



GUAM FIRE DEPARTMENT
AGANA, GUAM

Page 1 of 5

GENERAL ORDER:	Date of Issue:	Effective:	No.
	1/16/86	1/16/86	86-02
Reference:	Rescinds: DPS G.O. #83-14		
Index As:	MILITARY TRAINING GUIDELINES, RESERVE & NATIONAL GUARD		

SUBJECT: Reserve and National Guard Military Training Guidelines

PURPOSE: The purpose of this Order is to establish standard guidelines for GFD personnel who are active members of the U.S. Armed Services Reserve and National Guard Units in meeting scheduled military training programs, and to insure proper scheduling of personnel to maintain adequate GFD manpower requirements.

THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:

- I. OBJECTIVE
- II. POLICY
- III. DEFINITIONS
- IV. SCHEDULING
- V. DUTIES AND RESPONSIBILITIES
- VI. TERRITORIAL EMERGENCY
- VII. NATIONAL EMERGENCY

I. OBJECTIVE

To insure that members of the Reserve and National Guard attend scheduled military training and that proper scheduling of personnel is made to meet GFD manpower requirements during the absence of the Reserve and National Guards members.

II. POLICY

It is the policy of the Guam Fire Department that all U.S. Armed Services Reserve and National Guard members employed by the Department are afforded the time required to participate in all scheduled military training programs and other activities.

III. DEFINITIONS

The terms used in this Order are defined according to National Guard Regulations and Civil Defense Directives.

- A. Active Duty for Training (ADT) - Full-time duty in the active military service of the United States for training purposes.
- B. Annual Training (AT) - A period of Full-Time Training Duty (FTTD) for members of Reserve Components required to be performed at a minimum of 15-days each calendar year. This duty is usually performed at summer encampment, and may include participation in field exercises and maneuvers.
- C. Military School - Training other than annual and/or unit training which provide additional training to further enhance individual skill proficiency and promotion.

NOTE: This training applies to any Armed Services Reserves and/or National Guard.

- D. Inactive Duty Training - Training on duty other than active duty or full-time training on duty authorized by Federal Law for units or members of Reserve Components. This includes the Unit Training Assemblies (UTA) and the Multiple Unit Training Assemblies (MUTA).
- E. UTA - Unit Training Assemblies. Are training assemblies established to meet the units need only. (see attached chart)
- F. MUTA - Multiple Unit Training Assemblies are formally conducted training to provide maximum utilization of time and training continuity. The training assemblies are held one weekend monthly. (see attached chart)
- G. National Emergency - Any emergency which in the determination of the President of the United States will adversely affect the Public Welfare and present a threat to life, property, resulting from disaster, civil disturbance or enemy attack.
- H. Territorial Emergency - Any major disaster, catastrophe or civil disturbance which in the determination of the Governor, requires efforts to save life and protect property, public health and safety.

IV. SCHEDULING

Each member of the Reserve or National Guard will be responsible for obtaining a schedule of all required AT's or MUTA's. Copies of the training schedule will be submitted to the officer's OIC and to the Fire Military Affairs Coordinator.

V. DUTIES AND RESPONSIBILITIES

- A. Unit Officer-in-Charge. The Unit Officer-in-Charge is responsible for ensuring that the following are accomplished prior to granting leave for members of the Armed Services Reserve and/or National Guard.
1. Schedule all assigned unit personnel to insure that Reserve and National Guard members are given regular days off during the weekends when possible to prevent conflict of assignment with military training requirements.
 2. Submit leave request at least 30-days in advance for all Reserves or National Guard members participating in the Annual Training (AT) or military schools.
 3. Insure that the leave requests are accompanied by a copy of an official military order or approved application for training issued by the responsible military command. In the case of AT and MUTA's, an official training dates schedule will be used in lieu of a military order or application for training.
 4. Maintain a personnel file of all Reserves or National Guards members assigned to his command or unit.
 5. Channel all military training leave requests through the GFD Military Affairs Coordinator.
 6. Submit a semi-annual update listing of all unit personnel who are members of the Armed Services Reserve or National Guard to the GFD Military Affairs Coordinator.
- B. Reserve and National Guard Members. Guam Fire Department employees who are active members of the Armed Services Reserve or National Guard will be responsible for the following when requesting leave to participate in Reserve and/or National Guard training.
1. Obtain copies of scheduled training dates as provided by the military command to which assigned and submit to the GFD Unit OIC and Military Affairs Coordinator.

