

VIRGINIA DEFENSE FORCE

CSS 101: Movement Control

CSS 101 Purpose

Action: Discuss Virginia Defense Force (VDF) guard duties and responsibilities

Conditions: Interactive classroom

Standard: Be able to understand role of VDF sentry and accordingly perform guard duty detail

- ***SILENCE CELLPHONES**
- ***50/10 TIMEKEEPER**
- ***SIGN IN FOR CREDIT**
- ***TESTABLE**





Course Objectives

At the completion of this period of instruction, you should be familiar with the following:

- **Explain interior and exterior guard duty**
- **Describe the proper actions of a VDF sentry performing guard duty duties**



Interior & Exterior Guard Duty



Interior Guard



- ❖ **Detailed by commanders of military installations to:**
 - ❖ **Protect property**
 - ❖ **Enforce specific military regulations**
- ❖ **Commander prescribes the composition/strength of the guard**





MAKE-UP OF INTERIOR GUARD



The elements of an interior guard are classified according to their purpose. (FM 22-6, 3-2 fig 1)

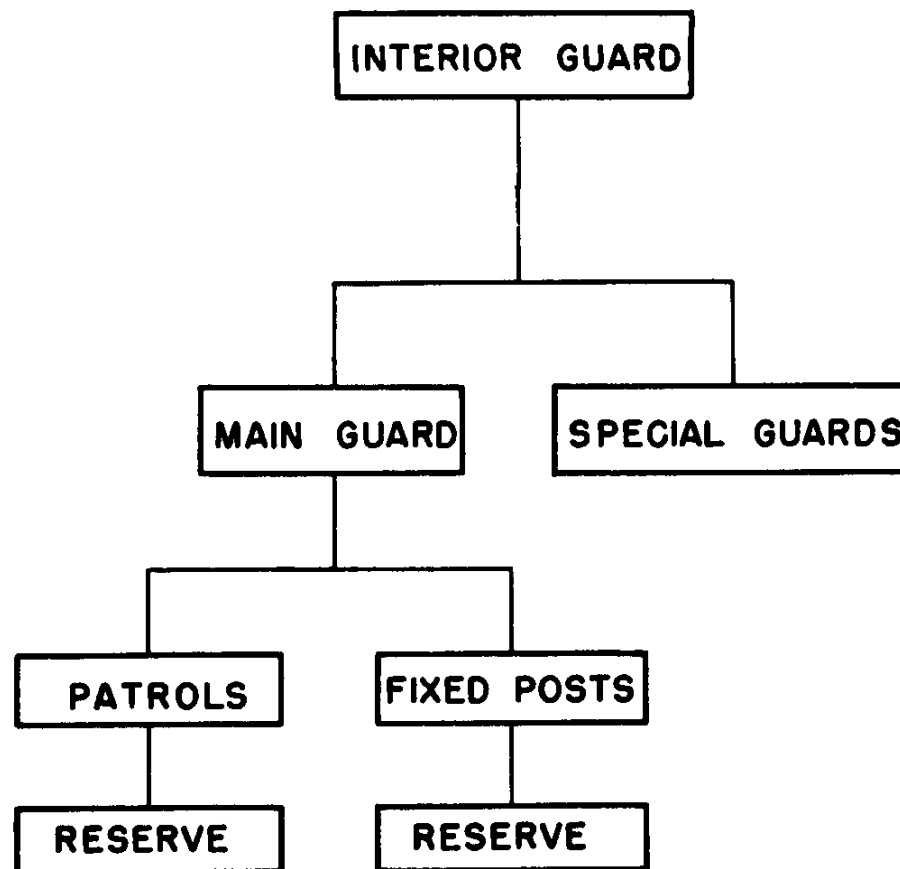
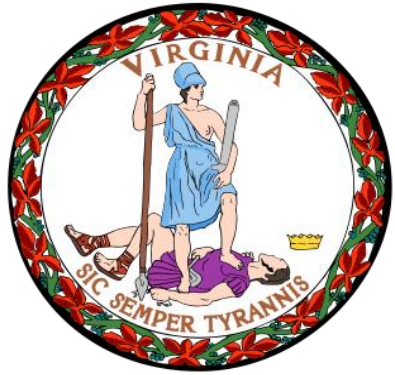


Figure 1. General breakdown of interior guard.



