Headquarters
Virginia Defense Force
5001 Waller Road
Richmond, VA, 23230
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VDF Regulation 611-1

Civil Support/Security Specialist Military Occupational Specialty Management

Summary. This regulation prescribes the policies, procedures, and curriculum for initial appointment, training, and career management of the Civil Support/Security (CSS) Specialist Military Occupational Specialty (MOS) within the Virginia Defense Force (VDF).

Applicability. This regulation applies to the units of the VDF. During mobilization for state active duty, procedures in this publication can be modified to support policy changes as necessary.

Suggested Improvements. Users are invited to send comments and suggested improvements directly to Headquarters, Virginia Defense Force, Attention: G-1, 5001 Waller Road, Richmond, Virginia 23230-2915.

Proponent and exception authority. The proponent and exception authority is the VDF Commanding General (CG). Any revisions or exceptions to this regulation are prohibited without prior written approval from the VDF CG.

Distribution. Distribution is intended for all VDF units down to the Company level.

JUSTIN P. CARLITTI
Brigadier General
Commanding General

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Chapter 1
General Provisions

1-1. Purpose and Authority
This VDF Regulation (VDFR) 611-1 prescribes the policies, procedures, and curriculum for initial appointment, training, and career management of the Civil Support/Security Specialist Military Occupational Specialty within the Virginia Defense Force. This regulation is to be read and interpreted as a stand-alone document. If any provisions of another military service regulation/instruction/order conflict with any provision herein, the provisions of VDFR 611-1 are controlling, except to the extent that it conflicts with controlling statutory or regulatory law.

1-2. References
Required and related publications are listed in Appendix A.

1-3. 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 Playbook. Accordingly, the VDF will establish a CSS MOS to answer the mission needs. This Directive will prescribe the CSS MOS proficiency levels and qualifications.

1-4.   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 National Guard Civil Support (NGCS) Playbook. VDF will develop civil support competencies so as to support related missions assigned by the JFHQ.

   a. Mission Essential Task List (METL).

      (1) Provide the VDF Civil Support/Security MOS Level 2-qualified Soldiers.

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

      (3) 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 to Virginia's Regional Emergency Operations Centers (EOCs) as Regional Liaison Resources or

as Emergency Support Function (ESF) -16 personnel supporting the Virginia Department of Emergency Management (VDEM). LNOs may as well be sent to a staging area or other location as needed to represent the JOC or a VANG unit assigned to a civil support mission.

    c. <u>General Civil Support</u>. The TAG has directed that VDF further provide general civil support capabilities as outlined in the NGCS Playbook, including:

       (1) Operate Statewide Agencies Radio System (STARS) Radios

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

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

       (4) Conduct Damage Reconnaissance

       (5) Assist in Light Urban Search and Rescue

       (6) Conduct Wilderness Search and Rescue

       (7) Assist in Road Clearing Operations

       (8) Conduct Interior and Exterior Guard Operations

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

Chapter 2

Proficiency Levels

2-1. Policy

CSS Specialists must achieve and maintain MOS proficiency enough to instantly perform in the complex mixed mission environment outlined in Chapter 1. Therefore, CSS Specialists will train to standard on civil support-related mission essential tasks. These essential tasks or training requirements will correspond to different levels of increasing proficiencies, which are described further below.

2-2. Tactics, Techniques, and Procedures

Due to their unique background, roles, and missions, the CSS MOS 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 and civil support 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. All CSS specialists must meet General and Professional Military Education (PME) qualifications in addition to MOS Level criteria to be considered for MOS certification, as outlined in Appendixes D to G.

2-3. CSS MOS Level 1 (Basic)

CSS MOS Level 1 qualification will be attained by completing the requirements listed in Appendix D.

2-4. CSS MOS Level 2 (Senior)

CSS MOS Level 2 qualification will be attained by completing the requirements listed in Appendix E. Upon successful MOS qualification (MOSQ), the soldier will be awarded the VDF Mission Qualification Ribbon (MQR) in accordance with VDF Regulation 600-8-22.

2-5. CSS MOS Level 3 (Master)

CSS MOS Level 3 qualification will be attained by completing the requirements listed in Appendix F. Upon successful MOSQ, the soldier will be awarded the silver dogwood blossom for the VDF Mission Qualification Ribbon (MQR) in accordance with VDF Regulation 600-8-22.

2-6. CSS MOS Level 4 (Specialties)

CSS MOS Level 4 qualification will be limited to designated specialties developed between the JFHQ J3 and VDF. VDF may offer some related training, and other specialties will be achieved and maintained outside VDF training cycles. The current list of specialties is contained in Appendix G.

2-7. Reporting

The G3 CSS MOS Manager will schedule, plan, and manage CSS training as shown in the appendices in accordance with (IAW) the Yearly Training Plan (YTP) and Major Subordinate Command (MSC) S3 documentation. Certification will operate generally on a two-year cycle. Certification and deplorability will be required for membered on relevant National Guard Support Teams (NGST)

2-8. 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. Training currency in all courses will be electronically maintained.   The VDF G3 CSS MOS Manager will maintain a certified roster of all members who have met training standards and are ready to receive an assignment commensurate with their certification level.

   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.