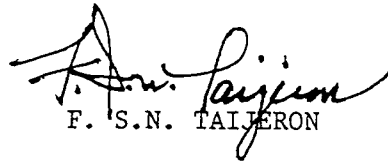
2. Notify the Unit OIC and the Military Affairs Coordinator of intention to attend a military school. This is accomplished by completing an application for training. (see attached sample form)
 3. Requests for leave of absence from GFD to attend military training, to include AT, must be submitted at least 30-days in advance. This request must be accompanied by a copy of official military orders, an approved application for training issued by the responsible military command, or an official schedule of AT dates.
 4. Leave will not be granted until military orders are received or confirmed by the respective Reserve or National Guard Headquarters.
- C. GFD Military Affairs Coordinator. The GFD Military Affairs Coordinator is responsible for the following:
1. Review all military affair directives and update as needed.
 2. Participate in all military affair meetings which may affect GFD personnel members of the Armed Services Reserve or National Guard.
 3. Inform all unit commanders of any changes in military affair guidelines.
 4. Maintain an up-to-date listing of all GFD personnel who are members of the Armed Services Reserve or National Guard.
 5. Coordinate all leave requests for military training with unit concerned prior to approval by the Fire Chief.

VI. TERRITORIAL EMERGENCY

- A. All GFD employees who are active members of any Armed Services reserve units are not required to report for duty with their respective reserve unit - during any Territorial Emergency, but must report to their respective GFD assignments as outlined in an approved Special Order. However, when the Governor of Guam declares a territorial emergency and activates the Guam National Guard, all National Guard members are to report to their respective national guard unit for emergency duties.
- B. When there is a waiver or an approved agreement between GFD and the National Guard Commander, GFD personnel will be released from their National Guard unit and will report to their respective GFD assignment as outlined in an approved Special Order.

VII. NATIONAL EMERGENCY

When the President of the United States declares a national emergency, all Armed Services Reserve and National Guard Members will be ordered to report for emergency duties with their respective units. GFD will make every effort to insure that all Reserve and National Guard members are immediately relieved from duty and prepare the necessary leave request needed to process out each member upon presentation of an official military order.


F. S. N. TALJERON

Attachments

TRAINING ASSEMBLIES

Type	No. of training periods	Day(s) of pay	Retirement points	Remarks
UTA	1	1	1	Not less than 4 hr duration.
MUTA-2	1-2	2	2	Two UTA in 1 calendar day.
MUTA-3	1-3	3	3	Two UTA in 1 calendar day with UTA (period 1) performed on preceding day or UTA (period 3) on succeeding day.
MUTA-4	1-4	4	4	Four UTA conducted on 2 successive days.
MUTA-5	1-5	5	5	Four UTA conducted on 2 successive days with UTA (period 1) performed on preceding day or UTA (period 5) on succeeding day.
MUTA-6	1-6	6	6	Six UTA conducted on 3 successive days.

