

**Headquarters  
Virginia Defense Force  
5001 Waller Road  
Richmond, VA, 23230  
1 January 2019**

**VDF Regulation 611-3**

## **National Guard Support Teams Management**

**Summary.** This regulation prescribes the policies and procedures for management of the National Guard Support Teams 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. Any revisions or exceptions to this regulation are prohibited without prior written approval from the VDF Commanding General.

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

JUSTIN P. CARLITTI  
Brigadier General  
Commanding General

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## **Contents (Listed by paragraph and page number)**

### **Chapter 1**

Purpose and Authority · 1-1, *page 3*

References · 1-2, *page 3*

Policy · 1-3, *page 3*

Mission Essential Task List and National Guard Support Teams Mission · 1-4, *page 3*

## **Chapter 2**

Policy and National Guard Support Teams Designation · 2-1, *page 5*

Staffing · 2-2, *page 5*

Rosters and Recall · 2-3, *page 5*

Standard Operating Procedures · 2-4, *page 6*

Deployment Preparations · 2-5, *page 6*

Exercises · 2-6, *page 6*

Deployment · 2-7, *page 6*

## **Attachments**

**Appendix A.** References, *page 9*

**Appendix B.** NGST CY19 List, *page 10*

**Appendix C.** General Qualifications, *page 11*

**Appendix D.** NGST Application, *page 12*

**Appendix E.** SOP Example, *page 14*

**Appendix F.** 72-Hour Pack List, *page 22*

## Chapter 1 General Provisions

### 1-1. Purpose and Authority

This VDF Regulation (VDFR) 611-3 prescribes the policies and procedures for management of the National Guard Support Teams 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 this Regulation 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) and Virginia Department of Emergency Services (VDEM) are heavily obligated, at a time that rising Commonwealth population and reduced resources create a substantial state need for additional military personnel versed in emergency operations. The DMA requires VDF personnel to be trained and deployable during exercises or emergent situations to support civil organizations, as representatives of the Joint Force Headquarters' (JFHQ) Joint Operations Center (JOC), and when deployed with Virginia Army 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 and VDEM capabilities within the range of civil support capabilities. Accordingly, the VDF will establish a National Guard Support Teams (NGST) to answer the requirements. This Regulation will prescribe NGST composition, management and deployment.

**1-4. Mission Essential Task List and National Guard Support Teams Mission.** The TAG has directed that VDF provide communications, security, civil support, and designated special staff capabilities per the references, and specifically as outlined in the National Guard Civil Support (NGCS) Playbook. The NGSTs are the VDFs' "fight tonight" operational capability to support NGCS and emergent need "resource" requirements. They are pre-configured, task oriented, operational response teams featuring selected skill sets and (as required) equipment, ready to deploy on short notice. An example would be the Emergency Support Function (ESF) 16 Team VDF has been deploying for years. VDF will develop competencies via NGSTs so as to support missions commensurate with the list of Playbook missions assigned to VDF. NGSTs are listed in Appendix B.

a. Mission Essential Task List (METL).

(1) Provide Soldiers trained in designated communications and civil support/security tasks to support DMA, VANG, and VDEM.

(2) Provide Soldiers in professional administrative, legal, chaplain, public affairs, medical-dental, and family support roles to DMA and VANG.

(3) Ensure all fully-qualified Soldiers are assigned to a National Guard Support Team and, on order, make them available for deployment to answer emergent needs.

b. NGSTs and Associated Missions Assignments. NGSTs will be populated by Level 2 or higher-trained Civil Support/Security Specialist (CSS) or Communications Specialist (COMM) personnel, as described VDFR 611-1 and 611-2, in the following configurations.

(1) Liaison Support NGST.

(a) VDF ESF 16 Augmentation Resource.

(b) VDF Regional Liaison Communications Resource (RLR).

(2) J6 Support NGST.

(a) VDF Incident Management Assistance Resource (IMAR).\*

(b) VDF High Frequency Radio Resource (HFRR).\*

(c) VDF State Agencies Radio System Resource (STARSR).\*

\*These Teams can be combined for more robust support.

(d) VDF Mobile Communications Platform Resource (MCPR).

(e) VDEM High Frequency Amateur Radio Monitoring Resource (provisional).

(3) Staff Augmentation Resource NGST. Provides support to the J1, J3, and other designated JFHQ and VANG elements, and includes VDF Force Headquarters (FORHQ) support coordinators, like drivers, to help implement such augmentation.

