

VDFR 350-1 Appendix D

CIVIL SUPPORT/SECURITY

PROGRAM OF INSTRUCTION (POI) AND LESSON PLANS (LPs) 1-1

(Reference: Army TR 350-70)

Virginia Defense Force (VDF)

Version January 2022

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Appendix D

PREFACE 2-1

PURPOSE

Per “VDF Regulation 350-1, VDF Training Management, this outlines the VDF Civil Support/Security training POI and Lesson Plans (LPs). (REF: AR 350-1, Chap 3, para 3-44)

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

TRAINING LOCATIONS

Introductory materials at Initial Entry Training (IET); Multiple Unit Training Assemblies (MUTA), Ft. Pickett, VA; and reinforcing training at Home Station Unit Training Assemblies (UTA).

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 maintained on the VDF web site training section and with the VDF archive to protect continuity of operations.

COURSE SCOPE 2-2

PROGRAM AND STUDENT LEARNING OUTCOMES

Definition

A learning **outcome** depicts the *general* intention or goal from involvement in an educational action. Courses should be designed with a measurable learning outcome in mind. **Objectives** are *specific* areas or specialized learning activities to attain the overarching learning outcome.

Policy

The Virginia Department of Military Affairs (DMA) requires VDF personnel to be trained and deployable during exercises or emergent situations to support civil organizations, as representatives of the Joint Staff Headquarters’ (JFHQ), Joint

Operations Center (JOC), and when deployed with Virginia National Guard (VANG) units across the Commonwealth. Due to resource constraints and operational tempo, The Adjutant General (TAG) of Virginia has established a continuing requirement for the VDF to augment VANG capabilities within the range of civil support capabilities, specifically described in the referenced JFHQ National Guard Civil Support (NGCS) Playbook. Accordingly, the VDF will establish CSS proficiencies to answer the mission needs. This Directive will prescribe the CSS proficiency levels and qualifications.

Mission Essential Task List and Mission Descriptions

The TAG has directed that VDF provide security and civil support capabilities per the references and specifically as outlined in the NGCS Playbook. VDF will develop civil support competencies to support related missions assigned by the JFHQ.

a. Mission Essential Task List (METL).

(1) Provide the VDF CSS Level 1-qualified Soldiers.

(2) Ensure Soldiers are properly trained to applicable NGCS Playbook CSS missions and prepared for assignment to a National Guard Support Team (NGST) per the references.

(3) Maintain information on VDF expert personnel qualified in select civil support specialties listed in CSS Level 2, such as search and rescue operations, shelter operations, and liaison personnel, in order to augment the VANG capabilities.

(4) Train to proficiency for protecting people and property across the Commonwealth of Virginia during man-made and natural disasters.

b. Liaison Function. Qualified Liaison Officers (LNO) may be assigned by the JFHQ/JOC as as Emergency Support Function (ESF) -16 (Military Affairs) representatives to the Virginia Department of Emergency Management (VDEM) Emergency Operations Centers (EOCs); to VDEM Regional Coordination Centers (RCCs) as Regional Liaison Resources (RLR) representatives; or RLR teams may be sent to a VANG task force to augment command and control. VDF may be

tasked in such circumstances to provide communications teams with the LNO teams. A related communications proficiency skill set may be to provide an Amateur Radio Monitoring Team at VDEM and/or the JOC to assist coordination of statewide amateur radio practitioners during emergent conditions. The communications teams with the RLR teams may consist of: Incident Management Assistance Resource (IMAR) teams, High Frequency Radio Resource (HFRR) teams; and/or State Agencies Radio System Resource (STARSR) teams.

c. CSS Training and Support Tasks. Per METLs (1) and (2), VDF CSS Level 1 concentrates on security-centric task proficiency tasks:

(1) Operate STARS and organic handheld radios.

(2) Conduct Interior and Exterior Guard Operations.

(3) Conduct Access Control Operations (Control Entry and Exit from a Restricted Area; Perform Gate Sentry Duty; Support Roadblock Operations; Conduct Access Control Tasks, Conduct Traffic Control Operations.

