

**Headquarters
Virginia Defense Force
5001 Waller Road
Richmond, VA, 23230
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VDF Regulation 611-2

Communications Specialist Military Occupational Specialty Management

Summary. This regulation prescribes the policies, procedures, and curriculum for initial appointment, training, and career management of the Communications (COMM) 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.

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Brigadier General
Commanding General

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Chapter 1 General Provisions

1-1. Purpose and Authority

This VDF Regulation (VDFR) 611-2 prescribes the policies, procedures, and curriculum for initial appointment, training, and career management of the Communications 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 611-2 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 State. 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 communications capabilities, specifically described in the referenced JFHQ Playbook. Accordingly, the VDF will establish a COMM MOS to answer the mission needs. This Directive will prescribe the COMM MOS proficiency levels and qualifications. All personnel actions prescribed herein will be made without regard to race, color, religion, gender, national origin, or other legally-protected categories.

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 Communications 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 (RLR) 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. VDF may be tasked in such circumstances to provide an Incident Management Assistance Resource with RLR teams, and to provide an Amateur Radio Monitoring Team at VDEM to assist VDEM's coordination of statewide amateur radio practitioners during emergent conditions.

c. General Communications Support. The TAG has directed that VDF further provide general communications capabilities as outlined in the NGCS Playbook, including:

- (1) Operate Statewide Agencies Radio System (STARS) Radios
- (2) Provide Incident Management Assistance Resource (IMAR) Teams.*
- (3) Provide High Frequency Radio Resource (HFRR) Teams.*
- (4) Provide Mobile Communications Platform (MCP) Resource Teams.

*These Teams can be combined and a hand-held STARS radio added for more robust support.

Chapter 2

Proficiency Levels

2-1. Policy

COMM Specialists must achieve and maintain MOS proficiency enough to instantly perform in the complex mixed mission environment outlined in Chapter 1. Therefore, COMM Specialists will train 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.

2-2. Tactics, Techniques, and Procedures

Due to their unique background, roles, and missions, the COMM MOS proficiency will be based on a combination of military, Federal Emergency Management Agency (FEMA) and American Red Cross (ARC) proficiencies, but with a communications support focus. Much of the COMM 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 COMM 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. COMM MOS Level 1 (Basic)

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

2-4. COMM MOS Level 2 (Senior)

COMM 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. COMM MOS Level 3 (Master)

COMM 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. COMM MOS Level 4 (Specialties)

COMM 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 COMM MOS Manager will schedule, plan, and manage COMM 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 COMM 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 the 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 611-2, 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 COMM 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

Total All Personnel – 20.5 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
COMM 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
- * VDF Communications Missions and Responsibilities, 1.0 hour, VDF curriculum
- * VDF Basic Communications Terminology, the Phonetic Alphabet, Wauxon HTs and Documentation Procedures, 4.0 hours, VDF curriculum
- * AS-2259 Antenna Operations, 3.0 hours, VDF curriculum
- * Longwire Antenna Operations, 2.0 hours, VDF curriculum
- * IMAR Administrative Procedures and Functions, 2.0 hours, VDF curriculum
- * IMAR (TACPAK) Operational Procedures for Set-up and Deployment, 4.0 hours, VDF curriculum
- * PittPak Operational/Set-up Procedures, 4.0 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

COMM MOS Level 1 sub-total hours – 24.0

**Appendix E
COMM 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
- * HF Propagation Factors and Advanced Antenna Configurations, 4.0 hours, VDF curriculum
- * HFRT Operational Procedures for Set-up and Deployment, 4.0 hours, VDF curriculum
- * MICOM 2E ALE Radio Operations, 4.0 hours, VDF curriculum
- * MICOM 3F/3T/3R Radio Operations, 4.0 hours, VDF curriculum
- * JuiceBox G2 Power Supply Operational/Set-up Procedures, 2.0 hours, VDF curriculum

COMM MOS Level 2 sub-total hours – 18.0

FCC Requirement:

- * Successful completion of FCC Technician Class License requirements

**Appendix F
COMM MOS Level 3 Qualification Standards**

- * Communications Planning Course, 8.0 hours, VDF curriculum
- * VDF Trailer Towing Certification, 4.0 hours, VDF curriculum
- * MCP Operational Procedures for Set-up and Deployment, 8.0 hours, VDF curriculum
- * MCP Generator Pre-Maintenance Checks and Services (PMCS), 2.0 hours, VDF curriculum

COMM MOS Level 3 sub-total hours – 22.0

FCC Requirement:

- * Successful completion of FCC General Class License requirements

FEMA Requirement:

State Guard Association of the United States (SGAUS) Senior Military Emergency Management Specialist (MEMS) Academy program curriculum – Latest Edition¹

¹Senior 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
COMM MOS Level 4 Qualification Standards

- * Cybersecurity Specialist
- * Amateur Radio –Licensed Specialist
- * Communications Linguist (language fluency)

