



Texas State Guard

INSTRUCTION

TXSG 4350.00

06 MAY 2021

NGTX-TLG


SUBJECT: Facility Request Procedure

References. None.


1. PURPOSE. This document provides instructions to TXSG field units governing the requesting of training facilities in support of their training programs in preparation for deployment of their approved mission ready packages (MRPs). Adherence to these instructions will ensure the required planning and budgeting for the use of training facilities. In summary, field units submit requests for training facilities thru their component G3s. Upon approval, requests are to TXSG T4 for entry into Range Facility Management Support System (RFMSS). When the requested training facility has been approved and scheduled the T4 will notify both the T7 and the component G3 of the resource reservation.
2. APPLICABILITY AND SCOPE. This issuance applies to all TXSG personnel and all situations where TXSG training is required to establish or sustain formal training at facilities. For all such requests a "Facility Request Form" will be completed.
3. DEFINITIONS. NA.
4. DIRECTIVE/POLICY. The facility reservation program shall be established to support mission readiness and training productivity by providing quality training locations for field units in support of their MRPs. Facility reservations will be planned and executed to meet fiscal, health, safety, and force protection standards. To fulfill the mission, the T4 will be responsible for establishing and operating the facility reservation / request program.
 - a. LIMITATIONS. Units wishing to use National Guard Facilities or non-state military facilities such as Texas Department of Public Safety, college campuses and public schools, will request on the following schedule.
 - 1) National Guard Training Sites no less than 90 days prior to requested date.

- 2) Non-state facilities, no less than 60 days prior to notification date.
 - 3) Under no circumstances will units contact National Guard training sites. All contacts will be scheduled through TXSG T4.
 - b. **PROCESS.** Request for using the National Guard Facilities will consist of completing the Form 4350.01 Facility Request Form (savable as an electronic form). This form must be routed through the chain of command within each brigade to G3 for approval. G3 will route the request to T4 who will schedule the use of the training site. Requests will be submitted prior to the above schedule to ensure adequate time for approval and/or changes.
5. **RESPONSIBILITIES.** THE TXSG T4 is responsible for:
- a. Providing policy and procedural guidance in coordinating the use and scheduling of facilities.
 - b. Determining facility availability and providing alternative solutions as required.
 - c. Maintaining formal liaison with federal, state, and private facilities to ensure TXSG personnel support this policy.
6. **INFORMATION REQUIREMENTS.** NA.
7. **RELEASABILITY.** Unlimited.
8. **EFFECTIVE DATE.** This instruction will expire 2 years from the effective date of publication unless sooner rescinded or superseded.
9. **POINT OF CONTACT.** Point of contact for this instruction is T4, TXSG.

