

VDFR 350-1 Appendix J

PROGRAM OF INSTRUCTION (POI) AND LESSON PLANS

(LPs) 1-1

(Reference: Army TR 350-70)

Virginia Defense Force

COMPANY COMMANDERS/1SG'S COURSE TRAINING

Version JAN 2022

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PREFACE 2-1

PURPOSE

Per “VDF Regulation 350-1, VDF Training Management, this outlines the VDF Company Commander/1SG’s Course (BLC) -- POI and LPs. (REF: AR 350-1, Chap 3, para 3-44)

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

TRAINING LOCATIONS

Online courses & preparation, home station Unit Training Assemblies (UTA) and Multiple Unit Training Assemblies (MUTA), Ft. Pickett, VA

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

| # | TASK | LEARNING OUTCOME (LO) | VDF COURSES |
|---|--|--|--|
| | COMMANDERS COURSE INTRODUCTION* | SOLDIERS UNDERSTAND SCOPE AND PREMISE OF THE COURSE | N/A |
| 1 | COMMAND RESPONSIBILITIES FOR ESTABLISHING AND MAINTAINING A POSITIVE COMMAND CLIMATE | CO CDR/1SG UNDERSTAND THE IMPORTANCE OF BUILDING TRUST WITHIN THE ORGANIZATION; ESTABLISHING TEAMWORK AND COHESION; DEMONSTRATING CARE FOR SOLDIERS; DEVELOPING SUBORDINATES; | VDF 202: Leadership Traits & Principles VDF 203: Small Unit Leadership VDF 305: Leading Small Unit Scenarios |

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| | | MONITORING AND DEVELOPING THE ORGANIZATION'S ETHICAL CLIMATE (LEADER PLAN OF ACTION) (FM6-22) | | |
| 2 | COMMAND RESPONSIBILITIES FOR MAINTAINING GOOD ORDER AND DISCIPLINE WITHIN THE ORGANIZATION | LO1 | <p>CO CDR/1SG UNDERSTAND THE OPTIONS AND PROCEDURES FOR INVESTIGATING POTENTIAL MISCONDUCT;</p> <p>CO CDR/1SG UNDERSTAND PUNITIVE AND NON-PUNITIVE MEASURES TO CORRECT DISCIPLINARY / MISCONDUCT MATTERS;</p> <p>CO CDR/1SG FAMILIAR WITH THE MILITARY JUSTICE/UCMJ SYSTEM;</p> | VDF 201: Militia Law |
| | | LO2 | <p>PLAN AND CONDUCT COMPANY OPERATIONS IAW APPLICABLE LAW.</p> <p>CO CDR/1SG ARE FAMILIARIZED WITH THE BASICS OF FISCAL LAW SO THAT THEY CAN RECOGNIZE PROBLEM AREAS AND SEEK LEGAL ADVICE;</p> <p>CO CDR/1SG ARE FAMILIARIZED WITH THE BASICS OF ENVIRONMENTAL LAW AND HOW IT MAY IMPACT COMPANY OPERATIONS;</p> <p>CO CDR/1SG ARE FAMILIARIZED WITH</p> | |

