

VDFR 350-1 Appendix B

PROGRAM OF INSTRUCTION (POI) AND LESSON PLANS

(LPs) 1-1

(Reference: Army TR 350-70)

Virginia Defense Force

NEW SOLDIER TRAINING

Version January 2020

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PREFACE 2-1

PURPOSE

Per “VDF Regulation 350-1, VDF Training Management, this outlines the VDF New Soldier training -- consisting of Orientation Parts I and II, and Initial Entry Training (IET) -- POI and LPs. (REF: AR 350-1, Chap 3, para 3-44)

APPROVAL AUTHORITY: VDF G-3 **CONCURRENCE:** VDF CG

TRAINING LOCATIONS

Online for Orientation or IET preparation, and Multiple Unit Training Assemblies (MUTA), Ft. Pickett, VA, for IET.

COLLABORATION

VDF Force headquarters (FORHQ) G3 Training Support Office staff will provide instructors, references, and equipment, when needed, for training.

MINOR CHANGES AND ADDITIONS

Materials will be reviewed annually. Copies must be placed with the VDF archive to protect continuity of operations.

COURSE SCOPE 2-2

A. **ORIENTATION**. The Orientation Course consist of two parts, located on the VDF web site at: http://vdf.virginia.gov/vdfresources/vdf_training/#Basic%20Training. Part I is a general introduction into VDF missions, standards and culture called “Orientation.”. Part “IIA” provides basic VDF emergency operations basics information and is written as a teaching point in a similar format to an Operational Order (OPORD). New members with at least six months of prior qualifying military service will complete Orientation as an introduction to VDF, and refresher on basic military matters. Non-prior military service members will complete the Orientation as an introduction to the military, and then continue on to the Initial Entry Training (IET) Course, also described on the web site. Hard copies of Orientation and IIA, and associated test questions, are appended to this POI as a curriculum quality control and review tool only. **They are not authorized for promulgation to VDF personnel unless and until G3 Training Officer allows and exception (such as the VDF web site being down for an extended period).**

B. IET preparatory training is located on the VDF web site at: http://vdf.virginia.gov/vdfresources/vdf_training/#Basic%20Training. IET in-person training will occur at each VDF Force MUTA. The IET In-Person instruction will be a combination of classroom and practical application as described in the LP. The schedules below are for either IET divided between two MUTAs, or an alternate for teaching all of IET in one weekend.

The IET course will use slide presentations consisting of *selections from* the following VDF classes, which the assigned instructors can review for further preparatory information:

1. “VDF 101 Military Structure, Basic Operations, Emergency Response Process.”
2. “VDF102 Soldier Values/SHARP/EO/Ethics.”
4. “VDF 103 Military Customs and Courtesies.”
5. “VDF 104 Uniform Wear and Inspection.”
6. “VDF 105 Drill and Ceremonies (including Formations).”
7. “CSS 100, Basic Guard & Access Control Duty.”
8. “COM 100 Basic Communications” [Operational Procedures, Radio-Telephone Practices, Terminology, the Phonetic Alphabet, and Message Documentation Procedures, Operate Statewide Agencies Radio System (STARS) Radio and Organic VDF Handheld Radio(s)]
9. “VDF 200, VDF History”
10. “VDF 201, VDF & Militia Law”

PROGRAM AND STUDENT LEARNING OUTCOMES

The above training is intended to train the students in basic military knowledge.

CORE ABILITIES

Functional knowledge of the class subjects above.

COMPETENCIES

Individuals should complete the VDF Orientation and IIA classes online at the VDF web site.

COURSE PREREQUISITE 2-3

ACADEMIC HOURS

- A. Orientation Parts I and II, with online tests take approximately four hours.
- B. The IET in-person instruction lasts approximately 12 hours.

CLASS SIZE - INSTRUCTOR / STUDENT RATIO

- A. Orientation is self-directed.
- B. For IET the maximum of 10-15 students with one (1) instructor and one assistant instructor.

ACADEMIC PREREQUISITES

- A. Orientation: none.
- B. Students must separately complete the VDF Orientation Parts I and II classes online at the VDF web site. Students are encouraged to take IET web-based training to prepare for in-person IET.

SPECIAL INFORMATION 2-4

INSTRUCTOR RESOURCES

Instructors are issued instructional slide packs and any student reading materials 60 days before the scheduled class. The Professional Military Education (PME) staff will coordinate classrooms, classroom equipment, and written handouts, with G3 as needed.