Enclosure:
Facility Request Form 4350.01


ROBERT J. BODISCH, SR.
Major General, TXSG
Commanding

ENCLOSURE: Facility / Training Request Form 4350.01

 <p>TEXAS STATE GUARD TEXAS MILITARY FORCES Headquarters, Texas State Guard PO Box 5218 Austin, TX 78763</p>		TXSG Form 16																		
DATE:	Texas State Guard Facility / Training Request Form																			
STATE GUARD UNIT		TRAINING DATES																		
Component Command	<input type="text"/>	Arrive Date & Time <input type="text"/>																		
Subordinate Unit	<input type="text"/>	Departure Date & Time <input type="text"/>																		
Lower Level Unit	<input type="text"/>																			
REQUESTED LOCATION: Camp/Area/Facility <input type="text"/>																				
POC 1:	<input type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">PERSONNEL STRENGTH</th> <th style="background-color: #cccccc;">Male</th> <th style="background-color: #cccccc;">Female</th> </tr> </thead> <tbody> <tr> <td>Officers O6 & UP</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Officers & Warrants</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Enlisted PAX</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Total</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Total Strength</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	PERSONNEL STRENGTH	Male	Female	Officers O6 & UP	<input type="text"/>	<input type="text"/>	Officers & Warrants	<input type="text"/>	<input type="text"/>	Enlisted PAX	<input type="text"/>	<input type="text"/>	Total	<input type="text"/>	<input type="text"/>	Total Strength	<input type="text"/>	<input type="text"/>
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Phone:	<input type="text"/>																			
Email:	<input type="text"/>																			
POC 2:	<input type="text"/>																			
Phone:	<input type="text"/>																			
Email:	<input type="text"/>																			
DINING FACILITY:	<input type="checkbox"/> Y <input type="checkbox"/> N	KITCHEN																		
If Yes, Who is Providing Meals:	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N																		
		CLASSROOMS:																		
		Number of Rooms Required: <input type="text"/>																		
OFFICE SPACE:	<input type="checkbox"/> Y <input type="checkbox"/> N	LAND NAVIGATION COURSE																		
If Yes, No. of Rooms:	<input type="text"/>	<input type="checkbox"/> Y <input type="checkbox"/> N																		
		CONFIDENCE COURSE																		
		<input type="checkbox"/> Y <input type="checkbox"/> N																		
		FIELD TRAINING AREA																		
		<input type="checkbox"/> Y <input type="checkbox"/> N																		
ADDITIONAL INFORMATION:																				
SIGNATURES:																				
Originator:	<input type="text"/>	Date: <input type="text"/>																		
Approved By:	<input type="text"/>	Date: <input type="text"/>																		
Component:	<input type="text"/>	Date: <input type="text"/>																		
J7 TXSG HQ:	<input type="text"/>	Date: <input type="text"/>																		
J4 TXSG HQ:	<input type="text"/>	Date: <input type="text"/>																		
J3 TXSG HQ:	<input type="text"/>	Date: <input type="text"/>																		

Page 1

Facility Training Request Form- Completion Instruction

DATE: Is the date Training Request Form is filled out and/or submitted.

STATE GUARD UNIT: "Lower-Level Unit" is the requesting battalion (or equivalent). If requesting unit is at the regiment "Subordinate" level (or equivalent) or at the "Component" level mark each lower sub-unit as N/A.

TRAINING DATES: Enter the arrival date and the expected time on site and the departure date and time unit expects to clear facility. Arrival and departure may not be the same as first day of training and/or the last day of training.

REQUESTED LOCATION: Enter the name of the requested camp and area in this block. Also list buildings and other desired facilities. Use the ADDITIONAL INFORMATION block for greater detail explanation.

POC: Point of Contact, list the unit's primary person to contact for questions under POC1. List a secondary person to contact for questions under POC2. Each person's main telephone number is required.

PERSONNEL STRENGTH: The division of male and female is the first primary need and necessary for billets. The separation of officers from enlisted, or officers from other officers, will be dependent on the size and need of the requesting unit.

DINING FACILITY: If requesting unit is dining on site and needs a designated area circle the "Y". If requesting unit is not dining or if the dining is in the field or too small to seek a dining area circle the "N". If a kitchen is needed in addition to dining area, mark it "Y". Regardless if kitchen is needed or not explain who is providing meals. For example, is the meal catered or is the unit cooking for itself or bringing food? Specifics can be addressed under the ADDITIONAL INFORMATION block.

CLASSROOMS: Mark "Y" or "N" as appropriate and enter the greatest number of training/classrooms needed at any one time. Explain size requirements under ADDITIONAL INFORMATION.

OFFICE SPACE: Mark rather or not staff office space is necessary and a count of separate rooms desired. Specifics of room sizes can be addressed under the ADDITIONAL INFORMATION block.

LAND NAVIGATION COURSE, CONFIDENCE COURSE, FIELD TRAINING AREA: These frequently used facilities can be marked here. Give a time request under the ADDITIONAL INFORMATION block.

ADDITIONAL INFORMATION: Give the details of what areas/facilities will be used. The day and time of each training event are important details.