(4) CSS Support NGST. A request has been submitted to JFHQ to modify VDF Access Control Resource (VDFACR) to a larger VDF CSS Resource.

(5) VDF Legal Support/Resource NGST.

(6) VDF Chaplain Support/Resource NGST.

**VDF has proposed to JFHQ additional Resources, in accordance with (IAW) emerging J3 guidance. Each will as well be administered as a NGST.**

(7) VDF Logistics/Procurement Support/Resource NGST.

(8) VDF Medical (Physician/Paramedic) Support/Resource NGST.

(9) VDF Public Affairs Support/Resource NGST.

## Chapter 2

### Training and Operations

#### 2-1. Policy and NGST Designation

This VDFR is an adjunct to Military Occupational Specialty (MOS) training processes described in VDFR 611-1 and 611-2. The CSS and COMM Specialist training pipelines described in the above Regulations will be the primary feeders into the NGSTs, but the NGSTs will also be populated by special staff personnel and senior officers, per the list of NGSTs at Appendix B.

#### 2-2. Staffing

a. Program Leader. The G3 will be charged to organize, support, and exercise all the NGSTs. The G3 Operations Officer (OPSO) will be the executory official.

b. NGST Officers-in-Charge. The OPSO, consulting with the G3 and with CG concurrence, will ensure each NGST has an Officer-in-Charge (OIC) and Assistant Officer-in-Charge (AOIC), who will be required to ensure NGST members are trained with the requisite skills, have accurate recall information, have operational equipment as required, and are physically/personal availability-capable for deployment. The OIC/AOIC may designate a Staff Non-Commissioned Officer-in-Charge (NCOIC). Otherwise, the OIC/AOIC will be that officer or SNCO with the greatest expertise in the NGST specialty, rather than necessarily the senior officer. The Major Subordinate Command Commanders (MSC Cdrs) -- working with the G3 Training Officers -- still own the responsibility to train the Soldiers; the NGSTs are not an alternate command system, but simply on-call mission groups. NGST OIC/NCOICs will nonetheless arrange for specialized training the VANG requires for a given NGST and coordinate that with MSC Cdrs.

c. Sponsors. Working with the JFHQ J3, the G3 will ensure each NGST has a VANG "sponsor," which person or unit will provide NGST specialized training guidance/assistance; VANG exercise guidance; Emergency Deployment Recall Exercises (EDRE); and keep the OIC apprised of potential State Active Duty (SAD) requirements. For instance, the JFHQ J6 will be the sponsor for the VDF J6 Support NGST. The J6 sponsor, as the J3 and JOC representative, will work with the VDF J6 Support NGST OIC to coordinate training, equipment maintenance, exercises, and SAD mission recall/operations.

d. Basic Qualifications. Appendix C contains the basic prerequisites for NGST membership. Only fully MOS Level 2 or above-trained VDF Soldiers (and specialists/professional personnel as described below) – *physically capable of deploying/working long hours and whose personal situation allows deployment* -- will be accepted into a NGST. A fully-qualified Soldier may further ask to be on a "standby list" for one other NGST. All VDF Soldiers will be apprised of the NGSTs and encouraged to achieve/maintain eligibility. Appendix D contains a NGST Application Form for Soldiers seeking membership on a NGST to use (membership is by application, and is not automatic).

#### 2-3. Rosters and Recall

a. Rosters. Each NGST OIC will be expected to have an accurate recall roster, including email address(es), telephone number(s) and home address for each NGST member. As such, rosters containing Personally Identifiable Information (PII) must be safeguarded and considered “For Official Use Only (FOUO).” The OPSO will ensure OICs periodically – but at least semi-annually -- exercise the NGSTs via an EDRE, meaning all members must be accounted for within 12 hours to verify the accuracy of recall information, and that each member’s availability for deployment to meet emergent needs has been verified. Any “Grazing Horse” Exercise will suffice for this purpose.

b. Training and Operational Recall. NGST OICs will personally notify or direct that the NGST Soldiers notify their VDF unit/staff section leader when the NGST OIC needs the Soldiers either for training or deployment. Again, the NGST OIC is not an alternate chain of command. Unit commanders must make their Soldiers available for specialized NGST training whenever possible, and, when required, must make those Soldiers available for SAD/deployment.

