Installation & Mission Support (A7) SharePoint page <https://gkportal2.ngb.army.mil/ang/a7/rts/default.aspx> for all to review.

1.5. Training site POC will:

1.5.1. Be responsible for all communications between visiting units.

1.5.2. Post the training site Activity Report by the 15<sup>th</sup> of each month to the Installation & Mission Support (A7) SharePoint page <https://gkportal2.ngb.army.mil/ang/a7/rts/default.aspx>

1.5.3. Keep the training site specific information on the A7 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 the POC will email to the unit commander or his 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 POC 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 further guidance refer to DoDFMR Vol 7A, Chapter 25.

1.5.5. Completed questionnaire will be returned to visiting unit with 30 days.

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.

1.6. Visiting ANG CE Unit Commander or RHS Commander will:

1.6.1. Coordinate all requirements with the training site POC.

1.6.1.1. Submit formal request at 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 not required, billeting on or off site, and emergency POC of host Wing.

1.6.1.3.2. This will ensure that 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 that 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 at <https://xox.ang.af.mil/idp>

1.6.2.2. Coordinate this request through the Wing Plans Office.

1.6.2.3. If the unit is within 300 miles of the training site ground transport is the required mode of transport.

1.6.3. Budget for training site visit or specific class; i.e. Special Capabilities at the RHTC or 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 that 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 shape they found it upon arrival.

1.6.4.1. Damages caused by neglect or abuse will be determined by a Report of Survey IAW AFMAN 23-220, *Reports of Survey for Air Force Property*.

1.6.4.1.1. If found liable unit will pay for identified damages.

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 training site POC.

1.6.6. Provide NGB/A7XX with AAR, example can be found in Attachment 2, within two Unit Training Assemblies (UTA) after team returns.

1.6.6.1. Senior Officer or NCO will provide a rough draft to the training site Manager prior to departure.

1.6.6.2. Failure to provide AAR to NGB/A7XX will be a factor in determining the next DFT mission.

1.6.7. Report last RTS visit, REOTS, Special Capability and MEET training event IAW AFI10-201 and either AFI10-209 or AFI10-210.

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.

## **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 and RHS Special Capabilities.

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

2.1.1.1. 429NOOB, Regional Training Sites and RED HORSE Training Center.

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

2.1.1.3. 459AOOI Emergency Management Mission Training Sites.

2.1.1.4. 010XXRJ, Vehicle Authorizations, XX in this AS is determined by the A4RDV community and identifies a specific location.

2.1.1.5. 010FSUA, Vehicle Authorizations is determined by the A4RDV community and identifies the RHTC at Ft Smith, AR.

- 2.1.1.6. All authorizations will have a use code of B.
- 2.2. Equipment will be maintained in 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 that is authorized and on-hand will not be shipped or transferred for any reason without prior written authorization and coordination by NGB/A7XX and NGB/A4RMS.
  - 2.3. Changes in equipment authorizations will be a coordinated effort between training site, Host Base Supply, NGB/A4RMS/A7XX and AFCEC/CEXX.
  - 2.4. Vehicle authorizations for the training site will be listed on the Host Vehicle Authorization List (VAL).
    - 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/A7X and coordinated with NGB/A4RDV for approval.
      - 2.4.2.1. If approved, NGB/A7X will advocate for funds.

### **3. Training.**

- 3.1. NGB/A7XX will ensure standardized lesson plans are developed and maintained by each training site.
  - 3.1.1. Training sites offer visiting units training on specialized contingency and RED HORSE Special Capabilities equipment not available at home station.
  - 3.1.2. Refer to AFI10-209 or AFI10-210 for a list of contingency equipment available.
  - 3.1.3. Training sites also offers a place where units can have time for specific Up Grade or skills enhancement tasks for their members.
  - 3.1.4. Training sites can offer classrooms and multimedia for group training i.e. for Mass Ancillary Training Briefings.
  - 3.1.5. Training sites are equipped with computers and/or Wireless Internet (WIFI) for unit members to work on computer based training requirements.
  - 3.1.6. REOTS offers valuable hands on training on several pieces of heavy equipment for the 3E2X1 in the unit.
    - 3.1.6.1. This is a formal course listed in Training & Education Application Management System (TEAMS) under YANG REOTS and is scheduled through the BETM process.
    - 3.1.6.2. IAW AFI10-210 ANG 3E2X1 must attend the REOTS course every three years after attaining their 5-level.

