

G3
Staff Duties
JUL2018

G3.

Is the principal staff officer for all matters concerning training, operations and plans, and force development and modernization. Insuring integration of NGCS training and operations requirements.

DG3

Manage the development of training, operations while integrating requirements, concepts, policies, plans; and directs operations continuously across FORCE in support of CG in order to build a versatile FORCE in support of the TAG.

OPS OIC

- Current operations, readiness reporting, orders, taskings
- Preparing, coordinating, authenticating, publishing, and distributing the command SOP, plans, orders (including fragmentary orders [FRAGOs] and warning orders [WARNOs]), and terrain requirements and products involving contributions from other staff sections.
- Integrating and planning development of MERT resources.
- Additional duties: MERT
- Planning, coordinating, and supervising exercises.
- Participating in targeting meetings.
- Reviewing plans and orders of subordinate units.
- Synchronizing tactical operations with all staff sections.
- Reviewing plans and orders for synchronization and completeness.
- Coordinating with staff section MOS chiefs for integration of TAG, CG, NGCS guidance.
- Developing plans (with rest of the staff). In order to answer initial CCIR. It supports the commander's visualization.
- Retasking and refocusing collection assets during execution (considering recommendations from the rest of the staff).
 - Planning troop movements, including route selection, priority of movement, timing, security, bivouacking, quartering, staging, and preparing movement orders.
 - Recommending priorities for allocating critical resources, including.
 - Establishing criteria for reconstitution operations.

- Participating in COA and decision support template development.
- Recommending task organizations and assigning missions to subordinate elements, which includes-
- Developing, maintaining, and revising troop lists.
- Organizing and equipping units, to include estimating the numbers and types of units to organize and the priority for phasing in or replacing personnel and equipment.
- Receiving units, detachments, or teams, to include orienting, training, and reorganizing them.
- Training OIC / Civil Support MOS Manager.
- Manages the training and MOS requirements for VDF Civil Support Specialists that perform emergency response and emergency management support.
- Command-wide training load planning & management
- Security assistance training management
- HQs level staff management/staff assist for:
- Individual, collective, inter-service, and joint training and leader development
- Reserve component training
- Integration of training, leadership and education into capabilities development
- Conducting training within the command.
- Preparing training guidance for the commander's approval.
- Helping the commander develop the unit's mission essential task list (METL).
- Identifying training requirements, based on the unit METL and training status.
- Determining requirements for and allocation of training resources.
- Organizing and conducting internal schools, and obtaining and allocating quotas for external schools.
- Conducting training inspections, tests, and evaluations.
- Maintaining the unit readiness status of each unit in the command.
- Compiling training records and reports
- Current and future command plans
- Command priorities integration of required goals based on NGCS, TAG and CG guidance.
- Close integration with training OIC and G3 / S3 staff principals.
- Additional duties. MERT

Training OIC / Civil Support MOS Manager.

Manages the training and MOS requirements for VDF Civil Support Specialists that perform emergency response and emergency management support.

- Command-wide training load planning & management
- Security assistance training management
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 - Individual, collective, inter-service, and joint training and leader development
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PLANS OIC

- Current and future command plans
- Command priorities integration
- FORHQ Strategic Plan
- Coordination with TRaining and operations OIC for development of exercise and training plan

SAFETY OIC

- Develop and maintain Deliberate Risk Assessment (DRA) for equipment and training platforms.
- Maintain operational reporting standards with JFHQ, FPVA Range Control
- Maintain and report out monthly weather SA.

OPS NCOIC

- Develop & distribute WORNO, OPORD, FRAGO, & training schedule.
- Manage OPS calendar
- Manage NCO staff duties
- Additional duties: MERT
- MEMS Academy State Director
- Developing and recommending a planned or programmed force structure.
- Processing procedures for unit activation, inactivation, establishment, discontinuance, and reorganization (force accounting).
- Fielding new initiatives and directing staffing of same.
- Evaluating the organizational structure, functions, and workload of military of the staff.
- Developing and revising unit force data for documenting any changes to the modification table of organization and equipment (MTOE).
- Recording and reporting data for information, planning and programming, allocation, and justification (manpower reports).
- Conducting formal, on-site manpower and equipment surveys.
- Determining qualitative and quantitative personnel requirements for new equipment and systems.

OPS NCO

- Train those soldiers for whom I am responsible,
- Set up and take down G3 office at MUTA,
- Maintaining the G3 Go-Box and assuring it is transferred to and from MUTAs,
- Assist with deployment, setup and redeployment of the G3 Forward OPS
- MUTA billeting coordination, at least a month in advance,
- MUTA Battle Book,
- Update Waller Rd G3 office for "In-Out" sheet,
- Posting UTA activities schedule,
- Updating G3 Staff Roster and Alert Roster.
- Monthly ATEV log for G3 staff to FORHQ CO first week of each month,
- When requested, assist Safety OIC with weather reporting.