

# **VDFR 350-1 Appendix B**

## **PROGRAM OF INSTRUCTION (POI) AND LESSON PLANS**

**(LPs) 1-1**

**(Reference: Army TR 350-70)**

### **Virginia Defense Force**

#### **NEW SOLDIER TRAINING**

**Version January 2021**

#### **Table of Contents**

POI Cover/Table of Contents.....	1-1
Approval Date/Version	
Preface.....	2-1
Purpose	
Approval Authority	
Training Location(s)	
Collaboration	
Instructions for Minor Changes and Additions	
Course Scope.....	2-2
Courses List	
Student Learning Outcomes	
Program Learning Outcomes	
Core Abilities	
Competencies	
Course Prerequisite.....	2-3
Academic Hours	
Class Sizes	
Academic Prerequisites	
Special Information .....	2-4
Instructor Resources	

Training Aids  
Additional Training Assistants  
Equipment Needed  
Materials Needed  
Safety and Risk Assessment

How to Use this POI .....	2-5
Instructor Guidance.....	2-6
Course Guidance .....	2-7

## **PREFACE 2-1**

### **PURPOSE**

Per “VDF Regulation 350-1, VDF Training Management, this outlines the VDF New Soldier training -- consisting of Orientation Parts I and II, and Initial Entry Training (IET) -- POI and LPs. (REF: AR 350-1, Chap 3, para 3-44)

**APPROVAL AUTHORITY:** VDF G-3   **CONCURRENCE:** VDF CG

### **TRAINING LOCATIONS**

Online for Orientation or IET preparation, and consecutive Unit Training Assemblies (UTA), Waller Depot, Richmond, VA, for IET.

### **COLLABORATION**

VDF Force headquarters (FORHQ) G3 Training Support Office staff will provide instructors, references, and equipment, when needed, for training.

### **MINOR CHANGES AND ADDITIONS**

Materials will be reviewed annually. Copies must be placed with the VDF archive to protect continuity of operations.

## **COURSE SCOPE 2-2**

**A. ORIENTATION.** The Orientation Course consist of two parts, located on the VDF web site at: [http://vdf.virginia.gov/vdfresources/vdf\\_training/#Basic%20Training](http://vdf.virginia.gov/vdfresources/vdf_training/#Basic%20Training). Part I is a general introduction into VDF missions, standards and culture called “Orientation.”. Part “IIA” provides basic VDF emergency operations basics information and is written as a teaching point in a similar format to an Operational Order (OPORD). New members with at least six months of prior qualifying military service will complete Orientation as an introduction to VDF, and refresher on basic military matters. Non-prior military service members will complete the Orientation as an introduction to the military, and then continue on to the Initial Entry Training (IET) Course, also described on the web site. Hard copies of Orientation and IIA, and associated test questions, are appended to this POI as a curriculum quality control and review tool only. **They are not authorized for promulgation to VDF personnel unless and until G3 Training Officer allows and exception (such as the VDF web site being down for an extended period).**

B. IET preparatory training is located on the VDF web site at: [http://vdf.virginia.gov/vdfresources/vdf\\_training/#Basic%20Training](http://vdf.virginia.gov/vdfresources/vdf_training/#Basic%20Training). IET in-person training will occur at consecutive UTAs quarterly. The IET In-Person instruction will be a combination of instruction, testing, and practical application as described in the LP. The schedules below are for either IET divided between two UTAs

The IET course will use slide presentations consisting of *selections from* the following VDF classes, which the assigned instructors can review for further preparatory information:

1. “VDF 101, Military Structure, Basic Operations, Emergency Response Process.”
2. “VDF102, Soldier Values/SHARP/EO/Ethics.”
4. “VDF 103, Military Customs and Courtesies.”
5. “VDF 104, Uniform Wear and Inspection.”
6. “VDF 105, Drill and Ceremonies (including Formations).”
7. “CSS 100, Basic Guard & Access Control Duty.”
8. “COM 100, Basic Communications” [Operational Procedures, Radio-Telephone Practices, Terminology, the Phonetic Alphabet, and Message Documentation Procedures, Operate Statewide Agencies Radio System (STARS) Radio and Organic VDF Handheld Radio(s)]

## **PROGRAM AND STUDENT LEARNING OUTCOMES**

The above training is intended to train the students in basic military knowledge.

## **CORE ABILITIES**

Functional knowledge of the class subjects above.

## **COMPETENCIES**

Individuals should complete the VDF Orientation and IIA classes online at the VDF web site.

