



**VIRGINIA DEFENSE FORCE
DEPARTMENT OF MILITARY AFFAIRS
COMMONWEALTH OF VIRGINIA**

1001 East Broad Street
Richmond, Virginia 23219
Telephone (804) 225-4051



Office of the G-3.

VaDF - H3

DATE: 22DEC10

SUBJECT: COMMANDERS TRAINING GUIDANCE

The training requirements listed are basic requirements from tasking the Va Defense Force will receive from the JFHQ's in direct support to the Department of Military Affairs (DMA) during activation. There will be other areas of training requirements throughout the year as changes occur in the force structure and mission support to DMA.

Basic Training Requirements.

The below listed ICS courses are the minimum basic NIMS requirements for SAD deployment,

any individual may take any number of ICS courses they want.

Online site, www.training.fema.gov/IS/crslist.asp

Training Levels;

1. ICS courses; ICS 100, ICS 200, ICS 700, ICS 800b
(All VDF personnel need prior to any SAD)
2. ICS course requirement for squad or sectional leaders;
Same as number 1 with additional ICS 300
3. ICS course requirement for middle management personnel (Co Commanders, 1SGT)
Same as number 1 with additional ICS 300
4. ICS course requirement for upper management personnel
Bde Cdrs, XO's, S-3's, CSM's, Bn Cdrs, XO's, S-3's, CSM's
Same as number 1 with additional ICS 300, ICS 400
5. ICS course requirement for top leaders
CG, ADC's, G staff,
ICS 100, 200, 700, 800b, 300, 400

IMT (Incident Management Teams) Local EOC Teams

IMT's are teams of at least 8 personnel trained to operate an EOC, or argument a local EOC upon request. There are many local EOC's that lack sufficient personnel to maintain EOC operation, therefore the IMT can argument the local EOC.

Training Requirements for IMT's;

1. ICS 100, 200, 700, 800b, 300, 400, 547 (Intro Continuity of Operation), 775 (EOC management and Operation), 801 thru 814 (ESF Emergency Support Function)

Suggested manning may be senior 0-3's up to 0-5's, E-5 up to E-8's

(All training can be done online at FEMA ISP www.training.fema.gov/IS/crslist.asp)

IMT (Incident Management Teams) JEOC and FOB EOC

IMT's teams of 8 plus pax to include IC, Safety, PIO, Ops, Plans, Logistics, Administration and radio-telephone operator, are to be trained up in NIMS and JEOC operations to perform function in the VaNG JEOC. When directed IMTs will forward deploy to operate a forward joint emergency operation center reporting to JEOC.

Training Requirements for IMT's;

1. ICS 100, 200, 700, 800b, 300, 400, 547 (Intro Continuity of Operation), 775 (EOC management and Operation), 293 Mission Assignment Overview, 801 thru 814 (ESF Emergency Support Function)

a. Suggested manning may be senior 0-3's up to 0-5's, E-5 up to E-8's

b. Small number deployment may be Senior OIC and enlisted.

(All training can be done online at FEMA ISP www.training.fema.gov/IS/crslist.asp)

2. The IMT's will consist of 8 plus pax with additional training conducted at JEOC, with OJT during small activation whenever possible.

3. Each Bde will establish a pool of trained individuals willing to report to SAD on short notice. The VDF G3 will direct number of IMT teams, and/or, individuals to be deployed based upon request from VaNG J3. The IMT's will normally be deployed under SAD; however, they may be deployed in training status during train up for activation.

