



TEXAS MILITARY FORCES  
Headquarters, Texas State Guard  
PO Box 5218  
Austin, TX 78763

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J - 4

DISTRIBUTION: All Personnel

TXSG 4350.00

20 AUG 2015

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**FACILITY REQUEST PROCEDURE  
FOR THE  
TEXAS STATE GUARD**

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References: None

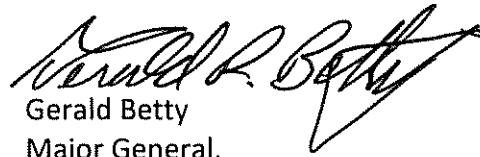
1. Purpose. To establish policy and provide guidance to standardize request of federal, state or privately owned facilities for training purposes throughout the Texas State Guard to include documentation of personnel and training requirements.
2. Cancellation. Upon receipt of an updated notice with the same subject.
3. Applicability. The provisions of this policy applies to all situations where the Texas State Guard (TXSG) training is required to establish, maintain or sustain formal training at facilities which are conducted under TXSG auspices. For all such request a "Facility Request Form" will be completed.
4. Definitions. See Glossary
5. Procedures. The Facility Request Form will be used to request training facilities and to meet the training requirements of 3400 and 3500 directives. Close liaison between the components and HQ designated representatives shall be maintained throughout the process.
6. Responsibilities. The TXSG J-4 is responsible for
  - a. Providing policy and procedural guidance, and coordinating the use and scheduling of facilities.
  - b. Monitoring the use and scheduling of state property including external property. When required determine facility availability and provide recommended alternative solutions as necessary.

- c. Maintaining formal liaison with federal, state and private facilities to ensure that TXSG personnel support this policy and adequately capture TXSG training requirements.
- d. Maintaining liaison with components logistical personnel, including key stakeholders to ensure training is conducted IAW the unit's training schedule, and site maintenance standards are followed.

7. Summary of Changes. None, Component Commands are encouraged to recommend changes to this document. Suggested changes should be sent to the TXSG CoS and the J-4.

8. Releasability. This policy is approved for public release, distribution is unlimited. TXSG Personnel, State Agencies, and the public may obtain copies of this instruction through the Internet from the CGS Directive Home Page.

9. Effective Date. This policy is effective upon receipt.



Gerald Betty  
Major General,  
Commanding, TXSG

Enclosures:

Form: Facility Request Form 4350.01

**TXSG 4350.00**  
**20 AUG 2015**

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## ENCLOSURE 1

### Background

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. Adherence to these instructions will ensure the required planning, programming and budgeting for the use of training facilities. In summary, field units submit requests for training facilities thru their component headquarters. Upon approval, requests are forwarded for concurrence to TXSG J-7 (Training) prior to submission to TXSG J-4 for entry into RFMSS. When the requested training facility has been approved and scheduled the, J-4 will notify both the J-7 and the major subordinate command of the resource reservation.

### Policy

The facility reservation process shall be established as a professionally managed, business-based program in support of readiness, mission accomplishment, and improved training productivity by providing quality training locations for field units in support of their MRPs. Facility reservations shall be strategically planned, programmed, and executed to fulfill local needs and to meet fiscal, health, safety, and force protection standards. To fulfill the mission, the J-4 will be responsible for establishing and operating the facility reservation / request program.

### Limitations

- a. 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.
- b. Under no circumstances will units contact National Guard training sites. All contacts will be scheduled through TXSG J-4.
- c. Under no circumstances will small arms training and / or competition be undertaken until the TXSG SMALL ARMS TRAINING / COMPETITION STANDARD AUTHORIZATION has been approved.


Process

Request for using the National Guard Facilities will consist of completing the "Facility Request Form" (Savable as an electronic form). This form must be routed through the chain of command within each MSC including the Component Commander to TXSG J-7 for approval. J-7 will validate training and notify the J-4 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 required by the Component Commanders, TXSG HQ, J-7 or CG TXSG. As a minimum, requests must include the following information: Which will be captured in the "Facility Request Form.")

- a. Facility needs
- b. Date/time of event
- c. Location of event
- d. Number of participants
- e. Training needs
- f. List of qualified instructors / range officers overseeing event (with certifications attached to request)
- g. Complete ARNG Risk Management Form
- h. Pre-event safety training information
- i. Officer responsible for training and site

ENCLOSURE: 2

Facility / Training Request Form

		<b>TEXAS STATE GUARD</b> <b>TEXAS MILITARY FORCES</b> Headquarters, Texas State Guard PO Box 5218 Austin, TX 78763		TXSG Form 16	
DATE:		Texas State Guard Facility / Training Request Form			
<b>STATE GUARD UNIT</b>		<b>TRAINING DATES</b>			
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"/>	<b>PERSONNEL STRENGTH</b>	<b>Male</b>	<b>Female</b>	
Phone:	<input type="text"/>	Officers O6 & UP	<input type="text"/>	<input type="text"/>	
Email:	<input type="text"/>	Officers & Warrants	<input type="text"/>	<input type="text"/>	
POC 2:	<input type="text"/>	Enlisted PAX	<input type="text"/>	<input type="text"/>	
Phone:	<input type="text"/>	Total	<input type="text"/>	<input type="text"/>	
Email:	<input type="text"/>	Total Strength	<input type="text"/>	<input type="text"/>	
<b>DINING FACILITY:</b>	<input type="checkbox"/> Y <input type="checkbox"/> N	<b>KITCHEN:</b>	<input type="checkbox"/> Y <input type="checkbox"/> N	<b>CLASSROOMS:</b>	<input type="checkbox"/> Y <input type="checkbox"/> N
If Yes, Who is Providing Meals:	<input type="text"/>		Number of Rooms Required:		<input type="text"/>
<b>OFFICE SPACE:</b>	<input type="checkbox"/> Y <input type="checkbox"/> N	<b>LAND NAVIGATION COURSE:</b>	<input type="checkbox"/> Y <input type="checkbox"/> N		
If Yes, No. of Rooms:	<input type="text"/>	<b>CONFIDENCE COURSE:</b>	<input type="checkbox"/> Y <input type="checkbox"/> N		
		<b>FIELD TRAINING AREA:</b>	<input type="checkbox"/> Y <input type="checkbox"/> N		
<b>ADDITIONAL INFORMATION</b>					
<b>SIGNATURES:</b>					
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"/>		



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/class rooms 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 often 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.

GLOSSARY OF TERMS

FACILITY – A separate, individual building, structure, or other form of real property including land, which is subject to separate reporting under this instruction.

FACILITY REQUIREMENTS - The facilities required by a shore (field) activity to perform its mission, tasks and functions and to support assigned personnel.

MSC – Major Subordinate Command

RFMSS - Range Facility Management Support System – A scheduling software system used by the Texas Army National Guard to reserve billeting, classrooms and training sites throughout the State of Texas.

TRAINING PLAN – The principal document for defining manpower, personnel and training requirements for training, including the resources (billets, training material, and land) necessary to support the training requirements. It controls the planning and implementing activities for meeting the Commanding General's intent of trained personnel for Mission Ready Packages.

TXSG – Texas State Guard