TRAINING AIDS AND MATERIALS/EQUIPMENT NEEDED

(1) Slide pack and supplemental materials; (2) A/V equipment, computer, as required; (3) White board, poster board, and markers to list ideas; (4) Student handout material to support the lesson; and (5) Facilitator note cards: Material to support facilitated discussions of video case exercises.

FACILITIES/TRAINING AREA

Classroom and parade ground (hardtop or grass).

ADDITIONAL TRAINING ASSISTANTS

Needed to teach drill and radio procedures.

SAFETY AND RISK ASSESSMENT

Classroom environment, except marching. Parade ground should be surveyed for uneven areas and those should be marked no-go.

INSTRUCTOR GUIDANCE 2-5

a. Prepare: (1) Locate your training site; (2) Review slides for familiarization; (3) Review references; (4) Print lesson; (5) Notify VDF staff of student study assignments to be promulgated; (6) Develop student handouts; and (7) Print out student handouts before class, or ask for VDF staff assistance.

b. Rehearse. Rehearse your role in the education and training session.

c. Reconnoiter. Inspect the classroom or training area, and equipment readiness/availability at least 12 hours prior. Coordinate with VDF staff if you cannot do it. Never assume the venue will be ready.

d. Conduct. (1) Distribute student handouts; (2) Present the learning package and give talking points with associated slides as you progress through the presentation; (3) Be prepared to use OCs on a rotating basis to teach portions of the class; (4) Prepare questions for the students which would include the test questions you develop for the OCS staff; (5) Get your group involved by asking the discussion questions and facilitate further discussion; (6) If time allows and appropriate, lead the students in a reflective practice exercise to answer the following questions: (a) What? (What learning concerning occurred during the education and training session?); (b) So what? (Why does it matter?); (c) Now what? (How will I use this information/new knowledge and apply it to my situation/unit/ organization?)

e. Follow up: (1) If an exam covering your material does not yet exist, develop 5-10 test questions from your instruction (multiple choice/fill-in-the-blanks/true or false) and deliver to PME staff; (2) ensure students have class and/or course feedback forms and hand them in; (3) ensure a class observer form like that below is viable for class visitors; (4) Provide PME staff feedback for improving slides/other aspects of instruction; (5) review student and visitor feedback provided by PME staff.



VIRGINIA DEFENSE FORCE Classroom Observation Form

Date of Observation:

Class Observed:

Observer:

Observee:

Directions: After the classroom observation, the observer and observee should discuss the questions on this form. On this form, the observer should write about the classroom observation, but may also write about the conversation as well by including some of the observations, ideas, objectives, etc. of the observee.

1. What was the purpose of the lesson you observed?

2. What parts of the class seemed to particularly enhance the learning process? What strengths does the instructor exhibit?

3. What instructional options were discussed as a result of the observations? (What options would the instructor like to explore?)

Observer's Signature: _____ Date: _____

Observee's Signature: _____ Date: _____

COURSE LESSON PLANs 2-6

VIRGINIA DEFENSE FORCE

1. LESSON NUMBER AND TITLE: Initial Entry In-Person Training

2. CLASS TIME: 14.0 hours

3. HOW IT WILL BE TAUGHT:

a. BACKGROUND: VDF Initial Entry In-Person Training is directed to new non-prior service VDF personnel. It provide basic functional literacy in basic military subjects, so the new soldier can function at that basic level in their units.

b. CONDUCT: This class will be predominantly conducted in a classroom with chairs set in a conference mode. Training slides will be provided when instructor is identified. Provide if possible, a large map of Virginia for explain unit and regions orientation. Students will be allowed to ask questions during the instruction. The preferable instructor is a seasoned non-commissioned officer, or in some cases, Officer Candidates validating their own training while monitored. Instructors will be provided the teaching materials 60 days in advance. The second aspect of the class is drill on a parade deck. This class is testable materials and the instructor should be familiar with the test questions/answers and emphasize those.

4. INSTRUCTIONAL INTENT: This class should provide students with a basic functional literacy in basic military subjects, so the new soldier can function at that basic level in their units.

5. TRAINING OBJECTIVES: Enabling objective (core knowledge objectives) (if needed, one per distinct training activity, with Action/Condition/Standard) normally couched in student action. See TR 350-70, Chapter VI-6, Training Course design.

