

VA MILITIAMAN'S HANDBOOK

For



OPERATION CARETAKER

Fall FTX – November 2009 – Ft. Pickett

SFC PETTWAY

Creed of the NonCommissioned Officers

No one is more professional than I. I am a NonCommissioned Officer, a leader of soldiers. As a NonCommissioned Officer, I realize I am a member of a time-honored corps, which is known as the backbone of the Virginia Defense Force.

I am proud of the Corps of NonCommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the Virginia Defense Force and the Commonwealth of Virginia, regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit or personal safety.

Competence is my watchword. My two basic responsibilities will always be uppermost in my mind - accomplishment of my mission and the welfare of my soldiers. I will strive to remain tactically and technically proficient. I am aware of my role as a NonCommissioned Officer. I will fulfill my responsibilities inherent in that role.

All soldiers are entitled to outstanding leadership; I will provide that leadership. I know my soldiers, and I will always place their needs above my own. I will communicate constantly with my soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and discipline.

Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my soldiers. I will be loyal to those with whom I serve, seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, or my moral courage.

I will not forget, nor will I allow my comrades to forget, that we are Professionals, NonCommissioned Officers, Leaders!

Signature:

EMERGENCY CONTACT DATA

MY INFORMATION:

NAME: _____

ADDRESS: _____

CITY, & ZIP: _____

HOME PHONE: _____

VITAL INFORMATION: _____

MY PRIMARY NEXT OF KIN: (FIRST CONTACT INFO)

NAME: _____

RELATIONSHIP: _____

ADDRESS: _____

CITY & ZIP: _____

PHONE: _____

MY SECONDARY NEXT OF KIN: (2ND CONTACT INFO)

NAME: _____

RELATIONSHIP: _____

ADDRESS: _____

CITY & ZIP: _____

PHONE: _____

STAFF STRUCTURE

COMMANDER

Executive Officer

S-1

S-2

S-3

S-4

S-5

S-6

JAG

CHAP

PAO

MCP

Nr.	VDF and FEMA Courses Title	Requirement	
		VDF	MEMS
	Orientation	ALL	
	Level II A	ALL	
	NCO LDC	CPL	
	Company Leaders Course	SFC, WO1, CPT	
	OSC3C	SFC, WO1, MAJ	
	Advanced Leaders Course	MSG, WO4, MAJ	
	VA Terrorism Awareness		Basic
100	Intro to Incident Command System (ICS)	SGT, WO1, 2LT	Basic
139	Exercise Design (classroom preferred)	OC/PDS	Adv
AWR160	Weapons of Mass Destruction Awareness		Adv
200	Basic Incident Command System	SGT, WO1, 2LT	Basic
208	State Disaster Management (vice 275)		
230	Principles of Emergency Management	OC/PDS	Adv
235	Emergency Planning	OC/PDS	Adv
240	Leadership and Influence	OC/PDS	Adv
241	Decision Making and Problem Solving	OC/PDS	Adv
242	Effective Communication	OC/PDS	Adv
244	Developing and Managing Volunteers	OC/PDS	Adv
275	Emergency Operations Center (EOC) (obsolete)		Basic
292	Disaster Basics		Basic
300	Intermediate ICS	SGM, LTC	Adv
317	Intro to Community Emerg. Response Teams		
400	ICS for Expanding Incidents	COL	Adv
Q534	Emergency Response to Terrorism		Adv
700	National Incident Management System (NIMS)	SGT, WO1, 2LT	Basic
800b	National Response Plan (NRP)	SGT, WO1, 2LT	Basic

Virginia Defense Force Quick Format Operations Order	Unit:
	Date Time Group:
TASK ORGANIZATION	
1. SITUATION:	
a. Enemy/Hazard:	
b. Friendly Forces:	
c. Attach/Detach:	
2. MISSION:	
3. EXECUTION:	
a. Concept of Ops:	
b. Tasks:	
c. Coordinating Instructions:	
4. SERVICE SUPPORT:	
a. General:	
b. Material and Services:	
c. Medical:	
d. Miscellaneous:	
5. COMMAND AND SIGNAL:	
a. Command:	
b. Signal:	

ALERTS & ORDERS

ALERT ONE: Alert One is a telephone alert. Units will be asked to contact all of their personnel, determine who is available, and report strength to the next higher level

ALERT TWO: Alert Two is a response alert. Members report in uniform to their home armory with vehicles and basic load ready for operations. Troops should use extra caution in driving to ensure we don't lose people and equipment in a needless accident before the emergency starts. The division Commander is the only commander who can authorize an Alert Two.