**Appendix A
References**

* 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 611-1, Civil Support/Security Specialist Military Occupational Specialty Management

 * VDFR 611-2, Communications Specialist Military Occupational Specialty Management

* VDF Directive 1-19, Operations and Training Procedures and Formats

Appendix B
General Qualifications

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

* Member in good standing of the VDF.

* 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.

Appendix C
Annual and Independent Requirements

ALL PERSONNEL

* VDF 101 Military Structure, Basic Operations, and Emergency Response Process 2.5 hours

* VDF 102 Soldier Values/SHARP/EO/Ethics 2.0 hours

* VDF 103 Military Customs and Courtesies 2.0 hours

* VDF 104 Uniform Wear and Inspection 2.0 hours

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

* VDF 106 First Aid 6.0 hours

*Orientation to Communications-Phonetic Alphabet/Pro-words 3.0 hrs

*Team Roles and Responsibilities 2.0 hrs

Total All Personnel – 25.5 hours

Note: All VDF personnel are required to complete FEMA Courses 100, 200, 700 and 800 as an independent requirement, which nonetheless bears on general readiness.

E-7 AND ABOVE

* VDF 107 Administration & Correspondence" 2.0 hours

* VDF 108 VDF Command and Staff Action" 3.0 hours

Total E-7 and above – 5.0 hours

Appendix D
CSS MOS Level 1 Qualification Standards

ALL PERSONNEL MUST ACHIEVE A "GO" ON ALL CLASSES ON A ROLLING 24 MONTHS BASIS

* Terrorism Awareness, 1.0 hour

* Operate Statewide Agencies Radio System (STARS) Radio, 1.0 hour, VDF curriculum

* Conduct Access Control Operations, 2.0 hours, VDF curriculum

* Control Entry and Exit from a Restricted Area, 2.0 hours, VDF curriculum

* Perform Gate Sentry Duty, 4.0 hours, VDF curriculum

* Support Roadblock Operations, 1.0 hour, VDF curriculum

* File Incident Reports, 1.0 hour, VDF curriculum

* Conduct Traffic Control Operations, 4.0 hours, VDF curriculum

* Conduct Interior and Exterior Guard Operations (including knowing general orders), 2.0 hours, VDF curriculum.

* Disaster Life Saving (initial training 6.0 hours), biennial recertification 2.0 hours, Units 3 and 4, CERT Basic Training curriculum
                         OR

              CERT Disaster Life Saving I/II
                         OR

              American Red Cross First Aid
                         OR

              Virginia First Responder Certification
                         OR

              Commonwealth of Virginia EMT-B or higher

CSS MOS Level 1 sub-total hours – 20.0

Appendix E
CSS MOS Level 2 Qualification Standards

ALL PERSONNEL MUST ACHIEVE A "GO" ON ALL CLASSES ON A ROLLING 24 MONTHS BASIS

* Must be current in MOS Level 1

* Light Urban Search and Rescue, 4.0 hours, VDF Curriculum from Unit 5, CERT Basic Training curriculum

* Incident Safety Hazards, 2.0 hours, VDF curriculum

 * Assist in Road Clearing Operations, Highway Worker Safety, 2.0 hours, VDOT curriculum

* Conduct Personal Searches, 3.0 hours, VDF curriculum

* Conduct Vehicle Searches, 3.0 hours, VDF curriculum

* Use Hand Held Metal Detectors 1.0 hours, VDF curriculum

CSS MOS Level 2 sub-total hours – 15.0

Appendix F
CSS MOS Level 3 Qualification Standards

Post-Disaster Support Track

* Feeding Operations, TBD hours, ARC curriculum

* Sheltering Operations, TBD hours, ARC curriculum

* Support evacuation of civilians from an affected area, TBD hours, VDF curriculum

* Conduct Damage Reconnaissance, 2.0 hours, VDF curriculum

CSS MOS Level 3 (Food/Shelter) sub-total hours – TBD

OR

LNO/VEOC Track

* Basic Liaison Officer (LNO) class, TBD hours, VDF curriculum

* Web EOC Course, 4.0 hours, VDEM curriculum

* ESF-16 Course, TBD hours, VDEM curriculum

CSS MOS Level 3 (LNO/VEOC) sub-total hours – TBD

OR

SAR Track

* Wilderness Search and Rescue (SAR), 50.0 hours, VDEM Field Team Member curriculum

OR

*Civil Air Patrol (CAP) Ground SAR curriculum

CSS MOS Level 3 (SAR) sub-total hours – 50.0

OR

Security Track

*OC – Non-lethal Weapons Use, 4.0 hours, VDF curriculum

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

*Use of Force Options, 8.0 hours, VDF curriculum

CSS MOS Level 3 (Security) sub-total hours – 20.0

FEMA Requirement:

State Guard Association of the United States (SGAUS) Senior Military Emergency Management Specialist (MEMS) Academy program curriculum – Latest Edition[1]

[1]Senior MEMS Badge eligibility is awarded and managed by the SGAUS through the MEMS Academy. Membership in SGAUS is required to earn the MEMS badges, but this requirement does not mandate SGAUS membership. Current requirements listed in latest edition of the MEMS Academy Manual shall be used for FEMA requirement completion.

Appendix G
CSS MOS Level 4 Qualification Standards

* Shelter Operations Leader Qualification (ARC certified)

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

* Acquisition and Logistics Coordinator

* Current VA DCJS Certification for police/sheriff personnel

* Interpreter/Linguist (language fluency)