As a result of this instruction, the student must accomplish the following training objectives:

Action: Discuss Basic Military Knowledge in a Classroom, Followed by Applied Drill.

Conditions: Interactive classroom and Marching on a Parade Ground.

Standard: Be Able to Explain the Highlights of Basic Military Subjects in VDF Missions; Drill and Ceremonies; Customs and Courtesies, Soldier Values; Uniform Wear; Basic Communications Techniques; and Basic Guard Duty

TERMINAL LEARNING OUTCOMES: At the completion of this period of instruction, the students should be familiar with the following:

OUTCOME #1: Explain the Virginia Defense Force Chain of Command

OUTCOME #2: Identify major events in Virginia Militia History

OUTCOME #3: Be able to discuss VDF missions

OUTCOME #4: Explain how Soldier Values ethics contribute to VDF missions

OUTCOME #5: Describe L-D-R-S-H-I-P

OUTCOME #6: Describe and perform seminal marching and formation movements

OUTCOME #7: Describe the basic customs of the U.S. Army and VDF

OUTCOME #8: Demonstrate and articulate proper reporting and saluting policy

OUTCOME #9: Explain and identify proper military titles, rank insignia, and flag honors.

OUTCOME #10: Describe the grooming standards for male and female soldiers

OUTCOME #12: Understand VDF uniform appearance

OUTCOME #13: Define the regulations of accoutrements, and describe the placement of all insignia and patches

OUTCOME #14: Learn basic communications techniques (prowords, phonetic alphabet) and how to use the Wouxum handheld radio

OUTCOME #15: Recite the General Orders

OUTCOME #16: Understand basic guard duties and terminology

Note: The primary instructor should review the test questions to ensure those teaching points are emphasized. At conclusion Review/Summarize, repeating the core knowledge.

7. REFERENCES: The instructor will use the following references, and may add additional ones upon discussion with VDF CMDT.

- a. Army Doctrine Publication (ADP 1): *The Army*, Chapter 2
- b. Army Doctrine Reference Publication (ADRP 1): *The Army Profession* (Initial Draft)
- c. Army Doctrine Reference Publication (ADRP 6-22): *Army Leadership*, Chapter 1

8. INSTRUCTIONAL MATERIAL ISSUED TO STUDENTS: Use of standard IET In-Person Training Slides and Handouts. Prepared class handouts are optional and at the discretion of the designated instructor upon discussion with VDF G3.

9. This class is testable. The instructor should be familiar with the test questions/answers and emphasize those.

10. Students passing the test will be provided a completion certificate and a VDF George Washington shoulder patch.

11. POI and Conduct of Instruction (divided over two MUTAs):

MUTA I

Friday

1900 Instructor Meeting

Saturday

Part I (Saturday 0800-1130)

1. Morning Formation after morning meal for briefing (30 min)
2. Wear and Appearance of Uniforms (classroom 60 min)
 - a. Grooming Standards
 - b. Class A, B, and C uniform
 - c. Insignia of Rank
3. Drill and Ceremony (classroom and parade deck 60 min)
 - a. Formation/Fall-in, Stationary Movements, Open and Close Ranks.
 - b. In ranks uniform inspection, with “Gig List” to be corrected by the next day where possible.
4. VDF Missions (classroom 10 min)
5. Readiness/72-hour load, State Active Duty (SAD) (classroom 10 min)
6. VDF History (classroom 30min)

1130-1300 Lunch

Part II (Saturday 1300-1730)

1. Noon Formation after meal (30 min)
 - a. Practice Formation/Fall-in, Stationary Movements, Open and Close Ranks.
 - b. Designated students conduct selected uniform inspection prior to close ranks, then proceed to classroom.
2. VANG and VDF Chain of Command (classroom 30min)
3. Soldier Values L-D-R-S-H-I-P/ethics/Sex Harrass. (classroom 60 min)
4. Military Customs and Courtesies (classroom 30min)
 - a. Hand Salute
 - b. Reporting
 - c. Other Courtesies, including email etiquette and how to speak to senior personnel.
5. Drill and Ceremony (90 min or until darkness)
 - a. Classroom: Forward March, Column Movements, Rear March, Halt (30 min)
 - b. Practice (30-60 min)

Sunday

Part III (Sunday 0900-1200 after barracks cleanup)