The TAG has directed that VDF further be ready to provide general civil support capabilities as stated below, but to the extent such tasks do not fit within the *basic* security-centric (access control) paradigm, because VDF lacks adequate training time and resources, per METL (3), VDF will only maintain a list of Level 2-qualified personnel capable of “training others to do”, who can augment VDF/VANG capabilities with on-call training. These include:

(4) Support Emergency Water, Food, Clothing, and Medical Distribution Points;

(5) Support evacuation and rescue of civilians from an affected area;

(6) Conduct damage Reconnaissance;

(7) Assist in Light Urban Search and Rescue;

(8) Assist in road clearing operations; and,

(9) Higher level security tasks, such as assisting law enforcement conduct searches.

Proficiency Levels

Policy

CSS personnel must achieve and maintain proficiency enough to instantly perform in the complex mixed mission environment. Therefore, CSS training will be to standard on civil support/security-related mission essential tasks. These essential tasks or training requirements will correspond to different levels of increasing proficiencies, which are described further below.

Tactics, Techniques, and Procedures

Due to their unique background, roles, and missions, CSS proficiency will be based on a combination of military, Federal Emergency Management Agency (FEMA) and American Red Cross (ARC) proficiencies, but with more of a security focus. Much of the CSS training curriculum is derived from identified state agencies, Civil Air Patrol (CAP), FEMA Emergency Management Institute (EMI), FEMA's Community Emergency Response Team (CERT) curriculums, and may be augmented by relevant ARC courses. As referenced below, all VDF soldiers must meet General and Professional Military Education (PME) qualifications.

CSS Level 1

Initial CSS Level 1 qualification will be attained no later than 24 months after VDF entry by completing the requirements listed below. Upon successful qualification, the soldier will be awarded the VDF Mission Qualification Ribbon (MQR) in accordance with VDF Regulation 600-8-22. Thereafter validation and re-training will be a command-directed responsibility.

CSS Level 2

CSS Level 2 qualification will be limited to designated specialties designated between the JFHQ J3 and VDF. These specialties will be achieved and maintained outside VDF training cycles. The G3 role is to track those people documenting proof of their expertise. The current list of specialties is contained below. Persons so certified will be the lead trainers for just-in-time training in the above civil support tasks.

Reporting

The G3 CSS Manager will schedule, plan, and manage CSS training in accordance with (IAW) the Yearly Training Plan (YTP) and FORHQVDF spreadsheet

documentation. Certification will operate generally on a two-year cycle. Further Certification and deployability criteria will be required for members on relevant NGST.

Readiness Certification

In order to ensure that all levels of VDF command have cognizance of who has met all training requirements the following applies:

a. VDF G3 will work with training leaders, MSC, and NGST to ensure soldiers complete initial CSS training within 24 months of VDF entry, and thereafter maintain verifiable competency by a combination of reinforcing UTA training and validation exercises. The G3 will work with the VDF Active Detachment (ACTDET) to electronically maintain training currency in all courses.

b. In cases of emergency need (i.e. Commonwealth or National emergency), deviations may be considered by CG on an individual basis. Individuals with a high level of previously demonstrated performance may receive a training waiver based on VDF needs. Deficient training should be provided to the extent possible and as time allows.

General Qualifications

All soldiers assigned duties as a VDF CSS mission capable must meet the following minimum requirements:

- * Member in good standing of the VDF, including being current on required Professional Military Education commensurate with rank and new-entrant status.
- * Possess a valid State driver's license or Commonwealth-issued identification card and submit a copy to keep on record.
- * Have no felony convictions by any civilian or military court.
- * Annually meet weight/height standards in accordance with VDF regulations.

General Training and Professional Military Education Requirements

AFTER INITIAL ENTRY TRAINING, TO MAINTAIN SOLDIER PROFICIENCY ALL PERSONNEL MUST ACHIEVE A “GO” ON ALL CLASSES ON A RECURRING COMMANDER-DIRECTED BASIS

VDF 100, Anti-Terrorism and Active Shooter 2.0 hour (3.0 with mini-exercise)
Annually

VDF 101, VDMA/VDF Military Structure, Basic Operations & Emergency Response 2.0 hours

VDF 102, Soldier Values (Including Ethics/VA Sexual Harassment Prevention/EO) 2.0 hours **Annually**

VDF 103, Military Customs and Courtesies 2.0 hours

VDF 104, Uniform Wear and Inspection (including demo) 2.0 hours

VDF 105, Drill and Ceremonies (including Formations) 6.0 hours

VDF 106 First Aid 4.0 hours (Commonwealth of Virginia EMT-B or other validated substitutes exempt)

Total All Personnel – 20.0 hours

PME – E-7 AND ABOVE

*VDF 207 Administration & Correspondence 2.0 hours

*VDF 208 VDF Command and Staff Action 4.0 hours

*VDF 209, Equipment Accountability & Responsibility 2.0 hours

VDF 210, Vehicle Operations & Maintenance 2.0 hours

**Note that VDF 207 to 209 will satisfy the Command and Staff Officer Professional Course (SOPC) requirement.*

Total E-7 and above – 10.0 hours

CSS LEVEL 1 QUALIFICATION STANDARDS

AFTER INITIAL TASK TRAINING, TO MAINTAIN LEVEL 1 SOLDIER PROFICIENCY, ALL PERSONNEL MUST ACHIEVE A “GO” ON ALL OBJECTIVES CONTAINED IN THE FOLLOWING CLASSES BY WRITTEN TESTING AND/OR PRACTICAL APPLICATION ON A RECURRING COMMANDER-DIRECTED BASIS

COMM 100 VDF Basic Communications 3.0 hours [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)]

CSS 100, Basic Guard & Access Control Duty 3.0 hours [Explain and recite the General Orders, Define Special Orders, Describe the proper actions of a VDF sentry performing access control duties]

CSS 101, Applied Guard & Access Control Duty, 8.0 hours [Movement Control, Control Entry and Exit from a Restricted Area, Perform Gate Sentry Duty, Support Roadblock Operations, File Incident Reports, use hand-held wand]

CSS 102, Conduct Traffic Control Operations 4.0 hours

CSS Level 1 sub-total hours – 18.0

CSS LEVEL 2 QUALIFICATION STANDARDS

CSS 205, Point of Distribution (POD) (taken with ICS 26 Points of Distribution)

CSS 206, Conduct Damage Reconnaissance TBD hours

CSS 302, Web EOC Course 4.0 hours

CSS 303, ESF-16 Course TBD hours

CSS 304, Light Urban Search and Rescue (USAR) 4.0 hours

LNO/VEOC Track

“CSS 301, Basic Liaison Officer (LNO) class,” TBD hours VDF curriculum

“CSS 302, Web EOC Course” 4.0 hours, VDEM curriculum

“CSS 303, ESF-16 Course” TBD hours, JFHQ curriculum

Security Track

“CSS 201, Conduct Personal Searches” 2.0 hours

“CSS 202, Conduct Vehicle Searches” 3.0 hours

“CSS 203, Use Hand Held Metal Detectors” 1.0 hours

“CSS 204, Incident Safety Hazards”, 2.0 hours

* Current VA DCJS Certification for Unarmed Security Guard/police/sheriff personnel

*Expandable Baton – Non-lethal Weapons Use, 8.0 hours, VDF curriculum TBD

*Use of Force Options, 8.0 hours, VDF curriculum TBD

Post-Disaster Support Track

“CSS 205, Point of Distribution (POD),” (taken with ICS 26 Points of Distribution)

“CSS 206, Conduct Damage Reconnaissance” TBD hours

CSS 304, Light Urban Search and Rescue (USAR), 4.0 hours

* Shelter Operations Leader Qualification (ARC certified)

* Area Reconnaissance Qualification or (U.S. Army Pathfinder qualification)

* Acquisition and Logistics Coordinator (Virginia State Procurement Qualified)

- * Interpreter/Linguist (language fluency)

SAR Track

CSS 304, Light Urban Search and Rescue (USAR), 4.0 hours

- * Wilderness Search and Rescue (SAR); VDEM Field Team Member curriculum 50.0 hours or equivalent certification.

REFERENCES

- * FEMA Course Catalogue
- * FM 7.0: Training the Force
- * FM 22-100: Leadership
- * Virginia Code Section 44-54-7 Regulations
- * Virginia Department of Military Affairs All Hazards Plan
- * National Guard Civil Support Playbook
- * VDF Directive 1-20, Operations and Training Procedures and Formats

CORE ABILITIES

Functional knowledge of the class subjects above.

COMPETENCIES

Individuals should be able to perform access control and light law enforcement tasks as outlined above.

COURSE PREREQUISITE 2-3

ACADEMIC HOURS

21.0 hours.

CLASS SIZE - INSTRUCTOR / STUDENT RATIO

The maximum of 30- students per (1) instructor and one assistant instructor.

ACADEMIC PREREQUISITES

None.

SPECIAL INFORMATION 2-4

INSTRUCTOR RESOURCES

Instructors are issued instructional materials and any student handouts 60 days before the scheduled class. The CSS Manager/Commandant staff will coordinate classrooms, classroom equipment, and written handouts, with G3 as needed.

TRAINING AIDS AND MATERIALS/EQUIPMENT NEEDED

(1) Slide pack and supplemental instructional 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 application and filed Go-No Go testing.

FACILITIES/TRAINING AREA

Classroom and FPVA cantonment areas. Outdoor application areas.

ADDITIONAL TRAINING ASSISTANTS

Needed to teach drill and radio procedures.

SAFETY AND RISK ASSESSMENT

Classroom environment and outdoor application areas.

INSTRUCTOR GUIDANCE 2-5

a. Prepare: (1) Locate your training site; (2) Review class materials for familiarization; (3) Review references; (4) Print lesson; (5) Notify VDF staff of student study assignments to be promulgated; (6) Develop additional 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 and/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 cover Learning Objectives using instructional materials as you progress through the presentation; (3) Be prepared to use assistant instructors on a rotating basis to teach portions of the class; (4) Prepare questions for the students which would include the test questions or Go-No Go testing Objectives; (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 G3 Training staff; (2) ensure students have feedback forms and hand them in; (3) ensure an observer form like that below is viable for class visitors; (4) Provide G3 Training 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: _____

Appendix D

COURSE LESSON PLANS 2-6

VIRGINIA DEFENSE FORCE

1. LESSON NUMBER AND TITLE: CSS 100, Basic Guard & Access Control Duty

2. CLASS TIME: 4.0 hours

3. HOW IT WILL BE TAUGHT:

BACKGROUND: Basic Guard Duty knowledge prepares soldiers to understand the role that the VDF plays within community deployment and activity.

a. **CONDUCT:** This class will be conducted in a classroom with chairs set into a conference node. Use of visual aids, such as slides and white board provided, is encouraged. Students will be allowed to ask questions during the instruction. The preferred instructor is a Special Purpose Platoon member. The instructor will use anecdotes and examples from his/her experience to illustrate learning objectives. Stationary demonstrations should be used.

b. **INSTRUCTIONAL INTENT:** This class should provide students with an understanding of basic guard duty and access control. Students must explain and recite the General Orders, define Special Orders, describe the proper actions of a VDF sentry performing access control duties.

4. **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 VDF Guard and basic Access Control duties & responsibilities

Conditions. Interactive classroom and outdoor demonstration/application

Standards. Be able to understand role of VDF sentry and accordingly perform Access Control detail

5. TERMINAL LEARNING OUTCOMES:

OUTCOME #1: Explain and recite the General Orders

OUTCOME #2: Define Special Orders

OUTCOME #3: Describe the proper actions of a VDF sentry performing access control duties

SPECIFIC OBJECTIVES:

OBJECTIVE #1: Properly identify personnel before allowing them to enter or exit the restricted area.

OBJECTIVE #2: Understand the escort process for visitors to enter the restricted area according to special orders.

OBJECTIVE #3: Understand and use a duress code.

OBJECTIVE #4: Know how to check for authorization for vehicle entry and exit.

OBJECTIVE #5: Demonstrate how to prevent entry (into the restricted area) of harmful materials, such as pyrotechnics, cameras, and any other items prohibited by the special orders.

OBJECTIVE #6: Demonstrate how to take the appropriate actions in the event of a security violation.

OBJECTIVE #7: Demonstrate how to use the card and badge systems.

OBJECTIVE #8: Understand how to use challenges, passwords, and code words in tactical areas.

* At conclusion Review/Summarize, repeating the core knowledge.

6. REFERENCES: The instructor will use the following references, and may add additional ones upon discussion with Vtraining staff.

a. Army Doctrine Publication (ADP 1): *The Army*, Chapter 2

b. TC 19-138 CIVILIAN LAW ENFORCEMENT AND SECURITY OFFICER TRAINING

7. INSTRUCTIONAL MATERIAL ISSUED TO STUDENTS: Use of standard Training Slides and Handouts, including CSS100 Slides; TC 190138 Procedures; Go-No Go; Handouts; and Supervisor Level Procedure and Go-No Go. Prepared class handouts are optional and at the discretion of the designated instructor upon discussion with VDF G3.

8. This class is testable. The instructor should be familiar with the test questions/answers and emphasize those.

9. Students passing the test will be reported to the Active Detachment and G3 for recording completion.

VDF COURSE EVALUATION/CRITIQUE FORM

Student name, rank, and contact number/email:

STRENGTHS:

WEAKNESSES:

RECOMMENDED CHANGES:

INSTRUCTOR/VDF STAFF COMMENTS:

Soldier signature:
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Date:

VIRGINIA DEFENSE FORCE

1. LESSON NUMBER AND TITLE: CSS 101, Applied Guard & Access Control Duty

2. CLASS TIME: 4.0 hours

3. HOW IT WILL BE TAUGHT:

BACKGROUND: Basic Access Control Duty knowledge prepares soldiers to understand the role that the VDF plays within community deployment and activity.

a. **CONDUCT:** This class will be initially conducted in a classroom, then moved to an outdoor location for hands-on training, and Go-No Go validation. Provide Instructors the teaching materials 60 days in advance. Use of visual aids, such as slides and white board provided, is encouraged. Allow students to ask questions during the instruction. The preferable instructor is a seasoned non-commissioned officer. This class is testable materials and the instructor should be familiar with the test questions/answers and emphasize those.

b. **INSTRUCTIONAL INTENT:** This class should provide students with an understanding of applied guard duty and access control. Specific skills taught will be Control Entry and Exit from a Restricted Area, Perform Gate Sentry Duty, Support Roadblock Operations, File Incident Reports, use hand-held wand.

4. **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 and demonstrate VDF Access Control duties & responsibilities

Conditions. Interactive classroom

Standards. Be able to understand role of VDF Sentry and accordingly perform Access Control detail

5. TERMINAL LEARNING OUTCOMES:

OUTCOME #1: Describe Gate Sentry Duty and Control Entry and Exit from a Restricted Area

OUTCOME #2: Describe the organization and support of Roadblock Operations

OUTCOME #3: Explain process of filing and documentation related to Incident Reports

OUTCOME #4: Explain how to operationally check a hand wand.

SPECIFIC OBJECTIVES:

OBJECTIVE #1: Explain interior and exterior guard duty

OBJECTIVE #2: Describe the proper actions of a VDF sentry performing guard duties

OBJECTIVE #3: Describe proper uniform and equipment for a gate sentry.

OBJECTIVE #4: Define Special Orders and how a gate sentry enforces those.

OBJECTIVE #5: Properly use hand signals, properly advancing vehicles and pedestrians to the entry gate and performing a visual check of approaching vehicle, including recognizing a vehicle needing further checking and how to request assistance.

OBJECTIVE #6: Correctly halt vehicles using arm and hand signals and show proper positioning on the driver's side.

OBJECTIVE #7: Professionally request identification and makes a correct ID check of driver and occupants, in accordance with Threat Condition.

OBJECTIVE #8: Know how to check for authorization for vehicle entry and exit, including issuing passes.

OBJECTIVE #8: Render a correct salute and military courtesy as appropriate.

OBJECTIVE #9: Determine if access is authorized and either smartly passes the vehicle for entry, verbally and with hand signal or denies vehicle access, with turn around.

OBJECTIVE #10: Properly use hand signals, properly turning away vehicles and pedestrians to the roadblock and performing a visual check of approaching vehicle, including recognizing a vehicle needing further checking and how to request assistance.

point.”.

OBJECTIVE #11: Define “roadblock” and “check

OBJECTIVE #12: Understand proper signage and lighting, and where to set it up.

OBJECTIVE #13: Understand proper sighting distances.

OBJECTIVE #14: Demonstrate proper communications techniques to report vehicles entering area.

OBJECTIVE #15: Demonstrate an understanding of safety considerations for roadblock operations.

OBJECTIVE #16: Define “reporting” and “documenting” and recognizing the kind of incidents meriting a report.

OBJECTIVE #17: Describe how Special Orders would affect reporting.

OBJECTIVE #18: Explain the acronym of “WWWWHW” (“Who, What, When, Where, How, Why.”

OBJECTIVE #19: Explain the acronym of “LANFT” (“Legible, Accurate, Neat, Factual, Timely”).

OBJECTIVE #20: Explain the terms “Legible, Accurate, Neat, Factual, Timely.”

OBJECTIVE #21: Upon seeing an exercise incident, demonstrate on the VDF Incident Report Form a report with an acceptable level of detail.

OBJECTIVE #22: Demonstrate how to use a hand wand, including the considerations in wandling males and females.

* At conclusion Review/Summarize, repeating the core knowledge.

6. REFERENCES: The instructor will use the following references, and may add additional ones upon discussion with Vtraining staff.

a. Army Doctrine Publication (ADP 1): *The Army*, Chapter 2

b. TC 19-138 CIVILIAN LAW ENFORCEMENT AND SECURITY OFFICER TRAINING

7. INSTRUCTIONAL MATERIAL ISSUED TO STUDENTS: Use of standard Training Slides and Handouts, including CSS101 Slides; TC 190138 Procedures; Go-No Go; Handouts; and Supervisor Level Procedure and Go-No Go. Prepared class handouts are optional and at the discretion of the designated instructor upon discussion with VDF G3.

8. This class is testable. The instructor should be familiar with the test questions/answers and emphasize those.

9. Students passing the test will be reported to the Active Detachment and G3 for recording completion.

VDF COURSE EVALUATION/CRITIQUE FORM

Student name, rank, and contact number/email:

STRENGTHS:

WEAKNESSES:

RECOMMENDED CHANGES:

INSTRUCTOR/VDF STAFF COMMENTS:

Soldier signature:

Date:

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VIRGINIA DEFENSE FORCE

1. LESSON NUMBER AND TITLE: CSS 102, Conduct Traffic Control Operations

2. CLASS TIME: 4.0 hours

3. HOW IT WILL BE TAUGHT:

a. BACKGROUND:

b. CONDUCT: This class will be initially conducted in a classroom, then moved to an outdoor location for hands-on training, and Go-No Go validation. Provide Instructors the teaching materials 60 days in advance. Allow students to ask questions during the instruction. The preferable instructor is a seasoned non-commissioned officer. 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 an understanding on controlling traffic flow under various weather, lighting and traffic conditions.

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 Virginia Defense Force traffic control duties and responsibilities, followed by applied testing

Conditions: Interactive classroom and applied Go-No Go testing.

Standard: Be able to understand role of VDF traffic control duties and perform traffic control.

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

OUTCOME #1: Recognize standard hand-and-arm traffic control signals

OUTCOME #2: Apply knowledge of traffic control standards in a training environment

SPECIFIC OBJECTIVES:

OBJECTIVE #1: Describe proper uniform and equipment for traffic direction.

OBJECTIVE #2: Define the legal basis for VDF to direct traffic in public highways, and legal guidance for how it should be done.

OBJECTIVE #3: Understand proper signage and where to set it up.

OBJECTIVE #4: Understand proper lighting and where to set it up.

OBJECTIVE #5: Understand proper intersection entry and placement.

OBJECTIVE #6: Demonstrate an understanding of safety considerations for traffic direction operations, including weather, direction during darkness, pedestrian management, speed, multi-lane movement, set off, and managing distractions.

OBJECTIVE #7: Know how to handle pedestrians, including distractions and crowds

OBJECTIVE #8: Explain the importance of monitoring handheld radio traffic while manning a traffic control point (TCP) and how to use proper radio procedures during traffic direction duties. Determine if access is authorized and either smartly passes the vehicle for entry, verbally and with hand signal or denies vehicle and occupants access.

OBJECTIVE #9: Properly use hand signals, flashlight and/or a whistle to properly advance vehicles and pedestrians in a two-way and four-way intersection, including demonstrating these specific traffic direction skills:

- *Assume basic stance
- *Using proper arm and hands motions – including with a flashlight
- *Stop traffic from the front
- *Stop traffic from the rear
- *Direct pedestrian crossings
- *Direct traffic from the right to proceed straight ahead
- *Direct traffic from the left to proceed straight ahead
- *Direct traffic from the right to turn right
- *Direct traffic from the left to turn right
- *Direct traffic from the right to turn left
- *Direct traffic from the left to turn left
- *Change the flow of traffic

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

6. REFERENCES: The instructor will use the following references, and may add additional ones upon discussion with training staff.

a. Army Doctrine Publication (ADP 1): *The Army*, Chapter 2

b. TC 19-138 CIVILIAN LAW ENFORCEMENT AND SECURITY OFFICER TRAINING

7. INSTRUCTIONAL MATERIAL ISSUED TO STUDENTS: Use of standard training materials, including CSS104 Slides; handouts, and Go-No Go test. Prepared class handouts are optional and at the discretion of the designated instructor upon discussion with VDF G3.

8. This class is testable. The instructor should be familiar with the test questions/answers and emphasize those.

9. Students passing the test will be reported to the Active Detachment and G3 for recording completion.

VDF COURSE EVALUATION/CRITIQUE FORM

Student name, rank, and contact number/email:

STRENGTHS:

WEAKNESSES:

RECOMMENDED CHANGES:

INSTRUCTOR/VDF STAFF COMMENTS:

Soldier signature:

Date:

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VIRGINIA DEFENSE FORCE

1. LESSON NUMBER AND TITLE: CSS 201, Conduct Personal Searches

2. CLASS TIME: 2.0 hours

3. HOW IT WILL BE TAUGHT:

a. BACKGROUND:

b. CONDUCT: This class will be initially conducted in a classroom, then moved to an outdoor location for hands-on training, and Go-No Go validation. Provide Instructors the teaching materials 60 days in advance. Allow students to ask questions during the instruction. The preferable instructor is a seasoned non-commissioned officer. 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 an understanding on controlling entry and exit from a restricted area.

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:

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

Action: Given a specific site location, situation information, and identified persons, correctly search those persons.

Conditions: Interactive classroom and applied Go-No Go testing.

Standard: Properly sequentially search persons, segregating evidence if found, then secure the site.

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

OUTCOME #1: Explain the legal and practical circumstances and behaviors for to a valid personal search.

OUTCOME #2: Explain the steps for the varieties of personal searches.

OUTCOME #3: Explain how to segregate and identify evidence taken in a search.

SPECIFIC OBJECTIVES

OBJECTIVE #1: Articulate the legal stands where a personal search is allowed.

OBJECTIVE #2: Explain the steps for a proper frisk (pat down) personal search.

OBJECTIVE #3: Explain the steps for a proper prone personal search.

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 followin references, and may add additional ones upon discussion with training staff.

a. Army Doctrine Publication (ADP 1): *The Army*, Chapter 2

b. TC 19-138 CIVILIAN LAW ENFORCEMENT AND SECURITY OFFICER TRAINING

8. INSTRUCTIONAL MATERIAL ISSUED TO STUDENTS: Use of standard training materials, including handouts and Go-No Go. 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 reported to the Active Detachment and G3 for recording completion.

VDF COURSE EVALUATION/CRITIQUE FORM

Student name, rank, and contact number/email:

STRENGTHS:

WEAKNESSES:

RECOMMENDED CHANGES:

INSTRUCTOR/VDF STAFF COMMENTS:

Soldier signature:

Date:

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- a. BACKGROUND:

4. **INSTRUCTIONAL INTENT:** This class should provide students with an understanding on controlling entry and exit from a restricted area.

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

<u>Action:</u>	Given a specific site location, situation information, and identified vehicle, search a vehicle.
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Standard: Properly sequentially search a vehicle, segregating evidence if found, then secure the site.

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

OUTCOME #1: Explain the legal and practical circumstances and behaviors for to a valid vehicle search.

OUTCOME #2: Explain the steps for a proper and secure vehicle search including driver assistance.

OUTCOME #3: Explain how to segregate and identify evidence taken in a search.

SPECIFIC OBJECTIVES:

OBJECTIVE #1: Articulate the legal stands where a vehicle search is allowed.

OBJECTIVE #2: Explain the steps for stopping a vehicle and verifying occupant identity.

OBJECTIVE #3: Explain the steps for separating occupants from the vehicle and setting up the search.

OBJECTIVE #4: Explain how to secure the site when (1) prohibited items are found; or (2) no prohibited items are found.

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 training staff.

a. Army Doctrine Publication (ADP 1): *The Army*, Chapter 2

b. TC 19-138 CIVILIAN LAW ENFORCEMENT AND SECURITY OFFICER TRAINING

8. INSTRUCTIONAL MATERIAL ISSUED TO STUDENTS: Use of standard training materials, including handouts, and Go-No Go. 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 reported to the Active Detachment and G3 for recording completion.

VDF COURSE EVALUATION/CRITIQUE FORM

Student name, rank, and contact number/email:

STRENGTHS:

WEAKNESSES:

RECOMMENDED CHANGES:

INSTRUCTOR/VDF STAFF COMMENTS:

Soldier signature:

Date:

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