1. NAME (Last, First, Middle Initial) Doe, John				2. UNIT HHD, Guam Territorial Command			
3. GRADE/RANK 3/CPT		4. SSAN 586-03-6661		5. BR FA	6. SEX Male	7. RACE (See Reverse) <input type="checkbox"/> CAU <input type="checkbox"/> AMER IND <input type="checkbox"/> BLACK <input type="checkbox"/> ORIENT <input type="checkbox"/> HISP <input checked="" type="checkbox"/> OTH	
8. GRADES 5A00		9. DMS 5A00		10. DUTY ASSIGN TITLE Mil Spt & Plans OFF		11. TOUR <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES. TYPE AGR	
12. AGE 30	13. HEIGHT 65 in.	14. WEIGHT 148 lbs	15. COMMISSIONED SVC 6 yrs		16. DATE OF PROMOTION (Date) 12 May 82		17. STATUS <input checked="" type="checkbox"/> MIL <input type="checkbox"/> TECH <input type="checkbox"/> OTH
18. MILITARY SERVICE (Check) ARMY 12 ACTIVE DUTY 36 OTHER				19. SECURITY CLEARANCE SECRET		20. QUAL TEST SCORES NA	21. MHD (See 14) 4 0
22. CIVILIAN OCCUPATION NA		23. CIVILIAN EDUCATION BA		24. MAILING ADDRESS (Home) 10 Dama De Noche Lane, Latte Hts., Guam 96910			
25. COURSE NUMBER Phase Ia (ADT)		26. COURSE TITLE Field Artillery Officer Advanced Course Phase Ia			27. SCHOOL AND LOCATION Fort Sill, Oklahoma		
28. 1ST CHOICE REPORT DATE 19 Jun 83		29. 2ND CHOICE REPORT DATE 3 Jul 83		30. 3RD CHOICE REPORT DATE		CLOSE DATE 16 Jul 83	CLOSE DATE
31. LATEST REPORTING DATE ACCEPTABLE 3 Jul 83				32. JUSTIFICATION FOR SCHOOL TRAINING <input type="checkbox"/> MOS QUAL <input type="checkbox"/> PROMOTION <input type="checkbox"/> SPEC TRNG <input type="checkbox"/> TECH REQ <input type="checkbox"/> OTHER			
33. INDICATE PREREQUISITE TRAINING/COURSES COMPLETED BY APPLICANT Individual has completed Field Artillery Officers Basic Course						<input type="checkbox"/> WAIVER ATTACHED	

34. I understand and will comply with the requirement to notify my employer regarding this Application for Training.

35. I AGREE TO REMAIN IN THE ARNG FOR PERIOD SPECIFIED IN NGR 250-1

36. SIGNATURE AND DATE
John Doe

37. APPROVED

38. APPROVED

39. ADJUTANT GENERAL ~~XXXXXX~~ TERRITORY OF GUAM DATE 19 January 1983

TO: CHIEF, NATIONAL GUARD BUREAU, ARNG OPERATING ACTIVITY CTR, ATTN: MIL EDUC BR, EDGEWOOD AREA, ABENDEEN PROVING GROUND, MD 2101

RE: COMMEMO APPROVAL

J. E. Kerrigan
JAMES E. KERRIGAN, LTC, GS, Dir, Plans, Opns & Tug
 SIGNATURE, TYPED NAME, RANK AND TITLE

40. FOR NATIONAL GUARD BUREAU USE ONLY

APPROVED—COMPLY WITH SPECIAL INSTRUCTIONS NO. 1 _____ NO. 2 _____ NO. 3 _____ OR NO. 4 _____ ON REVERSE SIDE

APPLICATION RETURNED—CODE NO. _____ (Return code and explanation on reverse side)

OTHER:

FOR THE CHIEF, NATIONAL GUARD BUREAU

REPORTING INSTRUCTIONS ATTACHED

GUAM ARMY NATIONAL GUARD

Application for Training

Name _____

Unit _____

Rank and Grade _____

SSN: _____

Course Title _____

Date Applied _____

Report/Class Date _____

Location _____

I understand and will comply with the requirements to notify my employer regarding this Application for training.

APPROVED _____
Unit Commander

Signature

Date

EMPLOYER'S VERIFICATION

Employer has been notified of this application:

Signature

Title

Date