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| | | <p>GOVERNMENT ETHICS RULES AND HOW THEY MAY IMPACT COMPANY OPERATIONS;</p> <p>CO CDR/1SG UNDERSTAND SURVEILLANCE, DETECTION, AND REPORTING OF CRIMINAL ACTIVITY;</p> <p>VDF AND LOCAL POLICIES FOR REQUIRED ACTIONS IN RESPONSE TO KNOWN OR SUSPECTED ILLEGAL ACTIVITY;</p> <p>KNOW CRIME PREVENTION RESOURCES AVAILABLE TO ASSIST IN MAINTAINING GOOD ORDER AND DISCIPLINE</p> | |
| 3 | <p>COMMAND RESPONSIBILITIES IN SUPPORT OF THE VDF CAMPAIGN PLAN FOR HEALTH PROMOTION / RISK REDUCTION</p> | <p>CO CDR/1SG UNDERSTAND AND PLAN FOR TRANSITIONS;</p> <p>UNIT INTEGRATION PROGRAMS;</p> <p>ACTIVE AND PASSIVE SURVEILLANCE MEASURES TO DETECT SOLDIERS ENGAGING IN HIGH RISK BEHAVIOR;</p> <p>WHERE TO REFER SOLDIERS WHEN THEY RECOGNIZE INDICATORS OF HIGH-RISK BEHAVIOR</p> | <p>VDF 404: Soldier Mental Health</p> |
| 4 | <p>COMMAND RESPONSIBILITIES FOR SUICIDE PREVENTION</p> | <p>CO CDR/1SG UNDERSTAND THEIR SUICIDE PREVENTION RESPONSIBILITIES TO FOSTER AN ENVIRONMENT THAT REDUCES STIGMA ASSOCIATED WITH ASKING FOR HELP;</p> <p>SUICIDE BEHAVIORS AND</p> | <p>VDF 404: Soldier Mental Health</p> |

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| | | <p>INDICATORS;</p> <p>RESPONSIBILITIES FOR SUICIDE INTERVENTION – ACE;</p> <p>HOW TO REFER SOLDIERS FOR HELP;</p> <p>RESOURCES AVAILABLE TO ASSIST SOLDIERS;</p> <p>SUICIDE PREVENTION TRAINING FOR THEIR ORGANIZATIONS</p> | |
| 5 | <p>COMMAND RESPONSIBILITIES FOR SEXUAL HARASSMENT/ASSAULT PREVENTION</p> | <p>CO CDR/ISG UNDERSTAND THEIR RESPONSIBILITIES FOR ESTABLISHING AN ENVIRONMENT FREE OF SEXUAL HARASSMENT IN THEIR ORGANIZATIONS</p> | <p>VDF 102: Soldier Values w/ SHARP</p> |
| 6 | <p>COMMAND RESPONSIBILITY FOR THE VDF SUBSTANCE ABUSE PROGRAM</p> | <p>CO CDR/ISG UNDERSTAND THEIR RESPONSIBILITIES FOR SUBSTANCE ABUSE PREVENTION, DRUG AND ALCOHOL TESTING, EARLY IDENTIFICATION OF PROBLEMS, REHABILITATION, AND ADMINISTRATIVE OR JUDICIAL ACTIONS</p> | <p>VDF 404: Soldier Mental Health</p> |
| 7 | <p>COMMAND RESPONSIBILITIES FOR EQUAL OPPORTUNITY</p> | <p>CO CDR/ISG UNDERSTAND THEIR RESPONSIBILITIES FOR SUSTAINING A POSITIVE EQUAL OPPORTUNITY CLIMATE WITHIN THEIR ORGANIZATION</p> | <p>VDF 201: Militia Law</p> |
| 8 | <p>COMMAND RESPONSIBILITIES FOR LEADER DEVELOPMENT</p> | <p>CO CDR/ISG UNDERSTAND THEIR RESPONSIBILITY TO DEVELOP OTHERS FOR BETTER PERFORMANCE IN THEIR CURRENT AND FUTURE POSITIONS;</p> <p>TO ASSESS DEVELOPMENTAL NEEDS;</p> | <p>VDF 202: Leadership Traits & Principles</p> <p>VDF 203: Small Unit Leadership</p> <p>VDF 305: Leading Small Unit Scenarios</p> |