#### **2-4. Standard Operating Procedures (SOP)**

Each NGST will have a SOP which provides the NGST’s: (1) mission statement; (2) key capabilities the NGST intends to provide and equipment needed to operate; (3) list of required individual skills; (4) annual training requirements if different than basic MOS training offered in the Yearly Training Plan (YTP) execution; (5) point of contact (sponsor) at the DMA level or equivalent who will be the expert advisor for the NGST and person/organization expected to request that the NGST be deployed; (6) NGST member contact information; and (7) NGST internal procedures. Appendix E is an example.

#### **2-5. Deployment Preparations**

The standard deployment 72-hour load pack list (Appendix F) should be maintained by each Soldier. The list includes all items the Soldier needs to operate in a field environment for three full days, including water and Meals Ready to Eat (MRE). MREs will be supplied from VDF stocks. Each NGST OIC is required to check his/her Soldier’s pack at least annually.

**2-6. Exercises.** The G3 will ensure each NGST engages in an annual NGST exercise/evaluation, preferably in the context of a sponsor’s exercise. The G3 will brief the CG on upcoming exercises.

#### **2-7. Deployment**

a. MSC Responsibilities. When an emergency event requires the JOC to task the VDF with providing the VANG and/or civilian agencies support, the Force Headquarters (FORHQ)/G3 staff will work with OICs and as needed MSCs to notify and coordinate NGSTs to prepare for deployment, and deploy the NGSTs per JOC SAD order.

b. NGST Responsibilities. After a Soldier is ordered to SAD, the NGST OIC/AOIC has the responsibility to: (1) work with the FORHQ and MSC Cdrs to get Soldiers to the deployment location with proper equipment and rotate them in and out of SAD duty locations as called for; (2) ensure they are properly utilized and logistically supported; (3) work out a staffing schedule; (4) monitor and resolve emerging issues, such as illness suffered by a deployed NGST member; (5) recover the Soldiers and work with administrative personnel to get the Soldiers properly paid/reimbursed; (6) process any duty related issues, like Workman's Compensation paperwork; and, (7) forward to the G3 a NGST After Action Report (AAR).

c. FORHQ/G3 Responsibilities. The G3 (usually via the Staff Augmentation Resource/NGST) will assist with orders and other support requirements as the OICs identify them. The G3 will publish a daily situation report during the operation.



**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  
NGST List CY19**

- |   |  |
|---|--|
| 1. Liaison (ESF 16 & Regional Liaison Resource) | OIC: LTC Christoff<br>AOIC: MAJ Wallace        |
| 2. J6 Support (IMAR/HFRR/MCPR, VDEM HF Team)    | OIC: LTC Murdock<br>AOIC: MAJ Landis           |
| 3. Staff Augmentation Support                   | OIC: LTC Thornley<br>AOIC: LTC Fein            |
| 4. Civil Support/Security                       | OIC: MAJ Stanley<br>AOIC: MAJ Willaford        |
| 5. Legal Resource                               | OIC: MAJ Langone<br>AOIC: CPT Henson           |
| 6. Chaplain Support                             | OIC: CH (LTC) Lagerfeld<br>AOIC: CH (CPT) Capp |
| 7. Logistics Support                            | OIC: LTC Center<br>AOIC: MAJ Hennessy          |
| 8. Medical Support                              | OIC: LTC Silver<br>AOIC: CPT Reid              |
| 9. Public Affairs Support                       | OIC: LTC Puryear<br>AOIC: WO1 Crocker          |

## **Appendix C General Qualifications**

All Soldiers assigned duties as a VDF NGST member 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.
- \* Be physically capable of deploying within 12 hours.
- \* Be physically capable of enduring austere locations, limited food variety and sanitation, and long hours of work.
- \* Have a stable family and work situation which allows deploying within 12 hours and remaining deployed for at least a full seven days.
- \* Where appropriate be at least Military Occupational Specialty (MOS) Level 2 qualified, per training processes described in VDFR 611-1 and 611-2 (Civil Support/Security Specialist and Communications Specialist MOS training Regulations respectively).
- \*For specialized skills and professionals, be currently certified and/or licensed.