## **COURSE PREREQUISITE 2-3**

## **ACADEMIC HOURS**

A. Orientation Parts I and II, with online tests take approximately four hours.

B. The IET in-person instruction lasts approximately 14 hours.

### **CLASS SIZE - INSTRUCTOR / STUDENT RATIO**

- A. Orientation is self-directed.
- B. For IET the maximum of 10-15 students with one (1) instructor and one assistant instructor.

### **ACADEMIC PREREQUISITES**

- A. Orientation: none.
- B. Students must separately complete the VDF Orientation Parts I and II classes online at the VDF web site. Students are encouraged to take IET web-based training to prepare for in-person IET.

### **SPECIAL INFORMATION 2-4**

### **INSTRUCTOR RESOURCES**

Instructors are issued instructional slide packs and any student reading materials 60 days before the scheduled class. The Professional Military Education (PME) staff will coordinate classrooms, classroom equipment, and written handouts, with G3 as needed.

### **TRAINING AIDS AND MATERIALS/EQUIPMENT NEEDED**

(1) Slide pack and supplemental materials; (2) A/V equipment, computer, as required; (3) White board, poster board, and markers to list ideas; (4) Student handout material to support the lesson; and (5) Facilitator note cards: Material to support facilitated discussions of video case exercises.

### **FACILITIES/TRAINING AREA**

Classroom and parade ground (hardtop or grass).

### **ADDITIONAL TRAINING ASSISTANTS**

Needed to teach drill and radio procedures.

## **SAFETY AND RISK ASSESSMENT**

Classroom environment, except marching. Parade ground should be surveyed for uneven areas and those should be marked no-go.

## **INSTRUCTOR GUIDANCE 2-5**

- a. Prepare: (1) Locate your training site; (2) Review slides for familiarization; (3) Review references; (4) Print lesson; (5) Notify VDF staff of student study assignments to be promulgated; (6) Develop student handouts; and (7) Print out student handouts before class or ask for VDF staff assistance.
- b. Rehearse. Rehearse your role in the education and training session.
- c. Reconnoiter. Inspect the classroom or training area, and equipment readiness/availability at least 12 hours prior. Coordinate with VDF staff if you cannot do it. Never assume the venue will be ready.
- d. Conduct. (1) Distribute student handouts; (2) Present the learning package and give talking points with associated slides as you progress through the presentation; (3) Be prepared to use OCs on a rotating basis to teach portions of the class; (4) Prepare questions for the students which would include the test questions you develop for the OCS staff; (5) Get your group involved by asking the discussion questions and facilitate further discussion; (6) If time allows and appropriate, lead the students in a reflective practice exercise to answer the following questions: (a) What? (What learning concerning occurred during the education and training session?); (b) So what? (Why does it matter?); (c) Now what? (How will I use this information/new knowledge and apply it to my situation/unit/ organization?)
- e. Follow up: (1) If an exam covering your material does not yet exist, develop 5-10 test questions from your instruction (multiple choice/fill-in-the-blanks/true or false) and deliver to PME staff; (2) ensure students have class and/or course feedback forms and hand them in; (3) ensure a class observer form like that below is viable for class visitors; (4) Provide PME staff feedback for improving slides/other aspects of instruction; (5) review student and visitor feedback provided by PME staff.



## Classroom Observation Form

**Date of Observation:**

**Class Observed:**

**Observer:**  **Observee:**

**Directions:** After the classroom observation, the observer and observee should discuss the questions on this form. On this form, the observer should write about the classroom observation, but may also write about the conversation as well by including some of the observations, ideas, objectives, etc. of the observee.

1. What was the purpose of the lesson you observed?

2. What parts of the class seemed to particularly enhance the learning process? What strengths does the instructor exhibit?

3. What instructional options were discussed as a result of the observations? (What options would the instructor like to explore?)

Observer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Observee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **COURSE LESSON PLANS 2-6**

### **VIRGINIA DEFENSE FORCE**

1. LESSON NUMBER AND TITLE: Initial Entry Training (In-Person)

2. CLASS TIME: 14.0 hours

3. HOW IT WILL BE TAUGHT:

a. BACKGROUND: VDF Initial Entry Training (In-Person) is directed to new non-prior service VDF personnel. It provides basic functional literacy in basic military subjects, so the new soldier can function at that basic level in their units.

b. CONDUCT: This class will be predominantly conducted in a classroom with chairs set in a conference mode. Training slides will be provided when instructor is identified. Provide, if possible, a large map of Virginia for explain unit and regions orientation. Students will be allowed to ask questions during the instruction. The preferable instructor is a seasoned non-commissioned officer, or in some cases, Officer Candidates validating their own training while monitored. Instructors will be provided the teaching materials 60 days in advance. The second aspect of the class is drill on a parade deck. This class is testable materials, and the instructor should be familiar with the test questions/answers and emphasize those.