3.2. Visiting commanders may authorize training sites Cadres to sign off as trainers in the event visiting trainee's trainer is not in attendance.

3.2.1. Commanders will then provide a signed letter identifying training sites Cadres, by name, as trainer/certifying official.

3.2.1.1. Unit Training Managers must ensure the proper procedures are followed in Air Force Electronic Training Record (AFTR) IAW AFI36-2201 to ensure all training is properly documented.

3.2.1.2. Unit Training Managers may forward the trainee's Air Force Training Record (AFTR) to the training site to ensure accurate and timely documentation of the training is accomplished.

3.3. Training site Cadres are fully qualified to provide contingency and SORTS reportable training.

3.3.1. Cadres will instruct using only lesson plans approved and/or coordinated with NGB/A7XX.

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

3.3.3. Training site Cadres must complete The Air Force Training Course, AFTR training, and Instructor Certification Program (ICP).

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

#### **4. Force Support Squadrons.**

4.1. Force Support Squadron elements 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 SORTS reportable training which will in turn compliment Home Station Training (HST) and pre-Force Support Combat Training (FSCT) IAW AFI 10-214.

4.1.2. RTS may be used as a training platform for Prime RIBS, Personnel Support for Contingency Operations (PERSCO), and other FSS functions to prepare both for MAJCOM Evaluations/Inspections and prepare next FY Base Services Training Plan.

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

4.1.2.2. Force Support Squadron elements deploying to an RTS will be able to train in Force Beddown planning, Field Feeding Operations, Field Fitness and Recreation Activities, Field Lodging Operations, Command and Control Operations, PERSCO, and Wartime Mortuary Operations, etc.

#### **5. Inspections.**

5.1. ANG CE training sites were not established for units to conduct Operational Readiness Exercise (ORE), Operational Readiness Inspection (ORI) or Inspector General Exercises (IGXs).



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

5.1.2. It is possible for OREs, ORIs and IGXs to be accomplished at a training site if properly coordinated and scheduled through site, NGB/A7XX, and MAJCOM/IG.

5.1.2.1. Each training site has the option to accept or reject inspection type activities from requesting units.

5.1.2.2. Inspected unit will incur all costs for consumables and supplemental equipment requirements associated with conduction of OREs, ORIs or IGXs.

5.1.2.3. When the schedule permits the training site may provide units training for upcoming OREs, ORIs or IGXs.

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

5.1.2.4.1. Identifying all MAJCOM/IGs requirements to the training site.

5.1.2.4.2. Funding for those requirements and assets that are not available at training site.

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

5.1.2.4.4. Each training site will provide a list of local vendors that will provide the inspected unit additional items not available at the site to meet inspection requirements.

5.1.2.5. 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 ORIs or IGXs.

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

5.1.3. Training site Cadres may be used as host nation support or trusted agent as per unit's coordination with MAJCOM/IG.

5.2. In the event a visiting unit uses a training site for an IGX/ORE/ORI, the visiting unit will coordinate the development and availability of Base X plans with the host site.

5.2.1. Plans should include facilities, phones, Land Mobile Radio (LMR) frequencies, vehicles, equipment, and maps [utility, topographical, facility, runways (actual or assumed)].