Emergency Deployment Readiness Exercise (EDRE): An EDRE is conducted for each VDF unit at least once a year. EDREs exercise the alerting system. The EDRE itself will be a telephone ALERT ONE. The unit should evaluate its performance based on the ability of the unit to rapidly contact as many of its personnel as possible

Operational Readiness Checks (ORC):

ORCs are conducted for units on a random schedule, although each Company and Battalion should expect ORC at least once every two years. ORCs test the ability of the unit to actually mobilize, proceed to a mission area, and perform the mission on which unit personnel have been trained. ORCs will be conducted on scheduled drill days.

Warning Orders: A Warning Order issued to alert a unit that it may be called to State Active Duty and/or to alert a unit to an expected mission tasking, Warning orders have no set format and may be as simple as a phone call "expect activation in five hours to support the 229th Engineers with road clearing in Caroline county." Where possible, a more formal warning order may be given to provide situation, mission, and instructions.

Operations Order: An Operation Order is issued to assign a unit specific mission tasking. Unless a time is specified, an OPOD is normally the formal written authority for a unit to activate, mobilize its personnel and proceed with the mission.

GO/NO GO BASIC HAND HELD RADIO OPERATIONS

Conditions: Soldier has received instruction on hand held radio operation and protocols. A radio communications exercise is conducted in which the soldier is a member of a company, on a post, operating on an internal hand held radio net.

Type of radio used in exercise: circle one:

VHF FRS Other _____ Simulation (no radio)

Soldier, unassisted, turns radio on, sets frequency, pushes to talk, transmits entire message clearly, releases PTT switch, receives reply message, and concludes transmission. (uses proper rhythm, speed, volume and pitch.) Soldier is able to simulate battery change.

If this is a simulation with no radio mark n/a.

GO _____ NO GO _____

Soldier uses proper message format and uses the following prowords in commex: call sign of station called; this is....; over, say again, roger, out.

GO _____ NO GO _____

Soldier uses in commex or explains prowords: "Disregard this transmission", "minimize", "correct", "correction", "WILCO", "MAYDAY MAYDAY MAYDAY", "PAN PAN PAN".

GO _____ NO GO _____

Soldier is able to recite from memory phonetic alphabet.

GO _____ NO GO _____

VDF VALUES

LOYALTY

Bear true faith and allegiance to the US Constitution and the Commonwealth Constitution, the Virginia Defense Force, your unit and other soldiers.

“Loyalty is the big thing, the greatest battle asset of all. But no one ever wins the loyalty of troops by preaching loyalty. It is given to him as he proves his possession of the other virtues”
BG S.L.A. Marshall

DUTY

Fulfill your obligations

“The essence of duty is acting in the absence of orders or direction from others, based on an inner sense of what is morally and professionally right...”

GEN J.A. Wickham Jr.

RESPECT

Treat people as they should be treated

“Regardless of age or grade, soldiers should be treated as mature individuals. They are engaged in an honorable profession and deserve to be treated as such.”

GEN B. Clarke

SELFLESS SERVICE

Put the welfare of the Nation, The VDF and your soldiers before your own.

“The Nation today needs soldiers who think in terms of service to their country and not in terms of their country’s debt to them.”

GEN O.N. Bradley

HONOR

Live up to all the VDF values

“What is life without honor? Degradation is worse than death.”

LG T.J. “Stonewall” Jackson

INTEGRITY

Do what’s right, legally and morally.

“The American people rightly look to their military leaders not only to be skilled in the technical aspects of the profession of arms, but also to be men on integrity.”

GEN J.L. Collins

PERSONAL COURAGE

Face fear, danger, or adversity (Physical or Moral)

“The concept of professional courage does not always mean being as tough as nails either. It also suggests a willingness to listen to the soldiers’ problems, to go to bat for them in a tough situation and it means knowing just how far they can go. It also means being willing to tell the boss when he’s wrong.”

SMA W. Connelly

To: (Commander)

CC: (Chain of Command)

Subj: AAR ~ FTX Nov 09 – Operation Caretaker

Situation: the actual real world situation

Scenario: a description of the planned exercise situation

Friendly Forces : what military, civilian and corporate groups were playing

Enemy Forces; opposing units, could include environmental elements such as a hurricane or tornado

What went well:

What didn’t work as well as it could;

How it could be done better next time;

Personal opinions:

As you may have noticed this sample varies somewhat from what you may have expected from the description on the previous page. This is a flexible format that changes to meet the situation being reported on and the personality of the persona submitting the report. You should try to be impartial and objective throughout the report. If you feel you must give subjective opinions then label them as such. Stay away from character assignments. Play fair. Be nice. If you messed up or could have done something better, be sure to include that too.

This is a tool to help us learn from the mistakes and do better next time, Eventually it will be our turn to show everybody else how to do it right!