**Appendix D  
NGST Application Format**

**NATIONAL GUARD SUPPORT TEAM (NGST) APPLICATION**

**NAME:** **UNIT & SECTION:**

**Home and cell telephone numbers:**

**Home address:**

**Email address:**

**I have reviewed the below-listed NGSTs and certify I am qualified in accordance with the below standards for the NGST on line 1. Alternately I am applying to be on the stand-buy list for the NGST listed on line 2. but understand I must remain current and fully available for the line 1. NGST. I understand and agree that my NGST membership, if approved, is contingent on my maintaining all required qualifications on an annual basis:**

1. (PRIMARY)

2. (STAND BY)

**NGST OIC Approval/Disapproval (reason disapproved):**

**NGST List CY19**

- |   |  |
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- |                           |                                       |
|---------------------------|---------------------------------------|
| 7. Logistics Support      | OIC: LTC Center<br>AOIC: MAJ Hennessy |
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- \* Have a stable family and work situation which allows deploying within 12 hours and remaining deployed for at least a full seven days.
- \* Where appropriate be at least Military Occupational Specialty (MOS) Level 2 qualified, per training processes described in VDFR 611-1 and 611-2 (Civil Support/Security Specialist and Communications Specialist MOS training Directives respectively).
- \*For specialized skills and professionals, be currently certified and/or licensed.

**Appendix E  
Standard Operating Procedures Example**

**NATIONAL GUARD SUPPORT TEAM  
EMERGENCY SUPPORT FUNCTION (ESF)-16 OFFICERS**

**MISSION**

To provide the Commonwealth of Virginia Adjutant General and Virginia Department of Emergency Services a repository of trained and deployable ESF-16 personnel/ watch officers to supplement Virginia National Guard resources during emergency exercises and operations.

**KEY CAPABILITIES/EQUIPMENT REQUIREMENTS**

- Able to provide a minimum of two ESF-16 officers/watch officers on a continuous 24-hour cycle.
- Ability to deploy first team within four hours of notification.
- State-supplied lap top computer capability.
- State supplied Blackberry.

**KEY SKILLS**

- Basic Military Emergency Management qualified
- Fully understand the National Response Plan and Federal Incident Command System.
- Fully understand State of Virginia emergency response agencies, and State response and mutual aid plans.
- Fully understand Virginia National Guard organization, capabilities and communications channels.
- Fully understand Defense Support to Civil Authorities laws and Virginia National Guard relations with U.S. Northern Command in State emergency operations.
- Fully understand functioning and watch officer requirements for Virginia Department of Emergency Management Emergency Operations Center.

**ANNUAL TRAINING REQUIREMENTS**

- Annual State ESF-16 Officer Training/Refresher Course

**SENIOR COORINATOR/STATE SPONSOR**

Colonel \*\*\*, Virginia Department of Military Affairs/Army National Guard/J7 ESF-16 OIC Coordinator, VA Joint Forces Headquarters. POC: \*\*\*@us.army.mil; Work Phone

**LEADERSHIP/EMAIL/TELEPHONE**

OIC: CPT (VA) Joe Wallace/[joseph.wallacecw2@gmail.com](mailto:joseph.wallacecw2@gmail.com) /804-691-2366

AOIC: MAJ (VA) Jim Newman/[jnewman19@radford.edu](mailto:jnewman19@radford.edu)/

**MEMBERSHIP/EMAIL/TELEPHONE****STANDARD OPERATING PROCEDURES (SOP)****1. GENERAL:**

a. Purpose. This prescribes policies, procedures, and responsibilities for organizing, staffing and operating Emergency Support Function 16 (ESF16) during disaster/ emergency operations. This SOP is implemented when supporting State or Federal Emergency Declarations and State or National Security Events that require Department of Military Affairs (DMA) assistance.

b. Applicability. This SOP applies to all DMA entities supporting ESF 16 operations.

c. References.

(1) Commonwealth of Virginia Emergency Operations Plan, Volume I: Base Plan, July 2008.

(2) Code of Virginia, Title 44 – Military and Emergency Laws, Chapter 1 Military Laws.

(3) National Guard Regulation 500-1/ANGI 10-8101, National Guard Domestic Operations, 13 June 2008.

(4) Joint Force Headquarter –Virginia (JFHQ-VA) CONPLAN All-Hazards (Defense Support to Civilian Authorities).

(5) Virginia Emergency Service and Disaster Laws, Virginia Department of Emergency Management, 2008 Edition.

**2. CONCEPT OF OPERATIONS:**

a. Notification Procedures.