4. INSTRUCTIONAL INTENT: This class should provide students with a basic functional literacy in basic military subjects, so the new soldier can function at that basic level in their units.

5. TRAINING OBJECTIVES: Enabling objective (core knowledge objectives) (if needed, one per distinct training activity, with Action/Condition/Standard) normally couched in student action. See TR 350-70, Chapter VI-6, Training Course design.

As a result of this instruction, the student must accomplish the following training objectives:

Action:      Discuss basic military knowledge in a classroom, followed by applied drill.

Conditions:   Interactive classroom and marching on a parade ground.

Standard:   Be able to explain the highlights of basic military subjects in VDF missions; Drill and Ceremonies; Customs and Courtesies, Soldier Values; Uniform Wear; Basic Communications Techniques; and Basic Guard Duty

TERMINAL LEARNING OUTCOMES: At the completion of this period of instruction, the students should be familiar with the following:

OUTCOME #1: Explain the Virginia Defense Force Chain of Command

OUTCOME #2: Be able to discuss VDF missions

OUTCOME #3: Explain how Soldier Values ethics contribute to VDF missions

OUTCOME #4: Describe L-D-R-S-H-I-P

OUTCOME #5: Describe and perform seminal marching and formation movements

OUTCOME #6: Describe the basic customs of the U.S. Army and VDF

OUTCOME #7: Demonstrate and articulate proper reporting and saluting policy

OUTCOME #8: Explain and identify proper military titles, rank insignia, and flag honors.

OUTCOME #9: Describe the grooming standards for male and female soldiers

OUTCOME #10: Understand VDF uniform appearance

OUTCOME #11: Define the regulations of accoutrements, and describe the placement of all insignia and patches

OUTCOME #12: Learn basic communications techniques (prowords, phonetic alphabet) and how to use the Wouxum handheld radio

OUTCOME #13: Recite the General Orders

OUTCOME #14: Understand basic guard duties and terminology

Note: The primary instructor should review the test questions to ensure those teaching points are emphasized. At conclusion Review/Summarize, repeating the core knowledge.

7. REFERENCES: The instructor will use the following references, and may add additional ones upon discussion with VDF CMDT.

- a. Army Doctrine Publication (ADP 1): *The Army*, Chapter 2
- b. Army Doctrine Reference Publication (ADRP 1): *The Army Profession* (Initial Draft)
- c. Army Doctrine Reference Publication (ADRP 6-22): *Army Leadership*, Chapter 1

8. INSTRUCTIONAL MATERIAL ISSUED TO STUDENTS: Use of standard IET In-Person Training Slides and Handouts. Prepared class handouts are optional and at the discretion of the designated instructor upon discussion with VDF G3.
9. This class is testable. The instructor should be familiar with the test questions/answers and emphasize those.
10. Students passing the test will be provided a completion certificate.

## **11. POI and Conduct of Instruction (divided over two UTAs):**

### **IET Day 1**

0800-0930: VDF 105: D&C and Uniform inspection (VDF 104)

1000-1200: VDF 103: Customs & Courtesies (Go/No-Go), Chain of Command (Go/No-Go), Insignia of Rank (Go/No-Go)

1200-1300: Meal

1300-1400: VDF 101: VDF Military Structure, Basic Ops, and Emergency Response

1415-1500: VDF 200: VDF History

1500-1600: COM 100: Basic Com (Go/No-Go)

1600-1700: Clean up and any go/no-go retests

\*(Go/No-Gos are performed individually and/or as recitations...1 soldier/1 instructor)

### **IET Day 2**

0800-0845: Formation and D&C

0845-1145: CSS 100: Basic Guard and Access Control Duty (Go/No-Go)

1145-1215: Lunch 30 min

1215-1315: VDF 102: Ethics

1315-1345: Study

1345-1500: IET Testing

1500-1530: D&C (Go/No-Go)

1530-1630: Wouxun

1630-1700: Final formation, presentation of certificates, safety briefing for travel home.

\*(Go/No-Gos are performed individually and/or as recitations...1 soldier/1 instructor)