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| | | <p>TO DEVELOP ON THE JOB;</p> <p>TO SUPPORT DEVELOPMENTAL AND PROFESSIONAL MILITARY EDUCATION OPPORTUNITIES;</p> <p>PERFORMANCE AND PROFESSIONAL GROWTH COUNSELING</p> | | | | | |
| 9 | <p>COMMAND RESPONSIBILITIES FOR PLANNING, PREPARING AND EXECUTING INDIVIDUAL AND COLLECTIVE TRAINING</p> | <p>CO CDR/1SG UNDERSTAND THEIR RESPONSIBILITY TO DEVELOP MISSION ESSENTIAL TASK LIST (METL);</p> <p>CONDUCT SHORT/MID/LONG TERM PLANNING;</p> <p>CONDUCT EFFECTIVE TRAINING MEETINGS;</p> <p>CONDUCT EFFECTIVE REHEARSALS AND AFTER ACTION REVIEWS;</p> <p>IDENTIFYING TRAINING RISKS AND MITIGATION ACTIONS</p> | <p>VDF 206: Military Instruction Technique</p> | | | | |
| 10 | <p>COMMAND RESPONSIBILITIES FOR COMPANY ADMINISTRATIVE REQUIREMENTS</p> | <table border="1"> <tr> <td>LO1</td> <td> <p>CO CDR/1SG UNDERSTAND COMPANY ADMINISTRATIVE REQUIREMENTS FOR SEPARATIONS, OERS/NOCERS, AWARDS, PROMOTIONS AND REDUCTIONS</p> </td> </tr> <tr> <td>LO2</td> <td> <p>ENSURING EFFECTIVE SOLDIER TRANSITIONS (3RS)</p> </td> </tr> </table> | LO1 | <p>CO CDR/1SG UNDERSTAND COMPANY ADMINISTRATIVE REQUIREMENTS FOR SEPARATIONS, OERS/NOCERS, AWARDS, PROMOTIONS AND REDUCTIONS</p> | LO2 | <p>ENSURING EFFECTIVE SOLDIER TRANSITIONS (3RS)</p> | <p>VDF 207: Administration & Correspondence</p> |
| LO1 | <p>CO CDR/1SG UNDERSTAND COMPANY ADMINISTRATIVE REQUIREMENTS FOR SEPARATIONS, OERS/NOCERS, AWARDS, PROMOTIONS AND REDUCTIONS</p> | | | | | | |
| LO2 | <p>ENSURING EFFECTIVE SOLDIER TRANSITIONS (3RS)</p> | | | | | | |
| 11 | <p>COMMAND RESPONSIBILITIES FOR THE COMMAND SUPPLY DISCIPLINE PROGRAM AND VDF MATERIAL MAINTENANCE</p> | <table border="1"> <tr> <td>LO1</td> <td> <p>CO CDR/1SG UNDERSTAND THEIR RESPONSIBILITIES FOR IMPLEMENTING A COMMAND SUPPLY DISCIPLINE</p> </td> </tr> </table> | LO1 | <p>CO CDR/1SG UNDERSTAND THEIR RESPONSIBILITIES FOR IMPLEMENTING A COMMAND SUPPLY DISCIPLINE</p> | <p>VDF 209: Equipment Accountability & Responsibility</p> | | |
| LO1 | <p>CO CDR/1SG UNDERSTAND THEIR RESPONSIBILITIES FOR IMPLEMENTING A COMMAND SUPPLY DISCIPLINE</p> | | | | | | |

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| | | | PROGRAM IN THEIR ORGANIZATION | VDF 210: State Vehicle Operation & Maintenance |
| | | LO2 | CO CDR/1SG UNDERSTAND THEIR RESPONSIBILITIES FOR THE UNIT MAINTENANCE PROGRAM IN THEIR ORGANIZATION | |
| 12 | COMMAND RESPONSIBILITIES FOR THE VDF RETENTION PROGRAM | | CO CDR/1SG UNDERSTAND RESPONSIBILITIES FOR DEVELOPING, IMPLEMENTING AND SUSTAINING A VDF RETENTION PROGRAM IN THEIR ORGANIZATION TO REENLIST INTO THE VDF OR TRANSFER/ENLIST INTO THE IRR | RSP Training |
| | CAPSTONE** | | SOLDIERS APPLY LESSONS OF COURSE INTO A VDF IMPROVEMENT PROJECT/BRIEF | |

*Taught by O-4 or above

**CAPSTONE: The primary CCC mission is to develop the leadership and professional skills of each qualified soldier to prepare him or her for appointment as a VDF commander capable of leading VDF troops to execute all VDF missions and tasks at the company level. This final project will consist of soldiers using the administrative writing skills and Decision Paper format, Operations and Training Standard Operating Procedures to communicate a memo For to the Commanding General. The paper will leverage lessons from the CCC and apply those to the VDF, proposing a solution to produce an improved process or new process for the VDF at the company level.