(1) In the event of a pending or actual emergency, the Virginia Emergency Response Team (VERT) Coordinator, in consultation with the State Coordinator, Deputy State Coordinator, and/or his or her designee, initiates the notification of the appropriate VERT Staff and necessary state agency points of contact of and augmentation and request for representatives to support the VERT.

(2) With The Adjutant General's authorization and notification of VERT activation, this SOP is placed in Effect for the purpose of integrating DMA resources into and supporting of the overall mission of emergency management. In the TAG's absence, authority to implement this SOP is delegated to the following personnel in order:

- (a) Director of Joint Staff (DJS).
- (b) Director of Operations (J3).
- (c) Director of Exercise and Experimentation (J7).
- (d) Director of Plans and Policy (J5).

(3) Upon authorization and notification of ESF 16 SOP activation, the following activities will take place:

(a) JFHQ-JOC notifies the J3, J5, and J7.

(b) J3, J5, and J7 determine activation level based on severity of the immediate or pending emergency. Activation levels are as follows:

1 Routine Operations. Monitoring Only. During routine working conditions, the JFHQ-Joint Operations Center (JOC) serves as the primary point of contact (POC) between the DMA and Virginia Emergency Operation Center (VEOC) on 24/7 basis.

2 Increased Readiness. Partial Activation. An emergency condition, or the potential for an emergency, exists that may require the activation and assistance of DMA assets. Dependent on the severity of the situation, partial or full staffing of ESF 16 as determined by the OIC, within the VEOC, is established to maintain operational requirements set forth by VERT management.

3 Response Operations. Full Scale Activation. Emergency conditions dictate that full staffing of ESF 16, within the VEOC, is necessary to meet VERT management directed (24 hours a day) operational requirements.

4 Recovery Operations. Demobilization. Emergency conditions no longer exist; ESF 16 manning is reduced to minimum or no longer need to meet VERT requirements. Transition to Routine Operations has taken place.

(c) Upon determination of activation level, each Director is responsible for notifying their staff members of activation level. This activation level may increase or decrease dependent to situational development.

(d) Upon notification of activation, ESF 16 personnel will report to the Virginia Emergency Operations Center 30 minutes prior to their designated shift to conduct internal shift change briefing. Shifts times are designated based upon operational hours set forth by VERT management. For 24 hour operations, the VERT conducts its shift changes at 0700 and 1900 hours daily. Officer-in-Charge (OIC) and Deputy OIC from both shifts are required to attend the VERT shift change briefing.

b. Roles & Responsibilities with ESF 16.



(1) Officer in Charge (OIC) J5/7 Director.

(a) Serves as the primary DMA coordinating officer with the VERT and within the VEOC

(b) Responsible for the Commander's Update Brief (CUB) and advising of DMA senior leadership of possible mission requirements and contributing factors

(c) Provides supervisory oversight for the functions of ESF 16 and its staff

(d) Manages ESF 16 staffing requirements

(e) Oversees mission tasking/approval/reassignment in support of overall state operations and coordinates mission requests in support of other ESFs and state agencies

(f) Advises DMA, VERT and other state agency's leadership on DMA capabilities and resources deployed against current operations

(g) Advises DMA and VERT leadership of potential need for additional DMA capabilities and resources to effectively respond to operational tempo

(h) Designates an alternate to assume duties until his/her return to the section

(2) Deputy OIC (Army/Air -opposite branch of OIC).

(a) Assumes responsibilities of the OIC in his or her absence

(b) Assess VEOC mission assignments and conduct request clarification/ liaison with requestor via phone or email. Performs abbreviated mission analysis to determine whether DMA Accepts or Declines assigned missions. If Accepted, advise WebEOC Manager to update status in WebEOC to Accepted and prepare and forward mission request to the JOC. If Declined, update WebEOC status to Declined and provide explanation and conduct handoff coordination for support from other agencies. Track Mission progress and coordinate for release of DMA support upon mission conclusion.

(c) Responsible for Battle Update Briefs (BUB), Situation Reports (SITREPS), Battle Rhythm and overall situational awareness

(d) Participates in conference calls, Incident Action Plan (IAP) meeting, and VEOC meetings to maintain awareness of subordinate, lateral and higher organizations, and other state agencies and ESF actions and how they may impact DMA future taskings.

(e) Responsible for communication/synergy of mission coordination with other state agencies to coordinate for needs of requestors as determined by liaison conducted by those requestors.

(3) 2 X Operations Officer/NCOIC (Army or Air).