MAKE-UP OF INTERIOR GUARD



❖ **Patrol with a reserve**

- ❖ **Motor transportation whenever possible**
- ❖ **Minimum of two soldiers**
- ❖ **Tour usually six to eight hours**
- ❖ **Maintains a reporting capability with the guardhouse**
- ❖ **Patrols relieve at a predesignated point**

❖ **Fixed posts with a reserve**

- ❖ **Relief every two hours**
- ❖ **Reliefs not on post from the reserve**
- ❖ **Guards relieved at their post**
- ❖ **Posts generally covered on foot**



MAKE-UP OF INTERIOR GUARD



❖ MAIN GUARD

❖ Patrol with a reserve

- ❖ Motor transportation whenever possible
- ❖ Minimum of two soldiers
- ❖ Tour usually six to eight hours
- ❖ Maintains a reporting capability with the guardhouse
- ❖ Patrols relieve at a predesignated point

❖ Fixed posts with a reserve

- ❖ Relief every two hours
- ❖ Reliefs not on post from the reserve
- ❖ Guards relieved at their post
- ❖ Posts generally covered on foot



MAKE-UP OF INTERIOR GUARD



❖ **Special Guard:**

- ❖ **Detailed when it is impractical to use members of the main guard to guard property or an area.**
- ❖ **Special guards protect vehicles, buildings, equipment, supplies, and other property not protected by the main guard.**

❖ **Park Guard:**

- ❖ **Are under the immediate control of their commanders. Neither the NCO or members of the guard absent themselves from the park unless so ordered.**
- ❖ **Receive orders only from the CO, park commander (the OD and officers and NCOs of the guard when a part of the main guard), and the NCO of the park guard.**



Exterior Guard



- ❖ **Not as formal**
- ❖ **Exterior guards are:**
 - ❖ **Lookouts**
 - ❖ **Listening posts**
 - ❖ **Outposts**
 - ❖ **Designated patrols**





Exterior Guard



- ❖ **General Orders prescribed for interior guard may not be applicable or practicable.**
- ❖ **Composition not related to interior guard**
 - ❖ **No commanders detailed for that specific role**
 - ❖ **Guards from small units**
 - ❖ **Under the control and supervision of the unit's leader (chain of command)**
- ❖ **May include guards, listening posts, observation posts and patrols and aerial observers**
- ❖ **All exterior guards must have adequate communications**
- ❖ **Guards operate in pairs or larger groups; rotate watch and rest among themselves**



TERMS AND DUTIES



1. Commanding Officer

2. Field Officer of the Day

3. Officer of the Day

4. Commander of the Guard

5. Sergeant of the Guard

6. Relief Commander

7. Guards

8. Guard

9. Guardhouse

10. Guard Post



Terms & Duties



Interior Guards consist of:

- ▶ **Commanding Officer** -The officer commanding an installation, organization, unit, garrison, or bivouac.
 - **Details a Guard sufficient to provide for the security of personnel and property within his jurisdiction.**
 - **Requires a vigilant and thorough performance of Guard Duty. Gives his orders, or has them given by his representative, to the Officer of the Day. Prescribes regulations and special orders for the guard.**



Terms & Duties



Interior Guards consist of:

- **Field Officer of the Day-** A field grade officer that is the commanding officer's personal representative for his tour of duty.
 - Usual tour is 24 hrs.
 - Assigned various duties pertaining to security of the command.
 - Supervises the interior guard and closely parallels the duties of the officer of the day.
 - Primary concern is to see that the guard performs its assigned tasks.