Submitted;

SSG V. Militiaman

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Mytown, VA 23500

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AFTER ACTION REVIEW/REPORT

The After Action Review/report (AAR) is a structured review process that allows training participants to discover for themselves what happened, why it happened, and how it can be done better. AARs –

- Focus on the training objectives – Was the mission accomplished?
- Emphasize meeting standards (not who won or lost)
- Encourage soldiers to discover important lessons from the training event.
- Allow a large number of soldiers and leaders to participate so those lessons learned can be shared.

The AAR has four basic parts:

- Review what was supposed to happen.
- To establish what happened.
- Determine what was right or wrong with what happened.
- Determine how the task should be done differently next time.

Don't just grumble about an exercise or part of one, do something about it! Be as correct and impartial as you can. Include additional parts if you feel it is necessary: perhaps a fifth part labeled "Opinions & Impressions."

If an exercise goes faultlessly, then we weren't trying hard enough. We need to practice what we've learned, and learn what we need to practice. Whether an exercise, training evolutions, an actual event or incident, do an AAR. By doing so, you will more fully understand what happened, and if you actually submit it up your chain of command – you just might make a difference!

Submit your AAR to your Commander, info the NCO chain in the process. If you are responding to a specific request, then submit it to the requestor and copy to all in your chain of command between you and the requestor. When I was asked to send an AAR to the DTC CO, I made sure my chain of command also got a copy...

GO / NO GO: MILITARY CUSTOMS AND COURTESIES

Candidate: _____

Unit: _____ Date: _____

Trainer: _____

Printed Name Rank Unit Title Signature

Soldier must score **GO** on all GO NO GO

1. Soldier renders a hand salute correctly and smartly
2. Soldier correctly describes those entitled by grade to a salute to include officers of friendly foreign countries.
3. Soldier correctly describes occasions for rendering the salute: National anthems, Colors, Hail to the Chief, uncased Colors outdoors, pledge of Allegiance outdoors, turning over control of formations, rendering reports:
4. Soldier correctly describes occasions salutes are not required Indoors, unless reporting to an officer or on duty as a guard When doing so would be inappropriate or impractical. When the senior or subordinate are in civilian clothes.
5. Soldier correctly describes assuming the position of attention when talking to an officer and saluting (outdoors) when officer departs.
6. Soldier correctly describes assuming the position of parade rest when talking to an NCO that is senior
7. Soldier describes proper procedure for reporting to an officer, from a formation (in/outdoors), and when indoors.

VDF Instructions

- 230-1 Unit Fund Procedures
- 350-1 Training Policy
- 600-10 Personnel & Administrative Procedures
- 601-100 Appointment of Commissioned & Warrant Officers
- 624-1 Personnel Promotions
- 670-1 Uniforms Authorized for Wear
- 672-5 Awards & Decorations

COMMANDER'S CERTIFICATION OF PROMOTION ELIGIBILITY/PROMOTION SCREENING REPORT

Required TiG for promotion, per current regulations: _____
Candidate's actual Time in Grade _____
Required TiS for promotion, per current regulations: _____
Candidate's actual Time in Service _____
Waiver required? YES/NO _____
Is the candidate in a promotable billet? YES/NO _____

Training Education Requirements

Date Completed _____
VDF Orientation Course (PV2 – COL) _____
Level IIA (Emerg Services Qualification) (PV2 – COL) _____
NCO Leadership Development Course (CPL - SGM) _____
Company Leaders Course (SFC-CSM) _____
OSC3 Course (SFC-CSM) _____
Advanced Leadership Course (MSG-SGM) _____
IS 100, IS 200, IS700, IS 800 (SGT-SGM) _____
IS 317 (SGT – CSM, CW2-CW5, 1LT-COL) _____
Cert of completion of all FEMA PDS courses (SFC-SGM) _____
IS 300 (SGM, LTC) _____
IS 400 (COL) _____

Skill Requirements














GO-individual drill (PV2-SGM, CW2-CW5) _____
GO-General and special orders (PV2-SGM, CW2-CW5) _____
GO-military customs and courtesies (PV2-SGM) _____
GO-Chain of Command & insignia of rank (PV2-SGM) _____
GO-hand-held radio operations and protocol (PFC-SGM) _____
GO- conduct squad drill (SGT) _____
GO-conduct platoon drill (SSG) _____
GO-conduct company drill & ceremony (SFC) _____












Document Check List:

VDF Form 3-R _____
CDR's Recommendation _____
CSM's Recommendation _____
VDF Screening Board Recommendation _____
VDF Personnel Evaluation _____

Drill Attendance:

Drill Attendance percentage of last 12 scheduled drills: _____
Number of non-drill alternative training credits included in
such 12 month period: _____