(a) Assume responsibilities of the Deputy OIC in his or her absence.

(b) In Deputy OIC's absence, assess VEOC mission assignments and performs abbreviated mission analysis to determine whether DMA Accepts or Declines assigned missions. If Accepted, advise WebEOC Manager to update status in WebEOC to Accepted and prepare and forward mission request to the JOC. If Declined, update WebEOC status to Declined and provide explanation.

(c) Provides administrative support for ESF 16.

(d) Assist with entering information into WebEOC as necessary.

(e) Maintain event binders for historical consideration.

(f) Emergency Management Liaison - Make initial contact and follow-up with originator (civilian Incident Commander/supported agency) to clarify mission requirements, details, and big picture and track mission progress. Also responsible for entering information into WebEOC for legal record.

(g) Monitor Defense Connect Online (DCO) and inform Deputy OIC of necessary information.

(4) Operations NCO (Air) (based on OPTEMPO 2 personnel may be required for this position):

(a) Monitor/Manage WebEOC; advise Deputy OIC of mission request and place mission status "In Review." A mission request should not be In Review for longer than 30 minutes.

(b) Upon Deputy OIC's determination; place mission as Accepted (provide comments as applicable), verifies correct format of information entered into WebEOC, input of complete mission request form and forward to the JOC.

(c) Advise Deputy OIC or Ops Officer/Sergeant that mission has been forwarded to the JOC and mission originator need to be contacted.

(5) Assistant WebEOC Manager/TACPAK Operator (VDF).

(a) Assume responsibilities of WebEOC Manager in his or her absence.

(b) Monitor E-mail traffic and inform Deputy OIC of necessary information.

(c) Maintain a mission request journal.

(d) Maintain binder for copies of Operations Orders, Fragmentation Orders, WebEOC missions, BUB and CUB briefing, situational reports, and anything else determined as necessary for historical purposes.

c. Document Management.

(1) At the commencement of operations, the Operations Officer/NCOIC will create an event folder, within my documents, labeled with the current event's name.

(a) All documents pertaining to the event will be maintained within this folder.

(b) To prevent duplication of effort, only one document of each requirement will be maintain and shared between shifts.

(2) The following documents will be maintained within this folder:

(a) Mission tracker log.

(b) State Active Duty pay forms.

(c) Mission request format.

(d) Personnel manning roster with contact numbers.

(e) After Action Review input.

(f) Selected E-mails.

(g) Virginia Department of Transportation (VDOT) fuel point location and allotments.

**3. TRAINING REQUIREMENTS:**

a. WebEOC 101 & 201 classes are scheduled through VDEM and should be coordinated by the J7 NCOIC. Because WebEOC is the primary missions tasking and tracking mechanism utilized by VEOC, it is imperative that the DMA establish and maintain a pool of personnel to pull from, across a wide spectrum, to potentially fill any and all of the positions discussed within this SOP.

b. The JFHQ-VA, Joint Training Plan directs that all ESF 16 members complete the following National Incident Management course online at <http://training.fema.gov/IS/NIMS.asp> :

(1) IS-100.a: (ICS 100) Introduction to Incident Command System.

(2) IS-200.a: (ICS 200) ICS for Single Resources and Initial Action Incidents.

(3) ICS 300\*\*: Intermediate ICS for Expanding Events.

(4) ICS 400\*\*: Advanced ICS for Command and General Staff, Complex Incidents and MACS.

(5) IS-700.a: National Incident Management System (NIMS), An Introduction.

(6) IS-701.a: NIMS Multiagency Coordination System (MACS) Course.

(7) IS-800.b: National Response Framework, An Introduction.

c. The JFHQ-VA, Joint Training Plan directs that all ESF member complete IS-300: Intermediate Incident Command System. Dates and locations of this course handled by VDEM and should be coordinated through the J7 NCOIC.

#### **4. VDF DEPLOYMENT ADDENDUM:**

##### **a. ESF16 - Routine Operations.**

(1) ESF16 VDF OIC / Team will maintain situational awareness (SA) on natural and manmade (MM) events.

(2) ESF16 VDF OIC will perform emergency Deployment Readiness Exercises (EDRE) to evaluate team and will maintain 100% readiness staffing. Members must be available and physically capable of long hours on duty in the VDEM EOC. Those not available for significant periods (as determined by team member and OIC) or not physically ready to deploy will be removed from the team until again able to serve.