1. Morning Formation (45 min)
 - a. Formation/Fall-in, Stationary Movements, Open and Close Ranks.
 - b. Designated students conduct selected in ranks uniform inspection, with “Gig List” to be corrected where possible.
 - c. Close order drill (30-60 min)
2. MUTA I testing and remedial training. (classroom 120 min)

MUTA II

Friday

1900 Instructor Meeting

Saturday

Part IV (Saturday 0800-1130)

1. Morning Formation after morning meal for briefing (45 min)
 - a. Formation/Fall-in, Stationary Movements, Open and Close Ranks.
 - b. Designated students conduct selected in ranks uniform inspection, with “Gig List” to be corrected where possible.
2. Courtesies to the Flag (classroom 30min)
 - a. American flag
 - b. Procedure for: (1) Reveille; (2) Retreat; (3) To the Color; and (4) Passing Colors (include clips of bugle calls)
3. Basic Communications (classroom 60min)
 - a. Procedure Words
 - b. Phonetic Alphabet
 - c. Numbers
 - d. Operating Procedures
 - e. Wauxun Radio
4. Basic Guard Duty (classroom 60min)
 - a. General Orders
 - b. Terminology
 - c. Guard Duty

1130-1300 Lunch

Part V (Saturday 1300-1700)

1. Noon Formation after meal (45 min)

- a. Practice Formation/Fall-in, Stationary Movements, Open and Close Ranks.
 - b. Designated students conduct selected uniform inspection prior to close ranks, then proceed to classroom.
2. Administration Procedures Basics (40 min)
3. Formation and marching review after morning meal (60 min)
 - a. Practice Formation/Fall-in, Stationary Movements, Open and Close Ranks.
 - b. Designated students conduct selected in ranks uniform inspection, with “Gig List” to be corrected, then proceed to classroom.
 - c. Marching practice
2. MUTA II Testing and presentation of certificates (120 minutes)

12. POI and Conduct of Instruction (taught in one MUTA):

Part I (normally taught at MUTA Friday evening)

1. Wear and Appearance of Uniforms (classroom 60 min)
 - a. Grooming Standards
 - b. Class A, B, and C uniform
 - c. Insignia of Rank
2. Drill and Ceremony (60 min)
 - a. Formation/Fall-in, Stationary Movements, Open and Close Ranks.
 - b. In ranks uniform inspection, with “Gig List” to be corrected by the next day where possible then proceed to classroom.

Part II (normally taught at MUTA Saturday 0800-1130)

1. Morning Formation after morning meal (30 min)
 - a. Practice Formation/Fall-in, Stationary Movements, Open and Close Ranks.
 - b. Designated students conduct selected uniform inspection prior to close ranks, then proceed to classroom.
2. VDF Missions (classroom 10 min)
3. Readiness/72-hour load, State Active Duty (SAD) (classroom 10 min)
4. VDF History (classroom 30min)
5. VANG and VDF Chain of Command (classroom 30min)
6. Soldier Values L-D-R-S-H-I-P/ethics (classroom 60 min)
7. Military Customs and Courtesies (classroom 30min)
 - a. Hand Salute
 - b. Reporting
 - c. Other Courtesies, including email etiquette and how to speak to senior personnel.

Part III (normally taught at MUTA Saturday 1300-1700)

1. Drill and Ceremony (120 min)
 - a. Classroom: Forward March, Column Movements, Rear March, Halt (30 min)
 - b. Practice (90 min)
2. Courtesies to the Flag (classroom 30min)
 - a. American flag
 - b. Procedure for: (1) Reveille; (2) Retreat; (3) To the Color; and (4) Passing Colors (include clips of bugle calls)
3. Basic Communications (classroom 60min)
 - a. Procedure Words
 - b. Phonetic Alphabet
 - c. Numbers
 - d. Operating Procedures
 - e. Wauxun Radio

Part IV (normally taught at MUTA Saturday 1830-2000)

1. Basic Guard Duty (classroom 50min)
 - a. General Orders
 - b. Terminology
 - c. Guard Duty
2. Administration Procedures Basics (30 min)

Part V (normally taught at MUTA Sunday 0900-1200 after barracks cleanup)

1. Morning Formation and marching review after morning meal (60 min)
 - a. Practice Formation/Fall-in, Stationary Movements, Open and Close Ranks.

b. Designated students conduct selected uniform inspection prior to close ranks, then proceed to classroom.

c. Marching practice

2. Testing (120 minutes)