PROGRAM AND STUDENT LEARNING OUTCOMES

The above training is intended to train the students in company commander's and 1SG's leadership knowledge and responsibilities.

CORE ABILITIES

Functional knowledge of the class subjects above.

COMPETENCIES

Individuals should complete the designated pre-class readings (when assigned).

COURSE PREREQUISITE 2-3

ACADEMIC HOURS

A. Approximately 30 hours to be completed in a maximum time of two years

CLASS SIZE - INSTRUCTOR / STUDENT RATIO

A. Distance Learning is self-directed.

B. Preferred instructor/student ratio is 1/15.

ACADEMIC PREREQUISITES

A. None

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.

ADDITIONAL TRAINING ASSISTANTS

Needed to teach subject-specific courses and leadership scenarios.

SAFETY AND RISK ASSESSMENT

Classroom environment.

INSTRUCTOR GUIDANCE 2-5

a. Prepare: (1) Locate your training site/prepare online interface; (2) Review slides for familiarization; (3) Review references; (4) Print and/or download 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 online LMS, 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/email 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 auxiliary instructors 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 PME 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: Company Commander/1SG's Course Training
2. CLASS TIME: 30.0 hours
3. HOW IT WILL BE TAUGHT:
 - a. BACKGROUND: Company leadership is crucial to the success of the Virginia Defense Force (VDF). Effective leaders are not born; they are trained, re-trained, and trained again until they are ready confident to lead from the front. The Company Commander/1SG's Course (CCC) will improve the development of leaders that apply regulatory administrative processes, property accountability, and training management adhering to VDF regulations, programs, and policies. The projected length of time to complete CCC is 24 months.
 - 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. Students will be allowed to ask questions during the instruction. Instructors will be provided the teaching materials 60 days in advance. This class may be testable, and the instructor should be familiar with the test questions/answers and emphasize those when applicable.
4. INSTRUCTIONAL INTENT: This class should provide students with a functional literacy in company leadership, so the commander/1SG can operate at that 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 company leadership knowledge online & in-person.

Conditions: Self-directed study, interactive classroom and marching on a parade ground.

Standard: Be able to explain the basics of company leadership standards for the VDF

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

OUTCOME #1: Soldiers understand and appreciate the scope and premise of company leadership

OUTCOME #2: Develop company-level leadership skills

OUTCOME #3: Understand the responsibilities of operating and sustaining a VDF company

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 CCC is a composition of several existing VDF courses with independent references. Instructors will use the corresponding references and consult with the G3 for any additions.

8. INSTRUCTIONAL MATERIAL ISSUED TO STUDENTS: Use of standard CCC 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 course may be testable. The instructor should be familiar with the test questions/answers and emphasize those when applicable.

11. POI and Conduct of Instruction (divided over two MUTAs):

Timeline (30 hours total)

| Course | Hours |
|---|--------------|
| Commanders Course Introduction | 2 |
| VDF 102: Soldier Values w/ SHARP | 2 |
| VDF 201: Militia Law | 2 |
| VDF 202: Leadership Traits & Principles | 2 |
| VDF 203: Small Unit Leadership or VDF 305: Leading Small Unit Scenarios | 3 |
| VDF 206: Military Instruction Technique | 2 |
| VDF 207: Administration & Correspondence | 3 |
| VDF 209: Equipment Accountability & Responsibility AND VDF 210: State Vehicle Operation & Maintenance OR VDF 304: Logistics | 3 |
| VDF 404: Mental Health | 3 |
| VDF 492: Special Topics | 3 |
| RSP Training | 2 |
| Capstone | 3 |
| Total Hours | 30 |

- Students have a maximum of 2 years to complete all courses.
- Commanders Course Introduction taught every January.
- Enlisted soldiers ranked E-6 through E-8 and company grade officers O-1 through O-3 are eligible.
- Courses will be taught as part of general instruction, OCS, or independent online courses at the direction of the G3.