Terms & Duties



Interior Guards consist of:

- **Officer of the Day – An officer, acting directly under commanding officer or FOD, who is responsible on a given day for the execution of all orders of the commanding officer relating to guard duty or other duties as may be assigned.**
 - **Responsible for the proper performance of the main guard and for other guards when directed.**
 - **Tour is usually 24 hrs.**
 - **Inspects the guard as he considers necessary; at least once between midnight and daylight.**
 - **Takes his orders only from the commanding officer and FOD. During an emergency, when there is great danger, the senior officer present may give orders to the OD for the use of the guard.**
 - **Responsible for the property of the guard.**
 - **Keeps the guard informed of his location at all times.**



Terms & Duties

Interior Guards consist of:

- **Commander of the Guard – The senior officer or NCO of the guard, next junior to the OD.**
 - **Responsible for instruction, discipline and performance of the guard.**
 - **Obeys the orders of the CO, FOD and OD.**
 - **Reports any additional orders given to the guard.**
 - **He ensures all members of the Guard are correctly instructed in their orders and duties and understand and correctly perform them.**
 - **He inspects each relief as prescribed.**
 - **He ensures Special orders are turned out at the proper time.**
 - **He ensures all guards are relieved on time.**
 - **Immediately inform the OD of any apprehensions.**



Terms & Duties



Interior Guards consist of:

- **Sergeant of the Guard (one or more)**
 - **Senior NCO of the guard.**
 - **Responsible to the commander of the guard.**
 - **Assumes the duties and responsibilities of the commander of the guard if no officer is so detailed.**
 - **Supervises the enlisted members of the guard.**
 - **Prepares duplicate lists of the guard, showing reliefs, posts and duties of each.**
 - **Insures all reliefs are turned out at the proper time .**
 - **Insures relief commanders understand their duties and carry them out properly.**
 - **Notifies the commander of the guard of anything suspicious or unusual and of any apprehensions.**



Terms & Duties



Interior Guards consist of:

- **Relief Commander – The next senior NCO of the guard.**
 - **Receives and obeys orders only from the CO and the guard chain.**
 - **Assigns members of his relief to posts. Are not changed except by the commander of the guard or higher.**
 - **Makes duplicate lists of the relief, including himself, showing posts with members assigned.**
 - **Instructs his relief as to orders and duties and ensures each guard understands them.**
 - **Reports all violations and unusual concerns immediately.**
 - **His post is the guardhouse.**
 - **Makes sure no one enters the guardhouse without authority.**
 - **Goes at once to any guard who calls for the commander of the relief.**
 - **Notifies the sergeant of the guard who relieves him at the guardhouse or designates another NCO to do so.**
 - **Responsible for turning out his relief promptly.**
 - **He examines persons halted or detained by a guard. If he doubts their authority, he takes them to the sergeant of the guard or commander of the guard.**
 - **Persons apprehended by the commander of the relief or guards are taken at once to the commander of the guard.**



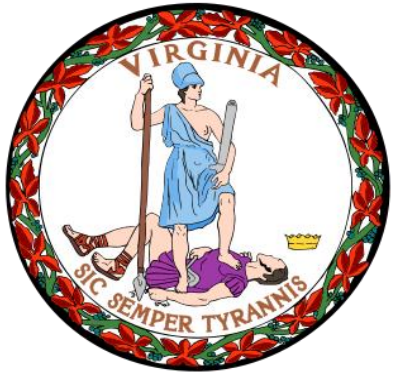
Terms & Duties



Interior Guards consist of:

- **Guards**

- **Assigned to the relief by the sergeant of the guard and to posts by the commander of the relief.**
- **Are not changed to another relief without authority.**
- **Must memorize, understand and comply with general and special orders.**
- **The guard closest to the guardhouse is post no. one.**



Terms & Duties



- **Fixed Post System**

- Guards assigned duties at fixed posts, where they remain until relieved.

- **Guard**

- A special unit responsible to the OD for the protection and security of an installation or area. The unit includes a commander of the guard, sergeant of the guard, commanders of the relief and guards.
- An individual responsible to keep watch over, protect, shield, defend, warn or any other duties prescribed by general or special orders. Often referred to as sentinel, sentry or lookout.

- **Guard Post**

- An area for which a guard is responsible.

- **Supernumerary**

- An extra member used as a replacement or to perform duties as prescribed.

- **Guard House**

- A building, tent, or other location occupied by soldiers detailed for interior guard duty. The headquarters of the guard.

Post Inspections

- **When an officer asks: “what are your orders?” The proper response is:**

“Sir/Madam, my orders are of classes, general and special.”

- **The guard then recites the general orders until stopped or all have been recited.**
- **The guard should be able to answer any questions pertaining to his special orders.**



Challenge



- ❖ **Challenge:** Any process carried out by one unit or person with the object of ascertaining the friendly or hostile character or identity of another.
- ❖ **Countersign:** Consists of two words issued from the principle HQ of a command.



Challenge



NATO UNCLASSIFIED

PROCEDURE FOR CHALLENGING
AND REPLYING

7.

Action by Sentry	Action by Person or Group Challenged
a. "HALT! WHO IS (or GOES) THERE?"	a. Halts and gives any reply which indicates the person or group is authorized to pass, e.g. "FRIEND", "ALLY", "CORPORAL OF THE GUARD", etc.
b. "ADVANCE (ONE) AND BE RECOGNIZED".	b. Person (or group leader) advances without replying.
"HALT!" (When unknown has approached sufficiently for sentry to recognize him or to give challenge)	c. Person halts until recognized by sentry.
d. Challenge (if any) is given in a low tone.	d. Reply or password is given in a low tone.
e. "ADVANCE ANOTHER ONE (or REMAINDER) AND BE RECOGNIZED". (Sentry calls forward remainder one by one or as a group, as the situation or his orders demand.)	e. Second unknown (or remainder of group) advances at order of sentry to be recognized. Group leader, or person designated by leader must remain with sentry to assist in identifying remainder of group.

NATO UNCLASSIFIED



Challenging One Person of Group



- ❖ **Guard positions so he can control situation**
- ❖ **Guard commands “HALT” loud and distinctly, giving himself sufficient distance to react.**
- ❖ **When the subject has halted the guard asks:**
“WHO IS THERE?”
- ❖ **The guard may advance to a better position.**
- ❖ **After the subject gives identity the guard directs the subject to:**
“ADVANCE TO BE RECOGNIZED.”
- ❖ **The guard addresses the subject using the same ID given to insure only that subject advances.**



Challenging One Person of Group, cont'd



- ❖ **Halt the subject again when close enough to be recognized**
- ❖ **Others with the challenged subject must be identified in one of two ways as prescribed by the commander**
- ❖ **Guard permits only one subject at a time to approach for identification**
- ❖ **Answer “friend” is an acceptable answer when an inspecting officer or patrol do not wish to reveal their official capacity**



Challenging One Person of Group, cont'd



- ❖ **There may be one countersign used in friendly areas and one used in hostile areas.**
-
- ❖ **Guard must be extremely cautious about revealing elements of the countersign**
- ❖ **NEVER use the words unless unidentified subject exposes himself and comes forward to be identified.**

Parole Word: Secret word imparted only to members of the guard.



Parole Word

- **A secret word imparted only to members of the guard.**
- **Is used by persons authorized to inspect the guard. Used as a check on the countersign.**
 - **When an inspecting officer gives the guard the parole word the guard gives the inspecting officer the countersign.**
 - **The guard does not use the password at any other time.**



Roadblocks

Purpose of a Roadblock

- **Established in conjunction with an access control checkpoint to limit traffic and personnel**
- **Blocking roads at Apple Blossom, Uncle Billy's**
- **Allow only residents, vendors, emergency vehicles or completely blocked**



Purpose of a Roadblock

- **Established to block a roadway or access to an area due to a disaster**
 - **Flooded or damaged roads**
 - **I-64 Lane reversal**



Roadblock Essentials

- **General and Special Orders**
- **Rules of Interaction/Engagement**
- **Staffing**
- **Communications**
- **Location in relation to affected area**
- **Equipment Needs**
- **SAFETY!**



Equipment Needs

- **Signage**
- **Barriers**
- **Traffic Vests**
- **Lights**
- **Flares**
- **Personal Support Items**
 - **Poncho**
 - **Cold weather gear**
 - **Relief Items**



Ansi II



Location

- **Adequate Sight Distance**
- **Adequate notification of closure**
- **Lighting**
- **Distractions**
- **Hazards**



What hazards may come with roadblocks in such roadway segments?



1



2



3



4



5



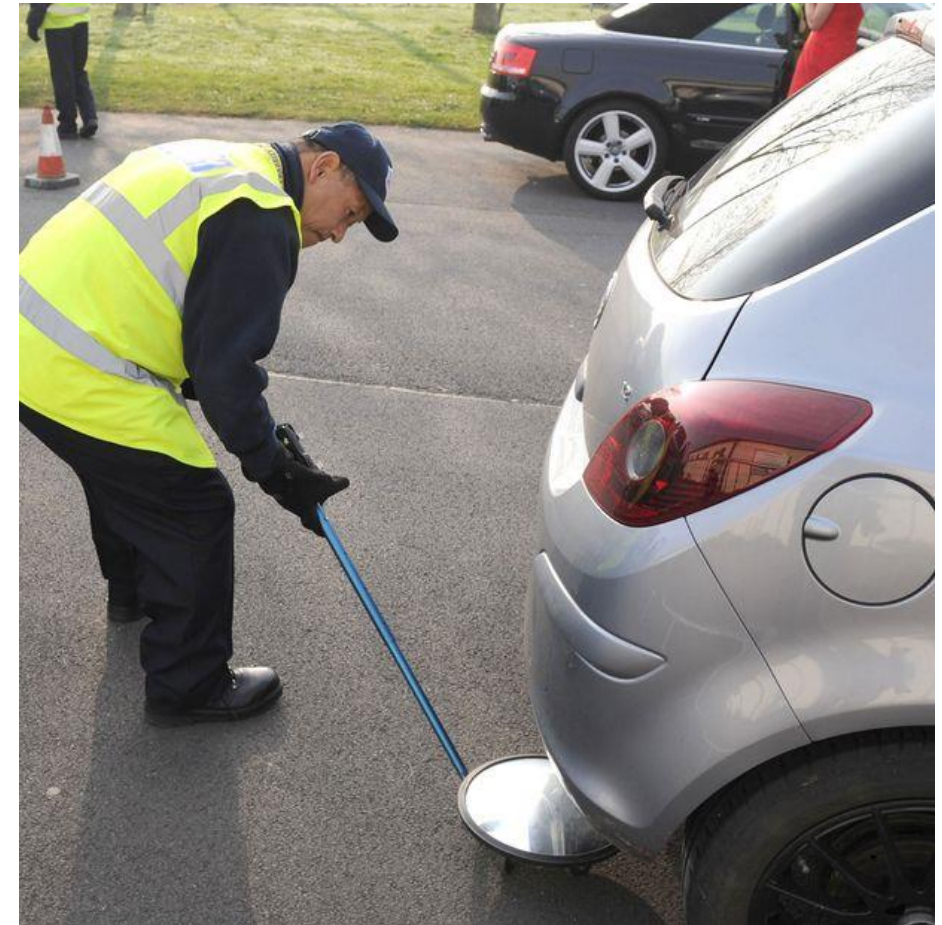
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7

Under Vehicle Inspection

- **Consists of imaging systems mounted on a roadway and used at facility access points, particularly at secure facilities. An**
- **Under-vehicle inspection system is used to detect threats—such as bombs—that are hidden underneath vehicles.**
- **Cameras capture images of the undercarriage of the vehicle for manual or automated visual inspection by security personnel or systems.**



Hand Wand Detection

- **Magnetometer is a device that measures magnetism—the direction, strength, or relative change of a magnetic field at a particular location.**
 - **Series of aircraft hijackings led the United States to adopt metal detector technology**
 - **Many industrial and civil engineering advances in the field**



Safety and Awareness

- **Take Care of Yourself**

Be Professional!

- **Maintain Situational Awareness**
- **Understand how you fit into the overall operation**
 - **Be Professional!**
- **Watch the Weather**

- **Pay attention to Crowds and Vehicles**

- **Monitor and Report**

Be Professional!



Documentation of Actions and Observations



Reporting



VIRGINIA DEFENSE FORCE
5001 Weller Road Richmond, Virginia 23230

INCIDENT REPORT

Date: _____ Time: _____
at _____ in _____

Reported By: _____

Signature of Reporting Officer: _____
Signature of SSGT/PLS: _____

Documenting

Report Writing Purpose

- To ensure the accurate documentation of incidents
- Timely documentation and forwarding to appropriate command

SERIOUS INCIDENT REPORT (SIR) COVER SHEET


If during a contingency support exercise, this report is to be submitted to the appropriate command, if a member of the VDF, for treatment, hospitalization, or death. This report is to be submitted to the chain of command.

27A011


From: **FOUO** (Self Reporting)
To: CDR@VDF.VA.GOV, MAJ@VDF.VA.GOV, MAJ@VDF.VA.GOV

SUBJ: SIR number _____ (Leave Blank)
1. Category of Incident: CXT _____ (Leave Blank)
2. Type of Incident:
3. Date/Time of Incident:
4. Location:
5. Other Information:
a. Patient Involvement:
b. Personnel Involved:
i. Name:
ii. Pay grade:
iii. Rank:
iv. Position:
v. Line and station of assignment:
vi. Duty Station:
vii. How the soldier departed within the past 12 months:
6. Victim:
i. Name:
ii. Pay grade:
iii. Rank:
iv. Position:
v. Line and station of assignment:
vi. Duty Station:
vii. How the soldier departed within the past 12 months:
7. Summary of Incident:
8. Remarks:
9. Publish:
10. Consider Reporting:
11. Point of Contact:
12. Downgrading instructions. The FOUO protective markings may be removed on _____ (Date)

FOUO


Office of the D-1
MAJ Michael T. Foss

VIRGINIA DEFENSE FORCE
DEPARTMENT OF ARMY AFFAIRS
COMMONWEALTH OF VIRGINIA
1001 Water Road
Fleetwood, Virginia 22030
Telephone: 800-225-4321 Fax: 800-225-4843



05 April 2015

VDF-H1


MEMORANDUM FOR: See Distribution

SUBJECT: Directive on Filing out a Workman's Comp Claim Form Properly

1. When filling out a Workman's Comp claim please bear in mind:

- Only the GMA form is to be used. An example of a properly completed form is on the VDF website.
- Form **MUST** be filled out electronically. The only handwriting accepted will be signatures.
- Empty block **MUST** be completed.
- Scan and send (e-mail) form to G-1 when completed. VDF Surgeon and G-3 are to be cc'd in the e-mail.
- Photos should be taken of the area where incident occurred and accompany form when submitted.
- Please bear in mind: Will person making claim lose any work time?
- Please bear in mind: Are phone numbers, address, etc. current?
- Be very descriptive and specific in description of incident.
- Form and photos must be in to DMA within 24 hours of incident.

CP
ALL VDR Personnel


Michael T. Foss
MAJ GS VDF
ACoS G-1

Incident Report compiled on:

- **Any incident that involves an accident or injury**
- **Any incident regarding a suspicious situation**
- **Any incident to document information for later reference**



Procedure

- **Call for rescue and/or assist injured**
- **Secure a possible crime scene**
- **Conduct a preliminary investigation**
- **Identify all parties involved**
- **Record all available information**
- **Notify NCOIC for assistance**



Recording Available Information

- **Names (First, Middle, Last, Nick Names)**
- **Addresses (Home and Work)**
- **Telephone numbers (Home, Cell, Work)**
- **Descriptions of Individuals**
- **Vehicles**
 - **Description**
 - **License number**
 - **Make and Model**
 - **Insurance Information**
 - **Damage if relevant**
 - **Direction of travel**
 - **Drivers and Owners**

File a Complete and Accurate Report

- **Who was involved**
- **What happened**
- **When the incident occurred**
- **How the incident occurred**
- **Why the incident occurred**
- **Where the incident occurred**
- **Action taken**
- **Chronological**
- **Legible**
- **Correct spelling**
- **Factual vs. Opinion**
- **May be used in court**

Filing Reports

- **VDF personnel contacts NCOIC**
- **NCOIC ensures legibility and completeness**
- **NCOIC signs bottom**
- **NCOIC forwards report to 1SG**
- **1SG files a copy of the report with the morning report**



Incident Report

SP

INCIDENT REPORT
DATE: JAN 3 1 2008
DD / MON / YR
TIME: 3 O'CLOCK HRS.
MILITARY TIME
REPORTED BY: J. Stanley E-4
PRINT RANK AND NAME

DETAILS OF INCIDENT:
I WAS WORKING A ROAD BLOCK and a car came through. I saw some guns in it so I snatched his butt out. THE PERP SAID HE DIDN'T KNOW THE GUNS WERE IN THE CAR BUT HE ~~TOLD~~ TOLD THE COPS ANOTHER LIE LATER. I THINK HE WAS DRUNK TOO. THE LOCAL COPS CAME AND TOOK HIM AWAY. WE GAVE THEM THE GUNS and the bullet shells too. We went back to work

Stanley
672-4935

SIGNATURE OF REPORTING OFFICER: J.E. STANLEY
RANK NAME

Where was the roadblock?

What kind of car?

Note your observations not your opinions.

Times of events?

Neatness!!!

Report may be used in court- for or against you!

Incident Report

INCIDENT REPORT

DATE: 031 Jan 1 2009
DD / MON / YR

TIME: 1700 HRS.
MILITARY TIME

REPORTED BY: CPT J.E. STANLEY, JR
PRINT RANK AND NAME

DETAILS OF INCIDENT:

ON 3 January 2009 AT APPROX. 1500 HRS, A GRAY 1996 FORD TAUARUS, VA LIC. NUMBER BR549 CAME THROUGH MY MP SECURITY CHECKPOINT AT BROAD STREET AND HERSEFIN ROADS ACCORDING TO SPECIAL ORDERS # 25-10, I SCANNED THE INTERIOR OF THE VEHICLE AND OBSERVED WHAT APPEARED TO BE SEVERAL HANDGUNS LAYING IN THE REAR PASSENGER'S FLOOR BOARD.

THE DRIVER PRODUCED A VALID DRIVERS LICENSE IDENTIFYING HIMSELF AS ROBERT JONES. (SEE DETAILED INFO ON BACK.) THE VEHICLE WAS REGISTERED TO JOANNE JONES WHO WAS NOT PRESENT.

MR. JONES WAS ASKED TO EXIT THE VEHICLE AND WAS ESCORTED TO THE FRONT OF THE VEHICLE WHERE I PATTTED HIM DOWN FOR WEAPONS.

NCOLC BROWN WAS NOTIFIED AND RESPONDED TO THE SCENE AT 1505. THE MP CHECKPOINT WAS CLOSED AT THAT TIME PER SPECIAL ORDERS # 25-10.

MR. JONES STATED HE DID NOT KNOW HOW THE WEAPONS HAD GOTTEN INTO THE CAR BUT HE HAD JUST LEFT A BAR AT 12TH AND MAIN STREETS IN THE CITY. HE STATED "I LEFT THE CAR UNLOCKED MAYBE SOMEBODY PUT THE GUNS IN, THE CAR BY ACCIDENT." THE LATER TOLD HENRICO POLICE HE HAD FOUND THE GUNS IN A TRASH CAN.

PVT FLOURNOY SEARCHED THE VEHICLE FURTHER WITH THE DRIVER'S CONSENT AND FOUND SEVERAL SPENT .38 CAL

SIGNATURE OF REPORTING OFFICER:

RANK

NAME

Any Better?

Incident Report

INCIDENT REPORT

DATE: 031 JAN 2009
DD / MON / YR

TIME: 1700 HRS.
MILITARY TIME

REPORTED BY: CPL J.E. STANLEY, JR
PRINT RANK AND NAME

DETAILS OF INCIDENT:

SHELL CASINGS UNDER THE FRONT PASSENGER SEAT.
MR. JONES WAS DETAINED UNTIL HENRICO POLICE
ARRIVED ON THE SCENE AT APPROX 1530 HRS, AND WAS
TURNED OVER TO OFFICER J.K. JOHNSON. SHELL CASINGS
4 HAND GUNS, DRIVERS LICENSE AND VEHICLE REGISTRATION
ALSO TURNED OVER TO OFFICER JOHNSON.
VEHICLE WAS TOWED BY SHORT PUMA TOWING ON AUTHORITY
OF OFFICER JOHNSON. OFFICER JOHNSON TOOK MR. JONES
INTO CUSTODY. THE VEHICLE AND HENRICO POLICE CLEARED
THE SCENE AT APPROX 1630 AND THE MP CHECKPOINT WAS
PLACED BACK INTO OPERATION AT 1635 BY NCOIC BROWN

DRIVER: JONES, ROBERT JOWAS W/M 5'2 265 LBS
BRN HAIR, BLUE EYES DOB 12-23-55
VA DRIVERS LICENSE - AB 4569348
EMPLOYER - CHIMNEY BUS CHIMNEY SWEEP
2345 JACKSON BLVD BUMPASS, VA 23599
VEHICLE: 1996 FORD TAURUS GRAY VA LIC # BR549
JONES, JOANN JONES 2345 JACKSON BLVD
BUMPASS, VA 23599


RECOVERED PROPERTY:
4- 38 CAL S&W SHELL CASINGS - REVOLVER
1- 38 CAL S&W REVOLVER CHROME #39845008 5 SHOT
1- 40 CAL GLOCK SEMI AUTO PISTOL - BLACK - # 61938865
1- 50 CAL BLACK POWDER REVOLVER - RUSTED #2198 - TENNESSEE VALLEY ARMS
1- 32 CAL S&W DERRINGER - BLUE STEEL # 2222

SIGNATURE OF REPORTING OFFICER: CPL J.E. Stanley, Jr
RANK VNAME

File Your Report

- **Based on what just happened, file your Incident Report with your Squad Leader**
- **Use Identification documents on the next slide**
- **You have 10 minutes to turn in your incident report**


MINNESOTA DRIVER'S LICENSE



WILLIAM PERRY
 3213 N MAIN ST
 MINNEAPOLIS MN 42324
 Date of Birth: 01-01-2011
 Sex: M Eyes: BLU CLASS: M
 Height: 100 Weight: 100
 ISSUED: 01-2011 EXPIRES: 01-01-2099

TR3213212145 William Perry

Virginia DRIVER'S LICENSE VA, USA




Customer Identifier: T16700185
 Name: Stanley, Jr. James Ellis
 Address: 17 FIRST STREET STAUNTON, VA 24401
 Sex: M Class: NONE Date of Birth: 07/15/1958
 Eyes: BRO Endorsement: NONE Ex ORL: 08/14/2009
 Height: 6FT 3IN Restrictions: NONE Exp: 07/15/2016

Organ Donor DD A5046769

MAINE DRIVER'S LICENSE

Matthew Dunlap
 Secretary of State
 WHERE AMERICAN BATS BEGIN

Yarborough,
 Rosalie Cavallo
 1234568




EXPIRES: 05/15/2005 ISSUED: 05/15/1999
 WEIGHT: 132 SEX: F HAIR: BL EYES: BL HEIGHT: 5 03
 CLASS: C REST: NONE EYES: NONE
 12244 Jones Street
 Hurt, Va 23454
 ORGAN DONOR

INTERNATIONAL TRANSLATION OF DRIVER'S LICENSE
 LICENCIA DE CONDUCIR ВОДИТЕЛЬСКОЕ УДОСТОВЕРЕНИЕ
 ΑΔΕΙΑ ΟΔΗΓΗΣΗΣ PERMIS DE CONDUIRE



Name: VKOONFAN ADYREBA
 (IDL No. T-USA-IDLQ110800994)
 Valid From: 07-MAY-2018 Valid Until: 07-MAR-2018
 Sex: F Eyes: BROWN HT: 5'5" 165 cm Category: B
 Address: 52850 MAIN ST LOS ANGELES CA, 77598
 Issuer's Signature: [Signature] DOB: 16-JUL-1977

Exchange Reports!

- **You are the NCOIC.**
- **Review the incident report.**
- **Is it complete and accurate?**
- **Is it legible?**
- **Will you sign off on it as being acceptable for submitting up the chain?**
- **Make notes on suggested improvements.**
- **Print and sign YOUR name on the bottom line!**



Questions?