5.3. Visiting unit is responsible for providing their own Exercise Evaluation Team (EET).

5.3.1. Training site CADRE may augment EET if properly coordinated in advance.

R. SCOTT WILLIAMS, Brigadier General, USAF  
Commander, ANGRC

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms***AAR**—After Action Report**AD**—Active Duty**ADVON**—Advanced Echelon**AFCEC**—Air Force Civil Engineer Center**AFI**—Air Force Instruction**AFMAN**—Air Force Manual**AFSC**—Air Force Specialty Code**AFTR**—Air Force Training Record**ANG**—Air National Guard**ANGI**—Air National Guard Instruction**AS**—Allowance Source**BAS**—Basic Allowance of Subsistence**BCE**—Base Civil Engineer**BOC**—Base Operating Cost**CC**—Unit Commander**CCM**—Cost Center Manager**CE**—Civil Engineer**CFETP**—Career Field Education Training Plan**CRTC**—Combat Readiness Training Center**DFT**—Deploy for Training**EET**—Exercise Evaluation Team**FAM**—Functional Area Manager**FINPLAN**—Financial Plan**FM**—Financial Management**FOMA**—Facilities Operation and Maintenance Agreement**FSCT**—Force Support Combat Training**FSS**—Force Support Squadron**FY**—Fiscal Year**HST**—Home Station Training

**IAW**—In Accordance With

**ICP**—Instructor Certification Program

**IG**—Inspector General

**IGX**—Inspector General Exercise

**LMR**—Land Mobile Radio

**MAJCOM**—Major Command

**MEET**—Mission Essential Equipment Training

**MILCON**—Military Construction

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

**NGB/A4R**—Air National Guard Logistics Readiness Division

**NGB/A7**—Air National Guard Director Installation & Mission Support

**NGB/A7A**—Air National Guard Asset Management Division

**NGB/A7X**—Air National Guard Civil Engineer Readiness Division

**NGB/A7XX**—Air National Guard Civil Expeditionary Engineering Branch

**NGB/FM**—Air National Guard Financial Management

**NLT**—No Later Than

**OPR**—Office of Primary Responsibility

**ORE**—Operational Readiness Exercise

**ORI**—Operational Readiness Inspection

**PERSCO**—Personnel Support for Contingency Operations

**POC**—Point of Contact

**Prime BEEF**—Prime Base Engineer Emergency Force

**Prime RIBS**—Prime Readiness in Base Services

**RA**—Resource Advisor

**RDS**—Records Disposition Schedule

**RED HORSE**—Rapid Engineer Deployable Heavy Operational Repair Squadron Engineer

**REOTS**—Regional Equipment Operators Training Site

**RHTC**—RED HORSE Training Center

**RTS**—Regional Training Site

**SORTS**—Status of Resources and Training System

**SRM**—Sustainment Restoration Modernization

**TEAMS**—Training & Education Application Management System

**UTA**—Unit Training Assembly

**VAL**—Vehicle Authorization List

**Attachment 2****SAMPLE AFTER ACTION REPORT**

(Refer to AFH33-337, Tongue and Quill for proper formatting of Official Memorandum)

1 April 2012

MEMORANDUM FOR NGB/A7XX

From: (Visiting Unit)

Subject: (Location of RTS (example: March ARB) Regional Training Site After Action Report

1. Deployment Information:

- a. Grade, name, and AFSC of the officer in charge and noncommissioned officer in charge.
- b. Number of deploying personnel by AFSC. (May be attached as an excel spreadsheet)
- c. List of AFSC specific training requested and provided by RTS.
- d. Deployment data:

- (1) Date departed home station.
- (2) Date arrived employment location.
- (3) Date departed employment location.
- (4) Date returned to home station.
- (5) Number of days deployed

- a. Type of billeting provided.
- b. Type of dining facilities provided.

2. Unit Training Information

- a. Type of training accomplished by the RTS by AFSC.

3. Comment and make recommendations on:

- a. Training:
- b. Safety.
- c. Materials.
- d. Tools.
- e. Site Condition.
- f. Support furnished by RTS.
- g. Equipment.
- h. Lesson Plans.
- i. Meals.
- j. Unit funds expended.
- k. Were RTS Personnel Available to Assist in Training

(1) If so what training?

l. What training was not provided for?

m. Personnel:

- (1) Pay.
- (2) Sickness and health.
- (3) Emergency rotation.
- (4) Training.
- (5) Transportation.
- (6) Discipline and morale of the team.

n. RTS support.

(1) Technical issues.

o. Additional Comments:

