

VDFR 350-1 Appendix E

COMMUNICATIONS

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 Communications (COM) 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

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 COMM proficiencies to answer the mission needs. This Directive will prescribe the COMM 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 COM Level 1-qualified Soldiers.

(2) Ensure Soldiers are properly trained to applicable NGCS Playbook COMM 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 specialties listed in COM Level 2, as described below, 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 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 COM MOS 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. General Communications Support. The TAG has directed that VDF further provide general Communications capabilities as outlined in the NGCS Playbook to support the VANG, including:

- (1) STARS Radios
 - (2) Provide IMAR Teams.*
 - (3) Provide HFRR Teams.*
 - (4) Provide MCP Resource Teams.*
- *These Teams can be combined and a hand-held STARS radio added for more robust support.
- (5) HF Teams supporting the VDEM and JOC Radio Rooms;
 - (6) Joint Incident Site Communications Capability (JISCC) system support

Proficiency Levels

Policy

COM MOS personnel must achieve and maintain proficiency enough to instantly perform in the complex mixed mission environment. Therefore, COM training will be to standard on communications-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, COM 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 COM 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 outlined below.

COM Level 1

Initial COM MOS 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.

COM MOS Level 2

COM MOS 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 COM Manager help commanders schedule, plan, and manage COM training in accordance with (IAW) the Yearly Training Plan (YTP) and HQVDF 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 COM 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 previous 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 COM 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

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

Total E-7 and above – 8.0 hours

COM 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

COM 100 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)]

COM 101, Basic Radio Communications 3.0 hours [Explain the theories of radio wave propagation, and VDF radio equipment, including antennas]

COM 102, Incident Management Assistance Resource (IMAR) Mission, Administrative Procedures and Operations [All aspects of IMAR operations, including operating a TACPAK or PittPAK, operating within WEB EOC, and operating as part of a VANG Task Force or in the Joint Operations] (including TACPAK and PittPAK setup) 8.0 hours

COM 103, High Frequency Radio Resource (HFRR)/Antenna Mission, Administrative Procedures and Operations 8.0 hours [All aspect of HFRR operations, including operating the ICOM M700/710 radios and antennas and operating as part of a VANG Task Force or in the Joint Operations]

COM Level 1 sub-total hours – 21.0

MCP CREW PERSONNEL MUST ADDITIONALLY ACHIEVE A “GO” ON THESE CLASSES VIA WRITTEN TESTING AND/OR PRACTICAL APPLICATION ON A RECURRING COMMANDER-DIRECTED BASIS

COM 104 Mobile Communications Platform Resource (MCPR) Administrative Procedures and Operations, 16.0 hours [Pre-Maintenance Checks and Services (PMCS); CP Operational Procedures for Set-up/ Deployment; MICOM 2E ALE Radio Operations; MICOM 3F/3T/3R Radio Operations]

VDF 210, Vehicle Operations & Maintenance, 2.0 hours

COM 105 VDF Driver Trailer Towing Certification, 4.0 hours

COM 106 MCP Generator Pre-Maintenance Checks and Services (PMCS), 2.0 hours

COM 107 Fire Suppression Device Operation (Fire Department Instructor), 2.0 hours

MCP CREW COMM MOS Level 1 sub-total hours – 26.0

COM MOS Level 2 Qualification Standards (Officer and E-6 and above serving in designated billets)

*COM 200, HF Propagation Factors and Advanced Antenna Configurations, 4.0 hours

*COM 201, Communications Planning Course, 16 hours

*Attain an FCC General Class License

*Attain an FCC Amateur Extra License

*COM MOS Level 2 sub-total hours – 20.0-+ Licensing

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

* VDFR 611-3, National Guard Support Team Management

* 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 Basic
24.0 hours MCPR
20.0+ hours Advanced

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 COMM 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: _____

COURSE LESSON PLANS 2-6

VIRGINIA DEFENSE FORCE

1. LESSON NUMBER AND TITLE: COM 100, Basic Communications

2. CLASS TIME: 3.0 hours

3. HOW IT WILL BE TAUGHT:

BACKGROUND: Basic Communications 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 communication operational procedures, radio and telephone practices, terminology, the Phonetic Alphabet, message documentation procedures, as well as an overview understanding of how to operate Statewide Agencies Radio System (STARS) radio and organic VDF handheld radio.

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 basic communication practices

Conditions. Interactive classroom

Standards. Be able to understand the basics of VDF communication and the role of communications in operations

5. TERMINAL LEARNING OUTCOMES:

OUTCOME #1: Explain basic communication mission and operational procedures, radio-telephone practices, and message documentation procedures

OUTCOME #2: Recognize how to operate Statewide Agencies Radio System (STARS) Radio and Organic VDF Handheld Radio(s)

OUTCOME #3: Recite the Phonetic Alphabet and other pertinent terminology

OUTCOME #4: Understand safety precautions associated with communication duties

* 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

7. INSTRUCTIONAL MATERIAL ISSUED TO STUDENTS: Use of standard Training Slides and Handouts, including COM100 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: _____

Date:

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VIRGINIA DEFENSE FORCE

1. LESSON NUMBER AND TITLE: COM 101, Basic Radio Communications

2. CLASS TIME: 3.0 hours

3. HOW IT WILL BE TAUGHT:

BACKGROUND: Basic Radio Communications 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 ability to explain the theories of radio wave propagation, and VDF radio equipment, including antennas.

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 radio operations and components

Conditions: Interactive classroom and demonstration/application

Standards: Be able to understand the basic radio operations encountered through service in the VDF

5. TERMINAL LEARNING OBJECTIVES:

OBJECTIVE #1: Recognize components of basic radio operation

OBJECTIVE #2: Explain the theories of radio wave propagation

OBJECTIVE #3: Describe VDF radio equipment, including antennas

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

7. INSTRUCTIONAL MATERIAL ISSUED TO STUDENTS: Use of standard Training Slides and Handouts, including COM 101 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: COM 102, Incident Management Assistance Resource (IMAR) Mission, Administrative Procedures and Operations

2. CLASS TIME: 8.0 hours

3. HOW IT WILL BE TAUGHT:

BACKGROUND: IMAR mission 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 all aspects of IMAR operations, including operating a TACPAK or PittPAK, operating within WEBEOC, and operating as part of a VANG Task Force or in the Joint Operations.

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 IMAR Mission duties & responsibilities

Conditions. Interactive classroom and demonstration/application

Standards. Be able to understand the role of VDF IMAR missions within the context of VANG support and deployment

5. TERMINAL LEARNING OUTCOMES:

OUTCOME #1: Deploy operational TACPAK or PittPAK

OUTCOME #2: Explain proper WEBEOC operational procedures

OUTCOME #3: Describe the VDF IMAR mission during SAD operations

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

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

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

7. INSTRUCTIONAL MATERIAL ISSUED TO STUDENTS: Use of standard Training Slides and Handouts, including COM 102 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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Date:

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VIRGINIA DEFENSE FORCE

1. LESSON NUMBER AND TITLE: COM 103, High Frequency Radio Resource (HFRR)/Antenna Mission, Administrative Procedures and Operations

2. CLASS TIME: 8.0 hours

3. HOW IT WILL BE TAUGHT:

BACKGROUND: High Frequency Radio Resource (HFRR)/Antenna Mission, administrative procedures and operations knowledge prepare 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 all aspects of HFRR operations, including operating the ICOM M700/710 radios and antennas and operating as part of a VANG Task Force or in the Joint Operations.

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 High Frequency Radio Resource (HFRR)/Antenna Mission, administrative procedures, and operations

Conditions: Interactive classroom and outdoor demonstration/application

Standards: Be able to understand role of VDF HFRR operations and deployment

5. TERMINAL LEARNING OUTCOMES:

OUTCOME #1: Operate deployed HFRR

OUTCOME #2: Describe HFRR/Antenna administrative procedures and operations

OUTCOME #3: Explain HFRR role in SAD mission

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

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

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

7. INSTRUCTIONAL MATERIAL ISSUED TO STUDENTS: Use of standard Training Slides and Handouts, including COM 103 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: _____

Date:

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