Warrant Officer	WO1	W-1	1 Black Square on a Silver Bar		<i>"Mister" or "Miss"</i>
Chief Warrant Officer	CW2	W-2	2 Black Squares on a Silver Bar		
Chief Warrant Officer	CW3	W-3	3 Black Squares on a Silver Bar		
Chief Warrant Officer	CW4	W-4	4 Black Squares on a Silver Bar		
Chief Warrant Officer	CW5	W-5	1 Black Rectangle on a Silver Bar		
Third Lieutenant (Off Can)	3LT	O-0	Red Bar		<i>"Lieutenant"</i>
Second Lieutenant	2LT	O-1	Gold Bar		
First Lieutenant	1LT	O-2	Silver Bar		
Captain	CPT	O-3	2 Silver Bars		<i>"Captain"</i>
Major	MAJ	O-4	Gold Oak Leaf		<i>"Major"</i>
Lieutenant Colonel	LTC	O-5	Silver Oak Leaf		<i>"Colonel"</i>
Colonel	COL	O-6	Silver Eagle		<i>"General"</i>
Brigadier General	BG	O-7	1 Silver Star		
Major General	MG	O-8	2 Silver Stars		

Private	PVT	E-1	None		<i>"Private"</i>
Private	PV2	E-2	1 Chevron		
Private First Class	PFC	E-3	1 Chevron & 1 Rocker		
Specialist (not a VDF rank)	SPC	E-4	Eagle on an inverted chevron and rocker shape		
Noncommissioned Officers (NCOs)					
Corporal	CPL	E-4	2 Chevrons		<i>"Corporal"</i>
Sergeant	SGT	E-5	3 Chevrons		<i>"Sergeant"</i>
Staff Sergeant	SSG	E-6	3 Chevrons & 1 Rocker		<i>"First Sergeant"</i>
Sergeant First Class	SFC	E-7	3 Chevrons & 2 Rockers		
Master Sergeant	MSG	E-8	3 Chevrons & 3 Rockers		
First Sergeant	1SG		3 Chevrons & 3 Rockers, w/a Diamond		
Sergeant Major	SGM	E-9	3 Chevrons & 3 Rockers, w/a Star		<i>"Sergeant Major"</i>
Command Sergeant Major	CSM		3 Chevrons & 3 Rockers, w/ Wreathed Star		

ADVANCEMENT; COURSES AND PERFORMANCE FACTORS SUMMARY CHART

(reflecting VDFR 624-1 eff 01SEP09 & VDFR 601-100 of 05OCT09)

From > To	Time in Grade (months)	Time in Service (months)	Orientation	Level II A	NCO LDC	CLC	OSC3C	ALC	IS 100	IS 200	IS 300	IS 317	IS 400	IS 700	IS 800	Ind. Drill	General Orders	Customs/Courtesies	Chain o Cmd / Insignia	Radio Operations	Platoon Instruction	Squad Drill	Platoon Drill	Company Administration	Military Bearing	Company Training	Company Drill	MEMS courses	83% Drill Attendance	Sustained Superior Performance	Promotion Authority	
E-1 > PV2	4	4	X	X												X	X	X	X										X	X	Co	
E2 > PFC	6	10	X	X												X	X	X	X	X									X	X	Co	
E3 > CPL	6	18	X	X	X											X	X	X	X	X	X								X	X	Co	
E4 > SGT	12	30	X	X	X				X	X		X		X	X	X	X	X	X	X	X	X			X	X			X	X	Bn	
E5 > SSG	18	48	X	X	X				X	X		X		X	X	X	X	X	X	X	X	X	X	X	X	X			X	X	Bde	
E6 > SFC	18	72	X	X	X	X	X		X	X		X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Bde	
E7 > MSG	24	96	X	X	X	X	X	X	X	X		X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Div	
E8 > SGM	24	120	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Div	
WO1 > WO2	24	~	X	X		X	X		X	X		X		X	X	X	X	X	X	X									X	X	X	Bde
WO2 > WO3	36	~	X	X		X	X		X	X		X		X	X	X	X	X	X	X									X	X	X	Div
WO3 > WO4	60	~	X	X		X	X	X	X	X		X		X	X	X	X	X	X	X									X	X	X	Div
WO4 > WO5	60	~	X	X		X	X	X	X	X		X		X	X	X	X	X	X	X									X	X	X	Div
O0 > 2LT	12	~	X	X					X	X		X		X	X	X													X	X		
O1 > 1LT	24	~	X	X					X	X		X		X	X														X	X	Bde	
O2 > CPT	24	~	X	X		X			X	X		X		X	X													X	X	X	Bde	
O3 > MAJ	36	~	X	X		X	X	X	X	X		X		X	X													X	X	X	Div	
O4 > LTC	36	~	X	X		X	X	X	X	X	X	X		X	X													X	X	X	Div	
O5 > COL	36	~	X	X		X	X	X	X	X	X	X	X	X	X													X	X	X	Div	