4. Each Bde should establish an Alpha, Bravo, and Charles roster of 8 pax each for there IMTs.

ACT (Armory Coordination Teams)

This trained ACT team, a 2 pax with 1 officer and 1 enlisted per 12 hour shift, will handle mission coordination at local NG Armories where NG troops are staged for mission tasking. Primary tasking for ACT team will be assisting in obtaining mission tasking from JEOC, getting tasking to NG team leader, assisting in personnel accountability as to troops going out door on mission. Communicating necessary mission tasking information back up line to JEOC or JTF at start and index of mission via computer, phone, radio, whichever means available in Armory. The ACT team will remain located at the Armory, and not out on missions. If communication means are available the team will maintain communication with mission team dispatched. The ACT chain of command will be established based on each SAD mission assignment by NG JEOC

Training Requirements;

ICS 100, 200, 700, 800b, 293 (mission assignment overview), 547 (Intro to Continuity of Operation), 801 thru 814 (ESF Emergency Support Function)

All above training on line at www.training.fema.gov/IS/crslst.asp

Shelter Support Operation

Each Bde and DTC has personnel who have been trained by Red Cross in Shelter Support Operation. These personnel are to conduct training session at Bde and Bn level to train as many VDF personnel in there Bde in Shelter support operations. The shelter support training conducted within each Bde should have 60% of Bde personnel trained by 31 Dec 2010, and at least 90% by 31 Dec 2011.

DTC (Division Troop Command)

All personnel assigned to DTC Bde will have to comply with NIMS basic training requirements.

All Bn's in DTC should place emphasis on staffing, recruiting, and retention of personnel.

1. Signal Bn

Training objective for 2010 will be to increase trained MCP personnel by a minimum of 50%, and ensure FEMA III classification is maintained for each MCP. Develop a pool of trained MCP operators throughout the Bdes.

2. Training & Evaluation Bn

T & E Bn objectives for 2010 develop and train Instructors within each Bde to teach the basic VDF courses CLC, ALC, OSC3 within each Bde. Develop hip pocket training guides based upon NIMS standards for filler training at Co and Bn level as needed.

3. Riverine Detachment

Continue training in US Coast Guard approved water craft operations, and other water related training as required to complete water mission.

4. Medical Unit

Continue the emphasis on medical training, recruiting and retention of medical personnel, and developing working relations with the Va Air National Guard medical unit, and the Va NG units. Develop a SOP for medical screening profile for VDF personnel prior to field exercises, and SAD activation.

5. Aviation Bn

Continue training in flight operations, flight line safety, pilot training, observer training, and basic NIMS requirements. Continue development of aerial digital imaging with emphasis on transmitting digital image from air to ground. Increase recruiting and retention efforts and staff development.

6. MP Bn

Continue training with VaNG MP's for crowd, riot, and traffic control, to include D & C training, honor guard training, and basic NIMS training.

**Lafayette Bde,
Black Horse Bde,
Highland Bde,**

1. All Bde's monitor basic NIMS training of personnel for SAD activation, D & C, required schools, and monitor staffing at Co, Bn, and Bde level with continued emphasis on recruiting and retention.
2. Each Bde will tasked each Bn on the YTC to conduct at least one tabletop exercise during 2010 at Bn level, with AAR submitted to G3 by a Bde staff evaluator of TTX.
3. During the Bde spring MUTA in 2011 each Bde should plan to conduct a full scale exercise utilizing NIMS standards. This exercise should include communication element coordinated with G6.
4. Bde's should start using the ICS forms during their UTA's and MUTA's training events.
5. It is recommended that each Bde conduct class room refresher training on ICS 100 and 200 during 2010, and encourages personnel to start working ICS 801 thru 814, which are the emergency support function in the VEOC. VDF will be tasked at times to support some of the ESF section during SAD activation, which requires a basic training in ICS of 100, 200, 700, 800, and 300.
6. It is recommended each Bde develop a pool of trained individuals who could respond to an SAD activation within 4 to 6 hour notice, with follow up support in 12 hours and then 24 hours. There very well may be some No Notice SAD activation during certain types of emergencies.
7. Personnel will complete the proper SAD paper work only when the person has SAD orders from Division G-1.

OFFICIAL:

COL A. SMITH, G-3

JOHN D. TAYLOR
MG, VDF
Commanding