(3) ESF16 VDF OIC will maintain SA with VANG J7 / ESF16 OIC.

##### **b. ESF16 - Increase Readiness.**

(1) Either natural / MM event is being tracked.

(2) VDF G3 receives Warning Order (WARNO) from JOC and acknowledges VDF taskings.

(3) ESF16 VDF OIC reports team readiness / proposed manning roster to VANG ESF16 OIC, VDF G3, G1 and JOC LNO.

(4) VANG OIC maintains SA with VEOC staff.

(5) Concurrent actions will include VDF G3 coordinating with J3 and VDF JOC LNO for mutual SA on deployments. G3 will coordinate on orders with ESF 16 MERT OIC and VDF G1 (G1 will coordinate with J1).

(6) ESF 16 MERT OIC will issue WARNO to MERT and begin working on deployment schedule. G3 will apprise VDF COC.

##### **c. ESF16 - Response Operations.**

(1) ESF16 VDF OIC receives notice of State Active Duty/State Emergency Active Duty (SAD/ESAD) from ESF16 VANG OIC. Concurrently VDF G3 receives Operations Order (OPORD) with taskings from JOC. VDF G3 coordinates orders with VDF G1.

(2) VDF ESF16 OIC notifies MERT of orders and deployment. ESF 16 MERT OIC will ensure MERT members notify their chain of command (COC) of deployment order. G3 will apprise VDF COC.

(3) VDF ESF16 team provides movement plan to ESF16 VDF OIC for SA.

(4) VDF ESF16 MERT members assume duties team on station.

(5) OIC maintains daily SA with G3, G1 and JOC LNO.

(6) G3 provides VDF COC (including MERT member home unit commanders) daily situation report (SITREP).

(7) JOC adjusts manning requirement via Fragmentary Orders (FRAGO) and ESF16 VDF OIC adjusts manning schedule as needed.

d. Recovery Operations.

(1) Reverse order of Increase Readiness. When VDEM advises ESF 16 of decreased readiness status, VDMA works on SOP demobilization (DEMOB) and sequencing plan.

(2) VDF G3, ESF16 VDF OIC, and G1 will coordinate release orders. ESF16 begins movement to home of record (HOR). The OIC will report team home safe to G3/G1. Return to Routine Operations.

**Appendix F****72 HOUR PACK LIST (MARK YOUR NAME, OUT OF SIGHT, ON ALL YOUR PERSONAL PROPERTY TAPE YOUR NAME, OUT OF SIGHT, ON ISSUED PROPERTY)**

The following items are required for a "72-Hour Pack," maintained at all times:

**Required:**

- Backpack, Duffel, or Ruck
- Two canteens or equivalent of water
- Personal documents, including VDF ID; driver's license; orders; specialty licenses as appropriate (such as Paramedic); prescription drugs proof of prescription; emergency contacts information.
- Dog tags and medical tag (such as allergies)
- Waterproof Pen/Pencil/Notepad
- LBE - pistol belt, suspenders, two regulations 1 qt canteens, butt pack, whistle
- First aid kit w/variety of Band-Aids & bandages; medical tape, anti-bacterial cream, pain medications,
- Prescription medication for at least two weeks
- Flashlight w/extra batteries
- Multipurpose pocket tool
- Sun glasses and/or Goggles
- Chain lock to secure pack
- Sleeping bag w/ ground roll or air mattress, pillow & pillow case
- Camping/Mess kit
- Spare ACU/BDU Uniform – TRU and patrol cap
- Underclothes (T-Shirts (3); Underwear (3); Socks (3))
- Shower shoes
- Towels/Washcloth
- PT Gear for shower trip
- One gallon Ziploc bags (4) \* pack underwear and socks in Ziploc bags
- Severe weather clothing (field Jacket/poncho/authorized sweater as appropriate)
- Work Gloves and cold weather gloves as needed
- Personal hygiene kit w/ tooth brush/paste; shaving stick and cream; soap; shampoo; small mirror; toilet paper; insect repellent; and similar items.

**Recommended (particularly if operation may exceed 72 hours):**

- Civilian Clothing (one change)
- Extra set of eye glasses as needed.
- Laundry bag and laundry detergent pack
- MRE (3-9)
- Cell phone with charger and portable charger unit
- Magnetic compass
- Sunscreen
- Boot cleaning kit
- Reading (Personal)